



**Meeting of the San Bernardino Community College District Board of Trustees  
Business Meeting Agenda  
Crafton Hills College, 11711 Sand Canyon Rd., Yucaipa, CA (LRC Auditorium)  
April 12, 2018, 4:00 p.m.**

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

**2. ANNOUNCEMENT OF CLOSED SESSION ITEMS**

- a. Conference with Labor Negotiators – Government Code 54957.6  
Agency Representative: Bruce Baron & Amalia Perez – CSEA, CTA,  
Management/Supervisors, and Confidential Employees
- b. Public Employee Performance Evaluation, Government Code 54957 (b)(1)  
Title: Chancellor
- c. Conference with Legal Counsel – Anticipated Litigation: Significant exposure to  
litigation pursuant to Government Code 54956.9(d)(2): 2 cases
- d. Public Employee Discipline/Dismissal/Release/Non Re-Employment  
Government Code 54957(b)(1) (2 cases)

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

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

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

**4. CONVENE CLOSED SESSION**

**5. RECONVENE PUBLIC MEETING**

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

**7. UPDATE ON POSSIBLE NEW BOND – Jose Torres & Angel Rodriguez, SBCCD**

**8. REPORTS**

- a. Board Members
  - i. Oral Reports
  - ii. Board Committee Updates (p6)
- b. Student Trustees
- c. Chancellor
  - i. Board Information Requests (p8)
  - ii. Good News (p13)
- d. San Bernardino Valley College
  - i. President
  - ii. Academic Senate
  - iii. Classified Senate
  - iv. Associated Students
- e. Crafton Hills College
  - i. President
  - ii. Academic Senate
  - iii. Classified Senate
  - iv. Associated Students
- f. CSEA
- g. CTA

**9. PUBLIC COMMENTS ON AGENDA ITEMS**

This is an opportunity for members of the public to address the Board concerning items on the agenda.

**10. CONSENT AGENDA**

The Consent Agenda is expected to be routine and non-controversial. It will be acted upon by the Board at one time without discussion. Any member of the Board, staff member or citizen may request that an item be removed from this section for discussion.

- a. Instruction/Student Services
  - i. Consideration of Approval of Donation-CHC (p15)
  - ii. Consideration of Approval to Serve Alcoholic Beverages at Campus Events-SBVC (p16)

- b. Human Resources
  - i. Consideration of Approval of Adjunct and Substitute Academic Employees (p17)
  - ii. Consideration of Approval of District Volunteers (p19)
  - iii. Consideration of Approval of Employee Promotions (p21)
  - iv. Consideration of Approval of Employee Transfers (p23)
  - v. Consideration of Approval of Non-Instructional Pay for Academic Employees (p25)
  - vi. Consideration of Approval of Professional Expert, Short-Term, and Substitute Employees (p33)
  - vii. Consideration of Approval of Salary Advancement for Academic Employees (p43)
  - viii. Consideration of Approval to Accept Employee Resignations (p45)
  - ix. Consideration of Approval to Accept Employee Retirements (p47)
  - x. Consideration of Approval to Appoint District Employees (p49)
  - xi. Consideration of Approval to Appoint Interim Managers (p51)
  - xii. Consideration of Approval to Appoint Temporary Academic Employees (p53)
  - xiii. Consideration of Approval to Place Classified Employees on the 39-Month Reemployment List (p55)
  
- c. Business & Fiscal Services
  - i. Consideration of Approval of District & College Expenses (p57)
  - ii. Consideration of Approval of Individual Memberships (p70)
  - iii. Consideration to Approve Conference Attendance (p73)
  - iv. Consideration to Adopt Resolution to Pay Trustee (p83)
  - v. Consideration to Reconfirm Student Trustee Privileges (p88)
  - vi. Consideration of Approval of Professional Services Contracts and Agreements (p89)
  - vii. Consideration of Approval of Purchase Order Report (p92)
  - viii. Consideration of Approval of Routine Contracts-Agreements and Memorandums (p106)
  - ix. Consideration of Approval of Surplus Property and Authorization for Private Sale or Disposal (p144)
  - x. Consideration of Approval of Vacation Payout (p146)

- xi. Consideration of Approval to Adopt a Resolution Approving Transfers from the Reserve for Contingencies to Various Expenditure Classifications (p147)
- xii. Consideration of Approval to Adopt Resolution Authorizing Temporary Interfund Borrowing (p150)
- xiii. Consideration of Approval to Increase the Revolving Cash Account (p152)
- xiv. Consideration of Approval of Amendment 004 to the Contract with HMC Architects, Inc. of Ontario, CA (p153)
- xv. Consideration of Approval to Award a Small Scale Construction Contract to Three Peaks Corp. of Calimesa, CA (p157)
- xvi. Consideration of Approval to Award Bid #01-1617-01 and Contract to Time and Alarm Systems of Mira Loma, CA (p159)
- xvii. Consideration of Approval to Award Bid #01-1617-11 and Contract to Dalke & Sons Construction, Inc. of Riverside CA (p161)
- xviii. Consideration of Approval to Award Bid #01-1718-01,04,05,06 and Contract to R. Dependable Const., Inc. of San Bernardino CA (p163)
- xix. Consideration of Approval to Award Contracts for the Districtwide Non-Bond Construction Program (p165)
- xx. Consideration of Approval to Ratify a Small Scale Construction Contract for Three Peaks Corp. of Calimesa, CA (p166)

## 11. ACTION AGENDA

- a. Consideration of Approval of Guided Pathways Work Plan – CHC (p168)
- b. Consideration of Approval of Guided Pathways Work Plan – SBVC (p187)
- c. Consideration of Approval of Confidential Administrative Assistant Title Changes (p201)
- d. Consideration of Approval to Accept the Job Descriptions Relevant to the Human Resources Reorganization Plan for Final Approval (p211)
- e. Consideration of Approval to Accept the Proposed Human Resources Reorganization Plan for Second Read and Final Approval (p237)
- f. Consideration of Approval to Accept Proposed Allotment of \$57 Million of FCC Auction Proceeds for Second Read and Final Approval (p241)
- g. Consideration of Approval to Form One Unified Auxiliary Foundation for SBCCD (p244)

- h. Consideration to Vote for Candidates for the 2018 CCCT Board of Directors (p245)
- i. Consideration of Approval to Accept Board Policies for First Reading (p247)
- j. Consideration of Approval to Accept Board Policies for 2nd Reading and Final Approval (p291)

**12. INFORMATION ITEMS**

- a. Applause (p299)
- b. Budget Report (p306)
- c. Clery Report (p324)
- d. General Fund Cash Flow Analysis (p326)
- e. Memorandum of Understanding between SBCCD and the SBCCD Teachers Association (p328)

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

This is an opportunity for members of the public to address the Board concerning non-agenda items.

**14. CONVENE CLOSED SESSION**

Convene Closed Session for unfinished business on closed session items.

**15. RECONVENE PUBLIC MEETING**

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

**17. ADJOURN**

The next meeting of the Board: Study Session (KPI Dashboard and Student Success)  
12pm, April 26, 2018

**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:** April 12, 2018

**SUBJECT:** Board Committee Reports

**RECOMMENDATION**

This item is for information only and updates will be provided orally by the BOT Committee Chairs, as needed. The Board may ask staff to review a matter or may ask that a matter be put on a future agenda.

	<b>2018 Members (Chairs are bold)</b>
Career Technical Education Ad Hoc Committee	<b>1. John Longville</b> 2. Donna Ferracone 3. Anne Viricel
Board & Chancellor Evaluations Ad Hoc Committee	<b>1. Anne Viricel</b> 2. Gloria Harrison 3. John Longville
Foundations Ad Hoc Committee	<b>1. Donna Ferracone</b> 2. Joseph Williams 3. Gloria Harrison
SBCCD Board to Boards Ad Hoc Committee	<b>1. Joseph Williams</b> 2. Donald Singer 3. Anne Viricel
Policy & Procedures Standing Committee	<b>1. Donna Ferracone</b> 2. Gloria Harrison 3. Donald Singer
Budget Standing Committee	<b>1. Gloria Harrison</b> 2. Joseph Williams 3. Donna Ferracone
Student Success Committee	<b>1. Joseph Williams</b> 2. Anne Viricel 3. John Longville
Legislative Standing Committee	<b>1. John Longville</b> 2. Anne Viricel 3. Frank Reyes

## **OVERVIEW**

The Board of Trustees requested committee reports be included in the information section of the agenda. The purpose of the reports is for BOT Committee Chairs to communicate information to the full Board, leading to more engagement and interaction at upcoming board meetings.

## **INSTITUTIONAL VALUES**

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

## **FINANCIAL IMPLICATIONS**

No impact to the budget.

## **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:** April 12, 2018

**SUBJECT:** Board Information Requests

### **RECOMMENDATION**

This item is for information only. The Board may ask staff to review a matter or may ask that a matter be put on a future agenda.

### **OVERVIEW**

The Board of Trustees requested a form be developed to track requests made by the board and updates be provided at board meetings.

### **INSTITUTIONAL VALUES**

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

### **FINANCIAL IMPLICATIONS**

No impact to the budget.



**San Bernardino Community College District**  
**Board of Trustees Information Requests**  
Sorted by Planned Completion Date (updated 4/3/18)

**Date of Request:** 1/18/2018  
**Requested by:** Trustee Williams  
**Planned Completion Date:** 5/10/18

**Request:** Requested a profile of our customers (i.e. who is our student, income levels, sleep patterns, best time to take classes) for Brand Assessment.

**Comments:** Angel Rodriguez will review options to obtain this information and provide a report as requested.

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**Date of Request:** 3/8/2018  
**Requested by:** Trustee Reyes  
**Planned Completion Date:** 4/12/18

**Request:** Requested HR to provide a summary of the 2017-2020 EEO Plan.

**Comments:** Vice Chancellor Torres will work with HR to provide the summary report as requested.

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**Date of Request:** 7/13/2017  
**Requested by:** Trustee Williams  
**Planned Completion Date:** 7/30/18

**Request:** Asked the Board to consider looking at how standing committees are staffed to achieve the same level of support and organization as the Budget Committee.

**Comments:** Chancellor submitted an Administrative Assistant II to program review in January 2018, and it prioritized high enough to fund beginning May 11, 2018.

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**Date of Request:** 1/18/2018  
**Requested by:** Trustee Williams  
**Planned Completion Date:** Ongoing

**Request:** All cover sheets to reflect when items are submitted for 2nd reading and approval.

**Comments:** The Chancellor will ensure cover sheets indicate first and second read as necessary. This is ongoing.

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**Date of Request:** 1/18/2018  
**Requested by:** Trustee Singer  
**Planned Completion Date:** Ongoing

**Request:** Both colleges were asked to look at what can be done to increase productivity.

**Comments:** College presidents provided an update to the Board in February on steps being taken to improve productivity.

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**Date of Request:** 1/18/2018  
**Requested by:** Trustee Harrison  
**Planned Completion Date:** Ongoing

**Request:** Business & Fiscal Services was asked to send board items in a more timely manner so the Board is not approving items after the fact.

**Comments:** Vice Chancellor Torres will work with the departments to meet the request. This is ongoing.

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**Date of Request:** 12/14/2017  
**Requested by:** Trustee Ferracone  
**Planned Completion Date:** Completed

**Request:** Policy Committee reviewed the policy on recording and determined any recording between staff, students, or faculty is not a Chapter 2 policy and should be referred to HR.

**Comments:** 1/18/18 - BOT Policy Committee reviewed the recommendation from HR and recommended not to create a new separate policy.

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**Date of Request:** 12/14/2017  
**Requested by:** Trustee Harrison  
**Planned Completion Date:** Completed

**Request:** The Board would like to discuss the BOT Strategic Directions for 2017-2018 at the Board Retreat.

**Comments:** The item is agendaized for the Mid-Year Retreat on 2/17/18.

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**Date of Request:** 12/14/2017  
**Requested by:** Trustee Singer  
**Planned Completion Date:** Completed

**Request:** Conference material to be shared with Dr. Pam Fisher for discussion at the Board Retreat.

**Comments:** Chancellor submitted the information on 2/17/18.

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**Date of Request:** 1/18/2018  
**Requested by:** Trustee Ferracone  
**Planned Completion Date:** completed

**Request:** District Staff to meet with the Senates to discuss specific steps for faculty members to address immigration officials. Trustee Ferracone suggested the same information be sent to classified and students so we are on the same page.

**Comments:** Chancellor Baron sent the updates as requested. Angel Rodriguez & Chief Jackson met with the SBVC Academic Senate on 2/21/18. CHC is scheduled for 3/7/18.

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**Date of Request:** 1/18/2018  
**Requested by:** Trustee Harrison  
**Planned Completion Date:** Completed

**Request:** Trustee Harrison requested statistics on how many were local businesses, veteran owned business, and minority/women owned businesses?

**Comments:** Chancellor requested the information and will work with Vice Chancellor Torres. The requested information was sent to the Board via email on 2/2/18.

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**Date of Request:** 1/18/2018  
**Requested by:** Trustee Harrison  
**Planned Completion Date:** completed

**Request:** District Marketing Director was asked to look at CA Promise Program vs. CA Promise Grant and BOG. Find a way to explain this to the public – what it might be and what students can expect for the fall.

**Comments:** Chancellor requested the information and will work with Angel Rodriguez. On 3/8/18, a briefing packet with FAQs related to AB 19 (California College Promise) and the "BOG" Fee Waiver (now known as the California College Promise Grant) was distributed via

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**Date of Request:** 1/18/2018  
**Requested by:** Trustee Singer  
**Planned Completion Date:** Completed

**Request:** 2017-19 Integrated Plan - Basic Skills Initiative, Student Equity, and Student Success and Support Program should include: 1). Baseline and 2). Where will you be at the end of a given time to indicate you are successful. The campuses were asked to prepare

**Comments:** The college presidents will provide the board with quantitative numbers and goals. The report was distributed to the Board on 2/8/18

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**Date of Request:** 2/8/2018  
**Requested by:** Trustee Williams  
**Planned Completion Date:** Completed

**Request:** Within this proposal what “ongoing expenditures” or “principal 9” request are being made? For the “other” and “SBCCD Investment” has a line item budget been prepared?

**Comments:** Vice Chancellor Torres responded via email 2/12/18: While no decisions were made today, there was a commitment from staff to bring back the following items to a new tentative BBC meeting date (February 22nd):

- \$16 million (inclusive of the \$5 million previously approved) with the plan details
- \$2 million Academy plan with the details
- \$1.5 million for this year’s deficit
- \$ 10 million for colleges with details of program review for this year.
- \$1 million DO program review with details.
- \$2 million SBCCD reimbursement to the fund balance.

The endowment/real estate investment needs a plan and it is a future topic of discussion.

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**SBCCD's Economic Development & Corporate Training division secured \$140,000 contract from Goodwill** to provide 96 Goodwill program participants with occupational skills training in Logistics Manufacturing Skills Standard Council (MSSC), Certified Logistics Associate (CLA) and Certified Logistics Technician (CLT) programs. Classes start in May.

**SBCCD's Economic Development & Corporate Training division developed MOU with San Bernardino County Human Resources Department** to allow SBCCD students to participate in internships with county entities such as SB County Fire Protection, SB Human Resources, Big Bear Valley and Bloomington Recreation & Park, among other entities.

**Crafton Hills College raised over \$100,000 at annual gala to benefit students** on Saturday, March 24. Over 200 people attended the lively evening, where San Manuel Band of Mission Indians also presented a check for \$303,500 to support the Increasing Student Engagement, Employment, and Knowledge (ISEEK) project.

**San Bernardino Valley College career education programs earn Strong Workforce Stars recognition from California Community Colleges Chancellor's Office for boosting grads' wages.** Specifically, silver and bronze stars were awarded to SBVC for the following programs:

- Electronics and Electric Technology: *54% increase in earnings*
- Welding Technology: *53% increase in earnings*
- Diesel Technology: *56% increase in earnings*
- Automotive Technology: *137% increase in earnings*
- Automotive Collision Repair: *162% increase in earnings*

- Real Estate: *66% increase in earnings*
- Child Development-Early Care and Education: *58% increase in earnings*
- Environmental Control Technology: *79% of students attained the regional living wage*
- Construction Inspection: *73% of students attained the regional living wage*
- Water and Wastewater Technology: *79% of students attained the regional living wage*
- Pharmacy Technology: *207% increase in earnings*
- Alcohol and Controlled Substances: *100% of students are employed in a job similar to their field of study*
- Radio and Television: *84% increase in earnings*
- Graphic Art and Design: *107% increase in earnings*
- Administration of Justice: *100% of students are employed in a job similar to their field of study*
- Apprenticeship Psychiatric Technology: *551% increase in earnings and 96% of students attained the regional living wage*
- Nursing: *53% increase in earnings and 83% of students attained the regional living wage*

**KVCR speaks with civil rights icon Dolores Huerta and features Rosa Parks and Frances Grice in a women's history month spotlight.** The

TV segment is available online at

<https://www.youtube.com/watch?v=b2UHL7XKBLs>

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Mike Strong, Vice President, Admin Services, Crafton Hills College  
**PREPARED BY:** Michelle Riggs, Director, Community Relations and Resource Development, Crafton Hills College  
**DATE:** April 12, 2018  
**SUBJECT:** Consideration of Approval of Donation – Crafton Hills College

**RECOMMENDATION:**

It is recommended that the Board of Trustees accept the following donation to support the Fire Academy at Crafton Hills College.

**OVERVIEW:**

A donation of a 2001 Ford F-450 XLT Squad Truck is being made to the CHC Fire Academy.

<b><u>Item</u></b>	<b><u>Source</u></b>
2001 Ford F-450 XLT Squad Truck	CHC Foundation

**ANALYSIS:**

A donation of one (1) squad truck is being made to the CHC Fire Academy for instructional and training purposes.

**BOARD IMPERATIVE:**

III. Resource Management for Efficiency, Effectiveness and Excellence

**FINANCIAL IMPLICATIONS**

None.

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Diana Z. Rodriguez, President, SBVC  
**PREPARED BY:** Paul Bratulin, Director, Marketing and Public Relations  
and Karen Childers, Director, Development and Community Relations  
**DATE:** April 12, 2018  
**SUBJECT:** Consideration of Approval to Serve Alcoholic Beverages at Campus  
Events - SBVC

### **RECOMMENDATION**

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

1. Friday, May 11, 2018 from 5:00 p.m. – 8:00 p.m.
  - a. SBVC, 23<sup>rd</sup> Annual Spotlighting Our Success, the event will take place at SBVC in the Campus Center.
2. Wednesday, May 16, 2018 from 5:00 p.m. – 6:00 p.m.
  - a. SBVC, Scholarship Donor Reception, the event will take place at SBVC in the Business Conference Room.

### **OVERVIEW**

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

### **ANALYSIS**

Per Board Policy 3560 and in accordance with the California law, the SBVC 23<sup>rd</sup> Annual Spotlighting Our Success is a private event that is open to the public and where wine will be served and an alcoholic license will be obtained.

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

### **FINANCIAL IMPLICATIONS**

None



## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Bruce Baron, Chancellor

**REVIEWED BY:** Jose F. Torres, Vice Chancellor, Business & Fiscal Services

**PREPARED BY:** Diana Rodriguez, President, SBVC  
Mike Strong, Vice President, Administrative Services, CHC  
Kristina Hannon, Director, Human Resources

**DATE:** April 12, 2018

**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 2017-2018 academic year.

### **OVERVIEW**

The attached 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 2017-2018 academic year. All requirements for employment processing have been completed and Human Resources has cleared the individual(s) for employment.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

### **FINANCIAL IMPLICATIONS**

The cost for employment of adjunct and substitute academic employees is included in the 2017-2018 budget.



# Adjunct & Substitute Academic Employees

Submitted for Board Approval April 12, 2018

## San Bernardino Valley College

	Subject	Discipline per Minimum Qualifications
<b>Abdul-Rahman, Ahmed</b>	Assistant Coach Men's Track	Coaching
<b>Conrad, Paul</b>	Data Structures and Algorithms with C++	Mathematics
<b>Fender, Rochelle</b>	Nursing Care of Critically Ill	Nursing
<b>Jones, Diana Steele</b>	Cultural Anthropology	Anthropology
<b>Koch, Curtis Dale</b>	Mathematics	Mathematics
<b>Mack, Gail</b>	Maternity Nursing	Nursing
<b>Martin, Desiree</b>	Adjunct Counselor	Counseling
<b>Stuart, Doris</b>	Basic Law Enforcement Academy	Administration of Justice
<b>Trusheim, Deborah</b>	Medical-Surgical Nursing II	Nursing
<b>Valdez-Flynn, Veronica</b>	Adjunct Counselor	Counseling

## Crafton Hills College

	Subject	Discipline per Minimum Qualifications
<b>Craver, Memory</b>	Emergency Medical Services	Emergency Medical Technologies
<b>Franks, Jay M.</b>	Kinesiology	Physical Education
<b>Morgan, Douglas</b>	Religious Studies	Religious Studies

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Jose F. Torres, Vice Chancellor, Business & Fiscal Services  
**PREPARED BY:** Diana Rodriguez, President, SBVC  
Mike Strong, Vice President, Administrative Services, CHC  
Kristina Hannon, Director, Human Resources  
**DATE:** April 12, 2018  
**SUBJECT:** Consideration of Approval of District Volunteers

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the attached list of District volunteers.

### **OVERVIEW**

The individuals on the attached 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.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

### **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this board item.



## District Volunteers

Submitted for Board Approval April 12, 2018

	Site	Assignment	From	To
<b>Garay, William</b>	CHC	EMS	04/13/18	06/30/18
<b>Steiner-Lund, Allie</b>	CHC	Anatomy, Physiology	04/13/18	06/30/18
<b>Adham, Shadia</b>	SBVC	Social Sciences, Criminal Justice	04/13/18	06/30/18
<b>Anguiano, Annica</b>	SBVC	Social Sciences, Athletics	04/13/18	06/30/18
<b>Beaulieu, Justin</b>	SBVC	Student Services, DSPS	04/14/18	06/30/18
<b>Berete, Ibrahim</b>	SBVC	Student Services, Student Health Services	04/13/18	06/30/18
<b>Bjerke, Jennifer</b>	SBVC	Science, Geography	04/26/18	04/26/18
<b>Brown, Madelynn</b>	SBVC	Student Services, DSPS	04/14/18	06/30/18
<b>Carlos, Nico</b>	SBVC	Student Services, Student Life	04/13/18	06/30/18
<b>Furgerson, Letecia</b>	SBVC	Student Services, Student Equity	04/13/18	06/30/18
<b>Jansen, Tanya</b>	SBVC	Student Services, DSPS	04/14/18	06/30/18
<b>Jones, Ryan</b>	SBVC	Social Sciences, Athletics	04/13/18	06/30/18
<b>Korkotsakis, Cody</b>	SBVC	Social Sciences, Police Academies, Criminal Justice	04/13/18	06/30/18
<b>Kotsay, Jasmine</b>	SBVC	Student Services, DSPS	04/14/18	06/30/18
<b>Laundis, Brian</b>	SBVC	Student Services, Student Life	04/13/18	06/30/18
<b>Mack, Joseph</b>	SBVC	Social Sciences, Human Services	04/13/18	06/30/18
<b>Matthews, Eric</b>	SBVC	Arts & Humanities, Music	04/13/18	06/30/18
<b>Pollard, Morgan</b>	SBVC	Student Services, DSPS	04/14/18	06/30/18
<b>Queen, LeAnne</b>	SBVC	Student Services, DSPS	04/14/18	06/30/18
<b>Ramos, Christopher</b>	SBVC	Student Services, Student Life	04/13/18	06/30/18
<b>Robles, Amaris</b>	SBVC	Student Services, DSPS	04/14/18	06/30/18
<b>Stanley, Loutricia</b>	SBVC	Student Services, Student Equity	04/13/18	06/30/18
<b>Vigil, Connor</b>	SBVC	Social Sciences, Athletics	04/13/18	05/27/18
<b>Wright, Michael</b>	SBVC	Student Services, DSPS	04/14/18	06/30/18
<b>Moran, Elizabeth</b>	KVCR	Development	04/13/18	12/31/18
<b>Thomas, Linette</b>	KVCR	Development	04/18/18	06/30/18
<b>Luu, Rachel</b>	KVCR	Development	04/13/18	06/30/18
<b>Solomon, Mesgana</b>	KVCR	Development	04/13/18	06/30/18
<b>Guerrero, Thelma</b>	KVCR	Development	04/13/18	06/30/18

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Jose F. Torres, Vice Chancellor, Business & Fiscal Services  
**PREPARED BY:** Kristina Hannon, Director, Human Resources  
**DATE:** April 12, 2018  
**SUBJECT:** Consideration of Approval of Employee Promotions

### **RECOMMENDATION**

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

### **OVERVIEW**

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

### **ANALYSIS**

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

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

### **FINANCIAL IMPLICATIONS**

The cost of these promotions are included in the 2017-2018 budget.



## Employee Promotions

Submitted for Board Approval April 12, 2018

	From	To	Salary	Schedule Range Step	New/ Replacing	Fund	Effective Date
<b>Albert Camacho</b>	SBVC Lead Custodian	SBVC Custodial Supervisor	\$48, 779.09/yr	Management 2A	Joe Esparza	Custodial General Fund	04/13/18

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Jose F. Torres, Vice Chancellor, Business & Fiscal Services  
**PREPARED BY:** Kristina Hannon, Director, Human Resources  
**DATE:** April 12, 2018  
**SUBJECT:** Consideration of Approval of Employee Transfers

### **RECOMMENDATION**

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

### **OVERVIEW**

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

### **ANALYSIS**

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

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

### **FINANCIAL IMPLICATIONS**

The cost of these transfers, if any, is included in the 2017-2018 budget.



## Employee Transfers

Submitted for Board Approval April 12, 2018

	From	To	Salary	Schedule Range Step	New/ Replacing	Fund	Effective Date
<b>Evelyn Luna</b>	SBVC Adjunct Counselor	SBVC Counselor, Foster Youth/Dreamers	\$66,544.00/yr	Academic D4	New	SSSP Categorical Fund	04/16/18
<b>Deana Kelly-Silagy</b>	SBVC Adjunct Counselor	SBVC Counselor, Veterans Resource Center	\$73,814.00/yr	Academic D7	New	SSSP Categorical Fund	04/16/18
<b>Herberth Jaco</b>	CHC Laboratory Technician	CHC Sr. Student Services Technician	\$4,322.00/mo	Classified 38D	New	AEBG Categorical Fund	04/13/18



## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Bruce Baron, Chancellor

**REVIEWED BY:** Jose F. Torres, Vice Chancellor, Business & Fiscal Services

**PREPARED BY:** Mike Strong, Vice President of Administrative Services, CHC  
Diana Rodriguez, President, SBVC  
Kristina Hannon, Director, Human Resources

**DATE:** April 12, 2018

**SUBJECT:** Consideration of Approval of Non-Instructional Pay for Academic Employees

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve non-instructional pay for academic employees as indicated on the attached.

### **OVERVIEW**

Approval of non-instructional pay for academic employees per the attached list is being submitted for approval.

### **ANALYSIS**

Non-instructional pay, at \$49.00 per hour, is requested on a periodic basis to assist departments with various research, projects, committee work, or events on campus or in the community.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

### **FINANCIAL IMPLICATIONS**

The cost of the non-instructional pay is included in the 2017-2018 budget.



# Non-Instructional Pay for Academic Employees

Submitted for Board Approval April 12, 2018

## San Bernardino Valley College

	From	To	Not to Exceed		Project
			Hours	Amount	
<b>Al-Husseini, Maha</b> Strong Workforce Grant Fund	04/21/18	04/21/18	20	\$ 980	Instructor to assist with a one-day Technology Awareness activity for 90 Middle and High School girls in San Bernardino. Females are underrepresented in the Information Technology (IT) workforce. This activity will increase young women's awareness of IT careers by providing three hands on technology activities.
<b>Allen, Tammy</b> Student Equity Categorical Funds	08/14/17	12/22/17	50	\$ 2,450	Provide academic support in the First Year Experience (FYE)/Valley Bound (VB) program. The faculty person will be required to attend monthly FYE and BC meeting, trainings, and workshops.  <b>Ratification:</b> Due to various changes in the First Year Experience and Valley Bound offices, there was an oversight and the individual was not board approved. In the future, all memorandums and paperwork will be submitted on time and will be verified within the department before each agenda board item deadline to confirm approval.
<b>Allen, Tammy</b> Student Equity Categorical Funds	01/08/18	05/25/18	50	\$ 2,450	Provide academic support in the First Year Experience (FYE)/Valley Bound (VB) program. The faculty person will be required to attend monthly FYE and BC meeting, trainings, and workshops.  <b>Ratification:</b> Due to various changes in the First Year Experience and Valley Bound offices, there was an oversight and the individual was not board approved. In the future, all memorandums and paperwork will be



# Non-Instructional Pay for Academic Employees

Submitted for Board Approval April 12, 2018

## San Bernardino Valley College

	From	To	Not to Exceed		Project
			Hours	Amount	
					submitted on time and will be verified within the department before each agenda board item deadline to confirm approval.
<b>Batalo, Manuela</b> Digital Media Disciplines Grant Fund	12/13/17	12/15/17	31	\$ 1,519	Faculty utilized digital media tools as part of the scope of work for the Digital Media Discipline Grand, in which we are a partner institution with CSUSB.  <b>Ratification:</b> The information about this allocation from the grant was received too late from CSUSB, therefore we are requesting ratification in order for the participants to receive their non-instructional pay.
<b>Dusick, Diane</b> Digital Media Disciplines Grant Fund	08/14/17	12/15/17	52	\$ 2,548	Faculty utilized digital media tools as part of the scope of work for the Digital Media Discipline Grand, in which we are a partner institution with CSUSB.  <b>Ratification:</b> The information about this allocation from the grant was received too late from CSUSB, therefore we are requesting ratification in order for the participants to receive their non-instructional pay.
<b>Henkle, Lisa</b> Student Equity Categorical Funds	08/14/17	12/22/17	50	\$ 2,450	Provide academic support in the First Year Experience (FYE)/Valley Bound (VB) program. The faculty person will be required to attend monthly FYE and BC meeting, trainings, and workshops.  <b>Ratification:</b> Due to various changes in the First Year Experience and Valley Bound offices, there was an oversight and the individual was not board approved. In the future, all memorandums and paperwork will be



# Non-Instructional Pay for Academic Employees

Submitted for Board Approval April 12, 2018

## San Bernardino Valley College

	From	To	Not to Exceed		Project
			Hours	Amount	
					submitted on time and will be verified within the department before each agenda board item deadline to confirm approval.
<b>Jackson, Davil</b> Strong Workforce Program Grant Fund	04/13/18	05/25/18	80	\$ 3,920	Strong Workforce program/curriculum updates.
<b>Jefferson, Kimberly</b> Student Equity Categorical Funds	01/08/18	05/25/18	50	\$ 2,450	Provide academic support in the First Year Experience (FYE)/Valley Bound (VB) program. The faculty person will be required to attend monthly FYE and BC meeting, trainings, and workshops.  <b>Ratification:</b> Due to various changes in the First Year Experience and Valley Bound offices, there was an oversight and the individual was not board approved. In the future, all memorandums and paperwork will be submitted on time and will be verified within the department before each agenda board item deadline to confirm approval.
<b>Joshua, Judith</b> Student Equity Categorical Funds	08/14/17	12/22/17	50	\$ 2,450	Provide academic support in the First Year Experience (FYE)/Valley Bound (VB) program. The faculty person will be required to attend monthly FYE and BC meeting, trainings, and workshops.  <b>Ratification:</b> Due to various changes in the First Year Experience and Valley Bound offices, there was an oversight and the individual was not board approved. In the future, all memorandums and paperwork will be



# Non-Instructional Pay for Academic Employees

Submitted for Board Approval April 12, 2018

## San Bernardino Valley College

	From	To	Not to Exceed		Project
			Hours	Amount	
					submitted on time and will be verified within the department before each agenda board item deadline to confirm approval.
<b>Lee, Yvette</b> Student Equity Categorical Funds	08/14/17	12/22/17	50	\$ 2,450	Provide academic support in the First Year Experience (FYE)/Valley Bound (VB) program. The faculty person will be required to attend monthly FYE and BC meeting, trainings, and workshops.  <b>Ratification:</b> Due to various changes in the First Year Experience and Valley Bound offices, there was an oversight and the individual was not board approved. In the future, all memorandums and paperwork will be submitted on time and will be verified within the department before each agenda board item deadline to confirm approval.
<b>Lyons, Kevin</b> Digital Media Disciplines Grant Fund	12/13/17	12/15/17	31	\$ 1,519	Faculty utilized digital media tools as part of the scope of work for the Digital Media Discipline Grand, in which we are a partner institution with CSUSB.  <b>Ratification:</b> The information about this allocation from the grant was received too late from CSUSB, therefore we are requesting ratification in order for the participants to receive their non-instructional pay.
<b>Nguyen, ThuVan</b> Instruction Office General Fund	04/13/18	06/30/18	23	\$ 1,127	Assisting in the Student Success Center with day and evening coverage.



# Non-Instructional Pay for Academic Employees

Submitted for Board Approval April 12, 2018

## San Bernardino Valley College

	From	To	Not to Exceed		Project
			Hours	Amount	
<b>Ramsey, Daniele</b> Strong Workforce Grant Fund	04/21/18	04/21/18	10	\$ 490	Instructor to assist with a one-day Technology Awareness activity for 90 Middle and High School girls in San Bernardino. Females are underrepresented in the information Technology (IT workforce). This activity will increase young women's awareness of IT careers by providing three hands on technology activities.
<b>Romero, Markazan</b> Strong Workforce Program Grant Fund	04/13/18	05/25/18	20	\$ 980	Strong Workforce program/curriculum updates.
<b>Trehella, Donna</b> Digital Media Disciplines Grant Fund	08/14/17	12/15/17	52	\$ 2,548	Faculty utilized digital media tools as part of the scope of work for the Digital Media Discipline Grand, in which we are a partner with CSUSB.  <b>Ratification:</b> The information about this allocation from the grant was received too late from CSUSB, therefore we are requesting ratification in order for the participants to receive their non-instructional pay.



# Non-Instructional Pay for Academic Employees

Submitted for Board Approval April 12, 2018

## Crafton Hills College

	From	To	Not to Exceed		Project
			Hours	Amount	
<b>Aguilar, Edward</b> CTE Transitions, Strong Workforce, and Perkins Funds.	01/22/18	06/30/18	100	\$ 4,900	Outreach activities for the CTE Public Safety Programs, and mentoring Fire Academy Cadets.  <b>Ratification:</b> Previously approved at March Board for 80 hours. Employee worked prior to January's Board approval. Hours-not-to exceed should be 100 hours.
<b>Cervantez, Jeffrey</b> Student Equity	03/16/18	03/16/18	8	\$ 392	Equity focused workshop for San Bernardino City Unified School District Restorative Justice  <b>Ratification:</b> Information was not received in a timely manner.
<b>Hidalgo, Joshua</b> Tutoring Center General Fund	02/12/18	05/24/18	126	\$ 6,174	Mathematics tutoring curriculum development  <b>Ratification:</b> Recent vacancies within the Tutoring Center caused last minute replacements to fill those vacancies, which allowed us to continue claiming apportionment for tutoring services.
<b>Janssen, Joshua</b> CTE Transitions, Strong Workforce, and Perkins Funds.	01/22/18	06/30/18	100	\$ 4,900	Outreach activities for the CTE Public Safety Programs, and mentoring Fire Academy Cadets.  <b>Ratification:</b> Previously approved at March Board for 80 hours. Employee worked prior to January's Board approval. Hours-not-to exceed should be 100 hours.



## Non-Instructional Pay for Academic Employees

Submitted for Board Approval April 12, 2018

### Crafton Hills College

	From	To	Not to Exceed		Project
			Hours	Amount	
<b>Ketcherside, David</b> CTE Transitions, Strong Workforce, and Perkins Funds.	01/22/18	06/30/18	100	\$ 4,900	Outreach activities for the CTE Public Safety Programs, and mentoring Fire Academy Cadets.  <b>Ratification:</b> Previously approved at March Board for 80 hours. Employee worked prior to January's Board approval. Hours-not-to exceed should be 100 hours.
<b>Lehar, Jade</b> Tutoring Center General Fund	01/16/18	05/24/18	342	\$ 16,758	Reading tutoring curriculum development  <b>Ratification:</b> Recent vacancies within the Tutoring Center caused last minute replacements to fill those vacancies, which allowed us to continue claiming apportionment for tutoring services.
<b>Molloy, David</b> CTE Transitions, Strong Workforce, and Perkins Funds.	04/13/18	06/30/18	100	\$ 4,900	Outreach activities for the CTE Public Safety Programs.
<b>Overstreet-Murphy, Penni</b> CTE Transitions, Strong Workforce, and Perkins Funds.	04/13/18	06/30/18	100	\$ 4,900	Outreach activities for the CTE Public Safety Programs.
<b>Piamonte, Rennard</b> Tutoring Center General Fund	01/22/18	05/24/18	187	\$ 9,163	Mathematics tutoring curriculum development  <b>Ratification:</b> Recent vacancies within the Tutoring Center caused last minute replacements to fill those vacancies, which allowed us to continue claiming apportionment for tutoring services.



## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Jose F. Torres, Vice Chancellor, Business & Fiscal Services  
**PREPARED BY:** Kristina Hannon, Director, Human Resources  
**DATE:** April 12, 2018  
**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 attached list of Professional Expert, Short-Term, and Substitute Employees is submitted for approval and is certified to be in accordance with California Education Code section 88003.

### **ANALYSIS**

California Education Code section 88003 outlines the criterion for hiring an employee on a temporary basis. A district must employ a temporary employee for less than 75% of the college year, which amounts to 195 working days.

- Professional Expert: California Education Code allows districts to go outside the classified service when the scope of work is discrete and temporary and requires expertise not available within the classified service. Requesting departments certify by defining the project identifying an end date for the project, and continued employment is contingent on continued demand and/or funding.
- Short-Term: California Education Code 88003 allows districts to employ on a temporary basis, to perform a service for the district. Short-Term employees upon completion of the service, or similar services, will not be extended or needed on a continuous basis.
- Substitute: California Education Code 88003 allows districts to employ substitute employees to replace a classified employee temporarily absent from duty, or if the district is recruiting to hire a vacant position.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence.

### **FINANCIAL IMPLICATIONS**

The cost of employment for the employees on the attached is included in the 2017-18 budget.



# Professional Expert, Short-Term & Substitute Employees

Submitted for Board Approval April 12, 2018

## Professional Expert

Name	Department	Site	Duties	From	To	Hourly Rate
Jacy White	Marketing & Public Relations	CHC	Content Specialist	4/13/18	6/30/18	\$25.00
Kristina Hernandez	Marketing & Public Relations	CHC	Staff Writer	4/8/18	6/30/18	\$20.00
Aeline Gzesh	Public Safety & Emergency Services	CHC	EMT-1/Skills Laboratory Assistant	4/13/18	6/30/18	\$12.00
Charlotte Clouser Akens	Public Safety & Emergency Services	CHC	EMT-1/Skills Laboratory Assistant	4/13/18	6/30/18	\$12.00
Cheyenne Field	Public Safety & Emergency Services	CHC	EMT-1/Skills Laboratory Assistant	4/13/18	6/30/18	\$12.00
Dean Bottorff	Public Safety & Emergency Services	CHC	EMT-1/Skills Laboratory Assistant	4/13/18	6/30/18	\$12.00
Dennis Simpson	Public Safety & Emergency Services	CHC	EMT-1/Skills Laboratory Assistant	4/13/18	6/30/18	\$12.00
Joshua Moore	Public Safety & Emergency Services	CHC	EMT-1/Skills Laboratory Assistant	4/13/18	6/30/18	\$12.00
Monique Ramirez	Public Safety & Emergency Services	CHC	EMT-1/Skills Laboratory Assistant	4/13/18	6/30/18	\$12.00
Sarah Woolsey	Public Safety & Emergency Services	CHC	EMT-1/Skills Laboratory Assistant	4/13/18	6/30/18	\$12.00
Cameron Miller	Public Safety & Emergency Services	CHC	Lab Instructor / Primary Instructor / EMS Specialist	4/14/18	6/30/18	\$20.00/ \$25.00/ \$30.00
Travis Taylor	Public Safety & Emergency Services	CHC	Lab Instructor / Primary Instructor / EMS Specialist	4/14/18	6/30/18	\$20.00/ \$25.00/ \$30.00
Procoro Gonzalez	Economic Development & Corporate Training	DIST	Workforce Development/ PDC Trainer	4/13/18	6/30/18	\$50.00
Devon Werble	Economic Development & Corporate Training	DIST	Workforce Development/ PDC Trainer	2/26/18	6/30/18	\$62.50



# Professional Expert, Short-Term & Substitute Employees

Submitted for Board Approval April 12, 2018

## Professional Expert

Name	Department	Site	Duties	From	To	Hourly Rate
Lilian Luque	KVCR	DIST	Content Specialist	3/9/18	6/30/18	\$25.00
Larry Mills	Applied Technology, Transportation & Culinary Arts Division/Tool Room	SBVC	Program Assistant	5/29/18	6/29/18	\$20.00
Marvin Martinez	Instruction Office: Supplemental Instruction	SBVC	Tutor II	4/13/18	5/24/18	\$12.50
Karissa Cobb	Student Success Center/Academic Success & Learning	SBVC	Tutor I	4/12/18	6/30/18	\$11.00
Abel Vasquez	Student Success Center/Academic Success & Learning	SBVC	Tutor I	5/25/18	6/30/18	\$11.00
Azucena Perez	Student Success Center/Academic Success & Learning	SBVC	Tutor I	5/25/18	6/30/18	\$11.00
Chris Roland Valdez	Student Success Center/Academic Success & Learning	SBVC	Tutor I	5/25/18	6/30/18	\$11.00
Conner Ebarb	Student Success Center/Academic Success & Learning	SBVC	Tutor I	5/25/18	6/30/18	\$11.00
David Cardenas	Student Success Center/Academic Success & Learning	SBVC	Tutor I	5/25/18	6/30/18	\$11.00
David Hempstead	Student Success Center/Academic Success & Learning	SBVC	Tutor I	5/25/18	6/30/18	\$11.00
Erik Martinez	Student Success Center/Academic Success & Learning	SBVC	Tutor I	5/25/18	6/30/18	\$11.00
Fawn Baxter	Student Success Center/Academic Success & Learning	SBVC	Tutor I	5/25/18	6/30/18	\$11.00
Gustavo Acosta	Student Success Center/Academic Success & Learning	SBVC	Tutor I	5/25/18	6/30/18	\$11.00



# Professional Expert, Short-Term & Substitute Employees

Submitted for Board Approval April 12, 2018

## Professional Expert

Name	Department	Site	Duties	From	To	Hourly Rate
Henry Duran	Student Success Center/Academic Success & Learning	SBVC	Tutor I	5/25/18	6/30/18	\$11.00
Jonathan Mendoza	Student Success Center/Academic Success & Learning	SBVC	Tutor I	5/25/18	6/30/18	\$11.00
Laura Flores	Student Success Center/Academic Success & Learning	SBVC	Tutor I	5/25/18	6/30/18	\$11.00
Maile Y Wilkey	Student Success Center/Academic Success & Learning	SBVC	Tutor I	5/25/18	6/30/18	\$11.00
Minh Huynh	Student Success Center/Academic Success & Learning	SBVC	Tutor I	5/25/18	6/30/18	\$11.00
Salvador Rodriguez	Student Success Center/Academic Success & Learning	SBVC	Tutor I	5/25/18	6/30/18	\$11.00
Alexis Gonzalez	Student Success Center/Academic Success & Learning	SBVC	Tutor II	5/25/18	6/30/18	\$12.50
Antonio Gonzalez-Reyes	Student Success Center/Academic Success & Learning	SBVC	Tutor II	5/25/18	6/30/18	\$12.50
Benjamin Seavers	Student Success Center/Academic Success & Learning	SBVC	Tutor II	5/25/18	6/30/18	\$12.50
Charles Kinzel	Student Success Center/Academic Success & Learning	SBVC	Tutor II	5/25/18	6/30/18	\$12.50
David JR Cobb	Student Success Center/Academic Success & Learning	SBVC	Tutor II	5/25/18	6/30/18	\$12.50
Ebony Perez	Student Success Center/Academic Success & Learning	SBVC	Tutor II	5/25/18	6/30/18	\$12.50
Edwin Flores	Student Success Center/Academic Success & Learning	SBVC	Tutor II	5/25/18	6/30/18	\$12.50



# Professional Expert, Short-Term & Substitute Employees

Submitted for Board Approval April 12, 2018

## Professional Expert

Name	Department	Site	Duties	From	To	Hourly Rate
<b>Fernando Llamas</b>	Student Success Center/Academic Success & Learning	SBVC	Tutor II	5/25/18	6/30/18	\$12.50
<b>Franco Padilla</b>	Student Success Center/Academic Success & Learning	SBVC	Tutor II	5/25/18	6/30/18	\$12.50
<b>Giselle Sanchez</b>	Student Success Center/Academic Success & Learning	SBVC	Tutor II	5/25/18	6/30/18	\$12.50
<b>Hector De La Cruz</b>	Student Success Center/Academic Success & Learning	SBVC	Tutor II	5/25/18	6/30/18	\$12.50
<b>Hun Sok Kim</b>	Student Success Center/Academic Success & Learning	SBVC	Tutor II	5/25/18	6/30/18	\$12.50
<b>Ismael Sanchez</b>	Student Success Center/Academic Success & Learning	SBVC	Tutor II	5/25/18	6/30/18	\$12.50
<b>Janet Vega</b>	Student Success Center/Academic Success & Learning	SBVC	Tutor II	5/25/18	6/30/18	\$12.50
<b>John Eyler</b>	Student Success Center/Academic Success & Learning	SBVC	Tutor II	5/25/18	6/30/18	\$12.50
<b>Jonathan Cruz</b>	Student Success Center/Academic Success & Learning	SBVC	Tutor II	5/25/18	6/30/18	\$12.50
<b>Karen Rivera</b>	Student Success Center/Academic Success & Learning	SBVC	Tutor II	5/25/18	6/30/18	\$12.50
<b>Kasandra Valetina</b>	Student Success Center/Academic Success & Learning	SBVC	Tutor II	5/25/18	6/30/18	\$12.50
<b>Kern Sandoval</b>	Student Success Center/Academic Success & Learning	SBVC	Tutor II	5/25/18	6/30/18	\$12.50
<b>Laralynn Pantan</b>	Student Success Center/Academic Success & Learning	SBVC	Tutor II	5/25/18	6/30/18	\$12.50



# Professional Expert, Short-Term & Substitute Employees

Submitted for Board Approval April 12, 2018

## Professional Expert

Name	Department	Site	Duties	From	To	Hourly Rate
Luis Velazquez	Student Success Center/Academic Success & Learning	SBVC	Tutor II	5/25/18	6/30/18	\$12.50
Michael Nguyen	Student Success Center/Academic Success & Learning	SBVC	Tutor II	5/25/18	6/30/18	\$12.50
Michael Witort	Student Success Center/Academic Success & Learning	SBVC	Tutor II	5/25/18	6/30/18	\$12.50
Noe Chavez	Student Success Center/Academic Success & Learning	SBVC	Tutor II	5/25/18	6/30/18	\$12.50
Richard Cisneros	Student Success Center/Academic Success & Learning	SBVC	Tutor II	5/25/18	6/30/18	\$12.50
Salvador Rojas	Student Success Center/Academic Success & Learning	SBVC	Tutor II	5/25/18	6/30/18	\$12.50
Samar Kasouha	Student Success Center/Academic Success & Learning	SBVC	Tutor II	5/25/18	6/30/18	\$12.50
Sheehan Barry	Student Success Center/Academic Success & Learning	SBVC	Tutor II	5/25/18	6/30/18	\$12.50
Steven Rodriguez	Student Success Center/Academic Success & Learning	SBVC	Tutor II	5/25/18	6/30/18	\$12.50
Brenda Morales	Student Success Center/Academic Success & Learning	SBVC	Tutor III	5/25/18	6/30/18	\$14.50
John Tenorio	Student Success Center/Academic Success & Learning	SBVC	Tutor III	5/25/18	6/30/18	\$14.50
Raquel Rabago	Student Success Center/Academic Success & Learning	SBVC	Tutor III	5/25/18	6/30/18	\$14.50
Thuy Pham	Student Success Center/Academic Success & Learning	SBVC	Tutor III	5/25/18	6/30/18	\$14.50



# Professional Expert, Short-Term & Substitute Employees

Submitted for Board Approval April 12, 2018

## Short-Term

Name	Department	Site	Duties	From	To	Hourly Rate
Robert Blackford	Art Department	CHC	Model - Undraped	3/5/18	5/24/18	\$16.00

## Substitute

Name	Department	Site	Duties	From	To	Hourly Rate	Justification
Gilda Cardenas	Child Development Center	CHC	Child Development Assistant	4/2/18	5/31/18	\$13.75	New: On Call vacancy in active recruitment/sick/vacation coverage
Mary Scott	Child Development Center	CHC	Child Development Assistant	4/2/18	5/31/18	\$13.75	Ext: On Call vacancy in active recruitment/sick/vacation coverage
Paula Book	Child Development Center	CHC	Child Development Assistant	4/2/18	5/31/18	\$13.75	Ext: On Call vacancy in active recruitment/sick/vacation coverage
Mary Scott	Child Development Center	CHC	Child Development Teacher	4/2/18	5/31/18	\$19.79	Ext: vacancy in active recruitment/sick/vacation coverage
Heather Rodriguez	Maintenance & Operations	CHC	Secretary II	3/15/18	5/15/18	\$18.97	Ext: On Call vacancy in active recruitment/sick/vacation coverage
Farrah Appleby	Office of Instruction	CHC	Administrative Assistant I	3/7/18	4/12/18	\$23.11	Ext: On Call vacancy in active recruitment/sick/vacation coverage
Matthew Georgiades	Facilities Planning & Construction	DIST	Custodian	1/30/18	3/30/18	\$16.35	Ext: On Call sick/vacation coverage
Francis Gallegos	KVCR	DIST	Broadcast Operator	4/2/18	6/2/18	\$23.66	Ext: On Call vacancy in active recruitment/sick/vacation coverage
Suzann Hall	Administrative Services	SBVC	Administrative Secretary	4/23/18	6/22/18	\$20.93	Ext: vacancy in active recruitment/sick/vacation coverage



# Professional Expert, Short-Term & Substitute Employees

Submitted for Board Approval April 12, 2018

## Substitute

Name	Department	Site	Duties	From	To	Hourly Rate	Justification
<b>Andrew Fratti</b>	Admissions & Records	SBVC	Admissions & Records Technician	3/1/18	5/1/18	\$18.51	Ext: vacancy in active recruitment/sick/vacation coverage
<b>Nia Bowens</b>	Admissions & Records	SBVC	Secretary I	3/6/18	5/6/18	\$17.20	Ext. coverage while employee works out of class
<b>Brian Romo</b>	Bookstore	SBVC	Bookstore Assistant II	3/12/18	5/11/18	\$16.35	New: On Call vacancy in active recruitment/sick/vacation coverage
<b>Michelle Chow</b>	Campus Business Office	SBVC	Account Clerk I	4/27/18	6/24/18	\$15.71	Ext: On Call vacancy in active recruitment/sick/vacation coverage
<b>Sandra Robles</b>	Chemistry	SBVC	Lab Tech	3/5/18	5/3/18	\$21.45	New: On Call vacancy in active recruitment/sick/vacation coverage
<b>Ida Newman</b>	Child Development Center	SBVC	Child Development Assistant	2/27/18	4/27/18	\$13.75	Ext: vacancy in active recruitment/sick/vacation coverage
<b>Martha Morales</b>	Child Development Center	SBVC	Child Development Assistant	2/27/18	4/27/18	\$13.75	Ext: On Call vacancy in active recruitment/sick/vacation coverage.
<b>Neveen Shehata</b>	Child Development Center	SBVC	Child Development Assistant	2/27/18	4/27/18	\$13.75	New: vacancy in active recruitment/sick/vacation coverage
<b>Yesenia Arrellano</b>	Child Development Center	SBVC	Child Development Assistant	2/27/18	4/27/18	\$13.75	Ext: sick/ vacation coverage
<b>Monica Rodriguez</b>	Child Development Center	SBVC	Child Development Teacher	2/27/18	4/27/18	\$19.79	Ext: sick/ vacation coverage
<b>Rebecca Reynolds</b>	Child Development Center	SBVC	Child Development Teacher	2/27/18	4/27/18	\$19.79	Ext: sick/ vacation coverage





# Professional Expert, Short-Term & Substitute Employees

Submitted for Board Approval April 12, 2018

## Substitute

Name	Department	Site	Duties	From	To	Hourly Rate	Justification
<b>Brittney Harris</b>	Child Development Center	SBVC	Clerical Assistant I	2/27/18	4/27/18	\$14.10	New: On Call vacancy in active recruitment/sick/vacation coverage
<b>Anna Bernasconi</b>	Child Development Center	SBVC	Food Service Worker	2/21/18	4/21/18	\$13.10	New: On Call vacancy in active recruitment/sick/vacation coverage
<b>Lorena Zapien</b>	Counseling	SBVC	Secretary II	3/1/18	5/1/18	\$18.97	New: On Call vacancy in active recruitment/sick/vacation coverage
<b>Benny Gonzales</b>	Custodial	SBVC	Custodian	3/1/18	4/29/18	\$16.35	Ext: sick/ vacation coverage
<b>Darrel Fisher</b>	Custodial	SBVC	Custodian	5/7/18	6/30/18	\$16.35	New: On Call vacancy in active recruitment/sick/vacation coverage
<b>Ernest Pacheco</b>	Custodial	SBVC	Custodian	3/14/18	5/11/18	\$16.35	New: On Call vacancy in active recruitment/sick/vacation coverage
<b>Dorothy Morris</b>	Grounds	SBVC	Grounds Caretaker	5/6/18	6/30/18	\$16.35	Ext: On Call vacancy in active recruitment/sick/vacation coverage
<b>Luis Hautreux</b>	Grounds	SBVC	Grounds Caretaker	4/3/18	6/2/18	\$16.35	New: On Call vacancy in active recruitment/sick/vacation coverage
<b>Jeffrey Bateman</b>	Maintenance	SBVC	Maintenance Tech	2/20/18	4/20/18	\$20.93	New: On Call vacancy in active recruitment/sick/vacation coverage
<b>Jeffrey Bateman</b>	Maintenance	SBVC	Maintenance Tech	4/20/18	6/19/18	\$20.93	Ext: On Call vacancy in active recruitment/sick/vacation coverage



# Professional Expert, Short-Term & Substitute Employees

Submitted for Board Approval April 12, 2018

## Substitute

Name	Department	Site	Duties	From	To	Hourly Rate	Justification
Maureen Ryan	Office of Instruction	SBVC	Secretary II	1/11/18	3/11/18	\$18.97	Ext: On Call vacancy in active recruitment/sick/vacation coverage
Maureen Ryan	Office of Instruction	SBVC	Secretary II	3/11/18	5/11/18	\$18.97	Ext: On Call vacancy in active recruitment/sick/vacation coverage

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Jose F. Torres, Vice Chancellor, Business & Fiscal Services  
**PREPARED BY:** Kristina Hannon, Director, Human Resources  
**DATE:** April 12, 2018  
**SUBJECT:** Consideration of Approval of Salary Advancement for Academic Employees

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the advancement of salary for academic employees as indicated on the attached list.

### **OVERVIEW**

The advancement of salary for academic employees on the attached list is submitted for approval.

### **ANALYSIS**

The academic employees listed on the attached have completed the number of units necessary for classification advancement per the agreement between SBCCD and the San Bernardino Community College District Teachers Association.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

### **FINANCIAL IMPLICATIONS**

The cost of these salary advancements is included in the 2017-2018 budget



## Salary Advancement for Academic Employees

Submitted for Board Approval April 12, 2018

	From Column/ Step	To Column/ Step	Amount	Days of Service	Effective Date
<b>Soha Sobhanian</b> Instructor, Biology SBVC Biology	D6	I7	\$ 78,665.88	177	07/01/18
<b>Chantae Marie Wilson</b> Instructor, EMC CHC EMS	F8	H9	\$ 80,294.28	177	07/01/18
<b>Tammy Allen</b> Instructor, Reading SBVC Reading	E5	F6	\$ 68,516.70	177	07/01/18
<b>Janice Wilkins</b> Articulation Officer/Counselor SBVC Counseling	F7	G8	\$ 85,286.00	200	07/01/18

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Jose F. Torres, Vice Chancellor, Business & Fiscal Services  
**PREPARED BY:** Kristina Hannon, Director, Human Resources  
**DATE:** April 12, 2018  
**SUBJECT:** Consideration of Approval to Accept Employee Resignations

**RECOMMENDATION**

It is recommended that the Board of Trustees accept the resignation of the employees on the attached list.

**OVERVIEW**

The resignation of employees on the attached list is being submitted for acceptance.

**ANALYSIS**

The resignation correspondence has been received by Human Resources.

**INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

**FINANCIAL IMPLICATIONS**

There are no financial implications associated with this board item.



## Resignations

Submitted for Board Approval April 12, 2018

	Years of Service	Last Date of Employment
<b>Reginald Bass</b> SBVC , Custodian I	3.50	3/14/18
<b>Anthony Roberson</b> District Office Facilities Planning, Custodian I	12.75	3/20/18

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Jose F. Torres, Vice Chancellor, Business & Fiscal Services  
**PREPARED BY:** Kristina Hannon, Director, Human Resources  
**DATE:** April 12, 2018  
**SUBJECT:** Consideration of Approval to Accept Employee Retirements

### **RECOMMENDATION**

It is recommended that the Board of Trustees accept the retirements of the employees on the attached list.

### **OVERVIEW**

The retirement of employees on the attached list is being submitted for acceptance.

### **ANALYSIS**

The retirement correspondence has been received by Human Resources.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

### **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this board item.



## Retirements

Submitted for Board Approval April 12, 2018

	Years of Service	Last Date of Employment
<b>Laura Gomez</b> SBVC Counseling, Counselor	34	06/21/18
<b>Francis H. Farrell</b> CHC Chemistry, Laboratory Technician	8	07/06/18



## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Jose F. Torres, Vice Chancellor, Business & Fiscal Services  
**PREPARED BY:** Kristina Hannon, Director, Human Resources  
**DATE:** April 12, 2018  
**SUBJECT:** Consideration of Approval to Appoint District Employees

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve appointment of the employees on the attached list and, as necessary, approve the corresponding employment contracts.

### **OVERVIEW**

The employees on the attached list are submitted for approval.

### **ANALYSIS**

All requirements in the employment process have been or will be completed. Employees will not commence work until all requirements are met.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

### **FINANCIAL IMPLICATIONS**

The cost of employment for these employees is included in the 2017-2018 budget.



## Appointment of District Employees

Submitted for Board Approval April 12, 2018

	Start Date	Salary Schedule, Range & Step	Salary	New or Replacing	Fund	Live Scan Clearance
<b>Cherishea Coats</b> Distributed Education System Administrator TESS Distributed Education	04/30/18	Classified 46A	\$4,550.00/mo	New	TESS General Fund	Pending
<b>Dr. Scott Thayer</b> Vice President of Student Services SBVC	04/13/18	Management 23E	\$165,191.43/yr	Dr. Ricky Shabazz	Student Services General Fund	06/19/17
<b>Roger Robles</b> Senior Technology Support Specialist TESS Computing Services	04/02/18* <del>03/26/18</del>	Classified 58A	\$6,964.00/mo	Laz Mascarenhas	TESS General Fund	02/22/18

\*Correction of start date for employee approved at March 8, 2018 board meeting.

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Jose F. Torres, Vice Chancellor, Business & Fiscal Services  
**PREPARED BY:** Kristina Hannon, Director, Human Resources  
**DATE:** April 12, 2018  
**SUBJECT:** Consideration of Approval to Appoint Interim Managers

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the appointment of, and ratify the employment contracts for, the employees on the attached list.

### **OVERVIEW**

The employees on the attached list are submitted for approval.

### **ANALYSIS**

All requirements in the employment process have been or will be completed. Employees will not commence work until all requirements are met.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

### **FINANCIAL IMPLICATIONS**

The cost of employment for these employees is included in the 2017-2018 budget.



## Appointment of Interim Managers

Submitted for Board Approval April 12, 2018

	Effective Dates	Range & Step	Salary	New or Replacing	Fund	Live Scan Clearance
<b>Giovanni Sosa</b> Interim Division Dean, Research, Planning & Institutional Effectiveness CHC Research, Planning & Institutional Effectiveness	04/02/18 to 06/30/18	19B	\$117,401.36	Keith Wurtz	Planning & Research General Fund	10/20/15

**Ratification:** *Currently, the Office of Institutional Effectiveness, Research, and Planning does not have administrative leadership and the Senior Research and Planning Analyst is no longer with the college. The only researcher has been working for three months and needs to be trained to meet the demands of the campus.*

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Jose F. Torres, Vice Chancellor, Business & Fiscal Services  
**PREPARED BY:** Kristina Hannon, Director, Human Resources  
**DATE:** April 12, 2018  
**SUBJECT:** Consideration of Approval to Appoint Temporary Academic Employees

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the appointment of temporary academic employees per the attached list.

### **OVERVIEW**

The employees on the attached list are submitted for approval.

### **ANALYSIS**

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

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

### **FINANCIAL IMPLICATIONS**

The cost of these appointments is included in the 2017-2018 budget.



## Appointment of Temporary Academic Employees

Submitted for Board Approval April 12, 2018

	From	To	Range & Step	Salary	Fund	Live Scan Clearance
<b>Maria Duran</b> Counselor SBVC Counseling	4/16/2018	6/30/2018	TBD*	TBD*	Adult Education Block Grant	10/13/17

\*Salary placement to be determined upon verification of education and experience.

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Jose F. Torres, Vice Chancellor, Business & Fiscal Services  
**PREPARED BY:** Amalia Perez, Director, Human Resources  
**DATE:** April 12, 2018  
**SUBJECT:** Consideration of Approval to Place Classified Employees on the 39-Month Reemployment List

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the placement of classified employees on the 39-Month Reemployment List as indicated on the attached.

**ANALYSIS**

The employees listed on the attached have exhausted all available leaves of absence in accordance with CSEA/SBCCD Agreement Article 14.5.4. Therefore, it is necessary to place them on the 39-month reemployment list.

**INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

**FINANCIAL IMPLICATIONS**

There are no financial implications associated with this board item.



## Placement of Classified Employees on the 39-Month Reemployment List

Submitted for Board Approval April 12, 2018

The employees listed on the attached have exhausted all available leaves of absence in accordance with CSEA/SBCCD Agreement Article 14.5.4. Therefore, it is necessary to place them on the 39-month reemployment list.

	Effective Date
<b>Sherri Bruner-Jones</b> CHC Instruction, Clerical Assistant II	05/05/18
<b>Jennine Enriquez</b> SBVC Financial Aid, Clerical Assistant II	05/17/18



## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Bruce Baron, Chancellor

**REVIEWED BY:** Bruce Baron, Chancellor

**PREPARED BY:** Stacey Nikac, Executive Assisant

**DATE:** April 12, 2018

**SUBJECT:** Consideration to Approve District/College Expenses

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the requests for District/College Expenses.

### **OVERVIEW**

Individual requests are submitted to fund expenses related to various functions planned for the colleges and district office.

### **INSTITUTIONAL VALUES**

IV. Enhanced and Informed Governance and Leadership

### **FINANCIAL IMPLICATIONS**

Included in the budget.

**San Bernardino Community College District  
District & College Expenses**

**Site:** SBVC

**Event:** Districtwide New Employee Luncheon  
& EEO Training

**Date of Event:** 04/13/18

**Item Being Purchased:** Meals & Refreshments

This event will give all employees hired over the past two years an opportunity to meet each other and district office managers. EEO training will also be conducted.

**Total Estimated Cost:** \$1900

**Funding Source:** General Fund, Restricted - Equal Employment Opportunity

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**Site:** SBVC

**Event:** Historically Black Colleges and  
Universities (HBCU) Tour

**Date of Event:** 04/01/18-04/06/18

**Item Being Purchased:** Faculty Contract, Student Contract, Transportation,  
Lodging, Meals and Bus Rental

Valley Bound Commitment programs will attend the HBCU tour covering three states and six days. Students will receive campus tours and presentations on admissions requirements in hopes to increase our student success and transfer rates. Estimated attendance is 30 students and 5 faculty members. Kathy Kafela will serve as chaperone

**Total Estimated Cost:** \$62,419

**Funding Source:** Student Equity Categorical Funds

AMENDMENT

This item was previously board approved at the December 14, 2017 board meeting. Item is being amended to update the additional cost covering the bus rental needed for transport.

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**Site:** SBVC  
**Event:** Clash of the Clubs  
**Date of Event:** 04/16/18

**Item Being Purchased:** Club Awards, Supplies and Refreshments  
Sponsored by the Inter Club Council, this on campus event will feature a fun and mildly competitive atmosphere. Clubs will compete against each other in a series of trivia games, puzzles and brain games, these competitions are designed to encourage maximum participation in SBVC clubs. Anticipated attendance is 150 students, faculty and staff. Ray Carlos will serve as the advisor.  
**Total Estimated Cost:** \$800  
**Funding Source:** Student Club & Trust/ Inter Club Council Account

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**Site:** SBVC  
**Event:** Inter Club Council (ICC) Green Week  
**Date of Event:** 04/16/18-04/18/18

**Item Being Purchased:** Rentals, Supplies, Giveaways, Speaker Fees, Printing and Refreshments  
Sponsored by the Inter Club Council (ICC), this on campus event is to encourage and inform students how to be environmentally friendly. Anticipated attendance is 100 students, staff, faculty and community members. Ray Carlos will serve as advisor  
**Total Estimated Cost:** \$1000  
**Funding Source:** Student Clubs & Trust/Inter Club Council Trust

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**Site:** SBVC  
**Event:** Associated Student Government (ASG) Green Week  
**Date of Event:** 04/16/18-04/19/18

**Item Being Purchased:** Meals, Giveaways, Supplies and Printing  
Sponsored by the Associated Student Government, ASG will host this on campus event to inform and encourage students on how to be environmentally friendly on the SBVC campus and beyond. Anticipated attendance is 500 students. Ray Carlos will serve as the advisor.  
**Total Estimated Cost:** \$1500  
**Funding Source:** Associated Student Government General Fund, Student Clubs and Trust/Student Life Trust

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**Site:** SBVC  
**Event:** Associated Student Government (ASG)  
2018-2019 Elections  
**Date of Event:** 04/16/18-04/26/18

**Item Being Purchased:** Meals, Giveaways, Supplies and Printing  
Sponsored by the Associated Student Government, ASG will host this on campus event to encourage student engagement in the SBVC elections for student representatives. Ray Carlos will serve as the advisor.  
**Total Estimated Cost:** \$5000  
**Funding Source:** Associated Student Government General Fund, Student Clubs & Trust/Student Life Trust

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**Site:** SBVC  
**Event:** Skills USA 51st Annual State  
Leadership and Skill Conference  
**Date of Event:** 04/19/18-04/22/18

**Item Being Purchased:** Lodging, registration, meals, travel expenses.  
Competitions and activities to enhance classroom learning and student growth through participation in leadership and skill activities. Anticipated attendance is approximately twenty (20) students and ten (10) faculty and staff.  
**Total Estimated Cost:** \$16,000  
**Funding Source:** Ready to Accelerate My Pathways (Ramp Up) Grant Fund and Student Clubs & Trust/Sunroom Tips Trust Account

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**Site:** SBVC  
**Event:** Financial Aid Awareness Fair  
**Date of Event:** 04/20/18

**Item Being Purchased:** Refreshment and Rentals  
Sponsored by the Financial Aid office, this on campus event's purpose is to provide financial aid awareness to students by sharing updates and deadlines. Anticipated attendance is approximately 650 student, faculty and staff.  
**Total Estimated Cost:** \$5218.10  
**Funding Source:** Financial Aid General Fund and Financial Aid Categorical Fund

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**Site:** SBVC  
**Event:** Transfer and Career College Tour  
**Date of Event:** 04/20/18-04/21/18

**Item Being Purchased:** Lodging and Transportation  
Sponsored by the Associated Student Government (ASG) and Student Equity, students will get the opportunity to visit the University of California Davis and Berkeley, Cal State University Sacramento and Stanford University. Students will tour the campuses, speak to financial aid and admissions officers, as well as discuss campus life with students and faculty. Anticipated attendance is 20 students, two faculty members, Botra Moeung and Heather Johnson will serve as chaperones.  
**Total Estimated Cost:** \$10,000  
**Funding Source:** Student Equity Categorical Funds and Associated Student Government General Fund

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**Site:** SBVC  
**Event:** California Association of Alcohol and Drug Educators Conference (CAADE)  
**Date of Event:** 04/20/18-04/22/18

**Item Being Purchased:** Lodging and Registration  
Sponsored by the Human Services Club, this conference in Los Angeles, CA features workshops, speakers and events that give the students an opportunity to learn the latest research in the field of alcohol and drug studies. Anticipated attendance is 21 students and two faculty members. Professor Melinda Moneymaker will serve as chaperone.  
**Total Estimated Cost:** \$7525  
**Funding Source:** Student Clubs & Trust/ Inter Club Council Account/ Human Services Club Account

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**Site:** SBVC  
**Event:** Girls Cyber Event  
**Date of Event:** 04/21/18

**Item Being Purchased:** Instructional Supplies  
In collaboration with San Bernardino County Superintendent of Schools ROP (Cyber SB) and Coastline Community College, this is a one-day Technology Awareness activity for middle and high school girls in San Bernardino. This activity will increase young women's awareness of IT careers by providing three hands-on technology activities. Anticipated attendance is approximately 90 middle and high school students.  
**Total Estimated Cost:** \$2000  
**Funding Source:** Strong Workforce Grant Funds

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**Site:** SBVC  
**Event:** Puente Program Northern California  
College Tour  
**Date of Event:** 04/25/18-04/27/18

**Item Being Purchased:** Meal, Refreshments, Hotel and Bus Rental  
Sponsored by the Puente Program, students will visit the following UC  
Campuses: Santa Barbara, Santa Cruz, Davis and Berkley. Additionally, they will  
obtain firsthand information and encouragement from student and staff. They will  
also participate in the Puente day at UC Davis. Anticipated attendance is 18  
students, Elizabeth Banuelos and Alma Lopez will serve as chaperones.  
**Total Estimated Cost:** \$10,096  
**Funding Source:** Student Success and Support Program Categorical Funds &  
Puente Program Categorical Funds

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**Site:** SBVC  
**Event:** Talking Hand, American Sign Language  
(ASL) Movie Night  
**Date of Event:** 05/04/18

**Item Being Purchased:** Refreshments  
Sponsored by the American Sign Language Club, this is a fundraising event, as  
well as an opportunity for recruitment and outreach. Anticipated attendance is  
200 students, faculty and staff. Professor Davina Burns-Peters will serve as  
chaperone. This event will be held on campus.  
**Total Estimated Cost:** \$600  
**Funding Source:** Student Clubs & Trust / American Sign Language Club  
Account

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**Site:** SBVC  
**Event:** Science and Technology Day  
**Date of Event:** 05/04/18

**Item Being Purchased:** Meals and refreshments and supplies  
During the event, over students from Richardson Prep Middle School will  
participate in workshops and activities in the areas such as biotechnology,  
physics, chemistry, geography, biology, astronomy, and health sciences.  
Anticipated attendance is approximately 200 middle school students.  
**Total Estimated Cost:** \$2000  
**Funding Source:** President's Office General Fund and Science Division General  
Fund  
AMENDMENT  
This item was previously approved at the February 8, 2018 board agenda  
meeting. Item is being amended to change the funding source to the President's  
Office and Science Division General Funds.

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**Site:** SBVC  
**Event:** Retirement Reception  
**Date of Event:** 05/07/18

**Item Being Purchased:** Refreshments, Awards and Decorations  
Hosted by SBVC President's Office, a farewell reception for employees who are retiring. Anticipated attendance is approximately 250 faculty, staff, administrators, retirees and guests.  
**Total Estimated Cost:** \$1000  
**Funding Source:** President's General Fund

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**Site:** SBVC  
**Event:** Success Through Achievement and Retention (STAR) Student Graduate and Outstanding Achievement Recognition  
**Date of Event:** 05/09/18

**Item Being Purchased:** Refreshments and Certificates  
Sponsored by the STAR Program, this on campus event will be honoring approximately 35 graduating SBVC students, and 100 students with a 3.0 GPA and above for their outstanding achievement. Anticipated attendance is 135 students, faculty and staff.  
**Total Estimated Cost:** \$650  
**Funding Source:** STAR/TRIO Grant Categorical Funds

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**Site:** SBVC  
**Event:** Puente Program End of Year Celebration  
**Date of Event:** 05/11/18

**Item Being Purchased:** Meals, Refreshments, Awards, and Supplies  
Sponsored by the Puente Program, this on campus event will celebrate and acknowledge the successes of students in the Puente Project at SBVC. The team will also use this time to highlight the achievements from previous cohort cycles. Anticipated attendance is 80 students, staff and family members.  
**Total Estimated Cost:** \$2772.10  
**Funding Source:** Puente Program Categorical Funds & Student Success and Support Program Categorical Funds

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**Site:** SBVC  
**Event:** First Year Experience (FYE) Student Recognition Banquet  
**Date of Event:** 05/11/18

**Item Being Purchased:** Rental and Meals  
Sponsored by FYE, the purpose of the student recognition banquet is to celebrate and highlight the success of students in the First Year Experience, Valley-Bound, Tumaini, Dreamers, and Guardian Scholars programs. Anticipated attendance is approximately 450 students, parents and SBVC staff. Event will be held at the NOS Center in San Bernardino, CA, attendees will be providing their own transportation.  
**Total Estimated Cost:** \$19,760.48  
**Funding Source:** Student Equity Categorical Funds

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**Site:** SBVC  
**Event:** 23rd Annual Spotlighting Our Success  
**Date of Event:** 05/11/18

**Item Being Purchased:** Refreshments, Decorations and Supplies, Frames, Certificates, Wine Glasses & Awards  
SBVC will host the annual awards presentation to recognize multiple categories of excellence in service at SBVC by our faculty, staff, and administrators. Anticipated attendance is approximately 250 faculty, staff and their guests.  
**Total Estimated Cost:** \$5500  
**Funding Source:** Marketing/Public Relations General Fund, President's General Fund, and Faculty Association Account

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**Site:** SBVC  
**Event:** Careers Galore  
**Date of Event:** 05/12/18

**Item Being Purchased:** Refreshments  
Sponsored by the SBVC Outreach department in collaboration with Arrowhead United Way-Women United. The Careers Galore event is to expose students to a variety of career options in the following fields of Fine Arts, Communication, Career Technical, Nursing and Business. Targeted audience will be young women from ages 16-24 years, recruited from local high schools, clubs, and churches. Anticipated attendance is 100 persons, event is being supervised by SBVC staff Cindy Huerta.  
**Total Estimated Cost:** \$793  
**Funding Source:** Student Equity Categorical Funds

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**Site:** SBVC  
**Event:** SBVC Honor Band  
**Date of Event:** 05/18/18-05/19/18

**Item Being Purchased:** Meals and Clinician Fees. Sponsored by the SBVC Music Department, workshops and performances for middle and high school students to encourage further music education. Anticipated attendance is approximately 80 middle and high school students and two (2) members of the San Bernardino Symphony  
**Total Estimated Cost:** \$1500  
**Funding Source:** Music Department General Fund

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**Site:** SBVC  
**Event:** Allensworth, California - Tumaini Program Tour  
**Date of Event:** 05/19/18

**Item Being Purchased:** Bus Rental and Tickets for Tour  
Sponsored by the Tumaini Program, students will engage in touring and learning about Allensworth, a historical African American town established in 1908. Student will participated in historical re-enactments and to experience the inspiring stories of the people who founded the town in Southern San Joaquin Valley. Anticipated attendance is 25 students, Kathy Kafela, Daniele Smith, and Sandra Blackman will serve as chaperones. Abe Fulgham will assist.  
**Total Estimated Cost:** \$2476.50  
**Funding Source:** Student Success and Support Program Categorical Funds

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**Site:** SBVC  
**Event:** SBVC Managers Retreat  
**Date of Event:** 05/29/18

**Item Being Purchased:** Refreshments/Rental  
SBVC will host the all-day SBVC Managers Retreat off campus at the SBCUSD PDC building. Anticipated attendance is approximately 40 managers and two guests.  
**Total Estimated Cost:** \$1000  
**Funding Source:** President's General Fund

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**Site:** CHC  
**Event:** SBCCD Secretaries Day  
**Date of Event:** 06/27/18

**Item Being Purchased:** Sponsored by Chancellor and President's at CHC and SBVC, this first time SBCCD Secretaries Day is being held at the District site in the ATTC building. All secretaries at all sites will participate in a team building exercise to promote a team concept amongst the SBCCD secretaries group. Breakfast and luncheon will be provided for the group on this day. Anticipated attendance is approximately 72 secretaries from the various sites of SBCCD.  
**Total Estimated Cost:** \$1600  
**Funding Source:** President's General Fund

---

**Site:** CHC  
**Event:** Statewide Academic Senate Area D Meeting  
**Date of Event:** 3/24/18

**Item Being Purchased:** Refreshments for 40 representatives from Academic Senates in Southern California to attend the annual Spring Area D regional meeting.  
**Total Estimated Cost:** \$800  
**Funding Source:** Campus President General Fund  
Approved by President Zhou last year but staff was not notified about the event.

---

**Site:** CHC  
**Event:** Veteran's Fair  
**Date of Event:** 4/12/18

**Item Being Purchased:** Other Expenses and Fees. Sponsored by the Chancellor's Office and the CHC Campus President's Office, CHC is hosting a travelling veteran's memorial exhibit in conjunction with our Veteran's Fair on April 12, 2018.  
**Total Estimated Cost:** \$5000  
**Funding Source:** Chancellor's Office; CHC Foundation  
Received commitment from the LIMA Company Memorial Project after board deadline.

---

**Site:** CHC  
**Event:** EOPS Student Appreciation Luncheon  
**Date of Event:** 4/20/18

**Item Being Purchased:** Food expense. The Student Appreciation luncheon will honor the achievements of the EOPS students who have completed 24 units. Approval to provide meals for students who will be attending the luncheon.  
**Total Estimated Cost:** \$2000  
**Funding Source:** EOPS General Fund

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**Site:** CHC  
**Event:** IEPI Site Visit  
**Date of Event:** 4/24/18

**Item Being Purchased:** Refreshments. Sponsored by the Campus President's Office, an IEPI Team will conduct a follow-up visit to help develop an innovation and effectiveness plan.  
**Total Estimated Cost:** \$400  
**Funding Source:** Campus President General Fund

---

**Site:** CHC  
**Event:** EOPS /DSPS Advisory Committee Meeting  
**Date of Event:** 4/27/18

**Item Being Purchased:** Food expense. Requesting approval to provide meals for the EOPS/DSPS Committee meeting.  
**Total Estimated Cost:** \$1000  
**Funding Source:** EOPS General Fund

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**San Bernardino Community College District  
District & College Expenses**

**Site:** CHC  
**Event:** 2018 Student Recognition Dinner  
**Date of Event:** 4/27/18

**Item Being Purchased:** Food, supplies and student awards for the annual student recognition dinner.  
**Total Estimated Cost:** \$2000  
**Funding Source:** #027 ASB General Fund

---

**Site:** CHC  
**Event:** Planning Retreat  
**Date of Event:** 4/27/18

**Item Being Purchased:** Food expense. Sponsored by the CHC President's Office, this retreat will be for Vice Presidents, Deans, faculty chairs, constituency group leadership and key managers to discuss Crafton's Strategic Directions, identify gaps and develop the desired qualifications and ideal characteristics for the new College President.  
**Total Estimated Cost:** \$1000  
**Funding Source:** Campus President General Fund

---

**Site:** CHC  
**Event:** Third Annual Women in the Fire Service Seminar  
**Date of Event:** 4/28/18

**Item Being Purchased:** Food expense. This seminar is to provide information to women interested in pursuing a career in the Fire Service. The seminar will include talks from female mentors, question and answer session and a working lunch.  
**Total Estimated Cost:** \$500  
**Funding Source:** Strong Workforce Categorical Funding

---

**Site:** CHC  
**Event:** Retirement Reception  
**Date of Event:** 5/15/18

**Item Being Purchased:** Refreshments. Hosted by the CHC President's Office a farewell reception for employees who are retiring.  
**Total Estimated Cost:** \$350  
**Funding Source:** Campus President General Fund

---

**Site:** CHC  
**Event:** Transfer Recognition Luncheon  
**Date of Event:** 5/17/18

**Item Being Purchased:** Refreshments and supplies for approximately 120 students and staff. Sponsored by the Transfer Center, the recognition ceremony will celebrate students who have achieved transfer success to a four-year university.  
**Total Estimated Cost:** \$2200  
**Funding Source:** Transfer Center General Fund

---

**Site:** CHC  
**Event:** CFED 2018 Conference  
**Date of Event:** 05/20/18-05/24/18

**Item Being Purchased:** Hotel and meals expense for 18 students to attend a local industry conference where they will actively participate in the operation and delivery of the Paramedic Challenge (competition) and have the opportunity to experience the industry's continuing education model and network with local employers.  
**Total Estimated Cost:** \$3430.50  
**Funding Source:** Strong Workforce Categorical Funding

---

**Site:** CHC  
**Event:** Commencement VIP Reception  
**Date of Event:** 5/25/18

**Item Being Purchased:** Refreshments. Sponsored by the CHC President's Office, refreshments for the platform party participating in commencement.  
**Total Estimated Cost:** \$300  
**Funding Source:** Campus President General Fund

---

**Site:** CHC  
**Event:** SBCCD Secretaries Day  
**Date of Event:** 6/27/18

**Item Being Purchased:** Awards, raffle prizes and supplies. Sponsored by Chancellor and Presidents at CHC and SBVC. SBCCD Secretaries Day is being held at the district site in the ATTC building. All secretaries at all sites will participate in a day of team building. Anticipated attendance is approximately 72 secretaries district-wide.

**Total Estimated Cost:** \$400

**Funding Source:** Campus President General Fund

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## **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:** April 12, 2018

**SUBJECT:** Consideration of Approval of Individual Memberships

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the attached request for individual memberships.

### **OVERVIEW**

Individual requests are submitted to fund expenses related to various functions planned for the colleges and district office.

### **ANALYSIS**

Individual memberships related to job duties are submitted when institutional memberships are not available.

### **INSTITUTIONAL VALUES**

I. Institutional Effectiveness  
IV. Enhanced and Informed Governance and Leadership

### **FINANCIAL IMPLICATIONS**

Included in the budget.

**San Bernardino Community College District  
Individual Memberships**

**Site:** CHC  
**Name:** Alder, Mike  
**Total Cost:** \$25  
**Funding Source:** Fire Science General Fund

**Membership & Purpose:** California Fire Technology Director's Association (CFTDA), Promotes high quality fire technology education and training. Membership in the organization is comprised of many California community colleges and facilitates an exchange of ideas. Membership allows for conference attendance throughout the year.

---

**Site:** CHC  
**Name:** Crow, Kathy  
**Total Cost:** \$30  
**Funding Source:** Strong Workforce Categorical Funding

**Membership & Purpose:** San Bernardino County Fire EMS Officers, The purpose of the membership is to maintain relationships with agencies who precept our paramedic students.

---

**Site:** CHC  
**Name:** deBoer, Frank  
**Total Cost:** \$25  
**Funding Source:** Fire Science General Fund

**Membership & Purpose:** California Fire Technology Director's Association (CFTDA), Promotes high quality fire technology education and training. Membership in the organization is comprised of many California community colleges and facilitates an exchange of ideas. Membership allows for conference attendance throughout the year.

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**Site:** CHC  
**Name:** Groff, Rick  
**Total Cost:** \$25  
**Funding Source:** Fire Science General Fund

**Membership & Purpose:** California Fire Technology Director's Association (CFTDA), Promotes high quality fire technology education and training. Membership in the organization is comprised of many California community colleges and facilitates an exchange of ideas. Membership allows for conference attendance throughout the year.

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**Site:** CHC  
**Name:** Sullivan, Dan  
**Total Cost:** \$25  
**Funding Source:** Fire Science General Fund

**Membership & Purpose:** California Fire Technology Director's Association (CFTDA), Promotes high quality fire technology education and training. Membership in the organization is comprised of many California community colleges and facilitates an exchange of ideas. Membership allows for conference attendance throughout the year.

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**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:** April 12, 2018  
**SUBJECT:** Consideration to Approve Conference Attendance

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the requests for Conference Attendance.

**OVERVIEW**

Individual requests are submitted to fund expenses related to conference expenses planned for the colleges and district office.

**ANALYSIS**

Faculty and staff attend conferences to obtain updated information on policies and procedures in their fields. In addition, conference attendance provides professional growth and staff development.

**INSITUTIONAL VALUES**

IV. Enhanced and Informed Governance and Leadership

**FINANCIAL IMPLICATIONS**

Included in the budget.

**San Bernardino Community College District  
Conference Attendance**

**Site:** District

**Department:** Business & Fiscal Services

**Conference Name:** CEO Leadership Academy

**Travel Dates:** 6/7/2018 - 6/10/2018

**City, State:** Lake Tahoe, NV

**Estimated Cost Per Person:** \$3100

**Funding Source:** Controller & Human  
Resources General Fund

**Name:** Jose Torres

**Purpose:** This conference will address the unique challenges and opportunities confronted by leaders of California Community Colleges while creating a professional cohort through relationship building with colleagues, which will prove beneficial to SBCCD now and in the future.

---

**Site:** CHC

**Department:** Health and Wellness

**Conference Name:** Truth Initiative College  
Convening

**Travel Dates:** 4/4/2018 - 4/8/2018

**City, State:** Crystal City, VA

**Estimated Cost Per Person:** \$0

**Funding Source:** No cost. Time only.

**Name:** Hannah Sandy

**Purpose:** To gain knowledge that will be critical in helping to move our Tobacco Free Campus policy project forward. Will also give us the opportunity to network and build relationships with leaders from other colleges and universities in our cohort, in addition to Truth Initiative staff.

The AC-9 was not processed timely at the Division level due to vacation leave.

---

**Site:** CHC

**Department:** Office of Instruction

**Conference Name:** CCCCIO Spring  
Conference 2018

**Travel Dates:** 4/11/2018 - 4/1/2018

**City, State:** San Francisco, CA

**Estimated Cost Per Person:** \$1660

**Funding Source:** Office of Instruction General  
Fund

**Name:** Keith Wurtz

**Purpose:** An opportunity to receive updates on instructional matters and connect with other instructional officers throughout the State of California.

Due to change in leadership, Keith Wurtz will be attending the conference instead of Kathy Bakhit which was previously board approved on 02-8-18.

**Site:** CHC  
**Department:** Counseling  
**Conference Name:** Basic Needs Summit  
**Travel Dates:** 4/25/2018 - 4/27/2018  
**City, State:** Sacramento, CA  
**Estimated Cost Per Person:** \$1145  
**Funding Source:** Student Services General Fund

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**Name:** Eva Bell

**Purpose:** Will include speakers from the Wisconsin HOPE Lab, the nation's only translational research laboratory seeking ways to make college more affordable.

**Site:** CHC  
**Department:** SINS  
**Conference Name:** Western Psychological Association Annual Conference  
**Travel Dates:** 4/26/2018 - 4/29/2018  
**City, State:** Portland, OR  
**Estimated Cost Per Person:** \$737  
**Funding Source:** Computer Science Strong Workforce Categorical Fund

---

**Name:** Margaret Yau

**Purpose:** I am presenting a research project that analyzes big data obtained from Google Trends and Google Correlate to investigate the patterns of web search in depression in the U.S. I am also coauthor of two other poster presentations on research collaborated with psychology professor T.L. Brink (on the topics of Bayesian statistics and cancer conspiracy). Conference participation will share the research done by our college faculty.

**Site:** CHC  
**Department:** Respiratory  
**Conference Name:** CSRC 2018 Annual Convention 50 Years  
**Travel Dates:** 5/12/2018 - 5/15/2018  
**City, State:** Monterey, CA  
**Estimated Cost Per Person:** \$1900  
**Funding Source:** Strong Workforce Funds

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**Name:** Daniel Winter

**Purpose:** To increase knowledge on high education requirements for Respiratory programs.

**Site:** CHC  
**Department:** Emergency Medical Services  
**Conference Name:** CFED Conference & Expo  
**Travel Dates:** 5/20/2018 - 5/24/2018  
**City, State:** Indian Wells, CA  
**Estimated Cost Per Person:** \$2072  
**Funding Source:** Perkins Grant, Strong  
Workforce Categorical Funding

---

**Name:** David Aten, Eddie Aguilar

**Purpose:** CFED offers multi-disciplinary general sessions which allow all responders to train and learn. Eddie Aguilar, EMT Coordinator, will attend the Designated Infection Control Officer training and David will set up equipment/maintain and assist with department needs at conference.

**Site:** CHC  
**Department:** Veteran's Services  
**Conference Name:** 2018 WAVES Conference  
**Travel Dates:** 7/24/2018 - 7/26/2018  
**City, State:** San Diego, CA  
**Estimated Cost Per Person:** \$1278  
**Funding Source:** Veterans Education General  
Fund

---

**Name:** Steven Rush

**Purpose:** Provides an opportunity for training and networking among school VA Certifying officials at post-secondary institutions. Sessions include training on certifying procedures for VETS benefits.

**Site:** SBVC  
**Department:** Athletics  
**Conference Name:** Coaching Conference  
**Travel Dates:** 3/28/2018 - 4/1/2018  
**City, State:** San Antonio, TX  
**Estimated Cost Per Person:** \$3071.43  
**Funding Source:** Student Clubs &  
Trusts/Men's Basketball Trust Account and  
Professional Development General Fund

**Name:** Quincy Brewer

**Purpose:** Attending this conference provides opportunity to speak to different entities about the California Community College system and San Bernardino Valley College. This conference will offer academic and athletic conferences and workshops to enhance knowledge about improving academic and athletics performances of coaches and student athletes.

**RATIFICATION:** Professional Development Committee met once a month in January/February. This item was submitted between committee meetings, which did not allow for processing to the March 2018 board in timely manner.

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**Site:** SBVC  
**Department:** Office of Instruction and Arts & Humanities  
**Conference Name:** California Community Colleges Chief Instructional Officers (CCCCIO) Spring Conference 2018  
**Travel Dates:** 4/8/2018 - 4/13/2018  
**City, State:** San Francisco, CA  
**Estimated Cost Per Person:** \$3500  
**Funding Source:** Arts & Humanities General Fund and Instruction Office General Fund

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**Name:** Terri Long and Kay Weiss

**Purpose:** This conference will provide additional information on the CIO role and strategies to assist SBVC in meeting its goals. Information learned will be shared with SBVC colleagues.

**RATIFICATION:** Decision to attend did not occur until after deadline date to submit board item to March board.

**Site:** SBVC  
**Department:** Mathematics, Business, and Computer Technology  
**Conference Name:** All Stars - California Council for Adult Education 2018 State Conference  
**Travel Dates:** 5/3/2018 - 5/5/2018  
**City, State:** Fresno, CA  
**Estimated Cost Per Person:** \$1355.57  
**Funding Source:** Adult Education Block (AEBG) Grant Fund

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**Name:** Emma Diaz

**Purpose:** Participant will be assisting in several workshops that will present an opportunity to see best practices on a State level. New ideas will be incorporated into existing programs and/or be used to build successful pathways within their districts.

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**Site:** SBVC  
**Department:** Mathematics, Business, and  
Computer Technology  
**Conference Name:** Making Your Workforce  
Shine - 2018 Annual Conference  
**Travel Dates:** 5/21/2018 - 5/23/2018  
**City, State:** Phoenix, AZ  
**Estimated Cost Per Person:** \$968.8  
**Funding Source:** Adult Education Block  
(AEBG) Grant Fund

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**Name:** Emma Diaz

**Purpose:** Presenting on behalf of the Inland Adult Education Block Grant Consortium. Information will be showcased on how our partnership has built a bridge with workforce for our adult education students by choosing a competency based high school diploma pathways.

**Site:** SBVC  
**Department:** Social Sciences, Human  
Development, and Physical Education  
**Conference Name:** "Words That Kill"  
Conference 2018  
**Travel Dates:** 5/25/2018 - 6/1/2018  
**City, State:** Paris, France  
**Estimated Cost Per Person:** \$0  
**Funding Source:** Not Applicable/Time Only

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**Name:** Jeffrey Demksy

**Purpose:** Conference will help participant master current best practices that scholars use when teaching this curriculum to student learners and make me a more knowledgeable and effective faculty member when teaching HIST 176 (Comparative War Crimes and Genocide) to SBVC students.

**Site:** SBVC  
**Department:** Library & Learning Support  
Services  
**Conference Name:** 2018 National Conference  
on Race and Ethnicity (NCORE) in American  
Higher Education  
**Travel Dates:** 5/26/2018 - 6/3/2018  
**City, State:** New Orleans, LA  
**Estimated Cost Per Person:** \$2707  
**Funding Source:** Equal Employment  
Opportunities Categorical Funds

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**Name:** Mary Valdemar

**Purpose:** NCORE benefits the district by creating critical dialogue and exchange of information in search of effective strategies to enhance access, social development, and education. It will address the resurgence of racist incidents in higher ed, and provide a vital multicultural forum.

---

**Site:** SBVC

**Department:** Financial Aid

**Conference Name:** Western Association of Student Employment Administrators (WASEA) & Southern Association of Student Employment Administrators (SASEA) 2018 Conference

**Travel Dates:** 6/3/2018 - 6/8/2018

**City, State:** Whitefish, MT

**Estimated Cost Per Person:** \$2669.54

**Funding Source:** Financial Aid Categorical Fund

---

**Name:** Samuel Trejo

**Purpose:** This training provides information on changing laws, regulations, and student employment strategies. Provides professional networking and ensures compliance with federal and state regulations as mandated by the Department of Education.

**Site:** SBVC

**Department:** Student Life

**Conference Name:** MaxFest 2018

**Travel Dates:** 6/11/2018 - 6/14/2018

**City, State:** Columbus, OH

**Estimated Cost Per Person:** \$2214.41

**Funding Source:** Student Clubs and Trust/Student Life Trust

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**Name:** Raymond Carlos

**Purpose:** This activity will provide better instructional support to the stakeholders on how to use the Maxient Software. Provides learning from seasoned professionals about effective practices in the field of Student Conduct, Title IX and Behavioral Intervention Teams.

**Site:** SBVC

**Department:** Mathematics, Business, and Computer Technology and Social Science, Human Development, and Physical Education

**Conference Name:** Enrollment Management Academy

**Travel Dates:** 7/16/2018 - 7/19/2018

**City, State:** Claremont, CA

**Estimated Cost Per Person:** \$1250

**Funding Source:** President's Office General Fund

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**Name:** Stephanie Briggs and Wallace Johnson

**Purpose:** This workshop will involve intensive investigation into enrollment management best practices. Working with an enrollment management template and calendar, participants will be given the opportunity to develop the genesis of an enrollment management plan for their respective campuses.

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**Site:** SBVC  
**Department:** Counseling & Matriculation and Student Equity & Success  
**Conference Name:** Hispanic Association Colleges & Universities (HACU) 32nd Annual Conference  
**Travel Dates:** 10/4/2018 - 10/9/2018  
**City, State:** Atlanta, GA  
**Estimated Cost Per Person:** \$4862  
**Funding Source:** Student Equity and Success Program Categorical Funds

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**Name:** Marco Cota, Maria Del Carmen Rodriguez

**Purpose:** To participate in discussions about emerging trends in higher education affecting Hispanics and Hispanic Serving Institutions (HSI's) and Student Learning Outcomes (SLO's) and services. It will provide the opportunity to deliver and create a system in which SBVC student have access to opportunities to further their success.

**Site:** TESS  
**Department:** Technology and Educational Support Services (TESS)  
**Conference Name:** Customer Experience Professionals New York City (CXNYC) 2018  
**Travel Dates:** 6/18/2018 - 6/21/2018  
**City, State:** New York, NY  
**Estimated Cost Per Person:** \$4348  
**Funding Source:** Distance Education General Fund

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**Name:** Gerard de Leon

**Purpose:** There will be over 60 sessions focused on customer experience. Forrester analysts will provide in-depth insights into the challenges being faced by customer experience professionals. This will help develop skills to better assist faculty, staff and students.

**Site:** KVCR  
**Department:** KVCR/FNX  
**Conference Name:** Davinci Resolve Software Training  
**Travel Dates:** 3/6/2018 - 3/9/2018  
**City, State:** Los Angeles, CA  
**Estimated Cost Per Person:** \$1800  
**Funding Source:** FNX General Funds

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**Name:** Frank Blanquet

**Purpose:** FNX staff is transitioning to the Davinci Resolve Software for editing purposes



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**Site:** KVCR  
**Department:** KVCR  
**Conference Name:** HayWired at Fremont  
**Travel Dates:** 4/16/2018 - 4/20/2018  
**City, State:** Berkley, CA  
**Estimated Cost Per Person:** \$1200  
**Funding Source:** KVCR General Funds

**Name:** Daniel Adame, Santana Gonzalez

**Purpose:** To capture footage of the USGS and California Earthquake Authority for the production of The Whistle show

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**Site:** ATTC  
**Department:** EDCT  
**Conference Name:** Chancellor's Office All Hands Key Talent Meeting  
**Travel Dates:** 1/7/2018 - 1/10/2018  
**City, State:** Davis, CA  
**Estimated Cost Per Person:** \$1130.72  
**Funding Source:** EDCT Categorical Funds

**Name:** Susanne Mata

**Purpose:** This is a required meeting being facilitated by the State Chancellor's Office for all key talent including DSN's and regional consortia chairs. Discussion will include Strong Workforce Programs and the new Deputy Sector Navigator RFP currently being developed.

Actual conference expenses exceeded the amount projected when I created my AC9.

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**Site:** ATTC  
**Department:** EDCT  
**Conference Name:** CCCAOE Spring Conference  
**Travel Dates:** 3/6/2018 - 3/9/2018  
**City, State:** Sacramento, CA  
**Estimated Cost Per Person:** \$1531  
**Funding Source:** EDCT Categorical Funds

**Name:** Susanne Mata

**Purpose:** This conference is required for Key Talent to attend. I will be required to meet with my ICT/DM sector on March 6th before the conference begins.

This conference request was inadvertently processed without prior approval of the area Administrator and therefore was not board approved. Measures have been taken to ensure future items are board approved beforehand.

---

**Site:** ATTC

**Department:** EDCT Foundation

**Conference Name:** Maker Faire Bay Area

**Travel Dates:** 5/16/2018 - 5/20/2018

**City, State:** San Mateo, CA

**Estimated Cost Per Person:** \$2149

**Funding Source:** EDCT Foundation

Categorical funds

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**Name:** Ashley Gaines

**Purpose:** See innovations in making to replicate the eventy and utilize the technology in our IE Accelerator.

**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:** April 12, 2018  
**SUBJECT:** Consideration to Adopt Resolution to Pay Trustee for Meetings

**RECOMMENDATION**

It is recommended that the Board of Trustees adopt the resolutions to grant excused absences and pay Trustees as if in attendance at said meetings.

<b>Trustee</b>	<b>Meeting</b>	<b>Amount</b>
John Longville	8/10/17 Study Session	\$133.33
	10/12/17 Study Session	\$200.00
	11/9/17 Study Session	\$133.33
Frank Reyes	7/27/17 Study Session	\$133.32
Jajuan Dotson	11/9/17 Board Meeting	\$200.00
	1/18/18 Board Meeting	\$200.00
	2/8/18 Board Meeting	\$200.00
Autumn Blackburn	12/14/17 Board Meeting	\$200.00

**OVERVIEW**

Education Code 72024 provides that a member may be paid for any meeting when absent if the board, by resolution duly adopted and included in its minutes, finds that, at the time of the meeting, he or she is performing services outside the meeting for the community college district, he or she was ill or on jury duty, or the absence was due to a hardship deemed acceptable by the board.

**BOARD IMPERATIVE**

IV. Enhanced and Informed Governance and Leadership

**FINANCIAL IMPLICATIONS**

Included in the budget.

**RESOLUTION  
TO PAY TRUSTEE FOR MEETING ATTENDANCE**

WHEREAS, the members of the Board of Trustees of the San Bernardino Community College District receive compensation for attendance at meetings of the Board in accordance with provisions of Education Code Section 72024; and

WHEREAS, Education Code 72024 provides that a member may be paid for any meeting when absent if the Board by resolution duly adopted and included in its minutes finds that at the time of the meeting he or she was ill or the absence was due to a hardship deemed acceptable by the Board or due to district business; and

WHEREAS, the Board finds that the absence of Trustee Longville from the meetings on August 10, 2017, October 12, 2017, and November 9, 2017 were due to hardship; and

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

NOW, THEREFORE, BE IT RESOLVED that Trustee Longville shall be paid as if in attendance at said meetings.

ADOPTED this 12th day of April 2018.

---

Bruce Baron  
Chancellor and Secretary

**RESOLUTION  
TO PAY TRUSTEE FOR MEETING ATTENDANCE**

WHEREAS, the members of the Board of Trustees of the San Bernardino Community College District receive compensation for attendance at meetings of the Board in accordance with provisions of Education Code Section 72024; and

WHEREAS, Education Code 72024 provides that a member may be paid for any meeting when absent if the Board by resolution duly adopted and included in its minutes finds that at the time of the meeting he or she was ill or the absence was due to a hardship deemed acceptable by the Board or due to district business; and

WHEREAS, the Board finds that the absence of Trustee Reyes from the meeting on July 27, 2017, was due to district business; and

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

NOW, THEREFORE, BE IT RESOLVED that Trustee Reyes shall be paid as if in attendance at said meeting.

ADOPTED this 12th day of April 2018.

---

Bruce Baron  
Chancellor and Secretary

**RESOLUTION  
TO PAY TRUSTEE FOR MEETING ATTENDANCE**

WHEREAS, the members of the Board of Trustees of the San Bernardino Community College District receive compensation for attendance at meetings of the Board in accordance with provisions of Education Code Section 72024; and

WHEREAS, Education Code 72024 provides that a member may be paid for any meeting when absent if the Board by resolution duly adopted and included in its minutes finds that at the time of the meeting he or she was ill or the absence was due to a hardship deemed acceptable by the Board or due to district business; and

WHEREAS, the Board finds that the absence of Student Trustee Dotson from the meetings on November 9, 2017, January 18, 2018, and February 8, 2018 were due to hardship; and

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

NOW, THEREFORE, BE IT RESOLVED that Student Trustee Dotson shall be paid as if in attendance at said meetings.

ADOPTED this 12th day of April 2018.

---

Bruce Baron  
Chancellor and Secretary

**RESOLUTION  
TO PAY TRUSTEE FOR MEETING ATTENDANCE**

WHEREAS, the members of the Board of Trustees of the San Bernardino Community College District receive compensation for attendance at meetings of the Board in accordance with provisions of Education Code Section 72024; and

WHEREAS, Education Code 72024 provides that a member may be paid for any meeting when absent if the Board by resolution duly adopted and included in its minutes finds that at the time of the meeting he or she was ill or the absence was due to a hardship deemed acceptable by the Board or due to district business; and

WHEREAS, the Board finds that the absence of Student Trustee Blackburn from the meeting on December 14, 2017, was due to hardship; and

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

NOW, THEREFORE, BE IT RESOLVED that Student Trustee Blackburn shall be paid as if in attendance at said meeting.

ADOPTED this 12th day of April 2018.

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Bruce Baron  
Chancellor and Secretary

**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:** April 12, 2018  
**SUBJECT:** Consideration to Reconfirm Student Trustee Privileges

**RECOMMENDATION**

It is recommended that the Board of Trustees reconfirm student trustee privileges per Board Policy 2015 Student Trustees.

**OVERVIEW**

On or before May 15 of each year, the Board of Trustees must reconfirm the following student trustee privileges:

- The privilege to receive compensation for meeting attendance at a level of \$200 per month. In the event a student trustee has an unexcused absence to a required meeting, the compensation shall be prorated for the pay period.
- The privilege to make and second motions.
- The privilege to attend closed sessions, other than closed sessions on personnel or collective bargaining matters, at the discretion of the Board of Trustees.
- The privilege to vote in an advisory vote, although the vote shall not be included in determining the vote required to carry any measure before the Board.
- The privilege to serve a term commencing on May 15.

**BOARD IMPERATIVE**

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

**FINANCIAL IMPLICATIONS**

None



## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Jose F. Torres, Vice Chancellor, Business & Fiscal Services  
**PREPARED BY:** Steven J. Sutorus, Business Manager  
**DATE:** April 12, 2018  
**SUBJECT:** Consideration of Approval of Professional Services Contracts/Agreements

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the attached list of Professional Services contracts/agreements.

### **OVERVIEW**

In accordance with Board Policy 6340 and Administrative Procedure 6340, Section A, Sub-section 3, the attached list of contracts for Professional Services, Consultants and Legal Services is submitted for approval.

### **ANALYSIS**

The attached list of contracts, agreements and their associated purchase orders are for fiscal audits, legal services, consultants and other professional services that are needed by the District. Unless otherwise noted the amount shown for multi-year agreements is the projected total amount for the full contract period. Any changes to these amounts will be submitted for board ratification and/or approval.

### **INSTITUTIONAL VALUES**

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 4/12/2018

## Contract Type

<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b>Legal</b>				
Currier & Hudson	(16370) Provide legal services for personnel matters Term: 7/1/2018 - 6/30/2019 Funding Source: General Funds	Human Resources/SBCCD	\$50,000.00	SSutorus

## SubTotal for Legal: 1

## Professional Services

Association of Community College Trustees	(16466) CHC Presidential candidate search services Term: 7/1/2017 - 6/30/2019 Funding Source: General Funds	Human Resources/SBCCD	\$75,000.00	SSutorus
Ferrilli	(13418) Provide programming skills and assistance with "Starfish Integrations and Shibbeloth" projects; this is to approve Amendment 03 dated 03/07/2018 for additional services hours required to merge Hobson's files to StarFish Term: 5/1/2016 - 6/30/2018 Funding Source: Matriculation	Student Services/CHC	\$116,200.00	SSutorus

<i>Contract Type</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<i>Firm</i>				
Strata Information Group (SIG)	(15888) Provide project management services for Oracle ERP implementation; this is to approve Amendment 01 - increase by \$51,000 for additional project management services Term: 11/1/2017 - 6/30/2019 Funding Source: Capital Outlay	Fiscal Services/SBCCD	\$151,000.00	SSutorus

*SubTotal for Professional Services: 3*

*Grand Total Contracts for Board Date 4/12/2018: 4*

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Jose F. Torres, Vice Chancellor, Business & Fiscal Services  
**PREPARED BY:** Steven J. Sutorus, Business Manager  
**DATE:** April 12, 2018  
**SUBJECT:** Consideration of Approval of Purchase Order Report

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the attached list of purchase orders.

### **OVERVIEW**

Education Code 81656 provides that all transactions entered into by an authorized officer shall be reviewed by the Board every 60 days. All Purchase Orders have been issued in accordance with the District's policies and procedures by an authorized officer of the District.

### **ANALYSIS**

Purchase Orders between the ranges of 183879 - 184598 are attached for approval, except those approved through the contract agenda items. Purchase Orders are detailed by number, vendor, purpose, and amount.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

Included in the 2017/2018 budget.

<b>PO#</b>	<b>Vendor Name</b>	<b>Purchase Order Description</b>	<b>Amount</b>
184099	GOODHEART-WILLCOX PUBLISHER	Classroom Textbooks	2,343.56
183885	FULGHAM, ABE	Conference	112
183886	JOHNSON, HEATHER	Conference	112
183887	RODRIGUEZ, OSCAR	Conference	146.48
183888	HILL, MONIQUE	Conference	146.48
183889	WILLIAMS, SHARAF	Conference	146.48
183890	THAYER, SCOTT	Conference	362.48
183891	A2MEND	Conference	15,000.00
183892	BLACKSHER, ANTHONY	Conference	224
183902	SOUSA, JUANITA	Conference	694.44
183903	WALKER, JAMES	Conference	2,000.00
183904	US BANK CORPORATE PMT SYSTEMS	Conference	2,200.00
183905	RAMSEY, DANIELE	Conference	146.48
183906	A2MEND	Conference	3,000.00
183907	GREGORY, LESLIE	Conference	146.48
183908	EL-SHERIF, TAHIRAH	Conference	146.48
183909	US BANK CORPORATE PMT SYSTEMS	Conference	146.48
183910	BUFFONG, KEYNASIA	Conference	146.48
183911	KAFELA, KATHY	Conference	146.48
183912	CARTER, YANCIE	Conference	146.48
183916	SCOTT, SHELLA	Conference	129.33
183920	MAYNE, MICHAEL	Conference	206.78
183921	CCCAOE	Conference	495
183922	CISNEROS, MARIBEL	Conference	250
183923	WORD, DANIEL	Conference	1,392.04
183924	WARD, AMANDA	Conference	1,130.00
183925	WORD, DANIEL	Conference	1,200.00
183927	WILSON, CHANTEE	Conference	1,621.00
183932	AGUILAR, TIFFANY	Conference	70
183934	HO, JOE	Conference	2,396.00
183935	COMMUNITY COLLEGE LEAGUE	Conference	500
183947	CHABOT-LAS POSITAS CCD	Conference	600
183948	US BANK CORPORATE PMT SYSTEMS	Conference	830.66
183951	BARRIE, TRINETTE	Conference	48.62
183957	GEORGE, KENNETH	Conference	48.62
183958	BROWN, ROBERT	Conference	48.62
183960	REVOLVING CASH	Conference	150
183965	US BANK CORPORATE PMT SYSTEMS	Conference	1,469.00
183966	BENJAMIN, VEADA	Conference	1,194.87
183967	VILLA, RAQUEL	Conference	1,194.87
183968	ULLOA, JULIE	Conference	1,194.87
183969	ROMO, SYLVIA	Conference	1,194.87
183980	SAN BERNARDINO ECONOMIC	Conference	160
183983	ONTARIO CHAMBER OF	Conference	160
183997	SAN BERNARDINO COUNTY	Conference	40
184000	SAN BERNARDINO COUNTY	Conference	40

<b>PO#</b>	<b>Vendor Name</b>	<b>Purchase Order Description</b>	<b>Amount</b>
184019	CHAVEZ, ROSEMARY	Conference	450
184028	SERNA, MARINA	Conference	550
184029	SILVA, STEVEN	Conference	550
184030	HILL, MONIQUE	Conference	550
184034	ANGLIN, CAMERON	Conference	112
184035	CONTRERAS-VILLEGAS, ODIN	Conference	112
184036	MONTGOMERY, MAXWELL	Conference	112
184037	HUBERT, ANDREW	Conference	112
184038	LEE, NIGUEL	Conference	112
184039	FULGHAM, CARDELL	Conference	112
184040	JACKSON, MORKONJAE	Conference	112
184041	KILGORE, DEVONTE	Conference	112
184042	SANCHEZ, ANDRE	Conference	112
184043	RIOS, ADRIAN	Conference	112
184044	MITCHELL, DAVID	Conference	112
184046	MITCHELL, DEVIN	Conference	112
184047	BURKE, DANIEL	Conference	112
184048	COBB, DAVID	Conference	112
184049	RUIZ, CARLA	Conference	112
184050	PINEDA, MARINA	Conference	112
184051	OZIER, STEPHENE	Conference	112
184052	HAFIZI, ZOHAL	Conference	112
184053	SMITH, IONE	Conference	112
184054	WASHINGTON, MYESHA	Conference	112
184055	WASHINGTON, MESHIA	Conference	112
184056	PARISH, CYNTHIA	Conference	74.9
184057	HILL, MONIQUE	Conference	300
184059	JACO, HERBERTH	Conference	48.62
184060	ASLANIAN, ARTOUR	Conference	48.62
184064	US BANK CORPORATE PMT SYSTEMS	Conference	394.83
184087	FOUNDATION FOR CALIFORNIA COMM	Conference	300
184088	US BANK CORPORATE PMT SYSTEMS	Conference	1,910.00
184091	NAHUAT, WENDY	Conference	1,694.15
184094	US BANK CORPORATE PMT SYSTEMS	Conference	1,020.18
184096	RP GROUP, THE	Conference	2,500.00
184102	MORENO VALLEY COLLEGE	Conference	1,193.12
184104	SANDY, HANNAH	Conference	1,810.00
184105	RODRIGUEZ, DIANA	Conference	414.6
184106	DIAZ, EMMA	Conference	700
184107	JENNINGS, AMY	Conference	228.85
184112	RIVERA-REZA, ROSEMARY	Conference	145
184116	US BANK CORPORATE PMT SYSTEMS	Conference	730
184117	SMITH-MAYFIELD, TYANA	Conference	48
184118	ROSALES, MAYRELI	Conference	48
184119	RENO, BRITTANY	Conference	48

<b>PO#</b>	<b>Vendor Name</b>	<b>Purchase Order Description</b>	<b>Amount</b>
184120	MIERA, VERONICA	Conference	48
184121	ALDAMA, YOSELYN	Conference	48
184122	RENOVA, LARENA	Conference	48
184127	RODRIGUEZ, DIANA	Conference	20
184128	GILBERT, JEREMIAH	Conference	20
184129	STARK, SCOTT	Conference	20
184130	THAYER, SCOTT	Conference	20
184131	SMITH, JAMES E.	Conference	20
184132	HAMDY, RANIA	Conference	20
184133	YARBROUGH, KAY DEE	Conference	20
184134	BABER, CORRINA	Conference	20
184135	QUACH, PATRICIA	Conference	20
184136	BURNHAM, LORRIE	Conference	20
184137	WEISS, KAY	Conference	20
184138	BRIGGS, STEPHANIE	Conference	20
184139	GROTKE, ANGELA	Conference	20
184140	JOHNSON, WALLACE	Conference	20
184141	HRDLICKA, RICK	Conference	20
184142	MANIAOL, ALBERT	Conference	20
184143	HUSTON, CELIA	Conference	20
184144	TASAKA, BETHANY	Conference	20
184145	NOTARANGELO, JOSEPH	Conference	20
184148	US BANK CORPORATE PMT SYSTEMS	Conference	830.66
184151	CHABOT-LAS POSITAS CCD	Conference	150
184166	US BANK CORPORATE PMT SYSTEMS	Conference	1,400.00
184167	GASCA, SUSAN	Conference	4,147.00
184168	HERNANDEZ, ALFONSO	Conference	156
184180	LOS POSITAS COLLEGE	Conference	1,080.00
184190	CCCAOE	Conference	695
184191	WILLIAMS, MARK	Conference	994
184193	GALLAGHER, DEBBY	Conference	48
184194	PASILLAS, KAROL	Conference	48
184195	YARBROUGH, KAY DEE	Conference	48
184196	ZUNIGA, RUBY	Conference	48
184197	PETERS, DENA M	Conference	48
184198	WILKINS, JANICE	Conference	874.35
184199	US BANK CORPORATE PMT SYSTEMS	Conference	75
184200	US BANK CORPORATE PMT SYSTEMS	Conference	200
184202	SULLIVAN, DANIEL	Conference	999
184203	STRONG, LAWRENCE	Conference	72
184207	SKILLPATH SEMINARS	Conference	625
184209	RIVERA-REZA, ROSEMARY	Conference	30.05
184212	MILLIGAN, MARTY	Conference	133
184214	LARES, RHIANNON	Conference	102
184216	GROFF, RICK	Conference	999

<b>PO#</b>	<b>Vendor Name</b>	<b>Purchase Order Description</b>	<b>Amount</b>
184217	GREEN, LAURIE	Conference	40
184221	DIXON, KAREN	Conference	1,514.28
184222	DIXON, KAREN	Conference	235.45
184224	DEBOER, FRANK	Conference	999
184226	CCLC/CCCAA	Conference	170
184227	CASBO PROFESSIONAL DEVELOPMENT	Conference	180
184228	AMERICAN ADVERTISING	Conference	340
184229	ALDER, MIKE	Conference	999
184230	4C/SD	Conference	495
184237	BARRIE, TRINETTE	Conference	950.04
184241	BARRIE, TRINETTE	Conference	635
184242	BOGH, DEBRA	Conference	140
184247	US BANK CORPORATE PMT SYSTEMS	Conference	96
184257	MILLER, WILLAIM	Conference	85
184262	CCCAA/SRJC FOUNDATION	Conference	225
184263	HILTON PORTLAND & EXECUTIVE	Conference	639.92
184271	SHEAHAN, MICHAEL	Conference	224
184276	ROJAS, CESAR	Conference	42.27
184279	ASSUMMA, MICHAEL	Conference	750
184280	PRAJAPATI, NIKITA	Conference	250
184281	BJERKE, JENNIFER	Conference	750
184282	ROBERTS, JOHNNY	Conference	684.06
184284	ASSUMMA, MICHAEL	Conference	1,326.00
184288	MANIAOL, ALBERT	Conference	1,500.00
184295	DE LEON, GERARD	Conference	135
184296	MT SAN ANTONIO COLLEGE	Conference	278.74
184297	HAMDY, RANIA	Conference	10.36
184298	WARE, MONIQUE	Conference	393.4
184299	CALIFORNIA INTERNSHIP & WORK	Conference	674
184300	WARE, MONIQUE	Conference	681.82
184301	CHAPMAN, UNIVERSITY OF	Conference	720
184302	COLLEGENET INC	Conference	550
184306	LARES, RHIANNON	Conference	75
184308	INLAND EMPIRE ECONOMIC	Conference	300
184309	WALLS, MARY	Conference	724.67
184321	DIAL, TROY LYNN	Conference	1,016.00
184322	US BANK CORPORATE PMT SYSTEMS	Conference	1,713.00
184324	CROW, KATHY	Conference	1,618.00
184325	US BANK CORPORATE PMT SYSTEMS	Conference	1,591.87
184326	ATEN, DAVID	Conference	1,076.00
184327	CROW, KATHY	Conference	1,067.22
184331	US BANK CORPORATE PMT SYSTEMS	Conference	750
184332	MORENO, MARIANA	Conference	610
184333	MORENO, MARIANA	Conference	135
184334	MARRUJO, MONIQUE	Conference	610



<b>PO#</b>	<b>Vendor Name</b>	<b>Purchase Order Description</b>	<b>Amount</b>
184335	VASQUEZ, VIOLETA	Conference	131.4
184336	BELL, EVA	Conference	610
184338	ZHOU, WEI	Conference	1,344.00
184347	ARAB, PARGOAL	Conference	112
184351	AGUILAR, EDWARD	Conference	2,071.22
184352	MORENO, MARIANA	Conference	8,800.00
184358	MORENO VALLEY COLLEGE	Conference	1,043.98
184361	MASSAD, SANA	Conference	559.85
184362	WELLS, CAROL	Conference	948.28
184365	GOMEZ, ELITANIA	Conference	110
184367	SCHOENFELD, RACQUEL	Conference	110
184370	TALEB, AISHA	Conference	48
184371	GOMEZ, ANDREA	Conference	48
184372	SOUTHERLAND, FRANCES	Conference	233.89
184373	BECK, KRISTY	Conference	48
184412	CHILDERS, KAREN	Conference	998
184420	US BANK CORPORATE PMT SYSTEMS	Conference	1,725.00
184421	DUBOIS-EASTMAN, KIM	Conference	458
184432	BANUELOS, ELIZABETH	Conference	220
184433	TREJO, SAMUEL	Conference	995.05
184434	HOLLIS, PATRICE	Conference	995.05
184435	GRABOW, JAMES	Conference	131.6
184436	HARRIS, KASHAUNDA	Conference	110
184449	PADILLA, GABRIELA	Conference	970.05
184451	OBRA, VIOLETA	Conference	458
184455	MASSAD, SANA	Conference	458
184456	KELLOGG WEST CONFERENCE	Conference	412.16
184457	NERY, ERNESTO	Conference	957.38
184458	NERY, ERNESTO	Conference	490.16
184462	DIAZ, EMMA	Conference	298
184463	US BANK CORPORATE PMT SYSTEMS	Conference	620
184464	DIAZ, EMMA	Conference	349
184469	CLAREMONT GRADUATE UNIVERSITY	Conference	6,250.00
184491	US BANK CORPORATE PMT SYSTEMS	Conference	1,058.00
184493	PETROVIC, SNEZANA	Conference	600
184494	HOLLAND, BENJAMIN	Conference	1,100.00
184499	BELL, EVA	Conference	1,145.00
184500	SAN BERNARDINO COUNTY	Conference	50
184501	MT SAN ANTONIO COLLEGE	Conference	75
184502	KREHBIEL, DEANNA	Conference	371.92
184503	US BANK CORPORATE PMT SYSTEMS	Conference	362.82
184504	MT SAN ANTONIO COLLEGE	Conference	75
184505	LEVESQUE, ROBERT	Conference	737.74
184513	US BANK CORPORATE PMT SYSTEMS	Conference	475
184514	US BANK CORPORATE PMT SYSTEMS	Conference	650

<b>PO#</b>	<b>Vendor Name</b>	<b>Purchase Order Description</b>	<b>Amount</b>
184515	MALONEY HINDS, COLLEEN	Conference	230
184516	HUGHES III, RICHARD	Conference	500
184531	TRUJILLO, MARIA	Conference	8.03
184532	DELGADO, ROCIO	Conference	8.03
184533	TREJO, SAMUEL	Conference	8.03
184534	PEREZ-SANTANA, MARIA	Conference	8.03
184535	RAMIREZ, FERMIN	Conference	8.03
184539	TREJO, SAMUEL	Conference	1,891.54
184540	PEPPERDINE UNIVERSITY	Conference	778
184541	COOK, LAWRENCE	Conference	699
184543	US BANK CORPORATE PMT SYSTEMS	Conference	977.96
184544	RODRIGUEZ, DIANA	Conference	20.87
184546	US BANK CORPORATE PMT SYSTEMS	Conference	80
184551	US BANK CORPORATE PMT SYSTEMS	Conference	475.96
184554	GROSS, DAWN	Conference	999
184555	CABRALES, JOE	Conference	72.05
184556	OLMA, TAYTE	Conference	400
184562	US BANK CORPORATE PMT SYSTEMS	Conference	75
184563	COTA, MARCO	Conference	50
184569	INLAND EMPIRE COMMUNITY	Conference	55.24
184577	US BANK CORPORATE PMT SYSTEMS	Conference	3,100.00
184579	TORRES, JOSE	Conference	51.01
184583	US BANK CORPORATE PMT SYSTEMS	Conference	400
184586	US BANK CORPORATE PMT SYSTEMS	Conference	179
184588	US BANK CORPORATE PMT SYSTEMS	Conference	615
184589	US BANK CORPORATE PMT SYSTEMS	Conference	615
184590	US BANK CORPORATE PMT SYSTEMS	Conference	1,385.00
184591	US BANK CORPORATE PMT SYSTEMS	Conference	2,582.00
183930	SOCIETY FOR HUMAN RESOURCE	Dues & Memberships	199
183955	NATIONAL COLLEGIATE	Dues & Memberships	500
184100	CALIFORNIA INTERNSHIP & WORK	Dues & Memberships	255
184418	AGAH, HUSSAIN	Dues & Memberships	120
184444	GOVERNMENT FINANCE OFFICERS	Dues & Memberships	500
184452	SAN BERNARDINO COUNTY FIRE	Dues & Memberships	30
184487	HISPANIC ASSOCIATION OF CU	Dues & Memberships	2,997.50
184564	CALIFORNIA FIRE TECHNOLOGY	Dues & Memberships	25
184565	CALIFORNIA FIRE TECHNOLOGY	Dues & Memberships	25
184566	CALIFORNIA FIRE TECHNOLOGY	Dues & Memberships	25
184567	CALIFORNIA FIRE TECHNOLOGY	Dues & Memberships	25
184017	VWR INTERNATIONAL DBA	Equipment	1,021.02
184058	DISH FACTORY INC, THE	Equipment	2,914.92
184066	US BANK CORPORATE PMT SYSTEMS	Equipment	999
184086	CALIFORNIA FOOD TRUCKS INC	Equipment	110,668.65
184161	US BANK CORPORATE PMT SYSTEMS	Equipment	1,207.15
184162	US BANK CORPORATE PMT SYSTEMS	Equipment	5,984.59

<b>PO#</b>	<b>Vendor Name</b>	<b>Purchase Order Description</b>	<b>Amount</b>
184163	DMG MORI USA INC	Equipment	73,340.63
184169	SNAP-ON INDUSTRIAL	Equipment	5,774.90
184171	KARDEX REMSTAR LLC	Equipment	39,307.97
184172	GRISHAMWORKS	Equipment	24,674.75
184173	LINCOLN ELECTRIC CUTTING	Equipment	30,112.75
184174	DISH FACTORY INC, THE	Equipment	6,336.36
184175	STRYKER	Equipment	498.44
184177	METLAB CORPORATION	Equipment	5,183.44
184178	BAILEIGH INDUSTRIAL INC	Equipment	39,534.25
184179	DISH FACTORY INC, THE	Equipment	5,388.17
184183	DISH FACTORY INC, THE	Equipment	1,009.35
184185	UNIVERSAL ATHLETIC SERVICES	Equipment	23,462.57
184186	BSN SPORTS INC	Equipment	21,256.70
184187	CDW GOVERNMENT INC	Equipment	1,962.29
184219	FRANK'S FENCE & SUPPLY CO INC	Equipment	421.2
184348	CDW GOVERNMENT INC	Equipment	6,410.20
184349	OFFICE & ERGONOMICS	Equipment	2,979.83
184354	VARIDESK LLC	Equipment	1,276.84
184363	HEATCON COMPOSITE SYSTEMS	Equipment	11,869.04
184396	GOSIGER HOLDINGS INC	Equipment	61,722.00
184423	FLYING COASTER RECORDS	Equipment	85,231.15
184427	QUADMED INC	Equipment	499.96
184445	ALL STATE POLICE EQUIPMENT	Equipment	3,659.19
184453	TAKACH PRESS CORPORATION	Equipment	17,230.69
184483	ROLLEM CORPORATION OF	Equipment	6,715.00
184488	CALIFORNIA TOOL & WELDING SPLY	Equipment	43,390.92
184489	ULINE	Equipment	689
184490	US BANK CORPORATE PMT SYSTEMS	Equipment	888.91
184506	GOLF CARS OF RIVERSIDE	Equipment	2,015.90
184517	GLOBAL INDUSTRIAL	Equipment	560.14
184536	HUBERT COMPANY LLC	Equipment	8,823.45
184542	4IMPRINT	Equipment	409.19
184580	VERNIER SOFTWARE	Equipment	441.04
184147	LAKESIDE BAKERY SUPPLIES	Food Supplies	6,000.00
183915	DISH FACTORY INC, THE	Instructional Supplies	987.77
183926	MEDICAL SHIPMENT	Instructional Supplies	730.32
183931	STAPLES	Instructional Supplies	281.18
183949	PICKLEBALL CENTRAL	Instructional Supplies	372.19
183953	BSN SPORTS INC	Instructional Supplies	3,319.03
183963	SBVC BOOKSTORE	Instructional Supplies	110.02
183993	POCKET NURSE	Instructional Supplies	5,131.22
184007	FISHER SCIENTIFIC	Instructional Supplies	408.96
184015	DICK BLICK	Instructional Supplies	448.8
184020	FOGLE OLIVER, MELINDA	Instructional Supplies	620.05
184021	POCKET NURSE	Instructional Supplies	739.95

<b>PO#</b>	<b>Vendor Name</b>	<b>Purchase Order Description</b>	<b>Amount</b>
184027	APD INC	Instructional Supplies	751.9
184032	AIRCRAFT SPRUCE & SPECIALTY	Instructional Supplies	105.36
184061	HOLLIMAN, ROANNE	Instructional Supplies	90.25
184079	WOOD-MIZER LLC	Instructional Supplies	816.06
184080	ES LABORATORY	Instructional Supplies	475.73
184081	HARDY DIAGNOSTICS	Instructional Supplies	116.07
184110	STAPLES	Instructional Supplies	383.31
184192	DICK BLICK	Instructional Supplies	373.51
184211	QUADMED INC	Instructional Supplies	897.25
184213	MEDCO SPORTS MEDICINE	Instructional Supplies	420.21
184215	LA SIERRA FIRE EQUIPMENT INC	Instructional Supplies	435
184218	GLOVES ONLINE INC	Instructional Supplies	274.76
184220	FERRELLGAS LP	Instructional Supplies	850
184283	FISHER SCIENTIFIC	Instructional Supplies	572.92
184307	QUADMED INC	Instructional Supplies	376.82
184317	POCKET NURSE	Instructional Supplies	436.69
184319	SCANTRON CORPORATION	Instructional Supplies	130.32
184329	GRAINGER INC, W W	Instructional Supplies	109.34
184398	POCKET NURSE	Instructional Supplies	3,971.66
184429	ELECTRONIX EXPRESS	Instructional Supplies	1,783.04
184438	BEST BUY	Instructional Supplies	317.65
184439	VALDEZ, MARIA	Instructional Supplies	170.31
184450	HANSEN, ROSEMARIE	Instructional Supplies	109.49
184470	CAROLINA BIOLOGICAL SUPPLY CO	Instructional Supplies	661.89
184471	VWR SCIENTIFIC PRODUCTS	Instructional Supplies	135.11
184496	STAPLES	Instructional Supplies	311.18
184498	MILLER, SARAH	Instructional Supplies	18.35
184509	MALONEY HINDS, COLLEEN	Instructional Supplies	54.45
184518	MCMASTER-CARR SUPPLY CO	Instructional Supplies	382.38
184519	ULINE	Instructional Supplies	722.43
184549	STAPLES	Instructional Supplies	319.56
184571	JON'S FLAGS & POLES	Instructional Supplies	104.7
184576	MCMASTER-CARR SUPPLY CO	Instructional Supplies	7,613.51
184581	SIGMA-ALDRICH INC	Instructional Supplies	1,751.32
184582	QUARK ENTERPRISES	Instructional Supplies	2,294.32
184587	GRAINGER INC, W W	Instructional Supplies	408.95
183929	MICROSOFT CORPORATION	IT Equipment	1,391.15
184005	DELL COMPUTER COMPANY	IT Equipment	1,553.88
184014	US BANK CORPORATE PMT SYSTEMS	IT Equipment	799.95
184024	DELL COMPUTER COMPANY	IT Equipment	2,727.86
184025	DELL COMPUTER COMPANY	IT Equipment	1,529.60
184071	US BANK CORPORATE PMT SYSTEMS	IT Equipment	799.95
184114	APPLE COMPUTER INC	IT Equipment	9,837.60
184150	DELL COMPUTER COMPANY	IT Equipment	24,752.68
184159	CDW GOVERNMENT INC	IT Equipment	539.84

<b>PO#</b>	<b>Vendor Name</b>	<b>Purchase Order Description</b>	<b>Amount</b>
184164	US BANK CORPORATE PMT SYSTEMS	IT Equipment	2,038.39
184184	CDW GOVERNMENT INC	IT Equipment	1,176.28
184223	DELL COMPUTER COMPANY	IT Equipment	3,537.83
184290	SEHI COMPUTER PRODUCTS INC	IT Equipment	1,522.81
184305	DELL COMPUTER COMPANY	IT Equipment	343.18
184364	DELL COMPUTER COMPANY	IT Equipment	1,383.94
184369	MICROSOFT CORPORATION	IT Equipment	1,588.90
184377	CDW GOVERNMENT INC	IT Equipment	4,682.57
184378	CDW GOVERNMENT INC	IT Equipment	6,433.54
184401	US BANK CORPORATE PMT SYSTEMS	IT Equipment	934.18
184402	US BANK CORPORATE PMT SYSTEMS	IT Equipment	799.95
184419	STAPLES	IT Equipment	128.52
184428	E-ISG ASSET INTELLIGENCE, LLC	IT Equipment	55,738.79
184430	ADORAMA	IT Equipment	1,519.28
184441	DELL COMPUTER COMPANY	IT Equipment	1,237.14
184442	DELL COMPUTER COMPANY	IT Equipment	1,237.14
184472	STAPLES	IT Equipment	534.43
184511	CDW GOVERNMENT INC	IT Equipment	3,369.43
184109	ECOLINE INDUSTRIAL SUPPLY INC	Maintenance Supplies	971.9
184293	JAYDEE MOTOR	Maintenance Supplies	51.36
183900	US BANK CORPORATE PMT SYSTEMS	Meals & Refreshments	431
183918	SBVC FOOD SERVICES	Meals & Refreshments	250.54
183919	SBVC FOOD SERVICES	Meals & Refreshments	625.6
183942	VASQUEZ, LILLIAN	Meals & Refreshments	94.68
183956	US BANK CORPORATE PMT SYSTEMS	Meals & Refreshments	75
183959	LEVESQUE, ROBERT	Meals & Refreshments	17
183961	SBVC FOOD SERVICES	Meals & Refreshments	395.56
184003	SBVC FOOD SERVICES	Meals & Refreshments	1,933.30
184063	US BANK CORPORATE PMT SYSTEMS	Meals & Refreshments	20.55
184069	SURFER JOES	Meals & Refreshments	15,000.00
184077	US BANK CORPORATE PMT SYSTEMS	Meals & Refreshments	13.48
184082	US BANK CORPORATE PMT SYSTEMS	Meals & Refreshments	90
184089	COOPER, KRISTY	Meals & Refreshments	9.98
184098	SBVC SUN ROOM	Meals & Refreshments	5,844.15
184111	SBVC FOOD SERVICES	Meals & Refreshments	550
184123	US BANK CORPORATE PMT SYSTEMS	Meals & Refreshments	63.84
184126	SBVC SUN ROOM	Meals & Refreshments	500
184146	MELLARD, AMANDA	Meals & Refreshments	13.8
184154	PANERA BREAD	Meals & Refreshments	231.55
184156	LEVESQUE, ROBERT	Meals & Refreshments	20.52
184188	US BANK CORPORATE PMT SYSTEMS	Meals & Refreshments	17.28
184201	US BANK CORPORATE PMT SYSTEMS	Meals & Refreshments	60
184267	SBVC FOOD SERVICES	Meals & Refreshments	2,400.00
184269	THAI FOOD XPRESS	Meals & Refreshments	300
184292	JOJO'S GRILL-A-DOG	Meals & Refreshments	500

<b>PO#</b>	<b>Vendor Name</b>	<b>Purchase Order Description</b>	<b>Amount</b>
184310	ALFARO CATERING	Meals & Refreshments	1,000.00
184312	EL POLLO LOCO	Meals & Refreshments	291.97
184313	SBVC SUN ROOM	Meals & Refreshments	457.94
184323	ORIGINAL TACO GIRLS, THE	Meals & Refreshments	225
184330	US BANK CORPORATE PMT SYSTEMS	Meals & Refreshments	40.09
184337	SBVC FOOD SERVICES	Meals & Refreshments	398.8
184375	SURFER JOES	Meals & Refreshments	812.16
184379	US BANK CORPORATE PMT SYSTEMS	Meals & Refreshments	55
184406	SBVC FOOD SERVICES	Meals & Refreshments	1,935.10
184408	SBVC FOOD SERVICES	Meals & Refreshments	401.5
184411	US BANK CORPORATE PMT SYSTEMS	Meals & Refreshments	12.25
184446	US BANK CORPORATE PMT SYSTEMS	Meals & Refreshments	44.28
184459	SBVC FOOD SERVICES	Meals & Refreshments	597.25
184461	COSTCO	Meals & Refreshments	1,300.00
184467	SBVC FOOD SERVICES	Meals & Refreshments	1,842.53
184468	SBVC SUN ROOM	Meals & Refreshments	1,188.00
184495	MELLARD, AMANDA	Meals & Refreshments	51.48
184497	WISEGARVER, LILLIAN	Meals & Refreshments	36.55
184527	SBVC FOOD SERVICES	Meals & Refreshments	188.33
184528	SBVC FOOD SERVICES	Meals & Refreshments	496
184538	SBVC FOOD SERVICES	Meals & Refreshments	401.5
184548	SBVC FOOD SERVICES	Meals & Refreshments	1,600.00
184550	SBVC FOOD SERVICES	Meals & Refreshments	285.54
184573	LOS AMIGOS RESTAURANT	Meals & Refreshments	2,449.44
184584	US BANK CORPORATE PMT SYSTEMS	Meals & Refreshments	38.88
184585	SBVC FOOD SERVICES	Meals & Refreshments	498.16
184592	SBVC SUN ROOM	Meals & Refreshments	495.72
184593	LEVESQUE, ROBERT	Meals & Refreshments	95.42
184594	US BANK CORPORATE PMT SYSTEMS	Meals & Refreshments	64.65
184597	ORIGINAL TACO GIRLS, THE	Meals & Refreshments	300
184598	STATER BROS MARKETS	Meals & Refreshments	50
184492	SBVC SUN ROOM	Meals & Refreshments	1,885.62
184507	SBVC FOOD SERVICES	Meals & Refreshments	498.16
184530	SBVC FOOD SERVICES	Meals & Refreshments	288.1
184023	US BANK CORPORATE PMT SYSTEMS	Media	80
183880	STAPLES	Non-Instructional Supplies	270.9
183881	STAPLES	Non-Instructional Supplies	4,737.55
183901	STAPLES	Non-Instructional Supplies	281.1
183917	STAPLES	Non-Instructional Supplies	432.96
183936	STAPLES	Non-Instructional Supplies	74.37
183937	STAPLES	Non-Instructional Supplies	296.86
183939	STAPLES	Non-Instructional Supplies	606.46
183940	STAPLES	Non-Instructional Supplies	1,565.32
183943	HEALTH CARE LOGISTICS	Non-Instructional Supplies	785.99
183944	VASQUEZ, LILLIAN	Non-Instructional Supplies	43.83

<b>PO#</b>	<b>Vendor Name</b>	<b>Purchase Order Description</b>	<b>Amount</b>
183982	US BANK CORPORATE PMT SYSTEMS	Non-Instructional Supplies	40.68
183999	STAPLES	Non-Instructional Supplies	684.03
184009	STAPLES	Non-Instructional Supplies	2,104.04
184018	STAPLES	Non-Instructional Supplies	317.77
184022	POCKET NURSE	Non-Instructional Supplies	181.69
184033	MFI MEDICAL EQUIPMENT INC	Non-Instructional Supplies	426.69
184045	STAPLES	Non-Instructional Supplies	60.62
184067	STAPLES	Non-Instructional Supplies	955.45
184072	SBCCD PRINTING SERVICES	Non-Instructional Supplies	10.99
184074	SBVC BOOKSTORE	Non-Instructional Supplies	500
184075	SBVC BOOKSTORE	Non-Instructional Supplies	500
184078	STAPLES	Non-Instructional Supplies	1,842.80
184115	LABELVALUE.COM	Non-Instructional Supplies	70.79
184152	US BANK CORPORATE PMT SYSTEMS	Non-Instructional Supplies	500
184155	STAPLES	Non-Instructional Supplies	214.17
184157	US BANK CORPORATE PMT SYSTEMS	Non-Instructional Supplies	152.16
184158	STAPLES	Non-Instructional Supplies	126.85
184170	STAPLES	Non-Instructional Supplies	472.25
184181	STAPLES	Non-Instructional Supplies	103.49
184182	DEMCO SUPPLY INC	Non-Instructional Supplies	771.42
184189	CDW GOVERNMENT INC	Non-Instructional Supplies	112.54
184204	STAPLES	Non-Instructional Supplies	57.27
184205	STAPLES	Non-Instructional Supplies	106.83
184206	STAPLES	Non-Instructional Supplies	193.91
184252	STAPLES	Non-Instructional Supplies	687.44
184254	STAPLES	Non-Instructional Supplies	687.83
184285	US BANK CORPORATE PMT SYSTEMS	Non-Instructional Supplies	100
184286	STAPLES	Non-Instructional Supplies	98.45
184289	STAPLES	Non-Instructional Supplies	831.18
184291	STAPLES	Non-Instructional Supplies	861.45
184294	BROADCAST SUPPLY WORLDWIDE	Non-Instructional Supplies	279.88
184303	STAPLES	Non-Instructional Supplies	354.24
184304	STAPLES	Non-Instructional Supplies	64.79
184314	STAPLES	Non-Instructional Supplies	54.88
184316	STAPLES	Non-Instructional Supplies	167.82
184359	STAPLES	Non-Instructional Supplies	89.85
184360	STAPLES	Non-Instructional Supplies	102.94
184366	STAPLES	Non-Instructional Supplies	64.79
184368	STAPLES	Non-Instructional Supplies	54.45
184376	STAPLES	Non-Instructional Supplies	187.2
184380	STAPLES	Non-Instructional Supplies	165.22
184390	JE HALLIDAY SALES INC	Non-Instructional Supplies	457.4
184391	STAPLES	Non-Instructional Supplies	373.71
184392	STAPLES	Non-Instructional Supplies	582.09
184397	STAPLES	Non-Instructional Supplies	142.82

<b>PO#</b>	<b>Vendor Name</b>	<b>Purchase Order Description</b>	<b>Amount</b>
184400	STAPLES	Non-Instructional Supplies	108.24
184403	STAPLES	Non-Instructional Supplies	653.6
184404	US BANK CORPORATE PMT SYSTEMS	Non-Instructional Supplies	276
184405	ENGRAVING AWARDS & GIFTS	Non-Instructional Supplies	141.24
184407	US BANK CORPORATE PMT SYSTEMS	Non-Instructional Supplies	250
184409	STAPLES	Non-Instructional Supplies	133.88
184410	FOLLETT HIGHER EDUCATION	Non-Instructional Supplies	1,000.00
184413	STYTTLE, TIMOTHY	Non-Instructional Supplies	43.09
184415	STAPLES	Non-Instructional Supplies	56.09
184416	OLMA, TAYTE	Non-Instructional Supplies	16.15
184426	GLOBAL TRADEQUEST INC	Non-Instructional Supplies	449.53
184431	CDW GOVERNMENT INC	Non-Instructional Supplies	72.14
184465	FOLLETT HIGHER EDUCATION	Non-Instructional Supplies	500
184466	JE HALLIDAY SALES INC	Non-Instructional Supplies	1,000.00
184473	MOORE MEDICAL CORPORATION	Non-Instructional Supplies	1,300.00
184477	STAPLES	Non-Instructional Supplies	309.62
184478	STAPLES	Non-Instructional Supplies	132.78
184484	CDW GOVERNMENT INC	Non-Instructional Supplies	85.91
184485	STAPLES	Non-Instructional Supplies	96.97
184486	STAPLES	Non-Instructional Supplies	96.52
184508	STAPLES	Non-Instructional Supplies	477.33
184510	STAPLES	Non-Instructional Supplies	627.93
184512	STAPLES	Non-Instructional Supplies	525.47
184526	STAPLES	Non-Instructional Supplies	54.93
184529	CYMAX BUSINESS USA	Non-Instructional Supplies	107.74
184537	STAPLES	Non-Instructional Supplies	211.03
184545	STAPLES	Non-Instructional Supplies	184.16
184547	STAPLES	Non-Instructional Supplies	194.7
184553	US BANK CORPORATE PMT SYSTEMS	Non-Instructional Supplies	175
184557	STAPLES	Non-Instructional Supplies	1,224.93
184572	ROBLES, MATTHEW	Non-Instructional Supplies	311.63
184574	STAPLES	Non-Instructional Supplies	610.27
184595	SEHI COMPUTER PRODUCTS INC	Non-Instructional Supplies	1,105.12
184414	REVOLVING CASH	Officials	125
183913	LONDON BRIDGE RESORT LLC	Operational Expenses & Fees	3,914.99
183914	BLUE WATER CHARTERS LLC	Operational Expenses & Fees	1,035.36
183928	PANTAGES THEATRE	Operational Expenses & Fees	1,143.00
183938	REVOLVING CASH	Operational Expenses & Fees	320
183941	VASQUEZ, LILLIAN	Operational Expenses & Fees	130
183946	STUDENT INSURANCE	Operational Expenses & Fees	82.4
184001	AMERICAN ADVERTISING	Operational Expenses & Fees	260
184070	VASQUEZ, LILLIAN	Operational Expenses & Fees	28
184345	KAFELA, KATHY	Operational Expenses & Fees	267
184521	COLLEGE READING & LEARNING	Operational Expenses & Fees	250
184596	BMI GENERAL LICENSING	Operational Expenses & Fees	54.75



<b>PO#</b>	<b>Vendor Name</b>	<b>Purchase Order Description</b>	<b>Amount</b>
184073	SVM LP	Other Student Aid	14,823.83
184101	HORNE, VICKIE	Other Student Aid	2,000.00
184387	CRAFTON HILLS COLLEGE	Other Student Aid	380
184388	CRAFTON HILLS COLLEGE	Other Student Aid	440
183945	PARISH, CYNTHIA	Personal Mileage	75.37
183954	JONES, STACY	Personal Mileage	1,000.00
184113	BENNETT, ASHLEY	Personal Mileage	100
184225	CROCFER, MICHELLE	Personal Mileage	17.11
184244	SERNA, MARINA	Personal Mileage	88.12
184246	SIMS, JEREMY	Personal Mileage	73.03
184328	BAKHIT, KHETAM	Personal Mileage	229.78
184339	WARE, MONIQUE	Personal Mileage	300
184340	GAMBOA, BENJAMIN	Personal Mileage	49.27
184381	CHAVEZ, ROSEMARY	Personal Mileage	38.09
184443	DE LEON, GERARD	Personal Mileage	59.95
184460	CROCFER, MICHELLE	Personal Mileage	12.54
184575	GONZALEZ, SANTANA	Personal Mileage	109
183933	VERIZON BUSINESS	Phone Utilities	20
183899	US POSTAL SERVICE	Postage & Freight	200
184389	OLMA, TAYTE	Postage & Freight	31.4
184437	US POSTAL SERVICE	Postage & Freight	225
184090	SBCCD PRINTING SERVICES	Printing, SBCCD	20,000.00
184149	SBCCD PRINTING SERVICES	Printing, SBCCD	1,540.88
184232	SBCCD PRINTING SERVICES	Printing, SBCCD	165
184311	HEALTH CARE LOGISTICS	Reference Books	766.05
184315	POCKET NURSE	Reference Books	271.5
184343	US BANK CORPORATE PMT SYSTEMS	Reference Books	403.52
184382	GROVE, SARAH	Student Financial Aid	150
184383	LARA, BERENICE	Student Financial Aid	295
184384	VARGAS, LYDIA	Student Financial Aid	216
184385	WEISSENFELS, KALEIGH	Student Financial Aid	273
184386	WYATT, DANIELLE	Student Financial Aid	225

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Jose F. Torres, Vice Chancellor, Business & Fiscal Services  
**PREPARED BY:** Steven J. Sutorus, Business Manager  
**DATE:** April 12, 2018  
**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. Due the nature of these contracts and in the best interest of the District, these contracts are generally ratified by the Board of Trustees. Long term contracts, unless otherwise noted, the amount shown for multi-year agreements is the projected total amount for the full contract period. Any changes to these approved amounts will be submitted to board as amendments or not to exceed limit changes.

### **INSTITUTIONAL VALUES**

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.

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***Routine Contracts and Agreements******Scheduled Board Date 4/12/2018***

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***Contract Type***

<b><i>Firm</i></b>	<b><i>Purpose and Information</i></b>	<b><i>Department / Location</i></b>	<b><i>Amount</i></b>	<b><i>Signed</i></b>
<b><i>Bond Measure Funded</i></b>				
Stanley Convergent Security	(13151) Furnish and install Sonitrol intrusion detection system at the SBVC new gym and out buildings; this is to approve the extension of the term date to 06/30/2018 Term: 3/25/2016 - 6/30/2018  Funding Source: Bond Funded	Facilities Planning/SBVC	\$45,177.00	SSutorus
Stanley Convergent Security	(13774) Furnish and install Sonitrol intrusion detection system at the SBVC New Gym; this is to approve the extension of the term date to 06/30/2018 Term: 7/1/2016 - 6/30/2018  Funding Source: Bond Funded	Facilities Planning/SBVC	\$3,892.00	SSutorus
Three Peaks Corp.	(16357) Demolition and removal of decking, ramps and debris as part of the removal of the temporary office trailers at SBVC Term: 2/19/2018 - 3/9/2018  Funding Source: Bond Construction	Facilities Planning/SBVC	\$4,940.00	SSutorus
<b><i>SubTotal for Bond Measure Funded: 3</i></b>			<b><i>\$54,009.00</i></b>	

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<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>Broadcasting Rights</u></b>					
	A Tribe Called Red, Inc. DBA Guillaume Decoufflet	(16459) Broadcast rights to music "Alien Nation - A Tribe Called Red" and "For You - A Tribe Called Red"; no cost to SBCCD Term: 9/1/2017 - 9/1/2022  Funding Source: N/A	FNX/KVCR		SSutorus
	KTWU	(16443) Broadcast rights for "Wood", "Brick" and "Stone"; no cost to SBCCD Term: 3/1/2018 - 2/28/2020  Funding Source: N/A	KVCR/KVCR		SSutorus
	PRX, Inc.	(16417) Carriage fee for program "This American Life" Term: 7/1/2016 - 6/30/2017  Funding Source: KVCR - CPB Grant - Radio	KVCR/KVCR	\$10,360.00	SSutorus
	PRX, Inc.	(16418) Carriage fee for program "This American Life" Term: 7/1/2017 - 6/30/2018  Funding Source: KVCR - CPB Grant - Radio	KVCR/KVCR	\$10,360.00	SSutorus
	PRX, Inc.	(16416) Carriage fee for program "This American Life" for one quarter Term: 4/1/2016 - 6/30/2016  Funding Source: KVCR - CPB Grant - Radio	KVCR/KVCR	\$2,590.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>Broadcasting Rights</u></b>					
<b><i>SubTotal for Broadcasting Rights: 5</i></b>				<b>\$23,310.00</b>	
<b><u>General</u></b>					
4 Imprint		(16454) Production of table runners and banners with EDCT logo Term: 3/26/2018 - 5/31/2018  Funding Source: Strong Workforce Program	EDCT/SBCCD	\$918.46	SSutorus
Alliance Bus Lines, Inc.		(16350) Bus rental for transportation to Mill Creek; additional cost may be charged for fuel and time overages Term: 4/10/2018 - 4/10/2018  Funding Source: General Funds	Geology/CHC	\$550.00	SSutorus
Alliance Bus Lines, Inc.		(16412) Bus rental for transportation to the Western Science Center; additional cost may be charged for fuel and time overages Term: 4/14/2018 - 4/14/2018  Funding Source: General Funds	Geology/CHC	\$550.00	SSutorus
ALSCO, Inc.		(16415) Linen rental for Sunroom catering Term: 4/1/2018 - 6/30/2020  Funding Source: Sunroom Revenue	Restaurant Mgmt/SBVC	\$8,000.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General</u></b>				
American Printing & Promotions	(16360) Production of novelty items with SBVC logo for giveaways Term: 3/1/2018 - 5/31/2018  Funding Source: General Funds	Student Life/SBVC	\$7,664.79	SSutorus
American Printing & Promotions	(16359) Production of novelty items with SBVC logo for giveaways at EOPS event Term: 3/1/2018 - 5/31/2018  Funding Source: Student Equity	EOP&S/SBVC	\$2,491.36	SSutorus
AppleOne Employment Services dba Act 1 Group	(15395) Temporary employment services for Accountant to cover non-supervisory duties of accounting supervisor who is working on ERP project; this is to approve increase in the not to exceed amount by \$20,000 Term: 6/26/2017 - 6/30/2018  Funding Source: General Funds	Fiscal Services/SBCCD	\$90,000.00	LStrong
Assistance League of San Bernardino	(16404) Full page advertisement at the "57th Annual Signature Headdress Ball" Term: 4/28/2018 - 4/28/2018  Funding Source: General Funds	Marketing/CHC	\$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>
<b><u>General</u></b>				
Awesome Blinds & Shutters, Inc.	(16421) Window shade replacement in the Planetarium Term: 3/16/2018 - 6/30/2018  Funding Source: General Funds	Maintenance/SBVC	\$3,822.01	SSutorus
Benefitfocus	(16444) Implementation of benefit data to interchange between ADP; no cost to District Term: 7/12/2018 - 7/11/2019  Funding Source: N/A	Human Resources/SBCCD		SSutorus
Boy Scouts of America	(16369) Half page advertisement at the "Whitney M. Young Jr. Service Award Honorees" event Term: 3/15/2018 - 3/15/2018  Funding Source: General Funds	Chancellor/SBCCD	\$500.00	SSutorus
Burgess Moving & Storage	(16470) Move boxes and miscellaneous items to and from San Manuel Stadium for SBVC Art Festival Term: 3/23/2018 - 3/26/2018  Funding Source: General Funds	Maintenance/SBVC	\$864.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General</u></b>					
	California Baptist University	(16414) MOU - Partnership to promote and recruit SBVC and CHC students for enrollment into CBU academic programs; no cost to District Term: 6/1/2018 - 5/31/2020  Funding Source: N/A	Business Services/SBCCD		SSutorus
	Cal-Lift Inc	(16419) Repairs for CHC forklift model number GPX25, serial number 0010-8355 Term: 3/1/2018 - 6/30/2018  Funding Source: General Funds	Maintenance/CHC	\$2,000.00	SSutorus
	CareFusion 211, Inc.	(16352) Preventive maintenance for AVEA COMP serial number AJV03055 Term: 4/1/2018 - 11/16/2021  Funding Source: Strong Workforce Program	Emergency Medical Svcs/CHC	\$2,775.00	SSutorus
	Catholic Charities San Bernardino & Riverside Counties	(16468) Presentation agreement - "2018 SBVC Poverty Simulation" to provide an opportunity for participants to walk in the shoes of low-income family for a brief time Term: 4/26/2018 - 4/26/2018  Funding Source: Trust Account	Student Life/SBVC	\$500.00	SSutorus



<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General</u></b>					
	CBRE, Inc	(16462) Exclusive representation agreement for possible property acquisition; no cost to SBCCD at this time Term: 3/6/2018 - 12/31/2018  Funding Source: N/A	Fiscal Services/SBCCD		JTorres
	Chugach Education Services - Inland Empire Job Corps	(16436) MOU - To establish an advanced career training program (work-study) for Job Corps participants; no cost to SBCCD Term: 4/1/2018 - 6/30/2018  Funding Source: N/A	Calworks/SBVC		SSutorus
	Chugach Education Services - Inland Empire Job Corps	(16437) MOU - To establish an advanced career training program (work-study) for Job Corps participants; no cost to SBCCD Term: 7/1/2018 - 6/30/2019  Funding Source: N/A	Calworks/SBVC		SSutorus
	Computerized Embroidery Company, The	(16409) Production of customized shirts with SBVC logo for employees and students Term: 3/6/2018 - 6/30/2018  Funding Source: General Funds	Transfer Center/SBVC	\$1,409.77	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General</u></b>					
	Computerized Embroidery Company, The	(16344) Production of embroidered scrubs for the Child Development Center staff; California Department of Education grant Term: 2/20/2018 - 4/30/2018  Funding Source: State Grant	Child Development/SBVC	\$2,049.30	SSutorus
	Confetti FX Planet	(16393) Rental of confetti cannon for SBVC graduation ceremony Term: 5/25/2018 - 5/25/2018  Funding Source: General Funds	Student Life/SBVC	\$1,890.66	SSutorus
	ConvergeOne, Inc.	(15140) Help Desk services to recreate a new help desk queue; this is to approve the Cloverhound and Tropo services to enhance the help desk at an additional \$200 per month Term: 5/11/2017 - 6/30/2022  Funding Source: General Funds	TESS/SBCCD	\$22,000.00	SSutorus
	Corpas Moreno, Ismael	(16479) Post-production services for the program "The Whistle" Term: 4/13/2018 - 6/30/2018  Funding Source: KVCR	KVCR/KVCR	\$9,600.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General</u></b>					
	Cortez Ornamental Iron	(16463) Install gear box on entrance gate Term: 3/12/2018 - 6/30/2018  Funding Source: General Funds	District Police/SBCCD	\$516.00	SSutorus
	CustomInk LLC	(16372) Production of custom swimsuits Term: 3/1/2018 - 6/30/2018  Funding Source: General Funds	Athletics/CHC	\$580.00	SSutorus
	Daktronics, Inc.	(16343) Repairing of basketball shot clock in the gym Term: 2/26/2018 - 4/30/2018  Funding Source: General Funds	Maintenance/SBVC	\$3,232.50	SSutorus
	Dan Lyman Construction, Inc.	(16438) Install auto operator door at ADSS-206 Term: 3/5/2018 - 6/30/2018  Funding Source: General Funds	Maintenance/SBVC	\$4,375.00	SSutorus
	Dan Lyman Construction, Inc.	(16439) Install auto operator door at the Planetarium Term: 3/5/2018 - 6/30/2018  Funding Source: General Funds	Maintenance/SBVC	\$2,368.67	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General</u></b>				
Dan Lyman Construction, Inc.	(16440) Install auto operator door at the Technical Bldg Term: 3/5/2018 - 6/30/2018  Funding Source: General Funds	Maintenance/SBVC	\$3,155.31	SSutorus
DMG Mori USA, Inc.	(16335) Purchase Agreement for equipment that will be used by students in the Machinist Technology Program Term: 2/26/2018 - 6/30/2018  Funding Source: Strong Workforce Program	EDCT Foundation/SBCCD	\$73,340.63	SSutorus
Dolores Huerta Foundation	(16392) Speaker on the topic of "Civil Rights" Term: 3/7/2018 - 3/7/2018  Funding Source: Student Equity	Student Services/SBVC	\$15,000.00	SSutorus
DoubleTree by Hilton - San Bernardino	(16431) Meeting room rentals and catering for 10th Annual Counselor Conclave Term: 11/16/2017 - 11/17/2017  Funding Source: EDCT Funds	EDCT/SBCCD	\$21,688.86	SSutorus
eBallot dba Votenet Solutions Inc.	(16424) Online service for Associated Student Body electronic voting for elections Term: 3/14/2018 - 3/13/2019  Funding Source: Student Body Center Fee	Student Life/SBVC	\$2,750.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General</u></b>				
Embassy Suites - LAX North	(16411) Room rentals for students and staff to attend the "Greater Los Angeles College Tour" Term: 3/14/2018 - 3/16/2018  Funding Source: General Funds	Student Services/CHC	\$4,991.39	SSutorus
Façade Theme Party	(16406) Rental of games for the "Financial Aid Awareness" event Term: 4/20/2018 - 4/20/2018  Funding Source: Financial Aid	Financial Aid/SBVC	\$1,983.00	SSutorus
Gomez, Edward	(16390) Provide assistance in curriculum research Term: 4/13/2018 - 6/30/2018  Funding Source: Strong Workforce Program	Art/SBVC	\$600.00	SSutorus
H & L Charter Co, Inc.	(16473) Bus Rental for Puente Field trip to Northern California Term: 4/25/2018 - 4/27/2018  Funding Source: Student Success (SSSP)	Counseling/SBVC	\$3,719.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General</u></b>					
	H & L Charter Co, Inc.	(16362) Bus rental for softball team for an away game at Southwestern College; additional cost may be charged for fuel and time overages Term: 3/14/2018 - 3/14/2018  Funding Source: General Funds	Athletics/SBVC	\$1,287.00	SSutorus
	H & L Charter Co, Inc.	(16461) Bus rental for softball team for an away game to Imperial Valley College; additional cost may be charged for fuel and time overages Term: 3/23/2018 - 3/23/2018  Funding Source: General Funds	Athletics/SBVC	\$1,692.32	SSutorus
	H & L Charter Co, Inc.	(16287) Bus rental for softball team to an away game in San Monica, CA; additional cost may be charged for fuel and time overages Term: 3/7/2018 - 3/8/2018  Funding Source: General Funds	Athletics/SBVC	\$923.00	SSutorus
	H & L Charter Co, Inc.	(16382) Bus rental for transportation of Senior Day participants to CHC from SBVC; additional cost may be charged for fuel and time overages; funded through Equal Employment Opportunity Term: 4/19/2018 - 4/19/2018  Funding Source: State Grant	Arts & Lecture/SBVC	\$663.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General</u></b>					
	H & L Charter Co, Inc.	(16346) Bus rental for transportation to the Umoja Regional Symposium; additional cost may be charged for fuel and time overages Term: 4/20/2018 - 4/20/2018  Funding Source: General Funds	Counseling/SBVC	\$1,163.00	SSutorus
	H & L Charter Co, Inc.	(16472) Bus Rental for Tumaini Field trip to Allesworth State Park Term: 5/19/2018 - 5/19/2018  Funding Source: Student Success (SSSP)	Counseling/SBVC	\$2,426.50	SSutorus
	H & L Charter Co, Inc.	(16471) Bus Rental for Tumaini Field trip to Hollywood Pantages Theater Term: 5/30/2018 - 5/30/2018  Funding Source: Student Success (SSSP)	Counseling/SBVC	\$844.00	SSutorus
	Highland, City of	(16402) Booth rental at the 22th Annual Citrus Harvest Festival to promote CHC programs Term: 3/24/2018 - 3/24/2018  Funding Source: General Funds	Marketing/CHC	\$80.00	SSutorus
	Highland, City of	(16400) Booth rental at the 22th Annual Citrus Harvest Festival to promote Districtwide programs Term: 3/24/2018 - 3/24/2018  Funding Source: General Funds	Chancellor/SBCCD	\$40.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General</u></b>				
Hour Glass & Mirror, Inc.	(16451) Replace broken dual glaze window units on the roof at the Sunroom Term: 3/16/2018 - 6/30/2018  Funding Source: General Funds	Maintenance/SBVC	\$12,000.00	SSutorus
HP.com Store	(16365) Three year accidental damage protection and security device for new computer notebook Term: 2/1/2018 - 1/31/2021  Funding Source: KVCR - CPB Grant - TV	KVCR/KVCR	\$232.87	SSutorus
Independent Television Services, Inc.	(16380) Participation agreement for KVCR to host "Local Production of Indie Lens Pop-Up screening of Dolores"; no cost to SBCCD Term: 2/6/2018 - 2/5/2019  Funding Source: N/A	KVCR/KVCR		SSutorus
Inland Empire Stages LTD	(16384) Bus rental for outreach activity with Parkside Elementary School; additional cost may be charged for fuel and time overages Term: 3/21/2017 - 3/21/2017  Funding Source: Student Equity	First Year/SBVC	\$1,327.50	SSutorus



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<b><u>General</u></b>				
Inland Empire Stages LTD	(16351) Bus rental for transportation to Crystal Cove State Beach and Upper Newport Bay; additional cost may be charged for fuel and time overages Term: 4/7/2018 - 4/7/2018  Funding Source: General Funds	Geography/SBVC	\$2,420.00	SSutorus
Innovative Signs and Designs	(16432) Production of novelty items with SBVC logo for promotional giveaways Term: 3/12/2018 - 5/31/2018  Funding Source: General Funds	Science/SBVC	\$536.84	SSutorus
J & M Trophies	(16410) Production of novelty items with SBVC logo for the 2018 graduation ceremony Term: 3/12/2018 - 5/25/2018  Funding Source: General Funds	Foundation/SBVC	\$1,293.00	SSutorus
Jennifer Mitchell Consulting	(15589) Provide assistance in developing a response to a "Regional Training Coordinator RFP" from Riverside County; this is to approve the extension of the term date by one month Term: 8/1/2017 - 3/31/2018  Funding Source: EDCT Funds	EDCT/SBCCD	\$40,674.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General</u></b>				
JobElephant.com Inc.	(14965) On-demand advertising for open employment positions within the District; This is to approve Amendment 02-increase by \$5,000 for unlimited postings on higheredjobs.com Term: 7/1/2017 - 6/30/2018  Funding Source: Equal Employment	Human Resources/SBCCD	\$15,345.00	SSutorus
Kellogg West Conference Center and Hotel	(16442) Rental of conference room for the "Great Teachers Conference"; funded through AB798 Textbook Affordability Grant Term: 4/20/2018 - 4/20/2018  Funding Source: State Grant	Program Development/SBVC	\$3,465.00	SSutorus
Knorr Systems, Inc	(16452) Install main drain covers Term: 3/16/2018 - 6/30/2018  Funding Source: State Grant	Pool/CHC	\$2,451.40	SSutorus
Korcok, Brian	(16445) Host of the program "Scratch" and to attend KVCR events as needed Term: 3/1/2018 - 6/30/2018  Funding Source: KVCR - CPB Grant - TV	KVCR/KVCR	\$1,000.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General</u></b>				
Korcok, Stacie	(16340) Host of the program "Scratch" and to attend KVCR events as needed Term: 3/1/2018 - 6/30/2018  Funding Source: KVCR - CPB Grant - TV	KVCR/KVCR	\$1,000.00	SSutorus
Laboratory Microscope Specialist - LMS	(16457) Repairs to Biology lab microscopes Term: 3/20/2018 - 6/30/2018  Funding Source: General Funds	Biology/SBVC	\$417.00	SSutorus
Lima Company Memorial	(16474) Exhibition of the Eyes of Freedom Memorial at CHC Term: 4/10/2018 - 4/12/2018  Funding Source: General Funds	Veterans Office/CHC	\$6,324.70	SSutorus
Marcom Communications Systems	(16407) Install ADA panel mount phone in the Physical Science Bldg. elevator Term: 3/6/2018 - 6/30/2018  Funding Source: General Funds	Maintenance/SBVC	\$556.92	SSutorus
McGowen, Georgia	(16371) Presentation on the topic of "Life as a Transgendered Person" Term: 4/24/2018 - 4/24/2018  Funding Source: Student Equity	Student Services/CHC	\$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>
<b><u>General</u></b>				
McNeil, Anissa	(16434) Keynote speaker for "Foster & Kinship Care Education Conference" Term: 5/10/2018 - 5/10/2018  Funding Source: Foster Parents	Student Services/SBVC	\$1,000.00	SSutorus
Medina, David dba Premiere Sound, Inc.	(16354) Provide sound system and DJ services for SBVC 2018 Commencement Term: 5/24/2018 - 5/25/2018  Funding Source: General Funds	Student Life/SBVC	\$4,104.00	SSutorus
Munoz, Juan Carlos	(16433) Mariachi music during Nuestra Graduacion Term: 5/20/2018 - 5/20/2018  Funding Source: Equal Employment	Student Services/SBVC	\$550.00	SSutorus
National Orange Show dba NOS Events Center	(16450) Catering and room rental for First Year Experience banquet Term: 5/11/2017 - 5/11/2018  Funding Source: Student Equity	First Year Experience/SBVC	\$19,780.48	Ssutorus
National Testing Network	(16349) Test Center Agreement to administer testing and recruitment services; no cost to District Term: 1/1/2018 - 12/31/2018  Funding Source: N/A	Counseling/CHC		SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General</u></b>					
	Oakes, Andrew	(16389) Provide assistance in curriculum research Term: 4/13/2018 - 6/30/2018  Funding Source: Strong Workforce Program	Art/SBVC	\$600.00	SSutorus
	Outback Team Building	(16448) Murder Mystery event for "Secretaries Day Event" Term: 6/27/2018 - 6/27/2018  Funding Source: General Funds	Chancellor/SBCCD	\$3,000.00	SSutorus
	Pacific Coachways Charter Services, Inc.	(16413) Bus rental for transportation to University of Riverside; additional cost may be charged for fuel and time overages; funded through MESA Grant Term: 4/25/2018 - 4/25/2018  Funding Source: State Grant	Science/SBCVC	\$1,005.00	SSutorus
	Party Plus Rental	(16386) Rental of staging, tables, and chairs for Black History Month Event at ATTC Building Term: 2/26/2017 - 2/27/2018  Funding Source: General Funds	Chancellor/SBCCD	\$1,312.21	SSutorus

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<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General</u></b>				
Physio-Control, Inc.	(16367) Repairs on two cardiac monitors Term: 3/1/2018 - 6/30/2018  Funding Source: Strong Workforce Program	Emergency Medical Services/C	\$1,496.40	SSutorus
Positive Impact	(16465) Booth rental at the International Tamale Festival to promote EDCT programs Term: 3/24/2018 - 3/25/2018  Funding Source: General Funds	Chancellor/SBCCD	\$100.00	SSutorus
Quantum Group, The	(16395) Production of novelty items with SBVC logo for promotional giveaways Term: 3/12/2018 - 5/31/2018  Funding Source: Financial Aid	Financial Aid/SBVC	\$4,817.83	SSutorus
Quantum Group, The	(16396) Production of novelty items with SBVC logo for promotional giveaways Term: 3/12/2018 - 5/31/2018  Funding Source: Financial Aid	Financial Aid/SBVC	\$5,638.17	SSutorus
Quantum Group, The	(16397) Production of novelty items with SBVC logo for promotional giveaways Term: 3/12/2018 - 5/31/2018  Funding Source: Financial Aid	Financial Aid/SBVC	\$1,386.10	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General</u></b>				
Quantum Group, The	(16398) Production of novelty items with SBVC logo for promotional giveaways Term: 3/12/2018 - 5/31/2018  Funding Source: Financial Aid	Financial Aid/SBVC	\$3,143.65	SSutorus
Rev.com	(15090) Closed captioning services for KVCR FNX/KVCR FNX programs; this to approve a \$10,000 increase in the not to exceed amount due to unforeseen need Term: 7/1/2017 - 6/30/2018  Funding Source: KVCR - FNX Grant	FNX/KVCR	\$22,000.00	SSutorus
Rollem Corporation of America	(16381) Purchase Agreement for numbering machine which is used to number tickets and forms Term: 3/1/2018 - 6/30/2018  Funding Source: General Funds	TESS/SBCCD	\$8,870.00	SSutorus
Rourke, Nancy	(16399) Speaker for the "Deaf Awareness" event Term: 4/12/2018 - 4/12/2018  Funding Source: General Funds	Art/SBVC	\$1,200.00	SSutorus

<i>Contract Type</i>				
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<b><u>General</u></b>				
San Bernardino County Museum Association	(16449) Copper sponsorship and advertising at the "2018 Bucky Ball" Term: 5/19/2018 - 5/19/2018  Funding Source: General Funds	Chancellor/SBCCD	\$1,000.00	SSutorus
San Bernardino County Sheriff's Department	(16383) Service - Trimester use of force training for District Police; rate schedule: orientation session \$580 per session, training \$150 per participant Term: 4/1/2018 - 6/30/2022  Funding Source: General Funds	District Police/SBCCD	\$15,000.00	SSutorus
San Bernardino, County of	(16458) Workforce Development Department; EDCT to be a work study site for Workforce Development participants; no cost to SBCCD Term: 4/1/2018 - 3/31/2021  Funding Source: General Funds	EDCT/SBCCD		SSutorus
Shred-It	(16464) Onsite one time document shredding service Term: 3/20/2018 - 6/30/2018  Funding Source: General Funds	District Police/SBCCD	\$428.46	SSutorus



<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General</u></b>				
Signature Party Rentals	(16355) Rental of stage equipment and canopies for SBVC 2018 Commencement Term: 5/23/2018 - 5/25/2018  Funding Source: General Funds	Student Life/SBVC	\$26,913.68	SSutorus
Smith, Michael	(16391) Commencement speaker for CHC 2018 Commencement Term: 5/25/2018 - 5/25/2018  Funding Source: General Funds	Student Life/CHC	\$500.00	SSutorus
Southern California Marine Institute	(16385) Boat rental for Marine Biology class field trip to San Diego Bay Term: 5/4/2018 - 5/4/2018  Funding Source: General Funds	Biology/SBVC	\$1,200.00	SSutorus
STA Travel	(16455) Group booking contract for air travel for 22 ASG members and 3 SBVC Staff for field trip to Philadelphia, PA Term: 3/15/2018 - 3/31/2018  Funding Source: Student Rep Fee	Student Life/SBVC	\$26,000.00	LStrong

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General</u></b>					
	Stanley Convergent Security	(14750) Extraction of old equipment and installation of new equipment and software as part of Crafton Hills College's upgrade project; this is to approve the extension of the term date to 06/30/2018 Term: 3/6/2017 - 6/30/2018  Funding Source: Capital Outlay	Facilities Planning/SBCCD	\$35,860.00	SSutorus
	Stanton, Karen	(16345) Panelist at the "Strong Workforce Program Project Advisory Meetings" Term: 3/1/2018 - 3/1/2018  Funding Source: Strong Workforce Program	EDCT/SBCCD	\$500.00	SSutorus
	Stephenson's Flowers	(16425) Production of floral arrangements for "International Women's Day Event" Term: 3/29/2018 - 3/29/2018  Funding Source: Student Health Fee	Health Services/SBVC	\$206.00	SSutorus
	Stephenson's Flowers	(16394) Production of flower arrangements for SBVC 2018 Commencement Term: 5/25/2018 - 5/25/2018  Funding Source: General Funds	Student Life/SBVC	\$443.82	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General</u></b>				
Time for Change Foundation	(16401) Full page advertisement in the "16th Anniversary Gala Awards" program Term: 4/13/2018 - 4/13/2018  Funding Source: General Funds	Chancellor/SBCCD	\$5,000.00	SSutorus
Trophy House	(16347) Production of Communications medals as part of the SBVC 2018 Commencement Term: 2/28/2018 - 4/30/2018  Funding Source: General Funds	Communications/SBVC	\$416.70	SSutorus
Trueline Construction & Surfacing, Inc.	(16405) Painting of lines on tennis courts Term: 3/12/2018 - 6/30/2018  Funding Source: General Funds	Social Information/CHC	\$2,400.00	SSutorus
Turnout Maintenance Company, LLC	(16348) Repairing of brush coats Term: 2/20/2018 - 4/30/2018  Funding Source: General Funds	Fire Technology/CHC	\$47.41	SSutorus
United Site Services, Inc.	(16356) Rental of 9 portable restrooms and 1 ADA accessible portable restroom for SBVC 2018 Commencement Term: 5/24/2018 - 5/29/2018  Funding Source: General Funds	Student Life/SBVC	\$1,214.77	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General</u></b>				
Vortex Industries	(15544) On demand services for repairs for CHC maintenance department; increase for an additional \$3,000 for unforeseen repairs Term: 7/1/2017 - 6/30/2018	Maintenance/CHC	\$8,000.00	SSutorus
	Funding Source: General Funds			
World Class Awards	(16408) Production of novelty items with SBVC logo for giveaways at the "Spring 2018 Transfer Center Celebration" Term: 3/6/2017 - 6/30/2018	Transfer Center/SBVC	\$1,936.00	SSutorus
	Funding Source: Student Success (SSSP)			
Yucaipa & Calimesa News Mirror	(16403) Half page advertisement in the "Spotlight On Business" publication Term: 3/23/2018 - 3/23/2018	Marketing/CHC	\$395.00	SSutorus
	Funding Source: General Funds			
<b><i>SubTotal for General: 102</i></b>			<b><i>\$602,514.44</i></b>	
<b><u>Income - Facilities Use</u></b>				
California Virtual Academies	(16420) Use of SBVC Auditorium Term: 6/8/2018 - 6/8/2018	Administrative Services/SBVC	\$847.32	SSutorus
	Funding Source: N/A			

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>Income - Facilities Use</u></b>				
ProDrivers	(16363) Use of ATTC 120 Term: 6/21/2018 - 6/21/2018  Funding Source: N/A	EDCT/SBCCD	\$390.67	SSutorus
<b><i>SubTotal for Income - Facilities Use: 2</i></b>			<b><i>\$1,237.99</i></b>	
<b><u>Income - General</u></b>				
Consulate of Mexico in San Bernardino	(16336) MOU to set up a "Window of Educational Opportunities" located at the Consulate as part of outreach program to offer educational opportunities to foreign students; this is to approve Amendment 01 to accept funding towards outreach program Term: 10/30/2017 - 10/29/2018  Funding Source: N/A	Marketing/SBCCD	\$25,000.00	Bbaron
Foundation for California Community Colleges	(16387) Career Catalyst Program agreement Term: 11/15/2017 - 6/30/2018  Funding Source: N/A	EDCT Foundation/SBCCD	\$5,166.21	SSutorus
Foundation for California Community Colleges	(16388) SBVC Health Center to plan and host an International Women's Day Event Term: 2/1/2018 - 6/15/2018  Funding Source: N/A	Health Center/SBVC	\$3,000.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>Income - General</u></b>					
	Jesus 101	(16373) KVCR to provide in studio production of recorded television shows Term: 3/12/2018 - 3/15/2018  Funding Source: N/A	KVCR/KVCR	\$12,600.00	SSutorus
	Riverside, County of	(15627) Regional Training Coordinator - to coordinate training for Workforce Innovation and Opportunity project; this is to approve Amendment 01- modification of the scope of work and revised payment schedule; no additional income Term: 8/1/2017 - 3/31/2018  Funding Source: N/A	EDCT/SBCCD	\$43,348.00	SSutorus
	San Bernardino, County of	(16427) EDCT to provide basic machine operator training to Workforce Development Board participants Term: 3/6/2018 - 5/4/2018  Funding Source: N/A	EDCT/SBCCD	\$49,600.00	SSutorus
<b><i>SubTotal for Income - General: 6</i></b>				<b><i>\$138,714.21</i></b>	
<b><u>Income - Grant</u></b>					
	Grossmont-Cuyamaca CCD Auxiliary Organization	(16453) Mini Grant - Proposition 39 clean Energy Workforce program Term: 1/1/2018 - 12/31/2018  Funding Source: N/A	Technical Training/SBVC	\$100,000.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>Income - Grant</u></b>					
	Riverside CCD	(16376) Master Participation Agreement for the development of the "Strong Workforce Program" project for the Inland Empire and Desert Regions; P14 Inland Empire Cyberhub Centers Term: 1/1/2018 - 12/31/2019  Funding Source: N/A	EDCT/SBCCD	\$129,600.00	SSutorus
	Riverside CCD	(16447) Master Participation Agreement for the development of the "Strong Workforce Program" project for the Inland Empire and Desert Regions; P17 Cloud Based Netlab+ pilot project Term: 1/1/2018 - 12/31/2019  Funding Source: N/A	EDCT/SBCCD	\$372,932.00	SSutorus
<b><i>SubTotal for Income - Grant: 3</i></b>				<b><i>\$602,532.00</i></b>	
<b><u>Income - Underwriter</u></b>					
	U.S. Resiliency Council	(16460) Underwriting agreement for KVCR's production of a four episode program tentatively called "Are We Ready for the Big One" Term: 4/1/2018 - 6/30/2019  Funding Source: N/A	KVCR/KVCR	\$20,000.00	SSutorus
<b><i>SubTotal for Income - Underwriter: 1</i></b>				<b><i>\$20,000.00</i></b>	

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>Maintenance Agreement</u></b>				
Air Conditioning Control Systems, Inc. (ACCS)	(13768) Maintenance agreement for AC/Heating equipment; this is to approve on demand repairs not covered by the maintenance agreement Term: 7/1/2016 - 6/30/2019  Funding Source: General Funds	Maintenance/SBVC	\$56,800.00	SSutorus
Ingersoll Rand Co (formerly Arnel Compressor)	(16441) Maintenance agreement for two compressors at the Technical Bldg. Term: 3/1/2018 - 2/28/2021  Funding Source: General Funds	Maintenance/SBVC	\$26,383.94	SSutorus
<b><i>SubTotal for Maintenance Agreement: 2</i></b>			<b><i>\$83,183.94</i></b>	
<b><u>PO as Contract</u></b>				
Arrowhead Auto Repair	(16229) Repair of KVCR vehicle: Nissan Xterra; increase in the amount of \$300 for additional repairs Term: 2/5/2018 - 6/30/2018  Funding Source: KVCR - CPB Grant - TV	KVCR/KVCR	\$1,300.00	SSutorus
<b><i>SubTotal for PO as Contract: 1</i></b>			<b><i>\$1,300.00</i></b>	



<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>Program Acquisition</u></b>				
Arkansas Educational Television Network aka AETN	(16379) Program rights for "Arkansas's First People", "The Keetoowahs Come Home" and "A New Island: The Marshallese in Arkansas"; no cost to SBCCD Term: 4/1/2018 - 3/31/2019  Funding Source: N/A	FNX/KVCR		SSutorus
Cox, Mary Caroline	(16366) Program rights to "Wild Kitchen Cooking Series" season 2 Term: 4/13/2018 - 4/12/2023  Funding Source: FNX Grant	FNX/KVCR	\$6,210.00	SSutorus
Musicology Production, LLC	(16446) Program rights of "Musicology" 13 episodes; no cost to SBCCD Term: 10/18/2017 - 10/17/2018  Funding Source: N/A	KVCR/KVCR		SSutorus
<b><i>SubTotal for Program Acquisition: 3</i></b>			<b><i>\$6,210.00</i></b>	
<b><u>Rescinded/Cancelled</u></b>				
Highlanders Boxing Club	(15970) Sponsorship at the "Bobby Vega Memorial Boxing Event"; Canceled Term: 10/21/2017 - 10/21/2017  Funding Source: Employment Training Panel	EDCT/SBCCD	(\$300.00)	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>Rescinded/Cancelled</u></b>					
<b><i>SubTotal for Rescinded/Cancelled: 1</i></b>				<b><i>(\$300.00)</i></b>	
<b><u>Software/Online Services</u></b>					
	Applied Measurement Professionals (AMP)	(16423) Secure Comprehensive Therapist Multiple-Choice SAE (Form 2015) online exams for students in the Respiratory Care program Term: 3/12/2018 - 6/30/2018  Funding Source: General Funds	Respiratory Care/CHC	\$50.00	SSutorus
	EDU Business Solutions	(16422) Software subscription for Print Shop Pro support Term: 5/1/2018 - 4/30/2019  Funding Source: General Funds	TESS/SBCCD	\$3,920.50	SSutorus
	Educause	(16337) Registration for the domain name "sbccd.edu" Term: 3/1/2018 - 2/28/2019  Funding Source: General Funds	TESS/SBCCD	\$40.00	SSutorus
	E-ISG Asset Intelligence	(16358) Software licensing for "eQuip" used to track IT assets; funded through 3C Media Solutions Grant Term: 3/1/2018 - 2/28/2021  Funding Source: State Grant	TESS/SBCCD	\$55,738.79	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>					
	Faronics Technologies, Inc.	(16361) Software license for "Deep Freeze Cloud" which manages student lab computers Term: 3/21/2018 - 3/20/2021  Funding Source: General Funds	Technology Services/SBVC	\$3,309.46	SSutorus
	GoToMeeting.com	(16469) Software license for conducting meetings and sharing desktop applications Term: 2/22/2018 - 2/21/2019  Funding Source: FNX Grant	FNX/KVCR	\$348.00	SSutorus
	IBM - International Business Machines Corporation	(16374) IBM SPSS statistics standard Software user subscription for CHC Term: 2/1/2018 - 1/31/2019  Funding Source: Lottery Fund	Program Development/CHC	\$98.44	SSutorus
	Kuta Software	(16456) Software licensing renewal for "Infinite" used as part of instruction Term: 4/1/2018 - 3/31/2021  Funding Source: General Funds	Mathematics/SBVC	\$863.00	SSutorus
	Masstech Americas, Inc.	(16353) Provide software updates and technical support for KVCR archive transfer system Term: 3/1/2018 - 2/28/2019  Funding Source: KVCR - CPB Grant - TV	KVCR/KVCR	\$28,150.46	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u><i>Software/Online Services</i></u>				
Matco Tools	(16368) Software license for "Maximus" used for scanning tools Term: 2/1/2018 - 6/30/2018  Funding Source: General Funds	Technical Training/SBVC	\$647.96	SSutorus
Microsoft Corporation	(16364) Software license for Visio Pro for Office 365 services Term: 2/1/2018 - 1/31/2019  Funding Source: KVCR - CPB Grant - TV	KVCR/KVCR	\$216.00	SSutorus
National Instruments	(16341) Site license for "Teaching Standard Services Program" used for lab experiments and to verify lab results Term: 4/11/2018 - 4/10/2020  Funding Source: Ramp-Up Grant	Technical Training/SBVC	\$5,002.56	SSutorus
PMD Consulting, Inc.	(16375) Software License for Reading Plus 4.0 Term: 4/1/2018 - 6/30/2021  Funding Source: Basic Skills	Reading/SBVC	\$63,917.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>Software/Online Services</u></b>					
	VIMEO	(16378) Online services for video uploads and storage from "Vimeo Business" unlimited use Term: 7/1/2018 - 6/30/2019  Funding Source: FNX Grant	FNX/KVCR	\$600.00	SSutorus
	VIMEO	(16377) Online services for video uploads and storage from "Vimeo Plus" limited use Term: 4/1/2018 - 3/31/2019  Funding Source: KVCR - CPB Grant - TV	KVCR/KVCR	\$71.40	SSutorus
<b><i>SubTotal for Software/Online Services: 15</i></b>				<b><i>\$162,973.57</i></b>	

**Subgrantee**

San Bernardino City USD	(13087) Subgrantee agreement for Middle College High School to coordinate student field trips, student summer research, and staff professional development activities; funded through USDA FIFA Grant; this is to approve Amendment 01 - extend term one year to 08/31/2018 Term: 2/17/2016 - 8/31/2018  Funding Source: Federal Grant	Middle College/SBVC	\$19,433.00	SSutorus
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<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>Subgrantee</u></b>					
	San Bernardino City USD	(16467) Subgrantee agreement for Middle College High School to provide opportunities and services to students and staff as part of the "Advancement Via Individual Determination" program; funding through AVID grant Term: 2/1/2018 - 6/30/2018  Funding Source: State Grant	Middle College/SBVC	\$12,000.00	SSutorus
<b><i>SubTotal for Subgrantee: 2</i></b>				<b><i>\$31,433.00</i></b>	

***Grand Total Contracts for Board Date 4/12/2018: 146***

## Routine Contracts - Summary

Scheduled Board Meeting 04/12/2018

### EXPENSES

<u>Category</u>	<u>Number of Contracts</u>	<u>Contract Value</u>
<i>Bond Measure Funded</i>	3	\$54,009.00
<i>Broadcast Rights</i>	5	\$23,310.00
<i>General</i>	101	\$590,947.56
<i>Maintenance Agreement</i>	2	\$83,183.94
<i>PO as Contract</i>	1	\$1,300.00
<i>Program Acquisition</i>	3	\$6,210.00
<i>Rescinded/Canceled</i>	1	(\$300.00)
<i>Software/Online Services</i>	15	\$162,973.57
<i>Subgrantee</i>	2	\$31,433.00
	133	
		<b>Total Expenses</b>
		<b>\$953,067.07</b>

### INCOME

<u>Category</u>	<u>Number of Contracts</u>	<u>Contract Value</u>
<i>Income - Facilities Use</i>	2	\$1,237.99
<i>Income - General</i>	6	\$138,714.21
<i>Income - Grant</i>	3	\$602,532.00
<i>Income - Underwriter</i>	1	\$20,000.00
	12	<b>Total Income</b>
		<b>\$762,484.20</b>
<b>Total Number of Contracts</b>	<b>145</b>	

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Jose F. Torres, Vice Chancellor, Business & Fiscal Services  
**PREPARED BY:** Steven J. Sutorus, Business Manager  
**DATE:** April 12, 2018  
**SUBJECT:** Consideration of Approval of Surplus Property and Authorization for Private Sale or Disposal

### **RECOMMENDATION**

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

### **OVERVIEW**

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

### **ANALYSIS**

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

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

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



Fixed Assets Surplus Report  
April 12, 2018

Asset #	Date Retired	Location	Description	Date In Service	Initial Value	Current Value
24773	3/13/2018	SBVC	Digital camera	4/1/2004	\$914.00	\$0.00
30713	3/13/2018	CHC	CPU	11/21/2011	\$1,052.88	\$0.00

Non-Fixed Assets Surplus Report  
April 12, 2018

Dell 19" Monitors	8 ea
Dell 20" Monitors	2 ea
Dell Optiplex 745 Computer	1 ea
Dell Optiplex 960 Computer	1 ea
Dell Optiplex 9020 Computer	2 ea
Dell D820 Laptop	2 ea
Dell D620 Laptop	3 ea
Dell D630 Laptop	3 ea
Dell E6510 Laptop	3 ea
Cisco Workgroup Switch	1 ea
Keyboard	18 ea
Laptop Bags	11 ea
Large Box of Phones	1 box
Ipads	2 ea
Cisco 3250 Switch	1 ea
Pentax Optio T20 Camera	1 ea
Brother Printer	1 ea
HP Laserjet 4100N Printer	1 ea
XFlat CRT Monitor	1 ea
Cash Drawers	4 ea
XST Series Power Conversion	4 ea
DMX Datamax Printer	2 ea
Epson Receipt Printer	4 ea
Touch Screen Register Screens	4 ea
Wireless keyboards	2 ea
Register Keyboards	4 ea
Credit card machines	6 ea
Magnetic beds	4 ea
Dell Optiplex GX260	1 ea
Wyse Thin Clients	6 ea
Victor Readers	2 ea
Extron Scalers	2 ea
Extron Switchers	6 ea
Furman stereo mixer	1 ea
Miscellaneous Plugs	2 box

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Jose Torres, Vice Chancellor, Business & Fiscal Services  
**PREPARED BY:** Lawrence P. Strong, Director of Fiscal Services  
**DATE:** April 12, 2018  
**SUBJECT:** Consideration of Approval of Vacation Payout

**RECOMMENDATION**

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

	<b># of Days</b>	<b>Rate</b>	<b>Total</b>
Bruce Baron, Chancellor	7	\$1,014.47	\$7,101.29

**OVERVIEW**

Based on legal opinion, the County of San Bernardino requires that the payout of vacation time to community college district administrative personnel be approved by its governing board.

**ANALYSIS**

This board item represents payout of vacation to SBCCD administrative personnel based on a demonstration of personal hardship.

**INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

**FINANCIAL IMPLICATIONS**

Payment will be made from the General Fund.

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Bruce Baron, Chancellor

**REVIEWED BY:** Jose F. Torres, Vice Chancellor, Business & Fiscal Services

**PREPARED BY:** Lawrence P. Strong, Director, Fiscal Services

**DATE:** April 12, 2018

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

### **RECOMMENDATION**

It is recommended that the Board of Trustees adopt a resolution approving the transfer of funds from the reserve for contingencies to various expenditure classifications as indicated in the attached resolution.

### **OVERVIEW**

The 2017-18 Final Budget adopted by the Board of Trustees on September 14, 2017 represents the District's best estimates for income and expenditures during the ensuing fiscal year. However, as the year progresses, additional income is sometimes received and must be distributed to appropriate accounts, expenditures change from projected levels, and increased costs may need to be covered. As provided in Title 5, §58307, and in accordance with SBCCD Administrative Procedure 6250, the Board of Trustees may approve the transfer of funds from the reserve for contingencies to any expenditure classifications via the adoption of a resolution by a two-thirds majority vote.

### **ANALYSIS**

The Board is being asked to adopt a resolution approving budget transfers from the reserve for contingencies to the expenditure classifications indicated on the attached resolution.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

The approval of this board item will reduce the reserve for contingency accounts by the amounts indicated in the attached resolution.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
RESOLUTION TO APPROVE TRANSFERS FROM  
RESERVE FOR CONTINGENCIES TO VARIOUS EXPENDITURE CLASSIFICATIONS  
April 12, 2018

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

WHEREAS, on the 14<sup>th</sup> day of September, 2017, the San Bernardino Community College District (the District) adopted the 2017-18 Final Budget specifying the maximum amount which may be expended for each classification of expenditure; and

WHEREAS, Title 5, §58307 of the California Code of Regulations and District Administrative Procedure 6250 allows the Board of Trustees to approve transfers from the reserve for contingencies to any expenditure classification via a resolution adopted by a two-thirds majority; and

WHEREAS, the transfers listed on the attached Exhibit A were deemed necessary and prudent by the District;

NOW THEREFORE, BE IT RESOLVED that the governing body of the San Bernardino Community College District hereby adopts this resolution and authorizes, by a two-thirds majority vote, to approve said transfers.

PASSED AND ADOPTED by the Board of Trustees on April 12, 2018, by the following majority vote:

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

STATE OF CALIFORNIA                    )  
COUNTY OF SAN BERNARDINO        )

I, Bruce Baron, Secretary of the Board of Trustees, do hereby certify that the foregoing is a full, true, and correct copy of a resolution passed and adopted by the Board at a regularly called and conducted meeting held on said date.

WITNESSED my hand this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_ Secretary of the Board of Trustees

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
 RESOLUTION TO APPROVE TRANSFERS FROM  
 RESERVE FOR CONTINGENCIES TO VARIOUS EXPENDITURE CLASSIFICATIONS  
 April 12, 2018

EXHIBIT A

Fund 01 General Fund			18,266,480	2017-18 Initial Fund Balance	
			(241,242)	Net Change from Previously Approved Transfers	
			18,025,238	Current Fund Balance	
Board Approved	Date	Ref #	Amount to/(from) Reserve	Expenditure Classification	Justification
4/12/2018	3/7/2018	180656	(450,000)	5000 Other Expenses	To fund SBVC program review needs as approved by College Council on 2/14/18.
4/12/2018	3/14/2018	180696	(25,000)	5000 Other Expenses	To supplement EDCT budget for funds approved but not included in original budget (\$20,000 for 2017-18 and \$5,000 for 2016-17 )
			(475,000)	Total Approved at this Board Meeting	
			17,550,238	Fund Balance After Transfer(s)	

Fund 41 Capital Outlay			4,627,163	2017-18 Initial Fund Balance	
			-	Net Change from Previously Approved Transfers	
			4,627,163	Current Fund Balance	
Board Approved	Date	Ref #	Amount to/(from) Reserve	Expenditure Classification	Justification
4/12/2018	3/9/2018	180662	(53,989)	6000 Capital Outlay	To fund purchase of police vehicle and special equipment identified by interim police chief and new police chief
4/12/2018	3/9/2018	180663	(71,419)	6000 Capital Outlay	To fund purchase of replacement printing plates which were not included in original budget; this unforeseen expense came to light as the budget was being submitted for BOT approval
			(125,408)	Total Approved at this Board Meeting	
			4,501,755	Fund Balance After Transfer(s)	

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Jose F. Torres, Vice Chancellor, Business & Fiscal Services  
**PREPARED BY:** Lawrence P. Strong, Director, Fiscal Services  
**DATE:** April 12, 2018  
**SUBJECT:** Consideration of Approval to Adopt Resolution Authorizing Temporary Interfund Borrowing

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve a resolution to authorize temporary interfund borrowing between all funds to meet cash flow needs in the 2018-19 fiscal year.

### **OVERVIEW**

According to California Education Code E.C. 42603, the Board of Trustees may direct that money be temporarily transferred from one fund to another for payment of obligations. The transfer shall be accounted for as temporary borrowing between funds, and shall not be available for appropriation or considered income. Amounts transferred shall be repaid in the same fiscal year or in the following fiscal year, if the transfer takes place within the final 120 calendar days of fiscal year.

### **ANALYSIS**

Adoption of this resolution will allow SBCCD to maintain the necessary flexibility to address any cash flow shortfalls.

### **BOARD IMPERATIVE**

III. Resource Management for Efficiency, Effectiveness and Excellence

### **FINANCIAL IMPLICATIONS**

Approval of this board item will be positive for cash flow.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
**RESOLUTION TO AUTHORIZE TEMPORARY BORROWING  
BETWEEN FUNDS OF THE DISTRICT**

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

WHEREAS, the San Bernardino County Treasurer does not have authority to honor warrants drawn on school district funds with insufficient cash balances in the absence of an approved borrowing arrangement with the district; and

WHEREAS, the governing board of any school district may direct that moneys held in any fund or account may be temporarily transferred to another fund or account of the district for payment of obligations as authorized by Education Code Section 42603; and

WHEREAS, actual interfund transfers shall be accounted for as temporary loans between funds and shall not be available for appropriation or be considered income to the borrowing fund or account; and

WHEREAS, amounts transferred shall be repaid either in the same fiscal year, or in the following fiscal year if the transfer takes place within the final 120 calendar days of a fiscal year;

NOW THEREFORE, BE IT RESOLVED that:

1. The Governing Board of the San Bernardino Community College District hereby authorizes, for fiscal year 2018-19, temporary transfers between the following funds and authorizes the San Bernardino County Treasurer to honor warrants drawn on those funds, regardless of their cash balances, provided the aggregate cash balance of all those funds is positive:

- All Funds

2. The Governing Board of the San Bernardino Community College District hereby authorizes the Chancellor or his designee to approve any actual interfund transfers processed between the above-mentioned funds and requires that any actual transfer of funds pursuant to this resolution be ratified by the Board as soon as practicable.

PASSED AND ADOPTED by the Governing Board on April 12, 2018, by the following vote:

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

STATE OF CALIFORNIA            )  
COUNTY OF SAN BERNARDINO    )

I, Bruce Baron, Secretary of the Governing Board, do hereby certify that the foregoing is a full, true, and correct copy of a resolution passed and adopted by the Board at a regularly called and conducted meeting held on said date.

WITNESSED my hand this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

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

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Jose F. Torres, Vice Chancellor, Business & Fiscal Services  
**PREPARED BY:** Lawrence P. Strong, Director, Fiscal Services  
**DATE:** April 12, 2018  
**SUBJECT:** Consideration of Approval to Increase the Revolving Cash Account

**RECOMMENDATION**

It is recommended that the Board of Trustees approve an increase to the Revolving Cash account from \$200,000 to \$1,000,000.

**OVERVIEW**

The Revolving Cash account is used by Business & Fiscal Services to fund petty cash and change funds used by various campus departments, as well as to occasionally make payment on goods, services or payroll expenditures which are required prior to the availability of payment through the normal purchasing process.

After payments are made, reimbursement to Revolving Cash is sought through the normal purchasing process, but can take time to acquire. This can leave the revolving cash fund with insufficient resources to meet other needs.

**ANALYSIS**

As part of the initiative to achieve fiscal independence from the San Bernardino County Superintendent of Schools, SBCCD is implementing a new enterprise resource planning (“ERP”) system. The process of final configuration and transition to the new system requires an approximate three-week period during which the system cannot be used to pay for goods and services. Additionally, as part of its fiscal year end processes, the San Bernardino County Superintendent of Schools suspends the issuance of commercial warrants for the month of June. In order for SBCCD to continue meeting immediate needs during this ERP transition and during the month of June, we are recommending an increase in the revolving cash account.

**BOARD IMPERATIVE**

III. Resource Management for Efficiency, Effectiveness, and Excellence

**FINANCIAL IMPLICATIONS**

There are no financial implications associated with this board item.



## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Bruce Baron, Chancellor

**REVIEWED BY:** Jose F. Torres, Vice Chancellor, Business & Fiscal Services

**PREPARED BY:** Hussain Agah, Director, Facilities Planning & Construction

**DATE:** April 12, 2018

**SUBJECT:** Consideration of Approval of Amendment 004 to the Contract with HMC Architects, Inc. of Ontario, CA

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve Amendment 004 to the contract with HMC Architects, Inc. of Ontario, CA in order to extend their contract term date.

### **OVERVIEW**

On January 21, 2016 the Board of Trustees approved a contract with HMC Architects, Inc. for architectural services on the Gymnasium project at San Bernardino Valley College.

HMC's current contract commenced on October 30, 2017 per attached "Architectural Contract Amendment 002". Due to unforeseen delays in closing out this bond funded project, the contract completion date shall be extended from October 30, 2017 to December 31, 2018.

### **ANALYSIS**

This amendment will have no financial impact to the HMC Architects, Inc. contract, however it will increase the term date by 427 Calendar Days Through December 31, 2018.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

Included in the Fund 42 Revenue Bond Construction budget.

**ARCHITECTURAL CONTRACT AMENDMENT: 004**

PROJECT: San Bernardino Valley College (SBVC) – Gymnasium Project  
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: HMC Architects, Inc.  
3546 Concourses Street  
Ontario, CA 91764

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**Brief Description:**

HMC's current contract commenced on October 30, 2017 per attached "Architectural Contract Amendment 002. Due to unforeseen delays, the contract completion date shall be extended from October 30, 2017 to **December 31, 2018**.

**Attachments:**

- HMC Architects, Inc. "Architectural Contract Amendment 002"

**Costs:**

No additional cost associated with Amendment 004

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The original <b>Contract Sum</b>	\$584,972.80
Net change by previous Amendments	\$29,565.00
The <b>Contract Sum</b> prior to this Amendment	\$614,537.80
The <b>Contract Sum</b> will be <b>increased</b> by this Amendment	\$0.00
The new <b>Contract Sum</b> including this Amendment	\$614,537.80

The Contract Schedule as of this Amendment will be **increased by: 427 Calendar Days Through December 31, 2018**.

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By signing this Amendment the San Bernardino Community College District (SBCCD) authorizes HMC Architects, Inc. to perform the scope of work listed above. SBCCD also authorizes and acknowledges that the amount of this Amendment will be paid via an amendment to HMC Architects, Inc.'s architectural services 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**  
**KEN SALYER**  
HMC Architects, Inc.

**OWNER**  
**ERNIE LOERA**  
PROJECT MANAGER

**OWNER**  
**JOSE F. TORRES**  
VICE CHANCELLOR, BUSINESS &  
FISCAL SERVICES

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

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

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

DATE: 3/8/18

DATE: 3/13/2018

DATE:



**ARCHITECTURAL CONTRACT AMENDMENT: 002**

**PROJECT:** San Bernardino Valley College (SBVC) – Gymnasium Project  
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:** HMC Architects, Inc.  
3546 Concours Street  
Ontario, CA 91764

**Brief Description:**

Contract Amendment No. 002 is for **additional architectural design and construction services** on the Measure M Gymnasium and Fields Project for San Bernardino Valley College (SBVC). Additional services are needed to provide and install a shade structure in the landscaped area per the Campus' request. HMC will assist the District with **obtaining approval** from the Division of the State Architect (DSA) for a pre-checked (PC) single-pole shade structure (measuring 14'-0" x 14'-0" x 12'-0" high) to be located to the west of the new Gymnasium building near the north side of the Planetarium building site. Design and engineering of the shade structure will be per the vendor. HMC will prepare **drawings** for an over-the-counter review and **approval** by DSA and provide limited **construction** observation and support services as **requested** by the District. The contract completion date listed in Exhibit "C" of the Agreement for Architectural Services shall be extended from June 30, 2017 to **October 30, 2017**.

**Attachments:**

HMC Architects, Inc. **Proposal Dated 3/27/2017** and Project Memo #544

**Costs:**

**NTE (Not to Exceed) \$5,000.00** = Total of this **requested** Architectural Contract Amendment:  
**002**

The original <b>Contract Sum</b>	\$584,972.80
Net change by previous <b>Amendments</b>	\$13,440.00
The <b>Contract Sum</b> prior to this <b>Amendment</b>	\$598,412.80
The <b>Contract Sum</b> will be <b>increased</b> by this <b>Amendment</b>	\$5,000.00
The new <b>Contract Sum</b> including this <b>Amendment</b>	\$603,412.80

The **Contract Schedule** as of this **Amendment** will be **increased by: 123 Calendar Days Through October 30, 2017**

By signing this **Amendment** the San Bernardino Community College District (SBCCD) **authorizes** HMC Architects, Inc. to perform the scope of work listed above. SBCCD also **authorizes** and **acknowledges** that the amount of this **Amendment** will be paid via an amendment to HMC Architects, Inc.'s architectural services 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**  
HMC Architects, Inc.

By: 

**DATE:** 4-12-17

**SR. CAMPUS MANAGER**  
Kitchell/BRj

By: 

**DATE:** 4/12/17

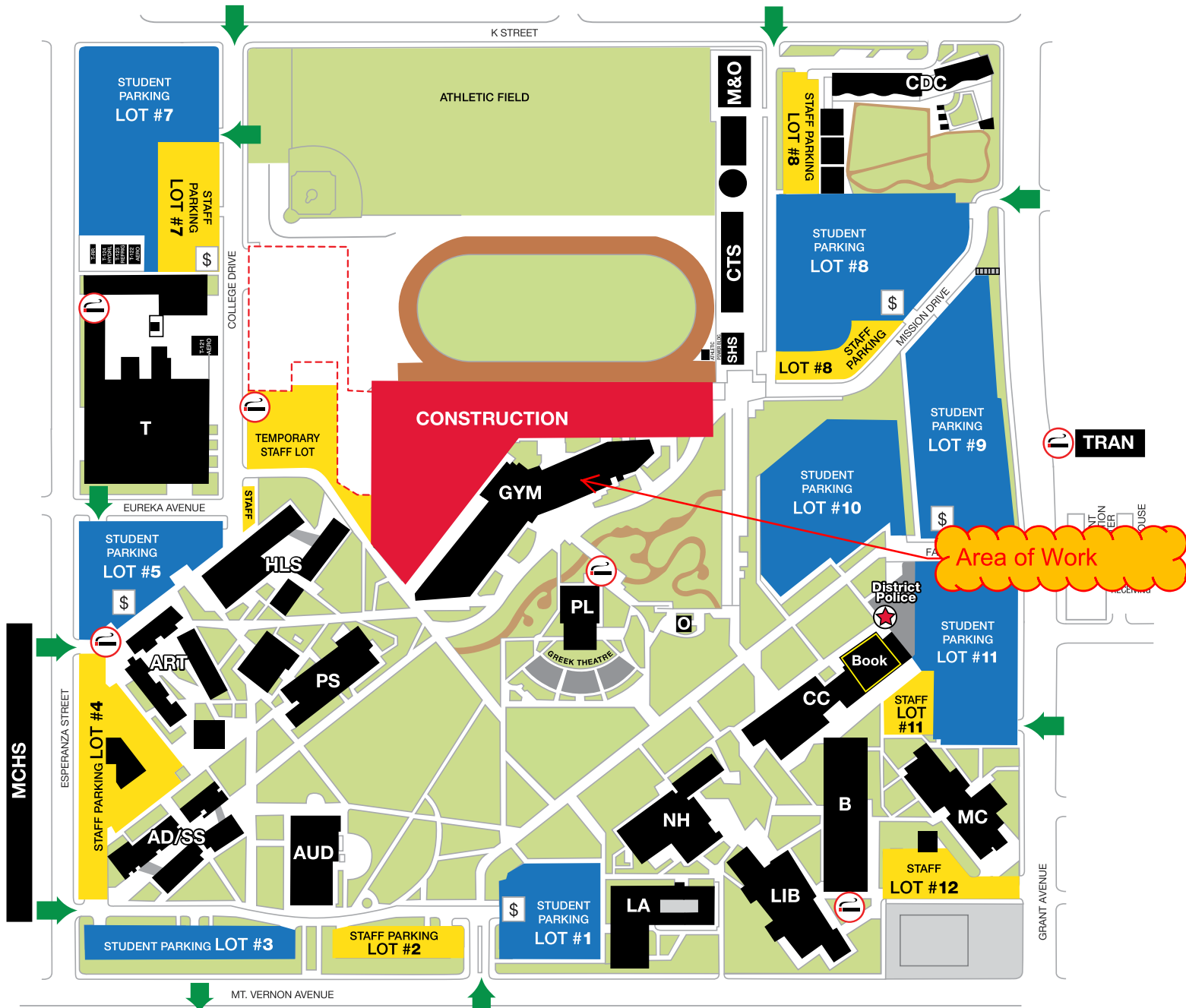
**OWNER**  
SBCCD

By: 

**DATE:** 4/18/17

# San Bernardino Valley College

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Area of Work

**FREE PARKING**  
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for map updates.

Revised 6-16

- INDICATES CONSTRUCTION AREAS
- ARROWS DESIGNATE STUDENT PARKING LOT ENTRANCES
- INDICATES PARKING PERMIT DISPENSER
- INDICATES APPROVED SMOKING AREAS (6)  
*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
G.....	Gym
HLS.....	Health & Life Science
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O.....	Observatory
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PS.....	Physical Sciences
SHS.....	Student Health Services
T.....	Technical
TRAN.....	Transportation Center

**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/decal.

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Jose Torres, Vice Chancellor, Business & Fiscal Services  
**PREPARED BY:** Hussain Agah , Director, Facilities Planning & Construction  
**DATE:** April 12, 2018  
**SUBJECT:** Consideration of Approval to Award a Small Scale Construction Contract to Three Peaks Corp. of Calimesa, CA

### **RECOMMENDATION**

It is recommended that the Board of Trustees award a small scale construction contract to Three Peaks Corp. of Calimesa, CA for the Non-Bond 01-1718-02 - Liberal Arts Repurposing Rooms 102, 104, 105 and 106 project at San Bernardino Valley College in the amount of \$19,996.00.

### **OVERVIEW**

The Liberal Arts Building has classrooms which need to be repurposed in order to hold more students and provide a quiet area for testing. Three of the classrooms (102,104,106) will be converted to two larger classrooms and a partition will be added to the computer lab (105) in order to reduce noise from entering a “testing” specific area.

### **ANALYSIS**

Per Public Contract Code 22032(a), public projects of \$45,000 or less may be performed by the employees of a public agency by force account, by negotiated contract, or by purchase order.

### **BOARD IMPERATIVE**

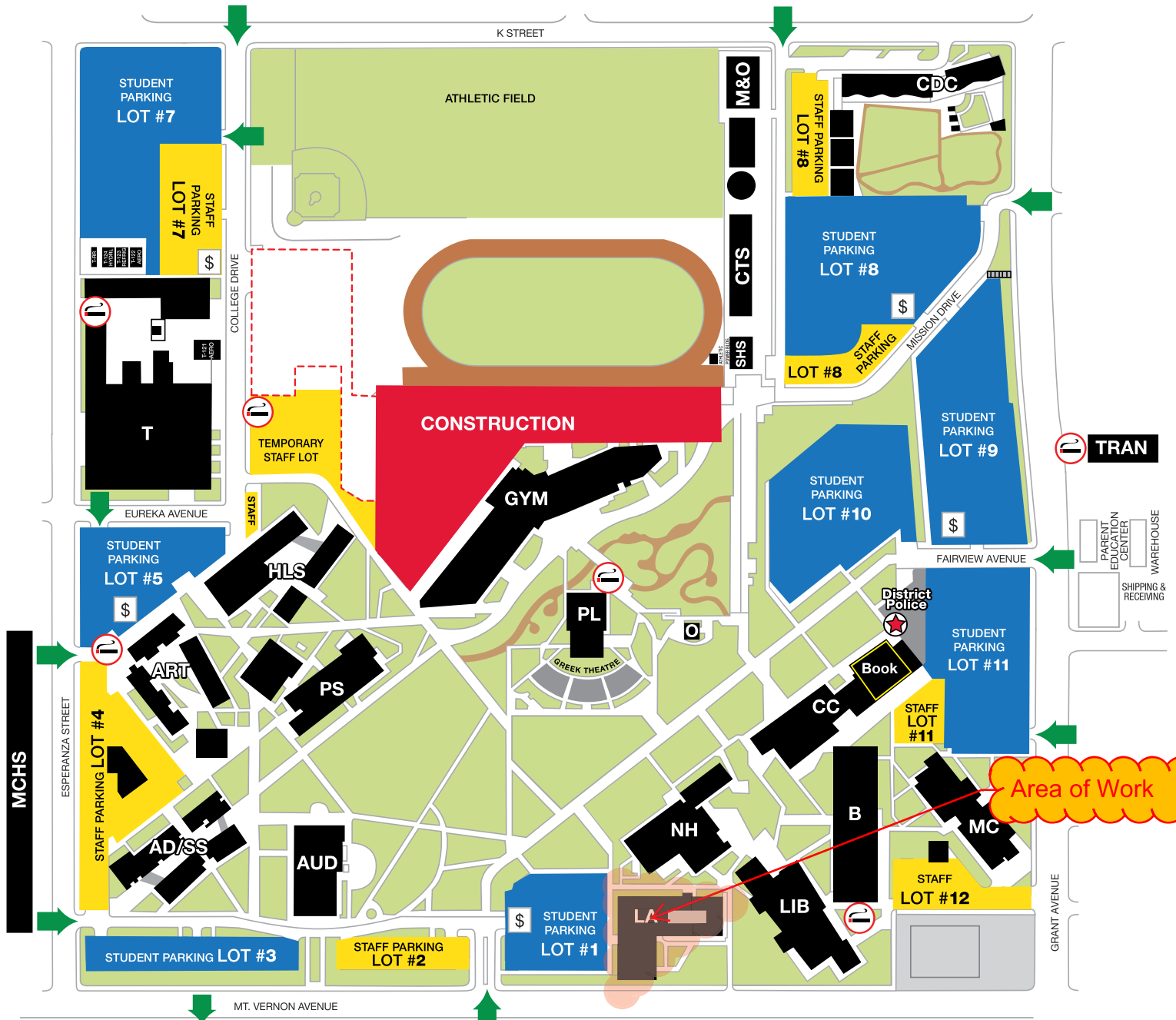
III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

The cost of this contract is included in Fund 41 Capital Outlay budget.

# San Bernardino Valley College

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for map updates.

Revised 6-16

- INDICATES CONSTRUCTION AREAS
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- \$ INDICATES PARKING PERMIT DISPENSER
- ? INDICATES APPROVED SMOKING AREAS (6)  
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T.....	Technical
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**DISTRICT POLICE**  
Campus Center Rm. 100  
(909) 384-4491

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

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Jose F. Torres, Vice Chancellor, Business & Fiscal Services  
**PREPARED BY:** Hussain Agah, Director of Facilities Planning & Construction  
**DATE:** April 12, 2018  
**SUBJECT:** Consideration of Approval to Award Bid #01-1617-01 and Contract to Time and Alarm Systems of Mira Loma, CA

### **RECOMMENDATION**

It is recommended that the Board of Trustees award Bid #01-1617-01 and contract to Time and Alarm Systems of Mira Loma, CA for the Fire Alarm Upgrade at the Planetarium & Liberal Arts buildings at San Bernardino Valley College in the amount of \$216,700. This includes the base contract amount of \$197,000 as well as any and all change orders up to 10% of the contract value and approved by the Vice Chancellor as set forth in the original contract.

### **OVERVIEW**

The fire alarm systems at SBVC's Planetarium & Liberal Arts buildings are currently outdated and need upgraded alarm devices to meet building code requirements and ensure occupant safety.

### **ANALYSIS**

A public bid opening was conducted on March 23, 2018 and the District received one bid:

<b>Vendor</b>	<b>Bid Award</b>
Time and Alarm Systems of Mira Loma, CA	\$197,000.00

An analysis of the bid received indicates that Time and Alarm Systems is the lowest, most responsive bidder.

### **INSTITUTIONAL VALUES**

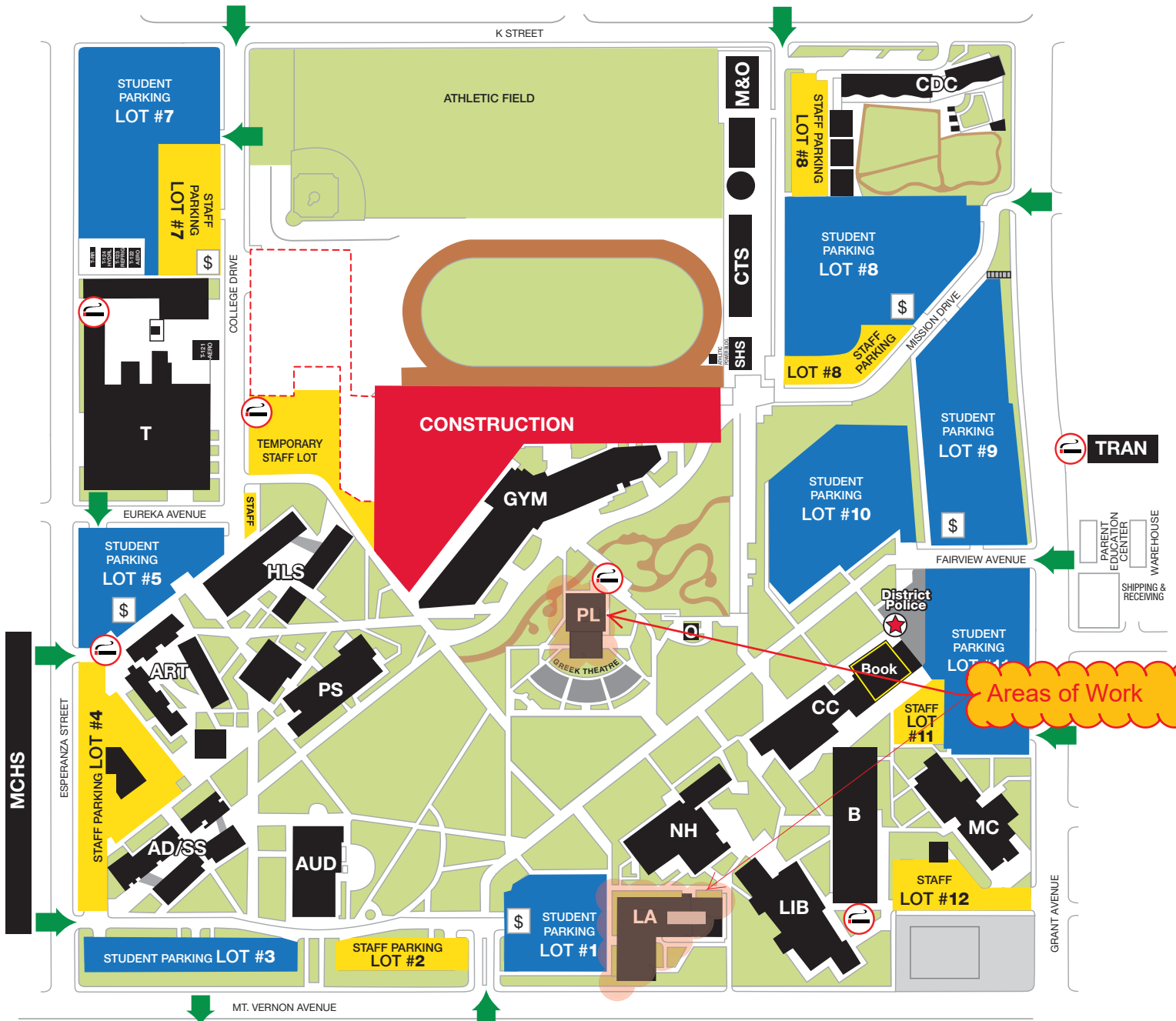
III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

The cost of this contract is covered by state Physical Plant block grant funds.

# San Bernardino Valley College

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Revised 6-16

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- 2 INDICATES APPROVED SMOKING AREAS (6)  
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**DISTRICT POLICE**  
Campus Center Rm. 100  
(909) 384-4491

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## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Bruce Baron, Chancellor

**REVIEWED BY:** Jose F. Torres, Vice Chancellor, Business & Fiscal Services

**PREPARED BY:** Hussain Agah, Director of Facilities Planning & Construction

**DATE:** April 12, 2018

**SUBJECT:** Consideration of Approval to Award Bid #01-1617-11 and Contract to Dalke & Sons Construction, Inc. of Riverside CA

### **RECOMMENDATION**

It is recommended that the Board of Trustees award Bid #01-1617-11 and contract to Dalke & Sons Construction, Inc. of Riverside CA. for the Health Life Science (HLS) Nursing Lab Renovation project at San Bernardino Valley College in the amount of \$609,048. This includes the base contract amount of \$553,680.00 as well as any and all change orders up to 10% of the contract value approved by the Vice Chancellor, as set forth in the original contract.

### **OVERVIEW**

Construction Services for the HLS Nursing Lab Renovation project at SBVC will allow nursing and pharmacy students to learn with updated technology as well as test their skills through simulation and monitoring of their peers.

### **ANALYSIS**

A public bid opening was conducted on March 23, 2018 and the District received three bids:

<b>Vendor</b>	<b>Total Bid</b>	<b>Bid Award With Selected Alternates</b>
Dalke & Sons Construction, Inc. of Riverside CA	\$533,680.00	\$553,680.00
Kemcorp Construction, Inc. of Ontario CA	\$541,000.00	\$561,000.00
Spec Construction Co., Inc. of Ontario CA	\$798,700.00	\$818,700.00

An analysis of the bids received indicates that Dalke & Sons Construction, Inc. is the lowest, most responsive bidder. The final bid award includes the pharmacy room renovation alternate.

### **INSTITUTIONAL VALUES**

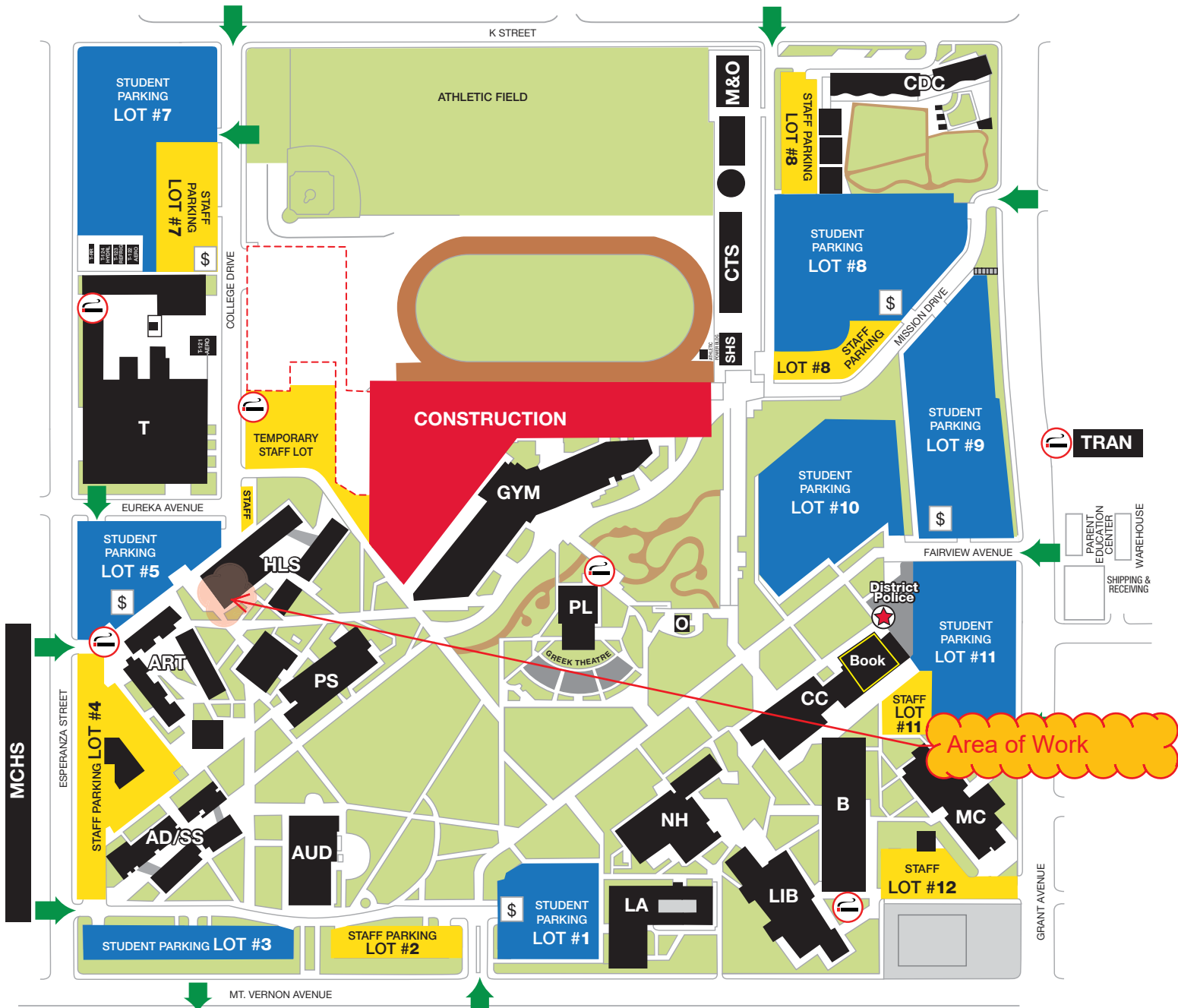
III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

The cost of his contract is included in the Fund 42 Revenue Bond Construction budget.

# San Bernardino Valley College

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for map updates.

Revised 6-16

- INDICATES CONSTRUCTION AREAS**
- ARROWS DESIGNATE STUDENT PARKING LOT ENTRANCES**
- INDICATES PARKING PERMIT DISPENSER**
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**DISTRICT POLICE**  
Campus Center Rm. 100  
(909) 384-4491

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

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Jose F. Torres, Vice Chancellor, Business & Fiscal Services  
**PREPARED BY:** Hussain Agah, Director of Facilities Planning & Construction  
**DATE:** April 12, 2018  
**SUBJECT:** Consideration of Approval to Award Bid #01-1718-01,04,05,06 and Contract to R. Dependable Const., Inc. of San Bernardino CA

### **RECOMMENDATION**

It is recommended that the Board of Trustees award Bid #01-1718-01,04,05,06 and contract to R. Dependable Const., Inc. of San Bernardino CA for the Liberal Arts Finish and IT Upgrade project at San Bernardino Valley College in the amount of \$404,030.00. This includes the base contract amount of \$367,300.00, as well as any and all change orders up to 10% of the contract value and approved by the Vice Chancellor, as set forth in the original contract.

### **OVERVIEW**

This project will keep the SBVC Liberal Arts building up to date from an information technology standpoint, and provide a more comfortable study/teaching space for students and faculty. The scope includes upgrades to data cabling, and replacement of lighting, flooring and ceiling tiles.

### **ANALYSIS**

A public bid opening was conducted on March 23, 2018 and the District received four bids. The lowest, most responsive three bidders were:

<b>Vendor</b>	<b>Total Bid</b>	<b>Bid Award With Selected Alternates ( 1 &amp; 2 )</b>
R. Dependable Const., Inc. of San Bernardino CA	\$336,800.00	\$367,300.00
Three Peaks Corp., of Calimesa CA	\$402,000.00	\$436,000.00
Dalke & Sons Construction, Inc. of Riverside, CA	\$559,890.00	\$596,770.00

An analysis of the bids received indicates that R. Dependable Const., Inc. is the lowest, most responsive bidder. The final bid award includes Alternates 1 & 2 which cover installation and procurement of a clock/mass notification speaker system and cabling for future exterior cameras.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

The cost of this contract is supported by state Physical Plant Block Grant funds.

# San Bernardino Valley College

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for map updates.

Revised 6-16

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- INDICATES PARKING PERMIT DISPENSER**
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**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 **164** SCCD parking permit/decal.

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Bruce Baron, Chancellor

**REVIEWED BY:** Jose F. Torres, Vice Chancellor, Business & Fiscal Services

**PREPARED BY:** Hussain Agah, Director, Facilities Planning & Construction

**DATE:** April 12, 2018

**SUBJECT:** Consideration of Approval to Award Contracts for the Districtwide Non-Bond Construction Program

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the following professional service contracts in conjunction with the District's non-bond construction program.

- Design West Engineering, Inc. of San Bernardino, CA for professional design and engineering services in a not-to-exceed amount of \$100,000 for the period April 13, 2018 to April 12, 2021.
- Engie Services U.S. Inc. of Overland Park, KS for professional design and engineering services in a not-to-exceed amount of \$75,000 for the period April 13, 2018 to April 12, 2021.

### **OVERVIEW**

In alignment with its Districtwide Support Services Strategic Plan, SBCCD has instituted a non-bond construction program to support San Bernardino Valley College, Crafton Hills College, EDCT and KVCR on districtwide capital improvement/outlay projects. Part of this program is establishing a pool of professional consultants under master contracts to be used on a project-by-project basis.

### **ANALYSIS**

The district Facilities Planning and Construction department will utilize the professional services contracts to provide technical consultation, design services, and engineering analysis for the districtwide non-bond construction projects.

### **BOARD IMPERATIVE**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

The cost of these contracts will be paid on a project-by-project basis, as necessary, using a variety of construction funds, including block grant, Proposition 39, and capital outlay.

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Jose Torres, Vice Chancellor, Business & Fiscal Services  
**PREPARED BY:** Hussain Agah , Director, Facilities Planning & Construction  
**DATE:** April 12, 2018  
**SUBJECT:** Consideration of Approval to Ratify a Small Scale Construction Contract for Three Peaks Corp. of Calimesa, CA

### **RECOMMENDATION**

It is recommended that the Board of Trustees ratify a small scale construction contract for Three Peaks Corp. of Calimesa, CA for the Student Services A Renovation project at CHC in the amount of \$8,000.00.

### **OVERVIEW**

This small scale project became necessary to rectify an unforeseen issue that was uncovered by the campus after closing out the Student Services A Renovation project. The scope included repair of an underground blockage and patching of asphalt.

### **ANALYSIS**

Per Public Contract Code 22032(a), public projects of \$45,000 or less may be performed by the employees of a public agency by force account, by negotiated contract, or by purchase order. Proposals were solicited for this project and an analysis of proposals received indicates that Three Peaks Corp. is the lowest, most responsive.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

The cost of this project is included in Fund 42 Revenue Bond Construction budget.

# CAMPUS DIRECTORY



Map not to scale  
Updated: 6-8-15

- ATM**
- Bus Stop**
- Nurse's Station**
- Police/Security**
- Visitor Parking**

**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/decal.

**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 #7597)

**District Police (909) 389-3275**

1 MAINTENANCE & OPERATIONS/ SHIPPING & RECEIVING ..... M&O	10 CENTRAL COMPLEX 1 ..... CNTL 1 POLICE (LADM 153)
2 CHILD DEVELOPMENT CENTER ..... CDC	11 CENTRAL COMPLEX 2 ..... CNTL 2
3 CRAFTON HALL ..... CHL	12 CANYON HALL ..... CYN
4 CLOCK TOWER BUILDING ..... CTB	13 VISUAL ARTS..... ARTS
5 WEST COMPLEX ..... WEST	14 EAST COMPLEX 1 ..... EAST 1
6 CRAFTON CENTER ..... CCR	15 EAST COMPLEX 2 .....EAST 2
Admissions & Records	16 PUBLIC SAFETY & ALLIED HEALTH ..... PSAH
Counseling	17 GYMNASIUM .....GYM
Disabled Student Services	18 NORTH COMPLEX ..... NRTH
EOPS	19 KINESIOLOGY, HEALTH EDUCATION & ..... KHA
Financial Aid	AQUATICS COMPLEX
7 STUDENT SUPPORT BUILDING ..... SSB	20 ATHLETIC FIELD ..... AF
Health & Wellness Center	21 TENNIS COURTS .....TC-CRTS
8 LEARNING RESOURCE CENTER ..... LRC	
9 PERFORMING ARTS CENTER ..... PAC	

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Mike Strong, Lead Vice President, CHC  
PREPARED BY: Keith Wurtz, Interim Vice President, Instruction, CHC  
DATE: April 12, 2018  
SUBJECT: Consideration of Approval of Guided Pathways Work Plan - CHC

RECOMMENDATION

It is recommended that the Board of Trustees approve the Guided Pathways Work Plan – CHC for a second reading and approval. This plan went for the first read on March 22, 2018.

OVERVIEW

California Community Colleges interested in participating in the Guided Pathways program were required to attend a set of workshops offered by the Institutional Effectiveness Partnership Initiative (IEPI). In addition to the workshops, Crafton Hills College also completed a self-assessment. The self-assessment assesses the history and current state of Guided Pathways work at Crafton. Crafton Hills College faculty, staff, students, and administrators have been working through multiple committees and the senates to draft the guided pathways work plan. As part of the guidance received from the California Community College Chancellor's Office, the work plan does not need to include an action plan for all fourteen items and it is expected that planning will change as implementation efforts evolve.

ANALYSIS

The aim of this Guided Pathway Work-Plan is to establish a plan to:

1. Create clear curricular pathways to employment and further education;
2. Help students choose and enter a pathway;
3. Help students stay on the path;
4. Ensure that learning is happening with intentional outcomes.

INSTITUTIONAL STRATEGIC DIRECTIONS

- |  |   |
|--|---|
| I. Promote Student Success                 | V. Enhance Value to the Surrounding Community |
| II. Build Campus Community                 | VI. Promote Effective Decision Making         |
| III. Develop Teaching & Learning Practices | VII. Develop Programs and Services            |
| IV. Expand Access                          | VIII. Support Employee Growth                 |

FINANCIAL IMPLICATIONS

None





## **Crafton Hills College Guided Pathways Work Plan**

*Spring 2018-Summer 2019, Fall 2019-Summer 2020, Fall 2020-Summer 2021, Fall 2021-Summer 2022*

College: (dropdown menu with list of all colleges)

Timeframe: (dropdown menu with five? options: Spring 2018-Summer 2019, Fall 2019-Summer 2020, Fall 2020-Summer 2021, Fall 2021-Summer 2022; pre-selection Summer 2018-Summer 2019)

Inquiry: Engaging campus stakeholders in actionable research and with local data; creating consensus about main issues and broad solutions					
Key Elements of Self-Assessment (1-3)	Current Scale of Adoption	Outline plan for <u>each</u> self-assessment element that will be addressed in this time period.	What <b>existing efforts or initiatives</b> (if any) will be aligned and integrated to make progress on this element? <b>If no, existing efforts will be leveraged, please select "Not applicable" from the dropdown menu.</b>	Outcomes: Indicate what success will look like as a result of these efforts.	Anticipated Change in Scale of Adoption During Timeframe
<p><b>1. Cross Functional Inquiry</b> - College constituents (including staff, faculty across disciplines and counselors, administrators, and students) examine research and local data on student success and discuss overarching strategies to improve student success.</p> <p>College engages in broad, deep and inclusive discussion and inquiry about the Guided Pathways approach, framework and evidence.</p>	Scaling in Progress	<p>The college will facilitate broad understanding and participation, by using the campus mission as a guide for our conversations on Guided Pathways, creating a glossary of terms, and holding a one-day Guided Pathways summit in-service;</p> <p>CHC will include faculty, and classified staff, and managers in the Guided Pathways leadership, and will identify work groups and their roles by position;</p> <p>The college will develop processes to engage the campus, and will establish norms for communicating with each other, exploring framework through conversation and professional learning</p> <p>CHC will collaboratively identify the data that describes student profiles</p> <p>CHC will integrate student input – e.g. focus groups, surveys, student panels</p>	<ol style="list-style-type: none"> <li>1. The Educational Master Planning Committee completed a new master plan, which addresses student access, success, and the student experience.</li> <li>2. There is considerable dialogue in other groups, for example the Basic Skills Committee, and the Student Success and Equity Committee, that focus on elements of the student's experience in a guided pathway.</li> <li>3. The campus has recently developed and vetted the following data driven plans to inform decision-making and planning: International Program, Noncredit Program, ESL Program, and a middle college high school program. We are also currently developing an implementation plan for a noncredit program.</li> </ol>	A year of close collaboration campus-wide	<p>Full Scale</p> <p>Implementation Timeline Spring 2018 to Summer 2022</p>

Inquiry: Engaging campus stakeholders in actionable research and with local data; creating consensus about main issues and broad solutions					
Key Elements of Self-Assessment (1-3)	Current Scale of Adoption	Outline plan for <u>each</u> self-assessment element that will be addressed in this time period.	What <b>existing efforts or initiatives</b> (if any) will be aligned and integrated to make progress on this element? <b>If no, existing efforts will be leveraged, please select “Not applicable” from the dropdown menu.</b>	<b>Outcomes:</b> Indicate what success will look like as a result of these efforts.	<b>Anticipated Change in Scale of Adoption During Timeframe</b>
<p><b>2. Shared Metrics -</b> College is using clearly identified benchmarks and student data to track progress on key activities and student academic and employment outcomes. Those benchmarks are shared across key initiatives.</p>	Full Scale		<p>Recently, after systematically reviewing the metrics described above Crafton is in the process of revising its equity plan to address the areas in which disproportionate impact is still occurring. For example, Crafton has placed a greater emphasis on the math and English throughput rates because disproportionate impact continues to occur in these areas and they relate directly to the award and transfer rates, the two metric areas where most of the disproportionate impact occurs.</p>		Continuously monitor and maintain
<p><b>3. Integrated Planning -</b> College-wide discussions are happening with all stakeholders and support/commitment has been expressed by key stakeholders to utilize the Guided Pathways framework as an overarching structure for the college’s main planning and resource allocation processes, leveraging existing initiatives and programs.</p>	Scaling in Progress	<p>CHC will conduct Guided Pathways workshops to develop a shared knowledge base about guided pathways;</p> <p>The college will explore a process for developing cross campus scheduling to help students stay on schedule;</p> <p>CHC will align the Comprehensive Master Plan objectives with the Guided Pathways Work Plan</p> <p>CHC will develop a Course Scheduling Matrix at all levels</p>	<p>The foundational dialogue concerning guided pathways and plan integration has taken place and is now taking place.</p> <p>There is a greater level of knowledge and understanding of the guided pathways model for those who have participated in the retreats; and how it intersects the goals and objectives outlined in the College’s Educational Master Plan. However, there is still work that needs to occur with the campus community at large.</p>	A year of close collaboration campus-wide	No Change in this planning cycle

**Design:** Establishing and using an inclusive process to make decisions about and design the key elements of Guided Pathways

Key Elements of Self-Assessment (4-8)	Current Scale of Adoption	Outline <b>plan</b> for <u>each</u> self-assessment element that will be addressed in this time period.	What <b>existing efforts or initiatives</b> (if any) will be aligned and integrated to make progress on this element? <b>If no, existing efforts will be leveraged, please select “Not applicable” from the dropdown menu.</b>	<b>Outcomes:</b> Indicate what success will look like as a result of these efforts.	<b>Anticipated Change in Scale of Adoption During Timeframe</b>
<p><b>4. Inclusive Decision-Making Structures</b> - College has identified key leaders that represent diverse campus constituents to steer college-wide communication, input and decisions regarding the Guided Pathways framework.</p> <p>Constituents have developed transparent cross-functional work-teams to provide the Guided Pathways effort with momentum and regularly provide opportunities for broad college-wide input. In addition, this plan strategically engages college governance bodies college-wide.</p>	Scaling in Progress	<p>The college will include faculty, classified staff, and students in the Guided Pathways leadership group, and will identify work groups and their roles by position;</p> <p>Instruction and Counseling faculty will work together to develop if/then pathways (e.g.: STEM, UCR, Major, vs all other GE pathways);</p> <p>Instruction and Counseling faculty will work together to explore Meta Majors; and to ensure rigorous dialogue among the faculty</p>	<p><b>Existing Initiatives</b></p> <p>A major accomplishment made by the college is the guided pathways planning that occurred on August 3, 2017 with cross-functional workgroups to steer the guided pathways design process. The participants at this retreat agreed on ten major elements regarding student pathways. In addition, the cross-functional participants attending the retreat developed a document that can be used to inform the development of a guided pathways work plan.</p>	<p>The development of if/then pathways.</p> <p>Instruction and Counseling working together</p> <p>The development of meta majors</p>	<p>Full Scale</p> <p>Implementation Timeline Spring 2018 to Summer 2022</p>
<p><b>5. Intersegmental Alignment</b> - (Clarify the Path) College engages in systematic coordination with K-12, four-year institutions and</p>	Scaling in Progress	<p><b>Clarify Pathways.</b> The College will collaboratively identify metrics and evaluate pathways/programs and their viability;</p> <p><b>Ensure Access</b> The college will engage in strategic outreach and recruitment to local high schools, adult</p>	<p>The College’s agreement with the University of Redlands allows students with a 3.2 grade point average and 23 units to transfer to the University with a \$10,000 scholarship (tuition reduction). Similar conversations are underway with other four-year institutions;</p>	<p>Collect, analyze, and evaluate input from students</p> <p>Identification of needs of community</p> <p>Established relationships with community</p>	<p>Full Scale</p> <p>Implementation Timeline Spring 2018 to Summer 2022</p>

**Design:** Establishing and using an inclusive process to make decisions about and design the key elements of Guided Pathways

Key Elements of Self-Assessment (4-8)	Current Scale of Adoption	Outline plan for <u>each</u> self-assessment element that will be addressed in this time period.	What <b>existing efforts or initiatives</b> (if any) will be aligned and integrated to make progress on this element? <b>If no, existing efforts will be leveraged, please select “Not applicable” from the dropdown menu.</b>	<b>Outcomes:</b> Indicate what success will look like as a result of these efforts.	<b>Anticipated Change in Scale of Adoption During Timeframe</b>
industry partners to inform program requirements.		<p>school, home school programs, and ROP affiliates</p> <p>The college will develop course schedules that meet the needs of the diverse student population</p> <p>The college will expand support services for nontraditional students (evening, online, ESL), and will reach out to untapped populations.</p> <p>The college will work with high schools to launch dual enrollment pathways; that will include early matriculation and college preparation, possibly through a noncredit and/or .5-unit college success course;</p> <p>The college will create partnerships with Universities for transfer and continuing education);</p> <p>CHC will develop relationships with businesses in local areas to create traditional and online certificate programs; and will better align CTE curriculum with industry job needs;</p> <p><b>Understand Student Experiences and Community Needs</b></p> <p>CHC will survey diverse groups of CHC students before, during, and after completion, will identify needs of community and will create plans to meet those needs;</p>	<p>While dual enrollment courses at the four feeder high schools tend to have low enrollment, course success tends to be higher than on-campus courses; The College’s partnership with the University of La Verne to provide Crafton students with the option to earn Bachelor’s Degrees at Crafton; The College’s work to support the implementation of a middle college high school; The Theater Arts program at Crafton Hills College works with K-12 high schools, four-year colleges and industry to help move students successfully through an informally developed Theater Arts pathway.</p>		

**Design:** Establishing and using an inclusive process to make decisions about and design the key elements of Guided Pathways

Key Elements of Self-Assessment (4-8)	Current Scale of Adoption	Outline plan for each self-assessment element that will be addressed in this time period.	What existing efforts or initiatives (if any) will be aligned and integrated to make progress on this element? If no, existing efforts will be leveraged, please select "Not applicable" from the dropdown menu.	Outcomes: Indicate what success will look like as a result of these efforts.	Anticipated Change in Scale of Adoption During Timeframe
<p><b>6. Guided Major and Career Exploration -</b> (Help Students Choose and Enter a Pathway) College has structures in place to scale major and career exploration early on in a student's college experience.</p>	<p>Early Adoption</p>	<p>Instructional and counseling faculty will work together to develop roadmaps for specific and multiple majors;</p> <p>CHC will create a student intake in Starfish that will track multiple data points regarding the student's major and career preferences. Use resultant data for counseling and embedded major preparation in first-year major courses.</p> <p>Faculty will collaboratively create pathways for students with undeclared majors; and GE pathways that attach to a range of majors</p> <p>CHC will increase internal and external major and career messaging, using a variety of information modalities.</p> <p>CHC will embed career exploration and internships/externships/apprenticeships/service learning in major preparation classes as appropriate.</p>	<p>Counseling faculty have worked collaboratively to identify GE patterns that will fulfill the GE requirements for most degrees within four broad categories: Health and Allied Health, Business, STEM, and Education.</p>	<p>Created pathways</p> <p>Implemented some functional pathways for students</p> <p>Developed a pathway for undecided students</p> <p>Students have clear understanding of job opportunities related to majors</p> <p>Develop process for creating and updating career and educational pathways sheets</p>	<p>Scaling in Progress</p> <p>Implementation Timeline Spring 2018 to Summer 2020</p>
<p><b>7. Improved Basic Skills -</b> (Help Students Choose and Enter a Pathway; Ensure Students are Learning) College is implementing evidence-based practices to increase access and success in college and/or transfer-level math and English.</p>	<p>Scaling in Progress</p>	<p><b>Curriculum Re-Design</b> The English department will Implement the California Acceleration Project and Multiple Measures in F18 (Math has already implemented acceleration).</p> <p><b>Instructional support</b> CHC will provide appropriate instructional support, such as directed learning activities, embedded tutoring, and lab classes. The college will ensure basic skills classrooms are set up to increase student engagement (whiteboards on</p>	<p>The Crafton Hills College Math Department and counseling office are using high school performance to place students into Crafton math courses. The Crafton Hills College English and Reading Department approved a model of accelerated basic skills courses to be implemented.</p>	<p>Greater retention and progression of under-represented students (closing the achievement gap)</p> <p>Successful statistics pathway Math is no longer a barrier</p> <p>Adjunct math faculty receive needed training on multiple measures training and changes to math curriculum</p>	<p>Scaling in Progress</p> <p>Implementation Timeline Spring 2018 to Summer 2020</p>

**Design:** Establishing and using an inclusive process to make decisions about and design the key elements of Guided Pathways

Key Elements of Self-Assessment (4-8)	Current Scale of Adoption	Outline plan for each self-assessment element that will be addressed in this time period.	What <b>existing efforts or initiatives</b> (if any) will be aligned and integrated to make progress on this element? <b>If no, existing efforts will be leveraged, please select “Not applicable” from the dropdown menu.</b>	<b>Outcomes:</b> Indicate what success will look like as a result of these efforts.	<b>Anticipated Change in Scale of Adoption During Timeframe</b>
		<p>all walls, modular desks to promote collaboration);</p> <p><b>Training and Collaboration</b> The college will plan and provide training in multiple measures and acceleration for adjunct faculty.</p> <p>Meta--majors will be written to guide students into correct math classes/sequences;</p> <p>Math curriculum (content) skills will be aligned with other disciplines (e.g.: Chemistry, Econ, Business;</p> <p>Tutors will be trained in techniques to promote basic skills success</p>			
<p><b>8. Clear Program Requirements - (Clarify the Path)</b> College is clarifying course sequences for programs of study (including key milestones) and creating predictable schedules so that students can know what they need to take, plan course schedules over an extended period of time, and easily see how close they are to completion. College offers courses to</p>	<p>Early Adoption</p>	<p>The college will promote broad dialogue about GE pathways that will include instructional and non-instructional faculty, as well as staff.;</p> <p>The college will engage in dialogue about the development of a schedule of classes that meets the needs of a diverse student body (part-time, online, traditional, mixed, etc.);</p> <p>The college will develop a campaign encouraging students to enroll in 15 units per semester (when advisable);</p> <p>The college will develop a freshman seminar course based upon area/subject of interest;</p> <p>The College Catalog and websites will link career/major selections to program contacts so Instructional faculty are empowered and confident educational advisers;</p>	<p>Overall, we are making better progress on improving the schedule and have developed some draft program maps that need to be reviewed by discipline faculty. Currently, we are analyzing course offerings for student friendliness. For example, Crafton created a chart to illustrate visually the spread of GE, IGETC, and local requirements over time. In addition, Faculty Chairs are working with the Office of Instruction to examine schedule blocks to minimize overlap or conflict among “core” courses. Crafton also created a student feedback link on the College web site and advertised to students in order to inform scheduling. New data tools are also being developed,</p>	<p>Greater retention and progression of under-represented students (closing the achievement gap)</p> <p>Created pathways</p> <p>Development of a two-year schedule through chairs retreat</p> <p>Implementation of a successful statistics pathway</p> <p>Program directed at evening and weekend students with support</p>	<p>Scaling in Progress</p> <p>Implementation Timeline Spring 2018 to Summer 2020</p>

**Design:** Establishing and using an inclusive process to make decisions about and design the key elements of Guided Pathways

Key Elements of Self-Assessment (4-8)	Current Scale of Adoption	Outline <b>plan</b> for <u>each</u> self-assessment element that will be addressed in this time period.	What <b>existing efforts or initiatives</b> (if any) will be aligned and integrated to make progress on this element? <b>If no, existing efforts will be leveraged, please select “Not applicable” from the dropdown menu.</b>	<b>Outcomes:</b> Indicate what success will look like as a result of these efforts.	<b>Anticipated Change in Scale of Adoption During Timeframe</b>
meet student demand. In order to meet these objectives, college is engaging in backwards design with desired core competencies and/or student outcomes in mind (including time-to-goal completion and enhanced access to relevant transfer and career outcomes).			monitored, and used to improve access to student course demand. Adjustment of the schedule occurs regularly to meet demand. Changes to the schedule based on student demand is being built into the schedule in an effort to make future schedules more student friendly.		



**Implementation:** Adapting and implementing the key practices and components of Guided Pathways to meet student needs at scale

Key Elements of Self-Assessment (9-14)	Current Scale of Adoption	Outline <b>plan</b> for <u>each</u> self-assessment element that will be addressed in this time period.	What <b>existing efforts or initiatives</b> (if any) will be aligned and integrated to make progress on this element? <b>If no, existing efforts will be leveraged, please select “Not applicable” from the dropdown menu.</b>	<b>Outcomes:</b> Indicate what success will look like as a result of these efforts.	<b>Anticipated Change in Scale of Adoption During Timeframe</b>
<p><b>9. Proactive and Integrated Student Supports</b> - (Help Students Stay on the Path) College provides academic and non-academic support services in a way that is proactive and aligned with instruction, so that all students are explicitly engaged in these services.</p>	Full Scale		<p>The College has the staff, tools and infrastructure necessary to monitor students’ progress and to intervene when they are struggling. The Starfish retention tool, currently being implemented, has faculty support from many faculty. The faculty feedback about the tool has been positive to date.</p> <p>There has been some cross/disciplinary dialogue in many venues that promotes a sense of collaboration and cooperation.</p>		Continuously monitor and maintain
<p><b>10. Integrated Technology Infrastructure</b> - (Help Students Choose and Enter a Pathway; Help Students Stay on the Path) College has the technology infrastructure to provide tools for students as well as instructional, counseling, and student support faculty and staff to support planning, tracking, and outcomes for Guided Pathways.</p>	Early Adoption	<p>The college will fully utilize the predictive analytics features of Hobson’s/Starfish.</p> <p>The college will share student success and progress data with transfer universities</p> <p>The college will use the Hobson’s/Starfish tools to predict student need for intervention, and to connect them with appropriate support.</p> <p>CHC will explore the predictive analytics feature of the Degree Planner to provide flexible pathways to students dynamically, based on their</p>	<p>Crafton Hills College has implemented Starfish and has expanded the early alert system to where faculty can use the tool to give positive feedback to students. Implementation of Hobson’s degree planner is currently occurring in 2017-18. Students and counselors will be able to use the degree-planning tool to monitor educational progress.</p> <p>Crafton Hills College has also drafted four guided pathways for students in Allied Health, Business, STEM, and Education that some counselors are using informally. There have been concerns expressed about the development of these four pathways and the alignment of the pathways</p>	<p>Full implementation of degree planner</p> <p>Developed process for using degree planner to inform course scheduling based on student needs</p>	<p>Scaling in Progress</p> <p>Implementation Timeline Spring 2018 to Summer 2021</p>

**Implementation:** Adapting and implementing the key practices and components of Guided Pathways to meet student needs at scale

<b>Key Elements of Self-Assessment (9-14)</b>	<b>Current Scale of Adoption</b>	Outline <b>plan</b> for <u>each</u> self-assessment element that will be addressed in this time period.	What <b>existing efforts or initiatives</b> (if any) will be aligned and integrated to make progress on this element? <b>If no, existing efforts will be leveraged, please select “Not applicable” from the dropdown menu.</b>	<b>Outcomes:</b> Indicate what success will look like as a result of these efforts.	<b>Anticipated Change in Scale of Adoption During Timeframe</b>
		educational goals & scheduling availability;  The college will use the online counseling and chat capabilities to develop an online answer center,  The college will use the extant data and tools to evaluate and improve long-term student outcomes, and will provide faculty, managers, and staff with appropriate training in their use.	with current Crafton Hills College programs.		
<b>11. Strategic Professional Development</b> - (Help Students Stay on the Path; Ensure Students are Learning) Professional Development (PD) is strategically, frequently, and consistently offered for staff, faculty and administrators and aligned with the college’s strategic goals, needs and priorities identified in integrated plans, program review, and other intentional processes.	Scaling in Progress	The college will develop a college-wide professional development approach that engages full- and part-time faculty and staff, and that focuses on increasing student retention, engagement, velocity (as appropriate) and success.	Crafton has done well at continuous quality improvement in the area of using learning outcomes to inform planning, teaching, and learning. Most recently, Crafton improved its program review process by adding the requirement to review program level outcomes in program review as well as the ability to identify objectives that are a direct result of learning outcomes results.	Draft plan for implementation of Delta Academy	Scaling in Progress  Implementation Timeline Spring 2018 to Summer 2019
<b>12. Aligned Learning Outcomes</b> - (Ensure Students are Learning) Learning outcomes are aligned with the requirements targeted by each program and across all	Scaling in Progress	The college will broaden ILO considerations to include areas/element that are personified in CTE.	Crafton has done a very good job of linking course, program, GE, and Institutional Learning outcomes. In addition, Crafton has linked program review with ILOs, as well as program and course assessment results with the goals and objectives generated		Scaling in Progress

**Implementation:** Adapting and implementing the key practices and components of Guided Pathways to meet student needs at scale

Key Elements of Self-Assessment (9-14)	Current Scale of Adoption	Outline <b>plan</b> for <u>each</u> self-assessment element that will be addressed in this time period.	What <b>existing efforts or initiatives</b> (if any) will be aligned and integrated to make progress on this element? <b>If no, existing efforts will be leveraged, please select “Not applicable” from the dropdown menu.</b>	<b>Outcomes:</b> Indicate what success will look like as a result of these efforts.	<b>Anticipated Change in Scale of Adoption During Timeframe</b>
levels (i.e., course, program, institutional) to ensure students’ success in subsequent educational, employment, and career goals.			in program review because of the assessment process. Outcomes are reported annually, in which programs describe modifications to their course or program content or sequencing, and outline their plans in response to their outcomes assessments.		
<p><b>13. Assessing and Documenting Learning -</b> (Ensure Students are Learning) The college tracks attainment of learning outcomes and that information is easily accessible to students and faculty. Consistent and ongoing assessment of learning is taking place to assess whether students are mastering learning outcomes and building skills across each program and using results of learning outcomes assessment to improve the effectiveness of instruction in their programs.</p>	Full Scale		<p>Faculty, staff, and managers consistently track the attainment of learning outcomes efficiently through Crafton’s SLO Cloud. The SLO Cloud is user friendly for Crafton faculty to track learning outcomes and use the outcomes results to improve effectiveness in instruction and services. Accordingly, research about learning is readily available. A second major accomplishment in this area was the campus wide adoption of a four level rubric, which made it possible for the mapping of program level outcomes, General Education Outcomes, and Institutional Learning Outcomes through the direct assessment of learning in courses.</p> <p>The college is 1<sup>st</sup> in the region and 18<sup>th</sup> in the state for degree and certificate completion, 2<sup>nd</sup> in the region and 6<sup>th</sup> in the state for course success, and 1<sup>st</sup> in the region for AAT/AST Completion.</p> <p>The CIS program offers internship courses CIS 190A-E, in which students can get academic credits for internship work. For example, a number of web design students had</p>		Continuously maintain and improve

**Implementation:** Adapting and implementing the key practices and components of Guided Pathways to meet student needs at scale

Key Elements of Self-Assessment (9-14)	Current Scale of Adoption	Outline <b>plan</b> for <u>each</u> self-assessment element that will be addressed in this time period.	What <b>existing efforts or initiatives</b> (if any) will be aligned and integrated to make progress on this element? <b>If no, existing efforts will be leveraged, please select “Not applicable” from the dropdown menu.</b>	<b>Outcomes:</b> Indicate what success will look like as a result of these efforts.	<b>Anticipated Change in Scale of Adoption During Timeframe</b>
			<p>completed internships with our campus web developer through the CIS 190A course (Web Master Internship).</p> <p>Crafton’s student Health Science Club invites members from the various healthcare professionals from their respective fields of practice to CHC to talk to students about the healthcare professional opportunities for CHC students. They have invited nurses, people from nursing programs, and a physical therapist, just to name a few.</p> <p>Many students enrolling in Anatomy and Physiology (A&amp;P) are taking A&amp;P as a pre-requisite for nursing programs. These students are required to take an entrance exam called the TEAS or HESI depending on which school they want to attend. Currently, the A&amp;P faculty is in the process of developing a review program for the students in A&amp;P and Cell &amp; Molecular Biology with Crafton’s new STEM Center. Currently, the Faculty Chair of the Physical and Biological Sciences Department is working with a pathologist in San Bernardino to have students who registered in the cadaver dissection courses to visit the morgue and see a real autopsy at the Coroner's office.</p>		

**Implementation:** Adapting and implementing the key practices and components of Guided Pathways to meet student needs at scale

Key Elements of Self-Assessment (9-14)	Current Scale of Adoption	Outline <b>plan</b> for <u>each</u> self-assessment element that will be addressed in this time period.	What <b>existing efforts or initiatives</b> (if any) will be aligned and integrated to make progress on this element? <b>If no, existing efforts will be leveraged, please select “Not applicable” from the dropdown menu.</b>	<b>Outcomes:</b> Indicate what success will look like as a result of these efforts.	<b>Anticipated Change in Scale of Adoption During Timeframe</b>
<p>14. <b>Applied Learning Outcomes</b> - (Ensure Students are Learning)                      Students have ample opportunity for applied/contextualized learning and practice. Opportunities have been coordinated strategically within and/or amongst programs.</p>	<p>Scaling in Progress</p>	<p>The college will explore, research, and identify possibilities for contextualized learning.</p>	<p>Intentional Integration of Learning Objectives. Already in place activities: civic engagement &amp; social responsibility; student-driven project design – “i-search”; add to already-designed assignments – personalize curriculum; Institutionally-driven programs – pending funding: Grant-writing for study abroad programs – language immersion &amp; nature field trip; Coordinator – in lieu of career center &amp; transfer center; Interdisciplinary collaboration – Writing Across the Curriculum; Hold work fairs/workshops inviting all CIS companies in the I.E. who would be able to provide internship opportunities to our students. (Ability to match students who are a good fit); Provide dedicated/qualified guest speakers as it pertains to specific learning opportunities within each program; Set up partnerships w/certain companies (i.e.: Google, who can participate in Webinars for engaging meaningful opportunities as it pertains to their program; Hold college fairs for specific programs such as FIRET, EMS, Arts Day at local high schools; Connect w/CSUSB &amp; UCR to visit study abroad opportunity through divisions/majors – this can be arranged with transfer field trips;</p>	<p>Identification of additional opportunities to contextualize learning</p>	<p>Scaling in Progress                       Implementation Timeline                      Fall 2019 to Summer 2021</p>

**Implementation:** Adapting and implementing the key practices and components of Guided Pathways to meet student needs at scale

Key Elements of Self-Assessment (9-14)	Current Scale of Adoption	Outline <b>plan</b> for <u>each</u> self-assessment element that will be addressed in this time period.	What <b>existing efforts or initiatives</b> (if any) will be aligned and integrated to make progress on this element? <b>If no, existing efforts will be leveraged, please select “Not applicable” from the dropdown menu.</b>	<b>Outcomes:</b> Indicate what success will look like as a result of these efforts.	<b>Anticipated Change in Scale of Adoption During Timeframe</b>
			Tailor study abroad at CHC w/meta majors		

## CCC GP Implementation Timeline

Please complete the following GANTT chart to **indicate the timeframe during which you would anticipate incorporating each of the 14 key elements** included in the CCC GP Self-Assessment **into your plan**. Use the PAINT function by selecting the appropriate cells and then click on the Paint dropdown menu to select a color to fill in the cells. Please use **blue** for Inquiry, **green** for Design, and **orange** for Implementation elements.

Key Elements	Spring 2018-Summer 2019	Fall 2019-Summer 2020	Fall 2020-Summer 2021	Fall 2021-Summer 2022
EXAMPLE 1. Cross-functional inquiry				
EXAMPLE 5. Intersegmental alignment				
EXAMPLE 14. Applied learning opportunities				
<b>Inquiry (1-3)</b>				
1. Cross-functional inquiry				
2. Shared metrics				
3. Integrated planning				
<b>Design (4-8)</b>				
4. Inclusive decision-making				
5. Intersegmental alignment				
6. Guided major and career exploration opportunities				
7. Improved basic skills				
8. Clear program requirements				
<b>Implementation (9-14)</b>				
9. Proactive and integrated student supports				
10. Integrated technology infrastructure				
11. Strategic professional development				
12. Aligned learning outcomes				
13. Assessing and documenting learning opportunities				
14. Applied learning opportunities				

## CCC GP Key Performance Indicators

The KPI data will be automatically updated each planning period to invite reflection and inform future planning.					
Key Performance Indicators	Current KPI Data (Autofill from Launchboard)	Spring 2018- Summer 2019	Fall 2019- Summer 2020	Fall 2020- Summer 2021	Fall 2021-Summer 2022
<b>PARTICIPATION</b>					
Number of students		To be pre-populated in advance of next work plan; make these columns unfillable.			
Average number of credits attempted in year one					
Average number of degree-applicable credits attempted in year one					
Full-time students					
Persisted from term one to term two					
College-level course success rate					
<b>TRANSFERRABLE MATH &amp; ENGLISH COMPLETION</b>					
Successfully completed transfer-level math in year one					
Successfully completed transfer-level English in year one					
Successfully completed both transfer-level English and math in year one					
<b>FIRST TERM MOMENTUM</b>					
Successfully earned 6+ college credits in first term					
Successfully earned 12+ college credits in first term					
Successfully earned 15+ college credits in first term					
Attempted 15+ college credits in first term					



### CCC GP Guided Pathways Allocations

Please <b>estimate the anticipated percentage of the CCC GP allocation to be used</b> for the various activities and expenses. The amounts will pre-populate automatically from the percentages you indicate based on your college's overall allocation for this time period.				
Sample Categories	§ <i>(Prefilled from allocation formula)</i>			
	Dropdown menu with timeframe choices: Summer 2018-Summer 2019, Fall 2019-Summer 2020, Fall 2020-Summer 2021, and Fall 2021-Summer 2022.			
	Anticipated %	Anticipated amount (auto populate based on % noted)	Actual %	Actual amount
<b>Personnel or Release Time</b>				
Discipline faculty and counselors to discuss guided pathways (i.e. provide substitutes for faculty during semester, off campus retreats, summer work, reassigned time, Chairs retreat to develop two-year schedule etc.)	0.5	75,897.00		
Consultants to support the development of Guided Pathways (i.e. facilitator(s), researcher to conduct student focus groups, etc.)	0.2	30,358.80		
Math adjunct faculty receive needed training on multiple measures changes to math curriculum	0.15	22,769.10		
Classified staff to work outside of normal work hours to provide input on implementing guided pathways	0.15	22,769.10		
<b>Professional Development</b>				
<b>Software</b>				
<b>Other</b>				
<b>TOTAL</b>	100%	151,794.00		

**Required per EC Section 88922 (c)**

**Briefly describe the college's efforts on the following issue:**

<p>The inclusion of high school grades into the assessment/placement process</p>	<p><b>Describe here</b></p> <p>The math faculty started to place students based on high school grades for the Fall 2017 semester. Currently, students are being placed manually and Crafton is working to write the placement rules into Accuplacer so that students receive their math placements automatically through the assessment tool. In addition, the math faculty have developed both a STEM and Statistics pathway in their placement model.</p> <p>The English faculty are currently developing and reviewing the placement rules to place students based on high school grades. This work will be completed to begin placing students based on high school grades for the Fall 2018 semester. The English faculty is currently writing curriculum for a new co-requisite course that will be included with the placement and address the requirement of students to be able to complete transfer level English in one year.</p>
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**Based on the college's planning and self-assessment dialogue and activity, what support could the Chancellor's Office provide to expand or support the next steps (optional question):**

<p>Describe here</p>
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## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Diana Z. Rodriguez, President, SBVC  
PREPARED BY: Terri Long, Interim Vice President, Instruction, SBVC  
DATE: April 12, 2018  
SUBJECT: Consideration of Approval of Guided Pathways Work Plan - SBVC

### RECOMMENDATION

It is recommended that the Board of Trustees approve the Guided Pathways Work Plan – SBVC for a second reading and approval. This plan went for the first read on March 22, 2018.

### OVERVIEW

California Community Colleges interested in participating in the Guided Pathways program were required to attend a set of workshops offered by the Institutional Effectiveness Partnership Initiative (IEPI). San Bernardino Valley College (SBVC) sent a team of staff and faculty to attend these sessions. After attending IEPI workshops on October 20, 2017 and February 20, 2018, SBVC staff organized a working committee led by Lorrie Burnham, Interim Dean, Science Division, to complete the required self-assessment that was submitted on December 21, 2017. This self-assessment assesses the history and current state of Guided Pathways work on our campus. The Guided Pathways Work Plan has been submitted to the State Chancellor's Office.

### ANALYSIS

The aim of this Guided Pathway Work-Plan is to establish a plan to:

1. Create clear curricular pathways to employment and further education;
2. Help students choose and enter a pathway;
3. Help students stay on the path;
4. Ensure that learning is happening with intentional outcomes.

### INSTITUTIONAL VALUES

- I. Learning-centered institution for Access, Student Success, and Partnerships.

### FINANCIAL IMPLICATIONS

None



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San Bernardino

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**Valley College**

*San Bernardino Valley College*  
*Guided Pathways Work Plan*

*Spring 2018-Summer 2019, Fall 2019-Summer 2020, Fall 2020-Summer 2021, Fall 2021-Summer 2022*

**Inquiry:** Engaging campus stakeholders in actionable research and with local data; creating consensus about main issues and broad solutions

Key Elements of Self- Assessment (1-3)	Current Scale of Adoption	Outline plan for <u>each</u> self-assessment element that will be addressed in this time period.	What existing efforts or initiatives	Outcomes: Indicate what success will look like as a result of these efforts.	Anticipated Change in Scale of Adoption During Timeframe
<p><b>1. Cross Functional Inquiry</b></p>	<p>Pre-adoption</p>	<p>Facilitated discussion with all members of the campus: Flex Series Opening Day Retreat</p> <p>Develop Common Working Definitions</p> <p>Define Meta Majors Mapping Majors with GE</p> <p>Gather integrated research at each step</p>	<p>Flex days have already been scheduled.</p> <p>SBVC has involved students in initial discussions and planning has taken place during Instructional Cabinet, Department Chair, and Academic Senate meetings and at other arranged times. Additional Campus-wide forums and division, department, and collegial meetings are being planned and scheduled.</p>	<p>Meta-majors are defined</p> <p>Majors are mapped</p> <p>Majors are mapped w/GE</p> <p>Common definitions are agreed upon and disseminated.</p>	<ul style="list-style-type: none"> <li>• Early Adoption</li> <li>• Spring 2018 – Summer 2019</li> </ul>
<p><b>2. Shared Metrics</b></p> <p>College is using clearly identified benchmarks and student data to track progress on key activities and student academic and employment outcomes.</p> <p>Those benchmarks are shared across key initiatives.</p>	<p>Early Adoption</p>	<p>Track student Success</p> <ul style="list-style-type: none"> <li>• 1-year and 2-year student completions</li> </ul> <p>Retention</p> <ul style="list-style-type: none"> <li>• Ties back to cross functional inquiry</li> </ul> <p>Establish program-level and meta-major baseline data Plan presentations to campus to communicate data</p> <p>Increase awareness Consolidate data</p>	<p>Strategic Plan, Education Master Plan, and Program Efficacy include much of the data.</p> <p>SBVC has integrated Basic Skills, SSSP, and Equity planning. The metrics from these plans have been integrated into Program Review documents.</p> <p>The campus Strong Workforce Plan and the District Strategic plan complement each other in the tracking of employment data.</p>	<p>Communicate baseline data.</p> <p>Campus and departments are informed regarding data.</p>	<ul style="list-style-type: none"> <li>• Scaling in Progress</li> <li>• Fall 2019 – Summer 2020</li> </ul>

**Inquiry:** Engaging campus stakeholders in actionable research and with local data; creating consensus about main issues and broad solutions

Key Elements of Self- Assessment (1-3)	Current Scale of Adoption	Outline plan for <u>each</u> self- assessment element that will be addressed in this time period.	What existing efforts or initiatives	Outcomes: Indicate what success will look like as a result of these efforts.	Anticipated Change in Scale of Adoption During Timeframe
<p><b>3. Integrated Planning</b></p> <p>College- wide discussions are happening with all stakeholders and support/commitment has been expressed by key stakeholders to utilize the Guided Pathways framework as an overarching structure for the college’s main planning and resource allocation processes, leveraging existing initiatives and programs.</p>	<p>Pre-Adoption</p>	<p>Mapping majors w/GE Academic services/ student support</p> <p>AB 705 SSSP/SE/BSI integrated pathways</p> <p>Bring initiatives together</p>	<p>Strategic Plan, Education Master Plan, and Program Efficacy include much of the data.</p> <p>SSSP/SE/BSI integrated plan</p> <p>Guided pathway workshops have been attended by SBVC Guided Pathway team members and structures for discussion are in place. We have also identified constituents that have been missing in the dialogue.</p>	<p>Initiatives will be integrated into our Guided Pathways and Guided Pathways will be integrated into our planning documents.</p>	<ul style="list-style-type: none"> <li>● Early Adoption</li> <li>● Fall 2019 – Summer 2020</li> </ul>

**Design:** Establishing and using an inclusive process to make decisions about and design the key elements of Guided Pathways

Key Elements of Self- Assessment (4-8)	Current Scale of Adoption	Outline plan for <u>each</u> self-assessment element that will be addressed in this time period.	What existing efforts or initiatives	Outcomes: Indicate what success will look like as a result of these efforts.	Anticipated Change in Scale of Adoption During Timeframe
<p><b>4. Inclusive Decision- Making Structures</b></p> <p>College has identified key leaders that represent diverse campus constituents to steer college-wide communication, input and decisions regarding the Guided Pathways framework.</p> <p>Constituents have developed transparent cross- functional work- teams to provide the Guided Pathways effort with momentum and regularly provide opportunities for broad college-wide input.</p> <p>In addition, this plan strategically engages college governance body’s college-wide.</p>	<p>Early Adoption</p>	<p>In Service-Day of Dialogue</p> <p>Identify who should be at the table and part of work groups</p> <ul style="list-style-type: none"> <li>• Faculty</li> <li>• Classified Professionals</li> <li>• Managers</li> <li>• Students</li> <li>• Community</li> <li>• Industry</li> <li>• K-12</li> <li>• 4-yr institutions</li> </ul> <p>Identify key leaders Develop a communication plan to get the word out</p>	<p>Collegial Consultation Processes are in place</p> <ul style="list-style-type: none"> <li>• Academic Senate</li> <li>• Classified Senate</li> <li>• Curriculum Committee</li> <li>• College Council</li> <li>• Program Review</li> </ul>	<p>A completely inclusive and integrated process for implementing Guided Pathways has been developed</p> <p>Communication plan is developed and implemented</p>	<ul style="list-style-type: none"> <li>• Scaling in Progress</li> <li>• Fall 2020 – Summer 2021</li> </ul>
<p><b>5. Intersegmental Alignment –</b></p> <p>(Clarify the Path)</p> <p>College engages in systematic coordination with K- 12, four-year institutions and industry partners to inform program requirements.</p>	<p>Early Adoption</p>	<p>Determine what pathways we have:</p> <ul style="list-style-type: none"> <li>• K-12 to CC to 4-yr</li> <li>• K-12 to CC to career</li> </ul> <p>Better align CTE with industry needs</p> <ul style="list-style-type: none"> <li>• Dual/concurrent enrollment</li> <li>• Consultations with advisory committees</li> <li>• Use labor market data</li> <li>• Strong workforce</li> <li>• Regional consortium</li> <li>• Noncredit pathway integration</li> </ul>	<p>Articulation agreements</p> <p>2 +2 + 2 agreements</p> <p>Concurrent enrollment program</p> <p>Advisory committees</p> <p>Student Ed plans</p> <p>Job placement programs</p> <p>Internships</p> <p>Work experience</p> <p>Middle college high school</p> <p>Programs with guaranteed admission</p> <p>AS and ADT degrees</p>	<p>Have extended maps from our mapped majors from K-12 and/or to careers or 4-year institutions</p>	<ul style="list-style-type: none"> <li>• Scaling in Progress</li> <li>• Fall 2019 – Summer 2020</li> </ul>

**Design:** Establishing and using an inclusive process to make decisions about and design the key elements of Guided Pathways

Key Elements of Self- Assessment (4-8)	Current Scale of Adoption	Outline plan for <u>each</u> self-assessment element that will be addressed in this time period.	What existing efforts or initiatives	Outcomes: Indicate what success will look like as a result of these efforts.	Anticipated Change in Scale of Adoption During Timeframe
<p><b>6. Guided Major and Career Exploration</b></p> <p>(Help Students Choose and Enter a Pathway)</p> <p>College has structures in place to scale major and career exploration early on in a student’s college experience.</p>	<p>Early Adoption</p>	<ul style="list-style-type: none"> <li>• Career assessment</li> <li>• Prior major selection or orientation</li> <li>• Develop flow charts for each pathways</li> <li>• Determine cross roads</li> </ul>	<ul style="list-style-type: none"> <li>• Student development classes</li> <li>• Transfer Center/Career Counseling</li> <li>• Learning Express Library</li> <li>• Field trips and career days</li> <li>• Mandatory Ed Plans</li> </ul>	<p>Students have the information needed to choose a major</p> <p>Number of students that have an informed Ed Plan has increased</p> <p>Counselor contact hours with students has increased</p>	<ul style="list-style-type: none"> <li>• Scaling in Progress</li> <li>• Fall 2020 – Summer 2021</li> </ul>
<p><b>7. Improved Basic Skills</b></p> <p>(Help Students Choose and Enter a Pathway; Ensure Students are Learning)</p> <p>College is implementing evidence-based practices to increase access and success in college and/or transfer-level math and English.</p>	<p>Early Adoption</p>	<p>Help students enter pathways and ensure learning through:</p> <ul style="list-style-type: none"> <li>• SSSP/SE/BSI</li> <li>• AB 705</li> <li>• Non credit</li> <li>• Supplemental instruction</li> <li>• Concurrent enrollment</li> <li>• Bridge/boot camps</li> <li>• Multiple measures</li> </ul>	<ul style="list-style-type: none"> <li>• Non-credit courses and programs</li> <li>• Supplemental instruction</li> <li>• Concurrent enrollment</li> <li>• Tutoring</li> <li>• Learning cohorts</li> <li>• Contextualized learning</li> <li>• Accelerated courses</li> <li>• High School pre-assessment workshops</li> <li>• Onsite assessment at high schools</li> <li>• Initial counseling and initial education planning at the high schools</li> <li>• Pathways are being developed.</li> <li>• Exploration of accelerated curriculum for basic skills is occurring.</li> </ul>	<p>Students have been provided with increased opportunities and resources to enter college level courses within one year</p>	<ul style="list-style-type: none"> <li>• Scaling in Progress</li> <li>• Fall 2020 – Summer 2021</li> </ul>



**Design:** Establishing and using an inclusive process to make decisions about and design the key elements of Guided Pathways

Key Elements of Self- Assessment (4-8)	Current Scale of Adoption	Outline plan for <u>each</u> self-assessment element that will be addressed in this time period.	What existing efforts or initiatives	Outcomes: Indicate what success will look like as a result of these efforts.	Anticipated Change in Scale of Adoption During Timeframe
<p><b>8. Clear Program Requirements –</b></p> <p>(Clarify the Path) College is clarifying course sequences for programs of study (including key milestones) and creating predictable schedules so that students can know what they need to take, plan course schedules over an extended period of time, and easily see how close they are to completion. College offers courses to meet student demand. In order to meet these objectives, college is engaging in backwards design with desired core competencies and/or student outcomes in mind (including time-to-goal completion and enhanced access to relevant transfer and career outcomes).</p>	<p>Pre- Adoption</p>	<ul style="list-style-type: none"> <li>• Ed Plans will have clear pathways</li> <li>• Proactive counseling</li> <li>• Professional Development</li> </ul>	<ul style="list-style-type: none"> <li>• Required Ed Plans</li> <li>• Preliminary discussions have occurred within the workgroups and in departments.</li> <li>• Learning Communities and other small programs, such as Punte, Tumaini and First Year Experience are functional.</li> </ul>	<p>Have published Guided Pathways on our web site, catalog, and course schedules.</p> <p>Have multiple year course schedules</p> <p>Students can track their progress towards degree completion.</p> <p>Have integrated Learning and Service Area Outcomes into pathways</p>	<ul style="list-style-type: none"> <li>• Early Adoption</li> <li>• Fall 2020 – Summer 2021</li> </ul>

**Implementation:** Adapting and implementing the key practices and components of Guided Pathways to meet student needs at scale

Key Elements of Self- Assessment (9-14)	Current Scale of Adoption	Outline plan for <u>each</u> self-assessment element that will be addressed in this time period.	What existing efforts or initiatives	Outcomes: Indicate what success will look like as a result of these efforts.	Anticipated Change in Scale of Adoption During Timeframe
<p><b>9. Proactive and Integrated Student Supports</b></p> <p>(Help Students Stay on the Path) College provides academic and non- academic support services in a way that is proactive and aligned with instruction, so that all students are explicitly engaged in these services.</p>	<p>Early Adoption</p>	<p>Proactive/strategic counseling Mentoring (peer and faculty) Cohorts Student Retention Groups</p>	<ul style="list-style-type: none"> <li>• Starfish</li> <li>• Early Alert</li> <li>• SI &amp; tutoring</li> <li>• Some Learning Communities</li> <li>• Some Student Retention Groups</li> <li>• Guided Pathways is a standing topic discussed at SBVC’s joint cabinet meetings</li> <li>• Student Services and Instructional Services are working together on this initiative.</li> </ul>	<p>Increased participation in Learning Communities Increase cohort based programs Peer and faulty mentoring programs</p>	<ul style="list-style-type: none"> <li>• Scaling in Progress</li> <li>• Fall 2021 – Summer 2022</li> </ul>
<p><b>10. Integrated Technology Infrastructure –</b></p> <p>(Help Students Choose and Enter a Pathway; Help Students Stay on the Path)</p> <p>College has the technology infrastructure to provide tools for students as well as instructional, counseling, and student support faculty and staff to support planning, tracking, and outcomes for Guided Pathways.</p>	<p>Early Adoption</p>	<p>Integrate existing software for better functionality and identify technology gaps and needs</p> <p>Have degree audit software for students to access</p>	<p>We are currently using:</p> <ul style="list-style-type: none"> <li>• Web Advisor</li> <li>• SARS</li> <li>• Starfish</li> <li>• Website</li> <li>• Elucian/Colleague</li> <li>• Eureka</li> <li>• Strong Interest Inventory</li> <li>• Strengths Quest</li> <li>• MBTI</li> <li>• California Career Café</li> <li>• EPI-starfish degree planner</li> </ul> <p>SBVC monitors waitlists to open new sections to meet the needs of students.</p>	<p>Enhanced website Campus community has increased usage of technology Increased promotion of technology resources</p> <p>Students have real-time access to degree progress</p>	<ul style="list-style-type: none"> <li>• Scaling in Progress</li> <li>• Fall 2020 – Summer 2021</li> </ul>

**Implementation:** Adapting and implementing the key practices and components of Guided Pathways to meet student needs at scale

Key Elements of Self- Assessment (9-14)	Current Scale of Adoption	Outline plan for <u>each</u> self-assessment element that will be addressed in this time period.	What existing efforts or initiatives	Outcomes: Indicate what success will look like as a result of these efforts.	Anticipated Change in Scale of Adoption During Timeframe
<p><b>11. Strategic Professional Development</b></p> <p>(Help Students Stay on the Path; Ensure Students are Learning)</p> <p>Professional Development (PD) is strategically, frequently, and consistently offered for staff, faculty and administrators and aligned with the college’s strategic goals, needs and priorities identified in integrated plans, program review, and other intentional processes.</p>	Scaling in Progress	Guided Pathways Coordinator In-service days for professional development	Professional development coordinator Culture of professional development Active professional development committee that includes faculty and staff	Facilitated workshops for programmatic mapping  Increased guided pathways workshops for students	<ul style="list-style-type: none"> <li>• Full Scale</li> <li>• Fall 2021 – Summer 2022</li> </ul>
<p><b>12. Aligned Learning Outcomes</b></p> <p>(Ensure Students are Learning)</p> <p>Learning outcomes are aligned with the requirements targeted by each program and across all levels (i.e., course, program, institutional) to ensure students’ success in subsequent educational, employment, and career goals.</p>	Early Adoption	Cross discipline discussions will take place within the Guided Pathways	We have a policy to assess SLO’s every semester.  SAO’s, EMP’s data summary are assessed annually.  PLO’s are assessed every three years	Discussion and modification of course content to ensure student learning outcomes are achieved.	<ul style="list-style-type: none"> <li>• Scaling in Progress</li> <li>• Fall 2020 – Summer 2021</li> </ul>

**Implementation:** Adapting and implementing the key practices and components of Guided Pathways to meet student needs at scale

Key Elements of Self- Assessment (9-14)	Current Scale of Adoption	Outline plan for <u>each</u> self-assessment element that will be addressed in this time period.	What existing efforts or initiatives	Outcomes: Indicate what success will look like as a result of these efforts.	Anticipated Change in Scale of Adoption During Timeframe
<p><b>13. Assessing and Documenting Learning</b></p> <p>(Ensure Students are Learning)</p> <p>The college tracks attainment of learning outcomes and that information is easily accessible to students and faculty. Consistent and ongoing assessment of learning is taking place to assess whether students are mastering learning outcomes and building skills across each program and using results of learning outcomes assessment to improve the effectiveness of instruction in their programs.</p>	<p>Pre-Adoption</p>	<p>Monitor term-to-term persistence and success rate within the Meta Majors and programs</p> <p>Demographic breakdown college entry by group:</p> <ul style="list-style-type: none"> <li>FYE, Tumaini, etc.</li> </ul>	<p>A strong process is in place for collecting Learning Outcome data as well as a strong assessment process. This data is centrally located for all to review.</p> <p>Scorecard data review occurs annually</p> <p>Four-year program review efficacy cycle and two-year CTE mini reviews</p>	<p>Increased persistence and student success</p>	<ul style="list-style-type: none"> <li>Early Adoption</li> <li>Fall 2020 – Summer 2021</li> </ul>
<p><b>14. Applied Learning Outcomes</b></p> <p>(Ensure Students are Learning)</p> <p>Students have ample opportunity for applied/contextualized learning and practice. Opportunities have been coordinated strategically within and/or amongst programs.</p>	<p>Early Adoption</p>	<p>Increase and strengthen partnerships with industry to provide opportunities for students to obtain hands on experience</p> <p>Development of Maker-Space/Incubator</p>	<p>SBVC has positive relationships with industry/employer partners and works together with partners to provide opportunities for SBVC students and graduates.</p>	<p>Increased opportunities for students to obtain hands on experience in the fields they are interested in working</p> <p>Implementation of Maker-Space/Incubator for students to have hands on learning opportunities</p>	<ul style="list-style-type: none"> <li>Scaling in Progress</li> <li>Fall 2021 – Summer 2022</li> </ul>

## CCC GP Implementation Timeline

Please complete the following GANTT chart to **indicate the timeframe during which you would anticipate incorporating each of the 14 key elements** included in the CCC GP Self-Assessment **into your plan**. Use the PAINT function by selecting the appropriate cells and then click on the Paint dropdown menu to select a color to fill in the cells. Please use **blue** for Inquiry, **green** for Design, and **orange** for Implementation elements.

Key Elements	Spring 2018-Summer 2019	Fall 2019-Summer 2020	Fall 2020-Summer 2021	Fall 2021-Summer 2022
EXAMPLE 1. Cross-functional inquiry				
EXAMPLE 5. Intersegmental alignment				
EXAMPLE 14. Applied learning opportunities				
<b>Inquiry (1-3)</b>				
1. Cross-functional inquiry				
2. Shared metrics				
3. Integrated planning				
<b>Design (4-8)</b>				
4. Inclusive decision-making				
5. Intersegmental alignment				
6. Guided major and career exploration opportunities				
7. Improved basic skills				
8. Clear program requirements				
<b>Implementation (9-14)</b>				
9. Proactive and integrated student supports				
10. Integrated technology infrastructure				
11. Strategic professional development				
12. Aligned learning outcomes				
13. Assessing and documenting learning opportunities				
14. Applied learning opportunities				

## CCC GP Key Performance Indicators

The KPI data will be automatically updated each planning period to invite reflection and inform future planning.					
Key Performance Indicators	Current KPI Data (Autofill from Launchboard)	Spring 2018- Summer 2019	Fall 2019- Summer 2020	Fall 2020- Summer 2021	Fall 2021-Summer 2022
<b>PARTICIPATION</b>					
Number of students		To be pre-populated in advance of next work plan; make these columns unfillable.			
Average number of credits attempted in year one					
Average number of degree-applicable credits attempted in year one					
Full-time students					
Persisted from term one to term two					
College-level course success rate					
<b>TRANSFERRABLE MATH &amp; ENGLISH COMPLETION</b>					
Successfully completed transfer-level math in year one					
Successfully completed transfer-level English in year one					
Successfully completed both transfer-level English and math in year one					
<b>FIRST TERM MOMENTUM</b>					
Successfully earned 6+ college credits in first term					
Successfully earned 12+ college credits in first term					
Successfully earned 15+ college credits in first term					
Attempted 15+ college credits in first term					

### CCC GP Guided Pathways Allocations

Please **estimate the anticipated percentage of the CCC GP allocation to be used** for the various activities and expenses. The amounts will pre-populate automatically from the percentages you indicate based on your college's overall allocation for this time period.

Sample Categories	\$			
	Summer 2018-Summer 2019, Fall 2019-Summer 2020, Fall 2020-Summer 2021, and Fall 2021-Summer 2022.			
	Anticipated %	Anticipated amount	Actual %	Actual amount
<b>Personnel or Release Time</b>				
	70%	\$968,4682		
<b>Professional Development</b>				
	20%	\$276,705.2		
<b>Software</b>				
<b>Other</b>				
	10%	\$138,352.60		
<b>TOTAL</b>	100%	\$1,383,526		

**Required per EC Section 88922 (c)**

<b>Briefly describe the college's efforts on the following issue:</b>	
The inclusion of high school grades into the assessment/placement process	The multiple measure placement status is currently in a pre-adoption process. Faculty from the English, Mathematics, Reading departments as well as the Dean of Research, Planning and Institutional Effectiveness, and the SSSP advisory committee are assessing and compiling information to establish the criteria for the implementation of multiple measures within the framework of AB 705.

**Based on the college's planning and self-assessment dialogue and activity, what support could the Chancellor's Office provide to expand or support the next steps (optional question):**

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SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Jose Torres, Vice Chancellor, Business & Fiscal Services  
PREPARED BY: Kristina Hannon, Director, Human Resources  
DATE: April 12, 2018  
SUBJECT: Consideration of Approval of Confidential Administrative Assistant Title Changes

RECOMMENDATION

It is recommended that the Board of Trustees approve the following change in titles for confidential administrative assistants. There are no changes to salary associated with this board item.

<b>From</b>	<b>To</b>	<b>Existing Employees</b>
Administrative Asst. II Confidential Range 4	Executive Administrative Asst. Confidential Range 4	Debra Gallagher Cynthia St. Jean Kelly Goodrich
Executive Administrative Asst. Confidential Range 6	Senior Executive Administrative Asst. Confidential Range 6	Stacey Nikac

OVERVIEW

It is necessary to maintain an organizationally sound classification philosophy and structure within the District. The Administrative Assistant II job title should be designated as a classified position and placed on the current CSEA salary schedule. This brings the Administrative Assistant I and Administrative Assistant II positions in alignment under the bargaining unit represented by CSEA. In anticipation of this action, a change in title for the existing confidential administrative assistants has been submitted for approval.

Both the CSEA and the District mutually agreed that the Administrative Assistant II job description is best illustrated as defined and explained in decisions of the Public Employment Relations Board and that the position shall be included into the bargaining unit represented by CSEA. The nature and duties of the Executive Administrative Assistant and Senior Executive Administrative Assistant are illustrative of duties performed by a confidential employee within the meaning of Government Code section 3540.1 (c).

## ANALYSIS

Employees currently in the Administrative Assistant II Confidential position will have their titles changed to Executive Administrative Assistant, and the existing Executive Administrative Assistant's title will change to Senior Executive Administrative Assistant. There is no change to the salary range or salaries for these positions. Attached to this board item are the related job descriptions for Executive Administrative Assistant and Senior Executive Administrative Assistant. It is anticipated that the revised job description for Administrative Assistant II-CSEA will be presented to the Board at the May 10, 2018 meeting.

## INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence

## FINANCIAL IMPLICATIONS

There are no financial implications associated with the approval of this board item.

## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

### SENIOR EXECUTIVE ADMINISTRATIVE ASSISTANT (CONFIDENTIAL)

*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.*

#### SUMMARY DESCRIPTION

Under general direction, performs a variety of highly responsible, complex, and sensitive administrative and secretarial duties in support of the chief executives and Governing Board; processes administrative details not requiring the immediate attention of the chief executive including the coordination of functions, communication of policy, researching of information, preparation of reports, and other administrative tasks.

The Senior Executive Administrative Assistant classification provides responsible administrative support to the chief level executives and Governing Board. The incumbent reports to and supports the District's chief executives who have overall responsibility for the programs and functions of the District. The duties of the Senior Executive Administrative Assistant involve a wide variety of diverse, complex, and sensitive/confidential administrative and secretarial tasks, requiring a substantial amount of tact, judgment, and initiative. The incumbent is required to be self-directed and to relieve the chief executive of various administrative duties and may provide work direction and guidance to clerical personnel assigned to the area.

#### REPRESENTATIVE DUTIES

*The following duties are typical for this classification.*

1. Serves as senior executive administrative assistant to the chief executive and Governing Board; participates and assists in the administration of the chief executive's Office, providing relief from a variety of technical and administrative duties; serves frequently as a liaison between the executive and the public, students, staff, and other campus/District officials; promotes and maintains positive staff, student, and community relations; exercises judgment, diplomacy, and discretion in handling matters of a difficult and sensitive nature.
2. Assists the chief executive in meeting reporting requirements, functional responsibilities, and research objectives; assists in organizing programs, functions, and activities promoted by the district, college, or program area.
3. Coordinates preparation for Governing Board meetings including agenda and related arrangements; serves as document publisher in the electronic preparation of Board meetings including managing Board information on-line and integrating these technologies in Board meetings.
4. Serves as recording officer for the Governing Board; attends meetings and take minutes; maintains official board records and indexing system.
5. Plans and organizes office support functions for the chief executive's office; coordinates, oversees, and evaluates the flow of office work and assures that work is performed in a timely and accurate manner; recommends improvements in work flow, procedures, and use of equipment and forms; reviews, updates, and informs the chief executive and others of essential timelines; discusses and reviews calendar of events on a regular basis with the chief executive to assure timely coordination of office activities and status of assigned projects; develops schedules related to assigned activities and services.
6. Assists the chief executive in developing procedures to expedite transmittal of information or facilitate implementation of policies and programs; develops standardized computer formats for division reports and publications; establishes new and revised office procedures as appropriate.

7. Utilizes electronic technology to correspond with others and to maintain assigned calendars, schedules, and appointments; coordinates and arranges meetings; coordinates activities with other divisions and departments; makes travel arrangements for assigned staff and board members; processes conference reimbursement and other requests.
8. Collects, researches, compiles, analyzes, verifies, summarizes, records, and evaluates information; prepares and distributes narrative, statistical, and financial data, recommendations, and alternatives as requested; completes reports; verifies and reviews forms and reports for completeness and conformance with established regulations and procedures.
9. Coordinates and oversees specialized functions or projects independently as assigned; coordinates a variety of special events and District-wide activities for the chief executive and Governing Board; assures that work is performed in a timely and accurate manner; uses independent judgment to develop and provide recommendations, suggestions, or information as appropriate.
10. Participates in the orientation and training of new classified and academic employees when assigned; assigns, schedules, trains, and provides work direction to lower-level office staff and student workers as assigned; prioritizes work assignments; reviews and validates completed work for accuracy.
11. Screens office and telephone callers; responds to sensitive questions, complaints, and requests for information from administrative, management, academic, and/or classified staff and the general public; communicates information in person or by telephone where judgment, knowledge, and interpretation of policies and procedures are necessary.
12. Serves as liaison between the chief executive and Governing Board and senior level executive staff, administrative and management staff, academic and classified staff, students, representatives of community agencies, and the general public by relaying messages, answering questions, clarifying information, responding to requests, resolving problems, explaining District, College, Department, or program area policies and procedures, or referring callers to the administrator or others as necessary.
13. Assists the chief executive in the preparation and administration of program budget(s); assists in preparing cost estimates for budget recommendations; assists in submitting justifications for budget items; allocates funds to proper budget codes; monitors and tracks expenditures in a timely manner; provides regular budget reports to the chief executive for control of expenditures; assists in resolving budget issues and problems; interacts with others regarding deposits; processes budget/expense transfers; recommends budget revisions.
14. Recommends expenditures for office equipment, materials, and supplies; initiates contact with vendors for various products and services and assures their timely ordering, receipt, and storage; assures proper functioning of office equipment; posts, monitors, and tracks invoices and other expenditures.
15. Provides staff support to standing and ad hoc committees and other groups as assigned; attends meetings and takes notes or records proceedings; prepares and distributes agendas, background materials, and minutes as appropriate.
16. Takes and transcribes dictation of sensitive/confidential materials; prepares a variety of correspondence, memoranda, reports, proposals, and other materials; composes and edits correspondence; records and prepares minutes from a variety of meetings; distributes materials as appropriate.
17. Composes correspondence independently; prepares preliminary responses to letters, general correspondence, and personal inquiries of a sensitive nature, including faculty, students, and staff grievances and complaints, for the chief executive's approval.
18. Establishes and maintains a variety of complex, interrelated filing systems including confidential files; establishes and maintains files for information, records, and reports including those related to budget and cost records; maintains manuals and updated resource materials.

19. Receives and distributes mail and identifies and refers matters to the chief executive in order of priority.
20. Utilizes various computer applications and software packages; enters, updates, corrects, and extracts information; maintains and generates reports from a database or network system.
21. 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:**

District organization, operations, policies, and objectives.

Operational characteristics, services, and activities of the functions, programs, and operations of the chief executive's office.

Work organization and office management principles and practices.

Pertinent state, federal, and program policies, rules, and regulations including applicable sections of the State Education Code.

Instructional process and college environment.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Processes, procedures, and practices of budget preparation and administration.

Principles, practices, and procedures of business letter writing.

Principles, practices, and procedures of fiscal, statistical, and administrative research and report preparation.

Principles and procedures used in complex, inter-related record keeping.

Principles and practices used to establish and maintain files and information retrieval systems.

Interpersonal skills using tact, patience, and courtesy.

Principles and practices of providing training, work direction, and guidance to lower-level office staff and student workers.

English usage, grammar, spelling, punctuation, and vocabulary.

Oral and written communication skills.

### **Ability to:**

Perform difficult and complex administrative and secretarial work to effectively relieve the chief executive and Governing Board of administrative detail.

Perform specialized, technical, and administrative support duties involving the use of a high level of independent judgment and personal initiative.

Understand the organization and operation of the chief executive's office as necessary to assume assigned responsibilities.

Understand, interpret, apply, and explain applicable rules, regulations, policies, and procedures independently, apply them with good judgment, and use judgment and discretion to act when precedents do not exist.

Effectively handle and resolve difficult and sensitive situations.

Manage multiple priorities and tasks to meet changing schedules and deadlines.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Prepare a variety of clear and concise administrative and financial reports.

Independently compose and prepare correspondence and memoranda.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Adapt to changing technologies and learn functionality of new equipment and systems.

Type at a rate of speed necessary for successful job performance.

Take and transcribe dictation at a rate of speed necessary for successful job performance.

Use sound judgment in recognizing scope of authority.  
Exercise good judgment and maintain confidentiality when handling critical and sensitive information, records, and reports.  
Respond to requests and inquiries from students, staff, or the public; effectively present information in person or on the telephone to students, staff, or the public.  
Use correct English grammar, spelling, punctuation, and vocabulary.  
Make math calculations quickly and accurately.  
Understand and follow oral and written directions.  
Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.  
Work independently with very little or no direction.  
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 - A typical way to obtain the knowledge and abilities would be:**

**Education/Training:**

An Associate's degree or the equivalent in a related field including specialized training in business, secretarial science, office automation, or a related field.

**Experience:**

Eight years of increasingly responsible secretarial experience involving a high level of public contact, use of computer and office applications, and providing secretarial support to executive and management staff, preferably in an administrative office in an educational environment.

**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 with frequent interruptions and distractions; extended periods of time viewing computer monitor; possible exposure to dissatisfied individuals.

**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:  
April 12, 2018  
Range 6 - Confidential Salary Schedule

## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

### EXECUTIVE ADMINISTRATIVE ASSISTANT ADMINISTRATIVE ASSISTANT II (CONFIDENTIAL)

*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.*

#### **SUMMARY DESCRIPTION**

Under general direction, performs a variety of highly responsible, complex, and sensitive administrative and secretarial duties in support of the appropriate senior executive level position, ~~College President or Vice Chancellor~~; processes administrative details not requiring the immediate attention of the senior level~~appropriate~~ executive staff member including the coordination of functions, communication of policy, researching information, the preparation of reports, and other administrative tasks.

The Executive Administrative Assistant classification provides responsible administrative support to ~~the College President or Vice Chancellors~~senior executive level management. The incumbent reports to and supports the appropriate senior executive who has overall responsibility for the programs and functions of the District or College. The duties of the Executive Administrative Assistant involve a wide variety of diverse, complex, and sensitive/confidential administrative and secretarial tasks, requiring a substantial amount of tact, judgment, and initiative. The incumbent is required to be self-directed and to relieve the senior executive of various administrative duties and may provide work direction and guidance to clerical personnel assigned to the area.

#### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification.*

1. Serves as executive administrative assistant to the appropriate senior executive; participates and assists in the administration of the senior executive's office relieving the senior executive of a variety of technical and administrative duties; serves as the liaison between the executive and the public, students, staff, and other campus/District officials; promotes and maintains positive staff, student, and community relations; exercises judgment, diplomacy, and discretion in handling matters of a difficult and sensitive nature.
2. Assists the senior executive in meeting reporting requirements, functional responsibilities, and research objectives; assists in organizing programs, functions, and activities promoted by the District, College, or program area.
3. Plans and organizes office support functions for the senior executive's office; coordinates, oversees, and evaluates the flow of office work and assures that work is performed in a timely and accurate manner; recommends improvements in work flow, procedures, and use of equipment and forms; reviews, updates, and informs the appropriate senior level executive and others of essential timelines; discusses and reviews calendar of events on a regular basis with the senior executive to assure timely coordination of office activities and status of assigned projects; develops schedules related to assigned activities and services.
4. Assists the senior executive in developing procedures to expedite transmittal of information or facilitate implementation of policies and programs; develops standardized computer formats for division reports and publications; establishes new and revised office procedures as appropriate.
5. Utilizes electronic technology to correspond with others and to maintain assigned calendars, schedules, and appointments; coordinates and arranges meetings; coordinates activities with other divisions and departments; makes travel arrangements for assigned staff; processes conference reimbursement and other requests.

6. Collects, researches, compiles, analyzes, verifies, summarizes, records, and evaluates information; prepares and distributes narrative, statistical, and financial data, recommendations, and alternatives as requested; completes reports; verifies and reviews forms and reports for completeness and conformance with established regulations and procedures.
7. Coordinates and oversees specialized functions or projects independently as assigned; coordinates a variety of special events and District-wide or campus-wide activities for the appropriate senior executive; assures that work is performed in a timely and accurate manner; uses independent judgment to develop and provide recommendations, suggestions, or information as appropriate.
8. Participates in the orientation and training of new classified and academic employees when assigned; assigns, schedules, trains, and provides work direction to lower-level office staff and student workers as assigned; prioritizes work assignments; reviews and validates completed work for accuracy.
9. Serves as receptionist for the appropriate senior executive's office; screens office and telephone callers; responds to sensitive questions, complaints, and requests for information from administrative, management, academic, and/or classified staff and the general public; communicates information in person or by telephone where judgment, knowledge, and interpretation of policies and procedures are necessary.
10. Serves as liaison between the senior executive and the administrative and management staff, academic and classified staff, students, representatives of community and agencies, and the general public by relaying messages, answering questions, clarifying information, responding to requests, resolving problems, explaining District, College, Department, or program area policies and procedures, or referring callers to the senior executive or others as necessary.
11. Assists the appropriate senior executive in the preparation and administration of program budget(s); assists in preparing cost estimates for budget recommendations; assists in submitting justifications for budget items; allocates funds to proper budget codes; monitors and tracks expenditures in a timely manner; provides regular budget reports to the chief executive for control of expenditures; assists in resolving budget issues and problems; interacts with others regarding deposits; processes budget/expense transfers; recommends budget revisions.
12. Recommends expenditures for office equipment, materials, and supplies; initiates contact with vendors for various products and services and assures their timely ordering, receipt, and storage; assures proper functioning of office equipment; posts, monitors, and tracks invoices and other expenditures.
13. Prepares agenda items for the Board of Trustees meetings and coordinates the timely development, receipt and submission of the agenda items and supporting documents.
14. Provides staff support to standing and ad hoc committees and other groups as assigned; attends meetings and takes notes or records proceedings; prepares and distributes agendas, background materials, and minutes as appropriate.
15. Prepares a variety of sensitive/confidential correspondence, memoranda, reports, proposals, and other materials; composes and edits correspondence; records and prepares minutes from a variety of meetings; distributes materials as appropriate.
16. Composes correspondence independently; prepares preliminary responses to letters, general correspondence, and personal inquiries of a sensitive nature, including faculty, students, and staff grievances and complaints, for the senior executive's approval.
17. Establishes and maintains a variety of complex, interrelated filing systems including confidential files; establishes and maintains files for information, records, and reports including those related to budget and cost records; maintains manuals and updated resource materials.
18. Receives and distributes mail and identifies and refers matters to the senior executive in order of priority.



19. Utilizes various computer applications and software packages; enters, updates, corrects, and extracts information; maintains and generates reports from a database or network system.
20. 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:**

District organization, operations, policies, and objectives.  
Operational characteristics, services, and activities of the functions, programs, and operations of the appropriate senior executive's Office.  
Work organization and office management principles and practices.  
Pertinent state, federal, and program policies, rules, and regulations including applicable sections of the State Education Code.  
Instructional process and college environment.  
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.  
Processes, procedures, and practices of budget preparation and administration.  
Principles, practices, and procedures of business letter writing.  
Principles, practices, and procedures of fiscal, statistical, and administrative research and report preparation.  
Principles and procedures used in complex, inter-related record keeping.  
Principles and practices used to establish and maintain files and information retrieval systems.  
Interpersonal skills using tact, patience, and courtesy.  
Principles and practices of providing training, work direction, and guidance to lower-level office staff and student workers.  
English usage, grammar, spelling, punctuation, and vocabulary.  
Oral and written communication skills.

#### **Ability to:**

Perform difficult and complex administrative and secretarial work to effectively relieve the appropriate senior level executive of administrative detail.  
Perform specialized, technical, and administrative support duties involving the use of a high level of independent judgment and personal initiative.  
Understand the organization and operation of the appropriate senior executive's office as necessary to assume assigned responsibilities.  
Understand, interpret, apply, and explain applicable rules, regulations, policies, and procedures independently, apply them with good judgment, and use judgment and discretion to act when precedents do not exist.  
Effectively handle and resolve difficult and sensitive situations.  
Manage multiple priorities and tasks to meet changing schedules and deadlines.  
Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.  
Prepare a variety of clear and concise administrative and financial reports.  
Independently compose and prepare correspondence and memoranda.  
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.  
Adapt to changing technologies and learn functionality of new equipment and systems.  
Type at a rate of speed necessary for successful job performance.  
Take and transcribe dictation at a rate of speed necessary for successful job performance.  
Use sound judgment in recognizing scope of authority.

Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports.  
Respond to requests and inquiries from students, staff, or the public; effectively present information in person or on the telephone to students, staff, or the public.  
Use correct English grammar, spelling, punctuation, and vocabulary.  
Make math calculations quickly and accurately.  
Understand and follow oral and written directions.  
Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.  
Work independently with very little or no direction.  
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** - *A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

An Associate's degree or the equivalent in a related field including specialized training in business, secretarial science, office automation, or a related field.

**Experience:**

Six (6) years of increasingly responsible secretarial experience involving a high level of public contact, use of computer and office applications, and providing secretarial support to executive and management staff, preferably in an administrative office in an educational environment.

**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 with frequent interruptions and distractions; extended periods of time viewing computer monitor; possible exposure to dissatisfied individuals.

**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 --, 2017

Confidential Salary Schedule: Range 4

Submitted for Board Approval 4/12/2018

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Bruce Baron, Chancellor  
PREPARED BY: Jose F. Torres, Vice Chancellor, Business & Fiscal Services  
DATE: April 12, 2018  
SUBJECT: Consideration of Approval to Accept the New and Revised Job Descriptions Relevant to the Proposed Human Resources Reorganization Plan for Second Read and Final Approval

RECOMMENDATION

It is recommended that the Board of Trustees accept for second read and final approval the following new and revised job descriptions effective March 1, 2018, relevant to the Proposed Human Resources Reorganization Plan.

A. New Job Descriptions:

1. Executive Vice Chancellor (Management)
2. Executive Director of Human Resources (Management)

B. Revised Job Descriptions:

1. Director, Human Resources, Labor Relations (Management)
2. Human Resources Manager (Management)
3. Human Resources Supervisor (Management)
4. Human Resources Analyst (Confidential)
5. Human Resources Generalist (Confidential)
6. Human Resources Coordinator (Confidential)

OVERVIEW

The new Executive Vice Chancellor and Executive Director of Human Resources job descriptions are necessary to better align the organizational structure, provide for succession planning from within SBCCD, and provide for continuity and consistency of services. The other job descriptions are being revised to reflect the appropriate title, the appropriate administrator, the representative duties and responsibilities, and the appropriate minimum qualifications according to the proposed reorganization plan.

ANALYSIS

The new and revised job descriptions were accepted by the Board of Trustees for a first read on March 8. They are now being submitted for second read and final approval to be effective March 1, 2018.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

The reorganization will be a break-even and therefore does not have any financial implications.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

**EXECUTIVE VICE CHANCELLOR**

*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.*

**SUMMARY DESCRIPTION**

Under the general direction of the Chancellor, plans, organizes, directs and develops strategies for administrative services of the San Bernardino Community College District (District) including, but not limited to, financial planning, budgeting, accounting, payroll, auditing, purchasing, contracts, facilities, risk management, human resources, environmental health and safety, energy administration, legal affairs and compliance, and general administration; and advises District management on business, financial matters, employee relations, and the effective utilization of resources.

**REPRESENTATIVE DUTIES:**

*Duties may include, but are not limited to, the following:*

1. Assists in Directing the overall operation and general administration of the District in accordance with Board policies and procedures.
2. Develops strategic business, personnel, financial and budget plans.
3. Directs the design and implementation of strategies, procedures and systems for District-wide business, personnel, and financial activities.
4. Assists in maintaining a file of current laws, regulations and legal opinions applicable to the administration and operation of the college district.
5. Directs the development and administration of the District budget; and recommends an annual budget to the Chancellor and the Board.
6. Directs internal and external audits of the District's operations.
7. Directs and oversees the District's Human Resources, Employee Relations and Risk Management programs.
8. Directs the planning, design and construction of the District's facilities and capital improvement projects, including voter-approved construction bond programs.
9. Directs and oversees the District's Employee Health & Safety and Energy Administration programs.
10. Directs the preparation of all federal, State, and other special claims or reports.
11. Provides leadership and assistance to District and college managers on business, financial, human resources and facilities management issues.

12. Analyzes business, fiscal and facilities legislation affecting the District, and makes related recommendations to the Chancellor and District managers.
13. Prepares and presents reports and agenda items for the SBCCD Board of Trustees relating to all aspects of the District's human resources program.
14. Maintains liaison with various governmental agencies and may serve on agency boards and commissions as a representative of the District.
15. Oversees the preparation of reports and special studies to assist District management and the Board in the formulation or modification of strategies, policies and programs.
16. Develops strategies and provides leadership and assistance for in-service training.
17. Performs other duties as assigned.

### **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:**

Policies, procedures, principles, and practices used in professional budgeting, purchasing, accounting, and auditing work – especially as same pertains to governmental and college district operations.

Principles of California accounting and reporting requirements.

Principles and practices of personnel administration and applicable laws, rules, codes and regulations.

Principles, trends, methods, strategies, and procedures pertaining to human resource management, labor

Relations, equal employment opportunity, liability, and staff development systems and programs.

Principles of California Community College finance.

Modern data management, storage and retrieval systems.

Legal mandates, Governing Board policies, operational procedures and guidelines appropriate to the

Policies, procedures, principles and practices used in facilities and construction management; contract management and risk management.

Business applications of data processing.

Business office management, strategic planning and financial planning, investment management, budgeting and accounting principles and practices.

Leadership, supervision and training principles.

Design and development of financial systems management.

#### **Ability to:**

Plan, direct, coordinate, and control all activities of the fiscal services and human resources staff; supervise and perform professional accounting, statistical and auditing work involving the establishment, maintenance, and interpretation of interrelated financial policies and procedures.

Assemble, analyze, and interpret data, and make appropriate recommendations for fiscal, human resources and budget actions.  
Interpret State, County, and District policies, legal documents, reports, and legislation.  
Speak and write effectively; prepare and present written and oral reports.  
Develop and sustain interpersonal skills to relate to District staff, State and local officials, and vendors.  
Demonstrate effective time management and organizational skills.  
Provide leadership based on ethics and principles as they relate to the functions and operations of the assigned area.  
Demonstrate professionalism, fairness and honesty in all aspects of the performance of the duties.  
Participate in the development and administration of goals, objectives, and procedures for assigned area.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.  
Lead, manage, supervise, train, and evaluate staff.

## **EDUCATION AND EXPERIENCE GUIDELINES**

### **REQUIRED QUALIFICATIONS:**

#### **Education/Training:**

A Master's Degree in accounting or business administration, public administration, Organizational Development or a related field.

#### **Experience:**

1. A minimum of four (4) years of increasingly responsible experience in general accounting, budget development, auditing, financial systems design, and facilities planning and development, or Human Resources including two (2) years at a managerial level, preferably in a college or governmental setting.
2. A sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and employees, including those with physical or learning disabilities.

### **PREFERRED QUALIFICATIONS:**

1. Demonstrated knowledge of community college funding and finance in California.
2. Doctorate from an accredited institute of higher education.
3. Experience working in an educational institution preferably a community college.

### **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 with extended periods of time viewing computer monitor.

**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,

Submitted to the Board of Trustees for Second Read & Final Approval

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:  
Management Salary Schedule Range: 27

**EXECUTIVE DIRECTOR OF HUMAN RESOURCES**

*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.*

**SUMMARY DESCRIPTION**

Under the general direction of the appropriate administrator, the Executive Director of Human Resources plans, organizes, directs and develops strategies for all human resources and employment relations operations of the San Bernardino Community College District, including but not limited to personnel operations, equal employment opportunity, staff development, classification, benefit programs and labor relations including negotiations and contract management. Provides advice and council to District management on all matters related to human resources management and employer/employee relations.

**REPRESENTATIVE DUTIES**

*Duties may include, but are not limited to, the following:*

1. Develops strategies for long and short-range plans, goals, objectives, policies and procedures in the areas of human resources and employee relations.
2. Plans, directs, evaluates and reviews the human resources functions of recruitment, employment, compensation, classification, employee benefits, and professional development programs.
3. Oversees collective bargaining negotiations and contract management for the District and advises management and the Governing Board on all matters relating to labor/employee relations.
4. Analyzes and processes classified and academic grievances according to the appropriate negotiated contract procedures.
5. Develops strategies and provides leadership and assistance for in-service training of management staff in regulatory laws, directives and principles of personnel management.
6. Directs the administration and maintenance of all official personnel files and records.
7. Develops strategies for effective customer service oriented operation of the Office of Human Resources and Employee Relations.
8. Provides advice and council to management staff regarding disciplinary and grievance resolution.
9. Develops, reviews and recommends board policies and administrative regulations on Human Resources matters.
10. Responsible for keeping abreast of all pertinent legislation, rules, regulations and court decisions affecting the District's personnel operations.

Submitted to the Board of Trustees for Second Read & Final Approval



11. Prepares and presents reports and agenda items for the SBCCD Board of Trustees relating to all aspects of the District's human resources program.
12. Directs the development of to the human resource department's budget process.
13. Maintains liaison with various governmental agencies and may serve on agency boards and commissions as a representative of the District.
14. Performs other related duties as assigned.

### **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 AND ABILITIES**

#### **Knowledge**

Principles and practices of personnel administration and applicable laws, rules, codes and regulations.

Principles, trends, methods, strategies, and procedures pertaining to human resource management, labor

Relations, equal employment opportunity, liability, and staff development systems and programs.

Principles, methods, techniques, and strategies of organizational planning, control, evaluation and Forecasting.

Modern data management, storage and retrieval systems.

Legal mandates, Governing Board policies, operational procedures

#### **Ability**

Plan, direct, administer and implement human resources policies, goals and objectives.

Evaluate and review human resources programs, operations, and services.

Provide leadership to, and oversee and evaluate both district and campus human resources programs and activities.

Analyze organizational problems, develop alternative solutions, and recommend and make sound and timely decisions.

Accurately interpret and administer legal mandates, policies, regulations, and negotiated agreements. Effectively serve as a resource to employees pertaining to human resources related problems, concerns and issues.

Conduct negotiations and contract administration.

Train, supervise and evaluate personnel.

### **EDUCATION AND EXPERIENCE GUIDELINES**

#### **REQUIRED QUALIFICATIONS:**

##### **Education/Training:**

A Master's Degree in human resources, business administration, public administration, Organizational Development or a related field.

**Experience**

1. Three years of increasingly responsible management experience in human resources, personnel administration and labor negotiations.
2. A sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of the community, and community college students and faculty and staff, including those with physical or learning disabilities.

**PREFERRED QUALIFICATIONS:**

1. Doctorate from an accredited institute of higher education.
2. Experience working in an educational institution preferably a community college.

**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 with extended periods of time viewing computer monitor.

**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:  
Management Salary Schedule Range: 23

## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

### **DIRECTOR, HUMAN RESOURCES, LABOR RELATIONS**

*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.*

#### **SUMMARY DESCRIPTION**

Under administrative direction of the appropriate administrator, directs, manages, supervises, and coordinates the daily activities and operations of the Human Resources Division including personnel operations, employee health and welfare programs, employee relations, risk management, Worker's Compensation, ADA compliance, and equal employment opportunity compliance and administration; coordinates assigned activities with other departments, divisions, and outside agencies; and provides highly responsible and complex administrative support to the appropriate administrator.

#### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification.*

1. Assumes management responsibility for risk management, Worker's Compensation, and ADA compliance.
2. Participates in the development and implementation of goals, objectives, policies, and priorities for assigned areas and programs; recommends and administers policies and procedures.
3. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
4. Plans, directs, coordinates, and reviews the work plan for assigned staff to provide high quality of services; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems and create an environment of continued improvement.
5. Recommends the selection, training, motivation, and evaluation of assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
6. Participates in the development of the human resource department's budget process.
7. Directs the collective bargaining negotiations and contract management for the District and advises management on all matters relating to labor/employee relations.
8. Counsels management personnel in the administration of collective bargaining contracts, resolution of personnel issues, grievances and disciplinary action.
9. Administers and manages the compilation of statistics on personnel data; prepares reports and surveys required by the pertinent laws and regulations.
10. Investigates and find resolution of discrimination and sexual harassment complaints. Provides advice and council to management staff regarding disciplinary and grievance resolution.
11. Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to human resource and personnel administration programs, policies, and procedures as appropriate.
12. Responsible for keeping abreast of all pertinent legislation, rules, regulations and court decisions

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affecting the District's personnel operations.

13. Represents the district at professional meetings, public functions and maintains involvement in community activities.
14. Anticipates, prevents and resolves difficult and sensitive inquiries, conflicts and complaints.
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:**

Operational characteristics, services, and activities of a human resource administration program.

Principles and practices of human resource management including compensation, position classification and analysis, benefits management, risk management, workers compensation, training/employee development.

Principles and practices of program development and administration.

Methods and techniques of collective bargaining and contract negotiation.

Principles and applications of recruitment and equal employment opportunity.

Operational characteristics of human resource information systems.

Principles and practices of budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Pertinent federal, state, and local laws, codes, and regulations relating to personnel management in a public agency setting and institutions of higher education.

#### **Ability to:**

Oversee and participate in the management of a comprehensive human resource management program.

Oversee, direct, and coordinate the work of lower level staff.

Participate in the selection and recommendation, supervision, training, and evaluation of staff.

Participate in the development and administration of goals, objectives, and procedures for assigned area.

Provide leadership for the successful implementation of a new Human Resources Information System.

Gather and analyze data and situations and make appropriate decisions.

Effectively serve as a resource to employees pertaining to human resources related problems, concerns and issues.

Prepare and present comprehensive, concise, clear oral and written reports.

Participate in collective bargaining negotiations and contract administration.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Interpret and apply California Education Code, Title 5, federal, state, and local policies, laws, and regulations as it relates to the position.

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.

Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties.

Provide leadership based on ethics and principles as they relate to Human Resources functions and operations.

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** - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education/Training:**

A Bachelor's degree from an accredited college or university with major course work preferably in human resources, personnel administration, business administration or a related field.

**Required Experience:**

Five years of increasingly responsible professional human resource experience and three years supervisory/management experience.

**Preferred Experience:**

1. Human Resources experience in the California Community College System.
2. Master's Degree from an accredited college or university with major course work preferably in human resources, personnel administration, organizational development, business administration or a related field.
3. Knowledge of the California Education Code, Government Code, Title 5 and/or other state regulations applicable to the human resources functions for community colleges.
4. Demonstrated 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.

**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: December 11, 1997

Revised: January 15, 2015, April 27, 2017

Management Salary Schedule: Range: 19

Submitted to the Board of Trustees for Second Read & Final Approval

# SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

## HUMAN RESOURCES MANAGER

*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.*

### **SUMMARY DESCRIPTION**

Under the direction of the of the appropriate administrator, the Human Resources Manager is responsible for managing, planning, coordinating and implementing the comprehensive human resources and employment programs of the District. Provides policy interpretation for managers and administrators and participates in union negotiations. The Human Resources Manager is responsible for ensuring that work is properly allocated, completed in a timely and accurate manner, and adheres to established policies and procedures.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification.*

1. ~~Plans, organizes and controls all activities of the department. Participates in developing department goals, objectives and systems.~~ Administers the day-to-day operations of human resources programs and activities.
2. Directs district wide human resources operations, activities, and support services involved in the processing, recruitment, screening, selection, orientation, classification, development, evaluation, and compensation of classified and academic district employees; assist with establishing and maintaining related time lines and priorities; assure related activities comply with applicable standards, requirements, laws, codes, rules, regulations, policies and procedures.
3. Investigates employee complaints relating to harassment, unlawful discrimination, and employee conduct. Receive complaints; determine the appropriate course of action. Conduct interviews and fact-finding; analyze data and evidence to assess validity of allegations; and recommend appropriate resolutions, outcomes, and actions to complex and sensitive employer-employee relations issues.
4. Provide guidance and counsel on employee disciplinary actions, grievances and conflict resolution.
5. Provides consultation and technical expertise concerning human resources operations and activities; respond to inquiries, resolve issues and conflicts and provide detailed and technical information and assure proper and timely resolution of related issues, conflicts and discrepancies to managers, staff, the public and others as necessary.
6. Participates as a member of the management negotiating team. Contribute to the development of a labor relations strategy; coordinate administration, provide interpretation and ensure adherence to collective bargaining agreements; assists with negotiations and analysis during the collective bargaining process.
7. Ensures the adherence and compliance to union collective bargaining agreements and California Education Code.
8. Maintains the District's classification and compensation studies, salary survey analysis, reclassifications, creation and revisions of job descriptions and salary placement related recommendations.
9. Maintains salary schedules by conducting periodic pay studies; scheduling and conducting job evaluations; preparing salary budgets; recommending, planning, and implementing pay structure revisions.
10. Plans, prioritizes, directs, coordinates, evaluate, and reviews the work plan for assigned staff to provide high quality of services; assigns work activities, projects, and programs; reviews and evaluates work

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products, methods, and procedures; meets with staff to identify and resolve problems and create an environment of continued improvement.

11. Provide consistent interpretation/application of human resources policies and procedures.
12. Participates in the formulation, development and analysis of personnel policies, procedures, rules and regulations. Recommends new approaches, policies and procedures to effect continual improvements in efficiency of department and services performed.
13. Participates in the development and administration of the Human Resources Division annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies.
14. Participates in the development, implementation and modification of the Human Capital Management System for the management of personnel related human resources records and documentation.
15. Serves as the department back-up lead in the continued implementation of the Human Capital Management System, facilitate continued modification following implementation and training.
16. Performs related duties as assigned.

### **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:**

Operational characteristics, services, and activities of human resources administration and practices in public higher education setting.  
Principles and practices of job development, evaluation, and classification techniques.  
Compensation principles, practices, methods and techniques.  
Principles and practices of budget preparation and administration.  
Principles of supervision, training, and performance evaluation.  
Principles and practices of records and personnel file management.  
Pertinent federal, state, and local laws, codes, and regulations relating to California Education Code, and Title 5.

#### **Ability to:**

Oversee and participate in the management of a comprehensive human resources management program.  
Oversee, direct, and coordinate the work of lower level staff.  
Participate in the selection and recommendation, supervision, training, and evaluation of staff.  
Participate in the development and administration of goals, objectives, and procedures for assigned area.  
Gather and analyze data and situations and make appropriate decisions.  
Prepare and present comprehensive, concise, clear oral and written reports.  
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.  
Interpret and apply California Education Code, Title 5, federal, state, and local policies, laws, and regulations as it relates to the position.  
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.  
Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties.  
Provide leadership based on ethics and principles as they relate to the human resources management functions and operations.  
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:**

A Bachelor's degree in public administration, human resources, public administration, business administration or related field.

**Required Experience:**

Four (4) years of professional human resources experience including two (2) years in a lead or supervisory capacity.

**License and Certification:**

Valid California Driver's License.

**Preferred Experience:**

Master's degree in human resources, public administration, or business from an accredited college or university.

Experience in the California Community College system or in public higher education.

**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: April 27, 2017, March 2018  
Management Salary Schedule Range: 16



# SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

## HUMAN RESOURCES SUPERVISOR

*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.*

### SUMMARY DESCRIPTION

Under the direction of the appropriate administrator, the Human Resources Supervisor is responsible for helping manage the core human resources functions, provide direction and support of daily operations, supervise staff, and coordinates other programs and services related to and in support of the human resources functions.

### REPRESENTATIVE DUTIES

*The following duties are typical for this classification.*

1. Coordinates the day-to-day operations of the Human Resources Department including on-boarding, pre-employment testing, employee performance management, employee recognition programs, equal employment and diversity outreach, compensation and classification surveys, personnel processing and recordkeeping, leaves management, budget and program review, employee benefits and wellness programs, and supervise Human Resources staff.
2. Directs the administration of the District's health and welfare benefits program including medical, dental, life, vision, and employee assistance programs; COBRA management; flexible spending accounts; and deferred compensation and retirement (CalPERS and CalSTRS).
3. Coordinates, develops and delivers trainings, workshops and presentations on a variety of human resources topics, procedures and departmental services.
4. Provides the direction and development of new employee orientation and onboarding programs.
5. Participates in the maintenance of the District's classification and compensation studies, salary survey analysis, reclassifications, creation and revisions of job descriptions and salary placement related recommendations.
6. Participates in maintaining salary schedules by conducting periodic pay studies; scheduling and conducting job evaluations; preparing salary budgets; recommending, planning, and implementing pay structure revisions.
7. Directs the processing of personnel transactions, new hire employment authorizations, employee onboarding and separation and recordkeeping.
8. Directs the administration, implementation, oversight and compliance of all types of employee leaves management and processing; and short-term/long term disability claims.
9. Maintains current knowledge of new and pending legislation related to human resources and risk management; assists in the development, review and implementation of appropriate programs and procedures to assure continuing compliance.
10. Directs the administration of unemployment insurance claims.
11. Participates in the development and administration of the Human Resources Division annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies.
12. Coordinates the development, implementation and modification of the Human Capital Management System for the management of personnel related human resources records and documentation.
13. Serves as the department lead in the continued implementation of the Human Capital Management

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System, facilitate continued modification following implementation and training.

14. Supervises communication with vendors, such as the Districts contracted risk management vendors and government agencies involved with risk management to exchange information, assures compliance with applicable laws and regulations-
15. Ensures compliance, organized recordkeeping management, and effective use of resources and systems.
16. Oversees the development, updates, design and maintenance of the Human Resources website.
17. Performs related duties as assigned.

## **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:**

Operational characteristics, services, and activities of human resources administration and practices in public higher education setting.  
Methods, terminology, principles, practices and procedures used in benefits management and administration.  
Principles and practices of job development, evaluation, and classification techniques.  
Compensation principles, practices, methods and techniques.  
Principles and practices of budget preparation and administration.  
Principles of supervision, training, and performance evaluation.  
Principles and practices of records and personnel file management.  
Pertinent federal, state, and local laws, codes, and regulations relating to California Education Code, and Title 5.

### **Ability to:**

Oversee and participate in the management of a comprehensive human resources management program.  
Oversee, direct, and coordinate the work of lower level staff.  
Participate in the selection and recommendation, supervision, training, and evaluation of staff.  
Participate in the development and administration of goals, objectives, and procedures for assigned area.  
Gather and analyze data and situations and make appropriate decisions.  
Prepare and present comprehensive, concise, clear oral and written reports.  
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.  
Interpret and apply California Education Code, Title 5, federal, state, and local policies, laws, and regulations as it relates to the position.  
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.  
Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties.  
Provide leadership based on ethics and principles as they relate to the human resources management functions and operations.  
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:**

A Bachelor's degree in public administration, human resources, public administration, business administration or related field.

### **Required Experience:**

Three (3) years of professional human resources experience including one (1) years in a lead or supervisory capacity

### **License and Certification:**

Valid California Driver's License.

### **Preferred Experience:**

Experience in the California Community College system or in public higher education.

## **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: April 27, 2017, March 8, 2018  
Management Salary Schedule Range: 13

Submitted to the Board of Trustees for Second Read & Final Approval

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**HUMAN RESOURCES AND LABOR RELATIONS ANALYST**

*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.*

**SUMMARY DESCRIPTION:**

Under the direction of the appropriate administrator, Human Resources Analyst performs analytical and specialized functions to support the administration of comprehensive human resources and employer/employee relations programs for academic and classified employees; performs related duties as required.

The Human Resources & Employee Relations Analyst is the senior classification among support staff positions in the Human Resources Office. Performance of duties requires in-depth knowledge of the organizational structure, risk management, employee safety training programs, District policies, regulations, procedures, union contract provisions, human resources and employer-employee relations processes and practices, legal affairs, resource utilization; worker's compensation, exercise of discretion, and maintenance of confidentiality. Incumbents are assigned a major responsibility in either human resources management or employer-employee relations work, but may be required to perform duties in the alternate area.

**REPRESENTATIVE DUTIES:**

*Duties may include, but are not limited to, the following:*

1. Provides administrative support in collective bargaining negotiations, contract interpretation, researches, develops, costs-out and analyzes issues and proposals related to the collective bargaining process, participates in collective bargaining negotiation sessions and strategy meetings.
2. Manages the Human Resources Office Records Retention Program, updates and maintains the District's Classification and Compensation Plan.
3. Assists in the review of laws and regulations pertaining to human resources and labor relations activities.
4. Analyzes project costs, and reports effect of proposed and/or established employee contract provisions, policies, programs and activities.
5. Assists in training managers and supervisors in contract implementation, including grievance and disciplinary processes and procedures.
6. Assists in the investigation and response to grievances, unfair labor practice charges, unlawful discrimination claims, and conflict resolution.
7. Facilitates implementation of disciplinary processes, including monitoring timelines and procedures.
8. ~~Coordinates with the District's legal counsel regarding potential liability and claims litigation.~~

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9. Monitors processes, timelines, and facilitates work related to employer-employee relations.
10. Coordinates and maintains liability claims administration programs, and acts as liaison with third-party administrators.
11. Monitors due dates, compiles and reports data for State collective bargaining mandated cost reimbursement.
12. Analyzes and explains District policies, contracts, and other regulations.
13. Assists in hiring, representing the Human Resources functions, including participating in employment interviews, conducting pre-employment reference inquiries, orientation, and training processes for new employees.
14. Trains and/or arranges for departmental staff training. Assists in planning and implementing management training and staff development programs.
16. Analyzes jobs, conducts job classification and compensation studies. Develops salary, benefit, budget, and other statistical data.
17. Drafts policies and procedures.
18. Assists in the administration of salary and benefit programs.
19. Facilitates and coordinates the Human Resource Information System (HRIS). Assists in reporting data from HRIS.
21. Coordinates faculty and staff diversity programs and regulations, including training representatives and advising selection committees of equal employment.
- ~~23. Assists in projecting and monitoring office budget.~~
- ~~24. Operates electronic data processing keyboard at 50 wpm.~~
25. Utilizes software programs and recommends modifications conducive to increased efficiency.
- ~~29. Establishes and maintains cooperative working relationships with members of the public, Board of Trustees, staff, and others with whom contact is made during the course of employment.~~
30. Performs other related duties as required.

### **MINIMUM 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:**

- Human Resources and/or employer-employee relations programs and processes.
- Current relevant federal and state laws and regulations related to Human Resources.
- Laws and regulations related to risk management, loss control, workers' compensation programs and workplace safety issues.
- Information sources and resource materials available to California Community Colleges.
- Arithmetic to compute salary, benefit, and budget data.
- Collection and organization of data.

Equal Employment Opportunity guidelines.  
Research methodologies appropriate for human resources functions.  
Job analysis methodologies and application.  
English, grammar, spelling, and punctuation.

### **Education and Experience Guidelines**

*A typical way to obtain knowledge and abilities would be:*

#### **Education/Training:**

A Bachelor's degree in public administration, human resources, business administration, paralegal studies or related field. Completion of at least sixty (60) college-level semester units and six years of human resources administration experience can be used in the absence of a bachelor's degree.

#### **Experience:**

Four years of professional experience with increasingly responsibilities in human resources management, employer-employee relations, risk management, basic workers' compensation, including classification compensation benefits, or similar programs involving regulatory processes and procedures.

#### **Desirable Qualifications:**

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

#### **Special Condition**

Positions in this classification may be required to work varied hours according to need

### **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 Approval: January 18, 2007  
Confidential Salary Schedule: Range: 6

# SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

## HUMAN RESOURCES GENERALIST

*This is a confidential position. 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 appropriate administrator ~~Director, Human Resources~~, the Human Resources Generalist provides a variety of professional level work for human resources services and programs in an assigned area including recruitment and selection, employee and labor relations and negotiations, equal employment opportunity, HRIS, benefits, workers compensation, and classification and compensation; and performs a variety of human resource functions supporting the assigned area of responsibility.

### REPRESENTATIVE DUTIES

*The following duties are typical for this classification.*

1. Coordinates and monitors the recruitment and selection program including inputting, tracking, and screening applications for minimum qualifications, and scheduling of interviews; schedules and monitors screening and interview committees; instructs committees and interview panels on policies and procedures to ensure EEO compliance.
2. Extends offers of employment; conducts reference checks; determines appropriate salary placement and notifies candidates of status.
3. Conducts new employee orientation sessions; assists employees in completing new hire paperwork, benefit enrollment forms and other pre-employment requirements.
4. Performs job audits and reclassification request analyses of individual positions, classes, and series of classes; prepares and revises class specifications.
5. Conducts and participates in compensation studies and surveys; analyzes data and makes recommendations; responds to formal or informal survey requests regarding salaries, benefits and classifications.
6. Evaluates applications and transcripts to verify that academic employees meet state minimum qualifications and faculty service areas; reviews and approves requests for salary reclassification for academic and faculty positions.
7. Assists with the preparation of benefit information and related materials; develops benefit related policies and procedures; serves as staff liaison to employee advisory committees regarding benefit programs; assists with open enrollment procedures.
8. Submits employee retirement enrollment changes to carriers in a timely manner; assists employees with all concerns related to their health and welfare plans.
9. Coordinates the District's third party administrators, workers compensation benefit, and return to work programs; processes workers compensation claims; administers policies and procedures for all reportable workers compensation injury claims.
10. Coordinates processing of short-term/long-term disability claims, return to work and modified work programs; processes reasonable accommodations requests.
11. 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.

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12. Updates and maintains information on the District's computerized payroll system; generates reports and responds to requests for information as requested.
13. Evaluates human resource policies and procedures; recommends and implements changes to improve efficiency or ensure compliance with guidelines, laws, or regulations.
14. Interprets, explains, and presents human resources issues, policies, and procedures to employees, management, outside agencies, and the public.
15. Creates and maintains human resources office records and files, including confidential personnel files and records; purges files in accordance with the District regulations.
16. Provides support for collective bargaining activities and participates in strategy sessions as needed.
17. Monitors and audits accuracy of transactions in HRIS systems to ensure proper interface with benefits and payroll functions.
18. Gathers information, conducts analyses and prepares various reports, charts, memos, and correspondence as requested.
19. Attends and participates in group meetings; stays abreast of new trends and innovations in the field of human resources administration.
20. 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 and techniques for recruiting and testing in the public sector.  
 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 para-professional human resources functions with minimal guidance and supervision.  
 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 human resources functions.  
 Compile detailed information and prepare clear and concise reports.  
 Operate a computer using word processing, applicant tracking and spreadsheet software applications.  
 Take responsibility and exercise good judgment in recognizing scope of authority.



Maintain confidential records and reports.  
Prepare clear and concise reports and memoranda.  
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:**

A Bachelor's degree in public administration, human resources, business administration or related field. Completion of at least sixty (60) college-level semester units and four years of human resources administration experience can be used in the absence of a bachelor's degree.

#### **Experience:**

Two (2) years of broad human resources administration experience.

#### **Preferred 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: January 18, 2007  
Revised: January 2018, June 11, 2015  
Confidential Salary Schedule: Range: 3

# SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

## HUMAN RESOURCES COORDINATOR

*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.*

### SUMMARY DESCRIPTION

This is a confidential position under the direction of the appropriate administrator. This position provides technical assistance in support of the employment, recruitment, benefits and record maintenance of the District's faculty, classified, hourly and management personnel. This position also interprets and assures compliance with State and federal regulations guidelines concerning personnel administration.

### REPRESENTATIVE DUTIES

*The following duties are typical for this classification.*

1. Performs a variety of specialized technical duties in support of the District's employment, recruitment and selection process of all hourly employment authorizations.
2. Assists in the preparation of job posting announcements and advertisements for academic, classified and management position vacancies.
3. Administers the District's pre-employment and bilingual/bi-literate testing programs.
4. Responsible for all new hire orientations and onboarding programs and activities.
5. Coordinates and participates in employment job fairs, talent acquisition and career development activities.
6. Assists with classification and compensation functions, including classification reviews, salary surveys, development of job description and related duties.
7. Maintains a variety of files, records and lists related to District personnel and job applicants; process a variety of forms regarding employee status; prepares correspondence involving personnel transactions; assures confidentiality of information as appropriate.
8. Prepares, processes and records technical data, reports, contracts, surveys, records and other documents related to human resources; composes correspondence independently or as requested.
9. Assures compliance with a variety of District policies and procedures; State and federal guidelines, laws, and regulations concerning human resources management and benefits administration.
10. Performs data entry to the District's Human Capital Management system; generates statistical data in support of State mandated reports and requests for information related to District personnel.
11. Provides general assistance to the overall administration of the human resources function.
12. Attends and participates in department meetings; stays abreast of new trends and innovations in the field of human resources administration.
13. Monitors and audits accuracy of transactions in the Human Capital Management system.
14. Assist in the development, implementation and modification of the Human Capital Management System for the management of personnel related human resources records and documentation.
15. Performs related duties as required.

### QUALIFICATIONS

Submitted to the Board of Trustees for Second Read & Final Approval

*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:**

District organization, operations, policies, procedures and objectives.  
Principles and practices of public human resources administration.  
Operational characteristics, services, and activities of the human resources functions, programs, and operations.  
Methods, practices, terminology and procedures used in personnel and benefits administration; recruitment and placement of academic, classified, hourly and administrative employees.  
District human resources policies and procedures; applicable sections of the Education Code and other human resources laws, rules and regulations.  
Principles and procedures of record keeping.  
Principles and practices of quality customer service.  
Interpersonal skills using tact, patience, and courtesy.  
Office procedures, methods, and equipment including computers and applicable software applications.  
English usage, grammar, spelling, punctuation, and vocabulary.  
Oral and written communication skills.

**Ability to:**

Perform a variety of administrative support duties related to the personnel functions.  
Perform a variety of technical duties related to the employment, recruitment, benefits and records management for the District.  
Read, interpret, apply and explain rules, regulations, policies and procedures.  
Maintain the confidentiality of personal, sensitive, and collective bargaining information.  
Provide appropriate information and assistance to employees, supervisors, and administrators.  
Work independently with little direction.  
Compile detailed information and prepare clear and concise reports and memoranda.  
Operate a variety of office equipment and a computer using word processing, applicant tracking and spreadsheet software applications.  
Prioritize, plan and organize work in order to meet schedules and timelines.  
Use correct English usage, grammar, spelling, punctuation, and vocabulary.  
Make arithmetic calculations quickly and accurately.  
Understand and follow oral and written directions.  
Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.  
Work with and exhibit 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 degree (or completion of at least sixty (60) college level units) in human resources, public administration, or business administration from an accredited college or university. In the absence of an associate degree 2 years of human resources experience is required.

### **Required Experience:**

One (1) year of human resources experience.

### **Preferred Experience:**

1. Bachelor's degree from an accredited college or university.
2. Experience in a public higher education or community college environment.

## **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: April 27, 2017  
Confidential Salary Schedule: Range 1

Submitted to the Board of Trustees for Second Read & Final Approval

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Bruce Baron, Chancellor  
PREPARED BY: Jose F. Torres, Vice Chancellor, Business & Fiscal Services  
DATE: April 12, 2018  
SUBJECT: Consideration of Approval to Accept the Proposed Human Resources Reorganization Plan for Second Read and Final Approval

RECOMMENDATION

It is recommended that the Board of Trustees accept for second read and final approval the Proposed Human Resources Reorganization Plan effective March 1, 2018.

OVERVIEW

On April 27, 2017, the Board of Trustees approved a one-year pilot in which Human Resources was placed under the leadership of the Vice Chancellor of Business & Fiscal Services. Based on internal discussions, staff believes that Human Resources and the District as a whole have benefited from this new approach, and a recommendation is now being made to make the changes permanent.

ANALYSIS

The newly proposed organization includes the elimination of two positions, the addition of two positions, and the reclassification of seven positions. This will result in an approximate break-even cost for the District. Benefits to be realized from this approach include:

- The opportunity for existing staff to apply for any new positions.
- Continued leadership for the implementation of the new human resources software system.
- Continued centralization, leadership, and consistency for the hiring processes.
- Continued centralization, leadership, and consistency for the on-boarding of new employees.
- Continued centralization, leadership, and consistency in the interpretation of bargaining agreements, board policies, administrative procedures, laws and regulations.
- Centralization, increased leadership and consistency for internal investigations.
- Centralization, increased leadership and consistency for compensation studies.
- A continued succession plan for the Human Resources department.

In order to maintain transparency and continue open communication with the colleges, the proposed reorganization plan has been shared with District Assembly and the District Budget Committee. It was accepted by the Board of Trustees for a first read on March 8 and is now being submitted for second read and final approval to be effective March 1, 2018.

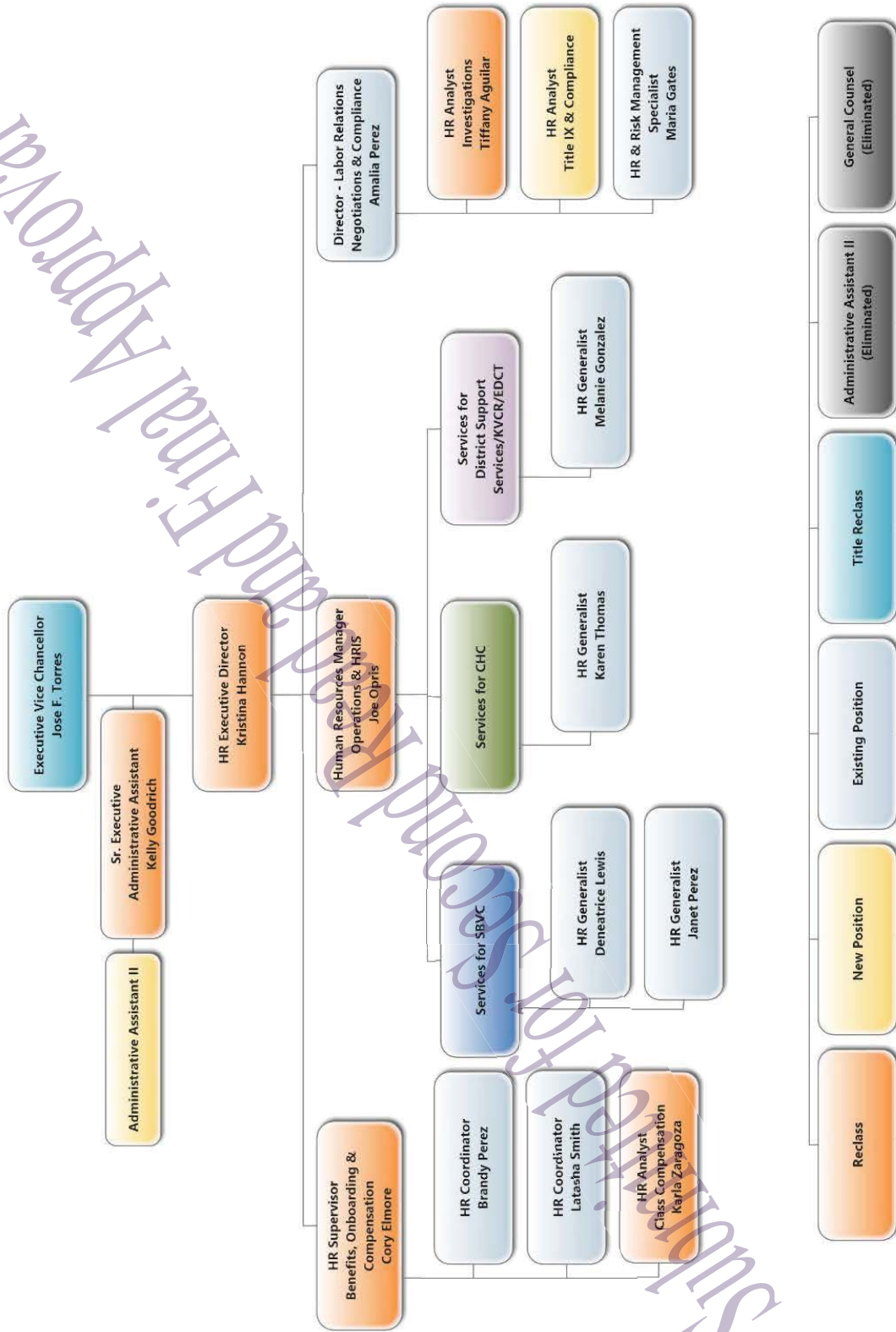
INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

The reorganization will be a break-even and therefore does not have any financial implications.

## Human Resources Proposed Organizational Chart with Succession Plan



Submitted to the Board of Trustees for Second Read and Final Approval



**San Bernardino Community College District  
Human Resources  
Proposed Reorganization Cost Comparison**

Positions Reclassed	Current Range	Current Step	Current Salary	Reclass Range	Reclass Step	Reclass Salary	Increase (Decrease)
Admin Assistant II to Sr. Executive Assistant (Kelly Goodrich)	Confidential - 4	E	78,772	Confidential - 6	C	84,855	\$ 6,084
HR Generalist to HR Analyst (Karla Zaragoza)	Confidential - 3	D	69,024	Confidential - 6	B	80,617	\$ 11,593
HR Generalist to HR Analyst (Tiffany Aguilar)	Confidential - 3	B	62,605	Confidential - 6	A	76,592	\$ 13,986
HR Supervisor (Cory Elmore)	Management - 10	C	79,467	Management - 13	A	83,438	\$ 3,970
HR Manager (Joe Opris)	Management - 15	D	106,491	Management - 16	C	106,491	\$ -
Director, HR to Executive Director (Kristina Hannon)	Management - 19	C	123,272	Management - 23	C	149,841	\$ 26,570
Vice Chancellor to Executive Vice Chancellor (Jose Torres)	Management - 27	C	210,842	Management - 27	C	210,842	\$ -
							<b>62,203</b>

Positions Added	Budget Range	Budget Step	Budget Salary	Increase (Decrease)
Human Resources Analyst	Confidential - 6	C	84,855	\$ 84,855
Administrative Assistant II	Classified - 45	C	58,728	\$ 58,728
				<b>143,583</b>

Positions Eliminated	Current Range	Current Step	Current Salary	Increase (Decrease)
Administrative Assistant II	Confidential - 4	D	(74,827)	\$ (74,827)
General Counsel	Management - 23	A	(135,908)	\$ (135,908) #
				<b>(210,735)</b>

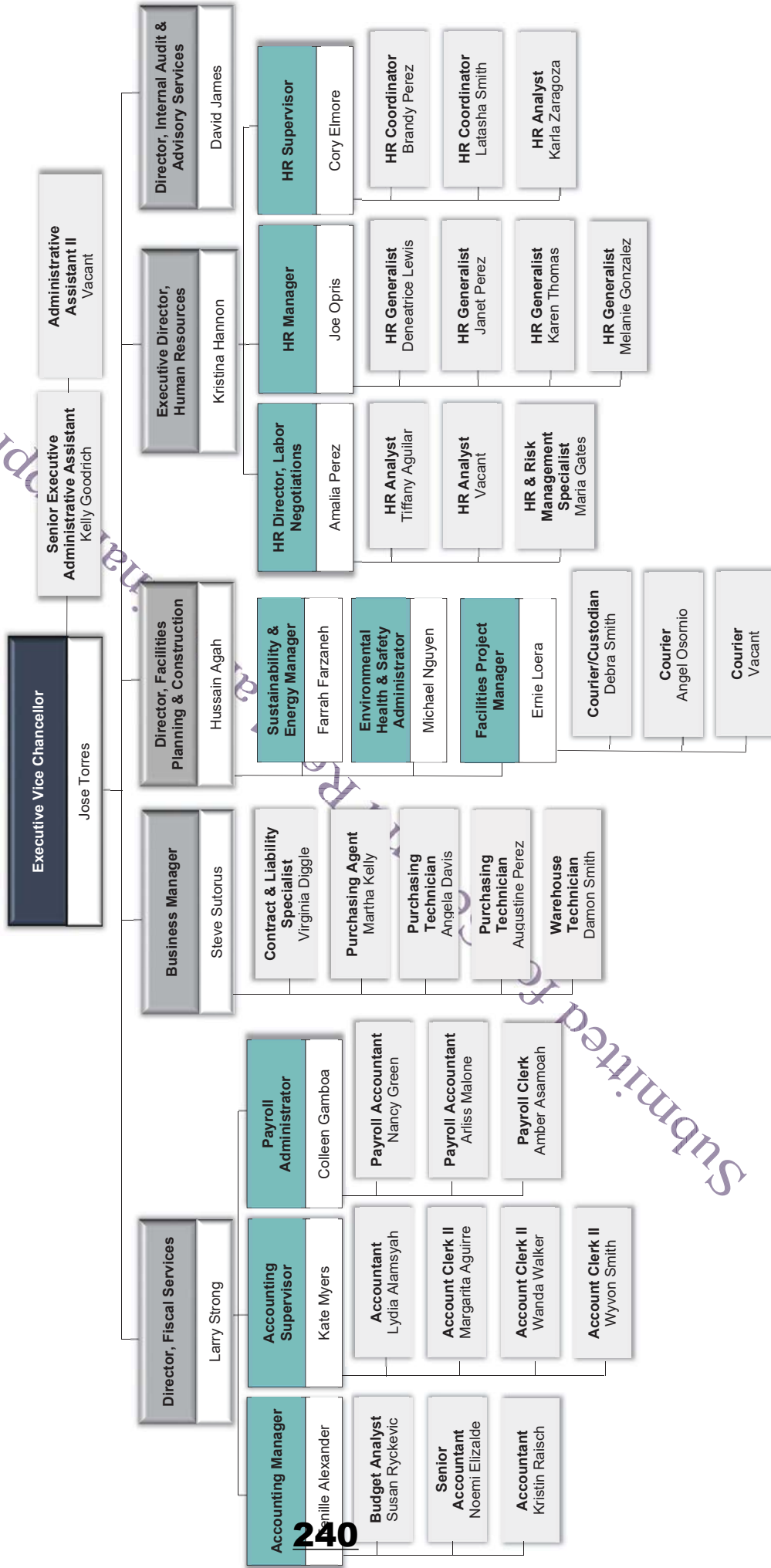
<b>Total Costs / (Savings)</b>				<b>(4,948)</b>
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\* Title Reclass  
# Position Removed from Tentative Budget for FY 18-19

Submitted to the Board of Trustees for Second Read and Final Approval



# District Support Services





SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Jose F. Torres, Vice Chancellor, Business & Fiscal Services  
PREPARED BY: Jose F. Torres, Vice Chancellor, Business & Fiscal Services  
DATE: April 12, 2018  
SUBJECT: Consideration of Approval to Accept Proposed Allotment of \$57 Million of FCC Auction Proceeds for Second Read and Final Approval

RECOMMENDATION

It is recommended that the Board of Trustees approve the proposed allotment of \$57 million in FCC proceeds as indicated on the attached for second read and final approval.

OVERVIEW

In July 2017 SBCCD received \$157 million in FCC auction proceeds in exchange for the transition of KVCR TV from UHF to VHF. On September 14 the Board approved Guiding Principles for these proceeds. At its December 14, 2017 meeting the Board of Trustees approved staff to proceed with the investment of \$100 million as follow:

- \$20 million into Option 2-Pension Rate Stabilization Trust (PARS); and
- \$80 million to be held in Option 1-County Treasury pending research and development of final investment in Option 4-Donor Sponsored Supporting Organization (DSSO).

After analysis and deliberation by several collegial bodies throughout SBCCD – including the District Budget Committee, both Academic Senates, the CTE ad-hoc Board of Trustees Committee, and the Board of Trustees Budget Committee – the attached, proposed allotment of the remaining \$57 million in FCC auction proceeds is being submitted to the Board of Trustees for a second read and final approval.

ANALYSIS

The attached proposal is in line with the Board-approved Guiding Principles for FCC Auction Proceeds. It was accepted for a first read on March 22, 2018 and is now being presented for a second read and final approval. In line with Trustee comments on March 22, a statement has been added that KVCR funds not expended as allotted will be added to the KVCR Endowment.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

This board item will result in the financial implications illustrated on the attachment.

## Proposal for Allotment of \$57 Million in FCC Auction Proceeds

Guiding Principles

1	<b>KVCR</b>		
2	Mandated Transition & Modernization	\$ 16,000,000	2,3,8,9
3	Operations Deficit for Three Years (2017-18, 2018-19, 2019-20)	5,000,000	2,5,9
4	Media Academy Start Up	2,000,000	1,2,8,9
5	KVCR Endowment	21,000,000	1,2,5,8,9,10
6	<b>TOTAL KVCR</b> ( <i>Amounts not Expended as allotted will be added to KVCR Endowment.</i> )	<b>\$ 44,000,000</b>	
7	<b>COLLEGES</b>		
8	SBVC (69.71%)†	\$ 6,971,000	
9	CHC (30.29%)†	3,029,000	
10	<b>TOTAL COLLEGES*</b>	<b>\$ 10,000,000</b>	1,2,7,9
11	<b>DISTRICT SUPPORT SERVICES</b>	<b>\$ 1,000,000</b>	1,2,7,9
12	<b>ESTIMATED AUCTION EXPENSE REIMBURSEMENT TO GENERAL FUND</b>	<b>\$ 2,000,000</b>	1,2,4,6,9
13	<b>TOTAL ALLOCATION PROPOSED</b>	<b>\$ 57,000,000</b>	

†Percentage distribution based on Resource Allocation Model ([www.sbccd.org/bfs/2017-18budget](http://www.sbccd.org/bfs/2017-18budget), page 8) and proposed by District Budget Committee.

\*Colleges also received \$20 million in early 2018 as an investment in the Pension Rate Stabilization Trust (STRS/PERS) per FCC Guiding Principles 1,2,6,8,9,10,11, and 12.

## Guiding Principles for the FCC Auction Proceeds Strategic Financial Plan

### Overarching

1. Our students are our core mission and we will focus our resources on their success.
2. All FCC auction proceeds activity shall be transparent.

### One-Time Expenditures

3. SBCCD will use the proceeds as a one-time investment in KVCR for the mandatory transition costs from UHF to VHF over-the-air and current broadcast standards.
4. SBCCD will be reimbursed for all costs related to the FCC auction.
5. One-time fund proceeds should help KVCR reach financial sustainability within a specified, board-approved timeframe.
6. The district unrestricted general fund balance shall be restored to a range of 12-15%.
7. With the exception of items 3-6 above, one-time expenditures shall support the approved program review, and educational and facilities master plans.

### Principal Investment

8. Proceeds shall be invested in a manner that serves SBCCD for years to come.
9. Principal amount shall not be used as a resource for ongoing expenditures unless approved by the Board of Trustees.
10. Investments should include real estate and a diversified portfolio.

### Revenue Generated from Investments

11. Revenue generated from the investment of proceeds shall help SBCCD meet its strategic goals as established in the comprehensive master plan.
12. Annual revenue amount shall be subject to annual allocation and follow existing collegial consultation and established budget processes.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Board of Trustees Foundation Ad Hoc Committee  
PREPARED BY: Jose F. Torres, Vice Chancellor, Business & Fiscal Services  
DATE: April 12, 2018  
SUBJECT: Consideration of Approval to Form One Unified Auxiliary Foundation for SBCCD

RECOMMENDATION

It is recommended that the Board of Trustees grant approval to transition from the existing KVCR Educational and EDCT auxiliary foundation structure into one unified auxiliary foundation for SBCCD focused on resource development for the benefit of SBCCD, KVCR, and EDCT.

OVERVIEW

The Board of Trustees Foundation Ad Hoc Committee charge was to study the foundations, both auxiliary and independent, for the purpose of assessing efficiencies, consistencies, compliance, and coordination among foundations.

ANALYSIS

On March 8, 2018 the Board of Trustees Foundation Ad-Hoc Committee approved a recommendation to form one auxiliary foundation to serve resource development for KVCR, EDCT, and SBCCD.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Bruce Baron, Chancellor  
**PREPARED BY:** Stacey Nikac, Executive Assistant  
**DATE:** April 12, 2018  
**SUBJECT:** Consideration to Vote for Candidates for the 2018 CCCT Board of Directors

### **RECOMMENDATION**

It is recommended that the Board of Trustees determine a vote for each of the five seats up for re-election and authorize staff to forward the official ballot to the League Office before the deadline.

### **OVERVIEW**

The election of members of the CCCT Board of the League will take place between March 10 and April 25.

Each member community college district board of the League shall have one vote for each of the vacancies on the CCCT Board. Only one vote may be cast for any nominee or write-in candidate. The five candidates who receive the most votes will serve three-year terms.

### **BOARD IMPERATIVE**

IV. Enhanced and Informed Governance and Leadership

### **FINANCIAL IMPLICATIONS**

No impact to the budget.

# CCCT 2018 BOARD OFFICIAL BALLOT

Vote for no more than five (5) by checking the boxes next to the names.

## NOMINATED CANDIDATES

List order based on Secretary of State's February 9, 2018 random drawing.

- \*Ann Ransford, Glendale CCD
- Eric Payne, State Center CCD
- Greg Pensa, Allan Hancock CCD
- Greg Bonaccorsi, Ohlone CCD
- \*Brent Hastey, Yuba CCD
- \*Don Edgar, Sonoma County CCD
- Suzanne Woods, Palo Verde CCD

\* Incumbent

## WRITE-IN CANDIDATES

Type each qualified trustee's name and district on the lines provided below.


**Board Secretary and Board President or Board Vice President must sign below:**

This ballot reflects the action of the board of trustees cast in accordance with local board policy.

District: \_\_\_\_\_

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

\_\_\_\_\_  
President or Vice President of the Board

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Bruce Baron, Chancellor  
**PREPARED BY:** Stacey Nikac, Executive Assistant  
**DATE:** April 12, 2018  
**SUBJECT:** Consideration of Approval to Accept Board Policies for First Reading

**RECOMMENDATION**

It is recommended that the Board of Trustees accept Board Policies for first reading. Administrative Procedures are submitted for information and review for consistency with Board policies.

BP & AP 2435 Evaluation of the Chancellor  
BP & AP 2610 Presentation of Initial Collective Bargaining  
AP 2712 Conflict of Interest Code (no BP)  
BP 2717 Personal Use of Public Resources (no AP)  
BP 2720 Communications Among Board Members (no AP)  
BP & AP 2735 Board Member Travel  
BP & AP 4010 - Academic Calendar  
BP & AP 4070 - Course Auditing and Auditing Fees  
BP & AP 4101 - Independent Study  
BP & AP 4102 - Career and Technical Education Programs  
AP 4227 – Repeatable Courses (no BP)  
AP 4228 - Course Repetition - Significant Lapse of Time (no BP)  
AP 4229 - Course Repetition - Variable Units (No BP)  
BP & AP 5020 Nonresident Tuition  
BP & AP 5040 - Student Records, Directory Information, and Privacy

**OVERVIEW**

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

The SBCCD has a process of continuous review of its Board Policies and Administrative Procedures to ensure compliance with Title 5, California Education Code and current district/college needs.

**ANALYSIS**

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

The attached Administrative Procedures have been modified and or reviewed and have gone through the collegial consultation process per Board Policy 2410.

**INSTITUTIONAL VALUES**

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

**FINANCIAL IMPLICATIONS**

None.





Current Status: Pending

PolicyStat ID: 4085731



**Origination:** 05/2013  
**Last Approved:** N/A  
**Last Revised:** 01/2017  
**Next Review:** 5 years, 12 months after approval  
**Owner:** BOT Board of Trustees:  
**Policy Area:** Chapter 2 Board of Trustees  
**References:**

## 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 BP 2430 titled Delegation of Authority to the Chancellor.

### Reference:

ACCJC Accreditation Standard IV.C.3 (formerly IV.B.1)

### Attachments:

- [BP 2435 Evaluation of the Chancellor - Comments](#)
- [BP 2435 Evaluation of the Chancellor - Legal Citations](#)

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Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	<i>BOT Board of Trustees:</i>
Policy Area:	<i>Chapter 2 Board of Trustees</i>
References:	

## AP 2435 Evaluation of the Chancellor

*(Replaces current SBCCD AP 2175)*

### A. Frequency of Evaluation

The Chancellor will be evaluated at least annually in accordance with BP 2435 titled Evaluation of the Chancellor.

### B. Evaluation Committee

By October 1, each year, the Board and the Chancellor will meet and mutually agree upon the formation of a Board Evaluation Committee.

The Board of Trustees Evaluation Committee and/or consultant agreed upon by the Board will seek written feedback from every manager, academic and classified senate presidents, CTA and CSEA presidents, and community representatives as agreed upon by the Chancellor and the Board.

Additionally, written feedback will be requested from ~~a random sample of 40% of the faculty and classified staff who are not members of their unit senates~~ all permanent employees.

A minimum of three (3) weeks will be given to return the written feedback to the person designated by the Board.

The form(s) will be formulated by the Board of Trustees Evaluation Committee and will be approved by the Board.

Each member of the Board will complete an evaluation of the Chancellor using a form agreed upon by the Board.

A consolidated evaluation summary will be prepared by the Board of Trustees Evaluation Committee and/or consultant within six (6) weeks of the start of the evaluation process.

The Board shall have 60 days to give the Chancellor the official evaluation. The evaluation shall be signed by all members of the Board. The Chancellor shall receive a copy of the evaluation report, and will have an opportunity to attach a written response within fifteen working days. This response may offer clarification, additional information, or a rebuttal. There will be only three copies of a completed evaluation. One copy will remain in the possession of the Chancellor one copy will remain with the Board's attorney, and the original will become a part of the official file in the Human Resources Office.

As part of the evaluation meeting, the Board and the Chancellor will set new short- and long-term goals and objectives.



**Origination:** 01/2001  
**Last Approved:** N/A  
**Last Revised:** 03/2018  
**Next Review:** 5 years, 12 months after approval  
**Owner:** BOT Board of Trustees:  
**Policy Area:** Chapter 2 Board of Trustees  
**References:**

## BP 2610 Presentation of Initial Collective Bargaining Proposals

(Replaces current SBCCD BP 2210)

The Chancellor is directed to enact administrative procedures that assure compliance with the requirements of Government Code Section 3547 regarding the presentation to the Board of Trustees of initial proposals for collective bargaining.

Collective bargaining begins when either an exclusive representative or the District itself presents an initial proposal for consideration in accordance with the timelines prescribed by the rules and regulations of the California Public Employment Relations Board.

### Purpose -

It shall be the intent of the Board of Trustees to present all initial proposals of the exclusive representatives and of public school employers, which relate to matters within the scope of representation, to the public so that it is aware of the positions of its elected representatives and can express its opinion.

### Rights Guaranteed to the Public:

1. All initial and ratified proposals of exclusive representatives and initial proposals of community college employers, which relate to matters within the scope of representation, shall be presented at a public meeting of the employer with a public hearing, and thereafter, shall be public records.
2. A reasonable amount of time must elapse to enable the public to become informed and express itself regarding the proposal at a public meeting of the employer. For the public's benefit, such proposals shall be presented at a "first" and "second" reading prior to initiating the negotiations process.
3. Meeting and negotiating with respect to the proposal may then take place.
4. The public school employer shall adopt its initial proposal at a meeting, which is open to the public, and following the guidelines established in 1 and 2 above.
5. New subjects of meeting and negotiating arising after the presentation of initial proposals shall be made public within ~~seventy~~twenty-two~~four~~ (7224) hours.
6. If a vote is taken on such subject by the employer, the vote by each member voting shall also be made public within ~~seventy~~twenty-two~~four~~ (7224) hours.



**Origination:** 03/2015  
**Last Approved:** 01/2018  
**Last Revised:** 01/2018  
**Next Review:** 01/2024  
**Owner:** BOT Board of Trustees:  
**Policy Area:** Chapter 2 Board of Trustees  
**References:**

## AP 2610 Presentation of Initial Collective Bargaining Proposals

Prior to commencing negotiations with an exclusive representative of District employees, the Chancellor and the District's Chief Negotiating Officer shall meet with the Board of Trustees to address the following:

1. The full scope of the negotiation process including details regarding issues raised by employee groups and
2. A long term fiscal analysis illustrating the overall impact on the District's budget including employee step and column costs as well as health and welfare benefit increases.

Prior to the "sun shining" of an agreement with an employee group, the Chancellor and the District's Chief Negotiating Officer shall receive input and recommendations from the Board.

Whenever an initial collective bargaining proposal is received from an exclusive representative of District employees, or whenever the District's own negotiator presents an initial proposal, the following actions must be taken at public meetings of the Board of Trustees:

- The exclusive representative or the District must present the initial collective bargaining proposal orally or in writing to the Board at a public meeting.
- The public shall have an opportunity to respond to the exclusive representative's or District's initial proposal at a subsequent public Board meeting. The opportunity for public response shall appear on the Board's regular agenda. Public response shall be taken in accordance with the Board's policies regarding speakers.
- After the public has an opportunity to respond to an initial proposal presented by the District, the Board shall, at the same meeting or a subsequent meeting, adopt the District's initial proposal. The adoption shall be indicated as a separate action item on the Board agenda. There shall be no amendment of the District's initial proposal unless the public is again afforded a reasonable opportunity to respond to the proposed amendment at a public meeting.
- If new subjects of meeting and negotiating arise after the presentation of initial proposals, the following procedure shall be followed: all new subjects of meeting and negotiating, whether proposed by the exclusive representative or the District, shall be posted by the District in the same public place as it posts its agendas within 24 hours after their presentation in negotiations.
- When a request to reopen a collective bargaining agreement, as required by the agreement, is received from an exclusive representative or is made by the District, the public notice procedure outlined in this procedure shall be followed.
- When the District and the exclusive representative agree to amend an executed collective bargaining

agreement in accordance with the agreement, the following procedure shall be followed:

- The amendment shall appear on the agenda as a notice item, for action at a subsequent Board meeting.
- The public shall have an opportunity to respond to the amendment at a subsequent Board meeting. The public response shall be indicated on the agenda.

## Procedures for Negotiations:

1. An exclusive representative shall present its initial proposal for collective bargaining at a public meeting of the Board of Trustees. This procedure covers all initial proposals including those pursuant to limited re-openers in current agreements. An exclusive representative shall notify the District sufficiently in advance of the presentation of an initial proposal so that the presentation can be indicated as an information item on the agenda for the public meeting.
2. If an exclusive representative should fail to notify the District sufficiently in advance so that it can be noted on the agenda, the District shall notify the public through regular channels of communication that it is anticipating receipt of the initial proposal. The initial proposal shall then be indicated as an information item on the agenda for the next public meeting.
3. Immediately after receipt of an initial proposal from an exclusive representative, the District shall notify the public through regular channels of communication that it has received the initial proposal and that copies are available for inspection at the District Office.
4. An exclusive representative shall present no less than ten copies of its initial proposal for public inspection and use. If an exclusive representative should fail to supply ten copies, the District shall prepare an adequate number of copies for public inspection and use. The District may charge the exclusive representative for the reasonable cost of duplication of the proposal.
5. At a public meeting of the Board of Trustees, the public shall be given a reasonable opportunity to comment on an initial proposal from an exclusive representative in a public hearing. This public meeting shall be at least seven days and no more than thirty days after the public meeting in which the initial proposal has been indicated on the agenda.
6. Collective bargaining shall not begin on an initial proposal from an exclusive representative unless the procedures herein have been followed.
7. The District shall present an initial proposal from the Board of Trustees at a public meeting of the Board of Trustees no later than thirty (30) days after presentation of the initial proposal from an exclusive representative. This procedure covers all initial proposals including those pursuant to limited re-openers in current agreements. Every effort shall be made to coordinate the initial openers of the employer with the initial openers of the exclusive representative. The presentation shall first be presented as an information item on the agenda for the public meeting. The second reading shall be held as a public hearing and the Board shall adopt its initial proposal.
8. The District shall notify the public through regular channels of communication that the Board of Trustees will take action on its initial proposal and that copies of the proposal are available for inspection at the District Office.
9. The District shall make available no less than ten copies of the proposal for public inspection and use.
10. At a public meeting of the Board of Trustees the public shall be given a reasonable opportunity to comment on the proposal.
11. Collective bargaining shall not begin on an initial proposal from the Board of Trustees unless the

procedures herein have been followed.

12. New matters arising after the presentation of initial proposals shall be made public by the District within twenty-four (24) hours through regular channels of communication. If a vote is taken on such matters by the Board of Trustees, the vote thereon by each member voting shall also be made public within twenty-four (24) hours through regular channels of communication.
13. In emergencies the District may change any time requirements herein to a requirement of not less than twenty-four (24) hours.
14. Upon ratification of the tentative agreements on the initial proposals by the exclusive representatives, the Board of Trustees shall receive and ratify the amended agreement. The Management Team shall present the amendments to the agreement along with any costs associated with this amendment.
15. The Board of Trustees shall conduct a public hearing on the ratification to provide the public an opportunity to comment on the amendments and their related costs. The public shall be provided a minimum of seventy two (72) hours to review the amendments to the agreement prior to any ratification by the Board of Trustees.
16. Any individual who is a resident of the District, parent or guardian of a student in the District, or an adult student in the District may file a complaint with the Chancellor that the District or an exclusive representative has failed to comply with these procedures. Such complaint shall be filed no later than thirty (30) days subsequent to the date when conduct alleged to be a violation was known or reasonably could have been discovered. The Board of Trustees shall investigate the alleged complaint and present its findings or action to the public.

## Reference:

Government Code Section 3547

## Attachments:

[AP 2610 Presentation of Initial Collective Bargaining Proposal - Comments](#)  
[AP 2610 Presentation of Initial Collective Bargaining Proposal - Legal Citations](#)



Current Status: Active

PolicyStat ID: 3950672



Origination:	03/2013
Last Approved:	11/2017
Last Revised:	11/2017
Next Review:	11/2023
Owner:	<i>BOT Board of Trustees:</i>
Policy Area:	<i>Chapter 2 Board of Trustees</i>
References:	<i>Legally Advised</i>

## AP 2712 Conflict of Interest Code

*(Replaces current SBCCD AP 2260)*

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 California Code of Regulations Section 18730) which contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency's code. After public notice and hearing it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendices designating officials and employees and establishing disclosure categories, shall constitute the conflict of interest code of the San Bernardino Community College District (District).

Individuals holding designated positions shall file their statements of economic interests with the District, which will make the statements available for public inspection and reproduction. (Gov. Code Sec. 81008.) All statements will be retained by the District.

**APPENDIX A****DESIGNATED POSITIONS**

<b><u>Designated Positions</u></b>	<b><u>Disclosure Categories</u></b>
Board of Trustees	1, 2
Chancellor	1, 2
President, CHC	2
President, SBVC	2
General Manager, KVCR TV/FM	2
Vice Chancellor, Business and Fiscal Services	1, 2
Vice Chancellor, Human Resources	2
Vice President of Instruction	2
Vice President of Student Services	2
Vice President of Administrative Services	2
Business Manager	1, 2
General Counsel	1, 2
Associate Vice Chancellor, TESS	2
Associate Vice Chancellor, EDCT	2
Director, Facilities Planning & Construction	1
Director, Human Resources Ad	2
Director, Fiscal Services	2
Director of Technology Services	2
Director, Campus Technology Services	2
Director, Alternative Text Production	2
Director, Administrative Application Systems	2
Director, Grant Development & Management	2
Director, DSP&S	2
Police Chief	3
Deans	2
Associate Deans	2
Cafeteria/Snack Bar Manager	3
Director, Bookstore	3
Director of Maintenance & Operations	3
Consultants/New Positions	*

\*Consultants/new positions shall be included in the list of designated positions and shall disclose pursuant to the broadest disclosure requirements in this conflict of interest code subject to the following limitation:



The Chancellor may determine in writing that a particular consultant or new position, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to comply fully with the disclosure requirements described in this section. Such written determination shall include a description of the consultant’s or new position’s duties and, based upon that description, a statement of the extent of disclosure requirements. The Chancellor’s determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

The following positions are NOT covered by the code because they must file under Government Code Section 87200 and, therefore, are listed for informational purposes only:

- **Retirement Board Authority**
- **Investment Advisors**

An individual holding one of the above listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been incorrectly categorized. The Fair Political Practices Commission makes the final determination whether a position is covered by Government Code Section 87200.

**APPENDIX B**

**DISCLOSURE CATEGORIES**

**Category 1.** Designated positions assigned to this category must report:

- A. Interests in real property within the boundaries of the District that are used by the District or are of the type that could be acquired by the District as well as real property within two miles of the property used or the potential site.
- B. Investments and business positions in business entities and income (including receipt of gifts, loans, and travel payments) from sources of the type that engage in the acquisition or disposal of real property or are engaged in building construction or design for school districts.

**Category 2.** Designated positions assigned to this category must report:

Investments and business positions in business entities and income (including receipt of gifts, loans, and travel payments) from sources that are contractors engaged in the performance of work, training, consulting or services, or are sources that manufacture or sell supplies, instructional materials, machinery, equipment, or vehicles of the type utilized by the District.

**Category 3.** Designated positions assigned to this category must report:

Investments and business positions in business entities and income (including receipt of gifts, loans, and travel payments) from sources that are contractors engaged in the performance of work, training, consulting or services, or are sources that manufacture or sell supplies, instructional materials, machinery, equipment, or vehicles of the type utilized by the designated position’s department.

**References:**

Government Code Sections 87103(e), 87300-87302, 89501, 89502, and 89503; Title 2 Section 18730

Any changes to this AP requires approval of the FPPC prior to board approval.

**Attachments:**

- [AP 2712 Conflict of Interest Code - Comments](#)
- [AP 2712 Conflict of Interest Code - Legal Citations](#)
- [FPPC Approval of AP 2712 Conflict of Interest Code.pdf](#)
- [SBCCD - Overview for Legal Update 31 Final Version.docx](#)

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Current Status: Pending

PolicyStat ID: 4085300



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**Next Review:** 5 years, 12 months after approval  
**Owner:** BOT Board of Trustees:  
**Policy Area:** Chapter 2 Board of Trustees  
**References:**

## BP 2717 Personal Use of Public Resources

No member of the Board of Trustees shall use or permit others to use public resources, except that which is incidental and minimal, for personal purposes or any other purpose not authorized by law.

Also see AP 7371 titled Personal Use of Public Resources

### References:

Government Code Section 8314;  
Penal Code Section 424

### Attachments:

- [BP 2717 Personal Use of Public Resources - Comments](#)
- [BP 2717 Personal Use of Public Resources - Legal Citations](#)



Current Status: *Draft*

PolicyStat ID: 4683264



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Next Review:	N/A
Owner:	<i>BOT Board of Trustees:</i>
Policy Area:	<i>Chapter 2 Board of Trustees</i>
References:	

## BP 2720 Communications Among Board Members

*(Replaces current SBCCD BP 2030)*

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

### Reference:

Government Code Section 54952.2

### Attachments:

- [BP 2720 Communications Among Board Members - Comments](#)
- [BP 2720 Communications Among Board Members - Legal Citations](#)



Current Status: Active

PolicyStat ID: 3958054



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**Last Revised:** 11/2017  
**Next Review:** 11/2023  
**Owner:** *BOT Board of Trustees:*  
**Policy Area:** *Chapter 2 Board of Trustees*  
**References:** *Legally Required*

## BP 2735 Board Member Travel

*(Replaces current SBCCD BP 2250)*

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

Also see BP/AP 7400 titled Travel

### Reference:

Education Code Section 72423; Government Code Section 11139.8.

### Attachments:

- [BP 2735 Board Member Travel - Comments](#)
- [BP 2735 Board Member Travel - Legal Citations](#)
- [BP 7400 Travel.docx](#)
- [Overview for Legal Update 31 Final Version.docx](#)



**Origination:** 01/2008  
**Last Approved:** N/A  
**Last Revised:** 03/2018  
**Next Review:** 5 years, 12 months after approval  
**Owner:** BOT Board of Trustees:  
**Policy Area:** Chapter 2 Board of Trustees  
**References:** Good Practice/Optional

## AP 2735 Board Member Travel

(Replaces current SBCCD AP 2250)

**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. Travel for Student Trustees**

Student Trustees are encouraged to attend conferences locally and nationally. Conferences are limited to those with specific components for Student Trustees.

**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**

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](http://www.gsa.gov/perdiem)). The applicable GSA daily per diem rates shall apply for full days of travel. For first and last days of travel, 75% of the applicable GSA daily per diem rates will apply. 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. Itemized receipts are required.

**F. Lodging**

Lodging shall be reimbursed for authorized overnight travel. Reimbursement shall not exceed the rate for single occupancy lodging. Reimbursable lodging expense include room rental charges, fees and taxes; internet access fees; fax fees and business related phone usage.

**G. Transportation**

Private or other mode of transportation shall not exceed the lowest of air transportation to the same destination. Streetcar, ferry, taxi and bus fares, bridge and road tolls, or parking charges incurred while on

approved travel may be claimed for reimbursement when properly itemized on claim forms.

**H. Registration**

Registration fees are authorized.

**I. Conference Fees**

Conference fees for specific events shall be reimbursed, except cost of conference sponsored or unsponsored activities, which are essentially entertainment, or non business shall not be reimbursed.

**J. Travel Claims**

1. Whenever travel is properly authorized and costs are incurred, a claim may be filed using a standard Purchase Requisition and Travel Claim Form, which shows in detail all expenditures, incurred. Invoices or proof of payment (receipts) shall be attached to the claim for all expenditures except mileage.
2. The claimant shall certify by signature that all amounts claimed were actual and necessary. The Chancellor, or his/her designee, shall be required to review and approve each travel claim. Claims shall be filed within thirty (30) days after return from travel.

**K. Travel Advances**

1. A travel advance must be requested on the Travel Claim Form and requires approval by the Chancellor or his/her designee. A travel advance shall not exceed 80% of the anticipated expense unless conference literature, travel reservations, and hotel brochures are submitted which indicate actual cost, in which case a request for 100% will be considered.
2. All advances must be followed by a resubmission of the Travel Claim Form within thirty (30) days after completion of travel whether or not the claim exceeds the advance. An advance made shall be deducted from the subsequent travel claim. If an advance exceeds actual cost, the claimant shall reimburse the District for the excess amount within the thirty (30) days prescribed above.

**L. Porterage**

Reasonable portorage or baggage handling costs is allowed.

**M. Out-of-State Travel**

All out-of-state travel shall receive prior authorization by the Board. The request shall be accompanied by a complete explanation of the college business purpose to be served.

## Reference:

Education Code Section 72423; Government Code Section 11139.8

## Attachments:

[AP 2735 Board Member Travel - Comments](#)  
[AP 2735 Board Member Travel - Legal Citations](#)  
[AP 7400 Travel.docx](#)  
[SBCCD - Overview for Legal Update 31 Final Version.docx](#)



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 Owner: Academic Senates Academic Senates:  
 Policy Area: Chapter 4 Academic Affairs  
 References:

## BP 4010 Academic Calendar

(Replaces current SBCCD BP 4010)

~~NOTE: Current SBCCD BP 4010 is consistent with the legally required language recommended by the Policy and Procedure Service.~~

- ~~From current SBCCD BP 4010 titled Academic Calendar~~

The Chancellor shall, in consultation with the appropriate groups, develop an annual academic calendar.

### Reference:

Education Code Section 70902(b)(12)

### Attachments:

- [BP 4010 Academic Calendar - Comments](#)
- [BP 4010 Academic Calendar - Legal Citations](#)
- [BP4010 -OLD.pdf](#)

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**Origination:** N/A  
**Last Approved:** N/A  
**Last Revised:** N/A  
**Next Review:** N/A  
**Owner:** *Academic Senates Academic Senates:*  
**Policy Area:** *Chapter 4 Academic Affairs*  
**References:**

## AP 4010 Academic Calendar

*(Replaces current SBCCD BP 4010)*

The traditional academic calendar is composed of at least 170 scheduled days of instruction and evaluation. Mandated holidays are determined by the State Chancellor's Office. The Board of Trustees may declare other days to be holidays and close the colleges and offices when good reason exists.

A District-wide committee meets to coordinate the academic calendar for the District. The deliberations from this committee will be reported to District Assembly where a recommendation will be made to the Chancellor for Board Action on any calendar

Holidays, which include:

- New Year's Day (January 1)
- Dr. Martin Luther King, Jr. Day (Third Monday in January)
- Lincoln Day (February 12 or see Note below)
- Washington Day (Third Monday in February)
- Memorial Day (Last Monday in May)
- Independence Day (July 4)
- Labor Day (First Monday in September)
- Veterans Day (November 11 ~~or see Note below~~)
- Thanksgiving Day (Fourth Thursday in November)
- Christmas Day (December 25)

Cesar Chavez Day and Native American Day are local options if collectively bargained (Education Code Sections 79020(k) and 79020(l))

Lincoln Day is selected from the dates provided by the State Chancellor's Office.

Other Holidays – The Board of Trustees may declare other days to be holidays and close the colleges and offices when good reason exists. (These holidays traditionally have been New Year's Eve day, the day after Thanksgiving, and Christmas Eve day.)

**References:**

Education Code Section 79020;  
Title 5 Sections 55700 et seq. and Section 58142

### Attachments:

- [AP 4010 Academic Calendar - Comments](#)
- [AP 4010 Academic Calendar - Legal Citations](#)
- [AP4010 -OLD.pdf](#)



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**Owner:** Academic Senates Academic Senates:  
**Policy Area:** Chapter 4 Academic Affairs  
**References:**

## BP 4070 Course Auditing and Auditing Fees

*(Replaces current SBCCD BP 4070)*

The District will provide students, who have been admitted to either college 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. 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.

### Reference:

Education Code Section 76370

### Attachments:

- [BP 4070 Course Auditing and Auditing Fees - Comments](#)
- [BP 4070 Course Auditing and Auditing Fees - Legal Citations](#)



Current Status: *Pending*

PolicyStat ID: 3958118



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**Last Revised:** 03/2018  
**Next Review:** 5 years, 12 months after approval  
**Owner:** Academic Senates Academic Senates:  
**Policy Area:** Chapter 4 Academic Affairs  
**References:**

## AP 4070 Course Auditing and Auditing Fees

### Application/Enrollment

- a. Students who have been admitted to one of the colleges in the District are 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.
- 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.

### Process

- a. Students shall complete an audit application.
- b. Any instructor may refuse auditing without explanation.
- c. Credit students will always receive registration priority and space in the classroom over student(s) that are auditing the course.
- d. 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.

### Fees

- a. The fee for auditing will be assessed as determined by the current approved fee under the Education Code. A student enrolled for credit in ten (10) or more semester credit units will not be charged a fee to audit three (3) or fewer units per semester.
- b. Students must also pay all mandatory fees.
- c. Audited classes do not count toward units for financial aid, veteran's benefits, full time student status, or any other purpose.
- d. No refund will be permitted after enrollment per BP/AP 5033.
- e. Classroom attendance of students auditing a course shall not be included in computing the apportionment due to the District.

# Attendance and Participation

- a. The instructor will determine classroom policies for students who audit: including attendance, participation, assignments, and the evaluation of course work. ~~However, students must also pay other required fees.~~

## Reference:

Education Code Section 76370

## Attachments:

[AP 4070 Course Auditing and Auditing Fees-Comments](#)

[AP 4070 Course Auditing and Auditing Fees-Legal Citations](#)



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PolicyStat ID: 3958123



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**Last Revised:** 05/2004  
**Next Review:** 5 years, 12 months after approval  
**Owner:** Academic Senates Academic Senates:  
**Policy Area:** Chapter 4 Academic Affairs  
**References:**

## BP 4101 Independent Study

*(Replaces current SBCCD BP 4102)*

- ~~From current SBCCD BP 4102 titled Independent Study~~

The District will allow students to pursue independent study under regulations provided by Title 5.

### References:

Title 5 Sections 55230 et seq.

### Attachments:

[BP 4101 Independent Study - Comments](#)  
[BP 4101 Independent Study - Legal Citations](#)  
[BP4101-OLD.pdf](#)



Current Status: Pending

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 Policy Area: Chapter 4 Academic Affairs  
 References:

## AP 4101 Independent Study

(Replaces current SBCCD AP 4102)

~~NOTE: This procedure is Local practice may be inserted but must include the following:~~

- ~~• Procedures for approval of independent study programs~~
- ~~• Academic standards for independent study that are the same as those applied to other credit courses or noncredit courses.~~
- ~~• Procedures for evaluation of student progress~~
- ~~• Access to the instructor at least equivalent to that commonly available to students in courses conducted by other instructional methods~~
- ~~• From current SBCCD AP 4102 titled Independent Study~~

~~Independent study allows students to pursue projects under faculty advisement and supervision. The projects may be directed field experience, research, or development of skills and competencies. Credit for Independent study may be earned in any discipline.~~

- Independent study allows students to pursue projects under faculty advisement and supervision. The projects may be directed field experience, research, or development of skills and competencies. Credit for Independent study may be earned in any discipline.

Independent study projects require a minimum of 48 hours of directed work per unit of credit. The student must show evidence of competence in the academic major and the area in which independent study is proposed. The proposed project must be approved by the supervising instructor with notification to the Vice-President of Instruction.

Independent study is offered for a letter grade and/or on a pass/no pass basis and may be repeated for credit for a maximum of three units.

The instructor assigned to an Independent study course shall:

- A. Be qualified to provide service in that capacity during the period in which that service is rendered;
- B. Be responsible for the supervision, control, and evaluation of the course and the enrolled students;
- C. Provide orientation, guidance, and information regarding course content materials and services for each student as soon as possible subsequent to the student's official enrollment by the college; and
- D. Provide each student with the instructor's consultation schedule for the semester, quarter, or other prescribed term of the course. This schedule is to be included in the written record of student progress.



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PolicyStat ID: 3958105



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**Owner:** Academic Senates Academic Senates:  
**Policy Area:** Chapter 4 Academic Affairs  
**References:**

## BP 4102 Career and Technical Education Programs

(Replaces current SBCCD BP 4104)

The District's ~~occupational/vocational career and~~ occupational/vocational career and technical programs will follow Title 5 guidelines for such programs.

### References:

~~Title 5 Sections 55600 et seq.~~ Title 5 Sections 55600 et seq.

### Attachments:

- [BP 4102 Career and Technical Education Programs - Comments](#)
- [BP 4102 Career and Technical Education Programs - Legal Citations](#)
- [BP4102-OLD.pdf](#)



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**Next Review:** N/A  
**Owner:** *Academic Senates Academic Senates:*  
**Policy Area:** *Chapter 4 Academic Affairs*  
**References:**

## AP 4102 Career and Technical Education Programs

*(Replaces current SBCCD AP 4104)*

Each career/technical program in the District shall appoint career/technical education advisory committees to develop recommendations for the career/technical education programs and to serve as a liaison between the District and its business/industry community partners.

Each career/technical program shall develop appropriate entrance requirements and discipline- specific competencies that students should master by the time they complete the program. The documentation of these competencies may be demonstrated by program-determined measures, local public agency examinations, national program examinations, success at transfer institutions, and/or employer surveys.

- ~~Written procedures mandated by The Federal Education Department General Administrative Regulations 2nd Edition.~~

### Written procedures mandated by The Federal Education Department General Administrative Regulations 2nd Edition

Consistent with federal regulations pertaining to federal financial aid eligibility, the Vice President of Instruction will ensure that the District complies with the United States Department of Education's disclosure requirements for each of the District's gainful employment programs, by disclosing federally-mandated information about the programs to prospective students. The District shall make the required disclosures available to prospective students in promotional materials and on its website.

The Vice President of Instruction shall establish procedures to ensure that the District meets these reporting requirements whenever the District intends to add a new gainful employment program.

### References:

Title 5, Sections 55600 et seq.

2 Code of Federal Regulations Part 200 (The Federal Education Department General Administrative Regulations, 2nd Edition);

34 Code of Federal Regulations Part 600 (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended); 34 C.F.R. Part 600.





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PolicyStat ID: 3958095



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Policy Area:	Chapter 4 Academic Affairs
References:	Legally Required

## AP 4227 Repeatable Courses

(Replaces current SBCCD AP 4227)

- ~~From current SBCCD AP 4227 titled Course Repetition Absent Substandard Academic Work~~

~~Only the following types of courses may be designated as repeatable:~~ Only the following types of courses may be designated as repeatable:

- ~~Courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor's degree;~~ Courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor's degree;
- ~~Intercollegiate athletics courses; and~~ Intercollegiate athletics courses; and
- ~~Intercollegiate academic or vocational competition courses. Such courses may be repeated no more than four times for semester courses.~~ Intercollegiate academic or vocational competition courses. Such courses may be repeated no more than four times for semester courses.

~~The District must identify and designate such repeatable courses in its catalog.~~ The District must identify and designate such repeatable courses in its catalog.

Under special circumstances, students may repeat courses in which a C or better grade was earned.

Students are allowed to repeat a course without petition when repetition is necessary to enable that student to meet a legally mandated training requirement as a condition of volunteer or continued paid employment. Students can repeat such courses any number of times.

Students ~~are allowed~~ may petition to repeat a course ~~without petition when~~ as a result of a significant change in industry or licensure standards such that repetition of the course is necessary ~~to enable that for the student to meet a legally mandated training requirement as a condition of volunteer or~~ continued paid's employment or licensure. Students can repeat such courses any number of times, ~~even if they received a grade of C or better; however, the grade received by the student each time will be included in calculations of the student's grade point average.~~

Students may ~~repeat enroll in~~ enroll in activity courses ~~in physical education, visual arts, or performing arts. Such courses may not be repeated for more than four semesters. This limit applies even if the student receives a substandard grade or "W" during one or more enrollment or if a student petitions for repetition for repetition due to extenuating circumstances.~~ in physical education, visual arts, or performing arts. Such courses may not be repeated for more than four semesters. This limit applies even if the student receives a substandard grade or "W" during one or more enrollments or if a student petitions for repetition due to extenuating circumstances ~~that have been designated as activity.~~ Activity courses ~~and are~~

~~defined as courses where if the content differs each time the course is found that the course content differs each time it is offered to enhance the skills and proficiencies of the student. Activity courses are defined as courses where the content differs each time the course is offered, but the primary educational activity remains the same. Examples of activity courses include physical education and courses in music, art, theater, and dance. Absent substandard academic work courses may not be repeated for more than three semesters or five quarters including summers and intersessions.~~

Students with disabilities can repeat a special class for students with disabilities any number of times when an individualized determination verifies that such repetition is required as a disability-related accommodation for that particular student for one of the reasons specified in Title 5, Section 56029. ~~The District may allow the previous grade and credit to be disregarded in computing the student's GPA each time the course is repeated.~~

~~Students are allowed to~~ A student may repeat a cooperative work experience course ~~if a college only offers one course in~~ program any number of times as long as they do not exceed the limit on the number of units of cooperative work experience ~~in a given field and that course is not offered as a variable unit open entry/ open exit course.~~ Where only one work experience course is offered ~~subject to the above conditions,~~ students may be permitted to repeat this course any number of times as long as they do not exceed the limits on the number of units of cooperative work experience set forth in Title 5 Section 55253(a); however, the grade received by the student each time will be included in calculations of the student's grade point average.

~~The District shall develop and implement a mechanism to allow it to properly monitor course repetition.~~ The District shall develop and implement a mechanism to allow it to properly monitor course repetition.

## References:

Title 5 Sections ~~55040, 55040,~~ 55041, ~~55042,~~ 55253, ~~and~~ and 56029

## Attachments:

[AP 4227 Repeatable Courses - Comments](#)  
[AP 4227 Repeatable Courses - Legal Citations](#)  
[AP4227 -OLD.pdf](#)  
[SBCCD - Overview for Legal Update 31 Final Version.docx](#)

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**Owner:** Academic Senates Academic Senates:  
**Policy Area:** Chapter 4 Academic Affairs  
**References:** Legally Advised

## AP 4228 Course Repetition - Significant Lapse of Time

Students may be permitted or required to repeat courses in which a "C" or better grade was earned where there was a significant lapse of time, of no less than 36 months, since the grade was obtained and:

- The District has ~~defined "significant lapse of time" or has~~ established a recency prerequisite for a course or program; or
- An institution of higher education to which a student wishes to transfer has established a recency requirement that the student cannot satisfy without repeating the course.

When a student needs to repeat an ~~activity~~active participatory experience course in physical education, or visual or performing arts, or that is related in content due to a significant lapse of time, each repetition attempt will be counted toward the established repetition limits. However, if a student has already exhausted the number of permitted repetitions, then an additional repetition due to significant lapse of time may be permitted or required by the District.

When a course is repeated due to a significant lapse of time, the District may disregard the previous grade and credit when computing a student's grade point average.

### Reference:

Title 5 Section 55043

### Attachments:

[SBCCD - Overview for Legal Update 31 Final Version.docx](#)



Current Status: Pending

PolicyStat ID: 3958125



**Origination:** 11/2016  
**Last Approved:** N/A  
**Last Revised:** 03/2018  
**Next Review:** 5 years, 12 months after approval  
**Owner:** Academic Senates Academic Senates:  
**Policy Area:** Chapter 4 Academic Affairs  
**References:** Legally Advised

## AP 4229 Course Repetition - Variable Units

Students may be permitted to enroll in variable unit open-entry/open-exit courses as many times as necessary to enable them to complete the entire curriculum of the course once.

Students may not repeat variable unit open-entry/open-exit courses unless:

- The course is required for legally mandated training; or
- The course is a special class for students with disabilities which needs to be repeated; or
- Repetition of the course is justified by extenuating circumstances; or
- The student wishes to repeat the course to alleviate substandard work.

~~Whenever a student enrolls in a physical education activity course offered for open entry/open exit, the enrollment will count as a repetition of the course.~~

A student may not enroll in a variable unit open-entry/open exit active participatory course in physical education, visual arts, or performing arts more than one time.

### Reference:

Title 5 Section 55044

### Attachments:

[SBCCD - Overview for Legal Update 31 Final Version.docx](#)



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Owner:	Academic Senates Academic Senates:
Policy Area:	Chapter 5 Student Services
References:	

## BP 5020 Nonresident Tuition

(Replaces current SBCCD BP 5020)

• ~~From current SBCCD BP 5020 titled Non-Resident Tuition~~

Nonresident students shall be charged nonresident tuition for all units enrolled, ~~unless specifically required otherwise by law~~, unless specifically required otherwise by law.

Not later than February 1 of each year, the Chancellor shall bring to the Board ~~of Trustees~~ of Trustees for approval an action to establish nonresident tuition for the following fiscal year. The fee shall be calculated in accordance with guidelines contained in applicable state regulations and/or the California Community College Attendance Accounting Manual.

The Chancellor is responsible for establishing procedures regarding collection, waiver, and refunds of nonresident tuition.

~~NOTE: The following is optional for those districts that enact a capital outlay component to nonresident tuition as permitted by Education Code Section 76141.~~

~~The Chancellor is authorized to implement a fee of [ \$ \_\_\_\_\_ ] to be charged only to persons who are both citizens and residents of foreign countries. The Board of Trustees finds and declares that this fee does not exceed the amount expended by the district for capital outlay in the preceding year divided by the total FTES in the preceding fiscal year.~~ The Chancellor is authorized to implement a capital outlay fee, in an amount established by the board to be charged only to persons who are both citizens and residents of foreign countries. The Board of Trustees finds and declares that this fee does not exceed the amount expended by the district for capital outlay in the preceding year divided by the total FTES in the preceding fiscal year.

~~Students who would otherwise be charged this fee shall be exempt if they demonstrate that they are a victim of persecution or discrimination in the county of which they are a citizen and resident, or if they demonstrate economic hardship.~~ Students who would otherwise be charged this fee shall be exempt if they demonstrate that they are a victim of persecution or discrimination in the county of which they are a citizen and resident, or if they demonstrate economic hardship.

~~Students shall be deemed victims of persecution or discrimination if they present evidence that they are citizens and residents of a foreign country and that they have been admitted to the United States under federal regulations permitting such persons to remain in the United States. Students shall be deemed to have demonstrated economic hardship if they present evidence that they are citizens and residents of a foreign country and that they are receiving Temporary Assistance for Needy Families~~

~~Program, Supplemental Income/State Supplementary benefits, or general assistance.~~ Students shall be deemed victims of persecution or discrimination if they present evidence that they are citizens and residents of a foreign country and that they have been admitted to the United States under federal regulations permitting such persons to remain in the United States. Students shall be deemed to have demonstrated economic hardship if they present evidence that they are citizens and residents of a foreign country and that they are receiving Temporary Assistance for Needy Families Program, Supplemental Income/State Supplementary benefits, or general assistance.

~~Students who would otherwise be charged this fee shall be exempt if they demonstrate that they have a parent who has been deported or was permitted to depart voluntarily, they moved abroad from California as a result of that deportation or voluntary departure, and they attended a public or private secondary school in the state for three or more years. Upon enrollment, students who qualify for this exemption must be in their first academic year as a matriculated student in California public higher education, live in California, and file an affidavit with the District stating that they intend to establish residency in California as soon as possible.~~ Students who would otherwise be charged this fee shall be exempt if they demonstrate that they have a parent who has been deported or was permitted to depart voluntarily, they moved abroad from California as a result of that deportation or voluntary departure, and they attended a public or private secondary school in the state for three or more years. Upon enrollment, students who qualify for this exemption must be in their first academic year as a matriculated student in California public higher education, live in California, and file an affidavit with the District stating that they intend to establish residency in California as soon as possible.

## References:

Education Code Sections 68050, 68051, 68052, 68130, ~~68130.5, and 76141;~~  
~~Title 5 Section 54045.5,~~ 68130.5, and 76141;  
Title 5 Section 54045.5

## Attachments:

[BP 5020 Nonresident Tuition - Comments](#)  
[BP 5020 Nonresident Tuition - Legal Citations](#)  
[BP5020 -OLD.pdf](#)

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Current Status: Pending

PolicyStat ID: 4085303



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 Owner: Academic Senates Academic Senates:  
 Policy Area: Chapter 5 Student Services  
 References:

## AP 5020 Nonresident Tuition

(Replaces current SBCCD AP 5020)

### A. Status Defined

Students who do not establish residence in this State for more than one year immediately preceding the residence determination date prescribed below are classified as "nonresident students." "International students" are students who are citizens and residents of a foreign country.

### B. Authority to Determine Residence

The College President or designee shall make the determination of residence status. The Office of County Counsel shall act as the reviewing authority if differences arise.

### C. Resident Determination Date

The "resident determination date" is the day preceding the first day of instruction of the semester or term during which the student proposes to enroll.

### D. Residency Reclassification –

In order to establish residency, it is necessary that there be a union of act and intent. To establish residency, a person capable of establishing residence in California must couple his or her physical presence in California with objective evidence that the physical presence is with the intent to make California the home for other than a temporary purpose.

1. A student seeking reclassification as a resident, who was classified as a non- resident in the preceding term, shall be determined financially independent or dependent in accordance with Ed Code 68044.
2. One-Year Waiting Period – The one year residence period which a student must meet to be classified as a resident does not begin until the student is both present in California and has manifested a clear intent, as delineated on the College's approved residency determination form, to become a California resident.
3. Reestablished Residence – If a student or the parents of a minor student relinquish California residence after moving from the state, one full year of physical presence, coupled with one full year of demonstrated intent to be a California resident, is required to reestablish residence for tuition purposes, except as provide in Ed Code section 68070.
4. Physical Presence – A person capable of establishing residence in California must be physically present in California for one year prior to the residence determination date to be classified as a resident student. Physical presence within the state solely for educational purposes does not constitute establishing California residence regardless of the length of that presence.

5. Intent – Intent to make California the home for other than a temporary purpose may be manifested in many ways. No one factor is controlling. Objective manifestations of intent to establish California residence include but are not limited to (1) ownership of residential property or continuous occupancy of rented Property in California, (2) registering to vote and voting in California, (3) licensing from California for professional practice, (4) active membership in service or social clubs, ( 5) presence of spouse, children or other close relative in the state, (6) showing California as home address on federal income tax form, (7) payment of California state income tax as resident, (8) possessing California motor vehicle license plates, (9) possessing a California driver's license, (10) maintaining permanent military address or home of record in California while in armed forces.

**E. Tuition**

The Board shall determine the nonresident tuition fee prior to February 1 each year. Fees are due and payable ~~prior to~~upon completion of the course registration process.

**F. Admission Errors**

Nonresident students subject to payment of nonresident fees, who have been admitted to a class in error without payment of tuition, shall be excluded from attendance until fees have been paid.

**G. Falsification of Residence**

Nonresident students, who have been admitted to a class without the payment of the nonresident fees based on the submission of incomplete or falsified information either by or for them, are subject to immediate exclusion.

**H. Exemptions, including:**

1. Students who are concurrently enrolled in K-12 classes are exempt from nonresident tuition.
2. Students who are members of the military services are exempt from nonresident tuition for one year after their date of assignment in California. After that period, they must take steps to establish residency or pay the nonresident tuition.
3. "Covered individuals" who meet the eligibility criteria as defined in VACA are exempt from nonresident tuition.

**Veterans Access, Choice, and Accountability Act (VACA H.R. 3230)**

In August 2014, President Obama signed the Veterans Access, Choice, and Accountability Act of 2014 ("VACA Act"), into law (Public Law No.: 113-146). Section 702 of the VACA Act (38 U.S.C. 3679(c)) requires the U.S. Department of Veterans Affairs (VA) to disapprove programs of education under the Montgomery GI Bill-Active Duty (MGIB-AD) and Post-9/11 GI Bill education benefit programs (Chapters 30 or 33, respectively, of Title 38, U.S. Code) at institutions of higher learning if the school charges qualifying veterans and dependents ("covered individuals") tuition and fees in excess of the in-state rate for resident students for terms beginning after July 1, 2015. A "covered individual" is defined in the VACA Act as:

- a. A Veteran who lives in the state in which the institution of higher learning is located (regardless of his/her formal state of residence) and enrolls in the school within three years of discharge from a period of active duty service of 90 days or more.
- b. A spouse or child entitled to transferred education benefits who lives in the state in which the institution of higher learning is located (regardless of his/her formal state of residence) and enrolls in the school within 3 years of the transferor's discharge from a period of active duty service of 90 days or more.
- c. A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry



Scholarship (provides Post-9/11 GI Bill benefits to the children and surviving spouses of service members who died in the line of duty while on active duty) who lives in the state in which the institution of higher learning is located (regardless of his/her formal state of residence) and enrolls in the school within three years of the Service member's death in the line of duty following a period of active duty service of 90 days or more.

- d. ~~After expiration of the three year period following discharge or death as described in 38 U.S.C. 3679(c), a student who initially qualifies under the applicable requirements above will maintain "covered individual" status as long as he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters or terms) at the institution, even if they enroll in multiple programs and shall continue to be exempt from paying nonresident tuition and other fees as described in the updated fee policy described below.~~
- ~~Any students, other than non-immigrant aliens under 8 U.S. Code Section 1401(a)(15), who meet the following requirements:~~
    - ~~either high school attendance in California for three or more years OR attainment of credits earned in California from a California high school equivalent to three or more years of full-time high school coursework and a total of three or more years of attendance in California elementary schools, California secondary schools, or combination of those schools;~~
    - ~~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 immigration status, or will file an application as soon as he/she is eligible to do so.~~
  - ~~Any students who meet the following requirements:~~
    - ~~demonstrates financial need;~~
    - ~~has a parent who has been deported or was permitted to depart voluntarily;~~
    - ~~moved abroad as a result of that deportation or voluntary departure;~~
    - ~~lived in California immediately before moving abroad;~~
    - ~~attended a public or private secondary school in the state for three or more years; and~~
    - ~~Upon enrollment, will be in his or her first academic year as a matriculated student in California public higher education, will be living in California, and will file an affidavit with the District stating that he or she intends to establish residency in California as soon as possible.~~
  - ~~Any nonimmigrant aliens granted "T" or "U" visa status under title 8 U.S. Code Section 1401(a)(15)(T)(i) or (ii), or section 1401(a)(15)U(i) or (ii), respectively, 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 or commencing on or after January 1, 2002; and~~
- ~~completion of a questionnaire form prescribed by the State Chancellor's Office verifying eligibility for this nonresident tuition exemption.~~
- ~~A special part-time student, other than a nonimmigrant alien under 8 U.S. Code Section 1101(15)(a), participating in a College and Career Access Pathways (CCAP) partnership program and enrolled in no more than 15 units per term.~~
- ~~A requirement that the nonresident tuition fee be set not later than February 1 of each year~~
- ~~A requirement that the calculation reflect the current expense of education calculated according to the Budget and Accounting Manual~~
- ~~Exemptions, if any, due to reciprocity with bordering states~~
- ~~Processing fees, if any, for international students~~
- ~~A requirement that the calculation include the expense of education in the preceding fiscal year~~
- ~~A requirement that the calculation reflect fees in contiguous Districts~~
- ~~A requirement that the calculation provide for students enrolled in more or less than 15 units per term~~

After expiration of the three year period following discharge or death as described in 38 U.S.C. 3679(c), a student who initially qualifies under the applicable requirements above will maintain "covered individual" status as long as he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters or terms) at the institution, even if they enroll in multiple programs and shall continue to be exempt from paying nonresident tuition and other fees as described in the updated fee policy described below.

4. Any students, other than non-immigrant aliens under 8 U.S. Code Section 1101(a)(15), who meet the following requirements:
  - a. either high school attendance in California for three or more years OR attainment of credits earned in California from a California high school equivalent to three or more years of full-time high school coursework and a total of three or more years of attendance in California elementary schools, California secondary schools, or combination of those schools;
  - b. graduation from a California high school or attainment of the equivalent thereof;
  - c. registration or enrollment in a course offered for any term commencing on or after January 1, 2002;
  - d. completion of a questionnaire form prescribed by the State Chancellor's Office verifying eligibility for this nonresident tuition exemption; and
  - e. 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 immigration status, or will file an application as soon as he/she is eligible to do so.
  - f. Any students who meet the following requirements:
    - i. demonstrates financial need;
    - ii. has a parent who has been deported or was permitted to depart voluntarily;

- iii. moved abroad as a result of that deportation or voluntary departure;
  - iv. lived in California immediately before moving abroad;
  - v. attended a public or private secondary school in the state for three or more years; and
  - vi. Upon enrollment, will be in his or her first academic year as a matriculated student in California public higher education, will be living in California, and will file an affidavit with the District stating that he or she intends to establish residency in California as soon as possible.
- g. Any nonimmigrant aliens granted "T" or "U" visa status under title 8 U.S. Code Section 1101(a)(15)(T)(i) or (ii), or section 1101(a)(15)U(i) or (ii), respectively, who meet the following requirements:
- i. high school attendance in California for three or more years;
  - ii. graduation from a California high school or attainment of the equivalent thereof;
  - iii. registration or enrollment in a course offered for any term or commencing on or after January 1, 2002; and
  - iv. completion of a questionnaire form prescribed by the State Chancellor's Office verifying eligibility for this nonresident tuition exemption.
- h. A special part-time student, other than a nonimmigrant alien under 8 U.S. Code Section 1101(15)(a), participating in a College and Career Access Pathways (CCAP) partnership program and enrolled in no more than 15 units per term.
- i. A requirement that the nonresident tuition fee be set not later than February 1 of each year
- j. A requirement that the calculation reflect the current expense of education calculated according to the Budget and Accounting Manual
- k. Exemptions, if any, due to reciprocity with bordering states
- l. Processing fees, if any, for international students
- m. A requirement that the calculation include the expense of education in the preceding fiscal year
- n. A requirement that the calculation reflect fees in contiguous Districts
- o. A requirement that the calculation provide for students enrolled in more or less than 15 units per term

**I. Refunds**

Refunds are subject to conditions set forth in the Refund Policy.

## References:

Education Code Sections 68130.5 and 76140 et seq. ;  
 Title 5 Section 54045.5

## Attachments:

[AP 5020 Nonresident Tuition- Comments](#)  
[AP 5020 Nonresident Tuition- Legal Citations](#)



Current Status: Pending

PolicyStat ID: 3958100



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 References:

## BP 5040 Student Records, Directory Information, and Privacy

(Replaces current SBCCD BP 5040 and BP 5045)

- ~~From current SBCCD BP 5040 titled Student Records Directory Information, and Privacy~~

The Chancellor shall assure that student records are maintained in compliance with applicable federal and state laws relating to the privacy of student records.

The Chancellor may direct the implementation of appropriate safeguards to assure that student records cannot be accessed or modified by any person not authorized to do so.

Any currently enrolled or former student of the District has a right to review any and all student records relating to him/ or her maintained by the ~~District~~District.

No District ~~employee representative~~representative shall release the contents of a student record including directory information to any member of the public without the prior written consent of the student, other than information as defined in this policy and information sought pursuant to a court order or lawfully issued subpoena, or as otherwise authorized by applicable federal and state laws.

Students shall be notified of their rights with respect to student records, ~~including the definition of directory information contained here, and that they may limit the information,~~ including the definition of directory information contained here, and that they may limit the information.

### Directory information shall include:

- ~~Student participation in officially recognized activities and sports including weight, height and high school of graduation of athletic team members.~~
- ~~Degrees and awards received by students, including honors, scholarship awards, athletic awards and Dean's List recognition.~~

**NOTE:** ~~This is an extremely limited definition of "directory information." Both state and federal laws permit the Board of Trustees to adopt a definition of "directory information" that includes any of the following: name, address, telephone number, date and place of birth, major field of study, student participation in officially recognized activities and sports including weight, height and high school of graduation of athletic team members, degrees and awards received by students, including honors, scholarship awards, athletic awards and Dean's List recognition, dates of attendance, and the most recent public or private school attended by the student. Such an expansive definition of "directory information" is no longer recommended out of concern for both the family privacy and the safety of students. Applicable law does not give the District discretion to use a~~

~~more expansive definition of directory information on a selective basis, e.g., in order to make such data available to potential vendors.~~

~~**NOTE:** The following language in current SBCCD BP 5045 is shown as struck below due to the prescriptive detail contained therein. The Policy and Procedure Service includes this exact language in its template for AP 5045 titled Student Records: Challenging Content and Access Log. The language in current SBCCD BP 5045 will be reflected in new AP 5045.~~

~~• **From current SBCCD BP 5045 titled Student Records: Challenging Content and Access Log**~~

~~Any student may file a written request with one of the respective deans in Student Services to correct or remove information recorded in his or her student records that the student alleges to be: (1) inaccurate; (2) an unsubstantiated personal conclusion or inference; (3) a conclusion or inference outside of the observer's area of competence; or (4) not based on the personal observation of a named person with the time and place of the observation noted.~~

Directory information as required by law is included in the College Catalog which is updated and posted to the college website annually.

## References:

Education Code Sections 76200, et seq.;  
Title 5, Sections 54600, et seq.

~~20 U.S. Code Section 1232g(j);~~

~~ACCJC Accreditation Standard II.C.8~~ 20 U.S. Code Section 1232g(j);

ACCJC Accreditation Standard II.C.8

## Attachments:

BP 5040 Student Records, Directory Information, and Privacy - Comments  
BP 5040 Student Records, Directory Information, and Privacy - Legal Citations  
BP5040 -OLD.pdf



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**Next Review:** N/A  
**Owner:** Academic Senates Academic Senates:  
**Policy Area:** Chapter 5 Student Services  
**References:** Legally Required

# AP 5040 Student Records, Directory Information, and Privacy

(Replaces current SBCCD AP 5040)

## STUDENT RECORDS

- A. The colleges shall maintain appropriate records to document and verify student enrollment, attendance, and withdrawal information as required for state apportionment purposes.
- B. Data provided by the instructor shall be readily available for audits, internal controls, and other verification.
- C. Data for Enrollment (Data)
  - 1. Student Applications
  - 2. Change of Program Data
  - 3. Fee Data
  - 4. Credit by Examination
  - 5. Student Academic Records
  - 6. Assessment Scores

## ACCESS TO STUDENT RECORDS

- A. Definitions
  - 1. "Student" means any person who is currently enrolled or formally enrolled in classes in the San Bernardino Community College District.
  - 2. The following data and documents will be maintained by the colleges and classified as "Student Records":
    - a. Admission Data
    - b. Discipline Records
    - c. Health Records
    - d. Veteran Records
    - e. Educational Records

- a. [admission data](#)
- b. [discipline records](#)
- c. [health records](#)
- d. [veteran records](#)
- e. [educational records](#)

3. The following are not classified as "Student Records":

- a. ~~Information~~[information](#) provided by a student's parents relating to applications for financial aid or scholarships.
- b. ~~Information~~[information](#) related to a student compiled by a college officer or employee:
  - 1. appropriate for such officer or employee's performance of his/her responsibility; and
  - 2. which remains in the sole possession of the maker thereof; and
  - 3. is not accessible or revealed to any other person except a substitute. For the purposes of this subdivision, "substitute" shall mean a person who performs on a temporary basis the duties of the individual who made the notes and does not refer to a person who permanently succeeds the maker of the notes in his/her position.
- c. ~~Information~~[information](#) related to a student created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional:
  - 1. acting or assisting in his professional or para-professional capacity; and
  - 2. the record is created, maintained or used in connection with the provision of treatment to the student; and
  - 3. the record is not available to anyone other than persons providing such treatment provided, however, that such a record may be personally reviewed by a physician or other appropriate professional of the student's choice.
- d. ~~Information~~[information](#) maintained by a college law enforcement unit:
  - 1. necessary and appropriate to enable such law enforcement unit to carry out its duties and responsibilities as required by law or as may be assigned by the district;
  - 2. unit personnel do not have access to other student records; and
  - 3. such information is kept apart from other student records; and
  - 4. maintained solely for law enforcement purposes; and
  - 5. is available only to other law enforcement officials of the same jurisdiction.
- e. ~~Any~~[any](#) data or records not identified in part 2 is not to be considered a student record.

#### B. Access to Student Records

- 1. Students, as defined in this policy, have the right to review and receive copies of all student records relating to the student as maintained by the colleges. Expressly exempted from the right of inspection:
  - a. financial records of the parents of the students;
  - b. confidential letters and statements of recommendation that were placed in the education record prior to January 1, 1975. After January 1, 1975, confidential recommendations and other

materials regarding admission to special departmental programs or honorary recognition for students may be acquired and remain confidential if the student has signed a waiver of his/her right to review and inspect such documents. In the event a student does not sign a waiver, such student must be given access to these records;

- c. records of instructional, supervisory, counseling and administrative personnel which are in their sole possession and are not accessible or revealed to any other person except a substitute;
  - d. records of employees at the college, who are not in attendance at the college, made and maintained in the normal course of college business; and
  - e. records of students made and maintained by the college Health Office that are used in the treatment of students.
2. Procedures shall be developed by each college to provide for access to student records that will include:
- a. a written request from the individual student;
  - b. access to student records not to exceed ten working days;
  - c. a review and inspection process that will be under the direct supervision of a designated employee
  - d. the option to obtain copies of their student records at a designated fee for each page copied.
3. If any material or document in the education record of a student includes information on more than one student, the student shall have the right to inspect and review only such part of the material or document as relates to him/her or to be informed of the specific information contained in such part of the material or document.

### C. Release of Student Records

1. Release of or access to individual student records is not authorized without specific written consent of the individual student or under judicial order, except that access may be permitted to the following
  - a. ~~Officials~~officials and employees of the college, provided that any such person has a legitimate educational interest to inspect a record.
  - b. ~~Authorized~~authorized representatives of the Comptroller General of the United States, the Secretary of Health, Education, and Welfare, an administrative head of an education agency, state education officials, or their respective designees, or the United States Office of Civil Rights, where such information is necessary to audit or evaluate a state or federally supported education program, or pursuant to a federal or state law, provided that except when collection of personally identifiable information is specifically authorized by federal law, any data collected by such officials shall be protected in a manner which will not permit the personal identification of students or their parents by other than those officials, and such personally identifiable data shall be destroyed when no longer needed for such audit, evaluation, and enforcement of federal legal requirements.
  - c. ~~Other~~other state and local officials or authorities to the extent that information is specifically required to be reported pursuant to state law adopted prior to November 19, 1974.
  - d. ~~Accrediting~~accrediting organizations in order to carry out their accrediting functions.
  - e. ~~Organizations~~organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests,



administering student aid programs, and improving instruction if such studies are conducted in such a manner as will not permit the personal identification of students or their parents by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it is conducted.

- f. ~~Appropriate~~appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or other persons, or safety of a student or other persons, or subject to such regulations as may be issued by the Secretary of Health, Education and Welfare.
2. The agencies and individuals listed above are expressly forbidden from permitting access of said educational records to third parties.
3. Where the colleges receive a judicial order to review and/or release a student record, the student involved will receive notification of this action by the colleges as soon as possible.
4. No person, persons, agency or organization permitted access to student records pursuant to this policy shall permit access to any information obtained from such records by any other person, persons, agency or organization without the written consent of the student; however, this paragraph shall not be construed as to require prior student consent when information obtained pursuant to this section is shared with other persons within the educational institution, agency or organization obtaining access as long as such person(s) have a legitimate educational interest in the information.

#### **D. Record of Access**

1. A log or record shall be maintained of each person, agency, or organization requesting or receiving information from individual student records. Such listing need not include college officials, instructors, or counselors.
2. The log or record shall be open to inspection only by the student and the college official or his/her designee responsible for the maintenance of student records, and to other school officials with legitimate educational interests in the records, and to the Comptroller General of the United States, the Secretary of Health, Education and Welfare, and administrative head of an education agency as defined in Public Law 93.380, and state educational authorities as a means of auditing the operation of the system.
3. Personal information may be transferred to a third party only on the condition that such party will not permit access by any other party without the written consent of the student. (As an example, information released to agencies for auditing purposes or for improving instruction.) The following statement will accompany student records released under these circumstances:

"All student education records will be destroyed when they are no longer needed for implementation of the study. Student education records may not be released without the written consent of the student."

#### **E. Challenge of Student Records**

1. See Administrative Procedure 5045 titled Student Records: Challenging Content and Access Log

#### **F. Annual Notice to Students**

1. Students of the *San Bernardino Community College* District shall be notified annually of their rights under this procedure.
2. Standard college publications may be used to satisfy this annual notice to students.

**G. Destruction of Records**

Nothing in this policy shall prevent the destruction of records per established District procedure. (See BP/ AP 3310 titled Records Retention and Destruction)

## References:

Education Code Sections 71091 and 76200 et seq.;  
Title 5 Sections 54600 et seq.,;  
20 U.S. Code Section 1232g(j) (U.S. Patriot Act);  
Civil Code Section 1798.85;  
ACCJC Accreditation Standard II.C.8

## Attachments:

[AP 5040 Student Records, Directory Information, and Privacy - Comments](#)  
[AP 5040 Student Records, Directory Information, and Privacy - Legal Citations](#)  
[AP5040 -OLD.pdf](#)  
[SBCCD - Overview for Legal Update 31 Final Version.docx](#)

## **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:** April 12, 2018  
**SUBJECT:** Consideration of Final Approval of Board Policies

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the Board Policies. Administrative Procedures are submitted for information and review for consistency with Board policies.

BP 3226 Awards (no AP)  
BP & AP 3915 Printing  
BP 7120 Recruitment & Hiring (AP is under review)  
BP 7130 Compensation (AP is under review)  
AP 7385 Salary Deductions (BP is under review)

### **ANALYSIS**

The changes to the APs and BPs were submitted for 2<sup>nd</sup> Reading on November 9, 2017 and pulled from the agenda. District Assembly re-reviewed and reconfirmed on February 6, 2018. The Board approved first reading on March 8, 2018.

### **INSTITUTIONAL VALUES**

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

### **FINANCIAL IMPLICATIONS**

None.



Current Status: Pending

PolicyStat ID: 3803943



Origination: 04/2004  
 Last Approved: N/A  
 Last Revised: 03/2018  
 Next Review: 5 years, 12 months after approval  
 Owner: Chancellor's Cabinet  
 Chancellor's Cabinet:  
 Policy Area: Chapter 3 General Institution  
 References:

## BP 3226 Awards

(Replaces current SBCCD BP 3225)

**A. Authorization**

~~The Board of Trustees authorizes the granting of awards to students or staff for outstanding achievement.~~

**B. Recognition**

~~Recognition may be given in the form of certificates, plaques, ribbons, badges, books, pens, trophies, rings, medals, bumper stickers, shirts, jackets, comestible items, and such other appropriate symbols of appreciation.~~

**C. Approval**

~~The Chancellor or designee may approve such awards up to the limit \$200 per individual. Any award that exceeds that limit requires Board approval prior to the purchase of the Award.~~

A. Authorization

The Board of Trustees authorizes the granting of awards to students or staff for outstanding achievement.

B. Recognition

Recognition may be given in the form of certificates, plaques, ribbons, badges, books, pens, trophies, rings, medals, bumper stickers, shirts, jackets, comestible items, and such other appropriate symbols of appreciation.

C. Approval

The Chancellor or designee may approve such awards up to the limit \$200 per individual. Any award that exceeds that limit requires Board approval prior to the purchase of the Award.

D. Certificates & Awards Issued by the Board of Trustees

In cases of exemplary service or accomplishment, the Board of Trustees may present a certificate of Congratulations to an employee of the District or to a member of the community. The determination for the awarding of such certificates will be made by the Executive Committee of the Board and the Chancellor, and will be final approved by the Board of Trustees.

## Reference:

Education Code Sections 78210 et seq., and 84754.6;  
ACCJC Accreditation Standard I.B.5 - 9



Current Status: Pending

PolicyStat ID: 4182442



Origination: 04/2004  
 Last Approved: N/A  
 Last Revised: 03/2018  
 Next Review: 5 years, 12 months after approval  
 Owner: Chancellor's Cabinet  
 Chancellor's Cabinet:  
 Policy Area: Chapter 3 General Institution  
 References:

## BP 3915 Printing

~~(Replaces current SBCCD BP 3715)~~ From current SBCCD BP 3715 titled Printing

- ~~From current SBCCD BP 3715 titled Printing~~

The District will provide printing, graphics, and reproduction services to District-funded operations and activities subject to administrative ~~regulations~~ ~~procedures~~ procedures recommended by the Chancellor.

### Reference:

No references

### Attachments:

[BP 3915 Printing - Comments](#)  
[BP 3915 Printing - Legal Citations](#)  
[BP3915- OLD.pdf](#)



Current Status: Pending

PolicyStat ID: 4182439



Origination: 12/2008  
 Last Approved: N/A  
 Last Revised: 03/2018  
 Next Review: 5 years, 12 months after approval  
 Owner: Chancellor's Cabinet  
 Chancellor's Cabinet:  
 Policy Area: Chapter 3 General Institution  
 References:

## AP 3915 Printing

~~(Replaces current SBCCD AP 3715)~~ From current SBCCD AP 3715 titled Printing

• ~~From current SBCCD AP 3715 titled Printing~~

District printing, graphics, and reproduction services will be provided to District-funded operations and activities subject to the following guidelines and priorities.

A. **Copyright Compliance**

- Reproduction of printing of all copyrighted material will be done in strict compliance with appropriate laws.

**Requisitions**

B. **Printing Request** - Printing or graphics work shall be requested through ~~a print requisition~~ online services. Online Services is accessible at [http://webdeskpsp.sbccd.cc.ca.us/PSP/app/PSP\\_Start.asp](http://webdeskpsp.sbccd.cc.ca.us/PSP/app/PSP_Start.asp) Requests from student organizations, clubs and associations must be ~~signed~~ submitted by the authorized sponsor or student activity advisor.

C. **Scheduling** -

Most projects--except for quick copy--require preparation time of at least 10 working days. Large or complicated projects may require more time. A delivery date cannot be set until each project is received in its entirety and has been reviewed. Projects are subject to the following general priority standards:

1. Priority 1 - Registration materials, forms, signs, announcements, and class schedules.
2. Priority 2 - Instructional materials, outlines, worksheets, tests, course exercises, special supplementary materials;
3. Priority 3 - Critical dated material (including annual reports and newsletters), personnel announcements, Board materials, specialized forms, charts or graphs, and approved recruiting information;
4. Priority 4 - Miscellaneous materials, general brochures, posters, business cards, and flyers.

D. **Standards** -

Standards for the various printing and graphic operations are published in the Center's "Guidelines and General Information" brochure.

E. Branding - Printing Services will work collaboratively with each site's Marketing Department to apply and to maintain consistency on design, printed, and published materials.

F. **Charges**

1. There will be no charge for printing of usual and customary instructional materials, business forms, and other business communications.
2. Enterprise and ancillary operations such as chartered student body organizations, clubs, categorical programs, the employee credit union, the cafeterias, independent foundations, the ~~Professional~~Economic Development ~~Center~~& Corporate Training, KVCR, and the bookstores, may use District printing services, but shall reimburse the District for the full cost (materials and labor) of such services.
3. Any authorized group or individual requesting printing of materials for resale, selling advertisements in the printed materials, printing not required by the colleges/district for an event that will make a profit, shall reimburse the District for the full cost of such services.
4. Printing will be provided to employee unions subject to the terms of the union contract.
5. Orders that require reprinting due to requester error will be charged to the requester's cost center.

G. **Limitations**

Procedure - All requests for printing and printing related production from District-funded operations and activities are to be routed to Printing and Graphics Services. Printing and graphics services are subject to the limitations of the equipment in the shop. The Print Shop Supervisor will determine when materials must be sent to an outside source for service.

## Reference:

No references

## Attachments:

[AP 3915 Printing - Comments](#)  
[AP 3915 Printing - Legal Citations](#)  
[AP3915-OLD.pdf](#)



Current Status: Pending

PolicyStat ID: 3983651



**Origination:** 06/2004  
**Last Approved:** N/A  
**Last Revised:** 12/2014  
**Next Review:** 09/2017  
**Owner:** *Human Resources Human Resources*  
**Policy Area:** *Chapter 7 Human Resources*  
**References:**

## BP 7120 Recruitment and Hiring

*(Replaces current SBCCD BP 7120)*

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 53000, et seq. and 51023.5;  
 ACCJC Accreditation Standard III.A.1

### Attachments:

[BP 7120 Recruitment and Hiring- Comments](#)  
[BP 7120 Recruitment and Hiring- Legal Citations](#)





Current Status: Pending

PolicyStat ID: 3983759



**Origination:** 11/2016  
**Last Approved:** N/A  
**Last Revised:** 11/2016  
**Next Review:** 5 years, 12 months after approval  
**Owner:** Human Resources Human Resources  
**Policy Area:** Chapter 7 Human Resources  
**References:**

## BP 7130 Compensation

*(Replaces current SBCCD BP 7130)*

**Salary schedules, compensation and benefits, including health and welfare benefits, for all classes of employees and each administrator employed pursuant to a contract under Education Code section 72411, shall be established by the Board of Trustees.**

Employees represented by CSEA and CTA should refer to their respective bargaining unit agreements for information specific to their unit.

### Prohibition of Incentive Compensation

Except as applicable to foreign students residing in foreign countries who are not eligible to receive federal student assistance, the District shall not provide any commission, bonus, or other incentive payment based, directly or indirectly, on the success in securing enrollments or financial aid, to any person or entity engaged in any student recruiting or admission activities or in making decisions regarding the award of student financial assistance. Employees covered by this ban shall be referred to as "covered employees" for purposes of this policy.

### References:

Education Code Sections 70902(b)(4);, 72411, 87801; and 88160;

Government Code Section 53200;

**34 Code of Federal Regulations 668 (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended)**

### Attachments:

- [BP 7130 Compensation - Comments](#)
- [BP 7130 Compensation - Legal Citations](#)



Current Status: Pending

PolicyStat ID: 3915514



**Origination:** 06/1994  
**Last Approved:** N/A  
**Last Revised:** 06/1994  
**Next Review:** 08/2020  
**Owner:** *Human Resources Human Resources*  
**Policy Area:** *Chapter 7 Human Resources*  
**References:**

## AP 7385 Salary Deductions

*(Replaces current SBCCD AP 6360)*

### Deductions Required by Law

Deductions from the employee's wage, mandated by law, shall be made for the following reasons:

- State and federal income tax
- Public employees' retirement (PERS & STRS)
- Court-ordered deductions
- Other statutory deductions

### Union Dues

The employee organization(s) recognized as the exclusive representative unit(s) shall have the right to have membership dues deducted.

Any timely revocation of an employee's written authorization permitting dues deductions shall be in writing and becomes effective commencing with the next pay period.

### Voluntary Deductions

The District may deduct, without charge, from the employee's wage, an amount requested by said employee for:

- Participation in a tax-sheltered annuity and/or deferred compensation program.
- Paying premiums on any policy or certificate of group life insurance or disability insurance or legal expense insurance, or any of them.
- Paying rates, dues, fees, or other periodic charges on any hospital service contract.
- Donations to the College Foundation.
- any other District-authorized voluntary deductions

To request a deduction for a purpose not specifically listed above, the employee shall submit a request in writing to the Payroll Department or designee.

The authorization by the employee shall contain the amount to be deducted per month and the effective date the deduction(s) will begin. Such authorization shall remain in effect until expressly revoked in writing by the employee. All authorizations must be submitted to the Payroll Department and becomes effective commencing with the next pay period.

Any timely revocation of an employee's written authorization permitting dues deductions shall be in writing and becomes effective commencing with the next pay period.

**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:** April 12, 2018  
**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 have an opportunity to recognize someone at SBCCD who provides outstanding quality and service.

**INSTITUTIONAL VALUES**

I. Institutional Effectiveness

**FINANCIAL IMPLICATIONS**

None.

**Caring Hands Applause Cards - April 2018**

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
<b>District</b>				
Brady	Jason	TESS	Thank you for working on a request for our Faculty Chairs so quickly. We all appreciate your professionalism and work ethic. We'd be lost without you!	Corrina Baber
Davis	Angela	Purchasing	Thank you for your patience, willingness to help, and the superhero-like speed at which you complete PO Change Notices! You are a joy to work with!	Anonymous
Diggle	Virginia	Purchasing	Virginia has been very supportive of the maintenance and operations department at Valley College. She has helped process several last minute purchase orders for us.	Bob Jenkins
Dulock	Rick	KVCR	Thanks for all you do for the radio station. You work hard to make sure our listeners and members are at the forefront of the station's efforts! You Rock!	Lillian Vasquez
Manuz	Darian	KVCR	I just wanted to recognize you for working diligently to please our television and radio members in every aspect. You work so hard to please so many! You did a great job on the Ethan Bornick Concert. Kudos!	Lillian Vasquez
Smith	Wyvon	Accounting	I highly recognize – Wyvon L. Smith. Wyvon does a good job processing our vendor invoices and makes sure our vendors are paid on time and that she addresses the county audits. She makes herself available with poise and communicates the right information between the vendors and managers.	Hussain Agah
Style	Tim	KVCR	You did a great job on the SABS Report for KVCR TV Production. You were very detailed in your report. Your efforts and talents are greatly appreciated! Thanks!	Lillian Vasquez

**Caring Hands Applause Cards - April 2018**

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
<b>Crafton Hills College</b>				
Bell	Eva	Counseling	Thank you for your dedication to our students during the Greater LA College Tour. I was highly impressed with your level of care and concern as well as your positive attitude even when we were exhausted. You are amazing.	Mariana Moreno
Chittenden	Heather	Aquatics	I can't thank you enough for literally EVERYTHING! You are the "go to" person for any information and for any help I need. You are always there for me!	Colleen Hinds
Cook	Larry	Maintenance and Grounds	Larry has such a wonderful positive attitude! He is always so helpful and gets things done fast. Thank you Larry for helping us install all those hammocks. Our students just LOVE them.	Colleen Hinds
Downard	Megan	University Transfer Center	Thank you Megan for being an outstanding employee. You have an excellent work ethic and customer service to our students. I especially appreciate your high level of responsibility and ownership for your job.	Mariana Moreno
Dulay-Vega	Paige	Respiratory Care	Thank you for all of your guidance and your welcoming attitude! A true example of the type of person we want representing our campus!	Anonymous
Gimple	Tina	Administrative Services	Tina's support with the budget and budget processes is amazing. She is always willing to help! Thanks Tina!	Keith Wurtz
Lara	Naomi	EMS	Thank you for answering the three hundred (and counting) questions that I have come to you with! Your help is truly appreciated!	Anonymous
Ledoux	Janine	Kinesiology	Thank you for being so supportive and doing so much for so many! It is a pleasure to work with you.	Colleen Hinds

**Caring Hands Applause Cards - April 2018**

<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>DIV/DEPT/OFFICE</b>	<b>Details of the Service</b>	<b>Recognized By</b>
Lopez	Elizabeth	SINS	Thank you Elizabeth for helping me out with so many tasks in our department. You are doing an amazing job of managing all of the crazy stuff I throw your way. Thanks for your positivity and all your help.	Colleen Hinds
Marrujo	Monique	DSPS	Thank you Monique for your dedication to helping students make the most of their college tour. I appreciate your willingness and care.	Mariana Moreno
Miranda	Quetzalli	University Transfer Center	Thank you Quetzalli for being an excellent co-pilot during the college tour and for being a hard working student worker and just an overall awesome person. I'm so grateful to have you with us as part of our team.	Mariana Moreno
Quintanar	Brittnee	Counseling	Always going far beyond what is required. Brittnee's helpful attitude, sense of initiative and technical savvy continue to greatly benefit the entire Counseling Department.	Evan Sternard
Rabago	Ralph	Kinesiology	Thank you so much for all your advice and support. You are always there if I have a question and give the best advice. Thank you for helping me learn the ropes as chair and supporting my crazy interests!	Colleen Hinds
Saadeh	Miriam	Office of Instruction	Thank you for being so positive and such a pleasure to work with. I love your bubbly attitude and your "can do" personality! You have helped me so much with all the scheduling and advice. I can't thank you enough!	Colleen Hinds
Wilson	Debbie	University Transfer Center	Thank you Debbie for always extending the best service to our students, including bringing UCR's Future Physician Leaders on campus to meet with students. I'm grateful to have you as one of our counselors in the UTC.	Mariana Moreno

**Caring Hands Applause Cards - April 2018**

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
<b>San Bernardino Valley College</b>				
Angulo	Adam	Maintenance & Operations	Adam responded quickly to a safety request submitted by Instruction. We greatly appreciate his professionalism and his knowledge.	Corrina Baber
Berry	Patricia	Financial Aid	Took the time to really listen, to my problem with my FAFSA paper work. With me being a single parent and always on the go. Ms. Berry truly made a hopeless day shine for my children and we thank you	Joe Avila, Student
Flaa	Jonathan	Campus Technology Services	I appreciated your prompt response in arriving and resolving the computer lab top issue in the conference room. THANK YOU FOR ALL YOU DO FOR OUR CAMPUS!	Debby Gallagher
Flaa	Jonathan	Campus Technology Services	I know how much time and energy you spent on setting up for our Board meeting and wanted to thank you for going above and beyond to ensure everything was done as needed. I truly appreciate your hard work!	Stacey Nikac
Gallagher	Debby	President's Office	I know how much time and energy you spent on setting up for our Board meeting and wanted to thank you for going above and beyond to ensure everything was done as needed. I truly appreciate your hard work!	Stacey Nikac
Kracher	Gloria	Custodial	THANK YOU FOR ALWAYS MAKING SURE OUR OFFICE IS CLEANED EACH DAY EVEN WHEN YOU ARE OUT OF THE OFFICE.	Debby Gallagher
Luke	Dr. Craig	First Year Experience	Great instructor who really opens your mind to ideas and makes you think. Very determined to make our experience the best experience possible while expanding our knowledge.	Jordan Hill, Student

**Caring Hands Applause Cards - April 2018**

<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>DIV/DEPT/OFFICE</b>	<b>Details of the Service</b>	<b>Recognized By</b>
Morden	Erik	Food Services	I know how much time and energy you spent on setting up for our Board meeting and wanted to thank you for going above and beyond to ensure everything was done as needed. I truly appreciate your hard work!	Stacey Nikac
Morden	Erik	Food Services	THANK YOU FOR PROVIDING THE FOOD SERVICE FOR THE SB CHAMBER - EDUCATION DAY - LUNCHEON ON MARCH 16, 2018. THE FOOD WAS GREAT AND EVERYONE ENJOYED THE LUNCHEON.	Debby Gallagher
Pasillas	Karol	Administrative Services	Fantastic Job! I appreciated your assistance during our training session during the All Secretaries quarterly meeting on March 16, 2018. THANK YOU FOR ALL YOU DO FOR OUR CAMPUS!	Debby Gallagher
Pasillas	Karol	VPAS Office	I know how much time and energy you spent on setting up for our Board meeting and wanted to thank you for going above and beyond to ensure everything was done as needed. I truly appreciate your hard work!	Stacey Nikac
Pasillas	Karol	Administrative Services	THANK YOU! I APPRECIATED YOUR ASSISTANCE IN SETTING UP THE ROOM FOR THE SB CHAMBER LEADERSHIP LUNCHEON ON MARCH 16, 2018.	Debby Gallagher
Peters	Dena	Office of Instruction	Thank you for working as our Administrative Assistant the past few months. Your contribution to the Instruction Office has not gone unnoticed.	Corrina Baber
Peters	Dena	Instruction	Fantastic Job! I appreciated your assistance during our training session during the All Secretaries quarterly meeting on March 16, 2018. THANK YOU FOR ALL YOU DO FOR OUR CAMPUS!	Debby Gallagher



**Caring Hands Applause Cards - April 2018**

<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>DIV/DEPT/OFFICE</b>	<b>Details of the Service</b>	<b>Recognized By</b>
Rodriguez	Judy	Administrative Services	Thank you Judy for taking the initiative and going the extra mile to help one of our colleagues in a time of need. We really appreciate you!	Scott Stark
Rodriguez	Judy	Administrative Services	Fantastic Job! I appreciated your prompt assistance in processing my requests for use of facilities on campus for events. THANK YOU FOR ALL YOU DO FOR OUR CAMPUS!	Debby Gallagher
Rodriguez	Judy	VPAS Office	I know how much time and energy you spent on setting up for our Board meeting and wanted to thank you for going above and beyond to ensure everything was done as needed. I truly appreciate your hard work!	Stacey Nikac
Sanchez	Phylcia	Development & Community Relations	Fantastic Job! I appreciated your accurate submission of documentation each month to our office and always meeting deadline dates. THANK YOU FOR ALL YOU DO FOR OUR CAMPUS AND CARING ABOUT OUR STUDENTS!	Debby Gallagher
Yarbrough	Kay Dee	Instruction	Fantastic Job! I appreciated your assistance during our training session during the All Secretaries quarterly meeting on March 16, 2018. THANK YOU FOR ALL YOU DO FOR OUR CAMPUS!	Debby Gallagher
Yarbrough	Kay Dee	Instruction	THANK YOU! I APPRECIATED YOUR ASSISTANCE IN SETTING UP THE ROOM FOR THE SB CHAMBER LEADERSHIP LUNCHEON ON MARCH 16, 2018.	Debby Gallagher
Zuniga	Ruby	Student Services	Fantastic Job! I appreciated your assistance during our training session during the All Secretaries quarterly meeting on March 16, 2018. THANK YOU FOR ALL YOU DO FOR OUR CAMPUS!	Debby Gallagher

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Jose F. Torres, Vice Chancellor, Business & Fiscal Services  
**PREPARED BY:** Lawrence P. Strong, Director of Fiscal Services  
**DATE:** April 12, 2018  
**SUBJECT:** Budget Report

### **RECOMMENDATION**

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

### **OVERVIEW**

The attached Revenue and Expenditure Summary reflects activity for the 2017-18 fiscal year through March 13, 2018. As of that date, SBCCD was 70.1% through the fiscal year and had spent and/or encumbered approximately 63.4% of its budgeted general fund.

Also included in this board item is an exhibit reflecting the most recent FTES Report in terms of dollars.

### **ANALYSIS**

While year to date revenue and/or expenditure percentages often vary from the percentage of fiscal year elapsed, all funds are expected to remain within the 2017-18 budget unless noted here. For explanations of any significant variances in year to date revenues/expenditures from fiscal year elapsed, please see the attached summary.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this board item.



**FTES Update (In Dollars)\***  
Year to Date 03/06/2018

**San Bernardino Valley College**

GRAND TOTAL	TERM	BUDGETED	ACTUAL	PROJECTED	STATUS
	Fall 2016	\$ 283,318	\$ 242,108	\$ 242,108	
	Spring 2017	710,871	710,871	710,871	
	Summer 1	3,981,943	4,057,158	4,057,158	
	Fall 2017	23,912,535	24,093,981	24,091,921	
	Spring 2018	23,072,882	23,675,304	23,799,207	
	Summer 2	2,591,108	-	1,756,607	
	<b>FY 2017-18</b>	<b>\$ 54,552,657</b>	<b>\$ 52,779,422</b>	<b>\$ 54,657,872</b>	●

**Crafton Hills College**

TOTAL FTES*	TERM	BUDGETED	ACTUAL	PROJECTED	STATUS
	Spring 2017	\$ 139,083	\$ 139,083	\$ 139,083	
	Summer 2017	2,084,199	2,085,623	2,085,623	
	Fall 2017	10,936,288	11,075,269	11,075,269	
	Spring 2018	10,276,861	10,214,909	10,276,861	
	<b>FY 2017-18</b>	<b>\$ 23,436,430</b>	<b>\$ 23,514,884</b>	<b>\$ 23,576,836</b>	●

**SBCCD Total**

TOTAL FTES*	TERM	BUDGETED	ACTUAL	PROJECTED	STATUS
	Fall 2016	\$ 283,318	\$ 242,108	\$ 242,108	
	Spring 2017	849,955	849,955	849,955	
	Summer 1	6,066,141	6,142,781	6,142,781	
	Fall 2017	34,848,822	35,169,250	35,167,189	
	Spring 2018	33,349,743	33,890,213	34,076,068	
	Summer 2	2,591,108	-	1,756,607	
	<b>FY 2017-18</b>	<b>\$ 77,989,087</b>	<b>\$ 76,294,307</b>	<b>\$ 78,234,708</b>	●

\*Includes Credit, Enhanced and Non-Credit FTES

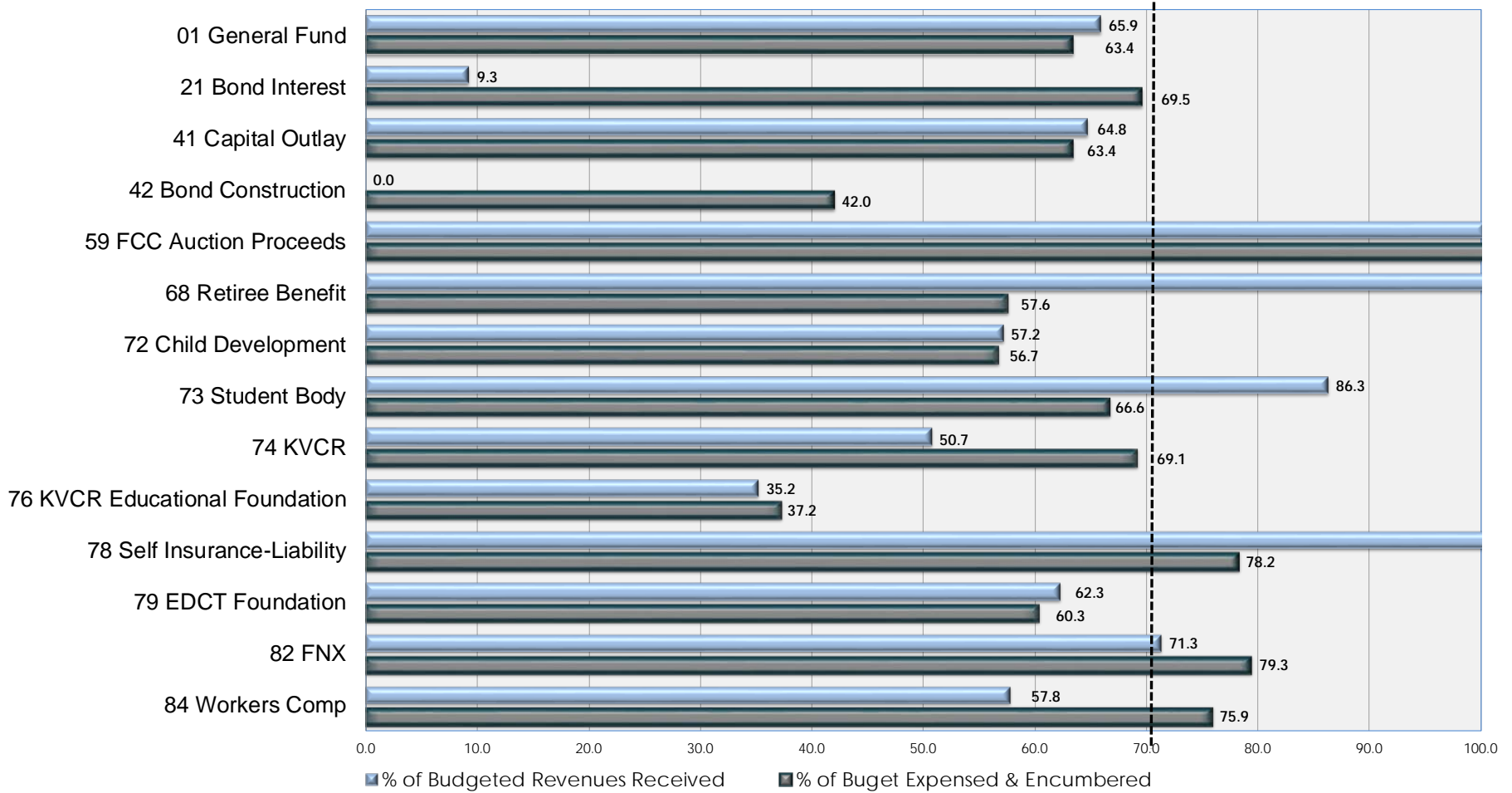


**70.1% of Fiscal Year Elapsed**

	REVENUES			EXPENDITURES			COMMENTS
	Budget	Received YTD		Budget	Expensed/ Encumbered YTD		
01 General Fund	\$144,975,390	\$ 95,584,214	65.9%	\$148,379,331	\$ 94,013,429	63.4%	
21 Bond Interest & Redemption	\$ 25,703,480	\$ 2,390,506	9.3%	\$ 29,169,261	\$ 20,274,936	69.5%	<i>Taxes are determined and collected by the County for bond measures; SBCCD does not control this fund.</i>
41 Capital Outlay Projects	\$ 2,813,992	\$ 1,822,539	64.8%	\$ 8,459,500	\$ 5,363,580	63.4%	<i>RDA revenue transfer in expected by year end.</i>
42 Bond Construction	\$ -	\$ 80,869	n/a	\$ 9,328,504	\$ 3,915,791	42.0%	
59 FCC Auction Proceeds	\$157,113,171	\$ 157,597,833	100.3%	\$ 2,400,000	\$ 21,811,130	908.8%	<i>Expenditures are for KVCR Transition costs as well as the transfer of \$20 million to Fund 68, as approved by Board for STRS/PERS fund.</i>
68 Retiree Benefit	\$ 261,000	\$ 20,094,791	7699.2%	\$ 371,234	\$ 213,711	57.6%	<i>\$20 million transferred from Fund 59 for STRS/PERS investment.</i>
72 Child Development	\$ 3,219,204	\$ 1,840,230	57.2%	\$ 3,219,116	\$ 1,824,302	56.7%	
73 Student Body Center Fee	\$ 285,750	\$ 246,593	86.3%	\$ 285,750	\$ 190,447	66.6%	
74 KVCR	\$ 3,808,232	\$ 1,932,634	50.7%	\$ 3,807,644	\$ 2,632,143	69.1%	
76 KVCR Educational Foundation	\$ 2,883,438	\$ 1,015,103	35.2%	\$ 2,883,437	\$ 1,073,438	37.2%	
78 Self Insurance-Liability	\$ 550,000	\$ 555,096	100.9%	\$ 765,000	\$ 598,467	78.2%	
79 EDCT Foundation	\$ 468,996	\$ 292,232	62.3%	\$ 488,996	\$ 294,923	60.3%	
82 FNX	\$ 2,113,290	\$ 1,507,334	71.3%	\$ 2,113,290	\$ 1,676,436	79.3%	
84 Workers Compensation	\$ 1,325,000	\$ 765,441	57.8%	\$ 1,110,000	\$ 842,178	75.9%	



Fiscal Year Elapsed - 70.1%



**BEST NET CONSORTIUM**  
**72 - San Bernardino Community College**  
**Budget Summary Report - Summary (From: 7/1/2017 To: 6/30/2018)**  
**Budget Summary for Board Meetings**

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
<b>Fund 01 GENERAL FUND</b>							
<b>Revenue</b>							
Federal Revenue (810000 to 819999)	2,787,157.66	516,291.35	516,291.35	18.52%	137,597.33	2,133,268.98	76.54%
Other State Revenue (860000 to 869999)	106,324,450.65	66,264,355.69	66,264,355.69	62.32%	(58,887.00)	40,118,981.96	37.73%
Other Local Revenue (880000 to 889999)	35,653,781.39	28,720,893.12	28,720,893.12	80.55%	(2,495.98)	6,935,384.25	19.45%
All Other Financing Sources (890000 to 897999)	-	6,459.75	6,459.75	100.00%	-	(6,459.75)	0.00%
Interfund Transfers In (898000 to 898999)	210,000.00	-	-	0.00%	-	210,000.00	100.00%
<b>Total Revenue</b>	<b>144,975,389.70</b>	<b>95,507,999.91</b>	<b>95,507,999.91</b>		<b>76,214.35</b>	<b>49,391,175.44</b>	
<b>Expenditure</b>							
Certificated Salary (100000 to 199999)	43,151,711.07	28,800,535.50	28,800,535.50	66.74%	-	14,351,175.57	33.26%
Classified Salary (200000 to 299999)	30,278,297.42	19,826,228.93	19,826,228.93	65.48%	(998.46)	10,453,066.95	34.52%
Employee Benefit (300000 to 399999)	24,392,490.17	15,377,872.16	15,377,872.16	63.04%	-	9,014,618.01	36.96%
Books and Supplies (400000 to 499999)	3,402,441.22	1,092,001.16	1,092,001.16	32.09%	686,854.86	1,623,585.20	47.72%
Services and Operating Expenditures (500000 to 599999)	38,944,563.83	15,138,184.37	15,138,184.37	38.87%	8,652,206.88	15,154,172.58	38.91%
Capital Outlay (600000 to 699999)	5,595,489.92	1,563,141.31	1,563,141.31	27.94%	953,967.02	3,078,381.59	55.02%
Other Financing Uses (700000 to 729999)	210,000.00	-	-	0.00%	-	210,000.00	100.00%
Interfund Transfers Out (730000 to 739999)	946,487.00	946,487.00	946,487.00	100.00%	-	-	0.00%
Other Financing Uses (740000 to 769999)	1,457,850.28	753,852.06	753,852.06	51.71%	223,096.59	480,901.63	32.99%
<b>Total Expenditure</b>	<b>148,379,330.91</b>	<b>83,498,302.49</b>	<b>83,498,302.49</b>		<b>10,515,126.89</b>	<b>54,365,901.53</b>	
<b>Total Fund 01 GENERAL FUND</b>	<b>(3,403,941.21)</b>	<b>12,009,697.42</b>	<b>12,009,697.42</b>		<b>(10,438,912.54)</b>	<b>(4,974,726.09)</b>	

Criteria: Type = Summary; Budget Status = Revised; Financial Options = RevenueExpenditure; Include Accruals = Yes; Negative Balance = No; Include Budget Account Details = No; Include GL Status = Pended,Encumbered,PreEncumberd; Sort/Group = Fund,Major Range; Page Break by = Fund; Account Masking = No Masking; Fund = 151,169; Suppress Net Zero Accounts = Yes; Default Column Order = No; Display Columns FTR = GL Status

**BEST NET CONSORTIUM**  
**72 - San Bernardino Community College**  
**Budget Summary Report - Summary (From: 7/1/2017 To: 6/30/2018)**  
**Budget Summary for Board Meetings**

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
<b>Fund 21 BOND INTEREST AND REDEMPTIONF</b>							
<b>Revenue</b>							
Other State Revenue (860000 to 869999)	225,744.00	-	-	0.00%	-	225,744.00	100.00%
Other Local Revenue (880000 to 889999)	25,477,736.00	913,883.01	913,883.01	3.59%	-	24,563,852.99	96.41%
All Other Financing Sources (890000 to 897999)	-	1,476,622.81	1,476,622.81	100.00%	-	(1,476,622.81)	0.00%
<b>Total Revenue</b>	<b>25,703,480.00</b>	<b>2,390,505.82</b>	<b>2,390,505.82</b>		<b>-</b>	<b>23,312,974.18</b>	
<b>Expenditure</b>							
Other Financing Uses (700000 to 729999)	29,169,260.70	20,274,936.20	20,274,936.20	69.51%	-	8,894,324.50	30.49%
<b>Total Expenditure</b>	<b>29,169,260.70</b>	<b>20,274,936.20</b>	<b>20,274,936.20</b>		<b>-</b>	<b>8,894,324.50</b>	
<b>Total Fund 21 BOND INTEREST AND REDEMPTIONF</b>	<b>(3,465,780.70)</b>	<b>(17,884,430.38)</b>	<b>(17,884,430.38)</b>		<b>-</b>	<b>14,418,649.68</b>	

Criteria: Type = Summary; Budget Status = Revised; Financial Options = RevenueExpenditure; Include Accruals = Yes; Negative Balance = No; Include Budget Account Details = No; Include GL Status = Pended,Encumbered,PreEncumberd; Sort/Group = Fund,Major Range; Page Break by = Fund; Account Masking = No Masking; Fund = 151,169; Suppress Net Zero Accounts = Yes; Default Column Order = No; Display Columns FTR = GL Status

**BEST NET CONSORTIUM**  
**72 - San Bernardino Community College**  
**Budget Summary Report - Summary (From: 7/1/2017 To: 6/30/2018)**  
**Budget Summary for Board Meetings**

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
<b>Fund 41 CAPITAL OUTLAY PROJECTS FUND</b>							
<b>Revenue</b>							
Other State Revenue (860000 to 869999)	1,258,092.11	484,565.11	484,565.11	38.52%	-	773,527.00	61.48%
Other Local Revenue (880000 to 889999)	1,359,413.00	1,066,175.83	1,066,175.83	78.43%	75,310.96	217,926.21	16.03%
Interfund Transfers In (898000 to 898999)	196,487.00	196,487.00	196,487.00	100.00%	-	-	0.00%
<b>Total Revenue</b>	<b>2,813,992.11</b>	<b>1,747,227.94</b>	<b>1,747,227.94</b>		<b>75,310.96</b>	<b>991,453.21</b>	
<b>Expenditure</b>							
Classified Salary (200000 to 299999)	200,721.62	133,814.40	133,814.40	66.67%	-	66,907.22	33.33%
Employee Benefit (300000 to 399999)	79,289.27	51,038.41	51,038.41	64.37%	-	28,250.86	35.63%
Services and Operating Expenditures (500000 to 599999)	2,867,879.00	980,538.08	980,538.08	34.19%	1,703,246.56	184,094.36	6.42%
Capital Outlay (600000 to 699999)	5,311,610.49	1,954,917.57	1,954,917.57	36.80%	540,025.18	2,816,667.74	53.03%
<b>Total Expenditure</b>	<b>8,459,500.38</b>	<b>3,120,308.46</b>	<b>3,120,308.46</b>		<b>2,243,271.74</b>	<b>3,095,920.18</b>	
<b>Total Fund 41 CAPITAL OUTLAY PROJECTS FUND</b>	<b>(5,645,508.27)</b>	<b>(1,373,080.52)</b>	<b>(1,373,080.52)</b>		<b>(2,167,960.78)</b>	<b>(2,104,466.97)</b>	

Criteria: Type = Summary; Budget Status = Revised; Financial Options = RevenueExpenditure; Include Accruals = Yes; Negative Balance = No; Include Budget Account Details = No; Include GL Status = Pended,Encumbered,PreEncumberd; Sort/Group = Fund,Major Range; Page Break by = Fund; Account Masking = No Masking; Fund = 151,169; Suppress Net Zero Accounts = Yes; Default Column Order = No; Display Columns FTR = GL Status



**BEST NET CONSORTIUM**  
**72 - San Bernardino Community College**  
**Budget Summary Report - Summary (From: 7/1/2017 To: 6/30/2018)**  
**Budget Summary for Board Meetings**

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
<b>Fund 42 REVENUE BOND CONSTRUCTION FUND</b>							
<b>Revenue</b>							
Other Local Revenue (880000 to 889999)	-	80,868.80	80,868.80	100.00%	-	(80,868.80)	0.00%
<b>Total Revenue</b>	-	80,868.80	80,868.80		-	(80,868.80)	
<b>Expenditure</b>							
Services and Operating Expenditures (500000 to 599999)	310,963.00	111,504.27	111,504.27	35.86%	116,756.16	82,702.57	26.60%
Capital Outlay (600000 to 699999)	9,017,540.61	2,259,830.52	2,259,830.52	25.06%	1,427,699.66	5,330,010.43	59.11%
<b>Total Expenditure</b>	9,328,503.61	2,371,334.79	2,371,334.79		1,544,455.82	5,412,713.00	
<b>Total Fund 42 REVENUE BOND CONSTRUCTION FUN</b>	<u>(9,328,503.61)</u>	<u>(2,290,465.99)</u>	<u>(2,290,465.99)</u>		<u>(1,544,455.82)</u>	<u>(5,493,581.80)</u>	

Criteria: Type = Summary; Budget Status = Revised; Financial Options = RevenueExpenditure; Include Accruals = Yes; Negative Balance = No; Include Budget Account Details = No; Include GL Status = Pended,Encumbered,PreEncumberd; Sort/Group = Fund,Major Range; Page Break by = Fund; Account Masking = No Masking; Fund = 151,169; Suppress Net Zero Accounts = Yes; Default Column Order = No; Display Columns FTR = GL Status

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**BEST NET CONSORTIUM**  
**72 - San Bernardino Community College**  
**Budget Summary Report - Summary (From: 7/1/2017 To: 6/30/2018)**  
**Budget Summary for Board Meetings**

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
<b>Fund 59 ENTERPRISE FUND-FCC AUCTION</b>							
<b>Revenue</b>							
Other Local Revenue (880000 to 889999)	-	484,661.54	484,661.54	100.00%	-	(484,661.54)	0.00%
All Other Financing Sources (890000 to 897999)	157,113,171.00	157,113,171.00	157,113,171.00	100.00%	-	-	0.00%
<b>Total Revenue</b>	157,113,171.00	157,597,832.54	157,597,832.54		-	(484,661.54)	
<b>Expenditure</b>							
Services and Operating Expenditures (500000 to 599999)	593,600.00	175,587.10	175,587.10	29.58%	332,748.52	85,264.38	14.36%
Capital Outlay (600000 to 699999)	1,466,400.00	5,945.60	5,945.60	0.41%	956,848.40	503,606.00	34.34%
Interfund Transfers Out (730000 to 739999)	340,000.00	20,340,000.00	20,340,000.00	5,982.35%	-	(20,000,000.00)	(5,882.35%)
<b>Total Expenditure</b>	2,400,000.00	20,521,532.70	20,521,532.70		1,289,596.92	(19,411,129.62)	
<b>Total Fund 59 ENTERPRISE FUND-FCC AUCTION</b>	154,713,171.00	137,076,299.84	137,076,299.84		(1,289,596.92)	18,926,468.08	

Criteria: Type = Summary; Budget Status = Revised; Financial Options = RevenueExpenditure; Include Accruals = Yes; Negative Balance = No; Include Budget Account Details = No; Include GL Status = Pended,Encumbered,PreEncumberd; Sort/Group = Fund,Major Range; Page Break by = Fund; Account Masking = No Masking; Fund = 151,169; Suppress Net Zero Accounts = Yes; Default Column Order = No; Display Columns FTR = GL Status

**BEST NET CONSORTIUM**  
**72 - San Bernardino Community College**  
**Budget Summary Report - Summary (From: 7/1/2017 To: 6/30/2018)**  
**Budget Summary for Board Meetings**

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
<b>Fund 68 RETIREE BENEFIT FUND</b>							
<b>Revenue</b>							
Other Local Revenue (880000 to 889999)	261,000.00	94,791.31	94,791.31	36.32%	-	166,208.69	63.68%
Interfund Transfers In (898000 to 898999)	-	20,000,000.00	20,000,000.00	100.00%	-	(20,000,000.00)	0.00%
<b>Total Revenue</b>	<b>261,000.00</b>	<b>20,094,791.31</b>	<b>20,094,791.31</b>		<b>-</b>	<b>(19,833,791.31)</b>	
<b>Expenditure</b>							
Employee Benefit (300000 to 399999)	371,234.00	213,710.90	213,710.90	57.57%	-	157,523.10	42.43%
<b>Total Expenditure</b>	<b>371,234.00</b>	<b>213,710.90</b>	<b>213,710.90</b>		<b>-</b>	<b>157,523.10</b>	
<b>Total Fund 68 RETIREE BENEFIT FUND</b>	<b>(110,234.00)</b>	<b>19,881,080.41</b>	<b>19,881,080.41</b>		<b>-</b>	<b>(19,991,314.41)</b>	

Criteria: Type = Summary; Budget Status = Revised; Financial Options = RevenueExpenditure; Include Accruals = Yes; Negative Balance = No; Include Budget Account Details = No; Include GL Status = Pended,Encumbered,PreEncumberd; Sort/Group = Fund,Major Range; Page Break by = Fund; Account Masking = No Masking; Fund = 151,169; Suppress Net Zero Accounts = Yes; Default Column Order = No; Display Columns FTR = GL Status

**BEST NET CONSORTIUM**  
**72 - San Bernardino Community College**  
**Budget Summary Report - Summary (From: 7/1/2017 To: 6/30/2018)**  
**Budget Summary for Board Meetings**

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
<b>Fund 72 CHILD DEVELOPMENT FUND</b>							
<b>Revenue</b>							
Federal Revenue (810000 to 819999)	243,380.00	103,685.17	103,685.17	42.60%	13,490.81	126,204.02	51.85%
Other State Revenue (860000 to 869999)	2,753,474.00	1,569,193.84	1,569,193.84	56.99%	12,540.47	1,171,739.69	42.55%
Other Local Revenue (880000 to 889999)	222,350.00	141,320.06	141,320.06	63.56%	-	81,029.94	36.44%
<b>Total Revenue</b>	<b>3,219,204.00</b>	<b>1,814,199.07</b>	<b>1,814,199.07</b>		<b>26,031.28</b>	<b>1,378,973.65</b>	
<b>Expenditure</b>							
Classified Salary (200000 to 299999)	1,727,463.74	1,129,582.19	1,129,582.19	65.39%	-	597,881.55	34.61%
Employee Benefit (300000 to 399999)	789,680.94	485,245.14	485,245.14	61.45%	-	304,435.80	38.55%
Books and Supplies (400000 to 499999)	351,992.96	95,036.48	95,036.48	27.00%	98,695.69	158,260.79	44.96%
Services and Operating Expenditures (500000 to 599999)	197,974.83	3,240.33	3,240.33	1.64%	-	194,734.50	98.36%
Capital Outlay (600000 to 699999)	152,004.00	4,094.51	4,094.51	2.69%	8,407.87	139,501.62	91.77%
<b>Total Expenditure</b>	<b>3,219,116.47</b>	<b>1,717,198.65</b>	<b>1,717,198.65</b>		<b>107,103.56</b>	<b>1,394,814.26</b>	
<b>Total Fund 72 CHILD DEVELOPMENT FUND</b>	<b>87.53</b>	<b>97,000.42</b>	<b>97,000.42</b>		<b>(81,072.28)</b>	<b>(15,840.61)</b>	

Criteria: Type = Summary; Budget Status = Revised; Financial Options = RevenueExpenditure; Include Accruals = Yes; Negative Balance = No; Include Budget Account Details = No; Include GL Status = Pended,Encumbered,PreEncumberd; Sort/Group = Fund,Major Range; Page Break by = Fund; Account Masking = No Masking; Fund = 151,169; Suppress Net Zero Accounts = Yes; Default Column Order = No; Display Columns FTR = GL Status

**BEST NET CONSORTIUM**  
**72 - San Bernardino Community College**  
**Budget Summary Report - Summary (From: 7/1/2017 To: 6/30/2018)**  
**Budget Summary for Board Meetings**

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
<b>Fund 73 STUDENT BODY CENTER FEE FUND</b>							
<b>Revenue</b>							
Other Local Revenue (880000 to 889999)	285,750.00	246,592.52	246,592.52	86.30%	-	39,157.48	13.70%
<b>Total Revenue</b>	<b>285,750.00</b>	<b>246,592.52</b>	<b>246,592.52</b>		<b>-</b>	<b>39,157.48</b>	
<b>Expenditure</b>							
Classified Salary (200000 to 299999)	160,980.31	122,490.86	122,490.86	76.09%	-	38,489.45	23.91%
Employee Benefit (300000 to 399999)	60,046.55	41,456.34	41,456.34	69.04%	-	18,590.21	30.96%
Books and Supplies (400000 to 499999)	16,200.00	2,860.90	2,860.90	17.66%	627.93	12,711.17	78.46%
Services and Operating Expenditures (500000 to 599999)	24,023.14	1,584.08	1,584.08	6.59%	-	22,439.06	93.41%
Capital Outlay (600000 to 699999)	24,500.00	-	-	0.00%	21,426.49	3,073.51	12.54%
<b>Total Expenditure</b>	<b>285,750.00</b>	<b>168,392.18</b>	<b>168,392.18</b>		<b>22,054.42</b>	<b>95,303.40</b>	
<b>Total Fund 73 STUDENT BODY CENTER FEE FUND</b>	<b>-</b>	<b>78,200.34</b>	<b>78,200.34</b>		<b>(22,054.42)</b>	<b>(56,145.92)</b>	

Criteria: Type = Summary; Budget Status = Revised; Financial Options = RevenueExpenditure; Include Accruals = Yes; Negative Balance = No; Include Budget Account Details = No; Include GL Status = Pended,Encumbered,PreEncumberd; Sort/Group = Fund,Major Range; Page Break by = Fund; Account Masking = No Masking; Fund = 151,169; Suppress Net Zero Accounts = Yes; Default Column Order = No; Display Columns FTR = GL Status

**BEST NET CONSORTIUM**  
**72 - San Bernardino Community College**  
**Budget Summary Report - Summary (From: 7/1/2017 To: 6/30/2018)**  
**Budget Summary for Board Meetings**

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
<b>Fund 74 KVCR FUND</b>							
<b>Revenue</b>							
Other Local Revenue (880000 to 889999)	1,807,827.03	1,191,814.88	1,191,814.88	65.93%	819.50	615,192.65	34.03%
Interfund Transfers In (898000 to 898999)	2,000,405.00	740,000.00	740,000.00	36.99%	-	1,260,405.00	63.01%
<b>Total Revenue</b>	<b>3,808,232.03</b>	<b>1,931,814.88</b>	<b>1,931,814.88</b>		<b>819.50</b>	<b>1,875,597.65</b>	
<b>Expenditure</b>							
Certificated Salary (100000 to 199999)	12,000.00	7,252.00	7,252.00	60.43%	-	4,748.00	39.57%
Classified Salary (200000 to 299999)	1,418,424.05	1,174,505.79	1,174,505.79	82.80%	-	243,918.26	17.20%
Employee Benefit (300000 to 399999)	603,197.07	374,480.61	374,480.61	62.08%	-	228,716.46	37.92%
Books and Supplies (400000 to 499999)	38,250.00	10,162.85	10,162.85	26.57%	15,495.63	12,591.52	32.92%
Services and Operating Expenditures (500000 to 599999)	1,653,273.03	497,146.60	497,146.60	30.07%	485,390.60	670,735.83	40.57%
Capital Outlay (600000 to 699999)	82,500.00	57,948.67	57,948.67	70.24%	9,760.00	14,791.33	17.93%
<b>Total Expenditure</b>	<b>3,807,644.15</b>	<b>2,121,496.52</b>	<b>2,121,496.52</b>		<b>510,646.23</b>	<b>1,175,501.40</b>	
<b>Total Fund 74 KVCR FUND</b>	<b>587.88</b>	<b>(189,681.64)</b>	<b>(189,681.64)</b>		<b>(509,826.73)</b>	<b>700,096.25</b>	

Criteria: Type = Summary; Budget Status = Revised; Financial Options = RevenueExpenditure; Include Accruals = Yes; Negative Balance = No; Include Budget Account Details = No; Include GL Status = Pended,Encumbered,PreEncumberd; Sort/Group = Fund,Major Range; Page Break by = Fund; Account Masking = No Masking; Fund = 151,169; Suppress Net Zero Accounts = Yes; Default Column Order = No; Display Columns FTR = GL Status

**BEST NET CONSORTIUM**  
**72 - San Bernardino Community College**  
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**Budget Summary for Board Meetings**

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
<b>Fund 76 KVCR EDUCATIONAL FOUNDATION</b>							
<b>Revenue</b>							
Other Local Revenue (880000 to 889999)	2,883,437.98	1,015,102.71	1,015,102.71	35.20%	-	1,868,335.27	64.80%
<b>Total Revenue</b>	<b>2,883,437.98</b>	<b>1,015,102.71</b>	<b>1,015,102.71</b>		<b>-</b>	<b>1,868,335.27</b>	
<b>Expenditure</b>							
Classified Salary (200000 to 299999)	354,128.78	183,102.75	183,102.75	51.71%	-	171,026.03	48.29%
Employee Benefit (300000 to 399999)	113,696.94	56,707.44	56,707.44	49.88%	-	56,989.50	50.12%
Books and Supplies (400000 to 499999)	32,250.00	6,007.68	6,007.68	18.63%	6,003.35	20,238.97	62.76%
Services and Operating Expenditures (500000 to 599999)	814,376.59	198,503.62	198,503.62	24.37%	222,878.69	392,994.28	48.26%
Capital Outlay (600000 to 699999)	14,000.00	-	-	0.00%	234.89	13,765.11	98.32%
Other Financing Uses (700000 to 729999)	275,000.00	-	-	0.00%	-	275,000.00	100.00%
Interfund Transfers Out (730000 to 739999)	1,279,985.00	400,000.00	400,000.00	31.25%	-	879,985.00	68.75%
<b>Total Expenditure</b>	<b>2,883,437.31</b>	<b>844,321.49</b>	<b>844,321.49</b>		<b>229,116.93</b>	<b>1,809,998.89</b>	
<b>Total Fund 76 KVCR EDUCATIONAL FOUNDATION</b>	<b>0.67</b>	<b>170,781.22</b>	<b>170,781.22</b>		<b>(229,116.93)</b>	<b>58,336.38</b>	

Criteria: Type = Summary; Budget Status = Revised; Financial Options = RevenueExpenditure; Include Accruals = Yes; Negative Balance = No; Include Budget Account Details = No; Include GL Status = Pended,Encumbered,PreEncumberd; Sort/Group = Fund,Major Range; Page Break by = Fund; Account Masking = No Masking; Fund = 151,169; Suppress Net Zero Accounts = Yes; Default Column Order = No; Display Columns FTR = GL Status

**BEST NET CONSORTIUM**  
**72 - San Bernardino Community College**  
**Budget Summary Report - Summary (From: 7/1/2017 To: 6/30/2018)**  
**Budget Summary for Board Meetings**

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
<b>Fund 78 SELF INSURANCE-LIABILITY&amp;PROP</b>							
<b>Revenue</b>							
Other Local Revenue (880000 to 889999)	-	5,096.01	5,096.01	100.00%	-	(5,096.01)	0.00%
Interfund Transfers In (898000 to 898999)	550,000.00	550,000.00	550,000.00	100.00%	-	-	0.00%
<b>Total Revenue</b>	550,000.00	555,096.01	555,096.01		-	(5,096.01)	
<b>Expenditure</b>							
Services and Operating Expenditures (500000 to 599999)	765,000.00	587,214.14	587,214.14	76.76%	11,252.86	166,533.00	21.77%
<b>Total Expenditure</b>	765,000.00	587,214.14	587,214.14		11,252.86	166,533.00	
<b>Total Fund 78 SELF INSURANCE-LIABILITY&amp;PROP</b>	<u>(215,000.00)</u>	<u>(32,118.13)</u>	<u>(32,118.13)</u>		<u>(11,252.86)</u>	<u>(171,629.01)</u>	

Criteria: Type = Summary; Budget Status = Revised; Financial Options = RevenueExpenditure; Include Accruals = Yes; Negative Balance = No; Include Budget Account Details = No; Include GL Status = Pended,Encumbered,PreEncumberd; Sort/Group = Fund,Major Range; Page Break by = Fund; Account Masking = No Masking; Fund = 151,169; Suppress Net Zero Accounts = Yes; Default Column Order = No; Display Columns FTR = GL Status



**BEST NET CONSORTIUM**  
**72 - San Bernardino Community College**  
**Budget Summary Report - Summary (From: 7/1/2017 To: 6/30/2018)**  
**Budget Summary for Board Meetings**

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
<b>Fund 79 EDCT FOUNDATION</b>							
<b>Revenue</b>							
Other State Revenue (860000 to 869999)	250,000.00	25,000.00	25,000.00	10.00%	-	225,000.00	90.00%
Other Local Revenue (880000 to 889999)	18,996.00	66,731.59	66,731.59	351.29%	-	(47,735.59)	(251.29%)
Interfund Transfers In (898000 to 898999)	200,000.00	200,500.00	200,500.00	100.25%	-	(500.00)	(0.25%)
<b>Total Revenue</b>	<b>468,996.00</b>	<b>292,231.59</b>	<b>292,231.59</b>		<b>-</b>	<b>176,764.41</b>	
<b>Expenditure</b>							
Certificated Salary (100000 to 199999)	2,500.00	-	-	0.00%	-	2,500.00	100.00%
Classified Salary (200000 to 299999)	166,869.38	130,735.71	130,735.71	78.35%	-	36,133.67	21.65%
Employee Benefit (300000 to 399999)	47,457.06	34,206.73	34,206.73	72.08%	-	13,250.33	27.92%
Books and Supplies (400000 to 499999)	33,530.00	6,001.50	6,001.50	17.90%	9,522.46	18,006.04	53.70%
Services and Operating Expenditures (500000 to 599999)	59,332.00	12,676.60	12,676.60	21.37%	10,940.18	35,715.22	60.20%
Capital Outlay (600000 to 699999)	179,308.00	2,625.87	2,625.87	1.46%	88,214.15	88,467.98	49.34%
<b>Total Expenditure</b>	<b>488,996.44</b>	<b>186,246.41</b>	<b>186,246.41</b>		<b>108,676.79</b>	<b>194,073.24</b>	
<b>Total Fund 79 EDCT FOUNDATION</b>	<b>(20,000.44)</b>	<b>105,985.18</b>	<b>105,985.18</b>		<b>(108,676.79)</b>	<b>(17,308.83)</b>	

Criteria: Type = Summary; Budget Status = Revised; Financial Options = RevenueExpenditure; Include Accruals = Yes; Negative Balance = No; Include Budget Account Details = No; Include GL Status = Pended,Encumbered,PreEncumberd; Sort/Group = Fund,Major Range; Page Break by = Fund; Account Masking = No Masking; Fund = !51,!69; Suppress Net Zero Accounts = Yes; Default Column Order = No; Display Columns FTR = GL Status

**BEST NET CONSORTIUM**  
**72 - San Bernardino Community College**  
**Budget Summary Report - Summary (From: 7/1/2017 To: 6/30/2018)**  
**Budget Summary for Board Meetings**

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
<b>Fund 82 SCHLRSH&amp;LOAN AGENCY KVCR-FNX</b>							
<b>Revenue</b>							
Other Local Revenue (880000 to 889999)	2,113,290.00	1,507,333.84	1,507,333.84	71.33%	-	605,956.16	28.67%
<b>Total Revenue</b>	<b>2,113,290.00</b>	<b>1,507,333.84</b>	<b>1,507,333.84</b>		<b>-</b>	<b>605,956.16</b>	
<b>Expenditure</b>							
Classified Salary (200000 to 299999)	849,357.14	638,252.39	638,252.39	75.15%	-	211,104.75	24.85%
Employee Benefit (300000 to 399999)	227,239.36	148,517.71	148,517.71	65.36%	-	78,721.65	34.64%
Books and Supplies (400000 to 499999)	29,300.00	11,815.27	11,815.27	40.33%	11,815.19	5,669.54	19.35%
Services and Operating Expenditures (500000 to 599999)	941,193.00	393,876.44	393,876.44	41.85%	419,168.98	128,147.58	13.62%
Capital Outlay (600000 to 699999)	66,200.00	47,903.91	47,903.91	72.36%	5,085.97	13,210.12	19.95%
<b>Total Expenditure</b>	<b>2,113,289.50</b>	<b>1,240,365.72</b>	<b>1,240,365.72</b>		<b>436,070.14</b>	<b>436,853.64</b>	
<b>Total Fund 82 SCHLRSH&amp;LOAN AGENCY KVCR-FNX</b>	<b>0.50</b>	<b>266,968.12</b>	<b>266,968.12</b>		<b>(436,070.14)</b>	<b>169,102.52</b>	

Criteria: Type = Summary; Budget Status = Revised; Financial Options = RevenueExpenditure; Include Accruals = Yes; Negative Balance = No; Include Budget Account Details = No; Include GL Status = Pended,Encumbered,PreEncumberd; Sort/Group = Fund,Major Range; Page Break by = Fund; Account Masking = No Masking; Fund = !51,!69; Suppress Net Zero Accounts = Yes; Default Column Order = No; Display Columns FTR = GL Status

**BEST NET CONSORTIUM**  
**72 - San Bernardino Community College**  
**Budget Summary Report - Summary (From: 7/1/2017 To: 6/30/2018)**  
**Budget Summary for Board Meetings**

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
<b>Fund 84 WORKERS COMPENSATION FUND</b>							
<b>Revenue</b>							
Other Local Revenue (880000 to 889999)	1,325,000.00	765,440.61	765,440.61	57.77%	-	559,559.39	42.23%
<b>Total Revenue</b>	1,325,000.00	765,440.61	765,440.61		-	559,559.39	
<b>Expenditure</b>							
Services and Operating Expenditures (500000 to 599999)	1,110,000.00	826,976.75	826,976.75	74.50%	15,201.00	267,822.25	24.13%
<b>Total Expenditure</b>	1,110,000.00	826,976.75	826,976.75		15,201.00	267,822.25	
<b>Total Fund 84 WORKERS COMPENSATION FUND</b>	<u>215,000.00</u>	<u>(61,536.14)</u>	<u>(61,536.14)</u>		<u>(15,201.00)</u>	<u>291,737.14</u>	

Criteria: Type = Summary; Budget Status = Revised; Financial Options = RevenueExpenditure; Include Accruals = Yes; Negative Balance = No; Include Budget Account Details = No; Include GL Status = Pended,Encumbered,PreEncumberd; Sort/Group = Fund,Major Range; Page Break by = Fund; Account Masking = No Masking; Fund = 151,169; Suppress Net Zero Accounts = Yes; Default Column Order = No; Display Columns FTR = GL Status

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## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Bruce Baron, Chancellor  
**PREPARED BY:** Al Jackson, Chief of Police  
**DATE:** April 12, 2018  
**SUBJECT:** District Clery Act Compliance Report

### **RECOMMENDATION**

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

### **OVERVIEW**

Postsecondary educational institutions (institutions) that participate in student aid programs under Title IV of the federal Higher Education Act of 1965, as amended, are required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) to create an annual security report by October 1 of each year. This security report must contain required crime statistics of the institution as well as certain security policy disclosures. When institutions do not comply with the Clery Act, they inhibit the ability of students and others to make informed decisions about campus security. Further, the U.S. Department of Education can impose financial penalties of up to \$55,907 per violation against noncompliant institutions.

### **ANALYSIS**

Monthly Report of Clery Crimes for February (See attached)

### **INSTITUTIONAL VALUES**

I. Institutional Effectiveness

### **FINANCIAL IMPLICATIONS**

None



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
 CLERY ACT CRIMES  
 February 2018

<u>Case#</u>	<u>Reported</u>	<u>Reportable Clery Crimes</u>	<u>Location</u>	<u>Disposition</u>
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**ON CAMPUS:**

**CRAFTON**

NO INCIDENTS TO REPORT

**DISTRICT**

NO INCIDENTS TO REPORT

**Valley**

**PUBLIC PROPERTY:**

NO INCIDENTS TO REPORT

**CRAFTON**

NO INCIDENTS TO REPORT

**DISTRICT**

NO INCIDENTS TO REPORT

**VALLEY**

NO INCIDENTS TO REPOORT

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Jose F. Torres, Vice Chancellor, Business & Fiscal Services  
**PREPARED BY:** Lawrence P. Strong, Director of Fiscal Services  
**DATE:** April 12, 2018  
**SUBJECT:** General Fund Cash Flow Analysis

### **RECOMMENDATION**

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

### **OVERVIEW**

The District's budget is a financial plan based on estimated revenues and expenditures for the fiscal year, which runs from July 1 through June 30. Cash refers to what is actually in the District's treasury on a day-to-day and month-to-month basis. Monitoring the amount of cash available to meet the District's financial obligations is the core responsibility of the Fiscal Services Department. Attached is the restricted and unrestricted General Fund monthly cash flow analysis for the District.

### **ANALYSIS**

The General Fund cash balance as of June 30, 2018 is estimated to be \$26,518,570.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

This is an information item only. There are no financial implications.



# General Fund Cash Flow Analysis<sup>†</sup>

## Restricted and Unrestricted

### Fiscal Year 2017-18

	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	PROJECTED				ACCRUALS	TOTAL
									MAR	APR	MAY	JUN		
<b>Beginning Cash Balance</b>	40,690	42,502	38,957	40,377	35,015	35,390	46,288	42,659	37,629	32,989	31,867	31,060		
<b>Receipts</b>														
<b>Federal</b>	63	-63	199		15	120	24	4	16	-4	283	2,130		2,787
<b>State</b>	5,743	5,846	12,679	6,472	7,315	18,906	5,640	3,564	15,445	9,160	9,264	6,148		106,181
<b>State Deferrals</b>														
<b>Local</b>	3,013	2,059	-224	1,189	3,553	15,063	2,088	1,912	-76	4,430	2,977	-347		35,634
<b>Temporary Borrowings</b>														
<b>Inc Transfer &amp; Sale of Assets</b>			2	4								203		210
<b>Accounts Receivable/Accruals</b>	544	3,487	667	585	75	-757	-144	305	376	253	576	59		6,025
<b>Total Receipts</b>	9,363	11,329	13,322	8,251	10,957	33,332	7,607	5,785	15,761	13,839	13,101	8,192		150,837
<b>Disbursements</b>														
<b>Academic Salaries</b>	1	2,026	3,560	3,907	3,973	3,911	3,929	3,517	3,896	3,958	3,964	6,589		43,231
<b>Classified Salaries</b>	1,943	2,200	2,525	2,485	2,539	2,762	2,448	2,393	2,731	2,566	2,633	2,958		30,184
<b>Benefits</b>	951	1,677	1,937	1,969	1,861	2,019	1,989	1,951	2,142	2,118	2,125	3,674		24,413
<b>Supplies &amp; Materials</b>	-8	71	157	186	144	61	166	258	278	209	410	1,446		3,378
<b>Other Operating Exp</b>	161	211	2,288	4,365	1,691	1,681	1,730	1,962	8,274	5,408	4,316	6,566		38,655
<b>Capital Outlay</b>	1	7	145	242	172	167	71	587	373	523	617	2,401		5,305
<b>Other Outgo</b>	26	341	429	180	205	145	28	123	55	172	44	849		2,599
<b>Longterm Post-Employment Benefits</b>	-5	-8	-7	-2	-1	-1	-3	-1	40	-1	6	-4		12
<b>Accounts Payable/Accruals</b>	4,481	8,348	868	280	-2	11,689	878	25	2,612	7	-207	-11,747		17,230
<b>Total Disbursements</b>	7,551	14,874	11,902	13,612	10,582	22,434	11,237	10,814	20,401	14,960	13,908	12,733		165,009
<b>Increase / (Decrease) in Cash Balance</b>	1,812	-3,545	1,420	-5,362	375	10,898	-3,630	-5,030	-4,640	-1,122	-808	-4,541		
<b>Ending Cash Balance</b>	42,502	38,957	40,377	35,015	35,390	46,288	42,659	37,629	32,989	31,867	31,060	26,519		

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Bruce Baron, Chancellor

**REVIEWED BY:** Jose F. Torres, Vice Chancellor, Business & Fiscal Services

**PREPARED BY:** Amalia Perez, Director, Human Resources

**DATE:** April 12, 2018

**SUBJECT:** Memorandum of Understanding between SBCCD and the SBCCD Teachers Association

### **RECOMMENDATION**

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

### **OVERVIEW**

The District and the San Bernardino Community College District Teachers Association met and entered into a Memorandum of Understanding (MOU).

### **ANALYSIS**

The attached Memorandum of Understanding (MOU) constitutes the full and complete Agreement between the District and the Association.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence.

### **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this information item.



MEMORANDUM OF UNDERSTANDING  
By and Between  
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
And

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT TEACHERS ASSOCIATION

This Memorandum of Understanding (MOU) is made and entered into this 9<sup>th</sup> day of March, 2018, between the San Bernardino Community College District (hereinafter referred to as "District") and the San Bernardino Community College District Teachers Association (hereinafter referred to as "Association").

WHEREAS, the District and Association have negotiated the Evaluation under Article 16;

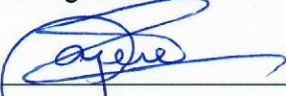
WHEREAS, both parties have discussed the implementation of the evaluation process using the online, ADP Performance Management for administration of the evaluation;

THEREFORE, both parties agree:


1. To undergo a test program for the use of the online, paperless software evaluation process for selected faculty members, as based on identified departments, during the test semester in Spring 2019.
2. The test group will consist of no more than 50% of the disciplines within each campus as determined by Human Resources.
3. Each faculty member who undergoes their regularly scheduled evaluation from the identified discipline will be asked to participate to assist with validity, reliability and consistency of practice and be trained in the system.
4. Student input shall not be included in the online program but will continue to follow the same format as currently used.
5. There shall be no change to the faculty evaluation process, unless otherwise negotiated.
6. The database will maintain the information that each faculty member will need to access in order to complete the self-assessment and for each evaluator to complete their evaluation.
7. The evaluation shall be printed for the evaluatee and evaluator signatures as well as a copy provided to the evaluatee for records and the personnel file.
8. Faculty members may access their current and previous evaluations that are securely housed in the ADP Talent Management system, as needed, once completed.
9. All faculty members and respective Deans will be trained using the online software program before implementation of the program on or by Fall 2019.
10. The negotiations team agrees to discuss progress with the use of the program and implementation process throughout the course of the year and agree to make any needed changes for ease of use.
11. Both parties agree to follow Article 15, Section G regarding access to personnel files.

This MOU shall be effective for the 2018-19 academic year and will require agreement by both parties. This Agreement made and entered into this 9th day of March, 2018.

San Bernardino Community  
College District

  
\_\_\_\_\_  
Amalia Perez  
Director, Human Resources

San Bernardino Community College  
District Teacher Association

  
\_\_\_\_\_  
Sheri Lillard  
President