



## Meeting of the Board of Trustees

February 13, 2020

4:00 p.m. (Closed Session); 5:00 p.m. (Public Meeting)

SBCCD Boardroom

550 E. Hospitality Ln., Suite 200, San Bernardino, CA 92408

## AGENDA

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

### 2. ANNOUNCEMENT OF CLOSED SESSION ITEMS

- 2.1. Conference with Labor Negotiators  
Government Code 54957.6  
Agency Representatives: Jose F. Torres and Kristina Hannon – CSEA, CTA, Management/Supervisors, and Confidential Employees
- 2.2. Public Employee Discipline/Dismissal/Release/Non Re-Employment  
Government Code 54957
- 2.3. Conference with Legal Counsel – Anticipated Litigation  
Government Code 54956.9(d)(2)  
(1 case)
- 2.4. Conference with Legal Counsel – Existing Litigation  
Government Code 54956.9(e)(3) or (d)(1)
  - Workers Comp Claim #547734
  - Workers Comp Claim #567044
  - Workers Comp Claim #573023
  - Workers Comp Claim #576889
- 2.5. Conference with Real Property Negotiator  
Government Code section 54956.8
  - Properties:
    - Sand Canyon Road, Yucaipa, 18.75 Acre Parcel
    - Pro-Swap-Meet, San Bernardino, 22.79 Total Acres
  - Negotiating Parties: San Bernardino Community College District (Proposed Buyer), Real Property Negotiator Jose F. Torres, Interim Chancellor
  - Under Negotiation: Instruction to Proposed Buyer's Real Property Negotiators will concern price and terms of payment associated with the possible purchase of the identified Property.

**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) 388-6902 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. PUBLIC COMMENTS ON AGENDA ITEMS**

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

**8. PRESENTATIONS**

8.1. None

**9. REPORTS**

- 9.1. Board Committee Reports (p5)
- 9.2. Board Information Requests (p7)
- 9.3. Good News (p9)
- 9.4. Key Performance Indicators (p10)
- 9.5. San Bernardino Valley College Academic Senate
- 9.6. San Bernardino Valley College Classified Senate
- 9.7. San Bernardino Valley College Associated Students
- 9.8. Crafton Hills College Academic Senate
- 9.9. Crafton Hills College Classified Senate
- 9.10. Crafton Hills College Associated Students
- 9.11. CSEA
- 9.12. CTA

**10. APPROVAL OF MINUTES**

- 10.1. January 10, 2020 (p14)

**11. CONSENT AGENDA**

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

**Instruction/Student Services**

- 11.1 Approval of Curriculum – CHC (p19)
- 11.2 Approval of Curriculum – SBVC (p29)

**Human Resources**

- 11.3 Adjunct and Substitute Academic Employees (p48)
- 11.4 Non-Instructional Pay (p51)
- 11.5 Appointment of Temporary Academic Employees (p55)
- 11.6 Pre-Retirement Reduced Workload for Academic Employee (p57)
- 11.7 Payment of Stipends (p58)
- 11.8 Employment Contracts for Executive Managers (p60)
- 11.9 Appointment of District Employees (p62)
- 11.10 Employee Transfers (p64)
- 11.11 Reclassification of Employees (p66)

**Business & Fiscal Services**

- 11.12 Contracts at or Above \$95,200 (p68)
- 11.13 Surplus Property for Private Sale or Disposal (p70)
- 11.14 Surplus and Donation to Yucaipa-Calimesa Joint USD (p74)
- 11.15 Resolution #2020-02-13 FS01 Approving Transfers from the Reserve for Contingencies to Various Expenditure Classifications (p75)
- 11.16 Vacation Payout (p79)
- 11.17 Nonresident Tuition and Capital Outlay Fees (p80)
- 11.18 District & College Expenses (p84)
- 11.19 Individual Memberships (p91)
- 11.20 Resolution to Excuse Trustee Absence (p93)

**Facilities**

- 11.21 Amendment 01 to HMC Architects Contract (p95)
- 11.22 Bond Construction Professional Services Pools (p97)

**12. ACTION AGENDA**

- 12.1 Board Policies – First Reading (p99)
- 12.2 Board Policies – Second Reading (p102)
- 12.3 Establish Mirror Accounts for FCC Auction Investments (p121)
- 12.4 Prioritized Board Directives for the 2020-21 General Fund Budget – Second Reading (p124)
- 12.5 Resolution - Supporting Proposition 13, the Public Preschool, K-12, and College Health and Safety Bond Act of 2020 (p126)

**13. INFORMATION ITEMS**

- 13.1. Accreditation Timeline (p128)
- 13.2. Applause Cards (p130)
- 13.3. Budget Report (p146)
- 13.4. Clery Report (p149)
- 13.5. Contracts Below \$95,200 (p151)
- 13.6. CCFS-320 Apportionment Attendance Report (p158)
- 13.7. General Fund Cash Flow Analysis (p163)
- 13.8. Quarterly Investment & Deposit Report (p165)
- 13.9. Purchase Orders (p167)
- 13.10. Professional Expert, Short-Term, and Substitute Employees (p172)
- 13.11. Resignations and Retirements (p179)
- 13.12. Volunteers (p181)
- 13.13. MOUs between SBCCD and the CSEA (p183)

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

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

**15. ADJOURN**

The next meeting of the Board: Business Meeting at **SBVC B100**, March 12, 2020 at 4pm.



## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Jose F. Torres, Interim Chancellor

**REVIEWED BY:** Jose F. Torres, Interim Chancellor

**PREPARED BY:** Stacey K. Nikac, Administrative Officer

**DATE:** February 13, 2020

**SUBJECT:** Board Committee Reports

### **RECOMMENDATION**

This item is for information only.

### **OVERVIEW**

Per Board Policy 2220, the Board may, by action, establish committees that it determines are necessary to assist the Board in its responsibilities. Any committee established by Board action shall comply with the requirements of the California Public Meetings Act (Brown Act) and with these policies regarding open meetings.

Board committees that are composed solely of less than a quorum of members of the Board that are advisory are not required to comply with the Brown Act, or with these policies regarding open meetings, unless they are standing committees.

Board committees that are only advisory have no authority or power to act on behalf of the Board. Findings or recommendations shall be reported to the Board for consideration.

Standing committees of the Board can be found on the Board of Trustees page of the District Website [http://www.sbccd.org/Board\\_of\\_Trustees](http://www.sbccd.org/Board_of_Trustees)

### **ANALYSIS**

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. Updates are 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.

### **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.



## Committees of the Board

Subject to the Brown Act

BOT COMMITTEES (with committee charge)	2020 BOARD MEMBERS (chairs are bold)
<p><b>Finance Committee</b></p> <p>The committee is charged with:</p> <ul style="list-style-type: none"> <li>Increasing the efficiency of the Board of Trustees by performing time-consuming research on its behalf.</li> <li>Improving clarity by providing a platform for detailed questions not conducive to the flow of monthly business meetings.</li> <li>Promoting transparency of the SBCCD budgeting process and fiscal matters through detailed discussion of these topics in an open forum.</li> <li>Fostering an environment of understanding by communicating findings and formulating final recommendations to the Board of Trustees.</li> <li>Increasing the efficiency of the Board of Trustees by performing time-consuming research on its behalf regarding the implementation and operation of bond measures.</li> </ul>	<ol style="list-style-type: none"> <li><b>Gloria Harrison</b></li> <li>Donald Singer</li> <li>Stephanie Houston</li> <li>Elijah Gerard (Student Trustee is not included in quorum)</li> </ol>
<p><b>Legislative Committee</b></p> <p>The committee is charged with:</p> <ul style="list-style-type: none"> <li>To develop and enhance relationships with legislators and legislative groups that represent the communities served by the district.</li> <li>To advocate for legislative change that can positively impact SBCCD and its mission to serve students.</li> <li>To examine proposed legislation and determine what legislation should be supported through Board resolutions.</li> </ul>	<ol style="list-style-type: none"> <li><b>Frank Reyes</b></li> <li>Anne Viricel</li> <li>John Longville</li> </ol>

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Jose F. Torres, Interim Chancellor

**REVIEWED BY:** Jose F. Torres, Interim Chancellor

**PREPARED BY:** Stacey K. Nikac, Administrative Officer

**DATE:** February 13, 2020

**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.



## **BOT Information Requests**

Updated as of January 27, 2020

**Date of Request:** 6/20/2019

**Requested by:** Williams

**Request:** Make certain we publicize the policy for student stipends so our students are aware it is available to them.

**Planned Completion Date:** 12/31/20

**Comments:** The policy has to go through the collegial consultation process and is expected to come to the Board for approval. The Chancellor will ensure the approved policy is communicated district-wide and to the students through the Offices of Student Life.

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# GOOD NEWS

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

February 2020 Edition



Crafton Hills College | San Bernardino Valley College | Empire KVCR

## SBCCD LEADERSHIP ADVOCATES FOR STUDENTS

On January 27, 2020, a delegation of SBCCD leaders walked the halls of the State Capitol in Sacramento advocating for increased state investment in our students and future workforce. We appreciate the genuine interest of our state policymakers to help our Crafton Hills College and San Bernardino Valley College students achieve their potential.



## INTERIM VICE CHANCELLOR NAMED ADMINISTRATOR OF THE YEAR BY COMMUNITY COLLEGE LEAGUE OF CALIFORNIA



The League's Annual Legislative Conference kicked-off the advocacy season for California Community College leaders by providing an opportunity for community college advocates to connect and learn about key policy issues and engage with members of the State Legislature.

SBCCD's Interim Vice Chancellor Kristina Hannon was honored at the conference by The League's African American Caucus naming her Administrator of the Year during the Legislative Awards Reception

on January 27, 2020.

This year's conference focused on addressing students' basic needs, understanding financial aid policies and procedures, supporting rural community colleges and advocacy strategies for greater investments in California Community Colleges.

## STATE BOARD OF GOVERNORS HONORS SBCCD CHAMPIONS

The California Community College Board of Governors honored SBCCD with two Energy and Sustainability Awards for the work on environmentally sensitive projects. San Bernardino Community College District Director of Facilities, Planning and Construction, Farrah Farzaneh, has been named the 2019 California Community Colleges Excellence in Sustainability – Sustainability Champion for her leadership in a number of successful projects and initiatives, including the first zero net energy building in the California Community Colleges system. The second award names SBCCD as the Self-Generation Project Winner. As part of the ongoing sustainability efforts, SBCCD installed a 174 kilowatt solar carport photovoltaic system in its district parking lot, providing renewable energy to the facility and shading parked cars. The \$900,000 project was almost entirely paid for through Proposition 39 and is saving the district 310,000 kilowatt hours annually and reducing utility bills by \$41,000.



## STATE CHANCELLOR'S CLIMATE CHANGE & SUSTAINABILITY STEERING COMMITTEE

Farrah Farzaneh, Director of Facilities Planning & Construction, has accepted an invitation to sit on the inaugural State Chancellor's Climate Change and Sustainability Steering Committee. The purpose of the steering committee is, "to position California Community Colleges for a sustainable future, the State Chancellor's Office will draw from the expert guidance and participation of college and district professionals who understand the issues related to the implementation of climate change and sustainability measures, and can recommend actions, plans, and strategies to the State Chancellor's Office and Board of Governors. This will be challenging work, but we have an opportunity to set a new course for our system."

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Jose Torres, Interim Chancellor

**REVIEWED BY:** Jose Torres, Interim Chancellor

**PREPARED BY:** Jeremiah Gilbert, Executive Director, Research & Planning

**DATE:** February 13, 2020

**SUBJECT:** Key Performance Indicator (KPI) Dashboard Updates

### **RECOMMENDATION**

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

### **OVERVIEW**

The attached data sheets provide updates to the KPIs that have been revised with 2018-19 data.

### **ANALYSIS**

2018-19 data is now available for KPI 4.1 (Reserves above 10% as Set by Board), KPI 4.2 (50% Law Met), and KPI 4.3 (Faculty Obligation Number Met). Once all KPIs have been updated with 2018-19 data, the full dashboard will be revised and updated online.

### **INSTITUTIONAL VALUES**

I. Institutional Effectiveness

### **FINANCIAL IMPLICATIONS**

None.



Office of Research, Planning & Institutional Effectiveness  
 Key Performance Indicator (KPI) Dashboard

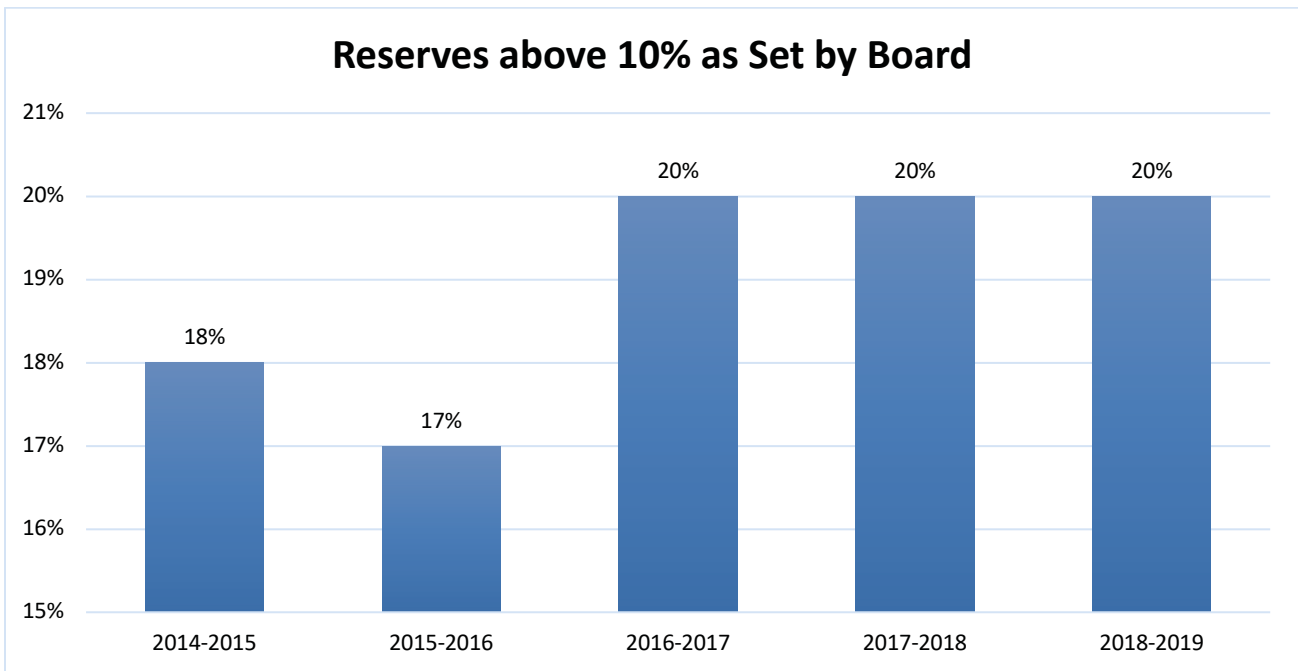
Goal 4 – District Operational Systems  
**KPI 4.1 – Reserves above 10% as Set by Board**

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

**Definition:** The amount of reserves in the general fund compared to the standard set by the Board. This is a district total, so college data is not provided.

**Measurement Frequency:** Annual

KPI 4.1: Reserves above 10% as Set by Board	2014-15	2015-16	2016-17	2017-18	2018-19
SBCCD (Total)	18%	17%	20%	20%	20%



**Analysis:**

- Reserve levels have remained above the 10% threshold established by the Board during this five-year period (2014-15 to 2018-19).
- The average balance for reserves during this period was 19%, with a high of 20% and a low of 17%.





**Office of Research, Planning & Institutional Effectiveness  
Key Performance Indicator (KPI) Dashboard**

**Goal 4 – District Operational Systems**

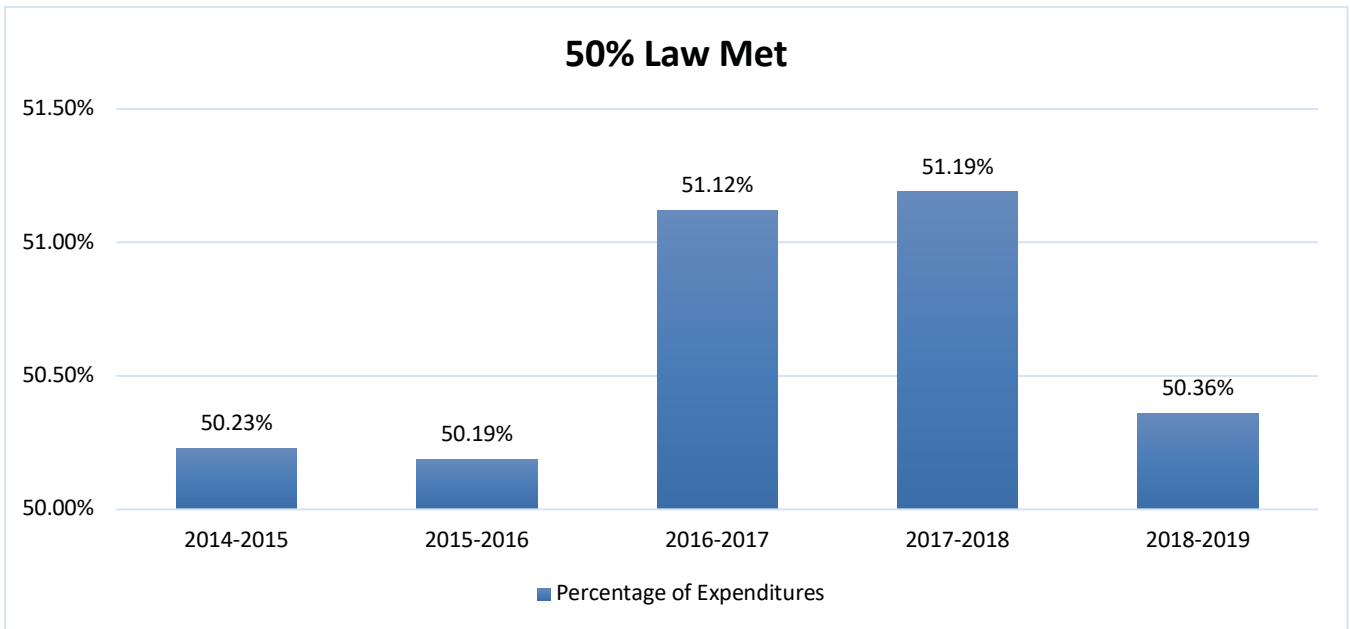
**KPI 4.2 – 50% Law Met**

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

**Definition:** The 50% Law measures the rate of general fund expenditures that go towards salaries of classroom instructors. The state has set the rate at 50% (California Education Code §84362(d)). This is a district total, so college data is not provided.

**Measurement Frequency:** Annual

KPI 4.2: 50% Law Met	2014-15	2015-16	2016-17	2017-18	2018-19
SBCCD (Total)	50.23%	50.19%	51.12%	51.19%	50.36%



**Analysis:**

- Over this five-year period, SBCCD has remained above the required rate of general fund expenditures that go toward salaries of classroom instructors.
- The average rate of general fund expenditures during this period was 50.62%, with a high of 51.19% and a low of 50.19%.





Office of Research, Planning & Institutional Effectiveness  
Key Performance Indicator (KPI) Dashboard

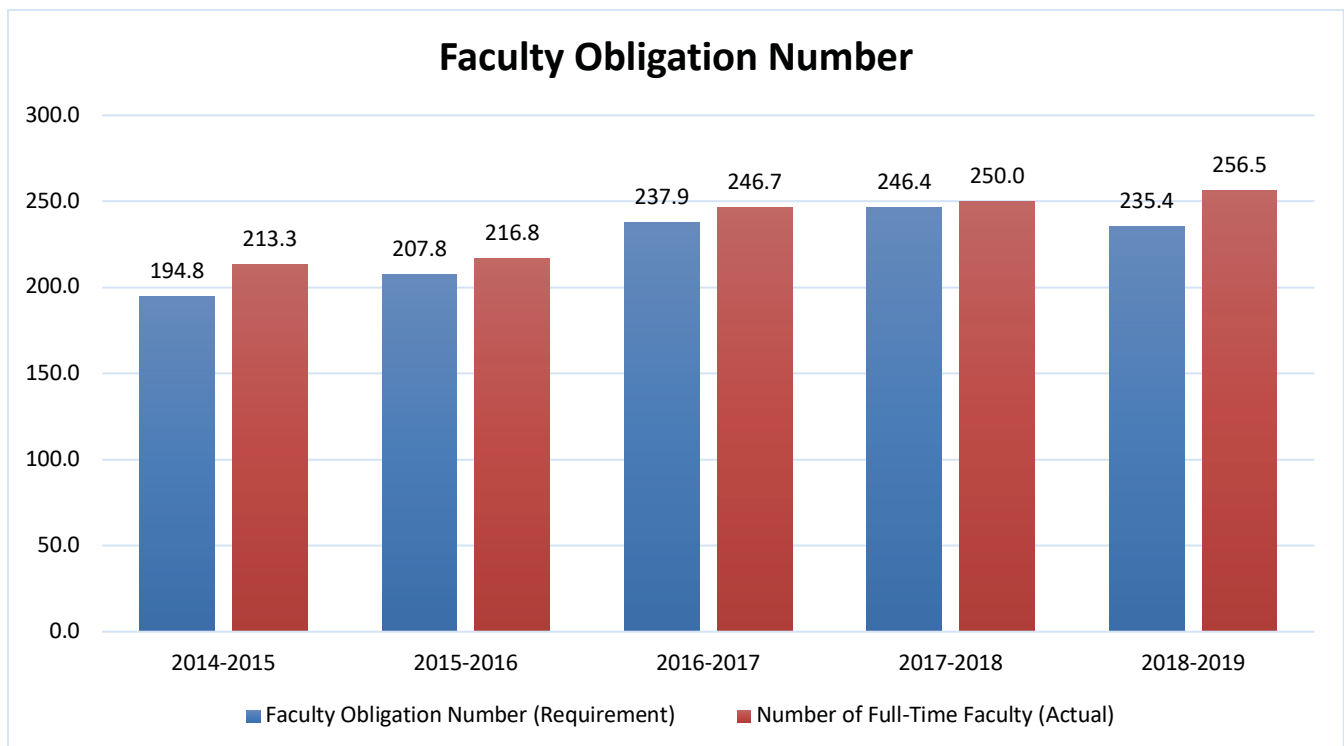
Goal 4 – District Operational Systems  
**KPI 4.3 – Faculty Obligation Number (FON) Met**

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

**Definition:** The Faculty Obligation Number (FON) is based on the Title 5 (section 51025) mandate that requires districts to increase the number of full-time faculty over the previous year in proportion to the amount of growth in funded credit FTES. This is a district total, so college data is not provided.

**Measurement Frequency:** Annual

KPI 4.3: Faculty Obligation Number (FON) Met	2014-15	2015-16	2016-17	2017-18	2018-19
Faculty Obligation Number (Requirement)	194.8	207.8	237.9	246.4	235.4
Number of Full-Time Faculty (Actual)	213.3	216.8	246.7	250.0	256.5



**Analysis:** SBCCD has met the FON each year over this five-year period.



Meeting of the Board of Trustees  
January 9, 2020  
4:00 p.m. (Closed Session); 5:00 p.m. (Public Meeting)  
SBCCD Boardroom  
550 E. Hospitality Ln., Suite 200, San Bernardino, CA 92408

MINUTES

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**MEMBERS PRESENT**

Dr. Anne L. Viricel, President  
Dr. Stephanie Houston, Vice President  
Gloria Macías Harrison, Clerk  
John Longville, Trustee  
Frank Reyes, Trustee  
Dr. Donald L. Singer, Trustee  
Joseph Williams, Trustee  
Maritza Mariscal-Medina, SBVC Student Trustee (arrived at 5:12 pm)

**ABSENT**

Elijah Gerard, CHC Student Trustee

**ADMINISTRATORS PRESENT**

Jose Torres, Interim Chancellor  
Diana Rodriguez, SBVC President  
Dr. Kevin Horan, CHC President

**ADMINISTRATORS ABSENT**

None

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

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

**2. ANNOUNCEMENT OF CLOSED SESSION ITEMS**

- 2.1. Conference with Labor Negotiators  
Government Code 54957.6  
Agency Representatives: Jose F. Torres and Kristina Hannon – CSEA, CTA, Management/Supervisors, and Confidential Employees
- 2.2. Public Employee Discipline/Dismissal/Release/Non Re-Employment  
Government Code 54957
- 2.3. Conference with Legal Counsel – Anticipated Litigation  
Government Code 54956.9(d)(2)  
(1 case)
- 2.4. Conference with Legal Counsel – Existing Litigation  
Government Code 54956.9(e)(3) or (d)(1) (Workers Comp Claim #562522)
- 2.5. Conference with Real Property Negotiator  
Government Code section 54956.8

- Properties:
  - Sand Canyon Road, Yucaipa, 18.75 Acre Parcel
  - Pro-Swap-Meet, San Bernardino, 22.79 Total Acres
- Negotiating Parties: San Bernardino Community College District (Proposed Buyer), Real Property Negotiator Jose F. Torres, Interim Chancellor
- Under Negotiation: Instruction to Proposed Buyer's Real Property Negotiators will concern price and terms of payment associated with the possible purchase of the identified Property.

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

None

4. **CONVENE CLOSED SESSION**

Closed session convened at 4:03pm.

5. **RECONVENE PUBLIC MEETING**

Public meeting reconvened at 5:14pm.

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

In closed session, the Board unanimously took action to approve settlement of Workers Comp Claim #562522 with employee #28289.

7. **PUBLIC COMMENTS ON AGENDA ITEMS**

None

The Board unanimously agreed to hear Item #14, public comments on non-agenda items.

8. **PRESENTATIONS**

8.1. None

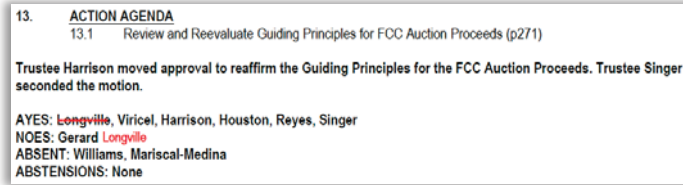
9. **REPORTS**

- 9.1. Board Committee Reports (p5)
- 9.2. Board Information Requests (p7)
- 9.3. Good News (p9)
  - Interim Chancellor Torres announced two sustainability awards being presented to SBCCD Facilities Department
- 9.4. Key Performance Indicators (p10)
  - Both campus presidents reported on the success of The Promise at the colleges.
- 9.5. San Bernardino Valley College Academic Senate
  - Amy Avelar attested to her sabbatical experience and also the importance of the inclusion of all constituent groups for the chancellor selection process.
- 9.6. San Bernardino Valley College Classified Senate
- 9.7. San Bernardino Valley College Associated Students
- 9.8. Crafton Hills College Academic Senate
  - Mark McConnell provided an update on the safety issues.
- 9.9. Crafton Hills College Classified Senate
- 9.10. Crafton Hills College Associated Students
- 9.11. CSEA
  - Kevin Palkki and Cassandra Thomas reported on the safety issues and thanked the police and administration for their efforts.
- 9.12. CTA

10. **APPROVAL OF MINUTES**

10.1. December 12, 2019 (p15)

Trustee Harrison moved approval of the December 12, 2019 minutes as amended. Trustee Singer seconded the motion.



AYES: Viricel, Houston, Harrison, Longville, Reyes, Singer, Williams, Mariscal-Medina  
NOES: None  
ABSENT: Gerard  
ABSTENSIONS: None

11. **CONSENT AGENDA**

**Instruction/Student Services**

- 11.1 Approval of Curriculum – CHC (p21)
- 11.2 Approval of Curriculum – SBVC (p43)
- 11.3 Approval of Donation – SBVC (p72)
- 11.4 Approval to Sell Alcoholic Beverages at Campus Event – CHC (p73)

**Human Resources**

- 11.5 Adjunct and Substitute Academic Employees (p75)
- 11.6 Non-Instructional Pay (p77)
- 11.7 Payment of Stipends (p84)
- 11.8 Appointment of Interim Managers (p86)
- 11.9 Appointment of District Employees (p88)
- 11.10 Employee Transfers (p91)
- 11.11 Sabbatical Leave for the 2020-21 Academic Year (p93)

**Business & Fiscal Services**

- 11.12 Contracts at or Above \$95,200 (p94)
- 11.13 Surplus Property for Private Sale or Disposal (p96)
- 11.14 District & College Expenses (p98)

Trustee Harrison moved approval of the consent agenda. Trustee Reyes seconded the motion.

AYES: Viricel, Houston, Harrison, Longville, Reyes, Singer, Williams, Mariscal-Medina  
NOES: None  
ABSENT: Gerard  
ABSTENSIONS: None

12. **ACTION AGENDA**

12.1 Audit Report of the District's Measure M General Obligation Bonds for 2018-19 (p102)

Trustee Harrison moved approval of the 18/19 Measure M audit report. Trustee Reyes seconded the motion. Auditor from Eide Bailly LLC presented a brief report on Measure M with no findings.

AYES: Viricel, Houston, Harrison, Longville, Reyes, Singer, Williams, Mariscal-Medina  
NOES: None  
ABSENT: Gerard  
ABSTENSIONS: None

12.2 Audit Report of the San Bernardino Community College District for 2018-19 (p131)

Trustee Harrison moved approval of the 18/19 SBCCD audit report. Trustee Reyes seconded the motion. Auditor from Eide Bailly LLC presented a brief report on the SBCCD Opinions produced clean opinions. All findings have been resolved successfully.

AYES: Viricel, Houston, Harrison, Longville, Reyes, Singer, Williams, Mariscal-Medina  
NOES: None  
ABSENT: Gerard  
ABSTENSIONS: None

12.3 Prioritized Board Directives for the 2020-21 General Fund Budget for First Read (p249)

Trustee Harrison moved approval of the Prioritized Board Directives for the 2020-21 General Fund Budget for first read. Trustee Singer seconded the motion.

AYES: Viricel, Houston, Harrison, Longville, Reyes, Singer, Williams, Mariscal-Medina  
NOES: None  
ABSENT: Gerard  
ABSTENSIONS: None

12.4 Board Policies – First Reading (p251)  
AP/BP 3540 Sexual Assaults on Campus  
AP/BP 6530 District Vehicles  
AP/BP 6750 Parking  
AP/BP 6751 Parking Citation Payment Plan  
AP 7215 Academic Employees: Probationary Contract Faculty

Trustee Williams moved approval of the board policies for first read. Trustee Houston seconded the motion.

AYES: Viricel, Houston, Harrison, Longville, Reyes, Singer, Williams, Mariscal-Medina  
NOES: None  
ABSENT: Gerard  
ABSTENSIONS: None

12.5 Board Policies – Second Reading (p270)  
AP 3415 Immigration Enforcement Activities  
AP 6345 Bids and Contracts – UPCCAA  
AP 6350 Contracts – Construction  
AP 6365 Contracts – Accessibility of Information Technology  
AP/BP 7110 Delegation of Authority, Human Resources

AP/BP 7236 Substitute and Short-Term Employees

Trustee Harrison moved approval of the board policies for second reading and final approval. Trustee Mariscal-Medina seconded the motion.

AYES: Viricel, Houston, Harrison, Longville, Reyes, Singer, Williams, Mariscal-Medina

NOES: None

ABSENT: Gerard

ABSTENSIONS: None

13. **INFORMATION ITEMS**

13.1. Applause Cards (p288)

13.2. Budget Report (p293)

13.3. Clery Report (p296)

13.4. Contracts Below \$95,200 (p299)

13.5. General Fund Cash Flow Analysis (p306)

13.6. Professional Expert, Short-Term, and Substitute Employees (p308)

13.7. Purchase Orders (p314)

13.8. Resignations and Retirements (p319)

13.9. Volunteers (p321)

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

Sarah Mooney

15. **ADJOURN**

The next meeting of the Board: Mid-Year Retreat – January 30, 2020 at 9am. President Viricel adjourned the meeting at 5:50 pm.

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Gloria Macias Harrison, Clerk  
SBCCD Board of Trustees

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Jose Torres, Interim Chancellor  
**REVIEWED BY:** Dr. Kevin Horan, President, CHC  
**PREPARED BY:** Dr. Keith Wurtz, Vice President, Instruction, CHC  
**DATE:** February 13, 2020  
**SUBJECT:** Consideration of Approval of Curriculum - CHC

**RECOMMENDATION**

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

**OVERVIEW**

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

**ANALYSIS**

These courses, certificates, and degrees have been approved for addition, modification, and deletion by the Curriculum Committee of the Academic Senate and will be included in the 2020-2021 and 2020-2021 College Catalog.

**INSTITUTIONAL VALUES**

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

**FINANCIAL IMPLICATIONS**

None.

**CRAFTON HILLS COLLEGE**  
**SUBMITTED FOR BOARD OF TRUSTEE APPROVAL**  
**February 13, 2020**

**MODIFY COURSE**

<b>COURSE ID</b>	<b>COURSE TITLE</b>
<b>ANAT 101</b>	Essentials of Human Anatomy and Physiology

**Rationale:** Six-year revision  
**Equate:** BIOL 155  
**Effective:** Fall 2020

**MODIFY COURSE**

<b>COURSE ID</b>	<b>COURSE TITLE</b>
<b>ANAT 159</b>	Introduction to Human Cadaver Dissection

**Rationale:** Six-year revision  
**Equate:** Course is not offered at SBVC.  
**Effective:** Fall 2020

**MODIFY COURSE**

<b>COURSE ID</b>	<b>COURSE TITLE</b>
<b>ANAT 259</b>	Advanced Human Cadaver Dissection

**Rationale:** Six-year revision  
**Equate:** Course is not offered at SBVC.  
**Effective:** Fall 2020

**MODIFY COURSE**

<b>COURSE ID</b>	<b>COURSE TITLE</b>
<b>ENGL 175</b>	Literature and Religion of the Bible

**Catalog Description:** Study of the Bible as literature and religious tradition. Includes the examination of the types of literature found in the Bible, and the historical and religious context in which the literature was developed. Provides an extensive reading of the two testaments. This course is also offered as RELIG 175.

**Schedule Description:** Study of the Bible as literature and religious tradition. Includes the examination of the types of literature found in the Bible, and the historical and religious context in which the literature was developed. Provides an extensive reading of the two testaments. This course is also offered as RELIG 175.

**Rationale:** Six-year revision; adding DE component  
**Equate:** ENGL 175  
**Effective:** Fall 2020



**MODIFY COURSE**

<b>COURSE ID</b>	<b>COURSE TITLE</b>
KIN/F 191A	Hiking for Fitness I

**Rationale:** Six-year revision  
**Equate:** Course is not offered at SBVC.  
**Effective:** Fall 2020

**MODIFY COURSE**

<b>COURSE ID</b>	<b>COURSE TITLE</b>
KIN/F 191B	Hiking for Fitness II

**Catalog Description:** Instruction in intermediate-level hiking techniques incorporating various hiking routes on and off campus. Designed to further promote cardiovascular health and general well-being. Includes preparation for day trip hikes.

**Schedule Description:** Instruction in intermediate-level hiking techniques incorporating various hiking routes on and off campus. Designed to further promote cardiovascular health and general well-being. Includes preparation for day trip hikes.

**Rationale:** Six-year revision  
**Equate:** Course is not offered at SBVC.  
**Effective:** Fall 2020

**MODIFY COURSE**

<b>COURSE ID</b>	<b>COURSE TITLE</b>
KIN/F 191C	Hiking for Fitness III

**Catalog Description:** Instruction in intermediate/advanced-level hiking techniques incorporating hiking routes on and off campus. Designed to further promote cardiovascular health and general well-being. Includes preparation for longer day hikes. Students are encouraged to take level A and B before enrolling in C.

**Schedule Description:** Instruction in intermediate/advanced-level hiking techniques incorporating hiking routes on and off campus. Designed to further promote cardiovascular health and general well-being.

**Rationale:** Six-year revision  
**Equate:** Course is not offered at SBVC.  
**Effective:** Fall 2020

**MODIFY COURSE**

<b>COURSE ID</b>	<b>COURSE TITLE</b>
KIN/F 191D	Hiking for Fitness IV

**Catalog Description:** Advanced hiking incorporating various hiking routes on and off campus completed at a faster pace. Designed to further promote cardiovascular health and general well-being. Includes preparation for longer day and evening hikes. Regardless of the level of your hiking skills we advise you take A, B and C before enrolling in D.

**Rationale:**  
**Equate:** Course is not offered at SBVC.  
**Effective:** Fall 2020

**MODIFY COURSE**

<b>COURSE ID</b>	<b>COURSE TITLE</b>
KIN/S 116A	Soccer I

**Rationale:** Six-year revision  
**Equate:** KINS 116A  
**Effective:** Fall 2020

**MODIFY COURSE**

<b>COURSE ID</b>	<b>COURSE TITLE</b>
KIN/S 116B	Soccer II

**Rationale:** Six-year revision  
**Equate:** KINS 116B  
**Effective:** Fall 2020

**MODIFY COURSE**

<b>COURSE ID</b>	<b>COURSE TITLE</b>
KIN/S 116C	Soccer III

**Catalog Description:** Intermediate/advanced level skills, techniques, strategies, and rules of the sport of soccer. Emphasis on improvement of overall fitness and development of life-long behavioral skills. Students are encouraged to progress through sections A and B before enrolling in C.

**Schedule Description:** Intermediate/advanced level skills, techniques, strategies, and rules of the sport of soccer.

**Rationale:** Six-year revision  
**Equate:** KINS 116C  
**Effective:** Fall 2020

**MODIFY COURSE**

<b>COURSE ID</b>	<b>COURSE TITLE</b>
KIN/S 116D	Soccer IV

**Catalog Description:** Instruction in the advanced-level skills, techniques, strategies, and rules of the sport of soccer. During the application of these techniques and practice, students will improve their overall fitness and develop life-long behavioral skills. Students are encouraged to progress through sections A, B and C before enrolling in D.

**Rationale:** Six-year revision  
**Equate:** Course is not offered at SBVC.  
**Effective:** Fall 2020

**MODIFY COURSE**

<b>COURSE ID</b>	<b>COURSE TITLE</b>
KIN/S 159A	Karate I

**Rationale:** Six-year revision  
**Equate:** Course is not offered at SBVC.  
**Effective:** Fall 2020

**MODIFY COURSE**

<b>COURSE ID</b>	<b>COURSE TITLE</b>
KIN/S 159B	Karate II

**Catalog Description:** Practice in the intermediate-level skills of unarmed self-defense. Instruction in skills including blocking, shifting, punching, striking and kicking techniques. Exercises that promote muscular control, speed of movement and mental alertness will be emphasized. Students are encouraged to take level A before enrolling in B.

**Rationale:** Six-year revision  
**Equate:** Course is not offered at SBVC.  
**Effective:** Fall 2020

**MODIFY COURSE**

<b>COURSE ID</b>	<b>COURSE TITLE</b>
KIN/S 159C	Karate III

**Catalog Description:** Practice in the intermediate/advanced-level skills of unarmed self-defense. Instruction in skills including blocking, shifting, punching, striking and kicking techniques. Exercises that promote muscular control, speed of movement and mental alertness will be emphasized. Students are encouraged to take level A and B before enrolling in C.

**Rationale:** Six-year revision  
**Equate:** Course is not offered at SBVC.  
**Effective:** Fall 2020

**MODIFY COURSE**

<b>COURSE ID</b>	<b>COURSE TITLE</b>
KIN/S 159D	Karate IV

**Catalog Description:** Practice in the advanced-level skills of unarmed self-defense. Instruction in skills including blocking, shifting, punching, striking and kicking techniques. Exercises that promote muscular control, speed of movement and mental alertness will be emphasized. Students are encouraged to take levels A, B and C before enrolling in D.

**Rationale:** Six-year revision  
**Equate:** Course is not offered at SBVC.  
**Effective:** Fall 2020

**MODIFY COURSE**

<b>COURSE ID</b>	<b>COURSE TITLE</b>
KIN/S 193A	Softball I

**Rationale:** Six-year revision  
**Equate:** KINS 120A  
**Effective:** Fall 2020

**MODIFY COURSE**

<b>COURSE ID</b>	<b>COURSE TITLE</b>
KIN/S 193B	Softball II

**Catalog Description:** Instruction in the intermediate-level skills, techniques, strategies, and rules of the sport of softball. Emphasis on improvement of overall fitness and development of life-long behavioral skills. Students are encouraged to enroll in level A before taking B.

**Rationale:** Six-year revision  
**Equate:** KINS 120B  
**Effective:** Fall 2020

**MODIFY COURSE**

<b>COURSE ID</b>	<b>COURSE TITLE</b>
KIN/S 193C	Softball III

**Rationale:** Six-year revision  
**Equate:** KINS 120C  
**Effective:** Fall 2020

**MODIFY COURSE**

<b>COURSE ID</b>	<b>COURSE TITLE</b>
KIN/S 193D	Softball IV

**Catalog Description:** Instruction in the advanced-level skills, techniques, strategies, and rules of the sport of softball. Emphasis on improvement of overall fitness and development of life-long behavioral skills. Students are encouraged to take levels A, B and C before enrolling in D.

**Rationale:** Six-year revision  
**Equate:** Course is not offered at SBVC.  
**Effective:** Fall 2020

**MODIFY COURSE**

<b>COURSE ID</b>	<b>COURSE TITLE</b>
<b>RELIG 175</b>	Literature and Religion of the Bible

**Catalog Description:** Study of the Bible as literature and religious tradition. Includes the examination of the types of literature found in the Bible, and the historical and religious context in which the literature was developed. Provides an extensive reading of the two testaments. This course is also offered as ENGL 175.

**Schedule Description:** Study of the Bible as literature and religious tradition. Includes the examination of the types of literature found in the Bible, and the historical and religious context in which the literature was developed. Provides an extensive reading of the two testaments. This course is also offered as ENGL 175.

**Rationale:** Six-year revision; adding DE component

**Equate:** RELIG 175

**Effective:** Fall 2020

**DISTRIBUTED EDUCATION**

<b>Course ID:</b>	<b>ENGL 175</b>	<b>Hybrid and 100% Online</b>
<b>Course Title:</b>	Literature and Religion of the Bible	
<b>Rationale:</b>	Increase DE Offerings	
<b>Effective:</b>	Fall 2020	

**DISTRIBUTED EDUCATION**

<b>Course ID:</b>	<b>MULTI 100</b>	<b>Hybrid and 100% Online</b>
<b>Course Title:</b>	Multimedia Foundations	
<b>Rationale:</b>	Increase DE Offerings	
<b>Effective:</b>	Fall 2020	

**DISTRIBUTED EDUCATION**

<b>Course ID:</b>	<b>MULTI 150</b>	<b>Hybrid and 100% Online</b>
<b>Course Title:</b>	3D Modeling and Animation with Maya I	
<b>Rationale:</b>	Increase DE Offerings	
<b>Effective:</b>	Fall 2020	

**DISTRIBUTED EDUCATION**

<b>Course ID:</b>	<b>MULTI 173</b>	<b>Hybrid and 100% Online</b>
<b>Course Title:</b>	User Experience Design (UXD)	
<b>Rationale:</b>	Increase DE Offerings	
<b>Effective:</b>	Fall 2020	

**DISTRIBUTED EDUCATION**

<b>Course ID:</b>	<b>RELIG 175</b>	<b>Hybrid and 100% Online</b>
<b>Course Title:</b>	Literature and Religion of the Bible	
<b>Rationale:</b>	Increase DE Offerings	

<b>Effective:</b>	Fall 2020
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**CORRECTION  
NEW PROGRAM**

**COMPUTER HARDWARE TECHNICIAN  
Certificate of Achievement**

Computer hardware has become an essential component of nearly every type of workplace. As such, the demand for computer hardware support staff is increasing. Companies now need to hire employees who can troubleshoot and repair the computer equipment that is essential for efficient and fundamental business transactions.

This certificate is designed to provide students the skills necessary for entry into the IT field as a computer hardware and support technician. Admission: Open to all students. Registration is limited to class size restrictions.

<b>REQUIRED COURSES:</b>	<b>Units</b>
BUSAD 105          Entrepreneurship and Small Business Management	(3)
<b>or</b>	
BUSAD 200          Business Management	(3)
BUSAD 145          Business Communication	4
CIS 095              Employability Skills for Technical Careers	2
CIS 130              Hardware and Information Technology	3
CIS 140              Introduction to Networks (Cisco CCNA 1)	4
<b>Total Units</b>	<b>16</b>

<b>Rationale:</b>	Approved as a program modification at the January 9, 2020 Board meeting. The certificate should have been listed as a new program. It is the first time we will be offering the certificate as a Certificate of Achievement.
<b>Effective:</b>	Fall 2020

**CORRECTION  
PROGRAM MODIFICATION**

**COMPUTER INFORMATION SYSTEMS  
Certificate of Achievement**

The objective of this certificate is to provide students the knowledge and skills necessary to prepare for employment in entry-level positions in the field of Computer Information Systems. The certificate indicates that the student has acquired knowledge of the different aspects of information technology including programming, hardware, networking, cybersecurity, and cloud technology.

<b>REQUIRED COURSES:</b>	<b>Units</b>
CIS 095          Employability Skills for Technical Careers	2
CIS 101          Introduction to Computer and Information Technology	3
CIS 113          Java Programming	(3)
<b>or</b>	
CSCI 110          Introduction to Computer Science I (C++)	(3)
<b>or</b>	
CIS 125          Introduction to C#.NET Programming	(3)
CIS 130          Hardware and Information Technology	3

CIS 140 Introduction to Networks (Cisco CCNA 1) 4

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

		<b>Units</b>
CIS 105	Database Concepts and Design	3
CIS 109	Operating Systems and Environments	3
CSCI 110	Introduction to Computer Science I (C++)	3
CIS 113	Java Programming 3	
CIS 117	Web Page Scripting	3
CIS 132	Systems and Network Administration	3
CIS 133	Cloud Technology Essentials	4
CIS 136	Introduction to Cybersecurity	1
CIS 137	Cybersecurity Essentials	2
CIS 138	CCNA Cybersecurity Operations	4
CIS 141	Basic Routing and Switching (Cisco CCNA 2)	4
<b>Total Units</b>		<b>27</b>

<b>Rationale:</b>	Approved as a program modification at the January 9, 2020 Board meeting. The total units are being corrected from 27-28 units to 27 units.
<b>Effective:</b>	Fall 2020

<b>CORRECTION</b>
<b>PROGRAM MODIFICATION</b>

**IT TECHNICIAN**

This certificate is designed to prepare students for entry-level positions as information technology (IT) help desk/user support technicians.

		<b>Units</b>
<b>REQUIRED COURSES:</b>		
CIS 095	Employability Skills for Technical Careers	2
CIS 109	Operating Systems and Environments	3
CIS 130	Hardware and Information Technology Essentials	3
CIS 136	Introduction to Cybersecurity	1
CIS 137	Cybersecurity Essentials	2
CIS 140	Introduction to Networks (Cisco CCNA 1)	4
<b>RECOMMENDED COURSES:</b>		
CIS 190C	Hardware Technician Work Experience	1 - 3
CIS 101	Introduction to Computer and Information Technology	3
<b>Total Units</b>		<b>15</b>

<b>Rationale:</b>	Approved as a program modification at the January 9, 2020 Board meeting. The Certificate of Achievement wording is being removed from the title because the certificate is less than 16 units.
<b>Effective:</b>	Fall 2020

<b>CORRECTION</b>
<b>PROGRAM MODIFICATION</b>

**PROGRAMMING**

The objective of this certificate is to provide students with the knowledge and skills necessary for employment in entry-level positions in the field of computer programming or to continue to pursue a four-year degree in Computer Information Systems or Computer Science. The Programming Certificate indicates the student has acquired knowledge of computer programming including basic language structures, syntax, debugging, and application development.

<b>REQUIRED COURSES:</b>		<b>Units</b>
CSCI 110	Introduction to Computer Science I (C++)	3
CSCI 120	Introduction to Computer Science II (C++)	3

<b>Students must complete at least nine additional units from the following:</b>		<b>Units</b>
CIS 095	Employability Skills for Technical Careers	2
CIS 105	Database Concepts and Design	3
CIS 113	Java Programming	3
CIS 117	Web Page Scripting	3
CIS 121	Android Application Development	3
CIS 125	Introduction to C#.NET Programming	3
CIS 190D	Software Development Work Experience	1 – 3

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<b>Total Units</b>	<b>15</b>
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<b>Rationale:</b>	Approved as a program modification at the January 9, 2020 Board meeting. The Certificate of Achievement wording is being removed from the title because the certificate is less than 16 units.
<b>Effective:</b>	Fall 2020



**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Jose F. Torres, Interim Chancellor  
**REVIEWED BY:** Diana Rodriguez, President, SBVC  
**PREPARED BY:** Dina Humble, Vice President, Instruction, SBVC  
**DATE:** February 13, 2020  
**SUBJECT:** Consideration of Approval of Curriculum - SBVC

**RECOMMENDATION**

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

**OVERVIEW**

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

**ANALYSIS**

These courses, certificates, and degrees have been approved for addition, modification, and deletion by the Curriculum Committee of the Academic Senate and will be included in the 2019-2020, 2020-2021, or 2021-2022 College Catalogs.

**INSTITUTIONAL VALUES**

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

**FINANCIAL IMPLICATIONS**

None.

**SAN BERNARDINO VALLEY COLLEGE  
SUBMITTED FOR BOARD OF TRUSTEE APPROVAL  
February 13, 2020**

**CONTENT REVIEW**

*No Changes to the College Catalog*

CS 074	CS 075	CS 076	CS 077
ELEC 091	FTVM 111	FTVM 112	FTVM 114
FTVM 130	FTVM 132	FTVM 233	

**Rationale:** Content Review  
**Effective:** Fall 2020

**NEW COURSE**

*Addition to the 2020-2021 College Catalog*

**Course ID:** ELEC 021  
**Course Title:** Blueprint Reading for Building Energy Systems  
**Units:** 3  
**Lecture:** 3 contact hour(s) per week  
48 - 54 contact hours per semester  
**Outside of Class Hours:** 6 hour(s) per week  
**Departmental Advisory:** TECALC 087  
**Catalog Description:** This course is a study of basic information for reading blueprints and construction drawings. It is designed for those who must assimilate information found in working drawings and specifications.  
**Schedule Description:** This course is a study of basic information for reading blueprints and construction drawings. It is designed for those who must assimilate information found in working drawings and specifications.  
**TOP Code:** 0953.10  
**Equate:** Course not offered at CHC.  
**Rationale:** This course is part of the new Building and Energy Systems Professional (BESP) program in the Electricity Department.  
**Effective:** Fall 2020

**NEW COURSE**

*Addition to the 2020-2021 College Catalog*

**Course ID:** ELEC 050  
**Course Title:** Zero Net Energy Building Science  
**Units:** 4  
**Lecture:** 4 contact hour(s) per week  
64 - 72 contact hours per semester  
**Outside of Class Hours:** 8 hour(s) per week  
**Prerequisite:** None  
**Catalog Description:** Zero Net Energy (ZNE) Building Science includes an overview of many progressive measures that improve the energy performance of buildings. Studies focus on architectural design of building, construction methodology, green HVAC systems, renewable energy systems and the terminology used in the ZNE Industry. A survey of projects, policies and programs driving ZNE performance in residential and non-residential buildings will be studied.  
**Schedule Description:** Zero Net Energy (ZNE) Building Science includes an overview of many progressive measures that will improve the energy performance of buildings. A

**TOP Code:** 0946.10  
**Equate:** Course not offered at CHC.  
**Rationale:** This course has been developed as a response to industry advisors' recommendations in our area, the Inland Empire.  
**Effective:** Fall 2020

## COURSE MODIFICATION

*Changes to the 2020-2021 or 2021-2022 College Catalogs*

COURSE ID	COURSE TITLE
ACCT 200	FINANCIAL ACCOUNTING

**Departmental Advisory:** ENGL 101 or ENGL 101H and MATH 095 or MATH 096  
**Catalog Description:** This course offers an introduction to accounting information as an aid to decision-making for external users of financial statements. Students learn to measure and record accounting data, prepare financial statements and analyze published financial accounting information. The focus is on the subjects of accounting cycle, the application of generally accepted accounting principles, ethics, the financial statements, and statement analysis.  
**Schedule Description:** This course offers an introduction to accounting information as an aid to decision-making for external users of financial statements. Students learn to measure and record accounting data, prepare financial statements and analyze published financial accounting information.  
**Equate:** ACCT 208 at CHC.  
**Rationale:** Updating departmental advisory, descriptions, and SLOs.  
**Effective:** Fall 2020

COURSE ID	COURSE TITLE
ACCT 201	MANAGERIAL ACCOUNTING

**Catalog Description:** This course studies the use of accounting information in decision-making, planning, directing operations and controlling. It focuses on cost terms and concepts, cost behavior, cost structure and cost-volume-profit analysis. Issues relating to ethics, cost systems, cost control, profit planning, and performance analysis in manufacturing and service environments are also examined.  
**Schedule Description:** This course studies the use of accounting information in decision-making, planning, directing operations and controlling. It focuses on cost terms and concepts, cost behavior, cost structure and cost-volume-profit analysis.  
**Equate:** ACCT 209 at CHC.  
**Rationale:** Updating descriptions, content, and SLOs.  
**Effective:** Fall 2020

COURSE ID	COURSE TITLE
ELECTR 280C	COMPUTER OPERATIONS AND MAINTENANCE

**Catalog Description:** This course provides a working knowledge of the principles and analysis techniques applicable to computer operations and maintenance. It includes the theory and experience necessary to understand and analyze computer circuitry as needed for entry-level work in the computer and electronics industry.

**Equate:** Course not offered at CHC.

**Rationale:** Content review. Updating catalog description, content, SLOs, and textbooks.

**Effective:** Fall 2020

COURSE ID	COURSE TITLE
PHYSIC 101	INTRODUCTORY PHYSICS

**Prerequisite:** MATH 095 or MATH 096

**Departmental Advisory:** ENGL 101 or ENGL 101H or READ 100

**Equate:** PHYSIC 101 at CHC.

**Rationale:** Updating prerequisite and advisory.

**Effective:** Fall 2020

COURSE ID	COURSE TITLE
PHYSIC 202	PHYSICS I

**Prerequisite:** ENGL 101 or ENGL 101H and MATH 250 and PHYSIC 101

**Corequisite:** MATH 250. Department highly recommends completing MATH 250 prior to enrollment in PHYSIC 202.

**Equate:** Course not offered at CHC.

**Rationale:** Updating prerequisite and corequisite.

**Effective:** Fall 2020

COURSE ID	COURSE TITLE
SPAN 104	COLLEGE SPANISH IV

**Prerequisite:** SPAN 103 or SPAN 103H or SPAN 157

**Equate:** SPAN 104 at CHC.

**Rationale:** Updating prerequisite from SPAN 158 to SPAN 157.

**Effective:** Fall 2021

COURSE ID	COURSE TITLE
SPAN 158	SPANISH FOR HERITAGE SPEAKERS II

**Catalog Description:** This course is designed for students who already communicate in Spanish and who want to develop and strengthen reading and writing skills with special emphasis on vocabulary expansion, through reading, discussion, and analysis of culturally representative works from Spain and Latin America. Emphasis is on correct usage of standard Spanish. Course is conducted primarily in Spanish, producing skills equivalent to Spanish 104.

**Schedule Description:** This course is designed for students who already communicate in Spanish and who want to develop and strengthen reading and writing skills with special emphasis on vocabulary expansion, through reading, discussion, and analysis of culturally representative works from Spain and Latin America. Emphasis is on correct usage of standard Spanish. Course is conducted primarily in Spanish, producing skills equivalent to Spanish 104.

**Equate:** SPAN 103 at CHC.  
**Rationale:** Updating content and course descriptions.  
**Effective:** Fall 2021

### COURSE DELETION

CIT 020                                      CULART 020                                      SPAN 015                                      SPAN 016

**Rationale:** Courses are no longer offered.  
**Effective:** Fall 2020

### DISTANCE EDUCATION

ACCT 200                                      ACCT 201                                      CS 074                                      CS 075  
CS 076                                      CS 077                                      FTVM 111                                      FTVM 112  
FTVM 114                                      FTVM 130                                      FTVM 132                                      FTVM 233  
SPAN 104\*                                      SPAN 158\*

**Rationale:** **100% ONLINE**  
One of the planning themes of San Bernardino Valley College (SBVC) is access. For career technical courses, the issue of scheduling is crucial. Students working the night shift can only take class in the morning while those working traditional day schedules can only take evening classes. Given these variables and difficult schedules, students need the flexibility of time that an online class affords. An asynchronous online class allows students to study when their schedules allow and where they have the space and materials to do so effectively. The online delivery method of these courses supports the mission of SBVC by providing access to education to a diverse community of learners who find themselves in a community with complicated lives and difficult and demanding schedules and responsibilities.

**Effective:** Fall 2020 or \*Fall 2021

## NEW CERTIFICATE

### ZERO NET ENERGY CERTIFICATE

The Zero Net Energy (ZNE) Certificate is designed to offer the students a broad overview into the energy conservation industry and includes cross-disciplinary courses in Energy Systems, Heating Ventilation and Air Conditioning, Architecture, Computer Information Systems, and Building Inspection Technology. Completion of the ZNE Certificate is especially beneficial for support staff currently working in the energy sector, such as an Energy Auditor, Energy Consultant, ZNE Technician, Green HVAC Technician, Facility Management, Construction Management and Solar Residential Technician.

<b>REQUIRED COURSES:</b>		<b>Units</b>
CIT 101	Introduction to Computer Literacy	3
ELEC 050	Zero Net Energy Building Science	4
ELEC 021	Blueprint Reading for Building Energy Systems	3
INSPEC 017	California State Energy Regulations for Residential Buildings	3
TECALC 087	Technical Calculations	4
WKEXP 099	General Work Experience	1 - 4
<b>Total Units</b>		<b>18 - 21</b>

**Rationale:** Completion of the ZNE Certificate is beneficial for both entry level employment and support staff currently working in the energy sector and when combined with other defined certificates within the ZNE industry, students will have the technical background that can lead to industry recognized credentials and careers as an Energy Auditor, Energy Consultant, ZNE Technician, Green HVAC Technician, Facility Management, Construction Management and Solar Residential Technician.

**Effective:** Fall 2020

## CERTIFICATE MODIFICATION

### BOOKKEEPING CERTIFICATE

Bookkeeping clerks along with accounting and auditing clerks are an organization's financial recordkeepers. They update and maintain one or more accounting records. All of these clerks make numerous computations each day. In small businesses, bookkeeping clerks handle all financial transactions and recordkeeping. In large offices and accounting departments, the clerks have more specialized tasks, such as accounts payable or accounts receivable. The responsibilities vary by level of experience.

<b>REQUIRED COURSES:</b>		<b>Units</b>
ACCT 010	Bookkeeping	3
ACCT 090	Payroll Accounting	3
ACCT 047	Computerized Accounting	3
	<b>or</b>	
CIT 114	Spreadsheets: Excel	3
<b>Total Units</b>		<b>9</b>

**Rationale:** Lowering units from 16 to 9.

**Effective:** Fall 2020

## DEGREE MODIFICATION

### BIOLOGY ASSOCIATE OF SCIENCE TRANSFER DEGREE

The Associate in Science in Biology for Transfer (AS-T) is intended for students who plan to transfer and complete a Bachelor's degree in Biology, or a similar major at a CSU campus. It serves the diverse needs of students who wish to obtain a broad and an in-depth understanding of the field. The Biology Department offers comprehensive and integrative studies in each of the introductory courses of Biology. Courses in Biology prepare students interested in careers in cell biology, genetics, physiology, developmental biology, biotechnology, zoology, botany, microbiology, evolution, ecology, behavior, environmental studies, and the health sciences. The objective of this degree is to delineate a successful career path for our community college students entering the Biology program and to provide opportunities that explore the Biology major. Upon successful completion of the AS-T in Biology, students may be able to enter majors for any of these Biology subfields. Students should consult with a counselor to determine whether this degree is the best option for their transfer goals.

The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major.

To earn a Biology AS-T degree, students must meet the following requirements:

- completion of the following major requirements with grades of C or better;
- completion of 60 CSU transferable semester units with a grade point average of at least 2.0; and
- certified completion of the CSU General Education-Breadth (CSUGE) for STEM or Intersegmental General Education Transfer Curriculum (IGETC-CSU) for STEM which requires a minimum of 31-33 units.

It is highly recommended that students complete courses that satisfy the U.S. History, Constitution, and American Ideals requirement as part of CSUGE or IGETC before transferring to a CSU.

Students planning to transfer to a four-year institution and major in Biology should consult with a STEM counselor or general counselor regarding the transfer process and lower division requirements. Completion of CSU GE-Breadth for STEM or (IGETC-CSU) for STEM is required in addition to the major requirements.

#### REQUIRED CORE COURSES:

BIOL 205	Cell and Molecular Biology	4
BIOL 206	Organismal Biology	4
BIOL 207	Evolutionary Ecology	4

#### LIST A:

CHEM 150	General Chemistry I	5
CHEM 151	General Chemistry II	5
MATH 250	Single Variable Calculus I	4
PHYSIC 151	General Physics for the Life Sciences I	4
PHYSIC 152	General Physics for the Life Sciences II	4

**Major Total:** **34**

**Total Double-Count Units:** **9-10**

**General Education (CSU-GE or IGETC for STEM) Unit:** **31-33**

**CSU electives (as needed to reach 60 transferrable units):** **0-3**

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**Total Units** **60**

**Rationale:** Removing remove Chemistry honors courses and updating Physics courses.  
**Effective:** Fall 2020

## DEGREE MODIFICATION

### BIOLOGY ASSOCIATE OF SCIENCE DEGREE

The Associate of Science degree in Biology is intended to provide breadth in the aspects of biology that investigate the living world including cellular physiology, genetics, ecology, and evolutionary biology. Majors in Biology prepare for a wide variety of occupations in education, government, medicine, research, and biotechnology. This degree prepares students to transfer to four-year universities to pursue a Bachelor's degree. At the four-year institutions, students may choose to specialize in one particular field of Biology.

To graduate with the A.S degree in Biology, students must complete the following required courses plus the general breadth requirements for the Associate's Degree (minimum total = 60 units).

<b>REQUIRED COURSES:</b>		<b>Units</b>
BIOL 205	Cell and Molecular Biology	4
BIOL 206	Organismal Biology	4
BIOL 207	Evolutionary Ecology	4
CHEM 150	General Chemistry I	5
CHEM 151	General Chemistry II	5
MATH 250	Single Variable Calculus I	4
MATH 251	Single Variable Calculus II	4
<b>RECOMMENDED COURSES:</b>		<b>Units</b>
CHEM 212	Organic Chemistry I	4
CHEM 213	Organic Chemistry II	4
PHYSIC 151	General Physics for the Life Sciences I	4
PHYSIC 152	General Physics for the Life Sciences II	4
<b>Total Units</b>		<b>30</b>

**Rationale:** Removing remove Chemistry honors courses and updating Physics courses.  
**Effective:** Fall 2020

## DEGREE MODIFICATION

### GEOLOGY ASSOCIATE OF SCIENCE DEGREE

The Geology Associate of Science Degree equips students with a comprehensive understanding of the Earth's history, structure, economic resources, climate, and environment. This degree program meets student needs for: (1) transfer into a geological, environmental, or Earth sciences program at a four-year institution, (2) preparing for a career within the geological sciences or related fields, including energy exploration and development, environmental protection and remediation, hydrology, meteorology, hazard analysis and mitigation, and secondary and higher education, (3) fulfilling the undergraduate general education science requirement, and (4) a better understanding of the integration of natural systems with human-environment interactions within and upon the Earth.

Students who wish to pursue a degree in geology should take GEOL 101 and 111 before enrolling in additional geology courses. GEOL 101 is a prerequisite for most geology courses offered at San Bernardino Valley College and GEOL 111 will give students a more hands-on, in-depth exposure to the geological and Earth sciences. To graduate with a specialization in geology, students must complete the following required courses plus the general breadth requirements for the Associate Degree (total = 60 units)



<b>Required Courses:</b>		<b>Units</b>
CHEM 150	General Chemistry I	5
CHEM 151	General Chemistry II	5
GEOL 101	Introduction to Physical Geology	3
GEOL 111	Introduction to Physical Geology Laboratory	1
GEOL 112	Historical Geology	4
MATH 250	Single Variable Calculus I	4
MATH 251	Single Variable Calculus II	4
<b>Choose two courses from the following:</b>		<b>Units</b>
GEOL 122	Environmental Geology	3
GEOL 170	Geological History of the Great Basin Province	1
GEOL 201	Mineralogy	4
GEOL 250	Geology of California	3
GEOL 251	Geology of National Parks and Monuments	3
GEOL 260	Introduction to Field Geology	3
GEOL 270	Geology of the Eastern Sierra Nevada	1
<b>Recommended Courses:</b>		<b>Units</b>
BIOL 100	General Biology	4
	<b>or</b>	
BIOL 109	History of Life	4
	<b>or</b>	
BIOL 109H	History of Life - Honors	4
CS 110	Fundamentals of Computer Science	3
CS 190	Programming in C++	4
GEOG 110	Physical Geography	3
GIS 130	Introduction to Geographic Information Systems (GIS)	3
PHYSIC 151	General Physics for the Life Sciences I	4
	<b>and</b>	
PHYSIC 152	General Physics for the Life Sciences II	4
	<b>or</b>	
PHYSIC 200	Physics I	6
	<b>and</b>	
PHYSIC 201	Physics II	6
<b>Total Units</b>		<b>28 - 33</b>

**Rationale:** Removing remove Chemistry honors courses and updating Physics courses.  
**Effective:** Fall 2020

## DEGREE MODIFICATION

### GEOLOGY ASSOCIATE OF SCIENCE TRANSFER DEGREE

The Associate of Geology for Transfer (AS-T) in Geology is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus.

The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. In order to earn this Geology AS-T degree students must meet the following requirements:

- completion of the following major requirements with grades of C or better;
- completion of a minimum of 60 CSU transferable semester units with a grade point average of at least 2.0; and
- certified completion of the CSU General Education-Breadth (CSUGE) or Intersegmental General Education Transfer Curriculum (IGETC) for CSU, which requires a minimum of 39 units.

It is highly recommended that students complete courses that satisfy the U.S. History, Constitution, and American Ideals requirement as part of CSUGE or IGETC before transferring to a CSU.

Students planning to transfer to a four-year institution and major in Geology should consult with a counselor regarding the transfer process and lower division requirements.

<b>Required Courses</b>	<b>Units</b>
GEOL 101      Introduction to Physical Geology	3
<b>and</b>	
GEOL 111      Introduction to Physical Geology Laboratory	1
GEOL 112      Historical Geology	4
CHEM 150      General Chemistry I	5
CHEM 151      General Chemistry II	5
MATH 250      Single Variable Calculus I	4
MATH 251      Single Variable Calculus II	4
<b>Major Total:</b>	<b>26</b>
<b>Total Units that may be double-counted:</b>	<b>6</b>
<b>General Education (CSU-GE or IGETC) Units:</b>	<b>37-39</b>
<b>Elective (CSU Transferable) Units: 0-3</b>	<b>0-3</b>
<b>Total Units</b>	<b>60</b>

**Rationale:** Removing remove Chemistry honors courses recommended courses.  
**Effective:** Fall 2020

## DEGREE MODIFICATION

### Kinesiology Associate of Arts Transfer Degree, AA-T

Kinesiology is the study of the principles of mechanics and anatomy in relation to human movement. The Kinesiology Associate in Arts Degree for Transfer (Kinesiology AA-T degree) provides students with an education in the core aspects of Kinesiology. The Kinesiology AA-T degree prepares students for transfer to CSU campuses that offer bachelor's degrees in Kinesiology.

The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major.

To earn a Kinesiology AA-T degree, students must complete the following Associate Degree for Transfer requirements:

- completion of the following major requirements with grades of C or better;
- completion of 60 CSU transferable semester units with a grade point average of at least 2.0; and
- certified completion of the CSU General Education-Breadth (CSUGE) or Intersegmental General Education Transfer Curriculum (IGETC) for CSU, which requires a minimum of 37-39 units.

It is highly recommended that students complete courses that satisfy the U.S. History, Constitution, and American Ideals requirement as part of CSUGE or IGETC before transferring to a CSU.

Students planning to transfer to a baccalaureate institution and major in Kinesiology should consult with a counselor regarding the transfer process and lower division requirements.

**REQUIRED CORE: (11 units)**

		<b>Units</b>
KIN 200	Introduction to Physical Education and Kinesiology	3
BIOL 250	Human Anatomy and Physiology I	4
	<b>and</b>	
BIOL 251	Human Anatomy and Physiology II	4
	<b>or</b>	
BIOL 260	Human Anatomy	4
	<b>and</b>	
BIOL 261	Human Physiology	4

**MOVEMENT BASED COURSES: (3 UNITS MINIMUM)**

**SELECT ONE COURSE MAXIMUM FROM ANY THREE OF THE FOLLOWING AREAS.**

		<b>Units</b>
<b>COMBATIVE:</b>		
KINF 190A	Beginning Tai Chi	1
KINF 190B	Intermediate Tai Chi	1
KINF 190C	Advanced Tai Chi	1
<b>DANCE:</b>		
DANCE 101A	Beginning Modern Dance	2
DANCE 101B	Beginning/Intermediate Modern Dance	2
DANCE 102A	Intermediate Modern Dance	2
DANCE 102B	Intermediate/Advanced Modern Dance	2
DANCE 103A	Beginning Ballet	2

DANCE 103B	Beginning/Intermediate Ballet	2
DANCE 105A	Beginning Jazz Dance	2
DANCE 105B	Beginning/Intermediate Jazz Dance	2
DANCE 106A	Intermediate Jazz Dance	2
DANCE 106B	Intermediate/Advanced Jazz Dance	2
DANCE 107x2	Beginning Tap Dance	2

**FITNESS:**

		<b>Units</b>
KINF 101A	Beginning Boxing for Fitness	1
KINF 101B	Intermediate Boxing for Fitness	1
KINF 105A	Beginning Low Impact Aerobics	1
KINF 105B	Intermediate Low Impact Aerobics	1
KINF 105C	Advanced Low Impact Aerobics	1
KINF 108A	Beginning Weight Training	1
KINF 108B	Intermediate Weight Training	1
KINF 108C	Advanced Weight Training	1
KINF 112A	Beginning Body Conditioning	1
KINF 112B	Intermediate Body Conditioning	1
KINF 127A	Beginning Walking for Fitness	1
KINF 127B	Intermediate Walking for Fitness	1
KINF 132A	Beginning Distance Running	1
KINF 132B	Intermediate Distance Running	1
KINF 138A	Beginning Physical Fitness	1
KINF 138B	Intermediate Physical Fitness	1
KINF 138C	Advanced Physical Fitness	1
KINF 150A	Beginning Table Tennis	1
KINF 150B	Intermediate Table Tennis	1
KINF 150C	Advanced Table Tennis	1
KINF 168A	Beginning Yoga	1
KINF 168B	Intermediate Yoga	1
KINF 168C	Advanced Yoga	1

**INDIVIDUAL SPORTS:**

		<b>Units</b>
KINS 103A	Beginning Badminton	1
KINS 103B	Intermediate Badminton	1
KINS 103C	Advanced Badminton	1

**TEAM SPORTS:**

		<b>Units</b>
KINS 104A	Beginning Basketball	1
KINS 104B	Intermediate Basketball	1
KINS 104C	Advanced Basketball	1
KINS 116A	Beginning Soccer	1
KINS 116B	Intermediate Soccer	1
KINS 116C	Advanced Soccer	1
KINS 120A	Beginning Softball	1
KINS 120B	Intermediate Softball	1
KINS 120C	Advanced Softball	1

KINS 124A	Beginning Volleyball	1
KINS 124B	Intermediate Volleyball	1
KINS 124C	Advanced Volleyball	1

<b>LIST A: SELECT TWO COURSES (6 UNITS MINIMUM) FROM THE FOLLOWING:</b>		<b>Units</b>
MATH 108	Introduction to Probability and Statistics	4
	<b>or</b>	
ECON 208	Business and Economic Statistics	4
	<b>or</b>	
PSYCH 105	Statistics for the Behavioral Sciences	4
BIOL 100	General Biology	4
CHEM 150	General Chemistry I	5
KIN 231	First Aid and CPR	3
PHYSIC 151	General Physics for the Life Sciences I	4
<b>Major Total: 21-24</b>		<b>21-24</b>
<b>CSU GE-Breadth or IGETC for CSU requirements: 37-39</b>		<b>37-39</b>
<b>Total Units that may be Double Counted for CSU-GE or IGETC: 10-13</b>		<b>10-13</b>
<b>CSU electives (as needed to reach 60 transferable units): 9-13</b>		<b>9-13</b>
<b>Total Units</b>		<b>60</b>

**Rationale:** Removing remove Chemistry honors courses, updating Physics courses, and adding Table Tennis courses.

**Effective:** Fall 2020

## DEGREE MODIFICATION

### MATHEMATICS ASSOCIATE OF SCIENCE TRANSFER DEGREE

Mathematics is one of the oldest sciences. Mathematicians usually work in two general areas of mathematics, theoretical or applied mathematics. Mathematicians expand mathematical knowledge, by discovering mathematical principles or expanding on known mathematical theory. Mathematicians develop models indirectly or directly to solve problems in other fields such as business, chemistry, biology, physics, engineering, statistics, computer science, and other sciences.

An AS-T degree in mathematics includes a general study of calculus, with additional study in linear algebra, differential equations, or computer science. The degree will prepare students to successfully complete additional study in mathematics at CSU.

The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major.

To earn this Mathematics AS-T degree, students must meet the following requirements:

- completion of the following major requirements with grades of C or better;
- Completion of a minimum of 60 CSU transferrable semester units with a grade point average of at least 2.0; and

- certified completion of the CSU General Education-Breadth (CSUGE) or Intersegmental General Education Transfer Curriculum (IGETC) for CSU, which requires a minimum of 37-39 units.

It is highly recommended that students complete courses that satisfy the U.S. History, Constitution, and American Ideals requirement as part of CSUGE or IGETC before transferring to a CSU.

Students planning on transferring to a four-year institution and major in Early Childhood Education should consult with a counselor regarding the transfer process and lower division requirements.

<b>Required Core Courses: (13 units)</b>		<b>Units</b>
MATH 250	Single Variable Calculus I	4
MATH 251	Single Variable Calculus II	4
MATH 252	Multivariable Calculus	5

**Select 8 units from Lists A and B, with at least 4 units from List A.** **Units**

<b>List A: Select one to two courses from the following (4-8 units)</b>		<b>Units</b>
MATH 265	Linear Algebra	4
MATH 266	Ordinary Differential Equations	4

<b>List B: Select one course from the following (4 units)</b>		<b>Units</b>
CS 190	Programming in C++	4
PHYSIC 202	Physics I	4
MATH 108	Introduction to Probability and Statistics	4
<b>or</b>		
ECON 208	Business and Economic Statistics	4

**Major Total:** **21**

**CSU-GE Breadth or IGETC Requirements:** **37-39**

**Total units that may be double-counted for CSUGE or IGETC:** **3**

**CSU Electives (as needed to reach 60 transferable units):** **3-5**

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**Total Units** **60**

**Rationale:** Content Review.  
**Effective:** Fall 2020

## DEGREE MODIFICATION

### PHYSICS ASSOCIATE OF SCIENCE DEGREE

To graduate with a specialization in Physics, students must complete the following required courses plus the general breadth requirements for the Associate Degree (minimum total = 60 units).

<b>REQUIRED COURSES:</b>		<b>Units</b>
PHYSIC 202	Physics I	4
PHYSIC 203	Physics II	4
PHYSIC 204	Physics III	4
PHYSIC 210	Modern Physics	4
MATH 250	Single Variable Calculus I	4
MATH 251	Single Variable Calculus II	4
MATH 252	Multivariable Calculus	5
<b>RECOMMENDED COURSES:</b>		<b>Units</b>

CHEM 150	General Chemistry I	5
CHEM 151	General Chemistry II	5
<b>Total Units</b>		<b>29</b>

**Rationale:** Removing remove Chemistry honors courses.  
**Effective:** Fall 2020

### COURSE CORRECTION

*Correction to the 2020-2021 College Catalog*

**Course ID:** **AERO 626**  
**Catalog Description:** This noncredit course is designed to familiarize the aviator or prospective pilot with the fundamentals of aircraft design and construction including: aircraft structural components, fundamentals of aerodynamics and flight, materials and hardware, ice and rain protection, hydraulic and pneumatic systems, landing gear systems, fire protection systems, electrical systems, instrument systems, weight and balance control, and blueprint reading.  
**Schedule Description:** This noncredit course is designed to familiarize the student with design and construction, principles of aerodynamics and flight and aircraft systems and components.  
**Rationale:** Updating course descriptions to state that the course is a noncredit course.  
**Previous Board Approval:** December 12, 2019  
**Effective:** Fall 2020

### COURSE CORRECTION

*Correction to the 2020-2021 College Catalog*

**Course ID:** **MACH 027**  
**Updated Course ID:** MACH 024  
**Title:** Introduction to Piping  
**Rationale:** Course was submitted to board with the incorrect Course ID. The June 2019 board stated this course was MACH 027, but should be correct to MACH 024.  
**Previous Board Approval:** June 20, 2019  
**Effective:** Fall 2020

### COURSE CORRECTION

*Correction to the 2020-2021 College Catalog*

**Course ID:** **PHT 071**  
**Catalog Description:** This course continues to apply the therapeutic uses of administered medications into the human anatomy and physiology by a drug's pharmacokinetics and pharmacodynamics. Emphasis is placed on but not limited to a medication's brand/generic name, mechanisms of action, dosage forms, routes of administration, directions of use, standard dosage schedules, indications, basic side effects, adverse effects, contraindications, precautions, drug interactions, and any special black box warnings. Added topics to the course includes medication adjustments for special populations and use of common antidotes for medications.  
**Schedule Description:** This course continues to focus on the therapeutic uses of administered medications applicable to the human anatomy and physiology by a drug's pharmacokinetics and pharmacodynamics.



**Rationale:** Removing formerly PHT 067 note from course descriptions.  
**Previous Board Approval:** December 12, 2019  
**Effective:** Fall 2020

## CERTIFICATE CORRECTION

*Correction to the 2019-2020 College Catalog*

### AIRFRAME MAINTENANCE TECHNICIAN CERTIFICATE

This certificate is designed to prepare students to qualify for the Airframe Certificate issued by the Federal Aviation Administration (FAA), which enables the holder to perform 100 hours and annual inspections on aircraft ranging from small aircraft used in general aviation to jets utilized by commercial airlines. The written examinations are administered by the FAA at computer testing centers. The total program requires 1,150 hours of lecture and laboratory.

<b>REQUIRED COURSES:</b>	<b>Units</b>
AERO 050      General/Calculations and Basic Electricity Airframe and Powerplant Technologies	5
AERO 050L    General Laboratory/Calculations and Basic Electricity Airframe and Powerplant Technologies	2
AERO 051      General/Materials and Servicing Airframe and Powerplant Technologies	5
AERO 051L    General Laboratory/Materials and Servicing Airframe and Powerplant Technologies	2
AERO 052      Airframe Maintenance - Structures	6
AERO 052L    Airframe Maintenance Laboratory - Structures	5
AERO 053      Airframe Maintenance - Systems and Components	6
AERO 053L    Airframe Maintenance Laboratory - Systems and Components	5
<b>RECOMMENDED COURSE:</b>	<b>Units</b>
AERO 015      Nano Composite Technology	2
<b>Total Units</b>	<b>36</b>

**Rationale:** Updating total units from 36-38 to 36, not including the units from the recommended course.  
**Previous Board Approval:** February 9, 2017  
**Effective:** Fall 2019

## DEGREE CORRECTION

*Correction to the 2019-2020 College Catalog*

### LIBERAL ARTS - BIOLOGICAL & PHYSICAL SCIENCES A.A. DEGREE MAJOR

The Associate Degree in Liberal Arts is designed for students who wish to pursue a broad knowledge of liberal arts and sciences plus additional coursework in an "Area of Emphasis". The area of emphasis includes the following options: Biological and Physical Science; Social and Behavioral Sciences; and Humanities and Fine Arts. In order to earn an Associate of Arts Degree in Liberal Arts the following must be completed: 1. Students must complete one of the general education breadth patterns (SBVC Graduation requirements, CSU-GE, or IGETC). Note: Students planning to transfer to the California State University (CSU) or University of California (UC) systems are advised to complete either the CSU-GE or IGETC general education patterns. 2. Students must complete 18 units in one "Area of Emphasis". For depth of study, a minimum of two courses in one discipline is required. Note: All courses used to satisfy the area of emphasis for the Associate degree must be completed with a grade of "C" or higher. Additional notes: Where appropriate, courses in the "Area of Emphasis" may also be counted in a general education breadth pattern. Courses that include a symbol X in the number,



such as MUS 141X2, indicate the course may be taken two times for credit. Students may apply each course with a symbol X only one time towards graduation requirements. Students pursuing multiple areas of emphasis can only be counted in one area only.

### A. Biological and Physical Sciences

These courses emphasize the natural sciences, which examine the physical universe, its life forms, and natural phenomena. Courses in mathematics emphasize the development of mathematical and quantitative reasoning skills beyond the level of intermediate algebra. Students will be able to demonstrate an understanding of the methodologies of science as investigative tools. Students will also examine the influence that the acquisition of scientific knowledge has on the development of world civilization.

Students must choose a minimum of 18 units.

<b>Anthropology (ANTHRO)</b>		<b>Units</b>
ANTHRO 106	Biological Anthropology	3
	<b>or</b>	
ANTHRO 106H	Biological Anthropology - Honors	3
ANTHRO 106L	Biological Anthropology Laboratory	1
<b>Astronomy (ASTRON)</b>		<b>Units</b>
ASTRON 120	Introduction to Astronomy	3
ASTRON 125	Astronomy Laboratory	1
<b>Biology (BIOL)</b>		<b>Units</b>
BIOL 100	General Biology	4
BIOL 102	Human Biology	3
BIOL 104	Human Ecology	3
BIOL 109	History of Life	4
	<b>or</b>	
BIOL 109H	History of Life - Honors	4
BIOL 141	Genetics	3
BIOL 155	Introductory Anatomy and Physiology	4
BIOL 205	Cell and Molecular Biology	4
BIOL 206	Organismal Biology	4
BIOL 207	Evolutionary Ecology	4
BIOL 250	Human Anatomy and Physiology I	4
BIOL 251	Human Anatomy and Physiology II	4
BIOL 260	Human Anatomy	4
BIOL 261	Human Physiology	4
BIOL 270	Microbiology	5
<b>Chemistry (CHEM)</b>		<b>Units</b>
CHEM 101	Introductory Chemistry	4
CHEM 104	Introduction to Organic Chemistry and Biochemistry	4
	<b>or</b>	
CHEM 104H	Introduction to Organic Chemistry and Biochemistry - Honors	4
CHEM 105	Introduction to General, Organic and Biochemistry	5
CHEM 110	Environmental and Consumer Chemistry	3
CHEM 150	General Chemistry I	5

	<b>or</b>		
CHEM 150H	General Chemistry I - Honors		5
CHEM 151	General Chemistry II		5
	<b>or</b>		
CHEM 151H	General Chemistry II - Honors		5
CHEM 212	Organic Chemistry I		4
	<b>or</b>		
CHEM 212H	Organic Chemistry I - Honors		4
CHEM 213	Organic Chemistry II		4
	<b>or</b>		
CHEM 213H	Organic Chemistry II - Honors		4
<b>Economics (ECON)</b>			<b>Units</b>
ECON 208	Business and Economic Statistics		4
<b>Geography (GEOG)</b>			<b>Units</b>
GEOG 110	Physical Geography		3
GEOG 111	Physical Geography Laboratory		1
	<b>or</b>		
GEOG 111H	Physical Geography Laboratory - Honors		1
GEOG 114	Weather and Climate		4
<b>Geology (GEOL)</b>			<b>Units</b>
GEOL 101	Introduction to Physical Geology		3
GEOL 111	Introduction to Physical Geology Laboratory		1
GEOL 112	Historical Geology		4
GEOL 122	Environmental Geology		3
GEOL 250	Geology of California		3
GEOL 251	Geology of National Parks and Monuments		3
<b>Mathematics (MATH)</b>			<b>Units</b>
MATH 102	College Algebra		4
MATH 103	Plane Trigonometry		4
MATH 108	Introduction to Probability and Statistics		4
MATH 115	Ideas of Mathematics		3
MATH 141	Business Calculus		4
MATH 151	Precalculus		4
MATH 250	Single Variable Calculus I		4
MATH 251	Single Variable Calculus II		4
MATH 252	Multivariable Calculus		5
MATH 265	Linear Algebra		4
MATH 266	Ordinary Differential Equations		4
<b>Oceanography (OCEAN)</b>			<b>Units</b>
OCEAN 101	Elements of Oceanography		3
OCEAN 111	Elements of Oceanography Laboratory		1
<b>Physical Science (PS)</b>			<b>Units</b>
PS 101	Introduction to Physical Science		3
<b>Physics (PHYSIC)</b>			<b>Units</b>
PHYSIC 101	Introductory Physics		4
PHYSIC 150A	General Physics for the Life Sciences I		4
PHYSIC 150B	General Physics for the Life Sciences II		4

PHYSIC 200	Physics I	6
PHYSIC 201	Physics II	6
<b>Psychology (PSYCH)</b>		<b>Units</b>
PSYCH 105	Statistics for the Behavioral Sciences	4
Completed Fall 2009 or Later		0
PSYCH 141	Introduction to Biological Psychology	3
<b>Total Units</b>		<b>18</b>

**Rationale:** Updating to remove BIOL 292  
**Previous Board Approval:** November 14, 2019  
**Effective:** Fall 2019

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Jose F. Torres, Interim Chancellor  
**REVIEWED BY:** Jose F. Torres, Interim Chancellor  
**PREPARED BY:** Diana Rodriguez, President, SBVC  
Dr. Kevin Horan, President, CHC  
Kristina Hannon, Interim Vice Chancellor, Human Resources  
**DATE:** February 13, 2020  
**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 indicated on the attached list.

**OVERVIEW**

Part-time academic employees selected from the established pool are offered individual contracts on a semester-by-semester basis.

**ANALYSIS**

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



# Adjunct and Substitute Academic Employees

Submitted for Board Approval February 13, 2020

[v.1.22.2020.p.1|2]

## Crafton Hills College – Academic Year 2019-20

	Course Subject	Discipline per Minimum Qualifications
<b>Baltierra, Anthony</b>	Theatre Arts	Theatre Arts
<b>Castillo, Bryan</b>	Geology	Earth Science
<b>Fuentes-Garcia, Melina</b>	Physics	Physics
<b>Henson, Josheph</b>	Theatre Arts	Theatre Arts
<b>Holod-Andrew, Sarah</b>	American Sign Language	American Sign Language
<b>Kano, David</b>	Communication Studies	Communication Studies
<b>Mermilliod, Michelle</b>	English	English
<b>Moussaoui, Ali</b>	Physics	Physics
<b>Niessen, Amy</b>	English	English
<b>Pacheco, Gabriel</b>	Anatomy	Biological Sciences
<b>Pertain, Jeffrey</b>	English	English
<b>Sacchetti, Terrylene</b>	American Sign Language	American Sign Language
<b>Shinnerl, Eva</b>	English	English
<b>Sutter, Oliver</b>	Art	Art

## San Bernardino Valley College – Academic Year 2019-20

	Course Subject	Discipline per Minimum Qualifications
<b>Akingbemi, Ayodele</b>	Political Science	Political Science
<b>Alhoch, Bashar Atef</b>	English	English
<b>Antoine, Da'Jhana</b>	Culinary Arts	Culinary Arts
<b>Avila, Alex</b>	English	English
<b>Bennett, Michael Jason</b>	Aeronautics	Aeronautics
<b>Bryant, Anecia</b>	Nursing	Nursing
<b>Buckhoff, Michael John</b>	English	English
<b>Camba-Colon, Joanna</b>	Biology	Biological Sciences
<b>Corpuz, Alexander</b>	Nursing	Nursing
<b>Ciraulo, Salvadore</b>	Communication Studies	Communication Studies
<b>Gibbs, Samuel</b>	Workforce Readiness	Vocational Education
<b>Hayes, Shelly</b>	Geography	Geography
<b>Herbst, Randall</b>	Automotive Technology	Automotive Technology
<b>Hinkens, Diane</b>	Chemistry	Chemistry
<b>Irwin, Kyle</b>	Physics	Physics
<b>Jones Herron, Nadiyah</b>	Communication Studies	Communication Studies
<b>Shehub, Ismael</b>	Electricity	Electricity



# Adjunct and Substitute Academic Employees

Submitted for Board Approval February 13, 2020

[v.1.22.2020,p.2|2]

## San Bernardino Valley College – Academic Year 2019-20

	Course Subject	Discipline per Minimum Qualifications
<b>Siddique, Ameer Ahmed</b>	Chemistry	Chemistry
<b>Strickland, Alexander</b>	Welding	Welding
<b>Tatum, Anastasia</b>	Communication Studies	Communication Studies
<b>Valencia Viveros, Javier</b>	American Sign Language	American Sign Language
<b>Vu, Tammy</b>	Student Development	Counseling
<b>Wiest, Kirsten</b>	Music	Music

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Jose F. Torres, Interim Chancellor

**REVIEWED BY:** Kristina Hannon, Interim Vice Chancellor, Human Resources

**PREPARED BY:** Diana Rodriguez, President, SBVC  
Dr. Kevin Horan, President, CHC

**DATE:** February 13, 2020

**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**

Academic employees will be compensated at the agreed upon non-instructional rate of pay. This compensation is requested due to the periodic need for academic employees to assist with various department research, projects, committee work, or campus/community events.

### **ANALYSIS**

As of July 1, 2019, non-instructional rates of pay are based on the Tentative Agreement by and between SBCCD and the CTA regarding *Article 10 Wages*, which was Board approved May 16, 2019.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

### **FINANCIAL IMPLICATIONS**

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



# Non-Instructional Pay for Academic Employees

Submitted for Board Approval February 13, 2020

[v.2.4.2020.p.1|3]

## San Bernardino Valley College

	From	To	Rate	Not to Exceed		Project
				Hours	Amount	
<b>Bernardo, Yecica</b> Student Success and Support Program	01/06/20	05/22/20	\$58	400	\$23,200	Adjunct Counselor will do core counseling functions and responsibilities to deliver developmental and comprehensive counseling services to SBVC First Year Experience students. <i>Ratification: Non-instructional assignment to begin sooner than initially planned per coordination with Human Resources.</i>
<b>Chiem, Vinh</b> Promise Program Categorical Fund	01/06/20	06/30/20	\$54	306	\$16,524	As an adjunct faculty member, the counselor will do the core counseling functions and responsibilities to deliver developmental and comprehensive counseling services to San Bernardino Valley College students in the Promise Program. <i>Ratification: Request was submitted after the board deadline due to an oversight by staff.</i>
<b>Jauregui, Janeth</b> Promise Program Categorical Fund	01/06/20	06/30/20	\$54	306	\$16,524	As an adjunct faculty member, the counselor will do the core counseling functions and responsibilities to deliver developmental and comprehensive counseling services to San Bernardino Valley College students in the Promise Program. <i>Ratification: Request was submitted after the board deadline due to an oversight by staff.</i>
<b>Lee, Dirkson</b> Office of Instruction General Fund	02/14/20	05/30/20	\$52	90	\$4,680	Mr. Lee will be assisting in the Math and Science Success Center with evening and weekend coverage.





# Non-Instructional Pay for Academic Employees

Submitted for Board Approval February 13, 2020

[v.2.4.2020.p.2]3]

## San Bernardino Valley College

	From	To	Rate	Not to Exceed		Project
				Hours	Amount	
<b>Maestre, Joanne</b> Office of Instruction General Fund	01/13/20	05/30/20	\$52	378	\$19,656	Ms. Maestre will be assisting in the Math and Science Success Center with evening and weekend coverage <i>Ratification: Division had math adjunct decline the tutoring assignment last minute. Department recruited additional coverage which warranted the late submission.</i>
<b>Vilanueva, Romana</b> Promise Program Categorical Fund	01/06/20	06/30/20	\$54	306	\$16,524	As an adjunct faculty member, the counselor will do the core counseling functions and responsibilities to deliver developmental and comprehensive counseling services to San Bernardino Valley College students in the Promise Program. <i>Ratification: Request was submitted after the board deadline due to an oversight by staff.</i>
<b>Wahab, Abena</b> Math and Science General Fund	01/13/20	05/21/20	\$52	126	\$6,552	Opening and maintaining operations of ALEKS Lab <i>Ratification: Due to an unforeseen need to accommodate a change in funding origin and the need to service students prior to the February Board</i>
<b>Wallace, Christopher</b> Promise Program Categorical Fund	01/06/20	06/30/20	\$54	180	\$9,720	As an adjunct faculty member, the counselor will do the core counseling functions and responsibilities to deliver developmental and comprehensive counseling services to San Bernardino Valley College students in the Promise Program. <i>Ratification: Request was submitted after the board deadline due to an oversight by staff.</i>



# Non-Instructional Pay for Academic Employees

Submitted for Board Approval February 13, 2020

[v.2.4.2020.p.3|3]

## Crafton Hills College

	From	To	Rate	Not to Exceed		Project
				Hours	Amount	
<b>Scott, Shella</b> Guided Pathways	01/13/20	05/21/20	\$52	126	\$6,552	Counseling Faculty Co-Lead for development of Guided Pathways. <i>Ratification: Left off the last Board item by mistake.</i>
<b>Sibley, Pamela</b> Contract Education, Dual Enrollment	01/13/20	05/22/20	\$56	118	\$6,608	Adjunct Counselor, Dual Enrollment at Yucaipa High School <i>Ratification: Last minute hire for dual enrollment counseling.</i>

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Jose F. Torres, Interim Chancellor  
**REVIEWED BY:** Jose F. Torres, Interim Chancellor  
**PREPARED BY:** Kristina Hannon, Interim Vice Chancellor, Human Resources  
**DATE:** February 13, 2020  
**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 appropriate budget.



## Appointment of Temporary Academic Employees

Submitted for Board Approval February 13, 2020

[v.1.22.2020.p.1|1]

	From	To	Range & Step	Rate	Fund	Live Scan Clearance
<b>Doyle, Alicia</b> Instructor, Chemistry SBVC Science	1/13/2020	6/30/2020	TBD*	TBD*	Chemistry General	1/8/2015
<b>Lopez, Maria</b> Counselor, Adult Education Block SBVC Counseling	1/6/2020	6/30/2020	E2	\$83,330 Per Year	Adult Education Block Grant	10/13/2017
<b>Babli, Bilkis</b> Instructor, Physics SBVC Science	1/13/2020	6/30/2020	TBD*	TBD*	Physics/Astronomy General	12/19/2018

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

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Jose F. Torres, Interim Chancellor

**REVIEWED BY:** Kristina Hannon, Interim Vice Chancellor, Human Resources

**PREPARED BY:** Joe Opris, Human Resources Manager

**DATE:** February 13, 2020

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

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the pre-retirement reduced workload for David Bastedo, Instructor of Anatomy and Physiology for the Science Department at SBVC.

### **OVERVIEW**

David Bastedo, Instructor of Anatomy and Physiology for the Science Department at SBVC, has submitted a request to exercise the pre-retirement contract by reducing his workload to 66.6% plan beginning with the 2020-2021 academic year, per Article 22 of the CTA Agreement. Mr. Bastedo intends to take Fall 2020 semester off and teach four lecture/laboratory sections during Spring semester 2021. His plan is to take advantage of the pre-retirement early reduced workload for no more than five years.

### **ANALYSIS**

In accordance with Article 22 of the CTA Agreement, full-time faculty employees who meet the requirements may reduce their contract from full-time to percent of contract while maintaining their retirement benefits pursuant to Ed Code Sections 22713 and 87483 or Government Code Section 20900.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

### **FINANCIAL IMPLICATIONS**

Approval of this item has no financial implications.

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Jose F. Torres, Interim Chancellor

**REVIEWED BY:** Jose F. Torres, Interim Chancellor

**PREPARED BY:** Diana Rodriguez, President, SBVC  
Dr. Kevin Horan, President, CHC  
Kristina Hannon, Interim Vice Chancellor, Human Resources

**DATE:** February 13, 2020

**SUBJECT:** Consideration of Approval to Pay Stipends

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the payment of stipends per the attached list.

### **OVERVIEW**

The stipends listed on the attachment are submitted for approval.

### **ANALYSIS**

Stipends are based on negotiated agreement between SBCCD and the SBCCDTA and CSEA bargaining units, as applicable.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

### **FINANCIAL IMPLICATIONS**

The payment of stipends is included in the appropriate budgets.



## Payment of Stipends

Submitted for Board Approval February 13, 2020

[v.2.3.2020.p.1|1]

### Coach – Fall 2019

		Stipend
<b>Abrams, Eric</b>	SBVC Athletics - Women's Cross Country	\$1,800
<b>Hauge, Kristin</b>	SBVC Athletics - Women's Soccer	\$1,200
<b>Ratigan, James</b>	SBVC Athletics - Men's Cross Country	\$1,800

*Ratification: January board deadline was missed due to unknowing of how far the men's and women's cross country and soccer playoffs would go. They ended Saturday, November 30, 2019.*

### Assistant Coach – Spring 2020

		Stipend
<b>Bastedo, Yvonne</b>	CHC Swim Coach	\$5,000
<b>Senn, Ivylee</b>	CHC Swim Coach	\$2,500
<b>Troiano, Kyle</b>	CHC Swim Coach	\$2,500

### Department Chair – January 6, 2020 to April 6, 2020

		Stipend
<b>Massad, Sana</b>	SBVC Nursing	\$4,500

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Jose F. Torres, Interim Chancellor  
**REVIEWED BY:** Kristina Hannon, Interim Vice Chancellor, Human Resources  
**PREPARED BY:** Kristina Hannon, Interim Vice Chancellor, Human Resources  
**DATE:** February 13, 2020  
**SUBJECT:** Consideration of Approval of Employment Contracts for Executive Managers

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve employment contracts for executive managers as indicated on the attached.

### **OVERVIEW**

The issuance of contracts places SBCCD in accordance with proper employment practices as well as documents, for both employee and employer, the specific conditions of employment.

### **ANALYSIS**

Employment contracts for executive managers listed on the attached will be executed upon approval by the Board of Trustees.

### **INSTITUTIONAL VALUES**

- II. Learning Centered Institution for Student Access, Retention and Success
- III. Resource Management for Efficiency, Effectiveness and Excellence

### **FINANCIAL IMPLICATIONS**

The cost of these contracts will be included in the appropriate budgets.





# Employment Contracts for Executive Managers

Submitted for Board Approval February 13, 2020

[v.2.4.2020.p.1|1]

	Contract Dates	Executive Management Range & Step	Salary
<b>Horan, Kevin</b> College President, CHC	01/01/2020 – 06/30/2023	5I	\$243,067

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Jose F. Torres, Interim Chancellor  
**REVIEWED BY:** Jose F. Torres, Interim Chancellor  
**PREPARED BY:** Kristina Hannon, Interim Vice Chancellor, Human Resources  
**DATE:** February 13, 2020  
**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 as well.

**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 appropriate budgets.



## Appointment of District Employees

### Submitted for Board February 13, 2020

[v.1.22.2020.p.1|1]

	Start Date	Salary Schedule, Range & Step	Rate	New or Replacing	Fund	Live Scan Clearance
<b>Gutierrez, Nicole</b> Student Services Technician II SBVC Applied Technology	2/17/2020	Classified 34A	\$23.13 Per Hour	Micah Escamilla	Strong Workforce	6/18/2018
<b>Brunson, Larry</b> Director, DSP&S SBVC DSP&S	2/14/2020	Management 18D	\$125,925 Per Year	Marty Milligan	DSP&S Categorical	1/10/2020
<b>Smith, Veronica</b> Project Analyst CHC Career Education & Human Development	2/18/2020	Classified 44B	\$31.11 Per Hour	New	Strong Workforce	7/11/2018
<b>Ramos, Julio</b> Custodian CHC Custodial	2/18/2020	Classified 27A	\$19.47 Per Hour	Vincent Adame	Custodial General	4/5/2019
<b>Henderson, Kristine</b> Custodian CHC Custodial	2/18/2020	Classified 27A	\$19.47 Per Hour	Matthew Mena	Custodial General	7/8/2019

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Jose F. Torres, Interim Chancellor  
**REVIEWED BY:** Jose F. Torres, Interim Chancellor  
**PREPARED BY:** Kristina Hannon, Interim Vice Chancellor, Human Resources  
**DATE:** February 13, 2020  
**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 is included in the appropriate budgets.



## Employee Transfers

Submitted for Board Approval February 13, 2020

[v. 1.22.2020.p.1|1]

	From	To	New/ Replacing	Fund	Effective Date
<b>Acosta, Priscilla</b>	SBVC Child Development Assistant (19 hrs/wk) Classified Range 20, Step D \$18.94 per hour	SBVC Child Development Assistant (40 hrs/wk) Classified Range 20, Step D \$18.94 per hour	New	Child Development	2/13/20

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Jose F. Torres, Interim Chancellor  
**REVIEWED BY:** Jose F. Torres, Interim Chancellor  
**PREPARED BY:** Kristina Hannon, Interim Vice Chancellor, Human Resources  
**DATE:** February 13, 2020  
**SUBJECT:** Consideration of Approval of Reclassification of Employees

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the reclassification of employees as indicated on the attached.

**OVERVIEW**

In accordance with Section 16 of the Collective Bargaining Agreement, either the CSEA or SBCCD may propose a reclassification for any position.

**ANALYSIS**

The reclassifications on the attached list are mutually agreed upon by both parties.

**INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

**FINANCIAL IMPLICATIONS**

The financial implications resulting from these reclassifications will be an additional cost to the appropriate budgets.



## Reclassifications

Submitted for Board Approval February 13, 2020

[v.1.22.2020.p.1|1]

CSEA Bargaining Unit Member	Effective Date	Current Position	Proposed Reclassification
<b>Kakuska, Zalina</b>	6/11/2019	District Police Police Dispatch Clerk Range 30, Step E, \$25.49/hour	District Police Evidence & Records Technician Range 38, Step A, \$25.53/hour

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Jose F. Torres, Interim Chancellor  
**REVIEWED BY:** Jose F. Torres, Interim Chancellor  
**PREPARED BY:** Steven J. Sutorus, Business Manager  
**DATE:** February 13, 2020  
**SUBJECT:** Consideration of Ratification for Contracts at or Above \$95,200

### **RECOMMENDATION**

It is recommended that the Board of Trustees ratify the contracts on the attached list which are routine in nature, support the ongoing operation of the District, and have a total contract cost at or above \$95,200.

### **OVERVIEW**

In accordance with SBCCD Board Policy 6100, Delegation of Authority, The Board of Trustees delegates authority to the Chancellor to supervise the general business procedures of the District to assure the proper administration of property and contracts. District staff is presenting the attached purchase and/or contract requests, which meet or exceed the formal bid limits, for Board approval in the form of ratification.

### **ANALYSIS**

The California Board of Governors sets the formal bid limit for procurement of goods and or services on an annual basis. The formal bid limit for the current calendar year has been set at \$95,200. Ratification of the contracts on the attached list will allow for the successful ongoing operation of the District. Construction services are not included in this board item.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

The attached purchase and or contract requests have been budgeted for via purchase requisition.



# Contracts and Agreements for Ratification

Board Date 01-09-2020

Control Number	Vendor Name	Contract Type	Dept/Location	Total New Contract Value	Amended
19151	<b>National Public Radio, Inc. (NPR)</b>	Broadcast Rights	KVCR/FM	\$256,480.69	
	Carriage fees for KVCR radio program				Term 10/01/2019 - 09/30/2020
19186	<b>Public Broadcasting Service (PBS)</b>	Broadcast Rights	KVCR/TV	\$725,000.00	
	PBS membership certification for KVCR programming				Term 11/01/2019 - 10/31/2020

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Jose F. Torres, Interim Chancellor  
**REVIEWED BY:** Jose F. Torres, Interim Chancellor  
**PREPARED BY:** Steven J. Sutorus, Business Manager  
**DATE:** February 13, 2020  
**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  
February 13, 2020

Asset #	Date Retired	Description	Initial Value	Current Value
17652	1/20/2020	Dell Latitude D620	\$2,480.47	\$0.00
20140	1/21/2020	PRINTER LASER	\$1,149.00	\$0.00
30470	1/21/2020	LCD Projector	\$2,757.86	\$0.00
30481	1/21/2020	CPU	\$1,664.52	\$0.00
30495	1/21/2020	CPU	\$1,290.74	\$0.00
30535	1/21/2020	Switcher	\$2,373.98	\$0.00
30536	1/21/2020	Switcher	\$2,373.98	\$0.00
30581	1/21/2020	CPU	\$1,664.52	\$0.00
30861	1/21/2020	Microscope	\$6,251.53	\$0.00
32791	1/21/2020	OPTIPLEX 9010	\$864.36	\$0.00
32796	1/21/2020	OPTIPLEX 9010	\$864.36	\$0.00
32804	1/21/2020	OPTIPLEX 9010	\$864.36	\$0.00
32859	1/21/2020	OPTIPLEX 9010	\$1,142.86	\$0.00
32910	1/21/2020	OptiPlex 3011	\$1,056.71	\$0.00
32918	1/21/2020	OptiPlex 3011	\$1,056.71	\$0.00
32924	1/21/2020	OptiPlex 3011	\$1,056.71	\$0.00
32925	1/21/2020	OptiPlex 3011	\$1,056.71	\$0.00
32926	1/21/2020	OptiPlex 3011	\$1,056.71	\$0.00
32928	1/21/2020	Opti-Plex 9020	\$1,226.08	\$0.00
32970	1/21/2020	Opti-Plex 9020	\$1,384.03	\$0.00
32972	1/21/2020	Opti-Plex 9020	\$1,384.03	\$0.00
32973	1/21/2020	Opti-Plex 9020	\$1,384.03	\$0.00
32998	1/21/2020	Dell Latitude E6530	\$1,162.50	\$0.00
37095	1/21/2020	OPTIPLEX 9010 AIO	\$1,270.39	\$0.00
37099	1/21/2020	Optiplex 9020	\$1,266.40	\$0.00
37334	1/21/2020	Microsoft Surface Pro 3	\$2,031.48	\$0.00
37344	1/21/2020	Optiplex 9020	\$975.44	\$0.00
37345	1/21/2020	Optiplex 9020	\$975.44	\$0.00
37347	1/21/2020	Optiplex 9020	\$975.44	\$0.00
37348	1/21/2020	Optiplex 9020	\$975.44	\$0.00
37349	1/21/2020	Optiplex 9020	\$975.44	\$0.00
37355	1/21/2020	Optiplex 9020	\$975.44	\$0.00
37356	1/21/2020	Optiplex 9020	\$975.44	\$0.00
37359	1/21/2020	Optiplex 9020	\$975.44	\$0.00
37360	1/21/2020	OptiPlex 9030	\$1,066.14	\$0.00
37362	1/21/2020	OptiPlex 9030	\$1,066.14	\$0.00
37363	1/21/2020	OptiPlex 9030	\$1,066.14	\$0.00
37366	1/21/2020	OptiPlex 9030	\$1,066.14	\$0.00
37368	1/21/2020	OptiPlex 9030	\$1,066.14	\$0.00
37369	1/21/2020	OptiPlex 9030	\$1,066.14	\$0.00
37370	1/21/2020	OptiPlex 9030	\$1,066.14	\$0.00
37371	1/21/2020	OptiPlex 9030	\$1,066.14	\$0.00
37372	1/21/2020	OptiPlex 9030	\$1,066.14	\$0.00

37376	1/21/2020	OptiPlex 9030	\$1,066.14	\$0.00
37377	1/21/2020	OptiPlex 9030	\$1,066.14	\$0.00
37378	1/21/2020	OptiPlex 9030	\$1,066.14	\$0.00
37379	1/21/2020	OptiPlex 9030	\$1,066.14	\$0.00
37391	1/21/2020	OptiPlex 9030	\$1,066.14	\$0.00
37394	1/21/2020	OptiPlex 9030	\$1,066.14	\$0.00
37398	1/21/2020	OptiPlex 9030	\$1,066.14	\$0.00
37400	1/21/2020	OptiPlex 9030	\$1,066.14	\$0.00
37401	1/21/2020	OptiPlex 9030	\$1,066.14	\$0.00
37402	1/21/2020	OptiPlex 9030	\$1,066.14	\$0.00
37403	1/21/2020	OptiPlex 9030	\$1,066.14	\$0.00
37404	1/21/2020	OptiPlex 9030	\$1,066.14	\$0.00
37405	1/21/2020	OptiPlex 9030	\$1,428.13	\$0.00
37420	1/21/2020	Dell Precision Tower 5810 XL	\$2,009.27	\$0.00
37421	1/21/2020	Dell Precision Tower 5810 XL	\$2,009.27	\$0.00
37422	1/21/2020	Dell Latitude 7350	\$1,642.43	\$0.00
37423	1/21/2020	Dell Latitude 7350	\$1,642.43	\$0.00
37425	1/21/2020	Dell Latitude 7350	\$1,642.43	\$0.00
37426	1/21/2020	Dell Latitude 7350	\$1,642.43	\$0.00
37428	1/21/2020	Dell Latitude 7350	\$1,642.43	\$0.00
37430	1/21/2020	Optiplex 9020	\$1,520.21	\$0.00
37434	1/21/2020	OptiPlex 3030 AIO CTO	\$1,110.10	\$0.00
37441	1/21/2020	Optiplex 9020	\$1,520.21	\$0.00
37442	1/21/2020	Optiplex 9020	\$1,520.21	\$0.00
37443	1/21/2020	Optiplex 9020	\$1,520.21	\$0.00
37469	1/21/2020	Optiplex 9020	\$1,374.43	\$0.00
37739	1/21/2020	Dell Latitude 7350	\$1,552.65	\$0.00
37746	1/21/2020	Dell Latitude 7350	\$1,552.65	\$0.00
37749	1/21/2020	Dell Latitude 7350	\$1,552.65	\$0.00
37796	1/21/2020	Optiplex 9020	\$1,374.43	\$0.00
37834	1/21/2020	Dell Optiplex 3030 AIO Computer	\$745.37	\$0.00
37835	1/21/2020	Dell Optiplex 3030 AIO Computer	\$745.37	\$0.00
37836	1/21/2020	Dell Optiplex 3030 AIO Computer	\$745.37	\$0.00
37838	1/21/2020	Dell Optiplex 3030 AIO Computer	\$745.37	\$0.00
37839	1/21/2020	Dell Optiplex 3030 AIO Computer	\$745.37	\$0.00
37840	1/21/2020	Dell Optiplex 3030 AIO Computer	\$745.37	\$0.00
37842	1/21/2020	Dell Optiplex 3030 AIO Computer	\$745.37	\$0.00
37843	1/21/2020	Dell Optiplex 3030 AIO Computer	\$745.37	\$0.00
37844	1/21/2020	Dell Optiplex 3030 AIO Computer	\$745.37	\$0.00
37845	1/21/2020	Dell Optiplex 3030 AIO Computer	\$745.37	\$0.00
37846	1/21/2020	Dell Optiplex 3030 AIO Computer	\$745.37	\$0.00
37871	1/21/2020	DELL PRECISION TOWER 5810 XL	\$1,957.64	\$0.00
38058	1/21/2020	Dell Optiplex 3030 AIO Computer	\$745.37	\$0.00
38061	1/21/2020	Dell Optiplex 3030 AIO Computer	\$745.37	\$0.00
38062	1/21/2020	Dell Optiplex 3030 AIO Computer	\$745.37	\$0.00
38063	1/21/2020	Dell Optiplex 3030 AIO Computer	\$745.37	\$0.00
41869	1/21/2020	OptiPlex 3240 AIO	\$1,465.58	\$0.00

35188	1/15/2020	Shoulder Press	\$1,504.25	\$0.00
VEH0001	2/13/2020	2002 Chevy Astro Van	\$17,832.43	\$0.00
36814	2/13/2020	EZ- Go Cart	\$4,550.00	\$0.00

Non-Fixed Assets Surplus Report  
February 13, 2020

Description	Quantity
IMAC Computer	1 ea
Dell Latitude E5500 Laptop	1 ea
Dell Latitude E5520 Laptop	1 ea
Dell 9010 AIO Computer	1 ea
Dell 3030 AIO Computer	10 ea
Dell Venue Pro 11 Tablet	1 ea
Eaton 9130 Battery Backup	2 ea
All-In-One Monitor Stands	6 ea
Mice	31 ea
Keyboards	32 ea
Miscellaneous Cables	1 bx
1909 Monitors	29 ea
Data Video Media Player	2 ea
Copier Stands	2 ea
Touch Screen Monitor	1 ea
Workout Bench	3 ea

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Jose F. Torres, Interim Chancellor  
**REVIEWED BY:** Jose F. Torres, Interim Chancellor  
**PREPARED BY:** Steven Sutorus, Business Manager  
**DATE:** February 13, 2020  
**SUBJECT:** Consideration of Approval of Surplus Property and Authorize Donation to Yucaipa-Calimesa Joint Unified School District

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the surplus and donation of a fire engine to the Yucaipa-Calimesa Joint Unified School District.

### **OVERVIEW**

CHC's Fire Technology Program wishes to surplus the vehicle which is no longer needed by the District. Education Code 81450.5 provides that a community college district may donate property to another college or public entity. The estimated value of the donation is \$20,000.

### **ANALYSIS**

CHC's Fire Technology Program no longer has a use for the item and it is non-essential to ongoing operations. Yucaipa-Calimesa Joint Unified School District has examined the equipment and is willing to accept the donation for use in supporting their mission.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

### **FINANCIAL IMPLICATIONS**

No cost to the District.

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Jose F. Torres, Interim Chancellor

**REVIEWED BY:** Jose F. Torres, Interim Chancellor

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

**DATE:** February 13, 2020

**SUBJECT:** Consideration of Approval to Adopt Resolution #2020-02-13-FS01  
Approving Transfers from the Reserve for Contingencies to Various  
Expenditure Classifications

### **RECOMMENDATION**

It is recommended that the Board of Trustees adopt Resolution #2020-02-13-FS01 approving the transfer of funds from the reserve for contingencies to various expenditure classifications as indicated in the attached resolution.

### **OVERVIEW**

The 2019-20 Final Budget adopted by the Board of Trustees on September 12, 2019 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.

**RESOLUTION #2020-02-13-FS01 OF THE BOARD OF TRUSTEES OF THE  
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
TO APPROVE TRANSFERS FROM RESERVE FOR CONTINGENCIES TO  
VARIOUS EXPENDITURE CLASSIFICATIONS**

[v.1.27.2020.p.1]3]

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

WHEREAS, on the 12<sup>th</sup> day of September, 2019, the San Bernardino Community College District (the District) adopted the 2019-20 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 February 13, 2020, 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



**RESOLUTION #2020-02-13-FS01 OF THE BOARD OF TRUSTEES OF THE  
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
TO APPROVE TRANSFERS FROM RESERVE FOR CONTINGENCIES TO  
VARIOUS EXPENDITURE CLASSIFICATIONS**

[v.1.27.2020.p.2]3]

EXHIBIT A

<b>Fund 110 General Fund, Unrestricted</b>			<b>21,276,092</b>	<b>2019-20 Initial Unaudited Fund Balance</b>	
			<b>-</b>	<b>Net Change from Previously Approved Transfers</b>	
			<b>21,276,092</b>	<b>Current Fund Balance</b>	
			<b>18.9%</b>		
Board Approved	Date	Ref #	Amount to/(from) Reserve	Expenditure Classification	Justification
2/13/2020	12/1/2019	200122	(20,000)	5000 Other Expenses	To fund tuition reimbursement for District Support Services
2/13/2020	12/1/2019	200215	(31,000)	5000 Other Expenses	To fund tuition reimbursement for SBVC
2/13/2020	12/1/2019	200281	(24,084)	4000 Supplies & Materials	To pay outstanding Bookstore invoice November 2019
2/13/2020	12/1/2019	200373	(1,950)	5000 Other Expenses	To fund trash service for PrintShop at CHC
2/13/2020	12/1/2019	200395	2,000	5000 Other Expenses	To reduce DSS budget per Chancellor request
2/13/2020	12/1/2019	200396	3,400	5000 Other Expenses	
2/13/2020	12/1/2019	200400	1,000	4000 Supplies & Materials	↓
			1,135	5000 Other Expenses	
2/13/2020	12/1/2019	200402	1,000	4000 Supplies & Materials	
			2,000	5000 Other Expenses	
2/13/2020	12/1/2019	200403	1,500	4000 Supplies & Materials	
2/13/2020	12/1/2019	200405	3,750	4000 Supplies & Materials	
2/13/2020	12/1/2019	200412	13,000	4000 Supplies & Materials	
2/13/2020	12/1/2019	200415	500	4000 Supplies & Materials	
			36,900	5000 Other Expenses	
2/13/2020	12/1/2019	200417	5,000	4000 Supplies & Materials	
			106,000	5000 Other Expenses	
2/13/2020	12/1/2019	200424	4,000	6000 Capital Outlay	
			5,000	5000 Other Expenses	
2/13/2020	12/11/2019	200045	(150,000)	5000 Other Expenses	To fund unanticipated repairs at SBVC
			(40,849)	Total Approved at this Board Meeting	
			<b>21,235,242</b>	<b>Fund Balance After Transfer(s)</b>	
			<b>18.8%</b>		

<b>Fund 125 General Fund, Restricted</b>			<b>9,844,849</b>	<b>2019-20 Initial Unaudited Fund Balance</b>	
			<b>-</b>	<b>Net Change from Previously Approved Transfers</b>	
			<b>9,844,849</b>	<b>Current Fund Balance</b>	
Board Approved	Date	Ref #	Amount to/(from) Reserve	Expenditure Classification	Justification
2/13/2020	12/1/2019	200307	(218,214)	5000 Other Expenses	To allocate remaining revenue for Promise Program
2/13/2020	1/10/2020	200491	3,500	1000 Academic Salaries	To zero out budget setup in error
			428	2000 Classified Salaries	
			1,840	5000 Other Expenses	
			(212,446)	Total Approved at this Board Meeting	
			<b>9,632,402</b>	<b>Fund Balance After Transfer(s)</b>	

**RESOLUTION #2020-02-13-FS01 OF THE BOARD OF TRUSTEES OF THE  
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
TO APPROVE TRANSFERS FROM RESERVE FOR CONTINGENCIES TO  
VARIOUS EXPENDITURE CLASSIFICATIONS**

[v.1.27.2020.p.3]3]

<b>Fund 410 Capital Outlay</b>			<b>4,097,150</b>	<b>2019-20 Initial Unaudited Fund Balance</b>	
				<b>- Net Change from Previously Approved Transfers</b>	
			<b>4,097,150</b>	<b>Current Fund Balance</b>	
Board Approved	Date	Ref#	Amount to/(from) Reserve	Expenditure Classification	Justification
2/13/2020	12/1/2019	200342	50,000	6000 Capital Outlay	To reduce DSS budget per Chancellor
2/13/2020	12/20/2019	200404	750	5000 Other Expenses	To reduce DSS budget per Chancellor
2/13/2020	1/9/2020	200481	(200,000)	5000 Other Expenses	To fund contract for technical support for Oracle system
			(149,250)	Total Approved at this Board Meeting	
			<b>3,947,900</b>	<b>Fund Balance After Transfer(s)</b>	

<b>Fund 615 Workers Comp</b>			<b>5,370,091</b>	<b>2019-20 Initial Unaudited Fund Balance</b>	
				<b>- Net Change from Previously Approved Transfers</b>	
			<b>5,370,091</b>	<b>Current Fund Balance</b>	
Board Approved	Date	Ref#	Amount to/(from) Reserve	Expenditure Classification	Justification
2/13/2020	12/1/2019	200119	(750,000)	5000 Other Expenses	To increase workers comp
			(750,000)	Total Approved at this Board Meeting	
			<b>4,620,091</b>	<b>Fund Balance After Transfer(s)</b>	

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Jose F. Torres, Interim Chancellor  
**REVIEWED BY:** Jose F. Torres, Interim Chancellor  
**PREPARED BY:** Lawrence P. Strong, Director of Fiscal Services  
**DATE:** February 13, 2020  
**SUBJECT:** Consideration of Approval of Vacation Payout

**RECOMMENDATION**

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

	# Days	Rate	Total
<b>Chavira, Rejoice</b> CHC Director, EOPS, CARE & CalWORKS	15	\$ 557.84	\$ 8,367.60
<b>Maniaol, Albert</b> SBVC Division Dean, Vocational Education	9	\$ 579.51	\$ 5,215.59
<b>Vasquez, Timothy</b> EDCT, Manager, Workforce Development	20	\$ 349.31	\$ 6,986.20

**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**

SBCCD’s current process allows administrative personnel to be paid for accrued vacation on an as-needed basis in the case of a personal hardship. Approval is based on the knowledge that these days have been earned and are the employee’s property right.

**INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

**FINANCIAL IMPLICATIONS**

Payment will be made from the appropriate funds.

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Jose F. Torres, Interim Chancellor  
**REVIEWED BY:** Jose F. Torres, Interim Chancellor  
**PREPARED BY:** Lawrence Strong, Director of Fiscal Services  
**DATE:** February 13, 2020  
**SUBJECT:** Consideration of Approval of Nonresident Tuition and Capital Outlay Fees

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the 2020-21 nonresident tuition fee of \$290 and the election of a nonresident capital outlay fee in the amount of \$15.

### **OVERVIEW**

Education Code 76140 requires that the Board of Trustees adopt a nonresident tuition fee for the following fiscal year no later than March 1. In addition, Education Code 76141, allows districts to elect a nonresident capital outlay fee, based on approved state calculations.

### **ANALYSIS**

Per the attached worksheets, SBCCD has selected Option B.1, statewide average cost, in the amount of \$290 as its nonresident tuition fee for 2020-21. In addition, the District has elected to charge the nonresident capital outlay fee of \$15 per the approved state computation.

### **BOARD IMPERATIVE**

III. Resource Management For Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

The approval of this board item is estimated to positively impact the colleges' budgets in the amount of \$50,000.

**2020-21 Nonresident Tuition and Capital Outlay Fee Worksheet**

**District:** San Bernardino Community College District

**Term:** Semester

**Nonresident Tuition Fee Options**

**A.1 District Average Cost**

A. District Expense of Education for Base Year	\$ 125,839,550
B. District Annual Total FTES	15,606
C. Average Expense of Education per FTES (A/B)	\$ 8,064
D. U.S. Consumer Price Index Compound Factor	1.0420
E. Average Cost per FTES for Tuition Year (C x D)	8,402
F. Nonresident Tuition Fee per Semester Unit (E/30)	280

**A.2 District Average Cost with 10 Percent or More Noncredit FTES**

Noncredit FTES percent of Total	1.6%
A. District CREDIT ONLY Expense of Education for Base Year	
B. Annual Attendance FTES	N/A
C. Average Expense of Education per FTES (A/B)	N/A
D. U.S. Consumer Price Index Compound Factor	1.0420
E. Average Cost per FTES for Tuition Year (C x D)	N/A
F. Nonresident Tuition Fee per Semester Unit (E/30)	N/A

**B.1 Statewide Average Cost**

A. Statewide Expense of Education for Base Year	9,581,068,770
B. Statewide Annual Total FTES	1,148,145
C. Average Expense of Education per FTES (A/B)	\$ 8,345
D. U.S. Consumer Price Index Compound Factor	1.0420
E. Average Cost per FTES for Tuition Year (C x D)	8,695
F. Nonresident Tuition Fee per Semester Unit (E/30)	\$ 290

**B.2 Highest Statewide Average Cost**

Highest year of the succeeding, current, and 4 prior years.	2020-21
Nonresident Tuition Fee per Semester Unit	\$ 290

**C Contiguous District**

Contiguous District	
Maximum Fee (Contiguous District Nonresident Tuition Fee)	
Nonresident Tuition Fee per Semester Unit	

**D Between Statewide Average Expense of Education and District Expense of Education**

Minimum (Option B.1 - Statewide Average Cost) per Semester Unit	\$ 290
Maximum (District Total Expense of Education)	\$ 125,839,550
Nonresident Tuition Fee per Semester Unit	

**E Comparable States Average**

Nonresident Tuition Fee per Semester Unit	\$ 414
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**Nonresident Capital Outlay Fee**

A. Capital Outlay expense for 2018-19	\$	6,998,848
B. FTES for 2018-19		15,606
C. Capital outlay expense per FTES (A/B)	\$	448
D. Capital Outlay Fee per Semester Unit (C/30)	\$	14.95
E. Adopted 2020-21 Nonresident Tuition Fee	\$	290
F. 50% of Adopted 2020-21 Nonresident Tuition Fee	\$	145
G. Maximum 2020-21 Nonresident Capital Outlay Fee (lesser of D or F)	\$	15

**California Community Colleges  
2020-21 Nonresident Tuition and Capital Outlay Fee  
San Bernardino Community College District**

**The district governing board has established Nonresident Fees as shown below.**

**Adoption Date:** February 13, 2020

**Nonresident Tuition Fee**

<b>Basis for Adoption (Select one)</b>		<b>Fee</b>
<input type="checkbox"/>	A.1 - District Average Cost	
<input type="checkbox"/>	A.2 - District Average Cost with 10 Percent or More Noncredit FTES	
<input checked="" type="checkbox"/>	B.1 - Statewide Average Cost	\$ 290
<input type="checkbox"/>	B.2 - Highest Statewide Average Cost	
<input type="checkbox"/>	C - Contiguous District	
<input type="checkbox"/>	D - Between Statewide Average Expense of Education & District Expense of Education	
<input type="checkbox"/>	E - Comparable States Average	

**Nonresident Capital Outlay**

Maximum Nonresident Capital Outlay Fee is \$ 15

<input checked="" type="checkbox"/>	Nonresident Capital Outlay Fee	\$ 15
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**Contact Information**

**Signature:**

**Name:** Lawrence Strong

**Title:** Director of Fiscal Services

**Phone:** 909-388-6915

**Email:** [lstrong@sbccd.edu](mailto:lstrong@sbccd.edu)

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Jose F. Torres, Interim Chancellor

**REVIEWED BY:** Jose F. Torres, Interim Chancellor

**PREPARED BY:** Stacey K. Nikac, Administrative Officer

**DATE:** February 13, 2020

**SUBJECT:** District and College Expenses

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the requests for district and college expenses as required by Administrative Procedure 6925 and/or 6330.

### **OVERVIEW**

The list of district and college expenses is attached for approval.

### **ANALYSIS**

AP 6925 requires the Board of Trustees to authorize the expenditure of funds related to various functions planned for the colleges and district office.

For meetings or trainings attended only by employees and/or currently enrolled students are authorized for up to a total \$1,000 for that meeting or training. Expenditures in excess of \$1,000 require Board approval prior to the meeting or training.

For meetings or training attended by employees, currently enrolled students, and by one or more non-employees and/or non-students of the District, are authorized for up to \$500. Expenditures in excess of a total \$500 for that meeting or training require Board approval prior to the meeting or training.

Events are defined as activities in which non-employees and/or non-students will be or can be attending and/or participating (e.g. job fair, holiday event, recruitment event); or is on a large enough scale to be considered neither a meeting nor training. Any refreshments and/or meals for an event require Board approval prior to the event.

### **INSTITUTIONAL VALUES**

IV. Enhanced and Informed Governance and Leadership

### **FINANCIAL IMPLICATIONS**

Included in the budget.





## District & College Expenses

Submitted for Board Approval February 13, 2020

**Site:** CHC  
**Event:** CTE Workforce Development Meeting  
**Date of Event:** 01/09/20

**Item Being Purchased:** Refreshments. This meeting is to discuss curriculum for an internship program in the Engineering and Manufacturing industry.

**Total Estimated Cost:** \$ 600.00

**Funding Source:** Strong Workforce Categorical Funding  
The final decision for this follow-up meeting was determined after the deadline for board agenda items.

---

**Site:** CHC  
**Event:** ACERT Conference  
**Date of Event:** 02/05/20-02/07/20

**Item Being Purchased:** Transportation, hotel and meals for 15 students and Melissa Huynh (chaperone) to attend the ACERT Conference in Las Vegas, NV. The students are to compete in the Academic Student Challenge.

**Total Estimated Cost:** \$ 3,200.00

**Funding Source:** Strong Workforce Categorical Funding  
Students were unsure of participation due to personal funds. In the future, students will be given advance notice.

---

**Site:** CHC  
**Event:** A2MEND Summit  
**Date of Event:** 03/04/20-03/06/20

**Item Being Purchased:** Transportation, hotel and meals for six Crafton Hills College students and one chaperone to attend the A2MEND Summit in Los Angeles, CA.

**Total Estimated Cost:** \$ 4,635.17

**Funding Source:** Student Equity Categorical Funding

---

**Site:** CHC  
**Event:** CSU Fullerton & CSU Pomona Campus Tours  
**Date of Event:** 3/17/20

**Item Being Purchased:** Transportation and lunch for 18 students and 2 staff for a campus visit to CSU Fullerton and CSU Pomona. Event includes a tour of each university, admissions presentations and sometimes a student panel. Sponsored by the University Transfer Center to provide access to these universities and encourage transfer to a 4-year institution.

**Total Estimated Cost:** \$ 700.00

**Funding Source:** Student Equity Categorical Funding

---

**Site:** CHC  
**Event:** USC and CSU Los Angeles Campus  
Tours  
**Date of Event:** 3/18/20

**Item Being Purchased:** Transportation (via Metrolink) and lunch for 18 students and 2 staff for a campus visit to USC and Cal State Los Angeles campuses. Event includes a tour of the universities, admissions presentations and sometimes a student panel. Sponsored by the University Transfer Center to provide access to these universities and encourage transfer to a 4-year institution.  
**Total Estimated Cost:** \$ 600.00  
**Funding Source:** Student Equity Categorical Funding

---

**Site:** SBVC  
**Event:** Guided Pathways Meeting  
**Date of Event:** 01/16/20

**Item Being Purchased:** Refreshments, lunch and drinks. This event, being sponsored by the Guided Pathways Team, will convene to discuss upcoming activities involving Guided Pathways plans on campus. Anticipated attendance is approximately 40 people to include district faculty and other local community college faculty who also work with Guided Pathways. Tahirah Simpson is the lead contact for this event.  
**Total Estimated Cost:** \$874.80  
**Funding Source:** Guided Pathways Grant Funds  
**RATIFICATION:** This event needs ratification as the Guided Pathways Team were not aware of board policy involving expenses.

---

**Site:** SBVC  
**Event:** Guided Pathways Meeting  
**Date of Event:** 01/30/20

**Item Being Purchased:** Refreshments, lunch and drinks. This event, being sponsored by the Guided Pathways Team, will convene to discuss upcoming activities involving Guided Pathways plans on campus. Anticipated attendance is approximately 20 people to include district faculty and other local community college faculty who also work with Guided Pathways. Tahirah Simpson is the lead contact for this event.  
**Total Estimated Cost:** \$474.12  
**Funding Source:** Guided Pathways Grant Funds  
**RATIFICATION:** This event needs ratification as the Guided Pathways Team were not aware of board policy involving expenses.

---

**Site:** SBVC  
**Event:** Puente Project Student/ Mentor Mixer  
**Date of Event:** 01/31/20

**Item Being Purchased:** Meals and Refreshments.  
Sponsored by the Puente Project; students will join Puente Project mentors from on-campus and the community as part of an activity to get acquainted during a business luncheon. Anticipated attendance is 60 students, staff, faculty and community members. Alma Lopez and Elizabeth Banuelos will serve as chaperones.

**Total Estimated Cost:** \$900.00

**Funding Source:** Puente Program Categorical Fund & Student Success and Support Program Categorical Fund

**RATIFICATION:** This expense request was intended to go to November 2019 board meeting date, but was inadvertently left of the list due to clerical oversight.

---

**Site:** SBVC  
**Event:** 21st Annual Los Angeles Black College Expo  
**Date of Event:** 02/01/20

**Item Being Purchased:** Transportation Rental and Admissions Fee for Chaperones.

Sponsored by the Tumaini Club, The Black College Expo event is an opportunity to provide students with transfer options and information to the schools and it will also allow them to make informed decision about which schools they choose to transfer into. Anticipated attendance is 45 students and faculty. Kathy Kafela, Sandra Blackman and Daniele Smith will serve as chaperones.

**Total Estimated Cost:** \$1,500.00

**Funding Source:** Tumaini General Funds & Student Success and Support Program Categorical Fund

**AMENDMENT:** This item was previously Board approved at the January 9, 2020 meeting. Item date was inadvertently submitted with the date of 02/02/2020; the correct date of the event is 02/01/2020.

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**Site:** SBVC  
**Event:** Aircraft Donation Ceremony  
**Date of Event:** 02/06/20

**Item Being Purchased:** Meals and Refreshments. This event will provide an opportunity to present San Bernardino Valley College with a donated airplane. Anticipated attendance is 75 students, staff and community members. This event will be located in the Applied Tech building.

**Total Estimated Cost:** \$2,000.00

**Funding Source:** Academic Success and Learning Services General Fund

**RATIFICATION:** Due to scheduling conflicts this was the only day the donor of the airplane could attend.

---

**Site:** SBVC  
**Event:** Kennedy Center American College Theatre Festival  
**Date of Event:** 02/12/20-02/16/20

**Item Being Purchased:** Meals, travel, accommodation and registration.  
This event, being sponsored by the Associated Student Theatre Club, will focus on the theatre festival and permit students to learn about such festivals. Anticipated attendance is approximately 20 students and 1 faculty. Melinda Fogle-Oliver will chaperone.  
**Total Estimated Cost:** \$15,000.00  
**Funding Source:** Associated Student Government Trust Fund and Arts and Lectures General Funds  
RATIFICATION: This event needs ratification as the theater department had to wait to see who the student nominees were who would be attending this event.

---

**Site:** SBVC  
**Event:** San Bernardino Area Chamber of Commerce (SBACC) Leadership Program: Education Day Luncheon and Campus Tour  
**Date of Event:** 02/21/20

**Item Being Purchased:** Refreshments and linens  
Sponsored by the President's Office, the President is hosting the luncheon for the San Bernardino Area Chamber of Commerce (SBACC) Leadership Program, who will be touring the campus during their Education Day. Anticipated attendance is approximately 30 staff, administrators and community members.  
**Total Estimated Cost:** \$450.00  
**Funding Source:** President's Office General Fund

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**Site:** SBVC  
**Event:** Black Excellence Educational Summit  
**Date of Event:** 02/28/20

**Item Being Purchased:** Promotional, meals and refreshments.  
Sponsored by Black Faculty and Staff Association, this event is to target outreach and recruitment to African American High School Students throughout the Inland Empire in order to increase the enrollment of African American students at San Bernardino Valley College. Anticipated attendance is 600 community members, students, staff and faculty members. Keynasia Buffong will serve as chaperone.  
**Total Estimated Cost:** \$5,000.00  
**Funding Source:** Student Equity Categorical Fund and Black Faculty and Staff Association Account Fund

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**Site:** SBVC  
**Event:** High School Counselor's Conference  
**Date of Event:** 03/06/20

**Item Being Purchased:** Meals and Refreshments and Promotional Items.  
Sponsored by SBVC's Counseling Department, this event is geared towards dissemination of information and updates to High School Counselors and Career Technicians about SBVC's program offerings and current initiatives in response to the Student Success Act. Anticipated attendance 200 students, staff, faculty and community members. Andrea Hecht, Jamie Herrera, Anita Moore and Nia Bowens-McLeod will serve as chaperones.  
**Total Estimated Cost:** \$11,000.00  
**Funding Source:** Student Success and Support Program (SSSP) Categorical Fund

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**Site:** SBVC  
**Event:** Field Trip to the University of California San Diego  
**Date of Event:** 03/13/20

**Item Being Purchased:** Bus Rental and Box Lunches.  
Sponsored by the Puente Program, students will learn about the transfer process to UCSD through workshops and presentations. Anticipated attendance is 35 students. Elizabeth Banuelos and Alma Lopez will serve as chaperones.  
**Total Estimated Cost:** \$1,500.00  
**Funding Source:** Puente Program Categorical Fund & Student Success and Support Program Categorical Fund

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**Site:** SBVC  
**Event:** Inspire Success Luncheon  
**Date of Event:** 03/27/20

**Item Being Purchased:** Meals and Refreshments.  
This event will provide an opportunity for students to talk with career and college professionals about their goals and ambitions. The career professionals will focus on sharing their unique experience within their field and major. Anticipated attendance is 125 students, staff and community members. This event will be located in the B100 Business Building and will be under the supervision of Kimberly Wingson.  
**Total Estimated Cost:** \$2,500.00  
**Funding Source:** Middle College High School General Fund  
**AMENDMENT:** This item was previously Board approved at the November 14, 2019 meeting. We would like to request a change of date for The Inspire Success Luncheon that was scheduled for 03/06/2020 to 03/27/20 as the location for the event was not available.

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**Site:** SBVC  
**Event:** YESS/ILP Graduation  
**Date of Event:** 04/13/20

**Item Being Purchased:** Refreshments.  
Sponsored by Youth Empowerment Strategies for Success/Independent Living Program (YESS/ILP). The YESS/ILP graduation celebration is held for the foster youth who have successfully completed the 14-week YESS/ILP Living Skills classes. These classes help to prepare the foster youth to continue their educational or vocational goals and to gain employment. Anticipated attendance is 30 students, staff and faculty members. Sharaf Williams will serve as chaperone.  
**Total Estimated Cost:** \$700.00  
**Funding Source:** Youth Empowerment Strategies for Success Categorical Fund

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**Site:** SBVC  
**Event:** Once On This Island - Mark Taper Forum Play  
**Date of Event:** 04/22/20

**Item Being Purchased:** Transportation and Admission Fees.  
Sponsored by Tumaini, Once On This Island, is a Broadway musical. This event will enhance the cultural experiences for our UMOJA Tumaini students. Anticipated attendance is 30 students and 3 faculty members. Kathy Kafela, Sandra Blackman, and Daniele Smith will serve as chaperones.  
**Total Estimated Cost:** \$1,500.00  
**Funding Source:** Tumaini General Funds & Student Success and Support Program Categorical Fund

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**Site:** SBVC  
**Event:** Guardian Scholars Conference  
**Date of Event:** 04/30/20

**Item Being Purchased:** Speaker and Refreshments.  
Sponsored by the Guardian Scholars program, this conference is to inform community partners, foster youth, and SBVC staff of the benefits and services provided to potential and current students who meet the determining criteria of having been a member of the foster youth population and to insure that individuals who are foster youth or in some capacity responsible for foster youth can access student support services that will assist with the matriculating of these young people through the college system. Anticipated attendance is 120 students, staff and faculty members. Sharaf Williams will serve as chaperone.  
**Total Estimated Cost:** \$9,200.00  
**Funding Source:** Student Equity Categorical Fund

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## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Jose F. Torres, Interim Chancellor

**REVIEWED BY:** Jose F. Torres, Interim Chancellor

**PREPARED BY:** Stacey K. Nikac, Administrative Officer

**DATE:** February 13, 2020

**SUBJECT:** Approval of Individual Memberships

### **RECOMMENDATION**

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

### **OVERVIEW**

The list of individual memberships is attached for approval.

### **ANALYSIS**

Individual memberships related to job duties are submitted when institutional memberships are not available and are related to various functions planned for the colleges and district office.

### **INSTITUTIONAL VALUES**

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

### **FINANCIAL IMPLICATIONS**

Included in the budget.



## Individual Memberships

Submitted for Approval February 13, 2020

**Site:** SBVC

**Name:** Dina Humble

**Total Cost:** \$450

**Funding Source:** Vice President of Instruction  
General Funds

**Membership & Purpose:** California Community Colleges Chief Instructional Officers (CCCCIO), The membership to the Chief Instructional Officers (CIO) ensures that pertinent information for CIO's is up to date and readily available.

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**Site:** SBVC

**Name:** Patty Quach

**Total Cost:** \$233

**Funding Source:** Academic Success & Learning  
Services General Fund

**Membership & Purpose:** Association of California Community College Administrators, To stay abreast of current events that impact community colleges statewide.

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**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Jose F. Torres, Interim Chancellor  
**REVIEWED BY:** Jose F. Torres, Interim Chancellor  
**PREPARED BY:** Stacey K. Nikac, Administrative Officer  
**DATE:** February 13, 2020  
**SUBJECT:** Adopt Resolution to Grant Excused Absence and Pay Trustee

**RECOMMENDATION**

It is recommended that the Board of Trustees adopt a resolution to grant the excused absence and pay Trustee Singer as if in attendance at said meeting.

<b>Trustee</b>	<b>Meeting</b>	<b>Amount</b>
Donald Singer	1/30/20 Board Retreat Day 1	\$133.33

**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 was ill, on jury duty, performing other district business, or the absence was due to a hardship deemed acceptable by the Board.

**INSTUTIONAL VALUES**

IV. Enhanced and Informed Governance and Leadership

**FINANCIAL IMPLICATIONS**

Included in the budget.

**RESOLUTION #2020-02-13 BOT-1  
TO GRANT EXCUSED ABSENCE AND  
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, on jury duty, performing other district business, or the absence was due to a hardship deemed acceptable by the Board; and

WHEREAS, the Board finds that the absence of Trustee Singer from the meeting on January 30, 2020, was due to a hardship deemed acceptable by the Board; and

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

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

PASSED AND ADOPTED by the members of the Board of Trustees of the San Bernardino Community College District on the 13<sup>th</sup> day of February 2020, by a vote of:

AYES:

NOES:

ABSENT:

I, Jose F. Torres, Secretary of the Governing Board, do hereby certify the foregoing to be a full, true and correct copy of a motion adopted by said Board at a regular meeting, thereof, held at its regular place of meeting at the time and by the vote above stated, which motion is contained in the minutes of the meeting of said Board.

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Secretary of the Governing Board

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Jose F. Torres, Interim Chancellor  
**REVIEWED BY:** Jose F. Torres, Interim Chancellor  
**PREPARED BY:** Farrah Farzaneh, Director, Facilities Planning and Construction  
**DATE:** February 13, 2020  
**SUBJECT:** Consideration of Ratification of Amendment 01 to the Contract with HMC Architects

### **RECOMMENDATION**

It is recommended that the Board of Trustees ratify Amendment 01 to the contract with HMC Architects for the CC01.3601 SBVC Technical Building project.

### **OVERVIEW**

In September 2019 the SBCCD Board of Trustees approved a contract with HMC Architects to provide architectural and engineering services for the SBVC Technical Building Project.

### **ANALYSIS**

In order to best meet the needs of the campus, staff is requesting ratification of two milestone due dates within the contract originally approved by the Board in September 2019. There will be no time or cost extension to the contract.

### **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**

**HMC Architects**

**Amendment 01**

This amendment (the "Amendment") is made between the DISTRICT and CONSULTANT to the agreement ("Agreement") dated 22 November, 2019 between the SAN BERNARDINO COMMUNITY COLLEGE DISTRICT ("DISTRICT"), and HMC Group dba HMC Architects ("CONSULTANT"),

The Agreement is amended as a "no cost extension". The term of the contract is amended to change specific milestone dates identified in Exhibit 3, Delivery Schedule, as follows:

Preliminary Plans Submittal Finish Date: February 17, 2020 (changed from 11/11/19)

Working Drawings Finish Date: September 1, 2020 (changed from 6/30/20)

No additional schedule extension or fees are provided for the time associated with finalizing and executing the original project Contract No. CC01.3601, entered into as of 22 November, 2019, agreement effective 13 September, 2019.

By signing this Amendment the SBCCD amends HMC Architects professional services agreement for Architectural and Engineering Services ("Services").

Not valid until signed by all parties. Signature of HMC Architects indicates agreement herewith, including any adjustment in the Professional Service Agreement Program Schedule.

**DISTRICT:**

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT


BY: \_\_\_\_\_

Date: \_\_\_\_\_

Jose Torres, Executive, Vice Chancellor

**CONSULTANT:**

HMC Group dba HMC Architects  
3546 Concourse Street, Ontario, CA 91764  
(909) 989-9979  
Attention: Kenneth H. Salyer

BY:  \_\_\_\_\_

Date: 1/9/2020

Kenneth H. Salyer, Principal-in-Charge

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Jose F. Torres, Interim Chancellor

**REVIEWED BY:** Jose F. Torres, Interim Chancellor

**PREPARED BY:** Farrah Farzaneh, Director, Facilities Planning & Construction

**DATE:** February 13, 2020

**SUBJECT:** Consideration of Approval to Establish Professional Service Pools and Issue Master Service Agreements

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve:

1. The creation of professional services pools to provide as-needed support for the bond construction program;
2. The selection of qualified professional service consultants to be assigned to those pools as indicated on the attached; and
3. The issuance of master service agreements and task orders to the professional service consultants, as needed.

### **OVERVIEW**

In order to support the Measure CC Program schedule and maintain an acceptable speed to market for support services, a pre-qualification of professional service consultants was performed. The creation of this support services pool will greatly reduce procurement time and allow pre-design, design, and other secondary tasks to be assigned to consultants in that pool without impacting the progression of Measure CC projects while maintaining fair market value.

As support services are needed, requests for proposals will be issued to the members of the applicable professional services pools, master service agreements executed, and task orders assigned for specific scopes. Individual master services agreements will be submitted for Board ratification through established procedures.

### **ANALYSIS**

SBCCD issued requests for qualifications for commissioning, special inspection and material testing, hazardous material assessment, and landscape architecture professional services, which closed January 13, 2020. A cumulative total of 43 submissions across these disciplines was received and reviewed by the selection committee. Scoring results based on a point evaluation resulted in the firms on the attached list as being qualified to best meet the needs of SBCCD by serving in the professional services pools.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

The cost of any task orders issued will be included in the bond construction fund budget.



# Bond Construction Professional Services Pools

## Submitted for Board Approval February 13, 2020

[v.1.27.2020.p.1|1]

### COMMISSIONING

- 3QC, Inc., Pasadena, CA
- ARUP North America Limited, Los Angeles, CA
- Design West Engineering, San Bernardino, CA
- Leaf Engineers, Ontario, CA
- P2S, Inc., Long Beach, CA
- Salas O'Brien, Vista, CA

### SPECIAL INSPECTION & MATERIAL TESTING

- Converse Consultants, Redlands, CA
- CTE South Inc, Riverside, CA
- Geo-Tek, Inc., Corona, CA
- Inland Foundation Engineering, Inc., San Jacinto, CA
- Koury Engineering and Testing, Inc., Chino, CA
- Leighton Consulting Group, Colton, CA
- Moore Twining Associates, Inc., Riverside, CA
- NV5 West, Inc., Corona, CA
- River City Testing, Riverside, CA
- RMA Group, Rancho Cucamonga, CA
- Terracon Consultants, Inc., Colton, CA
- Twining Consulting, Inc., Riverside, CA
- United-Heider Inspection Group, Riverside, CA

### HAZARDOUS MATERIAL ASSESSMENT

- Converse Consultants, Redlands, CA
- EFI Global, Inc., Riverside, CA
- Millennium Consulting Associates, La Mirada, CA
- Omega Environmental Services, Inc., Newport Beach, CA
- Terracon Consultants, Inc., Colton, CA

### LANDSCAPE ARCHITECTS

- AHBE-MIG, Los Angeles
- Architerra Design Group, Rancho Cucamonga, CA
- Community Works Design Group, Riverside, CA
- LCI Landscape Architects, Irvine, CA
- RHA Landscape Architects-Planners, Inc., Riverside, CA
- Verde Design, Inc., Riverside, CA

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Jose F. Torres, Interim Chancellor  
**REVIEWED BY:** Jose F. Torres, Interim Chancellor  
**PREPARED BY:** Stacey K. Nikac, Administrative Officer  
**DATE:** February 13, 2020  
**SUBJECT:** 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.

AP 7346 Employees Called to Military Duty

**OVERVIEW**

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. The attached policies and procedures have been modified and or reviewed and have gone through the collegial consultation process as outlined in Board Policy 2410.

**ANALYSIS**

This procedure was updated to state that employees on military leave for longer than 30 days may elect to continue health coverage for up to 24 months: "Employees on leave for longer than 30 days may elect to continue health care coverage for themselves and their eligible dependents for a maximum period of 48 24 months." (No BP). At its meeting on December 3, 2019, District Assembly received the update as information.

**INSTITUTIONAL VALUES**

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

**FINANCIAL IMPLICATIONS**

None.



Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	<i>Human Resources Human Resources</i>
Policy Area:	<i>Chapter 7 Human Resources</i>
References:	<i>Legally Advised</i>

## AP 7346 Employees Called to Military Duty

The following applies to any District employee, academic or classified, who enters the active military service of the United States of America or of the State of California, including active service in any uniformed auxiliary of any branch of the military service, during any period of national emergency declared by the President of the United States or during any war in which the United States of America is engaged.

### Leave

Upon presentation of a copy of orders for active duty in the Armed Forces, the National Guard, or the Naval Militia, the District shall grant a military leave of absence for the period of active duty specified in the orders, but not to exceed five years for a permanent, probationary, or exempt employee, or for the remainder of a limited-term employee's appointment or a temporary employee's appointment.

### Salary

Any District employee called to active duty who has been in the service of the District for at least one year will continue to receive his or her salary for the first 30 calendar days of ordered military service. Employees who are members of the National Guard will continue to receive salary for the first 30 calendar days of active service regardless of length of service with the District.

In addition, the District may provide for not more than 180 calendar days as part of the employee's compensation all of the following:

- The difference between the amount of his/her military pay and allowances and the amount the employee would have received as an employee, including any merit raises that would otherwise have been granted during the time the individual was on active military duty.
- All benefits that he/she would have received had he/she not been called to active military duty unless the benefits are prohibited or limited by vendor contracts.
- Employees returning from military leave shall have their salary adjusted to reflect salary increases that are not based on merit.

### Health Benefits

An employee on military leave for less than 31 days shall continue to receive health insurance benefits.

Employees on leave for longer than 30 days may elect to continue health care coverage for themselves and their eligible dependents for a maximum period of ~~18~~24 months.



Returning veteran employees whose coverage was terminated because of military leave will not be subject to any exclusion or waiting period prior to reinstatement of health coverage.

## Vacation and Sick Leave

Employees on military leave accrue any benefits the District provides to other employees, e.g. if employees on other approved leaves are permitted to accrue vacation or sick leave, employees on military leave will do so as well.

Employees on military leave shall accrue any benefits afforded by any collective bargaining agreement negotiated during their absence.

Any employee on temporary military leave for training who has worked for the District for at least one year shall continue to accrue vacation, sick leave and holiday privileges up to a maximum period of 180 days.

## Reinstatement

An employee on active duty military leave shall be entitled to return to the position held by him/her at the time of his/her entrance into the service within six months after the employee honorably leaves the service or is placed on inactive duty.

In the case of a contract academic employee, absence on military leave shall not count as part of the service required for the ~~aquisition~~acquisition of tenure, but the absence shall not be construed as a break in the continuity of service. If the employee was employed by the district for more than one year, but had not yet become a regular academic employee of the district, he/she is entitled to return to the position for the period of time his/her contract of employment had to run at the time he or she entered military service.

In the case of an academic employee, absence on military leave shall not be construed as a break in the continuity of service.

In the case of a classified employee, absence on military leave shall not be construed as a break in the continuity of service.

## References:

Education Code Sections 87018, 87700, 87832 and 88116; [Military and Veteran's Code Sections 389 et seq;](#)  
[38 U.S. Code Sections 4301 et seq.](#)

~~Military and Veteran's Code Sections 389 et seq;~~

~~38 U.S. Code Sections 4301 et seq.~~

## Attachments:

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Jose F. Torres, Interim Chancellor

**REVIEWED BY:** Jose F. Torres, Interim Chancellor

**PREPARED BY:** Stacey K. Nikac, Administrative Officer

**DATE:** February 13, 2020

**SUBJECT:** Final Approval of Board Policies

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the Board Policies for second reading and final approval. Administrative Procedures are submitted for information and review for consistency with Board policies.

AP/BP 3540 Sexual Assaults on Campus  
AP/BP 6530 District Vehicles  
AP/BP 6750 Parking  
AP/BP 6751 Parking Citation Payment Plan  
AP 7215 Academic Employees: Probationary Contract Faculty

### **OVERVIEW**

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. The attached policies and procedures have been modified and or reviewed and have gone through the collegial consultation process as outlined in Board Policy 2410.

### **ANALYSIS**

The Board approved first reading on January 10, 2020. The changes to these policies include requirements of the Education Code, current laws, and those determined to be necessary for the efficient operation of the district.

### **INSTITUTIONAL VALUES**

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

### **FINANCIAL IMPLICATIONS**

None.



Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	<a href="#">Chancellor's Cabinet</a> <a href="#">Chancellor's Cabinet:</a>
Policy Area:	<a href="#">Chapter 3 General Institution</a>
References:	<a href="#">Legally Required</a>

## AP 3540 Sexual and Other Assaults on Campus

*For additional information and resources on sexual assault, domestic violence, dating violence, and stalking in the educational/campus environment, the Department of Justice has established a clearinghouse of resources geared towards colleges and universities, which can be accessed at the California Attorney General's website.*

Any sexual assault or physical abuse, including, but not limited to, rape, domestic violence, dating violence, sexual assault, or stalking, as defined by California law, whether committed by an employee, student, or member of the public, occurring on District property, in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District's facilities or at another location, or on an off-campus site or facility maintained by the District, or on grounds or facilities maintained by a student organization, is a violation of District policies and regulations, and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures. (See also AP 5500 titled Standards of Student Conduct.)

"Sexual assault" includes but is not limited to, rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault.

"Dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of a romantic or intimate relationship will be determined based on the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship.

"Domestic violence" includes felony or misdemeanor crimes of violence committed by:

- a current or former spouse of the victim;
- a person with whom the victim shares a child in common;
- a person who is cohabitating with or has cohabitated with the victim as a spouse;
- a person similarly situated to a spouse of the victim under California law; or
- any other person against an adult or youth victim who is protected from that person's acts under California law.

"Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or to suffer substantial emotional distress.

It is the responsibility of each person involved in sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.

"Affirmative consent" means affirmative, conscious, and voluntary agreement to engage in sexual activity.

These written procedures and protocols are designed to ensure victims of domestic violence, dating violence, sexual assault, or stalking receive treatment and information. (For physical assaults/violence, see also AP 3500, 3510, and 3515)

All students, faculty members or staff members who allege they are the victims of domestic violence, dating violence, sexual assault or stalking on District property shall be provided with information regarding options and assistance available to them. Information shall be available from the District Police, which shall maintain the identity and other information about alleged sexual assault victims as confidential unless and until the District Police is authorized to release such information.

The Office of Student Life, Student Health Services, Health & Welfare Center, District Police, Title IX Coordinator and Human Resources shall provide all alleged victims of domestic violence, dating violence, sexual assault, or stalking with the following:

- A copy of the District's policy and procedure regarding domestic violence, dating violence, sexual assault, or stalking;
- A list of personnel on campus who should be notified and procedures for such notification, if the alleged victim consents;
  - Office of Student Life,
  - Student Health Services,
  - Health & Wellness Center,
  - District Police,
  - Title IX Coordinator
  - Human Resources
- A description of available services, and the persons on campus available to provide those services if requested. Services and those responsible for provided or arranging them include:
  - transportation to a hospital, if necessary by Local Police, District Police or San Bernardino Sexual Assault Services;
  - counseling by Student Health Services, Health & Wellness Center or referral to a counseling center, San Bernardino Sexual Assault Services or Option House;
  - notice to the police, if desired, by Local Police or District Police;
  - a list of other available campus resources or appropriate off-campus resources at the Office of Student Life, Student Health Services, Health & Wellness Center, District Police, Title IX Coordinator and Human Resources.
- A description of each of the following procedures:
  - criminal prosecution;
  - civil prosecution (i.e., lawsuit);
  - District disciplinary procedures, both student and employee;
  - modification of class schedules;
  - tutoring, if necessary.

The Title IX Coordinator should be available to provide assistance to District law enforcement unit employees regarding how to respond appropriately to reports of sexual violence.

The District Title IX Coordinator or Human Resources will investigate all complaints alleging sexual assault under the procedures for sexual harassment investigations described in AP 3435, regardless of whether a complaint is filed with local law enforcement. All alleged victims of domestic violence, dating violence, sexual assault, or stalking on District property shall be kept informed, through the Office of Student Services, District

Police, Title IX Coordinator or Human Resources, of any ongoing investigation. Information shall include the status of any student or employee disciplinary proceedings or appeal; alleged victims of domestic violence, dating violence, sexual assault, or stalking are required to maintain any such information in confidence, unless the alleged assailant has waived rights to confidentiality.

The District shall maintain the identity of any alleged victim or witness of domestic violence, dating violence, sexual assault, or stalking on District property, as defined above, in confidence unless the alleged victim or witness specifically waives that right to confidentiality. All inquiries from reporters or other media representatives about alleged domestic violence, dating violence, sexual assaults, or stalking on District property shall be referred to the District's Public Information Officer which shall work with the Office of Student Services, Student Health Services, Health & Wellness, District Police, Title IX Coordinator or Human Resources to assure that all confidentiality rights are maintained.

Additionally, the Annual Security Report will include a statement regarding the District's programs to prevent sex offenses and procedures that should be followed after a sex offense occurs. The statement must include the following:

- A description of educational programs to promote the awareness of rape, acquaintance rape, other forcible and non-forcible sex offenses, domestic violence, dating violence, or stalking;
- Procedures to follow if a domestic violence, dating violence, sex offense, or stalking occurs, including who should be contacted, the importance of preserving evidence to prove a criminal offense, and to whom the alleged offense should be reported;
- Information on a student's right to notify appropriate law enforcement authorities, including on-campus and local police, and a statement that campus personnel will assist the student in notifying these authorities, if the student so requests;
- Information for students about existing on- and off-campus counseling, mental health, or other student services for victims of sex offenses;
- Notice to students that the campus will change a victim's academic situation after an alleged domestic violence, dating violence, sex offense, or stalking and of the options for those changes, if those changes are requested by the victim and are reasonably available;
- Procedures for campus disciplinary action in cases of an alleged domestic violence, dating violence, sex offense, or stalking including a clear statement that:
  - The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding; and
  - Both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding resulting from an alleged sex offense. Compliance with this paragraph does not violate the Family Educational Rights and Privacy Act. For the purposes of this paragraph, the outcome of a disciplinary proceeding means the final determination with respect to the alleged domestic violence, dating violence, sex offense, or stalking and any sanction that is imposed against the accused.
- A description of the sanctions the campus may impose following a final determination by a campus disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses, domestic violence, dating violence, or stalking.

## **Education and Prevention Information**

The Office of Student Life, Human Resources and the District Police shall:

- Provide, as part of each campus' established on-campus orientation program, education and prevention information about domestic violence, dating violence, sexual assault, or stalking. The information shall be

developed in collaboration with campus-based and community-based victim advocacy organizations.

- Post sexual violence prevention and education information on the campus internet website regarding domestic violence, dating violence, sexual assault and stalking.

## References:

Education Code Sections 67385, 67385.7, and 67386;

20 U.S. Code Section 1092(f);

34 Code of Federal Regulations Section 668.46(b)(11)

## Attachments:

[AP 3540 Sexual and Other Assaults on Campus  
- Comments](#)

[AP 3540 Sexual and Other Assaults on Campus  
- Legal Citations](#)

[Legal Update 33 Overview Rev. 10-25-18.docx](#)



**Origination:** N/A  
**Last Approved:** N/A  
**Last Revised:** N/A  
**Next Review:** N/A  
**Owner:** *Chancellor's Cabinet*  
*Chancellor's Cabinet:*  
**Policy Area:** *Chapter 3 General Institution*  
**References:** *Legally Required*

## BP 3540 Sexual and Other Assaults on Campus

Any sexual assault or physical abuse, including, but not limited to rape as defined by California law, whether committed by an employee, student or member of the public, that occurs on District property, is a violation of District policies and procedures, and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures. Students, faculty, and staff who may be victims of sexual and other assaults shall be treated with dignity and provided comprehensive assistance.

The Chancellor shall establish administrative procedures that ensure that students, faculty, and staff who are victims of sexual and other assaults receive appropriate information and treatment, and that educational information about preventing sexual violence is provided and publicized as required by law.

The procedures shall meet the criteria contained in Education Code Sections 67385 and 67385.7, AND 67386 and 34 Code of Federal Regulations Section 668.46.

### References:

Education Code Sections 67382, 67385, and 67386;  
 20 U.S. Code Section 1092(f);  
 34 Code of Federal Regulations Section 668.46(b)(11)

### Attachments:

[BP 3540 Sexual and Other Assaults on Campus - Comments](#)  
[BP 3540 Sexual and Other Assaults on Campus - Legal Citations](#)





Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	<i>Business &amp; Fiscal Services</i> <i>Business &amp; Fiscal Services</i>
Policy Area:	<i>Chapter 6 General Institution</i>
References:	<i>Legally Advised</i>

## AP 6530 District Vehicles

*(Replaces current SBCCD AP 6760)*

~~All District vehicles and drivers must comply with the California Vehicle Code and Title 13 (Motor Carrier Safety).~~ All District vehicles and drivers must comply with the California Vehicle Code and Title 13 (Motor Carrier Safety).

~~All drivers of District-owned or leased vehicles both on and off campus must have a current license appropriate for the vehicle to be driven.~~ All drivers of District-owned or leased vehicles both on and off campus must have a current license appropriate for the vehicle to be driven.

~~All drivers of District-owned or leased vehicles that carry fifteen or more persons including the driver must have a current Class B license, a current medical certificate and a current First Aid Certificate.~~ All drivers of District-owned or leased vehicles that carry fifteen or more persons including the driver must have a current Class B license, a current medical certificate and a current First Aid Certificate.

~~All District facilities maintaining vehicles defined as buses must keep records of driver's hours, vehicle maintenance, and vehicle inspection records. All of these records must be made available to the California Highway Patrol (CHP). The CHP is required to inspect the records at least once every 13 months.~~ All District facilities maintaining vehicles defined as buses must keep records of driver's hours, vehicle maintenance, and vehicle inspection records. All of these records must be made available to the California Highway Patrol (CHP). The CHP is required to inspect the records at least once every 13 months.

~~All District vehicles with equipment for transporting the disabled must comply with all applicable laws and regulations regarding such vehicles.~~ All District vehicles with equipment for transporting the disabled must comply with all applicable laws and regulations regarding such vehicles.

~~The District shall not operate or lease a 15-passenger van unless the driver holds both a valid class B driver's license, and an endorsement for operating a passenger transportation vehicle issued by the Department of Motor Vehicles.~~ The District shall not operate or lease a 15-passenger van unless the driver holds both a valid class B driver's license, and an endorsement for operating a passenger transportation vehicle issued by the Department of Motor Vehicles.

~~Vehicles made available to the District personnel are for use in the conduct and operation of District business.~~ Vehicles made available to the District personnel are for use in the conduct and operation of District business.

~~Automobiles owned by the District and operated by District personnel may be replaced after \_\_\_\_\_ miles or \_\_\_\_\_ model years in age, whichever occurs first. (NOTE: This procedure may~~



~~also be part of the budget planning process.~~

~~Regular or occasional garaging of District-owned vehicles at any location other than the one assigned is permitted only with prior written approval. Home garaging shall meet any one of the criteria listed below:~~ Regular or occasional garaging of District-owned vehicles at any location other than the one assigned is permitted only with prior written approval. Home garaging shall meet any one of the criteria listed below:

- ~~Employees whose duties require regular or frequent reporting to locations other than their regular headquarters before or after regular working hours.~~ Employees whose duties require regular or frequent reporting to locations other than their regular headquarters before or after regular working hours.
- ~~Employees who are regularly or frequently subject to call before or after regular working hours.~~ Employees who are regularly or frequently subject to call before or after regular working hours.
- ~~Employees with assigned vehicles who are headquartered at locations lacking secured overnight garaging facilities.~~ Employees with assigned vehicles who are headquartered at locations lacking secured overnight garaging facilities.

~~The [chief administrative officer] of a location is responsible for controlling access to and use of all District vehicles assigned to that location.~~ The department manager of a location is responsible for controlling access to and use of all District vehicles assigned to that location.

~~The name, home address, employee number, California driver's license number and social security number of any employee to be authorized to drive District vehicles must be submitted to the [designate position] prior to final granting of authorization.~~ The name, home address, employee number, California driver's license number and social security number of any employee to be authorized to drive District vehicles must be submitted to the department manager prior to final granting of authorization.

- From current SBCCD AP 6760 titled Use of Private Vehicles for College Business

## Use of Private Vehicles for College Business

### A. Authorization

Any employee who drives his/her private vehicle on college business must be included on the Approved Drivers List. College business includes any authorized vehicle use in the "line of duty" while driving to conferences, meetings, or other business necessities. No employee shall transport any student in his/her private vehicle on college business.

### B. Insurance

1. Employees who drive their private vehicle(s) on college business shall maintain in full force the required California minimum insurance on the vehicle in question.
2. In case of an accident, the employee's insurance provides primary coverage for both liability and property damage. District insurance provides secondary coverage only for liability or property damage caused by the employee. Repair or damage to the employee's vehicle is the sole responsibility of the employee or the employee's insurance company.
3. Employees who sustain an injury as a result of an accident while on authorized District business are covered by Workers' Compensation provisions.

## References:

~~Insurance Code Section 11580.1(b);~~



Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	Business & Fiscal Services Business & Fiscal Services
Policy Area:	Chapter 6 General Institution
References:	Legally Required

## BP 6530 District Vehicles

(Replaces current SBCCD BP 6760)

**NOTE:** ~~This policy is unique to the SBCCD.~~ NOTE: This policy is unique to the SBCCD.

- ~~From current SBCCD BP 6760 titled Use of Private Vehicles for College Business~~ From current SBCCD BP 6760 titled Use of Private Vehicles for College Business

~~The Chancellor shall create procedures to ensure that each person required by their job description to drive a District-owned vehicle shall maintain a safe driving record. An employee's continuing compliance with such procedures shall be a condition of continued employment in any position requiring the driving of District vehicles.~~ The Chancellor shall create procedures to ensure that each person required by their job description to drive a District-owned vehicle shall maintain a safe driving record. An employee's continuing compliance with such procedures shall be a condition of continued employment in any position requiring the driving of District vehicles.

~~Clearance to drive District-owned vehicles requires the driver/District employee to have in their possession an appropriate, valid California Drivers' License. Verification must be obtainable through the California Department of Motor Vehicles.~~ Clearance to drive District-owned vehicles requires the driver/District employee to have in their possession an appropriate, valid California Drivers' License. Verification must be obtainable through the California Department of Motor Vehicles.

~~The District shall provide vehicles consisting of: vans, sedans, truck/vans, trucks, or other modes of transportation as deemed appropriate to the requirements of the particular job, and patrol cars for District police services.~~ The District shall provide vehicles consisting of: vans, sedans, truck/vans, trucks, or other modes of transportation as deemed appropriate to the requirements of the particular job, and patrol cars for District police services.

~~In the event the District fleet is not adequate in either size or number, the Chancellor may authorize the use of charter buses from private companies in that business and/or the rental of vehicles from a recognized auto/truck rental firm.~~ In the event the District fleet is not adequate in either size or number, the Chancellor may authorize the use of charter buses from private companies in that business and/or the rental of vehicles from a recognized auto/truck rental firm.

## Use of Private Vehicles for College Business

Any employee who drives his/her private vehicle on college business must be included on the approved Drivers List, in accordance with administrative regulations provided by the Chancellor.

No employee shall transport any student in his/her private vehicle on college business.

~~Also see BP/AP 4300 titled Field Trips and Excursions~~ Also see [BP/AP 4300 titled Field Trips and Excursions](#)

## References:

~~Insurance Code Section 11580.1(b);~~

~~Title 13, California Code of Regulations, Division 1, Chapter 4~~ [Insurance Code Section 11580.1\(b\);](#)

[Title 13, California Code of Regulations, Division 1, Chapter 1](#)

## Attachments:

[BP 6530 District Vehicles - Comments](#)

[BP 6530 District Vehicles - Legal Citations](#)

[BP6530- OLD.pdf](#)



Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	<i>Business &amp; Fiscal Services</i> <i>Business &amp; Fiscal Services</i>
Policy Area:	<i>Chapter 6 General Institution</i>
References:	<i>Legally Required</i>

## AP 6750 Parking

*(Replaces current SBCCD AP 6750)*

These procedures are intended to promote safe and orderly movement of traffic within District property for the safe and orderly parking of vehicles and bicycles.

All applicable provisions of the California Vehicle Code are expressly applicable both on and off paved roadways.

Parking of motor vehicles and bicycles is limited to specially designated areas. Fee permits are required. Vehicles or bicycles parked in violation of the provisions of this code are subject to fines, towing, or impoundment.

All persons who enter on the college(s) are charged with knowledge of the provisions of this procedure and are subject to the penalties for violations of such provisions.

In accordance with California Vehicle Code Section 21113a, it shall be a misdemeanor or infraction for any person to do any act forbidden or fail to perform any act required in these procedures.

### ~~A. Authorization~~

#### A. Authorization

Any person who operates or parks a motor vehicle on District property is subject to District Parking and Traffic Regulations and the provisions of the California Motor Vehicle Code.

### ~~B. Parking Permit~~

#### B. Parking Permit

District parking permits are required for all vehicles parked on District property from 7:00 AM Monday through 4:30 PM Friday, unless otherwise noted herein. Parking permits and daily parking permits are valid at all District locations.

##### 1. Special Events Parking

~~Parking citations shall not be issued during regular and late registration periods.~~ "Special Events" parking permits ~~shall~~may be made available free of charge for non-students who participate in such things as theater productions, and "no cite" ~~grace~~ periods ~~shall~~may be provided for such events as dances, college night and career day. Parking fees for sporting or community events may be charged an amount commensurate to the

event.

## 2. Guest Parking

~~One-day guest~~ Guest permits are available through the District Office and through the ~~office of~~ College Administrative Services ~~at each campus~~ Department. It is the responsibility of the individual inviting an off-campus guest to secure a ~~one-day~~ parking permit ~~a minimum of 3 days~~ prior to the event.

## ~~C. Violations/Citations~~

### C. Violations/Citations

Any person who violates the Parking and Traffic Regulations or the California Motor Vehicle Code may receive a District citation and/or be subject to District disciplinary action. Disciplinary action only applies to intentional acts that constitute dishonesty, falsification of information, willful or persistent violation of the rules made applicable to the District by the Governing Board. Disciplinary action includes suspension, demotion or, in severe cases, dismissal. When disciplinary action is sought, employees are entitled to due process protection as per applicable District policy and collective bargaining agreements.

## ~~D. Liability~~

Student/Public parking areas: Parking citations shall not be issued during the first two weeks of fall and spring semesters, during each summer session, or when classes are not in session.

### D. Liability

Parking of motor vehicles or bicycles on District property is done at the owner's risk. The District assumes no liability for damage or theft except as provided for unit members covered by Article 20 of the SBCCD/ SBCCDTA contract.

## ~~E. Traffic Regulations~~

### E. Traffic Regulations

1. Driver must obey all posted speed limits. The speed limit on all campus roads is posted.
2. The speed limit in all parking lots is a maximum of 5 miles per hour.
3. Pedestrians have the right-of-way at all times.
4. The use of skateboards, roller skates or bicycles is prohibited on the interior of District property.
5. ~~No~~ Unless by special permit, no vehicles are permitted on inner campus walks ~~and roadways~~ except for emergency vehicles, authorized construction/maintenance or district owned vehicles, ~~authorized special event support vehicles and vehicles belonging to the District~~ performing assigned duties. ~~Non-District vehicles require a separate~~ The permit may specify that a guide to ensure pedestrian safety is required to walk in front of or beside the vehicle while ~~operating~~ moving on ~~District property~~ campus.
6. Roadblocks, barriers, cones, or stanchions may be placed by District employees at any point deemed necessary for safety or convenience. Removal of these roadblocks, barriers, or stanchions is prohibited.
7. Motorcycles and other two-wheeled powered vehicles are limited to designated motorcycle parking areas. Motorcycle parking in these designated spaces does not require a permit. Mopeds may be parked in bicycle racks on campus, but shall be walked when on campus walkways. Use of private powered vehicles is

prohibited where pedestrian traffic is present.

## ~~F. Parking Controls~~

### F. Parking Controls

1. All vehicles parked on District/college parking lots or District/college roadways are required to display a current parking permit or a daily parking permit. Permits must be displayed on windshield, ~~bumper~~ or rear-view mirror while on campus. Daily parking permits shall be posted face up on the dashboard so as to be readable. Failure to post permits properly shall be grounds for citation.
2. Students/~~employees~~ visitors may purchase semester parking permits on-line or daily permits from a vending machine located in various parking lots.
3. Parking permit refunds for students are subject to the provisions of the Fee Refund Policy. In order to obtain a refund, a student must take all or a portion of the decal bearing the permit number to the College Police Department at SBVC, or the Campus Business Office at CHC, within the time-lines specified in the Fee Refund Policy. Refunds are not provided to employees unless they qualify under the AQMD Ride-~~Sharing~~ Sharin Incentive Program.
4. Certain parking lots and parking areas are restricted for employee "staff" parking only. Students, dependents and relatives of employees, who are not employees themselves, are prohibited from using employee lots and parking areas.
5. Parking stalls marked "visitors" are solely for visitors and may be governed by time limits. Students and employees are prohibited from parking in visitor areas.
6. Students with physical handicaps may be given special parking privileges that will be evidenced by a District handicapped permit affixed to the right side of the rear bumper or the rear view mirror. Permits may be obtained in the Disabled Student Services Office. It is the responsibility of DSP&S to inform the Police of any such privileges.
7. Vehicles are to be parked in properly marked stalls only. Taking up more than one parking stall is prohibited.
8. Parking is prohibited in loading zones, posted areas, along red curbing, or red lined areas.
9. Vehicles parked in prohibited areas which block the flow of traffic, emergency vehicles/equipment, driveways, roadways, or in posted "NO PARKING" zones may be towed away at the owner's expense at no responsibility to the District pursuant to current California Vehicle Code authority.
10. Vehicles parked illegally in reserved parking stalls will be cited for illegal parking.
11. Vehicles abandoned on college property for over 72 hours without college authorization from the College Administrative Services Department will be removed at owner's expense pursuant to current California Vehicle Code authority.
12. Energy Efficient Vehicles will be defined as Zero Emission Vehicles (ZEV) by the California Air Resources Board, or fuel-efficient vehicles that have achieved a minimum green score of 40 on the American Council for an Energy Efficient Economy (ACEEE) annual vehicle rating guide.

## References:

Education Code Section 76360;



**Origination:** 02/2016  
**Last Approved:** N/A  
**Last Revised:** 02/2016  
**Next Review:** 6 years after approval  
**Owner:** Business & Fiscal Services  
 Business & Fiscal Services  
**Policy Area:** Chapter 6 General Institution  
**References:**

## BP 6750 Parking

*(Replaces current SBCCD BP 6750)*

The Chancellor shall establish such administrative procedures regarding vehicles and parking on campus as are necessary for the orderly operation of the instructional program. No person shall drive any vehicle or leave any vehicle unattended on the campus except in accordance with such procedures.

Parking fees may be established in accordance with these board policies. (See BP 5030 titled Fees.)

### References:

Education Code Section 76360; Vehicle Code Sections 21113 and 22651.5

### Attachments:

- [BP 6750 Parking - Comments](#)
- [BP 6750 Parking - Legal Citations](#)





Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	<i>Business &amp; Fiscal Services</i> <i>Business &amp; Fiscal Services</i>
Policy Area:	<i>Chapter 6 General Institution</i>
References:	<i>Legally Required</i>

## AP 6751 Parking Citation Payment Plan

A registered owner (CVC 460, 505) or person responsible for vehicle citations received on San Bernardino Community College District property shall be eligible to enroll in a payment plan when they have multiple unpaid parking citations.

- A. Once this threshold is met, any citations associated with this vehicle, registered owner, or person responsible may be added to the payment plan, at the time of enrollment.
- B. If additional citations are accrued during the payment plan period, the plan may not be modified to include these citations, nor will a concurrent payment plan be offered.
- C. Citations in a payment plan will not count towards immobilization/tow/impound eligibility pursuant to CVC 22651(i)(l).
- D. Once a vehicle is towed/impounded due to other violations, all citations, including those on a payment plan, are immediately due pursuant to CVC 22551(i)(l)(C).

The fee to enroll in a payment plan is \$25.

Applied late fees, as well as any late fees not yet applied, will be placed in abeyance while the payment plan is in place. If the individual adheres to the plan terms, these late fees will be waived once the payment plan is complete.

- A. If an individual defaults on the payment plan, a subsequent payment plan will not be offered for those citations and any late fees placed in abeyance will be immediately reinstated. The total amount due, including all late fees, will be submitted to the appropriate Department of Motor Vehicles for a Registration hold on the vehicle. An Academic Hold will be placed on the Students records until the total fees are paid in full.
- B. The request for a payment plan must be made before the citation is transferred to DMV for collection. (21 days after issue of the citation}.

Once the payment plan is in place and the individual is adhering to its terms, an itemization of unpaid parking penalties and service fees will not be filed with the DMV (also known as a "DMV Registration Hold") and any DMV Registration Hold in place will be temporarily removed pending satisfactorily completing the payment plan.

At plan enrollment, an initial payment of \$25 or 10% of the amount owed (whichever amount is greater), plus the \$25 enrollment fee, is required.

Payments must be made each calendar month.



- A. There is no grace period for late payments.
- B. For mailed payments, a postmark is acceptable to meet this requirement.

## **Payment plan duration**

1st months payment will be \$25 or 10% of unpaid fines (whichever amount is greater) plus the \$25 enrollment plan fee. Subsequent month payments will be determined by dividing the remaining balance by 4.

## **Definitions**

Late: The citation is past 21 days from issuance and 14 days from mailing of the reminder notice and additional fees may be applied.

Delinquent: The citation is unpaid. Late fees may or may not have been applied. Person responsible: The individual who has opted to enter into the payment plan with the campus.

## **Reference:**

California Assembly Bill No. 503 (Chapter 741)

## **Attachments:**



Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	<i>Policy Stat</i>
Policy Area:	<i>Chapter 6 General Institution</i>
References:	<i>Legally Required</i>

## BP 6751 Parking Citation Payment Plan

The Board shall establish an Administrative Procedure where a registered owner (CVC 460, 505) or person responsible for vehicle citations received on San Bernardino Community College District property shall be eligible to enroll in a payment plan when they have multiple unpaid parking citations.

### Reference:

California Assembly Bill No. 503 (Chapter 741)

### Attachments:



Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	06/2018
Owner:	<i>Human Resources Human Resources</i>
Policy Area:	<i>Chapter 7 Human Resources</i>
References:	<i>Good Practice/Optional</i>

## AP 7215 Academic Employees: Probationary Contract Faculty

The District shall employ a faculty member for the first academic year of his/her employment by contract. Any person who, at the time an employment contract is offered to him/her by the District, is neither a tenured employee of the District nor a probationary employee then serving under a second or third contract shall be deemed to be employed for "the first academic year of his or her employment."

A faculty member shall be deemed to have completed his/her first contract year if he/she provides service for 75 percent of the first academic year.

Before making a decision relating to the continued employment of a contract employee, the following requirements shall be satisfied:

- The employee shall be evaluated in accordance with the evaluation standards and procedures established in accordance with law. ~~(Insert or reference local evaluation procedures.)~~ **and BP 7150 and BP 7150**
- The Board shall receive statements of the most recent evaluations.
- The Board shall receive recommendations of the Superintendent-President.
- The Board shall consider the statement of evaluation and the recommendations in a lawful meeting of the Board of Trustees.

If a contract employee is working under his/her first contract, the Board, at its discretion, shall elect one of the following alternatives:

- Not enter into a contract for the following academic year.
- Enter into a contract for the following academic year.
- Employ the contract employee as a regular employee for all subsequent academic years.

If a contract employee is working under his/her second contract, the Board, at its discretion, shall elect one of the following alternatives:

- Not enter into a contract for the following academic year.
- Enter into a contract for the following two academic years.
- Employ the contract employee as a regular employee for all subsequent academic years.

If a contract employee is employed under his/her third consecutive contract, the Board shall elect one of the following alternatives:

- Employ the probationary employee as a tenured employee for all subsequent academic years.

- Not employ the probationary employee as a tenured employee.

The Board of Trustees shall give written notice of its decision and the reasons therefore to the employee on or before March 15 of the academic year covered by the existing contract. The notice shall be by registered or certified mail to the most recent address on file with Human Resources. Failure to give the notice as required to a contract employee under his/her first or second contract shall be deemed an extension of the existing contract without change for the following academic year.

The Board of Trustees shall give written notice of its decision under Education Code Section 87609 and the reasons therefore to the employee on or before March 15 of the last academic year covered by the existing contract. The notice shall be by registered or certified mail to the most recent address on file with Human Resources. Failure to give the notice as required to a contract employee under his/her third consecutive contract shall be deemed a decision to employ him/her as a regular employee for all subsequent academic years.

## **References:**

Education Code Sections 87600 et seq.

## **Attachments:**

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Jose F. Torres, Interim Chancellor  
**REVIEWED BY:** Board of Trustees Finance Committee  
**PREPARED BY:** Lawrence P. Strong, Director of Fiscal Services  
**DATE:** February 13, 2020  
**SUBJECT:** Consideration of Approval to Establish Mirror Accounts for FCC Auction Investments

### **RECOMMENDATION**

It is recommended that the Board of Trustees direct staff to establish PARS Pension Rate Stabilization Trust (PRST) accounts to mirror existing accounts for the purpose of tracking and preserving unrealized gains identified for distribution.

### **OVERVIEW**

In July 2017 SBCCD received \$157 million from the FCC in exchange for the transition of KVCR TV bandwidth from UHF to VHF. Through its collegial processes, the District developed Guiding Principles for the handling of these funds, and has established specific investment accounts through the Public Agency Retirement Services system. Currently established accounts, which are managed with a conservative strategy, are shown on the attached statement.

### **ANALYSIS**

Staff is proposing the establishment of accounts that mirror the existing investments. Such accounts will serve as a holding vehicle for any unrealized gains which have been identified for distribution in the Board approved budget. Investment strategy for the newly established accounts will be maintained at fixed-income, in order to protect the amounts from market fluctuations. This recommended action has been reviewed and is supported by the District Budget Committee, as well as the Board Finance Committee.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

### **FINANCIAL IMPLICATIONS**

It is anticipated that funds in these accounts will earn a more moderate return while preserving and tracking any unrealized gains identified for distribution.

## Guiding Principles for the FCC Auction Proceeds

[v.1.23.2020.p.1|1]

Board Affirmed December 13, 2018

### **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 10-15%.
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**  
**PARS Post-Employment Benefits Trust**

**Account Report for the Period**  
**12/1/2019 to 12/31/2019**

Jose Torres  
Executive Vice Chancellor  
San Bernardino Community College District  
550 E. Hospitality Lane  
San Bernardino, CA 92408

### Account Summary

Source	Beginning Balance as of 12/1/2019	Contributions	Earnings	Expenses	Distributions	Transfers	Ending Balance as of 12/31/2019
PENSION - SBVC	\$5,567,302.57	\$0.00	\$71,736.58	\$646.60	\$0.00	\$0.00	\$5,638,392.55
PENSION - KVCR	\$14,157,896.91	\$0.00	\$182,429.32	\$1,644.34	\$0.00	\$0.00	\$14,338,681.89
PENSION - FCC	\$54,380,457.42	\$0.00	\$700,710.67	\$6,315.92	\$0.00	\$0.00	\$55,074,852.17
PENSION - MAE	\$9,192,237.04	\$0.00	\$118,445.10	\$1,067.62	\$0.00	\$0.00	\$9,309,614.52
PENSION - FNX	\$9,225,892.88	\$0.00	\$118,878.77	\$1,071.52	\$0.00	\$0.00	\$9,343,700.13
PENSION - CHC	\$2,722,221.98	\$0.00	\$35,072.27	\$316.17	\$0.00	\$0.00	\$2,756,978.08
<b>Totals</b>	<b>\$95,246,008.80</b>	<b>\$0.00</b>	<b>\$1,227,272.71</b>	<b>\$11,062.17</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$96,462,219.34</b>

### Investment Selection

**Source**

PENSION **Vanguard Conservative Strategy**

### Investment Objective

**Source**

PENSION The Conservative Portfolio invests in Vanguard mutual funds using an asset allocation strategy designed for investors seeking both current income and low to moderate capital appreciation.

### Investment Return

Source	1-Month	3-Months	1-Year	Annualized Return			Plan's Inception Date
				3-Years	5-Years	10-Years	
PENSION - SBVC	1.29%	3.38%	16.51%	-	-	-	6/22/2018
PENSION - KVCR	1.29%	3.38%	16.51%	-	-	-	6/22/2018
PENSION - FCC	1.29%	3.38%	16.51%	-	-	-	6/22/2018
PENSION - MAE	1.29%	3.38%	-	-	-	-	9/23/2019
PENSION - FNX	1.29%	3.38%	-	-	-	-	8/31/2019
PENSION - CHC	1.29%	-	-	-	-	-	11/1/2019

Information as provided by US Bank, Trustee for PARS; Not FDIC Insured; No Bank Guarantee; May Lose Value

Past performance does not guarantee future results. Performance returns may not reflect the deduction of applicable fees, which could reduce returns. Information is deemed reliable but may be subject to change.

Investment Return: Annualized rate of return is the return on an investment over a period other than one year multiplied or divided to give a comparable one-year return.

Account balances are inclusive of Trust Administration, Trustee and Investment Management fees

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Jose F. Torres, Interim Chancellor  
**REVIEWED BY:** Jose F. Torres, Interim Chancellor  
**PREPARED BY:** Jose F. Torres, Interim Chancellor  
**DATE:** February 13, 2020  
**SUBJECT:** Consideration of Final Approval of the Prioritized Board Directives for the 2020-21 General Fund Budget

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the attached Prioritized Board Directives for the 2020-21 General Fund budget.

### **OVERVIEW**

District Administrative Procedure 6200, Budget Preparation, calls for the Board of Trustees to give initial direction concerning the distribution of resources for the 2020-21 budget prior to March 1, 2020.

### **ANALYSIS**

The attached directives were submitted for a first read on January 9, 2020. They were also considering during the Board retreat January 30-31. They are now being forwarded for final approval.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

This board item has no financial implications.



**Prioritized Board Directives for the  
2020-21 General Fund Budget<sup>1</sup>**  
(Submitted for Approval February 13, 2020)

[v.2.3.2020.p.1|1]

Consistent with SBCCD Administrative Procedure 6200 Budget Preparation, the Board of Trustees provides staff with initial direction concerning the distribution of resources for the next fiscal year's budget prior to March 1. SBCCD's budget shall be prepared in accordance with Title 5, the California Community Colleges Budget and Account Manual, and all other related state and federal laws and regulations.

- 1) Align unrestricted general fund and student success funding with the State Chancellor's Vision for Success.
- 2) Allocate funding to support the implementation of the SBCCD Promise [following the Guiding Principles for the FCC Auction Proceeds](#).
- 3) Maintain a fund balance range of 10-15% in the Unrestricted General Fund ~~(state minimum is 5%)~~, unless fund balance is utilized for specially identified *one-time*<sup>1</sup> needs as authorized by the Board of Trustees.
- 4) Allocate funding through the ~~resource allocation model~~ [budget process for deferred maintenance](#) ~~to provide for safe, energy efficient and well-maintained facilities that contribute to student success~~.
- 5) ~~Funding for any n~~ New positions must be approved through the process of program review or any other prioritization process as established at ~~the colleges and district offices~~ [SBCCD](#).

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<sup>1</sup> *One-time* is defined as an expenditure that has no ongoing commitment. While one-time needs may be repeated in future years, the nature of the expenditure must conform to the definition.

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Jose F. Torres, Interim Chancellor

**REVIEWED BY:** Jose F. Torres, Interim Chancellor

**PREPARED BY:** Farrah Farzaneh, Director, Facilities Planning & Construction

**DATE:** February 13, 2020

**SUBJECT:** Consideration of Approval to Adopt Resolution #2020-02-13-FPC01 Supporting Proposition 13, the Public Preschool, K-12, and College Health and Safety Bond Act of 2020

### **RECOMMENDATION**

It is recommended that the Board of Trustees adopt Resolution #2020-02-13-FPC01 Supporting Proposition 13, the Public Preschool, K-12, and College Health and Safety Bond Act of 2020.

### **OVERVIEW**

The Community College Facility Coalition has asked California community college districts to pass a resolution in support of Proposition 13, the Public Preschool, K-12, and College Health and Safety Bond Act of 2020. Such resolutions will help highlight the importance of the bond for local communities and the students they serve.

### **ANALYSIS**

The California Community College Chancellor's Office estimates unmet community college facilities needs of approximately \$29 billion over the next five years. The San Bernardino Community College District has \$306 million in facility need which may be partially funded by State matching funds.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this board item.

**RESOLUTION #2020-02-13-FPC01 OF THE BOARD OF TRUSTEES OF THE  
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT SUPPORTING  
PROPOSITION 13, THE PUBLIC PRESCHOOL, K-12, AND  
COLLEGE HEALTH AND SAFETY BOND ACT OF 2020**

[v.2.3.2020.p.1|1]

**WHEREAS**, the California Community College system is the largest postsecondary system of education in the world, enrolling approximately 2.1 million students each year; and

**WHEREAS**, California's 115 community colleges and 72 centers are located in nearly every community in the state, serving more than 70 percent of California's public postsecondary undergraduate students; and

**WHEREAS**, the primary mission of the California Community Colleges is to offer academic and vocational instruction, by granting certificates, associate degrees, and select Baccalaureate degrees, and providing transfer opportunities to four-year institutions; and

**WHEREAS**, the California Community College Chancellor's Office estimates unmet community college facilities needs of approximately \$29 billion over the next five years; and

**WHEREAS**, Proposition 13, the Public Preschool, K-12, and College Health and Safety Bond Act of 2020, provides \$2 billion to community colleges for constructing new classrooms to accommodate growth, repairing health and safety issues, renovating facilities, and equipping learning spaces with essential technology; and

**WHEREAS**, the San Bernardino Community College District has \$306 million in facility need which may be partially funded by State matching funds; and

**WHEREAS**, the California unemployment rate is greater than the national unemployment rate; and

**WHEREAS**, 17,000 middle class jobs, including almost all building trades, are created for each \$1 billion in school facility infrastructure investments; and

**WHEREAS**, quality community college facilities enhance the education and training of a skilled 21st Century workforce, in furtherance of the State's academic and economic goals.

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Trustees of the San Bernardino Community College District supports Proposition 13, the Public Preschool, K-12, and College Health and Safety Bond Act of 2020.

**APPROVED, PASSED AND ADOPTED** by the Board of Trustees of the San Bernardino Community College District on the 13<sup>th</sup> day of February, 2020, by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

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President of the Board of Trustees of the  
San Bernardino Community College District

Attested to:

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Clerk of the Board of Trustees of the  
San Bernardino Community College District

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Jose Torres, Interim Chancellor

**REVIEWED BY:** Jose Torres, Interim Chancellor

**PREPARED BY:** Jeremiah Gilbert, Executive Director, Research & Planning

**DATE:** February 13, 2020

**SUBJECT:** Districtwide Accreditation Timeline

### **RECOMMENDATION**

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

### **OVERVIEW**

The attached timeline shows the collegial consultation approval process for each college's Institutional Self-Evaluation Report (ISER).

### **ANALYSIS**

Both Crafton Hills College and San Bernardino Valley College are in the process of completing their ISERs, which are due August 1 with Accrediting Commission for Community and Junior Colleges (ACCJC) site visits scheduled October 12 - 15. The prepared timeline shows the collegial consultation approval process, which includes first and second readings scheduled with Academic and Classified Senates, Student Government, College Councils, and the Board of Trustees. In addition, the final public forum date has been included, though public forums will be conducted throughout the Spring term (and were also conducted last Fall).

### **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**

None.



## Districtwide Accreditation Timeline

Presented for Information on February 13, 2020

Institutional Self-Evaluation Report (ISER) Collegial Consultation Approval		Classified Senate	Student Government	Last Forum*	Academic Senate	College/Crafton Council	Board of Trustees
Crafton Hills College	FIRST READING	04/24/2020	04/17/2020	04/08/2020	04/15/2020	04/28/2020	05/14/2020
	SECOND READING	05/08/2020	05/01/2020	N/A	05/06/2020	05/12/2020	06/11/2020
San Bernardino Valley College	FIRST READING	02/14/2020	Feb/Mar 2020	04/08/2020	04/15/2020	04/09/2020	05/14/2020
	SECOND READING	05/08/2020	May 2020	N/A	05/06/2020	05/13/2020	06/11/2020
<b>*SPRING FORUMS</b>		January, February, March, April					
<b>ACCJC ISER DEADLINE</b>		08/01/2020					
<b>ACCJC Visit (Districtwide)</b>		10/12/2020 – 10/15/2020					

## **SAN BERNARDINO COMMUNITY COLLEGE**

**DISTRICT TO:** Board of Trustees

**FROM:** Jose F. Torres, Interim Chancellor

**REVIEWED BY:** Jose F. Torres, Interim Chancellor

**PREPARED BY:** Stacey K. Nikac, Administrative Officer

**DATE:** February 13, 2020

**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.

At the Chancellor's Holiday Party and Service Awards in December, recipients with the most applause cards awarded at SBVC, CHC, and District are recognized and presented with an award.

### **INSTITUTIONAL VALUES**

I. Institutional Effectiveness

### **FINANCIAL IMPLICATIONS**

None



## Applause Cards

Submitted for Information February 13, 2020

SITE	NAME		DEPARTMENT	DETAILS OF SERVICE	RECOGNIZED BY
Crafton Hills College	Alexa	Aslanian	DSPS	She is excellent and very supportive of students.	Frances Rodriguez
Crafton Hills College	TL	Brink	Psychology	He inspired and motivated me to rekindle my interest in academic excellence.	Frances Rodriguez
Crafton Hills College	Deborah	Castro	Print Shop	Deborah assisted with getting us business cards in a very timely manner while managing a full work load.	Facilities Planning and Construction
Crafton Hills College	Kristina	Heilgeist	Admissions and Records	Thank you for always working so quickly on MIS processing. Your assistance is invaluable!	Corrina Baber
Crafton Hills College	Elizabeth	Lopez	Office of Instruction	Thank you for always working so quickly on MIS processing. Your assistance is invaluable!	Corrina Baber
Crafton Hills College	Hector	Ocegueda	Foreign Language	Mr. Ocegueda is an outstanding teacher. He encourages us to practice speaking Spanish in different ways and creates a classroom atmosphere that is fun and enjoyable.	Joan Paine
Crafton Hills College	Nati	Rodriguez	EOPS	Thank you for your assistance in MIS processing. I greatly appreciate your help!	Corrina Baber

Crafton Hills College	Cyndie	St. Jean	President's Office	Thank you for your hard work and dedicated service to making our Spring In-Service day a complete success!	Julie McKee
DSO	Dennis	Carmichael	TESS	You are appreciated!	Corrina Baber
DSO	Dennis	Carmichael	Technology and Educational Support Services	Thank you for your constant dedication to SBCCD and for going over and beyond the call of duty.	Shari Blackwell
DSO	Colleen	Gamboa	Payroll	Colleen is willing to help and thoroughly explain what is needed. Her hard work and professionalism is appreciated.	Shari Blackwell
DSO	Rose	McCord	Accounting	Rose is always willing to help me navigate Oracle. She's always quick to reply to my emails/voicemails. She very patient and understanding. We need more like her.	Marie Perez, Financial Aid
DSO	Rosita	Moncada	Technology and Educational Support Services	Rosita is always super helpful and friendly. She will ensure the job is done properly. Thank-you Rosita for always being so thorough and helpful to myself and others.	Maureen Ryan
DSO	Osman	Parada	TESS	You are appreciated!	Corrina Baber
DSO	Osman	Parada	Technology and Educational Support Services	Thank you for your constant dedication to SBCCD and for going over and beyond the call of duty.	Shari Blackwell



DSO	Roger	Robles	Technology and Educational Support Services	We appreciate your flexibility in meeting with tight timelines. Your positive attitude shines throughout the office.	Shari Blackwell
DSO	Roger	Robles	TESS	You are appreciated!	Corrina Baber
DSO	Wyvon	Smith	Accounts Payable	For going over and beyond the call of duty. Wyvon is so personable and helpful, which is so appreciated. Thank you so much!	Shari Blackwell
DSO	Wyvon	Smith	Accounts Payable	Wyvon goes above and beyond. I truly appreciate her professionalism and her spirit. THANK YOU!	Corrina Baber
San Bernardino Valley College	Dawn	Adler	Kinesiology	Thank you for your continued support of the women's soccer coaching staff. Your guidance, encouragement and efforts are greatly appreciated.	Kristin Hauge
San Bernardino Valley College	Lupita	Aguilar	Instruction Office	Thank you for volunteering to help set-up and sell opportunity tickets during the President's Holiday Gathering event on 12/12/19. You are appreciated!	Debby Kaye Gallagher
San Bernardino Valley College	Jose	Alvarez	Grounds	Thank you for helping transport items, set-up and clean-up of the facility at the President's Holiday Gathering event on 12/12/19. You are appreciated!	Debby Kaye Gallagher

San Bernardino Valley College	Eric	Babino	Maintenance	Always willing to help and has excellent customer service skills!	Mary Bradley
San Bernardino Valley College	Eric	Babino	Maintenance	Thank you for helping transport items, set-up and clean-up of the facility at the President's Holiday Gathering event on 12/12/19. You are appreciated!	Debby Kaye Gallagher
San Bernardino Valley College	Timothy	Bock	Custodial	Thank you for helping transport items, set-up and clean-up of the facility at the President's Holiday Gathering event on 12/12/19. You are appreciated!	Debby Kaye Gallagher
San Bernardino Valley College	David	Brown	Custodial	David always, always does a great job and never complains of what he is required to do. He also has respectable interpersonal skills. Thank you David!	Vivian Marquez
San Bernardino Valley College	Dave	Brown	Custodial	Thank you for helping transport items, set-up and clean-up of the facility at the President's Holiday Gathering event on 12/12/19. You are appreciated!	Debby Kaye Gallagher
San Bernardino Valley College	Thomas	Carter	Kinesiology/Athletics	Thank you for the incredible guidance and support you gave our players this season. We appreciate you. Welcome to the F.A.M.I.L.Y.	Kristin Hauge

San Bernardino Valley College	Shyla	Cobbett	CBO	Thank you for volunteering to sell opportunity tickets prior to and during the President's Holiday Gathering event on 12/12/19. You are appreciated!	Debby Kaye Gallagher
San Bernardino Valley College	Matthew	Coleman	Maintenance	Thank you for helping transport items, set-up and clean-up of the facility at the President's Holiday Gathering event on 12/12/19. You are appreciated!	Debby Kaye Gallagher
San Bernardino Valley College	Breanna	Curry	Instruction Office	Thank you for volunteering to help set-up and clean-up before and after the President's Holiday Gathering event on 12/12/19. You are appreciated!	Debby Kaye Gallagher
San Bernardino Valley College	Laurens	Dekoekkoek	Grounds	Thank you for helping transport items, set-up and clean-up of the facility at the President's Holiday Gathering event on 12/12/19. You are appreciated!	Debby Gallagher
San Bernardino Valley College	Darrell	Fisher	Custodial	Thank you for helping transport items, set-up and clean-up of the facility at the President's Holiday Gathering event on 12/12/19. You are appreciated!	Debby Kaye Gallagher
San Bernardino Valley College	Jonathan	Flaa	Campus Technology Service	Thank you for the set-up of the AV needs at the President's Holiday Gathering event on 12/12/19. You are appreciated!	Debby Kaye Gallagher

San Bernardino Valley College	Kathy	Fonseca	Student Service Office	Thank you for volunteering to help set-up and clean-up before and after the President's Holiday Gathering event on 12/12/19. You are appreciated!	Debby Kaye Gallagher
San Bernardino Valley College	Abe	Fulgham	Grounds	Thank you for helping transport items, set-up and clean-up of the facility at the President's Holiday Gathering event on 12/12/19. You are appreciated!	Debby Kaye Gallagher
San Bernardino Valley College	Debra K.	Gallagher	Office of the President	Thank you for always guiding me and helping with board when we have questions. You are truly appreciated.	Lupita Aguilar
San Bernardino Valley College	Rose	Garcia	Science Division	Thank you for always helping me and thank you for going above and beyond for your division.	Lupita Aguilar
San Bernardino Valley College	LaVar	Godoy	Marketing & Public Relations	Thank you for taking the pictures at the President's Holiday Gathering event on 12/12/19. You are appreciated!	Debby Kaye Gallagher
San Bernardino Valley College	Amelia	Gonzales	Police Academies	Thank you for volunteering to help with the winners list, set-up & clean-up before and after the President's Holiday Gathering event on 12/12/19. You are appreciated!	Debby Kaye Gallagher
San Bernardino Valley College	Ron	Gordin	Grounds	Thank you for helping transport items, set-up and clean-up of the facility at the President's Holiday Gathering event on 12/12/19. You are appreciated!	Debby Kaye Gallagher

San Bernardino Valley College	Albert	Gutierrez	Custodial	Thank you for helping transport items, set-up and clean-up of the facility at the President's Holiday Gathering event on 12/12/19. You are appreciated!	Debby Kaye Gallagher
San Bernardino Valley College	Roslin	Halim	CBO	Thank you for volunteering to sell opportunity tickets prior to and during the President's Holiday Gathering event on 12/12/19. You are appreciated!	Debby Kaye Gallagher
San Bernardino Valley College	Brandy	Heller	Counseling (Athletics)	Thank you so much for your continued academic support of the women's soccer players. We are grateful for you and all you do.	Kristin Hauge
San Bernardino Valley College	Rick	Hrdlicka	Campus Technology Service	Thank you for volunteering to help out and be the point person for AV needs at the President's Holiday Gathering event on 12/12/19. You are appreciated!	Debby Kaye Gallagher
San Bernardino Valley College	Maria	Huerta	Custodial	Thank you for helping transport items, set-up and clean-up of the facility at the President's Holiday Gathering event on 12/12/19. You are appreciated!	Debby Kaye Gallagher
San Bernardino Valley College	Dina	Humble	VP Instruction Office	Thank you for the President's Executive Team groups assistance during the President's Holiday Gathering event on 12/12/19. You are appreciated!	Debby Kaye Gallagher

San Bernardino Valley College	Melodie	Jollie	Custodial	Thank you for helping transport items, set-up and clean-up of the facility at the President's Holiday Gathering event on 12/12/19. You are appreciated!	Debby Kaye Gallagher
San Bernardino Valley College	Gloria	Kracher	Custodial	Always willing to help and has excellent customer service skills! Will go out of her way to help others.	Mary Bradley
San Bernardino Valley College	Gloria	Kracher	Custodial	Thank you for helping transport items, set-up and clean-up of the facility at the President's Holiday Gathering event on 12/12/19. You are appreciated!	Debby Kaye Gallagher
San Bernardino Valley College	Gloria	Kracher	Custodial	Thank you for transporting all the decorations, etc. back to the storage after the President's Holiday Gathering event on 12/12/19. You are appreciated!	Debby Kaye Gallagher
San Bernardino Valley College	Mary	Lawler	Kinesiology	Excellent Teacher	Anonymous
San Bernardino Valley College	Jenna	Lefay	Kinesiology/Athletics	Thank you for your commitment to and leadership of our players. We are lucky you are a member of our soccer F.A.M.I.L.Y. We appreciate you!	Kristin Hauge
San Bernardino Valley College	Anabel	Martinez	CBO	Thank you for volunteering to sell opportunity tickets prior to and during the President's Holiday Gathering event on	Debby Kaye Gallagher

San Bernardino Valley College	Chef Stacy	Meyer	Culinary Arts	12/12/19. You are appreciated!	Debbly Kaye Gallagher
San Bernardino Valley College	Liliana	Molina	CBO	Thank you for the wonderful food service and to your group for the excellent service at the President's Holiday Gathering event on 12/12/19. You are appreciated!	Debbly Kaye Gallagher
San Bernardino Valley College	Raina	Okray	President's Office	Thank you for volunteering to sell opportunity tickets prior to and during the President's Holiday Gathering event on 12/12/19. You are appreciated!	Debbly Kaye Gallagher
San Bernardino Valley College	Karol	Pasillas	Administrative Services Office	Thank you for volunteering to help do the raffle tickets, set-up of baskets and clean-up at the President's Holiday Gathering event on 12/12/19. You are appreciated!	Debbly Kaye Gallagher
San Bernardino Valley College	Girija	Raghavan	Grants Office	Thank you for volunteering to help set-up and clean-up before and after the President's Holiday Gathering event on 12/12/19. You are appreciated!	Debbly Kaye Gallagher
San Bernardino Valley College				Thank you for handling all the balancing of monies of the opportunity ticket sales after the President's Holiday Gathering event on 12/12/19. You are appreciated!	Debbly Kaye Gallagher

San Bernardino Valley College	Vicky	Rodriguez	Custodial	Thank you for helping transport items, set-up and clean-up of the facility at the President's Holiday Gathering event on 12/12/19. You are appreciated!	Debby Kaye Gallagher
San Bernardino Valley College	Maureen	Ryan	Athletics	Thank you for your hard work and support of the coaching staff and student-athletes on the women's soccer team. We are so grateful for you!	Kristin Hauge
San Bernardino Valley College	Treesa	Sabato	EOPS	Treesa is such a team player! She goes above and beyond in assisting with MIS processing. I greatly appreciate her!	Corrina Baber
San Bernardino Valley College	Phylcia	Sanchez	Development & Community Relations	Thank you for volunteering to sell opportunity tickets and your help during the President's Holiday Gathering event on 12/12/19. You are appreciated!	Debby Kaye Gallagher
San Bernardino Valley College	Tamara	Schlinkert	Culinary Arts	Thank you for the wonderful food service and for the excellent service for the President's Holiday Gathering event on 12/12/19. You are appreciated!	Debby Kaye Gallagher
San Bernardino Valley College	Michelle	Serrato	Custodial	Thank you for helping transport items, set-up and clean-up of the facility at the President's Holiday Gathering event on 12/12/19. You are appreciated!	Debby Kaye Gallagher



San Bernardino Valley College	Kris	Shafer	Maintenance	Thank you for helping transport items, set-up and clean-up of the facility at the President's Holiday Gathering event on 12/12/19. You are appreciated!	Debby Kaye Gallagher
San Bernardino Valley College	Uvaldo	Sifuentes	Campus Technology Service	Thank you for the set-up of the AV needs at the President's Holiday Gathering event on 12/12/19. You are appreciated!	Debby Kaye Gallagher
San Bernardino Valley College	Dr. James	Smith	Research, Planning & Institutional Effectiveness	Thank you for the President's Executive Team groups assistance during the President's Holiday Gathering event on 12/12/19. You are appreciated!	Debby Kaye Gallagher
San Bernardino Valley College	Scott	Stark	VP of Administrative Services Office	Thank you for the President's Executive Team groups assistance during the President's Holiday Gathering event on 12/12/19. You are appreciated!	Debby Kaye Gallagher
San Bernardino Valley College	Dr. Scott	Thayer	VP Student Service Office	Thank you for the President's Executive Team groups assistance during the President's Holiday Gathering event on 12/12/19. You are appreciated!	Debby Kaye Gallagher
San Bernardino Valley College	Jon	Valderrama	Maintenance	Thank you for helping transport items, set-up and clean-up of the facility at the President's Holiday Gathering event on 12/12/19. You are appreciated!	Debby Kaye Gallagher
San Bernardino Valley College	Gino	Vargas	Maintenance	Thank you for helping transport items, set-up and clean-up of the facility at the President's Holiday Gathering event on 12/12/19. You are	Debby Kaye Gallagher

				appreciated!	
San Bernardino Valley College	Jorge	Vivar	Maintenance	Thank you for helping transport items, set-up and clean-up of the facility at the President's Holiday Gathering event on 12/12/19. You are appreciated!	Debby Kaye Gallagher
San Bernardino Valley College	Dana	Williams	Administrative Services Office	Thank you for volunteering to help with the raffle tickets and clean-up after the President's Holiday Gathering event on 12/12/19. You are appreciated!	Debby Kaye Gallagher
San Bernardino Valley College	Tamara	Schlinkert	Culinary Arts	Thank you for the wonderful food service and for the excellent service for the President's Holiday Gathering event on 12/12/19. You are appreciated!	Debby Kaye Gallagher
San Bernardino Valley College	Michelle	Serrato	Custodial	Thank you for helping transport items, set-up and clean-up of the facility at the President's Holiday Gathering event on 12/12/19. You are appreciated!	Debby Kaye Gallagher
San Bernardino Valley College	Kris	Shafer	Maintenance	Thank you for helping transport items, set-up and clean-up of the facility at the President's Holiday Gathering event on 12/12/19. You are appreciated!	Debby Kaye Gallagher

San Bernardino Valley College	Uvaldo	Sifuentes	Campus Technology Service	Thank you for the set-up of the AV needs at the President's Holiday Gathering event on 12/12/19. You are appreciated!	Debby Kaye Gallagher
San Bernardino Valley College	Dr. James	Smith	Research, Planning & Institutional Effectiveness	Thank you for the President's Executive Team groups assistance during the President's Holiday Gathering event on 12/12/19. You are appreciated!	Debby Kaye Gallagher
San Bernardino Valley College	Scott	Stark	VP of Administrative Services Office	Thank you for the President's Executive Team groups assistance during the President's Holiday Gathering event on 12/12/19. You are appreciated!	Debby Kaye Gallagher
San Bernardino Valley College	Dr. Scott	Thayer	VP Student Service Office	Thank you for the President's Executive Team groups assistance during the President's Holiday Gathering event on 12/12/19. You are appreciated!	Debby Kaye Gallagher
San Bernardino Valley College	Jon	Valderrama	Maintenance	Thank you for helping transport items, set-up and clean-up of the facility at the President's Holiday Gathering event on 12/12/19. You are appreciated!	Debby Kaye Gallagher
San Bernardino Valley College	Gino	Vargas	Maintenance	Thank you for helping transport items, set-up and clean-up of the facility at the President's Holiday Gathering event on 12/12/19. You are appreciated!	Debby Kaye Gallagher
San Bernardino Valley College	Jorge	Vivar	Maintenance	Thank you for helping transport items, set-up and clean-up of the facility at the President's Holiday Gathering event on 12/12/19. You are	Debby Kaye Gallagher

				appreciated!	
San Bernardino Valley College	Dana	Williams	Administrative Services Office	Thank you for volunteering to help with the raffle tickets and clean-up after the President's Holiday Gathering event on 12/12/19. You are appreciated!	Debby Kaye Gallagher
San Bernardino Valley College	Andre	Wooten	Counseling (Athletics)	Thank you for going above and beyond in academic support and guidance of the women's soccer student-athletes. Our success is your success! We are grateful for you!	Kristin Hauge
San Bernardino Valley College	Cedrick	Wrenn	Campus Technology Service	Thank you for the set-up of the AV needs at the President's Holiday Gathering event on 12/12/19. You are appreciated!	Debby Kaye Gallagher
San Bernardino Valley College	Kay Dee	Yarbrough	Instruction Office	Thank you for volunteering to help with the raffle tickets, set-up of baskets & clean-up at the President's Holiday Gathering event on 12/12/19. You are appreciated!	Debby Kaye Gallagher
San Bernardino Valley College	Kay Dee	Yarbrough	Office of Instruction	Thank you for always working quickly and always being a team player. Your professionalism makes MIS processing that much easier!	Corrina Baber

San Bernardino Valley College

President Diana

Z. Rodriguez

President's Office

Thank you for all you do for are campus as our President! We appreciate you providing all staff each year the luncheon at the President's Holiday Gathering event.

Debby Kaye Gallagher

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Jose F. Torres, Interim Chancellor  
**REVIEWED BY:** Jose F. Torres, Interim Chancellor  
**PREPARED BY:** Lawrence P. Strong, Director of Fiscal Services  
**DATE:** February 13, 2020  
**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 2019-20 fiscal year through January 17, 2020. As of that date, SBCCD was 54.8% through the fiscal year and had spent and/or encumbered approximately 50.5% of its budgeted general fund.

### **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 2019-20 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



## Budget Revenue & Expenditure Summary

Year to Date 01/17/2020

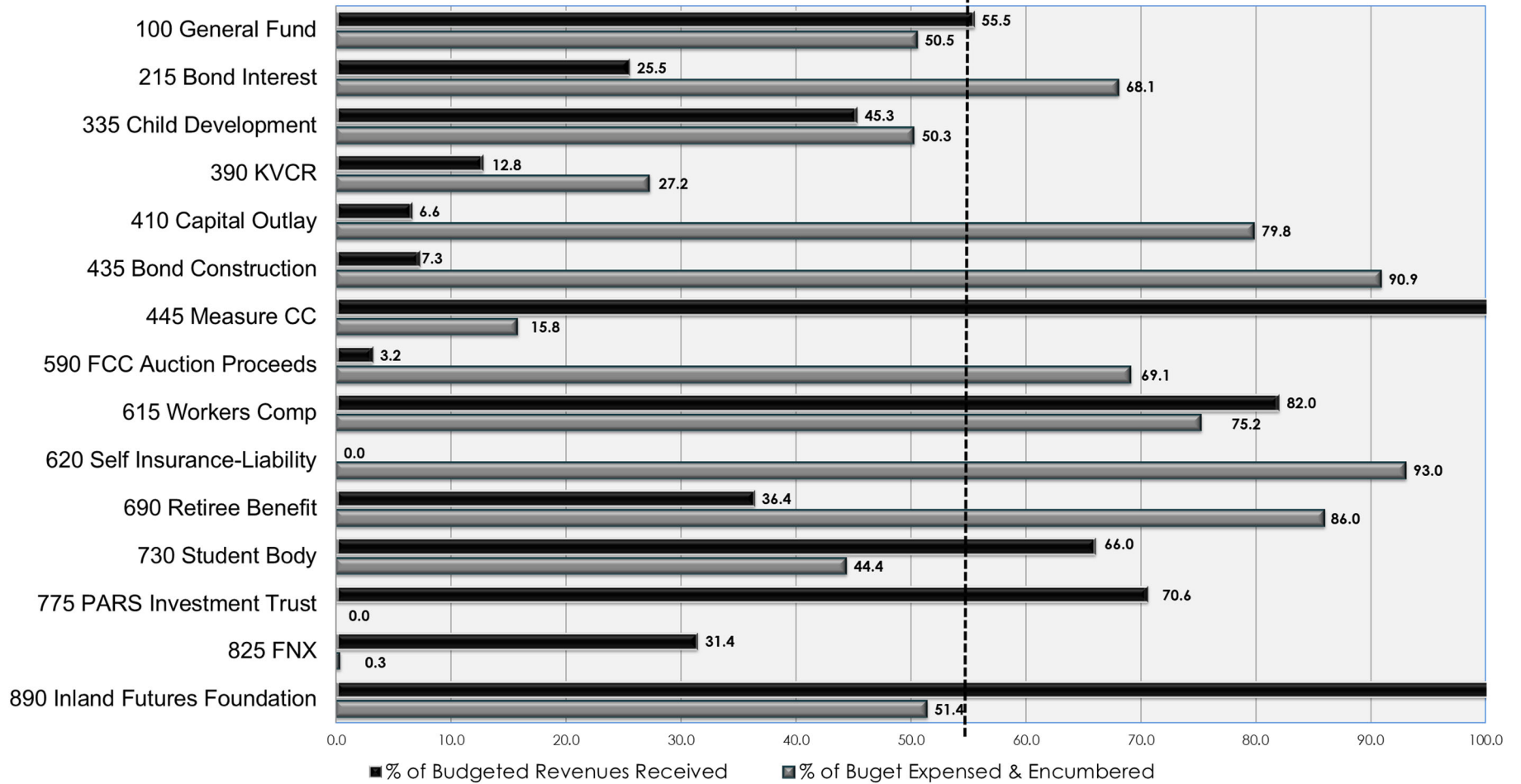
	54.8% of Fiscal Year Elapsed						COMMENTS
	REVENUES			EXPENDITURES			
	Budget	Received YTD		Budget	Expensed/ Encumbered YTD		
<b>100 General Fund</b>	\$ 176,904,393	\$ 98,145,108	55.5%	\$ 182,628,020	\$ 92,297,952	50.5%	
<b>215 Bond Interest &amp; Redemption</b>	\$ 30,750,000	\$ 7,843,901	25.5%	\$ 30,750,000	\$ 20,928,613	68.1%	Taxes are determined and collected by the County for bond measures; SBCCD does not control this fund.
<b>335 Child Development</b>	\$ 3,570,141	\$ 1,617,161	45.3%	\$ 3,570,141	\$ 1,794,495	50.3%	
<b>390 KVCR</b>	\$ 3,802,322	\$ 485,323	12.8%	\$ 6,079,200	\$ 1,656,303	27.2%	Revenue and expenditure budgets are currently under review.
<b>410 Capital Outlay Projects</b>	\$ 2,565,391	\$ 168,636	6.6%	\$ 3,300,867	\$ 2,635,007	79.8%	RDA revenue posted by the County (expected in two large transactions posting January and June). \$1million encumbered for expenditures related to State funding for SBVC Tech Building.
<b>435 Bond Construction</b>	\$ 39,900	\$ 2,895	7.3%	\$ 5,771,123	\$ 5,245,458	90.9%	Interest income posted quarterly. \$2.9 million for Highland property purchase.
<b>445 Measure CC</b>	\$ 100,000,000	\$ 300,000,469	0.0%	\$ 52,503,303	\$ 8,274,790	15.8%	Revenue budget update is in process. Expenditures are consistent with the current needs of the bond projects.
<b>590 FCC Auction Proceeds</b>	\$ 4,772,966	\$ 151,224	3.2%	\$ 26,804,046	\$ 18,521,257	69.1%	Interest income posted quarterly, rental income (investment properties) recording is in process. \$3.8 million in payments for KVCR Technology Core Modernization project.
<b>615 Workers Compensation</b>	\$ 1,480,000	\$ 1,213,842	82.0%	\$ 1,820,000	\$ 1,369,103	75.2%	\$266,576 revenue received in January.. \$439,786 compromise & release claim paid.
<b>620 Self Insurance-Liability</b>	\$ 565,000	\$ 553,689	98.0%	\$ 905,000	\$ 842,082	93.0%	\$668,935 SWACC Annual Insurance payment and \$550,000 interfund transfer-in posted.
<b>690 Retiree Benefit</b>	\$ 250,200	\$ 90,988	36.4%	\$ 250,200	\$ 215,090	86.0%	OPEB contribution revenue posted in arrears. Expenditures are consistent with retiree benefit obligations.
<b>730 Student Body Center Fee</b>	\$ 303,567	\$ 200,432	66.0%	\$ 303,567	\$ 134,771	44.4%	
<b>775 PARS Investment Trust</b>	\$ 12,750,000	\$ 9,000,000	70.6%	\$ 3,100,000	\$ -	0.0%	Interfund transfers-out (expenditures) posted semi-annually.
<b>825 FNX</b>	\$ 3,200,000	\$ 1,005,806	31.4%	\$ 3,200,000	\$ 989,373	30.9%	Expenditures consistent with terms of agreement.
<b>890 Inland Futures Foundation</b>	\$ 1,265,108	\$ 1,334,427	105.5%	\$ 1,265,108	\$ 650,436	51.4%	\$250,000 in grant revenue received.



# Budget Revenue & Expenditure Summary

Year to Date 01/17/2020

Fiscal Year Elapsed - 54.8%





## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Jose F. Torres, Interim Chancellor  
**REVIEWED BY:** Jose F. Torres, Interim Chancellor  
**PREPARED BY:** Al Jackson, Chief of Police  
**DATE:** February 13, 2020  
**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 December 2019 (See attached).

### **INSTITUTIONAL VALUES**

I. Institutional Effectiveness

### **FINANCIAL IMPLICATIONS**

None

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
CLERY ACT CRIMES  
December 2019**

**ON CAMPUS:**

**CRAFTON**

NO INCIDENTS TO REPORT

**DISTRICT**

NO INCIDENTS TO REPORT

**VALLEY**

<b>Case #</b>	<b>Reported</b>	<b>Offense</b>	<b>Reportable Clery Crime</b>	<b>Location</b>	<b>Disposition</b>
19-1072	12/03/19	HS 11364(A)	Possession of Drug Paraphernalia	PS Building	Subjects Arrested
19-1124	12/30/19	PC 647(f)	Disorderly Conduct	Lot 3	Subject Arrested

**PUBLIC PROPERTY:**

**CRAFTON**

NO INCIDENTS TO REPORT

**DISTRICT**

NO INCIDENTS TO REPORT

**VALLEY**

<b>Case #</b>	<b>Reported</b>	<b>Offense</b>	<b>Reportable Clery Crime</b>	<b>Location</b>	<b>Disposition</b>
19-1120	12/20/2019	HS 11350(A)	Possession of a Controlled Substance	Esperanza St. & K St.	Subject Arrest

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Jose F. Torres, Interim Chancellor  
**REVIEWED BY:** Jose F. Torres, Interim Chancellor  
**PREPARED BY:** Steven J. Sutorus, Business Manager  
**DATE:** February 13, 2020  
**SUBJECT:** Contracts Below \$95,200

### **RECOMMENDATION**

This item is being presented for information only. No further action is necessary.

### **OVERVIEW**

In accordance with SBCCD Board Policy 6100, Delegation of Authority, The Board of Trustees delegates authority to the Chancellor to supervise the general business procedures of the District to assure the proper administration of property and contracts.

In line with Public Contract Code Section 17605 and Section 22034(c), the Board of Trustees delegates purchasing and contracting authority to the named agents on the authorized signature list. These designated District Officers have authority to approve purchase requests; award, sign, and execute contracts; and authorize payment under the formal bid limits set by Public Contract Code. Such purchase and/or contract requests shall not require Board approval, but shall be sent to the Board as an information item every 60 days.

### **ANALYSIS**

The California Board of Governors sets the formal bid limit for procurement of goods and or services on an annual basis. The formal bid limit for the current calendar year has been set at \$95,200. Construction services are not included in this board item.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

The attached purchase and or contract requests have been budgeted for via purchase requisition.

**CONTRACTS AGREEMENTS**

<b>ControlNo</b>	<b>VendorName</b>	<b>ContractType</b>	<b>Dept/Location</b>	<b>Expense</b>	<b>Income</b>	<b>Adjustment</b>
19155	4 Imprint	Novelty Item with Logo	Academic Success/SBVC	\$ 3,535.69		
19171	4 Imprint	Novelty Item with Logo	Marketing/SBCCD	\$ 9,589.46		
19152	A & A Branding Co. LLC	Novelty Item with Logo	Student Services/SBVC	\$ 791.97		
19101	ACCO Engineered Systems	On Demand Repairs Agreement	Maintenance/SBVC	\$ 75,000.00		
19139	Airite Heating Air & Conditioning, Inc.	On Demand Repairs Agreement	Maintenance/SBVC	\$ 80,000.00		
19141	American Public Television (APT)	Broadcasting Rights	KVCR-TV/KVCR	\$ 4,742.00		
18985	Animation Show of Shows, Inc. The	Speaker	Humanities/SBVC	\$ 1,350.00		
19146	Arrowhead Christian Academy	Income - Facilities Use	Administrative Services/CHC		\$ 500.00	
19112	Arrowhead Christian Academy	Income - Facilities Use	Pool/CHC		\$ 2,000.00	
19123	Associated Press	Broadcasting Rights	KVCR-FM/KVCR	\$ 8,911.86		
19106	Blue Ribbon Ink & Thread, Inc.	Production of Team Uniforms	Athletics/SBVC	\$ 1,049.76		
19150	Blue Ribbon Ink & Thread, Inc.	Production of Team Uniforms	Athletics/SBVC	\$ 327.56		
19109	Brickley Construction Company Inc dba Brickley Environmental	Repairs	Maintenance/SBVC	\$ 18,995.00		
19138	Bright, David	Consultants	KVCR-TV/KVCR	\$ 60,000.00		

**CONTRACTS AGREEMENTS**

<b>ControlNo</b>	<b>VendorName</b>	<b>ContractType</b>	<b>Dept/Location</b>	<b>Expense</b>	<b>Income</b>	<b>Adjustment</b>
19181	B Townsend SoCal Enterprises dba Precinct Reporter	Performer	Art/SBVC	\$ 3,100.00		
19162	California Bus Service	Bus Rental	Student Life/SBVC	\$ 2,370.06		
19163	California Bus Service	Bus Rental	Science/SBVC	\$ 1,080.00		
19180	California Bus Service	Bus Rental	Student Life/SBVC	\$ 1,471.93		
19170	California, State of	Professional Services	Human Resources/SBCCD	\$ 48,000.00		
19153	Catchafire	Software/Online Services	Inland Futures/SBCCD	\$ 2,000.00		
19104	CCC Chancellor's Office	Income - Grant	First Year/SBVC		\$ 4,791.40	
19108	CDW Government Inc.	Software/Online Services	TESS/SBCCD	\$ 8,000.00		
19102	CDW Government Inc.	Software/Online Services	Campus Tech/SBVC	\$ 4,791.40		
19176	College Central Network, Inc. DBA CCN Financial Services	Software/Online Services	Calworks/SBVC	\$ 1,575.00		
19166	Colton Redlands Yucaipa ROP	Income - Contract Ed	EDCT/SBCCD		\$ 2,250.00	
19140	Colton, City of	Rental	Administrative Services/SBVC	\$ 3,340.25		
19157	Couts Heating & Cooling, Inc.	UCCAP	Maintenance/SBVC	\$ 80,000.00		
19177	Cranium Cafe, LLC	Software/Online Services	Student Services/CHC	\$ 8,125.00		
19126	CREATOMBuilder, Inc.	Writing New Curriculum	Humanities/SBVC	\$ 5,500.00		

**CONTRACTS AGREEMENTS**

<b>ControlNo</b>	<b>VendorName</b>	<b>ContractType</b>	<b>Dept/Location</b>	<b>Expense</b>	<b>Income</b>	<b>Adjustment</b>
19149	Crown Promotions Group	Novelty Item with Logo	Student Services/SBVC	\$ 791.96		
18914	Currier & Hudson	Legal	DSS/SBCCD	\$ 25,000.00		\$ 10,000.00
18435	Customized Training & Consulting	Rescinded/ Cancelled	EDCT/SBCCD	\$ (15,000.00)		
19169	Cybrarian Corporation	Software/Online Services	Library/SBVC	\$ 1,599.65		
19103	Detroit Sign Factory LLC	Production of Logo Banners	Mathematics/SBVC	\$ 838.38		
19105	Diamond In The Rough	Production of Team Uniforms	Athletics/SBVC	\$ 715.58		
19142	EEG Enterprises	Software/Online Services	KVCR-TV/KVCR	\$ 240.00		
18275	Envision Education, LLC	Rescinded/ Cancelled	EDCT/SBCCD	\$ (10,000.00)		
19124	Eureka	Software/Online Services	Transfer Center/SBVC	\$ 1,955.00		
19158	Faronics Technologies, Inc.	Software/Online Services	TESS/SBCCD	\$ 4,499.26		
19173	Fredieu, Eric	Production of Team Uniforms	Athletics/SBVC	\$ 581.86		
19131	Full Capacity Marketing, Inc.	Software/Online Services	Mathematics/SBVC	\$ 4,515.87		
19113	Fusion Aquatics	Income - Facilities Use	Pool/CHC		\$ 1,000.00	
19136	Gallagher's Finishing Touch & Engraving	Production of Service Awards	Chancellor/SBCCD	\$ 51.19		
19115	Gear Up Uniforms	Production of Team Uniforms	Fire Technology/CHC	\$ 6,767.21		
19125	Getty Images US, Inc. dba JupiterImages	Software/Online Services	Publications/CHC	\$ 4,200.00		

## CONTRACTS AGREEMENTS

ControlNo	VendorName	ContractType	Dept/Location	Expense	Income	Adjustment
19110	Graphite Pen & Pencil Company	Novelty Item with Logo	Fire Technology/CHC	\$ 258.60		
18882	H & L Charter Co, Inc.	Bus Rental	Athletics/SBVC	\$ 2,058.83		
19156	H & L Charter Co, Inc.	Bus Rental	Counseling/SBVC	\$ 1,287.50		
19132	Hope Christian School	Income - Facilities Use	Pool/CHC		\$ 200.00	
19114	HubSpot Inc.	Software/Online Services	KVCR-TV/KVCR	\$ 6,767.21		
18013	Huron Consulting Group, Inc	Consultants	DSS/SBCCD	\$ 51,000.00		\$ 33,000.00
19160	Inland Signs, Inc.	Installation Services	Facilities Planning/SBCCD	\$ 19,854.00		
19143	International E-Z UP, Inc.	Production of Logo EZ-Up	Marketing/SBCCD	\$ 3,608.06		
19175	JOJO's Grill-A-Dog	Catering	Student Services/SBVC	\$ 9,158.75		
19100	Konica Minolta	Copier Relocation	EDCT/SBCCD	\$ 400.00		
19161	Laboratory Microscope Specialist - LMS	Repairs	Biology/SBVC	\$ 1,000.00		
19178	Magic Jump Rentals	Rental	Student Services/SBVC	\$ 627.09		
19179	Mancera, Manuel	DJ Services	Student Services/SBVC	\$ 700.00		
19167	Masstech Americas, Inc.	Software/Online Services	KVCR/KVCR	\$ 33,610.23		
19107	Metropolitan West Inc	Installation Services	Facilities Planning/SBCCD	\$ 1,051.00		
19144	Modern Clerisy	Training Services	EDCT/SBCCD	\$ 26,000.00		

**CONTRACTS AGREEMENTS**

<b>ControlNo</b>	<b>VendorName</b>	<b>ContractType</b>	<b>Dept/Location</b>	<b>Expense</b>	<b>Income</b>	<b>Adjustment</b>
19185	National Public Radio, Inc (NPR)	Broadcasting Rights	FM/KVCR	\$ 11,723.78		
19154	NCA Studio Inc.	Professional Services	Facilities Planning/SBCCD	\$ 50,000.00		
19111	ParaType, Inc	Software/Online Services	TESS/SBCCD	\$ 3,049.52		
19164	Party Plus Rental	Rental	Student Services/SBVC	\$ 3,185.65		
19145	Party Plus Rental	Rental	Chancellor/SBCCD	\$ 330.00		
19147	PBS - Public Broadcasting Service	Novelty Item with Logo	FNX/KVCR	\$ 4,000.00		
19148	PBS - Public Broadcasting Service	Booth Rental	FNX/KVCR	\$ 4,500.00		
19159	PistolStar, Inc.	Software/Online Services	TESS/SBCCD	\$ 10,000.00		
19174	Plagix, LLC	Software/Online Services	TESS/SBCCD	\$ 10,926.00		
19172	Positive Promotions	Novelty Item with Logo	Calworks/SBVC	\$ 7,081.19		
19135	Redlands Swim Team	Income - Facilities Use	Pool/CHC		\$ 7,500.00	
19118	San Bernardino City USD	Use of SBCUSD Facility	Police Science/SBVC	No Cost		
19168	San Bernardino, County of	Income - Contract Ed	EDCT/SBCCD		\$ 48,345.00	
19182	SANS Institute	Software/Online Services	TESS/SBCCD	\$ 5,440.00		
19128	Santa Claus, Inc. of Greater San Bernardino	Participation Agreement	Calworks/SBVC	No Cost		
19127	Shred-It	Document Shredding	District Police/SBCCD	\$ 1,920.00		



**CONTRACTS AGREEMENTS**

ControlNo	VendorName	ContractType	Dept/Location	Expense	Income	Adjustment
17645	Sky Blue Technologies, Inc.	Software/Online Services	KVCR-TV/KVCR	\$ 14,377.50		
19121	Smartsheet, Inc.	Software/Online Services	Academic Success/SBVC	\$ 747.00		
19120	Streann Media	Software/Online Services	FNX Grant/KVCR	\$ 5,000.00		
19130	Sundown Window Tinting	Installation Services	Facilities Planning/SBCCD	\$ 6,374.49		
19184	Sundown Window Tinting	Installation Services	Facilities Planning/SBCCD	\$ 800.00		
19129	Tableau Software, Inc.	Software/Online Services	TESS/SBCCD	\$ 19,430.00		
19133	Thunderbird Water Polo Club, Inc.	Income - Facilities Use	Pool/CHC		No Charge	
19119	TouchBistro USA, Inc.	Software/Online Services	Restaurant Management/SBVC	\$ 3,112.20		
19165	Verus Chem-Tech, Inc.	Property Management	Business Services/SBCCD	\$ 9,000.00		
19122	WIN-OMT Technologies	Software/Online Services	KVCR-TV/KVCR	\$ 200.00		
19134	Yucaipa Swim Team	Income - Facilities Use	Pool/CHC		No Charge	
19137	Yucaipa, City of	Use of City Facility	Program Development/CHC	\$ 202.00		
19117	Yucaipa, City of	Off-Campus Work Study	Resource Development/CHC	No Cost		
19116	Yucaipa-Calimesa Joint USD	Off-Campus Work Study	Resource Development/CHC	No Cost		

Total Number of Contracts &amp; Agreements 91

\$ 789,183.50 \$ 66,586.40

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Jose F. Torres, Interim Chancellor  
**REVIEWED BY:** Jose F. Torres, Interim Chancellor  
**PREPARED BY:** Steven Sutorus, Business Manager  
**DATE:** February 13, 2020  
**SUBJECT:** CCFS-320 Apportionment Attendance Report for FY 2020 Period 1

### **RECOMMENDATION**

This item is for information only and no action is required.

### **OVERVIEW**

The CCFS-320 Apportionment Attendance Report for FY 2020 Period 1 has been submitted to the State Chancellor's Office.

### **ANALYSIS**

The Period 1 report includes preliminary figures for the period July 1, 2019 – December 31, 2019 and uses annualizers to forecast fiscal year end data. The chart below summarizes the District's status as of P1 and provides comparison data.

<b>Comparison – FY19 P3 vs FY20 P1</b>						
<b>FY 19 at Year End</b>			<b>FY 20 at P1</b>			
				<b># Change</b>	<b>% Change</b>	
CHC	4,812		CHC	4,783	-29	.60%
SBVC	10,480		SBVC	10,912	432	4.12%
Total	15,292		Total	15,695	403	2.64%

### **BOARD IMPERATIVE**

III. Resource Management for Efficiency, Effectiveness and Excellence

### **FINANCIAL IMPLICATIONS**

There are no financial implications.

**2019-2020 APPORTIONMENT ATTENDANCE REPORT**

Period: P1

District: San Bernardino

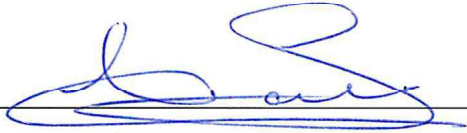
**CERTIFICATION**

I, the District Chief Executive Officer, hereby certify that, to the best of my knowledge and belief (1) this report is true and correct, and (2) all data have been reported and compiled in accordance with provisions of the Education Code and Title 5 regulations adopted by the Board of Governors and instructions on this form.

I further certify that I have determined through consultation with staff directly responsible that (1) FTES reported on this form for State apportionments includes only courses which had received individual prior approval or were part of programs with prior approval by the governing board of the district and the Chancellor's Office; (2) no attendance has been reported for: (a) courses which do not fully comply with Title 5 Section 58051.5 relative to open enrollment and participation by any person who is otherwise qualified and eligible for admission to the college, except for inmate education courses maintained pursuant to Title 5 Section 58051.6, or (b) courses excluded from State apportionments by Education Code Section 8538 or, (c) indentured apprentices in courses of related and supplemental instruction maintained pursuant to Section 3074 of the Labor Code; and (3) all FTES eligible for State support have been reported whether or not funding is available.

The original signature of the district Chief Executive Officer is required.

**Chief Executive Officer: Jose Torres**

Signature: \_\_\_\_\_  
  
Signature Date: \_\_\_\_\_ 1/15/20 \_\_\_\_\_

Electronic Certification Date: Wednesday, January 15, 2020

**District Contact Person: Steven Sutorus**

Title: Business Manager

Phone: (909) 388-6911

E-Mail: [ssutorus@sbccd.edu](mailto:ssutorus@sbccd.edu)

Please return completed form to:

**CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE  
FISCAL SERVICES UNIT  
1102 Q STREET, 4th Floor  
SACRAMENTO, CA 95811-6511**

2019-2020 APPORTIONMENT ATTENDANCE REPORT

Period: P1

District: San Bernardino

**PART I. FULL-TIME EQUIVALENT STUDENTS**

	<b>State Residents (and Nonresidents Attending Noncredit Courses)</b>	
	Attendance FTES	Factored FTES
<b>Summer Intersession (Summer 2019 Only)</b>		
1. Noncredit (Parts IV.A.1 + VII.A.3)	91.07	91.07
2. Credit (Parts III.A.1 + VI.A.1)	1,505.43	1,505.43
<b>Summer Intersession Courses (Summer 2020 Prior to July 1, 2020)</b>		
1. Noncredit (Parts IV.B.1 + VII.B.3)	0.00	0.00
2. Credit (Parts III.B.1 + VI.B.2 + VI.B.1)	0.00	0.00
<b>Primary Terms (Exclusive of Summer Intersession)</b>		
1. Census Procedure Courses		
(a) Weekly Census Contact Hours (Part II)	7,714.73	7,714.73
(b) Daily Census Contact Hours (Part III)	1,743.49	1,792.32
2. Actual Hours of Attendance Procedure Courses		
(a) Noncredit (Part IV.C)	243.19	243.19
(b) Credit (Part IV.D)	1,141.34	1,187.41
3. Alternative Attendance Accounting Procedure Courses		
(a) Weekly Census Procedure Courses (Part V)(Credit)	1,493.71	1,493.71
(b) Daily Census Procedure Courses (Part V)(Credit)	1,650.47	1,667.69
(c) Noncredit Independent Study/Distance Education Courses (Part VII.C)	0.00	0.00
<b>Total FTES</b>		
Total Credit FTES	15,249.17	15,361.29
Total Noncredit FTES	334.26	334.26
Total FTES	15,583.43	15,695.55

Supplemental Information	FTES
Inservice Training Courses	0.00
Basic Skills Courses and Immigrant Education (Noncredit)	0.00
Basic Skills Courses and Immigrant Education (Credit)	547.20

2019-2020 APPORTIONMENT ATTENDANCE REPORT

Period: P1

District: San Bernardino

**PART I. FULL-TIME EQUIVALENT STUDENTS**

	<b>Nonresidents</b>	
	Attendance FTES	Factored FTES
<b>Summer Intersession (Summer 2019 Only)</b>		
1. Noncredit (Parts IV.A.1 + VII.A.3)	4.99	4.99
2. Credit (Parts III.A.1 + VI.A.1)	21.94	21.94
<b>Summer Intersession Courses (Summer 2020 Prior to July 1, 2020)</b>		
1. Noncredit (Parts IV.B.1 + VII.B.3)	0.00	0.00
2. Credit (Parts III.B.1 + VI.B.2 + VI.B.1)	0.00	0.00
<b>Primary Terms (Exclusive of Summer Intersession)</b>		
1. Census Procedure Courses		
(a) Weekly Census Contact Hours (Part II)	187.84	187.84
(b) Daily Census Contact Hours (Part III)	38.92	40.04
2. Actual Hours of Attendance Procedure Courses		
(a) Noncredit (Part IV.C)	30.04	30.04
(b) Credit (Part IV.D)	3.49	3.54
3. Alternative Attendance Accounting Procedure Courses		
(a) Weekly Census Procedure Courses (Part V)(Credit)	26.90	26.90
(b) Daily Census Procedure Courses (Part V)(Credit)	22.04	22.27
(c) Noncredit Independent Study/Distance Education Courses (Part VII.C)	0.00	0.00
<b>Total FTES</b>		
Total Credit FTES	301.13	302.53
Total Noncredit FTES	35.03	35.03
<b>Total FTES</b>	<b>336.16</b>	<b>337.56</b>



**PART I. FULL-TIME EQUIVALENT STUDENTS**

	<b>State Residents (and Nonresidents Attending Noncredit Courses)</b>	
	Attendance FTES	Factored FTES
<b>Summer Intersession (Summer 2019 Only)</b>		
1. Noncredit (Parts IV.A.1 + VII.A.3)	0.00	0.00
2. Credit (Parts III.A.1 + VI.A.1)	500.02	500.02
<b>Summer Intersession Courses (Summer 2020 Prior to July 1, 2020)</b>		
1. Noncredit (Parts IV.B.1 + VII.B.3)	0.00	0.00
2. Credit (Parts III.B.1 + VI.B.2 + VI.B.1)	0.00	0.00
<b>Primary Terms (Exclusive of Summer Intersession)</b>		
1. Census Procedure Courses		
(a) Weekly Census Contact Hours (Part II)	2,362.93	2,362.93
(b) Daily Census Contact Hours (Part III)	695.52	710.40
2. Actual Hours of Attendance Procedure Courses		
(a) Noncredit (Part IV.C)	40.40	40.40
(b) Credit (Part IV.D)	385.72	387.96
3. Alternative Attendance Accounting Procedure Courses		
(a) Weekly Census Procedure Courses (Part V)(Credit)	311.93	311.93
(b) Daily Census Procedure Courses (Part V)(Credit)	466.89	469.55
(c) Noncredit Independent Study/Distance Education Courses (Part VII.C)	0.00	0.00
<b>Total FTES</b>		
Total Credit FTES	4,723.01	4,742.79
Total Noncredit FTES	40.40	40.40
Total FTES	4,763.41	4,783.19

Supplemental Information	FTES
Inservice Training Courses	0.00
Basic Skills Courses and Immigrant Education (Noncredit)	0.00
Basic Skills Courses and Immigrant Education (Credit)	104.20

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Jose F. Torres, Interim Chancellor  
**REVIEWED BY:** Jose F. Torres, Interim Chancellor  
**PREPARED BY:** Lawrence P. Strong, Director of Fiscal Services  
**DATE:** February 13, 2020  
**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, 2020, is estimated to be \$45,312,255.

### **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 – Restricted & Unrestricted Fiscal Year 2019-20

(as of January 2020, rounded to the nearest \$1,000)

	PROJECTED													
	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	ACCRUALS	TOTAL
Estimated Beginning Cash Balance	42,362	43,275	44,155	46,653	44,591	46,465	63,625	54,891	58,513	56,439	50,856	46,616		
<b>Receipts</b>														
Federal	35	227		135		-3	4	1,080	377	224	523	-176		2,425
State	6,276	5,137	13,881	6,312	7,182	8,122	7,919	16,862	11,093	4,959	6,299	12,698		106,740
State Deferrals														
Local	821	972	85	580	3,411	18,295	1,741	5,661	574	5,894	4,087	6,867		48,990
Temporary Borrowings														
Interfund Transfer & Sale of Assets	894	894	899	894	902			3,651	5,981	1,892	1,677	92		17,777
Accounts Receivable/Accruals	230	1,662	1,942	531	454	594	4	787	403	230	379	1,575		8,791
<b>Total Receipts</b>	<b>8,257</b>	<b>8,892</b>	<b>16,806</b>	<b>8,452</b>	<b>11,949</b>	<b>27,008</b>	<b>9,667</b>	<b>28,042</b>	<b>18,429</b>	<b>13,200</b>	<b>12,965</b>	<b>21,056</b>		<b>184,723</b>
<b>Disbursements</b>														
Academic Salaries	6	2,541	4,297	4,847	4,942	4,898	4,797	4,505	4,837	4,963	4,942	8,088		53,662
Classified Salaries	2,370	2,713	2,806	2,987	2,972	3,103	2,915	2,669	2,835	2,900	3,147	4,510		35,928
Benefits	1,163	2,024	2,357	2,465	2,473	2,500	2,504	2,632	2,522	2,548	2,579	3,871		29,639
Supplies & Materials	60	40	-7	-1	-1	-1	310	388	408	409	476	2,221		4,301
Other Operating Exp	214	438	-47	8	47	123	5,700	3,799	3,774	6,693	4,837	12,873		38,460
Capital Outlay	171	12					359	110	345	840	671	1,796		4,305
Other Outgo	89	345	250	550	-1	61	1,887	-209	903	429	1,733	3,299		9,336
Longterm Post-Employment Benefits	-7	-10	-10	-10	-10	-10	-2	-9	5	-9	23	-3		-49
Accounts Payable/Accruals	3,275	-92	4,662	-333	-347	-827	-69	10,534	4,874	8	-1,202	-14,294		6,190
<b>Total Disbursements</b>	<b>7,344</b>	<b>8,012</b>	<b>14,308</b>	<b>10,514</b>	<b>10,075</b>	<b>9,847</b>	<b>18,402</b>	<b>24,420</b>	<b>20,503</b>	<b>18,782</b>	<b>17,205</b>	<b>22,360</b>		<b>181,773</b>
Increase / (Decrease) in Cash Balance	913	880	2,498	-2,062	1,874	17,160	-8,734	3,622	-2,074	-5,582	-4,240	-1,304		
Estimated Ending Cash Balance	43,275	44,155	46,653	44,591	46,465	63,625	54,891	58,513	56,439	50,856	46,616	45,312		



**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Jose F. Torres, Interim Chancellor  
**REVIEWED BY:** Jose F. Torres, Interim Chancellor  
**PREPARED BY:** Lawrence P. Strong, Director of Fiscal Services  
**DATE:** February 13, 2020  
**SUBJECT:** Quarterly Investment & Deposit Report

**RECOMMENDATION**

This item is for information only and no action is required.

**OVERVIEW**

This report is submitted to the Board of Trustees pursuant to Government Code section 53646(b)(1) which states in part: “The treasurer or chief fiscal officer shall render a quarterly report to the chief executive officer, and/or the internal auditor and/or the legislative body of the local agency.”

**ANALYSIS**

The report does not include funds deposited with the County of San Bernardino. Funds deposited with the County are subject to the County of San Bernardino Treasurer’s Statement of Investment Policy and are available for review in the San Bernardino Community College District Fiscal Services office.

This report also does not include the General Fund, which is submitted to the Board of Trustees on a monthly basis in the information item, General Fund Cash Flow Analysis.

All other funds are managed in accordance with the District Investment Policy. Sufficient funds and projected incomes are available to meet the cash flow and expenditure needs of the District for the next six months.

**INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

**FINANCIAL IMPLICATIONS**

There are no financial implications associated with this item.



# Quarterly Investment & Deposit Report

Quarter Ending December 31, 2019

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Account	Amount	Interest	Type	Institution
<b>General Fund</b>				
Clearing Account	\$ 2,080,726.71	0	Checking	Citizens Business Bank, San Bernardino CA
Revolving Cash/Flex Fund	\$ 536,257.28	0	Checking	Citizens Business Bank, San Bernardino CA
	<u>\$ 2,616,983.99</u>			
<b>Bond Fund (#256245)</b>	\$ 32,861,331.59		Investment	Bank of New York Mellon, Los Angeles CA
<b>PERS/STRS Investment</b>	\$ 96,462,219.34		Investment	Public Agency Retirement Services, Newport Beach, CA
<b>OPEB Investment Trust</b>	\$ 9,194,357.20		Investment	Benefit Trust Company
	<u>\$ 138,517,908.13</u>			
<b>Enterprise Funds</b>				
Cafeteria	\$ 478,021.57	0	Checking	Citizens Business Bank, San Bernardino CA
	<u>\$ 478,021.57</u>			
<b>Internal Service Funds</b>				
Workers Comp	\$ 120,000.00	0.05%	Checking	Union Bank, Los Angeles CA
Property & Liability	\$ 50,000.00	0	Checking	Bank of America, Concord CA
	<u>\$ 170,000.00</u>			
<b>Trust Funds</b>				
Financial Aid	\$ 82,743.09	0.05%	Checking	Citizens Business Bank, San Bernardino CA
Cal Grant Financial Aid	\$ 1,594,790.41	0.05%	Checking	Citizens Business Bank, San Bernardino CA
NDSL/Perkins	\$ 21,807.02	0	Checking	Citizens Business Bank, San Bernardino CA
Scholarships	\$ 99,892.44	0.00%	Checking	Citizens Business Bank, San Bernardino CA
Emergency Loan	\$ 18,312.03	0	Checking	Citizens Business Bank, San Bernardino CA
ASB, Student Rep Fee & Clubs/Trusts	\$ 917,122.92	0	Checking	Citizens Business Bank, San Bernardino CA
	<u>\$ 2,734,667.91</u>			

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Jose F. Torres, Interim Chancellor  
**REVIEWED BY:** Jose F. Torres, Interim Chancellor  
**PREPARED BY:** Steven J. Sutorus, Business Manager  
**DATE:** February 13, 2020  
**SUBJECT:** Purchase Orders

### **RECOMMENDATION**

This item is being presented for information only. No further action is necessary.

### **OVERVIEW**

In accordance with SBCCD Board Policy 6100, Delegation of Authority, The Board of Trustees delegates authority to the Chancellor to supervise the general business procedures of the District to assure the proper administration of property and contracts.

Education Code 81656 provides that all transactions entered into by an authorized officer shall be reviewed by the Board every 60 days.

### **ANALYSIS**

Purchase orders issued between the dates of 12/12/19 – 1/15/20 are attached, except those approved through other agenda items. All purchase orders have been issued in accordance with the District's policies and procedures by an authorized officer of the District.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

The attached purchase orders are included in the appropriate budgets.

Purchase Order Report  
February 13, 2020

PO#	Supplier Name	Amount
2003409	STAPLES BUSINESS ADVANTAGE	\$ 325.43
2003410	STAPLES BUSINESS ADVANTAGE	\$ 104.58
2003415	GOLDEN STAR TECHNOLOGY INC	\$ 31,251.92
2003418	SAN BERNARDINO CCD	\$ 300.00
2003419	STAPLES BUSINESS ADVANTAGE	\$ 280.11
2003420	STAPLES BUSINESS ADVANTAGE	\$ 165.00
2003421	CALIFORNIA COMMUNITY COLLEGE ATHLETIC ASSOCIATION	\$ 1,756.00
2003422	STAPLES BUSINESS ADVANTAGE	\$ 422.06
2003423	STAPLES BUSINESS ADVANTAGE	\$ 271.49
2003424	STAPLES BUSINESS ADVANTAGE	\$ 1,432.04
2003425	STAPLES BUSINESS ADVANTAGE	\$ 106.02
2003426	ULINE	\$ 1,822.52
2003428	ALLIED 100 LLC	\$ 3,358.57
2003429	AFRICAN AMERICAN MALE ED NETWORK & DEVELOPMENT	\$ 7,200.00
2003432	SAN BERNARDINO CCD	\$ 416.62
2003436	COMMUSA A BEARCOM COMPANY	\$ 577.81
2003437	SAN BERNARDINO CCD	\$ 8,000.00
2003441	BABIN, DANNY	\$ 432.37
2003443	CAE HEALTHCARE INC	\$ 13,258.54
2003449	LAGUNA GREENWORKS LLC	\$ 9,020.83
2003451	CALIFORNIA NARCOTIC OFFICERS' ASSOCIATION	\$ 161.63
2003453	FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGE	\$ 100.00
2003455	PACIFIC ARTGLASS CORP	\$ 600.00
2003460	HUBERT COMPANY LLC	\$ 328.58
2003463	SAN BERNARDINO CCD	\$ 400.00
2003464	STAPLES BUSINESS ADVANTAGE	\$ 127.66
2003465	FORCIBLE ENTRY EQUIPMENT	\$ 13,801.48
2003466	CALIFORNIA, STATE OF	\$ 17,484.07
2003467	COLEMAN, JOYCE	\$ 528.96
2003470	GALLS INC	\$ 45.63
2003473	RICHARDSON ATHLETICS LLC	\$ 1,518.08
2003475	BREAKTHROUGH INNOVATIONS	\$ 14,271.49
2003477	STEVEN RUSH	\$ 300.00
2003478	PERFORMANCE HEALTH SUPPLY INC	\$ 3,548.53
2003480	FORMLABS INC	\$ 10,865.38
2003481	AMERICAN WELDING SOCIETY	\$ 1,982.30
2003484	QUEEN BEAN CAFFE	\$ 500.00
2003487	PANERA BREAD LLC	\$ 690.77
2003490	STAPLES BUSINESS ADVANTAGE	\$ 362.17
2003491	SEHI COMPUTER PRODUCTS INC	\$ 242.97
2003495	BROADCAST SUPPLY WORLDWIDE	\$ 752.10
2003496	EVAC + CHAIR NORTH AMERICA	\$ 3,349.20
2003498	RYCKEVIC, SUSAN	\$ 798.00
2003500	BELL, EVA	\$ 104.66
2003504	ZAMBRANO, ERICK	\$ 200.00

Purchase Order Report  
February 13, 2020

<b>PO#</b>	<b>Supplier Name</b>	<b>Amount</b>
2003506	AMERICAN WELDING SOCIETY	\$ 3,138.41
2003508	MCMASTER-CARR SUPPLY CO	\$ 6,711.49
2003509	STAPLES BUSINESS ADVANTAGE	\$ 3,419.34
2003514	COSTCO	\$ 818.89
2003515	CAMPUS SAFETY HEALTH & ENVIRONMENTAL MGMT ASSOC	\$ 275.00
2003518	JOHNSTONE SUPPLY	\$ 6,000.00
2003520	DELL COMPUTER COMPANY	\$ 1,310.64
2003521	VERIZON WIRELESS	\$ 960.00
2003522	STAPLES BUSINESS ADVANTAGE	\$ 427.53
2003523	STAPLES BUSINESS ADVANTAGE	\$ 953.89
2003525	CANELA, YNEZ	\$ 1,000.00
2003528	PANERA BREAD LLC	\$ 484.88
2003529	IT SUPPLIES	\$ 35,082.82
2003530	CROWN LIFT TRUCKS	\$ 10,996.97
2003532	MYLER, KAITLYN	\$ 250.00
2003533	FLORES, BRIANNA	\$ 250.00
2003536	FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGE	\$ 935.00
2003538	I&L DISTRIBUTING INC	\$ 511.81
2003542	STAPLES BUSINESS ADVANTAGE	\$ 249.96
2003545	DAVALOZ, DALILAH	\$ 415.08
2003546	CDW LLC	\$ 2,325.37
2003547	WORLD TECHNOLOGY CORPORATION	\$ 3,656.80
2003548	MCMASTER-CARR SUPPLY CO	\$ 10,773.94
2003549	CALIFORNIA TOOL & WELDING SUPPLY LLC	\$ 1,470.42
2003550	STAPLES BUSINESS ADVANTAGE	\$ 902.08
2003551	STAPLES BUSINESS ADVANTAGE	\$ 2,353.10
2003553	STAPLES BUSINESS ADVANTAGE	\$ 618.22
2003554	UMOJA COMMUNITY EDUCATION FOUNDATION	\$ 70.00
2003555	YUCAIPA VALLEY CHAMBER OF COMMERCE	\$ 70.00
2003556	LAKESHORE LEARNING MATERIALS	\$ 1,508.48
2003557	SERNA, MARINA	\$ 200.00
2003558	SERNA, MARINA	\$ 200.00
2003559	DELGADO, ARLENE	\$ 200.00
2003560	AMERICAN SAFETY AND HEALTH INSTITUTE	\$ 550.00
2003561	AMERICAN SAFETY AND HEALTH INSTITUTE	\$ 200.00
2003564	RESIDENCE INN BY MARRIOTT LLC	\$ 5,922.60
2003565	COALITION ON ADULT BASIC EDUCATION (COABE)	\$ 3,510.00
2003566	HOLDER, PATRICIA	\$ 452.91
2003568	FISHER SCIENCE EDUCATION	\$ 301.22
2003569	CAROLINA BIOLOGICAL SUPPLY CO	\$ 2,000.00
2003571	SAN BERNARDINO COUNTY SCHOOL BOARDS ASSOCIATION	\$ 50.00
2003572	INLAND EMPIRE COMM NEWSPAPERS	\$ 150.00
2003574	NATIONAL ATHLETIC TRAINERS' ASSOCIATION	\$ 274.00
2003575	ADVANCED TECHNOLOGIES CONSULTANTS INC	\$ 86,331.00
2003576	DICK BLICK HOLDINGS INC	\$ 187.30

Purchase Order Report  
February 13, 2020

PO#	Supplier Name	Amount
2003577	STAPLES BUSINESS ADVANTAGE	\$ 1,302.48
2003578	STAPLES BUSINESS ADVANTAGE	\$ 82.92
2003579	STAPLES BUSINESS ADVANTAGE	\$ 89.55
2003583	B&H PHOTO VIDEO	\$ 49,798.56
2003592	CDW LLC	\$ 11,309.96
2003594	B&H PHOTO VIDEO	\$ 1,592.55
2003595	CALIFORNIA DEPT OF FORESTRY AND FIRE PROTECTION	\$ 500.00
2003599	STAPLES BUSINESS ADVANTAGE	\$ 114.46
2003600	STAPLES BUSINESS ADVANTAGE	\$ 265.73
2003605	GOLF CARS OF RIVERSIDE	\$ 580.77
2003613	STAPLES BUSINESS ADVANTAGE	\$ 120.55
2003618	QUADMED INC	\$ 803.76
2003619	STATER BROS MARKETS	\$ 37.71
2003620	FOLLETT HIGHER EDUCATION GROUP INC	\$ 77.24
2003622	COALITION ON ADULT BASIC EDUCATION (COABE)	\$ 225.00
2003624	ON COURSE INC	\$ 945.00
2003626	CALIFORNIA COALITION EARLY MIDDLE COLLEGES	\$ 1,100.00
2003627	SAN BERNARDINO CCD	\$ 239.74
2003628	PESI INC	\$ 219.99
2003631	COSTCO	\$ 490.26
2003632	STAPLES BUSINESS ADVANTAGE	\$ 134.87
2003639	STAPLES BUSINESS ADVANTAGE	\$ 129.28
2003640	STAPLES BUSINESS ADVANTAGE	\$ 411.76
2003641	STAPLES BUSINESS ADVANTAGE	\$ 72.88
2003642	P A P A - PESTICIDE APPLICATIONS PROFESSIONALS ASSOC	\$ 200.00
2003643	CALIFORNIA, STATE OF	\$ 90.00
2003646	HIGHLAND AREA CHAMBER OF COMMERCE	\$ 120.00
2003647	BEAUMONT CHAMBER OF COMMERCE	\$ 110.00
2003648	CALIMESA CHAMBER OF COMMERCE	\$ 100.00
2003649	REDLANDS CHAMBER OF COMMERCE	\$ 120.00
2003650	GRAINGER INC	\$ 429.69
2003651	AIRCRAFT TOOL SUPPLY COMPANY	\$ 175.47
2003653	BAILEIGH INDUSTRIAL INC	\$ 109.39
2003654	CA COMMUNITY COLLEGE ASSOC FOR OCCUPATIONAL ED	\$ 495.00
2003655	RELIABLE SOURCE INC	\$ 11,921.43
2003659	STAPLES BUSINESS ADVANTAGE	\$ 187.96
2003660	STAPLES BUSINESS ADVANTAGE	\$ 83.38
2003661	STAPLES BUSINESS ADVANTAGE	\$ 333.12
2003665	SOADY COMPANY LLC	\$ 2,855.87
2003666	UMOJA COMMUNITY EDUCATION FOUNDATION	\$ 160.00
2003670	STAPLES BUSINESS ADVANTAGE	\$ 807.56
2003673	IML SECURITY SUPPLY	\$ 3,000.00
2003678	STAPLES BUSINESS ADVANTAGE	\$ 315.17
2003686	ARBITERPAY TRUST ACCOUNT	\$ 5,000.00
2003687	ULINE	\$ 89.81

Purchase Order Report  
February 13, 2020

PO#	Supplier Name	Amount
2003692	STAPLES BUSINESS ADVANTAGE	\$ 324.41
2003693	MENA, ANGELICA	\$ 300.00
2003694	VALENTIN, BIANCA	\$ 300.00
2003695	OLMOS, DHARMA	\$ 300.00
2003696	SCHINCKE, THOMAS	\$ 300.00
2003700	STAPLES BUSINESS ADVANTAGE	\$ 82.05
2003701	SAN BERNARDINO CCD	\$ 874.80
2003702	SAN BERNARDINO CCD	\$ 474.12
2003704	GREEN BUSINESS CERTIFICATION	\$ 1,500.00
2003706	SAN BERNARDINO CCD	\$ 3,982.30
2003707	DELL COMPUTER COMPANY	\$ 1,426.48
2003708	STAPLES BUSINESS ADVANTAGE	\$ 120.68
2003710	STAPLES BUSINESS ADVANTAGE	\$ 239.15
2003712	LEAGUE FOR INNOVATION	\$ 1,150.00
2003719	SEHI COMPUTER PRODUCTS INC	\$ 358.34
2003720	DELL COMPUTER COMPANY	\$ 2,490.29
2003721	STAPLES BUSINESS ADVANTAGE	\$ 72.87
2003723	DELPHI GLASS CORPORATION	\$ 427.56
2003725	CENTER FOR EDUCATION & EMPLOYMENT LAW	\$ 104.97
2003726	FRANKLIN COVEY CLIENT SALES INC	\$ 4,174.90
2003728	STAPLES BUSINESS ADVANTAGE	\$ 125.44
2003739	STAPLES BUSINESS ADVANTAGE	\$ 331.77
2003740	HARDY DIAGNOSTICS	\$ 202.48
2003742	STAPLES BUSINESS ADVANTAGE	\$ 273.73
2003745	STAPLES BUSINESS ADVANTAGE	\$ 207.90
2003746	SAN BERNARDINO, COUNTY OF	\$ 50.00
2003756	LAERDAL MEDICAL CORPORATION	\$ 269.05
2003758	FOLLETT HIGHER EDUCATION GROUP INC	\$ 3,000.00

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Jose F. Torres, Interim Chancellor  
**REVIEWED BY:** Jose F. Torres, Interim Chancellor  
**PREPARED BY:** Kristina Hannon, Interim Vice Chancellor, Human Resources  
**DATE:** February 13, 2020  
**SUBJECT:** Professional Expert, Short-Term, and Substitute Employees

### **RECOMMENDATION**

This item is for information only.

### **OVERVIEW**

Per SBCCD Administrative Procedure 7110, in the case of short-term hourly/substitute and student employees, the Board has delegated the Chancellor or his/her designee as the authorizing agent for hire.

California Education Code section 88003 outlines the criterion for hiring an employee on a temporary basis. The length of temporary employment is less than 75% of the college year, which amounts to 195 working days. Types of temporary employment include:

- › Professional Expert: Districts can go outside the classified service when the scope of work is discrete, temporary, and requires expertise not available within the classified service. Requesting departments certify these by defining the project and identifying an end date for the project. Continued employment is contingent on continued demand and/or funding.
- › Short-Term: Districts can use short-term employees on a temporary basis to perform a service upon completion of which, the service, or similar services, will not be extended or needed on a continuous basis.
- › Substitute: Districts can employ substitute employees to fill in for a classified employee that is temporarily absent from duty, or if the district is recruiting to hire a vacant position.

### **ANALYSIS**

The attached list of Professional Expert, Short-Term, and Substitute Employees is certified to be in accordance with California Education Code section 88003.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

### **FINANCIAL IMPLICATIONS**

The cost of employment for these employees is included in the appropriate budgets.





# Professional Expert, Short-Term & Substitute Employees

Presented for Information on February 13, 2020

[v.1.23.2020.p.1|6]

## Professional Expert

	Duties	From	To	Hourly Rate
<b>Smith, Drew</b> CHC Fire Technology Program	Fire Academy Instructor	1/21/20	6/30/20	\$45.00
<b>McClain, Julie C.</b> CHC Marketing	Content Specialist	1/8/20	5/29/20	\$25.00
<b>Mekbib, Hawariawe</b> CHC Marketing	Content Specialist	1/8/20	5/29/20	\$25.00
<b>Pang, Sonja</b> CHC Marketing	Special Events Planner	1/1/20	6/30/20	\$30.00
<b>Hernandez, Kristina</b> CHC Marketing	Staff Writer	1/15/20	6/30/20	\$20.00
<b>Braden, Andrew M.</b> CHC Marketing	Staff Writer/Photographer	1/8/20	5/29/20	\$20.00
<b>Miller, Matthew</b> CHC Public Safety & Emergency Services	Lab Instructor/ Primary Instructor/ EMS Specialist	1/21/20	6/30/20	\$20.00/ \$25.00/ \$30.00
<b>Kwappenberg, Katherine</b> CHC Respiratory Care Department	Respiratory Care Clinical	11/15/19	12/31/19	\$40.00
<b>Armstrong, Mariah K.</b> CHC Tutoring Center	Tutor I	1/6/20	6/30/20	\$13.00
<b>Gerard Wimby, Elijah J</b> CHC Tutoring Center	Tutor I	1/6/20	6/30/20	\$13.00
<b>Medel, Gabriel A.</b> CHC Tutoring Center	Tutor I	1/6/20	6/30/20	\$13.00
<b>Sulikowski, Sean J.</b> CHC Tutoring Center	Tutor I	1/6/20	6/30/20	\$13.00
<b>Sousa, Miranda</b> CHC Tutoring Center	Tutor III	1/6/20	6/30/20	\$16.50
<b>Utrapiromsuk, Chinatip</b> CHC Tutoring Center	Tutor III	1/6/20	6/30/20	\$16.50
<b>Lange, David</b> CHC Veterans Resource Center	Mental Health Educator/ Counselor Intern	1/13/20	6/30/20	\$55.00
<b>Loy, John</b> DIST Economic Development & Corporate Training	Workforce Development Trainer	1/21/20	6/30/20	\$65.00
<b>Ramos, Jonathan</b> DIST Facilities Planning & Construction	Program Assistant	1/29/20	6/30/20	\$28.00
<b>Simkins, Benjamin</b> DIST KVCR/FNX	Content Specialist	1/1/20	6/30/20	\$40.00
<b>Barajas, Melinda</b> SBVC Academic Success Center	Tutor II	1/9/20	5/30/20	\$14.50



# Professional Expert, Short-Term & Substitute Employees

Presented for Information on February 13, 2020

[v.1.23.2020.p.2|6]

## Professional Expert

	Duties	From	To	Hourly Rate
<b>Cardenas, David</b> SBVC Academic Success Center	Tutor II	1/9/20	5/30/20	\$14.50
<b>Chavez, Noe</b> SBVC Academic Success Center	Tutor II	1/9/20	5/30/20	\$14.50
<b>Cisneros, Richard</b> SBVC Academic Success Center	Tutor II	1/9/20	5/30/20	\$14.50
<b>Eyler, John</b> SBVC Academic Success Center	Tutor II	1/9/20	5/30/20	\$14.50
<b>Flores, Edwin</b> SBVC Academic Success Center	Tutor II	1/9/20	5/30/20	\$14.50
<b>Gonzalez Reyes, Antonio</b> SBVC Academic Success Center	Tutor II	1/9/20	5/30/20	\$14.50
<b>Hempstead, David</b> SBVC Academic Success Center	Tutor II	1/9/20	5/30/20	\$14.50
<b>Kim, Hun Sok</b> SBVC Academic Success Center	Tutor II	1/9/20	5/30/20	\$14.50
<b>Kinzel, Charles</b> SBVC Academic Success Center	Tutor II	1/9/20	5/30/20	\$14.50
<b>Kruger, Logan</b> SBVC Academic Success Center	Tutor II	1/9/20	5/30/20	\$14.50
<b>Martinez, Raul</b> SBVC Academic Success Center	Tutor II	1/9/20	5/30/20	\$14.50
<b>Rabie, Wageha</b> SBVC Academic Success Center	Tutor II	1/9/20	5/30/20	\$14.50
<b>Rodriguez, Salvador</b> SBVC Academic Success Center	Tutor II	1/9/20	5/30/20	\$14.50
<b>Rodriguez, Steven</b> SBVC Academic Success Center	Tutor II	1/9/20	5/30/20	\$14.50
<b>Rojas, Salvador</b> SBVC Academic Success Center	Tutor II	1/9/20	5/30/20	\$14.50
<b>Santillan, Diana</b> SBVC Academic Success Center	Tutor II	1/9/20	5/30/20	\$14.50
<b>Valetina, Kasandra</b> SBVC Academic Success Center	Tutor II	1/9/20	5/30/20	\$14.50
<b>Wilkey, Maile</b> SBVC Academic Success Center	Tutor II	1/9/20	5/30/20	\$14.50
<b>Acosta, Gustavo</b> SBVC Academic Success Center	Tutor III	1/9/20	5/30/20	\$16.50
<b>Kasouha, Samar</b> SBVC Academic Success Center	Tutor III	1/9/20	5/30/20	\$16.50



# Professional Expert, Short-Term & Substitute Employees

Presented for Information on February 13, 2020

[v.1.23.2020.p.3|6]

## Professional Expert

	Duties	From	To	Hourly Rate
<b>Montanez, Thomas</b> SBVC Academic Success Center	Tutor III	1/9/20	5/30/20	\$16.50
<b>Nguyen, Michael</b> SBVC Academic Success Center	Tutor III	1/9/20	5/30/20	\$16.50
<b>Patino, Araceli</b> SBVC Academic Success Center	Tutor III	1/9/20	5/30/20	\$16.50
<b>Pham, Chung Thuy</b> SBVC Academic Success Center	Tutor III	1/9/20	5/30/20	\$16.50
<b>Sheehan, Berry</b> SBVC Academic Success Center	Tutor III	1/9/20	5/30/20	\$16.50
<b>Valdez, Raquel</b> SBVC Academic Success Center	Tutor III	1/9/20	5/30/20	\$16.50
<b>Vega, Janet</b> SBVC Academic Success Center	Tutor III	1/9/20	5/30/20	\$16.50
<b>Velazquez, Luis</b> SBVC Academic Success Center	Tutor III	1/9/20	5/30/20	\$16.50
<b>Estrella, Robert J</b> SBVC Applied Technology Division	Program Assistant	1/20/20	6/30/20	\$30.00
<b>Lu, Brian</b> SBVC Applied Technology Division	Program Assistant	1/20/20	6/30/20	\$30.00
<b>Oey, Yayang</b> SBVC Applied Technology Division	Program Assistant	1/10/20	6/30/20	\$20.00
<b>Valencia, Alejandra V</b> SBVC Disables Student Programs & Services	Assistant Instructor	1/10/20	6/30/20	\$20.00
<b>Paul, Winter N</b> SBVC Disables Student Programs & Services	Interpreting/ Transliterating Level II	1/13/20	6/30/20	\$21.00
<b>Arteaga, Elisa</b> SBVC Foster & Kinship Care Foundation	Foster Parenting Education	1/1/20	6/30/20	\$45.00
<b>Bolivar, Luis Fernando</b> SBVC Foster & Kinship Care Foundation	Foster Parenting Education	1/1/20	6/30/20	\$45.00
<b>Bradley, Vernon</b> SBVC Foster & Kinship Care Foundation	Foster Parenting Education	1/1/20	6/30/20	\$45.00
<b>Cooper, Wanda</b> SBVC Foster & Kinship Care Foundation	Foster Parenting Education	1/1/20	6/30/20	\$45.00



# Professional Expert, Short-Term & Substitute Employees

Presented for Information on February 13, 2020

[v.1.23.2020.p.4|6]

## Professional Expert

	Duties	From	To	Hourly Rate
<b>Crain, Daniel</b> SBVC Foster & Kinship Care Foundation	Foster Parenting Education	1/1/20	6/30/20	\$45.00
<b>Dixon, Karen</b> SBVC Foster & Kinship Care Foundation	Foster Parenting Education	1/1/20	6/30/20	\$45.00
<b>Hernandez, Rosalinda F</b> SBVC Foster & Kinship Care Foundation	Foster Parenting Education	1/1/20	6/30/20	\$45.00
<b>Hosea, Keith</b> SBVC Foster & Kinship Care Foundation	Foster Parenting Education	1/1/20	6/30/20	\$45.00
<b>Lane, Wandalyn</b> SBVC Foster & Kinship Care Foundation	Foster Parenting Education	1/1/20	6/30/20	\$45.00
<b>Razo, Jorge</b> SBVC Foster & Kinship Care Foundation	Foster Parenting Education	1/1/20	6/30/20	\$45.00
<b>Thornton, Eric D</b> SBVC Foster & Kinship Care Foundation	Foster Parenting Education	1/1/20	6/30/20	\$45.00
<b>Advani, Anoop V</b> SBVC Police Academies/Criminal Justice	Police Tactical Officer-RTO/ Police Science Facilitator-Evaluator	2/13/20	6/30/20	\$35.00/ \$50.00
<b>Rivera, Jorge</b> SBVC Supplemental Instruction	Tutor II	1/2/20	5/30/20	\$14.50
<b>Mace, Jonathan</b> SBVC Supplemental Instruction - MESA	Tutor II	1/2/20	5/30/20	\$14.50
<b>Hinkle, Jeffrey J</b> SBVC Writing Center	Tutor III	2/14/20	6/30/20	\$16.50

## Short-Term

	Duties	From	To	Hourly Rate
<b>Diorio, Devyn</b> CHC Kinesiology	Project Assistant II	1/1/20	6/30/20	\$14.50
<b>Den Harton, Cory</b> CHC Aquatics	Lifeguard	1/21/20	6/30/20	\$13.00
<b>Schell, Clara</b> CHC Aquatics	Lifeguard	2/3/20	6/30/20	\$13.00



# Professional Expert, Short-Term & Substitute Employees

Presented for Information on February 13, 2020

[v.1.23.2020.p.5]6]

## Short-Term

	Duties	From	To	Hourly Rate
<b>Arnott, Wendy</b> CHC Art	Model (undraped)	1/22/20	5/21/20	\$16.00
<b>Goldfarb-Sousa, Julia B</b> CHC Art	Model (undraped)	1/22/20	5/21/20	\$16.00
<b>Diorio, Devyn A</b> CHC Kinesiology	Project Assistant I	11/12/19	11/19/19	\$12.00
<b>Sanchez, Yessenia</b> CHC Kinesiology	Project Assistant I	1/13/20	6/30/20	\$13.00
<b>Guillen, Ana</b> SBVC First Year Experience	Project Assistant II	1/11/20	6/30/20	\$14.50

## Substitute

	Duties	From	To	Hourly Rate
<b>Bender, ZsaQuita</b> CHC Career Education & Human Development <i>Extension: sick/vacation coverage</i>	Secretary II	1/6/20	3/5/20	\$22.58
<b>Ramos, Julio</b> CHC Custodial <i>Extension: leave coverage</i>	Custodian	9/1/19	11/1/19	\$19.47
<b>Ramos, Julio</b> CHC Custodial <i>Extension: leave coverage</i>	Custodian	11/1/19	1/1/20	\$19.47
<b>Kunf, Alex</b> CHC Aquatics <i>Extension: vacancy in recruitment</i>	Aquatic Center Pool Attendant	12/17/19	1/12/20	\$18.99
<b>Rodriguez, Heather</b> CHC Social, Information & Natural Sciences <i>Extension: vacancy in recruitment</i>	Administrative Secretary	11/1/19	11/26/19	\$24.92
<b>Cabrales, Cameron</b> CHC Student Services <i>Extension: vacancy in recruitment</i>	Student Services Technician II	11/18/19	1/18/20	\$23.13
<b>Cabrales, Cameron</b> CHC Student Services <i>Extension: vacancy in recruitment</i>	Student Services Technician II	1/19/20	3/19/20	\$23.13
<b>Phanor, Tracee</b> DIST Accounting <i>New: sick/vacation coverage</i>	Account Clerk II	1/14/20	3/13/20	\$20.96



# Professional Expert, Short-Term & Substitute Employees

Presented for Information on February 13, 2020

[v.1.23.2020.p.6]6]

## Substitute

	Duties	From	To	Hourly Rate
<b>Larry, Nathaniel</b> DIST Facilities, Planning & Construction <i>New: on call; sick/vacation coverage</i>	Custodian I	12/12/19	1/20/20	\$19.47
<b>Bustamante, Daniel</b> SBVC Biology <i>Extension: vacancy in recruitment</i>	Lab Technician	12/16/19	2/13/20	\$25.53
<b>Chitica Cardenas, Natalie</b> SBVC Biology <i>Extension: vacancy in recruitment</i>	Lab Technician	12/16/19	2/13/20	\$25.53
<b>Esparza, Monique</b> SBVC Child Development Center <i>Extension: vacancy in recruitment</i>	Child Development Assistant	12/29/19	2/27/20	\$16.37
<b>Gilbert, Darlene</b> SBVC Child Development Center <i>Extension: vacancy in recruitment</i>	Child Development Assistant	12/29/19	2/27/20	\$16.37
<b>Mora, Jennifer</b> SBVC Child Development Center <i>New: sick/vacation coverage</i>	Child Development Assistant	12/29/19	2/27/20	\$16.37
<b>Neveen, Shehata</b> SBVC Child Development Center <i>New: sick/vacation coverage</i>	Child Development Assistant	12/29/19	2/27/20	\$16.37
<b>Ramirez, Irene</b> SBVC Child Development Center <i>New: sick/vacation coverage</i>	Child Development Assistant	12/29/19	2/27/20	\$16.37
<b>Gilbert, Darlene</b> SBVC Child Development Center <i>New: sick/vacation coverage</i>	Child Development Teacher	12/29/19	2/27/20	\$23.56
<b>Mora, Jennifer</b> SBVC Child Development Center <i>New: sick/vacation coverage</i>	Child Development Teacher	12/29/19	2/27/20	\$23.56
<b>Ramirez, Irene</b> SBVC Child Development Center <i>New: sick/vacation coverage</i>	Child Development Teacher	12/29/19	2/27/20	\$23.56
<b>Clarke, Christopher</b> SBVC Science <i>New: sick/vacation coverage</i>	Planetarium Production & Presentation	1/6/20	3/5/20	\$36.01

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Jose F. Torres, Interim Chancellor  
**REVIEWED BY:** Jose F. Torres, Interim Chancellor  
**PREPARED BY:** Kristina Hannon, Interim Vice Chancellor, Human Resources  
**DATE:** February 13, 2020  
**SUBJECT:** Resignations & Retirements

**RECOMMENDATION**

This item is for information only.

**OVERVIEW**

In accordance with Board Policies 2430 and 7350 the Chancellor or designee is authorized by the Board of Trustees to accept the retirement or resignation of any employee.

**ANALYSIS**

The employees on the attached list have submitted in writing their intention to either retire or resign.

**INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

**FINANCIAL IMPLICATIONS**

There are no financial implications associated with this board item.



## Resignations & Retirements

Presented for Information February 13, 2020

[v.1.22.2020.p.1|1]

Resignations	Years of Service	Last Date of Employment
<b>Nazarian, Andronik</b> Interim Development Director, SBVC Development & Community Relations/ Foundation	1	1/10/2020
<b>Crooks, Jeremy</b> Custodial Supervisor CHC Custodial	19	4/2/2020

Retirements	Years of Service	Last Date of Employment
<b>Moore, Jacqueline</b> P.E. Athletic Equipment Specialist SBVC Athletics	33.5	1/13/2020
<b>Drewes, Glenn</b> Instructor, Biology SBVC Science	25	6/1/2020



**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Jose F. Torres, Interim Chancellor  
**REVIEWED BY:** Jose F. Torres, Interim Chancellor  
**PREPARED BY:** Dr. Kevin Horan, President, CHC  
Diana Rodriguez, President, SBVC  
Kristina Hannon, Interim Vice Chancellor, Human Resources  
**DATE:** February 13, 2020  
**SUBJECT:** Volunteers

**RECOMMENDATION**

This item is for information only.

**OVERVIEW**

Assignments performed by volunteers will not take away responsibilities or duties of regular academic or classified employees.

**ANALYSIS**

The individuals on the attached list have volunteered their services and acknowledge that they will not receive payment of any kind for services performed.

**INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

**FINANCIAL IMPLICATIONS**

There are no financial implications associated with this board item.



## Volunteers

Presented for Information on February 13, 2020

[v.1.22.2020.p.1|1]

	Site	Assignment	From	To
Aguilar, Cecilia	CHC	Biology	02/14/20	06/30/20
Alvarez, Paulina	SBVC	Art	02/14/20	06/30/20
Avila, Diana	SBVC	MESA	02/14/20	06/30/20
Avila, Jessica	SBVC	Athletics	02/14/20	06/30/20
Bangasser, Susan	SBVC	Science	02/14/20	06/30/20
Barnett, Derek	SBVC	Athletics	02/14/20	06/30/20
Delgadilo, Ruben	SBVC	Art	02/14/20	06/30/20
Hernandez Garcia, Mariana	SBVC	DSP&S	02/14/20	06/30/20
Hoover, David	SBVC	Athletics	02/14/20	06/30/20
Martharu, Loveleen	SBVC	Athletics	02/14/20	05/29/20
Mendez, Kendra	SBVC	Athletics	02/14/20	06/30/20
Reyna, Melanie	SBVC	Art	02/14/20	06/30/20
Zepeda, Thomas	SBVC	Art	02/14/20	06/30/20

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Jose F. Torres, Interim Chancellor  
**REVIEWED BY:** Jose F. Torres, Interim Chancellor  
**PREPARED BY:** Kristina Hannon, Interim Vice Chancellor, Human Resources  
**DATE:** February 13, 2020  
**SUBJECT:** MOUs between SBCCD and the California School Employees Association and its SBCCD Chapter 291 (CSEA)

### **RECOMMENDATION**

This item is for information only and no action is required.

### **OVERVIEW**

The District and the CSEA met and entered into the attached Memorandums of Understanding, also known as MOUs.

### **ANALYSIS**

The attached MOUs constitute the full and complete Agreement between the District and the CSEA.

### **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**  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291**

January 15, 2020

**CHANGE IN HOURS (FTE)**  
**CHILD DEVELOPMENT ASSISTANT (SBVC)**

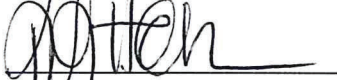
**Terms and Conditions:** This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties".

In accordance with Article 2.2: Management Rights and Article 6.1: Hours of Work & Overtime, the Parties have met and agreed to a change in hours (FTE) for one (1) vacant position in the Child Development Department at San Bernardino Valley College as follows:

1. The changes in hours (FTE) are based on operational need and workload.
2. One (1) Child Development Assistant position (C146806) will be increased from .475 FTE, 19 hours per week, 260 days per year, to 1.0 FTE, 40 hours per week, 260 days per year.

This agreement is subject to all approvals required by the CSEA 610 policy and the District.

For the District

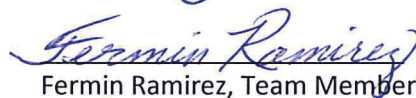


Kristina Hannon, SBCCD  
Vice Chancellor, Human Resources

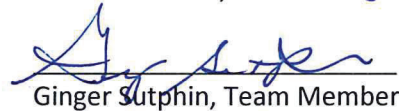
For CSEA



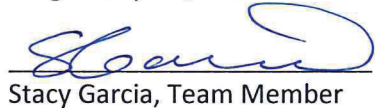
Kevin Palkki, President CSEA #291



Fermin Ramirez, Team Member



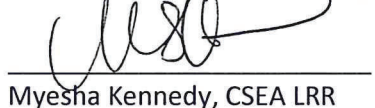
Ginger Sutphin, Team Member



Stacy Garcia, Team Member



David Stevenson, Team Member



Myesha Kennedy, CSEA LRR

**MEMORANDUM OF UNDERSTANDING**  
**By and Between**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**And**  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291**

January 15, 2020

**CHANGE IN HOURS**  
**FOOD SERVICE WORKER (SBVC)**

**Terms and Conditions:** This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties".

In accordance with Article 2.2: Management Rights and Article 6.1: Hours of Work & Overtime, the Parties have met and agreed to a change in hours for one (1) vacant position in the Child Development Department at San Bernardino Valley College as follows:

1. The changes in hours are based on operational need and workload.
2. One (1) vacant Food Service Worker position (C126612), will be decreased from 40 hours per week, 260 days per year, to 19 hours per week, 260 days per year.

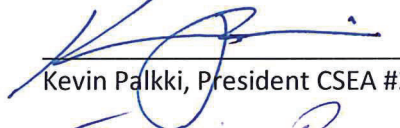
This agreement is subject to all approvals required by the CSEA 610 policy and the District.

For the District

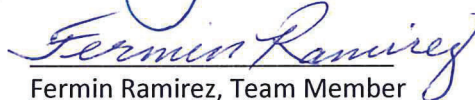


Kristina Hannon, SBCCD  
Vice Chancellor, Human Resources

For CSEA



Kevin Palkki, President CSEA #291



Fermin Ramirez, Team Member



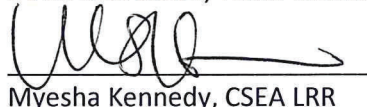
Ginger Sutphin, Team Member



Stacy Garcia, Team Member



David Stevenson, Team Member



Myesha Kennedy, CSEA LRR