

**San Bernardino Community College District  
Regular Meeting of the Board of Trustees  
114 S. Del Rosa Drive, San Bernardino, CA 92408  
Thursday, May 14, 2015 – 4:00 p.m. – Board Room**

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

**2. ANNOUNCEMENT OF CLOSED SESSION ITEMS**

- a. Conference with Labor Negotiators, Government Code 54957.6  
Agency Negotiators: Bruce Baron and Lisa Norman  
CTA, CSEA, Management/Supervisors, Confidential Employees
- b. Public Employee Discipline/Dismissal/Release/Non Re-Employment  
Government Code 54957 (2 cases)
- c. Conference with Legal Counsel – Anticipated Litigation: Significant exposure to litigation pursuant to  
Government Code Section 54956.9(d)(2) and (e)(3): 2 cases
- d. Public Employee Performance Evaluation, Government Code 54957, Title: Chancellor
- e. Pending Litigation/Conference with Legal Counsel – Government Code section 54956.9(a); J.M., a minor  
by and through his guardian ad litem and parent, G.M.; and G.M., individually v. SBCCD, Mark Merjil, an  
individual; Karen Taylor, an individual; San Bernardino County Superior Court Case No: CIV DS  
1417422

**3. PUBLIC COMMENT ON CLOSED SESSION AGENDA ITEMS**

The San Bernardino Community College Board of Trustees welcomes public comment on any issue within the jurisdiction of the District. Comments must be limited to five (5) minutes per speaker and twenty (20) minutes per topic if there is more than one speaker. At the conclusion of public comment, the Board may ask staff to review a matter or may ask that a matter be put on a future agenda. As a matter of law, members of the Board may not discuss or take action on matters raised during public comment unless the matters are properly noticed for discussion or action.

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

**4. CONVENE CLOSED SESSION**

**5. RECONVENE PUBLIC MEETING**

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

**7. PUBLIC COMMENT**

The San Bernardino Community College Board of Trustees welcomes public comment on any issue within the jurisdiction of the District. Comments must be limited to five (5) minutes per speaker and twenty (20) minutes per topic if there is more than one speaker. At the conclusion of public comment, the Board may ask staff to review a matter or may ask that a matter be put on a future agenda. As a matter of law, members of the Board may not discuss or take action on matters raised during public comment unless the matters are properly noticed for discussion or action in Open Session.

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

**8. APPROVAL OF MINUTES**

- a. April 9, 2015 (p.4)
- b. April 23, 2015 (p.88)
- c. April 23, 2015 Special Meeting (p.90)

**9. INSTITUTIONAL PRESENTATIONS**

- a. Mobile App Presentation – Andy Chang and Trelisa Glazatov
- b. Consideration of Approval to Adopt a Resolution to Recognize the Contributions of Student Trustee  
Alexis Panaguiton (p.91)

- c. Consideration of Approval to Adopt a Resolution to Recognize the Contributions of Student Trustee Tiffany Guzman (p.93)

**10. REPORTS**

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

- a. Board Members
- b. Student Trustees
- c. Chancellor
  - i. Board Information Requests (p.95)
- d. SBVC
  - i. President
  - ii. Academic Senate
  - iii. Classified Senate
  - iv. Associated Students
- e. CHC
  - i. President
  - ii. Academic Senate
  - iii. Classified Senate
  - iv. Associated Students
- f. CSEA
- g. CTA

**11. SPECIAL INFORMATION ITEMS**

- a. At the request of faculty member Leonard Lopez and pursuant to Education Code section 72121.5, the following information item is included on the agenda: Discussion of Leonard Lopez' complaint concerning the hiring process for SBVC President
- b. At the request of the SBVC and CHC Academic Senate, the following information item is included on the agenda: Resolution SP15.02 Vote of No Confidence for Chancellor

**12. CONSENT AGENDA**

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

**a. INSTRUCTIONAL/STUDENT SERVICES**

**b. HUMAN RESOURCES**

- i. Consideration of Acceptance of Academic Employee Resignation (p.103)
- ii. Consideration of Approval of Increase in Classified Employee Contract (p.104)
- iii. Consideration of Approval of Academic Employees (p.105)
- iv. Consideration of Approval of Adjunct and Substitute Academic Employees (p.107)
- v. Consideration of Approval of Classified Employees (p.116)
- vi. Consideration of Approval of District Volunteers (p.118)
- vii. Consideration of Approval of Doctorate Stipend for Management Employee (p.120)
- viii. Consideration of Approval of Extension of Management Contract (p.121)
- ix. Consideration of Approval of Interim Management Appointment (p.123)
- x. Consideration of Approval of Management Appointments (p.125)
- xi. Consideration of Approval of Non-Instructional Pay for Academic Employees (p.126)
- xii. Consideration of Approval of One & Two Year Management Employment Contracts (p.132)
- xiii. Consideration of Approval of One and Two Year Contract for Tenure Track Academic Employees (p.138)
- xiv. Consideration of Approval of Placement of Classified Employee on the 39-Month Reemployment List (p.140)
- xv. Consideration of Approval of Professional Expert, Short-Term and Substitute Employees (p.141)
- xvi. Consideration of Approval of Reclassifications (p.148)
- xvii. Consideration of Approval to Extend Contract for Temporary Academic Employees (p.150)

- c. **FISCAL SERVICES**
  - i. Consideration of Approval of Budget Adjustments (p.152)
  - ii. Consideration of Approval of Conference Attendance (p.162)
  - iii. Consideration of Approval of District & College Expenses (169)
  - iv. Consideration of Approval of Individual Memberships (p.175)
  - v. Consideration of Approval of Professional Services Contracts (p.177)
  - vi. Consideration of Approval of Purchase Order Report (p.185)
  - vii. Consideration of Approval of Routine Contracts (p.198)
  - viii. Consideration of Approval of Vacation Payout – Donnhauser (p.242)
  - ix. Consideration of Approval of Vacation Payout – Fisher (p.243)
  - x. Consideration of Approval to Revise Authorized Signature List (p.244)
  - xi. Consideration of Surplus Property and Authorization of Sale (p.247)

**13. ACTION AGENDA**

- a. **INSTRUCTIONAL/STUDENT SERVICES**
  - i. Consideration of Approval of Curriculum Modifications – CHC (p.251)
  - ii. Consideration of Approval of Curriculum Modifications – SBVC (p.263)
- b. **HUMAN RESOURCES**
  - i. Consideration of Acceptance of Academic Employee Retirement (p.271)
  - ii. Consideration of Approval to Adopt a Resolution to Pay Trustee (p.272)
- c. **FISCAL SERVICES**
  - i. Consideration of Approval to Accept Board Policies for First Reading (p.274)
  - ii. Consideration of Approval to Adopt a Resolution Approving a Contract - J Kim Electric - Lighting Controls (p.347)
  - iii. Consideration of Approval to Award RFP & Contract – AIS (p.351)
  - iv. Consideration of Approval to Ratify a Contract - Anderson Air - Exterior Building Light Fixtures (p.352)
  - v. Consideration of Approval to Ratify a Contract - Anderson Air - Parking Lot and Walkway Lighting (p.354)
  - vi. Consideration of Approval to Ratify a Contract - J Kim Electric - Interior High Bay Lighting (p.355)
  - vii. Consideration of Approval to Ratify a Contract - Oakview Constructors (p.357)
- d. **RESOLUTIONS**
  - i. Consideration to Reconfirm Student Trustee Privileges (p.361)
  - ii. Consideration of Approval to Adopt a Resolution to Recognize African-American Music Appreciation Month, June 2015 (p.362)
  - iii. Consideration of Approval to Adopt a Resolution to Recognize D-Day, June 6, and Flag Day, June 14, 2015 as “Patriotic Days” (p.364)
  - iv. Consideration of Approval to Adopt a Resolution to Recognize June 19, 2015 as the 150th Anniversary of Juneteenth (p.366)
  - v. Consideration of Approval to Adopt a Resolution to Recognize Lesbian, Gay, Bisexual and Transgender Pride Month, June 2015 (p.368)
  - vi. Consideration of Approval to Adopt a Resolution to Recognize National Hunger and Homelessness Awareness Month, June 2015 (p.370)
  - vii. Consideration of Approval to Adopt a Resolution to Recognize World Environment Day (WED), June 5, 2015 (p.372)

**14. INFORMATION ITEMS**

- a. Advancement In Rank Combined (p.374)
- b. Applause Cards (p.376)
- c. Budget Report (p.384)
- d. CCFS-320 Apportionment Attendance Report for FY 2015 Period 2 (p.430)
- e. Cenergistic Report (p.434)
- f. Clery Report (p.436)
- g. General Fund Cash Flow Analysis (p.438)
- h. Local Hire Summary (p.444)
- i. Quarterly Investment Report (p.499)
- j. Summary of Measure M Construction Contract Change Orders Amendments (p.501)

- 15. ADJOURN** – the next Board of Trustees Meeting will be Thursday, May 28, 2015 (Study Session: 2015-2016 Preliminary Budget Presentation) at SBCCD Board Room.

**San Bernardino Community College District  
Minutes of the Board of Trustees  
11711 Sand Canyon Rd., Yucaipa, CA 92399  
Learning Resource Center (Building 11 – Auditorium)  
Thursday, April 9, 2015 – 4:00 p.m.**

**CALL TO ORDER – PLEDGE OF ALLEGIANCE**

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

Members Present:

John Longville, President  
Dr. Kathleen Henry, Vice President  
Donna Ferracone  
Dr. Donald Singer  
Gloria Macias Harrison  
Joseph Williams, Clerk  
Nickolas W. Zoumbos  
Tiffany Guzman, Student Trustee, SBVC  
Alexis Panaguiton, Student Trustee, CHC

Members Absent:

None

Administrators Present:

Bruce Baron, Chancellor  
Dr. Cheryl Marshall, President, CHC  
Dr. Gloria Fisher, President, SBVC  
Dr. Jack Miyamoto, Human Resources Consultant  
Jose Torres, Interim Vice Chancellor Fiscal Services

Administrators Absent:

None

**ANNOUNCEMENT OF CLOSED SESSION ITEMS**

Conference with Labor Negotiators, Government Code 54957.6  
Agency Negotiators: Bruce Baron and Jack Miyamoto  
CTA, CSEA, Management/Supervisors, Confidential Employees  
Public Employee Performance Evaluation, Government Code 54957  
Title: Chancellor

**PUBLIC COMMENT ON CLOSED SESSION AGENDA ITEMS**

None.

**CONVENE CLOSED SESSION**

Closed session convened at 4:03pm

**RECONVENE PUBLIC MEETING**

Closed session reconvened at 5:28pm

**REPORT OF ACTION IN CLOSED SESSION**

None.

**PUBLIC COMMENT**

Dr. Della Condon & Sarah Miller made public comments.

## **INSTITUTIONAL PRESENTATIONS**

Alfredo Cruz gave an update on KVCR/FNX as presented.

Tyler Carson, Miriam Fadel, and Travis McEntee presented on CHC Honors Program.

## **APPROVAL OF MINUTES**

Trustee Zoumbos motioned, Trustee Henry seconded the motion and the board members voted as follows:  
To approve the Minutes of March 13, 2015.

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

## **REPORTS**

Trustee Ferracone attended SBVC Classified Luncheon, State of the County, Forging Hope Breakfast for YAWA Award, CHC Foundation Gala, Veteran's Center Rededication at SBVC, and will serve as an ACCJC Subcommittee member. Trustee Ferracone requested for information on AB1522 that may affect budget. Would like information as far in advance of the board study session as possible. Trustee Singer attended CHC Gala. Trustee Williams attended CHC Academic Senate meeting, Measure M Contractors Meeting. Trustee Williams asked Who is in charge of Measure M Work? Who has done work within the District over the last year? He would like to have a conversation to give feedback on the process and their bids to the board. He would like to see a presentation from SBVC Financial Aid Department with accomplishments over the last few months. President Longville reported his mother is cancer free. Trustee Harrison attended San Manuel Donor Luncheon at SBVC, Visioning Sessions at SBVC, CHC Gala, Latina Conference by Latina Lifestyle Group, and works on the FNX Committee. Trustee Harrison reported on the Outreach efforts this week to get veterans, minorities subcontractors involved in projects under \$1M. Wants to make sure we are following our policy on local, veterans, minorities to get contracts. Trustee Harrison requested the Chancellor to give direction to KBRJ to give local people the feedback they need to know why their bids were not successful. Trustee Guzman attended Financial Aid Forum on 3/31/15. Reported many students came out to register for FASFA. Attended the Transfer Fair 3/25/15 with transfer colleges. On 5/1/15 she is marshalling the golf tournament at SBVC, speaking at HS counseling conference. Trustee Panaguiton working on Student recognition dinner, triathlon on 5/9/15, and thanked the Chancellor for speaking to Student Senate.

Chancellor Baron thanked Trustees Harrison, Longville, and Williams for attending workshop for women, minority, veterans. The program has been successful and has achieved goals set for local hire and we will be working with vendors to learn the process and looks forward to making the program more successful. Chancellor will schedule a presentation to update the board and how we are working to get the different groups more involved. Updated board regarding gender neutral restrooms. Board asked for Chancellor to report on the number of restrooms and any reports of harassment. The written format was sent to the board. At SBVC there are 19 gender neutral and five locked staff restrooms. There are additional restrooms that can be converted if needed. At CHC there were 14 gender neutral restrooms. The Chancellor checked with Police and campuses and was found that no reported incidents were reported. He thanked CHC Classified Senate and Student Senate for the visit and dialogue. Thanked Dr. Kuck for the facilitating the ACCJC Ad Hoc Committee. There was great participation. Two additional meetings have been established to continue the process. Trustee Henry suggested maps of the gender neutral restrooms be placed in the classrooms or on a kiosk. She also asked that anyone who is bullied to come forward.

President Fisher read a report for the HLS System as attached. Chancellor stated the District will never tolerate retaliation an any concerns should be brought forward.

President Marshall provided a written report. Had 1<sup>st</sup> of a series of discussions on student learning outcome results at the institutional level and general education outcomes. Some of the discussion outcomes were talking about having a common language and uniformity on our rubrics and how we measure the outcome and possible capstone projects that would cut across multiple courses to measure critical thinking. Mobile App is up and running. Received YAWA Award for on campus employment for students. The Gala netted \$117,000 including

\$12K earmarked for veterans services, \$12K for student services and \$3K for food pantry. President Marshall acknowledged Ericka Paddock for being recognized as a Latina Woman of influence. Denise Allen reported for CHC Academic Senate. Confirmed Kim Salt to remain as curriculum coordinator. Noncredit program has been looked at and a recommendation has been forwarded to the President. Senate has forwarded 3 coordinator positions. They conducted 3 public readings on the two resolutions on AP/BP approval process as read. The second resolution, joint from both senates, has followed an open and transparent process to ensure everyone has been informed and provided an opportunity to participate. The resolution was read as attached. Michelle Tinoco thanked the Chancellor for attending the Classified Senate meeting. Classified Senate is working on a resolution to support the management and leadership through the continuous improvement of the college. They hope to present it to the board in May. Scholarships should be available at the end of May for classified staff. Esmeralda Vasquez reported the associated student senate has senate elections upcoming. Student Appreciation Day is next week. Members of the Redlands Branch of University Redlands. Men will be charged 20 cents more to provide awareness to gender inequality.

President Fisher reported the May 1 event at SBVC where high school counselors have been invited. SBVC has made great strides in filling interim positions. Posted a position for director of marketing and director of the Foundation. Jeremiah Gilbert reported the SBVC Senate finalized the vacancy process. He provided copies of evidence that was not available online and welcomed everyone to attend senate meetings. He read resolution SP15.03 as distributed. Aaron Beavor reported elections of classified employee of the year was held. Preparing for classified leadership conference in June. Classified Day is 5/29/15. Classified fundraisers have doubled this year and will go to student scholarships.

Grayling Eaton reported he is satisfied with the response to the HLS. He's satisfied with the testing that has been happening. We are moving forward. Concerned that Faculty and Staff Administration Associations are an auxiliary group and cannot find information on them. Feels they insert themselves in discipline, transfer, and retroactive pay. These are collective bargaining issues. He will be advising CSEA legal on this issue. Members of the associations have concerns in issues they should not be involved in.

### **CONSENT AGENDA**

Trustee Singer motioned, Trustee Henry seconded the motion and the board members voted as follows:  
To approve the consent agenda.

- Consideration of Approval of Curriculum Modifications – SBVC
- Consideration of Acceptance of Academic Employee Resignation
- Consideration of Approval of Adjunct and Substitute Academic Employees
- Consideration of Approval of Classified Employee Promotion
- Consideration of Approval of Classified Employees
- Consideration of Approval of District Volunteers
- Consideration of Approval of Employment Date Amendment for Classified Employee
- Consideration of Approval of Non-Instructional Pay for Academic Employees
- Consideration of Approval of Pre-Retirement Reduced Workload for Academic Employee
- Consideration of Approval of Professional Expert, Short-Term and Substitute Employees
- Consideration of Approval of Reclassifications
- Consideration of Approval of Conference Attendance
- Consideration of Approval of District & College Expenses
- Consideration of Approval of Purchase Order Report
- Consideration of Approval of Surplus and Donation
- Consideration of Approval of Surplus Property

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

### **Items Pulled From Consent Agenda:**

Consideration of Approval of Curriculum Modifications – CHC

Trustee Henry requested modifications be placed on the action agenda so it can be discussed to ensure there is curriculum equivalency. Chancellor Baron suggested that footnotes be added to explain why classes are not transferrable.

Trustee Harrison motioned, Trustee Zombos seconded the motion and the board members voted as follows:  
To approve curriculum modifications – CHC. .

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

Consideration of Approval of Revisions of Classified Job Descriptions

Trustee Ferracone reported that changes to classified job descriptions have to go to the state CSEA for approval before we can implement. The job description for COORDINATOR OF OUTREACH AND RELATIONS WITH SCHOOLS on the website shows a board adoption in February and the proposed changes to what is presented to the board is the same as what is posted on the website. Trustee Harrison Financial Aid Coordinator job description overlaps duties that have to do with scholarships with the Director of Development and Community Relations. Dr. Shabazz clarified that this is the blending of two positions so the Coordinator position can cover outreach and packaging year round.

Trustee Harrison motioned, Trustee Singer seconded the motion and the board members voted as follows:  
To approve the revisions of classified job descriptions with the caveat that staff will bring back additional clarification of how the positions interrelate.

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

Consideration of Approval of Routine Contracts

Trustee Williams asked how much did the Community Counseling Services raise for the KVCR and SBVC Foundations. Chancellor Baron will report back to the board and provide activities to date.

Trustee Williams motioned, Trustee Ferracone seconded the motion and the board members voted as follows:  
To approve the Routine Contracts.

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

**ACTION AGENDA**

Consideration of Approval of Alternate Work Schedule Summer 2015

Trustee Harrison motioned, Trustee Ferracone seconded the motion and the board members voted as follows:  
To approve an alternate work schedule for Summer 2015.

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

Consideration of Approval of Management Appointment - Director of Facilities

Trustee Harrison motioned, Trustee Henry seconded the motion and the board members voted as follows:  
To approve the appointment of Fath-Allah Oudghiri, Director, Facilities, Planning and Construction, District effective 5/11/15.

Consideration of Approval of Management Appointment - VC HR

Trustee Ferracone motioned, Trustee Williams seconded the motion and the board members voted as follows:  
To approve the appointment of Dr. Lisa Norman, Vice Chancellor, Human Resources, District, effective 5/1/15.

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

Consideration of Approval of New Management Job Description - Associate Vice Chancellor, Economic Development & Corporate Training

Chancellor Baron introduced Dr. Norman and welcomed her to the District.

Trustee Ferracone motioned, Trustee Henry seconded the motion and the board members voted as follows:  
To approve the new management job description, Associate Vice Chancellor, Economic Development & Corporate Training, District.

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

Consideration of Approval of New Management Job Description - Director, Foundation and Development, KVCR

Trustee Williams questioned the relationship between the KVCR Board and the Station Manager. He thinks we should fund Foundation and allow the Foundation to hire the Director as this could be an issue in the future.

Trustee Harrison motioned, Trustee Singer seconded the motion and the board members voted as follows:  
To approve the new management job description, Director, Foundation and Development, KVCR.

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

Consideration of Approval of New Management Job Description - Director, Grants and Resource Development, Economic Development & Corporate Training (EDCT) Foundation

Trustee Harrison motioned, Trustee Zoumbos seconded the motion and the board members voted as follows:  
To approve the new management job description, Director, Grants and Resource Development, Economic Development & Corporate Training (EDCT) Foundation.

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

Consideration of Approval of Reclassification of Dr. Matthew Isaac

Trustee Henry motioned, Trustee Zoumbos seconded the motion and the board members voted as follows:  
To approve the Reclassification Dr. Matthew Isaac from Executive Director, Economic Development & Corporate Training to Associate Vice Chancellor, Economic Development & Corporate Training, District.

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

Consideration of Approval to Grant Tenure

Trustee Harrison motioned, Trustee Zoumbos seconded the motion and the board members voted as follows:  
To approve tenure for academic employees Mariana Moreno and Margaret Yau.

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

Consideration of Approval of Amendment 07 - Snipes-Dye

Trustee Harrison motioned, Trustee Henry seconded the motion and the board members voted as follows:  
To approve Amendment 07 to the Snipes-Dye Associates contract for Measure M engineering services at San Bernardino Valley College in the amount of \$7,260.00.

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

Consideration of Approval of Budget Adjustments

Trustee Zoumbos motioned, Trustee Harrison seconded the motion and the board members voted as follows:  
To approve the attached budget adjustments.

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

Consideration of Approval of Professional Services Contracts

Trustee Williams asked for a follow up on the claim for the gymnasium floor through Lima Consulting. Would like to know what projects fall under leaseback.

Trustee Harrison motioned, Trustee Singer seconded the motion and the board members voted as follows:  
To approve the attached list of Professional Services contracts/agreements.

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

Consideration of Approval of Revised 2015 Board Meeting Dates

Trustee Harrison motioned, Trustee Singer seconded the motion and the board members voted as follows: To approve the revised Board Meeting dates for 2015. Meetings are held on Thursdays in the Board Room of the District Office beginning at 4:00 p.m. and Study Sessions begin at 12:00 p.m. unless otherwise noted. Additionally, to appoint a 3-person committee of the board to work on the agenda and content for the Board Retreat. The Board Members appointed: Trustee Harrison, Trustee Henry, and Trustee Williams. Trustee Williams requested for the board book to be delivered at least one week in advance.

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

Consideration of Approval to Accept Board Policies for Final Reading and Approval of BP 2015 Student Trustees and BP 2725 Board Member Compensation

Trustee Henry motioned, Trustee Harrison seconded the motion and the board members voted as follows: To accept Board Policies BP 2015 Student Trustees and BP 2725 Board Member Compensation for final reading and approval.

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

Consideration of Approval to Accept Board Policies for Final Reading and Approval

Trustee Henry motioned, Trustee Ferracone seconded the motion and the board members voted as follows: To accept Board Policies BP 2105 Election of Student Trustees; BP 2110 Vacancies on the Board; BP 2130 Term Limits; BP 2210 Officers; BP 2220; Committees of the Board; BP 2305 Annual Organizational Meeting; BP 2315 Closed Sessions; BP 2320 Special and Emergency Meetings; BP 2330 Quorum and Voting; BP 2340 Agendas; BP 2345 Public Participation at Board Mtgs; BP 2350 Speakers; BP 2355 Decorum; BP 2360 Minutes; BP 2365 Recording; BP 2432 Chancellor Succession; BP 2610 Presentation of Initial Collective Bargaining Proposals; BP 2710 Conflict of Interest; BP 2716 Political Activity; BP 2717 Personal Use of Public Resources; BP 2720 Communications Among Board Members; BP 2730 Board Member Health Benefits; BP 2750 Board Member Absence from the State; BP 3510 Workplace Violence Plan; BP 5500 Standards of Student Conduct & Discipline; and BP 6300 Fiscal Management for final reading and approval.

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

**Trustees Panaguiton and Guzman left early at 9:27pm**

Consideration of Approval to Accept the District Strategic Plan for 2014-20

Trustee Harrison motioned, Trustee Henry seconded the motion and the board members voted as follows: To accept the District Strategic Plan for 2014-15 to 2019-20 as developed by the District Strategic Planning Committee (DSPC), with the understanding that it is a living document and will evolve as we incorporate recommendations from the Accrediting Commission for Community and Junior Colleges, Board of Trustees, and the emerging needs of the District. Additionally, the Strategic Plan should come back to the board in six months with elements to include TESS, KVCR, and ATTC.

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

ABSTENTIONS: Williams

Consideration of Approval to Appoint Board Member to Serve on Accreditation Task Force Ad Hoc Committee

Trustee Henry motioned, Trustee Ferracone seconded the motion and the board members voted as follows:  
To approve Donna Ferracone to serve on the Accreditation Task Force Ad Hoc Committee.

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

Consideration of Approval to Appoint Board Members to Serve on Board Self-Evaluation Ad Hoc Committee

Trustee Henry motioned, Trustee Ferracone seconded the motion and the board members voted as follows:  
To appoint board members to serve on the Board Self-Evaluation Ad Hoc Committee. The Board Members appointed: Trustee Harrison, Trustee Henry, and Trustee Williams.

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

Consideration of Approval to Award Contract - Best Contracting

Trustee Henry motioned, Trustee Williams seconded the motion and the board members voted as follows:  
To award a contract to Best Contracting Services, Inc. of Gardena, California for the Performing Arts Center Patio/Roof Replacement project at CHC in the amount of \$113,915.00.

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

Consideration of Approval to Ratify Contract - All Surface Roofing & Waterproofing

Trustee Henry motioned, Trustee Singer seconded the motion and the board members voted as follows:  
To ratify a contract with All Surface Roofing & Waterproofing, Inc. of Santa Ana, California for the PE Complex Dance Studio Parapet Cap at CHC, in the amount of \$7,320.00.

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

Consideration of Approval to Ratify Contract – Oakview

Trustee Henry motioned, Trustee Singer seconded the motion and the board members voted as follows:  
To ratify a contract with Oakview Constructors, Inc. of Calimesa, California for the PE Access Road Trench Drain project at CHC in the amount of \$16,125.00.

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

Consideration of Approval to Ratify Contract – Peralta

Trustee Henry motioned, Trustee Singer seconded the motion and the board members voted as follows:  
To ratify a contract with Peralta Asphalt Seal Coating of Fontana, California for the Campus Drive Re-striping project at CHC in the amount of \$3,644.00.

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

Consideration of Approval to Ratify Contract - Three Peaks

Trustee Henry motioned, Trustee Singer seconded the motion and the board members voted as follows:  
 To ratify a contract with Three Peaks Corporation of Redlands, California for the Border Around Landscape at the Administration/Student Services (ADSS) building project at SBVC in the amount of \$14,760.00.

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

Consideration of Approval to Adopt Resolution Authorizing Interfund Borrowing 2015-2016

Trustee Henry motioned, Trustee Ferracone seconded the motion and the board members voted as follows:  
 To approve a resolution to authorize temporary interfund borrowing between all funds to meet cash flow needs in the 2015-16 fiscal year.

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

Consideration of Approval to Ratify Interfund Borrowing Transactions 2014-2015

Trustee Harrison motioned, Trustee Henry seconded the motion and the board members voted as follows:  
 To ratify the following interfund borrowing transactions in accordance with the resolution it adopted on April 10, 2014:

Date	Amount	From Fund	To Fund	Status
September 15, 2014	\$4,131.17	01/General Fund	69/Employee Load	Repaid
December 19, 2014	\$400,000.00	01/General Fund	72/Child Development	To be Repaid by June 30, 2015
January 13, 2015	\$4,000,000.00	41/Capital Outlay	42/Bond Fund Construction	To be Repaid by June 30, 2015
February 12, 2015	\$6,000,000.00	41/Capital Outlay	42/Bond Fund Construction	To be Repaid by June 30, 2015

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

Consideration of Approval to Recognize May 1 and 3 2015 as Celebrating Essential Freedoms - Law Day and World Press Freedom Day

Trustee Henry motioned, Trustee Williams seconded the motion and the board members voted as follows:  
 To adopt a resolution to recognize May 1 and 3, 2015 as "Celebrating Essential Freedoms: Law Day and World Press Freedom Day".

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

Consideration of Approval to Recognize May 10- 16, 2015 as "National Police Week"

Trustee Henry motioned, Trustee Williams seconded the motion and the board members voted as follows:  
 To adopt a resolution to recognize May 10- 16, 2015 as "National Police Week".

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

Consideration of Approval to Recognize May 2015 as “Celebrating Education Month”

Trustee Henry motioned, Trustee Williams seconded the motion and the board members voted as follows:  
To adopt a resolution to recognize May 2015 as “Celebrating Education Month”.

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

Consideration of Approval to Recognize May 2015 as “National Military Appreciation Month”

Trustee Henry motioned, Trustee Williams seconded the motion and the board members voted as follows:  
To adopt a resolution to recognize May 2015 as “National Military Appreciation Month”.

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

Consideration of Approval to Recognize the Historical and Cultural Significance of the Cinco de Mayo Holiday

Trustee Henry motioned, Trustee Williams seconded the motion and the board members voted as follows:  
To adopt a resolution recognizing the profound historic and cultural significance of the Mexican and Mexican American holiday Cinco de Mayo to its people and the contributions of diversity to the San Bernardino Community College District.

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

**Items Pulled From Action Agenda:**

Consideration of Approval of Proposal - Interior Office Solutions

**INFORMATION ITEMS**

Enrollment Management – Trustee Ferracone requested items for the May Budget Workshop be sent as early in advance as possible. Chancellor can send an update to the Board after DBC recommends the assumptions to be used for budget development. Within the assumptions, the allocation of FTES can be explained.

Recruitment and Vacancy Reports

Applause Cards

Budget Report

Cenergistic Report

Clery Report

General Fund Cash Flow Analysis

Local Hire Summary - schedule a future board presentation on this.

Measure M Construction Change Orders and Amendments

MOU - Chief Content Manager KVCR

MOU - CTA Health & Welfare Benefits

MOU - Director KVCR

**ADJOURN**

President Longville adjourned the meeting at 9:55pm.

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

Health Life Sciences Building  
Ventilation and Exposure Study UPDATE:  
April 9, 2015

## **Recent Background**

The HLS Ventilation item was on the Program Review Facility Needs list and was reviewed by the SBVC Facilities and Safety Committee during the February 2<sup>nd</sup> 2015 meeting. There was no information to support the item, so the Vice President of Administrative Services committed resources to investigate the issue at that time in order to determine if there was a ventilation problem, and if so, develop a scope of work and cost to repair it.

By February 9, the Environmental Health and Safety Manager Whitney Fields and the Vice President of Administrative Services Scott Stark were communicating and scheduling with Citadel Environmental, and by February 19 were communicating with the project mechanical engineer, Fundament Engineering, and SBVC on-call mechanical contractor, Coutts Mechanical, to develop a comprehensive approach to the issue to answer these questions:

1. What was designed?
2. What was installed?
3. How does the mechanical system perform under laboratory conditions?
4. Is the current delivery of the life science programs and use of the laboratories within regulatory compliance and safe?

## **Initial On-Site Investigation**

- Citadel received mechanical plans on 2/27 and was on-site performing ventilation tests on March 6.
- Fundament Engineering was on-site reviewing plans and equipment on March 5.
- Coutts Mechanical was on-site reviewing plans and equipment on March 5

## **Progress to Date**

- Fundament Engineering reviewed the DSA approved construction documents. It was shown that each of the HLS laboratories were designed with individual 100% outside air intake, and 100% power exhaust HVAC systems. The mechanical systems were designed to educational laboratory standards.
- Coutts Mechanical inspected each of the roof mounted mechanical systems and verified that the ventilation equipment was installed as designed and was currently in place on the roof of the HLS building.
- Coutts Mechanical discovered that while the correct equipment was installed, it was “programmed and configured” to allow some return air from the labs to recirculate. Under direction from the VP of Administrative Services, Coutts immediately reconfigured the systems for 100% outside air operation with no return air. It is not known why or when this configuration allowing some return air was performed.
- Coutts Mechanical verified that the mechanical system retrofit of the Cat Morgue, designed to isolate it from the rest of the building as part of a larger campus HVAC project in 2011, was installed as designed.
- Coutts Mechanical discovered that the exhaust fan in the cat morgue was operating but weak, and with direction from the VP of Administrative Services, replaced the motor.
- Citadel Environmental performed an indoor air quality test of the laboratories on March 6, and found the air flow and air changes to be in compliance with regulatory standards for educational laboratories.
- Citadel Environmental is currently interviewing staff and faculty who work in the laboratories to find out how they use the labs, what experiments and activities they perform, what chemicals, materials, and specimens they use and store, and to get input and collaboration to shape the remaining air sampling tests and lab compliance study for accuracy under realistic lab conditions.

## **Cat Dissection Exposure Testing**

**The Test:** Citadel performed personnel exposure testing during actual classroom dissection activities on March 27 to determine if exposure levels for known specimen preservatives were within regulatory thresholds.

**The Results:** The verbal results were received late afternoon April 7. Of the 4 individuals tested, one exceeded the Permissible Exposure Limit (known as the PEL) for Formaldehyde, and several others were approaching this threshold, but within regulations.

**Immediate Action:** The President directed that all dissection activities cease immediately until further notice. Administration met with biology faculty and staff on Wednesday, April 8, to provide an update on the HLS Ventilation investigation, inform them of the exposure results, and get their input and ideas on how to deliver the program without dissections for the remainder of this semester, while further tests are conducted, and solutions are developed.

**The Cats:** Our program is using Carolina Perfect Solution Cats. Their product information states they are not fixed in formalin and contain no residual formaldehyde. They are said to be safe for use with general room ventilation.

That said, our faculty and staff were under the assumption that we were using formaldehyde free cats, however the test results indicate otherwise.

### **Action Plan:**

1. Expedite procurement of iPad and virtual dissection software to deliver the program through the end of this semester.
2. Perform additional testing to validate Citadel's original results.
3. Complete the faculty and staff interviews, and then perform the air sampling in each lab and ancillary spaces under laboratory conditions with faculty and staff collaboration.

4. Perform the laboratory operations review to determine if the labs are being operated in compliance with regulations.
5. With our consultants and in collaboration with faculty and staff, develop solution options for any identified safety issues or operations that are out of compliance. These may include ventilation system changes, or operational changes to the labs or program delivery.
6. Select and expedite solutions.
7. Goal: have all physical and operational changes complete for the beginning of the fall semester.

## **Resolution S15.03 BP-AP Revision Process**

Whereas, Board Policies and Administrative Procedures are the foundation by which the San Bernardino Community College District is to be governed, and

Whereas, the periodic and timely update of Board Policies and Administrative Procedures was too long neglected, and

Whereas, faculty consultation is essential on those Board Policies and Administrative Procedures involving academic and professional matters, and

Whereas, the Chancellor has been delegated the authority to oversee the revision and/or development of new Board Policies and Administrative Procedures through regular consultation processes, and

Whereas, the unrealistic timeline as established by the Chancellor to review over 400 BPs and APs, including more than 100 new BPs and APs, has resulted in an inability to conduct an appropriate evaluation with any meaningful feedback.

Resolved, the Academic Senate of Crafton Hills College recommends the district follow the process for developing or changing administrative procedures as outlined in AP2410 (Board Policies and Administrative Procedures).

Resolved, the Academic Senate of Crafton Hills College recommends the District Assembly reevaluate the BP and AP update evaluation process to ensure faculty are being provided ample time to conduct an appropriate evaluation with meaningful feedback.

**Resolution SP15.03 ACCJC Commission Recommendation 1 and Minimum Eligibility Requirements for Chief Executive Officers**

*SBVC Academic Senate Executive Committee*

Whereas, the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges (ACCJC) concluded that the San Bernardino Valley College President does not meet the minimum eligibility requirements to serve in that position, and that the College will remain deficient until it meets the requirements as evidenced in:

**Commission Recommendation 1:** In order to meet standards, the college must ensure that the President holds an appropriate degree from an institution accredited by a recognized U.S. accrediting agency at the time the degree was awarded. Furthermore, the college should ensure that the college catalog contain precise, accurate, and current information with the names and degrees of all administrators and faculty (II.B.2.a. III.A.1.a. and ER 5 and 20).

and,

Whereas, while the commission does not direct member colleges how to meet the standards and federal eligibility requirements, it does insist that to achieve the status of *Reaffirmation of Accreditation*, a college must meet or exceed the standards set by the commission and federal government; and

Whereas, the ACCJC has neither recommended nor approved the District's decision to retain the current President while she attains the required degree, contrary to Chancellor Baron's representations, and the college has no assurance that this resolution will be acceptable to the ACCJC;

Resolved, the San Bernardino Valley College Academic Senate opposes Chancellor Baron's proposed resolution of the deficiency that permits the president to begin work on a master's degree while in office because it prolongs the time the college remains out of compliance with the minimum eligibility requirements for accreditation.

**SBVC Resolution SP15.02 Vote of No Confidence for Chancellor**

**CHC Resolution SP15.04 Vote of No Confidence for Chancellor**

*SBVC and CHC Academic Senates*

Whereas, the SBVC and CHC Academic Senates believe the warning status issued to both colleges by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges (ACCJC) is the culmination of persistent and long-term district level deficiencies under the leadership and responsibility of Chancellor Bruce Baron;

Whereas, both colleges have distinct issues related to student success, staffing, and budgets that have been exacerbated by the chancellor's ineffective leadership and vision including poor oversight of the human resources department, questionable hiring practices including interim and permanent positions, creation of positions, demotions, promotions, layoffs, and the persistent disregard for collegial voices that have questioned and objected to such actions which have now been confirmed by ACCJC accreditation reports;

Whereas, the chancellor is responsible for ensuring that the SBCCD Board of Trustees understand their lawful roles and responsibilities consistent with SBCCD policies and bylaws, which includes keeping the Board informed in a manner that is candid and inclusive of collegial concerns and matters; and the ACCJC has cited the District to be deficient in the standards related to these policies and bylaws;

Whereas, collegial policies and procedures are the pillar and foundation of public higher education and the chancellor is responsible for understanding and abiding by these policies and procedures as detailed in California Code of Regulations Title 5 that directly grant primary authority to the faculty in matters of curricular design, program review processes, and student educational planning and success; and SBVC and CHC have the subsequent right to autonomy and independence from district interference which the chancellor has consistently disregarded, resulting in disorganization, uncertainty, a failure to best serve the needs of students, and an unprecedentedly low morale and high level of frustration among faculty in the district; and

Whereas, budgeting is an integral part of successful planning at both colleges, and the Chancellor has a responsibility for developing and maintaining a healthy District-wide budget process that supports college planning and operations, and the ACCJC and the College Brain Trust have found the District deficient in budgeting practices and procedures characterized by a lack of transparency and inclusiveness associated with District budget development; inadequate communications with the two colleges relative to their budgets; and a lack of integrated planning among the District's distinct entities;

Resolved, the Academic Senates at SBVC and CHC have no confidence in the ability of Chancellor Baron to lead our institutions in a collegial manner that best serves our students; and

Resolved, the Academic Senates request the SBCCD Board of Trustees provide a public response to the identified deficiencies and associated findings at their May 2015 board meeting.

## **Evidence: Vote of No Confidence against Mr. Baron, Chancellor**

Evidence can be located by following the links and going to the appropriate page number. In some instances, as in the SBVC Self-Study, additional evidence is cited in the text. Evidence that cannot be linked to can be found following this list (page numbers are referred to following the item in the list).

### **1. Leadership and vision (including hiring practices and HR issues)**

- 1.1. Mr. Baron allows HR Department to operate in violation of hiring policies (pp. 12 - 15)
- 1.2. Mr. Baron himself violates hiring policies (p. 16)
- 1.3. Mr. Baron is responsible for nine violations of law and policy during the hiring of the SBVC President (p. 17 - 24)
- 1.4. Mr. Baron did not take disciplinary action permitted under AP 3430 when presented with evidence of sexual harassment of a student (p. 25 - 26)
- 1.5. Mr. Baron's hiring process for Chancellor was done against policy ([SBVC Self-Study](#) p. 379)
- 1.6. Mr. Baron's performance reviews as Chancellor have been done against policy ([SBVC Self Study](#) pp. 242, 243, 377)
- 1.7. Mr. Baron has not implemented CBT [Three Year Staffing Plan](#) recommendation "3. Consider initiating an organizational climate survey to determine strategies the District can institute to improve the organizational culture and build employee confidence" (p. 59). In fact, the "warning" from the ACCJC based on the 4 recommendations to remedy District deficiencies and the Commission recommendation regarding 3<sup>rd</sup> party comment has done more to demoralize the campuses.
- 1.8. District Recommendation 3 to resolve a deficiency in the ACCJC Action Letter illuminates the lack of leadership and vision in Human Resources ([ACCJC Action Letter](#))
- 1.9. Lengthy negotiations between District and CTA regarding compensation for Student Learning Outcomes contributed to College Recommendation 1 to resolve a deficiency in the ACCJC Action Letter ([SBVC Self Study](#) p. 75)
- 1.10. Inconsistency in hiring processes for Classified Professionals ([SBVC Self-Study](#) p. 239)

- 1.11. Mr. Baron has not taken action to guarantee that Commission Recommendation 1 “ensure that the President holds an appropriate degree” will be fully resolved when the Follow-Up report is due on 3/15/16. Mr. Baron states that Dr. Beno has verbally assured him that the plan for Ms. Fisher to earn the appropriate degree will be sufficient. However, Dr. Beno has also stated that ACCJC does not tell colleges and districts how deficiencies should be resolved. (pp. 27 – 32)
- 1.12. The evaluation of personnel is not always completed timely. An initial draft of the SBCCD Three Year Staffing Plan showed a significant proportion of staff and management evaluations were over 60 days past due, and nearly half the evaluations of probationary Classified employees were not completed. The College Brain Trust, the consultant group that developed the plan, cited the lack of District tracking and follow-up and a lack of Management accountability for past-due evaluations as the reasons for the District’s high number of past-due evaluations (III.A.12 p. 6). (CHC Self Evaluation Report p. 247)
- 1.13. The chancellor has been invited to attend all of the CHC Academic meetings, however he has not done so.
- 1.14. Human Resources - Underpayment of salary; No consistent policy on step placement; Customized job description to hire/promote pre-selected candidates (pp. 33 - 36)
- 1.15. Campus Climate Surveys show disconnect between District and Campuses. (pp. 37-38)
- 1.16. Management positions at the District and Campuses are created outside of campus processes such as Program Review Needs Assessment and management positions do not go through a prioritization process ([SBVC Self-Evaluation](#) pp 237-238). Managers can also be reclassified to higher paying positions without any shared process or prioritization for instance Dr. Matthew Isaac being reclassified from Executive Director to Associate Vice-Chancellor at the 4/9/15 board meeting ([Board Agenda 4/9/15](#) p. 169). Manager can also be eliminated without cause with no collegial input to the impact the loss of the position would have on the campus or department. This occurred

at SBVC when 5 Student Service managers were released at the same time which undermined leadership and morale in Student Services. ([SBVC Self-Evaluation](#) p, 243, p. 340).

1.17. The 2013-2014 Board of Trustees Self-Evaluation ([Board Agenda 4/9/15](#) p. 344) indicate that the Board is concerned about their relationship with the Chancellor.

1.18. ACCJC recommendations from the 2008 Crafton Hills College accreditation visit include the same themes as the current District recommendations; integrated planning, human resources, and transparent processes ([ACCJC Follow Up Report \(2010\) pp. 6-7](#)).

## **2. Training and informing the board**

2.1. District Recommendation 2 to resolve a deficiency in the ACCJC Action Letter indicates that the Board is not fully educated by the Chancellor on Board Policies and Administrative Procedures, nor are those policies and procedures followed ([ACCJC Action Letter](#)).

## **3. Respect for and knowledge of collegial process**

3.1. Mr. Baron does not follow collegial consultation processes

3.1.1. AP 6610 (evidence SBVC [Self-Study](#))

3.1.2. MOU – K-12 Bridge Project ([SBVC Self-Study](#) p. 385-386)

3.2. Resolution SP 13.02 was read to the board (5/9/13). The CHC Academic Senate position on and support of to the collegial decision making process. (p. 39)

3.3. Resolution FA 12.01 was read to the board (9/6/12). SBVC Academic Senate position on and support of the collegial decision making process. (p. 40)

3.4. Resolution SP 13.01 was read to the board (5/9/13). The CHC Academic Senate urged the board to add the 13-14 budget deficit to the agenda to engage in discussion to develop a funding plan that will support CHC's anticipated growth. (p. 41)

3.5. Board policy BP & AP 2510: In issues related to academic and professional matters the Board will rely primarily on the Academic Senate. Other areas of decision-making in regard to Board Policy are to be mutually agreed upon between the Governing Board, the Academic Senate, administration, staff and student.

3.6. The CHC Academic Senate stated that the timeline for consideration of the proposed CBA program should have provided adequate time for effective vetting by to the CHC Academic

Senate as well as all other district shared governance groups. The Academic Senate recommended that the District: Conduct a complete and detailed analysis of Community Benefit Agreements (CBAs) in order to identify and assess the pros, cons, benefits, costs and other impacts of implementing and maintaining a CBA program for Measure M projects. Share such research, studies and its findings with the Academic Senate to enable its members to fully understand the pros, cons, benefits, costs and other impacts of the proposed CBA. Delay consideration of approval of the CBA to allow ample opportunity for the Academic Senate to discuss the CBA and its impacts; and, to provide recommendations, if any, to the Board. This request was not followed and there were no reasons forwarded as to why this recommendation was not followed. (CHC AS Address to the Board, Nov. 2014)

- 3.7. On November 19<sup>th</sup>, 2014 the CHC Senate voted to forward a recommendation to the SBCCD Board of Trustees to reject the proposed CBA. The chancellor and board did not provide a response to our recommendation. (CHC AS Address to the Board, Dec. 2014)
- 3.8. Whereas, as established by Board Policy 2225 for purposes of academic and professional matters, “the Board shall rely primarily on the advice and judgment of the senate when adopting policies and procedures on ‘academic and professional matters’ and if the Board has a compelling reason for not accepting the advice of the Academic Senate, it shall provide that reason in writing upon request of the Academic Senate.” Resolved, the Crafton Hills College Academic Senate reaffirm their right to participate effectively in collegial consultation in particular areas where they have responsibility and expertise as specified in Title 5 regulations and as established by Board policy 2225; and (Board Agenda Minutes, May 2013 meeting)
- 3.9. The governing board delegates full responsibility and authority to him/her to implement and administer board policies without board interference and holds him/her accountable for the operation of the district/system or college, respectively (ACCJC Self Evaluation p. 330)
- 3.10. Board Policies and Administrative Procedures are the foundation by which the San Bernardino Community College District is to be governed. The periodic and timely update of Board Policies and Administrative Procedures was too long neglected. Faculty consultation is essential on those Board Policies and Administrative Procedures involving academic and professional matters. And finally the unrealistic timeline as established by the Chancellor to review over 400 BPs and APs including more than 100 new BPs and APs, has resulted in an inability for the Academic Senate to conduct an appropriate evaluation with any meaningful feedback (CHC Resolution S15 03).

3.11. The governing board created a policy subcommittee on March 14, 2013 to consider and recommend changes to outdated policies (IV.B.24). Since the creation of this board subcommittee, numerous new policies and procedures have bypassed the district assembly collegial consultation process: BP 2140 Public Participation at Board Meetings, BP 6610 Local Hire Policy, and BP 6320 Investments (IV.B.25; IV.B.26; IV.B.27; IV.B.28)( ACCJC Self Evaluation pg 353)

**3.12. INTERNATIONAL PROGRAM**

3.12.1. Per BP/AP 2510 The Academic Senate makes recommendations with respect to academic and professional matters to the Board of Trustees including Educational program development and Standards and policies regarding student preparation and success. This would include the development of an international program. The CHC Academic senate has not been consulted, and has not participated in any discussions related to the development of an international program at CHC.

3.12.2. Bruce said he was hoping that we would already be working on expanding the number of international students attending our colleges, however, over the summer he learned that the district is not yet prepared to assume an international students program based on the information gathered by Jeanne Marquis. He acknowledged and thanked her for her work. Steps are being taken to address the issues and to move ahead with the expansion of international students.(District Assembly 9-4-2014).

3.12.3. MOUs are being prepared between SBCCD and the University of Redlands and Cal State University San Bernardino, we move closer to increasing recruitment of more international students to the district. The MOUs are for guaranteed admittance to the colleges for international students who meet certain criteria. This is an important "selling point" in recruiting students from other countries to a community college. We are working on a similar agreement with UCR (Chancellor's Chat 11-31-14).

3.12.4. Currently, Dr. Glen Kuck has stepped into the leadership role to continue the development and expand this program. Glen has developed MOUs with University of Redlands and Cal State University San Bernardino for the smooth articulation of international student graduates into programs at those schools. Agreements with University of California Riverside and Loma Linda are in the works. In addition, Glen has updated the district's materials that can be used for recruitment of international students and is working on an update of the district's website as well. In December, Glen will be

attending the nation's largest recruitment gathering for international students where recruiters who work in many countries will be present and can be signed-up to recruit on behalf of SBCCD. Our goal is to add 25 additional international students next year with more ambitious goals for the following years as we get our program running smoothly (Chancellor's Chat 12-24-14).

- 3.13. Inconsistency in reporting out of actions of closed sessions. [Board Minutes 7-12-12](#)

#### **4. Interference with college process and purview**

- 4.1. Mr. Baron does not follow college process/policies for field trips. (pp. 42 – 46)
- 4.2. Interference with WST Program - Requests for Public Reports. (pp. 47 – 53)
- 4.3. [ACCJC Action Letter](#) finding were reported in the Riverside Press Enterprise on 2/6/15 and the article included quotes from Board Members prior to notifying campuses of results. SBVC Campus was informed on 2/9/15 ([RPE Article](#))
- 4.4. **AB 955** The decision to participate in AB 955 was made by the chancellor without any collegial process. The college was not asked if they wanted to participate.
- 4.4.1. SBVC Student Trustee voice concerns and relayed complaints from students about AB 955. CHC Student Trustee had sent letters to Senators opposing AB 955
- 4.4.2. 17 members of the public voiced their concerns and oppositions for AB 955. Trustee Williams asked for the item to be Agenized.
- 4.4.3. Request from CHC AS to remove CHC from all language of the law with respect to AB 955. SBVC and CHC Associated Students took official stand against AB 955.
- 4.4.4. Board asked for a special meeting for October 29<sup>th</sup> at 4pm to address AB 955.
- 4.4.5. An 'Redlands Daily Facts' article regarding 'Students protesting AB 955 requiring to pay more for higher demand courses, and Crafton Hills College is listed as one of the pilots'. No one is aware that CHC is piloting in this program. More follow-up needs to be made to confirm if we are or not.
- 4.4.6. CHC Student Trustee spoke in opposition to AB855
- 4.4.7. CHC and SBVC Presidents requested the district take a public position in opposition to AB955. CTA made the same request. The district took no such action

4.4.8. Trustee Williams asked for dialogue on the subject – perhaps a study session. Trustee Henry concurred stating the board needed to find a better way to communicate and dialogue with stakeholders and make sure that everyone is included in the discussion. Trustee Ferracone asked to ajenized AB955

4.4.9. CHC Academic Senate has taken an official stand against AB 955. (statement to board from CHC AS)

4.4.10. AB 955 is a perfect example of why were felt it was necessary to draft and present a resolution on Collegial consultation to the board. The CHC AS learned via several emails (from organization opposing AB 955 - the CHC Student Senate, the statewide AS, the State CTA) that the Chancellor, Bruce Baron had submitted CHC as an interested college and to allow CHC to that be included in the language of the legislation, along with 5 other California Community College. The decision to offer up CHC as a beta campus was made without campus-based input or any type of collegial consultation.... This is unacceptable. We would like to hear from the board about this issue and would encourage the board to do everything in its power to withdrawn CHC from the list of eligible Community Colleges in the language of the law. We also asked the board to forward a copy of the agenda date and agenda item number when this action was approved – and an explanation as to why the CHC Academic Senate was not consulted on this matter. The CHC AS concerns (and requests) were not addressed. (CHC AS Report to the Board, Sept 2013).

4.5. The Chancellor gives full responsibility and authority to the presidents of the colleges to implement and administer delegated district/system policies without his/her interference and holds them accountable for the operation of the colleges. (ACCJC Self-Evaluation)

## **5. Fiscal management**

5.1. The Hay Group Study for a Classification and Compensation Study approved on April 11, 2013 for \$197,500.00 has, according to public statements by Mr. Baron not yet been completed indicated poor judgment in the choice a consulting firm and waste of fiscal resources. (p. 201 of Board of Trustee agenda 4/11/13)

5.2. Mr. Baron commissioned multiple studies from the College Brain Trust then totaling in excess of \$ 135,000.00 and has failed to fully implement the recommendations of the College Brain Trust and/or the recommendations of the District Budget Committee. (p. 54)

### **5.3. CBT Resource Allocation Model**

- 5.3.1. January 2014 CBT provided a report on the Resource Allocation and Utilization for SBCCD. The January report contained 9 financial recommendations. Of those the district , as of the Nov update had only implement one fully.
- 5.3.2. With regard to the distribution of funded FTES between the colleges in the RAM. The CBT had provided recommendations to bring stability to and “confidence in” the resource allocation process, however as of Nov 2014 the responses to these recommendations were inconclusive and did not reflect a directed approach to the issue.

### **5.4. CBT Three- Year Staffing Plan**

- 5.4.1. Contrary to recommendation 7 of the College Brain Trust Three-Year Staffing Plan (p.62), Chancellor Baron has not increased the number of FT Faculty. Instead there is a hiring freeze and even replacement faculty positions are not immediately filled.
- 5.4.2. Under Chancellor Baron’s leadership, \$218,000 has been lost due to failed recruitments (Three-Year Staffing Plan p. 20)
- 5.4.3. Chancellor Baron reported the recruitment has begun for the Vice Chancellor of Fiscal & Business Services. The Chancellor is pleased with enrollments across the District with the aggressive 6% goal. Brain Trust Report has been worked on collegially and we will revolutionize the way we look at budget and funding for the colleges. There are recommendations in the report that will benefit the District as a whole. Bruce asked campus presidents to schedule time for the Chancellor to meet with managers, classified senates, and academic senate on campus to give updates and answer any questions.
- 5.4.4. The Brain Trust consultants recommended that the CHC reduce the cost of administrators by about \$250,000. However, the District Chancellor’s Cabinet argued against a reduction in administrators since the College is now in a growth mode.
- 5.4.5. The validity of the data in the College Brain Trust Three-Year Staffing Plan has been questioned.

### **5.5. CBT Enrollment Management Plan**

- 5.5.1. Another key factor noted by CBT. Bond funds were allocated to CHC to grow to support a much larger student populations and this work is either done or underway. However this was done without a real plan on how the additional FTES would be generated. The costs of

the new facilities coming on-line are a big part of the reason for the anticipated operating deficits at CHC. The status quo approach to FTES management is a passive approach to dealing with a real problem created by past actions of the organization.

5.5.2. CHC is in the midst of a building program that will add over 46,000 ASF of instructional space, increasing the instructional capacity by 50% resulting in an estimated new annual operating cost of \$750,000 for maintenance and operations of the new buildings. The consultants are unaware of any plan to increase the funded FTES of CHC to correspond to the increase in structural capacity created by the current building program. Why was this funded FTES plan not developed prior to constructing the buildings?

5.5.3. The new facilities increase instructional capacity by 50% so in order to fully utilize the new facilities, CHC funded FES would need to be increased to 6,000 FTES. This means a growth of funded FTES by 1,000 which allows for 50% use of the new capacity and should provide adequate marginal net revenue to offset the new maintenance and operating costs

5.5.4. There needs to be a district commitment to find a way to increase CHC funded FTES to 5,000 by 2020 or this exercise is pointless.

5.5.5. The first order of business is to gain a commitment or decision by the Board of Trustees. This needs to begin by having the Chancellor provide an "education session" with the Board on the financial status of CHC. (Nov 14 recommendation)

5.5.6. The Board has authorized an extensive capital outlay program at CHC that will increase its instruction space by 50% without developing a plan as to how the district will pay for a corresponding increase in the college's FTES

5.5.7. The Board must make an additional decision to increase the funded FTES of CHC or plan on an even larger subsidy. It would be politically unacceptable to not put additional classes in the new facilities to absorb a portion of the excess student demand.

5.5.8. The stage has been set to talk about solutions. If everyone agrees about the definition of the problem, the solutions can look at the options.

5.6. Gloria Fisher has been paid a Doctorial stipend without possessing a Ed.D or Ph.D.

5.7. As Jack Miyamoto was paid \$ 120,159.60 for a **6 month** consulting contract, December 2014-June 2015 ( [Board Agenda](#) 11-13-13) which is more than a 50% increase on the [annual salary](#) for the position which is \$ 152,713.

- 5.8. Mr. Baron purchased software and failed to fully implement the software on both campuses. (p. 55)
- 5.9. The faculty at CHC believe it is time for the campus to grow – We fully support the boards’ directive for establishing two “comprehensive colleges” within the San Bernardino community college district. The 10 taxpayer funded bond projects as identified in the October 2000 MAAS Company report are either completed, under way, or in the cue to be built over the next 3-4 years. Again, these bond funded projects will add over 85,000 net assignable square feet of building space, which will accommodate the an underserved student population in excess of 10,000 - The campus has been working hard to meet this mark and is now asking the board to clarify the district plan to accommodate the growth as promised to the taxpayers in the East end of the Valley. We look forward to working with the board and district staff on this issue. No Action Was Taken in Reponse to our May 2013 request. (CHC AS Statement to the Board, May 2013)
- 5.10. Whereas, the identified local taxpayer funded bond projects will add 84,000 net assignable square feet of new building, lab, and classroom space which when completed will accommodate at least 10,000 FTES;  
Resolved, the Crafton Hills College Academic Senate requests the San Bernardino Community College District Board work with the chancellor to re-evaluate the allocation model and develop a plan to support an anticipated Crafton Hills College student population increasing to more than 10,000 students, and  
Resolved, the Crafton Hills College Academic Senate requests the San Bernardino Community College District Board work with the chancellor to re-evaluate the allocation model and develop a plan to support student success at Crafton Hills College, including the addition of new and expanded courses, programs, services, and full-time faculty positions (CHC Resolution SP1301)
- 5.11. For 2013-2014 there is still a need for CHC to have an increased allocation of about \$300,000 to meet their current commitments and to move toward the comprehensive campus status. This would need to be allocated from district reserves. We will have more information on this at the Board of Trustees Budget Workshop on May 30th at about 4pm (immediately following the 3pm closed session). (Chancellor’s Chat 5-28-13).
- 5.12. The CHC AS asked for an explanation as to why the \$300,000 included in our 13-14 budget to “address access, comprehensive college, and new construction strategic issues” (quote taken from the 5-30-13 Budget presentation to board) had in fact, been withdrawn. The

CHC AS wanted know why this was done and how the board expected the college to resolve the 13-14 budget deficit created as a result of this action.

We urged the board to add this item to one of their upcoming agendas, so that our elected representatives would engage in a discussion and develop a funding plan that would support CHC's anticipated growth in excess of 10,000 students. This was never done and was in fact noted as an deficiency in the fall 2014 CBT report: "The consultants are unaware of any plan to increase the funded FTES of CHC to correspond to the increase in structural capacity created by the current building program. Why was this funded FTES plan not developed prior to constructing the buildings?" (CHC AS Address to the Board, May 2013)

- 5.13. Lack of budget planning example –Agreements reached with bargaining units in May 2014 resulted in salary increases of 4% for 2013-14 and 4% for 2014-15. These cumulative increases of 8.16% were expensed to the college budgets, resulting in deficits. The college had not budgeted for an 8.16% increase in the salary line. (CHC ACCJC Self-Evaluation Update).
- 5.14. Mismanagement of funding (Perkins). (pp. 56 – 58)
- 5.15. HLS Ventilation (p. 59)
- 5.16. District hired a consultant for \$186,000.00 to address many of the District issues resulting from Crafton's 2008 Accreditation. Many of the areas of concern cited in 2008 have surfaced again (See 1.18).

## 1.1. Mr. Baron allows HR Department to operate in violation of hiring policies

On Mar 9, 2015, at 8:45 AM, "Lopez, Leonard P." <[llopez@sbccd.cc.ca.us](mailto:llopez@sbccd.cc.ca.us)> wrote:  
Mr. Baron has allowed the HR department to operate in violation of our policies (see email, below).

Under our policy, the hiring committee is to elect a Chair, and the Chair is then charged with scheduling meetings and interviews according to availability. In violation of this policy, Mr. Baron has allowed HR to usurp responsibility for the scheduling even when this results in members being removed from the committee.

Leonard López

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From: Lopez, Leonard P.  
Sent: Monday, February 10, 2014 2:19 PM  
To: Baron, Bruce  
Subject: FW: Committee Schedule: Instructor, PE/Asst. Football Coach

Hi Bruce.

This was meant for you.

Leonard

-----Original Message-----

From: Miyamoto, Jack  
Sent: Mon 2/10/2014 12:36 PM  
To: Lopez, Leonard P.  
Subject: Re: Committee Schedule: Instructor, PE/Asst. Football Coach

Bruce, I need to speak with you about Lopez's email. There I more to this.

Jack

Sent from my iPhone

On Feb 10, 2014, at 12:30 PM, "Lopez, Leonard P." <[llopez@sbccd.cc.ca.us](mailto:llopez@sbccd.cc.ca.us)> wrote:

Hi Bruce.

Board Policy and Administrative Procedures provide that the Human Resources Generalist will schedule interviews, not committee meetings (BP 7210; AP 7210, "Interviews", line 466). Contrary to this policy, Julia scheduled meetings for a hiring committee and then told faculty members that they could not serve on the committee if they could not make the meetings as she scheduled them.

This affects Board policy and procedures that provide that Departments and the Academic Senate shall appoint members of the committee (AP 7210, "Membership", lines

## 1.1. Mr. Baron allows HR Department to operate in violation of hiring policies

287, 294). In turn, this effects the provisions of the Education Code regarding the Academic Senate's role in the "Hiring criteria, policies, and procedures for new faculty members" (Section 87360 (b)).

I am the Academic Senate appointee to the committee and Julia has scheduled meetings fully aware that I am not available to attend.

Now Julia refuses to answer in writing whether her actions were consistent with Board Policy and Administrative Procedures, which provide that the meetings are scheduled by the Committee Chair (AP 7210, Appendix B III, line 749), who must "Confirm selection location, schedule, and procedures with committee members" (AP 7210, Appendix B III, line 758). The Committee Chair is selected by the committee during their first meeting (AP 7210, "Membership", line 319).

The Department Chair and I have asked that we follow the process outlined in the Policy and Procedures, and Julia has offered no substantial response. As you can read below, she says we will discuss the process only after the process has begun.

I have filed a complaint through the District's website, but with two days to go before the meetings begin, I hope you can help resolve this. Is Julia's scheduling ultimatum consistent with law and policy?

Thank you.

Leonard

From: Sanchez, Julia C  
Sent: Mon 2/10/2014 8:44 AM  
To: Lopez, Leonard P.  
Cc: Miyamoto, Jack; Millican, Edward S.  
Subject: RE: Committee Schedule: Instructor, PE/Asst. Football Coach

Good Morning Leonard,

We will discuss the recruitment process in detail at the first meeting on **Wednesday**.

I look forward meeting you and working with you and the other committee members.

Respectfully,

Julia Sanchez, MBA/MHR  
Human Resources Generalist  
San Bernardino Community College District  
114 South Del Rosa Drive|San Bernardino, CA 92408  
( Phone [909.382.4016](tel:909.382.4016) |  
6Fax [909.382.0173](tel:909.382.0173)

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## 1.1. Mr. Baron allows HR Department to operate in violation of hiring policies

also be confidential and/or legally privileged. This transmission is sent for the sole purpose of delivery to the intended recipient. If you have received this transmission in error, any use, reproduction, or dissemination of this transmission is strictly prohibited. If you are not the intended recipient, please immediately notify the sender by reply e-mail, and delete this message and its attachments, if any.

From: Lopez, Leonard P.  
Sent: Monday, February 10, 2014 8:09 AM  
To: Lopez, Leonard P.; Sanchez, Julia C  
Cc: Miyamoto, Jack; Millican, Edward S.  
Subject: RE: Committee Schedule: Instructor, PE/Asst. Football Coach

Hi Julia.

The first meeting is in two days and I have not heard back from you.

Can you please tell me if we are following Board Policy and Administrative Procedures?

If we are not, can you please provide me with a copy of the alternate policy and procedures?

Thank you.

Leonard

From: Lopez, Leonard P.  
Sent: Thu 2/6/2014 3:24 PM  
To: Sanchez, Julia C  
Cc: Miyamoto, Jack; Millican, Edward S.  
Subject: RE: Committee Schedule: Instructor, PE/Asst. Football Coach

Hi Julia.

Board Policy and Administrative Procedures provide that the Human Resources Generalist will schedule interviews, not committee meetings (BP 7210; AP 7210, "Interviews", line 466).

The meetings are scheduled by the Committee Chair (AP 7210, Appendix B III, line 749), who must "Confirm selection location, schedule, and procedures with committee members" (AP 7210, Appendix B III, line 758).

The Committee Chair is selected by the committee during their first meeting (AP 7210, "Membership", line 319), and we have agreed on February 12th as our first meeting.

Now, if we are not going to follow Board Policy and Administrative Procedures, can you please provide me with the policies and procedures we will be using?

Thank you,

## 1.1. Mr. Baron allows HR Department to operate in violation of hiring policies

Leonard

From: Sanchez, Julia C  
Sent: Thu 2/6/2014 10:25 AM  
To: Hauge, Kristin B; Emerson, Kevin; Rubio, David; Banola, Erwin J; Blumenthal, Kenneth S; Lopez, Leonard P.; Wall, Mark G.  
Cc: Transporte, Catalina Valdez  
Subject: Committee Schedule: Instructor, PE/Asst. Football Coach

Good Morning Committee Members,

First let me thank you for your willingness to serve on this screening committee.

The finalized committee schedule is below:

1st Meeting: 2/12/14: 1-3pm in PS148

2nd Meeting: 2/19/14: 1-3pm in PS148

1st Level Interviews: March 6th & 7th: District Office ATTC 119 (Note: The primary day of interviews will be March 7th. However, if the committee wishes to interview more candidates that time permits in one day, interviews will also be conducted on March 6th.

Attendance at both meetings and the interview are required to participate on the committee. As we all know coordinating so many schedules can be a challenge, and I ask that you be as flexible as possible with your schedules as we need to move forward with this recruitment. Dr. Kinde has informed me that she would approve substitutes for faculty who will miss instruction because of participation on this committee.

If you are unable to participate on this committee, please inform me by Friday, February 7th.

I look forward to working with each of you.

Respectfully,

Julia Sanchez, MBA/MHR  
Human Resources Generalist  
San Bernardino Community College District  
114 South Del Rosa Drive|San Bernardino, CA 92408  
( Phone [909.382.4016](tel:909.382.4016) | 6Fax [909.382.0173](tel:909.382.0173)

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## 1.2. Mr. Baron himself violates hiring policies

On Mar 9, 2015, at 5:42 PM, achala chatterjee <[achalachatterjee@hotmail.com](mailto:achalachatterjee@hotmail.com)> wrote:

**In fall 2011 I applied for the position of the Dean of the Applied Technology, Transportation and Culinary Arts Division. I was one of the finalists for the position and my name was forwarded to the Vice President and President of the Valley College.**

**I had an interview with then SBVC President Deb Daniel, VPI Larry Buckley and the Academic Senate President in November 2011.**

**The next day I got a call from the Chancellor Baron's secretary asking me to come for an interview with the Chancellor that afternoon. It came as a surprise to me that the Chancellor wanted to meet me. He asked me detailed questions about my qualification, my management style, etc.**

**The next day I was called for another interview with the college president and vice-president with some follow-up questions along the line the Chancellor had asked me. Eventually I was offered the job and I accepted it.**

**The position of the instructional dean is the lowest level instructional manager position on the campus. So I was surprised that the Chancellor was so involved in the selection process.**

**I asked three other instructional deans on the campus if they were interviewed by the chancellor during their hiring process. They all said no. They recalled having a single interview with the president and the vice-president of instruction, before being offered the job.**

**I believe that chancellor's involvement in the selection of an instructional dean is interference with the college process and purview.**

**Achala D. Chatterjee**

1.3. Mr. Baron is responsible for nine violations of law and policy  
during the hiring of the SBVC President.

Leonard Paul López

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

[leonardpaullopez@yahoo.com](mailto:leonardpaullopez@yahoo.com)

Department of Philosophy  
San Bernardino Valley College  
701 S. Mt. Vernon Ave.  
San Bernardino, CA 92410  
909-384-8610  
[llopez@valleycollege.edu](mailto:llopez@valleycollege.edu)

November 24, 2014

Mr. Bruce Baron, Chancellor  
San Bernardino Community College District  
114 South Del Rosa Drive  
San Bernardino, CA 92408

Re: Amended Complaint and Agenda Request

Dear Chancellor Baron:

At the last Board meeting, Trustee Harrison pulled the hiring of the President from the consent agenda. During discussion, she sought assurance that board policies were followed throughout the hiring process, and “put it at [your] feet ...” (Audio at 1:54:00). In response, you asserted that “a committee ... was selected through the appropriate process, the names were forwarded through the appropriate process ... second-level interviews were conducted through the appropriate process...” (Audio at 1:58:00) Much was missing in this narrow response.<sup>1</sup> This letter is a complaint against you and Dr. Jack Miyamoto, alleging that the hiring process for the SBVC President violated various laws, policies and past practices, as described below:

A. Violation of Common Law (Personal Interest), AP 3050, AP 7250

In your comments at the meeting, you failed to mention the pre-screening process: the job description and the job announcement.<sup>2</sup> The job announcement set the point of comparison at a level that could benefit a candidate who never earned an undergraduate degree, let alone a doctorate in education, liberal arts or a related field. Who imposed the ban on undergraduate transcripts? Who did this after the

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<sup>1</sup> [http://www.sbccd.org/Board\\_of\\_Trustees/Board\\_Agendas\\_-a-\\_Minutes](http://www.sbccd.org/Board_of_Trustees/Board_Agendas_-a-_Minutes)

<sup>2</sup> <http://www.higheredjobs.com/details.cfm?JobCode=175947277>

### 1.3. Mr. Baron is responsible for nine violations of law and policy during the hiring of the SBVC President.

desired qualification of an earned doctorate “in education, liberal arts or related fields” was eliminated? Who decided to end the hiring process three weeks early, and before investigations were completed?

As an employee and an agent of the District, you and Dr. Miyamoto are expected to conform your actions “to the requirements of the law and District policy related to [your] position and area of responsibility, and to ethically and effectively carry out [your] responsibilities” (AP3050). As Chancellor, it is your responsibility to work with Dr. Miyamoto to approve the process to hire the SBVC President, and this begins with the content of the job announcement (AP 7250). Only candidates who met the specifications of the job announcement could proceed to the stages that you chose to mention to the Board. To ethically and effectively carry out these responsibility for the content of the job announcement, you and Dr. Miyamoto must ensure the District’s commitment “to an open, inclusive, and lawful hiring process that supports ... providing equal consideration and opportunities of all qualified candidates” (AP 7250). In this light I would ask: why did that announcement not conform to the job description for “College President” currently posted on the District’s website?<sup>3</sup>

Maybe the website is out-of-date, but that wouldn’t explain this inconsistency: The job description you approved for the SBVC President contradicted the instructions you approved for the same position at CHC.<sup>4</sup> The 2012 CHC announcement not only allowed candidates to submit undergraduate transcripts, but expressly required them to do so, specifying “All college transcripts.” This requirement was removed from the SBVC announcement and replaced with a new and bewildering anti-requirement: a proscription that says “Only transcripts showing the awarded degree or higher degree will be accepted.” It’s a ban on undergraduate transcripts; a ban on the very thing we produce. This new ban on undergraduate transcripts did not appear in the previous job announcement for the position of SBVC President.<sup>5</sup> As a result, the public introduction of the 2013 finalists for SBVC President included a comparison of the undergraduate experience supporting their advanced degrees, while the public presentation of the 2014 finalists did not.<sup>6</sup>

How can you impartially determine whether a degree is an “advanced” one, a graduate degree, without proof of a prior degree from an earlier graduation? According to the U.S. Department of Education, a Bachelor’s degree “is the degree that gives access to advanced study”<sup>7</sup> and the minimum qualifications for President require the advanced degree that follows a bachelor’s degree. In contrast, a Juris Doctor would not satisfy this minimum qualification without a finding of equivalency, since, according to the U.S. Department of Education, a Juris Doctor is merely a “first-professional degree” that prepares

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<sup>3</sup> [http://www.sbccd.org/Human\\_Resources-Jobs/Job\\_Descriptions/Management-Supervisory?index=C](http://www.sbccd.org/Human_Resources-Jobs/Job_Descriptions/Management-Supervisory?index=C)

<sup>4</sup> <http://www.higheredjobs.com/details.cfm?jobcode=175656251>

<sup>5</sup> <http://www.higheredjobs.com/details.cfm?JobCode=175715861>.

<sup>6</sup> [http://www.valleycollege.edu/news/2013\\_Press\\_Releases/2013-may/presidential-finalists-named](http://www.valleycollege.edu/news/2013_Press_Releases/2013-may/presidential-finalists-named) (The recent candidate biographies have been removed).

<sup>7</sup> [https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=1&ved=0CCMQFjAA&url=https%3A%2F%2Fwww2.ed.gov%2Fabout%2Foffices%2Flist%2Fous%2Finternational%2Fusnei%2Fus%2Fbachelor.doc&ei=OM1xVJT4JornoASp1oGYCg&usg=AFQjCNG4OexgfM4BhBh9M537COdn\\_\\_ycVw](https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=1&ved=0CCMQFjAA&url=https%3A%2F%2Fwww2.ed.gov%2Fabout%2Foffices%2Flist%2Fous%2Finternational%2Fusnei%2Fus%2Fbachelor.doc&ei=OM1xVJT4JornoASp1oGYCg&usg=AFQjCNG4OexgfM4BhBh9M537COdn__ycVw)

### 1.3. Mr. Baron is responsible for nine violations of law and policy during the hiring of the SBVC President.

holders for later “graduate study” in law.<sup>8</sup> Here is the Government’s description of degrees like the one possessed by Ms. Fisher:

Several of these [first-professional degrees] use the term “doctor” in the title, but these degrees do not contain an independent research component or require a dissertation (thesis) and should not be confused with PhD degrees or other research doctorates.”<sup>9</sup>

The changes enfeebled the job description and job announcement by eliminating two points of comparison. This may have denied some candidates a holistic appraisal of their academic experience and qualifications – perhaps another example of a skewed comparison after the Public Forum results (see C, below). This amounts to an unfair and unequal hiring process.

#### B. Violation of Common Law (Personal Interest), AP 3050, AP 7250

In his letter of November 21, Dr. Miyamoto makes clear that Ms. Fisher was never pre-screened *specifically* for the position of President, in violation of AP7250. Instead, the District assumed she was qualified on account of her ongoing employment, not on a separate assessment of the documents she submitted. This was unfair; a privilege that could not be granted equally to every applicant.

When challenged on its assumption, the District denied the existence of my complaint and then, three months later, finally responded with a reference to a letter from 2006. However, that 2006 letter discussed the minimum qualifications for an *entirely different position*. It discussed a position Ms. Fisher held at an earlier point of her ongoing employment, rather than the 2009 law in effect during the pre-screening process for the President position. It did not because it could not, since the law came into effect three years after the letter was written. In the opinion of the District, Ms. Fisher was somehow “qualified” in 1986 for a second-round interview held in 2014 –and despite any subsequent and substantive changes in the law. This amounts to an unfair and unequal *pre-pre*-screening procedure, one completed before the position was even announced.

Moreover, the 2006 letter applied a 1986 definition of “accredited” that distinguished between “institutions of higher education” and “institutions of higher education for training in ... [a] profession.” This tracks the distinction between institutions granting “first-academic degrees” and those granting “first-professional degrees.” Regarding the latter, the 1986 definition allowed for a “recognized professional organization which awards accreditation ... in that profession.” The definition cited in my complaint makes the very same distinction, and identifies the “recognized” organization as the American Bar Association. Though the 1997 definition of “accredited” expressly recognized the State Bar of California; neither the prior nor the subsequent definition does.

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<sup>8</sup>[https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=2&ved=0CDgQFjAB&url=https%3A%2F%2Fwww2.ed.gov%2Fabout%2Foffices%2Flist%2Fous%2Finternational%2Fusnei%2Fus%2Fprofessional.doc&ei=sc1xVMiSEdProASazlLwDQ&usq=AFQjCNFU\\_vgtO4CctdtKyhOSmzODaNm-Kw](https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=2&ved=0CDgQFjAB&url=https%3A%2F%2Fwww2.ed.gov%2Fabout%2Foffices%2Flist%2Fous%2Finternational%2Fusnei%2Fus%2Fprofessional.doc&ei=sc1xVMiSEdProASazlLwDQ&usq=AFQjCNFU_vgtO4CctdtKyhOSmzODaNm-Kw)

<sup>9</sup> Ibid.

### 1.3. Mr. Baron is responsible for nine violations of law and policy during the hiring of the SBVC President.

According to the District, a definition used 25 years ago to determine the accreditation of an institution of higher education “for training in ... [a] profession” is the appropriate standard to use in determining whether a graduate of that school qualifies to serve as President of the *other kind of institution* -- even where a candidate may have never earned a bachelor’s degree and either failed or avoided the licensing exam supported by her training degree. Would an unlicensed and inexperienced graduate of a chiropractic school qualify to serve as SBVC President?

#### C. Violation of Common Law (Personal Interest), BP 2430, AP 3050, AP 7250

At the last Board meeting, Trustee Harrison stated that the Board had “no other option” but to approve your recommendation of Ms. Fisher, since “there has been no formal objection” to the hiring process “as far as [she] knows...”<sup>10</sup> While Board Policy requires the Trustees to act on the recommendation of the Chancellor, as cited above, this only applies where the Chancellor is acting with “policy direction.” Trustee Harrison’s comment appears to refer to this application, and, as such, mistakenly characterizes the circumstances surrounding the action. In fact, there is no policy direction on “special instructions” in job announcements. Instead, you and Dr. Miyamoto Mr. Baron were acting under reviewable discretion when you approved the change to the job description and the job announcement. In light of the comment by Trustee Harrison, it appears you did so without informing the Board of the nature of this decision.

There is no policy or procedure for formal complaints regarding minimum qualifications. Instead, under Board Policy 2430, “The Board delegates to the Chancellor the executive responsibility for administering the policies adopted by the Board and executing all decisions of the Board requiring administrative action.” Under this delegated authority, “The Chancellor is empowered to reasonably interpret Board policy. In situations where there is no policy direction, “the Chancellor shall have the power to act, but such decisions shall be subject to review by the Board. It is the duty of the Chancellor to inform the Board of such action and to recommend written board policy if one is required.” Indeed, the Board has required that “All such charges or complaints shall be presented to the Board through the Chancellor in writing and shall be signed and verified by the person making the charge or complaint.”<sup>11</sup>

On August 27, 2014, you received a formal complaint based on a 2009 change in the legal definition of “accredited.” The complaint alleged that the District knew or should have known that Ms. Fisher failed to meet the minimum requirements to serve as President after the 2009 change in the law. The District, through the coordinated actions or omissions of you and Dr. Jack Miyamoto, falsely denied that it had received this complaint.<sup>12</sup> This false denial was made to the State Chancellor’s Office, and it appears that this false denial resulted in a failure to inform the Board of any formal complaint, contrary to your duty as Chancellor, and in violation of the process used by the Board. This resulted in a violation of the

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<sup>10</sup> [http://www.sbccd.org/Board\\_of\\_Trustees/Board\\_Agendas\\_-a-\\_Minutes](http://www.sbccd.org/Board_of_Trustees/Board_Agendas_-a-_Minutes)

<sup>11</sup>

<sup>12</sup> Voicemail from Javier Gonzalez to Leonard López, 11/12/14.

1.3. Mr. Baron is responsible for nine violations of law and policy  
during the hiring of the SBVC President.

Brown Act, for denying the public, including me, of information necessary for informed participation. Only after the Board acted to hire Ms. Fisher, in a letter dated November 21, 2014, did the District concede that it had, in fact, received my complaint.

- D. Violation of Common Law (Personal Interest), Ed. Code §87359 (a), Title 5, CCCR §53430, BP 2430, AP 3050, AP 7250

Under Education Code §87359 (a) and Title V, CCCR §53430, “The criteria used by the governing board in maintaining the determination shall be reflected in the governing board’s action employing the individual.” Dr. Miyamoto’s letter cites the Appellate Court’s description that “Fisher’s law degree satisfied the requirement of a master’s degree.” Due to the omissions, false statements and improper delay described above, this equivalency was not reflected in the Board’s action to hire Ms. Fisher.

- E. Violation of Common Law (Personal Interest), Ed. Code §87359 (a), Title 5, CCCR §53430, BP 2430, AP 3050, BP/AP 7250

You and Dr. Miyamoto should have waited until all investigations were completed. And you could have. According to the job announcement you both approved, “The new College President will be announced on or about December 11, 2014 ...” Dr. Miyamoto’s letter came well within the timeframe set by the announcement. If you had respected this timeline, I would have had the information to present a more comprehensive complaint to the Board before it acted. I would have also had the information to prepare for informed participation at that meeting.

- F. Violation of Gov. Code Section 87100, Common Law (Personal Interest), Ed. Code §87359 (a), Title 5, CCCR §53430, BP 2430, AP 3050, BP/AP 7250

Dr. Miyamoto’s false denial was made while the extension of his consulting contract was awaiting Board approval; only after that contract was approved did he acknowledge the existence of my complaint.

- G. Violation of Common Law (Personal Interest), Ed. Code §87359 (a), Title 5, CCCR §53430, BP 2430, AP 3050, BP 2430, BP/AP 7250

As a result of the false denial made by Dr. Miyamoto, the letter to me was improperly delayed, without explanation. It was also non-responsive, for a number of reasons. First, Dr. Miyamoto addressed Ms. Fisher’s qualifications *only* as they pertain to the minimum qualifications to serve as an instructor, referring to a letter from the State Chancellor sent four years before Ms. Fisher was hired as Dean. In contrast, from subject line through signature, the point of my August letter was her qualifications to serve as Vice President or President. Second, the letter referred to by Dr. Miyamoto was a response to a complaint regarding her qualifications to teach under former CCCR Title 5 §52001, not her qualification to serve as Dean under Education Code § 94712. Third, my complaint addressed the 2009 change in the legal definition of “accredited.” This has never been evaluated by either the Chancellor’s Office or the courts, and the change was specifically directed at private institutions like the school Ms. Fisher

1.3. Mr. Baron is responsible for nine violations of law and policy  
during the hiring of the SBVC President.

attended, aiming at “Prevention of the deception of the public that results from conferring, and use of, ... substandard degrees.” (Ed Code §94801.D.6). Fourth, as described in my complaint, this change in the legal definition occurred before Ms. Fisher was appointed to the Interim Vice-President and before she was appointed to Interim President. And, as the District argued to the Superior Court, the controlling legal definition of “accredited” is the definition in effect before she was hired as an educational administrator in 2000, and not at the time she was hired as an instructor in 1991. Here, again, is what the District argued to the Court:

With respect to Ms. Fisher’s law degree, Education Code § 94712, effective in 1997 *before her assignment* to the Dean position, provides that an “accredited” private higher education institution mean, in part, that an institution has been recognized or approved by the Committee of Bar Examiners for the State of California. Ms. Fisher graduated from San Joaquin College of law in 1986, after it was accredited by the Committee of Bar Examiners.<sup>13</sup>

Fifth, Dr. Miyamoto falsely characterized the decision of the Court of Appeal as a decision on the merits. In fact, that decision affirmed a summary judgment for laches.<sup>14</sup> Sixth, the Court of Appeal noted that the Chancellor’s Office did not require any “additional information” regarding her qualification to serve as an educational administrator. This is because the definition of “accredited” was effectively the same under CCCR Title 5 §52001 (in 1986) and Education Code § 94712 (in 1997). However, the definition was no longer the same at the time Ms. Fisher was hired as Interim Vice President, Interim President, or President. As the District has acknowledged, the minimum qualifications for these positions are governed by the law in effect prior the appointments, in this case, that law is Education Code § 94813. Finally, the Court of Appeal noted the State Chancellor’s finding that “Fisher’s law degree satisfied the requirement of a master’s degree.” However, Dr. Miyamoto’s letter does not address the issue raised by my complaint: If she never earned an undergraduate degree, how is her degree equivalent to a master’s degree? What are the criteria? The letter “relied upon” by Dr. Miyamoto never mentions Ms. Fisher, and hypothetical generalizations will not do, since her law school admitted students with and without undergraduate degrees. Particularity is necessary for a finding of equivalency.

H. Violation of Common Law (Personal Interest), Ed. Code §87359 (a), Title 5, CCCR §53430, BP 2430, AP 3050, BP 2430, BP/AP 7250

The Agenda item on the SBVC President position, posted On November 7, specified that the finalist would qualify for a “Doctorate Stipend” well before the hiring process formally produced a finalist. As a result of this description, it appears that Ms. Rodriguez was excluded from full, fair and equal consideration within that formal process.

I. Violation of Common Law (Personal Interest), AP 3050, BP 2430, BP/AP 7250

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<sup>13</sup> *Peterson v. SBCCD, et al., Respondents’ Opposition to the Petition for Writ of Mandate, San Bernardino Superior Court, CIVSS906799, pp 22-23 (italics added).*

<sup>14</sup> *Peterson v. SBCCD, Court of Appeals for the Fourth District of CA, 2010, ED048390.*

### 1.3. Mr. Baron is responsible for nine violations of law and policy during the hiring of the SBVC President.

Like the new and contradictory process for transcripts, you and Dr. Miyamoto approved a new and contradictory process for the use of the Public Forum results. Under Board Policy 7250, "All job specifications which the District wishes to utilize shall be reviewed by the appropriate administrator and the Office of Human Resources before the position is announced to ensure conformity with the requirements of Title 5 and both State and Federal non-discriminatory [sic] laws." Under Board Policy 7250, the job announcement for college president is the responsibility of the Chancellor and the Vice President of Human Resources, and that announcement "must include" only six (6) specifications. Any other specifications, including "special instructions", are not provided with any "policy direction." You and Dr. Miyamoto used your discretion to require that candidates participate in a Public Forum.

Under Board Policy 2430, "The Board delegates to the Chancellor the executive responsibility for administering the policies adopted by the Board and executing all decisions of the Board requiring administrative action." Under this delegated authority, "The Chancellor is empowered to reasonably interpret Board policy. In situations where there is no policy direction, "the Chancellor shall have the power to act, but such decisions shall be subject to review by the Board. It is the duty of the Chancellor to inform the Board of such action and to recommend written board policy if one is required."

Pursuant to these policies, the requirement that candidates participate in a Public Forum appeared in both the 2013 and 2014 job announcements for SBVC President. However, in 2014 you and Dr. Miyamoto approved a substantive change in the use of the Public Form that contradicted your own past practice. Specifically, you chose to replace the use of Public Forum results as a statistical survey with their use as a mere "comment." In light of Trustee Harrison's comments, it appears that you failed to inform the Board of this substantive change, despite the fact that the use of Public Forum results is given no direction under Board Policy. Regrettably, in response to previous concerns about to changes in the process for hiring presidents, you admitted to deviations from Board Policy, and to proceeding by whatever process you decide is "close" to the Board's approved policies. As a result, your idea of what counts as "close" to policy has been inconsistently applied to different candidates.

In 2013, you described the Public Forum as a statistical survey. Specifically, before making your recommendation for SBVC President, you announced that "Dr. Bush received the highest ratings" at the public forum.<sup>15</sup> At that time, the results were used as an objective, statistical measure. However, in the November 13 meeting, the Public Forum results were described by Trustee Harrison as follows: "as far as [she] understand[s] from the Chancellor, they were not really part of his consideration." You further characterized your consideration of those results as follows: "not as a statistical survey but as a comment." Now, with Ms. Fisher earning the *lowest* ratings, you decide to reduce the results to a subjective, alphabetic measure.

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<sup>15</sup>[http://www.sbccd.org/~media/Files/SBCCD/District/District\\_Committees/District\\_Assembly/District%20Assembly%20Minutes/09-04-2012.pdf](http://www.sbccd.org/~media/Files/SBCCD/District/District_Committees/District_Assembly/District%20Assembly%20Minutes/09-04-2012.pdf)

1.3. Mr. Baron is responsible for nine violations of law and policy  
during the hiring of the SBVC President.

In a previous email to you, I expressed concern that the hiring process was unfair and unequal. If it is true that Ms. Fisher never earned an undergraduate degree, and that her law school was not accredited by either WASC or the ABA, then this concern is reanimated. However, the actions detailed in this letter pose serious risks to the College, risks that go beyond any liability for unfair and unequal treatment of the candidates. As you know, in our Self-Assessment Report to ACCJC you certified that “All administrators have appropriate preparation and experience to provide the administrative services required to support SBVC’s mission” (p. iii). Under Standard II, Section B, Subsection 2 (a), you must provide “precise, accurate, and current information concerning the ... the Degrees of Administrators...” Under Standard 1, failure to do so “is sufficient reason, in and of itself, for the Commission to impose a sanction, or to deny or revoke candidacy or accreditation.”<sup>16</sup>

Our students and community, our staff and faculty, all deserve better. Please bring this complaint to the Board, pursuant to the policies described above. Then, please place this complaint on the Agenda as a Discussion Item for the next Board Meeting.

Sincerely,

/s/

Leonard Paul López

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<sup>16</sup> [http://www.accjc.org/wp-content/uploads/2014/07/Accreditation\\_Reference\\_Handbook\\_July\\_2014.pdf](http://www.accjc.org/wp-content/uploads/2014/07/Accreditation_Reference_Handbook_July_2014.pdf)

1.4. Mr. Baron did not take disciplinary action permitted under AP 3430 when presented with evidence of sexual harassment of a student

On Mar 13, 2015, at 11:16 AM, "Beebe, Yvonne M" <[ybeebe@sbccd.cc.ca.us](mailto:ybeebe@sbccd.cc.ca.us)> wrote:

**In the spring of 2012 a student of our college confided in me that her Fulltime Professor had pushed her to engage in sexual activities and was continuing to push her for more. She was currently in his class at the time. He would email her asking for it to go further, and she had allowed many things to happen (including being videotaped in his office on campus). It was when she decided to defend herself and ask for the video tape that she started to see how bad it had become. He went into her place of employment (on campus in a computer lab) and pressured her while she was working. This allowed her to finally stand up for herself, and to see more clearly that he was a predator.**

**I helped the student report this to Gloria Fisher, and it went forward to the Chancellor Bruce Baron. The student made a formal complaint (although at the time the student was still very concerned about the welfare of the Professor and "held back" in her statement). A private investigator was hired by the District. The student met with the chancellor.**

**The private investigator found that "it is more likely than not that the (the student's) allegations are true" based on her thorough interviews and reading all of the emails between the student and Professor.**

**The District decided to do nothing. I personally met with our chancellor because I was outraged, and found it difficult to continue to work at a college that claims to be a "student centered campus", while allowing this behavior on our campus. The chancellor told me that our current policies had "no teeth" unless the Professor threatened the student's grade. I said to the chancellor "you mean, at any moment I, (as a Professor at valley college) can ask a student to come into my office on campus, ask them to do sexual acts against their desire, have a video camera and sex toys in my office on campus...and there is nothing wrong with that, based on our college policy?!?" ....and he said "unfortunately, Yes".**

**I told him that I was emotionally affected by this and could not carry on the fight. That this was his responsibility to make sure that our policies on campus "had the teeth" to protect our students from such obvious abuse. He assured me that he would make this a priority, and expressed his sympathy for how difficult**

1.4. Mr. Baron did not take disciplinary action permitted under AP 3430 when presented with evidence of sexual harassment of a student

**it must be for me to work with this Professor knowing what he had done to hurt this student.**

**To this day neither our Chancellor or Gloria Fisher have done anything to create policy to protect our students from this predatory and abusive behavior. I wrote to them both a few times over the years, asking "since we know that our students have been hurt in the past by a lack of policy, what has been done to create policy?"....and the chancellor doesn't write back to me. Gloria has written back directing me to where I may go ask questions of someone new in some position.**

**Since our District did absolutely nothing about this...it is like giving this man a "free pass to be a sexual predator on our campus".**

**Bruce Baron's failure, to follow through with his promise to address the need for a policy to protect our student's from sexual misconduct, is unacceptable. He is putting our student's safety and well-being at risk.**

**Yvonne Beebe  
Assoc. Professor of Mathematics  
San Bernardino Valley College  
[ybeebe@valleycollege.edu](mailto:ybeebe@valleycollege.edu)  
Aloha Nui Loa**

1.11. Mr. Baron has not taken action to guarantee that Commission Recommendation 1

Baron, Bruce

Wed 2/4/2015 4:47 PM

This message was sent with high importance.

Good afternoon:

As we await the outcome of the San Bernardino Valley College (SBVC) accreditation, I have received information from Barbara Beno, President of the Accrediting Commission for Community and Junior Colleges (ACCJC), which I would like to share with you. The Commission will provide written notice to SBVC this week, of the outcome of the accreditation review.

Included in the letter, but unrelated to the ACCJC opinion on our accreditation, will be a comment in response to a Third Party letter submitted to the ACCJC during the accreditation review process regarding the College's compliance with a particular accreditation standard.

The Third Party Comment claimed, in part, that President Gloria Fisher lacks a degree from an institution that was accredited by a recognized accrediting body at the time the degree was awarded. As a result, the Third Party Comment claims the College is not in compliance with Accreditation Standard III.A.1 which states (in part): "Degrees held by faculty and administrators are from institutions accredited by recognized U.S. accrediting agencies."

President Fisher earned her law degree from San Joaquin College of Law in 1986. When her degree was awarded, the institution was accredited by the California Committee of Bar Examiners which was a recognized accrediting agency under the applicable Education Code and Title 5 provisions in effect at the time. The law degree satisfies Title 5's "minimum qualifications" requirement for President Fisher to serve as President. (San Joaquin College of Law gained initial candidacy for accreditation

by the Western Association of School and Colleges in 1987, and was accredited by WASC in 1993).

The sufficiency of President Fisher's law degree for purposes of serving as an academic administrator was specifically reviewed by the State Chancellor's Office in 2006, and again by the California Court of Appeals in 2010. Both determined the law degree was awarded by an institution properly accredited under applicable Education Code and Title 5 provisions in effect at the time, such that President Fisher meets the "minimum qualifications" requirement that she hold at least a master's degree to serve as an academic administrator.

While the issue of President Fisher's qualifications to serve as an academic administrator under state law was settled by the State Chancellor's Office and the California Court of Appeal, there is a conflict between the ACCJC's current accreditation standard ("required degrees held by faculty, administrators and other employees are from institutions accredited by recognized U.S. accrediting agencies") and Title 5 and Education Code provisions in effect at the time that President Fisher earned her law degree.

The ACCJC has informed the District that it does not look to whether an individual's degree meets the "minimum qualifications" under state law, but instead looks to whether a degree meets the Commission's *accrediting standards*. In other words, the ACCJC does not review individual minimum qualification issues, only whether *an institution meets ACCJC's accrediting standards*.

For this reason, it is the District's understanding that the ACCJC will recommend that President Fisher obtain a master's degree (or higher) from an institution accredited by a recognized U.S. accrediting agency, and be able to show progress toward that goal. **This issue will not impact the reaffirmation of the accreditation of Valley College. President Fisher has assured the District that she will take immediate steps to comply with the ACCJC/Commission's anticipated**

1.11. Mr. Baron has not taken action to guarantee that Commission Recommendation 1

**recommendation. For this reason, I continue to strongly support her presidency of SBVC and I ask the College community to do so as well.**

Sincerely,

Bruce Baron

1.11. Mr. Baron has not taken action to guarantee that Commission Recommendation 1

**From:** Tom Lane <accjc@accjc.org>  
**Sent:** Friday, March 6, 2015 4:43 PM  
**To:** Gilbert, Jeremiah A  
**Subject:** RE: Senate Questions

March 6, 2015

Dear Dr. Gilbert:

You've asked a few questions about the recent Commission action (January 2015) on San Bernardino Valley College. It isn't the ACCJC's custom to respond to questions about the Commission action letters that come from disparate parties at an institution, but the ACCJC does answer questions that the College President or the ALO may have. None the less, the action letter, which you have access to, details the Commission's expectations as to the deadline for resolution of the issues identified by the Commission at its January 2015 meeting.

With regard to your second question, the Commission does not tell an institution how to resolve a deficiency, but leaves the decision of how to do so up to an institution. It will be up to the Commission to decide, at its June 2016 meeting, whether the institution's resolution of issues identified in the Commission's action letter is acceptable.

Sincerely,

Barbara Beno

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Accrediting Commission for  
Community and Junior Colleges  
10 Commercial Blvd Ste 204  
Novato, CA 94949  
Tel: 415-506-0234  
Fax: 415-506-0238  
E-Mail: [accjc@accjc.org](mailto:accjc@accjc.org)

**From:** Gilbert, Jeremiah A  
**Sent:** Thursday, February 26, 2015 10:45 AM  
**To:** [accjc@accjc.org](mailto:accjc@accjc.org)  
**Subject:** Senate Questions

Thomas,

1.11. Mr. Baron has not taken action to guarantee that Commission Recommendation 1

We just spoke and you asked me to email you the questions I have. I was motioned by my Academic Senate last week to contact the ACCJC, specifically Barbara Beno, for some clarifications regarding our External Evaluation Report. We were issued a Warning and need to complete a Follow-up Report by March 15, 2016. With this in mind, here were the questions I was motioned to seek clarification on:

1) We had one campus deficiency and three district deficiencies. I was want to clarify that these must be resolved (not show progress) by the March 15 report.

2) A commission recommendation was addressed toward our college president for not possessing a degree from a college recognized by a U.S. accrediting agency. We have been told by our chancellor that, in speaking with Barbara Beno, our president could make progress toward such a degree and that this would be satisfactory. There is a lot of doubt among the campus about this, so I would like to confirm that this is indeed a satisfactory approach to resolving this recommendation.

3) If, as outlined above, our president can make progress toward an accredited degree, is there an expected timeline for completion (1 year, 2 years, etc)?

I appreciate you assisting me in getting answers to these questions.

Jeremiah A. Gilbert, Ph.D.  
President, Academic Senate  
Associate Professor, Mathematics  
San Bernardino Valley College  
[jgilbert@valleycollege.edu](mailto:jgilbert@valleycollege.edu)

### 1.11. Mr. Baron has not taken action to guarantee that Commission Recommendation 1

President forced back to school. <https://www.insidehighered.com/news/2015/02/12/president-under-scrutiny-accreditor-has-return-school>

“Barbara Beno, the president of the accrediting agency, said other colleges have failed to assure that their people have degrees from appropriately accredited institutions and each college has handled it in its own way.

She said her agency will not act again at San Bernardino Valley until next March, when the commission will look at what the college has done.

“The college may choose its own means of addressing the deficiency, so long as that solution assures that the office of the president is held by an individual with an appropriate degree,” Beno said in an e-mail.”

## 1.14. Human Resources - Underpayment of salary;

### 1. Underpayment of Salary:

There are ongoing issues with HR and Payroll. Payroll is either incompetent or purposely underpays some people. If an employee catches the mistake and demands correction, then payroll administrator fixes the error.

In fall 2013 I resigned as the dean of Applied Technology Division effective December 31<sup>st</sup> 2013. I was paid approximately \$500 less for December 2013 compared to other deans at the same salary and step. I wrote to the payroll administrator and was told that my December pay was calculated at a per diem rate rather than monthly rate. This meant that I was paid less by using per diem rate as December 25<sup>th</sup> to 31<sup>st</sup> were holidays. I contacted Interim Vice Chancellor HR, then I was paid the same full salary, the same as what other deans were paid in December for working the same number of hours. The process took 5 months.

One of the faculty in Applied Technology (name available on request) was not paid for overload for almost two years. He repeatedly asked payroll to fix the error to no avail. The dean intervened and finally he was paid the amount that was owed. Payroll had miscalculated and forgotten to pay for part of his overload.

When Cindy Parish retired she found that her last month's salary was underpaid. It took her several months and intervention by STRS to get the salary corrected.

Proper formula is not used for calculating overload. Thus the overload calculation for a faculty changes from semester to semester and is done differently for different faculty. CTA contract is not followed to the letter and spirit of the contract. Unless a faculty is vigilant the faculty pay is shorted. This is especially true for faculty who teach laboratory or clinical courses where full time equivalent hours do not add up to a neat whole numbers 1.0 faculty load. I can provide data if asked.

In fall 2014, the interim division dean demanded that I teach two additional courses, half a unit each, for no additional compensation; these courses were above and beyond my full contract load. I asked interim dean for correction and he said that he had a "right of assignment". I talked to the Interim President who asked me to see the VP of Instruction. I requested VP of Instruction for an appointment but she refused to see me and told me to work with my interim dean. The interim dean was adamant and insisted that he had a right of assignment. I asked HR for help. Instead of intervening and fixing the problem, Jack Miyamoto asked me to resolve it with VP of Instruction, who had already refused to give me an appointment. After I filed a grievance through CTA my overload was finally calculated correctly.

I checked my overload for the last ten years and found that in couple of other instances I had been underpaid and my overload was miscalculated. I was assigned contract load over and beyond the CTA load of 15 hours of lecture per semester. I need to get it fixed but I have been too weary to fight another battle with payroll, HR, and the Chancellor's hand-picked managers at Valley College.

When I first started teaching work experience courses, WST 098, I was told there was no money to offer work experience courses. In my naivety I offered to volunteer to teach the course as I wanted to ensure student success. I was not paid for teaching the WST 098 course for several semesters. What bothers me

## 1.14. Human Resources - Underpayment of salary;

the most is that the top managers of the district are some of the highest paid in the state while hard-working faculty are not even paid for the hours they work to help the students.

In the Applied Technology Division in fall 2014 I found that at least one other faculty's load was not calculated correctly; that is faculty was not paid for the hours of overload worked. I do not have access to all overload calculation for all faculty, but I believe that each faculty should check the overload calculations to determine if it was done correctly. The district should be asked to audit and correct the overload as I have found that the district has a pattern for underpaying.

2. Step placement for managers are not based on any set guidelines but varies depending on if the person was selected by a committee or handpicked by the Chancellor. Thus interims are always placed on higher scale.
  - a. In December 2011, when I was offered the job as a dean of Applied Technology Division, the HR told me that no dean was placed above step B if it was an internal candidate promoted from within faculty ranks. My offer for the monthly salary as a dean was lower than my then monthly salary as a faculty. I talked to two other deans who said that they had accepted lower salary to be promoted to be a dean. I was very hesitant. Whenever I was promoted in my previous jobs in other organizations I was offered more salary to assume more responsibilities. The district had a strange way of compensating for a promotion. I tried to negotiate with HR, but it was futile. Against my better judgement, I accepted the dean position at step B.
  - b. In Feb. 2012 an interim dean for Math/Business was placed on Step D, and then another interim dean of Social Sciences was put at Step E.
  - c. I realized I was lied to by the HR. In two months the policy had suddenly changed and all interim managers were hired at anywhere from 3 to 30% more salary than their previous jobs. Interim managers were all hand-picked and filled by the Chancellor without any collegial consultation or transparent selection process. They were all awarded higher salaries.
  - d. I talked to Larry Buckley, the Interim President at Valley College and he said that I would be given a step raise in December 2012 and would not have to wait till July 2013. In December 2012 HR said that I would not get a step raise till July 2013. In December 2012, Larry flew to greener pasture. The new Interim President, Glen Kuck, laughed me off and dismissed me when I told him about how underpaid I was. He said that I did not know how to negotiate salary.
  - e. Since the publication of Press Enterprise article we know that Glen was masterful at negotiating salary – He is the highest paid second level administrator in the entire state. I wonder if he could have negotiated even better pay if he was in a district where all employees were give better pay structure. Somehow I doubt it. I believe that few employees in this district are paid so well because other employees are underpaid; the district awards very high salaries to a select few at the expense of the rest of the worker bees.
  - f. I made a spreadsheet of the salaries of all the interim managers before and after promotion and took it to the new Interim HR, Tanya Rogers and the Chancellor. The

1.14. Human Resources - Underpayment of salary;

spreadsheet screamed discrimination. Finally I was awarded back pay and step raise a year and a half after I was hired as a dean.

- The job duties and job titles are not well aligned. For example three Coordinator positions were revised and approved by the board in the March 2015 meeting. All have different minimum qualification and different salary range

No.	Position	Degree Required	Salary	Comment
A	Coordinator of Outreach and Relations with Schools	An Associate Degree	Classified Salary Range 46	This position requires associate degree in any field (say basket weaving) from any unaccredited college (diploma mill) placed at range 46
B	Financial Aid Coordinator	An Associate Degree in Business, Management, Social Sciences, Human Services or Related Field from accredited college or university	Classified Salary Range 45	Requires an Associate degree in a narrowly defined subject areas from an accredited school, for less pay than position A
C	Coordinator, Student Success Services and Programs	Bachelor's degree in Business, Management, Social Sciences, or Human Services from an accredited college or university	Classified Salary Range 46	Requires a Bachelor's degree in a narrowly defined subject areas from an accredited school, for the same pay as position A

The representative duties and the qualification for position A seem much lower than for position C, but the pay range is same as position C. Was the position A created especially to meet the qualification possessed by an individual who was already pre-selected for the position?

Otherwise why a position which requires an Associate degree in an un-named field, from an unaccredited college, has the same pay scale as a position which requires a Bachelor's degree in Business, Management or Human Services from an accredited college.

In early 2012, Gloria Fisher was appointed Interim VP of Student services from her position as a dean. As dean she was responsible for four areas – Perkins, Middle School, Instructional dean for Criminal Justice Department, and Police Academy. Her work responsibilities were divided up.

- Criminal Justice Department was moved to another division,
- Perkins was given to Dean of Applied Technology,
- Positions were created/stipend given to assume duties of Police Academy and Middle School. Perkins was half a million dollar grant, it needed a half-time clerical support but no clerical support was provided to the dean of Applied Technology.

The Chancellor has not filled the HR position with a permanent leader. The Chancellor appoints and promotes people who do not meet the minimum qualifications. The job description are changed so that

#### 1.14. Human Resources - Underpayment of salary;

the person the Chancellor wants to appoint to the position can get the job. Jobs duties are unevenly divided between managers where some are expected to assume more duties with less resources.

Achala Chatterjee

1.15. Campus Climate Surveys show disconnect between District and Campuses.

### **Leadership and Vision (including hiring practices and HR issues)**

#### **2012 and 2013 Campus Climate – Manager Survey:**

**63% of respondents disagree that there is a clear delineation of authority and operational responsibility between and among the district office and the colleges.**

**63% of respondents disagree that there is a clear delineation of authority and operational responsibility between and among the district office, colleges, and human resources.**

#### **2013 Campus Climate – Classified Survey:**

**53% of respondents disagree that hiring procedures are carefully followed and that hiring practices are fair to all applicants.**

**57% of respondents disagree that the district office clearly communicates what its responsibilities are to the college.**

#### **2012 Campus Climate – Classified Survey:**

**58% of respondents disagree that hiring practices are fair to all applicants.**

**71% of respondents disagree that the college's administrative structure is organized and staffed to reflect the institution's purpose, size, and complexity.**

### **Training and informing the board**

#### **2012 and 2013 Campus Climate – Manager Survey:**

**57% of respondents disagree that the governing board's decision-making reflects the public interest.**

### **Respect for and knowledge of collegial process**

#### **2012 and 2013 Campus Climate – Faculty Survey:**

**72% of respondents disagree that senior administrators seriously consider the opinions expressed by the Academic Senate.**

1.15. Campus Climate Surveys show disconnect between District and Campuses.

**57% of respondents disagree that senior administrators respect the recommendations made via the program review process.**

**Fiscal management**

**2012 and 2013 Campus Climate – Manager Survey:**

**63% of respondents disagree that the district resource allocation process is appropriate to support college programs and services**

3.2. Resolution SP 13.02 was read to the board (5/9/13).

COLLEGIAL CONSULTATION RESOLUTION SP13.02

Whereas, as established by Board Policy 2225 the Board of Trustees of the San Bernardino Community College District has agreed to embrace the concept of collegial consultation and establish procedures to ensure faculty the right to participate effectively in collegial consultation in particular areas where they have their responsibility and expertise as specified in Title 5 regulations; and

Whereas, as defined in Board Policy 2225 the SBCCD board recognizes the definition of “academic and professional matters” as stated in the Title 5 regulations: i.e.,

1. Curriculum including establishing prerequisites and placing courses within disciplines;
2. degree and certificate requirements;
3. grading policies;
4. education program development;
5. standards or policies regarding student preparation and success;
6. district and college consultation structures, as related to faculty roles;
7. faculty roles and involvement in accreditation processes, including self-study and annual reports;
8. policies for faculty professional development activities;
9. processes for program review;
10. process for institutional planning and budget development; and
11. other academic and professional matters as mutually agreed upon between the Governing Board and the Academic Senate; and

Whereas, the Board also recognizes its obligation, under Title 5 Regulations, to “consult collegially” with the Faculty Senate on these “academic and professional matters”; and

Whereas, as established by Board Policy 2225 for purposes of academic and professional matters, “the Board shall rely primarily on the advice and judgment of the senate when adopting policies and procedures on ‘academic and professional matters’ and if the Board has a compelling reason for not accepting the advice of the Academic Senate, it shall provide that reason in writing upon request of the Academic Senate.”

Resolved, the Crafton Hills College Academic Senate reaffirm their right to participate effectively in collegial consultation in particular areas where they have responsibility and expertise as specified in Title 5 regulations and as established by Board policy 2225; and

Resolved, the Crafton Hills College Academic Senate recommends the Board of Trustees embrace collegial consultation and adhere to consistent, systemic structures and processes that foster collegial consultation and Board Policy as written.

**Resolution FA12.01 Collegial Consultation**

*SBVC Academic Senate Executive Committee*

Whereas, the San Bernardino Community College District Board Policy 2225 on Collegial Consultation, derived from California Education Code and Title 5, set forth the adoption of the “concept of collegial consultation and to establish procedures to ensure faculty, management, classified staff, and students the right to participate effectively in collegial consultation,” and further stated “to rely primarily on the advice of the Academic Senate on academic and professional matters and its obligation to consult collegially with the Academic Senate”;

Whereas the following changes occurred without collegial consultation:

- a. present reorganization of SBVC by order of the Chancellor,
- b. reduction and change of office hours negatively impacting support services that facilitate student success for afternoon and evening students,
- c. merging of two Instructional divisions,
- d. assignment of adjunct Student Services faculty to other Student Services departments
- e. filling of managerial positions;

Whereas, these changes, without consultation of the Senate, indicate a disregard or lack of understanding of the Academic Senate’s purview to uphold its mandates on academic and professional matters concerning

- a. educational program development,
- b. district and college governance structures as related to faculty roles, and
- c. processes for institutional planning and budget development as

enumerated in Title 5 and Board Policy 2225;

Resolved, that the Board of Trustees urges District leadership and SBVC administration including middle management to observe collegial consultation and include the Academic Senate, and faculty in general, as an integral part of decision making processes; and

Resolved, that the Board of Trustees directs the leadership entities of SBVC to establish consistent, systemic structures for communication that foster collegial consultation and adhere to the Board Policy as written.

References: Education Code Sections 70901 O70902

California Code of Regulation Title 5 Sections 53200 – 53204

California Code of Regulation Title 5 Sections 51023.5 and 51023.7

3.4. Resolution SP 13.01 was read to the board (5/9/13).

Resolution SP13.01

Whereas, since 2008 Crafton Hills College has reduced the number of class sections from 1,321 to 982, a 26% reduction resulting in a 20% loss of FTES in order to decrease expenditures to the budgeted allocation amount; and

Whereas, 52% of Crafton Hills College disciplines are now under-served with 15 disciplines (31%) having one full-time faculty and 10 disciplines (21%) having no full-time faculty (orphaned); and

Whereas, the CHC faculty are over-extended with 70 fulltime faculty representing a decrease of 11% since 2006 diminishing the ability of faculty to participate in the shared decision making processes; and

Whereas, Crafton Hills College has, in spite of diminishing funds, continued to focus on student success and has expanded both academic and support services including programs such as learning communities, Honors, transfer degrees, SOAR3, Left Lane, supplemental instruction and the Transfer Center; and

Whereas, the projected grade 12 enrollments for the Crafton Hills College high school feeder districts indicate an 11% increase from 2012-2017 and our service area population of 276,459 is underserved by 46 students per 1000 or 10,360 students as reported by the statewide post-secondary statistics; and

Whereas, the identified local taxpayer funded bond projects will add 84,000 net assignable square feet of new building, lab, and classroom space which when completed will accommodate at least 10,000 FTES;

Resolved, the Crafton Hills College Academic Senate requests the San Bernardino Community College District Board work with the chancellor to re-evaluate the allocation model and develop a plan to support an anticipated Crafton Hills College student population increasing to more than 10,000 students, and

Resolved, the Crafton Hills College Academic Senate requests the San Bernardino Community College District Board work with the chancellor to re-evaluate the allocation model and develop a plan to support student success at Crafton Hills College, including the addition of new and expanded courses, programs, services, and full-time faculty positions

Resolved, the Crafton Hills College Academic Senate recommends the San Bernardino Community College District embrace the adopted board directive for establishing two "comprehensive colleges" within the San Bernardino community college district.

4.1. Mr. Baron does not follow college process/policies for field trips

On Mar 9, 2015, at 8:40 AM, "Lopez, Leonard P." <[llopez@sbccd.cc.ca.us](mailto:llopez@sbccd.cc.ca.us)> wrote:

Mr. Baron supported the cancellation of the Philosophy Club's attendance at an annual conference, even though his own lawyers agreed that it was permissible (see email below).

He promised to request a legal opinion from the State Chancellor's Office, but he never did. He also promised to "keep [me] posted" but I never heard from him on the issue ever again.

Leonard López

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From: Lopez, Leonard P.  
Sent: Thursday, March 21, 2013 8:16 AM  
To: Baron, Bruce  
Subject: RE: Response to Field Trip Inquiry

Hello.

Well, the students in the Philosophy Club are worth fighting for, but ... some background might help me seem (maybe?) less monomaniacal.

I was in charge of Student Activities for about 5 years, I am an attorney, and, when I was a student, the clubs at SBVC changed my life.

Thanks, again, for your help.

Leonard

-----Original Message-----

From: Baron, Bruce  
Sent: Thu  
3/21/2013 8:05 AM  
To: Lopez, Leonard P.  
Subject: RE: Response to Field Trip Inquiry

Hello, Professor:

Thanks for your thoughtful response. I have never (in 35 years!) run across a faculty member who has taken the painstaking time to digest so much legal background to find a solution to a problem. I am very impressed.

I am willing to consult with Steve Bruckman. I understand the question about district sponsored and it will be helpful to get a better definition of these distinctions. I will also send him our email stream so he can get a better sense of your original questions, citations and my response. I will keep you posted.

Sincerely,

4.1. Mr. Baron does not follow college process/policies for field trips

Bruce

Mr. Bruce Baron  
Chancellor  
San Bernardino Community College District  
114 S. Del Rosa Drive  
San Bernardino, CA 92408  
[909-382-4090](tel:909-382-4090)  
[bbaron@sbccd.cc.ca.us](mailto:bbaron@sbccd.cc.ca.us)

-----Original Message-----

From: Lopez, Leonard  
P.  
Sent: Thu 3/21/2013 7:44 AM  
To: Baron, Bruce  
Subject: RE: Response to Field Trip Inquiry

Hi Bruce:

I appreciate your response. My emails were ignored, substantively and sometimes completely, by Steve, Gloria and Carolyn. So, it seemed that the administration did not appreciate being questioned. In fact, Carolyn wrote "You did not want to accept me just telling you that yes advisors had to travel with the student[s]."

Of course I did not accept this, since the College requires advisors to sign an agreement that reads, in part, "Advisors have the primary responsibility for understanding, interpreting, and applying campus rules and regulations as they apply to organizational programs and scheduled activities. When sponsoring an off campus activity, advisors are to be familiar with campus policies/procedures regarding student travel." (Student Organization Policy and Form Handbook, 30). I took this seriously.

Now, your thoughtful response makes me confident that you would agree to submit the issue to Steve Bruckman at The Chancellor's Office. When I contacted him, he informed me that the proper protocol is to work through the administration. Here is the question I would suggest: Are off-campus club activities "district-sponsored" activities?

This remains an issue, as I understand it, because the language you quoted from the insurer assumes that club activities are "district-sponsored." I have maintained that this is at odds with law, and with our own policies. For example, the Student Organization Policy and Information Handbook provides: "Off-campus events are not necessarily approved or endorsed by the College ." (Handbook, 20). I assume that the College published this because it is consistent with the law I cited that distinguish "sponsored activities" from "field trips and excursions."

#### 4.1. Mr. Baron does not follow college process/policies for field trips

There is no deadline, since the Club changed its plans after being ignored by Student Services. I hope the District will consider the studies that consistently show that student activities are positively linked to academic success. Now that the media is reporting that SBVC has the 11th lowest success rate in the state, and now that experts are saying that our students must have "a clear idea" of their academic path in order to beat the terrible odds, I hope that the District will affirm all the clubs whose members do have a clear idea of their academic interest -- and who pursue it on their free time, for no credit, with volunteer advisors who rely on informed, rational, professional, and truthful communication.

Thank you for your time. I do appreciate it.

Leonard

<http://blog.sfgate.com/pender/2013/03/02/california-community-college-success-rates-vary-widely/>

-----Original Message-----

From: Baron, Bruce  
Sent: Wed 3/20/2013 2:20 PM  
To: Lopez,  
Leonard P.  
Subject: Response to Field Trip Inquiry

Hello, Professor Lopez:

I have taken some time to review the various issues, laws, codes, etc. This is a complex area with contradictory legal citations and some confusion, even in our own policies and procedures. For this reason, and given the short timeline we are working with, I must take a conservative position on this matter. My role is to protect the district and its resources from risk and potential liability. And, since we have mixed messages and no clearly defined procedures, I consulted with our legal counsel.

Our attorney's legal analysis was very similar to your understanding of the codes and the issue of immunity. However, the attorney advised that we adhere to the requirements for insurance coverage, which states "If the College Official/Teacher is not accompanying the students to and from the activity on the same transportation, or during any of the activities, unfortunately there will be no coverage. SBCCD's Property and Liability Insurance carrier responded with: Since the clubs and excursions are district sponsored, it is imperative that they be properly supervised at all times to avoid and/or mitigate the district's liability given that the students are participating in a district sponsored event and are in your care, custody and control.

4.1. Mr. Baron does not follow college process/policies for field trips

Fields trips and excursions occur routinely without any mishaps, however it's the unknown or unexpected that we must consider. In this case, it's the 3rd party property damage and/or 3rd party bodily injury of which the District is still exposed. Our property/liability insurance carrier strongly advises adequate supervision during all District-sponsored events and activities to mitigate this risk. In regard to Student Accident Insurance, only with the presence of supervision can the students invoke this policy.

Based on the information received from legal and insurance, it confirms the position that, in this case, the activity must be supervised, including the travel portion. If the district was not providing the transportation for the students to travel to the conference I think we could look at this differently.

I have asked the District Business Office and campuses to review and update internal documents and procedures to better assist advisors and others with their planning and decision-making for events and activities.

I realize this is not the response you were hoping for, but it's the response that I must provide.

Thank you for understanding.

Best Regards,

Bruce

Bruce Baron

Chancellor

San Bernardino Community College District

114 S. Del Rosa Drive

San Bernardino, CA 92408

4.1. Mr. Baron does not follow college process/policies for field trips

(909) 382-4090 Office

(909) 382-0153 Fax

(909) 510-9234 Cell

Chancellor's Website

<[http://www.sbccd.cc.ca.us/About the District/Chancellor.aspx](http://www.sbccd.cc.ca.us/About_the_District/Chancellor.aspx)>

Chancellor's Facebook <<http://www.facebook.com/ChancellorBruceBaron>>

## 4.2. Interference with WST Program - Requests for Public Reports

### A. Interference with College Process and Purview and Lack of Respect for Collegial Process

The Water Supply Technology (WST) program in Valley College used to be one of the top CTE program in the region. Student enrollments were high, they passed certification exams with high scores and found jobs and internship. The WST program received several grants, including a prestigious grant from the National Science Foundation. That was three years ago when WST was in the Science Division. Since then the program has gone into a downward spiral, and this downturn is a testimony to interference by the chancellor, Mr. Bruce Baron, in the college processes and lack of respect for collegial processes.

The Chancellor Bruce Barron meddled and interfered with departmental/division/academic decision to please/favor a common citizen (unaffiliated with SBCCD), Mr. Clarence Mansell. Mr. Mansell, a retired wastewater operator, has a long track record of opening new “businesses” in various counties of Southern California and even Nevada only to be suspended by the Secretary of State/State Franchise Tax Board.

Mr. Mansell appeared to enjoy an unrestricted access to the Chancellor; and the chancellor’s handpicked Interim President and Vice President of Instruction at SBVC. In mid-year 2012, soon after the decision to hire Ms. Melita Caldwell-Betties as the fulltime WST faculty was made, Mr. Mansell approached the WST department/Science Division to enroll students in WST program. He recruited older military veterans (between age 35 and 59) for placement in the WST program. He criticized the enrollment rules and curriculum, which were in place per Title 5 guidelines, and called them “roadblocks”. When the Dean of Science Division, Dr. Susan Bangasser or the WST chair, Dr. Todd Heibel did not acquiescence to Mr. Mansell’s command, he contacted the Chancellor either by phone or email. He seemed to have 24 hour access and immediate response from the chancellor. The VPI usually called a meeting to put pressure on the dean and the faculty. At times Mansell even brought the students (veterans) to these meetings. This went on for a period of almost two year. Here is a list of some his most egregious demands:

1. He demanded that students be allowed to register for a course even if they had not successfully completed the pre-requisite course. Thus pre-requests were waived to accommodate him.
2. He demanded that students, who had not completed a single WST course or passed a single state certification, be allowed to register for 4-units of work experience course WST 098. The 4-units requires a student to work 20 hours a week during the semester. This kind of assignment is difficult for a new student to meet during the first semester of classes; such a student cannot be successful in the program. Students were allowed to register in 4 unit work experience course in their first semester at SBVC WST program.
3. He demanded that a student be allowed to enroll in the work experience course even if he had not yet found a company where he could work as an intern when the class began. Unless a student has a job he cannot begin the work (course). Yet he demanded that faculty let student enroll in WST 098. Mr. Mansell claimed that he had many contacts in the industry and that he would find and place the student at a job site. Students were allowed to register for class though the faculty/student had no idea where the student was going to work.
4. Mr. Mansell copied several pages of objectives from the beginning of each chapter of the wastewater textbook. He submitted this generic set as the objectives for every single student that he placed in the

## 4.2. Interference with WST Program - Requests for Public Reports

work experience program. The college has a specific "Objectives Form", created to list three specific objectives a particular student at a particular job site must meet, to successfully complete the work experience course. The workplace supervisor, the WST faculty, and the student work together to develop three objectives for each individual student. These objectives are specific for a student at a particular job site. At the end of the semester the supervisor evaluates the student on the three objectives and submits the report to the faculty assigned to the work experience course. The student grade in work experience primarily depends on attendance and the evaluation of the objectives' fulfillment. Students had generic objectives. Job site supervisor submitted generic evaluation - at some job sites every student got identical evaluation.

5. The faculty required students to submit their monthly time card by the 10<sup>th</sup> day of the following month in order to keep track of students' progress and the hours they worked. Mansell insisted on turning in the time cards on behalf of the students, and usually he did not turn them in till almost the end of the semester. This left the faculty with no way to determine students' progress during the semester and no way to drop the students mid semester if they were not attending the class. Faculty continued to accept time-cards well after the semester ended sometimes even in the following semester. Mr. Mansell decided when he could or would deliver the timecards.
6. Mr. Mansell met with the HR, managers/supervisors and even Boards of utility companies (Box Springs Mutual Water Company, West Valley Water District, Orange County Sanitation Department, East Valley, ??), and he wrote MOUs/agreement for unpaid/paid internship for SBVC students on behalf of the district.. There was no input or consultation with the WST chair or the division dean or any other manager, and he did not ask for approval from the SBCCD Board of Trustees.
7. Faculty generally did not award grade "I" or incomplete in a work experience program. The common understanding was that a student should not participate in a work experience course after the semester ends, because it puts the work experience provider and the student at risk if the student is injured because the SBVC liability insurance would not be in effect once the semester ends. Mansell insisted that any student who did not complete the class be awarded a grade "I". This practice allowed "his" students to earn "I" and continue enrolling in work experience class in multiple semesters, collect Veteran's benefits, and continue to not attend the work experience class.

At times Mr. Mansell threatened that he would take students (military veterans) to the Board of Trustees if he felt that the WST department did not meet his demands immediately. He actually took the students to the February 13<sup>th</sup> 2013 Board of Trustee meeting to complain. He politicized any legitimate oppositions to his demands by saying, "You do not like veterans," or "You are discriminating against the veterans." By summer 2013, Mansell began demanding that the WST program be moved from the Science Division to the Applied Technology Division immediately. In an August 13<sup>th</sup> 2013 email, he demanded a meeting with the Chancellor and the Interim President of SBVC and specified that no one else be included. Soon thereafter, the Interim President and the VPI called a meeting with the deans of Science and Applied Technology divisions, WST chair, and faculty and announced the decision to move the WST program from Science to Applied Technology just as Mansell had demanded.

1. Achala Chatterjee, the Dean of Applied Technology, met with both the VP of Instruction and the Interim President and pleaded that the move be postponed till the summer of 2014. The Applied Technology Division was severely understaffed and she wanted some of the vacant positions filled before adding one more program in the division.
2. Susan Bangasser, the Dean of Science Division also requested the move be postponed till June 2014 to avoid disruptions and to ensure a smooth transition instead of moving it mid-year.
3. Todd Heibel, the Chair of WST/GIS program had been elected to a three year term that was to expire in June 2016. He was demoted to the Chair of GIS with half stipend. Heibel could have filed a grievance per CTA agreement but chose not to.

## 4.2. Interference with WST Program - Requests for Public Reports

4. Caldwell-Betties, a second year faculty, was appointed (instead of being elected by faculty per CTA agreement) chair of the WST program with half stipend. She was in favor of the move and certainly received financial benefits from this move.
5. In protest of this move, Chatterjee tendered her resignation as a dean in October 2014 and decided to retreat back to her faculty position. She did not think she could manage the division with integrity without getting adequate staff support.
6. The interim president announced to the Academic Senate that the WST program was being moved to the Applied Technology Division to be under a dean who was subject matter expert in WST. Instructional deans manage many programs that are located in one division. No dean is a subject matter expert for every the program they manage. In fact at least one of the interim deans did not have subject matter expertise in a single program she managed. So the reason stated for the move was a disingenuous reason. It was specially so, because the Interim President was aware of Chatterjee's resignation, and knew that the WST program would be under a newly appointed interim dean who most likely will not be a subject matter expert in water.

So strong was the desire to please Mr. Mansell that no objection, no plea seemed to make any impression on the Chancellor and his handpicked college administrators. In December 2013, WST department was moved from Science to Applied Technology in mid-year, sweeping aside all objections, concerns, and collegial process of shared governance.

Why did Mansell demand this move? He wanted the full control of the WST program. He held no official position in the district, yet he had powers to move department, demand meetings and bend rules that he did not like. He wanted to bypass the opposition from the dean and the chair in the Science Division who annoyed him as they kept wanting to follow college rules and regulations. Secondly, he wanted to make Melita, his friend, the chair of the WST program. We later learned from Currier & Hudson investigation report that Mansell had provided Melita professional reference when she was hired at SBVC. Thirdly Mansell knew how overworked Chatterjee was as there were several unstaffed positions in Applied Technology Division: clerical support for three grants (Perkins, CTE Transition and NSF), Tool room supervisor, Division Secretary II and several faculty positions.

Why did the Chancellor choose to please Mr. Mansell and appeared to meet his most egregious demands at the expense of the WST program? Why did he not have any honest collegial consultation with the deans and faculty involved? Why did he not consider Chatterjee's request to postpone the WST move for just one more semester to allow her some time to get the division staffed and running smoothly? What was the reason behind this indecent hurry? What is the Chancellor's gain or profit? This much is sure: the Chancellor had a very strong motivation to please Mr. Mansell at the expense of almost destroying the WST program. Was it some form of material gain? Was it the support from a particular community to bolster up his position? Who knows what it was, but strong was the motivation that compelled him to totally disregard collegial processes, academic integrity, the student and community interest.

The Chancellor cannot pretend that his support for Mansell was an act innocence and naiveté. On March 7<sup>th</sup>, 2014, Chatterjee—now back to her faculty position—met with the Chancellor and presented to him a mountain of data about the activities of Mr. Mansell and improper conduct of the Work Experience courses. The Chancellor's immediate and spontaneous reaction was very dramatic - He bent down covering his face with both his hands and started slowly shaking his head. After a considerable pause—it could have been even a minute, slowly, he said

1. I was completely bamboozled by Clarence
2. The district may have to return money to the state ( I understood it to mean the apportionment money collected by the district for WST 098 courses for which no training was provided)
3. Melita may have to be put on administrative leave
4. I must warn John (John Futch ex-Board of Trustee member who knew Clarence Mansell)

## 4.2. Interference with WST Program - Requests for Public Reports

He promised Chatterjee that he would ask Lawrence Strong to start an investigation on Clarence Mansell and the WST Work Experience Program. Eventually this investigation was handed over to the law firm of Currier & Hudson. Board documents from July 10<sup>th</sup> 2014 show that the company was retained for \$200,000 from general funds to cover 7/1/2014 to 6/30/2015 period.

### **B. Lack of Leadership and Vision:**

Chatterjee provided the Chancellor with details about the irregularity in the conduct of the WST Work Experience program. The following are a brief summary of the data provided:

1. Some students were given passing grades for the WST 098 course which they never attended/ completed. These grades should be changed.
2. The apportionment money was collected improperly for some of the students enrolled in the WST 098 in 2013. That money should be adjusted and returned to the state.
3. Veteran Retraining Assistance Program (VRAP) benefits were most likely obtained by some students fraudulently as the students received credit for WST 098 course that they did not attend. In order to receive VRAP benefit of \$1650/month a student had to be enrolled in 12 units of classes per semester with perfect attendance. Therefore the US Department of Veterans Affairs need to be notified as there is proof that some these students (veterans) did not attend at least one of the courses.
4. Many students enrolled in the course were awarded grade of "I" but never worked for a single day. At the end of one year the grade automatically converts to "F". Meanwhile students received VRAP benefits, financial aid, and college received apportionment money.
5. District collected apportionment for students at BSMWC. At least one of the student enrolled in the class, never worked for a single day but were never dropped by the faculty because Mansell did not provide time cards. Apportion was collected for these students.

The Chancellor promised that he was going investigate the matter and let the chips fall where they would. Chancellor should have taken a leadership role in taking corrective measures to ensure that there would be no repeat of the rampant irregularities associated with Mansell and the WST Work Experience course. Instead he chose to ignore the irregularities.

Normally when an allegation of misconduct is made, the prudent practice is to (1) secure the sensitive information and protect it and (2) remove the person from the situation in which that person's activities came to be investigated, until the investigation is completed. Instead, he chose to pursue a scheme of systematic cover-up and retaliation.

1. The new Interim Dean of Applied Technology Division (hand-picked by the chancellor and transferred from the district) assigned the WST Work Experience in which student were likely enroll in summer and fall semesters 2014 to Caldwell-Betties. Thus Caldwell-Betties was solely placed in charge of the Work Study program while the "investigation" was going on. She had free reign over program, the 2013 data and the worksites.
2. In fall 2014 the dean again did not assign all the Work Experience courses to Chatterjee in spring 2015 semester. She as a senior faculty in the department had overload seniority rights per the CTA contract. She filed grievance. After three months the grievance reached level 4 and Chatterjee was finally assigned the work experience courses in spring 2015.
3. The office of Instruction miscalculated her load in fall 2014, so as to not pay her for overload for lecture class in excess of 15 hours/week. It was corrected only after another grievance was filed.
4. After department election in April 2014, Chatterjee became the faculty chair for WST (replaced Caldwell-Betties), the instruction office "forgot" to update the Organizational Chart. It took email, phone call and a couple of months to update the name of the WST department chair.

## 4.2. Interference with WST Program - Requests for Public Reports

5. In spring 2014 semester Chatterjee protested many times when her role in the department was systematically being marginalized.
  - a. Industry Advisory Board meeting was called during the time when she was teaching in a classroom;
  - b. Fall 2014 teaching schedules were prepared without her input;
  - c. Department faculty meeting was called on a flex day when she was going to coach students
  - d. Program review was submitted without her input; and so on

The interim dean did not resolved the department faculty issues in the division, but elevated it to the Interim Vice Chancellor of the HR at the district to resolve.

In general the atmosphere in the department/division was extremely negative and demoralizing in spring 2014. The student recruited by Mansell openly disregarded faculty rules in the classroom, demanded exceptions, got upset and when their demands were not met. Many evening, Mansell stood outside my classroom and texted students. I complained, the interim dean said that he it was an open access campus so Mansell was free to come and go as he pleased. Clarence Mansell finally disappeared from the campus by end of March /April 2014 when the Veterans Administration ended the VRAP program. Almost all the students brought in by Mansell are gone. But program has lost its vigor. It is now limping along. Enrollments are lower, classes get cancelled due to low enrollment, faculty morale is low and students get upset as they are not getting the division support they used to get in the science division.

Instead of showing leadership and solving a problem, the Chancellor chose to dig in deep and tried to hide the problems he had created by meeting every one of Mansell's unreasonable demands.

On January 28<sup>th</sup>, 2015, I inquired about the status of the investigation. In response Mr. Strong sent this email "*As you are aware, the District had an investigation conducted of the Water Supply Technology program. The final report indicates the investigation was thorough, including significant research and many interviews. As it did not contain findings requiring additional action, no further efforts are being place into this investigation. Please feel free to contact me if you have any questions.*" The money (perhaps \$200,000) spent on investigative report ended up as these two line conclusion that said that no corrective action was required.

### **C. Fiscal mismanagement, HR issues, and lack of leadership**

The Currier & Hudson report written by two lawyers over a period of six months, many interviews and thousands of dollars of general funds found the following:

1. The district/college has no Cooperative Work Experience Education Local Program Plan which was required by August 31<sup>st</sup>, 2010 per a memo from Jack Scott, the Chancellor of California Community Colleges. The district received funding for the work experience courses on condition it is compliant with the plan; but the investigation could not evaluate a non-existent plan.
2. In spring 2013 semester there were at least sixteen students "working" at ESI twenty hours a week. In summer 2013 there were eight students and in fall 2013 there were three students at ESI. ESI was owned by Clarence Mansell since 2009 and was shut down by the FTB in November 2013. ESI has only two employees Mansell and Dan Villanueva. Villanueva was not available for interview with Currier & Hudson and he was employed full time at the City of Corona from Feb to November 2013. There is no work-schedule for the supervisor, Villanueva, but he signed all the time card for the students who worked at

## 4.2. Interference with WST Program - Requests for Public Reports

ESI. However the district received full funding based on students being under “adequate supervision” of this Mr. Villanueva.

3. The student had no place where they could report for work. ESI was a mail drop facility. During investigation, Mansell, Caldwell-Betties and the students claimed that the students worked at a computer center at March Air Reserve Base, in a facility owned by U. S. Veteran’s Initiative, a private non-profit organization. This organization also provided housing for the many of the same homeless veterans who were recruited by Mansell to the WST program at SBVC. Thus some of the students “worked” in their “own” home offices and received credits for supervised work experience. The student filled out “Cooperative Work Experience Application” form. They stated Worksite Information as follows  
**Name:** *Environmental Services Inc.*; **Address:** *3200 E. Guasti Rd., Suite 100, Ontario, CA 91716*. This was not the address of a real office or a plant but a virtual office where Mr. Mansell’s mail was delivered. The form also had another box to fill out.

**If you do not work at the above address, please list your job site below:**

*All the students left this box blank.*

ESI (March ARB Computer Center) did not serve as a valid worksite. However the district received full funding based on the “adequate facilities, equipment, and materials at the learning station to achieve on the job learning objectives”.

4. The students, Caldwell-Betties and Mansell could not produce any example of work the students did. None of the student work objectives, which were copied from the Wastewater textbook, matched the work the students-Caldwell Betties-Mansell described
  - a. “optimization project” for Terminal Island Treatment Facility
  - b. Hypothetical work meant to mirror the Terminal Island Facility contracted to ESI
  - c. “research issues”, “pulling permits”, “look up “AQMD” reports”, “identify specific language in permits”, “find written responses to complaints within reports provided”.Yet the district received funding based on reports that said noted that ESI students met the Learning Objectives.
5. The coordinator at the US Veteran’s Initiative at March ARB facility, who was hired **AFTER** Caldwell-Betties visited the center, told the investigator that “she remembered being told that a professor from Valley College had twice visited the students doing work at the career center.” The investigation did not report if US Veteran’s Initiative at March ARB facility has a visitor’s log-book.

Over my forty years career I have changed jobs several times. I have never been briefed about casual visits by anyone at any workplace **before** I started my job. I do not know what type of memorable event took place when Ms. Caldwell-Betties visited March ARB on August 6<sup>th</sup> 2013 and December 13<sup>th</sup> 2013. But it had to have been really significant for an employee to know about it even if the employee was hired after the visit.

I am not an investigator, but I find this level of validation too contrived to be true? Was this newly hired coordinator coached? If so, why?
6. US Veteran’s Initiative, a not for profit private company, received millions of dollars of funding from VA. This was supposed to be used for some purpose. What was their relation to Clarence Mansell? Did VA just provide them funding and grants with no expectation to help the veterans?
7. Besides placing the students at his virtual company ESI, Mansell also placed them in eight other locations. In one location the student worked for Clarence’s brother La’Monde Mansell.
8. A student, James Ramer contacted Susan Bangasser in summer 2014. His email stated “Clarence C. Mansell Jr. was a coordinator through SBVCC when I completed my WST098 course in the summer of 2013. My student ID is 0528983 in order to help facilitate your search better. I am currently being employed at Suburban water company and they need verification of the program. I am unable to get a hold of Clarence (I knew he was having health issues earlier this year). I was hoping that you could help in verifying my participation in this program and to forward any paperwork in connection with this program and my participation. I have the email exchanges between you and Clarence that I can forward to you to remind you of the exchange. I appreciate if you could verify my participation in this program in Clarences

## 4.2. Interference with WST Program - Requests for Public Reports

stead because of his possible health problems.” “It would be helpful to get paperwork that included the name of the location of the internship and the duties and hours performed. Something more official to give to an employer who wants to verify my intern experience. I have Clarence as a reference for this internship, but if no one can contact him I cannot use this as work experience on my resume.” This student is supposed to have worked somewhere, received a grade “A” and got 3 credit for the WST 098 course, but he does not know the address of the place where he worked or name of the supervisor or duties. He could have easily contacted a supervisor if he did not find Mansell. The student believes the coordinator is Clarence, not his instructor. In fall 2013 the same student registered for the work-experience course, withdrew from it without ever submitting a single time card. The district received apportionment for the course in summer and in fall.

9. The Box Spring Mutual Water Company (BSMWC) sent a vitriol filled email after Chatterjee visited the facility in spring 2014. BSNWC refused to share the agreement they are made with Mansell in which the district assumed insurance liability for the students and faculty were required to monitor the students and submit grades. Two of the students did not work but Clarence submitted application for them in spring 2014. District collected apportionment for the students who did not work at BSMWC.
10. West Valley Water District HR manager, Mitch Curtis and Clarence Mansell are friends. Curtis sent an email to the interim dean Maniaol in spring 2014 saying that he did not wish to be in contact with the instructor but had appointed a student to coordinate between the West Valley and Valley College instructor. How is an instructor supposed to monitor student progress at a workplace if the instructor is not allowed to enter the workplace and talk to the supervisor?

In short, more questions remain unanswered by this report than are answered by it. The conclusions of the report appears to help the chancellor to cover-up the WST work experience irregularity. After more than six months of “investigation” and an untold amount of dollars in lawyer fees, the chips did not fall where their trajectories pointed! The investigation concluded everything was fine. Of course every internal investigation needs a “fall” guy. The report decided to make, Dr. Todd Heibel the “fall” guy. Heibel told the truth. He said that the pressure from Mansell made it impossible to fulfill his duty as an instructor and monitor the work experience program properly so he was not able to visit the work sites in spring 2013. Mansell, the students, and Caldwell-Betties came well prepared and well-rehearsed. They spoke in unison as if they were coached. Caldwell-Betties came accompanied by her lawyer. There were glaring holes in their stories; they recalled some details too well; they did not have a single email to show any work went on at ESI. The investigators chose to believe them – they were given a pass. In retrospect, I wonder how Mansell, (a wastewater operator and an owner of series of dubious businesses) was able to undermine a public institution the size of the Valley College? The veteran recruitment scheme for WST program has been an enormous waste of time and resources. The biggest losers are tax payers who fund the college, the state government and the federal government. The resources were squandered, and the collegial processes were ignored. It exposes the bankruptcy of the leaders at the top echelon of the college. Why would a chancellor be involved in the day to day decision of teaching and learning? That is the job of the faculty and their immediate supervisors, the instructional deans. Does the Chancellor realize how he has very nearly destroyed the WST program, exposed the district to the possible liability, damaged the student/faculty trust, and ultimately hurt the veterans who did not acquire any real skills which would give them a chance to get a good job?

The chancellor does not value managers based on their competency, qualifications and ability to serve the institution but he focuses in hiring managers with eagerness to comply and willingness to say “yes sir”.

Achala Chatterjee

5.2. Mr. Baron commissioned multiple studies from the College Brain Trust then totaling in excess of \$ 135,000.00

College Brain Trust Expenditures

10-10-13	Board Agenda (pg 47)	CBT Budget allocation model analysis and recommendations and support for Fiscal Services projects. Term: 10/11/2013 - 6/30/2014	\$50,000
11-14-13	Board Agenda (pg 74)	CBT – Develop and present a staffing plan report. Term: 11.15.13-6.30.14	\$19,688
6-12-2014	Board Agenda (pg 134)	Develop a recruitment plan, career paths and succession plans for SBCCD employees Term: 7/1/2014 - 8/31/2014	\$18,720
6-12-2014	Board Agenda (pg 134)	Develop District wide process for enrollment management planning Term: 6/1/2014 - 6/30/2015	\$42,315
9-11-14	Board Agenda (pg 59)	Collaborative Brain Trust – Board workshop – topics: the Board’s role in the day to day operations, the Boards role in providing leadership, review of the 13/14 Board goals and establishing 14/15 goals. Term 8.12.14-8.12.14	\$4600

5.8. Mr. Baron purchased software and failed to fully implement the software on both campuses.

**From:** Hunter, Diane S.  
**Sent:** Wednesday, March 4, 2015 8:09 AM  
**To:** Gilbert, Jeremiah A  
**Subject:** evidence of disconnect

Hi Jeremiah,

I know you are probably going crazy now with all of the balls up in the air around here, but at our English Department meeting Monday, we decided to say something about one more reason to act on a Vote of No Confidence for Baron.

Here is the gist:

**Early Alert:** We have purchased a very sophisticated Early Alert system called, “SARS Early Alert.” However, it has not been installed nor has any utility training taken place. Unfortunately, the SARS Company is requesting that instructional faculty complete a significant number of hours of training. However, it has been decided at the Matriculation Committee that it makes more sense for the counselors to receive the training and they then could provide instructional faculty with the necessary amount of relevant training. **The Matriculation Committee is working to expedite the installation and training processes since we have had this system for nearly 2 years.**

In the interim, nothing is happening with Early Alert. Only one faculty is using it and the archaic system we have no longer produces the letters. However, it must also be noted that when the letters were sent out, no students came in for intervention. Therefore, we purchased the Early Alert System. This system will interface between student, instructor and counselor and referrals and follow up interventions may be tracked via the new system. The tutoring centers also will be tracked via a student’s utilization of a particular center. (Matriculation Meeting 2/26/15)

**Probation/Dismissal:** Unfortunately we have a massive number of students on probation (Approximately 3,000) in sum.

SBVC spent a lot of money purchasing this state-of-the-art early alert system, and my understanding is that it is still in the TECH. queue waiting to be implemented and installed. It has gotten bumped to the bottom of the list repeatedly over the last two years, being deemed “unimportant”. **CHC has been using this same system for 5 years.**

In the meantime, we have over 3,000 students on academic probation who will lose financial aid and priority registration beginning 2016 if they don’t get their acts together.

It would seem to me that since Tech. is a District function, this would fall directly under Baron’s reign. But I understand there may be factors here that we are not aware of, so do with this what you will (or not). If nothing else, the Academic Senate needs to know about this.

Talk to you later,  
Diane

## 5.14. Mismanagement of funding (Perkins)

The District mismanages funding and does not prioritize spending where it would make the most impact. Perkins funding is dependent on the number of CTE students on each campus who fall into certain “disadvantaged” category. Yet the district has not made any attempt to “count” every student who is enrolled in CTE courses on each campus.

On both campuses, CTE students must be requested by every instructor in every CTE course to answer a short, 16 question, survey by:

- A. Logging into WebAdvisor and answering the survey or
- B. Filling out a paper form answering the same survey

If option B is chosen then these paper survey has to be entered in a timely manner in a data base. Sometimes, on SBVC campus the paper survey are collected but not entered in the data base because the Research office does not have sufficient staff. These surveys contain confidential personal data and should be accessible to as few people as possible as the data could compromise student privacy. Thus paper surveys are inherently not a good method.

Some faculty remind the students repeatedly till the students fill out the survey, others don't. The survey takes time away from actual teaching in the classroom once the semester starts.

If the student fill out the survey it can be counted in “MIS” for Perkins funds. If the student doesn't than we have no data to count the student in. This is a hit and miss process. Many students who meet eligibility are thus not counted.

Chaffey College and at Riverside Community College and many other colleges have “automated” this process. At these colleges, a student who enrolls in a CTE course has to fill out the survey form **before** course registration is complete. 100% of the CTE students in those colleges complete the form. This helps the colleges receive **all** the Perkins funding that is due to them.

Achala Chatterjee submitted a request form to TESS to automate the process in early 2012. TESS rejected the request. TESS did not believe that we needed the same capabilities as other colleges in our region, though that capability would bring more money to our resources starved campuses! On December 17<sup>th</sup> 2012, the deans of Crafton Hills and Valley College (June Yamamoto and Achala Chatterjee) filled out a joint Project Request Form. They were supported by the Research Offices at both campuses (Keith Wurtz and James Smith) and VPIs of both the campuses also signed the form approving the request.

We were eventually informed by TESS that we were No. 1 on the TESS project priority list. More than two years later, the process is still not automated. The colleges still go on collecting the data the old fashioned way, one student at a time, one paper form at a time. We get some, we miss some. The colleges do not receive the full Perkins money that we are eligible for. TESS has other priorities which keep bumping this project with so called #1 priority to the bottom of the list. Would it have been cheaper to subcontract this work to automate the process so that our CTE programs could start benefitting? Could we have paid a little less to the highest paid second level administrator in the state so

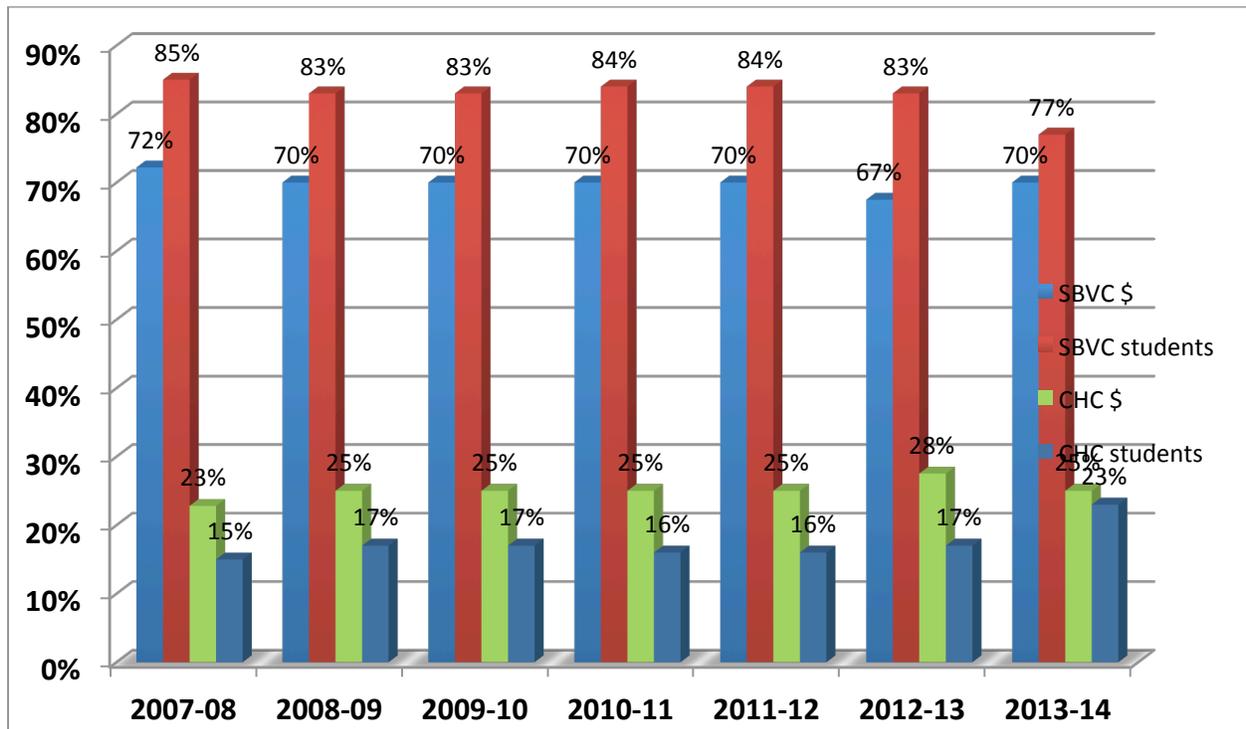
### 5.14. Mismanagement of funding (Perkins)

that we could have another programmer on the staff to do the actual coding work that benefits the colleges?

Instead of helping the colleges by providing the software modification in timely manner and maximizing the Perkins Grant money, the district plays with the allocation of the funds. Matthew Issac is in charge of allocating the funds between the two colleges. This is how it works

- SBVC Funding % is always less than actual student enrollment %
  - Funding: used to be 70% budget now it is less (67% in 12-13; 72% in 07-08)
  - Students: SBVC enrolls 77 – 85% of Perkins students (84% median)
  - On average SBVC contributed 84% students and received 70% of Perkin’s funding
- CHC Funding % is always more than actual student enrollment %
  - Funding: Used to be 25% now it is more (28% in 12-13; 23% in 07-08)
  - Students: Crafton enrolls 15 – 23% of students (16% median)
  - On average Crafton contributed 16% of students and receive 25% of Perkin’s funding
  - The district always gets 5% of the Perkins allocation that comes from the state. The 5% pays for Virginia Diggle’s salary. She says she is the “Perkins Grant monitor for SBCCD”.

The two colleges are pitted against each other for funding as district varies the allocation between the two colleges arbitrarily rather than base it on the number of eligible CTE students.



#### 5.14. Mismanagement of funding (Perkins)

This is direct result of ineffective leadership of the Chancellor who supports and hires managers who do not look out for college interest and student needs.

Achala Chatterjee

5.15. HLS Ventilation

On Mar 29, 2015, at 11:06 AM, "Vasquez, Tatiana" <[tvasquez@sbccd.cc.ca.us](mailto:tvasquez@sbccd.cc.ca.us)> wrote:  
Hi,

Attached is an accumulated evidence that HLS ventilation project was in first priority at least since 2007 and then it disappeared from the list of M measures under the impression that it was completed. It has NOT been done.

Currently, the chancellor has rushed into fixing this issue in the very past week. I have notes for that when necessary.

If there are any additional notes needed please let me know and I will gather more evidence as there is ample evidence from the board minutes that expenditures in several studies of ventilation financially summed up to no action.

Board member, Longville, was under the impression that ventilation was corrected for the safety of employees and students until the board meeting of March 12 when Sarah Miller/CSEA announced that it had not been done.

HLS Ventilation History Timeline  
SBVC COLLEGE & DISTRICT RECORDS

Findings that the San Jacinto fault runs through the San Bernardino Valley College campus became evident thus prompting construction of 5 new SBVC campus buildings (Library, Health/Life Science (HLS), ADSS, CC, Art Center).

**HLS was generated by Thomas Blurock Architects as project architect, Steven Erlich Architects were chosen to design while Fundament and Associates, Inc (engineering consultants) prepared the mechanics of the HVAC system. However, a subcontractor performed the HVAC work for HLS. When construction funds became limited; one of the ways to curtail costs was to alter ventilation requirements (although frequent discussions occurred with the biology faculty regarding the usage of the lab rooms in the second floor (see HLS Project Records (brief)).**

*Note that records listed below are only of those found accessible through the District and SBVC College websites. This is not meant to be an exhaustive list of records. However, records demonstrate the level of priority that HLS ventilation has for the safety of students and college staff.*

<b>DATE OF DOCUMENT</b>	<b>DOCUMENT TYPE</b>	<b>CONTENT</b>	<b>Excerpt from Document</b>
NA	2007-2008 CBOC (Citizen's Board Oversight Committee) Report on Measure P & M	Board approved (6/26/08) list of Measure M project funds in priority order.	<p>HLS has 37, 685 sq ft of conditioned floor area. HLS building is eight years old.</p> <p><b>List of Major Mechanical Equipment: carrier rooftop packaged units (34); exhaust fans (17) (about 13 years life remaining); split system condensing units (2) (about 7 years life remaining); split system fan coils units (2) (about 7 years life remaining)</b></p> <p><b>Other Observations: The labs have odor issue when in session. The air distribution and exhaust system components need relovation. There is potential for MBCx on this building due to higher variation in utilization of labs and classrooms.</b></p>
January 12 2010	SBVC Alternative Energy Plan Report by P2S Engineering Inc	Appendix A- Existing Conditions	<p>HLS has 37, 685 sq ft of conditioned floor area. HLS building is eight years old.</p> <p><b>List of Major Mechanical Equipment: carrier rooftop packaged units (34); exhaust fans (17) (about 13 years life remaining); split system condensing units (2) (about 7 years life remaining); split system fan coils units (2) (about 7 years life remaining)</b></p> <p><b>Other Observations: The labs have odor issue when in session. The air distribution and exhaust system components need relovation. There is potential for MBCx on this building due to higher variation in utilization of labs and classrooms.</b></p>
January 12 2010	SBVC Alternative Energy Plan Report by P2S Engineering Inc	Appendix B- Energy Efficiency Measures Calculations	<p><b>Findings:</b></p> <p>The existing controls shall be removed and new DDC controls and metering be installed with demand control sequences. After the controls and metering for all the utilities are installed the system shall be commissioned. Although it is a</p>

			capital project it should be investigated if Partnership money is available.  Savings:  The building is currently served by package units, single zone or multiple zone control by demand or complaint. By connecting the building to the central plant the package units and distribution will have to be replaced by few AHU units. The controls will have to be changed. The new control system will remove the cycling operation of the package units cooling and heating, utilize temperature reset / demand based boiler system control for heat /optimized economizer operation, have VFD fans/static pressure reset. From our experience we can expect savings annually of 65,000 kWh.  Cost:  When the units are converted to chilled water the conversion cost for the entire building with commissioning will be \$100,000 considering that there are 34 units to retrofit. If units are consolidated the installation cost will be reduced.
<b>DATE OF DOCUMENT</b>	<b>DOCUMENT TYPE</b>	<b>CONTENT</b>	<b>Excerpt from Document</b>
<b>Mar 7 2010</b>	SBVC Facilities & Safety Committee Agenda & Minutes	SBVC Scheduled Maintenance Project	<b>Project Title #2 Correct Ventilation in HLS cat morgue; problem existed 2-5 years; project type Mech; Estimated cost \$1.4 M; Status- bond funded repair project for Spring 2011.</b> Project Title #3 Install Air conditioning in Cafeteria Kitchen Estimated cost See #2; Status- bond funded repair project for Spring 2011.
<b>July 8 2010</b>	Board Document- Prepared by Bruce Baron, Interim Chancellor	Consideration of Approval of the Measure M Program Implementation Plan	As Measure M moves into full implementation, we have been working on a new process that will help to ensure the success of this bond measure. <b>Over the past several months, we have developed a Program Implementation Plan (PIP), which is a critical component for success in the development and implementation of a major construction program. (See Item Below)</b>
<b>July 8 2010</b>	Program Implementation Plan (Board Approved July 8 2010)	Program Implementation Plant (PIP) from Kitchell/BRJ;	Pg. 80 Measure M Bond Funded Projects. #1 HVAC for Cafeteria/Ventilation HLS with a Budget of \$1,400,000. (Note #2 Sitework/Signage/ADA Phase 1)

DATE OF DOCUMENT	DOCUMENT TYPE	CONTENT	Excerpt from Document
		Document TITLE: Draft Board Item – Bond Project List	
July 8 2010	Board Document- Prepared by Alan Rosen, Bond Program Manager, Kitchell/BRJ	Consideration of Approval of Amendment 001 to the P2S Engineering, Inc Contract at SBVC	This amendment is for <b>additional services</b> tasked of P2S Engineering, Inc as follows:  <b>*Conduct an HVAC systems study at the Life Science building, Administration building lobby and Campus Center kitchie for \$13,500.00.</b> *Establish standards for the District's Informational Technology (IT) and Audio Visual (AV) standards for infrastructure, inter-building, and audio visual items for \$25,000.00
October 10 2010	HVAC Systems Study: Life Sciences –Cat Room & 2 <sup>nd</sup> Floor Labs; Administration – Lobby; Campus Center – Teaching Kitchens Report		pg (1-2) "Trane" Rooftop Packaged Direct Expansion (DX) Cooling & Gas Heating Unit – AC -20, 7.5 tons. AC -20 currently serves the A+P Prep Room, the Cat Morgue, the Mini Prep Office, the A+P Tech Office, and the Cadaver Room. pg (1-3) The American Society of Heating, Refrigerating & Air - Conditioning Engineers, (ASHRAE), recommends that "non -refrigerated body holding rooms" be under a constant negative pressure, have 100% of their supply air exhausted directly to the outside of the building (without any recirculated air), a minimum of 10 air changes per hour (ACH) be supplied and exhausted from the room, and the room temperature maintained between 70 -75 °F, (see 2007 ASHRAE HVAC Applications Handbook, p. 7.6).
November 16, 2010	Slide Presentation of Citizen's Board Oversight Committee Report on Measure M	List of Active Measure M Projects for both SBVC and CHC	<b>Listed on 3<sup>rd</sup> slide: HLS &amp; Campus Center HVAC; on 7<sup>th</sup> slide construction budget of \$1,111,997; current completion 0%; completion date July 2011. Construction scheduled bulleted for July 2011.</b> (Note other projects listed are: <i>Central Plant, Campus Infrastructure, Signage/ADA Phase, Business Building Renovation; New Gymnasium, etc)</i>
July 21 2011	Board Document- Prepared by Charlie Ng, Interim Vice Chancellor Fiscal Services	Consideration of Approval of Revised Measure M Project List for SBVC	On July 8, 2010, the Board approved a Measure M Program Implementation Plan which contained project lists for both SBVC and CHC. However, due to the inability to sell additional bonds in the current financial climate, it has become necessary to reprioritize the project list. Facing a reduction from \$211,800,000 to \$110,136,000, SBVC is proposing to revise the Measure M project list per the attached. In an effort to confer collegially on the issue, SBVC held three campus meetings which included students. The first two

DATE OF DOCUMENT	DOCUMENT TYPE	CONTENT	
September 15 2011	District Final Budget – Fiscal year 2012 Report		<p>were designed to discuss the current priority list and to listen to feedback. The predominant message from the campus was that teaching space was a higher priority than parking space. At the third meeting, a proposed priority list was presented that removed the parking structure from the proposed priority list. Subsequent feedback was supportive, however, parking was still a priority. In order to recognize this concern, a parking plan has been developed that includes free parking in the Swap Meet parking lot.</p> <p style="text-align: center;"><b>Item attached to this document- Bond Project List (Revised) July 2011: Measure M funded projects: #1 HVAC for Cafeteria/Ventilation HLS with Budget of \$800,000</b></p> <p style="text-align: center;"><b>Excerpt from Document</b></p> <p>Pg. 7 Capital Expenditures \$233.4 million is budgeted to continue implementing SBVC and CHC facilities master plans and the District's Five Year Construction Plan. Consistent with the Five Year Construction Plan submitted for approval to the Board of Trustees in July 2011, projects scheduled to be designed or constructed next year are as follows: SBVC Chemistry/Physical Science; HVAC for Cafeteria/Ventilation for HLS Building Site Work/Signage/ADA Phase I; Central Plant and Campus-wide Infrastructure</p> <p>Pg. 53 Construction Projects <b>HVAC for Cafeteria/Ventilation for HLS Building – New HVAC systems will upgrade the existing HVAC systems in the Life Science Building, Administration Lobby, and the Campus Center Kitchen to mitigate and improve deficiencies in airflow.</b> The total cost of the project is approximately \$800,000 and is funded by Measure M. The project has completed all phases of design, is scheduled to start construction in summer 2011, and finish in fall 2011.</p>

DATE OF DOCUMENT	DOCUMENT TYPE	CONTENT	
<p><b>October 31 2011</b></p>	<p>2010-2011 CBOC (Citizen's Board Oversight Committee) Report on Measure P &amp; M</p>	<p>Schedule of bond project expenditures &amp; leveraged funds.  Measure M Bond Projects list of budget for Active Projects.</p>	<p style="text-align: right;">Pg. 58 Measure M</p> <p>Measure M was passed by the voters in February, 2008 for \$500 million. Currently, the District has sold bonds and has funding for \$258,312,389 of the total \$500 million. The total \$500 million Measure M amount was calculated using a variety of variables and assumptions including assessed valuation of property, projected tax rates, and the term length of the bond measure. Changes in these variables and assumptions have impacted the total amount the District has been able to realize in funding in terms of selling future bonds. The projected annual rate of growth in assessed valuation of property and the amount of the tax rate have not met original assumptions. The assessed valuation has fallen -11.98% over the last two years and the tax rate is approaching the legal limit of \$25 for every \$100,000 of assessed value. As a result, the District is not in a position to sell the remaining \$241,687,611 bonds authorized in the near future because of the decline in assessed valuation of property and the increase in tax rate. With interest earnings, the District's \$500 million Measure M bond funding is currently \$265 million. The funds are allocated as follows: SBVC – \$110,136,000, CHC – \$132,756,000, and District – \$22,360,000.</p> <p>Projects funded by Measure M include: HVAC for Cafeteria/Ventilation for HLS</p> <p style="text-align: center;"><b>Excerpt from Document</b></p> <p style="text-align: center;"><b>No excerpt with HLS Ventilation as an item.</b></p> <p>Only SBVC Cafeteria listed under Measure M projects with a total cost of \$323,995.</p> <p style="text-align: center;">AT SBVC REPORT:</p> <p>"Over the next few years, SBVC will continue its campus modernization and construction program via the Measure M bond passed by San Bernardino County Voters in 2008. Next on the priority list will be:</p> <p>*Campus-Wide Infrastructure (2012) *Campus Signage and ADA Access</p> <p>*Central Plant Infrastructure</p> <p>*Business Building Renovation</p> <p>*New Physical Education and Athletics Complex</p>

DATE OF DOCUMENT	DOCUMENT TYPE	CONTENT	EXCERPT FROM DOCUMENT
<p><b>September 6 2012</b></p>	<p>District Final Budget – Fiscal year 2013 Report</p>		<p style="text-align: center;">*Stadium/Field Improvements *Auditorium Renovation</p> <p style="text-align: center;">Pg. 50 Five-Year Construction Program</p> <p>This year, <b>SBVC completed the Heating Ventilation and Air Conditioning for the Cafeteria and HLS Building project (\$716 thousand)</b>, and the campus sewer infrastructure replacement project (\$650 thousand). CHC completed the Parking Lot/ADDA/Lighting project (\$10 million); demolition of the old library (\$600 thousand), Data Relocation project (\$575 thousand), and the Solar Farm project (\$7.2 million).</p>
<p><b>June 13 2013</b></p>	<p>Board Document- Prepared by Charlie Ng, Interim Vice Chancellor Fiscal Services</p>	<p>Consideration of Approval of Revised Measure M Bond Project List for San Bernardino Valley College</p>	<p>On July 8, 2010, the Board approved a Measure M Program Implementation Plan which contained project lists for both SBVC and CHC. These lists are to be reviewed and updated as needed. The most recent update to SBVC's list was approved by the board on July 21, 2011.</p> <p style="text-align: center;"><b>Item attached to this document-</b> <b>A summary of the changes occurring since July 2011.</b></p> <p style="text-align: center;"><b>Budget and/or bid savings were realized on the HVAC for Cafeteria/Ventilation HLS, Sitework/Signage/ADA Phase 1, and Business Building Renovation projects. With a change to budget of \$-3,333,323.</b></p> <p style="padding-left: 40px;">Item attached to this document- Bond Project List (Revised) July 2011 (Current) Measure M funded projects: #1 HVAC for Cafeteria/Ventilation HLS with Budget of \$800,000</p> <p style="text-align: center;"><b>Item attached to this document-</b> <b>Bond Project List (Revised) June 13 2013 (Proposed):</b> <b>Measure M funded projects: #1 HVAC for Cafeteria/Ventilation HLS with Budget of \$723,106</b></p>
<p><b>October 7 2013</b></p>	<p>SBVC Facilities &amp; Safety Committee</p>	<p>Program Review Matrix- reviewed and</p>	<p>From list of SBVC Program Review matrix prioritization: <b>#20 (HLS air handling units), 21 (HLS window treatment &amp; ventilation).</b></p>

		commented	<b>Typed comments on these were: "Maintenance doing some repairs, wait and see what happens with repairs" and "Really three different projects—ventilation to be done by M&amp;O this fiscal year"</b>
<b>January 15 2015</b>	Board Document: Prepared by George Johnson, Bond Program Director, Kitchell/BRJ	Construction Change Summary, Measure M Projects	From the Summary Table: Projects = HVAC Cafeteria & Health Sciences Original contract = \$325,000 New contract = \$325,000 Change order % = 0.00%
<b>March 12 2015</b>	Board Document: Prepared by George Johnson, Bond Program Director, Kitchell/BRJ	Construction Change Summary, Measure M Projects	From the Summary Table: Projects = HVAC Cafeteria & Health Sciences Original contract = \$325,000 New contract = \$325,000 Change order % = 0.00%
<b>NA</b>	2014-2015 Scheduled Maintenance Project	District scheduled Five year plan (2014- through 2018)	Priority #35 – Exhaust system Corrections at HLS; Age of Utility = 2-5yrs;

**San Bernardino Community College District  
Regular Meeting of the Board of Trustees  
114 S. Del Rosa Drive, San Bernardino, CA 92408  
Thursday, April 23, 2015 – 12:00 p.m. – Board Room**

**CALL TO ORDER – PLEDGE OF ALLEGIANCE**

President Longville called the meeting to order at 12:03pm. Trustee Harrison led the pledge of allegiance.

Members Present:

John Longville, President  
Dr. Kathleen Henry, Vice President  
Donna Ferracone  
Dr. Donald Singer  
Gloria Macias Harrison  
Joseph Williams, Clerk  
Nickolas W. Zoumbos

Members Absent:

Tiffany Guzman, Student Trustee, SBVC  
Alexis Panaguiton, Student Trustee, CHC

Administrators Present:

Bruce Baron, Chancellor  
Dr. Gloria Fisher, President, SBVC  
Jose Torres, Interim Vice Chancellor Fiscal Services

Administrators Absent:

Dr. Cheryl Marshall, President, CHC  
Dr. Jack Miyamoto, Human Resources Consultant

**APPROVAL TO RE-ORDER AGENDA ITEMS**

Trustee Henry motioned, Trustee Ferracone seconded the motion and the board members voted as follows:

To move the Action Agenda Item before Institutional Presentations.

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

**ANNOUNCEMENT OF CLOSED SESSION ITEMS**

Public Employee Discipline/Dismissal/Release/Non re-Employment, Government Code 54957 (1 case)  
Employee #9689

**PUBLIC COMMENT ON CLOSED SESSION AGENDA ITEMS**

Roger Powell made a public comment.

**CONVENE CLOSED SESSION**

Closed session convened at 12:12pm

**RECONVENE PUBLIC MEETING**

Closed session reconvened at 12:20pm

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

None.

**PUBLIC COMMENT**

None.

**ACTION AGENDA**

Consideration of Approval of CSEA Tentative Agreement

Trustee Williams motioned, Trustee Zoumbos seconded the motion and the board members voted as follows:

To approve the CSEA Tentative Agreement.

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

**INSTITUTIONAL PRESENTATIONS**

Chief Galvez introduced Linda Morin who gave a presentation on Emergency Operations Training for Elected Officials.

**ADJOURN**

President Longville adjourned the meeting at 1:56pm.

---

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

**San Bernardino Community College District  
Special Meeting of the Board of Trustees  
114 S. Del Rosa Drive, San Bernardino, CA 92408  
Thursday, April 23, 2015 – 2:00 p.m. – Board Room**

**CALL TO ORDER**

President Longville called the meeting to order at 1:56pm.

Members Present:

John Longville, President  
Dr. Kathleen Henry, Vice President  
Donna Ferracone  
Dr. Donald Singer  
Gloria Macias Harrison  
Joseph Williams, Clerk  
Nickolas W. Zombos

Members Absent:

Tiffany Guzman, Student Trustee, SBVC  
Alexis Panaguiton, Student Trustee, CHC

**ANNOUNCEMENT OF CLOSED SESSION ITEMS**

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

**PUBLIC COMMENT ON CLOSED SESSION AGENDA ITEMS**

None.

**CONVENE CLOSED SESSION**

Closed session convened at 1:56pm

**RECONVENE PUBLIC MEETING**

Closed session reconvened at 3:05 pm

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

None.

**PUBLIC COMMENT**

None.

**ADJOURN**

President Longville adjourned the meeting at 3:03pm.

---

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

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Bruce Baron, Chancellor  
PREPARED BY: Bruce Baron, Chancellor  
DATE: May 14, 2015  
SUBJECT: Consideration of Adopt Resolution to Recognize the Contributions of Student Trustee Alexis Panaguiton

RECOMMENDATION

It is recommended that the Board of Trustees adopt a resolution recognizing the contributions of Student Trustee Alexis Panaguiton to the San Bernardino Community College District.

OVERVIEW

The San Bernardino Community College District (SBCCD) appreciates the dedication and contributions of Student Trustee Alexis Panaguiton for her year of representing Crafton Hills College students on the SBCCD Board of Trustees.

ANALYSIS

Student trustees provide a direct line of communication between the Board of Trustees and the students on each campus as well as providing a teaching opportunity for those students interested in developing their leadership skills and their understanding of the complex work involved in public and education policy.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

None

**RESOLUTION  
TO RECOGNIZE THE CONTRIBUTIONS OF  
STUDENT TRUSTEE ALEXIS PANAGUITON**

**WHEREAS**, The San Bernardino Community College District (SBCCD) recognizes and appreciates the dedication and contributions of the Student Trustee for Crafton Hills College, Alexis Panaguiton; and

**WHEREAS**, the Mission of the SBCCD is to promote the discovery and application of knowledge, the acquisition of skills, and the development of intellect and character in a manner that prepares students to contribute effectively and ethically as citizens of a rapidly changing and increasingly technological world. This Mission is achieved through the District's two colleges, the Economic Development and Corporate Training Division and public broadcast system (KVCR TV-FM/FNX) by providing high quality, effective and accountable instructional programs and services; and

**WHEREAS**, Student Trustee Alexis Panaguiton has throughout the year of her service consistently represented Crafton Hills College and its student body with pride and professionalism, demonstrating her thorough knowledge of those she served and participating in numerous activities across the District; and

**WHEREAS**, Student Trustee Panaguiton advocated on behalf of CHC students at the Association of Community College Trustees and through her collaborative work with campus and district administration and Board of Trustees, resulting in amending Board Policies involving the job description and compensation for future Student Trustees; and

**WHEREAS**, that in addition, Student Trustee Panaguiton worked collaboratively with other student groups including the CHC Student Senate on the PLA issue and the Culture Fashion Show to raise awareness of campus diversity, helping plan and host the CHC Fall Club Rush; representing the District at the Fall General Assembly by speaking on student resolutions that affected Crafton students and at the Tablet Initiative Forum; and

**WHEREAS**, Student Trustee Panaguiton also spoke at the CHC Retirement Luncheon hosted by the Crafton Foundation; was the lead speaker at the 2015 CHC Student Recognition Dinner; served as a CHC tour guide and held leadership workshops with incoming high school students; assisted with hosting Breast Cancer Awareness Month; represented the district at the CHC Family Fest by helping host the event; and

**THEREFORE**, be it resolved that the Board of Trustees of the San Bernardino Community College District does hereby recognize Student Trustee Alexis Panaguiton for her contributions to the myriad successes of the students of the SBCCD and the CCC, thank her for her service, and wish for her the very best personally and professionally.

**ADOPTED** this 14th day of May, 2015

---

Bruce Baron, Chancellor and  
Secretary to the Board of Trustees

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Bruce Baron, Chancellor  
PREPARED BY: Bruce Baron, Chancellor  
DATE: May 14, 2015  
SUBJECT: Consideration to Adopt a Resolution to Recognize the Contributions of Student Trustee Tiffany Guzman

RECOMMENDATION

It is recommended that the Board of Trustees adopt a resolution recognizing the contributions of Student Trustee Tiffany Guzman to the San Bernardino Community College District.

OVERVIEW

The San Bernardino Community College District (SBCCD) appreciates the dedication and contributions of Student Trustee Tiffany Guzman for her year of representing San Bernardino Valley College students on the SBCCD Board of Trustees.

ANALYSIS

Student trustees provide a direct line of communication between the Board of Trustees and the students on each campus as well as providing a teaching opportunity for those students interested in developing their leadership skills and their understanding of the complex work involved in public and education policy.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

None

**RESOLUTION  
TO RECOGNIZE THE CONTRIBUTIONS OF  
STUDENT TRUSTEE TIFFANY GUZMAN**

**WHEREAS**, The San Bernardino Community College District (SBCCD) recognizes and appreciates the dedication and contributions of the Student Trustee for San Bernardino Valley College, Tiffany Guzman; and

**WHEREAS**, the Mission of the SBCCD is to promote the discovery and application of knowledge, the acquisition of skills, and the development of intellect and character in a manner that prepares students to contribute effectively and ethically as citizens of a rapidly changing and increasingly technological world. This Mission is achieved through the District's two colleges, the Economic Development and Corporate Training Division and public broadcast system (KVCR TV-FM/FNX) by providing high quality, effective and accountable instructional programs and services; and

**WHEREAS**, Student Trustee Tiffany Guzman has throughout the year of her service consistently represented San Bernardino Valley College and its student body with pride and professionalism, demonstrating her thorough knowledge of those she served and participating in numerous activities across the District; and

**WHEREAS**, Student Trustee Guzman advocated on behalf of SBVC students at the SSCCC General Assembly and through her collaborative work with campus and district administration and Board of Trustees, resulting in amending Board Policies involving the job description and compensation for future Student Trustees; and

**WHEREAS**, that in addition, Student Trustee Guzman worked collaboratively with other student groups, resulting in the creation of Taco Tuesdays and Dollar Burgers in the Cafeteria, participation in the Make a Change and Hiring Committees for various positions; and

**WHEREAS**, Student Trustee Guzman also served as a Student California Association Executive Board Member, as a Student Representative for the California Commission on Teachers Credentialing, California Teachers Association and San Bernardino Valley College Chapter treasurer of the Student California Teachers Association; and

**THEREFORE**, be it resolved that the Board of Trustees of the San Bernardino Community College District does hereby recognize Student Trustee Tiffany Guzman for her contributions to the myriad successes of the students of the SBCCD and the CCC, thank her for her service, and wish for her the very best personally and professionally.

**ADOPTED** this 14th day of May, 2015.

---

Bruce Baron, Chancellor and  
Secretary to the Board of Trustees

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Bruce Baron, Chancellor  
PREPARED BY: Stacey Nikac, Executive Assistant  
DATE: May 14, 2015  
SUBJECT: Board of Trustees Information Requests

RECOMMENDATION

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

ANALYSIS

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

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

No impact to the budget.

**San Bernardino Community College District  
2014-2015 Board of Trustees Information Requests  
(updated 4/27/15)**

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

**Request:** Board of Trustees were encouraged to participate and go through safety overview training.  
Trustee Henry asked for clarification on topics 1-4. She understood this as more of a safety training overview and asked Trustee Williams to elaborate on what his recollection was.  
Trustee Williams said his comment was structured more around what is the board's role if there is an earthquake? Could we simulate the board exercise on the Great Shakeout.  
Chancellor Baron reported the items came directly from the minutes. #4 is the tabletop emergency exercise that Trustee Williams asked for. When there was a discussion on Workers Comp information, Trustee Williams requested to be informed and the board to receive further data. We can remove the items to address only the safety training overview.

**Comments:** Topics to include:  
1. Workers' Compensations data - frequency/severity/ what the data means/process for filing a claim in the district  
2. MSDS now SDS database – How it works  
3. Safety training monthly statistics on training completion – What the numbers mean  
4. Emergency preparedness/Table-top exercise training in the Spring.  
Safety training overview focusing on what is the board's role if there is an earthquake? Great Shake-out simulation.  
Presentation completed at 11/13/14 board meeting.

---

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

**Request:** Requested for regular SBVC Foundation Updates.  
**Comments:** Dr. Fisher will provide updates in her President's Reports.

---

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

**Request:** Requested for additional information on the results of the Adult Education and Town Hall meetings that took place between December 2013 and February 2014.  
**Comments:** Sent with Chancellor's Chat on 8/22/14.

---

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

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

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

---

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

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

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

---

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

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

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

---

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

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

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

---

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

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

**Comments:** Chancellor submitted information as requested with the November Board Book.

---

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

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

**Comments:** Chancellor submitted information as requested with the November Board Book.

---

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

**Request:** Requested for a breakdown for faculty positions.

**Comments:** Chancellor submitted information as requested with the November Board Book.

---

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

**Request:** Requested for a breakdown for staffing positions.

**Comments:** Chancellor submitted information as requested with the November Board Book.

---

**Date of Request:** 9/11/2014  
**Requested by:** Trustee Harrison  
**Planned Completion Date:** Completed

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

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

---

**Date of Request:** 9/11/2014  
**Requested by:** Trustee Singer  
**Planned Completion Date:** Completed

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

**Comments:** Chancellor submitted information as requested with the November Board Book.

---

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

**Request:** Requested for all altered documents presented to the board be in redline format.

**Comments:** Chancellor will ensure changes are submitted in this format.

---

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

**Request:** Requested a copy of the completed enrollment management report completed by the Brain Trust.

**Comments:** Chancellor emailed the report to the Board 3/17/15. Further discussion to take place at the May 28 Study Session.

---

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

**Request:** Requested an update on the bookstore.

**Comments:** Chancellor sent the update in the 3/20/15 Chancellor's Chat Trustee Edition.

---

**Date of Request:** 3/12/2015  
**Requested by:** Trustee Henry  
**Planned Completion Date:** Completed

**Request:** Chancellor to report to the board on the locker room harrassment issue and gender neutral restroom update at SBVC.

**Comments:** Chancellor updated the Board at the 4/9/15 Board meeting.

---

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

**Request:** Would like to know what projects fall under leaseback.

**Comments:** Chancellor responded via email on 4/22/15.

---

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

**Request:** Trustee Ferracone reported the job description for COORDINATOR OF OUTREACH AND RELATIONS WITH SCHOOLS on the website shows a board adoption in February and the proposed changes to what is presented to the board is the same as what is posted on the website.

**Comments:** This was a mistake and was corrected on the website on 4/10/15.

---

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

**Request:** Trustee Henry requested modifications are placed on the action agenda so it can be discussed to ensure there is curriculum equivalency.

**Comments:** Chancellor Baron suggested that footnotes be added to explain why classes are not transferrable. This began being reported to the Board 5/14/15.

---

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

**Request:** Trustee Harrison said the Financial Aid Coordinator job description overlaps duties that have to do with scholarships with the Director of Development and Community Relations. Dr. Shabazz clarified that this is the blending of two positions so the Coordinator position can cover outreach and packaging year round. Trustee Harrison asked for staff to bring back additional clarification of how the positions interrelate.

**Comments:** Update was provided in Trustee's Chat 5/1/15.

---

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

**Request:** Trustee Williams requested for the board book to be delivered at least one week in advance.

**Comments:** Chancellor will survey other CCD's and provide feedback to the Board. This was provided in the Trustee's Chat 5/1/15.

---

**Date of Request:** 3/13/2014  
**Requested by:** Trustee Williams  
**Planned Completion Date:** Considered

**Request:** Would like the board to consider sponsoring students to attend and/or organize a group to present at the A2Mend Conference next year.

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

---

**Date of Request:** 5/29/2014  
**Requested by:** Trustee Williams  
**Planned Completion Date:** Considered

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

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

---

**Date of Request:** 10/9/2014  
**Requested by:** Trustee Longville  
**Planned Completion Date:** Considered

**Request:** Trustee Longville requested the presence of a representative from RCC at the next board meeting.

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

---

**Date of Request:** 10/9/2014  
**Requested by:** Trustee Harrison  
**Planned Completion Date:** Considered

**Request:** Trustee Harrison asked that we make sure the agreement entered into is better than what we now have. Reports of contractors and subcontractor should include minority and women owned designation. Would also like feedback from RCC

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

---

**Date of Request:** 11/17/2014  
**Requested by:** Trustee Williams  
**Planned Completion Date:** Considered

**Request:** Trustee Williams asked if the District could be a developing partner in the project. He would like to if there any other districts that do something similar and how much unrestricted revenue could be generated.

**Comments:** The City staff will work with district staff to respond.

---

**Date of Request:** 11/17/2014  
**Requested by:** Trustee Singer  
**Planned Completion Date:** Considered

**Request:** Trustee Singer would like to know experiences from other community colleges, what they charge, and results.

**Comments:** The City staff will work with district staff to respond.

---

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

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

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

---

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

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

**Comments:** Chancellor will update the Board on a regular basis until the issue has been resolved.

---

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

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

**Comments:** Chancellor will work with Kitchell/BRJ to communicate this with the vendors. We will schedule a presentation to update the board and how we are working to get the different groups more involved on local hire.

---

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

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

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

---

**Date of Request:** 11/13/2014  
**Requested by:** Trustee Ferracone  
**Planned Completion Date:** Open

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

**Comments:** To be considered as we get through the policies and procedures updates.

---

**Date of Request:** 3/12/2015  
**Requested by:** Trustee Henry  
**Planned Completion Date:** Open

**Request:** Requested for Sarah Miller to send the itemized letter read during public comments and the Chancellor to investigate the items and report back to the board.

**Comments:** Chancellor forwarded Sarah Miller's email and attachments to the Board.

---

**Date of Request:** 3/12/2015  
**Requested by:** Trustee Ferracone  
**Planned Completion Date:** Partial Completed

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

**Comments:** Board ratified member to the Ad Hoc Task Force on 4/9/15.

---

**Date of Request:** 3/12/2015  
**Requested by:** Trustee Ferracone  
**Planned Completion Date:** 05/14/15

**Request:** Board Policy Work Group to work with consultant to create a separate hiring policy for college presidents.

**Comments:** Chancellor will request samples from consultant and forward to the Board Work Group.

---

**Date of Request:** 3/27/2015  
**Requested by:** Trustee Williams  
**Planned Completion Date:** 05/14/15

**Request:** SWOT Analysis of CTE Programs.

**Comments:** Trustee Williams will discuss and clarify the 4/9/15 board meeting.

---

**Date of Request:** 4/9/2015  
**Requested by:** Trustee Williams  
**Planned Completion Date:** 05/14/15

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

**Comments:** Chancellor will provide the information as an information item at the May Board meeting to allow for discussion.

---

**Date of Request:** 4/9/2015  
**Requested by:** Trustee Williams  
**Planned Completion Date:** 05/14/15

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

**Comments:** Chancellor Baron will report back to the board and provide activities to date.

---

**Date of Request:** 4/9/2015  
**Requested by:** Trustee Henry  
**Planned Completion Date:** 05/14/15

**Request:** Trustee Henry suggested maps of the gender neutral restrooms be placed in the classrooms or on a kiosk.

**Comments:** A map will be provided to the Board as requested.

---

**Date of Request:** 4/9/2015  
**Requested by:** Trustee Ferracone  
**Planned Completion Date:** 05/28/15

**Request:** Trustee Ferracone requested for information on AB1522 that may affect budget. Trustee Ferracone requested items for the May Budget Workshop be sent as early in advance as possible.

**Comments:** Chancellor can send an update to the Board after DBC recommends the assumptions to be used for budget development. Within the assumptions, the allocation of FTES can be explained. Chancellor will have the information delivered to the board as soon as it is available.

---

**Date of Request:** 4/9/2015  
**Requested by:** Trustee Williams  
**Planned Completion Date:** 06/11/15

**Request:** He would like to see a presentation from SBVC Financial Aid Department with accomplishments over the last few months.

**Comments:** A presentation has been scheduled for the June 11 Board meeting.

---

**Date of Request:** 4/9/2015  
**Requested by:** Trustee Harrison  
**Planned Completion Date:** 10/08/15

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

**Comments:** This will be provided as an information item to the Board in October.

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SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Dr. Lisa Norman,  
Vice Chancellor, Human Resources & Employee Relations  
PREPARED BY: Dr. Lisa Norman,  
Vice Chancellor, Human Resources & Employee Relations  
DATE: May 14, 2015  
SUBJECT: Consideration of Acceptance of Academic Employee Resignation

RECOMMENDATION

It is recommended that the Board of Trustees accept the resignation of Erik Moberly.

OVERVIEW

Erik Moberly, Temporary Contract Counselor, SBVC, submitted his letter of resignation with an effective date of April 4, 2015, after 2 years of service. His last day of employment with the District was April 3, 2015.

ANALYSIS

The employee's resignation correspondence was received and accepted by the Human Resources Department.

BOARD IMPERATIVE

None.

FINANCIAL IMPLICATIONS

None.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Dr. Lisa Norman, Vice Chancellor, Human Resources & Employee Relations  
PREPARED BY: Dr. Lisa Norman, Vice Chancellor, Human Resources & Employee Relations  
DATE: May 14, 2015  
SUBJECT: Consideration of Approval of Increase in Classified Employee Contracts

RECOMMENDATION

It is recommended that the Board of Trustees approve the increase in employee contracts for Maria C. Gonzalez, Secretary II, SBVC, Christina Johle, Child Development Teacher, CHC, Alisa Holtegaard, Child Development Teacher, CHC and Stephanie Carlson, Child Development Teacher, CHC.

OVERVIEW

Maria C. Gonzalez, Secretary II, Transfer Center/Matriculation, SBVC, increase in work year from 11 months (239 days per year) to 12 months (260 days per year) effective May 12, 2014.

Christina Johle, Alisa Holtegaard, and Stephanie Carlson, Child Development Teachers, CHC, contract days for the 2014-2015 academic year will end on June 12, 2015. The employees will work an additional four days beyond their work calendar for 2014-2015. It is requested they be paid for additional days worked at the hourly rate of \$21.58.

ANALYSIS

It is recommended that the Ms. Gonzalez' contract be increased to accommodate the needs of the Transfer Center/Matriculation Department at SBVC.

Students enrolled at the Child Care Center will be in attendance on June 15, 16, and 17, 2015. The additional time on June 18<sup>th</sup> will allow the Child Development Teachers to clean and organize their rooms for the summer months.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2014-2015 budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Dr. Lisa Norman,  
Vice Chancellor, Human Resources & Employee Relations  
PREPARED BY: Dr. Lisa Norman,  
Vice Chancellor, Human Resources & Employee Relations  
DATE: May 14, 2015  
SUBJECT: Consideration of Approval of Academic Employees

RECOMMENDATION

It is recommended that the Board of Trustees approve the appointment of Michael Alder, Shohreh Rahbarnia, Daihim Fozouni, Joel Murphy, Amy Jennings, and Anna Tolstova.

OVERVIEW

The employees on the attached list are submitted for approval.

ANALYSIS

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

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2014-2015 budget.

**Michael Alder**, Instructor, Fire Technology, Crafton Hills College, effective July 1, 2015, 177 days, Academic Salary Schedule Column, G, Step 8, at \$72,263.74 annually. Replaces John Koeper.

**Shohreh Rahbarnia**, Instructor, Chemistry, Crafton Hills College, effective July 1, 2015, 177 days. Salary placement to be determined upon verification of education and experience. New Position.

**Daihim Fozouni**, Instructor, English, SBVC, effective July 1, 2015, at Academic Salary Range D, Step 6, \$61,326.64 annually, 177 days of service. Replaces William McKie.

**Joel Murphy**, Instructor, English, SBVC, effective July 1, 2015, 177 days of service. Salary placement to be determined upon verification of education and experience. Replaces Ed Perez.

**Amy Jennings**, Instructor, Psychology, SBVC, effective July 1, 2015, 177 days of service. Salary placement to be determined upon verification of education and experience. New Position.

**Anna Tolstova**, Instructor, Astronomy/Physics, SBVC, effective July 1, 2015, 177 days of service. Academic Salary Range D, Step 6, \$61,326.64 per year for 177 days of service. New Position.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Dr. Lisa Norman,  
Vice Chancellor, Human Resources & Employee Relations  
PREPARED BY: Dr. Cheryl Marshall, President, CHC  
Dr. Gloria Fisher, President, SBVC  
DATE: May 14, 2015  
SUBJECT: Consideration of Approval of Adjunct and Substitute Academic  
Employees

RECOMMENDATION

It is recommended that the Board of Trustees approve the employment of adjunct and substitute academic employees as needed for the 2014-2015 academic year.

OVERVIEW

The following list of adjunct and substitute academic employees is submitted for approval of employment.

ANALYSIS

Part-time academic employees selected from the established pool are offered individual contracts on a semester-by-semester basis. Adjunct employees not assigned will remain in the pool for future consideration during the 2014-2015 academic year.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2014-2015 budget.

**Crafton Hills College  
Adjunct & Substitute Academic Employees  
May 14, 2015**

**Academic Year 2014-2015 – Spring**

<u>NAME</u>	<u>DISCIPLINE</u>
<b>Tinoco, Michelle</b>	Counselor, College Life, Personal & Career Development

**Academic Year 2014-2015 – Summer**

<u>NAME</u>	<u>DISCIPLINE</u>
<b>Abad, Jeremy</b>	English
<b>Adams, Matthew</b>	Astronomy
<b>Anderson, Jonathan</b>	English
<b>Andrade, Myra</b>	Counselor, STEM
<b>Atkinson, Anne</b>	Health
<b>Avery, George</b>	Emergency Medical Services
<b>Bailes, Brandi</b>	Mathematics
<b>Baker, Deena</b>	English
<b>Barrie, Trinette</b>	Counselor, College Life, Personal & Career Development
<b>Bartlett, Ryan</b>	English
<b>Bedoya, Rosemary</b>	Counselor, College Life, Personal & Career Development
<b>Begley, David</b>	Mathematics
<b>Boebinger, Kelly H.</b>	Chemistry
<b>Bell, Reynaldo</b>	Respiratory Care
<b>Blanck, Robert</b>	English
<b>Bogh, Debbie</b>	Counselor, College Life, Personal & Career Development
<b>Branson, Joanna</b>	English
<b>Bray, Linda</b>	Allied Health
<b>Brink, T. L.</b>	Philosophy, Psychology, Religious Studies
<b>Bullock, Scott</b>	Mathematics
<b>Burke, Jeffrey</b>	Mathematics
<b>Campbell, Phillip</b>	Mathematics
<b>Cannon, Judy K.</b>	English
<b>Cervantez, Jeffrey</b>	Philosophy
<b>Chavira, Rejoice</b>	Counselor, College Life, Personal & Career Development
<b>Chairez, Octavio</b>	Mathematics
<b>Clarke, Sally</b>	Allied Health
<b>Colvey, Kirsten</b>	Counselor, College Life, Personal & Career Development
<b>Contreras, Amber</b>	Respiratory Care
<b>Cook, Natalie</b>	English
<b>Cortes-Rangel, Manuel</b>	Spanish
<b>Cowles, Randee Teresa</b>	English
<b>Crane, Thomas</b>	Geology, Oceanography
<b>Crews, Carly</b>	Emergency Medical Services
<b>Cummings, Lou'Rie</b>	Counselor, College Life, Personal & Career Development
<b>Curnyn, Katie</b>	Biology, Microbiology
<b>Curry, Victoria</b>	Counselor, College Life, Personal & Career Development

<b>DeLaune, Stacey</b>	American Sign Language
<b>Denson, Tommy</b>	Mathematics
<b>Dial, Troy</b>	Counselor, College Life, Personal & Career Development
<b>Dinu, Razvan</b>	Mathematics
<b>Dobbs, Anne</b>	English
<b>Douthit, Milly</b>	Counselor, College Life, Personal & Career Development, Learning Disabilities
<b>Dudash, Leigh</b>	Geology, Oceanography
<b>Eastmond, Elizabeth</b>	English
<b>Eby, Larry</b>	English
<b>Enright, Evan</b>	Mathematics
<b>Estus, Steven</b>	English
<b>Fleishman, Richard</b>	Accounting, Business Administration
<b>Ford, Jacquelyn</b>	Reading and Study Skills
<b>Franklin, Bradley</b>	Respiratory Care
<b>Fry, Maureen</b>	Counselor, College Life, Personal & Career Development, Learning Disabilities
<b>Garcia, Maria</b>	College Nurse
<b>Gist, John</b>	Counselor, College Life, Personal & Career Development
<b>Guaracha, Anthony</b>	Sociology
<b>Gutierrez, Juan</b>	Mathematics
<b>Hadden, Jay</b>	Anthropology
<b>Hamlett, Cynthia</b>	English
<b>Hansler, Kathryn</b>	English
<b>Harrington, Judith</b>	Counselor – STEM
<b>Hartmann, Adam</b>	English
<b>Hawkins, Damaris J.</b>	English
<b>Hawkins, Judith</b>	English
<b>Hayes, Ashley</b>	English
<b>Hayes, Chauncey</b>	Kinesiology – Fitness
<b>Hellex, Alicia</b>	Counselor, College Life, Personal & Career Development, Learning Disabilities
<b>Henriquez, Aja</b>	English
<b>Herrera-Gill, Diana</b>	Mathematics
<b>Hidalgo, Joshua</b>	Mathematics
<b>Hoehn, Marisela</b>	Counselor, College Life, Personal & Career Development
<b>Holod, Audrey</b>	English
<b>Hughes, Richard</b>	Geography, Geology
<b>Hunter, Morris</b>	Radiologic Technology
<b>Jacinto, Christopher</b>	Mathematics
<b>Johnson, Torgeir</b>	Anatomy
<b>Karim, Fahima</b>	Mathematics
<b>Katkov, Andre</b>	English
<b>Keys, Scott</b>	History
<b>Kim, Elliott</b>	History
<b>Kowach, Melody</b>	English
<b>Lapointe, Stacy</b>	English
<b>Lastra, Ulises</b>	Mathematics
<b>Ledoux, Janine M.</b>	Health, Kinesiology – Fitness
<b>Lehar, Jade</b>	English, Reading and Study Skills
<b>Leon, Ralph</b>	Mathematics
<b>Leslie, Grant</b>	English

<b>Linfield, Leon</b>	English, Philosophy
<b>Macias, Angela</b>	English
<b>Maloney-Hinds, Colleen</b>	Health, Kinesiology, Kinesiology – Fitness
<b>Mansourian, Farhad</b>	Economics
<b>Manzanilla Renteria, Elicinda</b>	Counselor, College Life, Personal & Career Development
<b>Martin, Lisa</b>	Counselor, College Life, Personal & Career Development
<b>McAtee, Robert</b>	Counselor, College Life, Personal & Career Development
<b>McCambly, Jessica</b>	Art
<b>McCarty, Dennis</b>	Allied Health
<b>McCool, Karol</b>	Librarian
<b>McConnell, Mark</b>	Music
<b>McCoy, Danielle</b>	Mathematics
<b>McKee, Julie</b>	Sociology
<b>McLaren, Meridyth</b>	Child Development
<b>Menzing, Todd</b>	History
<b>Millan, Christopher</b>	English
<b>Miller, Christopher</b>	English
<b>Monteil, Liliana</b>	English
<b>Moreno, Mariana</b>	Counselor, College Life, Personal & Career Development
<b>Moreno-Terrill, Steven</b>	Sociology
<b>Morrow, Erin</b>	Librarian
<b>Mott, Justin</b>	English
<b>Murphy, Ryan</b>	English
<b>Munoz, Susana</b>	Mathematics
<b>Musch, German</b>	Anatomy
<b>Newsom, Helen</b>	Nurse Practitioner
<b>Niessen, Amy</b>	English
<b>Nunn, Masako</b>	Japanese
<b>O'Shaughnessy, Vonda</b>	Communication Studies
<b>Ogden, John</b>	Kinesiology – Sport and Skill Activities
<b>Papp, Edward</b>	Computer Information Systems
<b>Patton, Randall</b>	Librarian
<b>Pfahler, Diane</b>	Psychology
<b>Piamonte, Rennard</b>	Mathematics
<b>Pierce, Leah C.</b>	Mathematics
<b>Piluso, Robert</b>	English
<b>Polson, Elizabeth</b>	English
<b>Pritchard, Bekki</b>	Sociology
<b>Purves, Dianne</b>	Biology
<b>Quintanar, Brittnee</b>	Counselor, College Life, Personal & Career Development
<b>Rafeedie, Nidal</b>	Respiratory Care
<b>Ramirez, Robert</b>	Mathematics
<b>Ramirez, Stephen</b>	Mathematics
<b>Rebro, Fanciscus</b>	Mathematics
<b>Reid, Shirley</b>	Mathematics
<b>Rinker, Courtney</b>	English
<b>Rivera, Ernesto</b>	Counselor, STEM
<b>Robinson, Jesse</b>	Mathematics
<b>Roche, Joshua</b>	Mathematics
<b>Rojas, Danny</b>	Respiratory Care
<b>Rugroden, Kristin</b>	Anthropology
<b>Ruiz, Sandra</b>	Computer Information Systems, Computer Science

<b>Sandgren Wilson, Debra</b>	Counselor, College Life, Personal & Career Development
<b>Schmidt, Jeff</b>	Dance
<b>Seager, Elena</b>	Mathematics
<b>Sheahan, Michael</b>	Respiratory Care
<b>Shelton II, Stephen A.</b>	Communication Studies
<b>Shum, Cindy</b>	Counselor, College Life, Personal & Career Development
<b>Singh, Manika</b>	Counselor, College Life, Personal & Career Development
<b>Smith, Jeffrey</b>	Mathematics
<b>Sonico, Melissa</b>	English
<b>Soutsakhone, Xayaphanthong</b>	Counselor, College Life, Personal & Career Development
<b>Soza, Karen</b>	American Sign Language
<b>Spence, Cynthia</b>	Reading and Study Skills
<b>Spencer, Emily</b>	Chemistry
<b>Sternard, Evan</b>	Counselor, College Life, Personal & Career Development
<b>Stevens, Sara Robin</b>	English
<b>Stupin, Mary</b>	Music
<b>Swanson, Justin</b>	Kinesiology - Fitness
<b>Swanson, William E.</b>	English
<b>Tasaka, Bethany</b>	Mathematics
<b>Tilman, Susan</b>	Counselor, College Life, Personal & Career Development, Learning Disabilities
<b>Tinoco, Michelle</b>	Counselor, College Life, Personal & Career Development
<b>Train, Jesse</b>	Mathematics
<b>Troy, Janna</b>	Kinesiology – Fitness
<b>Truong, Sam</b>	Anatomy
<b>Urbanovich, James</b>	Communication Studies
<b>Vasquez, Violeta</b>	Counselor, College Life, Personal & Career Development
<b>Veilduis, Sterfan</b>	Political Science
<b>Victor, Mark</b>	Chemistry
<b>Warsinski, Jeffrey</b>	Mathematics
<b>Washburn, Ben</b>	Counselor, College Life, Personal & Career Development
<b>Williams, Carolyn</b>	English
<b>Williams, Dave</b>	Fire Technology
<b>Williams, Gary</b>	College Life, Psychology
<b>White-Elliott, Cassandra</b>	English
<b>Wise, Lorise</b>	Reading and Study Skills
<b>Woodcock, Alexandra</b>	Librarian
<b>Yau, Margaret</b>	Computer Information Systems

**San Bernardino Valley College  
Adjunct & Substitute Academic Employees  
Academic Year 2014-2015  
May 14, 2015**

NAME

DISCIPLINE

<b>Adamiak, Ann</b>	Modern Languages
<b>Adams, Kathryn</b>	Child Development
<b>Adler, Dawn</b>	Health
<b>Al-Husseini, Maha</b>	Computer Information Technology

<b>Alblinger, Diana</b>	Communication Studies
<b>Alexander, Horace</b>	English
<b>Allen, Tammy</b>	Reading & Study Skills
<b>Allen Roper, Carolyn</b>	Reading & Study Skills
<b>Alvarez, Alexis</b>	Sociology
<b>Alvarez, Vicente</b>	Mathematics
<b>Andersen, Anne</b>	Reading & Study Skills
<b>Anemelu, Victoria</b>	Mathematics
<b>Ariza, Ernest</b>	Water Supply Technology
<b>Assumma, Michael</b>	Business Administration
<b>Avelar, Amy</b>	Chemistry
<b>Awunganyi, John</b>	Mathematics
<b>Bachman, Bruce</b>	Art
<b>Badibanga, Maurice</b>	Mathematics
<b>Bahk, Sarah</b>	Mathematics
<b>Banola, Erwin</b>	Kinesiology
<b>Barajas-Zapata, Lydia</b>	Modern Languages
<b>Batalo, Manuela</b>	Art
<b>Beebe, Yvonne</b>	Mathematics
<b>Blackman, Sandra</b>	History
<b>Blalock, Ashley</b>	Art
<b>Blumenthal, Kenneth</b>	Kinesiology
<b>Boccumini, Paul</b>	Psychology
<b>Bodnar, William</b>	Automotive
<b>Brewer, Quincy</b>	Kinesiology
<b>Briggs, Stephanie</b>	Mathematics
<b>Brown, Joshua</b>	Kinesiology
<b>Burnham, Lorrie A.</b>	Biology
<b>Calderon, Colleen</b>	History
<b>Cervantes, Charles</b>	Human Services
<b>Chang, Wenli</b>	Mathematics
<b>Charcas-Salazar, Rosalind</b>	Modern Languages
<b>Chatterjee, Achala</b>	Water Supply Technology
<b>Che, Yon</b>	Modern Languages
<b>Chemama, Maryline</b>	Chemistry
<b>Chen, Hsu-Chia</b>	Mathematics
<b>Chitrathorn, Puttachart</b>	Nursing
<b>Cohen, Deborah</b>	Nursing
<b>Cooper, Brian</b>	Art
<b>Copeland, Mary</b>	English
<b>Courts, Janet M.</b>	Accounting
<b>Cox, Maria</b>	Human Services
<b>Crebbin, Susan</b>	Kinesiology
<b>Crogman, Horace</b>	Physics
<b>Crowder, William</b>	Health
<b>Curasi, Gina</b>	Student Development
<b>Dang, Caonguyen</b>	Mathematics
<b>Day, Ben</b>	Business Administration
<b>Demsky, Jeffrey</b>	History
<b>Diaz, Maria</b>	Communication Studies
<b>Dormady, Kelly</b>	History
<b>Downey, Jennifer</b>	Psychology

<b>Doyle, Alicia</b>	Chemistry
<b>Dubois-Eastman, Kim</b>	Nursing
<b>Dulgeroff, James E.</b>	Economics
<b>Dusick, Diane M.</b>	Radio, Television & Film
<b>Edwards, Julie G.</b>	Music
<b>Engstrom, Vanessa</b>	Geography
<b>Etherton, Debra</b>	Psychiatric Technology
<b>Fender, Rochelle</b>	Nursing
<b>Ferri-Milligan, Paula</b>	English
<b>Firtha, Farah</b>	Chemistry
<b>Fogle Oliver, Melinda</b>	Theater Arts
<b>Fossum, Louis</b>	Theater Arts
<b>Fozouni, Daihim</b>	English
<b>Free, Sheela</b>	English
<b>Garretson, Denise</b>	Mathematics
<b>Gelenchi, Fantahun</b>	Mathematics
<b>Gibbons, Ann F.</b>	Mathematics
<b>Gilbert, Jeremiah</b>	Mathematics
<b>Gomez, Edward</b>	History
<b>Graham, Glen</b>	Electricity/Electronics
<b>Green, Kenneth</b>	Administration of Justice
<b>Hadden, Jay</b>	Anthropology
<b>Hauge, Kristin</b>	Kinesiology
<b>Hayes, Shonia</b>	Chemistry
<b>Hector, Leticia</b>	Communication Studies
<b>Henkle, Lisa</b>	Political Science
<b>Herrera, Jamie</b>	Student Development
<b>Hoage, Scott</b>	Human Services
<b>Holder, Patricia</b>	Kinesiology
<b>Holstrom, Geoffrey</b>	Physics
<b>Houts, Robert</b>	Inspection Technology
<b>Hullings, Ginger</b>	Nursing
<b>Hungate, Adam</b>	History
<b>Israeil, Abeir</b>	Mathematics
<b>Jackson, Dennis</b>	Psychiatric Technology
<b>Jackson, Julius</b>	Philosophy
<b>Jacobo, Magdalena</b>	Reading & Study Skills
<b>Jacques, Paul</b>	Theater Arts
<b>Jakpor, Riase</b>	Political Science
<b>Jefferson, Kimberly</b>	Reading & Study Skills
<b>Jenkins, Theodore</b>	Mathematics
<b>Jones, Edward</b>	English
<b>Jorgensen, Judy</b>	Architecture
<b>Kanawati, Moustafa</b>	Mathematics
<b>Kesling, Susaniel</b>	Pharmacy Technology
<b>King, Melissa</b>	Anthropology
<b>Klingstrand, Marianne</b>	Psychiatric Technology
<b>Knight, Denise</b>	Child Development
<b>Krajewski, Linda</b>	Psychology
<b>Lai, Karen</b>	Mathematics
<b>Lamore, Joel</b>	English
<b>Lavruk, Alexander</b>	Music

Lawler, Kenneth	Kinesiology
Le, Tom	Mathematics
Leatham, Wallace	Geology
Lee, Chongui Keith	Mathematics
Leighton, Nita	Electricity/Electronics
Lillard, Sheri	Chemistry
Liscum, Huong	Mathematics
Litel, Gerald S.	Accounting
Loera, Manuel M.	Automotive
Lopez, Alma	English
Lopez, Leonard	Philosophy
Lysak, Michael J.	Physics
Maestas, Michael	Water Supply Technology
Marcy, Joshua	Mathematics
Marquis, Matt	Modern Languages
Marrs, Tracy	Reading & Study Skills
Mattson, Susan	Communication Studies
Maurizi, Tamara	Nursing
Mayne, Michael	Mathematics
McGowan, Matthew	Heating, Ventilation, Air Condition and Refrigeration
McKeen, Wendy	Chemistry
Medina, William	History
Melancon, Berchman	Diesel
Metu, Reginald	Computer Information Technology
Meyer, Stacy	Culinary Arts
Micklich, Mark	Chemistry
Miller, Frank J.	Mathematics
Moneymaker, Melinda	Human Services
Moran, Omar	English
Mukundan, Ramaa	Geography
Nelson, Brandy	Human Services
Ngobi, Said	Mathematics
Nguyen, Benny	Mathematics
Nguyen, Tung	Mathematics
Notarangelo, Joseph	English
Obien, Lorna M.	Mathematics
Ogbuchiekwe, Edmund	Geography
Orton, Renee	Communication Studies
Paine, Kristy K.	Administration of Justice
Panchoo, Augustine	Psychology
Park, Jason	Mathematics
Perez, Edward R.	English
Phillips, Anthony W.	Psychiatric Technology
Pielke, Janet	Sociology
Pires, Romana	Sociology
Powell, Michael L.	Physical Education
Powell, Roger	Computer Information Technology
Rahman, Mustafizur	Mathematics
Ramirez, Richard	Automotive
Ratigan, James	Kinesiology
Recinos, Jose	Modern Languages
Reid, Zadock	Mathematics

<b>Robinson, James</b>	Human Services
<b>Rodriguez, Mike</b>	Political Science
<b>Rounds, Michael</b>	History
<b>Saadat, Ali</b>	Mathematics
<b>Sabio, Neomi</b>	Psychiatric Technology
<b>Sadler, Roger</b>	Biology
<b>Scalisi, Carlos R.</b>	Political Science
<b>Schmidt, Lisa</b>	Physical Science
<b>Shereen, Yasmine</b>	Anthropology
<b>Shipp, John</b>	Kinesiology
<b>Shweikeh, Eman</b>	Chemistry
<b>Slusser, Michael A.</b>	English
<b>Smith, David</b>	Mathematics
<b>Smith, James</b>	Political Science
<b>Smith-Trafzer, Lee Ann</b>	History
<b>Stanskas, Peter-John</b>	Chemistry
<b>Stauble, Vernon</b>	Business Administration
<b>Stewart, James</b>	Art
<b>Strong, Teri</b>	Mathematics
<b>Sullivan, John</b>	English
<b>Thompson, Melissa</b>	Child Development
<b>Ting, Lycretia</b>	Mathematics
<b>Tolstova, Anna</b>	Physics
<b>Torrez, Michael</b>	Chemistry
<b>Udupa, Srikrishna K.</b>	Mathematics
<b>Underwood, Bruce</b>	Business Calculations
<b>Valcarcel, David</b>	Music
<b>Valdez, Maria</b>	Psychiatric Technology
<b>Valle, Samuel</b>	Electricity/Electronics
<b>Vasquez, Leo</b>	Business Administration
<b>Vasquez, Mary Lou C.</b>	Computer Information Technology
<b>Vinciullo, Frances</b>	Psychology
<b>Wallick, Amber D.</b>	Child Development
<b>Wilhite, Cynthia</b>	Human Services
<b>Williams, Mark</b>	Automotive
<b>Wilson, Nancy</b>	English
<b>Yarnelle, E.</b>	Psychology
<b>Yoon, Choon</b>	Music
<b>Zeeb, John</b>	Psychology
<b>Zografos, Peter</b>	Psychiatric Technology

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Dr. Lisa Norman,  
Vice Chancellor, Human Resources & Employee Relations  
PREPARED BY: Dr. Lisa Norman,  
Vice Chancellor, Human Resources & Employee Relations  
DATE: May 14, 2015  
SUBJECT: Consideration of Approval of Classified Employees

RECOMMENDATION

It is recommended that the Board of Trustees approve the employment of Robert Scudder, Larry Armstrong, Jason Lee, David Stevenson, Tamara Schlinkert, and Jennine Enrriquez.

OVERVIEW

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

ANALYSIS

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

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2014-2015 budget.

**Robert Scudder**, User Liaison, ANNEX, effective June 1, 2015, Classified Salary Schedule Range, 44, Step A, at \$4,203.00 per month. Replaces Carol Hannon.

**Larry Armstrong**, Custodian, CHC, effective June 1, 2015, Classified Salary Schedule Range, 27, Step B, at \$2,901.00 per month. New Position.

**Jason Lee**, Custodian, CHC, effective June 1, 2015, Classified Salary Schedule Range, 27, Step A, at \$2,762.00 per month. New Position.

**David Stevenson**, Laboratory Technician, Chemistry, SBVC, Classified Salary Schedule Range 38, Step A at \$3,623.00 per month, effective June 1, 2015. Replaces Nancy Zapien.

**Tamara Schlinkert**, Laboratory Technician, Culinary Arts, SBVC, effective June 1, 2015, Classified Salary Range 38, Step A, \$36,310.08 per year for 218 days of service. Replaces Linda R. Collette.

**Jennine Enriquez**, 39-month reemployment as Clerical Assistant, Financial Aid, SBVC, effective April 27, 2015, Classified Salary Range 25, Step E, \$3,197.00 per month. Replaces Bernnae Thomure.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Dr. Lisa Norman,  
Vice Chancellor, Human Resources & Employee Relations

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

DATE: May 14, 2015

SUBJECT: Consideration of Approval of District Volunteers

RECOMMENDATION

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

OVERVIEW

The individuals on the following list have volunteered their services and acknowledge that they will not receive payment of any kind for services performed.

ANALYSIS

Assignments performed by volunteers will not take away responsibilities or duties of regular academic or classified employees.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

None.

**San Bernardino Valley College  
Volunteers  
Academic Year 2014-2015  
May 14, 2015**

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>DATE</u>
<b>Desist, Ricci</b>	President's Office/Police Academies	05/15/2015-06/30/2015
<b>Escobar, Joshua</b>	Social Sciences/Athletics	05/15/2015-06/30/2015
<b>Renteria, Jose</b>	President's Office/Police Academies	05/15/2015-06/30/2015
<b>Robbins, Natasha</b>	Student Services/DSP&S	05/15/2015-06/30/2015

**Crafton Hills College  
Volunteers  
Academic Year 2014-2015  
May 14, 2015**

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>DATE</u>
<b>Scott, Brandon</b>	Art	05/15/2015-06/30/2015

**District  
Volunteers  
Academic Year 2014-2015  
May 14, 2015**

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>DATE</u>
<b>Colindres, Emmanuelle</b>	KVCR	06/22/2015-06/30/2015
<b>Gonzales, Eddie</b>	KVCR	05/15/2015-06/30/2015
<b>Huaracha, Joshua</b>	Production	05/15/2015-06/30/2015
<b>Noriega, Natalie</b>	Development	05/14/2015-06/30/2015
<b>Perry, Charles</b>	FNX	06/08/2015-06/30/2015
<b>Pflum, Jacob</b>	Graphics Department	05/15/2015-06/30/2015

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Dr. Lisa Norman,  
Vice Chancellor, Human Resources & Employee Relations

PREPARED BY: Dr. Lisa Norman,  
Vice Chancellor, Human Resources & Employee Relations

DATE: May 14, 2015

SUBJECT: Consideration of Approval of Doctorate Stipend for Management  
Employee

RECOMMENDATION

It is recommended that the Board of Trustees approve doctorate stipend for Keith Wurtz.

OVERVIEW

Keith Wurtz, Dean, Research, Planning & Institutional Effectiveness, CHC, \$95.00 per month doctorate stipend retroactive to December 1, 2014.

ANALYSIS

Keith Wurtz, recently obtained his doctorate degree in Psychology from Walden University, and is entitled to the doctorate stipend.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in 2014-2015 budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Dr. Lisa Norman,  
Vice Chancellor, Human Resources & Employee Relations

PREPARED BY: Dr. Lisa Norman,  
Vice Chancellor, Human Resources & Employee Relations

DATE: May 14, 2015

SUBJECT: Consideration of Approval of Extension of Management Contracts

RECOMMENDATION

It is recommended that the Board of Trustees approve an extension of the employment contract for Jeffery McCumber, Terria Smith, Mark Snowwhite, and Yecenia Ross.

OVERVIEW

The management contract extensions on the attached list are submitted for approval.

ANALYSIS

Due resignations and retirements, it is necessary to fill vacancies on an interim basis until the positions are permanently filled.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2014-2015 budget.

**Extension of Management Contract  
May 14, 2015**

**Jeffrey McCumber**, Art Director, KVCR, effective January 1, 2015, through December 31, 2015.

**Terria Smith**, Tribal Liaison, KVCR, effective January 1, 2015, through December 31, 2015.

**Mark Snowwhite**, Dean, Math, English, Reading & Instructional Support, effective July 1, 2015, through December 31, 2015.

**Yecenia Ross**, Assistant Manager, Workforce Development, effective July 1, 2015, through December 31, 2015.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Dr. Lisa Norman,  
Vice Chancellor, Human Resources & Employee Relations  
PREPARED BY: Dr. Lisa Norman,  
Vice Chancellor, Human Resources & Employee Relations  
DATE: May 14, 2015  
SUBJECT: Consideration of Approval of Interim Management Appointments

RECOMMENDATION

It is recommended that the Board of Trustees approve Thang Nguyen, Jeffrey Klug and Johnny Conley.

OVERVIEW

The interim management appointments on the attached list are submitted for approval.

ANALYSIS

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

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2014-2015 budget.

**Interim Management Appointments  
May 14, 2015**

**Thang Nguyen**, Interim Director, Student Life, SBVC, at Management Salary Schedule Range 15, Step A, \$7,441.33 per month, effective July 1, 2015, through December 31, 2015, or until position is filled on a permanent basis, whichever occurs first.

**Jeffrey Klug**, Interim Director, Police Academy, SBVC, at Management Salary Schedule Range 15, Step B, 60% of full time, \$4,688.10 per month, July 1, 2015, through December 31, 2015, or until position is filled on a permanent basis, whichever occurs first.

**Johnny Conley**, Interim Director First Year Experience, SBVC, Management Salary Schedule Range 16, Step A, \$7,813.50 per month effective July 1, 2015, through December 31, 2015, or until position is filled on a permanent basis, whichever occurs first.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Dr. Lisa Norman,  
Vice Chancellor, Human Resources & Employee Relations

PREPARED BY: Dr. Lisa Norman,  
Vice Chancellor, Human Resources & Employee Relations

DATE: May 14, 2015

SUBJECT: Consideration of Approval of Management Appointments

RECOMMENDATION

It is recommended that the Board of Trustees approve the appointment of Deanna Krehbiel and Roanne Holliman.

OVERVIEW

Deanna Krehbiel, Manager, Workforce Development, EDCT, effective May 15, 2015, to June 30, 2015, Management Salary Schedule Range, 10, Step B, at \$73,462.00 annually. New position.

Roanne Holliman, Assistant Manager, Workforce Development, EDCT, effective May 15, 2015, to June 30, 2015, Management Salary Schedule Range, 4, Step A, at \$52,203.00 annually. New position.

ANALYSIS

All requirements for employment processing have been completed and Human Resources has cleared the individual(s) for employment.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2014-2015 budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Dr. Lisa Norman,  
Vice Chancellor, Human Resources & Employee Relations

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

DATE: May 14, 2015

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

RECOMMENDATION

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

OVERVIEW

The following list of employees is submitted for approval.

ANALYSIS

Non-instructional pay is requested on a periodical basis to assist departments with various events on campus or in the community.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2014-2015 budget.

**Crafton Hills College  
Non-Instructional Pay  
Academic Year 2014-2015  
May 14, 2015**

**Andrews, Breanna**, Stipend for ROP articulation agreements, 03/01/15 through 06/30/15, \$49.00 per hour not to exceed \$600.00, Funding source is RAMP-UP Grant.

**Christensen, Susan**, Stipend for ROP articulation agreement curriculum development revision for CIS 091, 05/15/15 through 06/30/15, \$49.00 per hour not to exceed \$300.00. Funding source is Career and Technical Education Transition Grant.

**Franklin, Brad**, Stipend for ROP articulation agreements, 03/01/15 through 06/30/15, \$49.00 per hour not to exceed \$600.00, Funding source is RAMP-UP Grant.

**Gunter, Melody**, Stipend for Arts Day Workshop, 04/10/15 through 05/22/15, \$400.00, Funding source is Instruction General Fund.

**Levy, Steve**, Stipend for Arts Day Workshop, 04/10/15 through 05/22/15, \$400.00, Funding source is Instruction General Fund.

**McLaren, Meridyth**, Stipend for ROP articulation agreements, 03/01/15 through 06/30/15, \$49.00 per hour not to exceed \$600.00, Funding source is RAMP-UP Grant.

**Simonson, Scott**, Stipend for sound engineering services, 09/01/15 through 06/30/15, \$49.00 per hour not to exceed \$1,000.00. Funding source is Office of Instruction General Fund.

**Truong, Sam**, Stipend for ROP articulation agreements, 03/01/15 through 06/30/15, \$49.00 per hour not to exceed \$600.00, Funding source is RAMP-UP Grant.

**Yau, Margaret**, Stipend for ROP articulation agreements, 03/01/15 through 06/30/15, \$49.00 per hour not to exceed \$600.00, Funding source is RAMP-UP Grant.

The stipend for sound engineering services is given to an adjunct instructor who is providing music during College Hour; a time when there are limited classes in session. It is an opportunity for students, faculty and staff to engage in meaningful activities and events.

**San Bernardino Valley College  
Non-Instructional Pay  
Academic Year 2014-2015  
May 14, 2015**

**Aziz, Husein**, to develop and update Heating, Ventilation, Air Conditioning and Refrigeration curriculum, 5-18-15 to 6-30-15, not to exceed 120 hours, at \$49.00 per hour. Funding source is the RAMP Up (Ready to Accelerate My Pathway) Grant.

**Buffong, Keynasia**, will be facilitating counseling duties for the STEM (Science Technology, Engineering and Math) Grant, 5-25-15 to 6-30-15, not to exceed 422 hours, at \$49.00 per hour. Funding source is the STEM (Science Technology, Engineering and Math) Grant.

**Caldwell-Betties, Melita**, to coordinate and implement the objectives of the NSF-ATE (National Science Foundation-Advanced Technology Education) Grant and submit the necessary financial and performance reports required by the grantor, 6-01-15 to 6-30-15, not to exceed 7 hours per week, at \$49.00 per hour. Funding source is the NSF-ATE (National Science Foundation-Advanced Technology Education) Grant.

**Carman, Gary**, will assist STEM (Science Technology, Engineering and Math) by providing the Student Success Center with evening and weekend coverage, 5-25-15 to 6-30-15, not to exceed 422 hours, at \$49.00 per hour. Funding source is the STEM (Science Technology, Engineering and Math) Grant.

**Casillas, David**, to develop and update Aeronautics curriculum, 5-18-15 to 6-30-15, not to exceed 120 hours, at \$49.00 per hour. Funding source is the RAMP Up (Ready to Accelerate My Pathway) Grant.

**Chatterjee, Achala**, to update the Cooperative Work Experience Handbook, 6-01-15 to 6-30-15, not to exceed 68 hours, at \$49.00 per hour. Funding source is the RAMP Up (Ready to Accelerate My Pathway) Grant.

**Comiskey, Daniel**, to develop and update Welding curriculum, 5-18-15 to 6-30-15, not to exceed 120 hours, at \$49.00 per hour. Funding source is the TAACCCT (Trade Adjustment Act Community College Career Training) Grant.

**Diskin, Les**, to develop and update Diesel curriculum, 5-18-15 to 6-30-15, not to exceed 120 hours, at \$49.00 per hour. Funding source is the RAMP Up (Ready to accelerate My Pathway) Grant.

**Estrada, Gilbert**, to develop and update Inspection Technology curriculum, 5-18-15 to 6-30-15, not to exceed 120 hours, at \$49.00 per hour. Funding source is the TAACCCT (Trade Adjustment Act Community College Career Training) Grant.

**Falls, Anthony**, to develop and update Electricity/Electronics curriculum, 5-18-15 to 6-30-15, not to exceed 120 hours, at \$49.00 per hour. Funding source is the RAMP Up (Ready to Accelerate My Pathway) Grant.

**Fenton, Sherrie**, to develop and update Aeronautics curriculum, 5-18-15 to 6-30-15, not to exceed 120 hours, at \$49.00 per hour. Funding source is the RAMP Up (Ready to Accelerate My Pathway) Grant.

**Graham, Glen**, to develop and update Electricity/Electronics curriculum, 5-18-15 to 6-30-15, not to exceed 120 hours, at \$49.00 per hour. Funding source is the RAMP Up (Ready to Accelerate My Pathway) Grant.

**Green, Kenneth**, Backup Coordinator, Extended Basic Law Enforcement Academy, 5-15-15 to 6-30-15, not to exceed 422 hours per semester, at \$49.00 per hour. Funding source is the Extended Academy General Fund.

**Halabi, Tarif (Terry)**, to collaborate with the industries and other community colleges by aligning the current Electricity/Electronics program infrastructure and updating curriculum to meet the needs of the industries and employers, 5-18-15 to 6-30-15, not to exceed 120 hours, at \$49.00 per hour. Funding source is the RAMP Up (Ready to Accelerate My Pathway) Grant.

**Hesseltine, Robert**, to develop and update Aeronautics curriculum, 5-18-15 to 6-30-15, not to exceed 120 hours, at \$49.00 per hour. Funding source is the RAMP Up (Ready to Accelerate My Pathway) Grant.

**Hoyt, James**, to develop and update Aeronautics curriculum, 5-18-15 to 6-30-15, not to exceed 120 hours, at \$49.00 per hour. Funding source is the RAMP Up (Ready to Accelerate My Pathway) Grant.

**Lawton, Phillip**, to develop and update Heating, Ventilation, Air Conditioning and Refrigeration curriculum, 5-18-15 to 6-30-15, not to exceed 120 hours, at \$49.00 per hour. Funding source is the RAMP Up (Ready to Accelerate My Pathway) Grant.

**Leighton, Nita**, to develop and update Electricity/Electronics/OSHA curriculum, 5-18-15 to 6-30-15, not to exceed 120 hours, at \$49.00 per hour. Funding source is the RAMP Up (Ready to Accelerate My Pathway) Grant.

**Loukeh, Alison**, to develop and update Water Supply Technology curriculum, 5-18-15 to 6-30-15, not to exceed 120 hours, at \$49.00 per hour. Funding source is the RAMP Up (Ready to Accelerate My Pathway) Grant.

**Mayne, Michael**, will facilitate Pre-Assessment Workshops for students preparing to take the SBVC Assessment Test. Will also facilitate Supplemental Instructor Trainings, Workshops and other activities, 5-25-15 to 6-30-15, not to exceed 7 hours per week, at \$49.00 per hour. Funding source is the STEM (Science Technology, Engineering and Math) Grant.

**Mickey, Daniel**, to develop and update Machine Trades curriculum, 5-18-15 to 6-30-15, not to exceed 120 hours, at \$49.00 per hour. Funding source is the RAMP Up (Ready to Accelerate My Pathway) Grant.

**Ortiz, Miguel**, to develop and update Machine Trades curriculum, 5-18-15 to 6-30-15, not to exceed 120 hours, at \$49.00 per hour. Funding source is the RAMP Up (Ready to Accelerate My Pathway) Grant.

**Ramirez, Robert**, to develop and update Automotive curriculum, 5-18-15 to 6-30-15, not to exceed 60 hours, at \$49.00 per hour. Funding source is the RAMP Up (Ready to Accelerate My Pathway) Grant.

**Ramsey, Daniele**, will facilitate counseling duties for the STEM (Science Technology, Engineering and Math) Grant, 5-25-15 to 6-30-15, not to exceed 422 hours, at \$49.00 per hour. Funding source is the STEM (Science Technology, Engineering and Math) Grant.

**Roberts, John**, to develop and update Heating, Ventilation, Air Conditioning and Refrigeration curriculum, 5-18-15 to 6-30-15, not to exceed 120 hours, at \$49.00 per hour. Funding source is the RAMP Up (Ready to Accelerate My Pathway) Grant.

**Romero, Markazan**, to develop and update Electricity/Electronics curriculum, 5-18-15 to 6-30-15, not to exceed 120 hours, at \$49.00 per hour. Funding source is the RAMP Up (Ready to Accelerate My Pathway) Grant.

**Sadjadi, Shahla**, will facilitate Supplemental Instructor Trainings, Workshops and other STEM (Science Technology, Engineering and Math) Grant, 5-25-15 to 6-30-15, not to exceed 54 hours, at \$49.00 per hour. Funding source is the STEM (Science Technology, Engineering and Math) Grant.

**Sanker, Eddie**, to collaborate with the industries and other community colleges by aligning the current Welding program infrastructure and updating curriculum to meet the needs of the industries and employers, 5-18-15 to 6-30-15, not to exceed 60 hours, at \$49.00 per hour. Funding source is the TAACCCT (Trade Act Adjustment Community College Career Training) Grant.

**Shand, Herbert**, will provide support for Supplemental Instructors for the STEM (Science Technology, Engineering and Math) Grant, 5-25-15 to 6-30-15, not to exceed 422 hours, at \$49.00 per hour. Funding source is the STEM (Science Technology, Engineering and Math) Grant.

**Taylor, Rutina**, will facilitate counseling duties for the STEM (Science Technology, Engineering and Math) Grant, 5-25-15 to 6-30-15, not to exceed 422 hours, at \$49.00 per hour. Funding source is the STEM (Science Technology, Engineering and Math) Grant.

**Teeguarden, Thomas**, to develop and update Aeronautics curriculum, 5-18-15 to 6-30-15, not to exceed 120 hours, at \$49.00 per hour. Funding source is the RAMP Up (Ready to Accelerate My Pathway) Grant.

**Wellenstein, Nicholas**, to develop and update Welding curriculum, 5-18-15 to 6-30-15, not to exceed 120 hours, at \$49.00 per hour. Funding source is the TAACCCT (Trade Adjustment Act Community College Career) Grant.

**Williams, Mark**, to collaborate with the industries and other community colleges by aligning the current Automotive Collision's program infrastructure and updating curriculum to meet the needs of the industries and employers, 5-18-15 to 6-30-15, not to exceed 60 hours, at \$49.00 per hour. Funding source is the RAMP Up (Ready to Accelerate My Pathway) Grant.

**Worley, Edward**, to develop and update Heating, Ventilation, Air Conditioning and Refrigeration curriculum, 5-18-15 to 6-30-15, not to exceed 120 hours, at \$49.00 per hour. Funding source is the RAMP Up (Ready to Accelerate My Pathway) Grant.

**District  
Non-Instructional Pay  
Academic Year 2014-2015  
May 14, 2015**

**Chapman, Sharon:** 2.25 hour of non-instructional pay at \$49.00 per hour on April 1, 2015, for screening committee work on a flex day. Funding source is Human Resources General Fund.

**Engstrom, Vanessa:** 4 hours of non-instructional pay at \$49.00 per hour on April 1, 2015, for screening committee work on a flex day. Funding source is Human Resources General Fund.

**Hunter, Diane:** 2.25 hour of non-instructional pay at \$49.00 per hour on April 1, 2015, for screening committee work on a flex day. Funding source is Human Resources General Fund.

**Lillard, Sheri:** 4 hours of non-instructional pay at \$49.00 per hour on April 1, 2015, for screening committee work on a flex day. Funding source is Human Resources General Fund.

**Lopez, Alma:** 2.25 hour of non-instructional pay at \$49.00 per hour on April 1, 2015, for screening committee work on a flex day. Funding source is Human Resources General Fund.

**Lysak, Michael:** 4 hours of non-instructional pay at \$49.00 per hour on April 1, 2015, for screening committee work on a flex day. Funding source is Human Resources General Fund.

**Torrez, Michael:** 4 hours of non-instructional pay at \$49.00 per hour on April 1, 2015, for screening committee work on a flex day. Funding source is Human Resources General Fund.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron  
Chancellor

REVIEWED BY: Dr. Lisa Norman,  
Vice Chancellor, Human Resources & Employee Relations

PREPARED BY: Dr. Lisa Norman,  
Vice Chancellor, Human Resources & Employee Relations

DATE: May 14, 2015

SUBJECT: Consideration of Approval of One-Year & Two-Year Management  
Employment Contracts

RECOMMENDATION

It is recommended that the Board of Trustees approve one-year and two-year employment contracts for academic and classified managers.

OVERVIEW

The attached list of academic and classified management employees will receive one or two year employment contracts effective July 1, 2015.

ANALYSIS

It is recommended that the District issue an employment contract to each manager, director, and supervisor in the District. The issuance of contracts places the District in accordance with proper employment practices as well as documenting for both the employee and the employer the specific conditions of their employment.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

Included in the 2015-2016 and 2016-2017 budgets.

SBVC One-Year Employment Management Contracts July 1, 2015 through June 30, 2016

Bangasser, Susan Academic Management	Dean, Science
Chavez, Gloriann Classified Management	Director, Bookstore SBVC & CHC
Cota, Marco, Dean Academic Management	Counseling & Matriculation
Dale-Carter, April Classified Management	Admissions and Records
Donhauser, Marc Academic Management	HSI STEM PASS GO Project Director
Gallagher, Amber Classified Management	Director, Financial Aid
Gideon, Angelita Classified Management	Circulation Supervisor
Hastings, Ron Academic Management	Director, Library & Learning Support Services
Hrdlicka, Ricky Classified Management	College Director of Technology Services
Hua, Henry Academic Management	Dean of Mathematics, Business and Computer Technology
Jenkins, Robert Classified Management	Director, Facilities, Operations & Maintenance
Kates, Johnny Classified Management	Custodial Supervisor
Kinde, Haragewen Academic Management	Vice President, Instruction
Merjil, Mark Director Classified Management	Director, Child Development Center
Nguyen, Phuong Classified Manager	Tool Room Supervisor
Rowley, Kathleen Classified Management	Director of Grant Development & Management

Rubio, David Academic Management	Director of Athletics
Shabazz, Ricky Academic Management	Vice President, Student Services
Smith, James Academic Management	Dean of Research, Planning & Institution Effectiveness
Stark, Scott Classified Management	Vice President, Administrative Services
Tillman, Shalita Classified Management	Supervisor, Job Development
Weiss, Kathryn Academic Management	Dean, Arts and Humanities
Wells, Carol Academic Management	Associate Dean, Nursing

CHC One-Year Employment Management Contracts July 1, 2015 through June 30, 2016

Bogh, Wayne Classified Management	College Director Technology Services
Cabrales, Jose Academic Management	Dean, Student Services & Student Development
Chavez, Gloriann Classified Management	Director, Bookstore
Chavira, Rejoice Academic Management	Director, EOPS
Chittenden, Heather Classified Management	Director, Aquatics
Colvey, Kirsten Academic Management	Dean, Support Services/Counseling & Matriculation
Cook, Lawrence Classified Management	Director, Facilities, Operations & Maintenance
Crooks, Jeremy Classified Management	Custodial Supervisor
Hoffmann, Donna Classified Management	Director, Marketing & Public Relations

Hogrefe, Richard, Jr. Academic Management	Dean, Instruction
Muskavitch, John Classified Management	Director, Financial Aid
Paddock, Ericka Academic Management	Director, Student Life
Rea, Maricela Classified Management	Cafeteria/Snack Bar Manager
Reece, Bryan Academic Management	Vice President, Instruction
Strong, Michael Classified Management	Vice President, Administrative Services
Warren-Marlatt, Rebecca Academic Management	Vice President, Student Services
Wasbotten, Deborah Classified Management	Director, Child Development Center
Wurtz, Keith Academic Management	Dean, Research, Planning & Institutional Effectiveness
Yamamoto, June Academic Management	Dean, Career Education & Human Development

CHC Two-Year Employment Management Contract July 1, 2015 through June 30, 2017

Marshall, Cheryl Academic Management	President
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District One-Year Employment Management Contracts July 1, 2015 through June 30, 2016

Baughner, Jeffrey Classified Management	Director, Alternate Text Production Center
Braggins, Alan Classified Management	Logistics Technology Manager & DSN ICT/Digital Media

Chang, Andrew Classified Management	Director of Administrative Application Systems
Cruz, Alfredo Classified Management	General Manager, KVCR
Fields, Whitney Classified Management	Environmental, Health & Safety Administrator
Galvez, Pierre Classified Management	Chief of Police
Gamboa, Colleen Classified Management	Payroll Administrator
Gross, Dawn Classified Management	Braille Program Manager
Holliman, Roanne Classified Management	Assistant Manager, Workforce Development
Isaac, Matthew Academic Management	Associate Vice Chancellor, Economic Development & Corporate Training
Krehbiel, Deanna Classified Management	Manager, Workforce Development
Larimore, Frederick Classified Management	Printing & Graphic Services Supervisor
Levesque, Robert Classified Management	Logistics Technology Manager & DSN ICT/Digital Media
Myers, Katherine Classified Management	Supervisor, Accounting
Rubio, Eduardo Classified Management	Cal Trans Project Administrator
Sims, Jeremy Classified Management	Director, Technology Services
Stills, Kenneth Classified Management	Police Sergeant
Strong, Lawrence Classified Management	Director, Internal Audits
Sutorus, Steven Classified Management	Business Manager

Tamayo, Chris  
Classified Management

Police Sergeant

Torres, Jose  
Classified Management

Director of Fiscal Services

Zinn, Wendy  
Classified Management

CTE Project Manager, PDC

District Two-Year Employment Management Contracts July 1, 2015 through June 30, 2017

Kuck, Glen  
Classified Management

Associate Vice Chancellor, Technology &  
Educational Support Services

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Dr. Lisa Norman,  
Vice Chancellor, Human Resources & Employee Relations

PREPARED BY: Dr. Gloria Fisher, President, SBVC

DATE: May 14, 2015

SUBJECT: Consideration of Approval of One and Two Year Contract for Tenure  
Track Academic Employees

RECOMMENDATION

It is recommended that the Board of Trustees approve tenure track contracts for academic employees.

OVERVIEW

The following employees on the attached list have been recommended by their division chair/manager to enter into one-year and two-year contracts, respectively.

ANALYSIS

The Board of Trustees regularly grants one-year contracts to first year contract employees and two-year contracts to second year faculty per AB-1725.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

Included in the 2014-2015 budget.

**San Bernardino Valley College  
One & Two Year Contract Academic Employees  
May 14, 2015**

**The following second-year contract employee has been recommended to enter into a two-year probationary contract for years three and four:**

Hamdy, Raina                      Professional Development

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron  
Chancellor

REVIEWED BY: Dr. Lisa Norman,  
Vice Chancellor, Human Resources & Employee Relations

PREPARED BY: Dr. Lisa Norman,  
Vice Chancellor, Human Resources & Employee Relations

DATE: May 14, 2015

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

RECOMMENDATION

It is recommended that the Board of Trustees approve the placement of Jerry Donnelly on the 39-month reemployment list.

OVERVIEW

Jerry Donnelly, Tool Room Specialist, SBVC, placement on the 39-Month Reemployment list effective May 1, 2015..

ANALYSIS

The classified employee has exhausted 100 days of extended illness and is unable to return to work. Therefore, it is necessary to place him on the 39-month reemployment list.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

None.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Dr. Lisa Norman  
Vice Chancellor, Human Resources & Employee Relations  
PREPARED BY: Dr. Lisa Norman  
Vice Chancellor, Human Resources & Employee Relations  
DATE: May 14, 2015  
SUBJECT: Consideration of Approval of Professional Expert, Short-Term, and  
Substitute Employees

RECOMMENDATION

It is recommended that the Board of Trustees approve the employment of Professional Expert, Short-Term, and Substitute Employees.

OVERVIEW

The following list of Professional Expert, Short-Term, and Substitute Employees is submitted for approval.

ANALYSIS

Approval of Professional Expert, Short-Term, and Substitute Employees is essential to the operation and needs of the District.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2014-2015 budget.

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**Professional Expert Hourly Employees**  
**May 14, 2015**

<b>Name</b>	<b>Department</b>	<b>Site</b>	<b>Duties</b>	<b>Start Date</b>	<b>End Date</b>	<b>Hourly Rate</b>
Williams, Roennia L	Human Resources	DIST	Human Resources Recruiter	4/13/15	6/30/15	\$20.00
Estrada, Natalia	KVCR	DIST	Editor	5/15/15	6/30/15	\$18.00
Soule, Robert H.	KVCR	DIST	Grant Writer III	5/15/15	6/30/15	\$55.00
Moreno, Karen	KVCR	DIST	TV Closed Captioning	5/15/15	6/30/15	\$10.00
Frey, Julie	Professional Development Center	DIST	Workforce Development/ PDC Trainer	5/15/15	6/30/15	\$40.00
Henry, Dennis	Professional Development Center	DIST	Workforce Development/ PDC Trainer	5/15/15	6/30/15	\$40.00
Hiemstra, Rachel A.	Professional Development Center	DIST	Workforce Development/ PDC Trainer	5/15/15	6/30/15	\$40.00
Landreth, Calan W.	Professional Development Center	DIST	Workforce Development/ PDC Trainer	5/15/15	6/30/15	\$40.00
Sanders, Benjamin	Professional Development Center	DIST	Workforce Development/ PDC Trainer	5/15/15	6/30/15	\$40.00
Smith, Nathan	Professional Development Center	DIST	Workforce Development/ PDC Trainer	5/15/15	6/30/15	\$40.00
Penaloza, Diana	Applied Technology Division	SBVC	CTE Transitions Coordinator	5/15/15	6/30/15	\$20.00

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT****Short-Term Hourly Employees****May 14, 2015**

<b>Name</b>	<b>Department</b>	<b>Site</b>	<b>Duties</b>	<b>Start Date</b>	<b>End Date</b>	<b>Hourly Rate</b>
VonSydow, Kathryn	STEM Pathways Grant	CHC	Project Assistant II	5/15/2015	6/30/2015	\$12.00

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT****Substitute Employees****May 14, 2015**

<b>Name</b>	<b>Department</b>	<b>Site</b>	<b>Duties</b>	<b>Start Date</b>	<b>End Date</b>	<b>Hourly Rate</b>	<b>Justification</b>
Davila, Robert	Bookstore	CHC	Bookstore Assistant I	3/10/15	5/10/15	\$13.29	Extension. Subbing for (K. Wheeler) working out of class. In recruitment.
Book, Paula J	Child Development Center	CHC	Child Development Assistant	4/12/15	6/11/15	\$13.35	Extension: On call for Sick/Vac Coverage
Luther, Lorie	Child Development Center	CHC	Child Development Assistant	4/12/15	6/11/15	\$13.35	Extension: On call for Sick/Vac Coverage
Ramirez, Berenice	Child Development Department	CHC	Child Development Assistant	4/12/15	6/11/15	\$13.35	Extension: On call for Sick/Vac Coverage
Arrevillaga, Laura	Counseling	CHC	Secretary II	4/6/15	5/30/15	\$18.41	New: Vacancy (M. Williams). In recruitment.
Hagin, Deborah	Counseling	CHC	Secretary II	4/1/15	5/29/15	\$18.41	Extension: Vacancy (M. Williams). In recruitment.
Hoehn, Marisela O	Counseling	CHC	Student Services Technician II	3/1/15	5/1/15	\$18.86	Extension: Vacancy (R. Orta). In recruitment.
Espinoza, Clara	Fiscal Services	DIST	Senior Payroll Accountant	3/2/15	5/2/15	\$23.56	Extension: Vacancy (C. Gamboa).
Espinoza, Clara	Fiscal Services	DIST	Senior Payroll Accountant	5/3/15	6/30/15	\$23.56	Extension: Vacancy (C. Gamboa).
Crutchfield, Brandi	Human Resources	DIST	Human Resources Technician	4/13/15	6/13/15	\$21.89	New: Vacancy (C. Elmore). In recruitment.

Lapham, Garrett	KVCR	DIST	Broadcast Operator	3/6/15	5/6/15	\$20.82	Extension: Vacancy Need multiple subs for coverage – 24/7 position.
Miller, Donald D	KVCR	DIST	Broadcast Operator	3/6/15	5/6/15	\$20.82	Extension: Vacancy Need multiple subs for coverage – 24/7 position.
Porter, Janine	KVCR	DIST	Broadcast Operator	3/6/15	5/6/15	\$20.82	Extension: Vacancy Need multiple subs for coverage – 24/7 position.
Shaff, Joseph	KVCR	DIST	Broadcast Operator	3/26/15	5/26/15	\$20.82	Extension: Vacancy Need multiple subs for coverage – 24/7 position.
Smart, Christopher	Police Department	DIST	College Security Officer	3/10/15	5/10/15	\$16.69	New: On call for Sick/Vac Coverage
Davis, Angela	Purchasing	DIST	Purchasing Technician	5/1/15	6/30/15	\$17.52	Extension: Vacancy (J. Flores) In recruitment.
Martinez, Anabel	Campus Business Office	SBVC	Account Clerk I	5/27/15	6/30/15	\$15.48	Extension: On call for sick/vacation coverage.
Molina, Liliana	Campus Business Office	SBVC	Account Clerk I	5/6/15	6/30/15	\$15.48	Extension: On call for sick/vacation coverage.
Jackson, Rayshana	Campus Business Office	SBVC	Mail Room Clerk	5/6/15	6/30/15	\$15.11	Extension: Sick/Vacation/Leave of Absence Coverage
Acosta, Priscilla	Child Development Center	SBVC	Child Development Assistant	4/24/15	6/24/15	\$13.35	New: On call for sick/vacation/vacancy in recruitment.
Jackson, Alison	Child Development Center	SBVC	Child Development Assistant	3/30/15	5/30/15	\$13.35	New: On call for sick/vacation/vacancy in recruitment.

Miller, Lavonne	Child Development Center	SBVC	Child Development Assistant	4/24/15	6/24/15	\$13.35	New: On call for sick/vacation/vacancy in recruitment.
Palacio, Terrisa	Child Development Center	SBVC	Child Development Teacher	4/24/15	6/24/15	\$19.21	Extension: On Call for Sick/Vac coverage
Reynolds, Rebecca	Child Development Center	SBVC	Child Development Teacher	3/21/15	5/20/15	\$19.21	Extension: On Call for Sick/Vac coverage
Thomas Jr., Larry	Computer Technology Services	SBVC	Multimedia Specialist	5/6/15	6/30/15	\$18.86	Extension: Vacancy (J. Flaa) working out of class.
Chi, David	Custodial	SBVC	Custodian	5/8/15	6/30/15	\$15.87	Extension: On call for Sick/Vac Coverage/Vacancy for L. Nguyen in recruitment.
Fractious, Mary	Custodial	SBVC	Custodian	5/6/15	6/30/15	\$15.87	Extension: On call for Sick/Vac Coverage/Vacancy for L. Nguyen in recruitment.
Morgan, Ericka	Custodial	SBVC	Custodian	4/27/15	6/27/15	\$15.87	Extension: On call for Sick/Vac Coverage/Vacancy for L. Nguyen in recruitment.
Murillo, Rosa	Custodial	SBVC	Custodian	5/6/15	6/30/15	\$15.87	Extension: On call for Sick/Vac Coverage/Vacancy for L. Nguyen in recruitment.
Sanchez, Mark	Custodial	SBVC	Custodian	5/6/15	6/30/15	\$15.87	Extension: On call for Sick/Vac Coverage/Vacancy for L. Nguyen in recruitment.
Gonzales, Amelia	Financial Aid	SBVC	Clerical Assistant II	3/23/15	5/23/15	\$15.11	Extension: Vacancy in active recruitment.
Mayoral, Jessenia	Food Services	SBVC	Food Service Worker	4/15/15	6/15/15	\$12.71	New: On call for Sick/Vac Coverage

Reynolds, Valen	Food Services	SBVC	Food Service Worker I	5/6/15	6/30/15	\$12.71	Extension: Vacancy in active recruitment/On Call for Sick/Vac coverage.
Sanchez, Frances	HSI STEM PASS GO	SBVC	Secretary I	3/23/15	5/23/15	\$16.69	New: Covering (E. Lopez) while working out of class as Tutorial Coordinator and for vacancy for E. Lopez, in active recruitment.
Sanchez, Frances	HSI STEM PASS GO	SBVC	Secretary I	5/24/15	6/30/15	\$16.69	New: Covering (E. Lopez) Vacancy for E. Lopez, in active recruitment.

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Dr. Lisa Norman, Vice Chancellor, Human Resources & Employee Relations  
**PREPARED BY:** Dr. Lisa Norman, Vice Chancellor, Human Resources & Employee Relations  
**DATE:** May 14, 2015  
**SUBJECT:** Consideration of Approval of Reclassifications

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the Reclassification of Jonathan Flaa, Karla Trujillo, and Melissa Heredia.

### **OVERVIEW**

Amendment to the April 9, 2015 Board Approval regarding Jonathan Flaa, Multimedia Specialist to Technology Support Specialist I, Retroactive to November 1, 2014, to reflect a Retroactive date to October 1, 2014, instead of November 1, 2014.

A Request for Consideration of Position Classification was submitted by Ms. Karla Trujillo, Human Resources Technician. The request was reviewed and recommended for approval to reclassify Karla Trujillo, Human Resources Technician, Range 1C, to Human Resources Generalist, Range 3A, effective May 15, 2015.

Ms. Melissa Heredia to be reclassified from Secretary I to Secretary II, in the Division of Mathematics, Business and Computer Technology, SBVC, effective May 15, 2015. Ms. Heredia will be reclassified from Classified Salary Schedule Range 29, Step E, \$3530.00 per month to Range 33, Step D, \$3,707.00 per month. Ms. Heredia's reclassification comes after the approval of the division's reorganization.

### **ANALYSIS**

The retroactive date regarding Jonathan Flaa was reevaluated by the committee and determined to appropriately be a Retroactive date to October 1, 2014, instead of November 1, 2014, based on when the application was received.

The Human Resources Department forwarded Ms. Trujillo's reclassification request to the Director of Human Resources at Victor Valley Community College for review and comment. Ms. Trujillo has been working out of class since October 2013, as a Human Resources Generalist. Based on the accretion of duties and responsibilities, it is recommended to approve the reclassification of Ms. Karla Trujillo to Human Resources Generalist.

Ms. Melissa Heredia to be reclassified from Secretary I to Secretary II, in the Division of Mathematics, Business and Computer Technology, SBVC, effective May 15, 2015. Ms. Heredia will be reclassified from Classified Salary Schedule Range 29, Step E, \$3530.00 per month to Range 33, Step D, \$3,707.00 per month. Ms. Heredia's reclassification comes after the approval of the division's reorganization.

## **BOARD IMPERATIVE**

III. Resource Management for Efficiency, Effectiveness and Excellence.

## **FINANCIAL IMPLICATIONS**

The reclassification implications are Jonathan Flaa, Multimedia Specialist (\$3990.00 per month) to Technology Support Specialist I (\$4417.00 – Retroactive to October 1, 2014). Karla Trujillo, Human Resources Technician (\$4198.77) to Human Resources Generalist (\$4,822.85). Melissa Heredia, Secretary I (\$3,530.00) to Secretary II (\$3,707.00).

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Dr. Lisa Norman,  
Vice Chancellor, Human Resources & Employee Relations  
PREPARED BY: Dr. Lisa Norman,  
Vice Chancellor, Human Resources & Employee Relations  
DATE: May 14, 2015  
SUBJECT: Consideration of Approval to Extend Contract for Temporary Academic  
Employees

RECOMMENDATION

It is recommended that the Board of Trustees approve the temporary contract extensions on the attached list.

OVERVIEW

The temporary contract extensions on the attached list are submitted for approval.

ANALYSIS

It is necessary to appoint individuals to serve on an interim basis until the positions are filled permanently.

BOARD IMPERATIVE

I. Institutional Effectiveness.

FINANCIAL IMPLICATIONS

Included in the 2014-2015 budget.

**Extend Contract for Temporary Academic Employees  
May 14, 2015**

**Keenan Giles**, Temporary Counselor, EOPS/CARE, SBVC, effective July 1, 2015, through June 30, 2016, at Academic Salary Schedule Column G, Range 8, \$73,263.74 for 200 days of service. (New Position).

**Debbie Orozco**, Temporary Counselor, SBVC, effective July 1, 2015, through June 30, 2015, at Academic Salary Schedule Column D, Range 2, \$52,993.36 for 200 days of service. (New Position).

**Ramiro Hernandez**, Temporary Counselor, SBVC, effective July 1, 2015, through June 30, 2015, at Academic Salary Schedule Column D, Step 3 \$55,071.31 for 200 days of service. (New Position).

**Dr. Craig Luke**, Temporary Counselor, SBVC, effective July 1, 2015, through June 30, 2015, at Academic Salary Schedule Column I, Step 4, \$70,107.59 for 200 days of service. (New Position).

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Jose F. Torres, Interim Vice Chancellor, Business & Fiscal Services  
PREPARED BY: Lawrence P. Strong, Interim Director of Fiscal Services  
DATE: May 14, 2015  
SUBJECT: Consideration of Approval of Budget Adjustments

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached budget adjustments.

OVERVIEW

Budget adjustments are submitted for review and approval.

ANALYSIS

In compliance with the County Superintendent of Schools, these budget adjustments are submitted for board review and approval. These actions reflect the adjustments necessary to conduct the business of the District and to remain in compliance with sound fiscal practices.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

The various budgets are impacted as indicated on the attached adjustments.











# BUDGET ADJUSTMENT

Date	Location	Responsibility Center Manager	President
4/1/2015	Crafton Hills College	<i>June Yamamoto</i> June Yamamoto	<i>Cheryl Marshall</i> Cheryl Marshall

## ACCOUNT

Fund	LfSp	Site	Program	Subpgm	Object	Type	Account Name	Amount in \$'s
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### INCOME

01	50	02	8102	0274	8629.00	0000	Income	105,519.00

### EXPENSE

01	50	02	8102	0274	2381.00	6199	non-student hourly	10,800.00
01	50	02	8102	0274	3000.00	6199	benefits	304.00
01	50	02	8102	0274	4300.00	1250	instructional supplies	537.00
01	50	02	8102	0274	4300.00	1210	instructional supplies	130.00
01	50	02	8102	0274	5113.00	0510	consultant and other services	10,192.00
01	50	02	8102	0274	5200.00	1250	travel and conference expenses	7,357.00
01	50	02	8102	0274	5200.00	1210	travel and conference expenses	5,870.00
01	50	02	8102	0274	5621.00	1210	software leases and licensing	5,889.00
01	50	02	8102	0274	6400.00	1250	equipment	52,292.00
01	50	02	8102	0274	6400.00	1210	equipment	12,148.00

### JUSTIFICATION

Set up budget for CHC CTE Enhancement Funds through Riverside Community College District

Fiscal Services	Board Action Date
<i>Angela 4/24/15</i>	<i>6/14/15</i>

Batch Transfer Number/Reference #	Posted By:	Date:

*June*  
*4/8/15*

SBCCD BUDGET

Date 4/6/2015	Location CHC	Categorical Fund Manager	Responsibility Center Manager June Yamamoto <i>JYamamoto</i>
President or Designee (Designee must be on the file with District) <i>Chris Marshall</i>			

(Please note: Transfers must always have the same Life Span, Site and Sub Program in the "From" and "To" sections)

**ACCOUNT**

Fund	LfSp	Site	Program	Subpgm	Object	Type	Account Name	Amount in \$'s
<b>From:</b>								
01	50	02	8102	0458	8629.00	0000	Income	-756.00
<b>To:</b>								
01	50	02	8102	0458	1480.00	6711	non-instructional hourly	2,685.00
01	50	02	8102	0458	2389.00	6199	facilitator non-FTE	2,040.00
01	50	02	8102	0458	3000	6711	benefits	299.00
01	50	02	8102	0458	4500.00	6711	non-instructional supplies	49.00
01	50	02	8102	0458	4551.00	6711	printing	-1,172.00
01	50	02	8102	0458	5113.00	6711	consultant and other services	100.00
01	50	02	8102	0458	5200.00	6711	travel	1,451.00
01	50	02	8102	0458	5210.00	6711	mileage	50.00
01	50	02	8102	0458	5611.00	6711	bus rentals	-480.00
01	50	02	8102	0458	5809.00	6711	other expenses	-6,146.00
01	50	02	8102	0458	5819.00	6711	indirect charge	368.00
Total								-756.00

**JUSTIFICATION**

Reduction in budget and transferring amounts to use all CTE Transition grant funds

Fiscal Services Authorized Signature <i>Steph Cleveland 4/24/15</i>	<i>6/14/15</i>	
Batch Transfer Number/Reference #	Posted By:	Date:

*JMA*  
*4/15/15*





SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Bruce Baron, Chancellor  
PREPARED BY: Stacey Nikac, Executive Assistant  
DATE: May 14, 2015  
SUBJECT: Consideration of Approval of Conference Attendance

RECOMMENDATION

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

OVERVIEW

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

ANALYSIS

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

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

Included in the 2014-2015 budget.

**DISTRICT**

**NAME:** Art Macalma, Robin Underwood and Edward Nunez  
**DEPARTMENT:** KVCR – FNX  
**CONFERENCE:** Shoot footage for FNX Documentary called Alien Hunters  
**DATES:** May 6 – 14, 2015  
**LOCATION:** Trona, CA  
**PURPOSE:** Shoot footage for FNX documentary called Alien Hunters  
**BENEFIT:** Benefits FNX programming  
**ESTIMATED COST:** \$1,200.00 per person  
**FUNDING SOURCE:** San Manuel Grant Funds  
**REASON FOR RATIFICATION:** This was a film shoot opportunity that come up after the deadline for the previous board agenda.

**NAME:** Jeff Baugher and Dawn Gross  
**DEPARTMENT:** TESS/ATPC  
**CONFERENCE:** ATPC Advisory Meeting  
**DATES:** May 14, 2015  
**LOCATION:** Rocklin, CA  
**PURPOSE:** To attend and participate in advisory meeting to hear what the Community Colleges needs are regarding  
**BENEFIT:** To obtain advice on ways to serve the CA Community Colleges that ATPC supports  
**ESTIMATED COST:** \$1,200.00  
**FUNDING SOURCE:** ATPC Grant

**NAME:** Cory Brady and Dianna Jones  
**DEPARTMENT:** TESS  
**CONFERENCE:** Colleague Technical –Customizing Self-Service Online Training  
**DATES:** June 9-11, 2015  
**LOCATION:** Redlands, CA  
**PURPOSE:** The training provides information about integrating and maintaining Colleague processes for optimal processing.  
**BENEFIT:** To better serve the students in the student information system  
**ESTIMATED COST:** \$1,350.00 per person  
**FUNDING SOURCE:** DCS General Funds

**NAME:** Rhiannon Lares  
**DEPARTMENT:** TESS  
**CONFERENCE:** Online Teaching Conference  
**DATES:** June 17-19, 2015  
**LOCATION:** San Diego, CA  
**PURPOSE:** To develop skills in online education n as well as to gather information on the State's Online Education Initiative.  
**BENEFIT:** To better serve the students in the Distance Education arena.  
**ESTIMATED COST:** \$1,198.00  
**FUNDING SOURCE:** Distance Education General Funds

**NAME:** Lillian Vasquez and Yvonne Rose Powers  
**DEPARTMENT:** KVCR  
**CONFERENCE:** Public Media Development & Marketing Conference  
**DATES:** July 7-12, 2015  
**LOCATION:** Washington, DC  
**PURPOSE:** The Public Media Development and Marketing Conference is Greater Public's signature event. Over the last few years, the PMDMC has become the largest annual meeting in public radio. In 2012 PBS began producing television-specific sessions at PMDMC for public television fundraising professionals, making PMDMC the premier meeting for all of public media development.  
**BENEFIT:** Increase membership and donorship  
**ESTIMATED COST:** \$2,800.00 per person  
**FUNDING SOURCE:** KVCR Educational Foundation

**NAME:** Joseph Williams  
**DEPARTMENT:** Board of Trustees  
**CONFERENCE:** ACCT Governance Leadership Institute  
**DATES:** August 1-6, 2015  
**LOCATION:** Washington, DC  
**PURPOSE:** The Governance Leadership Institute for new and experienced trustees is a great opportunity for trustees to review the principles of effective board leadership.  
**BENEFIT:** To gain a greater understanding of the Role of Trustees, Operating Procedures, Robert's Rules of Order, and Accreditation.  
**ESTIMATED COST:** \$3,000.00  
**FUNDING SOURCE:** General Funds – Board of Trustees

**NAME:** Bruce Baron  
**DEPARTMENT:** Chancellor's Office  
**CONFERENCE:** ACCT Leadership Congress  
**DATES:** October 13-18, 2015  
**LOCATION:** San Diego, CA  
**PURPOSE:** Over 2,000 community college trustees, presidents, administrators, and guests from all around the country and abroad to gather together on behalf of all community college students.  
**BENEFIT:** To foster greater understanding of and appreciation for community college boards; support boards in their efforts to develop public policies focusing on meeting community needs; help build board governance leadership and advocacy capacity through in-service education and training programs; and support boards through specialized services and programs.  
**ESTIMATED COST:** \$3,000.00  
**FUNDING SOURCE:** Chancellor's Office – General Fund

**CHC**

**NAME:** Dan Word  
**DEPARTMENT:** Emergency Medical Services, Paramedic Program  
**CONFERENCE:** California Fire EMS Disaster (CFED) Conference and Expo  
**DATES:** May 17-22, 2015  
**LOCATION:** Indian Wells, CA  
**PURPOSE:** CFED offers a unique opportunity for our students, faculty and staff to get a broad view of the advances and innovations being introduced within the EMS and Public Safety discipline.  
**BENEFIT:** Strengthened relationships between the academic component of Career Technical Education and local industry partners and practices.  
**ESTIMATED COST:** \$1,750.00  
**FUNDING SOURCE:** Ramp-Up Grant

**NAME:** Adam Alkaddumi, Shane Bohner, Miles Falappino, Justin Freyder, Vincent Gibby, Juan Gonzalez, Brandon Gossert, Matthew Higgins, Justin Hommel, Timothy Hoyt, Erik Lee, Bret Lever, Omar Lopez, Kaylee Moreno, Carlos Ortiz, Paul Rarick, Michael Russo, Matthew Schoellhorn, Cody Smith, Paige Stone, Michael Stottlemyer, Christian Valdez.  
**DEPARTMENT:** Emergency Medical Services  
**CONFERENCE:** California Fire EMS Disaster (CFED) Conference and Expo  
**DATES:** May 18-21, 2015  
**LOCATION:** Indian Wells, CA  
**PURPOSE:** CFED offers a unique opportunity for our students, faculty and staff to get a broad view of the advances and innovations being introduced within the EMS and Public Safety discipline.  
**BENEFIT:** Strengthened relationships between the academic component of Career Technical Education and local industry partners and practices.  
**ESTIMATED COST:** \$125.00 each  
**FUNDING SOURCE:** Ramp-Up Grant

**NAME:** Michelle Riggs  
**DEPARTMENT:** Resource Development  
**CONFERENCE:** Council for Resource Development 2015 Summer Institute  
**DATES:** June 24-26, 2015  
**LOCATION:** Dallas, TX  
**PURPOSE:** To continue ongoing knowledge and best practices in donor relations as well as fundraising.  
**BENEFIT:** To increase knowledge regarding community college fundraising.  
**ESTIMATED COST:** \$3,000.00  
**FUNDING SOURCE:** Title V Grant

**NAME:** Mariana Moreno  
**DEPARTMENT:** Title V  
**CONFERENCE:** 2015 AACRAO Transfer Conference  
**DATES:** July 12-14, 2015  
**LOCATION:** Austin, TX  
**PURPOSE:** This conference combines workshops and roundtable discussion in best practices and challenges regarding student transfer.  
**BENEFIT:** To increase knowledge regarding student transfer.  
**ESTIMATED COST:** \$2,800.00  
**FUNDING SOURCE:** Title V Grant

**NAME:** Gary Reese  
**DEPARTMENT:** EMS  
**CONFERENCE:** EMS World Expo 2015  
**DATES:** September 15-18, 2015  
**LOCATION:** Las Vegas, NV  
**PURPOSE:** Expansion of knowledge and introduction of the latest technology within the emergency medical world of prehospital medicine and opportunity to network with other EMS professionals.  
**BENEFIT:** This expo sets the standard in EMS education, offering state-of-the-art technologies to improve life-saving skills.  
**ESTIMATED COST:** \$1,411.00  
**FUNDING SOURCE:** Perkins Grant and Ramp-Up Grant

### **SBVC**

**NAME:** Jeanne Marquis  
**DEPARTMENT:** Counseling  
**CONFERENCE:** National Association of Foreign Student Advisors (NAFSA) 2015 Annual Conference  
**DATES:** May 25-29, 2015  
**LOCATION:** Boston, MA  
**PURPOSE:** To attend workshops and communicate with the professionals in the international student services field.  
**BENEFIT:** To learn about the changes in US Student Visa regulations to ensure San Bernardino Valley College compliance with the regulations; Student & Exchange Visitor Info System (SEVIS) date management; Best practices in international student services; and Best practices in international student recruitment.  
**ESTIMATED COST:** \$2,288.00  
**FUNDING SOURCE:** International Students General Fund.

**NAME:** Albert Maniaol  
**DEPARTMENT:** Applied Technology, Transportation, and Culinary Arts  
**CONFERENCE:** National Science Foundation Grants Conference  
**DATES:** May 31 - June 2, 2015  
**LOCATION:** Tampa, FL  
**PURPOSE:** This two day conference is essential, especially for new faculty, researchers, and administrators who want to gain key insight to a wide range of current issues at the National Science Foundation (NSF) including the state of current funding; new current policies and procedures; and pertinent administrative issues.  
**BENEFIT:** Information learned at this conference will be of direct assistance to San Bernardino Valley College and will be shared with its Faculty and Staff members.  
**ESTIMATED COST:** \$2,080.00  
**FUNDING SOURCE:** National Science Foundation Bridging the Water Divide Grant Fund

**NAME:** David Rubio  
**DEPARTMENT:** Social Sciences, Human Development, and Physical Education  
**CONFERENCE:** Athletic Director's Convention  
**DATES:** June 2-4, 2015  
**LOCATION:** Tahoe, NV  
**PURPOSE:** The purpose of this convention is to participate in state-wide dialog on the latest trends in athletics.

**BENEFIT:** This convention will provide networking opportunities and strengthen relationships with other colleges.  
**ESTIMATED COST:** \$563.50  
**FUNDING SOURCE:** Student Clubs & Trust/Athletics Trust Account

**NAMES:** Girija Raghavan  
**DEPARTMENT:** Grants  
**CONFERENCE:** Management Concepts Course on "How to Prepare the Application Budget"  
**DATES:** June 2-4, 2015  
**LOCATION:** San Francisco, CA  
**PURPOSE:** This course will provide training in preparing comprehensive and accurate budgets for future grant proposals.  
**BENEFIT:** Better budgets in grant proposals will result in more grant awards and therefore, more funds for the district.  
**ESTIMATED COST:** \$1,493.18  
**FUNDING SOURCE:** Grants Office General Fund

**NAME:** Dr. Celia Huston  
**DEPARTMENT:** Library  
**CONFERENCE:** Learning Summit 2015 Retreat  
**DATES:** June 6-11, 2015  
**LOCATION:** Phoenix, AZ  
**PURPOSE:** The Learning Summit is a working retreat for college teams to connect with colleagues and to share experiences, discuss issues, and explore strategies for overcoming obstacles and meeting challenges related to learning.  
**BENEFIT:** The benefits will occur when the information learned at this retreat will be shared with the faculty and staff at Valley College.  
**ESTIMATED COST:** \$1,513.43  
**FUNDING SOURCE:** Accreditation General Fund

**NAME:** Dr. Haragewen Kinde  
**DEPARTMENT:** Office of Instruction  
**CONFERENCE:** Learning Summit 2015 Retreat  
**DATES:** June 7-10, 2015  
**LOCATION:** Phoenix, AZ  
**PURPOSE:** The Learning Summit is a working retreat for college teams to connect with colleagues and to share experiences, discuss issues, and explore strategies for overcoming obstacles and meeting challenges related to learning.  
**BENEFIT:** The benefits will occur when the information learned at this retreat will be shared with the faculty and staff at Valley College.  
**ESTIMATED COST:** \$1,564.48  
**FUNDING SOURCE:** Office of Instruction General Fund

**NAME:** Kathy Kafela  
**DEPARTMENT:** Transfer and Career Services  
**CONFERENCE:** Umoja Summer Learning Institute  
**DATES:** June 7-12, 2015  
**LOCATION:** San Diego, CA  
**PURPOSE:** This intensive week long experience provides Umoja practitioners the opportunity to go deeper into their understanding and knowledge of Umoja practices while engaging with other practitioners from around the state.  
**BENEFIT:** We will also be sharing ideas regarding implementation of Umoja practices with member colleges and learn practical applications of Umoja practices both inside

and outside the classroom.  
**ESTIMATED COST:** \$2,159.00  
**FUNDING SOURCE:** Tumaini Categorical Funds.

**NAME:** Laura Gomez  
**DEPARTMENT:** Counseling  
**CONFERENCE:** On Course II Workshop  
**DATES:** June 12-16, 2015  
**LOCATION:** Marriottsville, MD  
**PURPOSE:** The skills presented in this workshop are drawn from best practices in academic curriculum design, brain research, learning styles, active-learning principles, corporate training methodology, and personal development strategies.

**BENEFIT:** The participants will learn dozens of strategies for empowering students to become active, responsible learners.

**ESTIMATED COST:** \$1,895.00  
**FUNDING SOURCE:** Puente General and Categorical Funds.

**NAME:** Henry Hua  
**DEPARTMENT:** Mathematics, Business, and Computer Technology  
**CONFERENCE:** 19<sup>th</sup> Annual Colloquium and Community College Cyber Summit (3CS)  
**DATES:** June 15-19, 2015  
**LOCATION:** Las Vegas, NV  
**PURPOSE:** With new programs for Cyber Security and Computer Forensics Certifications developed to begin Fall 2015, the conference will give insight on new program developments and curriculum to further improve Valley's existing content. SBVC's programs in Cyber Security are also under current consideration for Assurance/Cyber Defense for Two-Year Education (CAE2Y) Accreditation.

**BENEFIT:** The conference attendance will help with the curriculum and practitioner information that will help with Valley's institutional program.

**ESTIMATED COST:** Time Only  
**FUNDING SOURCE:** Not Applicable

**NAME:** Melinda Fogle Oliver  
**DEPARTMENT:** Arts and Humanities  
**CONFERENCE:** Association for Theatre in Higher Education Annual Conference  
**DATES:** July 29 – August 2, 2015  
**LOCATION:** Montreal, Quebec, Canada  
**PURPOSE:** I will meet and network with theatre practitioners and educators from around the world. The conference will invoke thoughts of remembering – remembering theatre at its best, when its immediacy and humanness is embraced, remembering our past and how it points to the future, and remembering our power to instigate change.

**BENEFIT:** I will represent our District and develop professional relationships, both of which will benefit our District. I will learn new teaching methodologies in which I can use in the classroom at SBVC.

**ESTIMATED COST:** \$750.00  
**FUNDING SOURCE:** Professional Development General Fund

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Bruce Baron, Chancellor  
PREPARED BY: Stacey Nikac, Executive Assistant  
DATE: May 14, 2015  
SUBJECT: Consideration of Approval of District/College Expenses

RECOMMENDATION

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

OVERVIEW

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

BOARD IMPERATIVE

IV. Enhanced and Informed Governance and Leadership

FINANCIAL IMPLICATIONS

Included in the 2014-2015 budget.

**DISTRICT**

**EVENT:** American Parlor Songbook In-Studio Event  
**DATES:** May 15, 2015  
**AMOUNT:** \$1,500.00  
**ITEM:** Live presentation of American Parlor Songbook, at the KVCR studio, from 6:30pm-9:30pm  
**FUNDING SOURCE:** KVCR Educational Foundation

**EVENT:** Suzanne Jesse Escape Anxiety Workshop  
**DATES:** May 30, 2015  
**AMOUNT:** \$1,500.00  
**ITEM:** Anxiety Workshop with Clinical Therapist, Suzanne Jesse - at the KVCR studio, from 10:00am-12:00pm  
**FUNDING SOURCE:** KVCR Educational Foundation

**CHC**

**EVENT:** EOPS/CARE/CalWORKS and DSPS Advisory Committee Meeting  
**DATES:** May 13, 2015  
**AMOUNT:** \$1,000.00  
**ITEM:** Refreshments  
Provide meals/refreshments for the EOPS.CARE/CalWORKS and DSPS Advisory Committee meeting to be held on May 13, 2015, at Crafton Hills College.

**FUNDING SOURCE:** Workforce Readiness General Fund  
**REASON FOR RATIFICATION:** The DSPS and EOPS Advisory Committees are mandated to meet at last annually by Title 5. The two groups will meet jointly on May 13, 2015. The Responsibility Centers for the two areas did not submit the board item timely; the board meets the day after the Advisory Committee is scheduled. Therefore, ratification is respectfully requested. The Vice President of Student Services will review the procedures regarding board approval with the Dean of Student Success and Counseling and with the Director of EOPS to ensure such an event does not reoccur.

**EVENT:** 2015 Pool Party  
**DATES:** May 15, 2015  
**AMOUNT:** \$1,500.00  
**ITEM:** Refreshments and Supplies  
Refreshments, giveaways, decorations and supplies sponsored by the Associated Student Government for the CHC students and staff. Attended guests will have the opportunity to participate in various giveaways, swim and have snacks and refreshments that will be provided by their ASB.

**FUNDING SOURCE:** Student General Fund #027

**EVENT:** 2015 Commencement  
**DATES:** May 22, 2015  
**AMOUNT:** \$2,573.95  
**ITEM:** Rentals (chairs and portable toilets)  
Cost of chairs and portable toilets rentals for commencement at CHC on May 22, 2015. This item was previously board approved at the December 11, 2014 meeting. Item is being revised to reflect an increase in the total amount from

\$2,200.00 to \$2,573.95 (increase of \$373.95). This increase is due to ordering more chairs for families to utilize during the commencement ceremony.

**FUNDING SOURCE:** Commencement General Fund

**EVENT:** 2015 Commencement

**DATES:** May 22, 2015

**AMOUNT:** \$313.00

**ITEM:** Supplies

Cost of new confetti cannons and supplies for the 2015 CHC Commencement.

**FUNDING SOURCE:** Commencement General Fund

**SBVC**

**EVENT:** McLean Park Field Trip – Riverside, CA

**DATES:** May 1, 2015

**AMOUNT:** \$200.00

**ITEM:** Entrance Fees and Demonstrations

This field trip to McLean Park in Riverside is sponsored by Water Supply Technology (WST) and Science, Technology, Engineering, and Mathematics (STEM). It will provide students in WST 034 information on water quality, environment restoration, and water shed management. Anticipated attendance is approximately 12 students. Chaperone will be Alison Loukeh.

**FUNDING SOURCE:** HSI STEM (Hispanic Serving Institution Science Technology Engineering and Mathematics) Pass Go grant fund

**REASON FOR RATIFICATION:** The field trip expenses board agenda item did not make the April board deadline because dates and times were still in the process of being finalized by the department and the vendor.

**EVENT:** Field Trip to California State University – Fresno

**DATES:** May 15-16, 2015

**AMOUNT:** \$1,728.75

**ITEM:** Lodging

Sponsored by the Tumaini Program; the students will travel from San Bernardino Valley College to Fresno, California for a campus visit of the California State University, Fresno campus. The students are also scheduled to visit the historical city of Allensworth, California. Anticipated attendance is approximately 33 students and faculty members. Chaperones will be Daniele Ramsey, Kathy Kafela and Sandra Blackman. This item is was previously board approved at the March 12, 2015 meeting and is being revised to add an additional date of May 16, 2015; room and board needs to be provided as this is an overnight field trip.

**FUNDING SOURCE:** Student Equity Categorical Fund.

**EVENT:** Quiet Time – Finals Week

**DATES:** May 15, 2015

May 18, 2015

May 20, 2015

**AMOUNT:** \$2,500.00

**ITEM:** Refreshments

Sponsored by Associated Student Government, this four day event will afford students the chance to study, get free supplies and a light refreshment to get them through their finals week. Anticipated attendance is approximately 100 students. Joseph Nguyen will serve as the advisor.

**FUNDING SOURCE:** Associated Student Government General Fund.

**EVENT:** Pueblo Field Trip – Los Angeles, CA

**DATES:** May 16, 2015

**AMOUNT:** \$120.00

**ITEM:** Train Tickets

This field trip to Pueblo in Los Angeles is sponsored by Water Supply Technology (WST) and Science, Technology, Engineering, and Mathematics (STEM). It will allow students in WST 034 to visit the Original Water Rights Site and Museum in Los Angeles. Anticipated attendance is approximately 12 students. Chaperone will be Alison Loukeh.

**FUNDING SOURCE:** HSI STEM (Hispanic Serving Institution Science Technology Engineering and Mathematics) Pass Go grant fund

**EVENT:** Associated Student Government Bingo Extravaganza

**DATES:** May 18, 2015

**AMOUNT:** \$3,500.00

**ITEM:** Meals, Prizes and Supplies

Sponsored by Associated Student Government, the Bingo Extravaganza will focus on student inclusion and fun for a year end event. Students will have the chance to win prizes, socialize and congratulate friends on a year well done. Anticipated attendance is 80 students. Joseph Nguyen will serve as the advisor.

**FUNDING SOURCE:** Associated Student Body General Fund.

**EVENT:** Middle College High School Inspirational Senior Luncheon: Above and Beyond Graduation

**DATES:** May 18, 2015

**AMOUNT:** \$1,739.88

**ITEM:** Refreshments

Sponsored by the Middle College High School (MCHS), this event will provide an opportunity for graduating MCHS students to listen to the encouragement and advice of recent graduates to help them on their transition to college life. Anticipated attendance is approximately 75 students, staff, and non-District community members.

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

**EVENT:** Middle College High School Team Building: Passing the Torch

**DATES:** May 19, 2015

**AMOUNT:** \$2,500.00

**ITEM:** Refreshments

Sponsored by the Middle College High School (MCHS), this event will provide an opportunity for collaboration and team-building between grade levels of students, particularly to integrate the newly arriving class of tenth graders. Anticipated attendance is approximately 300 students, staff, and non-District community members.

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

**EVENT:** Tumaini End of the Year Celebration

**DATES:** May 19, 2015

**AMOUNT:** \$350.00

**ITEM:** Decorations and Plaque

Sponsored by San Bernardino Valley College Student Services staff; Tumaini

staff and students, Black Faculty and Staff would like to celebrate staff member Willene Nelson for her dedication and hard work for the Tumaini program and serving the students at San Bernardino Valley College. Approximate attendance will be 100 faculty, staff and community members.

**FUNDING SOURCE:** Student Equity Categorical Funds.

**EVENT:** Middle School Campus Visit

**DATES:** May 23, 2015

**AMOUNT:** \$5,000.00

**ITEM:** Refreshments and Buses

Sponsored by Outreach and Recruitment, this event will bring Middle School students onto the San Bernardino Valley College campus for workshops which will include lunch. Approximate attendance will be 500 students and staff.

**FUNDING SOURCE:** Matriculation Categorical Funds.

**EVENT:** San Bernardino Valley College Counselor's Retreat

**DATES:** May 27-28, 2015

**AMOUNT:** \$2,000.00

**ITEM:** Refreshments

Sponsored by Counseling and Matriculation, this will be a meeting for Counselors to have a retreat at California State University, San Bernardino to access and discuss the Student Support Services Program (SSSP) Plan and Services in preparation for the Academic Year 2015-2016. Anticipated attendance will be approximately 17 faculty members.

**FUNDING SOURCE:** Matriculation Categorical Funds.

**EVENT:** Associated Student Government Transitional Dinner

**DATES:** May 28, 2015

**AMOUNT:** \$5,000.00

**ITEM:** Meals and Decorations

Sponsored by Associated Student Government, this transitional dinner will focus on comradery between the outgoing and incoming Associated Student Government Directors. All new directors will receive their oath of allegiance, while gaining knowledge from their predecessors. Anticipated attendance is 37 students and staff members. Chaperone will be Joseph Nguyen.

**FUNDING SOURCE:** Associated Student Body General Fund.

**EVENT:** End of the Year Student Services Division Meeting

**DATES:** May 28, 2015

**AMOUNT:** \$3,000.00

**ITEM:** Refreshments

Sponsored by Student Services, this will be a meeting for all Student Services staff to discuss Student Success Plans and Services. Anticipated attendance will be approximately 125 faculty, staff, administrators and short-term workers.

**FUNDING SOURCE:** Matriculation Categorical Fund.

**EVENT:** Community Networking Breakfast to Promote Access to Campus Student Success Programs

**DATES:** June 1, 2015

**AMOUNT:** \$3,000.00

**ITEM:** Refreshments

Sponsored by Student Services, this will be a meeting on the San Bernardino Valley College campus to promote community access to the college's Student

**FUNDING SOURCE:**

Success Programs and the developing of partnerships to recruit students from our district to enroll in our Student Success Programs. Anticipated attendance will be approximately 50 faculty, staff, administrators and community members.  
Matriculation Categorical Fund.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Bruce Baron, Chancellor  
PREPARED BY: Stacey Nikac, Executive Assistant  
DATE: May 14, 2015  
SUBJECT: Consideration of Approval of Individual Memberships

RECOMMENDATION

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

OVERVIEW

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

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

Included in the 2014-2015 budget.

## CHC

**NAME:** Karen Childers  
**MEMBERSHIP:** Grant Professionals Association Membership  
**PURPOSE:** The Grant Professionals Association is the only organization of its kind that represents professional grant writers. Its primary focus is to keep up-to-date on industry best practices and offers grant writing forums for individuals who work in the education and government sectors.  
**AMOUNT:** \$209.00  
**FUNDING SOURCE:** Office of Institutional Effectiveness, Research and Planning General Fund

**NAME:** Colleen Hinds  
**MEMBERSHIP:** Zumba Fitness Zumba Instructor Network (ZIN)  
**PURPOSE:** Membership in the Zumba Instructor Network is required for the college to offer courses and workshops employing Zumba Fitness techniques and to advertise them using the Zumba trademarked name. Currently, the department offers two sections annually of KIN/F 105, Aerobic Conditioning as Zumba classes and sponsors twice weekly "Flash Zumba" open classes for the over 500 students enrolled annually in KIN 070, Fitness Evaluation Laboratory.  
**AMOUNT:** \$420.00  
**FUNDING SOURCE:** Kinesiology and Health Department General Fund

**NAME:** Margaret Yau  
**MEMBERSHIP:** Association for Computer Machinery (ACM)  
**PURPOSE:** The Association for Computing Machinery is the world's largest education and scientific computing society. Professional membership benefits include timely access to information and journals relevant to computing as well as other learning resources for computing. Being a member of ACM will provide useful resources for staying current in the computing science profession.  
**AMOUNT:** \$99.00  
**FUNDING SOURCE:** Perkins Grant

## SBVC

**NAME:** Jeanne Marquis, International Student Counselor  
**MEMBERSHIP:** National Association of Foreign Student Advisors (NAFSA)  
**PURPOSE:** National Association of Foreign Student Advisors (NAFSA) is a membership that provides access to the information, professional development, peer networks and leadership opportunities. Institutions are not members of NAFSA; instead of an institution designates one or more representatives and receives membership in the name of those staff member's.  
**AMOUNT:** \$460.00  
**FUNDING SOURCE:** Counseling General Fund

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Jose F. Torres, Interim Vice Chancellor, Business & Fiscal Services  
PREPARED BY: Steven J. Sutorus, Business Manager  
DATE: May 14, 2015  
SUBJECT: Consideration of Approval of Professional Services Contracts/Agreements

RECOMMENDATION

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

OVERVIEW

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

ANALYSIS

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

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

The contracts/agreements on the attached list are budgeted for via purchase orders.

# Contracts for Approval

Scheduled Board Date 5/14/2015

## Contract Type

<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b>Consultants</b>				
Citadel Environmental Services, Inc	(11643) Conduct interviews with key faculty personnel in lab support areas Term: 4/20/2015 - 6/30/2015  Funding Source: General Funds	Safety/SBCCD	\$6,946.00	SSutorus
Jack Miyamoto HR Consulting, Inc	(9541) Provide Human Resources leadership; Amendment 01 - extend term of contract through 6/30/2015 for an additional cost of \$226,656.70 Term: 8/26/2013 - 6/30/2015 Funding Source: General Funds	Chancellor/SBCCD	\$398,313.40	BBaron
Vavrinek, Trine,Day and Co, LLP	(11706) Provide analysis of Student Financial Aid operations at SBVC to provide managers with best practices to comply with federal requirements Term: 5/15/2015 - 6/30/2015 Funding Source: General Funds	Fiscal Services/SBCCD	\$9,150.00	LStrong
<b>SubTotal for Consultants: 3</b>				
<b>Professional Services</b>				
Allison, Nancy	(11577) Braille Transcribing Term: 7/1/2015 - 6/30/2016 Funding Source: Braille Grant	ATPC/SBCCD	\$20,000.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
Amanuensis Braille	(11578) Braille Transcribing Term: 7/1/2015 - 6/30/2016 Funding Source: Braille Grant	ATPC/SBCCD	\$20,000.00	SSutorus
Anderson, James	(11580) Braille Transcribing Term: 7/1/2015 - 6/30/2016 Funding Source: Braille Grant	ATPC/SBCCD	\$20,000.00	SSutorus
Anderson, Jeff	(11581) Braille Transcribing Term: 7/1/2015 - 6/30/2016 Funding Source: Braille Grant	ATPC/SBCCD	\$20,000.00	SSutorus
Apalakis, Dana	(11582) Braille Transcribing Term: 7/1/2015 - 6/30/2016 Funding Source: Braille Grant	ATPC/SBCCD	\$20,000.00	SSutorus
Bach to Braille, Inc	(11583) Braille Transcribing Term: 7/1/2015 - 6/30/2016 Funding Source: Braille Grant	ATPC/SBCCD	\$20,000.00	SSutorus
Barker, Jim	(11584) Braille Transcribing Term: 7/1/2015 - 6/30/2016 Funding Source: Braille Grant	ATPC/SBCCD	\$20,000.00	SSutorus
Beckley, Sally	(11585) Braille Transcribing Term: 7/1/2015 - 6/30/2016 Funding Source: Braille Grant	ATPC/SBCCD	\$20,000.00	SSutorus

<i>Contract Type</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<i>Firm</i>				
Braille It, Inc.	(11586) Braille Transcribing Term: 7/1/2015 - 6/30/2016 Funding Source: Braille Grant	ATPC/SBCCD	\$20,000.00	SSutorus
Braille Trail Transcribing	(11587) Braille Transcribing Term: 7/1/2015 - 6/30/2016 Funding Source: Braille Grant	ATPC/SBCCD	\$20,000.00	SSutorus
Burke, William & Sorensen, LLP	(11681) Legal Services; Rate Schedule: Partners \$280 per hour; Associates \$235 per hour; Paralegals \$135 per hour; plus expenses Term: 7/1/2015 - 6/30/2016 Funding Source: General Funds	Chancellor/SBCCD	\$30,000.00	SSutorus
Bush, Joni	(11588) Braille Transcribing Term: 7/1/2015 - 6/30/2016 Funding Source: Braille Grant	ATPC/SBCCD	\$20,000.00	SSutorus
Cantrell, Kathleen	(11589) Braille Transcribing Term: 7/1/2015 - 6/30/2016 Funding Source: Braille Grant	ATPC/SBCCD	\$20,000.00	SSutorus
Chandler, Denise	(11590) Braille Transcribing Term: 7/1/2015 - 6/30/2016 Funding Source: Braille Grant	ATPC/SBCCD	\$20,000.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
Collins, Jazmine	(11591) Braille Transcribing Term: 7/1/2015 - 6/30/2016 Funding Source: Braille Grant	ATPC/SBCCD	\$20,000.00	SSutorus
Crispin, Cynthia	(11592) Braille Transcribing Term: 7/1/2015 - 6/30/2016 Funding Source: Braille Grant	ATPC/SBCCD	\$20,000.00	SSutorus
Denault, Mary	(11593) Braille Transcribing Term: 7/1/2015 - 6/30/2016 Funding Source: Braille Grant	ATPC/SBCCD	\$20,000.00	SSutorus
Farkas, Jason	(11603) Braille Transcribing Term: 7/1/2015 - 6/30/2016 Funding Source: Braille Grant	ATPC/SBCCD	\$20,000.00	SSutorus
Garrett, Charles	(11604) Braille Transcribing Term: 7/1/2015 - 6/30/2016 Funding Source: Braille Grant	ATPC/SBCCD	\$20,000.00	SSutorus
Gilchrist, Carmen	(11605) Braille Transcribing Term: 7/1/2015 - 6/30/2016 Funding Source: Braille Grant	ATPC/SBCCD	\$20,000.00	SSutorus
Gottschalk, Dennis	(11607) Braille Transcribing Term: 7/1/2015 - 6/30/2016 Funding Source: Braille Grant	ATPC/SBCCD	\$20,000.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
Guggia, Conda	(11609) Braille Transcribing Term: 7/1/2015 - 6/30/2016 Funding Source: Braille Grant	ATPC/SBCCD	\$20,000.00	SSutorus
Hadland, Alexander	(11610) Braille Transcribing Term: 7/1/2015 - 6/30/2016 Funding Source: Braille Grant	ATPC/SBCCD	\$20,000.00	SSutorus
Harris, Terry	(11611) Braille Transcribing Term: 7/1/2015 - 6/30/2016 Funding Source: Braille Grant	ATPC/SBCCD	\$20,000.00	SSutorus
Hathaway, Sailaja	(11612) Braille Transcribing Term: 7/1/2015 - 6/30/2016 Funding Source: Braille Grant	ATPC/SBCCD	\$20,000.00	SSutorus
Hensley, Roxanne	(11613) Braille Transcribing Term: 7/1/2015 - 6/30/2016 Funding Source: Braille Grant	ATPC/SBCCD	\$20,000.00	SSutorus
Jackson, Margaret	(11657) Braille Transcribing Term: 7/1/2015 - 6/30/2016 Funding Source: Braille Grant	ATPC/SBCCD	\$20,000.00	SSutorus
Lillie, Angelina	(11658) Braille Transcribing Term: 7/1/2015 - 6/30/2016 Funding Source: Braille Grant	ATPC/SBCCD	\$20,000.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
Long, Hallie	(11659) Braille Transcribing Term: 7/1/2015 - 6/30/2016 Funding Source: Braille Grant	ATPC/SBCCD	\$20,000.00	SSutorus
Lopez, Leisha	(11660) Braille Transcribing Term: 7/1/2015 - 6/30/2016 Funding Source: Braille Grant	ATPC/SBCCD	\$20,000.00	SSutorus
Lots 4 You, Inc	(11662) Braille Transcribing Term: 7/1/2015 - 6/30/2016 Funding Source: Braille Grant	ATPC/SBCCD	\$20,000.00	SSutorus
Major, Winifred	(11670) Braille Transcribing Term: 7/1/2015 - 6/30/2016 Funding Source: Braille Grant	ATPC/SBCCD	\$20,000.00	SSutorus
Malos, Jamie	(11671) Braille Transcribing Term: 7/1/2015 - 6/30/2016 Funding Source: Braille Grant	ATPC/SBCCD	\$20,000.00	SSutorus
Martinez, Bayardo	(11672) Braille Transcribing Term: 7/1/2015 - 6/30/2016 Funding Source: Braille Grant	ATPC/SBCCD	\$20,000.00	SSutorus
McGovern, Linda	(11673) Braille Transcribing Term: 7/1/2015 - 6/30/2016 Funding Source: Braille Grant	ATPC/SBCCD	\$20,000.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
Melgoza, Jorge	(11674) Braille Transcribing Term: 7/1/2015 - 6/30/2016 Funding Source: Braille Grant	ATPC/SBCCD	\$20,000.00	SSutorus
Morrison, Frances Carol	(11675) Braille Transcribing Term: 7/1/2015 - 6/30/2016 Funding Source: Braille Grant	ATPC/SBCCD	\$20,000.00	SSutorus
Nord, Marlene	(11687) Braille Transcribing Term: 7/1/2015 - 6/30/2016 Funding Source: Braille Grant	ATPC/SBCCD	\$20,000.00	SSutorus
Ornelas, Matthew dba Matts Production	(11551) Provide assistance in studio grip services and studio work for FNX production of "Native Shorts II" Term: 4/1/2015 - 6/30/2015 Funding Source: KVCR - FNX Grant	TV/KVCR	\$1,500.00	SSutorus
Von See, Sharon	(11608) Braille Transcribing Term: 7/1/2015 - 6/30/2016 Funding Source: Braille Grant	ATPC/SBCCD	\$20,000.00	SSutorus
<b><i>SubTotal for Professional Services: 40</i></b>				
<b><i>Grand Total Contracts for Board Date 5/14/2015: 43</i></b>				

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Jose F. Torres, Interim Vice Chancellor, Business & Fiscal Services  
**PREPARED BY:** Steven J. Sutorus, Business Manager  
**DATE:** May 14, 2015  
**SUBJECT:** Consideration of Approval of Purchase Order Report

### **RECOMMENDATION**

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

### **OVERVIEW**

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

### **ANALYSIS**

Purchase Orders between the ranges of 153898 - 154522 are attached for approval, except those approved through the contract agenda items. Purchase Orders are detailed by number, vendor, purpose, and amount.

### **BOARD IMPERATIVE**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

Included in the 2014/2015 budget.

Purchase Order Report  
 May 14, 2015

PO#	Vendor Name	Purchase Order Description	Amount
154417	AACRAO	Conference	\$ 650.00
154212	ACCCA	Conference	\$ 525.00
154046	AL-HUSSEINI, MAHA	Conference	\$ 720.00
153916	BAHNER, DANIEL	Conference	\$ 1,155.00
154359	BARRIE, TRINETTE	Conference	\$ 499.38
154413	BARRIE, TRINETTE	Conference	\$ 185.00
154188	BAUGHER, JEFF	Conference	\$ 621.00
154412	BEDOYA, ROSEMARY	Conference	\$ 185.00
153914	BENJAMIN, VEADA	Conference	\$ 99.29
154411	BOGH, DEBRA	Conference	\$ 185.00
154303	BRAGGINS, ALAN	Conference	\$ 235.00
154304	BRAGGINS, ALAN	Conference	\$ 71.00
153939	CABRALES, JOE	Conference	\$ 368.00
153966	CACCRAO	Conference	\$ 675.00
154045	CACCRAO	Conference	\$ 675.00
154471	CALIFORNIA COMMUNITY COLLEGES	Conference	\$ 226.80
154410	CANNON, JUDY	Conference	\$ 103.00
154252	CASBO EASTERN SECTION	Conference	\$ 169.00
154009	CCLC	Conference	\$ 2,380.00
154211	CERRITOS COLLEGE FOUNDATION	Conference	\$ 870.00
154141	CHATTERJEE, ACHALA	Conference	\$ 250.00
154057	CHAVIRA, REJOICE C	Conference	\$ 174.75
154020	CHILDERS, KAREN	Conference	\$ 1,100.00
154130	CLARK, TAMALA	Conference	\$ 192.18
153928	COMMUNITY COLLEGE LEAGUE	Conference	\$ 1,575.00
154476	COMMUNITY COLLEGE LEAGUE	Conference	\$ 3,500.00
154128	CONLEY, JOHNNY	Conference	\$ 1,000.00
154521	COTA, MARCO	Conference	\$ 501.00
154408	COUNCIL FOR RESOURCE DEVELOP	Conference	\$ 695.00
153906	COUNCIL FOR THE STUDY OF	Conference	\$ 225.00
154187	CRAFTON HILLS COLLEGE	Conference	\$ 120.00
153927	CRUZ, ALFREDO	Conference	\$ 600.00
153956	CSU CHANNEL ISLANDS	Conference	\$ 150.00
153957	CSU CHANNEL ISLANDS	Conference	\$ 150.00
153958	CSU CHANNEL ISLANDS	Conference	\$ 150.00
153959	CSU CHANNEL ISLANDS	Conference	\$ 150.00
153960	CSU CHANNEL ISLANDS	Conference	\$ 150.00
153961	CSU CHANNEL ISLANDS	Conference	\$ 150.00
153962	CSU CHANNEL ISLANDS	Conference	\$ 150.00
153963	CSU CHANNEL ISLANDS	Conference	\$ 150.00
153964	CSU CHANNEL ISLANDS	Conference	\$ 150.00
153965	CSU CHANNEL ISLANDS	Conference	\$ 150.00
154407	CUMMINGS, LOU'RIE	Conference	\$ 185.00
153912	DALE-CARTER, APRIL	Conference	\$ 112.26
154406	DIAL, TROY LYNN	Conference	\$ 185.00

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154023	DUSICK, DIANE M	Conference	\$	750.00
154420	ELLUCIAN INC	Conference	\$	1,350.00
154519	FEIST, JOHN	Conference	\$	400.00
154093	FISHER, GLORIA	Conference	\$	62.68
154455	FRED PRYOR SEMINARS	Conference	\$	149.00
154513	FRED PRYOR SEMINARS	Conference	\$	149.00
154522	FRED PRYOR SEMINARS	Conference	\$	149.00
154516	GABRIEL-MILLETTE, CHRISTIE	Conference	\$	400.00
154018	GAMBOA, BENJAMIN	Conference	\$	87.47
154435	GAMBOA, BENJAMIN	Conference	\$	79.48
153998	GARCIA, KRISTIN	Conference	\$	450.60
153941	GILES, KEENAN	Conference	\$	105.00
154129	GILES, KEENAN	Conference	\$	223.16
154405	GIST, JOHN	Conference	\$	185.00
153967	GOMEZ, LAURA	Conference	\$	200.00
154131	GOMEZ, LAURA	Conference	\$	1,895.83
154164	GOMEZ, LAURA	Conference	\$	193.50
154351	GREGORY, LESLIE	Conference	\$	224.53
154189	GROSS, DAWN	Conference	\$	481.00
154241	GROTKE, ANGELA	Conference	\$	500.00
154515	GROTKE, ANGELA	Conference	\$	400.00
154255	HALABI, TARIF	Conference	\$	168.06
154081	HOFFMANN, DONNA	Conference	\$	846.04
154210	HOGREFE JR, RICHARD K	Conference	\$	483.91
154146	HONORS TRANSFER COUNCIL OF CA	Conference	\$	475.00
154375	HUSTON, CELIA	Conference	\$	1,013.43
154240	INTERNATIONAL LATINO GANG	Conference	\$	100.00
153974	JONES, PATRICIA	Conference	\$	193.50
154178	KAFELA, KATHY	Conference	\$	2,159.03
154143	KINDE, HARAGWEN A	Conference	\$	235.00
154144	KINDE, HARAGWEN A	Conference	\$	432.00
154404	KINDE, HARAGWEN A	Conference	\$	984.48
154238	KREHBIEL, DEANNA	Conference	\$	762.36
154237	KUCK, GLEN	Conference	\$	5,000.00
154235	LANGENFIELD, ELIZABETH	Conference	\$	184.06
153978	LARES, RHIANNON	Conference	\$	98.00
154385	LARES, RHIANNON	Conference	\$	10.00
154387	LARES, RHIANNON	Conference	\$	200.00
154234	LEAGUE FOR INNOVATION	Conference	\$	1,000.00
154000	LEHMAN, VERONICA	Conference	\$	618.60
154119	LINDSEY, CAROLYN	Conference	\$	1,000.00
154132	LOPEZ, ALMA	Conference	\$	1,895.83
154378	LOWE, LYNN L	Conference	\$	103.00
154517	MARMOLEJO, KATHRYN	Conference	\$	400.00
154209	MARSHALL, CHERYL A	Conference	\$	22.51
154379	MARTIN, LISA	Conference	\$	103.00
154403	MARTIN, LISA	Conference	\$	185.00

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154402	MCATEE,ROBERT	Conference	\$	185.00
154008	MCNELLIS & ASSOCIATES	Conference	\$	895.00
154026	MCNELLIS & ASSOCIATES	Conference	\$	895.00
153972	MILLIGAN, MARTY	Conference	\$	105.00
153973	MILLIGAN, MARTY	Conference	\$	425.42
154232	MORENO, MARIANA	Conference	\$	1,200.00
154401	MORENO, MARIANA	Conference	\$	185.00
154418	MORENO, MARIANA	Conference	\$	1,884.00
153917	MORONGO CASINO RESORT & SPA	Conference	\$	801.24
154231	MT SAN ANTONIO COLLEGE	Conference	\$	100.00
154292	OHLONE COMMUNITY COLLEGE DIST	Conference	\$	99.00
154163	OROZCO, DEBBIE	Conference	\$	170.63
154400	PALOMAR COLLEGE-TTIP SOUTH	Conference	\$	235.00
154229	PAPAS, CONSTANTINE	Conference	\$	245.00
154349	PEREZ, AMALIA	Conference	\$	277.10
153924	PETROVIC, SNEZANA	Conference	\$	500.00
154356	QUEZADA, REYES	Conference	\$	31.51
154453	QUEZADA, REYES	Conference	\$	31.51
154399	QUINTANAR, BRITTNEE A	Conference	\$	185.00
154427	RAGHAVAN, GIRIJA	Conference	\$	50.00
154181	RAMSEY, DANIELE	Conference	\$	2,159.03
154208	REECE, BRYAN	Conference	\$	1,000.00
154115	REVOLVING CASH	Conference	\$	51.18
154398	RIGGS, MICHELLE A	Conference	\$	1,951.00
154426	RIPPY, SCOTT	Conference	\$	115.00
154126	RIVERA-REZA, ROSEMARY	Conference	\$	214.05
154123	RODRIGUEZ, MARIA DEL CARMEN	Conference	\$	43.88
153984	ROWLEY, KATHLEEN	Conference	\$	50.00
153985	ROWLEY, KATHLEEN	Conference	\$	54.00
153898	RP GROUP, THE	Conference	\$	10,000.00
154227	RUBIO, EDUARDO	Conference	\$	153.58
154348	SANCHEZ, JULIA	Conference	\$	62.51
154425	SANDY, HANNAH	Conference	\$	1,206.49
153908	SBVC FOOD SERVICES	Conference	\$	633.97
153930	SBVC FOOD SERVICES	Conference	\$	75.70
154122	SBVC FOOD SERVICES	Conference	\$	2,710.84
154289	SBVC FOOD SERVICES	Conference	\$	67.34
154072	SBVC SUN ROOM	Conference	\$	3,720.01
154073	SBVC SUN ROOM	Conference	\$	622.44
154186	SBVC SUN ROOM	Conference	\$	3,605.58
154087	SINGER, DONALD L	Conference	\$	1,000.00
154397	SINGH, MANIKA	Conference	\$	185.00
154120	SMITH, MARY C	Conference	\$	1,000.00
154381	STERNARD, EVAN	Conference	\$	103.00
154395	STERNARD, EVAN	Conference	\$	185.00
154220	STEWART, JAMES	Conference	\$	750.00
153933	STRONG, LAWRENCE	Conference	\$	1,078.00

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154155	STRONG, LAWRENCE	Conference	\$	842.00
154376	STUDYING ABROAD	Conference	\$	4,000.00
154148	TACO VILLAGE	Conference	\$	1,250.00
154207	TIME FOR CHANGE FOUNDATION	Conference	\$	125.00
153999	TINOCO, MICHELLE	Conference	\$	664.60
153968	TORRES, JOSE	Conference	\$	1,142.00
153915	US BANK CORPORATE PMT SYSTEMS	Conference	\$	388.70
153942	US BANK CORPORATE PMT SYSTEMS	Conference	\$	335.00
153943	US BANK CORPORATE PMT SYSTEMS	Conference	\$	240.00
153971	US BANK CORPORATE PMT SYSTEMS	Conference	\$	2,570.00
153975	US BANK CORPORATE PMT SYSTEMS	Conference	\$	621.00
153979	US BANK CORPORATE PMT SYSTEMS	Conference	\$	50.00
153980	US BANK CORPORATE PMT SYSTEMS	Conference	\$	335.00
154032	US BANK CORPORATE PMT SYSTEMS	Conference	\$	699.00
154033	US BANK CORPORATE PMT SYSTEMS	Conference	\$	1,500.00
154034	US BANK CORPORATE PMT SYSTEMS	Conference	\$	105.00
154066	US BANK CORPORATE PMT SYSTEMS	Conference	\$	895.00
154077	US BANK CORPORATE PMT SYSTEMS	Conference	\$	33.00
154082	US BANK CORPORATE PMT SYSTEMS	Conference	\$	900.00
154083	US BANK CORPORATE PMT SYSTEMS	Conference	\$	250.00
154084	US BANK CORPORATE PMT SYSTEMS	Conference	\$	174.25
154085	US BANK CORPORATE PMT SYSTEMS	Conference	\$	30.00
154166	US BANK CORPORATE PMT SYSTEMS	Conference	\$	50.00
154206	US BANK CORPORATE PMT SYSTEMS	Conference	\$	330.00
154217	US BANK CORPORATE PMT SYSTEMS	Conference	\$	1,700.00
154338	US BANK CORPORATE PMT SYSTEMS	Conference	\$	129.78
154339	US BANK CORPORATE PMT SYSTEMS	Conference	\$	432.00
154340	US BANK CORPORATE PMT SYSTEMS	Conference	\$	44.00
154360	US BANK CORPORATE PMT SYSTEMS	Conference	\$	350.00
154382	US BANK CORPORATE PMT SYSTEMS	Conference	\$	643.00
154386	US BANK CORPORATE PMT SYSTEMS	Conference	\$	600.00
154423	US BANK CORPORATE PMT SYSTEMS	Conference	\$	2,600.00
154518	VALDEMAR, MARY	Conference	\$	400.00
154394	VASQUEZ, VIOLETA	Conference	\$	185.00
153913	VILLA, RAQUEL	Conference	\$	111.87
154215	WACAC	Conference	\$	300.00
154361	WALKER, JAMES	Conference	\$	950.00
154003	WARREN-MARLATT, REBECCA	Conference	\$	137.59
154214	WARREN-MARLATT, REBECCA	Conference	\$	237.00
154393	WILLIAMS, GARY	Conference	\$	103.00
154264	WILLIAMS, MARK	Conference	\$	900.00
154337	WILLIAMS, MARK	Conference	\$	113.98
154392	WILSON, DEBBIE	Conference	\$	185.00
154380	WILSON, SHERRI	Conference	\$	103.00
154060	WINGSON, KIMBERLY	Conference	\$	25.00
154154	WISEGARVER, LILLIAN	Conference	\$	2,450.00
154391	XAYAPHANTHONG, SOUTS	Conference	\$	185.00

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154390	YAU, MARGARET	Conference	\$	600.00
154205	ZEROVNIK, GREG	Conference	\$	424.71
154068	ZINN, WENDY	Conference	\$	1,176.00
154165	ZINN, WENDY	Conference	\$	72.00
154162	3C4A	Dues & Memberships	\$	125.00
154362	CALIFORNIA PUBLIC TV	Dues & Memberships	\$	1,000.00
154358	COMMUNITY COLLEGE	Dues & Memberships	\$	450.00
154041	GRANT PROFESSIONALS ASSOC	Dues & Memberships	\$	625.00
154433	NATIONAL COLLEGIATE	Dues & Memberships	\$	500.00
154147	NATIONAL LEAGUE FOR NURSING	Dues & Memberships	\$	1,390.00
154357	NETA	Dues & Memberships	\$	500.00
154095	AIRCRAFT SPRUCE & SPECIALTY	Equipment	\$	907.09
154250	ALLIED REFRIGERATION INC	Equipment	\$	7,734.92
153951	AMAZON.COM	Equipment	\$	1,113.12
153986	AMAZON.COM	Equipment	\$	790.53
154308	AMAZON.COM	Equipment	\$	1,810.60
154312	AMAZON.COM	Equipment	\$	225.70
154334	AMAZON.COM	Equipment	\$	1,457.94
154080	B&H PHOTO VIDEO	Equipment	\$	3,438.35
154247	B&H PHOTO VIDEO	Equipment	\$	1,643.71
153931	BARBER, EDDIE	Equipment	\$	162.00
154363	BAVCO BACKFLOW APPARATUS &	Equipment	\$	478.72
154473	BAVCO BACKFLOW APPARATUS &	Equipment	\$	8,474.00
154440	BEST GOLF CARTS INC	Equipment	\$	6,480.00
154246	CDW GOVERNMENT INC	Equipment	\$	853.68
154514	CDW GOVERNMENT INC	Equipment	\$	525.70
154153	CHEM-PAK	Equipment	\$	2,160.00
154201	CHEM-PAK	Equipment	\$	3,236.13
154179	COMM USA	Equipment	\$	2,978.28
154438	CONSULAB EDUCATECH INC	Equipment	\$	19,895.15
154437	CUMMINS CAL PACIFIC	Equipment	\$	1,946.37
154332	CYNMAR CORPORATION	Equipment	\$	939.02
154436	CYNMAR CORPORATION	Equipment	\$	2,569.18
153953	DIAMONDBACK FIRE & RESCUE	Equipment	\$	43,158.96
154043	DIGITAL BUYER	Equipment	\$	2,058.20
154137	DIGITAL BUYER	Equipment	\$	598.04
154299	DIGITAL BUYER	Equipment	\$	2,080.80
153918	ELECTRONIX EXPRESS	Equipment	\$	4,657.50
154457	ENKO SYSTEMS	Equipment	\$	6,879.20
154456	FISHER SCIENTIFIC	Equipment	\$	820.80
154180	FLINN SCIENTIFIC INC	Equipment	\$	1,974.97
154242	FLINN SCIENTIFIC INC	Equipment	\$	1,233.91
154059	KLOG INC	Equipment	\$	654.12
154432	NEXTLEVEL TRAINING LLC	Equipment	\$	5,794.48
154430	P & P UNIFORMS	Equipment	\$	2,332.59
154431	P & P UNIFORMS	Equipment	\$	1,541.52
153907	POCKET NURSE	Equipment	\$	9,211.19

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154098	POCKET NURSE	Equipment	\$	4,509.00
154138	POCKET NURSE	Equipment	\$	1,875.97
154049	POWERFILM INC	Equipment	\$	665.27
154090	RED CARPET RUNWAY	Equipment	\$	289.40
154452	REVGEAR SPORTS CO	Equipment	\$	1,890.67
154290	RIVCOMM INC	Equipment	\$	1,765.08
154158	SAN JOAQUIN CHEMICALS INC	Equipment	\$	448.76
154221	STAGING CONCEPTS	Equipment	\$	2,361.00
154424	TASER INTERNATIONAL INC	Equipment	\$	1,720.95
154016	UNITED SCOPE LLC	Equipment	\$	2,980.67
154442	US BANK CORPORATE PMT SYSTEMS	Equipment	\$	954.72
154443	US BANK CORPORATE PMT SYSTEMS	Equipment	\$	525.96
154031	VARIDESK	Equipment	\$	376.58
154422	VERNIER SOFTWARE	Equipment	\$	6,622.56
154421	WEST COAST BUSINESS PRODUCTS	Equipment	\$	997.42
154101	YAMAHA GOLF CARS OF CA	Equipment	\$	897.08
154520	ZINN, WENDY	Equipment	\$	250.00
154029	ACORN NATURALISTS	Instructional Supplies	\$	187.92
154174	ACORN NATURALISTS	Instructional Supplies	\$	75.64
154094	AIRCRAFT SPRUCE & SPECIALTY	Instructional Supplies	\$	329.67
154150	ALTERNATIVE HOSE INC	Instructional Supplies	\$	3,935.66
154311	AMAZON.COM	Instructional Supplies	\$	230.66
154474	AMERICAN SOCIOLOGICAL ASSOC	Instructional Supplies	\$	176.00
154364	BIG 5 SPORTING GOODS #142	Instructional Supplies	\$	863.78
154173	BIOQUIP PRODUCTS	Instructional Supplies	\$	1,809.15
154001	BIO-RAD LABORATORIES	Instructional Supplies	\$	1,000.00
154002	CAROLINA BIOLOGICAL SUPPLY CO	Instructional Supplies	\$	500.00
154479	CAROLINA BIOLOGICAL SUPPLY CO	Instructional Supplies	\$	730.81
154134	CARPE DIEM ARCHITECTURAL	Instructional Supplies	\$	357.70
154185	CYNMAR CORPORATION	Instructional Supplies	\$	531.75
154245	CYNMAR CORPORATION	Instructional Supplies	\$	3,549.39
154300	CYNMAR CORPORATION	Instructional Supplies	\$	227.15
154494	CYNMAR CORPORATION	Instructional Supplies	\$	203.14
154458	DISH FACTORY INC, THE	Instructional Supplies	\$	564.11
154497	EDVOTEK INC	Instructional Supplies	\$	259.36
154099	ELECTRONINKS WRITEABLES INC	Instructional Supplies	\$	2,273.23
154298	ENVIRONMENTS	Instructional Supplies	\$	649.08
154495	FISHER SCIENTIFIC	Instructional Supplies	\$	388.80
154136	FLINN SCIENTIFIC INC	Instructional Supplies	\$	257.98
154243	FLINN SCIENTIFIC INC	Instructional Supplies	\$	487.56
154296	FLINN SCIENTIFIC INC	Instructional Supplies	\$	710.00
154481	FLINN SCIENTIFIC INC	Instructional Supplies	\$	304.56
154493	FLINN SCIENTIFIC INC	Instructional Supplies	\$	249.53
154499	FLINN SCIENTIFIC INC	Instructional Supplies	\$	327.22
154092	GENUINE AUTO PARTS	Instructional Supplies	\$	276.36
154133	GLOVE NATION	Instructional Supplies	\$	428.05
154496	GLOVE NATION	Instructional Supplies	\$	281.92

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153929	HARBOR FREIGHT TOOLS CO	Instructional Supplies	\$	97.19
154239	JONES & BARTLETT LEARNING LLC	Instructional Supplies	\$	457.70
154028	KEN'S SPORTING GOODS	Instructional Supplies	\$	3,768.70
153937	MALONEY HINDS, COLLEEN	Instructional Supplies	\$	130.67
154293	MCM ELECTRONICS	Instructional Supplies	\$	42.72
154230	MUSICIAN'S FRIEND	Instructional Supplies	\$	3,237.64
154260	OUT-FIT	Instructional Supplies	\$	2,224.40
154194	P & P UNIFORMS	Instructional Supplies	\$	631.80
154454	PICTURES OF RECORD INC	Instructional Supplies	\$	360.60
154091	POCKET NURSE	Instructional Supplies	\$	834.84
154502	RAND MCNALLY	Instructional Supplies	\$	179.82
154389	RIVERSIDE PUBLISHING CO	Instructional Supplies	\$	182.95
154329	SARGENT WELCH	Instructional Supplies	\$	919.20
154223	SCANTRON CORPORATION	Instructional Supplies	\$	60.35
154111	STAPLES	Instructional Supplies	\$	432.22
154269	STAPLES	Instructional Supplies	\$	1,489.66
154286	STAPLES	Instructional Supplies	\$	461.86
154219	TRIARCH INC	Instructional Supplies	\$	8,233.21
154254	UNITED INDUSTRIES	Instructional Supplies	\$	370.31
154103	UNITED STATES PLASTIC CORP	Instructional Supplies	\$	419.65
154444	UNIVERSITY OF PENNSYLVANIA	Instructional Supplies	\$	118.00
153936	US BANK CORPORATE PMT SYSTEMS	Instructional Supplies	\$	344.38
154216	W5YI GROUP	Instructional Supplies	\$	167.90
154265	WARD'S NATURAL SCIENCE EST INC	Instructional Supplies	\$	330.09
154500	WARD'S NATURAL SCIENCE EST INC	Instructional Supplies	\$	185.98
153905	WRS GROUP LTD	Instructional Supplies	\$	86.85
154314	ZAHOUREK SYSTEMS INC	Instructional Supplies	\$	265.40
154010	AMAZON.COM	IT Equipment	\$	1,294.23
154195	APPLE COMPUTER INC	IT Equipment	\$	12,369.60
154203	APPLE COMPUTER INC	IT Equipment	\$	7,781.56
154248	APPLE COMPUTER INC	IT Equipment	\$	3,023.95
154377	APPLE COMPUTER INC	IT Equipment	\$	625.32
154507	ARTICULATE	IT Equipment	\$	699.00
154306	AUDIO VISUAL INNOVATIONS INC	IT Equipment	\$	6,943.74
154102	BEST BUY GOV LLC	IT Equipment	\$	591.57
154512	CDW GOVERNMENT INC	IT Equipment	\$	5,885.78
154183	DATAWATCH CORP	IT Equipment	\$	1,543.47
154331	DELL COMPUTER COMPANY	IT Equipment	\$	359.85
154459	DELL COMPUTER COMPANY	IT Equipment	\$	3,256.52
154460	DELL COMPUTER COMPANY	IT Equipment	\$	4,018.53
154461	DELL COMPUTER COMPANY	IT Equipment	\$	9,772.18
154462	DELL COMPUTER COMPANY	IT Equipment	\$	2,181.91
154463	DELL COMPUTER COMPANY	IT Equipment	\$	3,114.09
154464	DELL COMPUTER COMPANY	IT Equipment	\$	8,246.58
154465	DELL COMPUTER COMPANY	IT Equipment	\$	2,383.16
154466	DELL COMPUTER COMPANY	IT Equipment	\$	3,786.15
154467	DELL COMPUTER COMPANY	IT Equipment	\$	2,001.46

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154468	DELL COMPUTER COMPANY	IT Equipment	\$	5,495.53
154469	DELL COMPUTER COMPANY	IT Equipment	\$	7,159.09
154470	DELL COMPUTER COMPANY	IT Equipment	\$	3,547.50
154508	DELL COMPUTER COMPANY	IT Equipment	\$	1,781.01
154509	DELL COMPUTER COMPANY	IT Equipment	\$	8,773.92
154506	GOANIMATE	IT Equipment	\$	479.20
154236	KUTA SOFTWARE LLC	IT Equipment	\$	1,231.00
154330	MOBILE ID SOLUTIONS INC	IT Equipment	\$	14,240.20
153989	SEHI COMPUTER PRODUCTS INC	IT Equipment	\$	383.98
154036	SEHI COMPUTER PRODUCTS INC	IT Equipment	\$	75.18
154145	SEHI COMPUTER PRODUCTS INC	IT Equipment	\$	650.16
154370	SEHI COMPUTER PRODUCTS INC	IT Equipment	\$	3,380.67
154374	SEHI COMPUTER PRODUCTS INC	IT Equipment	\$	655.56
154448	SEHI COMPUTER PRODUCTS INC	IT Equipment	\$	1,737.48
154449	SEHI COMPUTER PRODUCTS INC	IT Equipment	\$	13,825.08
154064	SIGMANET INC	IT Equipment	\$	116,849.31
154121	STAPLES	IT Equipment	\$	391.85
154445	TROXELL COMMUNICATIONS INC	IT Equipment	\$	10,302.12
153945	EBSCO SUBSCRIPTION SERVICES	Magazines & Subscriptions	\$	22,565.77
154140	CHATTERJEE, ACHALA	Mileage Reimbursement	\$	200.00
154263	CRANE, THOMAS	Mileage Reimbursement	\$	276.00
154244	DEBOER, FRANK	Mileage Reimbursement	\$	100.00
154040	HUGHES III, RICHARD	Mileage Reimbursement	\$	344.08
154005	SANDY, HANNAH	Mileage Reimbursement	\$	35.35
154213	ZINN, WENDY	Mileage Reimbursement	\$	500.00
154170	AIRGAS USA LLC	Non-instructional Supplies	\$	216.59
154335	AMAZON	Non-instructional Supplies	\$	300.12
153994	AMAZON.COM	Non-instructional Supplies	\$	71.82
154021	AMAZON.COM	Non-instructional Supplies	\$	223.55
154307	AMAZON.COM	Non-instructional Supplies	\$	79.37
154309	AMAZON.COM	Non-instructional Supplies	\$	15.63
154310	AMAZON.COM	Non-instructional Supplies	\$	32.63
154313	AMAZON.COM	Non-instructional Supplies	\$	322.35
154065	APOGEEKITS	Non-instructional Supplies	\$	287.89
153925	AWARDS & SPECIALTIES	Non-instructional Supplies	\$	18.18
153926	AYCOCK, LARRY	Non-instructional Supplies	\$	189.52
153997	B&H PHOTO VIDEO	Non-instructional Supplies	\$	27.97
153938	BADGE EXPRESS	Non-instructional Supplies	\$	21.06
154025	BADGE EXPRESS	Non-instructional Supplies	\$	27.15
154333	CDW GOVERNMENT INC	Non-instructional Supplies	\$	1,903.50
154439	CHC BOOKSTORE	Non-instructional Supplies	\$	680.40
154169	CHEM-PAK	Non-instructional Supplies	\$	5,788.66
154302	CONSOLIDATED PLASTICS	Non-instructional Supplies	\$	186.57
154053	DEMCO INC	Non-instructional Supplies	\$	294.14
154042	ESSENTIAL PACKS	Non-instructional Supplies	\$	390.09
154191	FASTSIGNS	Non-instructional Supplies	\$	827.03
154383	FLINN SCIENTIFIC INC	Non-instructional Supplies	\$	638.38

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154415	FLYERS ENERGY LLC	Non-instructional Supplies	\$	6,018.68
154256	GRAINGER INC	Non-instructional Supplies	\$	951.01
154104	HUMANSCALE CORP	Non-instructional Supplies	\$	332.09
153923	INTERNATIONAL SECURITY PRODUCT	Non-instructional Supplies	\$	1,018.16
154039	MEYER EDUCATIONAL PRODUCTS	Non-instructional Supplies	\$	210.60
154233	MORENO, MARIANA	Non-instructional Supplies	\$	235.34
154022	MULTIQUIP INC	Non-instructional Supplies	\$	659.57
153976	RAND MCNALLY	Non-instructional Supplies	\$	131.88
154365	REVOLVING CASH	Non-instructional Supplies	\$	3,977.76
154038	RIVCOMM INC	Non-instructional Supplies	\$	90.20
154100	RIVERSIDE PUBLISHING CO	Non-instructional Supplies	\$	646.26
154225	SBCCD PRINTING SERVICES	Non-instructional Supplies	\$	224.68
153940	SBVC BOOKSTORE	Non-instructional Supplies	\$	669.51
153981	SBVC BOOKSTORE	Non-instructional Supplies	\$	84.44
154167	SBVC BOOKSTORE	Non-instructional Supplies	\$	500.00
154321	SBVC BOOKSTORE	Non-instructional Supplies	\$	20.52
154222	SEHI COMPUTER PRODUCTS INC	Non-instructional Supplies	\$	262.10
154388	SEHI COMPUTER PRODUCTS INC	Non-instructional Supplies	\$	253.64
154176	SMITH, DEBRA	Non-instructional Supplies	\$	35.00
153946	STAPLES	Non-instructional Supplies	\$	140.21
153949	STAPLES	Non-instructional Supplies	\$	1,060.51
153950	STAPLES	Non-instructional Supplies	\$	479.85
153952	STAPLES	Non-instructional Supplies	\$	163.83
153954	STAPLES	Non-instructional Supplies	\$	141.65
153955	STAPLES	Non-instructional Supplies	\$	204.08
153970	STAPLES	Non-instructional Supplies	\$	54.35
153983	STAPLES	Non-instructional Supplies	\$	403.03
153988	STAPLES	Non-instructional Supplies	\$	242.95
154011	STAPLES	Non-instructional Supplies	\$	76.54
154012	STAPLES	Non-instructional Supplies	\$	1,352.27
154013	STAPLES	Non-instructional Supplies	\$	340.51
154017	STAPLES	Non-instructional Supplies	\$	196.30
154027	STAPLES	Non-instructional Supplies	\$	275.58
154050	STAPLES	Non-instructional Supplies	\$	437.72
154055	STAPLES	Non-instructional Supplies	\$	448.01
154056	STAPLES	Non-instructional Supplies	\$	8,468.04
154058	STAPLES	Non-instructional Supplies	\$	58.97
154108	STAPLES	Non-instructional Supplies	\$	56.89
154109	STAPLES	Non-instructional Supplies	\$	563.44
154110	STAPLES	Non-instructional Supplies	\$	1,238.72
154112	STAPLES	Non-instructional Supplies	\$	338.12
154125	STAPLES	Non-instructional Supplies	\$	4,021.46
154160	STAPLES	Non-instructional Supplies	\$	491.83
154161	STAPLES	Non-instructional Supplies	\$	138.92
154184	STAPLES	Non-instructional Supplies	\$	609.43
154270	STAPLES	Non-instructional Supplies	\$	60.70
154271	STAPLES	Non-instructional Supplies	\$	189.22

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154272	STAPLES	Non-instructional Supplies	\$	306.14
154273	STAPLES	Non-instructional Supplies	\$	251.55
154274	STAPLES	Non-instructional Supplies	\$	148.29
154275	STAPLES	Non-instructional Supplies	\$	384.88
154276	STAPLES	Non-instructional Supplies	\$	266.47
154277	STAPLES	Non-instructional Supplies	\$	295.33
154278	STAPLES	Non-instructional Supplies	\$	715.98
154279	STAPLES	Non-instructional Supplies	\$	441.31
154280	STAPLES	Non-instructional Supplies	\$	346.49
154281	STAPLES	Non-instructional Supplies	\$	72.52
154282	STAPLES	Non-instructional Supplies	\$	107.99
154283	STAPLES	Non-instructional Supplies	\$	181.13
154284	STAPLES	Non-instructional Supplies	\$	582.30
154285	STAPLES	Non-instructional Supplies	\$	776.73
154287	STAPLES	Non-instructional Supplies	\$	869.81
154288	STAPLES	Non-instructional Supplies	\$	997.78
154316	STAPLES	Non-instructional Supplies	\$	640.67
154317	STAPLES	Non-instructional Supplies	\$	141.25
154318	STAPLES	Non-instructional Supplies	\$	188.37
154319	STAPLES	Non-instructional Supplies	\$	357.09
154342	STAPLES	Non-instructional Supplies	\$	713.41
154343	STAPLES	Non-instructional Supplies	\$	185.70
154344	STAPLES	Non-instructional Supplies	\$	181.93
154345	STAPLES	Non-instructional Supplies	\$	476.29
154446	STAPLES	Non-instructional Supplies	\$	413.33
153996	TRANSCRIPTION TOOLS	Non-instructional Supplies	\$	88.65
154015	US BANK CORPORATE PMT SYSTEMS	Non-instructional Supplies	\$	203.95
154035	US BANK CORPORATE PMT SYSTEMS	Non-instructional Supplies	\$	76.85
154106	US BANK CORPORATE PMT SYSTEMS	Non-instructional Supplies	\$	54.00
154172	US BANK CORPORATE PMT SYSTEMS	Non-instructional Supplies	\$	106.50
154192	US BANK CORPORATE PMT SYSTEMS	Non-instructional Supplies	\$	55.85
154193	US BANK CORPORATE PMT SYSTEMS	Non-instructional Supplies	\$	180.95
154266	US BANK CORPORATE PMT SYSTEMS	Non-instructional Supplies	\$	6.75
154267	US BANK CORPORATE PMT SYSTEMS	Non-instructional Supplies	\$	7.21
154315	US BANK CORPORATE PMT SYSTEMS	Non-instructional Supplies	\$	27.05
153944	XPRESSMYSELF.COM LLC	Non-instructional Supplies	\$	756.00
154251	ACCREDITING COMMISSION FOR	Operational Expenses and Fees	\$	3,984.72
153922	AUTISM SOCIETY INLAND EMPIRE	Operational Expenses and Fees	\$	680.00
154007	BANGASSER,SUSAN	Operational Expenses and Fees	\$	300.00
154159	FOREST INCENTIVES LTD	Operational Expenses and Fees	\$	5,000.00
154367	GOMEZ, LAURA	Operational Expenses and Fees	\$	94.64
154052	GRAPHIC SOLUTION, THE	Operational Expenses and Fees	\$	1,199.38
154075	HONORS TRANSFER COUNCIL OF CA	Operational Expenses and Fees	\$	630.00
154048	JIMENEZ, LIANE	Operational Expenses and Fees	\$	272.16
154434	JOSE'S MEXICAN FOOD INC	Operational Expenses and Fees	\$	3,500.00
154294	LOS ANGELES, CITY OF	Operational Expenses and Fees	\$	916.90
154371	MAURIZI, TAMARA	Operational Expenses and Fees	\$	250.00

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154124	MIDWEST GLOBAL GROUP INC	Operational Expenses and Fees	\$	860.78
154116	MORENO, MARIANA	Operational Expenses and Fees	\$	350.00
154156	NICHOLS, BARBARA	Operational Expenses and Fees	\$	41.42
154096	REVOLVING CASH	Operational Expenses and Fees	\$	1,440.00
154228	REVOLVING CASH	Operational Expenses and Fees	\$	672.00
154258	REVOLVING CASH	Operational Expenses and Fees	\$	360.00
153982	SBCCD FINANCIAL AID	Operational Expenses and Fees	\$	8,500.00
154384	SBVC BOOKSTORE	Operational Expenses and Fees	\$	2,500.00
154127	SBVC FOOD SERVICES	Operational Expenses and Fees	\$	187.48
154135	SBVC FOOD SERVICES	Operational Expenses and Fees	\$	1,285.24
154261	SBVC FOOD SERVICES	Operational Expenses and Fees	\$	2,710.84
154320	SBVC FOOD SERVICES	Operational Expenses and Fees	\$	803.84
154347	SBVC FOOD SERVICES	Operational Expenses and Fees	\$	2,061.34
154067	SBVC SUN ROOM	Operational Expenses and Fees	\$	555.45
154113	SBVC SUN ROOM	Operational Expenses and Fees	\$	1,215.00
154171	SBVC SUN ROOM	Operational Expenses and Fees	\$	1,765.80
154346	SBVC SUN ROOM	Operational Expenses and Fees	\$	784.08
154396	SOUTH COAST AIR QUALITY	Operational Expenses and Fees	\$	120.84
154268	TIMELESS PLAQUES AND AWARDS	Operational Expenses and Fees	\$	876.42
154218	TROPHY HOUSE	Operational Expenses and Fees	\$	316.48
154097	TROPHY STORE, THE	Operational Expenses and Fees	\$	600.00
154006	WELK SYNDICATION	Operational Expenses and Fees	\$	500.00
154149	WISEGARVER, LILLIAN	Operational Expenses and Fees	\$	395.00
153910	SBCCD PRINTING SERVICES	Printing, SBCCD	\$	230.50
153987	SBCCD PRINTING SERVICES	Printing, SBCCD	\$	300.00
153990	SBCCD PRINTING SERVICES	Printing, SBCCD	\$	219.00
154030	SBCCD PRINTING SERVICES	Printing, SBCCD	\$	1,000.00
154037	SBCCD PRINTING SERVICES	Printing, SBCCD	\$	0.58
154078	SBCCD PRINTING SERVICES	Printing, SBCCD	\$	194.50
154114	SBCCD PRINTING SERVICES	Printing, SBCCD	\$	3,000.00
154224	SBCCD PRINTING SERVICES	Printing, SBCCD	\$	1,700.00
154226	SBCCD PRINTING SERVICES	Printing, SBCCD	\$	374.98
154322	SBCCD PRINTING SERVICES	Printing, SBCCD	\$	489.50
154323	SBCCD PRINTING SERVICES	Printing, SBCCD	\$	48.10
154324	SBCCD PRINTING SERVICES	Printing, SBCCD	\$	13.80
154325	SBCCD PRINTING SERVICES	Printing, SBCCD	\$	19.56
154326	SBCCD PRINTING SERVICES	Printing, SBCCD	\$	29.08
154327	SBCCD PRINTING SERVICES	Printing, SBCCD	\$	112.25
154328	SBCCD PRINTING SERVICES	Printing, SBCCD	\$	43.75
154369	SBCCD PRINTING SERVICES	Printing, SBCCD	\$	876.00
154475	SBCCD PRINTING SERVICES	Printing, SBCCD	\$	117.78
154480	SBCCD PRINTING SERVICES	Printing, SBCCD	\$	183.06
154482	SBCCD PRINTING SERVICES	Printing, SBCCD	\$	313.50
154483	SBCCD PRINTING SERVICES	Printing, SBCCD	\$	463.50
154484	SBCCD PRINTING SERVICES	Printing, SBCCD	\$	29.60
154485	SBCCD PRINTING SERVICES	Printing, SBCCD	\$	53.20
154486	SBCCD PRINTING SERVICES	Printing, SBCCD	\$	38.10

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154487	SBCCD PRINTING SERVICES	Printing, SBCCD	\$	0.90
154488	SBCCD PRINTING SERVICES	Printing, SBCCD	\$	217.00
154489	SBCCD PRINTING SERVICES	Printing, SBCCD	\$	639.60
154490	SBCCD PRINTING SERVICES	Printing, SBCCD	\$	313.62
154491	SBCCD PRINTING SERVICES	Printing, SBCCD	\$	293.45
154498	SBCCD PRINTING SERVICES	Printing, SBCCD	\$	30.24
154510	SBCCD PRINTING SERVICES	Printing, SBCCD	\$	1,400.00
154249	AMERA-CHEM INC	Reference Books	\$	87.90
154105	THOMSON REUTERS - WEST	Reference Books	\$	65.18
153977	CENGAGE ACADEMIC LEARNING	Textbooks	\$	2,288.52
154175	SBVC BOOKSTORE	Textbooks	\$	6,504.31
154450	SBVC BOOKSTORE	Textbooks	\$	471.04

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Jose F Torres, Interim Vice Chancellor, Business & Fiscal Services  
PREPARED BY: Steven J. Sutorus, Business Manager  
DATE: May 14, 2015  
SUBJECT: Consideration of Approval of Routine Contracts/Agreements and Memorandums of Understanding

RECOMMENDATION

It is recommended that the Board of Trustees ratify the attached list of routine contracts/agreements and memorandums of understanding.

OVERVIEW

In accordance with Board policy 6340, the attached list is submitted for Board ratification and/or approval.

ANALYSIS

The attached list of contracts, agreements and their associated purchase orders are routine, customary and necessary for the on-going operations of the District. Unless otherwise noted the amount shown for multi-year agreements is the projected total amount for the full contract period. Any changes to these amounts will be submitted for board ratification and/or approval.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

The contracts/agreements/memorandums of understanding on the attached list are budgeted for via purchase orders.

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***Routine Contracts and Agreements******Scheduled Board Date 5/14/2015***

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***Contract Type***

<b><i>Firm</i></b>	<b><i>Purpose and Information</i></b>	<b><i>Department / Location</i></b>	<b><i>Amount</i></b>	<b><i>Signed</i></b>
<b><i>Bid</i></b>				
Questica, Inc.	(11223) Budget software solution that provides professional software and services for Districtwide budgeting and account structure; Amendment 1 - Add additional report writing services Term: 1/9/2015 - 1/8/2018  Funding Source: Capital Outlay	Fiscal Services/SBCCD	\$220,000.00 Not To Exceed	SSutorus
Vavrinek, Trine,Day and Co, LLP	(10412) Bid - Auditing services for District per RFP 2014-03; District to exercise their option to extend services for audit of FY 2014-2015 for various areas at an additional cost for each engagement; General Audit \$110,5500; Bond Audit \$10,550; KVCR Foundation Audit \$12,500; SBVC Foundation Audit \$10,400 Term: 7/1/2014 - 6/30/2016  Funding Source: General Funds	Fiscal Services/SBCCD	\$266,600.00	SSutorus
<b><i>SubTotal for Bid: 2</i></b>			<b><i>\$486,600.00</i></b>	

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<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>Broadcasting Rights</u></b>				
Culley, Kyle dba Tattoo Muzik	(11596) License agreement for use of musical compositions and recordings for videos "Fire Inside" and "Unbreakable"; no cost to District Term: 2/27/2015 - 2/26/2020  Funding Source: N/A	TV/KVCR		SSutorus
Davis, Tammy	(11530) Broadcast license agreement for the airing of "Ebony Society" Term: 3/16/2015 - 3/15/2019  Funding Source: KVCR - FNX Grant	TV/KVCR	\$1,800.00	SSutorus
Hunt, Noah	(11654) License agreement for use of musical compositions and recordings for video "Slow Fade"; no cost to District Term: 4/24/2015 - 4/23/2018  Funding Source: N/A	TV/KVCR		SSutorus
Inez Jasper Music	(11541) License agreement for use of musical compositions and recordings for the videos "Dancing on the Run" and "Burn Me Down"; no cost to District Term: 2/6/2015 - 2/7/2020  Funding Source: N/A	TV/KVCR		SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>Broadcasting Rights</u></b>					
	Las Cafeteras Music, LLC	(11531) Music license agreement for use of musical compositions and recordings for video "Mujer Soy"; no cost to District Term: 3/6/2015 - 3/5/2020  Funding Source: N/A	TV/KVCR		SSutorus
	Lil' Mike & Funny Bone	(11653) License agreement for use of musical compositions and recordings for videos "Rain dance, I'm Raw, and Freshest"; no cost to District Term: 4/1/2015 - 3/31/2020  Funding Source: N/A	TV/KVCR		SSutorus
	Ramos, Timothy	(11704) Broadcast program rights for the airing of "California Indian: A Tribal Story" Term: 7/10/2015 - 7/9/2020  Funding Source: KVCR - FNX Grant	TV/KVCR	\$2,400.00	SSutorus
	Unconquered Media, LLC	(11652) License agreement for use of musical compositions and recordings for videos "The Storm" and "Love of My Life"; no cost to District Term: 4/24/2015 - 4/23/2020  Funding Source: N/A	TV/KVCR		SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>Broadcasting Rights</u></b>					
	Urban Rez Productions, Inc	(11529) Broadcast license agreement for the airing of "Samaqan Water Stories" and "Ravens & Eagles" Term: 4/10/2015 - 4/9/2020  Funding Source: KVCR - FNX Grant	TV/KVCR	\$29,300.00	SSutorus
<b><i>SubTotal for Broadcasting Rights: 9</i></b>				<b><i>\$33,500.00</i></b>	
<b><u>CalWorks Off-Campus Work Study</u></b>					
	REC Center, The	(11725) Off-Campus workstudy - Student - Fuentes, Daniel; reimbursed at 75% of per hourly rate Term: 4/30/2015 - 6/30/2015  Funding Source:	Calworks/SBVC	\$2,160.00	SSutorus
	Simply The Best Healthcare	(11570) Off-Campus workstudy - Student - Contreras, Karla; reimbursed at 75% of per hourly rate Term: 4/6/2015 - 6/30/2015  Funding Source: CalWorks	Calworks/SBVC	\$3,120.00	SSutorus
	Teddy Bear Tymes Child Care	(11569) Off-Campus workstudy - Student - Bocanegra, Maria; reimbursed at 75% of per hourly rate Term: 4/3/2015 - 6/30/2015  Funding Source: CalWorks	Calworks/SBVC	\$2,808.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>CalWorks Off-Campus Work Study</u></b>				
Teddy Bear Tymes Child Care	(11698) Off-Campus workstudy - Student - Rosas, Elena; reimbursed at 75% of per hourly rate Term: 4/23/2015 - 6/30/2015  Funding Source: CalWorks	Calworks/SBVC	\$2,160.00	SSutorus
Teddy Bear Tymes Child Care	(11568) Off-Campus workstudy - Student-Howard, Brittany; reimbursed at 75% of per hourly rate Term: 4/3/2015 - 6/30/2015  Funding Source: CalWorks	Calworks/SBVC	\$2,808.00	SSutorus
Woodward Leadership Academy	(11718) Off-Campus workstudy - Student - Mendoza, Brenda; reimbursed at 75% of per hourly rate Term: 4/30/2015 - 6/30/2015  Funding Source: CalWorks	Calworks/SBVC	\$1,944.00	SSutorus
Woodward Leadership Academy	(11721) Off-Campus workstudy - Student - Pablo, Raul; reimbursed at 75% of per hourly rate Term: 4/30/2015 - 6/30/2015  Funding Source: CalWorks	Calworks/SBVC	\$1,944.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>CalWorks Off-Campus Work Study</u></b>					
	Woodward Leadership Academy	(11726) Off-Campus workstudy - Student - Penigar, Amenda; reimbursed at 75% of per hourly rate Term: 5/1/2015 - 6/30/2015  Funding Source: CalWorks	Calworks/SBVC	\$2,600.00	SSutorus
	Woodward Leadership Academy	(11722) Off-Campus workstudy - Student - Perez, Janel; reimbursed at 75% of per hourly rate Term: 4/30/2015 - 6/30/2015  Funding Source: CalWorks	Calworks/SBVC	\$1,944.00	SSutorus
	Woodward Leadership Academy	(11727) Off-Campus workstudy - Student - Pineda, Celita; reimbursed at 75% of per hourly rate Term: 5/1/2015 - 6/30/2015  Funding Source: CalWorks	Calworks/CHC	\$2,600.00	SSutorus
	Woodward Leadership Academy	(11719) Off-Campus workstudy - Student - Trujillo, Rosemary; reimbursed at 75% of per hourly rate Term: 4/30/2015 - 6/30/2015  Funding Source: CalWorks	Calworks/SBVC	\$1,944.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>CalWorks Off-Campus Work Study</u></b>					
	Woodward Leadership Academy	(11724) Off-Campus workstudy - Student - Villalpando, Celia; reimbursed at 75% of per hourly rate Term: 4/30/2015 - 6/30/2015  Funding Source: CalWorks	Calworks/SBVC	\$1,944.00	SSutorus
<b><i>SubTotal for CalWorks Off-Campus Work Study: 12</i></b>				<b><i>\$27,976.00</i></b>	
<b><u>Clinicals</u></b>					
	Redlands, City of	(11729) Fire Department - Clinical site agreement for EMS program; no cost to District Term: 7/1/2015 - 6/30/2020  Funding Source: N/A	Emergency Medical Services/C		SSutorus
	Rialto, City of	(11700) Fire Department - Clinical site agreement for EMS programs at City Fire Stations; no cost to District Term: 7/1/2015 - 6/30/2016  Funding Source: N/A	EMS/CHC		SSutorus
<b><i>SubTotal for Clinicals: 2</i></b>					

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General</u></b>				
4 Imprint	(11655) Production of 1,000 Mardi Gras promotional pens with logo Term: 4/25/2015 - 6/30/2015  Funding Source: KVCR - FNX Grant	TV/KVCR	\$330.85	SSutorus
A & M Tree Specialist	(11534) Removal of weeds around the transmitter site at Box Springs Mountain Road Term: 3/30/2015 - 6/30/2015  Funding Source: General Funds	TV/KVCR	\$1,500.00	SSutorus
AJC Building Maintenance	(11576) Provide janitorial services for ATPC building Term: 7/1/2015 - 6/30/2016  Funding Source: Braille Grant	ATPC/SBCCD	\$12,480.00	SSutorus
Alhambra Reprographics, Inc DBA A & I Reprographics	(11690) Prop 39 reprographics for light project at SBVC Term: 4/1/2015 - 6/30/2015  Funding Source: Capital Outlay	Administrative Services/SBVC	\$2,600.00	SSutorus
Ben's Lock And Key	(11636) On-demand repairs of SBVC locks and doors Term: 7/1/2014 - 6/30/2015  Funding Source: General Funds	Maintenance/SBVC	\$7,353.75	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General</u></b>					
	Boyd & Associates dba Draganchuk	(11602) Installation, monitoring and maintenance service of ATPC fire alarm system Term: 7/1/2015 - 6/30/2016  Funding Source: Braille Grant	ATPC/SBCCD	\$1,290.40	SSutorus
	Boys & Girls Clubs of Greater Redlands -Riverside	(11680) Half page advertisement at the Boys & Girls Club Event promoting SBVC programs Term: 5/15/2015 - 5/15/2015  Funding Source: General Funds	Chancellor/SBCCD	\$500.00	SSutorus
	Brown, Sonja	(11649) Provide DJ services at the Above & Beyond graduation for Middle College High School students; no cost to District Term: 5/18/2015 - 5/18/2015  Funding Source: N/A	Student Services/SBVC		SSutorus
	California Steel Industries Inc	(11656) MOU-Provide academic and career related work experience to participating students; no cost to District Term: 4/14/2015 - 4/13/2020  Funding Source: N/A	ATTC/SBVC		SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General</u></b>				
Citadel Environmental Services, Inc	(11557) Environmental compliance services for chemical hazard assessment in lab spaces and classrooms Term: 4/6/2015 - 6/30/2015  Funding Source: General Funds	Safety/SBCCD	\$6,093.00	SSutorus
Citadel Environmental Services, Inc	(11545) Industrial hygiene air monitoring services at SBVC HLS Building Room 235 Term: 3/31/2015 - 6/30/2015  Funding Source: General Funds	Safety/SBCCD	\$1,275.40	SSutorus
Citadel Environmental Services, Inc	(11644) On-demand Industrial Hygiene Consulting Services for the HLS Building Term: 4/20/2015 - 6/30/2015  Funding Source: General Funds	Safety/SBCCD	\$25,000.00	SSutorus
CODESP - Employee Selection	(11686) Joint Powers Agreement for Employee Selection Procedures - Pre-Employment Testing Services; Funded through Equal Employment Opportunity Grant Term: 7/1/2015 - 6/30/2016  Funding Source: State Grant	Human Resources/SBCCD	\$1,850.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General</u></b>					
	College Board, The	(11622) CHC to administer the College Level Examinations and provide IBT testing services to military students; no cost to District Term: 4/1/2015 - 6/30/2015  Funding Source: N/A	Counseling/CHC		SSutorus
	CollegeNet	(11689) Provide database and deployment training for the Series25 Database Development Term: 4/9/2015 - 6/30/2015  Funding Source: General Funds	Administrative Services/SBVC	\$37,000.00	SSutorus
	Colton Redlands Yucaipa ROP	(11639) Provide assistance in meeting goals and work plans of ICT Digital Media grant in support of "Doing What Matters for Jobs and the Economy"; Funded through Digital Media Grant Term: 6/1/2015 - 6/30/2015  Funding Source: State Grant	PDC/SBCCD	\$5,000.00	SSutorus
	Couts Heating & Cooling, Inc.	(11645) On-demand repairs of SBVC chillers, AC units, boilers, and ice machine Term: 4/7/2015 - 6/30/2015  Funding Source: General Funds	Maintenance/SBVC	\$15,000.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General</u></b>				
Credentials Solutions	(11710) Online services to purchase parking decals; Cost to District is \$3.25 to \$4.50 per parking decal purchased for all District sites Term: 7/1/2015 - 6/30/2020  Funding Source: Parking Fee	Chancellor/SBCCD		SSutorus
Dan Lyman Construction, Inc	(11692) Installation of ADA push button on double doors leading to the faculty courtyard Term: 4/20/2015 - 6/30/2015  Funding Source: General Funds	Maintenance/SBVC	\$4,859.00	SSutorus
Dollar Tree	(11535) Provide hydrating lip balm sticks and travel hand sanitizers for giveaways Term: 4/1/2015 - 4/30/2015  Funding Source: Student Health Fee	Health Services/CHC	\$272.16	SSutorus
Educational Testing Service (ETS)	(11623) Internet-Based Testing Center Management and Administration Agreement; no cost to District Term: 4/1/2015 - 6/30/2015  Funding Source: N/A	Counseling/CHC		SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General</u></b>				
Exhibits, Etc dba SD Modular Displays	(11550) "Booth in a Bag" Total Show Package Kit which includes advertising on banner and table throws Term: 4/1/2015 - 6/30/2015  Funding Source: General Funds	TESS/SBCCD	\$980.64	SSutorus
FastSigns	(11628) Production of 17 custom canopies with graphics Term: 4/19/2015 - 6/30/2015  Funding Source: Matriculation	Counseling/SBVC	\$14,261.94	SSutorus
FastSigns	(11627) Production of 22 three sided table covers with white imprint Term: 4/19/2015 - 6/30/2015  Funding Source: Matriculation	Counseling/SBVC	\$4,643.93	SSutorus
FastSigns	(11629) Production of 30 custom T-Shirts with imprint; Funded through the Veterans Education Grant Term: 4/19/2015 - 6/30/2015  Funding Source: State Grant	Student Services/SBVC	\$643.00	SSutorus
FastSigns	(11667) Production of one custom canopy with graphics; Funded through the Veterans Education Grant Term: 5/1/2015 - 6/30/2015  Funding Source: State Grant	Admissions & Records/SBVC	\$860.59	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General</u></b>					
	Fraker, Justin Douglas	(11634) Provide assistance in video sound production for "Native Shorts II" Term: 3/26/2015 - 5/2/2015  Funding Source: KVCR - FNX Grant	TV/KVCR	\$1,250.00	SSutorus
	Girl Scouts of San Gorgonio Council	(11696) Provide assistance in meeting the goals and work plan of ICT/Digital Media Grant in support of "Doing What Matters for Jobs and the Economy "; Funded through ICT/Digital Media Grant Term: 5/15/2015 - 11/30/2015  Funding Source: State Grant	PDC/SBCCD	\$5,000.00	SSutorus
	Global Experience Specialists, Inc.	(11562) Provide electrical outlets and carpet for KVCR promotional booth at the Indian Gaming Association Convention Term: 3/31/2015 - 4/2/2015  Funding Source: KVCR - FNX Grant	TV/KVCR	\$277.84	SSutorus
	Graphic Solutions, The	(11540) Production of 174 T-Shirts with "Science Department" logo Term: 4/1/2015 - 6/30/2015  Funding Source: General Funds	Counseling/SBVC	\$1,199.38	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General</u></b>				
Hard Rock Café International, Inc.	(11682) Location Release Agreement for on-site production of "FNX Now and FNX on the Scene" footage; no cost to District Term: 4/20/2015 - 4/20/2015  Funding Source: N/A	FNX/KVCR		SSutorus
HealthCompare Insurance Services, Inc	(11559) SBCCD to refer retirees and upcoming retirees to HealthCompare Insurance to obtain health insurance; no cost to District Term: 4/1/2015 - 6/30/2015  Funding Source: N/A	Human Resources/SBCCD		SSutorus
Humanscale Corp	(11711) Provide ergonomic supplies and installation of keyboards Term: 5/1/2015 - 6/30/2015  Funding Source: General Funds	Safety/SBCCD	\$339.43	SSutorus
Humanscale Corp	(11556) Provide ergonomics supplies and installation of keyboards Term: 4/6/2015 - 6/30/2015  Funding Source: General Funds	Safety/SBCCD	\$332.09	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General</u></b>				
Inland News Group	(11647) 1/4 full color advertising page promoting SBVC programs Term: 4/19/2015 - 5/31/2015  Funding Source: General Funds	Marketing/SBVC	\$5,028.00	SSutorus
Inland News Group	(11637) Advertisement for CHC Summer and Fall programs Term: 4/19/2015 - 5/31/2015  Funding Source: General Funds	Marketing/CHC	\$1,875.00	SSutorus
J R Instruments	(11549) Repair of 90 Olympus and Nikon microscopes for the Biology Department Term: 4/1/2015 - 6/30/2015  Funding Source: General Funds	Biology/SBVC	\$3,200.00	SSutorus
JobElephant.com Inc	(11635) On-demand advertising for open employment positions within the District Term: 7/1/2015 - 6/30/2016  Funding Source: General Funds	Human Resources/SBCCD	\$10,476.00	SSutorus
Lamar Advertising Company	(11616) Queen Ad advertising on buses to promote SBVC programs Term: 4/13/2015 - 6/30/2015  Funding Source: General Funds	Marketing/SBVC	\$100.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General</u></b>				
Law Enforcement Medical	(10595) Blood draw services for District Police Department; Amendment 1 - Increase amount by \$200 Term: 7/1/2014 - 6/30/2015  Funding Source: General Funds	District Police/SBCCD	\$400.00	SSutorus
LeMay Construction	(11705) Add seven new 220 volt circuits for server racks; includes breakers, boxes, pipe, wire and outlets as necessary Term: 5/1/2015 - 6/30/2015  Funding Source: General Funds	TESS/SBCCD	\$3,020.00	SSutorus
LeMay Construction	(11071) Remove front counter in Human Resources Department, disassemble work station in Chancellor's outer office and reassemble the work station in Human Resources Office Term: 4/23/2015 - 4/24/2015  Funding Source: General Funds	Human Resources/SBCCD	\$980.00	SSutorus
Manufacturers' Council of the Inland Empire	(11684) Advertising sponsorship at the 2015 Summit to promote SBVC and CHC programs with Silver Sponsorship; Funded through ETP Grant Term: 2/19/2015 - 2/19/2015  Funding Source: State Grant	PDC/SBCCD	\$2,500.00	SSutorus

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<u>General</u>					
	Microsoft Corporation	(11537) Microsoft Professional Support Single Incident service used for troubleshooting e-mail issues Term: 4/1/2015 - 6/30/2015  Funding Source: General Funds	TESS/SBCCD	\$499.00	SSutorus
	Midwest Global Group, Inc.	(11651) Production of 30 custom sashes for SBVC Graduation Ceremony Term: 4/6/2015 - 5/22/2015  Funding Source: Basic Skills	Counseling/SBVC	\$860.78	SSutorus
	Mosqueda, Cynthia	(11546) Presenter at the "First Year Experience Planning Summit Workshop"; Funded through Student Equity Grant Term: 5/1/2015 - 5/1/2015  Funding Source: State Grant	Student Services/SBVC	\$1,056.00	SSutorus
	Original Taco Girls, The	(11630) Refreshments for faculty and students for the Transfer Recognition Luncheon Term: 5/15/2015 - 5/15/2015  Funding Source: General Funds	Transfer Center/CHC	\$1,299.60	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General</u></b>					
	Pandora	(11543) Radio advertisement for SBVC and CHC programs Term: 3/23/2015 - 4/12/2015  Funding Source: General Funds	Marketing/SBCCD	\$5,472.01	LStrong
	Quantum Group, The	(11694) Production of 500 promotional drawstring backpacks with imprint and SBVC logo Term: 4/10/2015 - 6/30/2015  Funding Source: General Funds	Science/SBVC	\$1,128.00	SSutorus
	Quantum Group, The	(11693) Production of one deluxe tent kit with imprint and CHC logo Term: 4/24/2015 - 6/30/2015  Funding Source: General Funds	Marketing/CHC	\$1,074.00	SSutorus
	Quantum Group, The	(11633) Production of Polo T-Shirts with embroidery and logo Term: 4/19/2015 - 6/30/2015  Funding Source: General Funds	Financial Aid/SBVC	\$22,890.37	SSutorus
	Quantum Group, The	(11695) Production of promotional giveaways - water bottles, sticky note pads, flashdrives, and pens with imprint Term: 4/20/2015 - 6/30/2015  Funding Source: General Funds	Financial Aid/SBVC	\$9,457.01	SSutorus

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<u>General</u>					
	Rialto, City of	(11664) MOU - Joint development to provide employment and occupational skills to youth; no cost to District Term: 7/1/2015 - 6/30/2018  Funding Source: N/A	District Police/SBCCD		SSutorus
	RivComm, Inc	(11631) Installation of a mobile radio in the District Police vehicle; Labor and materials included Term: 4/19/2015 - 6/30/2015  Funding Source: General Funds	District Police/SBCCD	\$1,765.08	SSutorus
	Runningwater, Bird	(11548) Provide assistance in in-studio hosting of FNX "Native Shorts II" series Term: 4/27/2015 - 5/1/2015  Funding Source: KVCR - FNX Grant	TV/KVCR	\$2,075.00	SSutorus
	Sahagun, Rosa Elena	(11666) Speaker to give Pro Bono advice to students at the Dreamers Act Conference; no cost to District Term: 4/17/2015 - 4/17/2015  Funding Source: N/A	Student Services/SBVC		SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>					
	Salk Marketing	(11617) Advertising on 100 thumb drives with logo Term: 4/13/2015 - 6/30/2015  Funding Source: General Funds	Marketing/SBVC	\$435.17	SSutorus
	San Bernardino City USD	(11552) Provide assistance and support in the Adult Education Consortium Planning Project Term: 6/1/2014 - 2/28/2015  Funding Source: AB86 Adult Consortium	Mathematics/SBVC	\$36,000.00	SSutorus
	San Bernardino County Superintendent of Schools	(11685) MOU -To enhance and align the H2O SMART project to meet the needs of water supply industries; no cost to District Term: 12/1/2014 - 8/31/2015  Funding Source: N/A	ATTC/SBVC		SSutorus
	Shred-It	(7562) Document shredding for Admissions and Records; Amendment 2 to add new location CC133, added 8% price increase for fuel cost; Amendment 3 - added 8% price increase for fuel cost and to extend the contract through 6/30/2016 Term: 7/25/2011 - 6/30/2016  Funding Source: General Funds	Admissions & Records/SBVC	\$3,000.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General</u></b>				
Small Manufacturers Institute	(11555) Provide assistance in facilitating Career Technical Education activities; Funded through Contract Education Grant Term: 4/14/2015 - 6/30/2016  Funding Source: State Grant	PDC/SBCCD	\$10,000.00	SSutorus
Smith, Marie	(11678) Facilitator for the Accrediting Commission for Community & Junior Colleges (ACCJC) Workshop Term: 6/1/2015 - 6/1/2015  Funding Source: General Funds	Chancellor/SBCCD	\$2,000.00	SSutorus
Soper, Misti	(11688) Rental of Costumes for production of "Into the Woods" Term: 2/20/2015 - 5/30/2015  Funding Source: General Funds	Theater Arts/SBVC	\$1,000.00	SSutorus
Stanley Convergent Solutions	(11625) Add additional rooms 106 and 107 at the Technology Building to the existing Sonitrol Alarm System Term: 4/19/2015 - 6/30/2015  Funding Source: General Funds	Administrative Services/SBVC	\$1,391.00	SSutorus

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<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General</u></b>				
Sun Newspaper, The	(11679) Half page advertisement promoting SBVC programs Term: 5/24/2015 - 5/24/2015  Funding Source: General Funds	Chancellor/SBCCD	\$1,000.00	SSutorus
Taco Village	(11571) Refreshments for the Puente Project Event Term: 5/15/2015 - 5/15/2015  Funding Source: Matriculation	Counseling/SBVC	\$1,250.00	SSutorus
Technical Employment Training, Inc.	(11554) Provide hands on demonstrations of Career Technical Education for middle school students; Funded through High School Summer Program Grant Term: 2/1/2015 - 6/30/2015  Funding Source: State Grant	PDC/SBCCD	\$10,000.00	SSutorus
Technical Safety Services, Inc	(11691) Testing and certification of chemical fume hoods in the Physical Science Bldg. Term: 4/20/2015 - 6/30/2015  Funding Source: General Funds	Maintenance/SBVC	\$2,465.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General</u></b>					
	Thermo Electron North America, LLC	(11641) Cleaning and calibration of 15 spectronic instruments in the chemistry labs Term: 4/20/2015 - 6/30/2015  Funding Source: General Funds	Chemistry/SBVC	\$8,205.00	SSutorus
	Three Peaks Corp	(11536) Building Improvements of exterior space; repair of CHC Café Plaza sidewalk and installation of two light pole foundations; Labor and material included; Funded through Block Grant Term: 5/25/2015 - 6/12/2015  Funding Source: State Grant	Administrative Services/CHC	\$24,400.00	SSutorus
	Three Peaks Corp	(11699) Provide services to fill in sink hole at CHC Term: 4/17/2015 - 6/30/2015  Funding Source: General Funds	Maintenance/CHC	\$2,887.00	SSutorus
	Timeless Plaques & Awards	(11595) Provide 150 "Lamp of Knowledge" medals for the Transfer Day Event Term: 4/8/2015 - 4/8/2015  Funding Source: General Funds	Transfer Center/SBVC	\$876.42	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General</u></b>					
	Trophy House	(11618) Provide trophies for students in the Communication Studies Program Term: 3/10/2015 - 3/26/2015  Funding Source: General Funds	Communications/SBVC	\$316.48	SSutorus
	Trophy House	(11650) Provide trophies for the 20th Annual Spotlighting Our Success Celebration Term: 4/23/2015 - 4/24/2015  Funding Source: General Funds	Marketing/SBVC	\$676.81	SSutorus
	Trophy Store, The	(11553) Production of 30 engraved medals for CHC Honors Convocation Awards Term: 4/1/2015 - 6/30/2015  Funding Source: General Funds	Student Services/CHC	\$600.00	SSutorus
	Tweto, Ariel	(11703) Provide assistance in in-studio hosting of FNX "Native Shorts II" Series Term: 4/27/2015 - 5/1/2015  Funding Source: KVCR - FNX Grant	TV/KVCR	\$2,375.00	SSutorus
	United Site Services. Inc	(11558) Rental of nine portable toilets with sinks, two ADA compliant portable toilets and two hand sanitizers for SBVC 2015 Graduation Term: 5/21/2015 - 5/26/2015  Funding Source: General Funds	Student Life/SBVC	\$1,194.61	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General</u></b>					
	United States Plastic Corporation	(11728) Purchase of stacking bins and containers Term: 5/14/2015 - 6/30/2015  Funding Source: General Funds	Science/SBVC	\$565.57	SSutorus
	Valley Power Systems, Inc.	(11632) MOU - Provide academic and career related work experience to participating students; no cost to District Term: 4/10/2015 - 5/30/2020  Funding Source: N/A	ATTC/SBVC		SSutorus
	Vance, Tyree	(11564) Speaker for the 2015 Graduation Ceremony Term: 5/22/2015 - 5/22/2015  Funding Source: General Funds	Student Life/CHC	\$500.00	SSutorus
	Vavrinek, Trine,Day and Co, LLP	(11717) Provide training related to federal compliance of Financial Aid Term: 5/14/2015 - 6/30/2015  Funding Source: General Funds	Accounting/SBCCD	\$5,120.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General</u></b>					
	Westside Story Newspaper	(11668) 1/4 page advertising display of SBVC programs Term: 4/30/2015 - 5/28/2015  Funding Source: General Funds	Marketing/SBVC	\$975.00	SSutorus
	Young Visionaries Youth Leadership Academy	(11665) Full color page advertisement of SBVC programs in the Inland Empire Alliance of Black School Educators Graduation Program; Funded through Student Equity Grant Term: 5/15/2015 - 5/15/2015  Funding Source: State Grant	Student Services/SBVC	\$500.00	SSutorus
<b><i>SubTotal for General: 83</i></b>				<b><i>\$345,082.31</i></b>	
<b><u>Income - Contract Ed</u></b>					
	Goodwill Southern California	(11599) PDC to provide forklift training to program participants Term: 3/18/2015 - 6/30/2015  Funding Source: N/A	PDC/SBCCD	\$10,300.00	SSutorus
	Toys "R" Us	(11598) PDC to provide on-site training to program participants Term: 2/20/2015 - 6/30/2015  Funding Source: N/A	PDC/SBCCD	\$10,000.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>Income - Contract Ed</u></b>				
<b><i>SubTotal for Income - Contract Ed: 2</i></b>			<b><i>\$20,300.00</i></b>	
<b><u>Income - General</u></b>				
Jerry Wayne & Rodney Luck	(11614) Shared promotional agreement; KVCR to promote "Big Bad Voodoo Daddy" concert, in exchange KVCR is to receive as giveaways 50 tickets for orchestra seats, 50 premium tickets and 1 VIP Box ticket Term: 3/28/2015 - 3/29/2015  Funding Source: N/A	TV/KVCR		SSutorus
Prometric	(11624) Operating Agreement for Web-based Regional Testing Center Term: 4/1/2015 - 6/30/2015  Funding Source: N/A	Counseling/CHC	\$1,000.00	SSutorus
Regents of University of CA, The	(9015) License for use of space on media tower located at SBVC for U.C. Davis statewide air quality study; includes indoor space to house equipment; Amendment 1- Revise term dates and add additional language for clarification Term: 1/31/2015 - 1/30/2016  Funding Source: N/A	Fiscal Services/SBCCD	\$7,200.00	SSutorus
<b><i>SubTotal for Income - General: 3</i></b>			<b><i>\$8,200.00</i></b>	

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>Income - Grant</u></b>				
CCC Chancellor's Office	(10088) AB86 Adult Education Consortium Planning Grant; Amendment 1 - To extend term end date Term: 3/20/2014 - 12/31/2015  Funding Source: N/A	Mathematics/SBVC	\$366,883.00	SSutorus
CCC Chancellor's Office	(11646) Economic and Workforce Development Grant renewal Term: 7/1/2015 - 6/30/2016  Funding Source: N/A	PDC/SBCCD	\$200,000.00	SSutorus
CCC Chancellor's Office	(11304) Grant Award - RFA Specification 14-326- Industry-Driven Regional Collaborative Standard Individual Application - Welding and Industrial Maintenance amount applied for was \$399,000; Grant Awarded for \$353,214 Term: 4/1/2015 - 3/31/2017  Funding Source: N/A	PDC/SBCCD	\$353,214.00	BBaron
San Bernardino County Superintendent of Schools	(10781) State preschool grant delegated agency agreement; Amendment 1 -Increase rate per child from \$18.04 to \$18.94 and increase funding amount Term: 7/1/2014 - 6/30/2015  Funding Source: N/A	Child Care Center/CHC	\$148,515.00	SSutorus
<b><i>SubTotal for Income - Grant: 4</i></b>			<b><i>\$1,068,612.00</i></b>	

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>Income - Underwriter</u></b>				
Department of Business Oversight	(11567) Underwriter agreement for commercial runs on KVCR-FM radio Term: 4/14/2015 - 6/28/2015  Funding Source: N/A	FM/KVCR	\$4,995.00	SSutorus
National Public Media, LLC	(11642) Underwriter agreement for the "Marketplace Morning Report" programs Term: 4/20/2015 - 11/6/2015  Funding Source: N/A	TV/KVCR	\$3,000.00	SSutorus
Riverside, County of	(11561) Department of Transportation - Underwriter agreement for the airing of KVCR-FM programs Term: 4/6/2015 - 6/8/2015  Funding Source: N/A	FM/KVCR	\$2,000.00	SSutorus
<b><i>SubTotal for Income - Underwriter: 3</i></b>			<b><i>\$9,995.00</i></b>	
<b><u>Maintenance Agreement</u></b>				
A & A Copy Machines, Inc DBA Pioneer Copy Machines, Co	(11572) Maintenance on four Konica Minolta Bizhub copiers; includes all parts, labor and supplies (except paper and staples) Term: 7/1/2015 - 6/30/2016  Funding Source: Braille Grant	ATPC/SBCCD	\$121,010.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>Maintenance Agreement</u></b>				
A & W Cart Service	(11533) Repairs and maintenance for the Health & Wellness Center's nursing carts Term: 7/1/2014 - 6/30/2015  Funding Source: General Funds	Health Services/CHC	\$165.00	SSutorus
ABM Business Machines, Inc	(11574) Maintenance agreement for one Heavy Duty Duplo Bursting Machine Term: 7/1/2015 - 6/30/2016  Funding Source: Braille Grant	ATPC/SBCCD	\$1,145.00	SSutorus
ABM Business Machines, Inc	(11575) Maintenance agreement for one Heavy Duty Multiple Unit Duplo Bursting Machine Term: 7/1/2015 - 6/30/2016  Funding Source: Braille Grant	ATPC/SBCCD	\$572.00	SSutorus
American Thermoform Corp	(11579) Maintenance on three braille embossers Term: 7/1/2015 - 6/30/2016  Funding Source: Braille Grant	ATPC/SBCCD	\$8,205.00	SSutorus
<b><i>SubTotal for Maintenance Agreement: 5</i></b>			<b><i>\$131,097.00</i></b>	

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>PO as Contract</u></b>				
ACCO Engineered Systems	(11594) PO as Contract - Provide labor and material to clean strainers on chilled water pumps at the Central Plant Term: 4/8/2015 - 4/8/2015  Funding Source: General Funds	Administrative Services/SBVC	\$1,116.00	SSutorus
Arnel Compressor	(11708) PO as Contractor - Repair of air compressor Term: 4/24/2015 - 6/30/2015  Funding Source: General Funds	Automotive/SBVC	\$1,050.00	SSutorus
Bell Roof Company Inc	(11620) PO as a Contract - Replace and install new leader head and downspout at the north and southwest corners of the Administrative Building Term: 4/10/2015 - 4/10/2015  Funding Source: General Funds	Administrative Services/SBVC	\$1,930.00	SSutorus
BJ Bindery Inc	(11715) Cut and P Bind 254 Copies of the San Canyon for 11 boxes of 22 and 1 box of 12 Term: 11/19/2014 - 11/19/2014  Funding Source: General Funds	English/CHC	\$194.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>PO as Contract</u></b>				
Fairview Ford	(11716) Repair of currier van Term: 4/24/2015 - 5/1/2014  Funding Source: General Funds	District M & O/SBCCD	\$300.00	SSutorus
Maas-Rowe Carrillons, Inc	(11532) PO as contract - Repairs and maintenance on the Auditorium Clock Tower at SBVC Term: 3/20/2015 - 3/20/2015  Funding Source: General Funds	Administrative Services/SBVC	\$700.00	SSutorus
Postal Depo	(11709) PO as Contract - Cleaning services for uniforms Term: 4/22/2015 - 6/30/2015  Funding Source: General Funds	Chancellor/SBCCD	\$95.00	SSutorus
Premier Business Resources	(11707) PO as Contract - Mobility Scooter repair Term: 5/1/2015 - 6/30/2015  Funding Source: General Funds	Transfer Center/SBVC	\$349.92	SSutorus
Print & Finishing Solutions	(11601) PO as Contract - Repair of the Ryobi Press at the Print Shop Term: 4/9/2015 - 4/9/2015  Funding Source: General Funds	TESS/SBCCD	\$432.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>PO as Contract</u></b>				
Quality Tire	(11619) PO as a Contract - Repair parts on the Food Services Department Van Term: 4/10/2015 - 4/10/2015  Funding Source: General Funds	Administrative Services/SBVC	\$2,071.87	SSutorus
Rayne Water Conditioning	(11683) PO as Contract - Repair of the DI Water Filter in the Chemistry Lab Term: 3/25/2015 - 3/25/2015  Funding Source: General Funds	Chemistry/SBVC	\$29.70	SSutorus
Yucaipa & Calimesa News Mirror	(11638) PO as Contract - Half page advertisement of CHC programs Term: 5/1/2015 - 5/1/2015  Funding Source: General Funds	Marketing/CHC	\$575.00	SSutorus
<b><i>SubTotal for PO as Contract: 12</i></b>			<b><i>\$8,843.49</i></b>	
<b><u>Program Acquisition</u></b>				
CSU, The, Chico Research Foundation	(11615) Program acquisition rights for programs "Treading Water, Torn, Traditional Ecological Knowledge, Impact of the Frolic, The Beginning of the End, California Indian Voices, A Man Called Ishi, and Bound To Tradition" Term: 4/17/2015 - 4/16/2020  Funding Source: KVCR - FNX Grant	TV/KVCR	\$3,336.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>Program Acquisition</u></b>					
	Special Boy Films	(11566) Program acquisition rights for the airing of "The Rez" Term: 6/1/2015 - 5/31/2020  Funding Source: KVCR - FNX Grant	TV/KVCR	\$3,250.00	SSutorus
	Unger, Harriet dba Short Girl Productions	(11730) Program Acquisition for "The Hit Men: Live form Mohegan Sun"; no cost to District Term: 4/22/2015 - 4/22/2016  Funding Source: N/A	TV/KVCR		SSutorus
	Welks Syndication	(9379) Program rights to air "The Lawrence Welk Show" and "Precious Memories"; paid in two annual payments of \$6171.50, in October 2013 and September 2014; Amendment 1 - To extend term end date Term: 8/31/2013 - 8/19/2017  Funding Source: KVCR - CPB Grant - TV	TV/KVCR	\$12,343.00	SSutorus
<b><i>SubTotal for Program Acquisition: 4</i></b>				<b><i>\$18,929.00</i></b>	

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>Rescinded/Cancelled</u></b>					
	Cheung, Matt	(11547) Presenter at the "First Year Experience Planning Summit Workshop"; Funded through Student Equity Grant Term: 5/1/2015 - 5/1/2015  Funding Source: State Grant	Student Services/SBVC	(\$1,056.00)	SSutorus
	In-N-Out Burger	(11389) Refreshments for First Year Experience Male Conference; Funded through Student Equity Grant: Department cancelled service with this vendor and is now using SBVC Food Services Term: 4/24/2015 - 4/24/2015  Funding Source: State Grant	Student Services/SBVC	(\$4,664.00)	SSutorus
	In-N-Out Burger	(11390) Refreshments for First Year Experience Male Conference; Funded through Student Equity Grant: Department cancelled service with this vendor and is now using SBVC Food Services Term: 4/17/2015 - 4/17/2015  Funding Source: State Grant	Student Services/SBVC	(\$4,664.00)	SSutorus
<b><i>SubTotal for Rescinded/Cancelled: 3</i></b>				<b><i>(\$10,384.00)</i></b>	

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u><i>Software/Online Services</i></u>					
	ACT, Inc.	(11539) Provide internet-based assessment system Term: 3/30/2015 - 3/29/2016  Funding Source: Community Service	PDC/SBCCD	\$355.00	SSutorus
	American Funding Innovators, Inc (AFI)	(11565) Provide web-based grant management software; Funded through Title V Grant Term: 3/17/2015 - 3/16/2016  Funding Source: State Grant	Title V/CHC	\$4,550.00	SSutorus
	Articulate	(11702) Articulate Storyline software used to develop interactive training for Distance Education Term: 4/23/2015 - 4/22/2016  Funding Source: General Funds	TESS/SBCCD	\$699.00	SSutorus
	Center for Healthcare Education Inc	(11538) Provide first aid training for SBVC staff Term: 6/11/2015 - 6/11/2015  Funding Source: General Funds	Safety/SBCCD	\$850.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u><i>Software/Online Services</i></u>					
	Citrix Systems, Inc	(11677) Virtual Desktop Enterprise Software used to assist in troubleshooting and access software upgrades Term: 4/23/2015 - 2/23/2017  Funding Source: Capital Outlay	Technology Services/CHC	\$24,343.36	SSutorus
	Community College League of CA	(11648) Community College Library Consortium - Software license for online library databases which provide eBooks and historical journal articles Term: 7/1/2015 - 6/30/2016  Funding Source: Lottery Fund	Library/SBVC	\$58,807.00	SSutorus
	CPP, Inc	(11626) Testing software for 200 uses of Strong Profile, College Edition Administration for career assessment and 200 uses of Skills One for personality assessments Term: 5/20/2015 - 5/19/2016  Funding Source: Matriculation	Counseling/SBVC	\$6,426.76	SSutorus
	DataWatch Corporation	(11600) Maintenance agreement renewal for Datawatch Modeler Software Term: 2/25/2015 - 2/24/2016  Funding Source: General Funds	Fiscal Services/SBCCD	\$1,543.47	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u><i>Software/Online Services</i></u>				
EDU Business Solutions	(11542) Software subscription for Print Shop Pro support Term: 5/1/2015 - 4/30/2016  Funding Source: General Funds	TESS/SBCCD	\$3,920.40	SSutorus
GoAnimate	(11701) GoPremium software used to create animated videos for publishing Term: 4/20/2015 - 4/19/2016  Funding Source: General Funds	TESS/SBCCD	\$479.20	SSutorus
Good Docs	(11663) Digital streaming license for the educational DVD "Cesar's Last Fast" Term: 4/15/2015 - 4/14/2016  Funding Source: General Funds	Social Science/SBVC	\$397.72	SSutorus
InCommon, LLC	(11712) Software membership license for single use sign on to local campus accounts; no cost to District Term: 5/1/2015 - 12/31/2015  Funding Source: N/A	TESS/SBCCD		SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u><i>Software/Online Services</i></u>					
	Kurtzweil Education Systems	(11640) Software licensing for Kurzweil Firefly Software used for students and faculty to have access to digital text based content Term: 5/1/2015 - 4/30/2016  Funding Source: General Funds	TESS/SBCCD	\$6,000.00	SSutorus
	Network Solutions	(11676) Registration of domain name for kvcr.org Term: 4/20/2015 - 4/19/2020  Funding Source: KVCR - CPB Grant - TV	TV/KVCR	\$210.94	SSutorus
	Perceptive Software, Inc.	(11028) Software license for two scanners - revision to include the annual software maintenance and support for an additional \$440 over the original \$2,200 Term: 12/1/2014 - 11/30/2015  Funding Source: General Funds	Admissions & Records/SBVC	\$2,640.00	SSutorus
	Prep Talk	(11720) Provide webcasting platform online counseling tool Term: 5/14/2015 - 5/13/2016  Funding Source: Matriculation	Counseling/CHC	\$4,860.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Software/Online Services</u>					
	Readitfor.me	(11544) Membership subscription for "Read It For Me" used to stream videos and summarize books Term: 1/1/2015 - 1/30/2016  Funding Source: General Funds	Chancellor/SBCCD	\$299.99	SSutorus
	SIGMAnet	(11563) Provide Netlab Appliance installation and software used for technical education classes Term: 3/2/2015 - 3/1/2016  Funding Source: STEM Grant	Technology Services/SBVC	\$116,832.02	SSutorus
	Snap Surveys, LTD	(11697) Scanning Module with Snap Professional and Optical Mark Recognition (OMR)/Intelligent Character Recognition (ICR) Software used to create and scan questionnaires; Funded through Title V Grant Term: 4/30/2015 - 4/29/2016  Funding Source: State Grant	Title V/CHC	\$4,718.00	SSutorus
	SofterWare	(11669) Software license for DonorPerfect Online Fundraising Software Term: 3/1/2015 - 6/30/2016  Funding Source: General Funds	Foundation/SBVC	\$3,916.67	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>Software/Online Services</u></b>					
	TechSmith	(11597) Maintenance agreement renewal for Camtasia and SnagIt software used to allow faculty and staff the ability to record and share videos Term: 5/18/2015 - 5/17/2016  Funding Source: General Funds	TESS/SBCCD	\$215.30	SSutorus
	Telestream	(11713) Software license for ScreenFlow Software used to record and screen capture for publishing Term: 4/23/2015 - 4/22/2016  Funding Source: General Funds	TESS/SBCCD	\$712.80	SSutorus
	Three M (3M) Occupational Health	(11560) Online medical clearance exams for EMS students; Funded through Medical Clearance Grant Term: 4/1/2015 - 6/30/2015  Funding Source: State Grant	Administrative Services/CHC	\$2,464.00	SSutorus
<b><i>SubTotal for Software/Online Services: 23</i></b>				<b><i>\$245,241.63</i></b>	
<b><i>Grand Total Contracts for Board Date 5/14/2015: 167</i></b>					

## Routine Contracts - Summary

Scheduled Board Meeting 05/14/2015

### EXPENSES

<u>Category</u>	<u>Number of Contracts</u>	<u>Contract Value</u>
<i>Bid</i>	2	\$486,600.00
<i>Broadcast Rights</i>	9	\$33,500.00
<i>Calworks Off Campus Work Study</i>	12	\$27,976.00
<i>Clinicals</i>	2	\$0.00
<i>General</i>	83	\$345,082.31
<i>Maintenance Agreement</i>	5	\$131,097.00
<i>PO as contract</i>	12	\$8,843.49
<i>Program Acquisition</i>	4	\$18,929.00
<i>Rescinded/Canceled</i>	3	(\$10,384.00)
<i>Software/Online Services</i>	23	\$245,241.63
	155	
		<b>Total Expenses</b>
		<b><u>\$1,286,885.43</u></b>

### INCOME

<u>Category</u>	<u>Number of Contracts</u>	<u>Contract Value</u>
<i>Income - Contract Ed</i>	2	\$20,300.00
<i>Income - General</i>	3	\$8,200.00
<i>Income - Grant</i>	4	\$1,068,612.00
<i>Income - Underwriter</i>	3	\$9,995.00
	12	
		<b>Total Income</b>
		<b><u>\$1,107,107.00</u></b>
<b>Total Number of Contracts</b>	<b><u>167</u></b>	

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Jose F. Torres, Interim Vice Chancellor, Fiscal Services  
PREPARED BY: Lawrence P. Strong, Interim Director of Fiscal Services  
DATE: May 14, 2015  
SUBJECT: Consideration of Approval of Vacation Payout

RECOMMENDATION

It is recommended that the Board of Trustees approve the payout of 15 days of earned vacation for Marc Donnhauser at the rate of \$362.99 per day, totaling \$5,444.85.

OVERVIEW

Payout of vacation for district administrative personnel requires approval from its Board of Trustees.

ANALYSIS

Marc Donnhauser, HSI-STEM Pass Go Program Project Director of San Bernardino Valley College, has requested a payout of vacation in the amount of \$5,444.85.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

This expense will be funded by the general fund.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Jose F. Torres, Interim Vice Chancellor, Fiscal Services  
PREPARED BY: Lawrence P. Strong, Interim Director of Fiscal Services  
DATE: May 14, 2015  
SUBJECT: Consideration of Approval of Vacation Payout

RECOMMENDATION

It is recommended that the Board of Trustees approve the payout of 10 days of earned vacation for Dr. Gloria Fisher at the rate of \$759.22 per day, totaling \$7,592.20.

OVERVIEW

Payout of vacation for district administrative personnel requires approval from its Board of Trustees.

ANALYSIS

Dr. Gloria Fisher, President of San Bernardino Valley College, has requested a payout of vacation in the amount of \$7,592.20.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

This expense will be funded by the general fund.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Jose F. Torres, Interim Vice Chancellor, Business & Fiscal Services  
PREPARED BY: Larry Strong, Interim Director of Fiscal Services  
DATE: May 6, 2015  
SUBJECT: Consideration of Approval to Revise 2014-15 Authorized Signature List

RECOMMENDATION

It is recommended that the Board of Trustees approve revisions to the attached Authorized Signature List for Fiscal Year 2014-15, as indicated.

OVERVIEW

In accordance with California legal code, the Board of Trustees may, via annual Board action, delegate its authority to named agents. Only the Board and/or those agents are authorized to commit the District to contracts, expenditure of funds, employment of personnel, and other legal actions.

ANALYSIS

On April 9, 2015, the Board approved the appointment of Dr. Lisa Norman as Vice Chancellor, Human Resources. The revision to the attached signature list reflects that appointment.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

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

# Authorized Signature List

Fiscal Year 2014-15 (Revised)

(Submitted for Approval on 5/14/2015)

<b>Contracts, Agreements, and Memos of Understanding</b> Subject to Ratification by the Board of Trustees <i>(no monetary limit)</i>	}	<ul style="list-style-type: none"> <li>◆ <i>Bruce Baron, Chancellor</i></li> <li>◆ <i>Jose Torres, Interim Vice Chancellor, Business &amp; Fiscal Services</i></li> <li>◆ <i>Larry Strong, Interim Director of Fiscal Services</i></li> <li>◆ <i>Steven J. Sutorus, Business Manager</i></li> </ul>
<b>Travel Advances</b>	}	<ul style="list-style-type: none"> <li>◆ <i>Bruce Baron, Chancellor</i></li> <li>◆ <i>Jose Torres, Interim Vice Chancellor, Business &amp; Fiscal Services</i></li> </ul>
<b>Revenue Clearing Bank Accounts</b>	}	<ul style="list-style-type: none"> <li>◆ <i>Bruce Baron, Chancellor</i></li> <li>◆ <i>Jose Torres, Interim Vice Chancellor, Business &amp; Fiscal Services</i></li> <li>◆ <i>Larry Strong, Interim Director of Fiscal Services</i></li> <li>◆ <i>Steven J. Sutorus, Business Manager</i></li> <li>◆ <i>Greg Allred, Accounting Manager</i></li> </ul>
<b>Revolving Cash Bank Accounts</b>	}	<ul style="list-style-type: none"> <li>◆ <i>Custodian: Jose Torres, Interim Vice Chancellor, Business &amp; Fiscal Services</i></li> <li>◆ <i>Larry Strong, Interim Director of Fiscal Services</i></li> <li>◆ <i>Steven J. Sutorus, Business Manager</i></li> <li>◆ <i>Greg Allred, Accounting Manager</i></li> </ul>
<b>Safe Deposit Box</b>	}	<ul style="list-style-type: none"> <li>◆ <i>Jose Torres, Interim Vice Chancellor, Business &amp; Fiscal Services</i></li> <li>◆ <i>Larry Strong, Interim Director of Fiscal Services</i></li> <li>◆ <i>Steven J. Sutorus, Business Manager</i></li> </ul>
<b>Bookstore, Cafeteria, Associated Students, Clubs &amp; Trusts, Representation Fee, and Scholarship &amp; Loan Bank Accounts</b>	}	<ul style="list-style-type: none"> <li>◆ <i>Jose Torres, Interim Vice Chancellor, Business &amp; Fiscal Services</i></li> <li>◆ <i>Larry Strong, Interim Director of Fiscal Services</i></li> <li>◆ <i>Steven J. Sutorus, Business Manager</i></li> <li>◆ <i>Greg Allred, Accounting Manager</i></li> <li>◆ <i>Kate Myers, Accounting Supervisor</i></li> </ul>
<b>Financial Aid Bank Accounts</b>	}	<ul style="list-style-type: none"> <li>◆ <i>Bruce Baron, Chancellor</i></li> <li>◆ <i>Jose Torres, Interim Vice Chancellor, Business &amp; Fiscal Services</i></li> <li>◆ <i>Larry Strong, Interim Director of Fiscal Services</i></li> <li>◆ <i>Steven J. Sutorus, Business Manager</i></li> <li>◆ <i>Greg Allred, Accounting Manager</i></li> <li>◆ <i>Kate Myers, Accounting Supervisor</i></li> </ul>
<b>Financial Aid Mailbox</b>	}	<ul style="list-style-type: none"> <li>◆ <i>Jose Torres, Interim Vice Chancellor, Business &amp; Fiscal Services</i></li> <li>◆ <i>Larry Strong, Interim Director of Fiscal Services</i></li> <li>◆ <i>Steven J. Sutorus, Business Manager</i></li> <li>◆ <i>Greg Allred, Accounting Manager</i></li> <li>◆ <i>Kate Myers, Accounting Supervisor</i></li> </ul>



# Authorized Signature List

Fiscal Year 2014-15 (Revised)

(Submitted for Approval on 5/14/2015)

<b>District Orders for Commercial Warrants and Related Journal Entries</b>	<ul style="list-style-type: none"><li>♦ <i>Jose Torres, Interim Vice Chancellor, Business &amp; Fiscal Services</i></li><li>♦ <i>Larry Strong, Interim Director of Fiscal Services</i></li><li>♦ <i>Steven J. Sutorus, Business Manager</i></li><li>♦ <i>Greg Allred, Accounting Manager</i></li><li>♦ <i>Kate Myers, Accounting Supervisor</i></li></ul>
<b>Payroll Orders and Related Journal Entries, and Voluntary Payroll Deductions (PAY620)</b>	<ul style="list-style-type: none"><li>♦ <i>Jose Torres, Interim Vice Chancellor, Business &amp; Fiscal Services</i></li><li>♦ <i>Larry Strong, Interim Director of Fiscal Services</i></li><li>♦ <i>Steven J. Sutorus, Business Manager</i></li><li>♦ <i>Greg Allred, Accounting Manager</i></li></ul>
<b>Notices of Employment for Certificated, Classified, and Student and Temporary Employees</b>	<ul style="list-style-type: none"><li>♦ <i>Bruce Baron, Chancellor</i></li><li>♦ <i>Jose Torres, Interim Vice Chancellor, Business &amp; Fiscal Services</i></li><li>♦ <del>Vacant</del> <i>Lisa Norman, Vice Chancellor, Human Resources</i></li></ul>
<b>Purchase Orders (no monetary limit)</b>	<ul style="list-style-type: none"><li>♦ <i>Jose Torres, Interim Vice Chancellor, Business &amp; Fiscal Services</i></li><li>♦ <i>Larry Strong, Interim Director of Fiscal Services</i></li><li>♦ <i>Steven J. Sutorus, Business Manager</i></li></ul>
<b>Journal Entries (not authorized by District or Payroll Orders), Interfund Transactions, and Budget Transfers</b>	<ul style="list-style-type: none"><li>♦ <i>Jose Torres, Interim Vice Chancellor, Business &amp; Fiscal Services</i></li><li>♦ <i>Larry Strong, Interim Director of Fiscal Services</i></li><li>♦ <i>Steven J. Sutorus, Business Manager</i></li><li>♦ <i>Greg Allred, Accounting Manager</i></li></ul>
<b>Certify/Attest to Board Action</b>	<ul style="list-style-type: none"><li>♦ <i>Bruce Baron, Chancellor</i></li><li>♦ <i>Joseph Williams, Clerk of the Board</i></li></ul>
<b>Access to San Bernardino County Schools Computer Consortium System with Secure I.D. Token</b>	<ul style="list-style-type: none"><li>♦ <i>Larry Strong, Interim Director of Fiscal Services</i></li><li>♦ <i>Steven J. Sutorus, Business Manager</i></li><li>♦ <i>Greg Allred, Accounting Manager</i></li><li>♦ <i>Kate Myers, Accounting Supervisor</i></li></ul>

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Jose F. Torres, Interim Vice Chancellor, Business & Fiscal Services  
**PREPARED BY:** Steven J. Sutorus, Business Manager  
**DATE:** May 14, 2015  
**SUBJECT:** Consideration of Approval of Surplus Property and Authorization for Private Sale or Disposal

### **RECOMMENDATION**

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

### **OVERVIEW**

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

### **ANALYSIS**

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

### **BOARD IMPERATIVE**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

Funds for materials sold will be provided to the district within 30 days after auction and positively impact the budget.

Fixed Assets Surplus Report  
May 14, 2015

Asset Number	Date Retired	Location	Description	Date In Service	Initial Value	Current Value
8881	4/13/2015	CRAFTON HILLS COLLEGE	PRINTER LASER	7/1/1998	\$ 1,920.00	\$0.00
16889	4/9/2015	CRAFTON HILLS COLLEGE	hip&leg mach.	4/19/2004	\$ 1,250.00	\$0.00
17523	4/13/2015	CRAFTON HILLS COLLEGE	Latitude D620	3/21/2007	\$ 1,844.25	\$0.00
17659	4/13/2015	CRAFTON HILLS COLLEGE	Latitude D620	5/30/2007	\$ 1,521.66	\$0.00
17717	4/13/2015	CRAFTON HILLS COLLEGE	Dell Optiplex 755	2/29/2008	\$ 1,344.29	\$0.00
20587	4/9/2015	CRAFTON HILLS COLLEGE	MACHINE LEG EXTENSION	7/1/1995	\$ 2,000.00	\$0.00
20589	4/9/2015	CRAFTON HILLS COLLEGE	MACHINE SEATED LEG CURL	7/1/1995	\$ 2,000.00	\$0.00
30015	4/13/2015	CRAFTON HILLS COLLEGE	Dell Optiplex 960	5/29/2009	\$ 1,244.24	\$0.00
30034	4/13/2015	CRAFTON HILLS COLLEGE	cpu	1/3/2010	\$ 2,788.00	\$0.00
30077	4/13/2015	CRAFTON HILLS COLLEGE	cpu	5/3/2010	\$ 1,631.00	\$0.00
30086	4/13/2015	CRAFTON HILLS COLLEGE	cpu	5/3/2010	\$ 1,187.24	\$0.00
30088	4/13/2015	CRAFTON HILLS COLLEGE	cpu	5/3/2010	\$ 1,187.24	\$0.00
30090	4/13/2015	CRAFTON HILLS COLLEGE	cpu	5/3/2010	\$ 1,187.24	\$0.00
30219	4/13/2015	CRAFTON HILLS COLLEGE	OptiPlex 780 usff	5/4/2010	\$ 1,300.47	\$0.00
30224	4/13/2015	CRAFTON HILLS COLLEGE	CPU	5/4/2010	\$ 1,300.47	\$0.00
30227	4/13/2015	CRAFTON HILLS COLLEGE	CPU	5/4/2010	\$ 1,300.47	\$0.00
30239	4/13/2015	CRAFTON HILLS COLLEGE	CPU	5/4/2010	\$ 1,300.47	\$0.00
30249	4/13/2015	CRAFTON HILLS COLLEGE	CPU	5/4/2010	\$ 1,300.47	\$0.00
30281	4/13/2015	CRAFTON HILLS COLLEGE	CPU	5/4/2010	\$ 1,300.47	\$0.00
30283	4/13/2015	CRAFTON HILLS COLLEGE	CPU	5/4/2010	\$ 1,300.47	\$0.00
30284	4/13/2015	CRAFTON HILLS COLLEGE	CPU	5/4/2010	\$ 1,300.47	\$0.00
30286	4/13/2015	CRAFTON HILLS COLLEGE	CPU	5/4/2010	\$ 1,300.47	\$0.00
30288	4/13/2015	CRAFTON HILLS COLLEGE	CPU	5/4/2010	\$ 1,300.47	\$0.00
30289	4/13/2015	CRAFTON HILLS COLLEGE	CPU	5/4/2010	\$ 1,300.47	\$0.00
30290	4/13/2015	CRAFTON HILLS COLLEGE	CPU	5/4/2010	\$ 1,300.47	\$0.00
30292	4/13/2015	CRAFTON HILLS COLLEGE	CPU	5/4/2010	\$ 1,300.47	\$0.00
30293	4/13/2015	CRAFTON HILLS COLLEGE	CPU	5/4/2010	\$ 1,300.47	\$0.00
30294	4/13/2015	CRAFTON HILLS COLLEGE	CPU	5/4/2010	\$ 1,300.49	\$0.00
30295	4/13/2015	CRAFTON HILLS COLLEGE	CPU	5/4/2010	\$ 1,300.47	\$0.00
30296	4/13/2015	CRAFTON HILLS COLLEGE	CPU	5/4/2010	\$ 1,300.47	\$0.00
30297	4/13/2015	CRAFTON HILLS COLLEGE	CPU	5/4/2010	\$ 1,300.47	\$0.00
30298	4/13/2015	CRAFTON HILLS COLLEGE	CPU	5/4/2010	\$ 1,300.47	\$0.00
30299	4/13/2015	CRAFTON HILLS COLLEGE	CPU	5/4/2010	\$ 1,300.47	\$0.00

Fixed Assets Surplus Report  
 May 14, 2015

30300	4/13/2015	CRAFTON HILLS COLLEGE	CPU	5/4/2010	\$ 1,300.47	\$0.00
30303	4/13/2015	CRAFTON HILLS COLLEGE	CPU	5/4/2010	\$ 1,300.47	\$0.00
30426	4/13/2015	CRAFTON HILLS COLLEGE	Latitude E6510	5/21/2010	\$ 2,101.31	\$0.00
30432	4/13/2015	CRAFTON HILLS COLLEGE	Dell Studio One 19 Catalog # 25 E	6/3/2010	\$ 2,777.48	\$0.00
30433	4/13/2015	CRAFTON HILLS COLLEGE	studio one 19	6/3/2010	\$ 2,777.48	\$0.00
30438	4/1/2015	CRAFTON HILLS COLLEGE	electric cart VIN: 5ASAG47462F02	9/1/2010	\$ 3,000.00	\$0.00
30451	4/13/2015	CRAFTON HILLS COLLEGE	cpu FP-SP0157	5/17/2011	\$ 1,673.48	\$0.00

Total \$ 63,345.74 \$0.00

## Non-Fixed Asset Surplus List

May 14, 2015

Misc Power Cables	300
1907FP Dell Monitor	1
1908FP Dell Monitor	16
1703FP Dell Monitor	1
1905FP Dell Monitor	1
1708FP Dell Monitor	1
P190s Dell Monitors	2
Dell Server Blade	1
Camera	2
Dell Optiplex 780 Computer	12
Dell Optiplex 755 Computer	2
Dell Precision T3400 Computer	1
Dell Optiplex 780 USFF Computer	5
Dell XPS M1330 Laptop	1
Dell Latitude D630 Laptop	1
Panasonic TV	1
Hitachi CPX430 Projector	1
Keyboards	15
Mouse	15
Monitor/Computer Stands	15
Document Shredders	2
Chairs	4
Partitions	2
Taylor Dunn Electric Cart	1
Ez-Go Electric Cart	2

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Cheryl A. Marshall, President, CHC  
**PREPARED BY:** Bryan Reece, Vice President of Instruction, CHC  
**DATE:** May 14, 2015  
**SUBJECT:** Consideration of Approval of Curriculum Modifications

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the attached Curriculum Modifications.

### **OVERVIEW**

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

### **ANALYSIS**

These courses, certificates and degrees have been approved by the Curriculum Committee of the Academic Senate.

### **BOARD IMPERATIVE**

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

### **FINANCIAL IMPLICATIONS**

None.

**CRAFTON HILLS COLLEGE  
SUBMITTED FOR BOARD OF TRUSTEES APPROVAL  
May 14, 2015**

**NEW COURSE**

**DISCIPLINE:** Learning Resources  
**DEPARTMENT:** Learning Resources  
**COURSE ID:** LRC 958  
**COURSE TITLE:** Tools and Strategies for Academic Success  
**PREREQUISITE:** None  
**COREQUISITE:** Student must be concurrently taking at least one additional academic class and LRC 925

**DEPARTMENTAL RECOMMENDATION:** None

**SEMESTER UNITS:** 3.00

**MINIMUM SEMESTER HOURS:**

**LECTURE:** 2.5 contact hours per week  
 40 contact hours per semester

**LAB:** 1.5 contact hours per week  
 24 contact hours per semester

**CATALOG DESCRIPTION:** This course, though open to all students, is designed primarily for students with disabilities and/or educational disadvantages. Coordination of access technology with specific study strategies will be tailored to individual learning profiles and needs. Emphasis will be on application of acquired skills within content areas.

**SCHEDULE DESCRIPTION:** Coordination of access technology with specific study strategies will be tailored to individual learning profiles and needs. Emphasis will be on application of acquired skills within content areas.

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

**Effective:** FA15

**Rationale:** Many students with learning disabilities, attentional deficits, and poor educational histories have never developed the skills and strategies proven to promote success in college. This entry level course teaches study skills adapted to the needs of nontraditional learners and utilizes various access technologies in the application of study strategies.

**COURSE MODIFICATIONS**

COURSE ID	COURSE TITLE
ANTHRO 106	Biological Anthropology

**Note:** This course currently equates with ANTHRO 106 at SBVC.

**Effective:** FA15

**Rationale:** C-ID descriptor correction

COURSE ID	COURSE TITLE
ANTHRO 106H	Biological Anthropology – Honors

**Note:** This course currently equates with ANTHRO 106H at SBVC.

**Effective:** FA15

**Rationale:** C-ID descriptor correction

Curriculum Meeting: 04/13/15, 04/27/15

Conjoint Meeting: 04/28/15

Board of Trustees Meeting: 05/14/15

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COURSE ID	COURSE TITLE
EMS 921	Emergency Medical Technician Recertification

**COURSE TITLE:** Emergency Medical Technician Refresher/Transitional Course

**PREREQUISITE:** Upon entering this course, students must be able to present proof of a valid EMT certification in any county, state or National Registry which is current within the past 2 years or an accredited EMT course completion certificate within the past 1 year.

**SEMESTER UNITS:** 2.0

**MINIMUM SEMESTER HOURS:**

**LECTURE:** 2 contact hours per week  
32 contact hours per semester

**LAB:** 0

**CATALOG DESCRIPTION:** Review of all facets of basic life-support measures used in Emergency Services, the use of medical equipment and supplies including the current terminology, techniques and materials. Graded on a Pass or No Pass basis only.

**SCHEDULE DESCRIPTION:** Review of all facets of basic life-support measures used in Emergency Services, the use of medical equipment and supplies including the current terminology, techniques and materials.

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

**Effective:** FA15

**Rationale:** To meet state requirements.

COURSE ID	COURSE TITLE
MATH 141	Calculus for Business

**PREREQUISITES:** MATH 102 or eligibility for MATH 141 as determined through the Crafton Hills College assessment process

**CATALOG DESCRIPTION:** Concepts of function and limit, differentiation and integration of polynomial, rational, exponential, and logarithmic functions; partial derivatives; applications of calculus with an emphasis in business and economics. No UC credit granted for MATH 141 if credit has been earned for MATH 250 or MATH 251.

**SCHEDULE DESCRIPTION:** Concepts of function and limit, differentiation and integration of polynomial, rational, exponential, and logarithmic functions; partial derivatives; applications of calculus with an emphasis in business and economics. Ask instructor for details. No UC credit granted for MATH 141 if credit has been earned for MATH 250 or MATH 251. If purchasing a used book new software access may need to be purchased at an additional expense.

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

**Effective:** FA15

**Rationale:** C-ID descriptor correction

COURSE ID	COURSE TITLE
MUSIC 141X4	Applied Music

**PREREQUISITE:** Placement auditions are held during the first class meeting

**DEPARTMENTAL RECOMMENDATION:** Successful completion of MUSIC 100 or equivalent

**SEMESTER UNITS:** .50

**MINIMUM SEMESTER HOURS:**

**LECTURE:** 0

**LAB:** 1.5 contact hours per week  
24 contact hours per semester

**CATALOG DESCRIPTION:** Applied instrumental, vocal, or composition lessons with an approved off-campus instructor. Students are responsible for the cost of private instruction. Students must perform in assessment juries. Instrumental students must provide their own instruments. Students enrolled in MUSIC 141X4 must contact the music program faculty the first week of class. This course may be taken four times.

**SCHEDULE DESCRIPTION:** Applied instrumental, vocal, or composition lessons with an approved off-campus instructor. Students are responsible for the cost of private instruction. Students must perform in assessment juries. Instrumental students must provide their own instruments. This course may be taken four times.

**Note:** This course currently equates with MUS 141X2 at SBVC.

**Effective:** FA15

**Rationale:** This course is being updated to meet the AA-T state transfer model.

COURSE ID	COURSE TITLE
MUSIC 150X4	Concert Choir I

**COURSE TITLE:** Concert Choir

**PREREQUISITE:** Placement auditions are held during the first class meeting

**SEMESTER UNITS:** 1.00

**MINIMUM SEMESTER HOURS:**

**LECTURE:** 0

**LAB:** 3 contact hours per week  
48 contact hours per semester

**Note:** This course currently equates with MUS 150X4 at SBVC.

**Effective:** FA15

**Rationale:** This course is being updated to meet the AA-T state transfer model.

COURSE ID	COURSE TITLE
MUSIC 174X4	Jazz Band I

**COURSE TITLE:** Jazz Band

**PREREQUISITE:** Placement auditions are held during the first class meeting.

**SEMESTER UNITS:** 1.00

**MINIMUM SEMESTER HOURS:**

**LECTURE:** 0

**LAB:** 3 contact hours per week  
48 contact hours per semester

Curriculum Meeting: 04/13/15, 04/27/15

Conjoint Meeting: 04/28/15

Board of Trustees Meeting: 05/14/15

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

**Effective:** FA15

**Rationale:** This course is being updated to meet the AA-T state transfer model.

COURSE ID	COURSE TITLE
PHIL 105	Introduction to Ethics: Moral Values in Today's Society

**PREREQUISITE:** ENGL 010 or eligibility for ENGL 101 as determined through the Crafton Hills College assessment process

**DEPARTMENTAL RECOMMENDATION:** None

**Note:** This course currently equates with PHIL 105 at SBVC.

**Effective:** FA15

**Rationale:** Curriculum update

### PROGRAM MODIFICATIONS – TRANSFER DEGREE (AA-T)

#### ASSOCIATE IN ARTS IN MUSIC FOR TRANSFER

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

REQUIRED COURSES:		UNITS
MUSIC 101	Music Theory I	4.00
MUSIC 102	Music Theory II	4.00
MUSIC 201	Music Theory III	4.00
MUSIC 202	Music Theory IV	4.00
MUSIC 141X4 1	Applied Music	2.00
<b>REQUIRED ENSEMBLE COURSES:</b>		<b>UNITS</b>
MUSIC 150X4 2	Concert Choir	(4.00)
<b>OR</b>		
MUSIC 174X4 3	Jazz Band	(4.00)
<b>TOTAL UNITS:</b>		<b>22.00</b>

1 Must be taken four times for a total of 2 units

2 Total of 4 units of any combination of ensemble courses

3 Total of 4 units of any combination of ensemble courses

*Prospective transfer students should complete the general education and lower division requirements of the school to which they will be transferring (IGETC or CSU GE Breadth). See a counselor for details. Information is also available at [www.assist.org](http://www.assist.org).*

**Effective:** FA15

**Rationale:** To meet requirements for SB 1440



<b>Students must complete at least three units from the following list:</b>		<b>UNITS</b>
ART 120	Foundations of Two-Dimensional Design	3.00
ART 121	Foundations of Three-Dimensional Design	3.00
ART 126	Painting I	3.00
ART 132	Life Drawing I	3.00
ART 175	Sculpture	3.00
ART 200	Printmaking	3.00

<b>Students must complete at least three additional units from the following list:</b>		<b>UNITS</b>
ART 105	History of Modern Art	3.00
ART 120	Foundations of Two-Dimensional Design	3.00
ART 121	Foundations of Three-Dimensional Design	3.00
ART 126	Painting I	3.00
ART 132	Life Drawing I	3.00
ART 175	Sculpture	3.00
ART 200	Printmaking	3.00
ANTHRO 100	Introduction to Archeology	3.00
ANTHRO 102	Cultural Anthropology	(3.00)
<b>OR</b>		
ANTHRO 102H	Cultural Anthropology – Honors	(3.00)
ARABIC 101	College Arabic I	5.00
ARABIC 102	College Arabic II	5.00
ARABIC 103	College Arabic III	5.00
ARABIC 104	College Arabic IV	5.00
ENGL 150	Classical Mythology	3.00
ENGL 160	Literature by Women	3.00
ENGL 163	Chicano/Latino Literature	3.00
ENGL 170	The Film Experience	3.00
ENGL 280	World Literature to the 17th Century	3.00
ENGL 281	World Literature from the 17th Century to the Present	3.00
FRENCH 101	College French I	5.00
FRENCH 102	College French II	5.00
FRENCH 103	College French III	5.00
FRENCH 104	College French IV	5.00
HIST 170	World Civilizations (3500 BCE-1500CE)	(3.00)
<b>OR</b>		
HIST 170H	World Civilizations (3500 BCE-1500CE) – Honors	(3.00)
HIST 171	World Civilizations (1500 CE to the Present)	(3.00)
<b>OR</b>		
HIST 171H	World Civilizations (1500 CE to the Present) – Honors	(3.00)
HUM 101	The Humanities I: Prehistoric to Medieval	3.00
HUM 102	The Humanities II: Renaissance to Post Modern	3.00
HUM 140	Humanities Through the Arts	3.00
JAPN 101	College Japanese I	5.00
JAPN 102	College Japanese II	5.00
JAPN 103	College Japanese III	5.00
JAPN 104	College Japanese IV	5.00
PHIL 101	Introduction to Philosophy	(3.00)
<b>OR</b>		
PHIL 101H	Introduction to Philosophy – Honors	(3.00)
RELIG 101	Introduction to World Religions	(3.00)

Curriculum Meeting: 04/13/15, 04/27/15

Conjoint Meeting: 04/28/15

Board of Trustees Meeting: 05/14/15

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	<b>OR</b>	
RELIG 101H	Introduction to World Religions – Honors	(3.00)
RELIG 113	Introduction to Eastern Religions	3.00
SPAN 101	College Spanish I	5.00
SPAN 102	College Spanish II	5.00
SPAN 103	College Spanish III	5.00
SPAN 104	College Spanish IV	5.00
SPAN 157	Spanish for Spanish Speakers I	5.00
SPAN 158	Spanish for Spanish Speakers II	5.00
	<b>TOTAL UNITS:</b>	<b>18.00 – 20.00</b>

*Prospective transfer students should complete the general education and lower division requirements of the school to which they will be transferring (IGETC or CSU GE Breadth). See a counselor for details. Information is also available at [www.assist.org](http://www.assist.org).*

**Effective: FA15**

**Rationale:** Added ART 100H and ART 102H to degree

**ASSOCIATE IN ARTS IN STUDIO ARTS FOR TRANSFER**

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

<b>REQUIRED COURSES:</b>		<b>UNITS</b>
ART 102	Art History II: Renaissance Art to Contemporary Art	(3.00)
	<b>OR</b>	
ART 102H	Art History II: Renaissance Art to Contemporary Art – Honors	(3.00)
ART 120	Foundations of Two-Dimensional Design	3.00
ART 121	Foundations of Three-Dimensional Design	3.00
ART 124	Drawing I	3.00

<b>Students must complete at least three units from the following list:</b>		<b>UNITS</b>
ART 100	Art History I: Prehistoric Art to Medieval Art	(3.00)
	<b>OR</b>	
ART 100H	Art History I: Prehistoric Art to Medieval Art – Honors	(3.00)
ART 113	Survey of Asian Art	3.00

<b>Students must complete at least nine additional units from the following list:</b>		<b>UNITS</b>
ART 125	Drawing II	(3.00)
	<b>OR</b>	
ART 132	Life Drawing I	(3.00)
ART 126	Painting I	3.00
ART 175	Sculpture	3.00
ART 200	Printmaking	3.00
	<b>TOTAL UNITS:</b>	<b>24.00</b>

*Prospective transfer students should complete the general education and lower division requirements of the school to which they will be transferring (IGETC or CSU GE Breadth). See a counselor for details. Information is also available at [www.assist.org](http://www.assist.org).*

**Effective: FA15**

**Rationale:** Added ART 100H and ART 102H to degree

## **ASSOCIATE IN ARTS IN POLITICAL SCIENCE FOR TRANSFER DEGREE**

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

<b>REQUIRED COURSES:</b>		<b>UNITS</b>
POLIT 100	American Politics	(3.00)
<b>OR</b>		
POLIT 100H	American Politics – Honors	(3.00)

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

		<b>UNITS</b>
POLIT 104	Introduction to Comparative Politics	3.00
POLIT 106	Introduction to World Politics	3.00
POLIT 110	Introduction to Political Theory	3.00
MATH 110	Introduction to Probability and Statistics	(4.00)
<b>OR</b>		
PSYCH 120	Statistics for the Social and Behavioral Sciences	(4.00)

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

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

Curriculum Meeting: 04/13/15, 04/27/15

Conjoint Meeting: 04/28/15

Board of Trustees Meeting: 05/14/15

	<b>OR</b>	
HIST 171H	World Civilizations (1500 CE to the Present) – Honors	(3.00)
PSYCH 100	General Psychology	(3.00)
	<b>OR</b>	
PSYCH 100H	General Psychology - Honors	(3.00)
SOC 100	Introduction to Sociology	(3.00)
	<b>OR</b>	
SOC 100H	Introduction to Sociology – Honors	(3.00)
	<b>TOTAL UNITS:</b>	<b>18.00</b>

*Prospective transfer students should complete the general education and lower division requirements of the school to which they will be transferring (IGETC or CSU GE Breadth). See a counselor for details. Information is also available at [www.assist.org](http://www.assist.org).*

**Effective: FA15**

**Rationale:** Added ANTHRO 102H, ECON 200H, ECON 201H, and POLIT 100H to degree.

### **ASSOCIATE IN SCIENCE IN BUSINESS ADMINISTRATION FOR TRANSFER DEGREE**

The Associate in Science-Transfer (AS-T) degree in Business Administration at Crafton Hills College is designed to meet the needs of students transferring to a California State University who intend to major in accounting, finance, international business, management, marketing or other business-related field of study.

<b>REQUIRED COURSES:</b>		<b>UNITS</b>
ACCT 208	Introduction to Financial Accounting	4.00
ACCT 209	Introduction to Managerial Accounting	4.00
BUSAD 210	Business Law	3.00
ECON 200	Principles of Macroeconomics	(3.00)
	<b>OR</b>	
ECON 200H	Principles of Macroeconomics – Honors	(3.00)
ECON 201	Principles of Microeconomics	(3.00)
	<b>OR</b>	
ECON 201H	Principles of Microeconomics – Honors	(3.00)
MATH 110	Introduction to Probability and Statistics	(4.00)
	<b>OR</b>	
PSYCH 120	Statistics for the Social and Behavioral Sciences	(4.00)
<b>Students must complete at least six units from the following courses:</b>		<b>UNITS</b>
BUSAD 100	Introduction to Business	3.00
CIS 101	Introduction to Computer and Information Technology	(3.00)
	<b>OR</b>	
BUSAD 230	Using Computers for Business	(3.00)
BUSAD 145	Business Communication	(4.00)
	<b>OR</b>	
COMMST 145	Business Communication	(4.00)
	<b>TOTAL UNITS:</b>	<b>27.00</b>

Curriculum Meeting: 04/13/15, 04/27/15

Conjoint Meeting: 04/28/15

Board of Trustees Meeting: 05/14/15

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Prospective transfer students should complete the general education and lower division requirements of the school to which they will be transferring (IGETC or CSU GE Breadth). See a counselor for details. Information is also available at [www.assist.org](http://www.assist.org).

**Effective: FA15**

**Rationale:** Added ECON 200H, ECON 201H, and changed SPEECH 145 to COMMST 145 to degree.

## **BUSINESS MANAGEMENT CERTIFICATE**

### **Certificate of Achievement**

The objective of this certificate program is to provide entry-level, marketable employment skills to equip the student with a basic understanding of the terminology and basic concepts/procedures used in business, and to acquaint the student with various subfunctions within the overall career field of business. Completion of the certificate program will prepare the student for entry-level employment in a variety of related occupations including supervision, small business ownership, and management trainee.

Admission: Open to all students. Registration is limited to class size restrictions.

<b>REQUIRED COURSES:</b>		<b>UNITS</b>
ACCT 208	Introduction to Financial Accounting	4.00
ACCT 209	Introduction to Managerial Accounting	4.00
BUSAD 100	Introduction to Business	3.00
BUSAD 145	Business Communication	(4.00)
<b>OR</b>		
COMMST 145	Business Communication	(4.00)
BUSAD 155	Human Relations in the Workplace	(3.00)
<b>OR</b>		
COMMST 155	Human Relations in the Workplace	(3.00)
COMMST 111	Interpersonal Communication	(3.00)
<b>OR</b>		
COMMST 111H	Interpersonal Communication – Honors	(3.00)
<b>OR</b>		
COMMST 140	Small Group Communication	(3.00)
BUSAD 200	Business Management	3.00
BUSAD 210	Business Law	3.00
BUSAD 230	Using Computers for Business	(3.00)
<b>OR</b>		
CIS 101	Introduction to Computer and Information Technology	(3.00)
MARKET 100	Marketing Principles	3.00
MATH 110	Introduction to Probability and Statistics	(4.00)
<b>OR</b>		
PSYCH 120	Statistics for the Social and Behavioral Sciences	(4.00)
ECON 100	Introduction to Economics	(3.00)
<b>OR</b>		
ECON 200	Principles of Macroeconomics	(3.00)
<b>OR</b>		
ECON 200H	Principles of Macroeconomics – Honors	(3.00)
ECON 201	Principles of Microeconomics	(3.00)

Curriculum Meeting: 04/13/15, 04/27/15

Conjoint Meeting: 04/28/15

Board of Trustees Meeting: 05/14/15

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**OR**

ECON 201H	Principles of Microeconomics – Honors	(3.00)
	<b>TOTAL UNITS:</b>	<b>40.00</b>

**Effective: FA15**

**Rationale:** Added ECON 200H, ECON 201H, and changed SPEECH 111H to COMMST 111H to degree.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Dr. Gloria Fisher, President, SBVC  
PREPARED BY: Dr. Haragewen Kinde, Vice President, Instruction, SBVC  
DATE: May 14, 2015  
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 2015-2016 College Catalog.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

None.

SAN BERNARDINO VALLEY COLLEGE  
SUBMITTED FOR BOARD OF TRUSTEE APPROVAL  
May 14, 2015

**CONTENT REVIEW**  
**NO CHANGES TO COURSE ID, TITLE, HOURS, UNITS, REQUISITES, DESCRIPTIONS**

LIB 098

**Rationale:** Content Review.

**Effective:** FA16

**NEW COURSE**

**Course ID:** ARCH 145H

**Course Title:** History of Architecture: Early Design through Gothic - Honors

**Units:** 3

**Lecture:** 3 contact hour(s) per week  
48 – 54 contact hours per semester

**Prerequisite:** ENGL 015 or eligibility for ENGL 101 or ENGL 101H as determined by the SBVC assessment process.

**Catalog Description:** This course is a survey of Western architectural history from the early Egyptians through the Gothic period, including a comparative study of architecture and architects with emphasis on the people, locations, structures, materials, and methods of construction and additional influences on the built environment. **This course is intended for students in the Honors Program, but is open to all students who desire more challenging course work.**

**Schedule Description:** This course is a survey of Western architectural history from the early Egyptians through the Gothic period, including a comparative study of architecture and architects with emphasis on the people, locations, structures, materials, and methods of construction and additional influences on the built environment. **This course is intended for students in the Honors Program, but is open to all students who desire more challenging course work.**

**Rationale:** Minor modification to distinguish the conventional course from the honors course. In addition, a correction to the corequisite. One recent text resource was added.

**Equate:** No. Course not offered at CHC.

**Effective:** FA16

**Course ID:** ARCH 146H

**Course Title:** Architecture History: Renaissance to Modern - Honors

**Units:** 3

**Lecture:** 3 contact hour(s) per week  
48 – 54 contact hours per semester

**Prerequisite:** ENGL 015 or eligibility for ENGL 101 or ENGL 101H as determined by the SBVC assessment process.

**Catalog Description:** This is a survey course of Western architectural history, from the Renaissance period to modern times including a comparative study of architecture and architects with an emphasis on people, locations, structures, materials, and methods of construction. **This course is intended for students in the Honors Program, but is open to all students who desire more challenging course work.**

**Schedule Description:** This is a survey course of Western architectural history, from the Renaissance period to modern times including a comparative study of architecture and architects with an emphasis on people,

locations, structures, materials, and methods of construction. **This course is intended for students in the Honors Program, but is open to all students who desire more challenging course work.**

**Rationale:** This course is intended to support the needs of honors students, and students transferring into advanced degree programs related to architecture and environmental design.

**Equate:** No. Course not offered at CHC.

**Effective:** FA16

**Course ID:** DANCE 103B

**Course Title:** Beginning/Intermediate Ballet

**Units:** 2

**Laboratory:** 6 contact hour(s) per week  
96 - 108 contact hours per semester

**Prerequisite:** DANCE 103A

**Catalog Description:** This course will utilize the knowledge learned in Beginning Ballet to become more proficient in ballet technique by using higher level codified ballet terminology, utilizing placement, alignment, expanding and more complex warm-up technique, basic barre, basic center technique, increasing flexibility, furthering strengthening exercises and more complex traveling combination exercises as it relates to this level of ballet, while reviewing cumulative ballet technique for higher levels of ballet.

**Schedule Description:** This course will utilize the knowledge learned in Beginning Ballet to become more proficient in ballet technique by using higher level codified ballet terminology, utilizing placement, alignment, expanding and more complex warm-up technique, basic barre, basic center technique, increasing flexibility, furthering strengthening exercises and more complex traveling combination exercises as it relates to this level of ballet, while reviewing cumulative ballet technique for higher levels of ballet.

**Rationale:** Leveling

**Equate:** No. Course not offered at CHC.

**Effective:** FA15

<b>MODIFY COURSE</b>
----------------------

<b>COURSE ID</b>	<b>COURSE TITLE</b>
ARCH 145	HISTORY OF ARCHITECTURE: EARLY DESIGN THROUGH GOTHIC

**Departmental Advisory:** ENGL 015 or eligibility for ENGL 101 or ENGL 101H as determined by the SBVC assessment process.

**Rationale:** To distinguish between the general college population and the more rigorous course approach. Corequisite moved to advisory.

**Equate:** No. Course not offered at CHC.

**Note:** Course credit transfers to CSU and UC.

**Effective:** FA16

<b>COURSE ID</b>	<b>COURSE TITLE</b>
ARCH 146	HISTORY OF ARCHITECTURE: RENAISSANCE THROUGH MODERN

**Departmental Advisory:** ENGL 015 or eligibility for ENGL 101 or ENGL 101H as determined by the SBVC assessment process.

**Catalog Description:** This is a survey course of Western architectural history from the Renaissance period to modern times, including a comparative study of architecture and architects with an emphasis on people, locations, structures, materials, and methods of construction.

**Schedule Description:** This is a survey course of Western architectural history from the Renaissance period to modern times, including a comparative study of architecture and architects with an emphasis on people, locations, structures, materials, and methods of construction.

**Rationale:** To distinguish between a course for the general college population and the more rigorous course approach in an honors course

**Equate:** No. Course not offered at CHC.

**Note:** Course credit transfers to CSU and UC.

**Effective:** FA16

COURSE ID	COURSE TITLE
ENGL 065	AFRICAN-AMERICAN LITERATURE

**Catalog Description:** This course is a comprehensive examination of African-American literature, including prose, poetry, and fiction, from the early oral tradition to present. The course also incorporates understanding of the cultural trends and time periods and their relationships to literature.

**Schedule Description:** This course is a comprehensive examination of the African-American genre, including prose, poetry, and fiction, from the early oral tradition to present.

**Rationale:** Content Review

**Equate:** No. Course not offered at CHC.

**Note:** Associate Degree Applicable.

**Effective:** FA16

COURSE ID	COURSE TITLE
ENGL 165	AFRICAN-AMERICAN LITERATURE

**Catalog Description:** This course is a comprehensive examination of African-American literature, including prose, poetry, and fiction, from the early oral tradition to present. The course also incorporates understanding of the cultural trends and time periods and their relationships to literature.

**Schedule Description:** This is a comprehensive examination of African-American literature, including prose, poetry, and fiction, from the early oral tradition to present.

**Rationale:** Content Review

**Equate:** No. Course not offered at CHC.

**Note:** Course credit transfers to CSU and UC.

**Effective:** FA16

COURSE ID	COURSE TITLE
LIB 065	PUBLIC SERVICES FOR LIBRARY

**Title:** Public Services

**Prerequisite:** ENGL 015 or eligibility for ENGL 101 or ENGL 101H as determined by the SBVC assessment process and LIB 064.

**Corequisite:** LIB 064

**Catalog Description:** This course is an introduction to the public services provided by the modern library. Topics include circulation systems and practices; library classification and catalogs; customer service; reference resources and services; government information resources; information literacy instruction; archives and special collections; library programming; censorship; and security issues in libraries.

**Schedule Description:** This course is an introduction to the public services departments and their functions in the modern library.

**Rationale:** Content Review Update. The department also decided to add prerequisite.

**Equate:** No. Course not offered at CHC.

**Note:** Associate Degree Applicable.

**Effective:** FA16

COURSE ID	COURSE TITLE
LIB 066	ACQUISITIONS FOR LIBRARY

**Title:** Acquisitions

**Prerequisite:** ENGL 015 or eligibility for ENGL 101 or ENGL 101H as determined by the SBVC assessment process.

**Corequisite:** ENGL 015 or eligibility for ENGL 101 or ENGL 101H as determined by the SBVC assessment process.

**Catalog Description:** This course is an introduction to acquisitions practices in the modern library. Topics include needs assessment; collection management; selection of print and online resources; acquisitions processes; weeding/deselection of materials; ethics; preservation; legal and safety issues in libraries; and intellectual freedom.

**Schedule Description:** This course is an introduction to the process of materials acquisition in the modern library.

**Rationale:** Content review. The department also added a prerequisite.

**Equate:** No. Course not offered at CHC.

**Note:** Associate Degree Applicable.

**Effective:** FA16

COURSE ID	COURSE TITLE
LIB 067	LIBRARY TECHNICAL SERVICES

**Title:** Cataloging and Classification

**Prerequisite:** LIB 064

**Corequisite:** LIB 064

**Catalog Description:** This course is an introduction to descriptive and subject cataloging, classification of materials using the Dewey Decimal and Library of Congress systems, preparation of MARC computer database records, and use of electronic bibliographic utilities.

**Schedule Description:** This course is an introduction to the fundamentals of the cataloging and classification of library materials.

**Rationale:** The Library Technology Program is due for content review. The department also decided to add a prerequisite.

**Equate:** No. Course not offered at CHC.

**Note:** Associate Degree Applicable.

**Effective:** FA16

COURSE ID	COURSE TITLE
WELD 027	INSPECTION OF WELDS: DESTRUCTIVE TESTS

**Prerequisite:** WELD 046

**Departmental Advisory:** ENGL 914 eligibility for ENGL 015 as determined by the SBVC assessment process.

**Rationale:** Courses are also for industry professionals with no education plan. Serves as credit for job advancement.

**Equate:** No. Course not offered at CHC.

**Note:** Associate Degree Applicable.

**Effective:** FA16

COURSE ID	COURSE TITLE
WELD 028	INSPECTION OF WELDS: NON-DESTRUCTIVE EXAMINATION

**Prerequisite:** WELD 046

**Departmental Advisory:** ENGL 914 eligibility for ENGL 015 as determined by the SBVC assessment process.

**Rationale:** Courses are also for industry professionals with no education plan. Serves as credit for job advancement.

**Equate:** No. Course not offered at CHC.

**Note:** Associate Degree Applicable.

**Effective:** FA16

COURSE ID	COURSE TITLE
WELD 061	LAYOUT FITTER II

**Prerequisite:** WELD 060

**Catalog Description:** This course is designed to provide the intermediate to advanced welding student with the skills needed by craftsmen in the fabrication industry. Topics include properties of structural steel; fitting up; plate and pipe.

**Schedule Description:** This course is designed to provide the intermediate to advanced welding student with the skills needed by craftsmen in the fabrication industry.

**Rationale:** Updated to meet pipe fitting industry.

**Equate:** No. Course not offered at CHC.

**Note:** Associate Degree Applicable.

**Effective:** FA16

COURSE ID	COURSE TITLE
WELD 066	LOS ANGELES CITY WELDING CERTIFICATION

**Departmental Advisory:** ENGL 914 or eligibility for ENGL 015 as determined by the SBVC process.

**Catalog Description:** This course is designed to prepare students for the written Structural Steel examination offered by the Department of Building and Safety in the City of Los Angeles with a focus on the codes used in the structural steel industry.

**Schedule Description:** This course is designed to prepare students for the written Structural Steel examination offered by the Department of Building and Safety in the City of Los Angeles with a focus on the codes used in the structural steel industry.

**Rationale:** Adding ENGL 914 as a departmental advisory. This course is developed for industry professionals, who don't tend to seek a degree from our institution.

**Equate:** No. Course not offered at CHC.

**Note:** Associate Degree Applicable.

**Effective:** FA16

## DISTRIBUTED EDUCATION

ARCH 145

ARCH 145H

ARCH 146

ARCH 146H

LIB 065

LIB 066

LIB 067

LIB 098

**100% ONLINE**

**Rationale:** 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:** FA16

**MODIFY DEGREE**

**Library Technology Associate of Arts Degree**

To graduate with a specialization in Library Technology, students must complete 18 units from the following list of courses plus the general breadth requirements for the Associate Degree (minimum 60 units).

<b>REQUIRED COURSES:</b>	<b>Units</b>
LIB062                      Care and Repair of Library Materials	1
LIB063 *                    Survey of Literature for Library Technicians	2 - 3
LIB064                      Introduction to Library Services	3
LIB065                      Public Services	3
LIB066                      Acquisitions	3
LIB067                      Cataloging and Classification	3
LIB070                      Library Technology and Media Services	4
LIB110                      Information Literacy and Research	2

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**Total Units** **21 - 22**

\* or any other college-level literature course

PID 522

This is a Gainful Employment Program

**Rationale:** The Library Technology Degree is due for review and revision.

**Effective:** FA16

**MODIFY CERTIFICATE**

**Library Technology Certificate**

Students working for certificates must have a basic knowledge of arithmetic, reading and writing in order to learn and work in the occupations they select. This certificate is designed to prepare students for entry-level employment in a library, assisting librarians to acquire, prepare, and organize material, and/or assisting users in finding information. In some cases, such as in small branch or school libraries, library technicians may perform any or all of these tasks on their own.

<b>REQUIRED COURSES:</b>	<b>Units</b>
CIT010 *                    Beginning Keyboarding	0 - 3
ENGL055                    Children's Literature	3
<b>or</b>	
ENGL155 **                Children's Literature	3

	<b>or</b>	
LIB063	Survey of Literature for Library Technicians	2
LIB062	Care and Repair of Library Materials	1
LIB064	Introduction to Library Services	3
LIB065	Public Services	3
LIB066	Acquisitions	3
LIB067	Cataloging and Classification	3
LIB070	Library Technology and Media Services	4
LIB098 ***	Library Technology Work Experience	1 - 4
LIB110	Information Literacy and Research	2

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**Total Units** **22 - 29**

*\* or demonstrated ability to type 30 wpm for five minutes*

*\*\* or any other college-level literature course*

*\*\*\*This requirement may be waived if the student has been employed in a library for at least one year at full-time (or equivalent)*

PID 521

This is a Gainful Employment Program

**Rationale:** The Library Technical Assistant Certificate is due for review and modification.

**Effective:** FA16

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Dr. Lisa Norman, Vice Chancellor, Human Resources & Employee Relations  
PREPARED BY: Dr. Lisa Norman, Vice Chancellor, Human Resources & Employee Relations  
DATE: May 14, 2015  
SUBJECT: Consideration of Acceptance of Academic Employee Retirement

RECOMMENDATION

It is recommended that the Board of Trustees accept the retirement of Alicia Tuvida, James S. Robinson, Kenneth Blumenthal, and Helen Garcia.

OVERVIEW

Alicia Tuvida, Instructor, Nursing, SBVC, retiring effective June 2, 2015, after 29 years of service to the District. Her last day of employment is June 1, 2015.

James S. Robinson, Instructor, Human Services, SBVC, retiring effective July 1, 2015, after 18 years of service to the District. His last day of employment is July 1, 2015.

Kenneth Blumenthal, Instructor, Physical Education, SBVC, retiring effective May 23, 2015, after 24 years of service to the District. His last day of employment is May 22, 2015.

Helen Garcia, Instructor, Reading, SBVC, retiring effective June 1, 2015, after 14 years of service to the District. Her last day of employment is May 31, 2015.

ANALYSIS

The employees' retirement correspondence was received and accepted by the Human Resources Department.

BOARD IMPERATIVE

None.

FINANCIAL IMPLICATIONS

None.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Bruce Baron, Chancellor  
PREPARED BY: Stacey Nikac, Executive Assistant  
DATE: May 14, 2015  
SUBJECT: Consideration to Adopt Resolution to Pay Trustee for Meeting of June 1, 2015

RECOMMENDATION

It is recommended that the Board of Trustees adopt a resolution to excuse absence and to pay Trustee Henry pro rata amount of \$200 for meeting of June 1, 2015.

OVERVIEW

On June 1, 2015, Trustee Henry will miss the meeting due to personal hardship and has requested payment per board policy 2230(c) and education code 72425(d).

BOARD IMPERATIVE

IV. Enhanced and Informed Governance and Leadership

FINANCIAL IMPLICATIONS

Included in the 2014-2015 budget.

**RESOLUTION  
TO PAY TRUSTEE FOR JUNE 1, 2015 MEETING**

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 72425; and

WHEREAS, Education Code 72425(d) provides that any member may be paid for any meeting when absent if the Board by resolution duly adopted and included in its minutes finds that at the time of the meeting he or she was ill or the absence was due to a hardship deemed acceptable by the Board or due to district business; and

WHEREAS, the Board finds that the absence of Trustee Henry from the meeting of June 1, 2015 was due to a personal hardship; and

WHEREAS, this resolution will constitute action to grant an excused absence of Trustee Henry, NOW, THEREFORE, BE IT RESOLVED that Trustee Henry shall be paid as if in attendance at the June 1, 2015 meeting.

ADOPTED this 11th day of June 2015.

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Bruce Baron  
Chancellor and Secretary

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Bruce Baron, Chancellor

**REVIEWED BY:** Bruce Baron, Chancellor

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

**DATE:** May 14, 2015

**SUBJECT:** Consideration of Approval to Accept Board Policies for First Reading:  
BP 1200 District Mission Statement  
BP 2010 Board Membership  
BP 2310 Regular Meetings of the Board  
BP 3510 Workplace Violence Plan  
BP 3540 Sexual and Other Assaults on Campus  
BP 5030 Fees  
BP 6100 Delegation of Authority, Fiscal  
BP 6150 Designation of Authorized Signatures  
BP 6250 Budget Management  
BP 6400 Audits  
BP 6450 Wireless or Cellular Phone Use  
BP 6500 Property Management  
BP 6535 Use of District Equipment  
BP 6600 Capital Construction  
BP 6740 Citizens' Oversight Committee  
BP 6930 Vending Machines  
BP 7160 Professional Development

Submitted for Information Only:  
AP 2330 Quorum and Voting  
AP 3510 Workplace Violence Plan  
AP 5030 Fees  
AP 6100 Delegation of Authority, Fiscal  
AP 6150 Designation of Authorized Signatures  
AP 6250 Budget Management  
AP 6400 Audits  
AP 6450 Wireless or Cellular Phone Use  
AP 6500 Property Management  
AP 6535 Use of District Equipment  
AP 6600 Capital Construction  
AP 6740 Citizens' Oversight Committee  
AP 7150 Evaluation

## **RECOMMENDATION**

It is recommended that the Board of Trustees accept Board Policies BP 1200 District Mission Statement; BP 2010 Board Membership; BP 2310 Regular Meetings of the Board; BP 3510 Workplace Violence Plan; BP 3540 Sexual and Other Assaults on Campus; BP 5030 Fees; BP 6100 Delegation of Authority, Fiscal; BP 6150 Designation of Authorized Signatures; BP 6250 Budget Management; BP 6400 Audits; BP 6450 Wireless or Cellular Phone Use; BP 6500 Property Management  
BP 6535 Use of District Equipment  
BP 6600 Capital Construction  
BP 6740 Citizens' Oversight Committee  
BP 6930 Vending Machines  
BP 7160 Professional Development for first reading.

AP 2330 Quorum and Voting; AP 3510 Workplace Violence Plan; AP 5030 Fees; AP 6100 Delegation of Authority, Fiscal; AP 6150 Designation of Authorized Signatures; AP 6250 Budget Management; AP 6400 Audits; AP 6450 Wireless or Cellular Phone Use; AP 6500 Property Management; AP 6535 Use of District Equipment; AP 6600 Capital Construction; AP 6740 Citizens' Oversight Committee; AP 7150 Evaluation are submitted for information only.

## **OVERVIEW**

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

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

## **ANALYSIS**

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

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

## **BOARD IMPERATIVE**

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

## **FINANCIAL IMPLICATIONS**

None.

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San Bernardino Community College District  
Board Policy  
Chapter 1 – The District

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**BP 1200 DISTRICT MISSION STATEMENT**

*(Replaces SBCCD BP 1100)*

The mission of the San Bernardino Community College District is to transform lives through the education of our students for the benefit of our diverse communities. ~~The mission of the San Bernardino Community College District is to promote the discovery and application of knowledge, the acquisition of skills, and the development of intellect and character in a manner that prepares students to contribute effectively and ethically as citizens of a rapidly changing and increasingly technological world.~~

This mission is achieved through the District's two colleges, public broadcast system (KVCR), Economic Development and Corporate Training Center (EDCT) by providing to the students and communities we serve high quality, effective and accountable instructional programs and services in the following areas:

- **Transfer education** programs that ensure the greatest possibility of success in baccalaureate programs.
- **General education** programs designed to give students a substantial and coherent exposure to the major broad domains of higher education.
- **Vocational/technical** education programs that offer opportunities in training, retraining, and skill building to provide business, industry and government with a qualified work force.
- **Workforce Development** programs of fee-based classes that provides an opportunity for individuals to develop occupational skills in preparation for employment or to improve or upgrade job skills to enhance performance in current employment.
- **Economic Development** programs that promote partnerships with corporate and commercial enterprise as well as government agencies to enhance the economic base of the community served.
- **A Public Broadcasting System** that contributes to meeting the educational and communications needs of the Inland Empire and partners with educational agencies and public agencies to broaden the scope of services to the community.
- **Education** programs that are coordinated with delivery systems and provide enhanced access and educational opportunities

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These instructional programs will be supported by specific student services as identified below:

- **Comprehensive Support Services** enhanced by matriculation that provides for counseling and guidance to encourage student growth and development through assessment, academic planning, career planning and personal development.
- **Developmental Program** services that provide under-prepared students with the skills they need to enter transfer, general education, or vocational/technical programs.
- **Disabled and Disadvantaged Student** that provide students the opportunity for equitable access to the educational offerings of the college.
- **Commitment to Diversity** that recognizes the varied needs of diverse student population.

This mission is carried out in an environment that encourages intellectual development, enhances personal growth, and fosters openness to a wide range of ideas, cultures and people. Admission to these educational programs is open to adults, high school graduates and others as identified by law who can profit from the instruction.

The Board of Trustees of the San Bernardino Community College District reaffirms the role of the community colleges as defined in the California Master Plan for Higher Education. The District has adopted and is committed to an Affirmative Action policy of nondiscrimination in all of its dealings with students, employees, and the community. This statement of mission is designed to assist the Board in carrying out its role and responsibility in developing fiscal, physical, and human resources on behalf of the people of this District.

The mission is evaluated and revised on a regular basis.

**Reference:** ACCJC Accreditation Standard I.A

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**Adopted:** 1/11/01

**Revised:** 4/8/04; 7/10/14, 12/11/14

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

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**BP 2010 BOARD MEMBERSHIP**

*(Replaces current SBCCD BP 2050)*

The Board of Trustees shall consist of seven members elected by the qualified voters of the District. The Board shall be elected by geographical area for terms of four years as defined in BP 2100 titled Board Elections.

Any person who meets the criteria contained in law is eligible to be elected or appointed a member of the Board.

An employee of the District may not be sworn into office as an elected or appointed member of the Board unless he/she resigns as an employee.

No member of the Board shall, during the term for which he/she is elected, hold an incompatible office.

Also see BP 2100 titled Board Elections

**References:** Education Code Sections 72023, 72103, and 72104;  
**ACCJC Accreditation Standard IV.C.6**

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**Adopted: 7/10/08**  
**Revised: 3/12/15**

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

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**BP 2310 REGULAR MEETINGS OF THE BOARD**

*(Replaces current SBCCD BP 2120)*

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

**❖ From current SBCCD BP 2120 titled Board Meetings**

A. All regular and special meetings of the Board of Trustees are open to the public, be accessible to persons with disabilities, and comply with the Brown Act provisions, except as otherwise required or permitted by law.

A notice identifying the location, date, and time of each regular meeting of the Board shall be posted ten days prior to the meeting and shall remain posted until the day and time of the meeting. ~~at least 72 hours prior to the meeting and shall remain posted until the day and time of the meeting.~~

All regular meetings of the Board shall be held within the boundaries of the District except in cases where the Board is meeting with another local agency or is meeting with its attorney to discuss pending litigation if the attorney's office is outside the District.

**~~B. Regular Meetings~~**

~~Regular meetings of the Board shall be held on the second Thursday of each month. Meetings will be held in the District Assembly Room, 114 S. Del Rosa Avenue, San Bernardino, California, 92408, or as otherwise specified by previous Board action. Meetings will begin at 4:00 p.m. or as otherwise specified by previous Board action. Individuals who may wish to place a matter on the agenda or speak on an agenda item may do so by following the procedures outlined in AP 2340 titled Agendas and AP 2345 titled Public Participation at Board Meetings Administrative Regulation 2120.~~

**NOTE: The language on special meetings is addressed in new BP 2320 titled Special and Emergency Meetings.**

**~~C. Special Meetings~~**

45 Special meetings may be held at the call of the President of the Board, or upon a call  
46 issued in writing and signed by a majority of the members of the Board, except that by  
47 unanimous consent a special meeting may be convened at any time. The date set for a  
48 special meeting shall be at least twenty-four hours subsequent to the completion of the  
49 call. No business shall be transacted at a special meeting other than that specified in  
50 the call, except that, by unanimous consent, any business matter may be transacted at  
51 any special meeting.

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53 **NOTE: The language on closed sessions is addressed in new BP 2315 titled Closed**  
54 **Sessions.**

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#### 56 D. Executive Sessions (Closed Session)

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58 Closed sessions of the Board shall only be held as permitted by applicable legal  
59 provisions including but not limited to the Brown Act, California Government Code and  
60 California Education Code. Matters discussed in closed session may include:

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62 • The appointment, employment, evaluation of performance, discipline or dismissal  
63 of a public employee;

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65 • Charges or complaints brought against a public employee by another person or  
66 employee, unless the accused public employee requests that the complaints or  
67 charges be heard in an open session. The employee shall be given at least  
68 twenty-four (24) hours written notice of the closed session;

69

70 • Advice of counsel on pending litigation, as defined by law;

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72 • Consideration of tort liability claims as part of the District's membership in any  
73 joint powers agency formed for purposes of insurance pooling;

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75 • Real property transactions;

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77 • Threats to public security;

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79 • Review of the District's position regarding labor negotiations and giving  
80 instructions to the District's designated negotiator;

81

82 • Discussion of student disciplinary action, with final action taken in public;

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84 • Conferring of honorary degrees;

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86 • Consideration of gifts from a donor who wishes to remain anonymous.

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88 The agenda for each regular or special meeting shall contain information regarding  
89 whether a closed session will be held and shall identify the topics to be discussed in any  
90 closed session in the manner required by law.

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92 ~~After any closed session, the Board shall reconvene in open session before adjourning~~  
93 ~~and shall announce any actions taken in closed session and the vote of every member~~  
94 ~~present.~~

95  
96 ~~All matters discussed or disclosed during a lawfully held closed session and all notes,~~  
97 ~~minutes, records or recordings made of such a closed session are confidential and shall~~  
98 ~~remain confidential unless and until required to be disclosed by action of the Board or~~  
99 ~~by law.~~

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101 **E. Recessed Meetings**

102  
103 Meetings may be recessed by the President with the consent of the majority of the  
104 Board members present.

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106 **F. Study Sessions**

107  
108 The Board may hold study sessions open to the public for the study of general topics of  
109 interest to the Board or the community in the operation of the District Board procedures  
110 and programs.

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112 **G. Hearing on the Budget**

113  
114 A public hearing of the budget shall be held in conjunction with the September Board  
115 Meeting prior to adoption of the budget as provided by law.

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117 **H. Taking Action on Items not on the Agenda**

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119 The Board may only take action on items not posted on the agenda by a two-thirds vote  
120 or a unanimous vote when a simple majority exists under the following conditions (a) an  
121 emergency situation exists; (b) there is a need to take immediate action and that the  
122 need for action came to the attention of the local agency subsequent to the agenda  
123 being posted; and (c) the item was continued from a previous meeting to the meeting at  
124 which action is being taken.

125  
126 ~~Education Code § 72112~~  
127 ~~Government Code §§ 54956.8, 54956.9 54957 et.seq.~~  
128 ~~Evidence Code § 1040~~

129  
130 **References:** Education Code Section § 72000(d);  
131 Government Code Sections §§ 54952.2, 54953 et seq., and 54961

132  
133  
134 **NOTE:** The **red ink** signifies language that is **legally required** and recommended by the Policy and  
135 Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from  
136 current SBCCD BP 2120 titled Board Meetings adopted on **no date indicated** and amended on 4/8/04.

137 The language in *blue ink* is included for consideration. This document was reviewed by the Board Policy  
138 Work Group on 4/22/14.  
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**Adopted: 4/8/04**

**Revised: \_\_\_\_\_**

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

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**BP 2330 QUORUM AND VOTING**

*(Replaces current SBCCD BP 2130)*

Four Board members, other than the Student Trustees, shall constitute a quorum for the transaction of business. The Board of Trustees shall act by majority vote of all voting members of the Board. In the event of a minimum quorum, all four Board members must vote in favor of motions **to pass motions**.

No action shall be taken by secret ballot. The Board will publicly report any action taken in open session and the vote or abstention of each individual member present.

The following actions require a **two-third majority** of all members of the Board:

- A. Resolution of intention to sell or lease real property (except where a unanimous vote is required);
- B. Resolution of intention to dedicate or convey an easement;
- C. Resolution authorizing and directing the execution and delivery of a deed;
- D. Action to declare the District exempt from the approval requirements of a planning commission or other local land use body;
- E. Resolution providing for the transfer from the reserve for contingencies to any expenditure classification.
- F. Resolution to condemn real property.

The following actions require a **unanimous vote** of all members of the Board:

- A. Resolution authorizing a sale or lease of District real property to the state, any county, city, or to any other school or community college district;
- B. Resolution authorizing lease of District property under a lease for the production of gas.

45 C. Any authorization to change an existing construction contract.

46

47 **References:** Education Code Sections 72000(d)(3), 81310 et seq., 81365, 81432, and  
48 81511;

49 Government Code Sections 53094 and 54950 et seq.;

50 Code of Civil Procedure Section 1245.240

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**Adopted: 4/8/04**

**Revised: 4/9/15**

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For Reference Purposes Only

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

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**AP 2330 QUORUM AND VOTING**

***NOTE:** The language below is shown as struck in current BP 2330 titled Quorum and Voting and added in green ink to this administrative procedure due to the prescriptive details contained therein.*

***❖ From current SBCCD BP 2130 titled Quorum/Majority***

**Meeting Dismissed for Lack of a Quorum**

Parliamentary procedures for conducting a meeting adjourned for lack of a quorum shall include:

1. Call to order by the Chairperson for the meeting;
2. Recitation of ~~p~~Pledge of ~~a~~Allegiance to the American Flag;
3. Roll call by the Chairperson;
4. Declaration of adjournment by the Chairperson for lack of a quorum.

A record of the permanent minutes of this meeting shall be recorded in the permanent files of the District and will include:

1. The time the meeting was convened;
2. Names of members of the Board of Trustees, administrators, and guests in attendance;
3. The time the meeting was adjourned for lack of a quorum.

**References:** Education Code Sections 72000(d)(3), 81310 et seq., 81365, 81432, and 81511;  
Government Code Sections 53094 and 54950 et seq.;  
Code of Civil Procedure Section 1245.240

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47

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**NOTE:** The language in **green ink** was added by the Board Policy Work Group on 5/6/14.

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**Approved:**

48  
49

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**San Bernardino Community College District**  
**Board Policy**  
Chapter 3 – General Institution

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**BP 3510 WORKPLACE VIOLENCE PLAN**

*(Replaces current SBCCD BP 3510)*

The Board of Trustees is committed to providing a District work and learning environment that is free of violence and the threat of violence. The Board's priority is the effective handling of critical workplace violence incidents, including those dealing with actual or potential violence.

The Chancellor is responsible for establishing administrative procedures that assure all employees are informed regarding what actions will be considered violent acts, and requiring any employee who is the victim of any violent conduct in the workplace, or is a witness to violent conduct to report the incident, and that employees are informed that there will be no retaliation for such reporting.

**References:** Cal/OSHA: Labor Code Sections 6300 et seq.;  
8 California Code of Regulations Section 3203;  
"Workplace Violence Safety Act of 1994" (Code of Civil Procedure Section  
527.8 and Penal Code Sections ~~273.6 and 12021~~)

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**Adopted: 4/9/15**

**Revised:**

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**San Bernardino Community College District**  
**Administrative Procedure**  
Chapter 3 – General Institution

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## **AP 3510 WORKPLACE VIOLENCE PLAN**

The District is committed to providing a safe work environment that is free of violence and the threat of violence.

### **Responding to Threats of Violence**

The top priority in this process is effectively handling critical workplace incidents, especially those dealing with actual or potential violence.

Violence or the threat of violence against or by any employee of the District or any other person is unacceptable.

Should a non-employee on District property demonstrate or threaten violent behavior, he/she may be subject to criminal prosecution.

Should an employee, during working hours, demonstrate or threaten violent behavior he/she may be subject to disciplinary action.

The following actions are considered violent acts:

- Striking, punching, slapping or assaulting another person.
- Fighting or challenging another person to fight.
- Grabbing, pinching or touching another person in an unwanted way whether sexually or otherwise.
- Engaging in dangerous, threatening or unwanted horseplay.
- Possession, use, or threat of use, of a firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, on District property, including parking lots, other exterior premises, District vehicles, or while engaged in activities for the District in other locations, unless such possession or use is a requirement of the job.
- Threatening harm or harming another person, or any other action or conduct that implies the threat of bodily harm.
- Bringing or possessing any dirk, dagger, ice pick, or knife having a fixed blade longer than 2½ inches upon the grounds, unless the person is authorized to possess such a weapon in the course of his/her employment, has been

43 authorized by a District employee to have the knife, or is a duly appointed peace  
44 officer who is engaged in the performance of his/her duties.

45  
46 Any employee who is the victim of any violent threatening or harassing conduct, any  
47 witness to such conduct, or anyone receiving a report of such conduct, whether the  
48 perpetrator is a District employee or a non-employee, shall immediately report the  
49 incident to his/her supervisor or other appropriate person.

50  
51 *District Police or 911*

52  
53 No one, acting in good faith, who initiates a complaint or reports an incident under this  
54 policy will be subject to retaliation or harassment.

55  
56 Any employee reported to be a perpetrator will be provided both due process and  
57 representation before disciplinary action is taken.

58  
59 In the event the District fears for the safety of the perpetrator or the safety of others at  
60 the scene of the violent act, *District police or 911* will be called.

61  
62 **References:** Cal/OSHA; Labor Code Sections 6300 et seq.;  
63 Title 8 Section 3203;  
64 Code of Civil Procedure Section 527.8;  
65 Penal Code Sections 273.6, 626.9, and 626.10, ~~and 12021~~

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**Approved: 3/12/15**

67  
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San Bernardino Community College District  
Board Policy  
Chapter 3 – General Institution

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**BP 3540 SEXUAL AND OTHER ASSAULTS ON CAMPUS**

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

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)

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**NOTE:** *The red ink signifies language that is legally required and recommended and recommended by the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore).*

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**Adopted:**

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

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**BP 5030 FEES**

*(Replaces current SBCCD BP 5030 and BP 5033)*

The Board of Trustees authorizes the following fees. All fees must comply with Education Code and Title 5 regulations. The Chancellor is responsible for establishing procedures for the collection, deposit, waiver, refund, and accounting for fees as required by law. The regulations procedures shall also assure those who are exempt from or for whom the fee is waived are properly enrolled and accounted for. Fee amounts shall be published in the college catalogs or class schedules (Schedule of Classes.)

**Enrollment Fee** (Education Code Section 76300)

Each student shall be charged a fee for enrolling in credit courses as required by law.

**Auditing Fees** (Education Code Section 76370)

Persons auditing a course shall be charged a fee of \$15.00 per unit per semester. The fee amount shall be adjusted proportionally based upon the term length. Students enrolled in classes to receive credit for 10 or more semester credit units shall not be charged this fee to audit three or fewer units per semester.

**Parking Fee** (Education Code Section 76360)

Students *and employees* shall be required to pay a fee, in an amount not to exceed \$75.00 - annual permit; \$30.00 - one semester (\$20 BOGG student); \$15.00 - summer session; or \$2.00 - daily for parking services.

To encourage ridesharing, a student may certify in writing at the time of payment of the fee that he/she regularly has two or more passengers commuting with him/her.

**Instructional Materials** (Education Code Section 76365; Title 5 Sections 59400 et seq.)

Students may be required to provide required instructional and other materials for a credit or non-credit course, provided such materials are of continuing value to the student outside the classroom and provided that such materials are not solely or

43 exclusively available from the District. (See BP/AP 5031 titled Instructional Materials  
44 Fees)

45  
46 **Physical Education Facilities** (Education Code Section 76395)

47 Where the District incurs additional expenses because a physical education course is  
48 required to use non-district facilities, students enrolled in the course shall be charged a  
49 fee for participating in the course. Such fee shall not exceed the student's calculated  
50 share of the additional expenses incurred by the District.

51  
52 **Student Representation Fee** (Education Code Section 76060.5)

53 Students will be charged a \$1 fee per semester to be used to provide support for  
54 student governmental affairs representation. A student may refuse to pay the fee for  
55 religious, political, financial or moral reasons and shall submit such refusal in writing.

56  
57 **Student Transportation Costs** (Education Code Section 76361)

58 Students shall be charged a fee for the purpose of recovering transportation costs  
59 incurred by the District for services provided by common carriers to students. The fee  
60 shall be \$7.50 for 6 or more credits or \$7.00 for less than 6 credits. These fees will only  
61 paid by students who use the transportation services, unless a vote of the students in  
62 accordance with the Education Code establishes otherwise.

63  
64 **Transcript Fees** (Education Code Section 76223)

65 The District shall charge a reasonable amount for furnishing copies of any student  
66 record to a student or former student. The Chancellor is authorized to establish the fee,  
67 which shall not to exceed the actual cost of furnishing copies of any student record. No  
68 charge shall be made for furnishing up to two transcripts of students' records, or for two  
69 verifications of various records. There shall be no charge for searching for or retrieving  
70 any student record.

71  
72 **International Students Application Processing Fee** (Education Code Section 76142)

73 The District shall charge students who are both citizens and residents of a foreign  
74 country a fee to process his/her application for admission. This processing fee and  
75 regulations for determining economic hardship may be established by the Chancellor.  
76 The fee shall not exceed the lesser of 1) the actual cost of processing an application  
77 and other documentation required by the U.S. government; or 2) one hundred dollars  
78 (\$100), which shall be deducted from the tuition fee at the time of enrollment.

79  
80 **Fee Refunds**

81 The Board of Trustees authorizes refunds to be made according to administrative  
82 procedures established by the Chancellor. All refunds must comply with Education  
83 Code and Title 5 regulations, and the refund schedule shall be published in the college  
84 catalogs and class schedules.

85  
86 **References:** Education Code Sections 76300 et seq., 76370, 76355, 76360, 76365,  
87 76395, 76060.5, 76361, 76223, and 76142;  
88 Title 5 Sections 59400 et seq.

89  
90

ACCJC Accreditation Standard I.C.6

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**Adopted: 6/10/04** (for BP 5030) and **4/8/04**  
(for BP 5033)  
**Revised: 11/13/14**

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

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**AP 5030 FEES**

*(Replaces current SBCCD AP 5030 and AP 5033)*

**Required fees include:**

- Enrollment (Education Code Section 76300 and 76300.5; Title 5 Sections 58500 and 58509)
- Nonresident tuition with these permissive exemptions (Education Code Sections 76140 and 76140.5):
  - All nonresident students enrolling for 6 or fewer units; or
  - A student who is a citizen and resident of a foreign country who demonstrates financial need and this required exemption (Education Code Section 68130.5);
  - All students, other than nonimmigrant aliens under 8 U.S. Code Section 1101(a)(15), who meet the following requirements:
    - high school attendance in California for three or more years;
    - graduation from a California high school or attainment of the equivalent thereof;
    - registration or enrollment in a course offered for any term commencing on or after January 1, 2002;
    - completion of a questionnaire form prescribed by the State Chancellor's Office verifying eligibility for this nonresident tuition exemption; and
    - in the case of a student without lawful immigration status, the filing of an affidavit that the student has filed an application to legalize his/her immigration status, or will file an application as soon as he/she is eligible to do so.

**Fees authorized by law include:**

- Non-District physical education facilities (Education Code Section 76395)
- Noncredit courses (Education Code Section 76385)
- Community service courses (Education Code Section 78300)
- Auditing of courses (Education Code Section 76370)
- Instructional materials (Education Code Sections 73365, 81457, and 81458; Title 5 Sections 59400 and 59408)
- Athletic insurance (Education Code Section 70902(b)(9))

- 44 • Cross-Enrollment with the California State University (CSU) or University of
- 45 California (UC) (Education Code Section 66753)
- 46 • Health (Education Code Section 76355)
- 47 • Parking (Education Code Section 76360)
- 48 • Transportation (Education Code Sections 76361 and 82305.6)
- 49 • Student representation (Education Code Section 76060.5; Title 5 Sections 54801
- 50 and 54805)
- 51 • Student Center (Education Code Section 76375; Title 5 Section 58510)
- 52 • Copies of student records (Education Code Section 76223)
- 53 • Dormitory (Education Code Section 81670)
- 54 • Child care (Education Code Sections 79121 et seq. and 66060)
- 55 • Nonresident capital outlay (Education Code Section 76141)
- 56 • Nonresident application processing (Education Code Section 76142)
- 57 • Credit by Examination (Education Code Section 76300; Title 5 Section 55050)
- 58 • Use of facilities financed by revenue bonds (Education Code Section
- 59 81901(b)(3))
- 60 • Refund processing (Title 5 Section 58508)
- 61 • Telephone registration (Education Code Section 70902(a))
- 62 • Physical fitness test (Education Code Section 70902(b)(9))
- 63 • Instructional Tape Lease/Deposit (Education Code Section 70902(b)(9))
- 64 • Credit Card Use (Education Code Section 70902(b)(9))
- 65 • International Student Medical Insurance (Education Code Section 70902(b)(9))
- 66

67 **Prohibited fees include:**

- 68 • Late application (CCCCO Student Fee Handbook)
- 69 • Add/drop (CCCCO Student Fee Handbook)
- 70 • Mandatory student activities (CCCCO Student Fee Handbook)
- 71 • Student Identification Cards (CCCCO Student Fee Handbook)
- 72 • Student Body Organization (CCCCO Student Fee Handbook)
- 73 • Nonresident application (CCCCO Student Fee Handbook)
- 74 • Field trip (Title 5 Sections 55450 and 55451)
- 75 • For dependents of certain veterans (Education Code Section 66025.3)
- 76 • For dependents of certain victims of the September 11, 2001, terrorist attacks
- 77 (CCCCO Student Fee Handbook)
- 78 • For certain recipients of the Medal of Honor and certain children of the recipients
- 79 of the Medal of Honor (Education Code Section 66025.3)
- 80 • Required or funded services (CCCCO Student Fee Handbook)
- 81 • Refundable deposits (CCCCO Student Fee Handbook)
- 82 • Distance education (other than the statutorily authorized enrollment fee)
- 83 (CCCCO Student Fee Handbook)
- 84 • Mandatory mailings (CCCCO Student Fee Handbook)
- 85 • Rental of practice rooms (CCCCO Student Fee Handbook)
- 86 • Apprenticeship courses (Education Code Section 76350)
- 87 • Technology fee (CCCCO Student Fee Handbook)

- 88 • Late payment fee (Title 5 Sections 58502 and 59410)
- 89 • Nursing/healing arts student liability insurance (Title 5 Section 55234)
- 90 • Cleaning (CCCCO Student Fee Handbook)
- 91 • Breakage (CCCCO Student Fee Handbook)
- 92 • Test proctoring (CCCCO Student Fee Handbook)

93

## 94 **Collection and Refund of Fees**

95

### 96 A. Associated Students Discount Sticker

97

\$9.00 - CHC

98

\$7.50 - SBVC

99

\$4.00 - Replacement for lost card

100

### 101 B. Breakage/Lost Property Fee

102

Replacement cost of item(s) broken or lost

103

### 104 C. Campus Center Fee

105

\$1.00/unit (not to exceed \$10 per fiscal year)

106

### 107 D. Capital Outlay Fee for Students on a Visa

108

\$41.00/unit

109

### 110 E. Catalog

111

\$6.00 - purchased on campus

112

### 113 F. Credit by Examination

114

\$20.00 plus class unit fee

115

### 116 G. Document Fee Handling

117

\$40.00 per hour for personnel time to find, retrieve, copy and re-file requested documents;

118

minimum charge of 1 hour

119

\$0.15 per side copy cost

120

Fees must be paid prior to document release

121

122

### 123 H. Enrollment Fee

124

\$46.00/unit – California Resident

125

\$162.00/unit – Non-California Resident

126

### 127 I. Insufficient Funds Check

128

\$15.00

129

### 130 J. International Student Application

131

\$25.00 (nonrefundable)

132

### 133 K. Key Deposit/Replacement

- 134 \$15.00 plus cost of rekeying if needed (metal/electronic key)  
 135  
 136 L. Learning Center Reproduction Fees, SBVC  
 137 \$0.20 - Laser printout: text, black and white printer  
 138 \$0.50 - Laser printout: graphics, black and white printer (over ½ page)  
 139 \$1.00 - Laser printout: graphics and/or text, color  
 140 \$2.00 - Scan text or graphics to disk, per scan  
 141  
 142 M. Library Fines – SBVC/CHC  
 143 \$0.10 - Books: per day for 50 days; after 50 days, bill \$5 fine plus the  
 144 replacement value \$0.25 - Reserve Books/Multimedia: per hour to a maximum of  
 145 the replacement value of the reserve materials; after 14 days, bill \$5 fine plus the  
 146 replacement value  
 147 \$0.50 - Videos: per day for 50 days; after 50 days, bill \$5 fine plus the  
 148 replacement value  
 149 \$0.10 - Per page for laser printout of Internet, CD ROM, Periodicals  
 150 \$2.00 - replacement for lost library card  
 151  
 152 N. Parking Permit Fees (students, faculty, and staff)  
 153 \$75.00 - annual permit  
 154 \$30.00 - one semester (\$20 BOGG student)  
 155 \$15.00 - summer session  
 156 \$2.00 - daily  
 157  
 158 O. Parking Violation Fees  
 159 \$ 50.00 - illegal parking  
 160 \$ 50.00 - decal violation  
 161 \$275.00 - handicap violation  
 162  
 163 P. Refund Processing Charge  
 164 A fee of \$10.00 will be charged for each refund transaction, not to exceed \$10.00  
 165 per student per semester as defined in the Fee Refund Policy.  
 166  
 167 Q. Replacement – Diploma/Certificate  
 168 \$10.00  
 169  
 170 R. Schedule of Classes  
 171 \$3.00 - mailed in U.S. only  
 172  
 173 S. Student Health and Accident Insurance  
 174 \$19.00 - per semester (includes \$1.50 accident insurance)  
 175 \$16.00 - summer session (includes \$1.50 accident insurance)  
 176 \$1.50 - accident insurance only  
 177  
 178 T. Student Representation  
 179 \$1.00

- 180
- 181 U. Supplemental Health Services Fee
- 182 \$10.00 - TB skin test (one-step test)
- 183 \$10.00 - TB skin test (two-step test)
- 184 At cost - All Vaccines
- 185 \$25.00 - Physical Exams
- 186 \$50.00 - DMV Physical Exams
- 187 At cost - Prescription medications
- 188 At cost - In-house Lab Tests
- 189 At cost - Lab Test sent to external lab
- 190 At cost - Optional Medical Procedures
- 191 At cost - Optional Medical Supplies
- 192 \$ 8.00 - Vision screening (Titmus vision tester)
- 193 \$ 2.00 per item - Duplication of medical records
- 194 \$10.00 - Hearing Screening (Audiometer)
- 195 At cost - Birth Control Pills
- 196
- 197 V. Testing Fees
- 198 \$200.00 - Paramedic National Registry Testing
- 199 \$ 25.00 - Retest per skill
- 200 \$ 10.00 - CPR card
- 201 Repeat course from Career Tech Department
- 202 0.5 units - \$12.00
- 203 1.0 units - \$23.00
- 204 2.0 units - \$46.00
- 205 3.0 units - \$70.00
- 206
- 207 W. Transcripts/Verification
- 208 No cost - First two transcripts
- 209 \$10.00 - Additional transcripts
- 210 \$8.00 - 24-hour requests for transcripts
- 211 \$20.00 - Immediate requests for transcripts
- 212 \$5.00 plus cost - Online transcripts
- 213
- 214 X. Transportation Fee
- 215 Students registering for Spring or Fall semester to pay:
- 216 \$7.50 for 6 or more credits
- 217 \$7.00 for less than 6 credits
- 218
- 219 Y. Crafton Hills College ~~Aquatics Center Recreation~~ Fee
- 220 Students registering for CHC for Spring, Fall, or Summer semesters have the
- 221 option to pay ~~for the use of the aquatic and fitness centers:~~
- 222 ~~\$2.00~~\$8.00 per semester
- 223
- 224 **Fee Refunds**
- 225

226 A. Designated Fees

227

228 This regulation covers the following fees:

229

- 230 1. Enrollment fee
- 231 2. Nonresident tuition
- 232 3. Parking fee
- 233 4. Health fee
- 234 5. Accident Insurance fee
- 235 6. Student Services Card fee
- 236 7. Student Center fee
- 237 8. Student Representation Fee
- 238 9. Capital Outlay Fee
- 239 10. Student Transportation Fee

240

241 B. Conditions

242

243 If a refund is requested for parking or student services card fees, the parking decal or  
244 the student services card must be attached to the refund request.

245

246 C. Military Service Exception

247

248 If a student who is a member of an active or reserve military service receives orders  
249 compelling a withdrawal from courses, the District shall, upon petition and a copy of  
250 received orders of the affected student, refund the entire enrollment fee unless  
251 academic credit is awarded.

252

253 D. Refund Schedule

254

255 This refund schedule applies to all fees listed in Paragraph A, above.

256

- 257 1. Fees collected in error

258

259 Fees collected in error will be refunded in their entirety.

260

- 261 2. Class cancelled by the college

262

263 If a class is cancelled by the college, enrollment and/or non-resident tuition fees  
264 will be refunded in their entirety. If that cancellation results in a student's  
265 withdrawal from the college, refunds of the appropriate fees listed in Paragraph  
266 "A" will apply.

267

- 268 3. Withdrawal from the College

269

- a. Enrollment Fee/Nonresident Tuition

270

271 If a student withdraws during the first two weeks of a full-term class or  
272 during the first 10% of a short-term class, enrollment fees or nonresident  
273 tuition fees will be refunded.

274  
275 b. Parking Fee, Health Fee, Accident Insurance Fee, Student Services Card  
276 Fee, Student Center Fee, Student Representation Fee, Capital Outlay  
277 Fee, Student Transportation Fee.

278  
279 In order to be eligible for a refund, a student must withdraw prior to the  
280 first day of the term for a full-term class or prior to the first day of  
281 instruction for a short-term class.

282  
283 4. Unit Reduction

284  
285 If a change of program within the first two weeks of a full-term class or during the  
286 first 10% of a short-term class results in a reduction in the number of units taken,  
287 the enrollment fee or non-resident fee will be refunded at the per unit cost of the  
288 reduction.

289  
290 5. A student who withdraws from a class or the college after the second week of  
291 instruction for a full-term class or the first 10% of a short-term class is not eligible  
292 for any refund.

293  
294 E. Refund Processing Fee

295  
296 A charge of \$10 will be collected for each refund transaction not to exceed \$10 per  
297 student per semester, except for cancelled classes or over-payment.

298  
299 **References:** Education Code Sections 66025.3, 70902(b)(9), 76300, and 76300.5;  
300 Title 5 Section 51012;  
301 California Community College Chancellor's Office (CCCCO) Student  
302 Fee Handbook  
303 [ACCJC Accreditation Standard I.C.6](#)

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305  
306

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**Approved: 4/11/13**  
**Revised: 10/9/14**

307  
308 **NOTE: Changes received 4/27/15 from Heather Chittenden for CHC Students.**

309 **Legal reference update #26 04/15**

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San Bernardino Community College District  
Board Policy  
Chapter 6 – Business and Fiscal Affairs

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**BP 6100 DELEGATION OF AUTHORITY, FISCAL**

*(Replaces current SBCCD BP 6100)*

**NOTE:** The language in current SBCCD BP 6100 parallels the language recommended by the Policy and Procedure Service.

**❖ From current SBCCD BP 6100 titled Delegation of Authority, Fiscal**

The Board of Trustees delegates to the Chancellor the authority to supervise the general business procedures of the District to assure the proper administration of property and contracts; the budget, audit and accounting of funds; the acquisition of supplies, equipment and property; and the protection of assets and persons. All transactions shall comply with applicable laws and regulations, and with the California Community Colleges Budget and Accounting Manual.

No contract shall constitute an enforceable obligation against the District until it has been approved or ratified by the Board. (See ~~Board Policy~~ BP 6340 titled Bids and Contracts.)

The Chancellor ~~or designee~~ shall make appropriate periodic reports to the Board and shall keep the Board fully advised regarding the financial status of the District.

References: Education Code Sections 70902(d), 81655, and 81656

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**NOTE:** This policy is **legally required** and recommended by the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from current SBCCD BP 6100 titled Delegation of Authority, Fiscal adopted on 9/9/04. The language in **blue ink** is included for consideration.

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**Adopted: 9/9/04**

**Revised:**

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San Bernardino Community College District  
Administrative Procedure  
Chapter 6 – Business and Fiscal Affairs

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**AP 6100 DELEGATION OF AUTHORITY, FISCAL**

**NOTE:** A procedure on delegation of authority is not required, but is **legally advised**. Local practice may be inserted. The following is typical language.

The ~~Chief Business Officer~~Vice Chancellor, Business & Fiscal Services is delegated authority from the Chancellor to supervise budget preparation and management; oversee fiscal management of the District; and contract for, purchase, sell, lease, or license real and personal property, in accordance with Board policy and law. Responsibility for the development of internal policies and procedures consistent with the provision of this regulation remains with the ~~Chief Business Officer~~Vice Chancellor, Business & Fiscal Services. This delegated authority is subject to the condition that certain of these transactions be submitted to the Chancellor for review and approval from time to time as determined by the Chancellor.

When transactions do not exceed the dollar limits established in the Public Contract Code, the Education Code, or other laws pertaining to the taking of competitive bids, the **Business Manager [designate position]** may contract for goods, services, equipment and rental of facilities so long as the transactions comply with law and any limitations or requirements set forth therein. Furthermore, the **[designate position]Business Manager** may amend the terms and conditions of any contractual arrangement so long as the total expenditure of funds and period of contract do not exceed the limitations set forth in applicable law or regulation.

**References:** Education Code Sections 70902(d), 81644, 81655, and 81656;  
Public Contract Code Sections 20651, 20658, and 20659

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**NOTE:** The **red ink** signifies language that is **legally advised** and recommended by the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore).

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**Approved:**

*(This is a new procedure recommended by the Policy and Procedure Service)*

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San Bernardino Community College District  
Board Policy  
Chapter 6 – Business and Fiscal Affairs

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**BP 6150 DESIGNATION OF AUTHORIZED SIGNATURES**

*(Replaces current SBCCD BP 2180)*

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

Authority to sign orders and other transactions on behalf of the Board of Trustees is delegated to the Chancellor and other officers appointed by the Chancellor.

**NOTE: Include the following sentence if the District files signatures with the County Superintendent of Schools:**

The authorized signatures shall be filed with the San Bernardino County Superintendent of Schools.

**❖ From current SBCCD BP 2180 titled Authorized Signatures**

**Authorized Signatures**

The President, Vice-President, and Clerk of the Board (in case of the President's absence), the Chancellor, and the Vice-Chancellor of Fiscal Services are authorized to sign contracts, documents, and reports on behalf of the Board after approval of such items by the Board.

The President, Vice-President, and Clerk of the Board (in case of the President's absence), the Chancellor, and the Vice-Chancellor of Fiscal Services are authorized to sign documents and reports as required, orders and other transactions, and to sign notices of employment for academic employees who are employed for more than sixty (60) percent of a full load.

The Board of Trustees may delegate by Board action the authorization of management and confidential staff or classified staff in administrative services to sign checks and accounts of the District. This authorization will be reviewed annually.

The authorized signatures shall be filed with the San Bernardino County Superintendent of Schools.

45 **References:** Education Code §§ Sections 70902(d), 72400, 85232, and 85233

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48 **NOTE:** The **red ink** signifies language that is **legally required** and recommended by the Policy and  
49 Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from  
50 current SBCCD BP 2180 titled Authorized Signatures adopted on 1/11/01 and amended on 4/8/04. The  
51 language in **blue ink** is included for consideration.  
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**Adopted: 1/11/01**

**Revised: 4/8/04**

**Revised:**

53

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San Bernardino Community College District  
Administrative Procedure  
Chapter 6 – Business and Fiscal Affairs

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## AP 6150 DESIGNATION OF AUTHORIZED SIGNATURES

(Replaces current SBCCD AP 2180)

**NOTE:** A procedure to designate authorized signatures is legally required. Local practice may be inserted. The following is typical and complies with requirements.

The Board President and Clerk of the Board of Trustees are authorized to sign documents that have been authorized by action on behalf of the Board of Trustees.

1. In accordance with the provisions of the legal codes of the State of California, the Board of Trustees may delegate its authority to named agents prior to ratification. Those agents are designated annually by Board action. Only the Board and/or those agents are authorized to commit the District to contracts, expenditure of funds, employment of personnel, and other legal actions.

Such delegation of authority shall be accomplished by Board approval of an authorized signature list at least once each fiscal year.

~~2.~~

~~The **[Chief Business Officer or other position]** is hereby designated as the District officer authorized to sign warrants on behalf of the District.~~

~~Proper documentation regarding signing District warrants documents shall be filed with the San Bernardino eCounty Ssuperintendent of Sschools. (Note: "Proper documentation" may vary from district to district according to Education Code Sections 85233 and 85266)~~

~~The **[Chief Business Officer or other position]** Vice Chancellor, **Fiscal Business & Fiscal Services** will withhold approval of District warrants when:~~

- ~~Disbursement of the funds will result in the total amounts expended in any major account classification to exceed the amount budgeted.~~
- ~~Established procedures have not been followed to permit verification of authenticity of the expenditure.~~

~~❖ From current SBCCD AP 2180 titled Authorized Signatures~~

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**A. Approving Authority**

- ~~3.1. In accordance with the provisions of the legal codes of the State of California, the Board of Trustees may delegate its authority to named agents prior to ratification. Those agents are designated annually by Board action. Only the Board and/or those agents are authorized to commit the District to contracts, expenditure of funds, employment of personnel, and other legal actions.~~
- ~~4.2. Such delegation of authority shall be accomplished by Board approval of an authorized signature list at least once each fiscal year.~~

**B. Recommending Authority**

- ~~1. The Responsibility Center Manager recommends approval of those matters that require an authorized signature defined in Paragraph "A" above. The Responsibility Center Manager approves most internal District transactions for college departments and/or divisions.~~
- ~~2. Each college president shall send to the Chancellor a list of responsibility center managers in July of each year or as the positions may change during the year.~~

**C. Procedural Authorization**

- ~~1. A manager or supervisor with signature authority at any level must have additional approval from his/her supervisor on any matter that involves expenditure of funds on that manager's behalf.~~
- ~~2. A manager of a categorical program must have an additional approval from his/her supervisor for expenditure of categorical funds.~~

**References:** Education Code Sections 85232 and 85233

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**NOTE:** The **red ink** signifies language that is **legally required** and recommended by the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from current SBCCD AP 2180 titled Authorized Signatures approved in 4/04. The language in **blue ink** is included for consideration.

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**Approved: 4/04**  
**Revised:**

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San Bernardino Community College District  
Board Policy  
Chapter 6 – Business and Fiscal Affairs

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**BP 6250 BUDGET MANAGEMENT**

*(Replaces current SBCCD BP 6250)*

**Legal Update 24 (issued in late April 2014 by the Policy and Procedure Service) revised this policy to add the definition of the District's unrestricted general reserves (The language was moved from BP 6200 to this policy as it is more appropriate in this document). (see the gray shaded language below)**

**NOTE: The language in current SBCCD BP 6250 parallels the language recommended by the Policy and Procedure Service.**

**❖ From current SBCCD BP 6250 titled Budget Management**

The budget shall be managed in accordance with Title 5 and the CCG [California Community Colleges](#) Budget and Accounting Manual. Budget revisions shall be made only in accordance with these policies and as provided by law.

The unrestricted general reserves shall be no less than the prudent reserve defined by the State Chancellor's Office and Board Budget Priorities.

Revenues accruing to the District in excess of amounts budgeted shall be added to the District's reserve for contingencies. They are available for appropriation only upon a resolution of the Board [of Trustees](#) that sets forth the need according to major budget classifications in accordance with applicable law.

Board approval is required for changes between major expenditure classifications. Transfers from the reserve for contingencies to any expenditure classification must be approved by a two-thirds vote of the members of the Board. Transfers between expenditure classifications must be approved by a majority vote of the members of the Board.

References: Title 5 Sections 58307; [and](#) 58308;

45 **NOTE:** This policy is **legally required** and recommended by the Policy and Procedure Service and its  
46 legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from current SBCCD BP 6250  
47 titled Budget Management adopted on 9/9/04. The language in **blue ink** is included for consideration.  
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**Adopted: 9/9/04**

**Revised:**

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San Bernardino Community College District  
**Administrative Procedure**  
Chapter 6 – Business and Fiscal Affairs

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**AP 6250 BUDGET MANAGEMENT**

*(Replaces current SBCCD AP 6250)*

**NOTE:** The language in current SBCCD AP 6250 parallels the language recommended by the Policy and Procedure Service.

❖ **From current SBCCD AP 6250 titled Budget Management**

Title 5 requires that budget management conforms to the following minimum standards:

- Total amounts budgeted as the proposed expenditure for each major classification of expenditures shall be the maximum expended for that classification for the school academic year, except as specifically authorized by the Board of Trustees.
- Transfers may be made from the reserve for contingencies to any expenditure classification by written resolution of the Board, and must be approved by a two-thirds vote of the members of the Board.
- Transfers may be made between expenditure classifications by written resolution of the Board, and may be approved by a majority of the members of the Board.
- Excess funds must be added to the general reserve of the District, and are not available for appropriation except by resolution of the Board setting forth the need according to major classification.

**References:** Title 5; Sections 58305, 58307, and 58308

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**NOTE:** This procedure is **legally required** and recommended by the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from current SBCCD AP 6250 titled Budget Management approved on 9/9/04. The language in **blue ink** is included for consideration.

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**Approved: 9/9/04**

**Revised:**

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San Bernardino Community College District  
Board Policy  
Chapter 6 – Business and Fiscal Affairs

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**BP 6400 AUDITS**

*(Replaces current SBCCD BP 6400)*

**NOTE:** The language in current SBCCD BP 6400 parallels the language recommended by the Policy and Procedure Service.

❖ **From current SBCCD BP 6400 titled Audits**

There shall be an annual outside audit of all funds, books, and accounts of the District in accordance with the [Title 5](#) regulations of ~~Title 5~~. The Chancellor shall assure that an annual outside audit is completed. The Chancellor shall recommend a certified public accountancy firm to the Board [of Trustees](#) with which to contract for the annual audit.

Reference: Education Code Section 84040(b)

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**NOTE:** This policy is **legally required** and recommended by the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from current SBCCD BP 6400 titled Audits adopted on 9/9/04. The language in **blue ink** is included for consideration.

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**Adopted: 9/9/04**

**Revised:**

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San Bernardino Community College District  
Administrative Procedure  
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**AP 6400 AUDITS**

*(Replaces current SBCCD AP 6400)*

**NOTE:** *The language in current SBCCD AP 6400 parallels the language recommended by the Policy and Procedure Service.*

❖ **From current SBCCD AP 6400 titled Audits**

On or before April 1 of the fiscal year, the Board of Trustees shall approve the selection of an auditor who shall be a certified public accountant licensed by the California State Board of Accountancy.

An auditing firm's contract shall be for no more than three years. The audit shall include all funds under the control or jurisdiction of the District. The audit shall identify all expenditures by source of funds and shall contain:

- A statement that the audit was conducted pursuant to standards and procedures developed in accordance with Education Code Section 84040.5, and
- a summary of audit exceptions and management recommendations.

Audit reports for the preceding fiscal year must be presented to the Board and submitted to the Sstate Chancellor's Office by December 31.

**References:** Education Code Sections 84040(b) and 81644

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**NOTE:** *The **red ink** signifies language that is **legally required** and recommended by the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from current SBCCD AP 6400 titled Audits approved on 8/5/05. The language in **blue ink** is included for consideration.*

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**Approved: 8/5/05**

**Revised:**

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San Bernardino Community College District  
Board Policy  
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**BP 6450 WIRELESS OR CELLULAR TELEPHONE USE**

*(Replaces current SBCCD BP 6770)*

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

The Chancellor shall determine if it is in the best interests of the District to provide a cellular or wireless phone at District expense.

Cellular telephones provided by the District for compensatory reasons are classified by the Internal Revenue Service as a fringe benefit, the value of which must be included in an employee's gross income.

The value of a cellular telephone provided by the District primarily for non-compensatory business purposes is excludable from an employee's income. Record keeping of business and personal use of District-issued cellular telephones shall not generally be required when the telephones are issued for non-compensatory business reasons.

Motor vehicle drivers may not use wireless or cellular telephones while operating their vehicles without a hands-free listening device and shall comply with all requirements of California law regarding the use of wireless or cellular telephones in vehicles.

There shall be no expectation of privacy in the use of a District-issued cellular telephone.

**❖ From current SBCCD BP 6770 titled Cellular Telephone Usage**

Employees may receive reimbursement for cellular telephone usage only under the terms and conditions recommended by the Chancellor.

References: Vehicle Code Sections 12810.3, 23123, and 23124;  
Internal Revenue Code (I.R.C.) Sections 274(d)(4) and 280F(d)(4)

43 **NOTE:** The **red ink** signifies language that is **legally advised** and recommended by the Policy and  
44 Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from  
45 current SBCCD BP 6770 titled Cellular Telephone Usage adopted on 6/14/02.  
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**Adopted: 6/14/02**  
**Revised:**

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San Bernardino Community College District  
Administrative Procedure  
Chapter 6 – Business and Fiscal Affairs

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**AP 6450 WIRELESS AND CELLULAR TELEPHONE USE**

*(Replaces current SBCCD AP 6770)*

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

The Chancellor shall determine if it is in the best interests of the District to provide a cellular or wireless telephone at District expense.

Cellular telephones provided by the District for compensatory reasons are classified by the Internal Revenue Service as a fringe benefit, the value of which must be included in an employee's gross income.

The value of a cellular telephone provided by the District primarily for non-compensatory business purposes is excludable from an employee's income. Employees will generally not be required to keep notes of business and personal use of District-issued cellular telephones when the telephones are issued for non-compensatory business reasons.

**NOTE: The value of the business use of a District-provided cellular telephone is excludable from an employee's income as a working condition fringe benefit to the extent that, if the employee paid for the use of the cellular telephone themselves, such payment would be allowable as a deduction under Income Tax Regulations Section 162 for the employee. A District will be considered to have provided an employee with a cellular telephone primarily for non-compensatory business purposes if there are substantial reasons relating to the District's business, other than providing compensation to the employee, for providing the employee with a cellular telephone. When a District provides an employee with a cellular telephone primarily for non-compensatory business reasons, the IRS will treat the employee's use of the cellular telephone for reasons related to the employer's trade or business as a working condition fringe benefit, the value of which is excludable from the employee's income and, will treat the value of any personal use of a cellular telephone provided by the employer primarily for non-compensatory business purposes as excludable from the employee's income as a de minimis fringe benefit.**

These rules do not apply to wireless or cellular telephones owned by employees. Any reimbursements to employees for use of their own wireless or cellular telephones may

45 be excluded from wages if the employee accounts for the expense pursuant to the  
46 Internal Revenue Service accountable plan.

47  
48 Motor vehicle drivers may not use wireless or cellular telephones while operating their  
49 vehicles without a hands-free listening device. Drivers may use a wireless or cellular  
50 telephone to contact a law enforcement agency or public safety entity for emergency  
51 purposes. Drivers of motor trucks or truck-tractors, farm vehicles, tow trucks, a listed or  
52 described implement of husbandry, or a commercial vehicle, used in commercial  
53 agricultural operations may use a digital two-way radio service that utilizes a wireless or  
54 cellular telephone.

55  
56 There is no expectation of privacy in the use of a District-issued cellular telephone.

57  
58 ❖ **From current SBCCD AP 6770 titled Cellular Telephone Usage**

59  
60 **A. Authorization**

61  
62 Each college president and each vice chancellor may designate employee to  
63 receive partial reimbursement for the use of a cellular telephone in conducting  
64 District business.

65  
66 **B. Application**

67  
68 Managers and supervisors shall make application through the appropriate  
69 channel. Approved applications shall be forwarded from the campus to the Vice  
70 Chancellor of Fiscal Services for implementation.

71  
72 **C. Reimbursement**

73  
74 Reimbursement shall be at a rate not to exceed \$50 per month, which shall  
75 include purchases of the telephone, activation, monthly service charges, and air  
76 use time – including long distance calls. While monthly application for  
77 reimbursement is not required, periodic verification of telephone usage may be  
78 requested.

79  
80 **D. Review**

81  
82 This regulation shall be periodically reviewed to assess the appropriateness of  
83 the reimbursement rate.

84  
85 **References:** Vehicle Code Sections 12810.3, 23123, and 23124;  
86 Internal Revenue Code (I.R.C.) Sections 274(d)(4) and 280F(d)(4)

87  
88  
89 **NOTE:** The **red ink** signifies language that is **legally advised** and recommended by the Policy and  
90 Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from  
91 current SBCCD AP 6770 titled Cellular Telephone Usage approved on 6/14/02.

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**Approved: 6/14/02**  
**Revised:**

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San Bernardino Community College District  
Board Policy  
Chapter 6 – Business and Fiscal Affairs

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**BP 6500 PROPERTY MANAGEMENT**

*(Replaces current SBCCD BP 6500)*

**NOTE:** *The language in current SBCCD BP 6500 parallels the language recommended by the Policy and Procedure Service.*

**❖ From current SBCCD BP 6500 titled Property Management**

The Chancellor is delegated the authority to act as the Board's negotiator regarding all property management matters that are necessary for the benefit of the District. No transaction regarding the lease, sale, use, or exchange of real property by the District shall be enforceable until acted on by the Board of Trustees itself.

The Chancellor shall establish such procedures as may be necessary to assure compliance with all applicable laws relating to the sale, lease, use, or exchange of real property by the District.

References: Education Code Sections 81300, et seq.

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**NOTE:** *This policy is **legally required** and recommended by the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from current SBCCD BP 6500 titled Property Management adopted on 8/19/04. The language in **blue ink** is included for consideration.*

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**Adopted: 8/19/04**

**Revised:**

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San Bernardino Community College District  
**Administrative Procedure**  
Chapter 6 – Business and Fiscal Affairs

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## AP 6500 PROPERTY MANAGEMENT

*(Replaces current SBCCD AP 6500)*

**NOTE:** The language in red ink is **suggested as good practice**. The delegation of authority can be incorporated into AP 6100 titled *Delegation of Authority*, **at local option**. The District should insert its local practices regarding property management.

The Chief Business Officer shall be responsible for supervising acquisitions of real property, including appraisals and valuations of real property and improvements; securing title insurance policies; dedications or conveyance of easements; vacation of streets and alleys, street lighting and other special assessments; and the condemnation of real property.

### ❖ From current SBCCD AP 6500 titled Property Management

All District property shall be accounted for through the use of appropriate records and inventory procedures. Deeds shall be properly recorded and safeguarded. All equipment shall be assigned a property control number upon receipt and its location recorded.

#### A. Marking and Identifying Capital Assets

Mark all inventorial capital assets upon receipt and acceptance to identify that the property belongs to the District. This identification should facilitate accounting for the asset, aid in its identification, and discourage theft.

Responsibility for controlling capital asset control numbers rests with the Receiving Department Supervisor. They are to ensure that the stickers are adequately controlled.

Upon receipt of the capital asset, the Receiving Department or the appropriate designated employee should match the asset to its Purchase Order, tag it with a bar code sticker, and note the following:

- Asset number

- 45 • Description
- 46 • Room located
- 47 • Quantity
- 48 • Original unit cost
- 49 • Manufacturer
- 50 • Model
- 51 • Serial number
- 52 • New, used, or donated
- 53 • Date placed in service
- 54 • Life span / sub program
- 55 • Classification

## 56 **B. Federal/State Grant Requirements**

57  
58 Employees who purchase equipment under a federal or state grant must be  
59 aware of the federal and state inventory control requirements. Each grant should  
60 be reviewed for specific requirements on asset ownership.  
61

## 62 **C. Use of College Equipment**

### 63 **1. Authorization**

64  
65 District-owned equipment shall not be removed from any District facility  
66 except with written permission of the college president, Chancellor, or  
67 designee.  
68

### 69 **2. Responsibility**

70  
71 Any individual who removes District-owned property assumes personal  
72 liability for repair or replacement of such equipment in the event of damage or  
73 theft.  
74

## 75 **D. Capital Facilities**

### 76 **1. Space Utilization**

77  
78 A space inventory report shall be prepared each year by the Facilities  
79 Planning and Administrative Services Office and submitted to the State  
80 Chancellor's Office according to their requirements and specifications.  
81

### 82 **2. Capital Facilities Planning**

83  
84 The Facilities Planning and Administrative Services Office is responsible for  
85 planning, design coordination, and preparation of contract specifications for  
86 all major facilities. A Five-Year Capital Facilities Plan shall be prepared each  
87 year by Facilities Planning and Administrative Services and submitted to the  
88  
89  
90

91 State Chancellor's Office. The plan shall reflect the priorities of the Board-  
92 approved District Facilities Master Plan.

93  
94 **3. Capital Facilities Construction**

95  
96 The Facilities Planning and Administrative Services Office shall coordinate  
97 efforts in facilities design between the architectural staff and college users,  
98 coordinate building plan development, bidding and selection procedures, and  
99 oversee construction management, inspection and contract administration.

100  
101 **E. Capital Asset Management**

102  
103 The Purpose of a capital asset inventory system is: 1) to provide control and  
104 accountability over capital assets, and 2) to gather and maintain information  
105 needed for the preparation of financial statements. The following policies are the  
106 minimum requirements for capital assets that the District must meet. These  
107 procedures are in compliance with BAM and GAAP.

108  
109 **1. Capital Assets Defined**

110  
111 Capital assets include: land, land improvements, buildings, building  
112 improvements, construction in progress, machinery and equipment, vehicles,  
113 infrastructure, easements, and works of art and historical treasures. They  
114 are to be reported and, with certain exceptions, depreciated in the  
115 government-wide financial statements.

116  
117 **2. When to capitalize assets**

118  
119 Capitalize all land and all other capital assets when the acquisition exceeds  
120 the following thresholds:

121  
122 Table 1

Capitalization Thresholds Asset Classification	Tracking and Inventory	Capitalize and Depreciate
Land	1	Capitalize Only
Land Improvements	1	25,000
Building	1	50,000
Building Improvements	1	50,000
Construction in Progress	1	Capitalize Only
Machinery and Equipment	1,000	5,000
Vehicle	1,000	5,000

123  
124 **3. New Acquisitions:** Capitalize new assets, which meet the thresholds stated  
125 above and are not additions, improvements, repairs or replacements to  
126 existing capital assets.

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**Extraordinary repairs, betterments, or improvements:** Capitalize assets that increase future benefits from an existing capital asset beyond its previously assessed standard of performance if they exceed the thresholds stated in Table 1. Capitalizable leasehold improvements are classified within the commodity class major group “Building or Land Improvements.” Increased future benefits typically include **an** extension in the estimated useful life of the asset, an increase in the capacity of an existing capital asset or a substantial improvement in the quality of output or a reduction in previously assessed operating costs.

- 4. Replacement:** Capitalize the acquisition of a capital asset to replace a part of another asset when the cost of the replacement exceeds the thresholds stated in **Table 1**. The following exceptions apply: Replacement of roof coverings is not capitalized unless the replacement extends the useful life of the building.

Replacement floor coverings and window coverings are not capitalized. Costs to remodel a building to a different use, where the remodeling does not extend the useful life of the structure itself, are not capitalized.

Remove the cost and accumulated depreciation of the replaced asset from the accounting records if the amounts are determinable and the replacement is capitalized.

- 5. Additions:** Capitalize expansions of or extensions to an existing building capitalized capital asset that cost more than the thresholds stated in **Table 1**.

**F. Capital Asset Value Determination**

- 1. Purchased Assets:** Use the historical costs including all applicable taxes and all appropriate ancillary costs less any trade discounts or rebates. If such information is not available, use the estimated costs.
- 2. Land Assets:** The capitalized value is to include the purchase price plus costs such as legal fees, filing fees, excavation costs incurred, and any other additional costs incurred to put the land in condition for its intended use.
- 3. Building Costs:** Include both acquisition and capital improvement costs. Capital improvements include structures and all other property permanently attached to, or an integral part of the structure.
- 4. Equipment, Furniture, or Fixtures:** Include those assets that are not considered to be capital improvements and should be valued at the actual or reasonably estimated cost.

173 Include the cost of extended maintenance/warranty contracts in the asset  
174 valuation if the contract is purchased at the same time as the capital asset.  
175 Depreciate these contracts over the useful life of the asset. Do not capitalize  
176 the payments for contracts not purchased at the same time as the capital  
177 asset.  
178

179 **5. Self-Constructed Assets:** Include all direct costs associated with the  
180 construction project. Agency project management costs may be capitalized in  
181 one of two ways: 1) use the actual project management costs when they are  
182 discernible and directly associated with the project; or 2) apply a percentage  
183 of total budgeted project costs. The application rate may or may not be  
184 designed to recover total agency project management costs.  
185

186 **G. Capital Leases**

187  
188 A capital lease is a lease that transfers substantially all the benefits and risks of  
189 ownership to SBCCD. A lease must meet one or more of the following four  
190 criteria to qualify as a capital lease:  
191

- 192 1. Ownership of the leased property is transferred to the District at the end of the  
193 lease term;
- 194 2. The lease contains a bargain purchase option;
- 195 3. The lease term is equal or greater than 75% of the estimated useful life of the  
196 property;
- 197 4. The present value of the future minimum lease payments is 90% or more of  
198 the fair market value of the leased property.  
199

200 Account for capital leases with a net present value of the future minimum  
201 lease payments or fair value, whichever is less, but exceeding thresholds  
202 stated in Table 1 as an acquisition of a capitalized asset and the incurrence of  
203 a liability.  
204  
205  
206  
207

208 **H. Depreciation Policy**

209  
210 Depreciation begins when an asset is placed in service. Depreciation is to be  
211 calculated using the straight-line method. To calculate depreciation using this  
212 method:  
213

$$214 \text{ Annual Depreciation} = \text{Cost} - \text{Salvage Value}$$

215  
216 Asset's useful life  
217 Useful Life for Capital Assets  
218

219 Table 2

Asset Class	Useful Lives (years)
Furniture & Equipment	8
Computer and Technology Equipment	3
Buildings and Building Improvements	50
Landscaping	10
Musical Instruments	10
Outdoor Equipment	20
Portable Classroom	15
Software	8
Vehicles	8

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**I. Transferring Capital Assets Between Departments and Retiring Capital Assets from the Inventory**

When custody of an asset is transferred between departments it is the transferring department’s responsibility to notify the Receiving Department Supervisor so that they may update the capital asset listing.

It is the Receiving Department Supervisor’s responsibility to record all retirements on the appropriate schedule and submit a listing to the Purchasing Department. This list is then forwarded to the Board of Trustees for approval.

**J. Lost or Stolen Property**

When suspected or known losses of capital assets occur, departments should conduct a search for the missing property. The search should include transfers to other departments and possible declaration of surplus. If the missing property is not found:

1. Notify the Business Manager and file a Police Report
2. Have the individual deemed to be primarily responsible for the asset, as well as that individual’s supervisor, complete and sign a statement detailing the events surrounding the disappearance of the asset
3. Remove the missing asset from the District’s Capital Asset Listing
4. Maintain records of the missing capital asset

**References:** [Education Code Sections 70902 and 81300 et seq.](#)

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**NOTE:** The **red ink** signifies language that is **suggested as good practice** and recommended by the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from current SBCCD AP 6500 titled Property Management approved on 8/5/05. The language in **blue ink** is included for consideration.

**Approved: 8/5/05**

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**Revised:**

254

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San Bernardino Community College District  
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**BP 6535 USE OF DISTRICT EQUIPMENT**

*(Replaces current SBCCD BP 3760)*

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

❖ **From current SBCCD BP 3760 titled Off-Campus Use of District Equipment**

The Board of Trustees authorizes the Chancellor to ~~draw up~~ develop administrative regulations allowing for limited off-campus use of District equipment.

District equipment shall not be loaned to private groups organized for profit or to any individual, except that equipment may be loaned to employees for District-related duties off-campus subject to the provisions outlined in the administrative procedures.

Reference: Education Code Section 70902

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**NOTE:** *The language in **black ink** is from current SBCCD BP 3760 titled Off-Campus Use of District Equipment adopted on 4/8/04. The language in **blue ink** is included for consideration.*

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**Adopted: 4/8/04**

**Revised:**

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San Bernardino Community College District  
Administrative Procedure  
Chapter 6 – Business and Fiscal Affairs

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## AP 6535 USE OF DISTRICT EQUIPMENT

(Replaces current SBCCD AP 3760)

**NOTE:** The language in red ink is **suggested as good practice**. Local practice may be inserted. The following is an illustrative example.

Each member of the District staff shall be responsible for equipment under his/her control. Loss of equipment and unauthorized removal of equipment should be reported immediately to the appropriate administrator.

Equipment that is lost or stolen may be replaced upon submission of a request through the appropriate administrative office. The request must include an explanation about the loss or theft of the equipment and a justification that replacement is essential to the activity served.

District equipment shall not be loaned to persons not employed by or enrolled in the District.

Equipment shall only be removed from campus with proper authorization(s).

### ❖ From current SBCCD AP 3760 titled Off-Campus Use of District Equipment

#### A. Authorization

District-owned equipment shall not be removed from any District facility except with written permission of the college president, Chancellor, or designee. Authorization may be granted for the uses listed below through the “College Equipment Loan Agreement.” No item of equipment shall be removed under any circumstance until the warehouse supervisor has inventoried it and assigned a property control number.

#### B. Permitted Uses

District-owned equipment may be removed from campus, with proper authorization, for the following uses.

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**1. Professional/Business Use**

Staff members may borrow District-owned equipment for professional use directly related to District business. In the case of computer or other electronic equipment no installation support will be provided unless the District requires such use.

**2. Student Instructional Use**

District-owned equipment such as musical instruments or photography equipment may be loaned to students as they are required as part of the instructional program. Such loan shall be limited to the term in which the student is enrolled.

**3. Community Support Use**

Under special circumstances District-owned equipment may be loaned on a short-term basis in support of a special community project. Under such use the equipment shall be loaned to a specific community agency that shall supply a certificate of insurance for the equipment while under its control.

**C. Responsibility**

Any individual who removes District-owned property assumes personal liability for repair or replacement of such equipment in the event of damage or theft.

**D. Recall**

Any loaned equipment is subject to recall by a college or District official at any time.

**Reference:** [Education Code Section 70902](#)

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**NOTE:** The **red ink** signifies language that is **suggested as good practice** and recommended by the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from current SBCCD AP 3760 titled *Off-Campus Use of District Equipment* approved in 4/04.

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**Approved: 4/04**

**Revised:**

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San Bernardino Community College District  
Board Policy  
Chapter 6 – Business and Fiscal Affairs

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**BP 6600 CAPITAL CONSTRUCTION**

*(Replaces current SBCCD BP 6600)*

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

**❖ From current SBCCD BP 6600 titled Capital Construction**

The Chancellor is responsible for planning and administrative management of the District's capital outlay and construction program.

District construction projects shall be supervised by the Chancellor. The District shall monitor the progress of all construction work including inspection of workmanship, completion of work to meet specifications, and the suitability of proposed changes to the scope and original design of the work.

The District shall assure compliance with laws related to use of state funds to acquire and convert existing buildings.

The Board of Trustees shall approve and submit to the Board of Governors a five-year Capital Construction Plan as required by law. The Chancellor shall annually update the Plan and present it to the Board of Trustees for approval. The Plan shall address, but is not limited to, the criteria contained in law. Any changes or modifications shall be submitted to the Board of Governors by the first day in February.

References: Education Code Sections 81005 and 81820;  
Title 5, Sections 57150 et seq.

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**NOTE: The language in red ink is legally required and recommended by the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in black ink is from current SBCCD BP 6600 titled Capital Construction adopted on 9/9/04.**

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**Adopted: 9/9/04**

**Revised:**

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San Bernardino Community College District  
**Administrative Procedure**  
Chapter 6 – Business and Fiscal Affairs

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**AP 6600 CAPITAL CONSTRUCTION**

*(Replaces current SBCCD AP 6600)*

**NOTE:** *The language in current SBCCD AP 6600 parallels the language recommended by the Policy and Procedure Service.*

**❖ From current SBCCD AP 6600 titled Capital Construction**

The Chancellor will annually report to the Board of Trustees and to the State Chancellor's Office a five-year capital outlay program. The Program will consist of the plans of the District concerning its future academic and student service programs, and the effects of such programs on construction needs.

**A. Capital Outlay Program**

Specifically, the five-year capital outlay program shall include the following:

- Statement of educational plans
- Statement of energy plans
- Statement of disabled persons' barrier removal plan
- Location of program delivery
- Location of other owned lands
- District-wide priority lists
- District-wide capacity/load ratios
- District-wide supporting detail

**B. Construction Contracts**

Construction contracts will be let in accordance with AP 6350 titled Contracts – Construction and will comply with applicable laws relating to public works.

**C. Five-Year Construction**

All five-year construction projects will be processed through the District Facilities Planning Committee as a recommendation to the Chancellor.

**D. Conversion of Buildings**

43 State funds earmarked for capital outlay financing may be used to acquire an  
44 existing government-owned or privately-owned building and to pay the necessary  
45 costs of converting such a building to community college use if all of the following  
46 criteria apply:

- 47 • The building was constructed as, and continues to qualify as, a school  
48 building, as provided by Education Code Sections 81130 et seq., or the  
49 building is determined to have, or is rehabilitated to an extent that it is  
50 determined to have, a pupil safety performance standard that is equivalent  
51 to that of a building constructed pursuant to Education Code Sections  
52 81130 et seq. The determination of the pupil safety performance standard  
53 must meet all of the requirements of Education Code Section  
54 81149(a)(1)&(2).
- 55
- 56 • The total cost of purchasing and converting the existing building to  
57 community college use is not greater than the estimated cost of  
58 constructing an equivalent building.
- 59
- 60 • The land associated with the building will be owned by, or controlled  
61 through a long-term lease of at least 50 years by, the District.
- 62
- 63 • The District has complied with facility site review procedures and guideline  
64 recommendations of the California Postsecondary Education Commission  
65 pursuant to Education Code Section 66904.
- 66
- 67 • The funding for the purchase and conversion of an existing building does  
68 not supersede funding for facilities that have previously been prioritized by  
69 the Board of Governors and are awaiting state funding.
- 70

71 **References:** Education Code Section 81005 and 81820;  
72 Title 5, Sections 57150 et seq.

73  
74  
75 **NOTE:** The **red ink** signifies language that is **legally required** and recommended by the Policy and  
76 Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from  
77 current SBCCD AP 6600 titled Capital Construction approved on 12/11/08.  
78

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**Approved: 12/11/08**

**Revised:**

79  
80

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San Bernardino Community College District  
Board Policy  
Chapter 6 – Business and Fiscal Affairs

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**BP 6740 CITIZENS' BOND OVERSIGHT COMMITTEE**

*(Replaces current SBCCD BP 6740)*

**NOTE:** *The language in current SBCCD BP 6740 parallels the language recommended by the Policy and Procedure Service.*

**❖ From current SBCCD BP 6740 titled Citizens' Oversight Committee**

If a bond measure has been authorized pursuant to the conditions of Proposition 39 as defined in the California Constitution, the Chancellor shall establish a Citizens' Bond Oversight Committee in accordance with the applicable law and necessary regulations.

References: Education Code Sections 15278, 15280, and 15282;  
California Constitution Article XIII A Section 1(b); and Article XVI Section 18(b)

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**NOTE:** *This policy is **legally advised** and recommended by the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from current SBCCD BP 6740 titled Citizens' Oversight Committee adopted on 9/4/04. The language in **blue ink** is included for consideration.*

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**Adopted: 9/4/04**

**Revised:**

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San Bernardino Community College District  
**Administrative Procedure**  
Chapter 6 – Business and Fiscal Affairs

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**AP 6740 CITIZENS' BOND OVERSIGHT COMMITTEE**

*(Replaces current SBCCD AP 6740)*

**NOTE:** The language in current SBCCD AP 6740 parallels the language recommended by the Policy and Procedure Service.

❖ **From current SBCCD AP 6740 titled Citizens' Oversight Committee**

**A. Committee Established**

The Board of Trustees of the San Bernardino Community College District (the "Board") hereby establishes the Citizens' Oversight Committee (the "Committee") that shall have the duties and rights set forth in Bylaws (which can be found on the District Website). The Committee does not have independent legal capacity from the District.

**B. Purposes**

The purposes of the Committee are set forth in Prop<sup>osition</sup> 39, and its Bylaws are specifically made subject to the applicable provisions of Prop<sup>osition</sup> 39 as to the duties and rights of the Committee. The Committee shall be deemed to be subject to the Ralph M. Brown Public Meetings Act of the State of California and shall conduct its meetings in accordance with the provisions thereof. The District shall provide necessary administrative support to the Committee as shall be consistent with the Committee's purposes, as set forth in Prop<sup>osition</sup> 39.

The proceeds of general obligation bonds issued pursuant to the Election are hereinafter referred to as "bond proceeds." The Committee shall confine itself specifically to bond proceeds generated under the Bond Measure. Regular and deferred maintenance projects and all monies generated under other sources shall fall outside the scope of the Committee's review.

**C. Duties**

44 To carry out its stated purposes, the Committee shall perform the duties set forth in  
45 Sections 3.1, 3.2 and 3.3 of its By-Laws and shall refrain from those activities set  
46 forth in Sections 3.4 and 3.5:

47  
48 **D. Inform the Public**

49  
50 The Committee shall inform the public concerning the District's expenditure of bond  
51 proceeds.

52  
53 **E. Review Expenditures**

54  
55 The Committee may review quarterly expenditure reports produced by the District to  
56 ensure that (a) bond proceeds are expended only for the purposes set forth in the  
57 ballot measure; and (b) no bond proceeds are used for any teacher or administrative  
58 salaries or other operating expenses.

59  
60 **F. Annual Report**

61  
62 The Committee shall present to the Board, in public session, an annual written report  
63 which shall include the following:

- 64
- 65 1. A statement indicating whether the District is in compliance with the  
66 requirements of Article IIIA, Section 1(b)(3) of the California Constitution; and
  - 67
  - 68 2. A summary of the Committee's proceedings and activities for the preceding  
69 year.
  - 70

71 **G. Duties of the Board/Chancellor**

72  
73 Either the Board or the Chancellor, as the Board shall determine, shall have the  
74 following powers reserved to it, and the Committee shall have no jurisdiction over  
75 the following types of activities:

- 76 • Approval of construction contracts,
- 77 • Approval of construction change orders,
- 78 • Appropriation of construction funds,
- 79 • Handling of all legal matters,
- 80 • Approval of construction plans and schedules,
- 81 • Approval of Deferred Maintenance Plan, and
- 82 • Approval of the sale of bonds.
- 83

84 **H. Authorized Activities**

85  
86 In order to perform the duties set forth in Section 3.0, the Committee may engage in  
87 the following authorized activities:

88

89 1. Receive and review copies of the District's annual independent performance audit  
90 and annual independent financial audit, required by Article XIII A of the California  
91 Constitution.

92  
93 2. Inspect college facilities and grounds for which bond proceeds have been or will  
94 be expended, in accordance with any access procedure established by the District's  
95 Vice Chancellor, Fiscal Services.

96  
97 3. Review copies of deferred maintenance proposal or plans developed by the  
98 District.

99  
100 4. Review efforts by the District to maximize bond proceeds by implementing various  
101 cost-saving measures.

102  
103 **I. Membership**

104  
105 **1. Number.**

106  
107 The Committee shall consist of a minimum of seven (7) members appointed by the  
108 Board of Trustees from a list of candidates submitting written applications, and  
109 based on criteria established by [Proposition](#) 39, to wit:

- 110  
111 • One (1) student enrolled and active in a community college support group,  
112 such as student government.
- 113 • One (1) member active in a business organization representing the business  
114 community located in the District.
- 115 • One (1) member active in a senior citizens' organization.
- 116 • One (1) member active in a bona-fide taxpayers association, which includes  
117 the League of Women Voters.
- 118 • One (1) member active in a support organization for the college, such as a  
119 foundation.
- 120 • Two (2) members of the community at-large.

121  
122 **2. Qualification Standards**

123  
124 To be a qualified person, he or she must be at least 18 years of age. The  
125 Committee may not include any employee, official of the District or any vendor,  
126 contractor or consultant of the District.

127  
128 **3. Ethics: Conflicts of Interest.**

129  
130 By accepting appointment to the Committee, each member agrees to comply with  
131 Articles 4 (commencing with Section 1090) and 4.7 (commencing with Section 1125)  
132 of Division 4 of Title 1 of the Government Code and the Political Reform Act  
133 ([Government](#) Code [Sections](#) §§ 81000 et seq.), and to complete the Form 700 as  
134 required by all "designated employees" of the District. Additionally, each member

135 shall comply with the Committee Ethics Policy attached as "Attachment A" to these  
136 Bylaws.

#### 137 138 **4. Term**

139  
140 Except as otherwise provided herein, each member shall serve a term of two (2)  
141 years, beginning July 1. No member may serve more than two (2) consecutive  
142 terms. At the Committee's first meeting, members will draw lots to select a minimum  
143 of two members to serve for an initial one (1)-year term and the remaining members  
144 for an initial two (2) -year terms.

#### 145 146 **5. Appointment**

147  
148 Members of the Committee shall be appointed by the Board through the following  
149 process: (a) appropriate local groups will be solicited for applications; (b) the  
150 Chancellor or his designee will review the applications; and (c) the Chancellor or his  
151 designee will make recommendations to the Board.

#### 152 153 **6. Removal; Vacancy.**

154  
155 The Board may remove any Committee member for any reason, including failure to  
156 attend two consecutive Committee meetings without reasonable excuse or for failure  
157 to comply with the Committee Ethics Policy. Upon a member's removal, his/ or her  
158 seat shall be declared vacant. The Board, in accordance with the established  
159 appointment process shall fill any vacancies on the Committee.

#### 160 161 **7. Compensation**

162  
163 The Committee members shall not be compensated for their services.

#### 164 165 **J. Authority of Members**

- 166  
167 1. Committee members shall not have the authority to direct staff of the District  
168 unless a majority of the members of the Committee have voted express authority to  
169 do so; and  
170  
171 2. Individual members of the Committee retain the right to address the Board, either  
172 on behalf of the Committee or as an individual.

#### 173 174 **K. Meetings of the Committee**

##### 175 176 **1. Regular Meetings.**

177  
178 The Committee is required to meet at least once a year including an annual  
179 organizational meeting to be held in November.

180

181 **2. Location.**

182

183 All meetings shall be held within the San Bernardino Community College District,  
184 located in San Bernardino and Riverside Counties, California.

185

186 **3. Procedures.**

187

188 All meetings shall be open to the public in accordance with the Ralph M. Brown Act,  
189 Government Code Sections 54950 et seq. Meetings shall be conducted according to  
190 such additional procedural rules as the Committee may adopt. A majority of the number  
191 of Committee members shall constitute a quorum for the transaction of any business  
192 except adjournment.

193

194 **4. District Support.**

195

196 The District shall provide to the Committee necessary technical and administrative  
197 assistance as follows:

198

199 a. Preparation of and posting of public notices as required by the Brown Act,  
200 ensuring that all notices to the public are provided in the same manner as notices  
201 regarding meetings of the District Board;

202

203 b. Provision of a meeting room, including any necessary audio/visual equipment;

204

205 c. Preparation and copies of any documentary meeting materials, such as  
206 agendas and reports; and

207

208 d. Retention of all Committee records, and providing public access to such  
209 records on an Internet website maintained by the District.

210

211 e. District staff and/or District consultants shall attend all Committee proceedings  
212 in order to report on the status of projects and the expenditures of bond  
213 proceeds.

214

215 f. No bond proceeds shall be used to provide District support to the Committee.

216

217 **L. Reports**

218

219 In addition to the Annual Report required in Section 3.2, the Committee may report  
220 to the Board at least semi-annually in order to advise the Board on the activities of  
221 the Committee. Such report shall be in writing and shall summarize the proceedings  
222 and activities conducted by the Committee.

223

224 **M. Officers**

225

226 The Chancellor shall appoint the initial Chair. Thereafter, the Committee shall elect  
227 a chair and a vice-chair who shall act as chair only when the chair is absent, which  
228 positions shall continue for two (2)-year terms. No person shall serve as chair for  
229 more than two consecutive terms.

230

#### 231 **N. Amendment of Bylaws**

232

233 Any amendment to these Bylaws shall be approved by a two-thirds vote of the entire  
234 Board.

235

#### 236 **O. Termination**

237

238 The Committee shall automatically terminate and disband at the earlier of the date  
239 when (a) all bond proceeds are spent, or (b) all projects funded by bond proceeds  
240 are completed.

241

#### 242 **P. Conflict of Interest**

243

244 A Committee member shall not make or influence a District decision related to: (1)  
245 any contract funded by bond proceeds, or (2) any construction project which will  
246 benefit the Committee member's outside employment, business, or a personal  
247 finance or benefit an immediate family member, such as a spouse, child, or parent.

248

#### 249 **Q. Outside Employment**

250

251 A Committee member shall not use his/ or her authority over a particular matter to  
252 negotiate future employment with any person or organization that relates to: (1) any  
253 contract funded by bond proceeds, or (2) any construction project. A Committee  
254 member shall not make or influence a District decision related to any construction  
255 project involving the interest of a person with whom the member has an agreement  
256 concerning current or future employment, or remuneration of any kind. For a period  
257 of two (2) years after leaving the Committee, a former Committee member may not  
258 represent any person or organization for compensation in connection with any  
259 matter pending before the District that, as a Committee member, he/ or she  
260 participated in personally and substantially. Specifically, for a period of two (2) years  
261 after leaving the Committee, a former Committee member and the companies and  
262 businesses for which the member works shall be prohibited from contracting with the  
263 District with respect to: (1) bidding on projects funded by the bond proceeds; and (2)  
264 any construction project.

265

#### 266 **R. Commitment to Uphold Law**

267

268 A Committee member shall uphold the federal and California Constitutions, the laws  
269 and regulations of the United States and the State of California (particularly the  
270 Education Code) and all other applicable government entities, and the policies,  
271 procedures, rules and regulations of the San Bernardino Community College District.

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**S. Commitment to District**

A Committee member shall place the interests of the District above any personal or business interest of the member.

**References: Education Code Sections 15278, 15280 and 15282**

---

**NOTE:** The **red ink** signifies language that is **legally required** and recommended by the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from current SBCCD AP 6740 titled Citizens’ Oversight Committee approved on 9/4/04. The language in **blue ink** is included for consideration.

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**Approved: 9/4/04**

**Revised:**

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San Bernardino Community College District  
Board Policy  
Chapter 6 – Business and Fiscal Affairs

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**BP 6930 VENDING MACHINES**

*(Replaces current SBCCD BP 6930)*

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

**❖ From current SBCCD BP 6930 titled Vending Machines**

Any vending machine installed on District property shall have Board [of Trustees](#) approval through the regular contracting process. Clubs and student groups may operate vending machines with the authorization of the District.

**References:** [None](#)

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**NOTE:** *The language in **black ink** is from current SBCCD BP 6930 titled Vending Machines adopted on 8/19/04. The language in **blue ink** is included for consideration.*

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**Adopted: 8/19/04**

**Revised:**

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San Bernardino Community College District  
Board Policy  
Chapter 7 – Human Resources

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**BP 7150 EVALUATION**

*(Replaces current SBCCD BP 7251)*

All employees will periodically undergo a performance evaluation, at prescribed intervals. The Chancellor shall assure periodic and systematic evaluations of faculty, managers, confidential employees, and classified staff members.

The criteria for management and confidential employee evaluations shall be based on board policy, the job descriptions, and performance goals and objectives developed mutually by the manager and the supervisor.

Refer to the collective bargaining agreements regarding evaluation processes for applicable collective bargaining groups.

**Reference:** WASC/ACCJC Accreditation Standard III.A.1.b

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**Adopted: 5/9/13**

**Revised: 3/12/15**

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**San Bernardino Community College District**  
**Administrative Procedure**  
Chapter 7 – Human Resources

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**AP 7150 EVALUATION**

*(Replaces current SBCCD AP 7251)*

All management employees shall be evaluated in accordance with these procedures and BP 7150 titled Evaluation.

**Frequency of Evaluation**

Each manager will be evaluated once per year for the first two years of employment and every three years thereafter. Evaluations may be held on a more frequent basis as appropriate.

Interim Manager assignments will be evaluated during the first year and annually thereafter if the assignment is greater than one semester in length. Evaluations may be held on a more frequent basis as appropriate.

**Goals/Objectives**

Each manager will meet with his/her supervisor at the beginning of each academic year to review the goals and objectives set for the prior year and to discuss the extent to which the goals and objectives were met. They will review the job description and, by mutual agreement, revise, update, or set new short- and long-range goals and objectives.

In an effort to ensure that employee evaluations are completed in a timely manner, the following process will be followed by Human Resources:

1. The immediate supervisor of the employee who is to be evaluated will receive an email directly from HR notifying the supervisor that an evaluation is due.
2. The evaluating supervisor's manager will also receive the email and will be responsible for ensuring the evaluation is completed and forwarded to HR within the required timeframe.
3. The President of the College and the appropriate Vice President will be copied on the email.

**Evaluation Committee**

42 By the first day of the 3<sup>rd</sup> month of assignment, the supervisor and employee will meet  
43 to initiate the evaluation process.

44  
45 In the case of campus-level managers, the committee shall include the immediate  
46 supervisor as chairperson, one manager appointed by the President, one faculty  
47 member appointed by the Academic Senate, and one classified employee appointed by  
48 CSEA. In each case, the manager will nominate three individuals from each category,  
49 (management, faculty and classified), from which the appointments shall be made.

50  
51 In the case of the College Presidents, the committee shall include the immediate  
52 supervisor as chairperson, one manager appointed by the Chancellor, two faculty  
53 members appointed by the Academic Senate, and one classified employee appointed  
54 by CSEA as appropriate to the campus. In each case, the President will nominate three  
55 individuals from each category, (management, faculty and classified), from which the  
56 appointments shall be made.

57  
58 In the case of the district-level managers, the committee shall include the immediate  
59 supervisor as chairperson, one manager appointed by the Chancellor, one faculty  
60 member appointed by the Academic Senate at San Bernardino Valley College, one  
61 faculty member appointed by the Academic Senate at Crafton Hills College, and one  
62 classified employee appointed by CSEA. In each case, the manager will nominate three  
63 individuals from each category, (management, faculty and classified), from which the  
64 appointments shall be made.

65  
66 **Campus/District Survey**  
67 As appropriate to the assignment, the committee shall seek written feedback from the  
68 campus and/or district community. In obtaining this feedback, the committee shall use  
69 an evaluation form approved by the Board of Trustees. Using the approved form, the  
70 committee shall seek input from applicable managers, faculty, classified staff and any  
71 others who are in a position to know how effectively the manager is performing  
72 assigned responsibilities. To assist in this task, the manager will provide the committee  
73 with a preliminary list of those with whom he/she interacts with on a regular basis.  
74 Responses on the approved form shall be signed, and the committee shall prepare a  
75 consolidated summary of the ratings and comments. Original survey documents will be  
76 destroyed once the consolidated summary is prepared. A copy of the consolidated  
77 summary will be made available to the manager at the conclusion of the evaluation  
78 procedure.

79  
80 **Evaluation Committee Meeting**  
81 Prior to the evaluation conference, the person being evaluated will submit to the  
82 supervisor a written self-evaluation of his/her performance, which shall be based on the  
83 approved job description and previously established, mutually agreed upon goals and  
84 objectives. The employee may submit a portfolio of representative work, or any other  
85 items he/she considers appropriate.

86

87 The supervisor and the evaluation committee will meet to consider the self-evaluation,  
88 the campus/district survey, and any additional material submitted by the manager. The  
89 committee may consider any other documents or information sources which they agree  
90 are appropriate.

91

## 92 **Evaluation Report**

93 The committee will produce a written evaluation report within two months following the  
94 start of the evaluation process. The report shall include:

95

96 1. A summary of duties from the job description, which shall serve as a basis for the  
97 evaluation.

98

99 2. A summary list of the goals and objectives from the prior year that have been  
100 mutually agreed upon by the manager and his/her supervisor.

101

102 3. An assessment of the extent to which the manager meets his/her stated goals  
103 and objectives.

104

105 4. An assessment of the management and leadership strengths of the manager.

106

107 5. The identification of any areas in which the manager can improve his/her  
108 performance or management skills.

109

110 The written report shall specify one of the following:

111

112 1. Commendation for superior performance;

113

114 2. Confirmation of satisfactory performance;

115

116 3. Recommendation for improvement and/or further evaluation as indicated by  
117 unsatisfactory performance.

118

119 The evaluation record shall be read and signed by the manager, the immediate  
120 supervisor, and the responsible evaluators before being placed in his/her file. The  
121 manager shall receive a copy of the evaluation report, and will have an opportunity to  
122 attach a written response within fifteen working days. The response may offer  
123 clarification, additional information, or a rebuttal, as the person being evaluated may  
124 wish.

125

126 An official file of evaluation reports shall be maintained in the District **Personnel-Human**  
127 **Resources** Office. Evaluation reports shall not be retained in the file beyond a four-year  
128 period if the manager requests that they be expunged.

129

130 There will be only **three-two** copies of a completed evaluation. One copy will remain in  
131 the possession of the manager being evaluated, ~~one copy will remain with the~~

132 ~~immediate supervisor~~, and the original will become a part of the official file in the  
133 ~~Personnel-Human Resources~~ Office.

134

135 **Procedures in the Case of Unsatisfactory Performance of Responsibilities**

136 When a manager's performance is judged unsatisfactory, corrective measures will be  
137 initiated. The manager shall develop a work plan with measurable goals, objectives and  
138 a timetable to correct the areas judged unsatisfactory. This work plan shall be reviewed  
139 and approved by the immediate supervisor (or Board of Trustees, in the case of the  
140 Chancellor) who shall be responsible for monitoring and assisting the manager with the  
141 corrective measures. If desired, the immediate supervisor will work with the manager to  
142 identify a mentor to provide guidance and advice.

143

144 In order to ascertain the extent to which corrective measures have succeeded, the re-  
145 evaluation of the manager shall be undertaken as soon as deemed appropriate by the  
146 supervisor, but in no case later than six months after the initial findings of the evaluation  
147 committee. The re-evaluation process shall include the submission of new goals and  
148 objectives to the immediate supervisor, the formation of a new evaluation committee,  
149 the collection of new survey data, and the preparation of an updated evaluation report  
150 that assesses the progress (or lack of progress) made since the last evaluation.

151

152 **Nonrenewal of Contract, Dismissal, or Penalty of Limited Duration**

153 In the case of unsatisfactory progress following re-evaluation, managers shall be  
154 notified of contract nonrenewal, dismissal, or penalty of limited duration by action of the  
155 Board of Trustees in accordance with the Education Code.

156

157 Classified employee evaluations will be conducted in accordance with the Agreement  
158 between the District and the Chapter of the California School Employees' Association.

159

160 Confidential employee evaluations will be conducted every three months for the first  
161 nine months of service, then every two years thereafter.

162

163 Faculty, full and part-time, evaluations will be conducted in accordance with the  
164 Agreement between the District and Chapter of CCA/CTA/NEA.

165

166 Additional documents related to evaluation can be reviewed on the Human Resources  
167 webpage.

168

169 Also see BP/AP 2435 titled Evaluation of the Chancellor

170

171 **Reference:** Accreditation Standard III.A.5 (formerly III.A.1.b)

172

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**Approved: 5/9/13**

**Revised: 2/19/15**

173

174 **NOTE: Changes in lines 126-133 are recommended by the District Assembly Work Group and HR.**

175 Lines 31-40 were approved and recommended by the ACCJC Ad Hoc Task Force on 4/20/15

**San Bernardino Community College District  
Board Policy**  
Chapter 7 – Human Resources

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**BP 7160 PROFESSIONAL DEVELOPMENT**

The Chancellor shall provide professional development opportunities, consistent with the institutional mission and based on identified needs for all employees.

**Reference:** WASC/ACCJC Accreditation Standard III.A. **145**

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**Adopted: 1/15/15**

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Jose F. Torres, Interim Vice Chancellor, Business & Fiscal Services  
PREPARED BY: Fritz Gutenberg, Non-Bond Project Manager, Kitchell/BRj  
DATE: May 14, 2015  
SUBJECT: Consideration of Approval to Adopt a Resolution Approving a UCCAP Contract Above \$175,000 with J Kim Electric, Inc. of Fullerton, California

RECOMMENDATION

It is recommended that the Board of Trustees adopt a resolution, by a four-fifths majority vote, to approve a contract with J Kim Electric, Inc. of Fullerton, California, under the SBCCD Uniform Construction Cost Accounting Procedures (UCCAP) program, for the Lighting Controls project at SBVC in the amount of \$182,200.

OVERVIEW

In order to take advantage of the Proposition 39 – California Clean Energy Jobs Act resources, San Bernardino Valley College has identified several projects to boost its energy efficiency. One such project involves retrofitting the lighting control system for exterior lighting at several locations around campus, including the Liberal Arts building, Planetarium, Child Development Center, M&O building, and electric block houses near the Greek Theater and Athletic Field.

ANALYSIS

As part of its Uniform Construction Cost Accounting Procedures (UCCAP) program, the District maintains a pre-qualified list of contractors according to trade category for public works projects valued between \$45,000 and \$175,000. Informal bids were solicited from those qualified contractors and the lowest; most responsive was from J Kim Electric, Inc. in the amount of \$217,200. After narrowing the project scope to include bid alternatives 1-5, the total contract price is \$182,200.

According to California Public Contract Code 220034(f), if all bids received for a project are in excess of \$175,000, the governing body may, by adoption of a resolution by a four-fifths vote, award the contract, at \$187,500 or less, to the lowest responsible bidder, if it determines the cost estimate of the public agency was reasonable.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

It is anticipated that this project will be funded through the Proposition 39 – California Clean Energy Jobs Act.

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
RESOLUTION TO AWARD A UNIFORM CONSTRUCTION COST ACCOUNTING PROCEDURES  
CONTRACT IN EXCESS OF \$175,000**

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

WHEREAS, on the 13<sup>th</sup> day of September, 2007, the San Bernardino Community College District (the District) adopted a resolution electing, under California Public Contract Code §22030, to become subject to the uniform public construction cost accounting procedures set forth in the Act and to the Commission's policies and procedures manual and cost accounting review procedures as they may each from time to time be amended; and

WHEREAS, the District maintains a list of qualified contractors per California Public Contract Code §22030, and in accordance with the California State Controller's Cost Accounting Policies and Procedures Manual; and

WHEREAS, under California Public Contract Code §22032 the dollar limits for public projects eligible to be informally bid under the District's Uniform Construction Cost Accounting Procedures (UCCAP) program are \$45,000 to \$175,000; and

WHEREAS, the District conducted an informal bid for the Retrofit Lighting Control System for Exterior Lighting at the Liberal Arts building at San Bernardino Valley College, the scope of which the District reasonably estimated to be \$175,000 or less; and

WHEREAS, in response to the informal bid process, the District received no responsible bids less than \$175,000; and

WHEREAS, the lowest responsible bid received was from J Kim Electric Inc. of Fullerton, California in the amount of \$217,200; and

WHEREAS, the District has decided to move forward with the project as outlined in the base bid and bid alternatives 1-5 for a total contract value of \$182,200; and

WHEREAS, California Public Contract Code §22034(f) allows that, if all bids received are in excess of \$175,000, the governing body of the public agency may, by adoption of a resolution by a four-fifths vote, award the contract, at \$187,500 or less, to the lowest responsible bidder, if it determines the cost estimate of the public agency was reasonable;

NOW THEREFORE, BE IT RESOLVED that the governing body of the San Bernardino Community College District hereby adopts this resolution and authorizes, by a vote of at least four-fifths, to award a contract under its UCCAP program to J Kim Electric Inc. of Fullerton, California for the Retrofit Lighting Control System for Exterior Lighting at San Bernardino Valley College in the amount of \$182,200.

PASSED AND ADOPTED by the Governing Board on May 14, 2015, by the following vote:

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

STATE OF CALIFORNIA                    )  
COUNTY OF SAN BERNARDINO        )

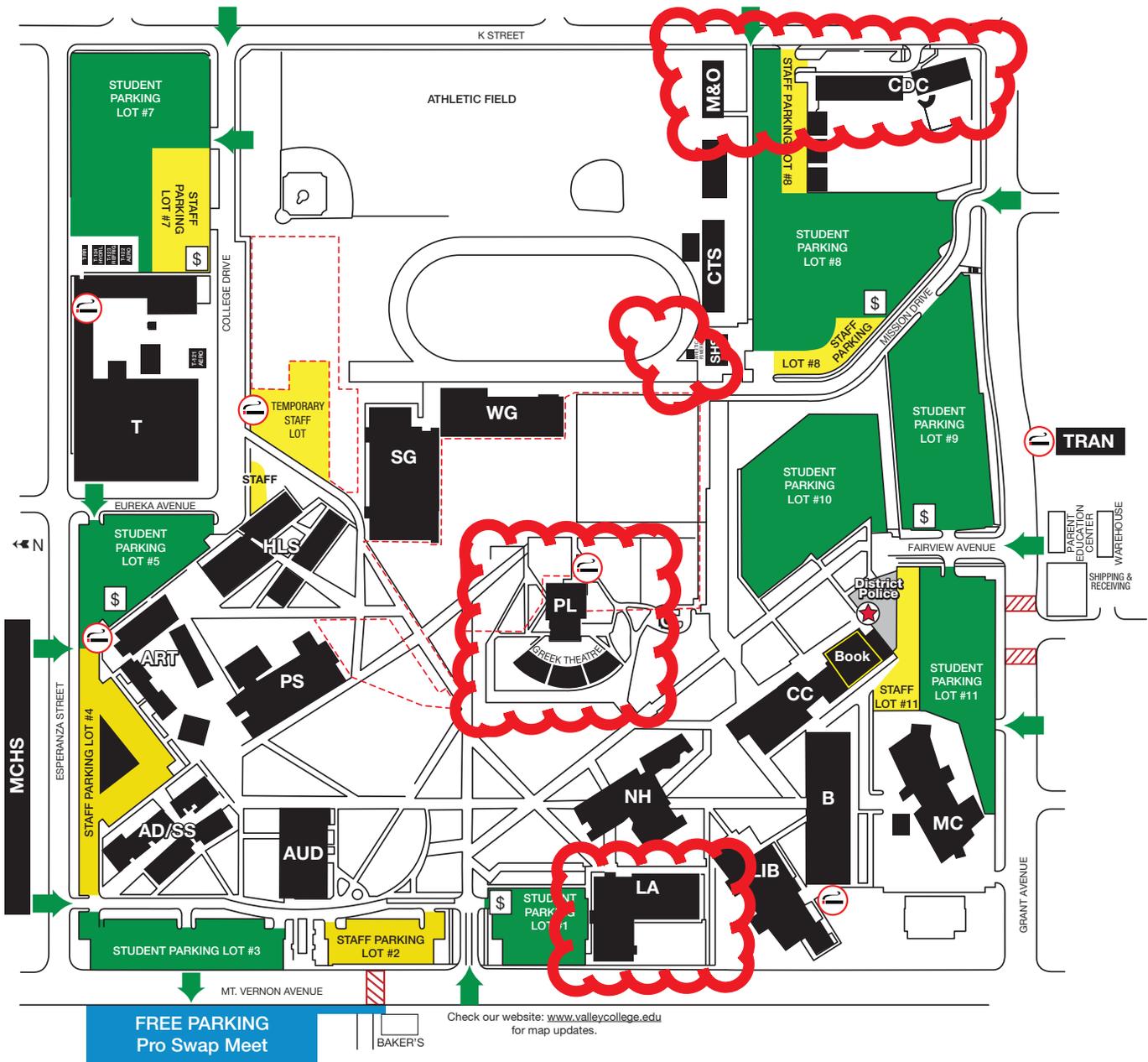
I, Bruce Baron, Secretary of the governing board, do hereby certify that the foregoing is a full, true, and correct copy of a resolution passed and adopted by the Board at a regularly called and conducted meeting held on said date.

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

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

# San Bernardino Valley College

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



Check our website: [www.valleycollege.edu](http://www.valleycollege.edu) for map updates.

- INDICATES CONSTRUCTION AREAS
- ➔ ARROWS DESIGNATE STUDENT PARKING LOT ENTRANCES
- \$ INDICATES PARKING PERMIT DISPENSER
- CROSSWALK
- ? INDICATES APPROVED SMOKING AREAS (10)  
*This is a smoke-free campus - smoking in non-designated areas or buildings may result in the issuance of a citation (Board Policy #3570; Government Code #7597)*

<b>Building Symbols</b>	
AD/SS..... Administration/Student Services (Note: AD rooms are located in AD/SS)	MC.....Media/Communications
ART.....Art Center	MCHS..... Middle College High School
AUD..... Auditorium	M&O..... Maintenance & Operations
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CTS.....Computer Technology Services	SG..... Snyder Gym
HLS.....Health & Life Science	SHS..... Student Health Services
LA.....Liberal Arts	T..... Technical
LIB.....Library	TRAN..... Transportation Center
	WG.....Women's Gym

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

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

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SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Jose F. Torres, Interim Vice Chancellor, Business & Fiscal Services  
PREPARED BY: Steven J. Sutorus, Business Manager  
DATE: May 14, 2015  
SUBJECT: Consideration of Approval to Award Request for Proposal (RFP) and Contract for RFP 2015-04 Managed Print and Copier Services to Advanced Imaging Strategies, Inc. of Riverside, CA

RECOMMENDATION

It is recommended that the Board of Trustees award RFP 2015-04 Managed Print and Copier Services to Advanced Imaging Strategies (AIS), Inc. of Riverside, CA for the purpose of providing complete document reproduction equipment and managed print services to the San Bernardino Community College District. The cost for this service is not to exceed \$850,000 during the five years of the contract.

OVERVIEW

The San Bernardino Community College District has reached the end of its contract with the current vendor. Therefore, a new competitive solicitation for Managed Print and Copier Services was performed.

ANALYSIS

The District received 12 responsive and responsible proposals. An evaluation committee ranked the top 5 proposals as follows:

<u>Vendor</u>	<u>Ranking</u>
AIS, Inc.	1
CBE Office Solutions	2
Canon Solutions America, Inc.	3
Konica Minolta Business Solutions USA, Inc.	4
Ricoh USA, Inc.	5

Through an analysis of the proposals received and a committee based review process, rankings indicate AIS, Inc. is the vendor that will best meet the needs of the District. The term of this contract is five years, with a total cost not to exceed \$850,000 during the contract.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Included in the 2015/2016 budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Jose F. Torres, Interim Vice Chancellor, Business & Fiscal Services  
PREPARED BY: Fritz Gutenberg, Non-Bond Project Manager, Kitchell/BRj  
DATE: May 14, 2015  
SUBJECT: Consideration of Approval to Ratify a Contract with Anderson Air Conditioning, L.P. of Fullerton, California

RECOMMENDATION

It is recommended that the Board of Trustees ratify a contract with Anderson Air Conditioning, L.P. of Fullerton, California for the Exterior Building Light Fixture Replacement project at SBVC in the amount of \$31,032.

OVERVIEW

In order to take advantage of the Proposition 39 – California Clean Energy Jobs Act resources, San Bernardino Valley College has identified several projects to boost its energy efficiency. One such project is the replacement of exterior building light fixtures with LED lighting. This project involves several campus locations including North Hall, Health Life Science, Child Development, M&O, Business Building, and Media Communications.

In accordance with the District's Uniform Construction Cost Accounting Procedures (UCCAP) program and California Public Contract Code §22034(e), authority to award a UCCAP contract can be delegated by the Board to the Vice Chancellor of Business & Fiscal Services, allowing work to begin. These contracts will then be taken to the Board for ratification.

ANALYSIS

As part of its UCCAP program, the District maintains a pre-qualified list of contractors according to trade category for public works projects valued between \$45,000 and \$175,000. Informal bids were solicited from those qualified contractors and the lowest; most responsive was from Anderson Air Conditioning, L.P.

BOARD IMPERATIVE

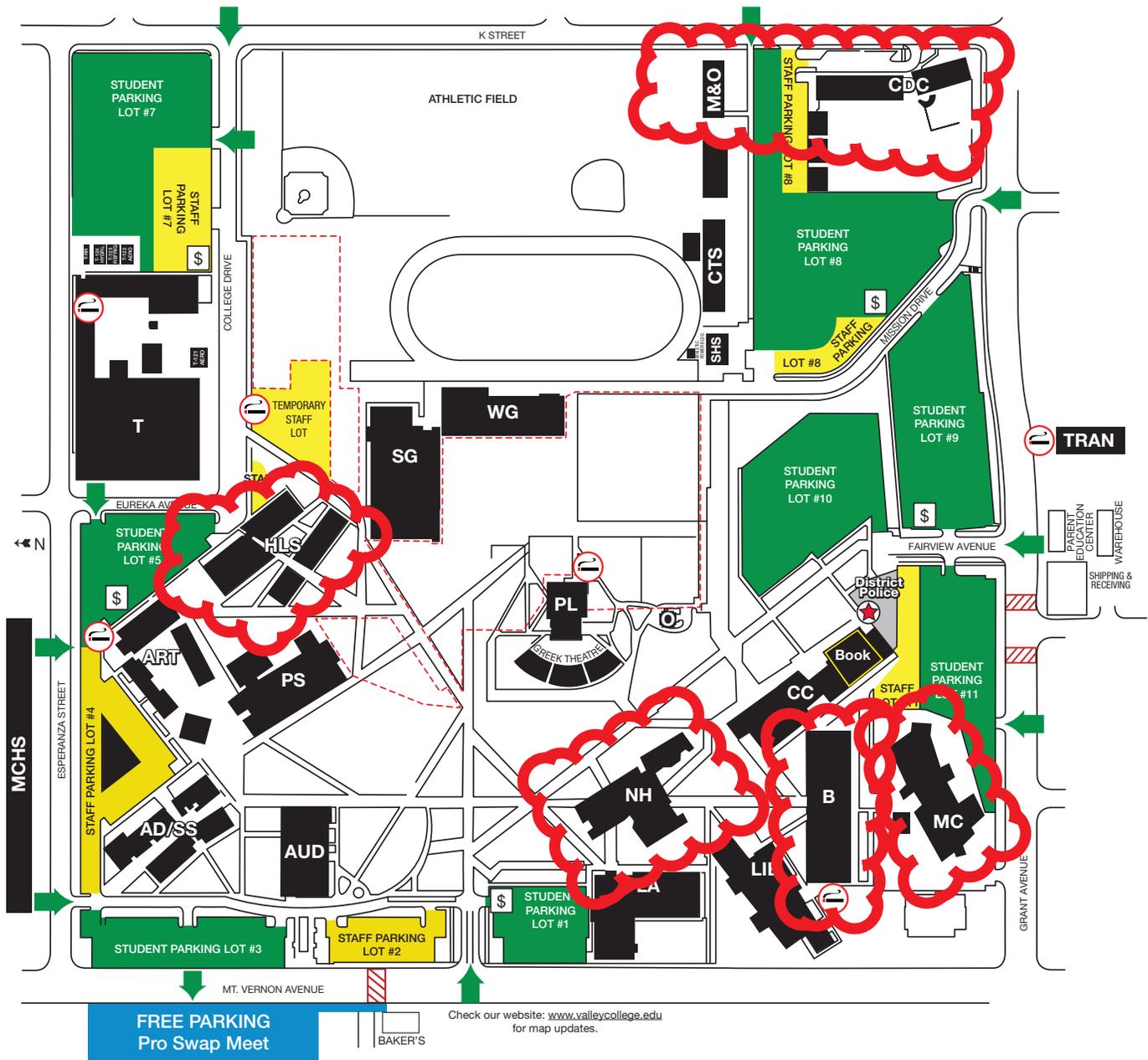
III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

It is anticipated that this project will be funded through the Proposition 39 – California Clean Energy Jobs Act.

# San Bernardino Valley College

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INDICATES CONSTRUCTION AREAS

ARROWS DESIGNATE STUDENT PARKING LOT ENTRANCES

INDICATES PARKING PERMIT DISPENSER

CROSSWALK

INDICATES APPROVED SMOKING AREAS (10)  
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 Campus Center Rm. 100  
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SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Jose F. Torres, Interim Vice Chancellor, Business & Fiscal Services  
PREPARED BY: Fritz Gutenberg, Non-Bond Project Manager, Kitchell/BRj  
DATE: May 14, 2015  
SUBJECT: Consideration of Approval to Ratify a Contract with Anderson Air Conditioning, L.P. of Fullerton, California

RECOMMENDATION

It is recommended that the Board of Trustees ratify a contract with Anderson Air Conditioning, L.P. of Fullerton, California for the Retrofit of Existing Parking Lot and Walkway Lighting Fixtures project at SBVC in the amount of \$96,875.

OVERVIEW

In order to take advantage of the Proposition 39 – California Clean Energy Jobs Act resources, San Bernardino Valley College has identified several projects to boost its energy efficiency. One such project is the replacement of 120 existing lighting fixtures throughout the campus with LED lighting. This project is campuswide.

In accordance with the District's Uniform Construction Cost Accounting Procedures (UCCAP) program and California Public Contract Code §22034(e), authority to award a UCCAP contract can be delegated by the Board to the Vice Chancellor of Business & Fiscal Services, allowing work to begin. These contracts will then be taken to the Board for ratification.

ANALYSIS

As part of its UCCAP program, the District maintains a pre-qualified list of contractors according to trade category for public works projects valued between \$45,000 and \$175,000. Informal bids were solicited from those qualified contractors and the lowest; most responsive was from Anderson Air Conditioning, L.P.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

It is anticipated that this project will be funded through the Proposition 39 – California Clean Energy Jobs Act.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Jose F. Torres, Interim Vice Chancellor, Business & Fiscal Services  
PREPARED BY: Fritz Gutenberg, Non-Bond Project Manager, Kitchell/BRj  
DATE: May 14, 2015  
SUBJECT: Consideration of Approval to Ratify a Contract with J Kim Electric, Inc. of Fullerton, California

RECOMMENDATION

It is recommended that the Board of Trustees ratify a contract with J Kim Electric, Inc. of Fullerton, California for the Retrofit of Existing Interior High Bay Lighting Fixtures to LED Lighting project at SBVC in the amount of \$43,592.

OVERVIEW

In order to take advantage of the Proposition 39 – California Clean Energy Jobs Act resources, San Bernardino Valley College has identified several projects to boost its energy efficiency. One such project is the retrofit of existing interior high bay lighting fixtures to LED lighting in the SBVC Library, Campus Center, and administrative offices.

In accordance with the District's Uniform Construction Cost Accounting Procedures (UCCAP) program and California Public Contract Code §22034(e), authority to award a UCCAP contract can be delegated by the Board to the Vice Chancellor of Business & Fiscal Services, allowing work to begin. These contracts will then be taken to the Board for ratification.

ANALYSIS

As part of its UCCAP program, the District maintains a pre-qualified list of contractors according to trade category for public works projects valued between \$45,000 and \$175,000. Informal bids were solicited from those qualified contractors and the lowest; most responsive was from J Kim Electric, Inc.

BOARD IMPERATIVE

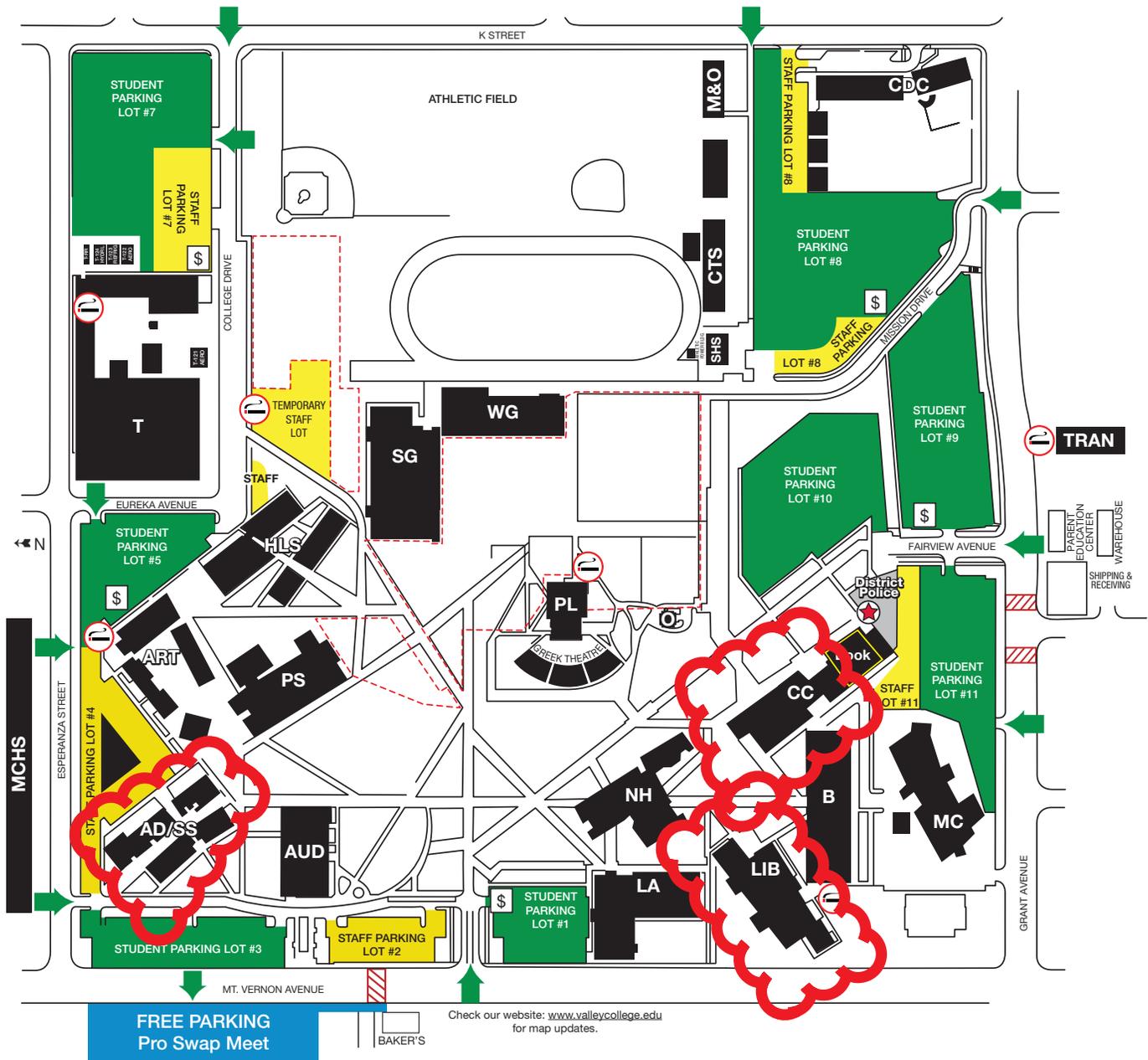
III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

It is anticipated that this project will be funded through the Proposition 39 – California Clean Energy Jobs Act.

# San Bernardino Valley College

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SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Jose F. Torres, Interim Vice Chancellor, Business & Fiscal Services  
PREPARED BY: George R. Johnson, Bond Program Director, Kitchell/BRj  
DATE: May 14, 2015  
SUBJECT: Consideration of Approval to Ratify a Contract with  
Oakview Constructors, Inc. of Calimesa, California

RECOMMENDATION

It is recommended that the Board of Trustees ratify a contract with Oakview Constructors, Inc. of Calimesa, California for the PE Complex Fire Hose Valve project at Crafton Hills College in the amount of \$6,350.00.

OVERVIEW

To obtain Division of the State Architect certification for the PE Complex and comply with the local fire marshal, CHC is required to install an external fire riser hose valve. The scope of work for this project is to install a Knox-box and an external fire riser hose valve.

ANALYSIS

Per Public Contract Code 22032(a), public projects of \$45,000 or less may be performed by the employees of a public agency by force account, by negotiated contract, or by purchase order. Informal bids were solicited through a request for proposal process. The bids received ranged from \$6,350.00 to \$34,000. The lowest, most responsive bid was received from Oakview Constructors Inc.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Included in 2014-15 Measure M budget.

DATE: March 13, 2015 **No - M CHC PE Complex 52**

TO: Jose F. Torres  
*Interim Vice Chancellor of Business & Fiscal Services*  
San Bernardino Community College District (SBCCD)

FROM: Thomas Anderson  
*Project Manager*  
Kitchell/BRj

RE: Crafton Hills College (CHC)  
PROJECT #: PE Complex  
Recommendation to Award Small Scale Construction Contract to Oakview Constructors, Inc. for Installation of a Fire Riser Valve onto the existing Fire Riser.

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**SCOPE:**

SBCCD approval to execute a Small Scale Construction Project Contract with Oakview Constructors, Inc., for the CHC PE Complex "Fire Hose Valve" proposal in the amount of \$6,350.00. The external fire riser hose valve is to be installed onto the existing fire riser by coring through the CMU wall, along with the installation of a Knox Box next to the fire riser closet door, beneath the bell.

**NARRATIVE:**

The "The Fire Hose Valve Scope" - CHC is in need of an external fire riser hose valve installed onto the existing fire riser along with a Knox Box. The scope of work described in CCD#21, must be completed to obtain DSA Certification for the PE Complex. Contractors were notified to provide proposals and a job walk was held and informal bids were accepted until 2:00 PM on Friday, February 13, 2015. Oakview Constructors, Inc. was found to have the lowest responsible bid amount at \$6,350.00.

**RECOMMENDATION:**

Kitchell/BRj recommends that SBCCD approve the awarded contract for Small Scale Construction Project for the CHC PE Complex Fire Hose Valve proposal to Oakview, Inc. in the amount of \$6,350.00. The scope of work described in CCD#21, must be completed to obtain DSA Certification for the PE Complex.

Upon approval, the contract will be submitted to the upcoming April 9, 2015 SBCCD Board of Trustees meeting for Ratification.

**BUDGET INFORMATION/FISCAL IMPACT:**

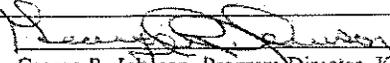
*PE Complex Project - 1510*

*Info from Measure M Budget V20-03/13/15*

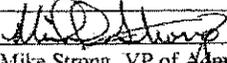
Funding - 42-50-32-1510-0257-6220.50-7100

Project Original Budget Amount:	\$ 6,952,080.61
Project Current Spent to date:	\$ 6,179,713.60
Project Current Estimate to Complete:	\$ 891,854.82
Project Memo Forecast Cost:	\$ 6,350.00
Project Change Amount:	\$ 0.00

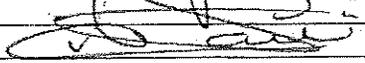
I concur with this recommendation  
 I do not concur with this recommendation

 3/17/15  
George R. Johnson, Program Director, KB

I concur with this recommendation  
 I do not concur with this recommendation

 3/24/15  
Mike Strong, VP of Admin Services, CHC

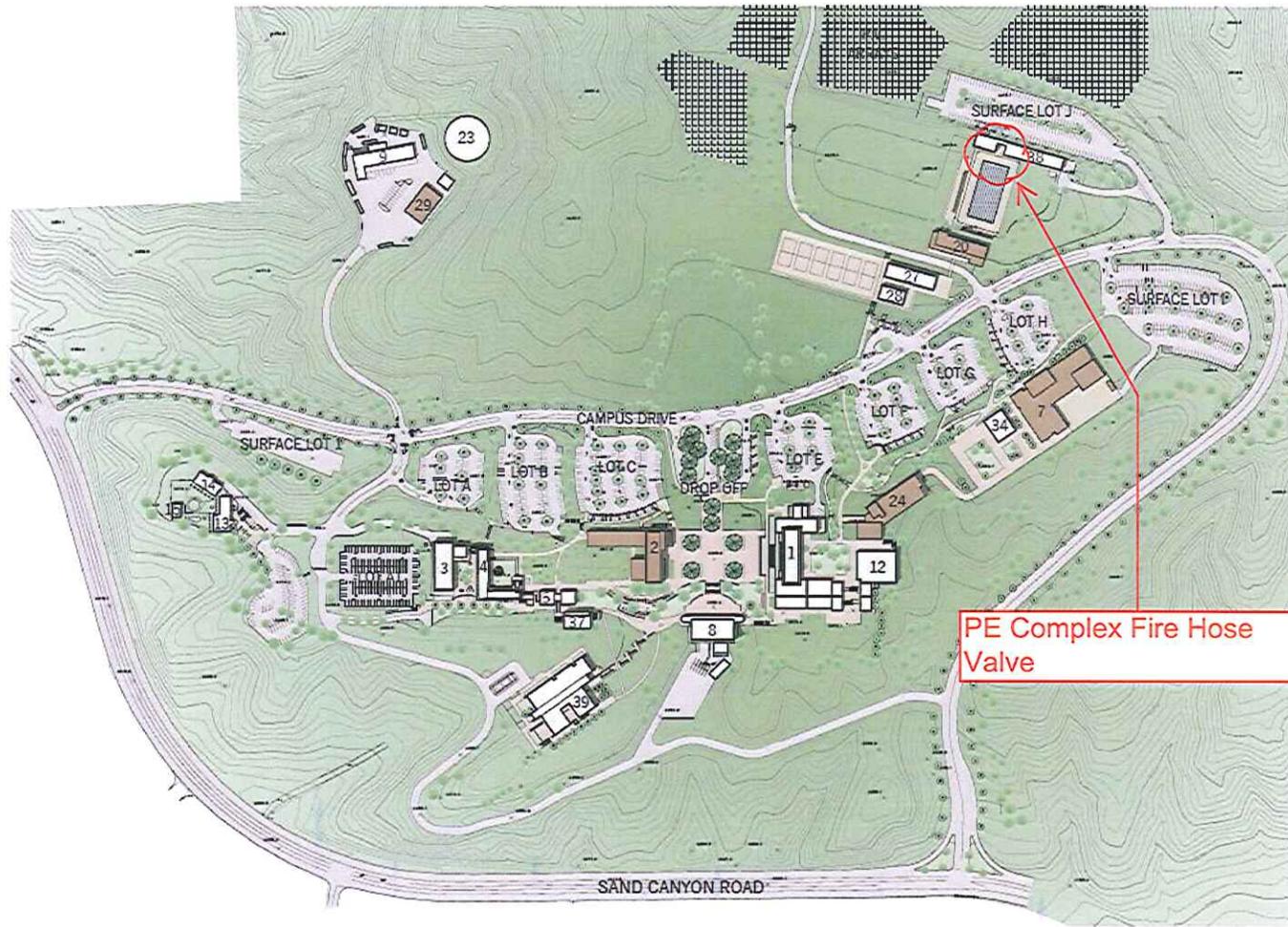
I concur with this recommendation  
 I do not concur with this recommendation

 3/31/15  
Jose F. Torres, Interim VC of Business & Fiscal Services, SBCCD

Attachments: Oakview Constructors, Inc. Proposal

Cc: File

  
3/31/15



PE Complex Fire Hose Valve

- NO. BUILDING NAME**
- 1 LAB/ADMIN
  - 2 CRAFTON CENTER**
  - 3 CLASSROOM BUILDING 2
  - 4 STUDENT SERVICES A
  - 5 CLASSROOM BUILDING 1
  - 7 OCCUPATIONAL ED 2**
  - 8 PERFORMING ARTS CENTER
  - 9 MAINTENANCE & OPERATIONS
  - 12 CHEMISTRY
  - 13 CDC 1
  - 14 CDC 2
  - 15 CDC 3
  - 20 PHYS ED / ATHLETICS**
  - 23 WATER TANK
  - 24 SCIENCE**
  - 27 SCIENCE MODULAR
  - 28 MATH MODULAR
  - 29 OFFICES (REPURPOSED BOOKSTORE MODULAR)**
  - 34 BOOKSTORE CLASSROOMS
  - 37 STUDENT SERVICES B
  - 38 AQUATIC CENTER
  - 39 LEARNING RESOURCE CENTER
- \* BOLD INDICATES NEW BUILDING

MASTER PLAN - HORIZON 1



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Bruce Baron, Chancellor  
PREPARED BY: Stacey Nikac, Executive Assistant  
DATE: May 14, 2015  
SUBJECT: Consideration to Reconfirm Student Trustee Privileges per the current Board Policy 2015 Student Trustees

RECOMMENDATION

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

OVERVIEW

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

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

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

None

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Bruce Baron, Chancellor  
PREPARED BY: Bruce Baron, Chancellor  
DATE: May 14, 2015  
SUBJECT: Consideration to Adopt a Resolution to Recognize African-American Music Appreciation Month, June 2015

RECOMMENDATION

It is recommended that the Board of Trustees adopt a resolution recognizing the profound contributions of African-Americans to music, art, literature and dance and to the enhancement of our diverse culture in the San Bernardino Community College District and the Inland Empire.

OVERVIEW

The San Bernardino Community College District (SBCCD) supports the efforts of the President, Governor and other national, state, and local partners in recognizing and celebrating the historic contributions and cultural enrichment of African Americans to the world of music specifically.

ANALYSIS

This commemorative month has been recognized nationally and in California to acknowledge the contributions of African-Americans in enriching the culture of America, California, the Inland Empire and the SBCCD, making our communities better places to live, study, and work.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

None

**RESOLUTION  
TO RECOGNIZE THE CULTURAL SIGNIFICANCE OF  
AFRICAN-AMERICAN MUSIC APPRECIATION MONTH  
JUNE 2015**

**WHEREAS**, The San Bernardino Community College District (SBCCD) recognizes and supports the contributions of African-American composers, singers, songwriters, musicians and music producers to our Nation, the state of California, and our local community; and

**WHEREAS**, the Mission of the SBCCD is to promote the discovery and application of knowledge, the acquisition of skills, and the development of intellect and character in a manner that prepares students to contribute effectively and ethically as citizens of a rapidly changing and increasingly technological world. This Mission is achieved through the District's two colleges, the Economic Development and Corporate Training Division and public broadcast system (KVCR TV-FM/FNX) by providing high quality, effective and accountable instructional programs and services; and

**WHEREAS**, President Obama proclaimed that, "For centuries, African-American music has lifted the voices of those whose poetry is born from struggle. As generations of slaves toiled in the most brutal of conditions, they joined their voices in faithful chords that both captured the depths of their sorrow and wove visions of a brighter day. At a time when dance floors were divided, rhythm and blues and rock and roll helped bring us together. And as activists marched for their civil rights, they faced hatred with song. There was a movement with a soundtrack -- spirituals that fed their souls and protest songs that sharpened their desire to right the great wrongs of their time;" and

**WHEREAS**, the SBCCD recognizes the myriad contributions of the African-American people to the musical traditions enjoyed by all the peoples of this Nation, from gospel and Motown to bebop and blues, which have also impacted symphony, opera, choral music and musical theatre, and joins in the celebration of the history of this music, especially in our local community; and

**WHEREAS**, the President said, "The influence of African-American artists resounds each day through symphony halls, church sanctuaries, music studios, and vast arenas. It fills us with inspiration and calls us to action. This month, as we honor the history of African-American music, let it continue to give us hope and carry us forward -- as one people and one Nation," and

**WHEREAS**, African-American Music Appreciation Month, then Black Music Month, was first celebrated by President Jimmy Carter in 1979 to acknowledge the contributions of musicians who often went unheralded, but used music "to share joy and pain, triumph and sorrow"; and

**THEREFORE**, be it resolved that the Board of Trustees of the San Bernardino Community College District does hereby recognize June as African-American Music Appreciation Month, and encourage all members of the diverse SBCCD community to share in the celebrations and commemorations of the month.

**ADOPTED** this 14th day of May, 2015

---

Bruce Baron, Chancellor and  
Secretary to the Board of Trustees

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Bruce Baron, Chancellor  
PREPARED BY: Bruce Baron, Chancellor  
DATE: May 14, 2015  
SUBJECT: Consideration of Approval to Adopt a Resolution to Recognize D-Day, June 6, and Flag Day, June 14, 2015 as "Patriotic Days"

RECOMMENDATION

It is recommended that the Board of Trustees adopt a resolution to recognize June 6, 2015 (D-Day) and June 14, 2015 (National Flag Day) as "Patriotic Days".

OVERVIEW

The San Bernardino Community College District (SBCCD) supports the recognition of the service and sacrifice of past and current U.S. military and their families, and acknowledges that May 2015 is a month rich in gratitude for those who have protected our nation in conflicts here and abroad, as it contains National Military Appreciation Month, Loyalty Day, VE Day, American Military History Month, Military Spouse Day, Armed Forces Day/Week and Memorial Day, all within the month.

ANALYSIS

Congress designated May as "National Military Appreciation Month" in 1999 to ensure the nation was given the opportunity to publically demonstrate their appreciation for the sacrifices and successes made by our service members - past and present.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

None

**RESOLUTION  
TO RECOGNIZE AS “PATRIOTIC DAYS”  
JUNE 6 AND 14, 2015**

**WHEREAS**, The San Bernardino Community College District (SBCCD) supports the recognition of June 6 and June 14, 2015 as “Patriotic Days”; and

**WHEREAS**, the Mission of the SBCCD is to promote the discovery and application of knowledge, the acquisition of skills, and the development of intellect and character in a manner that prepares students to contribute effectively and ethically as citizens of a rapidly changing and increasingly technological world. This Mission is achieved through the District's two colleges, the Economic Development and Corporate Training Division, and public broadcast system (KVCR TV-FM) by providing high quality, effective and accountable instructional programs and services, and

**WHEREAS**, Flag Day falls within National Flag Week, a time when Americans reflect on the foundations of the nation's freedom. The flag of the United States represents freedom and has been an enduring symbol of the country's ideals since its early days. During both events, Americans also remember their loyalty to the nation, reaffirm their belief in liberty and justice, and observe the nation's unity; and

**WHEREAS**, the President each year issues a proclamation calling on government officials in the U.S. to display the flag of the United States on all government buildings on Flag Day; and to urge US residents to observe Flag Day as the anniversary of the adoption on June 14, 1777, by the Continental Congress of the Stars and Stripes as the official flag of the United States; and

**WHEREAS**, D-Day is observed in the U.S. in memory of the Normandy beach landings in France on June 6, 1944, where approximately 160,000 Allied troops fought Nazi soldiers. General Dwight D. Eisenhower called the operation a crusade in which “we will accept nothing less than full victory”. More than 5,000 ships and 13,000 aircraft supported the D-Day invasion, and by the end of the day, the troops gained a foot-hold in Normandy. Thousands of soldiers lost their lives, but thousands more trekked across Europe to end the war. The invasion is one of history's most significant military attacks; and

**THEREFORE**, be it resolved that the Board of Trustees of the San Bernardino Community College District recognizes those who served on D-Day on June 6, 1944, for their contributions to the protection of our Nation here and abroad, and to the recognition of Flag Day on June 14, 2015, hereby acknowledging these specific “Patriotic Days”.

**ADOPTED** this 14<sup>th</sup> day of May, 2015

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Bruce Baron, Chancellor and Secretary to the Board of Trustees

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Bruce Baron, Chancellor  
PREPARED BY: Bruce Baron, Chancellor  
DATE: May 14, 2015  
SUBJECT: Consideration of Approval to Adopt a Resolution to Recognize June 19, 2015 as the 150<sup>th</sup> Anniversary of Juneteenth

RECOMMENDATION

It is recommended that the Board of Trustees adopt a resolution to recognize June 19, 2015 as the 150<sup>th</sup> Anniversary of Juneteenth.

OVERVIEW

The San Bernardino Community College District (SBCCD) actively supports the annual Presidential and Governor's declarations naming June 19 as Juneteenth.

ANALYSIS

This commemorative day recognizes the official end of slavery in the United States. The formal end of slavery was marked by the passing of the 13<sup>th</sup> Amendment to the Constitution.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

None

## **RESOLUTION TO RECOGNIZE JUNE 19, 2015 AS THE 150<sup>TH</sup> ANNIVERSARY OF JUNETEENTH**

**WHEREAS**, The San Bernardino Community College District (SBCCD) supports the Governor's and the President's declarations of June 19, 2015, as Juneteenth, and

**WHEREAS**, Juneteenth celebrates and symbolizes "African American Independence Day," the end of slavery in the United States. President Abraham Lincoln issued the Emancipation Proclamation on September 22, 1862, but it was not until June 19, 1865 that all slaves were finally freed. That concluding event was when General Gordon Granger rode into Galveston, Texas with his troops and issued Order Number 3 which finally freed the last of the slaves; and

**WHEREAS**, the formal end of slavery was marked by the passing of the 13th Amendment to the Constitution of the United States which was ratified on December 6, 1865; and provided that "Neither slavery nor involuntary servitude, except as a punishment for crime whereof the party shall have been duly convicted, shall exist within the United States, or any place subject to their jurisdiction" and

**WHEREAS**, the Mission of the SBCCD is to promote the discovery and application of knowledge, the acquisition of skills, and the development of intellect and character in a manner that prepares students to contribute effectively and ethically as citizens of a rapidly changing and increasingly technological world. This Mission is achieved through the District's two colleges, the Economic Development and Corporate Training Center (EDCT), and public broadcast system (KVCR TV-FM/FNX) by providing high quality, effective and accountable instructional programs and services; and

**WHEREAS**, the acknowledgement of the 150<sup>th</sup> Anniversary of Juneteenth will increase knowledge and appreciation of the roles, achievements and contributions of African Americans to our society, and pay tribute to an ancestral heritage upon whose shoulders many stand; and

**WHEREAS**, President Obama declared "Juneteenth marked an important moment in the life of our nation. But it was only the beginning of a long and difficult struggle for equal rights and equal treatment under the law. ... [W]e honor those who continued to fight for equality and opportunity for Americans of every race and every background. And we recommit ourselves to the unending work of perfecting our Union"; and

**THEREFORE**, be it resolved that the Board of Trustees of the San Bernardino Community College District celebrates the 150<sup>th</sup> Anniversary of Juneteenth on June 19 and applauds the history, courage, and contributions of the African American community to the SBCCD, and across California and the Nation.

**ADOPTED** this 14th day of May, 2015

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Bruce Baron, Chancellor and  
Secretary to the Board of Trustees

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Bruce Baron, Chancellor  
PREPARED BY: Bruce Baron, Chancellor  
DATE: May 14, 2015  
SUBJECT: Consideration to Adopt a Resolution to Recognize Lesbian, Gay, Bisexual and Transgender Pride Month, June 2015

RECOMMENDATION

It is recommended that the Board of Trustees adopt a resolution recognizing the importance of expanding our acceptance of the diverse culture in the San Bernardino Community College District and the Inland Empire.

OVERVIEW

The San Bernardino Community College District (SBCCD) supports the efforts of the President, Governor and other national, state, and local partners in recognizing the significance of broadening the fairness and equity of the American Dream, regardless of sexual orientation or gender identity.

ANALYSIS

This commemorative month continues to be recognized nationally and in California to acknowledge the expansion of recognition and the need for continuing vigilance of the acceptance of all, regardless of race, color, creed, religion, ethnicity, sexual orientation, or gender identification, thereby making our communities better and safer places to live, be educated, and work.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

None

**RESOLUTION  
TO RECOGNIZE THE IMPORTANCE OF  
LESBIAN, GAY, BISEXUAL, AND TRANSGENDER PRIDE MONTH  
JUNE, 2015**

**WHEREAS**, The San Bernardino Community College District (SBCCD) recognizes and supports the significance of Lesbian, Gay, Bisexual and Transgender (LGBT) Pride Month and the need for continued attention to the spreading of freedom and fairness for all throughout our Nation, the state of California, and our local community; and

**WHEREAS**, the Mission of the SBCCD is to promote the discovery and application of knowledge, the acquisition of skills, and the development of intellect and character in a manner that prepares students to contribute effectively and ethically as citizens of a rapidly changing and increasingly technological world. This Mission is achieved through the District's two colleges, the Economic Development and Corporate Training Division and public broadcast system (KVCR TV-FM/FNX) by providing high quality, effective and accountable instructional programs and services; and

**WHEREAS**, The majority of Pride events are held in June to commemorate the anniversary of the Stonewall Rebellion in New York City on June 28, 1969, which most consider to be the birth of the modern LGBT movement. At the time, police raids on bars catering to LGBT patrons were common, but that night, the patrons of the Stonewall Inn fought back. While accounts of the night vary, the violent response ignited a national firestorm of activism that brought new visibility to the struggle for LGBT equality; and

**WHEREAS**, Governor Brown reflected in his Proclamation that "Our nation was founded on the principle of equal rights for all people, but the fulfillment of this promise has been long in coming for many Americans. Some of the most inspiring moments in our history have arisen from the various civil rights movements that have brought one group after another from the margins to the mainstream of American society;" and

**WHEREAS**, LGBT Pride Month represents the taking of a positive stance against discrimination and violence toward lesbian, gay, bisexual, and transgender (LGBT) people to promote their self-affirmation, dignity, equality rights, increase their visibility as a social group, build community, and celebrate sexual diversity and gender variance; and

**WHEREAS**, institutions of higher learning should be among the first to acknowledge and accept all those who yearn to work, study, and live in peace and freedom, contributing to the betterment of all, the SBCCD community has long been a site of safety and support for those in the LBGT society; we are proud to stand with those who celebrate acceptance for all; and

**THEREFORE**, be it resolved that the Board of Trustees of the San Bernardino Community College District does hereby recognize June as Lesbian, Gay, Bisexual and Transgender Month, and encourage all members of the diverse SBCCD community to share in the commemorations of the month.

**ADOPTED** this 14th day of May, 2015

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Bruce Baron, Chancellor and Secretary to the Board of Trustees

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Bruce Baron, Chancellor  
PREPARED BY: Bruce Baron, Chancellor  
DATE: May 14, 2015  
SUBJECT: Consideration to Adopt a Resolution to Recognize National Hunger and Homelessness Awareness Month, June 2015

RECOMMENDATION

It is recommended that the Board of Trustees adopt a resolution recognizing the importance of recognizing the impact of poverty and hunger on students and their families in the San Bernardino Community College District and the Inland Empire.

OVERVIEW

The San Bernardino Community College District (SBCCD) supports the efforts of the President, Governor and other national, state, and local partners in recognizing the significance of addressing hunger through trying to solve the issues related to poverty, while acknowledging that too many SBCCD students and their families struggle to make ends meet.

ANALYSIS

This commemorative month recognizes, nationally, in California and throughout the Inland Empire, the continuing need to be vigilant in helping others meet the basics of food, shelter and medical care in order to recognize the humanity of all, and to realize that if hungry or worrying about feeding their children or families, students cannot do their best work in pursuing their educations. Supporting the basic needs of all, regardless of race, color, creed, religion, ethnicity, sexual orientation, or gender identification, contributes to making our communities better places to live, be educated, and work.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

None

**RESOLUTION  
TO RECOGNIZE NATIONAL HUNGER AWARENESS MONTH  
JUNE, 2015**

**WHEREAS**, The San Bernardino Community College District (SBCCD) recognizes and supports the significance of National Hunger Awareness Month, and the need to come together to confront hunger and poverty throughout our Nation, the state of California, and our local community; and

**WHEREAS**, the Mission of the SBCCD is to promote the discovery and application of knowledge, the acquisition of skills, and the development of intellect and character in a manner that prepares students to contribute effectively and ethically as citizens of a rapidly changing and increasingly technological world. This Mission is achieved through the District's two colleges, the Economic Development and Corporate Training Division and public broadcast system (KVCR TV-FM/FNX) by providing high quality, effective and accountable instructional programs and services; and

**WHEREAS**, we live in the world's wealthiest nation, yet 14.5 percent of U.S. households—and more than 49 million Americans, including 15.8 million children—struggle to put food on the table, where hunger is not caused by a scarcity of food but rather by the continued prevalence of poverty; and

**WHEREAS**, hunger and poverty often go hand in hand, but poverty is not the ultimate determinant of food insecurity. Research demonstrates that unemployment and low income are better predictors of food insecurity among people living in the U.S. In addition to a low income, college students incur unique financial stresses of tuition and educational materials, according to a CSU Sacramento study, which encourages colleges and universities to take “regular assessment of food insecurity ...to determine the impact of this distraction to academic success”; and

**WHEREAS**, hundreds of students in the SBCCD community are impoverished and are experiencing food insecurity, Crafton Hills College has taken affirmative steps to address the issue and is committed to helping students through the creation of Coach Cupboard, which provides nonperishable food and personal hygiene items to students, collected through donations to the CHC Foundation; and

**WHEREAS**, Student experiences that interfere with academic success can contribute to reduced graduation rates or student drop out. In response to these outcomes many campuses provide counseling and support services to address issues that place stress on students, such as employment, financial hardship, underdeveloped time management skills, or being the first in the family to attend college. Food insecurity, however, is not universally addressed among such university services; and

**THEREFORE**, be it resolved that the Board of Trustees of the San Bernardino Community College District does hereby recognize June as National Hunger Awareness Month, and encourage all members of the diverse SBCCD community to support education and action projects that help address the related issues of hunger, poverty and student success.

**ADOPTED** this 14th day of May, 2015

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Bruce Baron, Chancellor and Secretary to the Board of Trustees

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Bruce Baron, Chancellor  
PREPARED BY: Bruce Baron, Chancellor  
DATE: May 14, 2015  
SUBJECT: Consideration of Approval to Adopt a Resolution to Recognize World Environment Day (WED), June 5, 2015

RECOMMENDATION

It is recommended that the Board of Trustees adopt a resolution recognizing the significance of World Environment Day in furtherance of their commitment to Sustainability and Improving the Environment in the San Bernardino Community College District and the Inland Empire.

OVERVIEW

The San Bernardino Community College District (SBCCD) supports the continuing efforts of our international, national, state, and local partners in addressing the continuing need to focus on the global environmental issues which will impact our SBCCD and Inland Empire community.

ANALYSIS

This commemorative month recognizes, internationally, the biggest, most globally celebrated day for positive environmental action. The celebration of World Environment Day (WED) began in 1972 and has grown to become one of the main vehicles through which the United Nations encourages positive action for the environment. Through WED, the UN Environment Programme (UNEP) enables everyone to realize not only the responsibility to care for the Earth, but also reminds one and all of their individual power to become agents of change. Every action counts, and when multiplied by a global chorus, becomes exponential in its impact..

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

None

**RESOLUTION  
TO RECOGNIZE WORLD ENVIRONMENT DAY (WED)  
JUNE 5, 2015**

**WHEREAS**, The San Bernardino Community College District (SBCCD) recognizes and supports the significance of World Environment Day (WED), and the need for both local and global positive action throughout our Nation, the state of California, and our local community to improve the lives of all; and

**WHEREAS**, the Mission of the SBCCD is to promote the discovery and application of knowledge, the acquisition of skills, and the development of intellect and character in a manner that prepares students to contribute effectively and ethically as citizens of a rapidly changing and increasingly technological world. This Mission is achieved through the District's two colleges, the Economic Development and Corporate Training Division and public broadcast system (KVCR TV-FM/FNX) by providing high quality, effective and accountable instructional programs and services; and

**WHEREAS**, World Environment Day is held each year on June 5 and it is one of the principal vehicles through which the United Nations (UN) stimulates worldwide awareness of the environment and enhances political attention and action; and

**WHEREAS**, World Environment Day is a big celebration, engaging millions across the globe through events on the ground in over 70 countries and every year, participants, young and old, organize clean up campaigns, art exhibits, tree-planting drives, concerts, dance recitals, recycling drives, social media campaigns and different contests themed around caring for the planet.; and

**WHEREAS**, the WED theme for 2015, "Seven Billion Dreams. One Planet. Consume with Care" is focused on the well-being of humanity, the environment, and the functioning of the economy, all of which ultimately depend upon the responsible management of the planet's natural resources. Evidence is building that people are consuming far more natural resources than what the planet can sustainably provide; and

**WHEREAS**, the San Bernardino Community College District has demonstrated and continues to demonstrate, its commitment to sustainability, environmentalism and careful consumption of natural resources and to encourage its faculty, staff, students and administrators to make similar personal and professional commitments; and

**THEREFORE**, be it resolved that the Board of Trustees of the San Bernardino Community College District does hereby recognize June 5 as World Environment Day, and encourage all members of the diverse SBCCD community to support education and action projects that help address the related issues of improving the environment while maximizing appropriate utilization of natural resources.

**ADOPTED** this 14th day of May, 2015

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Bruce Baron, Chancellor and Secretary to the Board of Trustees

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Dr. Gloria Fisher, President, SBVC  
**PREPARED BY:** Dr. Gloria Fisher, President, SBVC  
**DATE:** May 14, 2015  
**SUBJECT:** Advancement in Rank - SBVC

*Gloria Fisher 4-20-15*

**RECOMMENDATION**

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

**OVERVIEW**

In accordance with the SBVC Advancement in Rank Policy, the faculty members listed on the attached memo have received advancement in rank.

**ANALYSIS**

**BOARD IMPERATIVE**

**FINANCIAL IMPLICATIONS**

None.



San Bernardino  
Valley College

# MEMORANDUM

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**TO:** Dr. Gloria Fisher, President *Gloria Fisher 4-10-15*  
**FROM:** Celia Huston, Academic Senate Elections Chair *[Signature]*  
**Date:** April 03, 2015  
**Re:** Advancement in Academic Rank

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Per the SBCCD Administrative Procedure 7210, the Advancement in Rank committee was convened to consider nominations for advancement. The committee was comprised of six faculty (John Stankas, Romana Pires, David Smith, Dirkson Lee, Joel Lamore, Joan Murillo). The appropriate managers and department chairs were notified, but not required to attend.

We recommend the following faculty advance from Assistant Professor to Associate Professor:

- Mary Copeland, English
- Joe Notarangelo, English
- Stephanie Briggs, Math
- Sheri Lillard, Chemistry
- Achala Chatterjee, Water Supply Technology
- Algie Au, Chemistry

We recommend the following faculty advance from Associate Professor to Professor:

- Jeremiah Gilbert, Math
- Marie Mestas, Library

We recommend the following faculty have achieved the title of Professor Emeritus:

- Mark Ikeda, Biology

Please forward this as information to the SBCCD Board of Trustees.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Bruce Baron, Chancellor  
PREPARED BY: Stacey Nikac, Executive Assistant  
DATE: May 14, 2015  
SUBJECT: Applause Cards

RECOMMENDATION

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

OVERVIEW

The attached individuals have received special recognition for extending that extra effort in providing quality service and valued assistance:

ANALYSIS

The *Caring Hands* Applause Card was developed so that employees, students, visitors and vendors would have the opportunity to recognize someone at SBCCD who provides outstanding quality and service.

BOARD IMPERATIVE

I. Institutional Effectiveness

FINANCIAL IMPLICATIONS

None.

## Caring Hands Applause Cards – May 2015

The *Caring Hands* Applause Card was developed so that employees, students, visitors and vendors would have the opportunity to recognize someone at SBCCD who provides outstanding quality and service.

The attached individuals have received special recognition for extending that extra effort in providing quality service and valued assistance:

### DISTRICT

<b>Delacruz, Nikole Police Department</b>	<i>"Thank you for your hard work on the Sexual Assault Awareness Month events. You have been a great help!"</i>	Justine Plemmons
<b>Fields, Whitney EH&amp;S</b>	<i>"Whitney's quick response has tremendously assisted in helping to eradicate my back pain. Thank you."</i>	Deanna Krehbiel
<b>Garcia, Ryan Police Department</b>	<i>"Ryan is always helpful and provides excellent service."</i>	Anonymous
<b>Holliman, Roanne Workforce Development</b>	<i>"Thank you for all of your hard work with the IDRC and ETP grants!"</i>	Deanna Krehbiel
<b>Lujan, Angela Payroll</b>	<i>"Thanks for taking care of our white board and being so creative and fun."</i>	Bruce Baron
<b>Nikac, Stacey Chancellor's Office</b>	<i>"Thank you for accommodating my request for a board item. It really helped the event and the department. It is great working with you."</i>	Justine Plemmons
<b>Oberhelman, Jason Purchasing</b>	<i>"Jason always answers his calls and e-mails in a prompt manner. I appreciate his assistance with all of our program's questions and requests. Thank you, Jason."</i>	Jennifer Rodrick
<b>Piggott, Gloria Printing Services</b>	<i>"Thank you, once again, for the prompt service. You always blow-me-away with the quick turnaround to meet OUR deadlines within all other time-sensitive needs. KUDOS!"</i>	Nicole Williams
<b>Ramirez, Kimberly Workforce Development</b>	<i>"I want to thank you for all of your hard work on the access database and ETP grant!"</i>	Deanna Krehbiel
<b>Ross, Yecenia Workforce Development</b>	<i>"Thank you for your dedication in assisting with the IDRC, CMTC and ETP grants!"</i>	Deanna Krehbiel
<b>Ryckevic, Susan Fiscal Services</b>	<i>"Since my employment with the district, Susan has always been professional, accommodating but above all, extremely efficient. Thanks again for all you do!"</i>	Ruby Zuniga

<b>Torres, Maria</b> <b>Human Resources</b>	<i>"Thank you for the updated birthday lists every month!"</i>	Stacey Nikac
<b>Trasporte, Catalina</b> <b>Human Resources</b>	<i>"Catalina Transporte was kind inasmuch as she was congenial, compassionate, nurturing because there was a two hour wait in interviewing. I thank employees like her."</i>	John Hsiao
<b>Trujillo, Karla</b> <b>Human Resources</b>	<i>"Thank you Karla for all the hard work you have put into the police recruitments."</i>	Pierre Galvez
<b>CHC</b>		
<b>Bogh, Wayne</b> <b>Technology Services</b>	<i>"Thank you for the tablets and supporting the Instruction Office."</i>	Bryan Reece and Instructional Support Staff
<b>Gimple, Tina</b> <b>Administrative Services</b>	<i>"The assistance provided while unputting the budget information into Questica was extremely helpful."</i>	June Yamamoto
<b>Hawkins, Judith</b> <b>English</b>	<i>"Very good instructor. Warm and welcoming to students. Just cool overall. She helps me enjoy my English classes and actually learn the material by engaging the whole class."</i>	Anonymous Student
<b>Hogrefe, Richard</b> <b>Arts and Sciences</b>	<i>"Richard gave our 5th graders a wonderful tour of the campus. His positive attitude and enthusiasm was very motivating and inspiring to our students. We are very grateful to him."</i>	Jeff Williams
<b>Ledoux, Janine</b> <b>Kinesiology</b>	<i>"The collaboration and work, provided by Janine, to make KIN 049 a comprehensive and vibrant class for the fire academy is extremely appreciated."</i>	June Yamamoto
<b>Limoges, Kevin</b> <b>Technology Services</b>	<i>"We suffered a potentially catastrophic computer failure. Kevin arrived minutes later, salvaged the computer, and helped us configure further safeguards to maintain our system!"</i>	Martin Marsman
<b>Long, Mariella</b> <b>Administrative Services</b>	<i>"Thank you for always being so helpful with answers and reports that I need from Quickbooks and doing so with a smile."</i>	Nicole Rodriguez
<b>McKee, Julie</b> <b>Social Sciences</b>	<i>"I am so thankful for the time you took to help with the Classified Appreciation Luncheon. People like you are rare and your generosity with your time, donated items, food and raffle prizes, was amazing. You made this event successful!"</i>	Cyndie St. Jean

<b>Miller, George Instruction Office</b>	<i>"Thank you for your help editing and updating the classroom laminates. With your help we were able to get the order in on time to start preparing our Spring schedule."</i>	Kristina Heilgeist
<b>Mudgett, Ben Admissions and Records</b>	<i>"The Instruction Office thanks you for all your help."</i>	Bryan Reece
<b>Oliver, Laura Instruction Office</b>	<i>"Laura is always ready with a positive attitude and a smile. Thanks for bringing some positivity into every day."</i>	Kristina Heilgeist
<b>Overturf, Kevin Cafeteria</b>	<i>"Thank you for helping set up the cafeteria for the Classified Appreciation Luncheon. You are a hard worker, always offering a helping hand and a pleasure to work with."</i>	Cyndie St. Jean
<b>Peraza, Zayne Library</b>	<i>"Zayne has already proven herself indispensable. She's is always seeking out ways to improve service to students. We are lucky to have her on the library staff."</i>	Elizabeth Mealey
<b>Pompa, Rebecca Facilities</b>	<i>"She always goes above and beyond and has a great attitude."</i>	Anonymous
<b>Ramos, Enrique Custodial</b>	<i>"Enrique goes out of his way to make sure that the CHC Library is always spotless!!!!"</i>	Dawn Donaldson
<b>Rea, Marti Cafeteria</b>	<i>"Thank you for helping set up for the Classified Appreciation Luncheon, moving tables and making the iced tea. Thank you for ensuring this event was set up and ready on time!"</i>	Cyndie St. Jean
<b>Schmidt, Lisa Geography</b>	<i>"Lisa went above and beyond to help me find the right Geography class. Her help and advice was invaluable. If it wasn't for Lisa's encouragement, it would have taken me a lot longer to get through my classes at Crafton."</i>	Beverly Arevalo
<b>Strong, Mike Administrative Services</b>	<i>"The assistance provided while unputting the budget information into Questica was extremely helpful."</i>	June Yamamoto
<b>Townsend, Jonathan Tutoring Center</b>	<i>"Thank you for allowing Classified Senate to use the Tutoring Center for our April meeting. It was greatly appreciated that you offered at such short notice."</i>	Michelle Tinoco
<b>Rabago, Ralph Kinesiology</b>	<i>"The collaboration and work, provided by Ralph, to make KIN 049 a comprehensive and vibrant class for the fire academy is extremely appreciated."</i>	June Yamamoto

**White, Anthony**  
**Technology Services**

*"We suffered a potentially catastrophic computer failure. Anthony arrived minutes later, salvaged the computer, and helped us configure further safeguards to maintain our system!"*

Martin Marsman

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**SBVC**

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**Alvarez, Jason**  
**Admissions & Records**

*"Jason did a great job with the VRC mural events. Keep up the great work."*

Dr. Ricky Shabazz

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**Benjamin, Veada**  
**Admissions & Records**

*"For working together with Kathryn Marmolejo and helping a mentally disturbed woman (who is not even a student) to an outside professional. Thank you for caring for the woman and showing compassion. You are amazing women."*

Raquel Villa

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**Carmell, Melissa**  
**Admissions & Records**

*"Thank you for always answering my many questions. Keep up the good work you do to help our students succeed."*

Marie Perez

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**Conley, Johnny**  
**First Year Experience (FYE)**

*"Great work in helping in coordinating the Dreamers' Conference and Male's Senior Day."*

Dr. Gloria Fisher

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**Conley, Johnny**  
**First Year Experience (FYE)**

*"(DREAMERS CONFERENCE) Words are often inadequate to express my joy for your help. For sharing my dreams; for your invaluable help, support and patience. I say THANK YOU!"*

Samuel Bojorquez, Alumni

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**Conley, Johnny**  
**First Year Experience (FYE)**

*"Great job on the Dreamers' Conference and Male Conference."*

Dr. Ricky Shabazz

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**Dale Carter, April**  
**Admissions & Records**

*"April did a great job with the VRC mural event. Great job!"*

Dr. Ricky Shabazz

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**Feist, John**  
**Campus Technology Services**

*"Thank you for your hard work and dedication to SBVC. We appreciate your support."*

Shari Blackwell

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**Fisher, Dr. Gloria**  
**Office of the President**

*"(DREAMERS CONFERENCE) Words are often inadequate to express my joy for your help. For sharing my dreams; for your invaluable help, support and patience. I say THANK YOU!"*

Samuel Bojorquez, Alumni

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**Gallagher, Debby**  
**Office of the President**

*"Debby has been extremely helpful with assisting me in learning the college's process and filling in when I had a staff member out of the office. Thank you Debby!"*

Dr. Ricky Shabazz

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**Gallagher, Amber**  
**Financial Aid**

*"Financial Aid Awareness day was AMAZING! Amber and the staff did an AMAZING job."*

Dr. Ricky Shabazz

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<b>Gallagher, Debby Office of the President</b>	<i>"Thank you for your help with the Developmental Budget for our office." Dr. Gloria Fisher</i>
<b>Gallagher, Amber Financial Aid</b>	<i>"Amber continues to show leadership and problem solving skills that are improving financial aid. Thank you for helping out student!" Dr. Ricky Shabazz</i>
<b>Hall, Suzan Office of the President</b>	<i>"Thank you for your help with the Developmental Budget for our office." Dr. Gloria Fisher</i>
<b>Jedinak, Heather Credit Union</b>	<i>"Heather has a real warm personality and is always ready to serve our classified, faculty, and administrator's. Heather makes sure that we are well informed of our options of service that the Credit Union provides. Thanks Heather!" Craig S. Luke, Sr., Ph.D., CRC</i>
<b>Jenkins, Bob M&amp;O</b>	<i>"Thanks for your knowledge, competence, and patience in solving innumerable issues of deferred maintenance at the SBVC campus." Sarah Miller</i>
<b>Juarez, Silvia Student Services</b>	<i>"Great work in helping in coordinating the Dreamers' Conference." Dr. Gloria Fisher</i>
<b>Luke, Dr. Craig Student Development</b>	<i>"Craig S. Luke is the best professor and counselor at SBVC. He helps his students understand the curriculum and encourages us to apply what we learn to our lives. I am forever grateful to have been apart of his class." Stephanie Oliver, Student</i>
<b>Luke, Dr. Craig First Year Experience (FYE)</b>	<i>"His teaching skills are incredible. I have really learned and focused under his teachings." Jordyn Aguirre, Student</i>
<b>Luke, Dr. Craig First Year Experience (FYE)</b>	<i>"I attend a middle college class at Carter High and we've had Dr. Luke twice as a sub. We really enjoy the way he teaches and understand it well. I, as well as many other students would love if he could be our permanent teacher." Jessica Lopez, Student</i>
<b>Luke, Dr. Craig First Year Experience (FYE)</b>	<i>"Great job with the Male Conference." Dr. Ricky Shabazz</i>
<b>Luke, Dr. Craig First Year Experience (FYE)</b>	<i>"Thank you for all that you have done for my peers and !! You are greatly appreciated." Alijha Sears, Student</i>
<b>Marmolejo, Kathryn Admissions &amp; Records</b>	<i>"Thank you for your work in the VRC and assisting with our vets." Dr. Ricky Shabazz</i>
<b>Marmolejo, Kathryn Admissions &amp; Records</b>	<i>"For working together with Veada Benjamin and helping a mentally disturbed women (who is not even a student) to an outside professional. Thank you for caring for the woman and showing compassion. You are amazing women." Raquel Villa</i>

<b>Moore, Anita Counseling</b>	<i>"Anita has been extremely helpful with assisting in filling in when I had a staff member out of the office. Thank you Anita!"</i>	Dr. Ricky Shabazz
<b>Pasillas, Karol Administrative Services</b>	<i>"Thank you for your help in the submission of the Developmental Budget for our campus"</i>	Dr. Gloria Fisher
<b>Posada, Gloria Counseling</b>	<i>"She was very clear about some of the questions that I had, she was very polite and a real help."</i>	Katarina Anderson, Visitor
<b>Posada, Gloria Counseling</b>	<i>"She was really cool, she told me what I had to do before I saw a counselor and stuff."</i>	Timothy Vega, Student
<b>Rodrick, Jennifer Police Academy Program</b>	<i>"Jennifer Rodrick is very knowledgeable, helpful, and conducts herself with professional mannerism."</i>	Anthony Torrero, Possible Student
<b>Romo, Silvia Admissions &amp; Records</b>	<i>"Thank you for always being willing to help me out. It is much appreciated. Keep up the good work you do to help our students succeed."</i>	Marie Perez
<b>Shabazz, Dr. Ricky Office of the VP Student Services Office</b>	<i>"Great work in helping to coordinate the Dreamers' Conference and Male's Senior Day."</i>	Dr. Gloria Fisher
<b>Shabazz, Dr. Ricky Office of the VP of Student Services</b>	<i>"(DREAMERS CONFERENCE) Words are often inadequate to express my joy for your help. For sharing my dreams; for your invaluable help, support and patience. I say THANK YOU!"</i>	Samuel Bojorquez, Alumni
<b>Smith, Mary First Year Experience (FYE)</b>	<i>"Great job on the Male Conference and Dreamers' Conference."</i>	Dr. Ricky Shabazz
<b>Sogomonian, Dr. Nori Modern Languages</b>	<i>"(DREAMERS CONFERENCE) Words are often inadequate to express my joy for your help. For sharing my dreams; for your invaluable help, support and patience. I say THANK YOU!"</i>	Samuel Bojorquez, Alumni
<b>Stark, Scott VP Administrative Services Office</b>	<i>"Thank you for your submission of the Developmental Budget for our campus"</i>	Dr. Gloria Fisher
<b>Trejo, Sam Financial Aid</b>	<i>"Thank you for showing leadership and support for our students and the campus."</i>	Dr. Ricky Shabazz
<b>Villa, Raquel Admissions &amp; Records</b>	<i>"Thank you for always being willing to help me out. It is much appreciated. Keep up the good work you do to help our students succeed."</i>	Marie Perez

**Villa, Raquel**  
**Admissions & Records**

*“Raquel is always willing and able to assist me with students I am processing which is making processing files easier. I really appreciate all her help.”*

Baybie Scudder

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**Williams, Nicole**  
**Health Science/Psych Tech**

*“Nicole has been a tremendous help in catching up and completing contracts, Perkins budget, getting adjuncts paid from January. She is very efficient and we are very lucky to have her.”*

Dennis Jackson

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**Williams, Clyde**  
**Outreach & Recruitment**

*“Outstanding efforts to bring High School and Middle School students to the campus.”*

Dr. Gloria Fisher

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**Zerovnik, Dr. Greg**  
**Marketing and Public Relations**

*“Thank you for your work in helping at making the Spotlighting Our Success event a success.”*

Dr. Gloria Fisher

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SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Jose F. Torres, Interim Vice Chancellor, Business & Fiscal Services  
PREPARED BY: Lawrence P. Strong, Interim Director of Fiscal Services  
DATE: May 14, 2015  
SUBJECT: Budget Report

RECOMMENDATION

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

OVERVIEW

This summary budget report is submitted monthly to the Board of Trustees for its review.

ANALYSIS

The attached Revenue and Expenditure Summary reflects activity for the 2014-15 fiscal year through April 24 for all District funds. As of April 24, the District was 81.6% through the fiscal year and had spent and encumbered about 71.0% of its budgeted general funds.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

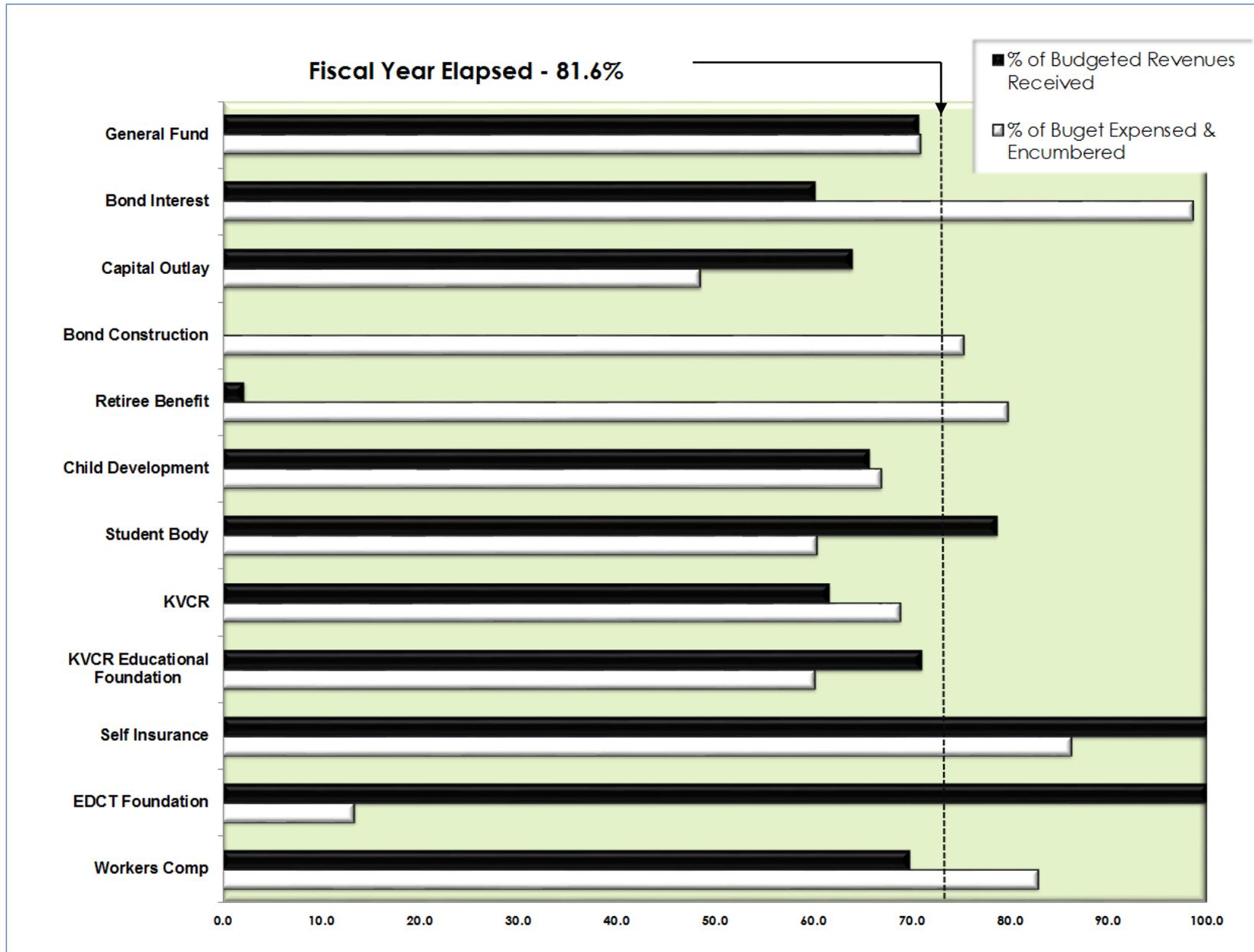
FINANCIAL IMPLICATIONS

There are no financial implications.

## Budget Revenue & Expenditure Summary

Year to Date 4/24/2015  
81.6% of Fiscal Year Elapsed

	REVENUES			EXPENDITURES			COMMENTS
	Budget	Received YTD		Budget	Expensed/ Encumbered YTD		
01 General Fund	\$ 106,062,547	\$74,965,793	70.7%	\$ 111,664,935	\$ 79,234,349	71.0%	
21 Bond Interest & Redemption	\$ 24,000,000	\$14,452,296	60.2%	\$ 24,000,000	\$ 23,651,486	98.5%	<i>Revenued expected April-June.</i>
41 Capital Outlay Projects	\$ 1,200,983	\$ 768,269	64.0%	\$ 3,794,535	\$ 1,843,480	48.6%	
42 Bond Construction	\$ -	\$33,898,439	n/a	\$ 171,422,751	\$ 129,103,453	75.3%	<i>Revenues are being reconciled.</i>
68 Retiree Benefit	\$ 356,915	\$ 7,711	2.2%	\$ 356,915	\$ 284,835	79.8%	<i>GASB 43/45 was paid off; therefore, no additional contribution is needed in the upcoming years.</i>
72 Child Development	\$ 2,773,307	\$ 1,821,194	65.7%	\$ 2,773,307	\$ 1,854,708	66.9%	
73 Student Body Center Fee	\$ 276,658	\$ 217,607	78.7%	\$ 276,658	\$ 167,037	60.4%	
74 KVCR	\$ 6,081,508	\$ 3,748,750	61.6%	\$ 5,731,940	\$ 3,945,814	68.8%	<i>Currently being reconciled with Fund 76.</i>
76 KVCR Educational Foundation	\$ 2,036,176	\$ 1,445,215	71.0%	\$ 2,036,176	\$ 1,225,338	60.2%	<i>Newly created fund. Currently being reconciled with Fund 74.</i>
78 Self Insurance-Liability	\$ 553,000	\$ 554,099	100.2%	\$ 553,000	\$ 477,051	86.3%	<i>Premiums are paid during July.</i>
79 EDCT Foundation	\$ 60,800	\$ 60,800	100.0%	\$ 60,800	\$ 8,160	13.4%	<i>Newly created fund.</i>
84 Workers Compensation	\$ 1,325,000	\$ 924,481	69.8%	\$ 1,325,000	\$ 1,097,712	82.8%	<i>Encumbered amount is \$83,927.</i>



Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8100.00 FEDERAL HEA REVENUES	7,668,454.13	1,992,869.65	1,992,869.65	25.9	0.00	5,675,584.48	74.0
8600.00 STATE REVENUES	72,317,889.18	54,148,150.86	54,148,150.86	74.8	0.00	18,169,738.32	25.1
8800.00 LOCAL REVENUES	25,064,203.79	18,816,481.52	18,816,481.52	75.0	0.00	6,247,722.27	24.9
8900.00 OTHER FINANCING SOURCES	1,012,000.00	8,291.08	8,291.08	.8	0.00	1,003,708.92	99.1
TOTAL: 8000	106,062,547.10	74,965,793.11	74,965,793.11	70.6	0.00	31,096,753.99	29.3
1100.00 CONTRACT CLASSROOM INST.	16,144,703.67	12,995,754.45	12,995,754.45	80.4	0.00	3,148,949.22	19.5
1200.00 CONTRACT CERT. ADMINISTRATORS	8,381,914.57	5,835,382.74	5,835,382.74	69.6	0.00	2,546,531.83	30.3
1300.00 INSTRUCTORS DAY/HOURLY	10,491,052.19	8,609,489.93	8,609,489.93	82.0	0.00	1,881,562.26	17.9
1400.00 NON-INSTRUCTION HOURLY CERT.	2,346,318.40	1,397,570.31	1,397,570.31	59.5	0.00	948,748.09	40.4
TOTAL: 1000	37,363,988.83	28,838,197.43	28,838,197.43	77.1	0.00	8,525,791.40	22.8
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	18,558,395.25	13,574,654.49	13,574,654.49	73.1	0.00	4,983,740.76	26.8
2200.00 INSTRUCTIONAL AIDS	1,331,303.91	861,970.51	861,970.51	64.7	0.00	469,333.40	35.2
2300.00 NON-INSTRUCTION HOURLY CLASS.	3,084,063.23	2,369,362.01	2,369,362.01	76.8	0.00	714,701.22	23.1
2400.00 INST AIDES-HOURLY- DIR. INSTRU	1,721,168.02	1,001,863.54	1,001,863.54	58.2	0.00	719,304.48	41.7
TOTAL: 2000	24,694,930.41	17,807,850.55	17,807,850.55	72.1	0.00	6,887,079.86	27.8
3100.00 CERTIFICATED RETIREMENT	3,054,697.24	2,263,481.63	2,263,481.63	74.0	0.00	791,215.61	25.9
3200.00 CLASSIFIED RETIREMENT	2,579,875.91	1,941,642.95	1,941,642.95	75.2	0.00	638,232.96	24.7
3300.00 OASDHI /FICA	2,198,429.22	1,725,936.45	1,725,936.45	78.5	0.00	472,492.77	21.4
3400.00 HEALTH AND WELFARE BENEFITS	9,290,015.46	6,128,206.19	6,128,206.19	65.9	0.00	3,161,809.27	34.0
3500.00 STATE UNEMPLOYMENT INSURANCE	29,252.18	42,546.16	42,546.16	100.0	0.00	13,293.98	.0
3600.00 WORKERS COMPENSATION INSURANCE	944,392.09	685,751.13	685,751.13	72.6	0.00	258,640.96	27.3
3900.00 OTHER BENEFITS	199,349.98	179,148.28	179,148.28	89.8	0.00	20,201.70	10.1
TOTAL: 3000	18,296,012.08	12,966,712.79	12,966,712.79	70.8	0.00	5,329,299.29	29.1
4100.00 TEXTBOOKS	188,942.02	53,606.99	53,606.99	28.3	62,676.44	72,658.59	38.4
4200.00 BOOK, MAGAZINE&PERIOD-DIST. USE	82,995.67	25,979.16	25,979.16	31.3	38,048.57	18,967.94	22.8
4300.00 INSTRUCTIONAL SUPPLIES	553,993.22	232,753.59	232,753.59	42.0	87,964.84	233,274.79	42.1
4400.00 MEDIA AND SOFTWARE-DISTRCT USE	24,984.73	2,783.27	2,783.27	11.1	3,363.24	18,838.22	75.3
4500.00 NONINSTRUCTIONAL SUPPLIES	1,474,344.77	570,840.51	570,840.51	38.7	374,197.76	529,306.50	35.9
4700.00 FOOD SUPPLIES	34,212.00	31,487.65	31,487.65	92.0	2,724.35	0.00	.0
TOTAL: 4000	2,359,472.41	917,451.17	917,451.17	38.8	568,975.20	873,046.04	37.0
5100.00 PERSON&CONSULTANT SVC-DIST USE	7,098,810.12	3,401,138.15	3,401,138.15	47.9	2,305,805.07	1,391,866.90	19.6
5200.00 TRAVEL & CONFERENCE EXPENSES	1,173,970.92	501,588.90	501,588.90	42.7	240,459.19	431,922.83	36.7
5300.00 POST/DUES/MEMBERSHIPS-DIST. USE	420,522.60	241,052.99	241,052.99	57.3	17,425.32	162,044.29	38.5
5400.00 INSURANCES - DISTRICT USE	129,000.00	122,457.00	122,457.00	94.9	0.00	6,543.00	5.0
5500.00 UTILITIES & HOUSEKEEP-DIST. USE	2,900,133.62	1,911,527.38	1,911,527.38	65.9	852,800.19	135,806.05	4.6
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	3,576,034.36	2,429,537.07	2,429,537.07	67.9	611,177.76	535,319.53	14.9
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	757,650.00	476,511.99	476,511.99	62.8	233,385.55	47,752.46	6.3
5800.00 OTHER OPERATING EXP-DIST. USE	5,858,934.07	951,558.31	951,558.31	16.2	251,772.12	4,655,603.64	79.4
TOTAL: 5000	21,915,055.69	10,035,371.79	10,035,371.79	45.7	4,512,825.20	7,366,858.70	33.6

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL: 1000-5999	104,629,459.42	70,565,583.73	70,565,583.73	67.4	5,081,800.40	28,982,075.29	27.6
6100.00 SITES & IMPROVEMENTS-DIST. USE	365,771.00	0.00	0.00	.0	57,624.00	308,147.00	84.2
6200.00 BUILDINGS&IMPROVEMENT-DIST. USE	753,518.00	29,548.50	29,548.50	3.9	66,380.01	657,589.49	87.2
6300.00 LIBRARY BOOKS - EXPANSION	107,839.00	86,464.96	86,464.96	80.1	20,378.95	995.09	.9
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	3,425,716.49	768,751.63	768,751.63	22.4	403,452.05	2,253,512.81	65.7
TOTAL: 6000	4,652,844.49	884,765.09	884,765.09	19.0	547,835.01	3,220,244.39	69.2
TOTAL: 1000-6999	109,282,303.91	71,450,348.82	71,450,348.82	65.3	5,629,635.41	32,202,319.68	29.4
7300.00 INTERFUND TRANSFERS	1,646,800.00	1,474,133.34	1,474,133.34	89.5	0.00	172,666.66	10.4
7500.00 OTHER OUTGO-STUDENT FIN AID	61,061.00	37,730.36	37,730.36	61.7	0.00	23,330.64	38.2
7600.00 OTHER STUDENT AID	674,769.72	401,632.54	401,632.54	59.5	240,868.37	32,268.81	4.7
TOTAL: 7000	2,382,630.72	1,913,496.24	1,913,496.24	80.3	240,868.37	228,266.11	9.5
TOTAL: 1000-7999	111,664,934.63	73,363,845.06	73,363,845.06	65.6	5,870,503.78	32,430,585.79	29.0

Fund: 01 GENERAL FUND

SUMMARY

=====		WORKING	EXPENDED/RECEIVED			PENDING/	UNENCUMBERED	
SUMMARY BY OBJECT		BUDGET	CURRENT	YEAR TO DATE	%	ENCUMBERED	BALANCE	%
=====		=====						
TOTAL INCOME	(8000 - 8999)	106,062,547.10	74,965,793.11	74,965,793.11	70.6	0.00	31,096,753.99	29.3
TOTAL:	1000-5999	104,629,459.42	70,565,583.73	70,565,583.73	67.4	5,081,800.40	28,982,075.29	27.6
TOTAL:	1000-6999	109,282,303.91	71,450,348.82	71,450,348.82	65.3	5,629,635.41	32,202,319.68	29.4
TOTAL:	1000-7999	111,664,934.63	73,363,845.06	73,363,845.06	65.6	5,870,503.78	32,430,585.79	29.0
TOTAL EXPENSES	(1000 - 7999)	111,664,934.63	73,363,845.06	73,363,845.06	65.6	5,870,503.78	32,430,585.79	29.0

Fund: 21 BOND INTEREST AND REDEMPTION

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8600.00 STATE REVENUES	250,000.00	114,323.50	114,323.50	45.7	0.00	135,676.50	54.2
8800.00 LOCAL REVENUES	23,750,000.00	14,337,972.94	14,337,972.94	60.3	0.00	9,412,027.06	39.6
TOTAL: 8000	24,000,000.00	14,452,296.44	14,452,296.44	60.2	0.00	9,547,703.56	39.7
7100.00 DEBT RETIREMENT	24,000,000.00	23,651,485.71	23,651,485.71	98.5	0.00	348,514.29	1.4
TOTAL: 7000	24,000,000.00	23,651,485.71	23,651,485.71	98.5	0.00	348,514.29	1.4
TOTAL: 1000-7999	24,000,000.00	23,651,485.71	23,651,485.71	98.5	0.00	348,514.29	1.4

Fund: 21 BOND INTEREST AND REDEMPTION SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT YEAR TO DATE		%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	24,000,000.00	14,452,296.44	14,452,296.44	60.2	0.00	9,547,703.56	39.7
TOTAL:	1000-5999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL:	1000-6999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL:	1000-7999	24,000,000.00	23,651,485.71	23,651,485.71	98.5	0.00	348,514.29	1.4
TOTAL EXPENSES	(1000 - 7999)	24,000,000.00	23,651,485.71	23,651,485.71	98.5	0.00	348,514.29	1.4

Fund: 41 CAPITAL OUTLAY PROJECTS FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8600.00 STATE REVENUES	507,859.20	507,859.20	507,859.20	100.0	0.00	0.00	.0
8800.00 LOCAL REVENUES	693,123.60	260,409.52	260,409.52	37.5	0.00	432,714.08	62.4
TOTAL: 8000	1,200,982.80	768,268.72	768,268.72	63.9	0.00	432,714.08	36.0
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	18,097.04	18,097.04	18,097.04	100.0	0.00	0.00	.0
TOTAL: 2000	18,097.04	18,097.04	18,097.04	100.0	0.00	0.00	.0
3200.00 CLASSIFIED RETIREMENT	2,130.20	2,130.20	2,130.20	100.0	0.00	0.00	.0
3300.00 OASDHI /FICA	1,383.27	1,383.27	1,383.27	100.0	0.00	0.00	.0
3400.00 HEALTH AND WELFARE BENEFITS	3,058.62	3,058.62	3,058.62	100.0	0.00	0.00	.0
3500.00 STATE UNEMPLOYMENT INSURANCE	9.05	9.05	9.05	100.0	0.00	0.00	.0
3600.00 WORKERS COMPENSATION INSURANCE	300.00	300.00	300.00	100.0	0.00	0.00	.0
3900.00 OTHER BENEFITS	14.73	14.73	14.73	100.0	0.00	0.00	.0
TOTAL: 3000	6,895.87	6,895.87	6,895.87	100.0	0.00	0.00	.0
4500.00 NONINSTRUCTIONAL SUPPLIES	8,788.00	1,497.99	1,497.99	17.0	1,903.50	5,386.51	61.2
TOTAL: 4000	8,788.00	1,497.99	1,497.99	17.0	1,903.50	5,386.51	61.2
5100.00 PERSON&CONSULTANT SVC-DIST USE	324,338.49	58,255.11	58,255.11	17.9	186,849.65	79,233.73	24.4
5200.00 TRAVEL & CONFERENCE EXPENSES	0.00	120.00	120.00	100.0	0.00	120.00	.0
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	248,694.22	173,453.44	173,453.44	69.7	8,703.88	66,536.90	26.7
5800.00 OTHER OPERATING EXP-DIST. USE	3,123.60	0.00	0.00	.0	0.00	3,123.60	100.0
TOTAL: 5000	576,156.31	231,828.55	231,828.55	40.2	195,553.53	148,774.23	25.8
TOTAL: 1000-5999	609,937.22	258,319.45	258,319.45	42.3	197,457.03	154,160.74	25.2
6100.00 SITES & IMPROVEMENTS-DIST. USE	368,376.88	24,474.00	24,474.00	6.6	0.00	343,902.88	93.3
6200.00 BUILDINGS&IMPROVEMENT-DIST. USE	361,665.90	0.00	0.00	.0	136,235.00	225,430.90	62.3
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	1,454,554.80	1,192,182.97	1,192,182.97	81.9	34,811.57	227,560.26	15.6
TOTAL: 6000	2,184,597.58	1,216,656.97	1,216,656.97	55.6	171,046.57	796,894.04	36.4
TOTAL: 1000-6999	2,794,534.80	1,474,976.42	1,474,976.42	52.7	368,503.60	951,054.78	34.0
7300.00 INTERFUND TRANSFERS	1,000,000.00	0.00	0.00	.0	0.00	1,000,000.00	100.0
TOTAL: 7000	1,000,000.00	0.00	0.00	.0	0.00	1,000,000.00	100.0
TOTAL: 1000-7999	3,794,534.80	1,474,976.42	1,474,976.42	38.8	368,503.60	1,951,054.78	51.4

Fund: 41 CAPITAL OUTLAY PROJECTS FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	1,200,982.80	768,268.72	768,268.72	63.9	0.00	432,714.08	36.0
TOTAL:	1000-5999	609,937.22	258,319.45	258,319.45	42.3	197,457.03	154,160.74	25.2
TOTAL:	1000-6999	2,794,534.80	1,474,976.42	1,474,976.42	52.7	368,503.60	951,054.78	34.0
TOTAL:	1000-7999	3,794,534.80	1,474,976.42	1,474,976.42	38.8	368,503.60	1,951,054.78	51.4
TOTAL EXPENSES	(1000 - 7999)	3,794,534.80	1,474,976.42	1,474,976.42	38.8	368,503.60	1,951,054.78	51.4

Fund: 42 REVENUE BOND CONSTRUCTION FU

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	0.00	6,786,617.25	6,786,617.25	100.0	0.00	6,786,617.25-	.0
8900.00 OTHER FINANCING SOURCES	0.00	27,111,821.91	27,111,821.91	100.0	0.00	27,111,821.91-	.0
TOTAL: 8000	0.00	33,898,439.16	33,898,439.16	100.0	0.00	33,898,439.16-	.0
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	91,517.00	0.00	0.00	.0	0.00	91,517.00	100.0
2300.00 NON-INSTRUCTION HOURLY CLASS.	0.00	84.60	84.60	100.0	0.00	84.60-	.0
TOTAL: 2000	91,517.00	84.60	84.60	.0	0.00	91,432.40	99.9
3200.00 CLASSIFIED RETIREMENT	10,761.00	0.00	0.00	.0	0.00	10,761.00	100.0
3300.00 OASDHI/FICA	7,038.00	6.24	6.24	.0	0.00	7,031.76	99.9
3400.00 HEALTH AND WELFARE BENEFITS	12,234.00	0.00	0.00	.0	0.00	12,234.00	100.0
3500.00 STATE UNEMPLOYMENT INSURANCE	46.00	0.04	0.04	.0	0.00	45.96	99.9
3600.00 WORKERS COMPENSATION INSURANCE	1,200.00	0.00	0.00	.0	0.00	1,200.00	100.0
3900.00 OTHER BENEFITS	59.00	0.00	0.00	.0	0.00	59.00	100.0
TOTAL: 3000	31,338.00	6.28	6.28	.0	0.00	31,331.72	99.9
5100.00 PERSON&CONSULTANT SVC-DIST USE	1,977,239.71	360,659.59	360,659.59	18.2	836,606.67	779,973.45	39.4
5200.00 TRAVEL & CONFERENCE EXPENSES	480.00	0.00	0.00	.0	0.00	480.00	100.0
5400.00 INSURANCES - DISTRICT USE	636,299.00	46,915.00	46,915.00	7.3	0.00	589,384.00	92.6
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	63,174.94	12,354.67	12,354.67	19.5	5,547.34	45,272.93	71.6
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	318,766.00	33,485.63	33,485.63	10.5	138,764.37	146,516.00	45.9
5800.00 OTHER OPERATING EXP-DIST. USE	8,979,358.59	181,239.25	181,239.25	2.0	2,822,217.95	5,975,901.39	66.5
TOTAL: 5000	11,975,318.24	634,654.14	634,654.14	5.2	3,803,136.33	7,537,527.77	62.9
TOTAL: 1000-5999	12,098,173.24	634,745.02	634,745.02	5.2	3,803,136.33	7,660,291.89	63.3
6100.00 SITES & IMPROVEMENTS-DIST. USE	660,397.60	35,258.21	35,258.21	5.3	17,519.15	607,620.24	92.0
6200.00 BUILDINGS&IMPROVEMENT-DIST. USE	151,205,568.53	43,617,687.09	43,617,687.09	28.8	80,784,949.09	26,802,932.35	17.7
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	7,458,611.13	209,153.30	209,153.30	2.8	1,003.98	7,248,453.85	97.1
TOTAL: 6000	159,324,577.26	43,862,098.60	43,862,098.60	27.5	80,803,472.22	34,659,006.44	21.7
TOTAL: 1000-6999	171,422,750.50	44,496,843.62	44,496,843.62	25.9	84,606,608.55	42,319,298.33	24.6

Fund: 42 REVENUE BOND CONSTRUCTION FU SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	0.00	33,898,439.16	33,898,439.16	100.0	0.00	33,898,439.16-	.0
TOTAL:	1000-5999	12,098,173.24	634,745.02	634,745.02	5.2	3,803,136.33	7,660,291.89	63.3
TOTAL:	1000-6999	171,422,750.50	44,496,843.62	44,496,843.62	25.9	84,606,608.55	42,319,298.33	24.6
TOTAL:	1000-7999	171,422,750.50	44,496,843.62	44,496,843.62	25.9	84,606,608.55	42,319,298.33	24.6
TOTAL EXPENSES	(1000 - 7999)	171,422,750.50	44,496,843.62	44,496,843.62	25.9	84,606,608.55	42,319,298.33	24.6

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Fund: 51 BOOKSTORE FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	0.00	169.87	169.87	100.0	0.00	169.87-	.0
TOTAL: 8000	0.00	169.87	169.87	100.0	0.00	169.87-	.0

Fund: 51 BOOKSTORE FUND

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	0.00	169.87	169.87	100.0	0.00	169.87-	.0
TOTAL:	1000-5999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL:	1000-6999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL:	1000-7999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL EXPENSES	(1000 - 7999)	0.00	0.00	0.00	.0	0.00	0.00	.0

Fund: 68 RETIREE BENEFIT FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	356,915.00	7,711.16	7,711.16	2.1	0.00	349,203.84	97.8
TOTAL: 8000	356,915.00	7,711.16	7,711.16	2.1	0.00	349,203.84	97.8
3300.00 OASDHI /FICA	132.00	163.29	163.29	100.0	0.00	31.29-	.0
3400.00 HEALTH AND WELFARE BENEFITS	347,777.00	272,165.54	272,165.54	78.2	0.00	75,611.46	21.7
3500.00 STATE UNEMPLOYMENT INSURANCE	6.00	6.40	6.40	100.0	0.00	0.40-	.0
3900.00 OTHER BENEFITS	9,000.00	12,500.00	12,500.00	100.0	0.00	3,500.00-	.0
TOTAL: 3000	356,915.00	284,835.23	284,835.23	79.8	0.00	72,079.77	20.1
TOTAL: 1000-5999	356,915.00	284,835.23	284,835.23	79.8	0.00	72,079.77	20.1

Fund: 68 RETIREE BENEFIT FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	356,915.00	7,711.16	7,711.16	2.1	0.00	349,203.84	97.8
TOTAL:	1000-5999	356,915.00	284,835.23	284,835.23	79.8	0.00	72,079.77	20.1
TOTAL:	1000-6999	356,915.00	284,835.23	284,835.23	79.8	0.00	72,079.77	20.1
TOTAL:	1000-7999	356,915.00	284,835.23	284,835.23	79.8	0.00	72,079.77	20.1
TOTAL EXPENSES	(1000 - 7999)	356,915.00	284,835.23	284,835.23	79.8	0.00	72,079.77	20.1

Fund: 69 EMPL LOAD BANKING TRUST FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	0.00	70.29	70.29	100.0	0.00	70.29-	.0
TOTAL: 8000	0.00	70.29	70.29	100.0	0.00	70.29-	.0
1300.00 INSTRUCTORS DAY/HOURLY	0.00	76,840.17	76,840.17	100.0	0.00	76,840.17-	.0
TOTAL: 1000	0.00	76,840.17	76,840.17	100.0	0.00	76,840.17-	.0
3300.00 OASDHI /FICA	0.00	511.13	511.13	100.0	0.00	511.13-	.0
3500.00 STATE UNEMPLOYMENT INSURANCE	0.00	38.35	38.35	100.0	0.00	38.35-	.0
TOTAL: 3000	0.00	549.48	549.48	100.0	0.00	549.48-	.0
TOTAL: 1000-5999	0.00	77,389.65	77,389.65	100.0	0.00	77,389.65-	.0

Fund: 69 EMPL LOAD BANKING TRUST FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	0.00	70.29	70.29	100.0	0.00	70.29-	.0
TOTAL:	1000-5999	0.00	77,389.65	77,389.65	100.0	0.00	77,389.65-	.0
TOTAL:	1000-6999	0.00	77,389.65	77,389.65	100.0	0.00	77,389.65-	.0
TOTAL:	1000-7999	0.00	77,389.65	77,389.65	100.0	0.00	77,389.65-	.0
TOTAL EXPENSES	(1000 - 7999)	0.00	77,389.65	77,389.65	100.0	0.00	77,389.65-	.0

Fund: 72 CHILD DEVELOPMENT FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8100.00 FEDERAL HEA REVENUES	146,820.00	156,783.76	156,783.76	100.0	0.00	9,963.76-	.0
8600.00 STATE REVENUES	2,440,723.00	1,551,635.88	1,551,635.88	63.5	0.00	889,087.12	36.4
8800.00 LOCAL REVENUES	185,764.00	112,774.84	112,774.84	60.7	0.00	72,989.16	39.2
TOTAL: 8000	2,773,307.00	1,821,194.48	1,821,194.48	65.6	0.00	952,112.52	34.3
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	1,225,402.00	850,257.55	850,257.55	69.3	0.00	375,144.45	30.6
2300.00 NON-INSTRUCTION HOURLY CLASS.	525,927.00	270,926.29	270,926.29	51.5	0.00	255,000.71	48.4
TOTAL: 2000	1,751,329.00	1,121,183.84	1,121,183.84	64.0	0.00	630,145.16	35.9
3100.00 CERTIFICATED RETIREMENT	22,510.00	16,333.37	16,333.37	72.5	0.00	6,176.63	27.4
3200.00 CLASSIFIED RETIREMENT	105,579.00	87,366.85	87,366.85	82.7	0.00	18,212.15	17.2
3300.00 OASDHI/FICA	87,447.00	60,303.19	60,303.19	68.9	0.00	27,143.81	31.0
3400.00 HEALTH AND WELFARE BENEFITS	433,509.00	322,025.72	322,025.72	74.2	0.00	111,483.28	25.7
3500.00 STATE UNEMPLOYMENT INSURANCE	715.00	496.82	496.82	69.4	0.00	218.18	30.5
3600.00 WORKERS COMPENSATION INSURANCE	63,000.00	37,448.87	37,448.87	59.4	0.00	25,551.13	40.5
3900.00 OTHER BENEFITS	8,296.00	7,692.12	7,692.12	92.7	0.00	603.88	7.2
TOTAL: 3000	721,056.00	531,666.94	531,666.94	73.7	0.00	189,389.06	26.2
4300.00 INSTRUCTIONAL SUPPLIES	25,089.00	5,240.61	5,240.61	20.8	16,053.85	3,794.54	15.1
4500.00 NONINSTRUCTIONAL SUPPLIES	56,248.00	34,084.13	34,084.13	60.5	20,884.72	1,279.15	2.2
4700.00 FOOD SUPPLIES	123,897.00	85,089.05	85,089.05	68.6	36,557.95	2,250.00	1.8
TOTAL: 4000	205,234.00	124,413.79	124,413.79	60.6	73,496.52	7,323.69	3.5
5300.00 POST/DUES/MEMBERSHIPS-DIST. USE	1,000.00	0.00	0.00	.0	0.00	1,000.00	100.0
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	2,400.00	564.14	564.14	23.5	0.00	1,835.86	76.4
5800.00 OTHER OPERATING EXP-DIST. USE	89,588.00	2,456.03	2,456.03	2.7	0.00	87,131.97	97.2
TOTAL: 5000	92,988.00	3,020.17	3,020.17	3.2	0.00	89,967.83	96.7
TOTAL: 1000-5999	2,770,607.00	1,780,284.74	1,780,284.74	64.2	73,496.52	916,825.74	33.0
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	2,700.00	925.78	925.78	34.2	0.00	1,774.22	65.7
TOTAL: 6000	2,700.00	925.78	925.78	34.2	0.00	1,774.22	65.7
TOTAL: 1000-6999	2,773,307.00	1,781,210.52	1,781,210.52	64.2	73,496.52	918,599.96	33.1

Fund: 72 CHILD DEVELOPMENT FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT YEAR TO DATE		%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	2,773,307.00	1,821,194.48	1,821,194.48	65.6	0.00	952,112.52	34.3
TOTAL:	1000-5999	2,770,607.00	1,780,284.74	1,780,284.74	64.2	73,496.52	916,825.74	33.0
TOTAL:	1000-6999	2,773,307.00	1,781,210.52	1,781,210.52	64.2	73,496.52	918,599.96	33.1
TOTAL:	1000-7999	2,773,307.00	1,781,210.52	1,781,210.52	64.2	73,496.52	918,599.96	33.1
TOTAL EXPENSES	(1000 - 7999)	2,773,307.00	1,781,210.52	1,781,210.52	64.2	73,496.52	918,599.96	33.1

Fund: 73 STUDENT BODY CENTER FEE FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	276,658.00	217,606.77	217,606.77	78.6	0.00	59,051.23	21.3
TOTAL: 8000	276,658.00	217,606.77	217,606.77	78.6	0.00	59,051.23	21.3
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	93,768.00	71,441.21	71,441.21	76.1	0.00	22,326.79	23.8
2300.00 NON-INSTRUCTION HOURLY CLASS.	54,000.00	39,531.05	39,531.05	73.2	0.00	14,468.95	26.7
TOTAL: 2000	147,768.00	110,972.26	110,972.26	75.0	0.00	36,795.74	24.9
3200.00 CLASSIFIED RETIREMENT	11,081.00	8,823.21	8,823.21	79.6	0.00	2,257.79	20.3
3300.00 OASDHI/FICA	7,173.00	5,678.97	5,678.97	79.1	0.00	1,494.03	20.8
3400.00 HEALTH AND WELFARE BENEFITS	30,588.00	22,939.56	22,939.56	74.9	0.00	7,648.44	25.0
3500.00 STATE UNEMPLOYMENT INSURANCE	47.00	37.16	37.16	79.0	0.00	9.84	20.9
3600.00 WORKERS COMPENSATION INSURANCE	3,000.00	2,250.00	2,250.00	75.0	0.00	750.00	25.0
3900.00 OTHER BENEFITS	148.00	110.52	110.52	74.6	0.00	37.48	25.3
TOTAL: 3000	52,037.00	39,839.42	39,839.42	76.5	0.00	12,197.58	23.4
4200.00 BOOK, MAGAZINE&PERIOD-DIST. USE	2,000.00	0.00	0.00	.0	0.00	2,000.00	100.0
4500.00 NONINSTRUCTIONAL SUPPLIES	20,309.00	1,913.97	1,913.97	9.4	14,752.00	3,643.03	17.9
TOTAL: 4000	22,309.00	1,913.97	1,913.97	8.5	14,752.00	5,643.03	25.2
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	8,600.00	440.63-	440.63-	.0	0.00	9,040.63	100.0
5800.00 OTHER OPERATING EXP-DIST. USE	24,494.00	0.00	0.00	.0	0.00	24,494.00	100.0
TOTAL: 5000	33,094.00	440.63-	440.63-	.0	0.00	33,534.63	100.0
TOTAL: 1000-5999	255,208.00	152,285.02	152,285.02	59.6	14,752.00	88,170.98	34.5
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	21,450.00	0.00	0.00	.0	0.00	21,450.00	100.0
TOTAL: 6000	21,450.00	0.00	0.00	.0	0.00	21,450.00	100.0
TOTAL: 1000-6999	276,658.00	152,285.02	152,285.02	55.0	14,752.00	109,620.98	39.6

Fund: 73 STUDENT BODY CENTER FEE FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	276,658.00	217,606.77	217,606.77	78.6	0.00	59,051.23	21.3
TOTAL:	1000-5999	255,208.00	152,285.02	152,285.02	59.6	14,752.00	88,170.98	34.5
TOTAL:	1000-6999	276,658.00	152,285.02	152,285.02	55.0	14,752.00	109,620.98	39.6
TOTAL:	1000-7999	276,658.00	152,285.02	152,285.02	55.0	14,752.00	109,620.98	39.6
TOTAL EXPENSES	(1000 - 7999)	276,658.00	152,285.02	152,285.02	55.0	14,752.00	109,620.98	39.6

Fund: 74 KVCR FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENED/ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	4,461,581.46	2,885,416.74	2,885,416.74	64.6	0.00	1,576,164.72	35.3
8900.00 OTHER FINANCING SOURCES	1,619,927.00	863,333.34	863,333.34	53.2	0.00	756,593.66	46.7
TOTAL: 8000	6,081,508.46	3,748,750.08	3,748,750.08	61.6	0.00	2,332,758.38	38.3
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	1,464,275.00	911,494.06	911,494.06	62.2	0.00	552,780.94	37.7
2300.00 NON-INSTRUCTION HOURLY CLASS.	552,000.00	391,289.61	391,289.61	70.8	0.00	160,710.39	29.1
TOTAL: 2000	2,016,275.00	1,302,783.67	1,302,783.67	64.6	0.00	713,491.33	35.3
3200.00 CLASSIFIED RETIREMENT	172,860.00	140,315.35	140,315.35	81.1	0.00	32,544.65	18.8
3300.00 OASDHI/FICA	124,311.00	97,656.14	97,656.14	78.5	0.00	26,654.86	21.4
3400.00 HEALTH AND WELFARE BENEFITS	330,143.00	196,282.77	196,282.77	59.4	0.00	133,860.23	40.5
3500.00 STATE UNEMPLOYMENT INSURANCE	1,034.00	667.21	667.21	64.5	0.00	366.79	35.4
3600.00 WORKERS COMPENSATION INSURANCE	33,750.00	21,375.00	21,375.00	63.3	0.00	12,375.00	36.6
3900.00 OTHER BENEFITS	4,658.00	5,518.39	5,518.39	100.0	0.00	860.39-	.0
TOTAL: 3000	666,756.00	461,814.86	461,814.86	69.2	0.00	204,941.14	30.7
4200.00 BOOK, MAGAZINE&PERIOD-DIST. USE	200.00	178.50	178.50	89.2	0.00	21.50	10.7
4400.00 MEDIA AND SOFTWARE-DISTRCT USE	3,700.00	69.99	69.99	1.8	0.00	3,630.01	98.1
4500.00 NONINSTRUCTIONAL SUPPLIES	61,700.00	13,274.93	13,274.93	21.5	19,035.80	29,389.27	47.6
TOTAL: 4000	65,600.00	13,523.42	13,523.42	20.6	19,035.80	33,040.78	50.3
5100.00 PERSON&CONSULTANT SVC-DIST USE	345,716.00-	14,355.62	14,355.62	100.0	21,564.34	381,635.96-	.0
5200.00 TRAVEL & CONFERENCE EXPENSES	119,500.00	28,664.19	28,664.19	23.9	17,068.49	73,767.32	61.7
5300.00 POST/DUES/MEMBERSHIPS-DIST. USE	89,915.00	40,550.75	40,550.75	45.0	12,100.81	37,263.44	41.4
5400.00 INSURANCES - DISTRICT USE	11,000.00	7,810.00	7,810.00	71.0	0.00	3,190.00	29.0
5500.00 UTILITIES & HOUSEKEEP-DIST. USE	230,633.00	122,947.73	122,947.73	53.3	71,944.27	35,741.00	15.4
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	473,298.67	243,508.86	243,508.86	51.4	92,577.22	137,212.59	28.9
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	61,500.00	2,815.28-	2,815.28-	.0	16,840.08	47,475.20	100.0
5800.00 OTHER OPERATING EXP-DIST. USE	2,156,700.09	1,212,703.91	1,212,703.91	56.2	188,076.88	755,919.30	35.0
TOTAL: 5000	2,796,830.76	1,667,725.78	1,667,725.78	59.6	420,172.09	708,932.89	25.3
TOTAL: 1000-5999	5,545,461.76	3,445,847.73	3,445,847.73	62.1	439,207.89	1,660,406.14	29.9
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	186,478.70	52,424.74	52,424.74	28.1	8,334.33	125,719.63	67.4
TOTAL: 6000	186,478.70	52,424.74	52,424.74	28.1	8,334.33	125,719.63	67.4
TOTAL: 1000-6999	5,731,940.46	3,498,272.47	3,498,272.47	61.0	447,542.22	1,786,125.77	31.1

Fund: 74 KVCR FUND

SUMMARY

=====		WORKING	EXPENDED/RECEIVED			PENDING/	UNENCUMBERED	
SUMMARY BY OBJECT		BUDGET	CURRENT	YEAR TO DATE	%	ENCUMBERED	BALANCE	%
=====		=====	=====	=====	=====	=====	=====	=====
TOTAL INCOME	(8000 - 8999)	6,081,508.46	3,748,750.08	3,748,750.08	61.6	0.00	2,332,758.38	38.3
TOTAL:	1000-5999	5,545,461.76	3,445,847.73	3,445,847.73	62.1	439,207.89	1,660,406.14	29.9
TOTAL:	1000-6999	5,731,940.46	3,498,272.47	3,498,272.47	61.0	447,542.22	1,786,125.77	31.1
TOTAL:	1000-7999	5,731,940.46	3,498,272.47	3,498,272.47	61.0	447,542.22	1,786,125.77	31.1
TOTAL EXPENSES	(1000 - 7999)	5,731,940.46	3,498,272.47	3,498,272.47	61.0	447,542.22	1,786,125.77	31.1

Fund: 76 KVCR EDUCATIONAL FOUNDATION

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/CURRENT	RECEIVED YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	2,036,176.00	1,445,215.31	1,445,215.31	70.9	0.00	590,960.69	29.0
TOTAL: 8000	2,036,176.00	1,445,215.31	1,445,215.31	70.9	0.00	590,960.69	29.0
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	169,960.00	137,449.84	137,449.84	80.8	0.00	32,510.16	19.1
2300.00 NON-INSTRUCTION HOURLY CLASS.	191,000.00	93,221.27	93,221.27	48.8	0.00	97,778.73	51.1
TOTAL: 2000	360,960.00	230,671.11	230,671.11	63.9	0.00	130,288.89	36.0
3200.00 CLASSIFIED RETIREMENT	43,609.00	25,925.38	25,925.38	59.4	0.00	17,683.62	40.5
3300.00 OASDHI/FICA	30,752.00	17,566.84	17,566.84	57.1	0.00	13,185.16	42.8
3400.00 HEALTH AND WELFARE BENEFITS	22,158.00	12,612.24	12,612.24	56.9	0.00	9,545.76	43.0
3500.00 STATE UNEMPLOYMENT INSURANCE	236.00	119.38	119.38	50.5	0.00	116.62	49.4
3600.00 WORKERS COMPENSATION INSURANCE	5,250.00	2,750.00	2,750.00	52.3	0.00	2,500.00	47.6
3900.00 OTHER BENEFITS	3,257.00	2,385.16	2,385.16	73.2	0.00	871.84	26.7
TOTAL: 3000	105,262.00	61,359.00	61,359.00	58.2	0.00	43,903.00	41.7
4500.00 NONINSTRUCTIONAL SUPPLIES	10,200.00	2,353.97	2,353.97	23.0	6,620.82	1,225.21	12.0
TOTAL: 4000	10,200.00	2,353.97	2,353.97	23.0	6,620.82	1,225.21	12.0
5100.00 PERSON&CONSULTANT SVC-DIST USE	562,725.05	303,230.37	303,230.37	53.8	246,575.15	12,919.53	2.2
5200.00 TRAVEL & CONFERENCE EXPENSES	6,795.87	3,691.35	3,691.35	54.3	1,826.97	1,277.55	18.7
5300.00 POST/DUES/MEMBERSHIPS-DIST USE	58,810.21	44,220.00	44,220.00	75.1	0.00	14,590.21	24.8
5600.00 RENTS, LEASES&REPAIRS-DIST USE	8,700.00	6,807.12	6,807.12	78.2	422.90	1,469.98	16.8
5700.00 LEGAL/ELECTION/AUDIT-DIST USE	25,344.00	8,214.80	8,214.80	32.4	9,000.00	8,129.20	32.0
5800.00 OTHER OPERATING EXP-DIST USE	326,249.87	201,315.62	201,315.62	61.7	96,263.11	28,671.14	8.7
TOTAL: 5000	988,625.00	567,479.26	567,479.26	57.4	354,088.13	67,057.61	6.7
TOTAL: 1000-5999	1,465,047.00	861,863.34	861,863.34	58.8	360,708.95	242,474.71	16.5
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	9,000.00	2,709.04	2,709.04	30.1	56.23	6,234.73	69.2
TOTAL: 6000	9,000.00	2,709.04	2,709.04	30.1	56.23	6,234.73	69.2
TOTAL: 1000-6999	1,474,047.00	864,572.38	864,572.38	58.6	360,765.18	248,709.44	16.8
7200.00 INTRAFUND TRANSFERS OUT	562,129.00	0.00	0.00	.0	0.00	562,129.00	100.0
TOTAL: 7000	562,129.00	0.00	0.00	.0	0.00	562,129.00	100.0
TOTAL: 1000-7999	2,036,176.00	864,572.38	864,572.38	42.4	360,765.18	810,838.44	39.8

Fund: 76 KVCR EDUCATIONAL FOUNDATION SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	2,036,176.00	1,445,215.31	1,445,215.31	70.9	0.00	590,960.69	29.0
TOTAL:	1000-5999	1,465,047.00	861,863.34	861,863.34	58.8	360,708.95	242,474.71	16.5
TOTAL:	1000-6999	1,474,047.00	864,572.38	864,572.38	58.6	360,765.18	248,709.44	16.8
TOTAL:	1000-7999	2,036,176.00	864,572.38	864,572.38	42.4	360,765.18	810,838.44	39.8
TOTAL EXPENSES	(1000 - 7999)	2,036,176.00	864,572.38	864,572.38	42.4	360,765.18	810,838.44	39.8

Fund: 78 SELF INSURANCE-LIABILITY&PRO

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	3,000.00	4,098.89	4,098.89	100.0	0.00	1,098.89-	.0
8900.00 OTHER FINANCING SOURCES	550,000.00	550,000.00	550,000.00	100.0	0.00	0.00	.0
TOTAL: 8000	553,000.00	554,098.89	554,098.89	100.0	0.00	1,098.89-	.0
5100.00 PERSON&CONSULTANT SVC-DIST USE	20,000.00	4,709.93	4,709.93	23.5	5,326.07	9,964.00	49.8
5400.00 INSURANCES - DISTRICT USE	450,000.00	422,841.00	422,841.00	93.9	0.00	27,159.00	6.0
5800.00 OTHER OPERATING EXP-DIST. USE	60,000.00	39,473.28	39,473.28	65.7	4,700.83	15,825.89	26.3
TOTAL: 5000	530,000.00	467,024.21	467,024.21	88.1	10,026.90	52,948.89	9.9
TOTAL: 1000-5999	530,000.00	467,024.21	467,024.21	88.1	10,026.90	52,948.89	9.9
7900.00 RESERVE FOR CONTINGENCIES	23,000.00	0.00	0.00	.0	0.00	23,000.00	100.0
TOTAL: 7000	23,000.00	0.00	0.00	.0	0.00	23,000.00	100.0
TOTAL: 1000-7999	553,000.00	467,024.21	467,024.21	84.4	10,026.90	75,948.89	13.7

Fund: 78 SELF INSURANCE-LIABILITY&PRO SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	553,000.00	554,098.89	554,098.89	100.0	0.00	1,098.89-	.0
TOTAL:	1000-5999	530,000.00	467,024.21	467,024.21	88.1	10,026.90	52,948.89	9.9
TOTAL:	1000-6999	530,000.00	467,024.21	467,024.21	88.1	10,026.90	52,948.89	9.9
TOTAL:	1000-7999	553,000.00	467,024.21	467,024.21	84.4	10,026.90	75,948.89	13.7
TOTAL EXPENSES	(1000 - 7999)	553,000.00	467,024.21	467,024.21	84.4	10,026.90	75,948.89	13.7

Fund: 79 EDCT FOUNDATION

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8900.00 OTHER FINANCING SOURCES	60,800.00	60,800.00	60,800.00	100.0	0.00	0.00	.0
TOTAL: 8000	60,800.00	60,800.00	60,800.00	100.0	0.00	0.00	.0
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	24,000.00	0.00	0.00	.0	0.00	24,000.00	100.0
TOTAL: 2000	24,000.00	0.00	0.00	.0	0.00	24,000.00	100.0
3400.00 HEALTH AND WELFARE BENEFITS	8,000.00	0.00	0.00	.0	0.00	8,000.00	100.0
TOTAL: 3000	8,000.00	0.00	0.00	.0	0.00	8,000.00	100.0
4500.00 NONINSTRUCTIONAL SUPPLIES	2,300.00	0.00	0.00	.0	60.00	2,240.00	97.3
TOTAL: 4000	2,300.00	0.00	0.00	.0	60.00	2,240.00	97.3
5100.00 PERSON&CONSULTANT SVC-DIST USE	8,000.00	0.00	0.00	.0	4,500.00	3,500.00	43.7
5200.00 TRAVEL & CONFERENCE EXPENSES	3,500.00	0.00	0.00	.0	2,600.00	900.00	25.7
5300.00 POST/DUES/MEMBERSHIPS-DIST. USE	700.00	0.00	0.00	.0	150.00	550.00	78.5
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	300.00	0.00	0.00	.0	0.00	300.00	100.0
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	4,000.00	0.00	0.00	.0	0.00	4,000.00	100.0
5800.00 OTHER OPERATING EXP-DIST. USE	10,000.00	850.00	850.00	8.5	0.00	9,150.00	91.5
TOTAL: 5000	26,500.00	850.00	850.00	3.2	7,250.00	18,400.00	69.4
TOTAL: 1000-5999	60,800.00	850.00	850.00	1.3	7,310.00	52,640.00	86.5

Fund: 79 EDCT FOUNDATION

SUMMARY

=====		WORKING	EXPENDED/RECEIVED			PENDED/	UNENCUMBERED	
SUMMARY BY OBJECT		BUDGET	CURRENT	YEAR TO DATE	%	ENCUMBERED	BALANCE	%
=====		=====						
TOTAL INCOME	(8000 - 8999)	60,800.00	60,800.00	60,800.00	100.0	0.00	0.00	.0
TOTAL:	1000-5999	60,800.00	850.00	850.00	1.3	7,310.00	52,640.00	86.5
TOTAL:	1000-6999	60,800.00	850.00	850.00	1.3	7,310.00	52,640.00	86.5
TOTAL:	1000-7999	60,800.00	850.00	850.00	1.3	7,310.00	52,640.00	86.5
TOTAL EXPENSES	(1000 - 7999)	60,800.00	850.00	850.00	1.3	7,310.00	52,640.00	86.5

Fund: 84 WORKERS COMPENSATION FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	1,325,000.00	924,481.19	924,481.19	69.7	0.00	400,518.81	30.2
TOTAL: 8000	1,325,000.00	924,481.19	924,481.19	69.7	0.00	400,518.81	30.2
5100.00 PERSON&CONSULTANT SVC-DIST USE	252,824.60	168,897.92	168,897.92	66.8	83,926.68	0.00	.0
5400.00 INSURANCES - DISTRICT USE	167,000.00	147,871.00	147,871.00	88.5	0.00	19,129.00	11.4
5800.00 OTHER OPERATING EXP-DIST. USE	905,175.40	697,016.75	697,016.75	77.0	0.00	208,158.65	22.9
TOTAL: 5000	1,325,000.00	1,013,785.67	1,013,785.67	76.5	83,926.68	227,287.65	17.1
TOTAL: 1000-5999	1,325,000.00	1,013,785.67	1,013,785.67	76.5	83,926.68	227,287.65	17.1
7900.00 RESERVE FOR CONTINGENCIES	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL: 7000	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL: 1000-7999	1,325,000.00	1,013,785.67	1,013,785.67	76.5	83,926.68	227,287.65	17.1

Fund: 84 WORKERS COMPENSATION FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	1,325,000.00	924,481.19	924,481.19	69.7	0.00	400,518.81	30.2
TOTAL:	1000-5999	1,325,000.00	1,013,785.67	1,013,785.67	76.5	83,926.68	227,287.65	17.1
TOTAL:	1000-6999	1,325,000.00	1,013,785.67	1,013,785.67	76.5	83,926.68	227,287.65	17.1
TOTAL:	1000-7999	1,325,000.00	1,013,785.67	1,013,785.67	76.5	83,926.68	227,287.65	17.1
TOTAL EXPENSES	(1000 - 7999)	1,325,000.00	1,013,785.67	1,013,785.67	76.5	83,926.68	227,287.65	17.1

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8100.00 FEDERAL HEA REVENUES	53,500.00	29,140.00	29,140.00	54.4	0.00	24,360.00	45.5
8600.00 STATE REVENUES	1,463,789.00	1,007,169.46	1,007,169.46	68.8	0.00	456,619.54	31.1
8800.00 LOCAL REVENUES	578,688.00	527,349.33	527,349.33	91.1	0.00	51,338.67	8.8
TOTAL: 8000	2,095,977.00	1,563,658.79	1,563,658.79	74.6	0.00	532,318.21	25.3
1100.00 CONTRACT CLASSROOM INST.	11,051,156.00	8,903,432.04	8,903,432.04	80.5	0.00	2,147,723.96	19.4
1200.00 CONTRACT CERT. ADMINI STRATORS	3,508,316.24	2,529,939.26	2,529,939.26	72.1	0.00	978,376.98	27.8
1300.00 INSTRUCTORS DAY/HOURLY	7,447,452.00	5,816,752.49	5,816,752.49	78.1	0.00	1,630,699.51	21.8
1400.00 NON-INSTRUCTION HOURLY CERT.	393,384.68	242,986.23	242,986.23	61.7	0.00	150,398.45	38.2
TOTAL: 1000	22,400,308.92	17,493,110.02	17,493,110.02	78.0	0.00	4,907,198.90	21.9
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	6,086,751.41	4,847,852.81	4,847,852.81	79.6	0.00	1,238,898.60	20.3
2200.00 INSTRUCTIONAL AIDS	864,625.71	505,873.42	505,873.42	58.5	0.00	358,752.29	41.4
2300.00 NON-INSTRUCTION HOURLY CLASS.	366,015.06	338,178.34	338,178.34	92.3	0.00	27,836.72	7.6
2400.00 INST AIDES-HOURLY- DIR. INSTRUC	317,301.44	179,829.27	179,829.27	56.6	0.00	137,472.17	43.3
TOTAL: 2000	7,634,693.62	5,871,733.84	5,871,733.84	76.9	0.00	1,762,959.78	23.0
3100.00 CERTIFICATED RETIREMENT	1,855,460.68	1,371,459.95	1,371,459.95	73.9	0.00	484,000.73	26.0
3200.00 CLASSIFIED RETIREMENT	961,251.24	756,396.81	756,396.81	78.6	0.00	204,854.43	21.3
3300.00 OASDHI /FICA	930,312.07	745,731.84	745,731.84	80.1	0.00	184,580.23	19.8
3400.00 HEALTH AND WELFARE BENEFITS	4,312,506.75	3,080,419.70	3,080,419.70	71.4	0.00	1,232,087.05	28.5
3500.00 STATE UNEMPLOYMENT INSURANCE	14,642.49	11,703.16	11,703.16	79.9	0.00	2,939.33	20.0
3600.00 WORKERS COMPENSATION INSURANCE	458,350.00	338,224.18	338,224.18	73.7	0.00	120,125.82	26.2
3900.00 OTHER BENEFITS	93,845.04	74,319.96	74,319.96	79.1	0.00	19,525.08	20.8
TOTAL: 3000	8,626,368.27	6,378,255.60	6,378,255.60	73.9	0.00	2,248,112.67	26.0
4100.00 TEXTBOOKS	2,196.00	0.00	0.00	.0	1,407.61	788.39	35.9
4200.00 BOOK, MAGAZINE&PERIOD-DI ST. USE	10,804.00	521.38	521.38	4.8	8,872.02	1,410.60	13.0
4300.00 INSTRUCTI ONAL SUPPLIES	69,390.29	27,145.69	27,145.69	39.1	15,856.26	26,388.34	38.0
4400.00 MEDIA AND SOFTWARE-DI STRCT USE	6,108.16	463.93	463.93	7.5	0.00	5,644.23	92.4
4500.00 NONI NSTRUCTI ONAL SUPPLIES	460,712.77	209,964.02	209,964.02	45.5	128,151.33	122,597.42	26.6
4700.00 FOOD SUPPLIES	18,612.00	15,901.92	15,901.92	85.4	2,710.08	0.00	.0
TOTAL: 4000	567,823.22	253,996.94	253,996.94	44.7	156,997.30	156,828.98	27.6
5100.00 PERSON&CONSULTANT SVC-DI ST USE	1,257,677.21	548,582.87	548,582.87	43.6	520,130.00	188,964.34	15.0
5200.00 TRAVEL & CONFERENCE EXPENSES	149,312.34	63,303.09	63,303.09	42.3	36,674.60	49,334.65	33.0
5300.00 POST/DUES/MEMBERSHI PS-DI ST. USE	179,041.40	121,980.27	121,980.27	68.1	5,884.57	51,176.56	28.5
5400.00 INSURANCES - DI STRICT USE	1,000.00	0.00	0.00	.0	0.00	1,000.00	100.0
5500.00 UTI LITI ES & HOUSEKEEP-DI ST. USE	1,873,742.00	1,191,572.77	1,191,572.77	63.5	657,803.15	24,366.08	1.3
5600.00 RENTS, LEASES&REPAI RS-DI ST. USE	1,096,669.39	603,838.78	603,838.78	55.0	287,244.86	205,585.75	18.7
5700.00 LEGAL/ELECTI ON/AUDI T-DI ST. USE	0.00	49,191.84	49,191.84	100.0	0.00	49,191.84-	.0
5800.00 OTHER OPERATI NG EXP-DI ST. USE	434,171.53	148,520.49	148,520.49	34.2	100,078.17	185,572.87	42.7
TOTAL: 5000	4,991,613.87	2,726,990.11	2,726,990.11	54.6	1,607,815.35	656,808.41	13.1
TOTAL: 1000-5999	44,220,807.90	32,724,086.51	32,724,086.51	74.0	1,764,812.65	9,731,908.74	22.0

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
6200.00 BUILDINGS&IMPROVEMENT-DIST. USE	2,330.00	0.00	0.00	.0	0.00	2,330.00	100.0
6300.00 LIBRARY BOOKS - EXPANSION	0.00	941.92-	941.92-	.0	941.92	0.00	100.0
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	354,478.57	139,223.81	139,223.81	39.2	90,414.79	124,839.97	35.2
TOTAL: 6000	356,808.57	138,281.89	138,281.89	38.7	91,356.71	127,169.97	35.6
TOTAL: 1000-6999	44,577,616.47	32,862,368.40	32,862,368.40	73.7	1,856,169.36	9,859,078.71	22.1

Fund: 01 GENERAL FUND

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT YEAR TO DATE		%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	2,095,977.00	1,563,658.79	1,563,658.79	74.6	0.00	532,318.21	25.3
TOTAL:	1000-5999	44,220,807.90	32,724,086.51	32,724,086.51	74.0	1,764,812.65	9,731,908.74	22.0
TOTAL:	1000-6999	44,577,616.47	32,862,368.40	32,862,368.40	73.7	1,856,169.36	9,859,078.71	22.1
TOTAL:	1000-7999	44,577,616.47	32,862,368.40	32,862,368.40	73.7	1,856,169.36	9,859,078.71	22.1
TOTAL EXPENSES	(1000 - 7999)	44,577,616.47	32,862,368.40	32,862,368.40	73.7	1,856,169.36	9,859,078.71	22.1

Fund: 72 CHILD DEVELOPMENT FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	0.00	319.42	319.42	100.0	0.00	319.42-	.0
TOTAL: 8000	0.00	319.42	319.42	100.0	0.00	319.42-	.0
2300.00 NON-INSTRUCTION HOURLY CLASS.	23,930.00	0.00	0.00	.0	0.00	23,930.00	100.0
TOTAL: 2000	23,930.00	0.00	0.00	.0	0.00	23,930.00	100.0
3300.00 OASDHI /FICA	1,831.00	0.00	0.00	.0	0.00	1,831.00	100.0
3500.00 STATE UNEMPLOYMENT INSURANCE	12.00	0.00	0.00	.0	0.00	12.00	100.0
TOTAL: 3000	1,843.00	0.00	0.00	.0	0.00	1,843.00	100.0
TOTAL: 1000-5999	25,773.00	0.00	0.00	.0	0.00	25,773.00	100.0

Fund: 72 CHILD DEVELOPMENT FUND SUMMARY

=====		WORKING	EXPENDED/RECEIVED			PENDING/	UNENCUMBERED	
=====		BUDGET	CURRENT	YEAR TO DATE	%	ENCUMBERED	BALANCE	%
=====		=====						
SUMMARY BY OBJECT		=====						
=====		=====						
TOTAL INCOME	(8000 - 8999)	0.00	319.42	319.42	100.0	0.00	319.42-	.0
TOTAL:	1000-5999	25,773.00	0.00	0.00	.0	0.00	25,773.00	100.0
TOTAL:	1000-6999	25,773.00	0.00	0.00	.0	0.00	25,773.00	100.0
TOTAL:	1000-7999	25,773.00	0.00	0.00	.0	0.00	25,773.00	100.0
TOTAL EXPENSES	(1000 - 7999)	25,773.00	0.00	0.00	.0	0.00	25,773.00	100.0

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8100.00 FEDERAL HEA REVENUES	20,067.00	8,040.00	8,040.00	40.0	0.00	12,027.00	59.9
8600.00 STATE REVENUES	660,116.00	425,829.00	425,829.00	64.5	0.00	234,287.00	35.4
8800.00 LOCAL REVENUES	549,062.92	304,457.84	304,457.84	55.4	0.00	244,605.08	44.5
TOTAL: 8000	1,229,245.92	738,326.84	738,326.84	60.0	0.00	490,919.08	39.9
1100.00 CONTRACT CLASSROOM INST.	4,896,352.00	3,936,151.08	3,936,151.08	80.3	0.00	960,200.92	19.6
1200.00 CONTRACT CERT. ADMINI STRATORS	2,565,378.00	1,876,466.47	1,876,466.47	73.1	0.00	688,911.53	26.8
1300.00 INSTRUCTORS DAY/HOURLY	2,795,053.00	2,781,688.64	2,781,688.64	99.5	0.00	13,364.36	.4
1400.00 NON-INSTRUCTION HOURLY CERT.	181,765.42	118,269.10	118,269.10	65.0	0.00	63,496.32	34.9
TOTAL: 1000	10,438,548.42	8,712,575.29	8,712,575.29	83.4	0.00	1,725,973.13	16.5
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	3,678,786.80	2,958,982.75	2,958,982.75	80.4	0.00	719,804.05	19.5
2200.00 INSTRUCTIONAL AIDS	450,854.97	351,039.18	351,039.18	77.8	0.00	99,815.79	22.1
2300.00 NON-INSTRUCTION HOURLY CLASS.	233,755.80	204,252.30	204,252.30	87.3	0.00	29,503.50	12.6
2400.00 INST AIDES-HOURLY- DIR. INSTRUC	355,750.83	271,958.42	271,958.42	76.4	0.00	83,792.41	23.5
TOTAL: 2000	4,719,148.40	3,786,232.65	3,786,232.65	80.2	0.00	932,915.75	19.7
3100.00 CERTIFICATED RETIREMENT	891,952.00	688,062.49	688,062.49	77.1	0.00	203,889.51	22.8
3200.00 CLASSIFIED RETIREMENT	578,003.00	444,054.99	444,054.99	76.8	0.00	133,948.01	23.1
3300.00 OASDHI /FICA	512,584.00	420,213.62	420,213.62	81.9	0.00	92,370.38	18.0
3400.00 HEALTH AND WELFARE BENEFITS	2,165,798.00	1,554,286.28	1,554,286.28	71.7	0.00	611,511.72	28.2
3500.00 STATE UNEMPLOYMENT INSURANCE	7,632.00	6,263.64	6,263.64	82.0	0.00	1,368.36	17.9
3600.00 WORKERS COMPENSATION INSURANCE	244,465.00	179,332.96	179,332.96	73.3	0.00	65,132.04	26.6
3900.00 OTHER BENEFITS	59,279.00	48,356.22	48,356.22	81.5	0.00	10,922.78	18.4
TOTAL: 3000	4,459,713.00	3,340,570.20	3,340,570.20	74.9	0.00	1,119,142.80	25.0
4200.00 BOOK, MAGAZINE&PERIOD-DI ST. USE	1,807.95	944.60	944.60	52.2	0.00	863.35	47.7
4300.00 INSTRUCTIONAL SUPPLIES	59,402.00	37,695.84	37,695.84	63.4	7,094.91	14,611.25	24.5
4400.00 MEDIA AND SOFTWARE-DI STRCT USE	2,200.00	0.00	0.00	.0	200.00	2,000.00	90.9
4500.00 NONINSTRUCTIONAL SUPPLIES	154,267.16	84,960.22	84,960.22	55.0	44,453.94	24,853.00	16.1
TOTAL: 4000	217,677.11	123,600.66	123,600.66	56.7	51,748.85	42,327.60	19.4
5100.00 PERSON&CONSULTANT SVC-DI ST USE	55,917.00	51,397.47	51,397.47	91.9	25,803.93	21,284.40-	.0
5200.00 TRAVEL & CONFERENCE EXPENSES	92,974.63	44,579.75	44,579.75	47.9	24,414.34	23,980.54	25.7
5300.00 POST/DUES/MEMBERSHI PS-DI ST. USE	56,432.00	22,144.36	22,144.36	39.2	578.34	33,709.30	59.7
5500.00 UTILITIES & HOUSEKEEP-DI ST. USE	673,998.00	499,294.89	499,294.89	74.0	161,212.85	13,490.26	2.0
5600.00 RENTS, LEASES&REPAIRS-DI ST. USE	383,745.33	253,367.61	253,367.61	66.0	91,647.86	38,729.86	10.0
5800.00 OTHER OPERATING EXP-DI ST. USE	138,091.92	58,993.10	58,993.10	42.7	9,662.96	69,435.86	50.2
TOTAL: 5000	1,401,158.88	929,777.18	929,777.18	66.3	313,320.28	158,061.42	11.2
TOTAL: 1000-5999	21,236,245.81	16,892,755.98	16,892,755.98	79.5	365,069.13	3,978,420.70	18.7
6200.00 BUI LDINGS&I MPROVEMENT-DI ST. USE	600.00	0.00	0.00	.0	0.00	600.00	100.0
6300.00 LIBRARY BOOKS - EXPANSION	10,000.00	5,343.99	5,343.99	53.4	3,675.09	980.92	9.8
6400.00 EQUI P/FURNITURE (EXCLD COMPTR)	49,654.27	3,513.34	3,513.34	7.0	2,901.37	43,239.56	87.0

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL: 6000	60,254.27	8,857.33	8,857.33	14.6	6,576.46	44,820.48	74.3
TOTAL: 1000-6999	21,296,500.08	16,901,613.31	16,901,613.31	79.3	371,645.59	4,023,241.18	18.8

Fund: 01 GENERAL FUND

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT YEAR TO DATE		%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	1,229,245.92	738,326.84	738,326.84	60.0	0.00	490,919.08	39.9
TOTAL:	1000-5999	21,236,245.81	16,892,755.98	16,892,755.98	79.5	365,069.13	3,978,420.70	18.7
TOTAL:	1000-6999	21,296,500.08	16,901,613.31	16,901,613.31	79.3	371,645.59	4,023,241.18	18.8
TOTAL:	1000-7999	21,296,500.08	16,901,613.31	16,901,613.31	79.3	371,645.59	4,023,241.18	18.8
TOTAL EXPENSES	(1000 - 7999)	21,296,500.08	16,901,613.31	16,901,613.31	79.3	371,645.59	4,023,241.18	18.8

BDX110  
 CHC Unrestricted  
 72 San Bernardino Community Col

BEST NET CONSORTIUM  
 BUDGET SUMMARY REPORT  
 07/01/2014 TO 06/30/2015

#J5247

04/24/2015

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Fund: 41 CAPITAL OUTLAY PROJECTS FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	0.00	7,163.13	7,163.13	100.0	0.00	7,163.13-	.0
TOTAL: 8000	0.00	7,163.13	7,163.13	100.0	0.00	7,163.13-	.0

Fund: 41 CAPITAL OUTLAY PROJECTS FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	0.00	7,163.13	7,163.13	100.0	0.00	7,163.13-	.0
TOTAL:	1000-5999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL:	1000-6999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL:	1000-7999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL EXPENSES	(1000 - 7999)	0.00	0.00	0.00	.0	0.00	0.00	.0

BDX110  
 CHC Unrestricted  
 72 San Bernardino Community Col

BEST NET CONSORTIUM  
 BUDGET SUMMARY REPORT  
 07/01/2014 TO 06/30/2015

#J5247

04/24/2015

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Fund: 51 BOOKSTORE FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	0.00	169.87	169.87	100.0	0.00	169.87-	.0
TOTAL: 8000	0.00	169.87	169.87	100.0	0.00	169.87-	.0

Fund: 51 BOOKSTORE FUND

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	0.00	169.87	169.87	100.0	0.00	169.87-	.0
TOTAL:	1000-5999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL:	1000-6999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL:	1000-7999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL EXPENSES	(1000 - 7999)	0.00	0.00	0.00	.0	0.00	0.00	.0

Fund: 72 CHILD DEVELOPMENT FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	0.00	199.64	199.64	100.0	0.00	199.64-	.0
TOTAL: 8000	0.00	199.64	199.64	100.0	0.00	199.64-	.0
2300.00 NON-INSTRUCTION HOURLY CLASS.	2,000.00	0.00	0.00	.0	0.00	2,000.00	100.0
TOTAL: 2000	2,000.00	0.00	0.00	.0	0.00	2,000.00	100.0
3300.00 OASDHI /FICA	153.00	0.00	0.00	.0	0.00	153.00	100.0
3500.00 STATE UNEMPLOYMENT INSURANCE	1.00	0.00	0.00	.0	0.00	1.00	100.0
TOTAL: 3000	154.00	0.00	0.00	.0	0.00	154.00	100.0
TOTAL: 1000-5999	2,154.00	0.00	0.00	.0	0.00	2,154.00	100.0

Fund: 72 CHILD DEVELOPMENT FUND SUMMARY

=====		WORKING	EXPENDED/RECEIVED			PENDING/	UNENCUMBERED	
=====		BUDGET	CURRENT	YEAR TO DATE	%	ENCUMBERED	BALANCE	%
=====		=====						
SUMMARY BY OBJECT								
=====		=====						
TOTAL INCOME	(8000 - 8999)	0.00	199.64	199.64	100.0	0.00	199.64-	.0
TOTAL:	1000-5999	2,154.00	0.00	0.00	.0	0.00	2,154.00	100.0
TOTAL:	1000-6999	2,154.00	0.00	0.00	.0	0.00	2,154.00	100.0
TOTAL:	1000-7999	2,154.00	0.00	0.00	.0	0.00	2,154.00	100.0
TOTAL EXPENSES	(1000 - 7999)	2,154.00	0.00	0.00	.0	0.00	2,154.00	100.0

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Jose F. Torres, Interim Vice Chancellor, Business & Fiscal Services  
PREPARED BY: Steven Sutorus, Business Manager  
DATE: May 14, 2015  
SUBJECT: CCFS-320 Apportionment Attendance Report for FY 2015 Period 2

RECOMMENDATION

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

OVERVIEW

The CCFS-320 Apportionment Attendance Report for FY 2015 Period 2 has been submitted to the State Chancellor's Office.

ANALYSIS

The Period 2 report includes preliminary figures for the period July 1, 2014 – April 20, 2015 and uses annualizers to forecast fiscal year end data. The chart below summarizes the District's status as of P2 and provides comparison data.

<b>Comparison – FY14 P3 vs FY15 P2</b>						
<b>FY 14 at Year End (P3)</b>			<b>FY 15 at P2</b>			
				<b># Change</b>	<b>% Change</b>	
CHC	4,499		CHC	4,625	126	2.80%
SBVC	9,902		SBVC	10,300	398	4.02%
Total	14,401		Total	14,925	524	3.64%

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

There are no financial implications.

**2014-2015 APPORTIONMENT ATTENDANCE REPORT**

Period: P2

District: San Bernardino

**CERTIFICATION**

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

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

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

**Chief Executive Officer: Bruce Baron**

Signature:  \_\_\_\_\_

Signature Date: 4/20/15 \_\_\_\_\_

Electronic Certification Date: Monday, April 20, 2015

**District Contact Person: Steven Sutorus**

Title: Business Manager

Phone: (909) 382-4031

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**

## 2014-2015 APPORTIONMENT ATTENDANCE REPORT

Period: P2

District: San Bernardino

## PART I. FULL-TIME EQUIVALENT STUDENTS

	State Residents (and Nonresidents Attending Noncredit Courses)	
	Attendance FTES	Factored FTES
<b>Summer Intersession (Summer 2014 Only)</b>		
1. Noncredit (Parts IV.A.1 + VII.A.3)	0.00	0.00
2. Credit (Parts III.A.1 + VI.A.1)	647.28	647.28
<b>Summer Intersession Courses (Summer 2015 Prior to July 1, 2015)</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)	39.71	39.71
<b>Primary Terms (Exclusive of Summer Intersession)</b>		
1. Census Procedure Courses		
(a) Weekly Census Contact Hours (Part II)	9,848.84	9,848.84
(b) Daily Census Contact Hours (Part III)	1,613.48	1,630.48
2. Actual Hours of Attendance Procedure Courses		
(a) Noncredit (Part IV.C)	62.99	62.99
(b) Credit (Part IV.D)	1,049.94	1,059.90
3. Alternative Attendance Accounting Procedure Courses		
(a) Weekly Census Procedure Courses (Part V)(Credit)	963.40	963.40
(b) Daily Census Procedure Courses (Part V)(Credit)	671.40	672.52
(c) Noncredit Independent Study/Distance Education Courses (Part VII.C)	0.00	0.00
<b>Total FTES</b>		
Total Credit FTES	14,834.05	14,862.13
Total Noncredit FTES	62.99	62.99
Total FTES	14,897.04	14,925.12

Supplemental Information	FTES
Inservice Training Courses	0.00
Basic Skills Courses and Immigrant Education (Noncredit)	35.54
Basic Skills Courses and Immigrant Education (Credit)	1,013.86

2014-2015 APPORTIONMENT ATTENDANCE REPORT

Period: P2

District: San Bernardino

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

	<b>Nonresidents</b>	
	<b>Attendance FTES</b>	<b>Factored FTES</b>
<b>Summer Intersession (Summer 2014 Only)</b>		
1. Noncredit (Parts IV.A.1 + VII.A.3)	0.00	0.00
2. Credit (Parts III.A.1 + VI.A.1)	16.53	16.53
<b>Summer Intersession Courses (Summer 2015 Prior to July 1, 2015)</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)	1.41	1.41
<b>Primary Terms (Exclusive of Summer Intersession)</b>		
1. Census Procedure Courses		
(a) Weekly Census Contact Hours (Part II)	254.82	254.82
(b) Daily Census Contact Hours (Part III)	42.79	43.24
2. Actual Hours of Attendance Procedure Courses		
(a) Noncredit (Part IV.C)	5.98	5.98
(b) Credit (Part IV.D)	12.77	12.82
3. Alternative Attendance Accounting Procedure Courses		
(a) Weekly Census Procedure Courses (Part V)(Credit)	14.80	14.80
(b) Daily Census Procedure Courses (Part V)(Credit)	13.17	13.19
(c) Noncredit Independent Study/Distance Education Courses (Part VII.C)	0.00	0.00
<b>Total FTES</b>		
Total Credit FTES	356.29	356.81
Total Noncredit FTES	5.98	5.98
Total FTES	362.27	362.79

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Jose F. Torres, Interim Vice Chancellor, Business & Fiscal Services  
PREPARED BY: Tom Welsh, Cenergistic Energy Specialist  
DATE: May 14, 2015  
SUBJECT: Cenergistic Cumulative Cost Savings

RECOMMENDATION

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

OVERVIEW

The attached report illustrates the cumulative energy savings identified by Cenergistic under its energy management program, which began in June of 2012.

ANALYSIS

At its May 17, 2012 meeting, SBCCD approved a contract to implement a comprehensive energy savings program. As of March 2015, Cenergistic is reporting the following savings:

Expected Energy Cost	\$8,308,162
Actual Energy Cost	\$6,793,556
Program Savings	\$1,514,606
Percent Savings	18.2%

The savings are the result of teamwork, data analysis, on-site training and expertise, comprehensive facilities audits, and, especially, the dedicated effort of SBCCD students, faculty, staff and administrators.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

This item is for information only; there are no financial implications.

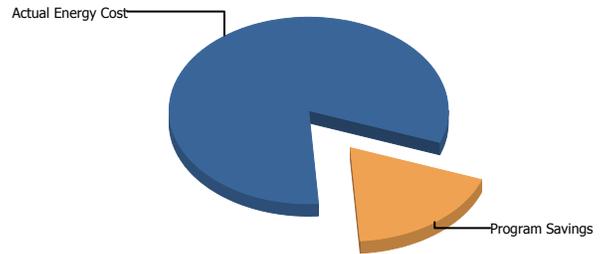
**San Bernardino Community College District,  
California**

**Energy Conservation Program CAP - 19**

**March 2015**

**Cumulative Cost Savings**

Expected Energy Cost	\$8,308,162
Actual Energy Cost	\$6,793,556
<hr/>	
Program Savings	\$1,514,606
Percent Savings	18.2%
<hr/>	
Other Savings	\$0
Total Savings	\$1,514,606



**Expected Energy Cost**

Anticipated expense without energy management.

Base year usage after adjustments for such variables as changes in weather, equipment, schedules, occupancy and prices.

**Actual Energy Cost**

Actual utility costs for electricity, gas, water, sewer, etc. obtained directly from bills.

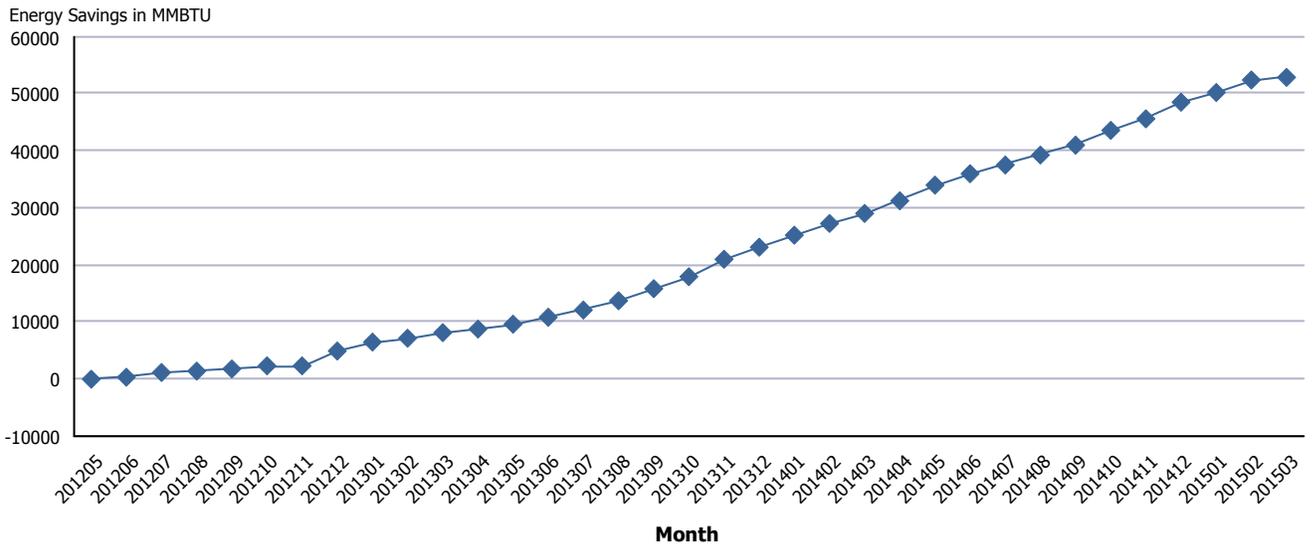
**Other Savings**

Additional documented savings attributable to Program activities but not the direct result of usage reductions, such as rebates, refunds, tariff changes, etc.

**Program Savings**

The difference between Expected and Actual Cost, calculated in accordance with the International Performance Measurement & Verification Protocol. Does not include savings attributable to reduced equipment maintenance and replacement costs and other collateral benefits. These savings can increase the program savings up to 20%.

**Cumulative Energy Savings**



**Cumulative Greenhouse Gas Reduction**

**Energy Reduction Impact:** 52,755 MMBTU 3,314 equiv. metric tons of CO2

This is equivalent to the following:

Passenger cars not driven for one year:	690
Tree seedlings grown for 10 years:	84,972

**Requested by:** twelsh

**Version:**

**Report Version:** 12

**Filters:** Billing Period Between Jan 2012 and Mar 2015; ; ; Bill Account is Active Equals 1; ; Bill is From a Vendor Equals 1

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Bruce Baron, Chancellor  
PREPARED BY: Pierre Galvez, Police Chief  
DATE: April 29, 2015  
SUBJECT: District Clery Act Compliance Report

RECOMMENDATION

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

OVERVIEW

Postsecondary educational institutions (institutions) that participate in student aid programs under Title IV of the federal Higher Education Act of 1965, as amended, are required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) to create an annual security report by October 1 of each year. This security report must contain required crime statistics of the institution as well as certain security policy disclosures. When institutions do not comply with the Clery Act, they inhibit the ability of students and others to make informed decisions about campus security. Further, the U.S. Department of Education can impose financial penalties of up to \$27,500 per violation against noncompliant institutions.

ANALYSIS

Monthly Report of Clery Crimes for April (See attached)

BOARD IMPERATIVE

I. Institutional Effectiveness

FINANCIAL IMPLICATIONS

None



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
 CLERY ACT CRIMES  
 April - 2015

Case#	Reported	Reportable Clery Crimes	Location	Disposition
<b>CRAFTON</b>				
15C-043	4/3/15	MOTOR VEHICLE THEFT	SSB AREA	RECOVERED
15C-044	4/4/15	MOTOR VEHICLE THEFT	LRC AREA	RECOVERED
15C-053	4/23/15	MOTOR VEHICLE THEFT	CAMPUS DRIVE	REPORT TAKEN

**DISTRICT**

**NO INCIDENTS TO REPORT**

**VALLEY**

15-134	4/22/15	LIQUOR LAW VIOLATION	MT. VERNON	CITATION
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SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Jose F. Torres, Interim Vice Chancellor, Business & Fiscal Services  
PREPARED BY: Lawrence P. Strong, Interim Director of Fiscal Services  
DATE: May 14, 2015  
SUBJECT: General Fund Cash Flow Analysis

RECOMMENDATION

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

OVERVIEW

The District's budget is a financial plan based on estimated revenues and expenditures for the fiscal year, which runs from July 1 through June 30. Cash refers to what is actually in the District's treasury on a day-to-day and month-to-month basis. Monitoring the amount of cash available to meet the District's financial obligations is the core responsibility of the Fiscal Services Department. Attached is the General Fund monthly cash flow analysis for the District.

ANALYSIS

The General Fund cash balance as of June 30, 2015 is estimated to be \$10,543,073. In previous years the District has included an estimate of state deferrals, which reduces the cash available. However, the Governor's recently released proposed budget provides for full deferral retirement, so no deferrals are expected in the next budget year.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

This is an information item only. There are no financial implications.

# General Fund Cash Flow Analysis<sup>†</sup>

## Fiscal Year 2014-15

	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	PROJECTIONS			ACCRUALS	TOTAL
										APR	MAY	JUN		
<b>Beginning Cash Balance</b>	12,251	14,837	14,815	21,244	19,953	18,629	21,726	22,622	22,170	21,964	14,752	11,731		
<b>Receipts</b>														
<b>Federal</b>	11		115	672	6	474	18	907	-210	88	628	3,035		5,744
<b>State</b>	4,355	4,062	10,121	5,067	5,099	5,408	5,981	5,300	7,849	2,405	3,142	5,420		64,209
<b>State Deferrals</b>	7,087													7,087
<b>Local</b>	622		5,159	-671	2,442	6,506	3,322	1,165	367	-738	2,301	4,693		25,169
<b>Temporary Borrowings</b>														
<b>Inc Transfer &amp; Sale of Assets</b>				4			5							8
<b>Accounts Receivable/Accruals</b>	497	3,686	700	2,393	28		11	303	284					7,901
<b>Total Receipts</b>	12,572	7,747	16,095	7,465	7,575	12,388	9,337	7,674	8,291	1,755	6,071	13,148		110,118
<b>Disbursements</b>														
<b>Academic Salaries</b>	2	1,400	3,207	3,413	3,498	3,477	3,651	3,255	3,442	3,183	3,193	4,534		36,255
<b>Classified Salaries</b>	2,108	1,250	1,879	2,005	2,044	2,198	2,036	1,830	2,029	1,910	1,934	1,151		22,373
<b>Benefits</b>	831	1,224	1,402	1,469	1,444	1,490	1,468	1,436	1,475	1,358	1,345	1,012		15,957
<b>Supplies &amp; Materials</b>	-2	85	100	114	118	74	126	57	140	175	286	618		1,892
<b>Other Operating Exp</b>	77	1,261	837	1,230	1,454	815	715	1,239	1,172	2,130	2,044	6,540		19,515
<b>Capital Outlay</b>	1	41	73	120	109	67	237	52	59	194	274	479		1,706
<b>Other Outgo</b>		124	166	101	241	667	259	151	114	16	16	1		1,856
<b>Loan Repayment</b>														
<b>Accounts Payable/Accruals</b>	6,968	2,384	2,000	304	-10	505	-52	106	66					12,272
<b>Total Disbursements</b>	9,986	7,770	9,666	8,755	8,898	9,291	8,442	8,127	8,497	8,967	9,092	14,336		111,826
<b>Increase / (Decrease) in Cash Balance</b>	2,586	-22	6,429	-1,291	-1,324	3,097	896	-452	-206	-7,212	-3,021	-1,188		
<b>Ending Cash Balance</b>	14,837	14,815	21,244	19,953	18,629	21,726	22,622	22,170	21,964	14,752	11,731	10,543		

<sup>†</sup> Rounded to the nearest 1,000.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Bruce Baron, Chancellor  
PREPARED BY: Stacey Nikac, Executive Assistant  
DATE: May 14, 2015  
SUBJECT: Local Hire Summary

RECOMMENDATION

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

OVERVIEW

Local Hire Summary Report of Active Construction Projects for March 2015. This report presents the local hire status for each project and indicates the city of residence for the labor force.

ANALYSIS

In November 2013, the Board of Trustees passed Board Policy 6610, which sets minimum goals at fifty percent (50%) participation of Local Hires and twenty-five percent (25%) participation of Local Businesses in its District Bid projects awarded each fiscal year. As of March 2015, the District-wide total of local hires was 64%, exceeding the Board goal by 14%. The District-wide total of local business was 46%, exceeding the Board goal by 21%.

BOARD IMPERATIVE

I. Institutional Effectiveness

FINANCIAL IMPLICATIONS

None.

SBVC	Local On-Site Work Force	%	Non Local On-Site Work Force	%	Contract Total – Riverside County	Contract Total – San Bernardino County	Contract Total – Non Local	Wages - Local (cumulative)	Wages - Non Local (cumulative)
AT RENOVATION**	7	70%	3	30%	\$295,833.00	\$-	\$390,000.00	\$31,177.93	\$9,374.80
GYMNASIUM**	35	49%	37	51%	\$4,531,008.85	\$15,699,082.84	\$28,187,738.50	\$600,734.28	\$375,134.51
<b>TOTAL</b>	<b>42</b>	<b>51%</b>	<b>40</b>	<b>49%</b>	<b>\$4,826,841.85</b>	<b>\$15,699,082.84</b>	<b>\$28,577,738.50</b>	<b>\$631,912.21</b>	<b>\$384,509.31</b>
					<b>\$20,525,924.69</b>				
					<b>42%</b>		<b>58%</b>		

CHC	Local On-Site Work Force	%	Non Local On-Site Work Force	%	Contract Total – Riverside County	Contract Total – San Bernardino County	Contract Total– Non-Local	Wages - Local (cumulative)	Wages - Non Local (cumulative)
CRAFTON CENTER	64	70%	28	30%	\$ 7,496,846.94	\$ 7,096,378.00	\$ 6,851,341.06	\$ 960,114.90	\$ 327,553.28
NEW SCIENCE BUILDING	54	73%	20	27%	\$ 3,579,050.00	\$ 6,804,716.00	\$ 8,199,240.00	\$ 1,549,315.27	\$ 444,928.94
OE2	26	47%	29	53%	\$ 1,329,733.00	\$ 2,412,208.00	\$ 12,146,059.00	\$ 671,138.12	\$ 539,659.62
M&O Renovation	22	92%	2	8%	\$ 104,149.00	\$ 982,433.00	\$ 161,418.00	\$ 48,413.93	\$ 503.09
PE COMPLEX	0	0%	0	0%	\$ -	\$ 852,800.00	\$ 3,658,270.00	Data not recorded*	
<b>TOTAL</b>	<b>166</b>	<b>68%</b>	<b>79</b>	<b>32%</b>	<b>\$ 12,509,778.94</b>	<b>\$ 18,148,535.00</b>	<b>\$ 31,016,328.06</b>	<b>\$ 3,228,982.22</b>	<b>\$ 1,312,644.93</b>
					<b>\$30,658,313.94</b>				
					<b>50%</b>		<b>50%</b>		

DISTRICT WIDE - Combined	Local On-Site Work Force	%	Non Local On-Site Work Force	%	Contract Total – Riverside County	Contract Total – San Bernardino County	Contract Total– Non-Local	Wages - Non Local (cumulative)	Wages - Non Local (cumulative)
<b>TOTAL</b>	<b>208</b>	<b>64%</b>	<b>119</b>	<b>36%</b>	<b>\$ 17,336,620.79</b>	<b>\$ 33,847,617.84</b>	<b>\$ 59,594,066.56</b>	<b>\$ 3,860,894.43</b>	<b>\$ 1,697,154.24</b>
					<b>\$ 51,184,238.63</b>				
					<b>46%</b>		<b>54%</b>		

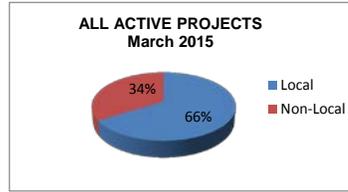
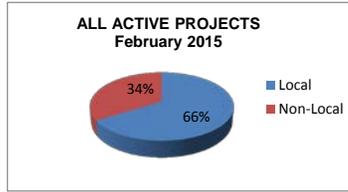
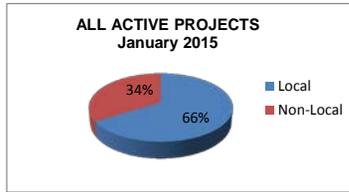
\*Data not recorded because project started before implementation of Local Hire Bond Policy (Nov. 2013)

\*\*In process of Subcontractor Buy Out; all contract monies not yet allocated

SBVC	General Contractor Name	Contractor Name and Trade	Apprentices per Division of Work / Trade
GYMNASIUM	Swinerton	Quality Reinforcing, Rebar	5
	Swinerton	Swinerton Concrete	5
	Cal City Construction	Mathews Mechanical - HVAC	1
	Cal City Construction	Allstate Electric	2
<b>TOTAL # OF APPRENTICES</b>			<b>13</b>

CHC	General Contractor Name	Contractor Name and Trade	Apprentices per Division of Work / Trade
CRAFTON CENTER	Bernard's	Procraft - Plumbing	3
		Howard Roofing Company	1
		Dominguez - Concrete	2
		Anderson Churnesky - Steel	2
		Couts Heating & Cooling - HVAC	2
		JPI Development	1
		So Cal West Coast Electric - Electric	5
NEW SCIENCE BUILDING	Earl Corporation	Monteith Plumbing	7
		DeVries Construction	1
		E&R Glass Contractors	1
		So Cal West Coast Electric	4
		Alert Insulation	1
		Orange County Plastering	3
		Procraft - Plumbing	1
		West-Tech Mechanical, In.	2
OE2	Sinanian Development	Civil Works - Building Concrete & Rebar	3
		Platinum Construction - Framing	3
		Prime Fire - Fire Sprinkler	1
		Mack Construction - Plumbing	2
M&O Renovation	Oakview Constructors Inc	Creamer & Son	2
PE COMPLEX	Minco Corporation	N/A	No Apprentices Listed on Demographics Reporting
<b>TOTAL # OF APPRENTICES</b>			<b>47</b>

\*This information is gathered from reports provided by the General Contractors. Kitchell / BRJ has not performed a labor compliance report or audit on this information.



	January 2015	February 2015	March 2015
<b>San Bernardino County</b>			
Alta Loma	1	1	1
Apple Valley			2
Bloomington			
Chino			1
Chino Hills			1
Colton		1	3
Crestline			
Fontana	3	4	3
Hesperia		1	2
Highland		1	
Menetone			1
Montclair		1	
Oak Hills			1
Ontario	1	1	2
Phelan			
Rancho Cucamonga	1	1	1
Rialto			
San Bernardino	1	1	2
Upland			
Victorville	1		1
Wrightwood		2	1
Yucaipa	2		2
<b>Riverside County</b>			
Beaumont			
Corona	5	3	4
Hemet			1
Jurupa Valley			1
Lake Elsinore	2	2	1
Menifee	3	1	3
Mira Loma	1		
Moreno Valley	2	2	2
Murrieta	5	5	3
Norco	1	1	1
Nuevo			
Perris	1	1	1
Riverside	5	8	7
Romoland			1
Sun City			1
Temecula		3	
Wildomar			
Winchester			
<b>Unknown City*</b>		1	
<b>TOTAL LOCAL</b>	<b>35</b>	<b>41</b>	<b>50</b>
<b>Local Percent</b>	<b>66%</b>	<b>61%</b>	<b>57%</b>

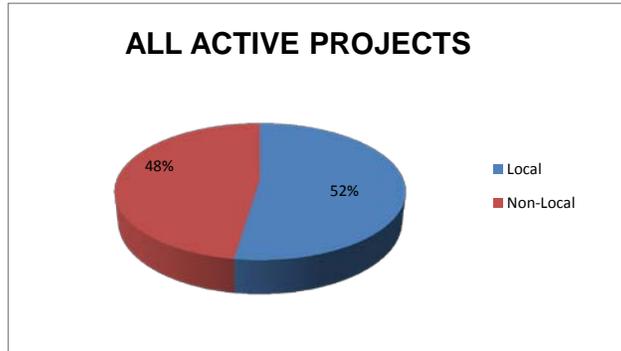
<b>Other Counties</b>			
Aliso Viejo			
Anaheim	5	4	8
Arcadia			
Baldwin Park			1
Bellflower	1	2	1
Brea			
Covina	1		
Cypress			
Dana Point	1	2	2
Escondido			
Fallbrook			
Fountain Valley			
Garden Grove			
Glendale			
Glendora		1	1
Hacienda Heights			
Harbor City		1	
Hawthorne			
Huntington Beach	1	1	1
Inglewood		1	1
La Crescenta	1	1	1
Ladera Ranch	1	1	1
Lakewood			
La Mirada		1	
Long Beach			1
Los Angeles			2
Lynwood			1
Montebello			
North Hills			2
Northridge			1
Oceanside			
Orange	1		
Palmdale			1
Pomona	1	1	
Poway			1
San Clemente			1
San Diego	2	1	1
San Dimas		2	2
San Gabriel			
San Juan Capistrano			
San Marcos			
San Pedro	1	1	1
Santa Ana	1	1	1
Santa Clarita			1
Stanton			
Sunland	1	1	1
Sylmar			1
Torrance		2	
Tulare			2
West Covina			
West Hills			
Whittier		2	1
<b>Unknown City*</b>			
<b>TOTAL NON-LOCAL</b>	<b>18</b>	<b>26</b>	<b>38</b>
<b>Non-Local Percent</b>	<b>34%</b>	<b>39%</b>	<b>43%</b>
<b>Veterans</b>	<b>0</b>	<b>1</b>	<b>1</b>
<b>Apprentice</b>	<b>5</b>	<b>13</b>	<b>13</b>

# Demographics Summary

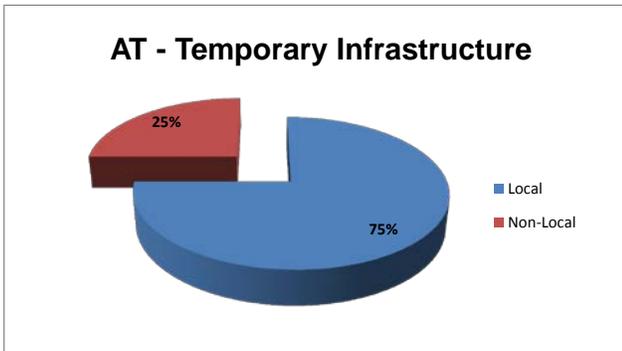
March 2015

## San Bernardino Valley College On-Site Labor Force

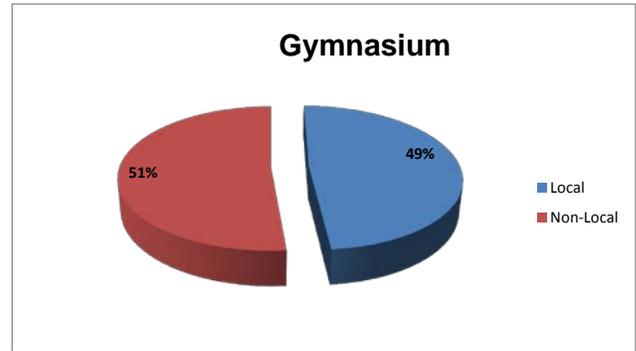
OVERALL		
Local	44	52%
Non-Local	40	48%
<b>Total</b>	<b>84</b>	



AT - Temporary Infrastructure		
Local	9	75%
Non-Local	3	25%
<b>Total</b>	<b>12</b>	



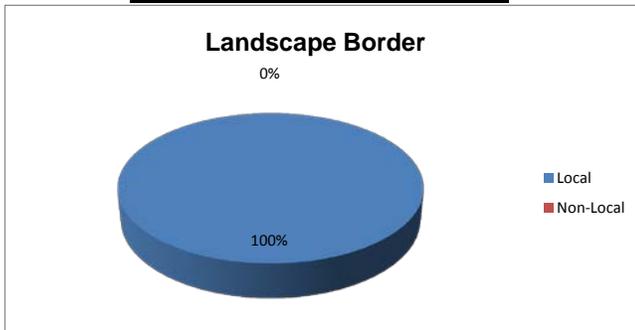
Gymnasium		
Local	35	49%
Non-Local	37	51%
<b>Total</b>	<b>72</b>	



**Notes:**

\* Information is taken directly from contractor prepared sheets  
 \* How SBCCD tracked on-site labor force has evolved over time so reporting may be different from job to job. Overall though the numbers shown on the summary are local and non-local.

Landscape Border		
Local	4	100%
Non-Local	0	0%
<b>Total</b>	<b>4</b>	



**Gymnasium**

Jul-14			
Veteran	0		
Apprentice	12		
San Bernardino	16	Local	34 47%
Riverside	18	Non-Local	38 53%
Other	38	<b>Total</b>	<b>72</b>

Aug-14			
Veteran	0		
Apprentice	12		
San Bernardino	23	Local	45 56%
Riverside	22	Non-Local	35 44%
Other	35	<b>Total</b>	<b>80</b>

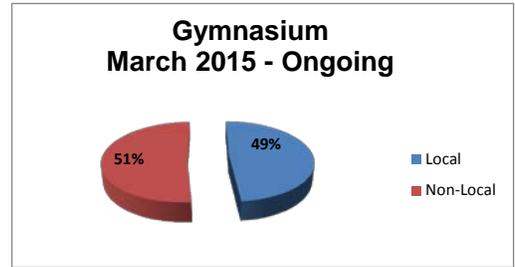
Sep-14			
Veteran	0		
Apprentice	1		
San Bernardino	15	Local	23 51%
Riverside	8	Non-Local	22 49%
Other	22	<b>Total</b>	<b>45</b>

Oct-14			
Veteran	0		
Apprentice	1		
San Bernardino	8	Local	21 46%
Riverside	13	Non-Local	25 54%
Other	25	<b>Total</b>	<b>46</b>

Nov-14			
Veteran	0		
Apprentice	0		
San Bernardino	5	Local	19 48%
Riverside	14	Non-Local	21 53%
Other	21	<b>Total</b>	<b>40</b>

Dec-14			
Veteran	0		
Apprentice	3		
San Bernardino	5	Local	25 66%
Riverside	20	Non-Local	13 34%
Other	13	<b>Total</b>	<b>38</b>

Jan-15			
Veteran	0		
Apprentice	5		
San Bernardino	8	Local	33 65%
Riverside	25	Non-Local	18 35%
Other	18	<b>Total</b>	<b>51</b>



Feb-15			
Veteran	0		
Apprentice	10		
San Bernardino	9	Local	34 60%
Riverside	25	Non-Local	23 40%
Other	23	<b>Total</b>	<b>57</b>

Mar-15			
Veteran	0		
Apprentice	10		
San Bernardino	13	Local	35 49%
Riverside	22	Non-Local	37 51%
Other	37	<b>Total</b>	<b>72</b>

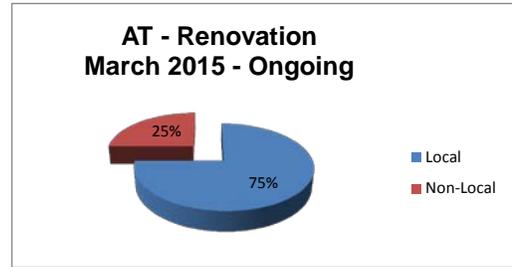
\*\*\*PROJECT ONGOING\*\*\*

**AT - Renovation**

<b>Feb-15</b>			
Veteran	1		
Apprentice	3		
San Bernardino	5	Local	7 70%
Riverside	2	Non-Local	3 30%
Other	3	<b>Total</b>	<b>10</b>

<b>Mar-15</b>			
Veteran	1		
Apprentice	2		
San Bernardino	6	Local	9 75%
Riverside	3	Non-Local	3 25%
Other	3	<b>Total</b>	<b>12</b>

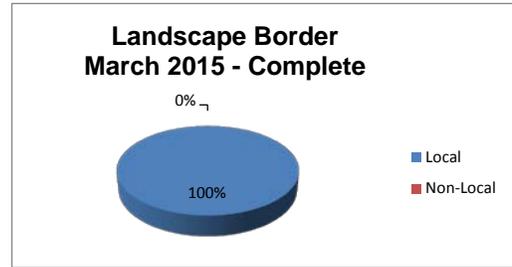
\*\*\*PROJECT ONGOING\*\*\*



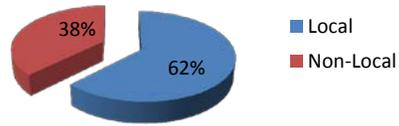
**AT - Renovation**

Mar-15			
Veteran	0		
Apprentice	0		
San Bernardino	3	Local	4 100%
Riverside	1	Non-Local	0 0%
Other	0		
<b>Total</b>			<b>4</b>

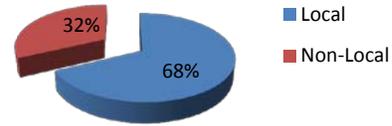
\*\*\*PROJECT COMPLETE\*\*\*



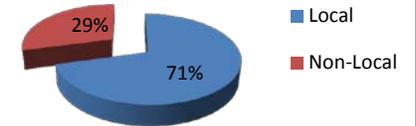
**ALL ACTIVE PROJECTS  
January 2014**



**ALL ACTIVE PROJECTS  
February 2015**

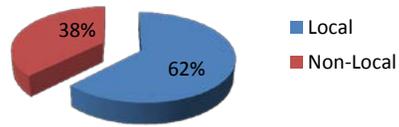


**ALL ACTIVE PROJECTS  
March 2015**

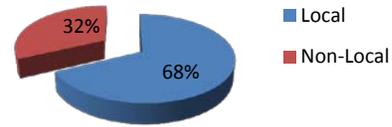


	January 2015	February 2015	March 2015
<b>San Bernardino County</b>			
Adelanto	2		1
Alta Loma	1	2	2
Apple Valley	2	4	4
Bloomington	4	4	3
Cedarpines Park			
Chino	1	1	2
Chino Hills			
Colton		1	1
Fontana	7	7	5
Grand Terrace	1		2
Hesperia	8	8	6
Highland	1	3	3
Mentone	2		
Morongo Valley			
Oak Hills		3	1
Ontario	8	9	8
Phelan		1	
Pinon Hills			
Rancho Cucamonga	1	3	8
Redlands	3	3	4
Rialto	8	4	9
San Bernardino	6	6	7
Upland	2	3	3
Victorville	3	6	2
Yucaipa	3	12	15
Yucca Valley	11	1	2
<b>Riverside County</b>			
Banning			2
Beaumont	7	2	11
Calimesa	1	1	1
Canyon Lake	1	1	

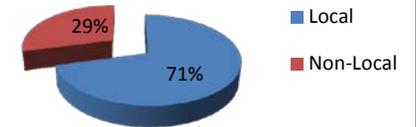
**ALL ACTIVE PROJECTS  
January 2014**



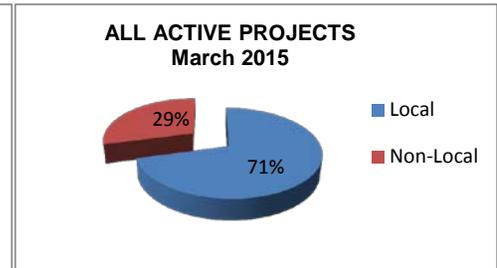
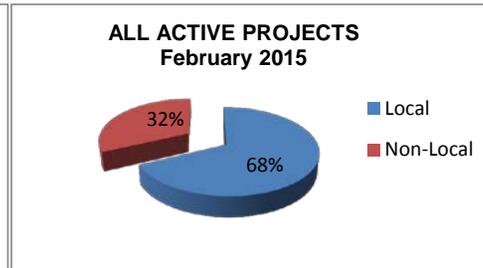
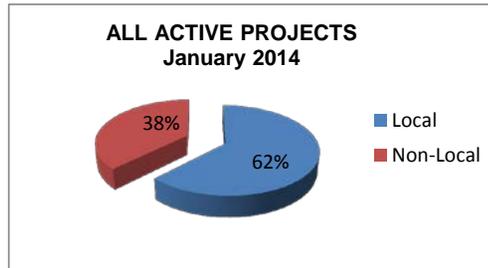
**ALL ACTIVE PROJECTS  
February 2015**



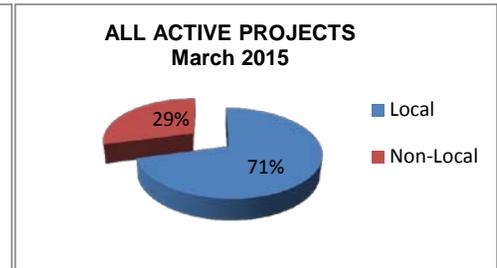
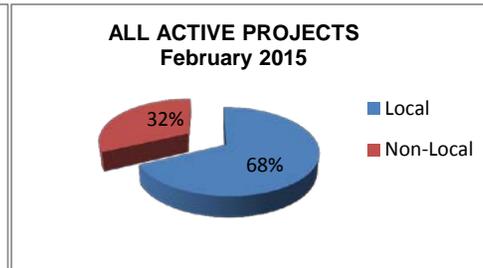
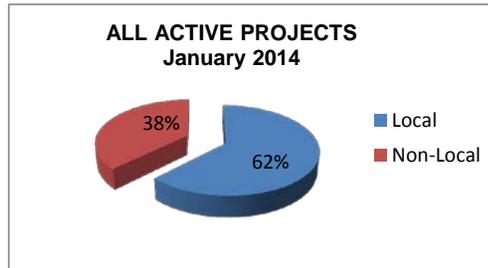
**ALL ACTIVE PROJECTS  
March 2015**



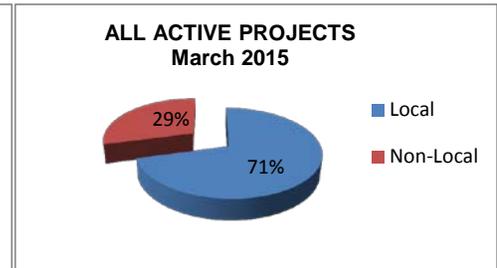
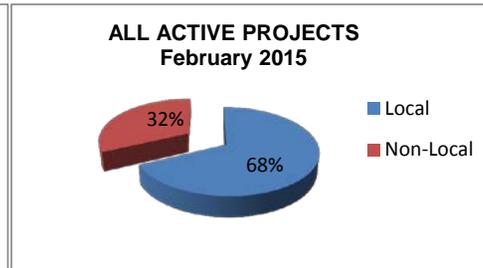
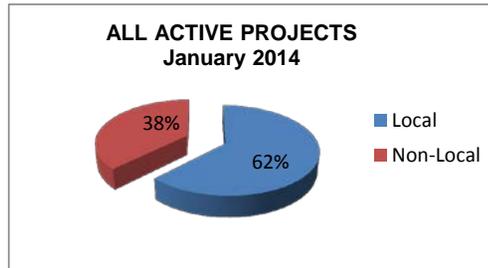
	January 2015	February 2015	March 2015
Cathedral City			3
Cherry Valley	2	2	2
Coachella			
Corona	5	8	8
Eastvale	2	1	1
Hemet	6	3	5
Homeland	1		
Lake Elsinore	2	5	9
Menifee	1	4	3
Mira Loma	2	4	5
Moreno Valley	12	5	9
Murrieta	2	2	1
Nuevo		1	1
Palm Desert	2	1	
Perris	7	8	8
Rancho Belago			0
Riverside	23	17	22
Romoland	1	2	
San Jacinto	7	5	6
Sun City		1	
Temecula	8	8	6
Wildomar	2	1	2
Winchester	3	2	2
<b>TOTAL LOCAL</b>	<b>171</b>	<b>165</b>	<b>195</b>
<b>Local Percent</b>	<b>65%</b>	<b>61%</b>	<b>68%</b>



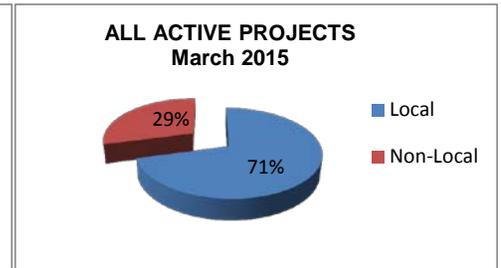
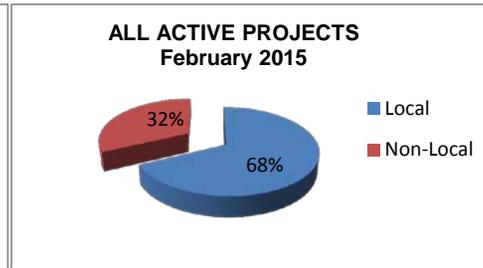
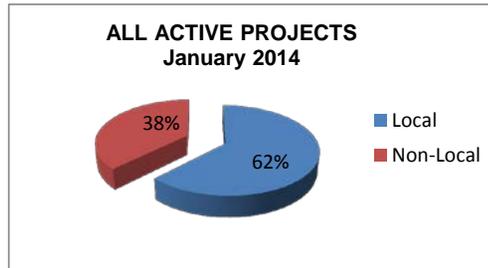
	January 2015	February 2015	March 2015
<b>Other Counties</b>			
Anaheim	2	3	5
Artesia	1		
Azusa	1		
Baldwin Park			
Bell			
Bell Gardens	1	1	2
Buena Park	1		
Burlingame	1	1	
Carlsbad	1	1	
Carson			
Cerritos	1	1	1
Chula Vista			
City Not Reported			
Commerce			
Compton	2	2	2
Costa Mesa	1	1	1
Covina	1	1	2
Cypress			
Downey	1		
El Cajon	1	1	1
El Monte			
Escondido			1
Fountain Valley	1	1	1
Fullerton	2	3	2
Garden Grove			1
Gardena			
Glendale			
Glendora			2
Hacienda Heights			1
Hawthorne		1	



	January 2015	February 2015	March 2015
Henderson	1		
Hollywood			
Huntington Beach	2		2
Huntington Park			
Inglewood		1	1
La Habra	1	1	3
La Mirada	1		
La Puente			
La Verne	1	1	1
Laguna Hills			1
Laguna Woods	1	1	
Lake View Terrace	1		1
Lakewood			
Lancaster		1	
Las Vegas			
Long Beach	2	2	2
Los Angeles	12	7	11
Lynwood			
Maywood			
Mission Hills			1
Monrovia	1	1	1
Montclair			
Monterey Park	1	1	1
New Port Beach			
Newhall		1	1
North Hollywood			
Norwalk	2	1	2
Oceanside	1	1	1
Orange	2	3	2
Orange County*			
Oxnard	1		



	January 2015	February 2015	March 2015
Pacoima			
Palmdale	2	1	1
Paramount			
Pasadena			
Pico Rivera			1
Placentia			1
Pomona	9	7	5
Ramona	1		1
Redondo Beach	1		
Rosemead			
Rowland Heights			1
San Dimas	1	1	1
San Marcos	1	1	1
San Pedro			1
San Ysidro			1
Santa Ana	4	1	5
Santa Fe Springs	1		
Serman Oaks	1		
South El Monte			1
South Gate	1	1	
Stanton	1	1	1
Sun Valley	1		
Sylmar	1	1	1
Tarzana		1	1
Torrance			
Tustin	2	3	2
Van Nuys		6	4
Vista	1	1	1
Walnut	1	1	1
West Covina		3	3
Whittier	4		



	January 2015	February 2015	March 2015
Wilmington			3
Winnetka			1
Yorba Linda			
<b>TOTAL NON-LOCAL</b>	<b>81</b>	<b>68</b>	<b>91</b>
<b>Non-Local Percent</b>	<b>35%</b>	<b>39%</b>	<b>32%</b>
<b>Veterans</b>	0	7	6
<b>Apprentice</b>	16	32	45

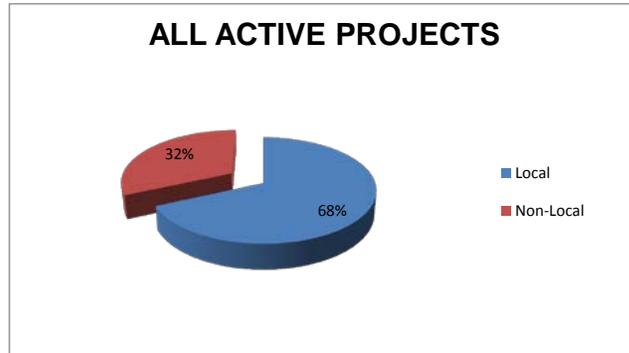
\* Cities not included in Contractor monthly reporting

# Demographics Summary

March 2015

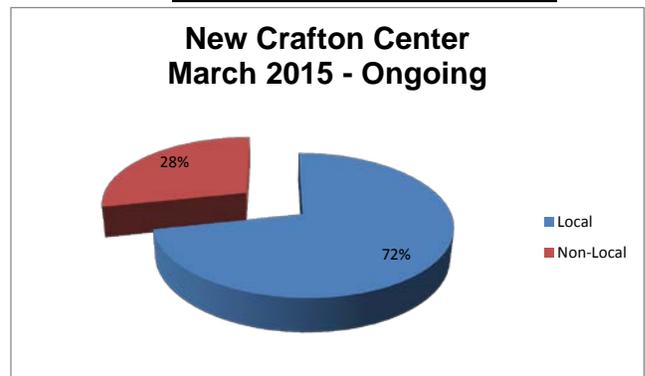
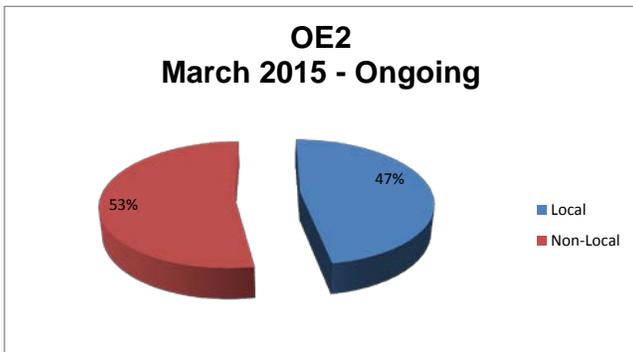
## Crafton Hills College On-Site Labor Force

OVERALL		
Local	195	68%
Non-Local	91	32%
Total	286	



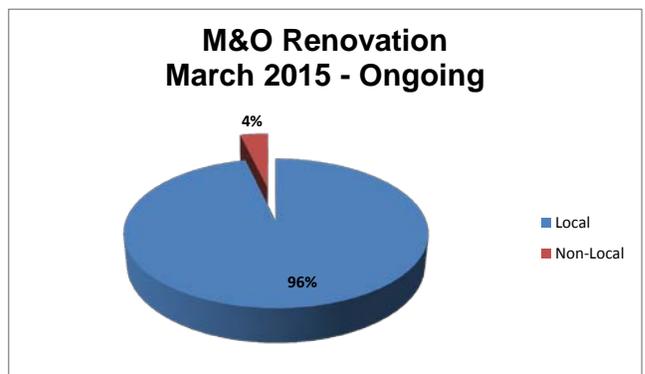
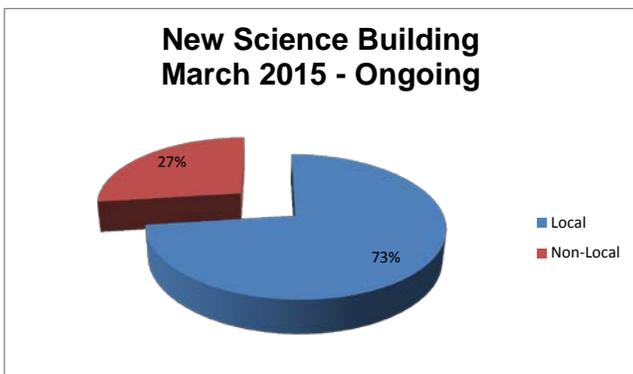
OE2 BUILDING		
Local	35	47%
Non-Local	39	53%
Total	74	

NEW CRAFTON CENTER		
Local	53	72%
Non-Local	21	28%
Total	74	



NEW SCIENCE BUILDING		
Local	81	73%
Non-Local	30	27%
Total	111	

MAINTENANCE & OPERATIONS		
Local	26	96%
Non-Local	1	4%
Total	27	



**OE2**

Dec-13			
Veteran	0		
Apprentice	0		
San Bernardino	0	Local	0 0%
Riverside	0	Non-Local	0 0%
Other	0	<b>Total</b>	<b>0</b>

Jan-14			
Veteran	0		
Apprentice	0		
San Bernardino	1	Local	2 67%
Riverside	1	Non-Local	1 33%
Other	1	<b>Total</b>	<b>3</b>

Feb-14			
Veteran	0		
Apprentice	0		
San Bernardino	7	Local	20 91%
Riverside	13	Non-Local	2 9%
Other	2	<b>Total</b>	<b>22</b>

Mar-14			
Veteran	0		
Apprentice	2		
San Bernardino	8	Local	17 94%
Riverside	9	Non-Local	1 6%
Other	1	<b>Total</b>	<b>18</b>

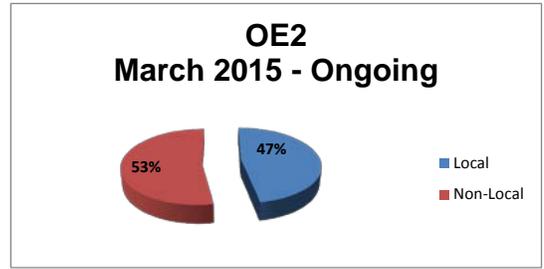
Apr-14			
Veteran	0		
Apprentice	4		
San Bernardino	5	Local	10 91%
Riverside	5	Non-Local	1 9%
Other	1	<b>Total</b>	<b>11</b>

May-14			
Veteran	0		
Apprentice	11		
San Bernardino	14	Local	32 73%
Riverside	18	Non-Local	12 27%
Other	12	<b>Total</b>	<b>44</b>

Jun-14			
Veteran	0		
Apprentice	8		
San Bernardino	13	Local	28 70%
Riverside	15	Non-Local	12 30%
Other	12	<b>Total</b>	<b>40</b>

Jul-14			
Veteran	0		
Apprentice	6		
San Bernardino	18	Local	33 66%
Riverside	15	Non-Local	17 34%
Other	17	<b>Total</b>	<b>50</b>

Aug-14			
Veteran	0		
Apprentice	6		
San Bernardino	9	Local	20 57%
Riverside	11	Non-Local	15 43%
Other	15	<b>Total</b>	<b>35</b>



Sep-14			
Veteran	0		
Apprentice	6		
San Bernardino	11	Local	32 49%
Riverside	21	Non-Local	33 51%
Other	33	<b>Total</b>	<b>65</b>

Oct-14			
Veteran	0		
Apprentice	8		
San Bernardino	13	Local	33 55%
Riverside	20	Non-Local	27 45%
Other	27	<b>Total</b>	<b>60</b>

Nov-14			
Veteran	3		
Apprentice	5		
San Bernardino	11	Local	31 60%
Riverside	20	Non-Local	21 40%
Other	21	<b>Total</b>	<b>52</b>

Dec-14			
Veteran	3		
Apprentice	11		
San Bernardino	8	Local	27 61%
Riverside	19	Non-Local	17 39%
Other	17	<b>Total</b>	<b>44</b>

Jan-15			
Veteran	3		
Apprentice	11		
San Bernardino	9	Local	28 47%
Riverside	19	Non-Local	31 53%
Other	31	<b>Total</b>	<b>59</b>

Feb-15			
Veteran	3		
Apprentice	9		
San Bernardino	8	Local	27 47%
Riverside	19	Non-Local	31 53%
Other	31	<b>Total</b>	<b>58</b>

Mar-15			
Veteran	3		
Apprentice	9		
San Bernardino	13	Local	35 47%
Riverside	22	Non-Local	39 53%
Other	39	<b>Total</b>	<b>74</b>

\*\*\*PROJECT ONGOING\*\*\*

**New Science Building**

Dec-13			
Veteran	0		
Apprentice	0		
San Bernardino		Local	0 0%
Riverside	0	Non-Local	0 0%
Other	0	<b>Total</b>	<b>0</b>

Jan-14			
Veteran	0		
Apprentice	0		
San Bernardino	2	Local	3 60%
Riverside	1	Non-Local	2 40%
Other	2	<b>Total</b>	<b>5</b>

Feb-14			
Veteran	0		
Apprentice	0		
San Bernardino	4	Local	8 57%
Riverside	4	Non-Local	6 43%
Other	6	<b>Total</b>	<b>14</b>

Mar-14			
Veteran	0		
Apprentice	0		
San Bernardino	4	Local	8 53%
Riverside	4	Non-Local	7 47%
Other	7	<b>Total</b>	<b>15</b>

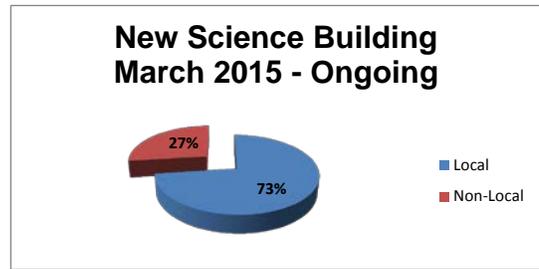
Apr-14			
Veteran	0		
Apprentice	0		
San Bernardino	12	Local	17 65%
Riverside	5	Non-Local	9 35%
Other	9	<b>Total</b>	<b>26</b>

May-14			
Veteran	0		
Apprentice	4		
San Bernardino	12	Local	21 58%
Riverside	9	Non-Local	15 42%
Other	15	<b>Total</b>	<b>36</b>

Jun-14			
Veteran	0		
Apprentice	7		
San Bernardino	13	Local	27 59%
Riverside	14	Non-Local	19 41%
Other	19	<b>Total</b>	<b>46</b>

Jul-14			
Veteran	0		
Apprentice	5		
San Bernardino	12	Local	22 51%
Riverside	10	Non-Local	21 49%
Other	21	<b>Total</b>	<b>43</b>

Aug-14			
Veteran	4		
Apprentice	10		
San Bernardino	23	Local	36 75%
Riverside	13	Non-Local	12 25%
Other	12	<b>Total</b>	<b>48</b>



Sep-14			
Veteran	4		
Apprentice	10		
San Bernardino	24	Local	41 73%
Riverside	17	Non-Local	15 27%
Other	15	<b>Total</b>	<b>56</b>

Oct-14			
Veteran	4		
Apprentice	10		
San Bernardino	31	Local	56 73%
Riverside	25	Non-Local	21 27%
Other	21	<b>Total</b>	<b>77</b>

Nov-14			
Veteran	1		
Apprentice	12		
San Bernardino	20	Local	45 75%
Riverside	25	Non-Local	15 25%
Other	15	<b>Total</b>	<b>60</b>

Dec-14			
Veteran	1		
Apprentice	12		
San Bernardino	20	Local	45 75%
Riverside	25	Non-Local	15 25%
Other	15	<b>Total</b>	<b>60</b>

Jan-15			
Veteran	2		
Apprentice	16		
San Bernardino	20	Local	54 73%
Riverside	34	Non-Local	20 27%
Other	20	<b>Total</b>	<b>74</b>

Feb-15			
Veteran	2		
Apprentice	21		
San Bernardino	23	Local	36 69%
Riverside	13	Non-Local	16 31%
Other	16	<b>Total</b>	<b>52</b>

Mar-15			
Veteran	1		
Apprentice	20		
San Bernardino	37	Local	81 73%
Riverside	44	Non-Local	30 27%
Other	30	<b>Total</b>	<b>111</b>

\*\*\*PROJECT ONGOING\*\*\*

**New Crafton Center**

May-14			
Veteran	0		
Apprentice	0		
San Bernardino	9	Local	12 100%
Riverside	3	Non-Local	0 0%
Other	0	<b>Total</b>	<b>12</b>

Jun-14			
Veteran	0		
Apprentice	1		
San Bernardino	7	Local	15 79%
Riverside	8	Non-Local	4 21%
Other	4	<b>Total</b>	<b>19</b>

Jul-14			
Veteran	0		
Apprentice	1		
San Bernardino	11	Local	17 71%
Riverside	6	Non-Local	7 29%
Other	7	<b>Total</b>	<b>24</b>

Aug-14			
Veteran	3		
Apprentice	5		
San Bernardino	24	Local	34 83%
Riverside	10	Non-Local	7 17%
Other	7	<b>Total</b>	<b>41</b>

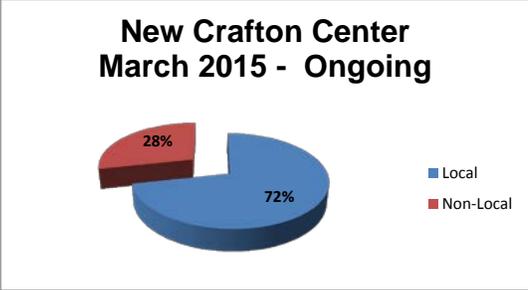
Sep-14			
Veteran	3		
Apprentice	5		
San Bernardino	18	Local	33 67%
Riverside	15	Non-Local	16 33%
Other	16	<b>Total</b>	<b>49</b>

Oct-14			
Veteran	3		
Apprentice	5		
San Bernardino	17	Local	38 67%
Riverside	21	Non-Local	19 33%
Other	19	<b>Total</b>	<b>57</b>

Nov-14			
Veteran	3		
Apprentice	15		
San Bernardino	31	Local	52 53%
Riverside	21	Non-Local	47 47%
Other	47	<b>Total</b>	<b>99</b>

Dec-14			
Veteran	3		
Apprentice	23		
San Bernardino	52	Local	78 57%
Riverside	26	Non-Local	59 43%
Other	59	<b>Total</b>	<b>137</b>

Jan-15			
Veteran	1		
Apprentice	16		
San Bernardino	31	Local	53 72%
Riverside	33	Non-Local	21 28%
Other	28	<b>Total</b>	<b>74</b>



Feb-15			
Veteran	1		
Apprentice	6		
San Bernardino	23	Local	36 69%
Riverside	13	Non-Local	16 31%
Other	16	<b>Total</b>	<b>52</b>

Mar-15			
Veteran	1		
Apprentice	6		
San Bernardino	20	Local	53 72%
Riverside	33	Non-Local	21 28%
Other	21	<b>Total</b>	<b>74</b>

**New Crafton Center**

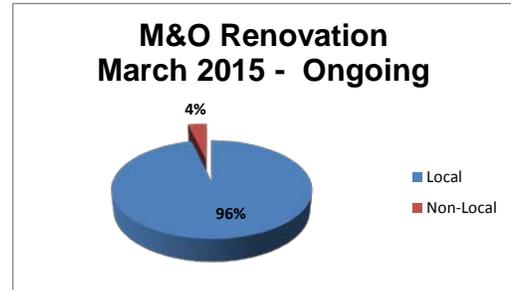
<b>Dec-14</b>			
Veteran	0		
Apprentice	0		
San Bernardino	0	Local	2 67%
Riverside	0	Non-Local	1 33%
Other	0	<b>Total</b>	<b>3</b>

<b>Jan-15</b>			
Veteran	0		
Apprentice	2		
San Bernardino	10	Local	22 92%
Riverside	12	Non-Local	2 8%
Other	2	<b>Total</b>	<b>24</b>

<b>Feb-15</b>			
Veteran	0		
Apprentice	2		
San Bernardino	10	Local	16 94%
Riverside	6	Non-Local	1 6%
Other	1	<b>Total</b>	<b>17</b>

<b>Mar-15</b>			
Veteran	0		
Apprentice	2		
San Bernardino	18	Local	26 96%
Riverside	8	Non-Local	1 4%
Other	1	<b>Total</b>	<b>27</b>

\*\*\*PROJECT ONGOING\*\*\*



**Project** ADA Upgrade (Site Signage included in Project Budget Amount)  
**Program** SBCCD Measure M Bond Program - Valley College

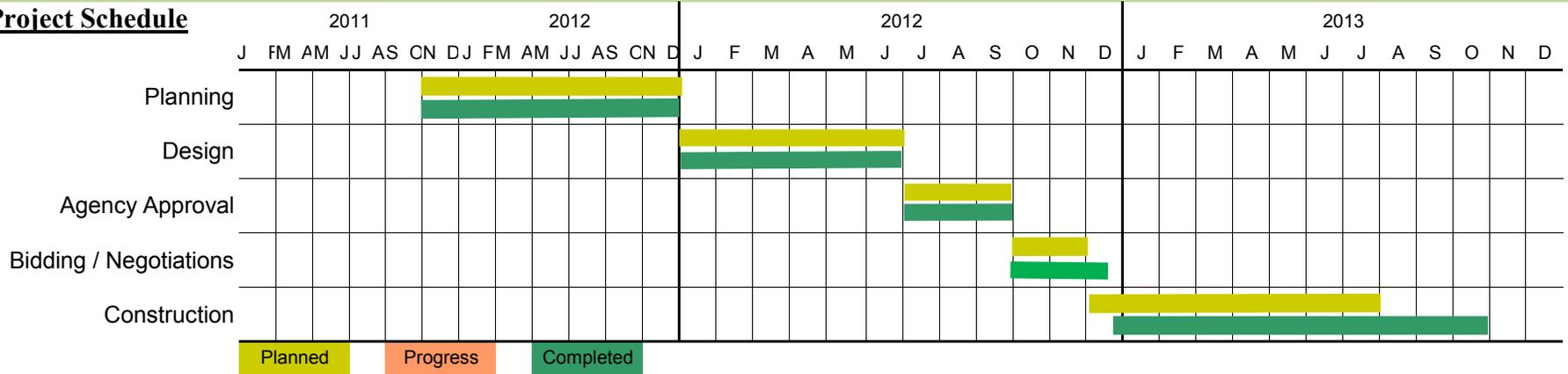
Report Date: March 31, 2015  
 Report By: Hussain Agah, Project Manager

<b>Project Budget</b>	<b>Planned</b>		<b>Spent to Date</b>		<b>Projected at Completion</b>		<b>Projected (Over) / Under Budget</b>	
Project Hard Costs	2,744,382.59	65.91%	* 2,154,690.18	78.51%	2,176,625.55	79.31%	567,757.04	20.69%
Project Soft Costs	1,419,758.41	34.09%	872,851.45	#VALUE!	872,851.45	61.48%	546,906.96	38.52%
<b>Total Project</b>	<b>4,164,141.00</b>	<b>100.00%</b>	<b>2,154,690.18</b>	<b>51.74%</b>	<b>3,049,477.00</b>	<b>73.23%</b>	<b>1,114,664.00</b>	<b>26.77%</b>

\* Note: Hard costs for ADA = \$679,301.46; Moved \$225,000 to Tech Building for ADA; Moved \$125,000 to Gymnasium for ADA

Change Orders to Date \* No. 4 \* Change Order 73,471.58 \* Change Amend. 34,333.00 12.35% of Hard Costs \* Applies to ADA

**Project Schedule**



**Progress Photos**



Border at Parking Lot Island



Planter at East Side of ADSS Building



Walkway at East Side of ADSS Building

**Project**      **ADA Upgrade (Site Signage included in Project Budget Amount)**  
**Program**      SBCCD Measure M Bond Program - Valley College

Report Date:                      March 31, 2015  
Report By:                          Hussain Agah, Project Manager

**Progress This Period**

ADA Upgrades Project

- None

Miscellaneous Site Work Project

- None

Landscape around Administration / Student Services Building

- None

Landscape Boarding Project

- Issued RFP and awarded Contract to lowest responsible bidder
- Scope of work completed over Spring Break 2015
- Punch List walk occurred on 03/23/15

**Items to Resolve**

ADA Upgrades Project

- None

Miscellaneous Site Work Project

- None

Landscape around Administration / Student Services Building

- None

Landscape Boarding Project

- After the Landscape around ADSS Building project completed, there were issues of mulch gather on the surrounding pathways. A border is to be installed, as a separate project, to alleviate this issue.

**Work Planned Next Period**

ADA Upgrades Project

- None

Miscellaneous Site Work Project

- None

Landscape around Administration / Student Services Building

- None

Landscape Boarding Project

- Contractor to repair punch list items
- Contractor to provide close out document
- Issue Notice of Completion

**Notes**

ADA Upgrades Project

- Project Complete

Miscellaneous Site Work Project

- Project Complete

Landscape around Administration / Student Services Building

- Project Complete

Landscape Boarding Project

- None





**Project**

**Applied Technology Building (AT)**

Report Date:

March 31, 2015

**Program**

SBCCD Measure M Bond Program - Valley College

Report By:

Sweta Dedania, Project Manager

**Progress This Period**

Phase I

- Rough in for HVAC, Electrical and Plumbing
- Fabrication of Structural Steel
- Installation of underground electrical lines, 90% complete

Phase II

- Received approval of funding, scope of work and schedule for Phase II

Security Lighting

Exterior Building Signage

Fencing at Welding Yard

Temporary Utilities Project

**Items to Resolve**

- None

**Work Planned Next Period**

Phase I

- HVAC, Electrical, and Plumbing rough in
- Structural Steel fabrication
- Contractor to begin trenching of underground electrical lines

Phase II

- Obtain approval for design fees
- Discuss and obtain approval for project delivery method of Phase II. Due to the nature of Phase II, smaller UCAAP projects will be the best method to complete approved scope of work

Security Lighting

Exterior Building Signage

Fencing at Welding Yard

Temporary Utilities Project

**Notes**

Phase I

- The original project scope is based on the LPA and HMC Fire, Life and Safety Assessment

Phase II

Security Lighting

- Project Complete

Exterior Building Signage

- Project Complete

Fencing at Welding Yard

- Project Complete

Temporary Utilities Project

- Project Complete

**Project**  
**Program**

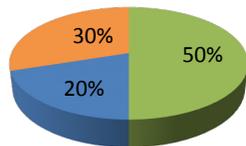
**Applied Technology Building (AT)**  
SBCCD Measure M Bond Program - Valley College

Report Date: March 31, 2015  
Report By: Sweta Dedania, Project Manager

Data From February 2015		Total Number of Workers: 8			
San Bernardino County		Riverside County		Other Counties	
City	# of Workers	City	# of Workers	City	# of Workers
Montclair	1	Menifee	1	La Mirada	1
Fontana	2	Riverside County	1	San Diego	1
Highland	1			Pomona	1
Colton	1				
<b>Total</b>	<b>5</b>	<b>Total</b>	<b>2</b>	<b>Total</b>	<b>3</b>

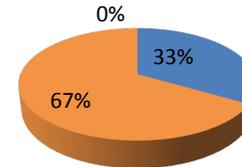
Data From February 2015		Total Number of Subcontractors: 3			
Number of Subcontractors from San Bernardino County		Number of Subcontractors from Riverside County		Number of Subcontractors from Other Counties	
	0		1		2

**Total Number of Workers**



- San Bernardino County
- Riverside County
- Other Counties

**Total Number of Subcontractors**



- San Bernardino County
- Riverside County
- Other Counties

**Project**  
**Program**

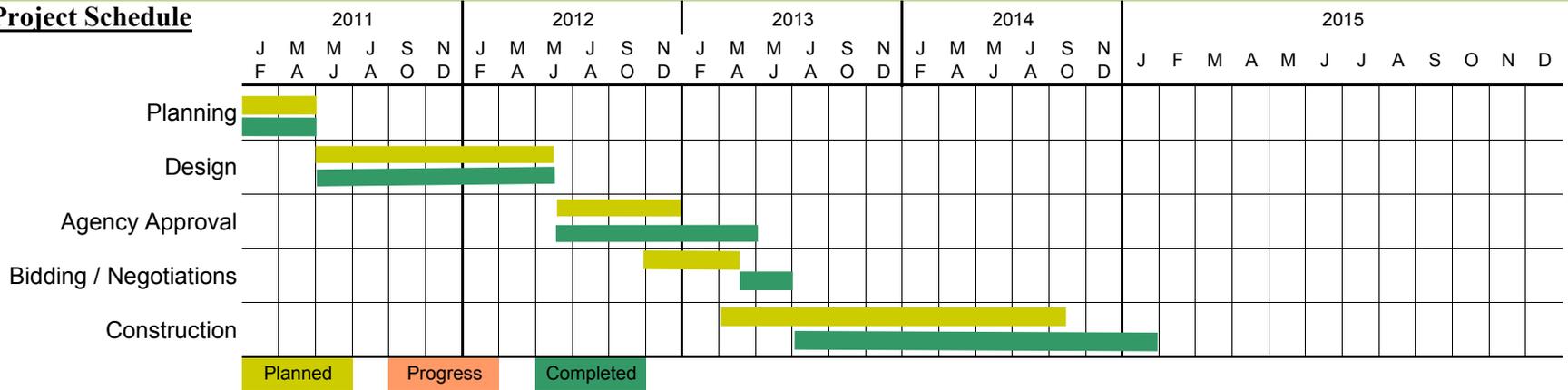
**Auditorium Renovation**  
SBCCD Measure M Bond Program - Valley College

Report Date: March 31, 2015  
Report By: Hussain Agah, Project Manager

<b>Project Budget</b>	<b>Planned</b>		<b>Spent to Date</b>		<b>Projected at Completion</b>		<b>Projected (Over) / Under Budget</b>	
Project Hard Costs	7,903,326.41	73.44%	7,648,269.82	96.77%	8,063,403.65	102.03%	(160,077.24)	-2.03%
Project Soft Costs	2,858,759.03	26.56%	1,921,885.18	67.23%	2,379,812.62	83.25%	478,946.41	16.75%
<b>Total Project</b>	<b>10,762,085.44</b>	<b>100.00%</b>	<b>9,570,155.00</b>	<b>88.92%</b>	<b>10,443,216.27</b>	<b>97.04%</b>	<b>318,869.17</b>	<b>2.96%</b>

Change Orders to Date \* No. 10 \* Change Order 616,730.00 \* Change Amend. 0.00 7.65% of Hard Costs \*

**Project Schedule**



**Progress Photos**



Auditorium South Entrance



Main Auditorium



Fire Caulking at Seismic Joint

**Project**

**Auditorium Renovation**

Report Date:

March 31, 2015

**Program**

SBCCD Measure M Bond Program - Valley College

Report By:

Hussain Agah, Project Manager

**Progress This Period**

- LEED documentation process, 100% Complete

**Items to Resolve**

- None

**Work Planned Next Period**

- Submit Construction LEED credits by mid April

**Notes**

- None

**Project**

**Auditorium Renovation**

Report Date:

March 31, 2015

**Program**

**SBCCD Measure M Bond Program - Valley College**

Report By:

Hussain Agah, Project Manager

**Data from March 2015**

**Total Numbers of Workers: 0**

Certified Payroll Wages are not being monitored for local subcontractor and employees, as this contract was awarded prior to establishment of the Local Hire board policy. Information is taken directly from contractor prepared sheets. How SBCCD tracked on-site labor force has evolved over time so reporting may be different from job to job

Local  
0 Workers

Non-Local  
0 Workers

**Data From March 2015**

**Total Number of Subcontractors: 30**

Number of Subcontractors from  
San Bernardino County

7

Number of Subcontractors from  
Riverside County

6

Number of Subcontractors from  
Other Counties

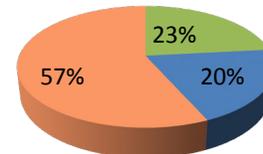
17

**Total Number of Workers**

0%

- Local
- Non-Local

**Total Number of Subcontractors**



- San Bernardino County
- Riverside County
- Other Counties

**Project  
Program**

**Gymnasium and Stadium**

SBCCD Measure M Bond Program - Valley College

Report Date:

March 31, 2015

Report By:

Hussain Agah, Sr. Project Manager

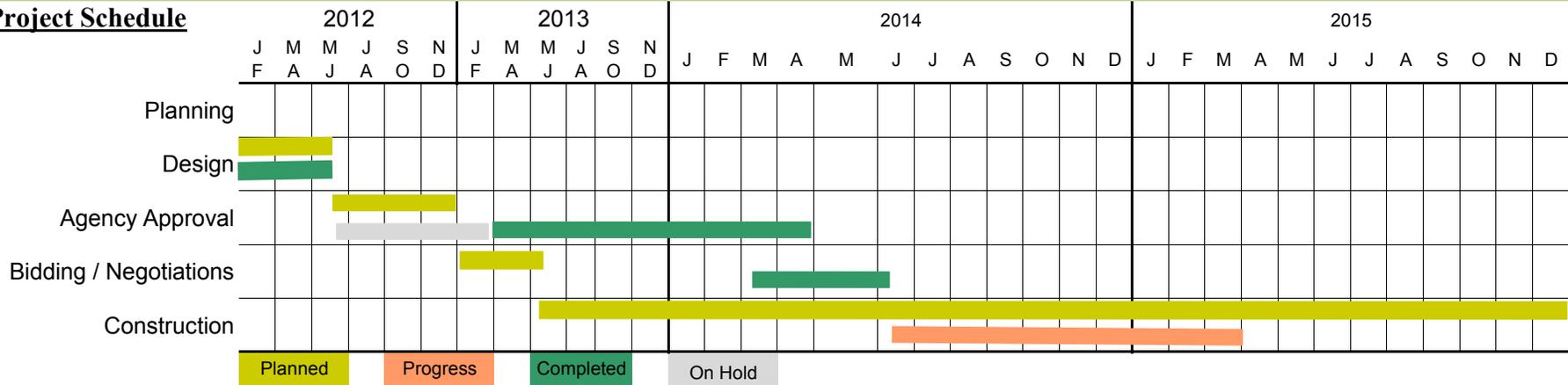
<b>Project Budget</b>	<b>Planned</b>		<b>Spent to Date</b>		<b>Projected at Completion</b>		<b>Projected (Over) / Under Budget</b>	
Project Hard Costs	57,003,372.93	82.17%	* 5,725,510.75	10.04%	57,950,365.50	101.66%	(946,992.57)	-1.66%
Project Soft Costs	12,372,665.07	17.83%	6,040,497.74	48.82%	11,354,812.84	91.77%	1,017,852.23	8.23%
<b>Total Project</b>	<b>69,376,038.00</b>	<b>100.00%</b>	<b>11,766,008.49</b>	<b>16.96%</b>	<b>69,305,178.34</b>	<b>99.90%</b>	<b>70,859.66</b>	<b>0.10%</b>

\*NOTE: Hard Costs for Remodel Demo & Men's Locker Renovation

Note: Soccer Field included in Gym Project

Change Orders to Date \* No. 1 \* Change Order 350,000.00 \* Change Amend. 0.00 0.60% of Hard Costs \*

**Project Schedule**



**Progress Photos**



North West - Segment A Steel



Segment B - Installation of Waste Piping and Electrical Conduits



North Side-Installation of City Water Line

**Project**

**Gymnasium and Stadium**

Report Date:

March 31, 2015

**Program**

SBCCD Measure M Bond Program - Valley College

Report By:

Hussain Agah, Sr. Project Manager

**Progress This Period**

Gym Project

- Structural steel erection for Segment A
- Construction submittals and DSA deferred approval submittals
- 90 % completion of the main city water line installation
- Continue underground utilities installation inside the building
- Misc steel fabrication at the shop for stairs and guard rails is 50% complete
- Discussed the initial shutdown strategy with the SB Municipal Water Department

**Items to Resolve**

Gym Project

- Finalize the fixed fixture and furniture design by HMC
- Finalize the room numbering with Athletic Department
- Analyze schedule delays and develop proper recommendations - in progress
- Reconnect the city water line at 4 locations will require a water shutdown to several facilities. Action plan will be developed among the project team.
- The Campus has requested additional blue phones, additional site power outlets for maintenance, fiber optic for building E (visitor building), and enhance and standardize the security systems. Several design meetings have been attended between Campus, Kitchell/BRj and design team. Campus provided direction to proceed with the additional scopes.

**Work Planned Next Period**

Gym Project

- Complete main city water line installation
- Complete erection of Main Gym segment A, and B structural steel
- Continue underground utilities installation
- Start metal decking installation at the second floor of Segment A

**Notes**

Gym Project

- The project is behind the baseline schedule due to several reasons: cut cap of city water line, unforeseen conditions of wet soil, changing the the select fill source, and rebar conflict at piles and pile caps.  
**\* Delivery of Main Gym Building A is ahead of the schedule - May 28, 2016 \***  
**(requested by July 15, 2016)**

**Project**

**Gymnasium and Stadium**

Report Date:

March 31, 2015

**Program**

**SBCCD Measure M Bond Program - Valley College**

Report By:

Hussain Agah, Sr. Project Manager

Data From March 2015

Total Number of Workers: 72

<b>San Bernardino County</b>		<b>Riverside County</b>		<b>Other Counties</b>	
City	# of Workers	City	# of Workers	City	# of Workers
Alta Loma	1	Corona	3	Anaheim	8
Chino	1	Jurupa Valley	1	Balndwin Park	1
Chino Hills	1	Menifee	2	Bellflower	1
Fontana	1	Moreno Valley	2	Dana Point	2
Hesperia	2	Murrieta	3	Glendora	1
Oak Hills	1	Norco	1	Huntington Beach	1
Ontario	2	Perris	1	Inglewood	1
Rancho Cucamonga	1	Riverside	7	La Cresenta	1
San Bernardino	1	Romoland	1	Ladera Ranch	1
Victorville	1	Sun City	1	Long Beach	1
Whitewood	1			Los Angeles	2
				Lynwood	1
				North Hills	2
				Northridge	1
				Palmdale	1
				Poway	1
				San Dimas	2
				San Pedro	1
				Santa Ana	1
				Santa Clarita	1
				Sunland	1
				Tulare	2
				Whittier	3
<b>Total</b>	<b>13</b>	<b>Total</b>	<b>22</b>	<b>Total</b>	<b>37</b>

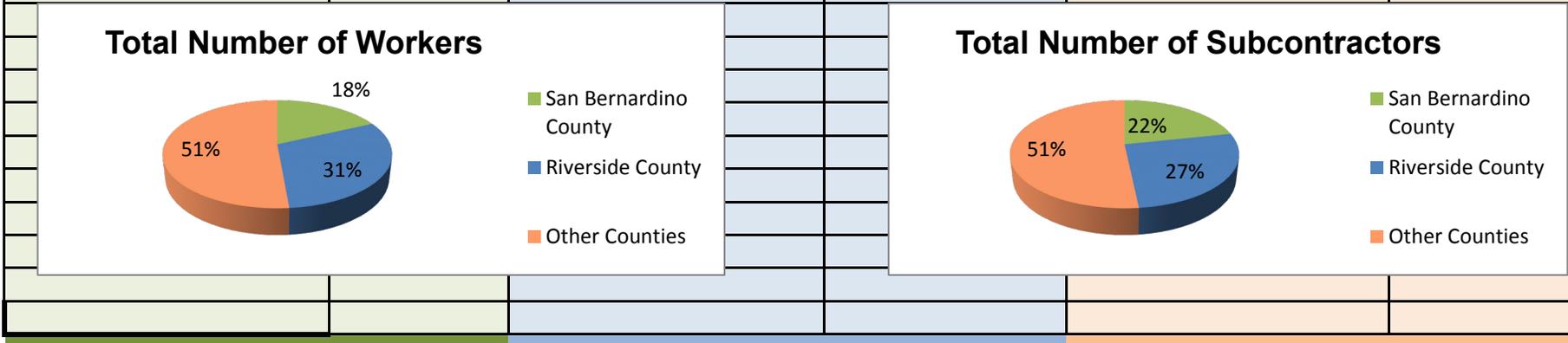
**Project  
Program**

**Gymnasium and Stadium  
SBCCD Measure M Bond Program - Valley College**

Report Date: March 31, 2015  
Report By: Hussain Agah, Sr. Project Manager

**Data From March 2015** **Total Number of Subcontractors: 60**

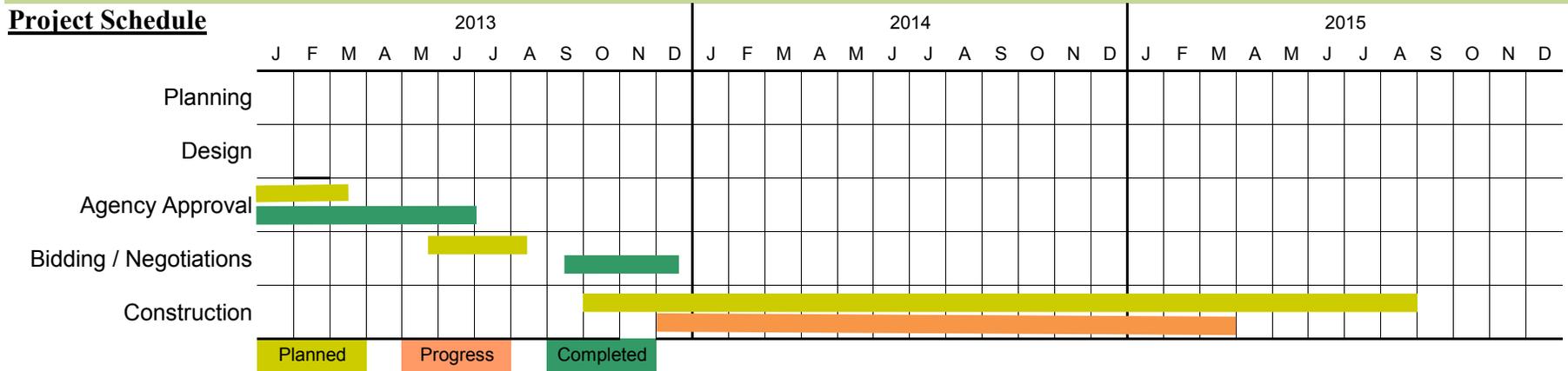
Number of Subcontractors from San Bernardino County	13	Number of Subcontractors from Riverside County	16	Number of Subcontractors from Other Counties	31



**Project** New Science Building  
**Program** SBCCD Measure M Bond Program - Crafton Hills College  
 \* Includes Circuit C

Report Date: March 31, 2015  
 Report By: Monica Garza, Project Manager

<b>Project Budget</b>	<b>Planned</b>		<b>Spent to Date</b>		<b>Projected at Completion</b>		<b>Projected (Over) / Under Budget</b>	
Project Hard Costs *	20,975,192.78	78.25%	7,867,436.16	37.51%	20,315,814.12	96.86%	* 659,378.66	3.14%
Project Soft Costs	5,830,324.22	21.75%	4,854,110.36	83.26%	6,178,239.99	105.97%	(347,915.77)	-5.97%
<b>Total Project</b>	<b>26,805,517.00</b>	<b>100.00%</b>	<b>12,721,546.52</b>	<b>47.46%</b>	<b>26,494,054.11</b>	<b>98.84%</b>	<b>311,462.89</b>	<b>1.16%</b>
Change Orders to Date * No.	3		* Change Order	142,048.74	* Change Amend.	0.00	0.70% of Hard Costs	* <b>CIRCUIT C</b>



**Progress Photos**



South Elevation - Lab Wing  
 NEW SCIENCE BUILDING | DESIGN DEVELOPMENT - USER MEETING  
 OCTOBER 17, 2012



Future view of building design from canyon



Work Progress at Lab Wing Building



Work Progress at Lecture Wing Building

**Project**

**New Science Building**

Report Date:

March 31, 2015

**Program**

**SBCCD Measure M Bond Program - Crafton Hills College**

Report By:

Monica Garza, Project Manager

**Progress This Period**

- Install OH power/ Data/Fire Alarm/Install HVAC and inspect seismic bracing at Lab Wing Building
- Tape and finish Drywall in first and second floor at the Lab Wing Bldg.
- Installed curtain wall on south elevations at the Lab Wing Building
- Start framing the ceilings at Lab Wing Building
- Delivered and installed Roof Top mechanical equipment at Lab Wing Bldg. and Lecture Wing Building
- Insulation of the walls at Lecture Wing Building
- In wall & overhead power, data lines at the Lecture Building

**OUTSIDE OF THE BUILDING**

- Start lath and plaster installation at exterior walls
- Compacting the south side behind the Lab Wing Building
- Installed rebar and pour column for Stair # 1 between the two wings

**Items to Resolve**

- Due to complexity of the project, nature of the site, logistical issues and behind schedule. Contractor currently at 60%.

**Work Planned Next Period**

- Continue project submittal and RFI processing
- Metal Panels approved by DSA April 9, 2015.
- Complete lath and plaster outside of Laboratory and Lecture Building
- Complete framing outside for sunshades at the Lecture Building
- Installation of drywall at the Lab Wing Building
- Frame ceiling at the Lab Wing Building
- Install parapet caps at the Lab Wing Buildi`
- Framing and Inspection of elevator # 1 (tower)
- Insulate and inspect Laboratory and restrooms
- Complete installation of seismic bracing for HVAC at the Lab.

**Notes**

- None

**Project**

**New Science Building**

Report Date:

March 31, 2015

**Program**

**SBCCD Measure M Bond Program - Crafton Hills College**

Report By:

Monica Garza, Project Manager

<b>Data From February 2015</b>		<b>Total Number of Workers:111</b>			
<b><u>San Bernardino County</u></b>		<b><u>Riverside County</u></b>		<b><u>Other Counties</u></b>	
<b>City</b>	<b># of Workers</b>	<b>City</b>	<b># of Workers</b>	<b>City</b>	<b># of Workers</b>
Alta Loma	2	Beaumont	3	Anaheim	1
Apple Valley	3	Cathedral City	2	Compton	1
Bloomington	1	Corona	1	Covina	1
Chino	2	Hemet	1	Hacienda Heights	1
Colton	1	Lake Elsinore	5	La Habra	3
Fontana	3	Menifee	3	La Verne	1
Hesperia	1	Mira Loma	3	Lake Elsinore	1
Highland	2	Moreno Valley	3	Long Beach	2
Oak Hills	1	Murrieta	1	Los Angeles	3
Ontario	3	Nuevo	1	Monrovia	1
Rancho Cucamonga	4	Perris	6	Monterey Park	1
Redland	2	Riverside	9	Norwalk	1
Rialto	3	San Jacinto	2	Orange	1
San Bernardino	4	Temecula	2	Pomona	2
Upland	2	Wildomar	1	San Dimas	1
Yucaipa	3			San Marcos	1
				San Pedro	1
				Santa Ana	2
				South El Monte	1
				Tustin	1
				Vista	1
				Wilmington	3
<b>Total</b>	<b>37</b>	<b>Total</b>	<b>43</b>	<b>Total</b>	<b>31</b>

**Project  
Program**

**New Science Building  
SBCCD Measure M Bond Program - Crafton Hills College**

Report Date:  
Report By:

March 31, 2015  
Monica Garza, Project Manager

Data From February 2015		Total Number of Subcontractors: 31			
Number of Subcontractors from San Bernardino County	6	Number of Subcontractors from Riverside County	9	Number of Subcontractors from Other Counties	16

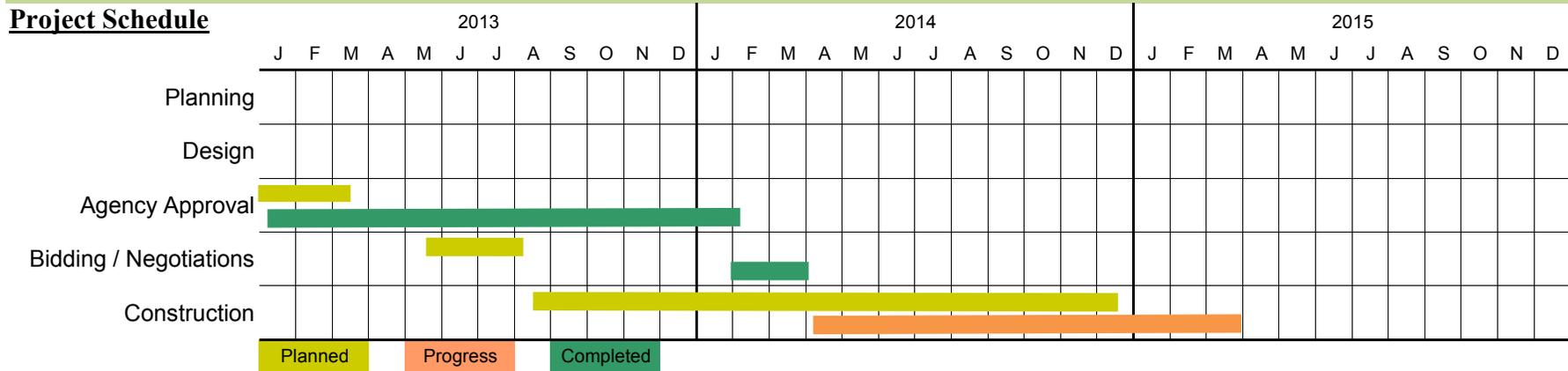
  

Total Number of Workers		Total Number of Subcontractors	
<p>33% 39% 28%</p>	<ul style="list-style-type: none"> <li>■ San Bernardino County</li> <li>■ Riverside County</li> <li>■ Other Counties</li> </ul>	<p>19% 29% 52%</p>	<ul style="list-style-type: none"> <li>■ San Bernardino County</li> <li>■ Riverside County</li> <li>■ Other Counties</li> </ul>

**Project** New Crafton Center\*\*/\*\*  
**Program** SBCCD Measure M Bond Program - Crafton Hills College  
 \*Includes Library Demo \*\*Includes Circuit A

Report Date: March 31, 2015  
 Report By: Leilani Nunez, Project Manager

Project Budget	Planned		Spent to Date		Projected at Completion		Projected (Over) / Under Budget	
Project Hard Costs **	25,141,199.83	80.20%	12,629,011.28	50.23%	24,358,114.28	96.89%	783,085.55	3.11%
Project Soft Costs **	6,205,928.17	19.80%	5,418,943.95	87.32%	6,377,874.11	102.77%	(171,945.94)	-2.77%
<b>Total Project</b>	<b>31,347,128.00</b>	<b>100.00%</b>	<b>18,047,955.23</b>	<b>57.57%</b>	<b>30,735,988.39</b>	<b>98.05%</b>	<b>611,139.61</b>	<b>1.95%</b>
Change Orders to Date	No. 3	Discretionary	79,903.00	Non-Discretionary	0.00	0.00% of Hard Costs		



**Progress Photos**



Waterproofing at West Elevation



Rendering of East Side of Building



Exterior Sheathing at South Elevation

**Project**

**New Crafton Center\*\*/\*\***

Report Date:

March 31, 2015

**Program**

SBCCD Measure M Bond Program - Crafton Hills College

Report By:

Leilani Nunez, Project Manager

**Progress This Period**

- Exterior framing at soffits continues at East & South elevations
- Interior framing continues on second floor
- Drywall and insulation continues on the first floor
- Drywall and insulation started on the second floor
- Exterior sheathing continues on East & South elevations
- Exterior waterproofing started
- Plaster at low roof completed
- Footings for CMU structure and Service yard poured
- Electrical equipment set

**Items to Resolve**

- Special inspection procedures for Rain Screen Cladding anchor bolts

**Work Planned Next Period**

- Complete material submittal processing
- Complete exterior and interior framing
- Complete drywall, tape, and finish of first and second floor
- Start interior paint and tile
- Complete exterior waterproofing
- Start curtainwalls and windows
- Energize electrical equipment
- Elevator guiderails and cab

**Notes**

- None

**Project**

**New Crafton Center**

Report Date:

March 31, 2015

**Program**

SBCCD Measure M Bond Program - Crafton Hills College

Report By:

Leilani Nunez, Project Manager

<b>San Bernardino County</b>		<b>Riverside County</b>		<b>Other Counties</b>	
<b>City</b>	<b># of Workers</b>	<b>City</b>	<b># of Workers</b>	<b>City</b>	<b># of Workers</b>
Adelanto	1	Banning	2	Anaheim	2
Bloomington	1	Beaumont	3	Bell Gardens	2
Fontana	2	Calimensa	1	Compton	1
Grand terrace	1	Cathedral City	1	Costa Mesa	1
Hesperia	2	Corona	6	Covina	1
Ontario	4	Hemet	2	Fullerton	2
Rancho Cucamonga	1	Lake Elsinore	3	Garden Grove	1
Redlands	1	Mira Loma	2	Glendora	2
Rialto	3	Moreno Valley	2	Huntington Beach	1
San Bernardino	1	Perris	1	Norwalk	1
Yucaipa	3	Riverside	9	Oceanside	1
		Wildomare	1	Orange	1
				Placentia	1
				Santa Ana	3
				Tustin	1
<b>Total</b>	<b>20</b>	<b>Total</b>	<b>33</b>	<b>Total</b>	<b>21</b>

**Project  
Program**

**New Crafton Center**

SBCCD Measure M Bond Program - Crafton Hills College

Report Date:

March 31, 2015

Report By:

Leilani Nunez, Project Manager

**Data From March 2015**

**Total Number of Subcontractors: 74**

Number of Subcontractors from San Bernardino County	20	Number of Subcontractors from Riverside County	33	Number of Subcontractors from Other Counties	21	
<p><b>Total Number of Workers</b></p> <p> <span style="color: green;">■</span> San Bernardino County  <span style="color: blue;">■</span> Riverside County  <span style="color: orange;">■</span> Other Counties         </p>		<p><b>Total Number of Subcontractors</b></p> <p> <span style="color: green;">■</span> San Bernardino County  <span style="color: blue;">■</span> Riverside County  <span style="color: orange;">■</span> Other Counties         </p>				



**Project** Occupational Education 2 (OE2) Building  
**Program** SBCCD Measure M Bond Program - Crafton Hills College

Report Date: March 31, 2015  
Report By: Nicholas Farano, Project Manager

**Progress This Period**

*Building Package*

- East & West wing 2nd floor exterior and interior framing
- East & West wing 2nd floor rough MEP overhead installation
- Exterior sheathing installation
- Weather Barrier Installation
- West wing 1st floor CMU veneer installation
- East wing membrane roofing installation
- Rough carpentry installation
- Fluid applied roofing installation
- Storefront door installation
- Interior gyp board installation

**Items to Resolve**

- General contractor provided a recovery schedule that pushed the substantial completion date to July 10, 2015.

**Work Planned Next Period**

*Building Package*

- West & east wing 2nd floor exterior framing
- MEP installation at AHU1 & 2
- West & east wing 1st floor CMU veneer installation
- Fluid applied roofing installation
- Storefront door installation
- Spray wall and stair 3 concrete pours
- Exterior skin mock up installations
- Interior gyp board installation and Tape/Finish
- Installation of electrical panels
- Prime paint installation
- Installation of metal panels

**Notes**

- None

**Project**

**Occupational Education 2 (OE2) Building**

Report Date:

March 31, 2015

**Program**

SBCCD Measure M Bond Program - Crafton Hills College

Report By:

Nicholas Farano, Project Manager

Data From March 2015

Total Numbers of Workers: 74

<b>San Bernardino County</b>		<b>Riverside County</b>		<b>Other Counties</b>	
<b>City</b>	<b># of Workers</b>	<b>City</b>	<b># of Workers</b>	<b>City</b>	<b># of Workers</b>
Hesperia	3	Cherry Valley	2	Anaheim	2
Ontario	1	Corona	1	Cerritos	1
Rancho Cugamonga	1	Eastvale	1	El Cajon	1
Redlands	1	Hemet	2	Escondido	1
Rialto	1	Moreno Valley	3	Fountain Valley	1
Victorville	1	Perris	1	Huntington Beach	1
Yucaipa	3	Riverside	3	Inglewood	1
Yucca Valley	2	San Jacinto	3	Laguna Woods	1
		Temecula	4	Lake View Terrace	1
		Winchester	2	Los Angeles	8
				Newhall	1
				Palmdale	1
				Pico Rivera	1
				Pomona	3
				Ramona	1
				Rowland Heights	1
				San Ysidro	1
				Stanton	1
				Sylmar	1
				Tarzana	1
				Van Nuys	4
				Walnut	1
				West Covina	3
				Winnetka	1
<b>Total</b>	<b>13</b>	<b>Total</b>	<b>22</b>	<b>Total</b>	<b>39</b>

**Project** Occupational Education 2 (OE2) Building  
**Program** SBCCD Measure M Bond Program - Crafton Hills College

Report Date: March 31, 2015  
 Report By: Nicholas Farano, Project Manager

Data From March 2015		Total Number of Subcontractors: 24																			
Number of Subcontractors from San Bernardino County	5	Number of Subcontractors from Riverside County	2	Number of Subcontractors from Other Counties	17																
<p><b>Total Number of Workers</b></p> <table border="1"> <caption>Worker Distribution Data</caption> <thead> <tr> <th>County</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>San Bernardino County</td> <td>17%</td> </tr> <tr> <td>Riverside County</td> <td>30%</td> </tr> <tr> <td>Other Counties</td> <td>53%</td> </tr> </tbody> </table>		County	Percentage	San Bernardino County	17%	Riverside County	30%	Other Counties	53%	<p><b>Total Number of Subcontractors</b></p> <table border="1"> <caption>Subcontractor Distribution Data</caption> <thead> <tr> <th>County</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>San Bernardino County</td> <td>21%</td> </tr> <tr> <td>Riverside County</td> <td>8%</td> </tr> <tr> <td>Other Counties</td> <td>71%</td> </tr> </tbody> </table>				County	Percentage	San Bernardino County	21%	Riverside County	8%	Other Counties	71%
County	Percentage																				
San Bernardino County	17%																				
Riverside County	30%																				
Other Counties	53%																				
County	Percentage																				
San Bernardino County	21%																				
Riverside County	8%																				
Other Counties	71%																				



**Project** PE Complex  
**Program** SBCCD Measure M Bond Program - Crafton Hills College

Report Date: March 31, 2015  
Report By: Leilani Nunez, Project Manager

**Progress This Period**

- Close-out documents in process
- Handrails punchlist corrective work

**Items to Resolve**

- Open warranty items: Oak tree replacement
- Retention & final billing
- Campus identified items: speakers in the dance studio and drapes at Yoga Studio.
- Open claim items: Dance Studio roof and Dance Studio floor

**Work Planned Next Period**

- Close out documentation completed
- Punchlist completed
- LEED construction documentation completed

**Notes**

- None

**Project**

**PE Complex**

Report Date:

March 31, 2015

**Program**

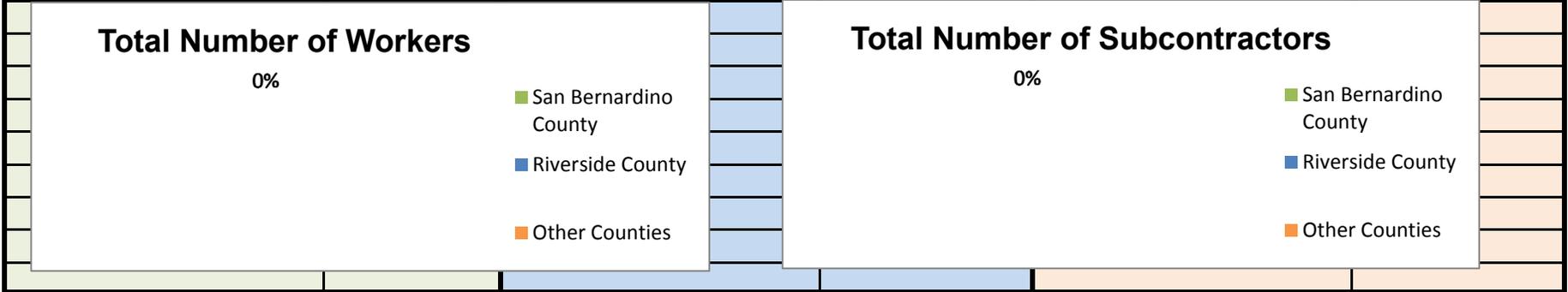
SBCCD Measure M Bond Program - Crafton Hills College

Report By:

Leilani Nunez, Project Manager

<b>Data From N/A</b>		<b>Project Complete: Substantial Completion</b>		<b>Total Numbers of Workers: 0</b>	
<b>San Bernardino County</b>		<b>Riverside County</b>		<b>Other Counties</b>	
<b>City</b>	<b># of Workers</b>	<b>City</b>	<b># of Workers</b>	<b>City</b>	<b># of Workers</b>
<b>Total</b>	<b>0</b>	<b>Total</b>	<b>0</b>	<b>Total</b>	<b>0</b>

<b>Number of Subcontractors from San Bernardino County</b>	<b>0</b>	<b>Number of Subcontractors from Riverside County</b>	<b>0</b>	<b>Number of Subcontractors from Other Counties</b>	<b>0</b>

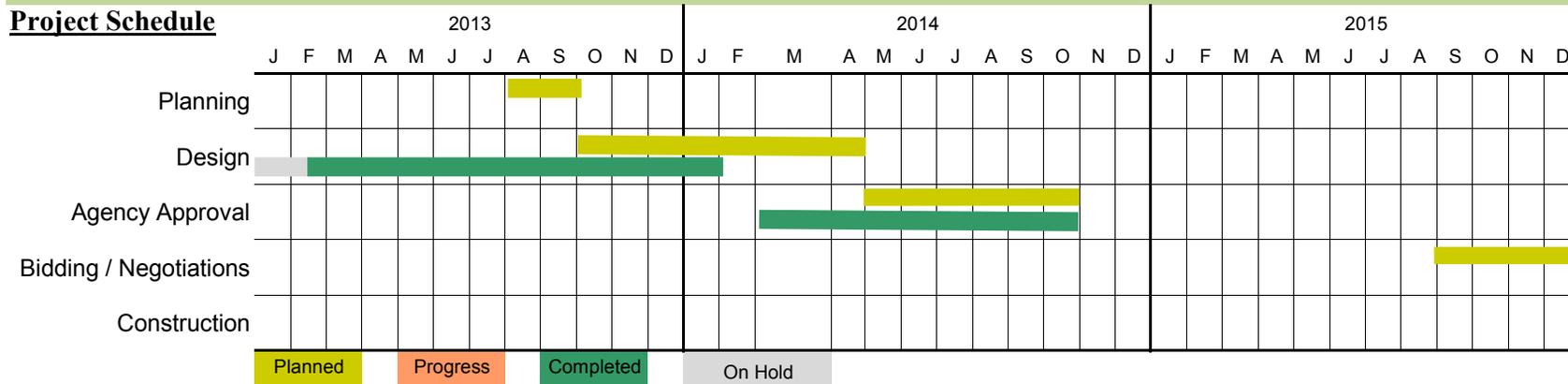


**Project** Laboratory/Administration Renovation (LADM)  
**Program** SBCCD Measure M Bond Program - Crafton Hills College

Report Date: March 31, 2015  
 Report By: Tom Anderson, Project Manager

<b>Project Budget</b>	<b>Planned</b>		<b>Spent to Date</b>		<b>Projected at Completion</b>		<b>Projected (Over) / Under Budget</b>	
Project Hard Costs	12,057,810.18	77.58%	0.00	0.00%	11,079,707.09	91.89% *	978,103.09	8.11%
Project Soft Costs	3,483,800.82	22.42%	1,251,873.62	35.93%	3,646,286.58	104.66% *	(162,485.76)	-4.66%
<b>Total Project</b>	<b>15,541,611.00</b>	<b>100.00%</b>	<b>1,251,873.62</b>	<b>8.05%</b>	<b>14,725,993.67</b>	<b>94.75%</b>	<b>815,617.33</b>	<b>5.25%</b>

Change Orders to Date \* No. 1 \* Change Order (1,754.66) \* Change Amend. 0.00 0.00% of Hard Costs \*



**Progress Photos**

1st Floor

2nd Floor

3rd Floor

Exterior Photo of North elevation

**Project**                      **Laboratory/Administration Renovation (LADM)**  
**Program**                      SBCCD Measure M Bond Program - Crafton Hills College

Report Date:                      March 31, 2015  
Report By:                      Tom Anderson, Project Manager

**Progress This Period**

- DSA Agency approval obtained and completed

**Items to Resolve**

- N/A

**Work Planned Next Period**

- Project will bid in Fall of 2015

**Notes**

- N/A

**Project** **Student Services A (SSA) Renovation**  
**Program** SBCCD Measure M Bond Program - Crafton Hills College

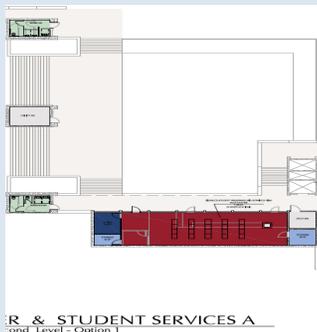
Report Date: March 31, 2015  
 Report By: Tom Anderson, Project Manager

<b>Project Budget</b>	<b>Planned</b>		<b>Spent to Date</b>		<b>Projected at Completion</b>		<b>Projected (Over) / Under Budget</b>	
Project Hard Costs	5,549,055.30	73.18%	0.00	0.00%	5,095,094.00	91.82% *	453,961.30	8.18%
Project Soft Costs	2,033,411.70	26.82%	602,031.31	29.61%	1,869,851.97	91.96% *	163,559.73	8.04%
<b>Total Project</b>	<b>7,582,467.00</b>	<b>100.00%</b>	<b>602,031.31</b>	<b>7.94%</b>	<b>6,964,945.97</b>	<b>91.86%</b>	<b>617,521.03</b>	<b>8.14%</b>

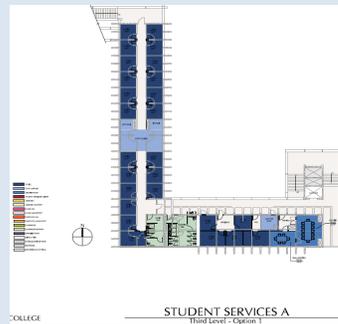
Change Orders to Date \* No. 0 \* Change Order 0.00 \* Change Amend. 0.00 0.00% of Hard Costs \*

<b>Project Schedule</b>	2013												2014												2015											
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
Planning																																				
Design																																				
Agency Approval																																				
Bidding / Negotiations																																				
Construction																																				
	Planned				Progress				Completed				On Hold																							

**Progress Photos**



(2nd Floor)



(3rd Floor)



Exterior Photo of 3rd floor offices

**Project**

**Student Services A (SSA) Renovation**

Report Date:

March 31, 2015

**Program**

SBCCD Measure M Bond Program - Crafton Hills College

Report By:

Tom Anderson, Project Manager

**Progress This Period**

- DSA Agency approval obtained and completed

**Items to Resolve**

- N/A

**Work Planned Next Period**

- Project will bid in Fall of 2015

**Notes**

- N/A

**Project** Student Center/Cafeteria (SCC) (College Center)  
**Program** SBCCD Measure M Bond Program - Crafton Hills College

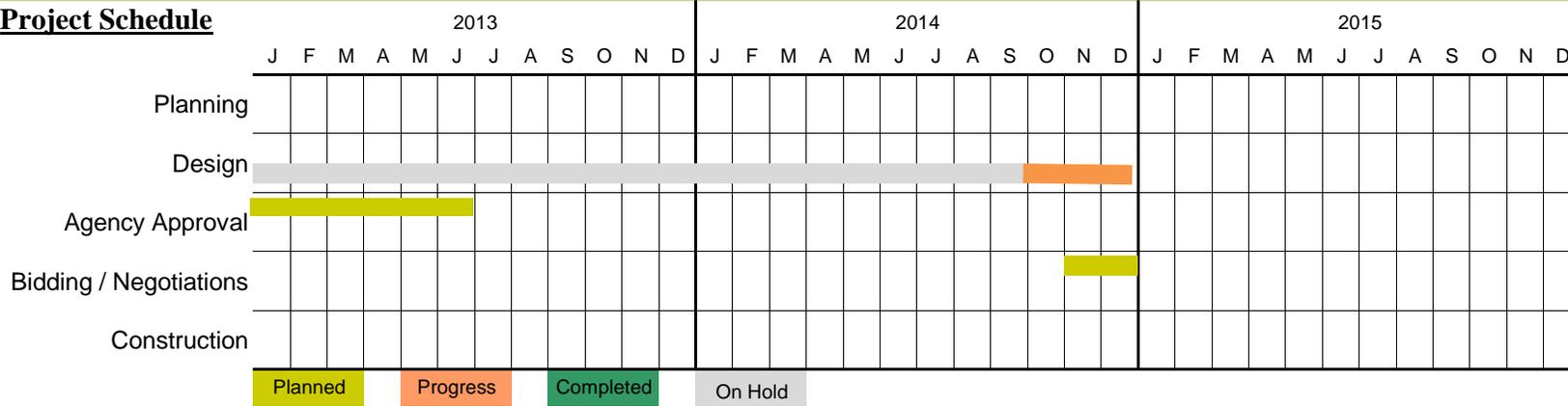
Report Date: March 31, 2015  
 Report By: Tom Anderson, Project Manager

<b>Project Budget</b>	<b>Planned</b>		<b>Spent to Date</b>			<b>Projected at Completion</b>		<b>Projected (Over) / Under Budget</b>	
Project Hard Costs	1,167,649.38	58.86%	0.00	0.00%	*	1,041,668.50	89.21%	*	125,980.88 10.79%
Project Soft Costs	816,214.62	41.14%	0.00	0.00%		740,085.72	90.67%		76,128.90 9.33%
<b>Total Project</b>	<b>1,983,864.00</b>	<b>100.00%</b>	<b>0.00</b>	<b>0.00%</b>		<b>1,781,754.22</b>	<b>89.81%</b>		<b>202,109.78 10.19%</b>

**\* NOTE: INCLUDES FIRE ALARM SYSTEM UPGRADES**

Change Orders to Date \* No. 0 \* Change Order 0.00 \* Change Amend. 0.00 0.00% of Hard Costs \*

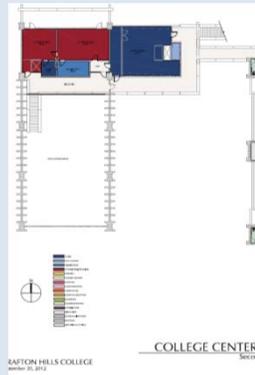
**Project Schedule**



**Progress Photos**



(1st Floor)



(2nd Floor)



Exterior Building Photo of East elevation

**Project**                      **Student Center/Cafeteria (SCC) (College Center)**  
**Program**                      SBCCD Measure M Bond Program - Crafton Hills College

Report Date:                      March 31, 2015  
Report By:                      Tom Anderson, Project Manager

**Progress This Period**

- Distribution of design kick-off meeting minutes
- Schedule of design milestones submitted

**Items to Resolve**

- Architect requested review of fees for this project. Project Manager will conclude by the end of this month for discussion with Campus

**Work Planned Next Period**

- Schedule user group meetings
- Review budgets for scope validation

**Notes**

- N/A



**Project**                      **Maintenance and Operations Renovation (M&O)**  
**Program**                      SBCCD Measure M Bond Program - Crafton Hills College

Report Date:                      March 31, 2015  
Report By:                      Nicholas Farano, Project Manager

**Progress This Period**

- Erection of structural steel for new warehouse
- Interior framing at existing building
- MEP rough in at existing building
- Replacement of existing electrical switchboards
- Installation of insulation at existing building
- Started metal framing for new warehouse

**Items to Resolve**

- None

**Work Planned Next Period**

- Installation of drywall at existing building
- Backfill around new warehouse
- Paint interior of existing building
- Installation of metal roof and siding at new warehouse
- Rough MEP installation at new warehouse
- Installation of flooring for existing building
- Installation of new electrical feeder lines

**Notes**

- None

**Project** Maintenance and Operations Renovation (M&O)  
**Program** SBCCD Measure M Bond Program - Crafton Hills College

Report Date: March 31, 2015  
 Report By: Nicholas Farano, Project Manager

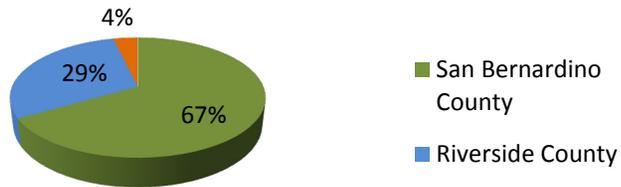
**Data From March 2015** **Total Numbers of Workers: 27**

San Bernardino County		Riverside County		Other Counties	
City	# of Workers	City	# of Workers	City	# of Workers
Apple Valley	1	Beaumont	5	Mission Hills	1
Bloomington	1	Moreno Valley	1		
Grand Terrace	1	Riverside	1		
Highland	1	San Jacinto	1		
Rancho Cucamonga	2				
Rialto	2				
San Bernardino	2				
Upland	1				
Victorville	1				
Yucaipa	6				
<b>Total</b>	<b>18</b>	<b>Total</b>	<b>8</b>	<b>Total</b>	<b>1</b>

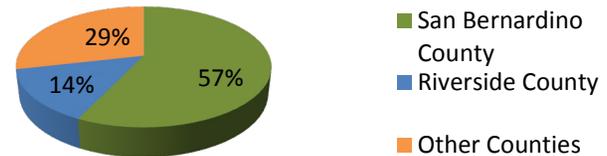
**Data From March 2015** **Total Number of Subcontractors: 21**

Number of Subcontractors from San Bernardino County	12	Number of Subcontractors from Riverside County	3	Number of Subcontractors from Other Counties	6

**Total Number of Workers**



**Total Number of Subcontractors**



**Project** Performing Arts Center (PAC) Renovation  
**Program** SBCCD Measure M Bond Program - Crafton Hills College

Report Date: March 31, 2015  
 Report By: Tom Anderson, Project Manager

<b>Project Budget</b>	<b>Planned</b>		<b>Spent to Date</b>		<b>Projected at Completion</b>		<b>Projected (Over) / Under Budget</b>	
Project Hard Costs	1,783,666.58	63.67%	0.00	0.00%	* 1,497,450.54	83.95%	286,216.04	16.05%
Project Soft Costs	1,017,943.07	36.33%	0.00	0.00%	917,867.96	90.17%	100,075.11	9.83%
<b>Total Project</b>	<b>2,801,609.65</b>	<b>100.00%</b>	<b>0.00</b>	<b>0.00%</b>	<b>2,415,318.50</b>	<b>86.21%</b>	<b>386,291.15</b>	<b>13.79%</b>

Change Orders to Date \* No. 0 \* Change Order 0.00 \* Change Amend. 0.00 0.00% of Hard Costs \*

	2013												2014												2015											
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
Planning	[Planned]												[Progress]																							
Design	[Planned]																																			
Agency Approval	[Planned]																																			
Bidding / Negotiations													[Planned]																							
Construction													[Planned]																							
	Planned				Progress				Completed				On Hold																							

**Progress Photos**



**Project**

**Program** SBCCD Measure M Bond Program - Crafton Hills College

Report Date:

March 31, 2015

Report By:

Tom Anderson, Project Manager

**Progress This Period**

- Final review conducted for the Programming effort. Architect to provide deliverables for distribution.

**Items to Resolve**

- Due to lack of funding, current project scope is limited to completion of programming. Once Final Programming document is submitted, project will be on hold until such time that funds become available through Campus fundraising efforts or availability of additional bond funds

**Work Planned Next Period**

- N/A

**Notes**

- None

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Jose F. Torres, Interim Vice Chancellor, Business & Fiscal Services  
PREPARED BY: Lawrence P. Strong, Interim Director of Fiscal Services  
DATE: May 14, 2015  
SUBJECT: Quarterly Investment Report

RECOMMENDATION

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

OVERVIEW

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

ANALYSIS

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

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

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

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

There are no financial implications associated with this item.



**Quarterly Investment and Deposit Report**

Quarter Ending March 31, 2015

<b>Account</b>	<b>Amount</b>	<b>Interest</b>	<b>Type</b>	<b>Institution</b>
<b>General Fund</b>				
Clearing Account	\$ 199,630.82	0.00	Checking	Citizens Business Bank, San Bernardino CA
Revolving Cash/Flex Fund	25,306.46	0.00	Checking	Citizens Business Bank, San Bernardino CA
	<u>\$ 224,937.28</u>			
<b>Bond Fund</b>	\$ 132,031,576.19	0.00	Investment	Bank of New York Mellon, Los Angeles CA
<b>Enterprise Funds</b>				
Bookstore	\$ 445,570.97	0.00	Checking	Bank of America, Colton CA
Cafeteria	244,438.40	0.00	Checking	Bank of America, Colton CA
Bookstore CD <i>(due 3/2/2016)</i>	107,275.14	(y)0.75	CD	Inland Valley Bank, Redlands CA
	<u>\$ 797,284.51</u>			
<b>Internal Service Funds</b>				
Workers Comp	120,000.00	0.05	Checking	Union Bank, Los Angeles CA
Property & Liability	25,000.00	0.00	Checking	Bank of America, Concord CA
	<u>\$ 145,000.00</u>			
<b>Trust Funds</b>				
Financial Aid	\$ 14,938.86	0.00	Checking	Citizens Business Bank, San Bernardino CA
Cal Grant Financial Aid	103,654.81	0.05	Checking	Citizens Business Bank, San Bernardino CA
NDSL/Perkins	\$ 17,205.42	0.00	Checking	Citizens Business Bank, San Bernardino CA
Scholarships	30,330.76	0.20	Checking	Community Bank, Redlands CA
Emergency Loan	\$ 17,746.53	0.00	Checking	Community Bank, Redlands CA
SBVC Clubs/Trusts	216,377.35	0.00	Checking	Wells Fargo, San Bernardino CA
SBVC ASB	\$ 17,191.94	0.00	Checking	Wells Fargo, San Bernardino CA
CHC Clubs/Trust & ASB	166,557.05	0.00	Checking	Bank of America, Yucaipa CA
Scholarships	91,658.35	0.70	Money Market	Inland Valley Bank, Redlands CA
SBVC/CHC Student Rep Fee	122,832.21	0.00	Checking	Inland Valley Bank, Redlands CA
SBVC ASB CD <i>(due 02/03/16)</i>	47,770.40	(y)0.30	CD	Inland Valley Bank, Redlands CA
	<u>\$ 846,263.68</u>			
<b>Total Checking, Savings &amp; Investments</b>	<u>\$ 134,045,061.66</u>			

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Jose F. Torres, Interim Vice Chancellor, Business & Fiscal Services  
PREPARED BY: George R. Johnson, Bond Program Director, Kitchell/BRj  
DATE: May 14, 2015  
SUBJECT: Summary of Measure M Construction Contract Change Orders and Amendments

RECOMMENDATION

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

OVERVIEW

Attached is a summary of all Measure M construction contract change orders and amendments to date.

ANALYSIS

Construction contract change orders and amendments for currently awarded Measure M projects have been held to a minimal amount of \$ 3,598,733.84 which is only 2.23% of the project cost of \$161,626,800.45.

All change orders and amendments are approved following a specific process of review by the construction manager, architect, program/project managers, and District staff. Nonessential changes are rejected and never receive approval. Any changes determined to be essential to the health of the project, required by the Division of the State Architect (DSA), and/or, of major benefit to the District are approved and implemented.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

This item is for information only. There are no financial implications.

## Construction Change Summary

### CONTRACT AMENDMENTS

PROJECTS	Original Contract Amount	Contract Amendments		Base Contract Amount	Cumulative Contract Amendments
		Previous	Pending		
CHC-Crafton Hills College	\$ 75,733,593.50	\$ 441,122.93	\$ -	\$ 76,174,716.43	0.58%
SBVC-San Bernardino Valley College	\$ 85,893,206.95	\$ 1,610,483.49		\$ 87,503,690.44	1.87%
				\$ -	
<b>TOTAL for CONTRACT AMENDMENTS</b>	<b>\$ 161,626,800.45</b>	<b>\$ 2,051,606.42</b>	<b>\$ -</b>	<b>\$ 163,678,406.87</b>	<b>1.27%</b>

### CHANGE ORDERS

PROJECTS	Base Contract Amount	Change Orders		New Contract Amount	Cumulative Change Orders
		Previous	Pending		
CHC-Crafton Hills College	\$ 76,174,716.43	\$ 836,126.93		\$ 77,010,843.36	1.10%
SBVC-San Bernardino Valley College	\$ 87,503,690.44	\$ 541,428.49	\$ 169,572.00	\$ 88,214,690.93	0.81%
<b>TOTAL for CHANGE ORDERS</b>	<b>\$ 163,678,406.87</b>	<b>\$ 1,377,555.42</b>	<b>\$ 169,572.00</b>	<b>\$ 165,225,534.29</b>	<b>0.95%</b>

Measure M Projects  
**Construction Change Summary**  
 CHC Recap

PROJECTS	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
PARKING LOT/ADA/LIGHTING IMPRVMENTS.	\$ 6,146,450.00	\$ 402,801.00	\$ -	\$ 296,344.00	\$ -	\$ 6,845,595.00	4.82%
MATH AND SCIENCE ANNEX	\$ 2,270,500.00	\$ -	\$ -	\$ 187,294.60	\$ -	\$ 2,457,794.60	8.25%
MPOE/DATA RELOCATION	\$ 527,700.00	\$ -	\$ -	\$ 37,234.00	\$ -	\$ 564,934.00	7.06%
OLD LIBRARY DEMOLITION	\$ 574,576.50	\$ -	\$ -	\$ -	\$ -	\$ 574,576.50	0.00%
SOLAR FARM	\$ 2,700,000.00	\$ -	\$ -	\$ 62,678.43	\$ -	\$ 2,762,678.43	2.32%
OE 2	\$ 16,502,100.00	\$ 38,321.93	\$ -	\$ 111,696.56	\$ -	\$ 16,652,118.49	0.68%
OE 1 Roofing Package	\$ 278,450.00	\$ -	\$ -	\$ (26,099.38)	\$ -	\$ 252,350.62	-9.37%
PE Complex	\$ 4,511,070.00	\$ -	\$ -	\$ 99,009.46	\$ -	\$ 4,610,079.46	2.19%
Science Building	\$ 18,638,831.00	\$ -	\$ -	\$ 42,519.89	\$ -	\$ 18,681,350.89	0.23%
Crafton Center	\$ 21,939,546.00	\$ -	\$ -	\$ 17,568.44	\$ -	\$ 21,957,114.44	0.08%
Temporary Parking Lot	\$ 169,500.00	\$ -	\$ -	\$ 4,369.93	\$ -	\$ 173,869.93	2.58%
Chemistry/Health/Science/Classrooms	\$ 226,870.00	\$ -	\$ -	\$ -	\$ -	\$ 226,870.00	0.00%
M&O Renovation	\$ 1,248,000.00	\$ -	\$ -	\$ 3,511.00	\$ -	\$ 1,251,511.00	0.28%
<b>TOTAL</b>	<b>\$ 75,733,593.50</b>	<b>\$ 441,122.93</b>	<b>\$ -</b>	<b>\$ 836,126.93</b>	<b>\$ -</b>	<b>\$ 77,010,843.36</b>	<b>1.10%</b>

**Construction Change Summary**  
 PAL

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
PAL-01: ASR Constructors, Inc.	\$ 3,058,000.00	\$ 402,801.00	\$ -	\$ 94,560.00		\$ 3,555,361.00	2.73%
PAL-02: Pierre Sprinkler & Landscape	\$ 569,450.00	\$ -	\$ -	\$ 36,260.00		\$ 605,710.00	6.37%
PAL-03: RDM Electric Company, Inc.	\$ 2,519,000.00	\$ -	\$ -	\$ 165,524.00		\$ 2,684,524.00	6.57%
<b>TOTAL</b>	<b>\$ 6,146,450.00</b>	<b>\$ 402,801.00</b>	<b>\$ -</b>	<b>\$ 296,344.00</b>	<b>\$ -</b>	<b>\$ 6,845,595.00</b>	<b>4.82%</b>

### Construction Change Summary

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
MODS-01: Conengr Corporation	\$ 539,500.00	\$ -	\$ -	\$ 20,253.60	\$ -	\$ 559,753.60	3.75%
MODS-02: Global Modular, Inc.	\$ 1,731,000.00	\$ -	\$ -	\$ 167,041.00	\$ -	\$ 1,898,041.00	9.65%
<b>TOTAL</b>	<b>\$ 2,270,500.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 187,294.60</b>	<b>\$ -</b>	<b>\$ 2,457,794.60</b>	<b>8.25%</b>

**Construction Change Summary**  
 MPOE-Data

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
MPOE/DATA-01: Shanks Electric Corporation	\$ 527,700.00	\$ -	\$ -	\$ 37,234.00	\$ -	\$ 564,934.00	7.06%
<b>TOTAL</b>	<b>\$ 527,700.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 37,234.00</b>	<b>\$ -</b>	<b>\$ 564,934.00</b>	<b>7.06%</b>

## Construction Change Summary

Library Demo

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
LIBRARY DEMO-01:Miller Environmental, Inc.	\$ 574,576.50	\$ -	\$ -	\$ -	\$ -	\$ 574,576.50	0.00%
<b>TOTAL</b>	<b>\$ 574,576.50</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 574,576.50</b>	<b>0.00%</b>

## Construction Change Summary

Solar Farm

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
Rosendin Electric, Inc. ***	\$ 2,700,000.00	\$ -	\$ -	\$ 62,678.43	\$ -	\$ 2,762,678.43	2.32%
<b>TOTAL</b>	<b>\$ 2,700,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 62,678.43</b>	<b>\$ -</b>	<b>\$ 2,762,678.43</b>	<b>2.32%</b>

\*\*\*NOTE: \$3,500,000 OF THIS CONTRACT WAS IN MEASURE P --- THE TOTAL BASE AMOUNT OF THE CONTRACT IS \$6,200,000.

## Construction Change Summary

OE 2

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
<u>OE 2 Demo Pkg.</u>							
The Richards Group	\$ 614,100.00	\$ -	\$ -	\$ 10,755.80	\$ -	\$ 624,855.80	1.75%
<u>Building Pkg.</u>							
Sinanian Development, Inc.	\$ 15,888,000.00	\$ 38,321.93	\$ -	\$ 100,940.76	\$ -	\$ 16,027,262.69	0.63%
<b>TOTAL</b>	<b>\$ 16,502,100.00</b>	<b>\$ 38,321.93</b>	<b>\$ -</b>	<b>\$ 111,696.56</b>	<b>\$ -</b>	<b>\$ 16,652,118.49</b>	<b>0.68%</b>

Sinanian Development, Inc. **NOTE: THIS WAS BOARD APPROVED ON 12/12/13 UP TO 10% IN CHANGE ORDERS**

## Construction Change Summary

OE 1 Roof

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
<u>OE 1 Roof Pkg.</u>							
Best Contracting Services	\$ 278,450.00	\$ -	\$ -	\$ (26,099.38)	\$ -	\$ 252,350.62	-9.37%
<b>TOTAL</b>	<b>\$ 278,450.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (26,099.38)</b>	<b>\$ -</b>	<b>\$ 252,350.62</b>	<b>-9.37%</b>

**Construction Change Summary**  
 PE Complex

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
Minco Construction	\$ 4,511,070.00	\$ -	\$ -	\$ 99,009.46	\$ -	\$ 4,610,079.46	2.19%
<b>TOTAL</b>	<b>\$ 4,511,070.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 99,009.46</b>	<b>\$ -</b>	<b>\$ 4,610,079.46</b>	<b>2.19%</b>

**Minco Construction NOTE: THIS WAS BOARD APPROVED ON 8/08/13 UP TO 10% IN CHANGE ORDERS**

**Construction Change Summary**  
 Science Bldg.

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
<i>Circuit C</i>							
RDM Electric	\$ 65,700.00	\$ -	\$ -	\$ 492.89	\$ -	\$ 66,192.89	0.75%
<i>Building</i>							
Earl Corporation	\$ 18,573,131.00	\$ -	\$ -	\$ 42,027.00	\$ -	\$ 18,615,158.00	0.23%
<b>TOTAL</b>	<b>\$ 18,638,831.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 42,519.89</b>	<b>\$ -</b>	<b>\$ 18,681,350.89</b>	<b>0.23%</b>

**Earl Corporation** NOTE: THIS WAS BOARD APPROVED ON 12/12/13 UP TO 10% IN CHANGE ORDERS

Measure M Projects  
**Construction Change Summary**

M & O Renovation

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
Oakview Constructors, Inc.	\$ 1,248,000.00			\$ 3,511.00		\$ 1,251,511.00	0.28%
<b>TOTAL</b>	<b>\$ 1,248,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,511.00</b>	<b>\$ -</b>	<b>\$ 1,251,511.00</b>	<b>0.28%</b>

Oakview Constructors, Inc. **NOTE: THIS WAS BOARD APPROVED ON 11/12/14 UP TO 10% IN CHANGE ORDERS**

Measure M Projects  
**Construction Change Summary**

New Crafton Center

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
<i>CIRCUIT A</i>							
Dalke & Sons Construction Building	\$ 141,480.00	\$ -	\$ -	\$ 3,502.00	\$ -	\$ 144,982.00	2.48%
Bernards Brothers	\$ 21,798,066.00	\$ -	\$ -	\$ 14,066.44	\$ -	\$ 21,812,132.44	0.06%
<b>TOTAL</b>	<b>\$ 21,939,546.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 17,568.44</b>	<b>\$ -</b>	<b>\$ 21,957,114.44</b>	<b>0.08%</b>

Bernards Brothers **NOTE: THIS WAS BOARD APPROVED ON 04/10/14 UP TO 10% IN CHANGE ORDERS**

## Construction Change Summary

### Temporary Parking Lot

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
Three Peaks	\$ 169,500.00	\$ -	\$ -	\$ 4,369.93	\$ -	\$ 173,869.93	2.58%
<b>TOTAL</b>	<b>\$ 169,500.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,369.93</b>	<b>\$ -</b>	<b>\$ 173,869.93</b>	<b>2.58%</b>

## Construction Change Summary

### CHS - Chemistry Health Sciences Renovation

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
Roy O. Hoffman	\$ 226,870.00	\$ -	\$ -	\$ -	\$ -	\$ 226,870.00	0.00%
<b>TOTAL</b>	<b>\$ 226,870.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 226,870.00</b>	<b>0.00%</b>



## Construction Change Summary

### Central Plant & Inf

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
<i>Infrastructure Sewer Improvements</i>							
Kirtley Construction dba TK Construction	\$ 348,300.00	\$ 83,941.49	\$ -	\$ 26,806.00	\$ -	\$ 459,047.49	6.20%
<i>Central Plant</i>							
Plumbing, Piping & Construction	\$ 10,878,000.00	\$ -	\$ -	\$ 122,077.00	\$ -	\$ 11,000,077.00	1.12%
<i>Grant Street Sewer Project</i>							
Tyco General Engineering	\$ 567,780.00	\$ -	\$ -	\$ (85,500.00)	\$ -	\$ 482,280.00	-15.06%
Broughton - ADA Access	\$ 26,485.00	\$ -	\$ -	\$ (5,568.00)	\$ -	\$ 20,917.00	-21.02%
L.A. Air Conditioning	\$ 39,519.00	\$ -	\$ -	\$ (1,961.00)	\$ -	\$ 37,558.00	-4.96%
<b>TOTAL</b>	<b>\$ 11,860,084.00</b>	<b>\$ 83,941.49</b>	<b>\$ -</b>	<b>\$ 55,854.00</b>	<b>\$ -</b>	<b>\$ 11,999,879.49</b>	<b>0.47%</b>

Measure M Projects  
**Construction Change Summary**

HVAC

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
BP 1: Arrowhead Mechanical	\$ 183,000.00	\$ -	\$ -	\$ -	\$ -	\$ 183,000.00	0.00%
BP 2: Arrowhead Mechanical	\$ 142,000.00	\$ -	\$ -	\$ -	\$ -	\$ 142,000.00	0.00%
				\$ -			
<b>TOTAL</b>	<b>\$ 325,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 325,000.00</b>	<b>0.00%</b>





### Construction Change Summary

Signage - ADA

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
Broughton Construction, Inc.	\$ 1,170,000.00	\$ -	\$ -	\$ (20,502.00)	\$ -	\$ 1,149,498.00	-1.75%
C.S. Legacy Construction *	\$ 1,365,776.00	\$ 34,333.00	\$ -	\$ (720,807.51)	\$ -	\$ 679,301.49	-51.48%
Three Peaks Corporation	\$ 87,187.00	\$ -	\$ -	\$ (413.00)		\$ 86,774.00	-0.47%
Three Peaks Corporation	\$ 42,655.00			\$ 1,869.00		\$ 44,524.00	4.38%
Three Peaks Corporation	\$ 14,760.00					\$ 14,760.00	0.00%
*Note: \$71,836.58 - claim settlement							
<b>TOTAL</b>	<b>\$ 2,680,378.00</b>	<b>\$ 34,333.00</b>	<b>\$ -</b>	<b>\$ (739,853.51)</b>	<b>\$ -</b>	<b>\$ 1,974,857.49</b>	<b>-27.25%</b>

\*Note: District terminated for Convenience and final contract total is reflected.



## Construction Change Summary

### Applied Technology Renovation

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
RDM Electric (Security Lighting)	\$ 44,950.00	\$ -	\$ -	\$ (534.00)		\$ 44,416.00	-1.19%
Cal City Construction, Inc.	\$ 1,977,000.00	\$ -	\$ -	\$ -	\$ -	\$ 1,977,000.00	0.00%
Three Peaks Corporation	\$ 14,040.00					\$ 14,040.00	0.00%
Three Peaks Corporation	\$ 29,130.00			\$ (5,000.00)		\$ 24,130.00	-17.16%
<b>TOTAL</b>	<b>\$ 2,065,120.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (5,534.00)</b>	<b>\$ -</b>	<b>\$ 2,059,586.00</b>	<b>-0.27%</b>

Cal City Construction, Inc. **NOTE: THIS WAS BOARD APPROVED ON 01/15/15 UP TO 10% IN CHANGE ORDERS**

