



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
The Office of Business Services
MEMORANDUM

To: Managers and Staff

From: Virginia P. Diggle, Project Analyst
Business Services

Date: December 16, 2010

Subject: Business Services' Board Item Due Dates for 2010

Attached is the Business Services Department's Board Agenda Item due dates for the Calendar Year 2010.

Please note the following: Contracts may not begin prior to being approved by the Board of Trustees and signed by a Board Authorized signatory after Board Approval. In cases of emergencies you must contact the Business Services Department.

Contract packets that are missing information, do not have funding; are under funded; Contract Cover Sheet is not signed by your campus's President/Executive Director depending on your site; and/or are incomplete will be returned to the department unprocessed and will not be processed for submission to Board Agenda. A memo will be attached requesting the correction, the necessary information, and/or documents.

Please Note: Contracts that are rejected will start the contract/agreement submission process over from the beginning. Only complete contract/agreement packets that are submitted on time will be guaranteed for submission to the next available Board meeting for approval.

Please note that no payment can be processed without the contract/agreement having been approved by the Board of Trustees. (See Board Policy 6340, Administrative Regulation 6340)

In order to help you with this process, the Business Services Department has made available periodic workshops on contract submission. Also available are helpful documents on the district web site, a copy of the workshop's power point presentation, copies of contract templates, a copy of the Contracts & Agreements Handbook and many more reference items.

www.sbccd.org. Go to District Faculty and Staff Information/Forms. Then go to Business Services Forms and Information page and lastly then go to Contracts. On this web page, we have listed the forms and information needed to complete a contract packet. You will also find examples of District contract templates, Contract Check list, Contract Cover Page form and contract handbook. Please read and follow all directions listed on the forms.

Thank you.

Board Agenda Deadlines 2010 Business Services

Contract/agreement packets must be received by the Business Services Department by the date and time listed below for that corresponding Board Meeting Date to be guaranteed submission for board approval. Any Item(s) received after the date and time listed will be sent to the next available Board Meeting for approval. Any incomplete item will be returned unprocessed and will not be scheduled for Board Agenda placement no exceptions.

Board Meeting Date	Due Date to Business Services	Time Due No Later Than
January 14, 2010	December 02, 2010	4:00 p.m.
February 11, 2010	January 06, 2010	4:00 p.m.
March 11, 2010	February 03, 2010	4:00 p.m.
April 08, 2010	March 03, 2010	4:00 p.m.
May 13 2010	April 07, 2010	4:00 p.m.
June 10, 2010	May 05, 2010	4:00 p.m.
July 08, 2010	June 02, 2010	4:00 p.m.
August 12, 2010	July 07, 2010	4:00 p.m.
September 09, 2010***	August 04, 2010***	4:00 p.m.
October 14, 2010	September 01, 2010	4:00 p.m.
November 04, 2010	September 29, 2010	4:00 p.m.
December 09, 2010	October 29, 2010	4:00 p.m.
January 2011 (TBA)	December 01, 2010	4:00 p.m.

*** Change in Board Meeting Date from 09/23/2010 to 09/09/2010
The 09/23 was changed from a regular meeting to a Study Session and the 09/09 meeting was changed from Study Session to a Regular Meeting.