

DISTRICT ASSEMBLY MEETING  
Tuesday, February 3, 2015 – 3:00pm  
District Office – **Board Room**  
AGENDA

[Click here to view CCLC Policies & Procedures.](#)

**1. Call to Order**

**2. Approval of Minutes**

- a. December 2, 2014

**3. Old Business**

- a. Consent Agenda
  - i. BP 2010 Board Membership
  - ii. BP 2040 Board Authorization (Recommend deletion per Board Work Group)
  - iii. BP 2100 Board Elections
  - iv. AP 2435 Evaluation of the Chancellor
  - v. AP 2510 Participation in Local Decision-Making
  - vi. AP 4020 Program, Curriculum, and Course Development
  - vii. AP 4025 Philosophy and Criteria for Associate Degree and General Education
  - viii. BP 4040 Library & Other Instructional Support Services
  - ix. AP 4040 Library & Other Instructional Support Services
  - x. BP 7150 Evaluation
  - xi. AP 7150 Evaluation
  
- b. BP 6610 Local Hire (LOCAL, MINORITY, WOMEN, AND VETERAN OWNED ENTERPRISE PROGRAM) – *went to board for first read 12/11/14. Final read scheduled for February board meeting.*
  
- c. Board Policies and Administrative Procedures For Further Review by Work Group
  - i. BP 3510 Workplace Violence Plan (February 2015 - from January 2015)
  - ii. AP 3510 Workplace Violence Plan (February 2015 - from January 2015)
  - iii. BP 5500 Standards of Student Conduct & Discipline (February 2015 - from January 2015)
  - iv. AP 5500 Standards of Student Conduct & Discipline (February 2015 - from January 2015)
  - v. BP 6300 Fiscal Management (February 2015 - from January 2015)
  - vi. AP 6300 Fiscal Management (February 2015 - from January 2015)
  - vii. BP 2015 Student Trustees (February 2015 - from January 2015 -resubmit BP 2725 at this time)
  - viii. BP 2105 Election of Student Trustees (February 2015)
  - ix. AP 2105 Election of Student Trustees (February 2015)
  - x. BP 2110 Vacancies on the Board (February 2015)
  - xi. AP 2110 Vacancies on the Board (February 2015)
  - xii. BP 2130 Term Limits (February 2015)
  - xiii. BP 2210 Officers (February 2015)
  - xiv. BP 2220 Committees of the Board (February 2015)
  - xv. BP 2305 Annual Organizational Meeting (February 2015)
  - xvi. BP 2310 Regular Meetings of the Board (February 2015)
  - xvii. BP 2315 Closed Sessions (February 2015)
  - xviii. BP 2320 Special and Emergency Meetings (February 2015)
  - xix. AP 2320 Special and Emergency Meetings (February 2015)

- xx. BP 6200 Budget Preparation (March 2015 - from January 2015 need input from budget committee)
- xxi. AP 6200 Budget Preparation (March 2015 - from January 2015 need input from budget committee)
- xxii. BP 2330 Quorum and Voting (March 2015)
- xxiii. AP 2330 Quorum and Voting (March 2015)
- xxiv. BP 2340 Agendas (March 2015)
- xxv. AP 2340 Agendas (March 2015)
- xxvi. BP 2345 Public Participation at Board Mtgs (March 2015)
- xxvii. BP 2350 Speakers (March 2015)
- xxviii. BP 2355 Decorum (March 2015)
- xxix. BP 2360 Minutes (March 2015)
- xxx. BP 2365 Recording (March 2015)
- xxxi. AP 2365 Recording (March 2015)
- xxxii. BP 2432 Chancellor Succession (March 2015)
- xxxiii. BP 2610 Presentation of Initial Collective Bargaining Proposals (March 2015)
- xxxiv. AP 2610 Presentation of Initial Collective Bargaining Proposals (April 2015)
- xxxv. BP 2710 Conflict of Interest (April 2015)
- xxxvi. AP 2710 Conflict of Interest (April 2015)
- xxxvii. AP 2712 Conflict of Interest Code (April 2015)
- xxxviii. BP 2716 Political Activity (April 2015)
- xxxix. BP 2717 Personal Use of Public Resources (April 2015)
  - xl. BP 2720 Communications Among Board Members (April 2015)
  - xli. BP 2730 Board Member Health Benefits (April 2015)
  - xl. AP 2730 Board Member Health Benefits (April 2015)
  - xl. BP 2750 Board Member Absence from the State (April 2015)

#### 4. New Business

- a. Elect Vice President for District Assembly to replace Jodi Hanley
- b. CHC Faculty to appoint member to replace Tom Bryant– term expires 2016
- c. SBVC Classified Senate to appoint member to replace Nicole Williams – term expires 2015

#### 5. Parking Fees Presentation (continued from December)

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#### 6. Reports

- a. Academic Senate Reports
- b. Classified Senate Reports
- c. Student Senate Reports
- d. District Reports
  - i. Safety
  - ii. Fiscal Services, DSPC, and Bond Program Reports
- e. Chancellor's Report

#### 7. Public Comment

#### 8. Future Agenda Items/Announcements

- a. Noncredit Ad Hoc Committee to report back with information and recommendations to the Chancellor for District Assembly consideration and action (March)
- b. Annual Committee Evaluation (March)
- c. Discussion of Compressed Calendar (March)
- d. Annual Committee Evaluation Results Review (April)
- e. Chapter 6 Business & Fiscal Affairs
- f. Chapter 4 Academic Affairs
- g. Chapter 3 General Institution
- h. Chapter 5 Student Services

i. Chapter 7 Human Resources

**9. Adjourn**

DISTRICT ASSEMBLY MEETING  
Tuesday, December 2, 2014 – 3:00pm  
District Office – **Board Room**  
MINUTES

[Click here to view CCLC Policies & Procedures.](#)

**Members Present**

Allen, Denise R; Aycocock, Larry K.; Baron, Bruce; Briggs, Stephanie; Feist, John P; Fisher, Gloria M.; Gamboa, Benjamin R.; Huston, Celia J.; Levesque, Robert A; Nikac, Stacey K; Oberhelman, Jason; Stankas, Peter-John; Sultzbaugh, Crystal; Thomas, Cassandra S.; Weiss, Kathryn G.

**Members Absent**

Beavor, Aaron V.; Brown, Brandon; Bryant, Tom; Chavira, Rejoice C; Crow, Kathryn E.; Curasi, Gina N; Danley, Jay C.; Dusick, Diane M.; Gamboa, Colleen G.; Gilbert, Jeremiah A; Gomez, Edward P; Hallex, Alicia M; Hanley, Jodi A.; Holbrook, James R.; Lillard, Sheri J; Marshall, Cheryl; Paddock, Ericka N; Smith, James E.; Tinoco, Michelle A; Williams, Clyde; Williams, Nicole B

**Guests:**

Allred, Greg; Castro, Omar; Oliver, Tim; Stark, Scott; Torres, Jose; Valdemar, Mary; Strong, Mike; Strong, Larry

**Call to Order**

Stankas called the meeting to order at 3:10pm

**Approval of Minutes**

Fisher motioned and Allen seconded a motion to approve the minutes of November 4, 2014.

AYES: Allen, Denise R; Aycocock, Larry K.; Baron, Bruce; Briggs, Stephanie; Feist, John P; Fisher, Gloria M.; Gamboa, Benjamin R.; Huston, Celia J.; Levesque, Robert A; Nikac, Stacey K; Oberhelman, Jason; Sultzbaugh, Crystal; Thomas, Cassandra S.; Weiss, Kathryn G.

NOS: None

ABSENT: Beavor, Aaron V.; Brown, Brandon; Bryant, Tom; Chavira, Rejoice C; Crow, Kathryn E.; Curasi, Gina N; Danley, Jay C.; Dusick, Diane M.; Gamboa, Colleen G.; Gilbert, Jeremiah A; Gomez, Edward P; Hallex, Alicia M; Hanley, Jodi A.; Holbrook, James R.; Lillard, Sheri J; Marshall, Cheryl; Paddock, Ericka N; Smith, James E.; Tinoco, Michelle A; Williams, Clyde; Williams, Nicole B

ABSTENTIONS: Stankas, Peter-John

**Old Business**

Breakout Groups reviewed and presented changes to the policies & procedures listed below. Those marked with asterisk (\*) is recommended to be changed and sent to February Consent Agenda. AP 2025 and AP 4020 are to go back to senates to confer per board policy. John Stankas suggested the senate presidents meet to agree on the APs and report to District Assembly in February.

\*AP 7160 Professional Development

\*AP 4050 Articulation

\*BP 4025 Philosophy and Criteria for Associate Degree and General Ed.

AP 4025 Philosophy and Criteria for Associate Degree and General Ed.

### **New Business**

Feist motioned and Valdemar seconded a motion to approve the updates to the legal references only to Policy & Procedure #25.

AYES: Allen, Denise R; Aycock, Larry K.; Baron, Bruce; Briggs, Stephanie; Feist, John P; Fisher, Gloria M.; Gamboa, Benjamin R.; Huston, Celia J.; Levesque, Robert A; Nikac, Stacey K; Oberhelman, Jason; Sultzbaugh, Crystal; Thomas, Cassandra S.; Weiss, Kathryn G.

NOS: None

ABSENT: Beavor, Aaron V.; Brown, Brandon; Bryant, Tom; Chavira, Rejoice C; Crow, Kathryn E.; Curasi, Gina N; Danley, Jay C.; Dusick, Diane M.; Gamboa, Colleen G.; Gilbert, Jeremiah A; Gomez, Edward P; Hallex, Alicia M; Hanley, Jodi A.; Holbrook, James R.; Lillard, Sheri J; Marshall, Cheryl; Paddock, Ericka N; Smith, James E.; Tinoco, Michelle A; Williams, Clyde; Williams, Nicole B

ABSTENTIONS: None

AP 5030 Fees, AP 7400 Travel, AP 2735 Board Member Travel, and BP 6610 Local Hire (LOCAL, MINORITY, WOMEN, AND VETERAN OWNED ENTERPRISE PROGRAM) were presented as new business and will be forwarded to the DA Work Group for review. BP 6610 will go to the Board for first reading at the December Board Meeting. Tim Oliver gave an overview of BP 6610. *Senates were asked to review BP 6610 and report to District Assembly at the February meeting.* BP 6610 is scheduled to go to the Board for final reading in February.

### **Academic Senate Reports**

Allen-Hoyt reported CHC finished their equity plan and it has been forwarded to the board. They have developed a program viability. Letter in opposition of CBA will be forwarded to the board. Senate is forwarding a recommendation to form a new department called Instructional Support Department.

### **Student Senate Reports**

Sultzbaugh reported working on their winter retreat and working to fill vacancies in the student senate. Held open forum on campus to discuss the tablet initiative. Planning Spring Club Rush and discussed a mini event before Club Rush. Fashion Show will be postponed to a later date due to the rain. Researching new fundraising opportunities to send more students to Spring G.A.

Omar Castro reported providing items needed for students to test as well as continental breakfast to support them during finals week.

### **District Reports**

Jose Torres presented on his proposal to increase parking fees. The purpose of the presentation was to begin dialogue on the parking fees, to explain the current situation and challenges, to identify the ideal situation, and to explain the consequences of doing nothing. He shared two proposals and presented the proposal. There were many questions asked during the presentation and had to be continued in February. *Jose asked that the questions be emailed to him directly so they can be answered at the next meeting with the conclusion of the presentation. Stacey will resend the link and reminder for questions as well as the updated BP 6610.*

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### **Chancellor's Report**

None

### **Public Comment**

None

**Future Agenda Items/Announcements**

Chapter 6 Business & Fiscal Affairs

Chapter 4 Academic Affairs

Chapter 3 General Institution

Chapter 5 Student Services

Chapter 7 Human Resources

AB 86 Committee to report back with information and recommendations to the Chancellor for District

Assembly consideration and action (February)

Annual Committee Evaluation (March)

Discussion of Compressed Calendar (March)

Annual Committee Evaluation Results Review (April)

**Adjourn**

Stanskas adjourned the meeting at 4:35pm



**Activities Status Report for District Measure M Projects  
January 2015**



**Crafton Hills College**

<b>Project Name</b>	<b>Status</b>
New Science Building	Project is in the construction phase. Current activities as of January 2015: Activities for the Lab Wing Building; Exterior framing, installation of fire sprinkler hangers, installation of hangers for the electrical and low voltage, installation of mechanical ductwork, framing of interior walls, rough in of mechanical piping, erection of precast panels, structural steel erection. Activities for the Lecture Wing Building; installation of overhead utilities & wall penetrations, installation of ductwork, installation of mechanical piping, installation of overhead for electrical & low voltage. Team is working on recovery schedule, substantial completion is yet to be determined.
Crafton Center	Project is in the construction phase. Activities completed as of January 2015: include exterior and interior framing, overhead and in wall mechanical, electrical, plumbing, and fire alarm rough-in, and roofing. The December 2014 Baseline Schedule shows the Contractor 2 days ahead of schedule. Substantial completion is targeted for September 2015.
Occupational Education 2 Building	Project is in the Construction phase. Current construction activities include: fire alarm and low voltage conduit installation at 1st floor, west wing 2nd floor exterior framing installation, east wing 2nd floor exterior framing installation, east and west wing 2nd floor interior framing, 2nd floor MEP rough overhead installation, rough carpentry and mechanical wood curbs/platforms installation at roof, membrane roofing installation and CMU veneer installation. Substantial completion is targeted for June 2015.
PE Complex Building	PE Complex is in close-out phase. Punch list is 95%+ complete. Close-out documentation is in progress. Completion items are identified and Contractor is placed on notice for timely repairs and warranty calls.
Renovation Projects: Performing Arts Center (PAC)	The Programming efforts for this project are complete. The Architect shall deliver a Programming Booklet that contains a proposed budget for a full renovation of the Performing Arts Center for future funding to be identified by the District.
Renovation Projects: Student Services A (SSA)	Project has completed the Agency Review Phase and is approved by the Division of State Architect's office (DSA). The Master Schedule for this project reflects a summer Bid and Award Phase to start construction approximately January 1, 2016.
Renovation Projects: Student Center/Cafeteria (SCC)	Project is currently in the Design Phase. The Project Team is currently identify funding for the project budget to be increased through the existing Measure M budget. This exercise will be complete by the end of January 2015. Budget reviews will be conducted with the Campus and the District for approval. Currently the Master Schedule for SCC is pushed back approximately 3 months.
Renovation Projects: Laboratory/Administration (LADM)	The Project has completed the Agency Review Phase and is approved by the Division of State Architect's office (DSA). The Master Schedule for this project reflects a summer Bid and Award Phase to start construction approximately January 1, 2016.
Renovation Projects: Maintenance & Operations (M&O)	Project is in the Construction Phase. Current activities include demolition of interiors, abatement of hazmat materials, completed sewer and storm drain lines. Interior footings were poured and preparing for interior slabs. The steel building addition is currently in the procurement phase of materials. Substantial completion is targeting June 2015.
OE1 Hardware Replacement	OE1 Hardware replacement project is complete with the exception of 1 addition of a lock cylinder at door opening 113. Contractor is waiting to hear back on a coordinated installation date from the Project Team for mid-January 2015.
CHS & CL Roof Renovation	Project Closed.
LRC: Temporary Parking Lot	Project is Complete. DSA certification is expected within the next two months. This is the last reporting for this project.
Small Projects: Wayfinding and Signage	Project is in the Design Phase. The Architect is working on design drawings and standards for the signage types and fonts. This project's goal is to update the Parking Lot monument signs to reflect and update the new buildings and the existing changed building names. In addition, the building signage shall be included on each new and existing building. The next design meeting shall review the standards for agreement with the User Group within the shared governance process.



**Activities Status Report for District Measure M Projects  
January 2015**



**San Bernardino Valley College**

Project Name	Status
Advanced Small Projects:	
<i>"K" Street Lighting</i>	The K-Street Lighting project is complete, including all close out documents. The approved funding for this project is derived from the Miscellaneous Bond Improvement Project. This is the last reporting for this project.
<i>Career Technical Education and Transportation Buildings Security Lighting Project</i>	The Career Technical Education & Transportation Building Security Lighting Project is complete, including all close out documents. The budget for this project is included in the Applied Technology Project. This is the last reporting for this project.
<i>Applied Technology - Exterior Building Signage</i>	The Applied Technology - Exterior Building Signage project is complete, including all close out documents. The budget for this project is included in the Applied Technology Project. This is the last reporting for this project.
<i>Landscape around Administration Building</i>	The Landscape around Administration Building project was completed in November 2014. Warranty period for plant life ends in January 2015. The project team is processing final close out documents. The budget for this project is included in the Voluntary ADA Upgrades Project.
<i>Applied Technology - Fencing at Welding Yard</i>	The Applied Technology - Fencing at Welding Yard project was completed December 2014. Project Team processing final close out documents. The budget for this project is included in the Applied Technology project.
Applied Technology Building	The Applied Technology project, Phase 1, received bid proposals in December 2014. Contract for lowest responsible bidder to be presented at January 2015 Board. Contingent on Board approval, NTP-01 is scheduled for January 16, 2015. Phase II of this project has evolved from User Group comments regarding issues regarding the main building. The project team is awaiting District approval of scope and additional funding prior to commencement of design for this scope of work.
Auditorium Renovation	The project is currently in closeout phase. Final closeout documents have been received. All DSA CCDs are approved, DSA card signed off by DSA FE and IOR. Commissioning corrections are in the progress. 90% of the retention will be recommended for payment. Design and construction credits for LEED certification have been submitted to US Green Building. Notice of completion to be filed. DSA certification pending.
Gymnasium Building	The project is on the construction phase of the main Gym building. The over-mass excavation and building pad certification was complete. Current activities as of January include drilling of piles and concrete placement for piles, grade beams and pile caps. Structural steel fabrication for the main Gym is 80% complete. The city main water plans have been approved by San Bernardino Municipal Department, and the city water developer installed agreement executed by District Vice Chancellor. The cost loaded baseline Schedule has been approved. Submittals and RFIs continue to be submitted and processed.



## DISTRICT STRATEGIC PLANNING COMMITTEE

*2014-15 Members: Glen Kuck, Chair, Denise Allen-Hoyt, Carol Jones, Ginger Sutphin, Laura Gowen, Barbara Nichols, Aftan Sneed, Vanessa Osorio, Keith Wurtz, James Smith, Bruce Baron, Jose Torres, Amalia Perez, Cheryl Marshall, Gloria Fisher, Lillian Vasquez, Deanna Krehbiel, Dean Papas, Rania Hamdy, Donna Hoffmann, Greg Zerovnik*

### Status Report

February 2015

At the writing of this report, the District Strategic Planning Committee had met twice since its last report to the District Assembly. In November Glen Kuck took over as chair for the committee and will continue in that role. A draft of the District Strategic Plan for 2014-15 through 2019-20 was circulated districtwide, and the responses were reviewed and incorporated into the plan, as deemed appropriate by committee members. The DSP is scheduled for Board of Trustee approval on January 15.

Below are highlights from the meeting minutes, which can be found on the [District Strategic Planning Committee](#) (DSPC) webpage.

#### October 24, 2014

- Reviewed self-evaluation results.
- Revised the committee charge based on work done in the previous year.
- Revisited the District Strategic Plan timeline.
- Approved circulation of the Plan throughout the District.

#### December 12, 2014

- Established committee participation norms in response to self-evaluation results.
- Reviewed feedback from districtwide circulation.
- Discussed tasks related to implementation of the DSP.

The DSPC is scheduled to meet January 23, 2014.



January 2015

## Business & Fiscal Services

# Report to District Assembly

Jose Torres, Interim Vice Chancellor

## Budget Update

A common message throughout the January ACBO Workshop on the Governor's 2015-16 budget was that this is by far the best budget proposal anyone has seen in many years;. However, we need to be extremely careful how we spend our funding this year (try to avoid long-term commitments) because it is hard to predict what the next few years will bring.

The other message was that the new growth formula outcome will depend on the political pressure that the State Chancellor receives over the next several months. Therefore, it important we work actively with our new lobbying consultant, McCallum Group, Inc., to ensure that our needs are heard.

1. \$106.9 million for 2% **growth**: the budget does not propose to change or delay the implementation of the new growth formula.
  - a. We don't see any changes from what we anticipated. It is still anticipated that this amount will be distributed to Districts based on the new growth formula. Our number has not changed (3.77% constrained rate).
  - b. Based on the budget workshop, there are 3 options moving forward
    - i. Delay the implementation of the new growth formula for a year
    - ii. Develop a new growth formula quickly
    - iii. Implement the new formula as is
2. \$92.4 million for 1.58% **COLA**: this is the statutory COLA
  - a. This means an increase of \$73.88 per FTES or a new rate of \$4,749.78 per FTES (current year rate is \$4,675.90)
    - i. This equates to an additional \$1 M in funding for us based on 14,062.99 Funded FTES
  - b. This also means that our base allocation will increase by approximately \$116 thousand
3. \$125 million to increase **base allocation** funding: these funds are in recognition of increased community college operating expenses in the areas of facilities, retirement benefits, professional development, converting part-time to full-time faculty, and other general expenses.
  - a. We still don't know the positive financial impact as most likely the State Chancellor will increase the base allocation rates for all Districts. (Current rates are as follows: \$3,969,431 for medium size college & \$3,402,370 for small size college)
  - b. The rates will change but the State Chancellor's office does not know the new amounts. State Chancellor's office will work in the next few months to develop an appropriate allocation to all Districts.

(Continued from page 1)

4. \$100 million for **Student Success and Support Program**
  - a. For SSSP and Student Equity there is an increase of \$200 Million in funding instead of a total of \$200 Million. In total, SSSP and Student Equity has a grand total of \$471 Million. Match is still at 2:1 and there are talks about the possibility to have a 6 month extension to spend the funds.
  - a. This is no different from what we had anticipated. We expect no deferrals for next fiscal year.
5. \$100 million for **Student Equity Plans**
  - a. For SSSP and Student Equity there is an increase of \$200 Million in funding instead of a total of \$200 Million. In total, SSSP and Student Equity has a grand total of \$471 Million. Match is still at 2:1 and there are talks about the possibility to have a 6 month extension to spend the funds.
6. \$49 million for CDCP equalization: the administration continues to indicate that they are committed to fully equalizing **CDCD non-credit courses**.
  - a. We do not have non-credit courses; therefore, no financial impact to our District
7. \$29.1 million for **Apprenticeship**: this includes \$14.1 million to grow existing apprenticeship programs and \$15 million to create innovative apprenticeship demonstration projects that focus on new and emerging industries with unmet labor market demand.
  - a. We do not have an Apprenticeship program; therefore, no financial impact to our District.
  - b. However, this might provide possible funding if we wanted to implement a new Apprenticeship program
8. \$39.6 million for **Proposition 39** projects: these funds will be allocated consistent with the provisions of Proposition 39.
  - a. Same as current year
  - b. Based on the State Chancellor's issued Prop 39 Memo, our allocation amount will be \$326,974 for next fiscal year
9. \$94.5 million to retire deferrals: part of the budget act last year called for any additional funding above last year's budget estimates to go to first buy-down the remaining **deferrals**.
  - a. This is no different from what we had anticipated. We expect no deferrals for next fiscal year.
10. \$353 million to pay down **outstanding mandate claims**: these will be allocated to districts based on an FTES basis and would retire outstanding mandate claims to the extent that districts have those obligations outstanding.
  - a. We are still evaluating the financial impact of this possible funding. Based on State Chancellor's calculations, the funding rate per FTES is \$308
  - b. Based on this assumption, we could see Block Grant funding up to \$4.3 million (Current year is \$1.9 million)
  - c. However, keep in mind that some of this funding could be used for mandated claims.
  - d. State Chancellor's office will work in the next few months to develop an appropriate allocation to all Districts.
11. Adult Education: The Governor proposes a \$500M Adult Education Block Grant to fund courses in elementary and secondary basic skills, citizenship, ESL, programs for adults with disabilities, short-term CTE programs, and programs for apprentices.
  - a. Based on comments from the McCallum Group, the first \$300 to \$350 million are already set aside to be allocated to K-12 districts
12. Facilities Funding Relief
  - a. Chancellor Harris recognizes that budget increases means an increase of number of students we server and also an increase of future facilities needs
  - b. DOF understand that this is an issue
  - c. Bonds are short term solutions and don't address deferred maintenance
  - d. 3 proposals in budget
    - i. Increase CAPs limits for local bonds (\$25 per \$100K)
    - ii. Structure Development fees
    - iii. Combine multiple years (allow carry overs)
  - e. Chancellor's office support the issue of a Bond

## Business Services

Over the past six month the Contracts Work Group has conducted extensive process improvement activities, which have culminated in changes to the way Business Services conducts its operations. All updates have been catalogued on the [District Wiki](#). Here's a summary of the changes:

- The contract cover sheet will only need to be signed by the area dean or, if there is no area dean, the area manager. The campus president's signature will no longer be required on this form.
- A system of receipting contract submissions has been developed. This includes a special email address dedicated to contracts – [contracts@sbccd.cc.ca.us](mailto:contracts@sbccd.cc.ca.us). If the user sends a notification email to this address, he or she will receive an email confirming their contract was accepted, indicating the Board agenda on which the contract will appear, and giving updates on the contract status.
- Business Services has created an annual calendar of contract submission deadlines. The deadline date will be the "guaranteed date" for a contract to appear on a specific Board agenda.
- There is a new contract cover sheet and contract check list to reflect these changes.

In order to help you with these changes, Business Services has made available all information and forms on the district website [www.sbccd.org](http://www.sbccd.org). Go to District Wiki, then go to Business Services Forms and Information. On this web page you will find all forms, information, and handbooks needed for Contracts, Purchasing, and Cal-Card.

## Fiscal Services

Good News! Reimbursement rates for travel expenses increase in 2015!

If you use your own vehicle for business travel in 2015, you will now be reimbursed 57.5 cents per mile. Please keep in mind that if you traveled in 2014, but receive your reimbursement in 2015, you will receive the old rate of 56 cents per mile.

In addition, recent changes to AP 7400 and AP 2735 have increased the amounts you can be reimbursed for meal expenses while traveling on business. For 2015 you can be reimbursed up to \$71 per day for meals, substantiated with detailed receipts. Also, after expected approval by the Board at its March meeting, for first and last days of travel, the meal reimbursement rate will be \$53.25.

Please also note that if your travel expenses consist of more than just meals and mileage (i.e. you also have hotel and/or airfare expenses) you may request a travel advance. If you have questions regarding travel reimbursements, please contact Rhonda Prater at ext. 4024 or Kate Myers at ext. 4065.

## Management Changes

The Business and Fiscal Services Department said goodbye to Tim Oliver in December 2014. As a result, Jose Torres had taken on the role of Interim Vice Chancellor, and Larry Strong will fill in as Interim Director of Fiscal Services in addition to his Internal Audit duties.

Business & Fiscal Services is also looking forward to the addition of new Director of Facilities Planning & Construction Jorge Gutierrez, in February.



**District Assembly Report  
02/03/2015**

**District Workers Compensation/Claims Summary**

FY 2011, 2012, 2013 and 2014 values as of 12/31/14

**Claim Frequency by Location**

Location	2012	2013	2014	*2015
CHC	20	9	16	0
DISTRICT	6	3	4	0
SBVC	18	31	22	19
<b>Grand Total</b>	<b>44</b>	<b>41</b>	<b>43</b>	<b>19</b>

\*FY 2015 Claims incurred for partial year -07/01/14- 12/31/14

**Claim Severity by Location**

Location	2012	2013	2014	*2015
CHC	\$217,347	\$165,669	\$181,379	0
DISTRICT	\$18,536	\$21,520	\$39,722	0
SBVC	\$211,060	\$249,654	\$238,872	\$98,657
<b>Grand Total</b>	<b>\$446,943</b>	<b>\$436,843</b>	<b>\$459,973</b>	<b>\$98,657</b>

\*FY 2015 Claims incurred for partial year -07/01/14- 12/31/14

**District Safety Training Summary Comprehensive**

**Course Completions By Location**

Course Type	# of Completions
Live	465
Online	564
Policy	78

7/1/14 to 1/11/14

**OSHA Mandated Global Harmonized System Training**

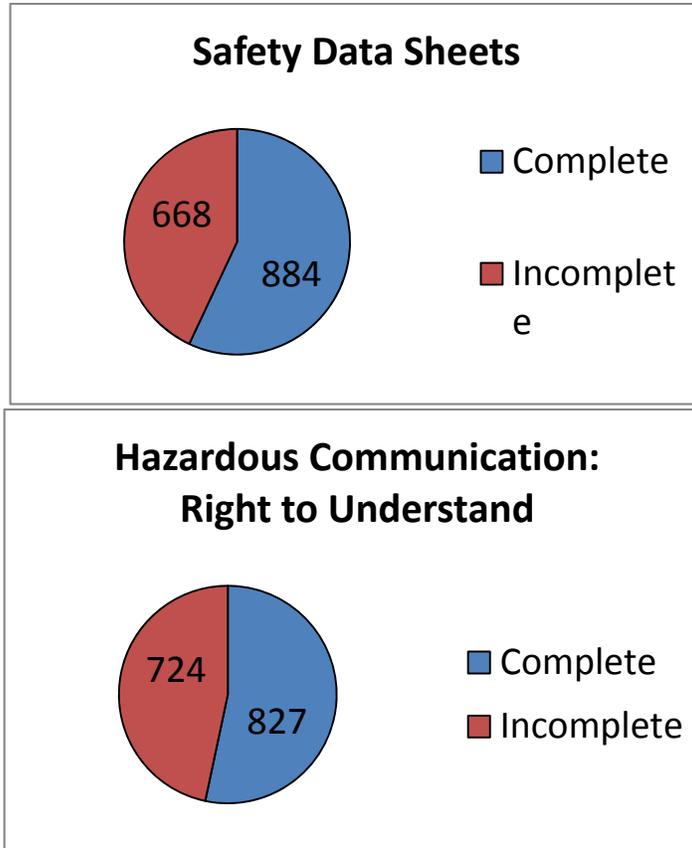
GHS Compliance					
Course	ADJUNCT	CHC	DISTRICT	SBVC	TOTAL
Hazard Communication: Right to Understand (GHS)	51	8	5	36	100
Safety Data Sheets (GHS)	52	9	5	42	108

7/1/14 to 1/11/14



**District Assembly Report  
02/03/2015**

**GHS Compliance - Since Inception**



**Safety Initiatives 2015**

- **Safety Program Overhaul (22 duplicate CHC/SBVC Safety Programs consolidated in 11 programs)**
  1. Injury & Illness Prevention – Draft Completed
  2. Hazardous Communication – Draft Completed
  3. Chemical Hygiene – In-progress
  4. Confined Space – In-progress
  5. Blood borne Pathogens – In-progress
  6. Communicable Disease – In-progress
  7. Fire Life and Safety (Adding a section on candles, open flames and scented plug-ins in an office environment) – In-progress
  8. Heat Illness – In-progress
  9. Hearing Conservation – In-progress
  10. Lock-out/Tag-out – In-progress
  11. Respiratory Protection – In-progress



## District Assembly Report 02/03/2015

- **Other New Safety Programs In-Progress - Completed By Spring 2015**
  1. CHC – Asbestos Management Program
  2. CHC – Hazardous Waste Management Program
  3. SBVC/CHC – Fall Protection/Fall Arrest System Program
  4. District – Space Heater Policy
  
- **Transition to a new online Safety Datasheet database (MSDS Online ) Spring 2015**
  
- **Transition to a new online Safety Training Database – Full-time Employees Only (UL Pure Safety) Spring 2015**
  
- **New Loss Control Safety vendor contract finalized – Citadel Environmental Consulting Services, Inc. contract 07/01/14 through 06/20/2017 (3 year contract with two one year option terms for renewal)**

Citadel Environmental Consulting Services, Inc. the new Loss Control/Safety vendor will be providing safety/loss control support and services to the campus/district-site safety operations and supporting District Human Resources and Environmental Health & Safety. Primarily their services shall include providing the following loss control/safety services:

1. Routine safety inspections – as needed
2. Annual chemical inventory - District-wide
3. Annual Business Plan development/electronic submission to the State of California
4. Specialized live safety training – as needed (Examples: Forklift and Scissor/Aerial Lift training)
5. Safety committee attendance/consultation – as needed
6. General Safety/Loss/Risk Consulting Services – as needed
7. Providing new ergonomics online interactive self-assessment/evaluation software
8. Providing a new employee safety training database