

SBVC College Council MINUTES April 3, 2014

Gloria Fisher, SBVC Interim President, Chair
 Algie Au, Acting Academic Senate President, Co-Chair
 Brandon Brown **A**
 Marco Cota **A**
 Colleen Gamboa **A**
 Rania Hamdy
 Leticia Hector **A**
 Rick Hrdlicka

Celia Huston
 Haragewen Kinde
 Sheri Lillard **A**
 Ricky Shabazz
 James Smith
 Scott Stark
 Cassandra Thomas

Guests: Albert Maniaol

TOPIC	DISCUSSION and ACTION
<p>Approval of March 12, 2014 minutes</p>	<p>Dr. Fisher entertained a motion to approve the minutes with the correction to the meeting date. Rick moved, Scott second, and the group voted as follows:</p> <p>AYES: Fisher, Au, Hamdy, Hrdlicka, Huston, Shabazz, Smith, Stark, Thomas</p> <p>NOES: None</p> <p>ABSENT: Brown, Cota, Gamboa, Hector, Lillard</p> <p>ABSTENTIONS: Kinde</p>
<p>Urgent Emerging Funding Needs Request:</p> <ul style="list-style-type: none"> • Addition of electrical circuits in classrooms - A. Maniaol • Addition of surveillance cameras in Applied Tech. – A. Maniaol • Marketing campaign – G. Fisher 	<p><u>Addition of electrical circuits in classrooms</u></p> <p>Albert presented on the urgent need for additional electrical circuits to run PC's specifically designed for the instructional programs set up in classrooms T-107A and T-109A. Currently the equipment required for instruction, when powered on, overloads the circuits and trips the breakers causing a severe disruption in the delivery of instruction. The addition of the circuits would resolve the existing problem.</p> <p>After a brief discussion, Dr. Fisher entertained motion to approve funding of \$15,000.00 for the addition of circuit breakers as outlined in the request. Celia moved, Cassandra second the motion and the group voted as follows:</p> <p>AYES: Fisher, Au, Hamdy, Hrdlicka, Huston, Kinde, Shabazz, Smith, Stark, Thomas</p> <p>NOES: None</p> <p>ABSENT: Brown, Cota, Gamboa, Hector, Lillard</p> <p>ABSTENTIONS: None</p>

Addition of surveillance cameras-Applied Technology

Albert presented on the urgent need for \$8,000.00 to purchase and install additional surveillance cameras to the Automotive, Welding, Aeronautics and Electronics lab. With the history of theft, \$1.2M in equipment housed in these areas, and illegal dumping of hazardous wastes, the assessment and recommendation of the District Police Department was to install strategically placed sensors and surveillance cameras to the areas for monitoring and determent of incidents from recurring. The department will absorb the ongoing costs of \$800.00 for fees associated with monitoring the cameras.

After a brief discussion, Dr. Fisher entertained motion to approve funds of \$8,000.00 for the purchase and installation of sensors and surveillance cameras as presented. Rick moved, Celia second the motion and the group voted as follows:

AYES: Fisher, Au, Hamdy, Hrdlicka, Huston, Kinde, Shabazz, Smith, Stark, Thomas

NOES: None

ABSENT: Brown, Cota, Gamboa, Hector, Lillard

ABSTENTIONS: None

Marketing campaign

Dr. Fisher presented an urgent need to fund \$60,000.00 for a marketing campaign geared toward increasing the FTES for the summer and 14-15 school year. The costs will go toward advertising registration for summer and the 14-15 school year on city buses, media, radio, and newspaper announcements, mailings targeted for service areas, and city banners. Meeting the FTES requirement will impact our budget for the next fiscal year (15-16). Dr. Fisher will have a campus forum which addresses the marketing campaign and how it integrates with fulfilling our FTES and impact on future budget and long term strategy.

After discussion Dr. Fisher entertained motion to approve \$60,000.0 to launch an SBVC advertising campaign as presented. Rick moved, James second and the group voted as follows:

YES: Fisher, Au, Hamdy, Hrdlicka, Huston, Kinde, Shabazz, Smith, Stark, Thomas

NOES: None

ABSENT: Brown, Cota, Gamboa, Hector, Lillard

ABSTENTIONS: None

<p>Program Review Needs Requests Funding Recommendation – S. Stark</p>	<p>Scott reviewed the fund balance report with the group (attached) 6.4M available in the fund balance.</p> <p>Scott informed the group that the budget committee met and recommended an expenditure of \$1M for Program Review needs which do not require ongoing funding. He reviewed the needs request with the group and tasked them with reviewing the needs list and bringing back recommendations for discussion at the next meeting.</p>
<p>Department Ownership of Computer Labs – R. Hrdlicka</p>	<p>Rick presented the Technology committees position on installing more computer labs (attached) with the group. Discussion ensued regarding program software used for instruction, scheduling computer labs, non-instructional computer labs, printing to printers in labs, printing fees, and mobile computer carts.</p> <p>Rick will bring back more information to the group and draft a motion with a process that goes with it for the use of computer labs (without limited access) and printing. The group will discuss and approve a process to put in place for the upcoming semester.</p>
<p>Student Services Office Hours – R. Shabazz</p> <p>Student Services All Staff Meeting – R. Shabazz</p>	<p>Ricky proposed a pilot program to close Student Service offices early two Friday's a month (1st and 3rd) to address staff training and some mandates from the Chancellor's Office with scheduled meetings. The offices would close at 1 p.m. so long as it is not during peak times. The pilot will start in May, be revisited in the Fall and come back to this body in December for a report.</p> <p>Dr. Fisher entertained motion to approve the pilot program as presented by Ricky, Algie moved, Rick second the motion and the group voted as follows:</p> <p>YES: Fisher, Au, Hamdy, Hrdlicka, Huston, Kinde, Shabazz, Smith, Stark, Thomas</p> <p>NOES: None</p> <p>ABSENT: Brown, Cota, Gamboa, Hector, Lillard</p> <p>ABSTENTIONS: None</p>

<p>Governance Handbook – A. Au</p>	<p>Algie proposed the inclusion Academic Senate, and recommended Classified Senate be added also, to the Governance Handbook which would include the description, charter, purpose, membership, integration with campus and evaluation, communication and dialogue. In conjunction with the inclusion into the Governance handbook, to also include into the AP2225.</p> <p>Dr. Fisher entertained a motion to approve the additions as outlined by Algie. Celia motioned, Rick second and the group voted as follows:</p> <p>YES: Fisher, Au, Hamdy, Hrdlicka, Huston, Kinde, Shabazz, Smith, Stark, Thomas</p> <p>NOES: None</p> <p>ABSENT: Brown, Cota, Gamboa, Hector, Lillard</p> <p>ABSTENTIONS: None</p>
<p>Strategic Planning – J. Smith</p> <ul style="list-style-type: none"> • SBVC • District 	<p>James will send an SBVC Strategic Plan by the next meeting, once the group meets and reviews the plan it will be sent to the campus</p> <p>James reviewed the District Strategic Plan working document and the four goals outlined in the plan. He requested the group review them and send him feedback and recommendations to bring to the next meeting at the District. In addition, he reviewed the diversity statement with the group. Discussion ensued with regards to the wording in that last section of the statement; he requested they send him their recommendations.</p>
<p>2014 Annual Report Update – H. Kinde</p>	<p>The Annual Report has been complete and submitted to ACCJC. She outlined and reviewed the current progress of institutional set standards on successful student course completions, student completion of degrees per year, student completion of certificates per year, student transfers to 4 year colleges/universities, college courses with ongoing assessment of learning outcomes, and college programs with ongoing assessment of learning outcomes.</p>
<p>Accreditation – H. Kinde</p>	<p>ACCJC site visit is confirmed. It is set for Monday September 29th through October 2nd 2014.</p> <p>The Substantive Change Report was submitted and approved. The college was commended for preparing a thorough, well written proposal for review.</p> <p>As promised to the chancellor’s office, we agreed we would have 12 transfer degree programs by the fall 2014 and we have achieved 13 approved transfer degree programs, meeting our goal over 100% (attached).</p>
<p>College Council Membership – G. Fisher</p>	
<p>Committee Reports</p>	<p>None</p>
<p>OTHER:</p>	

Meeting Schedule	The group consented to keep the scheduled meetings of 4/16, 4/30, and 5/14 for the remainder of this year. The approved meeting schedule of every 2 nd and 4 th Wednesday of the month will commence in the new academic year.

Instructional Office Update

★ What is your institution-set standard for successful student course completion? 60.1%

Successful student course completion rate for the fall 2013 semester: 66%

★ If you have separate institution-set standards for degrees, what is your institution-set standard for the number of student completion of degrees per year? 627

Number of students who received a degree in the 2012-2013 academic year: 958

★ If you have separate institution-set standards for certificates, what is your institution-set standard for number of student completion of certificates per year? 361

Number of students who received a certificate in the 2012-2013 academic year: 317

★ If your college has an institution-set standard for the number of students who transfer each year to 4-year colleges/universities, what is it? 950

Number of students who transferred to a 4-year college/university: 1285

★ Percentage of college courses with ongoing assessment of learning outcomes: 85.7%

★ Percentage of college programs with ongoing assessment of learning outcomes: 20.1%

SAN BERNARDINO VALLEY COLLEGE COLLEGIAL GOVERNANCE

MISSION STATEMENT

~~*San Bernardino Valley College is a comprehensive college dedicated to making lifelong learning opportunities accessible to a diverse student population. The college serves high school graduates and those over eighteen years of age. In addition, the college provides a gateway to higher education and vocational training for non-traditional populations, including: qualified high school students; re-entry adults; immigrants; the educationally or financially challenged; and those who cannot or choose not to attend the main campus.*~~

~~The mission of San Bernardino Valley College is: to prepare students to transfer to four-year colleges and universities; to provide students with the knowledge and skills needed to succeed in business, industry and the professions; to advance the state and region's economic growth and global competitiveness through continuous workforce development; to work in partnership with the local community to improve the quality of life in the Inland Empire; and to prepare students for active participation in a multicultural society. The faculty and staff of San Bernardino Valley College are committed to student success and to teaching and service excellence.~~

~~San Bernardino Valley College provides quality education and services that support a diverse community of learners.~~

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EDUCATIONAL PHILOSOPHY

We believe

- That a well-educated populace is essential to the general welfare of the community.
- That quality education empowers the student to think critically, to communicate clearly, and to grow personally and professionally.
- That an enriched learning environment promotes creativity, self-expression, and the development of critical thinking skills.
- That our strength as an institution is enhanced by the cultural of our student population and staff.
- That we must provide students with access to the resources, services, and technological tools that will enable them to achieve their educational goals.
- That we can measure our success by the degree to which our students become self-sufficient learners and contributing members of society.
- That plans and decisions must be data driven, and based on an informed consideration of what will best serve students and the community.
- That we must model our commitment to lifelong learning by maintaining currency in our professions and subject disciplines.

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- That as part of the collegial consultation process, all levels of the college organization must openly engage in sharing ideas and suggestions to develop innovative ways to improve our programs and services.
- That interaction between all members of the college community must be marked by professionalism, intellectual openness, and mutual respect.
- That we must hold ourselves and our students to the highest ethical and intellectual standards.
- That we must maintain a current, meaningful and challenging curriculum.
- That students succeed best when following an educational plan and when enrolled in classes that meet their interest and goals, and match their level of academic preparedness.
- That all members of our campus community are entitled to learn and work in an environment that is free from physical, verbal, sexual, and/or emotional threat or harassment.
- That students learn best on a campus that is student-centered and aesthetically pleasing.
- That we must be responsible stewards of campus resources.

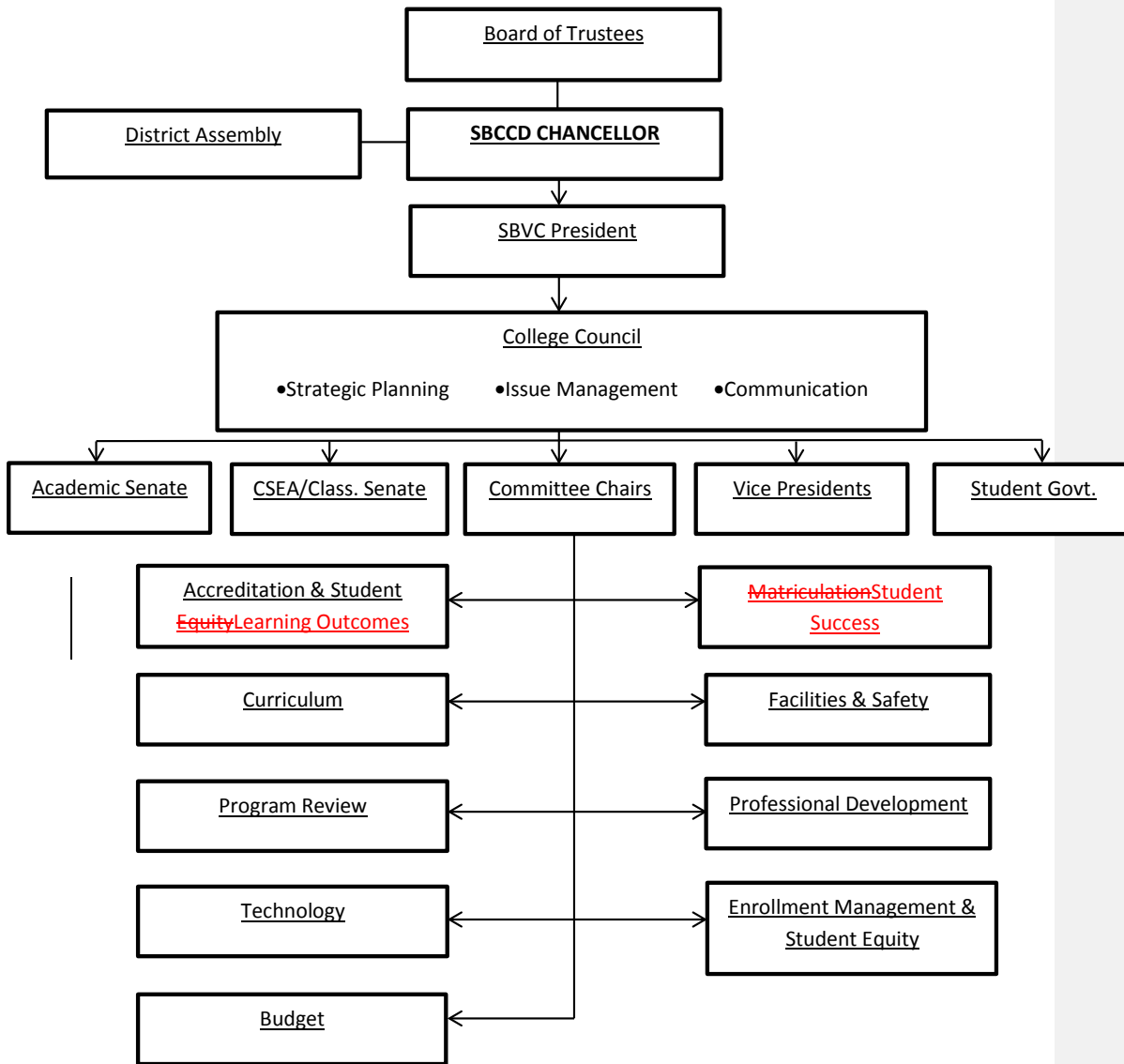
VISION STATEMENT

San Bernardino Valley College will become the college of choice for students in the Inland Empire and will be regarded as the “alma mater” of successful, lifelong learners. We will build our reputation on the quality of our programs and services and on the safety, comfort, and beauty of our campus. We will hold both our students and ourselves to high standards of achievement and will expect all members of the college community to function as informed, responsible, and active members of society. (Revised 1-25-06)

GOVERNANCE PHILOSOPHY

San Bernardino Valley College is committed to the idea of Collegial Consultation as assured in AB1725. We acknowledge the rights and responsibilities accorded to all parties within the District to participate effectively in District consultation and support the establishment of procedures whereby faculty, staff, and students are ensured of appropriate consultation on matters affecting them.

We believe that groups of individuals working together to pool their knowledge, experience, and perspectives are an integral part of the decision making process at Valley College, and that the development of policies and procedures for college governance benefits greatly by involving those with appropriate expertise and those who will be most affected by those policies and procedures.



COLLEGE COUNCIL

Charge

The College Council has three primary functions: planning, issue management, and communication.

The college planning function includes the college Educational Master Plan (EMP), thereby developing the college's Education Strategic Plan, the EMP includes the Program Review annual needs prioritization, Technology Plan, Five Year Construction & Facilities Plan, Enrollment Management Plan, Basic Skills Plan, and Professional Development Plan. College Council reviews each of the plans and analyzes each for budget impact and provides recommendations to the President.

The issue management function takes place as campus issues are presented to the College Council and referred to the appropriate committee for review, consideration, and recommendation to the President.

The communication function is served by the College Council as the central communication venue for college governance issues including budget, in that all constituent groups are represented and are responsible for reporting and disseminating of information to their appointing body.

Membership

Membership is comprised of the President, College Vice Presidents, the President of the Academic Senate, the Classified Senate President, the President of the Associated Students or designee, the CSEA President of CSEA or designee, the Director of Research, and the chairs of the following committees: Enrollment Management & Student Equity, Accreditation, Curriculum, Facilities and Safety, Matriculation, Professional Development, Program Review, and Technology. The President serves as chair of the College Council unless otherwise agreed upon, at which point a faculty member and a manager will serve as co-chairs.

College Council Standing Committees

The standing committees of College Council are appointed annually and have representatives from each of the constituent groups: faculty, staff, students, and managers. Each committee will be co-chaired by one non-manager (faculty or staff) and one manager (that assists with clerical support, copying, and dissemination of materials as needed).

Should representation not occur in any group, the President will confer with the appropriate representative/President/designee to determine the best alternative to secure appropriate representation and participation from the absent group.

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Meetings: Unless otherwise noted, standing committees are not held during the summer.

COLLEGIAL CONSULTATION COMMITTEES**ACCREDITATION AND STUDENT LEARNING OUTCOMES COMMITTEE****Charge**

The Accreditation and Student Learning Outcomes Committee prepares the self-study, prepares for the accreditation team site visit, follow up on implementation of accreditation recommendations, performs assessments as needed, and prepares any follow-up reports or documentation. The committee monitors the development and assessment process for student learning outcomes in courses, programs and general education requirements. The committee generates and regularly reviews guidelines and best practices for all aspects of student learning process.

Membership

Membership is comprised of the Accreditation Liaison Officer, at least one faculty member from each division and other interested faculty, administrators, staff and students.

CURRICULUM COMMITTEE**Charge**

Under AB1725 the Academic Senate has the responsibility to make recommendations with respect to academic and professional matters. Curriculum is ~~considered~~ an academic matter and, therefore, the Curriculum Committee is authorized by the Academic Senate to make recommendations about the curriculum of the college, including approval of new courses, deletion of existing courses, proposed changes in courses, periodic review of course outlines, approval of proposed programs, deletion of programs, review of degree and certificate requirements, approval of prerequisites and co-requisites, and assessment of curriculum as needed.

Membership

Membership is comprised of the Vice President of Instruction (or designee) and one other manager, a Curriculum Chair or Co-Chairs appointed by the Academic Senate, the Articulation Officer, ~~at least two~~ faculty members from each division as recommended by the Academic Senate, two students, and ~~an~~ two Instruction Office staff members (Administrative Curriculum Coordinator and Schedule/Catalog Data Specialist) appointed by the Vice President of Instruction (in collaboration with CSEA) to serve as a resource to the committee.

ENROLLMENT MANAGEMENT AND STUDENT EQUITY COMMITTEE

Charge

The Enrollment Management and Student Equity Committee serves in an advisory capacity to the President's Cabinet regarding enrollment. The committee is responsible for reviewing internal and external assessment trend data as it applies to enrollment planning, researching and reviewing successful models of recruitment and retention programs, projecting enrollment growth/decline, projecting academic and student support service needs based on enrollment trends. The committee makes recommendations regarding recruitment and retention strategies, in the annual updating of the Enrollment Management Plan. The committee reviews and regularly updates the Student Equity Plan. Both plans are forwarded to College Council for review.

Membership

Membership is comprised of the Vice Presidents of Instruction and Student Services or their designees, two Deans from Student Services, two Deans from Instruction, Director of Financial Aid, Directors of Marketing and Institutional Research, Matriculation Coordinator, and other interested faculty, administrators, staff and students.

FACILITIES & SAFETY COMMITTEE

Charge

The Facilities & Safety Committee serves as an advisory committee to college services and operations including: facilities, campus appearance, emergency preparedness, [sustainability practices](#), and campus safety training. Additionally, the committee reviews and submits the Facilities & Capital Outlay Plan to College Council.

Membership

Membership is comprised of the Vice President of Administrative Services, Director of Maintenance and Operations, District Police Supervisor, Dean of Student Development, DSPS Coordinator, two students and other interested administrators, faculty, staff, and students.

MATRICULATION COMMITTEE **STUDENT SUCCESS COMMITTEE**

Charge

The Matriculation Committee is authorized by the Academic Senate to annually review and update the College Matriculation Plan, propose the budget for categorical matriculation funds, provide advice on policies, procedures, and implementation of matriculation components

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including admission, orientation assessment, counseling, prerequisites, follow-up, training, and research.

Membership

Membership is comprised of the Vice President of Student Services, Associate Dean of Admissions & Records, Matriculation Coordinator, Dean of Counseling and Matriculation, Institutional Research, one representative from English, Reading, and Math, and other interested administrators, faculty, staff and students.

PROGRAM REVIEW COMMITTEE**Charge**

~~For regular programmatic assessment on campus, the Program Review Committee is authorized by the Academic Senate to develop and monitor the college Program Review process, receive unit plans, utilize assessments as needed to evaluate instructional programs, recommend program status to the college president, identify the need for faculty and instructional equipment, and interface with other college committees to ensure institutional priorities are met.~~ examines and evaluates the resource needs and effectiveness of all instructional and service areas. These review processes occur on one-, two-, and four-year cycles as determined by the District, College, and other regulatory agencies. Program Review is conducted by authorization of the SBVC Academic Senate.

The purpose of Program Review is to:

- Provide a full examination of how effectively programs and services are meeting departmental, divisional, and institutional goals
- Aid in short-range planning and decision-making
- Improve performance, services, and programs
- Contribute to long-range planning
- Contribute information and recommendations to other college processes, as appropriate
- Serve as the campus' conduit for decision-making by forwarding information to appropriate committees

Membership

Membership is comprised of ~~the at least 3 Vice Presidents of Instruction, Administrative Services, and Student Services, or their designees, as appointed by the President, 10% faculty representation by Division, at least 3 classified staff members as appointed by Classified Senate/CSEA, and one student. ; six managers, 17 faculty members, eight classified staff members, and two students.~~

PROFESSIONAL DEVELOPMENT COMMITTEE

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The Professional Development Committee serves as an advisory committee for the college professional development programs, and as a resource for training needs across campus. The committee prepares and implements the state required three-year Professional Development Plan, and reviews it annually to assure that campus goals and objectives are being met. The committee allocates staff development funds based on criteria in the plan. Additionally the committee is responsible for planning, programming and communication of campus professional development programs. The faculty member on the committee serve as the campus sabbatical leave committee and make recommendations to the college president for proposed leave recipients. The faculty members also serve as the campus flex committee.

Membership

Membership is comprised of one manager (designated by the President), Professional Development Coordinator, a representative of the technology committee, and interested faculty, administrators, and staff.

TECHNOLOGY COMMITTEE**Charge**

The Technology Committee develops the Technology Plan for SBVC and submits it to the SBVC College Council. The Plan recommends methods to assess, purchase, install, and encourage use of new technology; technology funding priorities; and strategies for redistributing current resources. It sets standards and guidelines for the minimum specifications for new technology, for maintaining the current technology in new construction, and to maximize use of District network resources and instructional learning resources. Accessibility to technology will be considered when developing goals, methods, recommendations, guidelines, and standards. In addition, members serve as campus representatives on District Technology Committees.

Membership

Membership is comprised of the Vice Presidents of Instruction, Administrative Services, and Student Services or their designees; a representative from the Audio Department; a representative from District Computing Services, representative(s) from the college Network Specialist and all other interested faculty and staff in the campus community.

BUDGET COMMITTEE**Charge**

The Budget Committee serves in an advisory capacity to College Council in all aspects of budget development and management to protect the financial wellbeing of the college and to operate successfully within our budget. The Budget Committee makes data-driven recommendations that align resource allocations with resource planning, utilizing the college mission, institutional planning documents, and program review recommendations.

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The Budget Committee serves in all three areas of the College Council's primary functions including: planning, issue management, and communication. Specifically, the Budget Committee develops annual budget assumptions, recommends reserve and contingency funds, identifies discretionary monies, and reviews and develops strategies for funding campus priorities. The Budget Committee reviews and makes recommendations for resolution of emerging budget issues and creates processes for better budget development and management. Throughout the year, the Budget Committee articulates and clarifies the budget development and management process for the campus community, including training, promoting budget awareness, and maintaining the transparency of budget decisions.

Membership

The Budget Committee membership totals eight, including the Vice President of Administrative Services (chair) representing management, and seven appointed members representing management (1), faculty (3), classified staff (2), Associated Student Government (1). One non-management member will be elected co-chair annually.

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ADDITIONAL COMMITTEES

A number of committees exist that have a specific purpose or function, but are not part of the formal collegial consultation process within College Council. These include:

OFFICE OF THE PRESIDENT**PROGRAM FOR THE ADVANCEMENT OF LEADERSHIP OF MANAGERS (PALM)**

Reporting to the President, Valley College managers (directors, deans, vice presidents) meet as needed with the President to review and discuss items as submitted to the College Council and to study leadership theory and practices.

PRESIDENT'S CABINET

The President meets weekly in a staff meeting with the Vice Presidents to discuss operations and logistics.

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SCHOLARSHIPS**Charge**

The Scholarships Committee reviews applications for scholarships and makes awards according to guidelines.

Membership

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Membership is comprised of the Foundation Director, and interested administrators, faculty, and classified staff.

ANNUAL AWARDS COMMITTEE**Charge**

The Annual Awards Committee plans and implements the Annual *Spotlighting Our Success Faculty & Staff Awards Celebration* event each spring. This event recognizes outstanding employees and retirees from all areas of the campus. The committee organizes a campus-wide nomination and voting process that leads to organizing and coordinating all logistics related to the awards ceremony event. The committee chair is the Director of Marketing & Public Relations with guidance from the Office of the President.

Membership

Membership is comprised of at least one member from classified, faculty, management, Faculty Association and other interested individuals.

ARTS, LECTURES, AND DIVERSITY**Charge**

The Arts, Lectures, and Diversity Committee plans and promotes a series of lectures and cultural events designed to celebrate our diversity and enrich the instructional environment of the college.

Membership

Membership includes the Vice Presidents of Instruction and Student Services or designees, Dean of Humanities, and interested administrators, faculty, classified staff and students.

INSTRUCTIONAL SERVICES**INSTRUCTIONAL CABINET****Charge**

The Instructional Cabinet reviews instructional related issues and concerns and advises the Vice President of Instruction.

Collegial Consultation Flow Chart and AP2225 revisions 9/9/13**Membership**

Membership is comprised of the Vice President of Instruction and the deans reporting to the Vice President of Instruction.

TENURE REVIEW COMMITTEE**Charge**

The Tenure Review Committee meets in January to review the four evaluations of each faculty member being considered for tenure. If all four evaluations of a faculty member are fully satisfactory, the Tenure Review Committee shall recommend that individual to the President for tenure. If the Tenure Review Committee has any doubts about a faculty member's overall performance, the committee shall, in consultation with the faculty member's supervisor, set up a new evaluation of him/her, to be conducted according to the evaluation procedure already in place in the District.

If the committee wants to use tenure procedures or materials as part of this evaluation, it can do so only with the consent of the affected faculty member. The two faculty members on the Tenure Review Committee who were appointed by the Senate and the bargaining unit shall serve as the peer evaluators for this evaluation. At the conclusion of this evaluation, the Tenure Review Committee shall meet and decide on a recommendation to the President of tenure or dismissal for the faculty member in question. All recommendations regarding fourth-year faculty members shall be submitted to the President by February 15. If the President and the committee disagree, they shall meet with the District Chancellor to present their differing points of view. The Chancellor shall have final authority to make a recommendation to the Board of Trustees (this charge and membership quoted directly from the current AGREEMENT between the SBCCD and the SBCCD Chapter CTA/NEA).

Per the provisions of the CTA contract, the Tenure Review committee is also involved in providing remediation assistance to those faculty whose evaluations are less than satisfactory.

Membership

The College President appoints a tenured faculty member as the Tenure Review Coordinator who chairs the committee and the appropriate Vice Presidents or designees. The President of the Academic Senate and the college representative of the collective bargaining unit each appoint one tenured faculty member to serve on the Tenure Review Committee.

ONLINE COMMITTEE

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The Online Committee advises the Vice President of Instruction regarding issues related to online learning at the college. In addition, the committee assists discipline faculty in the preparation of distance education requests to the Curriculum Committee. The committee serves as a conduit of Information among faculty, administration, and students by providing technological vision for issues related to online learning.

Memberships

Membership is comprised of interested faculty, administrators, staff, and students.

HONORS**Charge**

The Honors Committee serves as an advisory committee to the Vice President of Instruction relative to the college's Honors Program including the admission of students into the program, assessment of program effectiveness, the schedule rotation of honors courses, proposals for new honors courses , and the evaluation of existing honors courses.

Membership

Membership is comprised of the Vice President of Instruction or designee, the Honors Coordinator, Honors Counselor, and interested administrators and faculty.

WORKFORCE DEVELOPMENT COMMITTEE**Charge**

This Workforce Development Committee reviews recommendations from the Career and Technical Education (CTE) advisory committees. The committee participates in the Perkins Grant allocation process and makes recommendations to the Perkins Grant administrator.

Membership

Membership is comprised of the Perkins Grant Administrator and includes representation from vocational certificates and degree areas as well as other interested administrators, faculty, classified staff, and students.

BASIC SKILLS COMMITTEE**Charge**

The Basic Skills Committee creates the planning documents, oversees the implementation of the campus basic skills plan, and prepares the college's basic skills report.

Membership

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Membership is comprised of the Vice President of Instruction, at least one faculty member from counseling, english, mathematics, and reading, and other interested faculty, administrators, staff, and students.

STUDENT SERVICES**CAMPUS LIFE AND COMMENCEMENT****Charge**

This Campus Life and Commencement Committee monitors and serves as the primary clearing house for student activities on the campus, including commencement. The committee develops a campus-wide master calendar in coordination with the Director of Marketing.

Membership

Membership is comprised of the Vice President of Student Services, Director of Student Life, Student Activities Coordinator, ASG President, Student Services Dean, Director of Marketing, and interested administrators, faculty, classified staff, and students.

DISABLED STUDENT PROGRAMS AND SERVICES (DSPS) ADVISORY COMMITTEE**Charge**

This Disabled Student Programs and Services (DSPS) Advisory Committee serves as an advisory committee to the Director of DSPS relative to the needs of students with disabilities.

Membership

Membership is comprised of the Dean of Student Services, Director of Disabled Student Services, Director of Health Services, and interested faculty, staff, and students.

STUDENT POLICIES & SCHOLASTIC STANDARDS**Charge**

The Student Policies and Scholastic Standards Committee serves as an advisory committee for the development and implementation of academic policies such as but not limited to petitions related to admissions, probation, disqualification, and graduation requirements.

Membership

The membership is comprised of the Vice President of Student Services or designee, Associate Dean of Admissions & Records, interested faculty, a classified staff member from the Admissions and Records office, and one student.

STUDENT SERVICES CABINET

Charge

The Student Services Cabinet reviews Student Service related issues and concerns in an advisory capacity to the Vice President of Student Services.

Membership

Membership is comprised of the Vice President of Student Services and all Deans reporting to the Vice President of Student Services.

STUDENT SERVICES COUNCIL

Charge

The Student Services Council meets on a periodic basis to discuss and review campus issues particularly applicable to student success.

Membership

Membership is comprised of the Vice President of Student Services and the Student Services leadership team.

ADMINISTRATIVE SERVICES

ADMINISTRATIVE SERVICES CABINET

Charge

Reporting to the Vice President of Administrative Services, the Administrative Services Cabinet meets on a periodic basis to discuss and review campus related issues and advise the Vice President of Administrative Services.

Membership

Membership is comprised of the Vice President of Administrative Services and the Administrative Services Supervisors.

CAMPUS SUSTAINABILITY

Charge

The Campus Sustainability committee charge is to advance and implement the strategies and seven goals of the SBVVD Sustainability Plan on the San Bernardino Valley College campus;

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specifically developing, designing, and implementing campus policies and procedures for sustainability.

Membership

Membership includes all SBVC members of the SBCCD Sustainability Committee, and any other interested managers, faculty, staff, and students.

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PROGRAM REVIEW NEEDS 2014-2015 FUNDING WORKSHEET

	BUDGET	Amount	Dept.	Funded/ Fund Balance	Funded/ Other Funding	Comments
1	HVAC	\$10,000.00	Applied Technology	\$10,000.00		
2	Adjunct Counselors	\$104,000.00	Counseling			Program received SSSP Funding
3	RTVF-Media Acad Interns	\$8,500.00	Art & Humanities	\$8,500.00		One time funding only
4	Geog, Geol, GIS-field trips, tutors	\$8,000.00	Science	\$4,000.00		Tutors part of Learning Compass Prog
5	Rsrch-interns	\$12,000.00	Research Planning	\$12,000.00		One time funding only
6	Athletics budget augmentation	\$100,000.00	PE/ Athletics	\$30,000.00		Partial Funding
7	Aero/ Budget Augmentation	\$10,000.00	Applied Technology	\$10,000.00		One time funding only
8	Sci Div- maintenance	\$20,000.00	Science	\$20,000.00		One time funding only
9	Auto- supplies for vehicle restoration	\$14,000.00	Technical	\$14,000.00		One time funding only
10	Culinary Arts/ Budget Augmentation	\$100,000.00	Applied Tech Culinary Arts	\$40,000.00		Partial Funding
ADDED	Database- Learning Express and ELL	\$5,000.00	Library	\$5,000.00		One time funding only
ADDED	Reference Materials	\$7,500.00	Library	\$7,500.00		One time funding only
11	Diesel- Tools	\$10,000.00	Applied Technology	\$10,000.00		One time funding only
12	Machining- Budget augmentation	\$10,000.00	Applied Technology	\$10,000.00		One time funding only
13	Pharm Tech-faux meds& media	\$1,800.00	Science	\$1,800.00		One time funding only
14	Welding- Budget Augmentation	\$10,000.00	Applied Technology	\$10,000.00		One time funding only
15	Nursing-maintenance	\$3,000.00	Science	\$3,000.00		One time funding only
16	WST-tutors, fieldtrips supplies	\$10,000.00	Science	\$7,000.00		Tutors part of Learning Compass One time funding only
17	CRJUS-FTES	\$144,427.00	Police Acad Criminal Justice			
	BUDGET TOTAL	\$588,227.00	FUNDED TOTAL	\$202,800.00	\$0.00	

PROGRAM REVIEW NEEDS 2014-2015 FUNDING WORKSHEET

	EQUIPMENT	Amount	Dept.	Funded/ Fund Balance	Funded/ Other Funding	Comments
1	LA 100 Sound System Replacement	\$20,000.00	Campus Technology	\$20,000.00		
2	Electronics-test equip	\$30,000.00	Applied Technology	\$30,000.00		
3	Diesel-tools, grinder	\$10,000.00	Applied Technology	\$10,000.00		
4	Biology-micropipettes	\$6,000.00	Science	\$6,000.00		
5	Greek Theater Sound System Replacement	\$15,000.00	President Office	\$15,000.00		
6	Geology-6 Microscopes	\$3,000.00	Science	\$3,000.00		
7	Auto Mech-Replacement of Vehicle Hoists	\$40,000.00	Applied Technology	\$40,000.00		
8	Physics-Vernier labs	\$6,300.00	Science	\$6,300.00		
9	PE- elliptical	\$46,000.00	SSHDPE		\$46,000.00	Measure M Bond
10	Art-Kiln for sculpture	\$3,100.00	Arts & Humanities	\$3,100.00		
ADDED	Bar Code Scanners	\$1,260.00	Library	\$1,260.00		
11	CTE air Compressors	\$40,000.00	Applied Technology	Already Funded	Already Funded	Purchased
12	Geography- maps & stands	\$600.00	Science	\$600.00		
13	Art/ceramics- 2 glaze formulating tables	\$2,108.00	Arts & Humanities	\$2,108.00		
14	PE - Treadmills	\$60,000.00	SSHDPE		\$60,000.00	Measure M Bond
15	Aero-aircraft purchase	\$80,000.00	Applied Technology			
16	Biology-hot plates	\$3,000.00	Science	\$3,000.00		
17	Soc/Anthro-skulls	\$305.00	SSHDPE	\$305.00		
18	Geology- Balances	\$2,400.00	Science	\$2,400.00		
19	Art-modeling stands	\$500.00	Arts & Humanities	\$500.00		
20	PE-track covers	\$8,000.00	SSHDPE			
21	PE-recumbent bikes	\$27,000.00	SSHDPE			
22	Soc/Anthro-pelvic bones	\$350.00	SSHDPE	\$350.00		
23	Theatre- dress form	\$250.00	Arts & Humanities	\$250.00		
24	PE-revolv stair steppers	\$27,000.00	SSHDPE			
25	Soc/Anthro-Hyoid bones	\$70.00	SSHDPE	\$70.00		
26	Theatre -Serger	\$300.00	Arts & Humanities	\$300.00		
27	Nursing-Privacy curtains	\$5000 -\$6000	Science			
28	WST-backflow stns, etc.	\$20,000.00	Science			Requested in Facilities
29	PE-stair steppers	\$27,000.00	SSHDPE			
30	PE-rowing machines	\$3,200.00	SSHDPE			
31	PE-benches	\$18,000.00	SSHDPE			
32	PE-exercise mats	\$6,000.00	SSHDPE			
33	PE-Jacobs ladder	\$27,000.00	SSHDPE			
	EQUIPMENT TOTAL	\$533,743.00	FUNDED TOTAL	\$144,543.00	\$106,000.00	

PROGRAM REVIEW NEEDS 2014-2015 FUNDING WORKSHEET

	TECHNOLOGY	Amount	Dept.	Funded/ Fund Balance	Funded/ Other Funding	Comments
1	Steck-Vaughn Read On- Reading intervention software	\$15,000.00	Reading and Study Skills	\$15,000.00		
2	Image processing software	\$1,000.00	Geography, GIS and Geology	\$1,000.00		
3	Netlab	\$70,666.24	CIT & CS	\$70,666.24		
4	Replace two existing computers and add four more to automotive area. Also printer.	\$8,000.00	Automotive Mechanical	\$8,000.00		
5	Two label printers and cart	\$800.00	Pharmacy Technician	\$800.00		
6	Mobile apps for Campus	\$25,000.00	Technology	\$25,000.00		
7	36 Laptops and security carts	\$26,573.75	Counseling	\$26,573.75		
8	40 Computers, two printers, multisim software	\$51,500.00	Electricity/Electronics	\$51,500.00		
9	Software, cables, amplifier	\$8,000.00	Performing Arts	\$8,000.00		
10	30 Laptops and two Carts	\$45,000.00	Pharmacy Technician and GIS	\$45,000.00		
11	Add five computers to Nursing Lab 31 to 36 computers	Not Given	Nursing			
12	Laptop for partime employee	\$1,400.00	Police Science	\$1,400.00		
13	150 Laptops, carts, three printers, SPSS software	\$125,000.00	Economics	\$125,000.00		
14	40 desktop, computers, furniture, two printers, network cabling and switch gear and SPSS Software	\$160,000.00	Economics			
	TECHNOLOGY TOTAL	\$537,939.99	FUNDED TOTAL	\$377,939.99	\$0.00	

PROGRAM REVIEW NEEDS 2014-2015 FUNDING WORKSHEET

	FACILITIES & SAFETY	Amount	Dept.	Funded/ Fund Balance	Funded/ Other Funding	Comments
1	Update Lighting for Diesel Lab	\$15,000.00	CTE	\$15,000.00		
2	Outdoor Covered Lab area - Diesel	\$40,000.00	CTE	\$40,000.00		
3	Awning outside Refrigeration lab	\$40,000.00	CTE	\$40,000.00		
4	Emergency PA System for Outdoor Areas	\$100,000.00	CTS		\$100,000.00	Proposal to District for Fund 41
5	Replace LA Data Cabling	\$75,000.00	CTS	\$75,000.00		
6	Replace Tech Data Cabling	\$37,500.00	CTS	\$37,500.00		
7	Additional Lighting Art 107 & 114	\$7,300.00	Art	\$7,300.00		
8	Install Drop Ceiling in Machine Tech Classroom	\$20,000.00	CTE			
9	Drop Ceiling for Diesel Classrooms and Lighting	\$50,000.00	CTE			
10	Install Sound Proofing between Welding Lab and Machine Tech	\$10,000.00	CTE			
11	Add Elbows to Direct Air to the Floor	\$6,000.00	CTE			
12	Installing a Drop Ceiling	\$20,000.00	CTE			
13	Additional valve stations in T101	\$10,000.00	CTE			
14	LA 218 to be cleaned and add more Desks, chairs and a phone	\$300.00	English			
15	PS 148 swinging 1/2 door	\$500.00	Science			
16	Conference Room for Humanities Division	\$15,000.00	Humanities			
17	Two portable for simulation Labs	\$100,000.00	Nursing			
18	Replace Football Field Artificial Turf	\$600,000.00	PE			
19	Service Window PS 148	\$1,500.00	Science			
	FACILITIES AND SAFETY TOTAL	\$1,148,100.00	FUNDED TOTAL	\$214,800.00	\$100,000.00	

TOTAL OF ALL REVIEWS	\$2,808,009.99	TOTAL FUNDED AMOUNT	\$940,082.99	\$206,000.00
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GRAND TOTAL FUNDED	\$1,146,082.99
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Academic Senate

Description

Academic Senate means an organization whose primary function is to make recommendations with respect to academic and professional matters. In accordance to Title 5, section 53203 of the California Code of Regulations)

Academic and Professional Matters means the following policy development matters:

1. Curriculum, including establishing prerequisites.
2. Degree and certificate requirements.
3. Grading policies.
4. Educational program development.
5. Standards or policies regarding student preparation and success.
6. College governance structures, as related to faculty roles.
7. Faculty roles and involvement in accreditation process.
8. Policies for faculty professional development activities.
9. Processes for program review.
10. Processes for institutional planning and budget development.
11. Other academic and professional matters as mutually agreed upon.

Charter

In order to promote the best educational interests of the San Bernardino Valley College, the full cooperation of the Board of Trustees, the Administration, and the faculty is necessary. While the Board of Trustees formulates policies, it is agreed that these policies should be developed following receipt of the best possible advice. In order to provide the Board of Trustees and the Administration with advice and assistance from the faculty, the creation of an Academic Senate is hereby authorized.

Purpose

The general purpose of the Academic Senate is to advise and assist the Administration and the Board of Trustees in the formulation of policies on academic and professional matters and in the selection of major administrative personnel, deans, presidents, and Chancellor.

Membership

All full time faculty members who fulfill a major part of their duties at San Bernardino Valley College will be eligible to be elected as Regular Senators except those faculty members temporarily assigned in management positions. Each division shall be entitled to at least one (1) representative. In totaling division membership for representation on the Academic Senate, each major fraction of five (three) will entitle a division to an additional representative. Each representative shall be elected for a maximum of no more than three years, but representatives may succeed themselves.

Adjunct faculty shall be represented by Adjunct Senators. Up to three positions are available. Adjunct Senators will serve one-year terms.

The immediate past president of the Academic Senate, the President of the San Bernardino Valley College Faculty Association, and the presidents of the San Bernardino Valley College chapter of any recognized professional faculty organization, and a faculty representative from both Professional Development and Program Review, if not already elected members of the Academic Senate, shall be members of the Academic Senate.

Integration with Campus

The Academic Senate is a representative in shared governance activities regarding academic and professional matters, including faculty appointments to councils, committees, and task forces. The Academic Senate regularly report and submit items for Board of Trustee approval, these include curriculum approvals, college policies and procedures.

District committees on which the Academic Senate has designated representatives include the followings:

- District Strategic Planning Committee (DSPC)
- District Budget Committee
- Technology and Educational Support Services (TESS) Committee
- District Assembly
- Economic and Workforce Development Coordinating Committee

President participates in the college's shared governance council (College Council) as the co-chair. Any individual faculty member, Board of Trustees, the Administration may refer matters of academic and professional policy to the Academic Senate. The President works closely with the Vice President of Instruction, Vice President of Student Services, and Vice President of Administrative Services to ensure meaningful discussion and progress can be made on any Academic and Professional matters.

Evaluation, Communication and Dialogue

Academic Senate communicates with the campus through regularly scheduled open meetings. Issues concerning academic and professional matters are also conveyed to College Council, as well as other various District committees such as District Assembly.

Academic Senate plans to update and re-evaluate its own local constitutions and by-laws, and continue to encourage and engage faculty in campus-wide dialog concerning on-going academic and professional matters.



San Bernardino
Valley College

REQUEST FOR ONE-TIME URGENT EMERGING NEEDS

FUNDING APPLICATION

Name: Albert Maniaol Phone: 909-384-8904
Dept./Div.: Applied Technology, Transportation and Culinary Arts Position: Interim Dean
Total funds requested: \$15,000 Date requested to receive funds: 4/2/2014

Please provide a brief proposal of your request for funds and tell us how this request ties into the Strategic Planning goals (list the Strategic Planning goal number from the Strategic Planning document):

(6.1; 6.2) The Electronics/Electricity Dept. has received around 34 recycled computers for used in all its programs. 17 PC's were installed and set up in Room T-107A and the others in T-109A. However, when equipment are powered-on, circuit breakers are tripped due to an overload. It was determined that additional electrical circuits need to be added in each room. This issue has severely impacted the delivery of our instructions in most of the course offerings for this department.

Has this item been submitted through the Needs Assessment process for Program Review? No

If not, please provide a brief explanation:

It was not anticipated that the affected class/lab rooms existing electrical capacity will not support the total load of the equipment installed in each room when powered at the same time.



San Bernardino
Valley College

REQUEST FOR ONE-TIME URGENT EMERGING NEEDS

FUNDING APPLICATION

Name: Albert Maniaol Phone: 909-384-8904

Dept. /Div.: Applied Technology, Transportation & Culinary Arts Position: Interim Dean

Total funds requested: \$8,000 Date requested to receive funds: 4/15/2014

Please provide a brief proposal of your request for funds and tell us how this request ties into the Strategic Planning goals (list the Strategic Planning goal number from the Strategic Planning document):

(6,1; 6.2) The Tool Room is the central hub for all the labs that we have in the Division. It houses over \$1.2 million dollar worth of tools and equipment. We service the Automotive Repair, Automotive Detailing, Welding, Aeronautics and Electronics labs. We have a history of thefts/loss in the division particularly in this area. In addition, illegal dumping of hazardous wastes have occurred on numerous occasions in the Used Oil Storage Bay area. These cameras will deter these incidents.

Our District Police Department has assessed our safety and security issues and has identified and recommended additional surveillance cameras and sensors be added in strategic places for their monitoring purposes that may deter these incidents from recurring.

Has this item been submitted through the Needs Assessment process for Program Review? No

If **not**, please provide a brief explanation:

Recently identified as part of the safety issues of the Tech Building.



San Bernardino
Valley College

Please provide an itemized budget and indicate funding accounts for which funds should be routed:

I understand that this request is for one-time funding only.

Applicant's Signature: *[Signature]* Date: 3/28/2014

Division Dean/Supervisor Approval: *[Signature]* Date: 3/28/2014

Appropriate Vice President's Approval: *[Signature]* Date: 3/28/14

College Council use only: Recommendation

Date received: 3/28/14 ⁽⁶⁾ Date of Committee Action: 4/3/14

Approve Deny Amount \$ _____

Comments:

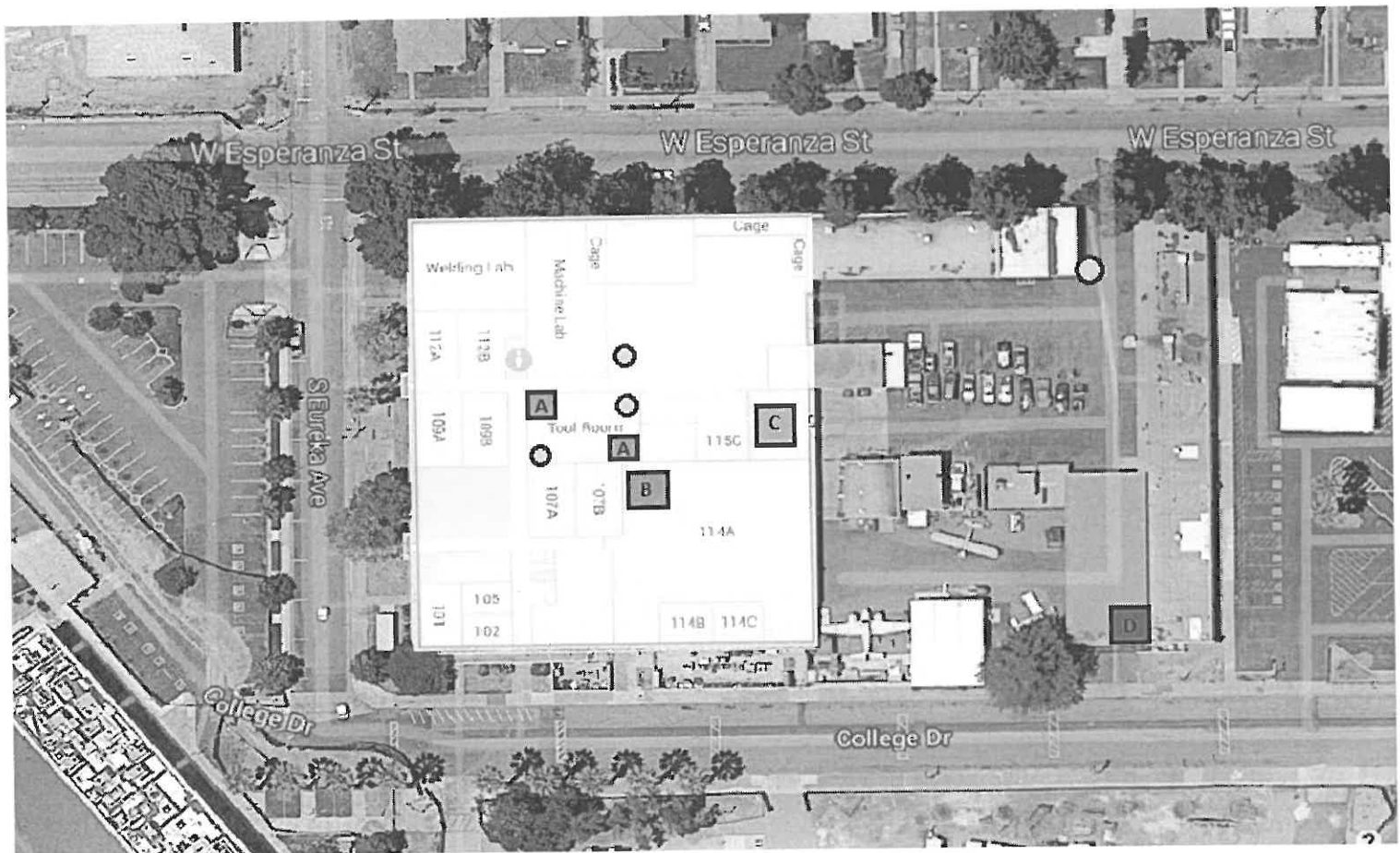
President's Approval: _____ Date: _____

The Tool Room is the central hub for all the labs that we have in the Applied Technology Division. It houses over \$1.2 million dollars' worth of tools. We service the Automotive Repair, Automotive Detailing, Welding, Aeronautics, and Electronics Labs. Although we strive to have the highest level of integrity and trust in our employees, we have had a rash of thefts/loss from the division. We would like to add more surveillance cameras to help provide more security.

In addition to the loss that we have experienced, we would often have unknown assailants dump hazardous waste materials in the Used Oil Storage Bay. With the added security camera's, we can help stop this act, as this is a large liability to the school when we have to cover the cost of the disposal of unknown hazardous waste.

The proposed locations for the cameras would be the following:

- A** two (2) down the main exit isles in the Tool Room
- B** one (1) in the Aeronautics Lab Room#114A pointing towards the Tool Room
- C** one (1) camera in the Used Oil Storage Bay
- D** one (1) additional camera in the South Gate entrance
- Existing Cameras





Stanley Convergent Security Solutions, Inc.

Publish Date
January 21, 2014



Customized Solution Proposal

Prepared For

Prepared By



San Bernardino
Valley College

Danny Loggins
Security Consultant

Tech Bldg
Oil Storage Bay Camera Add

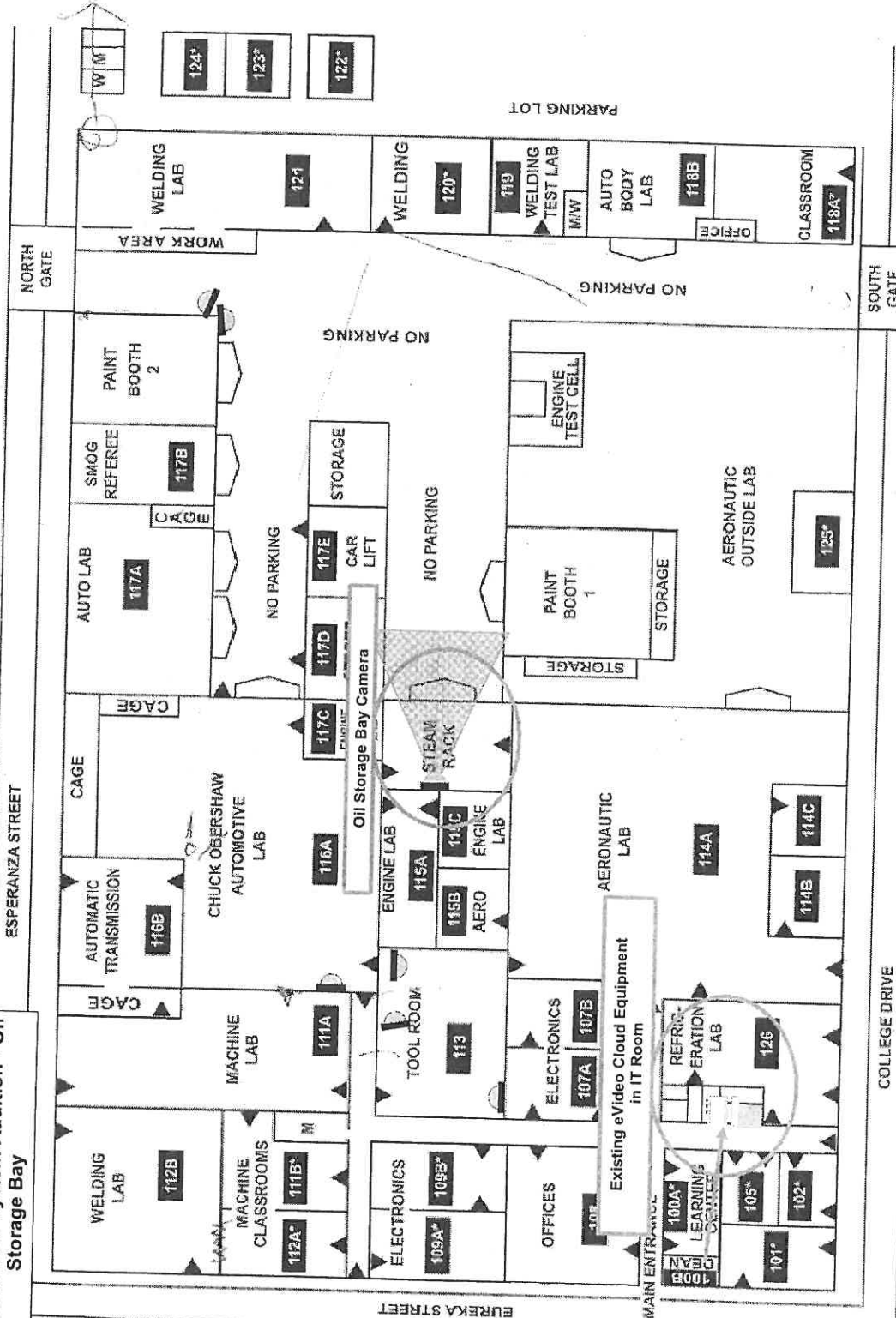
STANLEY

Security Solutions
 783 Palmyra Ave, Suite E
 Riverside, CA 92507
 951-274-4300

- Control Panel
- Keypad
- Cell Backup
- Door Contact
- PIR Sensor
- Exp Module
- Release Button
- Audible
- Keypad Reader
- Access Reader
- Access Module
- Relay Module
- Fixed Outdoor
- PTZ Camera
- DVR
- Fixed Indoor
- Fixed Dome
- Power Supply

SBVC Tech Building
 701 S. Mt Vernon Ave. San Bernardino, CA 92401

Video Surveillance System Addition - Oil Storage Bay





Equipment Schedule of Protection



After conducting our business risk assessment, we have developed a solution with your specific business in mind. We never take a one-size-fits-all approach to addressing our customer's business requirements. Our approach is to find the "Best Fit" for that is unique as your business and addresses your specific business concerns.

After reviewing your requirements, Stanley proposes to furnish and install the following equipment:

Tech Bldg Oil Storage Bay Camera Add

Equipment		
Quantity	Part Number	Description
1	0512-001	P3384-VE 9MM NETWORK CAMERA AXIS COMMUNICATIONS INC
1		Cable/Wire CAT5E Cable

Existing Equipment	
Quantity	Description
1	8-Port PoE Ethernet Switch
1	Cloud Edition Network Attached Storage Unit w/2TB HD

Scope of Work

- Install a New Camera in the Tech Bldg Oil Storage Bay to View Activity Around the Oil Collection Tank & Adjacent Area
- Provide & Install a New Dome Camera (per proposal diagram)
- Tie-in to the Existing Ethernet Switch for Power, Connection to the Existing Network Attached Storage (NAS) Unit, & Connection to the Internet for eCloud Storage & Viewing Access
- Provide Complete Cabling, Setup & Programming, View Adjustment, & Necessary Training



Services Schedule of Protection

After reviewing your requirements, Stanley proposes to furnish the following services:

Services		
Selected or Quantity	Service Name	Service Description
1	eVideo Cloud Storage - Advanced	(Local & Remote Storage of Customer Video Using Axis Equipment – 180 days) Stanley CSS' eVideo Cloud Advanced Storage Plan provides customers with the option to continuously record video on local NAS devices and/or in the EMC cloud for up to 180 days. See Attachment 18 for resolution and frames per second details for this package.
X	Standard Service Plan	(Monday – Friday, 8am – 4pm) Stanley Standard Service Plan covers labor and equipment costs during normal business hours. The service plan can cover all types of protection systems including intrusion alarms, fire alarms, camera systems and access control systems. This plan covers normal "wear and tear", repair or replacement. Repair or replacement of equipment damaged by the customer, acts of God or vandalism is not covered. Service labor rates for after hours work are not included and are based on current Stanley service labor rate schedule. Includes access to the Stanley TAC (24x7).



Summary - Investment Information

Stanley SecurityDirect	Tech Bldg Oil Storage Bay Camera Add
One-Time Installation Investment	\$2,280
eCloud Video Storage	\$13
Monthly Extended Service Plan	\$18
Total Monthly	\$31

Customer to Provide:

120 vac Power Outlets	All Patching & Painting	Lighting Conditions for CCTV
Static IP address for equipment	Network Connectivity	Access to Device Locations
Secured storage of on-site equipment	PC Client(s) hardware	UPS

Delays in Installation

Abnormal idle time that is incurred by Stanley's employees due to escorts, clearances, inability to enter workspace, and other factors beyond our control, will be invoiced at our current labor rates. All work will be scheduled for normal working hours, Monday through Friday.

Price Protection:

All prices quoted are valid for ninety (90) days from the date of this proposal.

All products and services provided by SCSS are subject to SCSS's standard terms and conditions which can be found at <http://www.stanleycss.com/web-tac.html>. Any additional or different terms set forth by Customer, whether in Customer's purchase order or another communication, are expressly objected to and will not be binding on SCSS unless agreed to in writing by an authorized representative of SCSS.

Maniaol, Albert R.

From: Tamayo, Chris J
Sent: Thursday, February 20, 2014 11:26 PM
To: Maniaol, Albert R.
Subject: FW: Project Updates

See yours in red.....

Chris Tamayo
Sergeant | San Bernardino Community College District Police Department
Office 909.384.4491 | Web www.sbccd.org/police

CONFIDENTIALITY NOTICE: This communication and any documents, files or previous E-mail message attached to it, constitute an electronic communication within the scope of the Electronic Communication Privacy Act, 18 USC SS 2510-2521. This communication may contain non-public, confidential, or legally privileged information intended for the sole use of the designated recipient(s). The unlawful interception, use or disclosure to others without permission of such information is strictly prohibited. If you are not the intended recipient or have received this communication in error please notify the sender at ctamayo@sbccd.cc.ca.us and delete all copies of this communication including attachments, without reading them or saving them.

From: Loggins, Daniel [<mailto:Daniel.Loggins@sbdinc.com>]
Sent: Thursday, February 06, 2014 2:07 PM
To: Stark, Scott R
Cc: Tamayo, Chris J
Subject: RE: Project Updates

Good Afternoon Scott,

Just checking in again regarding updates on the projects outlined below. I need about 20 minutes of your time to review them. Are you available Monday early afternoon or Tuesday next week (2/10pm or 2/11)?

Thanks & Best Regards,

Danny Loggins
Commercial Security Consultant
21803 Cactus Ave., Ste. A
Riverside, CA 92518
O: 951-274-4340 C: 951-218-6425 F: 888-298-6067
Daniel.Loggins@sbdinc.com | www.stanleysecurity.com

STANLEY
Security

From: Loggins, Daniel
Sent: Thursday, January 30, 2014 1:40 PM
To: 'sstark@sbccd.cc.ca.us'
Cc: 'Tamayo, Chris J'
Subject: Project Updates

Good Afternoon Scott,

I hope all is well with you. I need to get some updates from you regarding several outstanding proposals & get an understanding of where things are with the different projects. I have listed the projects below for your convenience:

Transportation Center Yard - New Videofied System
Bookstore - New Video Surveillance System
President's Office - Partition Separation on the Sonitrol IDS System
Associated Student Government Office - New Video Surveillance Camera(s)
Library Café Remodel - Sonitrol IDS System Adds
Library Café Remodel - New Video Surveillance System
Library Café Remodel - New Advertising Monitors
Physical Sciences Bldg - 1st Floor Cameras Add
Tech Bldg - Oil Storage Bay eCloud Video Camera Add
Tech Bldg - Yard Photo Electric Beam Alarm Verification by Video Integration/Add
Tech Bldg - Welding Storage & Spray Booth Access Sonitrol IDS Detection Adds

If you need updated information for any of these, please let me know & I will get it to you.

Would you have about 20 minutes to meet on Monday afternoon or Tuesday next week (2/3 or 2/4)?

I look forward to seeing you.

Thanks & Best Regards,

Danny Loggins

Commercial Security Consultant

21803 Cactus Ave., Ste. A

Riverside, CA 92518

O: 951-274-4340 C: 951-218-6425 F: 888-298-6067

Daniel.Loggins@sbdinc.com | www.stanleysecurity.com

STANLEY
Security



Stanley Convergent Security Solutions, Inc.

Publish Date
January 29, 2014



Customized Solution Proposal

Prepared For

Prepared By



San Bernardino
Valley College

Danny Loggins
Security Consultant

Tech Bldg

Yard Beam Alarm Verification by Video

STANLEY

Security Solutions

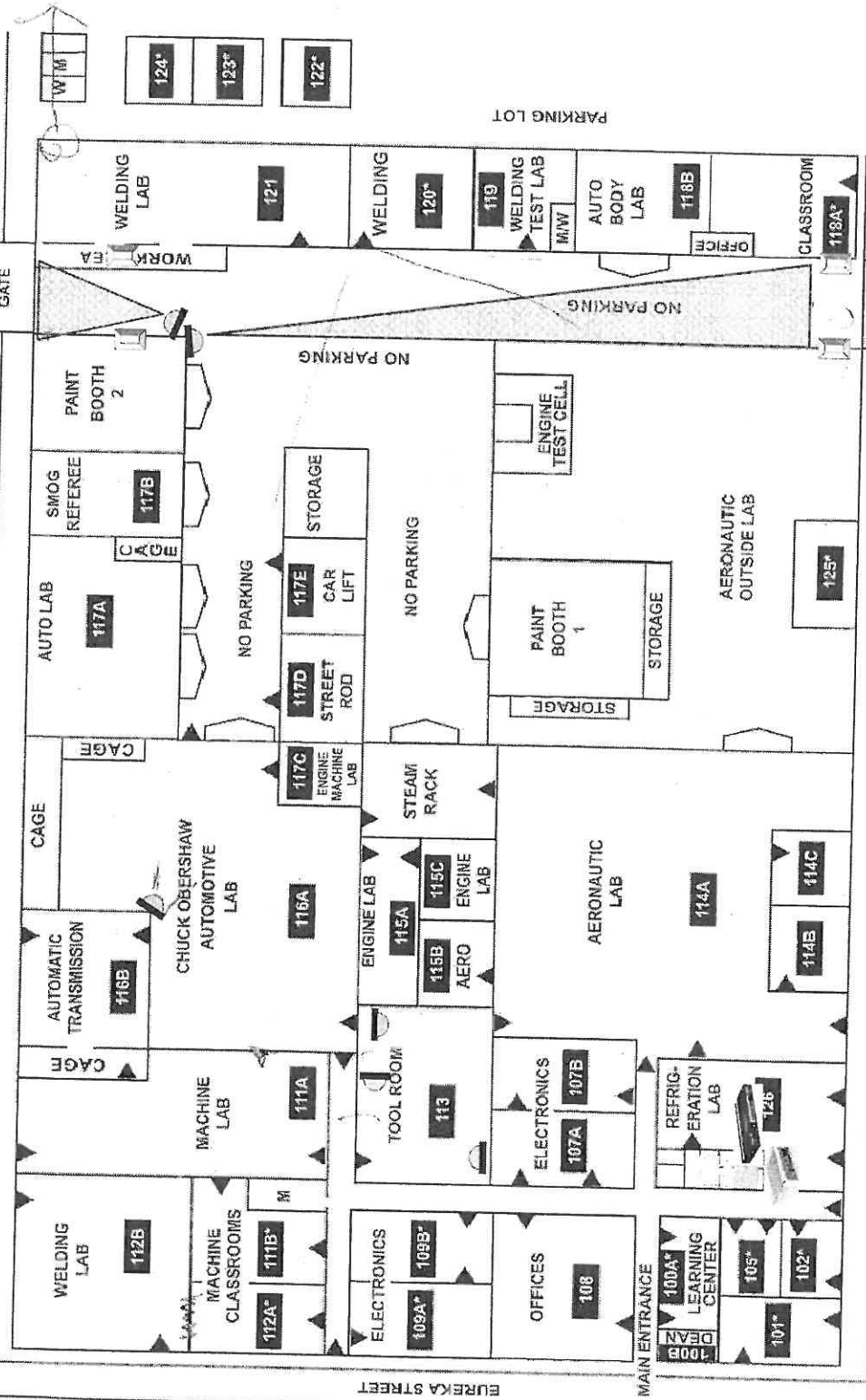
783 Palmyra Ave., Suite E
Riverside, CA 92507
951-274-4300

- Control Panel
- Keypad
- Cell Backup
- Door Contact
- PIR Sensor
- Exp Module
- PE Beam
- Access Module
- Ethernet Switch
- Release Button
- Audible
- I/O Module

- Fixed Outdoor
- PTZ Camera
- DVR
- Fixed Indoor
- Fixed Dome
- Power Supply

SBVC Tech Building
701 S. Mt Vernon Ave. San Bernardino, CA 92401

Yard Beam Alarm Verification by Video



COLLEGE DRIVE

ESPERANZA STREET

NORTH GATE

SOUTH GATE

EUREKA STREET

PARKING LOT



Equipment Schedule of Protection



After conducting our business risk assessment, we have developed a solution with your specific business in mind. We never take a one-size-fits-all approach to addressing our customer's business requirements. Our approach is to find the "Best Fit" for that is unique as your business and addresses your specific business concerns.

After reviewing your requirements, Stanley proposes to furnish and install the following equipment:

Tech Bldg eVideo Alarm Verification by Video - Yard Cams & Beams

Equipment	
Quantity	Description
1	P8221 Input/Output Module
1	8 Port POE Switch
1	Wire - 18/2 Cable
Lot	Wire - CAT5E Cable

Existing Equipment	
Quantity	Description
1	StorCenter ix2-200 2TB Network Storage, Cloud Edition
1	8 Port POE Switch
2	Axis M7001 Video Encoder
1	Sonitrol Advantage Plus IDS Controller
2	Photo Electric Beam Set (Yard Entrance)
2	Honeywell HD4IRS Outdoor Dome Cameras w/IR Illuminators

Scope of Work

- Integrate the Tech Building Video Surveillance System & Sonitrol IDS System (N & S Gate PE Beams) for Verification by Video of Gate PE Beam Alarm Events
- Provide & Install a New IP Input/Output Module & Tie-in to the Existing Sonitrol Controller Auxillary Outputs - 1 for the North Beam Set & 1 for the South Beam Set
- Wire & Program for the Sonitrol Panel to Send an Alarm Event Signal (from either gate PE Beam) to the Input on the I/O Module to Trigger the Respective eCloud Video Camera (Currently Viewing the Gates) to send a 10 Second Video Clip of the Activity Generating the Alarm Event to the ProtectionNet/Sonitrol Monitoring Center for Verification
- Provide & Install a New Network Switch for Connecting the I/O Module to the Existing Video System Sub-Network
- Coordinate with District IT for Static IP Address & Necessary Port Networking for Proper Operation
- Provide Necessary Cabling, Setup & Programming, Testing, & Training



Services Schedule of Protection

After reviewing your requirements, Stanley proposes to furnish the following services:

Services		
Selected or Quantity	Service Name	Service Description
X	Standard Service Plan	(Monday – Friday, 8am – 4pm) Stanley Standard Service Plan covers labor and equipment costs during normal business hours. The service plan can cover all types of protection systems including intrusion alarms, fire alarms, camera systems and access control systems. This plan covers normal “wear and tear”, repair or replacement. Repair or replacement of equipment damaged by the customer, acts of God or vandalism is not covered. Service labor rates for after hours work are not included and are based on current Stanley service labor rate schedule. Includes access to the Stanley TAC (24x7).
2	eVideo Alarm Verification – Using DVR + Intrusion Control Panel	(View Clip & Record, View Live As Needed) Utilizing a customer’s intrusion alarm and video system, PNC automatically receives an alarm signal with a 60 second video clip whenever an alarm occurs. Upon review of the video clip, PNC follows the customer’s response plan. Video recordings are stored at PNC for a minimum of three months. Includes online reports to view and share recorded clips with associated event information. The service fee is per camera being transmitted for eVideo Alarm Verification. 5 alarms per month per system limit, additional fees may be charged for excessive signal activity. Field of view is limited to the video system’s capability and positioning. Includes eSubscribe – Report Subscriptions On Demand. Note - Monitoring Services are required and priced separately (see page 5-7). An intrusion system, intrusion alarm monitoring and IP video connectivity required; cellular plan not applicable.



Stanley Convergent Security Solutions, Inc.

Summary - Investment Information

Tech Bldg Yard Beam Video Verification

One-Time Installation Investment	\$1,052
Alarm Verification by Video (2 cameras)	\$20
Monthly Extended Service Plan	\$9
Total Monthly	\$29

Customer to Provide:

120 vac Power Outlets	All Patching & Painting	Lighting Conditions for CCTV
Static IP address for equipment	Network Connectivity	Access to Device Locations
Secured storage of on-site equipment		

Delays in Installation

Abnormal idle time that is incurred by Stanley's employees due to escorts, clearances, inability to enter workspace, and other factors beyond our control, will be invoiced at our current labor rates. All work will be scheduled for normal working hours, Monday through Friday.

Price Protection:

All prices quoted are valid for ninety (90) days from the date of this proposal.

All products and services provided by SCSS are subject to SCSS's standard terms and conditions which can be found at <http://www.stanleycss.com/web-tac.html>. Any additional or different terms set forth by Customer, whether in Customer's purchase order or another communication, are expressly objected to and will not be binding on SCSS unless agreed to in writing by an authorized representative of SCSS.



Stanley Convergent Security Solutions, Inc.

Publish Date
January 29, 2014



Customized Solution Proposal

Prepared For

Prepared By



San Bernardino
Valley College

Tech Bldg Sonitrol System
Welding Storage &
Spray Booth Access Detection

Danny Loggins
Security Consultant

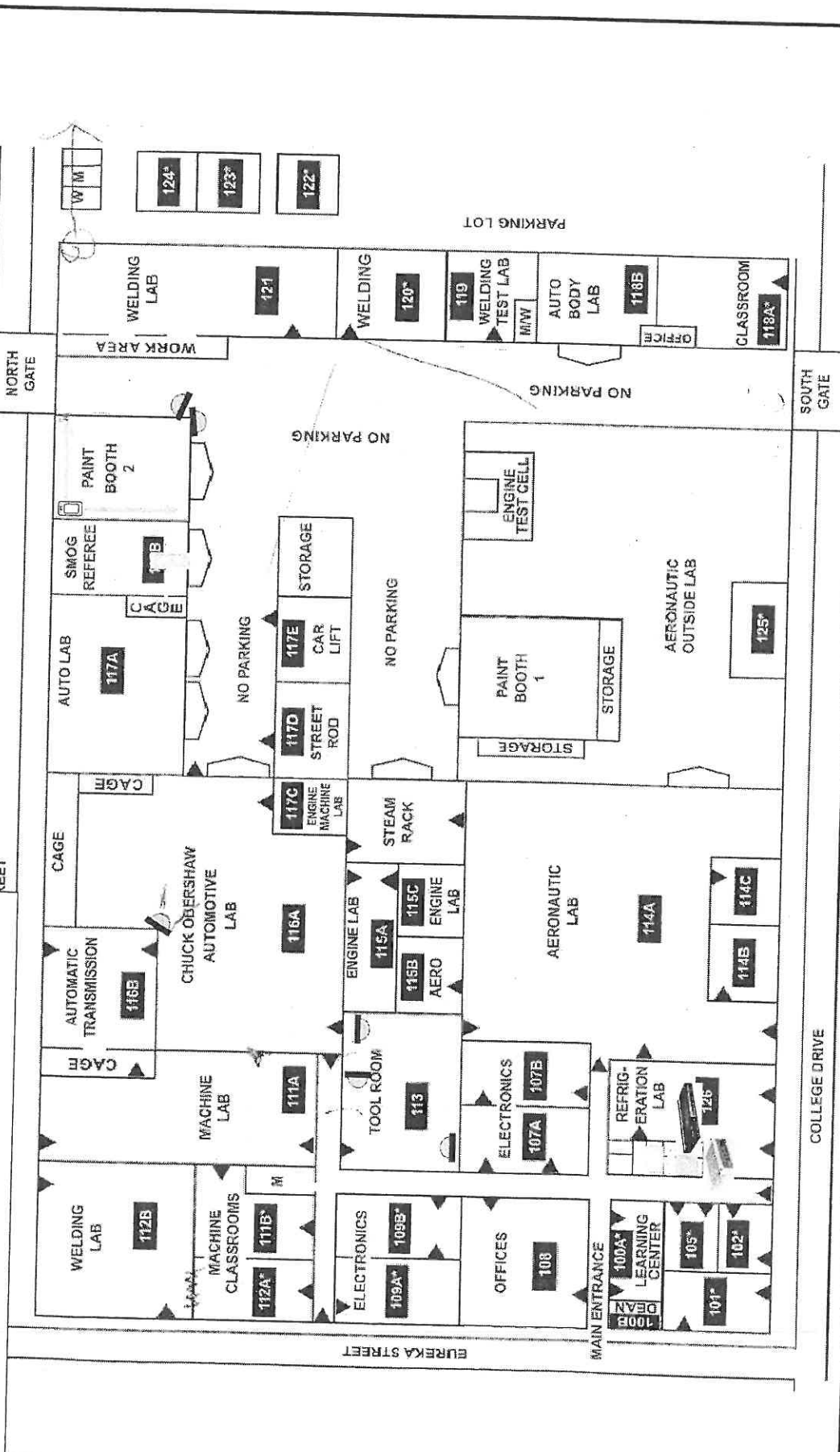


Security Solutions
 783 Palmyra Ave. Suite E
 Riverside, CA 92507
 951-274-4300

- Control Panel
- Keypad
- Cell Backup
- Door Contact
- PIR Sensor
- Exp Module
- Boundary Guard PIR
- Audible
- I/O Module
- PE Beam
- Access Module
- Ethernet Switch
- Fixed Outdoor
- PTZ Camera
- DVR
- Fixed Indoor
- Fixed Dome
- Power Supply

SBVC Tech Building
 701 S. Mt Vernon Ave. San Bernardino, CA 92401

Welding Storage & Spray Booth Access Detection





Equipment Schedule of Protection

After conducting our business risk assessment, we have developed a solution with your specific business in mind. We never take a one-size-fits-all approach to addressing our customer's business requirements. Our approach is to find the "Best Fit" for that is unique as your business and addresses your specific business concerns.

After reviewing your requirements, Stanley proposes to furnish and install the following equipment:

Tech Bldg Sonitrol System Add - Welding Dept Storage & Spray Booth Protection

Equipment	
Quantity	Description
1	Boundary Guard Perimeter Outdoor Motion Sensor
1	Tri-Tech Motion Sensor
Lot	Wire - 22/6 Stranded Shielded Cable

Existing Equipment	
Quantity	Description
1	Sonitrol Advantage Plus Controller
3	LCD Keypad
1	Loop Expander Module (LEM)

Scope of Work

- Provide & Install Detection Devices to Protect the Welding Storage Shed & the Spray Booth Area
- Provide & Install a New Motion Detector in the Welding Storage Shed (per proposal diagram)
- Provide & Install a New Boundary Guard Motion Sensor Across the Spray Booth to Detect Intrusion From the North End of the Spray Booth (per proposal diagram)
- Tie-in to the Existing Loop Expansion Module (LEM) in the Automotive Repair Bay
- Provide Necessary Cabling, Setup & Programming, Testing, & Necessary Training



Services Schedule of Protection

After reviewing your requirements, Stanley proposes to furnish the following services:

Services		
Selected or Quantity	Service Name	Service Description
X	Standard Service Plan	(Monday – Friday, 8am – 4pm) Stanley Standard Service Plan covers labor and equipment costs during normal business hours. The service plan can cover all types of protection systems including intrusion alarms, fire alarms, camera systems and access control systems. This plan covers normal "wear and tear", repair or replacement. Repair or replacement of equipment damaged by the customer, acts of God or vandalism is not covered. Service labor rates for after hours work are not included and are based on current Stanley service labor rate schedule. Includes access to the Stanley TAC (24x7).



Stanley Convergent Security Solutions, Inc.

Summary - Investment Information

Welding Dept Storage & Spray Booth Protection

One-Time Installation Investment	\$1,127
Monthly Extended Service Plan	\$9

Customer to Provide:

120 vac Power Outlets	All Patching & Painting	Access to Device Locations
RJ31x Phone Jacks or dedicated lines	Secured storage of on-site equipment	

Delays in Installation

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