



**BEAUMONT CHERRY VALLEY WATER DISTRICT
AGENDA
MEETING OF THE PERSONNEL COMMITTEE
Tuesday, January 6, 2009 at 9:00 AM
560 Magnolia Avenue, Beaumont, CA 92223**

CALL TO ORDER, ROLL CALL

PUBLIC INPUT

PUBLIC COMMENT: Anyone wishing to address the Board of Directors on any matter not on the agenda of this meeting may do so now. Anyone wishing to speak on an item on the agenda may do so at the time the Board considers that item. All persons wishing to speak must fill out a "Request to Speak" form and give it to the Secretary at the beginning of the meeting. The forms are available on the table at the back of the room. There is a three (3) minute limit on public comments. Sharing or passing time to another speaker is not permitted. Please do not repeat what was said by a previous speaker except to note agreement with that speaker. Thank you for your cooperation.

1. Personnel Committee

- a. Review and Discuss Documents Requested by the Personnel Committee Regarding Education Expenses for the Months of September through November of 2008.

2. Directors – Observations and Recommendations

ADJOURNMENT

** Information included in the agenda packet

Assistance for the Disabled: If you are disabled in any way and need accommodation to participate in the meeting, please call Blanca Marin Executive Assistant, at (951) 845-9581 Ext. 23 for assistance so the necessary arrangements can be made.

The agenda material for this meeting is available to the public at the District's Administrative Office which is located at 560 Magnolia Avenue, Beaumont, CA 92223. If any additional material related to an open session agenda item is distributed to all or a majority of the board of directors after this agenda is posted, such material will be made available for immediate inspection at the same location.

Bryan Wilfley
Education Expenses

Vendor Name	Chq Ref. No.	Chk. Date	Invoice No.	Invoice Description	Account No.	Acct. Description	Debit
WILFLEY, BRYAN	7	29-Jul-2005	BOOKS0904		1-2-2010-200	ACCOUNTS PAYABLE	\$35.39
WILFLEY, BRYAN	7	29-Jul-2005	GRADE2		1-2-2010-200	ACCOUNTS PAYABLE	\$105.00
WILFLEY, BRYAN	30829	08-Feb-2006	072605	SB VALLEY COLLEGE	1-2-2010-200	ACCOUNTS PAYABLE	\$122.00
WILFLEY, BRYAN	30829	08-Feb-2006	011006	CRAFTON COLLEGE BOOK STORE	1-2-2010-200	ACCOUNTS PAYABLE	\$141.82
WILFLEY, BRYAN	30829	08-Feb-2006	010906	CRAFTON COLLEGE 3 CLASSES	1-2-2010-200	ACCOUNTS PAYABLE	\$307.00
WILFLEY, BRYAN	31614	25-May-2006	032706	GRAPH CALCULATOR	1-2-2010-200	ACCOUNTS PAYABLE	\$138.87
WILFLEY, BRYAN	31614	25-May-2006	030806	CRAFTON COLLEGE BOOKS	1-2-2010-200	ACCOUNTS PAYABLE	\$139.27
WILFLEY, BRYAN	31614	25-May-2006	050906	CRAFTON COLLEGE REGISTRATION	1-2-2010-200	ACCOUNTS PAYABLE	\$227.00
WILFLEY, BRYAN	31684	08-Jun-2006	JUNE06	GRADE 4 WATER DIST EXAM	1-2-2010-200	ACCOUNTS PAYABLE	\$130.00
WILFLEY, BRYAN	31931	13-Jul-2006	JUNE 06	SCHOOL PARKING	1-2-2010-200	ACCOUNTS PAYABLE	\$15.00
WILFLEY, BRYAN	31931	13-Jul-2006	JUNE 06 2	SCHOOL BOOKS	1-2-2010-200	ACCOUNTS PAYABLE	\$74.40
WILFLEY, BRYAN	31931	13-Jul-2006	JUNE 06 1	SCHOOL BOOKS	1-2-2010-200	ACCOUNTS PAYABLE	\$118.46
WILFLEY, BRYAN	32032	20-Jul-2006	07 14 06	CRAFTON COLLEGE CLASSES	1-2-2010-200	ACCOUNTS PAYABLE	\$460.00
WILFLEY, BRYAN	32252	25-Aug-2006	082206 BARNES&NOBLE	BOOK	1-2-2010-200	ACCOUNTS PAYABLE	\$128.00
WILFLEY, BRYAN	32252	25-Aug-2006	081506 CRAFTON	BOOKS	1-2-2010-200	ACCOUNTS PAYABLE	\$341.03
WILFLEY, BRYAN	32252	25-Aug-2006	081506 CRAFTON	BOOKS	1-2-2010-200	ACCOUNTS PAYABLE	-\$341.03
WILFLEY, BRYAN	32252	25-Aug-2006	081506 BARNES&NOBLE	BOOK	1-2-2010-200	ACCOUNTS PAYABLE	-\$128.00
WILFLEY, BRYAN	32286	30-Aug-2006	082206 BARNES&NOBLE	BOOK	1-2-2010-200	ACCOUNTS PAYABLE	\$128.00
WILFLEY, BRYAN	32286	30-Aug-2006	081506 CRAFTON	BOOKS	1-2-2010-200	ACCOUNTS PAYABLE	\$341.03
WILFLEY, BRYAN	32554	28-Sep-2006	09 20 06	BARNES & NOBLE BOOK	1-2-2010-200	ACCOUNTS PAYABLE	\$58.13
WILFLEY, BRYAN	32554	28-Sep-2006	09 11 06	CRAFTON COLLEGE BOOKS/SUPPLIES	1-2-2010-200	ACCOUNTS PAYABLE	\$89.08
WILFLEY, BRYAN	32623	05-Oct-2006	092906	COMP HARD DRIVE/MARKER BOARD	1-2-2010-200	ACCOUNTS PAYABLE	\$157.28
WILFLEY, BRYAN	32930	09-Nov-2006	110306	GIS/ PDF CONVERTER/ACCESS 2003	1-2-2010-200	ACCOUNTS PAYABLE	\$334.00
WILFLEY, BRYAN	33661	30-Jan-2007	092706	UCKR PARKING	1-2-2010-200	ACCOUNTS PAYABLE	\$25.00
WILFLEY, BRYAN	33661	30-Jan-2007	012207	BOOKS	1-2-2010-200	ACCOUNTS PAYABLE	\$184.52
WILFLEY, BRYAN	33661	30-Jan-2007	112306	CLASSES	1-2-2010-200	ACCOUNTS PAYABLE	\$356.00
WILFLEY, BRYAN	33661	30-Jan-2007	011707	BOOKS	1-2-2010-200	ACCOUNTS PAYABLE	\$620.33
WILFLEY, BRYAN	35280	14-Sep-2007	083107	TRANSCRIPTS CRAFTON & SBVC	1-2-2010-200	ACCOUNTS PAYABLE	\$20.00
WILFLEY, BRYAN	35280	14-Sep-2007	090607	B. WILFLEY BOOKS SBVC	1-2-2010-200	ACCOUNTS PAYABLE	\$71.01
WILFLEY, BRYAN	35280	14-Sep-2007	082207 1	SBVC BOOKS	1-2-2010-200	ACCOUNTS PAYABLE	\$90.00
WILFLEY, BRYAN	35280	14-Sep-2007	082207	B. WILFLEY BOOKS CHC	1-2-2010-200	ACCOUNTS PAYABLE	\$364.95
WILFLEY, BRYAN	35535	18-Oct-2007	100407	SANTA CLARA VALLEY WATER DIS.	1-2-2010-200	ACCOUNTS PAYABLE	\$364.90
WILFLEY, BRYAN	36485	27-Mar-2008	032408	SPRING QTR 2008	1-2-2010-200	ACCOUNTS PAYABLE	\$809.21
WILFLEY, BRYAN	36729	15-May-2008	040808	BOOKS	1-2-2010-200	ACCOUNTS PAYABLE	\$47.49
WILFLEY, BRYAN	36729	15-May-2008	020408	BOOKS	1-2-2010-200	ACCOUNTS PAYABLE	\$50.01
WILFLEY, BRYAN	36729	15-May-2008	040108	BOOKS	1-2-2010-200	ACCOUNTS PAYABLE	\$225.76
WILFLEY, BRYAN	37108	17-Jul-2008	070108	SUMMER 2008 PARKING PERMIT	1-2-2010-200	ACCOUNTS PAYABLE	\$67.50
WILFLEY, BRYAN	37108	17-Jul-2008	052808	SUMMER 2008 TUITION	1-2-2010-200	ACCOUNTS PAYABLE	\$454.30
WILFLEY, BRYAN	37288	21-Aug-2008	081808	FALL QUARTER 2008	1-2-2010-200	ACCOUNTS PAYABLE	\$963.94
WILFLEY, BRYAN	37557	02-Oct-2008	092508	BOOKS	1-2-2010-200	ACCOUNTS PAYABLE	\$267.99
WILFLEY, BRYAN	38001	11-Dec-2008	120908	WINTER QUARTER PARKING PERMIT	1-2-2010-200	ACCOUNTS PAYABLE	\$67.50
WILFLEY, BRYAN	38001	11-Dec-2008	1208080	WINTER QUARTER 2009 TUITION COSTS	1-2-2010-200	ACCOUNTS PAYABLE	\$888.15
							\$9,060.29

ENGINEERING TECHNICIAN

Definition

Under general supervision, positions in the Engineering Technician classification perform responsible technical engineering support work in the design and construction of District structures and facilities; review maps and plans for conformance with District engineering and legal requirements; and assist with inspections on construction projects.

Examples of Duties

The duties listed below are illustrative only and are not meant to be a complete and exhaustive listing of all of the duties and responsibilities of the classification.

- Assists with the preparation of designs, plans, and specifications for the construction and development of District structures and facilities.
- Reviews maps, plans, and specifications for compliance with District engineering and legal standards.
- Performs drafting and map drawing assignments.
- Performs land surveying work, including the operation of surveying instruments.
- Prepares plans and profile sheets, locating utilities and obstacles that may present construction problems.
- Makes field inspections of job sites to verify the accuracy of drawings and profiles.
- Prepares right-of-way maps, depicting properties in detail.
- Reviews and makes recommendations on domestic water applications.
- Prepares and obtains documents to convey property title from subdividers to the District.
- May collect domestic water and/or wastewater samples for laboratory analysis.
- Assists with the preparation of a variety of engineering reports.
- Gauges stormwater channels using stream gauging equipment.
- Assists with construction inspection assignments.
- Provides assistance to the public on a variety of subjects such as the location of District facilities, topographical maps, availability of services, and District design requirements.
- Performs related duties as assigned.

Typical Physical Activities

- Travels frequently by motor vehicle in conducting District business.
- Communicates orally with District management, co-workers, and the public in face-to-face, one-to-one and group settings.
- Regularly uses a telephone for communication.
- Uses office equipment such as computer terminals, copiers, and FAX machines.
- Frequently walks in uneven terrain, in an outdoor environment, making inspections of District facilities and construction projects.
- Sits for extended time periods.
- Hearing and vision within normal ranges.

Employment Standards**Knowledge of:**

- Basic knowledge of civil engineering methods and practices.
- Algebra, geometry, and trigonometry.
- Methods and procedures for describing real property.
- Technical report writing.
- Principles, methods, instruments, and techniques used in engineering drafting.

Ability to:

- Perform a variety of technical engineering support work.
- Gather data and make a variety of engineering computations.
- Perform drafting assignments.
- Assist with the development and preparation of engineering reports.
- Assist with construction inspection work.
- Use computer systems and software packages related to engineering analysis and functions.
- Effectively represent the District's engineering functions with the public, other government agencies, contractors, and developers.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.

Desirable Qualifications

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying.

A typical way to obtain the knowledge and abilities would be:

Education: Completion of coursework in algebra, geometry, trigonometry, and drafting.

Experience: One year of responsible technical experience in engineering support work.

License Certificate Registration Requirement:

Driver License: Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile rates.

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

ENGINEERING DRAFTER

Definition

Under general supervision, positions in the Engineering Drafter classification perform technical drafting and computation work related to the location, design, and construction of District structures and facilities.

Examples of Duties

The duties listed below are illustrative only and are not meant to be a complete and exhaustive listing of all of the duties and responsibilities of the classification.

- Prepares drawings for the design, installation, replacement, and location of District facilities and structures.
- Prepares detail drawings for pipelines, pump stations, and tanks.
- Performs fieldwork necessary to locate and plot service lines and facilities.
- Prepares maps, charts, and graphs.
- Prepares blueprints and other copies.
- Assists engineers with the design of reinforced concrete structures, pipelines, and pump stations.
- Inspects closures on field surveys.
- Draws profiles and sections.
- Sets up and maintains office files.
- Updates District valve books, sketches, and existing drawings.
- Determines areas and volumes.
- Assists with the preparation of a variety of engineering reports.
- Provides assistance to the public on a variety of subjects such as the location of District facilities, topographical maps, availability of services, and District design requirements.
- Performs related duties as assigned.

Typical Physical Activities

- Travels occasionally by motor vehicle in conducting District business.
- Communicates orally with District management, co-workers, and the public in face-to-face, one-to-one and group settings.
- Regularly uses a telephone for communication.
- Uses office equipment such as computer terminals, copiers, and FAX machines.
- Frequently walks in uneven terrain, in an outdoor environment, locating District structures and facilities.
- Sits for extended time periods.
- Hearing and vision within normal ranges.

Employment Standards**Knowledge of:**

- Basic knowledge of civil engineering methods and practices.
- Algebra, geometry, and trigonometry.
- Methods and procedures for describing real property.
- Technical report writing.
- Principles, methods, instruments, and techniques used in engineering drafting.

Ability to:

- Perform complex and precise drafting and mapping work.
- Prepare construction drawings and maps from field notes.
- Gather data and make a variety of engineering computations.
- Prepare plots and property descriptions.
- Assist with the development and preparation of engineering reports.
- Use computer systems and software packages related to engineering drafting.
- Effectively represent the District's engineering functions with the public, other government agencies, contractors, and developers.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.

Desirable Qualifications

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying.

A typical way to obtain the knowledge and abilities would be:

Education: Completion of coursework in algebra, geometry, trigonometry, and drafting.

Experience: One year of responsible technical experience in performing engineering drafting work.

License Certificate Registration Requirement:


Driver License: Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

License Certificate Registration Requirement: (continued)

Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile rates.

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job

MEMORANDUM

Date: December 31, 2008
From: Bryan Wilfley 
To: Tony Lara
Subject: Academic Status

As per the Personnel Committee meeting on December 29, 2008, I have attached to this memorandum an Unofficial Student Academic Record. What this report includes are the units attempted (UA) and units earned (UE) for Spring Quarter 2008, Summer Quarter 2008, and Fall Quarter 2008. The report also includes the academic status for each quarter. Please take notice that the status is "Good Standing", meaning that I currently hold a GPA of at least 2.0 or higher. I have included a definition of "Good Standing" printed from the Cal Poly Pomona web site. I have also attached a page from the Cal Poly Pomona Catalog 2007-2009. This page indicates that in order for an undergraduate to earn the total amount of units attempted they must pass each class with a minimum of a "C".

Given the amount of public interest on this topic I felt that making my "Report Card" with actual letter grades available, would not be appropriate. With the information that I have provided the Personnel Committee can easily see that I am within the bounds of my contract. I have maintained a GPA of 2.0 or higher, I have been enrolled as a "Full Time Student", and I have passed each class with at least a "C" or above.

I can make official documentation available but I will have to speak with my academic advisor. My advisor will not be in his office until January 05, 2009. I have only produced unofficial documentation due to the time constraints.

Report Results

[Return](#)

UNOFFICIAL STUDENT ACADEMIC RECORD

California State Polytechnic University, Pomona

STUDENT NAME: Wilfley, Bryan Lee

BRONCO NUMBER:

BIRTH MO/DAY: 07/17

DATE PRINTED: 12/30/2008

UNIVERSITY MEMORANDUM

PLAN: Civil Engr

SUBPLAN: Environmental Opt

SUBPLAN: General Civil Engineer Opt

UNDERGRADUATE TOTALS

	UNITS ATTEMPTED	UNITS EARNED	GRADE POINTS	GPA	GP BALANCE
CAL POLY POMONA	29.0	29.0			
TRANSFER					
OVERALL					

UNDERGRADUATE RECORD

PLAN: Civil Engr

TRANSFER CREDIT

San Bernardino Valley Col
Crafton Hills Col

UA UE GP GPA

TRANSFER TOTAL

UA UE GP GPA

SPRING QUARTER 2008

CLASS	SUBJ	NBR	DESCR	INSTRUCTOR	UA	UE	GP	GPA	GR	REF
33547	BIO	110	Life Science	Arnold, Keith	3.0	3.0				
31329	CE	127	Civil Engineer	Jue, Michael D	1.0	1.0				
31331	CE	127L	Civil Engineer	Jue, Michael D	1.0	1.0				
31335	CE	134	Elementary Sur	Turner, Howard	2.0	2.0				
31339	CE	134L	Elem. Surveyin	Padres, Claudi	2.0	2.0				
32583	MAT	114	Analytic Geom	Rosin, Amber R	4.0	4.0				
Term Total					13.0	13.0				

Good Standing

SUMMER QUARTER 2008

CLASS	SUBJ	NBR	DESCR	INSTRUCTOR	UA	UE	GP	GPA	GR	REF
50798	MAT	115	Analytic Geom	Swift Jr,Ran	4.0	4.0				
Term Total					4.0	4.0				

Good Standing

FALL QUARTER 2008

CLASS	SUBJ	NBR	DESCR	INSTRUCTOR	UA	UE	GP	GPA	GR	REF
72376	CE	122	Introduction t	Janger, Frank	1.0	1.0				
71482	MAT	116	Analytic Geom	Salomaa, Paul	4.0	4.0				
70755	ME	214	Vector Statics	Kim, Kyu-Jung	3.0	3.0				
70172	PHY	131	General Physic	Vandervoort, K	3.0	3.0				
70193	PHY	131L	General Physic	Hoeling, Barba	1.0	1.0				
Term Total					12.0	12.0				

Good Standing

WINTER QUARTER 2009**FUTURE TERM**

12259	CE	128L	Civil Engineer	Santer,	1.0	REGISTERED
10057	ME	215	Vector Dynamic		4.0	REGISTERED
10068	ME	218	Strength of Ma	Dinsmor	3.0	REGISTERED
10147	ME	301	Thermodynamics	Puskar,	4.0	REGISTERED
12089	PHY	132	General Physic	Siegel,	3.0	REGISTERED
12097	PHY	132L	General Physic	Mylande	1.0	REGISTERED

CUMULATIVE TOTALS

	UA	UE	GP	GPA
CAL POLY POMONA	29.0	29.0		
TRANSFER				
OVERALL				

Return



Registrar's Office

CAL POLY POMONA

Registration

Graduation

Transfer Credit

Forms & Services

Policies & Procedures

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[Division of Student Affairs](#)
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[Cal Poly Pomona](#)
Search **Academic Standing****Undergraduates****GOOD STANDING**

An undergraduate student is considered to be in good academic standing if the student's cumulative grade point average is 2.0 or "C" or higher for all university level work attempted (including transfer units) and for all university level work attempted at Cal Poly Pomona. Students in good standing are eligible to enroll in the subsequent quarter and should see an advisor at least once per year.

EARLY WARNING

An undergraduate student with a Cal Poly Pomona grade point average below 2.2 is considered at risk, and an advising hold is placed on the student's registration for the following quarter. The advising hold may be released only by the approval of the student's advisor following academic advising.

ACADEMIC PROBATION

An undergraduate student with an overall or Cal Poly Pomona grade point average that falls within the following ranges is placed on academic probation, and an advising hold is placed on the student's registration for the following quarter. The academic probation gpa ranges are: Freshmen, 1.5 – 1.99 gpa; Sophomores, 1.7 – 1.99 gpa; Juniors, 1.9 – 1.99 gpa; Seniors, 1.95 – 1.99. The advising hold may be released only by the approval of the student's advisor following academic advising. Academic departments may also place an advising hold on a student's registration if the student's major core grade point average is below 2.0.

SUBJECT TO DISQUALIFICATION

An undergraduate student is subject to disqualification if the student's grade point deficit is not at the level for academic disqualification and the student's Cal Poly Pomona or cumulative grade point average falls below 1.5 for freshmen, 1.7 for sophomores, 1.9 for juniors, or 1.95 for seniors. Academic departments may disqualify a student who is subject to disqualification if the student fails to meet the terms of the advising worksheet or fails to make progress in the major.

ACADEMIC DISQUALIFICATION

An undergraduate student is academically disqualified when his/her grade point deficit falls below and reaches the levels specified in the table below.

	Units Completed	Grade Point Balance
Freshman or Sophomore	0 - 89	- 22.5
Junior	90 - 134	- 13.5
Senior	135 or more	- 9.0

A student placed on academic disqualification will be required to sit out for a minimum of one quarter. A student has the right to appeal the academic disqualification and required sit-out quarter. Except in extraordinary circumstances, appeals will be considered only if the student's grade point average, during the quarter subsequent to notification of disqualification, has improved enough to remove the student from disqualification status.

Once disqualified, a student placed on academic disqualification may request consideration for reinstatement upon presentation of satisfactory evidence that he/she has improved the chances of academic success and has a plan for regaining good standing. The Petition for Academic Reinstatement must be filed in the Registrar's Office following approval by the student's academic college.

FINAL DISQUALIFICATION

Effective summer 1999, an undergraduate student who is reinstated must remove the disqualification by the time 24 advisor-approved baccalaureate level units have been completed. A student who does not remove the disqualification within the 24-unit limit will be required to leave the university for at least four quarters. In order to attend Cal Poly Pomona, the student will have to submit an application for admission.

An academically disqualified undergraduate student who attains good standing or probationary status and then becomes disqualified again is no longer eligible to enroll at the university.

GPA and Grade Point Balance Calculator

If you would like assistance in calculating your GPA and Grade Point Balance, you may use the online [GPA Calculator](#).



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Updated On: Dec 18, 2008 | [Questions & Comments](#)

ACADEMIC POLICIES

Requirements for Bachelor's Degree

General Requirements

A candidate for the bachelor's degree shall have

- 1) completed the courses in one of the listed baccalaureate curricula with a minimum "C" grade average (GPA of 2.0) in the major (core and designated subplan) courses, in all college-level courses taken at Cal Poly Pomona, and in all completed college-level course work;
 - 2) completed the required general education courses;
 - 3) completed the required courses in American history and government, including state and local government. This requirement is met by completing PLS 201 and HST 202;
 - 4) completed at least one four-unit course that meets the American Cultural Perspectives Requirement;
 - 5) spent not less than three quarters in residence, two of these quarters immediately preceding graduation;
 - 6) earned not fewer than 50 quarter units in residence applicable to the bachelor's degree; of which 36 units must be in upper division courses, 18 units must be in the major core, and 12 units in general education courses;
 - 7) earned a total number of grade points at least equal to twice the number of units attempted (achieve a "C" grade average e.g. GPA of 2.0) in all courses taken at Cal Poly Pomona and overall coursework;
 - 8) completed all coursework requirements for the Bachelor of Arts degree, with a minimum of 60 of those units being of 300- or 400-level courses, 18 of which must be in the major core; completed all coursework requirements for the Bachelor of Science degree, with at least 27 of these units being in 300- or 400-level courses in the major core; completed all coursework requirements for the Bachelor of Architecture degree, with 67.5 units required for the major and with at least 40.5 of these units being in 300- or 400-level courses.
- No major will contain less than 54 quarter units of courses required in the core for the major. Within these 54 units must be at least 15 units of 100 and 200-level courses. The courses in the major must be exclusive of those courses taken to satisfy the general education requirements;
- 9) met the Graduation Writing Test requirement;
 - 10) had a graduation check. A graduation check request can be made in the Registrar's Office when a senior has no more than 10 classes (40 units) left to take to complete degree requirements. Processing of the graduation check takes 60-90 days and the graduation check is sent to the student's Cal Poly Pomona e-mail address. *This policy is currently under revision. Please refer to the online catalog for the current policy.*
 - 11) filed an application for graduation in the Registrar's Office in the quarter in which all requirements will be completed, prior to the deadline listed in the academic calendar.

Determination of Graduation Requirements

In determining graduation requirements, students have three basic options open to them. They may decide to meet the degree requirements listed in the Cal Poly Pomona university catalog at the time they first entered the university, or they may decide to use the requirements listed in the university catalog at the time of their graduation, or they may elect to use the requirements in effect at the time they began study at a CSU campus or a California community college.

At Cal Poly Pomona, all colleges/schools evaluate incoming students on the current curriculum for their major/core and support areas. Questions on this matter should be directed to the student's advisor or department chair.

Whenever a student changes major, while this action is not considered a break in enrollment status, he/she may elect to use either the major department degree graduation requirements published in the Cal Poly Pomona university catalog at the time the major was changed or the requirements in the catalog at the time of graduation.

California community college students transferring to Cal Poly Pomona without a break in enrollment status will be evaluated on the graduation requirements listed in the Cal Poly Pomona university catalog at the time of entrance to Cal Poly Pomona. Students may elect in writing to the Registrar's Office to fulfill graduation requirements at the time they began attending a California community college or in effect at the time of graduation. After entry to Cal Poly Pomona, any change of status or major will cause them to come under the major degree catalog provisions valid at the time of the change. Also see "General Education" section in this catalog regarding transfer and change of major students and GE certification.

Students who are not in attendance for more than two consecutive quarters in any given calendar year are considered to have broken enrollment status. This will affect both major and other degree requirements and may require additional course work for degree completion.

Participation in Graduation Ceremonies

Undergraduate students may apply for graduation and/or participate in June commencement ceremonies if they have filed a graduation check request, have no more than eight units remaining to fulfill the graduation requirements, and are in good academic standing (2.00 GPA for Cal Poly Pomona coursework and 2.00 for all cumulative coursework) at the end of the term prior to that in which the student applies to graduate.

Graduate students who have not completed all of their graduation requirements, including the GWT, may not participate in the commencement ceremonies

Requirement in Mathematics Proficiency

All students must demonstrate a base level math competency. This may be done by taking an approved course in mathematics or statistics. The following courses have been judged to meet this requirement: MAT 106, MAT 114, MAT 115, MAT 116, MAT 120, MAT 125, MAT 130, MAT 191 or STA 120. Transfer students will satisfy this requirement by taking an equivalent course which may also be used to meet the CSU General Education quantitative reasoning requirement. Intermediate Algebra taken at a Community College will not meet this requirement, nor will it be considered acceptable to meet the quantitative reasoning requirement.

Graduation Requirement in Writing Proficiency

All students must demonstrate competency in writing skills as a requirement for graduation. See the catalog section on the "Graduation Writing Test" (GWT) Requirement, or the Test Center, Building 98, Room P2-4, for additional information.

GRADUATION WRITING TEST (GWT) REQUIREMENT

All students subject to degree requirements listed in the 1977-78 and later general catalogs must demonstrate competency in writing skills as a requirement for graduation. Based on action taken by the Cal Poly Pomona Academic Senate in 1978, writing competence at Cal Poly

Emanuel Salinas
Education Expense

Vendor Name	Chg Ref. No.	Chk. Date	Invoice No.	Invoice Description	Account No.	Acct. Description	Debit
SALINAS, EMANUEL	30680	20-Jan-2006	0608207	CLASS	1-2-2010-200	ACCOUNTS PAYABLE	\$95.00
SALINAS, EMANUEL	33431	28-Dec-2006	122006	SCHOOL BOOKS	1-2-2010-200	ACCOUNTS PAYABLE	\$161.09
SALINAS, EMANUEL	33431	28-Dec-2006	12/06	SCHOOL REGISTRATION	1-2-2010-200	ACCOUNTS PAYABLE	\$1,343.52
SALINAS, EMANUEL	33974	01-Mar-2007	022807	AWWA CONFERENCE FLIGHT 06/23-06/28/07	1-2-2010-200	ACCOUNTS PAYABLE	\$640.63
SALINAS, EMANUEL	34147	05-Apr-2007	011207	BOOK	1-2-2010-200	ACCOUNTS PAYABLE	\$47.50
SALINAS, EMANUEL	34147	05-Apr-2007	26266	CSU SB TUITION	1-2-2010-200	ACCOUNTS PAYABLE	\$1,334.24
SALINAS, EMANUEL	34147	05-Apr-2007	122906	BOOK	1-2-2010-200	ACCOUNTS PAYABLE	\$19.57
SALINAS, EMANUEL	34147	05-Apr-2007	122106	BOOKS CS SB	1-2-2010-200	ACCOUNTS PAYABLE	\$112.11
SALINAS, EMANUEL	34839	12-Jul-2007	070907	SPRING CLASSES & BOOKS	1-2-2010-200	ACCOUNTS PAYABLE	\$1,615.19
SALINAS, EMANUEL	35913	13-Dec-2007	2867090	BOOKS	1-2-2010-200	ACCOUNTS PAYABLE	\$38.77
SALINAS, EMANUEL	35913	13-Dec-2007	2867307	BOOKS	1-2-2010-200	ACCOUNTS PAYABLE	\$126.25
SALINAS, EMANUEL	35913	13-Dec-2007	32197	CSU, SB Fall 2007 Tuition Fees	1-2-2010-200	ACCOUNTS PAYABLE	\$1,411.27
SALINAS, EMANUEL	35913	13-Dec-2007	200023	CSU, SB PARKING PERMIT FALL 2007	1-2-2010-200	ACCOUNTS PAYABLE	\$74.09
SALINAS, EMANUEL	36498	27-Mar-2008	12/07	BOOKS	1-2-2010-200	ACCOUNTS PAYABLE	\$54.41
SALINAS, EMANUEL	36498	27-Mar-2008	200959	CSUSB PARKING	1-2-2010-200	ACCOUNTS PAYABLE	\$74.09
SALINAS, EMANUEL	36498	27-Mar-2008	03782Z	BOOKS	1-2-2010-200	ACCOUNTS PAYABLE	\$299.97
SALINAS, EMANUEL	36498	27-Mar-2008	11/07	WINTER 2008 TUITION	1-2-2010-200	ACCOUNTS PAYABLE	\$1,402.01
SALINAS, EMANUEL	36961	19-Jun-2008	WEB0016247/01	Reimbursement for Spring 2008 Books	1-2-2010-200	ACCOUNTS PAYABLE	\$188.03
SALINAS, EMANUEL	36961	19-Jun-2008	201902/03/08	Parking Reimbursement for Spring 2008	1-2-2010-200	ACCOUNTS PAYABLE	\$74.09
SALINAS, EMANUEL	37415	11-Sep-2008	38900/0208	Tuition and Fees - Spring 2008 Reimbursement	1-2-2010-200	ACCOUNTS PAYABLE	\$1,402.01
SALINAS, EMANUEL	37415	11-Sep-2008	271194	PARKING SUMMER PERMIT	1-2-2010-200	ACCOUNTS PAYABLE	\$84.00
SALINAS, EMANUEL	37415	11-Sep-2008	41471	SUMMER TUITION AND FEES	1-2-2010-200	ACCOUNTS PAYABLE	\$883.39
SALINAS, EMANUEL	37415	11-Sep-2008	061908	BOOKS	1-2-2010-200	ACCOUNTS PAYABLE	\$50.54
							\$11,531.77

BEAUMONT CHERRY VALLEY WATER DISTRICT

INVENTORY CONTROL SPECIALIST

Definition

Under direction, the Inventory Control Specialist (ICS) organizes, directs, and supervises the operations and functions associated with receiving, warehousing, and distribution of supplies, parts, and equipment.

Examples of Duties

The duties listed below are illustrative only and are not meant to be a complete and exhaustive listing of all of the duties and responsibilities of the classification.

- Plans various District pipeline projects, develops material lists, and cost estimates. Organizes and supervises receiving, warehousing and distribution of District supplies, Parts and equipment.
- Establishes and maintains proper inventory levels through use of a computerized inventory system.
- Ensures supplies are received, inspected, verified, and stored properly when shipped to the facility.
- Notifies District management and staff of problems with shipments.
- Confers with and advises District management and staff on warehousing and inventory needs and issues.
- Ensures proper preparation of items for return shipments to vendors.
- Directs the monitoring and logging of incoming and outgoing freight.
- Establishes and maintains systems for proper distribution of items stored in the central warehouse facility.
- Establishes work schedules.
- Supervises, trains, and evaluates warehouse staff.
- Operates equipment and performs shipping and receiving work as necessary.
- Maintains proper work safety standards at the central warehouse facility.
- Develops material lists and cost estimates for various District pipeline projects.

INVENTORY CONTROL SPECIALIST

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Typical Physical Activities

- Operates warehouse equipment such as forklifts and operates a motor vehicle for delivery and distribution of equipment and supplies.
- Must be able to carry, push, pull, reach, and lift supplies and merchandise weighing up to 50 lbs.
- Stoops, kneels, crouches, crawls, and climbs during the storage and distribution of equipment and supplies.
- Works in an environment with exposure to dust and significant temperature changes between cold and heat.
- Communicates orally with District management, co-workers, and the public in face-to-face, one-to-one, and group settings.
- Regularly uses a telephone for communication.
- Uses office equipment such as computer terminals, copiers, and FAX machines.
- Stands and walks for extended time periods.
- Hearing and vision within normal ranges.

Employment Standards

Knowledge of:

- Principles, practices, and procedures related to the shipping, receiving, and warehousing of items, parts, and equipment.
- Techniques of merchandise, equipment, and material storage.
- Delivery and distribution systems.
- Inventory control methods.
- Computer systems and software related to shipping, receiving, warehouse, and inventory systems and operations.
- Laws, rules, regulations, and principles of work safety.
- Principles of supervision and training.

Ability to:

- Organize, coordinate, and direct the receiving, storage, and distribution of merchandise, equipment, and items at a centralized warehouse.
- Supervise, coordinate, train, and evaluate staff.
- Develop, implement, and maintain receiving, storage, inventory, and distribution systems.
- Use computer systems and software applicable to receiving, warehousing, inventory, and distribution of equipment and supplies.
- Effectively represent the District's warehousing functions with vendors and other District staff.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.

INVENTORY CONTROL SPECIALIST

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Desirable Qualifications

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying.

A typical way to obtain the knowledge and abilities would be:

Experience: Five years of increasingly responsible experience in shipping, receiving, and warehousing operations, including at least two years in a lead or supervisory capacity.

License Certificate Registration Requirement:

Driver License: Possession of a valid California Class C Driver License. Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile rates.

Certification

Possession of a valid Water Distribution Operator Grade D3 certification issued by State of California Department of Health Services.

PUBLIC ADMINISTRATION

Master of Public Administration

Accredited by the National Association of Schools of Public Affairs and Administration

Department of Public Administration

Jack Brown Hall, Room 456

(909) 537-5758 <http://www.cbpa.csusb.edu/pa/>

FACULTY David Baker, Chuck Christie, Joelle De La Torre, Albert K. Kamig, Guenther Kress, Audrey Mathews, Monty Van Wart (Chair and Graduate Coordinator), Clifford Young

MASTER OF PUBLIC ADMINISTRATION

Requirements (48 units)

The Master of Public Administration (M.P.A.) is a broad program designed to prepare students for a career in administration in the public sector. The major objective is to provide the student with a generalist perspective of public administration, including tools of decision-making, an understanding of the total public administrative system, and a capacity for working within the public environment.

This degree is intended for graduate students and career employees seeking to develop and strengthen academic and professional skills for admission and advancement in the professional practice of public administration.

The program is open to all students, regardless of undergraduate major.

Admission to the M.P.A. Program

In addition to the general requirements of the university, specific requirements for admission to classified graduate status are:

1. A bachelor's degree from an accredited college or university;
2. The following combination of grade point average and test score on the GRE (Graduate Record Examination, Verbal and Quantitative Sections): GRE score plus 400 times grade point average on the last 90 sequential quarter units (60 semester units) of course work (including postbaccalaureate course work) equals or exceeds 2100;
3. Submission of GRE score by the deadline for that term; if test result is not submitted on time, admission status will be unclassified postbaccalaureate;
4. Competence in the following prerequisite courses or their equivalents:

A. MGMT 306.	Expository Writing for Administration (with a grade of "B" or better)
B. MATH 305.	Statistics: Hypothesis Testing and Estimation
or	
SCM 210.	Applied Business Statistics
C. PA 575.	Internship in Public Administration (May be waived dependent upon related work experience.)

Competence in the above prerequisite courses may be demonstrated by:

- A. Formal completion of the course or its equivalent.
- B. Credit by examination.
- C. Waiver based on specialized work experience; must have documentation of work directly related to course to be waived; and must be approved by the department's M.P.A. Graduate Director. (Students requesting waiver of any prerequisite courses must petition the M.P.A. Graduate Director. Inquiries about a challenge examination or substitution for MGMT 306 should be directed to the Dean of Graduate Studies.)

5. Academic motivation and personal qualifications demonstrated through submission of a 200-250 word statement of reasons for wishing to pursue the M.P.A. at California State University, San Bernardino, and personal qualifications that will contribute to successful completion of the program.

No more than 12 units of graduate credit earned in unclassified/conditionally classified standing may be counted toward meeting the requirements for the degree.

Students who meet all entrance requirements except course prerequisites may be admitted to the program in a conditionally classified status until those prerequisite deficiencies are removed, at which time they will be advanced to classified graduate standing in the program. Only fully classified students, however, may enroll in 600-level courses unless they have written consent from the school graduate director.

Advancement to Candidacy

To be advanced to candidacy, a student must have:

1. Achieved classified standing;
2. Completed at least 20 quarter units of applicable graduate-level course work at the university, with a minimum grade point average of 3.0 ("B");
3. Completed an approved graduate program plan in consultation with an M.P.A. advisor after achieving classified status;
4. Secured the approval of candidacy from the M.P.A. Graduate Director and the Dean of Graduate Studies.

Requirements for Graduation

1. A minimum of 48 quarter units of acceptable graduate-level work, consistent with the program plan (with a grade point average of 3.0), with at least 36 units completed at this university;
2. At least 28 quarter units of credit taken after advancement to candidacy for the degree;
3. Successful completion of the required core and elective courses as outlined in the curriculum section;
4. **A grade point average of 3.0 ("B") in all course work taken after admission to conditionally classified or classified status, and grades of "C" (2.0) or better in all courses in the program;**
5. Successful completion of the graduate research project. The graduate research project is defined as an advanced field study in public administration including both literary and empirical research. This requirement is met by the student's enrollment in PA 695 during the last quarter of work in the program and completion of the project to the satisfaction of the student's advisor.

OR

Successful completion of an integrative comprehensive examination which may be taken any fall, winter or spring term after advancement to candidacy. Students with a grade point average below 3.0 ("B") will not be permitted to take the examination. A "no credit" (NC) designation will be entered on the student's transcript if he/she fails the examination. Students who do not receive a passing grade may elect to:

- A. Repeat the examination, one additional time only, with the written approval of the Department's M.P.A. Graduate Director;

Note: With the written approval of the Department's M.P.A. Graduate Director, students who do not receive a passing grade after repeating the examination may complete PA 695. Graduate Research Project.

OR

- B. Complete PA 695. Graduate Research Project.

The examination will be offered fall, winter and spring quarters. Only students who are currently classified, have been advanced to candidacy and are not on probation may take the examination.



6. In addition to satisfactory completion of the graduate entrance writing requirement (MGMT 306. Expository Writing for Administration with a grade of "B" or better), classified MPA students must satisfy the graduation writing requirement by:

- A. Successful completion of M.P.A. core courses, with a grade point average of "B" or better, which require students to write in a manner appropriate for the discipline; and
- B. Preparation of an acceptable Graduate Research Project (PA 695);

OR

- A. Successful completion of M.P.A. core courses, with a grade point average of "B" or better which require students to write in a manner appropriate for the discipline; and
- B. PA 999. Comprehensive Examination (0) which requires acceptable expository writing skills;

7. Any additional general requirements not cited above and listed on Page 329.

Degree Requirements (48 units)

Comprehensive Examination Option

1. PA 603. Research Methods in Administration (4)
2. PA 611. Public Administration Theory and Practice (4)
3. PA 615. Public Financial Management (4)
4. PA 662. Human Resource Management in the Public Sector (4)
5. PA 663. Public Budgeting and Finance (4)
6. PA 664. Management of Public Organizations (4)
7. PA 672. Administrative Regulation (4)
8. PA 680. Public Policy Analysis (4)
9. Sixteen units of electives to be chosen from any Department of Public Administration 500- or 600-level courses in consultation with an advisor or from related fields with advance approval from the chair of the Department of Public Administration. No more than twelve units may be taken from 500-level courses.
10. PA 999. Comprehensive Examination (0)

Students must successfully complete requirements 1-8 in order to register for the comprehensive examination.

Graduate Research Project Option

1. Four units chosen from:

- MGMT 603. Research Methods in Administration (4)
- PA 603. Research Methods in Administration (4)
2. PA 611. Public Administration Theory and Practice (4)
3. PA 615. Public Financial Management (4)
4. PA 662. Human Resource Management in the Public Sector (4)
5. PA 663. Public Budgeting and Finance (4)
6. PA 664. Management of Public Organizations (4)
7. PA 672. Administrative Regulation (4)
8. PA 680. Public Policy Analysis (4)
9. PA 695. Graduate Research Project (4)

10. Twelve units of electives to be chosen from any Department of Public Administration 500- or 600-level courses in consultation with an advisor.

Students may take up to two courses at the 500- or 600-level from related fields with the permission of the College of Business and Public Administration graduate committee. Students who wish to take up to two 300- or 400-level courses must petition the college's director of graduate studies for approval in advance; for each course approved, they will be required to enroll simultaneously in a two-unit independent study course directly related to the course selected. These independent study units cannot be applied to any graduate degree unit requirements.

Only conditionally classified and classified students (or those who have the consent of the college director of graduate studies) may enroll in 600-level courses.

Students may not include more than 12 quarter units in transfer credit from other colleges. California State University, San Bernardino will not consider for transfer credit course work from any institution which will not accept that work in its own advanced degree program.

COURSE OFFERINGS IN PUBLIC ADMINISTRATION (PA)

Upper Division

514. Management of Private Nonprofit Organizations

Analyzes the specific problems of management in private nonprofit organizations, including planning, personnel, financial and policy issues. (4 units)

516. Public and Non-Profit Project Management

Aspects of project management, including needs and feasibility assessment, project design, proposal writing, contract negotiation, funding, developing project teams, managing team conflict, monitoring, and evaluation. (4 units)

521. Principles of Planning

Introduction to local and regional community planning; includes methods of adoption and interorganizational relationships. (4 units)

548. Management of Computers in the Public Sector

Designed to help students gain competency in computer related skills. Each topic may be taken once for credit. Three hours lecture and two hours activity laboratory.

- A. Word Processing (4 units)
- B. Data Base Management (4 units)
- C. Spread Sheet (4 units)
- D. Communication (4 units)
- E. Networking (4 units)
- F. Special Problems (4 units)
- G. Geographic Information Systems (4 units)

557. Public Sector Labor Relations

Analyzes issues created by collective bargaining and unionism in public sectors. Examples: selection of bargaining agents, bargaining scope and obligation, impasse resolution and grievance procedure. (4 units)

564. Local Public Administration

Administrative characteristics and problems of public management in the urban area, including city, county, school and special district organization and functions. (4 units)

568. Accounting for Government and Not-for-Profit Organizations

Covers principles and practices of government fund accounting. Topics include governmental accounting concepts, types and structure of funds and accounts, application of generally accepted accounting principles to government and not-for-profit entities, presentation and uses of financial statements. (Also offered as ACCT 568. Students may not receive credit for both.) Prerequisite: ACCT 211. (4 units)

575. Internship in Public Administration

Supervised work and study in private or public organizations. May be repeated once for credit. A total of two College of Business and Public Administration 575 courses may be applied toward graduation. Graded credit/no credit. Prerequisites: consent of instructor and the department's internship coordinator. (4 units)

CALIFORNIA STATE UNIVERSITY SAN BERNARDINO
WATER RESOURCES MANAGEMENT GRADUATE PROGRAM

DEGREE REQUIREMENTS

Students enrolled in the Graduate Program in Water Resources Management must comply with the requirements for the MPA degree. The MPA degree requires a minimum of 48 quarter units, 36 of which must be in courses numbered 600 or above as follows:

Core Classes

Eight core classes (32 units) that provide essential information for a strong foundation in methodology and analysis.

Concentration Classes

Four courses chosen in consultation with an advisor from the approved list of water resources management elective.

Classes meet for four hours each week for four hours of credit. All graduate classes are offered in the evenings. Each quarter is 10 weeks of instruction, and there are three quarters each year. A limited number of courses are during the summer session. Students must maintain a "B" average in all coursework.

PROGRAM REGULATIONS

You must maintain a GPA average of 3.0 in all course work throughout the program.

PROBATION

Students who do not maintain an average GPA of 3.0 in all course work will be put on academic probation. (Advancement to Classified/Candidacy status cannot be attained while on probation.) Students remaining on probation for two consecutive quarters will be declassified from the graduate program. Declassified students who wish to continue must petition the Dean of Graduate Studies of the University, Administration Building Room 127, 537-5058, for re-admission to the program, once they have raised their GPA to at least a 3.0. Re-admission may be granted upon the recommendation of the MPA Graduate Director.

California State University, San Bernardino

The Trustees of The California State University
upon recommendation of the faculty
have conferred upon

EMANUEL MATTHEW SALINAS

the degree of

MASTER OF PUBLIC ADMINISTRATION

with all rights and privileges pertaining thereto.

Given at San Bernardino on the third day of September, two thousand and eight.



Paul D. Schaeffer
Governor of California
President of the Trustees

Robert A. Pattenberg
Chair
Board of Trustees



Charles B. Reed
Chancellor
The California State University

Albert K. Kamy
President
California State University, San Bernardino