

San Bernardino Community College District
Regular Meeting of the Board of Trustees
114 S. Del Rosa Drive, San Bernardino, CA 92408
Thursday, January 15, 2009 – 4:00 p.m. – Board Room

1. CALL TO ORDER – PLEDGE OF ALLEGIANCE
2. ANNOUNCEMENT OF CLOSED SESSION ITEMS
 - A. CONFERENCE WITH LABOR NEGOTIATORS
Government Code 54957.6
Agency Negotiators: Renee Brunelle and Robert J. Temple
CTA
CSEA
Management/Supervisors
Confidentials
 - B. CONFERENCE WITH LEGAL COUNSEL – EXISTING
LITIGATION Government Code 54956.9(a)
Claim No. 1654-06-0003
 - C. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED
LITIGATION Government Code 54956.9(b)
Significant exposure to litigation pursuant to Section 54956.9(b):
1 Case
3. CONVENE CLOSED SESSION
4. RECONVENE PUBLIC MEETING
5. REPORT OF ACTION IN CLOSED SESSION
6. APPROVAL OF MINUTES – December 11, 2008 (p.1)
7. PUBLIC COMMENT

The San Bernardino Community College Board of Trustees welcomes public comment on issues within the jurisdiction of the District. Comments should be limited to five (5) minutes per speaker and twenty (20) minutes per topic if there is more than one speaker. At the conclusion of public comment, the Board may ask staff to review a matter or may ask that a matter be put on a future agenda. Members of the Board, however, may not discuss or take legal action on matters raised during public comment unless the matters are properly noticed for discussion and legal action. Finally, be advised that District personnel and processes are available for further communication.

8. REPORTS

- A. Board Members
- B. Student Trustees
- C. Chancellor

9. CONSENT AGENDA

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

A. INSTRUCTIONAL/STUDENT SERVICES

- 1. Consideration of Approval of Curriculum Modifications – SBVC (p.17)
- 2. Consideration of Approval of Curriculum Modifications – CHC (p.58)
- 3. Consideration of Approval of 2010-2011 Academic Calendar (p.62)

B. HUMAN RESOURCES

- 1. Consideration of Approval of Classified Employees (p.65)
- 2. Consideration of Approval Classified Resignation (p.67)
- 3. Consideration of Correction to Classified Employee Contract (p.68)
- 4. Consideration of Approval of Short-Term, Substitute and Professional Expert Employees (p.69)
- 5. Consideration of Revision to Professional Expert Rate of Pay Schedule (p.82)
- 6. Consideration of Approval of Adjunct and Substitute Academic Employees (p.85)
- 7. Consideration of Approval of Non-Instructional Pay (p.87)
- 8. Consideration of Approval of Department Head Stipends (p.89)
- 9. Consideration of Approval of Management Employee (p.90)
- 10. Consideration of Approval of Interim Management Extension (p.91)
- 11. Consideration of Approval of District Volunteers (p.92)
- 12. Consideration of Granting Trustee Emeritus Status (p.93)

C. FISCAL SERVICES

- 1. Consideration of Approval of Routine Contracts and Agreements (p.94)
- 2. Consideration of Approval of Budget Adjustments (p.103)
- 3. Consideration of Approval of Conference Attendance (p.109)

4. Consideration of Approval of District/College Expenses (p.112)
5. Consideration of Approval of Surplus Property and Authorize Disposal or Private Sale (p.117)
6. Consideration of Approval of Donations – SBVC (p.132)
7. Consideration of Approval of Individual Memberships – CHC (p.133)
8. Consideration of Approval of Nonresident Tuition Fee (p.135)
9. Consideration of Approval of Revised Authorized Signature List (p.138)
10. Consideration of Approval of Clinical Nursing Partnership Program – SBVC (p.142)
11. Consideration of Approval of Facility Use Waiver (p.144)

10. ACTION AGENDA

A. INSTRUCTIONAL/STUDENT SERVICES

B. HUMAN RESOURCES

C. FISCAL SERVICES

1. Consideration of Acceptance of the 2007-2008 Independent Audit Report (p.145)
2. Consideration of Approval of 2009-2010 Budget Calendar (p.146)
3. Consideration of Approval of Board Investment Policy 6320 (p.148)
4. Consideration of Approval of Change Order MM-01 for Mobile Modular Lease – SBVC (p.153)
5. Consideration of Approval of Change Order MM-02 for Mobile Modular Lease – SBVC (p.162)
6. Consideration of Appointment to Citizens' Bond Oversight Committee (p.173)

D. ADMINISTRATIVE

1. Discussion and direction to staff regarding attendance at Presidential Inauguration by Executive Director Governmental Affairs (p.174)

11. INFORMATION ITEMS

- A. Summary of Change Orders for Measure "P" Projects (p.175)
- B. Budget Report (p.196)
- C. Applause Cards (p.223)

12. STAFF REPORTS

- A. SBVC
 - 1. President
 - 2. Academic Senate
 - 3. Classified Senate
 - 4. Associated Students

- B. CHC
 - 1. President
 - 2. Academic Senate
 - 3. Classified Senate
 - 4. Associated Students

- C. KVCR

- D. CTA

- E. CSEA

- F. Chancellor

13. ADJOURN – The next regular meeting of the Board of Trustees will be Thursday, February 12, 2009.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
114 S. Del Rosa Drive, San Bernardino, California 92408

Minutes of the Regular Meeting of the Board of Trustees
Thursday, December 11, 2008 - 4:00 p.m. – Assembly Room

1. CALL TO ORDER - PLEDGE OF ALLEGIANCE

Dr. Singer called the meeting to order at 4:00 p.m.

Members Present:

Charles S. Terrell, Jr., President (left at 6:20 p.m.)
James C. Ramos, Vice President
Allen B. Gresham, Clerk
Marie A. Alonzo
Charles H. Beeman
John M. Futch (new board member)
Carleton W. Lockwood, Jr.
John Longville (new board member)
Donald L. Singer
Jess C. Vizcaino, Jr. (new board member)
Javier Alcaarez, Student Trustee, SBVC
Stefan Colvey, Student Trustee, CHC (left at 6:20 p.m.)

Members Absent:

None.

Administrators Present:

Noelia Vela, Chancellor
Gloria M. Harrison, CHC President
Debra Daniels, SBVC President
Larry Ciecalone, President, KVCR-TV-FM
Robert J. Temple, Vice Chancellor Fiscal Services
Renee Brunelle, Vice Chancellor Human Resources

Administrators Absent:

None.

Pledge of Allegiance

Dr. Terrell led the Pledge of Allegiance.

2. PRESENTATIONS OF APPRECIATION AND RECOGNITION OF SERVICE

Recognition plaques were presented to the 2008 officers of the Board. Dr. Terrell presented a plaque to Allen B. Gresham for his service as Clerk and James Ramos for his service as Vice President. Mr. Ramos presented Dr. Terrell with his award for service as President.

3. INSTALLATION OF RE-ELECTED BOARD MEMBER

Mr. Gresham administered the Oath of Office to re-elected board member Carleton W. Lockwood, Jr.

4. INSTALLATION OF NEWLY ELECTED BOARD MEMBERS

Congressman Baca administered the Oath of Office to newly elected board members Mr. Jess C. Vizcaino, Jr., Mr. John M. Futch and Mr. John Longville.

5. ORGANIZATIONAL MEETING OF THE BOARD

Dr. Terrell opened nominations for President of the Board of Trustees. It was moved by Mr. Futch and seconded by Mr. Vizcaino to nominate Mr. Ramos to the office of President of the Board. Nominations were closed, and the vote was unanimous to elect Mr. Ramos as President.

Mr. Ramos opened nominations for Vice President of the Board of Trustees. It was moved by Mr. Futch and seconded by Mr. Vizcaino to nominate Mr. Lockwood to the office of Vice President of the Board. Nominations were closed, and the vote was unanimous to elect Mr. Lockwood as Vice President.

Mr. Ramos opened nominations for Clerk of the Board of Trustees. It was moved by Dr. Terrell and seconded by Mr. Futch to nominate Dr. Singer to the office of Clerk of the Board. Nominations were closed, and the vote was unanimous to elect Dr. Singer as Clerk.

Dr. Terrell moved, Dr. Singer seconded, and the Board members unanimously voted to elect Mr. John M. Futch as the board Representative to the County Committee on School District Organization.

Mr. Lockwood moved, Dr. Singer seconded, and the Board members unanimously voted to elect Dr. Charles S. Terrell as the alternate board Representative to the County Committee on School District Organization.

Dr. Terrell moved, Mr. Lockwood seconded, and the Board members unanimously voted to appoint Mr. Futch, Mr. Longville and Mr. Ramos to the KVCR Foundation.

Mr. Vizcaino moved, Mr. Lockwood seconded, and the Board members unanimously voted to appoint Mr. Longville to the Joint Powers Authority.

Dr. Singer moved, Mr. Lockwood seconded, and the Board members unanimously voted to approve the 2009 Board meeting calendar.

Dr. Singer asked that the Chancellor advise the newly elected trustees of the proposed board study session topics.

Dr. Singer thanked Mr. Gresham and Mr. Beeman for their long service and dedication to the district and its students. He also acknowledged the privilege of working with Mrs. Alonzo. Dr. Terrell added his pleasure and honor to work with Mr. Gresham, Mr. Beeman and Mrs. Alonzo. Mr. Ramos expressed his thanks and appreciation to the three

outgoing trustees. Former trustee Mary Sampson congratulated both Mr. Gresham and Mr. Beeman.

Mr. Gresham stated it was his pleasure to serve the administration, the faculty, the staff and the students of the district for the past 37 years. Mr. Beeman, who completed 25 years of service on the board, stated that a golf tournament would be planned sometime in the spring to raise money for the SBVC track.

Dr. Vela thanked Dr. Gresham, Dr. Beeman and Ms. Alonzo for their service and stated that she hoped the three trustees felt the love and appreciation from everyone and added that we can continue to build on the positive and strong foundation they built over their years of service.

6. ADJOURN

Mr. Ramos adjourned the meeting at 4:40 p.m. for a reception for outgoing Trustees Marie A. Alonzo, Charles H. Beeman, and Allen B. Gresham.

7. PUBLIC MEETING

Mr. Ramos reconvened the public meeting at 5:30 p.m.

8. ANNOUNCEMENT OF CLOSED SESSION ITEMS

- CONFERENCE WITH LABOR NEGOTIATORS – Agency Designated Representatives: Renee Brunelle and Robert J. Temple – CTA – CSEA – management/Supervisory – Confidentials (Government - Code 54957.6)
- CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to subdivision (b) of Government Code Section 54956.9(b): 1 case
- CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION – Claim No. 392476
- CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION – Claim No. 1655-07-0014
- CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION – Claim No. 1655-06-0005

9. CLOSED SESSION

The Board convened to closed session 5:35 p.m.

10. PUBLIC MEETING

Mr. Ramos reconvened the public meeting 5:50 p.m.

11. REPORT OF ACTION IN CLOSED SESSION

Mr. Lockwood moved, Dr. Singer seconded, and the Board members voted as follows to approve a settlement authority of claim number 392476 by way of stipulation with request for award of 0% for permanent disability and future medical care:

AYES: Futch, Lockwood, Longville, Ramos, Singer, Terrell, Vizcaino
NOES: None
ABSTENTIONS: None
ABSENT: None

Mr. Longville moved, Mr. Futch seconded, and the Board members voted as follows to approve a settlement authority of claim numbers 1655-07-0014 by way of a compromise and release for \$3730 less the permanent disability advances of \$2730:

AYES: Futch, Lockwood, Longville, Ramos, Singer, Terrell, Vizcaino
NOES: None
ABSTENTIONS: None
ABSENT: None

Mr. Futch moved, Mr. Vizcaino seconded, and the Board members voted as follows to approve a settlement authority of claim numbers 1655-06-0005 by way of a compromise and release for \$23,000 less the permanent disability advances of \$17,710:

AYES: Futch, Lockwood, Longville, Ramos, Singer, Terrell, Vizcaino
NOES: None
ABSTENTIONS: None
ABSENT: None

12. APPROVAL OF MINUTES

Dr. Singer moved, Mr. Lockwood seconded, and the Board members voted as follows to approve the minutes of November 6, 2008:

AYES: Lockwood, Ramos, Singer, Terrell
Colvey (advisory)
NOES: None
ABSTENTIONS: Futch, Longville, Vizcaino
ABSENT: Alcaez (advisory),

13. REPORTS

A. Board Members

- Mr. Vizcaino introduced his family and thanked those in the audience who participated in their civic duty by voting.
- Dr. Singer was pleased to see a number of the trustees would be attending upcoming state and national conferences. He urged his colleagues to become active in professional organizations as time permits.
- Mr. Futch recognized his family and others who helped him with his successful campaign. He believes community colleges will be even more important in the future in light of the current economy.

- Mr. Longville thanked those who came for the swearing in ceremony and also Dr. Ed Millican for encouraging him to run for the office of trustee.
- B. Student Trustees
- Mr. Colvey attended the ASGA workshop on advocacy and student leadership.
 - Mr. Alcaarez submitted a written report to the Board.
- C. Chancellor
- Dr. Vela reported there is a lot of work taking place on behalf of students and thanked both of the colleges for continuing the traditions of recognizing students and talents. She acknowledged the groundbreaking ceremony at CHC, and congratulated and welcomed the new trustees.
 - The Chancellor had the opportunity to meet with Dr. Hart and Dr. DeLeon from Loma Linda University about expanding our current partnerships and enhancing individuals who want to pursue careers in health-related fields.
 - Sandy Harmsen, Chairperson of the Workforce Investment Board, has asked that we do some presentations to the community about the programs we provide. Dr. Isaac will be presenting at one of their meetings.
 - Regarding the budget, Dr. Vela reported the problem is very severe and the challenge continues to grow. Dr. Vela wanted to ensure that all employees and students had a voice in identifying not only reductions but also in submitting recommendations of what we need to be doing/adding. They were invited to submit their ideas, suggestions and recommendations on how to make adjustments or modifications. Over 1,000 submittals were received from employees. Each community college is facing mid-year cuts and additional cuts for the next fiscal year. The \$4.1 is growing each day that we don't get a decision from the State. There will be advocacy work through the Community College League of California. Dr. Vela thanked the students for their advocacy work as well. We want to work together to keep the reductions as far away from the students as possible. The trustees will be updated on January 8, 2009 during a special board study session.

Dr. Terrell and Mr. Colvey left at 6:20 p.m.

14. PUBLIC COMMENT

Julie Ulloa, SBVC classified employee, voiced a concern regarding the selection of a candidate for a position in the Admissions Office.

15. CONSENT AGENDA

The following changes were made in the Consent Agenda:

- 15.01.01 Approve Classified Employees (pulled for discussion)
- 15.02.01 Approve Curriculum – SBVC (pulled for discussion)
- 15.02.02 Approve Curriculum – CHC (pulled for discussion)
- 16.01.03 Accept & Release to the Public the SBCCD Chapter CTA/NEA 2009-2010 Proposal to the District (deleted)
- 16.02.04 Public Hearing on SBCCD Chapter CTA/NEA 2009-2010 Proposal to the District (deleted)

Dr. Singer moved, Mr. Lockwood seconded, and the Board members voted as follows to approve the Consent Agenda:

AYES: Futch, Lockwood, Longville, Ramos, Singer, Vizcaino
Alcaez (advisory)
NOES: None
ABSTENTIONS: None
ABSENT: Terrell
Colvey (advisory)

16. DISCUSSION AGENDA

Approve Classified Employees

Regarding the concern raised by Ms. Ulloa, Dr. Vela noted the district processes and procedures were followed. The candidate met the qualifications, and the recommendation of staff is to move forward.

Dr. Singer moved, Mr. Lockwood seconded, and the Board members voted as follows to approve classified employees:

AYES: Futch, Lockwood, Longville, Ramos, Singer, Vizcaino
NOES: None
ABSTENTIONS: Alcaez (advisory),
ABSENT: Terrell
Colvey (advisory)

Approve Curriculum Modifications – SBVC

Dr. Singer moved, Mr. Lockwood seconded, and the Board members voted as follows to approve SBVC curriculum modifications:

AYES: Futch, Lockwood, Longville, Ramos, Singer, Vizcaino
Alcaez (advisory),
NOES: None
ABSTENTIONS: None
ABSENT: Terrell
Colvey (advisory)

Approve Curriculum Modifications - CHC

Dr. Singer moved, Mr. Lockwood seconded, and the Board members voted as follows to approve CHC curriculum modifications:

AYES: Futch, Lockwood, Longville, Ramos, Singer, Vizcaino
Alcaez (advisory),
NOES: None
ABSTENTIONS:
ABSENT: Terrell
Colvey (advisory)

Dr. Singer congratulated the colleges for bringing the curriculum up-to-date.

Accept Academic Retirements

Mr. Futch moved, Mr. Lockwood seconded, and the Board members voted as follows to accept the academic retirements in accordance with the terms and conditions of the Supplemental Employee Retirement Plan (SERP):

AYES: Futch, Lockwood, Longville, Ramos, Singer, Vizcaino
Alcaez (advisory),
NOES: None
ABSTENTIONS: None
ABSENT: Terrell
Colvey (advisory)

Accept Classified Retirement

Mr. Lockwood moved, Dr. Singer seconded, and the Board members voted as follows to accept the classified retirement of James Garcia, Warehouse Technician, District, effective December 31, 2008:

AYES: Futch, Lockwood, Longville, Ramos, Singer, Vizcaino
Alcaez (advisory),
NOES: None
ABSTENTIONS:
ABSENT: Terrell
Colvey (advisory)

The board expressed their appreciation for Mr. Garcia's long service.

Adopt Resolution – State of California Department of Education

Mr. Lockwood moved, Mr. Futch seconded, and the Board members voted as follows to adopt a resolution authorizing Noelia Vela, Ronald P. Gerhard, or Robert J. Temple to sign State of California Department of Education agreements and amendments:

AYES: Futch, Lockwood, Longville, Ramos, Singer, Vizcaino
NOES: None
ABSTENTIONS: Alcaez (advisory),
ABSENT: Terrell
Colvey (advisory)

Award Bid and Approve Contract for Category One A Chemistry/Physical Science Hazardous Materials Abatement Project - SBVC

Dr. Singer moved, Mr. Longville seconded, and the Board members voted as follows to award bid and approve contract with Environmental Construction Group, Inc., for SBVC Chemistry/Physical Science, category one A, for the hazardous materials abatement project, in the amount of \$96,900.00:

AYES: Futch, Lockwood, Longville, Ramos, Singer, Vizcaino
NOES: None
ABSTENTIONS: Alcaez (advisory)
ABSENT: Terrell
Colvey (advisory)

Award Bid and Approve Contract for Category One B Chemistry/Physical Science Building Demolition Project - SBVC

Dr. Singer moved, Mr. Longville seconded, and the Board members voted as follows to award bid and approve contract with Ampco Contracting, Inc., for SBVC Chemistry/Physical Science, category one B, for the building demolition project, in the amount of \$410,000.00:

AYES: Futch, Lockwood, Longville, Ramos, Singer, Vizcaino

NOES: None

ABSTENTIONS: Alcaez (advisory)

ABSENT: Terrell

Colvey (advisory)

Award Bid and Approve Contract for Category Two Chemistry/Physical Science Site Grading/Earthwork Project - SBVC

Dr. Singer moved, Mr. Longville seconded, and the Board members voted as follows to award bid and approve contract with Crew, Inc., for SBVC Chemistry/Physical Science, category two, for site grading/earthwork project, in the amount of \$1,745,000.00:

AYES: Futch, Lockwood, Longville, Ramos, Singer, Vizcaino

NOES: None

ABSTENTIONS: Alcaez (advisory)

ABSENT: Terrell

Colvey (advisory)

Award Bid and Approve Contract for Category Three Chemistry/Physical Science Structural Site Concrete Project - SBVC

Dr. Singer moved, Mr. Longville seconded, and the Board members voted as follows to award bid and approve contract with RC Construction, Inc., for SBVC Chemistry/Physical Science, category three, for the structural site concrete project, in the amount of \$2,409,000.00:

AYES: Futch, Lockwood, Longville, Ramos, Singer, Vizcaino

NOES: None

ABSTENTIONS: Alcaez (advisory)

ABSENT: Terrell

Colvey (advisory)

Award Bid and Approve Contract for Category Four Chemistry/Physical Science Structural Steel/Miscellaneous Metals Project - SBVC

Dr. Singer moved, Mr. Longville seconded, and the Board members voted as follows to award bid and approve contract with ACSS, Inc., for SBVC Chemistry/Physical Science, category four, for the structural steel/miscellaneous metals project, in the amount of \$3,398,000.00:

AYES: Futch, Lockwood, Longville, Ramos, Singer, Vizcaino

NOES: None

ABSTENTIONS: Alcaez (advisory)

ABSENT: Terrell

Colvey (advisory)

Award Bid and Approve Contract for Category Five Chemistry/Physical Science Architectural Casework - SBVC

Dr. Singer moved, Mr. Longville seconded, and the Board members voted as follows to award bid and approve contract with Advanced Lab Concepts, Inc., for SBVC Chemistry/Physical Science, category five, for the architectural casework project, in the amount of \$1,130,171.00:

AYES: Futch, Lockwood, Longville, Ramos, Singer, Vizcaino

NOES: None

ABSTENTIONS: Alcaez (advisory)

ABSENT: Terrell

Colvey (advisory)

Award Bid and Approve Contract for Category Six Chemistry/Physical Science Sheet Metal and Trim Project - SBVC

Dr. Singer moved, Mr. Longville seconded, and the Board members voted as follows to award bid and approve contract with Crowner Sheet Metal for SBVC Chemistry/Physical Science, category six, sheet metal and trim project, in the amount of \$386,300.00:

AYES: Futch, Lockwood, Longville, Ramos, Singer, Vizcaino

NOES: None

ABSTENTIONS: Alcaez (advisory)

ABSENT: Terrell

Colvey (advisory)

Award Bid and Approve Contract for Category Seven Chemistry/Physical Science Roofing Project - SBVC

Dr. Singer moved, Mr. Longville seconded, and the Board members voted as follows to award bid and approve contract with Stone Roofing Company, Inc., for SBVC Chemistry/Physical Science, category seven, roofing project, in the amount of \$251,600.00:

AYES: Futch, Lockwood, Longville, Ramos, Singer, Vizcaino

NOES: None

ABSTENTIONS: Alcaez (advisory)

ABSENT: Terrell

Colvey (advisory)

Award Bid and Approve Contract for Category Eight Chemistry/Physical Science Doors/Frames/Hardware Project - SBVC

Dr. Singer moved, Mr. Longville seconded, and the Board members voted as follows to award bid and approve contract with Montgomery Hardware Company for SBVC Chemistry/Physical Science, category eight, doors, frames and hardware project, in the amount of \$293,970.00:

AYES: Futch, Lockwood, Longville, Ramos, Singer, Vizcaino

NOES: None

ABSTENTIONS: Alcaez (advisory)

ABSENT: Terrell

Colvey (advisory)

Award Bid and Approve Contract for Category Nine Chemistry/Physical Science Windows and Glazing Project - SBVC

Dr. Singer moved, Mr. Longville seconded, and the Board members voted as follows to award bid and approve contract with Perfection Glass, Inc., for SBVC Chemistry/Physical Science, category nine, windows and glazing project, in the amount of \$443,600.00:

AYES: Futch, Lockwood, Longville, Ramos, Singer, Vizcaino

NOES: None

ABSTENTIONS: Alcaez (advisory)

ABSENT: Terrell

Colvey (advisory)

Award Bid and Approve Contract for Category Ten Chemistry/Physical Science Metal Stud, Drywall, and Plaster Project - SBVC

Dr. Singer moved, Mr. Longville seconded, and the Board members voted as follows to award bid and approve contract with Caston Plastering and Drywall, Inc., for SBVC Chemistry/Physical Science category ten, metal stud, drywall and plastering project, in the amount of \$1,985,585.00:

AYES: Futch, Lockwood, Longville, Ramos, Singer, Vizcaino

NOES: None

ABSTENTIONS: Alcaez (advisory)

ABSENT: Terrell

Colvey (advisory)

Award Bid and Approve Contract for Category Eleven Chemistry/Physical Science Finish Flooring Project - SBVC

Dr. Singer moved, Mr. Longville seconded, and the Board members voted as follows to award bid and approve contract with Empire Floor Covering, Inc., for SBVC Chemistry/Physical Science, category eleven, finish flooring project, in the amount of \$305,750.00:

AYES: Futch, Lockwood, Longville, Ramos, Singer, Vizcaino

NOES: None

ABSTENTIONS: Alcaez (advisory)

ABSENT: Terrell

Colvey (advisory)

Award Bid and Approve Contract for Category Twelve Chemistry/Physical Science Acoustical Treatments and Ceilings Project - SBVC

Dr. Singer moved, Mr. Longville seconded, and the Board members voted as follows to award bid and approve contract with Southcoast Acoustical Interiors, Inc., for SBVC Chemistry/Physical Science, category twelve, acoustical treatments and ceilings project, in the amount of \$336,870.00:

AYES: Futch, Lockwood, Longville, Ramos, Singer, Vizcaino

NOES: None

ABSTENTIONS: Alcaez (advisory)

ABSENT: Terrell

Colvey (advisory)

Award Bid and Approve Contract for Category Thirteen Chemistry/Physical Science Painting Project - SBVC

Dr. Singer moved, Mr. Longville seconded, and the Board members voted as follows to a award bid and approve contract with Prime Painting Contractors, Inc., for SBVC Chemistry/Physical Science, category thirteen, painting project, in the amount of \$143,750.00:

AYES: Futch, Lockwood, Longville, Ramos, Singer, Vizcaino

NOES: None

ABSTENTIONS: Alcaez (advisory)

ABSENT: Terrell

Colvey (advisory)

Award Bid and Approve Contract for Category Fourteen Chemistry/Physical Science Miscellaneous Project - SBVC

Dr. Singer moved, Mr. Longville seconded, and the Board members voted as follows to award bid and approve contract with Inland Building Construction Companies, Inc., for SBVC Chemistry/Physical Science, category fourteen, miscellaneous project, in the amount of \$683,000.00:

AYES: Futch, Lockwood, Longville, Ramos, Singer, Vizcaino

NOES: None

ABSTENTIONS: Alcaez (advisory)

ABSENT: Terrell

Colvey (advisory)

Award Bid and Approve Contract for Category Fifteen Chemistry/Physical Science Conveyance Systems Project - SBVC

Dr. Singer moved, Mr. Longville seconded, and the Board members voted as follows to award bid and approve contract with RVH Constructors, Inc., for SBVC Chemistry/Physical Science, category fifteen, conveyance systems project, in the amount of \$311,000.00:

AYES: Futch, Lockwood, Longville, Ramos, Singer, Vizcaino

NOES: None

ABSTENTIONS: Alcaez (advisory)

ABSENT: Terrell

Colvey (advisory)

Award Bid and Approve Contract for Category Sixteen Chemistry/Physical Science Fire Protection Project - SBVC

Dr. Singer moved, Mr. Longville seconded, and the Board members voted as follows to award bid and approve contract with Fischer, Inc., for SBVC Chemistry/Physical Science, category sixteen, fire protection project, in the amount of \$199,000.00:

AYES: Futch, Lockwood, Longville, Ramos, Singer, Vizcaino

NOES: None

ABSTENTIONS: Alcaez (advisory)

ABSENT: Terrell

Colvey (advisory)

Award Bid and Approve Contract for Category Seventeen Chemistry/Physical Science Site and Building Plumbing Project - SBVC

Dr. Singer moved, Mr. Longville seconded, and the Board members voted as follows to award bid and approve contract with Fischer, Inc., for SBVC Chemistry/Physical Science, category seventeen, site and building plumbing project, in the amount of \$1,546,235.00:

AYES: Futch, Lockwood, Longville, Ramos, Singer, Vizcaino
NOES: None
ABSTENTIONS: Alcaez (advisory)
ABSENT: Terrell
 Colvey (advisory)

Award Bid and Approve Contract for Category Eighteen Chemistry/Physical Science HVAC Project – SBVC

Dr. Singer moved, Mr. Longville seconded, and the Board members voted as follows to award bid and approve contract with Coutts Heating and Air Cooling, Inc., for SBVC Chemistry/Physical Science, category eighteen, HVAC project, in the amount of \$3,347,000.00:

AYES: Futch, Lockwood, Longville, Ramos, Singer, Vizcaino
NOES: None
ABSTENTIONS: Alcaez (advisory)
ABSENT: Terrell
 Colvey (advisory)

Award Bid and Approve Contract for Category Nineteen Chemistry/Physical Science Electrical Project - SBVC

Dr. Singer moved, Mr. Longville seconded, and the Board members voted as follows to award bid and approve contract with RDM Electric Company, Inc., for SBVC Chemistry/Physical Science, category nineteen, electrical project, in the amount of \$2,311,800.00:

AYES: Futch, Lockwood, Longville, Ramos, Singer, Vizcaino
NOES: None
ABSTENTIONS: Alcaez (advisory)
ABSENT: Terrell
 Colvey (advisory)

Award Bid and Approve Contract for Category Twenty Chemistry/Physical Science Landscaping Project - SBVC

Dr. Singer moved, Mr. Longville seconded, and the Board members voted as follows to a award bid and approve contract with Marina Landscape, Inc., for SBVC Chemistry/Physical Science, category twenty, landscaping project, in the amount of \$299,000.00:

AYES: Futch, Lockwood, Longville, Ramos, Singer, Vizcaino
NOES: None
ABSTENTIONS: Alcaez (advisory)
ABSENT: Terrell
 Colvey (advisory)

Award Re-Bid and Approve Contract for Category Five, Structural Steel/Metal Deck and Miscellaneous Steel, for Infrastructure 5 Project – CHC CRF

Dr. Singer moved, Mr. Longville seconded, and the Board members voted as follows to award bid and approve contract with Anderson Charnesky Structural Steel, for category five, structural steel/metal deck and miscellaneous steel, for CHC CRF, in the amount of \$575,099.00:

AYES: Futch, Lockwood, Longville, Ramos, Singer, Vizcaino

NOES: None

ABSTENTIONS: Alcaez (advisory)

ABSENT: Terrell

Colvey (advisory)

Approve Amendment 003 for Steinberg Architects for Furniture, Fixtures and Equipment – CHC CRF

Mr. Lockwood moved, Mr. Longville seconded, and the Board members voted as follows to approve amendment 003 for Steinberg Architects for CHC CRF furniture, fixtures and equipment, in the amount of \$64,000.00:

AYES: Futch, Lockwood, Longville, Ramos, Singer, Vizcaino

NOES: None

ABSTENTIONS: Alcaez (advisory)

ABSENT: Terrell

Colvey (advisory)

Approve Amendment 003 for Winzler and Kelly Consulting Engineers – CHC CRF

Mr. Lockwood moved, Mr. Longville seconded, and the Board members voted as follows to approve amendment 003 for Winzler and Kelly Consulting Engineers for CHC CRF, Infrastructure 5 Package, in the amount of \$95,000.00:

AYES: Futch, Lockwood, Longville, Ramos, Singer, Vizcaino

Alcaez (advisory)

NOES: None

ABSTENTIONS: None

ABSENT: Terrell

Colvey (advisory)

Approve Infrastructure Contract Amendment 003 for Steinberg Architects - CHC

Mr. Lockwood moved, Mr. Longville seconded, and the Board members voted as follows to approve Infrastructure Contract Amendment 003 for Steinberg Architects for CHC LADM Central Plant design revisions, in the amount of \$9,295.00:

AYES: Futch, Lockwood, Longville, Ramos, Singer, Vizcaino

Alcaez (advisory)

NOES: None

ABSTENTIONS: None

ABSENT: Terrell

Colvey (advisory)

Approve Architect Contract Amendment 004 for Additional Design Services - SBVC

Mr. Lockwood moved, Mr. Longville seconded, and the Board members voted as follows to approve Architect Contract Amendment 004 for NTD Stichler Architects for SBVC additional design services, in the amount of \$484,780.00:

AYES: Futch, Lockwood, Longville, Ramos, Singer, Vizcaino
Alcaez (advisory)

NOES: None

ABSTENTIONS: None

ABSENT: Terrell
Colvey (advisory)

Approve Change Order 01 for RIS Electrical Contractors Bid Category 1 Infrastructure Package 5.1 Project – CHC

Mr. Futch moved, Mr. Lockwood seconded, and the Board members voted as follows to approve change order 01 for RIS Electrical Contractors, Bid Category 1 Infrastructure 5.1 project, CHC, in the amount of \$5,029.00:

AYES: Futch, Lockwood, Longville, Ramos, Singer, Vizcaino
Alcaez (advisory)

NOES: None

ABSTENTIONS: None

ABSENT: Terrell
Colvey (advisory)

Approve Change Order 02 for RIS Electrical Contractors Bid Category 4 Infrastructure Package 2/3/4 – CHC

Mr. Lockwood moved, Dr. Singer seconded, and the Board members voted as follows to approve change order 02 for RIS Electrical Contractors, Bid Category 4 Infrastructure Package 2/3/4, CHC, in the amount of \$100,075.00:

AYES: Futch, Lockwood, Longville, Ramos, Singer, Vizcaino
Alcaez (advisory)

NOES: None

ABSTENTIONS: None

ABSENT: Terrell
Colvey (advisory)

Approve Change Order Number 01 for Oakview Constructors, Inc., Bid Package 2 - SBVC

Mr. Lockwood moved, Dr. Singer seconded, and the Board members voted as follows to approve change order 01 for Oakview Constructors, Inc., bid package 2, SBVC, in the amount of \$17,409.00:

AYES: Futch, Lockwood, Longville, Ramos, Singer, Vizcaino
Alcaez (advisory)

NOES: None

ABSTENTIONS: None

ABSENT: Terrell
Colvey (advisory)

Accept Proposal and Approve Contract for Document Management System – SBCCD

Dr. Singer moved, Mr. Lockwood seconded, and the Board members voted as follows to accept proposal and approve contract with Tilden Coil Constructors for SBCCD Document Management System, in the amount of \$141,994.00:

AYES: Futch, Lockwood, Longville, Ramos, Singer, Vizcaino
Alcaez (advisory)

NOES: None

ABSTENTIONS: None

ABSENT: Terrell
Colvey (advisory)

Adopt Resolutions Authorizing the Issuance of Series A and B General Obligation Bonds

Dr. Singer moved, Mr. Longville seconded, and the Board members voted as follows to adopt resolutions authorizing the issuance of Series A and B General Obligation Bonds:

AYES: Futch, Lockwood, Longville, Ramos, Singer, Vizcaino
Alcaez (advisory)

NOES: None

ABSTENTIONS: None

ABSENT: Terrell
Colvey (advisory)

Adopt Board Policy 3300 Public Records

Dr. Singer moved, Mr. Longville seconded, and the Board members voted as follows to adopt Board Policy 3300 Public Records:

AYES: Futch, Lockwood, Longville, Ramos, Singer, Vizcaino
Alcaez (advisory)

NOES: None

ABSTENTIONS: None

ABSENT: Terrell
Colvey (advisory)

17. **INFORMATION ITEMS**

- A. Change Order Summary Report
- B. Budget Report
- C. Purchase Order Report
- D. Quarterly Financial Status Report
- D. Sports Schedules – SBVC
- E. Administrative Regulations
- F. Applause Cards

18. STAFF REPORTS

- A. CHC President
 - A written report was submitted to the Board.
- B. CHC Academic Senate
 - Mr. Hogrefe congratulated the new trustees and acknowledged his retiring faculty colleagues.
- C. CHC Classified Senate
 - Absent.
- D. CHC ASB
 - Mr. Seth Pro had recently attended the ASGA workshop where he had an opportunity to share experiences with other student leaders.
- E. SBVC President
 - A written report was submitted to the Board.
- F. SBVC Academic Senate
 - Had to leave to grade final exams.
- G. SBVC Classified Senate
 - Mr. Grayling Eation congratulated the new trustees. The Senate will be restructuring some of its committees to become more effective.
- H. SBVC ASB
 - A written report was submitted to the Board.
- I. KVCR
 - A written report was submitted to the Board.
- J. CTA
 - Mr. Richard Jaramillo welcomed the new trustees. The unit is looking forward to working with the district and the board to complete contract negotiations.
- K. CSEA
 - Mr. John Napolitano welcomed the new trustees and introduced himself as the next CSEA as president.

19. ADJOURN

Mr. Ramos adjourned the meeting at 7:45 p.m.

Donald L. Singer, Clerk
San Bernardino Community College District
Board of Trustees

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Dr. Noelia Vela, Chancellor
REVIEWED BY: Dr. Debra S. Daniels, President, SBVC
PREPARED BY: Dr. Debra S. Daniels, President, SBVC
DATE: January 15, 2009
SUBJECT: Consideration of Approval of Curriculum - SBVC

RECOMMENDATION

It is recommended that the Board of Trustees approve the SBVC curriculum modifications

OVERVIEW

The courses, certificates and degrees at SBVC are continually being revised and updated to reflect and meet student needs. These courses, certificates and degrees have been approved by the Curriculum Committee of the Academic Senate. They will be included in the 2009-2010 college catalog.

ANALYSIS

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

None

SAN BERNARDINO VALLEY COLLEGE
SUBMITTED FOR BOARD OF TRUSTEE APPROVAL
JANAURY 2009

NEW COURSES

Division: Business & Information Technology

Department: Culinary Arts

Course ID: CULART 020

Course Title: CATERING AND BANQUETS I

Units: 5

Lecture: 2 contact hour(s) per week

32 - 36 contact hours per semester

Laboratory: 9 contact hour(s) per week

144 - 162 contact hours per semester

Prerequisite: None

Catalog Description: This course covers catering and banquet techniques for serving 25 to 100 people. It includes developing a catering business that will work with clients to develop an event, including customizing a menu and calculating staffing needs for preparation, cooking, transporting, setting up, serving and cleaning up.

Schedule Description: This course covers catering and banquet techniques for serving 25 to 100 people. It includes developing a catering business that will work with clients to develop an event, including customizing a menu and calculating staffing needs for preparation, cooking, transporting, setting up, serving and cleaning up.

Effective Date: FA09

Rationale: The restaurant and hospitality industries are in need of caterers and personnel experienced in large banquets, especially in the Inland Empire. Catering and banquet techniques greatly differ from restaurant service because of the off-site venues which require specialized food preparation, handling and transportation techniques and special set-ups and themes. The Culinary Arts Advisory Committee has recommended that this course be added to the Culinary Arts curriculum.

Division: Business & Information Technology

Department: Culinary Arts

Course ID: CULART 030X2

Course Title: CATERING AND BANQUETS II

Units: 2 - 6

Laboratory: 6 - 18 contact hour(s) per week

Min: 96 - 108 contact hours per semester

Max: 288 - 324 contact hours per semester

Prerequisite: CULART 020

Catalog Description: This course is classified as an intermediate course in catering and banquets. This course will include the management aspect of catering and banquet services, such as ordering, receiving, purchasing, staffing events, customer service, food presentation and catering set ups for 100 to 500 people.

Schedule Description: This course is classified as an intermediate course in catering and banquets. This course will include the management aspect of catering and banquet services, such as ordering, receiving, purchasing, staffing events, customer service, food presentation and catering set ups for 100 to 500 people.

Effective Date: FA09

Rationale: The restaurant and hospitality industries are in need of caterers and personnel experienced in large banquets, especially in the Inland Empire. Catering and banquet techniques greatly differ from restaurant service because of the off-site venues which require specialized food preparation, handling and transportation techniques and special set-ups and themes. The Culinary Arts Advisory Committee has recommended that this course be added to the Culinary Arts curriculum.

Curriculum Meetings: 11-10-08; 11-24-08; 12-08-08

Conjoint Meeting: 12-12-08

Board of Trustees Meeting: January 15, 2009

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Division: Business & Information Technology

Department: Culinary Arts

Course ID: CULART 040

Course Title: INTRODUCTION TO BAKING

Units: 3.5

Lecture: 2 contact hour(s) per week

32 - 36 contact hours per semester

Laboratory: 4.5 contact hour(s) per week

72 - 81 contact hours per semester

Prerequisite: None

Catalog Description: This basic baking course highlights baking techniques found in commercial kitchens with a focus on quick breads, cookies, cakes, pies and artisan breads.

Schedule Description: This basic baking course highlights baking techniques found in commercial kitchens with a focus on quick breads, cookies, cakes, pies and artisan breads.

Effective Date: FA09

Rationale: There is an enormous need for people to be trained to work in baking within the restaurant and hospitality industry. In the Culinary Arts courses we currently minimally address the topic of baking; however this lacks the necessary in-depth focus on this subject. The Culinary Arts Department Advisory Committee supports the addition of this course.

Division: Applied Technology & Transportation

Department: Diesel

Course ID: DIESEL 019

Course Title: TRUCK AND BUS HEAVY-DUTY ELECTRICAL SYSTEMS

Units: 4

Lecture: 3 contact hour(s) per week

48 - 54 contact hours per semester

Laboratory: 3 contact hour(s) per week

48 - 54 contact hours per semester

Prerequisite: None

Catalog Description: This course covers basic principles of truck and bus heavy-duty electricity and electronics systems. Detail topics include batteries, charging, starting systems, and the use of a digital multi-meter for analysis and diagnosis of series, parallel, and series-parallel circuits.

Schedule Description: This course covers basic principles of truck and bus heavy-duty electricity and electronics systems. Detail topics include batteries, charging, starting systems, and the use of a digital multi-meter for analysis and diagnosis of series, parallel, and series-parallel circuits.

Effective Date: FA09

Rationale: Heavy-duty vehicles, as with automobiles, have become significantly more dependent on electrical based control systems as opposed to mechanical based control systems to improve their reliability, fuel efficiency as well as emissions reductions. The implementation of computer controlled systems such as engine, transmission, HVAC, navigation and others has further contributed to increased electrical sophistication of current heavy-duty vehicles. Current technicians must have a foundation in electrical theory and hands on practical electrical system diagnosis abilities to be successful and to have professional value in the heavy-duty vehicle maintenance industry. The current Diesel program does not have a truck and bus based electrical course. Instructors must spend time re-mediating basic truck based electrical skills shortages in other advanced classes such as Diesel 026 - Computer Controlled Diesel Engines, diluting the purpose of advanced courses. The Diesel Advisory group also unanimously recommended that this course be added to the diesel curriculum and offerings as well as eventually adding this course to the current diesel certificate requirements.

Curriculum Meetings: 11-10-08; 11-24-08; 12-08-08

Conjoint Meeting: 12-12-08

Board of Trustees Meeting: January 15, 2009

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Division: Applied Technology & Transportation

Department: Machine Technology

Course ID: MACH 010x2

Course Title: TEST REVIEW FOR NATIONAL INDUSTRY METAL SKILLS (NIMS) CERTIFICATION

Units: 2

Lecture: 2 contact hour(s) per week

32 - 36 contact hours per semester

Prerequisite: None

Catalog Description: This course is a review of the expected range of knowledge (ROK) required to obtain the NIMS Certification. Topics include NIMS mathematics, bench and layout, turning between centers, chucking, milling, surface grinding, drill press, and computerized numerical control (CNC).

Schedule Description: This course is a review of the expected range of knowledge required for NIMS Certification.

Effective Date: FA09

Rationale: This course will ensure students being certified understand the testing process, as well as have adequate preparation to pass the NIMS Certification exams. The existing course does not provide adequate preparation in specific NIMS testing procedures or questions that students may be faced with when being certified. Although MACH 021B also addresses NIMS Machining Level I Standard, it is differed from MACH 010x2 in the way that MACH 021B is addressed machine concepts dealing with basic machine operations utilizing lathes and mills. MACH 010x2 will provide students with specific theoretical information dealing with the NIMS related Level I skills. Students applying for certifications must be proficient in practical application, as well as theoretical concepts for the written exams.

MODIFIED COURSES

COURSE ID	COURSE TITLE
AUTO 075X3	AUTOMATIC TRANSMISSIONS REAR WHEEL DRIVE

Units: 4-6

Lecture: 3 - 3 contact hour(s) per week

Min: 48 - 54 contact hours per semester

Max: 48 - 54 contact hours per semester

Laboratory: 3 - 9 contact hour(s) per week

Min: 48 - 54 contact hours per semester

Max: 144 - 162 contact hours per semester

Catalog Description: This course covers theory and practical work on rear wheel drive automatic transmissions in automobile and light truck applications. Course offers training to prepare for the Automotive Service Excellence (ASE) A2 certification test.

Schedule Description: This course covers theory and practical work on rear wheel drive automatic transmissions in automobile and light truck applications. Course offers training to prepare for the Automotive Service Excellence (ASE) A2 certification test.

Effective Date: FA09

Rationale: Content Review; Complete sentences in Catalog & Schedule Description

Curriculum Meetings: 11-10-08; 11-24-08; 12-08-08

Conjoint Meeting: 12-12-08

Board of Trustees Meeting: January 15, 2009

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COURSE ID	COURSE TITLE
AUTO 076X3	AUTOMATIC TRANSAXLES FRONT WHEEL DRIVE

Units: 4-6

Lecture: 3 - 3 contact hour(s) per week

Min: 48 - 54 contact hours per semester

Max: 48 - 54 contact hours per semester

Laboratory: 3 - 9 contact hour(s) per week

Min: 48 - 54 contact hours per semester

Max: 144 - 162 contact hours per semester

Catalog Description: This course covers theory and practical work on front wheel drive automatic transaxles in automobile applications. Course offers training to prepare for the Automotive Service Excellence (ASE) A2 certification test.

Schedule Description: This course covers theory and practical work on front wheel drive automatic transaxles in automobile applications. Course offers training to prepare for the Automotive Service Excellence (ASE) A2 certification test.

Effective Date: FA09

Rationale: Content Review; Complete sentences in Catalog & Schedule Description

COURSE ID	COURSE TITLE
AUTO 077	MANUAL TRANSMISSIONS AND TRANSAXLES

Catalog Description: This course covers theory and practical work on front wheel drive manual transaxles and rear wheel drive manual transmissions in automobile and light truck applications including transfer cases, axle assemblies, and clutches.

Schedule Description: This course covers theory and practical work on front wheel drive manual transaxles and rear wheel drive manual transmissions in automobile and light truck applications including transfer cases, axle assemblies, and clutches.

Effective Date: FA09

Rationale: Content Review; Complete sentences in Catalog & Schedule Description

COURSE ID	COURSE TITLE
CD 111	OBSERVATIONS AND METHODS IN CHILD DEVELOPMENT

Title: OBSERVATION AND ASSESSMENT IN CHILD DEVELOPMENT

Catalog Description: This course focuses on the appropriate use of assessment and observation strategies to document development, growth, play and learning to join with families and professionals in promoting children's success. Recording strategies, rating systems, portfolios, and multiple assessment tools are explored.

Schedule Description: This course focuses on the appropriate use of assessment and observation strategies to document development, growth, play and learning to join with families and professionals in promoting children's success.

Effective Date: FA09

Rationale: Content Review; Complete sentences in Catalog & Schedule Description

Curriculum Meetings: 11-10-08; 11-24-08; 12-08-08

Conjoint Meeting: 12-12-08

Board of Trustees Meeting: January 15, 2009

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COURSE ID	COURSE TITLE
CD 113	PROGRAMS AND PRINCIPLES IN EARLY CHILDHOOD EDUCATION

Title: PRINCIPLES AND PRACTICES OF TEACHING CHILDREN

Catalog Description: This course is an examination of underlying theoretical principles of developmentally appropriate practices applied to programs, environments, emphasizing the key role of relationships, constructive adult-child interactions, and teaching strategies in supporting physical, social, creative and intellectual development of all children. This course includes a review of historical roots of early childhood programs and the evolution of the professional practices promoting advocacy, ethics and professional identity.

Schedule Description: This course is an examination of underlying theoretical principles of developmentally appropriate practices and teaching strategies in supporting physical, social, creative and intellectual development of all children.

Effective Date: FA09

Rationale: Content Review; Complete sentences in Catalog & Schedule Description

COURSE ID	COURSE TITLE
CD 114	CREATIVE CURRICULUM IN EARLY CHILDHOOD EDUCATION

Title: INTRODUCTION TO CURRICULUM

Catalog Description: This course presents an overview of knowledge and skills related to providing appropriate curriculum and environments for young children from birth to age six. Students will examine a teacher's role in supporting development and fostering the joy of learning for all young children using observation and assessment strategies emphasizing the essential role of play. An overview of content areas will include but not be limited to: Language and literacy, social and emotional learning, sensory learning, art and creativity, math and science.

Schedule Description: This course presents an overview of knowledge and skills related to providing appropriate curriculum for young children from birth to age six. An overview of content areas will include but not be limited to: Language and literacy, social and emotional learning, sensory learning, art and creativity, math and science.

Effective Date: FA09

Rationale: Content Review; Complete sentences in Catalog & Schedule Description

COURSE ID	COURSE TITLE
CD 138	CULTURAL DIVERSITY - ANTI-BIAS CURRICULUM

Title: TEACHING IN A DIVERSE SOCIETY

Catalog Description: This course is an examination of the development of social identities in diverse societies including theoretical and practical implications of oppression and privilege as they apply to young children, families, programs, classrooms and teaching. Various classroom strategies will be explored emphasizing culturally and linguistically appropriate anti-bias approaches supporting all children in becoming competent members of a diverse society. The course includes self-examination and reflection on issues related to social identity, stereotypes and bias, social and educational access, media and schooling.

Schedule Description: This course is an examination of the development of social identities in diverse societies including theoretical and practical implications of oppression and privilege as they apply to young children, families, programs, classrooms and teaching.

Effective Date: FA09

Rationale: Content Review; Complete sentences in Catalog & Schedule Description

Curriculum Meetings: 11-10-08; 11-24-08; 12-08-08

Conjoint Meeting: 12-12-08

Board of Trustees Meeting: January 15, 2009

COURSE ID	COURSE TITLE
CD 205	CHILD GROWTH AND DEVELOPMENT LABORATORY

Title: CHILD DEVELOPMENT PRACTICUM / FIELD EXPERIENCE

Catalog Description: This course is a demonstration of developmentally appropriate early childhood teaching competencies under guided supervision. Students will utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors, and build a comprehensive understanding of children and families. Child centered, play-oriented approaches to teaching, learning and assessment; and knowledge of curriculum content areas will be emphasized as student teachers design, implement and evaluate experiences that promote positive development and learning for all young children.

Schedule Description: This course is a demonstration of developmentally appropriate early childhood teaching competencies under guided supervision.

Effective Date: FA09

Rationale: Content Review; Complete sentences in Catalog & Schedule Description

COURSE ID	COURSE TITLE
RM 110X3	RESTAURANT INTERNSHIP I

Course ID: CULART 010X4

Title: CULINARY ARTS INTERNSHIP

Units: 2 - 5.5

Laboratory: 18 - 49.5 contact hour(s) per week

Min: 288 - 324 contact hours per semester

Max: 792 - 891 contact hours per semester

Catalog Description: This course provides a supervised internship in the Culinary Arts Program's operational restaurant. The concentration will be on building basic preparation techniques, recipe standardization, time management and preparing meals for customers (Formerly RM 110x3).

Schedule Description: This course provides a supervised internship in the Culinary Arts Program's operational restaurant. The concentration will be on building basic preparation techniques, recipe standardization, time management and preparing meals for customers (Formerly RM 110x3).

Effective Date: FA09

Rationale: Content Review to reflect change from RM to CULART.

COURSE ID	COURSE TITLE
RM/FS 101	INTRODUCTION TO RESTAURANT MANAGEMENT/FOOD SERVICE

Course ID: CULART 101

Title: INTRODUCTION TO CULINARY ARTS

Corequisite: None

Catalog Description: An overview of the food service and hospitality industries with an emphasis on career opportunities, customer service, and personal success strategies. Brief history, description and interrelationships of key industry segments emphasizing the application of technology, ethics, leadership, teams, critical thinking, and service standards for the restaurant and hotel-related business. (Formerly RM/FS 101)

Schedule Description: An overview of the food service and hospitality industries with an emphasis on career opportunities, customer service, and personal success strategies. Brief history and description of key industry segments emphasizing technology, ethics, leadership, teams, and service standards. (Formerly RM/FS 101)

Effective Date: FA09

Rationale: Content Review to reflect change from RM to CULART.

Curriculum Meetings: 11-10-08; 11-24-08; 12-08-08

Conjoint Meeting: 12-12-08

Board of Trustees Meeting: January 15, 2009

COURSE ID	COURSE TITLE
RM 160	INTRODUCTION TO FOODS

Course ID: CULART 160

Catalog Description: This course introduces food science principles and food preparation procedures and practices. The emphasis is on food safety and sanitation, ingredient functions and interactions, techniques and food presentation. (Formerly RM 160)

Schedule Description: This course introduces food science principles and food preparation procedures and practices. (Formerly RM 160)

Effective Date: FA09

Rationale: Content Review to reflect change from RM to CULART.

COURSE ID	COURSE TITLE
RM/FS 161	QUANTITY FOOD PREPARATION

Course ID: CULART 161

Prerequisite: None

Departmental Advisory: CULART 160 or FCS 160

Catalog Description: This course explains the basic principles, standards, procedures, and techniques necessary to prepare food for quantity production (Formerly RM/FS 161).

Schedule Description: This course explains the basic principles, standards, procedures, and techniques necessary to prepare food for quantity production (Formerly RM/FS 161).

Effective Date: FA09

Rationale: Content Review to reflect change from RM to CULART.

COURSE ID	COURSE TITLE
RM/FS 201	FOOD SERVICE OPERATIONS AND RESTAURANT

Course ID: CULART 201

Title: CULINARY AND HOSPITALITY MANAGEMENT

Catalog Description: This course highlights the effective management techniques of human resources as it applies to hotels, restaurants and other hospitality workplaces. It emphasizes personnel planning, recruitment, selection, training, performance management, coaching, counseling and discipline, delegation and decision making (Formerly RM/FS 201).

Schedule Description: This course highlights the effective management techniques of human resources as it applies to hotels, restaurants and other hospitality workplaces. It emphasizes personnel planning, recruitment, selection, training, performance management, coaching, counseling and discipline, delegation and decision making (Formerly RM/FS 201).

Effective Date: FA09

Rationale: Content Review to reflect change from RM to CULART.

Curriculum Meetings: 11-10-08; 11-24-08; 12-08-08

Conjoint Meeting: 12-12-08

Board of Trustees Meeting: January 15, 2009

COURSE ID	COURSE TITLE
RM/FS 225	SANITATION AND SAFETY

Course ID: CULART 225

Prerequisite: None

Departmental Advisory: CULART 160 or FCS 160

Catalog Description: This course focuses on the sanitation and safety issues involved with handling food through the foodservice process. Topics include the prevention of foodborne illnesses; responsibilities of the foodservice manager and employees; the characteristics of a food-safe facility; food safety guidelines; and Hazard Analysis and Critical Control Point system (HACCP) and Serve Safe. (Formerly RM/FS 225)

Schedule Description: This course focuses on the sanitation and safety issues involved with handling food through the foodservice process. Topics include the prevention of foodborne illnesses; responsibilities of the foodservice manager and employees; the characteristics of a food-safe facility; food safety guidelines; and Hazard Analysis and Critical Control Point system (HACCP) and Serve Safe. (Formerly RM/FS 225)

Effective Date: FA09

Rationale: Content Review to reflect change from RM to CULART.

COURSE ID	COURSE TITLE
RM 235	MENU PLANNING

Course ID: CULART 235

Title: MENU PLANNING PRINCIPLES

Prerequisite: None

Departmental Advisory: CULART 101 or CULART 160

Catalog Description: This course presents the menu as the central influence on all foodservice functions. It focuses on the development of menus with an emphasis on the practical details of costing, planning, analyzing, purchasing and production, promotion and service. This course is also offered as FCS 235 (Formerly RM 235).

Schedule Description: This course presents the menu as the central influence on all foodservice functions. It focuses on the development of menus with an emphasis on the practical details of costing, planning, analyzing, purchasing and production, promotion and service. This course is also offered as FCS 235 (Formerly RM 235).

Effective Date: FA09

Rationale: Content Review to reflect change from RM to CULART.

COURSE ID	COURSE TITLE
RM/FS 240	PURCHASING

Course ID: CULART 240

Title: PROCUREMENT, PURCHASING AND SELECTION

Departmental Advisory: CULART 160 or FCS 160 and CULART 235 (Formerly RM 235) or FCS 235

Catalog Description: This course covers purchasing policies, specifications, procedures and controls and their implementation in the procurement of quantity foods, merchandise and supplies. (Formerly RM/FS 240)

Schedule Description: This course covers purchasing policies, specifications, procedures and controls and their implementation in the procurement of quantity foods, merchandise and supplies. (Formerly RM/FS 240)

Effective Date: FA09

Rationale: Content Review to reflect change from RM to CULART.

Curriculum Meetings: 11-10-08; 11-24-08; 12-08-08

Conjoint Meeting: 12-12-08

Board of Trustees Meeting: January 15, 2009

COURSE ID	COURSE TITLE
RM 250	DINING ROOM SERVICE

Course ID: CULART 250

Title: FOOD, WINE AND BEVERAGE SERVICE CONCEPTS

Prerequisite: None

Catalog Description: This course covers the psychology of service, dining room organization, serving styles, wine and beverage service, staffing and management; a thorough study of major wine grape varieties and world wide appellations where they are grown (Formerly RM 250).

Schedule Description: This course covers the psychology of service, dining room organization, serving styles, wine and beverage service, staffing and management; a thorough study of major wine grape varieties and world wide appellations where they are grown (Formerly RM 250).

Effective Date: FA09

Rationale: Content Review to reflect change from RM to CULART.

COURSE ID	COURSE TITLE
RM 275	FOOD AND BEVERAGE COST CONTROL

Course ID: CULART 275

Title: FOOD, BEVERAGE AND LABOR COST CONTROL

Prerequisite: CULART 235

Catalog Description: This course includes the analysis of food, beverage and labor cost controls. Areas covered include cost, volume, profit relationships, food cost determination, standard costs, forecasting, sales control, menu pricing, beverage and labor control, and break-even analysis (Formerly RM 275).

Schedule Description: This course includes the analysis of food, beverage and labor cost controls. Areas covered include cost, volume, profit relationships, food cost determination, standard costs, forecasting, sales control, menu pricing, beverage and labor control, and break-even analysis (Formerly RM 275).

Effective Date: FA09

Rationale: Content Review to reflect change from RM to CULART.

COURSE ID	COURSE TITLE
DIESEL 024	ADVANCED HEAVY-DUTY DIESEL ENGINES

Course ID: DIESEL 024X3

Catalog Description: This course covers theory and practical shop work in the repair, operation, and maintenance of various heavy-duty diesel engines. Topics include general troubleshooting and diagnostic testing of engine components and systems found in most engines from a variety of engine manufacturers. This course is an advanced engine rebuild class.

Schedule Description: This course is an advanced engine rebuild class, which covers theory and practical shop work in the repair, operation, and maintenance of various heavy-duty diesel engines.

Effective Date: FA09

Rationale: Content Review; add x3 (repeatable 3 times)

Curriculum Meetings: 11-10-08; 11-24-08; 12-08-08

Conjoint Meeting: 12-12-08

Board of Trustees Meeting: January 15, 2009

COURSE ID	COURSE TITLE
DIESEL 026	CONTROLLED DIESEL ENGINES

Course ID: DIESEL 026X3

Title: COMPUTER CONTROLLED DIESEL ENGINES

Prerequisite: DIESEL 019

Catalog Description: This course covers theory and practical shop work in the repair, operation, and maintenance of computer controlled diesel engines. Topics include general troubleshooting and diagnostics using assorted electronic and computerized test equipment on operable computer controlled diesel engines.

Schedule Description: This course covers theory and practical shop work in the repair, operation, and maintenance of computer controlled diesel engines.

Effective Date: FA09

Rationale: Content Review; add x3 (repeatable 3 times); Modify Prerequisite - Basic knowledge of truck and bus electricity and electronics systems is required prior to enrolling in this course.

COURSE ID	COURSE TITLE
FRENCH 101	COLLEGE FRENCH I

Catalog Description: In this course students develop the ability to converse, read and write in French. The course includes the study of essentials of pronunciation, vocabulary, idioms and grammatical structures along with an introduction to the culture of French-speaking peoples. This course corresponds to two years of high school study.

Schedule Description: A. In this course students develop the ability to converse, read and write in French. The course includes the study of essentials of pronunciation, vocabulary, idioms and grammatical structures along with an introduction to the culture of French-speaking peoples. This course corresponds to two years of high school study.

Effective Date: FA09

Rationale: Content Review; Complete sentences in Catalog & Schedule Description

COURSE ID	COURSE TITLE
SPAN 015	CONVERSATIONAL SPANISH I

Catalog Description: In this course students will learn to develop conversational listening, comprehension and speaking skills in the Spanish language. The course is designed for students who wish to learn to communicate orally in Spanish for purposes of personal use or business.

Schedule Description: In this course students will learn to develop conversational listening, comprehension and speaking skills in the Spanish Language. The course is designed for students who wish to learn to communicate orally in Spanish for purposes of personal use or business.

Effective Date: FA09

Rationale: Content Review; Complete sentences in Catalog & Schedule Description

Curriculum Meetings: 11-10-08; 11-24-08; 12-08-08

Conjoint Meeting: 12-12-08

Board of Trustees Meeting: January 15, 2009

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COURSE ID	COURSE TITLE
SPAN 016	CONVERSATIONAL SPANISH II

Catalog Description: In this course students will develop additional conversational skills, listening comprehension and the ability to speak the Spanish language.

Schedule Description: In this course students will develop additional conversational skills, listening comprehension and the ability to speak the Spanish language.

Effective Date: FA09

Rationale: Content Review; Complete sentences in Catalog & Schedule Description

COURSE ID	COURSE TITLE
SPAN 102	COLLEGE SPANISH II

Catalog Description: In this course students continue to develop conversational, reading and writing skills in Spanish with emphasis on past tense verbs, grammar, vocabulary expansion and the culture of Spanish speaking countries.

Schedule Description: In this course students continue to develop conversational, reading and writing skills in Spanish with emphasis on past tense verbs, grammar, vocabulary expansion and the culture of Spanish speaking countries.

Effective Date: FA09

Rationale: Content Review; Complete sentences in Catalog & Schedule Description

COURSE ID	COURSE TITLE
SPAN 103	COLLEGE SPANISH III

Catalog Description: In this intermediate level course students develop complex conversational, reading and writing skills, with emphasis on the subjunctive and hypothetical situations. This course expands vocabulary in the Spanish language and awareness of Hispanic culture.

Schedule Description: In this intermediate level course students develop complex conversational, reading and writing skills, with emphasis on the subjunctive and hypothetical situations. This course expands vocabulary in the Spanish language and awareness of Hispanic culture.

Effective Date: FA09

Rationale: Content Review; Complete sentences in Catalog & Schedule Description

COURSE ID	COURSE TITLE
SPAN 103H	COLLEGE SPANISH III - HONORS

Catalog Description: In this intermediate level course students develop complex conversational, reading and writing skills, with emphasis on the subjunctive and hypothetical situations. This course expands vocabulary in the Spanish language and awareness of Hispanic culture. This course is intended for students in the Honors Program but is open to all students who desire more challenging coursework.

Schedule Description: In this intermediate level course students develop complex conversational, reading and writing skills, with emphasis on the subjunctive and hypothetical situations. This course expands vocabulary in the Spanish language and awareness of Hispanic culture. This course is intended for students in the Honors Program but is open to all students who desire more challenging coursework.

Effective Date: FA09

Rationale: Content Review; Complete sentences in Catalog & Schedule Description

Curriculum Meetings: 11-10-08; 11-24-08; 12-08-08

Conjoint Meeting: 12-12-08

Board of Trustees Meeting: January 15, 2009

COURSE ID	COURSE TITLE
SPAN 104	COLLEGE SPANISH IV

Prerequisite: SPAN 103 or SPAN 103H or SPAN 158

Catalog Description: This course develops language skills through reading, discussion, analysis, and writing about culturally representative works from Spain and Latin America. Emphasis is on composition and literature as an expression of culture.

Schedule Description: This course develops language skills through reading, discussion, analysis, and writing about culturally representative works from Spain and Latin America. Emphasis is on composition and literature as an expression of culture.

Effective Date: FA09

Rationale: Content Review; Complete sentences in Catalog & Schedule Description

COURSE ID	COURSE TITLE
SPAN 157	SPANISH FOR NATIVE SPANISH SPEAKERS I

Catalog Description: This is the first of two courses intended for native or heritage Spanish speakers whose formal training in the language has been incomplete. This course develops spelling, conversational, reading and writing skills with special emphasis on past tense verbs, grammar, vocabulary expansion and the culture of Spanish speaking regions. The course is conducted in Spanish and focuses on grammatical topics equivalent to those covered in Spanish 102.

Schedule Description: This is the first of two courses intended for native or heritage Spanish speakers whose formal training in the language has been incomplete. This course develops spelling, conversational, reading and writing skills with special emphasis on past tense verbs, grammar, vocabulary expansion and the culture of Spanish speaking regions. The course is conducted in Spanish and focuses on grammatical topics equivalent to those covered in Spanish 102.

Effective Date: FA09

Rationale: Content Review; Complete sentences in Catalog & Schedule Description

DELETE COURSE

COURSE ID	COURSE TITLE
TECALC 950	SHOP CALCULATIONS

Effective Date: FA09

Rationale: Department no longer wants to offer this course.

Curriculum Meetings: 11-10-08; 11-24-08; 12-08-08

Conjoint Meeting: 12-12-08

Board of Trustees Meeting: January 15, 2009

MODIFY DEGREES

AUTOMATIC AND MANUAL TRANSMISSION A.S. DEGREE MAJOR

To graduate with a specialization in Automatic Transmission, students must complete all requirements for the certificate with a grade of C or better plus the general breadth requirements for the Associate of Science Degree (minimum total = 60 units).

REQUIRED COURSES:

		Units
AUTO 064	Automotive Electrical: Battery, Starting & Charging Systems	5
	or	
AUTO 065	Electrical Accessory Diagnostic	5
AUTO 075X3	Automatic Transmissions Rear Wheel Drive	4 - 6
AUTO 076X3	Automatic Transaxles Front Wheel Drive	4 - 6
AUTO 077	Manual Transmissions and Transaxles	4
AUTO 084	General Automotive Technology	4
AUTO 090X3	Engine Repair	6
Total Units		27 - 31

Effective Date: FA09

Rationale: Removing TECALC 950 (deleted course).

CHILD DEVELOPMENT A.A. DEGREE MAJOR

Curriculum Meetings: 11-10-08; 11-24-08; 12-08-08

Conjoint Meeting: 12-12-08

Board of Trustees Meeting: January 15, 2009

To graduate with a specialization in Child Development students must complete the required child development courses (28 units) plus the general breadth course requirements for an Associate of Arts Degree.

REQUIRED COURSES (State Alignment Project Courses): **Units**

CD 105	Child Growth and Development	3
	or	
CD 105H	Child Growth and Development-Honors	3
CD 111	Observation and Assessment in Child Development	3
CD 113	Principles and Practices of Teaching Children	3
CD 114	Introduction to Curriculum	3
CD 115	Health, Safety and Nutrition for Young Children	3
CD 126	Child, Family, and the Community	3
CD 138	Teaching in a Diverse Society	3

ONE COURSE FROM THE FOLLOWING: **Units**

Specialized Curriculum Classes: 0

CD 130	Creative Music and Movement for Children	3
CD 133	Creative Science and Math Activities for Children	3
CD 134	Language, Listening and Literature for Children	3
CD 136	Creative Art Experiences for Children	3
CD 168	Early Literacy for Young Children	3

or

Electives Articulated with CSUSB: 0

CD 127	Guidance of Children	3
CD 185	Infant/Toddler Growth and Development	3
CD 186	Infant and Toddler Curriculum	3

or

Other Elective: 0

CD 244	Children with Special Needs	3
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EXPERIENCE WORKING WITH CHILDREN (State Alignment Project Course): **Units**

CD 198	Child Development Work Experience	4
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or

CD 205	Child Development Practicum / Field Experience	4
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GENERAL EDUCATION COURSES AND ELECTIVES: **Units**

The Child Development Department advises scheduling an appointment with a counselor to create an education plan to include the general breadth requirements and elective units. Please note that CD205, Child Growth and Development Laboratory, is articulated with CSUSB. 32

Total Units **60**

Effective Date: FA09

Rationale: To align with the California Community College Early Childhood Education Curriculum Alignment Project.

Curriculum Meetings: 11-10-08; 11-24-08; 12-08-08

Conjoint Meeting: 12-12-08

Board of Trustees Meeting: January 15, 2009

CHILD DEVELOPMENT-EARLY INTERVENTION AND INCLUSION A.A. DEGREE MAJOR

To graduate with a specialization in Child Development-Early Childhood Intervention and Inclusion students must complete the required child development courses (32 units) plus the general breadth course requirements for an Associate of Arts Degree. This degree prepares individuals to work as early childhood paraprofessionals with expertise in special education and early intervention. The Child Development courses meet the State's new competencies for early childhood intervention/early childhood special education paraprofessionals.

The Child Development-Early Intervention and Inclusion A.A. Degree meets California Title 5 requirements for the Child Development Teacher Permit. Upon completion of all the courses contact the Child Development Department Chair for an application for the Teacher Permit.

REQUIRED COURSES:

	Units
CD 105 Child Growth and Development	3
or	
CD 105H Child Growth and Development-Honors	3
CD 111 Observation and Assessment in Child Development	3
CD 126 Child, Family, and the Community	3
CD 127 Guidance of Children	3
CD 185 Infant/Toddler Growth and Development	3
CD 186 Infant and Toddler Curriculum	3
CD 244 Children with Special Needs	3
CD 245 Early Intervention and Inclusion	3

EXPERIENCE WORKING WITH CHILDREN (REQUIRED):

	Units
CD 215 Early Intervention and Inclusion Internship	4
CD 198 Child Development Work Experience	4
or	
CD 205 Child Development Practicum / Field Experience	4
or	
CD 210 Infant and Toddler Growth and Development Laboratory	4

GENERAL EDUCATION COURSES:

The Child Development Department advises seeing a counselor and making an education plan to include the general breadth requirements and elective units.

	Units
	28

Total Units	60
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Effective Date: FA09

Rationale: To align with the California Community College Early Childhood Education Curriculum Alignment Project.

CHILD DEVELOPMENT-SITE SUPERVISOR A.A. DEGREE MAJOR

Curriculum Meetings: 11-10-08; 11-24-08; 12-08-08

Conjoint Meeting: 12-12-08

Board of Trustees Meeting: January 15, 2009

To graduate with a specialization in Child Development-Site Supervisor, students must complete the required child development courses (43 units) plus the general breadth course requirements for an Associate of Arts Degree.

REQUIRED COURSES:		Units
CD 105	Child Growth and Development	3
	or	
CD 105H	Child Growth and Development-Honors	3
CD 111	Observation and Assessment in Child Development	3
CD 113	Principles and Practices of Teaching Children	3
CD 114	Introduction to Curriculum	3
CD 115	Health, Safety and Nutrition for Young Children	3
CD 126	Child, Family, and the Community	3
CD 127	Guidance of Children	3
CD 270	The Mentor Teacher / Adult Supervision	3
CD 271	Administration of Early Childhood Education Programs	3
CD 272	Advanced Administration of Early Childhood Education Programs	3
TWO COURSES FROM THE FOLLOWING LIST:		Units
CD 130	Creative Music and Movement for Children	3
CD 133	Creative Science and Math Activities for Children	3
CD 134	Language, Listening and Literature for Children	3
CD 136	Creative Art Experiences for Children	3
ONE COURSE FROM THE FOLLOWING LIST:		Units
CD 138	Teaching in a Diverse Society	3
CD 160	Understanding School-Age Children	3
CD 161	Activities for School-Age Children	3
CD 168	Early Literacy for Young Children	3
CD 185	Infant/Toddler Growth and Development	3
CD 186	Infant and Toddler Curriculum	3
CD 244	Children with Special Needs	3
EXPERIENCE WORKING WITH CHILDREN:		Units
CD 198	Child Development Work Experience	4
	or	
CD 205	Child Development Practicum / Field Experience	4
	or	
CD 210	Infant and Toddler Growth and Development Laboratory	4
GENERAL EDUCATION COURSES:		Units
The Child Development Department advises scheduling an appointment with a counselor to create an education plan to include the general breadth requirements and elective units.		24 - 26
Total Units		67 - 69

Effective Date: FA09

Rationale: To align with the California Community College Early Childhood Education Curriculum Alignment Project.

Curriculum Meetings: 11-10-08; 11-24-08; 12-08-08

Conjoint Meeting: 12-12-08

Board of Trustees Meeting: January 15, 2009

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CULINARY ARTS PROGRAM A.A. DEGREE MAJOR

To graduate with a specialization in Culinary Arts, students must complete the following required courses plus the general breadth requirements for the Associate Degree (total = 60 units)

CULART 010X4	Culinary Arts Internship	8 - 22
CULART 101	Introduction to Culinary Arts	3
CULART 160	Introduction to Foods	3
CULART 161	Quantity Food Preparation	3
CULART 201	Culinary and Hospitality Management	3
CULART 225	Sanitation and Safety	3
CULART 235	Menu Planning Principles	3
CULART 240	Procurement, Purchasing and Selection	3
CULART 250	Food, Wine and Beverage Service Concepts	3
CULART 275	Food, Beverage and Labor Cost Control	3
FCS 162	Nutrition	3
BUSAD 100	Introduction to Business	3

Students must take CULART 010x4 for a minimum of 8 units.

Recommended Courses:

		Units
ACCT 100	Introduction to Accounting I	2
BUSCAL 050	Quantitative Methods in Business	3

Total Units

41 - 55

Effective Date: FA09

Rationale: Updating degree from RM and RM/FS to CULART.

ENGINE PERFORMANCE A.S. DEGREE MAJOR

To graduate with a specialization in Engine Performance, students must complete all requirements for the certificate with a grade of C or better plus the general breadth requirements for the Associate Degree (minimum total = 60 units).

REQUIRED COURSES:

		Units
AUTO 063	Emission Systems	4
AUTO 064	Automotive Electrical: Battery, Starting & Charging Systems	5
AUTO 065	Electrical Accessory Diagnostic	5
AUTO 066	ASE Alternative A-6, A-8, L-1 Prep or Certificate	4
AUTO 067	Basic and Advanced Clean Air Car Course	4
AUTO 068	Engine Performance - Ignition Systems	5
AUTO 069	Engine Performance - Fuel and Exhaust Systems	5
AUTO 084	General Automotive Technology	4
AUTO 090X3	Engine Repair	6

Total Units

42

Effective Date: FA09

Rationale: Add AUTO 063 due to the splitting of AUTO 069 into two courses - AUTO 069 and AUTO 063

Curriculum Meetings: 11-10-08; 11-24-08; 12-08-08

Conjoint Meeting: 12-12-08

Board of Trustees Meeting: January 15, 2009

GENERAL WELDING A.S. DEGREE MAJOR

To graduate with a specialization in Welding Technology, students must complete all requirements for GENERAL WELDING CERTIFICATE plus the general breadth requirements for the Associate of Science Degree (minimum total = 60 units).

Students must complete ALL of the REQUIRED COURSES plus ONE of the RESTRICTED ELECTIVE COURSES.

REQUIRED COURSES:		Units
TECALC 087	Technical Calculations	4
	or	
higher level math course		3 - 4
WELD 023	Oxy-Acetylene Welding	3
WELD 027	Strength of Materials Testing: Destructive	3
WELD 045	Shielded Metal Arc Welding	3
WELD 046	Intermediate Arc Welding	3
WELD 060	Layout Fitter I	3
WELD 066B	Los Angeles City Welding Certification	3
WELD 070X4	TIG Welding	1
WELD 077X4	Continuous Wire Welding	1
RESTRICTED ELECTIVE COURSES:		Units
WELD 028	Strength of Materials Testing: Non-Destructive	3
	or	
WELD 061	Layout Fitter II	3
	or	
WELD 065B	Welding Inspection Visual	4
Total Units		26 - 28

Effective Date: FA09

Rationale: To replace TECALC 950 (deleted course) with TECALC 087

MACHINE TECHNOLOGY A.S. DEGREE MAJOR

Curriculum Meetings: 11-10-08; 11-24-08; 12-08-08

Conjoint Meeting: 12-12-08

Board of Trustees Meeting: January 15, 2009

To graduate with a specialization in Machine Technology, students must complete the following required courses for the certificate plus the general breadth requirements for the Associate of Science Degree (minimum total = 60 units).

REQUIRED COURSES:		Units
MACH 021B	Machine Shop I	4
MACH 022B	Machine Shop II	4
MACH 090B	Engineering Blueprint Reading, Geometric Dimensioning, and Tolerancing	3
MACH 120B	Machine Shop Theory	2
MACH 123A	Machine Shop III	4
MACH 124A	Machine Shop IV	4
RECOMMENDED COURSE:		Units
MACH 010x2	Test Review for National Industry Metal Skills (NIMS) Certification	2 - 4
Total Units		21

Effective Date: FA09

Rationale: Students must be able to pass six National Industry Metal Skills (NIMS) Certification tests upon completing this degree. Adding MACH 010x2 - NIMS Test Review for Certification will help students prepare for the certification exams.

PHARMACY TECHNOLOGY A.S. DEGREE MAJOR

To earn an Associate Degree with a specialization in Pharmacy Technology, students must complete the required courses plus the general breadth requirements (minimum total = 60 units).

REQUIRED COURSES:		Units
Complete the following courses with a grade of C or higher:		
PHT 020	Introduction to Pharmacy Technology	2
PHT 030	Pharmacology	3
PHT 031	Pharmacy Calculations	3
PHT 041	Pharmacy Systems	3
PHT 042	Pharmacy Intern Seminar	1
PHT 043	Pharmacy Clinical Experience	4
BIOL 050	Introductory Anatomy and Physiology	4
or		
BIOL 250	Human Anat Physio I	4
and		
BIOL 251	Human Anatomy and Physiology II	4
or		
BIOL 260	Human Anatomy	4
and		
BIOL 261	Human Physiology	4
Total Units		20 - 24

Effective Date: FA09

Rationale: Content review; update and clarify.

Curriculum Meetings: 11-10-08; 11-24-08; 12-08-08

Conjoint Meeting: 12-12-08

Board of Trustees Meeting: January 15, 2009

REFRIGERATION AND AIR CONDITIONING A.S. DEGREE MAJOR

To graduate with a specialization in Refrigeration and Air Conditioning, students must complete all requirements for the certificate with a grade of C or better plus the general breadth requirements for the Associate of Science Degree (minimum total = 60 units).

REQUIRED COURSES:		Units
REFRIG 001X3	Refrigeration I	4
REFRIG 002X3	Refrigeration II	4
REFRIG 003X3	Refrigeration III	4
REFRIG 004X3	Refrigeration Electricity I	4
REFRIG 005X3	Refrigeration Electricity II	4
REFRIG 006X3	Air Conditioning and Heating	4
TECALC 087	Technical Calculations	4
WELD 023	Oxy-Acetylene Welding	3
Environmental Protection Agency (EPA) Universal Certification (608)		0

RECOMMENDED COURSE:

Students are encouraged to take this course to augment their knowledge of air conditioning and heating:

AUTO 056	Automotive Heating and Air Conditioning	4
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Total Units **31**

Effective Date: FA09

Rationale: Content review.

WHEEL ALIGNMENT AND BRAKES A.S. DEGREE MAJOR

To graduate with a specialization in Wheel Alignment and Brakes, students must complete all requirements for the certificate with a grade of C or better plus the general breadth requirements for the Associate of Science Degree (minimum total = 60 units).

REQUIRED COURSES:		Units
AUTO 050	Automotive Brakes	4
AUTO 051	Advanced Automotive Brakes	4
AUTO 052	Automotive Suspension and Steering	4
AUTO 053	Advanced Automotive Suspension and Steering	4
AUTO 064	Automotive Electrical: Battery, Starting & Charging Systems	5
AUTO 084	General Automotive Technology	4
TECALC 087	Technical Calculations	4
or		
MATH 942	Arithmetic	3
or		

Eligibility for Math 952 as determined by the SBVC assessment process **Units**

Total Units **28 - 29**

Effective Date: FA09

Rationale: To replace TECALC 950 (deleted course) with TECALC 087

MODIFY CERTIFICATES

Curriculum Meetings: 11-10-08; 11-24-08; 12-08-08

Conjoint Meeting: 12-12-08

Board of Trustees Meeting: January 15, 2009

AUTOMATIC AND MANUAL TRANSMISSION CERTIFICATE

This certificate is designed to prepare students for entry-level work as an automatic transmission specialist. Students working for certificates must have a basic knowledge of arithmetic, reading and writing in order to learn and work in the occupations they select.

REQUIRED COURSES:

		Units
AUTO 064	Automotive Electrical: Battery, Starting & Charging Systems	5
	or	
AUTO 065	Electrical Accessory Diagnostic	5
AUTO 075X3	Automatic Transmissions Rear Wheel Drive	4 - 6
AUTO 076X3	Automatic Transaxles Front Wheel Drive	4 - 6
AUTO 077	Manual Transmissions and Transaxles	4
AUTO 084	General Automotive Technology	4
AUTO 090X3	Engine Repair	6
TECALC 087	Technical Calculations	4
	or	
MATH 942	Arithmetic	3
	or	
Eligibility for MATH 952 as determined by the SBVC assessment process		0

Total Units

27 - 35

Effective Date: FA09

Rationale: To replace TECALC 950 (deleted course) with TECALC 087

Curriculum Meetings: 11-10-08; 11-24-08; 12-08-08

Conjoint Meeting: 12-12-08

Board of Trustees Meeting: January 15, 2009

CHILD DEVELOPMENT - ASSOCIATE TEACHER CERTIFICATE

The Associate Teacher Certificate is designed to be the first step toward obtaining entry-level employment in the field of Early Childhood Education in a preschool or child care setting. The Associate Teacher Certificate requires 19 CD units which includes four units of laboratory or work experience with young children.

This Certificate meets California Title 5 requirements for the Child Development Associate Teacher Permit. Upon completion of all the courses contact the Child Development Department Chair for an application for the Associate Teacher Permit.

REQUIRED COURSES:		Units
CD 101	Parent-Child Interaction	3
CD 105	Child Growth and Development	3
or		
CD 105H	Child Growth and Development-Honors	3
CD 113	Principles and Practices of Teaching Children	3
CD 114	Introduction to Curriculum	3
CD 126	Child, Family, and the Community	3

EXPERIENCE WORKING WITH CHILDREN:		Units
CD 205	Child Development Practicum / Field Experience	4
or		
CD 198	Child Development Work Experience	4
Total Units		19

ADDITIONAL RECOMMENDED COURSE:

CD 116 Pediatric CPR, First Aid & Safety

Effective Date: FA09

Rationale: To align with the California Community College Early Childhood Education Curriculum Alignment Project.

Curriculum Meetings: 11-10-08; 11-24-08; 12-08-08

Conjoint Meeting: 12-12-08

Board of Trustees Meeting: January 15, 2009

CHILD DEVELOPMENT - INFANT DEVELOPMENT CERTIFICATE

The Infant Development Certificate is designed to be the first step toward obtaining entry-level employment specializing in infant care. Students will be prepared to work with infants (0-36 months) enabling the student to assist a teacher in a child care or infant care setting. The Infant Development Certificate requires 28 CD units which includes four units of laboratory or work experience with infants.

REQUIRED COURSES:		Units
CD 105	Child Growth and Development	3
	or	
CD 105H	Child Growth and Development-Honors	3
CD 126	Child, Family, and the Community	3
CD 127	Guidance of Children	3
CD 185	Infant/Toddler Growth and Development	3
CD 186	Infant and Toddler Curriculum	3
THREE COURSES FROM THE FOLLOWING LIST:		Units
CD 111	Observation and Assessment in Child Development	3
CD 115	Health, Safety and Nutrition for Young Children	3
CD 168	Early Literacy for Young Children	3
CD 244	Children with Special Needs	3
EXPERIENCE WORKING WITH CHILDREN Ages Birth-24 Months:		Units
CD 198	Child Development Work Experience	4
	or	
CD 210	Infant and Toddler Growth and Development Laboratory	4
Total Units		28

Effective Date: FA09

Rationale: To align with the California Community College Early Childhood Education Curriculum Alignment Project.

Curriculum Meetings: 11-10-08; 11-24-08; 12-08-08

Conjoint Meeting: 12-12-08

Board of Trustees Meeting: January 15, 2009

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CHILD DEVELOPMENT - MASTER TEACHER CERTIFICATE

The Master Teacher Certificate is designed to prepare students to supervise, mentor and assist other teachers and aides in a preschool or child care setting. The Master Teacher Certificate requires 37 CD units which includes six specialization units and 4 units of laboratory or work experience with children preschool-12 years of age plus a minimum of 16 general education units.

REQUIRED COURSES:		Units
CD 105	Child Growth and Development	3
	or	
CD 105H	Child Growth and Development-Honors	3
CD 111	Observation and Assessment in Child Development	3
CD 113	Principles and Practices of Teaching Children	3
CD 114	Introduction to Curriculum	3
CD 115	Health, Safety and Nutrition for Young Children	3
CD 126	Child, Family, and the Community	3
CD 127	Guidance of Children	3
CD 270	The Mentor Teacher / Adult Supervision	3
CHILD DEVELOPMENT SPECIALIZATION:		Units
CREATIVE CURRICULUM SPECIALIZATION		0
CD 130	Creative Music and Movement for Children	3
	and	
CD 136	Creative Art Experiences for Children	3
	or	
LITERACY SPECIALIZATION		0
CD 134	Language, Listening and Literature for Children	3
	and	
CD 168	Early Literacy for Young Children	3
	or	
SCHOOL-AGE SPECIALIZATION		0
CD 160	Understanding School-Age Children	3
	and	
CD 161	Activities for School-Age Children	3
	or	
INFANT/TODDLER SPECIALIZATION		0
CD 185	Infant/Toddler Growth and Development	3
	and	
CD 186	Infant and Toddler Curriculum	3
	or	
SPECIAL NEEDS SPECIALIZATION		0
CD 244	Children with Special Needs	3
	and	
CD 245	Early Intervention and Inclusion	3

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Curriculum Meetings: 11-10-08; 11-24-08; 12-08-08

Conjoint Meeting: 12-12-08

Board of Trustees Meeting: January 15, 2009

ONE COURSE FROM THE FOLLOWING LIST:		Units
COURSE MUST BE DIFFERENT FROM YOUR CHOSEN SPECIALIZATION		0
CD 040	Spanish for Early Childhood Settings	3
CD 130	Creative Music and Movement for Children	3
CD 133	Creative Science and Math Activities for Children	3
CD 134	Language, Listening and Literature for Children	3
CD 136	Creative Art Experiences for Children	3
CD 138	Teaching in a Diverse Society	3
CD 160	Understanding School-Age Children	3
CD 161	Activities for School-Age Children	3
CD 168	Early Literacy for Young Children	3
CD 185	Infant/Toddler Growth and Development	3
CD 186	Infant and Toddler Curriculum	3
CD 244	Children with Special Needs	3
EXPERIENCE WORKING WITH CHILDREN:		Units
CD 198	Child Development Work Experience	4
or		
CD 205	Child Development Practicum / Field Experience	4
GENERAL EDUCATION COURSES:		Units
The Child Development Department advises scheduling an appointment with a counselor to create an education plan. The following courses recommended by the Child Development Department meet the GE requirements:		16
Communication: ENGL 101 or ENGL 101H (4 units)		0
Humanities: ART 103 or MUS 101 (3 units)		0
Social and Behavioral Sciences: SOC 100 or SOC 130 (3 units)		0
Natural Science or Math: MATH 095 and higher (3-4 units)		0
Elective Courses (2-3 units)		0
Total Units		53

Effective Date: FA09

Rationale: To align with the California Community College Early Childhood Education Curriculum Alignment Project.

Curriculum Meetings: 11-10-08; 11-24-08; 12-08-08

Conjoint Meeting: 12-12-08

Board of Trustees Meeting: January 15, 2009

CHILD DEVELOPMENT - SCHOOL-AGE CERTIFICATE

The School-Age Certificate is designed to be the first step toward entry level employment specializing in the care of children from 6-12 years. It prepares students for working in after-school programs or child care facilities that serve older children. The School-Age Certificate requires 31 CD units which includes four units of work experience with school-age children.

This Certificate meets California Title 5 requirements for the Child Development Associate Teacher Permit with a School-Age Emphasis and the Child Development Associate Teacher Permit. Upon completion of all the courses contact the Child Development Department Chair for an application for the Associate Teacher Permit.

REQUIRED COURSES:		Units
CD 105	Child Growth and Development	3
or		
CD 105H	Child Growth and Development-Honors	3
CD 113	Principles and Practices of Teaching Children	3
CD 114	Introduction to Curriculum	3
CD 126	Child, Family, and the Community	3
CD 127	Guidance of Children	3
CD 160	Understanding School-Age Children	3
CD 161	Activities for School-Age Children	3
TWO COURSES FROM THE FOLLOWING LIST:		Units
CD 111	Observation and Assessment in Child Development	3
CD 115	Health, Safety and Nutrition for Young Children	3
CD 133	Creative Science and Math Activities for Children	3
CD 134	Language, Listening and Literature for Children	3
CD 136	Creative Art Experiences for Children	3
CD 138	Teaching in a Diverse Society	3
EXPERIENCE WORKING WITH CHILDREN Age 6-12 years:		Units
CD 205	Child Development Practicum / Field Experience	4
Total Units		31

Effective Date: FA09

Rationale: To align with the California Community College Early Childhood Education Curriculum Alignment Project.

Curriculum Meetings: 11-10-08; 11-24-08; 12-08-08

Conjoint Meeting: 12-12-08

Board of Trustees Meeting: January 15, 2009

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CHILD DEVELOPMENT - SITE SUPERVISOR CERTIFICATE

The Site Supervisor Certificate is designed to prepare students with the necessary knowledge and skills to be qualified as a preschool or child care center site supervisor. The Site Supervisor Certificate requires 60 units or an Associate of Arts Degree both of which includes 43 child development (CD) units. (30 CD units, six CD Administration units, three CD Adult Supervision units and four units of laboratory or work experience with young children).

REQUIRED COURSES:		Units
CD 105	Child Growth and Development	3
	or	
CD 105H	Child Growth and Development-Honors	3
CD 111	Observation and Assessment in Child Development	3
CD 113	Principles and Practices of Teaching Children	3
CD 114	Introduction to Curriculum	3
CD 115	Health, Safety and Nutrition for Young Children	3
CD 126	Child, Family, and the Community	3
CD 127	Guidance of Children	3
CD 270	The Mentor Teacher / Adult Supervision	3
CD 271	Administration of Early Childhood Education Programs	3
CD 272	Advanced Administration of Early Childhood Education Programs	3

TWO COURSES FROM THE FOLLOWING LIST:		Units
CD 130	Creative Music and Movement for Children	3
CD 133	Creative Science and Math Activities for Children	3
CD 134	Language, Listening and Literature for Children	3
CD 136	Creative Art Experiences for Children	3

ONE COURSE FROM THE FOLLOWING LIST:		Units
CD 138	Teaching in a Diverse Society	3
CD 160	Understanding School-Age Children	3
CD 161	Activities for School-Age Children	3
CD 168	Early Literacy for Young Children	3
CD 185	Infant/Toddler Growth and Development	3
CD 186	Infant and Toddler Curriculum	3
CD 244	Children with Special Needs	3

EXPERIENCE WORKING WITH CHILDREN:		Units
CD 198	Child Development Work Experience	4
	or	
CD 205	Child Development Practicum / Field Experience	4
	or	
CD 210	Infant and Toddler Growth and Development Laboratory	4

CONTINUED NEXT PAGE

Curriculum Meetings: 11-10-08; 11-24-08; 12-08-08

Conjoint Meeting: 12-12-08

Board of Trustees Meeting: January 15, 2009

GENERAL EDUCATION COURSES:**Units**

The Child Development Department advises scheduling an appointment with a counselor to create an education plan. The following courses are recommended by the Child Development Department to meet the GE requirements:

17

Communication: ENGL 101 or ENGL 101H (4 units)

0

Humanities: ART 103 or MUS 101 (3 units)

0

Social and Behavioral Science: SOC 100 or SOC 130 (3 units)

0

Math: MATH 095 or higher (4 units)

0

Natural Science (3-6 units)

0

Total Units**60****Effective Date: FA09****Rationale:** To align with the California Community College Early Childhood Education Curriculum Alignment Project.

Curriculum Meetings: 11-10-08; 11-24-08; 12-08-08

Conjoint Meeting: 12-12-08

Board of Trustees Meeting: January 15, 2009

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CHILD DEVELOPMENT - TEACHER CERTIFICATE

The Teacher Certificate is designed for individuals working with children in a preschool or child care setting. The certificate focuses on developing age appropriate lesson plans for the classroom and observation/assessment of children. The Teacher Certificate requires 31 CD units which includes 4 units of laboratory or work experience with young children plus 16 general education units.

REQUIRED COURSES: Units

CD 105	Child Growth and Development	3
	or	
CD 105H	Child Growth and Development-Honors	3
CD 111	Observation and Assessment in Child Development	3
CD 113	Principles and Practices of Teaching Children	3
CD 114	Introduction to Curriculum	3
CD 126	Child, Family, and the Community	3

TWO CURRICULUM COURSES FROM THE FOLLOWING LIST: Units

CD 130	Creative Music and Movement for Children	3
CD 133	Creative Science and Math Activities for Children	3
CD 134	Language, Listening and Literature for Children	3
CD 136	Creative Art Experiences for Children	3
CD 168	Early Literacy for Young Children	3

TWO COURSES FROM THE FOLLOWING LIST: Units

CD 115	Health, Safety and Nutrition for Young Children	3
CD 127	Guidance of Children	3
CD 138	Teaching in a Diverse Society	3
CD 185	Infant/Toddler Growth and Development	3

EXPERIENCE WORKING WITH CHILDREN (REQUIRED): Units

CD 198	Child Development Work Experience	4
	or	
CD 205	Child Development Practicum / Field Experience	4

***CONTINUED NEXT
PAGE***

Curriculum Meetings: 11-10-08; 11-24-08; 12-08-08

Conjoint Meeting: 12-12-08

Board of Trustees Meeting: January 15, 2009

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GENERAL EDUCATION COURSES:	Units
The Child Development Department advises scheduling an appointment with a counselor to create an education plan. The following courses are recommended by the Child Development Department to meet the GE requirements:	16
Communication: ENGL 101 or ENGL 101H (4 units)	0
Humanities: ART 103 or MUS 101 (3 units)	0
Social and Behavioral Science: SOC 100 or SOC 130 (3 units)	0
Natural Science or Math: MATH 095 and higher (3-4 units)	0
Elective courses (2-3 units)	0
Total Units	47

ADDITIONAL RECOMMENDED COURSES:

CD040 Spanish for Child Development (3 units)

CD244 Children with Special Needs (3 units)

CD116 Pediatric CPR, First Aid and Safety (1 unit)

Effective Date: FA09

Rationale: To align with the California Community College Early Childhood Education Curriculum Alignment Project.

Curriculum Meetings: 11-10-08; 11-24-08; 12-08-08

Conjoint Meeting: 12-12-08

Board of Trustees Meeting: January 15, 2009

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CHILD DEVELOPMENT-EARLY INTERVENTION AND INCLUSION CERTIFICATE

The Early Intervention and Inclusion Certificate prepares individuals to work as early childhood paraprofessionals with expertise in special education and early intervention. The program's perspective is culturally sensitive and family-focused which emphasizes the value of individual differences in young children. This certificate meets the State's new competencies for early childhood intervention/early childhood special education paraprofessionals.

This Certificate meets California Title 5 requirements for the Child Development Associate Teacher Permit. Upon completion of all the courses contact the Child Development Department Chair for an application for the Associate Teacher Permit.

REQUIRED COURSES:		Units
CD 105	Child Growth and Development	3
	or	
CD 105H	Child Growth and Development-Honors	3
CD 111	Observation and Assessment in Child Development	3
CD 126	Child, Family, and the Community	3
CD 127	Guidance of Children	3
CD 185	Infant/Toddler Growth and Development	3
CD 186	Infant and Toddler Curriculum	3
CD 244	Children with Special Needs	3
CD 245	Early Intervention and Inclusion	3
EXPERIENCE WORKING WITH CHILDREN (REQUIRED):		Units
CD 215	Early Intervention and Inclusion Internship	4
CD 198	Child Development Work Experience	4
	or	
CD 205	Child Development Practicum / Field Experience	4
	or	
CD 210	Infant and Toddler Growth and Development Laboratory	4
Total Units		32

Effective Date: FA09

Rationale: To align with the California Community College Early Childhood Education Curriculum Alignment Project.

Curriculum Meetings: 11-10-08; 11-24-08; 12-08-08

Conjoint Meeting: 12-12-08

Board of Trustees Meeting: January 15, 2009

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CULINARY ARTS CERTIFICATE

The Culinary Arts Certificate is designed for students who are interested in entering middle-management positions within the Restaurant/Hospitality industry. Students working for certificates must have a basic knowledge of arithmetic, reading and writing in order to learn and work in the occupations they select.

REQUIRED COURSES:		Units
CULART 101	Introduction to Culinary Arts	3
CULART 010X4	Culinary Arts Internship	8 - 22
CULART 160	Introduction to Foods	3
CULART 161	Quantity Food Preparation	3
CULART 201	Culinary and Hospitality Management	3
CULART 225	Sanitation and Safety	3
CULART 235	Menu Planning Principles	3
CULART 240	Procurement, Purchasing and Selection	3
CULART 250	Food, Wine and Beverage Service Concepts	3
CULART 275	Food, Beverage and Labor Cost Control	3
BUSAD 100	Introduction to Business	3
FCS 162	Nutrition	3
RECOMMENDED COURSES:		Units
ACCT 100	Introduction to Accounting I	2
BUSCAL 050	Quantitative Methods in Business	3
		Units

Total Units **41 - 55**

Students are required to take CULART 010x4 for a minimum of 8 units.

Effective Date: FA09

Rationale: Updating degree from RM and RM/FS to CULART.

Curriculum Meetings: 11-10-08; 11-24-08; 12-08-08

Conjoint Meeting: 12-12-08

Board of Trustees Meeting: January 15, 2009

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DINING ROOM SERVICE CERTIFICATE

The Dining Room Service Certificate is designed to prepare students for entry-level employment in the front-of-the-house of the restaurant/hospitality industry.

REQUIRED COURSES:		Units
CULART 010X4	Culinary Arts Internship	8 - 22
CULART 101	Introduction to Culinary Arts	3
CULART 161	Quantity Food Preparation	3
CULART 225	Sanitation and Safety	3
CULART 250	Food, Wine and Beverage Service Concepts	3
CULART 275	Food, Beverage and Labor Cost Control	3
		Units
<hr/> Total Units		23 - 37

Students are required to take CULART 010x4 for a minimum of 8 units

Effective Date: FA09

Rationale: Updating degree from RM and RM/FS to CULART.

Curriculum Meetings: 11-10-08; 11-24-08; 12-08-08

Conjoint Meeting: 12-12-08

Board of Trustees Meeting: January 15, 2009

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ENGINE PERFORMANCE CERTIFICATE

This certificate is designed to prepare students for entry-level work as engine performance specialists in areas such as computer systems, electrical systems, engine fuel and exhaust systems, and basic engine diagnosis. Students working for certificates must have a basic knowledge of arithmetic, reading and writing in order to learn and work in the occupations they select.

REQUIRED COURSES:		Units
AUTO 063	Emission Systems	4
AUTO 064	Automotive Electrical: Battery, Starting & Charging Systems	5
AUTO 065	Electrical Accessory Diagnostic	5
AUTO 066	ASE Alternative A-6, A-8, L-1 Prep or Certificate	4
AUTO 067	Basic and Advanced Clean Air Car Course	4
AUTO 068	Engine Performance - Ignition Systems	5
AUTO 069	Engine Performance - Fuel and Exhaust Systems	5
AUTO 084	General Automotive Technology	4
AUTO 090X3	Engine Repair	6
TECALC 087	Technical Calculations	4
	or	
MATH 942	Arithmetic	3
	or	
Eligibility for MATH 952 as determined by the SBVC assessment process		0 - 4

Total Units **42 - 46**

Effective Date: FA09

Rationale: To replace TECALC 950 (deleted course) with TECALC 087

Curriculum Meetings: 11-10-08; 11-24-08; 12-08-08

Conjoint Meeting: 12-12-08

Board of Trustees Meeting: January 15, 2009

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GENERAL ELECTRICIAN CERTIFICATE

This certificate will allow an "Electrician Trainee" to sit for the California State General Electrician Certification examination. These courses also satisfy the continuing education requirement every three years for certified electricians. Students working for certificates must have a basic knowledge of arithmetic, reading and writing in order to learn and work in the occupations they select.

REQUIRED COURSES:		Units
ELEC 216C	Introduction to Industrial Electricity	4
ELEC 217C	Industrial Electricity	4
ELEC 218C	Controlling Industrial Electricity	4
ELECTR 110	Direct Current Circuit Analysis	3
ELECTR 111	Direct Current Circuit Laboratory	1
ELECTR 115	Alternating Current Circuit Analysis	3
ELECTR 116	Alternating Current Circuit Laboratory	1
ELECTR 230	Semiconductor Devices	3
ELECTR 235	Solid State Circuit Analysis	4
ELECTR 265	Digital Logic Design	4
INSPEC 014D	Advanced Construction Inspection: National Electrical Code (NEC)	3
INSPEC 024D	Community Relations for Civil Service Employees	3
PE 231	First Aid and CPR	3
TECALC 087	Technical Calculations	4
<hr/>		
Total Units		44

Effective Date: FA09

Rationale: To replace TECALC 950 (deleted course) with TECALC 087

Curriculum Meetings: 11-10-08; 11-24-08; 12-08-08

Conjoint Meeting: 12-12-08

Board of Trustees Meeting: January 15, 2009

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GENERAL WELDING CERTIFICATE

This certificate is designed to provide students with an understanding of the terminology, concepts, procedures and skills used in the welding field to equip them with the fundamental skills necessary for entry- and intermediate-level employment. Students working for certificates must have a basic knowledge of arithmetic, reading and writing in order to learn and work in the occupations they select.

Students must complete ALL of the REQUIRED COURSES plus ONE of the RESTRICTED ELECTIVE COURSES.

REQUIRED COURSES:		Units
TECALC 087	Technical Calculations	4
or		
higher level math course		3 - 4
WELD 023	Oxy-Acetylene Welding	3
WELD 027	Strength of Materials Testing: Destructive	3
WELD 045	Shielded Metal Arc Welding	3
WELD 046	Intermediate Arc Welding	3
WELD 060	Layout Fitter I	3
WELD 066B	Los Angeles City Welding Certification	3
WELD 070X4	TIG Welding	1
WELD 077X4	Continuous Wire Welding	1
RESTRICTED ELECTIVE COURSES:		Units
WELD 028	Strength of Materials Testing: Non-Destructive	3
or		
WELD 061	Layout Fitter II	3
or		
WELD 065B	Welding Inspection Visual	4
<hr/> Total Units		26 - 28

PID 299

Effective Date: FA09

Rationale: To replace TECALC 950 (deleted course) with TECALC 087

Curriculum Meetings: 11-10-08; 11-24-08; 12-08-08

Conjoint Meeting: 12-12-08

Board of Trustees Meeting: January 15, 2009

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MACHINE TECHNOLOGY CERTIFICATE

This certificate is designed to prepare students for entry-level employment in manufacturing using machine tools such as lathes, milling machines, and spindles to produce precision metal parts. Students working for certificates must have a basic knowledge of arithmetic, reading and writing in order to learn and work in the occupations they select.

REQUIRED COURSES:		Units
MACH 120B	Machine Shop Theory	2
MACH 021B	Machine Shop I	4
MACH 022B	Machine Shop II	4
MACH 123A	Machine Shop III	4
MACH 124A	Machine Shop IV	4
MACH 090B	Engineering Blueprint Reading, Geometric Dimensioning, and Tolerancing	3
TECALC 087	Technical Calculations	4
RECOMMENDED COURSE:		Units
MACH 010x2	Test Review for National Industry Metal Skills (NIMS) Certification	2 - 4
Total Units		25

Effective Date: FA09

Rationale: To replace TECALC 950 (deleted course) with TECALC 087

Curriculum Meetings: 11-10-08; 11-24-08; 12-08-08

Conjoint Meeting: 12-12-08

Board of Trustees Meeting: January 15, 2009

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REFRIGERATION AND AIR CONDITIONING CERTIFICATE

This certificate is designed to prepare students with the necessary knowledge and skills to obtain entry-level employment in the field of refrigeration and air conditioning, installing, maintaining, and repairing such systems. Students working for certificates must have a basic knowledge of arithmetic, reading and writing in order to learn and work in the occupations they select.

REQUIRED COURSES:		Units
REFRIG 001X3	Refrigeration I	4
REFRIG 002X3	Refrigeration II	4
REFRIG 003X3	Refrigeration III	4
REFRIG 004X3	Refrigeration Electricity I	4
REFRIG 005X3	Refrigeration Electricity II	4
REFRIG 006X3	Air Conditioning and Heating	4
TECALC 087	Technical Calculations	4
WELD 023	Oxy-Acetylene Welding	3
Environmental Protection Agency (EPA) Universal Certification (608)		0

RECOMMENDED COURSE:

Students are encouraged to take this course to augment their knowledge of air conditioning and heating:		Units
AUTO 056	Automotive Heating and Air Conditioning	4

Total Units **31**

Effective Date: FA09

Rationale: To replace TECALC 950 (deleted course) with TECALC 087

Curriculum Meetings: 11-10-08; 11-24-08; 12-08-08

Conjoint Meeting: 12-12-08

Board of Trustees Meeting: January 15, 2009

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TRUCK AND BUS TECHNOLOGY CERTIFICATE

This certificate is designed to prepare students for entry-level positions repairing and maintaining diesel engines in trucks, buses, locomotives, heavy vehicles, and mobile heavy-duty equipment. Students working for certificates must have a basic knowledge of arithmetic, reading and writing in order to learn and work in the occupations they select.

REQUIRED COURSES:		Units
CIT101	Introduction to Computer Literacy	3
DIESEL019	Truck and Bus Heavy-Duty Electrical Systems	4
DIESEL021	Diesel Engines - Heavy Duty	4
DIESEL022	Heavy-Duty Truck Brakes	2
DIESEL023	Heavy-Duty Truck Suspension and Steering	2
DIESEL024X3	Advanced Heavy-Duty Diesel Engines	4
DIESEL026X3	Computer Controlled Diesel Engines	4
DIESEL028	Heavy-Duty Truck Preventive Maintenance Service	4
DIESEL030	Advanced Heavy-Duty Truck Systems	4
MATH942	Arithmetic	3
or		
Eligibility for Math 952 as determined by the SBVC assessment process		0 - 4
WELD023	Oxy-Acetylene Welding	3
WELD077X4	Continuous Wire Welding	1
Total Units		35 - 39

Effective Date: FA09

Rationale: Adding DIESEL 019 and 026x3 per Advisory Committee's recommendation; Replacing TECALC 950 (deleted course) with MATH 942

Curriculum Meetings: 11-10-08; 11-24-08; 12-08-08

Conjoint Meeting: 12-12-08

Board of Trustees Meeting: January 15, 2009

WHEEL ALIGNMENT AND BRAKES CERTIFICATE

This certificate is designed to prepare students for entry level work as an automotive technician working in the area of wheel alignment and brake repair. Students working for certificates must have a basic knowledge of arithmetic, reading and writing in order to learn and work in the occupations they select.

REQUIRED COURSES:		Units
AUTO 050	Automotive Brakes	4
AUTO 051	Advanced Automotive Brakes	4
AUTO 052	Automotive Suspension and Steering	4
AUTO 053	Advanced Automotive Suspension and Steering	4
AUTO 064	Automotive Electrical: Battery, Starting & Charging Systems	5
AUTO 084	General Automotive Technology	4
TECALC 087	Technical Calculations	4
	or	
MATH 942	Arithmetic	3
	or	

Eligibility for Math 952 as determined by the SBVC assessment process	Units
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Total Units	28 - 29
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Effective Date: FA09

Rationale: To replace TECALC 950 (deleted course) with TECALC 087

Curriculum Meetings: 11-10-08; 11-24-08; 12-08-08

Conjoint Meeting: 12-12-08

Board of Trustees Meeting: January 15, 2009

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SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Dr. Noelia Vela, Chancellor
REVIEWED BY: Gloria Macias Harrison, President, CHC
PREPARED BY: Cheryl A. Marshall, Vice President of Instruction, CHC
DATE: January 15, 2009
SUBJECT: Consideration of Approval of Curriculum Modifications

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached Curriculum Modifications.

OVERVIEW

The courses, certificates and degrees at CHC are continually being revised and updated to reflect and meet student needs.

ANALYSIS

These courses, certificates and degrees have been approved by the Curriculum Committee of the Academic Senate.

BOARD IMPERATIVE

II. Learning Centered Institution for Student Access, Retention and success

FINANCIAL IMPLICATIONS

None.

CRAFTON HILLS COLLEGE
SUBMITTED FOR BOARD OF TRUSTEES APPROVAL
JANUARY 15, 2009

NEW COURSES

DIVISION: Communication and Language
DEPARTMENT: Japanese
COURSE ID: JAPN 103
COURSE TITLE: College Japanese III
UNITS: 4
LECTURE: 4 contact hours per week
64-72 contact hours per semester
LABORATORY: None

PREREQUISITE: JAPN 102
COREQUISITE: None
DEPT RECOMMENDATION: None

CATALOG DESCRIPTION: A continuation of JAPN 102. Further development of students' listening, speaking, reading and writing skills. Study of increasingly more complex grammatical structures, Kanji characters and speech styles.

SCHEDULE DESCRIPTION: A continuation of JAPN 102. Further development of students' listening, speaking, reading and writing skills.

Effective Date: FA09

Rationale: Japanese language and culture plays an increasingly significant role in our multicultural world. Japanese corporations are integral to the success of the American economy and the percentage of Asian-Americans living in southern California continues to increase. As such, knowledge of Japanese language and culture is extremely beneficial to students who plan for professions in business, law, law enforcement, public health, government, education and public relations. Americans, especially the younger demographic, are huge consumers of Japanese culture. This course will satisfy all these needs while at the same time increase the foreign language offerings of the college.

DIVISION: Communication and Language
DEPARTMENT: Japanese
COURSE ID: JAPN 104
COURSE TITLE: College Japanese IV
UNITS: 4
LECTURE: 4 contact hours per week
64-72 contact hours per semester
LABORATORY: None

PREREQUISITE: JAPN 103
COREQUISITE: None
DEPT RECOMMENDATION: None

CATALOG DESCRIPTION: A continuation of JAPN 103. Further development of students' listening, speaking, reading and writing skills. Study of increasing more complex grammatical structures, Kanji characters, honorific and humble expressions and conversational skills.

Curriculum Meetings: 11/24/08
Conjoint Meeting: 12/11/08
Board of Trustees Meeting: 01/15/09
2 of 3

SCHEDULE DESCRIPTION: A continuation of JAPN 103. Further development of students' listening, speaking, reading and writing skills.

Effective Date: FA09

Rationale: Japanese language and culture plays an increasingly significant role in our multicultural world. Japanese corporations are integral to the success of the American economy and the percentage of Asian-Americans living in southern California continues to increase. As such, knowledge of Japanese language and culture is extremely beneficial to students who plan for professions in business, law, law enforcement, public health, government, education and public relations. Americans, especially the younger demographic, are huge consumers of Japanese culture. This course will satisfy all these needs while at the same time increase the foreign language offerings of the college.

MODIFIED COURSES

COURSE ID	COURSE TITLE
ENGL 120	Fundamentals of News Writing

PREREQUISITE: ENGL 015 or eligibility for ENGL 101 as determined through the Crafton Hills College assessment process

Effective Date: FA09

Rationale: Change prerequisite

COURSE ID	COURSE TITLE
JOUR 120	Fundamentals of News Writing

PREREQUISITE: ENGL 015 or eligibility for ENGL 101 as determined through the Crafton Hills College assessment process

Effective Date: FA09

Rationale: Change prerequisite

COURSE ID	COURSE TITLE
SPEECH 125	Critical Thinking through Argumentation and Debate

DEPARTMENTAL RECOMMENDATION: ENGL 101 or SPEECH 100 or SPEECH 100H

Effective Date: FA09

Rationale: Six-year revision

DISTANCE EDUCATION

COURSE ID	DE TYPE
CHEM 101	Hybrid

Effective Date: FA09

Rationale: Increase Distance Education course offerings.

Curriculum Meetings: 11/24/08

Conjoint Meeting: 12/11/08

Board of Trustees Meeting: 01/15/09

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Dr. Noelia Vela, Chancellor
REVIEWED BY: Robert J. Temple, Vice Chancellor of Fiscal Services
PREPARED BY: Ronald P. Gerhard, Business Manager
DATE: January 15, 2009
SUBJECT: Consideration of Approval of 2010-2011 Academic Calendar

RECOMMENDATION

It is recommended that the Board of Trustees approve the 2010-2011 academic calendar.

OVERVIEW

It is a requirement that the Board adopt the academic calendar subject to the guidelines established by the State Chancellor's Office.

ANALYSIS

The Calendar committee, consisting of persons whom hold various positions located throughout the District and using the guidelines established by the State Chancellor's Office, has completed the proposed academic calendar for the fiscal year 2010-2011. This calendar was presented to, and approved by, District Assembly at its December meeting.

BOARD IMPERATIVE

- II. Learning Centered Institution for Student Access, Retention and Success;
- III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

This has no direct fiscal cost. This does allow the District and District sites to do long range planning for better fiscal management.

Attachments

San Bernardino Community College District 2010-2011

June 2010

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			



In Service Days



Instruction Begins



Holidays



Semester Grades Due



Classes Not In Session-
All Offices Open



Semester Ends



Flex Days



CHC/SBVC
Commencements



Final Exams

July 2010

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2010

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

March 2011

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2010

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

December 2010

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2011

S	M	T	W	T	F	S
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September 2010

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January 2011

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May 2011

S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

October 2010

S	M	T	W	T	F	S
					1	2
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31						

February 2011

S	M	T	W	T	F	S
		1	2	3	4	5
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27	28					

June 2011

S	M	T	W	T	F	S
			1	2	3	4
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12	13	14	15	16	17	18
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26	27	28	29	30		

San Bernardino Community College District 2010-2011 Academic Year

Fall Semester 2010: August 16 - December 18, 2010

Faculty Service Day	August 13
Instruction Begins	August 16
Labor Day	September 6
Fall Census Day	September 7
Flex Day	October 19
Veteran's Day	November 11
Thanksgiving Recess	November 25-27
Final Exams	December 13-18
Final Exams/Saturday Classes	December 18
Fall Semester Ends	December 18
Fall Semester Grades Due	December 22
Campus Closed	December 24 - January 2

Spring Semester 2011: January 18 - May 25, 2011

Flex Days	January 12 & 13
Faculty Service Day	January 14
Instruction Begins	January 18
Martin Luther King Day	January 17
Spring Census Day	February 7
Lincoln's Birthday	February 11
Washington's Birthday	February 21
Spring Recess	March 23-28
Final Exams	May 19-25
Final Exams/Saturday Classes	May 21
Spring Semester Ends	May 25
CHC Faculty Service Day	May 26
SBVC Faculty Service Day	May 27
Spring Semester Grades Due	June 2
Memorial Day	May 30

Flex Days4 days of Required Flex to be completed by contract faculty

20010-2011 Census DaysFall Census Day - September 7
 Spring Census Day - February 7

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Dr. Noelia Vela, Chancellor
REVIEWED BY: Renée Brunelle, Vice Chancellor, Human Resources & Employee Relations
PREPARED BY: Renée Brunelle, Vice Chancellor, Human Resources & Employee Relations
DATE: January 15, 2009
SUBJECT: Consideration of Approval of Classified Employees

RECOMMENDATION

It is recommended that the Board of Trustees approve the employment of classified employees on the attached list.

OVERVIEW

The following list of classified employees is submitted for approval.

ANALYSIS

The classified employees listed on the attached list went through the regular recruitment process and are being recommended for appointment. All requirements for employment processing have been completed and Human Resources have cleared the individuals for employment.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2008-09 budget.

CUMMINGS, JAMIE, Food Service Worker, District, part-time, 10-month position, Classified Salary Schedule, Range 18, Step A, \$1,022.50 per month effective January 20, 2009. Replacement for Stephanie Williams.

SIERRA, DIANNA, Clerical Assistant I, CHC, part-time, 12-month position, categorically funded until June 30, 2009, Classified Salary Schedule, Range 21, Step A, \$1,045.95 per month effective January 20, 2009. New Position.

CHANG, ANDREW, Senior Technology Support Specialist, District, full-time, 12-month position, categorically funded until June 30, 2013, Classified Salary Schedule, Range 54, Step A, \$4,974 per month effective January 20, 2009. New Position.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Dr. Noelia Vela, Chancellor
REVIEWED BY: Renée Brunelle, Vice Chancellor, Human Resources & Employee Relations
PREPARED BY: Renée Brunelle, Vice Chancellor, Human Resources & Employee Relations
DATE: January 15, 2009
SUBJECT: Consideration of Ratification of Classified Resignation

RECOMMENDATION

It is recommended that the Board of Trustees accept the resignation of Stephanie Williams Food Service Worker, CHC, December 2, 2008.

OVERVIEW

Ms. Williams, Food Service Worker, CHC, has submitted a letter of resignation from employment.

ANALYSIS

Stephanie Williams provided notice of her resignation effective December 2, 2008. The Human Resources Department has provided Ms. Williams acceptance of her resignation from employment.

BOARD IMPERATIVE

None.

FINANCIAL IMPLICATIONS

No financial impact.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Dr. Noelia Vela, Chancellor
REVIEWED BY: Renée Brunelle, Vice Chancellor, Human Resources & Employee Relations
PREPARED BY: Renée Brunelle, Vice Chancellor, Human Resources & Employee Relations
DATE: January 15, 2009
SUBJECT: Correction of Contract for Classified Employee

RECOMMENDATION

It is recommended that the Board of Trustees approve the correction of contract for classified employee.

OVERVIEW

Rachel Peterson, Clerical Assistant I, Health Services, SBVC, correction of contract from 12 to 10-months.

ANALYSIS

On December 11, 2008, the Board of Trustees approved Rachel Peterson as a 12-month employee. Her classified assignment is for 10 months.

BOARD IMPERATIVE

III. Resources Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2008-2009 budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Dr. Noelia Vela, Chancellor
REVIEWED BY: Renée Brunelle, Vice Chancellor, Human Resources & Employee Relations
PREPARED BY: Renée Brunelle, Vice Chancellor, Human Resources & Employee Relations
DATE: January 15, 2009
SUBJECT: Consideration of Approval of Short-Term, Substitute & Professional Expert Employees

RECOMMENDATION

It is recommended that the Board of Trustees approve the employment of short-term, substitute & professional expert employees.

OVERVIEW

The attached lists of short-term, substitute and professional expert employees are submitted for approval.

ANALYSIS

Current law requires the Board of Trustees to act on recommendations to appoint short-term hourly and substitute employees before they can begin their work assignment.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2008-09 budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Short-Term Hourly Employees
January 15, 2009

Name	Department	Site	Duties	Start Date	End Date	Hourly Rate
Alexander, Patrick	Learning Resources	CHC	Tutor II	1/16/09	6/30/09	\$11.00
Austin, Elizabeth	Learning Resources	CHC	Tutor II	1/16/09	6/30/09	\$11.00
Barnes, Britton	Math & Science Student Success Center	SBVC	Tutor I	1/16/09	6/30/09	\$9.00
Bland, Evelyn	Human Services	SBVC	Tutor I	1/16/09	5/10/09	\$9.00
Bolter, Richard	Human Services	SBVC	Tutor I	1/16/09	5/10/09	\$9.00
Brown, Sasha	Admissions	SBVC	Project Asst. I	1/16/09	2/27/09	\$9.00
Castro, Andres	Child Development	SBVC	Project Asst. III	2/1/09	3/31/09	\$13.00
Chanta, Lamia	Restaurant Management	SBVC	Tutor II	1/16/09	5/22/09	\$11.00
Chapman, Karen	Tutor II	SBVC	Tutor II	1/16/09	5/22/09	\$11.00
Chow, Stephanie	Electricity/Electronics Math & Science Student Success Center	SBVC	Tutor II	1/16/09	5/22/09	\$11.00
Cooper, Candice	Center	SBVC	Tutor I	1/16/09	6/30/09	\$9.00
Danser, David	Technology Services	CHC	Project Asst. III	1/2/09	3/13/09	\$13.00
Earl, Keith	Learning Resources	CHC	Tutor II	1/16/09	6/30/09	\$11.00
Ebarra, David	Electricity/Electronics	SBVC	Tutor II	1/16/09	5/22/09	\$11.00
Espinosa, Victor	Automotive	SBVC	Tutor II	1/16/09	5/22/09	\$11.00

Galeano, James	Math & Science Student Success Center	SBVC	Tutor I	1/16/09	6/30/09	\$9.00
Gatti, Elizabeth	Math & Science Student Success Center	SBVC	Tutor I	1/16/09	6/30/09	\$9.00
Grant, Diane	Art	SBVC	Tutor II	1/16/09	5/22/09	\$11.00
Hanger, Erik	Math & Science Student Success Center	SBVC	Tutor I	1/16/09	6/30/09	\$9.00
Herrin, Nicholas	Academic Advancement	SBVC	Tutor II	1/16/09	6/30/09	\$11.00
Kirkley, Amanda	Title V Math & Science Student Success Center	CHC	Tutor II	1/12/09	6/30/09	\$11.00
Lam, Oanh		SBVC	Tutor I	1/16/09	6/30/09	\$9.00
Maldonado, Virginia	Art	SBVC	Tutor II	1/16/09	5/22/09	\$11.00
Martinez, Christopher	Automotive	SBVC	Tutor II	1/16/09	5/22/09	\$11.00
Martinez, Edgar	Art	SBVC	Tutor II	1/16/09	5/22/09	\$11.00
Miller, Timothy	Art	SBVC	Tutor II	1/16/09	5/22/09	\$11.00
Nevarez, Thomas	Tech Tool Room	SBVC	Tutor II	1/16/09	5/22/09	\$11.00
Oey, Kristela	Bookstore	SBVC	Project Asst. I	1/16/09	2/28/09	\$9.00
Parson, Kimberlyn	Admissions	SBVC	Project Asst. I	1/16/09	2/27/09	\$9.00
Plunk, Yolanda	Academic Advancement	SBVC	Tutor II	1/16/09	5/22/09	\$11.00
Reynolds, Raymond	Criminal Justice Division	SBVC	Safety Facilitator	1/16/09	6/30/09	\$19.00
Ruiz, Xavier	Art	SBVC	Tutor II	1/16/09	5/22/09	\$11.00
Sanchez, Jesus	Math & Science Student Success Center	SBVC	Tutor I	1/16/09	6/30/09	\$9.00

Smith, Alexandra	Learning Resources	CHC	Tutor II	1/16/09	6/30/09	\$11.00
Spencer, Taylor	Instruction	CHC	Project Asst. I	1/16/09	6/26/09	\$9.00
Strahan, Joshua	Electricity/Electronics	SBVC	Tutor II	1/16/09	5/22/09	\$11.00
Tinoco, Michelle	Matriculation	SBVC	Project Asst. III	1/16/09	3/31/09	\$11.00
Villa, Susan	Admissions	SBVC	Project Asst. I	1/16/09	2/27/09	\$9.00
Villalpando, Adrienne	Bookstore	SBVC	Project Asst. I	1/16/09	2/28/09	\$9.00
Viray, Doris	Matriculation	SBVC	Project Asst. III	1/16/09	3/31/09	\$11.00
Walsh, Paschal	Machinist Technology Math & Science Student Success Center	SBVC	Tutor II	1/16/09	5/22/09	\$11.00
Winter, Jennifer		SBVC	Tutor II	1/16/09	6/30/09	\$11.00

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Substitute Employees
January 15, 2009

Name	Department	Site	Duties	Start Date	End Date	Hourly Rate
Ballesteros, Linda	Administrative Services	CHC	Switchboard Operator	12/1/08	12/1/08	\$13.97
Belcher, Antoinette	Child Development Center	CHC	Secretary II	1/2/09	3/2/09	\$17.02
Chow, Michelle	Police Dept	Dist	Dispatch Clerk	11/8/08	1/8/09	\$15.81
Covarrubias, Martha	Child Development Center	SBVC	Child Development Asst.	10/29/08	12/24/08	\$12.35
Coulson, Tyeisha	Financial Aid	SBVC	Financial Aid Specialist	11/20/08	12/12/08	\$19.25
Curtis, Justin	Child Development Center	CHC	Child Development Asst.	11/30/08	1/30/09	\$12.35
Fuller, Shirley	Administrative Services	SBVC	Administrative Asst.	11/24/08	1/23/09	\$20.74
Gibson, Shawna	Child Development Center	CHC	Secretary II	11/13/08	1/13/09	\$17.02
Gomez, Elisa	Cafeteria	CHC	Food Service Worker	11/2/08	11/10/08	\$11.75
Gomez, Elisa	Cafeteria	CHC	Food Service Worker	12/2/08	1/16/09	\$11.75
Holtegard, Alisa	Child Development Center	SBVC	Child Development Asst.	10/29/08	12/24/08	\$12.35
Hoffee, Laurie	Child Development Center	CHC	Child Development Asst.	12/16/08	2/16/09	\$12.35
Limon, Irma	Child Development Center	SBVC	Child Development Asst.	10/29/08	12/24/08	\$12.35
Lopez, Rena	Child Development Center	SBVC	Child Development Asst.	10/29/08	12/24/08	\$12.35
Lopez, Rosa	Facilities	Dist	Custodian I	11/24/08	1/24/09	\$14.68
Molina, Corine	Child Development	SBVC	Child Development	10/29/08	12/24/08	\$12.35

	Center		Asst.			
Ortiz, Brenda	Child Development Center	SBVC	Child Development Asst.	10/29/08	12/24/08	\$12.35
Perez, Blanca	Child Development Center	SBVC	Child Development Asst.	10/29/08	12/24/08	\$12.35
Perez, Ron	Warehouse	Dist	Warehouse Technician	11/2/08	1/2/09	\$16.61
Peterson, Brandi	Child Development Center	SBVC	Child Development Asst.	10/29/08	12/24/08	\$12.35
Rhinehart, Kadijah	Campus Business Office	SBVC	Switchboard Operator	12/22/08	1/9/09	\$13.97
Robinson, Zenolia	Child Development Center	SBVC	Child Development Asst.	10/29/08	12/24/08	\$12.35
Rosas, Andrea	Counseling	SBVC	Secretary I	12/15/08	2/15/09	\$15.43
Sarsour, Ansaf	Child Development Center	SBVC	Child Development Asst.	10/29/08	12/24/08	\$12.35
Serrano, Manuel	Maintenance	SBVC	Maintenance Technician	12/1/08	1/31/09	\$18.78
Sinha, Indrani	Child Development Center	CHC	Child Development Asst.	11/6/08	1/6/09	\$12.35
Treacy, Rosa	Child Development Center	SBVC	Child Development Asst.	10/29/08	12/24/08	\$12.35
Williams, Sophia	Child Development Center	SBVC	Child Development Asst.	10/29/08	12/24/08	\$12.35
Wing, Ethan	Child Development Center	SBVC	Child Development Asst.	10/29/08	12/24/08	\$12.35
Zapien, Lorena	Human Resources	Dist	Clerical Asst. II	11/30/08	1/30/09	\$13.97

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Professional Expert Hourly Employees
January 15, 2009

Name	Department	Site	Duties	Start Date	End Date	Hourly Rate
Arredondo, Areli	DSP&S	SBVC	Interpreting/ Transliterating Level IV	1/16/09	6/30/09	\$15.00
Avila, Jose	Criminal Justice	SBVC	Police Science Facilitator/ Evaluator/ Safety Facilitator	1/16/09	6/30/09	\$35.00 per hr/ \$105 per session/ \$25.00/hr
Bayless, Randy	Fire Technology	CHC	Fire Tech Specialist Tactical Officer Safety Officer	1/16/09	6/30/09	\$30.00 \$23.00 \$22.50
Buchanan, Jason	Fire Technology	CHC	Fire Tech Specialist Tactical Officer Safety Officer	1/16/09	6/30/09	\$30.00 \$23.00 \$22.50
Cervantes, Charles	Child Development	SBVC	Foster Parent Education	1/16/09	6/30/09	\$45.00
Coker, Tanya	ATTC	District	Workforce Development/PDC Trainer	1/16/08	6/30/09	\$50.00
Collins, Wes	Fire Technology	CHC	Fire Tech Specialist Tactical Officer Safety Officer	1/16/09	6/30/09	\$30.00 \$23.00 \$22.50
Davis, Penny	Child Development	SBVC	Foster Parent Education	1/16/09	6/30/09	\$45.00
Donnelly, Shane	Fire Technology	CHC	Fire Tech Specialist Tactical Officer Safety Officer	1/16/09	6/30/09	\$30.00 \$23.00 \$22.50

			Fire Tech Specialist			\$30.00
			Tactical Officer			\$23.00
Durban, Mark	Fire Technology	CHC	Safety Officer	1/16/09	6/30/09	\$22.50
			Fire Tech Specialist			\$30.00
			Tactical Officer			\$23.00
Faulkner, Mark	Fire Technology	CHC	Safety Officer	1/16/09	6/30/09	\$22.50
			Fire Tech Specialist			\$30.00
			Tactical Officer			\$23.00
Fox, Barry	Fire Technology	CHC	Safety Officer	1/16/09	6/30/09	\$22.50
			EMS Specialist			\$30.00
			Lab Instructor			\$25.00
Goodkind, Laura	EMS/Workfoce Development	CHC	Primary Instructor	1/1/09	6/30/09	\$20.00
			Fire Tech Specialist			\$30.00
			Tactical Officer			\$23.00
Groff, Rick	Fire Technology	CHC	Safety Officer	1/16/09	6/30/09	\$22.50
			Fire Tech Specialist			\$30.00
			Tactical Officer			\$23.00
Hale, Stephen	Fire Technology	CHC	Safety Officer	1/16/09	6/30/09	\$22.50
			Fire Tech Specialist			\$30.00
			Tactical Officer			\$23.00
Hausman, Edward	Fire Technology	CHC	Safety Officer	1/16/09	6/30/09	\$22.50
			Background Investigator			\$30.00
Hazard, Ronald	Human Resources	District		1/16/09	6/30/09	\$30.00
			Fire Tech Specialist			\$30.00
			Tactical Officer			\$23.00
Horton, Mike	Fire Technology	CHC	Safety Officer	1/16/09	6/30/09	\$22.50
			Interpreter/Transliterating Level IV			\$15.00
Humphrey, Rebecca	DSP&S	CHC		1/16/09	6/30/09	\$15.00
			Fire Tech Specialist			\$30.00
			Tactical Officer			\$23.00
Janssen, Joshua	Fire Technology	CHC	Safety Officer	1/16/09	6/30/09	\$22.50

Johnson, Bryan	ATTC	District	Workforce Development/PDC Trainer	1/16/09	6/30/09	\$50.00
Ketcherside, David	Fire Technology	CHC	Fire Tech Specialist			\$30.00
			Tactical Officer			\$23.00
			Safety Officer	1/16/09	6/30/09	\$22.50
Lapi, John	Fire Technology	CHC	Fire Tech Specialist			\$30.00
			Tactical Officer			\$23.00
			Safety Officer	1/16/09	6/30/09	\$22.50
Lee-Williams, Cynthia	Restaurant Management	SBVC	Asst. Instructor	1/16/09	5/22/09	\$20.00
			Fire Tech Specialist			\$30.00
			Tactical Officer			\$23.00
Lewan, Mark	Fire Technology	CHC	Safety Officer	1/16/09	6/30/09	\$22.50
Linane, David	ATTC	District	Workforce Development/PDC Trainer	1/16/09	6/30/09	\$45.00
Linter, David	ATTC	District	Workforce Development/PDC Trainer	1/16/09	6/30/09	\$50.00
Logue, Daniel	ATTC	District	Workforce Development/PDC Trainer	1/16/09	6/30/09	\$50.00
			Fire Tech Specialist			\$30.00
			Tactical Officer			\$23.00
Macdonald, John	Fire Technology	CHC	Safety Officer	1/16/09	6/30/09	\$22.50
			Fire Tech Specialist			\$30.00
			Tactical Officer			\$23.00
Martinez, Chris	Fire Technology	CHC	Safety Officer	1/16/09	6/30/09	\$22.50
McNair, Scott	ATTC	District	Workforce Development/PDC Trainer	1/16/09	6/30/09	\$50.00
			Fire Tech Specialist			\$30.00
			Tactical Officer			\$23.00
Millerick, Shawn	Fire Technology	CHC	Safety Officer	1/16/09	6/30/09	\$22.50

Minamoto, Paul	ATTC	District	Workforce Development/PDC Trainer	1/16/09	6/30/09	\$50.00
Mooney, Michael	ATTC	District	Workforce Development/PDC Trainer	1/16/09	6/30/09	50% of net revenue or \$50.00/hour
Neuharth, Rose	Art	SBVC	Model (Undraped)	1/16/09	5/22/09	\$15.00
Ortiz, Miguel	ATTC	District	Workforce Development/PDC Trainer	1/16/08	6/30/09	\$45.00
Pierson, John	Fire Technology	CHC	Fire Tech Specialist Tactical Officer Safety Officer	1/16/09	6/30/09	\$30.00 \$23.00 \$22.50
Preston, Keith	Fire Technology	CHC	Fire Tech Specialist Tactical Officer Safety Officer	1/16/09	6/30/09	\$30.00 \$23.00 \$22.50
Rapoza, Alan	Fire Technology	CHC	Fire Tech Specialist Tactical Officer Safety Officer	1/16/09	6/30/09	\$30.00 \$23.00 \$22.50
Rawson, Wayne	ATTC	District	Workforce Development/PDC Trainer	1/16/09	6/30/09	50% of net revenue or \$50.00/hour
Reynolds, Raymond	Criminal Justice	SBVC	Safety Facilitator	1/16/09	6/30/09	\$19.00
Rounds, Mike	ATTC	District	Workforce Development/PDC Trainer	1/16/09	6/30/09	\$50.00
Ryan, Michael	ATTC	District	Workforce Development/PDC Trainer	1/16/09	6/30/09	\$40-\$60

Santos, Norma	DSP&S	SBVC	Interpreting/ Transliterating Level I	1/16/09	6/30/09	\$24.00
Schaus, George	ATTC	District	Workforce Development/PDC Trainer	1/16/09	6/30/09	\$45.00
Schulz, Terry	Fire Technology	CHC	Fire Tech Specialist Tactical Officer Safety Officer	1/16/09	6/30/09	\$30.00 \$23.00 \$22.50
Sessler, Richard	Fire Technology	CHC	Fire Tech Specialist Tactical Officer Safety Officer	1/16/09	6/30/09	\$30.00 \$23.00 \$22.50
Shipley, Jeff	ATTC	District	Workforce Development/PDC Trainer	1/16/09	6/30/09	\$35.00
Sipe, Britt	Fire Technology	CHC	Fire Tech Specialist Tactical Officer Safety Officer	1/16/09	6/30/09	\$30.00 \$23.00 \$22.50
Smerber, Matt	Fire Technology	CHC	Fire Tech Specialist Tactical Officer Safety Officer	1/16/09	6/30/09	\$30.00 \$23.00 \$22.50
Smith, Keith	Fire Technology	CHC	Fire Tech Specialist Tactical Officer Safety Officer	1/16/09	6/30/09	\$30.00 \$23.00 \$22.50
Solometo, Richard	Fire Technology	CHC	Fire Tech Specialist Tactical Officer Safety Officer	1/16/09	6/30/09	\$30.00 \$23.00 \$22.50
Spangler, Robert	ATTC	District	Workforce Development/PDC Trainer	1/16/09	6/30/09	\$35.00
Spellman, Ron	Fire Technology	CHC	Fire Tech Specialist Tactical Officer Safety Officer	1/16/09	6/30/09	\$30.00 \$23.00 \$22.50
Stafford, Lane	ATTC	District	Workforce Development/PDC Trainer	1/16/09	6/30/09	\$100.00

Stanzione, Charles	Child Development	SBVC	Foster Parent Education	1/16/09	6/30/09	\$45.00
			Fire Tech Specialist			\$30.00
			Tactical Officer			\$23.00
Stevens, Al	Fire Technology	CHC	Safety Officer	1/16/09	6/30/09	\$22.50
			Fire Tech Specialist			\$30.00
			Tactical Officer			\$23.00
Stewart, Barry	Fire Technology	CHC	Safety Officer	1/16/09	6/30/09	\$22.50
			Workforce Development/PDC			
Tarver, Brenda	ATTC	District	Trainer	1/16/09	6/30/09	\$50.00
			Workforce Development/PDC			
Thieboux, Brian	ATTC	District	Trainer	1/16/09	6/30/09	\$50.00
			Fire Tech Specialist			\$30.00
			Tactical Officer			\$23.00
Tovar II, Ralph	Fire Technology	CHC	Safety Officer	1/16/09	6/30/09	\$22.50
			EMS Specialist			\$30.00
			Lab Instructor			\$25.00
Ward, Amanda	EMS/Workfoce Development	CHC	Primary Instructor	1/16/09	6/30/09	\$20.00
			Workforce Development/PDC			
Zheng, Lijiang	ATTC	District	Trainer	1/16/09	6/30/09	\$50.00

Amend board of December 11, 2008 to correct pay rate of the following employee. Department only justified \$50/hour pay rate.

Francis, Catherine	ATTC	Dist	Workforce Development/PDC Trainer	1/1/09	6/30/09	\$50.00
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Ratification: Human Resources Department overlooked the authorizations for the following employees who are scheduled to teach Workforce Development Classes prior to January board date.

Li, Benson	ATTC	District	Workforce Development/PDC Trainer	1/1/09	6/30/09	50% of revenue &/or \$45.00/hr
Lovest, Auaja	ATTC	District	Workforce Development/PDC Trainer	1/1/09	6/30/09	\$50.00
Maiorano, Ronald	ATTC	District	Workforce Development/PDC Trainer	1/16/09	6/30/09	\$100.00
Ortiz, Miguel	ATTC	District	Workforce Development/PDC Trainer	1/16/09	6/30/09	\$45.00
Ramirez, Susana	ATTC	District	Workforce Development/PDC Trainer	1/1/09	6/30/09	\$45.00
Ratcliff, Joe	ATTC	District	Workforce Development/PDC Trainer	1/16/09	6/30/09	\$50.00
Siennicki, Heidi	ATTC	District	Workforce Development/PDC Trainer	1/16/09	6/30/09	50% of net revenue
Tuttle, Brent	ATTC	District	Workforce Development/PDC Trainer	1/16/09	6/30/09	\$50.00

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Dr. Noelia Vela, Chancellor
REVIEWED BY: Renée Brunelle, Vice Chancellor, Human Resources & Employee Relations
PREPARED BY: Renée Brunelle, Vice Chancellor, Human Resources & Employee Relations
DATE: January 15, 2009
SUBJECT: Consideration of Revision to Professional Expert Rate of Pay Schedule

RECOMMENDATION

It is recommended that the Board of Trustees approve the revision to the Professional Expert Rate of Pay Schedule.

OVERVIEW

The classification of GIS Technician (Geographic Information Systems) is being added to the Professional Expert Rate of Pay Schedule.

ANALYSIS

The expertise provided by this professional expert is needed to create economic development GIS analyses to fulfill the required work plan objectives for the Center of Excellence grant.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2008-09 budget.

Note: The Professional Expert assignment title and rate of pay listed on the letter of justification must match exactly the professional expert assignment title and rate of pay listed on this pay schedule.

PROFESSIONAL EXPERT RATES OF PAY

<u>Professional Expert Assignment</u>	<u>Hourly Rate</u>
Assistant Instructor	\$20.00
Background Investigator	\$30.00
Bilingual Translator/Interviewer	\$20.00
CAHSEE Facilitator	\$50.00
Clinical Instructor	\$20.00
Criminal Justice Academy Liaison	\$30.00
EMT-1 Skills Laboratory Assistant	\$12.00
Fire Agility Group Leader/Proctor	\$12.50
Fire Agility Instructor	\$30.00
Flight Simulator Repair	\$30.00
Foster Parenting Education	\$45.00
GIS Technician	\$18.00 to \$24.00
Interpreting/Transliterating Level I	\$24.00
Interpreting/Transliterating Level II	\$21.00
Interpreting/Transliterating Level III	\$18.00
Interpreting/Transliterating Level IV	\$15.00
Laboratory Instructor	\$20.00
Nurse Practitioner	\$50.00
Physician/EMT(EMS)/Respiratory Care/Fire Tech/PE/ASL Specialist	\$30.00
Police Science Facilitator/Instructor	\$35.00
Primary Instructor	\$25.00
Radiologic Technology Specialist	\$30.00
Respiratory Care Clinical	\$40.00
Safety Facilitator	\$19.00 to \$25.00
Safety Officer	\$22.50
Staff Writer/Photographer	\$16.00 to \$20.00
Tactical Officer/Police	\$28.00
Tactical Officer/Fire	\$23.00
Tech Prep	\$30.00
Workforce Development/PDC Trainer(varies)	\$15.00 to \$100.00 or up to 85% of Enrollment or up to 60% of net
	<u>Session Rate</u>
Foster Parent Host	\$25.00
Musician	\$75.00

	<u>Daily Rate</u>
Evaluator(per scenario)	\$105.00
Theatre Production Assistant	\$500.00
CPR/Lifeguard Certification Facilitator	\$200.00 to \$300.00
Consultant	\$300.00 to \$500.00
Special Events Facilitator	\$500.00 per event

	<u>Monthly Rate</u>
Alumni and Community Relations	\$4,167.00

	<u>Semester Rate</u>
Faculty Intern	\$600.00
Future Teacher Intern	\$300.00
Grant Assignment	\$300.00
Medical Director(EMT)	\$3,500.00
Medical Director(Respiratory Care)	\$3,000.00

Board Date: 1/15/09 Effective: 1/16/09

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Dr. Noelia Vela, Chancellor
REVIEWED BY: Renée Brunelle, Vice Chancellor, Human Resources & Employee Relations
PREPARED BY: Dr. Debra S. Daniels, President, SBVC & Gloria M. Harrison, President, CHC
DATE: January 15, 2009
SUBJECT: Consideration of Approval of Adjunct & Substitute Academic Employees

RECOMMENDATION

It is recommended that the Board of Trustees approve the employment of Adjunct & Substitute Academic Employees as needed for the 2008-2009 academic year.

OVERVIEW

The attached lists of adjunct & substitute academic employees are submitted for approval of employment.

ANALYSIS

Part-Time academic employees selected from the established pool are offered individual contracts on a semester-by-semester basis. Adjunct employees not assigned will remain in the pool for future consideration during the 2008-09 academic year.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2008-09 budget.

Attachment

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Dr. Noelia Vela, Chancellor
REVIEWED BY: Renée Brunelle, Vice Chancellor, Human Resources & Employee Relations
PREPARED BY: Dr. Debra S. Daniels, President, SBVC & Gloria M. Harrison, President, CHC
DATE: January 15, 2009
SUBJECT: Consideration of Approval of Non-Instructional Pay

RECOMMENDATION

It is recommended that the Board of Trustees approve non-instructional pay.

OVERVIEW

The attached lists of employees are submitted for approval.

ANALYSIS

Non-instructional pay is requested on a periodic basis to assist departments with various events on campus or in the community.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2008-09 budget.

CHC Non Instructional Pay

Gomez, Stephanie Facilitate Workshops for Art's Day 02/20/09 \$345.28

SBVC Non Instructional Pay

Walker, Daniel Co-Coordinator, Tumaini Program, not to exceed 72 hours, 8/15/08-12/24/08, \$43.16 per hour.

Walker, Daniel Co-Coordinator, Tumaini Program, not to exceed 72 hours, 1/20/09-6/30/09, \$43.16 per hour.

Gregory, Leslie TANF-CDC advising not to exceed 108 hours, 1/1/09-6/30/09, \$43.16 per hour.

Lindsey, Carolyn Foster Youth Grant advising not to exceed 108 hours, 1/1/09-6/30/09, \$43.16 per hour.

Mosley, Mary Ann Outreach and marketing for Tech Prep and Career and Technical Education not to exceed 480 hours, 1/12/09-5/22/09, \$43.16 per hour.

Recinos, Jose Translating SBVC brochure to Spanish not to exceed 80 hours, 1/12.09-5/22/09, \$43.16 per hour.

Hunter, Diane
Jackson, Jack
Jones, Edward
Notarangelo, Joe To complete the Microburst Project in support of the basic skills initiative. Not to exceed 23 hours. 12/17/08-3/16/09, (01-28-15-8100-000-5809.00-4931) Previously Board approved thru 12-17-08; however, additional time is needed to complete the project. \$43.16 per hour.

Clark, William
Kellogg, Elena: To create non-credit curriculum for the Vocational ESL Students. Not to exceed 20 hours. 12/17/08-3/16/09, (01-28-15-8100-0000-5809.00-4931). Previously Board approved thru 12-17-08; however, additional time is needed to complete the project. \$43.16 per hour.

Dirkson, Lee To create non-credit curriculum for the Vocational ESL Students. Not to exceed 50 hours. 12/17/08-3/16/09. (01-28-15-8100-0000-5809-00-4931). Previously Board approved thru 12-17-08; however, additional time is needed to complete the project. \$43.16 per hour.

Amburgey, Kevin Oversee academic programs in Big Bear through June 30, 2009. This program operates Tuesday through Thursday each week. \$43.16 per hour. (01-00-01-8112-000-1480.6010)

District – Non-Instructional Pay

Bishop, Robin Training for ICS 300, for FEMA (Federal Emergency Management Agency) mandatory compliance training for Senate Bill 1766. 12/16/08-12/17/08, \$43.16 per hour.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Dr. Noelia Vela, Chancellor
REVIEWED BY: Renée Brunelle, Vice Chancellor, Human Resources & Employee Relations
PREPARED BY: Dr. Debra S. Daniels, President, SBVC
DATE: January 15, 2009
SUBJECT: Consideration of Approval of Department Head Stipends-SBVC Employee

RECOMMENDATION

It is recommended that the Board of Trustees approve Department Head Stipends for SBVC.

OVERVIEW

The following academic employees will serve as Department Heads, SBVC.

Terry Maul	Psychology	\$7,000.00
Ramona Pires	Sociology /Anthropology	\$6,000.00
Mimi Tumang & Dennis Jackson, Co-Chairs,	Psychiatric Technician	\$5,000.00
Kathy Adams & Denise Knight, Co-Chairs,	Child Dev. & Fam. Con. Sci.	\$7,000.00

ANALYSIS

Department Chairs are selected by faculty in accordance with an established campus process. Stipends for Department Chairs are based on the agreement between SBCCD and the SBCCD Chapter CTA/NEA.

BOARD IMPERATIVE

III. Learning Centered Institution for Student Access, Retention and Success.

FINANCIAL IMPLICATIONS

Included in the 2008-2009 budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Dr. Noelia Vela, Chancellor
REVIEWED BY: Renée Brunelle, Vice Chancellor, Human Resources & Employee Relations
PREPARED BY: Renée Brunelle, Vice Chancellor, Human Resources & Employee Relations
DATE: January 15, 2009
SUBJECT: Consideration of Approval of Management Employee

RECOMMENDATION

It is recommended that the Board of Trustees approve the employment of management employee.

OVERVIEW

This position was created by Dr. Glen Kuck to assist with the implementation of the requirements of the California Community College Telecommunications Systemwide Project – 3C Media Solutions grant.

Maria-Emily Gapuzan, is being recommended by appointment as Project Director – EduStream, District, full-time, 12-month position, categorically funded until June 30, 2013, Management Salary Schedule, Range 14, Step A, \$6,552 per month effective January 20, 2009. New Position.

.ANALYSIS

The management employee listed went through the regular recruitment process and is being recommended for appointment. All requirements for employment processing have been completed and Human Resources has cleared the individual for employment.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

This position is categorically funded from account 01-00-03-8103-0236-2100-00-6150 and the funds will continue through June 30, 2013.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Dr. Noelia Vela, Chancellor
REVIEWED BY: Renée Brunelle, Vice Chancellor, Human Resources & Employee Relations
PREPARED BY: Renée Brunelle, Vice Chancellor, Human Resources & Employee Relations
DATE: January 15, 2009
SUBJECT: Consideration of Approval of Contract Extension of Interim Management Employee

RECOMMENDATION

Consideration of Approval of Contract Extension of Interim Management Employee.

OVERVIEW

Due to vacancies and/or new positions in the management staff, Kay Ragan is being recommended for extension of interim management contract pending the California State Teachers Retirement System post retirement earnings limitation exemption request.

ANALYSIS

Kay Ragan is served as Interim Vice President, Instruction, SBVC, July 1, 2008 through December 31, 2008. We are requesting an extension of her interim assignment from January 16, 2009 through June 30, 2009, or at the discretion of the District, at the per diem rate of \$609.75.

BOARD IMPERATIVE

III. Learning Centered Institution for Student Access, Retention and Success.

FINANCIAL IMPLICATIONS

Included in the 2008-2009 budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Dr. Noelia Vela, Chancellor
REVIEWED BY: Renée Brunelle, Vice Chancellor, Human Resources & Employee Relations
PREPARED BY: Dr. Debra S. Daniels, President, SBVC & Gloria M. Harrison, President, CHC
DATE: January 15, 2009
SUBJECT: Consideration of Approval of District Volunteers

RECOMMENDATION

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

OVERVIEW

Brad Reddall, CHC, Public Safety & Emergency Services, from 1/16/09 through 6/30/09, has volunteered his services and acknowledge he will not receive remuneration of any kind for services performed.

Matie Scully, SBVC, Music 131, Music 202, Music 202L, Spring Semester 2009, has volunteered his services to teach these courses for no load, for a total of six units.

ANALYSIS

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

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

No Financial Impact.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Dr. Noelia Vela, Chancellor
REVIEWED BY: Dr. Noelia Vela, Chancellor
PREPARED BY: Dr. Noelia Vela, Chancellor
DATE: January 15, 2009
SUBJECT: Consideration of Granting Trustee Emeritus

RECOMMENDATION

It is recommended that the Board of Trustees approve granting trustee emeritus status to former trustees Allen B. Gresham and Charles H. Beeman.

OVERVIEW

Allen B. Gresham joined the district as an elected trustee in 1971. He is the third longest sitting trustee in the state. Through his 37+ years on the Board, Mr. Gresham has demonstrated his devotion to public education and the youth in his community. He has also been involved in many community service organizations.

Charles H. Beeman was appointed to the district's board in 1983 and was subsequently elected to the Board. Mr. Beeman served the students, faculty and staff in this district for 25+ years as a board member. He is an alumni of San Bernardino Valley College and taught track and cross country there for five years. Mr. Beeman demonstrated his support for education and students as a faculty member and board member.

ANALYSIS

BOARD IMPERATIVE

IV. Enhanced and Informed Governance and Leadership

FINANCIAL IMPLICATIONS

None

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Dr. Noelia Vela, Chancellor
REVIEWED BY: Robert J. Temple, Vice Chancellor of Fiscal Services
PREPARED BY: Ronald P. Gerhard, Business Manager
DATE: January 15, 2009
SUBJECT: Consideration of Approval of Routine Contracts and Agreements

RECOMMENDATION

It is recommended that the Board of Trustees approve or ratify the attached list of routine contracts and agreements.

OVERVIEW

In accordance with Board policy 6340, the attached list is submitted for board ratification and/or approval.

ANALYSIS

The attached list of contracts and agreements are routine, customary and necessary for the on-going operations of the District.

BOARD IMPERATIVE

III – Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

The contracts/agreements on the attached list are budgeted for via purchase orders or in the case of grants via budget adjustments.

Routine Contracts and Agreements

Scheduled Board Date 1/15/2009

<i>Contract Type</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<i>Firm</i>				
<i>ASB Discount Program</i>				
Baja Fresh Mexican Grill	(5630) ASB Discount Program - 15% Off on Order with Valid ASB Card for FY 2008-2009	Student Life/SBVC	15% Discount	RGerhard
Empire Karts	(5629) ASB Discount Program - 10% Discount on Retail Price Items with Valid ASB Card for FY 2008-2009	Student Life/SBVC	10% Discount	RGerhard
<i>SubTotal for ASB Discount Program: 2</i>				
<i>Clinicals</i>				
San Bernardino County Information Services Department	(5652) Clinical Site Agreement - Clinical Site for Geographic Information System Program as part of an Internship Program from February 5, 2009 to February 5, 2011.	Science/SBVC	No Cost	RGerhard
<i>SubTotal for Clinicals: 1</i>				
<i>Facilities Use</i>				
American's Youth Outreach	(5648) Facilities Use - Use of Gym at CHC for Administrative Services/CHC Youth Self-Defense Tournament on 12-13-08		\$420.00	RGerhard
<i>SubTotal for Facilities Use: 1</i>				

Contract Type

Firm

Purpose and Information

Department / Location

Amount

Signed

General

Atomic PC Design & Technology

(5661) Software License - Site License for Barracuda Spam Firewall Includes Updates from October 23, 2008 through October 24, 2009.

01-00-03-9010-0000-5830.00-6780

Computing Services/SBCCD

\$1,896.00

RGerhard

Beaumont Unified School District

(5635) Rental - Bus Rental for Transportation of High School Student to CHC for Arts Day on February 20, 2008

01-00-32-9002-0000-5611.00-6711

Instruction/CHC

\$280.00

RGerhard

California Public Utilities

Commission- Communications Div.

(5532) California Teleconnect Program - This Program will enable the District Sites to get up to a 50% Discount on Telecommunication Services for One Calendar Year beginning January 1, 2009 through December 31, 2009.

RGerhard

Up to 50% Discount

Century Group Newspapers

(5655) Advertising - Print Ad to Promote Respiratory Care Program for Spring 2009, from January 22, 2009 through July 10, 2009.

01-12-02-5622-0457-5801.00-1210

Respiratory Care/CHC

\$1,970.00

RGerhard

Contract Type

Firm

Purpose and Information

Department / Location

Amount

Signed

General

Colton Joint Unified School District

(5470) Rental - Bus Rental for High School Students to Attend College Exposition Event on 11-14-2008; Revised Rental Cost - Contract was Quoted as \$172.40, New Revised Amount is \$180; Contract was Originally Approved on 11-6-2008
01-76-01-8207-0232-5611.00-6320

Counseling/SBVC

\$180.00

RGerhard

Revised Amount

Colton Redlands Yucaipa ROP

(5632) MOU - Partnership Agreement for "Xtreme Summer Camp" an activity for Middle School Students at Crafton Hills College As Part of the Community Collaborative Grant PDC has with State Chancellor's Office for Career and Technical Education
01-00-03-8115-0470-5120.00-6899

PDC/SBCCCD

\$25,000.00

RGerhard

Dallas Telelearning - Dallas Community College

(5601) Use Agreement - Access to Digital Resource Repository for Telecourses Offered by the Campuses During the Spring 2009 Semester
01-00-03-8103-0236-5809.00-6150

Distance Education/SBCCCD

\$25,000.00

RGerhard

Contract Type

Firm

Purpose and Information

Department / Location

Amount

Signed

General

Duvall, George

(5631) Speaker - Topic " Success is a Journey" on 04-23-2009 include 10 copies of Success is a Journey Motivational CDs
01-00-01-8306-0209-5113.00-1305
01-00-01-8306-0210-5113.00-1305
01-00-01-8306-0210-7600.00-7320
01-31-01-8306-0000-7600.00-7320

Child Development/SBVC

\$5,385.62 RGerhard

Fit Tech

(5633) Service - On Demand Service for Repair and Maintenance of Fitness Equipment Located in the Physical Education Division for FY 2008-2009
01-00-01-1510-0000-5640.00-0835

Physical Education/SBVC

\$45.00 RGerhard

Per Hour Plus Parts

La Pointe, Joanne

(5650) Performance - Lead Actress and Mentor to Student Performers on SBVC's Spring 2009 Production of "Gypsy"

Theater Arts/SBVC

\$2,000.00 RGerhard

Trust Account 4201

Lewis, Scott

(5436) Performance - Hypnotist to Perform as Student Life/CHC Part of Student Life Event on 01-31-2009;
Event Board Approved on 08-14-2008

\$1,200.00 RGerhard

Trust Account #027

<i>Contract Type</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<i>Firm</i>				
<u>General</u>				
Medical Device Enterprises, Inc	(5653) Rental - Rental of Respiratory Equipment for Student Hands On Learning as Part of the Respiratory Care Program 01-12-02-5622-0457-5610.00-1210	Respiratory Care/CHC	\$300.00	RGerhard
			Not to Exceed	
Ombudsman Press, Inc	(5533) Software Licensing - Site License for CHC to Use "Smartgrades.Net" 01-00-25-9002-0156-5830.00-6199	Title V/CHC	\$4,500.00	RGerhard
Public Radio International	(5651) Affiliation Agreement - KVCR-FM to Renew Membership and Broadcast Rights as Part of Public Radio Station: Contract Period January 2009 to December 2011 74-00-03-8109-0303-5831.00-7099 74-00-03-8109-0303-5310.00-7099 74-00-03-8109-0129-5310.00-7099	KVCR/SBCCD	\$68,366.00	RGerhard
Ran Graphics, Inc	(5649) Service - Printing of "Road Runner Report" 1000 Copies of a 80 Page Magazine for Distribution to Alumni and Donors to CHC Foundation 01-00-25-9016-0155-5120.00-6600	Resource Development/CHC	\$570.00	RGerhard

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
General					
San Bernardino County Superintendent of Schools		(5657) Service - Coordination of Career Technical Activities Throughout the San Bernardino County as Part of Chancellor's Office Grant Awarded to PDC: Contract Period 01-30-2009 to 12-30-2009 01-00-03-8115-0470-5120.00-6899	PDC/SBCCCD	\$44,700.00	RGerhard
Stanly Security Solutions (Formerly Sontol - IE)		(5634) Service - Intrusion Alarm Installation and Monitoring for New Maintenance and Operations Building Located on SBVC Campus 42-53-31-9515-0000-6210.50-7100 01-00-01-9508-0000-5630.00-6770	Kitchell/SBCCCD	\$9,173.00	RGerhard
Synergistic Mailing Services		(5665) Service - Bulk Mailing Service for Distribution of "Road Runner Report to Alumni and Donors to CHC Foundation 01-00-25-9016-0155-5120.00-6600	Research & Planning/CHC	\$205.00	RGerhard
Universal Hospital Service		(5654) Rental - Rental of Ventilators and Accessories for Student Hands On Learning as Part of Respiratory Care Program 01-12-02-5622-0457-5610.00-1210	Respiratory Care/CHC	\$870.00	RGerhard
		Not To Exceed - Rate Range \$13-\$88 Per Day			

<i>Contract Type</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
Firm				
<u>General</u>				
Zamora, Dominic	(5647) Professionals Services - Directorial Assistant for SBVC's Spring 2009 Production of "Gypsy"	Theater Arts/SBVC	\$2,500.00	RGerhard
		Trust Account 4201		
<u>SubTotal for General: 20</u>				
<u>General - Ratified</u>				
City News Group, Inc	(5656) Advertising - Print Ad to Promote Respiratory Care Program for One Year: Run Period is 11-13-2008 to 11-12-2009 01-12-02-5622-0457-5801.00-1210 Ratified - Ratification is Requested, Contract Not Received In Time for Previous Board Meetings	Respiratory Care/CHC	\$4,680.00	RGerhard
<u>SubTotal for General - Ratified: 1</u>				
<u>Grant/Award Income</u>				
California Department of Education	(5628) Grant - Instructional Materials Grant for SBVC's Child Development Center for FY 2008-2009	Child Development/SBVC	\$3,509.00	RGerhard

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
	<u>Grant/Award Income</u>				
	U. S. Green Building Council (USGBC) - IE Chapter	(5660) Revenue Sharing Agreement - Under this agreement for Leadership Training in Energy and Environmental Design (LEED) Includes Test Preparation Training; Fee is \$250 per Participant; The Revenue is Split on a 66% of Net Proceeds to USGBC and 34% of Net Proceeds for SBCCD 01-04-03-8115-0000-5113.00-7010	PDC/SBCCD	\$7,500.00	RGerhard
				Minimum Revenue	

SubTotal for Grant/Award Income: 2

Grand Total Contracts for Board Date 1/15/2009: 27

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Dr. Noelia Vela, Chancellor
REVIEWED BY: Robert Temple, Vice Chancellor of Fiscal Services
PREPARED BY: Crispina Ongoco, Director of Fiscal Services
DATE: January 15, 2009
SUBJECT: Consideration of Approval of Budget Adjustments

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached Budget Adjustments.

OVERVIEW

Budget Adjustments submitted for Board review and approval.

ANALYSIS

In compliance with the Budget Adjustment procedure, required by the County Superintendent of Schools, these budget adjustments are submitted for Board review and approval.

BOARD IMPERATIVE

III. Resource management for efficiency, effectiveness, and excellence.

FINANCIAL IMPLICATIONS

None.

Attachments

FISCAL YR: 09

72 San Bernardino Community Col Restricted and Unrestricted

FUND	APPROVED OBJECT	DESCRIPTION	ADOPTED BUDGET	REVISED BUDGET	BUDGET	ADJUSTMENTS	REVISED BUDGET
01	1200	CONTRACT CERT. ADMINISTRATORS	6,689,956.00	6,591,634.20	-91,020.00		6,500,614.20
	1280	ACADEMIC SAL-N.I./REG/OTHER	4,415,934.00	4,457,950.56	117,388.00		4,575,338.56
	1480	NONINSTRUCTION HOURLY	905,632.00	965,248.51	-4,077.00		961,171.51
	2100	CONTRACT CLASSIFIED NON-INSTR.	3,103,301.00	3,116,645.00	-68,856.00		3,047,789.00
	2180	CLASSIFIED CONFIDENTIAL EMPLOY	13,705,623.00	13,597,601.69	57,622.00		13,655,223.69
	2380	PART-TIME/OVERTIME/STUDENT	1,942,137.00	2,182,313.40	58,629.71		2,240,943.11
	2400	INST AIDES-HOURLY- DIR.INSTRUC	963,449.00	1,014,668.00	34,650.00		1,049,318.00
	3346	MEDICARE NON-INSTRUCTIONAL	409,968.85	410,003.31	6,548.00		416,551.31
	3350	PARS-INSTRUCTIONAL	.00	.00	36,000.00		36,000.00
	3360	PARS-NON-INSTRUCTIONAL	.00	143.80	20,000.00		20,143.80
	3420	HEALTH & WELFARE-CLAS/I.A-N.I.	3,412,815.04	3,472,330.96	59,358.00		3,531,688.96
	4100	TEXTBOOKS	37,780.00	37,905.00	1,200.00		39,105.00
	4200	BOOK,MAGAZINE&PERIOD-DIST.USE	315,528.68	313,114.11	2,355.17		315,469.28
	4300	INSTRUCTIONAL SUPPLIES	701,371.24	715,129.28	11,700.00		726,829.28
	4400	MEDIA AND SOFTWARE-DISTRCT USE	128,832.95	142,583.50	2,400.00		144,983.50
	4500	NONINSTRUCTIONAL SUPPLIES	1,317,932.33	1,308,505.68	13,702.09		1,322,207.77
	5100	PERSON&CONSULTANT SVC-DIST USE	4,751,581.44	4,866,084.78	-16,336.00		4,849,748.78
	5200	TRAVEL & CONFERENCE EXPENSES	790,196.71	811,341.29	28,181.66		839,522.95
	5300	POST/DUES/MEMBERSHIPS-DIST.USE	501,650.55	514,850.62	7,590.00		522,440.62
	5600	RENTS,LEASES&REPAIRS-DIST.USE	1,932,308.09	1,983,582.61	6,331.07		1,989,913.68
	5800	OTHER OPERATING EXP-DIST. USE	4,881,378.93	5,015,649.39	33,000.64		5,048,650.03
	6200	BUILDINGS&IMPROVEMENT-DIST.USE	678,671.53	729,061.15	-4,681.90		724,379.25
	6400	ADDITIONAL/IMPROVED EQUIPMENT	1,594,742.86	1,912,955.04	145,859.56		2,058,814.60
	7500	OTHER OUTGO-STUDENT FIN AID	54,958.00	54,958.00	-320.00		54,638.00
	7600	OTHER STUDENT AID	1,099,740.70	1,205,215.73	-1,352.00		1,203,863.73
	7900	RESERVE FOR CONTINGENCIES	5,000,000.00	5,795,299.00	93,695.00		5,888,994.00
	TOTAL EXPENSE		59,335,489.90	61,214,774.61	549,568.00		61,764,342.61
	8120	HIGHER EDUC ACT	1,754,652.73	1,769,262.73	395,665.00		2,164,927.73
	8190	FED REV-OTHER FEDERAL REVENUES	752,575.37	752,575.37	10,000.00		762,575.37
	8611	PRINCIPAL APPORTIONMENT	54,308,229.00	55,233,758.00	-8,700.00		55,225,058.00
	8620	GENERAL CATEGORICAL PROGRAMS	9,415,482.55	9,415,387.55	9,335.00		9,424,722.55
	8650	REIMBURSABLE CATEGORICAL PROG	1,930,640.08	2,805,960.08	11,268.00		2,817,228.08
	8830	CONTRACT SERVICES	583,890.45	583,890.45	132,000.00		715,890.45
	TOTAL REVENUE		68,745,470.18	70,560,834.18	549,568.00		71,110,402.18

72 San Bernardino Community Col

Restricted and Unrestricted

FISCAL YR: 09

FUND	OBJECT	DESCRIPTION	APPROVED	09/23/2008	ADOPTED BUDGET	12/01/2008	REVISED BUDGET	BUDGET	ADJUSTMENTS	12/31/2008	REVISED BUDGET
73	5600	RENIS, LEASES&REPAIRS-DIST. USE		7,745.00		6,185.32		598.98		6,784.30	
	5800	OTHER OPERATING EXP-DIST. USE		5,300.00		10,920.68		-598.98		10,321.70	
	TOTAL EXPENSE			13,045.00		17,106.00		.00		17,106.00	

BUDGET ADJUSTMENT

Date	Location	Responsibility Center Manager	President
11-17-2008	PRESIDENT'S OFFICE SBVC/DSPS	KATHI PRYOR	DANN ABEL

RECEIVED
 S.B.V.C.
 NOV 19 2008
 AM 12:30
 Sch 11/15/08

Account							ACCOUNT NAME	AMOUNT IN \$'s
FU	LS	SI	PROG	SUBP	OBJECT	TYPE		

VICE PRESIDENT OF
INCOME STUDENT SERVICES

FU	LS	SI	PROG	SUBP	OBJECT	TYPE	DESCRIPTION	AMOUNT
01	11	01	8204	0202	8621.00	6420	DSPS ALLOCATION	(67,336)
TOTAL								(67,336)

EXPENSE

01	11	01	8204	0202	2381.00	6420	NON-STUDENT HOURLY	24,000
01	11	01	8204	0202	5120.00	6420	OUTSIDE CONTRACT	32,336
01	11	01	8204	0202	5809.00	6420	OTHER EXPENSES	5,000
01	11	01	8204	0202	6400.00	6420	ADDITIONAL EQUIPMENT	4,000
01	11	01	8204	0202	5640.00	6420	REPAIRS	2,000
TOTAL								\$67,336

JUSTIFICATION

DECREASE IN DISABLED STUDENT PROGRAMS & SERVICES ALLOCATION FOR 2008/2009.

Vice Chancellor, Fiscal Services	Chancellor	Board Action Date
<i>Changero</i>		11/8/09
Batch Transfer Number/Reference #	Posted By:	Date:
90248	<i>SE</i>	12/3

BUDGET ADJUSTMENT

[Handwritten Signature]

RECEIVED CHC
TULSA SERVICES OFFICE

Date	Location	Responsibility Center Manager	President
12/02/08	Crafton Hills College	Rejoice Chavira Joe Cabrales	<i>[Signature]</i> Gloria Harrison

ACCOUNT

Fund	LfSp	Site	Program	Subpgm	Object	Type	Account Name	Amount in \$'s
INCOME								
01	13	02	8209	0201	8622.00	0000	EOPS	-11,021

EXPENSE

01	13	02	8209	0201	1283.00	6430	Cert. Non-Mgt Non-Teach	-5,231
01	13	02	8209	0201	1480.00	6430	Noninstruction Hourly	-1,730
01	13	02	8209	0201	2181.00	6430	Class Unit Member Non-Inst	-437
01	13	02	8209	0201	2381.00	6430	Non Student Hourly	-1,000
01	13	02	8209	0201	3000.00	6430	Benefits	-602
01	13	02	8209	0201	4500.00	6430	Non Instructional Supplies	-194
01	13	02	8209	0201	5200.00	6430	Travel and Conferences	-2,000
01	13	02	8209	0201	5210.00	6430	Personal Mileage	-100
01	13	02	8209	0201	5809.00	6430	Other Expenses and Fees	-1,153
01	13	02	8209	0201	7600.00	7320	Other Student Aid	1,426


JUSTIFICATION

Budget adjustment reflects decrease in 08-09 EOPS allocation

Chancellor	Board Action Date
<i>[Signature]</i> 12/11/08	1/8/09

Batch Transfer Number/Reference #	Posted By:	Date:

BUDGET ADJUSTMENT

Date	Location	Responsibility Center Manager	President
11/21/08	District	Robert Temple	

ACCOUNT


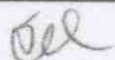
Fund	LfSp	Site	Program	Subpgm	Object	Type	Account Name	Amount in \$'s
INCOME								

EXPENSE

01	00	03	9503	0000	2101.00	6770	Interim Police Lieutenant	-68,856.00
01	00	31	1510	0000	1201.00	0835	Interim Director of Athletics	-91,020.00
01	00	03	9200	0000	7900.00	6600	Reserve for Contingencies	159,876.00

JUSTIFICATION

Remove budget for Interim positions that should have been abolished on 7/1/08.

Fiscal Services		Board Action Date
		11/8/09
Batch Transfer Number/Reference #	Posted By:	Date:
40277		12/5

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Dr. Noelia Vela, Chancellor *Noelia Vela*
REVIEWED BY: Dr. Noelia Vela, Chancellor
PREPARED BY: Dr. Noelia Vela, Chancellor
Dr. Debra S. Daniels, President, SBVC *Debra S. Daniels*
Gloria M. Harrison, President, CHC *Gloria M. Harrison*
DATE: January 15, 2009
SUBJECT: Consideration of Approval of Conference Attendance

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached conference attendance requests.

OVERVIEW

Individual conference requests for professional growth and staff development for academic and classified staff are submitted by the campuses and the district office.

ANALYSIS

Faculty and staff attend conferences to obtain updated information on policies and procedures in their fields. In addition, conference attendance provides professional growth and staff development.

BOARD IMPERATIVE

- I. Institutional Effectiveness
- III. Resource Management for Efficiency, Effectiveness and Excellence
- IV. Enhanced and Informed Governance and Leadership

FINANCIAL IMPLICATIONS

Included in the 2008-09 budget.

DISTRICT

EVGENIYA LINDSTROM to Sacramento, California, January 12-14, 2009, to attend the Center of Excellence Quarterly Directors meeting, with time and expenses. This is a mandatory meeting for planning and decision making. Funding Source: Center of Excellence Strategic Initiative Hubs Grant.

EVGENIYA LINDSTROM to Newport Beach, California, January 29-31, 2009, to attend the Workforce Development Institute 2009 Conference, with time and expenses. This conference is for networking purposes and to collect information for workforce research. Funding Source: Center of Excellence Strategic Initiative Hubs Grant.

MARSHALL GARTENLAUB to Newport Beach, January 28-February 1, 2009, to attend the Workforce Development Institute 2009 Conference, with time and expenses. Mr. Gartenlaub will attend this conference to develop strategies for sustaining partnerships with Economic and Workforce Development and community colleges. Funding source: Center of Applied Competitive Technologies Grant.

KEVIN FLEMING to Sacramento, California, January 12-14, 2009, to attend the Center of Excellence Quarterly Directors, meeting, with time and expenses. This is a mandatory meeting for planning and decision making. Funding source: Region 9 Center of Excellence Grant.

KEVIN FLEMING to Orlando, Florida, January 25-27, 2009, to attend the 2009 Community College Future Assembly, with time and expenses. The Center of Excellence Initiative program is one of the finalists for the Bellwether Award. Mr. Fleming was invited to give a presentation on behalf of the program. Funding source: Region 9 Center of Excellence Grant.

KEVIN FLEMING to San Diego, California, February 17-20, 2009, to attend the Association of California Community College Administrators Annual Conference, with time and expenses. Mr. Fleming will be representing the southern California regional colleges. Funding source: Region 9 Center of Excellence Grant.

KENN COUCH to Tampa, Florida, January 13-16, 2009 to attend the National Education Telecommunications Association Programming Conference, with time. Expenses are paid by the KVCR Educational Foundation, Inc. As NETA members, it is important to represent the station. Ratification is being requested because the request for this conference was not received until after the December, 2008 board meeting. Funding source: KVCR Educational Foundation, Inc.

AL GONDOS to Atlanta, Georgia, January 11-13, 2009 to film an episode of "Curiosity Quest, Recycling Series", with time. Expenses are paid by the KVCR Educational Foundation, Inc. This award-winning series focuses on different destinations and how they contribute to the environment. Ratification is requested because the previous trip was cancelled after the last board meeting and needed to be rescheduled. Funding source: KVCR Educational Foundation, Inc.

SAN BERNARDINO VALLEY COLLEGE

JOSE RECINOS, to Salamanca, Spain, Spring Semester, 2009, February 19 - May 16, 2009, to teach in the Study Abroad program. Dr. Recinos has been accepted to teach in Salamanca, Spain, through the consortium based at Citrus College. The consortium provides funding for backfill for his courses at SBVC during his absence.

CRAFTON HILLS COLLEGE

JULIE LEAHY and MORRIS HUNTER to Las Vegas, Nevada, February 4-6, 2009, to attend the Association of Collegiate Educators in Radiologic Technology Annual Conference, with time and expenses. This conference will provide updates on curriculum changes, teaching technologies and the future of radiology.

JUNE YAMAMOTO to Tucson, Arizona, January 25-28, 2009, to attend the Aircraft Rescue and Fire Fighting Chief's Leadership School, with time and expenses. Ms. Yamamoto will be an exhibitor for San Bernardino Regional Emergency Training Center. Expenses will be reimbursed through SBRETC.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Dr. Noelia Vela, Chancellor *Noelia Vela*
REVIEWED BY: Dr. Noelia Vela, Chancellor
PREPARED BY: Dr. Noelia Vela, Chancellor
Dr. Debra S. Daniels, President, SBVC *DS*
Gloria M. Harrison, President, CHC *GH*
DATE: January 13, 2009
SUBJECT: Consideration of Approval of District/College Expenses

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached request for District/College Expenses.

OVERVIEW

Individual requests are submitted to fund expenses related to various functions planned for the colleges and district office.

ANALYSIS

BOARD IMPERATIVE

IV. Enhanced and Informed Governance and Leadership

FINANCIAL IMPLICATIONS

Included in the 2008-09 budget.

DISTRICT

Event: Leadership in Energy and Environmental Design (LEED Test) Preparation Training Sessions

Date: January 15-16, 2009 and February 19-20, 2009

Amount: \$800.00 per session

Item: Continental Breakfast and Lunch

The Applied Technology Training Center will provide LEED Test Preparation Training offered to the community. This training is designed to supplement the participants' preparation for LEEDS's mandated Construction Accredited Professional examination. The event is funded through the Professional Development Center Fee Based Program.

Event: Career Technical Education Collaborative

Date: February 18, 2009

Amount: \$300.00

Item: Refreshments

Professional Development Center meeting with high school and middle school teachers to create STEM Career pathways.

SAN BERNARDINO VALLEY COLLEGE

Event: Club Rush

Date: February 11, 2009

Amount: \$500

Item: Food, supplies, equipment, giveaways

This event is sponsored by the Office of Student Life and is designed to let students know what clubs are available on campus. Approximately 1000 people are expected to attend with funding from the Student Activities Trust account.

Event: Dive into Leadership Workshop

Date: February 20, 2009

Amount: \$500

Item: Food, supplies, equipment, giveaways

Sponsored by the Office of Student Life, this half-day workshop is designed to inspire and encourage leadership on campus. Approximately 30 people will attend educational sessions and workshops with funding from the Student Activities Trust account.

Event: Club Advisor Luncheon

Date: April 6, 2009

Amount: \$500

Item: Food, supplies, equipment, giveaways, awards

Sponsored by the Office of Student Life, this luncheon is to appreciate all Club Advisors and share information regarding updated campus policies and procedures for approximately 30 attendees with funding from the Student Activities Trust account.

Event: Social Justice Awareness Night

Date: March 25, 2009

Amount: \$200

Item: Guest Speaker Fees, supplies

Sponsored by the Puente Project, a guest speaker from CalPoly Pomona, Office of Multicultural Affairs will visit with students and facilitate a Social Justices Awareness

workshop. The workshop will expose students to Social Justice issues and provide an opportunity to discuss issues that affect students and people around the world. Approximately 100 Puente Project students and other interested students, faculty and staff will be invited to attend. Funded by Diversity and Equity account.

Event: Field Trip to the Museum of Tolerance

Date: February 27, 2009

Amount: \$1,200

Item: Transportation \$750, entrance fees \$450, supplies

Sponsored by the Puente Project, approximately 44 students and faculty chaperones will tour the Museum of Tolerance in Los Angeles, CA. The trip will support and encourage cultural and self understanding in higher education. Funded by Diversity and Equity account and the Career College grant.

Event: Umoja Community Southern California Regional Symposia

Date: March 6, 2009

Amount: \$1750

Item: Meals (\$20 per person), Registration (\$35 per person), supplies and materials (\$15 per person)

Sponsored by the Tumaini Program, this one-day training session, conducted by the Umoja Steering Committee, will focus on implementation of a learning community program and curriculum development for approximately 30 faculty, staff and administrators. The registration fee will cover all the expenses.

Event: Second Annual African American Male Summit

Date: March 26, 2009

Amount: \$300

Item: Student Registration Fees

Sponsored by the Tumaini Program, 5-8 students will attend the annual conference to learn, network and receive leadership and educational training. Funding by the Tumaini general account.

Event: HYPE Club Prom Dance

Date: March 20, 2009

Amount: \$3000

Item: Food, supplies, equipment, rentals, decorations

Sponsored by the HYPE Club of SBVC, this event will celebrate the end of the semester for approximately 80 Middle College High School students with funding from the club account.

Event: ACCCA Mentor Program Participation

Date: February, 2009 through February, 2010

Amount: \$2000

Item: Program participation fees for Jennifer Mendoza and Herbert English, Jr.

This mentor program, through the Association of California Community College Administrators, is designed to promote leadership support and guidance throughout the one-year program. Funded by Student Services and the Office of the President.

Event: Art Gallery Receptions

Date: January 20, 2009; February 23, 2009; April 27, 2009

Amount: \$180 (\$60 each event)

Item: Refreshments, supplies
Sponsored by the SBVC Art Club for approximately 75-100 attendees, these events are held before new art works are displayed in the Clara and Allen Gresham Art Gallery and are funded by the Art Club Trust Account.

Event: Foster Kinship Care Education Conference
Date: April 23, 2009
Amount: \$15,000.00
Item: Keynote speakers, room, food and instructional materials.
Approval for this annual conference for foster parents, relative care givers, social workers and child development educators is being requested. This conference is anticipated to reach out to approximately 150 individuals. Funded by the California Community Colleges Foundation categorical budget.

Event: K-Link Extension Program
Date: 1/28/09, 2/11/09, 2/15/09, 3/25/09, 4/8/09, 5/6/09.
Amount: \$350.00 (grant funded)
Item: Refreshments to be served at above meeting dates.
Meetings will accommodate approximately 30 children, parents and students at a time. These meetings are associated with the K-Link program which is funded by the School Readiness Grant.

Ratifications:

Event: Art Gallery Reception
Date: November 19, 2008
Amount: \$60
Item: Refreshments, supplies
Ratification is requested due to a change in internal departmental processes for board item submission and unfamiliarity with new procedures.
Sponsored by the SBVC Art Club for approximately 75-100 attendees, this event was held before new art works were displayed in the Clara and Allen Gresham Art Gallery and was funded by the Art Club Trust Account.

Item: Vice President, Instruction 2nd Level Interviews
Date: November 14, 2008
Amount: Two candidates at \$500 per candidate for a total of \$1,000

CRAFTON HILLS COLLEGE

Event: High School Visitation Day
Date: February 27, 2009
Amount: Not to exceed \$3,000
Crafton Hills College will provide breakfast and lunch for up to 800 high school seniors and their chaperones attending High School Visitation Day at Crafton Hills College.
Funding Source: Counseling Center General Funds



Event: CHC CARE Program Parent's Luncheon
Date: May 8, 2008

Amount: \$1,600

The Parent's Luncheon is held in recognition of challenges faced and overcome by low income, single parents in the CARE program.

Funding Source: EOPS-CARE Program Funds

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Dr. Noelia Vela, Chancellor
REVIEWED BY: Robert J. Temple, Vice-Chancellor, Fiscal Services 
PREPARED BY: Ronald P. Gerhard, Business Manager 
DATE: January 15, 2009
SUBJECT: Consideration of Approval of Surplus Property and Authorize Disposal or Private Sale

RECOMMENDATION

It is recommended that the Board of Trustees declare the listed equipment and materials as surplus and direct the Business Manager to contact auction houses and appropriate salvage companies for the disposal.

OVERVIEW

The attached equipment and materials have been declared obsolete and no longer usable.

ANALYSIS

Through reputable auction houses and salvage companies, these items will be picked up and transported to vendor facilities for sale or disposal as necessary. According to Education Code 81452, if the governing board by a unanimous vote of those members present finds that the property, whether one or more items does not exceed in value the sum of Five Thousand Dollars (\$5,000), the property may be sold at private sale without advertising by the District.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

A statement and check for equipment sold will be provided to the District within 30 days after the date of auction and will positively impact the District budget.

All Retired Assets By Date Range

Asset Number	Date Retired	Location	Description	Date In Service	Initial Value	Current Value
0006152	11/25/2008	SAN BERNARDINO VALLEY COLLEGE	ORGAN	7/1/1965	\$1,400.00	\$0.00
0012622	11/25/2008	SAN BERNARDINO VALLEY COLLEGE	CPU W/MONITOR	7/1/1999	\$1,599.00	\$0.00
0015553	11/25/2008	SAN BERNARDINO VALLEY COLLEGE	DECK DIGITAL AUDIO TAPE	7/1/1998	\$1,200.00	\$0.00
0018462	11/25/2008	SAN BERNARDINO VALLEY COLLEGE	COMPUTER	11/1/2000	\$1,393.00	\$0.00
Total:					\$5,592.00	

Non-Fixed Asset Surplus Report
January 15, 2009

<u>#</u>	<u>Item/Description</u>	<u>Location</u>	<u>Bar Code/SN/Comments</u>
1	Chair, molded plastic	SBVC	
2	Chair, secretarial (bottom only)	SBVC	
3	Tablet Armchair	SBVC	
5	Chair, secretarial	SBVC	
6	Tuba Case	SBVC	3721 (silver tag)
7	Tuba Case	SBVC	3720 (silver tag)
8	Base Drum Case	SBVC	
9	Autoharp (?) Case	SBVC	3722 (silver tag)
10	Case, blue	SBVC	
11	Footlocker	SBVC	
12	Small Drum Case, 20x14	SBVC	
13	Small Drum Case, 21x16	SBVC	
14	Card File, Music	SBVC	100046 (painted number)
18	EZ-Up Parts	SBVC	
19	Tripod	SBVC	
20	Hanging File Folder Frame	SBVC	
21	Shelf for Instruments w/rollers, presswood	SBVC	
22	Shelf for Instruments, wood	SBVC	
23	Bulletin Board, Cork	SBVC	
24	Monitor, Dell, Model 828FI	SBVC	Bar Code 0013422
25	Keyboard, PK-6 Protius Key E-Mu	SBVC	Bar Code 0023692; SN 040201718
26	Lot, Music Stands (24 complete + parts)	SBVC	
29	Chair w/book rack, wood & metal	SBVC	
30	Base for Table	SBVC	
31	Tablet Armchair w/book rack, plastic & metal	SBVC	
32	Tablet Armchair w/book rack, plastic & metal	SBVC	
33	Tablet Armchair w/book rack, plastic & metal	SBVC	
34	Tablet Armchair w/book rack, plastic & metal	SBVC	
35	Tablet Armchair w/book rack, plastic & metal	SBVC	
36	Tablet Armchair w/book rack, plastic & metal	SBVC	
37	Tablet Armchair w/book rack, plastic & metal	SBVC	HLS-131
38	Table, 6x3	SBVC	
39	Typing Stand	SBVC	

Non-Fixed Asset Surplus Report
January 15, 2009

<u>#</u>	<u>Item/Description</u>	<u>Location</u>	<u>Bar Code/SN/Comments</u>
40	Counter, rolling	SBVC	
41	Counter, rolling	SBVC	
44	Tablet Armchair, wood	SBVC	
45	Desk, wood	SBVC	
46	Shelving Unit	SBVC	
47	Wood Shelf	SBVC	
48	Wood Shelf	SBVC	
49	Wood Shelf	SBVC	
50	Wood Shelf	SBVC	
51	Wood Shelf	SBVC	
52	Wood Shelf	SBVC	
53	Wood Shelf	SBVC	
55	Cabinet, presswood	SBVC	
59	Tablet Armchair	SBVC	
60	Chair, vinyl & metal	SBVC	
61	Chair, cloth metal	SBVC	
62	Chair secretarial	SBVC	
63	Long Ranger 2 by Lectrosonics	SBVC	SN 03511
66	Master Console, Model 901-0540-000	SBVC	SN 48000
68	Desk, metal	SBVC	Bar Code 0002538
69	Counter, rolling	SBVC	
70	Copier, Ricoh FT6200FR	SBVC	SN 055306400
71	Copier, Konica, Model Royal 2803 ZMR	SBVC	SN 9921071
73	Bench, Piano	SBVC	
74	Loud Speaker System Cabinet	SBVC	Bar Code 0006141; SN 22T211
75	Loud Speaker System Cabinet	SBVC	Bar Code 0006142; SN 22T212
76	Cabinet, Large Metal	SBVC	
77	Cabinet, Large Metal	SBVC	
79	Grill, George Forman	SBVC	
80	Stand, rolling	SBVC	
81	Shelf, Wood, double sided	SBVC	
83	Speaker	SBVC	
84	Speaker	SBVC	

Non-Fixed Asset Surplus Report
January 15, 2009

<u>#</u>	<u>Item/Description</u>	<u>Location</u>	<u>Bar Code/SN/Comments</u>
86	Cassette Recorder, Yamaha, Model MT44	SBVC	SN 11490
88	Stereo Cassette Deck, Toshiba, Model PC3060	SBVC	SN 76531243
89	Music Stand, metal	SBVC	
90	Chalk Board, rolling	SBVC	
91	Table, small	SBVC	
92	Tablet Armchair w/book rack, wood & metal	SBVC	
93	Tablet Armchair w/book rack, wood & metal	SBVC	
94	Tablet Armchair w/book rack, wood & metal	SBVC	
95	Tablet Armchair w/book rack, wood & metal	SBVC	
96	Tablet Armchair w/book rack, wood & metal	SBVC	
97	Tablet Armchair w/book rack, wood & metal	SBVC	
98	Tablet Armchair w/book rack, wood & metal	SBVC	
99	Tablet Armchair w/book rack, wood & metal	SBVC	
100	Tablet Armchair w/book rack, wood & metal	SBVC	
101	Tablet Armchair w/book rack, wood & metal	SBVC	
102	Tablet Armchair w/book rack, plastic & metal	SBVC	
103	Tablet Armchair w/book rack, wood & metal	SBVC	
104	Tablet Armchair w/book rack, plastic & metal	SBVC	
105	Tablet Armchair w/book rack, plastic & metal	SBVC	
106	Tablet Armchair w/book rack, wood & metal	SBVC	
107	Tablet Armchair w/book rack, plastic & metal	SBVC	
108	Tablet Armchair w/book rack, wood & metal	SBVC	
109	Tablet Armchair w/book rack, wood & metal	SBVC	
110	Tablet Armchair w/book rack, wood & metal	SBVC	
111	Tablet Armchair w/book rack, wood & metal	SBVC	
112	Tablet Armchair w/book rack, plastic & metal	SBVC	
113	Tablet Armchair w/book rack, wood & metal	SBVC	
114	Tablet Armchair w/book rack, wood & metal	SBVC	
115	Tablet Armchair w/book rack, wood & metal	SBVC	
116	Table Armchair w/book rack, wood	SBVC	
117	Table Armchair w/book rack, wood	SBVC	
118	Chair, wood & metal	SBVC	
119	Chair, wood & metal	SBVC	

Non-Fixed Asset Surplus Report
January 15, 2009

<u>#</u>	<u>Item/Description</u>	<u>Location</u>	<u>Bar Code/SN/Comments</u>
120	Chair, wood & metal	SBVC	
121	Chair, wood & metal	SBVC	
122	Chair, molded plastic	SBVC	
123	Chair, molded plastic	SBVC	
124	Chair, molded plastic	SBVC	
125	Chair, plastic	SBVC	
126	Stool, metal	SBVC	
127	Chair, vinyl & metal	SBVC	
134	Chair, wood	SBVC	
139	Chair, wood	SBVC	
140	Speaker, Large	SBVC	Bar Code 0006153
141	Speaker, Large	SBVC	Bar Code 0006146
142	Speaker, Large	SBVC	
144	Bench, Organ	SBVC	
145	Bench, Piano	SBVC	
146	Stand, Music	SBVC	
147	Chalk Board, rolling	SBVC	
150	Piano Mover (broken wheel)	SBVC	
151	Tablet Armchair, plastic & metal	SBVC	
152	Tablet Armchair, plastic & metal	SBVC	
153	Tablet Armchair, wood & metal	SBVC	
154	Tablet Armchair, wood & metal	SBVC	
155	Tablet Armchair, wood & metal	SBVC	
156	Tablet Armchair, wood & metal	SBVC	
157	Tablet Armchair, wood & metal	SBVC	
158	Tablet Armchair, wood & metal	SBVC	
159	Tablet Armchair, wood & metal	SBVC	
160	Tablet Armchair, wood & metal	SBVC	
161	Tablet Armchair, wood & metal	SBVC	
162	Tablet Armchair, wood & metal	SBVC	
163	Tablet Armchair, molded plastic & metal	SBVC	
164	Tablet Armchair, molded plastic & metal	SBVC	
165	Tablet Armchair, molded plastic & metal	SBVC	

Non-Fixed Asset Surplus Report
January 15, 2009

<u>#</u>	<u>Item/Description</u>	<u>Location</u>	<u>Bar Code/SN/Comments</u>
166	Chair, Secretarial, cloth	SBVC	
169	Wall Panel, Modular	SBVC	
170	Wall Panel, Modular	SBVC	
171	Wall Panel, Modular	SBVC	
175	Chair, wood & metal	SBVC	
176	Chair, vinyl & metal	SBVC	
177	Desk, laminate & metal	SBVC	
178	File Cabinet, 6-drawer (8x3 each)	SBVC	
179	Bookshelf, metal	SBVC	
180	Bench, Piano	SBVC	
183	File Cabinet, 4-drawer, wood	SBVC	
184	Speaker Box w/4 Speakers	SBVC	
185	Cabinet, wood (attached to wall)	SBVC	NOT AVAILABLE
186	Cabinet, wood (attached to wall)	SBVC	NOT AVAILABLE
187	Desk, metal	SBVC	
190	Tablet Armchair	SBVC	
191	Chair, Secretarial, cloth	SBVC	
192	Cabinet, Storage, metal on wheels	SBVC	Bar Code 0006008
193	Whiteboard	SBVC	
194	Table, wood & metal	SBVC	
195	Chair, vinyl & metal	SBVC	
196	Typewriter, IBM Selectric	SBVC	Bar Code 0006105
197	Tablet Armchair, molded plastic & metal	SBVC	
198	Tablet Armchair, cloth & metal	SBVC	
200	Chair w/bookrack, wood & metal	SBVC	
201	Chair, vinyl & metal	SBVC	
202	Chair, wood	SBVC	
203	Bench, Piano	SBVC	
204	Piano, Baldwin	SBVC	SN 365315
205	Drum	SBVC	
206	Chalkboard, rolling	SBVC	
207	Chair, plastic & metal	SBVC	
208	Chair, vinyl & metal	SBVC	

**Non-Fixed Asset Surplus Report
January 15, 2009**

<u>#</u>	<u>Item/Description</u>	<u>Location</u>	<u>Bar Code/SN/Comments</u>
209	Stand, Music	SBVC	
225	Chair, vinyl & metal	SBVC	
226	Chair, wood & metal	SBVC	
227	Chair, wood & metal	SBVC	
228	Chair, wood & metal	SBVC	
229	Chair, molded plastic	SBVC	
230	Stand, Music	SBVC	
231	Counter on Wheels, wood	SBVC	
232	Monitor, Emac	SBVC	
233	Keyboard, Emac	SBVC	
234	_ Mouse, Emac	SBVC	
235	Desk, wood	SBVC	
236	Table, large, laminate & wood	SBVC	
237	Table, large, wood	SBVC	
238	Directory Board	SBVC	
239	Case, Display	SBVC	
240	Case, Display	SBVC	
243	Printer, Epson Stylus	SBVC	Bar Code 0014260
244	Monitor, Apple Kensington	SBVC	Bar Code 0012631
245	Keyboard, Apple	SBVC	
246	_ Mouse, Apple	SBVC	
248	Lamp, Desk	SBVC	
249	Chair, Secretarial, vinyl	SBVC	
250	Chair, Secretarial, vinyl	SBVC	
251	Chair, Secretarial, cloth	SBVC	
252	Whiteboard, 18"x24"	SBVC	
253	Table, 8'	SBVC	
255	Table w/Drawer, wood	SBVC	
256	Stool, metal	SBVC	
257	Tablet Armchair, plastic & metal	SBVC	
258	Tablet Armchair, wood & metal	SBVC	
259	Tablet Armchair, wood & metal	SBVC	
260	Tablet Armchair, wood & metal	SBVC	

Non-Fixed Asset Surplus Report
January 15, 2009

<u>#</u>	<u>Item/Description</u>	<u>Location</u>	<u>Bar Code/SN/Comments</u>
261	Tablet Armchair, wood & metal	SBVC	
262	Tablet Armchair, wood & metal	SBVC	
263	Tablet Armchair, wood & metal	SBVC	
264	Tablet Armchair, wood & metal	SBVC	
265	Tablet Armchair, wood & metal	SBVC	
266	Tablet Armchair, wood & metal	SBVC	
267	Tablet Armchair, wood & metal	SBVC	
268	Tablet Armchair, wood & metal	SBVC	
269	Tablet Armchair, wood & metal	SBVC	
270	Tablet Armchair, wood & metal	SBVC	
271	Tablet Armchair, wood & metal	SBVC	
272	Tablet Armchair, wood & metal	SBVC	
273	Tablet Armchair, wood & metal	SBVC	
274	Tablet Armchair, wood & metal	SBVC	
275	Tablet Armchair, wood & metal	SBVC	
276	Tablet Armchair, wood & metal	SBVC	
277	Tablet Armchair, wood & metal	SBVC	
278	Tablet Armchair, wood & metal	SBVC	
279	Tablet Armchair, wood & metal	SBVC	
280	Tablet Armchair, wood & metal	SBVC	
281	Tablet Armchair, wood & metal	SBVC	
282	Tablet Armchair, wood & metal	SBVC	
283	Tablet Armchair, wood & metal	SBVC	
284	Tablet Armchair, wood & metal	SBVC	
285	Tablet Armchair, wood & metal	SBVC	
286	Tablet Armchair, wood & metal	SBVC	
287	Tablet Armchair, wood & metal	SBVC	
288	Tablet Armchair, wood & metal	SBVC	
289	Tablet Armchair, wood & metal	SBVC	
290	Tablet Armchair, wood & metal	SBVC	
291	Tablet Armchair, wood & metal	SBVC	
292	Tablet Armchair, wood & metal	SBVC	
293	Tablet Armchair, wood & metal	SBVC	

Non-Fixed Asset Surplus Report
January 15, 2009

<u>#</u>	<u>Item/Description</u>	<u>Location</u>	<u>Bar Code/SN/Comments</u>
294	Tablet Armchair, wood & metal	SBVC	
295	Tablet Armchair, wood & metal	SBVC	
296	Tablet Armchair, wood & metal	SBVC	
297	Tablet Armchair, wood & metal	SBVC	
298	Tablet Armchair, wood & metal	SBVC	
299	Shelf, wood	SBVC	
300	Shelf, wood	SBVC	
301	Shelf, wood	SBVC	
302	Shelf, wood	SBVC	
303	Shelf, wood	SBVC	
310	Tripod	SBVC	
311	Tripod	SBVC	
312	Suitcase on Wheels	SBVC	
313	Instrument, Pipes	SBVC	4402 (silver tag)
314	Drum Box	SBVC	
315	Drum Box	SBVC	
316	Drum Box	SBVC	
317	Instrument, Ludwig Tympani Professional Model Drum	SBVC	4389 (silver tag)
318	Instrument, Ludwig Tympani Professional Model Drum	SBVC	5777 (silver tag)
319	Instrument, Ludwig Tympani Professional Model Drum	SBVC	
320	Instrument, Ludwig Tympani Professional Model Drum	SBVC	
322	Instrument, Xylophone on Wheels	SBVC	
323	Instrument, Musser Xylophone w/Case, Model M646	SBVC	SN X86A
324	Instrument, Slingerland Drum on Wheels	SBVC	
325	Instrument, Viola w/Case	SBVC	8441 (silver tag)
326	Instrument, French Horn w/Case	SBVC	3731 (silver tag)
327	Instrument, Base (?) w/Case	SBVC	
328	Instrument, Cello	SBVC	
329	Instrument, Hamm & Kelley Baritone King w/Case	SBVC	3718 (silver tag)
330	Instrument, Conga Drum	SBVC	9562 (silver tag)
331	Instrument, Conga Drum	SBVC	9563 (silver tag)
332	Instrument, Drum 1 of 2	SBVC	
333	Instrument, Drum 2 of 2	SBVC	

Non-Fixed Asset Surplus Report
January 15, 2009

<u>#</u>	<u>Item/Description</u>	<u>Location</u>	<u>Bar Code/SN/Comments</u>
334	Instrument, Drum	SBVC	
335	Instrument, Drum	SBVC	
336	Instrument, Drum 1 of 3	SBVC	
337	Instrument, Drum 2 of 3	SBVC	
338	Instrument, Drum 3 of 3	SBVC	
339	Amplifier, Fender	SBVC	Bar Code 0006939
340	CRC AM/FM Receiver Deluxe Cassette w/Phonograph	SBVC	SN 86002406
341	Instrument, Yamaha Baritone Horn	SBVC	005114 (painted)
342	Case, Instrument	SBVC	
343	Instrument, Tuba (?) w/case	SBVC	3719 (silver tag)
344	Instrument, Tuba (?) w/case	SBVC	
345	Scanning Unit, Strobeconn	SBVC	
349	Tripod	SBVC	
350	Tripod	SBVC	
351	Work Surface w/3 2-drawer file cabinets (4 pieces)	SBVC	
352	Instrument, French Horn w/Case	SBVC	
353	Instrument, Xylophone	SBVC	3744 (silver tag)
354	Instrument, Xylophone	SBVC	7876 (silver tag)
355	Support System (poles) in Bag	SBVC	
356	Instrument, Conn French Horn w/Case (Marching)	SBVC	5159 (silver tag)
357	Instrument, Conn French Horn w/Case (Marching)	SBVC	
358	Case, Piccolo	SBVC	
359	Instrument, Clarinet w/case (Base?)	SBVC	3698 (silver tag)
361	Instrument, Yamaha Keyboard, Model DX-7	SBVC	13142 (silver tag); SN 39490
362	Instrument, Fender Rhodes Keyboard, Model 73	SBVC	Bar Code 0006942
363	Case, King	SBVC	
364	Case, Forge	SBVC	
365	Amplifier, Fender Rhodes Keyboard, Model 7054	SBVC	9592 (silver tag); SN 044-730
366	Bulletin Board, cork	SBVC	
369	Case w/straps	SBVC	
371	Case, Bach (Trombone?)	SBVC	
372	Lot, Misc Parts (Music Stands, Pads, Straps, Metal Pieces)	SBVC	
373	Stand on Wheels	SBVC	

Non-Fixed Asset Surplus Report
January 15, 2009

<u>#</u>	<u>Item/Description</u>	<u>Location</u>	<u>Bar Code/SN/Comments</u>
374	Stand	SBVC	
375	Table, Metal, 2x5	SBVC	
376	Table w/drawer, Metal, 3x4	SBVC	
377	Chair, Molded Plastic	SBVC	
378	Stool, metal	SBVC	
379	Piano, Yamaha	SBVC	Bar Code 0006007
380	Table, Wood, 3x5	SBVC	
381	Desk, McDowell & Craig	SBVC	Bar Code 0006037
382	Chair, Secretarial, cloth	SBVC	
383	Chair, vinyl & metal	SBVC	
384	Desk, McDowell & Craig	SBVC	Bar Code 0006128
385	Chair, vinyl & wood	SBVC	
386	Shelves, Metal (5 pieces)	SBVC	
387	Suitcase, Samsonite, small	SBVC	
388	Train Case, Samsonite	SBVC	
389	Bulletin Board, cork	SBVC	
390	Basket, Wire	SBVC	
391	Basket, Wire	SBVC	
392	Stool, metal	SBVC	
393	Desk, laminate & metal	SBVC	
394	Typewriter, Canon AP-200	SBVC	Bar Code 0002699
395	Chair, Secretarial, cloth	SBVC	
397	Desk, laminate & metal	SBVC	
398	Lantern (candle)	SBVC	
399	Stand, Music	SBVC	
400	Stand, Music	SBVC	
401	Stand, Music	SBVC	
402	Table, Folding, 8'	SBVC	
403	Stand, Platform	SBVC	
404	Stand, Platform	SBVC	
405	Chair, wood & metal	SBVC	
406	Fax, Sharp FO-216	SBVC	SN 17115105
408	Chair, plastic & metal	SBVC	

Non-Fixed Asset Surplus Report
January 15, 2009

<u>#</u>	<u>Item/Description</u>	<u>Location</u>	<u>Bar Code/SN/Comments</u>
409	Chair, wood & metal	SBVC	
410	Chair, molded plastic	SBVC	
411	Chair, wood	SBVC	
414	Chair, wood	SBVC	
415	Table, 2x4	SBVC	
416	Desk, Computer on Wheels	SBVC	
417	Monitor, Dell	SBVC	SN MX08376T-47741-140
418	Keyboard, Gateway	SBVC	
419	Mouse, Dell	SBVC	
420	Desk, Presswood	SBVC	
421	Credenza, Presswood	SBVC	
422	Bulletin Board, whiteboard & cork	SBVC	
423	Whiteboard in Cabinet	SBVC	
424	Printer, HP DeskJet, Model 6980	SBVC	SN MY63N7R05P
426	Chair, Secretarial, cloth	SBVC	
427	Stereo Tuner, Realistic, Model 31-1956	SBVC	
428	Time Clock, Standard Electric, Model SYN-3P	SBVC	
429	Tripod, Colton, Survey	SBVC	
430	Tripod, Colton, Survey	SBVC	
431	Tripod, Sockkisha, Survey	SBVC	
432	Tripod, C&B, Survey	SBVC	Bar Code 0004453
433	Tripod, Survey	SBVC	Bar Code 0004459
434	Stand, Kern, Survey Model 112170	SBVC	3374 (silver tag)
435	Tape Measure, Lufkin Survey	SBVC	
436	Tape Measure, Lufkin Survey	SBVC	
437	Tape Measure, Lufkin Survey	SBVC	
438	Tape Measure, Lufkin Survey	SBVC	
439	Tape Measure, Lufkin Survey	SBVC	
440	Tape Measure, Wyteface A Survey	SBVC	4316 (silver tag)
441	Tape Measure, Wyteface A Survey	SBVC	4358 (silver tag)
442	Tape Measure, Wyteface A Survey	SBVC	4331 (silver tag)
443	Tape Measure, Wyteface A Survey	SBVC	7422 (silver tag)
444	Tape Measure, Wyteface A Survey	SBVC	

Non-Fixed Asset Surplus Report
January 15, 2009

<u>#</u>	<u>Item/Description</u>	<u>Location</u>	<u>Bar Code/SN/Comments</u>
445	Tape Measure, Wyteface A Survey	SBVC	4329 (silver tag)
446	Tape Measure, Wyteface A Survey	SBVC	4325 (silver tag)
447	Tape Measure, Wyteface A Survey	SBVC	
448	Stand w/case, ASKMNIA #570486,Survey	SBVC	4363 (silver tag)
449	Tripod, Kern, Survey	SBVC	4476 (silver tag)
450	Tripod, Survey, wood	SBVC	4454 (silver tag)
451	Tripod, Lietz, Survey	SBVC	
452	Tripod, Lietz, Survey	SBVC	
453	Tripod, Dietzgen, Survey	SBVC	4471 (silver tag)
454	Tripod, Survey	SBVC	4044 (silver tag)
455	Tripod, Survey	SBVC	4043 (silver tag)
456	Tripod, Dietzgen, Survey	SBVC	4477 (silver tag)
457	Distance Rods Lenker, Survey	SBVC	
458	Distance Rod, Survey	SBVC	
459	Distance Rod, Lietz, Survey	SBVC	
460	Distance Rod, Lietz, Survey	SBVC	
461	Distance Rod, Survey	SBVC	
462	Distance Rod, Survey	SBVC	
463	Distance Rod, Survey	SBVC	
464	Distance Rod, Survey	SBVC	
465	Distance Rod, Survey	SBVC	
466	Distance Rod, Adolf Frese Co., Survey	SBVC	
467	Distance Rod, Survey	SBVC	
468	Distance Rod, Survey	SBVC	
469	Distance Rod, Survey	SBVC	4068 (silver tag)
470	Distance Rod, Survey	SBVC	4013 (silver tag)
471	Distance Rod, Survey	SBVC	
472	Range Pole, Survey	SBVC	
473	Range Pole, Survey	SBVC	
474	Range Pole, Survey	SBVC	
475	Range Pole, Survey	SBVC	
476	Range Pole, Survey	SBVC	
477	Range Pole, Survey	SBVC	

Non-Fixed Asset Surplus Report
January 15, 2009

<u>#</u>	<u>Item/Description</u>	<u>Location</u>	<u>Bar Code/SN/Comments</u>
478	Range Pole, Survey	SBVC	
479	Range Pole, Survey	SBVC	
480	Range Pole, Survey	SBVC	
481	Range Pole, Survey	SBVC	
482	Range Pole, Survey	SBVC	
483	Range Pole, Survey	SBVC	
484	Range Pole, Survey	SBVC	
485	Distance Rod w/case	SBVC	
486	Cassette Recorder Reproducer, Tascam, Model 122-B	SBVC	Bar Code 0006026, SN 130138
487	Printer, HP Color DeskJet, Model C2693A	SBVC	SN SG0CG130C0
488	Power Unit, Hewlett Packard 3801A	SBVC	Bar Code 0006848
489	Power Unit, Hewlett Packard 3801A	SBVC	
490	Lathe, Wood, Powermatic Model 3520A	SBVC	SN 013520A0188
491	Monitor, View Sonic, Model G771	SBVC	Bar Code 0011741
493	Keyboard, Dell	SBVC	SN 3882 A694
495	Speaker, Realistic (small)	SBVC	
496	Monitor, Mag	SBVC	Bar Code 0009943
497	Monitor, Apple	SBVC	Bar Code 0013888
501	Compact Disk Player, Marantz	SBVC	Bar Code 0014462
502	Professional CD Player, Gemini, Model COX-601	SBVC	Bar Code 0023136
503	Stereo Cassette Deck, Echnics	SBVC	Bar Code 0006701
504	Desk, Wood, 3x4	SBVC	
505	AC Power Adapter, JVC, Model AA-P44U	SBVC	SN 17212766
506	FM Monitor, Belar	SBVC	Bar Code 0006741
507	Magnetic Tap Degausser, Audiolab, Model TD-2	SBVC	11897 (silver tag)
508	Reel-to-Reel, Ampax	SBVC	
509	AC Adapter, Hitachi, Model AD-80A	SBVC	
510	AC Power Box, Ikegami Tsushinki Co., Ltd., Model ACP-34A	SBVC	SN 4762
511	Printer, HP LaserJet 4L	SBVC	Bar Code 0007647
512	Video Cassette Player, Panasonic, Model AG-7150	SBVC	Bar Code 0009428
513	Metal Desk	SBVC	
514	Metal Desk	SBVC	

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Dr. Noelia Vela, Chancellor
REVIEWED BY: Dr. Debra S. Daniels, President, SBVC
PREPARED BY: Dr. Debra S. Daniels, President, SBVC
DATE: January 15, 2009
SUBJECT: Consideration of Approval of Donation - SBVC

RECOMMENDATION

It is recommended that the Board of Trustees approve the donations as listed.

OVERVIEW

The following items have been donated to the Biology Division at San Bernardino Valley College by Mr. Glenn Drewes. The estimated amount of this donation is approximately \$3,000.

Item:	Department/Program:	Value:
1 – Stethacanthus	Biology	Exact value not given
1 – Mcnamarapsis	Biology	Exact value not given
1 – Griphognathus	Biology	Exact value not given

ANALYSIS

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

None

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Noelia Vela, Chancellor

REVIEWED BY: Gloria Macias Harrison, President, CHC

PREPARED BY: Gloria Macias Harrison, President, CHC

DATE: January 15, 2009

SUBJECT: Consideration of Approval of Individual Memberships

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached list of Individual Memberships.

OVERVIEW

ANALYSIS

Individual memberships related to job duties are submitted when institutional memberships are not available.

BOARD IMPERATIVE

- I. Institutional Effectiveness
- IV. Enhanced and Informed Governance and Leadership

FINANCIAL IMPLICATIONS

Budgeted

Individual Memberships
January 15, 2009

Employee: Cheryl Bardowell
Dues: Council for Resource Development
Amount: \$230.00

The Council for Resource Development is the only professional organization concerned exclusively with fundraising for community colleges. Through education, advocacy and mentoring, CRD supports professionals and leaders engaged in community college resource development. CRD, an affiliate organization of the American Association of Community Colleges, serves over 1600 members at more than 700 institutions. Membership is part of our responsibility to meet mandate of Title V. Fees will be funded by Title V.

Employee: John Boatman, Antonio Carrillo, Javier Davila, Patrick Kirkhart, Richard Kirkhart
Dues: Pesticide Applicators Professional Association
Amount: \$40.00 each

The State of California requires all individuals who handle pesticides to be certified to ensure that pesticides are used properly, all applicable regulations are adhered to and all required reports are submitted. The State requires the individual to be certified, not the institution.

Ratification

Employee: Daniel Bahner
Dues: North American Council for Staff, Professional, and Organizational Development
Amount: \$95.00

When Mr. Bahner registered for the Annual NCSPOD conference, the conference fee for nonmembers included a required one-year individual membership fee. Mr. Bahner did not know at the time that this membership fee required a Board approval separate from the approval of the required conference fees that the Board gave on October 10, 2008.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Dr. Noelia Vela, Chancellor
REVIEWED BY: Robert Temple, Vice Chancellor of Fiscal Services
PREPARED BY: Robert Temple, Vice Chancellor of Fiscal Services
DATE: January 15, 2009
SUBJECT: Consideration of Approval of Nonresident Tuition Fee

RECOMMENDATION

It is recommended that the Board of Trustees approve the 2009-2010 Nonresident Tuition Fee of \$194 per unit, which is the sum of the District current expense of education (CEE) per full-time equivalent student (FTES) plus \$5 per semester per student for capital outlay expenses.

OVERVIEW

Education Code Section 76140 requires the Board of Trustees to annually adopt the nonresident tuition fee for next year by February 1.

ANALYSIS

The worksheet used to arrive at the nonresident fee options is attached. In addition, we are recommending that, in light of the current budget situation, we also charge an additional \$5 per semester per student for capital outlay as allowed by Ed Code 76141 (a) and shown on the attached worksheet.

BOARD IMPERATIVE

III. Resource management for efficiency, effectiveness, and excellence.

FINANCIAL IMPLICATIONS

Positive.

Attachments

California Community Colleges
NONRESIDENT TUITION FEE WORKSHEET (EDUCATION CODE SECTION 76140)
2009-10

	Statewide (Col. 1)	District (Col. 2)	10% or More Noncredit FTES (Col. 3)
A. Expense of Education for Base Year (2007-08 CCFS 311, Expenditures by Activity Report, AC 0100-6700, Cols: 1-3)	\$6,735,730,877	\$ 79,116,869	\$ _____
B. Annual Attendance FTES (Recal 2007-08)	1,235,484	14,186.03	_____
C. Average Expense of Education per FTES (A ÷ B)	\$ 5,452	\$ 5577	\$ _____
D. US Consumer Price Index Factor (2 years)	x 1.042	x 1.042	x 1.042
E. Average Cost per FTES for Tuition Year (C x D)	\$ 5,681	\$ 5811.23	\$ _____
F. Average Per Unit Nonresident Cost:			
Semester-System Colleges (E ÷ 30) and/or	\$ 189	\$ 194	\$ _____
Quarter-System Colleges (E ÷ 45)	\$ 126	\$ _____	\$ _____

NOTES: "Annual Attendance FTES" includes all student contact hours of attendance in credit and noncredit courses, for resident students, nonresident students and apprentices. Round tuition fee to the nearest dollar. Column 3 is an option only for use by a district with ten percent or more noncredit FTES (Education Code Section 76140(e)).

The district governing board at its JANUARY 15, 2009 meeting, adopted a nonresident tuition fee of \$ 194 per semester unit and/or \$ _____ per quarter unit.

Basis for adoption is (place an X in one box only):

- 1. Statewide average cost, per column 1;
- 2. District average cost, per column 2;
- 3. District average cost with 10% or more noncredit FTES, per column 3;
- 4. Contiguous district. ****Specify district and its fee** _____;
- 5. No more than district average cost (Col.2 or 3); no less than statewide average cost (Col. 1).

****A district may adopt a fee within the range of statewide average and district costs if there is a contiguous district with a fee within this range.**

For districts electing to charge a **capital outlay fee** to foreign students (Education Code 76141), compute this fee as follows:

a. Capital Outlay for 2007-08 \$ 2,323,290.94

b. FTES for 2007-08 14,186.03

c. Capital outlay fee per unit (line a divided by line b) 163.77

d. Amount per semester unit (line c divided by 30) \$5 or

e. Amount per quarter unit (line 3 divided by 45) _____

f. Capital outlay fee approved by District Governing Board \$ \$5.00

Upon adoption of fee, by **February 1, 2009** please submit a copy of this report to:
California Community Colleges
Fiscal Services Unit
1102 Q Street, 4th Floor
Sacramento, CA 95811-6549 FAX (916) 323-3057

District SAN BERNARDINO

Contact Person ROBERT J. TEMPLE

Phone Number & email 909-382-4021 btemple@sbccd.org
12.10.08

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Dr. Noelia Vela, Chancellor
REVIEWED BY: Robert Temple, Vice Chancellor of Fiscal Services
PREPARED BY: Robert Temple, Vice Chancellor of Fiscal Services
DATE: January 15, 2009
SUBJECT: Consideration of Approval of Revised Authorized Signature List

RECOMMENDATION

It is recommended that the Board of Trustees approve the revised 2008-2009 Authorized Signature List.

OVERVIEW

The attached Authorized Signature List has been revised to delete Allan Gresham and add Donald Singer as District Board Clerk, and to delete David Salazar (resignation effective January 5, 2009) from the contract signature list.

ANALYSIS

BOARD IMPERATIVE

III. Resource management for efficiency, effectiveness, and excellence.

FINANCIAL IMPLICATIONS

None.

Attachments

2008-2009 AUTHORIZED SIGNATURE LIST
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

DISTRICT SIGNATURE - OFFICIAL DOCUMENTS

Noelia Vela, Chancellor OR
Robert J. Temple, Vice Chancellor

CERTIFICATION OF BOARD MINUTES

Noelia Vela, Chancellor OR
Donald Singer, Board Clerk

SAN BERNARDINO COMMUNITY COLLEGE BOOKSTORE FUND

Robert J. Temple, Vice Chancellor OR
Crispina R. Ongoco, Director of Fiscal Services

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CAFETERIA FUND

Robert J. Temple, Vice Chancellor OR
Crispina R. Ongoco, Director of Fiscal Services

ASSOCIATED STUDENT BODY, SBVC

Requisitions: Three signatures
ASB officer AND
ASB adviser AND
Damon Bell, Vice President Student Services

Checks: One Signature
Robert J. Temple, Vice Chancellor OR
Crispina R. Ongoco, Director of Fiscal Services OR
Debra Daniels, College President

ASSOCIATED STUDENT BODY, CHC

Requisitions: Three signatures
ASB officer AND
ASB adviser AND
Alexander Contreras, Vice President of Student Services OR
Gloria Harrison, College President

Checks: One signature
Robert J. Temple, Vice Chancellor OR
Crispina R. Ongoco, Director of Fiscal Services OR
Gloria Harrison, College President

EMERGENCY LOANS & SCHOLARSHIPS, SBVC/CHC

Vice President of Student Services OR
Robert J. Temple, Vice Chancellor OR
Crispina R. Ongoco, Director of Fiscal Services

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT REVOLVING CASH FUND

Robert J. Temple, Vice Chancellor OR
Crispina R. Ongoco, Director of Fiscal Services

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT MISCELLANEOUS COUNTY
REVENUE CLEARING ACCOUNTS

Robert J. Temple, Vice Chancellor OR
Crispina R. Ongoco, Director of Fiscal Services

2008-2009 AUTHORIZED SIGNATURE LIST
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT SPECIAL ACCOUNTS

Robert J. Temple, Vice Chancellor OR
Crispina R. Ongoco, Director of Fiscal Services

NATIONAL DIRECT STUDENT LOAN FUNDS

Robert J. Temple, Vice Chancellor OR
Crispina R. Ongoco, Director of Fiscal Services

FINANCIAL AID

Robert J. Temple, Vice Chancellor OR
Crispina R. Ongoco, Director of Fiscal Services

PERKINS (mailbox)

Robert J. Temple, Vice Chancellor OR
Crispina R. Ongoco, Director of Fiscal Services

SAFE DEPOSIT BOX

Robert J. Temple, Vice Chancellor OR
Crispina R. Ongoco, Director of Fiscal Services OR
Ronald P. Gerhard, Business Manager

DISTRICT ORDERS FOR COMMERCIAL WARRANTS

Robert J. Temple, Vice Chancellor OR
Crispina R. Ongoco, Director of Fiscal Services

DISTRICT ORDERS FOR PAYROLL WARRANTS

Robert J. Temple, Vice Chancellor OR
Crispina R. Ongoco, Director of Fiscal Services

COUNTY NOTICES OF EMPLOYMENT

Renee Brunelle, Vice Chancellor of Human Resources OR
Robert J. Temple, Vice Chancellor OR
Noelia Vela, Chancellor

BUDGET/EXPENDITURE TRANSFERS

Robert J. Temple, Vice Chancellor OR
Crispina R. Ongoco, Director of Fiscal Services OR
Ronald P. Gerhard, Business Manager

AUTHORIZATION FOR ADVANCE TRAVEL PAY

Noelia Vela, Chancellor OR
Robert J. Temple, Vice Chancellor

DISTRICT CONTRACTS/AGREEMENTS

Noelia Vela, Chancellor OR
Ronald P. Gerhard, Business Manager OR
Robert J. Temple, Vice Chancellor OR
Crispina R. Ongoco, Director of Fiscal Services OR

2008-2009 AUTHORIZED SIGNATURE LIST
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

PURCHASE ORDERS

Robert J. Temple, Vice Chancellor OR
Crispina R. Ongoco, Director of Fiscal Services OR
Ronald P. Gerhard, Business Manager

REVISED 12-12-08

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Dr. Noelia Vela, Chancellor
REVIEWED BY: Dr. Debra S. Daniels, President, SBVC
PREPARED BY: Dr. Debra S. Daniels, President, SBVC
DATE: January 15, 2009
SUBJECT: Consideration of Approval of Clinical Nursing Partnership Program - SBVC

RECOMMENDATION

It is recommended that the Board of Trustees approve the partnership agreement for the Spring 2009 semester.

OVERVIEW

The Health Science Department is seeking approval of clinical nursing instructors to teach hospital clinical courses within the nursing program during the upcoming spring semester. The request is in accordance with the Community Hospital of San Bernardino, St. Bernardine Medical Center and Arrowhead Regional Medical Center partnership agreements. Compensation will be covered through this agreement by the hospital.

ANALYSIS

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

None

NAME	ASSIGNMENT
Baer, Bonnie	NURS 102
Chitrathorn, Puttachart	NURS 104
Duron, Sally	NURS 212
Hammons, Linda	NURS 200
Moore, Marion	NURS 110 & NURS 211
Salmon, Michelle	NURS 210

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Dr. Noelia Vela, Chancellor
REVIEWED BY: Dr. Matthew Isaac, Executive Director, Economic Development
and Corporate Training
PREPARED BY: Dr. Matthew Isaac, Executive Director, Economic Development
and Corporate Training
DATE: January 15, 2009
SUBJECT: Consideration of Approval of Facility Use Waiver

RECOMMENDATION

It is recommended that the Board of Trustees approve a facility use waiver.

OVERVIEW

In line with supporting community services, the Applied Technology Training Center requests that the facility use fee be waived for Congressman Joe Baca on Friday, January 16, 2009.

ANALYSIS

Congressman Baca plans to host a summit in the Applied Technology Training Center auditorium to discuss the stimulus package. Invitees include U.S. and State Senators, Congressional members, Assembly Members and local mayors.

BOARD IMPERATIVE

I. Institutional Effectiveness

FINANCIAL IMPLICATIONS

None

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Dr. Noelia Vela, Chancellor
REVIEWED BY: Bob Temple, Vice Chancellor Fiscal Services
PREPARED BY: Steve Sutorus, Director Internal Audits
DATE: January 15, 2009
SUBJECT: **Consideration of Acceptance of the 2007-2008 Independent Audit Report**

RECOMMENDATION

It is recommended that the Board of Trustees accept the 2007-2008 Independent Audit Report.

OVERVIEW

The auditing firm, Eadie & Payne, LLP has conducted the yearly District-wide independent audit for the period ending June 30, 2008.

ANALYSIS

Each year the District undergoes an independent audit, after which Eadie & Payne compiles a written report detailing SBCCD's financial statements. The report also provides in-depth information in required supplemental schedules and compliance reports. The Internal Auditor, Steve Sutorus and representatives from Eadie & Payne will be available for questions, but no formal presentation is scheduled.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

None.

Attachment

**SAN BERNARDINO COMMUNITY
COLLEGE DISTRICT**

**FINANCIAL STATEMENTS
WITH INDEPENDENT AUDITORS' REPORTS**

JUNE 30, 2008

**SAN BERNARDINO VALLEY COLLEGE
SAN BERNARDINO, CALIFORNIA**

**CRAFTON HILLS COLLEGE
YUCAIPA, CALIFORNIA**

**PROFESSIONAL DEVELOPMENT
CENTER
SAN BERNARDINO, CALIFORNIA**

SAN BERNARDINO COUNTY

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
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SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS

JUNE 30, 2008

Introduction

The following discussion and analysis provides an overview of the financial position and activities of the San Bernardino Community College District (the "District") for the year ended June 30, 2008. The discussion has been prepared by management and should be read in conjunction with the financial statements and notes thereto which follow this section.

The San Bernardino Community College District was established in 1926 and serves most of the County of San Bernardino and a small portion of the County of Riverside. The District includes two comprehensive community colleges, a Professional Development Center, and a television and radio station. Students in our colleges may complete the freshman and sophomore years of a baccalaureate degree and transfer to upper division study at a university or complete a certificated vocational program and move directly to the workforce.

As an independent division of San Bernardino Community College District, the Economic Development and Corporate Training Division carries out the economic and workforce development mission of the District through its two dedicated workforce training facilities: the Professional Development Center (PDC) and the Donald F. Averill Applied Technology Training Center (ATTC). In 2007-2008, this Division successfully offered customized and short-term training programs to 7,371 residents in the Inland Empire, including San Bernardino, Colton, Rialto, Highland, Bloomington, Grand Terrace, Redlands, Loma Linda, Yucaipa, and Big Bear.

Selected Highlights

- During fiscal year 2007-08, total Full-Time Equivalent Students (FTES) increased 339.12 students (or 2.47%) for credit courses and decreased 10.84 FTES (or 52.52%) for non-credit courses. For fiscal year 2008-09 the District's constrained or funded growth rate is 1.46% or 205.90 FTES over the estimated base FTES of 14,102.78.

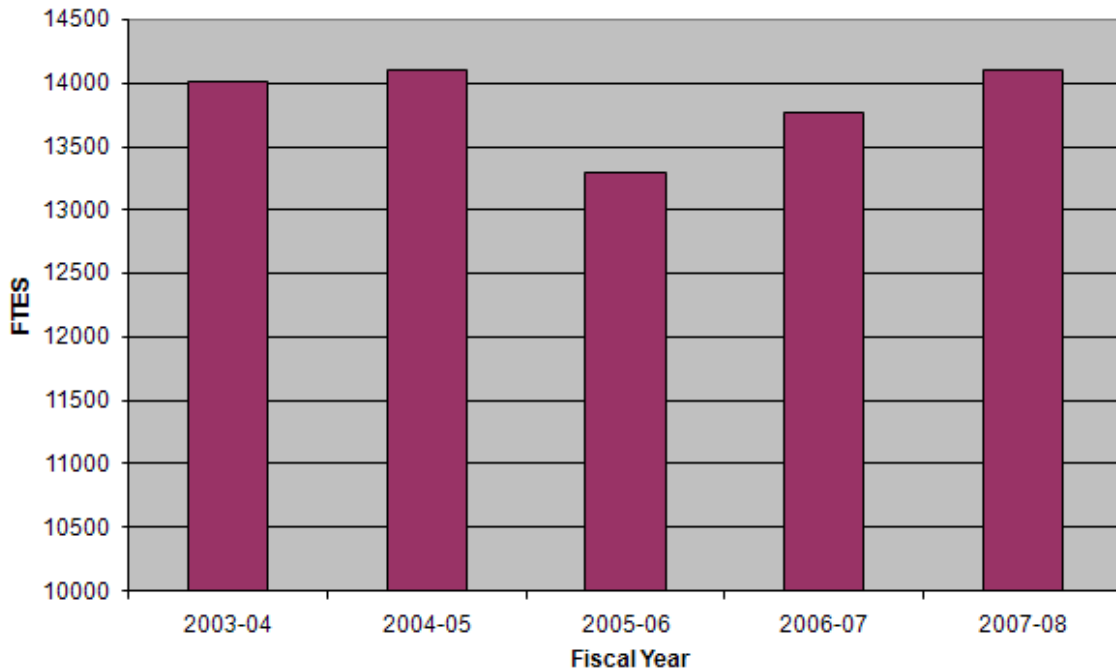
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS

JUNE 30, 2008

(Continued)

Trend of Full Time Equivalent Students as reported on the annual report



Full Time Equivalent Student	2003-04	2004-05	2005-06	2006-07	2007-08
Credit	13,956.76	14,077.53	13,276.87	13,753.86	14,092.98
Non-Credit	48.19	25.25	11.43	20.64	9.80
Totals	14,004.95	14,102.78	13,288.30	13,774.50	14,102.78
Credit % Increase (Decrease)	-3.58%	0.87%	-5.69%	3.59%	2.47%
Non-Credit % Increase (Decrease)	125.50%	-47.60%	-54.73%	80.58%	-52.52%
Totals	-3.39%	0.70%	-5.78%	3.66%	2.38%

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS

JUNE 30, 2008

(Continued)

Statement of Net Assets

The Statement of Net Assets presents the assets, liabilities, and net assets of the District as of the end of the fiscal year and is prepared using the accrual basis of accounting, which is similar to the accounting basis used by most private-sector organizations. The Statement of Net Assets is a point of time financial statement whose purpose is to present to the readers a fiscal snapshot of the District. The Statement of Net Assets presents end-of-year data concerning assets, liabilities, and net assets.

From the data presented, readers of the Statement of Net Assets are able to determine the assets available to continue operations of the District. Readers are also able to determine how much the District owes vendors and employees. Finally, the Statement of Net Assets provides a picture of the net assets and their availability for expenditure by the District.

The difference between total assets and total liabilities is one indicator of the current financial condition of the District; the change in net assets is an indicator of whether the overall financial condition has improved or worsened during the year. Assets and liabilities are generally measured using current values. One notable exception is capital assets, which are stated at historical cost less accumulated depreciation.

The Net Assets are divided into three major categories. The first category, invested in capital assets, provides the equity amount in property, plant, and equipment owned by the District. The second category is expendable restricted net assets; these net assets are available for expenditure by the District, but must be spent for purposes as determined by external entities and/or donors that have placed time or purpose restrictions on the use of the assets. The final category is unrestricted net assets that are available to the District for any lawful purpose of the District.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS

JUNE 30, 2008

(Continued)

A summary of the Statement of Net Assets as of June 30, 2008 and June 30, 2007 is shown below:

	<u>2008</u>	<u>2007</u>	<u>Increase (Decrease)</u>	<u>Percent Change</u>
ASSETS				
Current Assets				
Cash and cash equivalents	\$ 28,393,571	\$ 34,169,816	\$ (5,776,245)	-16.9%
Accounts receivable, net	12,130,780	13,333,377	(1,202,597)	-9.0%
Other current assets	1,476,866	1,445,532	31,334	2.2%
Total Current Assets	<u>42,001,217</u>	<u>48,948,725</u>	<u>(6,947,508)</u>	<u>-14.2%</u>
Noncurrent Assets				
Restricted cash and cash equivalents	96,259,038	112,954,280	(16,695,242)	-14.8%
Net capital assets and noncurrent assets held for sale	172,062,594	156,752,183	15,310,411	9.8%
Total Noncurrent Assets	<u>268,321,632</u>	<u>269,706,463</u>	<u>(1,384,831)</u>	<u>-0.5%</u>
TOTAL ASSETS	<u><u>\$ 310,322,849</u></u>	<u><u>\$ 318,655,188</u></u>	<u><u>\$ (8,332,339)</u></u>	<u><u>-2.6%</u></u>
LIABILITIES				
Current Liabilities				
Accounts payable and accrued liabilities	\$ 14,151,844	\$ 16,952,059	\$ (2,800,215)	-16.5%
Current portion of long-term liabilities	2,443,142	2,225,764	217,378	9.8%
Other current liabilities	5,686,942	5,747,847	(60,905)	-1.1%
Total Current Liabilities	<u>22,281,928</u>	<u>24,925,670</u>	<u>(2,643,742)</u>	<u>-10.6%</u>
Noncurrent Liabilities				
Supplemental early retirement plan liability	120,985	151,543	(30,558)	-20.2%
Capital leases	77,034	120,423	(43,389)	-36.0%
Bonds payable	167,164,152	169,934,962	(2,770,810)	-1.6%
Total Noncurrent Liabilities	<u>167,362,171</u>	<u>170,206,928</u>	<u>(2,844,757)</u>	<u>-1.7%</u>
TOTAL LIABILITIES	<u><u>189,644,099</u></u>	<u><u>195,132,598</u></u>	<u><u>(5,488,499)</u></u>	<u><u>-2.8%</u></u>
NET ASSETS				
Invested in capital assets, net of related debt	88,999,101	93,574,930	(4,575,829)	-4.9%
Restricted For				
Capital projects	14,253,781	11,718,877	2,534,904	21.6%
Other special services	9,744,579	8,621,936	1,122,643	13.0%
Unrestricted	<u>7,681,289</u>	<u>9,606,847</u>	<u>(1,925,558)</u>	<u>-20.0%</u>
TOTAL NET ASSETS	<u><u>120,678,750</u></u>	<u><u>123,522,590</u></u>	<u><u>(2,843,840)</u></u>	<u><u>-2.3%</u></u>
TOTAL LIABILITIES AND NET ASSETS	<u><u>\$ 310,322,849</u></u>	<u><u>\$ 318,655,188</u></u>	<u><u>\$ (8,332,339)</u></u>	<u><u>-2.6%</u></u>

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS

JUNE 30, 2008

(Continued)

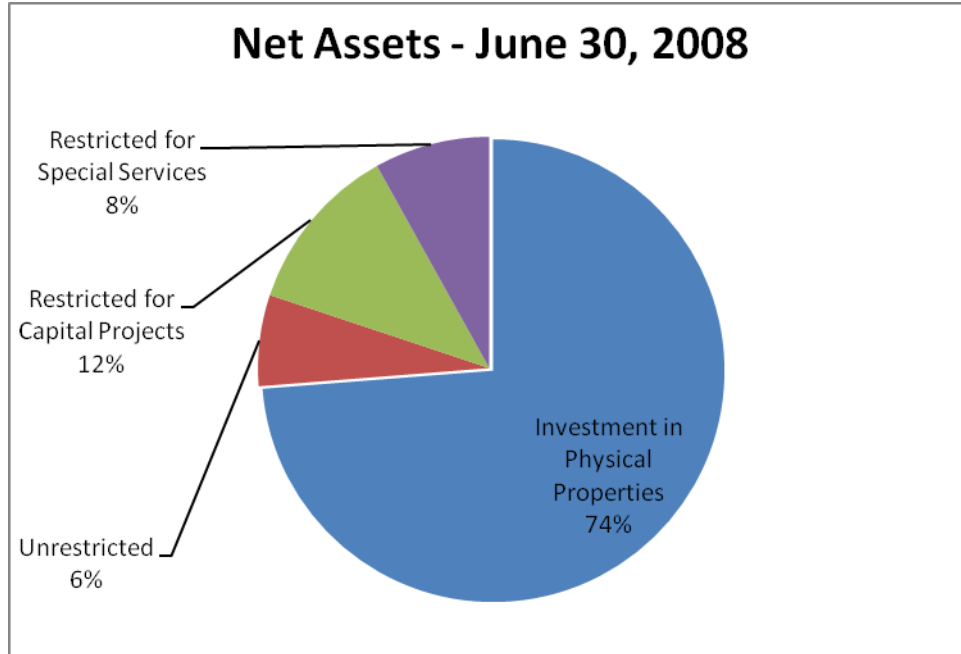
- Approximately 98% of the cash balance is cash deposited in the San Bernardino County Treasury Pool and approximately 2% is cash deposited in local financial banking institutions. All funds are invested in accordance with Board Policy which emphasizes prudence, safety, liquidity, and return on investment. The Statement of Cash Flows contained within these financial statements provides greater detail regarding the sources and uses of cash and the net increase in cash during fiscal years 2007-08 and 2006-07.
- The majority of the accounts receivable balance is from federal and state sources for apportionment, property tax and grant and entitlement programs. Receivables totaling approximately \$2.5 million have been recorded from the County of San Bernardino related to property tax amounts due to the District. Also included in accounts receivable is approximately \$3.1 million for the June 2008 apportionment payment, and approximately \$1.4 million for reimbursements from federal and state agencies related to non-construction grant awards.
- Capital assets had a net increase of \$14.4 million. The District had additions of \$20.8 million related to the purchases of buildings and equipment and for construction in progress. Depreciation expense of \$5.5 million was recognized during 2007-08. The capital asset section of this discussion and analysis provides greater detail.
- Accounts payable are amounts due as of the fiscal year end for goods and services received as of June 30, 2008. Total accounts payable are \$14.2 million; \$2.2 million of the balance was accrued in the Capital Projects fund, Bond fund, and Special Revenue fund related to capital outlay. \$2.1 million is for amounts due to or on behalf of employees for wages and benefits.
- The District's noncurrent liabilities primarily consist of bonds payable related to the issuance of series A, B, and C of the 2002 Measure P General Obligation bonds. The face value of these bonds at the time of initial sale totaled \$170 million and the \$167 million represents the remaining long-term debt to satisfy these obligations. The District anticipates issuing the remaining \$20 million authorized, series D, sometime within the next 12 months.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS

JUNE 30, 2008

(Continued)



Statement of Revenues, Expenses, and Changes in Net Assets

The Statement of Revenues, Expenses, and Changes in Net Assets presents the financial results of the District's operations, as well as its non-operating activities. The distinction between these two activities involves the concepts of exchange and non-exchange. Operating activities are those in which a direct payment or exchange is made for the receipt of specified goods or services. As an example, tuition fees paid by the student is considered an exchange for instructional services. Likewise, grant and contract-funding received on the condition that the District will provide a specified service is also an exchange. Both of these examples are considered operating activities and therefore the associated revenues and expenses are classified as such. The receipt of state apportionments and property taxes, however, do not include this exchange relationship between the payment and receipt of specified goods or services. These revenues and related expense are classified as non-operating activities. It is because of the methodology used to categorize between operating and non-operating combined with the fact that the primary source of funding that supports the District's instructional activities comes from state apportionment and local property taxes that the results of the District's operations will result in a net operating loss.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS

JUNE 30, 2008

(Continued)

The Statement of Revenues, Expenses, and Changes in Net Assets for the years ended June 30, 2008, and June 30, 2007 is summarized below:

	<u>2008</u>	<u>2007</u>	<u>Increase (Decrease)</u>	<u>Percent Change</u>
OPERATING REVENUES				
Tuition and fees (net)	\$ 5,693,579	\$ 5,915,429	\$ (221,850)	-3.8%
Grants and Contracts, Noncapital	18,112,205	17,558,714	553,491	3.2%
Auxiliary enterprises sales	5,646,113	4,957,006	689,107	13.9%
TOTAL OPERATING REVENUES	<u>29,451,897</u>	<u>28,431,149</u>	<u>1,020,748</u>	<u>3.6%</u>
TOTAL OPERATING EXPENSES	<u>118,220,300</u>	<u>115,814,261</u>	<u>2,406,039</u>	<u>2.1%</u>
OPERATING LOSS	<u>(88,768,403)</u>	<u>(87,383,112)</u>	<u>(1,385,291)</u>	<u>1.6%</u>
NONOPERATING REVENUES (EXPENSES)				
State apportionments, noncapital	58,236,643	59,430,305	(1,193,662)	-2.0%
Local property taxes	21,455,202	23,278,338	(1,823,136)	-7.8%
State revenue - other	1,954,502	2,876,297	(921,795)	-32.0%
Interest and investment income	6,968,347	5,687,730	1,280,617	22.5%
Other nonoperating revenue	3,041,217	2,897,015	144,202	5.0%
Interest expense	(7,574,293)	(6,593,253)	(981,040)	14.9%
Gain (Loss) on disposal of equipment	7,848	(150,245)	158,093	-105.2%
NET NONOPERATING REVENUES	<u>84,089,466</u>	<u>87,426,187</u>	<u>(3,336,721)</u>	<u>-3.8%</u>
OTHER REVENUES, EXPENSES, AND GAINS				
Federal grants, capital	132,085	1,021,740	(889,655)	-87.1%
State apportionments, capital	405,965	177,698	228,267	128.5%
Local revenue, capital	1,297,047	633,014	664,033	104.9%
TOTAL OTHER REVENUES, EXPENSES, AND GAINS	<u>1,835,097</u>	<u>1,832,452</u>	<u>2,645</u>	<u>0.1%</u>
INCREASE (DECREASE) IN NET ASSETS	(2,843,840)	1,875,527	(4,719,367)	-251.6%
NET ASSETS, BEGINNING OF YEAR	<u>123,522,590</u>	<u>121,647,063</u>	<u>1,875,527</u>	<u>1.5%</u>
NET ASSETS, END OF YEAR	<u>\$ 120,678,750</u>	<u>\$ 123,522,590</u>	<u>\$ (2,843,840)</u>	<u>-2.3%</u>

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS

JUNE 30, 2008

(Continued)

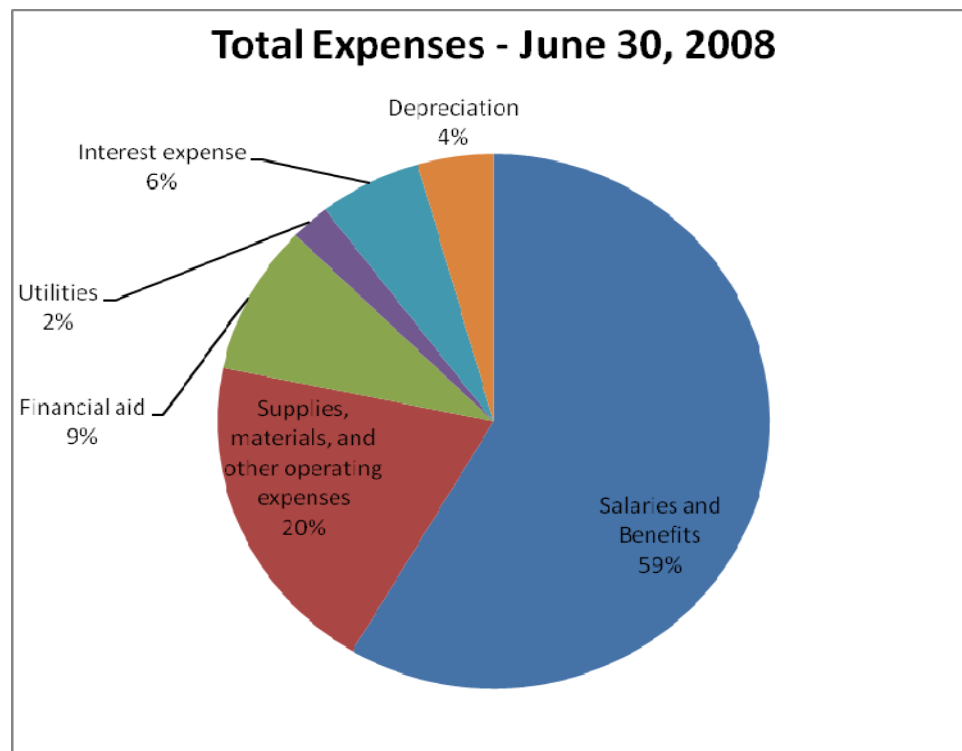
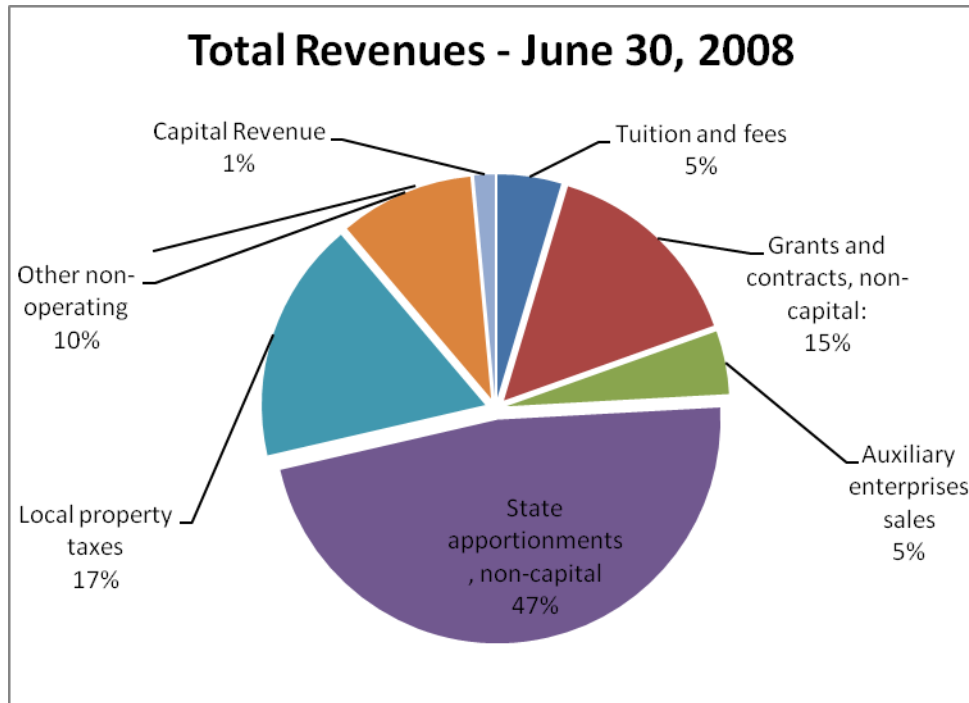
- The primary components of tuition and fees are the \$20 per unit enrollment fee that is charged to all students registering for classes and the additional \$175 per unit fee that is charged to all non-resident students.
- The largest component of the District's operating revenues is non-capital grants and contracts. The largest sub-component is federal grants totaling \$9 million for student financial aid; \$3.5 million results from funding received from the state for categorical programs, such as DSP&S, EOP&S, and Matriculation; and \$.5 million are all of the District's contract education services.
- Personnel costs account for 62% of Operating expenses in fiscal year 2008 compared to 57% in 2007. The balance of operating expenses is for supplies, materials, other operating expenses, financial aid, utilities, and depreciation expense.
- The principal components of the District's non-operating revenue are: non-capital, state apportionment, local property taxes, other state funding, and interest income. With the exception of interest income, all of this revenue is received to support the District's instructional activities. The amount of state general apportionment received by the District is dependent upon the number of FTES generated and reported to the state, less amounts received from enrollment fees and local property taxes; increases in either of these latter two revenue-categories leads to a corresponding decrease in apportionment.
- Overall, total operating expenses increased 2.1% principally due to the net effect of the negotiated salary and benefit increase for all employee groups and an increase in depreciation expense.
- State apportionments, capital, consists of amounts received for capital outlay, scheduled maintenance and facility construction. Approved capital outlay projects are typically funded at 50% of the project costs by the state.
- Functional expenses are included in Note 12 of the financial statements.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS

JUNE 30, 2008

(Continued)



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS

JUNE 30, 2008

(Continued)

Statement of Cash Flows

The Statement of Cash Flows provides information about cash receipts and cash payments during the fiscal year. This Statement also helps users assess the District's ability to generate positive cash flows, meet obligations as they come due and the need for external financing.

The Statement of Cash Flows is divided into five parts. The first part reflects operating cash flows and shows the net cash used by the operating activities of the District. The second part details cash received for non-operating, non-investing and non-capital financing purposes. The third part shows cash flows from capital and related financing activities. This part deals with the cash used for the acquisition and construction of capital and related items. The fourth part provides information from investing activities and the amount of interest received. The last section reconciles the net cash used by operating activities to the operating loss reflected on the Statement of Revenues, Expenses and Changes in Net Assets.

The Statement of Cash Flows for the fiscal years ended June 30, 2008 and June 30, 2007 is summarized below:

	<u>2008</u>	<u>2007</u>
Cash Provided by (Used in)		
Operating activities	(\$84,695,193)	(\$82,333,635)
Non-capital financing activities	83,974,887	86,083,403
Capital and related financing activities	(29,223,617)	76,761,792
Investing activities	<u>7,472,436</u>	<u>4,577,050</u>
Net increase (decrease) in cash and cash equivalents	(22,471,487)	85,088,610
Cash balance, beginning of year	<u>147,124,096</u>	<u>62,035,486</u>
Cash balance, end of year	<u><u>\$124,652,609</u></u>	<u><u>\$147,124,096</u></u>

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS

JUNE 30, 2008

(Continued)

- Cash receipts from operating activities are from student tuition and from federal, state and local grants. Use of cash is for payments to employees, vendors and students related to the instructional program.
- State apportionment received based on the workload measures generated by the District accounts for 70% & 69% of non-capital financing for both fiscal years 2008 & 2007. Cash received from property taxes accounts for 25% in fiscal year 2008 and 25% in fiscal year 2007 of the cash generated in this section.
- The majority of the activity in the capital and related financing activities is for the purchase of capital assets (buildings, building improvements and equipment).
- Cash from investing activities is interest earned on cash in bank and cash invested through the San Bernardino County pool and on investments with local banking institutions. Approximately \$7.5 and \$4.6 million was received from the San Bernardino County pool for fiscal years 2008 and 2007, respectively.

Other Post Benefit Obligations

In 2004, Governmental Accounting Standards Board (GASB) issued Accounting Standards Nos. 43 and 45 for retiree health benefits. These standards apply to all public employers that pay any part of the cost of retiree health benefits for current or future retirees. In an effort to become compliant with GASB standards, the District has created a District plan and an irrevocable trust that will be used as the vehicle to fund, accumulate, invest, and distribute funds held solely for retiree health benefits. The District had an actuarial study performed in 2006 to identify the cost and amount needed to fund on an annual basis retiree health benefits. This study determined the District's Unfunded Actuarial Accrued Liability to be \$5.1 million. To date, the District has placed \$.8 million in the irrevocable trust and set aside an additional \$.75 million in an internal fund.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS

JUNE 30, 2008

(Continued)

Economic Factors that May Affect the Future

The largest component of revenue the District receives is from the State of California. The most important element of the state funding is the Total General Apportionment allocation, which accounts for 69% of the District's 2007-08 Unrestricted General Fund. Apportionment revenue is directly tied to the generation and reporting of Full Time Equivalent Students (FTES). Over the last two years, the District has experienced an increase in FTES of 6.1% after reporting a decline in fiscal year 2005-06 of 5.8%. Looking to fiscal year 2008-09 the District is poised and ready to continue this increasing trend despite concerns about proposed funding cuts. Presently, the District experienced a 6% increase in FTES for the Fall 2008 primary term compared to Fall 2007.

Fiscal year 2009 brings much uncertainty at the State level, with continued deficits and expenditure imbalances. The potential of major reductions in funding or a suspension of Proposition 98 funding cannot be ruled out at this time. The budget development will require careful watch on the Governor's January budget proposal as well as monitoring during the spring up to and including the May revision. A plan to deal with potential and significant reductions will have to be in place in the event reductions appear likely.

DEBORAH L. CROWLEY, C.P.A.
TODD C. LANDRY, C.P.A.
JOHN F. PRENTICE, C.P.A.



DAVID M. THAYER, C.P.A.
FRANK M. ZABALETA, C.P.A.

*Certified Public Accountants
and
Business Advisors*

INDEPENDENT AUDITORS' REPORT

Board of Trustees
San Bernardino Community College District
San Bernardino, California

We have audited the accompanying financial statements of each major fund and the aggregate remaining fund information of the San Bernardino Community College District as of and for the year ended June 30, 2008, which collectively comprise the District's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the District's management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall basic financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of each major fund and the aggregate remaining fund information of the San Bernardino Community College District as of June 30, 2008, and the respective changes in financial position and its cash flows, where applicable, thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated December 23, 2008 on our consideration of San Bernardino Community College District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

The management's discussion and analysis on pages i through xii is not a required part of the basic financial statements, but is supplementary information required by the Governmental Accounting Standards Board. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the San Bernardino Community College District's basic financial statements. The accompanying supplementary information listed in the table of contents, including the schedule of expenditures of federal awards, which is required by U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Nonprofit Organizations*, is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

December 23, 2008

Eadie and Payne, LLP

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
STATEMENT OF NET ASSETS
 JUNE 30, 2008

	GENERAL FUND	FINANCIAL AID	OTHER	TOTAL
ASSETS				
Current Assets				
Cash and cash equivalents	\$ 25,614,898	\$ 149,597	\$ 2,629,076	\$ 28,393,571
Accounts receivable, net	10,131,998	318,430	1,680,352	12,130,780
Investments	-	-	431,154	431,154
Inventories	-	-	1,005,809	1,005,809
Prepaid expenses	19,345	-	20,558	39,903
Interfund balances	936,229	(73,512)	(862,717)	-
Total Current Assets	<u>36,702,470</u>	<u>394,515</u>	<u>4,904,232</u>	<u>42,001,217</u>
Noncurrent Assets				
Restricted cash and cash equivalents	96,259,038	-	-	96,259,038
Assets held for sale	854,643	-	-	854,643
Capital Assets				
Land	3,084,176	-	-	3,084,176
Depreciable assets, net of accumulated depreciation	139,274,392	-	5,114,966	144,389,358
Construction in progress	23,734,417	-	-	23,734,417
Interfund loan	1,815,000	-	(1,815,000)	-
Total Noncurrent Assets	<u>265,021,666</u>	<u>-</u>	<u>3,299,966</u>	<u>268,321,632</u>
TOTAL ASSETS	<u>\$ 301,724,136</u>	<u>\$ 394,515</u>	<u>\$ 8,204,198</u>	<u>\$ 310,322,849</u>
LIABILITIES				
Current Liabilities				
Accounts payable and accrued liabilities	\$ 13,350,813	\$ 192,557	\$ 608,474	\$ 14,151,844
Deferred revenue	3,247,306	-	329,883	3,577,189
Compensated absences	1,877,053	-	232,700	2,109,753
Current portion of long-term liabilities	2,443,142	-	-	2,443,142
Total Current Liabilities	<u>20,918,314</u>	<u>192,557</u>	<u>1,171,057</u>	<u>22,281,928</u>
Noncurrent Liabilities				
Supplemental early retirement plan liability	120,985	-	-	120,985
Capital leases	77,034	-	-	77,034
Bonds payable	167,164,152	-	-	167,164,152
Total Noncurrent Liabilities	<u>167,362,171</u>	<u>-</u>	<u>-</u>	<u>167,362,171</u>
TOTAL LIABILITIES	<u>188,280,485</u>	<u>192,557</u>	<u>1,171,057</u>	<u>189,644,099</u>
NET ASSETS				
Invested in capital assets, net of related debt	83,884,135	-	5,114,966	88,999,101
Restricted For				
Capital projects	13,878,781	-	375,000	14,253,781
Other special services	7,606,904	201,958	1,935,717	9,744,579
Unrestricted	8,073,831	-	(392,542)	7,681,289
TOTAL NET ASSETS	<u>113,443,651</u>	<u>201,958</u>	<u>7,033,141</u>	<u>120,678,750</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 301,724,136</u>	<u>\$ 394,515</u>	<u>\$ 8,204,198</u>	<u>\$ 310,322,849</u>

The accompanying notes are an integral part of the financial statements.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET ASSETS
FOR THE YEAR ENDED JUNE 30, 2008

	GENERAL FUND	FINANCIAL AID	OTHER	TOTAL
OPERATING REVENUES				
Tuition and fees (gross)	\$ 7,445,916		\$ 259,223	\$ 7,705,139
Less: Scholarship discounts and allowances	<u>2,011,560</u>		-	<u>2,011,560</u>
Net tuition and fees	5,434,356		259,223	5,693,579
Grants and Contracts, Noncapital				
Federal	2,922,989	\$ 8,751,254	133,622	11,807,865
State	1,278,288	1,081,760	1,597,176	3,957,224
Local	1,115,726	-	1,231,390	2,347,116
Auxiliary enterprises sales	<u>-</u>	<u>-</u>	5,646,113	<u>5,646,113</u>
TOTAL OPERATING REVENUES	<u>10,751,359</u>	<u>9,833,014</u>	<u>8,867,524</u>	<u>29,451,897</u>
OPERATING EXPENSES				
Salaries	54,246,247	-	3,923,785	58,170,032
Employee benefits	14,562,217	-	1,075,892	15,638,109
Supplies, materials, and other operating expenses and services	15,657,409	-	9,133,450	24,790,859
Financial aid	1,171,977	9,831,624	140,110	11,143,711
Utilities	2,652,528	-	248,486	2,901,014
Depreciation	<u>4,883,253</u>	<u>-</u>	<u>693,322</u>	<u>5,576,575</u>
TOTAL OPERATING EXPENSES	<u>93,173,631</u>	<u>9,831,624</u>	<u>15,215,045</u>	<u>118,220,300</u>
OPERATING INCOME (LOSS)	<u>(82,422,272)</u>	<u>1,390</u>	<u>(6,347,521)</u>	<u>(88,768,403)</u>
NONOPERATING REVENUES (EXPENSES)				
State apportionments, noncapital	58,236,643	-	-	58,236,643
Local property taxes	21,455,202	-	-	21,455,202
State revenue - other	1,954,502	-	-	1,954,502
Interest and investment income	6,866,788	2,911	98,648	6,968,347
Other nonoperating revenue	57,313	1,201	2,982,703	3,041,217
Interest expense	(7,574,293)	-	-	(7,574,293)
Gain on disposal of equipment	<u>7,848</u>	<u>-</u>	<u>-</u>	<u>7,848</u>
NET NONOPERATING REVENUES	<u>81,004,003</u>	<u>4,112</u>	<u>3,081,351</u>	<u>84,089,466</u>
INCOME (LOSS) BEFORE OTHER REVENUES, EXPENSES, GAINS, AND LOSSES	<u>(1,418,269)</u>	<u>5,502</u>	<u>(3,266,170)</u>	<u>(4,678,937)</u>
OTHER REVENUES, EXPENSES, GAINS, AND LOSSES				
Federal grants, capital	132,085	-	-	132,085
State apportionments, capital	405,965	-	-	405,965
Local revenue, capital	<u>920,047</u>	<u>-</u>	<u>377,000</u>	<u>1,297,047</u>
TOTAL OTHER REVENUES, EXPENSES, GAINS, AND LOSSES	<u>1,458,097</u>	<u>-</u>	<u>377,000</u>	<u>1,835,097</u>

STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET ASSETS
(Continued)

	<u>GENERAL FUND</u>	<u>FINANCIAL AID</u>	<u>OTHER</u>	<u>TOTAL</u>
INCREASE (DECREASE) IN NET ASSETS BEFORE TRANSFERS	<u>\$ 39,828</u>	<u>\$ 5,502</u>	<u>\$ (2,889,170)</u>	<u>\$ (2,843,840)</u>
Transfers in	-	-	1,850,194	1,850,194
Transfers out	<u>(1,850,194)</u>	<u>-</u>	<u>-</u>	<u>(1,850,194)</u>
NET TRANSFERS	<u>(1,850,194)</u>	<u>-</u>	<u>1,850,194</u>	<u>-</u>
INCREASE (DECREASE) IN NET ASSETS	(1,810,366)	5,502	(1,038,976)	(2,843,840)
NET ASSETS, BEGINNING OF YEAR	<u>115,254,017</u>	<u>196,456</u>	<u>8,072,117</u>	<u>123,522,590</u>
NET ASSETS, END OF YEAR	<u>\$ 113,443,651</u>	<u>\$ 201,958</u>	<u>\$ 7,033,141</u>	<u>\$ 120,678,750</u>

The accompanying notes are an integral part of the financial statements.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
POSTEMPLOYMENT BENEFIT OBLIGATION TRUST
STATEMENT OF PLAN NET ASSETS
JUNE 30, 2008

ASSETS

Investments	<u>\$ 774,439</u>
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TOTAL ASSETS	<u><u>\$ 774,439</u></u>
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NET ASSETS HELD IN TRUST FOR OTHER POSTEMPLOYMENT BENEFITS	<u><u>\$ 774,439</u></u>
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The accompanying notes are an integral part of the financial statements.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
POSTEMPLOYMENT BENEFIT OBLIGATION TRUST
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN PLAN NET ASSETS
FOR THE YEAR ENDED JUNE 30, 2008

ADDITIONS

Employer contributions	<u>\$ 800,000</u>
Investment Income (Loss)	
Interest income	533
Dividend income	13,444
Net depreciation in fair value of assets	(40,099)
Other investment income	<u>4,211</u>
Investment Loss	<u>(21,911)</u>

TOTAL ADDITIONS

778,089

DEDUCTIONS

Administrative expense	<u>3,650</u>
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TOTAL DEDUCTIONS

3,650

NET INCREASE

774,439

NET ASSETS HELD IN TRUST FOR OTHER POSTEMPLOYMENT BENEFITS

Beginning of the year	<u>-</u>
End of the year	<u>\$ 774,439</u>

The accompanying notes are an integral part of the financial statements.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED JUNE 30, 2008

	GENERAL FUND	FINANCIAL AID	OTHER	TOTAL
CASH FLOWS FROM OPERATING ACTIVITIES				
Tuition and fees	\$ 4,807,723		\$ 259,223	\$ 5,066,946
Federal grants and contracts	3,363,648	\$ 8,751,254	120,143	12,235,045
State grants and contracts	1,072,908	914,518	1,660,333	3,647,759
Local grants and contracts	1,084,235	-	1,101,358	2,185,593
Sales	-		5,661,364	5,661,364
Payments to suppliers	(19,644,655)		(9,347,744)	(28,992,399)
Payments to/on behalf of employees	(68,564,813)		(4,790,977)	(73,355,790)
Payments to/on behalf of students	(1,171,977)	(9,831,624)	(140,110)	(11,143,711)
Interfund transfers	(1,902,010)	19,009	1,883,001	-
Net Cash Provided By (Used In) Operating Activities	(80,954,941)	(146,843)	(3,593,409)	(84,695,193)
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES				
State apportionments	58,600,693			58,600,693
Property taxes	20,748,777			20,748,777
Grants and gifts for other than capital purposes	2,103,595	1,201	2,520,621	4,625,417
Net Cash Provided By Noncapital Financing Activities	81,453,065	1,201	2,520,621	83,974,887
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES				
Interest paid on capital debt	(7,675,297)			(7,675,297)
Principal payments on long-term debt	(2,097,705)			(2,097,705)
Proceeds from sale of land and equipment	7,848			7,848
Federal grants for capital purposes	1,485,000		-	1,485,000
State apportionment for capital purposes	88,424		-	88,424
Local revenue for capital purposes	1,028,257		377,000	1,405,257
Purchase and construction of capital assets	(22,205,161)		(231,983)	(22,437,144)
Net Cash Provided By (Used In) Capital and Related Financing Activities	(29,368,634)	-	145,017	(29,223,617)
CASH FLOWS FROM INVESTING ACTIVITIES				
Maturities of certificates of deposit			76,231	76,231
Interest on investments	7,292,180	2,911	101,114	7,396,205
Net Cash Provided By Investing Activities	7,292,180	2,911	177,345	7,472,436
NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS				
	(21,578,330)	(142,731)	(750,426)	(22,471,487)
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	143,452,266	292,328	3,379,502	147,124,096
CASH AND CASH EQUIVALENTS, END OF YEAR	\$ 121,873,936	\$ 149,597	\$ 2,629,076	\$ 124,652,609

STATEMENT OF CASH FLOWS (Continued)

	GENERAL FUND	FINANCIAL AID	OTHER	TOTAL
RECONCILIATION OF OPERATING LOSS TO NET CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES				
Operating income (loss)	\$ (82,422,272)	\$ 1,390	\$ (6,347,521)	\$ (88,768,403)
Adjustments to Reconcile Operating Loss to Net Cash Provided By (Used In) Operating Activities				
Depreciation expense	4,883,253		693,322	5,576,575
Changes in Assets and Liabilities				
Receivables, net	(148,938)	(15,426)	438,766	274,402
Inventories			(110,542)	(110,542)
Prepaid expenses	9,377		(6,400)	2,977
Accounts payable and accrued liabilities	(1,474,296)	(151,816)	(300,288)	(1,926,400)
Deferred revenue	201,073		(52,447)	148,626
Compensated absences	(12,264)		208,700	196,436
Supplemental early retirement plan liability	(88,864)			(88,864)
Interfund transfers	(1,902,010)	19,009	1,883,001	-
Net Cash Provided By (Used In) Operating Activities	<u>\$ (80,954,941)</u>	<u>\$ (146,843)</u>	<u>\$ (3,593,409)</u>	<u>\$ (84,695,193)</u>

The accompanying notes are an integral part of the financial statements.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2008

1. ORGANIZATION AND NATURE OF ACTIVITIES

Reporting Entity

The San Bernardino Community College District (District) is a political subdivision of the State of California and provides educational services to the local residents of the surrounding area. The District, formed in 1926, operates two co-educational two-year community colleges, San Bernardino Valley College and Crafton Hills College, and a Professional Development Center. The colleges are tax supported and governed by a locally elected Board of Trustees acting through the administration of the District and the Presidents of the respective colleges. The school districts within the boundaries of the District include Bear Valley, Fontana, Redlands, Rialto, Rim of the World, and San Bernardino City Unified School Districts, and Colton and Yucaipa-Calimesa Joint Unified School Districts. The District is located in San Bernardino County, with the exception that portions of Colton Joint Unified School District and Yucaipa-Calimesa Joint Unified School District are located in Riverside County.

While the District is a political subdivision of the State, it is not a component unit of the State in accordance with the provisions of Governmental Accounting Standards Board (GASB) Statement No. 14. The District is classified as a State instrumentality under Internal Revenue Code Section 115, and is also classified as a charitable organization under Internal Revenue Code Section 501(c)(3), and is, therefore, exempt from federal income taxes.

In evaluating the District as a reporting entity, management has addressed all potential component units (traditionally separate reporting entities) for which the District may be financially accountable. The District is financially accountable if it appoints a voting majority of the organization's governing board and (1) it is able to impose its will on the organization or (2) there is a potential for the organization to provide specific financial benefit to or impose specific financial burden on the District. Additionally, the primary government is required to consider other organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

Based on the application of the criteria listed above, one potential component unit has been included in the District's reporting entity as a blended component unit. KVCR Educational Foundation, Inc. is a 501(c)(3) nonprofit organization formed to meet the funding requirements of KVCR-TV/FM, a wholly-owned broadcasting affiliate of the District. KVCR Educational Foundation, Inc. also issues a stand-alone audited financial report, which can be obtained from the District or the Foundation. The Postemployment Benefit Obligation Trust is a potential component unit and has been discretely presented (refer to Note 7 for details).

NOTES TO FINANCIAL STATEMENTS (Continued)

1. ORGANIZATION AND NATURE OF ACTIVITIES (Continued)

Reporting Entity (Continued)

Based on the application of the criteria listed above, the following potential component units have been excluded from the District's reporting entity:

- The San Bernardino Valley College Foundation
- The Crafton Hills College Foundation
- Schools Alliance for Workers' Compensation Excess II Self-Funded Joint Powers Authority (SAWCX II)
- Schools Association For Excess Risk (SAFER)
- California Community College Financing Authority (CCCFA)
- San Bernardino Regional Emergency Training Center (SBRETC)
- Statewide Association of Community Colleges (SWACC)

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Financial Statement Presentation

The accompanying financial statements have been prepared in conformity with generally accepted accounting principles as prescribed by the Governmental Accounting Standards Board (GASB), including Statement No. 34, "Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments" and Statement No. 35, "Basic Financial Statements - and Management's Discussion and Analysis for Public Colleges and Universities," issued in June and November 1999, as amended by Statements No. 37 and 38, and *Audits of State and Local Governmental Units* issued by the American Institute of Certified Public Accountants.

The financial statement presentation required by GASB Statements No. 34 and 35, as amended, provides a comprehensive, entity-wide perspective of the District's financial activities.

B. Basis of Accounting

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of measurements made, regardless of the measurement focus applied.

NOTES TO FINANCIAL STATEMENTS (Continued)

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

B. Basis of Accounting (Continued)

For financial reporting purposes, the District is considered a special-purpose government engaged only in business-type activities. Accordingly, the District's basic financial statements have been presented using the total economic resources measurement focus and the accrual basis of accounting. The District records revenues, gains, expenses, and losses when they occur regardless of the timing of the related cash flows. All significant intra-agency transactions have been eliminated.

The District applies all Financial Accounting Standards Board (FASB) statements and interpretations issued prior to November 30, 1989, until subsequently amended, superseded, or rescinded, unless the FASB pronouncements conflict with GASB pronouncements. The District has elected not to apply FASB statements and interpretations issued after that date.

For internal accounting purposes, the budgetary and financial accounts of the District have been recorded and maintained in accordance with the Chancellor's Office of the California Community College's *Budget and Accounting Manual*. To ensure compliance with the California Education Code, the financial resources of the District are divided into separate funds for which separate accounts are maintained for recording cash, other resources, and all related liabilities, obligations, and equities.

C. Cash and Cash Equivalents

The District considers all highly liquid investments with an initial maturity of three months or less, from the date of acquisition, to be cash equivalents. Funds invested in the County treasurer's investment pool are considered cash equivalents. Cash in the County treasury is recorded at cost, which approximates fair value.

D. Accounts Receivable

Accounts receivable consist primarily of amounts due from the federal government, State and local governments, or private sources, in connection with reimbursement of allowable expenditures made pursuant to the District's grants and contracts. Accounts receivable also include amounts due from tuition and fee charges to students and auxiliary services provided to students, faculty, and staff, the majority of each residing in the State of California. The District provides an allowance for uncollectible accounts as an estimation of amounts that may not be received. This allowance is based on management's estimates and analysis. Accounts receivable are recorded net of estimated uncollectible amounts. The allowance as of June 30, 2008 was approximately \$1,000,000.

NOTES TO FINANCIAL STATEMENTS (Continued)

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

E. Investments

Investments in marketable securities are carried at fair value in the statement of plan net assets. Unrealized gains and losses are included in the change in plan net assets in the accompanying statement of revenues, expenses, and changes in plan net assets.

F. Inventories

Bookstore inventories are valued at the lower of cost or market using the weighted-average-cost method. Cafeteria inventories are valued at cost using the first-in, first-out method.

G. Restricted Cash and Cash Equivalents

Restricted cash and cash equivalents are those amounts externally restricted as to use pursuant to the requirements of the District's grants and contracts. Cash that is externally restricted for obligations such as debt service payments, sinking or reserve fund, or to purchase or construct capital or other noncurrent assets, is classified as a noncurrent asset in the statement of net assets.

H. Capital Assets

Capital assets are recorded at cost at the date of acquisition. Donated capital assets are recorded at their estimated fair value at the date of donation. Assets acquired prior to July 1, 2000 are recorded at their estimated cost based on an inventory and valuation performed by a valuation consultant.

The District's capitalization policy for equipment includes all items with a unit cost of \$5,000 or more and an estimated useful life of greater than one year. Buildings as well as renovations to buildings, infrastructure, and land improvements, with a unit cost of \$50,000 or more that significantly increase the value or extend the useful life of the structure, are capitalized. Routine repairs and maintenance are recorded as an operating expense in the year in which the expense is incurred.

Depreciation of capitalized assets is computed using the straight-line method over the estimated useful lives of the assets, generally 50 years for buildings, 15 years for portable buildings, 10 years for land improvements, 8 years for equipment and vehicles, and 3 years for technology equipment.

I. Accounts Payable and Accrued Liabilities

Accounts payable consisted of amounts due vendors for goods and services received as of June 30, 2008. Accrued liabilities included salaries and benefits payable to current and retired employees of \$2,286,740.

NOTES TO FINANCIAL STATEMENTS (Continued)

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

J. Deferred Revenue

Deferred revenue arises when student fees are received in advance of the term for which they are charged or when resources are received by the District prior to the incurrence of qualifying expenditures. In subsequent periods, when the District has a legal claim to the resources, the liability for deferred revenue is removed from the balance sheet and revenue is recognized.

Deferred revenue includes amounts received for student fees prior to the end of the fiscal year but related to the subsequent accounting period and conditional contributions to be recognized when conditions are met.

K. Compensated Absences

Compensated absence costs are accrued when earned by employees. Compensated absences include accumulated unpaid employee vacation benefits, compensatory time off, and load banking.

Load banking was available to certified employees under a program in which extra courses taught in one period could be exchanged for equivalent paid leave in a subsequent semester or academic year. This program was discontinued during the year ended June 30, 2000.

Accumulated employee sick leave benefits are not recognized as liabilities of the District. The District's policy is to record sick leave as an operating expense in the period taken since such benefits do not vest nor is payment probable; however, unused sick leave is added to the creditable service period for calculation of retirement benefits for eligible employees when they retire.

L. Deferred Loss on Refunding, Premiums, and Discounts

Bond premiums and discounts, as well as accounting losses on defeasance, are deferred and amortized over the life of the bonds using the effective interest rate method.

M. Net Assets

Invested in capital assets, net of related debt represents the District's total investment in capital assets, net of outstanding debt obligations related to those capital assets. To the extent debt has been incurred but not yet expended for capital assets, such amounts are not included as a component of invested in capital assets, net of related debt.

Restricted net assets include resources that the District is legally or contractually obligated to spend in accordance with restrictions imposed by external third parties. All of the District's restricted net assets are expendable.

NOTES TO FINANCIAL STATEMENTS (Continued)

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

M. Net Assets (Continued)

Unrestricted net assets represent resources derived from student tuition and fees, State apportionments, and sales and services of educational departments and auxiliary enterprises. These resources are available to be used for transactions relating to the general operation of the District, and may be used at the discretion of the governing board to meet current expenses for any purpose.

N. State Apportionments

Certain current-year apportionments from the State are based on various financial and statistical information of the previous year. Any prior-year corrections due to recalculation are recorded in the year computed by the State.

O. Property Taxes

Secured property taxes attach as an enforceable lien on property as of January 1. Taxes are payable in two installments on November 15 and March 15. Unsecured property taxes are payable in one installment on or before August 31. The County of San Bernardino bills and collects the taxes for the District. Tax revenues are recognized by the District in the same manner in which the County Auditor records and reports actual property tax to the County Superintendent of Schools.

P. Classification of Revenues

The District has classified its revenues as either operating or nonoperating revenues. Certain significant revenue streams relied on for operations are recorded as nonoperating revenues.

Operating revenues include activities that have the characteristics of exchange transactions, such as student fees, net of scholarship discounts and allowances, sales and services of auxiliary enterprises, and most federal, State, and local grants and contracts that are not for acquisition or construction of capital assets.

Nonoperating revenues include activities that have the characteristics of nonexchange transactions, such as local property taxes and gifts and contributions, and other revenue sources that are defined as nonoperating revenues by GASB Statement No. 34, such as State apportionments and investment income.

NOTES TO FINANCIAL STATEMENTS (Continued)

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Q. On-Behalf Payments

GASB Statement No. 24 requires that direct on-behalf payments for fringe benefits and salaries made by one entity to a third-party recipient for the employees of another, legally separate entity be recognized as revenue and expenditures by the employer government. The State of California makes direct on-behalf payments for retirement benefits to the State Teachers Retirement System on behalf of all community college and school districts in California. However, a fiscal advisory was issued by the California Department of Education instructing districts not to record revenue and expenditures for these on-behalf payments.

R. Scholarship Discounts and Allowances

Student tuition and fee revenues are reported net of scholarship discounts and allowances in the statement of revenues, expenses, and changes in net assets. Scholarship discounts and allowances represent the difference between the stated charges for goods and services provided by the District and the amount that is paid by students and/or third parties making payments on the students' behalf. Certain governmental grants, such as Pell grants, and other federal, State, or nongovernmental programs, are recorded as operating revenues in the District's financial statements. To the extent that revenues from such programs are used to satisfy tuition and fees and other student charges, the District has recorded a scholarship discount and allowance.

S. Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

NOTES TO FINANCIAL STATEMENTS (Continued)

3. DEPOSITS AND INVESTMENTS

A. Deposits

Cash and cash equivalents at June 30, 2008 consisted of the following:

	<u>AMOUNT</u>
Cash in County Treasury	\$ 122,988,513
Cash on hand and in banks	<u>1,664,096</u>
TOTAL CASH AND CASH EQUIVALENTS	<u>\$ 124,652,609</u>

	<u>AMOUNT</u>
Cash and cash equivalents	\$ 28,393,571
Restricted cash and cash equivalents	<u>96,259,038</u>
TOTAL CASH AND CASH EQUIVALENTS	<u>\$ 124,652,609</u>

As provided for by the Education Code Section 41001, a significant portion of the District's cash is deposited with the County Treasurer for the purpose of increasing interest earnings through County investment activities. These pooled funds are carried at cost which approximates fair value. The fair market value of the District's deposits in this pool as of June 30, 2008, as provided by the pool sponsor, was \$123,147,783. Interest earned on such pooled cash balances is distributed to the participating funds based on each fund's average cash balance during the distribution period. Any investment losses are proportionately shared by all funds in the pool.

An investors committee reviews and monitors the County Treasurer's investments. The District is represented by the County Superintendent of Schools.

The California Government Code requires California banks and savings and loan associations to secure the District's deposits by pledging government securities as collateral. The market value of pledged securities must equal 110 percent of an agency's deposits. California law also allows financial institutions to secure an agency's deposits by pledging first trust deed mortgage notes having a value of 150 percent of an agency's total deposits. Cash held by financial institutions amounting to approximately \$52,000 as of June 30, 2008 was not insured or collateralized.

B. Investments

Investments of \$431,154 held by the District's enterprise funds at June 30, 2008 consisted of certificates of deposit.

NOTES TO FINANCIAL STATEMENTS (Continued)

3. DEPOSITS AND INVESTMENTS (Continued)

B. Investments (Continued)

Investments held by the Postemployment Benefit Obligation Trust as of June 30, 2008 consisted of common stocks of \$421,161, fixed income securities of \$353,108, and accrued income of \$170. Further details of investments are discussed in Note 7.

4. ACCOUNTS RECEIVABLE

The accounts receivable balance as of June 30, 2008 consisted of the following:

	<u>AMOUNT</u>
Grants and Contracts	
Federal	\$ 690,764
State	5,533,888
Local	3,145,893
Financial aid, interest, and other	<u>2,760,235</u>
TOTAL	<u>\$ 12,130,780</u>

NOTES TO FINANCIAL STATEMENTS (Continued)

5. CAPITAL ASSETS

The following provides a summary of changes in capital assets for the year ended June 30, 2008:

	<u>BALANCE JULY 1, 2007</u>	<u>ADDITIONS</u>	<u>RETIREMENTS</u>	<u>BALANCE JUNE 30, 2008</u>
CAPITAL ASSETS				
Land	\$ 3,276,959		\$ 192,783	\$ 3,084,176
Site improvements	12,944,544	10,076,273		23,020,817
Buildings and improvements	137,276,766	6,381,421	683,504	142,974,683
Equipment	16,011,400	530,823	21,900	16,520,323
Construction in Progress				
Beginning/additions	19,835,948	16,619,131		
Placed in service/ ending		<u>(12,720,662)</u>		<u>23,734,417</u>
Total Cost	<u>189,345,617</u>	<u>\$ 20,886,986</u>	<u>\$ 898,187</u>	<u>209,334,416</u>
ACCUMULATED DEPRECIATION				
Site improvements	6,723,092	\$ 1,181,938		7,905,030
Buildings and improvements	17,915,329	2,764,239	\$ 21,644	20,657,924
Equipment	<u>7,955,013</u>	<u>1,630,398</u>	<u>21,900</u>	<u>9,563,511</u>
Total Accumulated Depreciation	<u>32,593,434</u>	<u>\$ 5,576,575</u>	<u>\$ 43,544</u>	<u>38,126,465</u>
CAPITAL ASSETS, NET	<u>\$ 156,752,183</u>			<u>\$ 171,207,951</u>

During the year ended June 30, 2008, the District deemed land and a building on West Esperanza Street to be surplus property. The property is shown separately on the balance sheet as "assets held for sale" at the lower of their net realizable value or carrying amount of \$854,643. The property was subsequently sold as described in Note 13. No depreciation has been provided on these assets for the year ended June 30, 2008.

NOTES TO FINANCIAL STATEMENTS (Continued)

6. LONG-TERM LIABILITIES

A schedule of changes in long-term liabilities for the year ended June 30, 2008 is shown below:

	BALANCE			BALANCE
	<u>JULY 1, 2007</u>	<u>ADDITIONS</u>	<u>REDUCTIONS</u>	<u>JUNE 30, 2008</u>
SERP liability	\$ 279,602		\$ 88,864	\$ 190,738
Capital leases	163,128		42,705	120,423
Bonds payable	<u>171,989,962</u>	<u>-</u>	<u>2,495,810</u>	<u>169,494,152</u>
TOTALS	<u>\$ 172,432,692</u>	<u>\$ -</u>	<u>\$ 2,627,379</u>	<u>\$ 169,805,313</u>

A. Supplemental Retirement Plan

In June 2003, San Bernardino Community College District offered a Supplemental Early Retirement Plan. This Plan allowed qualified individuals to retire at age 55. The Plan offered monetary incentives and health insurance benefits. The monetary incentives were paid in 5 equal yearly installments of \$487,957. The medical benefits are based on actual costs with a maximum of \$7,500 per year until the qualified individual reaches age 65. The District approved a one-time augmentation of \$1,800, for a total maximum benefit of \$9,300 for fiscal year 2008.

The present value of the future minimum payments are as follows:

<u>YEARS ENDING</u> <u>JUNE 30,</u>	<u>AMOUNT</u>
2009	\$ 69,753
2010	55,769
2011	34,921
2012	20,806
2013	<u>9,489</u>
TOTAL	<u>\$ 190,738</u>

B. Leases

Capital Leases

The District leases equipment valued at approximately \$233,948 through agreements which provide for title to pass upon expiration of the lease period. The assets and liabilities under capital leases are recorded at the lower of the present value of the minimum lease payments or the fair value of the asset. The assets are amortized over their estimated productive lives. Accumulated amortization at June 30, 2008 amounted to \$116,679. Amortization of assets under capital leases is included in depreciation expense for fiscal year 2008. The District pays monthly for service charges and may have contingent rentals for excess usage associated with these leases.

NOTES TO FINANCIAL STATEMENTS (Continued)

6. LONG-TERM LIABILITIES (Continued)

B. Leases (Continued)

Capital Leases (Continued)

Future minimum lease payments are as follows:

YEARS ENDING JUNE 30,	LEASE PAYMENTS
2009	\$ 54,203
2010	55,122
2011	28,248
	<u>137,573</u>
Less: Amount representing interest	<u>17,150</u>
PRESENT VALUE OF NET MINIMUM LEASE PAYMENTS	<u>\$ 120,423</u>

Operating Leases

The District leases unimproved land on Box Springs Mountain for KVCR's broadcasting equipment. The initial lease term had expired and the lease was extended through October 31, 2032. The extended lease agreement calls for monthly payments of \$1,300, adjusted annually for changes in the Consumer Price Index. As of June 30, 2008, the monthly payment amount was \$1,300. Rental expense under this operating lease totaled \$14,844 for the year ended June 30, 2008.

The District leases land in Palm Springs for additional broadcasting equipment. The agreement is a five-year lease expiring in 2011. The lease calls for quarterly payments of \$2,500, increasing 5% annually. Rental expense under this operating lease totaled \$11,890 for the year ended June 30, 2008.

The District leases copy machines. The agreements are five-year leases expiring in 2009 and 2010. Rental expenses under these operating leases totaled \$52,005 for the year ended June 30, 2008. The District pays \$2,667 per quarter for service charges and may have contingent rentals for excess usage associated with these leases.

NOTES TO FINANCIAL STATEMENTS (Continued)

6. LONG-TERM LIABILITIES (Continued)

B. Leases (Continued)

Operating Leases (Continued)

Future minimum rental payments under the operating leases are as follows:

YEARS ENDING JUNE 30,	AMOUNT
2009	\$ 77,117
2010	35,822
2011	22,315
2012	15,600
2013	15,600
Thereafter	<u>301,600</u>
TOTAL	<u><u>\$ 468,054</u></u>

C. Bonds Payable

On November 5, 2002, voters within the boundaries of the District authorized the issuance and sale of general obligation bonds totaling \$190,000,000. In May 2003, \$50,000,000 of general obligation bonds were sold (Series A), and in February 2004, an additional \$20,000,000 of general obligation bonds were sold (Series B). In September 2006, \$100,000,000 of general obligation bonds were sold (Series C). Proceeds from the sale of the bonds will be used to finance the acquisition, construction, reconstruction, and modernization of certain property and District facilities.

On April 7, 2005, the District issued \$56,562,550 in general obligation bonds to advance refund \$52,690,000 of outstanding 2002 Series A and B bonds. The net proceeds of \$55,892,560 were used to purchase U.S. government securities. These securities were deposited in an irrevocable trust with an escrow agent to provide for all future debt service payments on the 2002 Series A and B bonds maturing on or after August 1, 2014 and 2015, respectively. Accordingly, the trust account assets and the liability for the defeased bonds are not included in the District's statements. At June 30, 2008, \$52.69 million of bonds outstanding are considered defeased.

On February 5, 2008, voters within the boundaries of the District authorized the issuance and sale of general obligation bonds totaling \$500,000,000. As of June 30, 2008, no bonds had been sold from this measure.

NOTES TO FINANCIAL STATEMENTS (Continued)

6. LONG-TERM LIABILITIES (Continued)

C. Bonds Payable (Continued)

The outstanding bonded debt for the San Bernardino Community College District was as follows:

DATE OF ISSUE	INTEREST RATE %	MATURITY DATE	AMOUNT			
			ORIGINAL ISSUE	OUT- STANDING JULY 1, 2007	REDEEMED CURRENT YEAR	OUT- STANDING JUNE 30, 2008
5/01/2003	2.0-5.0%	8/01/2013	\$ 50,000,000	\$ 5,450,000	\$ 495,000	\$ 4,955,000
2/12/2004	2.25-5.25%	8/01/2014	20,000,000	1,865,000	100,000	1,765,000
4/07/2005	3.0-5.0%	8/01/2021	54,430,000	53,145,000	1,460,000	51,685,000
4/07/2005	12%*	8/01/2023	2,132,550	2,132,550	-	2,132,550
9/13/2006	4.25-5%	8/01/2031	100,000,000	100,000,000	-	100,000,000
TOTALS			<u>\$ 226,562,550</u>	<u>\$ 162,592,550</u>	<u>\$ 2,055,000</u>	<u>\$ 160,537,550</u>

*Effective interest rate - 5.07%-5.14%

The annual requirements to amortize all bonds payable, outstanding as of June 30, 2008, are as follows:

YEARS ENDING JUNE 30,	PRINCIPAL	INTEREST	TOTAL
2009	\$ 2,330,000	\$ 7,605,573	\$ 9,935,573
2010	2,600,000	7,530,635	10,130,635
2011	2,900,000	7,441,841	10,341,841
2012	3,215,000	7,338,023	10,553,023
2013	3,555,000	7,200,498	10,755,498
2014-2018	21,120,000	33,269,969	54,389,969
2019-2023	24,437,040	35,023,438	59,460,478
2024-2028	41,990,510	27,681,905	69,672,415
2029-2032	58,390,000	6,155,250	64,545,250
TOTALS	<u>\$ 160,537,550</u>	<u>\$ 139,247,132</u>	<u>\$ 299,784,682</u>

Total liability for bonds payable includes \$8,956,602, consisting of the unamortized portions of the premiums from bond issuances less the accounting loss from advance refunding of bonds.

NOTES TO FINANCIAL STATEMENTS (Continued)

7. **POSTEMPLOYMENT BENEFITS**

The District provides medical insurance coverage, as stipulated in employment contracts, to retirees and their dependents meeting plan eligibility requirements. The District's annual contribution to retiree benefits is currently capped at \$8,700 per eligible retiree; retired employees are required to pay costs that exceed this cap. Faculty, classified, and management employees qualify at age 60 with 10 years of service. Classified employees qualify at age 55 with 20 years of service. Board members qualify for 5 years of benefits, but not beyond age 65, with 12 years of service. Eligible employees retiring from the District may become eligible for these benefits when the requirements are met. The District recognizes expenditures for these post-employment health benefits on a pay-as-you-go basis as premiums are paid. During the 2008 fiscal year, the District provided insurance premium benefits to 57 retired employees with total expenditures of \$330,125. In the current year, the District established an irrevocable trust to fund the actuarial accrued liability. The District contributed \$800,000 to the plan trust during the year ended June 30, 2008.

The actuarial accrued liability as of August 1, 2006 was \$5,110,498, of which \$800,000 was funded in the current year. Actuarial required contributions were approximately \$460,000 for normal cost and \$230,000 for unfunded actuarial accrued liability amortization, in order to fund the liability over a period of 30 years. The assumptions used in the measurement of the District's benefit obligation and benefit cost included 3% inflation rate, a 5% interest rate, a projected 3% increase in salaries, and a 4% health care inflation. The entry-age normal actuarial cost method was used. The District intends to fund the liability in less than 30 years; therefore, the District's advance funding exceeded the actuarial estimate.

8. **PENSION PLANS**

A. **Public Employees' Retirement System**

(1) Plan Description

The District contributes to the School Employer Pool under the California Public Employees' Retirement System (CalPERS), a cost-sharing multiple-employer public employee retirement system defined-benefit pension plan administered by CalPERS. The Plan provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to Plan members and beneficiaries. Benefit provisions are established by State statutes, as legislatively amended, within the Public Employees' Retirement Law. CalPERS issues a separate comprehensive annual financial report that includes financial statements and required supplementary information. Copies of the CalPERS annual financial report may be obtained from the CalPERS Regional Office, 400 "Q" Street, Room 1820, Lincoln Plaza East, Sacramento, California 95811.

NOTES TO FINANCIAL STATEMENTS (Continued)

8. PENSION PLANS (Continued)

A. Public Employees' Retirement System (Continued)

(2) Funding Policy

Active Plan members are required to contribute 7.0% of their salary and the District is required to contribute an actuarially determined rate. The actuarial methods and assumptions used for determining the rate are those adopted by the CalPERS Board of Administration. The required employer contribution rate for fiscal year 2007-2008 was 9.306% of annual payroll. The contribution requirements of the Plan members are established by State statute. The District's contributions to CalPERS for the years ended June 30, 2008, 2007, and 2006 were \$1,891,624, \$1,609,219, and \$1,452,820, respectively, and equal 100% of the required contributions for each year.

B. State Teachers' Retirement System

(1) Plan Description

The District contributes to the California State Teachers' Retirement System (STRS), a cost-sharing multiple-employer defined-benefit pension plan administered by STRS. The Plan provides retirement, disability, and survivor benefits to beneficiaries. Benefit provisions are established by State statutes, as legislatively amended, within the State Teachers' Retirement Law. STRS issues a separate comprehensive annual financial report that includes financial statements and required supplementary information. Copies of the STRS annual financial report may be obtained from STRS, 7919 Folsom Blvd., Sacramento, California 95826.

(2) Funding Policy

Active Plan members are required to contribute 8.0% of their annual salary, and the District is required to contribute an actuarially determined rate. The actuarial methods and assumptions used for determining the rate are those adopted by STRS Teachers' Retirement Board. The required employer contribution rate for fiscal year 2007-2008 was 8.25% of annual payroll. The contribution requirements of the Plan members are established by State statute. The District's contributions to STRS for the years ended June 30, 2008, 2007, and 2006 were \$2,557,994, \$2,449,707, and \$2,348,187, respectively, and equal 100% of the required contributions for each year.

C. Accumulation Program for Part-Time and Limited-Service Employees Plan

(1) Plan Description

The District contributes to the Accumulation Program for Part-Time and Limited-Service Employees Plan (APPLE). All employees who do not participate in another retirement plan provided by the District are eligible to participate in the APPLE Plan, a multi-employer defined-contribution retirement program.

NOTES TO FINANCIAL STATEMENTS (Continued)

8. PENSION PLANS (Continued)

C. Accumulation Program for Part-Time and Limited-Service Employees Plan (Continued)

(1) Plan Description (Continued)

The District's payroll for employees covered by APPLE for the years ended June 30, 2008, 2007, and 2006 was \$4,588,694, \$3,870,951, and \$3,261,613, respectively. Total payroll for all employees for the years ended June 30, 2008, 2007, and 2006 was \$57,695,234, \$52,889,613, and \$48,746,200, respectively.

Participants become 100% vested in the Employer Contribution Account at normal retirement age, total disability, or death. Participants are 100% vested in the Employee Contribution Account at all times.

(2) Contribution Requirements and Contributions Made

The District is required under the Adoption Agreement to contribute 1.3% of each participant's gross wages. Participants are required to contribute 6.2% of their gross wages.

Total contributions for the years ended June 30, 2008, 2007, and 2006 were \$284,499, \$290,322, and \$244,621, respectively. The District contributed \$59,653 and employees contributed \$224,846 for the year ended June 30, 2008.

9. KVCR

The District operates a radio and television station and receives annual grants from the Corporation for Public Broadcasting (CPB). The CPB funded programs are audited under CPB guidelines, the report of which is presented separately in full.

10. COMMITMENTS AND CONTINGENCIES

The District is exposed to various risks of loss related to: torts; theft of, damage to, and destruction of assets; injuries to students, campus visitors, or employees; errors and omissions; natural disasters; medical and dental claims of District employees; and employment-related liabilities. The District has Internal Service Funds to account for and finance its uninsured risks of loss.

A. Liability for Open Claims

(1) Workers' Compensation

The District maintains a self-insurance plan for workers' compensation benefits as authorized by Section 81602 of the California Education Code. Claims are paid by a third-party administrator acting on behalf of the District under the terms of a contractual agreement. The contract is renewable every three years and administrative fees are included within the provisions of that agreement. Coverage for workers' compensation claims is provided by a tiered system. The Workers' Compensation Fund provides coverage for up to a maximum of \$500,000 per occurrence. In addition, the District participates in a Joint Powers Arrangement with the Schools Alliance for Workers' Compensation Excess II (SAWCX II) that provides coverage for claims exceeding \$500,000 with a limit of \$25,000,000 per occurrence.

NOTES TO FINANCIAL STATEMENTS (Continued)

10. COMMITMENTS AND CONTINGENCIES (Continued)

A. Liability for Open Claims (Continued)

(1) Workers' Compensation (Continued)

The recorded liability for the workers' compensation benefits as of June 30, 2008, \$2,099,580, includes an estimate of incurred but not reported claims. This liability is reported in accrued liabilities at June 30, 2008, based on the requirements of GASB Statement No. 10, which requires that a liability for claims be reported if information available prior to the issuance of the financial statements indicates that it is probable that a liability has been incurred at the date of the financial statements and the amount of the loss can be reasonably estimated.

(2) Self-Insurance - Liability and Property

The District also maintains a property and liability self-insurance plan. The Plan is authorized by Section 81602 of the California Education Code. Coverage for liability and property claims is provided by a tiered system. The Self-Insurance - Liability and Property Fund provides coverage for up to a maximum of \$50,000 per occurrence for liability claims and \$5,000 per occurrence for property claims. The District purchases additional insurance from Joint Powers Arrangements for claims in excess of coverage provided by the fund. The Statewide Association of Community Colleges (SWACC) in conjunction with Schools Association For Excess Risk (SAFER) provide coverage for claims exceeding the District's retention with a limit of \$25,000,000 per occurrence for liability and \$250,000,000 per occurrence for property. Settled claims have not exceeded this insurance in any of the past three fiscal years.

Because actual claim liabilities depend on such complex factors as inflation, changes in legal doctrines, and damage awards, the process used in computing claim liability does not necessarily result in an exact amount. Claim liabilities are reevaluated periodically to take into consideration recently settled claims, the frequency of claims, and other economic and social factors.

The estimated liability for open claims and estimated incurred, but not reported claims, as of June 30, 2008 and 2007 for workers' compensation was \$2,099,580. Claims paid during the year amounted to \$1,247,264. No liability and property claims were paid during the year ended June 30, 2008, and no liability was recorded for open claims.

NOTES TO FINANCIAL STATEMENTS (Continued)

10. COMMITMENTS AND CONTINGENCIES (Continued)

B. State and Federal Allowances, Awards, and Grants

The District has received State and federal funds for specific purposes that are subject to review and audit by the grantor agencies. Although such audits could generate expenditure disallowances under terms of the grants, management believes that any required reimbursements would not be material to the District.

C. Lawsuits in the Normal Course of Business

The District is presently involved in certain matters of litigation that have arisen in the normal course of conducting business. District management believes, based on consultation with the District attorneys, that these cases, in the aggregate, are not expected to result in a material adverse financial impact on the District. Additionally, District management believes that the District's insurance programs are sufficient to cover any potential losses should an unfavorable outcome materialize.

D. Construction Commitments

The District had several outstanding or planned construction projects as of June 30, 2008. These projects are evidenced by contractual commitments with contractors; outstanding commitments as of June 30, 2008 were as follows:

	<u>COSTS AS OF</u> <u>JUNE 30, 2008</u>	<u>ESTIMATED COSTS</u> <u>TO COMPLETE</u>
CHC LRC Building	\$ 5,955,336	\$ 28,901,000
SBVC Physical Sciences Building	4,076,526	46,521,000
SBVC North Hall Building	3,103,968	30,947,000
CHC Community Recreation Facility	2,090,247	11,762,000
SBVC Student Health Services	2,003,147	21,000
CHC Communication Relocation	1,570,399	199,000
SBVC Media and Communications Building	1,463,888	13,915,000
CHC Humanities Building	669,223	9,581,000
SBVC Maintenance and Operations Building	662,064	4,595,000
CHC Peninsula Development and Access Road	644,094	15,758,000
CHC Utility Corridor	518,853	4,484,000
CHC DSA Accessibility Components	492,858	4,185,000
CHC Athletics and CRF Site Preparation	<u>483,814</u>	5,013,000
TOTAL	<u><u>\$ 23,734,417</u></u>	

NOTES TO FINANCIAL STATEMENTS (Continued)

11. JOINT POWERS ARRANGEMENTS

The District is a member of several joint powers authorities. The relationship between the District and the joint powers authorities is such that they are not considered component units of the District for financial reporting purposes. The following is a summary of these arrangements:

A. **Schools Association For Excess Risk (SAFER)**

SAFER'S excess property and liability insurance program was established in 2002 to meet the needs of California K-12 schools and community college districts. The program provides their members with comprehensive coverages and competitive rates. SAFER's membership consists of one individual member district and three joint powers authority members, which represent 547 school and college districts. A board comprised of two representatives from each member with an average daily attendance (ADA) of over 100,000 or one representative for ADAs with less than 100 000 governs SAFER. Each member is allowed votes based on a weighted system based on Average Daily Attendance.

B. **Statewide Association of Community Colleges (SWACC)**

SWACC arranges for and provides the broadest possible property and liability protection available to school districts. SWACC's membership consists of 25 Community College Districts and two joint powers authority members, which represent 21 districts. A board comprised of one representative from each member governs SWACC. Each member is allowed votes based on a weighted system based on Average Daily Attendance. The board controls the operations of SWACC and elects officers from its members.

C. **Schools Alliance for Workers' Compensation Excess II Self-Funded Joint Powers Authority (SAWCX II)**

SAWCX II arranges for and provides services necessary for members to establish, operate, and maintain a joint program of workers' compensation protection. SAWCX II membership consists of various educational districts and joint powers authorities statewide. A board comprised of one representative from each member governs SAWCX II.

D. **California Community College Financing Authority (CCCFA)**

CCCFA provides short-term financing for members. A board of 16 elected voting members, elected alternates, and two ex-officio members governs CCCFA. Membership consists of Community College Districts throughout California. A board comprised of one representative from each member governs CCCFA.

NOTES TO FINANCIAL STATEMENTS (Continued)

11. JOINT POWERS ARRANGEMENTS (Continued)

E. San Bernardino Regional Emergency Training Center (SBRETC)

SBRETC was formed to establish a live-fire aircraft, rescue, and fire-fighting training facility in southern California. Membership consists of San Bernardino County Consolidated Fire District, City of San Bernardino, and San Bernardino Community College District. The governing board is comprised of representatives from each member agency.

Condensed Financial Information

	SAFER (Audited) 6-30-2008	SWACC (Audited) 6-30-2008	SAWCX II (Audited) 6-30-2008	SBRETC (Unaudited) 6-30-2008
Assets	\$ 8,918	\$ 39,034,338	\$ 27,015,305	\$ 341,484
Liabilities	4,661	19,175,367	20,791,306	
NET ASSETS	<u>\$ 4,257</u>	<u>\$ 19,858,971</u>	<u>\$ 6,223,999</u>	<u>\$ 341,484</u>
Revenue	\$ 26,408,589	\$ 8,395,789	\$ 1,903,060	\$ 341,068
Expenses	(26,408,589)	(8,769,388)	(2,079,907)	(222,139)
Other income	834	2,344,330	1,381,168	729
CHANGES IN NET ASSETS	<u>\$ 834</u>	<u>\$ 1,970,731</u>	<u>\$ 1,204,321</u>	<u>\$ 119,658</u>

The financial information for CCCFA is not available. None of the joint powers authorities had any long-term debt as of June 30, 2008.

SAWCX II Authority adopted a plan (effective July 1, 2003) whereby participating members were assessed for the excess losses for program years 1988-1989 through 2001-2002. The Authority accrued a deficit assessment receivable in the amount of \$22,231,087 for the year ended June 30, 2003. The District's portion of this liability was \$91,832; the final settlement of \$15,696 was credited to the District during the fiscal year ended June 30, 2008.

NOTES TO FINANCIAL STATEMENTS (Continued)

12. FUNCTIONAL EXPENSES

Operating expenses are shown on the statement of revenues, expenses, and changes in net assets based on their natural classification. The following schedule shows these expenses according to function as well as by natural classification:

	<u>SALARIES</u>	<u>EMPLOYEE BENEFITS</u>	<u>SUPPLIES, MATERIALS, OTHER EXPENSES, AND SERVICES</u>	<u>FINANCIAL AID</u>	<u>UTILITIES</u>	<u>DEPRE- CIATION</u>	<u>TOTAL</u>
Instructional activities	\$ 27,318,813	\$ 5,135,046	\$ 1,900,543		\$ 959		\$ 34,355,361
Academic support	6,616,124	1,856,324	1,555,458				10,027,906
Student services	8,537,627	2,363,380	968,844				11,869,851
Operation and maintenance of plant	3,153,391	1,196,475	990,902		2,649,228		7,989,996
Instructional support services	7,166,873	3,420,531	7,800,716		2,341		18,390,461
Community services and economic development	517,893	142,751	678,894				1,339,538
Ancillary services and auxiliary operation	4,685,283	1,477,763	9,339,624	\$ 140,110	248,486	\$ 693,322	16,584,588
Physical property and related acquisitions	174,028	45,839	1,555,878				1,775,745
Student aid				11,003,601			11,003,601
Depreciation expense						4,883,253	4,883,253
TOTALS	<u>\$ 58,170,032</u>	<u>\$ 15,638,109</u>	<u>\$ 24,790,859</u>	<u>\$ 11,143,711</u>	<u>\$ 2,901,014</u>	<u>\$ 5,576,575</u>	<u>\$ 118,220,300</u>

13. SUBSEQUENT EVENTS

In August 2008, the District sold land and a building located on West Esperanza Avenue in San Bernardino for \$984,000. The District recognized a gain on the sale of approximately \$130,000 at that time.

NOTES TO FINANCIAL STATEMENTS (Continued)

14. NEW ACCOUNTING STANDARDS

Governmental Accounting Standard No. 45

In June 2004, the GASB issued Statement No. 45, "Accounting and Financial Reporting by Employers for Post-Employment Benefits Other Than Pensions." This statement establishes standards for the measurement, recognition, and display of post-employment benefit expense and related liabilities, note disclosures, and required supplementary information. This statement will be effective for the fiscal year ending June 30, 2009. The District is in the process of determining the impact of adoption on the statements of revenues and expenses, net assets, or cash flows. The actuarial accrued liability as of October 5, 2006 was estimated to be approximately \$5,110,000. As described in Note 7, during the current fiscal year, the District established a trust to fund the liability and advance funded \$800,000.

Governmental Accounting Standard No. 49

In December 2006, the GASB issued Statement No. 49, "Accounting and Financial Reporting for Pollution Remediation Obligations." The statement addresses accounting and financial reporting standards for pollution (including contamination) remediation obligations, which are obligations to address the current or potential detrimental effects of existing pollution by participating in pollution remediation activities such as site assessments and cleanups. The scope of the document excludes pollution prevention or controls obligations with respect to current operations, and future pollution remediation activities that are required upon retirement of an asset, such as landfill closure and postclosure care and nuclear power plant decommissioning. The requirements of this statement are effective for financial statement for periods ending June 30, 2009. The District has not determined its effect, if any, on the financial statements.

Governmental Accounting Standard No. 50

In May 2007, the GASB issued Statement No. 50, "Pension Disclosures - an amendment of GASB Statements No. 25 and No. 27." The statement more closely aligns the financial reporting requirements for pensions with those for other postemployment benefits (OPEB) and, in doing so, enhances information disclosed in notes to financial statements or presented as required supplementary information (RSI) by pension plans and by employers that provide pension benefits. The District has implemented this standard in the current year. Refer to Note 7 for pension benefit disclosures.

NOTES TO FINANCIAL STATEMENTS (Continued)

14. NEW ACCOUNTING STANDARDS (Continued)

Governmental Accounting Standard No. 51

In June 2007, the GASB issued Statement No. 51, "Accounting and Financial Reporting for Intangible Assets." This statement requires that all intangible assets not specifically excluded by its scope provisions be classified as capital assets. This statement requires that an intangible asset can be recognized in the statement of net assets only if it is considered identifiable. This statement provides guidance on determining the useful life of intangible assets when the length of their life is limited by contractual or legal provisions. This statement is effective for periods ending June 30, 2010. The District has not determined its effect, if any, on the financial statements.

SUPPLEMENTARY INFORMATION

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
ORGANIZATION DATA
 JUNE 30, 2008

ORGANIZATION

The San Bernardino Community College District was formed in 1926 and operates two colleges, San Bernardino Valley College and Crafton Hills College.

As of June 30, 2008, the school districts within the boundaries of the San Bernardino Community College District were as follows:

- Bear Valley Unified School District
- Colton Joint Unified School District
- Fontana Unified School District
- Redlands Unified School District
- Rialto Unified School District
- Rim of the World Unified School District
- San Bernardino City Unified School District
- Yucaipa-Calimesa Joint Unified School District

The San Bernardino Community College District is located in San Bernardino County, with the exception that portions of Colton Joint Unified School District and Yucaipa-Calimesa Joint Unified School District are located in Riverside County. No school districts were added to the boundaries of the San Bernardino Community College District during the fiscal year ended June 30, 2008.

BOARD OF TRUSTEES

		<u>TERM EXPIRES</u>
Donald L. Singer	President	November 1, 2010
Charles S. Terrell, Jr.	Vice President	November 1, 2010
James C. Ramos	Clerk	November 1, 2010
Charles H. Beeman	Member	November 1, 2008
Allen B. Gresham	Member	November 1, 2008
Carleton W. Lockwood, Jr.	Member	November 1, 2008
Marie Alonzo	Member	November 1, 2008
Javier Alcaez	Student Trustee	May 31, 2009
Stefan Colvey	Student Trustee	May 31, 2009

ADMINISTRATION

Donald F. Averill, Ed.D.	Chancellor
Debra Daniels, Ed.D.	President - San Bernardino Valley College
Gloria M. Harrison, M.A.	President - Crafton Hills College

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED JUNE 30, 2008**

FEDERAL GRANTOR/PASS-THROUGH GRANTOR/PROGRAM TITLE	FEDERAL CATALOG NUMBER	PASS-THROUGH ENTITY IDENTIFYING NUMBER	TOTAL PROGRAM EXPENDITURES
U.S. Department of Education			
Student Financial Aid Cluster			
Federal Work-Study Program	84.033		\$ 259,021
Federal Supplemental Educational Opportunity Grant	84.007		375,692
Federal Pell Grant Program	84.063		<u>8,352,653</u>
Total Student Financial Aid			8,987,366
Academic Competitiveness	84.375		5,775
Hispanic-Serving Institutions	84.031S		1,141,725
Title IV - Student Support Services	84.042A		<u>314,502</u>
Total Direct Programs			<u>10,449,368</u>
Passed Through California Department of Education			
Vocational and Applied Technology Education Act			
Title IIC	84.048	04-C01-046	533,522
Passed Through Riverside Community College			
Vocational and Applied Technology Education Act			
Region IX Community College Consortium	84.048	01-0342-007	<u>41,326</u>
Total Pass-Through Programs			<u>574,848</u>
Total U.S. Department of Education			<u>11,024,216</u>
U.S. Department of Agriculture			
Passed Through California Department of Education			
Child Care Food Program	10.558	36-1534-6A	<u>109,826</u>
Total U.S. Department of Agriculture			<u>109,826</u>
U.S. Department of Labor			
Passed Through County of San Bernardino, California			
High Growth Job Training	17.261		<u>192,243</u>
Total U.S. Department of Labor			<u>192,243</u>
U.S. Department of Health and Human Services			
Passed Through County of San Bernardino, California			
Temporary Assistance for Needy Families	93.558	04-774	104,002
Passed Through Yosemite Community College District			
Child Development Consortium	93.575	04-3615	<u>15,887</u>
Total U.S. Department of Health and Human Services			<u>119,889</u>

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS (Continued)

FEDERAL GRANTOR/PASS-THROUGH GRANTOR/PROGRAM TITLE	FEDERAL CATALOG NUMBER	PASS-THROUGH ENTITY IDENTIFYING NUMBER	TOTAL PROGRAM EXPENDITURES
U.S. Department of Commerce			
Public Works and Economic Development	11.300		\$ 132,085
Total U.S. Department of Commerce			<u>132,085</u>
U.S. Department of Homeland Security			
Hazard Mitigation Grant	97.039		263,436
Total U.S. Department of Homeland Security			<u>263,436</u>
TOTAL EXPENDITURES OF FEDERAL AWARDS			<u><u>\$11,841,695</u></u>

The accompanying notes to supplementary information are an integral part of this schedule.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
SCHEDULE OF STATE FINANCIAL ASSISTANCE - GRANTS AND PROGRAMS
FOR THE YEAR ENDED JUNE 30, 2008

PROGRAM NAME	PROGRAM ENTITLEMENTS			PROGRAM REVENUES				PROGRAM EXPENDITURES		
	CURRENT YEAR	PRIOR-YEAR CARRYOVER	TOTAL	CASH RECEIVED	ACCOUNTS RECEIVABLE	DEFERRED/PAYABLE	TOTAL	DIRECT	INDIRECT	TOTAL
State Categorical Aid Programs										
Independent Living Grant	\$ 10,515		\$ 10,515	\$ 1,748	\$ 8,767		\$ 10,515	\$ 10,015	\$ 500	\$ 10,515
Career Advancement Academy	140,000		140,000	140,000		\$ 119,250	20,750	20,750		20,750
Instructional Equipment	150,420	\$ 838,697	989,117	989,117		576,812	412,305	412,305		412,305
Block Grant	232,309	1,067,726	1,300,035	1,300,035		617,577	682,458	682,458		682,458
Faculty and Staff Diversity	17,031	64,300	81,331	81,331		71,562	9,769	9,769		9,769
Matriculation	1,000,976		1,000,976	1,000,976		35,254	965,722	965,722		965,722
California High School Exit Exam	800,407	40,558	840,965	254,356	295,545	127,530	422,371	401,440	20,931	422,371
Basic Skills	241,780		241,780	258,844		258,844	-			-
Faculty and Staff Development		67,539	67,539	67,539		66,089	1,450	1,450		1,450
Extended Opportunity Program and Services	1,324,811		1,324,811	1,319,007		22,721	1,296,286	1,296,286		1,296,286
Cooperative Agencies Resources for Education	204,384		204,384	202,779		2,140	200,639	200,639		200,639
Disabled Student Services	1,219,270		1,219,270	1,218,389		11,142	1,207,247	1,207,247		1,207,247
Workability Grant	127,763		127,763	-	123,574		123,574	114,348	9,226	123,574
Economic Development Competitive	196,281		196,281	170,900	3,228		174,128	162,165	11,963	174,128
Economic Development RTF Mechanical Craft	138,365		138,365	40,708	745	12,251	29,202	29,202		29,202
Economic Development Small Manufacturing	235,000		235,000	-	15,300		15,300	15,300		15,300
Economic Development RTF Woodwork	222,976		222,976	187,300	8,285		195,585	187,862	7,723	195,585
Economic Development RTF Nanotechnology	400,000		400,000	336,000		189,186	146,814	141,172	5,642	146,814
Economic Development Consortia	20,000		20,000		19,947		19,947	19,947		19,947
WIA State Match		4,992	4,992	4,992		859	4,133	4,133		4,133
Telecommunications and Technology	72,726	227,263	299,989	326,450		167,772	158,678	158,678		158,678
SFAA-BFAP Administrative Allowance	715,032		715,032	715,031		45,182	669,849	669,849		669,849
CalWORKs	1,052,133		1,052,133	1,046,118		29,611	1,016,507	1,016,507		1,016,507
Temporary Assistance for Needy Families	120,258		120,258	93,849	11,336	1,183	104,002	104,002		104,002
School to Career		37,387	37,387	476,355		481,014	(4,659)	(4,659)		(4,659)
California Articulation Number System	10,000		10,000	9,839			9,839	9,839		9,839
Transfer and Articulation Grant		12,077	12,077	12,078		10,961	1,117	1,117		1,117
Child Development - Foster Parent	184,139		184,139	3,943	180,196		184,139	179,649	4,490	184,139
Center for Business Excellence	253,640	54,796	308,436	227,652	48,640	56,725	219,567	211,151	8,416	219,567
Workforce Development	174,000	126,000	300,000	278,095	20,395	85,352	213,138	203,942	9,196	213,138
School Readiness Program	720,800		720,800	530,037	168,713	37,487	661,263	618,763	42,500	661,263

SCHEDULE OF STATE FINANCIAL ASSISTANCE - GRANTS AND PROGRAMS (Continued)

PROGRAM NAME	PROGRAM ENTITLEMENTS			PROGRAM REVENUES				PROGRAM EXPENDITURES		
	CURRENT YEAR	PRIOR-YEAR CARRYOVER	TOTAL	CASH RECEIVED	ACCOUNTS RECEIVABLE	DEFERRED/PAYABLE	TOTAL	DIRECT	INDIRECT	TOTAL
State Categorical Aid Programs (Continued)										
Lottery	\$ 303,039		\$ 303,039	\$ 311,364		\$ 43,171	\$ 268,193	\$ 268,193		\$ 268,193
Child Development - General Center Child Care	1,359,797	\$ 86,672	1,446,469	1,156,000	\$ 144,381	136,805	1,163,576	1,079,733	\$ 85,821	1,165,554
Program Supplies Grant	3,464		3,464	-			-	-		-
Child Development - State Preschool Grant	599,798	40,855	640,653	541,027	76,866	106,419	511,474	534,864	17,500	552,364
Harmeyer Infant Center	161,500		161,500	103,142	-		103,142	76,679		76,679
Program Implementation	26,238		26,238	6,559	-		6,559	13,077		13,077
Pre-Kindergarten CC Resource	2,000		2,000	1,693	224		1,917	1,917		1,917
Infant Toddler Resource	3,168		3,168	1,499	1,157		2,656	2,656		2,656
Cal Grants	980,774	-	980,774	980,774	-	-	980,774	979,218	-	979,218
TOTALS	<u>\$ 13,424,794</u>	<u>\$ 2,668,862</u>	<u>\$ 16,093,656</u>	<u>\$ 14,395,526</u>	<u>\$ 1,127,299</u>	<u>\$ 3,312,899</u>	<u>\$ 12,209,926</u>	<u>\$ 12,007,385</u>	<u>\$ 223,908</u>	<u>\$ 12,231,293</u>

The accompanying notes to supplementary information are an integral part of this schedule.

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
SCHEDULE OF WORKLOAD MEASURES FOR STATE GENERAL APPORTIONMENT
ANNUAL (ACTUAL) ATTENDANCE AS OF JUNE 30, 2008**

CATEGORIES	REPORTED DATA	AUDIT ADJUSTMENTS	REVISED DATA
A. Summer Intersession (Summer 2007 Only)			
1. Noncredit	1.24		1.24
2. Credit	854.29		854.29
B. Summer Intersession (Summer 2008 - Prior to July 1, 2008)			
1. Noncredit			
2. Credit	694.82		694.82
C. Primary Term (Exclusive of Summer Intersession)			
1. Census Procedure Courses			
(a) Weekly Census Contact Hours	9,326.45	(48.85)	9,277.60
(b) Daily Census Contact Hours	1,842.71	(0.39)	1,842.32
2. Actual Hours of Attendance Procedure Courses			
(a) Noncredit	8.56		8.56
(b) Credit	1,112.41		1,112.41
3. Independent Study/Work Experience			
(a) Weekly Census Contact Hours	144.70		144.70
(b) Daily Census Contact Hours	117.60	(0.03)	117.57
(c) Noncredit Independent Study/Distance Education Courses	-	-	-
D. Total FTES	<u>14,102.78</u>	<u>(49.27)</u>	<u>14,053.51</u>
Supplemental Information			
E. In-service Training Courses (FTES)			
H. Basic Skills Courses and Immigrant Education			
(a) Noncredit			
(b) Credit	880.66		

The accompanying notes to supplementary information are an integral part of this schedule.

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
RECONCILIATION OF ANNUAL FINANCIAL AND BUDGET
REPORT WITH AUDITED FUND BALANCES
FOR THE FISCAL YEAR ENDED JUNE 30, 2008**

The audit resulted in adjustments to the fund balances reported on the June 30, 2008 Annual Financial and Budget Report (CCFS-311) based on governmental accounting principles. The adjustments were to recognize the current-year activity in the KVCR Educational Foundation, Inc., a component unit of the District.

	<u>OTHER SPECIAL REVENUE FUND (39) (KVCR)</u>
June 30, 2008 Annual Financial and Budget Report (Form CCFS-311) fund balance (deficit)	\$ (1,112,717)
Adjustments and Reconciliations Decreasing the Fund Balances	
KVCR Educational Foundation, Inc.	<u>(164,799)</u>
JUNE 30, 2008 AUDITED FINANCIAL STATEMENT FUND BALANCE (DEFICIT)	<u><u>\$ (1,277,516)</u></u>

The accompanying notes to supplementary information are an integral part of this schedule.

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
SCHEDULE OF GENERAL FUND FINANCIAL TRENDS AND ANALYSIS
FOR THE YEAR ENDED JUNE 30, 2008**

	(BUDGET) 2009		2008		2007		2006	
	AMOUNT	%	AMOUNT	%	AMOUNT	%	AMOUNT	%
GENERAL FUND								
Revenues								
From federal sources	\$ 3,339,760	3.20	\$ 2,922,989	3.17	\$ 3,849,509	4.52	\$ 2,509,748	3.09
From State sources	68,047,086	65.29	61,742,282	67.05	63,616,671	74.63	52,955,616	65.21
From local and intermediate sources	22,943,856	22.01	20,804,713	22.59	20,876,799	24.49	21,217,745	26.13
Total Revenues	<u>94,330,702</u>	<u>90.50</u>	<u>85,469,984</u>	<u>92.81</u>	<u>88,342,979</u>	<u>103.64</u>	<u>76,683,109</u>	<u>94.43</u>
Expenditures								
Academic salaries	36,655,386	35.17	35,315,705	38.35	32,822,489	38.50	30,194,760	37.18
Classified salaries	22,128,109	21.23	18,942,806	20.57	17,022,164	19.97	15,529,522	19.12
Employee benefits	14,815,527	14.22	13,762,217	14.95	12,128,887	14.23	11,350,452	13.98
Supplies and materials	2,545,047	2.44	1,847,170	2.01	2,214,733	2.60	1,693,276	2.09
Other operating expenses and services	16,847,021	16.16	12,218,604	13.27	13,309,265	15.61	10,951,741	13.49
Capital outlay	2,653,575	2.55	1,987,049	2.16	2,761,059	3.24	2,009,924	2.47
Student financial aid	1,154,699	1.11	1,171,977	1.27	979,954	1.15	951,879	1.17
Other uses (net)	7,420,291	7.12	6,832,547	7.42	4,009,496	4.70	8,528,261	10.50
Total Expenditures	<u>104,219,655</u>	<u>100.00</u>	<u>92,078,075</u>	<u>100.00</u>	<u>85,248,047</u>	<u>100.00</u>	<u>81,209,815</u>	<u>100.00</u>
Change in Fund Balance	<u>\$ (9,888,953)</u>	<u>(9.50)</u>	<u>\$ (6,608,091)</u>	<u>(7.19)</u>	<u>\$ 3,094,932</u>	<u>3.64</u>	<u>\$ (4,526,706)</u>	<u>(5.57)</u>
Ending Fund Balance	<u>\$ 2,515,694</u>	<u>2.41</u>	<u>\$ 12,404,647</u>	<u>13.47</u>	<u>\$ 19,012,738</u>	<u>22.30</u>	<u>\$ 15,917,806</u>	<u>19.60</u>
Full-Time Equivalent Students	<u>14,526</u>		<u>14,103</u>		<u>13,775</u>		<u>13,288</u>	
Total Long-Term Debt, Including Retiree Benefit Liability	<u>\$ 167,362,171</u>		<u>\$ 169,805,313</u>		<u>\$ 169,805,313</u>		<u>\$ 74,107,812</u>	

IMPORTANT NOTES:

The California Community College Chancellor's Office has provided guidelines that recommend an ending fund balance of 3% of expenditures as a minimum, with a prudent ending fund balance being 5% of expenditures.

The accompanying notes to supplementary information are an integral part of this schedule.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
NOTES TO SUPPLEMENTARY INFORMATION
FOR THE YEAR ENDED JUNE 30, 2008

PURPOSE OF SCHEDULES

A. Schedules of Expenditures of Federal Awards and State Financial Assistance

The audit of the San Bernardino Community College District for the year ended June 30, 2008 was conducted in accordance with OMB Circular A-133, which requires a disclosure of the financial activities of all federally funded programs. To comply with OMB Circular A-133 and State requirements, the schedule of expenditures of federal awards and the schedule of State financial assistance were prepared for the San Bernardino Community College District on the modified accrual basis of accounting.

B. Schedule of Workload Measures for State General Apportionment

The schedule of workload measures for State general apportionment presents data used as the basis of apportionment to the San Bernardino Community College District.

C. Reconciliation of Annual Financial and Budget Report with Audited Fund Balances

This schedule reports any audit adjustments made to the fund balances of all funds as reported on the Form CCFS-311. Additional entries were made to comply with the reporting requirements of GASB Statements No. 34 and 35. These entries are not considered audit adjustments for purposes of this reconciliation.

D. Schedule of General Fund Financial Trends and Analysis

This schedule is prepared to show financial trends of the General Fund over the current and past two years as well as the budget for the upcoming year. This schedule is intended to identify if the District faces potential fiscal problems and if they have met the recommended available reserve percentages.

DEBORAH L. CROWLEY, C.P.A.
TODD C. LANDRY, C.P.A.
JOHN F. PRENTICE, C.P.A.



DAVID M. THAYER, C.P.A.
FRANK M. ZABALETA, C.P.A.

*Certified Public Accountants
and
Business Advisors*

**REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER FINANCIAL
REPORTING BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

Board of Trustees
San Bernardino Community College District
San Bernardino, California

We have audited the financial statements of the San Bernardino Community College District as of and for the year ended June 30, 2008, and have issued our report thereon dated December 23, 2008. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to the financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

COMPLIANCE

As part of obtaining reasonable assurance about whether the San Bernardino Community College District's basic financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

INTERNAL CONTROL OVER FINANCIAL REPORTING

In planning and performing our audit, we considered the San Bernardino Community College District's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not for the purpose of expressing an opinion on the effectiveness of the District's internal control over financial reporting.

However, we identified certain deficiencies in internal control over financial reporting that we consider to be significant deficiencies. A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the District's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the District's financial statements that is more than inconsequential will not be prevented or detected by the District's internal control. We consider the deficiencies described in the accompanying schedule of findings and questioned costs items 08-1 through 08-7 to be significant deficiencies in internal control over financial reporting. In addition, the District does not have effective internal control over the preparation of the financial statements, including the related footnotes.

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the District's internal control. Our consideration of the internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in the internal control that might be significant deficiencies and, accordingly, would not necessarily disclose all significant deficiencies that are also considered to be material weaknesses. We believe finding 08-6 to be a material weakness.

District's responses to the findings identified in our audit are described in the accompanying schedule of findings and questioned costs. We did not audit the District's responses and, accordingly, we express no opinion on them.

This report is intended for the information of the Board of Trustees, management, federal and State awarding agencies, and others within the organization and is not intended to be and should not be used by anyone other than these specified parties.

Eadie and Payne, LLP

December 23, 2008

DEBORAH L. CROWLEY, C.P.A.
TODD C. LANDRY, C.P.A.
JOHN F. PRENTICE, C.P.A.



DAVID M. THAYER, C.P.A.
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*Certified Public Accountants
and
Business Advisors*

INDEPENDENT AUDITORS' REPORT ON STATE COMPLIANCE REQUIREMENTS

Board of Trustees
San Bernardino Community College District
San Bernardino, California

We have audited the financial statements of San Bernardino Community College District for the year ended June 30, 2008, and have issued our report thereon dated December 23, 2008. We conducted our audit in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial and compliance audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and, accordingly, included such tests of the accounting records and such other auditing procedures as we considered necessary in the circumstances.

In connection with the audit referred to above, we performed an audit for compliance as required in Section 400, State Compliance Requirements, for those programs identified in the *Contracted District Audit Manual* issued by the California Community Colleges Chancellor's Office. The objective of the examination of compliance applicable to San Bernardino Community College District is to determine with reasonable assurance that:

1. State General Apportionment Funding System

The District has the ability to support timely, accurate, and complete information for the following workload measures used in the calculation of State General Apportionment: credit Full-time Equivalent Students (FTES) in weekly census, daily census, actual hours of attendance, and apprenticeship courses and noncredit FTES in actual hours of attendance and distance education courses.

2. Open Enrollment

The District complied with the California Code Regulations, Title V, provisions related to open enrollment by the general public for all of the courses submitted for State apportionment funding.

3. **Student Fees - Instructional Materials Fees and Health Fees**

The District has adopted policies that specify the conditions under which students are required to provide instructional materials. The District only requires students to provide instructional materials which are of a continuing value to the students outside of the classroom setting, are tangible personal property that is owned or primarily controlled by the student, and that are not solely or exclusively available from the District, unless the District is the only source of material or there is a health or safety reason for requiring the student to purchase the material from the District or the District can demonstrate that they can offer the materials more cheaply than elsewhere and at the District's actual cost. The District has procedures to clearly notify students of optional fees. The District has advised students of the exemptions from paying health fees and has procedures in place to ensure that students may claim the exemptions.

4. **Apportionment For Instructional Service Agreements/Contracts**

The District acted to ensure programs were approved by the State Chancellor's Office and courses were a part of those approved programs, or the College received delegated authority to separately approve those courses, courses were open to the public, students were under the immediate supervision of a District employee, the District employee possessed valid credentials or met minimum qualifications required for assignment, and the District must obtain certification verifying that the instructional activity was not fully funded by other sources.

5. **Residency Determination for Credit Courses**

The District acted to ensure that only the attendance of California residents is claimed for State support of credit classes.

6. **Concurrent Enrollment of K-12 Students**

The District acted to ensure that the attendance of K-12 pupils who attended courses offered by the District under the concurrent enrollment arrangement were claimed for apportionment purposes only if the following conditions were met: student secured parental consent and obtained his/her principal's recommendation, student was enrolled in a maximum of 11 units per semester, the course met the open course requirements, the credit course approval requirements, and the instructor supervision and qualification requirements, the District maintained primary right to control and direct activities of the instructor, courses were not fully funded through another source, for physical education courses no more than 10 percent of enrollment claimed per course section was comprised of special part-time or full-time students, no more than five percent of the District's total reported FTES of special part-time and full-time students were claimed for enrollment in physical education courses, and for summer sessions principals did not recommend more than five percent of the number of pupils who have completed a particular grade immediately prior to the time of recommendation.

7. **Enrollment Fee**

The District reported the total amount of enrollment fees students should have paid for purposes of determining its annual share of apportionment.

8. **Students Actively Enrolled**

The District claimed for apportionment purposes only the attendance of students actively enrolled in a course section as of the census date (if census procedures are used to record attendance in the course section).

9. **Salaries of Classroom Instructors**

The District's salaries of classroom instructors exceed 50 percent of the District's current expense of education in accordance with Section 84362 of the Education Code.

10. **GANN Limit Calculation**

The District calculated appropriation limits and adopted them in public meetings.

11. **Uses of Matriculation Funds**

The District used local funds to support at least 75 percent of matriculation activities with the remaining expenditures claimable against the State matriculation allocation. All expenditures related to the allocation, both State and local funded portions, were consistent with the District's State-approved matriculation plan and identifiable within the ten claimable activities. The State matriculation allocation was used to expand levels of services that were in place in 1986-1987, or to add entirely new services.

12. **CalWORKS - Use of State and Federal TANF Funding**

The District expended CalWORKs Program State and TANF funds to provide specialized student support services, curriculum development, or instruction to eligible CalWORKs students.

13. **Scheduled Maintenance Program**

The District has protected the State's investment in community colleges through the timely repair and maintenance of facilities, correction and avoidance of health and safety hazards, maintenance of an environment conducive to learning, and improvement of the long-term cost effectiveness of facility operations. The District has expended for scheduled maintenance an amount in excess of the 1995-1996 base year amount of \$3,865,586 plus the amount claimed for reimbursement in the current year.

14. **Child Development Program**

The District has complied with contractual agreements regarding attendance, enrollment, and reporting for child development programs.

Management is responsible for the District's compliance with these requirements. Our responsibility is to express an opinion on the District's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and, accordingly, included examining, on a test basis, evidence about the District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion. Our examination does not provide a legal determination on the District's compliance with specified requirements.

In our opinion, except for findings 08-8 through 08-16 described in the accompanying schedule of findings and questioned costs, the San Bernardino Community College District complied, in all material respects, with the compliance requirements for the State programs listed and tested above for the year ended June 30, 2008. Furthermore, except for the findings previously noted, nothing came to our attention as a result of the aforementioned procedures to indicate that the San Bernardino Community College District had not complied with the terms and conditions of State-assisted educational programs not selected for testing.

This report is intended solely for the information and use of the Board of Trustees, management, federal and State awarding agencies, and others within the organization and is not intended to be and should not be used by anyone other than these specified parties.

Eadie and Payne, LLP

December 23, 2008

DEBORAH L. CROWLEY, C.P.A.
TODD C. LANDRY, C.P.A.
JOHN F. PRENTICE, C.P.A.



DAVID M. THAYER, C.P.A.
FRANK M. ZABALETA, C.P.A.

*Certified Public Accountants
and
Business Advisors*

**REPORT ON COMPLIANCE WITH REQUIREMENTS
APPLICABLE TO EACH MAJOR PROGRAM AND ON INTERNAL CONTROL
OVER COMPLIANCE IN ACCORDANCE WITH OMB CIRCULAR A-133**

Board of Trustees
San Bernardino Community College District
San Bernardino, California

COMPLIANCE

We have audited the compliance of San Bernardino Community College District with the types of compliance requirements described in the *U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement* that are applicable to each of its major federal programs for the year ended June 30, 2008. San Bernardino Community College District's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts, and grants applicable to each of its major federal programs is the responsibility of the District's management. Our responsibility is to express an opinion on the District's compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Nonprofit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about San Bernardino Community College District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination on San Bernardino Community College District's compliance with those requirements.

In our opinion, the San Bernardino Community College District complied, in all material respects, with the requirements referred to above that are applicable to each of its major federal programs for the year ended June 30, 2008. However, the results of our auditing procedures disclosed an instance of noncompliance with those requirements, which is required to be reported in accordance with OMB Circular A-133 and which is described in the accompanying schedule of findings and questioned costs related to federal awards as item 08-17.

INTERNAL CONTROL OVER COMPLIANCE

The management of San Bernardino Community College District is responsible for establishing and maintaining effective internal control over compliance with requirements of laws, regulations, contracts, and grants applicable to federal programs. In planning and performing our audit, we considered San Bernardino Community College District's internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133.

Our consideration of the internal control over compliance would not necessarily disclose all matters in the internal control that might be material weaknesses. A material weakness is a significant deficiency, or combination of significant deficiencies, in which the design or operation of one or more internal control components does not reduce to a relatively low level the risk that noncompliance with the applicable requirements of laws, regulations, contracts, and grants caused by error or fraud that would be material in relation to a major federal program being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over compliance and its operation that we consider to be material weaknesses.

This report is intended solely for the information and use of the Board of Trustees, management, federal and State awarding agencies, and others within the organization and is not intended to be and should not be used by anyone other than these specified parties.

December 23, 2008

Eadie and Payne, LLP

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 2008**

SUMMARY OF AUDITORS' RESULTS

This information is provided to meet the requirements of OMB Circular A-133.

Financial Statements

The auditors' report expresses an unqualified opinion on the financial statements of San Bernardino Community College District.

The audit disclosed significant deficiencies related to internal control over financial reporting, one significant deficiency was considered a material weakness.

The audit did not disclose any items of noncompliance which are material to the basic financial statements of the District.

State Awards

The auditors' report on compliance for the State award programs for San Bernardino Community College District expresses a qualified opinion. Audit findings that are required to be disclosed are reported in this schedule.

Federal Awards

The auditors' report on compliance for the major federal award programs for San Bernardino Community College District expresses an unqualified opinion on all major federal programs. Audit findings that are required to be disclosed in accordance with section 510(a) of OMB Circular A-133 are reported in this schedule.

The audit did not disclose any material weaknesses or significant deficiencies related to internal control over major programs.

The following programs were tested as major programs:

<u>CFDA Numbers</u>	<u>Name of Federal Program or Cluster</u>
84.063, 84.033, and 84.007	Student Financial Aid Cluster
84.048	Vocational and Technical Education Act
84.031S	Hispanic-Serving Institutions

The threshold used to distinguish between type A and type B programs was \$355,000.

The District was not determined to be a low-risk auditee.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
RELATED TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2008

08-1 *Reference:* Collateralized Cash Balances

Condition and Criteria: Pursuant to District Administrative Regulation 6320AR, all District cash deposits are required to be collateralized as outlined in Government Code Section 53601. During testing of cash balances, it was noted that there are two checking accounts with balances in excess of \$100,000 that have not been properly collateralized.

Effect: A portion of the deposits at two financial institutions are uninsured and at risk.

Cause: Cash accounts are not being monitored by District personnel to ensure compliance with collateral requirements.

Auditors' Recommendation: We recommend that policies with regard the collateralization of cash deposits be reviewed and procedures to prevent future oversight be implemented.

Grantee's Response: Staff with responsibility over these accounts have reviewed the cash collateralization requirements. Each checking account has now been properly collateralized and Fiscal Services staff will continue to monitor these accounts for compliance.

08-2 *Reference:* KVCR Accounts Receivable

Condition and Criteria: The Public Broadcasting Service Digital Distribution Fund Grant Agreement, Attachment C section 5.iii requires that the final financial report is due no later than 45 days after June 30, 2005. An amendment was filed and granted on March 2, 2006 to extend the final report to no later than 45 days after November 15, 2006. During our audit, we noted that KVCR listed as a current receivable the final portion (\$166,057) of the Digital Distribution Fund Grant as of June 30, 2007. It was again listed as a current receivable at June 30, 2008; the report had not been filed as of December 15, 2008.

Effect: KVCR is not filing reports in a timely manner and receivables may be uncollectible.

Cause: The previously extended final financial report due no later than 45 days after November 15, 2006 was not filed on time and an extension was not granted.

Auditors' Recommendation: We recommend that grants be reviewed periodically to determine proper compliance and filing requirements. Timely financial status reports should be filed with the governing body to ensure compliance and reimbursement of funds expended. We also recommend that the accounts receivable aging be reviewed periodically and that old outstanding accounts be investigated for potential collection issues.

Grantee's Response: KVCR completed construction of the digital master control project in September 2007. This project was funded with three federal grants and local matching funds. The grants are: PTFP Grant, CPB/DDF Grant Round 8, CPB/DDF Grant Round 4.2.

During the period of time the grants were active, we had four different TV Station Managers that were responsible for the grants. The former station manager failed to file for extensions and CPB changed our CPB contact four times. The CPB staff did not hand off files from one to another and thus the normal notices that go out were not sent. Consequently, KVCR was not aware that we were delinquent with any extensions or reports.

Once we completed construction, we contacted both agencies in order to begin closeout of the grants. The first grant, PTFP was closed out without issues. CPB/DDF Round 8 has been closed out as well. We are currently in the closeout stage for CPB/DDF Round 4.2. We had to refile extensions that should have been in their files already but were not handed off to the new CPB contacts. Once we enter the closeout period, extensions are no longer required. We are working closely with CPB to finalize close out and expect to receive the full amount due.

08-3 *Reference:* Student Accounts Receivable

Condition and Criteria: The District administrative regulation 5035AR states that specified college services, including registration for classes in a subsequent semester, access to student records, issuance of a diploma or certificate, transcripts requests and enrollment verification, and other services normally afforded to students in good standing, shall be withheld from the students whose liabilities and obligations are not cleared in a timely manner. In addition, the District enforces that students that do not pay enrollment fees within given time period will be dropped for nonpayment. During the audit, we noted various cases where students enrolled in courses and were not dropped for nonpayment and/or were not being restricted from enrolling due to prior nonpayment. The following circumstances were noted:

- In eight instances, students with account balances were not dropped for nonpayment of fees.
- In three of the cases noted above, a student's account hold was removed and an arrangement to pay was put in its place.
- In one instance, the account hold was only effective the first semester and the student was allowed to enroll in the subsequent semester with an existing account balance.

Effect: Students are enrolling in courses and not paying enrollment fees and tuition costs.

Cause:

- Procedures are not being followed to drop students for nonpayment of fees.
- Admissions and records staff have the ability to override the control in place to prevent registration if student balances are greater than \$0 or if they have a restriction placed on their record.
- The automatic computer hold is not effective if the student balances are greater than one semester past due.

Population and Items Tested: A sample of ten items with a total balance of \$11,509 was selected for audit out of a population of approximately \$1,100,000. Of the sample selected:

- Eight accounts totaling \$8,392 were found to be for students who were not dropped for nonpayment according to District policy.
- In three of these cases, the hold on the students account was overridden.
- In addition, in one case a student had fees due for summer 2007, the hold was effective during fall 2007, however did not prevent the student from enrolling in spring 2008.

Auditors' Recommendation: We recommend the following:

- Policies with regards to enrollment and unpaid fees be reviewed and procedures to drop students for nonpayment be implemented. We noted that this policy is included in the campus schedule of classes.
- Procedures be implemented so that controls are only overridden when approved by personnel with the proper authority and that the override is documented accordingly.
- We recommend that the District review their computer controls for loopholes that allow students to enroll in courses when prior debts have not been paid.

Grantee's Response: DCS and A&R will continue to examine the DREG process and will make programming and procedural changes accordingly. The practice of overriding holds based on an agreement to pay is not authorized under District policy. SBVC staff will be reminded that this practice is not allowed. SBVC Admissions and Records staff will undergo training to identify students who have an outstanding balance and, under policy, must be dropped. Although, the computerized registration system is working as currently programmed, A&R will work with DCS to review procedural processes and staff security to enforce stricter controls on overrides.

08-4 *Reference:* Capital Assets

Condition and Criteria: A capital asset ledger is maintained by the District for inventory tracking and financial reporting purposes. However, we noted instances where capital asset acquisitions were under the capitalization threshold, items were not properly included in construction in progress, and costs were not appropriately allocated to construction projects. In addition, we noted that one parcel of property was retired prior to the close of escrow.

Effect: The District capital asset ledger was not complete and accurate at year-end.

Cause: Several orders of desktop computers were capitalized as a single asset rather than evaluating each computer as a separate asset. Construction and project management costs were not allocated to construction projects and were inappropriately excluded from the balance of construction in progress. Expenditures related to specific projects were inappropriately allocated to multiple campus projects. The District's policy is to retire assets when they are deemed surplus property. Surplus land and a building were recorded as retired during the current year, the sale transaction had not been completed, and the property was not identified as held for sale for financial statement purposes.

Population and Items Tested: A sample of \$9,183,140 of capital expenditures were selected for audit out of a population of \$28,183,730. Desktop computers totaling \$33,103 were capitalized and were under the capitalization threshold. Construction and project management costs of \$2,985,337 for SBVC projects were not included in construction in progress. Construction costs of \$2,825,201 related directly to the CHC Learning Resource Center and the Community Pool were inappropriately allocated to eight CHC construction projects rather than being added directly to their respective projects. A parcel of land and the associated building with a total book value of \$854,643 was retired in the current year; however, the sale of the property was not complete until the subsequent fiscal year.

Auditor's Recommendation: We recommend that District employees responsible for recording fixed assets and construction in progress be reminded of the proper procedures to ensure that the system is maintained properly.

Grantee's Response: The District has reviewed the errors noted by the auditors and their related causes. Based upon this review, the District will: 1) increase the number of training sessions held to educate appropriate staff on capitalization policies and administrative regulations and how to appropriately use the capital asset software program, and 2) during the fiscal year periodically conduct random audits to verify that capital assets have been appropriately and timely entered into the capital asset software program.

08-5 *Reference:* Accounts Payable Cutoff

Condition and Criteria: The District's accounts payable cutoff procedures include reviewing all open purchase orders at year-end and recording estimated payables. In addition, construction retains payable are recorded at year-end. During the audit, we noted that various purchase orders had not been adjusted or had been adjusted to an incorrect amount and the process to record construction retains was not followed.

Effect: Accounts payable was understated at year-end.

Cause: Cutoff procedures were not followed properly.

Population and Items Tested: A sample of approximately \$1,300,000 of accounts payable items were selected for audit out of a population of approximately \$1,700,000. Of the sample selected, approximately \$207,795 was erroneously accrued in accounts payable and approximately \$236,610 was erroneously excluded from accounts payable. All invoices noted in error were related to construction contracts.

Auditors' Recommendation: We recommend that employees be reminded of proper procedures to adjust payables, including construction retains, at year-end.

Grantee's Response: During May and June when the open Purchase Order list was distributed for review and action, there were personnel changes that hindered the effectiveness of the year-end process. New personnel have been hired since and have been trained in a more specific manner to eliminate unnecessary accruals.

08-6 *Reference:* Employee and Retiree Benefits

Condition and Criteria: Employee medical benefits are provided by the District for current employees who opt for the coverage. Benefit providers should be notified timely when employees are terminated or request a change in benefits. In addition, District policy states that retirees are allowed continued benefits up to a dollar limit set by the Board. Excess benefits are to be reimbursed by the retirees. During the audit, we noted the following:

- The District's total expense for medical benefits was approximately \$465,000 more than the calculated and recorded expense per their payroll system as of June 30, 2008. There was a discrepancy between the total payments to providers and charges to operations made during payroll processing.
- District employees performed an audit of the benefit payments for active employees and noted that benefit providers were not being notified timely for changes in employee status. The benefit providers were contacted and credits were received for a portion of the overpayments.
- With regard to retiree medical benefits, we noted that the District paid for benefits in excess of the Board-approved threshold and did not bill the retiree for the difference. In some instances, the District paid for full family benefits, but billed the retiree as if only individual coverage had been provided.

Effect: The District may be overpaying for medical benefits.

Cause: The District does not have written procedures for reconciling benefit payments. The payroll system records the District's medical expense for current and retiree benefit costs in the general ledger. The recorded expense is based on the cost per participant as provided to the payroll department from Human Resources (HR). Payroll provides HR a listing of benefit costs for employees to be used as a reconciliation tool on a monthly basis. A previous HR employee used this listing for reconciliation purposes. However, the current HR employee was not trained on how to use it.

Reimbursements for excess coverage are recorded as payments are received. In addition, segregation of duties appears to be weak with respect to the invoicing and collection of excess benefits paid on a retiree's behalf. Payments received are given directly to HR who is also responsible for invoicing; HR then forwards the checks to the District accounting department. Invoices are not posted to accounts receivable; the receivable is maintained in a spreadsheet by the District accounting department and updated as the checks are forwarded from HR.

Auditors' Recommendation: We recommend that the District provide training on procedures to reconcile benefits paid on behalf of current and retired employees to amounts charged by payroll processing. We also recommend that a procedure be implemented to insure that the reconciliation is being performed on a timely basis. In addition, we recommend that management evaluate the segregation of duties with respect to invoicing retirees and the handling of cash receipts.

Grantee's Response: Beginning in October 2008, the District started using a third-party administrator to coordinate billing and receivables for retiree medical benefits. This updated process includes a full reconciliation of retiree billing and COBRA administration to ensure individuals are paying for benefits received. Starting in February 2009, through our third-party administrator, the District will begin using a benefits tracking system called "Benefit Bridge" that will automatically send updates to the benefit providers, which will also be accessible to HR and payroll staff. This control mechanism will eliminate over- or under-billing, as information on new hires, terminations, and other account changes will be instantly downloaded to the benefit providers.

08-7 *Reference:* Purchase Orders - Matriculation and HSI

Condition and Criteria: The District policy is that approved purchase orders must be obtained prior to the purchase of goods and services. During our audit, we noted six instances where purchase orders were approved after a purchase had been made.

Effect: Goods were purchased without the proper approval.

Cause: A purchase requisition had been submitted; however, the goods were purchased before the purchase order was approved by the department director and the District.

Auditors' Recommendation: The employees responsible for purchasing goods and services should be reminded of District purchasing policies.

Grantee's Response: Per Administrative Regulation 6330, the procurement of goods or services must be made through the Purchasing Department and upon final approval by the Business Manager. In an effort to avert the continuation of such instances noted, the Purchasing Department has implemented a regular employee training and education program where workshops will be held quarterly to inform employees of proper purchasing procedures. In each of the cases above, the employee was required to write an audit exception letter acknowledging their error and violation of Board policy.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
RELATED TO STATE AWARDS
JUNE 30, 2008

08-8 *Reference:* Students Actively Enrolled

Condition and Criteria: The California Code of Regulations, Title 5, Section 58004 require that each district governing board must adopt procedures to document all course enrollment, attendance, and disenrollment, to support timely, accurate, and complete information in the calculation of State General Apportionment. During our audit, one instructor roster could not be located for a positive attendance course.

Effect: The CCFS 320 may be misstated. The District is not in compliance with State regulations.

Cause: Instructor-prepared attendance roster was misplaced after student contact hours were entered into system.

Population and Items Tested: We tested 20 weekly, daily, positive attendance and independent study courses from the CCFS 320 report. In one instance, an instructor roster could not be located.

Auditors' Recommendation: We recommend that the District implement procedures to ensure maintenance of required documentation. This can be accomplished by maintaining electronic copies of manual attendance rosters.

Grantee's Response: SBVC Admissions and Records have met with the divisional administrative staff to provide information and training on the process to ensure all positive attendance rosters are collected and retained. The A&R Office distributes e-mails to remind the divisional staff of this requirement. As an added control, A&R staff will continue to reconcile a missing rosters report and contact the divisions that have delinquent rosters.

08-9 *Reference:* Students Actively Enrolled

Condition and Criteria: The California Code of Regulations, Title 5, Section 58003.1 and 58004 require that each district shall claim for apportionment purposes only the attendance of students actively enrolled in a course section as of the census date. Census day for weekly census procedure courses, is the Monday of census week. Census week is the week nearest one-fifth of the number of weeks of the primary term. The District reported attendance as of the wrong census date for all Crafton Hills College for weekly census courses. In addition, one daily census course was given a census date prior to the first day of instruction.

Effect: The CCFS 320 was overstated by 49.23 FTES.

Cause: A process was ran on the District's attendance and course data that changed the census date from the Monday of the fourth week to the Monday of the third week for Crafton Hills College weekly census courses. The process was intended to be applied to fall 2008; however, it erroneously revised the data for fall 2007 and spring 2008, therefore CCFS 320 data submitted to the State was overstated. For the daily census course noted in error, the District's MIS department investigated the error and was unable to determine why the course was assigned a census date prior to the beginning of the term.

Population and Items Tested: We tested 25 courses from the CCFS 320 report, of which five courses were from Crafton Hills College and census dates for these courses were in error. The census date for one of the San Bernardino Valley College courses tested was reported in error.

Auditors' Recommendation: We recommend that the District implement computer controls that prohibit changes to census dates. In addition, we recommend that internal controls be tested periodically to detect errors.

Grantee's Response: DCS re-ran the process to assign the correct census date and the District recalculated the 320 data. The District will adjust its FTES figures accordingly at P1 in FY 2009. DCS has hard-coded the census date, which serves as an added control to prevent this type of error from occurring again.

08-10 *Reference:* Students Actively Enrolled

Condition and Criteria: The California Code of Regulations, Title 5, Section 58003.1 and 58004 require that each district shall claim for apportionment purposes only the attendance of students actively enrolled in a course section as of the census date. However, due to the override of controls, admissions personnel have backdated various enrollment transactions, causing students to be erroneously included and excluded from FTES calculation. In one case, the system automatically assigned void dates due to a co-requisite not being fulfilled by the student.

Effect: The CCFS 320 was overstated by .216 FTES due to three students being improperly included and understated by .172 FTES due to two students being improperly excluded.

Cause: Controls were overridden by admissions and records. District policy was not followed.

Population and Items Tested: We tested 25 courses, with a total of 45 FTES, of which we noted five students being claimed or excluded from FTES calculation in error due to records being backdated. Net error overstated FTES by .044.

Auditors' Recommendation: We recommend that the District implement computer controls that prohibit backdating of student records. Exceptions should be documented and approved by management to ensure accurate records are kept for apportionment purposes.

Grantee's Response: Admissions and Records staff will undergo specific training to better understand the relationship between enrollment and disenrollment codes and dates in Datatel. As an additional control, manual date changes will continue to be authorized by the Director of A&R. In the case at CHC, the computer system automatically assigned the void date due to a co-requisite not being fulfilled. DCS will investigate re-programming this process to avoid further errors.

08-11 *Reference:* Concurrent Enrollment of K-12 Students in Community College Credit Courses

Condition and Criteria: The California Education Code Sections 48800, 48800(d), 76001(i), and 76002(a)(4) require the following:

- (i) For summer sessions, K-12 principals may not recommend more than five percent of the number of pupils who have completed a particular grade immediately prior to the time of the recommendation;
- (ii) If the class is a physical education class, no more than ten percent of the course section's enrollment may be claimed for apportionment for special part-time or full-time students; and
- (iii) A community college district may not receive State apportionments for special part-time and full-time students enrolled in physical education courses in excess of five percent of the district's total reported FTES of special part-time and full-time students.

The data elements used to monitor compliance with these requirements were not accurately maintained. The District was not able to prepare these calculations properly due to the errors. The District did not implement procedures to monitor compliance with requirement (i) until spring 2008.

Effect: The District may not be in compliance with State requirements and apportionment may be affected. We were unable to perform audit procedures on items (ii) and (iii) due to the District not having accurate enrollment data. We were unable to perform audit procedures on item (i) due to the District not having supporting documentation for the entire fiscal year.

Cause: The District has controls in place that require students coded as special admits to enroll in courses in person in the admissions and records office. Admissions and records clerks are required to verify that the student has an approved special admit form prior to enrolling. If the student has graduated, then the admissions and records clerk is required to change the student's education status (data element SB11) from 10000 to an appropriate code so that they may register without the special admit form. This control has failed. Students' education status is not being updated when students enroll after graduation from high school. The District did not implement procedures to obtain certification from high school principals to monitor compliance with (i) above until spring 2008.

Population and Items Tested: Obtained referential data files and selected a sample of 50 students with SB11 code 10000, special admits. Of the 50 tested, nine were found to be coded improperly. Since referential file data is used by the District to calculate the limitations in (ii) and (iii) above, those calculations could not be relied on. In addition, certifications from principals of K-12 schools verifying compliance with (i) were not obtained for summer and fall semesters.

Auditors' Recommendation: We recommend that the District remind admissions and records' clerks of the procedures in place when enrolling special admits and the proper guidelines on changing student enrollment status.

Grantee's Response: A program was created by DCS to end specified student types and A&R staff presumed it to be working correctly. Now that the current process is found to be deficient in ending special admit status, A&R will work with DCS to modify the process to identify and remove inappropriate special admit designations. The updated approval form, which includes the K-12 principal's certification, was instituted during the fall 2007 term.

08-12 Reference: Concurrent Enrollment of K-12 Students in Community College Credit Courses

Condition and Criteria: The California Education Code Sections 48800(A), 48800.5, and 76001(d) requires that the District obtain verification from the K-12 school district that the student can benefit from advanced scholastic or vocational work. The campuses utilize a Special Student Attendance Form to obtain these verifications and to approve or deny enrollment. Special-admit students were allowed to enroll without an approved form. The District was not able to locate special-admit forms for 12 students selected for testing. In addition, two special-admit forms were not approved by District designee; however, the students were permitted to enroll in classes.

Effect: High school students that do not qualify for attendance may be allowed to enroll. The District may not be in compliance with State regulations and apportionment may be effected.

Cause: The District does not have procedures in place to ensure that Special Student Attendance Forms are obtained for all special-admit students.

Population and Items Tested: Haphazardly selected 50 special-admit students, of which 41 were special-admit students. Special-admit forms for 12 students enrolled in classes were not available. Two students were denied admittance by District designee; however, they were permitted by admissions and records to enroll in courses.

Auditors' Recommendation: We recommend that the District remind responsible employees in the admissions and records' offices that special admits should not be enrolled in classes unless attendance approval forms have been approved by a District employee. In addition, we recommend that the admissions and records' offices implement procedures to ensure special-admit students submit required documentation prior to enrollment and that this information be filed appropriately to support District records.

Grantee's Response: SBVC Admissions and Records staff have been advised of the procedures to qualify and register special admit students. The District began using the updated Concurrent Enrollment Approval Form during the Fall 2007 term. Both A&R directors will continue to monitor proper usage of the form and compliance with these regulations.

08-13 *Reference:* Residency Determination for Credit Courses

Condition and Criteria: The California Code of Regulations, Title V, Sections 54000-54072 require each district to implement controls that ensure that state apportionment for credit courses is only claimed for student attendance allowed by statute and regulation. Student residence as of the residence determination date is a major factor for allowing districts to claim state apportionment for credit courses. Nonresident are students who do not have legal residence in the state at the time of the residency determination date and therefore must be charged nonresident fees and whose attendance is not allowed to be claimed for state apportionment. Residence determination date is that day immediately preceding the opening day of instruction of the quarter, semester, or other session as set by the district governing board, during which the student proposes to attend a college. Each district must act to ensure that only the attendance of California residents is claimed for State support of credit courses. In our testing, we noted that attendance was being claimed for students who were not residents of California.

Effect: The District overstated the FTES by .550.

Cause: Students were determined to be nonresident at the beginning of the fall term and paid the applicable nonresident fees. During the fall term, the students registered for spring classes and changed their residency status to resident; they paid the appropriate resident tuition. However, for 320 purposes, the system did not pull the residency as of the residency determination date; therefore, the student's attendance was inappropriately claimed for the fall term.

Population and Items Tested: Tested 43 students coded as nonresidents of which two were claimed inappropriately on the 320 report.

Auditors' Recommendation: We recommend that data collection for 320 reporting purposes be reviewed and revised so that student residency status is collected properly and attendance is reported correctly.

Grantee's Response: DCS has begun examining the way in which the system reads the residency data for 320 reporting purposes. DCS will determine a way in which the system will read residency data for proper 320 reporting.

08-14 *Reference:* Enrollment Fee

Condition and Criteria: The Education Code sections 76300 and 76140 require districts to charge enrollment fees in the amount determined by the State. Enrollment fees for fiscal year 2007-2008 were \$20 per semester unit and additional nonresident tuition fees were \$160 per unit for summer and fall terms and \$175 per unit for the spring term. During our testing, we noted that one student was not charged the proper fees and nonresident enrollment fee revenue was understated.

Effect: The District understated nonresident tuition fees by \$1,440.

Cause: Student registered as a resident and enrolled in courses during the fall and spring. At the end of the spring, semester admissions and records noted that this student's residency determination was in error. The student's residency status was backdated and revised appropriately; however, fees were not adjusted accordingly. The student was charged nonresident fees for only 17 of the 26 units taken during the fiscal year.

Population and Items Tested: Tested enrollment fees for 93 students, of which fees for one student were inappropriately charged.

Auditors' Recommendation: We recommend when errors are noted that revisions to enrollment fees be reviewed by management to ensure proper changes have been made.

Grantee's Response: In-service training will be provided to SBVC Admissions staff on the appropriateness of entries to the Datatel system. Admissions staff will be advised of the importance of the accuracy of dates and other data entered into the system.

08-15 *Reference:* Child Development Program, Contract CCTR-7310

Condition and Criteria: The California Department of Education, Child Development Fiscal Services Division requires that Attendance and Fiscal Reports for Child Development Programs be filed quarterly. These reports report attendance by age group for funding purposes. During our audit, we noted that attendance was not being reported in the proper age classification.

Effect: Days of enrollment were overstated on quarterly reports.

Cause: The District does not have controls in place to track attendance by age group for changes in age after enrollment date. In addition, classrooms that contained children of more than one age group were not split accordingly for reporting.

Population and Items Tested: We tested 27 classifications by calculating the age of the child and tracing their attendance to the quarterly report. Of the 24 children chosen for testing, 16 were improperly classified. The net effect of findings for the three months selected for testing totaled an overstatement of 203.20 adjusted days of enrollment.

Auditors' Recommendation: We recommend that birth dates are included in the attendance spreadsheet so that age classifications can be monitored and reporting be adjusted accordingly.

Grantee's Response: Prior to submitting quarterly reports, CDC staff will ensure that all supporting documentation is complete and accurate. These reports will be checked for mathematical accuracy by both CDC administrative staff and the CDC Director. Quarterly audits of these reports will continue to be conducted by the Director, Internal Audits. In this case, the discrepancy has been corrected and an amended report has been sent to the State Department of Education to reflect the corrected data. As a new control, birth dates have been added to the monthly class totals reporting sheet.

08-16 *Reference:* Child Development Program, Contract GPRE-7300

Condition and Criteria: The California Department of Education, Child Development Fiscal Services Division requires that Attendance and Fiscal Reports for Child Development Programs be filed quarterly. The District has implemented an internal audit function to detect errors in reporting. During our audit, we noted that the internal auditor had discovered an error in the reporting; however, the report was not amended and corrections were not sent to the State.

Effect: Days of enrollment were overstated on quarterly reports.

Cause: An error was discovered by the internal auditor. The error was caught and was believed to be corrected for fourth quarter reporting but was instead carried forward from the third quarter.

Population and Items Tested: We tested enrollment attendance registers by tracing 20 students to attendance sign-in sheets. No exceptions were noted. However, during our review of the attendance registers it was noted that one student was identified by the internal auditor as not having an attendance sign-in sheet. The auditor noted that the attendance should be adjusted in the subsequent quarter to exclude the unsupported claim, however the error was not subsequently adjusted, causing an overstatement of 19 days of cumulative enrollment.

Auditors' Recommendation: It is recommended that the internal auditor's findings be correctly implemented to achieve accurate financial reporting.

Grantee's Response: Prior to submitting quarterly reports, CDC staff will ensure that all supporting documentation is complete and accurate. Quarterly audits of these reports will continue to be conducted by the Director, Internal Audits. This error has been corrected and an amended report has been sent to the State Department of Education to reflect the corrected data.

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
RELATED TO FEDERAL AWARDS
JUNE 30, 2008**

08-17 Vocational and Technical Education Act

Condition and Criteria: Perkins Title IC Article I - Reporting designates that the Grantee shall submit quarterly "Year-to-Date Expenditure and Progress Reports," which are due on October 25, 2007, January 24, 2008, April 25, 2008, and July 25, 2008. A final report is due on August 31, 2008. During our audit, we noted that the first and fourth quarterly reports and the final expenditure report were not submitted on time.

Effect: The District is not in compliance with Perkins Title IC Reporting requirements.

Cause: Narratives which are required for submission of reports, had not been submitted to the proper agent for a timely report transmission.

Auditors' Recommendation: The employee in charge of written narratives for quarterly reports should submit their narrative to the proper processing agent in order to transmit the completed report on time.

Grantee's Response: The responsible administrator has been reminded of the report due dates and advised of the importance of timely reporting. Employees with responsibility over VTEA funds and programming will establish deadlines to ensure narratives and other reporting elements are submitted to the processing agent in advance of the reporting due date.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
STATUS OF PRIOR-YEAR FINDINGS AND QUESTIONED COSTS
JUNE 30, 2008

07-1 *Reference:* Purchase orders - VTEA and HSI

Condition and Criteria: The District policy is that approved purchase orders must be obtained prior to the purchase of goods and services. During our audit, we noted four instances where purchase orders were approved after a purchase had been made.

Effect: Goods were purchased without the proper approval.

Cause: A purchase requisition had been submitted; however, the goods were purchased before the purchase order was approved by the department director and the District.

Auditors' Recommendation: The employees responsible for purchasing goods and services should be reminded of District purchasing policies.

Grantee's Response: Per Administrative Regulation 6330, the procurement of goods or services must be made through the Purchasing Department and upon final approval by the Business Manager. In an effort to avert the continuation of such instances noted, the Purchasing Department has implemented a regular employee training and education program where workshops will be held quarterly to inform employees of proper purchasing procedures.

Current Status: Exceptions noted in current year. See finding 08-7.

07-2 *Reference:* Student Accounts Receivable

Condition and Criteria: The District administrative regulation 5035AR states that specified college services, including registration for classes in a subsequent semester, access to student records, issuance of a diploma or certificate, transcripts requests and enrollment verification, and other services normally afforded to students in good standing, shall be withheld from the students whose liabilities and obligations are not cleared in a timely manner. During the audit, we noted three instances where students with account balances as of the end of the Fall 2006 semester were allowed to enroll in classes in Spring 2007. In all three cases, the tuition for Fall and Spring semesters had not been paid as of June 2007.

Effect: Students are enrolling in courses and not paying tuition costs.

Cause: Campus Central and TREG software are written to prevent registration if student balances are greater than \$0 or if they have a restriction placed on their record. However, admissions and records staff have the ability to override this control.

Auditors' Recommendation: We recommend that policies with regards to enrollment and unpaid fees be reviewed and procedures to prevent override of controls be implemented. We also recommend that this policy be included in the campus catalog and/or schedule of classes.

Grantee's Response: In these cases, students were allowed to register after making payment arrangements with the college based on securing financial aid and loans. The practice of overriding holds based on an agreement to pay is not authorized under District policy. Admissions and Records staff have been reminded of District regulations and the A & R Directors will monitor ongoing compliance. The computerized registration system is working correctly as it is currently programmed. However, DCS staff will look into the possibility of programming stricter controls on overrides.

Current Status: Exceptions noted in current year. See finding 08-3.

07-3 *Reference:* Accounts Payable Cutoff

Condition and Criteria: The District's accounts payable cutoff procedures include reviewing all open purchase orders at year-end and recording estimated payables. During the audit, we noted that various purchase orders had not been adjusted or had been adjusted to an incorrect amount.

Effect: Accounts payable were overstated by approximately \$525,000 at year-end.

Cause: Cutoff procedures were not followed properly.

Population and Items Tested: A sample of approximately \$7,000,000 of accounts payable items were selected for audit out of a population of \$11,658,000. Of the sample selected, approximately \$525,000 was erroneously accrued in accounts payable.

Auditors' Recommendation: We recommend that employees be reminded of proper procedures to adjust payables at year-end.

Grantee's Response: During April or May of each year, a memo is sent to departments with a list of open purchase orders for their review and action. The finding is isolated in the Capital Outlay Projects Fund. Staff has been advised to be very diligent in following the year-end procedure.

Current Status: Exceptions noted in current year. See finding 08-5.

07-4 *Reference:* Students Actively Enrolled

Condition and Criteria: The California Code of Regulations, Title 5, Sections 58020 through 58024 require that each district governing board adopt procedures to document all course enrollment, to support timely, accurate, and complete information in the calculation of State General Apportionment. During our audit, we noted an error causing the FTES reported on the CCFS 320 to be in error.

Effect: The CCFS 320 was overstated by .06 FTES for the courses tested.

Cause: An offsite fire class roster had 21 students actively enrolled for positive attendance purposes and the CCFS 320 report had 22. The offsite course was completed on the 27th of April and the roster returned and entered into the system on June 11, 2007. The clerk, during the time of entry on the eleventh of June, made an error and registered the student as of June 11, 2007. The clerk caught the mistake and then changed the registration date to April 24, 2007, the actual date the class started. The clerk, after examining the positive attendance roster, noticed the student had never attended the class and then backdated the registration in order to void out the transaction. The attendance system functions on a timeline basis recognizing transactions by time and date. The system picked up three transactions for this particular student. The first was a void for which there was nothing to void so the system ignored this command. The second transaction was an add and accordingly registered the student and included them in the CCFS 320 report. The third transaction was also an add but after the class had finished.

Population and Items Tested: We tested 26 courses from the CCFS 320 report. Total FTES on the CCFS 320 report was 13,774.50. We tested 57.30, of which .06 FTES were incorrectly included.

Auditors' Recommendation: We recommend that the District add programmed controls so that drop dates cannot be entered prior to enrollment dates and that the District implement documentation and approval procedures for any overrides of controls. In addition, we recommend that the District provide the Admissions and Records Departments with guidelines of circumstances when backdating is appropriate.

Grantee's Response: The District is in the process of developing procedures to foster accurate posting of dates into Datatel. In this case, the Admissions and Records Clerk erroneously backdated the registration and drop dates to avoid student charges. The new procedure will direct clerks to input actual dates of transactions and utilize system codes to appropriately assign fees.

Current Status: Exceptions noted in current year. See finding 08-10.

07-5 *Reference:* Open Enrollment

Condition and Criteria: Courses that qualify for state apportionment must be open to enrollment by the general public unless specifically exempted by statute. California Code of Regulations, Title V, Sections 58102, 58104, and 58106 outline certain requirements that districts must meet to ensure that their courses are open and available to all students. These requirements include that a description of each course must be published in the official catalog and schedule of classes and that for courses that the districts establish or conduct after publication of the general catalog or regular schedule of classes, those classes must also be reasonably well publicized. The courses should be advertised in such a manner that anyone who might be interested in enrolling in a particular course will know it is available and understand that enrollment is open to anyone who meets properly established prerequisites or enrollment limitations. The class GEOL-246A held at Crafton Hills College in Spring 2007 was claimed on the CCFS 320; however, was not advertised.

Effect: The CCFS 320 was overstated by .03 FTES for the courses tested.

Cause: Special courses offered after the class schedule was published were not advertised to the general public.

Population and Items Tested: We tested 26 courses from the CCFS 320 report. Total FTES on the CCFS 320 was 13,774.50; we tested 57.30, of which .03 FTES were incorrectly included.

Auditors' Recommendation: We recommend that the District review its procedures in place to ensure that all courses offered after the publication of the schedule of classes are properly advertised.

Grantee's Response: This course was listed in the college catalog and enrollment details are explained. These Special Problems/Independent Study classes are undertaken upon request from the student and require added coordination of instructors. Campus instruction staff have been advised of the procedures to adequately advertise a course not listed in the class schedule.

Current Status: No exceptions noted in current year.

07-6 *Reference:* Minimum Conditions "Standards of Scholarship"

Condition and Criteria: The California Code of Regulations, Title V, Sections 51000, 51002, 55750-55765, and 58161 require each district to adopt regulations consistent with the "Standards of Scholarship" and publish statements of those regulations under appropriate headings in their catalogs. We noted that the Crafton Hills College 2006-2007 catalog omitted two of the required disclosures.

Effect: District is not in compliance with State regulations.

Cause: The omission was noted during the 2005/2006 audit as an oversight, catalog disclosures were not updated until Summer 2007.

Population and Items Tested: San Bernardino Valley College and Crafton Hills College 2006-2007 catalogs were tested for compliance. Crafton Hills College catalog did not include the following required disclosures:

1. Repetition of courses for which substandard work has not been recorded, where the repetition is necessary for continued employment or a mandatory training requirement. Grades shall be included in the calculation of the student's GPA.
2. Limitations on remedial course work for a community college student. The limitations should identify that no student shall receive more than 30 semester units of credit in remedial coursework.

Auditors' Recommendation: We recommend that a procedure be implemented to ensure that all required disclosures are included in the catalogs for both campuses.

Grantee's Response: Once notified of the omission, the CHC Instruction Office began working on including the disclosures in the catalogs and schedules. These disclosures are included in the Summer 2007 Class Schedule and 2007-2008 College Catalog. All subsequent publications will include these disclosures.

Current Status: No exceptions noted in current year.

07-7 *Reference:* Concurrent Enrollment of K-12 Students in Community College Credit Courses

Condition and Criteria: The California Education Code Sections 48800(A), 48800.5, and 76001(d) requires that the District obtain verification from the K-12 school district that the student can benefit from advanced scholastic or vocational work. The campus' utilize a Special Student Attendance Form to obtain these verifications and to approve or deny enrollment. Special-admit students were allowed to enroll without an approved form. The District was not able to locate special-admit forms for two students selected for testing.

Effect: High school students that do not qualify for attendance may be allowed to enroll. The District may not be in compliance with State regulations and apportionment may be effected.

Cause: The District does not have procedures in place to ensure that Special Student Attendance Forms are obtained for all special-admit students.

Population and Items Tested: Haphazardly selected 41 special-admit students, of which 34 were selected from the San Bernardino Valley campus. Special-admit forms for two students enrolled in classes at San Bernardino Valley College were not obtained.

Auditors' Recommendation: We recommend that the District remind responsible employees in the Admissions and Records offices that special admits should not be enrolled in classes unless attendance approval forms have been approved by a District employee. In addition, we recommend that the Admissions and Records offices implement procedures to ensure special-admit students submit required documentation prior to enrollment.

Grantee's Response: Admissions and Records staff have been advised of the procedures to qualify and register Special-Admit Students. The District began using an updated Concurrent Enrollment Form during the Fall 2007 term. Both Admission and Records directors will continue to monitor proper usage of the form and compliance with these regulations.

Current Status: Exceptions noted in current year. See finding 08-12.

07-8 *Reference:* Concurrent Enrollment of K-12 Students in Community College Credit Courses

Condition and Criteria: The California Education Code Sections 48800, 48800(d), 76001(i), and 76002(a)(4) require the following:

- (i) For Summer sessions, K-12 principals may not recommend more than five percent of the number of pupils who have completed a particular grade immediately prior to the time of the recommendation;
- (ii) If the class is a physical education class, no more than ten percent of the course section's enrollment may be claimed for apportionment for special part-time or full-time students; and
- (iii) A community college district may not receive State apportionments for special part-time and full-time students enrolled in physical education courses in excess of five percent of the district's total reported FTES of special part-time and full-time students.

The District does not have procedures in place to monitor its compliance with these requirements. The District exceeded the limitation of FTES allowed to be claimed for special part-time or full-time students enrolled in physical education courses.

Effect: The District was not in compliance with State requirements and apportionment may be effected. We were unable to perform audit procedures on items (i) due to the District not having supporting documentation.

Cause: The District lacks proper procedures to monitor the requirements. Calculations to determine compliance were prepared for the auditor subsequent to the submission of the CCFS 320 report, not as normal procedure for District monitoring.

Population and Items Tested: Obtained referential data files and tested the District's calculations of (ii) and (iii) noted above. It was noted that the District was out of compliance with requirement (iii). On the CCFS 320 report, the District claimed a total of 124.19 FTES for special part-time or full-time students in fiscal year 2006-2007; of that amount, 8.52 FTES were attributable to PE courses. The District exceeded the limitation by 2.31 FTES or 1.86%. In addition, certifications from principals of K-12 schools verifying compliance with (i) were not obtained.

Auditors' Recommendation: We recommend that the District implement procedures to monitor compliance with State requirements.

Grantee's Response: The District began using an updated High School Concurrent Enrollment Request form during the Fall 2007 term. The revised form contains the required High School Principal's certifications to ensure compliance with California Education Code. Also, the District has established a procedure to test compliance with sections (ii) and (iii) above prior to the Annual Apportionment Attendance Report submission date and make adjustments to FTES totals if necessary.

Current Status: Exceptions noted in current year. See finding 08-11.

07-9 *Reference:* Concurrent Enrollment of K-12 Students in Community College Credit Courses

Condition and Criteria: The California Code of Regulations, Title V, Sections 53410 and 58060 requires employees of the District who teach credit courses to meet the applicable minimum qualifications for community college instructors. During our testing, we noted instances where the District had no supporting documentation for instructors' qualifications.

Effect: Instructors may not be qualified to teach courses claimed for State apportionment. State apportionment may be affected.

Cause: The District did not obtain proof of qualifications when employees were hired.

Population and Items Tested: Selected ten courses which contained the highest percentage of special part-time and full-time students. Of the four instructors that taught these courses, documentation supporting the qualifications was not obtained for two adjunct instructors. A total of 22.57 FTES were claimed for the courses where the error was noted.

Auditors' Recommendation: We recommend that the District implement procedures to ensure that employee files contain all required documentation before the hiring process is completed.

Grantee's Response: In May 2007, the Human Resources Department implemented a self-audit process resulting in the review of over 259 part-time faculty personnel files. Many issues were identified, documented, and corrected, including the concerns of this audit finding. In September 2007, the Board approved the revised part-time faculty hiring procedures developed by the Human Resources Department. The procedures have safeguards in place to ensure that the personnel file includes documentation of minimum qualifications prior to beginning employment.

Current Status: No exceptions noted in current year.

07-10 *Reference:* California Work Opportunity and Responsibility to Kids (CalWORKs)

Condition and Criteria: CalWORKs program funding is allocated by the State into three types: program, child care, and Federal TANF funds. The 2004-2005 Budget Act stipulates that a community college CalWORKs program can request a reallocation of unused funds from child care to another CalWORKs related budget category (i.e., work-study). The request must be made at the district level by using the CalWORKs Program Allocation Adjustment Form 6, Part 1. The District was allocated \$817,465 for program expenditures and \$117,844 for child-care expenditures. During fiscal year 2006-2007, program expenditures totaled \$842,465 and child-care expenditures totaled \$92,844. The District was not approved by the State Chancellor's Office to transfer the additional \$25,000 from their child-care allocation to program expenditures.

Effect: The District is not in compliance with State regulations and apportionment may be affected.

Cause: The CalWORKs program director exceeded the program expenditure budget without prior approval from the State to reallocate the funds.

Auditors' Recommendation: We recommend that the District require approved allocation adjustments from the State Chancellor's Office prior to the expenditure of funds.

Grantee's Response: The \$25,000 was moved from CHC to SBVC in a mid-year intra-district budget transfer. Apparently, SBVC staff was unaware that a request to reallocate the funds for program expenditures was not completed. SBVC has contacted the State to request ratification of this transfer. All future transfers will only be completed after prior approval from the State Chancellor's Office.

Current Status: No exceptions noted in current year.

07-11 *Reference:* Child Development Program, Contract GPRE-6300

Condition and Criteria: The California Department of Education, Child Development Fiscal Services Division requires that Attendance and Fiscal Reports for State Preschool Programs be filed quarterly. During our audit, we noted that the number of attendance days reported did not agree with the supporting documentation.

Effect: Days of attendance and enrollment were misstated on the quarterly reports.

Cause: Calculations for quarterly reports were not compared to supporting documentation or checked for mathematical accuracy.

Population and Items Tested: We tested all monthly attendance registers. In three of the sampled months, the attendance registers contained errors either overstating or understating the number of days reported on the filed quarterly reports. In one month, two of the registers were overstated by 21 days due to clerical errors. In another month, a child's attendance was excluded from the reported attendance understating three days. The net of the findings overstated attendance and enrollment by 39 days.

Auditors' Recommendation: Attendance data is accumulated from various sign-in sheets, entered into an Excel workbook, then summarized in other Excel workbooks for reporting purposes. We recommend that this process be revised to reduce the amount of manual entries in order to reduce the occurrence of typographical errors. In addition, we recommend that the Attendance and Fiscal Reports for State Preschool Program be checked for accuracy by someone other than the preparer before reports are submitted.

Grantee's Response: Prior to submitting quarterly reports, CDC staff will ensure that all supporting documentation is complete and accurate. These reports will be checked for mathematical accuracy by both CDC administrative staff and the CDC Director. Quarterly audits of these reports will continue to be conducted by the Director, Internal Audits. In this case, the discrepancy has been corrected and an amended report has been sent to the State Department of Education to reflect the corrected data. The process to complete the quarterly report will be revised to minimize the number of manual entries.

Current Status: No exceptions noted in current year.

07-12 *Reference:* Child Development Program, Food Program

Condition and Criteria: The California Department of Education, Fiscal & Administrative Services Division requires that a Claim for Reimbursement for Child Care Food Program Report be filed monthly. The number of meals reported on the monthly reports are used in the calculation for reimbursements. During our audit, we noted that the number of meals served in three of the four categories did not agree with the supporting documentation. We noted various mathematical errors. The net effect of the errors resulted in an understatement of five meals for breakfast, two meals for lunch, and six meals for supplements.

Effect: District did not receive reimbursements for the unclaimed meals.

Cause: Calculations for monthly reports were not compared to supporting documentation or checked for mathematical accuracy.

Population and Items Tested: Two of the 12 months were selected for audit. The errors were noted in one report. The net effect of the errors resulted in an understatement of five meals for breakfast, two meals for lunch, and six meals for supplements, totaling understatement of reimbursements of \$11.24.

Auditors' Recommendation: We recommend that the meal-count sheets prepared by the teachers include totals by meal type. These totals should be recalculated and verified by another employee prior to being entered into the recap sheet. In addition, we recommend that the Claim Reimbursement reports continue to be checked for accuracy by an employee that is not involved in the preparation of the reports before reports are submitted to the State.

Grantee's Response: Prior to submitting the monthly meals reports, CDC administrative staff and the CDC Director will review for accuracy. Quarterly audits of these reports will be conducted by the Director, Internal Audits. These errors have been corrected and an amended report has been sent to the State Department of Education.

Current Status: No exceptions noted in current year.

07-13 *Reference:* Child Development Program, Contract GCTR-6312

Condition and Criteria: The California Department of Education, Child Development Fiscal Services Division requires that Attendance and Fiscal Reports for Child Development Programs be filed quarterly. During our audit, we noted that in one quarter one-half time attendance was included on the wrong age group.

Effect: Days of enrollment were overstated on quarterly reports.

Cause: When data was summarized attendance was reported in the wrong category.

Population and Items Tested: We tested all monthly attendance registers. In one of the months, the filed quarterly report did not agree to the supporting documentation. The net effect of findings totaled an overstatement of 4.8 adjusted days of enrollment.

Auditors' Recommendation: Attendance data is accumulated from various sign-in sheets, entered into an Excel workbook, then summarized in other Excel workbooks for reporting purposes. We recommend, in order to reduce the amount of typographical errors, this process be revised to reduce the amount of manual entries. In addition, we recommend that the Attendance and Fiscal Reports for Child Development Program be checked for accuracy by someone other than the preparer before reports are submitted.

Grantee's Response: Prior to submitting quarterly reports, CDC staff will ensure that all supporting documentation is complete and accurate. These reports will be checked for mathematical accuracy by both CDC administrative staff and the CDC Director. Quarterly audits of these reports will continue to be conducted by the Director, Internal Audits. In this case, the discrepancy has been corrected and an amended report has been sent to the State Department of Education. The process to complete the quarterly report will be revised to minimize the number of manual entries.

Current Status: No exceptions noted in current year.

07-14 *Reference:* Child Development Program, Contract GCTR-6312

Condition and Criteria: The California Department of Education, Child Development Fiscal Services Division requires that Attendance and Fiscal Reports for Child Development Programs be filed quarterly. During our audit, we noted that the number of days of operation claimed in the first quarter did not agree to the actual days the Child Development Center (Center) was open for operation. Also, the second and third quarterly reports understated cumulative days of operation by 19 days.

Effect: Days of operation were understated by 53 days on the first quarterly report. In addition, the second and third quarterly reports understated total cumulative days of operation by 19 days.

Cause: Director erroneously omitted reporting days of operation and the number carried forward to the second quarter was not accurate.

Population and Items Tested: We tested days of operation claimed on each quarterly report. In three of the quarters, the filed quarterly report did not agree to the actual days the Center operated. Since the Center met the minimum days of operation, the error did not have an effect on the Center's funding.

Auditors' Recommendation: We recommend that the Attendance and Fiscal Reports for Child Development Program be checked for accuracy before reports are submitted.

Grantee's Response: Prior to submitting quarterly reports, CDC staff will ensure that all supporting documentation is complete and accurate. Quarterly audits of these reports will continue to be conducted by the Director, Internal Audits. This error has been corrected and an amended report has been sent to the State Department of Education to reflect the corrected data.

Current Status: No exceptions noted in current year.

07-15 *Reference:* Financial Aid - Cash Management

Condition and Criteria: The Department of Education allows institutions to drawdown funds using the GAPS system. The institution must disburse those funds within three business days. Exceptions are allowed if the balance of excess funds (1) was less than 3% of its total prior-year drawdowns, and the excess balance is maintained during a period of peak enrollment; (2) was less than 1% of its prior-year drawdowns for periods other than peak enrollment; and (3) the total balance must be eliminated within the next seven calendar days (34 CFR Sections 668.162, 164, and 166). During our audit, we noted one instance where funds were kept for greater than seven calendar days.

Effect: Funds belonging to the Department of Education were not returned within the allotted time frame.

Cause: During the current year, one instance was noted where a drawdown to fund a \$22,542.15 financial aid transmittal was done twice, on April 11, 2007 and on April 16, 2007. On April 11, there was a change in personnel handling cash management for Financial Aid. As a result of the change in personnel, the first \$22,542.15 drawdown was not added to the internal spreadsheet used to track transmittals, drawdowns, and refunds. The error was not noted until after the specified time frame was expired. The funds were returned to GAPS on May 8, 2007.

Population and Items Tested: During our audit, we noted one instance of \$22,542.15 where funds were not returned within seven calendar days.

Auditors' Recommendation: We recommend that the District implement a policy that requires prompt recording of GAPS activity on the internal spreadsheets used to monitor Financial Aid cash management.

Grantee's Response: GAPS activities are promptly recorded in the spreadsheet on a regular basis. This is an isolated case resulting from change in personnel as mentioned above. In the future, the District will ensure a complete turnover of responsibilities occurs before staff vacates the position.

Current Status: No exceptions noted in current year.

07-16 *Reference:* Public Works Grant for Applied Technology Center

Condition and Criteria: The OMB Circular A-133 Compliance Supplement, section 3-D requires that the non-federal entities include in their construction contracts a requirement that the contractor or subcontractor comply with the requirements of the Davis-Bacon Act and the DOB regulations (29 CFR par 5, "Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction"). This includes a requirement for the contractor or subcontractor to submit to the non-federal entity weekly, for each week in which any contract work is performed, a copy of the payroll and a statement of compliance. In the testing of the grant, it was noted that the contract with the project general contractor did not include a requirement to provide weekly certified payroll to the district office. Upon examination of payroll documents obtained, several instances were noted where multiple weeks of payroll records were prepared and certified on the same date, indicating that preparation was not timely.

Effect: Because certified payroll records are not delivered weekly to the District office, timely identification of the noncompliance with the Davis-Bacon Act by contractors or subcontractors is not possible.

Cause: The District was not aware that they were required to collect the certified payroll records weekly and, therefore, did not require contractor to submit the records timely.

Auditors' Recommendation: We recommend that the District implement procedures to ensure the timely collection of certified payroll records.

Grantee's Response: The contract with the project general contractor includes a section requiring adherence to all laws and regulations governing the payment of prevailing wages and the submission of certified payroll records. The project manager monitored the general contractor and subcontractors' compliance with the Davis-Bacon Act, but did not adhere to a strict schedule of receiving the certified payroll each week. Future agreements will include more precise language to ensure compliance with the Act.

Current Status: No exceptions noted in current year.

06-2 *Reference:* Purchase orders - VTEA and HSI

Condition and Criteria: The District policy is that approved purchase orders must be obtained prior to the purchase of goods and services. During our audit, we noted one instance where a purchase order was approved after a purchase of catalogs had been made.

Effect: Goods were purchased without the proper approval.

Cause: A purchase requisition had been submitted; however, the goods were purchased before the purchase order was approved by the department director and the District.

Auditors' Recommendation: The employees responsible for purchasing goods and services should be reminded of District purchasing policies.

Grantee's Response: Per Administrative Regulation 6330, the purchase of goods or services must be made through the Purchasing Department and upon final approval by the Business Manager. Further, when situations arise that require expeditious handling, requisitioning departments may contact the Purchasing Department to seek approval to contact the vendor to order the goods or services prior to the issuance of the Purchase Order. This Purchase requisition was initially created on 10/24/2005 but was not approved by the Purchasing Department until 11/1/2005 due to a required Budget Transfer. As a result, the Purchase Order was not generated and authorized by the Business Manager until 11/1/2005. The goods were eventually received on 11/7/2005 and 11/11/2005. This particular Purchase Order was for San Bernardino Valley College's Vocational Education Catalog Supplements. Due to the need to distribute these catalogs as soon as possible so that students could enroll in classes an exception was granted in accordance with Administrative Regulation 6330.

Current Status: Exceptions noted in current year. See findings 07-1 and 08-7.

06-3 *Reference:* Students Actively Enrolled

Condition and Criteria: The California Code of Regulations, Title V, Sections 58020 through 58024 require that each district governing board adopt procedures to document all course enrollment, to support timely, accurate, and complete information in the calculation of State General Apportionment. During our audit, we noted an error causing the FTES reported on the CCFS 320 report to be in error.

Effect: The CCFS 320 report was overstated by .31 FTES for the courses tested.

Cause: In one instance the instructor canceled a course; however, did not notify the department head or Dean. Active students were not dropped. Admissions and Records Departments prepare a Record Grade Report to follow up on delinquent grade reports. This control would have potentially caught the error; however, the missing grade report was not acted upon. In another instance, a student transferred from one section to another. Admission and Records backdated the drop date so that the student qualified for a refund of enrollment fees for the dropped course. However, the drop date entered was before the original add date and the system did not drop the student because they were not recognized as enrolled in the course as of the drop date. Therefore, the student was counted as active in both sections for CCFS 320 purposes.

Population and Items Tested: We tested 25 courses from the CCFS 320 report. Total FTES on the CCFS 320 report was 13,288.30. We tested 47.88, of which .31 FTES were incorrectly included.

Auditors' Recommendation: We recommend that the District modify its computer programs so that drop dates cannot be entered prior to enrollment dates. The District should implement documentation and approval procedures for any overrides of controls. We recommend that the District provide the Admissions and Records Departments with guidelines of circumstances when backdating is appropriate. We recommend that the District remind instructors of the proper course cancellation procedures and establish procedures to ensure that delinquent grade reports are investigated timely so that necessary corrections can be made.

Grantee's Response: Instructional and Student Services staff will be reminded that all class cancellation notices are to be forwarded to the Office of Instruction. New instructional staff will be instructed in the procedures involved to correctly cancel a class. Admissions and Records staff will be advised on the importance of ensuring all grade reports are accounted for and to provide timely follow-up on missing reports. Also, the District will continue to research and develop policy with an objective to not penalize students for switching course sections past the refund date. Training will be provided to Admissions and Records staff on the appropriateness and accuracy of Datatel entries.

Current Status: Exceptions noted in current year. See findings 07-4 and 08-10.

06-4 *Reference:* Open Enrollment

Condition and Criteria: Courses that qualify for State apportionment must be open to enrollment by the general public unless specifically exempted by statute. California Code of Regulations, Title V, Sections 58102, 58104, and 58106 outline certain requirements that districts must meet to ensure that their courses are open and available to all students. These requirements include that a description of each course be published in the official catalog and schedule of classes, and that for courses that the districts establish or conduct after publication of the general catalog or regular schedule of classes, those classes must also be reasonably well publicized. The courses should be advertised in such a manner that anyone who might be interested in enrolling in a particular course will know it is available and understand that enrollment is open to anyone who meets properly-established prerequisites or enrollment limitations. We noted two courses claimed on the CCFS 320 report were not properly advertised.

Effect: The CCFS 320 report was overstated by .39 FTES for the courses tested.

Cause: Special courses offered after the class schedule was published were not advertised to the general public.

Population and Items Tested: We tested 25 courses from the CCFS 320 report. Total FTES on the CCFS 20 report was 13,288.30. We tested 47.88, of which .39 FTES were incorrectly included.

Auditors' Recommendation: We recommend that the District review its procedures in place to ensure that all courses offered after the publication of the schedule of classes are properly advertised.

Grantee's Response: Both courses are listed in the college catalog and enrollment details are explained. These independent study classes are undertaken on special requests from students and require added coordination of instructors. College staff with responsibility over special projects classes will be advised of the advertisement guidelines and will be reminded to adequately document the advertising of classes that are not included in the class schedule.

Current Status: No exceptions noted in the current year.

06-5 *Reference:* Minimum Conditions "Standards of Scholarship"

Condition and Criteria: The California Code of Regulations, Title V, Sections 51000, 51002, 55750-55765, and 58161 require each district to adopt regulations consistent with the "Standards of Scholarship" and publish statements of those regulations under appropriate headings in their catalogs. We noted that the Crafton Hills College 2005-2006 catalog omitted two of the required disclosures.

Effect: District is not in compliance with State regulations.

Cause: The omission appears to have been an oversight.

Population and Items Tested: San Bernardino Valley College and Crafton Hills College 2005-2006 catalogs were tested for compliance. Crafton Hills College catalog did not include the following required disclosures:

1. Repetition of courses for which substandard work has not been recorded, where the repetition is necessary for continued employment or a mandatory training requirement. Grades shall be included in the calculation of the student's GPA.
2. Limitations on remedial course work for a community college student. The limitations should identify that no student shall receive more than 30 semester units of credit in remedial coursework.

Auditors' Recommendation: We recommend that a procedure be implemented to ensure that all required disclosures are included in the catalogs for both campuses.

Grantee's Response: Once notified of this omission, the CHC Vice President of Instruction began working on including the disclosures in the 2007-2008 Catalog. Due to the 2006-2007 Catalog having already been printed, students will be notified of these statements in the semester class schedules.

Current Status: No exceptions noted in the current year.

06-8 *Reference:* Concurrent Enrollment of K-12 Students in Community College Credit Courses

Condition and Criteria: The California Code of Regulations, Title V, Sections 53410 and 58060 requires employees of the District who teach credit courses to meet the applicable minimum qualifications for community college instructors. During our testing, we noted instances where the District had no supporting documentation for two instructors' qualifications.

Effect: Instructors may not be properly qualified to teach courses claimed for State apportionment. State apportionment may be affected.

Cause: The District did not obtain proof of qualifications when employees were hired.

Population and Items Tested: Haphazardly selected seven instructor files for testing. Two adjunct instructors had completed a "Teaching Assignment Form" indicating their qualifications; however, once assigned to a position, documentation supporting their qualifications was not obtained by the District. 6.09 FTES were claimed for the courses where the error was noted.

Auditors' Recommendation: We recommend that the District implement procedures to ensure that employee files contain all required documentation before the hiring process is completed.

Grantee's Response: The two adjunct instructors will be contacted and required to submit appropriate verification before they are approved to teach any subsequent courses. The Vice Chancellor for Human Resources and Employee Relations has met with the Human Resources staff and reviewed the 2005 and 2006 audit findings. Furthermore, an interim minimum qualification verification process that is part of the hiring procedure has been reviewed with staff and implemented. This process will be incorporated in the Human Resources Internal Operations Procedure Manual, which is currently in development.

Current Status: No exceptions noted in the current year.

06-10 *Reference:* Concurrent Enrollment of K-12 Students in Community College Credit Courses

Condition and Criteria: The California Education Code Sections 48800(A), 48800.5, and 76001(d) requires that the District obtain verification from the K-12 school district that the student can benefit from advanced scholastic or vocational work. The campus' utilize a Special Student Attendance Form to obtain these verifications and to approve or deny enrollment. Special-admit students were allowed to enroll without an approved form. In 17 instances, the forms were obtained from the students; however, the forms were not approved by a District employee. In two cases, the students enrolled in an off-campus site and forms were not obtained by Admissions and Records. In the one case, the student enrolled via the Internet and the form was not obtained.

Effect: High school students that do not qualify for attendance may be allowed to enroll. The District may not be in compliance with State regulations and apportionment may be effected.

Cause: The District does not have procedures in place to ensure that Special Student Attendance Forms are obtained for all special admit students. The District does not have procedures in place to ensure that Special Student Attendance Forms for students enrolled in classes at San Bernardino Valley College are approved by a District employee.

Population and Items Tested: Haphazardly selected 43 special-admit students, of which 36 were selected from the San Bernardino Valley College campus. We noted that 17 forms from the San Bernardino Valley College campus were not approved by Admissions and Records personnel. However, the forms did contain the required signatures from the student, parent/guardian, and Principal. In addition, three forms for students enrolled in classes at San Bernardino Valley College were not obtained.

Auditors' Recommendation: We recommend that the District remind responsible employees in the Admissions and Records offices that special admits should not be enrolled in classes unless attendance approval forms have been approved by a District employee. In addition, we recommend that the Admissions and Records offices implement procedures to ensure special admit students who register off campus or via the internet submit required documentation prior to enrollment.

Grantee's Response: Periodic training sessions will be conducted to instruct Admissions and Records staff in the requirements of admitting Special-Admit Students. Special-Admit Students that complete applications off-campus will be checked by designated employees and given to the Director, Admissions and Records for review and signature.

Current Status: Exceptions noted in current year. See findings 07-7 and 08-12.

06-11 *Reference:* Concurrent Enrollment of K-12 Students in Community College Credit Courses

Condition and Criteria: The California Education Code Sections 48800, 48800(d), 76001(i), and 76002(a)(4) require the following:

- (i) For summer sessions, K-12 principals may not recommend more than five percent of the number of pupils who have completed a particular grade immediately prior to the time of the recommendation;
- (ii) If the class is a physical education class, no more than ten percent of its enrollment may be comprised of special part-time or full-time students; and
- (iii) A community college district may not receive State apportionments for special part-time and full-time students enrolled in physical education courses in excess of five percent of the district's total reported FTES of special part-time and full-time students.

The District does not have procedures in place to monitor its compliance with these requirements. The District exceeded the limitation of special-admit students enrolled in a physical education course and claimed these students for apportionment.

Effect: The District was not in compliance with State requirements and apportionment may be affected. We were unable to perform audit procedures on items (i) and (iii) due to the District not having supporting documentation.

Cause: The District lacks proper procedures to monitor the requirements.

Population and Items Tested: Haphazardly selected 12 physical education courses. In one course, special-admit students in excess of 10% were claimed for apportionment. The course reported 29 students, of which eight were special-admit students. The CCFS 320 report was overstated by .6 FTES.

Auditors' Recommendation: We recommend that the District implement procedures to monitor compliance with State requirements.

Grantee's Response: The Special-Admit Student form signed by K-12 principals will be updated to cite California Education Code language, "K-12 principals may not recommend more than five percent of the number of pupils from a given grade for a specific class or no more than ten percent in a physical education class." The Director of Admissions and Records at each campus will work with District Computing Services to establish blocks when said limitations are reached.

Current Status: Exceptions noted in current year. See findings 07-8 and 08-11.

05-4 *Reference:* Purchase orders - DSPS

Condition and Criteria: The District policy is that approved purchase orders be obtained prior to the purchase of goods and services. During our audit, we noted two instances where purchase orders were approved after the purchase of goods and services.

Effect: Goods and services were purchased without the proper approval.

Cause: A purchase requisition had been submitted; however, the goods were purchased before the purchase order was approved by the department director and the District.

Auditors' Recommendation: The employees responsible for purchasing goods and services should be reminded of District purchasing policies.

Grantee's Response: The administrative staff will be reminded of policies and procedures regarding purchasing goods and services. Staff will be advised of the requirements of the District's computerized purchasing system and the procedures to use the system in a compliant and timely manner.

Current Status: Exceptions noted in current year. See findings 06-2, 07-1, and 08-7.

05-10 *Reference:* Required Data Elements

Condition and Criteria: The California Code of Regulations, Title V, Sections 58020 through 58024 require that each district governing board adopt procedures to document all course enrollment, to support timely, accurate, and complete information in the calculation of State General Apportionment. During our audit, we noted three errors causing the FTES reported on the CCFS 320 to be in error.

Effect: The CCFS 320 was overstated by 34 FTES for the courses tested.

Population and Items Tested: We tested 25 courses from the CCFS 320 report. Total FTES on the CCFS 320 report was 14,103. We tested 587, of which 34 FTES were incorrectly included.

Cause: Students transferred from one section to another and were erroneously left enrolled in both sections. When the Admissions Department recognized the error, they retroactively dropped the students from the original section; however, the drop date entered was prior to the add date. The system did not drop the students because they were not recognized as enrolled in the course as of the drop date.

Auditors' Recommendation: We recommend that the District add programmed controls so that drop dates cannot be entered prior to enrollment dates. In addition, we recommend that the District implement documentation and approval procedures for any overrides of controls.

Grantee's Response: The Admissions and Records Departments will review their policies and procedures regarding the practice of backdating. In-service training will be provided to Admissions staff by the Director of Admissions on the appropriateness of entries to the Datatel system. Admissions staff will be advised of the importance of the accuracy of dates and other data entered into the system. The District is pursuing a method to provide staff accountability for all data entered into the system. MIS staff are looking into the possibility of programming the computer system to reject inappropriate dates and other data.

Current Status: Exceptions noted in current year. See findings 06-3, 07-4, and 08-10.

05-13 *Reference:* Concurrent Enrollment of K-12 Students in Community College Credit Courses

Condition and Criteria: The California Code of Regulations, Title V, Sections 53410 and 58060 requires employees of the District who teach credit courses to meet the applicable minimum qualifications for community college instructors. During our testing, we noted one instance where the District had no supporting documentation for one instructor's qualifications.

Effect: Instructor may not be properly qualified to teach courses claimed for State apportionment. 30 FTES were claimed for the course where the error was noted.

Cause: The employee did not turn in proof of qualifications when hired by the District.

Population and Items Tested: Haphazardly selected 25 instructor files for testing.

Auditors' Recommendation: We recommend that the District implement a procedure to ensure that employee files contain all required documentation before the hiring process is completed.

Grantee's Response: Human Resources staff will review its policies and procedures on maintaining supporting qualifications of instructor's qualifications. In this case, the employee had a Masters Degree in progress, but was not conferred at the time of hire. Human Resources staff has since contacted the employee and requested a status update.

Current Status: No exceptions noted in current year.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Dr. Noelia Vela, Chancellor
REVIEWED BY: Robert Temple, Vice Chancellor of Fiscal Services
PREPARED BY: Robert Temple, Vice Chancellor of Fiscal Services
DATE: January 15, 2009
SUBJECT: Consideration of Approval of Budget Calendar

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached Budget Calendar.

OVERVIEW

The 2009-2010 budget calendar is presented to the Board of Trustees for approval.

ANALYSIS

The purpose of a Budget Calendar is to provide the timelines necessary for discussion and adoption of the District budget. Most budget consultants and auditors recommend that the Board of Trustees adopt the Budget Calendar as a planning tool. The Trustees may desire to add a budget workshop during the period between the tentative and final budget. It should be noted that it may be a year of much uncertainty, and as such the budget calendar may require amendment.

BOARD IMPERATIVE

III. Resource management for efficiency, effectiveness, and excellence.

FINANCIAL IMPLICATIONS

None.

Attachments

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
DISTRICT BUDGET CALENDAR 2009-2010**

<u>DATE</u>	<u>ITEM</u>	<u>ACTION</u>
1/15	BUDGET CALENDAR TO TRUSTEES FOR ADOPTION	FISCAL SVCS
2/12	ESTIMATED AVAILABLE RESOURCES AND RECOMMENDED DISTRIBUTION OF RESOURCES TO TRUSTEES FOR ACTION AND BOARD DIRECTION	CHANCELLOR
3/12	REVIEW BOARD DIRECTIONS AND GOALS WITH DISTRICT BUDGET COMMITTEE	VICE CHANCELLOR
3/17	PRIOR & CURRENT YEAR LINE BUDGETS, INSTRUCTION PACKET, AND BUDGET CALENDAR (BUDGET PACKET) DISTRIBUTED TO CAMPUS PRESIDENTS AND CHANCELLOR	FISCAL SVCS
3/20	BUDGET PACKETS DISTRIBUTED TO RESPONSIBILITY CENTERS TOGETHER WITH POLICIES AND APPROPRIATE PROCEDURES	PRESIDENTS CHANCELLOR
5/01	COST CENTERS REQUEST BUDGETS PRESENTED THROUGH CHANNELS TO PRESIDENTS/CHANCELLOR IN ACCORDANCE WITH SITE CHIEF EXECUTIVE OFFICER (CEO) CALENDAR	SITE CEO
5/04	SITE BUDGET REQUESTS TO VICE CHANCELLOR OF FISCAL SERVICES	SITE CEO
5/28	BOARD BUDGET STUDY SESSION OF FY 2010 BUDGET	CHANCELLOR
6/03	PRELIMINARY BUDGET SUBMITTED TO CHANCELLOR'S CABINET FOR REVIEW/DISCUSSION/RECOMMENDED ADJUSTMENTS AS REQUIRED	FISCAL SVCS TO CABINET
6/11	TENTATIVE BUDGET TO TRUSTEES FOR ADOPTION	CHANCELLOR
8/13	BEGIN REVIEW OF POSSIBLE BUDGET CHANGES AND IMPACTS WITH DISTRICT BUDGET COMMITTEE	VICE CHANCELLOR
9/03	PUBLIC HEARING AND FINAL BUDGET ADOPTION	TRUSTEES

Robert J. Temple, Vice Chancellor of Fiscal Services

*Note – Budget workshops may be additionally scheduled.
Budget Committee

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Dr. Noelia Vela, Chancellor
REVIEWED BY: Robert Temple, Vice Chancellor of Fiscal Services
PREPARED BY: Robert Temple, Vice Chancellor of Fiscal Services
DATE: January 15, 2009
SUBJECT: Consideration of Approval of Board Investment Policy 6320

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached Board Investment Policy 6320.

OVERVIEW

Board Investment Policy 6320 and Administrative Regulation 6320 are submitted for approval.

ANALYSIS

Various provisions of the government code state that the District has an investment policy approved by the Board each year. This policy states the principles of our investments and the process by which they may or may not be invested, and the Administrative regulation provides the specifics on how we achieve the criteria set forth in the policy.

BOARD IMPERATIVE

III. Resource management for efficiency, effectiveness, and excellence.

FINANCIAL IMPLICATIONS

None.

Attachments

The Chancellor is responsible for ensuring that the funds of the District that are not required for the immediate needs of the District are invested. Investments shall be in accordance with law, including California Government Code Sections 53600, *et seq.*

Investments shall be made based on the following criteria:

- The preservation of principal shall be of primary importance.
- The investment program must remain sufficiently flexible to permit the District to meet all operating requirements.
- Transactions should be avoided that might impair public confidence.

Reference:

Government Code Section 53600 *et seq.*

Administrative Regulation 6320

Administrative Regulations

Book: Administrative Regulations
Section: 6000 Business & Fiscal Services
Title: Investments
Number: 6320AR
Status: Active
Legal:
Adopted: 06/10/2002
Last Revised:
Last Reviewed:
Policy Detail

INVESTMENTS

A. INTENT

It is the policy of the San Bernardino Community College District to invest public funds in a manner providing the highest investment return with the maximum security while meeting the daily cash flow demands of the district and conforming to all applicable federal, California and local laws governing the investment of public funds.

B. SCOPE

This policy applies to all funds of the San Bernardino Community College District accounted for in the Comprehensive Annual Financial Report including General, Special Revenue, Capital Projects, Enterprise, Internal Service, and Trust funds.

1. All funds of the San Bernardino Community College District deposited with the San Bernardino County Treasurer shall be invested in accordance with Government Code Section 27000.5, in accordance with the investment policy developed pursuant to Government Code Section 27133, and under the direction of San Bernardino County's investment Advisory Committee.
2. Pursuant to Government Code 53646, all other funds of the San Bernardino Community College District shall be invested pursuant to the following guidelines.

C. PRUDENCE

Investments shall be made with judgment and care which persons of prudence, discretion and intelligence exercise in management of their own affairs not for speculation, but for investment, considering the probable safety of capital as well as the probable income to be derived. The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures, and investment policy and exercising due diligence shall be relieved of personal responsibility of an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

D. OBJECTIVE

The primary objectives of the San Bernardino Community College District investment activities shall be:

1. SAFETY

Safety of principal shall be the foremost objective of the investment program. Investments of the San Bernardino Community College District shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To obtain this objective, diversification is required so that potential losses on individual securities do not exceed income generated from the remainder of the portfolio.

2. LIQUIDITY

The San Bernardino Community College District's investment portfolio shall remain sufficiently liquid to meet all operating requirements, which may reasonably be anticipated.

3. RETURN ON INVESTMENT

The San Bernardino Community College District's investment portfolio shall be structured with the objective of attaining a rate of return throughout budgetary and economic cycles, commensurate with investment risk constraints and cash flow characteristics of the portfolio.

E. DELEGATION OF AUTHORITY

The authority to invest funds not deposited with the County Treasurer is granted to the Chancellor and Board of Trustees. Authority to manage the investment portfolio and establish written procedures for the operation of the investment program consistent with applicable law and the San Bernardino Community College District's Investment Policy may be delegated at the discretion of the Chancellor.

F. ETHICS AND CONFLICT OF INTEREST

Officers and employees involved in the investment process shall refrain from personal business activity that may conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

G. AUTHORIZED AND SUITABLE INVESTMENTS

Funds invested by the San Bernardino Community College District shall be in the following instruments, under the parameters outlined in Government Code Sections 53635, 53601, and 53631.5:

- Negotiable Certificates of Deposit
- Money Market Funds
- Collateralized Bank Deposits
- Time Deposits
- County Pooled Investment Funds

H. PROHIBITED INVESTMENT

Pursuant to Government Code Section 53601.6, funds of the San Bernardino Community College District shall not be invested in any of the following instruments:

- Inverse Floaters
- Range Notes
- Interest Only Strips
- Any Security That Could Result in ZERO INTEREST ACCRUAL

I. REPORTING

The Chancellor shall, pursuant to Government code Section 53646, submit a quarterly investment portfolio status report to the Board of Trustees. Said Report shall detail:

- Investment types
- Names of Issuers
- Maturity Dates
- Par and Dollar Amounts Invested in Each Security, Investment and Money
- Weighted Average Maturity of Investments
- Any Funds Being Managed by Contracted Parties
- Market Value as of Date of Report and Source of Valuation
- Description of Compliance with Investment Policy
- Current Market Value of Funds Managed by a Contract Party

J. POLICY ADOPTION

The San Bernardino Community College District's investment policy shall be adopted annually by resolution of the Board of Trustees. The policy shall be reviewed annually, and the Board of Trustees must approve any modifications made hereto.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Dr. Noelia Vela, Chancellor
REVIEWED BY: Robert J. Temple, Vice Chancellor, Fiscal Services
PREPARED BY: Lawrence J. Klumas, Program Manager, SBCCD
DATE: January 15, 2009
SUBJECT: Consideration of Approval of Change Order MM-01 for Mobile Modular

RECOMMENDATION

It is recommended that the Board of Trustees approve the Change Order MM-01 for Mobile Modular.

OVERVIEW

During the mobilization and construction process for RFP No. 3 – Lease DSA Approved Modular Buildings, a total of four (4) items were considered as Change Orders to the contract with Mobile Modular. Changes include removing from project scope the 18-month lease of a 24' x 40' modular office, relocation of an existing District owned 24' x 60' modular office, installing accessible ramps for the relocated modular, and miscellaneous painting and repairs to the relocated modular.

ANALYSIS

As outlined in the attached summary sheet and back up documents the effect of this Change Order will be a deduction of \$15,189.31 to Mobile Modular's contract. There is no effect to the project schedule. The revised contract amount with Mobile Modular will be \$432,129.69.

BOARD IMPERATIVE

III – Resource Management for Efficiency, Effectiveness, and Excellence.

FINANCIAL IMPLICATIONS

The total costs for Change Order MM-02 is a deduction of \$15,189.31 to Mobile Modular's contract; therefore, there is "No Financial Impact" to Measure "P" funds.

Attachments

3347A4
Project Number

C.O. - MM 01

CHANGE ORDER

Original Contract Amount: \$447,319.00
Amount of Previous Change Orders: \$0.00

School Name:	<u>San Bernardino Valley College</u>	Date:	<u>01 December 2008</u>
Project Description:	<u>RFP No. 3 - Lease DSA Approved Modulars</u>	Contract No.:	_____
To (Contractor):	<u>Mobile Modular</u>	Attn:	<u>Lori Young</u>

You are hereby directed to make the following changes in the above reference contract for:

Item No.: **Refer to attachments** Reference RFP No.: N/A

Description of Work:
Refer to attached Change Order summary dated 12-01-2008 for Change Order No. 1 - Items 1 - 4

TOTAL COST OF CHANGE ORDER NO. MM 01 (\$15,189.31)

Reason for Change:
Refer to attached Change Order No. 1 summary dated 12-01-2008

Initiator of Change:
Refer to attached Change Order No. 1 summary dated 12-01-2008

Drawings associated with Change Order No. 1 are as follows: N/A

The contract AMOUNT due to C. O. No. MM 01 will be **decreased** by: (\$15,189)

The contract TIME due to Change Order No. 1 will be **unchanged** by: 0 calendar days.

The revised Contract Completion Date, including this Change Order is, therefore unchanged

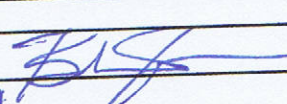
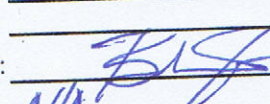
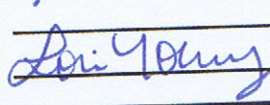
The revised Contract Amount, including this change order is, therefore: \$432,129.69

SBCCD Change Order No. MM 01 includes Item Number(s): Four (4) items

This Change Order is not valid until signed by both the Architect and the District Representative (on behalf of the San Bernardino Community College District Board of Education)

Contractor's signature indicates agreement herewith, including any adjustment in the contract amount or contract time.

I have reviewed the figures submitted by the Contractor and they have been reviewed by the District, I believe this request is valid and recommend your approval for acceptance.

	Signature	Name (printed)	Date
Architect:		BRIAN W. JONES	12/5/08
Constr. Mgr.:		Lori Young, Mobile Modular	12/4/08
Inspector:	N/A		
District:		Mr. Robert Temple, Vice Chancellor Fiscal Services	
Contractor:		Lori Young, Mobile Modular	12/4/08

State of California - Division of the State Architect DSA Application No. _____ File No. _____

Approved _____ per Principal Structural Engineer: _____

3347A4
Project Number

C.O. - MM 01

CHANGE ORDER

Original Contract Amount: \$447,319.00
Amount of Previous Change Orders: \$0.00

School Name:	<u>San Bernardino Valley College</u>	Date:	<u>01 December 2008</u>
Project Description:	<u>RFP No. 3 - Lease DSA Approved Modulares</u>	Contract No.:	_____
To (Contractor):	<u>Mobile Modular</u>	Attn:	<u>Lori Young</u>

You are hereby directed to make the following changes in the above reference contract for:

Item No.: Refer to attachments Reference RFP No.: N/A

Description of Work:

Refer to attached Change Order summary dated 12-01-2008 for Change Order No. 1 - Items 1 - 4

TOTAL COST OF CHANGE ORDER NO. MM 01 **(\$15,189.31)**

Reason for Change:

Refer to attached Change Order No. 1 summary dated 12-01-2008

Initiator of Change:

Refer to attached Change Order No. 1 summary dated 12-01-2008

Drawings associated with Change Order No. 1 are as follows: N/A

The contract AMOUNT due to C. O. No. MM 01 will be **decreased** by: (\$15,189)

The contract TIME due to Change Order No. 1 will be **unchanged** by: 0 calendar days.

The revised Contract Completion Date, including this Change Order is, therefore unchanged

The revised Contract Amount, including this change order is, therefore: \$432,129.69

SBCCD Change Order No. MM 01 includes Item Number(s): Four (4) items

This Change Order is not valid until signed by both the Architect and the District Representative (on behalf of the San Bernardino Community College District Board of Education)

Contractor's signature indicates agreement herewith, including any adjustment in the contract amount or contract time.

I have reviewed the figures submitted by the Contractor and they have been reviewed by the District. I believe this request is valid and recommend your approval for acceptance.

Architect:	<u>[Signature]</u>	Name (printed)	<u>Jay Tittle, AIA</u>	Date	<u>12/5/08</u>
Constr. Mgr.:	<u>[Signature]</u>		<u>BRIAN W. JONES</u>		<u>12/5/08</u>
Inspector:	<u>N/A</u>				
District:		Mr. Robert Temple, Vice Chancellor Fiscal Services			
Contractor:	<u>[Signature]</u>		<u>Lori Young, Mobile Modular</u>		<u>12/4/08</u>

State of California - Division of the State Architect DSA Application No. _____ File No. _____
Approved _____ per Principal Structural Engineer: _____

CHANGE ORDER NO. MM 01

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
01-01	Remove 18 month lease for 24' x 40' modular office	H4		-\$28,144		(\$28,144)
01-02	Relocation of existing District owned 24' x 60' modular	H4			\$7,824	\$7,824
01-03	Install accessible ramp	H4			\$6,469	\$6,469
01-04	Repaint skirting, replace damaged tiles, additional steps, repair walls & ceilings, provide toilet hardware, and ramp landing work	H4			\$896	\$896
Subtotal						(\$12,955)
TOTAL CHANGE ORDER # MM 01						(\$12,955)

CODE LEGEND

- A SITE COST, UNFORSEEN FIELD CONDITION
- B SITE COST, ERROR AND/OR OMISSION
- C SITE COST, DISTRICT ADDED OR DELETED/REDUCED SCOPE
- D SITE COST, AGENCY OR CODE REVISION
- E SITE COST, CONTRACTOR IMPACT TO ANOTHER CONTRACTOR
- F BUILDING COST, UNFORSEEN FIELD CONDITION
- G BUILDING COST, ERROR AND/OR OMISSION
- H BUILDING COST, DISTRICT ADDED OR DELETED/REDUCED SCOPE
- J BUILDING COST, AGENCY OR CODE REVISION
- K BUILDING COST, CONTRACTOR IMPACT TO ANOTHER CONTRACTOR
- L CONTRACT ADMINISTRATIVE ISSUE

* Note: "I" has been omitted not to be confused with "1"

- 1 CONTRACTOR GENERATED
- 2 CONSTRUCTION MANAGER GENERATED
- 3 ARCHITECT/ENGINEER GENERATED
- 4 DISTRICT GENERATED
- 5 INSPECTOR OR AGENCY GENERATED

Summary of Change Order No. 1 Item Inclusions

December 1, 2008

Change Order No. 1 - Item No. 1 – Pursuing cost savings, it was determined best for District to utilize an existing District owned 24' x 60' modular office (previously known as the Pilot Office) as the interim KVCR office. This existing modular office was to be located at the North Hall Modular Site. This District owned office was reviewed and approved by KVCR Management to be used by KVCR in-lieu of leasing the 24' x 40' modular office included within RFP No. 3.

Pursuant with Bid Documents, the itemized cost for a 18 month lease for a standard 24' X 40' Modular Office as proposed by Mobile Modular (the successful proposer and contracted firm); including delivery and set-up, as specified by documents included within RFP No. 3, would have been as follows – Please note this is shown as a deductive amount compared to what the modular would have cost to lease:

Manufacturer, Deliver, Setup and Removal	- \$5,626.00
Leasing Cost \$1,251.00 per month x 18 months -	- \$22,518.00
Total Value Identified within RFP 3	<\$28,144.00>

The <\$28,144.00> Total Value will be deducted from Mobile Modular's Contract amount by early post-bid agreement with Mobil Modular.

To facilitate the use of the existing District Owned Modular the following items were determined necessary:

Change Order No. 1 - Item No. 2 - To relocate the existing District owned 24' x 60' modular office from its present location to its new North Hall interim site requires minor disassembly and re-assembly; a quotation was received from Mobile Modular on March 10, 2008: To dismantle, remove skirting, remove earthen augers, relocate, block and level, install skirting, and install earthen augers is quoted for a total additional cost of **\$7,824.00**.

Change Order No. 1 - Item No. 3 – Access for the office at its original location included steps, the new location required an accessible ramp according to DSA. This particular modular, unlike other program modular's is elevated two feet above ground on axle's, and consequently a switchback ramp was required and installed by Mobile Modular for **\$6,469.31**.

Change Order No. 1 - Item No. 4 – (A.) Skirting for this modular office existed but was not painted to match the modular's siding. Paint was considered necessary due to the new location at North Hall, was valued at \$490.00. (B.) Vinyl floor tile was damaged during separation of units during reassembly; to

replace the six vinyl tiles was valued at \$28.00. (C.) Although a ramp was provided by Item No. 3, steps were additionally required for the second exit valued at \$140.00. (D.) With the removal of equipment that had previously been attached to the interior walls and ceiling penetrations, holes were in need of patching with a finish valued at \$70.00. (E.) At the time of the decision to utilize this modular office the toilet room was not considered part of the agreement with KVCR, however, it was determined later the restroom would be used resulting with the provision of a paper towel dispenser valued at \$63.00. Finally, Item (F.) Due to vandalism, and grade issues at the bottom of the ramp required additional work valued at \$105.00. The grand total for Item No. 4 is resulted in the additional value of **\$896.00**.

Summary: At the time of receipt of bid response, the projected cost for delivery, set-up and an 18 month lease for a temporary modular office for KVCR was known to be \$28,144.00. Considering the cost of relocation and improvements necessary for the District owned modular office the decision was made to use the District owner modular office. The above itemized information demonstrates the costs for the improvements and the costs for relocation and set-up for the District owned modular. The value savings realized through the use of the existing owned modular office; substituting the District owned modular building vs. usage of a leased modular building with a cost of delivery and set-up and 18 monthly payments the extending costs would have been **<\$28,144.00>** compared to the total cost for the proposed relocation and set-up of the existing District Owned 24' x 60' modular office **\$12,954.69**. ***Net Savings realized using the District owned modular office <\$15,189.31>***.



Mobile Modular Change Order #1-Item#2

QUOTATION

DATE: 3/10/08
TO: MIKE HAMMOND
FROM: Brandy Sacchi

Dismantle: \$1375.00
Skirting Removal: \$315.00
Earth Auger Removal: \$400.00
Relocation: \$608.00
Block and Level: \$1750.00
Skirting Installation: \$2016.00
Earth Auger Installation: \$1360.00

MMMC \$7,824.00

NOTE: Please note that this quote is for an on site relocation of the District owned 24x60 DOH KVCR modular.

Additional Information: Quote is valid for 30 days. This price does not include any charges that may be appropriate for an un-level or obstructed site. This price does not included the removal of any electrical connections, phone lines, plumbing, furniture, sprinklers, decking, union labor, Davis Bacon wages, or extra labor due to site problems. Any additional cost for permits, pilot cars, etc. are the responsibility of the customer. **IMPORTANT:** Customer to arrange for the removal of all electrical connections, phone lines, plumbing, furniture, and sprinklers prior to the scheduled dismantle date. Damages beyond normal wear and tear are not included in this quote; any such damages will be assessed upon return to MMMC and reflected on you final bill.

Authorization:

Signature below indicates understanding of and agreement to the terms and charges listed above. We understand this is the best estimate available at this time and that additional charges may be incurred based on site conditions and other circumstances.

Print Name: Michael W. Hammonds
Title: Sr. Project Manager

Signature: *Michael W. Hammonds*
Date: 3/15/08

Please contact MMMC if there is a change to the schedule date.



Mobile Modular Management Corporation

11450 Mission Blvd, Mira Loma, CA 91752
Ph (951) 360-6600 Fax (951) 360-6622
www.MobileModularRents.com

Sale # 593449
Change Order# 1
Date Created: 08/13/08

Customer: San Bernardino Valley College
701 S Mount Vernon Ave
San Bernardino, CA 92410-2798

Attention: Michael Hammonds
Phone: (909) 693-3160
Fax: (909) 889-9952
Email: MHammonds@kitchell.com

Additional Work being performed:

	Charge	Additional monthly rent	Tax
Purchase of a TMP Switchback Ramp, Delivered and Installed for KVCR modular.	\$6,004.00		465.31
Subtotal:	\$6,004.00		\$465.31
Total:	\$6,469.31		

Notes: Purchase of a TMP switchback ramp for DOH (KVCR) modular. Delivery and installaion included.

Please sign and fax back to us at 951-360-6622 so that we may proceed with your order.
Previous change orders are not reflected.
This change order serves as an addendum to our original lease agreement.

San Bernardino Valley College

Accepted by: Michael W Hammonds

Date: 8/14/08

Please Print Name Michael W Hammonds



November 7, 2008

Attention Lisa Gray

Michael Hammonds
Sr. Project Manager
Kitchell / BRj
701 South Mount Vernon
San Bernardino, CA 92410

ATTN: Michael Hammonds
Fax: (909) 889-9952

RE: REPAIRS TO KVCR BUILDING

Mobile Modular is pleased to submit our proposal for the requested repairs to the KVCR DOH building:

Match existing & paint perimeter skirting	\$ 490.00 + tax
Install (6) replacement pieces of vinyl floor tile	\$ 28.00+ tax
Fabricate & install bracket for handrail	\$ 140.00 + tax
Anchor toe kick attachment @ bottom of ramp	\$ 35.00+ tax
Repair damaged door chain/spring	\$ 35.00+ tax
Patch miscellaneous holes in walls	\$ 70.00 + tax
Replace paper towel dispenser	\$ 63.00 + tax
Replace vandalized bug screen	\$ 35.00+ tax

If you have any further questions or concerns, please feel free to contact me at the number listed below.

Sincerely,

Lori Young
Sales Representative

Office: (951) 360-5111
Fax: (951) 360-6622

Approved by:
Signature/Title: *Michael Hammonds*

Dated: *11/7/08*

P.O.# _____

800.944.3442
MobileModularRents.com

Corporate Headquarters
5700 Las Positas Rd
Livermore, CA 94551
T 925.606.9000
F 925.453.3201

Southern California
11450 Mission Blvd
Mira Loma, CA 91752
T 951.360.6600
F 951.360.6622

Texas
4445 East Sam Houston Pkwy S
Pasadena, TX 77505
T 281.487.9222
F 281.487.1289

Florida
PO Box 470817
Celebration, FL 34747
T 407.873.1431
F 800.295.8036

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Dr. Noelia Vela, Chancellor
REVIEWED BY: Robert J. Temple, Vice Chancellor, Fiscal Services
PREPARED BY: Lawrence J. Klumas, Program Manager, SBCCD
DATE: January 15, 2009
SUBJECT: Consideration of Approval of Change Order MM-02 for Mobile Modular Lease at San Bernardino Valley College

RECOMMENDATION

It is recommended that the Board of Trustees approve the Change Order MM-02 for Mobile Modular, Interim Housing Lease at San Bernardino Valley College.

OVERVIEW

During the mobilization and construction process for RFP No. 3 – Lease DSA Approved Modular Buildings, a total of six (6) items were considered as Change Orders to the lease / contract with Mobile Modular. Changes include installing security screens to Criminal Justice modular buildings, installing closure panels between various modular buildings, remove and replace access ramps to modular buildings due to field conditions, installing vision windows in the Piano Lab modular as requested by Valley Staff, providing door access and vision window between RTVF modular buildings as requested by Valley Staff, and storage and additional mobilization of a District owned modular office.

ANALYSIS

As outlined in the attached summary sheet and back up documents the effect of this Change Order will be an increase of \$10,959.00 to Mobile Modular's lease / contract. There is no effect to the project schedule. The revised lease / contract amount with Mobile Modular will be \$443,088.87, budgeted with Measure "P" funds.

BOARD IMPERATIVE

III – Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

The total costs for Change Order MM-02 is an increase of \$10,959.00 to Mobile Modular's lease / contract, budgeted with Measure "P" funds.

Attachments

3347A4
Project Number

C.O. - MM 02

CHANGE ORDER

Original Contract Amount: **\$447,319.00**
Amount of Previous Change Orders: **(\$15,189.13)**

School Name:	<u>San Bernardino Valley College</u>	Date:	<u>03 December 2008</u>
Project Description:	<u>RFP No. 3 - Lease DSA Approved Modulars</u>	Contract No.:	_____
To (Contractor):	<u>Mobile Modular</u>	Attn:	<u>Lori Young</u>

You are hereby directed to make the following changes in the above reference contract for:

Item No.: **Refer to attachments** Reference RFP No.: N/A

Description of Work:
Refer to attached Change Order summary dated 12-03-2008 for Change Order No. 2 - Items 1 - 6

TOTAL COST OF CHANGE ORDER NO. MM 02 **\$10,959.00**

Reason for Change:
Refer to attached Change Order No. 2 summary dated 12-03-2008

Initiator of Change:
Refer to attached Change Order No. 2 summary dated 12-03-2008

Drawings associated with Change Order No. 2 are as follows: N/A

The contract AMOUNT due to C. O. No. MM 02 will be increased by: \$10,959

The contract TIME due to Change Order No. 1 will be unchanged by: 0 calendar days.

The revised Contract Completion Date, including this Change Order is, therefore unchanged

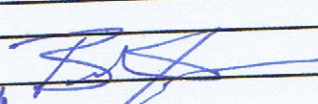
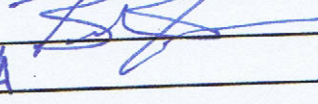
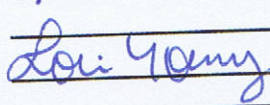
The revised Contract Amount, including this change order is, therefore: \$443,088.87

SBCCD Change Order No. MM 02 includes Item Number(s): Six (6) items

This Change Order is not valid until signed by both the Architect and the District Representative (on behalf of the San Bernardino Community College District Board of Education)

Contractor's signature indicates agreement herewith, including any adjustment in the contract amount or contract time.

I have reviewed the figures submitted by the Contractor and they have been reviewed by the District, I believe this request is valid and recommend your approval for acceptance.

	Signature	Name (printed)	Date
Architect:		<u>BRIAN W. JONES</u>	<u>12/5/08</u>
Constr. Mgr.:			
Inspector:	<u>NA</u>		
District:		<u>Mr. Robert Temple, Vice Chancellor Fiscal Services</u>	
Contractor:		<u>Lori Young, Mobile Modular</u>	<u>12/4/08</u>

State of California - Division of the State Architect DSA Application No. _____ File No. _____
Approved _____ per Principal Structural Engineer: _____

3347A4
Project Number

C.O. - MM 02

CHANGE ORDER

Original Contract Amount: **\$447,319.00**
Amount of Previous Change Orders: **(\$15,189.13)**

School Name:	<u>San Bernardino Valley College</u>	Date:	<u>03 December 2008</u>
Project Description:	<u>RFP No. 3 - Lease DSA Approved Modulares</u>	Contract No.:	_____
To (Contractor):	<u>Mobile Modular</u>	Attn:	<u>Lori Young</u>

You are hereby directed to make the following changes in the above reference contract for:

Item No.: Refer to attachments Reference RFP No.: N/A

Description of Work:

Refer to attached Change Order summary dated 12-03-2008 for Change Order No. 2 - Items 1 - 6

TOTAL COST OF CHANGE ORDER NO. MM 02 \$10,959.00

Reason for Change:

Refer to attached Change Order No. 2 summary dated 12-03-2008

Initiator of Change:

Refer to attached Change Order No. 2 summary dated 12-03-2008

Drawings associated with Change Order No. 2 are as follows: N/A
 The contract AMOUNT due to C. O. No. MM 02 will be **increased** by: \$10,959
 The contract TIME due to Change Order No. 1 will be **unchanged** by: 0 calendar days.
 The revised Contract Completion Date, including this Change Order is, therefore unchanged
 The revised Contract Amount, including this change order is, therefore: \$443,088.87
 SBCCD Change Order No. MM 02 includes Item Number(s): Six (6) Items

This Change Order is not valid until signed by both the Architect and the District Representative (on behalf of the San Bernardino Community College District Board of Education)

Contractor's signature indicates agreement herewith, including any adjustment in the contract amount or contract time.

I have reviewed the figures submitted by the Contractor and they have been reviewed by the District, I believe this request is valid and recommend your approval for acceptance.

Architect:	<u>[Signature]</u>	Name (printed)	<u>Jay Tittle, AIA</u>	Date	<u>12/5/08</u>
Constr. Mgr.:	<u>[Signature]</u>		<u>BRIAN W. JONES</u>		<u>12/5/08</u>
Inspector:	<u>NA</u>				
District:			Mr. Robert Temple, Vice Chancellor Fiscal Services		
Contractor:	<u>Lori Young</u>		<u>Lori Young, Mobile Modular</u>		<u>12/4/08</u>

Printed Name of file

State of California - Division of the State Architect DSA Application No. _____ File No. _____
 Approved _____ per Principal Structural Engineer: _____

CHANGE ORDER NO. MM 02

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
01-01	Provide security screens @ Criminal Justice modulares	H4			\$1,872	\$1,872
01-02	Provide closure panels between modulares	H4			\$480	\$480
01-03	Remove & reinstall ramps	G3			\$3,347	\$3,347
01-04	Install vision windows to practice lab doors @ PL-02	H4			\$1,118	\$1,118
01-05	Provide visual access between modular PL-05 & PL-06	H4			\$2,522	\$2,522
01-06	Cost for moving District owned 36' x 40' modular to temporary storage site, temporary storage of modular, and relocation to final siting	F4			\$1,620	\$1,620
	Subtotal					\$10,959
	TOTAL CHANGE ORDER # MM 02					\$10,959

CODE LEGEND

- A SITE COST, UNFORSEEN FIELD CONDITION
- B SITE COST, ERROR AND/OR OMISSION
- C SITE COST, DISTRICT ADDED OR DELETED/REDUCED SCOPE
- D SITE COST, AGENCY OR CODE REVISION
- E SITE COST, CONTRACTOR IMPACT TO ANOTHER CONTRACTOR
- F BUILDING COST, UNFORSEEN FIELD CONDITION
- G BUILDING COST, ERROR AND/OR OMISSION
- H BUILDING COST, DISTRICT ADDED OR DELETED/REDUCED SCOPE
- J BUILDING COST, AGENCY OR CODE REVISION
- K BUILDING COST, CONTRACTOR IMPACT TO ANOTHER CONTRACTOR
- L CONTRACT ADMINISTRATIVE ISSUE

* Note: "I" has been omitted not to be confused with "1"

- 1 CONTRACTOR GENERATED
- 2 CONSTRUCTION MANAGER GENERATED
- 3 ARCHITECT/ENGINEER GENERATED
- 4 DISTRICT GENERATED
- 5 INSPECTOR OR AGENCY GENERATED

Summary of Change Order No. 2 Item Inclusions

December 3, 2008

Change Order No. 2 - Item No. 1 – Because of the remote location for the Criminal Justice modular's and the stored secured information it was necessary to provide interior operable release security screens for modular's CJ-01 and CJ-02. Each modular contained two windows and each required screening. To add the security screens the additional lease cost for the two buildings resulted in an additional \$140.00 per month. Extended over the time of the 18 month lease equals an added value of **\$1,872.00**.

Change Order No. 2 - Item No. 2 – The modular classrooms and laboratories for the Planetarium areas were placed with separations from 10" to 24". The close proximity of these units was considered a hazardous condition by the campus. To install closure panels for both ends of the openings between modular's PL-07, PL-08, PL-09, CJ-01 and CJ-02 the resulting cost is **\$480.00**.

Change Order No. 2 - Item No. 3 – The original master site layout design for the Planetarium Modular area incorrectly placed the existing gas meeting and bollards associated with that gas meter. This error resulted with a series of field decisions for modular placement. The field coordination modular placement allowances worked well for the eventual placement of the modular's however, resulting from the new locations the access platforms and ramps for modular's PL-01, PL-05, PL-06 were not functional for safety reasons. Ramps were removed and replaced with acceptable ramps and landing platforms. To remove and reinstall these ramps resulted in the additional cost of **\$3,347.00**.

Change Order No. 2 - Item No. 4 – The campus requested vision windows for each Piano Lab Practice Room. The existing piano lab had vision windows for staff to view student occupants while practicing. This was considered a security and safety item to the campus. PL-02, the Piano Lab has seven practice rooms and consequently seven solid core doors had to be modified to receive vision panels. The cost to cut openings, install casings and glass and trim **\$1,118.00**.

Change Order No. 2 – Item No. 5 – KTVR modular's PL-05 and PL-06 required access between the two modular units to provide easy access for a single Professor to supervise students in both modular units. This was a known requirement during design meetings. It was determined easier and straight forward to provide this access after both modulars were placed and foundations were installed. To provide this access and meet the requirements necessary for structure and access the opening was cut in the field, openings were framed, doors installed for each modular and trimmed out was completed. The cost to provide labor and material for this work **\$2,522.00**.

Change Order No. 2, Item No. 6 - At the time of bid the District owned a 36' x 40' modular classroom located on the future Maintenance and Operations building site. It was necessary to remove this modular in order to commence construction for the new Maintenance and Operations Building. Originally, this was included in Mobile Modular's contract defined as a one time relocation to the Technical Education area to be renovated by others for future Technical Education classroom space. Unfortunately, the Technical Education area was not prepared to receive the relocated modular at the time of this move. Mobile Modular was directed to temporarily place as storage the two (2) Modular components within the construction compound area until the Technical Education infrastructure was prepared to receive this modular. Temporary storage and cribbing for this modular was preformed. A second move required an additional mobilization and transport to the planned location. The agreed value of this additional work totaled **\$1,620.00**.

Summary: Kitchell/BRj has reviewed each item and has determined the values indentified above are appropriate and we recommend acceptance of the changes.

○ Criminal Justice Security Screens	\$1,872.00
○ Modular Closure Panels to secure areas between modular's	\$480.00
○ Ramp Changes resulting from changes in master site design	\$3,347.00
○ Vision Panels for Piano Lab Rooms	\$1,118.00
○ Access Way to Join PL-05 and PL-06 – Staff accessibility	\$2,522.00
○ <u>Additional work required for relocation of existing modular</u>	<u>\$1,620.00</u>
○ Grand Total for Change Order No. 2	\$10,959.00



Mobile Modular Management Corporation

11450 Mission Blvd, Mira Loma, CA 91752
Ph (951) 360-6600 Fax (951) 360-6622
www.MobileModularRents.com

Lease # 589007
Change Order# 2
36 x 40 SN# 6508 Mfg SI
Date Created: 08/20/08

Customer:	San Bernardino Valley College 701 S Mount Vernon Ave San Bernardino, CA 92410-2798	Attention:	Michael Hammonds
		Phone:	(909) 693-3160
		Fax:	(909) 889-9952
		Email:	MHammonds@kitchell.com

Additional Work being performed:

Supply and Install two doors for PL-05 and PL-06 between the 4" separation of the two classrooms. Standard classroom door hardware is included.

	Charge	Additional monthly rent	Tax
	\$2,522.00		0.00
Subtotal:	\$2,522.00		\$0.00
Total:	\$2,522.00		

Notes: Add two doors across from each other between PL-05 and PL-06 so each classroom has access from the interior of the classrooms.

Please sign and fax back to us at 951-360-6622 so that we may proceed with your order.
Previous change orders are not reflected.
This change order serves as an addendum to our original lease agreement.

San Bernardino Valley College

Accepted by: x Michael W. Hammonds

Date: 8/20/08

Please Print Name Michael W. Hammonds



Mobile Modular Management Corporation

11450 Mission Blvd, Mira Loma, CA 91752
Ph (951) 360-6600 Fax (951) 360-6622
www.MobileModularRents.com

Lease # 589011
Change Order# 1
24 x 40 SN# 6502 Mfg SI
Date Created: 08/20/08

Customer: San Bernardino Valley College
701 S Mount Vernon Ave
San Bernardino, CA 92410-2798

Attention: Michael Hammonds
Phone: (909) 693-3160
Fax: (909) 889-9952
Email: MHammonds@kitchell.com

Additional Work being performed:

Supply and install seven (7) each vertical view windows in each interior door of PL-02.

	Charge	Additional monthly rent	Tax
	\$1,118.00		0.00
Subtotal:	\$1,118.00		\$0.00
Total:	\$1,118.00		

Notes:

Please sign and fax back to us at 951-360-6622 so that we may proceed with your order.
Previous change orders are not reflected.
This change order serves as an addendum to our original lease agreement.

San Bernardino Valley College

Accepted by: x Michael H. Hammonds

Date: 8/20/08

Please Print Name Michael H. Hammonds



Mobile Modular Management Corporation

11450 Mission Blvd, Mira Loma, CA 91752
Ph (951) 360-6600 Fax (951) 360-6622
www.MobileModularRents.com

Lease # 589007
Change Order# 1
36 x 40 SN# 6508 Mfg SI
Date Created: 08/13/08

Customer:	San Bernardino Valley College 701 S Mount Vernon Ave San Bernardino, CA 92410-2798	Attention:	Michael Hammonds
		Phone:	(909) 693-3160
		Fax:	(909) 889-9952
		Email:	MHammonds@kitchell.com

Additional Work being performed:	Charge	Additional monthly rent	Tax
TMP Ramp Delivery and Installation (Replacement Ramp)	\$1,919.00		0.00
Ramp Dismantle and Removal of Standard DSA Metal Ramp (Ramp Previously Installed)	\$1,270.00		0.00
Ramp Rental (1-5x6 landing, 4x24 ramp, 1-18" transition piece)		\$158.00	0.00
Subtotal:	\$3,189.00	\$158.00	\$0.00
Total:	\$3,347.00		

Notes: Dismantle and return the existing DSA approved ramp that was previously installed and replace with a TMP prefabricated ramp with 18" ramp transition.

Please sign and fax back to us at 951-360-6622 so that we may proceed with your order.
Previous change orders are not reflected.
This change order serves as an addendum to our original lease agreement.

San Bernardino Valley College

Accepted by: x Michael W. Hammonds

Date: 8/13/08

Please Print Name Michael W. Hammonds



Mobile Modular Management Corporation

11450 Mission Blvd, Mira Loma, CA 91752
Ph (951) 360-6600 Fax (951) 360-6622
www.MobileModularRents.com

Lease # 589014
Change Order# 1
24 x 40 SN# 6504 Mfg SI
Date Created: 08/13/08

Customer:	San Bernardino Valley College 701 S Mount Vernon Ave San Bernardino, CA 92410-2798	Attention:	Michael Hammonds
		Phone:	(909) 693-3160
		Fax:	(909) 889-9952
		Email:	MHammonds@kitchell.com

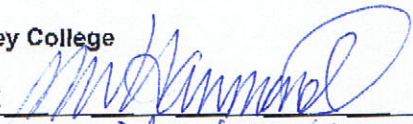
Additional Work being performed:

	Charge	Additional monthly rent	Tax
Rental of Quick Release Security Window Screens (CJ-01 and CJ-02).		\$104.00	0.00
Subtotal:		\$104.00	\$0.00
Total:	\$104.00		

Notes: Four 8x4 Quick Release screens are included.

Please sign and fax back to us at 951-360-6622 so that we may proceed with your order.
Previous change orders are not reflected.
This change order serves as an addendum to our original lease agreement.

San Bernardino Valley College

Accepted by: 

Date: 8/13/08

Please Print Name Michael W. Hammonds



Mobile Modular Management Corporation

11450 Mission Blvd, Mira Loma, CA 91752
Ph (951) 360-6600 Fax (951) 360-6622
www.MobileModularRents.com

Lease # 589004
Change Order# 1
24 x 40 SN# 9932 Mfg MT
Date Created: 08/13/08

Customer: San Bernardino Valley College
701 S Mount Vernon Ave
San Bernardino, CA 92410-2798

Attention: Michael Hammonds
Phone: (909) 693-3160
Fax: (909) 889-9952
Email: MHammonds@kitchell.com

Additional Work being performed:


	Charge	Additional monthly rent	Tax
Supply and Install Closure Panels (PL-09, PL-08, PL-07, PL-02, PL-03, CJ-01, CJ-02)	\$480.00		0.00
Subtotal:	\$480.00		\$0.00
Total:	\$480.00		

Notes: All closure panels will be painted to match the portables.

Please sign and fax back to us at 951-360-6622 so that we may proceed with your order.
Previous change orders are not reflected.
This change order serves as an addendum to our original lease agreement.

San Bernardino Valley College

Accepted by:

x 

Date:

8/13/08

Please Print Name

Michael W. Hammonds

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Dr. Noelia Vela, Chancellor
REVIEWED BY: Robert Temple, Vice Chancellor of Fiscal Services
PREPARED BY: Donna Hoffman, Marketing Director
DATE: January 15, 2009
SUBJECT: Consideration of Appointment to Citizens' Bond Oversight Committee

RECOMMENDATION

It is recommended that the Board of Trustees approve the appointment of Larry Edmundson to the San Bernardino Community College District Citizens' Bond Oversight Committee for a two year term, effective March, 2009.

OVERVIEW

The SBCCD Citizens' Oversight Committee received a resignation from a member representing the community at large. An application was received from Larry Edmundson, Grand Terrace, to fill the vacancy. Upon review of the application, it is recommended Larry Edmundson be appointed for a two year term.

ANALYSIS

The District is required to have a Citizens' Bond Oversight Committee to fulfill the obligations of its two bond measures, Measure "P" and Measure "M".

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence.

FINANCIAL IMPLICATIONS

None.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Noelia Vela, Chancellor

PREPARED BY: Dr. Noelia Vela, Chancellor

DATE: Jan. 15, 2009

SUBJECT: Discussion and direction to staff regarding attendance at
Presidential Inauguration by Executive Director
Governmental Affairs

RECOMMENDATION

The Board Chair requested that this item be placed on the Action portion of the Board agenda for the Board's consideration. Staff requests direction from the Board regarding this matter.

OVERVIEW

Mr. Frank Reyes, Executive Director Governmental Affairs was invited to attend the Inauguration and is requesting 5 work days of time and \$3559 for 8 days of accommodations, transportation and other expenses.

ANALYSIS

Attendance at this event is not a requirement of the position. The Executive Director of Governmental Affairs was directed to consider and submit a modified request of vacation, time only, or time and partial funds. The Executive Director did not submit a modified request.

There are other available opportunities this semester for the Executive Director of Governmental Affairs to meet with elected officials to represent the District, at which attendance is part of the position requirements. This event is likely not the highest and best use of general funds. Most importantly, in light of the State's fiscal crises which has a serious impact on the District's finances, it is not in the best interest of the District to support this request as submitted.

BOARD IMPERATIVE

FINANCIAL IMPLICATIONS

Reduction of \$3559 from the remaining travel budget allocated for work related to the position of Executive Director of Governmental Affairs

In addition, the travel budget allocated to support the work of this position, like all travel budgets available during spring semester 2009, will be reduced to achieve mid-year budget reductions.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Dr. Noelia Vela, Chancellor
REVIEWED BY: Robert J. Temple, Vice Chancellor, Fiscal Services
PREPARED BY: Lawrence J. Klumas, Program Manager, SBCCD
DATE: January 15, 2009
SUBJECT: Summary of Change Orders for Measure "P" Projects

RECOMMENDATION

This item is for information only and no action is required.

OVERVIEW

As an informational item to the SBCCD Board, this report is a summary of all Change Orders to date for projects at San Bernardino Valley College and Crafton Hills College.

ANALYSIS

Two Change Orders have been submitted this month for the Chemistry/Physical Science Building at San Bernardino Valley College. The change orders were for Mobile Modular and reduced their lease/contract amount by \$4,230.31. There is no change to the Project Schedule.

BOARD IMPERATIVE

III – Resource Management for Efficiency, Effectiveness, and Excellence.

FINANCIAL IMPLICATIONS

Total costs for the new Change Orders is a reduction of \$4,231.31.00 to the Chemistry/Physical Science Project Contract. The revised contract amount for Chemistry/Physical Science is \$22,640,593.69, budgeted with Measure "P" funds.

Attachments

CHANGE ORDER SUMMARY BY PROJECT
January 15, 2009

PROJECTS	Total Change Order	Original Contract	Revised Contract	CO%
North Hall Replacement	\$ -	\$ 16,792,609.00	\$ 16,792,609.00	0.00%
Media / Communications	\$ -	\$ 8,299,368.00	\$ 8,299,368.00	0.00%
Chemistry / Science	\$ (4,230.31)	\$ 22,644,824.00	\$ 22,640,593.69	-0.02%
Maintenance and Operations	\$ 17,409.00	\$ 4,041,000.00	\$ 4,058,409.00	0.43%
Student Health Services	\$ 19,725.00	\$ 1,047,967.00	\$ 1,067,692.00	1.88%
CDC Alterations	\$ -	\$ -	\$ -	
Baseball Netting	\$ -	\$ 203,629.00	\$ 203,629.00	0.00%
TOTAL	\$ 32,903.69	\$ 53,029,397.00	\$ 53,062,300.69	0.06%

NEW CHANGE ORDERS

Project SBVC Chemistry / Physical Science Building Revised Date 12/10/2008
 Project Number 3347A4

Contractors	1 (Contractor)	2 (CM)	Accountability Summary	3 (Arch/Eng)	4 (District)	5 (Insp/Agency)	Total CO Value per contractor:	Original Contract amount	Cos as % of contract	New contract amount
Contract #: Mobile Modular							(\$4,230.31)	\$447,319.00	-0.95%	\$443,088.69
TOTAL		\$0.00			-\$4,230.31	\$0.00	(\$4,230.31)	\$447,319.00	-0.95%	\$443,088.69

NEW CHANGE ORDERS

Project **SBVC Maintenance and Operations Building** Revised Date **11/12/2008**
 Project Number **3347A2**

Contractors		Accountability Summary			Total CO Value	Original Contract	Cos as % of	New contract
Contract #:		1 (Contractor)	2 (CM)	3 (Arch/Eng)	4 (District)	5 (Insp/Agency)	per contractor:	amount
	Oakview Constructors Inc.		\$17,409.00				\$17,409.00	\$4,041,000.00
			\$17,409.00				\$17,409.00	\$4,041,000.00
	TOTAL		\$17,409.00				\$17,409.00	\$4,041,000.00
								0.43%
								\$4,058,409.00

NO NEW CHANGE ORDERS

Project Student Health Services **Revised Date** 11/12/2008

Contractors	1 (Contractor)	2 (CM)	Accountability Summary 3 (Arch/Eng)	4 (District)	5 (Insp/Agency)	Total CO Value per contractor:	Original Contract amount	Cos as % of contract	New contract amount
PCN3			\$19,282.00			\$19,282.00	\$338,000.00	5.70%	\$357,282.00
MSI				\$443.00		\$443.00	\$709,967.00	0.06%	\$710,410.00
TOTAL						\$19,725.00	\$1,047,967.00	1.88%	\$1,067,692.00

NO NEW CHANGE ORDERS

CHANGE ORDER SUMMARY BY PROJECT
January 15, 2009

PROJECTS	Total Change Order	Original Contract	Revised Contract	CO%
INFRASTRUCTURE PACKAGE #1	\$ (4,277.00)	\$ 421,000.00	\$ 416,723.00	-1.02%
INFRASTRUCTURE PACKAGE #2/3/4	\$ 186,787.00	\$ 14,682,604.00	\$ 14,869,391.00	1.27%
INFRASTRUCTURE PACKAGE #5.1	\$ 5,029.00	\$ 151,300.00	\$ 156,329.00	3.32%
CRF / INFRA PKG #5	\$ -	\$ 7,795,365.00	\$ 7,795,365.00	0.00%
LEARNING RESOURCE CENTER	\$ -	\$ 22,291,408.00	\$ 22,291,408.00	0.00%
TOTAL	\$ 187,539.00	\$ 45,341,677.00	\$ 45,529,216.00	0.41%

NO NEW CHANGE ORDERS

Project		CHC Infrastructure Package #1		Revised Date					
Project Number		9621		8/20/2008					
Contractors	1 (Contractor)	2 (CM)	3 (Arch/Eng)	4 (District)	5 (Insp/Agency)	Total CO Value per contractor:	Original Contract amount	Cos as % of contract	New contract amount
Contract # : INFRA1-01 Champion Electric		(\$7,000.00)		\$913.00	\$1,810.00	(\$4,277.00)	\$421,000.00	-1.02%	\$416,723.00
TOTAL		(\$7,000.00)		\$913.00	\$1,810.00	(\$4,277.00)	\$421,000.00	-1.02%	\$416,723.00

NO NEW CHANGE ORDERS

Contractors	1 (Contractor)	2 (CM)	Accountability Summary 3 (Arch/Eng)	4 (District)	5 (Insp/Agency)	Total CO Value per contractor:	Original Contract amount	Cos as % of contract	New contract amount
Contract #:									
INFRA234-01 LD Anderson				\$59,019.00		\$59,019.00	\$1,101,300.00	5.36%	\$1,160,319.00
INFRA234-02 Couits Heating & Cooling						\$0.00	\$5,677,000.00	0.00%	\$5,677,000.00
INFRA234-03 Fischer, Inc.						\$0.00	\$1,491,000.00	0.00%	\$1,491,000.00
INFRA234-04 RIS Electric			\$115,975.00	\$11,793.00		\$127,768.00	\$1,973,000.00	6.48%	\$2,100,768.00
INFRA234-05 Tidwell Concrete						\$0.00	\$2,289,804.00	0.00%	\$2,289,804.00
INFRA234-06 Sierra Landscape						\$0.00	\$1,623,600.00	0.00%	\$1,623,600.00
INFRA234-07 Inland Building Companies						\$0.00	\$526,900.00	0.00%	\$526,900.00
TOTAL	\$0.00	\$0.00	\$115,975.00	\$70,812.00	\$0.00	\$186,787.00	\$14,682,604.00	1.27%	\$14,869,391.00

NO NEW CHANGE ORDERS

Project	CHC Infrastructure Package 5.1	Revised Date	Accountability Summary					Total CO Value per contractor:	Original Contract amount	Cos as % of contract	New contract amount
Project Number	9625	11/11/2008	1 (Contractor)	2 (CM)	3 (Arch/Eng)	4 (District)	5 (Insp/Agency)				
Contractors											
Contract # : INFRA5.1-01	RIS Electric										
			\$0.00	\$0.00	\$0.00	\$5,029.00	\$0.00	\$151,300.00	3.32%	\$156,329.00	
TOTAL			\$0.00	\$0.00	\$0.00	\$5,029.00	\$0.00	\$151,300.00	3.32%	\$156,329.00	

NO NEW CHANGE ORDERS

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Dr. Noelia Vela, Chancellor
REVIEWED BY: Robert Temple, Vice Chancellor of Fiscal Services
PREPARED BY: Crispina Ongoco, Director of Fiscal Services
DATE: January 15, 2009
SUBJECT: Budget Report

RECOMMENDATION

This item is for information only and no action is required.

OVERVIEW

This summary budget report is submitted monthly to the Board of Trustees for their perusal.

ANALYSIS

The Budget Report contains income and expenditures by major objects for all funds deposited in the County Treasury.

BOARD IMPERATIVE

III. Resource management for efficiency, effectiveness, and excellence.

FINANCIAL IMPLICATIONS


None.

Attachments



MEMO

To: NOELIA VELA, Chancellor

From: ROBERT J. TEMPLE, Vice Chancellor 

Date: DECEMBER 11, 2008

Subject: EXECUTIVE SUMMARY OF MONTHLY BUDGET REPORT

The expenditures are in line with the normal flow at this time of year.

We are awaiting word from the Legislature on mid-year cuts. In preparation for those potential cuts and fiscal year 2009-2010 reductions, we have begun to look at and evaluate where we can make reductions in the current year budget.

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/CURRENT	RECEIVED YEAR TO DATE	%	PENDING/ENCUMBERED	UNENCUMBERED BALANCE	%
8100.00 FEDERAL HEA REVENUES	3,354,370.10	160,601.21	638,231.71	19.0	0.00	2,716,138.39	80.9
8600.00 STATE REVENUES	69,847,838.63	12,559.50	31,304,451.36	44.8	0.00	38,543,387.27	55.1
8800.00 LOCAL REVENUES	21,945,856.45	7,194.57	5,662,607.52	25.8	0.00	16,283,248.93	74.1
8900.00 OTHER FINANCING SOURCES	993,000.00	0.00	988,058.85	99.5	0.00	4,941.15	.4
TOTAL: 8000	96,141,065.18	180,355.28	38,593,349.44	40.1	0.00	57,547,715.74	59.8
1100.00 CONTRACT CLASSROOM INST.	16,918,705.99	1,651,083.60	6,681,204.00	39.4	0.00	10,237,501.99	60.5
1200.00 CONTRACT CERT. ADMINISTRATORS	11,040,084.76	856,227.30	4,370,005.31	39.5	0.00	6,670,079.45	60.4
1300.00 INSTRUCTORS DAY/HOURLY	7,721,368.48	792,431.59	3,732,804.15	48.3	0.00	3,988,564.33	51.6
1400.00 NON-INSTRUCTION HOURLY CERT.	951,748.51	66,545.12	341,685.02	35.9	0.00	610,063.49	64.0
TOTAL: 1000	36,631,907.74	3,366,287.61	15,125,698.48	41.2	0.00	21,506,209.26	58.7
2100.00 CONTRACT CLASSIFIED NON-INST.	16,699,388.87	134,476.78	6,532,909.33	39.1	0.00	10,166,479.54	60.8
2200.00 INSTRUCTIONAL AIDS	1,442,489.00	13,000.00	594,302.66	41.1	0.00	848,186.34	58.8
2300.00 NON-INSTRUCTION HOURLY CLASS.	2,184,112.11	197,069.71	851,310.55	38.9	0.00	1,332,801.56	61.0
2400.00 INST AIDES-HOURLY- DIR. INSTRU	1,014,668.00	121,561.58	389,301.88	38.3	0.00	625,366.12	61.6
TOTAL: 2000	21,340,657.98	466,108.07	8,367,824.42	39.2	0.00	12,972,833.56	60.7
3100.00 CERTIFICATED RETIREMENT	2,767,107.47	245,124.37	1,099,385.31	39.7	0.00	1,667,722.16	60.2
3200.00 CLASSIFIED RETIREMENT	1,889,040.88	31,051.22	745,434.65	39.4	0.00	1,143,606.23	60.5
3300.00 OASDI/FICA	1,991,248.86	71,585.86	818,821.89	41.1	0.00	1,172,426.97	58.8
3400.00 HEALTH AND WELFARE BENEFITS	6,780,986.21	253,991.95	2,575,343.44	37.9	0.00	4,205,642.77	62.0
3500.00 STATE UNEMPLOYMENT INSURANCE	191,014.44	11,199.95	84,239.71	44.1	0.00	106,774.73	55.8
3600.00 WORKERS COMPENSATION INSURANCE	861,662.00	30,300.00	338,674.00	39.3	0.00	522,988.00	60.6
3900.00 OTHER BENEFITS	53,485.72	606.04	16,637.04	31.1	0.00	36,848.68	68.8
TOTAL: 3000	14,534,545.58	642,647.31	5,678,536.04	39.0	0.00	8,856,009.54	60.9
4100.00 TEXTBOOKS	37,905.00	0.00	5,051.71	13.3	1,996.11	30,857.18	81.4
4200.00 BOOK,MAGAZINE&PERIOD-DIST. USE	313,019.28	2,020.22	150,366.53	48.0	49,817.82	112,834.93	36.0
4300.00 INSTRUCTIONAL SUPPLIES	714,829.28	8,217.51	139,642.80	19.5	68,326.47	506,860.01	70.9
4400.00 MEDIA AND SOFTWARE-DISTRCT USE	142,483.50	1,782.83	17,231.19	12.0	8,831.49	116,420.82	81.7
4500.00 NONINSTRUCTIONAL SUPPLIES	1,303,690.48	36,478.95	392,484.28	30.1	300,290.21	610,915.99	46.8
4700.00 FOOD SUPPLIES	40,100.00	2,951.27	16,868.20	42.0	16,030.29	7,201.51	17.9
TOTAL: 4000	2,552,027.54	51,450.78	721,644.71	28.2	445,292.39	1,385,090.44	54.2
5100.00 PERSON&CONSULTANT SVC-DIST USE	4,868,584.78	75,974.38	1,301,286.38	26.7	2,519,098.75	1,048,199.65	21.5
5200.00 TRAVEL & CONFERENCE EXPENSES	806,620.11	13,881.89	175,794.73	21.7	89,146.09	541,679.29	67.1
5300.00 POST/DUES/MEMBERSHIPS-DIST. USE	521,540.62	62,598.45	82,641.72	15.8	111,657.28	327,241.62	62.7
5400.00 INSURANCES - DISTRICT USE	95,900.00	0.00	69,765.00	72.7	0.00	26,135.00	27.2
5500.00 UTILITIES & HOUSEKEEP-DIST. USE	2,876,962.82	222,823.44	1,261,329.17	43.8	1,410,404.62	205,229.03	7.1
5600.00 RENTS,LEASES&REPAIRS-DIST. USE	1,988,413.68	98,082.34	855,222.74	43.0	578,807.39	554,383.55	27.8
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	1,041,000.00	3,552.24	240,445.18	23.0	307,936.26	492,618.56	47.3
5800.00 OTHER OPERATING EXP-DIST. USE	5,023,675.03	114,145.51	409,370.79	8.1	301,761.23	4,312,543.01	85.8
5900.00 INTERPROGRAM CHARGES-DIST. USE	300.00	0.00	0.00	0	0.00	300.00	100.0
TOTAL: 5000	17,222,997.04	465,861.35	4,395,855.71	25.5	5,318,811.62	7,508,329.71	43.5

BDX110
 BOARD MEETING 1/8/09
 72 San Bernardino Community Col

SAN BERNARDINO COUNTY SCHOOLS COMPUTER CONSORTIUM
 BUDGET SUMMARY REPORT
 12/01/2008 TO 12/31/2008

#J4244

12/11/2008

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Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET		EXPENDED/RECEIVED		YEAR TO DATE	%	PENDING/ENCUMBERED		UNENCUMBERED	
	BUDGET	CURRENT	CURRENT	YEAR TO DATE			ENCUMBERED	BALANCE	ENCUMBERED	%
TOTAL: 1000-5999	92,282,135.88	4,992,355.12	34,289,559.36	37.1	5,764,104.01	52,228,472.51	56.5			
6100.00 SITES & IMPROVEMENTS-DIST. USE	271,852.00	0.00	0.00	.0	0.00	271,852.00	100.0			
6200.00 BUILDINGS&IMPROVEMENT-DIST. USE	724,379.25	37,493.59	98,547.56	13.6	101,566.55	524,265.14	72.3			
6300.00 LIBRARY BOOKS - EXPANSION	116,471.00	237.39	27,629.45	23.7	52,443.21	36,398.34	31.2			
6400.00 ADDITIONAL/IMPROVED EQUIPMENT	1,940,630.55	78,087.83	373,388.31	19.2	171,139.64	1,396,102.60	71.9			
TOTAL: 6000	3,053,332.80	115,818.81	499,565.32	16.3	325,149.40	2,228,618.08	72.9			
TOTAL: 1000-6999	95,335,468.68	5,108,173.93	34,789,124.68	36.4	6,089,253.41	54,457,090.59	57.1			
7300.00 INTERFUND TRANSFERS	2,420,291.00	153,873.00	1,319,365.00	54.5	0.00	1,100,926.00	45.4			
7500.00 OTHER OUTGO-STUDENT FIN AID	54,958.00	0.00	4,885.38	8.8	1,584.62	48,488.00	88.2			
7600.00 OTHER STUDENT AID	1,205,215.73	25,569.28	478,459.47	39.6	360,061.33	366,694.93	30.4			
7900.00 RESERVE FOR CONTINGENCIES	5,795,299.00	0.00	0.00	.0	0.00	5,795,299.00	100.0			
TOTAL: 7000	9,475,763.73	179,442.28	1,802,709.85	19.0	361,645.95	7,311,407.93	77.1			
TOTAL: 1000-7999	104,811,232.41	5,287,616.21	36,591,834.53	34.9	6,450,899.36	61,768,498.52	58.9			

BDX110
 BOARD MEETING 1/8/09
 72 San Bernardino Community Col

SAN BERNARDINO COUNTY SCHOOLS COMPUTER CONSORTIUM
 BUDGET SUMMARY REPORT
 12/01/2008 TO 12/31/2008

#J4244

12/11/2008

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Fund: 01 GENERAL FUND

SUMMARY

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/CURRENT YEAR TO DATE	RECEIVED YEAR TO DATE	%	PENDING/ENCUMBERED	UNENCUMBERED BALANCE	%	
TOTAL INCOME	(8000 - 8999)	96,141,065.18	180,355.28	38,593,349.44	40.1	0.00	57,547,715.74	59.8
TOTAL:	1000-5999	92,282,135.88	4,992,355.12	34,289,559.36	37.1	5,764,104.01	52,228,472.51	56.5
TOTAL:	1000-6999	95,335,468.68	5,108,173.93	34,789,124.68	36.4	6,089,253.41	54,457,090.59	57.1
TOTAL:	1000-7999	104,811,232.41	5,287,616.21	36,591,834.53	34.9	6,450,899.36	61,768,498.52	58.9
TOTAL EXPENSES	(1000 - 7999)	104,811,232.41	5,287,616.21	36,591,834.53	34.9	6,450,899.36	61,768,498.52	58.9

BDX110
 BOARD MEETING 1/8/09
 72 San Bernardino Community Col

SAN BERNARDINO COUNTY SCHOOLS COMPUTER CONSORTIUM
 BUDGET SUMMARY REPORT
 12/01/2008 TO 12/31/2008

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Fund: 39 BLUE SHIELD MEMBERS CONT

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/CURRENT	YEAR TO DATE	%	PENDING/ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	480.00	0.00	238.61	49.7	0.00	241.39	50.2
TOTAL: 8000	480.00	0.00	238.61	49.7	0.00	241.39	50.2
7900.00 RESERVE FOR CONTINGENCIES	5,000.00	0.00	0.00	.0	0.00	5,000.00	100.0
TOTAL: 7000	5,000.00	0.00	0.00	.0	0.00	5,000.00	100.0
TOTAL: 1000-7999	5,000.00	0.00	0.00	.0	0.00	5,000.00	100.0

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Fund: 39 BLUE SHIELD MEMBERS CONT SUMMARY

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SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/CURRENT	RECEIVED YEAR TO DATE	%	PENDING/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	480.00	0.00	238.61	49.7	0.00	241.39 50.2
TOTAL: 1000-5999		0.00	0.00	0.00	.0	0.00	0.00 .0
TOTAL: 1000-6999		0.00	0.00	0.00	.0	0.00	0.00 .0
TOTAL: 1000-7999		5,000.00	0.00	0.00	.0	0.00	5,000.00 100.0
TOTAL EXPENSES	(1000 - 7999)	5,000.00	0.00	0.00	.0	0.00	5,000.00 100.0

Fund: 41 CAPITAL OUTLAY PROJECTS FUND

SUMMARY BY OBJECT	WORKING	EXPENDED/RECEIVED		YEAR TO DATE	%	PENDING/ENCUMBERED	BALANCE	UNENCUMBERED
	BUDGET	CURRENT	YEAR TO DATE					
8600.00 STATE REVENUES	70,012,378.85	0.00	242,076.85		.3	0.00	69,770,302.00	99.6
8800.00 LOCAL REVENUES	611,100.00	863.89	317,624.81		51.9	0.00	293,475.19	48.0
TOTAL: 8000	70,623,478.85	863.89	559,701.66		.7	0.00	70,063,777.19	99.2
5100.00 PERSON&CONSULTANT SVC-DIST USE	3,490.00	0.00	0.00		.0	0.00	3,490.00	100.0
5600.00 RENTS,LEASE&REPAIRS-DIST USE	27,115.19	0.00	2,240.00		8.2	2,425.00	22,450.19	82.7
5800.00 OTHER OPERATING EXP-DIST. USE	264,000.00	0.00	0.00		.0	0.00	264,000.00	100.0
TOTAL: 5000	294,605.19	0.00	2,240.00		.7	2,425.00	289,940.19	98.4
TOTAL: 1000-5999	294,605.19	0.00	2,240.00		.7	2,425.00	289,940.19	98.4
6100.00 SITES & IMPROVEMENTS-DIST. USE	9,497,244.15	0.00	125,214.33		.0	43,534.15	9,578,924.33	100.0
6200.00 BUILDINGS&IMPROVEMENT-DIST USE	73,602,887.43	311.11	1,075.37		.0	86,214.45	73,517,748.35	100.0
6400.00 ADDITIONAL/IMPROVED EQUIPMENT	47,430.50	0.00	0.00		.0	4,579.38	42,851.12	90.3
TOTAL: 6000	83,147,562.08	311.11	126,289.70		.0	134,327.98	83,139,523.80	100.0
TOTAL: 1000-6999	83,442,167.27	311.11	124,049.70		.0	136,752.98	83,429,463.99	100.0
7900.00 RESERVE FOR CONTINGENCIES	436,511.20	0.00	0.00		.0	0.00	436,511.20	100.0
TOTAL: 7000	436,511.20	0.00	0.00		.0	0.00	436,511.20	100.0
TOTAL: 1000-7999	83,878,678.47	311.11	124,049.70		.0	136,752.98	83,865,975.19	100.0

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Fund: 41 CAPITAL OUTLAY PROJECTS FUND SUMMARY

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SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/CURRENT	RECEIVED YEAR TO DATE	% ENCUMBERED	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%	
TOTAL INCOME	(8000 - 8999)	70,623,478.85	863.89	559,701.66	.7	0.00	70,063,777.19	99.2
TOTAL: 1000-5999		294,605.19	0.00	2,240.00	.7	2,425.00	289,940.19	98.4
TOTAL: 1000-6999		83,442,167.27	311.11	124,049.70-	.0	136,752.98	83,429,463.99	100.0
TOTAL: 1000-7999		83,878,678.47	311.11	124,049.70-	.0	136,752.98	83,865,975.19	100.0
TOTAL EXPENSES	(1000 - 7999)	83,878,678.47	311.11	124,049.70-	.0	136,752.98	83,865,975.19	100.0

Fund: 42 REVENUE BOND CONSTRUCTION FU

SUMMARY BY OBJECT	WORKING	EXPENDED/RECEIVED	YEAR TO DATE	%	PENDED/	BALANCE	UNENCUMBERED
	BUDGET	CURRENT			ENCUMBERED		%
8800.00 LOCAL REVENUES	4,000,000.00	0.00	731,824.21	18.2	0.00	3,268,175.79	81.7
8900.00 OTHER FINANCING SOURCES	100,000,000.00	0.00	0.00	.0	0.00	100,000,000.00	100.0
TOTAL: 8000	104,000,000.00	0.00	731,824.21	.7	0.00	103,268,175.79	99.2
2300.00 NON-INSTRUCTION HOURLY CLASS.	5,981.59	0.00	231.60	3.8	0.00	5,749.99	96.1
TOTAL: 2000	5,981.59	0.00	231.60	3.8	0.00	5,749.99	96.1
3300.00 OASDHI/FICA	17.72	0.00	17.72	100.0	0.00	0.00	.0
3500.00 STATE UNEMPLOYMENT INSURANCE	0.69	0.00	0.69	100.0	0.00	0.00	.0
TOTAL: 3000	18.41	0.00	18.41	100.0	0.00	0.00	.0
4500.00 NONINSTRUCTIONAL SUPPLIES	42,664.00	0.00	0.00	.0	41,664.00	1,000.00	2.3
TOTAL: 4000	42,664.00	0.00	0.00	.0	41,664.00	1,000.00	2.3
5100.00 PERSON&CONSULTANT SVC-DIST USE	168,102.49	0.00	2,627.25	1.5	31,552.75	133,922.49	79.6
5600.00 RENTS,LEASES&REPAIRS-DIST.USE	447,319.00	0.00	29,571.01	6.6	417,747.99	0.00	.0
TOTAL: 5000	615,421.49	0.00	32,198.26	5.2	449,300.74	133,922.49	21.7
TOTAL: 1000-5999	664,085.49	0.00	32,448.27	4.8	490,964.74	140,672.48	21.1
6100.00 SITES & IMPROVEMENTS-DIST. USE	33,639,672.00	75,214.38	1,910,797.91	5.6	17,443,199.17	14,285,674.92	42.4
6200.00 BUILDINGS&IMPROVEMENT-DIST.USE	136,031,574.00	557,500.93	4,065,411.93	2.9	74,035,286.95	57,930,875.12	42.5
6400.00 ADDITIONAL/IMPROVED EQUIPMENT	7,885,789.51	0.00	803.03	.0	113,961.78	7,771,024.70	98.5
TOTAL: 6000	177,557,035.51	632,715.31	5,977,012.87	3.3	91,592,447.90	79,987,574.74	45.0
TOTAL: 1000-6999	178,221,121.00	632,715.31	6,009,461.14	3.3	92,083,412.64	80,128,247.22	44.9
7900.00 RESERVE FOR CONTINGENCIES	5,000,000.00	0.00	0.00	.0	0.00	5,000,000.00	100.0
TOTAL: 7000	5,000,000.00	0.00	0.00	.0	0.00	5,000,000.00	100.0
TOTAL: 1000-7999	183,221,121.00	632,715.31	6,009,461.14	3.2	92,083,412.64	85,128,247.22	46.4

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SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT YEAR TO DATE	%	PENDING/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	104,000,000.00	0.00	731,824.21	.7	0.00 103,268,175.79 99.2
TOTAL: 1000-5999	664,085.49	0.00	32,448.27	4.8	490,964.74	140,672.48 21.1
TOTAL: 1000-6999	178,221,121.00	632,715.31	6,009,461.14	3.3	92,083,412.64	80,128,247.22 44.9
TOTAL: 1000-7999	183,221,121.00	632,715.31	6,009,461.14	3.2	92,083,412.64	85,128,247.22 46.4
TOTAL EXPENSES	(1000 - 7999)	183,221,121.00	632,715.31	6,009,461.14	3.2	92,083,412.64 85,128,247.22 46.4

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Fund: 51 BOOKSTORE FUND

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SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/CURRENT	RECEIVED YEAR TO DATE	%	PENDING/ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	0.00	0.00	800.57	100.0	0.00	800.57-	.0
TOTAL: 8000	0.00	0.00	800.57	100.0	0.00	800.57-	.0

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Fund: 51 BOOKSTORE FUND SUMMARY

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/CURRENT	RECEIVED/ YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%		
TOTAL INCOME	(8000)	- 8999)	0.00	0.00	800.57	100.0	0.00	800.57-	.0
TOTAL: 1000-5999	0.00	0.00	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL: 1000-6999	0.00	0.00	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL: 1000-7999	0.00	0.00	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL EXPENSES	(1000	- 7999)	0.00	0.00	0.00	.0	0.00	0.00	.0

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Fund: 68 RETIREE BENEFIT FUND

SUMMARY BY OBJECT	WORKING	EXPENDED/RECEIVED		%	PENDING/	UNENCUMBERED
	BUDGET	CURRENT	YEAR TO DATE		ENCUMBERED	
8800.00 LOCAL REVENUES	54,000.00	0.00	20,144.27	37.3	0.00	33,855.73
TOTAL: 8000	54,000.00	0.00	20,144.27	37.3	0.00	33,855.73
3900.00 OTHER BENEFITS	750,000.00	0.00	13,188.00	1.7	0.00	736,812.00
TOTAL: 3000	750,000.00	0.00	13,188.00	1.7	0.00	736,812.00
TOTAL: 1000-5999	750,000.00	0.00	13,188.00	1.7	0.00	736,812.00
7900.00 RESERVE FOR CONTINGENCIES	450,000.00	0.00	0.00	.0	0.00	450,000.00
TOTAL: 7000	450,000.00	0.00	0.00	.0	0.00	450,000.00
TOTAL: 1000-7999	1,200,000.00	0.00	13,188.00	1.0	0.00	1,186,812.00

Fund: 68 RETIREE BENEFIT FUND SUMMARY

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT YEAR TO DATE	%	PENDING/ ENCUMBERED	UNENCUMBERED BALANCE	%		
TOTAL INCOME	(8000 - 8999)	54,000.00	0.00	20,144.27	37.3	0.00	33,855.73	62.6
TOTAL: 1000-5999		750,000.00	0.00	13,188.00	1.7	0.00	736,812.00	98.2
TOTAL: 1000-6999		750,000.00	0.00	13,188.00	1.7	0.00	736,812.00	98.2
TOTAL: 1000-7999		1,200,000.00	0.00	13,188.00	1.0	0.00	1,186,812.00	98.9
TOTAL EXPENSES	(1000 - 7999)	1,200,000.00	0.00	13,188.00	1.0	0.00	1,186,812.00	98.9

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Fund: 69 EMPL LOAD BANKING TRUST FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/CURRENT	RECEIVED/ YEAR TO DATE	%	PENDING/ ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	4,000.00	0.00	1,004.25	25.1	0.00	2,995.75	74.8
TOTAL: 8000	4,000.00	0.00	1,004.25	25.1	0.00	2,995.75	74.8
7300.00 INTERFUND TRANSFERS	4,000.00	0.00	0.00	.0	0.00	4,000.00	100.0
TOTAL: 7000	4,000.00	0.00	0.00	.0	0.00	4,000.00	100.0
TOTAL: 1000-7999	4,000.00	0.00	0.00	.0	0.00	4,000.00	100.0

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Fund: 69 EMPL LOAD BANKING TRUST FUND SUMMARY

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/CURRENT	RECEIVED YEAR TO DATE	% ENCUMBERED	PENDING/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	4,000.00	0.00	1,004.25	25.1	0.00	2,995.75 74.8
TOTAL: 1000-5999		0.00	0.00	0.00	.0	0.00	0.00 .0
TOTAL: 1000-6999		0.00	0.00	0.00	.0	0.00	0.00 .0
TOTAL: 1000-7999		4,000.00	0.00	0.00	.0	4,000.00	100.0
TOTAL EXPENSES	(1000 - 7999)	4,000.00	0.00	0.00	.0	4,000.00	100.0

Fund: 72 CHILD DEVELOPMENT FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/CURRENT	RECEIVED YEAR TO DATE	%	ENCUMBERED	UNENCUMBERED BALANCE	UNENCUMBERED %
8100.00 FEDERAL HEA REVENUES	125,000.00	0.00	38,400.10	30.7	0.00	86,599.90	69.2
8600.00 STATE REVENUES	1,855,136.00	0.00	184,565.49	9.9	0.00	1,670,570.51	90.0
8800.00 LOCAL REVENUES	288,238.00	0.00	97,397.88	33.7	0.00	190,840.12	66.2
TOTAL: 8000	2,268,374.00	0.00	320,363.47	14.1	0.00	1,948,010.53	85.8
2100.00 CONTRACT CLASSIFIED NON-INSTR.	1,011,157.00	10,800.00	399,021.78	39.4	0.00	612,135.22	60.5
2300.00 NON-INSTRUCTION HOURLY CLASS.	242,388.00	24,785.30	173,166.93	71.4	0.00	69,221.07	28.5
TOTAL: 2000	1,253,545.00	35,585.30	572,188.71	45.6	0.00	681,356.29	54.3
3100.00 CERTIFICATED RETIREMENT	25,380.00	466.15	10,679.15	42.0	0.00	14,700.85	57.9
3200.00 CLASSIFIED RETIREMENT	67,660.00	919.56	28,394.02	41.9	0.00	39,265.98	58.0
3300.00 OASDI/FICA	64,602.00	1,055.24	29,878.72	46.2	0.00	34,723.28	53.7
3400.00 HEALTH AND WELFARE BENEFITS	274,460.00	0.00	107,382.61	39.1	0.00	167,077.39	60.8
3500.00 STATE UNEMPLOYMENT INSURANCE	3,602.00	74.01	1,668.91	46.3	0.00	1,933.09	53.6
3600.00 WORKERS COMPENSATION INSURANCE	36,300.00	0.00	14,726.00	40.5	0.00	21,574.00	59.4
3900.00 OTHER BENEFITS	2,287.00	0.00	927.74	40.5	0.00	1,359.26	59.4
TOTAL: 3000	474,291.00	2,514.96	193,657.15	40.8	0.00	280,633.85	59.1
4200.00 BOOK,MAGAZINE&PERIOD-DIST.USE	100.00	0.00	0.00	.0	0.00	100.00	100.0
4300.00 INSTRUCTIONAL SUPPLIES	19,208.00	0.00	1,647.83	.0	8,514.27	12,341.56	100.0
4500.00 NONINSTRUCTIONAL SUPPLIES	37,260.00	0.00	17,708.74	47.5	14,196.47	5,354.79	14.3
4700.00 FOOD SUPPLIES	95,850.00	0.00	35,122.36	36.6	59,670.02	1,057.62	1.1
TOTAL: 4000	152,418.00	0.00	51,183.27	33.5	82,380.76	18,853.97	12.3
5200.00 TRAVEL & CONFERENCE EXPENSES	500.00	0.00	349.80	.0	79.31	770.49	100.0
5600.00 RENTS,LEASES&REPAIRS-DIST.USE	5,150.00	0.00	468.00	9.0	450.61	4,231.39	82.1
5800.00 OTHER OPERATING EXP-DIST. USE	193,614.00	0.00	391.36	.2	212.03	193,010.61	99.6
TOTAL: 5000	199,264.00	0.00	509.56	.2	741.95	198,012.49	99.3
TOTAL: 1000-59999	2,079,518.00	38,100.26	817,538.69	39.3	83,122.71	1,178,856.60	56.6
6100.00 SITES & IMPROVEMENTS-DIST. USE	2,000.00	0.00	0.00	.0	0.00	2,000.00	100.0
6400.00 ADDITIONAL/IMPROVED EQUIPMENT	8,000.00	0.00	0.00	.0	4,166.04	3,833.96	47.9
TOTAL: 6000	10,000.00	0.00	0.00	.0	4,166.04	5,833.96	58.3
TOTAL: 1000-69999	2,089,518.00	38,100.26	817,538.69	39.1	87,288.75	1,184,690.56	56.6
7900.00 RESERVE FOR CONTINGENCIES	50,000.00	0.00	0.00	.0	0.00	50,000.00	100.0
TOTAL: 7000	50,000.00	0.00	0.00	.0	0.00	50,000.00	100.0
TOTAL: 1000-79999	2,139,518.00	38,100.26	817,538.69	38.2	87,288.75	1,234,690.56	57.7

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SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/CURRENT	RECEIVED YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%	
TOTAL INCOME	(8000 - 8999)	2,268,374.00	0.00	320,363.47	14.1	0.00	1,948,010.53	85.8
TOTAL: 1000-5999		2,079,518.00	38,100.26	817,538.69	39.3	83,122.71	1,178,856.60	56.6
TOTAL: 1000-6999		2,089,518.00	38,100.26	817,538.69	39.1	87,288.75	1,184,690.56	56.6
TOTAL: 1000-7999		2,139,518.00	38,100.26	817,538.69	38.2	87,288.75	1,234,690.56	57.7
TOTAL EXPENSES	(1000 - 7999)	2,139,518.00	38,100.26	817,538.69	38.2	87,288.75	1,234,690.56	57.7

Fund: 73 STUDENT BODY CENTER FEE FUND

SUMMARY BY OBJECT	WORKING	EXPENDED/RECEIVED		%	PENDING/ENCUMBERED	UNENCUMBERED
	BUDGET	CURRENT	YEAR TO DATE			
8800.00 LOCAL REVENUES	245,000.00	0.00	167,237.22	68.2	0.00	77,762.78
TOTAL: 8000	245,000.00	0.00	167,237.22	68.2	0.00	77,762.78
2100.00 CONTRACT CLASSIFIED NON-INSTR.	82,383.00	500.00	33,770.00	40.9	0.00	48,613.00
2300.00 NON-INSTRUCTION HOURLY CLASS.	43,750.00	4,362.00	18,150.09	41.4	0.00	25,599.91
TOTAL: 2000	126,133.00	4,862.00	51,920.09	41.1	0.00	74,212.91
3200.00 CLASSIFIED RETIREMENT	7,801.00	47.14	3,183.84	40.8	0.00	4,617.16
3300.00 OASDHI/FICA	6,599.00	53.10	2,669.84	40.4	0.00	3,929.16
3400.00 HEALTH AND WELFARE BENEFITS	18,510.00	0.00	7,687.60	41.5	0.00	10,822.40
3500.00 STATE UNEMPLOYMENT INSURANCE	270.00	3.12	109.28	40.4	0.00	160.72
3600.00 WORKERS COMPENSATION INSURANCE	2,400.00	0.00	1,000.00	41.6	0.00	1,400.00
3900.00 OTHER BENEFITS	152.00	0.00	63.00	41.4	0.00	89.00
TOTAL: 3000	35,732.00	103.36	14,713.56	41.1	0.00	21,018.44
4500.00 NONINSTRUCTIONAL SUPPLIES	10,647.00	255.17	2,483.53	23.3	1,039.20	7,124.27
TOTAL: 4000	10,647.00	255.17	2,483.53	23.3	1,039.20	7,124.27
5100.00 PERSON&CONSULTANT SVC-DIST USE	5,016.00	0.00	839.00	16.7	76.94	4,100.06
5200.00 TRAVEL & CONFERENCE EXPENSES	1,500.00	0.00	0.00	.0	0.00	1,500.00
5300.00 POST/DUES/MEMBERSHIPS-DIST.USE	770.00	0.00	0.00	.0	755.00	15.00
5600.00 RENTS,LEASES&REPAIRS-DIST.USE	6,784.30	0.00	777.69	11.4	4,708.13	1,298.48
5800.00 OTHER OPERATING EXP-DIST. USE	10,321.70	324.00	4,573.48	44.3	0.00	5,748.22
TOTAL: 5000	24,392.00	324.00	6,190.17	25.3	5,540.07	12,661.76
TOTAL: 1000-5999	196,904.00	5,544.53	75,307.35	38.2	6,579.27	115,017.38
6400.00 ADDITIONAL/IMPROVED EQUIPMENT	4,000.00	303.20	547.43	13.6	1,550.24	1,902.33
TOTAL: 6000	4,000.00	303.20	547.43	13.6	1,550.24	1,902.33
TOTAL: 1000-6999	200,904.00	5,847.73	75,854.78	37.7	8,129.51	116,919.71
7900.00 RESERVE FOR CONTINGENCIES	125,211.00	0.00	0.00	.0	0.00	125,211.00
TOTAL: 7000	125,211.00	0.00	0.00	.0	0.00	125,211.00
TOTAL: 1000-7999	326,115.00	5,847.73	75,854.78	23.2	8,129.51	242,130.71

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Fund: 73 STUDENT BODY CENTER FEE FUND SUMMARY

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/CURRENT	RECEIVED YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%	
TOTAL INCOME	(8000 - 8999)	245,000.00	0.00	167,237.22	68.2	0.00	77,762.78	31.7
TOTAL: 1000-5999	196,904.00	5,544.53	75,307.35	38.2	6,579.27	115,017.38	58.4	
TOTAL: 1000-6999	200,904.00	5,847.73	75,854.78	37.7	8,129.51	116,919.71	58.1	
TOTAL: 1000-7999	326,115.00	5,847.73	75,854.78	23.2	8,129.51	242,130.71	74.2	
TOTAL EXPENSES	(1000 - 7999)	326,115.00	5,847.73	75,854.78	23.2	8,129.51	242,130.71	74.2

Fund: 74 KVCR FUND

SUMMARY BY OBJECT	WORKING	EXPENDED/RECEIVED		%	PENDING/ENCUMBERED	UNENCUMBERED	
	BUDGET	CURRENT	YEAR TO DATE				BALANCE
8800.00 LOCAL REVENUES	1,769,166.67	397.84	481,918.20	27.2	0.00	1,287,248.47	72.7
8900.00 OTHER FINANCING SOURCES	1,870,291.00	153,873.00	769,365.00	41.1	0.00	1,100,926.00	58.8
TOTAL: 8000	3,639,457.67	154,270.84	1,251,283.20	34.3	0.00	2,388,174.47	65.6
2100.00 CONTRACT CLASSIFIED NON-INSTR.	1,575,411.00	11,150.00	605,339.99	38.4	0.00	970,071.01	61.5
2300.00 NON-INSTRUCTION HOURLY CLASS.	47,900.00	4,908.88	24,425.58	50.9	0.00	23,474.42	49.0
TOTAL: 2000	1,623,311.00	16,058.88	629,765.57	38.7	0.00	993,545.43	61.2
3200.00 CLASSIFIED RETIREMENT	150,911.00	1,138.33	57,158.59	37.8	0.00	93,752.41	62.1
3300.00 CASDHI/FICA	123,003.00	996.47	44,072.60	35.8	0.00	78,930.40	64.1
3400.00 HEALTH AND WELFARE BENEFITS	200,984.00	0.00	75,153.10	37.3	0.00	125,830.90	62.6
3500.00 STATE UNEMPLOYMENT INSURANCE	4,831.00	44.16	1,853.50	38.3	0.00	2,977.50	61.6
3600.00 WORKERS COMPENSATION INSURANCE	29,000.00	0.00	11,500.00	39.6	0.00	17,500.00	60.3
3900.00 OTHER BENEFITS	1,827.00	0.00	724.50	39.6	0.00	1,102.50	60.3
TOTAL: 3000	510,556.00	2,178.96	190,462.29	37.3	0.00	320,093.71	62.6
4400.00 MEDIA AND SOFTWARE-DISTRICT USE	400.00	0.00	0.00	.0	0.00	400.00	100.0
4500.00 NONINSTRUCTIONAL SUPPLIES	13,495.00	537.01	2,171.97	16.0	1,347.95	9,975.08	73.9
TOTAL: 4000	13,895.00	537.01	2,171.97	15.6	1,347.95	10,375.08	74.6
5100.00 PERSON&CONSULTANT SVC-DIST USE	156,960.00	0.00	473.23-	.0	16,000.00	141,433.23	100.0
5200.00 TRAVEL & CONFERENCE EXPENSES	20,575.50	0.00	0.00	.0	0.00	20,575.50	100.0
5300.00 POST/DUES/MEMBERSHIPS-DIST.USE	109,652.80	137.93	30,601.60	27.9	24,958.15	54,093.05	49.3
5400.00 INSURANCES - DISTRICT USE	7,905.00	0.00	0.00	.0	6,485.00	1,420.00	17.9
5500.00 UTILITIES & HOUSEKEEP-DIST.USE	166,080.93	14,848.60	82,846.95	49.8	54,874.41	28,359.57	17.0
5600.00 RENTS, LEASES&REPAIRS-DIST.USE	43,117.50	972.41	15,257.47	35.3	17,023.45	10,836.58	25.1
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	91,120.00	5,290.00	17,985.66	19.7	34,166.34	38,968.00	42.7
5800.00 OTHER OPERATING EXP-DIST. USE	876,675.94	0.00	305,117.10	34.8	327,097.12	244,461.72	27.8
TOTAL: 5000	1,472,087.67	21,248.94	451,335.55	30.6	480,604.47	540,147.65	36.6
TOTAL: 1000-5999	3,619,849.67	40,023.79	1,273,735.38	35.1	481,952.42	1,864,161.87	51.4
6400.00 ADDITIONAL/IMPROVED EQUIPMENT	5,607.00	0.00	0.00	.0	0.00	5,607.00	100.0
TOTAL: 6000	5,607.00	0.00	0.00	.0	0.00	5,607.00	100.0
TOTAL: 1000-6999	3,625,456.67	40,023.79	1,273,735.38	35.1	481,952.42	1,869,768.87	51.5

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Fund: 74 KVCR FUND

SUMMARY

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/CURRENT	RECEIVED YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%	
TOTAL INCOME	(8000 - 8999)	3,639,457.67	154,270.84	1,251,283.20	34.3	0.00	2,388,174.47	65.6
TOTAL: 1000-5999		3,619,849.67	40,023.79	1,273,735.38	35.1	481,952.42	1,864,161.87	51.4
TOTAL: 1000-6999		3,625,456.67	40,023.79	1,273,735.38	35.1	481,952.42	1,869,768.87	51.5
TOTAL: 1000-7999		3,625,456.67	40,023.79	1,273,735.38	35.1	481,952.42	1,869,768.87	51.5
TOTAL EXPENSES	(1000 - 7999)	3,625,456.67	40,023.79	1,273,735.38	35.1	481,952.42	1,869,768.87	51.5

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Fund: 78 SELF INSURANCE-LIABILITY&PRO

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/CURRENT	RECEIVED/ YEAR TO DATE	%	PENDING/ ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	18,000.00	0.00	24,861.25	100.0	0.00	6,861.25-	.0
8900.00 OTHER FINANCING SOURCES	550,000.00	0.00	550,000.00	100.0	0.00	0.00	.0
TOTAL: 8000	568,000.00	0.00	574,861.25	100.0	0.00	6,861.25-	.0
5100.00 PERSON&CONSULTANT SVC-DIST USE	15,000.00	0.00	0.00	.0	10,000.00	5,000.00	33.3
5400.00 INSURANCES - DISTRICT USE	502,000.00	0.00	504,809.00	100.0	0.00	2,809.00-	.0
5800.00 OTHER OPERATING EXP-DIST. USE	13,000.00	0.00	127.00	.9	0.00	12,873.00	99.0
TOTAL: 5000	530,000.00	0.00	504,936.00	95.2	10,000.00	15,064.00	2.8
TOTAL: 1000-5999	530,000.00	0.00	504,936.00	95.2	10,000.00	15,064.00	2.8
7900.00 RESERVE FOR CONTINGENCIES	50,000.00	0.00	0.00	.0	0.00	50,000.00	100.0
TOTAL: 7000	50,000.00	0.00	0.00	.0	0.00	50,000.00	100.0
TOTAL: 1000-7999	580,000.00	0.00	504,936.00	87.0	10,000.00	65,064.00	11.2

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Fund: 78 SELF INSURANCE-LIABILITY&PRO SUMMARY

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/CURRENT YEAR TO DATE	RECEIVED YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	568,000.00	574,861.25	100.0	0.00	6,861.25-	.0
TOTAL: 1000-5999		530,000.00	504,936.00	95.2	10,000.00	15,064.00	2.8
TOTAL: 1000-6999		530,000.00	504,936.00	95.2	10,000.00	15,064.00	2.8
TOTAL: 1000-7999		580,000.00	504,936.00	87.0	10,000.00	65,064.00	11.2
TOTAL EXPENSES	(1000 - 7999)	580,000.00	504,936.00	87.0	10,000.00	65,064.00	11.2

Fund: 84 WORKERS COMPENSATION FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/CURRENT	RECEIVED YEAR TO DATE	%	PENDING/ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	1,240,000.00	0.00	255,940.40	20.6	0.00	984,059.60	79.3
TOTAL: 8000	1,240,000.00	0.00	255,940.40	20.6	0.00	984,059.60	79.3
5100.00 PERSON&CONSULTANT SVC-DIST USE	102,000.00	3,705.50	46,458.04	45.5	51,312.50	4,229.46	4.1
5400.00 INSURANCES - DISTRICT USE	250,000.00	0.00	101,762.00	40.7	0.00	148,238.00	59.2
5800.00 OTHER OPERATING EXP-DIST. USE	1,708,218.00	34,159.15	386,383.38	22.6	0.00	1,321,834.62	77.3
TOTAL: 5000	2,060,218.00	37,864.65	534,603.42	25.9	51,312.50	1,474,302.08	71.5
TOTAL: 1000-5999	2,060,218.00	37,864.65	534,603.42	25.9	51,312.50	1,474,302.08	71.5
7900.00 RESERVE FOR CONTINGENCIES	500,000.00	0.00	0.00	.0	0.00	500,000.00	100.0
TOTAL: 7000	500,000.00	0.00	0.00	.0	0.00	500,000.00	100.0
TOTAL: 1000-7999	2,560,218.00	37,864.65	534,603.42	20.8	51,312.50	1,974,302.08	77.1

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Fund: 84 WORKERS COMPENSATION FUND SUMMARY

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/CURRENT	RECEIVED YEAR TO DATE	%	PENDING/ENCUMBERED	UNENCUMBERED BALANCE	%	
TOTAL INCOME	(8000 - 8999)	1,240,000.00	0.00	255,940.40	20.6	0.00	984,059.60	79.3
TOTAL: 1000-5999		2,060,218.00	37,864.65	534,603.42	25.9	51,312.50	1,474,302.08	71.5
TOTAL: 1000-6999		2,060,218.00	37,864.65	534,603.42	25.9	51,312.50	1,474,302.08	71.5
TOTAL: 1000-7999		2,560,218.00	37,864.65	534,603.42	20.8	51,312.50	1,974,302.08	77.1
TOTAL EXPENSES	(1000 - 7999)	2,560,218.00	37,864.65	534,603.42	20.8	51,312.50	1,974,302.08	77.1

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: *Noelia Vela*
Dr. Noelia Vela, Chancellor
REVIEWED BY: Dr. Noelia Vela, Chancellor
PREPARED BY: Dr. Debra S. Daniels, SBVC President *DS*
Gloria M. Harrison, CHC President *GH*
DATE: January 15, 2009
SUBJECT: Applause Cards

RECOMMENDATION

This item is for information only and no action is required.

OVERVIEW

The attached individuals have received special recognition for extending that extra effort in providing quality service and valued assistance:

ANALYSIS

The *Caring Hands* Applause Card was developed so that employees, students, visitors and vendors would have the opportunity to recognize someone at SBCCD who provides outstanding quality and service.

BOARD IMPERATIVE

I. Institutional Effectiveness

FINANCIAL IMPLICATIONS

None

SAN BERNARDINO VALLEY COLLEGE

Carl Christman
Doris Casillas
Jay Danley
Diane Alblinger
Michelle Weber
Basemeh Rihan
Nancy Davis
Kevin Kammer

CRAFTON HILLS COLLEGE

Kirsten Colvey