

San Bernardino Community College District  
Regular Meeting of the Board of Trustees  
114 S. Del Rosa Drive, San Bernardino, CA 92408  
Thursday, April 9, 2009 – 4:00 p.m. – Board Room

1. CALL TO ORDER – PLEDGE OF ALLEGIANCE
2. ANNOUNCEMENT OF CLOSED SESSION ITEMS
  - A. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE  
Government Code 54957
  - B. CONFERENCE WITH LABOR NEGOTIATORS  
Government Code 54957.6  
Agency Negotiators: Renee Brunelle and Robert J. Temple  
CTA  
CSEA  
Management/Supervisors  
Confidentials
  - C. CONFERENCE WITH REAL PROPERTY NEGOTIATORS  
Government Code 54956.8  
Property: Located South of Rialto Avenue  
North of Enterprise Drive  
West of Current District Property  
Agency Negotiator: Robert J. Temple
  - D. PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
Government Code 54957  
Title: Chancellor
3. PUBLIC COMMENT ON AGENDA ITEMS
4. CONVENE CLOSED SESSION
5. RECONVENE PUBLIC MEETING
6. REPORT OF ACTION IN CLOSED SESSION
7. APPROVAL OF MINUTES
  - A. February 5, 2009 (p.1)
  - B. March 2, 2009 (p.3)
  - C. March 12, 2009 (p.5)

## 8. 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.

## 9. CCCT Board Election - 2009

- A. Consideration of Approval of Candidates for 2009 CCCT Board of Directors (p.13)

## 10. REPORTS

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

## 11. 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

## B. HUMAN RESOURCES

1. Consideration of Approval of Classified Employees (p.16)
2. Consideration of Approval of Ratification of Release of Probationary Classified Employee (p.18)
3. Consideration of Approval of New Classified Job Descriptions – Technologies Coordinator and Technical Assistant (p.19)
4. Consideration of Approval of Revised Classified Job Description – Program Coordinator, District (p.26)
5. Consideration of Approval of Short-Term, Substitute and Professional Expert Employees (p.31)
6. Consideration of Approval of Adjunct and Substitute Academic Employees (p.37)

7. Consideration of Approval of Non-Instructional Pay (p.39)
8. Consideration of Approval of One-Year Contract Employees (p.40)
9. Consideration of Approval of Academic Job Description – Coordinator, Math and Science Student Success Center (p.41)
10. Consideration of Approval to Amend Retirement Date for Academic Employee (p.45)
11. Consideration of Approval to Accept Academic Transfer Request (p.46)
12. Consideration of Revision of Management Job Descriptions – Vice Chancellor, Fiscal Services and Executive Director, Public and Governmental Relations (p.47)
13. Consideration and Approval of New Management Job Description – Director, Technology Services (p.56)
14. Consideration of Approval of Amendment to Management Salary Schedule – Director, District Computing Services (p.61)
15. Consideration of Approval of District Volunteers (p.62)

C. FISCAL SERVICES

1. Consideration of Approval of Routine Contracts and Agreements (p.65)
2. Consideration of Approval of Budget Adjustments (p.89)
3. Consideration of Approval of Conference Attendance (p.109)
4. Consideration of Approval of District/College Expenses (p.113)
5. Consideration of Approval of Individual Memberships (p.117)
6. Consideration of Approval of Surplus Property and Authorize Disposal or Private Sale (p.119)
7. Consideration of Approval of SBCCD Hospitality Trust Account (p.121)
8. Consideration of Approval of Student Trustees' Privilege to Receive Compensation and to Cast Advisory Vote (p.123)

12. ACTION AGENDA

A. INSTRUCTIONAL/STUDENT SERVICES

B. HUMAN RESOURCES

1. Consideration of Acceptance of Classified Retirements (p.124)

C. FISCAL SERVICES

1. Consideration of Acceptance of 2007-08 Proposition 39 Audit Report (p.125)
2. Consideration of Approval of Contract for Kitchell CEM, Inc., LEED Certification for Measure P Projects (p.137)
3. Consideration of Approval of Award of Bid and Approval of Contract for the Child Development Center Alterations Project – SBVC (p.145)

4. Consideration of Approval of Change Order MO-BP1-02 for Oakview Constructors Contract – SBVC (p.147)
5. Consideration of Approval of Change Order MO-BP2-01 for Oakview Constructors Contract – SBVC (p.150)
6. Consideration of Approval of Adoption of New and Revised Board Policies (p.153)
7. Consideration of Approval of Direction to Staff Regarding Board Training and Development (p.164)

13. INFORMATION ITEMS

- A. Summary of Change Orders for Measure “P” Projects (p.170)
- B. Budget Report (p.191)
- C. Summary of Purchase Order Report (p.223)
- D. Applause Cards (p.224)

14. 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

15. ADJOURN – The next meeting of the Board of Trustees will be a Study Session on Accreditation on April 30, 2009 beginning at 4:00 p.m. The next regular meeting of the Board of Trustees will be Thursday, April 30, 2009.

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

Minutes of the Special Meeting of the Board of Trustees  
Thursday, February 5, 2009 4:00 p.m. – Board Room

1. CALL TO ORDER - PLEDGE OF ALLEGIANCE

Mr. Ramos called the meeting to order at 4:00 p.m.

Members Present:

James C. Ramos, President  
Carleton W. Lockwood, Jr., Vice President  
Dr. Donald L. Singer, Clerk  
John M. Futch  
John Longville (arrived at 4:25 p.m.)  
Dr. Charles S. Terrell, Jr.  
Jess C. Vizcaino, Jr. (left at 5:25 p.m.)

Members Absent:

Javier Alcaarez, Student Trustee, SBVC  
Stefan Colvey, Student Trustee, CHC

Administrators Present:

Dr. Noelia Vela, Chancellor  
Debra Daniels, President, SBVC

Administrators Absent:

Dr. Debra Daniels, President, SBVC  
Gloria M. Harrison, President, CHC  
Larry Cicalone, President, KVCR  
Robert J. Temple, Vice Chancellor Fiscal Services  
Renee Brunelle, Vice Chancellor Human Resources

Pledge of Allegiance

Mr. Vizcaino led the Pledge of Allegiance.

2. PUBLIC COMMENT

None.

3. Ethics Workshop

Ray J. Artiano, Leslie E. Devaney and Christine M. Cameron from Stutz Artiano Shinoff and Holtz facilitated a workshop on ethics for the board. There was considerable interaction among board members and the facilitators regarding key questions about laws, required forms for elected officials and several situations including conflict of interest, use of public funds and others.

The board chair thanked the Ray J. Artiano, Leslie E. Devaney and Christine M. Cameron for the thorough and informative workshop. The workshop concluded at 5:47 p.m.

4. ADJOURN

Mr. Ramos adjourned the meeting at 5.47 p.m.

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

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

Minutes of the Special Meeting of the Board of Trustees  
Thursday, March 2, 2009 4:00 p.m. – Board Room

1. CALL TO ORDER - PLEDGE OF ALLEGIANCE

Mr. Ramos called the meeting to order at 4:00 p.m.

Members Present:

James C. Ramos, President  
Carleton W. Lockwood, Jr., Vice President  
John M. Futch  
John Longville  
Dr. Charles S. Terrell, Jr.  
Jess C. Vizcaino, Jr.

Members Absent:

Dr. Donald L. Singer, Clerk  
Javier Alcaez, Student Trustee, SBVC  
Stefan Colvey, Student Trustee, CHC

Administrators Present:

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

Administrators Absent:

None.

Pledge of Allegiance

Mr. Lockwood led the Pledge of Allegiance.

2. PUBLIC COMMENT

None.



3. ANNOUNCEMENT OF CLOSED SESSION ITEMS

CONFERENCE WITH LABOR NEGOTIATORS

Government Code 54957.6

Agency Negotiators: Renee Brunelle and Robert J. Temple

CTA

CSEA

Management/Supervisors

Confidential Employees

PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

Government Code 54957

4. CONVENE CLOSED SESSION

The Board convened to closed session at 4:03 p.m.

5. RECONVENE PUBLIC MEETING

The Board reconvened the public meeting at 6:12 p.m.

6. REPORT OF ACTION IN CLOSED SESSION

Mr. Longville moved, Mr. Futch seconded, and the Board members voted as follows to accept and authorize the implementation of the Supplemental Early Retirement Plan (SERP) for eligible academic managers, classified managers and confidential employees of the district:

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

NOES: None

ABSTENTIONS: None

ABSENT: Singer

7. ADJOURN

Mr. Ramos adjourned the meeting at 6:16 p.m.

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

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, March 12, 2009 - 4:00 p.m. – Assembly Room

1. CALL TO ORDER - PLEDGE OF ALLEGIANCE

Mr. Ramos called the meeting to order at 4:00 p.m.

Members Present:

James C. Ramos, President  
Carleton W. Lockwood, Jr., Vice President  
Dr. Donald L. Singer, Clerk  
John M. Futch  
John Longville  
Jess C. Vizcaino, Jr.  
Stefan Colvey, Student Trustee, CHC

Members Absent:

Dr. Charles S. Terrell, Jr.  
Javier Alcaarez, Student Trustee, SBVC

Administrators Present:

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

Administrators Absent:

Dr. Debra Daniels, SBVC President

Pledge of Allegiance

Mr. Lockwood led the Pledge of Allegiance.

Moment of Silence

The Board observed a moment of silence in memory of former trustee Charles H. Beeman.

2. ANNOUNCEMENT OF CLOSED SESSION ITEMS

- PUBLIC EMPLOYEE DISCIPLINE/DISSMISSAL/RELEASE  
Government Code 54957
- CONFERENCE WITH LABOR NEGOTIATORS – Agency Designated  
Representatives: Renee Brunelle and Robert J. Temple – CTA – CSEA –  
Management/Supervisory – Confidentials (Government Code 54957.6)
- EMPLOYEE PERFORMANCE EVALUATION  
Government Code Section 54957  
Title: Chancellor

3. CONVENE CLOSED SESSION

The Board convened to closed session at 4:05 p.m.

4. RECONVENE PUBLIC MEETING

Mr. Ramos reconvened the public meeting at 5:20 p.m.

5. REPORT OF ACTION IN CLOSED SESSION

Mr. Futch moved, Mr. Vizcaino seconded, and the Board members voted as follows to issue a notice of non-reelection to temporary academic employee identified by Child Development School Readiness & Parent Education Program, SBVC, pursuant to Education Code Section 87470 and 87665, effective at the end of the 2008-09 academic year, and directed the Chancellor or designee to send out appropriate legal notices:

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

NOES: None

ABSTENTIONS: None

ABSENT: Terrell

6. APPROVAL OF MINUTES

Dr. Singer moved, Mr. Futch seconded, and the Board members voted as follows to approve the minutes of February 12, 2009:

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

NOES: None

ABSTENTIONS: None

ABSENT: Terrell

Alcaez (advisory)

7. PUBLIC COMMENT

None.

8. REPORTSA. Board Members

- Dr. Singer stated that one of the Board's goals is to remain current on governance training and distributed a brochure to his colleagues describing governance and other training available for trustees through ACCT.
- Mr. Futch visited the Big Bear community to discuss the future of their college education programs; comments and suggestions will be forwarded to SBVC. Mr. Futch referred someone at Cal State San Bernardino to SBVC instructor Herb English. He thanked Mr. English for helping to make that person's load "a little bit lighter" and asked that an applause card be sent to Mr. English. Mr. Futch had the opportunity to speak at SBVC and CHC during Black History Month. He also had the privilege to present a resolution to former trustee Lois J. Carson at the African-American Ethnic Hall of Fame dinner on March 7.
- Trustee Vizcaino attended Mr. Beeman's memorial service. "It was a good send off." As a representative of Congressman Baca, he had the privilege to present the remarks read into the congressional record on the floor of congress.

B. Student Trustees

- Mr. Colvey stated that although he could not make the memorial service for Mr. Beeman, "it was an honor knowing him."

C. Chancellor

- Dr. Vela reported the PowerPoint presentation in memory of former trustee Beeman was shared with Jan Beeman who was very touched. The chancellor thanked Donna Hoffmann for putting together the presentation.
- Dr. Vela informed the board that Dr. Daniels was absent from the board meeting because she was participating on an accreditation site visit team to Butte College. Damon Bell represented SBVC.
- Dr. Vela stated that the board will be asked to take action on fifteen retirees who took advantage of the Supplemental Early Retirement Plan. There were 373 years of service represented and dedicated to this district over a long period of time by these individuals. We are losing great talent and institutional history.
- The chancellor commended the students who will be participating in the advocacy weekend in Sacramento.

- She reported that Dr. Haragewen Kinde will be honored as a “Woman of Distinction” at a luncheon on Saturday, March 21 at the University of Redlands. “This is a great honor and also very nice recognition for SBVC.”
- Dr. Vela will be attending a Legislative Advisory Committee Meeting on Friday, March 13. This committee addresses a number of proposed bills. One bill she will be looking at very carefully is one focusing on the 50% Law. The Chancellor stated she did take the opportunity to talk with the Academic Senate Presidents. “We do agree in concept that librarians and counselors should be considered on the ‘right’ of the 50% Law for district funding as are all instructional faculty.”
- Dr. Vela shared the “*News and Notes*” publication with the trustees. It features the colleges, our bond measure program and other key events. This format allows us to publish the flyer three times a year with an increased circulation while keeping within the same budget. The chancellor acknowledged Donna Hoffmann for her work on this publication.

9. CONSENT AGENDA

The following changes were made in the Consent Agenda:

Item 9.A.1. Consideration of Approval of Curriculum Modifications – CHC – This item was pulled by Dr. Singer for discussion.

Item 9.A.2. Consideration of Approval of Curriculum Modifications – SBVC – This item was pulled by Dr. Singer for discussion.

Item 9.B.3. Consideration of Revised Classified Job Description – This item was removed by staff from the agenda.

Item 9.B.4. Consideration of New Classified Job Descriptions – This item was removed by staff from the agenda.

Item 9.B.10. Consideration of Approval of One & Two-Year Contract Employees – Per staff direction, deleted Catherine Lakatos and Joseph Boshara from the list.

Item 9.B.12. Consideration of Approval of Contract Extension of Interim Management Employee - This item was removed by staff from the agenda.

Item 9.C.3. Consideration of Approval of Surplus Property & Authorize Disposal or Private Sale – This item was pulled for discussion by Mr. Vizcaino.

Mr. Longville moved, Mr. Futch seconded, and the Board members voted as follows to approve the Consent Agenda:

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

10. ACTION AGENDA

**Approve Curriculum Modifications – CHC**

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

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

**Approve Curriculum Modifications - SBVC**

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

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

**Approve Surplus Property and Authorize Disposal or Private Sale**

Mr. Vizcaino moved, Mr. Lockwood seconded, and the Board members voted as follows to declare equipment and materials as surplus and directed the Business Manager to contact auction houses and appropriate salvage companies for the disposal:

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

**Approve Academic Retirement**

Mr. Futch moved, Mr. Longville seconded, and the Board members voted as follows to accept the academic retirement of Cynthia J. Runyon, Physical Education Instructor, SBVC, effective June 1, 2009:

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

NOES: None

ABSTENTIONS: None

ABSENT: Terrell  
Alcaez (advisory)

**Approve Acceptance of Academic Management, Classified Management and Confidential Employee Retirements - SERP**

Dr. Singer moved, Mr. Longville seconded, and the Board members voted as follows to accept the letters of "intent to retire" from the following individuals in accordance with the Supplemental Early Retirement Plan (SERP): Judith Ashton, Jerry Beall, Alex Contreras, Donna Ferracone, Patrick Fite, Tom Guptill, Queen Hamilton, Diana Heemstra, Helena Johnson, Marilyn Johnson, Margaret Ortiz, Frank Reyes, Paul Rubalcaba, Bob Temple, Laurens Thurman

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

NOES: None

ABSTENTIONS: None

ABSENT: Terrell  
Alcaez (advisory)

**Approve Authorization and Issuance of Tax and Revenue Anticipation Notes**

Mr. Lockwood moved, Mr. Futch seconded, and the Board members voted as follows to approve the authorization and issuance of Tax and Revenue Anticipation Notes:

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

NOES: None

ABSTENTIONS: None

ABSENT: Terrell  
Alcaez (advisory)

**Award Bid and Approve Contract – Community Recreation Facility Myrtha Pool Materials - CHC**

Mr. Futch moved, Mr. Lockwood seconded, and the Board members voted as follows to award bid and approve contract with Knorr Systems, Inc., for the Community Recreation Facility Myrtha Pool Materials, CHC, in the amount of \$282,711.60:

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

**Approve Change Order SC-01 for Silver Creek Industries, Inc. - SBVC**

Mr. Longville moved, Mr. Futch seconded, and the Board members voted as follows to approve Change Order SC-01 for Silver Creek Industries, Inc., in the amount of \$35,150.43:

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

11. INFORMATION ITEMS

- A. Change Order Summary Report for Measure “P” Projects

Dr. Vela commented that the rates for change orders have been very low and credit goes to many people.

- B. Budget Report  
C. Summary of Purchase Order Report  
D. Quarterly Financial Status Report  
E. Applause Cards

12. STAFF REPORTS

- A. CHC President
- A written report was submitted to the Board.



- B. CHC Academic Senate
  - Absent.
- C. CHC Classified Senate
  - Absent.
- D. CHC ASB
  - Tours and workshops were offered at a recent high school visitation day.
  - An informational meeting was held to recruit students for the student senate.
  - Monthly AS days will be held March 17 and March 19.
- E. SBVC President
  - A written report was submitted to the Board.
- F. SBVC Academic Senate
  - Absent.
- G. SBVC Classified Senate
  - Absent.
- H. SBVC ASB
  - Absent.
- I. KVCR
  - A written report was submitted to the Board.
- J. CTA
  - Absent.
- K. CSEA
  - No report.
- L. Chancellor
  - No further report.

13. ADJOURN

Mr. Ramos adjourned the meeting at 6:00 p.m. in memory of former trustee Charles H. Beeman.

**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:** April 9, 2009  
**SUBJECT:** Consideration of Approval of Candidates for CCCT Board of Directors-2009

**RECOMMENDATION**

It is recommended that the Board of Trustees consider this item and determine a vote for each of the seven vacancies and authorize staff to forward the official ballot to the League Office before the deadline.

**OVERVIEW**

The election of members of the CCCT Board of the League will take place between March 10 and April 25. There are seven vacancies on the board.

Each member community college district board of the League shall have one vote for each of the vacancies on the CCCT Board. Only one vote may be cast for any nominee or write-in candidate. The candidates who receive the most votes will serve three-year terms. In the event of a tie vote for the last position to be filled, the CCCT Board of Directors will vote to break the tie.

**ANALYSIS**

**BOARD IMPERATIVE**

IV. Enhanced and Informed Governance and Leadership

**FINANCIAL IMPLICATIONS**

No financial impact

**ATTACHMENT** 2009 CCCT Election



DATE: February 27, 2009  
TO: California Community College Trustees  
California Community College District Chancellors/Superintendents  
FROM: Judy Centlivre  
SUBJECT: CCCT BOARD ELECTION — 2009

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The election of members of the CCCT board of the League will take place between March 10 and April 25. There are seven vacancies on the board. In accordance with the CCCT Board Governing Policies as amended and adopted by the board in June 2008, the terms are now three-year terms.

Each member community college district board of the League shall have one vote for each of the seven vacancies on the CCCT board. Only one vote may be cast for any nominee or write-in candidate. The seven candidates who receive the most votes will serve three-year terms. In the event of a tie vote for the last position to be filled the CCCT board will vote to break the tie.

The 15 trustees who have been nominated for election to the board are listed on the enclosed sheet in the Secretary of State's random drawing order. An official ballot for the election is also enclosed in this mailing to each community college district chancellor/superintendent as well as copies of the biographic sketch form and statement of candidacy of each of the 15 candidates.

Please remember that: *1) ballots must be signed by the board secretary and board president or vice-president; and 2) ballot return envelopes must have no identifying information or signatures.* Official ballots must be signed and returned to the League office, **postmarked no later than April 25**. Faxed ballots will **not** be accepted. The ballots will be opened and counted by three tellers appointed by the CCCT President and the results announced at the CCCT Annual Conference.

If you have any questions on the CCCT board election, please call the League office.

Attachments:

- List of Candidates
- CHANCELLORS/SUPERINTENDENTS ONLY:
  - Official Ballot and Return Envelope
  - Candidates' Biographic Sketches and Statements

2009 CCCT ELECTION  
CANDIDATES IN RANDOM DRAWING ORDER.

1. Cy Gulassa, Peralta CCD
2. Janet Chaniot, Mendocino-Lake CCD
3. Nancy Chadwick, Palomar CCD
4. Marcia Zableckis, Barstow CCD
5. Jerry Hart, Imperial CCD
6. John Rodgers, Kern CCD
7. Douglas Otto, Long Beach CCD
8. \*Manny Ontiveros, North Orange County CCD
9. Jacqueline Simon, MiraCosta CCD
10. Christopher Stampolis, West Valley-Mission CCD
11. \*Jeanette Mann, Pasadena Area CCD
12. Carmen Avalos, Cerritos CCD
13. Eva Kinsman, Copper Mountain CCD
14. \*Bernard "Bee Jay" Jones, Allan Hancock Joint CCD
15. Louise Jaffe, Santa Monica CCD

\* Incumbent

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: April 9, 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 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.

**GROUT, ROBERT**, College Security Officer, District, full-time, 12-month position, Classified Salary Schedule, Range 29, Step A at \$2,685.00 per month effective April 13, 2009. New position.

**MCPHERON, JAMES**, College Security Officer, District, full-time, 12-month position, Classified Salary Schedule, Range 29, Step A at \$2,685.00 per month effective April 13, 2009. New position.

**EPPS, ETHEL**, Clerical Assistant I, Mathematics, SBVC, Range 21, Step C, \$1,153.30 per month for 47.5% of full-time effective April 13, 2009. Grant position – employment is contingent upon continued grant funding. New position.

**LOPEZ, PATRICIA**, Clerical Assistant I, Mathematics, SBVC, Range 21, Step A, \$1,045.95 per month for 47.5% of full-time effective April 13, 2009. Grant position – employment is contingent upon continued grant funding. New position.

**PARADA, OSMAN**, Senior Technology Support Specialist, District, full-time, 12-month position, Classified Salary Schedule, Range 54, Step B at \$5,223.00 per month effective April 13, 2009. New Position.

**TRAM, YVETTE**, Web Developer, District, full-time, 12-month position, Classified Salary Schedule, Range 54, Step A at \$4,974.00 per month effective April 13, 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: April 9, 2009  
SUBJECT: Consideration of Approval of Ratification of Release of Probationary Classified Employees

RECOMMENDATION

It is recommended that the Board of Trustees approve the ratification of release of probationary classified employee in the following position.

OVERVIEW

Clerical Assistant I, Crafton Hills College, effective February 24, 2009.

ANALYSIS

The listed classified employee has been released due to failure to pass probationary period.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

**FINANCIAL IMPLICATIONS**

Included in the 2008-09 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: April 9, 2009  
SUBJECT: Consideration of Approval of New Classified Job Descriptions

RECOMMENDATION

It is recommended that the Board of Trustees approve the new classified job descriptions.

OVERVIEW

The need exists to develop a new job descriptions for Technologies Coordinator and Technical Assistant.

ANALYSIS

The Technologies Coordinator and Technical Assistant positions are part-time, categorically funded positions and do not qualify for health benefits. These positions are contingent upon the availability of funds and "life of the grant." The Technologies Coordinator performs a variety of activities designed to promote and publicize programs for the Center for Applied Competitive Technologies (CACT). The Technical Assistant provides assistance for equipment set-up, technology demonstration and transportation of supplies and associated equipment.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

**FINANCIAL IMPLICATIONS**

Included in the 2008-09 budget.



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

**TECHNOLOGIES COORDINATOR**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

*This is a part-time, categorically funded position and is contingent upon the availability of funds and “life of the grant.” This position does not qualify for health benefits.*

**SUMMARY DESCRIPTION**

Under direction, performs a variety of activities designed to promote and publicize programs for the Center for Applied Competitive Technologies (CACT) programs; assists in the marketing, developing, coordinating and delivery of CACT programs to industrial businesses, middle schools, high schools, colleges, and community organizations.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification.*

1. Provide support services for the Center for Applied Competitive Technologies (CACT) programs.
2. Assist in marketing, developing, coordinating and delivers CACT programs to industrial businesses, high schools and middle schools.
3. Develop, design, and disseminate marketing materials and program information to middle schools, high schools, community organizations, and industrial businesses.
4. Prepare and conduct oral presentations at middle schools, high schools, community organizations, and businesses.
5. Ensure students perform assigned projects in accordance with safe work practices; demonstrate the safe and effective operation, and use of tools and equipment.
6. Performs a variety of administrative support functions; prepares correspondence; updates client agreements/contracts; submits monthly invoices.
7. Responds to questions and inquiries from members of the general public, the media, and outside institutions and organizations; provides information within area of responsibility; resolves complaints in an efficient and timely manner.
8. Attends and participates in professional group meetings; provides information within area of responsibility; maintains awareness of new trends and developments in the field of marketing; incorporates new developments as appropriate.
9. Prepare and maintain records and files related to program services and activities.
10. Provide data to evaluate the effectiveness of CACT programs.
11. Maintain the security of project equipment and supplies.
12. Perform related duties as required.

## **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### **Knowledge of:**

Principles and practices of marketing and public relations.

Office procedures, methods, and equipment.

Mechanics, electronics, technology products, or industrial maintenance.

Principles of business letter writing and basic report preparation.

English usage, spelling, grammar, and punctuation.

Must have strong organizational skills, strong public relations skills, and strong written and verbal skills.

### **Ability to:**

Develop and write accurate and effective marketing and sales materials.

Develop, write, and coordinate the production of marketing materials in an effective and appropriate manner.

Establish and maintain community relationships.

Understand the nature of partnerships and identify mutual interests.

Assess community needs to develop appropriate service partnerships for assigned programs.

Lift and move up to 40 lbs.

Organize and maintain accurate records.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships.

Work independently in the absence of supervision.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

### **Education/Training:**

A Bachelor's Degree from an accredited college or university with major course work in marketing, engineering, technology or a related field.

### **Experience:**

Four years of increasingly responsible experience in the engineering, technology, logistics, teaching, sales or public relations.

### **License or Certificate:**

Possession of a valid California driver's license.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

### **Environment:**

Work is performed in a standard office setting occasionally in a mobile trailer work area and at various locations that requires travel from site to site; and exposure to loud noise, dust, grease, and moving parts of tools and equipment.

**Physical:**

Primary functions require sufficient physical ability and mobility to occasionally work in a mobile trailer work area setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to use protective devices such as goggles, masks, and gloves; to operate a wide variety of electronic and mechanical apparatus and office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:**

See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; to identify and distinguish color; and to operate assigned equipment.

**Hearing:**

Hear in the normal audio range with or without correction.

Board Approved:

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TECHNICAL ASSISTANT**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

*This is a part-time, categorically funded position and is contingent upon the availability of funds and “life of the grant.” This position does not qualify for health benefits.*

**SUMMARY DESCRIPTION**

Under general supervision, provides assistance for equipment set up, technology demonstration and transportation of supplies, materials and machinery; orders, issues, prepares, and maintains materials, supplies, and associated equipment; performs related duties as required.

Incumbents are expected to exercise independent judgment in the performance of duties and are responsible for supervising and maintaining all supplies, materials, equipment, and records.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification.*

13. Sets up and prepares class demonstrations and experiments working from knowledge of the subject area, reference materials, course outline, and without specific instructions.
14. Inventories, orders, receives, and stocks materials, supplies, and equipment.
15. Issues and maintains records on materials loaned to students.
16. Ensures that students perform project work in accordance with safe work practices; demonstrates the safe and effective operation, and use of tools and equipment.
17. Supervises students in the cleanup of work areas; participates in the daily cleanup, and the maintenance and repair of equipment.
18. Provides special assistance to students experiencing difficulties in completion of assignments.
19. Explains procedures, and responds to students' questions regarding the nomenclature, use, and availability of tools, materials, and supplies; assists in the inventory and storage of materials and supplies.
20. May calibrate, maintain, and perform repairs on small powered equipment, metal working tools, electrical motors and industrial supplies.
21. Operate assigned District vehicle (pickup or van) and tow utility trailer, not to exceed 4,000 lbs. GVW, in the local region (not to exceed over 100 miles).
22. Maintain defensive driving while operating District vehicle; perform minor maintenance tasks on assigned vehicle as required; fuels the assigned vehicle; schedules periodic vehicle maintenance;
23. May maintain expenditure records and provide data for budget estimates.
24. Performs related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

Human relation skills to guide students and student workers, and to convey technical concepts.

Operational characteristics of machinery, equipment and industrial materials.

Safety factors necessary in operating and working with machinery, equipment and industrial materials.

Principles and procedures of record keeping and filing.

Basic inventory and purchasing processes and procedures.

English usage, spelling, grammar, and punctuation.

**Ability to:**

Set up, modify, service, adjust, and make minor repairs to equipment.

Prepare instructional equipment for assignments.

Maintain machinery, equipment in a safe and organized manner including the handling of hazardous or dangerous materials and industrial supplies.

Drive assigned vehicle safely and observe all traffic laws, rules and regulations when driving.

Read and understand technical manuals, blueprints and operational protocols.

Instruct students in the proper use of tools, machinery and equipment.

Demonstrate the use of publication files, including microfiche viewers.

Listen actively and effectively, identify and solve problems, and facilitate problem solving.

Operate office equipment including computers and supporting word processing, database management, and desktop publishing applications.

Perform routine record keeping and report writing duties.

Work independently and collaboratively.

Plan and organize work to meet changing priorities and deadlines.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

Equivalent to the completion of the twelfth grade supplemented by formal training in mechanics and/or maintenance of industrial machinery, aircraft, automobiles or other heavy equipment.

**Experience:**

Some experience in the preventive maintenance and repair of heavy machinery, industrial production equipment or transportation (land, sea or air) vehicles.

**License or Certificate:**

Possession of a valid California driver's license and show proof of a good driving record with the California Department of Motor Vehicle.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a laboratory setting; exposure to dusts, fumes, noise; work with mechanical equipment and apparatus.

**Physical:** Primary functions require sufficient physical ability and mobility to work in a laboratory

setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to heavy amounts of weight; to operate equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information; requires the wearing of personal protective equipment including safety glasses or goggles, rubber or plastic gloves, respirators, or face shields.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.

Board Approved:

**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:** April 9, 2009

**SUBJECT:** Consideration of Approval of Revised Classified Job Description

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the revised classified job description.

**OVERVIEW**

The job description for Program Coordinator, District, is being revised to reflect current duties and responsibilities associated with the position. This is a grant funded position under Nano-Technology.

**ANALYSIS**

The area of Applied Technology Training Center (ATTC) has been added as well as the duties of Marketing & Outreach.

**BOARD IMPERATIVE**

III. Resource Management for Efficiency, Effectiveness and Excellence.

**FINANCIAL IMPLICATIONS**

This position is funded under the Nano-Technology Grant through 2012.

**Underlined text – Added information to job description.**

**Text strikethrough – Proposed deletion(s) to job description.**

## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

### **PROGRAM COORDINATOR, ~~PROFESSIONAL DEVELOPMENT CENTER~~**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

*This class specification may also be utilized as a categorically funded position and is contingent upon the availability of funds and “life of the grant”.*

#### **SUMMARY DESCRIPTION**

Under general direction, provides direction for assigned projects, programs, or functional areas of the Applied Technology Training Center (ATTC) and Professional Development Center (PDC); markets, develops, delivers, coordinates, and manages fee-based and customized training programs offered by the PDC on and off site; serves as a liaison between the program area and the general public, students, staff, and other campus and community officials and groups; performs a variety of technical and program support duties in support of the assigned project, program, or functional area.

#### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification.*

1. Participates on committees that promote the mission of the District and the community college system and support the Division of Economic Development and Corporate Training.
2. Collaborates with potential customers to develop customized solutions that address the needs of the client organization; assesses and identifies the training needs of employers and incumbent workers in the geographical areas serviced by the District; recommends appropriate training and performance improvement solutions.
3. Develops short-term seminars, workshops, and customized training solutions for private and public sector employers based on their needs.
4. Markets short-term seminars, workshops, and customized training programs to businesses, non-profit organizations, governmental agencies, and other community based organizations in the San Bernardino area; develops marketing plans, strategies, informational materials, brochures, ~~and~~ catalogs and advertising campaigns.
5. Coordinates and organizes the delivery and operation of seminars, forums, workshops, and customized training programs offered ~~by PDC~~ on and off site.
- ~~6. Coordinates the delivery of Food Handling and ServSafe programs within the County of San Bernardino; coordinates the delivery of Food Worker Certification classes in assigned communities and service areas; serves as the liaison with the County of San Bernardino Department of Public Health.~~
7. Coordinates the registration, account management, administrative paperwork, and scheduling of instructors and facilities to deliver the required instruction both on and off site; develops class schedules; recruits and assigns instructors as needed.



8. Updates and posts information to the ~~Professional Development Center~~ website.
9. Oversees the maintenance of accurate financial records; oversees the collection of accounts.
10. Develops and prepares reports of grant-funded proposal, budget, and expenditures of programs managed.
11. Provides support, guidance, and direct involvement to other members of the division in accomplishing special projects as needed.
12. Coordinates, organizes, and directs the work activities of other staff members associated with the contracted training program.
13. Performs related duties as required.

### **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

#### **Knowledge of:**

Operational characteristics, services, and activities of the Economic Development and Corporate Training. ~~Professional Development Center.~~

Goals and objectives of the Economic Development and Corporate Training ~~Professional Development Center.~~

Principles and practices of program/project development, management, coordination, and review in a public or private sector organizational environment.

General principles, practices, and procedures of business administration and public administration.

Strategic planning.

Local labor market trends.

Needs assessment techniques.

Marketing principles, practices, and strategies.

Principles and techniques in providing training for adults.

Pertinent federal, state, and local laws, codes, and regulations.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Principles, practices, and procedures of business letter writing.

Information and research resources available related to areas of assignment.

Principles, practices, and procedures of complex fiscal, statistical, and administrative research and report preparation.

Principles and techniques used in public relations.

Interpersonal skills using tact, patience, and courtesy.

Oral and written communication skills.

District organization, operations, policies, and objectives.

#### **Ability to:**

Work with diverse client populations while displaying effective customer service skills.

Manage and organize training programs and grants.

Recognize opportunity and create a successful plan to obtain success.

Develop and implement marketing strategies.

Understand the organization and operation of the Economic Development and Corporate Training ~~Professional Development Center~~ as necessary to assume assigned responsibilities.

Understand, interpret, and apply administrative and office policies and procedures as well as pertinent laws, regulations, and ordinances.

Coordinate and participate in the management of assigned projects, programs, or program area functions and services.

Establish and maintain community relationships.

Understand the nature of partnerships and identify mutual interests.

Assess community needs to develop appropriate service partnerships for assigned programs.

Use technical concepts and basic project management tools and techniques to effectively coordinate a project or program area and solve complex problems in creative and effective ways.

Perform a full range of complex and responsible program and technical support as well as difficult administrative duties involving the use of independent judgment and personal initiative.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Prepare a variety of clear and concise administrative and financial reports.

Independently compose and prepare correspondence and memoranda.

Plan and organize work to meet schedules and changing deadlines.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Adapt to changing technologies and learn functionality of new equipment and systems.

Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.

Work independently and effectively in the absence of supervision.

Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

A Bachelor's degree from an accredited college or university with major course work in business administration, public administration, or a related field. A Master's degree is desirable.

**Experience:**

Three years experience in marketing and outreach of workforce development, economic development, organizational development and/or project management including familiarity with and/or experience in offering workforce training.

**License or Certificate:**

Possession of, ~~or ability to obtain, an appropriate,~~ a valid California Driver's License.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting with travel from site to site.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting and travel from site to site; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of

weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.

Board Approved: June 10, 2004

*Johnson & Associates* Revised: January 2007

Revised: April 2009

Range: 50

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: April 9, 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**

April 9, 2009

<b>Name</b>	<b>Department</b>	<b>Site</b>	<b>Duties</b>	<b>Start Date</b>	<b>End Date</b>	<b>Hourly Rate</b>
Coulson, Tyiesha	Financial Aid	SBV C	Project Assistant I	4/10/09	6/10/09	\$9.00
Lopez, Pauline	Financial Aid	SBV C	Project Assistant I	4/10/09	6/10/09	\$9.00
Mendoza, Yessenia	Financial Aid	SBV C	Project Assistant I	4/10/09	6/10/09	\$9.00
Moran, Raquel	Financial Aid	SBV C	Project Assistant I	4/10/09	6/10/09	\$9.00
Navia, Karina	Financial Aid	SBV C	Project Assistant I	4/10/09	6/10/09	\$9.00
Sanchez, Phylicia	Financial Aid	SBV C	Project Assistant I	4/10/09	6/10/09	\$9.00

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**Substitute Employees**

**April 9, 2009**

<b>Name</b>	<b>Department</b>	<b>Site</b>	<b>Duties</b>	<b>Start Date</b>	<b>End Date</b>	<b>Hourly Rate</b>
Avramis, Alicia	Child Development Center	CHC	Child Development Assistant	3/5/09	5/5/09	\$12.35
Bocanegra, LeeAnn	Child Development Center	CHC	Child Development Assistant	3/5/09	5/5/09	\$12.35
Brydson, Annie	Child Development Center	CHC	Child Development Assistant	3/5/09	5/5/09	\$12.35
Gibson, Shawna	Child Development Center	CHC	Secretary II	3/5/09	5/5/09	\$17.02
Covarrubias, Martha	Child Development Center	SBVC	Child Development Assistant	3/2/09	5/1/09	\$12.35
Gomez, Elisa	Food Services	CHC	Food Service Worker	2/19/09	4/19/09	\$11.75
Gomez, Elisa	Food Services	CHC	Food Service Specialist	2/19/09	4/19/09	\$12.35
Healy, Jessica	Biology	SBVC	Lab Technician	3/3/09	5/3/09	\$19.25
Holtegaard, Alisa	Child Development Center	SBVC	Child Development Assistant	3/2/09	5/1/09	\$12.35
Limon, Irma	Child Development Center	SBVC	Child Development Assistant	3/2/09	5/1/09	\$12.35
Medina, Mike	Police	Dist	College Police Officer	3/8/09	5/8/09	\$22.33
Molina, Corine	Child Development Center	SBVC	Child Development Assistant	3/2/09	5/1/09	\$12.35
Ortiz, Brenda	Child Development Center	SBVC	Child Development Assistant	3/2/09	5/1/09	\$12.35
Paulino, Joseph	Police	Dist	College Police Officer	3/8/09	5/8/09	\$22.33

Perez, Blanca	Child Development Center	SBVC	Child Development Assistant	3/2/09	5/1/09	\$12.35
Peterson, Brandi	Child Development Center	SBVC	Child Development Assistant	3/2/09	5/1/09	\$12.35
Quintana, Carrie	Criminal Justice	SBVC	Administrative Secretary	2/24/09	4/24/09	\$18.78
Sarsour, Ansaf	Child Development Center	SBVC	Child Development Assistant	3/2/09	5/1/09	\$12.35
Sclafani, Tony	Police	Dist	College Police Officer	3/8/09	5/8/09	\$22.33
Shaikh, Najma	Child Development Center	CHC	Child Development Assistant	3/5/09	5/5/09	\$12.35
Sinha, Indrani	Child Development Center	CHC	Child Development Assistant	3/5/09	5/5/09	\$12.35
Tafoya-Bryson, Patricia	Police	Dist	College Police Officer	3/8/09	5/8/09	\$22.33
Webb, Marsha	Police	Dist	College Police Officer	3/8/09	5/8/09	\$22.33
Williams, Sophia	Child Development Center	SBVC	Child Development Assistant	3/2/09	5/1/09	\$12.35
Wing, Ethan	Child Development Center	SBVC	Child Development Assistant	3/2/09	5/1/09	\$12.35
Wu, William	Police	Dist	College Police Officer	3/8/09	5/8/09	\$22.33

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**Professional Expert Hourly Employees**

**April 9, 2009**

<b>Name</b>	<b>Department</b>	<b>Site</b>	<b>Duties</b>	<b>Start Date</b>	<b>End Date</b>	<b>Hourly Rate</b>
Avery, George	Fire Tech	CHC	Fire Tech Specialist/ Tactical Officer/ Safety Office	4/10/09	6/30/09	\$30.00 \$23.00 \$22.50
Brady, Patricia	PDC	DIST	Workforce Development/ PDC Trainer	4/10/09	6/30/09	\$50.00
Enriquez, Daniel	DSP & S	SBVC	Interpreting/ Transliterating - IV	7/1/09	12/24/09	\$15.00
Enriquez, Lucia	DSP & S	SBVC	Interpreting/ Transliterating - I	7/1/09	12/24/09	\$24.00
Howard, Debra	DSP & S	SBVC	Assistant Instructor	7/1/09	12/24/09	\$20.00
Jones, Ciandra	DSP & S	SBVC	Interpreting/ Transliterating - IV	7/1/09	12/24/09	\$15.00
Maynard, Rayanne	DSP & S	SBVC	Interpreting/ Transliterating - IV	4/10/09	6/30/09	\$15.00
Maynard, Rayanne	DSP & S	SBVC	Interpreting/ Transliterating - IV	7/1/09	12/24/09	\$15.00
Napoli, William	PDC	DIST	Workforce Development/ PDC Trainer	4/10/09	6/30/09	\$50.00
Salas, Brandon	DSP & S	SBVC	Interpreting/ Transliterating - IV	7/1/09	12/24/09	\$15.00
Santos, Norma	DSP & S	SBVC	Interpreting/ Transliterating - I	7/1/09	12/24/09	\$24.00
Solorzano, Catherine	DSP & S	SBVC	Interpreting/ Transliterating - I	7/1/09	12/24/09	\$24.00
Sungvornrajasabh, Phenpak	PDC	DIST	GIS Technician	4/10/09	6/30/09	\$20.00



Teter, James	Fire Tech	CHC	Fire Tech Specialist/ Tactical Officer/ Safety Office	4/10/09	6/30/09	\$30.00 \$23.00 \$22.50
Valenzuela, Isidro	DSP & S	SBVC	Interpreting/ Transliterating - IV	7/1/09	12/24/09	\$15.00
Wentz, Tom	Instruction	CHC	Consultant	4/10/09	6/30/09	\$300/day
<b>Ratification: Human Resources Department overlooked the authorization for the</b>						
<b>following employee who was scheduled to teach Workforce Development Classes</b>						
<b>prior to January board date.</b>						
Ratcliff, Joe	ATTC	DIST	Workforce Development/ PDC Trainer	1/14/09	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: Dr. Debra S. Daniels, President, SBVC  
DATE: April 9, 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.

SAN BERNARDINO VALLEY COLLEGE

Name

Hale, Sara  
Ung, Mengieng

Discipline

ASL  
Geography

## 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: April 9, 2009  
SUBJECT: Consideration of Approval of Non-Instructional Pay

### RECOMMENDATION

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

### OVERVIEW

Zapata, Lydia, Translating SBVC brochure to Spanish not to exceed 80 hours, 2/01/09-6/30/09, \$43.16 per hour. (01-00-01-9509-0000-1480.00-6710). A Spanish translation was needed during a time when our usual translator was not available and our substitute translator was not yet board approved.

### 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.

**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:** April 9, 2009  
**SUBJECT:** Consideration of Approval of One-Year Contract Employees -SBVC

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the one-year contracts for first to second year contract employees.

**OVERVIEW**

The following first year contract employees have been recommended by their division chair/manager to enter into a one-year contract:

Mary Copeland	Humanities
Courtney Hunter	Professional Development

**ANALYSIS**

The Board of Trustees regularly grants one year contracts to first year contract employees and two-year contracts to second year faculty per AB-1725.

**BOARD IMPERATIVE**

III. Resource 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: April 9, 2009  
SUBJECT: Consideration of Approval of New Academic Job Description

RECOMMENDATION

It is recommended that the Board of Trustees approve the new academic job description.

OVERVIEW

The need exists to develop a new job description for Coordinator, Math and Science Student Success Center (MAS<sup>3</sup>C).

ANALYSIS

This is an academic position contingent upon the availability of funds and "life of the grant." The MAS<sup>3</sup>C Coordinator is responsible for the overall operation, development and implementation of MAS<sup>3</sup>C activities, budget, documentation and reporting of all projects including objectives submitted through grant application

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

**FINANCIAL IMPLICATIONS**

No financial impact.

**COORDINATOR, MATH AND SCIENCE STUDENT SUCCESS CENTER (MAS<sup>3</sup>C)**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

*This is a categorically funded position and is contingent upon the availability of funds and “life of the grant”.*

**SUMMARY DESCRIPTION**

This is a faculty position under the general direction of the Dean of Mathematics and contingent upon grant funding. The MAS<sup>3</sup>C Coordinator is responsible for the overall operation, development and implementation of MAS<sup>3</sup>C activities, budget, documentation and reporting of all projects including objectives submitted through grant application.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification.*

1. Plans, directs, oversees, evaluates and manages all activities through the MAS<sup>3</sup>C and supports activities directed at students in Science Technology, Engineering and Mathematics (STEM) disciplines.
2. Support STEM outreach activities, with local high schools and four year institutions in order to increase the enrollment of STEM students.
3. Identifies STEM cohort and provides academic support information.
4. Provides leadership in the administration of grant and related areas as identified in the grant application.
5. Develops, coordinates and recommends the MAS<sup>3</sup>C budgets; monitors and controls expenditures.
6. Assures accurate documentation of MAS<sup>3</sup>C fiscal records, student records and evaluation data. Prepares and submits required state and institutional fiscal and accounting reports.
7. Develops and implements strategies to deliver effective assessment, orientation, counseling, guidance services and educational programs to STEM students.
8. Coordinates services with college departments and/or programs that focus on underrepresented students such as PUENTE and TUMAINI.
9. Coordinates academic counseling services to MAS<sup>3</sup>C students as needed.
10. Participates in the development of newsletters, brochures, forms, manuals and other appropriate information about MAS<sup>3</sup>C activities.
11. Provide guidance for internal and external program audits and reviews.
12. Participates in a variety of meetings in support of MAS<sup>3</sup>C programs and activities; organizes the MAS<sup>3</sup>C Advisory Committee and represents the college at local, regional and state-wide activities, meetings and conferences.
13. Monitors, directs and trains facilitators and staff.
14. Serve on campus-wide committee as assigned.
15. May drive or travel to off-site meetings and conferences.
16. Performs related duties or special projects as assigned or required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

Principles and practices of grant management, outreach and recruitment, program development and evaluation.  
Familiarity with the rigor of mathematics and science requirements for community college and transfer institutions.  
Retention strategies, peer learning models and orientation program.  
Principles of business letter writing and basic report preparation.  
English usage, spelling, grammar, and punctuation.

**Ability to:**

Prepare narrative, numerical and statistical reports.  
Maintain confidentiality.  
Interpret federal and state regulations and policies relating to assigned programs.  
Plan and organize work to meet schedules and changing deadlines.  
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.  
Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.  
Work collaboratively with students, faculty and staff and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Required Education and Experience:**

1. A Master's degree from an accredited institution in the field of Mathematics or Science.
2. A sensitivity to, and understanding of, the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.

**Desired Experience:**

Experience with direct oversight and coordination of a grant or learning center within the last five (5) years.

**License or Certificate:**

Possession of a valid California Driver's License. Must show proof of a good driving record with the California Department of Motor Vehicles and current automobile insurance. Requirement of a California Driver's License may be waived provided that the employee can demonstrate alternate means of transportation acceptable to the District to and from offsite meeting and conferences.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting with travel from site to site.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting and travel from site to site; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight up to 25 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.



**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.

Board Approved: April 2009

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: April 9, 2009  
SUBJECT: Consideration of Approval to Amend Retirement Date

RECOMMENDATION

It is recommended that the Board of Trustees approve the request to amend retirement date.

OVERVIEW

Cynthia Runyon, Physical Education Instructor, has submitted a request to change her retirement date from June 1, 2009 to June 2, 2009.

ANALYSIS

On March 12, 2009, the Board of Trustees accepted the academic retirement of Cynthia Runyon after 33 years of service to the District. Ms. Runyon is requesting to change the effective date of retirement to June 2, 2009.

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  
REVIEWED BY: Renée Brunelle, Vice Chancellor, Human Resources & Employee Relations  
PREPARED BY: Dr. Debra S. Daniels, President, BVC  
DATE: April 9, 2009  
SUBJECT: Consideration of Approval to Accept Academic Transfer Request.

RECOMMENDATION

It is recommended that the Board of Trustees approve the academic transfer request.

OVERVIEW

Patrick E. Meech, Physical Education Instructor/Head Football Coach transfer to Physical Education Instructor/Assistant Football Coach.

ANALYSIS

Mr. Meech has requested a transfer to Physical Education Instructor, Assistant Football Coach effective Fall 2009. In requesting this transfer, Mr. Meech will no longer receive reassign time, per diem and classes reserved for the Head Football Coach.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2008-09 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: April 9, 2009  
SUBJECT: Consideration of Approval of Revised Management Job Descriptions

RECOMMENDATION

It is recommended that the Board of Trustees approve the revision to the management job descriptions.

OVERVIEW

The need exists to revise the Vice Chancellor, Fiscal Services and Executive Director, Public and Governmental Relations job descriptions.

ANALYSIS

The job requirements, additional duties, and required qualifications are being revised to be in compliance with the current position and more accurately reflect duties and responsibilities.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the General Fund.

**Underlined text** – Added information to job description.

**~~Text strikethrough~~** – Proposed deletion to job description.

## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

### VICE CHANCELLOR, FISCAL SERVICES

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

#### **DEFINITION SUMMARY DESCRIPTION**

The Vice Chancellor of Fiscal Services serves as the Chief Financial and Administrative Officer of the District, reports to the Chancellor, serves as a member of the Chancellor's Cabinet and is responsible for Under the general direction of the Chancellor, to planning, organizing, and directing all financial operations of the San Bernardino Community College District (District); to for supervising the functions and staff of the accounting, accounts payable, accounts receivable, payroll, purchasing, budgeting, auditing, contracts, facilities and planning, risk management, management information systems, and printing/publications departments; and is responsible for to reviewing and advising District management on financial matters and resource utilization.

#### **EXAMPLES OF REPRESENTATIVE DUTIES:**

*Duties may include, but are not limited to, the following:*

1. Serves as the Chief Financial Officer, plans organizes, directs and controls financial transactions and financial management to assure the fiscal integrity of the institution.
2. Provides strategic direction and operational guidance to the District's fiscal services areas.
3. Advices and assists the Chancellor and Board of Trustees in business related legal and financial matters including property acquisition, lease agreements, cost studies and long-range fiscal planning.
4. Ensures the fiscal stability of the District through the use of sound, value-added management practices, allocation of resources, integration of education and facilities master plans and identification of alternative funding resources.
5. Designs, and implements, District procedures and systems for all fiscal areas and financial activities.
6. Assists in the development of District financial and budgeting policies.
7. Oversees facilities planning, operations and management as well as provides direction and leadership for the Facilities Bond Construction Program.
8. Anticipates, prevents and resolves conflicts and problems under areas of supervision.
9. Supervises the preparation of routine reports as well as special financial or statistical studies needed to assist District management and the Board in the formulation of new policies in the planning of new or revised programs.
10. Recommends the selection of managers and staff in the areas of supervision.
11. Leads, manages, tFrains, instructs, and supervises subordinate staff.
12. Controls and directs the preparation of all federal, State, and other special financial claims or reports.

13. Provides assistance to District and college managers on financial management, collective bargaining and on the District's and Colleges' business, financial and equipment needs.
14. Coordinates and supervises the fiscal and accounting systems required for the operation of the bookstores, cafeterias, and student body organizations.
15. Analyzes financial legislation affecting the District.
16. Participates in community, state and national organizations and meetings to represent and advocate for the District and maintains liaison with various governmental agencies.
17. Plans, organizes, and directs the overall internal and external audits of the District's operations, including the student financial aid programs.
18. Directs the development and administration of the District budget including a budget allocation model; and recommends to the Chancellor an annual budget.
19. Learns, interprets, and applies Education Code, Title V and federal, state and county regulations as related to the areas of responsibilities.
20. Maintains currency of knowledge and skills related to the duties and responsibilities.
21. Performs other duties as assigned.

### **QUALIFICATIONS GUIDELINES**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

#### **Knowledge of:**

Policies, procedures, principles, and practices used in professional budgeting, purchasing, accounting, and auditing work – especially as same pertains to governmental and college district operations.

Principles of California accounting and reporting requirements.

Principles of California Community College finance.

Business applications of data processing.

Business Office management, strategic planning and financial planning, investment management, budgeting and accounting principles and practices.

Leadership, supervision and training practices.

Design and development of financial systems management.

Contract management; facilities and construction procedures.

Management information systems. and printing and publishing capabilities.

#### **Ability to:**

Plan, direct, coordinate, and control all activities of the fiscal services staff; supervise and perform professional accounting, statistical and auditing work involving the establishment, maintenance, and interpretation of interrelated financial policies and procedures.

Assemble, analyze, and interpret data, and make appropriate recommendations for fiscal and budget actions.

Interpret State, County, and District policies, legal documents, reports, and legislation.

Speak and write effectively; prepare and present written and oral reports.

Develop and sustain interpersonal skills to relate to District staff, State and local officials, and vendors.

Demonstrate effective time management and organizational skills.

Provide leadership based on ethics and principles as they relate to the functions and operations of the assigned area.

Demonstrate professionalism, fairness and honesty in all aspects of the performance of the duties.

Participate in the development and administration of goals, objectives, and procedures for assigned area.

Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and employees, including those with physical or learning disabilities.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.  
Lead, manage, supervise, train, and evaluate staff.

## **EDUCATION AND EXPERIENCE GUIDELINES**

### **REQUIRED QUALIFICATIONS:**

#### **Education/Training:**

A Master's Degree in accounting or business administration or a related field with significant course work in financial management.

#### **Experience:**

A minimum of five ~~Four~~ years of increasingly responsible experience in general accounting, budget development, auditing, and financial systems design, including ~~two~~ three years at a managerial/supervisory level, preferably in a college or governmental setting, ~~and~~.

### **PREFERRED QUALIFICATIONS:**

1. Demonstrated knowledge of community college funding and finance in California.
2. Experience working in an educational institution preferable a community college.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting with extended periods of time viewing computer monitor.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.

Board Approved: May 11, 2000

Revised: April 2009

Range: 26

**Underlined text** – Added information to job description.

**~~Text strikethrough~~** – Proposed deletion to job description.

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
~~ASSISTANT TO THE CHANCELLOR FOR EXECUTIVE DIRECTOR, PUBLIC AND  
GOVERNMENTAL AFFAIRS~~RELATIONS**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

**DEFINITION-SUMMARY DESCRIPTION:**

Under the direction of the Chancellor of the San Bernardino Community College District, the Executive Director of Public and Governmental Relations serves the public, governmental and legislative liaison for the District and develops a positive and constructive connection and partnership with the District's external relations in the following areas: local, state and federal government relations, including legislative advocacy, media and community relations; advertising; marketing; public information; and grant development and planning and research related to these areas and performs other related duties as assigned. Directs the development and implementation of the District's legislative program and implements strategies to realize District initiatives and goals,; assist in the development, application and implementation of federal grants under Title III, subpart A of the Higher Education act; implement and administer the Federal Excess Property Program; develop, implement and coordinate the business Incubator Program; represent the Chancellor as assigned at State and Federal Legislative, allocation or other public and committee hearings; establish communication and rapport with local community entities in furtherance of District goals; perform other duties as assigned, including liaison with the local community as well as local, state and federal governmental entities in furtherance of District goals.

**EXAMPLES OF REPRESENTATIVE DUTIES:**

*The following duties are typical for this classification.*

1. Provide leadership, goal setting and planning for the District's external relations, governmental relations, legislative agenda, media, advertising, marketing, printing, graphics, public information, and community relations functions.
2. Monitor legislation. Assess legislative priorities, recommend, coordinate and implement legislative programs.
3. Serve as the legislative liaison for the District by cultivating relationships with state and federal elected and appointed government officials to secure legislative and financial support for the District. Coordinates support activities with the administrators in the District.
4. Brief the Chancellor on legislative activities. Formulate plans of action and provide direction to the staff to implement approved strategies to promote and advocate for the District.
5. Work with the District research, planning and development functions and identify opportunities to strengthen, through local research, the District's legislative, outreach and communications/marketing programs.
6. Assist the Chancellor and the Board of Trustees in responding to and interacting with the elected officials, news media and the public at large.
7. Serve as a representative and spokesperson for the District to various media and groups.
8. Establish networks, rapport and relationships with the communities in the District.
9. Coordinate and secure community involvement and support for the District's efforts with governmental entities, civic organizations and community groups or associations.



10. Provide input and assistance for resource development including liaison with the college and KVCR foundations, private donors and others that financially support the District.
11. With the college Directors of Marketing, coordinate, develop and implement the District advertising and marketing plans to support outreach, visibility, recruiting and enrollment management strategies.
12. Consult with the college Directors of Marketing, divisions, departments, programs and offices in developing marketing, advertising, and promotional and public relations materials.
13. Coordinate District-wide image and branding efforts and enforce institutional graphics standards.
14. Review district publications for clarity of format and content and conformity to District's printing/graphic standards.
15. Direct and coordinate the District community relations and media relations plans and strategies, including relations with print and broadcast outlets.
16. Supervise the print and graphic arts office and prioritize and assign work to the graphic artists.
17. Coordinate photographic services for the college.
18. Attend Board of Trustee Meetings and meetings at state and federal levels, and in the communities of the District.
19. Anticipate, prevent, and resolve conflicts and problems under areas of supervision and adopt effective course of action.
20. Establish and maintain effective working relations with others.
21. Lead, manage, supervise, motivate, train and evaluate assigned personnel and recommend the selection of staff.
22. Develop and manage the department budget.
23. Learn, interpret, and apply Education Code, Title V and federal and state regulations as relates to the responsibilities of the position.
24. Maintain currency of knowledge and skills related to the duties and responsibilities.
25. Performs related duties as required.
- ~~1. Maintain active membership in organizations which provide input, training and advice on Title III, subpart A grants, including, but not limited to Hispanic Association of Colleges and Universities (HACU).~~
- ~~2. Liaison with appropriate federal agencies, grant consultants and other educational institutions.~~
- ~~3. Maintain contact and good rapport with decision makers at local, state and national levels to ensure District interests are represented and supported whenever possible.~~
- ~~4. Represent the District as assigned at legislative, allocation or other public and committee hearings that may affect the District's ability to secure funding.~~
- ~~5. Implement and coordinate the Business Incubator program with other local colleges and universities.~~
- ~~6. Coordinate and secure community involvement and support for the District's efforts with governmental entities, civic organizations and community groups or associations.~~
- ~~7. Establish communication and rapport with local community, state, federal and other entities as appropriate to further the goals of the District. This includes regular meetings with representatives from Congress, US Senate, State Senate, State Assembly and other officials.~~
- ~~8. Provide input and assistance for resource development including liaison with the District Foundation, private donors and others that financially support the District.~~

9. ~~Under Title III, subpart A, implement and oversee projects that demonstrate community involvement such as alumni groups, community association and other entities required for continued funding.~~

## **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### **Knowledge of:**

Pertinent Local, state and federal legislative and allocation processes.

Principles and practices of public policy development and legislative processes.

Principles and strategies involved in needs assessment techniques, marketing strategies, institutional and community development.

Principles and methods of research including statistical analysis.

Pertinent Federal and state grant request and administration procedures, the philosophy, objectives, and operations of a community college, the Education Code, Title 5, and other administrative regulations and procedures of the District.

Principles and practices of effective coordination and management of public, community, intergovernmental, and media relations functions.

Principles and techniques of preparing and disseminating public information.

Principles and practices of advertising and marketing community college programs and services.

Principles of establishing and maintaining positive governmental, public, and community relations.

Principles and practices of budget preparation, management and reporting.

Modern leadership and supervisory practices in personnel management, supervision, and evaluation.

Principles and practices of human relations and communication skills to prepare and deliver formal presentations to diverse audiences.

Techniques and methods in working with the media, facilitating group processes, and conveying a positive image of the District.

### **Ability to:**

Lead, plan, organize, coordinate and direct the District's legislative, governmental and community relations and the media, advertising, and marketing functions.

Assess legislative initiative and priorities at all levels of government.

Establish communication and rapport, community networks and positive working relationships with the local, state, federal and other entities as appropriate to further the goals of the District.

Represent the District to the communities, elected officials, the media and other news sources.

Interpret and apply federal, state, county, and District rules, regulations, policies, and procedures.

Apply the regulations of the Education Code, Title 5, and other administrative regulations.

Effectively prepare and deliver formal presentations to diverse audiences and communicate and represent the District's interests.

Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties.

Provide leadership based on ethics and principles as they relate to the functions and operations of this position.

Successfully delegate, ensure adherence to District policies, practices and procedures, and to hold others responsible yet instill confidence among the faculty, staff and administrators.

Work cooperatively and responsively with all segments of the District and communities at large.

Establish and maintain effective working relationships with elected officials, community leaders, agencies and governmental entities and college faculty, staff and administrators.

Lead, manage, supervise, train and evaluate staff.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

### **MINIMUM QUALIFICATIONS:**

### **EDUCATION AND EXPERIENCE GUIDELINES**

#### **Education/Training:**

- A Master's degree from an accredited college or university with major course work in public administration, public relations, organizational development, communication or a related field.~~Master's Degree or equivalent.~~

#### **Required Experience:**

- ~~One year of formal training, internship or leadership experience reasonably related to the administrative assignment.~~

Five years of increasingly responsible experience in public administration, public relations, or educational administration, including three years of administrative and supervisory responsibility.

#### **Preferred Experience:**

1. Experience in the California Community College System.
2. Demonstrated knowledge and/or experience of community college related legislation, governance and finance.
3. Sensitivity to and an understanding of the diverse academic, socio-economic, cultural and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
  - ~~Excellent interpersonal and presentation skills.~~

### **KNOWLEDGE**

~~Knowledge of local communities particularly as applied to Title III, Part A; local, state and federal legislative and allocation processes and elected officials; principles and strategies involved in public relations, institutional development and community involvement; Executive Order #12900 and ways to effectively implement it; Federal Excess Property Program.~~

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.

Board Approved: October 9, 1997

Revised: April 2009

Range: 23

Board Approved: 5-11-00

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: April 9, 2009  
SUBJECT: Consideration of Approval of New Management Job Description

RECOMMENDATION

It is recommended that the Board of Trustees approve the new management job description.

OVERVIEW

The need exists to create a job description for Director, Technology Services.

ANALYSIS

The Director, Technology Services will be responsible for providing the leadership, vision and support for all networked infrastructure, computer operations and telecommunications. Recommended Salary Range: Management Salary Schedule, Range 16, \$86,688 - \$105,360 per year.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the General Fund.

## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

### DIRECTOR TECHNOLOGY SERVICES

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

#### **SUMMARY DESCRIPTION**

Under the direction of the Director of District Computing Services, is responsible for providing the leadership, vision and support for all networked infrastructure, computer operations and telecommunications; assure stability, reliability and continuity of all District-wide network and computer operations; assure security of all networks, systems and operations; investigates abuses and determine acceptable use; assist the District and colleges in meeting unique needs in a manner consistent with the overall design and operation of the District; provide coordination for special projects and associated vendor partnerships; provide focus and attention in the innovative use of technologies which enhance the service orientation and competitive position of the District; supervises appropriate staff and collaborates effectively with members of both District and Campus computing staff and the college community to provide effective systems and services.

#### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification.*

1. Assure timely, accurate, stable, reliable and continual District-wide telecommunication, computer operations for all District-wide networks, servers, systems, programs and services; assure the timely repair of all District computers and networks.
2. Assure the integrity and security of the District's network computers systems and confidential data residing on its servers and hosts; monitor network and computer operations and assure protection from unauthorized use and/or intrusion.
3. Respond directly or through the Chancellor's Office, to incidents or inquiries, from within the District or from outside agencies, pertaining to matters of District-wide security, use and/or abuse of the network, data and computing resources.
4. Coordinate with other District departments and colleges when planning and developing changes in networks and computer operations.
5. Develop goals, objectives, priorities, policies and procedures for all assigned areas of responsibilities.
6. Maintain the District's email, telephone and voicemail systems; coordinate with outside vendors for the purchase, installation and maintenance of complex voice, video and data systems.
7. Provide on-site leadership, coordination, supervision and technical support for District-wide telecommunication and networked systems infrastructure and security of all information technology systems and services.
8. Evaluate emerging and innovative strategies related to area of assignment and make proposals regarding their strategic use in serving the needs of students, faculty and staff.
9. Represent the District at Information Technology department meetings related to area of assignment; promote the District's position related to Information Technology.

10. Maintain a liaison relationship with the District and college user community; perform regular workshops and in-services; act as a user advocate in the Information Technology department; promote new systems and services to these user communities.
11. Participate in establishing and maintaining the creative vision and direction for online services, products and programs.
12. Convene and provide leadership to design teams for District-wide projects.
13. Participate in establishing and maintaining the creative vision and direction for online services, products and programs related to area of assignment; consult with students, faculty, staff and administration on the development and delivery use of assigned technology systems and services; convene or serve on design teams as appropriate.
14. Provide senior administrators and other District personnel with regular updates on projects and activities.
15. Coordinate with the District and College IT when developing specifications for building infrastructure for telecommunications and networked services; write bid specifications and coordinate with outside vendors for the purchase and installation of new or updated systems; coordinate, monitor, and evaluate the work of external contractors, ensuring the timely completion of contractual requirements; assure the timely maintenance of complex telecommunication and network systems after installation.
16. Anticipates, prevents and resolves problems and concerns.
17. Supervises and coordinates the daily activities and operations of the assigned area.
18. Perform other related duties as required.

## **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### **Knowledge of:**

Principles, practices and procedures in project management with emphasis in computers, computer laboratories, computer networking, data center operation, and telecommunications infrastructure in an enterprise environment.

Technological insight of computer network principles, practices, procedures and protocols; LAN/WAN topology and security; capability and limitation of computer equipment and software; telephony and voicemail.

Methods and techniques of systems analysis, design and programming.

Documentation standards and procedures.

Advanced principles, practices, current technological trends in the field of information systems.

Pertinent federal, state and local laws, regulations, policies affecting the information infrastructure and related technology and systems.

Methods and techniques of application development, system design and programming.

Operational characteristics in personal computers, operating and network systems.

Principles and practices of budget preparation and administration.

Principles of supervision, training and performance evaluation.

### **Ability to:**

Plan, organize and direct complex network and systems development projects.

Evaluate emerging technologies and make recommendations relating to their use within the District.

Lead special projects related to developing new or improved information technology systems.  
Identify, evaluate and resolve complex system problems.  
Monitor the work of external contractors and assure conformance to contract specifics and requirements.  
Adapt to changing technologies and learn functionality of new systems and equipment.  
Research, evaluate, and implement new technologies, development tools and products.  
Make recommendations and implement processes, methods and programs to continually improve systems.  
Oversee, direct, and coordinate the work of assigned staff and participate in the selection and recommendation, supervision, training, and evaluation of assigned staff.  
Demonstrate professionalism, fairness and honesty in all aspects of the performance of the duties.  
Use independent judgment to plan and participate in the development and administration of goals, objectives, and procedures for assigned area.  
Demonstrate effective time management and organizational skills.  
Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

### **Education and Experience Guidelines**

#### **Required Education/Training:**

A Bachelor's Degree from an accredited college or university with major course work in computer science, telecommunications, engineering, management information technology, business or a related field.

#### **Required Experience:**

Three years of increasingly responsible work experience in managing complex technology projects including one year of administrative or supervisory responsibility.

#### **Preferred Experience:**

1. A Master's Degree from an accredited college or university with major course work in computer science, management information systems or a related field.
2. Instructional network technology experience in an education environment, preferably a Community College.
3. Experience that demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and employees, including those with physical or learning disabilities.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting with extended periods of time viewing computer monitor.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office



equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.

Board Approved: April 2009

Range: 16

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: April 9, 2009

SUBJECT: Consideration of Approval of Amendment to Management Salary Schedule

RECOMMENDATION

It is recommended that the Board of Trustees approve the amendment to the management salary schedule.

OVERVIEW

The job description for Director, District Computing Services was approved at the February 12, 2009 Board Meeting pending a review of the salary placement.

ANALYSIS

The Human Resources Department conducted a review of the duties and responsibilities for the Director, District Computing Services, and determined placement on Management Salary Schedule, Range 19, \$100,344 - \$121,968 per year.

BOARD IMPERATIVE

III. Resource 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: Dr. Debra S. Daniels, President, SBVC & Gloria M. Harrison, President, CHC  
Larry Cicalone, President, KVCR  
DATE: April 9, 2009  
SUBJECT: Consideration of Approval of District Volunteers

RECOMMENDATION

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

OVERVIEW

The individuals on the following list have volunteered their services and acknowledge that they will not receive payment of any kind for services performed.

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.

**Crafton Hills College**

Gomez, Geoffrey	CHC, Public Safety & Services	April 10, 2009-April 29, 2009
Ryan, Kathryn	CHC, Marketing & Public Relations	April 10, 2009-June 30, 2009

**San Bernardino Valley College**

Montoya, David	Technology	April 10, 2009-May 20, 2009
Lee, Minju	Mathematics	April 10, 2009-June 30, 2009

**KVCR**

Alban, David	KVCR	April 10, 2009-June 30, 2009
Allen, Alana	KVCR	April 10, 2009-June 30, 2009
Almazan, Dora	KVCR	April 10, 2009-June 30, 2009
Avalos, Natalie	KVCR	April 10, 2009-June 30, 2009
Bradford, Robin	KVCR	April 10, 2009-June 30, 2009
Brenion, Antoinette	KVCR	April 10, 2009-June 30, 2009
Browning, Suzanne	KVCR	April 10, 2009-June 30, 2009
Carlson, Kelsie	KVCR	April 10, 2009-June 30, 2009
Carlson, Kenzie	KVCR	April 10, 2009-June 30, 2009
Carr, Brian	KVCR	April 10, 2009-June 30, 2009
Chamberlain, Alex	KVCR	April 10, 2009-June 30, 2009
Ciecalone, Barbara	KVCR	April 10, 2009-June 30, 2009
Coy, Dave	KVCR	April 10, 2009-June 30, 2009
Dave, Don	KVCR	April 10, 2009-June 30, 2009
Flanagan, NoelLani	KVCR	April 10, 2009-June 30, 2009
Flick, Barbara	KVCR	April 10, 2009-June 30, 2009
Flinn, Steve	KVCR	April 10, 2009-June 30, 2009
Fredrics, Heather	KVCR	April 10, 2009-June 30, 2009
Gail, Carly,	KVCR	April 10, 2009-June 30, 2009
Garcia, Linda	KVCR	April 10, 2009-June 30, 2009
Goodwin, Kim	KVCR	April 10, 2009-June 30, 2009
Hames, Sharon	KVCR	April 10, 2009-June 30, 2009
Hardy, Robin	KVCR	April 10, 2009-June 30, 2009
Harrison, Andrea	KVCR	April 10, 2009-June 30, 2009
Hernandez, Amber	KVCR	April 10, 2009-June 30, 2009
Hubbard, Alyssa	KVCR	April 10, 2009-June 30, 2009
Huling, Natasha	KVCR	April 10, 2009-June 30, 2009
Jaramillo, Richard	KVCR	April 10, 2009-June 30, 2009
Kelley, Drake	KVCR	April 10, 2009-June 30, 2009
Kent, Sunny	KVCR	April 10, 2009-June 30, 2009
Kimmel, Jennifer	KVCR	April 10, 2009-June 30, 2009
Knox, Shaina	KVCR	April 10, 2009-June 30, 2009
Lanier, Jacqui	KVCR	April 10, 2009-June 30, 2009
Lanier, Alyssa	KVCR	April 10, 2009-June 30, 2009
Lanier, Carrol	KVCR	April 10, 2009-June 30, 2009
Leavitt, Joan	KVCR	April 10, 2009-June 30, 2009
Mallari, Lyka	KVCR	April 10, 2009-June 30, 3009
Maroda, Carisa	KVCR	April 10, 2009-June 30, 2009
Meyer, Katie	KVCR	April 10, 2009-June 30, 2009
Mio, Jeffery Scott	KVCR	April 10, 2009-June 30, 2009
Muller, Neil	KVCR	April 10, 2009-June 30, 2009
Olson, Ali	KVCR	April 10, 2009-June 30, 2009

Pawlak, Sam	KVCR	April 10, 2009-June 30, 2009
Pierick, Tom	KVCR	April 10, 2009-June 30, 2009
Pierick, Ruth Ann	KVCR	April 10, 2009-June 30, 2009
Prinstein, Kim	KVCR	April 10, 2009-June 30, 2009
Proctor, Ronda	KVCR	April 10, 2009-June 30, 2009
Rapp, Don	KVCR	April 10, 2009-June 30, 2009
Rapp, Joyce	KVCR	April 10, 2009-June 30, 2009
Reaves, Clark	KVCR	April 10, 2009-June 30, 2009
Reaves, Lynn	KVCR	April 10, 2009-June 30, 2009
Roberts, Karin	KVCR	April 10, 2009-June 30, 2009
Rubino, Jennifer	KVCR	April 10, 2009-June 30, 2009
Sanfilippo, Mark	KVCR	April 10, 2009-June 30, 2009
Smith, Diana	KVCR	April 10, 2009-June 30, 2009
Spencer, D.	KVCR	April 10, 2009-June 30, 2009
Stephens, Doug	KVCR	April 10, 2009-June 30, 2009
Stiller, Diana	KVCR	April 10, 2009-June 30, 2009
Stowell, Craig	KVCR	April 10, 2009-June 30, 2009
Stowell, Diedre	KVCR	April 10, 2009-June 30, 2009
Warren, Lew	KVCR	April 10, 2009-June 30, 2009
Warren, Emilia	KVCR	April 10, 2009-June 30, 2009
West, Les	KVCR	April 10, 2009-June 30, 2009
Williams, Emily	KVCR	April 10, 2009-June 30, 2009
Wilson, Barbara	KVCR	April 10, 2009-June 30, 2009
Wu, Linxi	KVCR	April 10, 2009-June 30, 2009
Yamamoto June	KVCR	April 10, 2009-June 30, 2009
Yoder, Bob	KVCR	April 10, 2009-June 30, 2009
Yoder, Kathleen	KVCR	April 10, 2009-June 30, 2009

## **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:** April 9, 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 4/9/2009

Contract Type

Firm

Purpose and Information

Department / Location

Amount

Signed

## ASB Discount Program

Halverson's Photography

(5812) ASB Discount - Free Studio Professional Photography Session (a \$19.99 Value) with Valid ASB Card  
Term: 4/10/2009 - 6/30/2009

Student Life/SBVC

RGerhard

Free Studio Session

Headquarters Hair Design Salon

(5781) ASB Discount Program - 20% Discount on Any Service Per Visit with Valid ASB Card  
Term: 4/10/2008 - 6/30/2009

Student Life/SBVC

RGerhard

20% Discount

La Costa Restaurant

(5811) ASB Discount - 20% Discount on Meals Excluding Alcoholic Beverages and Daily Menu Specials with a Valid ASB Card  
Term: 4/9/2009 - 6/30/2009

Student Life/SBVC

RGerhard

20% Discount

Redlands Auto Service

(5830) ASB Discount - 5% Discount on Labor and Parts with Valid ASB Card  
Term: 4/10/2008 - 6/30/2009

Student Life/SBVC

RGerhard

5% Discount

Stephenson's Flowers

(5767) ASB Discount Program - 10% Discount on All Local Orders and Deliveries with Valid ASB Card  
Term: 4/10/2009 - 6/30/2009

Student Life/SBVC

RGerhard

10% Discount

<i>Contract Type</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<i>Firm</i>				
<u>ASB Discount Program</u>				
<i>SubTotal for ASB Discount Program: 5</i>				
<u>CalWorks Child Care</u>				
Aguilera, Maria	(5815) CalWorks Childcare - Parent - Aguilera, Aracel for FY 2008-2009 Term: 3/12/2009 - 6/30/2009 01-46-01-8120-0266-7600.00-7320	Calworks/SBVC	\$279.40	RGerhard
			Per Week	
Bobadilla, Sally	(5814) CalWorks Childcare - Parent - Garcia, Anita Y. for FY 2008-2009 Term: 3/12/2009 - 6/30/2009 01-46-01-8120-0266-7600.00-7320	Calworks/SBVC	\$509.04	RGerhard
			Per Week	
<i>SubTotal for CalWorks Child Care: 2</i>				
<u>CalWorks Off-Campus Work Study</u>				
East Valley Association of Realtors	(5782) CalWorks - Workstudy - Student Suart, Michelle for FY 2008-2009 Term: 3/4/2009 - 6/30/2009 01-46-02-8120-0266-5120.00-6470	Calworks/SBVC	\$8.00	RGerhard
			75% of Hourly Rate	
Think Together	(5783) CalWorks - Workstudy - Student Carter, Jessica for FY 2008-2009 Term: 3/5/2009 - 6/30/2009 01-46-01-8120-0266-5120.00-6470	Calworks/SBVC	\$10.00	RGerhard
			75% of Hourly Rate	



<i>Contract Type</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<i>Firm</i>				
<u><i>CalWorks Off-Campus Work Study</i></u>				
Think Together	(5759) CalWorks Workstudy - Student - Aguirre, Melissa for FY 2008-2009 Term: 2/18/2009 - 6/30/2009 01-46-01-8120-0266-5120.00-6410	Calworks/SBVC	\$10.00	RGerhard
				75% of Hourly Rate
<b><i>SubTotal for CalWorks Off-Campus Work Study: 3</i></b>				
<u><i>Clinicals</i></u>				
Desert Regional Medical Center	(5817) Clinicals - Affiliation Agreement for EMS Program Participants Term: 4/10/2009 - 4/8/2014	Program Development/CHC	No Cost	RGerhard
Redlands Community Hospital	(5770) Clinicals - Clinical Site Agreement - Health Care Programs at San Bernardino Valley College and Crafton Hills College Term: 4/10/2009 - 4/9/2014	Health Science/SBCCD	No Cost	RGerhard
San Manuel Band of Mission Indians	(5771) Clinicals - Clinical Site Agreement - Emergency Medical Services Term: 4/9/2009 - 6/30/2013	Program Development/CHC	No Cost	RGerhard
<b><i>SubTotal for Clinicals: 3</i></b>				

<i>Contract Type</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<i>Firm</i>				
<u>Facilities Use</u>				
Rotary District 5330	(5833) Facilities Use - Use of Various CHC Facilities and Classrooms for Rotary Training and Seminars Term: 5/30/2009 - 5/30/2009	Administrative Services/CHC	\$1,474.30	RGerhard
Rotary District 5330	(5832) Facilities Use - Use of Various CHC Facilities and Classrooms for Rotary Training and Seminars on 08-08-2009 Term: 8/8/2009 - 8/8/2009	Administrative Services/CHC	\$767.35	RGerhard
<b>SubTotal for Facilities Use: 2</b>				
<u>General</u>				
American Medical Response	(5795) Service - EMT Services for CHC's 2009 Graduation Ceremony Term: 5/22/2009 - 5/22/2009 01-00-02-8211-0000-5113.00-6499	Student Life/CHC	\$174.00	RGerhard
America's Xpress Rent A Car	(5788) Rental - Van Rental for EOPS/CARE Students to Attend Region IX CARE Conference in Pomona Term: 4/29/2009 - 5/1/2009 01-13-02-8209-0200-5611.00-6430	EOP&S/CHC	\$159.40	RGerhard

<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>				
America's Xpress Rent A Car	(5789) Rental - Van Rental for EOPS/CARE Students to Attend Region IX Conference in Pomona Term: 4/29/2009 - 5/1/2009 01-13-01-8209-0201-5611.00-6430	EOP&S/SBVC	\$159.39	RGerhard
Atticus Group, Inc, The	(5808) Service - Develop and Disseminate Survey Instruments for Massage Therapy and Dental Hygiene Term: 4/10/2009 - 5/29/2009 01-12-03-8115-0448-5120.00-6840	PDC/SBCCCD	\$10,000.00	RGerhard
Balloons of California	(5769) Service - Balloons for 2009 Together Again Benefit Concert and Open House Event Term: 4/25/2009 - 4/25/2009 01-00-31-9509-0000-4500.00-6710	Star Program/SBVC	\$484.48	RGerhard
Balloons of California	(5784) Service - Balloons for STAR Program Graduation Awards Celebration Event Term: 5/7/2009 - 5/7/2009 01-00-15-8208-0150-5809.00-6499	Star Program/SBVC	\$487.03	RGerhard

**Contract Type**  
**Firm**

**Purpose and Information**

**Department / Location**

**Amount**

**Signed**

General

Barraza, Jeff

(5785) Performance - DJ Services for 2009  
STAR Program Graduation Awards  
Celebration  
Term: 5/7/2009 - 5/7/2009  
01-00-15-8208-0150-5809.00-6499

\$500.00 RGerhard

Star Program/SBVC

CB Richard Ellis, Inc

(5766) Service - Prepare a Fair Market  
Rental Values Study for Various Facilities on  
CHC Campus  
Term: 4/10/2009 - 6/30/2009  
01-00-25-8116-0305-5112.00-6820

\$5,500.00 RGerhard

Administrative Services/CHC

Chappell Studio, Inc (Subsidiary  
of Event Photography, Inc)

(5831) Service - CHC 2009 Graduation  
Event - Student Graduate Photography  
Services  
Term: 5/22/2009 - 5/22/2009

Not Cost to District

Student Life/CHC

RGerhard

Citrix Online Audio Services  
Group, LLC

(5790) Service - Use of Two Toll-Free  
Telephone Numbers to Demonstrate  
EduStream  
Term: 4/10/2009 - 6/30/2009  
01-00-03-8103-0236-5540.00-6570

\$240.00 RGerhard

Distance Education/SBCCD

RGerhard

<i>Contract Type</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b>Firm</b>				
<b>General</b>				
Coach America - Los Angeles	(5777) Rental - Bus Rental for 2009 Art Club Field Trip to the Getty Center Term: 4/15/2009 - 4/15/2009	Student Life/SBVC	\$921.77	RGerhard
		Art Club Trust Account		
Connolly, Heather	(5826) Speaker - Lecture and Slide Show Presentation on Festivals Around the World Held Term: 4/13/2009 - 4/13/2009 01-40-01-3581-0000-5113.00-6890	Arts & Lecture/SBVC	\$250.00	RGerhard
Dolphin Rents, Inc	(5800) Rental - Rental of Stage, Stairs, Ramp, Chairs and Other Items for SBVC's 2009 Graduation Ceremony Term: 5/21/2009 - 5/21/2009 01-00-01-8211-0000-5610.00-6499	Student Life/SBVC	\$10,539.59	RGerhard
First Student (formerly Laidlaw)	(5764) Rental - Bus Rental for CHC's Geology Class Field Trip to Cabrillo Beach Term: 5/2/2009 - 5/2/2009 01-00-02-4651-0000-5611.00-1914	Science/CHC	\$573.61	RGerhard
FunSeekers	(5763) Rental - Bus Rental for CHC's Geology Field Trip to Mill Creek Term: 5/1/2009 - 5/1/2009 01-00-02-4651-0000-5611.00-1914	Science/CHC	\$575.00	RGerhard

<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>				
FunSeekers	(5762) Rental - Bus Rental for CHC's Geology Field Trip to San Andreas Falls Term: 4/24/2009 - 4/24/2009 01-00-02-4651-0000-5611.00-1914	Science/CHC	\$575.00	RGerhard
Gale, Kate	(5813) Performance - Poetry Reading for SBVC's Humanities Day Celebration Event Term: 4/29/2009 - 4/29/2009 01-40-03-3581-0000-5113.00-6890	Arts & Lectures/SBVC	\$525.00	RGerhard
IBI Group - Formerly Known as Thomas Blurock Architects	(5803) Service - Assist with DSA Closeout of Several Projects at Both Campuses Term: 4/10/2009 - 6/30/2010 41-56-31-9610-0000-6210.10-7100	Facilities Planning/SBCCCD	\$10,000.00	RGerhard
Inland Empire Tours & Transportation	(5797) Rental - Bus Rental for Geology Field Trip to Millcreek Term: 4/28/2009 - 4/28/2009 01-00-01-4640-0000-5611.00-1905 01-00-01-7671-0000-5611.00-2206	Science/SBVC	\$589.00	RGerhard
			Not to Exceed	

<i>Contract Type</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<i>Firm</i>				
<b><u>General</u></b>				
Inland Empire Tours & Transportation	(5798) Rental - Bus Rental for Geology Science Field Trip to Cajon Pass Term: 4/21/2009 - 4/21/2009 01-00-01-4640-0000-5611.00-1905  01-00-01-7671-0000-5611.00-2206	Science/SBVC	\$589.00	RGerhard
Inland Empire Tours & Transportation	(5802) Rental - Bus Rental for Honor Student Field Trip to San Diego Natural History Museum Term: 4/17/2009 - 4/17/2009 01-00-02-8219-0000-5611.00-6010	Instruction/CHC	\$1,012.00	RGerhard
In-Tele-Com	(5773) License Agreement - Annual Assessment of Telecourse Enrollment Fee Based on Full Time Equivalent Students for Summer 2007 to Spring 2008 in the amount of 4,125 FTE Term: 7/1/2009 - 6/30/2010 01-00-03-8103-0000-5809.00-6150	Distance Education/SBCCCD	\$23,471.25	RGerhard
Megazone, Inc.	(5778) Service - Rental of Jumper with Slide for SBVC's 2009 Together Again Benefit Concert and Open House Term: 4/25/2009 - 4/25/2009 01-00-15-9509-0000-5610.00-6710	Star Program/SBVC	\$179.00	RGerhard

<i>Contract Type</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b>Firm</b>				
<b>General</b>				
Mizutani, Mari DBA Otherwise Strings	(5796) Performance - String Quartet to Play for CHC's 2009 Graduation Ceremony Term: 5/22/2009 - 5/22/2009 01-00-02-8211-0000-5113.00-6499	Student Life/CHC	\$800.00	RGerhard
On Course Workshop	(5799) Performance - Professional Development Workshop for Basic Skills for Educators in Beaumont Term: 6/4/2009 - 6/6/2009 01-00-02-9002-0228-5120.00-6600 01-00-25-9002-0228-5120.00-6600	Instruction/CHC	\$10,240.00	RGerhard
Party Rentals, Inc	(5793) Rental - Chair Rental for CHC's 2009 Graduation Ceremony Term: 5/22/2009 - 5/22/2009 01-00-02-8211-0000-5610.00-6499	Student Life/CHC	\$2,286.99	RGerhard
Party Rentals, Inc	(5779) Rental - Rental of Canopies, Tables and Chairs for SBVC's 2009 Together Again Benefit Concert and Open House Term: 4/25/2009 - 4/25/2009 01-00-15-9509-0000-5610.00-6710	Star Program/SBVC	\$1,137.24	RGerhard



<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>				
Party Rentals, Inc	(5780) Rental - Rental of Dance Floor for SBVC's 2009 Together Again Benefit Concert and Open House Term: 4/25/2009 - 4/25/2009 01-00-15-9509-0000-5610.00-6710	Star Program/SBVC	\$432.00	RGerhard
Pat's Pots	(5794) Rental - Portable Toilet Rental for CHC's 2009 Graduation Ceremony Term: 5/22/2009 - 5/22/2009 01-00-02-8211-0000-5610.00-6499	Student Life/CHC	\$165.00	RGerhard
Ran Graphics, Inc	(5776) Service - Printing and Folding 10,000 Copies of April/May 2009 Alumni Newsletter Term: 4/10/2009 - 6/30/2009 01-00-25-9016-0155-5120.00-6600 01-00-02-9016-0155-5120.00-6600	Resource Development/CHC	\$1,395.00	RGerhard
River City Testing	(5825) Service - Inspection Services for SBVC Child Development Center Alterations Project Term: 4/10/2009 - 6/30/2009 42-56-31-8306-0000-6210.20-7100	Facilities Planning/SBCCCD	\$3,125.00	RGerhard

<i>Contract Type</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b>General</b>				
Schools First Federal Credit Union	(5823) Service - 403(b) Service Agreement as Third Party Administrator for District Retirement Plan Offered to District Employees: Renewable for an Additional Two Years or up to 2014 with All Parties Agreement Term: 4/9/2009 - 12/31/2012	Fiscal Services/SBCCCD	No Cost to District	RGerhard
Small Manufacturers' Institute (SMI)	(5828) Independent Contractor - Coordinate Teacher Externship Project as Part of the Career Technical Education Community Collaborative Grant Project Term: 4/15/2009 - 6/15/2009 01-00-03-8115-0470-5120.00-6899	PDC/SBCCCD	\$36,000.00	RGerhard
Sonitrol - Inland Empire (Now Stanley Security Solutions)	(5304) Service -Alarm Monitoring for both Fire and Security at District Site for Five Years: Amendment 001 - Install Panic Button at the Applied Technology Training Center Term: 11/6/2006 - 6/30/2010 01-00-03-9514-0000-5630.00-6510 01-00-03-9514-0000-5630.00-6770 01-00-03-9519-0000-5630.00-6770	Facilities Planning/SBCCCD	\$774.00	RGerhard
			Plus \$10 Per Month Monitoring Fee	

<i>Contract Type</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<i>Firm</i>				
<b>General</b>				
Synergistic Mailing Services	(5775) Service - Bulk Mailing Services for April/May 2009 Alumni Newsletter Term: 4/10/2009 - 6/30/2009 01-00-02-9016-0155-5120.00-6600	Resource Development/CHC	\$750.00	RGerhard
Synergistic Mailing Services	(5774) Service - Bulk Mailing Services for May 2009 Planned Giving Mailer as Part of CHC's Foundation Fundraising Activities Term: 4/10/2009 - 6/30/2009 01-00-02-9016-0155-5120.00-6600	Resource Development/CHC	\$1,600.00	RGerhard
Tams-Witmark Music Library, Inc	(5840) Licensing Agreement - Copy Protected Playwright Materials Licensing for Use of Play Gypsy for SBVC's Spring Theater Production Term: 4/22/2009 - 4/26/2009 01-00-01-3576-0000-5831.00-1007  01-00-31-3576-0000-5831.00-1007	Theater Arts/SBVC	\$3,110.50	RGerhard
United Site Services. Inc	(5829) Rental - 18 Standard Portable Toilet Units and 2 ADA Accessible Units for SBVC's 2009 Graduation Day Event Term: 5/20/2009 - 5/20/2009 01-00-01-8211-0000-5610.00-6499	Student Life/SBVC	\$1,705.70	RGerhard

<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>				
University Photography	(5772) Service - Photography Services for Crafton Hills College 2009 Graduating Class Term: 5/22/2009 - 5/22/2009	Student Life/CHC	No Cost to District	RGerhard
Usher, Jon	(5822) Professional Services - Musical Assistant (Woodwind) for SBVC's Spring 2009 Production of "Gypsy" Term: 4/17/2009 - 4/29/2009	Theater Arts/SBVC	\$1,500.00	RGerhard
Valcarcel, David	(5821) Professional Services - Musical Assistant (Percussion) for SBVC's Spring 2009 Production of "Gypsy" Term: 4/17/2009 - 4/26/2009	Theater Arts/SBVC	\$1,000.00	RGerhard
Yarnelle, Ed	(5839) Performance - To Provide Synthesizer Accompaniment for Rehearsals and Performances of SBVC's Spring 2009 Production of "Gypsy" Term: 4/22/2009 - 4/26/2009 01-00-31-3576-0000-5113.00-1007	Theater Arts/SBVC	\$1,625.00	RGerhard

<i>Contract Type</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b>Firm</b>				
<b><u>General</u></b>				
Yourish, Ajmal	(5827) Speaker - Lecture on Muslim-American in New York After September 11th Held Term: 5/6/2009 - 5/6/2009 01-40-01-3581-0000-5113.00-6890	Arts & Lecture/SBVC	\$200.00	RGerhard
Yucaipa IRIS Festival	(5824) Rental - Booth Rental at Iris Festival and Craft Show in Yucaipa Term: 5/15/2009 - 5/17/2009 01-00-32-9002-0000-5610.00-6711	Marketing/CHC	\$100.00	RGerhard
<b>SubTotal for General: 44</b>				
<b><u>General - Ratified</u></b>				
ACI Enterprises, Inc	(3163) Service - Employee Assistance Benefit Program Service Provider Term: 4/1/2009 - 3/31/2009 01-00-00-0000-0000-9564.00-0000 Ratified - Ratification is being requested in order to take advantage of the cost savings	Facilities Planning/SBCCD	\$16,777.80	RGerhard
				Not to Exceed

<i>Contract Type</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<i>Firm</i>				
<u>General - Ratified</u>				
Coastline Community College DBA Coast Learning Systems	(5791) Service - Telecourse Program - "Astronomy: Observations and Theories" for Spring 2009 Semester Term: 1/12/2009 - 5/13/2009 01-00-35-8103-0000-5120.00-6150 Ratified - Ratification is Requested, Contract Not Received In Time for Previous Board Meetings	Distance Education/SBCCCD	\$1,420.00	RGerhard
Coastline Community College DBA Coast Learning Systems	(5792) Service - Telecourse Program - "Faces of Culture" for Spring 2009 Semester Term: 1/12/2009 - 5/13/2009 01-00-35-8103-0000-5120.00-6150	Distance Education/SBCCCD	\$760.00	RGerhard
ENCO Systems, Inc	(5695) Software License - Digital Audio Deliver (DAD) Software Subscription and Support for KVCB Term: 3/16/2009 - 3/15/2010 74-00-03-8109-0303-5830.00-7099 Ratified - Ratification is Requested, Contract Not Received In Time for Previous Board Meetings	Distance Education/SBCCCD	\$1,907.40	RGerhard
Facilities Protection Systems	(5801) Service - Preventative Maintenance Agreement to Cover Equipment Located in CSB Telecom Building Term: 3/1/2009 - 2/28/2010 01-00-03-9010-0000-5639.00-6780 Ratified - Ratification is Requested, Contract Not Received In Time for Previous Board Meetings	Computing Services/SBCCCD	\$1,650.00	RGerhard

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General - Ratified</u></b>					
Inland Empire Job Corps Center		(5806) MOU - SBVC to Be a Cooperative Work Experience Site for Members of Inland Empire Job Corps Term: 2/18/2009 - 6/30/2009 Ratified - Ratification is Requested, Contract Not Received In Time for Previous Board Meetings	Calworks/SBVC	No Cost	RGerhard
Mutual of Omaha		(3710) Service - Employee Life Insurance Benefit Program this Vendor is Replacing the Current Vendor at Greatly Reduced Cost Term: 4/1/2009 - 6/30/2012 01-00-00-0000-0000-9564.00-0000 Ratified - Ratification is being requested in order to take advantage of the cost savings	Human Resources/SBVC	\$37,161.24	RGerhard
Party Rentals, Inc		(5805) Rental - Table and Chair Rental for 31st Annual San Bernardino Valley Career Fair Term: 3/25/2009 - 3/25/2009 01-00-01-8120-0233-5610.00-6499 Ratified - Ratification is Requested, Contract Not Received In Time for Previous Board Meetings	Calworks/SBVC	\$797.05	RGerhard

<i>Contract Type</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<i>Firm</i>				
<b><u>General - Ratified</u></b>				
Retrofit Technology, Inc	(5786) Service - Chiller Annual Inspection and Testing for LA, SSA, and Gym Buildings Term: 7/1/2008 - 6/30/2009 01-00-02-9506-0000-5631.00-6510 Ratified - Ratification is Requested, Contract Not Received in Time for Previous Board Meetings	Maintenance/CHC	\$6,771.60	RGerhard
Sorenson Engineering, Inc.	(5804) MOU - Provide Customized Education and Training for Mathematics and Machine Technology - \$8,000 Cost of Training is Covered by PDC's Job Development Incentive State Grant Term: 2/24/2009 - 6/18/2009 01-00-03-8115-0440-0000.00-6840 Ratified - Ratification is Requested, Contract Not Received In Time for Previous Board Meetings	PDC/SBCCD	\$8,000.00	RGerhard  Covered by PDC Grant
SPSS, Inc	(5765) Service - SPSS Software Maintenance Fee for Six Existing Licenses Term: 1/15/2009 - 1/14/2010 01-00-02-8100-0000-5639.00-6010 Ratified - Ratification is Requested, Contract Not Received In Time for Previous Board Meetings	Technology Services/CHC	\$959.81	RGerhard



<i>Contract Type</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<i>Firm</i>				
<u>General - Ratified</u>				
Symantec	(5809) Service - One Gigabyte of Storage for the Center of Excellence Term: 1/1/2009 - 12/30/2009 01-00-03-8115-0466-5120.00-6840 Ratified - Ratification is Requested, Contract Not Received In Time for Previous Board Meetings	PDC/SBCCD	\$360.00	RGerhard
Xuhui, Sun, Dr	(5807) Speaker - "Inorganic Nanowires and Applications" at the Nanotechnology Conference Term: 4/2/2009 - 4/3/2009 01-00-35-8115-0468-5113.00-6840 Ratified - Ratification is Requested, Contract Not Received In Time for Previous Board Meeting	PDC/SBCCD	\$1,200.00	RGerhard
<b>SubTotal for General - Ratified: 13</b>				
<u>General; Fiscal Year 2009-2010</u>				
Eadie & Payne	(5820) Service - District Wide Audit Service for Fiscal Year 2008-2009 to be Performed in Fiscal Year 2009-2010 Term: 7/1/2009 - 6/30/2010	Fiscal Services/SBCCD		RGerhard
			Rate Schedule; \$65-\$305 Per Hour	

<u>Contract Type</u> <u>Firm</u>	<u>Purpose and Information</u>	<u>Department / Location</u>	<u>Amount</u>	<u>Signed</u>
<u>General; Fiscal Year 2009-2010</u>				
Eadie & Payne	(5819) Service - KVCR Audit Services for Fiscal Year 2008-2009 to be Performed in Fiscal Year 2009-2010 Term: 7/1/2009 - 6/30/2010 74-00-03-8110-0108-5730.00-7099	KVCR/SBCCD		RGerhard
Eadie & Payne	(5818) Service - Prop 39 Audit Services for FY 2008-2009 to be Performed in FY 2009-2010 Term: 7/1/2009 - 6/30/2010 42-00-03-9520-0000-5730.00-7100	Fiscal Services/SBCCD	Rate Schedule: \$65-\$305 Per Hour	RGerhard
			Rate Schedule: \$65-\$305 Per Hour	

SubTotal for General; Fiscal Year 2009-2010: 3

Grant/Award Income

California Department of Education	(5067) Grant - CCTR-8301 - General Child Care and Development Programs for FY 2008-2009; Fund is based on 224 Minimum Days of Operation (MDO) Required: \$34.38 Per Day Per Full-Time Enrollment; 38,708.5 Minimum Child Days of Enrollment (CDE) Required - Amendment 01; Funding Terms and Conditions Language Changes for Clarity of Eligibility. Term: 7/1/2008 - 6/30/2009 72-00-01-8306-0203-8624.00-0000	Child Care Center/SBVC	\$1,330,798.00	RGerhard
			Maximum Reimbursable Amount	

<u>Contract Type</u>	<u>Purpose and Information</u>	<u>Department / Location</u>	<u>Amount</u>	<u>Signed</u>
<u>Firm</u>				
<u>Grant/Award Income</u>				
California Department of Education	(5787) Grant - Child Care Development Fund - School Age Resource Term: 7/1/2008 - 6/30/2009 72-00-01-8306-0226-8624.00-0000	Child Care Center/SBVC	\$2,000.00	RGerhard
		Total Grant Amount	\$2,771.00	RGerhard
California Department of Education	(5816) Grant - Infant/Toddler Resource Grant Term: 7/1/2008 - 6/30/2009	Child Care Center/SBVC	\$253,386.00	RGerhard
California Department of Education	(5488) Grant - State Preschool Grant CPRE-8293 for FY 2008-2009 - Amendment 01: Funding increase by \$2,127 Term: 7/1/2008 - 6/30/2009	Child Care Center/SBVC		
Chaffey Community College District	(5838) Contract Education MOU - PDC to Provide Mechanical Craft Training to Manufacturing and Logistic Incumbent Workers Term: 12/1/2008 - 1/31/2009 01-00-35-8115-0467-8629.00-0000 Ratified - Ratification is Requested: Due to a Change in Funding Source at Chaffey Community College, a New Contract Being Required by the Contactor in order to Pay the Remaining Balance Owed to SBCCD for Work Performed on a Previous Contract	PDC/SBCCD	\$21,430.00	RGerhard

<i>Contract Type</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<i>Firm</i>				
<u><i>Grant/Award Income</i></u>				
CPB - Corporation for Public Broadcasting	(5834) Grant - KVCB DDF Round II, Priority 2, Public Broadcasting Digital Distribution Grant Term: 12/5/2007 - 2/1/2010 74-00-03-8110-0141-8990.00-0000	KVCB/SBCCD	\$189,548.00	RGerhard
CPB - Corporation for Public Broadcasting	(5837) Grant - Radio Community Service Grant to Operate CPB Supported Radio Stations Term: 10/1/2007 - 9/30/2009 74-00-03-8109-0129-8890.00-0000	KVCB/SBCCD	\$15,000.00	RGerhard
CPB - Corporation for Public Broadcasting	(5835) Grant - Television Community Service Grant to Operate CPB Supported Television Stations Term: 10/1/2007 - 9/30/2009 74-00-03-8110-0107-8890.00-0000	KVCB/SBCCD	\$832,960.00	RGerhard
CPB - Corporation for Public Broadcasting	(5836) Grant - Television Interconnection Service Grant to assist the Establishment and Development of One or More Interconnection Systems to be used for the Distribution of Public Telecommunications Services Term: 10/1/2007 - 9/30/2008 74-00-03-8110-0017-8890.00-0000	KVCB/SBCCD	\$17,473.00	RGerhard

<i>Contract Type</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<i>Firm</i>				
<b><u>Grant/Award Income</u></b>				
Foundation for Community Colleges	(5136) Grant - Temporary Assistance for Needy Families and Child Development Careers (TANF-CDC) for FY 2008-2009: Amendment 001 - Change in Grant Payments to \$59,850 for Year One and \$59,150 for Year Two Term: 7/1/2008 - 6/30/2010 01-00-01-8306-0265-8000.00-0000	Child Development/SBVC	\$59,850.00	RGerhard
			Revised Amount	
U.S. Department of Labor	(5810) Grant - California Nanotechnology Collaborative Community Based Job Training Project - This Project is Designed to Provide Training for Entry-Level Jobs in the Nanotechnology Field as well as Opportunity for Workers to Pursue a Vocational Certificate, Two-Year, Four-Year and/or graduate Degrees Term: 2/15/2009 - 2/14/2012 01-01-03-8115-0465-8199.00-0000	PDC/SBCCD	\$2,000,000.00	RGerhard
			Over Three Years	
<b><i>SubTotal for Grant/Award Income: 11</i></b>				
<b><i>Grand Total Contracts for Board Date 4/9/2009: 86</i></b>				

**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:** April 9, 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

72 San Bernardino Community Col

Restricted and Unrestricted

FISCAL YR: 09

FUND	APPROVED OBJECT	DESCRIPTION	ADOPTED BUDGET	REVISED BUDGET	03/01/2009 REVISED BUDGET	BUDGET ADJUSTMENTS	REVISED BUDGET
01	1100	CONTRACT CLASSROOM INST.	16,971,402.00	17,016,638.90	17,016,638.90	80.00	17,016,558.90
	1280	ACADEMIC SAL-N.I./REG/OTHER	4,415,934.00	4,547,092.47	4,547,092.47	-34.13	4,547,058.34
	1480	NONINSTRUCTION HOURLY	905,632.00	944,694.48	944,694.48	2,001.26	946,695.74
	2100	CONTRACT CLASSIFIED NON-INSTR.	3,103,301.00	3,034,029.00	3,034,029.00	16,724.00	3,050,753.00
	2180	CLASSIFIED CONFIDENTIAL EMPLOY	13,705,623.00	13,554,082.47	13,554,082.47	-30,725.66	13,523,356.81
	2380	PART-TIME/OVERTIME/STUDENT	1,942,137.00	2,291,431.37	2,291,431.37	36,145.34	2,327,576.71
	2400	INST AIDES-HOURLY- DIR.INSTRUC	963,449.00	1,069,333.00	1,069,333.00	11,282.00	1,080,615.00
	3110	STRS-TEACHERS & INSTR AID	1,904,786.00	1,897,742.74	1,897,742.74	-7.00	1,897,735.74
	3120	STRS-CLASS/I.A.-NON-INS-ADM/SUP	.00	.00	.00	4,800.00	4,800.00
	3180	STRS OTHER ACADEMIC-N.I-OTHERS	401,143.00	400,333.11	400,333.11	-3,024.27	397,308.84
	3228	PERS CLASS/I.A.-NON-INST-OTHER	1,309,383.00	1,310,014.22	1,310,014.22	2,000.00	1,312,014.22
	3328	OASDI CLASS/I.A.-NON-INST OTHE	867,046.00	867,566.82	867,566.82	400.00	867,966.82
	3340	MEDICARE-INSTRUCTIONAL	326,945.00	326,896.00	326,896.00	-1.00	326,895.00
	3346	MEDICARE NON-INSTRUCTIONAL	409,968.85	415,808.34	415,808.34	-7,900.00	407,908.34
	3420	HEALTH & WELFARE-CLAS/I.A-N.I.	3,412,815.04	3,522,640.42	3,522,640.42	-20,560.50	3,502,079.92
	3430	HEALTH & WELFARE-OTH ACAD-N.I	886,099.00	889,880.99	889,880.99	-77.86	889,803.13
	3628	W/C CLASS/I.A.-NON-INST-OTHER	402,821.00	401,891.00	401,891.00	-600.00	401,291.00
	3928	LIFE-CLASS/I.A. NON-INST-OTHER	25,159.00	25,162.31	25,162.31	-37.00	25,125.31
	4100	TEXTBOOKS	37,780.00	44,095.00	44,095.00	-2,000.00	42,095.00
	4200	BOOK,MAGAZINE&PERIOD-DIST.USE	315,528.68	301,560.30	301,560.30	-1,450.05	300,110.25
	4300	INSTRUCTIONAL SUPPLIES	701,371.24	700,608.65	700,608.65	10,565.25	711,173.90
	4400	MEDIA AND SOFTWARE-DISTRCT USE	128,832.95	151,744.72	151,744.72	-3,330.34	148,414.38
	4500	NONINSTRUCTIONAL SUPPLIES	1,317,932.33	1,366,380.94	1,366,380.94	8,606.21	1,374,987.15
	5100	PERSON&CONSULTANT SVC-DIST USE	4,751,581.44	4,917,379.29	4,917,379.29	-8,365.11	4,909,014.18
	5200	TRAVEL & CONFERENCE EXPENSES	790,196.71	801,611.07	801,611.07	-16,735.87	784,875.20
	5300	POST/DUES/MEMBERSHIPS-DIST.USE	501,650.55	523,758.78	523,758.78	255.00	524,013.78
	5500	UTILITIES & HOUSEKEEP-DIST.USE	2,852,704.82	2,882,221.72	2,882,221.72	-7,167.00	2,875,054.72
	5600	RENTS,LEASES&REPAIRS-DIST.USE	1,932,308.09	2,038,953.56	2,038,953.56	-3,333.06	2,035,620.50
	5800	OTHER OPERATING EXP-DIST. USE	4,881,378.93	4,500,909.34	4,500,909.34	-74,559.38	4,426,349.96
	6300	LIBRARY BOOKS - EXPANSION	108,308.00	116,271.00	116,271.00	-15,714.00	100,557.00
	6400	ADDITIONAL/IMPROVED EQUIPMENT	1,594,742.86	2,427,959.04	2,427,959.04	85,992.17	2,513,951.21
	7600	OTHER STUDENT AID	1,099,740.70	1,264,750.66	1,264,750.66	16,931.00	1,281,681.66
		TOTAL EXPENSE	72,967,701.19	74,553,441.71	74,553,441.71	.00	74,553,441.71

72 San Bernardino Community Col Restricted and Unrestricted FISCAL YR: 09

APPROVED FUND OBJECT	DESCRIPTION	09/23/2008 ADOPTED BUDGET	03/01/2009 REVISED BUDGET	BUDGET ADJUSTMENTS	03/31/2009 REVISED BUDGET
41 6120	SITE IMPROVEMENT	9,486,968.00	9,472,244.15	-10,000.00	9,462,244.15
6200	BUILDINGS&IMPROVEMENT-DIST.USE	73,557,474.78	73,602,887.43	10,000.00	73,612,887.43
TOTAL EXPENSE		83,044,442.78	83,075,131.58	.00	83,075,131.58



72 San Bernardino Community Col

Restricted and Unrestricted

FISCAL YR: 09

FUND	APPROVED OBJECT	DESCRIPTION	09/23/2008 ADOPTED BUDGET	03/01/2009 REVISED BUDGET	BUDGET ADJUSTMENTS	03/31/2009 REVISED BUDGET
42	2380	PART-TIME/OVERTIME/STUDENT	.00	5,969.32	30.69	5,938.63
	3328	OASDI CLASS/I.A.-NON-INST OTHE	.00	23.93	23.93	47.86
	3346	MEDICARE NON-INSTRUCTIONAL	.00	5.60	5.60	11.20
	3528	SUI CLASS/I.A. NON-INSTR OTHER	.00	1.15	1.16	2.31
	TOTAL EXPENSE		.00	6,000.00	.00	6,000.00

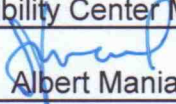
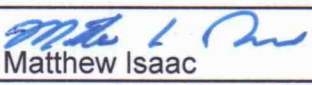
72 San Bernardino Community Col

Restricted and Unrestricted

FISCAL YR: 09

FUND	APPROVED OBJECT	DESCRIPTION	09/23/2008		03/01/2009		03/31/2009	
			ADOPTED BUDGET	REVISED BUDGET	REVISED BUDGET	BUDGET ADJUSTMENTS	REVISED BUDGET	
72	2180	CLASSIFIED CONFIDENTIAL EMPLOY	1,023,957.00	1,007,157.00	1,007,157.00	6,000.00	1,001,157.00	
	2380	PART-TIME/OVERTIME/STUDENT	229,588.00	308,388.00	308,388.00	6,000.00	314,388.00	
	3420	HEALTH & WELFARE-CLAS/I.A.-N.I.	274,460.00	274,460.00	274,460.00	-6,000.00	268,460.00	
	4700	FOOD SUPPLIES	95,850.00	102,850.00	102,850.00	7,358.64	110,208.64	
	5800	OTHER OPERATING EXP-DIST. USE	193,614.00	136,614.00	136,614.00	-1,358.64	135,255.36	
	TOTAL EXPENSE		1,817,469.00	1,829,469.00	1,829,469.00	.00	1,829,469.00	

# BUDGET ADJUSTMENT

Date	Location	Responsibility Center Manager	President
3/12/09	PDC	 Albert Maniaol	 Matthew Isaac

## ACCOUNT


Fund	LfSp	Site	Program	Subpgm	Object	Type	Account Name	Amount in \$'s
01	00	03	8115	0465	8199.00	0000	NANOTECHNOLOGY GRANT	\$ 2,000,000.00
								\$ 2,000,000.00

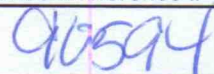
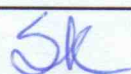
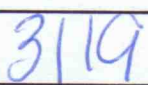
## EXPENSE

01	00	03	8115	0465	2100.00	6840	CONTRACT CLASSIFIED	\$ 13,760.00
01	00	03	8115	0465	2181.00	6840	CLASSIFIED NON-INSTRUCTIONSL	\$ 13,540.00
01	00	03	8115	0465	2383.00	6840	WORK STUDY HOURLY	\$ 500.00
01	00	03	8115	0465	2389.00	6840	FACILITATOR NON-FTE	\$ 2,000.00
01	00	03	8115	0465	3000.00	6840	BENEFITS	\$ 8,190.00
01	00	03	8115	0465	4220.00	6840	REFERENCE BOOKS	\$ 10,000.00
01	00	03	8115	0465	4300.00	6840	INSTRUCTIONAL SUPPLIES	\$ 30,000.00
01	00	03	8115	0465	4430.00	6840	SOFTWARE	\$ 5,000.00
01	00	03	8115	0465	4500.00	6840	NON INSTR SUPPLIES	\$ 15,000.00
01	00	03	8115	0465	4551.00	6840	PRINTING	\$ 7,650.00
01	00	03	8115	0465	5120.00	6840	OUTSIDE SERVICES	\$ 530,000.00
								\$ 635,640.00

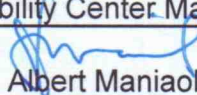

## JUSTIFICATION

<p>PAGE 1 OF 2</p> <p>US DEPT. OF LABOR NANOTECHNOLOGY GRANT</p>
--

Fiscal Services	Board Action Date
	

Batch Transfer Number/Reference #	Posted By:	Date:
		

# BUDGET ADJUSTMENT

Date	Location	Responsibility Center Manager	President
3/12/09	PDC	 Albert Maniaol	 Matthew Isaac

## ACCOUNT

Fund	LfSp	Site	Program	Subpgm	Object	Type	Account Name	Amount in \$'s
01	00	03	8115	0465	8199.00	0000	NANOTECHNOLOGY GRANT	

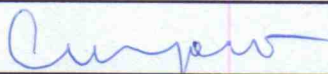
## EXPENSE

01	00	03	8115	0465	5113.00	6840	INDEPENDENT CONTRACTOR	\$	67,000.00
01	00	03	8115	0465	5200.00	6840	TRAVEL	\$	30,000.00
01	00	03	8115	0465	5210.00	6840	PERSONAL MILEAGE	\$	5,000.00
01	00	03	8115	0465	5801.00	6840	ADVERTISING	\$	30,000.00
01	00	03	8115	0465	5809.00	6840	OTHER EXPENSES	\$	584,212.00
01	00	03	8115	0465	5819.00	6840	INDIRECT CHARGES	\$	148,148.00
01	00	03	8115	0465	6400.00	6840	EQUIPMENT	\$	5,000.00
01	00	03	8115	0465	6410.00	6840	ADDITIONAL EQUIPMENT	\$	495,000.00
								\$	1,364,360.00

## JUSTIFICATION

PAGE 200F 2

US DEPT. OF LABOR NANOTECHNOLOGY GRANT

Fiscal Services	Board Action Date
	

Batch Transfer Number/Reference #	Posted By:	Date:
90694	SK	3/19

# BUDGET ADJUSTMENT

Date	Location	Responsibility	Center Manager	President
2/26/09	SBVC/Student Health Services	PRESIDENT'S OFFICE, SBVC		
Account:		09 FEB 27 PM 10	Rebecca W. Martin	2/27/09

## VICE PRESIDENT OF STUDENT SERVICES INCOME


Fund	Lf Sp	Site	Program	Subpro	Object	Type	Account Name	Amount in \$'s
01	38	01	8210	0000	8890.00	0000	Other Local Revenue	7,500
01	38	01	8210	0000	8896.00	0000	Hepatitis	2,725
<b>Total</b>								10,225

## EXPENSE

Fund	Lf Sp	Site	Program	Subpro	Object	Type	Account Name	Amount in \$'s
01	38	01	8210	0000	5120.00	6440	Outside Services (Lab)	1,720
01	38	01	8210	0000	5809.00	6440	Other Expenses and Fees	5,780
01	38	01	8210	0000	4500.00	6440	Non-Instructional Supplies (Pharmacy/Vaccine)	2,725
<b>Total</b>								10,225

## JUSTIFICATION

Fees in income accounts collected for lab work, physicals, pharmacy, various immunizations (MMR, flu, TB, and TDAP) and Hepatitis B immunizations to be placed in appropriate expenditure accounts to cover the cost of lab and pharmacy services.

Controller	Chancellor	Board Action Date
		
Batch Transfer No./Reference #	Posted By	Date
90595	SK	3/19

# BUDGET ADJUSTMENT

Date	Location	Responsibility Center Manager	President
02-19-09	SBVC	Elaine Akers/Rebecca Warren Marlatt	Debra Daniels
<b>Account:</b>			

*EPW*  
 PRESIDENT'S OFFICE, SBVC  
 RECEIVED  
 SBVC  
 09 FEB 27 PM 1:10  
 FEB 27 2009  
 VICE PRESIDENT OF STUDENT SERVICES  
*Dr. Abel*

## INCOME

Fund	Lf Sp	Site	Program	Subpro	Object	Type	Account Name	Amount in \$'s
01	00	01	8210	0310	8876.00	0000	Health Services	70,000.00
<b>Total</b>								<b>70,000.00</b>

## EXPENSE

Fund	Lf Sp	Site	Program	Subpro	Object	Type	Account Name	Amount in \$'s
01	00	01	8210	0310	5809.00	6440	Other Expenses and Fees	57,500.00
01	00	01	8210	0310	6400.00	6440	Additional/Improved Equipment	1,000.00
01	00	01	8210	0310	5640.00	6440	Repair Fence	1,500.00
01	00	01	8210	0310	6220.00	6440	Building Improvements	10,000.00
<b>Total</b>								<b>70,000.00</b>

## JUSTIFICATION

Additional student health fees collected over the original \$380,000.00 budgeted need to be added to the budget so they can be expended to provided needed health services and to complete items not included in the new building.

Controller	Chancellor	Board Action Date
<i>C. [Signature]</i>		
Batch Transfer No./Reference #	Posted By	Date
40596	SK	3/19

RECEIVED  
Office of SG&WORKS

# Budget Adjustment 2008-2009

MAR 10 9 42 00 AM '09

Date 3/1/2009	Location PRESIDENT'S OFFICE, SBVC	Responsibility Center Manager Herbert L. English, Jr.	President Dr. Debra Daniels
	SBVC/EOP&S/CARE	Dr. Zelma Russ/ VP Damon Bell	20080315/09

*[Signature]*  
INCOME

Fund	Lf Sp	Site	Program	Subpro	Object	Type	Account Name	Amount in \$'s
01	13	01	8209	0201	8622.00	0000	EOP&S	\$ 634.00
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
							TOTAL	\$ 634.00

## EXPENSES

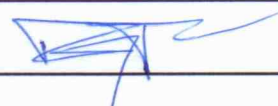
Fund	Lf Sp	Site	Program	Subpro	Object	Type	Account Name	Amount in \$'s
01	13	01	8209	0201	7600.00	7320	Other Student Aid	\$ 634.00
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
							TOTAL	\$ 634.00

## JUSTIFICATION

Augmentation adjustment made to reflect increase in EOP&S budget for fiscal year 2008/2009.

Controller <i>[Signature]</i>	Chancellor	Board Action Date
Batch Transfer Number/Reference # 90597	Posted By: SL	Date: 3/19

# BUDGET ADJUSTMENT

Date	Location	Responsibility Center Manager	President
3/10/09	District	Robert Temple	

## ACCOUNT


Fund	LfSp	Site	Program	Subpgm	Object	Type	Account Name	Amount in \$'s
<b>INCOME</b>								
01	00	00	0000	0000	8672.00	0000	Homeowner property tax relief	-7,556.00
01	00	00	0000	0000	8811.00	0000	Secured roll	-195,228.00
01	00	00	0000	0000	8812.00	0000	Supplemental roll	-276,782.00
01	00	00	0000	0000	8813.00	0000	Unsecured roll	-16,299.00
01	00	00	0000	0000	8816.00	0000	Prior year taxes	85,187.00
01	00	00	0000	0000	8611.00	0000	Principal apportionment	673,677.00
01	00	00	0000	0000	8874.00	0000	Enrollment fee revenue	132,300.00
01	00	35	0000	0000	8611.00	0000	FY '08 Adjust.- principal apportion.	1,280,548.00
01	00	01	0000	0000	8613.00	0000	Board financial assistance	634.00
01	00	02	0000	0000	8613.00	0000	Board financial assistance	152.00
01	53	00	0000	0000	8618.00	0000	Part time faculty	-33,170.00
01	53	35	0000	0000	8618.00	0000	FY '08 Adjust-part time fac. Off. Hrs.	-5,237.00

## EXPENSE

01	00	03	9200	0000	7900.00	6600	Reserve for contingencies	1,638,226.00


## JUSTIFICATION

To adjust the FY '09 budget for property taxes, principal apportionment, part time faculty, enrollment fee revenue, and Board financial assistance to match with the first principal apportionment from the State Chancellor's Office.

Fiscal Services		Board Action Date
		
Batch Transfer Number/Reference #	Posted By:	Date:
90598	SL	3/19



# BUDGET ADJUSTMENT

Date	Location	Responsibility Center Manager	President
3/10/09	District	Robert Temple	

## ACCOUNT


Fund	LfSp	Site	Program	Subpgm	Object	Type	Account Name	Amount in \$'s
<b>INCOME</b>								
01	29	01	9002	0231	8629.00	0000	Scheduled maintenance & repairs	-3,690.00
01	29	02	9002	0231	8629.00	0000	Scheduled maintenance & repairs	-1,581.00
01	29	01	9002	0230	8629.00	0000	Instructional equipment (Library)	-3,690.00
01	29	02	9002	0230	8629.00	0000	Instructional equipment (Library)	-1,581.00
01	18	03	9004	0302	8629.00	0000	Faculty & Staff diversity	-2,041.00

## EXPENSE


01	29	01	9506	0231	6220.00	6510	Building improvements	-3,690.00
01	29	02	9002	0231	5809.00	0000	Other expenses and fees	-1,581.00
01	29	01	9002	0230	6410.00	0000	Additional equipment over \$1,000	-3,690.00
01	29	02	9002	0230	5809.00	0000	Other expenses and fees	-1,581.00
01	18	03	9004	0302	5200.00	6760	Travel and conference	-2,041.00

## JUSTIFICATION

To adjust fiscal year '09 allocation for instructional equipment, scheduled maintenance, and faculty/staff diversity to match with the first principal apportionment from the State Chancellor's Office.

Fiscal Services		Board Action Date
		
Batch Transfer Number/Reference #	Posted By:	Date:
90599	SR	3/19

# BUDGET ADJUSTMENT

Date	Location	Responsibility Center Manager	President
2/23/09	District	Ron Gerhard	

## ACCOUNT

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

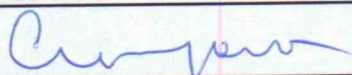
01	00	03	9006	0000	8890.00	0000		45,557.22

### EXPENSE

01	00	03	9006	0000	5640.00	6720		21,599.63
01	00	01	9506	0000	5640.00	6510		6,414.11
01	92	31	9508	0000	5640.00	6770		17,543.48
								45,557.22

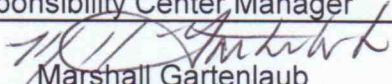

### JUSTIFICATION

Record receipt of insurance claim.

Fiscal Services		Board Action Date
		

Batch Transfer Number/Reference #	Posted By:	Date:
90600	SK	3/19

# BUDGET ADJUSTMENT

Date	Location	Responsibility Center Manager	President
03/19/09	PDC	 Marshall Gartenlaub	

### ACCOUNT

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

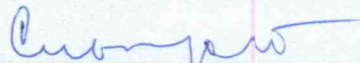
01	15	03	8115	0470	8629.00	0000	Other Categorical Appmt	400,000.00

### EXPENSE

01	15	03	8115	0470	1480.00	6899	Non Instructional Hourly	8,000.00
01	15	03	8115	0470	2100.00	6899	Contract Classified Non Instruction	180,672.00
01	15	03	8115	0470	3410.00	6899	Benefits	35,700.00
01	15	03	8115	0470	4500.00	6899	Non Instructional Supplies	38,528.00
01	15	03	8115	0470	5120.00	6899	Other Contracts/Outside Service	33,000.00
01	15	03	8115	0470	5809.00	6899	Other Expenses & Fees	10,330.00
01	15	03	8115	0470	5819.00	6899	Indirect Charge	15,385.00
01	15	03	8115	0470	6410.00	6899	Additional Equipment - \$1000 or More	78,385.00
								400,000.00

### JUSTIFICATION

SB70 CTE Grant FY09 Allocation

Fiscal Services		Board Action Date
		

Batch Transfer Number/Reference #	Posted By:	Date:

Date	Location	Responsibility Center Manager	President
2/20/2009	DISTRICT	ROBERT TEMPLE	_____

INCOME

Fund	Lf Sp	Site	Program	Subpro	Object	Type	Account Name	Amount in \$'s

\$ -

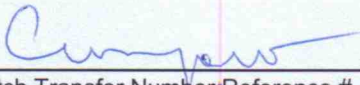
EXPENSES

41	00	25	9520	0000	6120.00	7100	SITE IMPROVEMENT	\$ (61,000.00)
41	00	25	9520	0000	5809.00	6600	OTHER EXPENSES	\$ (264,000.00)
41	00	03	9513	0000	7900.00	7100	RESERVE FOR CONTING	\$ 325,000.00

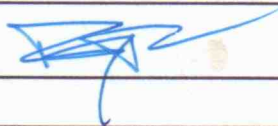
\$ - \$ -

JUSTIFICATION

TRANSFER UNUSED FUNDS RESERVED FOR EIR MITIGATION

Controller	Chancellor	Board Action Date
		
Batch Transfer Number/Reference #	Posted By:	Date:
000001	SL	3/19

# BUDGET ADJUSTMENT

Date	Location	Responsibility Center Manager	President
3/4/09	CHC/SBVC	ROBERT J. TEMPLE	

## ACCOUNT


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


## EXPENSE

42	00	00	0000	0000	7900.00	7100	Program Contingency-Measure P	( 82,654.00)
42	56	31	9508	0000	5113.00	7100	Independent Contractors	45,459.70
42	56	32	9508	0000	5113.00	7100	Independent Contrators	37,194.30

## JUSTIFICATION


Professional Services for planning and implementation of Document Control Program as requested by SBCCD. BOARD APPROVED 12/11/08 Requested amount for balance of fiscal year.

Fiscal Services		Board Action Date
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Batch Transfer Number/Reference #	Posted By:	Date:
90602		3/19

MAR 05 2009

# BUDGET ADJUSTMENT

Date	Location	Responsibility Center Manager	President
3/17/09	SBCCD	Robert J. Temple	

## ACCOUNT

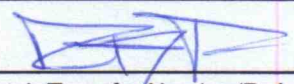
Fund	LfSp	Site	Program	Subpgm	Object	Type	Account Name	Amount in \$'s
<b>INCOME</b>								

## EXPENSE

42	56	31	4661	C000	5113.00	7100	LEED-Chemistry/Physical Science	\$7,473.48
42	56	31	8121	C000	5113.00	7100	LEED-Media/Communications	\$2,760.24
42	56	31	3500	C000	5113.00	7100	LEED-North Hall	\$6,718.32
42	56	32	8104	C000	5113.00	7100	LEED-Learning Resource Center	\$6,978.72
42	56	32	9617	C000	5113.00	7100	LEED-Community Recreation Facility	\$2,109.24
42	00	00	0000	C000	7900.00	7100	Contingency Account	(\$26,040.00)

## JUSTIFICATION

This adjustment would support the LEED Certification Study contract which has been submitted to the April 2009 Board Agenda for approval. The amounts cover Tasks 1, 2 and 3 only.

Fiscal Services		Board Action Date
		
Batch Transfer Number/Reference #	Posted By:	Date:
417603	SK	3/19

# BUDGET ADJUSTMENT

Date	Location	Responsibility Center Manager	President
03/17/09	SBVC	Melissa Thompson	

## ACCOUNT

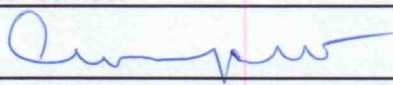
Fund	LfSp	Site	Program	Subpgm	Object	Type	Account Name	Amount in \$'s
<b>INCOME</b>								
72	00	01	8306	0000	8890.00	0000	Other Local Revenues	19,914.25

## EXPENSE

72	00	01	8306	0000	2382.00	6920	Overtime-Contract Employee	17,925.00
72	00	01	8306	0000	5819.00	6920	Administration Costs	1,989.25

## JUSTIFICATION

AB212-R8 Stipends FY09

Fiscal Services		Board Action Date
		
Batch Transfer Number/Reference #	Posted By:	Date:
416604	SR	3/19

# BUDGET ADJUSTMENT

Date	Location	Responsibility Center Manager	President
03/16/09	CHC	Donna Ferracone	

## ACCOUNT

Fund	LfSp	Site	Program	Subpgm	Object	Type	Account Name	Amount in \$'s
<b>INCOME</b>								
72	00	02	8306	0000	8890.00	0000	Other Local Revenues	5,036.25

## EXPENSE

72	00	02	8306	0000	2382.00	6920	Overtime-Contract Employee	4,525.00
72	00	02	8306	0000	5819.00	6920	Administration Costs	511.25

## JUSTIFICATION

AB212-R8 Stipends FY09

Fiscal Services		Board Action Date
Batch Transfer Number/Reference #	Posted By:	Date:
90606	SL	3/19



# Budget Adjustment 2009

Date 3/3/2009	Location KVCR	Responsibility Center Manager 	
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## INCOME

Fund	Lf Sp	Site	Program	Subpro	Object	Type	Account Name	Amount in \$'s
74	00	03	8110	0141	8890.00	0000	Other local revenues	\$ 189,548.00
74	03	03	8110	0303	8890.00	0000	Other local revenues	\$ 189,548.00
\$								379,096.00

## EXPENSES

74	00	03	8110	0141	6410.00	7099	Addl Equip	\$ 189,548.00
74	03	03	8110	0303	6410.00	7099	Addl Equip	\$ 189,548.00
\$								-
\$								379,096.00

## JUSTIFICATION

Setting up new grant account CPB DDF Round 11.

Controller 	Chancellor	Board Action Date
Batch Transfer Number/Reference # 90606	Posted By: 	Date: 3/19

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  
Dr. Debra S. Daniels, President, SBVC  
Gloria M. Harrison, President, CHC  
DATE: April 9, 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**

**ROBERT TEMPLE and RON GERHARD** to Sacramento, California, May 17-20, 2009, to attend the Association of Chief Business Officials Spring Conference, with time and expenses. This conference offers opportunities to develop professionally and identify issues affecting community colleges and share expertise.

**LARRY CIECALONE and KENN COUCH** to Baltimore, Maryland, May 10-15, 2009 to attend the annual PBS General Managers Planning Meeting, the PBS Annual Members Meeting and the PBS Showcase, for time only. Meetings provide valuable information for station management and important programming and promotion information. The KVCR Educational Foundation, Inc. will pay the expenses.

**DUNCAN LIVELY** to San Francisco, California, California, April 19-21, 2009 to attend the Health Dialogues meeting for KVCR-FM, with time only. It is a statewide initiative funded by the California Endowment managed by KQED TV-FM in San Francisco. Annually, station-based participants meet for a day with public health officials, executives from the health care and insurance industries and government officials—sometimes including elected officials—to discuss the editorial direction of the coming year's reports. Expenses will be paid by KQED.

**DONALD L. SINGER, JOHN M. FUTCH, JAMES RAMOS, JESS VIZCAINO, JR. and NOELIA VELA** to Rohnert Park, California, April 30-May 3, 2009 to attend the CCLC 2009 Trustees Conference, with expenses for the trustees and time and expenses for the chancellor.

## **SAN BERNARDINO VALLEY COLLEGE**

**MANUEL LOERA and MARK WILLIAMS**, to Hoffmann Estates, Illinois, April 16-20, 2009, to attend the I-CAR Instructor Qualification Workshop, with time and expenses. This conference will offer guidelines and proper usage of the new I-CAR curriculum as well as certification.

**JAMES SMITH** to Lake Tahoe, California, April 26-29, 2009, to attend "Into the Future" 2009 Research and Planning Conference, with time and expenses. This conference will offer discussions in experiences, discover useful tools and strategies and reflect on using evidence-based decision-making to support institutional effectiveness and student success.

**GLORIA FISHER** to San Francisco, California, March 11-13, 2009, to attend the California Community Colleges Association of Occupational Education Spring Conference, with time and expenses. Dr. Fisher has assumed new duties and this conference will offer critical training for her new assignment.

**REBECCA WARREN-MARLATT** to Washington, DC, March 20-24, 2009, to attend the American Student Association of Community Colleges National Advocacy Conference, with time and expenses. Student Life Director Nikki Schaper was board approved February 12, 2009, to accompany 7 students to the conference, however, she is now unable to attend. Ms. Warren-Marlatt is requesting that she be the replacement.

**GUY HINRICHS** to New York City, New York, April 17-22, 2009, to attend the National Center for the Study of Collective Bargaining in Higher Education and the Professions Annual National Conference, with time only. Attendance will bring understanding and compromise to negotiations between the Faculty Association and the College District.

**JOHN STANSKAS** to Millbrae, California, April 15-18, 2009, to attend the Academic Senate for the California Community Colleges Spring Plenary Session, with time and expenses. Dr. Stanskas is the voting delegate for SBVC at the resolution discussion of the conference, therefore, he will represent the college and ensure the voice of the faculty are heard as the state organization deliberates resolutions.

**JOAN HARTER, TAMMIE ALSTON, DONNA BURCIAGA, CARLOS CABRAL, HELEN CHAVEZ, DEBORAH CIELTO, MELISSA HOGLE, KASHON JAHN, MARTIN JOHNSON, JOY KING, CARENA LEON, SELENA MANSFIELD, BERTHA MENDOZA, DELFINA MENDOZA, CORA MORALES, LUCILLE MORALES, CLEVAN PAUL, LAUREN SANDERS, SAMMY SERRANO, LANCE VELIS, AYANNA WELLS, ROSEMARY GONZALES, TAMMERA MENDOZA, JIMMIE TERRELL, OLLIE TREADWAY** to Sacramento, California, April 17-19, 2009, to attend the California Association for Alcohol/Drug Educators Conference, with time and expenses. Ms. Harter will serve as the chaperone for the students as well as a facilitator for new staff. The students will gain important updated information in the area of alcohol/drug abuse prevention and treatment options as well as network with professionals from around the country.

**NIKKI SCHAPER, DAMARIS CASTILLO-TORRES, CHERIZE DeLEAH, SAMUEL PADILLA, ISRAEL PADILLA (brother and caretaker for Samuel), ALICE ORTIZ, SARA GLASGOW** to San Diego, California, May 1-3, 2009, to attend the Student Senate of California Community Colleges Spring General Assembly, with time and expenses. The students will benefit from their attendance in that they will have the opportunity to vote on statewide resolutions that will be forwarded to the Board of Governors. Further, they will obtain leadership training that they may later utilize in their respective roles.

### **CHC**

**T. L. BRINK** to Portland, Oregon, April 22-26, 2009, to attend the Western Psychological Association Conference, with time only. This conference will provide an opportunity to network with psychology instructors from other community colleges. Dr. Brink has a student who will be presenting a paper at this conference.

**ERICKA PADDOCK** to San Diego, California, May 1-3, 2009, to attend the Student Senate of California Spring General Assembly, with time and expenses. This conference will provide leadership training.

**KIRAN RAZZAK** to Boone, North Carolina, June 26-July 25, 2009, to attend the National Center for Developmental Education, Kellogg Institute, with time and expenses. The Kellogg Institute will provide information to deepen Ms. Razzak's understanding of assessment and placement for developmental students, designing learning

environments, academic support services and diversity, and outcomes assessment and program evaluation.

**KRISTI SIMONSON** to San Francisco, California, June 21-27, 2009, to attend the Nielson Norman Group User Experience 2009 Conference, with time and expenses. This conference will provide information to improve the usability of the CHC website.

**MARTHA FIGUEROA and VERONICA MORENO** (students) to Pomona, California, April 29-May 1, 2009, to attend the Region 9 CARE Conference, with time and expenses. The annual Region 9 CARE Conference provides an opportunity for CARE students to interact with CARE students from other colleges and attend educational workshops. Rejoice Chavira, Director of EOPS/CARE, will chaperone the students. This conference was approved at the February 12, 2009, Board meeting but because two of the students previously approved will not be able to attend, the two students listed above are being sent for approval.

**JUNE YAMAMOTO** to San Francisco, California, March 10-13, 2009, to attend the California Community College Association for Occupational Education Conference, with time only. This conference provides updates from the Chancellor's Office on policies, best practices, and a workshop on Career Pathways Leadership Certification. The Desert Regional Consortium will fund expenses in the amount of \$1,508.00. Approval of funding from the Desert Regional Consortium was received after the deadline for the March board meeting.

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  
Dr. Debra S. Daniels, President, SBVC  
Gloria M. Harrison, President, CHC  
DATE: April 9, 2009  
SUBJECT: Consideration of Approval of District/College Expenses

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached requests 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: Employee Service Recognition Reception

Date: May 14, 2009

Amount: \$3,000

Item: Service awards, refreshments, miscellaneous

A dessert reception will be held prior to the May 14 Board meeting to honor all 5-, 10-, 15-, 20-, 25-, 30-, 35-, 40-, and 45-year employees.

Event: CSUSB Arrowhead Distinguished Executive Officer Award

Date: May 1, 2009

Amount: \$560

Item: Table Sponsor

The District will sponsor a table at the Arrowhead Distinguished Executive Officer Award Luncheon at CSUSB that will honor John Husing. Funded by the District Marketing general fund.

Event: Golden Apple Awards Dinner

Date: March 25, 2009

Amount: \$30 – Trustee John Futch

Item: Dinner Tickets

The Golden Apple Awards Dinner recognizes outstanding educators from San Bernardino Valley College, CSUSB and San Bernardino City USD.

Event: Externship Orientation Meeting

Date: April 21, 2009

Amount: \$200.00

Item: Refreshments and Supplies

This is an informational meeting regarding the Career Technical Education summer externship project. Funded by the Senate Bill 70 Career Technical Education grant.

Event: Career Technical Education Collaborative

Date: February 18, 2009

Amount: \$455.78

Item: Food and supplies

Collaborative meeting with high school and middle school teachers to create STEM Career pathways. This meeting was approved at the January 2009 Board meeting for \$300.00. Due to a higher rate in attendance, an additional \$155.78 is needed and is requested in order to pay for the increase in cost. Funded by the Senate Bill 70 Career Technical Education grant.

## **SBVC**

Event: New Visions Club Year End Ceremony

Date: May 15, 2009

Amount: \$1,200

Item: Sashes (\$600), Certificates (\$150), Supplies/Decorations (\$150), Refreshments (\$100) and Honorarium for Rolling Bears (\$200)

Sponsored by the New Visions Club, SBVC, this annual end of the year celebration will honor graduating students with disabilities, advocates and club volunteers for approximately 100 anticipated attendees with funding from the New Visions Club Account.

Event: Senior Financial Aid Awareness Day

Date: May 8, 2009

Amount: \$3,500

Item: Bus Transportation (\$1,000) and Refreshments (\$2,500)

Sponsored by the SBVC Financial Aid Office, this event is for approximately 400 high school seniors who attend feeder schools near our campus. They will learn about the availability of federal and state financial aid assistance, how to apply to SBVC, how to complete the orientation and assessment and the instructional programs we have to offer. Funding will be from the Financial Aid Categorical BFAP funds.

Event: UCLA Field Trip and Museum of Tolerance Tour

Date: May 1, 2009

Amount: \$2,250

Item: Bus Transportation (\$1,750) and Museum Tickets (\$500)

Sponsored for the SBVC Valley Bound Commitment Program, approximately 50 students and staff will tour the UCLA Campus and the Museum of Tolerance in Los Angeles, California to provide information on transfer opportunities and to support and encourage cultural and self understanding in higher education. Funding will be from the SBVC Foundation.

Event: Tumaini End of the Year Ceremony and Awards Reception

Date: May 8, 2009

Amount: \$700

Item: Awards (\$450), entertainment (\$200) and decorations (\$50)

Sponsored by the SBVC Tumaini Program, this event is for approximately 130 students, faculty and staff members to celebrate and honor Tumaini students for completing their first year at SBVC. Funding will be from the Tumaini General Fund account.

## **CHC**

Event: CHC EOPS/CARE Graduation & Scholars Ceremony

Date: May 8, 2009

Amount: \$1,700.00

Item: Meals

The EOPS/CARE Program will host a Scholars Ceremony honoring students who have completed 24 units or more and have achieved a cumulative grade point average of 3.0 or are graduating in May. Funded by EOPS/CARE Program funds.



Event: CHC CARE Program Parent's Luncheon  
Date: May 15, 2009  
Amount: \$1,600.00  
Item: Meals  
The Parent's Luncheon is held in recognition of challenges faced and overcome by low income, single parents in the CARE program. This expense was approved at the January 15, 2009, Board meeting. It is being resubmitted with a date change from May 8 to May 15, 2009. Funded by CARE Program funds.

Event: CHC Disabled Student Services Annual Recognition Brunch  
Date: May 15, 2009  
Amount: \$300.00  
Item: Meals  
The Disabled Student Services Program will host a Recognition Brunch honoring students in the DSP&S program who have succeeded in their academic studies. Funded by DSP&S Program funds.

Event: On Course Workshop  
Date: June 4 – 6, 2009  
Amount: \$10,240.00  
Item: Contractor Fee, Books, and Travel Expenses for Professional Development Workshop for Basic Skills educators to be held at the Holiday Inn Express in Beaumont, CA.  
The *On Course* workshops were developed for basic skills educators and include many of the research-based best practices identified in the CCC's (2007) publication *Basic Skills as a Foundation for Student Success in California Community Colleges*, the seminal document of California's Basic Skills Initiative (BSI). The *On Course* workshops introduce participants to dozens of learner-centered strategies for empowering students to become active, responsible learners, strategies that have been proven to dramatically improve student success and retention. Highly interactive, these workshops also offer participants a powerful experience of learner-centered education and thus can be valuable for all educators, including faculty, counselors, and administrators. Funded by Basic Skills funds.

Event: On Course Workshop  
Date: June 4 – 6, 2009  
Amount: \$3,000.00  
Item: Refreshments for the On Course Workshop to be held at the Holiday Inn Express in Beaumont, CA. Funded by Basic Skills funds.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Dr. Noelia Vela, Chancellor  
REVIEWED BY: Dr. Noelia Vela, Chancellor  
PREPARED BY: Gloria M. Harrison, President, CHC  
DATE: April 9, 2009  
SUBJECT: Consideration of Approval of Individual Memberships

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached request for 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

Included in the 2008-09 budget.

**CHC**

**Employee:** Cheryl Bardowell

**Dues:** Partnership for Philanthropic Planning & Inland Empire Planned Giving  
Roundtable (Formerly National Committee on Planned Giving)

**Amount:** \$155.00

This organization provides quality educational programming, networking opportunities, advocacy, and tools and guidelines that set a standard of professional excellence for charitable gift planners. Funded by Title V Grant.

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: April 9, 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.

### Fixed Asset Surplus Report

<b>Asset Number</b>	<b>Date Retired</b>	<b>Location</b>	<b>Description</b>	<b>Date In Service</b>	<b>Initial Value</b>	<b>Current Value</b>
0020146	3/12/2009	CRAFTON HILLS COLLEGE	READER/PRINTER MICROFILM	7/1/1985	\$3,200.00	\$0.00
0020148	3/12/2009	CRAFTON HILLS COLLEGE	READER/PRINTER MICROFILM	7/1/1985	\$3,200.00	\$0.00
Total:					\$6,400.00	

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Dr. Noelia Vela, Chancellor  
REVIEWED BY: Robert Temple  
PREPARED BY: Robert Temple  
DATE: April 9, 2009  
SUBJECT: Consideration of Approval of the SBCCD Hospitality Trust Account

RECOMMENDATION

It is recommended that the Board of Trustees approve the SBCCD Hospitality Trust Account.

OVERVIEW

This is to request an ongoing SBCCD Hospitality Trust Account. Income to this account will come from District vending machine income and vendor contributions.

ANALYSIS

The expenditures from these funds will be used for, but not limited to, the following:

1. Purchase supplies to support the District Office.
2. Hold hospitality events (including food and refreshments).

Required signatures will be the Business Manager, and the Vice Chancellor of Fiscal Services.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence.

FINANCIAL IMPLICATIONS

Positive

## 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: April 9, 2009  
SUBJECT: Consideration of Approval of Student Trustees' Privilege to Receive Compensation and to Cast Advisory Vote

### RECOMMENDATION

It is recommended that the Board of Trustees approve the following privileges for Student Trustees per Board Policy 2060: Receive compensation for meeting attendance at \$50 per month and cast an advisory vote.

### OVERVIEW

Per Board Policy 2060, the Board shall include two non-voting student members, one representing each college. The term of office is one year commencing at the first Board meeting in June and terminating on the last Board meeting in May of each academic year.

On or before May 15 of each year, the Board shall consider whether to afford the student members the privilege to receive compensation for meeting attendance at the level of \$50 per month and to afford the privilege to cast an advisory vote, although the vote shall not be included in determining the vote required to carry any measure before the Board.

### ANALYSIS

### BOARD IMPERATIVE

IV. Enhanced and Informed Governance and Leadership

### FINANCIAL IMPLICATIONS

\$50 monthly stipend for student trustees is budgeted annually.

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: April 9, 2009  
SUBJECT: Consideration of Acceptance of Classified Retirement

RECOMMENDATION

It is recommended that the Board of Trustees accept the classified retirement of Carole Burns, Microbiology Lab Technician, CHC.

OVERVIEW

Carole Burns submitted her letter of retirement after 22 years of service to the District.

ANALYSIS

Ms. Burns has submitted her letter of intent to retire effective June 1, 2009, after 22 years of service to the District. She began her employment as a Clerk Typist at CHC and during this time was promoted to Lab Tech Biology and served as an adjunct biology instructor. Her retirement will begin on June 2, 2009.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

**FINANCIAL IMPLICATIONS**

No financial implications.



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: April 9, 2009  
SUBJECT: **Consideration of Acceptance of the 2007-2008 Proposition 39 Audit Report**

RECOMMENDATION

It is recommended that the Board of Trustees accept the 2007-2008 Proposition 39 Audit Report.

OVERVIEW

The auditing firm, Eadie & Payne, LLP has conducted an audit of the Proposition 39 Bond Construction Fund for the period ending June 30, 2008.

ANALYSIS

The Proposition 39 Audit report contains SBCCD's audited financial statements and 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

**SAN BERNARDINO COMMUNITY  
COLLEGE DISTRICT**

**SAN BERNARDINO COUNTY**

**REPORT ON PROPOSITION 39 FUNDING  
FINANCIAL AND PERFORMANCE AUDITS**

**JUNE 30, 2008**

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
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JUNE 30, 2008

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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**

The Board of Trustees and  
The Citizens' Oversight Committee  
San Bernardino Community College District  
San Bernardino, California

We have audited the accompanying financial statements of the Measure P Bond Construction Fund of the San Bernardino Community College District as of and for the year ended June 30, 2008, as listed in the table of contents. These financial statements are the responsibility of the District's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit of the Measure P Bond Construction Fund in accordance with auditing standards generally accepted in the United States of America. 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 financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As discussed in Note 1, the financial statements present only the Measure P Bond Construction Fund and do not purport to, and do not, present fairly the financial position of the San Bernardino Community College District, as of June 30, 2008, and the changes in its financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Measure P Bond Construction Fund of the San Bernardino Community College District as of June 30, 2008, and the changes in financial position thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

*Eadie and Payne, LLP*

February 23, 2009

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
MEASURE P BOND CONSTRUCTION FUND  
**BALANCE SHEET**  
JUNE 30, 2008

**ASSETS**

Cash and cash equivalents	\$80,433,578
Interest receivable	<u>859,679</u>

**TOTAL ASSETS** \$81,293,257

**LIABILITIES**

Accounts payable	<u>\$ 1,678,538</u>
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**TOTAL LIABILITIES** 1,678,538

**FUND BALANCE**

Restricted	<u>79,614,719</u>
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**TOTAL FUND BALANCE** 79,614,719

**TOTAL LIABILITIES AND FUND BALANCE** \$81,293,257

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

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**MEASURE P BOND CONSTRUCTION FUND**  
**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE**  
**FOR THE YEAR ENDED JUNE 30, 2008**

**REVENUE**

**Revenue From Local Sources**

Interest and investment income	<u>\$ 4,570,373</u>
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<b>Total Revenue From Local Sources</b>	<u>4,570,373</u>
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<b>Total Revenue</b>	<u>4,570,373</u>
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**EXPENDITURES**

Capital outlay	<u>19,914,472</u>
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<b>Total Expenditures</b>	<u>19,914,472</u>
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<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<u>(15,344,099)</u>
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<b>FUND BALANCE AT JULY 1, 2007</b>	<u>94,958,818</u>
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<b>FUND BALANCE AT JUNE 30, 2008</b>	<u>\$ 79,614,719</u>
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The accompanying notes are an integral part of the financial statements.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
MEASURE P BOND CONSTRUCTION FUND  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2008

1. **NATURE OF ACTIVITIES**

These financial statements present only the Measure P Bond Construction Fund of San Bernardino Community College District and do not purport to present the financial position or the changes in financial position of San Bernardino Community College District.

On November 5, 2002, the voters of San Bernardino Community College District approved Measure P, a \$190 million bond measure designed to provide funds to improve safety and infrastructure at San Bernardino Valley College and Crafton Hills College. Measure P will also provide funds for the construction of new classroom buildings and training centers.

Because Measure P was a bond election under Proposition 39, the District was obligated to establish a Citizens' Oversight Committee in order to satisfy the accountability requirements of Proposition 39. Regulated by the Ralph M. Brown Public Meetings Act, the committee reviews expenditure reports to ensure that (a) bond proceeds are expended only for the purpose set forth in the ballot measure and (b) no bond proceeds are used for any teacher or administrative salaries or operating expenses.

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) and *Audits of State and Local Governmental Units* issued by the American Institute of Certified Public Accountants.

B. **Basis of Accounting**

The Measure P Bond Construction Fund of San Bernardino Community College District is maintained on the modified accrual basis of accounting. Revenues are recognized when they become susceptible to accrual, that is, when they become both measurable and available to finance expenditures of the current period. Expenditures are recognized in the accounting period in which the liability is incurred (when goods are received or services rendered).

The statement of revenues, expenditures, and changes in fund balance is a statement of financial activities of the Measure P Bond Construction Fund related to the current reporting period. Expenditures of the fund frequently include amounts for land, buildings, equipment, and transfers to other funds. Consequently, these statements do not purport to present the results of operations or the net income or loss for the period as would a statement of income for a for-profit-type organization.

## NOTES TO FINANCIAL STATEMENTS (Continued)

### 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.

### 3. MEASURE P BONDS

In May 2003, the District issued the Election of 2002 General Obligation Bonds, Series A in the amount of \$50,000,000.

In February 2004, the District issued the Election of 2002 General Obligation Bonds, Series B in the amount of \$20,000,000.

On April 7, 2005, the District issued \$56,562,550 in general obligation bonds to advance refund a portion of the outstanding 2002 Series A and B bonds. The District received proceeds of \$64,499,333, of which \$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. As a result, \$52,690,000 of the Series A and B bonds are considered defeased and no longer outstanding. The Measure P Bond Construction Fund received \$7,731,921 after payment of \$874,852 in underwriting fees, insurance, and other issuance costs.

In September 2006, the District issued the Election of 2002 General Obligation Bonds, Series C in the amount of \$100,000,000.

### 4. MEASURE M BONDS

On February 5, 2008, residents of San Bernardino County voted to allow the issuance of \$500,000,000 of general obligation bonds. As of June 30, 2008, no bonds had been issued.

### 5. CONSTRUCTION COMMITMENTS

As of June 30, 2008, the District had commitments of \$175,882,000 with respect to unfinished general obligation bond funded capital projects.

### 6. SUBSEQUENT EVENTS

In January 2009, the District issued the Election of 2008 General Obligation Bonds, Series A in the amount of \$140,000,000.



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**

The Board of Trustees and  
The Citizens' Oversight Committee  
San Bernardino Community College District  
San Bernardino, California

In connection with our audit, we have examined San Bernardino Community College District's compliance with the performance requirements for the Proposition 39/Measure P General Obligation Bonds for the period from July 1, 2007 through June 30, 2008. The District's management is responsible for the San Bernardino Community College District's compliance with those 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 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 examination provides a reasonable basis for our opinion. Our examination does not provide a legal determination on San Bernardino Community College District's compliance with specified requirements.

In our opinion, San Bernardino Community College District complied, in all material respects, with the aforementioned requirements for the year ended June 30, 2008.

February 23, 2009

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**PROPOSITION 39 PERFORMANCE AUDIT**  
**PROCEDURES PERFORMED**  
JUNE 30, 2008

We obtained the general ledger and the project expenditure summary reports and detail prepared by the District for the fiscal year ended June 30, 2008 for the Measure P Bond Construction Fund. We obtained the actual invoices and other supporting documentation for expenditures on a sample basis to ensure compliance with Proposition 39/Measure P funding. We performed the following procedures:

- We reviewed the ballot proposition of the San Bernardino Community College District Bond Measure outlining the projects to be funded from the bond proceeds.
- We selected expenditures during the period July 1, 2007 to June 30, 2008 for testing on a sample basis. We reviewed supporting documentation for items selected to ensure that funds were properly expended on the specific projects approved by the Board of Trustees and that these projects were in conformity with the ballot text.
- We compared total expenditures to date for each project to the project budgets.
- We verified that funds were generally used for the construction, reconstruction, rehabilitation, or replacement of school facilities, including the furnishing and equipping of school facilities, and we verified that funding was not spent for teacher or administrative salaries or other school operating expenses.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
 MEASURE P BOND CONSTRUCTION FUND  
**PROPOSITION 39 FUNDING**  
**SCHEDULE OF EXPENDITURES BY PROJECT**  
 JUNE 30, 2008

	REVISED BUDGET	TOTAL PROJECT COSTS THROUGH JUNE 30, 2007	2008 ACTUAL COSTS	TOTAL PROJECT COSTS THROUGH JUNE 30, 2008
<b>APPROVED BOND PROJECTS</b>				
SBVC Football Field Refurbishment	\$ 981,167	\$ 981,167	-	\$ 981,167
SBVC Retrofits and Modernization Projects	2,401,987	2,401,987	-	2,401,987
SBVC Student Health Services	2,024,336	191,908	\$ 1,523,191	1,715,099
SBVC Child Development Center	5,659,061	5,064,098	387,729	5,451,827
SBVC Infrastructure	11,199,817	10,445,883	727,531	11,173,414
SBVC FEMA Seismic Mitigation Project	43,008,089	40,597,921	2,159,977	42,757,898
SBVC FEMA Furniture	2,108,170	2,107,934	235	2,108,169
SBVC Demolition	3,706,544	3,706,544	-	3,706,544
SBVC Data Building	459,081	459,081	-	459,081
SBVC Campus Master Planning Services	1,584,773	1,584,773	-	1,584,773
SBVC - North Hall Seismic Replacement	11,217,650	918,043	1,815,569	2,733,612
SBVC - Chemistry/Physical Science Seismic Replacement	19,018,140	677,008	2,807,064	3,484,072
SBVC - North Hall Media Comm. Seismic Replacement	6,136,463	453,267	834,400	1,287,667
SBVC - Maintenance and Operations Building Replacement	3,326,055	249,571	343,065	592,636
SBVC - Project Management Fees for Measure P Projects	2,528,956	674,732	1,530,485	2,205,217
CHC Fire Training Facility	150,000	150,000	-	150,000
CHC Administrative Services Remodel	2,393,520	2,378,698	14,167	2,392,865
CHC Energy Updates	6,365,614	6,365,614	-	6,365,614
CHC Infrastructure	27,418,090	1,668,371	2,977,720	4,646,091
CHC Project Management	4,188,085	2,714,188	1,125,495	3,839,683
CHC Seismic Environmental Services	517,827	167,827	300,000	467,827
CHC Humanities Building	114,414	82,380	32,035	114,415
CHC Arts and Lecturers Building	130,100	130,100	-	130,100
CHC Campus Master Planning Services	1,191,008	1,188,008	(8,122)	1,179,886
CHC Learning Resource Center	11,763,929	582,299	2,252,205	2,834,504
CHC Community Recreation Facility	10,186,261	242,054	962,782	1,204,836
District Applied Technology Training Center	4,008,166	3,226,135	128,944	3,355,079
<b>TOTALS</b>	<u>\$ 183,787,303</u>	<u>\$ 89,409,591</u>	<u>\$ 19,914,472</u>	<u>\$ 109,324,063</u>

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**MEASURE P BOND CONSTRUCTION FUND**  
**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**  
JUNE 30, 2008

There were no findings and no questioned costs related to the audits of the Measure P Bond Construction Fund for the year ended June 30, 2008.

## 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: April 9, 2009

SUBJECT: Consideration of Approval of Contract for Kitchell CEM, Inc. –  
LEED Certification for Measure P Projects

### RECOMMENDATION

It is recommended that the Board of Trustees approve a contract for Kitchell CEM, Inc. to provide a LEED Certification Study for Measure P building projects at Crafton Hills College (Community Recreation Facility and Learning Resource Center), and San Bernardino Valley College (North Hall Seismic Replacement, Media/Communications Seismic Replacement, and Chemistry/Physical Science Seismic Replacement).

### OVERVIEW

When the five current building projects for Measure P were designed, the District did not have a sustainability policy, and the architects were not directed to develop designs that would result in achieving the United States Green Building Council (USGBC) Leadership in Energy and Environmental Design (LEED) Certification. The District is now interested in supporting sustainability initiatives. An analysis must be completed of these five projects to identify cost effective opportunities that may result in LEED Certification. The study would be completed by April 30, 2009, at which time the District would determine which strategies to recommend to the Board of Trustees for implementation based on cost, schedule, and functional ramifications.

### ANALYSIS

Approval of this contract in the amount of \$26,040 will include the attached scope of services and fee proposal for Tasks 1, 2 and 3 only, to determine the viability of achieving LEED Certification on the current Measure P Program building projects.

### BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence.

### FINANCIAL IMPLICATIONS

The cost will be covered under Measure P funds.

Attachment



February 27, 2009

Mr. Lawrence J. Klumas  
Bond Program Manager  
Facilities Planning and Administrative Services  
San Bernardino Community College District  
114 South Del Rosa Drive  
San Bernardino, CA 92408

Re: Commissioning and LEED certification for Measure P projects  
Professional Services Proposal

Dear Larry,

The attached scope of services and fee proposal is comprised of nine (9) tasks that will determine the viability of achieving LEED certification on the remaining five buildings on the Measure P program which are currently in the early stages of construction, and includes the planning and management of the process of obtaining LEED certification and commissioning. Please note that upon completion of Task 3, the District can determine the following courses of action:

-Proceed with the LEED certification process on all five projects based on the findings in Tasks 1 through Task 3. Our proposed fee is based on this scenario.

-Proceed with the LEED certification process on selected projects only. In this scenario, the effort and associated fee will need to be decreased on Tasks 4,6,7,8 and 9, based on the number of projects that are implemented.

-Not proceed with LEED certification on any of the five projects. In this scenario, the fee would only be for Tasks 1 through 3 (\$26,040).

Commissioning, Task 7, can be a stand alone service and be performed whether LEED certification is desired, or not. If LEED certification is determined to be "efficiently" obtainable on any or all of the five buildings, commissioning will be required as a mandatory prerequisite, however.

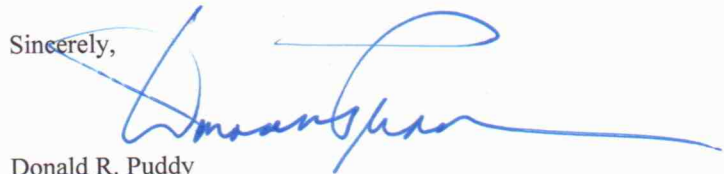
The total fee (assuming LEED certification is implemented for all five buildings) for Tasks 1,2,3,4,5,6,7 and 9 is \$668, 484, including \$14, 000 in reimbursable USGBC project registration fees. The fee will be billed hourly, as per our program agreement billing rates and associated escalation. Task 8 is an additional service which would produce 1 LEED point per building. As it is a labor intensive service, it may not be the most cost efficient way to obtain LEED points.

Since the projects are all currently under construction, it will be important to start the process quickly in order to maximize the ability to obtain LEED points at minimal additional project design and construction cost.

We are proposing Project Manager Michael Villegas, LEED AP (resume attached), to manage this process. He will be supported by additional in house LEED AP project management staff, estimators, schedulers, senior commissioning agents (engineers) and clerical staff.

Thank you for the opportunity to propose these value added services. I will contact you to schedule a mutually convenient time to discuss the details of the proposal.

Sincerely,



Donald R. Puddy  
Vice President, Program Executive

Attachment: Sustainability Project Plan  
Resume – Michael Villegas

Cc: Bonnie James  
Alan Rosen  
Steve Lohr

# SUSTAINABILITY PROJECT PLAN

San Bernardino Community College District  
114 South Del Rosa Drive  
San Bernardino, CA 92408

## *LEED Certification Building Program Study*

### **Purpose**

Provide an analysis of San Bernardino Community College District Measure "P" Building Program for achieving United States Green Building Council (USGBC) Leadership in Energy and Environmental Design (LEED) Certification. This project plan will evaluate (5) current construction projects for the special environmental requirements relating to sustainable and "green" building practices in an effort to promote energy efficiency, conservation, indoor air quality, and resource efficiency. The projects will be reviewed for performance and compliance with current design parameters and LEED requirements. The following is a summary of tasks that will be required in order to achieve a minimum of LEED Certification rating. Each building scorecard will be addressed for a minimum of LEED Certified (26-32 points) with the potential of achieving LEED Silver (33-38 points).

### **Learning Resource Center – Crafton Hills College**

- Three story braced steel framed structure with concrete and curtain wall exterior
- Gross SF: 59,100
- Construction Budget: \$26,614,431

### **Community Recreation Center – Crafton Hills College**

- One story with a structural steel frame, masonry and stucco exterior
- Gross SF: 7,424
- Construction Budget: \$8,188,264

### **Chemistry & Physical Science – San Bernardino Valley College**

- Three story building with braced steel structural system, masonry, stucco, metal siding exterior and curtain wall
- Gross SF: 56,934
- Construction Budget: \$28,814,847

### **Media and Communications Building – San Bernardino Valley College**

- One story building with braced steel structural system, masonry, stucco exterior and curtain wall
- Gross SF: 18,253
- Construction Budget: \$10,666,986

### **North Hall Replacement – San Bernardino Valley College**

- Three story building with braced steel structural system, masonry, stucco, metal siding exterior and curtain wall
- Gross SF: 49,746
- Construction Budget: \$25,885,315

**Task 1:** Review current construction documents (plans and specifications) to determine and document LEED prerequisites. Achievement of prerequisites will determine if LEED certification is feasible.

- Verify construction documents for "green" equipment, products, and practices
- Verify Water Efficiency and Energy Efficiency building baseline studies by A/E consultants
  - o Existing A/E will need to provide baselines which could be an additional A/E cost to the project

**DELIVERABLE:** Memo stating findings of prerequisite review and potential implication of LEED Certification

	Labor Hours	Duration
Project Manager (LEED AP)	40hrs	03/02/09 - 03/06/09

**Fee: \$6,680**

**Task 2:** Review construction documents for credit achievements with USGBC Scorecard. Complete draft scorecards for each building project and review totals for potential Certification levels.

- Tally up what points exist within the current design
- Provide (3-4) buffer points to allow for USGBC review comments



- Look for opportunities for additional points in the following areas:
  - o Site Selection
  - o Water Efficiency
  - o Energy & Atmosphere
  - o Materials & Resources
  - o Indoor Environmental Quality
  - o Innovation & Design
  - o Provide (3-4) buffer points to allow for USGBC review comments
- Calculate credits per LEED New Construction (NC) Version 2.2
- Develop commissioning specifications
- Provide Enhanced Commissioning plan for the buildings performance - (Optional)
- List specified adhesives, sealants, carpet and paints to be used
  - o Carpet & Rug Institute Green Label Indoor Air Quality test program
  - o Low Volatile Organic Compounds (VOC) products
- List specified HVAC, Electrical, and Plumbing materials
  - o Low flow plumbing fixtures
  - o Daylight energy management systems
- Review landscape for compliance with native species
- List specified Casework and Framing components for Forest Stewardship Council (FSC) compliance
- Evaluate material and labor resources for percentage of regional compliance
- Determine if materials and labor resources are local and within a 500 miles radius of the project site
- Green Power Renewable Certificate – 2 yr. contract (recommended)

**DELIVERABLE:** LEED Scorecards for each of the five buildings. Scorecard will indicate existing credits included and recommended potential credits for Certification Level.

	Labor Hours	Duration
Project Manager (LEED AP)	40hrs	03/09/09 - 03/13/09
Clerical	10hrs	

**Fee: \$7,360**

**Task 3:** Complete an Order of Magnitude estimate to implement all potential credits and schedule impacts. Develop Sustainable Specifications and Architect Supplemental Information (ASI) for current Trade contracts. Evaluate potential cost impacts for Prime Contractor scope and material enhancements to “green” practices.

- Coordinate with A/E for potential Sustainable material/equipment enhancements
- Discuss with A/E standard sustainable building practices included in current construction documents
- Establish budget impact for LEED Certification of each building
- Review schedule impacts for each building

**DELIVERABLE:** Recommendation by building to achieve LEED Certification and rating. Recommendation will include Order of Magnitude estimate and schedule impacts.

	Labor Hours	Duration
Project Manager (LEED AP)	20hrs	
Scheduler	20hrs	03/16/09 - 03/20/09
Estimator	40hrs	
Clerical	5hrs	

**Fee: \$12,000**

**Subtotal Tasks 1,2 & 3: \$26,040**

Submitted By: \_\_\_\_\_

Donald R. Puddy, Vice President  
Kitchell CEM, Inc.

Accepted By: \_\_\_\_\_

Robert J. Temple, Vice Chancellor of Fiscal Services  
San Bernardino Community College District

**Task 4:** Register and submit LEED candidate project(s) approved by SBCCD through USGBC website, LEED-Online. Project registration fees are flat rates applied to all certification levels (same cost for Certified, Silver, Gold, Platinum levels). Fees are calculated based on USGBC rates at \$.025/sqft for design review and \$.010/sqft for construction review for buildings 50,000sqft – 100,000sqft. Buildings below 50,000sqft is a flat rate of \$1,250 for design review and \$500 for construction review. Both design review and construction review submittals are

requirements for LEED Certification. Kitchell will pay these fees as a project reimbursable.

**Learning Resource Center (Crafton)**

- o Design Review: \$1,478
- o Construction Review: \$591

**Chemistry & Physical Science (Valley)**

- o Design Review: \$1,424
- o Construction Review: \$570

**Community Resource Center (Crafton)**

- o Design Review: \$1,250
- o Construction Review: \$500

**Media & Communications Building (Valley)**

- o Design Review: \$1,250
- o Construction Review: \$500

**North Hall Replacement (Valley)**

- o Design Review: \$1,250
- o Construction Review: \$500

**DELIVERABLE:** USGBC registration completed for all LEED candidate projects as approved by SBCCD.

	Labor Hours	Duration
Project Manager (LEED AP)	20hrs	3/16/09 - 3/20/09
Clerical	4hrs	

**Fee: \$3,612**

**Reimbursable Allowance: \$14,000**

**Task 5:** Establish LEED Task List of Responsible Party Requirements, outlining goals, responsibilities, and schedule. Develop project team member (Owner, PM, CM, A/E) roles and responsibilities for achieving Certification.

- Assign submittal documentation responsibilities
- Assign submittal submission dates
- Coordinate LEED documentation submittals with master schedule
- Provide updated master schedule with LEED requirements
- Provide a task list matrix showing responsibilities

**DELIVERABLE:** Provide schedule and Responsibility Task List and review with responsible parties.

	Labor Hours	Duration
Project Manager (LEED AP)	16hrs	
Scheduler	24hrs	03/16/09 - 03/20/09
Clerical	4hrs	

**Fee: \$5,920**

**Task 6:** Administer construction phase LEED requirements and documentation. Manage LEED On-line submittal process.

- Review and verify monthly submissions from Construction Manager (CM)
- Conduct on-site inspections bi-weekly to determine compliance with USGBC requirements
- Conduct monthly LEED coordination meetings with CM and Prime Contractors
- Provide guidance to CM with point achievements
- Manage material and documentation compliance to LEED requirements - monthly

**DELIVERABLE:** LEED meeting minutes and monthly status report.

	Labor Hours	Duration
Project Manager (LEED AP)	1,360 (40hrs/month)	
Scheduler	24hrs	04/01/09 - 04/01/11
Clerical	1,360 (40hrs/month)	

**Fee: \$329,028**

**Task 7:** Commissioning of all five buildings. Administer and analyze that building performance meets or exceeds design intent.

- The objective of commissioning is to provide documented confirmation that the facility fulfills the functional and performance requirements of the building Owner, Occupants, and operators. To reach this goal, it is necessary for the commissioning process to establish and document the Owner's criteria for system function, performance, and maintainability; as well as, to verify and document compliance with these criteria throughout design, construction, start-up, and the initial period of operation. In addition, insure that complete Operation and Maintenance (O&M) Manuals are thorough and accurate, as well as insuring that the training on system operation is appropriate to ensure the building continues to operate as intended.

- The Commissioning Agent (CA), will be involved in the project from the initial construction through the closeout phase. The primary role of the CA during the initial construction phase is to develop a detailed commissioning plan and review the design to ensure it has all the components to meet the Owner's commissioning objectives. During construction the CA, will develop and coordinate the execution of a testing plan, which includes observing and documenting all system's performance to ensure that systems are functioning in accordance with the Owner's objectives and the Contract Documents. The CA, will not be responsible for design, general construction scheduling, testing instrumentation, cost estimating, or construction management, but may assist in solving or resolving non-conformance issues or deficiencies.

**DELIVERABLE:** Commissioning plan for each building and final project(s) close-

	Labor Hours	Duration
Senior Engineer (CA)	1192hrs	
Clerical	184hrs	01/01/10 - 04/01/11
Engineering Director	116hrs	

**Fee: \$198,032**

**\*Task 8:** Enhanced commissioning for post construction building performance - (Optional).

- See below for additional information

**Task 9:** Submit final documentation to USGBC for the desired level of LEED Certification. Upload to LEED-Online.

- Provide clarification for any questions from USGBC during 4-6 month review period
- Provide LEED Certification plaque after USGBC approval

**DELIVERABLE:** USGBC Certification plaque for each building.

	Labor Hours	Duration
Project Manager (LEED AP)	480 (96hrs/building)	6 month close-out/building
Clerical	120 (24hrs/building)	

**Fee: \$91,852**

**Subtotal Tasks 4, 5, 6, 7, 9: \$642,444**

Submitted By: \_\_\_\_\_

Donald R. Puddy, Vice President  
Kitchell CEM, Inc.

Accepted By: \_\_\_\_\_

Robert J. Temple, Vice Chancellor of Fiscal Services  
San Bernardino Community College District

**\*Optional Services:**

**Task 8:** Enhanced commissioning for post construction building performance - (Optional).

- One additional credit achieved, per building scorecard
- Design review: Conduct two (2) design reviews of building systems. Purpose is to ensure commissioning is adequately specified and systems will meet owner's requirements.
- Review contractor's submittals: Review submittals related to building systems included in Commissioning Plan for conformance with owner's requirements.

- Systems manual: Comprehensive manual will be provided to SBCCD including, design intent, sequences of operations, operating instructions for energy and water efficiency, results of functional performance testing, seasonal operations guidelines, recalibration recommendations, single line diagrams for commissioned systems, troubleshooting table, and guidelines for continuous maintenance.

- Near warranty end or post occupancy review: The Commissioning Agent will review building operation approximately 10 months into the standard 12-month warranty period. The purpose of the review is to identify any operational problems and provide recommendations for improving systems performance, as necessary.

**DELIVERABLE:** "Enhanced" commissioning report for each building -

	Labor Hours	Duration	
Senior Engineer (CA)	1907hrs	01/01/10 - 04/01/11	
Clerical	295hrs		
Engineering Director	186hrs		<b><u>Optional Fee: \$316.852</u></b>

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 Manger, SBCCD  
DATE: April 9, 2009  
SUBJECT: Consideration of Award of Bid and Approval of Contract for the Child Development Center Alterations Project at San Bernardino Valley College

RECOMMENDATION

It is recommended that the Board of Trustees award the bid and approve the contract with D. Webb, Inc. for the Child Development Center Alterations Project at San Bernardino Valley College.

OVERVIEW

The Child Development Center Alterations Project includes the replacement of two interior doors and installation of three water fountains in the play area. The doors are to be replaced with doors that include view windows to provide 'line of sight' into a changing area. The water fountains will be added to service the large number of children cared for at the Child Development Center. Currently only one water fountain in the play area services all the children.

ANALYSIS

The District received seven responsive bids for the Child Development Center Alterations Project at San Bernardino Valley College. The lowest, most responsive three are:

<b>Vendor</b>	<b>Total Bid Cost</b>
D. Webb, Inc.	\$21,467.00
Dalke & Sons Construction, Inc.	\$33,680.00
Perk's Construction, Inc.	\$37,500.00

The lowest responsive bid was received from D. Webb, Inc. in the amount of \$21,467.00.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence.

FINANCIAL IMPLICATIONS

The contract amount of \$21,467.00 will come from Measure "P" funds.

Attachment

DATE: 3/13/09  
TO: Larry Klumas, SBCCD  
FROM: Cade McMullin, Kitchell  
RE: **Bid Award Recommendation  
SBVC CDC Alterations Project**

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The SBVC Child Development Center Alterations project was formally advertised and bid. Seven responses from contractors were received with the three lowest most responsive bids represented below:

<b>D. Webb, Inc.</b>	<b>\$21,467.00</b>
Dalke & Sons Construction, Inc.	\$33,680.00
Perk's Construction, Inc.	\$37,500.00

Kitchell, after reviewing the proposals, recommends D. Webb, Inc. be contracted to provide the project scope of services. D. Webb, Inc. represents the lowest bid price, lists no subcontractors for the project, and possesses an adequate resume for the cost of work.

Respectfully,  
**Kitchell CEM**



Cade McMullin  
Project Manager

## 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: April 9, 2009  
SUBJECT: Consideration of Approval of Change Order MO-BP1-02 for Oakview Constructors contract at San Bernardino Valley College

### RECOMMENDATION

It is recommended that the Board of Trustees approve Change Order MO-BP1-02 for Oakview Constructors, Maintenance and Operations Building, Bid Category One – Site and Off-Site Improvements Contract at San Bernardino Valley College.

### OVERVIEW

During construction of the Maintenance and Operations Building, a total of ten items were considered as Change Orders to the contract with Oakview Constructors. Changes include 1) modified asphalt paving layout, 2) deletion of a chain link fence and gate, 3) revised grades at Aeronautics modular classrooms, 4) repair of a 4" irrigation line, 5) removal of an existing catch basin, 6) installation of a water service line, 7) adjustment of existing grades at Planetarium Site, 8) modification of existing building pad grades, 9) construction of ADA ramp transition and patch open electrical trenches, and 10) repair existing concrete at KVCR.

### ANALYSIS

The effect of this Change Order will be an addition of \$137,561.00 to Oakview Constructors' contract. There is no effect to the project schedule. The revised contract amount with Oakview Constructors will be \$1,078,970.00.

### BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence.

### FINANCIAL IMPLICATIONS

Budgeted with Measure "P" funds.

Attachment

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

Capital Facilities Program Management

3347A4  
Project Number

C.O. -  
MO-BP1- 02

**CHANGE ORDER**

Original Contract Amount: **\$924,000.00**  
Amount of Previous Change Orders: **\$17,409.00**

School Name:	<u>San Bernardino Valley College</u>	Date:	<u>9 March 2009</u>
Project Description:	<u>Maintenance &amp; Operations-Site &amp; Off-Site Imp.</u>	Contract No.:	<u>Bid Category 1</u>
To (Contractor):	<u>Oakview Constructors</u>	Attn:	<u>Tamara Bernardo</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 03-09-2009 for Change Order No. MO-BP1-02: Items 2.1 through 2.10**

**TOTAL COST OF CHANGE ORDER NO. MO-BP1-02 \$137,561.00**

Reason for Change:

**Refer to attached Change Order No. MO-BP1-02 summary dated 03-09-2009**

Initiator of Change:

**Refer to attached Change Order No. MO-BP1-02 summary dated 03-06-2009**

Drawings associated with C. O. No. MO-BP1-02 are as follows: X-16 and X-21

The contract AMOUNT due to C. O. No. MO-BP1-02 will be **increased** by: \$137,561

The contract TIME due to C. O. No. MO-BP1-02 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: \$1,078,970.00

SBCCD Change Order No. MO-BP1-02 includes Item Number(s): Ten (10) 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>JAY TITLE</u>	<u>3.10.09</u>
Constr. Mgr.:		<u>BRIAN W. JONES</u>	<u>3.10.09</u>
Inspector:	<u>N/A</u>		
District:		<u>Mr. Robert Temple, Vice Chancellor Fiscal Services</u>	
Contractor:		<u>Tamara Bernardo Secy</u> Printed Name/Title	<u>3/10/09</u>

State of California - Division of the State Architect DSA Application No. \_\_\_\_\_ File No. \_\_\_\_\_  
Approved \_\_\_\_\_ per Principal Structural Engineer: \_\_\_\_\_



# CHANGE ORDER NO. MO-BP1-02

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
Item 2.1	Modified asphalt paving for modular classrooms at Planetarium Interim Housing Site (Dwg X-16)	A4			\$30,889	\$30,889
Item 2.2	Delete chain link fence and gate at Tech Building Site	C4			(\$5,635)	(\$5,635)
Item 2.3	Revise grades for modular classrooms at the Aeronautics Interim Housing Site (X-21)	D5			\$23,164	\$23,164
Item 2.4	Repair 4" irrigation main at Planetarium Site	A1			\$2,296	\$2,296
Item 2.5	Remove existing catch basin and restore drainage at Planetarium Interim Housing Site	A4			\$5,267	\$5,267
Item 2.6	Install water service line to KVCR restroom modular	B4			\$42,808	\$42,808
Item 2.7	Adjust grades for Planetarium modulares PL-09 & PL-10	A3			\$1,263	\$1,263
Item 2.8	Modify existing building pad grades for PL-01 to PL-04 at Planetarium Interim Housing Site	A3			\$33,046	\$33,046
Item 2.9	Construct ADA compliant ramp transition to Criminal Justice modular and patch open electrical trench at Planetarium Interim Housing Site	A2			\$3,105	\$3,105
Item 2.10	Repair concrete damaged at KVCR Interim Housing	E1			\$1,358	\$1,358
<b>Subtotal</b>						<b>\$137,561</b>
<b>TOTAL CHANGE ORDER # MO-BP1-02</b>						<b>\$137,561</b>

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

## 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: April 9, 2009  
SUBJECT: Consideration of Approval of Change Order MO-BP2-01 for Oakview Constructors Contract at San Bernardino Valley College

### RECOMMENDATION

It is recommended that the Board of Trustees approve Change Order MO-BP2-01 for Oakview Constructors, Maintenance and Operations Building, Bid Category Two – General Building Construction Contract, at San Bernardino Valley College.

### OVERVIEW

During construction of the Maintenance and Operations Building, a total of nine items were considered as Change Orders to the contract with Oakview Constructors. Changes include 1) additional slab-on-grade reinforcing steel, 2) modifications to structural beam seats, 3) demolition of existing CMU wall and construction of new 6' CMU wall and footing, 4) corrections to metal deck placement, 5) revised framing for relocated HVAC equipment, 6) extensions to wall ledger angles, 7) revision of curb detail at skylight, 8) revision of specification section for installation of gypsum board, and 9) revision of fire sprinkler layout at conference room.

### ANALYSIS

The effect of this Change Order will be an addition of \$177,804 to Oakview Constructors' contract. There is no effect to the project schedule. The revised contract amount with Oakview Constructors will be \$2,009,804.00.

### BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence.

### FINANCIAL IMPLICATIONS

Budgeted with Measure "P" funds.

Attachment

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

Capital Facilities Program Management

3347A4  
Project Number

C.O. -  
MO-BP2-01

**CHANGE ORDER**

Original Contract Amount: **\$1,832,000.00**  
Amount of Previous Change Orders: **\$0.00**

School Name:	<u>San Bernardino Valley College</u>	Date:	<u>9 March 2009</u>
Project Description:	<u>Maintenance &amp; Operations-General Building Const.</u>	Contract No.:	<u>Bid Category 2</u>
To (Contractor):	<u>Oakview Constructors</u>	Attn:	<u>Tamara Bernardo</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 03-09-2009 for Change Order No. MO-BP2-01: Items 1.1 through 1.9**

**TOTAL COST OF CHANGE ORDER NO. MO-BP2-01 \$177,804.00**

Reason for Change:

**Refer to attached Change Order No. MO-BP2-01 summary dated 03-09-2009**

Initiator of Change:

**Refer to attached Change Order No. MO-BP2-01 summary dated 03-06-2009**

Drawings associated with C. O. No. MO-BP2-01 are as follows: X-1 to X-8, X9.01, X-10 and X-14

The contract AMOUNT due to C. O. No. MO-BP2-01 will be **increased** by: \$177,804

The contract TIME due to C. O. No. MO-BP2-01 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: \$2,009,804.00

SBCCD Change Order No. MO-BP2-01 includes Item Number(s): Nine (9) 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</u>	Date	<u>3-10-09</u>
Constr. Mgr.:	<u>[Signature]</u>		<u>BRIAN W. JONES</u>		<u>3-10-09</u>
Inspector:	<u>N/A</u>				
District:		Mr. Robert Temple, Vice Chancellor Fiscal Services			
Contractor:	<u>[Signature]</u>		<u>Tamara Bernardo</u>		<u>3/10/09</u>
			Printed Name/Title		

State of California - Division of the State Architect DSA Application No. \_\_\_\_\_ File No. \_\_\_\_\_  
Approved \_\_\_\_\_ per Principal Structural Engineer: \_\_\_\_\_

## CHANGE ORDER NO. MO-BP2-01

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
Item 1.1	Additional reinforcing steel was required in the slab-on-grade to complete contact splices per Contract documents	F1			\$1,118	\$1,118
Item 1.2	Modifications made to the Beam Seats for the Structural Steel of the building	F1			\$872	\$872
Item 1.3	Demolish existing CMU wall and construct new 6' high CMU wall with eccentric footing at south property line (Drawings X-1, X-2, X-3, X-4 and X-5)	H4			\$175,814	\$175,814
Item 1.4	Provide corrections to metal deck placement over CMU wall at grid line 3 as decking flute layout not centered on CMU wall (Dwgs X-6, X-7 and X-8)	G1			\$0	\$0
Item 1.5	Move Structural Steel Framing for Roof Mounted Air Conditioning Unit (Dwg X-9.01)	F1			\$0	\$0
Item 1.6	Provide extensions to wall ledger angles (Dwg X-10)	G1			\$0	\$0
Item 1.7	Revise curb for skylight (Dwg X-14)	G1			\$0	\$0
Item 1.8	Revise specification line for alternate installation method per allowed CBC code	F1			\$0	\$0
Item 1.9	Revise Fire Sprinkler pipeline layout and calculations for Conference Room to reflect as-built conditions	F1			\$0	\$0
<b>Subtotal</b>						<b>\$177,804</b>
<b>TOTAL CHANGE ORDER # MO-BP2-01</b>						<b>\$177,804</b>

### 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

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Dr. Noelia Vela, Chancellor  
REVIEWED BY: Dr. Noelia Vela, Chancellor  
PREPARED BY: Donna Hoffmann, District Director of Marketing  
DATE: April 9, 2009  
SUBJECT: Consideration of Adoption of New and Revised Board Policies

RECOMMENDATION

It is recommended that the Board of Trustees adopt the attached new and revised board policies.

OVERVIEW

The SBCCD is constantly reviewing its Board Policies and Administrative Procedures to ensure compliance with Title 5, California Education Code and current district/college needs.

ANALYSIS

The attached board policies were on the agenda in February for a first reading. They have gone through the collegial consultation process and are recommended for adoption.

BOARD IMPERATIVE

I. Institutional Effectiveness

FINANCIAL IMPLICATIONS

None.

### INSTITUTIONAL PLANNING

The Chancellor shall ensure that the District has and implements a broad-based comprehensive, systematic and integrated system of planning that involves appropriate segments of the college community and is supported by institutional effectiveness research.

The planning system shall include plans required by law, including, but not limited to

- Long range educational or academic master plan, which shall be updated periodically as deemed necessary by the governing board
- Facilities plan
- Safety plan
- Faculty and staff diversity plan
- Student equity plan
- Matriculation plan
- Transfer Center plan
- Cooperative Work Experience plan
- EOPS plan

The Chancellor shall submit those plans to the Board for which Title 5 requires Board approval.

The Chancellor shall inform the Board about the status of planning and the various plans.

The Chancellor shall ensure the Board has an opportunity to assist in developing the general institutional mission and goals for the comprehensive plans.

Reference:

Accreditation Standard I.B;

Title 5, Sections 51008, 51010, 51027, 53003, 54220, 55080, 55190, 55250, ~~55400 et seq.~~, 55510, 56270 et seq.

APPROVED: 5/13/04

AMENDED: 4/9/09

**PROGRAM, ~~AND CURRICULUM~~ AND COURSE DEVELOPMENT**

The programs and curricula of the District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. To that end, the Chancellor ~~is responsible for establishing~~ shall establish procedures for the development and review of all curricular offerings, including their establishment, modification or discontinuance.

Furthermore, these procedures, following the guidelines of Title 5, shall include:

- appropriate involvement of the faculty and Academic Senate in all processes;
- regular review and justification of programs and course descriptions;
- opportunities for training for persons involved in aspects of curriculum development.
- Consideration of job market and other related information for career and technical education programs.

All new programs and program deletions shall be approved by the Board.

~~New courses that are not part of an existing approved program and~~ All new programs shall be submitted to the Office of the Chancellor for the California Community Colleges for approval as required.

Individual degree-applicable credit courses offered as part of a permitted educational program shall be approved by the Board. Nondegree-applicable credit and degree-applicable courses that are not part of an existing approved program must satisfy the conditions authorized by Title 5 regulations and shall be approved by the Board.

Reference:

Education Code Section 70901(b), 70902(b); 78016;  
Title 5, Section 51000, 51022(a), 55100, 55130, 55150

APPROVED: 5/13/04

AMENDED; 4/9/09

### GRADUATION REQUIREMENTS FOR DEGREES AND CERTIFICATES

The District grants the degrees of Associate in Arts and Associate in Science to those students who have completed the subject requirements for graduation and who have maintained a 2.0 grade point average in subjects attempted unless otherwise stipulated by the major. Students must also complete the general education residency and competency requirements set forth in Title 5 regulations.

Students may be awarded a Certificate of Achievement upon successful completion with a grade of C or higher ~~of courses of study or curriculum for which the District offers a certificate. The District has certificate programs that upgrade and develop occupational and vocational proficiency. of a minimum of 18 or more semester units or 27 or more quarter units of degree-applicable coursework designed as a pattern of learning experiences designed to develop certain capabilities that may be oriented to career or general education.~~

The Chancellor ~~is responsible for~~ shall establishing procedures to determine degree and certificate requirements that include appropriate involvement of the local curriculum committee. ~~The procedures shall and to~~ assure that graduation requirements are published in the college catalog(s) and included in other resources that are convenient for students.

Reference:

Education Code Section 70902(b)(3); Title 5, Sections 55070, 55800, et seq.

APPROVED: 5/13/04

AMENDED:- 4/9/09



**REMEDIAL COURSEWORK LIMIT**

A student enrolled in remedial coursework shall not receive credit for more than 30 units of such coursework in the District. Remedial coursework earned in another District shall not be counted toward the 30-unit limit.

Reference:  
Title 5, Section 55035

APPROVED: 4/8/04  
AMENDED: 4/9/09

**MULTIPLE AND OVERLAPPING ENROLLMENTS**

The Chancellor shall establish procedures to ensure that students may only enroll in two or more sections of the same credit course during the same term if the length of the course provides that the student is not enrolled in more than one section at any given time.

The Chancellor shall establish procedures to ensure that students may only enroll in two or more courses where the meeting times overlap under the conditions specified in Title 5, 55007.

Reference: Title 5, Section 55007

APPROVED: 4/9/09

**CREDIT/NO-CREDIT/PASS/NO PASS**

Students may elect to be graded on a ~~Credit/No-Credit~~Pass/No Pass basis in order to explore a variety of disciplines by following appropriate administrative regulations.

Reference:  
Title 5, Section 55022

APPROVED: 4/9/09

### GRADE CHANGES

The Chancellor shall implement procedures to assure the accuracy and integrity of all grades awarded by faculty. The procedures shall include, but not necessarily be limited to, the following:

- Assurance that in the absence of mistake, bad faith, fraud or incompetence, the grades awarded by faculty shall be final.
- Procedures for students to challenge the correctness of a grade.
- The installation of security measures to protect grade records and grade storage systems from unauthorized access.
- Limitations on access to grade records and grade storage systems.
- Discipline for students or staff who are found to have gained access to grade records without proper authorization or to have changed grades without proper authorization.
- Notice to students, faculty, transfer institutions, accreditation agencies and law enforcement agencies if unauthorized access to grade records and grade storage systems is discovered to have occurred.

Also see BP 3310 titled Records Retention and Destruction, AR 4234 titled Grade Changes, and BP/AR 5040 titled Student Records.

The instructor of the course shall determine the grade to be awarded to each student. The determination of the student's grade by the instructor is final in the absence of mistake, fraud, bad faith, or incompetence. The removal or change of a grade from a student's record shall only be done upon authorization by the instructor of the course. In the case of fraud, bad faith, or incompetence, the final determination concerning removal or change of grade will be made by the President of the college, in consultation with the Vice-President of Instruction and subject experts.

References:

Education Code Sections 76224 and 76232  
Title 5, Section 55025

APPROVED: 4/9/09

### FIELD TRIPS AND EXCURSIONS

The Chancellor ~~is responsible for shall~~ establishing procedures that regulate the use of District funds for student travel and attendance at conferences and other activities that are performed as a class assignment or co-curricular activity.

~~No district funds shall be used to support student expenses for out-of-state field trips or excursions. The District may pay for expenses of students participating in a field trip or excursion with auxiliary, grant or categorical program funds if the funds are used consistently with the funding source.~~ The expenses of instructors, chaperones, and other personnel traveling with students may be paid from district funds.

Students and staff shall at all times adhere to the standards of conduct applicable to conduct on campus.

Reference:

Title 5, Section ~~55450~~ 55220

APPROVED: 4/8/04

AMENDED: 4/9/09

### COMMUNITY SERVICES PROGRAMS

The District shall maintain community services programs defined as those activities provided to meet the needs and interests of the community not met by the college credit program.

The community services program shall be designed to contribute to the physical, mental, ~~moral~~personal, economic or civic development of the individuals or groups enrolled in it. The Education Code defines community services classes in civic, vocational, literacy, health, homemaking, technical and general education, including but not limited to classes in the fields of music, drama, art, handicraft, science, literature, nature study, nature contacting, aquatic sports and athletics.

Community services ~~classes~~courses shall be open for admission of adults and of minors who can benefit from the programs.

No General Fund monies may be expended to establish or maintain community services ~~classes~~courses. Students involved in community services ~~classes~~courses shall be charged a fee not to exceed the cost of maintaining the ~~classes~~courses. ~~Classes~~Courses may also be offered for remuneration by contract or with contributions or donations of individuals or groups.

The Chancellor shall provide additional administrative ~~guidelines~~procedures for the community services program.

Reference:  
Education Code Section 78300

APPROVED: 4/8/04  
AMENDED: 4/9/09

**STUDENT RECORDS ~~AND~~ DIRECTORY INFORMATION, AND PRIVACY**

The Chancellor shall assure that student records are maintained in compliance with applicable federal and state laws relating to the privacy of student records.

The Chancellor may direct the implementation of appropriate safeguards to assure that student records cannot be accessed or modified by any person not authorized to do so.

Any currently enrolled or former student of the District has a right ~~of to access review to~~ any and all student records relating to him or her maintained by the district.

No District ~~representative employee~~ shall release the contents of a student record including directory information to any member of the public without the prior written consent of the student, other than ~~directory~~ information as defined in this policy and information sought pursuant to a court order or lawfully issued subpoena, or as otherwise authorized by applicable federal and state laws.

Students shall be notified of their rights with respect to student records ~~including the definition of directory information contained here, and that they may limit the information.~~

~~Directory information shall include:~~

- ~~• Name, address and phone number~~
- ~~• Student participation in officially recognized activities and sports including weight, height and high school of graduation of athletic team members.~~
- ~~• Degrees and awards received by students, including honors, scholarship awards, athletic awards and Dean's List recognition.~~

Reference:  
Education Code Sections 76200, et seq.;  
Title 5, Sections 54600, et seq.

APPROVED: 2/12/4/9/09

**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:** April 9, 2009  
**SUBJECT:** Consideration of Direction to Staff Regarding Board Training and Development

**RECOMMENDATION**

It is recommended the Board provide staff direction on Board training and development services offered by the Association of Community College Trustees.

**OVERVIEW**

At the March 12, 2009, Trustee Singer requested that the Board review and consider the training and development services offered by the Association of Community College Trustees. ACCT provides a wide range of services to boards of trustees of community colleges, including leadership training and retreat and workshop services.

The attachment provides a detailed summary of the services offered by ACCT along with the costs for the services.

**ANALYSIS**

**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.



## ACCT's Retreat and Workshop Services

### Why Hold a Board Retreat or Workshop?

Every board is involved in a continuous process of policy development and decision-making that will have a lasting impact on its college and community. ACCT's *Retreat & Workshop Services* are designed to help trustees effectively carry out their responsibilities in an increasingly complex and litigious world. ACCT is committed to assisting boards by enhancing their capability to provide effective lay governance and leadership, and to strengthen the capacity of community colleges to achieve their mission on behalf of their communities.

Effective boards engage in a continuous process of self-assessment and development. Board retreats and workshops are an integral part of this process. Retreats can strengthen communication and understanding among board members, which can lead to a stronger, more cohesive and more effective working group. When a board engages in training and professional development it is a model for the rest of the institution. It indicates that board members take their responsibilities very seriously, and the interest in self-improvement sets a tone for others in the college to engage in ongoing review of how education is delivered.

ACCT will design a retreat to meet the needs of your board. We are flexible in scheduling the retreat and are able to scale (up or down) our services to offer your board excellent value. Every retreat is customized to deliver the outcome you need, and may include such elements as:

- Nurturing board unity
- Review of the board's roles and responsibilities
- The board's role in strategic planning
- Reviewing and confirming leadership direction, objectives, and milestones
- Strengthening board self-assessment and CEO evaluation
- Building board and new CEO relationships – setting goals and priorities
- Implementing Policy Governance™
- Conflict resolution
- The board's role in the accreditation process

*"It was good to have a retreat dedicated to trusteeship. Hearing some of the reasons behind actions taken in the past by those board members with a long experience was good for the new members of the board." Trustee from Owens Community College, OH*

## Why Choose ACCT to Facilitate Your Board's Retreat?

Founded in 1972, the Association of Community College Trustees (ACCT) is the only nonprofit educational organization created specifically for Boards of Trustees of community, technical and junior colleges. ACCT's purpose is to improve the capacity of community, technical, and junior colleges and to help them realize their missions through effective Board of Trustees leadership, education and advocacy at local, state, and national levels.

ACCT has 35 years of experience working with Governing Boards, providing training and sharing expertise. ACCT is uniquely able to provide comprehensive retreat assistance and guidance to the Board of Trustees, and the president. As the leading national association-serving trustees we have the built-in capacity to conduct a board development training customized to meet the individual needs of the any Board of Trustees. We understand the unique governance structure of public and private community college boards, be they state, local and/or advisory.

ACCT provides a wide range of services to boards of trustees of community colleges, state systems and districts throughout the country. In addition to retreats, ACCT's Board Leadership Services include CEO searches, leadership training, mediation, interim presidential placements, executive coaching, presidential evaluations and board self-assessments. While all of these services may be used independently, many may also be used to complement a board retreat. Any board could certainly benefit from ACCT's extensive experience gained from the wide range of services we offer.

Boards of trustees evaluate our performance at the conclusion of each service. Some of the strengths consistently cited are:

- ACCT's reputation for professionalism and integrity
- ACCT's depth and scope of knowledge about the unique culture of community colleges
- ACCT's extensive knowledge and understanding of college leadership
- ACCT's understanding of cultural and regional differences
- The knowledge and skill of ACCT's facilitators
- The opportunity for Board members to interact with one another in a relaxed and comfortable environment

*"The comradeship and investment in building a close relationship with other board members, the networking and learning the true thoughts from other board members was the best thing that has ever happened to this Board. Great retreat!" Trustee from Northeast Mississippi Community College, MS*

Our retreats and workshops are tailored exclusively to your community college. The ACCT Board Leadership Services has the expertise, flexible fee structure and customized support to fit any board's individual needs. Our service derives its strength and uniqueness from the following:

- Focus only on the two-year community and technical college sector.
- A 35-year history of outstanding and recognized service to boards of trustees in colleges and districts throughout the United States and abroad.
- A range of board retreat and consultative services that set the stage for long-term success.
- A range of services that can be customized to a board's exact needs and budget.
- Experience conducting over 300 retreats for community colleges all over the country.
- Facilitators and consultants who include former trustees, presidents and scholars with proven track records and expertise in college governance and board leadership.

### **What Can Retreats Help Our Board With?**

While each retreat or workshop can be tailored to meet the individual needs of any institution and its board, ACCT offers a range of *Classic Topics*. Potential retreat topics include:

- Basic Roles and Responsibilities of the Board
- Strengthening the Board/President Relationship
- How to Implement Policy Governance™
- Board Ethics and Standards of Good Practice
- Board Planning and Goal Setting
- The Role of the Board in Strategic Planning
- The Role of the Board in the Accreditation Process
- Mediation and Conflict Resolution
- The Board's Role in Advocacy
- The Board's Role in Fundraising
- New President Transition
- New Trustee Orientation
- Board Self-Assessment and Presidential Evaluation

*"The ACCT facilitated board assessment process and retreat provided the Tulsa Community College Board of Regents with an excellent opportunity for open discussion concerning their performance and role, and their relationship with the president and administration, As a result of this process, I believe our Board has a better sense of purpose and direction in governing the College in the future."*  
*President from Tulsa Community College, OK*

## What Might an ACCT Retreat Look Like?

While ACCT will always create a unique agenda that meets the specific needs of any given retreat, there are at times common threads that can be identified in many retreats and workshops. Below are samples of what the agenda for a one day retreat might look like.

### A one day retreat on the roles and responsibilities of the board:

- I. Overview of ACCT
- II. What are the roles of the Board:
  - A. as defined by policies?
  - B. as defined by the needs of the College?
  - C. in relation to the President?
- III. What is the Advocacy Role of the Board?
  - A. Relationship with the State Board
  - B. Relationship with local governments
  - C. Relationship with individual legislatures
  - D. Fiduciary role
- IV. How Should the Board Represent:
  - A. the College in the community?
  - B. the community in the College?
- V. What part should the Board Play in Fundraising?
  - A. Coordination with the Foundation
  - B. Facilitating partnerships
- VI. What Should the Next Steps of the Board Be?
- VII. Topics for Future Discussions

### A one day retreat on standards of good practice and the board/CEO relationship:

- I. Introductions & Welcome
- II. Board Self-Assessment
  - A. ACCT's Standards of Good Practice for Trustee Boards
  - B. What are the Values and Principles that Guide the Board?
    - i. Stewardship role
    - ii. Standards
    - iii. Effective governance
- III. Board/CEO Relationship: The Role of the Board in:
  - A. Empowerment
  - B. Supporting
  - C. Team building
  - D. Leadership Development
  - E. Policy/Administration
- IV. The Board's Legacy: Goals and Priorities for the Upcoming Year

*"Great Exchange of ideas. The ACCT facilitator showed us how to dig deeper into issues and not just scratch the surface." Trustee from Gloucester Community College, NJ*

## How Much does it Cost?

<b>Service</b>	<b>Fee to Institution</b>
<b>½ Day Classic Retreat</b>	\$2,500 <i>plus travel expenses</i>
<b>1 to 1 ½ Day Classic Retreat</b>	\$3,000 to \$5,000 <i>plus travel expenses</i>
<b>1 Day Customized Retreat</b>	\$3,000 to \$4,000 <i>plus travel expenses</i>
<b>1 ½ to 2 ½ Day Customized Retreat</b>	\$4,000 to \$6,000 <i>plus travel expenses</i>
<b>Teleconferencing</b> Consultant teleconferencing provides the same preparation, presentation and summary service as in-person ACCT retreats	Same rates as retreat minus travel expenses
<b>Annual Board Development Package</b> 1. Initial Retreat on Policy Audit and Reorientation 2. Three meeting coaching package, serving as a resource in the model, including meeting agenda consulting. 3. Unlimited/incidental telephone & email coaching. 4. Annual agenda planning, and review of procedures and policies	\$8,000 to \$10,000 <i>plus travel expenses</i>
<b>Telephone participation at three regular meetings of the Board</b> Consultant serves as a resource and coach in the model, including meeting agenda planning and debriefing with the Board Chair and internal report coaching with President by telephone or email.	\$2,400. <i>Phone expenses included</i>
<b>Follow-up consultant support</b> Includes 'on call' telephone coaching and email with the Board Chair and CEO to follow-up with retreat recommendations and ongoing governance issues.	\$800 per month. <i>Phone expenses included</i>
<b>Consultant attendance at a regular board meeting</b> Consultant observes Board in action and application of retreat lessons. Input and feedback by consultant as requested by Board Chair.	\$1,000 <i>plus travel expenses</i>
<b>Mentoring/Coaching</b> Technical assistance and advice by telephone available on an as needed basis.	\$95 per hour

## 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: April 9, 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 San Bernardino Community College District Board, this report is a summary of all Change Orders to date for projects at San Bernardino Valley College and Crafton Hills College.

### ANALYSIS

A Change Order to Oakview Constructors' contract for Maintenance and Operations Building, Bid Category One – Site and Off-Site Improvements was submitted this month. The change order will be an additional \$137,561.00 to Oakview's contract. The revised contract amount will be \$1,078,970.00.

A Change Order to Oakview Constructors' contract for Maintenance and Operations Building, Bid Category Two – General Building Construction was submitted this month. The change order will be an additional \$177,804.00 to Oakview's contract. The revised contract amount will be \$2,009,804.00.

There is no change to the Project Schedule.

### BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence.

### FINANCIAL IMPLICATIONS

Budgeted with Measure "P" funds.

Attachment

CHANGE ORDER SUMMARY BY PROJECT  
 April 9, 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	\$ 30,920.12	\$ 22,644,824.00	\$ 22,675,744.12	0.14%
Maintenance and Operations	\$ 332,774.00	\$ 4,041,000.00	\$ 4,373,774.00	8.23%
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%
<b>TOTAL</b>	<b>\$ 383,419.12</b>	<b>\$ 53,029,397.00</b>	<b>\$ 53,412,816.12</b>	<b>0.72%</b>

**NEW CHANGE ORDERS**

Contractors	Total CO Value per Contractor:	Original Contract Amount	New Contract Amount	Cost as % of Contract	Board Date
#2 - Mountain Movers Engr. Const.		\$ 173,900.00			
#3 - Devries Construction		\$ 2,434,395.00			
#4 - Blazing Industrial Steel		\$ 4,105,282.00			
#5 - Stolo Cabinets		\$ 99,000.00			
#6 - Best Contracting Services		\$ 372,835.00			
#7 - Bell Roof Company		\$ 198,000.00			
#8 - Montgomery Hardware		\$ 411,740.00			
#9 - Queen City Glass Co.		\$ 454,994.00			
#10 - Caston Plastering & Drywall		\$ 1,945,585.00			
#11 - New Image Commercial Flooring		\$ 80,000.00			
#12 - Southcoast Acoustical Interiors		\$ 287,100.00			
#13 - J. Kel Painting & Wallcovering		\$ 142,755.00			
#14 - Inland Building Companies		\$ 1,264,000.00			
#15 - Inland Building Companies		\$ 293,300.00			
#16 - Daart Engineering Co.		\$ 208,535.00			
#17 - Pro Tec Mechanical		\$ 763,288.00			
#18 - Arrowhead Mechanical		\$ 1,247,000.00			
#19 - BEC Inc.		\$ 2,125,000.00			
#20 - Sierra Landscape		\$ 185,900.00			
<b>TOTAL</b>	\$ -	\$ 16,792,609.00	\$ 16,792,609.00	0.00%	

NO NEW CHANGE ORDERS



Contractors	Total CO Value per Contractor:	Original Contract Amount	New Contract Amount	Cos as % of Contract	Board Date
#2 - Mountain Movers Engr. Const.		\$ 374,899.00			
#3 - RC Construction Services		\$ 1,129,000.00			
#4 - KCB Towers		\$ 1,363,340.00			
#5 - K&Z Cabinets		\$ 24,520.00			
#6 - RB Sheet Metal		\$ 280,000.00			
#7 - Bell Roof Co.		\$ 283,673.00			
#8 - Montgomery Hardware		\$ 217,700.00			
#9 - Roy E. Whitehead		\$ 329,675.00			
#10 - Sierra Lathing Co.		\$ 820,000.00			
#11 - Pro Spectra		\$ 119,820.00			
#12 - Southcoast Acoustical Interiors		\$ 45,500.00			
#13 - Alonso Painting		\$ 59,000.00			
#14 - RVH Constructors		\$ 212,700.00			
#16 - J.G. Tate Fire Protection		\$ 151,111.00			
#17 - Pro-Tech Mechanical		\$ 422,925.00			
#18 - West Tech Mechanical		\$ 1,000,000.00			
#19 - Daniels Electrical Construction		\$ 1,283,000.00			
#20 - America West Landscape		\$ 182,505.00			
<b>TOTAL</b>	\$ -	\$ 8,299,368.00	\$ 8,299,368.00	0.00%	

NO NEW CHANGE ORDERS

<b>Contractors</b>	<b>Total CO Value per Contractor:</b>	<b>Original Contract Amount</b>	<b>New Contract Amount</b>	<b>Cos as % of Contract</b>	<b>Board Date</b>
#1A - Environmental Const. Group		\$ 96,900.00			
#1B - Ampco Contracting		\$ 410,000.00			
#2 - Crew Inc.		\$ 1,745,000.00			
#3 - RC Construction		\$ 2,409,000.00			
#4 - ACCC, Inc.		\$ 3,398,000.00			
#5 - Advanced Lab Concepts		\$ 1,130,171.00			
#6 - Crowner Sheet Metal		\$ 386,300.00			
#7 - Stone Roofing Co.		\$ 251,600.00			
#8 - Montgomery Hardware		\$ 293,970.00			
#9 - Perfection Glass		\$ 443,600.00			
#10 - Caston Plastering & Drywall		\$ 1,985,585.00			
#11 - Empire Floor Covering		\$ 305,750.00			
#12 - Southcoast Acoustical Interiors		\$ 336,870.00			
#13 - Prime Painting Contractors		\$ 143,750.00			
#14 - Inland Building Construction		\$ 683,000.00			
#15 - RVH Constructors		\$ 311,000.00			
#16 - Fisher, Inc.		\$ 199,000.00			
#17 - Fisher, Inc.		\$ 1,546,235.00			
#18 - Couts Heating & Cooling		\$ 3,347,000.00			
#19 - RDM Electrical		\$ 2,311,800.00			
		\$ 299,000.00			
<b>Mobile Modular-Lease</b>	\$ (4,230.31)	\$ 447,319.00	\$ 443,088.69	-0.95%	Jan-09
<b>Silvercreek Industries-Purchase</b>	\$ 35,150.43	\$ 163,974.00	\$ 199,124.43	21.44%	Mar-09
<b>TOTAL</b>	\$ 30,920.12	\$ 22,644,824.00	\$ 22,675,744.12	0.14%	

**NEW CHANGE ORDERS**

Project		SBVC Chemistry / Physical Science Building					Revised Date			
Project Number	3347A4					3/12/2009				
Contractors	Accountability Summary					Total CO Value per contractor:	Original Contract amount	Cos as % of contract	New contract amount	
	1 (Contractor)	2 (CM)	3 (Arch/Eng)	4 (District)	5 (Insp/Agency)					
Contract #:										
	Mobile Modular			-\$4,230.31		(\$4,230.31)	\$447,319.00	-0.95%	\$443,088.69	
	Silver Creek Industries Inc.			\$35,150.43		\$35,150.43	\$163,974.00	21.44%	\$199,124.43	
<b>TOTAL</b>	\$0.00	\$0.00	\$0.00	\$30,920.12	\$0.00	<b>\$30,920.12</b>	<b>\$611,293.00</b>	<b>5.06%</b>	<b>\$642,213.12</b>	

**NEW CHANGE ORDERS**

Maintenance and Operations -  
Custodial Buildings

Contractors	Total CO Value per Contractor:	Original Contract Amount	New Contract Amount	Cost as % of Contract	Board Date
<b>Maintenance &amp; Operations Building:</b>					
#1 - Oakview Construction - Site	\$ 154,970.00	\$ 924,000.00	\$ 1,078,970.00	16.77%	Apr-09
#2 - Oakview Construction - Building	\$ 177,804.00	\$ 1,832,000.00	\$ 2,009,804.00	9.71%	Apr-09
<b>Custodial Building:</b>					
#1 - Lee & Stires		\$ 370,000.00			
#2 - Klassic Engineering & Const., Inc.		\$ 915,000.00			
<b>TOTAL</b>					
	\$ 332,774.00	\$ 4,041,000.00	\$ 4,373,774.00	8.23%	

**NEW CHANGE ORDERS**

Project		SBVC Maintenance and Operations Building					Revised Date				
Project Number		3347A2					3/12/2009				
Contractors	Contract #:	Accountability Summary					Total CO Value per contractor:	Original Contract amount	Cos as % of contract	New contract amount	
		1 (Contractor)	2 (CM)	3 (Arch/Eng)	4 (District)	5 (Insp/Agency)					
	#1	Oakview Const. - Site	\$3,654.00	\$20,514.00	\$34,309.00	\$73,329.00	\$23,164.00	\$154,970.00	\$924,000.00	16.77%	\$1,078,970.00
	#2	Oakview Const. - Building	\$1,990.00			\$175,814.00		\$177,804.00	\$1,832,000.00	9.71%	\$2,009,804.00
<b>TOTAL</b>			\$5,644.00	\$20,514.00	\$34,309.00	\$249,143.00	\$23,164.00	\$332,774.00	\$2,756,000.00	12.07%	\$3,088,774.00

**NEW CHANGE ORDERS**



Project		Student Health Services					Revised Date			
							11/12/2008			
Contractors	1 (Contractor)	2 (CM)	Accountability Summary			Total CO Value per contractor:	Original Contract amount	Cos as % of contract	New contract amount	
			3 (Arch/Eng)	4 (District)	5 (Insp/Agency)					
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	
<b>TOTAL</b>						<b>\$19,725.00</b>	<b>\$1,047,967.00</b>	<b>1.88%</b>	<b>\$1,067,692.00</b>	

**NO NEW CHANGE ORDERS**







CHANGE ORDER SUMMARY BY PROJECT  
April 9, 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%
<b>TOTAL</b>	<b>\$ 187,539.00</b>	<b>\$ 45,341,677.00</b>	<b>\$ 45,529,216.00</b>	<b>0.41%</b>

**NO NEW CHANGE ORDERS**



Project		CHC Infrastructure Package #1					Revised Date			
Project Number		9621					8/20/2008			
Contractors		Accountability Summary					Total CO Value	Original Contract	Cos as % of	New contract
		1 (Contractor)	2 (CM)	3 (Arch/Eng)	4 (District)	5 (Insp/Agency)	per contractor:	amount	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
<b>TOTAL</b>			(\$7,000.00)		\$913.00	\$1,810.00	(\$4,277.00)	\$421,000.00	-1.02%	\$416,723.00

**NO NEW CHANGE ORDERS**

Contractors	Total CO Value per Contractor:	Original Contract Amount	New Contract Amount	Cos as % of Contract	Board Date
INFRA234-01: LD Anderson	\$ 59,019.00	\$ 1,101,300.00	\$ 1,160,319.00	5.36%	Oct-08
INFRA234-02: Coutts Heating & Cooling	\$ -	\$ 5,677,000.00	\$ 5,677,000.00	0.00%	
INFRA234-03: Fischer, Inc.	\$ -	\$ 1,491,000.00	\$ 1,491,000.00	0.00%	
INFRA234-04: RIS Electric	\$ 127,768.00	\$ 1,973,000.00	\$ 2,100,768.00	6.48%	Dec-08
INFRA234-05: Tidwell Concrete	\$ -	\$ 2,289,804.00	\$ 2,289,804.00	0.00%	
INFRA234-06: Sierra Landscape	\$ -	\$ 1,623,600.00	\$ 1,623,600.00	0.00%	
INFRA234-07: Inland Building Companies	\$ -	\$ 526,900.00	\$ 526,900.00	0.00%	
<b>TOTAL</b>	\$ 186,787.00	\$ 14,682,604.00	\$ 14,869,391.00	1.27%	

**NO NEW CHANGE ORDERS**

Project		CHC Infrastructure Package #2/3/4				Revised Date			
Project Number		9622, 9623 & 9624				11/11/2008			
Contractors	Accountability Summary					Total CO Value per contractor:	Original Contract amount	Cos as % of contract	New contract amount
	1 (Contractor)	2 (CM)	3 (Arch/Eng)	4 (District)	5 (Insp/Agency)				
Contract # :									
INFRA234-01	LD Anderson				\$59,019.00	\$59,019.00	\$1,101,300.00	5.36%	\$1,160,319.00
INFRA234-02	Couts 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
<b>TOTAL</b>		\$0.00	\$0.00	\$115,975.00	\$70,812.00	\$0.00	\$186,787.00	1.27%	\$14,869,391.00

**NO NEW CHANGE ORDERS**

<b>Contractors</b>	<b>Total CO Value per Contractor:</b>	<b>Original Contract Amount</b>	<b>New Contract Amount</b>	<b>Cos as % of Contract</b>	<b>Board Date</b>
INFRA5.1-01: RIS Electric	\$ 5,029.00	\$ 151,300.00	\$ 156,329.00	3.32%	Dec-08
<b>TOTAL</b>	\$ 5,029.00	\$ 151,300.00	\$ 156,329.00	3.32%	

**NO NEW CHANGE ORDERS**

Project		CHC Infrastructure Package 5.1					Revised Date			
Project Number	9625						11/11/2008			
<b>Contractors</b>		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	contract	amount
INFRA5.1-01	RIS Electric				\$5,029.00		\$5,029.00	\$151,300.00	3.32%	\$156,329.00
<b>TOTAL</b>		\$0.00	\$0.00	\$0.00	\$5,029.00	\$0.00	\$5,029.00	\$151,300.00	3.32%	\$156,329.00

**NO NEW CHANGE ORDERS**



Contractors	Total CO Value per Contractor:	Original Contract Amount	New Contract Amount	Cos as % of Contract	Board Date
CCRF-02: Crew, Inc.	\$ -	\$ 732,000.00	\$ 732,000.00	0.00%	
CCRF-03: Calcoast Concrete Const., Inc.	\$ -	\$ 1,070,815.00	\$ 1,070,815.00	0.00%	
CCRF-04: Nuway, Inc.	\$ -	\$ 803,860.00	\$ 803,860.00	0.00%	
CCRF-05: Anderson Charnesky	\$ -	\$ 575,099.00	\$ 575,099.00	0.00%	
CCRF-06: Bell Roof Company, Inc.	\$ -	\$ 152,400.00	\$ 152,400.00	0.00%	
CCRF-07: E J Enterprises	\$ -	\$ 118,055.00	\$ 118,055.00	0.00%	
CCRF-08: West Coast Painting & Drywall	\$ -	\$ 32,331.00	\$ 32,331.00	0.00%	
CCRF-09: J. Kel Painting & Wallcovering, Inc.	\$ -	\$ 63,020.00	\$ 63,020.00	0.00%	
CCRF-10: Lawrence W. Rosine Co.	\$ -	\$ 19,990.00	\$ 19,990.00	0.00%	
CCRF-11: Inland Building Const. Comp., Inc.	\$ -	\$ 22,780.00	\$ 22,780.00	0.00%	
CCRF-12: Inland Building Const. Comp., Inc.	\$ -	\$ 248,000.00	\$ 248,000.00	0.00%	
CCRF-13: J.M. Farnan Co., Inc.	\$ -	\$ 860,000.00	\$ 860,000.00	0.00%	
CCRF-14: Arrowhead Mechanical., Inc.	\$ -	\$ 112,500.00	\$ 112,500.00	0.00%	
CCRF-15: Champion Electric, Inc.	\$ -	\$ 749,000.00	\$ 749,000.00	0.00%	
CCRF-16: America West Landscape, Inc.	\$ -	\$ 604,980.00	\$ 604,980.00	0.00%	
CCRF-17: Condor, Inc.	\$ -	\$ 1,148,300.00	\$ 1,148,300.00	0.00%	
CCRF-18: RVH Constructors, Inc.	\$ -	\$ 482,235.00	\$ 482,235.00	0.00%	
<b>TOTAL</b>	\$ -	\$ 7,795,365.00	\$ 7,795,365.00	0.00%	

**NO NEW CHANGE ORDERS**

Contractors	Total CO Value per Contractor:	Original Contract Amount	New Contract Amount	Cos as % of Contract	Board Date
CLRC-02: Precision Concrete	\$ -	\$ 3,274,700.00	\$ 3,274,700.00	0.00%	
CLRC-03: Mid State Precast	\$ -	\$ 1,371,000.00	\$ 1,371,000.00	0.00%	
CLRC-04: Anderson Charnesky	\$ -	\$ 3,421,300.00	\$ 3,421,300.00	0.00%	
CLRC-05: Lozano Caseworks, Inc.	\$ -	\$ 509,300.00	\$ 509,300.00	0.00%	
CLRC-06: Western Bay Sheet Metal	\$ -	\$ 1,349,000.00	\$ 1,349,000.00	0.00%	
CLRC-07: RGSLA	\$ -	\$ 236,252.00	\$ 236,252.00	0.00%	
CLRC-08: E J Enterprises	\$ -	\$ 293,175.00	\$ 293,175.00	0.00%	
CLRC-09: Padua Glass Enterprise, Inc.	\$ -	\$ 1,940,700.00	\$ 1,940,700.00	0.00%	
CLRC-10: Caston Plastering & Drywall	\$ -	\$ 1,415,585.00	\$ 1,415,585.00	0.00%	
CLRC-11: Mike's Custom Flooring	\$ -	\$ 248,200.00	\$ 248,200.00	0.00%	
CLRC-12: Southcoast Acoustical Inters.	\$ -	\$ 461,350.00	\$ 461,350.00	0.00%	
CLRC-13: Prime Painting Con.	\$ -	\$ 192,000.00	\$ 192,000.00	0.00%	
CLRC-14: Inland Pacific Tile, Inc.	\$ -	\$ 282,000.00	\$ 282,000.00	0.00%	
CLRC-15: RVH Construction	\$ -	\$ 731,000.00	\$ 731,000.00	0.00%	
CLRC-16: Daart Engineering Company	\$ -	\$ 268,031.00	\$ 268,031.00	0.00%	
CLRC-17: Pro-Craft Plumbing Co., Inc	\$ -	\$ 515,515.00	\$ 515,515.00	0.00%	
CLRC-18: Coutts Heating & Cooling	\$ -	\$ 2,037,000.00	\$ 2,037,000.00	0.00%	
CLRC-19: Shanks Electric Corporation	\$ -	\$ 2,850,000.00	\$ 2,850,000.00	0.00%	
CLRC-20: Marina Landscaping	\$ -	\$ 247,300.00	\$ 247,300.00	0.00%	
CLRC-21: Inland Building Companies	\$ -	\$ 648,000.00	\$ 648,000.00	0.00%	
<b>TOTAL</b>	\$ -	\$ 22,291,408.00	\$ 22,291,408.00	0.00%	

**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: April 9, 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: APRIL 9, 2009

Subject: EXECUTIVE SUMMARY OF MONTHLY BUDGET REPORT

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The expenditures are in line with the normal flow at this time of year.

We have begun the process of building the fiscal year 2010 budgets and the Board directions have been provided to the campuses.

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED		%	PENDING/ENCUMBERED	UNENCUMBERED BALANCE	%
		CURRENT	YEAR TO DATE				
8120.00 HIGHER EDUC ACT	2,164,927.73	65,268.41	565,363.51	26.1	0.00	1,599,564.22	73.8
8140.00 TANF - FEDERAL PORTION	84,995.00	591.58	52,852.08	62.1	0.00	32,142.92	37.8
8150.00 FED INCOME-PELL	40,000.00	0.00	3,135.00	7.8	0.00	36,865.00	92.1
8160.00 VETERANS EDUCATION	3,500.00	0.00	0.00	.0	0.00	3,500.00	100.0
8170.00 VATEA	704,037.00	0.00	148,601.69	21.1	0.00	555,435.31	78.8
8190.00 *** NOT ON FILE ***	762,572.37	60,949.88	333,797.82	43.7	0.00	428,774.55	56.2
8610.00 GENERAL APPORTIONMENTS	55,225,058.00	0.00	34,518,986.00	62.5	0.00	20,706,072.00	37.4
8620.00 GENERAL CATEGORICAL PROGRAMS	9,462,763.55	90,316.77	6,470,566.98	68.3	0.00	2,992,196.57	31.6
8650.00 REIMBURSABLE CATEGORICAL PROG	3,018,648.08	0.00	1,551,808.41	51.4	0.00	1,466,839.67	48.5
8670.00 STATE TAX SUBVENTIONS	259,535.00	0.00	122,778.51	47.3	0.00	136,756.49	52.6
8680.00 STATE NON-TAX REVENUES	2,133,198.00	0.00	457,895.01	21.4	0.00	1,675,302.99	78.5
8690.00 OTHER STATE REVENUES	0.00	0.00	16.73	100.0	0.00	16.73	.0
8810.00 PROPERTY TAXES	14,740,465.00	0.00	7,224,692.21	49.0	0.00	7,515,772.79	50.9
8820.00 CONTRIBUTIONS,GIFTS,GRANTS,END	190,931.00	0.00	8.93	.0	0.00	190,922.07	99.9
8830.00 CONTRACT SERVICES	687,890.45	5,761.00	234,657.39	34.1	0.00	453,233.06	65.8
8840.00 SALES	4,000.00	33.50	170.75	4.2	0.00	3,829.25	95.7
8850.00 RENTALS AND LEASES	9,500.00	891.06	16,374.24	100.0	0.00	6,874.24	.0
8860.00 INTEREST INCOME	950,000.00	0.00	201,461.27	21.2	0.00	748,538.73	78.7
8870.00 STUDENT FEES & CHARGES	4,202,730.00	468,902.20	3,858,195.81	91.8	0.00	344,534.19	8.1
8880.00 NON-RESIDENT TUITION	887,100.00	92,082.60	778,472.95	87.7	0.00	108,627.05	12.2
8890.00 OTHER LOCAL REVENUES	387,240.00	81,026.60	328,384.43	84.8	0.00	58,855.57	15.1
8910.00 PROCEEDS-GENERAL FIXED ASSETS	989,000.00	360.00	990,394.35	100.0	0.00	1,394.35	.0
8980.00 INCOMING TRANSFERS	4,000.00	0.00	0.00	.0	0.00	4,000.00	100.0
TOTAL: 8000	96,912,091.18	866,183.60	57,858,614.07	59.7	0.00	39,053,477.11	40.2
1100.00 CONTRACT CLASSROOM INST.	17,016,558.90	1,539,621.49	11,419,525.17	67.1	0.00	5,597,033.73	32.8
1200.00 CONTRACT CERT. ADMINISTRATORS	6,491,114.20	503,646.75	4,106,663.86	63.2	0.00	2,384,450.34	36.7
1280.00 *** NOT ON FILE ***	4,547,058.34	355,702.66	2,832,981.55	62.3	0.00	1,714,076.79	37.6
1300.00 INSTRUCTORS DAY/HOURLY	7,688,144.36	750,253.59	5,681,494.99	73.8	0.00	2,006,649.37	26.1
1310.00 PAY-FOR-COURSE PROF.HOURS	270,000.00	0.00	155,850.76	57.7	0.00	114,149.24	42.2
1480.00 NONINSTRUCTION HOURLY	946,695.74	76,839.63	550,781.10	58.1	0.00	395,914.64	41.8
TOTAL: 1000	36,959,571.54	3,226,064.12	24,747,297.43	66.9	0.00	12,212,274.11	33.0
2100.00 CONTRACT CLASSIFIED NON-INSTR.	3,050,753.00	3,830.00	2,014,386.93	66.0	0.00	1,036,366.07	33.9
2180.00 CLASSIFIED CONFIDENTIAL EMPLOY	13,523,356.81	13,718.26	8,359,086.53	61.8	0.00	5,164,270.28	38.1
2200.00 INSTRUCTIONAL AIDS	1,441,234.00	0.00	949,582.52	65.8	0.00	491,651.48	34.1
2380.00 PART-TIME/OVERTIME/STUDENT	2,251,559.71	159,654.45	1,354,581.13	60.1	0.00	896,978.58	39.8
2390.00 CALWORKS-WORKSTUDY	76,017.00	1,620.00	6,653.00	8.7	0.00	69,364.00	91.2
2400.00 INST AIDES-HOURLY- DIR.INSTRUC	1,080,615.00	89,471.94	623,938.75	57.7	0.00	456,676.25	42.2
TOTAL: 2000	21,423,535.52	233,198.13	13,308,228.86	62.1	0.00	8,115,306.66	37.8
3110.00 STRS-TEACHERS & INSTR AID	1,897,735.74	167,002.38	1,285,436.24	67.7	0.00	612,299.50	32.2
3120.00 STRS-CLASS/I.A-NON-INS-ADM/SUP	4,800.00	0.00	2,722.05	56.7	0.00	2,077.95	43.2
3160.00 STRS OTHER ACADEM N.I. -ADM/SUP	468,981.00	34,317.75	275,293.16	58.7	0.00	193,687.84	41.2
3180.00 STRS OTHER ACADEMIC-N.I.-OTHERS	397,308.84	28,735.48	236,668.32	59.5	0.00	160,640.52	40.4

SAN BERNARDINO COUNTY SCHOOLS COMPUTER CONSORTIUM  
BUDGET SUMMARY REPORT  
03/01/2009 TO 03/31/2009

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED		%	UNENCUMBERED		
		CURRENT	YEAR TO DATE		ENCUMBERED	BALANCE	
3210.00 PERS-TEACHERS & INSTR AIDES	171,692.00	4,824.56	118,092.39	68.7	0.00	53,599.61	31.2
3220.00 PERS-CLASS/I.A-NON-INS ADM/SUP	1,611,443.53	1,653.72	990,343.04	61.4	0.00	621,100.49	38.5
3230.00 PERS-OTHER ACADEM N.I.-ADM/SUP	106,666.01	10,469.70	83,256.03	78.0	0.00	23,409.98	21.9
3310.00 OASDI TEACHERS & INSTR AIDES	104,650.00	3,392.40	79,087.63	75.5	0.00	25,562.37	24.4
3320.00 OASDI CLAS/I.A-NON-INS ADM/SUP	1,065,609.87	1,164.74	650,697.67	61.0	0.00	414,912.20	38.9
3330.00 OASDI OTHER ACADEM N.I.-ADM/SU	84,693.50	7,007.17	52,575.39	62.0	0.00	32,118.11	37.9
3340.00 MEDICARE-INSTRUCTIONAL	734,803.34	43,229.92	495,635.38	67.4	0.00	239,167.96	32.5
3350.00 PARS-INSTRUCTIONAL	36,000.00	2,923.99	21,433.18	59.5	0.00	14,566.82	40.4
3360.00 PARS-NON-INSTRUCTIONAL	21,087.53	1,223.60	10,799.68	51.2	0.00	10,287.85	48.7
3410.00 HEALTH & WELFARE-CERT/I.A INST	2,087,041.26	136,133.27	1,340,513.48	64.2	0.00	746,527.78	35.7
3420.00 HEALTH & WELFARE-CLAS/I.A-N.I.	3,502,079.92	2,408.37	2,008,730.12	57.3	0.00	1,493,349.80	42.6
3430.00 HEALTH & WELFARE-OTH ACAD-N.I	889,803.13	71,279.54	552,841.17	62.1	0.00	336,961.96	37.8
3440.00 RETIREES/FORMER EMPL/DEPENDENT	331,822.00	31,352.90	214,867.62	64.7	0.00	116,954.38	35.2
3450.00 A.S.CHIRO-RET/DEP/FRMR-NON-INS	2,831.00	127.16	632.01	22.3	0.00	2,198.99	77.6
3500.00 STATE UNEMPLOYMENT INSURANCE	25,000.00	0.00	19,597.40	78.3	0.00	5,402.60	21.6
3510.00 SUI TEACHERS/INSTRUCTIONAL AID	74,582.00	7,073.95	55,968.79	75.0	0.00	18,613.21	24.9
3520.00 SUI CLASS/I.A. NON-INS ADM/SUP	55,388.80	285.41	34,036.13	61.4	0.00	21,352.67	38.5
3530.00 SUI OTHER ACADEMIC N.I.ADM/SUP	36,091.38	2,779.82	22,289.75	61.7	0.00	13,801.63	38.2
3610.00 WORK COMP TEACHERS/INSTR AIDE	291,768.00	19,396.00	192,923.00	66.1	0.00	98,845.00	33.8
3620.00 W/C CLASS/I.A.-NON-INS-ADM/SUP	450,472.00	0.00	271,749.01	60.3	0.00	178,722.99	39.6
3630.00 W/C OTHER ACADEMIC-N.I.ADM/SUP	118,912.00	9,104.00	74,377.00	62.5	0.00	44,535.00	37.4
3910.00 LIFE INS-TEACHERS/INSTR AIDE	18,015.00	1,221.95	11,908.47	66.1	0.00	6,106.53	33.8
3920.00 LIFE-CLASS/I.A-NON-INS ADM/SUP	28,003.46	37.80	16,937.50	60.4	0.00	11,065.96	39.5
3930.00 LIFE-OTHER ACADEMIC N.I.ADM/SU	7,430.06	567.25	4,629.03	62.3	0.00	2,801.03	37.6
3940.00 RETIREE INCENTIVE-CLASSIFIED	60,000.00	139.08-	48,267.42	80.4	0.00	11,732.58	19.5
3970.00 CSEA ENROLLMENT REIMBURSEMENT	0.00	0.00	20.00	100.0	0.00	20.00-	0
3990.00 *** NOT ON FILE ***	0.00	0.00	470.00-	.0	0.00	470.00	100.0
TOTAL: 3000	14,684,711.37	587,573.75	9,171,858.06	62.4	0.00	5,512,853.31	37.5
4100.00 TEXTBOOKS	42,095.00	287.00	7,432.83	17.6	8,576.67	26,085.50	61.9
4200.00 BOOK,MAGAZINE&PERIOD-DIST.USE	53.85	0.00	53.85	100.0	0.00	0.00	0
4210.00 MAGAZINES & SUBSCRIPTIONS	200,979.06	799.00	140,146.39	69.7	18,269.50	42,563.17	21.1
4220.00 REFERENCE BOOKS	99,077.34	156.00	51,100.98	51.5	4,036.34	43,940.02	44.3
4300.00 INSTRUCTIONAL SUPPLIES	711,173.90	21,958.13	232,920.93	32.7	79,976.44	398,276.53	56.0
4430.00 SOFTWARE	107,428.32	1,196.50	17,087.60	15.9	8,151.74	82,188.98	76.5
4440.00 MEDIA	40,986.06	0.00	16,087.59	39.2	4,087.74	20,810.73	50.7
4500.00 NONINSTRUCTIONAL SUPPLIES	903,165.80	21,027.01	375,573.90	41.5	173,604.53	353,987.37	39.1
4510.00 MAINTENANCE SUPPLIES	135,908.47	7,302.66	70,417.77	51.8	56,439.36	9,051.34	6.6
4520.00 CUSTODIAN SUPPLIES	200,193.65	9,833.12	142,859.29	71.3	35,870.86	21,463.50	10.7
4530.00 GROUNDS SUPPLIES	37,415.00	502.64	15,754.34	42.1	17,052.48	4,608.18	12.3
4550.00 *** NOT ON FILE ***	87,527.23	591.13	21,602.76-	.0	16,735.82	92,394.17	100.0
4560.00 COMMENCEMENT SUPPLIES	10,777.00	0.00	0.00	.0	4,228.53	6,548.47	60.7
4700.00 FOOD SUPPLIES	47,867.00	454.82	24,668.11	51.5	10,780.84	12,418.05	25.9
TOTAL: 4000	2,624,647.68	64,108.01	1,072,500.82	40.8	437,810.85	1,114,336.01	42.4

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	ENCUMBERED	BALANCE	UNENCUMBERED %
5110.00 COMM SERVICE FACILITATORS	2,627,019.58	15,923.58	1,567,625.02	59.6	807,852.73	251,541.83	9.5
5120.00 OTHER CONTRACTS/OUTSIDE SERVIC	2,281,994.60	27,684.38	633,275.46	27.7	1,157,987.76	490,731.38	21.5
5200.00 TRAVEL & CONFERENCE EXPENSES	711,158.43	10,900.99	241,388.45	33.9	81,522.07	388,247.91	54.5
5210.00 PERSONAL MILEAGE	73,216.77	1,486.85	17,889.85	24.4	20,153.05	35,173.87	48.0
5220.00 INSERVICE/SCHOOLS/ETC. TRAVEL	500.00	0.00	0.00	0.0	0.00	500.00	100.0
5310.00 DUES AND MEMBERSHIP	196,704.71	1,201.00	115,780.09	58.8	13,045.59	67,879.03	34.5
5350.00 POSTAGE & FREIGHT	327,309.07	20,822.23	81,142.22	24.7	92,010.52	154,156.33	47.0
5420.00 LIABILITY INSURANCE	600.00	0.00	0.00	0.0	0.00	600.00	100.0
5430.00 FIDELITY BOND INSURANCE	50.00	0.00	0.00	0.0	0.00	50.00	100.0
5440.00 STUDENT INSURANCE	87,317.75	0.00	69,765.00	79.8	0.00	17,552.75	20.1
5510.00 GAS	262,000.00	7,774.81	108,560.36	41.4	151,966.36	1,473.28	5.5
5520.00 ELECTRIC	1,656,441.00	289.37	1,142,416.16	68.9	443,024.84	71,000.00	4.2
5530.00 WATER	503,417.88	11,997.84	314,103.99	62.3	121,908.91	67,404.98	13.3
5540.00 TELEPHONE	389,975.04	6,165.22	213,128.39	54.6	146,967.62	29,879.03	7.6
5550.00 LAUNDRY, CLEANING & UNIFORMS	39,280.80	1,185.57	22,885.54	58.2	12,890.18	3,505.08	8.9
5560.00 PEST CONTROL	16,390.00	905.00	11,870.00	72.4	4,520.00	0.00	0.0
5580.00 FIRE EXTINGUISHER SERVICE	7,550.00	0.00	3,317.44	43.9	3,915.06	317.50	4.2
5610.00 RENTALS	272,691.53	4,763.55	120,735.06	44.2	78,950.77	73,005.70	26.7
5620.00 LEASES	184,134.09	15,456.00	111,636.78	60.6	53,509.25	18,988.06	10.3
5630.00 MAINTENANCE AGREEMENTS	1,122,144.75	6,032.34	805,867.25	71.8	95,211.69	221,065.81	19.7
5640.00 REPAIRS AND MAINTENANCE	412,287.13	56,869.14	172,590.62	41.8	112,220.79	127,475.72	30.9
5660.00 REPAIRS,BOILER,CHILLERS,A/C	44,363.00	624.47	23,396.89	52.7	12,025.76	8,940.35	20.1
5710.00 LEGAL EXPENSES, COUNTY COUNCIL	601,000.00	34,238.89	188,690.85	31.3	245,273.59	167,035.56	27.7
5720.00 ELECTION EXPENSES	250,000.00	0.00	255,827.00	100.0	0.00	5,827.00	0.0
5730.00 AUDIT EXPENSES	190,000.00	0.00	158,461.00	83.4	1,824.00	29,715.00	15.6
5800.00 OTHER OPERATING EXP-DIST. USE	3,741,758.36	53,526.41	464,748.76	12.4	187,024.34	3,089,985.26	82.5
5810.00 *** NOT ON FILE ***	225,804.27	200.00	4,399.00	1.9	800.00	220,605.27	97.6
5830.00 SOFTWARE/ON-SITE/INTERNET SERV	373,787.33	1,924.00	239,458.23	64.0	51,678.57	82,650.53	22.1
5840.00 CSEA TUITION REIMBURSEMENT	85,000.00	0.00	24,236.78	28.5	0.00	60,763.22	71.4
5910.00 INTERPROGRAM CHARGES	300.00	0.00	0.00	0.0	0.00	300.00	100.0
TOTAL: 5000	16,684,196.09	279,971.64	7,113,196.19	42.6	3,896,283.45	5,674,716.45	34.0
TOTAL: 1000-5999	92,376,662.20	4,390,915.65	55,413,081.36	59.9	4,334,094.30	32,629,486.54	35.3
6120.00 SITE IMPROVEMENT	272,552.00	0.00	0.00	0.0	692.62	271,859.38	99.7
6220.00 BUILDING IMPROVEMENTS	742,816.02	18,750.00	161,623.91	21.7	77,124.32	504,067.79	67.8
6300.00 LIBRARY BOOKS - EXPANSION	100,557.00	5,608.80	62,773.46	62.4	22,971.75	14,811.79	14.7
6400.00 ADDITIONAL/IMPROVED EQUIPMENT	609,492.33	4,504.99	154,357.13	25.3	20,911.77	434,223.43	71.2
6410.00 ADDL EQUIP-\$1,000 OR MORE	1,904,458.88	44,284.22	496,813.07	26.0	320,589.95	1,087,055.86	57.0
TOTAL: 6000	3,629,876.23	73,148.01	875,567.57	24.1	442,290.41	2,312,018.25	63.6
TOTAL: 1000-6999	96,006,538.43	4,464,063.66	56,288,648.93	58.6	4,776,384.71	34,941,504.79	36.3
7390.00 INTERFUND TRANSFERS OUT	2,420,291.00	0.00	1,791,190.00	74.0	0.00	629,101.00	25.9
7500.00 OTHER OUTGO-STUDENT FIN AID	61,463.32	8,390.00	21,940.00	35.6	17,289.00	22,234.32	36.1

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	ENCUMBERED	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
7600.00 OTHER STUDENT AID	1,281,681.66	15,182.08	651,691.76	50.8	437,508.84	192,481.06	15.0	
7900.00 RESERVE FOR CONTINGENCIES	5,812,284.00	0.00	0.00	.0	0.00	5,812,284.00	100.0	
TOTAL: 7000	9,575,719.98	23,572.08	2,464,821.76	25.7	454,797.84	6,656,100.38	69.5	
TOTAL: 1000-7999	105,582,258.41	4,487,635.74	58,753,470.69	55.6	5,231,182.55	41,597,605.17	39.3	



Fund: 01 GENERAL FUND SUMMARY

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	ENCUMBERED	PENDED/ENCUMBERED	UNENCUMBERED BALANCE
TOTAL INCOME (8000 - 8999)	96,912,091.18	866,183.60	57,858,614.07	59.7	0.00	39,053,477.11	40.2
TOTAL: 1000-5999	92,376,662.20	4,390,915.65	55,413,081.36	59.9	4,334,094.30	32,629,486.54	35.3
TOTAL: 1000-6999	96,006,538.43	4,464,063.66	56,288,648.93	58.6	4,776,384.71	34,941,504.79	36.3
TOTAL: 1000-7999	105,582,258.41	4,487,635.74	58,753,470.69	55.6	5,231,182.55	41,597,605.17	39.3
TOTAL EXPENSES (1000 - 7999)	105,582,258.41	4,487,635.74	58,753,470.69	55.6	5,231,182.55	41,597,605.17	39.3

Fund: 39 BLUE SHIELD MEMBERS CONT

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	ENCUMBERED	PENDED/ENCUMBERED	BALANCE	UNENCUMBERED
8860.00 INTEREST INCOME	480.00	0.00	447.57	93.2	0.00	0.00	32.43	6.7
TOTAL: 8000	480.00	0.00	447.57	93.2	0.00	0.00	32.43	6.7
7900.00 RESERVE FOR CONTINGENCIES	5,000.00	0.00	0.00	.0	0.00	0.00	5,000.00	100.0
TOTAL: 7000	5,000.00	0.00	0.00	.0	0.00	0.00	5,000.00	100.0
TOTAL: 1000-7999	5,000.00	0.00	0.00	.0	0.00	0.00	5,000.00	100.0

Fund: 39 BLUE SHIELD MEMBERS CONT SUMMARY

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/CURRENT	EXPENDED/RECEIVED YEAR TO DATE	% ENCUMBERED	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME (8000 - 8999)	480.00	0.00	447.57	93.2	0.00	32.43	6.7
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 BUDGET	EXPENDED/CURRENT	EXPENDED/RECEIVED YEAR TO DATE	%	PENDING/ENCUMBERED	UNENCUMBERED BALANCE
8190.00 *** NOT ON FILE ***	0.00	0.00	65,896.39	100.0	0.00	65,896.39-
8620.00 GENERAL CATEGORICAL PROGRAMS	242,076.85	0.00	242,076.85	100.0	0.00	0.00
8650.00 REIMBURSABLE CATEGORICAL PROG	69,770,302.00	0.00	0.00	.0	0.00	69,770,302.00
8850.00 RENTALS AND LEASES	9,000.00	863.89	7,775.01	86.3	0.00	1,224.99
8860.00 INTEREST INCOME	400,000.00	0.00	217,780.93	54.4	0.00	182,219.07
8880.00 NON-RESIDENT TUITION	2,100.00	216.00	1,490.00	70.9	0.00	610.00
8890.00 OTHER LOCAL REVENUES	200,000.00	0.00	246,555.33	100.0	0.00	46,555.33-
TOTAL: 8000	70,623,478.85	1,079.89	781,574.51	1.1	0.00	69,841,904.34
5120.00 OTHER CONTRACTS/OUTSIDE SERVIC	3,490.00	0.00	0.00	.0	0.00	3,490.00
5620.00 LEASES	17,039.00	0.00	2,240.00	13.1	195.00	14,604.00
5640.00 REPAIRS AND MAINTENANCE	10,076.19	0.00	7,800.00	77.4	2,230.00	46.19
5800.00 OTHER OPERATING EXP-DIST. USE	264,000.00	0.00	0.00	.0	0.00	264,000.00
TOTAL: 5000	294,605.19	0.00	10,040.00	3.4	2,425.00	282,140.19
TOTAL: 1000-5999	294,605.19	0.00	10,040.00	3.4	2,425.00	282,140.19
6120.00 SITE IMPROVEMENT	9,462,244.15	142.22	115,802.66-	.0	34,122.48	9,543,924.33
6210.00 NEW BUILDINGS	70,418,687.50	1,795.56	27,406.66	.0	28,409.84	70,362,871.00
6220.00 BUILDING IMPROVEMENTS	3,194,199.93	142.22	33,713.10	1.0	5,609.48	3,154,877.35
6400.00 ADDITIONAL/IMPROVED EQUIPMENT	25,000.00	0.00	0.00	.0	22,067.47	2,932.53
6410.00 ADDL EQUIP-\$1,000 OR MORE	47,430.50	0.00	2,766.60	5.8	1,812.78	42,851.12
TOTAL: 6000	83,147,562.08	2,080.00	51,916.30-	.0	92,022.05	83,107,456.33
TOTAL: 1000-6999	83,442,167.27	2,080.00	41,876.30-	.0	94,447.05	83,389,596.52
7900.00 RESERVE FOR CONTINGENCIES	436,511.20	0.00	0.00	.0	0.00	436,511.20
TOTAL: 7000	436,511.20	0.00	0.00	.0	0.00	436,511.20
TOTAL: 1000-7999	83,878,678.47	2,080.00	41,876.30-	.0	94,447.05	83,826,107.72

Fund: 41 CAPITAL OUTLAY PROJECTS FUND SUMMARY

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/CURRENT	EXPENDED/RECEIVED YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE
TOTAL INCOME (8000 - 8999)	70,623,478.85	1,079.89	781,574.51	1.1	0.00	69,841,904.34 98.8
TOTAL: 1000-5999	294,605.19	0.00	10,040.00	3.4	2,425.00	282,140.19 95.7
TOTAL: 1000-6999	83,442,167.27	2,080.00	41,876.30-	.0	94,447.05	83,389,596.52 100.0
TOTAL: 1000-7999	83,878,678.47	2,080.00	41,876.30-	.0	94,447.05	83,826,107.72 100.0
TOTAL EXPENSES (1000 - 7999)	83,878,678.47	2,080.00	41,876.30-	.0	94,447.05	83,826,107.72 100.0

Fund: 42 REVENUE BOND CONSTRUCTION FU

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/CURRENT	EXPENDED/RECEIVED YEAR TO DATE	%	ENCUMBERED	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8860.00 INTEREST INCOME	4,000,000.00	0.00	1,322,137.80	33.0	0.00	0.00	2,677,862.20	66.9
8940.00 PROCEEDS-GENERAL LONG TRM DEBT	100,000,000.00	0.00	140,000,000.00	100.0	0.00	0.00	40,000,000.00	.0
TOTAL: 8000	104,000,000.00	0.00	141,322,137.80	100.0	0.00	0.00	37,322,137.80	.0
2380.00 PART-TIME/OVERTIME/STUDENT	5,938.63	0.00	772.00	12.9	0.00	0.00	5,166.63	87.0
TOTAL: 2000	5,938.63	0.00	772.00	12.9	0.00	0.00	5,166.63	87.0
3320.00 OASDI CLAS/I.A.NON-INS ADM/SUP	47.86	0.00	47.86	100.0	0.00	0.00	0.00	.0
3340.00 MEDICARE-INSTRUCTIONAL	11.20	0.00	11.20	100.0	0.00	0.00	0.00	.0
3520.00 SUI CLASS/I.A. NON-INS ADM/SUP	2.31	0.00	2.31	100.0	0.00	0.00	0.00	.0
TOTAL: 3000	61.37	0.00	61.37	100.0	0.00	0.00	0.00	.0
4500.00 NONINSTRUCTIONAL SUPPLIES	42,664.00	0.00	0.00	.0	41,664.00	41,664.00	1,000.00	2.3
TOTAL: 4000	42,664.00	0.00	0.00	.0	41,664.00	41,664.00	1,000.00	2.3
5110.00 COMM SERVICE FACILITATORS	15,000.00	0.00	0.00	.0	0.00	0.00	15,000.00	100.0
5120.00 OTHER CONTRACTS/OUTSIDE SERVIC	153,352.49	0.00	2,627.25	1.7	31,802.75	31,802.75	118,922.49	77.5
5420.00 LIABILITY INSURANCE	20,637.00	0.00	18,703.00	90.6	0.00	0.00	1,934.00	9.3
5620.00 LEASES	447,319.00	0.00	29,571.01	6.6	417,747.99	417,747.99	0.00	.0
5800.00 OTHER OPERATING EXP-DIST. USE	2,697.00	0.00	0.00	.0	2,697.00	2,697.00	0.00	.0
TOTAL: 5000	639,005.49	0.00	50,901.26	7.9	452,247.74	452,247.74	135,856.49	21.2
TOTAL: 1000-5999	687,669.49	0.00	51,734.63	7.5	493,911.74	493,911.74	142,023.12	20.6
6120.00 SITE IMPROVEMENT	33,731,725.00	38,586.98	5,942,076.03	17.6	13,527,024.19	14,262,624.78	42.2	
6210.00 NEW BUILDINGS	135,919,074.00	1,375,605.54	8,434,644.64	6.2	71,900,443.30	55,583,986.06	40.8	
6220.00 BUILDING IMPROVEMENTS	17,500.00	0.00	0.00	.0	0.00	17,500.00	100.0	
6400.00 ADDITIONAL/IMPROVED EQUIPMENT	1,200.00	0.00	23.28	1.9	0.00	0.00	1,176.72	98.0
6410.00 ADDL EQUIP-\$1,000 OR MORE	7,863,952.51	61,560.00	62,339.75	.7	257,453.08	7,544,159.68	95.9	
TOTAL: 6000	177,533,451.51	1,475,752.52	14,439,083.70	8.1	85,684,920.57	77,409,447.24	43.6	
TOTAL: 1000-6999	178,221,121.00	1,475,752.52	14,490,818.33	8.1	86,178,832.31	77,551,470.36	43.5	
7900.00 RESERVE FOR CONTINGENCIES	5,000,000.00	0.00	0.00	.0	0.00	0.00	5,000,000.00	100.0
TOTAL: 7000	5,000,000.00	0.00	0.00	.0	0.00	0.00	5,000,000.00	100.0
TOTAL: 1000-7999	183,221,121.00	1,475,752.52	14,490,818.33	7.9	86,178,832.31	82,551,470.36	45.0	

Fund: 42 REVENUE BOND CONSTRUCTION FU SUMMARY

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	ENCUMBERED	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME (8000 - 8999)	104,000,000.00	0.00	141,322,137.80	100.0	0.00	0.00	37,322,137.80	.0
TOTAL: 1000-5999	687,669.49	0.00	51,734.63	7.5	493,911.74	142,023.12	20.6	
TOTAL: 1000-6999	178,221,121.00	1,475,752.52	14,490,818.33	8.1	86,178,832.31	77,551,470.36	43.5	
TOTAL: 1000-7999	183,221,121.00	1,475,752.52	14,490,818.33	7.9	86,178,832.31	82,551,470.36	45.0	
TOTAL EXPENSES (1000 - 7999)	183,221,121.00	1,475,752.52	14,490,818.33	7.9	86,178,832.31	82,551,470.36	45.0	

Fund: 51 BOOKSTORE FUND

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	ENCUMBERED	PENDED/ENCUMBERED	BALANCE	UNENCUMBERED
8860.00	INTEREST INCOME	0.00	0.00	1,461.21	100.0	0.00	0.00	1,461.21-	.0
TOTAL:	8000	0.00	0.00	1,461.21	100.0	0.00	0.00	1,461.21-	.0



Fund: 51 BOOKSTORE FUND SUMMARY

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/CURRENT	RECEIVED YEAR TO DATE	%	ENCUMBERED	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME (8000 - 8999)	0.00	0.00	1,461.21	100.0	0.00	0.00	1,461.21-	.0
TOTAL: 1000-5999	0.00	0.00	0.00	.0	0.00	0.00	0.00	.0
TOTAL: 1000-6999	0.00	0.00	0.00	.0	0.00	0.00	0.00	.0
TOTAL: 1000-7999	0.00	0.00	0.00	.0	0.00	0.00	0.00	.0
TOTAL EXPENSES (1000 - 7999)	0.00	0.00	0.00	.0	0.00	0.00	0.00	.0

Fund: 68 RETIREE BENEFIT FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/CURRENT	RECEIVED YEAR TO DATE	%	ENCUMBERED	PENDING/UNENCUMBERED BALANCE	%
8860.00 INTEREST INCOME	54,000.00	0.00	29,579.27	54.7	0.00	24,420.73	45.2
TOTAL: 8000	54,000.00	0.00	29,579.27	54.7	0.00	24,420.73	45.2
3940.00 RETIREE INCENTIVE-CLASSIFIED	750,000.00	0.00	352,527.00	47.0	0.00	397,473.00	52.9
TOTAL: 3000	750,000.00	0.00	352,527.00	47.0	0.00	397,473.00	52.9
TOTAL: 1000-5999	750,000.00	0.00	352,527.00	47.0	0.00	397,473.00	52.9
7900.00 RESERVE FOR CONTINGENCIES	450,000.00	0.00	0.00	.0	0.00	450,000.00	100.0
TOTAL: 7000	450,000.00	0.00	0.00	.0	0.00	450,000.00	100.0
TOTAL: 1000-7999	1,200,000.00	0.00	352,527.00	29.3	0.00	847,473.00	70.6

Fund: 68 RETIREE BENEFIT FUND SUMMARY

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/CURRENT	RECEIVED/YEAR TO DATE	EXPENDED/RECEIVED YEAR TO DATE	%	ENCUMBERED	PENDED/ENCUMBERED	BALANCE	UNENCUMBERED
TOTAL INCOME (8000 - 8999)	54,000.00	0.00	29,579.27	54.7	0.00	0.00	24,420.73	45.2	
TOTAL: 1000-5999	750,000.00	0.00	352,527.00	47.0	0.00	0.00	397,473.00	52.9	
TOTAL: 1000-6999	750,000.00	0.00	352,527.00	47.0	0.00	0.00	397,473.00	52.9	
TOTAL: 1000-7999	1,200,000.00	0.00	352,527.00	29.3	0.00	0.00	847,473.00	70.6	
TOTAL EXPENSES (1000 - 7999)	1,200,000.00	0.00	352,527.00	29.3	0.00	0.00	847,473.00	70.6	

Fund: 69 EMPL LOAD BANKING TRUST FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ENCUMBERED		UNENCUMBERED BALANCE	%
		CURRENT	YEAR TO DATE		ENCUMBERED			
8860.00 INTEREST INCOME	4,000.00	0.00	1,816.91	45.4	0.00	0.00	2,183.09	54.5
TOTAL: 8000	4,000.00	0.00	1,816.91	45.4	0.00	0.00	2,183.09	54.5
7390.00 INTERFUND TRANSFERS OUT	4,000.00	0.00	0.00	.0	0.00	0.00	4,000.00	100.0
TOTAL: 7000	4,000.00	0.00	0.00	.0	0.00	0.00	4,000.00	100.0
TOTAL: 1000-7999	4,000.00	0.00	0.00	.0	0.00	0.00	4,000.00	100.0

Fund: 69 EMPL LOAD BANKING TRUST FUND SUMMARY

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	EXPENDED/RECEIVED YEAR TO DATE	%	ENCUMBERED	PENDED/ENCUMBERED	BALANCE	UNENCUMBERED
TOTAL INCOME (8000 - 8999)	4,000.00	0.00	1,816.91	45.4	0.00	0.00	2,183.09	54.5
TOTAL: 1000-5999	0.00	0.00	0.00	.0	0.00	0.00	0.00	.0
TOTAL: 1000-6999	0.00	0.00	0.00	.0	0.00	0.00	0.00	.0
TOTAL: 1000-7999	4,000.00	0.00	0.00	.0	0.00	0.00	4,000.00	100.0
TOTAL EXPENSES (1000 - 7999)	4,000.00	0.00	0.00	.0	0.00	0.00	4,000.00	100.0

Fund: 72 CHILD DEVELOPMENT FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/CURRENT	EXPENDED/RECEIVED YEAR TO DATE	%	PENDED/ENCUMBERED	BALANCE	UNENCUMBERED %
8190.00 *** NOT ON FILE ***	152,000.00	11,356.60	92,936.87	61.1	0.00	59,063.13	38.8
8620.00 GENERAL CATEGORICAL PROGRAMS	1,858,638.00	96,086.00	1,042,474.49	56.0	0.00	816,163.51	43.9
8860.00 INTEREST INCOME	32,670.00	0.00	25,711.74	78.7	0.00	6,958.26	21.2
8870.00 STUDENT FEES & CHARGES	195,197.00	16,573.50	87,433.98	44.7	0.00	107,763.02	55.2
8890.00 OTHER LOCAL REVENUES	60,371.00	0.00	60,371.00	100.0	0.00	0.00	.0
TOTAL: 8000	2,298,876.00	124,016.10	1,308,928.08	56.9	0.00	989,947.92	43.0
2180.00 CLASSIFIED CONFIDENTIAL EMPLOY	1,001,157.00	0.00	641,995.48	64.1	0.00	359,161.52	35.8
2380.00 PART-TIME/OVERTIME/STUDENT	314,388.00	26,678.02	235,311.20	74.8	0.00	79,076.80	25.1
TOTAL: 2000	1,315,545.00	26,678.02	877,306.68	66.6	0.00	438,238.32	33.3
3150.00 STRS CLASS/I.A.-NON-INST-OTHER	25,380.00	0.00	17,009.05	67.0	0.00	8,370.95	32.9
3220.00 PERS-CLASS/I.A.-NON-INS ADM/SUP	67,660.00	262.85	45,019.58	66.5	0.00	22,640.42	33.4
3320.00 OASDI CLAS/I.A.-NON-INS ADM/SUP	48,380.00	172.85	32,226.96	66.6	0.00	16,153.04	33.3
3340.00 MEDICARE-INSTRUCTIONAL	16,222.00	232.31	11,393.44	70.2	0.00	4,828.56	29.7
3360.00 PARS-NON-INSTRUCTIONAL	0.00	172.67	1,256.12	100.0	0.00	1,256.12	.0
3420.00 HEALTH & WELFARE-CLAS/I.A.-N.I.	268,460.00	0.00	174,850.36	65.1	0.00	93,609.64	34.8
3520.00 SUI CLASS/I.A.-NON-INS ADM/SUP	3,602.00	48.07	2,510.41	69.6	0.00	1,091.59	30.3
3620.00 W/C CLASS/I.A.-NON-INS-ADM/SUP	36,300.00	0.00	23,750.99	65.4	0.00	12,549.01	34.5
3920.00 LIFE-CLASS/I.A.-NON-INS ADM/SUP	2,287.00	0.00	1,496.30	65.4	0.00	790.70	34.5
TOTAL: 3000	468,291.00	888.75	309,513.21	66.0	0.00	158,777.79	33.9
4210.00 MAGAZINES & SUBSCRIPTIONS	100.00	0.00	0.00	.0	0.00	100.00	100.0
4300.00 INSTRUCTIONAL SUPPLIES	20,960.00	691.37	3,469.80	16.5	4,288.76	13,201.44	62.9
4500.00 NONINSTRUCTIONAL SUPPLIES	44,810.00	3,239.10	28,208.79	62.9	11,697.57	4,903.64	10.9
4510.00 MAINTENANCE SUPPLIES	500.00	0.00	0.00	.0	0.00	500.00	100.0
4550.00 *** NOT ON FILE ***	6,700.00	652.80	3,015.91	45.0	2,184.09	1,500.00	22.3
4700.00 FOOD SUPPLIES	110,208.64	4,561.12	67,940.21	61.6	26,852.17	15,416.26	13.9
TOTAL: 4000	183,278.64	9,144.39	102,634.71	55.9	45,022.59	35,621.34	19.4
5200.00 TRAVEL & CONFERENCE EXPENSES	0.00	0.00	349.80	.0	214.31	135.49	100.0
5210.00 PERSONAL MILEAGE	500.00	0.00	0.00	.0	0.00	500.00	100.0
5610.00 RENTALS	2,000.00	0.00	0.00	.0	0.00	2,000.00	100.0
5630.00 MAINTENANCE AGREEMENTS	2,000.00	0.00	918.61	45.9	0.00	1,081.39	54.0
5640.00 REPAIRS AND MAINTENANCE	1,150.00	0.00	900.00	.0	0.00	2,050.00	100.0
5800.00 OTHER OPERATING EXP-DIST. USE	9,955.36	0.00	685.39	6.8	0.00	9,269.97	93.1
5810.00 *** NOT ON FILE ***	125,300.00	0.00	0.00	.0	0.00	125,300.00	100.0
TOTAL: 5000	140,905.36	0.00	354.20	.2	214.31	140,336.85	99.5
TOTAL: 1000-5999	2,108,020.00	36,711.16	1,289,808.80	61.1	45,236.90	772,974.30	36.6
6120.00 SITE IMPROVEMENT	2,000.00	0.00	0.00	.0	0.00	2,000.00	100.0
6400.00 ADDITIONAL/IMPROVED EQUIPMENT	4,000.00	0.00	1,527.62	38.1	297.38	2,175.00	54.3
6410.00 ADDL EQUIP-\$1,000 OR MORE	6,000.00	0.00	2,493.87	41.5	2,397.66	1,108.47	18.4
TOTAL: 6000	12,000.00	0.00	4,021.49	33.5	2,695.04	5,283.47	44.0

Fund: 72 CHILD DEVELOPMENT FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/CURRENT	EXPENDED/RECEIVED YEAR TO DATE	%	ENCUMBERED	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL: 1000-6999	2,120,020.00	36,711.16	1,293,830.29	61.0	47,931.94	47,931.94	778,257.77	36.7
7900.00 RESERVE FOR CONTINGENCIES	50,000.00	0.00	0.00	.0	0.00	0.00	50,000.00	100.0
TOTAL: 7000	50,000.00	0.00	0.00	.0	0.00	0.00	50,000.00	100.0
TOTAL: 1000-7999	2,170,020.00	36,711.16	1,293,830.29	59.6	47,931.94	47,931.94	828,257.77	38.1

Fund: 72 CHILD DEVELOPMENT FUND SUMMARY

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/CURRENT	RECEIVED/YEAR TO DATE	%	ENCUMBERED	PENDED/ENCUMBERED	BALANCE	UNENCUMBERED
TOTAL INCOME (8000 - 8999)	2,298,876.00	124,016.10	1,308,928.08	56.9	0.00	0.00	989,947.92	43.0
TOTAL: 1000-5999	2,108,020.00	36,711.16	1,289,808.80	61.1	45,236.90	45,236.90	772,974.30	36.6
TOTAL: 1000-6999	2,120,020.00	36,711.16	1,293,830.29	61.0	47,931.94	47,931.94	778,257.77	36.7
TOTAL: 1000-7999	2,170,020.00	36,711.16	1,293,830.29	59.6	47,931.94	47,931.94	828,257.77	38.1
TOTAL EXPENSES (1000 - 7999)	2,170,020.00	36,711.16	1,293,830.29	59.6	47,931.94	47,931.94	828,257.77	38.1



Fund: 73 STUDENT BODY CENTER FEE FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED YEAR TO DATE	%	ENCUMBERED	PENDED/ENCUMBERED	BALANCE	UNENCUMBERED
8860.00 INTEREST INCOME	40,000.00	0.00	38.8	0.00	0.00	24,445.87	61.1
8880.00 NON-RESIDENT TUITION	205,000.00	16,497.25	98.0	0.00	0.00	3,996.35	1.9
TOTAL: 8000	245,000.00	16,497.25	88.3	0.00	0.00	28,442.22	11.6
2180.00 CLASSIFIED CONFIDENTIAL EMPLOY	82,383.00	0.00	66.0	0.00	0.00	27,948.00	33.9
2380.00 PART-TIME/OVERTIME/STUDENT	43,750.00	3,832.00	62.9	0.00	0.00	16,207.91	37.0
TOTAL: 2000	126,133.00	3,832.00	64.9	0.00	0.00	44,155.91	35.0
3220.00 PERS-CLASS/I.A.-NON-INS ADM/SUP	7,801.00	0.00	65.7	0.00	0.00	2,668.87	34.2
3320.00 OASDI CLAS/I.A.-NON-INS ADM/SUP	5,294.00	0.00	63.8	0.00	0.00	1,914.53	36.1
3340.00 MEDICARE-INSTRUCTIONAL	1,305.00	0.00	63.2	0.00	0.00	480.04	36.7
3360.00 PARS-NON-INSTRUCTIONAL	0.00	0.00	100.0	0.00	0.00	31.01	0
3420.00 HEALTH & WELFARE-CLAS/I.A.-N.I.	18,510.00	0.00	66.4	0.00	0.00	6,209.84	33.5
3520.00 SUI CLASS/I.A.-NON-INS ADM/SUP	270.00	0.00	63.2	0.00	0.00	99.32	36.7
3620.00 W/C CLASS/I.A.-NON-INS-ADM/SUP	2,400.00	0.00	66.6	0.00	0.00	800.00	33.3
3920.00 LIFE-CLASS/I.A.-NON-INS ADM/SUP	152.00	0.00	66.3	0.00	0.00	51.20	33.6
TOTAL: 3000	35,732.00	0.00	65.8	0.00	0.00	12,192.79	34.1
4500.00 NONINSTRUCTIONAL SUPPLIES	8,973.00	336.03	32.5	2,373.87	0.00	3,677.52	40.9
4550.00 *** NOT ON FILE ***	1,514.00	0.00	16.1	255.18	0.00	1,014.00	66.9
TOTAL: 4000	10,487.00	336.03	30.1	2,629.05	0.00	4,691.52	44.7
5110.00 COMM SERVICE FACILITATORS	2,197.00	0.00	0	0.00	0.00	2,197.00	100.0
5120.00 OTHER CONTRACTS/OUTSIDE SERVIC	2,819.00	0.00	32.4	0.00	0.00	1,903.06	67.5
5200.00 TRAVEL & CONFERENCE EXPENSES	1,500.00	0.00	0	0.00	0.00	1,500.00	100.0
5310.00 DUES AND MEMBERSHIP	755.00	0.00	0	0.00	0.00	755.00	100.0
5610.00 RENTALS	1,000.00	0.00	33.4	0.00	0.00	665.33	66.5
5620.00 LEASES	3,586.00	0.00	0	0.00	0.00	0.00	0
5630.00 MAINTENANCE AGREEMENTS	1,742.90	0.00	19.6	1,366.98	0.00	34.17	1.9
5640.00 REPAIRS AND MAINTENANCE	455.40	0.00	22.2	354.13	0.00	0.00	0
5800.00 OTHER OPERATING EXP-DIST. USE	10,121.70	0.00	43.2	0.00	0.00	5,748.22	56.7
5830.00 SOFTWARE/ON-SITE/INTERNET SERV	200.00	0.00	100.0	0.00	0.00	0.00	0
TOTAL: 5000	24,377.00	0.00	25.7	5,307.11	0.00	12,802.78	52.5
TOTAL: 1000-5999	196,729.00	4,168.03	58.4	7,936.16	0.00	73,843.00	37.5
6400.00 ADDITIONAL/IMPROVED EQUIPMENT	3,564.55	0.00	55.6	0.00	0.00	1,581.59	44.3
6410.00 ADDL EQUIP-\$1,000 OR MORE	610.45	0.00	18.7	0.00	0.00	495.74	81.2
TOTAL: 6000	4,175.00	0.00	50.2	0.00	0.00	2,077.33	49.7
TOTAL: 1000-6999	200,904.00	4,168.03	58.2	7,936.16	0.00	75,920.33	37.7
7900.00 RESERVE FOR CONTINGENCIES	125,211.00	0.00	0	0.00	0.00	125,211.00	100.0
TOTAL: 7000	125,211.00	0.00	0	0.00	0.00	125,211.00	100.0

Fund: 73 STUDENT BODY CENTER FEE FUND

WORKING BUDGET	EXPENDED/CURRENT	RECEIVED YEAR TO DATE	%	ENCUMBERED	PENDED/ENCUMBERED	BALANCE	%	UNENCUMBERED
326,115.00	4,168.03	117,047.51	35.8	7,936.16		201,131.33	61.6	

TOTAL: 1000-7999

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/CURRENT	EXPENDED/RECEIVED YEAR TO DATE	%	PENDING/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME (8000 - 8999)	245,000.00	16,497.25	216,557.78	88.3	0.00	28,442.22	11.6
TOTAL: 1000-5999	196,729.00	4,168.03	114,949.84	58.4	7,936.16	73,843.00	37.5
TOTAL: 1000-6999	200,904.00	4,168.03	117,047.51	58.2	7,936.16	75,920.33	37.7
TOTAL: 1000-7999	326,115.00	4,168.03	117,047.51	35.8	7,936.16	201,131.33	61.6
TOTAL EXPENSES (1000 - 7999)	326,115.00	4,168.03	117,047.51	35.8	7,936.16	201,131.33	61.6

Fund: 74 KVC R FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED		YEAR TO DATE	%	ENCUMBERED	PENDED/	BALANCE	UNENCUMBERED
		CURRENT							
8850.00 RENTALS AND LEASES	4,000.00	0.00	3,217.48	80.4	0.00	782.52	19.5	11,250.77	80.3
8860.00 INTEREST INCOME	14,000.00	0.00	2,749.23	19.6	0.00	1,243,781.48	70.5	629,101.00	33.6
8890.00 OTHER LOCAL REVENUES	1,762,368.79	39,999.00	518,587.31	29.4	0.00	1,884,915.77	51.6	197,884.82	36.7
8980.00 INCOMING TRANSFERS	1,870,291.00	0.00	1,241,190.00	66.3	0.00	5,795.13	12.0	397,233.84	38.3
TOTAL: 8000	3,650,659.79	39,999.00	1,765,744.02	48.3	0.00	600,913.79	37.0	1,977,884.82	36.7
2100.00 CONTRACT CLASSIFIED NON-INSTR.	538,308.00	0.00	340,423.18	63.2	0.00	397,233.84	38.3	5,795.13	12.0
2180.00 CLASSIFIED CONFIDENTIAL EMPLOY	1,037,103.00	0.00	639,869.16	61.6	0.00	197,884.82	36.7	397,233.84	38.3
2380.00 PART-TIME/OVERTIME/STUDENT	47,900.00	2,099.63	42,104.87	87.9	0.00	5,795.13	12.0	197,884.82	36.7
TOTAL: 2000	1,623,311.00	2,099.63	1,022,397.21	62.9	0.00	600,913.79	37.0	1,977,884.82	36.7
3220.00 PERS-CLASS/I.A.-NON-INS ADM/SUP	150,911.00	102.54	92,611.67	61.3	0.00	58,299.33	38.6	42,014.49	42.1
3320.00 OASDI CLAS/I.A.-NON-INS ADM/SUP	99,653.00	67.43	57,638.51	57.8	0.00	42,014.49	42.1	8,821.22	37.7
3340.00 MEDICARE-INSTRUCTIONAL	23,350.00	15.77	14,528.78	62.2	0.00	8,821.22	37.7	230.92	100.0
3360.00 PARS-NON-INSTRUCTIONAL	0.00	0.00	230.92	100.0	0.00	230.92	100.0	77,968.08	38.7
3420.00 HEALTH & WELFARE-CLAS/I.A.-N.I.	200,984.00	0.00	123,015.92	61.2	0.00	1,824.94	37.7	1,824.94	37.7
3520.00 SUI CLASS/I.A.-NON-INS ADM/SUP	4,831.00	3.26	3,006.06	62.2	0.00	10,200.00	35.1	655.20	35.8
3620.00 W/C CLASS/I.A.-NON-INS-ADM/SUP	29,000.00	0.00	18,800.00	64.8	0.00	199,552.34	39.0	400.00	100.0
3920.00 LIFE-CLASS/I.A.-NON-INS ADM/SUP	1,827.00	0.00	1,171.80	64.1	0.00	3,100.08	46.8	3,500.08	49.8
TOTAL: 3000	510,556.00	189.00	311,003.66	60.9	0.00	199,552.34	39.0	400.00	100.0
4440.00 MEDIA	400.00	0.00	0.00	.0	0.00	3,100.08	46.8	3,500.08	49.8
4500.00 NONINSTRUCTIONAL SUPPLIES	6,620.00	0.00	2,559.96	38.6	959.96	473.23	100.0	134,417.28	85.6
TOTAL: 4000	7,020.00	0.00	2,559.96	36.4	959.96	3,500.08	49.8	20,475.50	100.0
5110.00 COMM SERVICE FACILITATORS	0.00	0.00	473.23	.0	0.00	100.00	100.0	100.00	100.0
5120.00 OTHER CONTRACTS/OUTSIDE SERVIC	156,960.00	0.00	22,542.72	14.3	0.00	22,343.51	32.4	19,855.71	69.0
5200.00 TRAVEL & CONFERENCE EXPENSES	20,475.50	0.00	0.00	.0	0.00	100.00	100.0	100.00	100.0
5220.00 INSERVICE/SCHOOLS/ETC. TRAVEL	100.00	0.00	0.00	.0	0.00	100.00	100.0	100.00	100.0
5310.00 DUES AND MEMBERSHIP	68,903.26	0.00	33,530.50	48.6	13,029.25	22,343.51	32.4	19,855.71	69.0
5350.00 POSTAGE & FREIGHT	28,749.54	516.18	5,813.01	20.2	3,080.82	100.00	1.5	100.00	1.5
5420.00 LIABILITY INSURANCE	6,585.00	0.00	6,485.00	98.4	0.00	100.00	1.5	100.00	1.5
5520.00 ELECTRIC	100,100.00	11,250.01	93,294.09	93.2	6,705.91	100.00	0	100.00	0
5540.00 TELEPHONE	66,415.86	1,992.74	37,194.50	56.0	8,074.96	21,146.40	31.8	6,240.00	17.1
5620.00 LEASES	36,370.50	0.00	19,464.70	53.5	10,665.80	395.58	15.5	100.00	100.0
5630.00 MAINTENANCE AGREEMENTS	2,546.00	0.00	2,150.42	84.4	0.00	100.00	100.0	100.00	100.0
5640.00 REPAIRS AND MAINTENANCE	100.00	0.00	0.00	0	0.00	100.00	100.0	100.00	100.0
5710.00 LEGAL EXPENSES, COUNTY COUNCIL	43,315.00	0.00	12,372.78	28.5	24,779.22	6,163.00	14.2	5,713.00	18.6
5730.00 AUDIT EXPENSES	30,713.00	0.00	21,071.80	68.6	3,928.20	77,279.08	70.8	159,150.47	19.3
5800.00 OTHER OPERATING EXP-DIST. USE	109,041.36	2,007.00	23,618.30	21.6	8,143.98	474,052.76	31.7	1,278,018.97	35.1
5830.00 SOFTWARE/ON-SITE/INTERNET SERV	823,696.77	20,242.50	448,456.05	54.4	216,090.25	159,150.47	19.3	474,052.76	31.7
TOTAL: 5000	1,494,071.79	36,008.43	725,520.64	48.5	294,498.39	1,278,018.97	35.1	1,278,018.97	35.1
TOTAL: 1000-5999	3,634,958.79	38,297.06	2,061,481.47	56.7	295,458.35	1,278,018.97	35.1	1,278,018.97	35.1

Fund: 74 KVCV FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED		YEAR TO DATE	%	PENDING/ UNENCUMBERED	
		CURRENT	YEAR TO DATE			ENCUMBERED	BALANCE
6400.00 ADDITIONAL/IMPROVED EQUIPMENT	500.00	0.00	0.00	0.00	.0	0.00	500.00
6410.00 ADDL EQUIP-\$1,000 OR MORE	1,200.00	0.00	0.00	0.00	.0	0.00	1,200.00
TOTAL: 6000	1,700.00	0.00	0.00	0.00	.0	0.00	1,700.00
TOTAL: 1000-6999	3,636,658.79	38,297.06	2,061,481.47	56.6		295,458.35	1,279,718.97

Fund: 74 KVC R FUND SUMMARY

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE
TOTAL INCOME (8000 - 8999)	3,650,659.79	39,999.00	1,765,744.02	48.3	0.00	1,884,915.77
TOTAL: 1000-5999	3,634,958.79	38,297.06	2,061,481.47	56.7	295,458.35	1,278,018.97
TOTAL: 1000-6999	3,636,658.79	38,297.06	2,061,481.47	56.6	295,458.35	1,279,718.97
TOTAL: 1000-7999	3,636,658.79	38,297.06	2,061,481.47	56.6	295,458.35	1,279,718.97
TOTAL EXPENSES (1000 - 7999)	3,636,658.79	38,297.06	2,061,481.47	56.6	295,458.35	1,279,718.97

Fund: 78 SELF INSURANCE-LIABILITY&PRO

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/CURRENT	EXPENDED/RECEIVED YEAR TO DATE	%	ENCUMBERED	PENDED/ENCUMBERED	BALANCE	UNENCUMBERED
8860.00 INTEREST INCOME	18,000.00	0.00	7,300.36	40.5	0.00	0.00	10,699.64	59.4
8890.00 OTHER LOCAL REVENUES	0.00	0.00	20,716.47	100.0	0.00	0.00	20,716.47	.0
8980.00 INCOMING TRANSFERS	550,000.00	0.00	550,000.00	100.0	0.00	0.00	0.00	.0
TOTAL: 8000	568,000.00	0.00	578,016.83	100.0	0.00	0.00	10,016.83	.0
5120.00 OTHER CONTRACTS/OUTSIDE SERVIC	15,000.00	8,783.25	10,003.03	66.6	4,166.27	4,166.27	830.70	5.5
5420.00 LIABILITY INSURANCE	502,000.00	0.00	504,809.00	100.0	0.00	0.00	2,809.00	.0
5850.00 SELF-INSURANCE CLAIMS	13,000.00	0.00	127.00	.9	0.00	0.00	12,873.00	99.0
TOTAL: 5000	530,000.00	8,783.25	514,939.03	97.1	4,166.27	4,166.27	10,894.70	2.0
TOTAL: 1000-5999	530,000.00	8,783.25	514,939.03	97.1	4,166.27	4,166.27	10,894.70	2.0
7900.00 RESERVE FOR CONTINGENCIES	50,000.00	0.00	0.00	.0	0.00	0.00	50,000.00	100.0
TOTAL: 7000	50,000.00	0.00	0.00	.0	0.00	0.00	50,000.00	100.0
TOTAL: 1000-7999	580,000.00	8,783.25	514,939.03	88.7	4,166.27	4,166.27	60,894.70	10.4

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/CURRENT	EXPENDED/RECEIVED YEAR TO DATE	%	ENCUMBERED	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME (8000 - 8999)	568,000.00	0.00	578,016.83	100.0	0.00	0.00	10,016.83-	.0
TOTAL: 1000-5999	530,000.00	8,783.25	514,939.03	97.1	4,166.27	4,166.27	10,894.70	2.0
TOTAL: 1000-6999	530,000.00	8,783.25	514,939.03	97.1	4,166.27	4,166.27	10,894.70	2.0
TOTAL: 1000-7999	580,000.00	8,783.25	514,939.03	88.7	4,166.27	4,166.27	60,894.70	10.4
TOTAL EXPENSES (1000 - 7999)	580,000.00	8,783.25	514,939.03	88.7	4,166.27	4,166.27	60,894.70	10.4



Fund: 84 WORKERS COMPENSATION FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	ENCUMBERED	UNENCUMBERED BALANCE	%
8830.00 CONTRACT SERVICES	1,100,000.00	0.00	485,800.00	44.1	0.00	614,200.00	55.8
8860.00 INTEREST INCOME	140,000.00	0.00	60,837.78	43.4	0.00	79,162.22	56.5
8890.00 OTHER LOCAL REVENUES	0.00	0.00	227,123.55	100.0	0.00	227,123.55	.0
TOTAL: 8000	1,240,000.00	0.00	773,761.33	62.4	0.00	466,238.67	37.5
5120.00 OTHER CONTRACTS/OUTSIDE SERVIC	107,000.00	44,000.00	101,720.54	95.0	4,158.50	1,120.96	1.0
5420.00 LIABILITY INSURANCE	245,000.00	0.00	101,762.00	41.5	0.00	143,238.00	58.4
5800.00 OTHER OPERATING EXP-DIST. USE	7,500.00	0.00	6,307.42	84.0	0.00	1,192.58	15.9
5850.00 SELF-INSURANCE CLAIMS	1,700,718.00	40,366.11	592,270.65	34.8	0.00	1,108,447.35	65.1
TOTAL: 5000	2,060,218.00	84,366.11	802,060.61	38.9	4,158.50	1,253,998.89	60.8
TOTAL: 1000-5999	2,060,218.00	84,366.11	802,060.61	38.9	4,158.50	1,253,998.89	60.8
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	84,366.11	802,060.61	31.3	4,158.50	1,753,998.89	68.5

Fund: 84 WORKERS COMPENSATION FUND SUMMARY

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/CURRENT	RECEIVED YEAR TO DATE	% ENCUMBERED	PENDING/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME (8000 - 8999)	1,240,000.00	0.00	773,761.33	62.4	0.00	466,238.67	37.5
TOTAL: 1000-5999	2,060,218.00	84,366.11	802,060.61	38.9	4,158.50	1,253,998.89	60.8
TOTAL: 1000-6999	2,060,218.00	84,366.11	802,060.61	38.9	4,158.50	1,253,998.89	60.8
TOTAL: 1000-7999	2,560,218.00	84,366.11	802,060.61	31.3	4,158.50	1,753,998.89	68.5
TOTAL EXPENSES (1000 - 7999)	2,560,218.00	84,366.11	802,060.61	31.3	4,158.50	1,753,998.89	68.5

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: April 9, 2009  
SUBJECT: Summary of Purchase Order Report

RECOMMENDATION

This item is for information only and no action is required.

OVERVIEW

All Purchase Orders have been issued in accordance with the District's policies and procedures by an authorized officer of the District.

ANALYSIS

From February 16, 2009 to March 15, 2009, 426 Purchase Orders were issued encumbering a total of \$996,262.48 in the following object classifications:

<b>Object Classification</b>	<b>Amount</b>
4000 Supplies & Materials	\$138,320.76
5000 Operating Expenses & Services	\$300,937.48
6000 Capital Outlay	\$509,289.95
7000 Other Outgo	\$47,714.29

A full and complete list of vendors and Purchase Orders are on file in the Purchasing Department.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

All Purchase Orders are budgeted as contracted through Board action and by District policies and procedures.

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  
Dr. Debra S. Daniels, SBVC President  
Gloria M. Harrison, CHC President  
DATE: April 9, 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

**DISTRICT**

Patricia Berry  
Herb English  
Clyde Williams

**SBVC**

Stuart White  
Glenn Yabuno  
Mary Avila  
John Feist

**CHC**

Rich Bryson  
Minerva Carrillo  
Frances Southerland  
Kristen Valdivia  
Shane Veloni  
Russell Wheeler