

San Bernardino Community College District
Regular Meeting of the Board of Trustees
114 S. Del Rosa Drive, San Bernardino, CA 92408
Monday, October 5, 2009 – 4:00 p.m. – Board Room

1. CALL TO ORDER – PLEDGE OF ALLEGIANCE
2. ANNOUNCEMENT OF CLOSED SESSION ITEMS
 - A. CONFERENCE WITH LABOR NEGOTIATORS
Government Code 54957.6
Agency Negotiators: Renee Brunelle and Bruce Baron
CTA
CSEA
Management/Supervisors
Confidentials
 - B. CONFERENCE WITH LEGAL COUNSEL
EXISTING LITIGATION
Government Code 54956.9(a)
Case #1655-07-0003
 - C. CONFERENCE WITH REAL PROPERTY NEGOTIATORS
Property: Located South of Rialto Avenue
North of Enterprise Drive
West of Current District Property
Agency Negotiator: Bruce Baron
Under Negotiation: Price and Terms of Payment
 - 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. August 27, 2009 (p.1)
- B. September 3, 2009 (p.4)
- C. September 24, 2009 (p.15)

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. REPORTS

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

10. 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.19)
- 2. Consideration of Approval of Classified Resignation (p.21)
- 3. Consideration of Approval of Release of Probationary Classified Employee (p.22)
- 4. Consideration of Approval of Short-Term, Substitute and Professional Expert Employees (p.23)
- 5. Consideration of Approval of Adjunct and Substitute Academic Employees (p.28)
- 6. Consideration of Approval of Non-Instructional Pay (p.30)

7. Consideration of Approval of New Professional Expert Classification and Rate of Pay (p.31)
8. Consideration of Approval of Head and Assistant Coaching Stipends – SBVC (p.34)
9. Consideration of Approval of Withdrawal of Load Banked Hours (p.36)
10. Consideration of Approval of Management Resignation (p.37)
11. Consideration of Approval of District Volunteers (p.38)

C. FISCAL SERVICES

1. Consideration of Approval of Routine Contracts and Agreements (p.40)
2. Consideration of Approval of Conference Attendance (p.62)
3. Consideration of Approval of District/College Expenses (p.66)
4. Consideration of Approval of Surplus Property and Authorize Disposal or Private Sale (p.71)
5. Consideration of Approval to Accept Donations (p.73)
6. Consideration of Approval of Facility Use Fee Waiver – CHC (p.75)
7. Consideration of Approval to Provide Compensation to a Board Member for Absence from a Board Meeting (p.76)

11. ACTION AGENDA

A. INSTRUCTIONAL/STUDENT SERVICES

1. Consideration of Adoption of Resolution – Designate October 2009 as Extended Opportunity Programs and Services Month (p.77)

B. HUMAN RESOURCES

C. FISCAL SERVICES

1. Consideration of Approval to Award Bid and Approve Contract for the Audio Visual Systems North Hall and Media Communication Project – SBVC (p.79)
2. Consideration of Approval to Award Bid and Approve Contract for Mask and Bond Aligner - ATTC (p.84)
3. Consideration of Approval of Agreement for One Year of Program Management Services for Measure M Bond Program with Kitchell CEM, Inc. (p.85)
4. Consideration of Approval of Bond Measure P Capital Improvement Program Change Orders and Amendments for Construction Contracts (p.98)
5. Consideration of Approval of Members to the Citizens Bond Oversight Committee (p.104)
6. Consideration of Approval of Institutional Goals for 2009-2010 (p.106)

7. Consideration of Approval of Board Goals for 2009-2010 (p.109)

12. INFORMATION ITEMS

- A. Summary of Bond Measure P Capital Improvement Change Orders and Amendments for Construction Contracts (p.111)
- B. Budget Report (p.128)
- C. Purchase Order Report (p.169)
- D. Accreditation Follow-Up Report – CHC (p.170)
- E. Applause Cards (p.206)

13. 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

14. ADJOURN – The next regular meeting of the Board of Trustees will be Thursday, November 5, 2009 in the District Office Board Room.

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

Minutes of the Study Session of the Board of Trustees
Thursday, August 27, 2009 4:00 p.m. – PDC #104

1. CALL TO ORDER - PLEDGE OF ALLEGIANCE

Mr. Ramos called the meeting to order at 4:15 p.m.

Members Present:

James C. Ramos, President
Dr. Donald L. Singer, Clerk
John M. Futch
John Longville
Dr. Charles S. Terrell, Jr.
Jess C. Vizcaino, Jr.

Members Absent:

Carleton W. Lockwood, Jr., Vice President
Jason P. Buckner, Student Trustee, SBVC
Kaylee Hrisoulas, Student Trustee, CHC

Administrators Present:

Dr. Noelia Vela, Chancellor
Dr. Debra Daniels, President, SBVC
Gloria M. Harrison, President, CHC
Larry Ciecalone, President, KVCR
Bruce Baron, Vice Chancellor Fiscal Services
Renee Brunelle, Vice Chancellor Human Resources
Dr. Glen Kuck, Executive Director Distributed Education
Dr. Matthew Isaac, Executive Director, Economic Development/Corporate Training

Administrators Absent:

None.

Pledge of Allegiance

Mr. Longville led the Pledge of Allegiance.

Mr. Ramos opened the meeting with a moment of silence and acknowledgement for Senator Ted Kennedy and all his efforts in support of civil rights in this country.

2. PUBLIC COMMENT

None.

3. ANNUAL BOARD PLANNING RETREAT

A. Status Reports for 2008-2009 Institutional Goals

The Board was given status reports on the work completed by Crafton Hills College, San Bernardino Valley College, KVCR, the Professional Development Center, Distributed Education and Technology Services, Human Resources and Business Services during the 2008-2009 academic year. The work focused on the 2008-2009 Institutional Goals.

Dr. Vela expressed her appreciation to the Presidents, Vice Chancellors and Executive Directors for all their hard work during 2008-2009.

The Board asked a number of questions and expressed their appreciation for everyone's efforts in accomplishing so much to serve our students and communities.

B. Proposed 2009-2010 Institutional Goals

The Board discussed the proposed 2009-2010 Institutional Goals and supported the proposed Institutional Goals. The Board specifically asked staff to focus on all aspects of safety for students and employees in all areas of the District. Each area leader will include a goal addressing safety under the Board Imperative I. "Institutional Effectiveness".

C. Board 2008-2009 Self-Evaluation

The Board Self-Evaluation was distributed.

D. Proposed 2009-2010 Board Goals

The Board identified goals for themselves for 2009-2010.

E. General Discussion

It was reported that the 2009-2010 Institutional Goals and the 2009-2010 Board Goals will be included on the October 5 Board agenda for adoption.

Requests were made for:

- An electronic copy of the report on the Bilingual Stipend practice for the District.
- Measure M plan of projects
- State WSCH/FTES report

Staff will distribute these reports.

4. ADJOURN

Mr. Ramos adjourned the meeting at 8:25 p.m.

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

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
11711 Sand Canyon Road, Yucaipa, California 92399

Minutes of the Regular Meeting of the Board of Trustees
Thursday, September 3, 2009 - 4:00 p.m. – Assembly Room

1. CALL TO ORDER - PLEDGE OF ALLEGIANCE

Mr. Ramos called the meeting to order at 4:10 p.m.

Members Present:

James C. Ramos, President
Carleton W. Lockwood, Jr., Vice President
John M. Futch
John Longville
Dr. Charles S. Terrell, Jr.
Jason P. Buckner, Student Trustee, SBVC
Kaylee Hrisoulas, Student Trustee, CHC

Members Absent:

Dr. Donald L. Singer, Clerk
Jess C. Vizcaino, Jr.

Administrators Present:

Dr. Noelia Vela, Chancellor
Dr. Debra Daniels, SBVC President
Gloria M. Harrison, CHC President
Larry Cicalone, President, KVCR-TV-FM
Bruce Baron, Vice Chancellor Fiscal Services
Renee Brunelle, Vice Chancellor Human Resources

Administrators Absent:

None.

Pledge of Allegiance

Mr. Lockwood led the Pledge of Allegiance.

2. ANNOUNCEMENT OF CLOSED SESSION ITEMS

CONFERENCE WITH LABOR NEGOTIATORS

Government Code 54957.6

Agency Negotiators: Renee Brunelle and Bruce Baron

CTA

CSEA

Management/Supervisors

Confidentials

CONFERENCE WITH LEGAL COUNSEL

EXISTING LITIGATION

Government Code 54956.9(a)

CONFERENCE WITH LEGAL COUNSEL

ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9

Tort Claim filed by CSEA

Tort Claim Filed by Yolanda M.

Claim Involving Construction Project Payment

CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Property: Located South of Rialto Avenue

North of Enterprise Drive

West of Current District Property

Agency Negotiator: Bruce Baron

Under Negotiation: Price and Terms of Payment

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Government Code 54957

Title: Chancellor

3. PUBLIC COMMENT ON CLOSED SESSION AGENDA ITEMS

None.

4. CONVENE CLOSED SESSION

The Board convened to closed session at 4:13 p.m.

5. RECONVENE PUBLIC MEETING

Mr. Ramos reconvened the public meeting at 5:40 p.m.

6. REPORT OF ACTION IN CLOSED SESSION

Dr. Terrell moved, Mr. Futch seconded, and the Board members voted as follows to adopt Resolution #3: Intention to Immediately Suspend Without Pay and dismiss Employee #2710:

AYES: Futch, Lockwood, Longville, Terrell

NOES: None

ABSTENTIONS: Ramos

ABSENT: Singer, Vizcaino

Dr. Terrell moved, Mr. Futch seconded, and the Board members voted as follows to reject the tort claim filed by CSEA:

AYES: Futch, Lockwood, Longville, Ramos, Terrell

NOES: None

ABSTENTIONS: None

ABSENT: Singer, Vizcaino

Mr. Lockwood moved, Mr. Futch seconded, and the Board members voted as follows to reject the tort claim filed by Yolanda M:

AYES: Futch, Lockwood, Longville, Ramos, Terrell

NOES: None

ABSTENTIONS: None

ABSENT: Singer, Vizcaino

Mr. Longville moved, Mr. Futch seconded, and the Board members voted as follows to approve that an advisory hearing officer be appointed to conduct the disciplinary matter of classified employee #2710:

AYES: Futch, Lockwood, Longville, Terrell

NOES: None

ABSTENTIONS: Ramos

ABSENT: Singer, Vizcaino

7. APPROVAL OF MINUTES

Mr. Futch moved, Mr. Longville seconded, and the Board members voted as follows to approve the minutes of August 13, 2009:

AYES: Futch, Lockwood, Longville, Ramos, Terrell

Buckner (advisory), Hrisoulas (advisory)

NOES: None

ABSTENTIONS: None

ABSENT: Singer, Vizcaino

8. PUBLIC COMMENT

None.

9. PUBLIC HEARING ON THE PROPOSED 2009-2010 BUDGET

Mr. Ramos opened the public hearing on the 2009-2010 budget. Mr. Baron stated that in spite of a very difficult year and a \$2.3 million reduction in the Unrestricted General Fund and another \$2.5 million reduction to the categorical funds, the administration is submitting a balanced budget for the Board's approval. He stated clearly that the news for further reductions this year is a strong possibility. Property tax revenue is down, and Mr. Baron believes there will be mid-year cuts and the federal funds to help our categorical programs will also be reduced. We do not yet have a definitive amount of federal funds that would be allocated to community colleges.

Hearing no further comments, Mr. Ramos closed the public hearing.

Mr. Lockwood moved, Dr. Terrell seconded, and the Board members voted as follows to adopt the 2009-2010 budget:

AYES: Futch, Lockwood, Longville, Ramos, Terrell
Buckner (advisory), Hrisoulas (advisory)

NOES: None

ABSTENTIONS: None

ABSENT: Singer, Vizcaino

10. REPORTS

A. Board Members

- Dr. Terrell asked why the new general classroom building at SBVC is referred to the "New North Hall". Dr. Daniels explained that the discussion to change the name will begin after the building is totally built and completed.
- Mr. Futch toured the Emergency Training Center. He stated it is an "interesting program and if there is anything we can do to help Ms. Yamamoto, I would be glad to be there for her."
- Mr. Ramos stated the Board is at CHC because we are visiting the campus to let our presence be known. An upcoming Board meeting will be scheduled at SBVC. He requested feedback from the staff on having regular meetings at the campuses and stated the Board is here to address concerns.

B. Student Trustees

- Ms. Hrisoulas met Scott Lay, the CCLC President, at the recent state student trustee workshop. He gave the student trustees a detailed workshop on the state budget crises. She also met with Bruce Baron who gave her a review of the district's final budget.
- Mr. Buckner also attended the student trustee workshop where he networked with other student trustees.

C. Chancellor

- Dr. Vela commended the Board for moving to the campus and reiterated that the trustees are interested in feedback. She thanked President Harrison for hosting the meeting. She also thanked the faculty and staff who have worked very hard to serve students beyond what our resources are and to be here when our communities need us. She added we are trying to be as responsive as we can while being mindful of our fiscal resources.
- At the request of District Assembly, Dr. Vela will extend another invitation to employees soliciting ideas for cost-savings ideas and suggestions.
- Dr. Vela congratulated President Harrison who has been named and honored as a "Woman of Distinction" by the Girl Scouts Council.
- Dr. Vela thanked Craig Petinak for his efforts with the local media that resulted in numerous articles about Valley College and its programs.
- Dr. Vela informed the Board that in the continuing efforts to be cost effective and remain current with technology, the District will be releasing a Request for Proposal for copiers/printers and will come to the Board at a future meeting with a recommendation for a contract.

11. CONSENT AGENDA

The following changes were made in the Consent Agenda:

Item 11.B.13. Consideration of Approval of Salary Step Advancement for Management Employees – Pulled for discussion.

Item 11.C.6. Consideration of Approval to Change Student Activities Trust Account Name – Pulled for discussion.

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

AYES: Futch, Lockwood, Longville, Ramos, Terrell
Buckner (advisory), Hrisoulas (advisory)

NOES: None

ABSTENTIONS: None

ABSENT: Singer, Vizcaino

12. ACTION AGENDA

Approve Salary Step Advancement for Management Employees

Mr. Buckner stated students are concerned with administrators getting raises in a time when the district is having to make cuts.

Dr. Vela understood and appreciated the students' concerns. She explained salary step advancements are contractual obligations based on employee performance.

Dr. Terrell moved, Mr. Longville seconded, and the Board members voted as follows to approve the salary step advancements for Cheryl Marshall, Vice President of Instruction, CHC, and Damon Bell, Vice President, Student Services, SBVC, effective July 1, 2009:

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

Approve Student Activities Trust Account Name Change

Mr. Buckner asked what the implications of the name change meant for this account. Mr. Bell explained the change was for signatory purposes only.

Mr. Futch moved, Mr. Lockwood seconded, and the Board members voted as follows to approve changing the Student Activities Trust Account name to Student Life Trust Account:

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

Adopt Resolution – President Obama’s “American Graduation Initiative”

Mr. Futch moved, Mr. Lockwood seconded, and the Board members voted as follows to adopt President Obama’s “American Graduation Initiative” resolution:

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

Approve Amendment 002 to the Converse Consultants Contract - CHC

Dr. Terrell moved, Mr. Longville seconded, and the Board members voted as follows to approve Amendment 002 to the Converse Consultants contract, CHC, in the amount of \$326,600.00:

AYES: Futch, Lockwood, Longville, Ramos, Terrell
Buckner (advisory), Hrisoulas (advisory)

NOES: None

ABSTENTIONS: None

ABSENT: Singer, Vizcaino

Approve Amendment 002 to the Converse Consultants Contract - SBVC

Dr. Terrell moved, Mr. Longville seconded, and the Board members voted as follows to approve Amendment 002 to the Converse Consultants contract, SBVC, at no change in the amount of the contract:

AYES: Futch, Lockwood, Longville, Ramos, Terrell
Buckner (advisory), Hrisoulas (advisory)

NOES: None

ABSTENTIONS: None

ABSENT: Singer, Vizcaino

Approve Bond Measure P Capital Improvement Program Change Orders and Amendments for Construction Contracts

Dr. Terrell moved, Mr. Longville seconded, and the Board members voted as follows to approve the following change orders and amendments for the Bond Measure P Capital Improvement Program construction contracts at CHC and SBVC:

SBVC Chemistry/Physical Science & Partial North Hall Demolition

1. AMPCO Contracting, Inc., CA-01, in the amount of \$15,927.00.
2. AMPCO Contracting, Inc., CA-02, in the amount of \$2,963.00.

SBVC – Media/Communications

1. R.C. Construction Services, CO-01, in the amount of (-18,559.00).
2. West-Tech Mechanical, Inc., CO-01, in the amount of (-\$11,404.00).
3. Daniels Electric, CO-01, in the amount of \$12,322.00.
4. Daniels Electric, CO-02, in the amount of \$1,157.00.
5. Daniels Electric, CO-03, in the amount of \$11,745.00.
6. Daniels Electric, CO-04, in the amount of \$18,559.00.

SBVC – North Hall Replacement

1. Devries Construction, CO-01, in the amount of \$3,346.00.
2. Mountain Movers Engineering, CO-01, in the amount of (-\$3,346.00)
3. Queen City Glass Company, CO-01, in the amount of \$3,160.00.

CHC – Infrastructure 2/Utility Corridor

1. Sierra Landscape Company, CO-01, in the amount of \$7,485.00

CHC – Infrastructure 3/Peninsular Development & Access Road

1. Sierra Landscape Company, CO-01, in the amount of 2,288.00.

CHC – Infrastructure 4/DSA Accessibility Component

1. Sierra Landscape Company, CO-01, in the amount of (-\$12,050.00)

CHC – Infrastructure 5/Community Recreation Facility Site Preparation

1. J. M. Farnan Company, Inc., CA-01, in the amount of \$5,459.00.

AYES: Futch, Lockwood, Longville, Ramos, Terrell
Buckner (advisory), Hrisoulas (advisory)

NOES: None

ABSTENTIONS: None

ABSENT: Singer, Vizcaino

Approve Change Order 01 to Fast-Track Construction for the Tenant Improvement Project - SBVC

Dr. Terrell moved, Mr. Longville seconded, and the Board members voted as follows to approve Change Order 01 to Fast-Track Construction for the Tenant Improvement Project, SBVC, in the amount of \$245,316.00. Approval of this change order acknowledges it is over the 10% permissible limit; it is in the best interest of the District to proceed with the same contractor without going out to bid; the work is complete and acceptable and approval of this recommendation authorizes the overage as a claim against the District:

AYES: Futch, Lockwood, Longville, Ramos, Terrell
Buckner (advisory), Hrisoulas (advisory)

NOES: None

ABSTENTIONS: None

ABSENT: Singer, Vizcaino

Approve Amendment 01 to the Fast-Track Construction Tenant Improvement and Miscellaneous Construction Project – SBVC

Dr. Terrell moved, Mr. Longville seconded, and the Board members voted as follows to approve Amendment 01 to the Fast-Track Construction Tenant Improvement and Miscellaneous Construction Project, SBVC, in the amount of \$138,246.00:

AYES: Futch, Lockwood, Longville, Ramos, Terrell

Buckner (advisory), Hrisoulas (advisory)

NOES: None

ABSTENTIONS: None

ABSENT: Singer, Vizcaino

13. INFORMATION ITEMS

A. Summary of Bond Measure P Capital Improvement Program Change Orders and Amendments for Construction Projects

B. Budget Report

C. Summary of Purchase Order Report

D. Measure M Bond Program Professional Services Screening and Recommendation Process

Dr. Terrell stated that when a vendor is screened out of the process, they have no opportunity to work for us—if they do not know the process, they have no chance. He asked that the people who will be screening the vendors be knowledgeable in an attempt to be inclusive. Mr. Baron responded that the administration will be developing objective and relevant criteria.

E. Applause Cards

14. 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
- The students recently spent time volunteering at Mary's Mercy Center. Because cereal is a food item that is in high demand at the Center, the AS will be organizing a cereal donation drive in October.
 - Club Rush will be held on September 15 and 16.
 - "Constitution Days" is the theme for the upcoming AS days.
- E. SBVC President
- A written report was submitted to the Board.
- F. SBVC Academic Senate
- Dr. Stankas distributed a brochure on the role of the Academic Senate and the responsibility of the faculty.
 - He stated that salary savings at SBVC came from the 10 faculty and 5 administrative positions lost as a result of the SERP. "While it does hurt, you can see it is carrying us through." He hopes that we can work with the categorically funded positions to move them into general fund positions so they can continue to help students.
 - He asked that the Board consider a request to get hourly student workers on the job in a more expedient process. Dr. Vela responded that we could facilitate the process and revise the procedure.
- G. SBVC Classified Senate
- Albert Gutierrez reported the recent election was a success, and the Classified Senate is currently gathering input on restructuring committees.
- H. SBVC ASB
- Mr. Buckner announced the student annual retreat has been moved to early October. Assemblywoman Wilmer Amina Carter will be attending Constitution Day on September 17. The Registrar of Voters Office will also be represented.
 - The first football game of the season will be held September 5.
- I. KVCR
- A written report was submitted to the Board.
- J. CTA
- Absent.
- K. CSEA
- Custodians Albert Gutierrez and Jeremy Crooks reported they attended a maintenance and operations conference. Classes were offered in safety, basic electrical, hazardous materials and other areas relative to their job duties. They stated the conference was enlightening and urged the district to consider supporting staff

attendance at these conferences to help educate employees in their job duties.

- Mary Valdemar introduced Virginia Ochoa who serves many Spanish-speaking students daily. Ms. Valdemar asked the Board to continue to support the programs for the Hispanic community and when budget choices need to be made that the Board keep these programs in tact.

L. Chancellor

- No further report.

15. ADJOURN

Mr. Ramos adjourned the meeting at 6:50 p.m.

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, September 24, 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
Dr. Charles S. Terrell, Jr.
Jess C. Vizcaino, Jr.

Members Absent:

Jason P. Buckner, Student Trustee, SBVC
Kaylee Hrisoulas, Student Trustee, CHC

Administrators Present:

Dr. Noelia Vela, Chancellor
Dr. Debra Daniels, President, SBVC
Gloria M. Harrison, President, CHC

Administrators Absent:

Larry Cicalone, President, KVCR-TV-FM
Bruce Baron, Vice Chancellor, Fiscal Services
Renee Brunelle, Vice Chancellor, Human Resources

Pledge of Allegiance

Ms. Buus led the Pledge of Allegiance.

2. PUBLIC COMMENT

Dr. Odette Salvaggio McGinnis noted the composition of the Chancellor's evaluation committee is different from what is stipulated in AP 2175. Mr. Ramos stated that the Board subcommittee added additional members in an attempt to be inclusive.

3. IMPLEMENTATION OF BOARD ADMINISTRATIVE PROCEDURE
2175 – MANAGEMENT EVALUATION

Mr. Ramos thanked the committee members for participating in this very important process to evaluate the Chancellor. He stated that this committee is charged with deciding who will receive the evaluation document. The Board Subcommittee includes Trustees Futch, Singer and Terrell.

The following members of the Evaluation Committee were present:

Gloria Harrison, Manager, CHC
Dr. Debra Daniels, Manager, SBVC
Catherine Pace-Pequeno, Academic Senate Faculty Appointee, CHC
Dr. John Stankas, Academic Senate Faculty Appointee, SBVC
Michelle Riggs, Classified Senate Staff Appointee, CHC
Dr. James Holbrook, CTA Faculty Appointee, CHC
Guy Hinrichs, CTA Faculty Appointee, SBVC
Sarah Miller, CSEA Staff Appointee, SBVC

The following members of the evaluation committee were absent:

Virginia Ochoa, Classified Senate Staff Appointee, SBVC
Gino Barabani, CSEA Staff Appointee, CHC

The following discussion ensued:

Dr. Terrell asked what the policy called for. Mr. Ramos answered it is the Administrative Procedure and not the policy that we are working with. Mr. Futch said that this discussion was held in a prior closed session of the Board, and why didn't this issue come up then? Mr. Ramos stated the Board received a legal opinion that would allow the Board to change the procedure as long as the Chancellor agreed and this has been done. Dr. Singer said the evaluation form of the Chancellor should be sent to the entire constituency.

Catherine Pace-Pequeno stated she did not receive any information from anyone about the evaluation committee and was not comfortable with that. Dr. Singer said everyone has access to the administrative procedures, and the procedures call for the Board to approve the form and that was done. Dr. Stankas didn't recall an evaluation committee meeting with the Board in a public meeting and expressed his confusion about this not being the normal process.

Dr. Holbrook stated that if a regulation is changed then those changes should be in writing. He suggested that these changes should be codified and available to the committee. Dr. Singer responded that the Chancellor's contract calls for her to be part of this process, and this process came about after meeting with the Chancellor. Dr. Stankas stated everyone in the district should receive the evaluation form. Dr. Singer said all employees do not have contact with the

Chancellor. Dr. Stankas responded many people choose not to participate in the evaluation process. Sarah Miller added that it would be very difficult for us to judge what their contact is or is not and would not want to eliminate any portion of the employees because they just don't know. She added some people choose not to participate in the process.

The Chancellor submitted a list of individuals she suggested should receive the form. It was suggested that the following individuals be added to the Chancellor's list:

- All District Employees
- All Members of the SBVC, CHC and KVCR Foundations
- Principals of the District's Feeder High Schools, including San Bernardino Adult School
- CEOs from UCR, Cal State San Bernardino, University of Redlands, and Loma Linda University
- Members of the Bond Oversight Committee (P & M)
- School District Superintendents
- Members of Inland Action

The Board and the Evaluation Committee agreed that all the above individuals, including those on the Chancellor's list, should receive the evaluation form.

Mr. Vizcaino stated everyone is in this together for the betterment of the District. One of the things he expressed is that the Chancellor's contract supersedes the regulation. He stated he wants the process to go well.

Catherine Pace-Pequeno stated the committee is meeting to suggest a list of people but added they are not actually the committee and will be doing nothing else after this meeting with the Board. Dr. Holbrook stated again additional people were added to the committee and this group is actually, by legal counsel's advice, the Evaluation Committee. Sarah Miller stated she came to the meeting with the expectation that she is doing what is written in the Administrative Procedure and is now playing a different role and following a procedure which is different than in the past.

Mr. Vizcaino said he would like to follow the regular process and asked if the Chancellor's contract supersedes what has normally been done—is it true that the contract and the procedure have to merge and the Chancellor has to agree.

Sarah Miller stated the committee does not want the process modified, and adding new members to the committee was not the group's recommendation. The committee wants to be the Evaluation Committee and wants the procedure followed—not modified.

Mr. Ramos suggested that the Board seek a legal opinion about the committee receiving copies of the final comments. Mr. Futch said protecting the respondents' confidentiality is a concern. Dr. Singer suggested the Board Subcommittee meet with the Chancellor after this meeting to discuss the process to be used.

Catherine Pace-Pequeno stated that if the Chancellor agrees to follow the Administrative Procedure, the committee can move forward. Sarah Miller stated again that the role of the Evaluation Committee has been abolished. Dr. Holbrook suggested it would be wise to follow the procedures that have been followed for every employee in the district. He applauded the Board for adding the additional members to the committee but stated the Administrative Regulation should work the same. Mr. Futch stated the committee should be those faculty and staff which have been identified along with the three members of the Board Subcommittee.

4. ADJOURN

Mr. Ramos adjourned the meeting at 6:00 p.m.

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

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Dr. Noelia Vela, Chancellor
REVIEWED BY: Renée Brunelle, Vice Chancellor, Human Resources & Employee Relations
PREPARED BY: Renée Brunelle, Vice Chancellor, Human Resources & Employee Relations
DATE: October 5, 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 attached 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 2009-10 budget.

SANFORD, RENEE, Lab Technician, CHC, full-time, 12-month position, Classified Salary Schedule, Range 38, Step A, \$3,350 per month effective October 12, 2009. Replacement for Carole Burns.

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: October 5, 2009
SUBJECT: Consideration of Acceptance of Classified Resignation

RECOMMENDATION

It is recommended that the Board of Trustees accept the resignation of James McPheron, College Security Officer, effective August 28, 2009.

OVERVIEW

James McPheron has submitted a letter of resignation from employment effective August 28, 2009, after four months of service to the District.

ANALYSIS

The Human Resources Department has provided Mr. McPheron acceptance of his resignation from employment.

BOARD IMPERATIVE

None.

FINANCIAL IMPLICATIONS

No financial impact.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Dr. Noelia Vela, Chancellor
REVIEWED BY: Renée Brunelle, Vice Chancellor, Human Resources & Employee Relations
PREPARED BY: Renée Brunelle, Vice Chancellor, Human Resources & Employee Relations
Patrick McCurry, Police Chief
DATE: October 5, 2009
SUBJECT: Consideration of Approval for Release of Probationary Classified Employee

RECOMMENDATION

It is recommended that the Board of Trustees approve the ratification of release of probationary classified employee, I.D. #23613, Campus Security Officer.

OVERVIEW

Campus Security Officer, I.D. #23613, District, effective September 17, 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

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: Renée Brunelle, Vice Chancellor, Human Resources & Employee Relations
DATE: October 5, 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, substitute, and professional expert employees before they can begin their work assignment.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2009-2010 budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Short-Term Hourly Employees
October 5, 2009

Name	Department	Site	Duties	Start Date	End Date	Hourly Rate
Arnold, Sean	Art	CHC	Model (Undraped)	10/6/09	12/19/09	\$15.00
Lopez, Pauline	Financial Aid	SBVC	Project Assistant I	10/6/09	12/18/09	\$9.00
McCrary, Danisha	Applied Technology	SBVC	Tutor I	10/6/09	12/18/09	\$9.00
Mitta, Pradeep	Math & Science Student Success Center	SBVC	Tutor I	10/6/09	12/18/09	\$9.00
Moran, Raquel	Financial Aid	SBVC	Project Assistant I	10/6/09	12/18/09	\$9.00
Navia, Karina	Financial Aid	SBVC	Project Assistant I	10/6/09	12/18/09	\$9.00
Owusu-Kwarteng, Seth	Math & Science Student Success Center	SBVC	Tutor I	10/6/09	12/18/09	\$9.00
Roberts, Paul	Math & Science Student Success Center	SBVC	Tutor I	10/6/09	12/18/09	\$9.00
Schmit, Robyn	Art	CHC	Model (Undraped)	10/6/09	12/19/09	\$15.00

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Professional Expert Hourly Employees
October 5, 2009

Name	Department	Site	Duties	Start Date	End Date	Hourly Rate
Belicki, Michael	Criminal Justice	SBVC	On-Site Supervisor	10/6/09	9/30/12	\$0.00
Brown, Edward	PDC	DIST	Workforce Development/ PDC Trainer	10/6/09	12/31/09	\$50.00 \$35.00/ \$105.00
McGreevy, William	Criminal Justice	SBVC	Police Science Facilitator/ Evaluator/ Safety Facilitator	10/6/09	12/31/09	per session/ \$25.00
Nevarez, Thomas	PDC	DIST	Workforce Development/ PDC Trainer	10/6/09	12/31/09	\$25.00 \$30.00/
Preston, Keith	Fire Technology	CHC	Tactical Officer/ Safety Officer	10/6/09	12/31/09	\$23.00/ \$22.50
Walsh, Paschal	PDC	DIST	Workforce Development/ PDC Trainer	10/6/09	12/31/09	\$45.00

Ratification is requested for the following employees who worked prior to their authorized start date due to an oversight by the division.

Hazard, Ronald	Human Resources	District	Background Investigator	7/1/09	12/31/09	\$30.00
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SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Substitute Employees
October 5, 2009

Name	Department	Site	Duties	Start Date	End Date	Hourly Rate
Ballesteros, Linda	Administrative Services	CHC	Switchboard Operator	8/25/09	10/23/2009	\$13.97
Chavez, Carlos	Financial Aid	SBVC	Clerical Assistant II	8/17/2009	10/17/2009	\$13.97
Covarrubias, Martha	Child Development Center	SBVC	Child Development Assistant	9/4/09	11/2/09	\$12.35
Holtegaard, Alisa	Child Development Center	SBVC	Child Development Assistant	9/4/09	11/2/09	\$12.35
Limon, Irma	Child Development Center	SBVC	Child Development Assistant	9/14/09	11/12/09	\$12.35
Lopez, Rosa	Facilities	Dist	Lead Custodian	8/12/09	10/12/2009	\$16.20
Martinez, Adrienne	Bookstore	CHC	Bookstore Assistant I	9/8/09	10/2/09	\$13.29
Medina, Miguel	Police Child Development Center	Dist	College Police Officer	9/8/09	11/8/09	\$22.33
Molina, Corrine	Child Development Center	SBVC	Child Development Teacher	9/4/09	11/2/09	\$17.76
Ortiz, Brenda	Child Development Center	SBVC	Child Development Assistant	9/4/09	11/2/09	\$12.35
Perez, Blanca	Child Development Center	SBVC	Child Development Assistant	9/4/09	11/2/09	\$12.35
Peterson, Brandi	Child Development Center	SBVC	Child Development Assistant	9/4/09	11/2/09	\$12.35
Sanford, Renee	Microbiology	CHC	Lab Technician	9/8/09	10/9/09	\$19.25
Sclafani, Tony	Police	Dist	College Police Officer	9/8/09	11/8/09	\$22.33
Tafoya-Bryson, Patricia	Police Child Development Center	Dist	College Police Officer	9/8/09	11/8/09	\$22.33
Tracey, Rosa	Child Development Center	SBVC	Child Development Assistant	9/4/09	11/2/09	\$12.35
Webb, Marsha	Police	Dist	Dispatch Clerk	9/8/09	11/8/09	\$12.35

Williams, Sophia	Child Development Center	SBVC	Child Development Assistant	9/4/09	11/2/09	\$12.35
Wu, William	Police	Dist	College Police Officer	9/8/09	11/8/09	\$22.33

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Dr. Noelia Vela, Chancellor
REVIEWED BY: Renée Brunelle, Vice Chancellor, Human Resources & Employee Relations
PREPARED BY: Dr. Debra S. Daniels, President, SBVC & Gloria M. Harrison, President, CHC
DATE: October 5, 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 2009-2010 academic year.

OVERVIEW

The attached list 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 2009-2010 academic year.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2009-10 budget.

SBVC

Fanchin, Alison
Negrón, Rafael
Serrano, Alisha

Biology
Automotive
Speech

CHC

Clark, Catherine
Ducey, James
Gaborko, Mary
Wilcox-Herzog, Amanda

Anatomy
Physical Education
Child Development
Child Development

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: Gloria M. Harrison, President, CHC
DATE: October 5, 2009
SUBJECT: Consideration of Approval of Non-Instructional Pay

RECOMMENDATION

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

OVERVIEW

Bell, Reynaldo, Clinical Director for Respiratory Care, \$7,684, from 08/17/09 through 12/19/09, Account #01-00-02-8100-0000-1480.00-4930.

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 2009-10 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: October 5, 2009
SUBJECT: Consideration of Approval of New Professional Expert Classification & Rate of Pay

RECOMMENDATION

It is recommended that the Board of Trustees approve the Professional Expert Classification of Counseling Intern at the rate of \$12.00 per hour.

OVERVIEW

The classification of Counseling Intern has been added to the Professional Expert Schedule at the rate of \$12.00 per hour.

ANALYSIS

Student Health Services has seen an increasing demand for mental health services. Utilization of individual counseling services has doubled since the 2006-2007 academic year. Due to the economic challenges the college is currently facing we are proposing a cost effective counseling intern classification to supplement the services we currently offer.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2009-10 budget.

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

PROFESSIONAL EXPERT RATES OF PAY

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

Musician	\$75.00
	<u>Daily Rate</u>
Evaluator(per scenario)	\$105.00
Theatre Production Assistant	\$500.00
CPR/Lifeguard Certification Facilitator	\$200.00 to \$300.00
Consultant	\$300.00 to \$500.00
Special Events Facilitator	\$500.00 per event
	<u>Semester Rate</u>
Faculty Intern	\$600.00
Future Teacher Intern	\$300.00
Grant Assignment	\$300.00
Medical Director(EMT)	\$3,500.00
Medical Director(Respiratory Care)	\$3,000.00
Board Approved Date: 10/05/09 Effective: 10/06/09	

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Dr. Noelia Vela, Chancellor
REVIEWED BY: Renée Brunelle, Vice Chancellor, Human Resources & Employee Relations
PREPARED BY: Dr. Debra S. Daniels, President, SBVC
DATE: October 5, 2009
SUBJECT: Consideration of Approval of SBVC Head and Assistant Coach Stipends

RECOMMENDATION

It is recommended that the Board of Trustees approve SBVC head and assistant coach stipends for the 2009-2010 academic year.

OVERVIEW

The attached list of employees will serve as SBVC head and assistant coaches.

ANALYSIS

The Athletics Program at SBVC relies on coaching staff who are specialized within their field in order to properly offer athletics programs on our campus.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2009-10 budget.

SBVC Coaches

Crebbin, Susan	Women's Basketball	\$6,764.00
Serrano, Desiree	Women's Softball	\$6,764.00

SBVC Assistant Coaches

Bryant, Jeremy	Men's Basketball	\$1,821.00
Donnhauser, Marc	Men's Basketball	\$1,821.00
Gaines, Tulyah	Women's Basketball	\$4,162.00
Thomas, Johnny	Football	\$4,162.00

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: Gloria M. Macias, President, CHC
DATE: October 5, 2009
SUBJECT: Consideration of Approval of Withdrawal of Load Banked Hours

RECOMMENDATION

It is recommended that the Board of Trustees approve the withdrawal of load-banked hours for Ralph Rabago, P.E. Instructor, CHC.

OVERVIEW

As a result of the instructional golf program being moved off campus during construction, fewer sections of golf are being offered and Mr. Rabago's load has decreased. Since he has banked time, he is requesting to use a portion of this time to make up the difference.

ANALYSIS

A total of .22 of banked time will be needed to fulfill the contract obligation for Mr. Rabago. The following adjustments are needed: Fall 2008 – Add .11 to the existing load of .84 for a minimum of .95. Spring 2009 – Add .11 to the existing load of .84 for a minimum of .95.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2009-10 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: October 5, 2009
SUBJECT: Consideration of Acceptance of Classified Management Resignation

RECOMMENDATION

It is recommended that the Board of Trustees accept the resignation of Sabrina Warren, KVCR Development & Planning Supervisor effective October 8, 2009.

OVERVIEW

Sabrina Warren has submitted a letter of resignation from employment effective October 8, 2009, after eight months of service to the District.

ANALYSIS

The Human Resources Department has provided Ms. Warren acceptance of her resignation from employment.

BOARD IMPERATIVE

None.

FINANCIAL IMPLICATIONS

No financial impact.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Dr. Noelia Vela, Chancellor
REVIEWED BY: Renée Brunelle, Vice Chancellor, Human Resources & Employee Relations
PREPARED BY: Dr. Debra S. Daniels, President, SBVC & Gloria M. Harrison, President, CHC
DATE: October 5, 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 attached 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.

SBVC

Tanielu, Fauolegogo Maravina	Theatre Art	10/6/09-12/12/09
Colston, Alexzandria	Athletics	10/9/09-6/30/10
Laizure, Jillian	Athletics	10/9/09-6/30/10
Reyes, Ryan	Athletics	10/9/09-6/30/10
Davis, Ron E.	Men's Cross Country	10/9/09-6/30/10
Roland, Sylvia	Woman's Basketball	10/9/09-5/19/10
Rwizi, Maira	Social Science	10/12/09-12/24/09
Pinkney, Raisa	Social Science	10/12/09-12/24/09
Rodriguez, Alex	Mathematics	10/23/09 only
Garrick, Kevin	Mathematics	10/23/09 only
Medina, Alana	Tutoring Center	10/6/09-6/30/10
Okonkwo, Onyedikackukwu	Tutoring Center	10/6/09-6/30/10
Maulid, Ismail	Technical/Automotive	10/6/09-12/19/09
McGrew, Jason	Art	10/6/09-5/19/10
Ohayen, Jonathan	Art	10/6/09-6/30/10
J.R. Boyd	Research and Planning	10/9/09-1/10/10
Tram Pham	Research and Planning	10/9/09-6/31/10
Jeff Hopper	Research and Planning	10/9/09-5/9/10
Ariel Lewis	Admissions and Records	10/9/09-6/30/10
Bluitt, Daviesha	Valley Bound Commitment	9/17/09-5/24/10

CHC

Barbosa, Marcel	Learning Resource Center	10/6/09-12/18/09
Ferracone, Donna	Office of Instruction & Child Development Center	10/6/09-6/30/10
Goude, Alex	Learning Resource Center	10/6/09-12/18/09
Koller, Amy	Counseling	10/6/09-6/30/10
VanVyve, Ashely	Math	10/6/09-12/15/09

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Dr. Noelia Vela, Chancellor
REVIEWED BY: Bruce Baron, Vice Chancellor of Fiscal Services
PREPARED BY: Bruce Baron, Vice Chancellor of Fiscal Services
DATE: October 5, 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 10/5/2009

Contract Type

<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<i>ASB Discount Program</i>				
Don Chente Restaurant	(6209) ASB Discount Program - 10% discount for student with valid ASB Card and 15% discount for employees Term: 1/6/2009 - 6/30/2010	Student Life/SBVC	10% & 15% Discount	BBaron
Empire Karts	(6190) ASB Discount - 10% discount on Oakley products with valid ASB Card Term: 10/9/2009 - 6/30/2010	Student Life/SBVC	10% Discount	BBaron
James P. Caley DDS; University Dental Group	(6227) ASB Discount Program - 10% discount on all procedures except; x-rays, exams and cleaning Term: 10/6/2009 - 6/30/2010	Student Life/SBVC	10% Discount	BBaron
Mill Creek Cattle Company	(6192) ASB Discount - 10% discount with the purchase of two meals with valid ASB Card Term: 7/1/2009 - 6/30/2010	Student Life/CHC	10% Discount	BBaron
Totally Mathematic	(6205) ASB Discount Program - \$5 discount on tutoring session with valid ASB Card Term: 10/6/2009 - 6/30/2010	Student Life/SBVC	\$5.00 Discount	BBaron

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>ASB Discount Program</u>					
<i>SubTotal for ASB Discount Program: 5</i>					
<u>CalWorks Child Care</u>					
	Chaparro, Noema	(6179) CalWorks Childcare - Parent - Cosentino, Amelia for FY 2009-2010 Term: 8/17/2009 - 6/30/2010 01-46-01-8120-0266-7600.00-7320	Calworks/SBVC	\$159.37 Per Week	BBaron
	Guerrero, Cynthia	(6199) CalWorks Childcare - Parent - Ramirez, Amanda for FY 2009-2010 Term: 8/20/2009 - 6/30/2010 01-46-01-8120-0266-7600.00-7320	Calworks/SBVC	\$135.96 Per Week	BBaron
	Kinder Care - Colton	(6182) CalWorks Childcare - Parent - Bassett- Rogers, Chanell for FY 2009-2010 Term: 8/17/2009 - 6/30/2010 01-46-01-8120-0266-7600.00-7320	Calworks/SBVC	\$407.19 Per Week	BBaron
	Ledbetter, Darlene	(6178) CalWorks Childcare - Parent - Roberts, Shantel for FY 2009-2010 Term: 8/17/2009 - 6/30/2010 01-46-01-8120-0266-7600.00-7320	Calworks/SBVC	\$143.44 Per Week	BBaron

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>CalWorks Child Care</u>					
	Marquez, Consuelo	(6180) CalWorks Childcare - Parent - Carter, Jessica for FY 2009-2010 Term: 8/17/2009 - 6/30/2010 01-46-01-8120-0266-7600.00-7320	Calworks/SBVC	\$528.12 Per Week	BBaron
	Oak Tree Learning Center	(6186) CalWorks Childcare - Parent - Mednald, Shaunte M. for FY 2009-2010 Term: 8/14/2009 - 6/30/2010 01-46-01-8120-0266-7600.00-7320	Calworks/SBCCD	\$168.00 Per Week	BBaron
	Pena, Cristal	(6177) CalWorks Childcare - Parent - Pena, Katiria for FY 2009-2010 Term: 8/14/2009 - 6/30/2010 01-46-01-8120-0266-7600.00-7320	Calworks/SBVC	\$279.40 Per Week	BBaron
	Romero, Marissa	(6238) CalWorks Childcare - Parent - Garcia, Victoria for FY 2009-2010 Term: 9/22/2009 - 6/30/2010 01-46-01-8120-0266-7600.00-7320	Calworks/SBVC	\$657.80 Per Week	BBaron
	Saldana, Sarah	(6181) CalWorks Childcare - Parent - Portillo, Tarah for FY 2009-2010 Term: 8/17/2009 - 6/30/2010 01-46-01-8120-0266-7600.00-7320	Calworks/SBVC	\$422.84 Per Week	BBaron

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>CalWorks Child Care</u>					
<i>SubTotal for CalWorks Child Care: 9</i>					
<u>Clinicals</u>					
	Barstow Fire Protection District	(6232) Clinical - Agreement for field internship for paramedic program - clinical site for EMS program participants Term: 7/1/2009 - 6/30/2014	Program Development/CHC	No Cost	BBaron
	Catholic Health Care West	(6203) Clinical - Educational Affiliation Agreement - Clinical Site for All Nursing, Dietary Service, Pharmacy Technician, Emergency Medical Services, and Respiratory Care Programs Term: 9/1/2009 - 8/31/2010	Health Science/SBVC-CHC	No Cost	BBaron
	Loma Linda, City of, Fire Department	(6233) Clinical - field internship program for paramedics - clinical site for EMS programs participants Term: 7/1/2009 - 6/30/2014	Program Development/CHC	No Cost	BBaron
	Ontario, City of, Fire Department	(6234) Clinical - field internship for paramedic program - clinical site for EMS program participants Term: 7/1/2009 - 6/30/2014	Program Development/CHC	No Cost	BBaron

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Clinicals</u>					
	Riverside Community Hospital	(6235) Clinical - clinical experience agreement - clinical site for EMS and Respiratory Care program participants Term: 7/1/2009 - 6/30/2014	Program Development/CHC	No Cost	BBaron
<i>SubTotal for Clinicals: 5</i>					
<u>EduStream</u>					
	Marin Community College District	(6200) EduStream - institutional license agreement Term: 10/6/2009 - 10/7/2014	Distance Education/SBCCD	No Charge	BBaron
<i>SubTotal for EduStream: 1</i>					
<u>Facilities Use</u>					
	ACT Inc Test Administration	(6237) Facilities Use - Use of various SBVC's classrooms for test administration Term: 9/12/2009 - 9/12/2009	Administrative Services/SBVC	\$310.00	BBaron
	Arrowhead Christian Academy	(6173) Facilities Use - Use of tennis courts for girls high school tennis Term: 9/14/2009 - 9/29/2009	Administrative Services/CHC	\$215.00	BBaron
<i>SubTotal for Facilities Use: 2</i>					

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>				
AFB Consulting, American Foundation for the Blind	(6210) Service - consulting for EduStream accessibility and usability Term: 10/6/2009 - 6/30/2010 01-00-03-8103-0236-5112.00-6150	Distance Education/SBCCD	\$20,830.00	BBaron
Ebmeyer Charter & Tours	(6222) Rental - bus rental for Star program field trip to Palm Springs and Palm Desert Term: 11/5/2009 - 11/6/2009 01-00-01-8208-0150-5611.00-6499	Star Program/SBVC	\$2,000.00	BBaron
Elephant Bar Restaurant	(6225) Service - catering for Star program field trip to Palm Springs and Palm Desert Term: 11/5/2009 - 11/5/2009 01-00-15-8208-0150-5809.00-6499 01-00-01-8208-0150-5200.00-6499	Star Program/SBVC	\$575.68	BBaron
Hill Crane Service, Inc	(6236) Service - crane service as part of Technical Building air conditioning unit replacement project Term: 10/10/2009 - 12/31/2009 01-40-03-1950-8000-5120.00-6770	Maintenance/SBVC	\$3,440.00 Not to Exceed	BBaron

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>				
Holiday Inn Express - Beaumont	(6219) Service - catering and meeting room for on course workshop for maximum of 40 participants at \$28.90 per person plus \$100.00 set up fee Term: 10/20/2009 - 10/20/2009 01-00-25-9002-0228-5200.00-6600	Instruction/CHC	\$1,256.00 Not to Exceed	BBaron
Intratek Computers	(5093) Service - printer repair service District wide for on demand, preventive maintenance and pre-purchased service plus parts at a 20% discount; This is a JNPA Company: Amendment 2 - contract renewal for FY 2009-2010 current price remains the same Term: 7/1/2008 - 6/30/2010	Business Services/SBCCD	Per Rate Schedule	BBaron

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>	Kitchell CEM, Inc	(4577) Services - project management for DSA close out and final approval for various construction project at all District sites - Amendment 1 - DSA close out of SBVC new buildings and ATTC at a cost of \$5430 per project; Amendment 2 - reduce DSA close out cost to \$4375 per project and add Child Development Center - water fountains and baseball backstop replacement projects to include bid, award, construction management at a cost of \$19,000 overall contract value does not change - time extension only: This project started on 06-20-2007 and is on going until DSA has aproved the buildings. This was not part of the Kitchell/BRJ program management contract. Term: 6/20/2007 - 6/30/2010 41-56-15-9610-0000-6210.98-7100 41-56-25-5908-0000-6120.15-7100	Facilities Planning/SBCCD	\$291,000.00 Plus Reimbursable	BBaron
	Kone, Inc	(5099) Service - CHC elevator maintenance agreement - per contract cost increase for services from \$8,280 per quarter to \$9,768.16 per quarter: This Agreement is for a period of five years to lock in a favorable price rate and saves the District a significant amount in funds Term: 7/1/2008 - 6/30/2013 01-00-02-9506-0000-5634.00-6510	Maintenance/CHC	\$39,074.56 Per Year - Cost Correction	BBaron

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>				
KTIE 590 Broadcasting	(6184) Advertising - radio advertising to promote PDC programs Term: 10/7/2009 - 10/16/2009 01-00-35-8115-0465-5801.00-6840	PDC/SBCCD	\$1,280.00	BBaron
Machado Environmental Corp, The	(6230) Service - inspect and test printing area duct work for printing byproducts and clean any contaminates from duct work at the District Annex Building Term: 10/10/2009 - 12/31/2009 01-92-33-9514-0000-5120.00-6510	Facilities Planning/SBCCD	\$1,200.00	BBaron
Marriot - Courtyard - Palm Springs	(6226) Rental - block hotel room rental for 18 rooms one night stay as part of the Star program field trip to Palm Springs and Palm Desert Term: 11/5/2009 - 11/6/2009 01-00-15-8208-0150-5809.00-6499 01-00-01-8208-0150-5200.00-6499	Star Program/SBVC	\$2,416.86	BBaron

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>				
McCallum Theatre	(6223) Purchase agreement for 32 theatre tickets for Penn & Teller Show as part of the Star program field trip to Palm Springs and Palm Desert Term: 11/5/2009 - 11/5/2009 01-00-15-8208-0150-5809.00-6499 01-00-01-8208-0150-5200.00-6499	Star Program/SBVC	\$2,080.00	BBaron
Mowbray's Tree Service	(6204) Service - tree trimming services for District's office site Term: 10/6/2009 - 12/31/2009 01-00-03-9514-0000-5640.00-6510	Facilities Planning/SBCCD	\$1,800.00	BBaron
On Course Workshop	(6207) Service - professional development workshop for 50 participants; Term: 10/20/2009 - 10/20/2009 01-00-02-9002-0156-5120.00-6199 01-00-25-9002-0228-5120.00-6600	Instruction/CHC	\$4,000.00	BBaron

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>					
	Palm Springs Aerial Tramway	(6224) Purchase agreement for 33 tickets for tram ride and lunch for Star program field trip to Palm Springs and Palm Desert Term: 11/6/2009 - 11/6/2009 01-00-15-8208-0150-5809.00-6499 01-00-01-8208-0150-5200.00-6499	Star Program/SBVC	\$1,019.70	BBaron
	Plato Learning, Inc	(6212) Software - online service application for Plato US GED and Post Secondary with annual service support and remote PWLN installation Term: 1/1/2010 - 12/31/2010 01-00-03-9010-0000-5830.00-6780	Computing Services/SBVC	\$18,328.27	BBaron
	Rubio, Tomas	(6201) Speaker - keynote speaker for Math Appreciation Day Term: 10/23/2009 - 10/23/2009	Mathematics/SBVC	No Cost	BBaron
	Synergistic Mailing Services	(6198) Service - processing of planned giving mailer for October 2009 Term: 10/6/2009 - 6/30/2010 01-00-25-9016-0155-5120.00-6600	Foundation/CHC	\$1,600.00	BBaron

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>				
Two Guys Pasta & Pizza	(6174) Service - catering for Tech Explorer Event; event approved on 09-03-2009 Term: 10/17/2009 - 10/17/2009 01-15-35-8115-0470-5809.00-6899	PDC/SBCCD	\$227.84	BBaron
University Photography	(6217) Graduation photography agreement - Contractor to be the official photographer for SBVC's graduation services Term: 5/21/2010 - 5/21/2010	Student Life/SBVC	No Cost	BBaron
Yucaipa Valley Golf Club	(6206) Rental - golf course and driving range rental for CHC golf classes: rate schedule; range is \$9 per day for two hours per student and \$13.50 per day for 3 hours per student; green fees are \$21 per day per student Term: 10/6/2009 - 8/31/2010 01-00-02-1510-0000-5610.00-0835	Program Development/CHC	\$25,000.00 Not to Exceed	BBaron
<i>SubTotal for General: 21</i>				
<u>General - Contract Rescinded</u>				
TEK Time Systems	(5966) Service - time clock preventative maintenance and repair for SBVC campus time clocks for FY 2009-2010; contract rescinded by President Daniels Term: 7/1/2009 - 6/30/2010 01-00-01-9508-0000-5630.00-6770	Maintenance/SBVC	\$95.00 Per Machine	

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
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General - Contract Rescinded

Up N Running	(6015) Service - maintenance agreement for Pro-Type machines on SBVC campus for FY 2009-2010: contract rescinded by President Daniels Term: 7/1/2009 - 6/30/2010 01-00-01-9508-0000-5637.00-6770	Maintenance/SBVC		\$1,534.50	
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SubTotal for General - Contract Rescinded: 2

General - Ratified

Airport Express Cafe	(6153) Service - catering for youth robotics training camp participants as part of PDC grant project - revised contract - contract was increased to accommodate last minute attendee Term: 8/1/2009 - 8/15/2009 01-00-35-8115-0440-5809.00-6840 Ratified - Ratification Requested the Contract was Not Received in time for Previous Board Meeting	PDC/SBCCD		\$2,285.00	BBaron
				Revised Contract Amount	

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General - Ratified</u>					
	Blackbaud	(6202) Software - licensing for Raiser's Edge 7, Event 7 for Special Events, Tribute 7, for honor/memorial tracking, Member 7 for membership management, Search 7 for prospect research, Alum 7 for alumni tracking and annual maintenance advantage professional Term: 7/7/2008 - 7/6/2011 01-00-25-0916-0155-5639.00-6600 01-00-00-0000-0000-9220.00-0000 Ratified - Ratification Requested the Contract was Not Received in time for Previous Board Meeting	Foundation/CHC	\$19,398.31	BBaron
	Cintas Fire Protection	(6208) Service - repair and replacement of duct smoke system sensor and one sampling tube Term: 8/31/2009 - 8/31/2009 01-00-03-9514-0000-5640.00-6510 Ratified - Ratification Requested the Contract was a Health and Safety Repair	Facilities Planning/SBCCD	\$762.55	BBaron

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General - Ratified</u>				
Coast Community College District DBA Coast Learning Systems	(6211) Service - license agreement for telecourse "Cultural Anthropology: Our Diverse World: rate schedule - license fee \$1,200 and student royalty of \$20 per student this allows for a total of 40 students to enroll Term: 9/1/2009 - 8/31/2012 01-00-03-8103-0000-5809.00-6150 Ratified - Ratification Requested the Contract was Not Received in time for Previous Board Meeting	Distance Education/SBCCD	\$2,000.00 Not to Exceed	BBaron
College & Career Publishing	(6215) Software - online service U.S. Work World Online for one year Term: 8/29/2009 - 6/30/2010 01-15-35-8115-0470-5830.00-6899 Ratified - Ratification Requested the Contract was Not Received in time for Previous Board Meeting	PDC/SBCCD	\$840.00	BBaron
Currier & Hudson, APC	(6231) Professional Services - legal services for Human Resources Department Term: 7/1/2009 - 6/30/2010 01-00-03-9508-0000-5711.00-6600 Ratified - Ratification Requested the Contract was Not Received in time for Previous Board Meeting	Human Resources/SBCCD	\$100,000.00 Not to Exceed	BBaron

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General - Ratified</u>					
	Dallas Telelearning - Dallas Community College	(6183) Service - Dallas Telelearning Courseware license for online course distribution as part of the District's Distance Education program Term: 7/1/2009 - 6/30/2010 01-00-03-8103-0236-5830.00-6150 Ratified - Ratification Requested the Contract was Not Received in time for Previous Board Meeting	Distance Education/SBCCD	\$25,000.00	BBaron
	DeAguiana, Dolores	(6220) Professional Services - grant writer on as needed basis in order for PDC to pursue both federal and state grant opportunities Term: 9/1/2009 - 6/30/2010 01-00-35-8115-0465-5113.00-6840 Ratified - Ratification Requested the Contract was Needed to Take Advantage of a Grant Opportunity	PDC/SBCCD	\$8,000.00 Not To Exceed	BBaron
	El Pollo Loco - San Bernardino /WKS Restaurant Corp	(6175) Service - catering for science technology, engineering and mathematics parent night at Mesa View Middle School as part of grant project Term: 9/29/2009 - 9/29/2009 01-00-35-8115-0470-5809.00-6899 Ratified - Ratification Requested the Contract was Not Received in time for Previous Board Meeting	PDC/SBCCD	\$686.45	BBaron

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General - Ratified</u>					
	El Pollo Loco - San Bernardino /WKS Restaurant Corp	(6176) Service - catering for science, technology, engineering and mathematics parents night at Rialto Middle School as part of a grant project Term: 10/7/2009 - 10/7/2009 01-00-35-8115-0470-5809.00-6899 Ratified - Ratification Requested the Contract was Not Received in time for Previous Board Meeting	PDC/SBCCD	\$686.45	BBaron
	Ideal Trial Solutions	(6228) Service - litigation support services and prepare video/audio evidence for court/prosecution: rate schedule range is \$0.15 per page for printing up to and including \$250 per hour for court room consulting and/or set up Term: 7/1/2009 - 6/30/2010 01-00-03-9503-0000-5120.00-6770 Ratified - Ratification Requested the Contract was Not Received in time for Previous Board Meeting	District Police/SBCCD	\$651.00 Not To Exceed	BBaron
	LaPointe, Joanne	(6185) Service - seamstress services for SBVC's Fall 2009 production of "You're A Good Man Charlie Brown" Term: 9/21/2009 - 11/20/2009 01-40-01-3581-0000-5113.00-5689 Ratified - Ratification Requested the Contract was Not Received in time for Previous Board Meeting	Theater Arts/SBVC	\$500.00	BBaron

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General - Ratified</u>				
Rayne Water Conditioning	(6188) Service - water treatment service for publications center for FY 2009-2010 Term: 7/1/2009 - 6/30/2010 01-00-01-4640-0000-5531.00-1905 Ratified - Ratification Requested the Contract was Not Received in time for Previous Board Meeting	Publications/SBCCD	\$950.00	BBaron
RCS Investigations	(6218) Service - investigations for employee background and personnel investigations on an as needed basis: rate of \$105.00 per hour Term: 7/1/2009 - 6/30/2010 01-00-03-9004-0000-5120.00-6730 Ratified - Ratification Requested the Contract was Not Received in time for Previous Board Meeting	Human Resources/SBCCD	\$8,000.00 Not To Exceed	BBaron
Redlands, City of	(6214) Rental - booth rental at Redlands Market Night on 7/23, 7/30, 8/6, and 8/13 Term: 7/23/2009 - 8/13/2009 01-00-02-9509-0000-5610.00-6710 Ratified - Ratification Requested the Contract was Not Received in time for Previous Board Meeting	Marketing/CHC	\$120.00	BBaron
San Bernardino City Unified School District	(6189) MOU - establish the Career Technical Education Academy Term: 1/1/2009 - 6/30/2010 Ratified - Ratification Requested the Contract was Not Received in time for Previous Board Meeting	President/SBVC	No cost	BBaron

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General - Ratified</u>					
	School Services of California, Inc	(6187) Service - Legislative Advocacy Services for FY 2009-2010 Term: 7/1/2009 - 6/30/2010 01-00-03-9508-0000-5113.00-6770 Ratified - Ratification Requested the Contract was Not Received in time for Previous Board Meeting	Chancellor/SBCCD	\$24,000.00 Plus Travel Expenses	NVela
<u>SubTotal for General - Ratified: 17</u>					
<u>Grant/Award Income</u>					
	CCC Chancellor's Office	(5853) Grant - Economic & Workforce Development - Statewide Strategic Hubs renewal - amendment 1 - time extension through 12-31-2009 Term: 7/1/2008 - 12/31/2009 01-00-03-8115-0466-8629.00-0000	PDC/SBCCD	\$150,000.00	BBaron
	Chaffey Community College District	(6191) CISCO - network academy local academy agreement for FY 2009-2010 Term: 7/1/2009 - 6/30/2010 01-59-02-4633-0000-8839.00-0000	Program Development/CHC	\$2,000.00	BBaron
	First Class Vending	(6221) Vending machine commission agreement for food vending on the SBVC campus Term: 10/6/2009 - 10/5/2014	Cafeteria/SBVC	30% Commission	BBaron

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Grant/Award Income</u>					
	San Bernardino County Superintendent of Schools	(6193) Grant - state preschool program delegate agency agreement Term: 7/1/2009 - 6/30/2010 72-00-02-8306-0205-8624.00-0000	Child Care Center/CHC	\$145,735.00	BBaron
	San Bernardino, County of	(6216) Department of Community Development and Housing; student assistance program and referral service grant for 10-10-2008 to 07-10-2009 Term: 8/14/2009 - 6/30/2010	Human Services/SBVC	\$10,000.00	NVela
<i>SubTotal for Grant/Award Income: 5</i>					

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
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Leases

Spectrasite Communications, LLC DBA American Tower Corp	(6239) Lease Agreement - lease of Dunlap Acres to Smart SMR of California at a rate of \$836.89 per month - amendment 1 - use authorization and consent agreement - contractor name change; Smart SMR of California was sold to Spectrasite Communications, LLC a Company of Spectriasite Communications, Inc. and under the current lease Spectrasite assumes the current lease. This Amendment corrects the contractor's name; This Amendment also allows contractor to sublease tower space to Clear Wireless Only; This allows Clear Wireless to place communications broadcast equipment on Spectraiste's communication tower; This will increase the income of the lease by \$300 per month Term: 4/20/1999 - 6/30/2011 41-00-03-9002-0000-8850.00-0000	Fiscal Services/SBCCD Year - Revised Income Amount	\$13,966.68	BBaron
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SubTotal for Leases: 1

Grand Total Contracts for Board Date 10/5/2009: 68

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. Deb Daniels, SBVC President
Gloria M. Harrison, CHC President
DATE: October 5, 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 2009-10 budget.

DISTRICT

TRELISA GLAZATOV to Costa Mesa, California, July 26-28, 2009 to attend the IT Leadership Academy, with time and expenses. The Academy will allow Ms. Glazatov the opportunity to work and develop Instructional Technology Leadership Model 2 strategy for SBCCD. Ratification is requested because the actual conference attendance exceeded the \$1,000 limit by \$210.60.

GLEN KUCK to Burlingame, California, November 18-21, 2009 to co-present with other community college distance education managers on the value and role the centralized EduStream repository can fill during rough economic times, with time and expenses. All costs to be covered by EduStream grant.

OSMAN PARADA to Burlingame, California, November 18-21, 2009, with time and expenses. Mr. Parada will be exhibiting and marketing EduStream at the Community College League of California conference. All costs to be covered by the EduStream grant.

LARRY CIECALONE to Las Vegas, Nevada, November 9–11, 2009 to attend annual CPB/PBS Round Robin for General Managers, with time only. Meeting brings GMs and CPB/PBS officials and staff together to discuss issues affecting stations at the local, state and national levels. KVCR Educational Foundation, Inc. and CPB will cover expenses.

SBVC

GLORIANN CHAVEZ, LISA HEPBURN-STROUD, DOLORES LOPEZ, CAROL MORENO and MARIA DAVILA to Las Vegas, Nevada, October 27-30, 2009, to attend the California Association of College Stores Mega Regional Conference, with time and expense. The conference will focus on change management and campus stability for the college bookstore. It will also include a one day trade show.

KAY WEISS to St. Paul, Minnesota, November 4-8, 2009, to attend the National Council for Staff, Program and Organizational Development annual conference, with time and expenses. Dr. Weiss has been invited to present a four-part series: "Building Deeper Practice" on leadership at the annual conference.

NORI SOGOMONIAN to Athens, Georgia, October 25-26, 2009, to attend the First Triennial Conference on Latino Education and Immigration Integration, with time only. The conference will focus on current issues and trends in meeting student needs, particularly with immigrant students and ways to improve Latino student achievement gap.

NORI SOGOMONIAN to Orlando, Florida, October 17-23, 2009, to attend the 2009 Avatar Professional Course, with time only. The conference will focus on presence and the intentional creation of identity. It provides the mental and emotional keys to successfully employ your best talents in the world.

NANCY DAVIS, to South Lake Tahoe, Nevada, October 25-29, 2009, to attend California Community Colleges Student Financial Aid Administrators Association Executive Board meeting, with time only. This meeting is for all executive board members of California Community Colleges Student Financial Aid Administrators Association. The meeting will cover all important information including recent changes in policies and legislation that affect Financial Aid offices.

CHC

T. L. BRINK to Denver, Colorado, October 22-25, 2009, to attend the Society for the Scientific Study of Religion Conference, with time only. This conference will provide information which applies to both Religious Studies and Psychology classes.

CHERYL BARDOWELL to Manhattan Beach, California, October 27-30, 2009, to attend the Network of California Community Colleges Foundation Annual Symposium, with time and expenses. This conference will provide information on strategies and best practices for developing and operating a thriving Foundation and maximizing philanthropic activity at their colleges.

ROBERT CRISE, KATHY GIBSON, JODI HANLEY, STEVE RAMIREZ & SHERRI WILSON to Las Vegas, Nevada, November 11-15, 2009, to attend the American Mathematical Association of Two-Year Colleges Annual Conference, with time and expenses. This conference will provide information to improve teaching strategies and increase success and retention rates in math classes.

RICHARD HUGHES to Portland, Oregon, October 18-21, 2009, to attend the Geological Society of America Conference, with time and expenses. The conference will provide state-of-the-art information for Geology instructors.

SNEZANA PETROVIC to Belgrade, Serbia, September 21-28, 2009, to attend the Gallery "Block" Sound Migrationz Exhibition, with time only. Ms. Petrovic will conduct workshops, present, and set up a traveling show/exhibition that will travel through Europe and the United States (San Diego, Crafton Hills College, Los Angeles, Savannah). Ratification is being requested because the instructor was not aware of the deadline for submission of board agenda items.

This project is one product of Professor Petrovic's approved district sabbatical during the Spring 2009 semester. As part of her sabbatical project, she began work with twelve artists, including colleagues at Crafton Hills College, to explore visually the concept of sound. She created and curated the project and chose Belgrade for its premier because she hails originally from the city. This is the first exhibition of this kind in Belgrade and it involves the use of new technologies, thus, requiring her coordination. The programming of the sound environment associated with the exhibition will also be completed at its premier and then be used at subsequent showings.

Plans for the exhibition were developed during Professor Petrovic's time away from campus. Upon her return in Fall 2009, she notified college administration of the project and inquired as to how to facilitate her continued involvement in the project. The administration supports this request as it is the product of a rather impressive sabbatical leave as evidenced by her sabbatical leave report due to be presented to the Board of

Trustees at its November meeting. Moreover, it is imperative to support our art faculty in their endeavors as studio artists as it enhances their work in the classroom with our students. In fact, part of Professor Petrovic's plan for this exhibition is to bring it to the campus in 2010. Not only will this be an opportunity to showcase the college's new art gallery with an international exhibition but also bring more visibility and positive accolades to the college and the San Bernardino Community College District.

JUNE YAMAMOTO to Long Beach, California, October 28-30, 2009, to attend the Community College Association for Occupational Education Conference, with time and expenses. This is the state organization for California Community College CTE programs. Sessions will cover Perkins funding, Tech Prep, information for new deans, and operating in challenging budget years.

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, CHC President
DATE: October 5, 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 2009-10 budget.

DISTRICT

Event: 2009 Counselor Conclave
Date: November 18, 2009
Amount: \$12,600.00
Item: Room and board

The Professional Development Center's Career Technical Education program will host a conference at the San Bernardino Hilton Hotel for 260 Counselors from the Inland Empire to focus on the advantages of career technical education in today's economy. Funded by the Senate Bill 1133 grant.

Event: Science, Technology, Engineering, Mathematics Parent Night
Date: December 8, 2009
Amount: \$800.00
Item: Food and supplies

This event hosted by the Professional Development Center's Career Technical Education program is to heighten parent and student awareness of technical education in the colleges. Funded by the Senate Bill 1133 grant.

Event: Green Means Business
Date: October 13-14, 2009 and November 17-18, 2009
Amount: \$400.00 per session
Item: Food and supplies

The Applied Technologies Training Center will host a seminar on how to start or expand in green business. Fee-based funds.

Event: Career Technical Education Spring Conference 2010
Date: March 10-12, 2010
Amount: 18,000.00
Item: Room and board

The Professional Development Center's Career Technical Education program will host a conference at the Westin Resort in Rancho Mirage, California, for representatives from the 5-feeder K-12 school districts to collaborate and plan for the enhancement and expansion of programs. Funded by the Senate Bill 1133 grant.

Event: Citizens' Bond Oversight Committee Meeting
Date: November 10, 2009
Amount: \$50
Item: Food and supplies

Quarterly meeting for the Citizens' Bond Oversight Committee

Event: Local Robotics Competition
Date: November 7, 2009
Amount: \$500.00
Item: Food and supplies

The Professional Development Center's Career Technical Education program will host a Robotics Competition for middle school students who have participated in the robotics training program. Funded by the Senate Bill 1133 grant.

Event: Pre-Engineering Robotics Youth Camp
Date: August 1, 3, 5-7, 2009
Amount: \$2,300.00
Item: Food and supplies

This event was Board approved September 3, 2009 for \$2,230.00 due to a typing error. The correct amount to be approved is \$2,300.00. Funded by the Senate Bill 70 grant.

SBVC

Event: 2009 Distinguished Benefactor Awards
Date: October 24, 2009
Amount: \$700
Item: Registration for two employees

Sponsored by the Safety Employees Benefit Association (SEBA), this event is an awards/charity benefit that honors those who have distinguished themselves through support of Law Enforcement and their dedication in making a positive impact on the lives of San Bernardino County's underprivileged and underserved youth. Proceeds will benefit the SEBA Charity Fund. Funding source is the Marketing and Community Relations fund.

Event: Science and Math Day
Date: November 13, 2009
Amount: \$3,500.00
Item: Lunch, supplies, bussing, and memorabilia

The Science Division is sponsoring an outreach program targeted to serve approximately 300 local high school students. Anticipated expenses for the day will not exceed \$3,500.00. This outreach activity is sponsored in full with funding from the Science and Math Student Success Consortium Grant.

Event: STAR Program Cultural and Educational Field Trip
Dates: November 5-6, 2009
Amount: \$8,158
Item: Show Tickets; Bus; Hotel, breakfast and dinner; Aerial Tramway tickets

Sponsored by the STAR Program, this trip will allow 32 students and staff to experience a live theatre show, visit the Palm Springs Aerial Tramway and experience Mt. San Jacinto State Park. The trip will be educational while providing students the opportunity to engage in a social setting. Funding source will be the Title IV-TRIO categorical accounts.

Event: UCLA TAP/Transfer Conference
Date: November 20, 2009
Amount: \$2,255.62
Item: Bus Transportation

Sponsored by the San Bernardino Valley College Foundation, this conference is to teach, promote and increase transfer awareness and preparation to four-year institutions with an emphasis on the UC system for 100 Valley Bound students, faculty and staff. Funding source is through the Foundation.

Event: Harvest Fair
Date: October 29, 2009
Amount: \$450
Item: Refreshments, decorations and supplies

Sponsored by the New Visions Club, this event is designed to promote the club, bring people together to celebrate the fall season and helps to promote disability awareness. Approximately 100 attendees are anticipated. The funding source is the New Visions Club account.

Event: Red Ribbon Week
Date: October 26-29, 2009
Amount: \$1,650
Item: Supplies, music, printing, prizes, decorations

Sponsored by Human Services and the Associated Student Government, this event, through Alcohol and Drug Prevention uses the social norm approach to promote clean and sober fun, peer role models of recovery and information and includes a rally, candlelight memorial, agency forums, speakers on addiction, wearing red ribbons for approximately 2,000 attendees total. Funding source is the Associated Students and Human Services Association budgets.

Event: 32nd Annual SBVC Career Fair
Date: March 24, 2010
Amount: \$2,500
Item: Refreshments, advertisement, decorations, promotional materials, supplies, rentals and printing

Sponsored by the Career College/CalWORKs and Workforce Education Division, this event provides an opportunity for students to meet and network with recruiters representing a variety of employers, pick up information and materials, and learn about career opportunities with each organization. Approximately 100 attendees are expected. Funding source is the Career Services Trust account and Career College/CalWORKs & Workforce Education.

Event: Annual Health & Food Affair
Date: November 4, 2009
Amount: \$1,000
Item: Health promotional food, screening and supplies

Sponsored by Student Health Services, this event promotes healthy eating habits through experiencing healthy foods that in turn promotes classroom success for approximately 400 attendees. Funding source is the Student Health Services Fee Fund.

Event: Annual Dinner for Students
Date: March 24, 2009
Amount: \$740
Item: Food and set up charges

Sponsored by the Student Assistance Program, this event is a free dinner for students to encourage pride in the campus and help students develop social skills. 400 students were planned for and funding source is the Student Assistance Program Trust Fund. Ratification of the additional funds is requested due to previous approval of \$800 at the March 12, 2009 board meeting and actual cost of \$1,540 due to lack of communication of cost per student for the dinner.

CHC

Event: On Course Workshop
Date: October 20, 2009
Amount: \$4,000.00
Item: Contractor Fee and Travel Expenses for Professional Development Workshop to be held at the Holiday Inn Express in Beaumont, CA for Crafton Hills College Faculty and Staff.

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.

Event: On Course Workshop
Date: October 20, 2009
Amount: \$1,256.00
Item: Meals for 40 individuals who will be participating in an all-day On Course Workshop to be held at the Holiday Inn Express in Beaumont, California for Crafton Hills College faculty and staff.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Dr. Noelia Vela, Chancellor
REVIEWED BY: Bruce Baron, Vice-Chancellor, Fiscal Services
PREPARED BY: Bruce Baron, Vice-Chancellor, Fiscal Services
DATE: October 5, 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.

No Fixed Asset Surplus to report: 08/10/2009 through 09/07/2009

Non-Fixed Asset Surplus

October 5, 2009

1. Compressor m/d T30 Ingersoll-Rand, 3ea
2. Air drier m/d 24ncda100, 1ea

End.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Noelia Vela, Chancellor

REVIEWED BY: Dr. Debra S. Daniels, President - SBVC

PREPARED BY: Dr. Troy Sheffield, Dean, Research, Planning & Development – SBVC
Dr. Kay Ragan, Interim Vice President, Instruction - SBVC

DATE: October 5, 2009

SUBJECT: Consideration of Approval of Donations - SBVC

RECOMMENDATION

It is recommended that the Board of Trustees approve the donations listed on the attached page.

OVERVIEW

1. The computers were purchased with grant funds from First 5 San Bernardino and used as part of the Parents As Teachers Program.
2. The aviation items are being donated by Mr. Cliff Cunningham to the Applied Technology, Transportation & Culinary Arts Division

ANALYSIS

BOARD IMPERATIVE

- III. Resource Management for Effectiveness, Efficiency and Excellence

FINANCIAL IMPLICATIONS

None.

1. (4) Dell Latitude D530 Laptops from the Child Development Department to the Rialto Unified School District.

Since this program is no longer housed at San Bernardino Valley College, and will be housed and implemented through Rialto Unified School District, the college is donating this equipment for the continued use for the First 5 Program.

2. Thirty–forty (30-40) Flight Safety International Primary Curriculum Instructional Manuals for various types of Gulfstream aircraft including the G-II and G-III.

Ten-twenty (10-20) Flight Safety Manual for other types of turbine powered aircraft.

Federal Aviation Regulation books.

Chart plotters and navigation aids.

Various charts and navigation aids.

The donation of the items for the Aeronautics Program will ensure training opportunities for our students.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Dr. Noelia Vela, Chancellor
REVIEWED BY: Gloria Macias Harrison, President
PREPARED BY: Gloria Macias Harrison, President
DATE: October 5, 2009
SUBJECT: Consideration of Approval of a Facility Use Fee Waiver – Crafton Hills College

RECOMMENDATION

It is recommended that the Board of Trustees approve a facility-use fee waiver for Yucaipa High School to use Parking Lots A, H, and I on Saturday, October 3, 2009.

OVERVIEW

The Yucaipa High School Cross Country Team will host a meet at Yucaipa High School and have requested the use of parking lots to accommodate parking for the event.

ANALYSIS

In line with supporting educational efforts, Crafton Hills College requests that the facility use fee be waived for Yucaipa High School on October 3, 2009.

BOARD IMPERATIVE

IV. Enhanced and Informed Governance and Leadership

FINANCIAL IMPLICATIONS

No budget implications.

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: October 5, 2009
SUBJECT: Consideration of Approval to Provide Compensation to a Board Member for Absence from a Board Meeting

RECOMMENDATION

It is recommended that the Board of Trustees approve Dr. Singer's absence and that he be compensated for the regular meeting of September 3, 2009.

OVERVIEW

Trustees may be compensated for absences from scheduled Board meetings if the reason for absence is jury duty, school business, hardship acceptable to the Board and illness.

ANALYSIS

Dr. Singer was required to miss the regular meeting of September 3, 2009 due to school business.

BOARD IMPERATIVES

- I. Institutional Effectiveness
- II. Learning Centered Institution for Student Access, Retention and Success
- III. Resource Management for Efficiency, Effectiveness and Excellence
- IV. Enhanced and Informed Governance and Leadership

FINANCIAL IMPLICATIONS

No impact to the budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Noelia Vela, Chancellor

REVIEWED BY: Gloria Macias Harrison, President, CHC &
Dr. Debra S. Daniels, President, SBVC

PREPARED BY: Gloria Macias Harrison, President, CHC &
Dr. Debra S. Daniels, President, SBVC

DATE: October 5, 2009

SUBJECT: Consideration of Approval to Adopt Resolution on
Designating October 2009 as EOPS Month

RECOMMENDATION

It is recommended that the Board of Trustees adopt the resolution designating October 2009 as Extended Opportunity Programs and Services Month.

OVERVIEW

The EOPS Program was established by California Legislature in 1969 to initiate access and retention efforts for first-generation, low-income, educationally disadvantaged, and historically underrepresented students. EOPS has been a successful program during its 40 years of existence by continually producing higher than average retention, persistence and graduation rates for its student participants.

ANALYSIS

BOARD IMPERATIVE

- I. Institutional Effectiveness
- II. Learning-Centered Institution for Student Access, Retention and Success

FINANCIAL IMPLICATIONS

No budget implications.

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
DESIGNATING OCTOBER 2009 AS
EXTENDED OPPORTUNITY PROGRAMS AND SERVICES MONTH**

WHEREAS, the San Bernardino Community College District (the "District") has offered programming and services by means of Extended Opportunity Programs and Services (EOPS) since 1974 after the California Legislature established the statewide program in 1969 through Senate Bill 164, Alquist (Chapter 1579, Statutes of 1969); and

WHEREAS, EOPS was established to initiate access and retention efforts for first-generation, low-income, educationally disadvantaged, and historically underrepresented students; and

WHEREAS, EOPS is charged to recruit and retain college students to help prepare them to transfer to a four-year university or complete an Associate degree or vocational certificate in order to acquire meaningful employment as a result of their educational experience; and

WHEREAS, EOPS has served over 2,500,000 students at 110 campuses of the California Community Colleges, and these students have made a positive impact on the business, economic, educational, and cultural fabric of the State of California; and

WHEREAS, EOPS has proven to be a successful program during its 40 years of existence by continually producing higher than average retention, persistence and graduation rates for its student participants;

THEREFORE, BE IT RESOLVED that the Board of Trustees of the San Bernardino Community College District hereby approves the designation of October 2009 as Extended Opportunity Programs and Services Month.

ADOPTED this 5th day of October 2009 by the Board of Trustees of the San Bernardino Community College District.

**Dr. Noelia Vela, Chancellor
Secretary to the Board**

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Dr. Noelia Vela, Chancellor
REVIEWED BY: Bruce Baron, Vice Chancellor, Fiscal Services
PREPARED BY: Lawrence J. Klumas, Bond Program Director
DATE: October 5, 2009
SUBJECT: Consideration of Approval of Bid and Award of Contract for the Audio Visual Systems – North Hall and Media Communications Project – San Bernardino Valley College

RECOMMENDATION

It is recommended that the Board of Trustees approve the bid and award the contract with Presentation Products, Inc. dba Spinitar for the Audio Visual Systems – North Hall and Media Communications Project at San Bernardino Valley College in the amount of \$1,399,294.00.

OVERVIEW

As part of Furniture, Fixtures and Equipment (FF&E), the Audio Visual Systems for North Hall and Media Communications Project was bid on September 1, 2009. It was determined that the total bid cost should include the Base Bid plus Alternate #3, which includes additional Rich Media Capture and Videoconferencing options for North Hall rooms 117 and 222, and Media Communication room 142.

ANALYSIS

The District received three responsive bids for the Audio Visual Systems – North Hall and Media Communications Project. They are:

Vendor	Total Bid Cost
Presentation Products, Inc. dba Spinitar	\$1,399,294.00
Audio Visual of SD	\$1,486,195.00
Digital Networks	\$2,007,358.00

The lowest, most responsive bid was received from Presentation Products, Inc. dba Spinitar in the amount of \$1,399,294.00.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

Budgeted with Measure P funds.

Attachment

DATE: 09/04/09

No – VC 084

TO: Larry Klumas, SBCCD

FROM: Cade McMullin, K/BRj

RE: **SBVC- Audio Visual Systems – North Hall and Media Communications Bid**DISTRIBUTION: Jon Witherspoon – K/BRj
Steve Worley - TCC
Leigh Anne Jones - NTD**SCOPE:**

District approval of K/BRJ and Tilden-Coil recommendations to award the subject bid and approve the contract

NARRATIVE:

Tilden Coil has reviewed and recommended the lowest responsive bidder, Presentation Products, Inc. dba Spinitar. They recommend awarding a contract for the Base Bid plus Alternate #3. K/BRJ has reviewed their analysis and is in concurrence with the recommendation. Both recommendations are made on the basis of this contractor being the lowest responsive bidder complying with all the bid requirements. The bid is within the estimated budget and conforms to the bid requirements for this package of work.

RECOMMENDATION:

Kitchell/BRJ recommends that SBCCD approve Audio Visual Systems – North Hall and Media Communications bid and award contract to Presentation Products, Inc. dba Spinitar for the Base Bid plus Alternate #3 amount of \$1,399,294.00.



September 4, 2009

Cade McMullin
KBRJ

Project: Audio Visual Systems – North Hall & Media Communications

Subject: Recommendation for Contract Approval

Dear Cade,

Listed below is the low responsive bid for the above named project. An Evaluation Worksheet is attached to this recommendation for the District’s review, consideration and approval. The recommended contractor is as follows:

Prime Contractor: Presentation Products Inc. dba Spinitar
License #/ Class: # 783424 (exp. 08-31-2010) / C-7
Qualifying Remarks (s):
Contractor provided all documents with the exception of the schedule for work requested by Sexton Group in the ITB.

Base Bid	\$ 1,233,356.00
Alternate #1	64,227.00
Alternate #2 (alt #1 and 2)	113,352.00
Alternate #3 (alt #1, 2, and 3)	165,938.00
Alternate #4	67,273.00

It has been expressed that the District would like expect alternate #3. The contract amount including alternate #3.... **\$ 1,399,294.00**

Should you have any questions please do not hesitate to call.

Sincerely,
Construction Manager
Tilden-Coil Constructors, Inc.,

Steve Worley

Attachments: Evaluation Form

cc:
John Witherspoon (Kitchell)
Dayne Brassard (TCC)
File

Audio Visual Systems - North Hall & Media Communications



*** 90 Day Hold**

Low Bidder Evaluation Form

Bid Date: September 1st, 2009 @ 2:00 pm

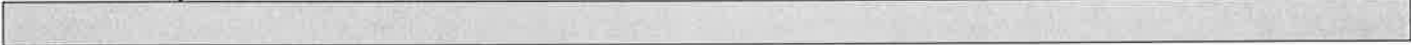
Contract Bid Form Document Description	1st Low Presentation Products Inc dba Spinitar	2nd Low Audio Visual of SD	3rd Low Digital Networks
All Bid Forms must be printed in blue ink or typewritten (00 20 00-1)	Yes	Yes	Yes
Bid Envelopes - Categories submitted seperately with Name, Tel, #, Address, CA Lic #	Yes	Yes	Yes
Bid Form (00 30 00-1)			
2 Addenda (Acknowledged & dated)	Yes	Yes	Yes
Bid Amounts (Number & Written Matches) (00 20 00-8)	Yes	Yes	Yes
Completed Bid Bond Amount Acknowledgement (00 02 00-1)	Yes	Yes	Yes
Names of Principals, Parteners, Owners however applies (00 30 01-3)	Yes	Yes	Yes
California Lic. #, Expiration, Name on Lic., Type of Lic. (00 30 01-4)	783424 C-7 8-31-2010 exp	728789 C-7 10/31/2010 exp.	822511 C-7 31-2011 exp. 08-
Signature Lines Complete & Signed by Authorized Co. Officer, incl. Corporate Seal (00 30 01-5)	Yes	Yes	Yes
Bid Guarantee Form (00 30 02-1)	N/A	N/A	
Bid Bond (Attached, 10% Bid Amt, Notorized) (00 30 03-1)	Westchester Fire Insurance Co.	Insurance Company of the West	Berkley Regional Insurance Co.
Check CA Admitted Surety on Bid Bond (00 30 03-2)	0235-2	2071-9	4515-3
Designation of Subcontractors (00 30 04-1) - Must include Name, City, State & Type of Work (Incl. Fabricators & Installers >0.5%) (00 20 00-3)	Yes	Yes	Yes
Non-Collusion Affidavit (00 30 05-1) - Signed & Notarized by bidders & their subs (00 30 01-3 & 00 20 00-6)	Yes	Yes	Yes
References (00 30 06-1)	References provided very good feedback however only one was at 70% but more w/70% listed in completed projects w/ similar scope	References provided good feedback. Reference have 2 projects between 60-70% - completed had a few larger projects	Did not call references due to 3rd however they do meet the values
Contractor's Cert. Regarding Worker's Comp. (00 30 07-1)	Yes	Yes	Yes
Acknowledgment of Bidding Practices Regarding Indemnity (00 30 08-1)	Yes	Yes	Typed name / did not sign
Bidder's Acknowledgement of Project Schedule	Yes	Yes	Yes
List of Current Projects (Backlog) (00 30 10-1)	Yes	Yes	Yes
List of Completed Projects (Last 3 years) (00 30 11-1)	Yes	Yes	Yes
Experience & Technical Questionnaire (00 30 12-1) (Check %'s)	Yes	Yes	Not complete / refers to "Team Members" however not applicable
Site Vist Certification (00 30 13-1)	Yes	Yes	Yes
Qualifications per Architects Direction (ITB)	Yes except Schedule	No	No
Substitution Request Form (If Applicable) (00 30 14-1)	N/A	N/A	N/A
Systems Break Out	Yes	Yes	Yes
Additional Service Contracts	Yes	Yes	Yes
Itemized Labor Rates	Yes	Yes	Yes

San Bernardino Community College District

San Bernardino Valley College



Audio Visual Systems - North Hall & Media Communications



* 90 Day Hold

Low Bidder Evaluation Form

Bid Date: September 1st, 2009 @ 2:00 pm

	1st Low	2nd Low	3rd Low
Contract Bid Form Document Description	Presentation Products Inc dba Spinitar	Audio Visual of SD	Digital Networks
Base Bid Amount	\$1,233,356	\$1,259,478	\$1,581,700
Alternate # 1-Rich Media Capture & Videoconferencing - North Hall Room 222	\$64,227	\$75,579	\$72,906
Alternate # 2 - Rich Media & Video Conferencing - North Hall Room 222 & Media Communication Room 142	\$113,352	\$151,150	\$145,812
Alternate # 3 - Rich Media Capture Addition to VTC Add-Alt #3 or to MAC Base System - NH Rooms 117 & 222 and Media Comm. Rm 142	\$165,938	\$226,717	\$425,658
Alternate # 4 - Rich Media Capture Systems Server Software Addition	\$67,273	\$73,575	\$45,328
Total Bid Amount	\$1,644,146	\$1,786,499	\$2,271,403

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Dr. Noelia Vela, Chancellor
REVIEWED BY: Bruce Baron, Vice-Chancellor, Fiscal Services
PREPARED BY: Bruce Baron, Vice-Chancellor, Fiscal Services
DATE: October 5, 2009
SUBJECT: Consideration of Award of IFB 2010-01 and Approval of Contract

RECOMMENDATION

It is recommended that the Board of Trustees award Invitation for Bid 2010-01, Mask and Bond Aligner, and approve contract to Suss MicroTec, Inc of Waterbury Center, Vermont.

OVERVIEW

The SBCCD Applied Technologies and Training Center has developed the micro/nano-structure fabrication courses for nanotechnology technicians training in conjunction with the University of California, Riverside as funded by the California Nanotechnology Collaborative Community Based Job Training Program through the US Department of Labor. These courses require the purchase of a mask and bond aligner. The IFB was advertised once a week for two weeks in the Los Angeles Times, California edition. Per Public Contract Code 20651, a contract shall be awarded to the lowest responsible and responsive bidder for the purchase of equipment greater than \$76,100.

ANALYSIS

The District received one bid to IFB 2010-01. The bid evaluation committee rated the sole bid as responsive, responsible, and reasonably priced:

Vendor	Total Bid Cost
Suss MicroTec, Inc	\$290,350.28

Suss MicroTec bid equipment which meets all specifications the District requested. Previous customers of Suss MicroTec such as Stanford University, Caltech, and the UC campuses in Riverside, Los Angeles, Santa Barbara, San Diego, Irvine, and Berkeley support the vendor's ability to provide the equipment efficiently and timely.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

Categorically funded and included in the 2009-2010 budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Noelia Vela, Chancellor

REVIEWED BY: Bruce Baron, Vice Chancellor, Fiscal Services

PREPARED BY: Lawrence J. Klumas, Bond Program Director

DATE: October 5, 2009

SUBJECT: Consideration of Approval of Agreement for One Year of Program Management Services for Measure M Bond Program with Kitchell CEM, Inc.

RECOMMENDATION

It is recommended that the Board of Trustees approve the proposed Agreement for One Year of Program Management Services for the Measure M Bond Program with Kitchell CEM, Inc. in an amount not to exceed \$2,514,084.00.

OVERVIEW

To ensure successful implementation of the District's Capital Improvement Program, an Agreement for One Year of Program Management Services for the Measure M Bond Program is proposed with Kitchell, CEM, Inc. The professional services fee is based on project requirements and specific services related to the District's five-year program, which was approved by the Board of Trustees on June 14, 2009.

ANALYSIS

As the current Program Manager for the Measure P Projects, Kitchell CEM, Inc. will provide continuing program management services for the Measure M Projects at Crafton Hills and San Bernardino Valley colleges for one year.

1. The fee for this Agreement for One Year of Program Management was developed based on the projected cost of an accelerated implementation schedule for Measure M.
2. The approximate value of year-one work is \$50,000,000. The Kitchell CEM, Inc. agreement is 5.03% of the projected value underway.
3. According to the Construction Management Association of America's most current publication, program management service costs vary from 3.6% to 7%, with a median of 5.6%. The Kitchell proposal and fee of 5.03% is below that median.
4. The Kitchell CEM proposal is based on the contract requirements of Measure P, with additional refinements to the contract based on the experience gained as the Measure P program manager.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

Budgeted with Measure M funds.

Attachment



September 3, 2009

Mr. Lawrence Klumas
Bond Program Director
San Bernardino Community College District
114 South Del Rosa Drive
San Bernardino, California 92408

Re: Proposed 1-Year Program Management Fee for Measure M

Dear Larry,

Following careful planning of the implementation of Measure M projects, and an alignment with the District's 5 year plan, we are proposing a professional services fee based on project requirements and specific services that will be required to ensure continued successful implementation of District capital projects. Our proposed fee represents the first year of Measure M implementation. The fee includes not to exceed reimbursable labor and materials of \$2,514,084. These amounts are supported by the attached documentation, which illustrates exactly what labor and material costs are included:

-“Implementation Schedule”, dated September 3, 2009, for all Measure M projects including pre design, design, bid/ award, construction and close out phases. Please note that the current schedule illustrates full implementation of all Measure M projects (i.e. beyond the first year)

-“Labor Summary”, dated September 2, 2009, which shows all staff that will be participating on the Program Management team at both campuses for the duration of the agreement.

-“Materials Summary”, dated September 2, 2009, which defines all materials that will be required in support of the on site Program Management staff during the duration of the agreement.

-“Active Projects by Quarter”, dated September 2, 2009, matrix which provides detail of the active projects at each campus by quarter, which was the basis for the staffing plan and is depicted on the Labor Summary.

Please note that there are a number of service related refinements included in the Measure M fee, which were not initially included in our previous agreement for Measure P. Lessons learned from Measure P delivery results in their inclusion in this fee:

-Program Management Plan

We have proposed an initial “mobilization” period for Measure M which includes the preparation of a comprehensive management plan that will become the baseline for implementation of the program, and a road map for the specific development of all projects. The Program Management Plan (PMP) will become a document that is presented to and reviewed annually by the Board, so that it represents the latest direction by all stakeholders. Prior to the PMP being finalized, we recommend that a Board workshop be conducted for the purpose of answering questions, receiving feedback and refining the plan.

-Contracts Management/ Accounts Payable Staff

We have included a contracts manager (1 additional full time position) and an expanded accounts payable staff (2 additional full time positions) based on the lessons learned with Measure P. Due to the employment of a multiple prime construction delivery strategy on most projects, it is necessary to expand this staff in order to

comply with state law concerning timely analysis, approval and processing of payments to multiple prime contractors on a monthly basis. If, in the future, other construction delivery strategies are implemented requiring fewer monthly pay requests, this staff will be reduced as required.

-Inclusion of an Additional Services Allowance

The fee includes an allowance for additional services of \$100,000. This can only be spent with an approved "Task Order" executed by the District for services over and above the anticipated scope for Program Management Services. We learned from Measure P was that this sort of flexibility would have enabled the District to respond more quickly to unforeseen program and project conditions requiring additional effort and expertise.

-Inclusion of a District Contingency Allowance

The contingency allowance in Measure P enabled Kitchell to retain other consultants, on behalf of the Program, to respond to unforeseen conditions such as Hazardous Materials investigations/ mitigation, surveying, environmental studies, etc. A similar allowance has been included in the materials summary for Measure M. This can only be spent with a District approved "Authorization to Expend Funds" document prior to the additional consultant being retained.

I am proposing that we use the same contract language as was used for our Measure P contract, with some refinements, based on lessons learned from Measure P. In essence, the changes, which are highlighted, will include all the revised services listed above, as well as some corrections to a few paragraphs that were in minor conflict with one another (also highlighted).

Please contact me with any questions or comments.

Sincerely,

A handwritten signature in dark ink, appearing to read "Don Puddy", with a long horizontal flourish extending to the right.

Don Puddy
Vice President

EXHIBIT B
 KITCHELL / BRJ
 SBCCD/ MEASURE M BOND PROGRAM
 LABOR SUMMARY
 September 2, 2009

RESOURCE	Totals	2009		2010	
		Q4	Q1	Q2	Q3
Labor Drawdown	2,286,704	339,281	1,947,423		
Escallation Drawdown	0	0	0		
Grand Total	2,286,704	339,281	1,947,423		
Program Management/Project	1,501,936	319,276	310,916	435,872	435,872
Mark Newton, Educational Specialist	25,080	12,540	4,180	4,180	4,180
Alan Rosen, Program Manager	0				
Mark Edwards, Budgets	20,064	5,016	5,016	5,016	5,016
Sheila Nelson, Contract Manager	135,720	33,930	33,930	33,930	33,930
Kim Korstjens, Accounts Payable Specialist	25,460	6,365	6,365	6,365	6,365
Accounts Payable Specialist #2	25,460	6,365	6,365	6,365	6,365
Aida Polanco, Accounts Payable Assistant	20,592	5,148	5,148	5,148	5,148
Ron Reyes, Document Control Manager	187,200	46,800	46,800	46,800	46,800
Alyssa Gonzalez, Administrative Assistant	0				
Jon Witherspoon, Project Manager (Valley)	312,624	78,156	78,156	78,156	78,156
Cade McMullin, Project Manager (Valley)	0				
Project Engineer (Valley)	187,200	46,800	46,800	46,800	46,800
Tish Allen, Field Office Manager (Valley)	0				
Bruce McDonald, Project Manager (Crafton)	156,312			78,156	78,156
Geoff Bachanas, Project Manager (Crafton)	312,624	78,156	78,156	78,156	78,156
Project Manager (Crafton)	0				
Project Engineer (Crafton)	93,600			46,800	46,800
Project Engineer #2 (Crafton)	0				
Field Office Manager (Crafton)	0				
Support Services	740,460	8,928	142,656	8,928	579,948
Doug Lovell, P.E.; Engineering Director	34,736		5,511		29,225
Heather Brown, P.E., Sr. Engineer	46,426		9,519		36,907
Ed Long, R.A.; Architect	127,845		22,545		105,300
Roy Wilson, P.E.; Civil Engineer	62,505		9,855		52,650
Chris Ripple, P.E.; Structural Engineer	70,605		13,770		56,835
Mark Brown, P.E.; Mechanical Engineer	49,410		10,530		38,880
Multin Backovich, P.E.; Electrical Engineer	70,605		13,770		56,835
Patricia Pimentel, Clerical	25,432		3,740		21,692
Tim Prechel, Sr. Estimator	44,384		9,928		34,456
Joe Abel, Estimator	172,800		34,560		138,240
Kirk Sheely, Scheduler	35,712	8,928	8,928	8,928	8,928
Naveed Saboonchi, IT Specialist	0				
Principals	44,308	11,077	11,077	11,077	11,077
Donald Puddy, Principal	32,604	8,151	8,151	8,151	8,151
Bonnie James, Principal	11,704	2,926	2,926	2,926	2,926

Notes:

1. Fee escalation is not included. Should CPI changes require future additional fee adjustment, an appropriate contract amendment will be executed.
2. Assume multiple prime contracting with CM firm (except parking structures).

EXHIBIT B
 KITCHELL / BRJ
 SBCCD/ MEASURE M BOND PROGRAM
 MATERIALS SUMMARY
 September 2, 2009

	REIMBURSABLE MATERIALS	Totals	2009	2010		
			Q4	Q1	Q2	Q3
5260	RELOCATION	0				
5331	SUBSCRIPTION / PUBLICATIONS	0				
5351	COMMUNICATIONS	2,400	600	600	600	600
5360	MOBILIZATION / DEMOBILIZATION	0				
5361	BUILDING RENT	0				
5365	BUILDING JANITORIAL	2,400	600	600	600	600
5366	BUILDING SECURITY	0				
5382	EQUIPMENT REPAIR / MAINTENANCE	0				
5385	KCEM EQUIPMENT RENTAL	0				
5401	COMPUTER HARDWARE MAINT.	0				
5402	COMPUTER SOFTWARE EXPENSE	8,000	8,000			
5428	PARKING	0				
5476	PLANS, PRINTS, PHOTOS	5,400	1,350	1,350	1,350	1,350
5478	FAX EXPENSE	0				
5501	OFFICE SUPPLIES	6,480	1,620	1,620	1,620	1,620
5506	OFFICE FURNISHINGS	0				
5521	POSTAL & DELIVERY	2,700	675	675	675	675
	DISTRICT CONTINGENCY	100,000				100,000
	ADDITIONAL SERVICES	100,000				100,000
	TOTAL MATERIALS	227,380	12,845	4,845	4,845	204,845

Notes:

1. District Contingency funds accessed with District approved "ATEF" (Authorization to Expend Funds) form.
2. Additional Services funds accessed with District approved "Task Order" form.

Active Projects by Quarter

Year / Quarter	Total # of Active Projects	Number by Phase of Active Projects				Project	Phase	Program Value	# > \$20m
		Programming Phase	Design Phase	DSA / Bid & Award	Construction				
2009 Q4	7	7	0	0	0	Business Conference Room Remodel	P	624,416.00	1
						Business Building Renovation	P	14,165,800.00	PM
						Auditorium Renovation	P	3,118,248.00	0
						HVAC for Cafeteria / Ventilation @ HLS	P	1,313,734.50	PE
						ADA Upgrades to Phase I Buildings	P	272,258.10	0
						Central Plant / Campuswide Infrastructure	P	16,995,689.00	
						Technical Building	P	68,801,638.40	
						TOTAL - Quarter's Active Program Value			
2010 Q1	8	1	7	0	0	Business Conference Room Remodel	D	624,416.00	2
						Business Building Renovation	D	14,165,800.00	PM
						Auditorium Renovation	D	3,118,248.00	1
						HVAC for Cafeteria / Ventilation @ HLS	D	1,313,734.50	PE
						ADA Upgrades to Phase I Buildings	D	272,258.10	1
						Central Plant / Campuswide Infrastructure	D	16,995,689.00	
						Technical Building	P	68,801,638.40	
						Parking Structure #2	D	40,511,606.80	
TOTAL - Quarter's Active Program Value							145,803,390.80		
2010 Q2	8	1	7	0	0	Business Conference Room Remodel	D	624,416.00	2
						Business Building Renovation	D	14,165,800.00	PM
						Auditorium Renovation	D	3,118,248.00	1
						HVAC for Cafeteria / Ventilation @ HLS	D	1,313,734.50	PE
						ADA Upgrades to Phase I Buildings	D	272,258.10	1
						Central Plant / Campuswide Infrastructure	D	16,995,689.00	
						Technical Building	P	68,801,638.40	
						Parking Structure #2	D	40,511,606.80	
TOTAL - Quarter's Active Program Value							145,803,390.80		
2010 Q3	8	1	5	2	0	Business Conference Room Remodel	D	624,416.00	2
						Business Building Renovation	D	14,165,800.00	PM
						Auditorium Renovation	D	3,118,248.00	1
						HVAC for Cafeteria / Ventilation @ HLS	D/B&A	1,313,734.50	PE
						ADA Upgrades to Phase I Buildings	D/B&A	272,258.10	1
						Central Plant / Campuswide Infrastructure	D	16,995,689.00	
						Technical Building			
						Parking Structure #2	D	40,511,606.80	
						New Liberal Arts & West Drop-Off Reconfiguration	P	35,571,005.10	
TOTAL - Quarter's Active Program Value							112,572,757.50		

Active Projects by Quarter

Year / Quarter	Total # of Active Projects	Number by Phase of Active Projects				Project Description	Phase	Program Value	# > \$20m
		Programming Phase	Design Phase	DSA / Bid & Award	Construction				
2009 Q4	5	4	1	0	0	Campuswide Site Lighting & Parking Lot Upgrades	P	13,616,349.60	1
						Central Plant Expansion	P	3,848,469.30	PM
						Wellness Pool	P	2,377,800.00	1
						New Science Building	P	38,024,000.40	PE
						Science Portable Classrooms	D	2,000,000.00	0
						TOTAL - Quarter's Active Program Value			
2010 Q1	6	1	5	0	0	Campuswide Site Lighting & Parking Lot Upgrades	D	13,616,349.60	2
						Central Plant Expansion	D	3,848,469.30	PM
						Wellness Pool	D	2,377,800.00	1
						New Science Building	P	38,024,000.40	PE
						Science Portable Classrooms	D	2,000,000.00	0
						Parking Structure #1	D	26,209,789.40	
TOTAL - Quarter's Active Program Value							86,076,408.70		
2010 Q2	6	1	4	1	0	Campuswide Site Lighting & Parking Lot Upgrades	D	13,616,349.60	2
						Central Plant Expansion	D	3,848,469.30	PM
						Wellness Pool	D	2,377,800.00	1
						New Science Building	P	38,024,000.40	PE
						Science Portable Classrooms	D/B&A	2,000,000.00	1
						Parking Structure #1	D	26,209,789.40	
TOTAL - Quarter's Active Program Value							86,076,408.70		
2010 Q3	7	2	2	2	1	Campuswide Site Lighting & Parking Lot Upgrades	D	13,616,349.60	1
						Central Plant Expansion	D/B&A	3,848,469.30	PM
						Wellness Pool	D/B&A	2,377,800.00	1
						New Science Building			PE
						Science Portable Classrooms	C	2,000,000.00	1
						Parking Structure #1	D	26,209,789.40	
						Existing Library Renovations for Swing Space	P	1,484,880.00	
						LADM Renovation - 3rd Floor	P	1,514,760.00	
TOTAL - Quarter's Active Program Value							51,052,048.30		

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Dr. Noelia Vela, Chancellor
REVIEWED BY: Bruce Baron, Vice Chancellor, Fiscal Services
PREPARED BY: Lawrence J. Klumas, Bond Program Director
DATE: October 5, 2009
SUBJECT: Consideration of Approval of Bond Measure P Capital Improvement Program Change Orders and Amendments for Construction Contracts

RECOMMENDATION

It is recommended that the Board of Trustees approve this single action item consisting of two change orders and no amendments for the Bond Measure P Capital Improvement Program (CIP) construction contracts at Crafton Hills College and San Bernardino Valley College, as listed in the table below.

Crafton Hills College –Community Recreation Facility/Infrastructure 5

Vendor	Change #	Original Contract	Previous Changes	Proposed Changes	Revised Contract	% Change
J. M. Farnan Company, Inc.	CO-01	860,000	5,459	35,089	900,548	4.05
RVH Constructors, Inc.	CO-01	482,235	0.00	21,468	503,703	4.45
Total Proposed Changes				56,557		

OVERVIEW

A change order to a construction contract may be generated by a number of circumstances. These include changes directed by the District to address contractor or architect recommendations for efficiency, occupant needs, or to improve future building or space usability. A construction contract is amended when there is a change in the scope of work due to unforeseen conditions that must be corrected in order for work to proceed.

All change orders and amendments are approved following a specific process of review by the construction manager, architect, program/project managers, and District staff. Nonessential changes are rejected and never receive approval. Any changes determined to be essential to the health of the project and of major benefit to the District are approved and implemented.

ANALYSIS

The overall impact of these change orders and amendments increases the Bond Measure P CIP construction contracts by \$56,557.00. This amount is 0.04% of the total program construction budget of \$149,920,991.00.

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

9617
Project Number

C.O.: 01

CHANGE ORDER

Original Contract Amount: \$860,000.00
 Amount of Contract Amendments: \$5,459.00
 Amount Previous Change Orders: \$0.00
 * Note: This is Change Order No. 01 for Contract CCRF01:13

School Name:	<u>Crafton Hills College</u>	Date:	<u>{Date}</u>
Project Description:	<u>Community Recreation Facility</u>	Contract No.:	<u>CCRF01:13</u>
To: (Contractor):	<u>J.M. Farnan Company, Inc.</u>	Attn:	<u>Chris Farnan</u>

You are hereby directed to make the following changes in the above reference contract for:

Item No.: Refer to attached C.O No.: 01 index. Reference RFP No.: Refer to attached.

Description of Work:

Refer to attached Change Order No. 01 index for descriptions of work.

TOTAL COST OF CHANGE ORDER NO. \$35,089.00

Reason for Change: Refer to attached Change Order No. 01 index.

Initiator of Change: Refer to attached Change Order No. 01 index.

Drawings associated with C.O. No. 01 are as follows: Refer to attachments.

The contract AMOUNT due to C.O. No. 01 will be: increased by \$35,089.00

The contract TIME due to C.O. No. 01 will be: changed by 2 calendar days.

The revised Contract Completion Date, including this C.O. is, therefore: unchanged

The revised Contract Amount, including this C.O. is, therefore: \$900,948.00 ⁰³

SBCCD Change Order No. 01 includes Item Number(s): PC 5, PC 6

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
Contractor:		CHRISTOPHER FARNAN	9/10/09
Architect:		GEOFF DORN	9/2/09
Inspector:		STEVE PATTEN	9/3/09
Constr. Mgr.:		Matt Breyer	9/3/09
Prog. Mgr.:		Bruce C. Marshall	9/3/09
District:			

Printed Name/Title

State of California - Division of the State Architect DSA Application No. _____ File No. _____

Approved _____ per Principal Structural Engineer:

Contract CCRF-13: Bid Category 13 - JM Farnan Co. Inc.

CHANGE ORDER #01

REF.	DESCRIPTION OF ITEM	CODE	CREDIT	COST	BALANCE	Project Cost Allocation	
						Infra 5	CRF
PC #5	Provide and install automatic, low flow flush valves in lieu of specified	H4		\$15,132	\$15,132		15132
PC #6	Provide and install drinking fountain chiller/purifier in lieu of the specified units	G3		\$19,957	\$19,957		19957
					\$0		
	Subtotal				\$35,089	\$0	\$35,089
	TOTAL CONTRACT AMENDMENT #01				\$35,089		

CODE LEGEND

- A SITE COST, UNFORESEEN 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, UNFORESEEN 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
Capital Facilities Program Management

9617
Project Number

C.O.: 01

CHANGE ORDER

Original Contract Amount: \$482,235.00
 Amount Previous Change Orders: \$0.00
 * Note: This is Change Order No. 01 for Contract CCRF01:18

School Name:	Crafton Hills College	Date:	8/30/09
Project Description:	Community Recreation Facility	Contract No.:	CCRF01:18
To: (Contractor):	RVH Constructors, Inc.	Attn:	Rick

You are hereby directed to make the following changes in the above reference contract for:

Item No.: Refer to attached C.O No.: 01 index. Reference RFP No.: Refer to attached.

Description of Work:

Refer to attached Change Order No. 01 index for descriptions of work.

TOTAL COST OF CHANGE ORDER NO. \$21,468.00

Reason for Change: Refer to attached Change Order No. 01 index.

Initiator of Change: Refer to attached Change Order No. 01 index.

Drawings associated with C.O. No.:	01	are as follows:	Refer to attachments.
The contract AMOUNT due to C.O. No.	01	will be:	increased by \$21,468.00
The contract TIME due to C.O. No.	01	will be:	unchanged by 0 calendar days.
The revised Contract Completion Date, including this C.O. is, therefore:			unchanged
The revised Contract Amount, including this C.O. is, therefore:			\$503,703.00
SBCCD Change Order No. 01 includes Item Number(s):			PC 01

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
Contractor:		Tammy Jenkins	9/1/09
Architect:		Geoff Doorn	9/2/09
Inspector:		Steve Patten	9-3-09
Constr. Mgr.:		Matt Bryer	9/3/09
Prog. Mgr.:		Bruce McDonald	9/3/09
District:			

Printed Name/Title

State of California - Division of the State Architect DSA Application No. _____ File No. _____

Approved _____ per Principal Structural Engineer:

Contract CCRF-18: Bid Category 18 - RVh Constructors, Inc.

CHANGE ORDER #01

REF.	DESCRIPTION OF ITEM	CODE	CREDIT	COST	BALANCE	Project Cost Allocation	
						Infra 5	CRF
PC #1	Provide and install aluminum storefront window frames in lieu of the hollow metal frames specified	G3		\$21,468	\$21,468		21468
					\$0		
					\$0		
	Subtotal				\$21,468	\$0	\$21,468
	TOTAL CHANGE ORDER #01				\$21,468		

CODE LEGEND

- A SITE COST, UNFORESEEN 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, UNFORESEEN 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: Bruce Baron, Vice Chancellor, Fiscal Services

PREPARED BY: Bruce Baron, Vice Chancellor, Fiscal Services

DATE: October 5, 2009

SUBJECT: Consideration of Approval of Members for the Citizens Bond Oversight Committee (CBOC)

RECOMMENDATION

It is recommended that the Board of Trustees approve the renewal of a two-year term for the following members of the Citizens Bond Oversight Committee: Ron Coats, Susan Nieblas, Ronald Peavy, and Kent Van Gelder.

It is further recommended the Board of Trustees approve a two-year appointment to the Citizens Bond Oversight Committee for the following candidates: Marina Serna and Judi Battey.

OVERVIEW

The Citizens Bond Oversight Committee is comprised of at least seven members of the community, and serves the purpose of reviewing the expenditure of Bond Measures P and M funds. Each of the following members has faithfully served the Committee for an initial two-year term, and has graciously volunteered to continue to serve a second two-year term.

- 1) Ron Coats – Lifelong resident of San Bernardino and former student of San Bernardino Valley College, Mr. Coats has a background in construction management and finance.
- 2) Susan Nieblas – Vice President of the League of Women Voters in San Bernardino, Ms. Nieblas has many years of experience working in county government and has attended San Bernardino Valley College in the past.
- 3) Ronald Peavy – Mr. Peavy is currently serving as the Superintendent of Rim of the World Unified School District and brings to the Committee a vast amount of bond oversight experience.
- 4) Kent Van Gelder – Mr. Van Gelder, a resident of Yucaipa, has a long history in public education, including experience as a facilities consultant and planner.

Additionally, in order to fill the vacancy left by a graduating student, and to replace Mr. Gene Wood, who fulfilled the role of Crafton Hills College Foundation representative, the following candidates are recommended for approval.

- 1) Marina Serna – A student at Crafton Hills College and a resident of Yucaipa, Ms. Serna has been nominated by Vice President of Student Services Rebecca Warren-Marlatt.
- 2) Judi Battey – A member of the Crafton Hills College Foundation and a resident of Redlands, Ms. Battey has been nominated by President Gloria Harrison as a replacement for Gene Wood.

ANALYSIS

Approval of this recommendation will enable the CBOC to continue in an efficient and effective manner for two more years.

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: Dr. Noelia Vela, Chancellor
PREPARED BY: Board of Trustees
DATE: October 5, 2009
SUBJECT: Consideration of Approval of Institutional Goals for
2009-2010

RECOMMENDATION

It is recommended the Board of Trustees approve the Institutional Goals for 2009-2010.

OVERVIEW

ANALYSIS

These goals were discussed and reviewed at the August 27, 2009 Board Retreat and support Board Policy 2270 "Board Imperatives".

BOARD IMPERATIVE

- I. Institutional Effectiveness
- II. Learning Centered Institution for Student Access, Retention and Success
- III. Resource Management for Efficiency, Effectiveness and Excellence
- IV. Enhanced and Informed Governance and Leadership

FINANCIAL IMPLICATIONS

None

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

Institutional Goals 2009-2010

I. Institutional Effectiveness

1. Develop a Program Review Process for all District Functions and Processes
2. Develop and complete an Educational Master plan for Crafton Hills College
3. Develop and complete an Educational Master plan for San Bernardino Valley College

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

1. Continue with the development of student learning outcomes (SLOs) to ensure compliance with the Accreditation Standards

III. Resource Management for Efficiency, Effectiveness and Excellence

1. Develop a long-range Human Resources Plan to assist the Colleges and the District in planning and prioritizing the need for full-time faculty, staff and administrators
2. Develop a District Technology Plan that is responsive to the needs of the Colleges and District and assists in daily management functions including financial planning and monitoring
3. Develop and complete a Resources Allocation Model (RAM) for the colleges and the district
4. Plan for the state budget reductions and maintain the District's fiscal stability

IV. Enhanced and Informed Governance and Leadership

1. Develop a District Strategic Plan that aligns with the Colleges' Educational Master Plans and supports the mission of each of the areas of the District
2. Update and maintain currency of the Board policies and administrative procedures
3. Provide professional development and leadership training for the Board and employee leadership groups

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Dr. Noelia Vela, Chancellor
REVIEWED BY: Dr. Noelia Vela, Chancellor
PREPARED BY: Board of Trustees
DATE: October 5, 2009
SUBJECT: Consideration of Approval of Board Goals for 2009-2010

RECOMMENDATION

It is recommended the Board of Trustees approve the Board Goals for 2009-2010.

OVERVIEW

ANALYSIS

These goals were discussed and reviewed at the August 27, 2009 Board Retreat.

BOARD IMPERATIVE

- I. Institutional Effectiveness
- II. Learning Centered Institution for Student Access, Retention and Success
- III. Resource Management for Efficiency, Effectiveness and Excellence
- IV. Enhanced and Informed Governance and Leadership

FINANCIAL IMPLICATIONS

None

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

BOARD GOALS FOR 2009-2010

- 1. Attend college graduation ceremonies.**
- 2. Attend several activities at the various District sites so that most events are attended by at least one Trustee.**
- 3. Be consistent in responding to the public on various District issues.**
- 4. Remain current with governance training.**
- 5. Continue to ensure the District's sound fiscal position.**
- 6. Participate in Professional Development opportunities for Community College Trustees.**

The above goals were discussed and reviewed at the August 27, 2009 Board Retreat.

James C. Ramos, Board President

Date

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Dr. Noelia Vela, Chancellor
REVIEWED BY: Bruce Baron, Vice Chancellor, Fiscal Services
PREPARED BY: Lawrence J. Klumas, Bond Program Director
DATE: October 5, 2009
SUBJECT: Summary of Bond Measure P Capital Improvement Program
Change Orders and Amendments for Construction Contracts

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 of Trustees, this report is a summary of all construction change orders and amendments to date for projects at Crafton Hills College and San Bernardino Valley College, including those on today's Board agenda.

ANALYSIS

The analysis shows that construction contract change orders and amendments for all Measure P projects total \$1,651,466.00 which is only 1.6% of the project cost of \$100,646,911.00.

All change orders and amendments are approved following a specific process of review by the construction manager, architect, program/project managers, and District staff. Nonessential changes are rejected and never receive approval. Any changes determined to be essential to the health of the project and of major benefit to the District are approved and implemented.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

Budgeted with Measure P funds.

Attachment

Crafton Hills College
CHANGE SUMMARY by PROJECT

October 5, 2009

(Including any contract amendments and change orders on the 10/5/2009 agenda)

PROJECTS	Current Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Cumulative Change Orders
		Previous	Pending	Previous	Pending		
INFRASTRUCTURE PACKAGE #1	\$ 416,723.00	\$ -	\$ -	\$ (4,277.00)	\$ -	\$ 416,723.00	-1.02%
INFRASTRUCTURE PACKAGE #2/3/4	\$ 14,985,287.00	\$ 43,847.00	\$ -	\$ 258,836.00	\$ -	\$ 14,985,287.00	1.76%
CRF / INFRA PKG #5	\$ 8,001,593.00	\$ 5,459.00	\$ -	\$ 49,469.00	\$ 56,557.00	\$ 8,058,150.00	1.33%
LEARNING RESOURCE CENTER	\$ 22,352,543.00	\$ -	\$ -	\$ 61,135.00	\$ -	\$ 22,352,543.00	0.27%
TOTAL	\$ 45,756,146.00	\$ 49,306.00	\$ -	\$ 365,163.00	\$ 56,557.00	\$ 45,812,703.00	0.92%

Crafton Hills College
CHANGE SUMMARY by PROJECT
INFRASTRUCTURE #1

Revised 9/4/2009

(Including any contract amendments and change orders on the 10/5/2009 agenda)

Contractors	Current Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
INFRA1-01: Champion Electric	\$ 416,723.00			\$ (4,277.00)		\$ 416,723.00	-1.02%
TOTAL	\$ 416,723.00	\$ -	\$ -	\$ (4,277.00)	\$ -	\$ 416,723.00	-1.02%

NO NEW CHANGE ORDERS

Crafton Hills College
CHANGE SUMMARY by PROJECT
INFRASTRUCTURE PACKAGE # 2/3/4

Revised 9/4/2009

(Including any contract amendments and change orders on the 10/5/09 agenda)

Contractors	Current Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
INFRA234-01: LD Anderson	\$ 1,230,900.00	\$ 43,847.00		\$ 85,753.00		\$ 1,230,900.00	7.49%
INFRA234-02: Coutts Heating & Cooling	\$ 5,677,000.00			\$ -		\$ 5,677,000.00	0.00%
INFRA234-03: Fischer, Inc.	\$ 1,538,592.00			\$ 47,592.00		\$ 1,538,592.00	3.19%
INFRA234-04: RIS Electric	\$ 2,100,768.00			\$ 127,768.00		\$ 2,100,768.00	6.48%
INFRA234-05: Tidwell Concrete	\$ 2,289,804.00					\$ 2,289,804.00	0.00%
INFRA234-06: Sierra Landscape	\$ 1,621,323.00			\$ (2,277.00)		\$ 1,621,323.00	-0.14%
INFRA234-07: Inland Building Companies	\$ 526,900.00					\$ 526,900.00	0.00%
TOTAL	\$ 14,985,287.00	\$ 43,847.00	\$ -	\$ 258,836.00	\$ -	\$ 14,985,287.00	1.76%

NO NEW CHANGE ORDERS

Crafton Hills College
CHANGE SUMMARY by PROJECT
INFRASTRUCTURE #2

Revised 9/4/2009

(Including any contract amendments and change orders on the 10/5/2009 agenda)

Contractors	Current Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
INFRA2-01: LD Anderson	\$ 172,420.00					\$ 172,420.00	
INFRA2-02: Coutts Heating & Cooling	\$ 2,100,490.00					\$ 2,100,490.00	
INFRA2-03: Fischer, Inc.	\$ 503,412.00			\$ 2,412.00		\$ 503,412.00	
INFRA2-04: RIS Electric	\$ 485,127.00			\$ 47,127.00		\$ 485,127.00	
INFRA2-05: Tidwell Concrete	\$ 444,537.00					\$ 444,537.00	
INFRA2-06: Sierra Landscape	\$ 202,000.00					\$ 202,000.00	
INFRA2-07: Inland Building Companies	\$ 107,600.00					\$ 107,600.00	
TOTAL	\$ 4,015,586.00	\$ -	\$ -	\$ 49,539.00	\$ -	\$ 4,015,586.00	

NO NEW CHANGE ORDERS

Crafton Hills College
CHANGE SUMMARY by PROJECT
INFRASTRUCTURE #3

Revised 9/4/2009

(Including any contract amendments and change orders on the 10/5/2009 agenda)

Contractors	Current Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
INFRA3-01: LD Anderson	\$ 500,330.00	\$ 43,847.00		\$ 85,753.00		\$ 500,330.00	
INFRA3-02: Coutts Heating & Cooling	\$ 3,576,510.00					\$ 3,576,510.00	
INFRA3-03: Fischer, Inc.	\$ 980,180.00			\$ 45,180.00		\$ 980,180.00	
INFRA3-04: RIS Electric	\$ 1,302,641.00			\$ 80,641.00		\$ 1,302,641.00	
INFRA3-05: Tidwell Concrete	\$ 252,979.00					\$ 252,979.00	
INFRA3-06: Sierra Landscape	\$ 1,131,000.00					\$ 1,131,000.00	
INFRA3-07: Inland Building Companies	\$ 45,200.00					\$ 45,200.00	
TOTAL	\$ 7,788,840.00	\$ 43,847.00	\$ -	\$ 211,574.00	\$ -	\$ 7,788,840.00	

NO NEW CHANGE ORDERS

Crafton Hills College
CHANGE SUMMARY by PROJECT
INFRASTRUCTURE #4

Revised 9/4/2009

(Including any contract amendments and change orders on the 10/5/2009 agenda)

Contractors	Current Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
INFRA4-01: LD Anderson	\$ 558,150.00					\$ 558,150.00	
INFRA4-03: Fischer, Inc.	\$ 55,000.00					\$ 55,000.00	
INFRA4-04: RIS Electric	\$ 313,000.00					\$ 313,000.00	
INFRA4-05: Tidwell Concrete	\$ 1,592,289.00					\$ 1,592,289.00	
INFRA4-06: Sierra Landscape	\$ 288,323.00			\$ (2,277.00)		\$ 288,323.00	
INFRA4-07: Inland Building Companies	\$ 374,100.00					\$ 374,100.00	
TOTAL	\$ 3,180,862.00	\$ -	\$ -	\$ (2,277.00)	\$ -	\$ 3,180,862.00	

NEW CHANGE ORDERS

Crafton Hills College
CHANGE SUMMARY by PROJECT
CRF / INFRA PKG # 5

Revised 9/4/2009

(including any contract amendments and change orders on the 10/5/2009 agenda)

Contractors	Current Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
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.	\$ 848,300.00			\$ 44,440.00		\$ 848,300.00	5.53%
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.	\$ 865,459.00	\$ 5,459.00			\$ 35,089.00	\$ 900,548.00	4.05%
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				\$ 21,468.00	\$ 503,703.00	4.45%
INFRA5-19: RIS Electric	\$ 156,329.00			\$ 5,029.00		\$ 156,329.00	3.32%
TOTAL	\$ 8,001,593.00	\$ 5,459.00	\$ -	\$ 49,469.00	\$ 56,557.00	\$ 8,058,150.00	1.33%

Crafton Hills College
 CHANGE SUMMARY by PROJECT
INFRASTRUCTURE #5/CRF SITE PREPARATION
 (Including any contract amendments and change orders on the 10/5/2009 agenda)

Revised 9/4/2009

Contractors	Current Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
INFRA5-19: RIS Electric	\$ 156,329.00			\$ 5,029.00		\$ 156,329.00	
INFRA5-02: Crew, Inc.	\$ 380,250.00					\$ 380,250.00	
INFRA5-03: Calcoast Concrete Const., Inc.	\$ 386,382.00					\$ 386,382.00	
INFRA5-13: J.M. Farnan Co., Inc.	\$ 430,459.00	\$ 5,459.00				\$ 430,459.00	
INFRA5-16: America West Landscape, Inc.	\$ 37,581.00					\$ 37,581.00	
TOTAL	\$ 1,391,001.00	\$ 5,459.00	\$ -	\$ 5,029.00	\$ -	\$ 1,391,001.00	

NO NEW CHANGE ORDERS

Crafton Hills College
CHANGE SUMMARY by PROJECT
COMMUNITY RECREATION FACILITY

Revised 9/4/2009

(Including any contract amendments and change orders on the 10/5/2009 agenda)

Contractors	Current Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
CCRF-02: Crew, Inc.	\$ 351,750.00					\$ 351,750.00	
CCRF-03: Calcoast Concrete Const., Inc.	\$ 684,433.00					\$ 684,433.00	
CCRF-04: Nuway, Inc.	\$ 848,300.00			\$ 44,440.00		\$ 848,300.00	
CCRF-05: Anderson Charnesky	\$ 575,099.00					\$ 575,099.00	
CCRF-06: Bell Roof Company, Inc.	\$ 152,400.00					\$ 152,400.00	
CCRF-07: E J Enterprises	\$ 118,055.00					\$ 118,055.00	
CCRF-08: West Coast Painting & Drywall	\$ 32,331.00					\$ 32,331.00	
CCRF-09: J. Kel Painting & Wallcovering, Inc.	\$ 63,020.00					\$ 63,020.00	
CCRF-10: Lawrence W. Rosine Co.	\$ 19,990.00					\$ 19,990.00	
CCRF-11: Inland Building Const. Comp., Inc.	\$ 22,780.00					\$ 22,780.00	
CCRF-12: Inland Building Const. Comp., Inc.	\$ 248,000.00					\$ 248,000.00	
CCRF-13: J.M. Farnan Co., Inc.	\$ 435,000.00				\$ 35,089.00	\$ 470,089.00	
CCRF-14: Arrowhead Mechanical., Inc.	\$ 112,500.00					\$ 112,500.00	
CCRF-15: Champion Electric, Inc.	\$ 749,000.00					\$ 749,000.00	
CCRF-16: America West Landscape, Inc.	\$ 567,399.00					\$ 567,399.00	
CCRF-17: Condor, Inc.	\$ 1,148,300.00					\$ 1,148,300.00	
CCRF-18: RVH Constructors, Inc.	\$ 482,235.00				\$ 21,468.00	\$ 503,703.00	
TOTAL	\$ 6,610,592.00	\$ -	\$ -	\$ 44,440.00	\$ 56,557.00	\$ 6,667,149.00	

NEW CHANGE ORDERS

Crafton Hills College
CHANGE SUMMARY by PROJECT
LEARNING RESOURCE CENTER

Revised 9/4/2009

(Including any contract amendments and change orders on the 10/5/2009 agenda)

Contractors	Current Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
CLRC-02: Precision Concrete	\$ 3,306,760.00			\$ 32,060.00		\$ 3,306,760.00	0.98%
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	\$ 2,066,075.00			\$ 29,075.00		\$ 2,066,075.00	1.43%
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%
TOTAL	\$ 22,352,543.00	\$ -	\$ -	\$ 61,135.00	\$ -	\$ 22,352,543.00	0.27%

NO NEW CHANGE ORDERS

San Bernardino Valley College
CHANGE SUMMARY by PROJECT

October 5, 2009

(Including any contract amendments and change orders on the 10/5/2009 agenda)

PROJECTS	Current Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Cumulative Change Orders
		Previous	Pending	Previous	Pending		
North Hall Replacement	\$ 16,795,769.00	\$ -	\$ -	\$ 3,160.00	\$ -	\$ 16,795,769.00	0.02%
Maintenance and Operations	\$ 4,594,900.00	\$ 471,180.00	\$ -	\$ 82,720.00	\$ -	\$ 4,594,900.00	1.80%
Media / Communications	\$ 8,313,188.00	\$ -	\$ -	\$ 13,820.00	\$ -	\$ 8,313,188.00	0.17%
Chemistry / Science	\$ 24,056,397.12	\$ 216,876.00	\$ -	\$ 366,697.12	\$ -	\$ 24,056,397.12	1.52%
Student Health Services	\$ 1,073,954.00	\$ -	\$ -	\$ 25,987.00	\$ -	\$ 1,073,954.00	2.42%
TOTAL	\$ 54,834,208.12	\$ 688,056.00	\$ -	\$ 492,384.12	\$ -	\$ 54,834,208.12	0.90%

NO NEW CHANGE ORDERS

San Bernardino Valley College
CHANGE SUMMARY by PROJECT
NORTH HALL REPLACEMENT

Revised 9/4/2009

(Including any contract amendments and change orders on the 10/5/2009 agenda)

Contractors	Current Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
#2 - Mountain Movers Engr. Const.	\$ 170,554.00			\$ (3,346.00)		\$ 170,554.00	-1.96%
#3 - Devries Construction	\$ 2,437,741.00			\$ 3,346.00		\$ 2,437,741.00	0.14%
#4 - Blazing Industrial Steel	\$ 4,105,282.00					\$ 4,105,282.00	
#5 - Stolo Cabinets	\$ 99,000.00					\$ 99,000.00	
#6 - Best Contracting Services	\$ 372,835.00					\$ 372,835.00	
#7 - Bell Roof Company	\$ 198,000.00					\$ 198,000.00	
#8 - Montgomery Hardware	\$ 411,740.00					\$ 411,740.00	
#9 - Queen City Glass Co.	\$ 458,154.00			\$ 3,160.00		\$ 458,154.00	0.69%
#10 - Caston Plastering & Drywall	\$ 1,945,585.00					\$ 1,945,585.00	
#11 - New Image Commercial Flooring	\$ 80,000.00					\$ 80,000.00	
#12 - Southcoast Acoustical Interiors	\$ 287,100.00					\$ 287,100.00	
#13 - J. Kel Painting & Wallcovering	\$ 142,755.00					\$ 142,755.00	
#14 - Inland Building Companies	\$ 1,264,000.00					\$ 1,264,000.00	
#15 - Inland Building Companies	\$ 293,300.00					\$ 293,300.00	
#16 - Daart Engineering Co.	\$ 208,535.00					\$ 208,535.00	
#17 - Pro Tec Mechanical	\$ 763,288.00					\$ 763,288.00	
#18 - Arrowhead Mechanical	\$ 1,247,000.00					\$ 1,247,000.00	
#19 - BEC Inc.	\$ 2,125,000.00					\$ 2,125,000.00	
#20 - Sierra Landscape	\$ 185,900.00					\$ 185,900.00	
TOTAL	\$ 16,795,769.00	\$ -	\$ -	\$ 3,160.00	\$ -	\$ 16,795,769.00	0.02%

NO NEW CHANGE ORDERS

San Bernardino Valley College
CHANGE SUMMARY by PROJECT
MAINTENANCE and OPERATIONS
 (Including any contract amendments and change orders on the 10/5/2009 agenda)

Revised 9/4/2009

Contractors	Current Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
Maintenance & Operations Building:							
#1 - Oakview Construction - Site	\$ 1,193,081.00	\$ 254,272.00		\$ 14,809.00		\$ 1,193,081.00	1.24%
#2 - Oakview Construction - Building	\$ 2,048,631.00	\$ 198,575.00		\$ 18,056.00		\$ 2,048,631.00	0.88%
Custodial Building:							
#1 - Lee & Stires	\$ 438,188.00	\$ 18,333.00		\$ 49,855.00		\$ 438,188.00	11.38%
#2 - Klasic Engineering & Const., Inc.	\$ 915,000.00					\$ 915,000.00	0.00%
TOTAL	\$ 4,594,900.00	\$ 471,180.00	\$ -	\$ 82,720.00	\$ -	\$ 4,594,900.00	1.80%

NO NEW CHANGE ORDERS

San Bernardino Valley College
CHANGE SUMMARY by PROJECT
MEDIA / COMMUNICATIONS

Revised 9/4/2009

(Including any contract amendments and change orders on the 10/5/2009 agenda)

Contractors	Current Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
#2 - Mountain Movers Engr. Const.	\$ 374,899.00					\$ 374,899.00	
#3 - RC Construction Services	\$ 1,110,441.00			\$ (18,559.00)		\$ 1,110,441.00	-1.67%
#4 - KCB Towers	\$ 1,363,340.00					\$ 1,363,340.00	
#5 - K&Z Cabinets	\$ 24,520.00					\$ 24,520.00	
#6 - RB Sheet Metal	\$ 280,000.00					\$ 280,000.00	
#7 - Bell Roof Co.	\$ 283,673.00					\$ 283,673.00	
#8 - Montgomery Hardware	\$ 217,700.00					\$ 217,700.00	
#9 - Roy E. Whitehead	\$ 329,675.00					\$ 329,675.00	
#10 - Sierra Lathing Co.	\$ 820,000.00					\$ 820,000.00	
#11 - Pro Spectra	\$ 119,820.00					\$ 119,820.00	
#12 - Southcoast Acoustical Interiors	\$ 45,500.00					\$ 45,500.00	
#13 - Alonso Painting	\$ 59,000.00					\$ 59,000.00	
#14 - RVH Constructors	\$ 212,700.00					\$ 212,700.00	
#16 - J.G. Tate Fire Protection	\$ 151,111.00					\$ 151,111.00	
#17 - Pro-Tech Mechanical	\$ 422,925.00					\$ 422,925.00	
#18 - West Tech Mechanical	\$ 988,596.00			\$ (11,404.00)		\$ 988,596.00	-1.15%
#19 - Daniels Electrical Construction	\$ 1,326,783.00			\$ 43,783.00		\$ 1,326,783.00	3.30%
#20 - America West Landscape	\$ 182,505.00					\$ 182,505.00	
TOTAL	\$ 8,313,188.00	\$ -	\$ -	\$ 13,820.00	\$ -	\$ 8,313,188.00	0.17%

NO NEW CHANGE ORDERS

San Bernardino Valley College
CHANGE SUMMARY by PROJECT
CHEMISTRY / SCIENCE

Revised 9/4/2009

(Including any contract amendments and change orders on the 10/5/2009 agenda)

Contractors	Current Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
#1A - Environmental Const. Group	\$ 125,640.00	\$ 28,740.00				\$ 125,640.00	
#1B - Ampco Contracting	\$ 428,890.00	\$ 18,890.00				\$ 428,890.00	
#2 - Crew Inc.	\$ 1,745,000.00					\$ 1,745,000.00	
#3 - RC Construction	\$ 2,409,000.00					\$ 2,409,000.00	
#4 - ACCC, Inc.	\$ 3,398,000.00					\$ 3,398,000.00	
#5 - Advanced Lab Concepts	\$ 1,130,171.00					\$ 1,130,171.00	
#6 - Crown Sheet Metal	\$ 386,300.00					\$ 386,300.00	
#7 - Stone Roofing Co.	\$ 251,600.00					\$ 251,600.00	
#8 - Montgomery Hardware	\$ 293,970.00					\$ 293,970.00	
#9 - Perfection Glass	\$ 443,600.00					\$ 443,600.00	
#10 - Caston Plastering & Drywall	\$ 1,985,585.00					\$ 1,985,585.00	
#11 - Empire Floor Covering	\$ 305,750.00					\$ 305,750.00	
#12 - Southcoast Acoustical Interiors	\$ 336,870.00					\$ 336,870.00	
#13 - Prime Painting Contractors	\$ 143,750.00					\$ 143,750.00	
#14 - Inland Building Construction	\$ 683,000.00					\$ 683,000.00	
#15 - RVH Constructors	\$ 311,000.00					\$ 311,000.00	
#16 - Fisher, Inc.	\$ 199,000.00					\$ 199,000.00	
#17 - Fisher, Inc.	\$ 1,546,235.00					\$ 1,546,235.00	
#18 - Coutts Heating & Cooling	\$ 3,347,000.00					\$ 3,347,000.00	
#19 - RDM Electrical	\$ 2,433,261.00	\$ 31,000.00		\$ 90,461.00		\$ 2,433,261.00	3.72%
#20 - Marina Landscaping	\$ 299,000.00					\$ 299,000.00	
Mobile Modular-Lease	\$ 443,088.69			\$ (4,230.31)		\$ 443,088.69	-0.95%
Silvercreek Industries-Purchase	\$ 199,124.43			\$ 35,150.43		\$ 199,124.43	17.65%
Fast-Track Construction	\$ 1,211,562.00	\$ 138,246.00		\$ 245,316.00		\$ 1,211,562.00	20.25%
TOTAL	\$ 24,056,397.12	\$ 216,876.00	\$ -	\$ 366,697.12	\$ -	\$ 24,056,397.12	1.52%

NO NEW CHANGE ORDERS

KITCHELL/BRJ

San Bernardino Valley College
CHANGE SUMMARY by PROJECT
STUDENT HEALTH SERVICES

Revised 9/4/2009

(Including any contract amendments and change orders on the 10/5/2009 agenda)

Contractors	Current Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
PCN3	\$ 357,282.00			\$ 19,282.00		\$ 357,282.00	5.40%
Modular Structures Int'l, Inc.	\$ 716,672.00			\$ 6,705.00		\$ 716,672.00	0.94%
TOTAL	\$ 1,073,954.00	\$ -	\$ -	\$ 25,987.00	\$ -	\$ 1,073,954.00	2.42%

NO NEW CHANGE ORDERS

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Dr. Noelia Vela, Chancellor
REVIEWED BY: Bruce Baron, Vice Chancellor of Fiscal Services
PREPARED BY: Crispina Ongoco, Director of Fiscal Services
DATE: October 5, 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: BRUCE BARON, Vice Chancellor 

Date: SEPTEMBER 10, 2009

Subject: EXECUTIVE SUMMARY OF MONTHLY BUDGET REPORT

This revenue and expenditure report is for the period of September 1 through September 30, 2009, the first quarter of the 2009-2010 fiscal year. It reflects summarized information for all District funds.

We are still operating with our existing cash flow and have not had to tap into our \$10 million borrowing authority. This report reflects the ongoing business at the District and is in line with spending trends appropriate for this time in the fiscal year.

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ ENCUMBERED	UNENCUMBERED	
		CURRENT	YEAR TO DATE			BALANCE	%
8100.00 FEDERAL HEA REVENUES	5,754,432.40	168,133.00	181,355.00	3.1	0.00	5,573,077.40	96.8
8600.00 STATE REVENUES	64,846,505.59	5,308,683.71-	5,489,844.99	8.4	0.00	59,356,660.60	91.5
8800.00 LOCAL REVENUES	21,159,873.78	1,750,488.75-	89,446.93	.4	0.00	21,070,426.85	99.5
8900.00 OTHER FINANCING SOURCES	320,373.00	0.00	0.00	.0	0.00	320,373.00	100.0
TOTAL: 8000	92,081,184.77	6,891,039.46-	5,760,646.92	6.2	0.00	86,320,537.85	93.7
1100.00 CONTRACT CLASSROOM INST.	15,748,786.00	1,551,584.14	1,610,299.80	10.2	0.00	14,138,486.20	89.7
1200.00 CONTRACT CERT. ADMINISTRATORS	9,691,214.00	555,626.85	1,437,529.12	14.8	0.00	8,253,684.88	85.1
1300.00 INSTRUCTORS DAY/HOURLY	8,763,070.00	681.58-	589,908.03	6.7	0.00	8,173,161.97	93.2
1400.00 NON-INSTRUCTION HOURLY CERT.	691,830.00	11,644.07	66,115.54	9.5	0.00	625,714.46	90.4
TOTAL: 1000	34,894,900.00	2,118,173.48	3,703,852.49	10.6	0.00	31,191,047.51	89.3
2100.00 CONTRACT CLASSIFIED NON-INSTR.	17,821,032.00	1,354,010.44	2,749,738.90	15.4	0.00	15,071,293.10	84.5
2200.00 INSTRUCTIONAL AIDS	1,508,358.00	102,141.46	219,922.80	14.5	0.00	1,288,435.20	85.4
2300.00 NON-INSTRUCTION HOURLY CLASS.	1,818,112.00	63,479.47	207,011.59	11.3	0.00	1,611,100.41	88.6
2400.00 INST AIDES-HOURLY- DIR.INSTRUC	1,035,805.00	37,338.31	73,593.06	7.1	0.00	962,211.94	92.8
TOTAL: 2000	22,183,307.00	1,556,969.68	3,250,266.35	14.6	0.00	18,933,040.65	85.3
3100.00 CERTIFICATED RETIREMENT	2,749,114.00	180,726.37	282,562.42	10.2	0.00	2,466,551.58	89.7
3200.00 CLASSIFIED RETIREMENT	2,209,795.00	157,407.73	310,922.68	14.0	0.00	1,898,872.32	85.9
3300.00 OASDHI/FICA	2,066,151.00	155,630.29	303,470.83	14.6	0.00	1,762,680.17	85.3
3400.00 HEALTH AND WELFARE BENEFITS	6,178,294.00	511,227.76	1,004,423.37	16.2	0.00	5,173,870.63	83.7
3500.00 STATE UNEMPLOYMENT INSURANCE	170,180.00	11,634.87	21,286.49	12.5	0.00	148,893.51	87.4
3600.00 WORKERS COMPENSATION INSURANCE	802,395.00	67,100.00	133,000.00	16.5	0.00	669,395.00	83.4
3900.00 OTHER BENEFITS	59,340.00	25,938.15	29,994.75	50.5	0.00	29,345.25	49.4
TOTAL: 3000	14,235,269.00	1,109,665.17	2,085,660.54	14.6	0.00	12,149,608.46	85.3
4100.00 TEXTBOOKS	19,659.78	0.00	0.00	.0	4,990.62	14,669.16	74.6
4200.00 BOOK,MAGAZINE&PERIOD-DIST.USE	212,810.06	102.25-	2,461.47	1.1	46,596.85	163,751.74	76.9
4300.00 INSTRUCTIONAL SUPPLIES	430,701.32	17,989.22	49,674.05	11.5	88,248.52	292,778.75	67.9
4400.00 MEDIA AND SOFTWARE-DISTRCT USE	116,917.37	922.39	8,254.36	7.0	13,513.01	95,150.00	81.3
4500.00 NONINSTRUCTIONAL SUPPLIES	1,694,347.25	46,202.17	88,491.69	5.2	501,406.07	1,104,449.49	65.1
4700.00 FOOD SUPPLIES	40,100.00	0.00	0.00	.0	8,000.00	32,100.00	80.0
TOTAL: 4000	2,514,535.78	65,011.53	148,881.57	5.9	662,755.07	1,702,899.14	67.7
5100.00 PERSON&CONSULTANT SVC-DIST USE	3,774,050.40	162,202.45	223,665.16	5.9	2,064,114.74	1,486,270.50	39.3
5200.00 TRAVEL & CONFERENCE EXPENSES	745,538.49	18,403.46	24,815.05	3.3	72,032.12	648,691.32	87.0
5300.00 POST/DUES/MEMBERSHIPS-DIST.USE	448,008.00	5,978.91	93,511.92	20.8	91,885.81	262,610.27	58.6
5400.00 INSURANCES - DISTRICT USE	92,617.75	0.00	0.00	.0	79,610.00	13,007.75	14.0
5500.00 UTILITIES & HOUSEKEEP-DIST.USE	2,784,896.40	180,898.98	461,082.98	16.5	2,118,964.27	204,849.15	7.3
5600.00 RENTS,LEASES&REPAIRS-DIST.USE	1,874,975.27	71,843.16	126,490.48	6.7	985,191.19	763,293.60	40.7
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	1,047,800.00	20,784.60	56,936.09	5.4	200,335.60	790,528.31	75.4
5800.00 OTHER OPERATING EXP-DIST. USE	5,662,804.77	277,528.31	362,300.95	6.3	167,950.66	5,132,553.16	90.6
5900.00 INTERPROGRAM CHARGES-DIST.USE	300.00	0.00	0.00	.0	0.00	300.00	100.0
TOTAL: 5000	16,430,991.08	737,639.87	1,348,802.63	8.2	5,780,084.39	9,302,104.06	56.6

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL: 1000-5999	90,259,002.86	5,587,459.73	10,537,463.58	11.6	6,442,839.46	73,278,699.82	81.1
6100.00 SITES & IMPROVEMENTS-DIST. USE	291,830.00	0.00	0.00	.0	0.00	291,830.00	100.0
6200.00 BUILDINGS&IMPROVEMENT-DIST.USE	544,963.86	0.00	1,104.80	.2	2,600.00	541,259.06	99.3
6300.00 LIBRARY BOOKS - EXPANSION	90,244.00	1,665.60	3,324.95	3.6	34,380.44	52,538.61	58.2
6400.00 ADDITIONAL/IMPROVED EQUIPMENT	2,138,435.76	59,104.21	74,829.34	3.4	63,636.86	1,999,969.56	93.5
TOTAL: 6000	3,065,473.62	60,769.81	79,259.09	2.5	100,617.30	2,885,597.23	94.1
TOTAL: 1000-6999	93,324,476.48	5,648,229.54	10,616,722.67	11.3	6,543,456.76	76,164,297.05	81.6
7200.00 INTRAFUND TRANSFERS OUT	312,173.00	0.00	0.00	.0	0.00	312,173.00	100.0
7300.00 INTERFUND TRANSFERS	2,459,212.00	143,942.00	287,272.00	11.6	0.00	2,171,940.00	88.3
7500.00 OTHER OUTGO-STUDENT FIN AID	126,557.00	0.00	0.00	.0	2,000.00	124,557.00	98.4
7600.00 OTHER STUDENT AID	866,579.02	8,954.83-	8,258.32-	.0	287,376.79	587,460.55	100.0
7900.00 RESERVE FOR CONTINGENCIES	7,000,000.00	0.00	0.00	.0	0.00	7,000,000.00	100.0
TOTAL: 7000	10,764,521.02	134,987.17	279,013.68	2.5	289,376.79	10,196,130.55	94.7
TOTAL: 1000-7999	104,088,997.50	5,783,216.71	10,895,736.35	10.4	6,832,833.55	86,360,427.60	82.9

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Fund: 01 GENERAL FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT YEAR TO DATE		%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	92,081,184.77	6,891,039.46-	5,760,646.92	6.2	0.00	86,320,537.85	93.7
TOTAL:	1000-5999	90,259,002.86	5,587,459.73	10,537,463.58	11.6	6,442,839.46	73,278,699.82	81.1
TOTAL:	1000-6999	93,324,476.48	5,648,229.54	10,616,722.67	11.3	6,543,456.76	76,164,297.05	81.6
TOTAL:	1000-7999	104,088,997.50	5,783,216.71	10,895,736.35	10.4	6,832,833.55	86,360,427.60	82.9
TOTAL EXPENSES	(1000 - 7999)	104,088,997.50	5,783,216.71	10,895,736.35	10.4	6,832,833.55	86,360,427.60	82.9

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Fund: 39 BLUE SHIELD MEMBERS CONT

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	800.00	135.50-	0.00	.0	0.00	800.00	100.0
TOTAL: 8000	800.00	135.50-	0.00	.0	0.00	800.00	100.0
7900.00 RESERVE FOR CONTINGENCIES	5,000.00	0.00	0.00	.0	0.00	5,000.00	100.0
TOTAL: 7000	5,000.00	0.00	0.00	.0	0.00	5,000.00	100.0
TOTAL: 1000-7999	5,000.00	0.00	0.00	.0	0.00	5,000.00	100.0

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Fund: 39 BLUE SHIELD MEMBERS CONT SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	800.00	135.50-	0.00	.0	0.00	800.00	100.0
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/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8600.00 STATE REVENUES	54,961,745.17	0.00	0.00	.0	0.00	54,961,745.17	100.0
8800.00 LOCAL REVENUES	949,354.40	103,281.10	166,040.93	17.4	0.00	783,313.47	82.5
8900.00 OTHER FINANCING SOURCES	194,399.00	0.00	0.00	.0	0.00	194,399.00	100.0
TOTAL: 8000	56,105,498.57	103,281.10	166,040.93	.2	0.00	55,939,457.64	99.7
5100.00 PERSON&CONSULTANT SVC-DIST USE	3,490.00	0.00	0.00	.0	0.00	3,490.00	100.0
5600.00 RENTS,LEASES&REPAIRS-DIST.USE	14,604.00	0.00	0.00	.0	0.00	14,604.00	100.0
5800.00 OTHER OPERATING EXP-DIST. USE	37,387.40	0.00	0.00	.0	0.00	37,387.40	100.0
TOTAL: 5000	55,481.40	0.00	0.00	.0	0.00	55,481.40	100.0
TOTAL: 1000-5999	55,481.40	0.00	0.00	.0	0.00	55,481.40	100.0
6100.00 SITES & IMPROVEMENTS-DIST. USE	4,620,688.92	4,351.70	177.78	.0	243,067.14	4,377,444.00	94.7
6200.00 BUILDINGS&IMPROVEMENT-DIST.USE	58,804,584.81	3,055,844.59	3,114,947.85	5.2	51,276,374.53	4,413,262.43	7.5
6400.00 ADDITIONAL/IMPROVED EQUIPMENT	66,894.34	0.00	0.00	.0	0.00	66,894.34	100.0
TOTAL: 6000	63,492,168.07	3,060,196.29	3,115,125.63	4.9	51,519,441.67	8,857,600.77	13.9
TOTAL: 1000-6999	63,547,649.47	3,060,196.29	3,115,125.63	4.9	51,519,441.67	8,913,082.17	14.0
7900.00 RESERVE FOR CONTINGENCIES	400,000.00	0.00	0.00	.0	0.00	400,000.00	100.0
TOTAL: 7000	400,000.00	0.00	0.00	.0	0.00	400,000.00	100.0
TOTAL: 1000-7999	63,947,649.47	3,060,196.29	3,115,125.63	4.8	51,519,441.67	9,313,082.17	14.5

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Fund: 41 CAPITAL OUTLAY PROJECTS FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT YEAR TO DATE		%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	56,105,498.57	103,281.10	166,040.93	.2	0.00	55,939,457.64	99.7
TOTAL:	1000-5999	55,481.40	0.00	0.00	.0	0.00	55,481.40	100.0
TOTAL:	1000-6999	63,547,649.47	3,060,196.29	3,115,125.63	4.9	51,519,441.67	8,913,082.17	14.0
TOTAL:	1000-7999	63,947,649.47	3,060,196.29	3,115,125.63	4.8	51,519,441.67	9,313,082.17	14.5
TOTAL EXPENSES	(1000 - 7999)	63,947,649.47	3,060,196.29	3,115,125.63	4.8	51,519,441.67	9,313,082.17	14.5

Fund: 42 REVENUE BOND CONSTRUCTION FU

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	2,200,000.00	358,660.52-	0.00	.0	0.00	2,200,000.00	100.0
TOTAL: 8000	2,200,000.00	358,660.52-	0.00	.0	0.00	2,200,000.00	100.0
2300.00 NON-INSTRUCTION HOURLY CLASS.	500.00	0.00	146.36	29.2	0.00	353.64	70.7
TOTAL: 2000	500.00	0.00	146.36	29.2	0.00	353.64	70.7
3300.00 OASDHI/FICA	38.00	0.00	10.99	28.9	0.00	27.01	71.0
3500.00 STATE UNEMPLOYMENT INSURANCE	2.00	0.00	0.43	21.5	0.00	1.57	78.5
TOTAL: 3000	40.00	0.00	11.42	28.5	0.00	28.58	71.4
5100.00 PERSON&CONSULTANT SVC-DIST USE	132,587.82	0.00	0.00	.0	0.00	132,587.82	100.0
5400.00 INSURANCES - DISTRICT USE	41,838.51	0.00	0.00	.0	0.00	41,838.51	100.0
5600.00 RENTS,LEASES&REPAIRS-DIST.USE	195,000.00	16,010.01	16,010.01	8.2	162,389.79	16,600.20	8.5
TOTAL: 5000	369,426.33	16,010.01	16,010.01	4.3	162,389.79	191,026.53	51.7
TOTAL: 1000-5999	369,966.33	16,010.01	16,167.79	4.3	162,389.79	191,408.75	51.7
6100.00 SITES & IMPROVEMENTS-DIST. USE	14,116,072.01	983,614.32	1,076,585.92	7.6	5,786,163.72	7,253,322.37	51.3
6200.00 BUILDINGS&IMPROVEMENT-DIST.USE	74,337,790.98	1,496,010.45	1,523,019.33	2.0	21,962,338.59	50,852,433.06	68.4
6400.00 ADDITIONAL/IMPROVED EQUIPMENT	8,133,615.10	24,895.78	24,895.78	.3	585,158.12	7,523,561.20	92.4
TOTAL: 6000	96,587,478.09	2,504,520.55	2,624,501.03	2.7	28,333,660.43	65,629,316.63	67.9
TOTAL: 1000-6999	96,957,444.42	2,520,530.56	2,640,668.82	2.7	28,496,050.22	65,820,725.38	67.8
7900.00 RESERVE FOR CONTINGENCIES	20,000,000.00	0.00	0.00	.0	0.00	20,000,000.00	100.0
TOTAL: 7000	20,000,000.00	0.00	0.00	.0	0.00	20,000,000.00	100.0
TOTAL: 1000-7999	116,957,444.42	2,520,530.56	2,640,668.82	2.2	28,496,050.22	85,820,725.38	73.3

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Fund: 42 REVENUE BOND CONSTRUCTION FU SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	2,200,000.00	358,660.52-	0.00	.0	0.00	2,200,000.00	100.0
TOTAL:	1000-5999	369,966.33	16,010.01	16,167.79	4.3	162,389.79	191,408.75	51.7
TOTAL:	1000-6999	96,957,444.42	2,520,530.56	2,640,668.82	2.7	28,496,050.22	65,820,725.38	67.8
TOTAL:	1000-7999	116,957,444.42	2,520,530.56	2,640,668.82	2.2	28,496,050.22	85,820,725.38	73.3
TOTAL EXPENSES	(1000 - 7999)	116,957,444.42	2,520,530.56	2,640,668.82	2.2	28,496,050.22	85,820,725.38	73.3

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Fund: 51 BOOKSTORE FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	0.00	428.55-	0.00	.0	0.00	0.00	.0
TOTAL: 8000	0.00	428.55-	0.00	.0	0.00	0.00	.0

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Fund: 51 BOOKSTORE FUND

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SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	0.00	428.55-	0.00	.0	0.00	0.00	.0
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	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL EXPENSES	(1000 - 7999)	0.00	0.00	0.00	.0	0.00	0.00	.0

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Fund: 68 RETIREE BENEFIT FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	36,000.00	2,755.35-	0.00	.0	0.00	36,000.00	100.0
TOTAL: 8000	36,000.00	2,755.35-	0.00	.0	0.00	36,000.00	100.0
3900.00 OTHER BENEFITS	610,000.00	0.00	0.00	.0	0.00	610,000.00	100.0
TOTAL: 3000	610,000.00	0.00	0.00	.0	0.00	610,000.00	100.0
TOTAL: 1000-5999	610,000.00	0.00	0.00	.0	0.00	610,000.00	100.0
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	1,110,000.00	0.00	0.00	.0	0.00	1,110,000.00	100.0

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Fund: 68 RETIREE BENEFIT FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	36,000.00	2,755.35-	0.00	.0	0.00	36,000.00	100.0
TOTAL:	1000-5999	610,000.00	0.00	0.00	.0	0.00	610,000.00	100.0
TOTAL:	1000-6999	610,000.00	0.00	0.00	.0	0.00	610,000.00	100.0
TOTAL:	1000-7999	1,110,000.00	0.00	0.00	.0	0.00	1,110,000.00	100.0
TOTAL EXPENSES	(1000 - 7999)	1,110,000.00	0.00	0.00	.0	0.00	1,110,000.00	100.0

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Fund: 69 EMPL LOAD BANKING TRUST FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ ENCUMBERED	UNENCUMBERED	
		CURRENT	YEAR TO DATE			BALANCE	%
8800.00 LOCAL REVENUES	3,200.00	507.26-	0.00	.0	0.00	3,200.00	100.0
TOTAL: 8000	3,200.00	507.26-	0.00	.0	0.00	3,200.00	100.0
7300.00 INTERFUND TRANSFERS	3,200.00	0.00	0.00	.0	0.00	3,200.00	100.0
TOTAL: 7000	3,200.00	0.00	0.00	.0	0.00	3,200.00	100.0
TOTAL: 1000-7999	3,200.00	0.00	0.00	.0	0.00	3,200.00	100.0

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Fund: 69 EMPL LOAD BANKING TRUST FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
			CURRENT	YEAR TO DATE				
TOTAL INCOME	(8000 - 8999)	3,200.00	507.26-	0.00	.0	0.00	3,200.00	100.0
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	3,200.00	0.00	0.00	.0	0.00	3,200.00	100.0
TOTAL EXPENSES	(1000 - 7999)	3,200.00	0.00	0.00	.0	0.00	3,200.00	100.0

Fund: 72 CHILD DEVELOPMENT FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8100.00 FEDERAL HEA REVENUES	142,220.00	165.05-	165.05-	.0	0.00	142,385.05	100.0
8600.00 STATE REVENUES	1,925,781.00	15.84	15.84	.0	0.00	1,925,765.16	99.9
8800.00 LOCAL REVENUES	243,000.00	2,492.94-	0.00	.0	0.00	243,000.00	100.0
TOTAL: 8000	2,311,001.00	2,642.15-	149.21-	.0	0.00	2,311,150.21	100.0
2100.00 CONTRACT CLASSIFIED NON-INSTR.	1,022,125.00	83,649.10	153,036.37	14.9	0.00	869,088.63	85.0
2300.00 NON-INSTRUCTION HOURLY CLASS.	303,700.00	8,208.86	21,303.70	7.0	0.00	282,396.30	92.9
TOTAL: 2000	1,325,825.00	91,857.96	174,340.07	13.1	0.00	1,151,484.93	86.8
3100.00 CERTIFICATED RETIREMENT	25,717.00	2,126.36	3,990.37	15.5	0.00	21,726.63	84.4
3200.00 CLASSIFIED RETIREMENT	66,498.00	6,065.51	10,956.76	16.4	0.00	55,541.24	83.5
3300.00 OASDHI/FICA	61,395.00	5,162.71	9,280.87	15.1	0.00	52,114.13	84.8
3400.00 HEALTH AND WELFARE BENEFITS	258,993.00	22,756.80	45,513.60	17.5	0.00	213,479.40	82.4
3500.00 STATE UNEMPLOYMENT INSURANCE	3,602.00	281.26	507.55	14.0	0.00	3,094.45	85.9
3600.00 WORKERS COMPENSATION INSURANCE	35,000.00	3,200.00	6,200.00	17.7	0.00	28,800.00	82.2
3900.00 OTHER BENEFITS	1,461.00	189.00	378.00	25.8	0.00	1,083.00	74.1
TOTAL: 3000	452,666.00	39,781.64	76,827.15	16.9	0.00	375,838.85	83.0
4200.00 BOOK,MAGAZINE&PERIOD-DIST.USE	100.00	0.00	0.00	.0	0.00	100.00	100.0
4300.00 INSTRUCTIONAL SUPPLIES	24,228.00	109.90	109.90	.4	17,390.10	6,728.00	27.7
4500.00 NONINSTRUCTIONAL SUPPLIES	52,442.00	2,964.46	4,745.79	9.0	21,054.21	26,642.00	50.8
4700.00 FOOD SUPPLIES	114,147.00	8,503.34	13,908.72	12.1	80,091.28	20,147.00	17.6
TOTAL: 4000	190,917.00	11,577.70	18,764.41	9.8	118,535.59	53,617.00	28.0
5200.00 TRAVEL & CONFERENCE EXPENSES	1,500.00	240.00	240.00	16.0	0.00	1,260.00	84.0
5600.00 RENTS,LEASES&REPAIRS-DIST.USE	4,150.00	0.00	223.45	5.3	0.00	3,926.55	94.6
5800.00 OTHER OPERATING EXP-DIST. USE	136,545.00	500.00	500.00	.3	0.00	136,045.00	99.6
TOTAL: 5000	142,195.00	740.00	963.45	.6	0.00	141,231.55	99.3
TOTAL: 1000-5999	2,111,603.00	143,957.30	270,895.08	12.8	118,535.59	1,722,172.33	81.5
6400.00 ADDITIONAL/IMPROVED EQUIPMENT	3,000.00	0.00	0.00	.0	0.00	3,000.00	100.0
TOTAL: 6000	3,000.00	0.00	0.00	.0	0.00	3,000.00	100.0
TOTAL: 1000-6999	2,114,603.00	143,957.30	270,895.08	12.8	118,535.59	1,725,172.33	81.5
7900.00 RESERVE FOR CONTINGENCIES	50,000.00	0.00	0.00	.0	0.00	50,000.00	100.0
TOTAL: 7000	50,000.00	0.00	0.00	.0	0.00	50,000.00	100.0
TOTAL: 1000-7999	2,164,603.00	143,957.30	270,895.08	12.5	118,535.59	1,775,172.33	82.0

Fund: 72 CHILD DEVELOPMENT FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	2,311,001.00	2,642.15-	149.21-	.0	0.00	2,311,150.21	100.0
TOTAL:	1000-5999	2,111,603.00	143,957.30	270,895.08	12.8	118,535.59	1,722,172.33	81.5
TOTAL:	1000-6999	2,114,603.00	143,957.30	270,895.08	12.8	118,535.59	1,725,172.33	81.5
TOTAL:	1000-7999	2,164,603.00	143,957.30	270,895.08	12.5	118,535.59	1,775,172.33	82.0
TOTAL EXPENSES	(1000 - 7999)	2,164,603.00	143,957.30	270,895.08	12.5	118,535.59	1,775,172.33	82.0

Fund: 73 STUDENT BODY CENTER FEE FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	248,000.00	4,754.09-	0.00	.0	0.00	248,000.00	100.0
TOTAL: 8000	248,000.00	4,754.09-	0.00	.0	0.00	248,000.00	100.0
2100.00 CONTRACT CLASSIFIED NON-INSTR.	86,477.00	6,987.00	13,974.00	16.1	0.00	72,503.00	83.8
2300.00 NON-INSTRUCTION HOURLY CLASS.	51,100.00	1,180.00	2,492.00	4.8	0.00	48,608.00	95.1
TOTAL: 2000	137,577.00	8,167.00	16,466.00	11.9	0.00	121,111.00	88.0
3200.00 CLASSIFIED RETIREMENT	8,396.00	678.37	1,356.74	16.1	0.00	7,039.26	83.8
3300.00 OASDHI/FICA	6,796.00	512.19	1,024.38	15.0	0.00	5,771.62	84.9
3400.00 HEALTH AND WELFARE BENEFITS	18,189.00	1,506.98	3,013.96	16.5	0.00	15,175.04	83.4
3500.00 STATE UNEMPLOYMENT INSURANCE	278.00	20.08	40.16	14.4	0.00	237.84	85.5
3600.00 WORKERS COMPENSATION INSURANCE	2,400.00	200.00	400.00	16.6	0.00	2,000.00	83.3
3900.00 OTHER BENEFITS	104.00	12.60	25.20	24.2	0.00	78.80	75.7
TOTAL: 3000	36,163.00	2,930.22	5,860.44	16.2	0.00	30,302.56	83.7
4500.00 NONINSTRUCTIONAL SUPPLIES	10,473.00	266.16	266.16	2.5	3,335.59	6,871.25	65.6
TOTAL: 4000	10,473.00	266.16	266.16	2.5	3,335.59	6,871.25	65.6
5100.00 PERSON&CONSULTANT SVC-DIST USE	4,016.00	1,149.88	1,149.88	28.6	0.00	2,866.12	71.3
5200.00 TRAVEL & CONFERENCE EXPENSES	1,000.00	0.00	0.00	.0	0.00	1,000.00	100.0
5600.00 RENTS,LEASES&REPAIRS-DIST.USE	8,623.00	90.00	90.00	1.0	1,324.49	7,208.51	83.5
5800.00 OTHER OPERATING EXP-DIST. USE	28,789.00	2,288.54	2,288.54	7.9	0.00	26,500.46	92.0
TOTAL: 5000	42,428.00	3,528.42	3,528.42	8.3	1,324.49	37,575.09	88.5
TOTAL: 1000-5999	226,641.00	14,891.80	26,121.02	11.5	4,660.08	195,859.90	86.4
6400.00 ADDITIONAL/IMPROVED EQUIPMENT	11,109.00	0.00	0.00	.0	0.00	11,109.00	100.0
TOTAL: 6000	11,109.00	0.00	0.00	.0	0.00	11,109.00	100.0
TOTAL: 1000-6999	237,750.00	14,891.80	26,121.02	10.9	4,660.08	206,968.90	87.0
7900.00 RESERVE FOR CONTINGENCIES	110,302.00	0.00	0.00	.0	0.00	110,302.00	100.0
TOTAL: 7000	110,302.00	0.00	0.00	.0	0.00	110,302.00	100.0
TOTAL: 1000-7999	348,052.00	14,891.80	26,121.02	7.5	4,660.08	317,270.90	91.1

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Fund: 73 STUDENT BODY CENTER FEE FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
			CURRENT	YEAR TO DATE				
TOTAL INCOME	(8000 - 8999)	248,000.00	4,754.09-	0.00	0.0	0.00	248,000.00	100.0
TOTAL:	1000-5999	226,641.00	14,891.80	26,121.02	11.5	4,660.08	195,859.90	86.4
TOTAL:	1000-6999	237,750.00	14,891.80	26,121.02	10.9	4,660.08	206,968.90	87.0
TOTAL:	1000-7999	348,052.00	14,891.80	26,121.02	7.5	4,660.08	317,270.90	91.1
TOTAL EXPENSES	(1000 - 7999)	348,052.00	14,891.80	26,121.02	7.5	4,660.08	317,270.90	91.1

Fund: 74 KVC R FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	1,586,921.93	1,113.45-	106.16	.0	0.00	1,586,815.77	99.9
8900.00 OTHER FINANCING SOURCES	1,714,813.00	143,942.00	287,272.00	16.7	0.00	1,427,541.00	83.2
TOTAL: 8000	3,301,734.93	142,828.55	287,378.16	8.7	0.00	3,014,356.77	91.2
2100.00 CONTRACT CLASSIFIED NON-INSTR.	1,439,065.00	113,241.12	227,285.84	15.7	0.00	1,211,779.16	84.2
2300.00 NON-INSTRUCTION HOURLY CLASS.	35,000.00	5,787.85	16,164.99	46.1	0.00	18,835.01	53.8
TOTAL: 2000	1,474,065.00	119,028.97	243,450.83	16.5	0.00	1,230,614.17	83.4
3200.00 CLASSIFIED RETIREMENT	139,719.00	11,298.94	23,077.05	16.5	0.00	116,641.95	83.4
3300.00 OASDHI/FICA	111,152.00	9,040.21	18,336.33	16.4	0.00	92,815.67	83.5
3400.00 HEALTH AND WELFARE BENEFITS	183,881.00	15,960.19	32,689.07	17.7	0.00	151,191.93	82.2
3500.00 STATE UNEMPLOYMENT INSURANCE	4,383.00	354.50	719.05	16.4	0.00	3,663.95	83.5
3600.00 WORKERS COMPENSATION INSURANCE	26,500.00	2,200.00	4,400.00	16.6	0.00	22,100.00	83.3
3900.00 OTHER BENEFITS	1,152.00	136.65	275.25	23.8	0.00	876.75	76.1
TOTAL: 3000	466,787.00	38,990.49	79,496.75	17.0	0.00	387,290.25	82.9
4400.00 MEDIA AND SOFTWARE-DISTRCT USE	100.00	0.00	0.00	.0	0.00	100.00	100.0
4500.00 NONINSTRUCTIONAL SUPPLIES	6,260.15	324.26	1,423.05	22.7	3,951.95	885.15	14.1
TOTAL: 4000	6,360.15	324.26	1,423.05	22.3	3,951.95	985.15	15.4
5100.00 PERSON&CONSULTANT SVC-DIST USE	59,702.23	0.00	0.00	.0	0.00	59,702.23	100.0
5200.00 TRAVEL & CONFERENCE EXPENSES	20,076.00	0.00	0.00	.0	0.00	20,076.00	100.0
5300.00 POST/DUES/MEMBERSHIPS-DIST.USE	56,135.93	451.99	715.77	1.2	7,789.30	47,630.86	84.8
5400.00 INSURANCES - DISTRICT USE	7,000.00	0.00	0.00	.0	0.00	7,000.00	100.0
5500.00 UTILITIES & HOUSEKEEP-DIST.USE	173,962.84	11,942.56	19,289.27	11.0	141,513.56	13,160.01	7.5
5600.00 RENTS,LEASES&REPAIRS-DIST.USE	41,410.00	2,530.00	11,182.00	27.0	17,596.00	12,632.00	30.5
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	78,000.00	1,202.50	1,202.50	1.5	45,797.50	31,000.00	39.7
5800.00 OTHER OPERATING EXP-DIST. USE	521,241.16	12,114.00	21,032.00	4.0	23,902.70	476,306.46	91.3
TOTAL: 5000	957,528.16	28,241.05	53,421.54	5.5	236,599.06	667,507.56	69.7
TOTAL: 1000-5999	2,904,740.31	186,584.77	377,792.17	13.0	240,551.01	2,286,397.13	78.7
6400.00 ADDITIONAL/IMPROVED EQUIPMENT	393,394.00	0.00	0.00	.0	0.00	393,394.00	100.0
TOTAL: 6000	393,394.00	0.00	0.00	.0	0.00	393,394.00	100.0
TOTAL: 1000-6999	3,298,134.31	186,584.77	377,792.17	11.4	240,551.01	2,679,791.13	81.2

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Fund: 74 KVC R FUND

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
			CURRENT	YEAR TO DATE				
TOTAL INCOME	(8000 - 8999)	3,301,734.93	142,828.55	287,378.16	8.7	0.00	3,014,356.77	91.2
TOTAL:	1000-5999	2,904,740.31	186,584.77	377,792.17	13.0	240,551.01	2,286,397.13	78.7
TOTAL:	1000-6999	3,298,134.31	186,584.77	377,792.17	11.4	240,551.01	2,679,791.13	81.2
TOTAL:	1000-7999	3,298,134.31	186,584.77	377,792.17	11.4	240,551.01	2,679,791.13	81.2
TOTAL EXPENSES	(1000 - 7999)	3,298,134.31	186,584.77	377,792.17	11.4	240,551.01	2,679,791.13	81.2

Fund: 78 SELF INSURANCE-LIABILITY&PRO

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ ENCUMBERED	UNENCUMBERED	
		CURRENT	YEAR TO DATE			BALANCE	%
8800.00 LOCAL REVENUES	15,000.00	2,922.12-	0.00	.0	0.00	15,000.00	100.0
8900.00 OTHER FINANCING SOURCES	550,000.00	0.00	0.00	.0	0.00	550,000.00	100.0
TOTAL: 8000	565,000.00	2,922.12-	0.00	.0	0.00	565,000.00	100.0
5100.00 PERSON&CONSULTANT SVC-DIST USE	68,000.00	7,802.00	7,802.00	11.4	55,000.00	5,198.00	7.6
5400.00 INSURANCES - DISTRICT USE	457,000.00	10,887.37	444,941.37	97.3	0.00	12,058.63	2.6
5800.00 OTHER OPERATING EXP-DIST. USE	10,000.00	0.00	0.00	.0	0.00	10,000.00	100.0
TOTAL: 5000	535,000.00	18,689.37	452,743.37	84.6	55,000.00	27,256.63	5.0
TOTAL: 1000-5999	535,000.00	18,689.37	452,743.37	84.6	55,000.00	27,256.63	5.0
7900.00 RESERVE FOR CONTINGENCIES	50,000.00	0.00	0.00	.0	0.00	50,000.00	100.0
TOTAL: 7000	50,000.00	0.00	0.00	.0	0.00	50,000.00	100.0
TOTAL: 1000-7999	585,000.00	18,689.37	452,743.37	77.3	55,000.00	77,256.63	13.2

Fund: 78 SELF INSURANCE-LIABILITY&PRO SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	565,000.00	2,922.12-	0.00	.0	0.00	565,000.00	100.0
TOTAL:	1000-5999	535,000.00	18,689.37	452,743.37	84.6	55,000.00	27,256.63	5.0
TOTAL:	1000-6999	535,000.00	18,689.37	452,743.37	84.6	55,000.00	27,256.63	5.0
TOTAL:	1000-7999	585,000.00	18,689.37	452,743.37	77.3	55,000.00	77,256.63	13.2
TOTAL EXPENSES	(1000 - 7999)	585,000.00	18,689.37	452,743.37	77.3	55,000.00	77,256.63	13.2

Fund: 84 WORKERS COMPENSATION FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ ENCUMBERED	UNENCUMBERED	
		CURRENT	YEAR TO DATE			BALANCE	%
8800.00 LOCAL REVENUES	1,010,000.00	130,524.73	146,300.00	14.4	0.00	863,700.00	85.5
TOTAL: 8000	1,010,000.00	130,524.73	146,300.00	14.4	0.00	863,700.00	85.5
5100.00 PERSON&CONSULTANT SVC-DIST USE	107,000.00	0.00	0.00	.0	0.00	107,000.00	100.0
5400.00 INSURANCES - DISTRICT USE	150,000.00	0.00	93,897.00	62.5	0.00	56,103.00	37.4
5800.00 OTHER OPERATING EXP-DIST. USE	1,007,500.00	25,503.95	141,040.75	13.9	44,000.00	822,459.25	81.6
TOTAL: 5000	1,264,500.00	25,503.95	234,937.75	18.5	44,000.00	985,562.25	77.9
TOTAL: 1000-5999	1,264,500.00	25,503.95	234,937.75	18.5	44,000.00	985,562.25	77.9
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	1,764,500.00	25,503.95	234,937.75	13.3	44,000.00	1,485,562.25	84.1

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Fund: 84 WORKERS COMPENSATION FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
			CURRENT	YEAR TO DATE				
TOTAL INCOME	(8000 - 8999)	1,010,000.00	130,524.73	146,300.00	14.4	0.00	863,700.00	85.5
TOTAL:	1000-5999	1,264,500.00	25,503.95	234,937.75	18.5	44,000.00	985,562.25	77.9
TOTAL:	1000-6999	1,264,500.00	25,503.95	234,937.75	18.5	44,000.00	985,562.25	77.9
TOTAL:	1000-7999	1,764,500.00	25,503.95	234,937.75	13.3	44,000.00	1,485,562.25	84.1
TOTAL EXPENSES	(1000 - 7999)	1,764,500.00	25,503.95	234,937.75	13.3	44,000.00	1,485,562.25	84.1

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING	EXPENDED/RECEIVED		%	PENDED/	UNENCUMBERED	
	BUDGET	CURRENT	YEAR TO DATE		ENCUMBERED	BALANCE	%
8100.00 FEDERAL HEA REVENUES	2,500.00	0.00	0.00	.0	0.00	2,500.00	100.0
8600.00 STATE REVENUES	57,163.00	737.00	4,704.00	8.2	0.00	52,459.00	91.7
8800.00 LOCAL REVENUES	583,168.00	1,873.20-	346.54-	.0	0.00	583,514.54	100.0
TOTAL: 8000	642,831.00	1,136.20-	4,357.46	.6	0.00	638,473.54	99.3
1100.00 CONTRACT CLASSROOM INST.	11,070,999.00	1,105,735.44	1,116,168.30	10.0	0.00	9,954,830.70	89.9
1200.00 CONTRACT CERT. ADMINISTRATORS	3,639,259.00	214,433.09	552,418.08	15.1	0.00	3,086,840.92	84.8
1300.00 INSTRUCTORS DAY/HOURLY	4,233,505.00	1,680.22-	462,033.93	10.9	0.00	3,771,471.07	89.0
1400.00 NON-INSTRUCTION HOURLY CERT.	178,290.00	6,583.56	19,271.83	10.8	0.00	159,018.17	89.1
TOTAL: 1000	19,122,053.00	1,325,071.87	2,149,892.14	11.2	0.00	16,972,160.86	88.7
2100.00 CONTRACT CLASSIFIED NON-INSTR.	5,978,705.00	472,168.63	946,370.84	15.8	0.00	5,032,334.16	84.1
2200.00 INSTRUCTIONAL AIDS	832,580.00	57,123.56	122,769.71	14.7	0.00	709,810.29	85.2
2300.00 NON-INSTRUCTION HOURLY CLASS.	164,481.00	7,313.44	10,482.50	6.3	0.00	153,998.50	93.6
2400.00 INST AIDES-HOURLY- DIR.INSTRUC	503,546.00	20,157.00	41,085.75	8.1	0.00	462,460.25	91.8
TOTAL: 2000	7,479,312.00	556,762.63	1,120,708.80	14.9	0.00	6,358,603.20	85.0
3100.00 CERTIFICATED RETIREMENT	1,525,798.00	108,645.40	160,062.21	10.4	0.00	1,365,735.79	89.5
3200.00 CLASSIFIED RETIREMENT	699,199.00	58,492.95	114,827.65	16.4	0.00	584,371.35	83.5
3300.00 OASDHI/FICA	827,855.00	64,129.19	121,893.84	14.7	0.00	705,961.16	85.2
3400.00 HEALTH AND WELFARE BENEFITS	2,720,359.00	221,388.41	443,720.16	16.3	0.00	2,276,638.84	83.6
3500.00 STATE UNEMPLOYMENT INSURANCE	79,522.00	5,805.74	9,913.80	12.4	0.00	69,608.20	87.5
3600.00 WORKERS COMPENSATION INSURANCE	371,465.00	31,844.32	62,611.32	16.8	0.00	308,853.68	83.1
3900.00 OTHER BENEFITS	15,990.00	1,948.88	3,855.71	24.1	0.00	12,134.29	75.8
TOTAL: 3000	6,240,188.00	492,254.89	916,884.69	14.6	0.00	5,323,303.31	85.3
4100.00 TEXTBOOKS	4,052.00	0.00	0.00	.0	2,990.62	1,061.38	26.1
4200.00 BOOK,MAGAZINE&PERIOD-DIST.USE	43,408.00	42.12	983.25	2.2	54.00	42,370.75	97.6
4300.00 INSTRUCTIONAL SUPPLIES	180,457.00	14,247.83	37,594.10	20.8	67,651.80	75,211.10	41.6
4400.00 MEDIA AND SOFTWARE-DISTRCT USE	15,648.00	445.77	445.77	2.8	0.00	15,202.23	97.1
4500.00 NONINSTRUCTIONAL SUPPLIES	445,173.00	14,738.76	51,079.90	11.4	248,555.32	145,537.78	32.6
4700.00 FOOD SUPPLIES	30,000.00	0.00	0.00	.0	8,000.00	22,000.00	73.3
TOTAL: 4000	718,738.00	29,474.48	90,103.02	12.5	327,251.74	301,383.24	41.9
5100.00 PERSON&CONSULTANT SVC-DIST USE	677,338.00	1,617.93	2,343.93	.3	592,354.89	82,639.18	12.2
5200.00 TRAVEL & CONFERENCE EXPENSES	114,263.78	3,891.06	4,630.29	4.0	6,734.80	102,898.69	90.0
5300.00 POST/DUES/MEMBERSHIPS-DIST.USE	118,665.00	438.63	22,691.68	19.1	62,076.82	33,896.50	28.5
5400.00 INSURANCES - DISTRICT USE	600.00	0.00	0.00	.0	0.00	600.00	100.0
5500.00 UTILITIES & HOUSEKEEP-DIST.USE	1,687,225.00	150,974.61	308,031.77	18.2	1,323,562.66	55,630.57	3.2
5600.00 RENTS,LEASES&REPAIRS-DIST.USE	541,780.00	16,532.56	26,081.64	4.8	345,924.55	169,773.81	31.3
5800.00 OTHER OPERATING EXP-DIST. USE	168,206.00	4,933.50	4,983.78	2.9	34,885.00	128,337.22	76.2
5900.00 INTERPROGRAM CHARGES-DIST.USE	300.00	0.00	0.00	.0	0.00	300.00	100.0
TOTAL: 5000	3,308,377.78	178,388.29	368,763.09	11.1	2,365,538.72	574,075.97	17.3
TOTAL: 1000-5999	36,868,668.78	2,581,952.16	4,646,351.74	12.6	2,692,790.46	29,529,526.58	80.0

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Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED			%	PENDED/ ENCUMBERED	UNENCUMBERED	
		CURRENT	YEAR TO DATE				BALANCE	%
6300.00 LIBRARY BOOKS - EXPANSION	62,281.00	1,665.60	3,324.95	5.3	23,380.44	35,575.61	57.1	
6400.00 ADDITIONAL/IMPROVED EQUIPMENT	146,430.00	6,980.99	12,316.19	8.4	14,536.01	119,577.80	81.6	
TOTAL: 6000	208,711.00	8,646.59	15,641.14	7.4	37,916.45	155,153.41	74.3	
TOTAL: 1000-6999	37,077,379.78	2,590,598.75	4,661,992.88	12.5	2,730,706.91	29,684,679.99	80.0	
7200.00 INTRAFUND TRANSFERS OUT	275,585.00	0.00	0.00	.0	0.00	275,585.00	100.0	
7600.00 OTHER STUDENT AID	750.00	0.00	0.00	.0	0.00	750.00	100.0	
TOTAL: 7000	276,335.00	0.00	0.00	.0	0.00	276,335.00	100.0	
TOTAL: 1000-7999	37,353,714.78	2,590,598.75	4,661,992.88	12.4	2,730,706.91	29,961,014.99	80.2	

Fund: 01 GENERAL FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	642,831.00	1,136.20-	4,357.46	.6	0.00	638,473.54	99.3
TOTAL:	1000-5999	36,868,668.78	2,581,952.16	4,646,351.74	12.6	2,692,790.46	29,529,526.58	80.0
TOTAL:	1000-6999	37,077,379.78	2,590,598.75	4,661,992.88	12.5	2,730,706.91	29,684,679.99	80.0
TOTAL:	1000-7999	37,353,714.78	2,590,598.75	4,661,992.88	12.4	2,730,706.91	29,961,014.99	80.2
TOTAL EXPENSES	(1000 - 7999)	37,353,714.78	2,590,598.75	4,661,992.88	12.4	2,730,706.91	29,961,014.99	80.2

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Fund: 72 CHILD DEVELOPMENT FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	29,500.00	2,168.86-	0.00	.0	0.00	29,500.00	100.0
TOTAL: 8000	29,500.00	2,168.86-	0.00	.0	0.00	29,500.00	100.0
2300.00 NON-INSTRUCTION HOURLY CLASS.	20,000.00	0.00	0.00	.0	0.00	20,000.00	100.0
TOTAL: 2000	20,000.00	0.00	0.00	.0	0.00	20,000.00	100.0
3300.00 OASDHI/FICA	1,530.00	0.00	0.00	.0	0.00	1,530.00	100.0
3500.00 STATE UNEMPLOYMENT INSURANCE	60.00	0.00	0.00	.0	0.00	60.00	100.0
TOTAL: 3000	1,590.00	0.00	0.00	.0	0.00	1,590.00	100.0
5800.00 OTHER OPERATING EXP-DIST. USE	2,000.00	0.00	0.00	.0	0.00	2,000.00	100.0
TOTAL: 5000	2,000.00	0.00	0.00	.0	0.00	2,000.00	100.0
TOTAL: 1000-5999	23,590.00	0.00	0.00	.0	0.00	23,590.00	100.0
7900.00 RESERVE FOR CONTINGENCIES	50,000.00	0.00	0.00	.0	0.00	50,000.00	100.0
TOTAL: 7000	50,000.00	0.00	0.00	.0	0.00	50,000.00	100.0
TOTAL: 1000-7999	73,590.00	0.00	0.00	.0	0.00	73,590.00	100.0

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Fund: 72 CHILD DEVELOPMENT FUND SUMMARY

=====		WORKING	EXPENDED/RECEIVED			PENDED/	UNENCUMBERED	
SUMMARY BY OBJECT		BUDGET	CURRENT	YEAR TO DATE	%	ENCUMBERED	BALANCE	%
=====		=====						
TOTAL INCOME	(8000 - 8999)	29,500.00	2,168.86-	0.00	.0	0.00	29,500.00	100.0
TOTAL:	1000-5999	23,590.00	0.00	0.00	.0	0.00	23,590.00	100.0
TOTAL:	1000-6999	23,590.00	0.00	0.00	.0	0.00	23,590.00	100.0
TOTAL:	1000-7999	73,590.00	0.00	0.00	.0	0.00	73,590.00	100.0
TOTAL EXPENSES	(1000 - 7999)	73,590.00	0.00	0.00	.0	0.00	73,590.00	100.0

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8100.00 FEDERAL HEA REVENUES	1,000.00	0.00	0.00	.0	0.00	1,000.00	100.0
8600.00 STATE REVENUES	177,123.00	316.00	2,016.00	1.1	0.00	175,107.00	98.8
8800.00 LOCAL REVENUES	265,697.00	1,237.75-	442.07-	.0	0.00	266,139.07	100.0
TOTAL: 8000	443,820.00	921.75-	1,573.93	.3	0.00	442,246.07	99.6
1100.00 CONTRACT CLASSROOM INST.	4,677,787.00	445,848.70	494,131.50	10.5	0.00	4,183,655.50	89.4
1200.00 CONTRACT CERT. ADMINISTRATORS	2,704,860.00	139,288.67	379,415.91	14.0	0.00	2,325,444.09	85.9
1300.00 INSTRUCTORS DAY/HOURLY	1,384,807.00	998.64	125,987.78	9.0	0.00	1,258,819.22	90.9
1400.00 NON-INSTRUCTION HOURLY CERT.	102,384.00	0.00	3,085.94	3.0	0.00	99,298.06	96.9
TOTAL: 1000	8,869,838.00	586,136.01	1,002,621.13	11.3	0.00	7,867,216.87	88.6
2100.00 CONTRACT CLASSIFIED NON-INSTR.	3,383,847.00	233,938.28	502,624.18	14.8	0.00	2,881,222.82	85.1
2200.00 INSTRUCTIONAL AIDS	584,804.00	37,836.15	83,960.84	14.3	0.00	500,843.16	85.6
2300.00 NON-INSTRUCTION HOURLY CLASS.	69,859.00	280.00	6,408.12	9.1	0.00	63,450.88	90.8
2400.00 INST AIDES-HOURLY- DIR.INSTRUC	309,364.00	5,200.00	15,525.00	5.0	0.00	293,839.00	94.9
TOTAL: 2000	4,347,874.00	277,254.43	608,518.14	13.9	0.00	3,739,355.86	86.0
3100.00 CERTIFICATED RETIREMENT	679,321.00	50,173.73	76,722.31	11.2	0.00	602,598.69	88.7
3200.00 CLASSIFIED RETIREMENT	435,188.00	31,410.03	62,043.48	14.2	0.00	373,144.52	85.7
3300.00 OASDHI/FICA	443,939.00	32,008.93	62,477.00	14.0	0.00	381,462.00	85.9
3400.00 HEALTH AND WELFARE BENEFITS	1,442,345.00	108,623.99	218,370.98	15.1	0.00	1,223,974.02	84.8
3500.00 STATE UNEMPLOYMENT INSURANCE	39,546.00	2,780.23	4,996.92	12.6	0.00	34,549.08	87.3
3600.00 WORKERS COMPENSATION INSURANCE	206,399.00	15,645.51	31,241.01	15.1	0.00	175,157.99	84.8
3900.00 OTHER BENEFITS	8,661.00	946.42	1,891.18	21.8	0.00	6,769.82	78.1
TOTAL: 3000	3,255,399.00	241,588.84	457,742.88	14.0	0.00	2,797,656.12	85.9
4200.00 BOOK,MAGAZINE&PERIOD-DIST.USE	50,320.00	144.37-	144.37-	.0	45,185.39	5,278.98	100.0
4300.00 INSTRUCTIONAL SUPPLIES	53,872.00	3,155.60	5,456.23	10.1	13,766.39	34,649.38	64.3
4400.00 MEDIA AND SOFTWARE-DISTRCT USE	6,619.00	0.00	0.00	.0	43.71	6,575.29	99.3
4500.00 NONINSTRUCTIONAL SUPPLIES	165,673.00	9,334.67	9,118.78	5.5	60,381.77	96,172.45	58.0
TOTAL: 4000	276,484.00	12,345.90	14,430.64	5.2	119,377.26	142,676.10	51.6
5100.00 PERSON&CONSULTANT SVC-DIST USE	93,161.00	456.46	756.46	.8	21,128.01	71,276.53	76.5
5200.00 TRAVEL & CONFERENCE EXPENSES	25,587.91	295.93	295.93	1.1	929.07	24,362.91	95.2
5300.00 POST/DUES/MEMBERSHIPS-DIST.USE	62,519.00	150.00	25,275.00	40.4	3,600.00	33,644.00	53.8
5500.00 UTILITIES & HOUSEKEEP-DIST.USE	774,766.00	9,441.19	118,112.05	15.2	639,264.26	17,389.69	2.2
5600.00 RENTS,LEASES&REPAIRS-DIST.USE	307,386.00	4,598.75	8,020.85	2.6	111,351.82	188,013.33	61.1
5800.00 OTHER OPERATING EXP-DIST. USE	191,784.00	3,516.15	3,741.15	1.9	11,380.78	176,662.07	92.1
TOTAL: 5000	1,455,203.91	18,458.48	156,201.44	10.7	787,653.94	511,348.53	35.1
TOTAL: 1000-5999	18,204,798.91	1,135,783.66	2,239,514.23	12.3	907,031.20	15,058,253.48	82.7
6200.00 BUILDINGS&IMPROVEMENT-DIST.USE	3,465.00	0.00	0.00	.0	0.00	3,465.00	100.0
6300.00 LIBRARY BOOKS - EXPANSION	27,963.00	0.00	0.00	.0	11,000.00	16,963.00	60.6
6400.00 ADDITIONAL/IMPROVED EQUIPMENT	34,856.00	0.00	240.35-	.0	1,500.00	33,596.35	100.0

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Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDEDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL: 6000	66,284.00	0.00	240.35-	.0	12,500.00	54,024.35	100.0
TOTAL: 1000-6999	18,271,082.91	1,135,783.66	2,239,273.88	12.2	919,531.20	15,112,277.83	82.7
7200.00 INTRAFUND TRANSFERS OUT	26,564.00	0.00	0.00	.0	0.00	26,564.00	100.0
TOTAL: 7000	26,564.00	0.00	0.00	.0	0.00	26,564.00	100.0
TOTAL: 1000-7999	18,297,646.91	1,135,783.66	2,239,273.88	12.2	919,531.20	15,138,841.83	82.7

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Fund: 01 GENERAL FUND

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	443,820.00	921.75-	1,573.93	.3	0.00	442,246.07	99.6
TOTAL:	1000-5999	18,204,798.91	1,135,783.66	2,239,514.23	12.3	907,031.20	15,058,253.48	82.7
TOTAL:	1000-6999	18,271,082.91	1,135,783.66	2,239,273.88	12.2	919,531.20	15,112,277.83	82.7
TOTAL:	1000-7999	18,297,646.91	1,135,783.66	2,239,273.88	12.2	919,531.20	15,138,841.83	82.7
TOTAL EXPENSES	(1000 - 7999)	18,297,646.91	1,135,783.66	2,239,273.88	12.2	919,531.20	15,138,841.83	82.7

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Fund: 41 CAPITAL OUTLAY PROJECTS FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED			%	PENDED/ ENCUMBERED	UNENCUMBERED	
		CURRENT	YEAR TO DATE				BALANCE	%
8800.00 LOCAL REVENUES	10,367.00	863.89	2,591.67	24.9	0.00	7,775.33	75.0	
TOTAL: 8000	10,367.00	863.89	2,591.67	24.9	0.00	7,775.33	75.0	
6200.00 BUILDINGS&IMPROVEMENT-DIST.USE	10,367.00	0.00	0.00	.0	0.00	10,367.00	100.0	
TOTAL: 6000	10,367.00	0.00	0.00	.0	0.00	10,367.00	100.0	
TOTAL: 1000-6999	10,367.00	0.00	0.00	.0	0.00	10,367.00	100.0	

Fund: 41 CAPITAL OUTLAY PROJECTS FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	10,367.00	863.89	2,591.67	24.9	0.00	7,775.33	75.0
TOTAL:	1000-5999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL:	1000-6999	10,367.00	0.00	0.00	.0	0.00	10,367.00	100.0
TOTAL:	1000-7999	10,367.00	0.00	0.00	.0	0.00	10,367.00	100.0
TOTAL EXPENSES	(1000 - 7999)	10,367.00	0.00	0.00	.0	0.00	10,367.00	100.0

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Fund: 51 BOOKSTORE FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	0.00	428.55-	0.00	.0	0.00	0.00	.0
TOTAL: 8000	0.00	428.55-	0.00	.0	0.00	0.00	.0

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Fund: 51 BOOKSTORE FUND

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	0.00	428.55-	0.00	.0	0.00	0.00	.0
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	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL EXPENSES	(1000 - 7999)	0.00	0.00	0.00	.0	0.00	0.00	.0

Fund: 72 CHILD DEVELOPMENT FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	6,500.00	324.08-	0.00	.0	0.00	6,500.00	100.0
TOTAL: 8000	6,500.00	324.08-	0.00	.0	0.00	6,500.00	100.0
2300.00 NON-INSTRUCTION HOURLY CLASS.	4,500.00	0.00	0.00	.0	0.00	4,500.00	100.0
TOTAL: 2000	4,500.00	0.00	0.00	.0	0.00	4,500.00	100.0
3300.00 OASDHI/FICA	344.00	0.00	0.00	.0	0.00	344.00	100.0
3500.00 STATE UNEMPLOYMENT INSURANCE	14.00	0.00	0.00	.0	0.00	14.00	100.0
TOTAL: 3000	358.00	0.00	0.00	.0	0.00	358.00	100.0
5800.00 OTHER OPERATING EXP-DIST. USE	500.00	0.00	0.00	.0	0.00	500.00	100.0
TOTAL: 5000	500.00	0.00	0.00	.0	0.00	500.00	100.0
TOTAL: 1000-5999	5,358.00	0.00	0.00	.0	0.00	5,358.00	100.0

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SAN BERNARDINO COUNTY SCHOOLS COMPUTER CONSORTIUM
 BUDGET SUMMARY REPORT
 08/13/2009 TO 09/09/2009

#J3163

09/10/2009

PAGE 9

Fund: 72 CHILD DEVELOPMENT FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ ENCUMBERED	UNENCUMBERED	
			CURRENT	YEAR TO DATE			BALANCE	%
TOTAL INCOME	(8000 - 8999)	6,500.00	324.08-	0.00	.0	0.00	6,500.00	100.0
TOTAL:	1000-5999	5,358.00	0.00	0.00	.0	0.00	5,358.00	100.0
TOTAL:	1000-6999	5,358.00	0.00	0.00	.0	0.00	5,358.00	100.0
TOTAL:	1000-7999	5,358.00	0.00	0.00	.0	0.00	5,358.00	100.0
TOTAL EXPENSES	(1000 - 7999)	5,358.00	0.00	0.00	.0	0.00	5,358.00	100.0

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Dr. Noelia Vela, Chancellor
REVIEWED BY: Bruce Baron, Vice-Chancellor, Fiscal Services
PREPARED BY: Bruce Baron, Vice-Chancellor, Fiscal Services
DATE: October 5, 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 August 10, 2009 to September 7, 2009, 407 Purchase Orders were issued encumbering a total of \$29,737,343.27 in the following object classifications:

Object Classification	Amount
4000 Supplies & Materials	\$167,223.08
5000 Operating Expenses & Services	\$1,691,352.21
6000 Capital Outlay	\$27,848,767.98
7000 Other Outgo	\$30,000.00

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: Gloria Macias Harrison, President
PREPARED BY: Gloria Macias Harrison, President
DATE: October 5, 2009
SUBJECT: CHC Accreditation Follow-Up Report

RECOMMENDATION

This item is for information only and no action is required.

OVERVIEW

The Accrediting Commission for Community and Junior Colleges requires that CHC submit two Follow-Up Reports. The first report is due by October 15, 2009.

ANALYSIS

The Accrediting Commission for Community and Junior Colleges requires that CHC submit two Follow-Up Reports. The Follow-Up Report demonstrates progress on Recommendations 1, 2, 3, 4, 8 and 10.

BOARD IMPERATIVE

- I. Institutional Effectiveness
- II. Learning-Centered Institution for Student Access, Retention and Success
- III. Resource Management for Efficiency, Effectiveness and Excellence
- IV. Enhanced and Informed Governance and Leadership

FINANCIAL IMPLICATIONS

No budget implications.

CRAFTON HILLS COLLEGE

**11711 Sand Canyon Road
Yucaipa, CA 92399**



FOLLOW-UP REPORT

This report summarizes progress on Evaluation Team Recommendations made during the October 6-9, 2008 site visit to Crafton Hills College.

October 15, 2009

***Presented to the Board of Trustees for Review
on October 5, 2009***

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Statement on Report Preparation

This Follow-Up Report addresses the six primary recommendations noted in the February 3, 2009 (as revised July 17, 2009) letter from the Accrediting Commission for Community and Junior Colleges (ACCJC) that placed Crafton Hills College (CHC) on Probation. It also provides brief updates on the College's progress on the three additional recommendations included in that letter.

This Report will show that since last February, Crafton Hills College faculty, staff, and administrators have made focused examination and improvement of the College's integrated planning and program review processes, learning outcomes development and assessment, administration and governance, and long-term fiscal plans a top priority, and have begun implementation of new structures and procedures that address the six sets of issues identified by the Commission in Recommendations 1, 2, 3, 4, 8, and 10. It will also show that we have begun work on the other three recommendations, which the Commission requires the College to address by October 2010.

This Report was prepared by the Accreditation Liaison Officer (ALO) and the accreditation consultant. (The latter is a former community college ALO and experienced planning, program review, governance, and accreditation consultant who was hired by the District in late May 2009 to work with the campus in developing responses to the recommendations, compile necessary information, help draft the Report, and carry out other urgently needed tasks.) Prior to submitting the Report to the Board of Trustees, they solicited input from faculty, managers, classified staff, and students by various means. The Crafton Council, which is the shared-governance body on campus charged with coordinating responses to the Commission's recommendations, reviewed and recommended changes in each successive draft. In addition, feedback regarding the accuracy and clarity of the Report was solicited directly from the Academic Senate, the Classified Senate, the Student Senate, and the management team in presentations by the Accreditation Liaison Officer, who also held two well-advertised, open forums in which she solicited questions and comments about the draft Report. Total attendance at all six presentations was 74, including 33 faculty members, 16 managers, 16 students, and nine classified staff. The draft was also emailed to the entire campus community, which was asked for feedback regarding its accuracy and clarity. Some feedback was received, primarily through constituency representatives on the Crafton Council, and was incorporated in a final draft of the Report where appropriate.

The final Report was approved by President Gloria Harrison and was submitted to the Board of Trustees for review at its meeting on October 5, 2009.

Certification of the Follow-Up Report

This Follow-Up Report is submitted for the purpose of assisting in the determination of the institution’s ongoing accreditation status.

We certify that this Follow-Up Report accurately represents the status of the College with respect to the Commission recommendations it has been asked to address.

Signed:

Gloria M. Harrison President, Crafton Hills College	Date
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Dr. Cheryl Marshall Vice President, Instruction and Accreditation Liaison Officer, Crafton Hills College	Date
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Scott Rippy President, Academic Senate, Crafton Hills College	Date
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Candace Leonard President, Classified Senate, Crafton Hills College	Date
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Moises Valencia President, Student Senate, Crafton Hills College	Date
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Certification of Board Review of the Follow-Up Report

We certify that the San Bernardino Community College District Board of Trustees has reviewed this Follow-Up Report.

Signed:

James C. Ramos President, Board of Trustees, San Bernardino Community College District	Date
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Dr. Noelia Vela Chancellor, San Bernardino Community College District	Date
--	------

**Accrediting Commission's Follow-Up Report Request
(From the Revised Commission Action Letter Dated July 17, 2009)**

Probation is issued when an institution deviates significantly from the Commission's Eligibility Requirements, Accreditation Standards, or policies, or fails to respond to actions and conditions imposed by the Commission. The accredited status of the institution continues during the probation period. However, the institution's accreditation will not be reaffirmed until the conditions which warranted the warning are addressed to meet Commission Standards.

I also wish to inform you that under U.S. Department of Education regulations, institutions out of compliance with standards or on sanction are expected to correct deficiencies within a maximum two-year period or the Commission must take action to terminate accreditation. Recommendations 1, 2, 3, 8, and 10 identified as deficiencies were also noted by the year 2002 evaluation team. It is therefore imperative that the college move immediately to completely resolve these deficiencies with the exception of Recommendation 3 as described below.

The Follow-Up Report due by October 15, 2009 should demonstrate the college's complete resolution of the following recommendations:

Recommendation 1: Integrated Planning, Quantitative Effectiveness Measures, and Long-Term Resource Allocation

As was noted in recommendations 1 and 2 of the 2002 Accreditation Evaluation Report and in order to meet the standards, the college should integrate all planning processes and documents into a meaningful, comprehensive, long-range institutional plan to accomplish its mission and realize its vision. Additionally, the college plan should be integrated into an overall district strategic plan. (Standards I.A.4, I.B.2, I.B.3, I.B.6, III.A.6, III.B.2.b, III.C.2, III.D.1.a)

The college should move immediately to:

- Complete the implementation of a cycle of systematic integrated planning, evaluation, prioritization, resource allocation, implementation, and re-evaluation.
- Identify quantitative effectiveness measures (key performance indicators), gather baseline data and establish institutional planning goals.
- Revise the Educational Master Plan to include long-term resource allocation.

Recommendation 2: Data Reliability, Access, and Training

As was noted in recommendations 2 and 7 of the 2002 Accreditation Evaluation Report and in order to meet the standards, the college should develop processes that produce reliable data, provide employees with easy access to data, and provide training on how to access, interpret and utilize data. (Standards I.B.2, I.B.3, I.B.5, II.A.1.a)

Recommendation 3: Student Learning Outcomes

With regard to Recommendation 3 below, Crafton Hills College should demonstrate that it is at the Development Level on the Commission's Rubric for Evaluating Institutional Effectiveness and will reach the Proficiency Level by the Commission's 2012 deadline.

As was noted in recommendation 4 of the 2002 Accreditation Evaluation Report and in order to meet the standards, the college should complete the development, implementation, assessment and review of course, program and institution wide student learning outcomes and utilize the assessment results to make continuous program improvements. (Standards I.B.1, II.A.1.c, II.A.2.a, II.A.2.b, II.A.2.f, ER 10)

Recommendation 4: Administrative and Governance Structures

In order to meet the standards, the college should develop and implement procedures to evaluate the effectiveness of administrative and governance structures, processes and services; communicate evaluation results to constituencies; and utilize the results to make improvements. The college should also define the roles and responsibilities of each governance structure and establish more widespread participation by classified staff and students. (Standards I.B.1, I.B.5, IV.A.2.a, IV.A.3)

Recommendation 8: Program Review

As was noted in recommendation 6 of the 2002 Accreditation Evaluation Report and to meet the standards, the college should complete the integration of program review for all academic, student services and administrative services units into institutional evaluation and planning. In particular, the college should develop processes and procedures to ensure program effectiveness of distributed education courses. (Standards II.A.2.e, II.B.4, II.C.2, III.D.2.g, IV.A.5, ER 19, 21)

Recommendation 10: Long-term Fiscal Plans and Financial Information

As was noted in recommendation 9 of the 2002 Accreditation Evaluation Report and in order to meet the standards, the college should develop long-term fiscal plans. Employees should be provided with adequate financial information and training in the use of such data. (Standards III.D.1.c, III.D.3)

The second Follow-Up of October 15, 2010 should demonstrate the institution's resolution of the following concerns expressed in team recommendations:

Recommendation 6: Participation in Decision-Making and Planning Processes

In order to improve the quality of the institution, the college president should ensure that all areas, including academic, student, and administrative services, are actively participating in the decision making and planning processes. (Standards I.B.4, IV.A.3, IV.B.2.a, IV.B.2.b)

Recommendation 7: District-Level Program Review, Strategic Plan, Technology Plan, and Human Resources Plan

In order to meet the standards, the team recommends that the Board of Trustees, and the chancellor, in consultation with the leadership of the college campuses, develop a strategy for addressing some significant issues raised by each college and verified in interviews with staff in the following areas; namely:

- The development of an appropriate and clearly communicated process for reviewing all district functions and processes using a Program Review model. (Standards IV.B.3.a, b)

- The development of a formal and regularly evaluated district strategic plan that both acknowledges input and aligns with the colleges educational plan and serves as a guide for planning at the college level. (Standards I.B.3, IV.B.3.g)
- The development of a coordinated strategic plan for technology that is responsive to the colleges and assists them in the daily management of the college functions, including the monitoring, assessing and use of financial information. (Standards I.B.2, 5, 6, IV.B.3.b, III.C.1.a, c, III.C.2, III.D.2.a)
- The development of a long range Human Resources Plan to assist the colleges in planning and prioritizing the need for full-time faculty and staff. (Standards I.A.4, III.A.6, III.B.2.b)

Commission Recommendation 1: District Resource Allocation Process

The district's resource allocation process needs to be clarified and communicated to both colleges within the district. (Standards III.A.6, III.B.2.a, b, III.C.2, III.D.1.d, III.D.3, IV.B.3.a, c, d, f, g)

Responses and Updates on Team Recommendations 1, 2, 3, 4, 8, and 10

Recommendation 1: Integrated Planning, Quantitative Effectiveness Measures, and Long-Term Resource Allocation

As was noted in recommendations 1 and 2 of the 2002 Accreditation Evaluation Report and in order to meet the standards, the college should integrate all planning processes and documents into a meaningful, comprehensive, long-range institutional plan to accomplish its mission and realize its vision. Additionally, the college plan should be integrated into an overall district strategic plan. (Standards I.A.4, I.B.2, I.B.3, I.B.6, III.A.6, III.B.2.b, III.C.2, III.D.1.a)

The college should move immediately to:

- *Complete the implementation of a cycle of systematic integrated planning, evaluation, prioritization, resource allocation, implementation, and re-evaluation.*
- *Identify quantitative effectiveness measures (key performance indicators), gather baseline data and establish institutional planning goals.*
- *Revise the Educational Master Plan to include long-term resource allocation.*

The College recognizes that in many respects, this Recommendation is the team's most important. According to the Commission's *Rubric for Evaluating Institutional Effectiveness*, CHC already should have been at the top level of implementation in integrated planning—Sustainable Continuous Quality Improvement—by September 2007. Although CHC is not there yet, it has made considerable progress, and will attain Sustainable Continuous Quality Improvement by the end of the 2009-10 academic year.

Progress and Analysis

Integrated Long-Range Institutional Plan

In Spring 2006, the CHC President convened an Educational Master Plan Committee with shared-governance representation to develop the elements of an Educational Master Plan (EMP). From Spring 2006 through Spring 2007, the Committee, with information from an environmental scan and broad input from campus forums, developed a mission statement, a vision statement, institutional values, and a set of five overarching goals for the EMP. A workshop was held on In-Service Day in August 2007 to develop action plans for the EMP, but the College's focus shifted in 2007-08 to the pressing issue of increasing FTES, and the work lost momentum at that point. So the CHC EMP remained incomplete when the College was placed on Probation in early Spring 2009.

In February 2009, the College established the Crafton Council, the highest-level shared-governance body on campus, to coordinate responses to all the urgent Commission recommendations. The Council assigned an instructional Dean to lead the effort to address Recommendation 1. He convened and coordinated the work of an ad hoc group that met weekly from late March to June. The group, taking the Goals of the Spring 2007 Educational Master Plan as their starting point, worked hard to identify objectives and benchmarks for each EMP Goal, composed a Glossary, and began the development of institutional quantitative effectiveness measures, or key performance indicators. This dedicated group wrestled constructively with several difficult issues, but it suffered from two main problems: It did not

have shared-governance representation, and its work was not integrated sufficiently with other College processes and prior planning efforts. So in July 2009, the Crafton Council constituted a new Educational Master Planning Committee (EMPC) with shared-governance representation; current membership includes five Academic Senate representatives, three executive managers, one middle manager, one Classified Senate representative, and one Student Senate representative. This new group included several members who had served on the 2006-07 Educational Master Planning Committee, had participated in the ad hoc group in Spring 2009, and/or were currently serving on the Planning and Program Review Committee, the other principal committee heavily involved in integrated planning, evaluation, and improvement efforts. The new configuration thus ensures integration of institutional planning efforts from the unit level through the College level, and facilitates communication about integrated planning processes and structures among all constituent groups.

The EMPC, which operates on a consensus model, is charged with developing the integrated, long-range institutional plan called for in the Recommendation. It is now designing a Plan that is meaningful and integrated in that it will explicitly link to, and in many cases drive, other major planning, evaluation, and improvement documents, processes, and structures at the College; it will also incorporate active review and revision provisions that will maintain it as a living document, not a bookshelf decoration—it will be a plan in action, not a plan in place. The Plan is also designed to be long-range and comprehensive in that it will attend to the big-picture, strategic needs of the institution and its students for the foreseeable future, and it will relate to structures and processes at every organizational level, from unit planning to the District Strategic Plan (when that document is completed in 2010). The EMPC is reserving judgment at present on the final structure of the Plan, as it ponders whether the institution and its students would benefit most in the long run from a Strategic Plan integrated with the Educational Master Plan, or an Educational Master Plan that would also serve as the College’s strategic plan.

Based on consideration of the College Mission, Vision, and Values, and of major planning and related documents, the EMPC has identified a provisional set of eight Strategic Directions :

- Student Access and Success
- Best Practices for Teaching and Learning
- Community Value
- Organizational Development
- Inclusiveness
- Effective, Efficient, and Transparent Processes
- Enrollment Management
- Effective Resource Use and Development

Included among the major planning and related documents considered were the following:

- SBCCD Board of Trustees Imperatives and Institutional Goals
- Enrollment Management Plan
- Facilities Master Plan
- Basic Skills Initiative Plan
- Matriculation Plan
- Title V Plan
- DSPS Plan
- Professional Development Plan
- 2007 Educational Master Plan elements
- Student Equity Plan
- Technology Plan
- Assessment Plan
- EOPS Plan
- Learning Communities Plan
- Distributed Education Plan
- Developmental Budgets/Fiscal Plan

After receiving training on goal formulation and related matters, EMPC members revisited the 2007 EMP Goals, and have begun work on a provisional set of updated goals based on the work they have done to date from the strategic point of view. Next, the EMPC, with the assistance of the Planning and Program Review Committee, will review the latest available planning and program review documentation for recurring issues or themes from the trenches, so to speak, that might call for further additions or modifications of the goals, or even the Strategic Directions. Once the EMPC has finalized its provisional goal recommendations, it will solicit input from the Academic Senate and the rest of the College community, and incorporate that input as appropriate into a final recommendation. Then it will reach consensus on the best structure for the long-range institutional plan, and seek formal approval for that structure and for its final goals recommendation. After obtaining approval, it will develop recommendations for action plans (to include activities, timelines, etc.) and other contents; seek feedback from applicable departments, the Academic Senate, and the rest of the College community; incorporate the feedback as appropriate into a final Plan recommendation; and submit that recommendation to the President.

Integrated Planning, Program Review, and Resource Allocation Process

Central to integrated planning at CHC is the planning, program review, and resource allocation process, the process in which the most faculty, staff, and managers are involved every year. Coordinated by the shared-governance Planning and Program Review Committee (P&PRC), this process has undergone significant improvements for the 2009-10 academic year—improvements designed to address the weaknesses of the prior process that the P&PRC identified in its evaluation, and to align better with the Commission’s Accreditation Standards. The enhanced process, which is detailed in the *Integrated Planning and Program Review Handbook* (see below), represent a major step in the right direction for the planning, evaluation, and improvement cycle of the institution. The description below applies to the 2009-10 process, full implementation of which began in August 2009.

Annual planning is now a systematic update of the triennial program review. Both program review and annual planning now require, in all units across the College, the preparation of a Three Year Action Plan, based on systematic self-assessment and reflection. The Plan includes identification of goals in priority order, objectives, actions, timelines, responsible persons, and required resources with cost estimates. Goals and objectives foster concrete improvements: they are formulated explicitly to maintain or increase program strengths or address identified weaknesses. They are also updated each year, based in part on the unit’s evaluation of its progress since the previous year. Assertions must be supported by evidence, and unit leaders are to share with other unit members what they have learned in refresher workshops about data access, use, and interpretation. (For 2009-10, after the departure of the Director of Research and Planning [see below], the Vice Presidents reviewed data use and interpretation with unit leaders individually or in small groups.) Thoughtful consideration of the relevant issues in comprehensive departmental discussions is to precede filling out the forms. Broad, collaborative, active participation from unit members, including part-time faculty and staff, is expected, and all permanent employees in the unit are required to sign off on each plan or program review, signifying that they share in a consensus about the contents. A representative of each of the unit’s primary clienteles is to participate in the preparation or review of the planning

or program review document, and an outside person is to review it. Every submission is evaluated by the P&PRC based in part on whether the unit has met these expectations.

In addition, the P&PRC evaluates the health of each instructional program, and the effectiveness of each noninstructional program. These evaluations are based on quantitative and qualitative measures of effectiveness and on the unit's observations about itself, as documented in the planning and program review submissions. All units must report the results of their assessment of outcomes: Student Learning Outcomes (SLOs) in instruction and some support services, and Service Area Outcomes (SAOs) in noninstructional departments. Some additional standard measures, especially for instructional programs, are specified by the Committee, but each unit is required to articulate its own definition of effectiveness, and to identify and apply measures to gauge it. It then has the opportunity to interpret the results, and to reflect on their implications for program and service improvement. It also reports on what is going well, and what is not going well, with respect to areas such as student performance, the SLO/SAO cycle and its results, curriculum, scheduling, alternative modes of delivery, outreach, partnerships, best practices, efficiency in using resources, group dynamics, innovations, increasing strengths, addressing weaknesses, the planning and program review process itself, and other decision-making processes. Finally, each unit is required to look forward three years, share its vision of that future, and indicate how its mission and vision contribute to the College's mission. Representatives of every unit that submits a program review are invited to a Committee meeting to answer clarifying questions and ask questions of their own.

Priorities for goals and resource allocations are set across the institution based on the systematic review of planning and program review documents at several organizational levels. First, the division manager must discuss unit Three Year Action Plan priorities across the division with the unit leaders. Based on that discussion, he or she is to create a consolidated divisional priority list of goals, objectives, resources, and rationales, and submit it to the applicable Area manager and to the Planning and Program Review Committee, along with the final unit planning and program review documents. (A copy of each Three Year Action Plan that includes technology resources is to be forwarded to the Director of Technology Services to help inform that department's annual planning as well.) The Area manager then must discuss priorities across the Area with the division managers. Based on that discussion, he or she is to create a consolidated Area priority list of goals, objectives, resources, and rationales from the divisional lists, and submit it to the President (along with copies of the final unit planning and program review documents) and to the Planning and Program Review Committee. The Planning and Program Review Committee must then review the divisional and Area priority lists, and recommend a consolidated institutional priority list of goals, objectives, resources, and rationales, which it submits to the President. The President, with the advice of the Cabinet, is to approve the final institutional priority list of goals, objectives, resources, and rationales based on the Planning and Program Review Committee recommendation and the Area priority lists, and report back to the campus community on the decision. If the President's list departs significantly from the Planning and Program Review Committee's recommendation, the President must provide the rationale for the departure(s). Resource requests on the institutional priority list are to be funded in descending order as actual revenues from the State for the applicable fiscal year allow.

Resource priorities in this process depend primarily on the priorities of the program and service goals and objectives they support. Annual planning in particular, which in too many cases used

to be a mechanism for supplying rationales for equipment purchases and other resource requests, has thus become far more meaningful and more productive of substantive improvements. Moreover, many goals and objectives do not require additional resources, and units can make progress on those improvements even in lean times such as these.

The planning, program review, and resource allocation process, even in its previous form, has produced concrete results: effective new programs, maintenance and improvement of instructional quality, and other actual improvements in College programs, services, and infrastructure. For example:

- The Fine Arts Department proposed an institutional marketing and outreach event called Arts Day in their 2007-2008 Annual Plan. The first Arts Day was held in February 2008 and the second in February 2009, and both were supported with funding and people (managers, classified, and faculty) from across campus to assure the events were successful. Seventy local high school students attended the first Arts Day; 82 attended the second. One result was that 27 percent of first-year attendees enrolled at CHC the following Fall. The effective Arts Day program will continue in 2010.
- The expansion of science classes was undertaken successfully as a part of fulfilling the College vision in 2007-08, but initial funding levels for supplies were not increased at the time. Based on the Annual Plans of science units, additional supplies were purchased using one-time funds during 2008-09. The additional resources helped all science classes maintain their established level of excellence.

Based on such past experience and the systematic improvements designed into the new process, the P&PRC fully expects increases in frequency, substance, and documentation of actual improvements in 2009-10 and beyond.

Re-evaluation is an integral part of the new process, just as it is part of the EMP (see above) and any sound planning cycle. For example, the Annual Planning form requires each unit to evaluate its progress on goals and objectives in every cycle, and to update those goals and objectives accordingly. With regard to the process itself, each unit receives feedback on its submissions from the applicable director, dean, or Vice President, and is expected, though not required, to make improvements in response. The P&PRC also provides feedback to each unit in the form of the rubrics members use to evaluate the submitted documents, the health of instructional programs, and the effectiveness of noninstructional programs.

These feedback loops exemplify the emphasis on communication that characterizes the new process. Effective communication also takes place, as noted above:

- Within each unit as members discuss their program
- Through the planning and program review forms
- In the discussions about priorities at the divisional and Area levels
- In the unit representatives' meetings with the P&PRC
- In the President's report to the campus community on final goal and resource priorities
- Between the P&PRC and the campus community through the Committee website

To help respondents complete their work properly, the P&PRC developed an *Integrated Planning and Program Review Handbook* for the entire process. It was distributed to all faculty

and Deans on In-Service Day in August, and to all noninstructional planning units through their supervisors. It is also available on the P&PRC website, along with the rubrics mentioned above. Other helpful materials, such as sample responses, are also available online. In addition, the Vice Presidents and Deans serve as trainers and resource people for their unit leaders and planning teams regarding the process.

Roughly half the instructional and student services departments, and all Administrative Services units, had completed a program review process by the end of 2008-09. The Committee has published a revised Schedule to ensure the completion of all the remaining program reviews this Fall.

Finally, the P&PRC has scheduled time beginning April 19, 2010 to evaluate the new planning, program review, and resource allocation process, and recommend improvements, if any, for the next year. This evaluation will be based in part on the units' own observations about the effectiveness of the process, as recorded in their responses to the applicable questions on the forms, and in part on a brief campus survey administered after the President approves the final institutional priority list.

Quantitative Effectiveness Measures

Through a process of brainstorming followed by discussion and evaluation, the EMPC has developed a recommended pool of meaningful and useful Quantitative Effectiveness Indicators, or "key performance indicators" (KPIs), for the institution as a whole. As of this writing, the recommended pool consists of the following measures:

- Course Success Rate
 - Overall
 - Basic Skills/Developmental Education Courses
 - Transferable Courses
 - CTE Courses
- Persistence
- Degrees and Certificates
- Transfer Rate
- SLOs/Service Area Outcomes Process
 - Progress
 - Improvement
- Course Retention Rate
 - Overall
 - Basic Skills/Developmental Education Courses
 - Transferable Courses
 - CTE Courses
- Institutional SLOs Achievement Rate
- Overall Student Satisfaction
- Overall Employee Satisfaction
- Productivity
 - Instructional
 - Noninstructional

EMPC constituency representatives are scheduled to present the pool to the Academic, Classified, and Student Senates for feedback. The EMPC will incorporate that feedback as appropriate, and then recommend a final version to the President. Included in the recommendation will be baseline periods and performance goals on each measure, as Recommendation 1 requires.

Consideration of Long-Term Resource Allocation in the Educational Master Plan

Drawing on work initiated by the CHC Vice President of Administrative Services in response to Recommendation 1, the Vice Chancellor of Fiscal Services, in consultation with both Colleges'

Vice Presidents of Administrative Services, is developing a budget outlook model for projecting the District's likely revenues and expenditures at least two years beyond the tentative budget, based on assumptions that will be specified at the District level. District-wide as well as College projections will be part of the model. After review and approval at the College and District levels, the model will be incorporated by reference into the EMP, and distributed for use in the 2010-11 planning and program review cycle. The contents of the model will be updated and disseminated annually, and will help inform planning processes across the District. For example, use of this information will promote planning teams' consideration of the long-term fiscal implications of their goals and associated resource requests.

Recommendation 2: Data Reliability, Access, and Training

As was noted in recommendations 2 and 7 of the 2002 Accreditation Evaluation Report and in order to meet the standards, the college should develop processes that produce reliable data, provide employees with easy access to data, and provide training on how to access, interpret and utilize data. (Standards I.B.2, I.B.3, I.B.5, II.A.1.a)

The College recognizes that without access to information and a clear understanding of how to use it, most College personnel will be unable to evaluate their operations as rigorously as they need to, much less plan appropriate improvements. Progress has been difficult, but the College is striving to improve in this area.

Progress and Analysis

The CHC Office of Research and Planning (ORP) each year provides a set of standard reports to each instructional department for program review and planning. These reports include longitudinal data over three to nine years on sections, enrollments, FTES, WSCH, FTEF, WSCH per FTEF, and retention, pass, and fill rates. ORP also provides reports on periodic student and employee surveys related to campus climate, satisfaction with programs and services, and other topics related to evaluation and planning, and assists departments, especially in the noninstructional areas, in designing, administering, and interpreting such surveys, which typically include both quantitative and qualitative data. Refresher sessions for department chairs and managers in data access, interpretation, and use will be offered each Fall; the Planning and Program Review Committee expects the chairs and managers to share the information gleaned in those sessions with their planning teams.

The Director of Research and Planning coordinates training in data access, interpretation, and use. For example, she offered two voluntary workshops in March 2009 on how to obtain additional data for planning and program review. Managers, faculty members, and classified staff learned how to access ORP's current reports, online archives, environmental scan information, and literature reviews, and how to request ad hoc reports from ORP. They also learned how to use the Executive Information System (EIS) to obtain departmental summaries of additional comparative data on such topics as student grades, FTES, and faculty load. Finally, they received a preview of the new Executive Reporting Information System (ERIS), which is designed to provide direct access to useful and reliable information from the District's Datatel system on student performance and other topics relevant to planning and program review. (As noted under Recommendation 1 above, after the departure of the Director of Research and Planning [see below], the Vice Presidents reviewed data use and interpretation with unit leaders individually or in small groups during Summer and Fall 2009.)

ERIS is still in the pilot stage, and not widely available. In tests, apparent discrepancies between ERIS data and expected results have not been reconciled to the satisfaction of the institutional researchers, the Planning and Program Review Committee co-chairs, and others. For example, the standard instructional program review and planning reports, when produced in ERIS, contained numerous errors that had to be identified and corrected by laborious inspection and manual data entry. Work on ERIS by the outside developer according to District specifications is scheduled to be complete by October 31, 2009, though validation and training will no doubt extend beyond that date. District staff, in consultation with staff members at both CHC and San

Bernardino Valley College, are working with the vendors to eliminate the problems that have arisen, and the College is confident that by January 2010, after suitable training in the new system, easy access to reliable data will be available to all users.

Errors and inconsistencies in data entry continue to cause problems in College reports, in part because controls on some data fields in Datatel are insufficient. For example, the system permits entry of high school and college names in free-form fields, and misspellings result in multiple records for a single institution. District standards intended to reduce the incidence of such errors and inconsistencies in data entry are under development by Distributed Education and Technology Services. ORP will conduct training in those standards as soon as they are available.

Other sources of data related to Commission Recommendations are also problematic for various reasons. For example, the SARS system that permits student services staff to track contacts with students does not contain student demographic and academic data, so a proper analysis of service effectiveness requires regular uploads of SARS data to Datatel; such uploads are now done only for MIS reporting purposes. ELumen software is used for SLO tracking by some instructional and student services departments, others use their own software systems, and still others use paper; without a standardized method, it is difficult to compile authoritative information on the status of the SLO cycle overall. The Vice President of Instruction has begun exploring how best to standardize SLO tracking.

The institutional research offices at both CHC and San Bernardino Valley College review the integrity of data reported through the Statewide MIS system, and coordinate corrections of problems with both end users and the District IT staff members responsible for MIS submissions to the Chancellor's Office. User Liaisons at the District office assist users in resolving errors and other problems they encounter in accessing and using data.

A major impediment to progress in these areas is the loss in July of the Director of Research and Planning, who moved to a higher-level position at another college. The College had already lost its research assistant, so the only ORP staff member remaining is the administrative secretary. The institutional research function is crucial to sound planning, so these departures have certainly complicated the College's responses to several Commission Recommendations. However, the District authorized filling the vacant directorship, and the position has been flown; if the search goes well, a new Director should be in place by late Fall. The District also authorized filling at least a portion of the research assistant position.

See Recommendation 3 below on assistance provided to departments in assessing SLOs and analyzing results.

See Recommendation 10 below on availability of financial data.

Recommendation 3: Student Learning Outcomes

With regard to Recommendation 3 below, Crafton Hills College should demonstrate that it is at the Development Level on the Commission's Rubric for Evaluating Institutional Effectiveness and will reach the Proficiency Level by the Commission's 2012 deadline.

As was noted in recommendation 4 of the 2002 Accreditation Evaluation Report and in order to meet the standards, the college should complete the development, implementation, assessment and review of course, program and institution wide student learning outcomes and utilize the assessment results to make continuous program improvements. (Standards I.B.1, II.A.1.c, II.A.2.a, II.A.2.b, II.A.2.f, ER 10)

Progress and Analysis

Crafton Hills College is well along in the Development Level in the Commission's *Rubric for Evaluating Institutional Effectiveness – Part III: Student Learning Outcomes*, as demonstrated in documents in the List of Supporting Evidence for this Recommendation, and is on track to achieve the Proficient Level by Fall 2012. A sound institutional framework with clear lines of responsibility for the development and completion of the outcomes cycle in all areas of the College is in place. Each Vice President is ultimately responsible for the completion of all outcomes cycles in his or her area, but faculty and staff, with the support and guidance of supervisors and the Instructional Assessment Specialist, are fully engaged in developing and assessing outcomes (Student Learning Outcomes and Service Area Outcomes, as applicable) and recommending needed improvements based on analysis of the results. Appropriate resources, such as the full-time Instructional Assessment Specialist and the professional expertise of the ORP for noninstructional departments (see Recommendation 2 above), have been allocated to support the outcomes process. The College has developed and applied a variety of authentic assessment strategies (e.g., application of performance rubrics) in both instructional and noninstructional areas. The administration and Academic Senate fully support the development and assessment of outcomes, and are committed to full implementation of the outcomes cycle. Moreover, the Curriculum Committee, Educational Master Planning Committee, and Planning and Program Review Committee have all integrated consideration of outcomes into their work.

Previously available figures on the status of outcomes development, assessment, and related improvements were based primarily on departmental self-report. To validate and update those figures, all three Vice Presidents have met with the departments under their supervision and reviewed the documentation of their progress.

Instruction

According to departmental figures as of June 30, 2009, faculty had developed SLOs in just over half of all active courses, and assessment had taken place in less than one-third of those. Faculty had reportedly implemented improvements in a few courses based on SLO assessment results, but documentation of those improvements, which is necessary, was scarce. Sixty percent of programs had SLOs, but none had undergone assessment, so none had been improved based on SLO assessment results.

Validated figures as of September 21, 2009 show the following:

- Faculty have now developed SLOs in 65 percent of courses.
 - An appropriate assessment method has been identified in 41 percent of courses.
 - Assessment has taken place in 26 percent of courses.
 - Discussion regarding results has occurred in 14 percent of those courses.
 - Documented improvements have occurred in Chemistry, Child Development, and CIS.
- Sixty-six percent of programs now have SLOs. Assessment has not yet taken place in any of those programs.
- Nearly all disciplines are participating in the SLO cycle. The exceptions are new programs (pre-engineering, surveying, and multi-media), orphaned disciplines with no full-time faculty (anthropology and interdisciplinary studies), and inactive disciplines (human services and office computer applications).

The schedule for completing the cycle for courses and programs is as follows:

- Instructional areas were given the target of completing all course SLOs and assessing at least 75% of courses by the end of Fall 2009.
- Discussions about assessed courses, and implementation of any needed improvements, are targeted for no later than Spring 2010.
- All courses in which needed improvements are implemented will be reassessed during Fall 2010 and Spring 2011.
- By the end of Fall 2010, all offered courses will be assessed, results will be discussed, and needed improvements will be scheduled.
- Program SLO assessments will begin in Spring 2010.

Student Services

Validated figures as of September 10, 2009 show the following:

- Five of the eight units within Student Services have developed SLOs per se, and all eight have developed Service Area Outcomes (SAOs). Thus all units within Student Services have identified at least one SLO or SAO.
- All five units that have SLOs (Counseling, DSPPS, EOPS, Health and Wellness Center, and Student Life) have begun collecting data for assessment.
- All units except Matriculation have an SAO that concerns overall student satisfaction, for which data have been collected and analyzed.
- Six programs (Admissions and Records, EOPS, Financial Aid, Health and Wellness Center, Matriculation, and Student Life) are assessing one to three additional SAO's.
- To date, none of the units in Student Services has made improvements based on analysis of assessment results.

Plans for completing the cycle for all units are as follows:

- Assessment of all Student Services SLOs and SAOs will be complete by December 2009.
- Analysis of assessment results in all units will be complete by April 1, 2010.
- Some departments (Counseling, EOPS, Health and Wellness) will complete their assessments and analyses in advance of this timeline for one or more SLOs/SAOs.

- By August 2010, all departments will have implemented or scheduled needed program and service improvements.
- An annual cycle will be established for the entire Student Services division, and development, assessment, and use of SLOs/SAOs will consistently appear on the Student Services Council agenda.

Systematic support for development and assessment of SLOs and SAOs in Student Services was somewhat problematic over the past year, in part because of the retirement of the former Vice President. However, the new Vice President has substantial experience in the development and assessment of Student Services SLOs and SAOs, and progress has accelerated since her arrival.

Administrative Services

The CHC Vice President of Administrative Services has spearheaded outcomes work in all the units under his authority, and that area of the College is close to completing its outcomes cycles.

Validated figures as of September 17, 2009 show the following:

- Outcomes and/or objectives have been defined for all nine Administrative Services units.
- Assessments and analysis of results are complete in seven of those units, and the rest are scheduled for completion by the end of September.
 - Among those seven units, managers and staff judged that three required no improvements because achievement of the outcomes and/or objectives was at a satisfactory level.
 - Managers and staff judged that the other four units required improvements, which have been scheduled for 2009-10 and will be documented as they are implemented. Reassessment in those units will occur in Summer 2010.

The schedule for completing the cycle for all units is as follows:

- Assessment in the two remaining units will be complete by January 2010.
- Analysis of assessment results will be complete by February 2010 for these units.
- Goals and strategies for improvement in these units will be completed, and implementation will begin, by March 2010.

General Education and Institutional SLOs

SLOs have been developed and adopted for all 11 categories of General Education (GE), while development of institutional SLOs has just begun. Rubrics for assessment of the GE and institutional SLOs are scheduled for completion by December 2009, and assessments and evaluation of the results are scheduled for completion by May 2010. Needed improvements in the curriculum or the SLOs themselves will be identified during Summer 2010, and scheduled for implementation beginning in Fall 2010. The process itself will be evaluated at the same time, and modifications, if warranted, will also be implemented in Fall 2010. Development and completion of the SLO cycle for multidisciplinary degrees will follow a similar schedule.

Recommendation 4: Administrative and Governance Structures, Processes, and Services

In order to meet the standards, the college should develop and implement procedures to evaluate the effectiveness of administrative and governance structures, processes and services; communicate evaluation results to constituencies; and utilize the results to make improvements. The college should also define the roles and responsibilities of each governance structure and establish more widespread participation by classified staff and students. (Standards I.B.1, I.B.5, IV.A.2.a, IV.A.3)

Progress and Analysis

Evaluation of Administrative and Governance Structures, Processes, and Services

Although results of past campus climate employee surveys administered by the Office of Research and Planning (ORP) included questions on governance and administration issues, the College had not undertaken a systematic evaluation of administrative and governance structures, processes, and services prior to Summer 2009. Beginning in late July 2009, the accreditation consultant, with the assistance of an expert in community college governance and administration, performed the first part of such an evaluation. Based primarily on analysis of a set of structured interviews of administrative and governance leadership, documentation of current procedures and progress to date, Accrediting Commission Standards, and sound practice in community college leadership and governance, they evaluated CHC's practices and formulated the first of what will be at least two sets of recommendations in this area. An outline of selected recommendations based on the evaluation follows:

- I. The President should establish and maintain regular first-person communication with the campus community through the following methods:
 - A. A brief, informative message from the President about the College's Probation status on the CHC website homepage
 - B. A biweekly letter from the President to the campus community, designed to be the President's primary means of communicating her priorities, concerns, issues, and news (good and bad) to the College as a whole
 - C. A weekly electronic Campus Update designed to keep the campus community informed about more matter-of-fact news and emerging issues
 - D. Regular meetings with the Senates and other campus groups to provide information, receive input, encourage participation, recognize contributions, and fulfill other purposes as needed
- II. To give Instruction, Student Services, and Administrative Services each an effective voice in decision-making and planning, the President should take the following actions as soon as possible:
 - A. Schedule an annual full-day Cabinet Retreat, preferably off-campus, in Summer or early Fall, focusing on communication and on coordinating plans for the upcoming year.
 - B. Hold weekly Cabinet meetings with specific expectations regarding communication, problem-solving, and sharing information with line staff. The location of Cabinet meetings should rotate among the four Areas of the College.
 - C. Actively convey the expectation that managers at every level share important information with their staff members, answer their questions, listen to their concerns, and convey those concerns back up to their supervisors.

D. Visit offices and departments in each Area personally on a regular basis.

III. Development of Management Skills

- A. The President should initiate systematic processes for ongoing development of management skills among the entire management staff, focusing on specific topics.
- B. The President should actively encourage all CHC managers to participate in professional organizations.
- C. To help develop prospective managers, the President should encourage existing managers to identify and mentor staff members who are interested in moving into management and demonstrate characteristics consistent with becoming effective managers.

IV. Decision-Making Processes

- A. The Crafton Council, under the President's leadership, should reexamine its purposes, carefully define its role(s) in governance, revise its charge accordingly if necessary, and communicate that charge effectively to the campus community.
- B. The President and the Crafton Council, with the active cooperation of the Senate Presidents, should ask every CHC shared-governance committee to adhere to a specified set of best practices, including communicating member expectations, documenting decision models, and posting minutes.
- C. The President, in consultation with the CHC Classified Senate and the management team, should issue guidelines to all managers that will have the effect of increasing and sustaining classified staff participation in governance activities, and should require managers to adhere to them.
- D. The Crafton Council, in consultation with the Student Senate President, the Director of Student Life, and the Vice President of Student Services, should formulate and implement specified steps to retain student appointees on governance structures and to replace student appointees who no longer can serve.

A more detailed summary of these recommendations was shared through the Crafton Council with the Senates, and will be posted on the President's website.

Work has already begun on several of these recommendations. For example:

- The President has posted her message on Probation on the CHC website homepage.
- The President has begun publication of the biweekly letter to the campus community.
- The President already meets regularly with all three Senates, and plans to increase the frequency of her meetings with the Classified Senate this year.
- The President, who already holds biweekly Cabinet meetings, is considering increasing the frequency to weekly.
- The President is increasing the frequency of unannounced visits to offices and departments across campus.
- The Crafton Council held a retreat on September 11 to examine its purposes and role in governance.
- See below for actions on staff and student participation in governance.

The accreditation consultant, building on the initial evaluation and recommendations, will next recommend a plan for the systematic, cyclical evaluation of CHC governance and administrative structures, processes, and services; communication of the results; and implementation of improvements. In addition, the consultant will prepare a recommendation for a set of specific

clarifications of governance structures and processes. The target date for submitting the recommended plan to the President and the Crafton Council is October 2009.

Roles and Responsibilities in Governance

The current version of the CHC *Organizational Handbook*, drafted last Spring under the auspices of the Academic Senate, describes the roles and responsibilities of all governance structures as they exist now at the College. After some minor revisions and polishing, the *Handbook* will be posted on the College website, and the President will notify the campus community of its location, at which point this portion of Recommendation 4 will be fulfilled.

Further substantive collegial discussions of governance structures and processes over the course of the academic year, based in part on the recommended evaluation plan and clarifications noted above, are planned. Any improvements that result from those discussions will be reflected in subsequent editions of the *Organizational Handbook*.

Participation by Classified Staff and Students in Governance

Classified participation in governance has fallen off and then risen again in recent years, but remains relatively low overall. The most common reason cited for this low participation is that many managers are reluctant to release their staff members for meetings and other duties, particularly in departments where classified staffing is already low, because coverage would be adversely affected. In keeping with the consultant's recommendation above, the President is formulating guidelines for all managers that are designed to have the desired effects on classified staff participation in governance activities, and will require managers to adhere to them. These guidelines will include strategies to ensure adequate office coverage.

Student participation in governance has improved since the new Director of Student Life arrived last year. However, as in virtually every other community college, retaining consistent student representation on committees remains problematic. In keeping with the consultant's recommendation above, the Vice President of Student Services has conferred with the President of the Student Senate, the Director of Student Life, and the Dean of Student Development to create a process to improve retention of students on shared governance committees. A guide sheet will be developed, to include such strategies as assigning a mentor to each student representative, providing training in the committee's charge and processes, recognizing student members, and using each student's preferred email address for meeting announcements. Student Services managers directly responsible for student government will present the guide sheet to the Academic Senate and to committee chairs.

Recommendation 8: Program Review and Distributed Education

As was noted in recommendation 6 of the 2002 Accreditation Evaluation Report and to meet the standards, the college should complete the integration of program review for all academic, student services and administrative services units into institutional evaluation and planning. In particular, the college should develop processes and procedures to ensure program effectiveness of distributed education courses. (Standards II.A.2.e, II.B.4, II.C.2, III.D.2.g, IV.A.5, ER 19, 21)

Progress and Analysis

Please see Recommendation 1 above for full coverage of integrated planning and program review in all areas of the College. This section will cover issues related to Distributed Education (DE) courses.

The Educational Technology Committee of the Academic Senate, co-chaired by the Senate Vice President and an instructional Dean, has overall responsibility for monitoring the development, implementation, and effectiveness of DE courses and the program as a whole. In addition, each DE course and instructor is organizationally housed in the applicable instructional department, so the department chair and Dean share responsibility for course effectiveness with the ETC.

In response to this Recommendation, the ETC has taken several actions to ensure the quality of the DE program. Among them are the following:

- The ETC developed a new “CHC Certification for Online Teaching” form. Using this form, a Committee member, through observation, will evaluate the technical and practical skills of each prospective DE teacher in using the Blackboard system. The Committee will also administer a quiz covering applicable Title 5 regulations, Americans with Disabilities Act (ADA) provisions, appropriate responses to viruses, and other subjects. This evaluation, which occurs after the prospective DE teacher has completed training and well before the class is scheduled, will ensure that every DE teacher has the knowledge he or she needs to manage an online course. Tentative Committee plans call for recertification to occur every three to five years.
- The ETC heavily revised the “CHC Online Course Readiness Check List,” through which the Committee evaluates the actual Blackboard site prepared by the DE instructor. Standard syllabus information (e.g., course SLOs, prerequisite skills, required materials, office hours, grading policies, etc.), activities for disparate learning styles, clear instructions for using Blackboard, and numerous other elements must appear on the site. Using this method, the Committee assures that students have the information they need to make informed decisions about taking the course.
- The ETC has coordinated design of a new web portal for all DE courses, for both instructors and students, which will be implemented by the end of Fall 2009. This new portal will ease both student and instructor access to DE offerings.
- The ETC has developed an extensive Online Course Evaluation to gather feedback from students in DE courses for the first time; it will be used in all DE courses beginning in Fall 2009. In addition to the typical questions about the instructor and course, the form also asks students to evaluate the utility of online resources and activities in the course, and the distance learning experience per se. Results of these evaluations will go to the

applicable faculty member, the ETC, the department chair, and the Division Dean, and will be used to identify needed improvements in course or pedagogical design, and in the DE program as a whole.

- The ETC has taken responsibility for an annual review of DE classes as another means of ensuring the program's effectiveness. The review, which will commence in 2009-10, will entail analysis of key effectiveness indicators (e.g., retention, success) in DE classes compared to those in corresponding classes taught in traditional delivery modes. The Committee will share the results of the analysis with applicable departmental faculty and Deans, recommend improvements if needed, monitor implementation of those improvements the following year, and evaluate the effects of those improvements in a continuing cycle.
- The ETC has begun preparation of a new procedures handbook for DE courses based on an excellent model from Mt. San Antonio College. The target date for publication is the beginning of Fall 2010. This handbook will clarify and document all the ways in which the College monitors the effectiveness of the DE program, and takes appropriate action when it proves necessary to ensure quality.

These enhancements, when fully implemented, will ensure the effectiveness of the DE program at every stage: Teacher preparation, technical quality control, ease of access, student evaluations, comparative assessment of key outcomes, and full documentation.

Recommendation 10: Long-Term Fiscal Plans and Financial Information

As was noted in recommendation 9 of the 2002 Accreditation Evaluation Report and in order to meet the standards, the college should develop long-term fiscal plans. Employees should be provided with adequate financial information and training in the use of such data. (Standards III.D.1.c, III.D.3)

Progress and Analysis

Long-Term Fiscal Plans

Long-term fiscal plans will be available to the College by Spring 2010. As noted under Recommendation 1 above, the Vice Chancellor of Fiscal Services, in consultation with both Colleges' Vice Presidents of Administrative Services, is developing a budget outlook model for projecting the District's likely revenues and expenditures at least two years beyond the tentative budget, based on assumptions that will be specified at the District level. District-wide as well as College projections will be part of the model. After review and approval at the College and District levels, the contents of the model will be updated and disseminated annually, and will help inform planning processes—including annual planning, program review, and Educational Master Planning—across the District. For example, use of this information will promote planning teams' consideration of the long-term fiscal implications of their goals and associated resource requests, and will help the District and its Colleges maintain prudent levels of reserves.

An early draft of the model from the CHC perspective shows the kind of information it might contain. For example:

- Explicit consideration of the CHC Educational Master Plan and other major planning documents, enrollment projections, major personnel changes, inflation rates, and other issues
- Assumptions regarding increases in salaries (step and column), benefits, and other expenses; federal, state, and local revenues; use of reserves; enrollments; and other factors
- Breakdowns of existing and projected annual expenditures by object code range within program and Area at each College

Financial Information

At the request of the CHC Vice President of Administrative Services, District Fiscal Services is now posting on the District website all monthly budget summaries. The Vice President will notify all College staff that they now have access to District-wide budget and expenditure figures for each fund at the object-code level.

EduReports, the reporting tool for the District's Financial 2000 system, was recently made available to all department chairs; it has been available to cost center managers for a longer period. (A rudimentary but up-to-the-minute accounts lookup feature is also available to all managers.) The Vice President of Administrative Services conducted a training workshop for experienced EduReports users in Instruction and Student Services who wanted a refresher on August 21, 2009, and has scheduled a longer workshop for department chairs on October 16, 2009. (All applicable Administrative Services staff members are already fully trained in

EduReports.) Following this training session in October, he will conduct a campus survey to determine whether all those who need access to financial information through EduReports have received sufficient training to be comfortable with the system, and whether they or others might need help in understanding the chart of accounts, the nature of restricted and unrestricted funds, and other budget-related information. If the results of that survey indicate the need for further training sessions, he will conduct them during Fall 2009. Upon completion of those sessions, adequate financial information will be available to all College personnel who require it.

Updates on Team Recommendations 6 and 7 and Commission Recommendation 1

Although a report on the following recommendations is not due until 2010, the College has made substantial progress on all of them. The details are provided below.

Recommendation 6: Participation in Decision-Making and Planning Processes

In order to improve the quality of the institution, the college president should ensure that all areas, including academic, student, and administrative services, are actively participating in the decision making and planning processes. (Standards I.B.4, IV.A.3, IV.B.2.a, IV.B.2.b)

Progress and Analysis

As noted under Recommendation 4 above, the accreditation consultant began the systematic evaluation of administrative and governance structures, processes, and services in July 2009. One component of that evaluation was participation by all College Areas in decision-making and planning processes at the administrative level. As one result of that evaluation, the consultant recommended to the President three actions that, when implemented, will help provide personnel in Instruction, Student Services, Administrative Services, and the President's Area with the consistent and reliable information they need for effective participation, and will help ensure that their voices will be heard in both formal and informal planning and decision-making:

- Schedule an annual full-day Cabinet Retreat, preferably off-campus, in Summer or early Fall, focusing on communication and on coordinating plans for the upcoming year.
- Hold weekly Cabinet meetings with specific expectations regarding communication, problem-solving, and sharing information with line staff. The location of Cabinet meetings should rotate among the four Areas of the College.
- Actively convey the expectation that managers at every level share important information with their staff members, answer their questions, listen to their concerns, and convey those concerns back up to their supervisors.

Participation by all College Areas is also important in shared-governance and other major committees. The Accreditation Liaison Officer and President's Office prepared a census of Area participation on nine major committees, with comparative figures for the College as a whole and two administrative groups. The accreditation consultant's analysis of the results indicated that, on average, each Area's committee participation was roughly at parity with the number of College employees in that Area, while Instruction was substantially overrepresented in committee participation compared to the proportion of managers in Instruction. In some cases, one might expect and even value overrepresentation of certain Areas, and find the consequent underrepresentation of one or more other Areas explicable; for example:

- Compared to the management team, Instruction is overrepresented on the Curriculum Committee, and the other three Areas are underrepresented.
- Compared to College personnel overall, Student Service is overrepresented on the Crisis Intervention Committee, and the President's Area is underrepresented.
- Compared to the average Area participation across all these committees, Administrative Services is overrepresented on the Safety Committee, and Instruction is underrepresented.

In some of these cases and others, however, Area underrepresentation seems to call for further examination. For example:

- Instruction has only one representative on the Safety Committee.
- Student Services has only one representative on the Technology Planning Committee.
- Administrative Services has no representation on the Professional Development Committee.

Additional analysis and discussion of these findings will help the College identify and then implement needed improvements in the pattern of participation by personnel in all Areas.

Finally, the evaluation team noted that during their October 2008 visit, the Vice President of Student Services “does not appear to have the same level of involvement as the other vice presidents of the college” in decision-making processes. The new Vice President of Student Services, since assuming the position on August 14, 2009, has been just as involved in both Cabinet-level discussions and committee work as the other Vice Presidents, and has clearly indicated that she will continue that degree of involvement in both planning and decision-making processes.

Recommendation 7: District-Level Program Review, Strategic Plan, Technology Plan, and Human Resources Plan

In order to meet the standards, the team recommends that the Board of Trustees, and the chancellor, in consultation with the leadership of the college campuses, develop a strategy for addressing some significant issues raised by each college and verified in interviews with staff in the following areas; namely:

- *The development of an appropriate and clearly communicated process for reviewing all district functions and processes using a Program Review model. (Standards IV.B.3.a, b)*
- *The development of a formal and regularly evaluated district strategic plan that both acknowledges input and aligns with the colleges educational plan and serves as a guide for planning at the college level. (Standards I.B.3, IV.B.3.g)*
- *The development of a coordinated strategic plan for technology that is responsive to the colleges and assists them in the daily management of the college functions, including the monitoring, assessing and use of financial information. (Standards I.B.2, 5, 6, IV.B.3.b, III.C.1.a, c, III.C.2, III.D.2.a)*
- *The development of a long range Human Resources Plan to assist the colleges in planning and prioritizing the need for full-time faculty and staff. (Standards I.A.4, III.A.6, III.B.2.b)*

Progress and Analysis

There is no District-level institutional research and planning function to support program review or strategic planning. Therefore the District has engaged the accreditation consultant to coordinate and facilitate the District's concerted efforts to resolve the issues addressed in this Recommendation.

District Program Review

Several District functions and processes have undertaken evaluation activities akin to program review based on both quantitative and qualitative information, but the efforts have not yet become systematic, and documentation of improvements based on evaluations remains sparse. For example:

- In the June 19, 2008 Business Services retreat, staff members looked at their challenges, identified efficiencies and correctives that were needed, and determined performance goals and objectives for 2008-09. During 2008-09, they updated quantitative measures of their progress on a monthly basis. Units did report implementing operational improvements on the basis of these assessments, although they did not document those improvements. However, with the departure of the Business Manager in June 2009, the planning and improvement cycle has been interrupted. For example, no Business Services retreat was held in Summer 2009.
- Human Resources (HR) completed its 2008-09 program review in August 2009. It also does an annual report to the Board of Trustees, and an annual status report on its goals and activities in relation to the Board Imperatives and Institutional Goals.
- Distributed Education and Technology Services (DETS) collects evaluative information on its technology services primarily through Help Desk feedback emails. The Executive Director ordinarily receives a weekly incident and status report; however, the position responsible for preparing that report is now vacant, so it has not been produced since

July. The Executive Director has plans to develop feedback forms for the larger technology projects that do not go through the Help Desk, and to use that feedback to improve operations as needed.

- For printing services, DETS has not used any systematic evaluation tool in the past, but the move toward a centralized contract for all printing services in 2009-10 includes a provision for tracking and therefore evaluating those services.

In other District operations, no effectiveness review process has begun.

The accreditation consultant will facilitate the development of a systematic, comprehensive, clearly communicated program review process appropriate for all District Office units, building on the best of the evaluation practices already underway. Development will begin in October 2009, with the aim of completing one cycle of assessment, analysis, and implementation of improvements in all units by Summer 2010.

District Strategic Plan

No District Strategic Plan exists at present. In lieu of strategic directions or initiatives that would appear in a District Strategic Plan, the District has used Board of Trustees Imperatives, structured along the lines of the Commission's Accreditation Standards, with annually updated "Institutional Goals" under each. These Imperatives and Goals have informed strategic planning at San Bernardino Valley College and the development of the CHC Strategic and Educational Master Plans now underway.

Fundamental to the design of the District Strategic Plan will be the following elements:

- Incorporation of the Board Imperatives and Institutional Goals
- Integration with other District-wide planning
- Consideration of input from both Colleges' strategic and educational master plans
- Alignment with, and support of, both Colleges' strategic and educational master plans
- Guidance of planning processes at both Colleges
- An integrated review, evaluation, and revision process

Work on the District Strategic Plan will commence in October with decisions on the committee structure and process to be used in its development, and will be completed by Summer 2010.

Strategic Plan for Technology

A comprehensive District Information Technology Strategic Plan was adopted in 2007, and is in force through 2010. In addition to goals and implementation strategies, it contains IT directives that tie to five of the Goals under the Board Imperatives.

To determine whether implementation of this Plan was sufficiently responsive to College needs, the District contracted with PlanNet to assess both District and College IT services. In accord with the findings of that assessment, as of July 1, 2009, DETS reorganized its technology service structures and associated committee structures. The new organization is intended to improve clarity of roles, and coordination, responsiveness, and quality of service. It is also intended to save money that can be allocated to the computer replacement plans. The changes are very significant, and DETS will evaluate their effects in late Spring or early Summer 2010. If

analysis of evaluation results indicates the need for improvements, those improvements will be scheduled for implementation beginning in 2010-11, and the cycle will continue.

See Recommendation 10 above on access to and use of financial information.

Human Resources Plan

The Chancellor's Cabinet, beginning in 2008-09, reviews and approves all position requests that have gone through the Colleges' planning and resource allocation processes. However, no long-range Human Resources (HR) Plan exists at present. The Vice Chancellor of Human Resources has begun assessing alternative approaches to long-range HR planning. For example, staffing ratios and hiring history at each College can be used to formulate a provisional three-to-five-year global projection of staffing needs based on the Colleges' growth projections. Then HR could use unit growth projections and staffing requests from the program review and planning processes at both Colleges, in conjunction with the long-term fiscal plans described under Recommendation 10 above, to refine the global projection and produce more detailed projections at the College and perhaps even divisional levels annually. Such projections would provide a long-range context within which the Colleges could realistically plan and prioritize their annual requests for full-time faculty and staff. Development of the Human Resources plan will continue in Fall 2009 under the Vice Chancellor's leadership, and be completed by Summer 2010.

Commission Recommendation 1: District Resource Allocation Process

The district's resource allocation process needs to be clarified and communicated to both colleges within the district. (Standards III.A.6, III.B.2.a, b, III.C.2, III.D.1.d, III.D.3, IV.B.3.a, c, d, f, g).

Progress and Analysis

The Chancellor's Cabinet has approved a document, the "Summary of Budget Allocation Model 2008-09," that clarifies the methods used for 2008-09 allocations to District operations and the Colleges. This document represents the first written description of such allocations ever done, and thus represents a major advance in transparency and communication for the District and its Colleges. It will be disseminated in Fall 2009 through the District Faculty and Staff Information/Forms website.

The Summary clarifies the following elements of District resource allocations:

- Unrestricted ongoing allocations
 - Salaries and benefits for permanent employees, which are allocated at the District level
 - The District Office/Central Services share of the remainder
 - The Colleges' respective shares of the remainder
 - COLA and FTES Growth funds
- Unrestricted one-time allocations
- Restricted ongoing allocations
 - Restricted Programs, driven by State formulas
 - State allocations earmarked for college operations, such as:
 - Instructional equipment
 - Scheduled maintenance
- Restricted one-time allocations

With the dissemination of the Summary, the requirements of Commission Recommendation 1 will have been met, well ahead of schedule. However, this Summary is descriptive of what was done, not prescriptive of what will be done, in terms of allocations. During the 2009-10 fiscal year, the Chancellor's Cabinet will be reviewing budget models and working through the shared governance process to recommend an improved budget allocation model appropriate for the District. Once the model is adopted, it will be disseminated widely, and the District will work towards implementing it for the 2010-11 fiscal year.

List of Supporting Evidence

Statement on Report Preparation

- S.01.01-03 Minutes of applicable Crafton Council meetings
- S.02.01-04 Minutes of applicable Senate meetings and management team meeting notes
- S.03.01-03 Announcement of and notes from open forums
- S.04.01 Attendance by meeting/forum and constituency

Responses and Updates on Team Recommendations 1, 2, 3, 4, 8, and 10

Recommendation 1

- 1.01.01 2007 CHC Educational Master Plan
- 1.02.01-02 Presentation documents from August 2007 Educational Master Plan workshop
- 1.03.01-02 Minutes on formation of the Crafton Council
- 1.04.01 Minutes from 2/17/09 meeting of Crafton Council
- 1.05.01 Summaries of Recommendation 1 Team meetings
- 1.06.01 Minutes from 7/7/09 meeting of Crafton Council
- 1.07.01 Strategic Directions, Potential Goals, and Integration
- 1.08.01-12 Copies of applicable plans and other documents
- 1.09.01 “Suggested Steps for Educational Master Planning at Crafton Hills College, 7/24/09”
- 1.10.01-08 Integrated Planning and Program Review Handbook, forms, rubrics, and URL of applicable website
- 1.11.01 Sample notes from August 26, 2009 meeting with Foreign Languages
- 1.12.01 Invitation letter with schedule of sessions
- 1.13.01-02 Documentation of Arts Days
- 1.14.01 Table of science allocations
- 1.15.01-02 Schedule of program reviews for Fall 2009; three-year schedule of program reviews and annual plans
- 1.16.01 Minutes of August 24, 2009 Planning and Program Review Committee meeting
- 1.17.01 Quantitative Effectiveness Indicators distribution and review copy
- 1.18.01 CHC budget outlook model draft dated 7/13/09

Recommendation 2

- 2.01.01 Annual Planning Longitudinal Data sample
- 2.02.01-05 Sample POS surveys; campus climate survey and executive summary
- 1.10.01 Integrated Planning and Program Review Handbook, Section VII.B
- 2.03.01-02 Accessing Data presentations dated March 17 and March 31, 2009
- 2.04.01 Copy of contract with SunGard

Recommendation 3

- 3.01.01 Graphic of SLO Cycle structure
- 3.02.01 Memo on SLO process
- 3.03.01 Job description for Instructional Assessment Specialist
- 3.04.01-03 Samples of assessment strategies in use from the SLO website
- 3.05.01-02 Minutes from Academic Senate meetings covering SLO process
- 1.10.01 Integrated Planning and Program Review Handbook
- 1.07.01 Strategic Directions, Potential Goals, and Integration
- 3.06.01 Minutes from Curriculum Committee covering SLO process
- 3.07.01-08 Updated Excel spreadsheets showing validated SLO figures for courses and instructional programs; Student Services SLO/SAO Grid; Administrative Services SAO Grid

Recommendation 4

- 2.02.02-03 Copy of 2008 employee campus climate survey and executive summary
- 4.01.01 Crafton Hills College Administration, Governance, Leadership, and Communication: Summary of Initial Recommendations
- 4.02.01 CHC Organizational Handbook

Recommendation 8

- 8.01.01 Distributed Education Plan, with description of Educational Technology Committee
- 8.02.01 CHC Certification for Online Teaching form
- 8.03.01 CHC Online Course Readiness Check List form
- 8.04.01 Web portal mockup
- 8.05.01 Online Course Evaluation form
- 8.06.01 Minutes of Educational Technology Committee covering plan for comparative review of Distributed Education course performance measures
- 8.07.01 Mt. SAC procedures handbook for distance education courses

Recommendation 10

- 1.18.01 CHC budget outlook model draft dated July 13, 2009
- 10.01.01 Sample monthly District budget summary report
- 10.02.01 Outline of EduReports training workshop of August 21, 2009

Updates on Team Recommendations 6 and 7 and Commission Recommendation 1

Recommendation 6

- 4.01.01 Crafton Hills College Administration, Governance, Leadership, and Communication: Summary of Initial Recommendations
- 6.01.01 Analysis of census of committee participation

Recommendation 7

- 7.01.01 Business Services Retreat Agenda, June 19, 2008
- 7.02.01 Excel spreadsheet for Purchasing
- 7.03.01-03 HR Program Review draft dated August 17, 2009; annual report dated April 2009; status report dated August 27, 2009 (MCL provided copies)
- 7.04.01-02 Weekly status report for June 21-27, 2009; Helpdesk monthly report for July 2009
- 1.08.01 Board Imperatives and Institutional Goals for 2008-09
- 7.05.01 District IT Strategic Plan
- 7.06.01-02 PlanNet Reports
- 7.07.01 Description of technology services reorganization

Commission Recommendation 1

- CR.01.01 Approved Summary of Budget Allocation Model 2008-09

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Dr. Noelia Vela, Chancellor
REVIEWED BY: Dr. Noelia Vela, Chancellor
PREPARED BY: Dr. Debra S. Daniels, SBVC President
Gloria M. Harrison, CHC President
DATE: October 5, 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

Dennis Carmichael
Virginia Ochoa

SBVC

Victoria Anemelu
Rose Garcia (2)
Wes Ashford
Algie Au
David Bastedo
Ken Blumenthal
Don Buchanan
Achala Chatterjee
Carol Cook
Vanessa Engstrom
Craig Ferguson
Walter Grossman
Todd Heibel
Marie Hollis
Mark Ikeda
Judy Jorgensen
Paula Juarez
Mike Powell
Geoffrey Schroeder
Brian Sylva
Case Thomas
Michael Torrez
Tatiana Vasquez
Sandra Waters
Rebecca Whitfield
Kay Weiss (2)
Lorrie Burnham
Clyde Williams
Alma Clark
Joshua Hill
Christia Melgar
Don Buchanan
Walt Grossman
Patti Wall
Marian Meines
Nan Meechubot
Alberto Gutierrez
Solomon Nimako
Jeff Krizek
Quang Pham
Tim Nguyen
Edward Garcia

CHC

Richard Bryson
Floyd Simpson