

San Bernardino Community College District  
Regular Meeting of the Board of Trustees  
114 S. Del Rosa Drive, San Bernardino, CA 92408  
Thursday, November 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  
Confidential Employees
  - B. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION  
Significant exposure to litigation pursuant to Section 54956.9(b)  
(Two potential cases)
  - C. STUDENT GRIEVANCE  
Pursuant to Education Code Section 72122
  - D. CONSIDERATION OF APPROVAL OF ISSUANCE OF MARCH 15 NOTICE TO ACADEMIC MANAGER  
Pursuant to Education Code Section 72411
  - E. 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 – October 5, 2009 (p.1)

8. PUBLIC HEARING

- A. Presentation of Initial Proposal for 2009-2010 Renegotiation Submitted by the SBCCD Chapter CTA/NEA for Official Receipt and Public Notice/Hearing (p.14)
- B. Presentation of Initial Proposal for 2009-2010 Renegotiation Submitted by the SBCCD for Negotiations with the SBCCD Chapter CTA/NEA for Official Receipt and Public Notice/Hearing (p.17)

9. 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.

10. REPORTS

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

11. CONSENT AGENDA

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

A. INSTRUCTIONAL/STUDENT SERVICES

- 1. Consideration of Approval of Curriculum – SBVC (p.20)
- 2. Consideration of Approval of Curriculum – CHC (p.24a)

B. HUMAN RESOURCES

- 1. Consideration of Approval of New Classified Job Description – EduStream Web Applications Developer and Grant Clerical Assistant (p.25)
- 2. Consideration of Approval of Short-Term, Substitute and Professional Expert Employees (p.31)
- 3. Consideration of Approval of Adjunct and Substitute Academic Employees (p.43)

4. Consideration of Approval of Non-Instructional Pay (p.45)
5. Consideration of Approval of Management Appointments - Assistant Director, Applied Technology Training Center and Director, District Computing Services (p.46)
6. Consideration of Approval of Head Coaches and Amendment of Assistant Coach Stipends – SBVC (p.47)
7. Consideration of Approval of District Volunteers (p.48)
8. Consideration of Approval for First Reading of SBCCD Discrimination Complaint Procedures (p.51)

C. FISCAL SERVICES

1. Consideration of Approval of Routine Contracts and Agreements (p.67)
2. Consideration of Approval of Budget Adjustments (p.84)
3. Consideration of Approval of Conference Attendance (p.98)
4. Consideration of Approval of District/College Expenses (p.101)
5. Consideration of Approval to Accept Donations – SBVC (p.105)
6. Consideration of Approval of Individual Memberships (p.107)
7. Consideration of Approval to Provide Compensation to a Board Member for Absence from a Board Meeting (p.109)

12. ACTION AGENDA

A. INSTRUCTIONAL/STUDENT SERVICES

B. HUMAN RESOURCES

1. Consideration of Approval to Accept Classified Resignation (p.110)
2. Consideration of Approval of Resolution Reducing or Discontinuing Particular Kinds of Service(s) for the 2009-2010 Academic Year Implementing Education Code Section 87743 (p.111)
3. Consideration of Approval of Resolution Authorizing Layoff Due to Lack of Work and/or Lack of Funds Implementing Education Code Section 88017 (p. (p.114)
4. Consideration and Approval of Issuance of March 15 Notice Pursuant to Education Code Section 72411 to Academic Manager (p.116)

C. FISCAL SERVICES

1. Consideration of Approval to Award Bid and Approve Contract, Miscellaneous Package Project – SBVC (p.117)
2. Consideration of Approval to Award Bid and Approve Contract, Parking Lot #7 Repair Project – SBVC (p.121)
3. Consideration of Approval to Award Bid 2010-02 and Approve Contract for Scanning Probe Microscope (p.124)

4. Consideration of Approval of Amendment 004, Tilden-Coil Constructors, Inc. Contract – SBVC (p.125)
5. Consideration of Approval of Amendment 005, Tilden-Coil Constructors, Inc. Contract – SBVC (p.132)
6. Consideration of Approval of Amendment 006, Tilden-Coil Constructors, Inc. Contract – SBVC (p.136)
7. Consideration of Approval of Amendment 007, Tilden-Coil Constructors, Inc. Contract – SBVC (p.140)
8. Consideration of Approval of Amendment 004, Steinberg Architects Learning Resource Center Contract – CHC (p.144)
9. Consideration of Approval of Amendment 007, Steinberg Architects Community Recreation Facility Contract – CHC (p.150)
10. Consideration of Approval of Amendment 008, Steinberg Architects Infrastructure Contract – CHC (p.156)
11. Consideration of Approval of Amendment 001, Earth Consultants International, Inc. Contract – SBVC (p.162)
12. Consideration of Approval of Amendment 009, NTD Architect Contract – SBVC (p.176)
13. Consideration of Approval of Amendment 001, ECORP Consulting, Inc. Contract – SBVC & CHC (p.189)
14. Consideration of Approval of Contract Amendments to Pursue Leadership in Energy and Environmental Design (LEED) Certification (p.192)
15. Consideration of Approval of Bond Measure P Construction Change Orders and Contract Amendments (p.223)
16. Consideration of Approval of Release of Stop Notice Bond (p.268)

13. INFORMATION ITEMS

- A. SBVC Reassignment Plan (p.273)
- B. CHC Reassignment Plan (p.275)
- C. Summary of Bond Measure P Capital Improvement Change Orders and Amendments for Construction Contracts (p.277)
- D. Budget Report (p.294)
- E. Purchase Order Report (p.331)
- F. Quarterly Investment Report (p.332)
- G. Quarterly Financial Status Report (p.334)

- H. Annual Financial and Budget Report (p.338)
  - I. Applause Cards (p.361)
14. STAFF REPORTS
- A. CHC
    - 1. President
    - 2. Academic Senate
    - 3. Classified Senate
    - 4. Associated Students
  - B. SBVC
    - 1. President
    - 2. Academic Senate
    - 3. Classified Senate
    - 4. Associated Students
  - C. KVCR
  - D. CTA
  - E. CSEA
  - F. Chancellor
15. ADJOURN - The next regular meeting of the Board of Trustees will be Thursday, December 10, 2009 in the District Office Board Room.

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

Minutes of the Regular Meeting of the Board of Trustees  
Monday, October 5, 2009 - 4:00 p.m. – Assembly Room

1. CALL TO ORDER - PLEDGE OF ALLEGIANCE

Mr. Ramos called the meeting to order at 4:05 p.m.

Members Present:

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

Members Absent:

Dr. Donald L. Singer, Clerk  
Jason P. Buckner, Student Trustee, SBVC

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

Dr. Daniels 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)

Case #1655-07-0003

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

John Napolitano, CSEA President, spoke in opposition to the recommendation to terminate probationary employee, Nicole Elliott-Simmons, and asked that the Board look further into this recommendation to terminate this employee.

Nicole Elliott-Simmons asked the Board to look carefully into the matter to terminate her and also into other matters at the San Bernardino CCD Police Department.

John Napolitano addressed the Board regarding his own possible termination and requested that the Board conduct a third-party investigation into the operations of the district police department.

4. CONVENE CLOSED SESSION

The Board convened to closed session at 4:20 p.m.

5. RECONVENE PUBLIC MEETING

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

6. REPORT OF ACTION IN CLOSED SESSION

Mr. Lockwood moved, Mr. Futch seconded, and the Board members voted as follows to approve a Settlement Authority of Claim Number 1655-07-0003 by way of Stipulation with Request for Award in the amount of 32% permanent disability and provision for future medical care. The permanent disability award is \$28,451.00. Advancement in the amount of \$14,986.00 for permanent disability has already been paid out, leaving a final amount of \$13,465.00 to be paid out:

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

NOES: None

ABSTENTIONS: Hrisoulas (advisory)

ABSENT: Singer, Buckner (advisory)

7. APPROVAL OF MINUTES

Mr. Futch moved, Mr. Longville seconded, and the Board members voted as follows to approve the minutes of August 27, 2009:

AYES: Futch, Longville, Ramos, Terrell, Vizcaino

NOES: None

ABSTENTIONS: Lockwood, Hrisoulas (advisory)

ABSENT: Singer, Buckner (advisory)

Mr. Lockwood moved, Mr. Futch seconded, and the Board members voted as follows to approve the minutes of September 3, 2009:

AYES: Futch, Lockwood, Longville, Ramos, Terrell

Hrisoulas (advisory)

NOES: None

ABSTENTIONS: Vizcaino

ABSENT: Singer, Buckner (advisory)

Mr. Longville moved, Mr. Lockwood seconded, and the Board members voted as follows to approve the minutes of September 24, 2009:

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

NOES: None

ABSTENTIONS: Hrisoulas (advisory)

ABSENT: Singer, Buckner (advisory)

8. PUBLIC COMMENT

Teresa Parra who identified herself as a “constituent of yours” asked the Board to table the recommendation to award a one-year contract for program management services to Kitchell CEM, Inc. She stated there was no RFQ and the process was not open to the public.



Classified employee Ben Gamboa stated there has been an issue of turnover in the District Police Department, adding that this is not good for morale and raises the issues of whether or not Human Resources is hiring good employees and whether or not the police department is managing its employees properly. He asked that the Board consider what has been occurring in that department.

## 9. REPORTS

### A. Board Members

- Mr. Vizcaino was impressed with his tour of the Middle College High School. He stated in trying to understand the Measure M process, he met with Bruce Baron. Mr. Baron assisted with auditing one change order, and Mr. Vizcaino prefaced his remarks by stating that the staff is doing a great job. He said the response he received when he asked questions was "it has always been done that way." Mr. Vizcaino said he owes it to the citizens to look at things with a "fresh set of eyes" and he really didn't like what he saw while taking apart this particular change order. Some of the items included were extension cords and SOP (supervision/overhead/profit). He thanked Mr. Baron and Larry Klumas for the opportunity to meet with them.
- Mr. Futch will be attending the Fall School Board Meeting on October 29.
- Dr. Terrell expressed an interest in the outreach program at KVCR. He complimented President Harrison, her staff and the District Police Department for working with the fire departments during the recent fire.
- Mr. Ramos reported that Native American remains were recently found at SBVC. The incident is being handled by the San Bernardino County Coroner's Department. The Native American Heritage Commission was notified, and they will pick up the remains from the coroner's office to arrange a burial. Mr. Longville stated we should have a policy that specifically states the way in which we can use human remains on campus. Mr. Ramos concurred, adding the policy needs to be in place to ensure this does not happen again because it is against the law. With the assistance of Presidents Harrison and Daniels, Dr. Vela will bring a policy forward for the Board's consideration.
- Mr. Lockwood applauded President Harrison and the CHC staff on the way they worked with the other fire departments during the recent fire.
- Mr. Futch thanked Dr. Vela for keeping the trustees updated on the fire. He also had the opportunity to tour the Middle College High School and added we are "proud to be a part of something that good." Mr. Futch reported he is chairing Dr. Vela's evaluation committee and stated additional members were added to the committee, the timeline has been established, and a confidential employee has been designated to receive the responses.

B. Student Trustees

- Kaylee Hrisoulas reported she will be visiting various clubs on campus to let them know what the Student Trustee does and to discuss various campus issues. She attended a Region IX meeting where a roundtable discussion transpired about the budget cuts to categorical programs. Students decided a resolution would be appropriate which will be delivered at the November Student Senate General Assembly Fall Conference. Kaylee asked the Board to save the date of November 5 from 3 to 4 pm for the “Student Senate/Board of Trustees Mixer”. Invitations will be mailed to the Board.

C. Chancellor

- Dr. Vela added her comments about the communication to the employees and the staff regarding the fire. She said it was commendable that our staff, Charlie Ng and Chief Pat McCurry, were included in the fire department planning. She thanked and congratulated Gloria Harrison, Charlie Ng and Pat McCurry.
- The Chancellor commented in the past about how impressed she is with our Student Trustees and once again thanked Student Trustee Kaylee Hrisoulas for her work. College staff will be accompanying students to an upcoming leadership conference where they will have the opportunity to learn about leadership and other issues. Our categorical programs have been deeply cut, and these programs make a difference to students. Dr. Vela was pleased to hear our students are involved in advocacy to support these programs.
- Dr. Vela reported a number of committees have been formed to begin work to address the accreditation recommendations on the Educational Master Plan, Resource Allocation Plan, Technology Plan, Human Resources Plan and the District Strategic Plan.
- Our Economic Development and Corporate Training Center received a grant in the amount of \$869,651 to address workforce development needs in our community. Approximately 200 people will receive customized training to move into green technology. The district also received \$220,000 from the California Energy Commission. Dr. Vela thanked Dr. Matthew Isaac and his staff for their work and dedication to meet the workforce development needs of our communities.
- Dr. Vela had the privilege to serve as a speaker for the AAUW. Many of the members of the audience were proud alums and asked that she say “thank you” to the faculty and staff for the fine education they received from them. Dr. Vela expressed her hope that they will have some scholarships for our students.

10. CONSENT AGENDA

The following changes were made in the Consent Agenda:

**Item 10.B.9. – Page 36 – Consideration of Withdrawal of Load Banked Hours – The following additional 2 semesters needs to be added to the current request:**

Fall 2009 - add .11 to the existing load of .84 for a minimum of .95.

Spring 2010 - add .11 to the existing load of .84 for a minimum of .95.

**Item 10.C.2. – Page 62 – Consideration of Approval of Conference Attendance – The following additions need to be added to the current list:**

**CHC**

**ERICKA PADDOCK (Director, Student Life), MOISES VALENCIA, MARINA SERNA, JORDAN MACK, JORDAN FARAGHER, CLARE HINKLE, KELSEY RHOADES, KAYLEE HRISOULAS, DANIEL SHEDD, YOLANDA COOLEY, CHRIS MUSICK (students)** to Sacramento, California, October 16-18, 2009 to attend the California Community College Student Affairs Association Student Leadership Conference, with time and expenses for the Student Life Director and expenses for the students. The conference will include workshops that focus on leadership skills, communication, conflict resolution, social justice issues and team building. The cost of the conference will be paid for with Student Representation Fees.

**ERICKA PADDOCK (Director, Student Life), JORDAN FARAGHER, KAYLEE HRISOULAS, JORDAN MACK, MOISES VALENCIA (students)** to San Francisco, California, November 6-8, 2009, to attend the Student Senate Fall General Assembly, with time and expenses for the Student Life Director and expenses for the students. This conference will provide the CHC Student Trustee, Student Body President and Executive Officers with training on effective advocacy, shared governance, state and federal legislative updates. Students will also have the opportunity to share information and network with students from each of the 111 recognized California Community Colleges and Centers. The cost of the conference will be paid for with Student Representation Fees.

**SBVC**

**DAMON BELL (Vice President Student Services), JESSICA HERNANDEZ (leaving November 5, 2009), RYAN BRODERICK, JOHANNA CASTILLO-TORRES (students)** to San Francisco, California, November 6-8, 2009 to attend the Student Senate General Assembly Fall 2009 Conference, with time and expenses for the Vice President Student Services and expenses for the students. The ASG officers will have the opportunity to gain critical training with regard to their role and responsibilities as student leaders and also have the opportunity to represent SBVC at the Assembly; vote on statewide resolutions that will be

forwarded to the Board of Governors; and meet with other schools to exchange ideas and best practices.

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

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

NOES: None

ABSTENTIONS: None

ABSENT: Singer, Buckner (advisory)

11 ACTION AGENDA

**Adopt Resolution – Designate October 2009 as Extended Opportunity Programs and Services Month**

Dr. Terrell moved, Mr. Vizcaino seconded, and the Board members voted as follows to adopt a resolution designating October 2009 as Extended Opportunity Programs and Services Month:

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

NOES: None

ABSTENTIONS: None

ABSENT: Singer  
Buckner (advisory)

**Approve Bid and Award Contract for the Audio Visual Systems, North Hall and Media Communications Project - SBVC**

Mr. Lockwood moved, Mr. Longville seconded, and the Board members voted as follow to award bid and approve contract with Presentation Products, Inc., dba Spinitar, for the Audio Visual Systems, North Hall Communications Project, SBVC, in the amount of \$1,399,294.00:

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

NOES: None

ABSTENTIONS: None

ABSENT: Singer  
Buckner (advisory)

**Award Bid and Approve Contract for Mask and Bond Aligner - ATTC**

Mr. Lockwood moved, Dr. Terrell seconded, and the Board members voted as follows to award bid 2010-01 and approve contract with Suss MicroTec, Inc., for Mask and Bond Aligner, ATTC, in the amount of \$290,350.28:

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

NOES: None

ABSTENTIONS: None

ABSENT: Singer  
Buckner (advisory)

**Approve Agreement for One Year of Program Management Services for Measure M Bond Program with Kitchell CEM, Inc.**

The following discussion began after Mr. Vizcaino voted to table this item:

Mr. Vizcaino expressed his concern about receiving this item for Board approval when the decision has already been made by district staff. "We need to have confidence in the Chancellor but when we get things to vote on which are already done, I have a problem with that."

Mr. Baron said this is only a one-year extension of the Kitchell CEM contract, and an RFP could be sent out right away for future work. He stated that if this item is tabled, there will be no contract and the Measure M projects would be delayed.

Mr. Baron stated that since the Trustees said they wanted to move forward on Measure M, he looked at the process that was used to hire Kitchell CEM. A satisfaction survey was distributed in which all the users rated the firm highly. He explained the cost negotiated was competitive and standards were looked at and Kitchell CEM is somewhere in the mid-range. The district has had a good experience with this firm, and the college presidents are pleased with their work. The district went through a comprehensive process to bring this firm on board. Again, he stressed the goal is to move Measure M forward, but progress could be delayed until Spring, 2010, if action is not taken on this item. He reiterated that no Measure M work will move forward if this item is tabled.

Mr. Lockwood stated we need to keep in mind that when we go out for professional services, we want the best services for a reasonable price.

Mr. Futch said the Board was told there was going to be changes and that the Board would become more involved, and "we haven't been involved yet." He added that the district is rushing into things and someone needs to "rush us into it as well."

Mr. Baron explained there was not time to put out an RFP and still maintain the Measure M deadlines to which the district is committed. It was his desire to begin the process much earlier and to bring the recommendation to the Board long before the Kitchell CEM contract expires. There is a lot of work involved in getting out an RFP and additional time involved in getting the results back to the Board. Mr. Baron suggested he talk to Kitchell CEM regarding their fee, but we need to keep the momentum going while we do the RFP. He added that the negotiated fee agreed upon between the district and Kitchell CEM was because of the services requested by the district. He said 3% as stated by a community speaker is not a typical fee.

Larry Klumas stated the 5% was calculated on individual work requested by the district to ensure that Measure M “rolls out.” Newspaper ads from which professional services will be selected are scheduled to be released. If this item is tabled, those newspaper ads and any meetings associated with the Measure M projects will be delayed. He said he feels confident that the amount that Kitchell CEM has recommended represents a fair value for the work the district has requested them to do. It is actually a not-to-exceed amount which includes reimbursables and contingencies.

Mr. Longville shared much of the sentiment expressed by some of the other trustees that “we are window dressing.” He said he could appreciate the fact that tabling this item causes problems, and he could appreciate Mr. Baron’s desire to avoid that, but he felt frustrated that he didn’t feel he had as much information as he would like so he felt inclined to “grudgingly” move forward with the one-year contract. He added that he wants to make sure staff understands that it is frustrating as Board members to have to choose this way.

Mr. Vizcaino moved, Mr. Futch seconded and the Board members voted as follows to table this item for 30 days to allow the administration an opportunity to renegotiate the contract with Kitchell CEM:

AYES: Futch, Ramos, Vizcaino

NOES: Lockwood, Longville, Terrell, Hrisoulas (advisory)

ABSTENTIONS: None

ABSENT: Singer

Buckner (advisory)

The motion died.

Dr. Terrell moved, Mr. Lockwood seconded, and the Board members voted as follows to approve the proposed one-year agreement with Kitchell CEM, Inc. for Program Management Services for the Measure M Bond Program, in an amount not to exceed \$2,514,084.00,

AYES: Lockwood, Longville, Ramos, Terrell  
Hrisoulas (advisory)  
NOES: Vizcaino  
ABSTENTIONS: Futch  
ABSENT: Singer  
Buckner (advisory)

This motion was made with the following understanding: 1) the Measure M projects will move forward as planned; 2) the Vice Chancellor Fiscal Services will negotiate a lesser fee with the vendor; 3) the RFP process will begin simultaneously.

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

Mr. Longville moved, Mr. Futch 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:

**CHC – Community Recreation Facility/Infrastructure 5**

1. J. M. Farnan Company, Inc., CO-01, in the amount of \$35,089.00.
2. RVH Constructors, Inc., CO-01, in the amount of \$21,468.00.

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

**Approve Members for the Citizens Bond Oversight Committee**

Mr. Futch moved, Mr. Lockwood seconded, and the Board members voted as follows to 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, and approve a two-year appointment to the Citizens Bond Oversight Committee for the following candidates: Marina Serna and Judi Battey:

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

**Approve 2009-2010 Institutional Goals**

Mr. Futch moved, Dr. Terrell seconded, and the Board members voted as follows to approve 2009-2010 Institutional Goals:

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

**Approve 2009-2010 Board Goals**

Mr. Futch moved, Mr. Lockwood seconded, and the Board members voted as follows to approve 2009-2010 Board Goals:

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

12. **INFORMATION ITEMS**

- A. Summary of Bond Measure P Capital Improvement Program Change Orders and Amendments for Construction Projects
- B. Budget Report
- C. Purchase Order Report
- D. Accreditation Follow-Up Report – CHC

President Harrison stated that this follow-up report is the effort of a great many people and tremendous progress has been made. She expressed her appreciation to Dr. Cheryl Marshall, accreditation liaison officer, and to Dr. Matthew Lee, consultant. The process has been extensive and includes input from all over the campus. Presentations were made and open forums held on the campus and work is still continuing to be sure the college is in complete compliance. A draft of this report was emailed to each employee.



Dr. Lee expressed confidence that the material is a reflection of what is in the report. He has been impressed with the staff and the quality of work being done. He said the most likely outcome of the January Commission meeting will be a continuance of probation. The next report is due October, 2010.

E. Applause Cards

13. STAFF REPORTS

A. SBVC President

- A written report was submitted to the Board.

B. SBVC Academic Senate

- Dr. Stanskas distributed the following three resolutions which were passed by the Senate: Professional Standards for Counseling and Current Evening Facilities; Local Decision on Assessment/Placement; and the SBVC Assessment Process.
- Dr. Terrell stated he has been impressed with the professionalism of the Senate meetings.

C. SBVC Classified Senate

- Grayling Eaton stated the Senate has been reviewing the changes to Student Services and thanked Dr. Daniels and Mr. Bell for including the Classified Senate. The Senate's October 16 meeting will focus on an ad hoc committee which will be charged with fundraising to help the less fortunate.
- Mary Valdemar, representing the Latino, Faculty and Staff Association, invited everyone to Dia de los Muertos on October 29 in the SBVC Art Gallery. The Association will be honoring Trustee James Ramos for his significant contributions to the organization.

D. SBVC ASB

- No report.

E. CHC President

- A written report was submitted to the Board.

F. CHC Academic Senate

- No report.

G. CHC Classified Senate

- No report.

H. CHC ASB

- Kaylee Hrisoulas reported students will be attending a student leadership conference in October. A “cereal drive” has begun at CHC and will continue through the end of October. The goal is to raise 1,000 boxes of cereal to be donated to Mary’s Table.

I. KVCR

- A written report was submitted to the Board.

J. CTA

- Absent.

K. CSEA

- Denise Evans, Labor Relations Representative with CSEA, applauded the Trustees for having the discussions about the bond measure and the accreditation but expressed her concerns that they may not be having any discussion about staff. She stated there are serious issues in the district’s police department and urged the Trustees to ask some tough questions when it comes to the people we employ.

L. Chancellor

- Dr. Vela wanted to let the Board and the members of the staff who addressed the Board know that the district will be looking into these issues and, although these are serious allegations, processes need to be followed. She invited people to follow the processes and added the district will be looking into these various serious allegations. These are personnel issues and cannot be discussed in public session.

14. ADJOURN

Mr. Ramos adjourned the meeting at 7:30 p.m.

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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: November 5, 2009

SUBJECT: **Presentation of the San Bernardino Community College District Teachers Association, CTA/NEA, Initial Proposal to the District for Negotiation of the SBCCD CTA/NEA – District Collective Bargaining Agreement for the Period July 1, 2009 through June 30, 2010, Submitted for Official Receipt and Public Hearing**

RECOMMENDATION

It is recommended that:

1. The attached initial proposal from the San Bernardino Community College District Teachers Association, CTA/NEA, for negotiation of the SBCCD Teachers Association, CTA/NEA – District Collective Bargaining Agreement for the period July 1, 2009 through June 30, 2010 be acknowledged for official receipt by the District, and presented for public hearing pursuant to the provisions of State Government Code 3547.
2. The President of the Board of Trustees open the hearing for public comments, and following any comments from the public, the President of the Board of Trustees shall close the hearing.

OVERVIEW

SBCCD Teachers Association, CTA/NEA, has submitted an initial proposal to the District for negotiation of the provisions of the SBCCD Teachers Association, CTA/NEA – District Collective Bargaining Agreement. The current bargaining agreement expires on June 30, 2010.

ANALYSIS

The existing SBCCD Teachers Association, CTA/NEA – District Collective Bargaining Agreement remains in full force and effect through June 30, 2010, and thereafter shall continue in effect for the 2010-2011 academic year unless one of the parties submits a proposal for negotiation of a successor Agreement pursuant to the provisions of Article 29 of the Agreement.

Attached is the SBCCD Teachers Association, CTA/NEA proposal for negotiation of the successor SBCCD Teachers Association, CTA/NEA – District Collective Bargaining Agreement for the period July 1, 2009 through June 30, 2010.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Financial implications are contingent upon the results of negotiations.

Attachment

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT TEACHERS  
ASSOCIATION – CTA/NEA**

**SUNSHINE PROPOSAL**  
**14 Oct 2009**

In light of the current financial uncertainty, the San Bernardino Community College District Teachers Association proposes the following:

1. That the Agreement remain in full force and effect through June 30, 2011 without any article re-openers and
2. The District and the Association negotiate the cap for the 2010-2011 Health and Welfare benefits years prior to the 2010 open enrollment date, as per current contract.

SBCCDTA is committed to working with the District in an effort to find sound solutions that facilitate our weathering this situation while still protecting the teaching and learning so vital to the success of our students, our members, our college, and our District. We believe this Sunshine Proposal will go a long way to contributing to both the stability of our community and to affording us the opportunity to find those sound solutions.

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: November 5, 2009

SUBJECT: **Presentation of the San Bernardino Community College District's Initial Proposal to the San Bernardino Community College District Teacher's Association, CTA/NEA, for Negotiation of the SBCCD CTA/NEA – District Collective Bargaining Agreement for the Period July 1, 2009 through June 30, 2010, Submitted for Official Receipt and Public Hearing**

RECOMMENDATION

It is recommended that:

1. The attached initial proposal from the District for negotiation of the SBCCD Teachers Association, CTA/NEA – District Collective Bargaining Agreement for the period July 1, 2009 through June 30, 2010 be acknowledged for official receipt by the District, and presented for public hearing pursuant to the provisions of State Government Code 3547.
2. The President of the Board of Trustees open the hearing for public comments, and following any comments from the public, the President of the Board of Trustees shall close the hearing.

OVERVIEW

The District has submitted an initial proposal for negotiations with the San Bernardino Community College District Teachers Association, CTA/NEA, pursuant to the provisions of the existing SBCCD Teachers Association, CTA/NEA – District Collective Bargaining Agreement. The current bargaining agreement expires on June 30, 2010.

ANALYSIS

The existing SBCCD Teachers Association, CTA/NEA – District Collective Bargaining Agreement remains in full force and effect through June 30, 2010, and thereafter shall continue

in effect for the 2010-2011 academic year unless one of the parties submits a proposal for negotiation of a successor Agreement pursuant to the provisions of Article 29 of the Agreement.

Attached is the District's initial proposal for negotiation of the successor SBCCD Teachers Association, CTA/NEA – District Collective Bargaining Agreement for the period July 1, 2009 through June 30, 2010.

#### BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

#### FINANCIAL IMPLICATIONS

Financial implications are contingent upon the results of negotiations.

Attachment



TO: SBCCD Chapter CTA/NEA

FROM: District Negotiating Team

DATE: October 14, 2009

SUBJECT: SBCCD INITIAL PROPOSAL – 2009-2010

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In light of the current financial uncertainty, the San Bernardino Community College District proposes the following:

1. That the Agreement remain in full force and effect through June 30, 2011 without any article re-openers and
2. The District and the Association negotiate the District's contribution to the health & welfare benefits for the 2010-2011 benefit years prior to the 2010 open enrollment date, as per current contract.



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Dr. Noelia Vela, Chancellor  
REVIEWED BY: Dr. Debra S. Daniels, President, SBVC  
PREPARED BY: Dr. Debra S. Daniels, President, SBVC  
DATE: November 5, 2009  
SUBJECT: Consideration of Approval of Curriculum - SBVC

RECOMMENDATION

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

OVERVIEW

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

ANALYSIS

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

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

None

**SAN BERNARDINO VALLEY COLLEGE**  
**SUBMITTED FOR BOARD OF TRUSTEE APPROVAL**  
**November 5, 2009**

<b>MODIFIED COURSES</b>
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<b>COURSE ID</b>	<b>COURSE TITLE</b>
<b>BIOL 104</b>	HUMAN ECOLOGY

**Catalog Description:** The course presents the ecological consequences of human resource use and population growth. Emphasis is placed on earth's life support systems and current environmental problems threatening human health and species survival.

**Schedule Description:** The course presents the ecological consequences of human resource use and population growth. Emphasis is placed on earth's life support systems and current environmental problems threatening human health and species survival.

**Effective Date: FA10**

**Rationale:** Content Review

<b>COURSE ID</b>	<b>COURSE TITLE</b>
<b>BIOL 109</b>	HISTORY OF LIFE

**Departmental Advisories:** ENGL 015 and MATH 942

**Catalog Description:** This is an introductory course exploring the history of life on earth. The role of natural selection and evidence from geology, biogeography, and paleontology will be combined with fossils and recent organisms to interpret the clues of life's history on earth.

**Schedule Description:** This is an introductory course exploring the history of life on earth. The role of natural selection and evidence from geology, biogeography, and paleontology will be combined with fossils and recent organisms to interpret the clues of life's history on earth.

**Effective Date: FA10**

**Rationale:** Content Review

<b>COURSE ID</b>	<b>COURSE TITLE</b>
<b>BIOL 109H</b>	HISTORY OF LIFE - HONORS

**Departmental Advisories:** ENGL 015 and MATH 942

**Catalog Description:** This is an introductory course exploring the history of life on earth. The role of natural selection and evidence from geology, biogeography, and paleontology will be combined with fossils and recent organisms to interpret the clues of life's history on earth. **This course is intended for students in the Honors Program but is open to all students who desire more challenging coursework.**

**Schedule Description:** This is an introductory course exploring the history of life on earth. The role of natural selection and evidence from geology, biogeography, and paleontology will be combined with fossils and recent organisms to interpret the clues of life's history on earth. **This course is intended for students in the Honors Program but is open to all students who desire more challenging coursework.**

**Effective Date: FA10**

**Rationale:** Content Review

Curriculum Meetings: 09-14-09; 09-28-09

Conjoint Meeting: 10-06-09

Board of Trustees Meeting: November 5, 2009

## MODIFIED COURSES

COURSE ID	COURSE TITLE
ENGL 032	CREATIVE WRITING

**Catalog Description:** This is an introductory course in creative writing focusing on poetry and fiction. It includes strategies for writing both poetry and fiction, and the development of critical standards for judging literature.

**Schedule Description:** This is an introductory course in creative writing focusing on poetry and fiction. It includes strategies for writing both poetry and fiction, and the development of critical standards for judging literature.

**Effective Date:** FA10

**Rationale:** Content Review

COURSE ID	COURSE TITLE
ENGL 232	CREATIVE WRITING

**Prerequisite:** ENGL 101 or ENGL 101H

**Catalog Description:** This is an introductory course in creative writing focusing on poetry and fiction. It includes strategies for writing both poetry and fiction, and the development of critical standards for judging literature.

**Schedule Description:** This is an introductory course in creative writing focusing on poetry and fiction. It includes strategies for writing both poetry and fiction, and the development of critical standards for judging literature.

**Effective Date:** FA10

**Rationale:** Content Review

COURSE ID	COURSE TITLE
GEOG 102	CULTURAL GEOGRAPHY

**Departmental Advisory:** ENGL 015

**Catalog Description:** This course provides an introduction to the interrelationship between people and the environment. It includes population trends, regional analyses, and livelihood patterns. There is an emphasis on historical development, diffusion of agriculture, languages, religions, and urban development.

**Schedule Description:** This course provides an introduction to the interrelationship between people and the environment. It includes population trends, regional analyses, and livelihood patterns. There is an emphasis on historical development, diffusion of agriculture, languages, religions, and urban development.

**Effective Date:** FA10

**Rationale:** Content Review

Curriculum Meetings: 09-14-09; 09-28-09

Conjoint Meeting: 10-06-09

Board of Trustees Meeting: November 5, 2009

<b>MODIFIED COURSES</b>
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<b>COURSE ID</b>	<b>COURSE TITLE</b>
<b>GEOG 114</b>	WEATHER AND CLIMATE

**Departmental Advisories:** MATH 942 and ENGL 015

**Catalog Description:** This course covers Earth's atmospheric phenomena, with special reference to causes and regional distribution of weather and climate, both past and present. Emphasis will be given to current environmental topics, including natural and anthropogenic global climate change, air pollution, and global dimming.

**Schedule Description:** This course covers Earth's atmospheric phenomena, with special reference to causes and regional distribution of weather and climate, both past and present. Emphasis will be given to current environmental topics, including natural and anthropogenic global climate change, air pollution, and global dimming.

**Effective Date:** FA10

**Rationale:** Content Review

<b>COURSE ID</b>	<b>COURSE TITLE</b>
<b>HIST 222</b>	INDEPENDENT STUDY IN HISTORY

**Catalog Description:** Students with previous coursework in history may complete assigned research and analysis of selected topics. This independent study is for students who are interested in further developing their knowledge of history. Prior to registration, a contract must be prepared. See instructor for details.

**Schedule Description:** Students with previous coursework in history may complete assigned research and analysis of selected topics. This independent study is for students who are interested in further developing their knowledge of history. Prior to registration, a contract must be prepared. See instructor for details.

**Effective Date:** FA10

**Rationale:** Content Review

Curriculum Meetings: 09-14-09; 09-28-09

Conjoint Meeting: 10-06-09

Board of Trustees Meeting: November 5, 2009

## DISTRIBUTED EDUCATION

ENGL 032	100% ONLINE
ENGL 232	100% ONLINE
GEOG 102	100% ONLINE
PSYCH 102	100% ONLINE
PSYCH 112	100% ONLINE
PSYCH 118	100% ONLINE

### Effective Date: FA10

**Rationale:** One of the planning themes of San Bernardino Valley College (SBVC) is access. For career technical courses, the issue of scheduling is crucial. Students working the night shift can only take class in the morning while those working traditional day schedules can only take evening classes. Given these variables and difficult schedules, students need the flexibility of time that an online class affords. An asynchronous online class allows students to study when their schedules allow and where they have the space and materials to do so effectively. The online delivery method of these courses supports the mission of SBVC by providing access to education to a diverse community of learners who find themselves in a community with complicated lives and difficult and demanding schedules and responsibilities

## DELETE COURSES

ACCT 100  
ACCT 101  
CRMJUS 043  
CRMJUS 044  
CRMJUS 055  
CRMJUS 071  
PE 223  
PE/I 110X4  
PE/I 115X4  
PE/I 116X4  
POLICE 003X20  
POLICE 017  
POLICE 021X4  
POLICE 030  
POLICE 046  
POLICE 047  
POLICE 051  
POLICE 055  
POLICE 057  
SDEV 101  
SOC 285

### Effective Date: FA10

**Rationale:** Courses no longer offered.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Dr. Noelia Vela, Chancellor  
REVIEWED BY: Gloria Macias Harrison, President, CHC  
PREPARED BY: Cheryl A. Marshall, Vice President of Instruction, CHC  
DATE: November 5, 2009  
SUBJECT: Consideration of Approval of Curriculum Modifications

RECOMMENDATION

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

OVERVIEW

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

ANALYSIS

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

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

None.

**CRAFTON HILLS COLLEGE**  
**SUBMITTED FOR BOARD OF TRUSTEES APPROVAL**  
**November 5, 2009**

<b>NEW COURSES</b>
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**DIVISION:** Physical Science  
**DEPARTMENT:** Geology  
**COURSE ID:** GEOL 101H  
**COURSE TITLE:** Introduction to Geology – Honors  
**UNITS:** 3  
**LECTURE:** 3 contact hours per week  
48-54 contact hours per semester  
**PREREQUISITE:** None  
**COREQUISITE:** None

**DEPARTMENTAL RECOMMENDATION:** None

**CATALOG DESCRIPTION:** An introduction to the study of the earth with emphasis on the materials that make up the earth, discussion of plate tectonics; the process that created the continents and the ocean basins, and the external processes that form the landscapes. Tools of geologic inquiry include physical properties of minerals and rocks, aerial photographs, geologic maps, Brunton compass, Geographic Information Systems (GIS), Global Positional Systems (GPS), and field trips. This course includes content and experiences appropriate for students wishing to earn honors credit.

**SCHEDULE DESCRIPTION:** An introduction to the study of the earth with emphasis on the materials that make up the earth. This course is the same as the lecture component of GEOL100. Field trips are required in this course. This course includes content and experiences appropriate for students wishing to earn honors credit.

**Effective: SP10**

**Rationale:** Increase courses in Honors Program.

**DIVISION:** Physical Science  
**DEPARTMENT:** Oceanography  
**COURSE ID:** OCEAN 101H  
**COURSE TITLE:** Elements of Oceanography – Honors  
**UNITS:** 3  
**LECTURE:** 3 contact hours per week  
48 – 54 contact hours per semester  
**PREREQUISITE:** None  
**COREQUISITE:** None

**DEPARTMENTAL RECOMMENDATION:** None

**CATALOG DESCRIPTION:** Study of the basic principles of oceanography, including the structure of the Earth and sea floor, the physics and chemistry of the ocean, atmospheric and ocean circulation, waves, currents, tides, marine plants and animals, ecosystems, and environmental concerns. This class has a required field trip. This course includes content and experiences appropriate for students wishing to earn honors credit.

**SCHEDULE DESCRIPTION:** Study of the Earth's oceans, including the chemistry, physics and geology. This class has a required field trip. This course includes content and experiences appropriate for students wishing to earn honors credit.

**Effective: SP10**

**Rationale:** Increase courses in Honors Program.

**DIVISION:** English and Reading  
**DEPARTMENT:** Reading and Study Skills  
**COURSE ID:** READ 100  
**COURSE TITLE:** College Academic Reading  
**UNITS:** 3  
**LECTURE** 3 contact hours per week  
 48 – 54 contact hours per semester  
**PREREQUISITE:** READ 078X2 or eligibility for READ 100 as determined through the  
 Crafton Hills College assessment process  
**COREQUISITE:** None

**DEPARTMENTAL RECOMMENDATION:** None

**CATALOG DESCRIPTION:** Improved analytical reading and critical thinking required for reading college textbooks as well as works of literature. Intensive practice in reading critical essays at a college level.

**SCHEDULE DESCRIPTION:** Improved analytical reading and critical thinking required for reading college textbooks as well as works of literature.

**Effective: SP10**

**Rationale:** Students often assess out of the reading requirement but have the desire and need to develop their reading skills to be successful in rigorous courses requiring higher level critical reading and thinking skills.

<b>MODIFIED COURSES</b>
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COURSE ID	COURSE TITLE
<b>ANAT 150</b>	Human Anatomy and Physiology I

**CATALOG DESCRIPTION:** Advanced understanding of the structural and functional aspects of the human body. First in a two semester series; covers biochemistry, cytology, cellular metabolism, histology, osteology, articulations, myology, and the integumentary, and nervous systems.

**SCHEDULE DESCRIPTION:** Advanced understanding of the structural and functional aspects of the human body. First in a two semester series; covers biochemistry, cytology, cellular metabolism, histology, osteology, articulations, myology, and the integumentary, and nervous systems.

**Effective: FA10**

**Rationale:** Six-year revision



COURSE ID	COURSE TITLE
ANAT 151	Human Anatomy and Physiology II

**CATALOG DESCRIPTION:** Advanced understanding of the structural and functional aspects of the human body. Second in a two semester series; covers hematology, somatic and special senses, the bodies nutritional needs, pregnancy and maturation, electrolyte and acid/base balance, and the endocrine, lymphatic, immune, respiratory, cardiovascular, digestive, urinary, and reproductive systems.

**SCHEDULE DESCRIPTION:** Advanced understanding of the structural and functional aspects of the human body. Second in a two semester series; covers hematology, somatic and special senses, the bodies nutritional needs, pregnancy and maturation, electrolyte and acid/base balance, and the endocrine, lymphatic, immune, respiratory, cardiovascular, digestive, urinary, and reproductive systems.

**Effective: FA10**

**Rationale:** Six-year revision

COURSE ID	COURSE TITLE
ANAT 159X4	Human Cadaver Dissection

**PREREQUISTE:** ANAT 101 or ANAT 151

**Effective Date: FA10**

**Rationale:** Six-year revision

COURSE ID	COURSE TITLE
BUSAD 053	Business Computations

**CATALOG DESCRIPTION:** This course provides an approach to prealgebra with a focus on business. The course includes a review of arithmetic and covers operations with signed numbers, single variable equations, ratios, proportions, percents, markups, payroll discounts, simple and compound interest as they relate to business needs.

**SCHEDULE DESCRIPTION:** This course provides an approach to prealgebra with a focus on business. The course includes a review of arithmetic and covers operations with signed numbers, single variable equations, ratios, proportions, percents, markups, payroll discounts, simple and compound interest as they relate to business needs.

**Effective Date: FA10**

**Rationale:** The course is being revised to include instruction of signed numbers, single variable linear equations and will be added as a required course for the Retail Management Certificate.

COURSE ID	COURSE TITLE
HIST 100	History of the United States to 1877

**SCHEDULE DESCRIPTION:** Survey of American history from the pre-Columbian period to the end of the Reconstruction Era in 1877. Introduction to key issues and developments of the period as America shifts its economic, political, technological and cultural base from a predominantly dependent agrarian colonial society to an independent urban, industrial nation.

**Effective Date:** FA10

**Rationale:** Six-Year revision

COURSE ID	COURSE TITLE
HIST 101	History of the United States 1865 to Present

**SCHEDULE DESCRIPTION:** Survey of American history 1865 to present. Introduction to key social, political, economic and cultural issues and developments in America's emergence as an urban, industrial and technological, global-leading, consumer society.

**Effective Date:** FA10

**Rationale:** Six-Year revision

COURSE ID	COURSE TITLE
READ 078X2	Advanced Reading

**PREREQUISITIE:** READ 956X2 or eligibility for READ 078X2 as determined through the Crafton Hills College assessment process

**DEPARTMENTAL RECOMMENDATION:** None

**CATALOG DESCRIPTION:** Third in a sequence of courses that introduce students to skills of vocabulary development and reading comprehension. Intensive practice in reading passages at an advanced level.

**SCHEDULE DESCRIPTION:** Third in a sequence of courses that introduce students to skills of vocabulary development and reading comprehension.

**Effective Date:** FA10

**Rationale:** Curriculum update

COURSE ID	COURSE TITLE
READ 925X2	Introduction to Reading

**DEPARTMENTAL RECOMMENDATION:** Placement in READ 925X2 as determined through the Crafton Hills College assessment process

**CATALOG DESCRIPTION:** First in a sequence of courses that introduce students to skills of vocabulary development, reading comprehension, phonemic awareness and usage. Intensive practice in reading passages at a developmental level.

**SCHEDULE DESCRIPTION:** First in a sequence of courses that introduce students to skills of vocabulary development, reading comprehension, phonemic awareness and usage.

**Effective Date: FA10**

**Rationale:** Six-year revision

COURSE ID	COURSE TITLE
READ 956X2	Intermediate Reading

**PREREQUISITE:** READ 925X2 or eligibility for READ 956X2 as determined through the Crafton Hills College assessment process

**DEPARTMENTAL RECOMMENDATION:** None

**CATALOG DESCRIPTION:** Second in a sequence of courses that introduce students to skills of vocabulary development, reading comprehension, phonemic awareness and usage. Intensive practice in reading passages at an intermediate level.

**SCHEDULE DESCRIPTION:** Second in a sequence of courses that introduce students to skills of vocabulary development, reading comprehension, phonemic awareness and usage.

**Effective Date: FA10**

**Rationale:** Curriculum update

COURSE ID	COURSE TITLE
GEOL 101	Introduction of Geology

**CATALOG DESCRIPTION:** An introduction to the study of the earth with emphasis on the materials that make up the earth, discussion of plate tectonics; the process that created the continents and the ocean basins, and the external processes that form the landscapes. Tools of geologic inquiry include physical properties of minerals and rocks, aerial photographs, geologic maps, Brunton compass, Geographic Information Systems (GIS), Global Positional Systems (GPS), and field trips.

**SCHEDULE DESCRIPTION:** An introduction to the study of the earth with emphasis on the materials that make up the earth. This course is the same as the lecture component of GEOL100. Field trips are required in this course.

**Effective Date: FA10**

**Rationale:** Curriculum update

Curriculum Meetings: 04/13/09, 04/27/09, 05/11/09, 09/28/09

Conjoint Meeting: 10/07/09

Board of Trustees Meeting: 11/05/09

COURSE ID	COURSE TITLE
OCEAN 101	Elements of Oceanography

**NEW CATALOG DESCRIPTION:** Study of the basic principles of oceanography, including the structure of the Earth and sea floor, the physics and chemistry of the ocean, atmospheric and ocean circulation, waves, currents, tides, marine plants and animals, ecosystems, and environmental concerns. This class has a required field trip.

**NEW SCHEDULE DESCRIPTION:** Study of the Earth's oceans, including the chemistry, physics and geology. This class has a required field trip.

**Effective Date: FA10**

**Rationale:** Curriculum update

DELETED COURSES
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COURSE ID	COURSE TITLE
CIS 103	Visual Basic
CIS 164	Introduction to Fireworks

**Effective Date: FA10**

**Rationale:** Outdated software

DISTANCE EDUCATION
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COURSE ID	DE TYPE
GEOL 101	Hybrid
OCEAN 101	Hybrid

**Effective Date: FA10**

**Rationale:** Increase Distance Education course offerings.

## 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: Renee Brunelle, Vice Chancellor, Human Resources & Employee Relations

DATE: November 5, 2009

SUBJECT: Consideration of Approval of New Classified Job Descriptions

### RECOMMENDATION

It is recommended that the Board of Trustees approve the classified job descriptions for Edu Stream Web Applications Developer, and Grant Clerical Assistant.

### OVERVIEW

The job description for EduStream Web Applications Developer has been developed to meet the needs of Edu Stream for the District.

The job description for Grant Clerical Assistant has been developed to meet the clerical and recordkeeping duties required by various grant funding sources.

### ANALYSIS

This EduStream Web Applications Developer is responsible for the development and maintenance of computer applications for EduStream and will be responsible for the day to day maintenance and operation of the EduStream web site.

The Grant Clerical Assistant will provide assistance for various grants such as the County of San Bernardino Workforce Investment Board, State Chancellor's Office and the Employment Training Panel.

### BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

### FINANCIAL IMPLICATIONS

Both positions are categorically funded and are contingent upon the availability of funds and "life of the grant".

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**EDUSTREAM WEB APPLICATIONS DEVELOPER**

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

*This is a full-time categorically funded position and is contingent upon the availability of funds and "life of the grant".*

**SUMMARY DESCRIPTION**

Under the direction of the appropriate administrator, the position will develop and maintain computer applications for EduStream; responsible for the day to day maintenance and operation of the EduStream web site; and coordinates web functions, monitors activities, incorporates new technologies and enhances the EduStream web site.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification.*

1. Designs and develops systems, modules, programs and procedures including testing and technical documentation.
2. Design and implement web interfaces for EduStream.
3. Develops and/or reviews user documentation and training to assure technical accuracy.
4. Performs programming in the language as directed including SQL.
5. Develops new reports; rewrites existing applications; writes new procedures and/or functions for new production requirements and one-time programs for testing or to correct production problems.
6. Gathers requirements and/or specifications for EduStream computer applications.
7. Develops clear, detailed technical and user documentation that will facilitate support for developed applications.
8. Performs periodic checks on the web server to ensure software and hardware is functioning correctly.
9. Queries database to assist users and provide requested information.
10. Maintain current knowledge of web technologies and communicate the information to promote and support system usage.
11. Provide current information and support on EduStream uses and services.
12. Performs related duties as required.

**QUALIFICATIONS**

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

**Knowledge of:**

Principles and techniques of software design and implementation skills with programming languages used by the District.

Principles and methods of system analysis and program design.

Methods, principles and techniques of web design, development and implementation.

Proficiency in programming languages as C#, ASP.NET, HTML and CSS in Microsoft's Visual Studio; Java and JavaScripts; and Microsoft's SQL Server.

Microsoft Office products.

Multiple scripting and/or programming languages.

**Ability to:**

Study, identify, and resolve complex operation problems/develop and revise computer systems applications.

Design, build, deploy, and support applications in a complex, distributed data environment.

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

Gather and analyze data and situations and make appropriate decisions.

Prepare and present comprehensive, concise, clear oral and written reports.

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

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

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

Communicate clearly and concisely, both orally and in writing.

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

Work in a team environment.

**Education and Experience Guidelines:**

**Education/Training:**

A Bachelor's degree from an accredited college or university with major course work preferably in Computer Science or a related field.

**Required Experience:**

Six (6) years of programming experience in C# and ASP.NET; HTML and CSS; Java and JavaScript; or SQL.

**License or Certificate:**

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

**Preferred Experience:**

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

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

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

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

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

keyboard; and to verbally communicate to exchange information.

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

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

Board Approved: November 2009

Range: 54



**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**GRANT CLERICAL ASSISTANT**

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

*This is a part-time, non-benefitted, categorically funded position and is contingent upon the availability of funds and “life of the grant”.*

**SUMMARY DESCRIPTION**

Under general supervision, performs a variety of clerical and record keeping duties as required by various grant funding sources such as the County of San Bernardino Workforce Investment Board, The State Chancellors’ Office and the Employment Training Panel. This part-time position reports to the Project Manager of the grants.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification.*

13. Receives office and telephone callers and refers callers to appropriate staff.
14. Reviews grant materials, applications, records, files, and reports.
15. Types and word processes grant related documents, correspondences, and reports.
16. Receives, sorts, and distributes mail.
17. Provides program information to students and the general public.
18. Maintains records and files for grant programs.
19. Maintains attendance records and student files appropriate to each grant.
20. Maintains calendar of activities, meetings and events for the Project Manager.
21. Maintain grant expenditure records; provide data for budget estimates; and provides data to support accounts payable and receivables.
22. May perform routine backup in reception, registration or perform other clerical activities as needed.
23. Performs related duties as required.

**QUALIFICATIONS**

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

**Knowledge of:**

- Basic office procedures and methods.
- Basic principles and procedures of record keeping and filing.
- Basic principles and techniques used in public relations.
- Methods and techniques of proper receptionist and telephone etiquette.
- Basic inventory and purchasing processes and procedures.
- Basic mathematical concepts.
- English usage, spelling, grammar, and punctuation.

**Ability to:**

Learn and understand the operations of assigned program area.  
Learn, understand, interpret and apply office policy and procedures.  
Operate office equipment including telephone, computers and supporting word processing.  
Perform routine record keeping and report writing duties.  
Work independently and collaboratively.  
Plan and organize work to meet changing priorities and deadlines.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

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

**Education/Training:**

Equivalent to the completion of the twelfth grade.

**Experience:**

One year of clerical experience.

**License or Certificate:**

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

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

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

**Environment:** Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor; possible exposure to dissatisfied individuals.

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

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

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

Board Approved: November 2009

Range: 38

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: November 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**

November 5, 2009

<b>Name</b>	<b>Department</b>	<b>Site</b>	<b>Duties</b>	<b>Start Date</b>	<b>End Date</b>	<b>Hourly Rate</b>
Aboud, Ibrahim	English	SBVC	Tutor III	1/18/10	6/30/10	\$13.00
Agyemang Boakye, Gilbert	MSSSC	SBVC	Tutor II	1/12/10	6/30/10	\$11.00
Ahn, Linda	MSSSC	SBVC	Tutor II	1/12/10	6/30/10	\$11.00
Davis, Theresa	MSSSC	SBVC	Tutor II	1/12/10	6/30/10	\$11.00
Dickerson, John	MSSSC	SBVC	Tutor I	1/12/10	6/30/10	\$9.00
Fabela III, Frank	MSSSC	SBVC	Tutor II	1/12/10	6/30/10	\$11.00
Fernandez, Irving	MSSSC	SBVC	Tutor II	1/12/10	6/30/10	\$11.00
Gaertner, Woodrow	MSSSC	SBVC	Tutor II	1/12/10	6/30/10	\$11.00
Galeano, James	MSSSC	SBVC	Tutor II	1/12/10	6/30/10	\$11.00
Garcia, Julia	MSSSC	SBVC	Tutor II	1/12/10	6/30/10	\$11.00
Griffin, Jeneen	MSSSC	SBVC	Tutor II	1/12/10	6/30/10	\$11.00
Harper, Patricia	English	SBVC	Tutor III	1/18/10	6/30/10	\$13.00
Hindley, John	MSSSC	SBVC	Tutor II	1/12/10	6/30/10	\$11.00
Ho, Vinh	MSSSC	SBVC	Tutor I	1/12/10	6/30/10	\$9.00
Kellogg, Elena	English	SBVC	Tutor III	1/18/10	6/30/10	\$13.00
Lam, Oanh	MSSSC	SBVC	Tutor II	1/12/10	6/30/10	\$11.00
Llopez, Alma Guadalupe	English	SBVC	Tutor III	1/18/10	6/30/10	\$13.00
Maestre, Joanne	English	SBVC	Tutor III	1/18/10	6/30/10	\$13.00
McDowell, Linda	English	SBVC	Tutor III	1/18/10	6/30/10	\$13.00
Nanneman, Kathryn	English	SBVC	Tutor III	1/18/10	6/30/10	\$13.00
Orduna, Gabriel	MSSSC	SBVC	Tutor I	1/12/10	6/30/10	\$9.00
Pham, Tram	GIS	SBVC	Tutor II	11/6/09	12/19/09	\$11.00
Rajala, Dyanna	English	SBVC	Tutor III	1/18/10	6/30/10	\$13.00
Roberts, Paul	MSSSC	SBVC	Tutor I	1/12/10	6/30/10	\$9.00
Ruston, Megin	English	SBVC	Tutor III	1/18/10	6/30/10	\$13.00
Ruvalcaba, Guillermo	English	SBVC	Tutor III	1/18/10	6/30/10	\$13.00
Sabolick, Richard	English	SBVC	Tutor III	1/18/10	6/30/10	\$13.00
Sealander, Brett	English	SBVC	Tutor III	1/18/10	6/30/10	\$13.00
Sequeira, Andrea	MSSSC	SBVC	Tutor II	1/12/10	6/30/10	\$11.00
Shuaib, Muhammad	MSSSC	SBVC	Tutor II	1/12/10	6/30/10	\$11.00
Strong, Patrick	English	SBVC	Tutor III	1/18/10	6/30/10	\$13.00
Tremazi, Kalsoom	English	SBVC	Tutor III	1/18/10	6/30/10	\$13.00
Vine Jr. Vincent	EMS	CHC	Tutor II	11/6/09	12/19/09	\$11.00

Vinh, Chiem	MSSSC	SBVC	Tutor II	1/12/10	6/30/10	\$11.00
Wilson, Nancy	English	SBVC	Tutor III	1/18/10	6/30/10	\$13.00
Winter, Jennifer	MSSSC	SBVC	Tutor II	1/12/10	6/30/10	\$11.00

# SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

## Professional Expert Hourly Employees

November 5, 2009

Name	Department	Site	Duties	Start Date	End Date	Hourly Rate
Abel, Ethan	EMS	CHC	EMS Specialist/ Primary Instructor/ Lab Instructor	11/6/09	12/31/09	\$30.00/ \$25.00/ \$20.00
Ammerman, Kelle	Criminal Justice	SBVC	Police Science Facilitator/ Evaluator/ Safety Facilitator	11/6/09	12/31/09	\$35.00/ \$105.00 per session/ \$25.00
Baker, William	EMS	CHC	EMS Specialist/ Primary Instructor/ Lab Instructor	11/6/09	12/31/09	\$30.00/ \$25.00/ \$20.00
Berry, Donald	EMS	CHC	EMS Specialist/ Primary Instructor/ Lab Instructor	11/6/09	12/31/09	\$30.00/ \$25.00/ \$20.00
Bishop, Robin	EMS	CHC	EMS Specialist/ Primary Instructor/ Lab Instructor	11/6/09	12/31/09	\$30.00/ \$25.00/ \$20.00
Bleazard, Heather	EMS	CHC	EMS Specialist/ Primary Instructor/ Lab Instructor	11/6/09	12/31/09	\$30.00/ \$25.00/ \$20.00
Bordonaro, Frank	EMS	CHC	EMS Specialist/ Primary Instructor/ Lab Instructor	11/6/09	12/31/09	\$30.00/ \$25.00/ \$20.00
Bouch, Scott	EMS	CHC	EMS Specialist/ Primary Instructor/ Lab Instructor	11/6/09	12/31/09	\$30.00/ \$25.00/ \$20.00
Brein, Susie	EMS	CHC	EMS Specialist/ Primary Instructor/ Lab Instructor	11/6/09	12/31/09	\$30.00/ \$25.00/ \$20.00
Burris, Jeff	Criminal Justice	SBVC	Police Science Facilitator/ Evaluator/ Safety Facilitator	11/6/09	12/31/09	\$35.00/ \$105.00 per session/ \$25.00

Cione, Nancy	EMS	CHC	EMS Specialist/ Primary Instructor/ Lab Instructor	11/6/09	12/31/09	\$30.00/ \$25.00/ \$20.00
Clark, Chris	EMS	CHC	EMS Specialist/ Primary Instructor/ Lab Instructor	11/6/09	12/31/09	\$30.00/ \$25.00/ \$20.00
Clements, Chuck	EMS	CHC	EMS Specialist/ Primary Instructor/ Lab Instructor	11/6/09	12/31/09	\$30.00/ \$25.00/ \$20.00
Clements, Kristen	EMS	CHC	EMS Specialist/ Primary Instructor/ Lab Instructor	11/6/09	12/31/09	\$30.00/ \$25.00/ \$20.00
Commander, John	EMS	CHC	EMS Specialist/ Primary Instructor/ Lab Instructor	11/6/09	12/31/09	\$30.00/ \$25.00/ \$20.00
Crow, Kathy	EMS	CHC	EMS Specialist/ Primary Instructor/ Lab Instructor	11/6/09	12/31/09	\$30.00/ \$25.00/ \$20.00
Dabney, Delaney	EMS	CHC	EMS Specialist/ Primary Instructor/ Lab Instructor	11/6/09	12/31/09	\$30.00/ \$25.00/ \$20.00
Denhalter, Brittany	EMS	CHC	EMS Specialist/ Primary Instructor/ Lab Instructor	11/6/09	12/31/09	\$30.00/ \$25.00/ \$20.00
Donnelly, Shane	EMS	CHC	EMS Specialist/ Primary Instructor/ Lab Instructor	11/6/09	12/31/09	\$30.00/ \$25.00/ \$20.00
Drazin, Noelle	EMS	CHC	EMS Specialist/ Primary Instructor/ Lab Instructor	11/6/09	12/31/09	\$30.00/ \$25.00/ \$20.00
Dumbar, Elizabeth	EMS	CHC	EMS Specialist/ Primary Instructor/ Lab Instructor	11/6/09	12/31/09	\$30.00/ \$25.00/ \$20.00
Durbin, Art	EMS	CHC	EMS Specialist/ Primary Instructor/ Lab Instructor	11/6/09	12/31/09	\$30.00/ \$25.00/ \$20.00
Ellis, Katie	EMS	CHC	EMS Specialist/ Primary Instructor/ Lab Instructor	11/6/09	12/31/09	\$30.00/ \$25.00/ \$20.00

Ellis, Tony	Criminal Justice	SBVC	Police Science Facilitator/ Evaluator/ Safety Facilitator	11/6/09	12/31/09	\$35.00/ \$105.00 per session/ \$25.00
Foster, Nathan	EMS	CHC	EMS Specialist/ Primary Instructor/ Lab Instructor	11/6/09	12/31/09	\$30.00/ \$25.00/ \$20.00
Foster, Travis	EMS	CHC	EMS Specialist/ Primary Instructor/ Lab Instructor	11/6/09	12/31/09	\$30.00/ \$25.00/ \$20.00
Franklin, Kenneth	Criminal Justice	SBVC	Police Science Facilitator/ Evaluator/ Safety Facilitator	11/6/09	12/31/09	\$35.00/ \$105.00 per session/ \$25.00
Froman, Donald	EMS	CHC	EMS Specialist/ Primary Instructor/ Lab Instructor	11/6/09	12/31/09	\$30.00/ \$25.00/ \$20.00
Gardner, Jennifer	EMS	CHC	EMS Specialist/ Primary Instructor/ Lab Instructor	11/6/09	12/31/09	\$30.00/ \$25.00/ \$20.00
Goodkind, Laura	EMS	CHC	EMS Specialist/ Primary Instructor/ Lab Instructor	11/6/09	12/31/09	\$30.00/ \$25.00/ \$20.00
Grindle, Gail	EMS	CHC	EMS Specialist/ Primary Instructor/ Lab Instructor	11/6/09	12/31/09	\$30.00/ \$25.00/ \$20.00
Guerra, Hector	Criminal Justice	SBVC	Police Science Facilitator/ Evaluator/ Safety Facilitator	11/6/09	12/31/09	\$35.00/ \$105.00 per session/ \$25.00
Gustafson, Jared	EMS	CHC	EMS Specialist/ Primary Instructor/ Lab Instructor	11/6/09	12/31/09	\$30.00/ \$25.00/ \$20.00
Haddad, Salim	EMS	CHC	EMS Specialist/ Primary Instructor/ Lab Instructor	11/6/09	12/31/09	\$30.00/ \$25.00/ \$20.00
Hauser, Bryan	EMS	CHC	EMS Specialist/ Primary Instructor/ Lab Instructor	11/6/09	12/31/09	\$30.00/ \$25.00/ \$20.00
Herlihy, Alyssa	EMS	CHC	EMS Specialist/ Primary Instructor/ Lab Instructor	11/6/09	12/31/09	\$30.00/ \$25.00/ \$20.00



Ismerio, Steve	EMS	CHC	EMS Specialist/ Primary Instructor/ Lab Instructor	11/6/09	12/31/09	\$30.00/ \$25.00/ \$20.00
Jabr, Alexandra	EMS	CHC	EMS Specialist/ Primary Instructor/ Lab Instructor	11/6/09	12/31/09	\$30.00/ \$25.00/ \$20.00
Jeffers, Crystal	EMS	CHC	EMS Specialist/ Primary Instructor/ Lab Instructor	11/6/09	12/31/09	\$30.00/ \$25.00/ \$20.00
Jeffers, James	EMS	CHC	EMS Specialist/ Primary Instructor/ Lab Instructor	11/6/09	12/31/09	\$30.00/ \$25.00/ \$20.00
Kelsheimer, Jeff	EMS	CHC	EMS Specialist/ Primary Instructor/ Lab Instructor	11/6/09	12/31/09	\$30.00/ \$25.00/ \$20.00
Kendall, Holly	EMS	CHC	EMS Specialist/ Primary Instructor/ Lab Instructor	11/6/09	12/31/09	\$30.00/ \$25.00/ \$20.00
Kim, Tae	EMS	CHC	EMS Specialist/ Primary Instructor/ Lab Instructor	11/6/09	12/31/09	\$30.00/ \$25.00/ \$20.00
Kingsbury, Wesley	EMS	CHC	EMS Specialist/ Primary Instructor/ Lab Instructor	11/6/09	12/31/09	\$30.00/ \$25.00/ \$20.00
Leffler-Davis, Sunny	EMS	CHC	EMS Specialist/ Primary Instructor/ Lab Instructor	11/6/09	12/31/09	\$30.00/ \$25.00/ \$20.00
Lesh, Joshua	EMS	CHC	EMS Specialist/ Primary Instructor/ Lab Instructor	11/6/09	12/31/09	\$30.00/ \$25.00/ \$20.00
Liebel, Michael	EMS	CHC	EMS Specialist/ Primary Instructor/ Lab Instructor	11/6/09	12/31/09	\$30.00/ \$25.00/ \$20.00
Lynch, Lea	EMS	CHC	EMS Specialist/ Primary Instructor/ Lab Instructor	11/6/09	12/31/09	\$30.00/ \$25.00/ \$20.00
Mahoney, Donald	Criminal Justice	SBVC	Police Science Facilitator/ Evaluator/ Safety Facilitator	11/6/09	12/31/09	\$35.00/ \$105.00 per session/ \$25.00

Matthews, Tim	EMS	CHC	EMS Specialist/ Primary Instructor/ Lab Instructor	11/6/09	12/31/09	\$30.00/ \$25.00/ \$20.00
McCarty, Dennis	EMS	CHC	EMS Specialist/ Primary Instructor/ Lab Instructor	11/6/09	12/31/09	\$30.00/ \$25.00/ \$20.00
McKee, Kyle	EMS	CHC	EMS Specialist/ Primary Instructor/ Lab Instructor	11/6/09	12/31/09	\$30.00/ \$25.00/ \$20.00
Mena, Alfonso	EMS	CHC	EMS Specialist/ Primary Instructor/ Lab Instructor	11/6/09	12/31/09	\$30.00/ \$25.00/ \$20.00
Michaels, John	EMS	CHC	EMS Specialist/ Primary Instructor/ Lab Instructor	11/6/09	12/31/09	\$30.00/ \$25.00/ \$20.00
Miescher, Jennifer	EMS	CHC	EMS Specialist/ Primary Instructor/ Lab Instructor	11/6/09	12/31/09	\$30.00/ \$25.00/ \$20.00
Molloy, Dave	EMS	CHC	EMS Specialist/ Primary Instructor/ Lab Instructor	11/6/09	12/31/09	\$30.00/ \$25.00/ \$20.00
Moore, Jason	EMS	CHC	EMS Specialist/ Primary Instructor/ Lab Instructor	11/6/09	12/31/09	\$30.00/ \$25.00/ \$20.00
Murphy, Kyle	EMS	CHC	EMS Specialist/ Primary Instructor/ Lab Instructor	11/6/09	12/31/09	\$30.00/ \$25.00/ \$20.00
Nachbaur, Kyle	EMS	CHC	EMS Specialist/ Primary Instructor/ Lab Instructor	11/6/09	12/31/09	\$30.00/ \$25.00/ \$20.00
Nguyen, Phong	EMS	CHC	EMS Specialist/ Primary Instructor/ Lab Instructor	11/6/09	12/31/09	\$30.00/ \$25.00/ \$20.00
Nicholson, Karl	EMS	CHC	EMS Specialist/ Primary Instructor/ Lab Instructor	11/6/09	12/31/09	\$30.00/ \$25.00/ \$20.00
Norris, Mike	EMS	CHC	EMS Specialist/ Primary Instructor/ Lab Instructor	11/6/09	12/31/09	\$30.00/ \$25.00/ \$20.00

O'Connell, Jeffrey	Criminal Justice	SBVC	Police Science Facilitator/ Evaluator/ Safety Facilitator	11/6/09	12/31/09	\$35.00/ \$105.00 per session/ \$25.01
Paladini, David	EMS	CHC	EMS Specialist/ Primary Instructor/ Lab Instructor	11/6/09	12/31/09	\$30.00/ \$25.00/ \$20.00
Parks, Kevin	EMS	CHC	EMS Specialist/ Primary Instructor/ Lab Instructor	11/6/09	12/31/09	\$30.00/ \$25.00/ \$20.00
Pyne, Aaron	EMS	CHC	EMS Specialist/ Primary Instructor/ Lab Instructor	11/6/09	12/31/09	\$30.00/ \$25.00/ \$20.00
Roddy, Chelsey	EMS	CHC	EMS Specialist/ Primary Instructor/ Lab Instructor	11/6/09	12/31/09	\$30.00/ \$25.00/ \$20.00
Saenz, Heather	EMS	CHC	EMS Specialist/ Primary Instructor/ Lab Instructor	11/6/09	12/31/09	\$30.00/ \$25.00/ \$20.00
Saenz, Jason	EMS	CHC	EMS Specialist/ Primary Instructor/ Lab Instructor	11/6/09	12/31/09	\$30.00/ \$25.00/ \$20.00
Salinas, Conrad	EMS	CHC	EMS Specialist/ Primary Instructor/ Lab Instructor	11/6/09	12/31/09	\$30.00/ \$25.00/ \$20.00
Sandez, Ann	EMS	CHC	EMS Specialist/ Primary Instructor/ Lab Instructor	11/6/09	12/31/09	\$30.00/ \$25.00/ \$20.00
Scalise, John	EMS	CHC	EMS Specialist/ Primary Instructor/ Lab Instructor	11/6/09	12/31/09	\$30.00/ \$25.00/ \$20.00
Scalise, John	EMS	CHC	EMS Specialist/ Primary Instructor/ Lab Instructor	11/6/09	12/31/09	\$30.00/ \$25.00/ \$20.00
Schulthehenrich, Mark	Criminal Justice	SBVC	Police Science Facilitator/ Evaluator/ Safety Facilitator	11/6/09	12/31/09	\$35.00/ \$105.00 per session/ \$25.02
Senter, Andrea	EMS	CHC	EMS Specialist/ Primary Instructor/ Lab Instructor	11/6/09	12/31/09	\$30.00/ \$25.00/ \$20.00

Sheridan-Matney, Clare	EMS	CHC	EMS Specialist/ Primary Instructor/ Lab Instructor	11/6/09	12/31/09	\$30.00/ \$25.00/ \$20.00
Stawniczy, Adam	EMS	CHC	EMS Specialist/ Primary Instructor/ Lab Instructor	11/6/09	12/31/09	\$30.00/ \$25.00/ \$20.00
Steslicki, Ryan	EMS	CHC	EMS Specialist/ Primary Instructor/ Lab Instructor	11/6/09	12/31/09	\$30.00/ \$25.00/ \$20.00
Stone, Harry	EMS	CHC	EMS Specialist/ Primary Instructor/ Lab Instructor	11/6/09	12/31/09	\$30.00/ \$25.00/ \$20.00
Strain, Brian	EMS	CHC	EMS Specialist/ Primary Instructor/ Lab Instructor	11/6/09	12/31/09	\$30.00/ \$25.00/ \$20.00
Stull, Dennis	EMS	CHC	EMS Specialist/ Primary Instructor/ Lab Instructor	11/6/09	12/31/09	\$30.00/ \$25.00/ \$20.00
Trovato, Jonathan	EMS	CHC	EMS Specialist/ Primary Instructor/ Lab Instructor	11/6/09	12/31/09	\$30.00/ \$25.00/ \$20.00
Tyson, Bob	EMS	CHC	EMS Specialist/ Primary Instructor/ Lab Instructor	11/6/09	12/31/09	\$30.00/ \$25.00/ \$20.00
Van Stralen, Daved	EMS	CHC	EMS Specialist/ Primary Instructor/ Lab Instructor	11/6/09	12/31/09	\$30.00/ \$25.00/ \$20.00
Vasquez, Henry	EMS	CHC	EMS Specialist/ Primary Instructor/ Lab Instructor	11/6/09	12/31/09	\$30.00/ \$25.00/ \$20.00
Vega, Jennifer	EMS	CHC	EMS Specialist/ Primary Instructor/ Lab Instructor	11/6/09	12/31/09	\$30.00/ \$25.00/ \$20.00
Verosik, Eileen	EMS	CHC	EMS Specialist/ Primary Instructor/ Lab Instructor	11/6/09	12/31/09	\$30.00/ \$25.00/ \$20.00
Voeller, Andrea	EMS	CHC	EMS Specialist/ Primary Instructor/ Lab Instructor	11/6/09	12/31/09	\$30.00/ \$25.00/ \$20.00

Walker, Dan	Criminal Justice	SBVC	Police Science Facilitator/ Evaluator/ Safety Facilitator	11/6/09	12/31/09	\$35.00/ \$105.00 per session/ \$25.03
Walls, Ron	EMS	CHC	EMS Specialist/ Primary Instructor/ Lab Instructor	11/6/09	12/31/09	\$30.00/ \$25.00/ \$20.00
Walton, Branden	EMS	CHC	EMS Specialist/ Primary Instructor/ Lab Instructor	11/6/09	12/31/09	\$30.00/ \$25.00/ \$20.00
Ward, Amanda	EMS	CHC	EMS Specialist/ Primary Instructor/ Lab Instructor	11/6/09	12/31/09	\$30.00/ \$25.00/ \$20.00
Warfield, Jason	EMS	CHC	EMS Specialist/ Primary Instructor/ Lab Instructor	11/6/09	12/31/09	\$30.00/ \$25.00/ \$20.00
Warren, Daryl	EMS	CHC	EMS Specialist/ Primary Instructor/ Lab Instructor	11/6/09	12/31/09	\$30.00/ \$25.00/ \$20.00
Wheeler, Michael	EMS	CHC	EMS Specialist/ Primary Instructor/ Lab Instructor	11/6/09	12/31/09	\$30.00/ \$25.00/ \$20.00
Williams, Brett	Criminal Justice	SBVC	Police Science Facilitator/ Evaluator/ Safety Facilitator	11/6/09	12/31/09	\$35.00/ \$105.00 per session/ \$25.04
Wolbert, Mitchell	EMS	CHC	EMS Specialist/ Primary Instructor/ Lab Instructor	11/6/09	12/31/09	\$30.00/ \$25.00/ \$20.00

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

Preston, Keith	Fire Technology	CHC	Fire Tech Specialist/ Tactical Officer/ Safety Officer	9/4/09	12/31/09	\$30.00/ \$23.00/ \$22.50
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**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**Substitute Employees**  
**November 5, 2009**

<b>Name</b>	<b>Department</b>	<b>Site</b>	<b>Duties</b>	<b>Start Date</b>	<b>End Date</b>	<b>Hourly Rate</b>
Beall, Jerry	Tool Room	SBVC	Tool Room Specialist	10/1/09	11/30/09	\$14.31
Camacho, Albert	Custodial	SBVC	Custodian	10/3/09	12/3/09	\$14.68
Covarrubias, Martha	Child Development Center	SBVC	Child Development Assistant	9/4/09	11/2/09	\$12.35
Grant, Kathleen	Custodial	SBVC	Custodian	9/23/09	11/23/09	\$14.68
Holtegaard, Alisa	Child Development Center	SBVC	Child Development Assistant	9/4/09	11/2/09	\$12.35
Hunter, John	Food Services	SBVC	Food Service Worker	9/21/09	11/21/09	\$11.75
Limon, Irma	Child Development Center	SBVC	Child Development Assistant	10/2/09	12/2/09	\$12.35
Lopez, Rosa	Facilities	Dist	Custodian	10/13/09	12/12/09	\$14.68
Lopez, Rosa	Facilities	Dist	Lead Custodian	10/13/09	12/12/09	\$16.20
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
Ruiz, Sarina	KVCR	District	Broadcast Operator	10/14/09	10/29/09	\$19.25
Treacy Abarca, Rosa	Child Development Center	SBVC	Child Development Assistant	9/4/09	11/2/09	\$12.35
Williams, Sophia	Child Development Center	SBVC	Child Development Assistant	9/4/09	11/2/09	\$12.35

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: November 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.

**CRAFTON HILLS COLLEGE**

Helms, Nancy

Physical Education

**SAN BERNARDINO VALLEY COLLEGE**

Edwards-Matanga, Jullie

Music

Sanker, Eddie

Welding

Strom, Brian

Modern Languages

Voisard, Steven

Library



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: November 5, 2009  
SUBJECT: Consideration of Approval of Non-Instructional Pay

RECOMMENDATION

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

OVERVIEW

Gwendolyn DiPonio, Director of Honors Program, \$1,200, 11/06/09 – 12/19/09,  
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: Renée Brunelle, Vice Chancellor, Human Resources & Employee Relations  
DATE: November 5, 2009  
SUBJECT: Consideration of Approval of Management Appointments

RECOMMENDATION

It is recommended that the Board of Trustees approve the management appointment of Assistant Director, ATTC, Applied Technologies Training Center and Director, District Computing Services.

OVERVIEW

The following individuals went through the regular recruitment process and are being recommended for appointment.

Sandra Jeannette Guignard, Assistant Director, ATTC, Applied Technologies Training Center, full-time, 12-month position, Management Salary Schedule, Range 4, Step C, \$4,434 per month effective November 9, 2009. New position.

Everett Garnick, Director, District Computing Services, full-time, 12-month position, Management Salary Schedule Range 19, Step C, \$9,219 per month effective November 16, 2009. New Position.

ANALYSIS

The Human Resources Department conducted a nationwide search for the position of the Assistant Director, ATTC, Applied Technologies Training Center. All requirements for employment have been completed and Human Resources has cleared the individuals for employment.

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:** Renee Brunelle, Vice Chancellor  
Human Resources & Employee Relations  
**PREPARED BY:** Dr. Debra S. Daniels, President, SBVC  
**DATE:** November 5, 2009  
**SUBJECT:** Consideration of Approval of SBVC Head Coaches and Amendment of Stipends for Assistant Coaches

**RECOMMENDATION**

It is recommended that the Board of Trustees approve Head Coaches and the amendment of SBVC Assistant Coach Stipends for the 2009-2010 academic year.

**OVERVIEW**

The following academic employees will serve as SBVC head coaches:

Di Salvio, Nicole	Softball	\$6,764.00
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The following employees will serve as SBVC assistant coaches:

Vascones, Yvette	Women's Soccer	\$2,081.00
Gutierrez, Crystal	Women's Soccer	\$2,081.00
Madrigal, Ernie	Football	\$4,683.00
Meech, Patrick	Football	\$4,683.00

**ANALYSIS**

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

**BOARD IMPERATIVE**

III. Resource Management for Efficiency, Effectiveness and Excellence

**FINANCIAL IMPLICATIONS**

Included in the 2009-2010 budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

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

**CRAFTON HILLS COLLEGE**

Bonhus, Andrew	Public Safety & Emergency Serviced Department	11/6/09-6/30/10
Patrick Fite	CHC President's Office	11/6/09-6/30/10
Narciso, Eric	Public Safety & Emergency Serviced Department	11/6/09-6/30/10
Pacheco, Malorie	Counseling Center	11/6/09-12/30/09
Sloan, Matt	Public Safety & Emergency Serviced Department	11/6/09-6/30/10
VanTassel, Kenton	Public Safety & Emergency Serviced Department	11/6/09-6/30/10
Walton, Brandon	Public Safety & Emergency Serviced Department	11/6/09-6/30/10

**SAN BERNARDINO VALLEY COLLEGE**

Aceron, Jerry	Student Health Services	11/6/09-6/30/10
Acosta, Katherine	Student Health Services	11/6/09-6/30/10
Ambos, Janet	Student Health Services	11/6/09-6/30/10
Battle, Donna	Student Health Services	11/6/09-6/30/10
Bland, Tawny	Student Health Services	11/6/09-6/30/10
Bohn, Stacy	Student Health Services	11/6/09-6/30/10
Boonkrong, Edward	Student Health Services	11/6/09-6/30/10
Briones, Sandra	Student Health Services	11/6/09-6/30/10
Carreon, Cameron	Student Health Services	11/6/09-6/30/10
Chudy, Linda	Student Health Services	11/6/09-6/30/10
Donally, Kristen	Student Health Services	11/6/09-6/30/10
Dostaler, Cindy	Student Health Services	11/6/09-6/30/10
Duncan, Barbara	Child Development Center	11/6/09-12/18/09
Estopinal, Gladys	Student Health Services	11/6/09-6/30/10
Farr, Bonnie	Student Health Services	11/6/09-6/30/10
Fields, Christine	Student Health Services	11/6/09-6/30/10
Figueroa, Leticia	Student Health Services	11/6/09-6/30/10
Galarza-Sagastume, Rosemary	Student Health Services	11/6/09-6/30/10
Gonzales, Michael	DSP&S	11/9/09-6/30/10
Greber, Rosemary	Student Health Services	11/6/09-6/30/10
Grubert, Debbora	Student Health Services	11/6/09-6/30/10
Her, Kyong Soo	Student Health Services	11/6/09-6/30/10
Hodges, Heather	Student Health Services	11/6/09-6/30/10
Jamison, Kyle	Child Development Center	11/6/09-12/18/09
Lloren, Kristi	Student Health Services	11/6/09-6/30/10
Lopez, Chandra	Student Health Services	11/6/09-6/30/10
Lopez, Richard E.	Student Health Services	11/6/09-6/30/10
Losee, Sally	Student Health Services	11/6/09-6/30/10
Lozano, Janessa	Student Health Services	11/6/09-6/30/10
Lozano, Yolanda	Student Health Services	11/6/09-6/30/10
Martinez, Lorraine	Student Health Services	11/6/09-6/30/10
Mayal, Evan	Student Health Services	11/6/09-6/30/10
Medina, Amanda	Student Health Services	11/6/09-6/30/10
Middleton, Shana	Student Health Services	11/6/09-6/30/10
Mora, Susanna	Student Health Services	11/6/09-6/30/10
Muteti, Esther	Student Health Services	11/6/09-6/30/10
Mwaniki, Phrasiah	Student Health Services	11/6/09-6/30/10
Napitupulu, Donald	Student Health Services	11/6/09-6/30/10
Neas, Lisa	Student Health Services	11/6/09-6/30/10
Ocansey, Sylvia	Student Health Services	11/6/09-6/30/10
Park, Jae	Student Health Services	11/6/09-6/30/10

Phan, Viet	Student Health Services	11/6/09-6/30/10
Ruiz, Jody	Student Health Services	11/6/09-6/30/10
Ruvalcaba, Belinda	Student Health Services	11/6/09-6/30/10
Salgado, Desiree	Student Health Services	11/6/09-6/30/10
Siegfried, Deborah	Student Health Services	11/6/09-6/30/10
Sivipat, Lalintip	Student Health Services	11/6/09-6/30/10
Solorzano, Marites	Student Health Services	11/6/09-6/30/10
Torrence, Kristi	Student Health Services	11/6/09-6/30/10
Valdez, Jennifer	Student Health Services	11/6/09-6/30/10
Wantz, Greg	Student Health Services	11/6/09-6/30/10
Williams, Priscilla	Student Health Services	11/6/09-6/30/10

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: November 5, 2009

SUBJECT: Consideration of Approval for First Reading of SBCCD Discrimination Complaint Procedures

RECOMMENDATION

It is recommended that the Board of Trustees receive for first reading the SBCCD Discrimination Complaint Procedures.

OVERVIEW

The attached SBCCD Discrimination Complaint Procedures Plan has gone through the collegial consultation process and is recommended for first reading. The SBCCD Discrimination Complaint Procedures was derived from the Model Policy that the State Chancellor's Office disseminated to all California Community Colleges. The changes are in italics.

ANALYSIS

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

BOARD IMPERATIVE

Institutional Effectiveness.

FINANCIAL IMPLICATIONS

No financial impact.

# **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

*Unlawful Discrimination and  
Sexual Harassment:  
Complaint and Investigation  
Procedures for Employees  
and Students*





**Policy and Procedures for  
Handling Complaints of Unlawful Discrimination  
Under Title 5 Sections 59300 et seq.**

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## **Introduction and Scope**

These are the written policies and procedures for filing and processing complaints of unlawful discrimination at *San Bernardino Community College District*. These policies and procedures incorporate the legal principles contained in nondiscrimination provisions of the California Code of Regulations, title 5, sections 59300 et seq. as well as other state and federal substantive and procedural requirements.

A copy of these written policies on unlawful discrimination will be displayed in a prominent location in the *Office of Human Resources, San Bernardino Valley College President's Office, Crafton Hills College President's Office main administrative building or other area where notices regarding the institution's rules, regulations, procedures, and standards of conduct are posted.*

*Authority: 20 U.S.C. § 1681 et seq.; Ed. Code, §§ 66270, 66271.1, 66281.5; Gov. Code, §§ 11135-11139.5; Cal. Code Regs., tit. 5, § 59326. Reference: Cal. Code Regs., tit. 5, §§ 59300 et seq.; 34 C.F.R. § 106.8(b).*

## **Unlawful Discrimination Policy**

The policy of the *San Bernardino Community College District* is to provide an educational and employment environment in which no person shall be unlawfully denied full and equal access to, the benefits of, or be unlawfully subjected to discrimination, in whole or in part, on the basis of ethnic group identification, national origin, religion, age, sex or gender, race, color, ancestry, sexual orientation, or physical or mental disability, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that is administered by, funded directly by, or that receives any financial assistance from the State Chancellor or Board of Governors of the California Community Colleges.

The policy of the *San Bernardino Community College District* is to provide an educational and employment environment free from unwelcome sexual advances, requests for sexual favors, sexual favoritism, or other verbal or physical conduct or communications constituting sexual harassment.

The policy of *San Bernardino Community College District* is to comply with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973 in the development, procurement, maintenance, or use of electronic or information technology and respond to and resolve unlawful discrimination complaints regarding accessibility. Such complaints will be treated as complaints of discrimination on the basis of disability.

Employees, students, or other persons acting on behalf of the *District* who engage in unlawful discrimination as defined in this policy or by state or federal law may be subject to discipline, up to and including discharge, expulsion, or termination of contract.

In so providing, the *San Bernardino Community College District* hereby implements the provisions of California Government Code sections 11135 through 11139.5, the Sex Equity in Education Act (Ed. Code, § 66250 et seq.), title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d), title IX of the Education Amendments of 1972 (20 U.S.C. § 1681), section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), section 508 of the Rehabilitation Act of 1973 (29 U.S.C. § 794d), the Americans with Disabilities Act of 1990 (42 U.S.C. §§ 12100 et seq.) and the Age Discrimination Act (42 U.S.C. § 6101).

*Authority: Cal. Code Regs., tit. 5, § 59300; Ed. Code §§ 66250 et seq., 66271.1, 66700, and 70901; Gov. Code § 11138. Reference: Ed. Code §§ 66250 et seq. and 72011; Gov. Code, §§ 11135-11139.5; Penal Code §§ 422.6 and 422.55; 20 U.S.C. § 1681; 29 U.S.C. §§ 794 and 794d; 42 U.S.C. §§ 6101, 12100 et seq. and 2000d; 36 C.F.R. § 1194.*

### **Retaliation**

It is unlawful for anyone to retaliate against someone who files an unlawful discrimination complaint, who refers a matter for investigation or complaint, who participates in an investigation of a complaint, who represents or serves as an advocate for an alleged victim or alleged offender, or who otherwise furthers the principles of this unlawful discrimination policy.

*Authority: 20 U.S.C. §§ 1681 et seq.; 34 C.F.R. § 106; Cal. Code Regs., tit. 5, §§ 59300 et seq.; Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, Title IX, Office for Civil Rights, January 19, 2001.*

### **Responsible District Officer**

The *San Bernardino Community College District* has identified the Vice Chancellor of Human Resources & Employee Relations to the State Chancellor's Office and to the public as the single *District* officer responsible for receiving all unlawful discrimination complaints filed pursuant to title 5, section 59328, and for coordinating their investigation. Informal charges of unlawful discrimination should be brought to the attention of the responsible district officer, who shall oversee the informal resolution process pursuant to section 59327. The actual investigation of complaints may be assigned to other staff or to outside persons or organizations under contract with the *District*. Such delegation procedures will be used whenever the officer designated to receive complaints is named in the complaint or is implicated by the allegations in the complaint.

Administrators, faculty members, other *District* employees, and students shall direct all complaints of unlawful discrimination to the responsible *District* officer.

*Authority: Cal. Code Regs., tit. 5, § 59324; 34 C.F.R. § 106.8.*

## Informal/Formal Complaint Procedure

When a person brings charges of unlawful discrimination to the attention of the *District's* responsible officer, that officer will:

- (1) Undertake efforts to informally resolve the charges;
- (2) Advise the complainant that he or she need not participate in informal resolution;
- (3) Notify the person bringing the charges of his or her right to file a formal complaint and explain the procedure for doing so;
- (4) *Assure the complainant that he or she will not be required to confront, or work out problems with, the person accused of unlawful discrimination;*
- (5) Advise the complainant that he or she may file a nonemployment-based complaint with the Office for Civil Rights of the U.S. Department of Education (OCR) where such a complaint is within that agency's jurisdiction.
- (6) If the complaint is employment-related, the complainant should also be advised that he or she may file a complaint with the U.S. Equal Employment Opportunity Commission (EEOC) and/or the California Department of Fair Employment and Housing (DFEH) where such a complaint is within that agency's jurisdiction.

Efforts at informal resolution need not include any investigation unless the responsible *District* officer determines that an investigation is warranted by the seriousness of the charges. Selecting an informal resolution does not extend the time limitations for filing a formal complaint. Efforts at informal resolution may continue after the filing of a formal written complaint, but after a complaint is filed an investigation is required to be conducted pursuant to title 5, section 59334, and will be completed unless the matter is informally resolved and the complainant dismisses the complaint. *Even if the complainant does dismiss the complaint, the responsible district officer may require the investigation to continue if he or she determines that the allegations are serious enough to warrant an investigation.* Any efforts at informal resolution after the filing of a written complaint will not exceed the 90-day period for rendering the administrative determination pursuant to title 5, section 59336.

In employment-related cases, if the complainant also files with the Department of Fair Employment and Housing or with the U.S. Equal Employment Opportunity Commission, a copy of that filing will be sent to the State Chancellor's Office requesting a determination of whether a further investigation under title 5 is required. Unless the State Chancellor's Office determines that a separate investigation is required, the District will discontinue its investigation under title 5 and the matter will be resolved through the Department of Fair Employment and Housing or the U.S. Equal Employment Opportunity Commission.

The *District* will allow for representation where required by law and may allow for representation for the accused and complainant in other circumstances on a case by case basis.

*Authority: Cal. Code Regs., tit. 5, §§ 59327, 59328, 59334, 59336, and 59339; NLRB v. Weingarten, Inc. (1975) 420 U.S. 251.*

### **Filing of Formal Written Complaint**

If a complainant decides to file a formal written unlawful discrimination complaint against the *District*, he or she must file the complaint on a form prescribed by the State Chancellor. These approved forms are available from the *District* and also at the State Chancellor's website, as follows:

<http://www.cccco.edu/SystemOffice/Divisions/Legal/Discrimination/tabid/294/Default.aspx>

The completed form must be filed with the *District* representative or mailed directly to the State Chancellor's Office of the California Community Colleges.

Once a complaint is filed, the individual(s) accused of engaging in prohibited discriminatory conduct should be advised of that filing and the general nature of the complaint. This should occur as soon as possible and in a manner that is appropriate under the circumstances. The *District* will also advise the accused that an assessment of the accuracy of the allegations has not yet been made, that the complaint will be investigated, that the accused will be provided an opportunity to present his/her side of the matter, and that any conduct that could be viewed as retaliatory against the complainant or any witnesses must be avoided.

*Authority: Cal. Code Regs., tit. 5, §§ 59311 and 59328.*

### **Threshold Requirements Prior to Investigation of a Formal Written Complaint**

When a formal written complaint is filed it will be reviewed to determine if the complaint meets the following requirements:

- The complaint must be filed on a form prescribed by the State Chancellor's Office.
- The complaint must allege unlawful discrimination prohibited under title 5, section 59300.
- The complaint must be filed by one who alleges that he or she has personally suffered unlawful discrimination or by one who has learned of such unlawful discrimination in his or her official capacity as a faculty member or administrator.
- In any complaint not involving employment, the complaint must be filed within one year of the date of the alleged unlawful discrimination or within one year of the date on which the complainant knew or should have known of the facts underlying the specific incident or incidents of alleged unlawful discrimination

- In any complaint alleging discrimination in employment, the complaint shall be filed within 180 days of the date the alleged unlawful discrimination occurred, except that this period will be extended by no more than 90 days following the expiration of that 180 days if the complainant first obtained knowledge of the facts of the alleged violation after the expiration of 180 days.

*Authority: Cal. Code Regs., tit. 5, § 59328.*

### **Defective Complaint**

If a complaint is found to be defective it will be immediately returned to the complainant with a complete explanation of why an investigation will not be initiated under California Code of Regulations, title 5, section 59300 et seq. The notice will inform the complainant that the complaint does not meet the requirements of section 59328, and shall specify in what requirement the complaint is defective. A copy of the notice to the complainant will also be sent to the State Chancellor's Office.

*Authority: Cal. Code Regs., tit. 5, §§ 59328, 59332.*

### **Notice to State Chancellor or District**

A copy of all formal complaints filed in accordance with the title 5 regulations will be forwarded to the State Chancellor's Office immediately upon receipt, regardless of whether the complaint is brought by a student or by an employee. Similarly, when the State Chancellor's Office receives a complaint a copy will be forwarded to the *District*.

*Authority: Cal. Code Regs., tit. 5, § 59330.*

### **Administrative Determination**

In any case not involving employment discrimination, within 90 days of receiving an unlawful discrimination complaint filed under title 5, sections 59300 et seq., the responsible *District* officer will complete the investigation and forward a copy of the investigative report to the State Chancellor, a copy or summary of the report to the complainant, and written notice setting forth all the following to both the complainant and the State Chancellor:

- (a) the determination of the chief executive officer or his/her designee as to whether there is probable cause to believe discrimination occurred with respect to each allegation in the complaint;
- (b) a description of actions taken, if any, to prevent similar problems from occurring in the future;
- (c) the proposed resolution of the complaint; and

(d) the complainant's right to appeal to the *District* governing board and the State Chancellor.

In any case involving employment discrimination, within 90 days of receiving an unlawful discrimination complaint filed under title 5, sections 59300, et seq., the responsible *District* officer will complete the investigation and forward a copy or summary of the report to the complainant, and written notice setting forth all the following to the complainant:

- (a) the determination of the chief executive officer or his/her designee as to whether there is probable cause to believe discrimination occurred with respect to each allegation in the complaint;
- (b) a description of actions taken, if any, to prevent similar problems from occurring in the future;
- (c) the proposed resolution of the complaint; and
- (d) the complainant's right to appeal to the *District* governing board and to file a complaint with the Department of Fair Employment and Housing.

The *District* will keep these documents on file for a period of at least three years after closing the case, and make them available to the State Chancellor upon request.

The *San Bernardino Community College District* recognizes the importance of and is therefore committed to completing investigations and resolving complaints as quickly as possible, consistent with the requirements for a thorough investigation.

*Authority: Cal. Code Regs., tit. 5, § 59336.*

### **Complainant's Appeal Rights**

Complainants have appeal rights that they may exercise if they are not satisfied with the results of the *District's* administrative determination. At the time the administrative determination and summary is mailed to the complainant, the responsible *District* officer or his/her designee shall notify the complainant of his or her appeal rights as follows:

- First level of appeal: The complainant has the right to file an appeal to the *District's* governing board within 15 days from the date of the administrative determination. The *District's* governing board will review the original complaint, the investigative report, the administrative determination, and the appeal.
- The *District's* governing board will issue a final *District* decision in the matter within 45 days after receiving the appeal. Alternatively, the *District's* governing board may elect to take no action within 45 days, in which case the original decision in the administrative determination will be deemed to be affirmed and shall become the final *District* decision in the matter. A copy of the final decision rendered by the *District's* governing board will be forwarded to the complainant and to the State Chancellor's Office.

- Second level of appeal: The complainant has the right to file an appeal with the California Community College Chancellor's Office in any case not involving employment-related discrimination within 30 days from the date that the governing board issues the final *District* decision or permits the administrative determination to become final by taking no action within 45 days. The appeal must be accompanied by a copy of the decision of the governing board or evidence showing the date on which the complainant filed an appeal with the governing board, and a statement under penalty of perjury that no response was received from the governing board within 45 days from that date. In any case involving employment discrimination, the complainant has the right to file a complaint with the Department of Fair Employment and Housing (DFEH) where the case is within the jurisdiction of that agency.

Complainants must submit all appeals in writing.

*Authority: Cal. Code Regs., tit. 5, §§ 59338 and 59339.*

### **Provision of Information to State Chancellor**

In any case not involving employment discrimination, within 150 days of receiving a complaint, the responsible *District* officer will either:

Forward the following to the State Chancellor:

- A copy of the final *District* decision rendered by the governing board or a statement indicating the date on which the administrative determination became final as a result of taking no action on the appeal within 45 days.
- A copy of the notice of appeal rights the *District* sent the complainant.
- Any other information the State Chancellor may require; or

Notify the State Chancellor that the complainant has not filed an appeal with the district governing board and that the *District* has closed its file.

The *District* will keep these documents on file for a period of at least three years after closing the case, and in any case involving employment discrimination, make them available to the State Chancellor upon request.

*Authority: Cal. Code Regs., tit. 5, §§ 59338 and 59340.*

### **Extensions**

If for reasons beyond its control, the *District* is unable to comply with the 90-day or 150-day deadlines specified above for submission of materials to the complainant and the State Chancellor's Office, the responsible *District* officer will file a written request that the State Chancellor grant an extension of the deadline. Where an extension is



deemed necessary by the *District*, it must be requested from the State Chancellor regardless of whether or not the case involves employment discrimination. The request will be submitted no later than 10 days prior to the expiration of the deadlines established by title 5 in sections 59336 and/or 59340 and will set forth the reasons for the request and the date by which the *District* expects to be able to submit the required materials.

A copy of the request for an extension will be sent to the complainant, who will be advised that he or she may file written objections with the State Chancellor within 5 days of receipt.

The State Chancellor may grant the request unless delay would be prejudicial to the investigation. If an extension of the 90-day deadline is granted by the State Chancellor the 150-day deadline is automatically extended by an equal amount.

*Authority: Cal. Code Regs., tit. 5, § 59342.*

## Definitions

Definitions applicable to nondiscrimination policies are as follows:

- "Appeal" means a request by a complainant made in writing to the *San Bernardino Community College District* governing board pursuant to title 5, section 59338, and/or to the State Chancellor's Office pursuant to title 5, section 59339, to review the administrative determination of the *District* regarding a complaint of discrimination.
- "Association with a person or group with these actual or perceived characteristics" includes advocacy for or identification with people who have one or more characteristics of a protected category listed under "Unlawful Discrimination Policy" and title 5, section 59300, participation in a group associated with persons having such characteristics, or use of a facility associated with use by such persons.
- "Complaint" means a written and signed statement meeting the requirements of title 5, section 59328 that alleges unlawful discrimination in violation of the nondiscrimination regulations adopted by the Board of Governors of the California Community Colleges, as set forth at title 5, sections 59300 et seq.
- "Days" means calendar days.
- "Gender" means sex, and includes a person's gender identity and gender related appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth.
- "Mental disability" includes, but is not limited to, all of the following:
  - (1) Having any mental or psychological disorder or condition, such as mental retardation, organic brain syndrome, emotional or mental illness, or specific learning disabilities, that limits a major life activity. For purposes of this section:

- (A) "Limits" shall be determined without regard to mitigating measures, such as medications, assistive devices, or reasonable accommodations, unless the mitigating measure itself limits a major life activity.
- (B) A mental or psychological disorder or condition limits a major life activity if it makes the achievement of the major life activity difficult.
- (C) "Major life activities" shall be broadly construed and shall include physical, mental, and social activities and working.
- (2) Any other mental or psychological disorder or condition not described in paragraph (1) that requires specialized supportive services.
- (3) Having a record or history of a mental or psychological disorder or condition described in paragraph (1) or (2), which is known to the *District*.
- (4) Being regarded or treated by the *District* as having, or having had, any mental condition that makes achievement of a major life activity difficult.
- (5) Being regarded or treated by the *District* as having, or having had, a mental or psychological disorder or condition that has no present disabling effect, but that may become a mental disability as described in paragraph (1) or (2).

"Mental disability" does not include sexual behavior disorders, compulsive gambling, kleptomania, pyromania, or psychoactive substance use disorders resulting from the current unlawful use of controlled substances or other drugs.

- "Physical disability" includes, but is not limited to, all of the following:
  - (1) Having any physiological disease, disorder, condition, cosmetic disfigurement, or anatomical loss that does both of the following:
    - (A) Affects one or more of the following body systems: neurological, immunological, musculoskeletal, special sense organs, respiratory, including speech organs, cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine.
    - (B) Limits a major life activity. For purposes of this section:
      - (i) "Limits" shall be determined without regard to mitigating measures such as medications, assistive devices, prosthetics, or reasonable accommodations, unless the mitigating measure itself limits a major life activity.
      - (ii) A physiological disease, disorder, condition, cosmetic disfigurement, or anatomical loss limits a major life activity if it makes the achievement of the major life activity difficult.
      - (iii) "Major life activities" shall be broadly construed and include physical, mental, and social activities and working.
  - (2) Any other health impairment not described in paragraph (1) that requires specialized supportive services.
  - (3) Having a record or history of a disease, disorder, condition, cosmetic disfigurement, anatomical loss, or health impairment described in paragraph (1) or (2), which is known to the *District*.
  - (4) Being regarded or treated by the *District* as having, or having had, any physical condition that makes achievement of a major life activity difficult.

- (5) Being regarded or treated by the *District* as having, or having had, a disease, disorder, condition, cosmetic disfigurement, anatomical loss, or health impairment that has no present disabling effect but may become a physical disability as described in paragraph (1) or (2).
- (6) "Physical disability" does not include sexual behavior disorders, compulsive gambling, kleptomania, pyromania, or psychoactive substance use disorders resulting from the current unlawful use of controlled substances or other drugs.
- "*District*" means the *San Bernardino Community College District* or any District program or activity that is funded directly by the state or receives financial assistance from the state. This includes the District Personnel Commission and any other organization associated with the District or its college(s) that receives state funding or financial assistance through the District.
- "Responsible District Officer" means the officer identified by the District to the State Chancellor's Office as the person responsible for receiving complaints filed pursuant to title 5, section 59328, and coordinating their investigation. *The Responsible District Officer for San Bernardino Community College District is the Vice Chancellor of Human Resources and Employee Relations.*
- "Sex" includes, but is not limited to, pregnancy, childbirth, or medical conditions related to pregnancy or childbirth. 'Sex' also includes, but is not limited to, a person's gender, as defined in section 422.56 of the Penal Code. Discrimination on the basis of sex or gender also includes sexual harassment.
- "Sexual harassment" is unlawful discrimination in the form of unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the workplace or in the educational setting, and includes but is not limited to:
  - (1) Making unsolicited written, verbal, physical, and/or visual contacts with sexual overtones. (Examples of possible sexual harassment that appear in a written form include, but are not limited to: suggestive or obscene letters, notes, and/or invitations. Examples of possible visual sexual harassment include, but are not limited to: leering, gestures, display of sexually aggressive objects or pictures, cartoons, or posters.)
  - (2) Continuing to express sexual interest after being informed that the interest is unwelcomed.
  - (3) Making reprisals, threats of reprisal, or implied threats of reprisal following a rebuff of harassing behavior. The following are examples of conduct in an academic environment that might be found to be sexual harassment: threatening to withhold, or actually withholding, grades earned or deserved; suggesting a poor performance evaluation will be prepared; or suggesting a scholarship recommendation or college application will be denied.
  - (4) Engaging in explicit or implicit coercive sexual behavior within the work environment which is used to control, influence, or affect the employee's career, salary, and/or work environment.
  - (5) Engaging in explicit or implicit coercive sexual behavior within the

educational environment that is used to control, influence, or affect the educational opportunities, grades, and/or learning environment of a student.

- (6) Offering favors or educational or employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassifications, etc., in exchange for sexual favors.
  - (7) Awarding educational or employment benefits, such as grades or duties or shifts, recommendations, reclassifications, etc., to any student or employee with whom the decision maker has a sexual relationship and denying such benefits to other students or employees.
- "Sexual orientation" means heterosexuality, homosexuality, or bisexuality.
  - "Unlawful discrimination" means discrimination based on a category protected under title 5, section 59300, including retaliation and sexual harassment.

*Authority: Gov. Code, § 12926; Cal. Code Regs., tit. 5, §§ 59300, 59311; Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, Title IX, Office for Civil Rights, January 19, 2001.*

### **Confidentiality of the Process**

Investigative processes can best be conducted within a confidential climate. Therefore, the *District* does not reveal information about such matters except as necessary to fulfill its legal obligations.

Potential complainants are sometimes reluctant to pursue a complaint if their names will be revealed. The inability to reveal the name of a complainant or facts that are likely to reveal the identity of the complainant can severely limit the ability of the *District* to respond. Complainants must also recognize that persons who are accused of wrongdoing have a right to present their side of the matter, and this right may be jeopardized if the *District* is prohibited from revealing the name of the complainant or facts that are likely to disclose the identity of the complainant.

If a complainant insists that his or her name not be revealed, the responsible officer should take all reasonable steps to investigate and respond to the complaint consistent with the complainant's request as long as doing so does not jeopardize the rights of other students or employees.

It is also important that complainants and witnesses understand the possibility that they may be charged with allegations of defamation if they circulate the charges outside of the *District's* process. In general, persons who are participating in a *District* investigative or disciplinary process that is related to a charge of discrimination are protected from tort claims such as defamation. However, persons who make allegations outside of these processes or who discuss their claims with persons outside of the process may expose themselves to tort charges. Complainants, witnesses, and

those accused of discrimination will all be asked to sign a confidentiality acknowledgement statement.

Where an investigation reveals the need for disciplinary action, the complainant may wish to have information about what disciplinary actions the *District* took. However, the privacy rights of the persons involved often prevent the *District* from providing such information. In student disciplinary actions for sexual assault/physical abuse charges, Education Code section 76234 provides that the victim shall be informed of the disciplinary action, but that the victim must keep the information confidential. Disciplinary actions taken against employees are generally considered confidential.

*Authority: Cal. Const. Art. I, § 1; Civil Code § 47; Ed. Code, §§ 76234 and 87740; Silberg v. Anderson (1990) 50 Cal.3d. 205; Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, Title IX, Office for Civil Rights, January 19, 2001.*

### **Notice, Training, and Education for Students and Employees**

The *San Bernardino Community College District's* responsible officer shall make arrangements for or provide training to employees and students on the *District's* unlawful discrimination policy and procedures. Faculty members, members of the administrative staff, and members of the support staff will be provided with a copy of the *District's* written policy on unlawful discrimination at the beginning of the first quarter or semester of the college year after the policy is adopted.

All District employees will receive this training and a copy of the unlawful discrimination policies and procedures during the first year of their employment. Because of their special responsibilities under the law, supervisors will undergo mandatory training within six months of assuming a supervisory position and annually thereafter. In years in which a substantive policy or procedural change has occurred all *District* employees will attend a training update and/or receive a copy of the revised policies and procedures.

A training program or informational services will be made available to all students at least once annually. The student training or informational services will include an explanation of the policy, how it works, and how to file a complaint. In addition, a copy of the *District's* written policy on unlawful discrimination, as it pertains to students, will be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester, or summer session, as applicable.

*Authority: Ed. Code, § 66281.5; Cal. Code Regs., tit. 5, §§ 59324 and 59326. Reference: Cal. Code Regs., tit. 5, §§ 59300 et seq.; 34 C.F.R. § 106.8(b).*

### **Academic Freedom**

The *San Bernardino Community College District* governing Board reaffirms its commitment to academic freedom, but recognizes that academic freedom does not

allow any form of unlawful discrimination. It is recognized that an essential function of education is a probing of opinions and an exploration of ideas that may cause some students discomfort. It is further recognized that academic freedom insures the faculty's right to teach and the student's right to learn. Finally, nothing in these policies and procedures shall be interpreted to prohibit bona fide academic requirements for a specific community college program, course or activity.

When investigating unlawful discrimination complaints containing issues of academic freedom *San Bernardino Community College District* will consult with a faculty member appointed by the Academic Senate with respect to contemporary practices and standards for course content and delivery.

*Reference: Cohen v. San Bernardino Valley College (1995) 883 F.Supp. 1407, 1412-1414, affd. in part and revd. in part on other grounds, (1996) 92 F.3d 968; Cal. Code Regs., tit. 5, § 59302.*

### **Record Retention**

Unlawful discrimination records that are part of an employee's employment records may be classified as Class-1 Permanent records and retained indefinitely or microfilmed in accordance with title 5, California Code of Regulations, section 59022. Unlawful discrimination records of a student that are deemed worthy of preservation but not classified as Class-1 Permanent may be classified as Class-2 Optional records or as Class-3 Disposable records. Class-2 Optional records shall be retained until reclassified as Class-3 Disposable Records. Class-3 Disposable Records shall be retained for a period of three years after being classified as Class-3 Disposable records.

Records related to a student discrimination complaint will be deemed worthy of preservation if, at the end of three years after the case is closed, a complaint on similar grounds has been filed against the same employee. In such cases, the records shall continue to be classified as Class 2 records and shall not be reclassified as Class-3 Disposable Records until complaints against that particular employee have been resolved.

*Authority: Cal. Code Regs., tit. 5, § 59020.*

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: November 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.

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***Routine Contracts and Agreements******Scheduled Board Date 11/5/2009******Contract Type***

<b><i>Firm</i></b>	<b><i>Purpose and Information</i></b>	<b><i>Department / Location</i></b>	<b><i>Amount</i></b>	<b><i>Signed</i></b>
<b><i>ASB Discount Program</i></b>				
Napoli Italian Restaurant	(6276) ASB Discount Program - 15% discount on food with valid ASB card	Student Life/SBVC	15% Discount	BBaron

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***SubTotal for ASB Discount Program: 1***

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***Clinicals***

California State University - Los Angeles	(6278) Clinical Site - SBVC to be a clinical site for nurses master's program	Nurse/SBVC	No Cost	BBaron
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***SubTotal for Clinicals: 1***

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***EduStream***

Chabot-Las Positas Community College District	(6257) EduStream - Participation Agreement - Institutional License Agreement for EduStream Software	Distance Education/SBCCD	No Cost	BBaron
Peralta Community College District	(6253) EduStream - Participation Agreement - Institutional License for EduStream Software	Distance Education/SBCCD	No Cost	BBaron

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***SubTotal for EduStream: 2***

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<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>Facilities Use</u></b>				
Rotary District 5330	(6286) Facilities Use - Use of PAC 101, Library, Cafeteria and Quad for Rotary seminars and training	Administrative Services/CHC	\$976.32	BBaron
			Income	
Yucaipa-Calimesa Joint Unified School District	(6252) Facilities Use - Use of parking lot by Yucaipa High School: Fee Waived By Board on 10-05-2009	Administrative Services/CHC		BBaron
			Fee Waived	
<b><i>SubTotal for Facilities Use: 2</i></b>				
<b><u>General</u></b>				
Avid Technology, Inc	(6272) Software license for Sundance Titan Priority - renewal licensing 74-00-03-8110-0108-5830.00-7099	KVCR/SBCCD	\$15,425.00	BBaron
California State University, San Bernardino	(6305) Performance - Puppet show for the children at the Child Care Center 72-00-01-8306-0203-5120.00-6920	Child Care Center/SBVC	\$125.00	BBaron
CareerCrusing - The Complete Guidance System	(6309) Software License - Career Cruising online software license for eight schools as part of a PDC grant 01-15-35-8115-0470-5830.00-6899	PDC/SBCCD	\$695.00	BBaron

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General</u></b>				
Coast Fitness Repair	(6271) Service - Repair of the upholstery on the gym equipment 01-00-02-8100-0000-5640.00-6010	Physical Education/CHC	\$866.66	BBaron
Colton Joint Unified School District	(6287) Rental - Bus rental for Colton High School students to attend SBVC's Science and Math Day Event 01-00-15-4630-0221-5611.00-1901	Science/SBVC	\$160.00	BBaron
Davis, Kay	(6282) Speaker - Professional development workshops on personal growth, general and improved methods on November 12th, January 29th, February 19th and April 19th: Fee schedule of \$2,250 per workshop 01-00-02-9002-0156-5113.00-6199	Title V/CHC	\$9,000.00	BBaron
			Total Contract Value	
Eureka	(6304) Software - Site license agreement for Eureka software 01-00-01-8220-0000-5830.00-6330	Transfer Center/SBVC	\$2,387.06	BBaron
ExecuTrain of Ontario	(6251) Service - Training and course manuals for Office 2007: Excel and Word for maximum of 12 trainees 01-00-02-9002-0156-5120.00-6199	Title V/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>
<b><u>General</u></b>					
	Eyestone, Donna	(6267) Professional Services - Creation of promotional materials for EduStream 01-00-03-8103-0236-5112.00-6150	Distance Education/SBCCD	\$15,000.00	BBaron
	Floors & More	(6302) Service - Replace flooring in Health Center 01-00-02-9506-0000-6220.00-6510	Maintenance/CHC	\$1,259.00	BBaron
	FunSeekers	(6293) Rental - Bus rental for science class field trip to Mill Creek 01-00-02-4565-0000-5611.00-1914	Science/CHC	\$575.00	BBaron
	FunSeekers	(6292) Rental - Bus rental for science class field trip to San Andreas fault 01-00-02-4651-0000-5611.00-1914	Science/CHC	\$575.00	BBaron
	FunSeekers	(6294) Rental - Bus rental for science class field trip to San Pedro and Cabrillo Beach 01-00-02-4651-0000-5611.00-1914	Science/CHC	\$725.00	BBaron
	G & R Machinery Services	(6308) Service - Repair and purchase of accessories for machining tools and equipment 01-73-03-8115-0000-5640.00-7010	PDC/SBCCD	\$1,167.75	BBaron

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General</u></b>					
	Golden Rule Bindery	(6279) Service - Periodical bindery services for CHC Library 01-00-02-8106-0000-5120.00-6120	Library/CHC	\$3,200.00	BBaron
	Heiberg Consulting, Inc	(6277) Service - Annual support plan for Star program - Student Access Software 01-00-15-8208-0150-5830.00-6499	Star Program/SBVC	\$299.00	BBaron
	Hilton - San Bernardino	(6265) Rental & Catering - Meeting room rental and catering for counselor conclave conference 01-15-35-8115-0470-5120.00-6899	PDC/SBCCD	\$12,455.00	BBaron
	Kelly Space & Technology, Inc	(6268) MOU - Use of Kelly Space jet engine for Aeronautics program	Aeronautics/SBCCD	No Cost	BBaron
	Kettering National Seminars	(6250) Speaker - Exam preparation seminar to prepare students for state board testing	Program Development/CHC	No Cost	BBaron
	Luis, Pena	(6280) Service - On demand repair and maintenance of gym equipment 01-00-01-1510-0000-5640.00-0835	Physical Education/SBVC	\$5,755.00	BBaron

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General</u></b>					
	Prudential Overall Supply, Inc	(4414) Service - Shop towel service for Technical Training Labs for fiscal years 2007-2012: This contract was originally approved on 11-08-2007, but the county requires approval of annual amount 01-00-01-6680-0000-5550.00-0901 01-00-01-6681-0000-5550.00-0950	Technical Training/SBVC	\$2,590.00	RGerhard
				Per Year Not to Exceed	
	Ran Graphics, Inc	(6283) Services - Printing of SBVC class schedules for Spring 2010, Summer 2010 and Fall 2010 01-00-01-8100-0000-5120.00-6010	Instruction/SBVC	\$28,068.36	BBaron
	Rialto Unified School District	(6256) Rental - Bus rental to pay for Rialto School District Student to attend Fifth Annual Science & Math Day Event 01-00-01-4630-0221-5611.00-1901	Science/SBVC	\$175.00	BBaron
	San Bernardino City Unified School District	(6288) Rental - Bus rental for San Bernardino City Unified School District students to attend SBVC's Fifth Annual Science and Math Day Event 01-00-01-4630-0221-5611.00-1901 01-00-01-4671-0000-5611.00-2206	Science/SBVC	\$355.79	BBaron

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General</u></b>					
	Stanley Security Solutions	(6290) Service - Alarm monitoring for HLS Building fire alarm: Please Note; By having the agreement for five years creates a 50% cost savings over a year to year agreement. 01-00-01-9508-0000-5630.10-0677	Administrative Services/SBVC	\$65.00	BBaron
				Per Month	
	Stanley Security Solutions	(6291) Service - Alarm monitoring for Library fire alarm: Please Note; By having the agreement for five years creates a 50% cost savings over a year to year agreement. 01-00-01-9508-5000-0563.00-6770	Administrative Services/SBVC	\$65.00	BBaron
				Per Month	
	Stanley Security Solutions	(6298) Service - Fire alarm monitoring for Media Communication Building: \$100 for installations and \$65 Per month monitoring fee: Please Note; By having the agreement for five years creates a 50% cost savings over a year to year agreement. 42-56-31-8121-0000-6210.50-7100 01-00-01-9508-0000-5630.00-6770	Administrative Services/SBVC	\$65.00	BBaron
				Per Month	
	Stanley Security Solutions	(6299) Service - Fire Alarm Monitoring for New North Hall Building: Installation is \$100 and \$65 Per Month for Monitoring Fee: Please Note; By having the agreement for five years creates a 50% cost savings over a year to year agreement. 42-56-31-3500-0000-6210.50-7100 01-00-01-9508-0000-5630.00-6770	Administrative Services/SBVC	\$65.00	BBaron
				Per Month	

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General</u></b>				
Subway - Del Rosa	(6254) Catering - Box lunches for robotics competition 01-00-35-8115-0470-5809.00-6899	PDC/SBCCD	\$500.31	BBaron
Tams-Witmark Music Library, Inc	(6297) Play write license #330103 for "You're a Good Man Charlie Brown" play 01-00-01-3576-0000-5831.00-1007	Theater Arts/SBVC	\$825.00	BBaron
Victor Valley College	(6274) Rental - Meeting room rental for Tech Prep meeting 01-00-01-8102-0507-5809.00-6010	Applied & Information Science/	\$1,903.12	BBaron
Wealthengine.com	(6275) Software Licensing - Online service for "Research Center Premiere" 01-00-02-9016-0155-5830.00-6600	Resource Dev/CHC	\$2,500.00	BBaron
Westin, The; Mission Hills Resort & Spa	(6270) Rental - Block room rental, meeting room rental and catering for Desert Regional Consortium Career and Technical Conference 01-15-35-8115-0476-5120.00-6899	PDC/SBCCD	\$17,912.50	BBaron
Westminster Press, Inc	(6273) Service - Printing of the Spring 2010, Summer 2010 and Fall 2010 Class Schedules 01-00-02-9509-0000-5120.00-6710	President/CHC	\$6,909.42	BBaron

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General</u></b>					
<b><i>SubTotal for General: 34</i></b>					
<b><u>General - Ratified</u></b>					
	Dow Lohnes PLLC	(6296) Professional Services - Legal services for KVCR 74-00-03-8110-0108-5711.00-7097 Ratified - Ratification Requested the Contract was Not Received in time for Previous Board Meeting	KVCR/SBCCD	\$7,000.00	BBaron
				Not to Exceed	
	HAAS Automation Inc.	(6284) MOU - Use of HAAS CNC machining equipment by the Machine Trades program: This MOU allows the Machine Trades program students to work and learn on a new state the art CNC Manufacturing Equipment made by HAAS. This is of great savings to the Machine Trades program in the cost of buying new equipment. In return for the educational program use of the Equipment HAAS uses SBVC Campus as a Demonstration Site for their Clients. This also give our students exposure to potential employers. Ratified - Ratification Requested the Contract was Not Received in time for Previous Board Meeting	Machine Trades/SBVC		BBaron
				No Cost	



<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General - Ratified</u></b>				
IKON Office Solutions	(6263) Service - Maintenance agreement for Cannon IRC 3220 JNC33883 copier 01-00-15-9016-0155-5637.00-6600  Ratified - Ratification Requested: Due to extended timeline for District Wide Copier Project	Research & Planning/SBVC	\$2,000.00  Not to Exceed	BBaron
Kone, Inc	(6295) Service - Emergency repair; replacement of SSA Building elevator's hydraulic pump 01-00-02-9506-0000-5640.00-6510  Ratified - Ratification Requested: Emergency Repair Health and Safety	Maintenance/CHC	\$7,891.25	NVela
Konica Minolta Business Solutions USA, Inc	(6300) Service - Maintenance agreement for two copiers: Toshiba eStudio 28 and Toshiba eStudio 350 for 9 months 01-00-01-8100-0000-5637.00-6010  Ratified - Ratification Requested: Due to extended timeline of District wide copier project	Instruction/SBVC	\$229.28	BBaron
Liebert Cassidy Whitmore	(6264) Service - Legal services for Human Resources 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	\$15,000.00  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>
<b><u>General - Ratified</u></b>					
	Michael J. O'Day & Associates	(6289) Service - Background investigation for executive, management and entry level employees 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	\$5,000.00	BBaron
	Quick Caption Inc	(6213) Service - Real time education captioning service for students: Rate schedule is \$58 per hour for captioning services; media captioning is at \$55 per copy plus tax 01-11-01-8204-0202-5120.00-6420 Ratified - Ratification Requested the Contract was Not Received in time for Previous Board Meeting	DSP&S/SBVC/CHC	\$34,753.00	BBaron
	RefPay.com	(6269) Service - Online referee payment services for collegic sports home games 01-00-01-1500-0000-5114.00-6969 01-00-01-1500-0000-5114.00-6983 01-00-01-1501-0000-5114.00-6983 Ratified - Ratification Requested the Contract was Not Received in time for Previous Board Meeting	Athletics/SBVC	\$1,245.00	BBaron

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General - Ratified</u></b>				
Rialto Unified School District	(6281) Rental - Use of meeting room at Rialto Middle School for parent meeting as part of PDC grant  Ratified - Ratification Requested the Contract was Not Received in time for Previous Board Meeting	PDC/SBCCD	No Cost	BBaron
Rockwest Technology Group	(6255) Service - Maintenance agreement for SP75 printer with one laminator 01-00-15-9016-0155-5637.00-6600  Ratified - Ratification Requested the Contract was Not Received in time for Previous Board Meeting	Research & Planning/SBVC	\$826.67	BBaron
So-Cal Office Technology (formerly MWB Business Systems)	(6306) Service - District wide Sharp copiers maintenance agreements for nine months: This was necessary as District central copying project was not ready and current copiers need maintenance coverage and supplies: Each area to cover cost of their copier agreement  Ratified - Ratification Requested: Due to extended timeline for District wide copier project	Business Services/SBCCD	\$50,000.00  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>
<b><u>General - Ratified</u></b>				
Systems Technology Associates - STA	(6307) Service - HP hardware maintenance agreement onsite support, hardware problem diagnosis; onsite support including parts and materials 24/7 01-00-03-9010-0000-5639.00-6780 Ratified - Ratification Requested the Contract was Not Received in time for Previous Board Meeting	Computing Services/SBCCD	\$36,372.00	BBaron
<hr/> <b><i>SubTotal for General - Ratified: 13</i></b> <hr/>				
<b><u>Grant/Award Income</u></b>				
California Department of Education	(6266) Grant Application - Continued funding application for fiscal year 2010-2011 for State Preschool and General Child Care Grants	Child Care Center/SBVC	To Be Determined	BBaron
Chaffey Community College District	(6301) MOU - Participation agreement for Counselor Conclave Conference	PDC/SBCCD	\$2,650.00	BBaron
Credentials, Inc	(5408) Service - Online transcript service for SBVC/CHC students and alumni; Cost for this service is charged to the requestor and processed through Credentials and campuses; the campus and Credentials split the Fees after all processing and special request fees are covered; addendum for CHC to use transcripts plus online an additional cost option to the student	Computing Services/SBCCD	\$2.00	BBaron
			Per Student Request	

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>Grant/Award Income</u></b>					
	Mt. San Jacinto Community College District	(6258) MOU - Participation agreement for Counselor Conclave Conference	PDC/SBCCD	\$1,855.00	BBaron
	Riverside Community College District	(6262) MOU - Participation agreement for Counselor Conclave Conference	PDC/SBCCD	\$3,975.00	BBaron
	Riverside Unified School District	(6303) Cisco networking academy program local academy agreement for Arlington High School campus site	Program Development/CHC	\$2,000.00	BBaron
	San Bernardino City Unified School District	(5688) Grant - As Part of AB172 SBVC Develop and Provide a Pre-Kindergarten and Family Literacy Program: Funded through the Formula of \$21.22 Per Child Per Instructional Day for 54 Children; Term Dates 02-12-2009 to 06-30-2009: Amemdment 1- Term Dates Through 06-30-2010 - Grant Increase of \$126,598.50: Amendment 2 - Contract Decreased by \$3,311.50	Child Care Center/SBVC	\$206,258.00	BBaron
				Revised Not to Exceed Value	
	San Bernardino Employment & Training Agency	(6285) Contract for Training Service - Water Supply Engineering students to participate in a paid internship program: Funds are paid directly to students from contractor	Science/SBVC	\$79,950.00	BBaron
				Value	

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>Grant/Award Income</u></b>				
San Bernardino, County of	(6259) Contract Education - LEAN basic customized training to workforce	PDC/SBCCD	\$63,360.00	BBaron
San Bernardino, County of	(6260) Contract Education - LEAN continuous customized training workforce	PDC/SBCCD	\$21,120.00	BBaron
San Bernardino, County of	(6261) Contract Education - LEAN healthcare skills training	PDC/SBCCD	\$42,240.00	BBaron
San Bernardino, County of	(6249) Department of Community Development and Housing; Student assistance program and referral service grant 01-00-01-9016-0420-8820.00-0000	Calworks/SBVC	\$10,000.00	BBaron
Yosemite Community College District	(6247) Grant - Child Development Training Consortium- Instructional Agreement for 2009-2010 for reimbursement to students for educational expenses upon successful completion of child development certificate advancement courses during the 2009-2010 fiscal year	Child Development/SBVC	\$6,200.00	BBaron

<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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***Grant/Award Income***

Yosemite Community College District	(6248) Grant - Child Development Training Consortium- Instructional Agreement for 2009-2010 for reimbursement to students for educational expenses upon successful completion of child development certificate advancement courses during the 2009-2010 Fiscal Year	Child Development/CHC	\$3,750.00	BBaron
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***SubTotal for Grant/Award Income: 14***

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***Grand Total Contracts for Board Date 11/5/2009: 67***

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: November 5, 2009  
SUBJECT: Consideration of Approval of Budget Adjustments

RECOMMENDATION

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

OVERVIEW

Budget Adjustments submitted for Board review and approval.

ANALYSIS

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

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

None.

Attachments



SAN BERNARDINO COUNTY SCHOOLS COMPUTER CONSORTIUM  
BUDGET ADJUSTMENT REPORT  
FROM DATE 07/01/2009 TO DATE 10/15/2009

72 San Bernardino Community Col		Restricted and Unrestricted			FISCAL YR: 10
APPROVED		09/25/2009	07/01/2009	BUDGET	10/15/2009
FUND	OBJECT	ADOPTED BUDGET	REVISED BUDGET	ADJUSTMENTS	REVISED BUDGET
01	1100	15,748,786.00	15,748,786.00	19,131.58	15,767,917.58
	1200	5,369,814.00	5,369,814.00	10,062.00	5,379,876.00
	1280	4,321,400.00	4,321,400.00	-27,131.58	4,294,268.42
	1300	8,763,070.00	8,763,070.00	9,429.00	8,772,499.00
	1480	691,830.00	691,830.00	-9,683.76	682,146.24
	2100	3,427,027.00	3,427,027.00	-3,000.00	3,424,027.00
	2180	14,394,005.00	14,394,005.00	-19,425.10	14,374,579.90
	2200	1,508,358.00	1,508,358.00	-36,043.89	1,472,314.11
	2380	1,818,112.00	1,818,112.00	59,725.10	1,877,837.10
	2400	1,035,805.00	1,035,805.00	23,575.44	1,059,380.44
	3410	1,908,910.00	1,908,910.00	7,100.00	1,916,010.00
	3430	771,155.00	771,155.00	-961.00	770,194.00
	4100	19,659.78	19,659.78	500.00	20,159.78
	4200	212,810.06	212,810.06	-46,117.00	166,693.06
	4300	430,701.32	430,701.32	-13,280.00	417,421.32
	4400	116,917.37	116,917.37	-7,710.00	109,207.37
	4500	1,694,347.25	1,694,347.25	-17,722.45	1,676,624.80
	5100	3,774,050.40	3,774,050.40	85,562.00	3,859,612.40
	5200	745,538.49	745,538.49	-13,228.00	732,310.49
	5300	448,008.00	448,008.00	-3.00	448,005.00
	5500	2,784,896.40	2,784,896.40	-49.32	2,784,847.08
	5600	1,874,975.27	1,874,975.27	-65,278.46	1,809,696.81
	5800	5,662,804.77	5,662,804.77	13,423.16	5,676,227.93
	6400	2,138,435.76	2,138,435.76	31,812.74	2,170,248.50
	7600	866,579.02	866,579.02	-687.46	865,891.56
TOTAL EXPENSE		80,527,995.89	80,527,995.89	.00	80,527,995.89

SAN BERNARDINO COUNTY SCHOOLS COMPUTER CONSORTIUM  
BUDGET ADJUSTMENT REPORT  
FROM DATE 07/01/2009 TO DATE 10/15/2009

72 San Bernardino Community Col

Restricted and Unrestricted

FISCAL YR: 10

APPROVED			09/25/2009	07/01/2009	BUDGET	10/15/2009
FUND	OBJECT	DESCRIPTION	ADOPTED BUDGET	REVISED BUDGET	ADJUSTMENTS	REVISED BUDGET
41	5600	RENTS, LEASES&REPAIRS-DIST.USE	14,604.00	14,604.00	6,808.00	21,412.00
	6200	BUILDINGS&IMPROVEMENT-DIST.USE	58,804,584.81	58,804,584.81	-6,808.00	58,797,776.81
TOTAL EXPENSE			58,819,188.81	58,819,188.81	.00	58,819,188.81

SAN BERNARDINO COUNTY SCHOOLS COMPUTER CONSORTIUM  
BUDGET ADJUSTMENT REPORT  
FROM DATE 07/01/2009 TO DATE 10/15/2009

72 San Bernardino Community Col

Restricted and Unrestricted

FISCAL YR: 10

APPROVED		09/25/2009		07/01/2009		BUDGET	
FUND	OBJECT	DESCRIPTION	ADOPTED BUDGET	REVISED BUDGET	ADJUSTMENTS	REVISED BUDGET	10/15/2009
42	5400	INSURANCES - DISTRICT USE	41,838.51	41,838.51	22,564.00	64,402.51	
	6120	SITE IMPROVEMENT	14,116,072.01	14,116,072.01	-9,555.00	14,106,517.01	
	6200	BUILDINGS&IMPROVEMENT-DIST.USE	74,337,790.98	74,337,790.98	-13,009.00	74,324,781.98	
TOTAL EXPENSE			88,495,701.50	88,495,701.50	.00	88,495,701.50	

SAN BERNARDINO COUNTY SCHOOLS COMPUTER CONSORTIUM  
BUDGET ADJUSTMENT REPORT  
FROM DATE 07/01/2009 TO DATE 10/15/2009

72 San Bernardino Community Col

Restricted and Unrestricted

FISCAL YR: 10

APPROVED			09/25/2009	07/01/2009	BUDGET	10/15/2009
FUND	OBJECT	DESCRIPTION	ADOPTED BUDGET	REVISED BUDGET	ADJUSTMENTS	REVISED BUDGET
72	4700	FOOD SUPPLIES	114,147.00	114,147.00	-2,100.00	112,047.00
	5100	PERSON&CONSULTANT SVC-DIST USE	.00	.00	2,600.00	2,600.00
	5800	OTHER OPERATING EXP-DIST. USE	136,545.00	136,545.00	-500.00	136,045.00
TOTAL EXPENSE			250,692.00	250,692.00	.00	250,692.00

SAN BERNARDINO COUNTY SCHOOLS COMPUTER CONSORTIUM  
BUDGET ADJUSTMENT REPORT  
FROM DATE 07/01/2009 TO DATE 10/15/2009

72 San Bernardino Community Col

Restricted and Unrestricted

FISCAL YR: 10

APPROVED		09/25/2009		07/01/2009		BUDGET	10/15/2009
FUND	OBJECT	DESCRIPTION	ADOPTED BUDGET	REVISED BUDGET	ADJUSTMENTS	REVISED BUDGET	
74	5300	POST/DUES/MEMBERSHIPS-DIST.USE	56,135.93	56,135.93	-12,201.00	43,934.93	
	5500	UTILITIES & HOUSEKEEP-DIST.USE	173,962.84	173,962.84	-2,250.00	171,712.84	
	5600	RENTS,LEASES&REPAIRS-DIST.USE	41,410.00	41,410.00	-1,910.00	39,500.00	
	5700	LEGAL/ELECTION/AUDIT-DIST. USE	78,000.00	78,000.00	-5,200.00	72,800.00	
	5800	OTHER OPERATING EXP-DIST. USE	521,241.16	521,241.16	35,759.00	557,000.16	
	6410	ADDL EQUIP-\$1,000 OR MORE	393,294.00	393,294.00	-14,198.00	379,096.00	
TOTAL EXPENSE			1,264,043.93	1,264,043.93	.00	1,264,043.93	

SEP - 9 2009

**RECEIVED**  
09/09/09

**BUDGET ADJUSTMENT**  
PRESIDENT OF  
STUDENT SERVICES

Date 09/09/2009	Location SBVC STAR PROGRAM	Responsibility Center Manager DAMON BELL MARCO COTA	President <i>[Signature]</i> DR. DEBRA DANIELS
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INCOME *[Signature: Damon Bell]*

Fund	Lf Sp	Site	Program	Subpro	Object	Type	Account Name	Amount in \$'s
01	00	01	8208	0150	8122.00	0000	Federal Income-Title IV	\$20,650.00
								\$ 20,650.00

**EXPENSES**

01	00	01	8208	0150	7500.00	7320	Other Student Aid	\$20,650.00
								\$ -

PRESIDENT'S OFFICE  
 09 SEP 10 PM 3:50

**JUSTIFICATION**

Additional one-time funding from the Department of Education, for Supplemental Student Aid. 2009 - 2010 Academic Year

*[Signature: Deanne Lal]*

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

# BUDGET ADJUSTMENT

1 of 2

Date	Location	Responsibility Center Manager	President
09/29/09	DISTRICT	PENNY ONGOCO	

## ACCOUNT

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

## EXPENSE

01	00	03	9200	0000	7900.00	6600	RESERVE FOR CONT	-17,320.00
01	00	02	1510	0000	2380.00	0835	PART TIME STUDENT	300.00
01	00	02	1510	0000	4220.00	0835	REFERENCE BOOKS	200.00
01	00	02	4630	0000	4430.00	6010	SOFTWARE	200.00
01	00	02	4631	0000	4220.00	1911	REFERENCE BOOKS	53.00
01	00	02	4631	0000	4430.00	1911	SOFTWARE	100.00
01	00	02	4631	0000	6400.00	1911	ADDITIONAL EQUIP	1,000.00
01	00	02	4660	0000	4430.00	1902	SOFTWARE	100.00
01	00	02	4660	0000	6400.00	1902	ADDITIONAL EQUIP	1,000.00
01	00	02	8100	0000	2380.00	0401	PART TIME STUDENT	1,500.00
01	00	02	8100	0000	2381.00	6010	NON STUDENT HOURLY	1,500.00

## JUSTIFICATION

VARIOUS BUDGETS WERE REDUCED DURING BUDGET DEVELOPMENT TO FUND LAB TECH POSITION. POSITION IS NOT TO BE FILLED FY2010. RETURNING FUNDS TO ORIGINAL BUDGETS THAT WERE REDUCED.

Fiscal Services		Board Action Date
10/13/09		
Batch Transfer Number/Reference #	Posted By:	Date:

# BUDGET ADJUSTMENT

2 of 2

Date	Location	Responsibility Center Manager	President
09/29/09	DISTRICT	PENNY ONGOCO	

## ACCOUNT

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

## EXPENSE

01	00	02	8100	0000	2382.00	6010	OVERTIME	1,000.00
01	00	02	8219	0000	1300.00	2205	INSTRUCTORS HOURLY	5,365.00
01	00	02	8219	0000	5611.00	6010	RENTALS	500.00
01	00	02	8219	0000	5801.00	6010	ADVERTISING	335.00
01	00	02	9002	0000	5805.00	6200	STUDENT REFUND PETITION	4,167.00

## JUSTIFICATION

VARIOUS BUDGETS WERE REDUCED DURING BUDGET DEVELOPMENT TO FUND LAB TECH POSITION. POSITION IS NOT TO BE FILLED FY2010. RETURNING FUNDS TO ORIGINAL BUDGETS THAT WERE REDUCED.

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



# BUDGET ADJUSTMENT

Date	Location	Responsibility Center Manager	President
10/01/09	CHC	Mike Strong NS	<i>Gloria M. Harrison</i> Gloria Harrison

## ACCOUNT

Fund	LfSp	Site	Program	Subpgm	Object	Type	Account Name	Amount in \$'s
<b>INCOME</b>								
01	00	32	9506	0000	891200	0000	Other Income	5,850.00

<b>EXPENSE</b>								
01	00	32	9506	0000	641000	6510	Additional Equipment	5,850.00

### JUSTIFICATION

The use of proceeds to be used towards the purchase of an electric cart.

Fiscal Services		Board Action Date
<i>Burt Jan 10/13/09</i>		
Batch Transfer Number/Reference #	Posted By:	Date:

# BUDGET ADJUSTMENT

Date	Location	Responsibility Center Manager	President
09/29/09	DISTRICT	PENNY ONGOCO	

## ACCOUNT

Fund	LfSp	Site	Program	Subpgm	Object	Type	Account Name	Amount in \$'s
<b>INCOME</b>								
01	00	01	0000	0000	8160.00	0000	VETERANS EDUCATION	-2,500.00
01	00	02	0000	0000	8160.00	0000	VETERANS EDUCATION	-1,000.00

## EXPENSE

01	00	03	9200	0000	7900.00	6600	RESERVE FOR CONT	3,500.00

## JUSTIFICATION

Delete income budget for Veterans Education. Sites to establish income and expense budgets for FY2010 based on prior year actuals using sites 31 and 32.

Fiscal Services		Board Action Date
10/13/09		
Batch Transfer Number/Reference #	Posted By:	Date:

# BUDGET ADJUSTMENT

Date	Location	Responsibility Center Manager	President
10/13/09	District	Penny Ongoco	

## ACCOUNT

Fund	LfSp	Site	Program	Subpgm	Object	Type	Account Name	Amount in \$'s
<b>INCOME</b>								
41	00	15	9511	0304	8629.00	0000	Other Categorical Programs	-145,555.00

## EXPENSE

41	00	03	9513	0000	7900.00	7100	Reserve for Cont	145,555.00

## JUSTIFICATION

Income budget set up in error FY2010

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

# BUDGET ADJUSTMENT

Date	Location	Responsibility Center Manager	President
10/13/09	District	Bruce Baron	

## ACCOUNT

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

## EXPENSE

41	00	03	9513	0000	7900.00	7100	Reserve for Cont	-194,399.00
41	00	31	9511	0304	6120.00	7100	Site Improvement	173,527.00
41	00	31	9511	0304	6120.50	7100	Site Improvement	20,872.00

## JUSTIFICATION

Expense budget not set up during budget development FY2010

Fiscal Services	Board Action Date
<i>Jan 10/13/09</i>	

Batch Transfer Number/Reference #	Posted By:	Date:

PRESIDENT'S OFFICE, SBVC

# BUDGET ADJUSTMENT

09 ACCOUNTS PAYABLE

09 SEP 15 AM 7:28

INSTRUCTION OFFICE  
SEP 14 2009

RECEIVED  
SEP 21 2009

Date	Location	Responsibility Center Manager	President
09/09/09	SBVC - CDC	Melissa Thompson	D. Daniels

Kay Regan  
only 9-10

### Account:

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

Fund	LfSp	Site	Program	Subpro	Object	Type	Account Name	Amount in \$'s
72	00	01	8306	0208	8624.00	0000	Other categorical program allocation	\$118,598.50

### EXPENSE

72	00	01	8306	0208	2181.00	6920	Classified Non-Instructional	\$60,000
72	00	01	8306	0208	2380.00	6920	Part time Student Worker	\$10,000
72	00	01	8306	0208	2383.00	6920	Work study - hourly	\$3,000
72	00	01	8306	0208	4300.00	6920	Instructional Supplies	\$15,000
72	00	01	8306	0208	4500.00	6920	Non-Instructional Supplies	\$10,000
72	00	01	8306	0208	4700.00	6920	Food	\$10,000
72	00	01	8306	0208	4551.00	6920	Printing	\$2,598.50
72	00	01	8306	0208	5809.00	6920	Other Expenses and Fees	\$2,000
72	00	01	8306	0208	6400.00	6920	Additional Improvement Equipment	\$3,000
72	00	01	8306	0208	6410.00	6920	Additional Improvement Equipment - \$1,000 or more	\$3,000

*Total here*

\$118,598.50

Justification memo and contract attached.

Board Action Date

*Robert J. ... 9/13/09*

Date:

## 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: November 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**

**COUCH, KENN** to Sanibel Harbour, Florida, November 11-13, 2009 to attend the APT Fall Marketplace Conference, with time only. This annual conference for APT members will highlight new programming for the upcoming spring season and includes seminars to help broaden and expand broadcast expertise for management, producers and programmers. Travel accommodations will be paid by the KVCR Educational Foundation, Inc.

**DONALD L. SINGER** to San Francisco, California, November 18-21, 2009 to attend the Community College League of California 2009 Annual Convention and Partner Conferences, with expenses.

**DONALD L. SINGER** to Washington, DC., February 5-10, 2010 to attend the ACCT National Legislative Summit, with expenses.

**OSMAN PARADA** to Las Vegas, Nevada, January 7-10, 2010 to attend the Consumer Electronics Show, with time and expenses. Mr. Parada will have an opportunity to learn new skills, discover emerging technologies and connect with other educational sources that will help make EduStream more competitive. Expenses will be paid by the EduStream grant.

## **SBVC**

**JESSE GALAVIZ** to Cleveland, Ohio, November 15-19, 2009, to attend the American Society for Metals International Introduction to Metallurgy Lab Practices Course, with time and expenses. The course will provide basic techniques commonly used in a Metallurgical Laboratory, including metallography by sectioning, mounting, grinding, polishing and etching samples.

**NANCY DAVIS** to San Jose, California, December 9-12, 2009 to attend the California Community Colleges Student Financial Aid Administrators Association Annual Conference, with time and expenses. The annual conference is aimed to educate personnel in new regulations and provide helpful resources to improve services to students.

**JENNIFER MENDOZA (faculty), ONIKHOL WELLS, VALERIE FERRETIZ, YAFETTE WILLIAMS and ISAIAH SANDERS (students)** to San Jose, California, November 6-7, 2009, to attend the Umoja V Conference, with time and expenses for the faculty member and expenses for the students. The Umoja Community will host a two-day conference on developing intentional practices to accelerate the academic success of African American and other students. Deliberate activities, courageous and bold discussions, intrusive counseling techniques, and culturally relevant pedagogical methods will be discussed.

**TODD HEIBEL (faculty), CINDY VALENCIA and GEORGE ALCALA (students)** to Pasadena, California, November 7, 2009, to attend the Alpha Gamma Sigma Fall 2009 Southern Conference, with time and expenses for the faculty member and expenses for the students. Alpha Gamma Sigma promotes academic excellence, community service and leadership. The Fall 2009 Southern Conference is designed to inspire leadership in chapter members.

### **CHC**

**KENNETH BRYSON and MICHAEL SHEAHAN** to San Antonio, Texas, December 4-8, 2009, to attend the 55<sup>th</sup> American Association of Respiratory Care Congress Convention, with time and expenses. This conference will provide information on new technologies, procedures and developments in the respiratory care field in order to facilitate the best education for students.

**JOHN MUSKAVITCH** to San Jose, California, December 9-12, 2009, to attend the California Community College Student Financial Aid Administrators Association Conference, with time and expenses. This conference will provide training on updated Federal and State financial aid rules and regulations.

**JOHN MUSKAVITCH** to San Jose, California, December 12-14, 2009, to attend the California Association of Student Financial Aid Administrators Conference, with time and expenses. This conference will provide training on updated Federal and State Financial Aid rules and regulations.

**GLORIA HARRISON** to New York, New York, November 8-10, 2009, to attend the Changing the Odds: Learning from the Harlem Children's Zone Model Conference, with time only. President Harrison has been invited by Mayor Pat Morris to serve on a committee of community leaders to seek Promise Neighborhoods funding for the City of San Bernardino. Promise Neighborhoods is an Obama administration initiative to replicate the Harlem Children's zone nonprofit model in 20 cities across the country.



**DISTRICT**

**DONALD L. SINGER** to San Francisco, California, October 5-10, 2009 to attend the 2009 Association of Community College Trustees Annual Leadership Congress, with expenses. This request was approved at the July 9, 2009 Board meeting for October 5-9, 2009; however, the return dates should have been October 5-10, 2009.

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: November 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: Career Technical Education Day  
Date: November 6, 13, 2009  
Amount: \$500 each event  
Item: Lunch

This event is to expose students to the available career technical education programs. Funded by the Senate Bill 1133 grant.

Event: Local Robotics Competition  
Date: November 7, 2009  
Amount: \$800.00  
Item: Food and Supplies

The Professional Development Center's Career Technical Education program will host a Robotics Competition for middle school students. This event was previously approved at the October Board for \$500. Due to an increase in participation, an additional \$300 is requested. Funded by the Senate Bill 1133 grant.

## **SBVC**

Event: Movie Night – Spanish Club  
Date: November 5, 2009  
Amount: \$150  
Item: Refreshments, Decorations, Supplies

Sponsored by the Spanish Club for approximately 100 attendees, this event is designed to promote the club and bring people together. Funding source is the Spanish Club account.

Event: Inter-Club Council - Club Wars  
Date: November 17, 2009  
Amount: \$1,270  
Item: Entertainment, Refreshments, Decorations/giveaways, Publicity/promotion, Supplies

Sponsored by the Inter-Club Council, this event will feature a fun, mildly competitive atmosphere in which clubs will compete against one another for prizes to be the winner of Club Wars 2009. Anticipated attendance is 3,000 and will provide an opportunity for students to renew school spirit, bring fun to the campus and the clubs can promote their organizations. Funding source is the Inter-Club Council account.

Event: Thanksgiving Food Baskets – Food Drive  
Date: November 20, 2009  
Amount: \$150  
Item: Refreshments, Supplies

Sponsored by the Brothers and Sisters United, this campus-wide food drive is designed to assist students in need and foster a sense of community. Anticipated attendance is 100. Funding source is the Brothers and Sisters United Club account.

Event: Machine Trades Department Advisory Committee Meeting  
Date: December 10, 2009  
Amount: \$153.00  
Item: Refreshments

Per Ed Code Section 8070, career technical education programs are required to have advisory committee meetings. The Machine Trades Department meets semi-annually, in December and February. Funding for approximately 22 attendees will be supported from the Carl Perkins Grant.

Event: Honors Field Trip  
Date: November 13, 2009  
Amount: \$530.00  
Item: Admissions Tickets for 51 students and 2 faculty

Annually, the honors classes attend various performances in our surrounding areas which enhance their educational experience. While the students will be providing their own transportation, the school will pay the cost of their admission tickets to this performance.

Event: Mathematics and Science Learners to Leaders Retreat  
Date: January 8-10, 2010  
Amount: \$9,100.00  
Item: Student Retreat

In order to address one of the grant objectives, the Mathematics and Science Student Success Center (MSSSC) will be offering a Learners to Leaders Retreat. Funding source will be the MSSSC grant.

Event: Carl Perkins IV Act Annual Local Advisory Committee Meeting  
Date: November 19, 2009  
Amount: \$236.25  
Item: Lunch

Provisions outlined in the Perkins Grant state that a local advisory committee meeting must be held annually.

Event: Aeronautics Department Advisory Committee Meeting  
Date: November 6, 2009  
Amount: \$160.00  
Item: Refreshments

Per Ed Code Section 8070, career technical education programs are required to have advisory committee meetings. The Aeronautics Department meets twice yearly, between the months of November and June. Funding source will be the Carl Perkins Grant.

Event: Professional Development Day  
Date: October 20, 2009  
Amount: \$1,147.00  
Item: Refreshments and Lunch

Approximately 125 faculty and staff members will attend the workshops. Funding source will be the EDU Stream Grant.

Event: Latino Education and Advocacy Day Summit  
Date: March 29, 2010  
Amount: \$500  
Item: Video presentation, website and program brochure acknowledgement,  
conference attendee gifts, and acknowledgement certificates

The District Office, San Bernardino Valley College and Crafton Hills College are co-sponsors for the Latino Education and Advocacy Day Summit which will be held at California State University, San Bernardino. The objective of this summit is to promote a broad-based awareness of the crisis in Latino Education and to enhance the intellectual, cultural and personal development of our community's educators, administrators, leaders and students. Funding source will be from general funds.

### **CHC**

Event: Accreditation Team Visit  
Date: October 27, 2009  
Amount: \$1,000.00

Two Accreditation Team members will visit Crafton Hills College on October 27, 2009 as part of the accreditation process

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: November 5, 2009  
SUBJECT: Consideration of Approval of Donation

RECOMMENDATION

It is recommended that the Board of Trustees approve the donation of a 1996 International 9200 Big Rig Truck.

OVERVIEW

The Diesel Program, as a part of the San Bernardino Valley College Applied Technology, Transportation & Culinary Arts Division, instructs students in the maintenance, repair and operation of heavy-duty diesel vehicles and vehicle systems. Successful instruction relies on students' access to hands-on lessons and training, which prepares students for the real-world application of knowledge and skills. Current course offerings include electrical systems, diesel engines, brakes, suspension and steering, preventative maintenance service, advanced truck systems, advanced diesel engines and advanced automatic transmissions.

ANALYSIS

The 1996 International 9200 Truck is in satisfactory operating condition and provides the necessary hands-on instruction and training of students enrolled in SBVC Diesel Program courses.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

The maintenance and management of the SBVC Diesel Program fleet is budgeted.

## **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. Kay Ragan, Interim Vice President, Instruction, SBVC  
**DATE:** November 5, 2009  
**SUBJECT:** Consideration of Approval of Donations

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the donations made to the SBVC Applied Technology, Transportation & Culinary Arts Division.

### **OVERVIEW**

Contributors can support Valley College's programs through various donations to be used in the education of the students in our programs. The following items are being donated by Hill Phoenix:

1. Russell Evaporative Coil AE54-180 B-E, Serial No. WO7H40199201001
2. Russell Evaporative Coil AE66-280 B-E, Serial No. WO7H40199202001
3. Russell Evaporative Coil AE66-280 B-E, Serial No. WO7H40199202004
4. Copeland Condensing Unit, Serial No. M/N F3AD-A301-CFU-001
5. Arm Flex
6. 1-1/8 x 3/4" wall, 180'
7. Strut 18'
8. 3/8 All Thread 30'

### **ANALYSIS**

The donation of the items for the Refrigeration classes will ensure training opportunities for our students.

### **BOARD IMPERATIVE**

III. Resource Management for Efficiency, Effectiveness and Excellence

### **FINANCIAL IMPLICATIONS**

Budgeted.

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: November 5, 2009  
SUBJECT: Consideration of Approval of Individual Memberships

RECOMMENDATION

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

OVERVIEW

ANALYSIS

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

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

Included in the 2009-10 budget.



**DISTRICT**

Name: Matthew Isaac  
Affiliation: California Association for Local Economic Development  
Dues: \$80.00 per year

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: November 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 October 5, 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 October 5, 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: Renée Brunelle, Vice Chancellor, Human Resources & Employee Relations  
PREPARED BY: Renée Brunelle, Vice Chancellor, Human Resources & Employee Relations  
DATE: November 5, 2009  
SUBJECT: Consideration of Approval of Acceptance of Classified Resignation

RECOMMENDATION

It is recommended that the Board of Trustees approve the acceptance of resignation for Jerry Longman, Auditorium Technician, SBVC.

OVERVIEW

Mr. Longman, Auditorium Technician, SBVC, has submitted his letter of resignation effective December 12, 2009, after ten years of service.

ANALYSIS

The Human Resources Department has provided Mr. Longman 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

DATE: November 5, 2009

SUBJECT: Consideration of Adoption of Resolution – Reducing or Discontinuing Particular Kinds of Service(s) for the 2009-2010 Academic Year Implementing Education Code Section 87743

RECOMMENDATION

It is recommended that the Board of Trustees adopt the resolution for reducing or discontinuing particular kinds of service(s) for the 2009-2010 academic year implementing Education Code Section 87743.

OVERVIEW

Adopt resolution for elimination of positions in the CAHSEE Grant Program as of December 31, 2009.

ANALYSIS

Funding for the CAHSEE Grant Program, which is a categorically funded grant, will end on December 31, 2009. As such, services being provided by the program, will no longer be needed by the District.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

None.

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
SAN BERNARDINO COUNTY, CALIFORNIA  
A RESOLUTION REDUCING OR DISCONTINUING  
PARTICULAR KINDS OF SERVICES  
EFFECTIVE DECEMBER 31, 2009  
IMPLEMENTING EDUCATION CODE SECTION 87743**

**WHEREAS**, the Governing Board of the San Bernardino Community College District has determined that it will be necessary to reduce or discontinue the following services of the District no later than December 31, 2009:

Particular Kinds of Service – CAHSEE Program

Non-credit Basic Skills Coordinator	1.0 Full Time Equivalent
CAHSEE Counselor	1.0 Full Time Equivalent

**WHEREAS**, the Governing Board has found that the foregoing services to be reduced or discontinued constitute a “particular kind of service” within the meaning of Education Code Section 87743; and

**WHEREAS**, pursuant to Education Code Section 87743, the Governing Board has determined that the foregoing reduction or discontinuance in particular kinds of services necessitates termination of the services of academic employees effective June 30, 2010; and

**NOW, THEREFORE, BE IT RESOLVED**, that due to the reduction or discontinuance of particular kinds of services, that the Chancellor is directed to terminate positions by giving notice pursuant to Education Code Sections 87740 and 87743; and

**BE IT FURTHER RESOLVED**, that the services of no tenured employee shall be terminated while any contract employee or temporary employee as defined by Education Code sections 87470, 87478, 87480, 87481, 87482, 87601 and 87602 or other applicable law, or any other employee with less seniority, is retained to render a service in a faculty service area which said tenured employee is qualified and competent to render; and

**BE IT FURTHER RESOLVED**, that the action of the Governing Board shall not in any way be considered to prejudice the rights of any certificated employee to whom notice will be given with respect to the Governing Board’s consideration of the Administrative law Judge’s Proposed Decision should a hearing be requested by the certificated employee.

**PASSED AND ADOPTED** this 5th day of November 2009, by the Governing Board of the San Bernardino Community College District of San Bernardino, California, by the following vote:

AYES:

NAYS:

ABSENT:

ABSTENTIONS:

Signed and approved by me after its passage.

---

Dr. Noelia Vela, Secretary  
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: November 5, 2009

SUBJECT: Consideration of Adoption of Resolution Authorizing Layoff Due to Lack of Work and/or Lack of Funds Implementing Education Code Section 88017

RECOMMENDATION

It is recommended that the Board of Trustees adopt the resolution for authorizing layoff due to lack of work and/or lack of funds implementing Education Code Section 88017.

OVERVIEW

Adopt resolution for elimination of positions in the CAHSEE Grant Program as of December 31, 2009.

ANALYSIS

Funding for the CAHSEE Grant Program, which is a categorically funded grant, will end on December 31, 2009. As such, services being provided by the program, will no longer be needed by the District.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

None.

**BEFORE THE BOARD OF TRUSTEES  
OF THE SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
RESOLUTION  
AUTHORIZING LAYOFF DUE TO  
LACK OF WORK AND/OR LACK OF FUNDS  
IMPLEMENTING EDUCATION CODE SECTION 88017**

---

**WHEREAS**, due to the expiration of a specially funded program, lack of work and/or lack of funds, the Governing Board of the San Bernardino Community College District has determined that it will be necessary to layoff the following positions pursuant to the provisions of Education Code sections 88014, 88017, 88117 and 88127:

CAHSEE Grant Program Manager                      100% full-time

Clerical Assistant II                                      100% full-time

**NOW, THEREFORE, BE IT RESOLVED**, that as of December 31, 2009, the above mentioned services in the San Bernardino Community College District shall be discontinued to the extent described herein; and

**BE IT FURTHER RESOLVED**, that the number of classified employees shall be reduced by layoff as specified above pursuant to Education Code section 88127;

**BE IT FURTHER RESOLVED**, that the Chancellor is directed to give notices of layoffs pursuant to Education Code section 88017;

**BE IT FURTHER RESOLVED**, that said layoffs shall become effective December 31, 2009; and

**BE IT FURTHER RESOLVED**, that the classified employees laid off pursuant to this resolution shall be eligible for reemployment pursuant to Education Code § 88127.

**PASSED AND ADOPTED** this 5th day of November 2009, by the Governing Board of the San Bernardino Community College District of San Bernardino, California, by the following vote:

AYES:

NAYS:

ABSENT:

ABSTENTIONS:

Signed and approved by me after its passage.

---

Dr. Noelia Vela, Secretary



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: November 5, 2009

SUBJECT: Consideration of Approval of Issuance of March 15 Notice Pursuant to Education Code Section 72411 to Academic Manager

RECOMMENDATION

It is recommended that the Board of Trustees approve the issuance of a March 15 notice pursuant to Education Code Section 72411 to an Academic Manager.

OVERVIEW

Due to the termination of the Strategic Priority Leadership Grant by the California Community Colleges Chancellor's Office, funding for the Initiative Director, Applied Competitive Technologies, ATTC, will end effective November 12, 2009. The State Chancellor's Office is providing funding for a District Academic Manager position of Initiative Director, Applied Competitive Technologies, ATTC, from November 13, 2009 through June 30, 2010. These funds will be used to keep Marshall Gartenlaub employed through June 30, 2010.

It is recommended that the Board approve the issuance of a March 15 notice terminating Marshall Gartenlaub's employment effective June 30, 2010.

ANALYSIS

Funding for the Initiative Director, Applied Competitive Technologies, ATTC, which is a categorically funded position will end on November 12, 2009. As such, services being provided by this position will no longer be needed by the District. Education Code 72411 allows termination of an academic manager (no cause required) if notice is given by March 15.

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: Bruce Baron, Vice Chancellor, Fiscal Services  
PREPARED BY: Lawrence J. Klumas, Bond Program Director  
DATE: November 5, 2009  
SUBJECT: Consideration of Approval of Bid and Award of Contract for the  
Miscellaneous Package Project at SBVC

RECOMMENDATION

It is recommended that the Board of Trustees approve the bid and award the contract with RVH Constructors, Inc. for the Miscellaneous Package Project at SBVC in the amount of \$75,000.00.

OVERVIEW

Although construction for the Media Communications, North Hall and Chemistry/Physical Science buildings is underway, there have been some miscellaneous items not covered in the scopes of work for those projects. These items were listed and evaluated by the Project Team and it was determined to incorporate them into a separate project to be bid. Miscellaneous items include pavement striping, postal specialty items, metal lockers, horizontal louvers and window shades.

ANALYSIS

The District received three responsive bids for the Miscellaneous Package Project. They were:

<b>Vendor</b>	<b>Total Bid Cost</b>
RVH Constructors, Inc.	\$75,000.00
Inland Empire Architectural Specialties	\$80,650.00
Inland Building Construction Companies	\$102,030.00

The lowest, most responsive bid was received from RVH Constructors, Inc. in the amount of \$75,000.00.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

Budgeted with Measure P funds.

Attachment

DATE: 10/14/09

No - VC 096

TO: Larry Klumas, SBCCD

FROM: Jon Witherspoon, K/BRj

RE: **SBVC: Recommendation of Responsive Bidder for Contract Approval for the  
Miscellaneous Package Bid, Bid No. MC/HH/SC M-001**DISTRIBUTION: Steve Worley - TCC  
Sheila Nelson - K/BRj**SCOPE:**

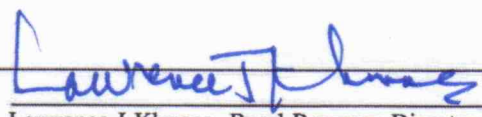
District's approval of K/BRj and Tilden-Coil recommendation of the subject bid and awards a contract to the recommended contractor.

**NARRATIVE:**

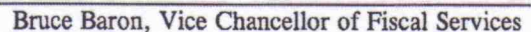
Tilden-Coil (TCC) has reviewed and recommended the lowest responsive bidder, RVH Constructors, Inc. They recommend awarding a contract for the Base Bid. K/BRj has reviewed their analysis and is in concurrence with the recommendation. During review of the bids received, minor irregularities were found with the documents submitted by the apparent Low Bidder. We recommend waiving these irregularities as they do not materially affect the bid or its review. Both recommendations are made on the basis of this contractor being the lowest responsive bidder complying with all the bid requirements.

**RECOMMENDATION:**

Kitchell/BRj recommends that SBCCD award Bid No. MC/NH/SC M-001, Miscellaneous Package and approve a contract to RVH Constructors, Inc. for the Base Bid amount of \$75,000.00.

<input checked="" type="radio"/>	I concur with this recommendation	
<input type="radio"/>	I do not concur with this recommendation	

Lawrence J Klumas, Bond Program Director, SBCCD

<input type="radio"/>	I concur with this recommendation	
<input type="radio"/>	I do not concur with this recommendation	

Bruce Baron, Vice Chancellor of Fiscal Services

Cc: File



October 14<sup>th</sup>, 2009

Jon Witherspoon  
Kitchell/BRJ  
701 South Mount Vernon  
San Bernardino, CA 92410

**Project:** Bid No. MC/NH/SC M-001, Project No. 09-17-01  
San Bernardino Valley College, Miscellaneous Package

**Subject:** Recommendation of Responsive Bidder for Contract Approval

Dear Mr. Witherspoon:

During review of the bids received for the aforementioned bid category, minor irregularities were found with the documents submitted by the apparent Low Bidder, RVH Constructors, Inc.. We recommend the waiving of the irregularities, as they do not materially affect the bid or its review.

A Bid Evaluation Worksheet is attached to this recommendation for the District's review, consideration and approval of the bid received. The Recommended Bidder is as follows:

<b>Bid No. MC/NH/SC M-001, Miscellaneous Package</b>	
Prime Contractor: <b>RVH Constructors, Inc.</b>	
License #/ Class: # <b>818630 / B</b>	
Bid Form Irregularity(s):	<b>Minor Irregularities Noted</b>
<b>Total</b>	<b><u>\$ 75,000.00</u></b>

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

Sincerely,  
Construction Manager

Steve Worley  
Project Manager

cc: Jim Cordova (NTD)  
File

**Project:** Bid No. MC/NH/SC M-001, Project No. 09-17-01  
San Bernardino Valley College, Miscellaneous Package  
**Subject:** Low Responsive Bidders

**Low Bidder Evaluation Form**

Bid Date: October 13th, 2009 @ 2:00 pm

Contract Bid Form   Document Description	1st Low RVH Constructors	2nd Low Inland Empire Architectural Specialties	3rd Low Inland Building Construction Companies
All Bid Forms must be printed in blue ink or typewritten (00 20 00-1)	Yes	Yes	Yes
Bid Envelopes - Categories submitted separately with Name, Tel. #, Address, CA Lic #	Yes	Yes	Yes
Bid Form (00 30 00-1)			
Addenda (Acknowledged & dated)	1	1 yes	1 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, Partners, Owners however applies (00 30 01-3)	Yes	Yes	Yes
California Lic. #, Expiration, Name on Lic., Type of Lic. (00 30 01-4)	818630 exp 4/30/2011 B license	461106 exp 8/31/2010 - License B	405281 exp 5/31/2011 - License B
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	Yes
Bid Bond (Attached, 10% Bid Amt, Notorized) (00 30 03-1)	Yes	Yes	Yes
Check CA Admitted Surety on Bid Bond (00 30 03-2)	Hartford Fire Insurance 0085-1	First National Insurance Company of America - 0978-7	International Fidelity Insurance Company - 4341-4
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 / only one listed
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)	Yes	Yes	Yes
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	Yes
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)	No title and no percentage allocated - Only Richard listed	No title and no percentage allocated	Yes - all
Site Visit Certification (00 30 13-1)	Yes	Yes	Yes
Substitution Request Form (If Applicable) (00 30 14-1)	N/A	Yes	Yes
Total Bid Amount	\$75,000	\$80,650	\$102,030

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: November 5, 2009  
SUBJECT: Consideration of Approval of Bid and Award of Contract for the  
Parking Lot #7 Repair Project at SBVC

RECOMMENDATION

It is recommended that the Board of Trustees approve the bid and award the contract with Wheeler Paving for the Parking Lot #7 Repair Project at SBVC in the amount of \$130,350.00 to be paid from parking fees.

OVERVIEW

SBVC Parking Lot #7, servicing the Technical Education area on the northeast corner of the campus, is in need of complete repair. The surface has potholes and is cracked throughout. This project will repair the holes, surface, curbs, and entrances with a complete overlay and restriping, and will be accomplished over the December 2009/January 2010 holiday break.

ANALYSIS

The District received 13 responsive bids for the Parking Lot #7 Repair Project. The lowest, most responsive three were:

<b>Vendor</b>	<b>Total Bid Cost</b>
Wheeler Paving	\$130,350.00
Universal Asphalt Co., Inc.	\$136,500.00
NPG	\$136,557.00

The lowest, most responsive bid was received from Wheeler Paving in the amount of \$130,350.00 to be paid for from parking fees.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

Funded by parking fees.

Attachment



October 13, 2009

Mr. Larry Klumas  
San Bernardino Community College District  
114 S. Del Rosa Drive  
San Bernardino, CA 92408

**Project:** San Bernardino Valley College – Parking Lot #7 Replacement

**Subject:** Recommendation

Dear Mr. Klumas:

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:

The recommended contractor is as follows:

Prime Contractor: **Wheeler Paving**  
License #/ Class: 639771 / A, C23 exp 04/30/2011  
Irregularity(s): **None Noted**

Total Bid Amount: **\$ 130,350.00**

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

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

Corey Wilson  
Project Manager

Attachments: Evaluation Form

cc: Bill Rankin (SBVC)  
Steve Lohr (SBCCD)  
Dayne Brassard (TCC)  
File

**Low Bidder Evaluation Form**

Bid Date: September 29, 2009 @ 2:00 pm

Contract Bid Form   Document Description	Low Bid No. 1	Low Bid No. 2	Low Bid No. 3
	Wheeler Paving	Universal Asphalt	NPG, Inc.
<b>Bid Form</b>			
Addenda (Acknowledged & dated)	3	3	3
Bid Amounts (Number & Written Matches) (00 20 00-8)	Yes	Yes	Yes
California Lic. #, Expiration, Name on Lic., Type of Lic. (00 30 01-4)	639771 exp. 04/30/2011 A, C12	256383 exp 03/31/2011 A, C12	664779 exp 2/28/2011 A, B, C12
Signature Lines Complete & Signed by Authorized Co. Officer, incl. Corporate Seal (00 30 01-5)	Yes	Yes	Yes
Bid Bond (Attached, 10% Bid Amt, Notorized) (00 30 03-1)	Yes	Yes	Yes
Check CA Admitted Surety on Bid Bond (00 30 03-2)	Travelers Casualty of Amer 2825-8	Old Republic Surety 0 3254-	Travelers Casualty of Amer 2825-8
Designation of Subcontractors -	Concrete & Pulverizing	Striping, Pulverizing & Concrete	Light pulls & curb & gutter
Non-Collusion Affidavit (00 30 05-1) - Signed & Notarized by bidders & their subs (00 30 01-3 & 00 20 00-6)	Yes	Yes	Yes
Contractor's Cert. Regarding Worker's Comp. (00 30 07-1)	Yes	Yes	Yes
References	Yes	Yes	Yes
Acknowledgement of Bidding Practices	Yes	Yes	Yes
Acknowledgement of Project Schedule	Yes	Yes	Yes
Site Visit Certification (00 30 13-1)	Yes	Yes	Yes
Base Bid	\$130,350.00	\$136,500.00	\$136,557.00
Alternate Deduct	-\$2,500.00	-\$6,500.00	-\$2,717.00



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: November 5, 2009  
SUBJECT: Consideration of Award of IFB 2010-02 and Approval of Contract

RECOMMENDATION

It is recommended that the Board of Trustees award Invitation for Bid 2010-02, Scanning Probe Microscope, and approve contract to Veeco Metrology, Inc.

OVERVIEW

The SBCCD Applied Technologies and Training Center has developed the micro/nano-structure characterization courses for nanotechnology technicians training 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 scanning probe microscope to educate and train nanotechnology technicians on industry-standard equipment. 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 responsive and responsible bid on IFB 2010-02:

<b>Vendor</b>	<b>Total Bid Cost</b>
Veeco Metrology, Inc	\$199,960.80

Veeco Metrology, Inc proposes industry-standard equipment which will prepare students for immediate entry into the nanotechnology industry as required by the grant. Previous customers of Veeco Metrology, Inc, such as CalTech, UCLA, and UCR, support the vendor's ability to provide the highest quality 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: November 5, 2009  
SUBJECT: Consideration of Approval of Amendment 004 to the  
Tilden-Coil Constructors, Inc. Contract at SBVC

### RECOMMENDATION

It is recommended that the Board of Trustees approve Amendment 004 to the General Conditions portion of the Tilden-Coil Constructors, Inc. contract at SBVC in the amount of \$408,289.00.

### OVERVIEW

An agreement for services is amended when there is a change in the scope of work, usually due to unforeseen conditions, or when the Division of the State Architect (DSA) requires changes in the plans, or when the District requires changes in design to accommodate the essential needs of the project.

Tilden-Coil has been working as our Construction Manager (CM) since November 2007. Over the course of time since their contract was approved, they have been asked by prior administrators to expand the scope of their work to meet the objectives of Measure P. This vendor has been very helpful in assuming and performing the additional tasks for construction management, which has kept the bond program and projects on schedule.

This amendment covers the billing for the work performed by Tilden-Coil at the request of the District and outside the scope of their original contract. A breakdown of their work includes:

- 1) CM services for Interim Housing, Custodial Building, and Tenant Improvement projects were not defined and specified as part of the original Tilden-Coil contract, but were expanded and added as Measure P projects progressed, resulting in an additional cost of \$334,063.00.
  - a. Interim Housing included 20 modular buildings – 10 for classrooms; 4 for Criminal Justice; 2 for KVCR; and 4 for Technical Education – which were added as a new project after the fact when these functions could not be integrated into existing facilities during construction.
  - b. The Custodial Building was originally planned as part of the Maintenance & Operations Building. The Custodial Building was eventually split out of that project and became a stand-alone building project.
  - c. Tenant Improvements were modifications to the existing North Hall Building to accommodate KVCR radio and TV (which had to move to the part of North Hall not being demolished), and to the Technical Building for the move of the Refrigeration function. There were improvements not part of the original scope of work for instructional programs. Support to these tenant improvements are part of this amendment (i.e. generators plus fuel, handicap ramp modifications, door relocations, etc.).

- 2) District-directed tasks accomplished through General Conditions to cover construction expenditures not in original contract but required for project accomplishment (i.e. security gates and fencing, emergency power controls, internet for inspector of record trailer, etc.) resulting in an additional cost of \$74,226.00.

### ANALYSIS

The effect of this amendment will be an addition of \$408,289.00 to the Tilden-Coil Constructors, Inc. contract, resulting in a revised contract amount of \$4,996,485.77. There is no change to the project schedule.

### BOARD IMPERATIVE

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

### FINANCIAL IMPLICATIONS

Budgeted with Measure P funds.

Attachment

DATE: 10/05/09

No - VC 088

TO: Larry Klumas, SBCCD

FROM: Jon Witherspoon, K/BRj

RE: **SBVC- TCC Construction Manager Contract Amendment to General Conditions Portion of Contract: 004**

DISTRIBUTION: Alan Rosen - K/BRj  
 Sheila Nelson - K/BRj  
 Steve Worley - TCC

**NARRATIVE:**

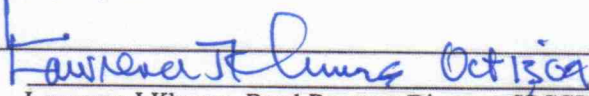
Tilden-Coil (TCC) has been tasked to perform and coordinate activities outside the original scope of their contract:

- 1) Increase Line Item #002 for invoices to be submitted for work performed for "On Call / As Needed" services. Projects affected such as Interim Housing, Custodial Building, and Tenant Improvement were not included in TCC's original contract. The increase to Line Item #002 is \$334,063.00
- 2) SBCCD directed that TCC use their General Conditions to cover costs associated with construction expenditures not covered in TCC's original contract. The additional cost to cover Owner expenditures absorbed and to be absorbed through General Conditions is \$74,226.00.

The total increase to Tilden-Coil's Construction Manager Contract Amendment to General Conditions Portion of Contract: 004 is \$408,289.00.

**RECOMMENDATION:**

We recommend the Board approve Tilden-Coil's Construction Manager Contract Amendment to General Conditions Portion of Contract: 004 in the amount of \$408,289.00. The new contract sum for Tilden-Coil Constructors, Inc. at San Bernardino Valley College is \$4,996,485.77.

<input checked="" type="radio"/> I concur with this recommendation	 Lawrence J Klumas, Bond Program Director, SBCCD
<input type="radio"/> I do not concur with this recommendation	

<input type="radio"/> I concur with this recommendation	Bruce Baron, Vice Chancellor of Fiscal Services
<input type="radio"/> I do not concur with this recommendation	

Cc: File

**CONSTRUCTION MANAGER CONTRACT AMENDMENT to GENERAL CONDITIONS  
PORTION OF CONTRACT: 004**

PROJECT: Valley College  
701 S. Mount Vernon Ave.  
San Bernardino, CA 92410

OWNER: San Bernardino Community College District (SBCCD)

TO: Tilden-Coil Constructors (TCC)  
3612 Mission Inn Avenue  
Riverside, CA 92501

Brief Description:

Tilden-Coil (TCC) has been tasked to perform and coordinate activities outside the original scope of their contract:

- 1) Increase Line Item #002 for invoices to be submitted for work performed for "On Call / As Needed" services. Projects affected such as Interim Housing, Custodial Building, and Tenant Improvement were not included in TCC's original contract. The increase to Line Item #002 is \$334,063.00
- 2) SBCCD directed that TCC use their General Conditions to cover costs associated with construction expenditures not covered in TCC's original contract. The additional cost to cover Owner expenditures absorbed and to be absorbed through General Conditions is \$74,226.00.

Attachments:

*KBRJ Project Memo No. VC - 088, Tilden-Coil Constructors proposal letter: General Conditions Amendment #4*

Costs:

**\$408,289.00** = Total amount of this Amendment

---

The original <b>General Conditions Contract Sum</b>	\$3,507,270.00
Net change by previous Amendments	1,080,926.77
The <b>General Conditions Contract Sum</b> prior to this Amendment	\$4,588,196.77
The <b>General Conditions Contract Sum</b> will be <b>increased</b> by this Amendment	408,289.00
The new <b>General Conditions Contract Sum</b> including this Amendment	\$4,996,485.77

The Contract Schedule as of this Amendment will be **unchanged**.

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By signing this Amendment the SBCCD authorizes Tilden-Coil Constructors to perform the scope of work listed above. SBCCD also authorizes and acknowledges that the amount of this Amendment will be paid via an amendment to Tilden Coil Constructors contract with SBCCD.

Not valid until signed by all parties. Signature of Construction Manager indicates agreement herewith, including any adjustment in the Contract Sum or Construct Schedule.

Authorized:

CONSTRUCTION MANAGER  
Tilden-Coil Constructors

PROGRAM MANAGER  
Kitchell CEM

OWNER  
SBCCD

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

By:  *M.R. KBRJ* By: \_\_\_\_\_

DATE: *10.8.09*

DATE: *10-9-09*

DATE: \_\_\_\_\_



October 5, 2009

San Bernardino Community College District  
Larry Klumas  
114 S. Del Rosa  
San Bernardino, CA 92408

REF: San Bernardino Valley College Measure 'P' Construction Management  
RE: General Conditions Amendment #4

Dear Larry,

Tilden-Coil's General Conditions had previously been amended in the amount of \$965,926.77 to accommodate emergency contract / vendor services as well as expediting the necessary needs of the Valley Program. Below is a snap shot summary:

- Line item #001 was created for \$50,000 for emergency services.
- Augment and closeout of line item #001 (inclusive of the \$50k): .....\$ 765,926.77
- Create line item #002 for invoices to be submitted for work performed and to re-establish the "On call / As Needed" services: .....\$ 200,000.00

Since the issuance of amendment #2, invoices and On Call / As Needed services have exceeded the \$200,000.00 budget amount. At the current time, the expenditures total \$484,063 as shown in TCC's September 2009 Billing. All back up has been submitted in the monthly billings. Throughout the course of construction, Tilden-Coil has been directed to perform and coordinate activities outside the original scope of our contract. **Activities relative to Interim Housing, M&O, Custodial, and Tenant Improvements.** We have proceeded with these activities with the verbal agreement that an amendment to our contract would be ratified to include the additional costs. Below is the summary of cost as well as a summary of the work:

**Cost Summary of Line Item #002:**

1. Current Vendor / Material expenditures:
  - A. Line Item#002: (\$484,063 (through Sept) - \$200,000.00 (Allowance)) The vast majority of the cost associated with this line item was Interim Housing and Tenant Improvement .....\$ 284,063
2. Subtotal .....\$ 284,063
3. Contingency for miscellaneous invoices to be submitted for line item #002 .....\$ 50,000
4. **Total Increase: Line Item #002: .....\$ 334,063**

**Summary of work with approximate cost for the additional \$484,063 is as follows:**

1. Temporary generators and gas for 10 months for interim housing...\$234k
2. Electrical: (T.I & Interim Housing needs) .....\$137k
3. Mechanical: (T.I. needs): .....\$ 23k
4. Concrete: (T.I. needs): .....\$ 47k
5. Misc: (T.I / campus needs):.....\$ 42k

**Owner expenditures absorbed / to be absorbed through General Conditions:**

The following expenditures were performed under Tilden-Coil's general conditions and were not part of our original scope. These expenditures were performed at the district's request and have been already paid through Tilden-Coil general conditions. We are requesting that our general conditions be replenished in the amount of \$74,226.

**Media & Communication:**

1. Dual Gate Security: (Line item #01-111)
  - a. May: .....\$ 4,282
  - b. June: .....\$ 10,688
  - c. July: .....\$ 4,500

**Tenant Improvement / Interim Housing:**

1. Temporary Fencing: (line item #134).....\$ 5,651
2. Temporary Toilets: (line item #131) .....\$ 1,537

**Custodial:**

1. Emergency power Controls
  - a. Requested by Campus for Custodial switch over (Line item #01-144): .....\$ 1,680
2. Temporary Fencing: (two site verses one) (line item #134): .....\$ 1,086
3. Temporary Toilets (line item #131): .....\$ 2,752
4. Survey (line item #152): .....\$ 3,400

**Project Advertising:**

1. Advertising (Line item #01-194): .....\$ 20,216
2. FFE / IT / AV / Specialty Equipment (to be advertised) .....\$ 15,000

**General: (Line item #01-160)**

1. Arch./IOR Trailer phone / internet set up / monthly usage 9/08 - 6/09 .....\$ 1,010
2. Arch./IOR Trailer phone / internet set up / monthly usage 7/09 - 7/11 .....\$ 2,424

**Subtotal: Expenditures absorbed / to be absorbed through General Conditions: ..... \$ 74,226**

**Grand Total: ..... \$ 408,289**

REF: SBVC-General Conditions  
RE: General Conditions Amendment #4  
Date: October 5, 2009

In executing the additional program scope (Interim Housing, Custodial, and T.I.), in lieu of bringing on more staff, Tilden-Coil used the existing team to supervise and manage. **The number of manhours over 40 hours totals over \$400,000.** There has been some brief discussion regarding the program pushing at the current time, 8 months. Tilden-Coil is evaluating this and will be forwarding the general condition impact under a separate cover for approval.

Respectfully,



Steve R. Worley

Cc: K/BRJ – Jon Witherspoon  
File



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: November 5, 2009  
SUBJECT: Consideration of Approval of Amendment 005 to the  
Tilden-Coil Constructors, Inc. Contract at SBVC

RECOMMENDATION

It is recommended that the Board of Trustees approve Amendment 005 to the General Conditions portion of the Tilden-Coil Constructors, Inc. contract at SBVC in the amount of \$55,000.00.

OVERVIEW

An agreement for services is amended when there is a change in the scope of work, usually due to unforeseen conditions, or when the Division of the State Architect (DSA) requires changes in the plans, or when the District requires changes in design to accommodate the essential needs of the project.

This amendment is for construction management activities added to the original scope of work, including:

- 1) It has been determined that the Media/Communications, North Hall Replacement, and Chemistry/Physical Science projects should all be connected to the new Central Plant. These three projects are part of Measure P, while the new Central Plant is part of Measure M. This modification will result in extensive savings as well as improved environmental controls and energy management. The cost of the amendment is \$25,000.00.
- 2) Coordinate and develop bid documents and bidding (as needed), and manage the installation of furniture, fixtures, equipment, and IT/AV components in the amount of \$30,000.00 for the Media/Communications, North Hall Replacement, and Chemistry/Physical Science projects.

ANALYSIS

The effect of this amendment will be an addition of \$55,000.00 to the Tilden-Coil Constructors, Inc. contract, resulting in a revised contract amount of \$5,051,485.77. There is no change to the project schedule.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

Budgeted with Measure P funds.

Attachment

DATE: 10/05/09

No - VC 089

TO: Larry Klumas, SBCCD

FROM: Jon Witherspoon, K/BRj

RE: **SBVC- TCC Construction Manager Contract Amendment to General Conditions Portion of Contract: 005**

DISTRIBUTION: Alan Rosen - K/BRj  
 Cade McMullin - K/BRj  
 Sheila Nelson - K/BRj  
 Steve Worley - TCC

**NARRATIVE:**

Tilden-Coil (TCC) has been tasked to perform and coordinate activities outside the original scope of their contract:

- 1) Wet Piping Accommodations - this budget is to coordinate and manage the installation of wet piping accommodations. The budget for Line Item #005 to track management hours and incidentals is \$25,000.00.
- 2) Furniture/IT/AV/Specialty Equipment - this budget is to coordinate/develop bid documents, bidding (as needed), and manage the installation. The budget for Line Item #006 to track management hours and incidentals is \$30,000.00.

The total increase to Tilden-Coil's Construction Manager Contract Amendment to General Conditions Portion of Contract: 005 is \$55,000.00.

**RECOMMENDATION:**

We recommend the Board approve Tilden-Coil's Construction Manager Contract Amendment to General Conditions Portion of Contract: 005 in the amount of \$55,000.00. The new contract sum for Tilden-Coil Constructors, Inc. at San Bernardino Valley College is \$5,051,485.77.

- I concur with this recommendation  
 I do not concur with this recommendation

*Lawrence J Klumas*  
 Lawrence J Klumas, Bond Program Director, SBCCD

- I concur with this recommendation  
 I do not concur with this recommendation

\_\_\_\_\_  
 Bruce Baron, Vice Chancellor of Fiscal Services

Cc: File

**CONSTRUCTION MANAGER CONTRACT AMENDMENT to GENERAL CONDITIONS  
PORTION OF CONTRACT: 005**

PROJECT: Valley College  
701 S. Mount Vernon Ave.  
San Bernardino, CA 92410

OWNER: San Bernardino Community College District (SBCCD)

TO: Tilden-Coil Constructors (TCC)  
3612 Mission Inn Avenue  
Riverside, CA 92501

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Brief Description:

Tilden-Coil (TCC) has been tasked to perform and coordinate activities outside the original scope of their contract:

- 1) Wet Piping Accommodations – this budget is to coordinate and manage the installation of wet piping accommodations. The budget for Line Item #005 to track management hours and incidentals is \$25,000.00.
- 2) Furniture/IT/AV/Specialty Equipment – this budget is to coordinate/develop bid documents, bidding (as needed), and manage the installation. The budget for Line Item #006 to track management hours and incidentals is \$30,000.00.

Attachments:

KBRJ Project Memo No. VC – 089, Tilden-Coil Constructors proposal letter: General Conditions Amendment #5

Costs:

**\$55,000.00** = Total amount of this Amendment

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The original <b>General Conditions Contract Sum</b>	\$3,507,270.00
Net change by previous Amendments	1,489,215.77
The <b>General Conditions Contract Sum</b> prior to this Amendment	\$4,996,485.77
The <b>General Conditions Contract Sum</b> will be <b>increased</b> by this Amendment	55,000.00
The new <b>General Conditions Contract Sum</b> including this Amendment	\$5,051,485.77

The Contract Schedule as of this Amendment will be **unchanged**.

---

By signing this Amendment the SBCCD authorizes Tilden-Coil Constructors to perform the scope of work listed above. SBCCD also authorizes and acknowledges that the amount of this Amendment will be paid via an amendment to Tilden Coil Constructors contract with SBCCD.

Not valid until signed by all parties. Signature of Construction Manager indicates agreement herewith, including any adjustment in the Contract Sum or Contract Schedule.

Authorized:

CONSTRUCTION MANAGER  
Tilden-Coil Constructors

PROGRAM MANAGER  
Kitchell CEM

OWNER  
SBCCD

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

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

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

DATE:  \_\_\_\_\_

DATE:  \_\_\_\_\_

DATE: \_\_\_\_\_



October 5, 2009

San Bernardino Community College District  
Larry Klumas  
114 S. Del Rosa  
San Bernardino, CA 92408

Reference: San Bernardino Valley College Measure 'P' Construction Management

RE: General Conditions Amendment #5

Dear Larry,

Per the District's request, Tilden-Coil has established allowances for management of additional scope recently added to the Valley program. They are as follows:

**Management Hours / Staffing / Incidentals:**

- A. Wet Piping Accommodations: The amount noted below is a **budget** to coordinate and manage the installation. We would suggest creating a separate line item (Line Item #005) to track management hours and incidentals:.....\$25,000
  
- B. Furniture / IT / AV / Specialty Equipment: The amount noted below is a **budget** to coordinate / develop bid documents, bidding (as needed), as well as manage the installation. We would suggest creating a separate line item (Line Item #006) to track management / hours and incidentals:.....**\$30,000**
  
- Total.....**\$55,000****

Respectfully submitted,

Steve R. Worley

Cc: K/BRJ – Jon Witherspoon  
File

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: November 5, 2009  
SUBJECT: Consideration of Approval of Amendment 006 to the  
Tilden-Coil Constructors, Inc. Contract at SBVC

RECOMMENDATION

It is recommended that the Board of Trustees approve Amendment 006 to the General Conditions portion of the Tilden-Coil Constructors, Inc. contract at SBVC in an amount not to exceed \$100,000.00, which will be offset from the contract of a non-performing prime contractor.

OVERVIEW

An agreement for services is amended when there is a change in the scope of work, usually due to unforeseen conditions, or when the Division of the State Architect (DSA) requires changes in the plans, or when the District requires changes in design to accommodate the essential needs of the project.

This amendment is for the management of the supplemental work force (Owners Right to Carry Out Work) on behalf of a prime contractor, resulting in an additional line item cost to cover work performed by Tilden-Coil in an amount not to exceed \$100,000.00. This allows the District to request that Tilden-Coil complete a project due to an unresponsive contractor's failure to perform. These costs shall be deducted from the Prime Contractor's contract sum, and the offset is essentially anticipated to be a net zero.

ANALYSIS

The effect of this amendment will be an addition of a not to exceeds amount of \$100,000.00 to the Tilden-Coil Constructors, Inc. contract, resulting in a revised contract amount of \$5,151,485.77. There is no change to the project schedule.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

Budgeted with Measure P funds.

Attachment

DATE: 10/05/09

No - VC 090

TO: Larry Klumas, SBCCD

FROM: Jon Witherspoon, K/BRj

RE: **SBVC- TCC Construction Manager Contract Amendment to General Conditions Portion of Contract: 006**

DISTRIBUTION: Alan Rosen - K/BRj  
 Cade McMullin - K/BRj  
 Sheila Nelson - K/BRj  
 Steve Worley - TCC

**NARRATIVE:**

Tilden-Coil (TCC) has been tasked to perform and coordinate activities outside the original scope of their contract:

- TCC has been asked to manage the supplemental work force to carry out construction work on behalf of a Prime Contractor. It is recommended that a line item be created to cover any work performed by TCC on behalf of a Prime Contractor. These costs shall also be deducted from the Prime Contractor's contract sum. Line Item #007: Owner Right to Carry Out the Work should be created with a Not to Exceed amount of \$100,000.00

The total increase to Tilden-Coil's Construction Manager Contract Amendment to General Conditions Portion of Contract: 006 is \$100,000.00.

**RECOMMENDATION:**

We recommend the Board approve Tilden-Coil's Construction Manager Contract Amendment to General Conditions Portion of Contract: 006 in the amount of \$100,000.00. The new contract sum for Tilden-Coil Constructors, Inc. at San Bernardino Valley College is \$5,151,485.77.

- I concur with this recommendation  
 I do not concur with this recommendation

*Lawrence J Klumas Oct 13 09*  
 Lawrence J Klumas, Bond Program Director, SBCCD

- I concur with this recommendation  
 I do not concur with this recommendation

\_\_\_\_\_  
 Bruce Baron, Vice Chancellor of Fiscal Services

Cc: File

**CONSTRUCTION MANAGER CONTRACT AMENDMENT to GENERAL CONDITIONS  
PORTION OF CONTRACT: 006**

PROJECT: Valley College  
701 S. Mount Vernon Ave.  
San Bernardino, CA 92410

OWNER: San Bernardino Community College District (SBCCD)

TO: Tilden-Coil Constructors (TCC)  
3612 Mission Inn Avenue  
Riverside, CA 92501

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Brief Description:

Tilden-Coil (TCC) has been tasked to perform and coordinate activities outside the original scope of their contract. TCC has been asked to manage the supplemental work force to carry out construction work on behalf of a Prime Contractor. It is recommended that a line item be created to cover any work performed by TCC on behalf of a Prime Contractor. These costs shall also be deducted from the Prime Contractor's contract sum. Line Item #007: Owner Right to Carry Out the Work should be created with a Not to Exceed amount of \$100,000.00

Attachments:

*KBRJ Project Memo No. VC - 090, Tilden-Coil Constructors proposal letter: General Conditions Amendment #6*

Costs:

**\$100,000.00** = Total amount of this Amendment

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The original <b>General Conditions Contract Sum</b>	\$3,507,270.00
Net change by previous Amendments	1,544,215.77
The <b>General Conditions Contract Sum</b> prior to this Amendment	\$5,051,485.77
The <b>General Conditions Contract Sum</b> will be <b>increased</b> by this Amendment	100,000.00
The new <b>General Conditions Contract Sum</b> including this Amendment	\$5,151,485.77

The Contract Schedule as of this Amendment will be **unchanged**.

---

By signing this Amendment the SBCCD authorizes Tilden-Coil Constructors to perform the scope of work listed above. SBCCD also authorizes and acknowledges that the amount of this Amendment will be paid via an amendment to Tilden Coil Constructors contract with SBCCD.

Not valid until signed by all parties. Signature of Construction Manager indicates agreement herewith, including any adjustment in the Contract Sum or Contract Schedule.

Authorized:

CONSTRUCTION MANAGER  
Tilden-Coil Constructors

PROGRAM MANAGER  
Kitchell CEM

OWNER  
SBCCD

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

By:  FOR AR \_\_\_\_\_

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

DATE:  10/8/09

DATE: 10-9-09

DATE: \_\_\_\_\_



October 5, 2009

San Bernardino Community College District  
Larry Klumas  
114 S. Del Rosa  
San Bernardino, CA 92408

Reference: San Bernardino Valley College Measure 'P' Construction Management

RE: General Conditions Amendment #6

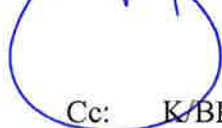
Dear Larry,

There have been situations during the course of the program in which the Owner, under Article 2 of the General Conditions, has elected to carry out the work on behalf of a prime contractor, through the Construction Manager's general conditions. During these situations, Tilden-Coil has been asked to manage the supplemental work forces and invoice through line item #002. As detailed in general condition amendment #3, line item #002 is being closed out. We recommend creating a line item 007 to accommodate these expenses should the need arise for the Owner to carry out the work. Any work performed on the Prime Contractors behalf would be deducted from their Prime Contractor contract sum. We recommend establishing a budget value of \$100,000 to expeditiously execute any work under Article 2 – Owner Right To Carry Out The Work.

Respectfully,



Steve R. Worley



Cc: K/BRJ – Jon Witherspoon



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: November 5, 2009  
SUBJECT: Consideration of Approval of Amendment 007 to the  
Tilden-Coil Constructors, Inc. Contract at SBVC

RECOMMENDATION

It is recommended that the Board of Trustees approve Amendment 007 to the General Conditions portion of Tilden-Coil Constructors, Inc. contract at SBVC in the amount of \$30,000.00.

OVERVIEW

An agreement for services is amended when there is a change in the scope of work, usually due to unforeseen conditions, or when the Division of the State Architect (DSA) requires changes in the plans, or when the District requires changes in design to accommodate the essential needs of the project.

The Board originally approved this contract on November 8, 2007. This amendment is for construction management activities outside the original scope of work to implement debris and recycling management for the Media/Communications and North Hall Replacement Building projects. The budget to perform waste removal, and track management costs and incidentals for these items is \$30,000.00. A portion of this cost will be offset by credits charged to the associated prime contractors.

ANALYSIS

The effect of this amendment will be an addition of \$30,000.00 to the Tilden-Coil Constructors, Inc. contract, resulting in a revised contract amount of \$5,181,485.77. There is no change to the project schedule.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

Budgeted with Measure P funds.

Attachment

DATE: 10/05/09

No - VC 092

TO: Larry Klumas, SBCCD

FROM: Jon Witherspoon, K/BRj

RE: **SBVC- TCC Construction Manager Contract Amendment to General Conditions Portion of Contract: 007**

DISTRIBUTION: Alan Rosen - K/BRj  
 Cade McMullin - K/BRj  
 Sheila Nelson - K/BRj  
 Steve Worley - TCC

**NARRATIVE:**

Per District's request, Tilden-Coil Constructors submitted a proposal for implementation of debris/recycle management for the Media/Communications and North Hall Replacement projects. The proposal included:

- 1) Implementation of Debris/Recycle Management: to coordinate as well as recycle debris bin cost for Media/Communications (\$5,000) and North Hall Replacement (\$25,000) buildings.
- 2) Creating a separate Line Item #008 to track increased costs and incidentals associated with implementing this item (\$30,000)

The total increase to Tilden-Coil's Construction Manager Contract Amendment to General Conditions Portion of Contract: 007 is \$30,000.00.

**RECOMMENDATION:**

We recommend the Board approve Tilden-Coil's Construction Manager Contract Amendment to General Conditions Portion of Contract: 007 in the amount of \$30,000.00. The new contract sum for Tilden-Coil Constructors, Inc. at San Bernardino Valley College is \$5,181,485.77.

- I concur with this recommendation  
 I do not concur with this recommendation

*Lawrence J Klumas Oct 30 09*  
 Lawrence J Klumas, Bond Program Director, SBCCD

- I concur with this recommendation  
 I do not concur with this recommendation

\_\_\_\_\_  
 Bruce Baron, Vice Chancellor of Fiscal Services

Cc: File

**CONSTRUCTION MANAGER CONTRACT AMENDMENT to GENERAL CONDITIONS  
PORTION OF CONTRACT: 007**

PROJECT: Valley College  
701 S. Mount Vernon Ave.  
San Bernardino, CA 92410

OWNER: San Bernardino Community College District (SBCCD)

TO: Tilden-Coil Constructors (TCC)  
3612 Mission Inn Avenue  
Riverside, CA 92501

Brief Description:

The District has negotiated with Tilden-Coil (TCC) and requested they prepare a budget for implementing debris/recycle management for the Media/Communications and North Hall Replacement projects. The TCC proposal includes Debris/Recycle Management and creating Line Item #008 to track increased cost and incidentals associated with these items.

Attachments:

*KBRJ Project Memo No. VC - 092, Tilden-Coil Constructors proposal letter: General Conditions Amendment #7*

Costs:

**\$30,000.00** = Total amount of this Amendment

The original <b>General Conditions Contract Sum</b>	\$3,507,270.00
Net change by previous Amendments	1,644,215.77
The <b>General Conditions Contract Sum</b> prior to this Amendment	\$5,151,485.77
The <b>General Conditions Contract Sum</b> will be <b>increased</b> by this Amendment	30,000.00
The new <b>General Conditions Contract Sum</b> including this Amendment	\$5,181,485.77

The Contract Schedule as of this Amendment will be **unchanged**.

By signing this Amendment the SBCCD authorizes Tilden-Coil Constructors to perform the scope of work listed above. SBCCD also authorizes and acknowledges that the amount of this Amendment will be paid via an amendment to Tilden Coil Constructors contract with SBCCD.

Not valid until signed by all parties. Signature of Construction Manager indicates agreement herewith, including any adjustment in the Contract Sum or Contract Schedule.

Authorized:

CONSTRUCTION MANAGER  
Tilden-Coil Constructors

PROGRAM MANAGER  
Kitchell CEM

OWNER  
SBCCD

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

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

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

DATE: 10-8-09

DATE: 10-9-09

DATE:



October 5, 2009

San Bernardino Community College District  
Larry Klumas  
114 S. Del Rosa  
San Bernardino, CA 92408

Reference: San Bernardino Valley College Measure 'P' Construction Management

RE: General Conditions Amendment #7

Dear Larry,

The management and recycling of debris associated with the Media and North Hall projects was not included in the original scope of work.

A. Debris/Recycle Management: The amount noted below is a **budget** to coordinate as well as recycle debris bin cost for the balance of Media and North Hall.

Media: .....\$ 5,000  
North Hall: .....\$ 25,000

We would suggest creating a separate line item (Line Item #008) to track increased cost and incidentals .....\$ 30,000

Respectfully,

  
Steve R. Worley

Cc: K/BRJ – Jon Witherspoon

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: November 5, 2009  
SUBJECT: Consideration of Approval of Amendment 004 to the  
Steinberg Architects Learning Resource Center Contract at CHC

RECOMMENDATION

It is recommended that the Board of Trustees approve Amendment 004 to the Steinberg Architects Learning Resource Center (LRC) contract at CHC in the amount of \$24,970.00.

OVERVIEW

An agreement for services is amended when there is a change in the scope of work, usually due to unforeseen conditions, or when the Division of the State Architect (DSA) requires changes in the plans, or when the District requires changes in design to accommodate the essential needs of the project.

This amendment is for architectural design services for audio/visual system revisions in the Auditorium and the Title V/Teaching & Learning Center, as requested by CHC end users to provide state-of-the-art audio/visual capacity for instruction. Accomplishing these changes at this time is cost and schedule effective.

ANALYSIS

The effect of this amendment will be an addition of \$24,970.00 to the Steinberg Architects LRC contract, resulting in a revised contract amount of \$3,009,385.00. There is no change to the project schedule.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

Budgeted with Measure P funds.

Attachment

DATE: October 8, 2009

No - CHC LRC 026

TO: Larry Klumas  
Bond Program Director  
San Bernardino Community College District (SBCCD)

FROM: Bruce McDonald  
Senior Project Manager  
Kitchell/BRj (K/BRj)

RE: Crafton Hills College (CHC)  
PROJECT #: LRC  
Recommendation to Approve Steinberg Architects Additional Services Authorization (ASA) #5 for AV system design revisions

**SCOPE:**

SBCCD's approval of Steinberg Architects LRC ASA #5 for providing design services for the AV system revisions at the Auditorium and Title V & Teaching and Learning Center rooms in the LRC.

**NARRATIVE:**

During discussions and plan review it was ultimately determined by CHC users that some revisions to the AV systems were needed in the Auditorium and Title V & Teaching and Learning Center rooms. In the Auditorium the CHC users requested video cameras that would be used to capture lectures. In the Title V & Teaching and Learning Center the CHC users requested some revisions to the projection systems and the addition of an owner furnished flat panel monitor.

The additional cost associated with Steinberg Architects Infrastructure Packages ASA #5 is \$24,970.00. If approved Steinberg Architects new LRC contract sum will be \$3,009,385.00.

**RECOMMENDATION:**

K/BRj recommends that SBCCD approve Steinberg Architects ASA #5 for additional services.

\* SBCCD has previously verbally approved Steinberg Architects ASA #5 for additional services.

<input checked="" type="radio"/> I concur with this recommendation	<u>Lawrence J Klumas</u> Oct 09
<input type="radio"/> I do not concur with this recommendation	Lawrence J Klumas, Bond Program Director, SBCCD

<input type="radio"/> I concur with this recommendation	_____
<input type="radio"/> I do not concur with this recommendation	Bruce Baron, Vice Chancellor of Fiscal Services

Attachments: Steinberg Architects ASA #5 (3 pages)

Cc: Alan Rosen; Geoff Bachanas - Kitchell/BRj  
File

**STEINBERG ARCHITECTS LRC CONTRACT AMENDMENT: 004**

PROJECT: Crafton Hills College (CHC)  
11711 Sand Canyon Road  
Yucaipa, CA 92399

OWNER: San Bernardino Community College District (SBCCD)

TO: Steinberg Architects (SA)  
523 West 6<sup>th</sup> Street Suite 245  
Los Angeles, CA 90014

Brief Description:

This amendment is for providing design services for the AV system revisions at the Auditorium and Title V & Teaching and Learning Center rooms in the Learning Resource Center (LRC).

Attachments:

- Steinberg Architects LRC ASA #5 proposal (3 pages)

Costs:

\$24,970.00 = Total amount of this Amendment

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The original Contract Sum	\$2,590,415.00
Net change by previous Amendments	\$394,000.00
The Contract Sum prior to this Amendment	\$2,984,415.00
The Contract Sum will be increased by this Amendment	\$24,970.00
The new Contract Sum including this Amendment	\$3,009,385.00

The Contract Schedule as of this Amendment will be **unchanged**.

---

By signing this Amendment the SBCCD authorizes Steinberg Architects to perform the scope of work listed above. SBCCD also authorizes and acknowledges that the amount of this Amendment will be paid via an amendment to Steinberg Architects contract with SBCCD.


Not valid until signed by all parties. Signature of Architect indicates agreement herewith, including any adjustment in the Contract Sum or Construction Schedule.

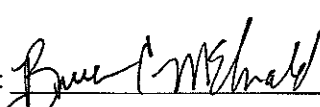
Authorized:

ARCHITECT  
Steinberg Architects

PROGRAM MANAGER  
Kitchell CEM

OWNER  
SBCCD

By: 

By: 

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

DATE: 10/7/09

DATE: 10-9-09

DATE:

July 7, 2009

Mr. Bruce McDonald  
 Kitchell/BRJ  
 Crafton Hills College  
 1171 Sand Canyon Road  
 Yucaipa, CA 92399

Re: San Bernardino Community College District: Crafton Hills College  
 Project: Learning Resource Center  
 Project #: 06063.020  
 ASA#5: Audio Visual System Revisions

Dear Bruce:

Steinberg Architects is submitting this additional services proposal for providing design services for AV system revision at the Auditorium and Title V/Teaching and Learning Center rooms.

**I. PROJECT PARAMETERS**

**Auditorium – Add Video Cameras for capturing lectures.** The following will be provided:

1. Review and coordination of the room architecture and lighting to support new requirement.
2. Revised specification and plans to include video cameras.
3. Revised the system design to accommodate the control and routing of the cameras.
4. Electrical coordination to revise conduit pathway.
5. Coordination with the college.
6. Electrical changes to accommodate the above AV scope.
7. Issue for ASI for changes to electrical.

**Title V/Teaching and Learning Center – Revise projection systems and add an owner furnished flat panel monitor.**

1. Revise project screen system and room layout per the June 03, 2009 email from the college.
2. Provide electrical changes as required for the AV scope.
3. Revise eliminate projection room window & move break room door, issue ASI with changes.

**II. ADDITIONAL SERVICES**

	Syska Hennessy	Mark-Up	Steinberg	TOTAL
Auditorium	\$13,800	\$1,380	\$1,320	\$16,500
Title V/TLC	\$6,500	\$650	\$1,320	\$8,470
<b>TOTAL</b>				<b>\$24,970</b>



### III. HOURLY RATE SCHEDULE

FOR CHANGE IN SERVICES, THE ARCHITECT'S HOURLY RATES ARE SET FORTH AS FOLLOWS:

<i>Principal</i>	\$228	<i>Job Captain</i>	\$132
<i>Senior Project Manager</i>	\$170	<i>Intermediate</i>	\$100-110
<i>Senior Designer</i>	\$170	<i>Designer/Drafter</i>	\$95
<i>Project Manager</i>	\$155	<i>Administrative Staff</i>	\$85
<i>Project Architect</i>	\$155	<i>Intern</i>	\$69
<i>Designer</i>	\$143		

### IV. Authorization

Please review this proposal, and if it is acceptable, provide me with a written authorization to proceed. This proposal and agreement shall be binding if agreed to in writing by the owner within thirty (30) days of the date above.

Please call if you have any questions concerning this agreement.

Sincerely,

STEINBERG ARCHITECTS

Gilbert Rocca  
Project Manager



July 23, 2009

Crafton Hills Community College - LRC  
Fee Breakdown for the Auditorium & Teaching/Learning Center

	<u>AUDITORIUM</u>			<u>TEACHING &amp; LEARNING CTR TITLE V</u>		
	Hrs	Rate	Fee	Hrs	Rate	Fee
Project Management	18	200	3600	9	200	1800
Arch Coordination	6	165	990	6	165	990
MEP Coordination	4	140	560	4	140	560
Revise Specifications	5	165	825	2	165	330
Revise AV Fac Plan	11	140	1540	6	140	840
Revise Sys Diagram	11	140	1540	4	140	560
Revise Control Diag	11	140	1540	2	140	280
Revise Equip List	2	140	280	1	140	140
Revise Electrical	10	165	1650	4	165	660
Client Review, Coord. & Conf Call.	8	165	1320	2	165	330
Lump Sum Fee:			<b>\$13800</b>			<b>\$6500</b>

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: November 5, 2009  
SUBJECT: Consideration of Approval of Amendment 007 to the Steinberg Architects  
Community Recreation Facility Contract at CHC

RECOMMENDATION

It is recommended that the Board of Trustees approve Amendment 007 to the Steinberg Architects Community Recreation Facility (CRF) contract at CHC in the amount of \$91,770.00.

OVERVIEW

An agreement for services is amended when there is a change in the scope of work, usually due to unforeseen conditions, or when the Division of the State Architect (DSA) requires changes in the plans, or when the District requires changes in design to accommodate the essential needs of the project.

The timeline for the Community Recreation Facility at CHC has been extended from the original completion date of February 2009 to April 2010 due to the following major reasons: 1) inclement weather, 2) unforeseen underground hazardous material abatement, 3) the transfer of Myrtha pool components from the City of Yucaipa to the District, and 4) awaiting approval from DSA on deferred submittals.

This amendment is for additional time and effort by the architect for construction administration on the CRF project. The project architect provides construction administration services, meeting regularly with contractors to assure the District that all design specifications are met and to solve design problems that arise during construction. The additional cost associated with this amendment is a not-to-exceed amount, and any amount not spent will be credited back to the District.

ANALYSIS

The effect of this amendment will be an addition of \$91,770.00 to the Steinberg Architects CRF contract, resulting in a revised contract amount of \$1,515,548.00.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

Budgeted with Measure P funds.

Attachment

DATE: October 8, 2009

No - CHC CRF 034TO: Larry Klumas  
Bond Program Manager  
San Bernardino Community College District (SBCCD)FROM: Bruce McDonald  
Senior Project Manager  
Kitchell/BRj (K/BRj)RE: Crafton Hills College (CHC)  
PROJECT #: Community Recreation Facility (CRF)  
Recommendation to Approve Steinberg Architects Additional Services Authorization  
(ASA) #6 for Additional Construction Administration Meetings**SCOPE:**

SBCCD's approval of Steinberg Architects CRF ASA #6 for providing construction administration services beyond the original duration identified in their CRF Agreement of Architectural Services. The additional cost associated with this task is a Not-to-Exceed amount and any dollar amount not spent will be credited back to SBCCD.

**NARRATIVE:**

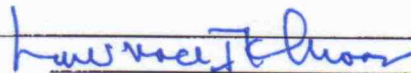
The original construction duration identified in Steinberg Architects CRF Agreement of Architectural Services has been extended by thirty four weeks. The construction duration has been extended due to the following major reasons: 1) inclement weather, 2) unforeseen underground hazardous material abatement, 3) transfer of myrtha pool components from City of Yucaipa to SBCCD and 4) approval from DSA on deferred submittals. The additional construction administration services provided will be in keeping with the construction administration services identified in Steinberg Architects agreement for architectural services.

The additional cost associated with Steinberg Architects CRF ASA #6 is \$91,770.00. If approved Steinberg Architects new CRF contract sum will be \$1,515,548.00.

**RECOMMENDATION:**

K/BRj recommends that SBCCD approve Steinberg Architects CRF ASA #6 for additional services. The Contract Amendment will be prepared by Kitchell/BRj and will be put on the November 2009 SBCCD board agenda for SBCCD Board of Trustees approval.

- I concur with this recommendation  
 I do not concur with this recommendation



Lawrence J Klumas, Bond Program Director, SBCCD

- I concur with this recommendation  
 I do not concur with this recommendation

Bruce Baron, Vice Chancellor of Fiscal Services

Attachments: Steinberg Architects CRF ASA #6

Cc: Alan Rosen; Geoff Bachanas - Kitchell/BRj  
File

**STEINBERG ARCHITECTS CRF CONTRACT AMENDMENT: 007**

PROJECT: Crafton Hills College (CHC)  
11711 Sand Canyon Road  
Yucaipa, CA 92399

OWNER: San Bernardino Community College District (SBCCD)

TO: Steinberg Architects (SA)  
523 West 6<sup>th</sup> Street Suite 245  
Los Angeles, CA 90014

Brief Description:

Steinberg Architects has been tasked with providing construction administration services beyond the original duration identified in their CRF Agreement for Architectural Services. The additional cost associated with this task is a Not-to-Exceed amount and any dollar amount not spent will be credited back to SBCCD.

Attachments:

- Steinberg Architects CRF ASA #6 proposal (3 pages)

Costs:

\$91,770.00 = Total amount of this Amendment

The original Contract Sum	\$1,131,900.00
Net change by previous Amendments	\$291,878.00
The Contract Sum prior to this Amendment	\$1,423,778.00
The Contract Sum will be increased by this Amendment	\$91,770.00
The new Contract Sum including this Amendment	\$1,515,548.00

The Contract Schedule as of this Amendment will be **unchanged**.

By signing this Amendment the SBCCD authorizes Steinberg Architects to perform the scope of work listed above. SBCCD also authorizes and acknowledges that the amount of this Amendment will be paid via an amendment to Steinberg Architects contract with SBCCD.

Not valid until signed by all parties. Signature of Architect indicates agreement herewith, including any adjustment in the Contract Sum or Construction Schedule.

Authorized:

ARCHITECT  
Steinberg Architects

PROGRAM MANAGER  
Kitchell/BRj

OWNER  
SBCCD

By: 

By: 

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

DATE: **10/13/09**

DATE: 10/13/09

DATE: \_\_\_\_\_

June 09, 2009  
Revised September 14, 2009

523 West 8th Street, Suite 245  
Los Angeles, California 90014  
www.steinbergarchitects.com

Mr. Bruce McDonald  
Kitchell/BRJ  
Crafton Hills College  
1171 Sand Canyon Road  
Yucaipa, CA 92399

Re: San Bernardino Community College District: Crafton Hills College  
Project: Community Recreational Facility  
Project #: 06063.010  
ASA #6 : Additional Construction Administration Meetings

Dear Bruce:

Per our meeting on June 23, 2009 and subsequent correspondence, we have revised our proposal for extended services. We would like to resolve this matter as soon as possible since. We have continued to provide services since July 02, 2009. Steinberg Architects is submitting this Additional Services Authorization for additional weekly Construction Administration (CA) meetings beyond the thirty six week construction period identified in Exhibit "C" (schedule) of the Agreement for Architectural Services. Based on the Exhibit "C" construction duration and a October 24, 2008 beginning date for CA services, Steinberg Architects CA services were to be completed on July 02, 2009.

The project construction schedule dated July, 21, 2009 identifies a project completion date of February 25, 2010 thus extending the construction phase thirty four weeks. In conjunction with section B-A.4 of our agreement we are requesting that the weekly meeting portion of our Construction Administration services be extended to the project completion date identified in the July, 21, 2009 construction schedule. The extended Construction Administration services provided would be in keeping with the construction administration services identified in our agreement for architectural services including weekly construction meetings.

#### I. ADDITIONAL SERVICES FEE

The fee for the services provided is **ninety one thousand seven hundred seventy dollars (\$91,770)**. See attached fee matrix for additional information.

#### II. HOURLY RATE SCHEDULE

*FOR CHANGE IN SERVICES, THE ARCHITECT'S HOURLY RATES ARE SET FORTH AS FOLLOWS:*

Principal	\$239	Job Captain	\$139
Senior Project Manager	\$178	Intermediate	\$113
Senior Designer	\$178	Designer/Drafter	\$103
Project Manager	\$163	Administrative Staff	\$89
Sr. Project Architect	\$189		
Designer	\$150		

### III. Authorization

Please review this proposal, and if it is acceptable, please provide me a written authorization to proceed.

Please call if you have any questions concerning this agreement.  
Sincerely,

STEINBERG ARCHITECTS

Gilbert Rocca  
Project Manager

Cc: David Hart, Irene Ngo, File A01

**Crafton Hills College**  
**Community Recreational facility**  
**Fee Matrix for Architectural Services**

14-Sep-09

**ASA #6 - Extended Construction Administration Services**

Personnel/Firm Hourly Rate	Estimated Hours					Subtotal Hours	Subtotal
	Principal	PM	PA	JC	Staff		
	\$239	\$178	\$189	\$139	\$89		
1) Weekly Hours - Extended Services	0.5	3	1.5	9	3	17	
Subtotal	\$120	\$534	\$284	\$1,251	\$267		\$2,455
34 week extension							x34
Subtotal Fees: 34 Week Extension	\$4,063	\$18,156	\$9,639	\$42,534	\$9,078		\$83,470
Subtotal							\$83,470
2. Reimbursable Expenses							\$8,300.00
<b>Total Fees:</b>							<b>\$91,770.00</b>



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: November 5, 2009  
SUBJECT: Consideration of Approval of Amendment 008 to the Steinberg Architects  
Infrastructure Contract at CHC

RECOMMENDATION

It is recommended that the Board of Trustees approve Amendment 008 to the Steinberg Architects Infrastructure contract at CHC in the amount of \$60,900.00.

OVERVIEW

An agreement for services is amended when there is a change in the scope of work, usually due to unforeseen conditions, or when the Division of the State Architect (DSA) requires changes in the plans, or when the District requires changes in design to accommodate the essential needs of the project.

The timeline for the Infrastructure project at CHC has been extended from the original completion date of July 2009 to November 2009 due to the following major reasons: 1) a delay in the Environmental Impact Report approval, which pushed work scheduled for summer of 2008 to summer of 2009, 2) inclement weather, 3) unforeseen underground hazardous material abatement, 4) unforeseen underground electrical duct bank relocations, and 5) unsuitable soil conditions.

This amendment is for additional time and effort by the architect for construction administration on the Infrastructure project. The project architect provides construction administration services, meeting regularly with contractors to assure the District that all design specifications are met and to solve design problems that arise during construction. The additional cost associated with this amendment is a not-to-exceed amount, and any amount not spent will be credited back to the District.

ANALYSIS

The effect of this amendment will be an addition of \$60,900.00 to the Steinberg Architects Infrastructure contract, resulting in a revised contract amount of \$3,192,767.00.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

Budgeted with Measure P funds.

Attachment

DATE: October 8, 2009

No - CHC INFRA 2/3/4 018TO: Larry Klumas  
Bond Program Manager  
San Bernardino Community College District (SBCCD)FROM: Bruce McDonald  
Senior Project Manager  
Kitchell/BRj (K/BRj)RE: Crafton Hills College (CHC)  
PROJECT #: Infrastructure Package 2/3/4  
Recommendation to Approve Steinberg Architects Additional Services Authorization (ASA) #9 for Additional Construction Administration Meetings**SCOPE:**

SBCCD's approval of Steinberg Architects Infrastructure ASA #9 for providing construction administration services beyond the original duration identified in their Infrastructure Agreement of Architectural Services. The additional cost associated with this task is a Not-to-Exceed amount and any dollar amount not spent will be credited back to SBCCD.

**NARRATIVE:**

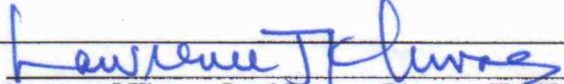
The original construction duration identified in Steinberg Architects Infrastructure Agreement of Architectural Services has been extended by twenty five weeks. The construction duration has been extended due to the following major reasons: 1) delay in EIR approval delayed work scheduled for summer of 2008 to summer of 2009, 2) inclement weather, 3) unforeseen underground hazardous material abatement, 4) unforeseen underground electrical duct bank relocations and 5) unsuitable soil conditions. The additional construction administration services provided will be in keeping with the construction administration services identified in Steinberg Architects agreement for architectural services.

The additional cost associated with Steinberg Architects Infrastructure ASA #9 is \$60,900.00. If approved Steinberg Architects new Infrastructure contract sum will be \$3,192,767.00.

**RECOMMENDATION:**

K/BRj recommends that SBCCD approve Steinberg Architects Infrastructure ASA #9 for additional services. The Contract Amendment will be prepared by Kitchell/BRj and will be put on the November 2009 SBCCD board agenda for SBCCD Board of Trustees approval.

- I concur with this recommendation  
 I do not concur with this recommendation

  
 Lawrence J Klumas, Bond Program Director, SBCCD

- I concur with this recommendation  
 I do not concur with this recommendation

\_\_\_\_\_  
 Bruce Baron, Vice Chancellor of Fiscal Services

Attachments: Steinberg Architects INFRA ASA 9

Cc: Alan Rosen; Geoff Bachanas - Kitchell/BRj  
File

**STEINBERG ARCHITECTS INFRASTRUCTURE CONTRACT AMENDMENT: 008**

PROJECT: Crafton Hills College (CHC)  
11711 Sand Canyon Road  
Yucaipa, CA 92399

OWNER: San Bernardino Community College District (SBCCD)

TO: Steinberg Architects (SA)  
523 West 6<sup>th</sup> Street Suite 245  
Los Angeles, CA 90014

Brief Description:

Steinberg Architects has been tasked with providing construction administration services beyond the original duration identified in their Infrastructure Agreement for Architectural Services. The additional cost associated with this task is a Not-to-Exceed amount and any dollar amount not spent will be credited back to SBCCD.

Attachments:

- Steinberg Architects Infrastructure ASA #9 proposal (3 pages)

Costs:

\$60,900.00 = Total amount of this Amendment

---

The original Contract Sum	\$3,044,575.00
Net change by previous Amendments	\$87,292.00
The Contract Sum prior to this Amendment	\$3,131,867.00
The Contract Sum will be increased by this Amendment	\$60,900.00
The new Contract Sum including this Amendment	\$3,192,767.00

The Contract Schedule as of this Amendment will be unchanged.

---

By signing this Amendment the SBCCD authorizes Steinberg Architects to perform the scope of work listed above. SBCCD also authorizes and acknowledges that the amount of this Amendment will be paid via an amendment to Steinberg Architects contract with SBCCD.

Not valid until signed by all parties. Signature of Architect indicates agreement herewith, including any adjustment in the Contract Sum or Construction Schedule.

Authorized:

ARCHITECT  
Steinberg Architects

PROGRAM MANAGER  
Kitchell/BRj

OWNER  
SBCCD

By: 

By: 

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

DATE: 10/12/09

DATE: 10/13/09

DATE: \_\_\_\_\_

June 09, 2009  
Revised September 14, 2009

523 West 6th Street, Suite 245  
Los Angeles, California 90014  
www.steinbergarchitects.com

Mr. Bruce McDonald  
Kitchell/BRJ  
Crafton Hills College  
1171 Sand Canyon Road  
Yucaipa, CA 92399

Re: San Bernardino Community College District: Crafton Hills College  
Project: Infrastructure  
Project #: 06063.030  
ASA #9 : Additional Construction Administration Meetings

Dear Bruce:

Per our meeting on June 23, 2009 and subsequent correspondence we have revised our proposal for extended services. We would like to resolve this matter as soon as possible since we have continued to provide services since June 12, 2009. Steinberg Architects is submitting this Additional Services Authorization for additional weekly Construction Administration (CA) meetings beyond the sixty one week period identified in Exhibit "C" (schedule) of the Agreement for Architectural Services. Based on the Exhibit "C" construction duration and CA services provided for packages 1-4, Steinberg Architects weekly CA meetings & related services were completed as of June 12, 2009.

The project construction schedule dated July 21, 2009 identifies a project completion date of November 16, 2009 thus extending the construction phase twenty five weeks. In conjunction with section B-1.4 of our agreement we are requesting that the weekly meeting portion of our Construction Administration services be extended to the project completion date identified in the July 21, 2009 construction schedule. Construction Administration services provided would be in keeping with the construction administration services identified in our agreement for architectural services including weekly construction meetings.

#### I. ADDITIONAL SERVICES FEE

The fee for the services provided is **seventy thousand nine hundred dollars (\$60,900)**. See attached fee matrix for additional information.

#### II. HOURLY RATE SCHEDULE

*FOR CHANGE IN SERVICES, THE ARCHITECT'S HOURLY RATES ARE SET FORTH AS FOLLOWS:*

Principal	\$239	Job Captain	\$139
Senior Project Manager	\$178	Intermediate	\$113
Senior Designer	\$178	Designer/Drafter	\$103
Project Manager	\$163	Administrative Staff	\$89
Sr. Project Architect	\$189		
Designer	\$150		

### III. Authorization

Please review this proposal, and if it is acceptable, please provide me a written authorization to proceed.

Please call if you have any questions concerning this agreement.  
Sincerely,

STEINBERG ARCHITECTS

Gilbert Rocca  
Project Manager

Cc: David Hart, Irene Ngo, File A01

Crafton Hills College  
 Infrastructure Projects  
 Fee Matrix for Architectural Services

14-Sep-09

ASA #9 - Extended Construction Administration Services

Personnel/Firm Hourly Rate	Estimated Hours					Subtotal Hours	Subtotal
	Principal \$239	PM \$178	PA \$189	JC \$139	Staff \$89		
1) Weekly Hours - Extended Services	0.5	4	1.5	6	3	15	
Subtotal	\$120	\$712	\$284	\$834	\$267		\$2,216
25 week extension							x 25
Subtotal Fees: 25 Week Extension	\$2,988	\$17,800	\$7,088	\$20,850	\$6,875		\$55,400
Subtotal							\$55,400
3) Reimbursable Expenses							\$5,500.00
<b>Total Fees:</b>							<b>\$60,900.00</b>

## 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: November 5, 2009  
SUBJECT: Consideration of Approval of Amendment 001 to the  
Earth Consultants International, Inc. Contract at SBVC

### RECOMMENDATION

It is recommended that the Board of Trustees approve Amendment 001 to the Earth Consultants International, Inc. contract at SBVC in the amount of \$88,445.00.

### OVERVIEW

An agreement for services is amended when there is a change in the scope of work, usually due to unforeseen conditions, or when the Division of the State Architect (DSA) requires changes in the plans, or when the District requires changes in design to accommodate the essential needs of the project.

This amendment is for a geological Fault and Fold Screening Study for the proposed parking structure in the southeastern portion of SBVC, as requested by the District. This study will evaluate the potential for surface fault rupture and deformation due to folding associated with the San Jacinto Fault. This study will build upon previous studies conducted of the San Jacinto Fault line running through campus, which allows it to specifically focus on the full width of the proposed structure plus 50 feet beyond the structure footprint as required by Ed. Code. ECI's proposed scope of work includes studying three trenches over a ten-day period and preparing a report summarizing their findings, conclusions and recommendations regarding faulting and folding in the study areas. The report involves critical measurement and projected scenarios obtained through computer modeling and careful analysis.

### ANALYSIS

The effect of this amendment will be an addition of \$88,445.00 to the Earth Consultants International, Inc. contract, resulting in a revised contract amount of \$247,882.00. There is no change to the project schedule.

### BOARD IMPERATIVE

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

### FINANCIAL IMPLICATIONS

Budgeted with Measure P funds.

Attachment

DATE: 10/09/09

No - VC 093

TO: Larry Klumas, SBCCD

FROM: Cade McMullin, K/BRj

RE: **SBVC: ECI Contract Amendment: 001 - Fault and Fold Screening Study for the Proposed Parking Structure**

DISTRIBUTION: Alan Rosen - K/BRj  
Jon Witherspoon - K/BRj  
Sheila Nelson - K/BRj  
Tania Gonzalez - ECI

**NARRATIVE:**

Per District's request, Earth Consultants International, Inc. (ECI) was tasked to prepare a proposal to perform a Fault and Fold Screening Study for the Proposed Parking Structure in the Southeastern Portion of the San Bernardino Valley College Campus. This study will evaluate the potential for surface fault rupture and deformation due to folding associated with the San Jacinto Fault. Per California Code of Education requirements, the full width of the proposed structure plus 50 feet beyond the footprint of the building must be evaluated. ECI proposed scope of work includes studying 3 trenches over a 10 day period and preparing a report summarizing their findings, conclusions and recommendations regarding faulting and folding in the study areas.

ECI currently has an agreement with SBCCD to perform this scope of work and has provided similar seismic fault studies at SBVC since 2001. ECI has also studied and evaluated previous seismic fault studies conducted at SBVC dating back to 1968.

**RECOMMENDATION:**

We recommend the Board approve Earth Consultants International, Inc. Contract Amendment 001 in the amount of \$88,445.00. The new contract sum for Earth Consultants International, Inc. at San Bernardino Valley College is \$247,882.00.

- I concur with this recommendation
- I do not concur with this recommendation

*Lawrence J Klumas* *Oct 13 09*  
Lawrence J Klumas, Bond Program Director, SBCCD

- I concur with this recommendation
- I do not concur with this recommendation

Bruce Baron, Vice Chancellor of Fiscal Services

Cc: File



**CONSULTANT CONTRACT AMENDMENT to AGREEMENT OF PROFESSIONAL SERVICES CONTRACT: 001** **KITCHELL / BRJ**

PROJECT: San Bernardino Valley College (SBVC)  
701 S. Mount Vernon Avenue  
San Bernardino, CA 92410

OCT 13 2009

OWNER: San Bernardino Community College District  
114 S. Del Rosa Avenue  
San Bernardino, CA 92408

TO: Earth Consultants International, Inc. (ECI)  
1642 E. Fourth Street  
Santa Ana, CA 92701

Brief Description:

SBCCD requested from Earth Consultant International, Inc. (ECI) a proposal to perform a Fault and Fold Screening Study for the Proposed Parking Structure in the Southeastern Portion of the San Bernardino Valley College Campus. This is a requirement of the California Code of Education to evaluate the full width of the proposed structure plus 50 feet beyond the footprint of the building. A report will be prepared by ECI summarizing the potential for surface fault rupture and deformation due to folding associated with the San Jacinto Fault and recommendations for placement of the proposed structure.

Attachments:

KBRJ Project Memo No. VC – 093, ECI proposal letter dated 10/06/2009

Costs:

**\$88,445.00** = Total of this requested Consultant Contract Amendment: 001

The original <b>Contract Sum</b>	\$159,437.00
Net change by previous Amendments	\$0.00
The <b>Contract Sum</b> prior to this Amendment	\$159,437.00
The <b>Contract Sum</b> will be <b>increased</b> by this Amendment	\$88,445.00
The new <b>Contract Sum</b> including this Amendment	\$247,882.00
The Contract Schedule as of this Amendment will be <b>increased by:</b>	0 calendar days

By signing this Amendment the San Bernardino Community College District (SBCCD) authorizes Earth Consultants International, Inc. to perform the scope of work listed above. SBCCD also authorizes and acknowledges that the amount of this Amendment will be paid via an amendment to Earth Consultants International, Inc. professional services contract with SBCCD.

Not valid until signed by all parties. Signature of Consultant indicates agreement herewith, including any adjustment in the Contract Sum or Contract Schedule.

**Authorized:**

**CONSULTANT**  
Earth Consultants International

**PROGRAM MANAGER**  
Kitchell CEM

**OWNER**  
SBCCD

By: Tamara [Signature]  
DATE: Oct. 9, 2009

By: [Signature] For A.R.  
DATE: 10-13-09

By: \_\_\_\_\_  
DATE: \_\_\_\_\_

October 6, 2009



**To:** SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
c/o KITCHELL  
701 South Mount Vernon  
San Bernardino, CA 92410

**Attention:** Mr. Cade McMullin, LEED AP  
Project Manager

**Subject:** Proposal to Conduct a Fault and Fold Screening Study for the Proposed Parking Structure in the Southeastern Portion of the San Bernardino Valley College Campus, East of Mission Drive and North of Grant Avenue

Dear Mr. McMullin,

At your request, Earth Consultants International, Inc. (ECI) has prepared this scope of work and estimated budget and schedule to conduct a geologic study of the site where a Parking Structure is proposed, immediately east of Mission Drive and north of Grant Avenue, in the southeastern portion of the San Bernardino Valley College Campus. Specifically, our study is designed to evaluate the potential for surface fault rupture and deformation due to folding associated with the San Jacinto fault. Over the years, we have conducted several similar studies on the SBVC campus, and the scope of work presented herein takes these previous studies in consideration, limiting the area where additional data are needed to evaluate the full width of the proposed structure, plus 50 feet beyond the footprint of the building, per California Code of Education requirements.

Specifically, we have used the data obtained during our evaluation of the Health Care building north of the site (ECI, 2002c) to constrain the location where additional trenching is required. We also reviewed the data we obtained from trenches excavated to the east and southeast, for the Child Care Development Center (ECI, 2002b), and trenches excavated to the west, for our initial assessment of the San Jacinto fault (Leighton, 1996), to determine the appropriate depth and sediments that we can expect to expose in the new trenches that we propose herein. Specifically, we propose to excavate three trenches (referred to as Trenches 1, 2 and 3) that combined evaluate the western approximately one-half of the proposed new structure, plus 50 feet to the west of the structure. [The eastern one-half of the structure and 50 feet east of the structure were effectively evaluated by the trenches excavated for the Health Care Center (ECI, 2002c).]

Trench 1 will be approximately 91 feet long, and will extend in a northeasterly direction across the parking lot on the east side of Mission Drive (see Figure 1). Trench 2 will be placed along the northern half of the vegetated median between Mission Drive on the north, and Grant Avenue on the south. This trench will be approximately 50 feet long, and will parallel Mission Drive. Trench 3 will be located in the southwest corner of Parking Lot 9 (also referred to as the

Jefferson Knoll Parking Lot), and will be approximately 50 feet long. The locations of these proposed trenches have been selected so as to limit the exposure of known utilities, and impact, as little as possible, traffic on Mission Drive. The trenches will impact parking lot traffic and will reduce the number of parking lot spaces available. Specifically, Trench 1 will reduce the Staff parking by approximately 9 spaces, and will also limit the number of spaces available for motorcycle parking. Trench 3 will reduce by approximately 3 the number of parking spaces in Lot 9 (Jefferson Knoll Parking Lot).

### **SCOPE of the STUDY and METHODOLOGY**

Combined, the scope of work described above amounts to nearly 200 lineal feet of trenching. Specific tasks that we propose to conduct or subcontract to others include:

- We will mark the locations of the proposed trenches in the field and notify Underground Services Dig Alert in accordance with State law. If necessary, we will meet in the field with utilities personnel that respond to the DigAlert call.
- Where necessary, we will have the asphalt, concrete and curbs cut in the areas proposed for trenching.
- We will arrange for temporary 6-foot tall fencing (panels and/or posts) to be installed around the three trench locations to keep unauthorized personnel from entering the excavation and setup areas.
- We will subcontract the excavation of the trenches described above. The trenches will be about 12 feet deep, and we will shore them in accordance with CalOSHA requirements for safety.
- We will subcontract the repair of electric, water, sewer and irrigation lines that may be broken in the process of excavating these trenches. We have included in our budget a line item of \$3,000 to do this. Actual expenses may differ. If our estimate is not sufficient to cover the repairs, we will prepare a change order within 24 hours of receiving notification from the repair company or utility as to the actual costs of the repair. Please note that we are not responsible for, nor have we included an estimate to repair any fiber optics, communication or gas lines. If there is reason to suspect that these types of utilities may be present in the area of our proposed trenches, we can prepare for you an additional cost estimate to conduct a survey in advance of the trenching program in an effort to locate these lines. However, these types of surveys are not necessarily foolproof either.
- We will clean the trench walls and log the trenches. The geologic units exposed in the trenches will be described, and the lateral continuity of these units will be reviewed. Fractures and faults observed will be logged in detail to determine their location, and if possible, their recency of activity. We will also photograph the trenches.
- Samples of organic material, such as detrital charcoal, that we may find in the trenches will be collected. Given the amount of work that we have conducted before on campus, the age of the geologic deposits in the near-surface is relatively well constrained. However, the California Geological Survey may request additional dating of some of these sediments. To that end, we have included in our proposed budget the cost of dating one sample.
- We will subcontract the backfill of the trenches with the soil removed during the excavation. The soils will be compacted to at least 90 percent of their maximum dry

density under engineering testing and observation. A compaction report will be issued as an appendix to the overall project report. Additional soil may be necessary to backfill the trenches to their original ground level. We have not included herein a cost estimate to buy soil offsite, but rather have assumed that there is soil elsewhere on campus that can be used for this effort. If additional soil needs to be purchased, we will notify you and prepare a change order as needed.

- We will subcontract the replacement of the asphalt in the parking lots and concrete in the curbs and sidewalk. The green median at the south end of Mission Drive will be seeded and replanted, but we do not propose to replace the vegetation therein to the same density as it is now.
- We will prepare a report that summarizes our findings, conclusions and recommendations regarding faulting and folding in the study areas.

**COST, SCHEDULE and LIMITATIONS**

We propose to perform the trenching study described above on a time-and-materials basis for an estimated amount of Eighty-Eight Thousand Four Hundred and Forty-Five Dollars (\$88,445) subject to the limitations and conditions described herein. A breakdown by task and personnel hours is provided in Table 2. We will not exceed this amount without your prior written authorization. This cost estimate assumes that we are not impacted by rainfall, as rain has the potential to ruin the trench faces, destroying any cleaning of the trench walls that we may have already completed. It also has the potential to fill the trenches with water, requiring the use of pumps to remove the water before we can continue with re-cleaning and logging.

Please note that our scope of work and cost estimate do not include retention of an archaeological firm to monitor the excavations.

We can schedule this study within 2 weeks of receiving notification to proceed, contingent on the availability of the equipment, shoring and fencing, and as discussed above, weather-permitting. Our proposed day-by-day activities and personnel staffing are described below, in Table 1. The fieldwork component of the study is estimated to take 10 days, not including some preparatory time before hand for setup. Specifics regarding preparation and submittal of our summary report are also provided in Table 1.

**Table 1: Schedule and Staffing to Conduct a Fault/Fold Trenching Study for the Proposed Parking Structure East of Mission Drive and North of Grant Avenue, San Bernardino Valley College, San Bernardino, California**

Day	Tasks	Personnel
At least 48 hours before Day 1	ECI marks trench locations, marks fence locations, and contacts Dig Alert. Per our discussions in your office, you would have already reviewed the trench locations with, and received approval from the College’s Maintenance division.	Sr. Staff Geo. Proj. Geo.
Day 1	ECI meets representatives from utilities companies. Concrete-cutting company cuts asphalt, curbs and concrete at locations of Trenches 1 and 3. Fences are installed.	Sr. Staff Geo. Backhoe Operator Laborer

Day	Tasks	Personnel
	Backhoe operator removes the asphalt in the area of Trench 1; loads asphalt from Trench 1 for removal; potholes at the location of Trench 2 to find electric line; and digs out the small tree and some of the bushes in the area of Trench 2. These will be set-aside in pots to be re-transplanted at the end of the job. Electrician shuts off electric power in area of Trench 2.	
Day 2	Backhoe operator excavates Trench 1. ECI geologists begin placing shores in Trench 1 (with backhoe assistance).	Sr. Staff Geo. Staff Geo. Backhoe Operator Laborer
Day 3	ECI geologists complete placing shores in Trench 1, if necessary. Backhoe operator excavates Trench 2. ECI geologists scrape clean Trench 1, and place level line. ECI geologists begin placing shores in Trench 2.	Sr. Staff Geo. Staff Geo. Backhoe Operator Laborer
Day 4	ECI geologists complete placing shores in Trench 2, if necessary. Backhoe operator removes asphalt and concrete in area of Trench 3; excavates Trench 3. ECI geologists scrape clean Trench 2, and place level line. ECI geologists install shores in Trench 3. ECI geologists scrape clean Trench 3, and place level line.	Sr. Staff Geo. Staff Geo. Backhoe Operator Laborer Proj. Geo.
Day 5	ECI geologists log Trench 1 and begin logging of Trench 2. ECI geologists photograph Trenches 1, 2 and 3. California Geological Survey geologist reviews trenches.	Proj. Geo. Sr. Staff Geo. Staff Geo.
Day 6	Shores are pulled out of Trench 1. Backhoe operator begins backfill of Trench 1. Geologists complete logging of Trenches 2 and 3.	Sr. Staff Geo. Staff Geo. Backhoe Operator Laborer
Day 7	Shores are pulled out of Trench 3. Backhoe operator completes backfill of Trench 1 and begins backfill of Trench 3. Assistant prepares area for re-pavement. ECI geologists survey trench locations and wrap up any additional data collection.	Sr. Staff Geo. Backhoe Operator Laborer
Day 8	Shores are pulled out of Trench 2. Rental company picks up shores. Backhoe operator completes backfill of Trench 3 and begins backfill of Trench 2. Area of Trench 3 is cleaned in preparation for repavement. Re-surfacing company places asphalt in areas of Trenches 1 and 3.	Staff Geo. Backhoe Operator Laborer
Day 9	Backhoe operator completes backfill of Trench 2. Electrician re-installs electric line to College sign and light post. Re-surfacing company replaces concrete sidewalk and curbs.	Staff Geo. Backhoe Operator Laborer
Day 10	Fence is removed.	Sr. Staff Geo.

Day	Tasks	Personnel
	Green area is re-landscaped. Striping is re-established in the parking lot areas that were part of this study. All field work activities are completed and contractor leaves campus.	Staff Geo.
3 to 6 Weeks after Day 10	ECI submits report summarizing the findings of our study. The submittal of the report is dependent on whether or not radiocarbon dating of an organic sample is deemed important to the results of the study. If radiocarbon dating is required, the report will be submitted 6 weeks after completion of the fieldwork; if dating is not necessary, the report will be submitted sooner.	

To authorize us to commence work on this project, please sign and mail to us the attached Scope of Work Authorization Form.

If you have any questions regarding this proposal, please do not hesitate to contact us. We appreciate this opportunity to be of continued service to the San Bernardino Community College District.

Respectfully submitted,

**EARTH CONSULTANTS INTERNATIONAL, INC.**  
Professional Geologists and Certified Engineering Geologists



Tania Gonzalez, CEG 1859  
Vice-President / Project Consultant  
[tgonzalez@earthconsultants.com](mailto:tgonzalez@earthconsultants.com)

- Attachments: Table 2: Cost Estimate  
Figure 1: Proposed Trench Locations  
2009 Professional Fee Schedule  
(2) Scope of Work Authorization

**References:**

- California Geological Survey from CD-ROM 2001-05 (2002), GIS files of Official Maps of Alquist-Priolo Earthquake Fault Zones, Southern Region, San Bernardino South Quadrangle 1977.
- Converse, Davis and Associates, 1968, Geologic Report on the Probability of Faulting at the Paramedical Building Site, San Bernardino Valley College, San Bernardino, California; Project No. 68-159-H, dated May 29, 1968.
- Converse, Davis and Associates, 1969, Geologic Report on the Probability of Faulting at the Life Science Building, San Bernardino Valley College, San Bernardino, California; Project No. 69-011-H, dated February 24, 1969.
- Converse, Davis and Associates, 1975, Foundation and Geologic Fault Investigation of Proposed Art Building Additions San Bernardino Valley College, San Bernardino, California; Project No. 75-050-AH, dated April 15, 1975.
- Earth Consultants International, 2001, Cone Penetrometer Investigation for the New Child Care Center Proposed in the Northeastern Corner of the San Bernardino Valley College Campus, San Bernardino, California; Project No. 2038.01, dated October 2, 2001.
- Earth Consultants International, 2002a, Fault-Screening Investigation for Five Proposed New Buildings in the San Bernardino Valley College Campus, San Bernardino, California; Project No. 1826.05, dated February 12, 2002.
- Earth Consultants International, 2002b, Fault-Trenching Investigation for the Proposed New Child-Care Facility at the San Bernardino Valley College Campus, to the Northeast of the Intersection of Grant Avenue and K Street, in the City of San Bernardino, California; Project No. 2038.02, dated March 7, 2002.
- Earth Consultants International, 2002c, Fault-Trenching Investigation for the Proposed Health Care Center Facility at the San Bernardino Valley College Campus, to the Northwest of the Intersection of Grant Avenue and K Street, in the City of San Bernardino, California; Project No. 2123.01, dated December 26, 2002.
- Earth Consultants International, 2004, Comprehensive Seismic Hazard Screening for San Bernardino Valley College Campus, in San Bernardino, California; Project No. 2240, dated September 30, 2004.
- Leighton and Associates, Inc., 1996, Seismic Hazard Assessment of the San Bernardino Valley College Campus, San Bernardino California; Project No. 2930797-02, dated August 30, 1996.
- Leighton and Associates, Inc., 2000, Preliminary Geotechnical Investigation, Proposed Information & Technology Center Building, San Bernardino Valley College, City of San Bernardino, California; Project No. 2930797-003, dated October 25, 2000.
- Leighton and Associates, Inc., 2001a, Preliminary Geotechnical Investigation, Proposed Life Science Building, San Bernardino Valley College, City of San Bernardino, California; Project No. 2930797-003, dated January 15, 2001.
- Leighton and Associates, Inc., 2001b, Preliminary Geotechnical Investigation, Proposed Administration/Students Services Building, San Bernardino Valley College, City of San Bernardino, California; Project No. 2930797-003, dated February 19, 2001.
- Leighton and Associates, Inc., 2001c, Preliminary Geotechnical Investigation, Proposed Art Center & Gallery Building, San Bernardino Valley College, City of San Bernardino, California; Project No. 2930797-003, dated February 20, 2001.
- Leighton and Associates, Inc., 2001d, Preliminary Geotechnical Investigation, Campus Center Building, San Bernardino Valley College, City of San Bernardino, California; Project No. 2930797-003, dated February 21, 2001.

**Table 2: Cost Estimate  
Fault/Fold Trenching Study for a Proposed Parking Structure in the Campus of  
San Bernardino Valley College**

CONSULTING FEES															
STAFF	RATE	MOBILIZATION		FIELD WORK		CLIENT/CGS		DATA		REPORT		PROJECT		STAFF	
		DIG	ALERT	HRS	COST	HRS	COST	HRS	COST	HRS	COST	HRS	COST	HRS	COST
Senior Cons	220		0		0		0		0		0		0		0
Principal	200		0		0		0		0		0		0		0
Proj. Geo.	175	8	1,400	12	2,100	4	700	4	700	16	2,800	4	700	48	8,400
Sr. Staff Gec	120	12	1,440	78	9,360	4	480	4	480	32	3,840	6	720	136	16,320
Staff Geo.	100		0	78	8,190		0		0	60	6,000		0	138	14,190
TOTALS BY TASK:			2,840		19,650		1,180		1,180		12,640		1,420	322	\$38,910

SUBCONTRACTORS AND REIMBURSABLES			
EQUIPMENT	RATE*	HRS/UNITS	COST
Backhoe	165.00	80	13,200.00
Laborer	78.00	80	6,240.00
Wheel	60.00	0	-
Shores	35.00	128	4,480.00
Asphalt Cutting	1.95	282	549.90
Concrete Cutting	2.10	26	54.60
Curb Cutting	18.00	4	72.00
Hardscape Disposal	2.10	420	882.00
Fencing	1.70	705	1,198.50
Gate	100.00	2	200.00
Electrician / Utilities	3,600.00	1	3,600.00
Reimbursables		-	300.00
R carbon	1,100.00	1	1,100.00
Mileage	0.75	2000	1,500.00
Hardscape Resurfacing	7,044.00	1	7,044.00
Compaction Testing	9,114.00	1	9,114.00
			0
			0
			0
<b>TOTAL:</b>			<b>49,535.00</b>

All Subs are at Prevailing Wage Cost

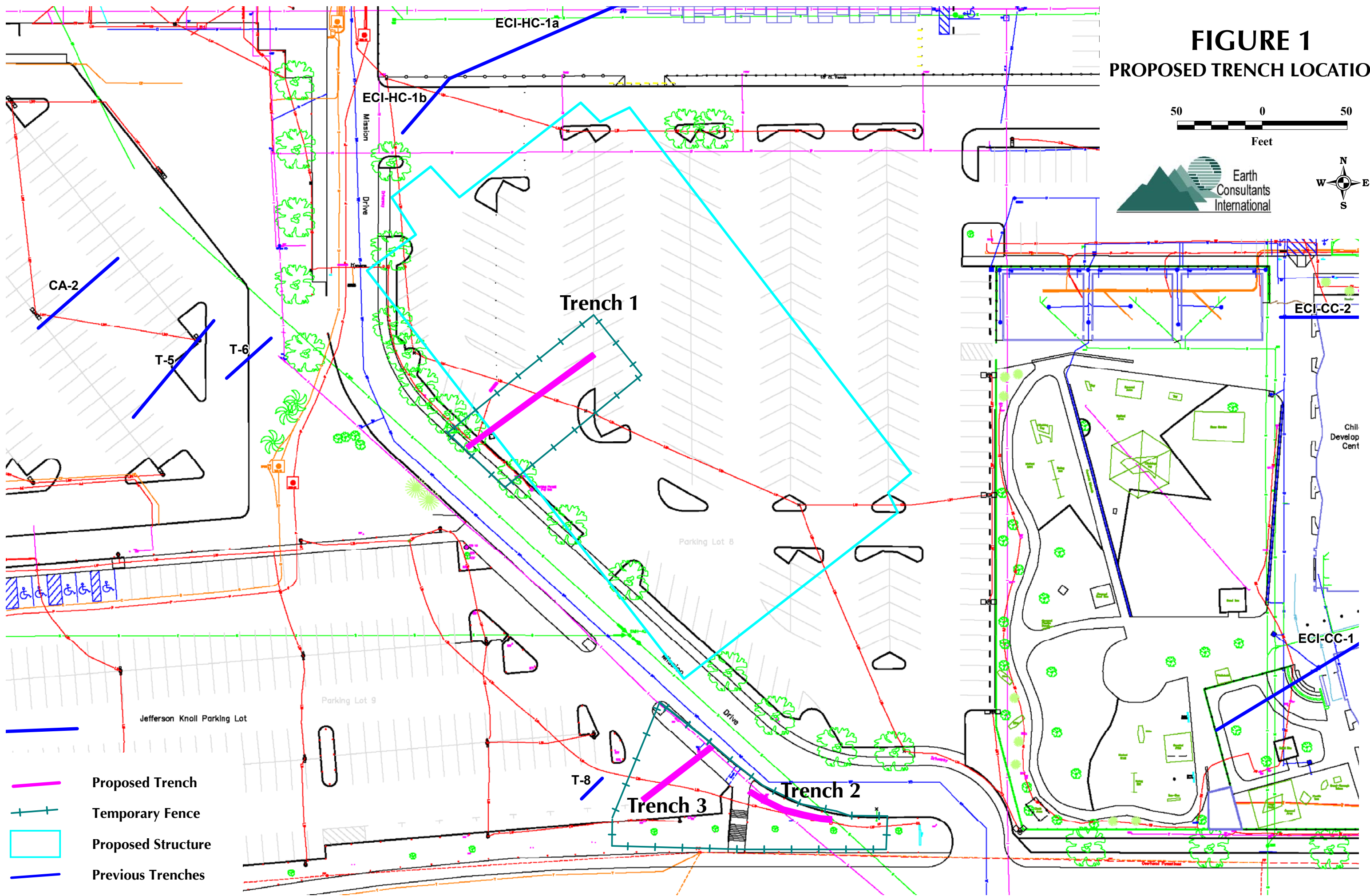
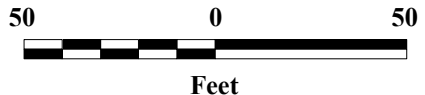
\*Includes 20% cost





SUMMARY		
	SUBTOTAL	TOTAL
<u>Field Invest.</u>		
Personnel	19,650	
Subs + Reimbursables	49,535	69,185
<u>Office Analysis</u>		
Bkgrnd. Preparation	2,840	
Client Mtng.	1,180	
Data Analysis	1,180	
P.M.	1,420	6,620
<u>Report Prep.</u>		12,640
<b>TOTAL COST:</b>		<b>\$88,445</b>

PROJECT NAME: San Bernardino Valley College - Proposed Parking Structure North of Grant Avenue and East of Mission Drive  
 PROJ. NUMBER: Proposal  
 DATE: 10/6/2009  
 INITIALS: TG



**FIGURE 1**  
**PROPOSED TRENCH LOCATIONS**



-  Previous Trenches
-  Proposed Trench
-  Temporary Fence
-  Proposed Structure



## 2009 Professional Fee Schedule

### PROFESSIONAL STAFF FEES (per hour)

Senior Consultant.....	\$ 180 to 350
Project Consultant.....	\$ 120 to 175
Staff Consultant.....	\$ 70 to 115

Expert witness testimony and deposition time will be charged at \$400/hour, with a minimum charge of four hours.

### REIMBURSABLE EXPENSES

Vehicle Usage.....	\$0.75/mile
Plotter-generated maps .....	\$25/sheet

- Heavy equipment, subcontractor fees and expenses, travel, shipping, reproduction, and other reimbursable expenses will be invoiced at cost plus 20%.
- Field equipment (total station, GPS instruments, lap top computers, digital cameras, water level, etc.) may be expensed against the project at normal depreciation rates.
- Consumable field supplies will be invoiced as purchased.

### INVOICES

- Invoices are rendered monthly, payable upon receipt.
- Larger projects may be invoiced bi-weekly.
- If payments are not received in 40 days, work on the project will be suspended.

### PROPOSAL ACCEPTANCE PERIOD

Proposals are valid for 60 days unless otherwise stated.

### DISCLOSURE

Client agrees to provide all information in Client's possession pertinent to actual or possible presence of hazardous chemicals on site, and agrees to reimburse ECI for all costs associated with the unanticipated discovery of such substances. Client also agrees to disclose all potential security concerns associated with the work place. If security protection of either personnel or equipment is required, it shall be obtained and either reimbursed, or paid for directly, by Client. At no time shall ECI field personnel be required to enter into a situation that they consider dangerous.

### OVERTIME

Overtime for all field personnel will be charged at 1.25 times the basic rate, only if overtime is required by the client. Overtime is defined as the excess of 8 hours on weekdays, hours before 7am or after 5pm, and all Saturdays, Sundays, and Holidays, excluding travel time in all situations.

This fee schedule is effective January 1 through December 31, 2009  
and is subject to modification after that period.

**SCOPE OF WORK AUTHORIZATION**

This Scope of Work, effective \_\_\_\_\_, 2009, is, upon execution of the Parties, incorporated as Scope of Work Number \_\_\_\_ under Master Services Agreement No. \_\_\_\_ by and between Earth Consultants International, Inc. ("EARTH CONSULTANTS") and SAN BERNARDINO COMMUNITY COLLEGE DISTRICT ("CLIENT").

**Location:** San Bernardino Valley College, San Bernardino, California

**Description of Services:** Fault and Fold Trenching Study for the Proposed Parking Structure East of Mission Drive and North of Grant Avenue, San Bernardino Valley College Campus, per our attached Proposal dated October 6, 2009.

**To EARTH CONSULTANTS:**

Earth Consultants International, Inc.  
1642 E. Fourth Street  
Santa Ana, California 92701  
Telephone: (714) 412-2653 & (714) 544-5321 Facsimile: (714) 494-4930  
Prime Contact for this Scope of Work: Tania Gonzalez

---

**To SAN BERNARDINO COMMUNITY COLLEGE DISTRICT:**

c/o **KITCHELL**  
701 South Mount Vernon  
San Bernardino, CA 92410  
Telephone: (909) 724-4205 Facsimile: (909) 889-9952  
Prime Contact for this Scope of Work: Mr. Cade McMullin

---

The Services shall be undertaken on a time-and-materials basis for an estimated cost of Eighty-Eight Thousand Four Hundred and Forty-Five Dollars (\$88,445) in accordance with the terms outlined in our 2009 Professional Fee Schedule and the referenced Master Services Agreement. EARTH CONSULTANTS will not exceed, nor will EARTH CONSULTANTS be required to exceed, the above sum without the written consent of CLIENT. CLIENT will pay EARTH CONSULTANTS for the Services in accordance with EARTH CONSULTANTS' Professional Fee Schedule in effect at the time the Services are rendered plus other direct costs at an actual cost plus an administration charge of 20%. See the Professional Fee Schedule attached hereto for EARTH CONSULTANTS' rates in effect as of the date of execution of this Scope of Work.

Report Distribution:  
2 Copies to Client

Authorized by:

---

Signature

Date

## SCOPE OF WORK AUTHORIZATION

This Scope of Work, effective \_\_\_\_\_, 2009, is, upon execution of the Parties, incorporated as Scope of Work Number \_\_\_\_ under Master Services Agreement No. \_\_\_\_ by and between Earth Consultants International, Inc. ("EARTH CONSULTANTS") and SAN BERNARDINO COMMUNITY COLLEGE DISTRICT ("CLIENT").

**Location:** San Bernardino Valley College, San Bernardino, California

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Prime Contact for this Scope of Work: Tania Gonzalez

---

**To SAN BERNARDINO COMMUNITY COLLEGE DISTRICT:**

c/o KITCHELL  
701 South Mount Vernon  
San Bernardino, CA 92410  
Telephone: (909) 724-4205 Facsimile: (909) 889-9952  
Prime Contact for this Scope of Work: Mr. Cade McMullin

---

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Report Distribution:  
2 Copies to Client

Authorized by:

---

Signature

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: November 5, 2009  
SUBJECT: Consideration of Approval of Amendment 009 to the  
NTD Architecture Contract at SBVC

### RECOMMENDATION

It is recommended that the Board of Trustees approve Amendment 009 to the NTD Architecture contract at SBVC in the amount of \$36,465.00.

### OVERVIEW

An agreement for services is amended when there is a change in the scope of work, usually due to unforeseen conditions, or when the Division of the State Architect (DSA) requires changes in the plans, or when the District requires changes in design to accommodate the essential needs of the project. This amendment is for NTD to provide additional services for the development of design and construction documents for the following.

- 1) Special modifications to Tech Core Room MC-150 in the Media/Communications building, as requested by KVCR. This increase was necessary to expand the emergency generator capacity and the uninterrupted power supply to the building so that KVCR can stay on-air during an emergency loss of power. The total fixed fee cost for this item is \$32,150.00.
- 2) Irrigation controllers for the Liberal Arts building and the remote irrigation controller for the Chemistry/ Physical Science building were discovered after the demolition of North Hall, and required relocation. This resulted in an additional fee of \$2,665.00. As-built drawings of the irrigation system did not exist during the design phase.
- 3) Compressed air distribution and water drainage in Interim Classroom T-104 (Aeronautics) are required for mobile teaching consoles for hydraulics, resulting in an additional fee of \$1,650.00. Originally the faculty was going to install these, but now cannot because the scope of work is beyond their technical abilities.

### ANALYSIS

The effect of this amendment will be an addition of \$36,465.00 to the NTD Architecture contract, resulting in a revised contract amount of \$6,902,256.80. There is no change to the project schedule.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

Budgeted with Measure P funds.

Attachment

DATE: 10/05/09

No - VC 087

TO: Larry Klumas, SBCCD

FROM: Jon Witherspoon, K/BRj

RE: **SBVC- NTD Architect's Amendment 009**

DISTRIBUTION: Alan Rosen - K/BRj  
Cade McMullin - K/BRj  
Sheila Nelson - K/BRj  
Jay Tittle - NTD

**NARRATIVE:**

NTD has been tasked to provide additional services for the following Scope of Work items:

1. Provide architectural and engineering re-design services, at the request of KVCR and approved by SBCCD, for the development of re-design and construction documents for the Tech Core Room MC-150, in the Media/Communications Building. The total fixed fee cost for this item is \$32,150.00.
2. Provide architectural and engineering services for the development and design and construction documents for the irrigation controllers for the Art Buildings and the remote irrigation controller for the Chemistry Building. The additional fee for this service is \$2,665.00.
3. Provide architectural and engineering services for the development of design and construction documents to provide compressed air distribution and water drainage in the Interim Classroom T-104 (Aeronautics). The additional fee for this service is \$ 1,650.00

The total fixed fee to provide these additional architectural and engineering services is \$36,465.00.

**RECOMMENDATION:**

We recommend the Board approve Architect Contract Amendment 009 in the amount of \$36,465.00. The new contract sum for NTD Architects will be \$6,902,256.80.

- |  |   |
|--|---|
| <input checked="" type="radio"/> I concur with this recommendation | <i>Lawrence J Klumas, Oct 12, 09</i><br>Lawrence J Klumas, Bond Program Director, SBCCD |
| <input type="radio"/> I do not concur with this recommendation     |   |

- |  |  |
|--|--|
| <input type="radio"/> I concur with this recommendation        | _____<br>Bruce Baron, Vice Chancellor of Fiscal Services |
| <input type="radio"/> I do not concur with this recommendation |  |

cc: File

## ARCHITECT CONTRACT AMENDMENT: 009

PROJECT: Valley College (SBVC)  
701 So. Mount Vernon Ave.  
San Bernardino, CA 92410

OWNER: San Bernardino Community College District

TO: NTD Architecture (NTD)  
955 Overland Court Suite 100  
San Dimas, CA 91773-1718

---

Brief Description:

The District has negotiated with NTD Architecture for various added services to their contract as follows:

1. Provide architectural and engineering re-design services, at the request of KVCR and approved by SBCCD, for the development of re-design and construction documents for the Tech Core Room MC-150, in the Media/Communications Building. The total fixed fee cost for this item is \$32,150.00.
2. Provide architectural and engineering services for the development of design and construction documents for the irrigation controllers for the Art Buildings and the remote irrigation controller for the Chemistry/Physical Science Building. The fixed fee cost for this item is \$2,665.00.
3. Provide architectural and engineering services for the development of design and construction documents to provide compressed air distribution and water drainage at Interim Classroom T-104 (Aeronautics). The fixed fee cost for this item is \$1,650.00

Attachments:

KBRJ Project Memo No. VC 087, NTD Architects proposal letters for KVCR-Tech Core Room MC150 Redesign (Media Communications Building), Irrigation Controllers (Chemistry/Physical Science Building), and Compressed Air & Water (Interim Housing).

Costs:

**\$36,465.00** = Grand Total of this requested Contract Amendment: 009

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The original <b>Contract Sum</b>	\$5,304,419.00
Net change by previous Amendments	\$1,561,372.80
The <b>Contract Sum</b> prior to this Amendment	\$6,865,791.80
The <b>Contract Sum</b> will be <b>increased</b> by this Amendment	\$36,465.00
The new <b>Contract Sum</b> including this Amendment	\$6,902,256.80
The Contract Schedule as of this Amendment will be <b>increased by:</b>	0 calendar days

---

By signing this Amendment the San Bernardino Community College District (SBCCD) authorizes NTD Architecture to perform the scope of work listed above. SBCCD also authorizes and acknowledges that the amount of this Amendment will be paid via an amendment to NTD Architects contract with SBCCD.

Not valid until signed by all parties. Signature of Architect indicates agreement herewith, including any adjustment in the Contract Sum or Contract Schedule.

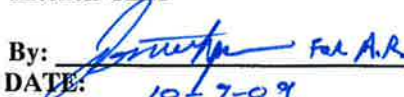
**Authorized:**

**ARCHITECT**  
NTD Architecture

**PROGRAM MANAGER**  
Kitchell CEM

**OWNER**  
SBCCD

By:   
DATE: 10/7/09

By:   
DATE: 10-7-09

By: \_\_\_\_\_  
DATE: \_\_\_\_\_





**Revised 19 August 2009**  
(14 May 2009)

*Via: Hand-Delivered*

Mr. Jon Witherspoon, Program Director  
Kitchell/BRJ  
SAN BERNARDINO VALLEY COLLEGE  
701 South Mount Vernon  
San Bernardino, CA 92401

Subject: Media Communications Building  
KVCR – Tech Core Room MC150 Redesign  
Additional Services Proposal  
San Bernardino Valley College  
NTDS No. 2009-0192-99

Dear Mr. Witherspoon:

I am pleased to present our fee proposal to provide Architectural and Engineering services for the development of re-design and construction documents for the Tech Core Room MC150, in the Media Communications Building.

**Scope of work as we understand it:**

1. Coordinate the existing field conditions with scope criteria data provided by KVCR and Kitchell/BRJ as per meeting summary dated April 30, 2009 (attached).
2. Review existing bid documents and coordinate KVCR's proposed scope of work for the Redesign of the Tech Core Room MC150, to include the following.
  - Revise Electrical emergency and normal power distribution
  - Provide 4' conduit and mast on roof for antenna cables
  - Re-plan Space MCI43 to accommodate the installation of a UPS
  - Provide design for the owner furnish contractor installed emergency generator and associated structural pad
  - Provide design for the owner-furnish contractor-installed UPS
  - Provide design for the owner-furnish contractor-installed UPS bypass switch
  - Provide one (1) receptacle on dedicated data circuits on each data rack
  - Provide an additional panel in the Tech Core Room
  - Review equipment and heat load data as provided by KVCR
3. Prepare revised construction drawings, showing locations of areas of work specific to the Tech Core Room MC150 as coordinated with KVCR and directed by Kitchell/BRJ.
4. Coordinate design and construction documents with all associated project consultants.

Cont...2/



Mr. Jon Witherspoon  
Media Communications Building  
KVCR – Tech Core Room MC150 Redesign  
Additional Services Proposal  
August 19, 2009  
Page -2-

5. Submit construction documents to DSA for review, via FCD.
6. Incorporate any required changes based on DSA backcheck resolution.
7. Provide Kitchell/BRJ, San Bernardino Valley College three (3) sets of DSA-approved documents.

**Scope of Work not included:**

The scope of work described in this proposal excludes the design of the following systems and/or areas (these systems and/or areas are either not required for this project, or the designs are to be accomplished by others, under separate contract).

1. Any Permit fees.
2. Revision of the programming documents for budget reduction and/or value engineering.
3. All Architectural and Engineering services not directly related to the scope of work listed above.

**Fee Schedule**

Our proposed fee for this project is a fixed fee of \$32,150 to be invoiced upon delivery of the revised drawings and calculations for DSA approval. This fee is calculated as follows:

Structural	\$5,000
Mechanical / Electrical	<u>\$16,750</u>
Subtotal:	\$21,750
Mark-Up at 10%	<u>\$2,175</u>
Subtotal:	\$23,925
Architectural	<u>\$8,225</u>
Total:	<b>\$32,150</b>

Mr. Jon Witherspoon  
Media Communications Building  
KVCR – Tech Core Room MC150 Redesign  
Additional Services Proposal  
August 19, 2009  
Page -3-


For extra services not listed above in the scope of work/services, reimbursement shall be based on an hourly basis, or on a lump sum basis to be agreed upon, and to be provided in writing by the District prior to the commencement of the services.

Please acknowledge our contract terms and fee proposal by signing this letter below and returning it to our office. We look forward to continuing our working relationship with San Bernardino Valley College.

Please let me know if you have any questions regarding this proposal.

We appreciate the opportunity to be of continuing service.

Sincerely,



Jay R Tittle, AIA  
Partner  
C-12955

JRT:dj

Attch: Meeting Minutes (dated 4/30/2009)

**Approved and accepted on behalf of San Bernardino Valley College by:**

\_\_\_\_\_  
Lawrence J. Klumas, Bond Program Director

\_\_\_\_\_  
Date

**cc:** Leigh Anne Jones  
Jim Cordova  
Fariba Shantiyai  
Wendy Nord  
File



**FAXED**  
21 August 2009

Via: Fax (909) 889-9952 &  
First Class Mail

Mr. Jon Witherspoon, Program Director  
Kitchell/BRJ  
SAN BERNARDINO VALLEY COLLEGE  
701 South Mount Vernon  
San Bernardino, CA 92401

Subject: Irrigation Controllers  
Chemistry / Physical Science Building  
Additional Services Proposal  
San Bernardino Valley College

Dear Mr. Witherspoon:

I am pleased to present our fee proposal to provide Architectural and Engineering services for the development of design and construction documents for the irrigation controllers for the Art Buildings and the remote irrigation controller for the Chemistry Building. The location of the irrigation for the Art Buildings was unknown at the time of the preparation of the construction documents and once discovered in the field will have to be relocated because of the conflict with the new Chemistry Building. Additionally, in order to accommodate the recently agreed to phasing plan for the demolition of portions of North Hall and the existing Maintenance Facility, the location of the irrigation controller for Chemistry will also be revised.

**Scope of Work as we understand it:**

1. Revise contract documents as required to provide a location for the irrigation controller for the Art Building.
2. Revise contract documents as required to provide a location for the irrigation controller for the Chemistry Building to accommodate the recently agreed to Phasing plan.
3. Coordinate design and construction documents with landscape architects and mechanical engineers.
4. Submit construction documents to DSA for review and approval.
5. Prepare change drawings for Project Directives for the work as described above.

Cont...2/



Mr. Jon Witherspoon  
 Irrigation Controllers  
 Chemistry / Physical Science Building  
 Additional Services Proposal  
 August 21, 2009  
 Page 2

**Scope of Work not Included:**

The scope of work described in this proposal excludes the design of the following systems and/or areas (these systems and/or areas are either not required for this project, or the designs are to be accomplished by others under separate contract):

1. Any Permit fees.
2. Revision of the programming documents for budget reduction and/or value engineering.
3. All Architectural and Engineering services not directly related to the scope of work listed above.

**Fee Schedule:**

Our proposed fee for this project is a fixed fee of \$2,665 to be invoiced as detailed below.

**Chemistry & Science Building**

• Landscape	\$ 750
• MEP	<u>\$ 800</u>
Subtotal	\$ 1,550
• 10% mark-up	<u>\$ 155</u>
Subtotal	\$ 1,705
• Architectural	<u>\$ 960</u>
<b>Total Fee</b>	<b>\$ 2,665</b>

**Fee to be invoiced as follows:**

• Completion of construction documents and preparation of project directive (75%)	\$2,000
• DSA Approval (100%)	<u>\$ 665</u>
<b>Total</b>	<b>\$2,665</b>



Mr. Jon Witherspoon  
Irrigation Controllers  
Chemistry / Physical Science Building  
Additional Services Proposal  
August 21, 2009  
Page 3

For extra services not listed above in the scope of work/services, reimbursement shall be based on an hourly basis, or on a lump sum basis to be agreed upon, and to be provided in writing by the District prior to the commencement of the services.

Please acknowledge our contract terms and fee proposal by signing this letter below and returning it to our office. We look forward to continuing our working relationship with San Bernardino Valley College.

Please let me know if you have any questions regarding this proposal.

We appreciate the opportunity to be of continuing service.

Sincerely,



Jay R Tittle, AIA  
Partner  
C-12955

JRT:dj

**Approved and accepted on behalf of San Bernardino Valley College by:**

\_\_\_\_\_  
Bruce Baron, Vice Chancellor Fiscal Services

\_\_\_\_\_  
Date

cc: Leigh Anne Jones  
Jim Cordova  
Fariba Shantiyai  
Wendy Nord  
Debbie Jasco  
File



*Via: Fax (909) 889-9952 &  
First Class Mail*

Mr. Jon Witherspoon, Program Director  
Kitchell/BRJ  
SAN BERNARDINO VALLEY COLLEGE  
701 South Mount Vernon  
San Bernardino, CA 92401

Subject: Compressed Air & Water  
Interim Housing  
Additional Services Proposal  
San Bernardino Valley College

Dear Mr. Whitherspoon:

I am pleased to present our fee proposal to provide Architectural and Engineering services for the development of design and construction documents to provide compressed air distribution and water drainage in the Interim Classroom T-104 (Aeronautics).

**Scope of Work as we understand it:**

1. Conduct a site visit to review scope of work with the users.
2. Prepare documents based on equipment information to be provided by the end users, and locations as described in the site visit. Prepare plan layout showing piping & distribution for compressed air and location of drain for water disposal.
3. Coordinate design and construction documents with mechanical engineers and electrical engineers.
4. For items requiring approval, submit construction documents to DSA for review and approval.
5. Prepare change drawings for Project Directives for the work as described above.

Cont...2/

Mr. Jon Witherspoon  
Compressed Air & Water  
Interim Housing  
Additional Services Proposal  
21 August 2009  
Page 2



**Scope of Work not included:**

The scope of work described in this proposal excludes the design of the following systems and/or areas (these systems and/or areas are either not required for this project, or the designs are to be accomplished by others under separate contract):

1. Any Permit fees.
2. Revision of the programming documents for budget reduction and/or value engineering.
3. All Architectural and Engineering services not directly related to the scope of work listed above.

**Fee Schedule:**

Our proposed fee for this project is a fixed fee of \$1,650 to be invoiced as detailed below.

Interim Housing

• MEP	<u>\$ 750</u>
Subtotal	\$ 750
• 10% mark-up	<u>\$ 75</u>
Subtotal	\$ 825
• Architectural	<u>\$ 825</u>
<b>Total Fee</b>	<b>\$ 1,650</b>

**Fee to be invoiced as follows:**

• Completion of construction documents and preparation of project directive (75%)	\$ 1,240
• DSA approval (100%)	<u>\$ 410</u>
Total:	\$ 1,650

For extra services not listed above in the scope of work/services, reimbursement shall be based on an hourly basis, or on a lump sum basis to be agreed upon, and to be provided in writing by the District prior to the commencement of the services.

Cont...3/



Mr. Jon Witherspoon  
Compressed Air & Water  
Interim Housing  
Additional Services Proposal  
21 August 2009  
Page 3



Please acknowledge our contract terms and fee proposal by signing this letter below and returning it to our office. We look forward to continuing our working relationship with San Bernardino Valley College.

Please let me know if you have any questions regarding this proposal.

We appreciate the opportunity to be of continuing service.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jay R Tittle", is written over a circular blue stamp or seal.

Jay R Tittle, AIA  
Partner  
C-12955

JRT:dj

**Approved and accepted on behalf of San Bernardino Valley College by:**

\_\_\_\_\_  
Bruce Baron, Vice Chancellor Fiscal Services

\_\_\_\_\_  
Date

cc: Leigh Anne Jones  
Jim Cordova  
Fariba Shantiyai  
Wendy Nord  
Debbie Jasco  
File

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: November 5, 2009  
SUBJECT: Consideration of Approval of Amendment 001 to the ECORP Consulting, Inc.  
Contract for Professional Services at SBVC and CHC

RECOMMENDATION

It is recommended that the Board of Trustees approve Amendment 001 to the ECORP Consulting, Inc. contract for archaeological and paleontological monitoring at SBVC and CHC in the amount of \$20,000.00.

OVERVIEW

An agreement for services is amended when there is a change in the scope of work, usually due to unforeseen conditions, or when the Division of the State Architecture (DSA) requires changes in the plans, or when the District requires changes in design to accommodate the essential needs of the project.

This amendment increases ECORP's contract for archaeological and paleontological monitoring services that are part of the legal compliance for construction. ECORP Consulting, Inc. was tasked to perform environmental consulting and monitoring at both campuses with an original cap of \$100,000.00. That amount has been met and there are additional services required of this vendor.

ANALYSIS

The effect of this amendment will be an addition of \$20,000.00 to the ECORP Consulting, Inc. contract, resulting in a revised contract amount of \$120,000.00. There is no change to the project schedule.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

Budgeted with Measure P funds.

Attachment

**CONSULTANT CONTRACT AMENDMENT to AGREEMENT OF PROFESSIONAL SERVICES CONTRACT: 001**

PROJECT: Crafton Hills College (CHC) and San Bernardino Valley College (SBVC)

OWNER: San Bernardino Community College District  
114 S. Del Rosa Avenue  
San Bernardino, CA 92408

TO: ECORP Consulting, Inc.  
215 North 5<sup>th</sup> Street  
Redlands, CA 92374

Brief Description:

The original Professional Services Contract with ECORP Consulting, Inc. had an agreed 'Not to Exceed' (NTE) amount of \$100,000.00. Contract services performed to date at Crafton Hills College and San Bernardino Valley College have reached the NTE amount. ECORP Consulting, Inc's. Agreement for Professional Services needs to be increased by Amendment to provide additional funding for outstanding invoices for previously approved environmental monitoring services and potential future work items that may be required at Crafton Hills College and San Bernardino Valley College.

It is recommended that the Agreement for Professional Services for ECORP Consulting, Inc. be increased by \$20,000.00.

Attachments:

KBRJ Project Memo No. SBCCD 014

Costs:

**\$20,000.00** = Total of this requested Consultant Contract Amendment: 001

---

The original <b>Contract Sum</b>	\$100,000.00
Net change by previous Amendments	\$0.00
The <b>Contract Sum</b> prior to this Amendment	\$100,000.00
The <b>Contract Sum</b> will be <b>increased</b> by this Amendment	\$20,000.00
The new <b>Contract Sum</b> including this Amendment	\$120,000.00
The Contract Schedule as of this Amendment will be <b>increased by:</b>	0 calendar days

---

By signing this Amendment the San Bernardino Community College District (SBCCD) authorizes ECORP Consulting, Inc. to perform the scope of work listed above. SBCCD also authorizes and acknowledges that the amount of this Amendment will be paid via an amendment to ECORP Consulting, Inc. professional services contract with SBCCD.

Not valid until signed by all parties. Signature of Architect indicates agreement herewith, including any adjustment in the Contract Sum or Contract Schedule.

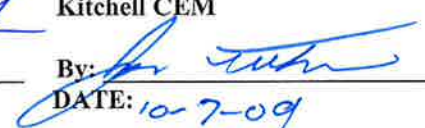
**Authorized:**

CONSULTANT  
ECORP Consulting, Inc

PROGRAM MANAGER  
Kitchell CEM

OWNER  
SBCCD

By:   
DATE: 10/6/09

By:   
DATE: 10-7-09

By: \_\_\_\_\_  
DATE: \_\_\_\_\_

701 South Mount Vernon, San Bernardino, CA 92410

Phone (909) 693-3160 | FAX (909) 889-9952

DATE: September 30, 2009 **Nº - SBCCD - 014**

TO: Larry J. Klumas.  
Bond Program Director, Facilities Planning & Administrative Services  
  
San Bernardino Community College District  
114 S. Del Rosa Drive  
San Bernardino, CA 92408

FROM: Alan Rosen  
Program Manager, Kitchell/BRJ

PROJECT: CHC/SBVC – ECORP Consulting Contract Amendment 001

---

## Narrative

ECORP Consulting, Inc. has an Agreement for Professional Services with SBCCD for Archaeological and Paleontologic Monitoring at both Crafton Hills College (CHC) and San Bernardino Valley College (SBVC). Since contract inception on September 27, 2007, ECORP Consulting, Inc. has performed various monitoring services as outlined in their agreement. The agreed upon 'Not to Exceed' amount of \$100,000.00 has been reached. There were services requested of ECORP Consulting, Inc. that have exceeded the NTE amount totaling \$7,000.00.

In addition, there are potential future environmental consulting and monitoring items that may need to be performed at both campuses through the completion of the Measure P projects. This contract amendment will provide funding for that work and related potential future costs.

## Recommendation

It is K/BRJ's recommendation that the contract amount for ECORP Consulting, Inc. be increased by the amount of \$20,000.00 to cover the outstanding invoices amount and future program needs for Archaeological and Paleontologic Monitoring.

## 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 Contract Amendments to Pursue Leadership in Energy & Environmental Design (LEED) Certification

### RECOMMENDATION

It is recommended that the Board of Trustees approve the following six contract amendments in order to pursue Leadership in Energy & Environmental Design (LEED) Certification for the Community Recreation Facility at CHC and the Chemistry/Physical Science Building at SBVC.

<u>Professional Services</u>	<u>LEED Amendment</u>	<u>Amount</u>
Kitchell CEM, Inc. (SBCCD)	Amendment 2 (Documentation)	\$194,472
Kitchell CEM, Inc. (SBCCD)	Amendment 3 (Commissioning)	85,760
NTD Architecture (SBVC)	Amendment 010 (Architecture)	103,648
Steinberg Architects (CHC)	Amendment 006 (Architecture)	185,584
Tilden-Coil Constructors (SBVC)	Amendment to GC 003 (Construction Mgmt.)	115,000
Tilden-Coil Constructors (CHC)	Amendment to GC 005 (Construction Mgmt.)	72,000
		<u>\$756,464</u>

### OVERVIEW

An agreement for services is amended when there is a change in the scope of work, usually due to unforeseen conditions, or when the Division of the State Architect (DSA) requires changes in the plans, or when the District requires changes in design to accommodate the essential needs of the project.

The original study approved by the Board on April 9, 2009 for \$26,040, conducted by Kitchell CEM, was to evaluate the five current construction projects for special environmental requirements relating to sustainable and "green" building practices. The projects were reviewed for performance and compliance with current design parameters and LEED requirements.

Different LEED versions have varied scoring systems based on a set of "prerequisites" and a variety of "credits" in the six major categories listed below. In LEED v2.2 for new construction and major renovations for commercial buildings there are 69 possible points, and buildings can qualify for four levels of certification – Certified: 26-32 points, Silver: 33-38 points, Gold: 39-51 points, and Platinum: 52-69 points. Points are given for 1) sustainable sites, 2) water efficiency, 3) energy and atmosphere, 4) materials and resources, 5) indoor environmental quality, and 6) innovation and design process.

## ANALYSIS

1. The findings of this study, completed in June 2009, are that each project will meet U. S. Green Building Council (USGBC) prerequisites with moderate design revisions. A rough order of magnitude budget to pursue LEED certification for all five projects equated to \$9,800,000, including design revisions, construction costs, and project administration. A subsequent evaluation made in July 2009, coordinated between the District and the colleges, analyzed the current status of completion for all five buildings and determined it was cost effective to pursue LEED certification for only two – the Community Recreation Facility at CHC, and the Chemistry/Physical Science building at SBVC.

2. Projected Cost to Implement LEED	CHC Community Recreation Facility	SBVC Chemistry/Physical Science Building	Total Budget
Design	\$ 103,648	\$ 185,584	\$ 289,232
Program Documentation	355,140	112,092	467,232
Construction	<u>936,900</u>	<u>1,462,200</u>	<u>2,399,100</u>
Total LEED Implementation Budget	\$1,395,688	\$1,759,876	\$3,155,564

3. The proposed program administration costs are :

### Design

NTD Architecture for SBVC	\$ 103,648	<i>(Design to include new LEED standard.)</i>
Steinberg Architects for CHC	<u>185,584</u>	
	\$ 289,232	

### Program Documentation

Kitchell LEED Documentation	\$ 194,472	<i>(Submission of reports in compliance with the USGBC.)</i>
Kitchell LEED Commissioning	85,760	<i>(Validation of building systems performance.)</i>
Tilden Coil Constructors (SBVC)	115,000	<i>(Additional management for LEED construction.)</i>
Tilden Coil Constructors (CHC)	<u>72,000</u>	
	\$ 467,232	

Total Projected \$ 756,464

4. The projected water/gas/electric savings is estimated at 40% per year for the Chemistry/Physical Science building, and 26% per year for the Community Recreation Facility.

## BOARD IMPERATIVE

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

## FINANCIAL IMPLICATIONS

Budgeted with Measure P funds.

Attachment

**AGREEMENT BETWEEN THE  
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
AND KITCHELL CEM, INC. FOR  
PROGRAM MANAGEMENT SERVICES**

Amendment No. 2

This AMENDMENT is made and entered into the 9th day of October in the year 2009, by and between San Bernardino Community College District and Kitchell CEM, Inc.

All articles in the original Agreement dated September 24, 2006 shall remain in effect except for the following:

**Article 4.1;** Delete in its entirety and replace with the following:

The Program Manager's total compensation for the Services described in this Agreement shall not exceed the total Fee of Nine Million Two Hundred Eighty Four Thousand Four Hundred Twenty Four (\$9,284,424), payable monthly for Services actually rendered in accordance with the Labor and Material Summary (AMENDMENT 1, Exhibit B and AMENDMENT 2, Exhibit A). Invoices shall be submitted in a form acceptable to the District and by the 5<sup>th</sup> day of the month for Services provided within the previous month.

**Article 10.1;** Delete "Executive Director of Facilities and Administrative Services and replace with "Executive Director of Facilities and Administrative Services or Bond Program Director".

**Article 25;** Delete "Robert Temple, Vice Chancellor of Fiscal Services" and replace with "Vice Chancellor of Fiscal Services"

**Exhibit B, Article 1 Basic Services;** Add the following paragraph:

District and Program Manager agree that additional services are required to provide LEED certification documentation services for the Community Recreation Facility (CRF) at Crafton Hills College, and the Chemistry/ Physical Sciences Building at San Bernardino Valley College. The scope of services for LEED documentation services and Labor and Material Summary is attached to this amendment as Exhibit A. The not to exceed fee for the additional services is One Hundred Ninety Four Thousand Four Hundred Seventy Two (\$194,472), and is based on the hourly billing rates specified in the base agreement. Based on the increased fee for additional services the revised agreement amounts shall not exceed Nine Million Two Hundred Eighty Four Thousand Four Hundred Twenty Four (\$9,284,424).

This AMENDMENT No. 2 entered into as of the day and year first written above.

**San Bernardino Community College District**

**Kitchell CEM, Inc.**

\_\_\_\_\_  
Bruce Baron,  
Vice Chancellor Fiscal Services

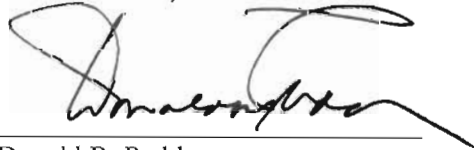
  
\_\_\_\_\_  
Donald R. Puddy,  
Vice President

EXHIBIT A  
Kitchell CEM, Inc.  
SBCCD MEASURE P BOND PROGRAM  
LEED Documentation Services (Amendment No. 2)  
September 3, 2009

Scope of Services and Fee

**Scope of Services**

**Task 1: Establish LEED task list**

Establish a task list of responsible party requirements, outlining goals, responsibilities, and schedule. Develop project team participant (Owner, Program Manager, Construction Manager, and Architects/ Engineers) roles and responsibilities for achieving certification.

- Assign submittal documentation responsibilities
- Assign submittal submission dates
- Coordinate LEED documentation submittals with master schedule
- Provide updated master schedule with LEED certification activities requirements
- Develop a task list matrix showing participant responsibilities.
- Coordinate design review and construction review LEED submittals with USGBC. Design and construction review fees are to be paid directly by the District or by Kitchell as a reimbursable expense.
- Assign and manage LEED On-line project team participant passwords and roles.

Deliverables: Provide schedule and responsibility task list and review with responsible parties.

**Task 2: Educational and Coordinating workshop**

Facilitate and document a four hour educational and coordinating workshop with participants in the LEED certification process.

Deliverable: Workshop agenda and meeting minutes. Upon completion of workshop, provide updated LEED scorecard for each building to project team.

**Task 3: Architect/ Engineer LEED design support**

Assist the Architect/ Engineering firms of record with LEED Certification specifications, including Division 1.

- Assist the A/E firms of record with alternative design approaches, materials and sustainable methods.
- Maintain and update master LEED scorecard for each project.
- Assist the A/E firms of record with alternative design approaches, materials and



sustainable methods.

#### **Task 4: Review the Fundamental Building Systems Commissioning Plan (FBSCP)**

Review the FBSCP prepared by the commissioning agent and provide validations and/ or recommendations for implementation.

Deliverable: Written review comments validating the FBSCP and /or recommendations for improvements.

#### **Task 5: Construction phase LEED compliance coordination meetings**

Administer construction phase LEED requirements and documentation, including management of the on line submittal process.

- Review and verify monthly submissions from the Construction Manager
- Conduct on site inspections bi-weekly to determine compliance with USGBC requirements.
- Conduct monthly LEED coordination meetings with the Construction Manager and selected prime contractors.
- Provide guidance to Construction Manager on strategies to optimize LEED point achievements.
- Manage material and documentation compliance for LEED requirements.
- Provide advice as to the documentation and calculation requirements for each LEED credit being pursued.
- Manage documentation of LEED credits associated with mechanical, plumbing, electrical, civil, landscape and construction.
- Manage LEED letter templates – construction phase.
- Manage LEED On-line uploads – construction phase.
- Review LEED credit submittal documentation to verify compliance with USGBC standards.

Deliverables: Written meeting minutes (bi weekly) and written monthly LEED compliance report.

#### **Task 6: LEED closeout phase**

Manage the USGBC required closeout requirements for both projects at the completion of construction activities.

- Manage the LEED “Online” documentation process.
- Provide any project clarifications required by USGBC
- Manage project team LEED documentation and upload LEED Online.

- Submit final documentation to USGBC for desired level of LEED certification.

Deliverables: Request and coordinate delivery of USGBC Certification Plaque for the CRF and Chemistry/ Physical Science buildings.

**Fee (Labor and Materials Summary)**

Labor:	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Project Manager (LEED AP)	796	167	132,932
Registered Engineer	88	135	11,880
Scheduler	88	124	10,912
Administrative Asst.	336	68	<u>22,848</u>
Total labor			178,572

Reimbursable Materials:

USGBC design and construction review fee	6,000
Postal and delivery	3,600
Plans/ prints	5,400
Office supplies	<u>900</u>
Total reimbursable materials	15,900
Total fee (not to exceed)	\$194,472

**AGREEMENT BETWEEN THE**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**AND KITCHELL CEM, INC. FOR**  
**PROGRAM MANAGEMENT SERVICES**

Amendment No. 3

This AMENDMENT is made and entered into the 9th day of October in the year 2009, by and between San Bernardino Community College District and Kitchell CEM, Inc.

All articles in the original Agreement dated September 24, 2006 shall remain in effect except for the following:

**Article 4.1**; Delete in its entirety and replace with the following:

The Program Manager's total compensation for the Services described in this Agreement shall not exceed the total Fee of Nine Million Three Hundred Seventy Thousand One Hundred Eighty Four (\$9,370,184), payable monthly for Services actually rendered in accordance with the Labor and Material Summary (AMENDMENT 1, Exhibit B, AMENDMENT 2, Exhibit A and AMENDMENT 3, Exhibit A). Invoices shall be submitted in a form acceptable to the District and by the 5<sup>th</sup> day of the month for Services provided within the previous month.

**Exhibit B, Article 1 Basic Services**; Add the following paragraph:

District and Program Manager agree that additional services are required to provide LEED certification commissioning services for the Community Recreation Facility (CRF) at Crafton Hills College, and the Chemistry/ Physical Sciences Building at San Bernardino Valley College. The scope of services for LEED commissioning services and Labor and Material Summary, is attached to this amendment as Exhibit A. The not to exceed fee for the additional services is Eighty Five Thousand Seven Hundred Sixty (\$85,760), and is based on the hourly billing rates specified in the base agreement. Based on the increased fee for additional services the revised agreement amounts shall not exceed Nine Million Three Hundred Seventy Thousand One Hundred Eighty Four (\$9,370,184).

This AMENDMENT No. 3 entered into as of the day and year first written above.

**San Bernardino Community College District**

\_\_\_\_\_  
Bruce Baron,  
Vice Chancellor Fiscal Services

**Kitchell CEM, Inc.**

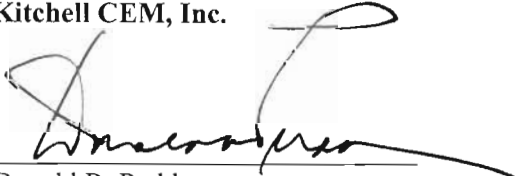
  
\_\_\_\_\_  
Donald R. Puddy,  
Vice President

EXHIBIT A  
Kitchell CEM, Inc.  
SBCCD MEASURE P BOND PROGRAM  
LEED Commissioning Services (Amendment 3)  
September 3, 2009

## Scope of Services and Fee

### **Scope of Services**

The objective of commissioning is to provide documented confirmation that the facility fulfills the functional and performance requirements of the San Bernardino Community College District, occupants, and operators. To reach this goal, it is necessary for the commissioning process to establish and document the SBCCD's criteria for system function, performance, and maintainability; as well as to verify and document compliance with these criteria throughout design, construction, start-up, and the initial period of operation. In addition, it is important to ensure that operation and maintenance (O&M) manuals are complete, thorough and accurate, as well as making sure that the training on system operation is appropriate so the building continues to operate as intended.

Kitchell's Engineering and Architectural Services Department Commissioning Agent (CA), will be involved in the Community Recreation Facility at Crafton Hills College, and the Chemistry/ Physical Science Building at San Bernardino Valley College from the beginning of the design revisions required for LEED certification, through the balance of the construction phase and closeout phases. The primary role of the CA during the initial design phase is to develop a detailed commissioning plan and review the design to ensure it has all the components to meet SBCCD's commissioning objectives. During construction the CA will develop and coordinate the execution of a testing plan, which includes observing and documenting all LEED related system's performance to ensure that systems are functioning in accordance with the contract documents and requirements of the commissioning plan. The CA will not be responsible for design, general construction scheduling, testing instrumentation, cost estimating, or construction management, but may assist in solving or resolving non-conformance issues or deficiencies.

#### **Task 1:**

Kitchell's Engineering and Architectural Services Department commissioning staff (CA) will review the Owner's Project Requirements (OPR) and provide written comments as to appropriateness for the desired LEED certification level. This is a LEED commissioning requirement of the commissioning agent.

#### **Task 2:**

The commissioning agent will review the architects Basis of Design (BOD), which is a document submitted to SBCCD by the architect prior to commencing with LEED related redesign. The review will comment on the BOD and its compliance with the OPR.

**Task 3:**

The commissioning agent will review all LEED certification related specifications prepared by the architect to ensure compliance with OPR and BOD requirements and provide written comments documenting their findings. The CA will follow up with the architect to ensure that any deficiencies are corrected prior to finalizing the construction documents.

**Task 4:**

The CA will develop project specific commissioning plans for both the Community Recreation Facility and the Chemistry/ Science Building which include LEED required pre-functional test (PT) check lists and functional test (FT) sheets. PT's are developed from the architect's design and specifications at approximately the 65% construction document phase. The FT's are based on PT requirements and will be used by the CA staff during compliance documentation during the construction phase.

**Task 5:**

The commissioning agent will document preceding Tasks 1 through 4 in U. S. Green Building Council (USGBC) audit format as required by the LEED commissioning process.

**Task 6:**

The commissioning agent will conduct and document two on site meetings for each project which include the architect, selected contractors, construction manager and LEED documentation manager, to report on compliance with the commissioning plan and discuss solutions to any areas of deficiency.

**Task 7:**

Commissioning agent staff will visit both project sites to ensure that the construction manager and selected contractors are installing all components of a system receiving LEED points in accordance with the construction documents. Correct installation will be documented with PT sheets which are signed by the specified contractor, construction manager, architect and commissioning agent. Non compliant installations will be documented and tracked for future observation and acceptance.

**Task 8:**

Kitchell commissioning agent staff will prepare and submit a summary commissioning report for the Community Recreation Facility at Crafton Hills College, and the Chemistry/ Physical Sciences Building at San Bernardino Valley College. This report will document system LEED point compliance with the construction documents. Supporting documentation will include signed of PT and FT sheets indicating installation and functional compliance with the construction documents.

**Fee (Labor and Material Summary)**

Community Recreation Facility, Crafton Hills College

	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Labor:			
Technical Support Manager	16	167	2,672
Registered Engineer	142	135	19,170
Specifications Engineer	8	135	1,088
Administrative Assistant	20	68	<u>1,360</u>
Total labor			\$24,290

Reimbursable materials:

Office supplies \$ 300

Sub total fee (not to exceed), Crafton Hills \$24,590

Chemistry/ Science Building, San Bernardino Valley College

Labor:			
Technical Support Manager	32	167	5,344
Registered Engineer	360	135	48,600
Specifications Engineer	16	135	2,160
Administrative Assistant	64	68	<u>4,352</u>
Total labor			\$60,456

Reimbursable materials:

Office supplies \$700

Sub total fee (not to exceed), SB Valley College \$61,156

Total Fee (not to exceed) \$85,760

## ARCHITECT CONTRACT AMENDMENT: 010

PROJECT: Valley College (SBVC)  
701 So. Mount Vernon Ave.  
San Bernardino, CA 92410

OWNER: San Bernardino Community College District

TO: NTD Architecture (NTD)  
955 Overland Court Suite 100  
San Dimas, CA 91773-1718

---

**Brief Description:**

NTD Architecture has been tasked to provide additional services for architectural and engineering services for the development of design and construction documents and the documentation for the LEED application to incorporate approved LEED criteria into the project for the Chemistry and Physical Science Building at San Bernardino Valley College.

**Attachments:**

NTD Architects proposal letter LEED Implementation (Chemistry & Physical Sciences Building)

**Costs:**

**\$103,648.00** = Grand Total of this requested Contract Amendment: 010

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The original <b>Contract Sum</b>	\$5,304,419.00
Net change by previous Amendments	\$1,597,837.80
The <b>Contract Sum</b> prior to this Amendment	\$6,902,256.80
The <b>Contract Sum</b> will be <b>increased</b> by this Amendment	\$103,648.00
The new <b>Contract Sum</b> including this Amendment	\$7,005,904.80
The Contract Schedule as of this Amendment will be <b>increased by:</b>	0 calendar days

---

By signing this Amendment the San Bernardino Community College District (SBCCD) authorizes NTD Architecture to perform the scope of work listed above. SBCCD also authorizes and acknowledges that the amount of this Amendment will be paid via an amendment to NTD Architects contract with SBCCD.

Not valid until signed by all parties. Signature of Architect indicates agreement herewith, including any adjustment in the Contract Sum or Contract Schedule.

**Authorized:**

**ARCHITECT**  
NTD Architecture

**PROGRAM MANAGER**  
Kitchell CEM

**OWNER**  
SBCCD

By: 

DATE: 10/2/09

By: For AR

DATE: 10-8-09

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

DATE: \_\_\_\_\_



**FAXED**  
~~Revised 21 August 2009~~

14 July 2009

Via: Fax (909) 889-9952 &  
First Class Mail

Mr. Jon Witherspoon, Program Director  
Kitchell/BRJ  
SAN BERNARDINO VALLEY COLLEGE  
701 South Mount Vernon  
San Bernardino, CA 92401

Subject: LEED Implementation  
Chemistry & Physical Sciences Building  
Additional Services Proposal  
San Bernardino Valley College  
NTD No. 2009-0274-99

Dear Mr. Whitterspoon:

I am pleased to present our fee proposal to provide Architectural and Engineering services for the development of design and construction documents and the documentation for the LEED application to incorporate approved LEED criteria into the project for the Chemistry and Physical Sciences Building.

**Scope of Work as we understand it:**

1. Revise design and construction drawings and specifications to accommodate approved LEED criteria and points, per the attached spreadsheet that identifies each point being sought, and scope of work to be provided by the design team and scope of work by others.
2. Provide documentation and information for LEED Certification application to Kitchell/BRJ as the administrators of the LEED application. The attached spreadsheet identifies points being sought and information and documentation to be provided.
3. Coordinate design and construction documents with landscape architect, and civil, mechanical, and electrical engineers.
4. For items requiring approval, submit construction documents to DSA for review and approval.
5. Prepare change drawings for Project Directives for the work described above.

Cont...2/



Mr. Jon Witherspoon  
LEED Implementation  
Chemistry & Physical Sciences Building  
Additional Services Proposal  
August 21, 2009  
Page 2



**Scope of Work Not Included:**

The scope of work described in this proposal excludes the design of the following systems and/or areas (these systems and/or areas are either not required for this project, or the designs are to be accomplished by others under separate contract):

1. Any Permit fees.
2. Any fees associated with the LEED application processes, including Credit Interpretation Requests.
3. Revision of the programming documents for budget reduction and/or value engineering.
4. Administration of the LEED application. We understand that this is being provided by Kitchell/BRJ.
5. Conducting LEED workshops. We understand that this is being provided by K/BRJ.
6. All Architectural and Engineering services not directly related to the scope of work listed above.

We have provided a proposal that is as comprehensive as possible based on the information available to us in understanding the scope of work. We have based our fees on the LEED Audit prepared by DCGA, dated April 28, 2009. There may be additional scope required for credits that we have not been able to anticipate. Should additional work be required, we will submit a fee for the additional service as a separate proposal when the scope is identified.

**Fee Schedule:**

Our proposed fee for this project is a fixed fee of \$103,648 to be invoiced as detailed below.

**Chemistry & Physical Sciences Building**

• Landscape	\$ 6,400
• Civil	\$ 5,000
• MEP	<u>\$ 26,725</u>
Subtotal	\$ 38,125
• 10% mark-up	<u>\$ 3,813</u>
Subtotal	\$ 41,938
• Architectural	<u>\$ 61,710</u>
<b>Total Fee:</b>	<b>\$ 103,648</b>

Cont... 3/



Mr. Jon Witherspoon  
 LEED Implementation  
 Chemistry & Physical Sciences Building  
 Additional Services Proposal  
 August 21, 2009  
 Page 3

**Fee to be invoiced as follows:**

- Completion of construction documents and preparation of project directive (60%) \$ 62,190
- DSA approval (70%) \$ 10,365
- Completion of LEED application documentation (100%) \$ 31,093
- Total: \$ 103,648

**Note:** Completion of the documentation for changes detailed in this proposal and required for the LEED application is not a guarantee that the project will be awarded any of the credits sought, or will receive the desired certification level.

For extra services not listed above in the scope of work/services, reimbursement shall be based on an hourly basis, or on a lump sum basis to be agreed upon, and to be provided in writing by the District prior to the commencement of the services.

Please acknowledge our contract terms and fee proposal by signing this letter below and returning it to our office. We look forward to continuing our working relationship with San Bernardino Valley College.

Please let me know if you have any questions regarding this proposal.

We appreciate the opportunity to be of continuing service.

Sincerely,



Jay R Tittle, AIA  
 Partner  
 C-12855  
 JRT:dj

Atch: Fee Proposal Matrix – LEED Implementation - Chemistry & Physical Sciences Building (5 pgs., dated 20 August 2009)

**Approved and accepted on behalf of San Bernardino Valley College by:**

\_\_\_\_\_  
 Bruce Baron, Vice Chancellor Fiscal Services

\_\_\_\_\_  
 Date

**cc:** Leigh Anne Jones      Wendy Nord  
          Jim Cordova            Debbie Jasco  
          Fariba Shantiyai        File

Credit	Y/?/N	Scope	Comments
<b>SUSTAINABLE SITES</b>			
Prereq		NTD & consultants will provide one copy of construction drawings & specs related to sediment & erosion control. All other related documents required document compliance will be provided by others.	
SSc1	Y	NTD & consultants have include NO scope for this credit. All documentation for this credit will be provided by others.	
SSc2	Y	NTD & consultants will provide documentation for this credit based on Option 2 (Community Connectivity). The site map will include a 1/2 mile radius circle around the building entrances, residential development of 10 units per acre, and 10 community services. If a residential development density of 10 units per acre is not within the radius, this credit will NOT be achieved.	
SSc3	N	Credit not being sought - no scope / fee included	
SSc4.1	Y	NTD & consultants will provide partial documentation for this credit based on the Bus Service option. The site vicinity map will include all bus stops within a 1/4 mile of the site. The listing of each bus line that serves the site vicinity and the distance from the bus stop to the project site will be provided by others.	
SSc4.2	Y	NTD & consultants will revised drawings to provide showers & changing facilities for .5% of FTE occupants and/or confirm that facilities existing with 200 yards of a building entrance. Revised drawings to provide secure bicycle storage with 200 yards of a building entrance for 5% of all building users. Obtain DSA approval of revised drawings as required	
SSc4.3	?	NTD & consultants have include NO scope for this credit. All documentation for this credit will be provide by others.	Documentation / verification of provisions for low-emission & fuel-efficient vehicles will be provided by others
SSc4.4	Y	NTD & consultants have include NO scope for this credit. All documentation for this credit will be provide by others.	Documentation / verification of parking requirements & parking provided will be provided by others
SSc5.1	N	Credit not being sought - no scope / fee included	
SSc5.2	N	Credit not being sought - no scope / fee included	
SSc6.1	Y	NTD & consultants will provide data an calculation information for storm water design - quantity control.	
SSc6.2	N	Credit not being sought - no scope / fee included	
SSc7.1	Y	NTD & consultants will provide site drawings highlighting the location of specific paving materials, landscaping, and/or underground or covered parking. Data will be provided for measured reflectance of each paving material installed on site per Option 1.	
SSc7.2	Y	NTD & consultants will provide roof drawing highlighting the location of roof materials. Per Option 1, total are of SRI compliant roof materials and a listing of installed roofing materials and their SRI values will be provided.	

Credit	Y/?/N	Scope	Comments
SSc8	Y	NTD & consultants will provide copies of the project lighting drawings to document the location and type of fixtures installed. Provide confirmation that interior lighting design has been evaluated to ensure that lighting does not exit through windows. Complete the lighting power density tables on submittal template for facade landscape lighting.	

WATER EFFICIENCY			
WEc1.1	Y	NTD & consultants will provide data and calculations for Total Water Applied baseline, project's design case calc, non-potable water for irrigation, narrative describing landscaping and irrigation strategies	
WEc1.2	N	Credit not being sought - no scope / fee included	
WEc2	?	NTD & consultants will provide plumbing drawings for the project, calculated occupants, baseline water usage for sewerage, design case water usage for sewerage, total non-potable water supply available, narrative describing water reduction strategies.	No scope is included for evaluation or inclusion of on-site wastewater treatment.
WEc3.1	Y	NTD & consultants will provide calculated occupants, baseline water use flush & flow fixtures, design case water usage for flush & flow fixtures, total non-potable water supply available, narrative describing water reduction strategies.	
WEc3.2	Y	Scope included with credit WE3.1	

ENERGY & ATMOSPHERE			
Prereq		NTD & consultants have include NO scope for this credit. All documentation for this credit will be provided by others.	All information re: Commissioning agent, confirmation of tasks completed, narrative provided by others
Prereq		NTD & consultants will provide confirmation that the project meets requirements of ASHRAE 90.1-2004 using submittal templates.	
Prereq		NTD & consultant will provide confirmation that project does not use CF refrigerants	
EAc1.1	?	NTD & consultants will provide calculations using the submittal template for energy use.	
EAc1.2	?	Scope included with credit EA1.1	
EAc1.3	N	Credit not being sought - no scope / fee included	
EAc1.4	N	Credit not being sought - no scope / fee included	
EAc1.5	N	Credit not being sought - no scope / fee included	
EAc1.6	N	Credit not being sought - no scope / fee included	
EAc1.7	N	Credit not being sought - no scope / fee included	
EAc1.8	N	Credit not being sought - no scope / fee included	
EAc1.9	N	Credit not being sought - no scope / fee included	
EAc1.10	N	Credit not being sought - no scope / fee included	

Credit	Y/?/N	Scope	Comments
EAc2.1	?	No scope / fee included for this credit.	No on-site renewable energy strategy has been identified / approved to date although we understand that SBVC may wish to include on-site renewable energy in the project. We have included an allowance of \$15,000 for working with the team to develop a strategy and scope for renewable energy. Once a complete scope has been identified and approved, an additional service proposal will be developed to provide documents for the implementation of the approved strategy for renewable energy.
EAc2.2	?	No scope / fee included for this credit - see EAc2.1	See EAc2.1
EAc2.3	?	No scope / fee included for this credit - see EAc2.1	See EAc2.1
EAc3	N	Credit not being sought - no scope / fee included	Too late to seek this credit - had to be started at the beginning of CD phase
EAc4	Y	NTD & consultants will provide data and calculations using the template for HVAC&R equipment, including number, size, refrigerant and refrigerant charge	
EAc5	N	Credit not being sought - no scope / fee included	
EAc6	Y	NTD & consultants have include NO scope for this credit. All documentation for this credit will be provided by others.	Documentation providing the name of green power provider and contract term and total annual electricity consumption and total annual green power purchase will be provided by others

MATERIALS & RESOURCES			
Prereq		NTD & consultants will revise drawings to provide recycling collections areas. Confirmation of the types of materials that are being collected for recycling will be provided by others. Obtain DSA approval of revised drawings as required	Confirmation of the types of materials that are being collected for recycling will be provided by others.
MRc1.1	N	Credit not being sought - no scope / fee included	
MRc1.2	N	Credit not being sought - no scope / fee included	
MRc1.3	N	Credit not being sought - no scope / fee included	
MRc2.1	Y	NTD & consultants have include NO scope for this credit. All documentation for this credit will be provided by others.	Documentation of construction waste management to be provided by others.
MRc2.2	Y	NTD & consultants have include NO scope for this credit. All documentation for this credit will be provided by others.	Documentation of construction waste management to be provided by others.
MRc3.1	N	Credit not being sought - no scope / fee included	
MRc3.2	N	Credit not being sought - no scope / fee included	
MRc4.1	Y	NTD & consultants will work with others to provide the materials information for the tabulation	Information on total materials project cost will be need to be provided by others for this credit.
MRc4.2	N	Credit not being sought - no scope / fee included	
MRc5.1	Y	NTD & consultants will work with others to provide the regional materials information for the tabulation.	Information on regional materials project cost will be need to be provided by others for this credit.
MRc5.2	N	Credit not being sought - no scope / fee included	

Credit	Y/?/N	Scope	Comments
MRC6	N	Credit not being sought - no scope / fee included	
MRC7	N	Credit not being sought - no scope / fee included	

INDOOR ENVIRONMENTAL QUALITY			
Prereq		NTD & consultants will provide a narrative describing the project's ventilation design and confirmation that the project meets requirements of ASHRAE 62.1-2004 using submittal templates.	
Prereq		NTD & consultants have include NO scope for this credit. All documentation for this credit will be provided by others.	Documentation of compliance with the requirements of a non-smoking facility will be provided by others.
EQc1	?	NTD & consultants will provide confirmation of type of ventilation system and installed controls, narrative describing the project's ventilation system and CO2 monitoring system, project drawings documenting location and type of installed sensors.	
EQc2	?	NTD & consultants will provide confirmation that the project's ventilation design exceeds that requirements of ASHRAE 62.1-2004 or local code and a narrative describing the project's ventilation system design.	
EQ3.1	Y	NTD & consultants have include NO scope for this credit. All documentation for this credit will be provided by others.	Documentation of Construction IAQ management plan during construction to be provided by others.
EQ3.2	Y	NTD & consultants have include NO scope for this credit. All documentation for this credit will be provided by others.	Documentation of Construction IAQ management plan before occupancy to be provided by others.
EQc4.1	N	Credit not being sought - no scope / fee included	
EQc4.2	Y	NTD & consultants will provide a list of each indoor paint and coating used on the project, based on information provided by others (construction submittals).	Final construction submittals for paints and coatings with all required information to be provided by others.
EQc4.3	Y	NTD & consultants will provide a list of each carpet, carpet cushion used on the project, based on information provided by others (construction submittals).	Final construction submittals for all carpet and carpet cushions with all required information to be provided by others.
EQc4.4	Y	NTD & consultants will provide a list of each composite wood and agrifiber products used on the project, based on information provided by others (construction submittals) that confirms that each product does not contain urea-formaldehyde	Final construction submittals for all composite wood and agrifiber products with all required information to be provided by others.
EQc5	Y	NTD & consultants will revise the drawings to include entryways systems at all building entrances, provide a listing of each entryway product installed, copy of construction drawings highlighting the entryway systems, confirmation that chemical areas have been designed as separate rooms with dedicated exhaust, copies of mechanical drawings highlighting location of chemical usage areas & associated exhaust systems, MERV filter confirmation.	

Credit	Y/?/N	Scope	Comments
EQc6.1	Y	NTD & consultants will revise drawings to provide individual workstation lighting controls and lighting controls for shared multi-occupant spaces. Provide a narrative of the project's lighting control strategy.	
EQc6.2	Y	NTD & consultants will revise drawings to provide individual workstation thermal controls and thermal controls for shared multi-occupant spaces. Provide a narrative of the project's comfort control strategy.	
EQc7.1	Y	NTD & consultants will provide data regarding seasonal temperature and humidity control design criteria. Provide narrative describing method used to establish the thermal comfort condition for project and how systems address the design criteria.	
EQc7.2	Y	NTD & consultants have include NO scope for this credit. All documentation for this credit will be provided by others.	Narrative describing the survey planned for the validation of the thermal comfort conditions and specific description for creating a plan for corrective action to be provided by others.
EQc8.1	Y		
EQc8.2	N	Credit not being sought - no scope / fee included	

**INNOVATION & DESIGN PROCESS**

IDc1.1	?	Credit being sought but no scope included in this proposal. If innovation credits are to be sought and the scope of work for these credits is identified, an additional proposal will be submitted for the work required to for this.	
IDc1.2	?		
IDc1.3	?		
IDc1.4	?		
IDc2	Y	No scope included.	K/BRJ is the LEED application administrator and will provide the LEED AP for the project for this credit.

STEINBERG ARCHITECTS CRF CONTRACT AMENDMENT: 006

PROJECT: Crafton Hills College (CHC)  
11711 Sand Canyon Road  
Yucaipa, CA 92399

KITCHELL/BRJ

OCT 07 2009

OWNER: San Bernardino Community College District (SBCCD)

TO: Steinberg Architects (SA)  
523 West 6<sup>th</sup> Street Suite 245  
Los Angeles, CA 90014

Brief Description:

Steinberg Architects has been tasked to provide additional services for architectural and engineering services for the development, design & construction documents and the documentation for the LEED application to incorporate approved LEED criteria into the project for the CRF building.

Attachments:

- Steinberg Architects CRF ASA #7 proposal (6 pages)

Costs:

\$185,584.00 = Total amount of this Amendment

The original Contract Sum	\$1,131,900.00
Net change by previous Amendments	\$106,294.00
The Contract Sum prior to this Amendment	\$1,238,194.00
The Contract Sum will be increased by this Amendment	\$185,584.00
The new Contract Sum including this Amendment	\$1,423,778.00

The Contract Schedule as of this Amendment will be **unchanged**.

By signing this Amendment the SBCCD authorizes Steinberg Architects to perform the scope of work listed above. SBCCD also authorizes and acknowledges that the amount of this Amendment will be paid via an amendment to Steinberg Architects contract with SBCCD.

Not valid until signed by all parties. Signature of Architect indicates agreement herewith, including any adjustment in the Contract Sum or Construction Schedule.

Authorized:

ARCHITECT  
Steinberg Architects

PROGRAM MANAGER  
Kitchell/BRJ

OWNER  
SBCCD

By: 

By: 

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

DATE: 10/6/09

DATE: 10-9-09

DATE: \_\_\_\_\_



September 04, 2009  
Revised October 01, 2009

523 West 6th Street, Suite 245  
Los Angeles, California 90014  
www.steinbergarchitects.com

Mr. Alan Rosen  
Program Manager  
Kitchell/BRJ  
San Bernardino Community College District  
114 S. Del Rosa Dr.  
San Bernardino, CA 92408

Re: San Bernardino Community College District: Crafton Hills College  
Project: Community Recreational Facility  
Project #: 06063.010  
ASA#7: LEED Certification & Confirmation

Dear Alan:

Steinberg Architects is pleased to submit this additional services proposal for providing design services for LEED confirmation & certification for the Learning Resource Center. Project parameters as described below would be provided per the Master Services Agreement.

#### **I. PROJECT PARAMETERS**

The LEED services include confirmation of credits identified in the CRF LEED Checklist provided to Steinberg Architects on 8/31/2009(see attached) providing the following additional work.

1. Design review and modifications(as described on the attached document) based on LEED credit:
2. Leadership in Energy Efficient Design (LEED) NC-V2.2 Certification Consulting (targeting Certified level)
3. Leadership in Energy Efficient Design (LEED) NC-V2.2 Construction Specifications
4. Leadership in Energy Efficient Design (LEED) NC-V2.2 Energy Modeling and Calculations Submittal
5. Leadership in Energy Efficient Design (LEED) NC-V2.2 Construction, Closeout and Acceptance Phase Consulting
6. EA Credit 1 - scope for this credit includes developing and running energy model simulation to analyze the performance of the envelope, HVAC Lighting and Controls. The required 14% (2 credits) may result in the redesign of the building envelope, lighting system and HVAC system, because this potential scope is unknown the redesign scope is not included.
7. Fee for aquatic consultant is for design of thermal pool water heating system and variable frequency drive.
8. After the Energy Model is complete as identified in EA Credit 1 – Optimize Energy Performance, and energy analysis and simple payback can be calculated for the CRF

building. We will provide this based on the current energy cost and demand cost provided by the utility company.

9. Kitchell/BRJ will act as LEED administrator, which includes coordination of team and following through with management of LEED process thru LEED-online uploads for design credits.
10. The goal for the PV system will be to provide 12.5% of the baseline energy cost. The design for the system will be to provide bridging documents, taking the design to a 35% CD level in order for a contractor to competitively bid the project with a design/building delivery method. This proposal includes plans, performance specifications, single line diagram, electrical modifications to accommodate the PV system and coordination with the utility company.
11. The fees do not include related construction administration services as the full scope and potential schedule impact cannot be determined without the studies & design revisions described in the attached matrix. As discussed on during our meeting on September 29, 2009, a separate CA proposal will be provided upon completion of design and scope definition.

See attached Matrix for additional project parameters information.

## II. ADDITIONAL SERVICES

• AHBE Landscape Architects	\$14,634
• Snipes-Dye	\$44,000
• Aquatic Design Group	\$12,500
• Syska Hennessy Group, Inc.	\$67,550
• Arup	\$10,000
• Steinberg Architects	\$31,900
• Reimbursable Expenses	<u>\$ 5,000</u>
<b>TOTAL</b>	<b>\$185,584</b>

\* Allowance is for scope items that have not yet been defined such as potential design changes from EA Credit 1, EA Credit 2.1 & ID Credits. Steinberg Architects will provide the program manager with the anticipated fees for the redesign prior to invoicing against the allowance. Should the proposed fees exceed the allowance, Steinberg Architects will provide a proposal for the balance of fee and will begin incorporating the design changes upon approval of the proposal.

## III. HOURLY RATE SCHEDULE

FOR CHANGE IN SERVICES, THE ARCHITECT'S HOURLY RATES ARE SET FORTH AS FOLLOWS:

<i>Principal</i>	\$228	<i>Job Captain</i>	\$132
<i>Senior Project Manager</i>	\$170	<i>Intermediate</i>	\$100-110
<i>Senior Designer</i>	\$170	<i>Designer/Drafter</i>	\$95
<i>Project Manager</i>	\$155	<i>Administrative Staff</i>	\$85
<i>Project Architect</i>	\$155	<i>Intern</i>	\$69
<i>Designer</i>	\$143		

#### **IV. Authorization**

Please review this proposal, and if it is acceptable provide me with a written authorization to proceed. This proposal and agreement shall be binding if agreed to in writing by the owner within thirty (30) days of the date above.

Please call if you have any questions concerning this agreement.

Sincerely,

STEINBERG ARCHITECTS

Gilbert Rocca  
Senior Associate

Cc: David Hart, File A01

**INDOOR ENVIRONMENTAL QUALITY**

Prereq		Provide a narrative describing the project's ventilation design and confirmation that the project meets requirements of ASHRAE 62.1-2004 using submittal templates.	
Prereq		All documentation for this credit will be provided by K/BRJ.	
EQc1	Y	Verify and revise drawings, as required to comply with LEED credit EQc1. Obtain DSA approval as required.	Ventilation and controls will be redesigned to achieve this credit.
EQc2	Y	Provide confirmation that the project's ventilation design exceeds that requirements of ASHRAE 62.1-2004 or local code and a narrative describing the project's ventilation system design. Revise drawings, as required. Obtain DSA approval as required.	Fee does not include any design modifications to building structural system resulting from potential upsizing of units.
EQ3.1	Y	All documentation for this credit will be provided by K/BRJ & T/C.	
EQ3.2	Y	All documentation for this credit will be provided by K/BRJ & T/C.	
EQc4.1	Y	Provide a list of each adhesive & sealants used on the project, based on information provided by others (construction submittals).	
EQc4.2	Y	Provide a list of each indoor paint and coating used on the project, based on information provided by others (construction submittals).	
EQc4.4	Y	Provide a list of each composite wood and agrifiber products used on the project, based on information provided by others (construction submittals) that confirms that each product does not contain urea-formaldehyde	
EQc6.1	Y	Verify and revise drawings, if required, to provide individual lighting controls for spaces. Provide a narrative of the project's lighting control strategy.	Fee includes redesign of electrical circuiting and lighting to achieve this credit.
EQc6.2	Y	Verify and revise drawings, if required, to provide individual thermal controls for spaces. Provide a narrative of the project's comfort control strategy.	Fee includes redesign of the HVAC distribution and controls to achieve this credit.
EQc7.1	Y	Provide data regarding seasonal temperature and humidity control design criteria. Provide narrative describing method used to establish the thermal comfort condition for project and how systems address the design criteria.	
EQc7.2	Y	All documentation for this credit will be provided by K/BRJ.	
EQc8.1	Y	Verify and revise drawings, as required to comply with LEED credit EQc 8.11. Obtain DSA approval as required.	Fee includes verification only, do not include redesign.

**INNOVATION & DESIGN PROCESS**

IDc1.1	?	Include allowance for scope of credit, if determined by District to proceed with innovative credits.	Design team will revise documents to include Variable Frequency Drive for the swimming pool.
IDc1.2	?		
IDc1.3	?		
IDc1.4	?		
IDc2	Y	K/BRJ is the LEED application administrator and will provide the LEED AP for the project for this credit.	K/BRJ

WATER EFFICIENCY			
WEc1.1	Y	Provide data and calculations for Total Water Applied baseline, project's design case calc, non-potable water for Irrigation, narrative describing landscaping and Irrigation strategies. Reduce by 50%.	
WEc3.1	Y	Provide calculated occupants, baseline water use flush & flow fixtures, design case water usage for flush & flow fixtures, total non-potable water supply available, narrative describing water reduction strategies.	

ENERGY & ATMOSPHERE			
Prereq		All documentation for this credit will be provided by K/BRJ.	
Prereq		Provide confirmation that the project meets requirements of ASHRAE 90.1-2004 using submittal templates.	
Prereq		Provide confirmation that project does not use CF refrigerants	
EAc1.1	Y	Provide calculations using the submittal template for energy use.	See item 6 within "Project Parameters" for scope clarification
EAc1.2	Y	Scope included with credit EA1.1	See item 6 within "Project Parameters" for scope clarification
EAc2.1	?	Verify and revise drawings, if required, to provide renewable energy for 2.5%. Obtain DSA approval of revised drawings as required	Design team will provide design for PV system (with a goal of providing 12.5% of power requirement) as well as design of solar hot water system for the swimming pool. PV design will include bridging documents for PV contractor design/build system, contractor will be required to coordinate with DSA
EAc4	Y	Provide data and calculations using the template for HVAC&R equipment, including number, size, refrigerant and refrigerant charge	
EAc5	N	Credit not being sought - no scope / fee included	
EAc6	Y	All documentation for this credit will be provided by K/BRJ.	

MATERIALS & RESOURCES			
Prereq		Verify and revise drawings, if required, to provide recycling collections areas. Confirmation of the types of materials that are being collected for recycling will be provided by others. Obtain DSA approval of revised drawings as required	Steinberg Architects will provide documentation of location for recycling collections area. Fee does not include any redesign services.
MRc2.1	Y	All documentation for this credit will be provided by K/BRJ & T/C.	
MRc2.2	Y	All documentation for this credit will be provided by K/BRJ & T/C.	
MRc4.1	Y	Verify and revise drawings, if required, to accommodate material selections that will meet this credit.	Steinerg Architects only to provide verification of current materials.
MRc5.1	Y	Verify and revise drawings, if required, to accomadte material requirements for this credit. Work with others to provide the regional materials information for the tabulation.	Stelnerg Architects only to provide verification of current materials.

LEED CATEGORY & CREDIT

Provided to Steinberg Architects By Kitchell/BRJ

SUSTAINABLE SITES			Comments
Prereq		Provide one copy of construction drawings & specs related to sediment & erosion control. All other related documents required document compliance will be provided by K/BRJ.	No scope, documents have been previously provided to K/BRJ
SSc1	Y	Provide one copy of construction drawings & specs and all other related documents required.	No scope, documents have been previously provided to K/BRJ
SSc4.1	Y	Provide documentation for this credit based on the Bus Service option. The site vicinity map will include all bus stops within a 1/4 mile of the site. The listing of each bus line that serves the site vicinity and the distance from the bus stop to the project site will be provided by K/BRJ.	Steinberg Architects to to prepare necessary vicinity map. Based on information provided by K/BRJ
SSc4.2	Y	Verify and revise drawings, if required, to provide showers & changing facilities for .5% of FTE occupants and/or confirm that facilities existing with 200 yards of a building entrance. Revised drawings to provide secure bicycle storage with 200 yards of a building entrance for 5% of all building users. Obtain DSA approval of revised drawings as required	Steinberg Architects to prepare documents to identify shower & changing facility status, also to provide specification & identify location for bicycle racks.
SSc4.3	Y	Verify and revise drawings, if required, to provide preferred parking for low emitting and fuel efficient vehicles for 5% of total vehicle parking capacity. Obtain DSA approval of revised drawings as required	Steinberg Architects to provide striping layout and signage necessary to accomodate 5% parking requirement.
SSc5.1	Y	Verify and revise drawings, if required, to protect or restore habitat to a min. of 50% of the site area with native or adaptive vegetation. Obtain DSA approval of revised drawings as required	Fee does not include CA services. A separate proposal will be provided if needed, upon scope confirmation, if needed a separate proposal for CA services will be provided.
SSc5.2	Y	Verify and revise drawings, if required, to maximize open space for vegetated open area adjacent to the building is equal to the building footprint. Obtain DSA approval of revised drawings as required	Fee does not include CA services. A separate proposal will be provided if needed, upon scope confirmation, if needed a separate proposal for CA services will be provided.
SSc6.1	Y	Provide data and calculation information for storm water design - quantity control. Revise planting and irrigation design per civil recommendations to meet LEED credit requirements.	Fee does not include CA services. A separate proposal will be provided if needed, upon scope confirmation, if needed a separate proposal for CA services will be provided.
SSc6.2	Y	Provide data and calculation information for storm water design - quality control. Revise drawings as required to meet LEED credit requirements.	Fee does not include CA services. A separate proposal will be provided if needed, upon scope confirmation, if needed a separate proposal for CA services will be provided.
SSc7.1	Y	Provide site drawings highlighting the location of specific paving materials, landscaping, and/or underground or covered parking. Data will be provided for measured reflectance of each paving material installed on site per Option 1.	
SSc7.2	Y	Provide roof drawing highlighting the location of roof materials. Per Option 1, verify and revise drawings, if required, total are of SRI compliant roof materials and a listing of installed roofing materials and their SRI values will be provided.	

**CONSTRUCTION MANAGER CONTRACT AMENDMENT to GENERAL CONDITIONS  
PORTION OF CONTRACT: 003**

PROJECT: Valley College  
701 S. Mount Vernon Ave.  
San Bernardino, CA 92410

OWNER: San Bernardino Community College District (SBCCD)

TO: Tilden-Coil Constructors (TCC)  
3612 Mission Inn Avenue  
Riverside, CA 92501

Brief Description:

Tilden-Coil Constructors has been tasked to provide additional services for LEED Implementation and LEED Supervision and Management for the Chemistry/Physical Science Building at San Bernardino Valley College. TCC has also been tasked to provide LEED Implementation for Debris/Recycle Management for the Chemistry/Physical Science Building.

Attachments:

*Tilden-Coil Constructors proposal letter: General Conditions Amendment #3*

Costs:

**\$115,000.00** = Total amount of this Amendment

The original <b>General Conditions Contract Sum</b>	\$3,507,270.00
Net change by previous Amendments	965,926.77
The <b>General Conditions Contract Sum</b> prior to this Amendment	\$4,473,196.77
The <b>General Conditions Contract Sum</b> will be <b>increased</b> by this Amendment	115,000.00
The new <b>General Conditions Contract Sum</b> including this Amendment	\$4,588,196.77

The Contract Schedule as of this Amendment will be **unchanged**.

By signing this Amendment the SBCCD authorizes Tilden-Coil Constructors to perform the scope of work listed above. SBCCD also authorizes and acknowledges that the amount of this Amendment will be paid via an amendment to Tilden Coil Constructors contract with SBCCD.


Not valid until signed by all parties. Signature of Construction Manager indicates agreement herewith, including any adjustment in the Contract Sum or Construct Schedule.


Authorized:

CONSTRUCTION MANAGER  
Tilden-Coil Constructors

PROGRAM MANAGER  
Kitchell CEM

OWNER  
SBCCD

By:   
DATE: 10-8-09

By:   
DATE: 10-9-09

By: \_\_\_\_\_  
DATE: \_\_\_\_\_



October 5, 2009

San Bernardino Community College District  
Larry Klumas  
114 S. Del Rosa  
San Bernardino, CA 92408

Reference: San Bernardino Valley College Measure 'P' Construction Management

RE: General Conditions Amendment #3

Dear Larry,

The Valley program is moving forward with implementing LEED. Upon the District's request, Tilden-Coil has provided cost associated with LEED implementation @ the Chemistry Science Building and debris / recycle management for Chemistry/Physical Science Building.

- A. LEED Implementation @ Chemistry Science Building: The amount noted below is a **budget** (as the full scope of work of LEED implementation has yet to be defined) to study the cost, evaluate schedule impact, and manage the additional scope of work. We would suggest creating a separate line item (Line Item #003) to track increased hours and incidentals:.....\$ 80,000
  
  - B. LEED Implementation-Debris/Recycle Management: The amount noted below is a **budget** to coordinate as well as recycle debris bin cost for the Chemistry building program. We would suggest creating a separate line item (Line Item #004) to track increased cost and incidentals.....\$ 35,000
- Total: .....\$115,000

The above budget does not address cost associated with time extension impact (if any) as the scope of the work has yet to be defined. Should there be any time extension, this shall be evaluated and submitted under a separate GC amendment request.

Respectfully,

Steve R. Worley

Cc: K/BRJ – Jon Witherspoon



**CONSTRUCTION MANAGER CONTRACT AMENDMENT to GENERAL CONDITIONS  
PORTION OF CONTRACT: 005**

PROJECT: Crafton Hills College (CHC)  
11711 Sand Canyon Road  
Yucaipa, CA 92399

OWNER: San Bernardino Community College District (SBCCD)

TO: Tilden-Coil Constructors (TCC)  
3612 Mission Inn Avenue  
Riverside, CA 92501

Brief Description:

Tilden-Coil Constructors has been tasked to provide additional services for LEED Implementation and LEED Supervision & Management for the Community Recreation Facility.

Attachments:

- TCC GC Contract Amendment 005 back-up material (2 pages)

Costs:

\$72,000.00= Total amount of this Amendment

The original Contract Sum	\$3,075,018.00
Net change by previous Amendments	\$110,931.00
The Contract Sum prior to this Amendment	\$3,185,949.00
The Contract Sum will be decreased by this Amendment	\$72,000.00
The new Contract Sum including this Amendment	\$3,257,949.00

The Contract Schedule as of this Amendment will be **unchanged**.

By signing this Amendment the SBCCD authorizes Tilden-Coil Constructors to perform the scope of work listed above. SBCCD also authorizes and acknowledges that the amount of this Amendment will be paid via an amendment to Tilden-Coil Constructors contract with SBCCD.

Not valid until signed by all parties. Signature of Construction Manager indicates agreement herewith, including any adjustment in the Contract Sum or Construction Schedule.

Authorized:

CONSTRUCTION MANAGER  
Tilden-Coil Constructors

PROGRAM MANAGER  
Kitchell/BRj

OWNER  
SBCCD

By: 

By: 

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

DATE: 10/8/09

DATE: 10-9-09

DATE: \_\_\_\_\_



Revised Friday, October 02, 2009 (revisions in italics)  
Thursday, October 01, 2009

Bruce McDonald  
Kitchell/BRJ  
11711 Sand Canyon Rd.  
Yucaipa, CA 92399

**PROJ: Crafton Hills College-27-003**

RE: General Conditions Amendment – LEED Implementation & Management Services.

Bruce:

Confirming our recent discussions I understand that the Crafton Hills College program is moving forward with implementing LEED for the Community Recreation Facility project. Upon the District's request, Tilden-Coil has previously provided a cost estimate associated with LEED implementation for the CRF. Below is this implementation budget general conditions amount for implementation of the LEED design and an estimated budget amount for 5 months of additional supervision and management of the LEED design and construction:

- A. LEED Implementation at the Community Recreation Facility: The amount noted below is a ***budget*** (as the full scope of work of LEED implementation has yet to be defined) to study the cost and schedule impact with the applicable trades (this was identified as Task 4 on the Kitchell/BRJ LEED study). We would suggest creating a separate line item to track increased hours and incidentals: ..... \$ 27,000
  
  - B. LEED Supervision and Management at the Community Recreation Facility: The amount noted below is a ***budget*** (as the full scope of work of LEED work and the timeframe to complete the added work has not been determined) to Supervise and Manage the construction portion of the added LEED work. This estimate is based on an additional ~~5~~ 3 (rev 10/2/09) months of supervision and management general conditions at \$15,000/month. (This is based on this work being performed while the existing LRC project, and the related office facility, is still underway so that the LEED work can share the use of these facilities). We would suggest creating a separate line item to track increased hours and incidentals: ..... \$ ~~75,000~~ 45,000
- Total: ..... \$102,000 72,000  
(Rev 10/2/09)

Again, these costs are budget estimates as the extent of the LEED design and scope of work has yet to be determined and quantified. Also, this does not include the construction waste

management/waste diversion/recycling management for the Crafton Hills construction program. As requested I will provide a separate estimate and request to manage the waste and recycling for the program. And finally, these costs do not reflect the any additional fee related to the added scope of work related to the added LEED scope. It is understood that the fee will be adjusted through a change order based on the added cost of construction for the added scope per the terms of our existing contract agreement.

I hope this information is helpful. Feel free to contact me if you need any additional information.

Sincerely,  
Tilden-Coil Constructors, Inc.

Matt Breyer  
Senior Project Manager

Cc: Larry Klumas  
Steve Worley  
Dayne Brassard

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: November 5, 2009

SUBJECT: Consideration of Approval of Bond Measure P Construction Change Orders and Contract Amendments

**RECOMMENDATION**

It is recommended that the Board of Trustees approve this single action item consisting of 17 change orders (CO) and 4 contract amendments (CA) for the Bond Measure P Capital Improvement Program (CIP) construction contracts at CHC and SBVC, as listed in the table below.

<b>Crafton Hills College – Learning Resource Center</b>						
	<u>Change #</u>	<u>Original Contract</u>	<u>Previous Changes</u>	<u>Proposed Changes</u>	<u>New Contract</u>	<u>CO % Change</u>
Shanks Electric Corporation	CO 1	2,850,000	0.00	39,005	2,889,005	1.37
<b>Crafton Hills College – Community Recreation Facility/Infrastructure Package 5</b>						
	<u>Change #</u>	<u>Original Contract</u>	<u>Previous Changes</u>	<u>Proposed Changes</u>	<u>New Contract</u>	<u>CO % Change</u>
J.M. Farnan Company, Inc.	CO 2	860,000	40,548	12,987	913,535	5.55
<b>San Bernardino Valley College – Chemistry/Physical Science &amp; Partial North Hall Demolition</b>						
	<u>Change #</u>	<u>Original Contract</u>	<u>Previous Changes</u>	<u>Proposed Changes</u>	<u>New Contract</u>	<u>CO % Change</u>
Caston Plastering & Drywall	CA 1	1,985,585	0	1,705	1,987,290	N/A
Caston Plastering & Drywall	CO 1	1,985,585	1,705	-3,449	1,983,841	-0.17
Couts Heating & Cooling	CO 1	3,347,000	0	632	3,347,632	0.02
Total Proposed Changes				-1,112		
<b>San Bernardino Valley College – Media/Communications</b>						
	<u>Change #</u>	<u>Original Contract</u>	<u>Previous Changes</u>	<u>Proposed Changes</u>	<u>New Contract</u>	<u>CO % Change</u>
RC Construction Services	CA 1	1,129,000	-18,559	8,373	1,118,814	N/A
RC Construction Services	CO 2	1,129,000	-10,186	4,894	1,123,708	-1.20
KCB Towers	CA 1	1,363,340	0	7,039	1,370,379	N/A
KCB Towers	CO 1	1,363,340	7,039	7,811	1,378,190	0.57

RB Sheet Metal	CO 1	280,000	0	4,152	284,152	1.46
Bell Roof Co.	CO 1	283,673	0	1,288	284,961	0.45
Roy E. Whitehead	CO 1	329,675	0	23,182	352,857	7.03
Sierra Lathing Co.	CO 1	820,000	0	6,307	826,307	0.77
West Tech Mechanical	CO 2	1,000,000	-11,404	70,079	1,058,675	5.87
Total Proposed Changes				133,125		
<b>San Bernardino Valley College – North Hall Replacement</b>						
	<u>Change #</u>	<u>Original Contract</u>	<u>Previous Changes</u>	<u>Proposed Changes</u>	<u>New Contract</u>	<u>CO % Change</u>
Devries Construction	CA 1	2,434,395	3,346	37,895	2,475,636	N/A
Caston Plastering & Drywall	CO 1	1,945,585	0	1,867	1,947,452	0.10
Inland Building Company	CO 1	1,264,000	0	-2,880	1,261,120	-0.23
Daart Engineering Co.	CO 1	208,535	0	721	209,256	0.35
Arrowhead Mechanical	CO 1	1,247,000	0	111,367	1,358,367	8.93
BEC Inc.	CO 1	2,125,000	0	21,357	2,146,357	1.01
Total Proposed Changes				170,327		
<b>San Bernardino Valley College – Maintenance &amp; Operations/Custodial Building</b>						
	<u>Change #</u>	<u>Original Contract</u>	<u>Previous Changes</u>	<u>Proposed Changes</u>	<u>New Contract</u>	<u>CO % Change</u>
Klassic Engineering & Const.	CO 1	915,000	0	-7,401	907,599	-0.81

## OVERVIEW

Construction change orders 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. California Public Contract Code 20118.4 establishes a guideline that limits construction contract change orders to 10% of the base contract amount.

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. Amendments alter the base contract amount and are not limited to the 10% guideline.

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 increase the Bond Measure P CIP construction contracts by \$1,998,397. The new overall change order percentage is 2.00%. The cost of these changes will be absorbed by bid savings and does not affect the budget. The construction projects remain within the approved budget.

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

8104  
Project Number

C.O.: 01

**CHANGE ORDER**

Original Contract Amount: \$2,850,000.00  
Amount Previous Change Orders: \$0.00  
\* Note: This is Change Order No. 01 for Contract CLRC01:19

School Name:	<u>Crafton Hills College</u>	Date:	<u>9/28/2009</u>
Project Description:	<u>Learning Resource Center</u>	Contract No.:	<u>CLRC01:19</u>
To: (Contractor):	<u>Shanks Electric Corporation</u>	Attn:	<u></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.**

~~\$35,746.00~~ **\$39,005<sup>00</sup>** mb 10/2/09

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 \$35,746.00 **\$39,005<sup>00</sup>** mb

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

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

The revised Contract Amount, including this C.O. is, therefore: \$2,885,746.00 **\$2,889,005<sup>00</sup>** mb

SBCCD Change Order No. **01** includes Item Number(s): PC No.3,4,5,6,7,8

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:	<u>Julie Gilpin</u>	Julie Gilpin	10-1-09
Architect:	<u>J. J. Santarita</u>	JUAN J. SANTARITA	9/29/09
Inspector:	<u>George Magnera</u>	GEORGE MAGNERA	10-2-09
Constr. Mgr.:	<u>Bruce McDonald</u>	Bruce McDonald	9/28/09
Prog. Mgr.:	<u>Bruce McDonald</u>	Bruce McDonald	10-9-09
District:			

Printed Name/Title

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

Approved \_\_\_\_\_ per Principal Structural Engineer:

Contract CLRC01:19 Shanks Electric Corporation

## CHANGE ORDER NO. 01

REF.	DESCRIPTION OF ITEM	CODE	CREDIT	COST	BALANCE
PC003	Replace specified toilet fixtures with low flow fixtures as requested by Owner	H4		\$1,672	\$1,672
PC004	Added 6 floor boxes at room 116 to accommodate revised FFE furniture plan	H4		\$24,818	\$24,818
PC005	Added 4 floor boxes and outlets at room 137 to accommodate FF&E plan revisions	H4		\$9,256	\$9,256
PC006	Revised electrical feeders to accommodate increased air handler sizes	G3		\$2,112	\$2,112
PC007	Install power usage meter on construction temporary power for campus monitoring purposes	H4		\$695	\$695
PC008	Eliminate 45 electrical/data floor boxes on the 2nd and 3rd floors and replace with 45 RC4 poke through devices to accommodate concrete deck conditions.	G3		\$452	\$452
<b>Subtotal</b>					<b>\$39,005</b>
<b>TOTAL CHANGE ORDER # 01</b>					<b>\$39,005</b>

### CODE LEGEND

- A SITE COST, UNFORESEEN FIELD CONDITION
- B SITE COST, ERROR AND/OR OMISSION
- C SITE COST, DISTRICT ADDED OR DELETED/REDUCED SCOPE
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- L CONTRACT ADMINISTRATIVE ISSUE

\* Note: "I" has been omitted not to be confused with "1"

- 1 CONTRACTOR GENERATED
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- 3 ARCHITECT/ENGINEER GENERATED
- 4 DISTRICT GENERATED



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
Capital Facilities Program Management

9617  
Project Number

C.O.: 02

**CHANGE ORDER**

Original Contract Amount: \$860,000.00  
Amount of Contract Amendments: \$5,459.00  
Amount Previous Change Orders: \$35,089.00

\* Note: This is Change Order No. 02 for Contract CCRF01:13

School Name:	<u>Crafton Hills College</u>	Date:	<u>9/28/2009</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></u>

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

Item No.: Refer to attached C.O No.: 02 index. Reference RFP No.: Refer to attached.

Description of Work:

Refer to attached Change Order No. 02 index for descriptions of work.

**TOTAL COST OF CHANGE ORDER NO. \$12,987.00**

Reason for Change: Refer to attached Change Order No. 02 index.

Initiator of Change: Refer to attached Change Order No. 02 index.

Drawings associated with C.O. No. 02 are as follows: Refer to attachments.

The contract AMOUNT due to C.O. No. 02 will be: increased by \$12,987.00

The contract TIME due to C.O. No. 02 will be: unchanged by 0 calendar days.

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

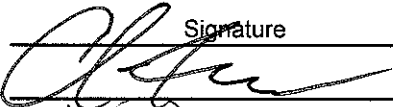


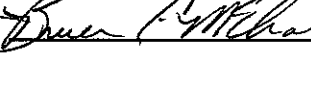
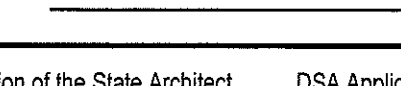
The revised Contract Amount, including this C.O. is, therefore: \$913,535.00

SBCCD Change Order No. 02 includes Item Number(s): PC No. 7,8, & 9

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:		CHRIS FARNAN	10/2/09
Architect:		GEORGE DOORN	9/30/09
Inspector:		STIGORA POTTAN	9/30/09
Constr. Mgr.:		Matt Brayo	9/28/09
Prog. Mgr.:		Bruce McDonald	10-9-09
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 #02

REF.	DESCRIPTION OF ITEM	CODE	CREDIT	COST	BALANCE	Project Cost Allocation	
						Infra 5	CRF
PC007	Provide added floor sink to service pool heater drains. Per RFI 001	G3		\$4,077	\$4,077		4077
PC008	Provide and install 4 added floor drains at locker/restrooms not shown on contract drawings	G3		\$6,801	\$6,801		6801
PC009	Provide and install additional pool area shower venting per RFI 42	G3		\$2,109	\$2,109		2109
<b>Subtotal</b>					<b>\$12,987</b>	<b>\$0</b>	<b>\$12,987</b>
<b>TOTAL CHANGE ORDER #01</b>					<b>\$12,987</b>		

### CODE LEGEND

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- 4 DISTRICT GENERATED
- 5 INSPECTOR OR AGENCY GENERATED

3347A4  
Project Number

CS-BC10-CA1

**CONTRACT AMENDMENT**

Original Contract Amount: **\$1,985,585.00**  
 Amount of Previous Contract Amendments: **\$0.00**  
 Amount of Previous Change Orders: **\$0.00**

DSA No.:  
CS-BC10-CO1A

School Name:	<b>San Bernardino Valley College</b>	Date:	<b>02-Oct-09</b>
Project Description:	<b>New Chemistry &amp; Physical Science Building</b>	Contract No.:	<b>Bid Category 10</b>
To (Contractor):	<b>Caston Plastering &amp; Drywall</b>	Attn:	

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

Item No.: **Refer to attachments** Reference RFP No.: N/A

Description of Work:

**Refer to attached Contract Amendment summary dated 10-02-09 for  
 Contract Amendment No. CS-BC10-CA1 Item(s): 1.1**

**TOTAL COST OF CONTRACT AMENDMENT CS-BC10-CA1 \$1,705.00**

Reason for Change:

**Refer to attached Contract Amendment No. CS-BC10-CA1 summary dated 10/2/09**

Initiator of Change:



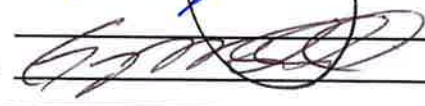
**Refer to attached Contract Amendment No. CS-BC10-CA1 summary dated 10/2/09**

The original Base Contract Sum was:	\$1,985,585.00
Net change by previous authorized Contract Amendment (s):	\$0.00
The contract AMOUNT due to C.A. No. <b>CS-BC10-CA1</b> will be increased by:	\$1,705.00
The revised BASE Contract Sum:	\$1,987,290.00
Net change by previous authorized Change Order(s):	\$0.00
The Contract Sum including previous authorized Change Orders:	\$1,987,290.00
The revised Contract Amount, including this Contract Amendment is, therefore:	<b>\$1,987,290.00</b>
The contract TIME due to C.A. No. <b>CS-BC10-CA1</b> will be unchanged by: <u>0</u> calendar days.	
The revised Contract Completion Date, including this Contract Amendment is, therefore	<b>unchanged</b>
SBCCD Contract Amendment # <b>CS-BC10-CA1</b> includes Item Number(s):	<b>One (1) item</b>

This Contract Amendment is not valid until signed by both the Architect and the District Representative (on behalf of the San Bernardino Community College District Board of Education)

Contractor's signature indicates agreement herewith, including any adjustment in the contract amount or contract time.

I have reviewed the figures submitted by the Contractor and they have been reviewed by the District, I believe this request is valid and recommend your approval for acceptance.

Architect:		Name (printed)	<b>Jay R. Tittle, C-12955</b>	Date	
Constr. Mgr.:			<b>Evan C Taylor, Project Manager</b>		
District:			<b>Mr. Bruce Baron, Vice Chancellor Fiscal Services</b>		
Contractor:			<b>Greg Malachowski, Project Manager</b>		

Printed Name/Title



**CONTRACT AMENDMENT NO.**

**CS-BC10-CA1**

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
Item 1.1	Add additional support structure to temporary firewall due to unforeseen location of planter wall. PC 09	A1			\$1,705.00	\$1,705.00
	<b>Subtotal</b>					<b>\$1,705.00</b>
	<b>TOTAL CONTRACT AMENDMENT #</b>				<b>CS-BC10-CA1</b>	<b>\$1,705.00</b>

CODE LEGEND

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3347A4  
Project Number

CS-BC10-CO1

**CHANGE ORDER**

Original Contract Amount: **\$1,985,585.00**  
 Amount of Previous Contract Amendments: **\$1,705.00**  
 Amount of Previous Change Orders: **\$0.00**

DSA No.:  
CS-BC10-CO1

School Name:	<u>San Bernardino Valley College</u>	Date:	<u>10/2/09</u>
Project Description:	<u>New Chemistry &amp; Physical Science Building</u>	Contract No.:	<u>Bid Category 10</u>
To (Contractor):	<u>Caston Plastering</u>	Attn:	<u></u>

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

Item No.: **Refer to attachments** Reference RFP No.: N/A

Description of Work:

**Refer to attached Change Order summary dated 10/02/09 for  
 Change Order No. CS-BC10-CO1 Item(s): 1.1 to 1.3**

**TOTAL COST OF CHANGE ORDER CS-BC10-CO1 (\$3,449.00)**

Reason for Change:

**Refer to attached Change Order No. CS-BC10-CO1 summary dated 10/2/09**

Initiator of Change:

**Refer to attached Change Order No. CS-BC10-CO1 summary dated 10/2/09**

The original Base Contract Sum was:	<u>\$1,985,585.00</u>
Net change by previous authorized Contract Amendment (s):	<u>\$1,705.00</u>
The revised BASE Contract Sum:	<u>\$1,987,290.00</u>
Net change by previous authorized Change Order(s):	<u>\$0.00</u>
The Contract Sum including previous authorized Change Orders:	<u>\$1,987,290.00</u>
The contract AMOUNT due to C.O. No. <b>CS-BC10-CO1</b> will be <b>decreased</b> by:	<u>(\$3,449.00)</u>
The revised Contract Amount, including this Change Order is, therefore:	<u>\$1,983,841.00</u>

The contract TIME due to C.O. No. **CS-BC10-CO1** will be **unchanged** by: 0 calendar days.

The revised Contract Completion Date, including this Change Order is, therefore unchanged

SBCCD Change Order # **CS-BC10-CO1** includes Item Number(s): Three (3) items

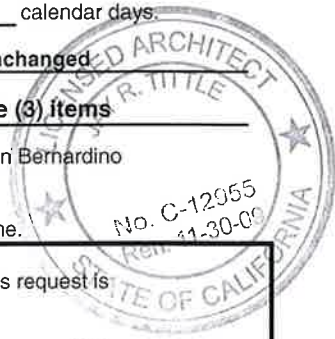
This Change Order is not valid until signed by both the Architect and the District Representative (on behalf of the San Bernardino Community College District Board of Education)

Contractor's signature indicates agreement herewith, including any adjustment in the contract amount or contract time.

I have reviewed the figures submitted by the Contractor and they have been reviewed by the District, I believe this request is valid and recommend your approval for acceptance.

Architect:	<u>[Signature]</u>	Name (printed)	<u>Jay R. Tittle, C-12955</u>	Date	<u></u>
Constr. Mgr.:	<u>[Signature]</u>	<u>Evan C Taylor, Project Manager</u>			
District:	<u>[Signature]</u>	<u>Mr. Bruce Baron, Vice Chancellor Fiscal Services</u>			
Contractor:	<u>[Signature]</u>	<u>Greg Malachowski, Project Manager</u>			

Printed Name/Title



**CHANGE ORDER NO.**

**CS-BC10-CO1**

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
Item 1.1	Add an additional layer of gypsum sheathing to several locations of the exterior wall for architectural detail	G3			\$1,848.00	\$1,848.00
	PC 06					
Item 1.2	Delete the fog coat on the exterior plaster which is not required because plaster is painted.	G3			(\$5,625.00)	(\$5,625.00)
	PC 07					
Item 1.3	Add framing to support remote chillers for electric water coolers.	G3			\$328.00	\$328.00
	PC 11					
	<b>Subtotal</b>					<b>(\$3,449.00)</b>
	<b>TOTAL CHANGE ORDER #</b>				<b>CS-BC10-CO1</b>	<b>(\$3,449.00)</b>

CODE LEGEND

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3347A4  
Project Number

CS-BC18-CO1

**CHANGE ORDER**

Original Contract Amount: **\$3,347,000.00**  
 Amount of Previous Contract Amendments: **\$0.00**  
 Amount of Previous Change Orders: **\$0.00**

DSA No.:  
CS-BC18-CO1

School Name:	<b>San Bernardino Valley College</b>	Date:	<b>10/2/09</b>
Project Description:	<b>New Chemistry &amp; Physical Science Building</b>	Contract No.:	<b>Bid Category 18</b>
To (Contractor):	<b>Couts Heating &amp; Cooling</b>	Attn:	

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

Item No.: **Refer to attachments** Reference RFP No.: N/A

Description of Work:

**Refer to attached Change Order summary dated 10/02/09 for  
 Change Order No. CS-BC18-CO1 Item(s): 1.1 to 1.3**

**TOTAL COST OF CHANGE ORDER CS-BC18-CO1 \$632.00**

Reason for Change:

**Refer to attached Change Order No. CS-BC18-CO1 summary dated 10/2/09**

Initiator of Change:

**Refer to attached Change Order No. CS-BC18-CO1 summary dated 10/2/09**

The original Base Contract Sum was: \$3,347,000.00

Net change by previous authorized Contract Amendment (s): \$0.00

The revised BASE Contract Sum: \$3,347,000.00

Net change by previous authorized Change Order(s): \$0.00

The Contract Sum including previous authorized Change Orders: \$3,347,000.00

The contract AMOUNT due to C.O. No. **CS-BC18-CO1** will be **increased** by: \$632.00

The revised Contract Amount, including this change order is, therefore: \$3,347,632.00

The contract TIME due to C.O. No. **CS-BC18-CO1** will be **unchanged** by: 0 calendar days.

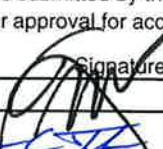

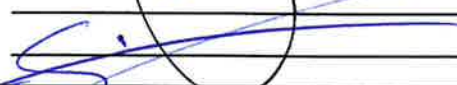
The revised Contract Completion Date, including this Change Order is, therefore unchanged

SBCCD Change Order # **CS-BC18-CO1** includes Item Number(s): One (1) item

This Change Order is not valid until signed by both the Architect and the District Representative (on behalf of the San Bernardino Community College District Board of Education)

Contractor's signature indicates agreement herewith, including any adjustment in the contract amount or contract time.

I have reviewed the figures submitted by the Contractor and they have been reviewed by the District, I believe this request is valid and recommend your approval for acceptance.

Architect:		Name (printed)	<b>Jay R. Tittle, C-12955</b>	Date	
Constr. Mgr.:			<b>Evan Taylor, Project Manager</b>		
District:			<b>Mr. Bruce Baron, Vice Chancellor Fiscal Services</b>		
Contractor:			<b>GARY MILLER, PROJECT MANAGER</b>		



**CHANGE ORDER NO.**

**CS-BC18-CO1**

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
Item 1.1	Add 40" ductwork for relocated exhaust fan, PC 12	G3			\$632.00	\$632.00
	<b>Subtotal</b>					<b>\$632.00</b>
	<b>TOTAL CHANGE ORDER #</b>				<b>CS-BC18-CO1</b>	<b>\$632.00</b>

**CODE LEGEND**

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- 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

3347A4  
Project Number

MC-BC3-CA1

**CONTRACT AMENDMENT**

Original Contract Amount: **\$1,129,000.00**  
 Amount of Previous Contract Amendments: **\$0.00**  
 Amount of Previous Change Orders: **(\$18,559.00)**

DSA No.:  
MC-BC3-CO1A

School Name:	<u>San Bernardino Valley College</u>	Date:	<u>02-Oct-09</u>
Project Description:	<u>New Media Communications Building</u>	Contract No.:	<u>Bid Category 3</u>
To (Contractor):	<u>R. C. Construction</u>	Attn:	<u></u>

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

Item No.: **Refer to attachments** Reference RFP No.: N/A

Description of Work:

**Refer to attached Contract Amendment summary dated 10-02-09 for  
 Contract Amendment No. MC-BC3-CA1 Item(s): 1.1 to 1.2**

**TOTAL COST OF CONTRACT AMENDMENT MC-BC3-CA1 \$8,373.00**

Reason for Change:

**Refer to attached Contract Amendment No. MC-BC3-CA1 summary dated 10/2/09**

Initiator of Change:

**Refer to attached Contract Amendment No. MC-BC3-CA1 summary dated 10/2/09**

The original Base Contract Sum was:	<u>\$1,129,000.00</u>
Net change by previous authorized Contract Amendment (s):	<u>\$0.00</u>
The contract AMOUNT due to C.A. No. <b>MC-BC3-CA1</b> will be increased by:	<u>\$8,373.00</u>
The revised BASE Contract Sum:	<u>\$1,137,373.00</u>
Net change by previous authorized Change Order(s):	<u>(\$18,559.00)</u>
The Contract Sum including previous authorized Change Orders:	<u>\$1,118,814.00</u>
The revised Contract Amount, including this Contract Amendment is, therefore:	<u>\$1,118,814.00</u>

The contract TIME due to C.A. No. **MC-BC3-CA1** will be **unchanged** by: 0 calendar days.

The revised Contract Completion Date, including this Contract Amendment is, therefore unchanged

SBCCD Contract Amendment # **MC-BC3-CA1** includes Item Number(s): Two (2) items

This Contract Amendment is not valid until signed by both the Architect and the District Representative (on behalf of the San Bernardino Community College District Board of Education)

Contractor's signature indicates agreement herewith, including any adjustment in the contract amount or contract time.



I have reviewed the figures submitted by the Contractor and they have been reviewed by the District, I believe this request is valid and recommend your approval for acceptance.

Architect:	<u>Jay R. Tittle</u>	Name (printed):	<u>Jay R. Tittle, C-12955</u>
Constr. Mgr.:	<u>Evan C Taylor</u>		<u>Project Manager</u>
District:	<u>Mr. Bruce Baron</u>		<u>Vice Chancellor Fiscal Services</u>
Contractor:	<u>Robert W. Clapper Pres</u>	Printed Name/Title:	<u>Robert W. Clapper Pres</u>

DSA No.:
MC-BC3-CO1A

**CONTRACT AMENDMENT NO.**

**MC-BC3-CA1**

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
Item 1.1	Revise grade beams and piers due to unforeseen underground ductbank. PC 7	A1			\$7,307.00	\$7,307.00
Item 1.2	Obtain encroachment permit on the District's behalf PC 11	L5			\$1,066.00	\$1,066.00
<b>Subtotal</b>						<b>\$8,373.00</b>
<b>TOTAL CONTRACT AMENDMENT #</b>		<b>MC-BC3-CA1</b>				<b>\$8,373.00</b>

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
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SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

3347A4  
Project Number

Capital Facilities Program Management

MC-BC3-CO2

CHANGE ORDER

Original Contract Amount: \$1,129,000.00  
Amount of Previous Contract Amendments: \$8,373.00  
Amount of Previous Change Orders: (\$18,559.00)

DSA No.:  
MC-BC3-CO2

School Name: San Bernardino Valley College Date: 2-Oct-09  
Project Description: New Media Communications Building Contract No.: Bid Category 3  
To (Contractor): R. C .Construction Attn:

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

Item No.: Refer to attachments Reference RFP No.: N/A

Description of Work:

Refer to attached Change Order summary dated 10-02-09 for  
Change Order No. MC-BC3-CO2 Item(s): 2.1 to 2.2

TOTAL COST OF CHANGE ORDER MC-BC3-CO2 \$4,894.00

Reason for Change:

Refer to attached Change Order No. MC-BC3-CO2 summary dated 10/2/09

Initiator of Change:

Refer to attached Change Order No. MC-BC3-CO2 summary dated 10/2/09

Table with 2 columns: Description and Amount. Rows include: Original Base Contract Sum (\$1,129,000.00), Net change by previous authorized Contract Amendment (\$8,373.00), Revised BASE Contract Sum (\$1,137,373.00), Net change by previous authorized Change Order(s) (\$18,559.00), Contract Sum including previous authorized Change Orders (\$1,118,814.00), Contract AMOUNT due to C.O. No. MC-BC3-CO2 will be increased by \$4,894, Revised Contract Amount (\$1,123,708.00), Contract TIME due to C.O. No. MC-BC3-CO2 will be unchanged by 0 calendar days, Revised Contract Completion Date (unchanged), SBCCD Change Order # MC-BC3-CO2 includes Item Number(s) Two (2) items.

This Change Order is not valid until signed by both the Architect and the District Representative (on behalf of the San Bernardino Community College District Board of Education)

Contractor's signature indicates agreement herewith, including any adjustment in the contract amount or contract time.

I have reviewed the figures submitted by the Contractor and they have been reviewed by the District, I believe this request is valid and recommend your approval for acceptance.  
Architect: Jay R. Tittle, C-12955  
Constr. Mgr.: Evan Taylor, Project Manager  
District: Mr. Bruce Baron, Vice Chancellor Fiscal Services  
Contractor: Robert W. Clappien, Pres



DSA No.:
MC-BC3-CO2

**CHANGE ORDER NO.**

**MC-BC3-CO2**

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
Item 2.1	Increase the roof curb height PC 10	G3			\$413.00	\$413.00
Item 2.2	Add piping and building scope to allow for future central plant PC 08.R1	H4			\$4,481.00	\$4,481.00
<b>Subtotal</b>						<b>\$4,894.00</b>
<b>TOTAL CHANGE ORDER #</b>		<b>MC-BC3-CO2</b>				<b>\$4,894.00</b>

CODE LEGEND

- A SITE COST, UNFORESEEN FIELD CONDITION
- B SITE COST, ERROR AND/OR OMISSION
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- D SITE COST, AGENCY OR CODE REVISION
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- F BUILDING COST, UNFORESEEN FIELD CONDITION
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SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
Capital Facilities Program Management

3347A4  
Project Number

MC-BC4-CA1

**CONTRACT AMENDMENT**

Original Contract Amount: **\$1,363,340.00**  
Amount of Previous Contract Amendments: **\$0.00**  
Amount of Previous Change Orders: **\$0.00**

DSA No.:  
MC-BC4-CO1A

School Name:	<u>San Bernardino Valley College</u>	Date:	<u>02-Oct-09</u>
Project Description:	<u>New Media Communications Building</u>	Contract No.:	<u>Bid Category 4</u>
To (Contractor):	<u>KCB Towers</u>	Attn:	<u></u>

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

Item No.: **Refer to attachments** Reference RFP No.: N/A

Description of Work:

**Refer to attached Contract Amendment summary dated 10-02-09 for Contract Amendment No. MC-BC4-CA1 Item(s): 1.1**

**TOTAL COST OF CONTRACT AMENDMENT MC-BC4-CA1 \$7,039.00**

Reason for Change:

**Refer to attached Contract Amendment No. MC-BC4-CA1 summary dated 10/2/09**

Initiator of Change:

**Refer to attached Contract Amendment No. MC-BC4-CA1 summary dated 10/2/09**

The original Base Contract Sum was:	<u>\$1,363,340.00</u>
Net change by previous authorized Contract Amendment (s):	<u>\$0.00</u>
The contract AMOUNT due to C.A. No. <b>MC-BC4-CA1</b> will be increased by:	<u>\$7,039.00</u>
The revised BASE Contract Sum:	<u>\$1,370,379.00</u>
Net change by previous authorized Change Order(s):	<u>\$0.00</u>
The Contract Sum including previous authorized Change Orders:	<u>\$1,370,379.00</u>
The revised Contract Amount, including this Contract Amendment is, therefore:	<u>\$1,370,379.00</u>
The contract TIME due to C.A. No. <b>MC-BC4-CA1</b> will be unchanged by: <u>0</u> calendar days.	
The revised Contract Completion Date, including this Contract Amendment is, therefore	<u>unchanged</u>
SBCCD Contract Amendment # <b>MC-BC4-CA1</b> includes Item Number(s):	<u>One (1) item</u>

This Contract Amendment is not valid until signed by both the Architect and the District Representative (on behalf of the San Bernardino Community College District Board of Education)

Contractor's signature indicates agreement herewith, including any adjustment in the contract amount or contract time.

I have reviewed the figures submitted by the Contractor and they have been reviewed by the District, I believe this request is valid and recommend your approval for acceptance.

Architect:	<u>Jay R. Tittle</u>	Name (printed):	<u>Jay R. Tittle, C-12955</u>
Constr. Mgr.:	<u>Evanc Taylor</u>	Name (printed):	<u>Evanc Taylor, Project Manager</u>
District:	<u>Mr. Bruce Baron</u>	Name (printed):	<u>Mr. Bruce Baron, Vice Chancellor Fiscal Services</u>
Contractor:	<u>Paul Behunin</u>	Name (printed):	<u>PAUL BEHUNIN</u>

Printed Name/Title



**CONTRACT AMENDMENT NO.**

**MC-BC4-CA1**

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
Item 1.1	Revise grade beams and piers due to unforeseen underground ductbank. PC 7	A1			\$7,039.00	\$7,039.00
	<b>Subtotal</b>					<b>\$7,039.00</b>
	<b>TOTAL CONTRACT AMENDMENT #</b>				<b>MC-BC4-CA1</b>	<b>\$7,039.00</b>

**CODE LEGEND**

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SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
Capital Facilities Program Management

3347A4  
Project Number

MC-BC4-CO1

**CHANGE ORDER**

Original Contract Amount: **\$1,363,340.00**  
 Amount of Previous Contract Amendments: **\$7,039.00**  
 Amount of Previous Change Orders: **\$0.00**

DSA No.:  
MC-BC4-CO1

School Name:	<b>San Bernardino Valley College</b>	Date:	<b>10/2/09</b>
Project Description:	<b>New Media Communications Building</b>	Contract No.:	<b>Bid Category 4</b>
To (Contractor):	<b>KCB Towers</b>	Attn:	

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

Item No.: **Refer to attachments** Reference RFP No.: N/A

Description of Work:

**Refer to attached Change Order summary dated 10-02-09 for  
 Change Order No. MC-BC4-CO1 Item(s): 1.1**

**TOTAL COST OF CHANGE ORDER MC-BC4-CO1 \$7,811.00**

Reason for Change:

**Refer to attached Change Order No. MC-BC4-CO1 summary dated 10/2/09**

Initiator of Change:

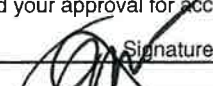
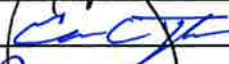

**Refer to attached Change Order No. MC-BC4-CO1 summary dated 10/2/09**

The original Base Contract Sum was:	\$1,363,340.00
Net change by previous authorized Contract Amendment (s):	\$7,039.00
The revised BASE Contract Sum:	\$1,370,379.00
Net change by previous authorized Change Order(s):	\$0.00
The Contract Sum including previous authorized Change Orders:	\$1,370,379.00
The contract AMOUNT due to C.O. No. <b>MC-BC4-CO1</b> will be <b>increased</b> by:	<b>\$7,811</b>
The revised Contract Amount, including this Change Order is, therefore:	<b>\$1,378,190.00</b>
The contract TIME due to C.O. No. <b>MC-BC4-CO1</b> will be <b>unchanged</b> by: <u>0</u> calendar days.	
The revised Contract Completion Date, including this Change Order is, therefore	<b>unchanged</b>
SBCCD Change Order # <b>MC-BC4-CO1</b> includes Item Number(s):	<b>One (1) item</b>

This Change Order is not valid until signed by both the Architect and the District Representative (on behalf of the San Bernardino Community College District Board of Education)

Contractor's signature indicates agreement herewith, including any adjustment in the contract amount or contract time.

I have reviewed the figures submitted by the Contractor and they have been reviewed by the District, I believe this request is valid and recommend your approval for acceptance.

Architect:		Name (printed)	<b>Jay R. Tittle, C-12955</b>
Constr. Mgr.:			<b>Evan C Taylor, Project Manager</b>
District:			<b>Mr. Bruce Baron, Vice Chancellor Fiscal Services</b>
Contractor:			<b>PAUL BEHONIN</b>

Printed Name/Title



**CHANGE ORDER NO.**

**MC-BC4-CO1**

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
Item 1.1	Add piping and building scope to allow for future central plant PC 8R1	H4			\$7,811.00	\$7,811.00
	<b>Subtotal</b>					<b>\$7,811.00</b>
	<b>TOTAL CHANGE ORDER #</b>				<b>MC-BC4-CO1</b>	<b>\$7,811.00</b>

CODE LEGEND

- A SITE COST, UNFORESEEN FIELD CONDITION
- B SITE COST, ERROR AND/OR OMISSION
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3347A4  
Project Number

MC-BC6-CO1

**CHANGE ORDER**

Original Contract Amount: **\$280,000.00**  
 Amount of Previous Contract Amendments: **\$0.00**  
 Amount of Previous Change Orders: **\$0.00**

DSA No.:  
MC-BC6-CO1

School Name: San Bernardino Valley College Date: 10/2/09  
 Project Description: New Media Communications Building Contract No.: Bid Category 6  
 To (Contractor): RB Sheet Metal Attn: \_\_\_\_\_

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

Item No.: **Refer to attachments** Reference RFP No.: N/A

Description of Work:

**Refer to attached Change Order summary dated 10/02/09 for  
 Change Order No. MC-BC6-CO1 Item(s): 1.1**

**TOTAL COST OF CHANGE ORDER MC-BC6-CO1 \$4,151.50**

Reason for Change:

**Refer to attached Change Order No. MC-BC6-CO1 summary dated 10/2/09**

Initiator of Change:

**Refer to attached Change Order No. MC-BC6-CO1 summary dated 10/2/09**

The original Base Contract Sum was:	<u>\$280,000.00</u>
Net change by previous authorized Contract Amendment (s):	<u>\$0.00</u>
The revised BASE Contract Sum:	<u>\$280,000.00</u>
Net change by previous authorized Change Order(s):	<u>\$0.00</u>
The Contract Sum including previous authorized Change Orders:	<u>\$280,000.00</u>
The contract AMOUNT due to C.O. No. <b>MC-BC6-CO1</b> will be increased by:	<u>\$4,151.50</u>
The revised Contract Amount, including this Change Order is, therefore:	<u>\$284,151.50</u>
The contract TIME due to C.O. No. <b>MC-BC6-CO1</b> will be unchanged by: <u>0</u> calendar days.	
The revised Contract Completion Date, including this Change Order is, therefore	<u>unchanged</u>
SBCCD Change Order # <b>MC-BC6-CO1</b> includes Item Number(s):	<u>One (1) item</u>

This Change Order is not valid until signed by both the Architect and the District Representative (on behalf of the San Bernardino Community College District Board of Education)

Contractor's signature indicates agreement herewith, including any adjustment in the contract amount or contract time.



I have reviewed the figures submitted by the Contractor and they have been reviewed by the District, I believe this request is valid and recommend your approval for acceptance.

Architect: \_\_\_\_\_ Signature \_\_\_\_\_ Name (printed) Jay R. Tittle, C-12955  
 Constr. Mgr.: \_\_\_\_\_ Signature \_\_\_\_\_ Evan C Taylor, Project Manager  
 District: \_\_\_\_\_ Signature \_\_\_\_\_ Mr. Bruce Baron, Vice Chancellor Fiscal Services  
 Contractor: \_\_\_\_\_ Signature \_\_\_\_\_ Philip Chapman VP  
 Printed Name/Title

**CHANGE ORDER NO.**

**MC-BC6-CO1**

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
Item 1.1	Add piping and building scope to allow for future central plant PC 8R1	H4			\$4,151.50	\$4,151.50
	<b>Subtotal</b>					<b>\$4,151.50</b>
	<b>TOTAL CHANGE ORDER #</b>				<b>MC-BC6-CO1</b>	<b>\$4,151.50</b>

CODE LEGEND

- A SITE COST, UNFORESEEN FIELD CONDITION
- B SITE COST, ERROR AND/OR OMISSION
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3347A4  
Project Number

MC-BC7-CO1

**CHANGE ORDER**

Original Contract Amount: **\$283,673.00**  
 Amount of Previous Contract Amendments: **\$0.00**  
 Amount of Previous Change Orders: **\$0.00**

DSA No.:  
MC-BC7-CO1

School Name: San Bernardino Valley College Date: 02-Oct-09  
 Project Description: New Media Communications Building Contract No.: Bid Category 7  
 To (Contractor): Bell Roof Company Attn: \_\_\_\_\_

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

Item No.: **Refer to attachments** Reference RFP No.: N/A

Description of Work:

**Refer to attached Change Order summary dated 10-02-09 for  
 Change Order No. MC-BC7-CO1 Item(s): 1.1**

**TOTAL COST OF CHANGE ORDER MC-BC7-CO1 \$1,288.00**

Reason for Change:

**Refer to attached Change Order No. MC-BC7-CO1 summary dated 10/2/09**

Initiator of Change:

**Refer to attached Change Order No. MC-BC7-CO1 summary dated 10/2/09**

The original Base Contract Sum was:	_____	\$283,673.00
Net change by previous authorized Contract Amendment (s):	_____	\$0.00
The revised BASE Contract Sum:	_____	\$283,673.00
Net change by previous authorized Change Order(s):	_____	\$0.00
The Contract Sum including previous authorized Change Orders:	_____	\$283,673.00
The contract AMOUNT due to C.O. No. <b>MC-BC7-CO1</b> will be increased by:	_____	\$1,288.00
The revised Contract Amount, including this Change Order is, therefore:	_____	\$284,961.00
The contract TIME due to C.O. No. <b>MC-BC7-CO1</b> will be unchanged by:	<u>0</u> calendar days.	
The revised Contract Completion Date, including this Change Order is, therefore	_____	<b>unchanged</b>

SBCCD Change Order # **MC-BC7-CO1** includes Item Number(s): **One (1) item**

This Change Order is not valid until signed by both the Architect and the District Representative (on behalf of the San Bernardino Community College District Board of Education)

Contractor's signature indicates agreement herewith, including any adjustment in the contract amount or contract time.

I have reviewed the figures submitted by the Contractor and they have been reviewed by the District, I believe this request is valid and recommend your approval for acceptance.

Architect:	<u>[Signature]</u>	Name (printed) <b>Jay R. Tittle, C-12955</b>
Constr. Mgr.:	<u>[Signature]</u>	<b>Evans C Taylor, Project Manager</b>
District:	<u>[Signature]</u>	Mr. Bruce Baron, Vice Chancellor Fiscal Services
Contractor:	<u>[Signature]</u>	<b>Scott Lyon</b> Printed Name/Title



DSA No.:
MC-BC7-CO1

**CHANGE ORDER NO.**

**MC-BC7-CO1**

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
Item 1.1	Add piping and building scope to allow for future central plant	H4			\$1,288.00	\$1,288.00
	<b>Subtotal</b>					<b>\$1,288.00</b>
	<b>TOTAL CHANGE ORDER #</b>				<b>MC-BC7-CO1</b>	<b>\$1,288.00</b>

CODE LEGEND

- A SITE COST, UNFORESEEN FIELD CONDITION
- B SITE COST, ERROR AND/OR OMISSION
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- E SITE COST, CONTRACTOR IMPACT TO ANOTHER CONTRACTOR
- F BUILDING COST, UNFORESEEN FIELD CONDITION
- G BUILDING COST, ERROR AND/OR OMISSION
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SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
Capital Facilities Program Management

3347A4  
Project Number

MC-BC9-CO1

**CHANGE ORDER**

Original Contract Amount: **\$329,675.00**  
Amount of Previous Contract Amendments: **\$0.00**  
Amount of Previous Change Orders: **\$0.00**

DSA No.:  
MC-BC9-CO1

School Name: San Bernardino Valley College Date: 02-Oct-09  
Project Description: New Media Communications Building Contract No.: Bid Category 9  
To (Contractor): Roy E. Whitehead Attn: \_\_\_\_\_

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

Item No.: **Refer to attachments** Reference RFP No.: N/A

Description of Work:

**Refer to attached Change Order summary dated 10-02-09 for  
Change Order No. MC-BC9-CO1 Item(s): 1.1**

**TOTAL COST OF CHANGE ORDER MC-BC9-CO1 \$23,182.30**

Reason for Change:

**Refer to attached Change Order No. MC-BC9-CO1 summary dated 10/2/09**

Initiator of Change:

**Refer to attached Change Order No. MC-BC9-CO1 summary dated 10/2/09**

The original Base Contract Sum was:	<u>\$329,675.00</u>
Net change by previous authorized Contract Amendment (s):	<u>\$0.00</u>
The revised BASE Contract Sum:	<u>\$329,675.00</u>
Net change by previous authorized Change Order(s):	<u>\$0.00</u>
The Contract Sum including previous authorized Change Orders:	<u>\$329,675.00</u>
The contract AMOUNT due to C.O. No. <b>MC-BC9-CO1</b> will be <b>increased</b> by:	<u>\$23,182.30</u>
The revised Contract Amount, including this Change Order is, therefore:	<u>\$352,857.30</u>
The contract TIME due to C.O. No. <b>MC-BC9-CO1</b> will be <b>unchanged</b> by: <u>0</u> calendar days.	
The revised Contract Completion Date, including this Change Order is, therefore	<u>unchanged</u>

SBCCD Change Order # **MC-BC9-CO1** includes Item Number(s): **One (1) item**

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)
Architect: _____	<b>Jay R. Tittle, C-12955</b>
Constr. Mgr.: <u>[Signature]</u>	<b>Evans C Taylor, Project Manager</b>
District: _____	Mr. Bruce Baron, Vice Chancellor Fiscal Services
Contractor: <u>Don Roy E. Whitehead Inc</u>	<b>Donna Proffitt, Project Manager</b>
	Printed Name/Title



**CHANGE ORDER NO.**

**MC-BC9-CO1**

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
Item 1.1	Add automatic door operators for entry doors PC 15R1	G3			\$23,182.30	\$23,182.30
	<b>Subtotal</b>					<b>\$23,182.30</b>
	<b>TOTAL CHANGE ORDER #</b>				<b>MC-BC9-CO1</b>	<b>\$23,182.30</b>

**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
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- 5 INSPECTOR OR AGENCY GENERATED

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

Capital Facilities Program Management

3347A4

Project Number

MC-BC10-CO1

**CHANGE ORDER**

Original Contract Amount: **\$820,000.00**  
 Amount of Previous Contract Amendments: **\$0.00**  
 Amount of Previous Change Orders: **\$0.00**

DSA No.:  
 MC-BC10-CO1

School Name: San Bernardino Valley College Date: 02-Oct-09  
 Project Description: New Media Communications Building Contract No.: Bid Category 10  
 To (Contractor): Sierra Lathing Attn: \_\_\_\_\_

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

Item No.: **Refer to attachments** Reference RFP No.: N/A

Description of Work:

**Refer to attached Change Order summary dated 10-02-09 for**  
**Change Order No. MC-BC10-CO1 Item(s): 1.1**

**TOTAL COST OF CHANGE ORDER MC-BC10-CO1 \$6,307.00**

Reason for Change:

**Refer to attached Change Order No. MC-BC10-CO1 summary dated 10/2/09**

Initiator of Change:

**Refer to attached Change Order No. MC-BC10-CO1 summary dated 10/2/09**

The original Base Contract Sum was:	<u>\$820,000.00</u>
Net change by previous authorized Contract Amendment (s):	<u>\$0.00</u>
The revised BASE Contract Sum:	<u>\$820,000.00</u>
Net change by previous authorized Change Order(s):	<u>\$0.00</u>
The Contract Sum including previous authorized Change Orders:	<u>\$820,000.00</u>
The contract AMOUNT due to C.O. No. <b>MC-BC10-CO1</b> will be <b>increased</b> by:	<u>\$6,307.00</u>
The revised Contract Amount, including this Change Order is, therefore:	<u>\$826,307.00</u>
The contract TIME due to C.O. No. <b>MC-BC10-CO1</b> will be <b>unchanged</b> by: <u>0</u> calendar days.	
The revised Contract Completion Date, including this Change Order is, therefore:	<u>unchanged</u>
SBCCD Change Order # <b>MC-BC10-CO1</b> includes Item Number(s):	<u>One (1) item</u>

This Change Order is not valid until signed by both the Architect and the District Representative (on behalf of the San Bernardino Community College District Board of Education)

Contractor's signature indicates agreement herewith, including any adjustment in the contract amount or contract time.

I have reviewed the figures submitted by the Contractor and they have been reviewed by the District, I believe this request is valid and recommend your approval for acceptance.

Architect: [Signature] Name (printed) Jay R. Tittle, C-12955  
 Constr. Mgr.: [Signature] Evan C Taylor, Project Manager  
 District: [Signature] Mr. Bruce Baron, Vice Chancellor Fiscal Services  
 Contractor: [Signature] Raymond B. Little, Director of Operations  
 Printed Name/Title



State of California - Division of the State Architect

DSA Application No. 04-109146

File No. 36-C2

Approved \_\_\_\_\_

per Principal Structural Engineer: \_\_\_\_\_

**CHANGE ORDER NO.**

**MC-BC10-CO1**

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
Item 1.1	Add piping and building scope to allow for future central plant PC 8R1	H4			\$6,307.00	\$6,307.00
	<b>Subtotal</b>					<b>\$6,307.00</b>
	<b>TOTAL CHANGE ORDER #</b>				<b>MC-BC10-CO1</b>	<b>\$6,307.00</b>

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
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- 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
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SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

Capital Facilities Program Management

3347A4  
Project Number

MC-BC18-CO2

**CHANGE ORDER**

Original Contract Amount: **\$1,000,000.00**  
 Amount of Previous Contract Amendments: **\$0.00**  
 Amount of Previous Change Orders: **(\$11,404.00)**

DSA No.:  
MC-BC18-CO2

School Name: San Bernardino Valley College Date: 02-Oct-09  
 Project Description: New Media Communications Building Contract No.: Bid Category 18  
 To (Contractor): West Tech Mechanical Attn: \_\_\_\_\_

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

Item No.: **Refer to attachments** Reference RFP No.: N/A

Description of Work:

**Refer to attached Change Order summary dated 10-02-09 for  
 Change Order No. MC-BC18-CO2 Item(s): 2.1**

**TOTAL COST OF CHANGE ORDER MC-BC18-CO2 \$70,079.00**

Reason for Change:

**Refer to attached Change Order No. MC-BC18-CO2 summary dated 10/2/09**

Initiator of Change:

**Refer to attached Change Order No. MC-BC18-CO2 summary dated 10/2/09**

The original Base Contract Sum was:	\$1,000,000.00
Net change by previous authorized Contract Amendment (s):	\$0.00
The revised BASE Contract Sum:	\$1,000,000.00
Net change by previous authorized Change Order(s):	(\$11,404.00)
The Contract Sum including previous authorized Change Orders:	\$988,596.00
The contract AMOUNT due to C.O. No. <b>MC-BC18-CO2</b> will be <b>increased</b> by:	<b>\$70,079.00</b>
The revised Contract Amount, including this Change Order is, therefore:	<b>\$1,058,675.00</b>
The contract TIME due to C.O. No. <b>MC-BC18-CO2</b> will be <b>unchanged</b> by: <u>0</u> calendar days.	
The revised Contract Completion Date, including this Change Order is, therefore	<b>unchanged</b>
SBCCD Change Order # <b>MC-BC18-CO2</b> includes Item Number(s):	<b>One (1) item</b>

This Change Order is not valid until signed by both the Architect and the District Representative (on behalf of the San Bernardino Community College District Board of Education)

Contractor's signature indicates agreement herewith, including any adjustment in the contract amount or contract time.



I have reviewed the figures submitted by the Contractor and they have been reviewed by the District, I believe this request is valid and recommend your approval for acceptance.

Architect: Jay R. Tittle Name (printed) Jay R. Tittle, C-12955  
 Constr. Mgr.: Evan C Taylor Evan C Taylor, Project Manager  
 District: Mr. Bruce Baron, Vice Chancellor Fiscal Services  
 Contractor: Valerie Paladino Valerie Paladino Project Mgr.  
Printed Name/Title

DSA No.:
MC-BC18-CO2

**CHANGE ORDER NO.**

**MC-BC18-CO2**

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
Item 2.1	Add piping and building scope to allow for future central plant PC 8R1	H4			\$70,079.00	\$70,079.00
	<b>Subtotal</b>					<b>\$70,079.00</b>
	<b>TOTAL CHANGE ORDER #</b>				<b>MC-BC18-CO2</b>	<b>\$70,079.00</b>

**CODE LEGEND**

- A SITE COST, UNFORESEEN FIELD CONDITION
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3347A4  
Project Number

NH-BC3-CA1

**CONTRACT AMENDMENT**

Original Contract Amount: **\$2,434,395.00**  
 Amount of Previous Contract Amendments: **\$0.00**  
 Amount of Previous Change Orders: **\$3,346.00**

DSA No.:  
NH-BC3-CO1A

School Name: San Bernardino Valley College Date: 02-Oct-09  
 Project Description: North Hall Replacement Building Contract No.: Bid Category 3  
 To (Contractor): Devries Construction Attn: \_\_\_\_\_

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

Item No.: **Refer to attachments** Reference RFP No.: N/A

Description of Work:

**Refer to attached Contract Amendment summary dated 10-02-09 for  
 Contract Amendment No. NH-BC3-CA1 Item(s): 1.1 to 1.2**

**TOTAL COST OF CONTRACT AMENDMENT NH-BC3-CA1 \$37,895.00**

Reason for Change:

**Refer to attached Contract Amendment No. NH-BC3-CA1 summary dated 10/2/09**

Initiator of Change:

**Refer to attached Contract Amendment No. NH-BC3-CA1 summary dated 10/2/09**

The original Base Contract Sum was:	\$2,434,395.00
Net change by previous authorized Contract Amendment (s):	\$0.00
The contract AMOUNT due to C.A. No. <b>NH-BC3-CA1</b> will be <b>increased</b> by:	\$37,895.00
The revised BASE Contract Sum:	\$2,472,290.00
Net change by previous authorized Change Order(s):	\$3,346.00
The Contract Sum including previous authorized Change Orders:	\$2,475,636.00
The revised Contract Amount, including this Contract Amendment is, therefore:	<b>\$2,475,636.00</b>

The contract TIME due to C.A. No. **NH-BC3-CA1** will be **unchanged** by: 0 calendar days.

The revised Contract Completion Date, including this Contract Amendment is, therefore **unchanged**

SBCCD Contract Amendment # **NH-BC3-CA1** includes Item Number(s): **Two (2) items**

This Contract Amendment is not valid until signed by both the Architect and the District Representative (on behalf of the San Bernardino Community College District Board of Education)

Contractor's signature indicates agreement herewith, including any adjustment in the contract amount or contract time.

I have reviewed the figures submitted by the Contractor and they have been reviewed by the District, I believe this request is valid and recommend your approval for acceptance.

Architect: [Signature] Name (printed) Jay R. Tittle, C-12955  
 Constr. Mgr.: [Signature] Evan C Taylor, Project Manager  
 District: [Signature] Mr. Bruce Baron, Vice Chancellor Fiscal Services  
 Contractor: [Signature] BRIAN DEVRIES, PRESIDENT  
 Printed Name/Title



DSA No.:
NH-BC3-CO1A

**CONTRACT AMENDMENT NO.**

**NH-BC3-CA1**

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
Item 1.1	Revise pile caps and add piles due to unforeseen underground ductbank.					
	PC 03	A1			\$33,725.00	\$33,725.00
Item 1.2	Additional testing as requested by DSA inspector	J5			\$4,170.00	\$4,170.00
<b>Subtotal</b>						<b>\$37,895.00</b>
<b>TOTAL CONTRACT AMENDMENT #</b>		<b>NH-BC3-CA1</b>				<b>\$37,895.00</b>

**CODE LEGEND**

- A SITE COST, UNFORESEEN FIELD CONDITION
- B SITE COST, ERROR AND/OR OMISSION
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- D SITE COST, AGENCY OR CODE REVISION
- E SITE COST, CONTRACTOR IMPACT TO ANOTHER CONTRACTOR
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- G BUILDING COST, ERROR AND/OR OMISSION
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SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

Capital Facilities Program Management

3347A4  
Project Number

NH-BC10-CO1

**CHANGE ORDER**

Original Contract Amount: **\$1,945,585.00**  
 Amount of Previous Contract Amendments: **\$0.00**  
 Amount of Previous Change Orders: **\$0.00**

DSA No.:  
NH-BC10-CO1

School Name:	<b>San Bernardino Valley College</b>	Date:	<b>10/2/09</b>
Project Description:	<b>New North Hall Replacement Building</b>	Contract No.:	<b>Bid Category 10</b>
To (Contractor):	<b>Caston Plastering</b>	Attn:	

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

Item No.: **Refer to attachments** Reference RFP No.: N/A

Description of Work:

**Refer to attached Change Order summary dated 10/02/09 for**

**Change Order No. NH-BC10-CO1 Item(s): 1.1**

**TOTAL COST OF CHANGE ORDER NH-BC10-CO1 \$1,867.00**

Reason for Change:

**Refer to attached Change Order No. NH-BC10-CO1 summary dated 10/2/09**

Initiator of Change:

**Refer to attached Change Order No. NH-BC10-CO1 summary dated 10/2/09**

The original Base Contract Sum was:	<u>\$1,945,585.00</u>
Net change by previous authorized Contract Amendment (s):	<u>\$0.00</u>
The revised BASE Contract Sum:	<u>\$1,945,585.00</u>
Net change by previous authorized Change Order(s):	<u>\$0.00</u>
The Contract Sum including previous authorized Change Orders:	<u>\$1,945,585.00</u>
The contract AMOUNT due to C.O. No. <b>NH-BC10-CO1</b> will be increased by:	<u>\$1,867.00</u>
The revised Contract Amount, including this Change Order is, therefore:	<u>\$1,947,452.00</u>
The contract TIME due to C.O. No. <b>NH-BC10-CO1</b> will be <b>unchanged</b> by: <u>0</u> calendar days.	
The revised Contract Completion Date, including this Change Order is, therefore	<u>unchanged</u>

SBCCD Change Order # **NH-BC10-CO1** includes Item Number(s): **One (1) item**

This Change Order is not valid until signed by both the Architect and the District Representative (on behalf of the San Bernardino Community College District Board of Education)

Contractor's signature indicates agreement herewith, including any adjustment in the contract amount or contract time.

I have reviewed the figures submitted by the Contractor and they have been reviewed by the District, I believe this request is valid and recommend your approval for acceptance.

Architect:	<u>Jay R. Tittle</u>	Name (printed)	<b>Jay R. Tittle, C-12955</b>	Date	
Constr. Mgr.:	<u>Evans Taylor</u>		<b>Evans Taylor, Project Manager</b>		
District:			<b>Mr. Bruce Baron, Vice Chancellor Fiscal Services</b>		
Contractor:	<u>Greg Malachowski</u>		<b>Greg Malachowski, Project Manager</b>		

Printed Name/Title



**CHANGE ORDER NO.**

**NH-BC10-CO1**

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
Item 1.1	Add piping and building scope to allow for future central plant. PC 18	H4			\$1,867.00	\$1,867.00
<b>Subtotal</b>						<b>\$1,867.00</b>
<b>TOTAL CHANGE ORDER #</b>		<b>NH-BC10-CO1</b>				<b>\$1,867.00</b>

CODE LEGEND

- A SITE COST, UNFORESEEN FIELD CONDITION
- B SITE COST, ERROR AND/OR OMISSION
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- E SITE COST, CONTRACTOR IMPACT TO ANOTHER CONTRACTOR
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3347A4  
Project Number

NH-BC14-CO1

**CHANGE ORDER**

Original Contract Amount: **\$1,264,000.00**  
 Amount of Previous Contract Amendments: **\$0.00**  
 Amount of Previous Change Orders: **\$0.00**

DSA No.:  
NH-BC14-CO1

School Name: San Bernardino Valley College Date: 10/2/09  
 Project Description: New North Hall Replacement Building Contract No.: Bid Category 14  
 To (Contractor): Inland Building Company Attn: \_\_\_\_\_

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

Item No.: **Refer to attachments** Reference RFP No.: N/A

Description of Work:

**Refer to attached Change Order summary dated 10/02/09 for**

**Change Order No. NH-BC14-CO1 Item(s): 1.1**

**TOTAL COST OF CHANGE ORDER NH-BC14-CO1 (\$2,880.00)**

Reason for Change:

**Refer to attached Change Order No. NH-BC14-CO1 summary dated 10/2/09**

Initiator of Change:

**Refer to attached Change Order No. NH-BC14-CO1 summary dated 10/2/09**

The original Base Contract Sum was: \$1,264,000.00

Net change by previous authorized Contract Amendment (s): \$0.00

The revised BASE Contract Sum: \$1,264,000.00

Net change by previous authorized Change Order(s): \$0.00

The Contract Sum including previous authorized Change Orders: \$1,264,000.00

The contract AMOUNT due to C.O. No. **NH-BC14-CO1** will be **decreased** by: (\$2,880.00)

The revised Contract Amount, including this Change Order is, therefore: \$1,261,120.00

The contract TIME due to C.O. No. **NH-BC14-CO1** will be **unchanged** by: 0 calendar days.

The revised Contract Completion Date, including this Change Order is, therefore unchanged

SBCCD Change Order # NH-BC14-CO1 includes Item Number(s): One (1) item

This Change Order is not valid until signed by both the Architect and the District Representative (on behalf of the San Bernardino Community College District Board of Education)

Contractor's signature indicates agreement herewith, including any adjustment in the contract amount or contract time.

I have reviewed the figures submitted by the Contractor and they have been reviewed by the District, I believe this request is valid and recommend your approval for acceptance.

Architect: [Signature] Name (printed) Jay R. Tittle, C-12955 Date 10/2/09  
 Constr. Mgr.: [Signature] Evan C Taylor, Project Manager  
 District: [Signature] Mr. Bruce Baron, Vice Chancellor Fiscal Services  
 Contractor: [Signature] Donald Clements p/m  
 Printed Name/Title



**CHANGE ORDER NO.**

**NH-BC14-CO1**

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
Item 1.1	Delete motors on two roll-up doors PC 06	G3			(\$2,880.00)	(\$2,880.00)
	<b>Subtotal</b>					<b>(\$2,880.00)</b>
	<b>TOTAL CHANGE ORDER #</b>				<b>NH-BC14-CO1</b>	<b>(\$2,880.00)</b>

**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
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- L CONTRACT ADMINISTRATIVE ISSUE

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- 3 ARCHITECT/ENGINEER GENERATED
- 4 DISTRICT GENERATED
- 5 INSPECTOR OR AGENCY GENERATED



3347A4  
Project Number

NH-BC16-CO1

**CHANGE ORDER**

Original Contract Amount: **\$208,535.00**  
Amount of Previous Contract Amendments: **\$0.00**  
Amount of Previous Change Orders: **\$0.00**

DSA No.:  
NH-BC16-CO1

School Name:	<b>San Bernardino Valley College</b>	Date:	<b>10/2/09</b>
Project Description:	<b>New North Hall Replacement Building</b>	Contract No.:	<b>Bid Category 16</b>
To (Contractor):	<b>Daart Engineering</b>	Attn:	

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

Item No.: **Refer to attachments** Reference RFP No.: N/A

Description of Work:

**Refer to attached Change Order summary dated 10/02/09 for  
Change Order No. NH-BC16-CO1 Item(s): 1.1**

**TOTAL COST OF CHANGE ORDER NH-BC16-CO1 \$721.00**

Reason for Change:

**Refer to attached Change Order No. NH-BC16-CO1 summary dated 10/2/09**

Initiator of Change:

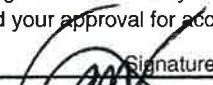

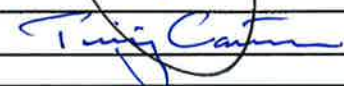
**Refer to attached Change Order No. NH-BC16-CO1 summary dated 10/2/09**

The original Base Contract Sum was:	\$208,535.00
Net change by previous authorized Contract Amendment (s):	\$0.00
The revised BASE Contract Sum:	\$208,535.00
Net change by previous authorized Change Order(s):	\$0.00
The Contract Sum including previous authorized Change Orders:	\$208,535.00
The contract AMOUNT due to C.O. No. <b>NH-BC16-CO1</b> will be increased by:	<b>\$721.00</b>
The revised Contract Amount, including this Change Order is, therefore:	<b>\$209,256.00</b>
The contract TIME due to C.O. No. <b>NH-BC16-CO1</b> will be unchanged by:	<b>0</b> calendar days.
The revised Contract Completion Date, including this Change Order is, therefore	<b>unchanged</b>
SBCCD Change Order # <b>NH-BC16-CO1</b> includes Item Number(s):	<b>One (1) item</b>

This Change Order is not valid until signed by both the Architect and the District Representative (on behalf of the San Bernardino Community College District Board of Education)

Contractor's signature indicates agreement herewith, including any adjustment in the contract amount or contract time.

I have reviewed the figures submitted by the Contractor and they have been reviewed by the District, I believe this request is valid and recommend your approval for acceptance.

Architect:		Name (printed)	Jay R. Tittle, C-12955
Constr. Mgr.:		Name (printed)	Evan C Taylor, Project Manager
District:		Name (printed)	Mr. Bruce Baron, Vice Chancellor Fiscal Services
Contractor:		Name (printed)	Timothy C. Cantwell, President



**CHANGE ORDER NO.**

**NH-BC16-CO1**

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
Item 1.1	Add piping and building scope to allow for future central plant. PC 18	H4			\$721.00	\$721.00
	<b>Subtotal</b>					<b>\$721.00</b>
	<b>TOTAL CHANGE ORDER #</b>				<b>NH-BC16-CO1</b>	<b>\$721.00</b>

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

3347A4  
Project Number

NH-BC18-CO1

**CHANGE ORDER**

Original Contract Amount: \$1,247,000.00  
Amount of Previous Contract Amendments: \$0.00  
Amount of Previous Change Orders: \$0.00

DSA No.:  
NH-BC18-CO1

School Name:	<u>San Bernardino Valley College</u>	Date:	<u>10/2/09</u>
Project Description:	<u>New North Hall Replacement Building</u>	Contract No.:	<u>Bid Category 18</u>
To (Contractor):	<u>Arrowhead Mechanical</u>	Attn:	

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

Item No.: **Refer to attachments** Reference RFP No.: N/A

Description of Work:

**Refer to attached Change Order summary dated 10/02/09 for  
Change Order No. NH-BC18-CO1 Item(s): 1.1**

**TOTAL COST OF CHANGE ORDER NH-BC18-CO1 \$111,367.00**

Reason for Change:

**Refer to attached Change Order No. NH-BC18-CO1 summary dated 10/2/09**

Initiator of Change:

**Refer to attached Change Order No. NH-BC18-CO1 summary dated 10/2/09**

The original Base Contract Sum was:	<u>\$1,247,000.00</u>
Net change by previous authorized Contract Amendment (s):	<u>\$0.00</u>
The revised BASE Contract Sum:	<u>\$1,247,000.00</u>
Net change by previous authorized Change Order(s):	<u>\$0.00</u>
The Contract Sum including previous authorized Change Orders:	<u>\$1,247,000.00</u>
The contract AMOUNT due to C.O. No. <b>NH-BC18-CO1</b> will be increased by:	<u>\$111,367.00</u>
The revised Contract Amount, including this Change Order is, therefore:	<u>\$1,358,367.00</u>
The contract TIME due to C.O. No. <b>NH-BC18-CO1</b> will be <b>unchanged</b> by: <u>0</u> calendar days.	
The revised Contract Completion Date, including this Change Order is, therefore	<u>unchanged</u>
SBCCD Change Order # <b>NH-BC18-CO1</b> includes Item Number(s):	<u>One (1) item</u>

This Change Order is not valid until signed by both the Architect and the District Representative (on behalf of the San Bernardino Community College District Board of Education)

Contractor's signature indicates agreement herewith, including any adjustment in the contract amount or contract time.

I have reviewed the figures submitted by the Contractor and they have been reviewed by the District, I believe this request is valid and recommend your approval for acceptance.

Architect:	<u>[Signature]</u> Signature	Name (printed)	<u>Jay R. Tittle, C-12955</u>	Date	<u>No. C-12955 Ren. 11-30-09</u>
Constr. Mgr.:	<u>[Signature]</u>		<u>Evan C Taylor Project Manager</u>		
District:			<u>Mr. Bruce Baron, Vice Chancellor Fiscal Services</u>		
Contractor:	<u>[Signature]</u>		<u>ROBERT GASTEL Sinc/Tris</u>		

Printed Name/Title



**CHANGE ORDER NO.**

**NH-BC18-CO1**

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
Item 1.1	Add piping and building scope to allow for future central plant. PC 18	H4			\$111,367.00	\$111,367.00
	<b>Subtotal</b>					<b>\$111,367.00</b>
	<b>TOTAL CHANGE ORDER #</b>				<b>NH-BC18-CO1</b>	<b>\$111,367.00</b>

**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

3347A4  
Project Number

NH-BC19-CO1

**CHANGE ORDER**

Original Contract Amount: **\$2,125,000.00**  
Amount of Previous Contract Amendments: **\$0.00**  
Amount of Previous Change Orders: **\$0.00**

DSA No.:  
NH-BC19-CO1

School Name:	<b>San Bernardino Valley College</b>	Date:	<b>10/2/09</b>
Project Description:	<b>New North Hall Replacement Building</b>	Contract No.:	<b>Bid Category 19</b>
To (Contractor):	<b>BEC Inc.</b>	Attn:	

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

Item No.: **Refer to attachments** Reference RFP No.: N/A

Description of Work:

**Refer to attached Change Order summary dated 10/02/09 for  
Change Order No. NH-BC19-CO1 Item(s): 1.1 to 1.4**

**TOTAL COST OF CHANGE ORDER NH-BC19-CO1 \$21,537.00**

Reason for Change:

**Refer to attached Change Order No. NH-BC19-CO1 summary dated 10/2/09**

Initiator of Change:

**Refer to attached Change Order No. NH-BC19-CO1 summary dated 10/2/09**

The original Base Contract Sum was:	<u>\$2,125,000.00</u>
Net change by previous authorized Contract Amendment (s):	<u>\$0.00</u>
The revised BASE Contract Sum:	<u>\$2,125,000.00</u>
Net change by previous authorized Change Order(s):	<u>\$0.00</u>
The Contract Sum including previous authorized Change Orders:	<u>\$2,125,000.00</u>
The contract AMOUNT due to C.O. No. <b>NH-BC19-CO1</b> will be increased by:	<u>\$21,537.00</u>
The revised Contract Amount, including this Change Order is, therefore:	<u>\$2,146,537.00</u>

The contract TIME due to C.O. No. **NH-BC19-CO1** will be **unchanged** by: 0 calendar days.  
The revised Contract Completion Date, including this Change Order is, therefore unchanged

SBCCD Change Order # **NH-BC19-CO1** includes Item Number(s): Four (4) items

This Change Order is not valid until signed by both the Architect and the District Representative (on behalf of the San Bernardino Community College District Board of Education)

Contractor's signature indicates agreement herewith, including any adjustment in the contract amount or contract time.

I have reviewed the figures submitted by the Contractor and they have been reviewed by the District, I believe this request is valid and recommend your approval for acceptance.		
Architect:	<u>[Signature]</u> Signature	Name (printed) <b>Jay R. Tittle, C-12955</b>
Constr. Mgr.:	<u>[Signature]</u>	Date <u>10/11/09</u> 10/11/09 11:30-09
District:	<u>[Signature]</u>	<b>Evann C Taylor, Project Manager</b>
Contractor:	<u>[Signature]</u>	<b>Mr. Bruce Baron, Vice Chancellor Fiscal Services</b>
		<b>BOB SCANTLIN</b> Printed Name/Title



**CHANGE ORDER NO.**

**NH-BC19-CO1**

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
Item 1.1	Add occupancy sensors in three toilets per campus standards PC 08	G3			\$2,870.00	\$2,870.00
Item 1.2	Add exit sign at catwalk level for egress PC 10	G3			\$530.00	\$530.00
Item 1.3	Revise lighting controls in Criminal Justice Tactical for one-way glass to function PC 11	G3			\$3,217.00	\$3,217.00
Item 1.4	Revise infrastructure cabling to air blown fiber optic PC 13	H4			\$14,920.00	\$14,920.00
	<b>Subtotal</b>					<b>\$21,537.00</b>
	<b>TOTAL CHANGE ORDER #</b>	<b>NH-BC19-CO1</b>				<b>\$21,537.00</b>

CODE LEGEND

- A SITE COST, UNFORESEEN FIELD CONDITION
- B SITE COST, ERROR AND/OR OMISSION
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- 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

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3347A4  
Project Number

CB-BC2-CO1

**CHANGE ORDER**

Original Contract Amount: **\$915,000.00**  
Amount of Previous Contract Amendments: **\$0.00**  
Amount of Previous Change Orders: **\$0.00**

DSA No.:  
CB-BC2-CO1

School Name:	<u>San Bernardino Valley College</u>	Date:	<u>10/2/09</u>
Project Description:	<u>Custodial Building</u>	Contract No.:	<u>Bid Category 2</u>
To (Contractor):	<u>Klassic Engineering</u>	Attn:	<u></u>

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

Item No.: **Refer to attachments** Reference RFP No.: N/A

Description of Work:

**Refer to attached Change Order summary dated 10/02/09 for  
Change Order No. CB-BC2-CO1 Item(s): 1.1 to 1.8**

**TOTAL COST OF CHANGE ORDER CB-BC2-CO1 (\$7,401.00)**

Reason for Change:

**Refer to attached Change Order No. CB-BC2-CO1 summary dated 10/2/09**

Initiator of Change:

**Refer to attached Change Order No. CB-BC2-CO1 summary dated 10/2/09**

The original Base Contract Sum was:	<u>\$915,000.00</u>
Net change by previous authorized Contract Amendment (s):	<u>\$0.00</u>
The revised BASE Contract Sum:	<u>\$915,000.00</u>
Net change by previous authorized Change Order(s):	<u>\$0.00</u>
The Contract Sum including previous authorized Change Orders:	<u>\$915,000.00</u>
The contract AMOUNT due to C.O. No. <b>CB-BC2-CO1</b> will be <b>decreased</b> by:	<u>(\$7,401.00)</u>
The revised Contract Amount, including this Change Order is, therefore:	<u>\$907,599.00</u>
The contract TIME due to C.O. No. <b>CB-BC2-CO1</b> will be <b>unchanged</b> by: <u>0</u> calendar days.	
The revised Contract Completion Date, including this Change Order is, therefore	<u>unchanged</u>

SBCCD Change Order # **CB-BC2-CO1** includes Item Number(s): **Eight (8) items**

This Change Order is not valid until signed by both the Architect and the District Representative (on behalf of the San Bernardino Community College District Board of Education)

Contractor's signature indicates agreement herewith, including any adjustment in the contract amount or contract time.

I have reviewed the figures submitted by the Contractor and they have been reviewed by the District, I believe this request is valid and recommend your approval for acceptance.

Architect:	<u>[Signature]</u>	Name (printed)	<u>Jay R. Tittle, C-12955</u>	Date	<u>Ren. 11-30-09</u>
Constr. Mgr.:	<u>[Signature]</u>		<u>STEVE R. WADLEY</u>		
District:			<u>Mr. Bruce Baron, Vice Chancellor Fiscal Services</u>		
Contractor:	<u>[Signature]</u>		<u>Karwan Shihadi</u>		



DSA No.:
CB-BC2-CO1

**CHANGE ORDER NO.**

**CB-BC2-CO1**

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
Item 1.1	Modify room dimensions and foundations PC 8	G3			\$3,172.00	\$3,172.00
Item 1.2	Re-fabricate 20 embed plates due to shop inspector non-certification. (Backcharged to another contractor) PC 8	K1			\$3,232.00	\$3,232.00
Item 1.3	Remove installed work for re-inspecting. (Backcharged to another contractor) PC 8	K1			\$2,811.00	\$2,811.00
Item 1.4	Add three additional site lights PC 8	C4			\$11,914.00	\$11,914.00
Item 1.5	Re-work eight ceilings lights to coordinate with roll-up door. PC 8	G3			\$2,320.00	\$2,320.00
Item 1.6	Credit to offset additional expenses due to incorrectly installed door PC 8	B1			(\$15,000.00)	(\$15,000.00)
Item 1.7	Delete amp fiber from this scope PC 8	H4			(\$3,100.00)	(\$3,100.00)
Item 1.8	Liquidated damages due to schedule overrun PC 8	K1			(\$12,750.00)	(\$12,750.00)
	<b>Subtotal</b>					<b>(\$7,401.00)</b>
	<b>TOTAL CHANGE ORDER #</b>	<b>CB-BC2-CO1</b>				<b>(\$7,401.00)</b>

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
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  - L CONTRACT ADMINISTRATIVE ISSUE
- \* Note: "I" has been omitted not to be confused with "1"

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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: November 5, 2009  
SUBJECT: Consideration of Approval of Release of Stop Notice Bond

RECOMMENDATION

It is recommended that the Board of Trustees approve the following Release of Stop Notice Bond:

<u>Bond #</u>	<u>SBCCD Contractor</u>	<u>Stop Notice Amount</u>	<u>Bond Amount</u>	<u>Claimant</u>
ACC-1676	Precision Concrete Construction, Inc.	\$67,125.00	\$83,906.25	August Construction, Inc.

OVERVIEW

Under California Section 3196 Civil Code, if the original contractor disputes the correctness, validity or enforceability of a stop notice, a public entity may permit the original contractor to file a bond executed by a corporate surety in an amount equal to 125% of the claim stated in the stop notice. Upon the filing of such a bond, the public entity shall not withhold any money from the original contractor on account of the stop notice, and the surety upon such bond shall be liable to the stop notice claimant.

ANALYSIS

Approval of the Release of Stop Notice Bond will allow project work at the Learning Resource Center at CHC to continue and payments to be made.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

There are no financial implications.

Attachment

RELEASE OF STOP NOTICE BOND  
(Public Works)

BOND NO: ACC-1676  
\$ 1,678.00 premium is for  
a term of 1 year(s)

KNOW ALL MEN BY THESE PRESENTS:

That we, PRECISION CONCRETE CONSTRUCTION, INC., as Principal,  
and ALLEGHENY CASUALTY COMPANY, a corporation organized and doing business  
under and by virtue of the laws of the State of PENNSYLVANIA and duly licensed to conduct  
a general surety business in the State of California as Surety, are held and firmly bound unto

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
114 S. DEL ROSA DR.  
SAN BERNARDINO, CA 92408

as Obligee, in the sum of EIGHTY THREE THOUSAND NINE HUNDRED SIX & 25/100THS\*\*\*\*\*  
\*\*\*\*\*

(\$ 83,906.25) Dollars, for which payment, well and truly to be made, we bind ourselves, our heirs,  
executors and successors, jointly and severally firmly by these presents.

THE CONDITION OF THE OBLIGATION IS SUCH THAT, WHEREAS, the above named Principal has been  
furnished labor and/or materials by AUGUSTI CONSTRUCTION, INC

against which there is still unpaid the sum of SIXTY SEVEN THOUSAND ONE HUNDRED TWENTY FIVE & 00/100THS  
\*\*\*\*\*

(\$ 67,125.00) Dollars, in connection with construction of CRAFTON HILLS COLLEGE LEARNING  
RESOURCE CENTER - 114 S. DEL ROSA DR., SAN BERNARDINO, CA 92408

WHEREAS, AUGUSTI CONSTRUCTION, INC, claimant, has filed a verified claim  
and Stop Notice covering labor and/or materials, and has requested said Obligee to withhold funds and whereas said


Principal desires to have funds released, said Principal is required to file an undertaking in the sum of  
EIGHTY THREE THOUSAND NINE HUNDRED SIX & 25/100THS\*\*\*\*\*

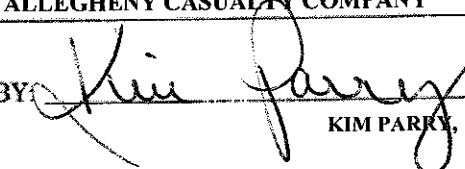
(\$ 83,906.25) Dollars, being one and one quarter (1 1/4) times the amount of the said claim as required  
under Section 3196, of the Civil Code of the State of California.

NOW, THEREFORE, the condition of this obligation is such, that if the Claimant in this matter shall receive  
judgement in any action brought on said claim, the Principal shall pay said judgement and costs to Claimant, in  
an amount not exceeding the sum specified in this undertaking, then this obligation shall be null and void, otherwise  
to remain in full force and effect.

IN WITNESS WHEREOF, the seal and signature of said Principal is hereto affixed and the corporate seal and the  
name of the said Surety is hereto affixed and attested by its duly authorized Attorney-in-Fact at

SACRAMENTO, California, this 18TH day of SEPTEMBER, 2009  
YEAR

PRECISION CONCRETE CONSTRUCTION, INC.  
Principal  


ALLEGHENY CASUALTY COMPANY  
Surety  
BY:   
KIM PARRY, Attorney-in Fact

# CALIFORNIA ALL-PURPOSE CERTIFICATE OF ACKNOWLEDGMENT

State of California

County of Sacramento

On September 18, 2009 before me, Katrina Guevara, Notary Public  
(Here insert name and title of the officer)

personally appeared KIM DENISE PARRY

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

*Katrina Guevara*

Signature of Notary Public



(Notary Seal)

## ADDITIONAL OPTIONAL INFORMATION

### DESCRIPTION OF THE ATTACHED DOCUMENT

#### California Release of Stop Notice Bond

(Title or description of attached document)

**BOND NUMBER ACC-1676**

(Title or description of attached document continued)

Number of Pages 3 Document Date 9/18/2009

(Additional information)

### CAPACITY CLAIMED BY THE SIGNER

- Individual (s)  
 Corporate Officer  
\_\_\_\_\_  
(Title)  
 Partner(s)  
 Attorney-in-Fact  
 Trustee(s)  
 Other \_\_\_\_\_

### INSTRUCTIONS FOR COMPLETING THIS FORM

Any acknowledgment completed in California must contain verbiage exactly as appears above in the notary section or a separate acknowledgment form must be properly completed and attached to that document. The only exception is if a document is to be recorded outside of California. In such instances, any alternative acknowledgment verbiage as may be printed on such a document so long as the verbiage does not require the notary to do something that is illegal for a notary in California (i.e. certifying the authorized capacity of the signer). Please check the document carefully for proper notarial wording and attach this form if required.

- State and County information must be the State and County where the document signer(s) personally appeared before the notary public for acknowledgment.
- Date of notarization must be the date that the signer(s) personally appeared which must also be the same date the acknowledgment is completed.
- The notary public must print his or her name as it appears within his or her commission followed by a comma and then your title (notary public).
- Print the name(s) of document signer(s) who personally appear at the time of notarization.
- Indicate the correct singular or plural forms by crossing off incorrect forms (i.e. ~~he/she/they~~ is /are) or circling the correct forms. Failure to correctly indicate this information may lead to rejection of document recording.
- The notary seal impression must be clear and photographically reproducible. Impression must not cover text or lines. If seal impression smudges, re-seal if a sufficient area permits, otherwise complete a different acknowledgment form.
- Signature of the notary public must match the signature on file with the office of the county clerk.
  - ❖ Additional information is not required but could help to ensure this acknowledgment is not misused or attached to a different document.
  - ❖ Indicate title or type of attached document, number of pages and date.
  - ❖ Indicate the capacity claimed by the signer. If the claimed capacity is a corporate officer, indicate the title (i.e. CEO, CFO, Secretary).
- Securely attach this document to the signed document.



# ALLEGHENY CASUALTY COMPANY

300 Cottonwood Avenue Suite #8  
Martland, WI 53029  
Phone (262) 912-6611

## POWER OF ATTORNEY

Bond No.: ACC-1676

KNOW ALL MEN BY THESE PRESENTS: That ALLEGHENY CASUALTY COMPANY, a corporation of the Commonwealth of Pennsylvania, does hereby make, constitute and appoint

**Kim Parry**

its true and lawful Attorney(s) in-fact to make, execute, seal and deliver for and on its behalf as surety, as its act and deed: Any and all bonds and undertakings provided the amount of no one bond or undertaking exceeds the sum of

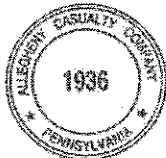
**EIGHTY THREE THOUSAND NINE HUNDRED SIX and 25/100 (\$83,906.25)**

and the execution of such bonds in pursuance of these presents shall be as binding upon said Company, as fully and amply, to all intents and purposes, as if they had been duly executed and acknowledged by the regularly elected officers of the Company at its office in Meadville, Pennsylvania, in their own proper persons.

The power of attorney is granted under and by authority of the following resolution adopted by the Board of Directors of ALLEGHENY CASUALTY COMPANY at a meeting duly held on the 15th day of August, 2000.

RESOLVED, that (1) the President, Vice President, or Secretary of ALLEGHENY CASUALTY COMPANY shall have the power to appoint and to revoke the appointments of Attorneys-in-Fact or agents with power and authority as defined or limited in their respective powers of attorney and to execute on behalf of the Company and affix the Company's seal thereto bonds, undertakings, recognizances, contracts of indemnity and other written obligations in the nature thereof or related thereto; and (2) any of such Officers of the Company may appoint and revoke the appointments of joint-control custodians, agents for acceptance of process, and Attorneys-in-fact with authority to execute waivers and consents on behalf of the Company; and (3) the signature of any such Officer of ALLEGHENY CASUALTY COMPANY and the Company seal may be affixed by facsimile to any power of attorney or certification given for the execution of any bond, undertaking, recognizance, contract of indemnity or other written obligation in the nature thereof or related thereto such signature and seals when so used whether heretofore or hereafter, being hereby adopted by the Company as the original signature of such officer and the original seal of the Company, to be valid and binding upon the Company with the same force and effect as though manually affixed.

In Witness Whereof, ALLEGHENY CASUALTY COMPANY has caused these presents to be signed and its corporate seal to be hereto affixed on February 25, 2008.



ALLEGHENY CASUALTY COMPANY

By

*John C. Soff*  
Secretary

Commonwealth of Pennsylvania, County of Crawford - ss:

On February 25, 2008, before me appeared John C. Soff to me personally known, who being by me duly sworn, did say that he resides in the Commonwealth of Pennsylvania, that he is Secretary of ALLEGHENY CASUALTY COMPANY, that he is the individual described in and who executed the preceding instrument, and that the seal affixed on said instrument is the corporate seal of said Company, and that instrument was signed and sealed on behalf of said Company by authority and direction of said Company, and the said officer acknowledged said instrument to be the free act and deed of said Company.



*Linda J. Whiteley*  
Notary Public of Pennsylvania  
My commission Expires 03/31/11

Commonwealth of Pennsylvania, County of Crawford - ss:

I, John C. Soff, Secretary of ALLEGHENY CASUALTY COMPANY, a corporation of the Commonwealth of Pennsylvania, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney, Executed by the said Company, which is still in full force and effect.

In Witness Whereof, I have hereunto set my hand and affixed the seal of said Company on this eighteenth day of September, 2009.

ALLEGHENY CASUALTY COMPANY

By

*John C. Soff*  
Secretary

AUG 31 2009

STOP NOTICE
LEGAL NOTICE TO WITHHOLD CONSTRUCTION FUNDS
(Public of Private Work)

BUSINESS SERVICES DEPT.

TO: San Bernardino Community College District
(Name of owner, public body or construction fund holder)

PROJECT: Crafton Hills College Learning Resource Center
(Name)

114 S. Del Rosa Dr.
(Address, if different to a bank or savings & loan assn., use address of branch holding fund)

114 S. Del Rosa Dr.
(Address)

San Bernardino, CA 92408
(City, state and zip)

San Bernardino, CA 92408
(City, state and zip)

(Telephone)

(FAX)

TAKE NOTICE THAT August Construction, Inc.

whose address is 13400 S. Figueroa St. Los Angeles, CA 90061
(Name of person or firm claiming the stop notice. Licensed contractors must use the name under which contractor's license is used)
(Address of person or firm claiming stop notice)

has performed labor and furnished materials for a work of improvement described as follows:

Furnish and Install Foundation Micropiles
(Name and location of the project where work or materials were furnished)

The labor and materials furnished by claimant are of the following general kind: Micropile installation and pouring concrete and grout.
(General description of work and materials furnished)

The labor and materials were furnished to or for the following party: Precision Concrete Construction, Inc., 465 E. Carmel St., San Marcos, CA 920078
(Name of party who ordered the work or materials)
(Total of everything claimant agreed or contracted to furnish)

The value of the whole amount of labor materials agreed to be furnished is \$ 697,500.00
The value of the labor and materials furnished to date is \$ 697,500.00 Claimant has been paid the sum of \$ 630,375.00 and there is due, owing, and unpaid the sum of \$ 67,125.00 together with interest at the rate of 24 % per annum from June 17, 2009.

FIRM NAME: August Construction, Inc.
(Name of stop notice claimant see instructions for details)

By: [Signature] Controller
(Owner or agent of stop notice claimant must sign here and verify below)

VERIFICATION
I, the undersigned, say: I am the Controller of the claimant of the foregoing
Stop Notice: I have read said Stop Notice and known the contents thereof; the same is true of my own knowledge.
I declare under penalty of perjury that the foregoing is true and correct.
Executed on August 26, 2009, at Los Angeles, California.
(Personal signature of the individual who is swearing that the contents of stop notice are true)

SEE REVERSE SIDE FOR COMPLETE INSTRUCTIONS

## **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:** November 5, 2009

**SUBJECT:** Information on SBVC Reassignment Plan

### **RECOMMENDATION**

It is recommended that the Board of Trustees review the SBVC Reassignment Plan.

### **OVERVIEW**

The proposed reassignment plan for San Bernardino Valley College addresses administrative needs and represents the best approach to implementation and services. The reorganization process took place over an 18-month span of time and is in need of amending due to the elimination of the Dean of Student Development, Student Services. The student services and academic deans, managers, and academic senate reviewed ideas for reorganization.

### **ANALYSIS**

As a result of this amendment, the Student Development division will be dissolved and the personnel reassigned as provided on the attached list effective August 14, 2009.

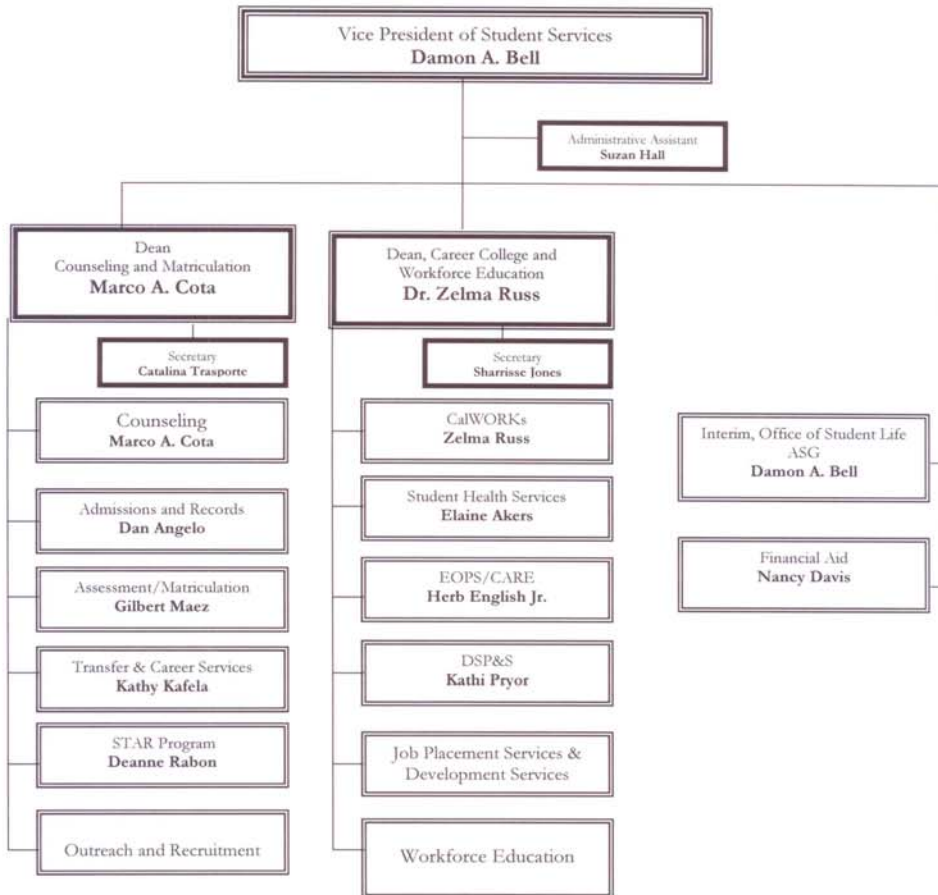
### **BOARD IMPERATIVE**

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

### **FINANCIAL IMPLICATIONS**

Included in the 2009-2010 budget.


  
**SAN BERNARDINO VALLEY COLLEGE**
  
**STUDENT SERVICES**



Associated Student Government: September 3, 2009  
 Classified Senate: September 18, 2009  
 Academic Senate: September 16, 2009  
 Student Services: August 14, 2009  
 Final: November 5, 2009

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Dr. Noelia Vela, Chancellor  
REVIEWED BY: Renee Brunelle, Vice Chancellor, Human Resources & Employee Relations  
PREPARED BY: Gloria Macias Harrison, President  
DATE: November 5, 2009  
SUBJECT: Information on CHC Reassignment Plan

RECOMMENDATION

It is recommended that the Board of Trustees review the CHC Reassignment Plan.

OVERVIEW

The proposed reassignment plan for Crafton Hills College addresses administrative needs and represents the best approach to implementation and services. The reorganization is needed due to SERP retirements and the elimination of dean positions.

ANALYSIS

As a result of the retirements and the elimination of a dean's position, seven divisions were reduced to five. One position was filled with a new hire and two were reassignments. The five divisions are: (1) Career Education & Human Development; (2) Arts & Sciences; (3) Letters & Learning Resources; (4) Student Services, Counseling & Matriculation; (5) Student Services & Student Development.

BOARD IMPERATIVE

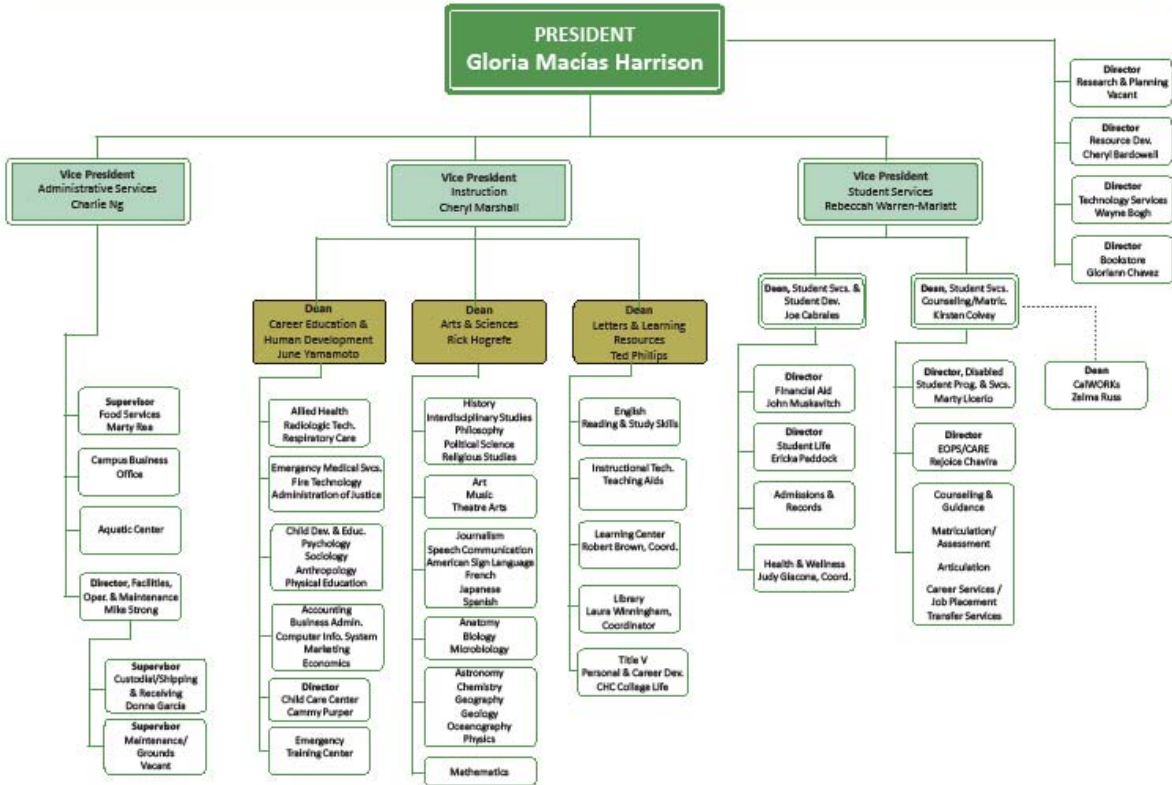
- I. Institutional Effectiveness
- II. Learning-Centered Institution for Student Access, Retention and Success
- III. Resource Management for Efficiency, Effectiveness and Excellence
- IV. Enhanced and Informed Governance and Leadership

FINANCIAL IMPLICATIONS

Included in the 2009-2010 budget.



# Crafton Hills College Organizational Chart



Academic Year 2009-2010

## **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:** November 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 have been held to a minimal amount of \$ 1,998,397.00 which is only 2.00% of the project cost of \$100,099,384.00

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**

November 5, 2009

(Including any contract amendments and change orders on the 11/5/2009 agenda)

PROJECTS	Original Contract Amount	Contract Amendments		Base Contract Amount	Change Orders		New Contract Amount	Change Order % of Base Contract
		Previous	Proposed		Previous	Proposed		
INFRASTRUCTURE PACKAGE #1	\$ 421,000.00	\$ -	\$ -	\$ 421,000.00	\$ (4,277.00)	\$ -	\$ 416,723.00	-1.02%
INFRASTRUCTURE PACKAGE #2/3/4	\$ 14,682,604.00	\$ 43,847.00	\$ -	\$ 14,726,451.00	\$ 258,836.00	\$ -	\$ 14,985,287.00	1.76%
CRF / INFRA PKG #5	\$ 7,946,665.00	\$ 5,459.00	\$ -	\$ 7,952,124.00	\$ 106,026.00	\$ 12,987.00	\$ 8,071,137.00	1.50%
LEARNING RESOURCE CENTER	\$ 22,291,408.00	\$ -	\$ -	\$ 22,291,408.00	\$ 61,135.00	\$ 39,005.00	\$ 22,391,548.00	0.45%
<b>TOTAL</b>	<b>\$ 45,341,677.00</b>	<b>\$ 49,306.00</b>	<b>\$ -</b>		<b>\$ 421,720.00</b>	<b>\$ 51,992.00</b>	<b>\$ 45,864,695.00</b>	<b>1.03%</b>

\* Base Contract Amount = Original Contract Amount + Contract Amendments (Previous and/or Proposed). Contract Amendments are not applicable to the 10% change order guideline. Also, the Revised Original Contract Amount is the amount used in the Change Order % calculation.

\* New Contract Amount = Base Contract Amount + Change Orders (Previous and/or Proposed).

Crafton Hills College  
**CHANGE SUMMARY by PROJECT**  
**INFRASTRUCTURE #1**

Revised 10/9/2009

(Including any contract amendments and change orders on the 11/5/2009 agenda)

Contractors	Original Contract Amount	Contract Amendments		Base Contract Amount	Change Orders		New Contract Amount	Change Order % of Base Contract
		Previous	Proposed		Previous	Proposed		
INFRA1-01: Champion Electric	\$421,000.00			\$ 421,000.00	\$ (4,277.00)		\$ 416,723.00	-1.02%
<b>TOTAL</b>	<b>\$ 421,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 421,000.00</b>	<b>\$ (4,277.00)</b>	<b>\$ -</b>	<b>\$ 416,723.00</b>	<b>-1.02%</b>

**NO NEW CHANGE ORDERS**

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

Revised 10/9/2009

(Including any contract amendments and change orders on the 11/5/09 agenda)

Contractors	Original Contract Amount	Contract Amendments		Base Contract Amount	Change Orders		New Contract Amount	Change Order % of Base Contract
		Previous	Proposed		Previous	Proposed		
INFRA234-01: LD Anderson	\$ 1,101,300.00	\$ 43,847.00		\$ 1,145,147.00	\$ 85,753.00		\$ 1,230,900.00	7.49%
INFRA234-02: Coutts Heating & Cooling	\$ 5,677,000.00			\$ 5,677,000.00	\$ -		\$ 5,677,000.00	0.00%
INFRA234-03: Fischer, Inc.	\$ 1,491,000.00			\$ 1,491,000.00	\$ 47,592.00		\$ 1,538,592.00	3.19%
INFRA234-04: RIS Electric	\$ 1,973,000.00			\$ 1,973,000.00	\$ 127,768.00		\$ 2,100,768.00	6.48%
INFRA234-05: Tidwell Concrete	\$ 2,289,804.00			\$ 2,289,804.00			\$ 2,289,804.00	0.00%
INFRA234-06: Sierra Landscape	\$ 1,623,600.00			\$ 1,623,600.00	\$ (2,277.00)		\$ 1,621,323.00	-0.14%
INFRA234-07: Inland Building Companies	\$ 526,900.00			\$ 526,900.00			\$ 526,900.00	0.00%
<b>TOTAL</b>	<b>\$ 14,682,604.00</b>	<b>\$ 43,847.00</b>	<b>\$ -</b>	<b>\$ 14,726,451.00</b>	<b>\$ 258,836.00</b>	<b>\$ -</b>	<b>\$ 14,985,287.00</b>	<b>1.76%</b>

**NO NEW CHANGE ORDERS**

Crafton Hills College  
**CHANGE SUMMARY by PROJECT**  
**INFRASTRUCTURE #2**

Revised 10/9/2009

(Including any contract amendments and change orders on the 11/5/2009 agenda)

Contractors	Original Contract Amount	Contract Amendments		Base Contract Amount	Change Orders		New Contract Amount	Change Order % of Base Contract
		Previous	Proposed		Previous	Proposed		
INFRA2-01: LD Anderson	\$ 172,420.00			\$ 172,420.00			\$ 172,420.00	
INFRA2-02: Coutts Heating & Cooling	\$ 2,100,490.00			\$ 2,100,490.00			\$ 2,100,490.00	
INFRA2-03: Fischer, Inc.	\$ 501,000.00			\$ 501,000.00	\$ 2,412.00		\$ 503,412.00	
INFRA2-04: RIS Electric	\$ 438,000.00			\$ 438,000.00	\$ 47,127.00		\$ 485,127.00	
INFRA2-05: Tidwell Concrete	\$ 444,537.00			\$ 444,537.00			\$ 444,537.00	
INFRA2-06: Sierra Landscape	\$ 202,000.00			\$ 202,000.00			\$ 202,000.00	
INFRA2-07: Inland Building Companies	\$ 107,600.00			\$ 107,600.00			\$ 107,600.00	
<b>TOTAL</b>	<b>\$ 3,966,047.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,966,047.00</b>	<b>\$ 49,539.00</b>	<b>\$ -</b>	<b>\$ 4,015,586.00</b>	

**NO NEW CHANGE ORDERS**

Crafton Hills College  
**CHANGE SUMMARY by PROJECT**  
**INFRASTRUCTURE #3**

Revised 10/9/2009

(Including any contract amendments and change orders on the 11/5/2009 agenda)

Contractors	Original Contract Amount	Contract Amendments		Base Contract Amount	Change Orders		New Contract Amount	Change Order % of Base Contract
		Previous	Proposed		Previous	Proposed		
INFRA3-01: LD Anderson	\$ 370,730.00	\$ 43,847.00		\$ 414,577.00	\$ 85,753.00		\$ 500,330.00	
INFRA3-02: Coutts Heating & Cooling	\$ 3,576,510.00			\$ 3,576,510.00			\$ 3,576,510.00	
INFRA3-03: Fischer, Inc.	\$ 935,000.00			\$ 935,000.00	\$ 45,180.00		\$ 980,180.00	
INFRA3-04: RIS Electric	\$ 1,222,000.00			\$ 1,222,000.00	\$ 80,641.00		\$ 1,302,641.00	
INFRA3-05: Tidwell Concrete	\$ 252,979.00			\$ 252,979.00			\$ 252,979.00	
INFRA3-06: Sierra Landscape	\$ 1,131,000.00			\$ 1,131,000.00			\$ 1,131,000.00	
INFRA3-07: Inland Building Companies	\$ 45,200.00			\$ 45,200.00			\$ 45,200.00	
<b>TOTAL</b>	<b>\$ 7,533,419.00</b>	<b>\$ 43,847.00</b>	<b>\$ -</b>	<b>\$ 7,577,266.00</b>	<b>\$ 211,574.00</b>	<b>\$ -</b>	<b>\$ 7,788,840.00</b>	

**NO NEW CHANGE ORDERS**

Crafton Hills College  
**CHANGE SUMMARY by PROJECT**  
**INFRASTRUCTURE #4**

Revised 10/9/2009

(Including any contract amendments and change orders on the 11/5/2009 agenda)

Contractors	Original Contract Amount	Contract Amendments		Base Contract Amount	Change Orders		New Contract Amount	Change Order % of Base Contract
		Previous	Proposed		Previous	Proposed		
INFRA4-01: LD Anderson	\$ 558,150.00			\$ 558,150.00			\$ 558,150.00	
INFRA4-03: Fischer, inc.	\$ 55,000.00			\$ 55,000.00			\$ 55,000.00	
INFRA4-04: RiS Electric	\$ 313,000.00			\$ 313,000.00			\$ 313,000.00	
INFRA4-05: Tidwell Concrete	\$ 1,592,289.00			\$ 1,592,289.00			\$ 1,592,289.00	
INFRA4-06: Sierra Landscape	\$ 290,600.00			\$ 290,600.00	\$ (2,277.00)		\$ 288,323.00	
INFRA4-07: Inland Building Companies	\$ 374,100.00			\$ 374,100.00			\$ 374,100.00	
<b>TOTAL</b>	<b>\$ 3,183,139.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,183,139.00</b>	<b>\$ (2,277.00)</b>	<b>\$ -</b>	<b>\$ 3,180,862.00</b>	

**NEW CHANGE ORDERS**



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

Revised 10/9/2009

(Including any contract amendments and change orders on the 11/5/2009 agenda)

Contractors	Original Contract Amount	Contract Amendments		Base Contract Amount	Change Orders		New Contract Amount	Change Order % of Base Contract
		Previous	Proposed		Previous	Proposed		
CCRF-02: Crew, Inc.	\$ 732,000.00			\$ 732,000.00			\$ 732,000.00	0.00%
CCRF-03: Calcoast Concrete Const., Inc.	\$ 1,070,815.00			\$ 1,070,815.00			\$ 1,070,815.00	0.00%
CCRF-04: Nuway, Inc.	\$ 803,860.00			\$ 803,860.00	\$ 44,440.00		\$ 848,300.00	5.53%
CCRF-05: Anderson Charnesky	\$ 575,099.00			\$ 575,099.00			\$ 575,099.00	0.00%
CCRF-06: Bell Roof Company, Inc.	\$ 152,400.00			\$ 152,400.00			\$ 152,400.00	0.00%
CCRF-07: E J Enterprises	\$ 118,055.00			\$ 118,055.00			\$ 118,055.00	0.00%
CCRF-08: West Coast Painting & Drywall	\$ 32,331.00			\$ 32,331.00			\$ 32,331.00	0.00%
CCRF-09: J. Kel Painting & Wallcovering, Inc.	\$ 63,020.00			\$ 63,020.00			\$ 63,020.00	0.00%
CCRF-10: Lawrence W. Rosine Co.	\$ 19,990.00			\$ 19,990.00			\$ 19,990.00	0.00%
CCRF-11: Inland Building Const. Comp., Inc.	\$ 22,780.00			\$ 22,780.00			\$ 22,780.00	0.00%
CCRF-12: Inland Building Const. Comp., Inc.	\$ 248,000.00			\$ 248,000.00			\$ 248,000.00	0.00%
CCRF-13: J.M. Farnan Co., Inc.	\$ 860,000.00	\$ 5,459.00		\$ 865,459.00	\$ 35,089.00	\$ 12,987.00	\$ 913,535.00	5.55%
CCRF-14: Arrowhead Mechanical, Inc.	\$ 112,500.00			\$ 112,500.00			\$ 112,500.00	0.00%
CCRF-15: Champion Electric, Inc.	\$ 749,000.00			\$ 749,000.00			\$ 749,000.00	0.00%
CCRF-16: America West Landscape, Inc.	\$ 604,980.00			\$ 604,980.00			\$ 604,980.00	0.00%
CCRF-17: Condor, Inc.	\$ 1,148,300.00			\$ 1,148,300.00			\$ 1,148,300.00	0.00%
CCRF-18: RVH Constructors, Inc.	\$ 482,235.00			\$ 482,235.00	\$ 21,468.00		\$ 503,703.00	4.45%
INFRA5-19: RIS Electric	\$ 151,300.00			\$ 151,300.00	\$ 5,029.00		\$ 156,329.00	3.32%
<b>TOTAL</b>	<b>\$ 7,946,665.00</b>	<b>\$ 5,459.00</b>	<b>\$ -</b>	<b>\$ 7,952,124.00</b>	<b>\$ 106,026.00</b>	<b>\$ 12,987.00</b>	<b>\$ 8,071,137.00</b>	<b>1.50%</b>

**CHANGE SUMMARY by PROJECT**  
**INFRASTRUCTURE #5/CRF SITE PREPARATION**  
 (Including any contract amendments and change orders on the 11/5/2009 agenda)

Contractors	Original Contract Amount	Contract Amendments		Base Contract Amount	Change Orders		New Contract Amount	Change Order % of Base Contract
		Previous	Proposed		Previous	Proposed		
INFRA5-19: RIS Electric	\$ 151,300.00			\$ 151,300.00	\$ 5,029.00		\$ 156,329.00	
INFRA5-02: Crew, Inc.	\$ 380,250.00			\$ 380,250.00			\$ 380,250.00	
INFRA5-03: Calcoast Concrete Const., Inc.	\$ 386,382.00			\$ 386,382.00			\$ 386,382.00	
INFRA5-13: J.M. Farnan Co., Inc.	\$ 425,000.00	\$ 5,459.00		\$ 430,459.00			\$ 430,459.00	
INFRA5-16: America West Landscape, Inc.	\$ 37,581.00			\$ 37,581.00			\$ 37,581.00	
<b>TOTAL</b>	<b>\$ 1,380,513.00</b>	<b>\$ 5,459.00</b>	<b>\$ -</b>	<b>\$ 1,385,972.00</b>	<b>\$ 5,029.00</b>	<b>\$ -</b>	<b>\$ 1,391,001.00</b>	

**NO NEW CHANGE ORDERS**

Crafton Hills College  
**CHANGE SUMMARY by PROJECT**  
**COMMUNITY RECREATION FACILITY**

Revised 10/9/2009

(Including any contract amendments and change orders on the 11/5/2009 agenda)

Contractors	Original Contract Amount	Contract Amendments		Base Contract Amount	Change Orders		New Contract Amount	Change Order % of Base Contract
		Previous	Proposed		Previous	Proposed		
CCRF-02: Crew, Inc.	\$ 351,750.00			\$ 351,750.00			\$ 351,750.00	
CCRF-03: Calcoast Concrete Const., Inc.	\$ 684,433.00			\$ 684,433.00			\$ 684,433.00	
CCRF-04: Nuway, Inc.	\$ 803,860.00			\$ 803,860.00	\$ 44,440.00		\$ 848,300.00	
CCRF-05: Anderson Charnesky	\$ 575,099.00			\$ 575,099.00			\$ 575,099.00	
CCRF-06: Bell Roof Company, Inc.	\$ 152,400.00			\$ 152,400.00			\$ 152,400.00	
CCRF-07: E J Enterprises	\$ 118,055.00			\$ 118,055.00			\$ 118,055.00	
CCRF-08: West Coast Painting & Drywall	\$ 32,331.00			\$ 32,331.00			\$ 32,331.00	
CCRF-09: J. Kel Painting & Wallcovering, Inc.	\$ 63,020.00			\$ 63,020.00			\$ 63,020.00	
CCRF-10: Lawrence W. Rosine Co.	\$ 19,990.00			\$ 19,990.00			\$ 19,990.00	
CCRF-11: Inland Building Const. Comp., Inc.	\$ 22,780.00			\$ 22,780.00			\$ 22,780.00	
CCRF-12: Inland Building Const. Comp., Inc.	\$ 248,000.00			\$ 248,000.00			\$ 248,000.00	
CCRF-13: J.M. Farnan Co., Inc.	\$ 435,000.00			\$ 435,000.00	\$ 35,089.00	\$ 12,987.00	\$ 483,076.00	
CCRF-14: Arrowhead Mechanical., Inc.	\$ 112,500.00			\$ 112,500.00			\$ 112,500.00	
CCRF-15: Champion Electric, Inc.	\$ 749,000.00			\$ 749,000.00			\$ 749,000.00	
CCRF-16: America West Landscape, Inc.	\$ 567,399.00			\$ 567,399.00			\$ 567,399.00	
CCRF-17: Condor, Inc.	\$ 1,148,300.00			\$ 1,148,300.00			\$ 1,148,300.00	
CCRF-18: RVH Constructors, Inc.	\$ 482,235.00			\$ 482,235.00	\$ 21,468.00		\$ 503,703.00	
<b>TOTAL</b>	<b>\$ 6,566,152.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,566,152.00</b>	<b>\$ 100,997.00</b>	<b>\$ 12,987.00</b>	<b>\$ 6,680,136.00</b>	

Crafton Hills College  
**CHANGE SUMMARY by PROJECT**  
**LEARNING RESOURCE CENTER**

Revised 10/9/2009

(Including any contract amendments and change orders on the 11/5/2009 agenda)

Contractors	Original Contract Amount	Contract Amendments		Base Contract Amount	Change Orders		New Contract Amount	Change Order % of Base Contract
		Previous	Proposed		Previous	Proposed		
CLRC-02: Precision Concrete	\$3,274,700.00			\$ 3,274,700.00	\$ 32,060.00		\$ 3,306,760.00	0.98%
CLRC-03: Mid State Precast	\$1,371,000.00			\$ 1,371,000.00			\$ 1,371,000.00	0.00%
CLRC-04: Anderson Charnesky	\$3,421,300.00			\$ 3,421,300.00			\$ 3,421,300.00	0.00%
CLRC-05: Lozano Caseworks, Inc.	\$509,300.00			\$ 509,300.00			\$ 509,300.00	0.00%
CLRC-06: Western Bay Sheet Metal	\$1,349,000.00			\$ 1,349,000.00			\$ 1,349,000.00	0.00%
CLRC-07: RGSLA	\$236,252.00			\$ 236,252.00			\$ 236,252.00	0.00%
CLRC-08: E J Enterprises	\$293,175.00			\$ 293,175.00			\$ 293,175.00	0.00%
CLRC-09: Padua Glass Enterprise, Inc.	\$1,940,700.00			\$ 1,940,700.00			\$ 1,940,700.00	0.00%
CLRC-10: Caston Plastering & Drywall	\$1,415,585.00			\$ 1,415,585.00			\$ 1,415,585.00	0.00%
CLRC-11: Mike's Custom Flooring	\$248,200.00			\$ 248,200.00			\$ 248,200.00	0.00%
CLRC-12: Southcoast Acoustical Inters.	\$461,350.00			\$ 461,350.00			\$ 461,350.00	0.00%
CLRC-13: Prime Painting Con.	\$192,000.00			\$ 192,000.00			\$ 192,000.00	0.00%
CLRC-14: Inland Pacific Tile, Inc.	\$282,000.00			\$ 282,000.00			\$ 282,000.00	0.00%
CLRC-15: RVH Construction	\$731,000.00			\$ 731,000.00			\$ 731,000.00	0.00%
CLRC-16: Daart Engineering Company	\$268,031.00			\$ 268,031.00			\$ 268,031.00	0.00%
CLRC-17: Pro-Craft Plumbing Co., Inc	\$515,515.00			\$ 515,515.00			\$ 515,515.00	0.00%
CLRC-18: Coutts Heating & Cooling	\$2,037,000.00			\$ 2,037,000.00	\$ 29,075.00		\$ 2,066,075.00	1.43%
CLRC-19: Shanks Electric Corporation	\$2,850,000.00			\$ 2,850,000.00		\$ 39,005.00	\$ 2,889,005.00	1.37%
CLRC-20: Marina Landscaping	\$247,300.00			\$ 247,300.00			\$ 247,300.00	0.00%
CLRC-21: Inland Building Companies	\$648,000.00			\$ 648,000.00			\$ 648,000.00	0.00%
<b>TOTAL</b>	<b>\$ 22,291,408.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 22,291,408.00</b>	<b>\$ 61,135.00</b>	<b>\$ 39,005.00</b>	<b>\$ 22,391,548.00</b>	<b>0.45%</b>

San Bernardino Valley College

November 5, 2009

**CHANGE SUMMARY by PROJECT**

(Including any contract amendments and change orders on the 11/5/2009 agenda)

PROJECTS	Original Contract Amount	Contract Amendments		Base Contract Amount	Change Orders		New Contract Amount	Change Order % of Base Contract
		Previous	Pending		Previous	Pending		
North Hall Replacement	\$ 16,792,609.00	\$ -	\$ 37,895.00	\$ 16,830,504.00	\$ 3,160.00	\$ 132,432.00	\$ 16,966,096.00	0.81%
Maintenance and Operations	\$ 4,041,000.00	\$ 471,180.00	\$ -	\$ 4,512,180.00	\$ 82,720.00	\$ (7,401.00)	\$ 4,587,499.00	1.67%
Media / Communications	\$ 8,299,368.00	\$ -	\$ 15,412.00	\$ 8,313,188.00	\$ 13,820.00	\$ 117,712.80	\$ 8,446,312.80	1.58%
Chemistry / Science	\$ 23,472,824.00	\$ 216,876.00	\$ 1,705.00	\$ 23,691,405.00	\$ 366,697.12	\$ (2,817.00)	\$ 24,055,285.12	1.54%
Student Health Services	\$ 1,047,967.00	\$ -	\$ -	\$ 1,047,967.00	\$ 25,987.00	\$ -	\$ 1,073,954.00	2.48%
<b>TOTAL</b>	<b>\$ 53,653,768.00</b>	<b>\$ 688,056.00</b>	<b>\$ 55,012.00</b>	<b>\$ 54,395,244.00</b>	<b>\$ 492,384.12</b>	<b>\$ 239,926.80</b>	<b>\$ 55,129,146.92</b>	<b>1.35%</b>

\* Base Contract Amount = Original Contract Amount + Contract Amendments (Previous and/or Proposed). Contract Amendments are not applicable to the 10% change order guideline. Also, the Revised Original Contract Amount is the amount used in the Change Order % calculation.

\* New Contract Amount = Base Contract Amount + Change Orders (Previous and/or Proposed).

San Bernardino Valley College  
**CHANGE SUMMARY by PROJECT**  
**NORTH HALL REPLACEMENT**

Revised 10/9/2009

(Including any contract amendments and change orders on the 11/5/2009 agenda)

Contractors	Original Contract Amount	Contract Amendments		Base Contract Amount	Change Orders		New Contract Amount	Change Order % of Base Contract
		Previous	Pending		Previous	Pending		
#2 - Mountain Movers Engr. Const.	\$ 173,900.00			\$ 173,900.00	\$ (3,346.00)		\$ 170,554.00	-1.92%
#3 - Devries Construction	\$ 2,434,395.00		\$ 37,895.00	\$ 2,472,290.00	\$ 3,346.00		\$ 2,475,636.00	0.14%
#4 - Blazing Industrial Steel	\$ 4,105,282.00			\$ 4,105,282.00			\$ 4,105,282.00	0.00%
#5 - Stolo Cabinets	\$ 99,000.00			\$ 99,000.00			\$ 99,000.00	0.00%
#6 - Best Contracting Services	\$ 372,835.00			\$ 372,835.00			\$ 372,835.00	0.00%
#7 - Bell Roof Company	\$ 198,000.00			\$ 198,000.00			\$ 198,000.00	0.00%
#8 - Montgomery Hardware	\$ 411,740.00			\$ 411,740.00			\$ 411,740.00	0.00%
#9 - Queen City Glass Co.	\$ 454,994.00			\$ 454,994.00	\$ 3,160.00		\$ 458,154.00	0.69%
#10 - Caston Plastering & Drywall	\$ 1,945,585.00			\$ 1,945,585.00		\$ 1,867.00	\$ 1,947,452.00	0.10%
#11 - New Image Commercial Flooring	\$ 80,000.00			\$ 80,000.00			\$ 80,000.00	0.00%
#12 - Southcoast Acoustical Interiors	\$ 287,100.00			\$ 287,100.00			\$ 287,100.00	0.00%
#13 - J. Kel Painting & Wallcovering	\$ 142,755.00			\$ 142,755.00			\$ 142,755.00	0.00%
#14 - Inland Building Companies	\$ 1,264,000.00			\$ 1,264,000.00		\$ (2,880.00)	\$ 1,261,120.00	-0.23%
#15 - Inland Building Companies	\$ 293,300.00			\$ 293,300.00			\$ 293,300.00	0.00%
#16 - Daart Engineering Co.	\$ 208,535.00			\$ 208,535.00		\$ 721.00	\$ 209,256.00	0.35%
#17 - Pro Tec Mechanical	\$ 763,288.00			\$ 763,288.00			\$ 763,288.00	0.00%
#18 - Arrowhead Mechanical	\$ 1,247,000.00			\$ 1,247,000.00		\$ 111,367.00	\$ 1,358,367.00	8.93%
#19 - BEC Inc.	\$ 2,125,000.00			\$ 2,125,000.00		\$ 21,357.00	\$ 2,146,357.00	1.01%
#20 - Sierra Landscape	\$ 185,900.00			\$ 185,900.00			\$ 185,900.00	0.00%
<b>TOTAL</b>	<b>\$ 16,792,609.00</b>	<b>\$ -</b>	<b>\$ 37,895.00</b>	<b>\$ 16,830,504.00</b>	<b>\$ 3,160.00</b>	<b>\$ 132,432.00</b>	<b>\$ 16,966,096.00</b>	<b>0.81%</b>

San Bernardino Valley College  
**CHANGE SUMMARY by PROJECT**  
**MAINTENANCE and OPERATIONS**

Revised 10/9/2009

(Including any contract amendments and change orders on the 11/5/2009 agenda)

Contractors	Original Contract Amount	Contract Amendments		Base Contract Amount	Change Orders		New Contract Amount	Change Order % of Base Contract
		Previous	Pending		Previous	Pending		
<b>Maintenance &amp; Operations Building:</b>								
#1 - Oakview Construction - Site	\$ 924,000.00	\$ 254,272.00		\$ 1,178,272.00	\$ 14,809.00		\$ 1,193,081.00	1.26%
#2 - Oakview Construction - Building	\$ 1,832,000.00	\$ 198,575.00		\$ 2,030,575.00	\$ 18,056.00		\$ 2,048,631.00	0.89%
<b>Custodial Building:</b>								
#1 - Lee & Stires	\$ 370,000.00	\$ 18,333.00		\$ 388,333.00	\$ 49,855.00		\$ 438,188.00	12.84%
#2 - Klassic Engineering & Const., Inc.	\$ 915,000.00			\$ 915,000.00		\$ (7,401.00)	\$ 907,599.00	-0.81%
<b>TOTAL</b>	<b>\$ 4,041,000.00</b>	<b>\$ 471,180.00</b>	<b>\$ -</b>	<b>\$ 4,512,180.00</b>	<b>\$ 82,720.00</b>	<b>\$ (7,401.00)</b>	<b>\$ 4,587,499.00</b>	<b>1.67%</b>

San Bernardino Valley College  
**CHANGE SUMMARY by PROJECT**  
**MEDIA / COMMUNICATIONS**

Revised 10/9/2009

(Including any contract amendments and change orders on the 11/5/2009 agenda)

Contractors	Original Contract Amount	Contract Amendments		Base Contract Amount	Change Orders		New Contract Amount	Change Order % of Base Contract
		Previous	Pending		Previous	Pending		
#2 - Mountain Movers Engr. Const.	\$ 374,899.00			\$ 374,899.00			\$ 374,899.00	0.00%
#3 - RC Construction Services	\$ 1,129,000.00		\$ 8,373.00	\$ 1,110,441.00	\$ (18,559.00)	\$ 4,894.00	\$ 1,123,708.00	-1.22%
#4 - KCB Towers	\$ 1,363,340.00		\$ 7,039.00	\$ 1,363,340.00		\$ 7,811.00	\$ 1,378,190.00	0.57%
#5 - K&Z Cabinets	\$ 24,520.00			\$ 24,520.00			\$ 24,520.00	0.00%
#6 - RB Sheet Metal	\$ 280,000.00			\$ 280,000.00		\$ 4,151.50	\$ 284,151.50	1.46%
#7 - Bell Roof Co.	\$ 283,673.00			\$ 283,673.00		\$ 1,288.00	\$ 284,961.00	0.45%
#8 - Montgomery Hardware	\$ 217,700.00			\$ 217,700.00			\$ 217,700.00	0.00%
#9 - Roy E. Whitehead	\$ 329,675.00			\$ 329,675.00		\$ 23,182.30	\$ 352,857.30	6.57%
#10 - Sierra Lathing Co.	\$ 820,000.00			\$ 820,000.00		\$ 6,307.00	\$ 826,307.00	0.76%
#11 - Pro Spectra	\$ 119,820.00			\$ 119,820.00			\$ 119,820.00	0.00%
#12 - Southcoast Acoustical Interiors	\$ 45,500.00			\$ 45,500.00			\$ 45,500.00	0.00%
#13 - Alonso Painting	\$ 59,000.00			\$ 59,000.00			\$ 59,000.00	0.00%
#14 - RVH Constructors	\$ 212,700.00			\$ 212,700.00			\$ 212,700.00	0.00%
#16 - J.G. Tate Fire Protection	\$ 151,111.00			\$ 151,111.00			\$ 151,111.00	0.00%
#17 - Pro-Tech Mechanical	\$ 422,925.00			\$ 422,925.00			\$ 422,925.00	0.00%
#18 - West Tech Mechanical	\$ 1,000,000.00			\$ 988,596.00	\$ (11,404.00)	\$ 70,079.00	\$ 1,058,675.00	5.54%
#19 - Daniels Electrical Construction	\$ 1,283,000.00			\$ 1,326,783.00	\$ 43,783.00		\$ 1,326,783.00	3.30%
#20 - America West Landscape	\$ 182,505.00			\$ 182,505.00			\$ 182,505.00	0.00%
<b>TOTAL</b>	<b>\$ 8,299,368.00</b>	<b>\$ -</b>	<b>\$ 15,412.00</b>	<b>\$ 8,313,188.00</b>	<b>\$ 13,820.00</b>	<b>\$ 117,712.80</b>	<b>\$ 8,446,312.80</b>	<b>1.56%</b>



San Bernardino Valley College  
**CHANGE SUMMARY by PROJECT**  
**CHEMISTRY / SCIENCE**

Revised 10/9/2009

(Including any contract amendments and change orders on the 11/5/2009 agenda)

Contractors	Original Contract Amount	Contract Amendments		Base Contract Amount	Change Orders		New Contract Amount	Change Order % of Base Contract
		Previous	Pending		Previous	Pending		
#1A - Environmental Const. Group	\$ 96,900.00	\$ 28,740.00		\$ 125,640.00			\$ 125,640.00	0.00%
#1B - Ampco Contracting	\$ 410,000.00	\$ 18,890.00		\$ 428,890.00			\$ 428,890.00	0.00%
#2 - Crew Inc.	\$ 1,745,000.00			\$ 1,745,000.00			\$ 1,745,000.00	0.00%
#3 - RC Construction	\$ 2,409,000.00			\$ 2,409,000.00			\$ 2,409,000.00	0.00%
#4 - ACCC, Inc.	\$ 3,398,000.00			\$ 3,398,000.00			\$ 3,398,000.00	0.00%
#5 - Advanced Lab Concepts	\$ 1,130,171.00			\$ 1,130,171.00			\$ 1,130,171.00	0.00%
#6 - Crowner Sheet Metal	\$ 386,300.00			\$ 386,300.00			\$ 386,300.00	0.00%
#7 - Stone Roofing Co.	\$ 251,600.00			\$ 251,600.00			\$ 251,600.00	0.00%
#8 - Montgomery Hardware	\$ 293,970.00			\$ 293,970.00			\$ 293,970.00	0.00%
#9 - Perfection Glass	\$ 443,600.00			\$ 443,600.00			\$ 443,600.00	0.00%
#10 - Caston Plastering & Drywall	\$ 1,985,585.00		\$ 1,705.00	\$ 1,987,290.00		\$ (3,449.00)	\$ 1,983,841.00	-0.17%
#11 - Empire Floor Covering	\$ 305,750.00			\$ 305,750.00			\$ 305,750.00	0.00%
#12 - Southcoast Acoustical Interiors	\$ 336,870.00			\$ 336,870.00			\$ 336,870.00	0.00%
#13 - Prime Painting Contractors	\$ 143,750.00			\$ 143,750.00			\$ 143,750.00	0.00%
#14 - Inland Building Construction	\$ 683,000.00			\$ 683,000.00			\$ 683,000.00	0.00%
#15 - RVH Constructors	\$ 311,000.00			\$ 311,000.00			\$ 311,000.00	0.00%
#16 - Fisher, Inc.	\$ 199,000.00			\$ 199,000.00			\$ 199,000.00	0.00%
#17 - Fisher, Inc.	\$ 1,546,235.00			\$ 1,546,235.00			\$ 1,546,235.00	0.00%
#18 - Coutts Heating & Cooling	\$ 3,347,000.00			\$ 3,347,000.00		\$ 632.00	\$ 3,347,632.00	0.02%
#19 - RDM Electrical	\$ 2,311,800.00	\$ 31,000.00		\$ 2,342,800.00	\$ 90,461.00		\$ 2,433,261.00	3.86%
#20 - Marina Landscaping	\$ 299,000.00			\$ 299,000.00			\$ 299,000.00	0.00%
Mobile Modular-Lease	\$ 447,319.00			\$ 447,319.00	\$ (4,230.31)		\$ 443,088.69	-0.95%
Silvercreek Industries-Purchase	\$ 163,974.00			\$ 163,974.00	\$ 35,150.43		\$ 199,124.43	21.44%
Fast-Track Construction	\$ 828,000.00	\$ 138,246.00		\$ 966,246.00	\$ 245,316.00		\$ 1,211,562.00	25.39%
<b>TOTAL</b>	<b>\$ 23,472,824.00</b>	<b>\$ 216,876.00</b>	<b>\$ 1,705.00</b>	<b>\$ 23,691,405.00</b>	<b>\$ 366,697.12</b>	<b>\$ (2,817.00)</b>	<b>\$ 24,055,285.12</b>	<b>1.54%</b>

San Bernardino Valley College  
**CHANGE SUMMARY by PROJECT**  
**STUDENT HEALTH SERVICES**

Revised 10/9/2009

(Including any contract amendments and change orders on the 11/5/2009 agenda)

Contractors	Original Contract Amount	Contract Amendments		Base Contract Amount	Change Orders		New Contract Amount	Change Order % of Base Contract
		Previous	Pending		Previous	Pending		
PCN3	\$ 338,000.00			\$ 338,000.00	\$ 19,282.00		\$ 357,282.00	5.70%
Modular Structures Int'l, Inc.	\$ 709,967.00			\$ 709,967.00	\$ 6,705.00		\$ 716,672.00	0.94%
<b>TOTAL</b>	<b>\$ 1,047,967.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,047,967.00</b>	<b>\$ 25,987.00</b>	<b>\$ -</b>	<b>\$ 1,073,954.00</b>	<b>2.48%</b>

**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: November 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 review.

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 *Bruce Baron*  
Date: SEPTEMBER 10, 2009  
Subject: EXECUTIVE SUMMARY OF MONTHLY BUDGET REPORT

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This revenue and expenditure report is for the period of September 10, 2009 through October 12, 2009. It reflects summary information for all District funds, grouped by expense category within each fund.

To date we have spent about 24.7% of our budget funds. Last year about this time we had spent 27.5% of our funds which reflects a somewhat slower rate of spending (-2.8%).

Also, we have updated our cash flow projection and due to the deferrals in receiving our operation funds from the State, we will be using our reserve cash plus the \$10 million Board approved, short-term TRAN (Tax and Revenue Anticipation Note) borrowing to meet payroll and other spending for this year. The State is scheduled to catch up on cash disbursements in July, 2010. This is a State accounting technique to move costs into the next fiscal year.

The State deferral mandates we reinforce the importance of maintaining an adequate cash reserve to fund ongoing obligations of the District.

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING	EXPENDED/RECEIVED		%	PENDED/	UNENCUMBERED	
	BUDGET	CURRENT	YEAR TO DATE		ENCUMBERED	BALANCE	%
8100.00 FEDERAL HEA REVENUES	5,754,432.40	90,455.25	271,810.25	4.7	0.00	5,482,622.15	95.2
8600.00 STATE REVENUES	64,846,505.59	10,402,961.38	15,892,806.37	24.5	0.00	48,953,699.22	75.4
8800.00 LOCAL REVENUES	21,159,873.78	2,496,403.15	2,585,850.08	12.2	0.00	18,574,023.70	87.7
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	12,989,819.78	18,750,466.70	20.3	0.00	73,330,718.07	79.6
1100.00 CONTRACT CLASSROOM INST.	15,766,117.51	1,552,431.36	3,162,731.16	20.0	0.00	12,603,386.35	79.9
1200.00 CONTRACT CERT. ADMINISTRATORS	9,675,944.49	746,313.76	2,183,842.88	22.5	0.00	7,492,101.61	77.4
1300.00 INSTRUCTORS DAY/HOURLY	8,772,499.00	1,270,594.82	1,860,502.85	21.2	0.00	6,911,996.15	78.7
1400.00 NON-INSTRUCTION HOURLY CERT.	682,146.24	130,551.57	196,667.11	28.8	0.00	485,479.13	71.1
TOTAL: 1000	34,896,707.24	3,699,891.51	7,403,744.00	21.2	0.00	27,492,963.24	78.7
2100.00 CONTRACT CLASSIFIED NON-INSTR.	17,798,606.90	1,357,539.09	4,107,277.99	23.0	0.00	13,691,328.91	76.9
2200.00 INSTRUCTIONAL AIDS	1,472,314.11	116,128.16	336,050.96	22.8	0.00	1,136,263.15	77.1
2300.00 NON-INSTRUCTION HOURLY CLASS.	1,877,837.10	171,716.70	378,728.29	20.1	0.00	1,499,108.81	79.8
2400.00 INST AIDES-HOURLY- DIR.INSTRUC	1,059,380.44	63,338.25	136,931.31	12.9	0.00	922,449.13	87.0
TOTAL: 2000	22,208,138.55	1,708,722.20	4,958,988.55	22.3	0.00	17,249,150.00	77.6
3100.00 CERTIFICATED RETIREMENT	2,749,114.00	258,310.52	541,053.07	19.6	0.00	2,208,060.93	80.3
3200.00 CLASSIFIED RETIREMENT	2,209,795.00	159,045.52	463,246.71	20.9	0.00	1,746,548.29	79.0
3300.00 OASDHI/FICA	2,066,151.00	179,356.20	482,827.03	23.3	0.00	1,583,323.97	76.6
3400.00 HEALTH AND WELFARE BENEFITS	6,184,433.00	508,870.28	1,513,293.65	24.4	0.00	4,671,139.35	75.5
3500.00 STATE UNEMPLOYMENT INSURANCE	170,180.00	15,896.37	37,182.86	21.8	0.00	132,997.14	78.1
3600.00 WORKERS COMPENSATION INSURANCE	802,395.00	65,900.00	198,900.00	24.7	0.00	603,495.00	75.2
3900.00 OTHER BENEFITS	59,340.00	4,093.05	34,087.80	57.4	0.00	25,252.20	42.5
TOTAL: 3000	14,241,408.00	1,191,471.94	3,270,591.12	22.9	0.00	10,970,816.88	77.0
4100.00 TEXTBOOKS	19,659.78	1,172.24	1,172.24	5.9	4,990.62	13,496.92	68.6
4200.00 BOOK,MAGAZINE&PERIOD-DIST.USE	168,476.06	1,179.86	3,641.33	2.1	45,606.44	119,228.29	70.7
4300.00 INSTRUCTIONAL SUPPLIES	417,421.32	37,412.78	87,086.83	20.8	74,803.33	255,531.16	61.2
4400.00 MEDIA AND SOFTWARE-DISTRCT USE	112,707.37	12,615.69	20,870.05	18.5	1,397.45	90,439.87	80.2
4500.00 NONINSTRUCTIONAL SUPPLIES	1,674,374.80	119,450.74	207,942.43	12.4	428,832.79	1,037,599.58	61.9
4700.00 FOOD SUPPLIES	40,100.00	0.00	0.00	.0	12,000.00	28,100.00	70.0
TOTAL: 4000	2,432,739.33	171,831.31	320,712.88	13.1	567,630.63	1,544,395.82	63.4
5100.00 PERSON&CONSULTANT SVC-DIST USE	3,859,612.40	234,850.19	458,515.35	11.8	1,893,824.70	1,507,272.35	39.0
5200.00 TRAVEL & CONFERENCE EXPENSES	731,435.49	21,921.85	46,736.90	6.3	75,774.84	608,923.75	83.2
5300.00 POST/DUES/MEMBERSHIPS-DIST.USE	448,005.00	17,856.55	111,368.47	24.8	100,892.42	235,744.11	52.6
5400.00 INSURANCES - DISTRICT USE	92,617.75	79,610.00	79,610.00	85.9	0.00	13,007.75	14.0
5500.00 UTILITIES & HOUSEKEEP-DIST.USE	2,784,847.08	417,085.04	878,168.02	31.5	1,748,056.87	158,622.19	5.6
5600.00 RENTS,LEASES&REPAIRS-DIST.USE	1,809,656.81	365,003.15	491,493.63	27.1	697,255.78	620,907.40	34.3
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	1,047,800.00	45,410.30	102,631.39	9.7	270,827.80	674,340.81	64.3
5800.00 OTHER OPERATING EXP-DIST. USE	5,674,444.93	82,600.92	444,901.87	7.8	196,695.13	5,032,847.93	88.6
5900.00 INTERPROGRAM CHARGES-DIST.USE	300.00	0.00	0.00	.0	0.00	300.00	100.0
TOTAL: 5000	16,448,719.46	1,264,338.00	2,613,425.63	15.8	4,983,327.54	8,851,966.29	53.8

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED			%	PENDED/ ENCUMBERED	UNENCUMBERED	
		CURRENT	YEAR TO DATE				BALANCE	%
TOTAL: 1000-5999	90,227,712.58	8,036,254.96	18,567,462.18	20.5	5,550,958.17	66,109,292.23	73.2	
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	2,600.00	3,704.80	.6	1,259.00	540,000.06	99.0	
6300.00 LIBRARY BOOKS - EXPANSION	90,244.00	6,246.57	9,571.52	10.6	49,135.50	31,536.98	34.9	
6400.00 ADDITIONAL/IMPROVED EQUIPMENT	2,170,413.50	31,049.93	105,879.27	4.8	405,457.57	1,659,076.66	76.4	
TOTAL: 6000	3,097,451.36	39,896.50	119,155.59	3.8	455,852.07	2,522,443.70	81.4	
TOTAL: 1000-6999	93,325,163.94	8,076,151.46	18,686,617.77	20.0	6,006,810.24	68,631,735.93	73.5	
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	142,754.00	430,026.00	17.4	0.00	2,029,186.00	82.5	
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	865,891.56	37,413.44	29,155.12	3.3	456,792.98	379,943.46	43.8	
7900.00 RESERVE FOR CONTINGENCIES	7,000,000.00	0.00	0.00	.0	0.00	7,000,000.00	100.0	
TOTAL: 7000	10,763,833.56	180,167.44	459,181.12	4.2	458,792.98	9,845,859.46	91.4	
TOTAL: 1000-7999	104,088,997.50	8,256,318.90	19,145,798.89	18.3	6,465,603.22	78,477,595.39	75.3	

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	12,989,819.78	18,750,466.70	20.3	0.00	73,330,718.07	79.6
TOTAL:	1000-5999	90,227,712.58	8,036,254.96	18,567,462.18	20.5	5,550,958.17	66,109,292.23	73.2
TOTAL:	1000-6999	93,325,163.94	8,076,151.46	18,686,617.77	20.0	6,006,810.24	68,631,735.93	73.5
TOTAL:	1000-7999	104,088,997.50	8,256,318.90	19,145,798.89	18.3	6,465,603.22	78,477,595.39	75.3
TOTAL EXPENSES	(1000 - 7999)	104,088,997.50	8,256,318.90	19,145,798.89	18.3	6,465,603.22	78,477,595.39	75.3

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Fund: 39 BLUE SHIELD MEMBERS CONT

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED			%	PENDED/ ENCUMBERED	UNENCUMBERED	
		CURRENT	YEAR TO DATE				BALANCE	%
8800.00 LOCAL REVENUES	800.00	0.00	0.00	.0	0.00	800.00	100.0	
TOTAL: 8000	800.00	0.00	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	0.00	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			%	PENDED/ ENCUMBERED	UNENCUMBERED	
		CURRENT	YEAR TO DATE				BALANCE	%
8600.00 STATE REVENUES	54,961,745.17	391,595.79	391,595.79	.7	0.00	54,570,149.38	99.2	
8800.00 LOCAL REVENUES	949,354.40	697,367.36	863,408.29	90.9	0.00	85,946.11	9.0	
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	1,088,963.15	1,255,004.08	2.2	0.00	54,850,494.49	97.7	
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	21,412.00	0.00	0.00	.0	0.00	21,412.00	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	62,289.40	0.00	0.00	.0	0.00	62,289.40	100.0	
TOTAL: 1000-5999	62,289.40	0.00	0.00	.0	0.00	62,289.40	100.0	
6100.00 SITES & IMPROVEMENTS-DIST. USE	4,620,688.92	77,508.02	77,685.80	1.6	181,081.12	4,361,922.00	94.3	
6200.00 BUILDINGS&IMPROVEMENT-DIST.USE	58,797,776.81	2,634,100.71	5,749,048.56	9.7	48,608,964.82	4,439,763.43	7.5	
6400.00 ADDITIONAL/IMPROVED EQUIPMENT	66,894.34	0.00	0.00	.0	0.00	66,894.34	100.0	
TOTAL: 6000	63,485,360.07	2,711,608.73	5,826,734.36	9.1	48,790,045.94	8,868,579.77	13.9	
TOTAL: 1000-6999	63,547,649.47	2,711,608.73	5,826,734.36	9.1	48,790,045.94	8,930,869.17	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	2,711,608.73	5,826,734.36	9.1	48,790,045.94	9,330,869.17	14.5	

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	1,088,963.15	1,255,004.08	2.2	0.00	54,850,494.49	97.7
TOTAL:	1000-5999	62,289.40	0.00	0.00	.0	0.00	62,289.40	100.0
TOTAL:	1000-6999	63,547,649.47	2,711,608.73	5,826,734.36	9.1	48,790,045.94	8,930,869.17	14.0
TOTAL:	1000-7999	63,947,649.47	2,711,608.73	5,826,734.36	9.1	48,790,045.94	9,330,869.17	14.5
TOTAL EXPENSES	(1000 - 7999)	63,947,649.47	2,711,608.73	5,826,734.36	9.1	48,790,045.94	9,330,869.17	14.5

Fund: 42 REVENUE BOND CONSTRUCTION FU

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED			%	PENDED/ ENCUMBERED	UNENCUMBERED	
		CURRENT	YEAR TO DATE				BALANCE	%
8800.00 LOCAL REVENUES	2,200,000.00	8,200.00	8,200.00	.3	0.00	2,191,800.00	99.6	
TOTAL: 8000	2,200,000.00	8,200.00	8,200.00	.3	0.00	2,191,800.00	99.6	
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	0.00	16,010.01	8.2	162,389.79	16,600.20	8.5	
TOTAL: 5000	369,426.33	0.00	16,010.01	4.3	162,389.79	191,026.53	51.7	
TOTAL: 1000-5999	369,966.33	0.00	16,167.79	4.3	162,389.79	191,408.75	51.7	
6100.00 SITES & IMPROVEMENTS-DIST. USE	14,116,072.01	1,072,597.34	2,149,183.26	15.2	4,854,561.34	7,112,327.41	50.3	
6200.00 BUILDINGS&IMPROVEMENT-DIST.USE	74,337,790.98	1,641,101.26	3,164,120.59	4.2	21,127,309.97	50,046,360.42	67.3	
6400.00 ADDITIONAL/IMPROVED EQUIPMENT	8,133,615.10	31,825.00	56,720.78	.6	596,196.12	7,480,698.20	91.9	
TOTAL: 6000	96,587,478.09	2,745,523.60	5,370,024.63	5.5	26,578,067.43	64,639,386.03	66.9	
TOTAL: 1000-6999	96,957,444.42	2,745,523.60	5,386,192.42	5.5	26,740,457.22	64,830,794.78	66.8	
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	2,745,523.60	5,386,192.42	4.6	26,740,457.22	84,830,794.78	72.5	

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	8,200.00	8,200.00	.3	0.00	2,191,800.00	99.6
TOTAL:	1000-5999	369,966.33	0.00	16,167.79	4.3	162,389.79	191,408.75	51.7
TOTAL:	1000-6999	96,957,444.42	2,745,523.60	5,386,192.42	5.5	26,740,457.22	64,830,794.78	66.8
TOTAL:	1000-7999	116,957,444.42	2,745,523.60	5,386,192.42	4.6	26,740,457.22	84,830,794.78	72.5
TOTAL EXPENSES	(1000 - 7999)	116,957,444.42	2,745,523.60	5,386,192.42	4.6	26,740,457.22	84,830,794.78	72.5

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	0.00	0.00	.0	0.00	36,000.00	100.0
TOTAL: 8000	36,000.00	0.00	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

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	0.00	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	0.00	0.00	.0	0.00	3,200.00	100.0
TOTAL: 8000	3,200.00	0.00	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 CURRENT YEAR TO DATE		%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	3,200.00	0.00	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/CURRENT	RECEIVED YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8100.00 FEDERAL HEA REVENUES	142,220.00	11,406.37	11,241.32	7.9	0.00	130,978.68	92.0
8600.00 STATE REVENUES	1,925,781.00	368,737.35	368,753.19	19.1	0.00	1,557,027.81	80.8
8800.00 LOCAL REVENUES	243,000.00	34,138.84	34,138.84	14.0	0.00	208,861.16	85.9
TOTAL: 8000	2,311,001.00	414,282.56	414,133.35	17.9	0.00	1,896,867.65	82.0
2100.00 CONTRACT CLASSIFIED NON-INSTR.	1,022,125.00	84,567.86	237,604.23	23.2	0.00	784,520.77	76.7
2300.00 NON-INSTRUCTION HOURLY CLASS.	303,700.00	21,523.45	42,827.15	14.1	0.00	260,872.85	85.8
TOTAL: 2000	1,325,825.00	106,091.31	280,431.38	21.1	0.00	1,045,393.62	78.8
3100.00 CERTIFICATED RETIREMENT	25,717.00	2,126.36	6,116.73	23.7	0.00	19,600.27	76.2
3200.00 CLASSIFIED RETIREMENT	66,498.00	6,220.71	17,177.47	25.8	0.00	49,320.53	74.1
3300.00 OASDHI/FICA	61,395.00	5,273.09	14,553.96	23.7	0.00	46,841.04	76.2
3400.00 HEALTH AND WELFARE BENEFITS	258,993.00	22,756.80	68,270.40	26.3	0.00	190,722.60	73.6
3500.00 STATE UNEMPLOYMENT INSURANCE	3,602.00	288.31	795.86	22.0	0.00	2,806.14	77.9
3600.00 WORKERS COMPENSATION INSURANCE	35,000.00	3,200.00	9,400.00	26.8	0.00	25,600.00	73.1
3900.00 OTHER BENEFITS	1,461.00	189.00	567.00	38.8	0.00	894.00	61.1
TOTAL: 3000	452,666.00	40,054.27	116,881.42	25.8	0.00	335,784.58	74.1
4200.00 BOOK,MAGAZINE&PERIOD-DIST.USE	100.00	0.00	0.00	.0	0.00	100.00	100.0
4300.00 INSTRUCTIONAL SUPPLIES	24,228.00	1,546.84	1,656.74	6.8	15,843.26	6,728.00	27.7
4500.00 NONINSTRUCTIONAL SUPPLIES	52,442.00	3,662.83	8,408.62	16.0	17,391.38	26,642.00	50.8
4700.00 FOOD SUPPLIES	112,047.00	10,144.35	24,053.07	21.4	69,735.34	18,258.59	16.2
TOTAL: 4000	188,817.00	15,354.02	34,118.43	18.0	102,969.98	51,728.59	27.3
5100.00 PERSON&CONSULTANT SVC-DIST USE	2,600.00	0.00	0.00	.0	0.00	2,600.00	100.0
5200.00 TRAVEL & CONFERENCE EXPENSES	1,500.00	0.00	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	136,045.00	1,650.00	2,150.00	1.5	0.00	133,895.00	98.4
TOTAL: 5000	144,295.00	1,650.00	2,613.45	1.8	0.00	141,681.55	98.1
TOTAL: 1000-5999	2,111,603.00	163,149.60	434,044.68	20.5	102,969.98	1,574,588.34	74.5
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	163,149.60	434,044.68	20.5	102,969.98	1,577,588.34	74.6
7900.00 RESERVE FOR CONTINGENCIES	50,000.00	0.00	0.00	.0	0.00	50,000.00	100.0
TOTAL: 7000	50,000.00	0.00	0.00	.0	0.00	50,000.00	100.0
TOTAL: 1000-7999	2,164,603.00	163,149.60	434,044.68	20.0	102,969.98	1,627,588.34	75.1

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Fund: 72 CHILD DEVELOPMENT FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED		%	PENDEDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
			CURRENT	YEAR TO DATE				
TOTAL INCOME	(8000 - 8999)	2,311,001.00	414,282.56	414,133.35	17.9	0.00	1,896,867.65	82.0
TOTAL:	1000-5999	2,111,603.00	163,149.60	434,044.68	20.5	102,969.98	1,574,588.34	74.5
TOTAL:	1000-6999	2,114,603.00	163,149.60	434,044.68	20.5	102,969.98	1,577,588.34	74.6
TOTAL:	1000-7999	2,164,603.00	163,149.60	434,044.68	20.0	102,969.98	1,627,588.34	75.1
TOTAL EXPENSES	(1000 - 7999)	2,164,603.00	163,149.60	434,044.68	20.0	102,969.98	1,627,588.34	75.1

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	137,594.55	137,594.55	55.4	0.00	110,405.45	44.5
TOTAL: 8000	248,000.00	137,594.55	137,594.55	55.4	0.00	110,405.45	44.5
2100.00 CONTRACT CLASSIFIED NON-INSTR.	86,477.00	6,987.00	20,961.00	24.2	0.00	65,516.00	75.7
2300.00 NON-INSTRUCTION HOURLY CLASS.	51,100.00	2,708.00	5,200.00	10.1	0.00	45,900.00	89.8
TOTAL: 2000	137,577.00	9,695.00	26,161.00	19.0	0.00	111,416.00	80.9
3200.00 CLASSIFIED RETIREMENT	8,396.00	678.37	2,035.11	24.2	0.00	6,360.89	75.7
3300.00 OASDHI/FICA	6,796.00	512.19	1,536.57	22.6	0.00	5,259.43	77.3
3400.00 HEALTH AND WELFARE BENEFITS	18,189.00	1,506.98	4,520.94	24.8	0.00	13,668.06	75.1
3500.00 STATE UNEMPLOYMENT INSURANCE	278.00	20.08	60.24	21.6	0.00	217.76	78.3
3600.00 WORKERS COMPENSATION INSURANCE	2,400.00	200.00	600.00	25.0	0.00	1,800.00	75.0
3900.00 OTHER BENEFITS	104.00	12.60	37.80	36.3	0.00	66.20	63.6
TOTAL: 3000	36,163.00	2,930.22	8,790.66	24.3	0.00	27,372.34	75.6
4500.00 NONINSTRUCTIONAL SUPPLIES	10,473.00	2,164.02	2,430.18	23.2	2,151.02	5,891.80	56.2
TOTAL: 4000	10,473.00	2,164.02	2,430.18	23.2	2,151.02	5,891.80	56.2
5100.00 PERSON&CONSULTANT SVC-DIST USE	4,016.00	0.00	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	0.00	90.00	1.0	1,324.49	7,208.51	83.5
5800.00 OTHER OPERATING EXP-DIST. USE	28,789.00	0.00	2,288.54	7.9	0.00	26,500.46	92.0
TOTAL: 5000	42,428.00	0.00	3,528.42	8.3	1,324.49	37,575.09	88.5
TOTAL: 1000-5999	226,641.00	14,789.24	40,910.26	18.0	3,475.51	182,255.23	80.4
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	14,789.24	40,910.26	17.2	3,475.51	193,364.23	81.3
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	14,789.24	40,910.26	11.7	3,475.51	303,666.23	87.2

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Fund: 73 STUDENT BODY CENTER FEE FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED		%	PENED/ ENCUMBERED	UNENCUMBERED BALANCE	%
			CURRENT	YEAR TO DATE				
TOTAL INCOME	(8000 - 8999)	248,000.00	137,594.55	137,594.55	55.4	0.00	110,405.45	44.5
TOTAL:	1000-5999	226,641.00	14,789.24	40,910.26	18.0	3,475.51	182,255.23	80.4
TOTAL:	1000-6999	237,750.00	14,789.24	40,910.26	17.2	3,475.51	193,364.23	81.3
TOTAL:	1000-7999	348,052.00	14,789.24	40,910.26	11.7	3,475.51	303,666.23	87.2
TOTAL EXPENSES	(1000 - 7999)	348,052.00	14,789.24	40,910.26	11.7	3,475.51	303,666.23	87.2

Fund: 74 KVC R FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED			%	PENDED/ ENCUMBERED	UNENCUMBERED	
		CURRENT	YEAR TO DATE				BALANCE	%
8800.00 LOCAL REVENUES	1,586,921.93	24,606.21	24,712.37	1.5	0.00	1,562,209.56	98.4	
8900.00 OTHER FINANCING SOURCES	1,714,813.00	142,754.00	430,026.00	25.0	0.00	1,284,787.00	74.9	
TOTAL: 8000	3,301,734.93	167,360.21	454,738.37	13.7	0.00	2,846,996.56	86.2	
2100.00 CONTRACT CLASSIFIED NON-INSTR.	1,439,065.00	114,260.16	341,546.00	23.7	0.00	1,097,519.00	76.2	
2300.00 NON-INSTRUCTION HOURLY CLASS.	35,000.00	2,719.91	18,884.90	53.9	0.00	16,115.10	46.0	
TOTAL: 2000	1,474,065.00	116,980.07	360,430.90	24.4	0.00	1,113,634.10	75.5	
3200.00 CLASSIFIED RETIREMENT	139,719.00	11,231.92	34,308.97	24.5	0.00	105,410.03	75.4	
3300.00 OASDHI/FICA	111,152.00	8,003.74	26,340.07	23.6	0.00	84,811.93	76.3	
3400.00 HEALTH AND WELFARE BENEFITS	183,881.00	16,728.89	49,417.96	26.8	0.00	134,463.04	73.1	
3500.00 STATE UNEMPLOYMENT INSURANCE	4,383.00	342.80	1,061.85	24.2	0.00	3,321.15	75.7	
3600.00 WORKERS COMPENSATION INSURANCE	26,500.00	2,200.00	6,600.00	24.9	0.00	19,900.00	75.0	
3900.00 OTHER BENEFITS	1,152.00	138.60	413.85	35.9	0.00	738.15	64.0	
TOTAL: 3000	466,787.00	38,645.95	118,142.70	25.3	0.00	348,644.30	74.6	
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	292.86	1,715.91	27.4	3,659.09	885.15	14.1	
TOTAL: 4000	6,360.15	292.86	1,715.91	26.9	3,659.09	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	48,675.93	10,806.75	11,522.52	23.6	24,670.55	12,482.86	25.6	
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	171,712.84	16,023.14	35,312.41	20.5	125,490.42	10,910.01	6.3	
5600.00 RENTS,LEASES&REPAIRS-DIST.USE	41,410.00	4,373.75	15,555.75	37.5	13,222.25	12,632.00	30.5	
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	78,000.00	5,913.59	7,116.09	9.1	39,883.91	31,000.00	39.7	
5800.00 OTHER OPERATING EXP-DIST. USE	545,149.16	2,147.00	23,179.00	4.2	23,280.70	498,689.46	91.4	
TOTAL: 5000	971,726.16	39,264.23	92,685.77	9.5	226,547.83	652,492.56	67.1	
TOTAL: 1000-5999	2,918,938.31	195,183.11	572,975.28	19.6	230,206.92	2,115,756.11	72.4	
6400.00 ADDITIONAL/IMPROVED EQUIPMENT	379,196.00	0.00	0.00	.0	0.00	379,196.00	100.0	
TOTAL: 6000	379,196.00	0.00	0.00	.0	0.00	379,196.00	100.0	
TOTAL: 1000-6999	3,298,134.31	195,183.11	572,975.28	17.3	230,206.92	2,494,952.11	75.6	

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	167,360.21	454,738.37	13.7	0.00	2,846,996.56	86.2
TOTAL:	1000-5999	2,918,938.31	195,183.11	572,975.28	19.6	230,206.92	2,115,756.11	72.4
TOTAL:	1000-6999	3,298,134.31	195,183.11	572,975.28	17.3	230,206.92	2,494,952.11	75.6
TOTAL:	1000-7999	3,298,134.31	195,183.11	572,975.28	17.3	230,206.92	2,494,952.11	75.6
TOTAL EXPENSES	(1000 - 7999)	3,298,134.31	195,183.11	572,975.28	17.3	230,206.92	2,494,952.11	75.6

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	0.00	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	0.00	0.00	.0	0.00	565,000.00	100.0	
5100.00 PERSON&CONSULTANT SVC-DIST USE	68,000.00	0.00	7,802.00	11.4	57,214.95	2,983.05	4.3	
5400.00 INSURANCES - DISTRICT USE	457,000.00	0.00	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	0.00	452,743.37	84.6	57,214.95	25,041.68	4.6	
TOTAL: 1000-5999	535,000.00	0.00	452,743.37	84.6	57,214.95	25,041.68	4.6	
7900.00 RESERVE FOR CONTINGENCIES	50,000.00	0.00	0.00	.0	0.00	50,000.00	100.0	
TOTAL: 7000	50,000.00	0.00	0.00	.0	0.00	50,000.00	100.0	
TOTAL: 1000-7999	585,000.00	0.00	452,743.37	77.3	57,214.95	75,041.68	12.8	



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Fund: 78 SELF INSURANCE-LIABILITY&PRO SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/ CURRENT	RECEIVED YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	565,000.00	0.00	0.00	.0	0.00	565,000.00	100.0
TOTAL:	1000-5999	535,000.00	0.00	452,743.37	84.6	57,214.95	25,041.68	4.6
TOTAL:	1000-6999	535,000.00	0.00	452,743.37	84.6	57,214.95	25,041.68	4.6
TOTAL:	1000-7999	585,000.00	0.00	452,743.37	77.3	57,214.95	75,041.68	12.8
TOTAL EXPENSES	(1000 - 7999)	585,000.00	0.00	452,743.37	77.3	57,214.95	75,041.68	12.8

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	34,678.15-	111,621.85	11.0	0.00	898,378.15	88.9	
TOTAL: 8000	1,010,000.00	34,678.15-	111,621.85	11.0	0.00	898,378.15	88.9	
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	75,284.25	216,325.00	21.4	47,459.10	743,715.90	73.8	
TOTAL: 5000	1,264,500.00	75,284.25	310,222.00	24.5	47,459.10	906,818.90	71.7	
TOTAL: 1000-5999	1,264,500.00	75,284.25	310,222.00	24.5	47,459.10	906,818.90	71.7	
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	75,284.25	310,222.00	17.5	47,459.10	1,406,818.90	79.7	

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	34,678.15-	111,621.85	11.0	0.00	898,378.15	88.9
TOTAL:	1000-5999	1,264,500.00	75,284.25	310,222.00	24.5	47,459.10	906,818.90	71.7
TOTAL:	1000-6999	1,264,500.00	75,284.25	310,222.00	24.5	47,459.10	906,818.90	71.7
TOTAL:	1000-7999	1,764,500.00	75,284.25	310,222.00	17.5	47,459.10	1,406,818.90	79.7
TOTAL EXPENSES	(1000 - 7999)	1,764,500.00	75,284.25	310,222.00	17.5	47,459.10	1,406,818.90	79.7

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED			%	PENDED/ ENCUMBERED	UNENCUMBERED	
		CURRENT	YEAR TO DATE				BALANCE	%
8100.00 FEDERAL HEA REVENUES	2,500.00	0.00	0.00	0.00	0.00	2,500.00	100.0	
8600.00 STATE REVENUES	57,163.00	3,529.00	8,233.00	14.4	0.00	48,930.00	85.5	
8800.00 LOCAL REVENUES	583,168.00	153,776.84	153,430.30	26.3	0.00	429,737.70	73.6	
TOTAL: 8000	642,831.00	157,305.84	161,663.30	25.1	0.00	481,167.70	74.8	
1100.00 CONTRACT CLASSROOM INST.	11,088,330.51	1,111,580.27	2,227,748.57	20.0	0.00	8,860,581.94	79.9	
1200.00 CONTRACT CERT. ADMINISTRATORS	3,621,927.49	275,606.56	828,024.64	22.8	0.00	2,793,902.85	77.1	
1300.00 INSTRUCTORS DAY/HOURLY	4,233,505.00	862,904.69	1,324,938.62	31.2	0.00	2,908,566.38	68.7	
1400.00 NON-INSTRUCTION HOURLY CERT.	181,106.24	21,191.56	40,463.39	22.3	0.00	140,642.85	77.6	
TOTAL: 1000	19,124,869.24	2,271,283.08	4,421,175.22	23.1	0.00	14,703,694.02	76.8	
2100.00 CONTRACT CLASSIFIED NON-INSTR.	5,958,397.90	477,299.46	1,423,670.30	23.8	0.00	4,534,727.60	76.1	
2200.00 INSTRUCTIONAL AIDS	829,004.56	66,585.59	189,355.30	22.8	0.00	639,649.26	77.1	
2300.00 NON-INSTRUCTION HOURLY CLASS.	164,481.00	5,823.07	16,305.57	9.9	0.00	148,175.43	90.0	
2400.00 INST AIDES-HOURLY- DIR.INSTRUC	503,546.00	25,541.00	66,626.75	13.2	0.00	436,919.25	86.7	
TOTAL: 2000	7,455,429.46	575,249.12	1,695,957.92	22.7	0.00	5,759,471.54	77.2	
3100.00 CERTIFICATED RETIREMENT	1,525,798.00	158,077.69	318,320.03	20.8	0.00	1,207,477.97	79.1	
3200.00 CLASSIFIED RETIREMENT	699,199.00	60,371.17	175,198.82	25.0	0.00	524,000.18	74.9	
3300.00 OASDI/FICA	827,855.00	79,978.39	201,872.23	24.3	0.00	625,982.77	75.6	
3400.00 HEALTH AND WELFARE BENEFITS	2,720,359.00	227,824.57	671,544.73	24.6	0.00	2,048,814.27	75.3	
3500.00 STATE UNEMPLOYMENT INSURANCE	79,522.00	8,427.63	18,341.43	23.0	0.00	61,180.57	76.9	
3600.00 WORKERS COMPENSATION INSURANCE	371,465.00	31,717.00	94,328.32	25.3	0.00	277,136.68	74.6	
3900.00 OTHER BENEFITS	15,990.00	1,960.37	5,816.08	36.3	0.00	10,173.92	63.6	
TOTAL: 3000	6,240,188.00	568,356.82	1,485,421.64	23.8	0.00	4,754,766.36	76.1	
4100.00 TEXTBOOKS	4,052.00	0.00	0.00	0.0	2,990.62	1,061.38	26.1	
4200.00 BOOK,MAGAZINE&PERIOD-DIST.USE	32,650.00	49.50	1,032.75	3.1	54.00	31,563.25	96.6	
4300.00 INSTRUCTIONAL SUPPLIES	180,677.00	22,200.45	59,794.55	33.0	50,029.91	70,852.54	39.2	
4400.00 MEDIA AND SOFTWARE-DISTRCT USE	15,648.00	0.00	445.77	2.8	216.88	14,985.35	95.7	
4500.00 NONINSTRUCTIONAL SUPPLIES	443,778.00	38,693.72	89,773.62	20.2	217,888.21	136,116.17	30.6	
4700.00 FOOD SUPPLIES	30,000.00	0.00	0.00	0.0	8,000.00	22,000.00	73.3	
TOTAL: 4000	706,805.00	60,943.67	151,046.69	21.3	279,179.62	276,578.69	39.1	
5100.00 PERSON&CONSULTANT SVC-DIST USE	677,338.00	13,043.22	15,387.15	2.2	583,904.05	78,046.80	11.5	
5200.00 TRAVEL & CONFERENCE EXPENSES	113,260.78	1,260.76	5,891.05	5.2	7,959.28	99,410.45	87.7	
5300.00 POST/DUES/MEMBERSHIPS-DIST.USE	118,550.00	11,981.53	34,673.21	29.2	65,193.31	18,683.48	15.7	
5400.00 INSURANCES - DISTRICT USE	600.00	0.00	0.00	0.0	0.00	600.00	100.0	
5500.00 UTILITIES & HOUSEKEEP-DIST.USE	1,687,275.68	210,205.16	518,236.93	30.7	1,135,102.82	33,935.93	2.0	
5600.00 RENTS,LEASES&REPAIRS-DIST.USE	537,617.08	33,696.23	59,777.87	11.1	317,839.57	159,999.64	29.7	
5800.00 OTHER OPERATING EXP-DIST. USE	184,491.00	17,828.75	22,812.53	12.3	30,241.88	131,436.59	71.2	
5900.00 INTERPROGRAM CHARGES-DIST.USE	300.00	0.00	0.00	0.0	0.00	300.00	100.0	
TOTAL: 5000	3,319,432.54	288,015.65	656,778.74	19.7	2,140,240.91	522,412.89	15.7	
TOTAL: 1000-5999	36,846,724.24	3,763,848.34	8,410,380.21	22.8	2,419,420.53	26,016,923.50	70.6	

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Fund: 01 GENERAL FUND

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	BUDGET	CURRENT	YEAR TO DATE	%	ENCUMBERED	BALANCE	%
6300.00 LIBRARY BOOKS - EXPANSION	62,281.00	3,884.74	7,209.69	11.5	40,495.91	14,575.40	23.4
6400.00 ADDITIONAL/IMPROVED EQUIPMENT	144,492.00	1,362.36	13,678.55	9.4	13,173.65	117,639.80	81.4
TOTAL: 6000	206,773.00	5,247.10	20,888.24	10.1	53,669.56	132,215.20	63.9
TOTAL: 1000-6999	37,053,497.24	3,769,095.44	8,431,268.45	22.7	2,473,090.09	26,149,138.70	70.5
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	37,329,832.24	3,769,095.44	8,431,268.45	22.5	2,473,090.09	26,425,473.70	70.7

Fund: 01 GENERAL FUND

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ ENCUMBERED	UNENCUMBERED	
			CURRENT	YEAR TO DATE			BALANCE	%
TOTAL INCOME	(8000 - 8999)	642,831.00	157,305.84	161,663.30	25.1	0.00	481,167.70	74.8
TOTAL:	1000-5999	36,846,724.24	3,763,848.34	8,410,380.21	22.8	2,419,420.53	26,016,923.50	70.6
TOTAL:	1000-6999	37,053,497.24	3,769,095.44	8,431,268.45	22.7	2,473,090.09	26,149,138.70	70.5
TOTAL:	1000-7999	37,329,832.24	3,769,095.44	8,431,268.45	22.5	2,473,090.09	26,425,473.70	70.7
TOTAL EXPENSES	(1000 - 7999)	37,329,832.24	3,769,095.44	8,431,268.45	22.5	2,473,090.09	26,425,473.70	70.7

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Fund: 72 CHILD DEVELOPMENT FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/ CURRENT	RECEIVED YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	29,500.00	0.00	0.00	.0	0.00	29,500.00	100.0
TOTAL: 8000	29,500.00	0.00	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

BDX110  
 SBVC - UNRESTRICTED  
 72 San Bernardino Community Col

SAN BERNARDINO COUNTY SCHOOLS COMPUTER CONSORTIUM  
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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)	29,500.00	0.00	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



SAN BERNARDINO COUNTY SCHOOLS COMPUTER CONSORTIUM  
 BUDGET SUMMARY REPORT  
 09/10/2009 TO 10/12/2009

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED			%	PENDED/ ENCUMBERED	UNENCUMBERED	
		CURRENT	YEAR TO DATE				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	1,512.00	3,528.00	1.9	0.00	173,595.00	98.0	
8800.00 LOCAL REVENUES	265,697.00	112,355.09	111,913.02	42.1	0.00	153,783.98	57.8	
TOTAL: 8000	443,820.00	113,867.09	115,441.02	26.0	0.00	328,378.98	73.9	
1100.00 CONTRACT CLASSROOM INST.	4,677,787.00	440,851.09	934,982.59	19.9	0.00	3,742,804.41	80.0	
1200.00 CONTRACT CERT. ADMINISTRATORS	2,704,860.00	204,118.23	583,534.14	21.5	0.00	2,121,325.86	78.4	
1300.00 INSTRUCTORS DAY/HOURLY	1,384,807.00	407,690.13	533,677.91	38.5	0.00	851,129.09	61.4	
1400.00 NON-INSTRUCTION HOURLY CERT.	102,384.00	11,146.84	14,232.78	13.9	0.00	88,151.22	86.0	
TOTAL: 1000	8,869,838.00	1,063,806.29	2,066,427.42	23.2	0.00	6,803,410.58	76.7	
2100.00 CONTRACT CLASSIFIED NON-INSTR.	3,383,847.00	252,434.89	755,059.07	22.3	0.00	2,628,787.93	77.6	
2200.00 INSTRUCTIONAL AIDS	564,804.00	43,106.24	127,067.08	22.4	0.00	437,736.92	77.5	
2300.00 NON-INSTRUCTION HOURLY CLASS.	69,859.00	1,031.76	7,439.88	10.6	0.00	62,419.12	89.3	
2400.00 INST AIDES-HOURLY- DIR.INSTRUC	309,364.00	20,455.50	35,980.50	11.6	0.00	273,383.50	88.3	
TOTAL: 2000	4,327,874.00	317,028.39	925,546.53	21.3	0.00	3,402,327.47	78.6	
3100.00 CERTIFICATED RETIREMENT	679,321.00	75,796.29	152,518.60	22.4	0.00	526,802.40	77.5	
3200.00 CLASSIFIED RETIREMENT	435,188.00	31,637.91	93,681.39	21.5	0.00	341,506.61	78.4	
3300.00 OASDHI/FICA	443,939.00	39,565.55	102,042.55	22.9	0.00	341,896.45	77.0	
3400.00 HEALTH AND WELFARE BENEFITS	1,442,345.00	111,961.84	330,332.82	22.9	0.00	1,112,012.18	77.0	
3500.00 STATE UNEMPLOYMENT INSURANCE	39,546.00	4,086.45	9,083.37	22.9	0.00	30,462.63	77.0	
3600.00 WORKERS COMPENSATION INSURANCE	206,399.00	15,695.50	46,936.51	22.7	0.00	159,462.49	77.2	
3900.00 OTHER BENEFITS	8,661.00	957.32	2,848.50	32.8	0.00	5,812.50	67.1	
TOTAL: 3000	3,255,399.00	279,700.86	737,443.74	22.6	0.00	2,517,955.26	77.3	
4200.00 BOOK,MAGAZINE&PERIOD-DIST.USE	50,320.00	19.95	124.42	.0	45,185.39	5,259.03	100.0	
4300.00 INSTRUCTIONAL SUPPLIES	53,872.00	7,037.08	12,493.31	23.1	10,252.21	31,126.48	57.7	
4400.00 MEDIA AND SOFTWARE-DISTRCT USE	6,619.00	48.28	48.28	.7	0.00	6,570.72	99.2	
4500.00 NONINSTRUCTIONAL SUPPLIES	165,673.00	17,490.98	26,609.76	16.0	49,755.98	89,307.26	53.9	
TOTAL: 4000	276,484.00	24,596.29	39,026.93	14.1	105,193.58	132,263.49	47.8	
5100.00 PERSON&CONSULTANT SVC-DIST USE	93,161.00	1,617.50	2,373.96	2.5	23,362.38	67,424.66	72.3	
5200.00 TRAVEL & CONFERENCE EXPENSES	25,587.91	305.00	600.93	2.3	1,770.98	23,216.00	90.7	
5300.00 POST/DUES/MEMBERSHIPS-DIST.USE	62,519.00	600.00	25,875.00	41.3	11,586.96	25,057.04	40.0	
5500.00 UTILITIES & HOUSEKEEP-DIST.USE	774,766.00	174,413.01	292,525.06	37.7	465,389.10	16,851.84	2.1	
5600.00 RENTS,LEASES&REPAIRS-DIST.USE	307,386.00	24,723.87	32,744.72	10.6	134,960.45	139,680.83	45.4	
5800.00 OTHER OPERATING EXP-DIST. USE	191,784.00	6,881.20	10,622.35	5.5	9,613.58	171,548.07	89.4	
TOTAL: 5000	1,455,203.91	208,540.58	364,742.02	25.0	646,683.45	443,778.44	30.4	
TOTAL: 1000-5999	18,184,798.91	1,893,672.41	4,133,186.64	22.7	751,877.03	13,299,735.24	73.1	
6200.00 BUILDINGS&IMPROVEMENT-DIST.USE	3,465.00	0.00	0.00	.0	1,259.00	2,206.00	63.6	
6300.00 LIBRARY BOOKS - EXPANSION	27,963.00	2,361.83	2,361.83	8.4	8,639.59	16,961.58	60.6	
6400.00 ADDITIONAL/IMPROVED EQUIPMENT	34,856.00	0.00	240.35	.0	1,500.00	33,596.35	100.0	

BDX110  
 CHC - UNRESTRICTED  
 72 San Bernardino Community Col

SAN BERNARDINO COUNTY SCHOOLS COMPUTER CONSORTIUM  
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Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/ CURRENT	RECEIVED YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL: 6000	66,284.00	2,361.83	2,121.48	3.2	11,398.59	52,763.93	79.6
TOTAL: 1000-6999	18,251,082.91	1,896,034.24	4,135,308.12	22.6	763,275.62	13,352,499.17	73.1
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	18,277,646.91	1,896,034.24	4,135,308.12	22.6	763,275.62	13,379,063.17	73.1

BDX110  
 CHC - UNRESTRICTED  
 72 San Bernardino Community Col

SAN BERNARDINO COUNTY SCHOOLS COMPUTER CONSORTIUM  
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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	113,867.09	115,441.02	26.0	0.00	328,378.98	73.9
TOTAL:	1000-5999	18,184,798.91	1,893,672.41	4,133,186.64	22.7	751,877.03	13,299,735.24	73.1
TOTAL:	1000-6999	18,251,082.91	1,896,034.24	4,135,308.12	22.6	763,275.62	13,352,499.17	73.1
TOTAL:	1000-7999	18,277,646.91	1,896,034.24	4,135,308.12	22.6	763,275.62	13,379,063.17	73.1
TOTAL EXPENSES	(1000 - 7999)	18,277,646.91	1,896,034.24	4,135,308.12	22.6	763,275.62	13,379,063.17	73.1

BDX110  
 CHC - UNRESTRICTED  
 72 San Bernardino Community Col

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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	3,455.56	33.3	0.00	6,911.44	66.6	
TOTAL: 8000	10,367.00	863.89	3,455.56	33.3	0.00	6,911.44	66.6	
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	

BDX110  
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SAN BERNARDINO COUNTY SCHOOLS COMPUTER CONSORTIUM  
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Fund: 41 CAPITAL OUTLAY PROJECTS FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/ CURRENT	RECEIVED YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	10,367.00	863.89	3,455.56	33.3	0.00	6,911.44	66.6
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

BDX110  
 CHC - UNRESTRICTED  
 72 San Bernardino Community Col

SAN BERNARDINO COUNTY SCHOOLS COMPUTER CONSORTIUM  
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Fund: 72 CHILD DEVELOPMENT FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED			%	PENDED/ ENCUMBERED	UNENCUMBERED	
		CURRENT	YEAR TO DATE				BALANCE	%
8800.00 LOCAL REVENUES	6,500.00	0.00	0.00	.0	0.00	6,500.00	100.0	
TOTAL: 8000	6,500.00	0.00	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	

BDX110  
 CHC - UNRESTRICTED  
 72 San Bernardino Community Col

SAN BERNARDINO COUNTY SCHOOLS COMPUTER CONSORTIUM  
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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)	6,500.00	0.00	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: November 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 September 8, 2009 to October 11, 2009, 370 Purchase Orders were issued encumbering a total of \$1,398,756.76 in the following object classifications:

<b>Object Classification</b>	<b>Amount</b>
4000 Supplies & Materials	\$95,422.47
5000 Operating Expenses & Services	\$526,027.74
6000 Capital Outlay	\$554,581.60
7000 Other Outgo	\$222,724.95

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: Bruce Baron, Vice Chancellor of Fiscal Services  
PREPARED BY: Crispina Ongoco, Director of Fiscal Services  
DATE: November 5, 2009  
SUBJECT: Quarterly Investment Report

RECOMMENDATION

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

OVERVIEW

The report is submitted to the Board of Trustees pursuant to Government Code section 53646(b)(1) which states in part: "The treasurer or chief fiscal officer shall render a quarterly report to the chief executive officer, and/or the internal auditor and/or the legislative body of the local agency."

ANALYSIS

The report does not include funds deposited with the County of San Bernardino. Funds deposited with the county are subject to the County of San Bernardino Treasurer's Statement of Investment Policy and are available for review in the San Bernardino Community College District Fiscal Services Office.

All other funds are managed in accordance with the District Investment Policy. Sufficient funds and projected incomes are available to meet the cash flow and expenditure needs of the District for the next six months.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

None.

Attachment

**San Bernardino Community College District Quarterly Investments and Deposits Report**  
**Quarterly Ending September 30, 2009**

INSTITUTION	LOCATION	INTEREST	DUE DATE	AMOUNT	TYPE
<b>General Fund</b>					
<b>Citizens Business Bank</b> (Clearing Account)	San Bern.	0.00	n/a	\$2,983,195.92	Checking
<b>Citizens Business Bank</b> (Revolving Cash/Flex Fund)	San Bern.	0.00	n/a	27,842.38	Checking
				-----	
				Total	\$3,011,038.30
<b>Enterprise Funds</b>					
<b>Bank of America</b> (Bookstores)	Colton	0.00	n/a	\$399,324.10	Checking
<b>Bank of America</b> (Cafeterias)	San Bern.	0.00	n/a	174,373.50	Checking
<b>Arrowhead Trust</b>					
<b>First Utah Bank</b> (Bookstore)	San Bern.	1.25	1/24/10	99,000.00	CD
<b>Meridian/Marqbank</b> (Bookstore)	San Bern.	1.90	11/16/09	76,000.00	CD
<b>Nexity Bank</b> (Bookstore)	San Bern.	1.51	12/21/09	100,000.00	CD
<b>Nexity Bank</b> (Bookstore)	San Bern.	1.51	1/3/10	100,000.00	CD
				-----	
				Total	948,697.60
<b>Internal Service Funds</b>					
<b>Union Bank</b> (Workers Comp - authorized @ \$120,000 Revolving Cash)	Los Angeles	0.50	n/a	\$66,341.82	Checking
				-----	
				Total	\$66,341.82
<b>Trust Funds</b>					
<b>Citizens Business Bank</b>					
(Financial Aids)	San Bern.	0.00	n/a	368,998.74	Checking
(Cal Grant)	San Bern.	0.10	n/a	252,279.85	Checking
(NDSL)	San Bern.	0.00	n/a	9,360.95	Checking
<b>Bank of America</b>					
(EOPS Financial Aid)	San Bern.	0.00	n/a	91,268.16	Checking
(NDSL Account)	Colton	0.00	n/a	192,834.69	Checking
<b>Community Bank</b> (Scholarships)	Redlands	1.00	n/a	120,357.15	Checking
<b>Wells Fargo</b> (SBVC Clubs & ASB)	Redlands	0.95	n/a	39,298.57	Checking
<b>Wells Fargo</b> (SBVC Clubs & ASB)	San Bern.	0.00	n/a	144,006.16	Analysis Checking
<b>Bank of America</b> (CHC Clubs & ASB)	Yucaipa	0.00	n/a	30,473.48	Business Checking
<b>Inland Valley/South County Bank</b>					
(Scholarship)	Redlands	1.82	n/a	87,375.65	Money Market
<b>California Bank</b> (SBVC/CHC ASB Stud.Rep.Fee)	San Bern.	0.03	n/a	126,608.77	Checking
<b>Community Bank</b> (Emergency Loan)	Redlands	0.00	n/a	17,206.95	Checking
<b>Downey Savings &amp; Loan</b> (Scholarship)	San Bern.	5.12	n/a	80,608.57	Money Market
<b>Inland Valley/South County Bank</b> (SBVC ASB Money Market)	Redlands	2.02	n/a	45,863.36	Money Market
<b>Detroit Edison &amp; Lounsbury Trust</b>	Michigan			2,879.59	Investment
				-----	
				Total	\$1,609,420.64
Total Checking, Savings and Investments 09-30-09				\$5,635,498.36	

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: November 5, 2009  
SUBJECT: Quarterly Financial Status Report

RECOMMENDATION

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

OVERVIEW

The District is required to report its financial and budgetary conditions to the Chancellor's Office quarterly on the attached CCFS-311Q form.

ANALYSIS

The report is due no later than 45 calendar days following the end of the quarter. The requirement also states the report must be presented to the governing board for review and have that fact entered into the minutes of the meeting.

Questions may be addressed to the Fiscal Services Office.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

None.

Attachments

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

**Quarterly Financial Status Report, CCFS-311Q  
VIEW QUARTERLY DATA**

CHANGE THE PERIOD 

Fiscal Year: 2008-2009

District: (980) SAN BERNARDINO

Quarter Ended: (Q4) Jun 30, 2009

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2005-06	Actual 2006-07	Actual 2007-08	Projected 2008-2009
<b>I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:</b>					
A.	<b>Revenues:</b>				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	66,613,471	82,580,721	72,332,322	93,871,608
A.2	Other Financing Sources (Object 8900)	120,984	38,772	13,276	993,700
A.3	<b>Total Unrestricted Revenue (A.1 + A.2)</b>	<b>66,734,455</b>	<b>82,619,493</b>	<b>72,345,598</b>	<b>94,865,308</b>
B.	<b>Expenditures:</b>				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	62,834,651	68,424,512	72,486,225	85,343,415
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	8,572,711	3,795,627	6,586,647	3,894,749
B.3	<b>Total Unrestricted Expenditures (B.1 + B.2)</b>	<b>71,407,362</b>	<b>72,220,139</b>	<b>79,072,872</b>	<b>89,238,164</b>
C.	<b>Revenues Over(Under) Expenditures (A.3 - B.3)</b>	<b>-4,672,907</b>	<b>10,399,354</b>	<b>-6,727,274</b>	<b>5,627,144</b>
D.	<b>Fund Balance, Beginning</b>	<b>20,228,323</b>	<b>15,555,416</b>	<b>18,426,091</b>	<b>12,404,648</b>
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	<b>Adjusted Fund Balance, Beginning (D + D.1)</b>	<b>20,228,323</b>	<b>15,555,416</b>	<b>18,426,091</b>	<b>12,404,648</b>
E.	<b>Fund Balance, Ending (C. + D.2)</b>	<b>15,555,416</b>	<b>25,954,770</b>	<b>11,698,817</b>	<b>18,031,792</b>
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	21.8%	35.9%	14.8%	20.2%

**II. Annualized Attendance FTES:**

G.1	Annualized FTES (excluding apprentice and non-resident)	13,288	13,288	14,103	15,413
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**III. Total General Fund Cash Balance (Unrestricted and Restricted)**

	Description	As of the specified quarter ended for each fiscal year			
		2005-06	2006-07	2007-08	2008-2009
H.1	Cash, excluding borrowed funds			9,206,645	10,240,917
H.2	Cash, borrowed funds only			0	0
H.3	<b>Total Cash (H.1+ H.2)</b>	<b>14,270,379</b>	<b>17,076,748</b>	<b>9,206,645</b>	<b>10,240,917</b>

**IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:**

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
<b>I. Revenues:</b>					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	93,337,701	100,500,116	93,871,608	93.4%
I.2	Other Financing Sources (Object 8900)	993,000	993,000	993,700	100.1%
I.3	<b>Total Unrestricted Revenue (I.1 + I.2)</b>	<b>94,330,701</b>	<b>101,493,116</b>	<b>94,865,308</b>	<b>93.5%</b>
<b>J. Expenditures:</b>					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	94,419,177	98,185,162	85,343,415	86.9%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	3,581,692	4,145,853	3,894,749	93.9%
J.3	<b>Total Unrestricted Expenditures (J.1 + J.2)</b>	<b>98,000,869</b>	<b>102,331,015</b>	<b>89,238,164</b>	<b>87.2%</b>
K.	<b>Revenues Over(Under) Expenditures (I.3 - J.3)</b>	<b>-3,670,168</b>	<b>-837,899</b>	<b>5,627,144</b>	
L.	Adjusted Fund Balance, Beginning	12,404,648	12,404,648	12,404,648	
L.1	<b>Fund Balance, Ending (C. + L.2)</b>	<b>8,734,480</b>	<b>11,566,749</b>	<b>18,031,792</b>	
M.	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	8.9%	11.3%		

V. Has the district settled any employee contracts during this quarter? **NO**

*If yes, complete the following: (If multi-year settlement, provide information for all years covered.)*

Contract Period Settled (Specify) YYYY-YY	Management		Academic				Classified	
	Total Cost Increase	% *	Permanent		Temporary		Total Cost Increase	% *
Total Cost Increase			% *	Total Cost Increase	% *			
<b>a. SALARIES:</b>								
Year 1:								
Year 2:								
Year 3:								
<b>b. BENEFITS:</b>								
Year 1:								
Year 2:								
Year 3:								

\* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)? **NO**

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

VII. Does the district have significant fiscal problems that must be addressed? **This year? YES**  
**Next year? YES**

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

We have proposed reductions in this current year of about \$2 million in ongoing expenses. As far as the 2010 budget, we do not know what the ongoing budget will be yet, but are anticipating additional cuts in ongoing expenses next year as well.

CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE

Quarterly Financial Status Report, CCFS-311Q  
CERTIFY QUARTERLY DATA

CHANGE THE PERIOD 

Fiscal Year: 2008-2009  
Quarter Ended: (Q4) Jun 30, 2009

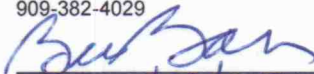
District: (980) SAN BERNARDINO

Your Quarterly Data is Certified for this quarter.

**Chief Business Officer**

**CBO Name:** Bruce Baron

**CBO Phone:** 909-382-4029

**CBO Signature:**   
**Date Signed:** 10/12/09

**Chief Executive Officer Name:** Dr. Noelia Vela

**CEO Signature:**   
**Date Signed:** 10/13/09

**Electronic Cert Date:** 10/12/2009

**District Contact Person**

**Name:** Susan Ryckevic

**Title:** Senior Accountant

**Telephone:** 909-382-4029

**Fax:** 909-382-0116

**E-Mail:** srych@sbccd.org

California Community Colleges, Chancellor's Office  
1102 Q Street Sacramento, California 95814-6511

Send questions to:  
Christine Atalig (916)327-5772 [catalig@ccccc.edu](mailto:catalig@ccccc.edu) or Glen Campora (916)323-6899 [gcampora@ccccc.edu](mailto:gcampora@ccccc.edu)

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## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Dr. Noelia Vela, Chancellor  
REVIEWED BY: Mr. Bruce Baron  
PREPARED BY: Mr. Bruce Baron  
DATE: November 5, 2009  
SUBJECT: Annual Financial and Budget Report

### RECOMMENDATION

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

### OVERVIEW

Each year, the District is required to submit the Annual Financial and Budget Report (CCFS-311) to the State Chancellor's Office. This report summarizes revenue and expenditures for each of the Funds of the District for the year ending June 30, 2009. It reflects the information that is presented and approved by the Board in the Adopted Budget.

### ANALYSIS

This report shows that during the 2008-2009 fiscal year the District was budgeted to overspend its projected revenues by \$1.5 million and utilize additional fund balance to meet its obligations. That did not occur due to the early cut-off of spending and a positive adjustment in state funding due to prior year enrollment increases that were funded by the state. The District was able to end the year with a positive General Fund balance.

### BOARD IMPERATIVE

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

### FINANCIAL IMPLICATIONS

The District was able to maintain a balanced budget during the 2008-2009 year through careful spending measures. In 2009-2010, careful spending must continue to manage the additional budget reductions of the Restricted and Unrestricted General Fund.

Attachments

California Community Colleges

**ANNUAL FINANCIAL AND BUDGET REPORT**

(Financial Report for Fiscal Year 2008-09)

(Budget Report for Fiscal Year 2009-10)

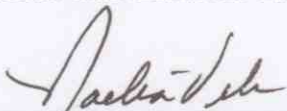
District: **San Bernardino Community College District**

District Code: **980**

This is to certify that the Annual Financial and Budget Report has been prepared and the budget adopted in accordance with the *California Code of Regulations*, beginning with Section 58300. Further, to the best of my knowledge, the data contained in this report are correct.

  
\_\_\_\_\_  
District Chief Business Officer

9/21/09  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
District Superintendent

9/22/09  
\_\_\_\_\_  
Date

**Contact:**

Crispina R. Ongoco

\_\_\_\_\_  
Name

DIRECTOR OF FISCAL SERVICES

\_\_\_\_\_  
Title

(909) 382-4028

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Extension

pongoco@sbccd.cc.ca.us

\_\_\_\_\_  
E-Mail

In accordance with the *California Code of Regulations*, Section 58305(d) a copy of this report is due to the Chancellor's Office on or before **October 10, 2009**.

Please submit the report to:

Chancellor's Office  
California Community Colleges  
Fiscal Services Unit  
1102 Q Street, Suite 300  
Sacramento, CA 95814 - 6511



CALIFORNIA COMMUNITY COLLEGES  
Annual Financial and Budget Report

Governmental Funds Group  
**10** General Fund:

REVENUES, EXPENDITURES, AND FUND BALANCE DATA  
For Actual Year: 2008-09 Budget Year: 2009-10

GENERAL FUND

Description	State Use Only (EDP)	Fund: <u>11</u> UNRESTRICTED SUBFUND		Fund: <u>12</u> RESTRICTED SUBFUND		Fund: <u>10</u> TOTAL	
		Actual (1)	Budget (2)	Actual (1)	Budget (2)	Actual (1)	Budget (2)
<b>REVENUES:</b>							
Federal Revenues	8100	62,311	63,500	2,867,883	5,690,932	2,930,194	5,754,432
State Revenues	8600	58,900,847	54,196,704	10,159,127	10,649,802	69,059,974	64,846,503
Local Revenues	8800	20,051,939	19,392,241	1,829,501	1,767,633	21,881,440	21,159,874
<b>TOTAL REVENUES</b>	<b>801</b>	<b>79,015,097</b>	<b>73,652,445</b>	<b>14,856,511</b>	<b>18,108,367</b>	<b>93,871,608</b>	<b>91,760,812</b>
<b>EXPENDITURES:</b>							
Academic Salaries	1000	33,380,192	32,265,643	2,837,119	2,629,257	36,217,311	34,894,900
Classified Salaries	2000	15,521,414	17,331,411	4,117,617	4,851,896	19,639,031	22,183,307
Employee Benefits	3000	11,824,167	12,484,673	1,555,855	1,750,596	13,380,022	14,235,269
Supplies and Materials	4000	1,073,906	1,764,023	610,537	750,513	1,684,443	2,514,536
Other Operating Expenses and Services	5000	9,999,243	10,572,454	2,042,865	5,858,537	12,042,108	16,430,991
Capital Outlay	6000	449,524	733,913	1,930,977	2,331,561	2,380,501	3,065,474
<b>TOTAL EXPENDITURES</b>	<b>501</b>	<b>72,248,446</b>	<b>75,152,117</b>	<b>13,094,970</b>	<b>18,172,360</b>	<b>85,343,416</b>	<b>93,324,477</b>
<b>EXCESS / (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<b>201</b>	<b>6,766,651</b>	<b>(1,499,672)</b>	<b>1,761,541</b>	<b>(63,993)</b>	<b>8,528,192</b>	<b>(1,563,665)</b>
<b>OTHER FINANCING SOURCES</b>	<b>8900</b>	<b>993,700</b>	<b>8,200</b>		<b>312,173</b>	<b>993,700</b>	<b>320,373</b>
<b>OTHER OUTGO</b>	<b>7000</b>	<b>2,365,984</b>	<b>9,577,736</b>	<b>1,528,765</b>	<b>1,186,785</b>	<b>3,894,749</b>	<b>10,764,521</b>
<b>NET INCREASE/(DECREASE) IN FUND BALANCE</b>	<b>901</b>	<b>5,394,367</b>	<b>(11,069,208)</b>	<b>232,776</b>	<b>(938,605)</b>	<b>5,627,143</b>	<b>(12,007,813)</b>
<b>BEGINNING FUND BALANCE:</b>							
Net Beginning Balance, July 1	902	11,698,817	17,093,184	705,831	938,607	12,404,648	18,031,791
Prior Years Adjustments	903						
Adjusted Beginning Balance	<b>904</b>	<b>11,698,817</b>		<b>705,831</b>		<b>12,404,648</b>	
<b>ENDING FUND BALANCE, JUNE 30</b>	<b>905</b>	<b>17,093,184</b>	<b>6,023,976</b>	<b>938,607</b>	<b>2</b>	<b>18,031,791</b>	<b>6,023,978</b>

CALIFORNIA COMMUNITY COLLEGES  
Annual Financial and Budget Report

Governmental Funds Group  
20 Debt service Funds:

REVENUES, EXPENDITURES, AND FUND BALANCE DATA  
For Actual Year: 2008-09 Budget Year: 2009-10

DEBT SERVICE FUNDS

Description	State Use Only (EDP)	Fund: <u>21</u>		Fund: <u>22</u>		Fund: <u>29</u>	
		BOND INTEREST AND REDEMPTION FUND		REVENUE BOND INTEREST AND REDEMPTION FUND		OTHER DEBT SERVICE FUND	
		Actual (1)	Budget (2)	Actual (1)	Budget (2)	Actual (1)	Budget (2)
<b>REVENUES:</b>							
Federal Revenues	8100						
State Revenues	8600						
Local Revenues	8800	26,942,165	22,000,000				
<b>TOTAL REVENUES</b>	<b>801</b>	<b>26,942,165</b>	<b>22,000,000</b>				
Other Financing Sources (CA 8900):							
Interfund Transfers - In	802						
Other Incoming Transfers	803						
<b>TOTAL - OTHER FINANCING SOURCES</b>	<b>808</b>						
Other Outgo (CA 7000):							
Debt Retirement (Long Term Debt) (CA 7100):							
Debt Reduction	711	2,330,000	2,600,000				
Debt Interest and Other Service Charges	712	7,605,573	19,758,409				
Transfers (Outgoing) (CA 7300 and 7400)	730						
Reserve for Contingencies	7900						
<b>TOTAL - OTHER OUTGO</b>	<b>708</b>	<b>9,935,573</b>	<b>22,358,409</b>				
<b>NET OTHER FINANCING SOURCES (OTHER OUTGO) (CA 8900/7000)</b>	<b>202</b>	<b>(9,935,573)</b>	<b>(22,358,409)</b>				
<b>NET INCREASE/(DECREASE) IN FUND BALANCE</b>	<b>901</b>	<b>17,006,592</b>	<b>(358,409)</b>				
<b>BEGINNING FUND BALANCE:</b>							
Net Beginning Balance, July 1	902	11,086,174	28,092,766				
Prior Years Adjustments	903						
Adjusted Beginning Balance	<b>904</b>	<b>11,086,174</b>					
<b>ENDING FUND BALANCE, JUNE 30</b>	<b>905</b>	<b>28,092,766</b>	<b>27,734,357</b>				

CALIFORNIA COMMUNITY COLLEGES  
Annual Financial and Budget Report

Governmental Funds Group  
**30** Special Revenue Funds

REVENUES, EXPENDITURES, AND FUND BALANCE DATA  
For Actual Year: 2008-09 Budget Year: 2009-10

Special Revenue Funds

Description	State Use Only (EDP)	FUND: 33 CHILD DEVELOPMENT FUND		FUND: 39 OTHER SPECIAL REVENUE FUND		FUND: 34 Blue Shield Members' Contribution	
		Actual (1)	Budget (2)	Actual (1)	Budget (2)	Actual (1)	Budget (2)
<b>REVENUES:</b>							
Federal Revenues	8100	153,169	142,220				
State Revenues	8600	1,616,263	1,925,781				
Local Revenues	8800	283,398	243,000	1,375,874	1,586,922	797	800
<b>TOTAL REVENUES</b>	<b>801</b>	<b>2,052,830</b>	<b>2,311,001</b>	<b>1,375,874</b>	<b>1,586,922</b>	<b>797</b>	<b>800</b>
<b>EXPENDITURES:</b>							
Academic Salaries	1000						
Classified Salaries	2000	1,313,133	1,325,825	1,523,979	1,474,065		
Employee Benefits	3000	465,085	452,666	469,882	466,787		
Supplies and Materials	4000	190,498	190,917	4,994	6,360		
Other Operating Expenses and Services	5000	126,004	142,195	1,170,514	957,528		
Capital Outlay	6000	15,556	3,000		393,394		
<b>TOTAL EXPENDITURES</b>	<b>501</b>	<b>2,110,276</b>	<b>2,114,603</b>	<b>3,169,369</b>	<b>3,298,134</b>		
<b>EXCESS/ (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<b>201</b>	<b>(57,446)</b>	<b>196,398</b>	<b>(1,793,495)</b>	<b>(1,711,212)</b>	<b>797</b>	<b>800</b>
<b>OTHER FINANCING SOURCES</b>	<b>8900</b>			<b>1,807,741</b>	<b>1,714,813</b>		
<b>OTHER OUTGO</b>	<b>7000</b>		<b>50,000</b>				<b>5,000</b>
<b>NET INCREASE/(DECREASE) IN FUND BALANCE</b>	<b>901</b>	<b>(57,446)</b>	<b>146,398</b>	<b>14,246</b>	<b>3,601</b>	<b>797</b>	<b>(4,200)</b>
<b>BEGINNING FUND BALANCE:</b>							
Net Beginning Balance, July 1	902	337,832	272,678	(1,112,717)	(1,263,270)	28,155	28,952
Prior Years Adjustments	903	(7,708)		(164,799)			
Adjusted Beginning Balance	<b>904</b>	<b>330,124</b>		<b>(1,277,516)</b>		<b>28,155</b>	
<b>ENDING FUND BALANCE, JUNE 30</b>	<b>905</b>	<b>272,678</b>	<b>419,076</b>	<b>(1,263,270)</b>	<b>(1,259,669)</b>	<b>28,952</b>	<b>24,752</b>

CALIFORNIA COMMUNITY COLLEGES  
Annual Financial and Budget Report

Governmental Funds Group  
**40** Capital Projects Funds

REVENUES, EXPENDITURES, AND FUND BALANCE DATA  
For Actual Year: 2008-09 Budget Year: 2009-10

Capital Projects Funds

Description	State Use Only (EDP)	FUND: 41 CAPITAL OUTLAY PROJECTS FUND		FUND: 42 REVENUE BOND CONSTRUCTION FUND		FUND:	
		Actual (1)	Budget (2)	Actual (1)	Budget (2)	Actual (1)	Budget (2)
<b>REVENUES:</b>							
Federal Revenues	8100	65,896					
State Revenues	8600	944,887	54,961,745				
Local Revenues	8800	1,036,253	949,354	7,605,076	2,200,000		
<b>TOTAL REVENUES</b>	<b>801</b>	<b>2,047,036</b>	<b>55,911,099</b>	<b>7,605,076</b>	<b>2,200,000</b>		
<b>EXPENDITURES:</b>							
Academic Salaries	1000						
Classified Salaries	2000			772	500		
Employee Benefits	3000			61	40		
Supplies and Materials	4000						
Other Operating Expenses and Services	5000	10,235	55,481	341,598	369,426		
Capital Outlay	6000	1,499,567	63,492,168	45,739,040	96,587,478		
<b>TOTAL EXPENDITURES</b>	<b>501</b>	<b>1,509,802</b>	<b>63,547,649</b>	<b>46,081,471</b>	<b>96,957,444</b>		
<b>EXCESS/ (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<b>201</b>	<b>537,234</b>	<b>(7,636,550)</b>	<b>(38,476,395)</b>	<b>(94,757,444)</b>		
<b>OTHER FINANCING SOURCES</b>	<b>8900</b>	<b>324,781</b>	<b>194,399</b>	<b>278,312,186</b>			
<b>OTHER OUTGO</b>	<b>7000</b>		<b>400,000</b>		<b>20,000,000</b>		
<b>NET INCREASE/(DECREASE) IN FUND BALANCE</b>	<b>901</b>	<b>862,015</b>	<b>(7,842,151)</b>	<b>239,835,791</b>	<b>(114,757,444)</b>		
<b>BEGINNING FUND BALANCE:</b>							
Net Beginning Balance, July 1	902	13,878,783	14,740,798	79,614,719	319,450,510		
Prior Years Adjustments	903						
Adjusted Beginning Balance	<b>904</b>	<b>13,878,783</b>		<b>79,614,719</b>			
<b>ENDING FUND BALANCE, JUNE 30</b>	<b>905</b>	<b>14,740,798</b>	<b>6,898,647</b>	<b>319,450,510</b>	<b>204,693,066</b>		

**CALIFORNIA COMMUNITY COLLEGES**  
**Annual Financial and Budget Report**

**Proprietary Funds Group**  
**50 Enterprise Funds**

**REVENUES, EXPENDITURES, AND FUND BALANCE DATA**  
 For Actual Year: 2008-09 Budget Year: 2009-10

**ENTERPRISE FUNDS**

Description	State Use Only (EDP)	FUND: 51 BOOKSTORE FUND		FUND: 52 CAFETERIA FUND		FUND:	
		Actual (1)	Budget (2)	Actual (1)	Budget (2)	Actual (1)	Budget (2)
<b>TOTAL INCOME</b>	<b>801</b>	5,370,234	5,200,000	589,789	595,000		
<b>COST of SALES</b>	<b>510</b>	3,979,268	3,900,000	284,184	297,500		
<b>GROSS PROFIT or (LOSS)</b>	<b>520</b>	1,390,966	1,300,000	305,605	297,500		
<b>EXPENDITURES:</b>							
Academic Salaries	1000						
Classified Salaries	2000	671,294	660,000	329,442	330,000		
Employee Benefits	3000	262,077	256,000				
Supplies and Materials	4000	9,035	10,000	25,374	27,000		
Other Operating Expenses and Services	5000	261,692	263,000	20,942	22,000		
Capital Outlay	6000	31,950	10,000				
<b>TOTAL EXPENDITURES</b>	<b>501</b>	1,236,048	1,199,000	375,758	379,000		
<b>NET PROFIT OR LOSS</b>	<b>201</b>	154,918	101,000	(70,153)	(81,500)		
<b>OTHER FINANCING SOURCES</b>	<b>8900</b>			66,531	81,500		
<b>OTHER OUTGO</b>	<b>7000</b>	66,531	81,500				
<b>NET INCREASE/(DECREASE) IN RETAINED EARNINGS</b>	<b>901</b>	88,387	19,500	(3,622)			
<b>BEGINNING FUND BALANCE:</b>							
Net Beginning Balance, July 1	902	1,768,004	1,856,391	(62,242)	(65,864)		
Prior Years Adjustments	903						
Adjusted Beginning Balance	<b>904</b>	1,768,004		(62,242)			
<b>ENDING FUND BALANCE, JUNE 30</b>	<b>905</b>	1,856,391	1,875,891	(65,864)	(65,864)		

CALIFORNIA COMMUNITY COLLEGES  
Annual Financial and Budget Report

Proprietary Funds Group  
**60** Internal Service Funds

REVENUES, EXPENDITURES, AND FUND BALANCE DATA  
For Actual Year: 2008-09 Budget Year: 2009-10

INTERNAL SERVICE FUNDS

Description	State Use Only (EDP)	FUND: <u>61</u> SELF-INSURANCE FUND		FUND: <u>69</u> OTHER INTERNAL SERVICES FUND		FUND:	
		Actual (1)	Budget (2)	Actual (1)	Budget (2)	Actual (1)	Budget (2)
<b>TOTAL INCOME</b>	<b>801</b>	1,374,885	1,025,000	38,986	39,200		
<b>EXPENDITURES:</b>							
Academic Salaries	1000						
Classified Salaries	2000						
Employee Benefits	3000			619,420	610,000		
Supplies and Materials	4000						
Other Operating Expenses and Services	5000	1,737,794	1,799,500				
Capital Outlay	6000						
<b>TOTAL EXPENDITURES</b>	<b>501</b>	1,737,794	1,799,500	619,420	610,000		
<b>NET INCOME / LOSS</b>	<b>201</b>	(362,909)	(774,500)	(580,434)	(570,800)		
<b>OTHER FINANCING SOURCES</b>	<b>8900</b>	550,000	550,000				
<b>OTHER OUTGO</b>	<b>7000</b>		550,000	3,136	503,200		
<b>NET INCREASE / (DECREASE) IN RETAINED EARNINGS</b>	<b>901</b>	187,091	(774,500)	(583,570)	(1,074,000)		
<b>BEGINNING FUND BALANCE:</b>							
Net Beginning Balance, July '1	902	2,847,400	3,034,491	1,895,524	1,311,954		
Prior Years Adjustments	903						
Adjusted Beginning Balance	<b>904</b>	2,847,400		1,895,524			
<b>ENDING FUND BALANCE, JUNE 30</b>	<b>905</b>	3,034,491	2,259,991	1,311,954	237,954		

CALIFORNIA COMMUNITY COLLEGES  
Annual Financial and Budget Report

Fiduciary Funds Group  
70 Fiduciary Funds Group

REVENUES, EXPENDITURES, AND FUND BALANCE DATA

For Actual Year: 2008-09 Budget Year: 2009-10

Fiduciary Funds Group

Description	State Use Only (EDP)	FUND: <u>71</u> ASSOCIATED STUDENTS TRUST FUND		FUND: <u>72</u> STUDENT REPRESENTATION FEE TRUST FUND		FUND: <u>73</u> STUDENT BODY CENTER FEE TRUST FUND	
		Actual (1)	Budget (2)	Actual (1)	Budget (2)	Actual (1)	Budget (2)
<b>REVENUES:</b>							
Federal Revenues	8100						
State Revenues	8600						
Local Revenues	8800	57,744	60,000	51,026	53,000	256,410	248,000
<b>TOTAL REVENUES</b>	<b>801</b>	<b>57,744</b>	<b>60,000</b>	<b>51,026</b>	<b>53,000</b>	<b>256,410</b>	<b>248,000</b>
<b>EXPENDITURES:</b>							
Academic Salaries	1000						
Classified Salaries	2000					123,419	137,577
Employee Benefits	3000					35,361	36,163
Supplies and Materials	4000	10,118	10,000	621	1,000	5,585	10,473
Other Operating Expenses and Services	5000	37,930	40,000	38,161	40,000	13,565	42,428
Capital Outlay	6000					3,798	11,109
<b>TOTAL EXPENDITURES</b>	<b>501</b>	<b>48,048</b>	<b>50,000</b>	<b>38,782</b>	<b>41,000</b>	<b>181,728</b>	<b>237,750</b>
<b>EXCESS/ (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<b>201</b>	<b>9,696</b>	<b>10,000</b>	<b>12,244</b>	<b>12,000</b>	<b>74,682</b>	<b>10,250</b>
<b>OTHER FINANCING SOURCES</b>	<b>8900</b>						
<b>OTHER OUTGO</b>	<b>7000</b>	<b>2,550</b>	<b>3,000</b>				<b>110,302</b>
<b>NET INCREASE/(DECREASE) IN FUND BALANCE</b>	<b>901</b>	<b>7,146</b>	<b>7,000</b>	<b>12,244</b>	<b>12,000</b>	<b>74,682</b>	<b>(100,052)</b>
<b>BEGINNING FUND BALANCE:</b>							
Net Beginning Balance, July 1	902	71,036	78,182	121,959	134,203	906,530	981,212
Prior Years Adjustments	903						
Adjusted Beginning Balance	<b>904</b>	<b>71,036</b>		<b>121,959</b>		<b>906,530</b>	
<b>ENDING FUND BALANCE, JUNE 30</b>	<b>905</b>	<b>78,182</b>	<b>85,182</b>	<b>134,203</b>	<b>146,203</b>	<b>981,212</b>	<b>881,160</b>

**CALIFORNIA COMMUNITY COLLEGES**  
**Annual Financial and Budget Report**

**Fiduciary Funds Group**  
**70** Fiduciary Funds Group

**REVENUES, EXPENDITURES, AND FUND BALANCE DATA**  
 For Actual Year: 2008-09 Budget Year: 2009-10

**Fiduciary Funds Group**

Description	State Use Only (EDP)	FUND: 74 STUDENT FINANCIAL AID TRUST FUND		FUND: 75 SCHOLARSHIP AND LOAN TRUST FUND		FUND: 79 OTHER TRUST FUNDS	
		Actual (1)	Budget (2)	Actual (1)	Budget (2)	Actual (1)	Budget (2)
<b>REVENUES:</b>							
Federal Revenues	8100	12,182,854	11,730,000				
State Revenues	8600	929,166	950,000				
Local Revenues	8800	924	700	197,653	200,000	139,204	140,000
<b>TOTAL REVENUES</b>	<b>801</b>	<b>13,112,944</b>	<b>12,680,700</b>	<b>197,653</b>	<b>200,000</b>	<b>139,204</b>	<b>140,000</b>
<b>EXPENDITURES:</b>							
Academic Salaries	1000						
Classified Salaries	2000						
Employee Benefits	3000						
Supplies and Materials	4000					69,806	70,000
Other Operating Expenses and Services	5000	47,875	36,900	(204)	100	137,350	90,000
Capital Outlay	6000					592	
<b>TOTAL EXPENDITURES</b>	<b>501</b>	<b>47,875</b>	<b>36,900</b>	<b>(204)</b>	<b>100</b>	<b>207,748</b>	<b>160,000</b>
<b>EXCESS/ (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<b>201</b>	<b>13,065,069</b>	<b>12,643,800</b>	<b>197,857</b>	<b>199,900</b>	<b>(68,544)</b>	<b>(20,000)</b>
<b>OTHER FINANCING SOURCES</b>	<b>8900</b>	<b>379,978</b>	<b>338,000</b>				
<b>OTHER OUTGO</b>	<b>7000</b>	<b>13,455,086</b>	<b>12,981,100</b>	<b>222,738</b>	<b>240,000</b>	<b>11,152</b>	
<b>NET INCREASE/(DECREASE) IN FUND BALANCE</b>	<b>901</b>	<b>(10,039)</b>	<b>700</b>	<b>(24,881)</b>	<b>(40,100)</b>	<b>(79,690)</b>	<b>(20,000)</b>
<b>BEGINNING FUND BALANCE:</b>							
Net Beginning Balance, July 1	902	201,959	191,920	157,304	132,423	217,772	138,076
Prior Years Adjustments	903						
Adjusted Beginning Balance	<b>904</b>	<b>201,959</b>		<b>157,304</b>		<b>217,772</b>	
<b>ENDING FUND BALANCE, JUNE 30</b>	<b>905</b>	<b>191,920</b>	<b>192,620</b>	<b>132,423</b>	<b>92,323</b>	<b>138,076</b>	<b>118,076</b>



**SUPPLEMENTAL DATA**

**Proposition 4: Gann Appropriation Limit**

Proposition 4 (November 1979, Special Election) added Article XIII B to the State Constitution to place limitations of the expenditures of State and local governments.

SB 1352, Chapter 1205/80, provided the implementation of Article XIII B. Subsequently, that legislation was amended by SB 98 (Chapter 82/89), AB 198 (Chapter 83/89), and AB 751 (Chapter 1395/89).

Using the method prescribed by the Chancellor's Office and approved by the Department of Finance; please provide district information for the budget year, pursuant to Government Code Sections 7908(c) and 7910, as follows:

**Budget Year: 2009-10**

Description	State Use Only (EDP)	S11 Amount
Appropriations Limit.	11	€95,768,830
Appropriations subject to limit.	12	\$66,355,642
Amount of State aid apportionments and subventions included within the proceeds of taxes of the district.	13	\$52,560,000
Amounts excluded from the appropriations subject to limit, such as unreimbursed federal, State, or court mandates.	14	\$0

**SUPPLEMENTAL DATA**

For Actual Year: 2008-09

Description	State Use Only (EDP)	General Fund Total No. S10
<b>A. NET ENDING BALANCE</b>	<b>905</b>	18,031,791
Identify the following legally restricted or Board designated amounts within the net ending balance:		
B. Noncash Assets (items of noncash nature not readily available to meet fund expenditures)		
Investments (at cost)	611	
Student Loans Receivable	612	
Stores, Inventories, and Prepaid Items	613	39,782
<b>Subtotal B</b>	<b>619</b>	39,782
C. Amounts restricted by law (legal requirement) includes specific tax revenues, grants, and appropriations for special purposes.)		
Federal and State	621	
Local	622	938,607
<b>Subtotal C</b>	<b>629</b>	938,607
<b>D. Subtotal, Reserved (B + C)</b>	<b>675</b>	978,389
E. Amounts committed by contract/other legal obligations:		
Capital Outlay and Equipment Replacement	631	
Collective Bargaining Contracts, Personal Services, and/or Consulting Contracts	632	
Other	633	
<b>Subtotal E</b>	<b>639</b>	
F. Amounts for district's self-insurance program	<b>649</b>	550,000
G. Amounts for court order payments	<b>659</b>	
H. Amounts designated by Board action for specific future purposes excluding amounts above:		
Capital Outlay and Equipment Replacement	661	
Personal Services and/or Consulting Contracts	662	1,546,037
General Reserve	663	7,000,000
Other	664	1,714,813
<b>Subtotal H</b>	<b>669</b>	10,260,850
<b>I. TOTAL, DESIGNATED AMOUNTS (D through H)</b>	<b>679</b>	11,789,239
<b>J. UNCOMMITTED BALANCE (A less I)</b>	<b>690</b>	6,242,552

**SUPPLEMENTAL DATA**

For Actual Year: 2008-09

**S11 GENERAL FUND - UNRESTRICTED SUBFUND**

Object Category	State Use Only (EDP)	ECS 84362(a) Instructional Salary Costs (AC 0100-5900 and AC 6110) ( 1 )	ECS 84362(b) Total (AC 0100 - 6799) ( 2 )
Academic Salaries (CA 1000):			
Instructional Salaries (CA 1100 and 1300)	407	24,853,723	25,468,172
Noninstructional Salaries (CA 1200 and 1400)	408		7,774,404
<b>Subtotal Academic Salaries</b>	<b>409</b>	<b>24,853,723</b>	<b>33,242,576</b>
Classified Salaries (CA 2000):			
Noninstructional Salaries (CA 2100 and 2300)	411		12,620,828
Instructional Aides (CA 2200 and 2400)	416	2,617,649	2,617,649
<b>Subtotal Classified Salaries</b>	<b>419</b>	<b>2,617,649</b>	<b>15,238,477</b>
Employee Benefits (CA 3000)	429	4,925,275	11,147,257
Supplies and Materials (CA 4000)	435		1,009,247
Other Operating Expenses and Services (CA 5000)	449		8,813,274
Equipment Replacement (CA 6400 Equipment, subsidiary "Replacement")	451		
<b>TOTAL (409 + 419 + 429) and (435 + 449 + 451)</b>	<b>459</b>	<b>32,396,647</b>	<b>69,450,831</b>
Less Exclusions for Current Expense of Education	469		4,865,097
<b>TOTALS for ECS 84362, 50 Percent Law (459 - 469))</b>	<b>470</b>	<b>32,396,647</b>	<b>64,585,734</b>
Percentage of CEE (EDP 470, col. 1 divided by EDP 470, col. 2)	471	<b>50.16%</b>	<b>100.00%</b>
50 Percent of Current Expense of Education (50% of EDP 470, col. 2)	472		32,292,867
Nonexempted Deficiency from second preceding fiscal year	473		
Amount Required to be Expended for Salaries of Classroom instructors (472 + 473)	474		32,292,867

CALIFORNIA COMMUNITY COLLEGES  
Annual Financial and Budget Report

Detail of General Fund Revenues

SUPPLEMENTAL DATA

For Actual Year: 2008-09

Description	State Use Only (EDP)	Fund S11	Fund S12	Fund S10
		Unrestricted	Restricted	Total General Fund
		Actual (1)	Actual (1)	Actual (1)
<b>Federal Revenues (CA 8100):</b>				
Forest Reserve	8110			
Higher Education Act	8120	15,748	1,311,433	1,327,181
Workforce Investment Act	8130			
Temporary Assistance for Needy Families (TANF)	8140		82,131	82,131
Student Financial Aid	8150	43,118		43,118
Veterans Education	8160	3,445		3,445
Vocational and Technical Education Act (VTEA)	8170		618,102	618,102
Other Federal Revenues	8190		856,217	856,217
<b>TOTAL FEDERAL REVENUES</b>	<b>8100</b>	<b>62,311</b>	<b>2,867,883</b>	<b>2,930,194</b>
<b>State Revenues (CA 8600)</b>				
General Apportionments (CA 8610)				
Apprenticeship Apportionment	121			
State General Apportionment	122	56,371,762		56,371,762
Other General Apportionments	123	704,327		704,327
General Categorical Programs (CA 8620)				
Child Development	124			
Extended Opportunity Programs and Services (EOPS)	125		1,307,737	1,307,737
Disabled Students Programs and Services (DSPS)	126		1,240,840	1,240,840
Temporary Assistance for Needy Families (TANF)	127		82,131	82,131
CA Work Oppor. & Responsibility to Kids (CalWORKs)	128		936,396	936,396
Telecomm. and Technology Infrastructure Program (TTIP)	129		146,075	146,075
Other General Categorical Programs	130		4,033,134	4,033,134
Reimbursable Categorical Programs (CA 8650)				
Instructional Improvement Grant	132			
Other Reimbursable Categorical Programs	133		2,225,017	2,225,017
State Tax Subventions (CA 8670):				
Homeowners' Property Tax Relief	134	256,734		256,734
Timber Yield Tax	135			
Other State Tax Subventions	136			
State Non-Tax Revenues (CA 8680):				
State Lottery Proceeds	137	1,568,024	187,797	1,755,821
State Mandated Costs	138			
Other State Non-Tax Revenues	139			
Other State Revenues	8690			
<b>TOTAL STATE REVENUES</b>	<b>8600</b>	<b>58,900,847</b>	<b>10,159,127</b>	<b>69,059,974</b>

CALIFORNIA COMMUNITY COLLEGES  
Annual Financial and Budget Report

Detail of General Fund Revenues

SUPPLEMENTAL DATA

For Actual Year: 2008-09

Description	State Use Only (EDP)	Fund S11	Fund S12	Fund S10
		Unrestricted	Restricted	Total General Fund
		Actual (1)	Actual (1)	Actual (1)
<b>Local Revenues (CA 8800):</b>				
Property Taxes (CA8810):				
Tax Allocation, Secured Roll	8811	20,504,169		20,504,169
Tax Allocation, Supplemental Roll	8812	562,264		562,264
Tax Allocation, Unsecured Roll	8813	978,231		978,231
Prior Years Taxes	8816	483,450		483,450
Education Revenue Augmentation Fund (ERAF)	8817	(8,140,322)		(8,140,322)
Contributions, Gifts, Grants, and Endowments	8820		168,536	168,536
Contract Services (CA 8830):				
Contract Instructional Services	140	196,200	219,250	415,450
Other Contract Services	141	37,000		37,000
Sales and Commissions	8840	3,400		3,400
Rentals and Leases	8850	23,605	1,059	24,664
Interest and Investment Income	8860	418,645		418,645
Student Fees and Charges				
Community Services Classes	8872		157,058	157,058
Dormitory	8873			
Enrollment	8874	3,522,688		3,522,688
Field Trips and use of Nondistrict Facilities	8875			
Health Services	8876		680,694	680,694
Instructional Materials Fees and Sales of Materials	8877			
Insurance	8878		69,338	69,338
Student Records	8879	92,270		92,270
Nonresident Tuition	8880	397,261		397,261
Parking Services and Public Transportation	8881		526,015	526,015
Other Student Fees and Charges	8885	11,082		11,082
Other Local Revenues	8890	961,996	7,551	969,547
<b>TOTAL LOCAL REVENUES</b>	<b>8800</b>	<b>20,051,939</b>	<b>1,829,501</b>	<b>21,881,440</b>
<b>TOTAL REVENUES (8100 + 8600 + 8800)</b>	<b>801</b>	<b>79,015,097</b>	<b>14,856,511</b>	<b>93,871,608</b>
<b>Other Financing Sources (CA 8900):</b>				
Proceeds of General Fixed Assets	8910	990,564		990,564
Proceeds of General Long-Term Debt	8940			
Incoming Transfer	8980	3,136		3,136
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>8900</b>	<b>993,700</b>		<b>993,700</b>
<b>TOTAL REVENUES AND OTHER FINANCING SOURCES</b>	<b>899</b>	<b>80,008,797</b>	<b>14,856,511</b>	<b>94,865,308</b>

**CALIFORNIA COMMUNITY COLLEGES**  
**Annual Financial and Budget Report**

**Expenditures by Activity**  
 S10 General Fund - Combined  
 (Total Unrestricted and Restricted)

**SUPPLEMENTAL DATA**

For Actual Year: 2008-09

**S10 GENERAL FUND - COMBINED**

Activity Classification	State Use Only (EDP)	SALARIES and BENEFITS		Operating Expenses (4000 - 5000) (3)	Capital Outlay (6000) (4)	Other Outgo (7000) (5)	Total (1000 - 7000) (6)
		Instructional* (1)	Noninstructional** (2)				
Agriculture and Natural Resources	0100						
Architecture and Environmental Design	0200	158,855					158,855
Environmental Sciences and Technologies	0300	3,112					3,112
Biological Sciences	0400	2,258,488	28,987	74,597	539		2,362,611
Business and Management	0500	1,496,230	22,467	70,221	958		1,589,876
Communications	0600	174,670	4,920	8,286	38,094		225,970
Information Technology	0700	489,469	20,907	33,487	47,336		591,199
Education	0800	1,841,937	45,629	36,136	863		1,924,565
Engineering and Industrial Tech.	0900	2,269,562	76,036	146,482	109,399		2,601,479
Fine and Applied Arts	1000	1,752,973	42,927	28,583	1,969		1,826,452
Foreign Language	1100	837,007	8,399	129			845,535
Health	1200	3,590,926	55,772	127,270	174,969		3,948,937
Family and Consumer Sciences	1300	1,006,364	569,601	204,872	2,324		1,783,161
Law	1400	20,023	1,484				21,507
Humanities (Letters)	1500	4,378,713	81,301	964			4,460,978
Library Science	1600	22,481					22,481
Mathematics	1700	2,970,997	88,870	8,488	668		3,069,023
Military Studies	1800						
Physical Sciences	1900	1,602,673	42,016	30,746	33,112		1,708,547
Psychology	2000	797,803	13,909				811,712
Public and Protective Services	2100	1,020,584	113,042	708,934	71,322		1,913,882
Social Sciences	2200	2,410,505	41,793	8,211	1,486		2,461,995
Commercial Services	3000	19,813					19,813
Interdisciplinary Studies	4900	2,325,398	108,578	6,788	449		2,441,213
Instruct. Staff-Retir's Bnfts & Retire. Incents	5900	68,444					68,444
<b>Subtotal - Instructional Activities</b>	<b>599</b>	<b>31,517,027</b>	<b>1,366,638</b>	<b>1,494,194</b>	<b>483,488</b>		<b>34,861,347</b>

\*\* Salaries and Benefits of staff in noninstructional assignments \* Salaries and Benefits of instructors and instructional aides in instructional assignments

**CALIFORNIA COMMUNITY COLLEGES**  
**Annual Financial and Budget Report**

**Expenditures by Activity**  
 S10 General Fund - Combined  
 (Total Unrestricted and Restricted)

**SUPPLEMENTAL DATA**

For Actual Year: 2008-09

**S10 GENERAL FUND - COMBINED**

Activity Classification	State Use Only (EDP)	SALARIES and BENEFITS		Operating Expenses (4000 - 5000) (3)	Capital Outlay (6000) (4)	Other Outgo (7000) (5)	Total (1000 - 7000) (6)
		Instructional* (1)	Noninstructional** (2)				
<b>Instruct. Admin. &amp; Instruct. Governance (6000)</b>							
Academic Administration	6010		5,307,361	186,361	16,990		5,510,712
Course and Curriculum Development	6020		35,097				35,097
Academic/Faculty Senate	6030			2,221			2,221
Other Instruct. Admin. & Instruct. Governance	6090		121,998				121,998
<b>Subtotal - Instructional Administration</b>	<b>6000</b>		<b>5,464,456</b>	<b>188,582</b>	<b>16,990</b>		<b>5,670,028</b>
<b>Instructional Support Services (6100)</b>							
Learning Center	6110	302,503	192,562	2,062	256		497,383
Library	6120		1,814,139	198,693	138,601		2,151,433
Media	6130		240,122	4,347	583		245,052
Museums and Galleries	6140						
Academic Information Systems and Tech.	6150		122,480	382,729	635,085		1,140,294
Other Instructional Support Services	6190		559,329	134,495	192,925		886,749
<b>Subtotal - Instructional Support Services</b>	<b>6100</b>	<b>302,503</b>	<b>2,928,632</b>	<b>722,326</b>	<b>967,450</b>		<b>4,920,911</b>
<b>Admissions and Records</b>	<b>6200</b>		<b>1,597,877</b>	<b>22,111</b>	<b>2,286</b>		<b>1,622,274</b>
<b>Student Counseling and Guidance (6300)</b>							
Counseling and Guidance	6310		1,708,210	10,782	433		1,719,425
Matriculation and Student Assessment	6320		749,389	70,015	12,624		832,028
Transfer Programs	6330		265,525	9,211			274,736
Career Guidance	6340			4,915			4,915
Other Student Counseling and Guidance	6390		237,662	36,648			274,310
<b>Subtotal - Student Counseling and Guidance</b>	<b>6300</b>		<b>2,960,786</b>	<b>131,571</b>	<b>13,057</b>		<b>3,105,414</b>

\* Salaries and Benefits of instructors and instructional aides in instructional assignments

\*\* Salaries and Benefits of staff in noninstructional assignments

**Expenditures by Activity**  
S10 General Fund - Combined  
(Total Unrestricted and Restricted)

**SUPPLEMENTAL DATA**

For Actual Year: 2008-09

**S10 GENERAL FUND - COMBINED**

Activity Classification	State Use Only (EDP)	SALARIES and BENEFITS		Operating Expenses (4000 - 5000) (3)	Capital Outlay (6000) (4)	Other Outgo (7000) (5)	Total (1000 - 7000) (6)
		Instructional* (1)	Noninstructional** (2)				
<b>Other Student Services (6400)</b>							
Disabled Students Program & Services (DSPS)	6420		1,313,350	77,825	38,827		1,430,002
Extended Opportunity Prgms. & Services (EOPS)	6430		980,383	48,062	10,457		1,038,902
Health Services	6440		571,412	79,752	20,104		671,268
Student Personnel Administration	6450		1,279,699	8,027	2,008		1,289,734
Financial Aid Administration	6460		1,246,582	119,085	15,679		1,381,346
Job Placement Services	6470		495,416	52,856	662		548,934
Veterans Services	6480						
Miscellaneous Student Services	6490		765,405	150,809	43,149		959,363
<b>Subtotal - Other Student Services</b>	<b>6400</b>		<b>6,652,247</b>	<b>536,416</b>	<b>130,886</b>		<b>7,319,549</b>
<b>Operation and Maintenance of Plant (6500)</b>							
Building Maintenance and Repairs	6510		1,080,677	460,717	49,434		1,590,828
Custodial Services	6530		1,977,379	210,319	14,917		2,202,615
Grounds Maintenance and Repairs	6550		641,057	146,776	870		788,703
Utilities	6570			2,624,906			2,624,906
Other Operation and Maintenance of Plant	6590		714,488	96,277	1,489		812,254
<b>Subtotal - Operation and Maintenance of Plant</b>	<b>6500</b>		<b>4,413,601</b>	<b>3,538,995</b>	<b>66,710</b>		<b>8,019,306</b>
<b>Planning, Policymaking, and Coordination</b>	<b>6600</b>		<b>2,454,701</b>	<b>989,235</b>	<b>341,924</b>		<b>3,785,860</b>

\* Salaries and Benefits of instructors and instructional aides in instructional assignments

\*\* Salaries and Benefits of staff in noninstructional assignments



**CALIFORNIA COMMUNITY COLLEGES**  
**Annual Financial and Budget Report**

**Expenditures by Activity**  
 S10 General Fund - Combined  
 (Total Unrestricted and Restricted)

**SUPPLEMENTAL DATA**

For Actual Year: 2008-09

**S10 GENERAL FUND - COMBINED**

Activity Classification	State Use Only (EDP)	SALARIES and BENEFITS		Operating Expenses (4000 - 5000) (3)	Capital Outlay (6000) (4)	Other Outgo (7000) (5)	Total (1000 - 7000) (6)
		Instructional* (1)	Noninstructional** (2)				
<b>General Institutional Support Services (6700)</b>							
Community Relations	6710		450,173	479,696	3,027		932,896
Fiscal Operations	6720		1,628,599	324,980	8,966		1,962,545
Human Resources Management	6730		915,701	182,903	4,464		1,103,068
Noninstrl. Staff Retirees' Bnfts. & Retire. Incents.	6740		181,587				181,587
Staff Development	6750		85,884	75,493			161,377
Staff Diversity	6760			42,257			42,257
Logistical Services	6770		2,784,584	1,047,501	92,153		3,924,238
Management Information Systems	6780		516,344	2,723,772	19,723		3,259,839
Other General Institutional Support Services	6790		784,868	32,202	19,033		836,103
<b>Subtotal - General Institutional Support Services</b>	<b>6700</b>		<b>7,347,740</b>	<b>4,908,804</b>	<b>147,366</b>		<b>12,403,910</b>
<b>Community Svcs. &amp; Economic Develop. (6800)</b>							
Community Recreation	6810						
Community Service Classes	6820		147,896	49,515	774		198,185
Community Use Facilities	6830		51,004				51,004
Economic Development	6840		521,637	690,488	161,251		1,373,376
Other Community Svcs. & Economic Development	6890		107,991	191,618	24,410		324,019
<b>Subtotal - Community Services</b>	<b>6800</b>		<b>828,528</b>	<b>931,621</b>	<b>186,435</b>		<b>1,946,584</b>

\* Salaries and Benefits of instructors and instructional aides in instructional assignments

\*\* Salaries and Benefits of staff in noninstructional assignments

CALIFORNIA COMMUNITY COLLEGES  
Annual Financial and Budget Report

**Expenditures by Activity**  
S10 General Fund - Combined  
(Total Unrestricted and Restricted)

**SUPPLEMENTAL DATA**

For Actual Year: 2008-09

**S10 GENERAL FUND - COMBINED**

Activity Classification	State Use Only (EDP)	SALARIES and BENEFITS		Operating Expenses (4000 - 5000) (3)	Capital Outlay (6000) (4)	Other Outgo (7000) (5)	Total (1000 - 7000) (6)
		Instructional* (1)	Noninstructional** (2)				
<b>Ancillary Services (6900)</b>							
Bookstores	6910		77,510				77,510
Child Development Centers	6920		326,433				326,433
Farm Operations	6930						
Food Services	6940		199,147	26,780			225,927
Parking	6950						
Student and Co-curricular Activities	6960		314,844	188,321	2,130		505,295
Student Housing	6970						
Other Ancillary Services	6990						
<b>Subtotal - Ancillary Services</b>	<b>6900</b>		917,934	215,101	2,130		1,135,165
<b>Auxiliary Operations (7000)</b>							
Contract Education	7010		277,325	35,855			313,180
Other Auxiliary Operations	7090		10,241				10,241
<b>Subtotal - Auxiliary Operations</b>	<b>7000</b>		287,566	35,855			323,421
<b>Physical Property and Related Acquisitions (7100)</b>	<b>7100</b>		196,128	11,740	21,779		229,647
<b>Long-Term Debt and Other Financing (7200)</b>							
Long-Term Debt	7210						
Tax Revenue Anticipation Notes	7220						
Other Financing	7290						
<b>Subtotal - Long-Term Debt and Other Financing</b>	<b>7200</b>						
<b>Transfers, Student Aid, and Other Outgo (7300)</b>							
Transfers	7310					2,682,522	2,682,522
Student Aid	7320					1,212,227	1,212,227
Other Outgo	7330						
<b>Subtotal - Transfers, Student Aid, and Other Outgo</b>	<b>7300</b>					3,894,749	3,894,749
<b>TOTAL EXPENDITURES and OTHER OUTGO</b>	<b>391</b>	31,819,530	37,416,834	13,726,551	2,380,501	3,894,749	89,238,165

\* Salaries and Benefits of instructors and instructional aides in instructional assignments

\*\* Salaries and Benefits of staff in noninstructional assignments

CALIFORNIA COMMUNITY COLLEGES  
Annual Financial and Budget Report  
SUPPLEMENTAL DATA

Receipt and Expenditures of Lottery Proceeds

L10 GENERAL FUND

For Actual Year: 2008-09

Budget Year: 2009-10

Description	State Use Only (EDP)	Instructional Activities (0100 - 5900) (1)	Instructional & Institutional Support Activities (6000 - 6700) (2)	Others (3)	Total (Col. 1 thru 3) (4)
1. 06/30/08 Reported Ending Balance	902				
2. Adjustments	903				1,025
3. Adjusted Beginning Balance (lines 1 + 2)	904				1,025
<b>Part I. Actual Fiscal Year Data</b>					
4. State Lottery Proceeds:					
a) Cash Received	869A				875,324
b) Accrued	860A				879,472
Expenditures:					
5. Salaries and Benefits (Objects 1000 - 3000)	100A				
6. Supplies and Materials (Object 4000)					
(a) Software	210A				
(b) Books, Magazines, & Periodicals	220A		66,363		66,363
(c) Instructional Supplies & Materials	230A	13,335			13,335
(e) Noninstructional Supplies & Materials	240A				
7. Other Oper. Exp. & Services (5000)	400A	108,099	1,568,024		1,676,123
8. Capital Outlay:					
a) Library Books (Object 6300)	630A				
b) Equipment (Object 6400)	640A				
c) Other	650A				
9. Total Expenditures (add lines 5 thru 9)	501A	121,434	1,634,387		1,755,821
11. 06/30/09 Balance (lines 3 + 4 - 10)	905A				
<b>Part II. Budget Fiscal Year Data</b>					
12. State Lottery Proceeds (estimated)	869B				1,747,806
Expenditures:					
13. Salaries and Benefits (Objects 1000 - 3000)	100B				
14. Supplies & Materials (Object 4000)					
(a) Software	210B				
(b) Books, Magazines, & Periodicals	220B		66,500		66,500
(c) Instructional Supplies & Materials	230B	13,300			13,300
(e) Noninstructional Supplies & Materials	240B				
15. Other Oper. Exp. & Services (Object 5000)	400B	107,600	1,560,406		1,668,006
16. Capital Outlay:					
a) Library Books (Object 6300)	630B				
b) Equipment (Object 6400)	640B				
c) Other	650B				
17. Total Expenditures (add lines 13 thru 17)	501B	120,900	1,626,906		1,747,806
19. 06/30/10 Projected Balance (add lines 11 + 12 - 18)	905B				

Annual Financial and Budget Report

Analysis of Interfund Transfers

SUPPLEMENTAL DATA

For Actual Year: 2008-09

Fund #	In/Out	Fund Title	Amount Transferred In	Amount Transferred Out
11	IN	Unrestricted Subfund	3,136	
69	OUT	Other Internal Services Fund		3,136
41	IN	Capital Outlay Projects Fund	324,781	
10	OUT	General Funds		324,781
39	IN	Other Special Revenue Fund	1,807,741	
11	OUT	Unrestricted Subfund		1,807,741
61	IN	Self-Insurance Fund	550,000	
11	OUT	Unrestricted Subfund		550,000

Annual Financial and Budget Report

Analysis of Interfund Transfers

SUPPLEMENTAL DATA

For Actual Year: 2008-09

Fund #	In/Out	Fund Title	Amount Transferred In	Amount Transferred Out
<b>Summary Totals</b>				
Totals			2,685,658	2,685,658
11		Unrestricted Subfund	3,136	
69		Other Internal Services Fund		3,136
41		Capital Outlay Projects Fund	324,781	
10		General Funds		324,781
39		Other Special Revenue Fund	1,807,741	
11		Unrestricted Subfund		2,357,741
61		Self-Insurance Fund	550,000	

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: November 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**

Virginia Diggle  
Greg Fife  
Memo Parra

## **SBVC**

Vincente Alvarez  
Victoria Anemelu  
Stephanie Briggs  
Lorrie Burnham  
Armando Camarena  
Linda Collette  
Ethel Epps  
Jeremiah Gilbert  
Al Gutierrez  
Robert Hernandez  
Guy Hinrichs  
Gary Holman  
Kelly Holt  
Dan Hook  
Kevin Kammer  
Moustafa Kanawati  
Abeir Kasouha  
Johnny Kates  
Deana Kelly-Silagy  
Sonji Key  
Yvette Lee  
Vivian Marquez (2)  
Jerry Mason (3)  
Michael Mayne  
Stacy Meyer  
Amanda Moody  
Jerry Ohigashi  
Ben Ouellette  
Neil Petersen  
Bill Rankin  
Zadock Reid  
Teri Strong  
David Smith  
Cecile Smith  
Chris Williams (2)  
James Young