

San Bernardino Community College District  
Regular Meeting of the Board of Trustees  
114 S. Del Rosa Drive, San Bernardino, CA 92408  
Thursday, January 14, 2010 – 4:00 p.m. – Board Room

1. CALL TO ORDER – PLEDGE OF ALLEGIANCE
2. ANNOUNCEMENT OF CLOSED SESSION ITEMS
  - A. CONFERENCE WITH LABOR NEGOTIATORS  
Government Code 54957.6  
Agency Negotiators: Renee Brunelle and Bruce Baron  
CTA  
CSEA  
Management/Supervisors  
Confidentials
  - B. CONFERENCE WITH LEGAL COUNSEL  
EXISTING LITIGATION  
Government Code 54956.9(a)  
Case #125321`
  - C. CONFERENCE WITH LEGAL COUNSEL  
ANTICIPATED LITIGATION  
Government Code 54956.9(b)  
Number of Potential Cases: 4
  - D. PUBLIC EMPLOYEE APPOINTMENT – ACTING CHANCELLOR  
(Government Code Section 54957)
3. PUBLIC COMMENT ON AGENDA ITEMS
4. CONVENE CLOSED SESSION
5. RECONVENE PUBLIC MEETING
6. REPORT OF ACTION IN CLOSED SESSION

7. APPROVAL OF MINUTES

- A. December 10, 2009 (p.1)
- B. December 14, 2009 (p.13)
- C. December 22, 2009 (p.22)

8. PUBLIC PRESENTATION

2008-2009 Citizens Bond Oversight Committee Annual Report (p.18)

9. PUBLIC HEARING

Presentation of Initial Proposal for 2009-2010 Renegotiation Submitted by the SBCCD for Negotiations with the SBCCD CSEA Chapter #291 for Official Receipt and Public Notice/Hearing (p.23)

10. 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.

11. NOMINATIONS TO THE 2010 CCCT BOARD (p.57)

12. REPORTS

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

13. 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. Approve Curriculum Modifications – SBVC (p.59)
  - 2. Approve Curriculum Modifications – CHC (p.97)
  
- B. HUMAN RESOURCES
  - 1. Consideration of Approval of Amendment of Classified Transfers/  
Reduction in Hours in Lieu of Layoff (p.102)
  - 2. Consideration of Approval of Short-Term, Substitute and  
Professional Expert Employees (p.103)
  - 3. Consideration of Approval of Adjunct and Substitute Academic  
Employees (p.108)
  - 4. Consideration of Approval of Non-Instructional Pay (p.110)
  - 5. Consideration of Approval of New Classified Job Description –  
Clean Energy Workforce Training Assistant (p.112)
  - 6. Consideration of Approval of Revised Classified Job Description –  
Workforce Grant Assistant (p.116)
  - 7. Consideration of Approval of Management Employee – Business  
Manager, Fiscal Services (p.119)
  - 8. Consideration of Approval of Interim Management Appointment –  
Director, Child Development Center, SBVC (p.120)
  - 9. Consideration of Approval of Revised Management Job  
Description – Director, Student Life (p.121)
  - 10. Consideration of Approval of Stipends for Assistant  
Coaches – SBVC (p.127)
  - 11. Consideration of Approval of Department Head  
Stipends – SBVC (p.128)
  - 12. Consideration of Approval of District Volunteers (p.129)
  
- C. FISCAL SERVICES
  - 1. Consideration of Approval of Routine Contracts and  
Agreements (p.131)
  - 2. Consideration of Approval of Budget Adjustments (p.138)
  - 3. Consideration of Approval of Conference Attendance (p.168)
  - 4. Consideration of Approval of District/College Expenses (p.170)
  - 5. Consideration of Approval of Surplus Property and Authorize  
Disposal or Private Sale (p.173)
  - 6. Consideration of Approval of Surplus and Exchange  
Property (p.176)
  - 7. Consideration of Approval of Individual Memberships (p.177)
  - 8. Consideration of Approval of Non-Resident Tuition Fee (p.179)
  - 9. Consideration of Approval of Facility Use Fee  
Waiver – SBVC (p.182)
  
- 14. ACTION AGENDA
  - A. INSTRUCTIONAL/STUDENT SERVICES

B. HUMAN RESOURCES

1. Consideration of Approval of Classified Retirement (p.183)
2. Consideration of Approval for Second Reading of SBCCD Discrimination Complaint Procedures (p.184)

C. FISCAL SERVICES

1. Consideration of Approval of Bond Measure P Construction Change Orders and Contract Amendments (p.202)
2. Consideration of Approval to Reduce Retention to 5% for Fischer, Inc. Infrastructure 2/3/4 Contract – CHC (p.239)
3. Consideration of Approval of 2010-2011 Budget Calendar (p.241)
4. Consideration of Approval of Interfund Borrowing (p.244)
5. Consideration of Approval of Board Investment Policy 6320 (p.245)
6. Consideration of Approval to Adopt Resolution Authorizing Supplemental Employee Retirement Plan (p.250)

15. INFORMATION ITEMS

- A. Summary of Bond Measure P Capital Improvement Change Orders and Amendments for Construction Contracts (p.255)
- B. Budget Report (p.274)
- C. Purchase Order Report (p.314)
- D. Applause Cards (p.315)

16. 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
17. ADJOURN – The next regular meeting of the Board of Trustees will be a Study Session on Thursday, January 21, 2010, 4:00 p.m., in the District Office Board Room.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
114 South Del Rosa Drive, San Bernardino, CA 92408

Minutes of the Regular Meeting of the Board of Trustees  
Monday, December 10, 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  
Dr. Donald L. Singer, Clerk  
John M. Futch  
John Longville  
Dr. Charles S. Terrell, Jr.  
Jess C. Vizcaino, Jr.  
Jason P. Buckner, Student Trustee, SBVC  
Kaylee Hrisoulas, Student Trustee, CHC

Members Absent:

None

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. Terrell led the Pledge of Allegiance.

2. ORGANIZATIONAL MEETING OF THE BOARD

**Elect Officers - President, Vice President, Clerk**

Mr. Ramos opened nominations for President of the Board of Trustees. Mr. Longville moved, Dr. Singer seconded, and the Board members voted as follows to keep the current slate of officers:

Dr. Terrell moved to vote on each office separately. The motion died for lack of a second.

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

NOES: Terrell

ABSTENTIONS: None

ABSENT: None

Mr. Ramos will remain President, Mr. Lockwood Vice President and Dr. Singer Clerk.

**Elect Board Representative and Alternate to the Nominating Committee for the County Committee on School District Organization**

Mr. Longville moved, Mr. Lockwood seconded, and the Board members voted as follows to elect Mr. Futch as the Board Representative to the County Committee on School District Organization and to elect Dr. Charles S. Terrell as the alternate Board Representative to the County Committee on School District Organization:

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

NOES: None

ABSTENTIONS: None

ABSENT: None

**Approve Committee Assignments (KVCR Foundation, San Bernardino Regional Emergency Training Center Joint Powers Authority)**

Dr. Terrell moved, Dr. Singer seconded, and the Board members voted as follows to appoint Mr. Ramos, Mr. Futch and Mr. Longville to the KVCR Foundation:

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

NOES: None

ABSTENTIONS: None

ABSENT: None

Mr. Lockwood moved, Mr. Futch seconded, and the Board members voted as follows to appoint Mr. Longville to the San Bernardino Regional Emergency Training Center Joint Powers Authority:

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

**Approve 2010 Board Meeting Dates**

Mr. Lockwood moved, Mr. Futch seconded, and the Board members voted as follows to approve the 2010 Board meeting calendar:

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

3. ANNOUNCEMENT OF CLOSED SESSION ITEMS

- A. CONFERENCE WITH LABOR NEGOTIATORS  
Government Code 54957.6  
Agency Negotiators: Renee Brunelle and Bruce Baron  
CTA  
CSEA  
Management/Supervisors  
Confidentials
- B. CONFERENCE WITH LEGAL COUNSEL  
EXISTING LITIGATION  
Government Code 54956.9(a)

4. PUBLIC COMMENT ON AGENDA ITEMS

None.

5. CONVENE CLOSED SESSION

The Board convened to closed session at 4:10 p.m.

6. RECONVENE PUBLIC MEETING

Mr. Ramos reconvened the public meeting at 4:55 p.m.

7. REPORT OF ACTION IN CLOSED SESSION

None.

8. APPROVAL OF MINUTES

Mr. Lockwood moved, Dr. Terrell seconded and the Board members voted as follows to approve the minutes of November 5, 2009:

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

NOES: None

ABSTENTIONS: Ramos

ABSENT: None

9. PUBLIC HEARING

Mr. Ramos opened the public hearing on the Initial Proposal for 2009-2010 Renegotiation Submitted by the SBCCD CSEA Chapter #291.

Hearing no comments, Mr. Ramos closed the Public Hearing on the Initial Proposal for 2009-2010 Renegotiation Submitted by the SBCCD CSEA Chapter #291.

Mr. Longville moved, Dr. Singer seconded, and the Board members voted as follows to receive the Initial Proposal for 2009-2010 Renegotiation submitted by the SBCCD CSEA Chapter #291:

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

NOES: None

ABSTENTIONS: None

ABSENT: None

The Initial Proposal for 2009-2010 Renegotiation submitted by the SBCCD for negotiations with the CSEA Chapter #291 was deleted from the agenda.

10. PUBLIC COMMENT

Mr. Dick Riddell, Mayor of Yucaipa, expressed his gratitude and appreciation for the cooperation he received from the Board and the staff on the pool installation project at CHC. He stated the project will be an asset to the college and the city. He thanked President Harrison and Board President Ramos for their cooperation. He said he spoke with Congressman Jerry Lewis who asked how the project was

coming. Mayor Riddell hopes the opening of the pool can be scheduled so Congressman Lewis could attend.

Mr. Edwin Handley, a representative from Mountain Movers Engineering, addressed the Board seeking assistance with late payments for contracting work his firm completed for the district. He also requested documentation and clarification for a deductive change order for five items of work performed by his firm. Mr. Baron will research both issues and provide a response.

11. INSTITUTIONAL PRESENTATIONS – SABATTICAL LEAVES

The following sabbatical leave reports were presented:

*Recent Trends in Art and Art Education*  
By Snezana Petrovic, Art Instructor, CHC

Dr. Terrell said “it was an outstanding presentation and the students are lucky to have you...you have set the bar very high.” Mr. Futch added Ms. Petrovic appears to have been a great ambassador for her campus and the district. He added it was a “great report.”

Dr. Vela stated this is one reason we appreciate the Board’s support for sabbaticals because ultimately our students realize the outcome from these sabbaticals.

*Strengthening the Reading and Study Skills of Developmental Students in the English Classroom and Across the Curriculum*  
By Paula Ferri-Milligan, English Instruction, SBVC

Ms. Ferri-Milligan thanked the Board for the opportunity to take this sabbatical and also for the opportunity to present the results. She stated the students benefit greatly from these opportunities.

Dr. Vela reminded the Board that two other sabbaticals were approved but one faculty member from each college was asked to make a presentation. Written reports were provided to the trustees on all sabbaticals. She added that this investment impacts our students as well as our faculty.

Dr. Terrell said he hopes the Board continues to selectively award sabbaticals, although the Board may need to take a hiatus for a year or so because of the budget situation.

Mr. Lockwood thanked Mayor Riddell for his cooperation with the pool project and added the Board really appreciated the time he spent working to complete the pool installation. Mr. Lockwood stated there are lots of future kids and students in Yucaipa that will enjoy the pool for decades.

Mr. Ramos recognized Denise Hoyt, city council member from Yucaipa.

## 12. REPORTS

### A. Board Members

- Dr. Terrell questioned the name "New North Hall". Dr. Vela explained a requirement for the funding was that we refer to the project as the "New North Hall". After the building is completed, it can be named.
- Mr. Ramos reported the Waat celebration was held at CHC on November 19-20. Attendees had the opportunity to learn the sights and sounds of the Indian people.
- Mr. Futch traveled to Washington, D.C. with the SBVC and CHC foundations to witness the receipt of a philanthropic award by the Council on Resource Development which was presented to San Manuel. Mr. Ramos was present to accept the award.

### B. Student Trustees

- Kaylee Hrisoulas reported five members of the senate participated in the recent general assembly conference. Students received an education on advocacy and what they can do to impact things at the state level. Her main focus next semester will be to look at an advocacy plan. Although many classes were cut at CHC, Kaylee thanked the administration for "going to bat for the students and not cutting the vital classes."
- Jason Buckner echoed Kaylee's comments on advocacy. He reported it has been hectic for students as they are in the midst of finals. The SBVC cross-country team completed its fourth state title, and the basketball team is currently number one in the state.

### C. Chancellor

- Dr. Vela stated it is finals week and our students are here. She took the opportunity to thank the faculty for their direct instruction and the classified staff for their support.
- The Chancellor said there is a great demand for classes now which generally occurs when the economy is down. We have the perfect storm at a time when we need and want to be available to our students, but we are being challenged by great budget issues. In August, she shared that about 1,500 full-time equivalent students were not funded by the state. We agreed at that time to serve up to 800 FTES that would be unfunded and dip into our fund balance to support that. We may have up to 2,000 FTES that we will not get funding for this year. We want to be able to have the instructional tools to assist our students. The administration has been working hard to make a plan for next year so that we can balance all of the issues. We have been told the cuts will last a few years. We still need to advocate and impress on our state leaders that education is an investment in the future. We are working to be as creative as we can.
- Dr Vela wished everyone happy holidays.

13. CONSENT AGENDA

The following item was pulled from the Consent Agenda for discussion:

Item 13.B.10. – Consideration of Approval of Revised Management Job Description – Director, Student Life

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

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

NOES: None

ABSTENTIONS: None

ABSENT: None

**Approve Revised Management Job Description – Director, Student Life**

This item was pulled for discussion by Jason Buckner. He stated this particular position had been reviewed on the campus and the students were “kept in the loop on this”, but he had questions and asked for clarification on #9, #13, #15 and #20. In the absence of Damon Bell, Dr. Daniels addressed his concerns. Tabling this item was discussed. Dr. Daniels explained that advertising for the position would be delayed should this item be tabled and students did have an opportunity to provide their input. Mr. Longville asked who prepared the document. Dr. Vela responded that there was an existing job description and through the vice presidents, presidents and students this revised job description was developed. Mr. Longville asked who was the last person to sign off on the language. Dr. Vela said it was the presidents. Mr. Longville expressed his irritation at the typos and grammatical errors in the document and hoped these were corrected before the item appeared before the Board again.

Mr. Vizcaino moved, Dr. Singer seconded, and the Board members voted as follows to table this item to January 14:

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

NOES: Terrell

ABSTENTIONS: None

ABSENT: None

Dr. Daniels announced the new Vice President of Instruction, Dr. Larry Buckley, will begin on January 4, 2010. She provided a brief background on Dr. Buckley’s work experience.

The Board recognized Dr. Kay Ragan for her long service to the district in the many interim positions she has held.



14. ACTION AGENDA

**Accept Academic Retirement**

Mr. Futch moved, Mr. Lockwood seconded, and the Board members voted as follows to accept the academic retirement of William Kastner, Welding Instructor, SBVC, effective January 1, 2010:

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

NOES: None

ABSTENTIONS: None

ABSENT: None

**Approve Amendment 003 to the Converse Consultants Contract - SBVC**

Mr. Futch moved, Dr. Singer seconded, and the Board members voted as follows to approve Amendment 003 to the Converse Consultants Geotechnical and Special Inspection Services contract, SBVC, in the amount of \$65,277.19:

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

NOES: None

ABSTENTIONS: None

ABSENT: None

**Award Bid and Approve Contract for the Community Recreation Facility Pool Equipment and Related Athletic Accessories Project - CHC**

Mr. Lockwood moved, Mr. Futch seconded, and the Board members voted as follows to award bid and approve contract with Knorr Systems, Inc. for the Community Recreation Facility Pool Equipment and Related Athletic Accessories Project, CHC, in the amount of \$168,416.00:

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

NOES: None

ABSTENTIONS: None

ABSENT: None

**Approve Bond Measure P Construction Change Orders and Contract Amendments**

Mr. Futch moved, Mr. Vizcaino seconded, and the Board members voted as follows to approve the following 14 change orders (CO) and 3 contract amendments (CA) for the Bond Measure P Capital Improvement Program construction contracts at CHC and SBVC, as listed below:

CHC – Learning Resource Center

Pro-Craft Plumbing, CO-01, in the amount of \$32,685.00

CHC – Community Recreation Facility

Crew, Inc., CO-01, in the amount of \$37,543.00

SBVC – Media/Communications

Mountain Movers, CA-01, in the amount of \$30,429.00  
RC Construction Services, CO-03, in the amount of \$1,565.00  
Montgomery Hardware, CO-01, in the amount of \$12,701.00  
J. G. Tate Fire Protection, CO-01, in the amount of \$500.00  
Pro Tech Mechanical, CA-01, in the amount of \$19,125.00  
Pro Tech Mechanical, CO-01, in the amount of \$909.00  
Daniels Electric, CO-05, in the amount of \$26,424.00

SBVC – North Hall

Devries Construction, CO-02, in the amount of \$39,995.00  
Best Contracting, CO-01, in the amount of (\$2,158.00)  
Inland Building Co., CO-02, in the amount of \$2,513.00  
Pro Tech Mechanical, CO-01, in the amount of (\$2,211.00)  
Sierra Landscaping, CA-01, in the amount of \$17,036.00.

SBVC- Chemistry/Physical Science

Montgomery Hardware Co., CO-01, in the amount of \$2,331.00  
Inland Building Co., CO-01, in the amount of (\$7,403.00)  
Fischer, Inc., CO-01, in the amount of \$16,535.00

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

NOES: None

ABSTENTIONS: None

ABSENT: None

**Approve Joint Use Agreement Between the City of Yucaipa and the SBCCD for the Use of the Aquatics Center - CHC**

Mr. Longville moved, Mr. Lockwood seconded, and the Board members voted as follows to approve the Joint Use Agreement between the City of Yucaipa and the SBCCD for the use of the Aquatics Center at CHC:

Dr. Terrell asked about the length of the contract. Mr. Baron said it is a two-phase contract totaling 20 years. Although it is a long contract, it benefits the

district and the groups in Yucaipa. The contract offsets a lot of the costs while giving the community access to the facility.

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

NOES: None

ABSTENTIONS: None

ABSENT: Ramos

**Approve Board Policy 4800 – Human Remains**

Mr. Ramos moved, Mr. Futch seconded, and the Board members voted as follows to approve Board Policy 4800 Human Remains:

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

NOES: None

ABSTENTIONS: None

ABSENT: None

Mr. Ramos stated he anticipated going to the state level to get all the California community colleges to adopt a similar policy and procedure.

15. 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. Quarterly Financial Status Report
- E. Administrative Procedures 4800 Handling of Human Remains and 5550 Speech: Time, Place and Manner

Dr. Vela noted the Board receives procedures as information and takes action on the policies. Administrative Procedure 4800 clearly outlines the actual steps to be taken should human remains be found on district property. The development of the policy takes time through the shared governance process to allow everyone an opportunity to participate and share input. The chancellor thanked the faculty and managers for moving this item forward quickly. The documents will appear on the district's website.

- F. Applause Cards

16. STAFF REPORTS

- A. SBVC President
- A written report was submitted to the Board.
- B. SBVC Academic Senate
- Dr. Stankas reported we need to have conversations about the Master Plan for Higher Education because it is “crumbling.” We need to figure out what we value. He stated the faculty who were hired in categorical positions were not hired contingent on funding, and the priority should be given to moving those positions to general funds.
- C. SBVC Classified Senate
- Absent.
- D. SBVC ASB
- Damaris Castillo-Torres reported five students participated in the Student Affairs Association Student Leadership Conference. One of the breakout sessions was entitled, “*So You Want to be an AS President.*” The students recently held a successful food drive. Damaris participated in a motivational conference where she had the opportunity to let the attendees know how much participation the SBVC students have in campus issues.
- E. CHC President
- A written report was submitted to the Board.
- F. CHC Academic Senate
- Scott Rippy reported CHC also had a discussion on what the faculty can and should do about the financial situation. The feeling was overwhelming in unity. The faculty is dismayed and feels betrayed because the college is losing the growth it worked so hard for and the chancellor promised both colleges that cuts would be kept as far away from students as possible. To maintain the mission of each entity, the faculty wants to remind the Board that there is nothing more critical than to serve students. He urged the Board to “not wash their hands of this crucial budget issue”. He added that funding KVCR’s salaries and benefits should not take precedence over serving students.
  - Mr. Longville asked for clarification about students serving and participating at KVCR for educational purposes. Mr. Rippy replied that historically, students were involved in KVCR but that is no longer the case, and telecourses have been discontinued and do not serve the same purpose and are not beneficial to students.
- G. CHC Classified Senate
- No report.

H. CHC ASB

- Kaylee reported students will be participating in a single parents luncheon. Everyone was invited to *CHC Has Talent* on January 31. Students will be planning their retreat and discussing advocacy efforts.

I. KVCR

- A written report was submitted to the Board.

J. CTA

- Absent.

K. CSEA

- Absent.

L. Chancellor

- Dr. Vela stated we have heard about the challenges. They are real but the chancellor feels we can work through this together. We have a talented group of employees. She stated there will be reductions. We didn't want to do the cuts and yet it is about balancing quality. While some sections were cut, we didn't cut as many as our neighbors. It is our opportunity to look at the whole and look at ways to make some reductions and preserve as much as we can. The Board will be briefed in an upcoming budget workshop.

17. ADJOURN TO CLOSED SESSION

The Board adjourned to closed session at 7:05 p.m.

18. RECONVENE PUBLIC MEETING

Mr. Ramos reconvened the public meeting at 9:48 p.m.

19. REPORT OF ACTION IN CLOSED SESSION

None.

20. ADJOURN

Mr. Ramos adjourned the meeting at 9:50 p.m.



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

Minutes of the Special Meeting of the Board of Trustees  
Monday, December 14, 2009 5:00 p.m. – Board Room

1. CALL TO ORDER - PLEDGE OF ALLEGIANCE

Mr. Ramos called the meeting to order at 5:00 p.m.

Members Present:

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

Members Absent:

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

Administrators Present:

None.

Administrators Absent:

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

Pledge of Allegiance

Mr. Lockwood led the Pledge of Allegiance.

2. ANNOUNCEMENT OF CLOSED SESSION ITEMS

**Evaluation of Performance - Chancellor  
(Government Code Section 54957)**

**Discipline/Dismissal/Release of Public Employee  
One Employee (Government Code Section 54957)**

3. PUBLIC COMMENT ON AGENDA ITEMS

None.

4. CONVENE CLOSED SESSION

The Board convened to closed session at 5:05 p.m.

5. RECONVENE PUBLIC MEETING

Mr. Ramos reconvened the public meeting at 6:28 p.m.

6. REPORT OF ACTION IN CLOSED SESSION

Mr. Ramos announced there would be no read out at this time.

7. ADJOURN

Mr. Ramos adjourned the meeting at 6:30 p.m.

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



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

Minutes of the Special Meeting of the Board of Trustees  
Tuesday, December 22, 2009 5:00 p.m. – Board Room

1. CALL TO ORDER - PLEDGE OF ALLEGIANCE

Mr. Ramos called the meeting to order at 5:05 p.m.

Members Present:

James C. Ramos, President  
Dr. Donald L. Singer, Clerk  
John M. Futch  
John Longville  
Dr. Charles S. Terrell, Jr. (left at 5:50 p.m.)  
Jess C. Vizcaino, Jr.

Members Absent:

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

Administrators Present:

Bruce Baron, Vice Chancellor, Fiscal Services  
Renee Brunelle, Vice Chancellor, Human Resources

Administrators Absent:

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

Pledge of Allegiance

Mr. Futch led the Pledge of Allegiance.

2. ANNOUNCEMENT OF CLOSED SESSION ITEMS

CONFERENCE WITH LEGAL COUNSEL  
ANTICIPATED LITIGATION  
(Government Code Section 59456.9(b) )

PUBLIC EMPLOYEE APPOINTMENT - CHANCELLOR  
(Government Code Section 54957)

3. PUBLIC COMMENT ON AGENDA ITEMS

None.

4. CONVENE CLOSED SESSION

The Board convened to closed session at 5:07p.m.

5. RECONVENE PUBLIC MEETING

Mr. Ramos reconvened the public meeting at 6:30 p.m.

6. REPORT OF ACTION IN CLOSED SESSION

Dr. Singer moved, Mr. Futch seconded, and the Board members voted as follows to approve a mutual agreement and mutual general release with Dr. Noelia Vela, Chancellor:

AYES: Futch, Longville, Ramos, Singer, Vizcaino

NOES: None

ABSENT: Lockwood, Terrell

ABSTENTION: None

Mr. Ramos read the following statement:

The Board of Trustees has reached an agreement with Chancellor Noelia Vela regarding her employment with the San Bernardino Community College District. Dr. Vela will begin an administrative leave immediately to permit her to explore new and different professional opportunities. She has resigned her position as Chancellor effective June 30, 2010. Effective with her resignation, the Board will contribute to an annuity on her behalf in recognition of the remaining time on her contract of employment.

A highlight of Dr. Vela's service as Chancellor has been the progress made on accreditation issues at the District Office. A committee has been working to develop a District Strategic Plan and District Office staff has been working on a Program Review model which will assess services provided by the District Office and define goals for improvement. The SBCCD Board of Trustees wants to thank Dr. Vela for her service to the District and wishes her well in her future endeavors.

Mr. Vizcaino moved, Mr. Longville seconded, and the Board members voted as follows to appoint Bruce Baron, Vice Chancellor, Fiscal Services, as Acting Chancellor:

AYES: Futch, Longville, Ramos, Singer, Vizcaino

NOES: None

ABSENT: Lockwood, Terrell

ABSTENTION: None

7. ADJOURN

Mr. Ramos adjourned the meeting at 6:35 p.m.

---

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

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Acting Chancellor  
REVIEWED BY: Bruce Baron, Vice Chancellor, Fiscal Services  
PREPARED BY: Bruce Baron, Vice Chancellor, Fiscal Services  
DATE: January 14, 2010  
SUBJECT: 2008-09 Citizens Bond Oversight Committee Annual Report

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 the activities of the Citizens Bond Oversight Committee for 2008-2009.

ANALYSIS

The Citizens Bond Oversight Committee Annual Report contains informational items and a schedule of the bond project expenditures.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

None.

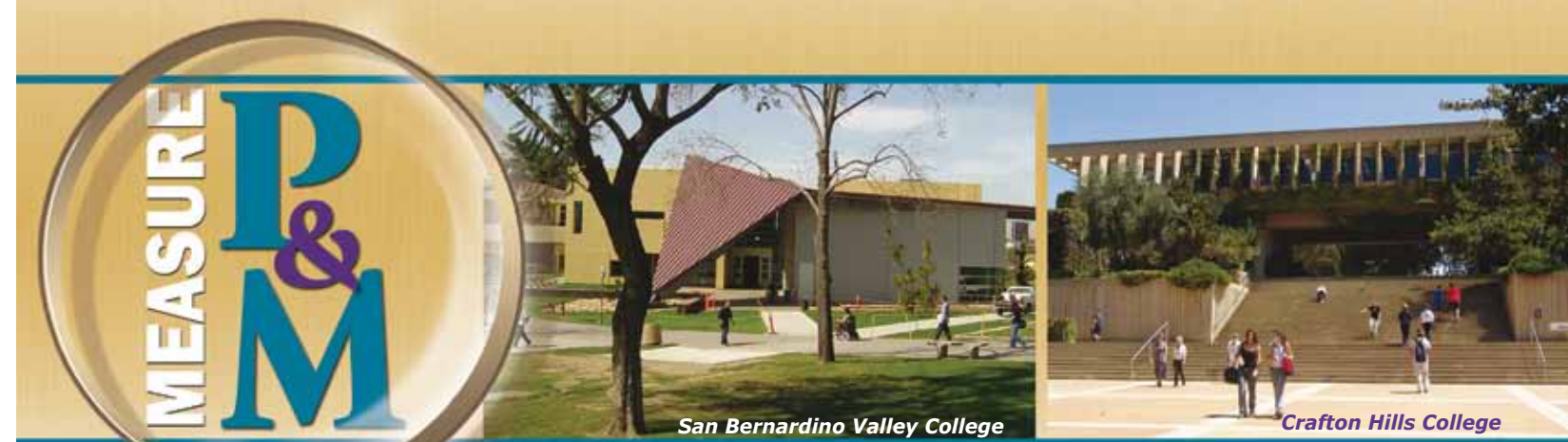
Attachment

# SCHEDULE OF BOND PROJECT EXPENDITURES & LEVERAGED FUNDS

San Bernardino Community College District Measure P Bond Construction Fund  
September 30, 2009

Bond Projects	Total Project Budget For Active Projects 1	Measure P Funds			Leveraged Funds <i>From Inception</i>			Costs from All Funding Sources
		Total Project Costs Through 06/30/08	FY 09 & FY 10 Actual Costs 2	Total Project Costs Through 9/30/2009	State and Local Funds Cost	Federal Funds Costs	Total Project Total Cost of Leveraged Funds	
SBVC Football Field Refurbishment		\$981,167	\$-	\$981,167			\$-	\$981,167
SBVC Retrofits & Modernization Projects		2,401,987	-	2,401,987	\$9,918,714		9,918,714	12,320,701
SBVC Student Health Services		1,715,100	11,315	1,726,415			-	1,726,415
SBVC Child Development Center		5,451,827	27,643	5,479,470	3,127,051		3,127,051	8,606,521
SBVC Infrastructure		11,173,412	2,625	11,176,037	419,325		419,325	11,595,362
SBVC FEMA Seismic Mitigation Project		42,757,900	-	42,757,900	14,147,990	\$34,114,352	48,262,342	91,020,243
SBVC FEMA Furniture		2,108,169	333	2,108,502			-	2,108,502
SBVC Demolition		3,706,544	-	3,706,544			-	3,706,544
SBVC Data Building		459,081	-	459,081			-	459,081
SBVC Campus Master Planning Services		1,584,773	-	1,584,773			-	1,584,773
SBVC - North Hall Seismic Replacement	\$34,488,159	2,733,611	6,398,514	9,132,125	1,917,580		1,917,580	11,049,705
SBVC-Chemistry/Physical Science Seismic Replacement	51,258,985	3,484,072	5,534,100	9,018,172			-	9,018,172
SBVC-North Hall Media Comm Seismic Replacement	15,576,811	1,287,666	4,314,036	5,601,702	1,444,152		1,444,152	7,045,854
SBVC-Maintenance & Operations Building Replacement	5,323,669	592,636	4,672,722	5,265,357			-	5,265,357
SBVC - Project Management		2,205,217	783,661	2,988,878	688,938		688,938	3,677,816
CHC Fire Training Facility		150,000	-	150,000			-	150,000
CHC Administrative Services		2,392,864	-	2,392,864			-	2,392,864
CHC Energy Updates		6,365,614	-	6,365,614	115,900		115,900	6,481,514
CHC Infrastructure	32,637,415	4,646,091	16,614,881	21,260,972	378,370		378,370	21,639,342
CHC Project Management		3,839,683	559,674	4,399,358	56,071		56,071	4,455,429
CHC Seismic Environmental Services		467,827	-	467,827			-	467,827
CHC Humanities Building		114,414	-	114,414			-	114,414
CHC Arts & Lecturers Building		130,100	-	130,100			-	130,100
CHC Campus Master Planning Services		1,179,886	-	1,179,886			-	1,179,886
CHC - Learning Resource Center	35,092,100	2,834,502	7,739,510	10,574,013	1,150,930		1,150,930	11,724,943
CHC - Community Recreation Facility	13,102,090	1,204,836	3,739,785	4,944,621	4,349		4,349	4,948,970
District - Applied Technology Training Center		3,355,079	2,627	3,357,706	203,348	2,096,989	2,300,336	5,658,043
<b>TOTALS</b>		<b>\$109,324,062</b>	<b>\$50,401,425</b>	<b>\$159,725,487</b>	<b>\$33,572,718</b>	<b>\$36,211,341</b>	<b>\$69,784,058</b>	<b>\$229,509,546</b>
				69.59%			30.41%	100.00%

1 \$68 million in State funding has been authorized for the SBVC North Hall Seismic Replacement, SBVC North Hall Media Comm. Seismic Replacement, SBVC Chemistry/Physical Science Seismic Replacement, and CHC Learning Resource Center projects.  
2 Represents unaudited amounts.



2008-2009

## Citizens' Bond Oversight Committee (CBOC) Report To The Community



### Background on Bond Measures P&M

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

Because Measure P was an election under Proposition 39, the District established a Citizens Bond Oversight Committee (CBOC). Regulated by the Ralph M. Brown Public Meetings Act, the Committee reviews expenditure reports to ensure that bond proceeds are expended only for the purpose set forth in the ballot measure and that no bond proceeds are used for teacher or administrative salaries, or operating expenses.

With the goal of addressing the construction projects developed in the Master Plans for both colleges, the District attempted a \$500 million general obligation bond in February 2008. Measure M was approved by the voters with 67% support.

The initial phase of work on Measure M is about to commence, which will include new central heating/cooling and thermal energy storage, renewable energy, infrastructure, and parking structure projects. The process for the selection of professional firms to provide architectural, engineering and other services necessary to prepare design and pre-construction plans for these projects is currently underway and will conclude with recommendations to the Board of Trustees in early 2010. Screening Advisory Committees are being established to ensure active involvement of District and campus constituencies in the screening of professional service firms.

### 2008-2009 Committee Activities

The CBOC met on August 20 and November 19 of 2008, and on March 18 and August 25 of 2009 to review bond expenditures and obtain an update on bond projects.

### Certification of Expenditures

The SBCCD Vice Chancellor of Fiscal Services certifies that the bond proceeds for fiscal year 2009 were expended only for the purposes set forth in the ballot measure and that no bond proceeds were used for teacher or administration salaries, or other operating expenses. The expenditures for fiscal year 2009 will be audited by external auditors Eadie & Payne, and the findings presented to the Oversight Committee in early 2010.

### Issuance of Bonds

Bonds have been issued for the San Bernardino Community College District Measure P and Measure M construction programs. A summary of issuances to date is provided below.

Measure P		
May 2003	Series A	\$ 50,000,000
February 2004	Series B	20,000,000
September 2006	Series C	100,000,000
June 2009	Series D	4,999,796
June 2009	Series E	15,000,000
<b>Total</b>		<b>\$189,999,796</b>
Measure M		
December 2008	Series A	\$140,000,000
June 2009	Series B	73,102,389
June 2009	Series C	45,210,000
<b>Total</b>		<b>\$258,312,389</b>

### Welcome 2009-2010 Members

Joining the Committee in 2009-10 are Judi Battey, CHC Foundation Representative, who replaces Gene Wood, and Marina Serna, a student representative from Crafton Hills College, who replaces Seth Pro.

### Published November 2009 by:

The San Bernardino Community College District Facilities Department  
114 S. Del Rosa Drive  
San Bernardino, CA 92408  
909-382-4010

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The San Bernardino Community College District (SBCCD) consists of San Bernardino Valley College and Crafton Hills College in Yucaipa. The SBCCD is an equal opportunity employer and is committed to an active Non-Discrimination Program. Sexual harassment and discrimination, which is based on race, color, religion, ancestry, national origin, age, sex, marital status, persons with disabilities and medical conditions (cancer related, cured or rehabilitated), Vietnam Era Veterans or sexual orientation is prohibited under the district policy.

### Citizens Bond Oversight Committee Members

- James Booth, Senior Citizen Organization Representative
- Lois Carson, SBVC Foundation Representative
- Ronald Coats, Business Organization Representative
- Larry Edmundson, Community-at-Large Representative
- Susan Nieblas, Tax Payer Organization Representative
- Ronald Peavy, Community-at-Large Representative
- Seth Pro, Student Representative
- Laurie Stalnaker, Business Organization/Labor Representative
- Kent Van Gelder, Community-at-Large Representative
- Gene Wood, CHC Foundation Representative

### SBCCD Governing Board

- James C. Ramos, President
- Carleton W. Lockwood, Jr., Vice President
- Dr. Donald L. Singer, Clerk
- John M. Futch
- John Longville
- Dr. Charles S. Terrell, Jr.
- Jess Vizcaino, Jr.
- Jason Buckner, SBVC Student Trustee
- Kaylee Hrisoulas, CHC Student Trustee



## Crafton Hills College



Completed Plaza, Package 2

### Infrastructure Projects

**Infrastructure Package 1** relocated incoming cabling and equipment services, and was completed April 2008.  
**Infrastructure Package 2** develops the utility corridor from the central quad to buildings on the east end of campus.  
**Infrastructure Package 3** extends the existing Peninsula service road to connect with Campus Drive, and provides utility corridor construction for the Peninsula.  
**Infrastructure Package 4** consists of Division of the State Architect accessibility development of the proposed path of travel crossing the campus from the new parking lot west of cafeteria to the central quad/Performing Arts Center. The estimated completion of Infrastructure Packages 2-4 is December 2009.  
**Infrastructure Package 5** consists of earthwork and rough grading, and the underground utilities for the Community Recreation Facility and related site modifications at the adjacent athletic fields. The estimated completion of package 5 is April 2010.

### Learning Resource Center

The Learning Resource Center (LRC) will house functions located in the current Library/LRC, which include the Library, the Learning Center, and the Campus Data Center. It will become the central hub for the college's technology and audiovisual services and support. This facility will also house a 100-seat auditorium, an art gallery, and a multi-purpose room. Building foundations and structural steel framing are complete. Mechanical, electrical and plumbing systems rough-in is in progress. The estimated completion is May 2010.



Learning Resource Center Rendering

### Aquatic Center (Community Recreation Facility)

The Aquatic Center will provide a quality environment for learning and competition swimming. The project consists of an Aquatic Center, a 50 meter pool and surrounding site development, which will house lockers, showers, offices, storage, a multi-purpose room, pool, mechanical room, and related spaces. Site development includes a parking lot, landscaping and building access. The Myrtha pool foundation and base slab are complete. The pool building foundation, steel erection, and exterior are also complete. The estimated project completion is April 2010.



South View-CRF, Pool, & Masonry Walls

## San Bernardino Valley College

### Maintenance & Operations Building

March 2009 marked the completion of the Maintenance and Operations (M&O) project including constructing a new building, site utilities/infrastructure, landscaping, and site paving. Also included in this project was a smaller new building (M&O Custodial) with custodial and shop space, which was completed in April of 2009.



Completed M&O Building

### Media/Communications

The Media/Communications Building is comprised of constructing a single new building, site utilities/infrastructure, landscaping, and site paving. The new building will house a media broadcasting center (KVCR), as well as an education building which includes studios, program stage areas, assembly area, meeting rooms, library/tutoring rooms, and offices. Interior and exterior framing was recently completed. Exterior skin installation is complete. The estimated project completion is February 2010.



Media/Communications Exterior Wall Sheathing

### North Hall Replacement

The North Hall Replacement project is comprised of constructing a building to replace the current North Hall. The new general education building will have classrooms, special study areas for various subjects and offices. The new building's steel framing is complete. First floor framing is in progress. The estimated completion is March 2010.



North Hall Steel Framing in Progress

### Science Building

The Science Building project is comprised of constructing a new building, site utilities/ infrastructure, landscaping, site paving, and demolishing the current Physical Science and Chemistry buildings. The new construction will be an inclusive science education building which includes lecture halls, classrooms, laboratories, special study areas for various subjects, and offices. Demolition is complete and site excavation is in progress. The estimated completion is April 2011.



Science Building Rendering



## PROJECT LIST

### Crafton Hills College

- PE/Athletics - Wellness Pool
- Campuswide Site Lighting/Parking/Americans With Disabilities Act Upgrades
- Central Plant/Energy Improvements
- Parking Structure #1
- Maintenance & Operations Building
- New General Education Building (Humanities #1)
- Occupational Education Renovation #1

- Lab/Administration Building Renovation (Third Floor)
- PE/Athletics - Gym Renovation
- PE/Athletics - Athletic Fields
- New Science Building
- Chemistry Renovation
- New Emergency Services Building
- New Humanities Building #2
- New Student Center
- Student Services Renovation

### San Bernardino Valley College

- Central Plant/Energy Improvements
- Campuswide Site Work/Signage/Americans With Disabilities Act Upgrades, Phase I
- Campuswide Infrastructure (Storm Drain, Sewer, Water, Gas, Communications)
- Parking Structure #1
- Business Building Renovation

- New Technical Building
- Replace Gyms/ Pools
- PE/Athletic Fields & Stadium Improvements
- New Liberal Arts Building
- Auditorium Renovation
- Campuswide Site Work/Signage/Americans With Disabilities Act Upgrades, Phase II

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Acting Chancellor

REVIEWED BY: Renée Brunelle, Vice Chancellor, Human Resources & Employee Relations

PREPARED BY: Renée Brunelle, Vice Chancellor, Human Resources & Employee Relations

DATE: January 14, 2010

SUBJECT: **Presentation of the San Bernardino Community College District's Initial Proposal to the San Bernardino Community College District CSEA Chapter #291 for Negotiation of the SBCCD CSEA 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 CSEA Chapter #291 – 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 CSEA Chapter #291, pursuant to the provisions of the existing SBCCD CSEA Chapter #291. The current bargaining agreement expires on June 30, 2010.

ANALYSIS

The existing SBCCD CSEA Chapter #291 – 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 24 of the Agreement. Attached is the District's initial proposal for negotiation of the successor SBCCD CSEA Chapter #291 – 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.



**INITIAL PROPOSAL**

**FROM THE**

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO THE**

**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION**  
**CHAPTER #291**

**COVERING**

**LIMITED RE-OPENER NEGOTIATIONS FOR 2009 - 2010**

**AND FOR**

**A SUCCESSOR AGREEMENT FOR 2011 - 2013**

1/6/2010

The current collective bargaining agreement between the San Bernardino Community College District and the California Schools Employees Association – CSEA, Chapter 291 will expire on June 30, 2010. The District is committed to bargaining in good faith and to enable employees to better serve the greater learning community of the San Bernardino Community College District. In light of the current fiscal crisis in the state of California, the San Bernardino Community College District proposes to negotiate with respect to the following articles and appendices:

## **PREAMBLE**

No change from the 2007 - 2010 Agreement except that the new Agreement shall be effective on the date of final ratification by both parties.

## **ARTICLE 1: RECOGNITION**

1.2 ~~Personal services contracting for all services currently or customarily performed by classified school employees to achieve cost savings is permissible, unless otherwise prohibited, when all the following conditions are met:~~

1.2.1 ~~The governing board or contracting agency clearly demonstrates that the proposed contract will result in actual overall cost savings to the DISTRICT provided that:~~

- a. ~~In comparing costs, there shall be included the DISTRICT'S additional cost of providing the same service as proposed by a contractor. These additional costs shall include the salaries and benefits of additional staff that would be needed and the cost of additional space, equipment, and materials needed to perform the function.~~
- b. ~~In comparing costs, there shall not be included the DISTRICT'S indirect overhead costs unless these costs can be attributed solely to the function in question and would not exist if that function was not performed by the DISTRICT. Indirect overhead costs shall mean the pro rata share of existing administrative salaries and benefits, rent, equipment costs, utilities and materials.~~
- c. ~~In comparing costs, there shall be included in the cost of a contractor providing a service any continuing DISTRICT costs that would be directly associated with the contracted function. These continuing DISTRICT costs shall include, but not be limited to, those for inspection, supervision, and monitoring.~~

1.2.2. ~~Proposals to contract out work shall not be approved solely on the basis that savings will result from lower contractor pay rates or benefits. Proposals to contract out work shall be eligible for approval if the contractor's wages are at the industry's level and do not undercut DISTRICT pay rates.~~

- 1.2.3. ~~The contract does not cause the displacement of DISTRICT employees. The term “displacement” includes layoff, demotion, involuntary transfer to a new classification, involuntary transfer to a new location requiring a change of residence, and time base reductions. Displacement does not include changes in shifts or days off, nor does it include reassignment to other positions within the same classification and general location or employment with the contractor, so long as wages and benefits are comparable to those paid by the school DISTRICT.~~
- 1.2.4 ~~The savings shall be large enough to ensure that they will not be eliminated by private sector and DISTRICT cost fluctuations that could normally be expected during the contracting period.~~
- 1.2.5 ~~The amount of savings clearly justifies the size and duration of the contracting agreement.~~
- 1.2.6 ~~The contract is awarded through a publicized, competitive bidding process.~~
- 1.2.7 ~~The contract includes specific provisions pertaining to the qualifications of the staff that will perform the work under the contract, as well as assurance that the contractor’s hiring practices meet applicable nondiscrimination standards.~~
- 1.2.8 ~~The potential for future economic risk to the DISTRICT from potential contractor rate increases is minimal.~~
- 1.2.9 ~~The contract is with a firm. A “firm” means a corporation, limited liability corporation, partnership, nonprofit organization, or sole proprietorship.~~
- 1.2.10 ~~The potential economic advantage of contracting is not outweighed by the public’s interest in having a particular function performed directly by the DISTRICT.~~
  - A. ~~Notwithstanding any other provision of this CHAPTER, personal services contracting shall also be permissible when any of the following conditions can be met:~~
    1. ~~The contract is for new DISTRICT functions and the Legislature has specifically mandated or authorized the performance of the work by independent contractors.~~
    2. ~~The services contracted are not available within DISTRICT, cannot be performed satisfactorily by DISTRICT employees, or are of such a highly specialized or technical nature that the necessary expert knowledge, experience, and ability are not available through the DISTRICT.~~

3. ~~The services are incidental to a contract for the purchase or lease of real or personal property. Contracts under this criterion, known as "service agreements" shall include, but not be limited to, agreements to service or maintain office equipment or computers that are leased or rented.~~
4. ~~The policy, administrative, or legal goals and purposes of the DISTRICT cannot be accomplished through the utilization of persons selected pursuant to the regular or ordinary hiring process. Contracts are permissible under this criterion to protect against a conflict of interest or to ensure independent and unbiased findings in cases where there is a clear need for a different, outside perspective. These contracts shall include, but not be limited to, obtaining expert witnesses in litigation.~~
5. ~~The nature of work is such that the criteria for emergency appointments apply. "Emergency appointment" means an appointment made for a period not to exceed 60 working days either during an actual emergency to prevent the stoppage of public business or because of the limited duration of the work. The method of selection and the qualification standards for an emergency employee shall be determined by the DISTRICT. The frequency of appointment, length of employment, and the circumstances appropriate for the appointment of firms or individuals under emergency appointments shall be restricted so as to prevent the use of emergency appointments to circumvent the regular or ordinary hiring process.~~
6. ~~The contractor will provide equipment, materials, facilities, or support services that could not feasibly be provided by the DISTRICT in the location where the services are to be performed.~~
7. ~~The services are of such an urgent, temporary, or occasional nature that the delay incumbent in their implementation under the DISTRICT'S regular or ordinary hiring process would frustrate their very purpose.~~
8. ~~This section shall apply to personal service contracts entered into after January 1, 2003. This section shall not apply to the renewal of personal services contracts subsequent to January 1, 2003, where the contract was entered into before January 1, 2003, irrespective of whether the contract is renewed or rebid with the existing contractor or with a new contractor.~~

#### **ARTICLE 4: DUES AND ORGANIZATION SECURITY**

- 4.1 Provisions The parties acknowledge that the ASSOCIATION notified the DISTRICT in writing in accordance with Government Code section 3546 that the ASSOCIATION requires the DISTRICT to deduct an agency fee from the pay of all employees who have not joined the ASSOCIATION. This mandatory agency

fee is imposed upon employees as the result of the demand from the ASSOCIATION and not because of any mutual agreement with the DISTRICT.

~~4.1.1 It is the mutual intention of the parties that the provisions of this Article protect the rights of the individual unit members without restricting the ASSOCIATION'S rights to require every bargaining unit member to pay a share of the cost of the collective bargaining activities.~~

~~4.1.2 All employees in the bargaining unit who do not maintain membership in good standing in the ASSOCIATION are required to pay services fees to the ASSOCIATION, in amounts that do not exceed the periodic dues of the ASSOCIATION, for the duration of this agreement.~~

~~4.1.2.1 It is the express intention of the parties that the service fee obligation outlined herein constitutes a condition of continued employment with the DISTRICT.~~

~~4.1.3 No unit member shall be obligated to pay dues or service fees to the ASSOCIATION until the first of the month following 30 calendar days after the unit member first comes into the bargaining unit.~~

## **ARTICLE 5: RIGHTS OF ASSOCIATION AND MEMBERS**

### **5.2**

~~5.2.4 **PRESIDENTIAL PAID RELEASE TIME:** The President of the ASSOCIATION or designee shall be granted two hundred forty (240) hours of paid release time per school year to be used for ASSOCIATION business. The President of the ASSOCIATION will be allowed to designate bargaining unit members other than the President to use portions of this allocation.~~

~~a. A written request must be submitted to the DISTRICT at least five (5) days in advance, when possible, prior to such release.~~

~~b. Any hours beyond the two hundred forty (240) require approval of the DISTRICT.~~

In accordance with Education Code section 88210, the DISTRICT shall grant to any classified employee, upon prior written request, a leave of absence without loss of compensation for the purpose of enabling the employee to serve as an elected officer of the ASSOCIATION.

In accordance with Education Code section 88210, the ASSOCIATION shall reimburse the DISTRICT for the full cost of the leave within ten (10) working days of the DISTRICT certifying to the ASSOCIATION that it paid the employee for the leave.

~~5.2.4.1 ANNUAL CONFERENCE DELEGATE PAID RELEASE TIME:~~ The ASSOCIATION shall have the right to paid release time for ASSOCIATION CHAPTER delegates to attend the ASSOCIATION annual conference. The actual number of delegates is based on the official CSEA guidelines as printed by the state office of the California School Employees Association, not to exceed seven (7) delegates.

~~5.2.4.2 STATE-LEVEL OFFICER PAID RELEASE TIME:~~ The ASSOCIATION may use up to eighty (80) hours of paid release time per school year for attendance at state level activities. This shall apply only to duly elected/appointed state level officers who are members of the CHAPTER.

~~a. The ASSOCIATION will furnish the DISTRICT with a list of elected/appointed state level officers who are members of this CHAPTER within thirty (30) calendar days of the election/appointment.~~

~~b. The ASSOCIATION President shall submit an official notice of ASSOCIATION related absence in writing to the DISTRICT at least five (5) working days, when possible, prior to such release time.~~

~~c. Any hours beyond eighty (80) hours requires approval of the DISTRICT.~~

**5.2.7 BOARD AGENDA.** The DISTRICT shall provide the ASSOCIATION with copies of the agendas prior to the meetings of the Board of Trustees on the District website.

**5.2.8 RELEASE TIME FOR GRIEVANCE PROCESSING.** Reasonable paid time shall be used by the ASSOCIATION for grievance investigation or preparation. An authorized ASSOCIATION officer or representative shall be released from his/her regular work duties, with pay, when grievance resolution meetings are scheduled during regular working hours. The DISTRICT shall grant release time without loss of compensation to one representative of the ASSOCIATION for actual attendance at any grievance meeting with a DISTRICT representative whenever a grievance meeting is mutually scheduled during regular work hours.

**5.2.9 RELEASE TIME FOR NEGOTIATIONS PROCESSING.** The ASSOCIATION shall have the right to designate five (5) employees who shall be given reasonable time without loss of compensation to prepare for and participate in matters of employer employee relations. No more than one (1) person from a single department shall be appointed to the negotiating team. The DISTRICT shall grant release time without loss of compensation to up to a maximum of five (5) representatives of the ASSOCIATION for actual attendance at any negotiating session with

negotiators for the DISTRICT whenever a negotiating session is mutually scheduled during regular work hours. No more than one employee from a single department shall be appointed to the ASSOCIATION negotiating team.

## **ARTICLE 6: HOURS OF WORK AND OVERTIME**

6.1 **WORKWEEK/WORKDAY.** ~~The regular workweek of unit members shall be forty (40) hours and the regular workday eight (8) hours, exclusive of lunch. These provisions do not restrict the extension of a regular workday or workweek on an overtime basis when such is necessary to carry on the business of the DISTRICT. The DISTRICT may establish a workday of less than eight (8) hours or a workweek of less than forty (40) hours for all or any of its classified positions. The DISTRICT may establish a ten (10) hour per day, forty (40) hour, four day consecutive workweek for unit members in accordance with the provisions of Article 6.1.1. Each position in the unit shall have a regular minimum number of assigned hours per day, days per week, and months per year. The DISTRICT shall establish the specific hours of employment, including the beginning and ending times, for unit members at each work site.~~

~~The DISTRICT may change a unit member's shift, beginning and ending times, provided that it gives the unit member fifteen (15) calendar days' notice, except in emergency circumstances. At the unit member's request, the unit member, ASSOCIATION and the DISTRICT agree to meet to discuss the reason for the proposed change. The reason for the proposed change shall not be arbitrary or capricious.~~

The schedule of the regular work week of unit members shall be determined and changed within the discretion of the DISTRICT but it shall be five (5) consecutive days, Monday through Sunday. The schedule of the regular work day of unit members shall be determined and changed within the discretion of the DISTRICT but it shall be eight (8) hours per day for full-time employees, exclusive of lunch, unless otherwise authorized by this Agreement. These provisions do not restrict the right of the DISTRICT to extend a regular work week or extend a regular work day on an overtime basis.

The DISTRICT may establish a work week of less than forty (40) hours or five (5) days or a work day of less than eight (8) hours for all or any of its positions.

The DISTRICT at any time may determine and change within its discretion an alternate work week of four (4) consecutive days with ten (10) work hours per day.

The DISTRICT shall establish and may change within its discretion the specific hours of employment, including the beginning and ending times, for unit

members at each work site. The DISTRICT may change a unit member's shift, beginning and ending times, provided that it gives the unit member at least a fifteen (15) calendar days' notice, except in emergency circumstances. At the unit member's request, the unit member, the ASSOCIATION and the DISTRICT shall meet to discuss the reason for the proposed change. The reason for the proposed change shall not be arbitrary or capricious.

~~6.1.1. **10 HOUR - 4 DAY WORKWEEK.** The DISTRICT and the ASSOCIATION agree that the DISTRICT reserves the right to determine those employees that will remain on the eight hour, five day workweek.~~

~~The DISTRICT will notify the ASSOCIATION in writing by February 1 of its intent to have the four day, ten hour workweek during the summer months. The ASSOCIATION shall notify the DISTRICT in writing within ten (10) working days of its intent to negotiate the beginning and ending dates.~~

~~6.1.1.1. **WORKWEEK/WORKDAY.** The regular workweek shall not exceed forty (40) hours for four (4) consecutive days. The traditional workweek shall be Monday through Thursday; the non-traditional workweek shall be four (4) consecutive days starting any other day other than a Monday. The DISTRICT reserves the right to determine the four (4) consecutive workdays of any employee affected by this Agreement.~~

~~6.1.1.2. The administrative chain of command reserves the right to determine the beginning and the ending of the shift as well as the lunch break for those employees who work the four day ten hour workweek.~~

~~6.1.1.3. Employees working less than forty (40) hours per week on a regular basis, five (5) days per week will be assigned the same number of hours per week in a four day period; however, their assignment rights to the position will continue to be based on the total hours per week.~~

~~6.1.1.4. An employee that is assigned to work an eight (8) hour, five (5) day workweek will not be allowed to switch to the ten hour, four day week. However, an employee who is currently working an eight hour, five day workweek on the campuses will be allowed to continue in their eight hour, five day workweek in their present work station and take Fridays as comp time, vacation days or be assigned to work elsewhere.~~

~~6.1.1.5. All time reported on the Permanent Employee Work Report for the months of June, July and August are to be reported in hours.~~

~~6.1.1.6. **REST PERIODS.** For each ten (10) hour shift, a unit member shall be entitled to two (2) twenty (20) minute paid breaks.~~



~~6.1.1.7. **OVERTIME HOURS.** Except as otherwise provided herein all overtime hours as defined in this section shall be compensated at a rate of pay equal to one and one half (1½) times the employee's regular rate of pay for all work authorized by the appropriate supervisor. Overtime is defined to include any time worked in excess of ten (10) hours in any one (1) day, or in excess of forty (40) hours in a calendar week.~~

~~6.1.2 **ALTERNATE WORK SCHEDULE.** The DISTRICT may establish an alternate work schedule in accordance with Education Code 88040.~~

6.5 **REST PERIODS.** Unit members whose regular work schedule is between three (3) and six (6) hours per day shall receive one (1) 15-minute rest period per day. Unit members whose regular work schedule is in excess of six (6) hours shall receive two (2) 15-minute rest periods per day. For each ten (10) hour shift, a unit member shall be entitled to two (2) twenty (20) minute paid breaks. The rest periods shall be designated by the immediate supervisor as near the midpoint of each pre-lunch and post-lunch work period as practicable, to accommodate the needs and efficiency of the DISTRICT. Unit members whose regular work schedule is three (3) hours or less shall not be afforded a rest period. Rest periods are a part of the regular workday and shall be compensated at the regular rate of pay.

6.6 **OVERTIME**

6.6.1 Overtime includes any time required to be worked in excess of eight (8) hours in any one (1) workday, except in the case of a work schedule calling for four (4) ten (10) hour days in a forty (40) hour, four (4) day consecutive workweek as provided in Section 6.1, or any time in excess of forty (40) hours in any seven (7) consecutive day work period or calendar week. For a work scheduling calling for four (4) ten (10) hour days in a forty (40) hour, four (4) day consecutive workweek, overtime is defined to include any time worked in excess of ten (10) hours in any one (1) day, or in excess of forty (40) hours in a calendar week. The DISTRICT may provide either compensation or compensatory time off at a rate equal to one and one-half (1-1/2) times the regular rate of pay for unit members directed by the DISTRICT to perform overtime work. The DISTRICT will advise the unit member with the reason why compensation or compensatory time off is given. This decision shall not be arbitrary or capricious. Provisions for compensatory time off shall be governed by Section 6.7 below.

6.6.3 The authorization of any overtime shall rest with the DISTRICT management and any and all overtime must receive prior written approval from the immediate supervisor. Unit members shall not be paid for unauthorized overtime. Where the assignment of overtime would constitute an undue hardship on the unit member and the unit member objects, the supervisor shall attempt to identify other qualified unit

members desirous of working overtime before directing such unit member to work overtime.

Scheduling of a unit member by their supervisor, that puts the unit member in overtime status, shall constitute authorization of that overtime.

## 6.8 OVERTIME EXEMPTIONS

~~6.8.4 OVERTIME DISTRIBUTION. Overtime work shall be assigned as equally as is practical among qualified unit members in the same classification taking into consideration the nature of the work to be performed and the needs of the DISTRICT. This work will be offered to unit members in the following order:~~

- ~~a. At the site where the work is located.~~
- ~~b. Throughout the DISTRICT.~~

## ARTICLE 7: PAY AND ALLOWANCES

7.1 **RATE OF PAY.** ~~The parties agree to implement the classification and compensation study as recommended by Johnson & Associates (Appendix G, Goal 1). The District will establish a new classified salary schedule effective July 1, 2007 based on the results of the compensation study. The Classified Salary Schedule for bargaining unit members is attached to this Agreement as APPENDIX C. For 2009-2010, the Classified Salary Schedule shall be adjusted by \_\_\_\_\_ effective \_\_\_\_\_. For 2010-2011, the Classified Salary Schedule shall be adjusted by \_\_\_\_\_ effective \_\_\_\_\_.~~

~~After implementation of the new Classified Salary Schedule, there will be an additional one percent (1%) ongoing salary increase to the entire salary schedule effective July 1, 2007 (Appendix C).~~

## 7.2 SHIFT DIFFERENTIAL

7.2.1 **TWILIGHT SHIFT.** The regular assigned working hours on at least three (3) days of the normal five (5) day workweek go beyond 5:30 p.m. Alternate work schedules such as 4/10 and 9/80 are excluded from receiving a twilight differential. The DISTRICT shall pay a shift differential at the rate of one and one-half (1½) percent of a unit member's regular salary for twilight shift.

7.2.2 **SWING SHIFT.** The regular assigned working hours, on at least three (3) days of the normal five (5) day workweek, go beyond 7:30 p.m. The DISTRICT shall pay a shift differential at the rate of two and one-half (2 ½) percent of the unit member's regular salary for swing shift.

7.2.3 **GRAVEYARD.** The regular assigned working hours, on at least three (3) days of the normal five (5) day workweek, go beyond 3:00 a.m. The DISTRICT shall pay a shift differential at the rate of five (5) percent of the regular salary for graveyard shift.

7.2.4 **SPLIT SHIFT.** The regular assigned working hours are split by a break of two (2) or more hours on at least three (3) days of the normal five (5) day workweek. The DISTRICT shall pay a shift differential at the rate of two and one-half (2 ½) percent of the unit member's regular salary for swing shift.

7.2.5 ~~The DISTRICT shall pay a shift differential at the rate of five (5) percent of the unit member's regular rate of pay for concurrently working a SPLIT SHIFT and a SWING SHIFT in accordance with the provisions of both Sections 7.2.2 and 7.2.4 above.~~ **SPLIT SHIFT and SWING SHIFT** (five (5) percent of the unit member's regular salary) Unit members must be concurrently working a SPLIT SHIFT and a SWING SHIFT in accordance with the provisions of a SPLIT SHIFT and a SWING SHIFT.

7.2.6 ~~The DISTRICT shall pay a shift differential at the rate of seven and one-half (7 ½) percent of the unit member's regular rate of pay for concurrently working a SPLIT SHIFT and a GRAVEYARD SHIFT in accordance with the provisions of both Sections 7.2.3 and 7.2.4 above.~~ **SPLIT SHIFT and GRAVEYARD SHIFT** (seven and one-half (7 ½) percent of the unit member's regular salary) Unit members must be concurrently working a SPLIT SHIFT and a GRAVEYARD SHIFT in accordance with the provisions of a SPLIT SHIFT and a GRAVEYARD SHIFT.

### 7.3 **STIPENDS**

7.3.1 ~~Bilingual stipend of \$50.00 per month for each foreign language an employee is required to verbally translate. If the DISTRICT requires within its discretion that a specific position must be filled by an employee who is bilingual (reads, writes and/or speaks a foreign language) and, as a regular duty, must translate orally or in writing, the District shall pay the employee in such position a bilingual stipend of \$50.00 per month. The District will notify the ASSOCIATION whenever a position must be filled by an employee who is bilingual under this provision.~~

7.3.1.1 ~~Those classifications and/or positions requiring the use of a second language(s) will be established on an as needed/limited basis and shall be periodically reviewed.~~

~~7.3.1.2 The stipend shall be established for assignment to a position designed by the District as requiring the ability to communicate orally.~~

~~7.3.1.3 The District will notify the Association when a job classification and/or position will receive the bilingual stipend.~~

~~7.3.1.4 The bilingual stipend will be for verbal translation only of a foreign language.~~

~~7.3.2 Bilingual stipend of \$50.00 per month for each foreign language an employee is required to translate and/or interpret written material.~~

~~7.3.2.1 Those classifications and/or positions requiring the use of a second language(s) will be established on an as needed/limited basis and shall be periodically reviewed.~~

~~7.3.2.2 The stipend shall be established for assignment to a position designed by the District as requiring the ability to communicate written materials.~~

~~7.3.2.3 The District will notify the Association when a job classification and/or position will receive the bilingual stipend.~~

~~7.3.2.4 The bilingual stipend will be for translation and/or interpretation written material only of a foreign language.~~

## 7.6 SPECIAL PAYMENTS

7.6.2 ERROR TIME PERIOD. The period of any underpayment or overpayment for which a correction must be made shall not be for more than one year.

7.8 **MILEAGE.** ~~Unit members authorized to use their vehicles on DISTRICT business shall be~~ reimbursed for all miles required by the DISTRICT to be driven in the performance of assigned ~~duties at a rate established by Board Policy for all DISTRICT employees.~~ Unit members who are pre-authorized in writing by the DISTRICT'S Human Resources Department to use their vehicles on DISTRICT business shall be reimbursed for all miles required by the DISTRICT to be driven in the performance of assigned duties at a rate established by Board Policy for all DISTRICT employees.

- 7.11 **WORKING OUT OF CLASS.** ~~Any unit member required to work out of classification for five (5) or more working days within a fifteen (15) calendar day period shall have his/her salary adjusted upward beginning with the first working day in the higher classification. A unit member required to work out of class shall receive five percent (5%) salary increase unless the increase exceeds Step E of the higher classification, in which case the unit member shall be paid at Step E. Working out of class assignments shall be limited to six (6) months unless the period is extended by mutual agreement by the DISTRICT and the ASSOCIATION.~~ In accordance with Education Code section 88010, any unit member required to work out of classification within the classified service for more than five (5) working days within a fifteen (15) calendar day period shall have his/her salary adjusted upward beginning with the first working day in the higher classification. A unit member required to work out of class under this provision shall be placed on the salary schedule, as appropriate to the classification. The unit member shall receive a minimum of a five (5) percent increase unless the increase exceeds Step E of the higher classification, in which case the unit member shall be paid at Step E.

#### **ARTICLE 8: EMPLOYEE EXPENSES AND MATERIALS**

- 8.1 **UNIFORMS.** ~~The DISTRICT shall pay the full cost of the purchase, lease, or rental of uniforms, equipment, identification badges, emblems, and cards required by the DISTRICT to be worn or used by unit members. In accordance with Education Code section 88037, the DISTRICT may require unit members to wear a distinctive uniform selected by the DISTRICT, to possess equipment selected by the DISTRICT, and to wear identification badges, emblems or cards selected by the DISTRICT. The DISTRICT shall pay the full cost of the purchase, lease, or rental of such uniforms, equipment, identification badges, emblems or cards. Unit members shall promptly return any or all of them to the DISTRICT whenever required by the DISTRICT.~~ The DISTRICT shall pay the full cost of the purchase, lease, or rental of such uniforms, equipment, identification badges, emblems or cards. Unit members shall promptly return any or all of them to the DISTRICT whenever required by the DISTRICT.

#### **ARTICLE 9: LAYOFF AND RE-EMPLOYMENT**

- 9.4 **OPTIONAL TRANSFER IN LIEU OF LAYOFF.** ~~Bargaining unit employees upon mutual agreement may be transferred to vacant positions provided they are qualified or can be trained to fill the vacancy. Bargaining unit employees upon mutual agreement may be transferred to vacant positions within their salary range or lower for which they are qualified.~~ Bargaining unit employees upon mutual agreement may be transferred to vacant positions within their salary range or lower for which they are qualified.
- 9.11 ~~The PARTIES agree to meet and negotiate the impact of such layoff on those matters within the scope of representation. The DISTRICT and the ASSOCIATION agree that this Article represents the full and complete agreement between the parties concerning layoffs, voluntary reduction in hours in lieu of~~ The DISTRICT and the ASSOCIATION agree that this Article represents the full and complete agreement between the parties concerning layoffs, voluntary reduction in hours in lieu of

layoff, re-employment after layoff, and the impacts and effects of all such matters. The DISTRICT and the ASSOCIATION hereby clearly and unequivocally waive their right to negotiate all such matters during the term of this Agreement.

## **ARTICLE 10: HEALTH AND WELFARE BENEFITS**

10.1 **HEALTH & WELFARE BENEFITS.** ~~The DISTRICT shall provide a health, dental, vision, life insurance, and employee assistance program for each unit member who works twenty (20) or more hours per week on a regular basis. Individual unit members may select among plans provided by the DISTRICT, but the DISTRICT shall choose the health care providers. During the term of this agreement, the DISTRICT may change plans or carriers and the DISTRICT will meet with the bargaining unit to review proposed plan changes prior to any agreement with carriers on plan changes.~~

~~The DISTRICT shall provide to each unit member and their eligible family members the above medical, dental, vision, life insurance, and employee assistance program during the period of this Agreement at a total cost to the DISTRICT not to exceed \$6000.00 per year. During fiscal year 2004-2005 the dollar amount provided by the DISTRICT shall provide a one time augmentation of \$1780.00 per eligible CSEA unit member effective July 1, 2004. During fiscal year 2005-2006 the District will augment the dollar amount provided for the purchase of health and welfare benefits up to \$2,115.60 per eligible CSEA unit member effective July 1, 2005. This dollar maximum is consistent with the amount provided to all other units and/or groups within the DISTRICT. The District will permanently increase the cap per eligible bargaining unit member to \$7,000 and provide a one year augmentation (2006-2007) of up to \$1700.00. This would provide a District paid benefit of up to \$8700.00 per bargaining unit member for the 2006-2007 fiscal year. If necessary, this one year augmentation may be adjusted upward to cover the cost of the Blue Shield HMO package with either of the offered dental plans at no additional cost to the bargaining unit member effective July 1, 2006.~~

~~The District will permanently increase the cap per eligible bargaining unit member to \$7,500.00 and provide a one year augmentation (2007-2008) of up to \$1,800.00. This will result in the following:~~

- ~~1. Blue Shield HMO w/Delta PMI Dental or Delta DPO Dental at \$10.00 employee payroll deduction per month for ten months per benefit eligible employees or;~~
- ~~2. Kaiser HMO w/Delta PMI Dental at \$288.00 annually or \$24.00 employee payroll deduction per month for 12 month benefit eligible employees or;~~
- ~~3. Kaiser w/Delta DPO Dental at \$876.00 annually or \$73.00 employee payroll deduction per month for 12 month benefit eligible employees or;~~

~~4. Blue Shield POS w/Delta PMI Dental at \$2302.44 annually or \$191.87 employee payroll deduction per month for 12 month benefit eligible employees or,~~

~~5. Blue Shield POS w/Delta DPO Dental at \$2892.48 annually or \$241.04 employee payroll deduction per month for 12 month benefit eligible employees.~~

~~The Kaiser HMO plan will no longer include the Horizon Health EAP due to lack of participation. However, Kaiser does provide this type of coverage under the current plan.~~

~~Option 1: The \$10.00 deduction per month will be set aside in an interest bearing Health & Welfare Account to be used to offset future Health & Welfare benefits only. Prior to the utilization of these funds, any proposed expenditure will be discussed and presented to CSEA. It is also understood that only those employee groups that participate in providing the Option of a \$10.00 employee payroll deduction for their members may be the beneficiaries of these funds.~~

~~In any plan year in which the cost to the DISTRICT is less than the above maximums the difference between the actual cost to the DISTRICT and the unit members shall be identified by the DISTRICT and applied in future years toward any increase in the premium otherwise absorbed by the unit members. During academic year 2001-2002 only, the DISTRICT shall reimburse up to \$300.00 per unit member to cover the additional cost of co-pays for office visits and prescriptions for the Kaiser plan only.~~

~~The DISTRICT shall provide a health, dental, vision life insurance, and employee assistance program for each unit member who works twenty (20) or more hours per week on a regular basis. Individual unit members may select among plans provided by the DISTRICT, but the DISTRICT shall choose the health care providers. During the term of this Agreement, the DISTRICT may change plans or carriers and the DISTRICT will meet with the bargaining unit to review proposed plan changes prior to any agreement with carriers on plan changes.~~

10.2 ~~**HEALTH AND WELFARE COMMITTEE.** The DISTRICT will establish a standing health and welfare committee. The ASSOCIATION will designate three (3) of the members on the committee. The purpose of this committee is to monitor costs and recommend changes. The committee's recommendations are nonbinding on the bargaining unit.~~

~~**DISTRICT MAXIMUM CONTRIBUTION.** The DISTRICT for the 2009-2010 year shall contribute a maximum annual contribution per eligible employee of \$7,500. This maximum cap may be increased only upon negotiations between the DISTRICT and the ASSOCIATION. If the actual costs exceed the DISTRICT's maximum contribution, the amount over the maximum cap will be automatically deducted from the paychecks of employees receiving the benefits.~~

10.3 ~~**HEALTH AND WELFARE COMMITTEE.** The DISTRICT will establish a standing health and welfare committee. The ASSOCIATION will designate~~

three (3) of the members on the committee. The purpose of this committee is to monitor costs and recommend changes. The committee's recommendations are nonbinding on the bargaining unit.

**ARTICLE 11: LONG SERVICE RECOGNITION**

11.1 ~~RATE.~~ \$200 will be added to the amount of annual stipend for each year of service on the current Long Service Recognition Schedule. The new amounts shall be effective April 1, 1997.

<u>Years of Service With the District</u>	<u>Completed # of Years of Service Employment with the District</u>	<u>Amount of Stipend</u>
<del>6-11</del>	5 - 10	\$500
<del>12-16</del>	11 - 15	\$650
<del>17-21</del>	16 - 20	\$800
<del>22-26</del>	21 - 25	\$950
<del>27-31</del>	26 - 30	\$1100
<del>32-36</del>	31 - 35	\$1250
<del>37 and over</del>	36 and over	\$1400

**ARTICLE 12: HOLIDAYS**

12.1 ~~The DISTRICT agrees to provide paid scheduled holidays:~~ **HOLIDAYS.** The DISTRICT when it establishes the work calendar and/or the academic calendar shall provide for the following scheduled holidays:

- Independence Day
  - Labor Day
  - Veteran's Day
  - Thanksgiving Day
  - Friday following Thanksgiving
  - Winter Break (Five days from December 25 - December 31)\*
  - New Year's Day
  - Dr. Martin Luther King Jr. Day
  - Lincoln's Day
  - Washington's Day
  - Memorial Day
- (Specific dates of holidays are to be removed from the Agreement)*

Employee's birthday to be added as an additional holiday ~~to the schedule.~~ The day must be scheduled with the prior approval of the DISTRICT and be taken on a day within the month that the birthday falls; otherwise this holiday will be forfeited.



Regular unit members who are not normally assigned to duty during the holidays of December 25 and January 1 shall be paid for those two (2) holidays, ~~and any additional holidays during the Fall Semester recess period provided that they were in paid status during the workday of their normal assignment immediately preceding or succeeding the holiday period~~ but not any other holidays during the Winter Break.

- 12.5 **HOLIDAY ELIGIBILITY.** ~~A unit member must be in paid status on the working day immediately preceding or succeeding the holiday in order to be eligible to receive holiday pay.~~ In accordance with Education Code section 88203, a unit member must be in paid status during the workday immediately preceding or succeeding the holiday in order to be eligible to receive holiday pay.

### **ARTICLE 13: EVALUATION PROCEDURE**

- 13.2 ~~The DISTRICT shall evaluate all unit members on permanent status once every two (2) years during the month of April, except in emergency circumstances. The annual evaluation for employees obtaining permanent status prior to January 1, will be conducted in the current school year. The annual evaluation for employees obtaining permanent status subsequent to January 1, will be conducted in the following school year.~~

The DISTRICT may evaluate any unit member at any time within its discretion, probationary employees at least three (3) times during the probationary employee period, on or about the 3<sup>rd</sup> month, 6<sup>th</sup> month and 9<sup>th</sup> month; and permanent employees at least once every two years.

- 13.3 **EVALUATION PROCEDURE.** ~~Unit members on probationary status shall be evaluated no less than two (2) times during the probationary period on or about the third (3<sup>rd</sup>) and the seventh (7<sup>th</sup>) month from the initial date of hire. The probationary period for unit members shall be nine (9) months from the date of hire or appointment to a new classification. Unit members on probationary status shall be evaluated at least three times. The probationary period for new employees shall be one (1) year from the first date of employment as a classified employee. The probationary period for an employee in a new classification shall be one (1) year from the date the employee begins in the new classification.~~

### **ARTICLE 14: LEAVES**

- 14.1 **LEAVE REQUESTS.** Unit members are required to comply with DISTRICT established procedures regarding the requests for any leave of absence and regarding the verification of any leave of absence. The DISTRICT retains the right to require verification of any leave.

*14.2 through 14.12 – Renumber sections 14.1 through 14.11 from the 2007-2010 Agreement.*

14.2 **BEREAVEMENT LEAVE.** Unit members shall be entitled to a paid leave of absence, not to exceed three (3) days, or five (5) days if travel out-of-state or a round trip of over 500 miles is required, on account of the death of any member of his/her immediate family. Member of the immediate family means mother, father, grandparent, or grandchild of the unit member or the spouse/registered domestic partner of the unit member, and the spouse/registered domestic partner, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, or sister-in-law of the unit member or any relative living in the immediate household of the unit member.

14.5 **SICK LEAVE**

~~14.5.4 Disabilities caused or contributed to by pregnancy, miscarriage, childbirth, and recovery there from are, for all job related purposes, temporary disabilities and shall be treated as a condition of illness. Eligible employees are entitled to receive compensation at their regular rate of pay charged against credited sick leave for the workdays missed during the period of disability, provided that the DISTRICT receives a medical status report from the attending physician.~~

Disabilities caused or contributed to by pregnancy, miscarriage, childbirth and recovery there from are treated the same as sick leave. The employee must provide to the DISTRICT a medical status report from the attending physician whenever requested by the DISTRICT.

~~14.5.6 Members of the bargaining unit absent due to surgery, serious injury or illness for more than five (5) consecutive assigned workdays shall be required to submit a medical release from a physician to their immediate supervisor prior to being permitted to return to work. A member absent for more than five (5) workdays shall notify the DISTRICT of his/her approximate return date.~~

Members of the bargaining unit absent due to illness five (5) or more consecutive work days shall be required to submit a medical status report from the attending physician and follow the Leave of Absence procedure set forth by the DISTRICT. The DISTRICT reserves the right to require medical certification whenever it reasonably believes that an employee is abusing sick leave.

~~14.5.9 The DISTRICT may cancel all sick leave rights or accumulations when a unit member severs all official employment connection with the DISTRICT and all accumulated sick leave may be transferred pursuant to the provisions in Section 88202 of the Education Code. A unit member who has any sick leave benefits earned but unused on the date of~~

~~retirement may have those converted to retirement credit if appropriate in accordance with applicable law.~~

~~Upon retirement, if sick leave cannot be used for retirement credit, sick leave will be converted to vacation days as follows:~~

~~a. — A ratio of five (5) sick days (40 hours) to 1 vacation day (8 hours). Unit members working less than full time shall be pro-rated accordingly.~~

~~b. — Only days earned while employed for the SBCCD are eligible for conversion benefits.~~

~~c. — Only employees who have rendered five (5) years or more of unbroken service to the SBCCD are eligible for conversion benefits.~~

~~d. — The maximum number of vacation days which may be converted shall not exceed the number of days the retiring unit member earns annually under the provisions of Article 19, Section 19.1.2.~~

~~14.5.13 A unit member shall contact his/her immediate supervisor, or their designee, as soon as the need to be absent is known or at the beginning of the work shift. This does not apply where the unit member cannot reasonably provide the notification. The unit member shall inform his/her immediate supervisor, or their designee as to the expected date of return. Required documentation shall be submitted to Human Resources as per 14.4.14.~~

A unit member shall contact his/her immediate supervisor or designee as soon as the need for the absence is known or no later than the beginning of the work shift. The DISTRICT may require reasonable documentation of any sick leave.

~~14.5.14 The DISTRICT may require a unit member to provide to the DISTRICT written verification of illness or injury by a licensed physician for any absence that exceeds five (5) workdays for which entitlement to sick leave is claimed under this Article and reported on the employee absence form. The verification shall include a statement that the unit member is able to perform his/her duties without restriction. The verification shall also include the date upon which the member is released to full duties. The DISTRICT may require a unit member to provide to the DISTRICT written verification of illness or injury by a licensed physician for any absence for five (5) or more consecutive work days in a form and manner reasonably required by the DISTRICT.~~

~~The DISTRICT may require that any unit member be examined by a medical doctor of the DISTRICT'S choice and at the DISTRICT'S expense in any case where the DISTRICT has evidence that sick leave may be being used for any purpose other than illness or injury.~~

~~14.5.15 SICK LEAVE STATUS REPORT. All unit members will be issued an individual status report on accrued sick leave quarterly.~~

- 14.7 **PERSONAL NECESSITY LEAVE.** Any days of leave of absence for illness or injury under Section 14.4 of this Agreement may be used by a unit member, at his/her election in cases of personal necessity, including, but not limited to any of the following:
- a. Death of a member of his/her immediate family.
  - b. Accident involving his/her person or property, or the person or property of a member of his/her immediate family.
  - c. Appearance in court as a litigant, party or witness under subpoena or any order made with jurisdiction. If the unit member receives payment for this appearance, such payment will be forfeited to the DISTRICT.
  - d. A serious illness of a member of the family.
  - e. Such other reasons approved by the DISTRICT.

No earned leave in excess of seven (7) days may be used in any school year for leave under this Section. Except in emergency situations, all requests for such leave of absence shall be submitted to the immediate supervisor prior to the absence explaining the specific nature of the personal necessity leave. Under no circumstances shall leave be available for purposes of recreation of any kind, engaging in other employment of any kind, including direct or indirect self-employment, social events, vacation, any concerted refusal to work, pursuit of other business, financial or economic interests of the employee, or any illegal activity. Approval for leave under this Section remains within the discretion of the DISTRICT. For purposes of this Section, members of the immediate family means the mother, father, grandmother, grandfather, or a grandchild of the employee or of the spouse/registered domestic partner of the employee, and the spouse/registered domestic partner, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, sister-in-law of the employee, or any relative living in the immediate household of the employee.

## **ARTICLE 15: VACANCIES, TRANSFERS, VOLUNTARY DEMOTIONS**

- 15.1 **POSTING OF VACANCIES.** Notice of all job vacancies within the bargaining unit shall be posted on ~~bulletin boards at currently designated posting locations~~ the District's website. ~~Closed transfer and closed promotional notices shall be sent out to all unit members in a timely manner.~~ In accordance with Title 5 CCR section 53021, the District shall allow internal and external applicants to apply to all vacancies. Voluntary transfer and demotion requests by a unit member will be given first consideration.

~~15.1.4 NOTIFICATION. Unit members who apply for transfer, voluntary demotions, or closed promotions shall be notified in writing whether they were or were not selected.~~

### 15.3 VOLUNTARY TRANSFERS

~~15.3.3 Where the application(s) for voluntary transfer, voluntary demotion, and closed promotion is not granted, the vacancy will be announced publicly.~~

~~15.3.6. VOLUNTARY DEMOTIONS. A permanent unit member transferring within the classification or taking a voluntary demotion shall retain his/her old anniversary date and seniority rights. Unit members requesting a voluntary demotion to a lower classification shall be given preference over other applicants with equal or lesser qualifications. In accordance with Education Code section 88127, "length of service" shall mean date of employment in the District in the regular classified service. A unit member requesting a voluntary demotion to a lower classification shall be given preference over other unit members currently employed by the DISTRICT with equal or less qualifications.~~

~~If the position from which a unit member took a demotional transfer is again vacant, that unit member will be given preference over other applicants with equal or lesser qualifications in filling the former position. This section shall be superseded by the provisions in Article 9, Layoff and Reemployment when applicable.~~

15.4 ~~**CLOSED PROMOTIONAL.** Any unit member may apply concurrently on a closed promotional basis for any position announced under the voluntary transfer policy. Such application will not be considered until voluntary transfer and voluntary demotion applicants have been reviewed. A selection process, as required under affirmative action guidelines, as outlined in Section 53021 of the California Code of Regulations and Education Code 87100, will be used to address any closed promotional requests.~~

15.6 ~~**SUBSTITUTE EMPLOYEES.** The DISTRICT may employ a substitute employee pursuant to Education Code 88003 to replace any classified employee who is temporarily absent from duty. The DISTRICT may employ substitute employees pursuant to Education Code section 88003 to replace any unit member who is temporarily absent from duty.~~

~~If the DISTRICT is engaged in recruiting a permanent employee to fill a vacancy in any classified position, the Governing Board may fill the vacancy through such employment for not more than sixty (60) calendar days. If the DISTRICT is engaged in recruiting a permanent employee to fill a vacancy in any classified position, the Governing Board may fill the vacancy through the employment of a substitute employee for not more than one hundred and twenty (120) days.~~

**ARTICLE 16: CLASSIFICATIONS, PERSONNEL FILES, REQUESTS FOR RECLASSIFICATIONS**

16.1 **CLASSIFICATIONS.** ~~The DISTRICT may create new classifications and fix duties, responsibilities, and assignments for such classifications, or reclassify or abolish positions as long as any such action is not inconsistent with other provisions in this Article or Agreement. Except by mutual agreement, the DISTRICT shall notify the ASSOCIATION in writing ten (10) working days prior to the board calendaring of an agenda item of any new classification or the abolition of a classification. Upon receipt by the ASSOCIATION of the DISTRICT'S written notice, the ASSOCIATION shall notify the DISTRICT in writing within ten (10) working days, its intent to negotiate the classification, titles, or abolition of the classification. The DISTRICT may create new classifications and determine job descriptions for such new classifications. The DISTRICT also may abolish classifications or abolish positions. The DISTRICT may revise job descriptions for current classifications and positions. The DISTRICT may reorganize classifications or positions. The DISTRICT shall notify the ASSOCIATION in writing at least ten (10) calendar days prior to any proposed action to do any of the above. If the ASSOCIATION wishes to negotiate the effects of any such actions, the ASSOCIATION must notify the DISTRICT in writing within five (5) calendar days of receipt of the notice from the DISTRICT that it wishes to negotiate over the effects, and the ASSOCIATION must provide the DISTRICT with its written proposal on same within another five (5) calendar days. Pending the outcome of any such negotiations over the effects of such actions, the DISTRICT may take action and preliminarily implement them.~~

~~16.1.2 The District will notify CSEA in writing within five (5) working days, notice of reorganization of classified position(s) at the colleges or district sites. Upon receipt by the ASSOCIATION of the DISTRICT'S written notice, the ASSOCIATION shall notify the DISTRICT in writing within five (5) working days, its intent to negotiate effects of such reorganization.~~

16.2 **PERSONNEL FILES.** ~~The personnel file of each unit member shall be maintained at a single location determined by the DISTRICT. No disciplinary action based upon written materials shall be taken against a unit member unless such written materials are included in the unit member's personnel file. In accordance with Education Code section 87031, the DISTRICT may maintain a personnel file for each member of the bargaining unit. The permanent personnel file for each member of the bargaining unit shall be maintained in the Office of Human Resources for the DISTRICT. Also in accordance with Education Code section 87031, information of a derogatory nature shall not be entered into a unit member's personnel records unless and until an employee is given notice and an opportunity to review and comment.~~

~~16.2.4 The DISTRICT shall maintain a log within each unit member's personnel file indicating the persons (other than employees in the Human Resources Office) who have examined the file and the date of such examination. The log and the unit member's personnel file shall also be available to the appropriate CSEA representative with written authorization of the unit member where disciplinary action is pending against, or a grievance has been filed by the unit member. Such examination by the employee or CSEA representative shall conform to the parameters set forth under Section 16.2.2.~~

### 16.3 REQUEST FOR RECLASSIFICATION

~~16.3.1 Requests for consideration of position reclassification shall be made on the appropriate forms — obtained from the Office of Human Resources and on the District website: A unit member may file a completed Request for Reclassification form which may be obtained from the DISTRICT's Office of Human Resources or the DISTRICT's website. Requests for Reclassification will be accepted through March 1.~~

~~16.3.1.1 Requests for reclassification may be submitted by a unit member at any time during the life of the Agreement. A unit member may file a request for a reclassification for his/her currently held position no more than one (1) time every two (2) fiscal years. If any reclassification is approved, the effective date of the reclassification shall be the July 1 after the request for reclassification was filed with the DISTRICT.~~

#### 16.3.3 Salary of Position Reclassification

~~16.3.3.2 If a position is reclassified to a classification having a higher salary range (reclassification - upward), the unit member shall be placed on the appropriate salary range of their new classification which would result in no less than a five (5%) percent increase over the current salary, except if the new placement is at Step E. The anniversary date of the unit member shall be negotiated by the Reclassification Committee.~~

#### 16.3.5 Classification and Reclassification Requirements

~~16.3.5.1 Position classification and reclassification shall be subject to mutual agreement between the District and CSEA.~~

~~16.3.6 Either party may propose a reclassification for any position at any time during the life of the Agreement.~~

## **ARTICLE 17: DISCIPLINE**

- 17.1 PROBATIONARY EMPLOYEES.** Probationary employees are at-will employees and are not covered by this Article. The probationary period for new employees shall be one (1) year from the first date of employment as a classified employee. The probationary period for an employee in a new classification shall be one (1) year from the date the employee begins in the new classification. The DISTRICT reserves all of its rights to discipline or dismiss probationary employees.
- 17.2 DEFINITION OF DISCIPLINE.** A permanent classified employee may be disciplined by the DISTRICT for cause. The term “discipline,” in accordance with Education Code section 88001(e), is limited to any action by the DISTRICT whereby a classified employee is deprived of any classification or any incident of any classification in which he/she has permanence, including dismissal, suspension without pay, or demotion, without the employee’s consent. The term “discipline” does not include any layoff. The term “discipline” also does not include any adverse or negative evaluation, warning of any kind, reprimand of any kind, directive of any kind, or the implementation of any other Article in this Agreement or of other employment policies such as the denial of any leave or the denial of any request for transfer.
- 17.3 TIME LIMITS ON ANY DISCIPLINE.** In accordance with Education Code section 88013(d), no disciplinary action shall be taken for any cause that arose prior to an employee becoming permanent, or for any cause that arose more than two (2) years preceding the date of the filing of the notice of proposed discipline, unless the cause was concealed by the permanent employee when it could reasonably be assumed that the employee should have disclosed the facts to the DISTRICT.
- 17.4 FINAL DECISION ON ANY DISCIPLINE.** The Governing Board of the DISTRICT retains the authority to make the final determination on any proposed discipline.
- 17.5 PROGRESSIVE DISCIPLINE.** The concept of progressive discipline shall apply, but any permanent employee may be dismissed for the first incident of serious misconduct.
- 17.6 NOTICE OF PROPOSED DISCIPLINE.** Prior to the taking of discipline, the supervisor or management employee in charge of the permanent employee shall give written notice to the classified employee. This written notice of proposed disciplinary action shall be served by certified mail or personal delivery to the



classified employee at least ten (10) calendar days prior to the date when discipline may be imposed. In emergency situations where it is deemed appropriate by the DISTRICT to remove the classified employee immediately, the classified employee shall not lose compensation prior to the date when discipline may commence. Loss of compensation in all cases may occur after the tenth (10th) calendar day following the date written notice was served.

The written notice of proposed disciplinary action shall be served by personal delivery or by certified mail. Service by certified mail shall be deemed complete on the date of mailing. The contents of the written notice shall include at least the following:

17.6.1 A statement in ordinary and concise language of the specific acts and omissions upon which the proposed disciplinary action is based. Such statement may incorporate by reference the acts and omissions described in attached memoranda or other attached documents.

17.6.2 The specific disciplinary action proposed.

17.6.3 The cause(s) or reason(s) for the specific disciplinary action proposed.

17.6.4 A copy of the applicable rule(s) where it is claimed a violation of rule(s) took place.

17.6.5 A statement that the classified employee has the right to respond to the matters raised in the written notice both orally and in writing, including the submission of affidavits, prior to the end of the ten (10) calendar days following the date the written notice was served.

17.6.6 A statement that the classified employee, upon written request, is entitled to appear personally before the Chancellor or designee regarding the matters raised in the written notice prior to the end of the ten (10) calendar days following the date the written notice was served. At such meeting the classified employee shall be granted a reasonable opportunity to make any representations the classified employee believes are relevant to the case.

17.6.7 A statement that the classified employee, upon written request, is entitled to an evidentiary hearing before the Board or a hearing officer designated by the Board before any disciplinary action is final. A statement that the proposed disciplinary action may commence after the ten (10) calendar days following the date the written notice was served. A statement that no evidentiary hearing shall be held unless notice is delivered to the Vice Chancellor, Human Resources & Employee Relations or designee within ten (10) calendar days after the date the written notice of proposed disciplinary action was served.

17.6.8 Attached or enclosed with the written notice of proposed disciplinary action shall be a card or paper, the signing and filing of which with the Vice Chancellor, Human Resources & Employee Relations or designee shall constitute a demand for hearing, and a denial of all charges.

17.7 DEFINITION OF TERM "CAUSE." The term "cause" shall include, but not be limited to, the following:

- Incompetency, untimeliness, unsatisfactory, inefficiency or negligence in the performance of assigned duties.
- Failure at any time to possess the minimum qualifications for the position, such as the loss of a required driver's license.
- Insubordination, including the refusal to perform assigned duties or the refusal to obey a lawful directive from a supervisor.
- Carelessness or negligence in the performance of assigned duties or in the care or use of DISTRICT property.
- Loss, theft, conversion, damage, destruction or other misuse of DISTRICT property.
- Discourteous, offensive, or abusive conduct or language toward other employees, DISTRICT officials, supervisors, students, or the public.
- Threats of harm or acts of actual or attempted violence toward other employees, students, or the public.
- Dishonesty.
- Drinking alcoholic beverages on the job, or reporting to work while intoxicated, or bringing alcohol on to any DISTRICT property or into any DISTRICT vehicle.
- Use of controlled substances on the job, or reporting to work under the influence, or bringing any controlled substance on to any DISTRICT property or into any District vehicle. The use of drugs under and consistent with the directions of a physician which does not impair the performance of a classified employee is not prohibited.
- Personal conduct unbecoming an employee of the DISTRICT which may have adverse impact on the District.
- Engaging in political or union activity during assigned hours of employment unless otherwise authorized by law or another Board policy or practice.
- Conviction of any felony or any crime involving moral turpitude, or conviction of any crime which relates to the qualifications of duties of the employee.
- Abuse of any leave or vacation, including but not limited to excessive absenteeism, absence without authorization or excuse, or unauthorized absence. The DISTRICT may require any employee to provide to the DISTRICT written verification of illness or injury by a licensed physician for any absence that exceeds five consecutive work days for which entitlement to sick leave is sought by the employee. This

verification shall include at least a complete statement that the employee was unable to work on the days missed, the date upon which the employee is released for full duty, and the first date and every other date the physician examined the employee.

- Falsifying any information supplied to the DISTRICT, including, but not limited to, information supplied on application forms, employment records, or any other District records.
- Persistent violation or refusal to obey safety rules and regulations made applicable to the DISTRICT by the DISTRICT Governing Board or by any appropriate federal, state, or local governmental agency.
- Failure to fully comply with DISTRICT policies, rules, regulations, and the provisions in this Agreement.
- Offering of anything of value or offering any service in exchange for special treatment in connection with the classified employee's assigned duties, or the accepting of anything of value or any service in exchange for granting any special treatment to another employee or to any member of the public.
- Willful, negligent or intentional violation of any law concerning the District.
- Abandonment of position which is defined as an unexcused absence for more than five (5) consecutive workdays from the DISTRICT.
- Sexual harassment or unlawful discrimination against other employees, students or the public.
- Fraud or misrepresentation in securing employment or promotion.
- Failure to report accidents, injuries and known safety hazards or violations.
- Advocacy of overthrow of federal, state, or local government by force, violence or other unlawful means.
- Any other action or lack of action that is detrimental to the DISTRICT.

17.8 **REPRESENTATION.** An employee facing discipline as defined above may be represented by the ASSOCIATION at a disciplinary conference or hearing held pursuant to this Article.

17.9 **EVIDENTIARY HEARING.** The permanent classified employee shall receive an evidentiary hearing on the proposed disciplinary action only if a written demand for such a hearing is delivered to the Vice Chancellor, Human Resources & Employee Relations or designee within ten (10) calendar days after service of the written notice of proposed disciplinary action. In the absence of a timely demand for a hearing, the Board may act upon the proposed disciplinary action after the time period for hearing demand has expired.

The hearing normally will be held before the Governing Board, or a hearing officer designated by the Board, within forty-five (45) days of the hearing demand. The classified employee shall have a right to appear in person, with counsel or such other lawful representation as determined by the classified

employee. The District will have the burden of proof and shall first present evidence. Normal procedures shall be followed; i.e., charging party presentation, defense cross-examination, defense presentation, charging party cross-examination and rebuttal evidence from each party. Hearings will be recorded at the request of either party with such expense being borne by requesting party.

The Board's determination of the sufficiency of the cause for disciplinary action shall be conclusive in all cases.

## **ARTICLE 19: VACATIONS**

### **19.1 ACCUMULATION**

19.1.3 A unit member shall accrue up to but no more than forty (40) vacation days at which point no more vacation time may be earned.

~~19.6 **VACATION SCHEDULING.** All earned vacation must be taken prior to December 31 of the year following the fiscal year in which it was earned.~~

### **19.10 VACATION ACCRUAL FORMULA**

~~19.10.2 Vacation benefits earned must be taken before December 31 of the fiscal year following that in which they were earned.~~

## **ARTICLE 20: HEALTH SERVICE, CONTINUATION AFTER RETIREMENT**

~~20.1 **HEALTH COVERAGE AFTER RETIREMENT.** Any unit member who chooses early retirement or disability will continue to be eligible, if permitted by the carrier, to participate in one of the existing hospitalization/medical plan benefits pursuant to the provisions of Article 10, until age 65, subject to the following conditions: Any unit member who chooses early service or disability retirement will continue to be eligible, if permitted by the carrier, to participate in one of the existing hospitalization/medical plan benefits, until age 65, subject to the following provisions:~~

~~20.2 **DISABILITY RETIREMENT.** To be eligible for health coverage while on Public Employees' Retirement System disability retirement under this Article, the unit member shall have completed a minimum of five (5) continuous years service with the DISTRICT. **EARLY SERVICE RETIREMENT.** To be eligible for early service retirement under this Article, the unit member must be an employee of the DISTRICT immediately preceding retirement and either:~~

- a. Have attained the age of sixty (60) before terminating employment and have completed a minimum of ten (10) years continuous service with the DISTRICT or
- b. Have attained the age of fifty-five (55) before terminating employment and have completed a minimum of twenty (20) years continuous service with the DISTRICT.

~~20.2.1 If the retiree is also on social security disability retirement, such medical coverage shall cease when the retiree becomes eligible for Medicare. A retiree on social security disability retirement is eligible for Parts A & B of Medicare two (2) years after they are accepted for social security disability retirement. The DISTRICT medical coverage under this Article will cease as of that date and all Medicare premiums are the responsibility of the retiree.~~

20.3 **SERVICE RETIREMENT.** ~~To be eligible for early service retirement under this Article, the unit member must either:~~

- a. ~~Have attained the age of sixty (60) before terminating employment and have completed a minimum of ten (10) years continuous service with the DISTRICT or~~
- b. ~~Have attained the age of fifty five (55) before terminating employment and have completed a minimum of twenty (20) years continuous service with the DISTRICT.~~

**DISABILITY RETIREMENT.** To be eligible for health coverage while on Public Employees' Retirement System disability retirement under this Article, the unit member must:

- a. Have completed a minimum of five (5) continuous years of benefit eligible service with the DISTRICT, and
- b. Show proof of Disability Retirement status with CalPERS within sixty (60) days of termination from the District.

~~20.3.1 The unit member must be an employee of the DISTRICT immediately preceding retirement and must retire under the Public Employees' Retirement System.~~

~~If the retiree is also on social security disability retirement, such medical coverage shall cease when the retiree becomes eligible for Medicare. A retiree on social security disability retirement is eligible for Parts A & B of Medicare two (2) years after they are accepted for social security disability retirement. The DISTRICT medical coverage under this Article will cease as of that date and all Medicare premiums are the responsibility of the retiree.~~

## **ARTICLE 22: EFFECT OF AGREEMENT**

- 22.2 The DISTRICT and the ASSOCIATION agree that the terms and conditions set forth in this Agreement represent the full and complete understanding and commitment between the parties which may not be altered, changed, added to, removed from or modified unless by mutual consent in writing or by a procedure expressly allowing same in this Agreement.
- 22.3 The DISTRICT and the ASSOCIATION agree that this Agreement shall be in full settlement of all issues which were the subject of meeting and negotiating. It is further agreed that none of such issues shall be the subject of meeting and negotiating during the terms of this Agreement unless by mutual consent in writing or by a procedure expressly allowing same in this Agreement. During the term of this Agreement, the DISTRICT has the right to act on any matter not addressed un this Agreement as long as that action is not in violation of this Agreement.
- 22.4 The DISTRICT and the ASSOCIATION hereby clearly and unequivocally waive their rights to meet and negotiate during the term of this Agreement unless otherwise expressly stated in this Agreement.

## **ARTICLE 23: SAFETY**

- 23.2 SAFETY COMMITTEE.** The District shall allow for unit member representation on any a site/campus committee appointed by the DISTRICT for the purpose of investigating, developing and promulgating safety programs which significantly affect unit members.

## **ARTICLE 24 TERM OF AGREEMENT AND LIMITED RE-OPENERS**

- 24.1 TERM.** ~~The DISTRICT and ASSOCIATION agree to a three year Agreement beginning with July 1, 2007 and ending on June 30, 2010. The DISTRICT further agrees that the agreement shall remain in full force and effect until completion of a binding successor agreement is reached by the parties or until exhaustion of the statutory PERB procedures involved in resolving contract — negotiation disputes including impasse and fact finding procedures. This Agreement shall be in effect from the date of final ratification by both parties up to and including June 30, 2013.~~

~~**2007-2008 ACADEMIC YEAR.** Both parties agree to open for negotiations Article 7: Pay and Allowances; Article 10: Health & Welfare Benefits; Article 14: Leaves; Article 15: Vacancies, Transfers, Voluntary Demotions, Closed Promotions; Article 16: Personnel; Article 19: Vacations, New Article: College Police Department; New Article: Request for Reclassification; New Article: — Discipline. Both parties agree to address the on going goals mutually agreed to review and/or discuss.~~

~~2008-2009 ACADEMIC YEAR.~~ Both parties agree to open for negotiations Article 7: Pay and Allowances; Article 10: Health and Welfare Benefits. Both parties agree to address the on-going goals mutually agreed to review and/or discuss. Additionally, each party may open one (1) new or additional article for negotiations.

~~2009-2010 ACADEMIC YEAR.~~ Both parties agree to open for negotiations Article 7: Pay and Allowances; Article 10: Health and Welfare Benefits. Both parties agree to address the on-going goals mutually agreed to review and/or discuss. Additionally, each party may open one new or additional article for negotiations.

- 24.2 ~~Both the DISTRICT and the CSEA bargaining teams shall recommend to their respective parties ratification of the tentative agreement reached on April 2008.~~  
LIMITED RE-OPENERS. Upon written demand from one party to the other no later than October 1 of 2011 and October 1 of 2012, the parties will negotiate for 2011-2012 and 2012-2013 over Article 7 (Pay and Allowance) and Article 10 (Health and Welfare Benefits) and no more than one (1) additional Article of each party's choice

## **APPENDIX A      DESCRIPTION OF THE BARGAINING UNIT**

### **THE APPROPRIATE UNIT:**

Shall INCLUDE:      ~~All classified employees of the San Bernardino Community College DISTRICT~~ The bargaining unit includes all regular probationary and permanent classified employees in the DISTRICT within the classifications listed in APPENDIX C.

Shall EXCLUDE:      ~~All management, supervisory faculty and confidential employees as follows:~~ All substitute employees, short-term employees, and student employees.

Whenever there is a dispute as to whether an employee is in a classification the parties will attempt to resolve it. If the parties are unable to resolve it, the ASSOCIATION may pursue the issue with the PERB.

## **APPENDIX C      CLASSIFIED SALARY SCHEDULE**

To be updated.

## **APPENDIX D      COURSE APPROVAL AND REIMBURSEMENT FORM**

To be updated.

**APPENDIX E      REQUEST FOR CONSIDERATION OF POSITION  
RECLASSIFICATION**

To be updated.

**APPENDICES F      GRIEVANCE FORMS G H, AND I**

Remove from the Agreement.

**APPENDICES G      MOU'S**

Remove from the Agreement.

**APPENDICES H      GOALS**

Remove from the Agreement.

**APPENDICES I      SCRIBE'S WAIVER**

Remove from the Agreement.

*The District reserves the right to modify its proposals during the negotiation process.*



## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Acting Chancellor  
REVIEWED BY: Bruce Baron, Acting Chancellor  
PREPARED BY: Bruce Baron, Acting Chancellor  
DATE: January 14, 2010  
SUBJECT: Nominations to the 2010 CCCT Board

### RECOMMENDATION

This item is on the agenda for action if the Board chooses to nominate one of its members to the 2010 CCCT Board.

### OVERVIEW

The California Community College Trustees (CCCT) board serves a major role within the Community college League of California. This board provides leadership and direction to ensure a strong voice for locally elected governing board members. It meets 5 times a year. Only one trustee per district may serve on the board.

### ANALYSIS

Dr. Singer currently serves as a member of this 21-member board.

### BOARD IMPERATIVE

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

### FINANCIAL IMPLICATIONS

None.



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CHANCELLOR'S OFFICE  
2009 DEC 10 PM 2:03

**Date:** December 8, 2009  
**To:** California Community College Trustees  
California Community College Chancellors/Superintendents  
**From:** Scott Lay  
**Subject:** CCCT Board Election - 2010

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The California Community College Trustees (CCCT) board serves a major role within the Community College League of California. Meeting five times a year, the twenty-one member board provides leadership and direction to ensure a strong voice for locally elected governing board members.

From January 1 through February 15, nominations for membership on the CCCT board will be accepted in the League office. Nominations are to be made by a member district board of trustees; and each district may nominate only members of its board.

Each nominee must be a local community college district trustee, other than the student trustee, and must have consented to be nominated. Only one trustee per district may serve on the board.

An official Biographical Sketch Form and Statement of Candidacy **must** accompany the Nominating Ballot mailed to the League office, and please use only these forms. Nomination materials should be sent by certified mail – return receipt requested. Faxed materials will **not** be accepted due to the quality of transmission.

The election of members of the CCCT board will take place between March 10 and April 25. Each member district board of trustees will have one vote for each vacancy on the CCCT board. Seven persons will be elected to the board this year. Five incumbents (elected and appointed) are eligible to run for re-election. In accordance with the CCCT Board Governing Policies, as adopted by the board at its June 2008 meeting, "CCCT Board members shall be elected by the institutional member governing boards for alternate three-year terms. No CCCT Board member shall serve more than three (3) terms consecutively."

Election results will be announced at the CCCT annual conference. The newly elected members of the board will assume their responsibilities at the conclusion of the annual conference, May 2, 2010.

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

Attachments: (mailed only to CCC Chancellors/Superintendents)  
Official Nominating Form  
Official Biographical Sketch Form  
Official Statement of Candidacy  
CCCT Board Terms of Office (adopted by the board, November 2008)  
CCCT Board Roster

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Acting Chancellor  
REVIEWED BY: Dr. Debra S. Daniels, President, SBVC  
PREPARED BY: Dr. Debra S. Daniels, President, SBVC  
DATE: January 14, 2010  
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**  
**January 14, 2010**

**NEW COURSES**

**Division:** Science  
**Department:** Biology  
**Course ID:** BIOL 155  
**Course Title:** Introductory Anatomy and Physiology  
**Units:** 4  
**Lecture:** 3 contact hour(s) per week  
48 - 54 contact hours per semester  
**Laboratory:** 3 contact hour(s) per week  
48 - 54 contact hours per semester

**Departmental Advisory:** ENGL 914 and MATH 942

**Catalog Description:** This course is an introduction to human anatomy and physiology. The course is intended to meet the prerequisite for students entering the Psychiatric Technician program or other professional programs that accept a lecture/lab course in human anatomy and physiology.

**Schedule Description:** This course is an introduction to human anatomy and physiology. The course is intended to meet the prerequisite for students entering the Psychiatric Technician program or other professional programs that accept a lecture/lab course in human anatomy and physiology.

**Equate:** ANAT 101

**Effective Date:** FA10

**Rationale:** The addition of a laboratory unit to a 3 unit lecture course (BIOL 055) to improve the learning for students enrolling in the Psychiatric Technician program.

**Division:** Applied Technology, Transportation & Culinary Arts  
**Department:** Electricity/Electronics  
**Course ID:** ELEC 091  
**Course Title:** Fundamentals of Solar Energy  
**Units:** 3  
**Lecture:** 3 contact hour(s) per week  
48 - 54 contact hours per semester

**Prerequisite:** ELECTR 230

**Catalog Description:** This course is designed for students interested in a career in the solar industry. The fundamental principles and functions of photovoltaic industry will be introduced along with the planning, installation and maintenance of all necessary components for a photovoltaic system. The transmission and distribution of electric power will be reviewed and basic concepts of electricity, identification, functions and operations of components will be surveyed.

**Schedule Description:** This course is designed for students interested in a career in the solar industry. The fundamental principles and functions of photovoltaic industry will be introduced along with the planning, installation and maintenance of all necessary components for a photovoltaic system. The transmission and distribution of electric power will be reviewed and basic concepts of electricity, identification, functions and operations of components will be surveyed.

**Effective Date:** FA10

**This course approved as a stand-alone course.**

**Rationale:** The Electricity/Electronics Department Advisory Committee for the past two years has discussed the addition of adding some environmental and energy saving (green) courses to our curriculum.

Curriculum Meetings: 11-23-09; 12-07-09; 12-09-09; 12-11-09

Conjoint Meeting: 12-14-09

Board of Trustees Meeting: January 14, 2010

## NEW COURSES

**Division:** Science  
**Department:** Water Supply Technology  
**Course ID:** WST 031  
**Course Title:** Water Conservation Practitioner I  
**Units:** 3  
**Lecture:** 3 contact hour(s) per week  
48 - 54 contact hours per semester

**Departmental Advisory:** WST 061

**Catalog Description:** This introductory water conservation course is designed for students interested in working as a water conservation practitioner. It includes the expected range of knowledge required for American Water Works Association (AWWA) Water Conservation Practitioner I Certificate.

**Schedule Description:** This introductory water conservation course is designed for students interested in working as a water conservation practitioner. It includes the expected range of knowledge required for American Water Works Association (AWWA) Water Conservation Practitioner I Certificate.

**Effective Date:** FA10

**Rationale:** This course will help student obtain the conservation specialist license offered by the American Water Works Association.

**Division:** Science  
**Department:** Water Supply Technology  
**Course ID:** WST 053  
**Course Title:** Wastewater Technology Math  
**Units:** 3  
**Lecture:** 3 contact hour(s) per week  
48 - 54 contact hours per semester

**Prerequisite:** WST 052 or WST 052C or MATH 090 or placement in MATH 095 per SBVC assessment process

**Catalog Description:** This vocational math course is recommended for students who are currently enrolled in wastewater treatment course(s). The course includes math required to solve problems commonly encountered in the primary, secondary, and tertiary treatment of wastewater.

**Schedule Description:** This vocational math course is recommended for students who are currently enrolled in wastewater treatment course(s). The course includes math required to solve problems commonly encountered in the treatment of wastewater.

**Effective Date:** FA10

**Rationale:** This course will help students succeed in obtaining the State Water Resource Control Board (SWRCB) license(s) and pass the wastewater classes.

Curriculum Meetings: 11-23-09; 12-07-09; 12-09-09; 12-11-09

Conjoint Meeting: 12-14-09

Board of Trustees Meeting: January 14, 2010

## NEW COURSES

**Division:** Science  
**Department:** Water Supply Technology  
**Course ID:** WST 095 A-Z  
**Course Title:** Special Topics in Water Technology  
**Units:** 0.25 - 2  
**Lecture:** 0.25 - 2 contact hour(s) per week  
                   Min: 4 - 4.5 contact hours per semester  
                   Max: 32 - 36 contact hours per semester

**Prerequisite:** None

**Catalog Description:** These short seminars are offered to provide training in topics of timely, special, unusual interest or which are not contained in the regular course offerings in Water Technology. They are specifically designed for employees who are currently working in the field of water distribution/treatment or wastewater collection/treatment.

**Schedule Description:** These short seminars are offered to provide training in topics of timely, special, unusual interest or which are not contained in the regular course offerings in Water Technology. They are specifically designed for employees who are currently working in the field of water distribution/treatment or wastewater collection/treatment.

**Effective Date:** FA10

**Rationale:** The California Department of Public Health requires 12 to 36 hours of continuing education training in order to renew Distribution or Treatment operator license every 3 years. This series of courses will allow our students to get the periodic training needed.

## MODIFIED COURSES

COURSE ID	COURSE TITLE
ACCT 030	FEDERAL AND STATE TAXATION

**Catalog Description:** This is a comprehensive course of study and practical application of basic federal and state income taxes. Topics include history and objectives of taxes, research and analysis of current tax issues, along with the tax treatment of various types of entities and types of income, deductions and credits. Emphasis is on the individual as a taxpayer. Actual tax forms are studied and returns prepared.

**Schedule Description:** This is a comprehensive introduction to the basic concepts of federal and state individual income taxation. Actual tax forms are studied and returns prepared.

**Effective Date:** FA10

**Rationale:** Content Review

COURSE ID	COURSE TITLE
ADJUS 105	COMMUNITY RELATIONS

**Catalog Description:** This course examines the relationship and awareness of criminal justice agencies to diverse populations such as gender, racial, and sexual orientation, including discrimination and hate crimes.

**Schedule Description:** This course examines the relationship and awareness of criminal justice agencies to diverse populations such as gender, racial, and sexual orientation, including discrimination and hate crimes.

**Effective Date:** FA10

**Rationale:** Content Review

Curriculum Meetings: 11-23-09; 12-07-09; 12-09-09; 12-11-09

Conjoint Meeting: 12-14-09

Board of Trustees Meeting: January 14, 2010

MODIFIED COURSES	
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COURSE ID	COURSE TITLE
ADJUS 106	PRINCIPLES OF INVESTIGATION

**Catalog Description:** This course covers the principles of various types of investigations utilized in the criminal justice system; including concepts of investigation, and the analysis, evaluation, preservation and documentation of evidence. The course will also include dealing with the public, techniques for handling crime scenes, interviews, evidence, surveillance, follow-up, technical resources, and case preparation.

**Schedule Description:** This course covers the principles of various types of investigations utilized in the criminal justice system; including concepts of investigation, and the analysis, evaluation, preservation and documentation of evidence.

**Effective Date: FA10**

**Rationale:** Content Review

COURSE ID	COURSE TITLE
ADJUS 107	CONCEPTS OF ENFORCEMENT SERVICES

**Catalog Description:** This course examines theories, philosophies, and concepts related to the role expectations of the line enforcement officer. The emphasis is focused on patrol, traffic and public service responsibilities and their relationships to the administration of justice.

**Schedule Description:** This course examines theories, philosophies, and concepts related to the role expectations of the line enforcement officer. The emphasis is focused on patrol, traffic and public service responsibilities and their relationships to the administration of justice.

**Effective Date: FA10**

**Rationale:** Content Review

COURSE ID	COURSE TITLE
ADJUS 108	JUVENILE PROCEDURES

**Catalog Description:** This course examines the organization, function and jurisdiction of juvenile agencies, the processing and detention of juvenile offenders, and court procedures concerning their status.

**Schedule Description:** This course examines the organization, function and jurisdiction of juvenile agencies, the processing and detention of juvenile offenders, and court procedures concerning their status.

**Effective Date: FA10**

**Rationale:** Content Review

COURSE ID	COURSE TITLE
ARCH 100	ENVIRONMENTAL DESIGN I

**Catalog Description:** This course provides an introduction to the design process, the vocabulary of design and the basic principles of environmental design, landscape design, and urban planning.

**Schedule Description:** This course provides an introduction to the design process, the vocabulary of design and the basic principles of environmental design, landscape design, and urban planning.

**Effective Date: FA10**

**Rationale:** Content Review

Curriculum Meetings: 11-23-09; 12-07-09; 12-09-09; 12-11-09

Conjoint Meeting: 12-14-09

Board of Trustees Meeting: January 14, 2010

<b>MODIFIED COURSES</b>
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<b>COURSE ID</b>	<b>COURSE TITLE</b>
<b>AERO 198</b>	AERONAUTICS WORK EXPERIENCE

**Course ID:** AERO 098

**Units:** 1 - 4

**Work Experience:** 5.00 - 20.00

**Catalog Description:** Supervised training, in the form of on the job employment that will enhance the student's knowledge in the selected field of study. The student's major and job must match. Students work 5-20 hours per week to earn units using the following formula: For paid work, 75 hours = 1 unit; for volunteer work, 60 hours = 1 unit. Students may earn a total of 16 units toward graduation in Work Experience 098 courses. Students MUST be working for pay or volunteer before registering for a Work Experience class. NOTE: Only one section of Work Experience may be taken during a semester. (Formerly AERO 198)

**Schedule Description:** Supervised training, in the form of on the job employment that will enhance the student's knowledge in the selected field of study. The student's major and job must match. Students work 5-20 hours per week to earn units using the following formula: For paid work, 75 hours = 1 unit; for volunteer work, 60 hours = 1 unit. Students may earn a total of 16 units toward graduation in Work Experience 098 courses. Students MUST be working for pay or volunteer before registering for a Work Experience class. NOTE: Only one section of Work Experience may be taken during a semester. (Formerly AERO 198)

**Transfer Status:** Non-Transferrable

**Effective Date:** FA10

**Rationale:** Content Review

<b>COURSE ID</b>	<b>COURSE TITLE</b>
<b>ART 198</b>	ART WORK EXPERIENCE

**Course ID:** ART 098

**Work Experience:** 5.00 - 20.00

**Catalog Description:** Supervised training, in the form of on the job employment that will enhance the student's knowledge in the selected field of study. The student's major and job must match. Students work 5-20 hours per week to earn units using the following formula: For paid work, 75 hours = 1 unit; for volunteer work, 60 hours = 1 unit. Students may earn a total of 16 units toward graduation in Work Experience 098 courses. Students MUST be working for pay or volunteer before registering for a Work Experience class. NOTE: Only one section of Work Experience may be taken during a semester. (Formerly ART 198)

**Schedule Description:** Supervised training, in the form of on the job employment that will enhance the student's knowledge in the selected field of study. The student's major and job must match. Students work 5-20 hours per week to earn units using the following formula: For paid work, 75 hours = 1 unit; for volunteer work, 60 hours = 1 unit. Students may earn a total of 16 units toward graduation in Work Experience 098 courses. Students MUST be working for pay or volunteer before registering for a Work Experience class. NOTE: Only one section of Work Experience may be taken during a semester. (Formerly ART 198)

**Transfer Status:** Non-Transferrable

**Effective Date:** FA10

**Rationale:** Content Review

Curriculum Meetings: 11-23-09; 12-07-09; 12-09-09; 12-11-09

Conjoint Meeting: 12-14-09

Board of Trustees Meeting: January 14, 2010



<b>MODIFIED COURSES</b>
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<b>COURSE ID</b>	<b>COURSE TITLE</b>
<b>ASL 109</b>	AMERICAN SIGN LANGUAGE I

**Catalog Description:** Students develop communication skills in American Sign Language including the alphabet, basic vocabulary and grammar of ASL. Both receptive and expressive abilities are emphasized. Students review the characteristics of the deaf community and culture.

**Schedule Description:** Students develop communication skills in American Sign Language including the alphabet, basic vocabulary and grammar of ASL. Both receptive and expressive abilities are emphasized. Students review the characteristics of the deaf community and culture.

**Effective Date: FA10**

**Rationale:** Content Review

<b>COURSE ID</b>	<b>COURSE TITLE</b>
<b>ASL 111</b>	AMERICAN SIGN LANGUAGE III

**Catalog Description:** Students continue to develop conversational skills in American Sign Language and expand their vocabulary and grammar of ASL. Students review primary issues in deaf culture and strengthen their understanding of deaf awareness. Emphasis is on idiomatic constructions as well as comprehension and production skills.

**Schedule Description:** Students continue to develop conversational skills in American Sign Language and expand their vocabulary and grammar of ASL. Students review primary issues in deaf culture and strengthen their understanding of deaf awareness. Emphasis is on idiomatic constructions as well as comprehension and production skills.

**Effective Date: FA10**

**Rationale:** Content Review

<b>COURSE ID</b>	<b>COURSE TITLE</b>
<b>ASL 112</b>	AMERICAN SIGN LANGUAGE IV

**Catalog Description:** This course is designed to help students acquire communicative competency in American Sign Language, both comprehension and production skills within the contexts of literature and story telling. Emphasis is on cultural awareness, grammatical features, vocabulary development, and conversational skills.

**Schedule Description:** This course is designed to help students acquire communicative competency in American Sign Language, both comprehension and production skills within the contexts of literature and story telling. Emphasis is on cultural awareness, grammatical features, vocabulary development, and conversational skills.

**Effective Date: FA10**

**Rationale:** Content Review

Curriculum Meetings: 11-23-09; 12-07-09; 12-09-09; 12-11-09

Conjoint Meeting: 12-14-09

Board of Trustees Meeting: January 14, 2010

<b>MODIFIED COURSES</b>
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<b>COURSE ID</b>	<b>COURSE TITLE</b>
<b>ASTRON 120</b>	INTRODUCTION TO ASTRONOMY

**Departmental Advisories:** MATH 090 and ENGL 015 or eligibility for ENGL 101 as determined by SBVC assessment process

**Catalog Description:** This is an introduction to astronomy, the ultimate adventure. Our very big universe can be described by a small set of knowable rules through a logical method called science, where the excitement of an evolving and sometimes violent universe of stars and galaxies is explored. Topics include the night sky, motions of the Sun, the Moon, and the planets, light, properties and life-cycles of stars with a detailed look at our Sun, galaxies, and the origin of the universe.

**Schedule Description:** This is an introduction to astronomy, the ultimate adventure. Our very big universe can be described by a small set of knowable rules through a logical method called science, where the excitement of an evolving and sometimes violent universe of stars and galaxies is explored. Topics include the night sky, the solar system, galaxies, and the origin of the universe.

**Effective Date: FA10**

**Rationale:** Content Review

<b>COURSE ID</b>	<b>COURSE TITLE</b>
<b>ASTRON 125</b>	ASTRONOMY LABORATORY

**Prerequisite:** ASTRON 120 or

**Corequisite:** ASTRON 120

**Catalog Description:** This course is the companion course to ASTRON 120 Introduction to Astronomy. Laboratory work provides a hands-on enrichment and deeper understanding of topics discussed in the astronomy lecture. Topics include use of star maps, identification of constellations, determination of orbits, rotation rate, and mass of celestial objects using astronomical methods of observation and analysis. Students will also perform 3-D modeling of the solar system and constellations, study the nature of light, lenses and telescopes, make some direct observations with telescopes, and utilize astronomical software.

**Schedule Description:** This course is the companion course to ASTRON 120 Introduction to Astronomy. Laboratory work provides a hands-on enrichment and deeper understanding of topics discussed in the astronomy lecture.

**Effective Date: FA10**

**Rationale:** Content Review

Curriculum Meetings: 11-23-09; 12-07-09; 12-09-09; 12-11-09

Conjoint Meeting: 12-14-09

Board of Trustees Meeting: January 14, 2010

<b>MODIFIED COURSES</b>
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<b>COURSE ID</b>	<b>COURSE TITLE</b>
<b>AUTO 039x3</b>	<b>STRUCTURAL ANALYSIS AND DAMAGE REPAIR</b>

**Course ID:** AUTO 024

**Units:** 6

**Lecture:** 4.4 contact hour(s) per week  
70.4 - 79.2 contact hours per semester

**Laboratory:** 3.9 contact hour(s) per week  
62.4 - 70.2 contact hours per semester

**Departmental Advisories:** AUTO 020 and AUTO 022

**Prerequisite:** None

**Catalog Description:** This course covers theory and practical experience in auto collision repair and shop safety, with a focus on Metal Inert Gas (MIG) welding, panel replacement, theory and practical experience in minor uni-body frame measuring and repair, painting equipment and refinishing materials. The Environmental Protection Agency (EPA) and South Coast Air Quality Management District (SCAQMD) requirements are also studied. This course may be used in preparation for the Automotive Service Excellence (ASE) National B4 Test. (Formerly AUTO 039x3)

**Schedule Description:** This course covers theory and practical experience in auto collision repair and shop safety, with a focus on MIG welding, paint equipment, frame straightening equipment and uni-body measuring and repair and EPA and SCAQMD requirements. This course may be used in preparation for the Automotive Service Excellence (ASE) National B4 Test. (Formerly AUTO 039x3)

**Effective Date:** FA10

**Rationale:** Content Review; updating course to keep up with Automotive Service Excellence (ASE), and automotive collision and refinishing industry standards.

<b>COURSE ID</b>	<b>COURSE TITLE</b>
<b>AUTO 044x3</b>	<b>AUTOMOTIVE BODY REPAIRING AND REFINISHING</b>

**Course ID:** AUTO 020

**Course Title:** NON-STRUCTURAL BODY REPAIR

**Units:** 6

**Lecture:** 4.4 contact hour(s) per week  
70.4 - 79.2 contact hours per semester

**Laboratory:** 3.9 contact hour(s) per week  
62.4 - 70.2 contact hours per semester

**Catalog Description:** This course covers theory and practical experience in automotive collision damage repair and shop safety with a focus on automotive construction, regulations, oxyacetylene and Metal Inert Gas (MIG) welding, surface preparation, basic spray painting, and detailing. This course may be used in preparation for the Automotive Service Excellence (ASE) National Test B-3. (Formerly AUTO 044x3)

**Schedule Description:** This course covers theory and practical experience in automotive collision damage repair and shop safety with a focus on automotive construction, regulations, oxyacetylene and MIG welding, surface preparation, basic spray painting, and detailing. This course may be used in preparation for the Automotive Service Excellence (ASE) National Test B-3. (Formerly AUTO 044x3)

**Effective Date:** FA10

**Rationale:** Content Review; updating course to keep up with National Automotive Technicians Education Foundation (NATEF), Automotive Service Excellence (ASE), and automotive collision and refinishing industry standards.

Curriculum Meetings: 11-23-09; 12-07-09; 12-09-09; 12-11-09

Conjoint Meeting: 12-14-09

Board of Trustees Meeting: January 14, 2010

**MODIFIED COURSES**

<b>COURSE ID</b>	<b>COURSE TITLE</b>
<b>AUTO 048x3</b>	<b>AUTO COLLISION REFINISHING</b>

**Course ID:** AUTO 026

**Units:** 6

**Lecture:** 4.4 contact hour(s) per week  
70.4 - 79.2 contact hours per semester

**Laboratory:** 3.9 contact hour(s) per week  
62.4 - 70.2 contact hours per semester

**Departmental Advisories:** AUTO 020 and AUTO 022

**Prerequisite:** None

**Catalog Description:** This course covers theory and practical experience in automotive collision repair and refinishing, shop safety practices, personal safety, and health protection as outlined by Environmental Protection Agency (EPA) and South Coast Air Quality Management District (SCAQMD). Topics include Metal Inert Gas (MIG) welding/aluminum; major frame repair; measuring and analyzing collision damage; operating electronic measuring systems; Sheet Molded Compound (SMC) panel replacement; heat reshaping plastic parts; electrical and electronic systems; single-, two-, and three-stage refinishing systems; spot repairing/blending; polishing; detailing; estimating; and custom painting. This course may be used in preparation for the Automotive Service Excellence (ASE) National Test B2. (Formerly AUTO 048x3)

**Schedule Description:** This course covers theory and practical experience in automotive collision repair and refinishing; shop safety practices, personal safety and health protection; single-, two-, and three-stage refinishing systems; spot repairing/blending; polishing; and detailing. This course may be used in preparation for the Automotive Service Excellence (ASE) National Test B2. (Formerly AUTO 048x3)

**Effective Date:** FA10

**Rationale:** Content Review; updating course to keep up with Automotive Service Excellence (ASE), and automotive collision and refinishing industry standards.

<b>COURSE ID</b>	<b>COURSE TITLE</b>
<b>AUTO 055</b>	<b>ADVANCED AUTO BODY</b>

**Course ID:** AUTO 022

**Course Title:** NON-STRUCTURAL COLLISION REPAIR

**Units:** 6

**Lecture:** 4 contact hour(s) per week  
64 - 72 contact hours per semester

**Laboratory:** 6 contact hour(s) per week  
96 - 108 contact hours per semester

**Prerequisite:** None

**Catalog Description:** This course covers theory and practical experience in automotive collision damage repair and shop safety with a focus on laws and regulations, refinishing techniques, Metal Inert Gas (MIG) welding, and carbon fiber and fiberglass repair. This course may be used in preparation for the Automotive Service Excellence (ASE) National B3 Test. (Formerly AUTO 055)

**Schedule Description:** This course covers theory and practical experience in automotive collision damage repair and shop safety with a focus on laws and regulations, refinishing techniques, Metal Inert Gas (MIG) welding, and carbon fiber and fiberglass repair. This course may be used in preparation for the Automotive Service Excellence (ASE) National B3 Test. (Formerly AUTO 055)

**Effective Date:** FA10

**Rationale:** Content Review; updating course to keep up with Automotive Service Excellence (ASE), and automotive collision and refinishing industry standards.

Curriculum Meetings: 11-23-09; 12-07-09; 12-09-09; 12-11-09

Conjoint Meeting: 12-14-09

Board of Trustees Meeting: January 14, 2010

<b>MODIFIED COURSES</b>
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COURSE ID	COURSE TITLE
AUTO 198	AUTOMOTIVE-DIESEL TECHNOLOGY WORK EXPERIENCE

**Course ID:** AUTO 098

**Work Experience:** 5.00 - 20.00

**Catalog Description:** Supervised training in the form of on the job employment that will enhance the student's knowledge in the selected field of study. The student's major and job must match. Students work 5-20 hours per week to earn units using the following formula: For paid work, 75 hours = 1 unit; for volunteer work, 60 hours = 1 unit. Students may earn a total of 16 units toward graduation in Work Experience 098 courses. Students MUST be working for pay or volunteer before registering for a Work Experience class. NOTE: Only one section of Work Experience may be taken during a semester. (Formerly AUTO 198)

**Schedule Description:** Supervised training in the form of on the job employment that will enhance the student's knowledge in the selected field of study. The student's major and job must match. Students work 5-20 hours per week to earn units using the following formula: For paid work, 75 hours = 1 unit; for volunteer work, 60 hours = 1 unit. Students may earn a total of 16 units toward graduation in Work Experience 098 courses. Students MUST be working for pay or volunteer before registering for a Work Experience class. NOTE: Only one section of Work Experience may be taken during a semester. (Formerly AUTO 198)

**Transfer Status:** Non-Transferrable

**Effective Date:** FA10

**Rationale:** Content Review

COURSE ID	COURSE TITLE
BIOL 261	HUMAN PHYSIOLOGY

**Catalog Description:** This course is the second semester of a two-semester sequence. It builds on an understanding of structure to explain the dynamic functions of the human body to a cellular level. Topics include physiology of the following systems: muscular, skeletal, nervous, endocrine, cardiovascular, respiratory, digestive, urinary, and reproductive. Homeostatic mechanisms and the interrelationships of body organ systems are emphasized and enhanced with clinical illustrations.

**Schedule Description:** This course is the second semester of a two-semester sequence. It is the study of the dynamic functions of the human body, emphasizing homeostatic mechanisms and the interrelationships of body organ systems.

**Effective Date:** FA10

**Rationale:** Content Review

COURSE ID	COURSE TITLE
BUSAD 100	INTRODUCTION TO BUSINESS

**Catalog Description:** This course will introduce the student to the fundamental concepts of business in a changing world. It includes an overview of such areas as economic systems, management, marketing, accounting, finance, ethics, ownership, organization of business, the legal aspects and regulation of business, as well as globalization.

**Schedule Description:** This course will introduce the student to the fundamental concepts of business in a changing world. It includes an overview of such areas as economic systems, management, marketing, accounting, finance, ethics, ownership, organization of business, the legal aspects and regulation of business, as well as globalization.

**Effective Date:** FA10

**Rationale:** Content Review

Curriculum Meetings: 11-23-09; 12-07-09; 12-09-09; 12-11-09

Conjoint Meeting: 12-14-09

Board of Trustees Meeting: January 14, 2010

<b>MODIFIED COURSES</b>
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<b>COURSE ID</b>	<b>COURSE TITLE</b>
<b>BUSAD 103</b>	MARKETING PRINCIPLES

**Course ID:** BUSAD 013

**Catalog Description:** This course will cover the basic principles and methods of marketing as practiced by all successfully managed business firms. This course is management-oriented, covering demand analysis, forecasting, product development, price determination, distribution channels, material handling, advertising and personal selling. (Formerly BUSAD 103)

**Schedule Description:** This course covers the marketing concepts with emphasis on marketing strategy. It includes a study of the customer, market institutions and functions. (Formerly BUSAD 103)

**Transfer Status: Non-Transferrable**

**Effective Date: FA10**

**Rationale:** Content Review

<b>COURSE ID</b>	<b>COURSE TITLE</b>
<b>BUSAD 105</b>	SMALL BUSINESS MANAGEMENT

**Course ID:** BUSAD 015

**Course Title:** Small Business Management/Entrepreneurship

**Catalog Description:** This course is designed for business majors and non-business majors who desire a greater knowledge of the fundamentals specifically related to the opening and operation of a small business. The course is designed to provide a working knowledge of the pitfalls associated with small business operations and how to recognize, prevent and solve problems. (Formerly BUSAD 105)

**Schedule Description:** The course is designed to provide a working knowledge of the pitfalls associated with small business operations and how to recognize, prevent and solve problems. (Formerly BUSAD 105)

**Transfer Status: Non-Transferrable**

**Effective Date: FA10**

**Rationale:** Content Review

<b>COURSE ID</b>	<b>COURSE TITLE</b>
<b>BUSAD 106</b>	PRINCIPLES OF SELLING

**Course ID:** BUSAD 016

**Catalog Description:** This course covers the problems of analyzing the sales talk, making an adequate approach, meeting objectives, excuses and techniques of closing the sale, and the psychology involved in selling services, goods, ideas and one's own personality. (Formerly BUSAD 106)

**Schedule Description:** This course covers the problems of analyzing the sales talk, making an adequate approach, meeting objectives, excuses and techniques of closing the sale, and the psychology involved in selling services, goods, ideas and one's own personality. (Formerly BUSAD 106)

**Transfer Status: Non-Transferrable**

**Effective Date: FA10**

**Rationale:** Content Review

Curriculum Meetings: 11-23-09; 12-07-09; 12-09-09; 12-11-09

Conjoint Meeting: 12-14-09

Board of Trustees Meeting: January 14, 2010

<b>MODIFIED COURSES</b>
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<b>COURSE ID</b>	<b>COURSE TITLE</b>
<b>BUSAD 108</b>	PERSONAL FINANCE AND INVESTMENTS

**Catalog Description:** This course is an integrated approach to personal finance focusing on practical financial decision making as well as the social, psychological, and physiological contexts in which those decisions are made. The student will examine the preparation for managing one's personal finances, including budgeting, borrowing, insurance, retirement investments, long-term health care and home ownership.

**Schedule Description:** This course is an integrated approach to personal finance focusing on practical financial decision making as well as the social, psychological, and physiological contexts in which those decisions are made. The student will examine the preparation for managing one's personal finances, including budgeting, borrowing, insurance, retirement investments, long-term health care and home ownership.

**Effective Date: FA10**

**Rationale:** Content Review

<b>COURSE ID</b>	<b>COURSE TITLE</b>
<b>BUSAD 110</b>	HUMAN RESOURCE MANAGEMENT

**Course ID:** BUSAD 011

**Catalog Description:** This course is a survey of the objectives, functions and practices in the management of employee relations, and the impact of employee relations on the effective achievement of the organization's goals. (Formerly BUSAD 110)

**Schedule Description:** This course is a survey of the objectives, functions and practices in the management of employee relations, and the impact of employee relations on the effective achievement of the organization's goals. (Formerly BUSAD 110)

**Transfer Status: Non-Transferrable**

**Effective Date: FA10**

**Rationale:** Content Review

<b>COURSE ID</b>	<b>COURSE TITLE</b>
<b>BUSAD 112</b>	PRINCIPLES OF RETAILING

**Course ID:** BUSAD 012

**Catalog Description:** This course will cover the role of retailing in serving the needs of the community. The topics will include analysis of consumer needs, store locations, financial requirements and legal processes of starting a retail operation, planning for store layout, merchandise mix, vendor negotiation, pricing, displaying, advertising, selling and controlling of merchandise. (Formerly BUSAD 112)

**Schedule Description:** This course will cover the role of retailing in serving the needs of the community, including analysis of consumer needs, store locations, financial requirements and legal processes of starting a retail operation. (Formerly BUSAD 112)

**Transfer Status: Non-Transferrable**

**Effective Date: FA10**

**Rationale:** Content Review

Curriculum Meetings: 11-23-09; 12-07-09; 12-09-09; 12-11-09

Conjoint Meeting: 12-14-09

Board of Trustees Meeting: January 14, 2010

<b>MODIFIED COURSES</b>
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<b>COURSE ID</b>	<b>COURSE TITLE</b>
<b>BUSAD 151</b>	HUMAN RELATIONS

**Course ID:** BUSAD 051

**Catalog Description:** This course provides a basic understanding of human interactions in the workplace, focusing on the roles of the individual, the group, and the organization as a whole. (Formerly BUSAD 151)

**Schedule Description:** This course provides a basic understanding of human interactions in the workplace, focusing on the roles of the individual, the group, and the organization as a whole. (Formerly BUSAD 151)

**Transfer Status: Non-Transferrable**

**Effective Date: FA10**

**Rationale:** Content Review

<b>COURSE ID</b>	<b>COURSE TITLE</b>
<b>BUSAD 153</b>	INTRODUCTION TO SUPERVISION

**Course ID:** BUSAD 052

**Catalog Description:** This course introduces the major responsibilities of supervisory personnel with an emphasis on the importance of understanding employee needs and motivations. (Formerly BUSAD 153)

**Schedule Description:** This course introduces the major responsibilities of supervisory personnel with an emphasis on the importance of understanding employee needs and motivations. (Formerly BUSAD 153)

**Transfer Status: Non-Transferrable**

**Effective Date: FA10**

**Rationale:** Content Review

<b>COURSE ID</b>	<b>COURSE TITLE</b>
<b>BUSAD 198</b>	BUSINESS ADMINISTRATION WORK EXPERIENCE

**Course ID:** BUSAD 098

**Work Experience:** 5.00 - 20.00

**Catalog Description:** Supervised training, in the form of on the job employment that will enhance the student's knowledge in the selected field of study. The student's major and job must match. Students work 5-20 hours per week to earn units using the following formula: For paid work, 75 hours = 1 unit; for volunteer work, 60 hours = 1 unit. Students may earn a total of 16 units toward graduation in Work Experience 098 courses. Students MUST be working for pay or volunteer before registering for a Work Experience class. NOTE: Only one section of Work Experience may be taken during a semester. (Formerly BUSAD 198)

**Schedule Description:** Supervised training, in the form of on the job employment that will enhance the student's knowledge in the selected field of study. The student's major and job must match. Students work 5-20 hours per week to earn units using the following formula: For paid work, 75 hours = 1 unit; for volunteer work, 60 hours = 1 unit. Students may earn a total of 16 units toward graduation in Work Experience 098 courses. Students MUST be working for pay or volunteer before registering for a Work Experience class. NOTE: Only one section of Work Experience may be taken during a semester. (Formerly BUSAD 198)

**Transfer Status: Non-Transferrable**

**Effective Date: FA10**

**Rationale:** Content Review

Curriculum Meetings: 11-23-09; 12-07-09; 12-09-09; 12-11-09

Conjoint Meeting: 12-14-09

Board of Trustees Meeting: January 14, 2010



<b>MODIFIED COURSES</b>
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<b>COURSE ID</b>	<b>COURSE TITLE</b>
<b>BUSAD 200</b>	BUSINESS MANAGEMENT

**Course ID:** BUSAD 020

**Prerequisite:** None

**Catalog Description:** This course is designed for business majors and examines the primary dimensions of the management process including planning, organizing, decision-making and controlling organizational activity. (Formerly BUSAD 200)

**Schedule Description:** This course is designed for business majors and examines the primary dimensions of the management process including planning, organizing, decision-making and controlling organizational activity. (Formerly BUSAD 200)

**Transfer Status:** Non-Transferrable

**Effective Date:** FA10

**Rationale:** Content Review

<b>COURSE ID</b>	<b>COURSE TITLE</b>
<b>BUSAD 207</b>	BUSINESS COMMUNICATION

**Course ID:** BUSAD 027

**Prerequisite:** ENGL 914 or eligibility for ENGL 015 as determined by SBVC assessment.

**Department Advisory:** None

**Catalog Description:** This course is a study of the principles and role of business communication and the need for communication skills in a global marketplace. Emphasis is placed on written communications, including business letters, proposals, resumes and other business documents. A considerable amount of time is devoted to planning, organizing, outlining and grammar and writing style. (Formerly BUSAD 207)

**Schedule Description:** This course is a study of the principles and role of business communication and the need for communication skills in a global marketplace. Emphasis is placed on written communications, including business letters, proposals, resumes and other business documents. A considerable amount of time is devoted to planning, organizing, outlining and grammar and writing style. (Formerly BUSAD 207)

**Transfer Status:** Non-Transferrable

**Effective Date:** FA10

**Rationale:** Content Review

<b>COURSE ID</b>	<b>COURSE TITLE</b>
<b>BUSCAL 050</b>	QUANTITATIVE METHODS IN BUSINESS

**Catalog Description:** This course covers fundamental mathematical calculations and their application to business problems. Topics include payroll, pricing, interest and discount, commission, taxes, and other pertinent uses of mathematics in the field of business.

**Schedule Description:** This course covers fundamental mathematical calculations and their application to business problems. Topics include payroll, pricing, interest and discount, commission, taxes, and other pertinent uses of mathematics in the field of business.

**Effective Date:** FA10

**Rationale:** Content Review

Curriculum Meetings: 11-23-09; 12-07-09; 12-09-09; 12-11-09

Conjoint Meeting: 12-14-09

Board of Trustees Meeting: January 14, 2010

<b>MODIFIED COURSES</b>
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<b>COURSE ID</b>	<b>COURSE TITLE</b>
<b>BUSCAL 091</b>	BEGINNING ALGEBRA FOR BUSINESS

**Catalog Description:** This course covers the beginning algebra for business review of operations of integers and properties of real numbers. Topics include solving linear equations and inequalities, ratio, proportion and percent, and applications in business.

**Schedule Description:** This course covers the beginning algebra for business review of operations of integers and properties of real numbers. Topics include solving linear equations and inequalities, ratio, proportion and percent, and applications in business.

**Effective Date: FA10**

**Rationale:** Content Review

<b>COURSE ID</b>	<b>COURSE TITLE</b>
<b>CD 198</b>	CHILD DEVELOPMENT WORK EXPERIENCE

**Course ID:** CD 098

**Work Experience:** 5.00 - 20.00

**Catalog Description:** Supervised training, in the form of on the job employment that will enhance the student's knowledge in the selected field of study. The student's major and job must match. Students work 5-20 hours per week to earn units using the following formula: For paid work, 75 hours = 1 unit; for volunteer work, 60 hours = 1 unit. Students may earn a total of 16 units toward graduation in Work Experience 098 courses. Students MUST be working for pay or volunteer before registering for a Work Experience class. NOTE: Only one section of Work Experience may be taken during a semester. (Formerly CD 198)

**Schedule Description:** Supervised training, in the form of on the job employment that will enhance the student's knowledge in the selected field of study. The student's major and job must match. Students work 5-20 hours per week to earn units using the following formula: For paid work, 75 hours = 1 unit; for volunteer work, 60 hours = 1 unit. Students may earn a total of 16 units toward graduation in Work Experience 098 courses. Students MUST be working for pay or volunteer before registering for a Work Experience class. NOTE: Only one section of Work Experience may be taken during a semester. (Formerly CD 198)

**Transfer Status: Non-Transferrable**

**Effective Date: FA10**

**Rationale:** Content Review

<b>COURSE ID</b>	<b>COURSE TITLE</b>
<b>CD 105</b>	CHILD GROWTH AND DEVELOPMENT

**Departmental Advisory:** ENGL 015

**Catalog Description:** This course is a study of the growth and development of children from the prenatal period through adolescence with an emphasis on the physical, cognitive, social and emotional needs of children. Students will gain practical experience observing and recording children's behavior.

**Schedule Description:** This course is a study of the growth and development of children from the prenatal period through adolescence with an emphasis on the physical, cognitive, social and emotional needs of children. Students will gain practical experience observing and recording children's behavior.

**Effective Date: FA10**

**Rationale:** Content Review

Curriculum Meetings: 11-23-09; 12-07-09; 12-09-09; 12-11-09

Conjoint Meeting: 12-14-09

Board of Trustees Meeting: January 14, 2010

<b>MODIFIED COURSES</b>
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COURSE ID	COURSE TITLE
CD 105H	CHILD GROWTH AND DEVELOPMENT - HONORS

**Departmental Advisory:** ENGL 015

**Catalog Description:** This course is a study of the growth and development of children from the prenatal period through adolescence with an emphasis on the physical, cognitive, social and emotional needs of children. Students will gain practical experience observing and recording children's behavior. **This course is intended for students in the Honors Program but is open to all students who desire more challenging course work.**

**Schedule Description:** This course is a study of the growth and development of children from the prenatal period through adolescence with an emphasis on the physical, cognitive, social and emotional needs of children. **This course is intended for students in the Honors Program but is open to all students who desire more challenging course work.**

**Effective Date:** FA10

**Rationale:** Content Review

COURSE ID	COURSE TITLE
CD 113	PRINCIPLES AND PRACTICES OF TEACHING CHILDREN

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

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

**Effective Date:** FA10

**Rationale:** Content Review

COURSE ID	COURSE TITLE
CIT 044	MEDICAL OFFICE TERMINOLOGY

**Course ID:** CIT 144

**Course Title:** Medical Terminology

**Departmental Advisory:** ENGL 015

**Catalog Description:** The course covers the origin, usage, spelling, pronunciation, and meaning of terminology used to describe the structures of the human body, as well as therapeutic and diagnostic procedures. It is a course for students who are interested in pursuing health occupations such as medical office occupations, nursing, radiological technology, and respiratory care. (Formerly CIT 044)

**Schedule Description:** The course covers the origin, usage, spelling, pronunciation, and meaning of terminology used to describe the structures of the human body, as well as therapeutic and diagnostic procedures. It is a course for students who are interested in pursuing health occupations such as medical office occupations, nursing, radiological technology, and respiratory care. (Formerly CIT 044)

**Equate:** AH 101

**Transfer Status:** Transferrable

**Effective Date:** FA10

**Rationale:** Content Review

Curriculum Meetings: 11-23-09; 12-07-09; 12-09-09; 12-11-09

Conjoint Meeting: 12-14-09

Board of Trustees Meeting: January 14, 2010

**MODIFIED COURSES**

<b>COURSE ID</b>	<b>COURSE TITLE</b>
<b>CS 198</b>	<b>COMPUTER SCIENCE WORK EXPERIENCE</b>

**Course ID:** CS 098

**Work Experience:** 5.00 - 20.00

**Catalog Description:** Supervised training, in the form of on the job employment that will enhance the student's knowledge in the selected field of study. The student's major and job must match. Students work 5-20 hours per week to earn units using the following formula: For paid work, 75 hours = 1 unit; for volunteer work, 60 hours = 1 unit. Students may earn a total of 16 units toward graduation in Work Experience 098 courses. Students MUST be working for pay or volunteer before registering for a Work Experience class. NOTE: Only one section of Work Experience may be taken during a semester. (Formerly CS 198)

**Schedule Description:** Supervised training, in the form of on the job employment that will enhance the student's knowledge in the selected field of study. The student's major and job must match. Students work 5-20 hours per week to earn units using the following formula: For paid work, 75 hours = 1 unit; for volunteer work, 60 hours = 1 unit. Students may earn a total of 16 units toward graduation in Work Experience 098 courses. Students MUST be working for pay or volunteer before registering for a Work Experience class. NOTE: Only one section of Work Experience may be taken during a semester. (Formerly CS 198)

**Transfer Status: Non-Transferrable**

**Effective Date: FA10**

**Rationale:** Content Review

<b>COURSE ID</b>	<b>COURSE TITLE</b>
<b>ELECTR 198</b>	<b>ELECTRONICS WORK EXPERIENCE</b>

**Course ID:** ELECTR 098

**Work Experience:** 5.00 - 20.00

**Catalog Description:** Supervised training in the form of on the job employment that will enhance the student's knowledge in the selected field of study. The student's major and job must match. Students work 5-20 hours per week to earn units using the following formula: For paid work, 75 hours = 1 unit; for volunteer work, 60 hours = 1 unit. Students may earn a total of 16 units toward graduation in Work Experience 098 courses. Students MUST be working for pay or volunteer before registering for a Work Experience class. NOTE: Only one section of Work Experience may be taken during a semester. (Formerly ELECTR 198)

**Schedule Description:** Supervised training in the form of on the job employment that will enhance the student's knowledge in the selected field of study. The student's major and job must match. Students work 5-20 hours per week to earn units using the following formula: For paid work, 75 hours = 1 unit; for volunteer work, 60 hours = 1 unit. Students may earn a total of 16 units toward graduation in Work Experience 098 courses. Students MUST be working for pay or volunteer before registering for a Work Experience class. NOTE: Only one section of Work Experience may be taken during a semester. (Formerly ELECTR 198)

**Transfer Status: Non-Transferrable**

**Effective Date: FA10**

**Rationale:** Content Review

Curriculum Meetings: 11-23-09; 12-07-09; 12-09-09; 12-11-09

Conjoint Meeting: 12-14-09

Board of Trustees Meeting: January 14, 2010

<b>MODIFIED COURSES</b>
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COURSE ID	COURSE TITLE
FCS 198	FAMILY AND CONSUMER SCIENCE WORK EXPERIENCE

**Course ID:** FCS 098

**Work Experience:** 5.00 - 20.00

**Catalog Description:** Supervised training, in the form of on the job employment that will enhance the student's knowledge in the selected field of study. The student's major and job must match. Students work 5-20 hours per week to earn units using the following formula: For paid work, 75 hours = 1 unit; for volunteer work, 60 hours = 1 unit. Students may earn a total of 16 units toward graduation in Work Experience 098 courses. Students MUST be working for pay or volunteer before registering for a Work Experience class. NOTE: Only one section of Work Experience may be taken during a semester. (Formerly FCS 198)

**Schedule Description:** Supervised training, in the form of on the job employment that will enhance the student's knowledge in the selected field of study. The student's major and job must match. Students work 5-20 hours per week to earn units using the following formula: For paid work, 75 hours = 1 unit; for volunteer work, 60 hours = 1 unit. Students may earn a total of 16 units toward graduation in Work Experience 098 courses. Students MUST be working for pay or volunteer before registering for a Work Experience class. NOTE: Only one section of Work Experience may be taken during a semester. (Formerly FCS 198)

**Transfer Status:** Non-Transferrable

**Effective Date:** FA10

**Rationale:** Content Review

COURSE ID	COURSE TITLE
HIST 139	AFRICAN-AMERICAN HISTORY II

**Course Title:** African-American History 1877 to Present

**Departmental Advisory:** Eligible for ENGL 015 as determined by SBVC assessment process

**Catalog Description:** This course will emphasize the various social, political, and economic forces that have shaped the lives of African Americans from Reconstruction to the current time period. Topics include the post Reconstruction South, the Great Migration, the Harlem Renaissance, the Civil Rights Movement, and the conservative backlash of the 1980s and 1990s.

**Schedule Description:** This course will emphasize the various social, political, and economic forces that have shaped the lives of African Americans from Reconstruction to the current time period. Topics include the post Reconstruction South, the Great Migration, the Harlem Renaissance, the Civil Rights Movement, and the conservative backlash of the 1980s and 1990s.

**Effective Date:** FA10

**Rationale:** Content Review

Curriculum Meetings: 11-23-09; 12-07-09; 12-09-09; 12-11-09

Conjoint Meeting: 12-14-09

Board of Trustees Meeting: January 14, 2010

<b>MODIFIED COURSES</b>
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<b>COURSE ID</b>	<b>COURSE TITLE</b>
<b>HIST 170</b>	WORLD CIVILIZATIONS TO 1500

**Course Title:** World History to 1500

**Departmental Advisory:** Eligible for ENGL 015 as determined by SBVC assessment process

**Catalog Description:** This course covers the origins and development of civilizations in Europe, the Americas, Africa, the Near East and East Asia are explored. There is a global perspective and a comparative approach between the world's major civilizations, students will examine social structure and daily life, evolution of complex political systems, cultural values and economic developments to 1500.

**Schedule Description:** This course covers the origins and development of civilizations in Europe, the Americas, Africa, the Near East and East Asia are explored. There is a global perspective and a comparative approach between the world's major civilizations, students will examine social structure and daily life, evolution of complex political systems, cultural values and economic developments to 1500.

**Effective Date:** FA10

**Rationale:** Content Review

<b>COURSE ID</b>	<b>COURSE TITLE</b>
<b>INSPEC 198</b>	INSPECTION TECHNOLOGY WORK EXPERIENCE

**Course ID:** INSPEC 098

**Work Experience:** 5.00 - 20.00

**Catalog Description:** Supervised training in the form of on the job employment that will enhance the student's knowledge in the selected field of study. The student's major and job must match. Students work 5-20 hours per week to earn units using the following formula: For paid work, 75 hours = 1 unit; for volunteer work, 60 hours = 1 unit. Students may earn a total of 16 units toward graduation in Work Experience 098 courses. Students MUST be working for pay or volunteer before registering for a Work Experience class. NOTE: Only one section of Work Experience may be taken during a semester. (Formerly INSPEC 198)

**Schedule Description:** Supervised training in the form of on the job employment that will enhance the student's knowledge in the selected field of study. The student's major and job must match. Students work 5-20 hours per week to earn units using the following formula: For paid work, 75 hours = 1 unit; for volunteer work, 60 hours = 1 unit. Students may earn a total of 16 units toward graduation in Work Experience 098 courses. Students MUST be working for pay or volunteer before registering for a Work Experience class. NOTE: Only one section of Work Experience may be taken during a semester. (Formerly INSPEC 198)

**Transfer Status:** Non-Transferrable

**Effective Date:** FA10

**Rationale:** Content Review

Curriculum Meetings: 11-23-09; 12-07-09; 12-09-09; 12-11-09

Conjoint Meeting: 12-14-09

Board of Trustees Meeting: January 14, 2010

<b>MODIFIED COURSES</b>
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<b>COURSE ID</b>	<b>COURSE TITLE</b>
<b>MACH 198</b>	<b>MACHINIST TECHNOLOGY WORK EXPERIENCE</b>

**Course ID:** MACH 098

**Work Experience:** 5.00 - 20.00

**Catalog Description:** Supervised training in the form of on the job employment that will enhance the student's knowledge in the selected field of study. The student's major and job must match. Students work 5-20 hours per week to earn units using the following formula: For paid work, 75 hours = 1 unit; for volunteer work, 60 hours = 1 unit. Students may earn a total of 16 units toward graduation in Work Experience 098 courses. Students **MUST** be working for pay or volunteer before registering for a Work Experience class. **NOTE:** Only one section of Work Experience may be taken during a semester. (Formerly MACH 198)

**Schedule Description:** Supervised training in the form of on the job employment that will enhance the student's knowledge in the selected field of study. The student's major and job must match. Students work 5-20 hours per week to earn units using the following formula: For paid work, 75 hours = 1 unit; for volunteer work, 60 hours = 1 unit. Students may earn a total of 16 units toward graduation in Work Experience 098 courses. Students **MUST** be working for pay or volunteer before registering for a Work Experience class. **NOTE:** Only one section of Work Experience may be taken during a semester. (Formerly MACH 198)

**Transfer Status: Non-Transferrable**

**Effective Date: FA10**

**Rationale:** Content Review

<b>COURSE ID</b>	<b>COURSE TITLE</b>
<b>OCEAN 101</b>	<b>ELEMENTS OF OCEANOGRAPHY</b>

**Departmental Advisory:** ENGL 015 or placement in ENGL 101 as determined by SBVC assessment process and MATH 942

**Catalog Description:** This course explores the geological processes that created the ocean basins, chemistry of sea water, physical motions of the oceans, and the interrelationships of biological communities with their physical environments. It is recommended that transfer students also enroll in the companion OCEAN 111, Elements of Oceanography Laboratory.

**Schedule Description:** This course explores the geological processes that created the ocean basins, chemistry of sea water, physical motions of the oceans, and the interrelationships of biological communities with their physical environments. It is recommended that transfer students also enroll in the companion OCEAN 111, Elements of Oceanography Laboratory.

**Effective Date: FA10**

**Rationale:** Content Review

Curriculum Meetings: 11-23-09; 12-07-09; 12-09-09; 12-11-09

Conjoint Meeting: 12-14-09

Board of Trustees Meeting: January 14, 2010

**MODIFIED COURSES**

<b>COURSE ID</b>	<b>COURSE TITLE</b>
<b>OCEAN 111</b>	INVESTIGATIONS IN OCEANOGRAPHY

**Course Title:** Elements of Oceanography Laboratory

**Catalog Description:** This hands-on course introduces students to techniques of oceanography, including bathymetry, charts, and methods of studying the physical ocean environment. This course is recommended for students concurrently enrolled in OCEAN 101 or who have successfully completed the course within the last three years.

**Schedule Description:** This hands-on course introduces students to techniques of oceanography, including bathymetry, charts, and methods of studying the physical ocean environment. This course is recommended for students concurrently enrolled in OCEAN 101 or who have successfully completed the course within the last three years.

**Effective Date:** FA10

**Rationale:** Content Review

<b>COURSE ID</b>	<b>COURSE TITLE</b>
<b>PE 198</b>	PHYSICAL EDUCATION WORK EXPERIENCE

**Course ID:** PE 098

**Work Experience:** 5.00 - 20.00

**Catalog Description:** Supervised training, in the form of on the job employment that will enhance the student's knowledge in the selected field of study. The student's major and job must match. Students work 5-20 hours per week to earn units using the following formula: For paid work, 75 hours = 1 unit; for volunteer work, 60 hours = 1 unit. Students may earn a total of 16 units toward graduation in Work Experience 098 courses. Students MUST be working for pay or volunteer before registering for a Work Experience class. NOTE: Only one section of Work Experience may be taken during a semester. (Formerly PE 198)

**Schedule Description:** Supervised training, in the form of on the job employment that will enhance the student's knowledge in the selected field of study. The student's major and job must match. Students work 5-20 hours per week to earn units using the following formula: For paid work, 75 hours = 1 unit; for volunteer work, 60 hours = 1 unit. Students may earn a total of 16 units toward graduation in Work Experience 098 courses. Students MUST be working for pay or volunteer before registering for a Work Experience class. NOTE: Only one section of Work Experience may be taken during a semester. (Formerly PE 198)

**Transfer Status:** Non-Transferrable

**Effective Date:** FA10

**Rationale:** Content Review

<b>COURSE ID</b>	<b>COURSE TITLE</b>
<b>PHYSIC 101</b>	BASIC PHYSICS

**Course Title:** Introductory Physics

**Prerequisite:** MATH 090 or eligibility for MATH 095 or higher as determined by SBVC assessment.

**Departmental Advisory:** ENGL 015 or eligibility for ENGL 101 or ENGL 101H

**Catalog Description:** This is an introductory algebra based physics course. Emphasis is placed on developing an understanding of motion, forces, energy, momentum, waves, light, electricity, magnetism, and concepts of modern physics.

**Schedule Description:** This is an introductory algebra based physics course. Emphasis is placed on developing an understanding of motion, forces, energy, momentum, waves, light, electricity, magnetism, and concepts of modern physics.

**Effective Date:** FA10

**Rationale:** Content Review

Curriculum Meetings: 11-23-09; 12-07-09; 12-09-09; 12-11-09

Conjoint Meeting: 12-14-09

Board of Trustees Meeting: January 14, 2010



<b>MODIFIED COURSES</b>
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COURSE ID	COURSE TITLE
<b>PHYSIC 150A</b>	GENERAL PHYSICS FOR THE LIFE SCIENCES I

**Prerequisites:** PHYSIC 101 and MATH 103 or eligibility for MATH 151 or higher as determined by SBVC assessment and ENGL 015 or eligibility for ENGL 101 or ENGL 101H or higher as determined by SBVC assessment

**Catalog Description:** This is the first course in a two-semester physics sequence designed primarily for students in biology, pharmacology, pre-medicine, physical therapy, and allied health programs. Topics include mechanics, waves, fluids, and thermodynamics. Concepts of calculus will be developed and applied to a variety of situations.

**Schedule Description:** This is the first course in a two-semester physics sequence designed primarily for students in biology, pharmacology, pre-medicine, physical therapy, and allied health programs. Topics include mechanics, waves, fluids, and thermodynamics. Concepts of calculus will be developed and applied to a variety of situations.

**Effective Date: FA10**

**Rationale:** Content Review

COURSE ID	COURSE TITLE
<b>PHYSIC 150B</b>	GENERAL PHYSICS FOR THE LIFE SCIENCES II

**Catalog Description:** This is the second course in a two-semester physics sequence designed primarily for students in biology, pharmacology, pre-medicine, physical therapy, and allied health programs. Topics include electricity, magnetism, optics, and modern physics. The needed concepts of calculus will be developed and used where appropriate.

**Schedule Description:** This is the second course in a two-semester physics sequence designed primarily for students in biology, pharmacology, pre-medicine, physical therapy, and allied health programs. Topics include electricity, magnetism, optics, and modern physics. The needed concepts of calculus will be developed and used where appropriate.

**Effective Date: FA10**

**Rationale:** Content Review

COURSE ID	COURSE TITLE
<b>PHYSIC 200</b>	PHYSICS I

**Prerequisites:** PHYSIC 101 and ENGL 015 or eligibility for ENGL 101 or ENGL 101H or higher as determined by SBVC assessment and MATH 250 or

**Corequisite:** MATH 250

**Department Advisory:** None

**Catalog Description:** This is a calculus based physics course covering mechanics, waves, fluids, and thermodynamics. This course is designed to satisfy the lower division physics requirement for majors in physics, engineering, astronomy, chemistry, geology, computer science and mathematics.

**Schedule Description:** This is a calculus based physics course covering mechanics, waves, fluids, and thermodynamics. This course is designed to satisfy the lower division physics requirement for majors in physics, engineering, astronomy, chemistry, geology, computer science and mathematics.

**Effective Date: FA10**

**Rationale:** Content Review

Curriculum Meetings: 11-23-09; 12-07-09; 12-09-09; 12-11-09

Conjoint Meeting: 12-14-09

Board of Trustees Meeting: January 14, 2010

## MODIFIED COURSES

COURSE ID	COURSE TITLE
<b>PHYSIC 201</b>	PHYSICS II

**Laboratory:** 6 contact hour(s) per week  
96 - 108 contact hours per semester

**Prerequisites:** PHYSIC 200 and MATH 251 or

**Corequisite:** MATH 251

**Catalog Description:** This is a calculus based physics course covering electricity, magnetism, optics, and modern physics. This course is designed to satisfy the lower division physics requirement for majors in physics, engineering, astronomy, chemistry, geology, computer science and mathematics.

**Schedule Description:** This is a calculus based physics course covering electricity, magnetism, optics, and modern physics. This course is designed to satisfy the lower division physics requirement for majors in physics, engineering, astronomy, chemistry, geology, computer science and mathematics.

**Effective Date:** FA10

**Rationale:** Content Review

COURSE ID	COURSE TITLE
<b>PHYSIC 210</b>	MODERN PHYSICS

**Catalog Description:** This is a calculus based physics course in modern physics. Topics include relativity, quantum mechanics, atoms, molecules, condensed matter, nuclear, and particle physics.

**Schedule Description:** This is a calculus based physics course in modern physics. Topics include relativity, quantum mechanics, atoms, molecules, condensed matter, nuclear, and particle physics.

**Effective Date:** FA10

**Rationale:** Content Review

COURSE ID	COURSE TITLE
<b>RAIL 050</b>	RAILROAD HISTORY

**Catalog Description:** This course provides information on the development and evolution of the railroad industry in North America. The course will focus on the geographical expansion, technical advancement, sociological influences, government involvement, and economic impact of the railroads and related businesses in the United States, Canada, and Mexico.

**Schedule Description:** This course provides information on the development and evolution of the railroad industry in North America.

**Effective Date:** FA10

**Rationale:** Content Review

Curriculum Meetings: 11-23-09; 12-07-09; 12-09-09; 12-11-09

Conjoint Meeting: 12-14-09

Board of Trustees Meeting: January 14, 2010

## MODIFIED COURSES

COURSE ID	COURSE TITLE
RAIL 051	RAILROAD TECHNICAL CAREER

**Course Title:** Railroad Technical Careers

**Catalog Description:** The primary objective of this course is to examine the various technical positions and work groups responsible for the day-to-day operations of a railroad. Topics include typical organizational structure of a railroad, the inter- and intra-departmental relationships, and the purposes, responsibilities, accountabilities, tasks, challenges, conditions, requisite skills, physical requirements, tools and challenges of several specific positions.

**Schedule Description:** This course provides information on the various technical positions involved in day-to-day railroad operations and offers students the information necessary to identify a suitable career path.

**Effective Date:** FA10

**Rationale:** Content Review

COURSE ID	COURSE TITLE
RAIL 052	RAILROAD OPERATIONS

**Catalog Description:** This course examines the railroad industry's assets, organizational structure, and typical operations. Emphasis is placed on the current characteristics of North American railroads, basic operating processes in the transportation, mechanical and engineering functional areas, and administrative processes in the non-operating areas.

**Schedule Description:** This course examines the railroad industry's assets, organizational structure, and typical operations with emphasis on the current characteristics of North American railroads, basic operating processes in the transportation, mechanical and engineering functional areas, and administrative processes in the non-operating areas.

**Effective Date:** FA10

**Rationale:** Content Review

COURSE ID	COURSE TITLE
RAIL 053	RAILROAD SAFETY, QUALITY AND ENVIRONMENT

**Catalog Description:** This course covers the importance of safety, quality, and environmental awareness in the railroad industry with an emphasis on the tools and techniques used to improve these conditions on the job.

**Schedule Description:** This course covers the importance of safety, quality, and environmental awareness in the railroad industry with an emphasis on the tools and techniques used to improve these conditions on the job.

**Effective Date:** FA10

**Rationale:** Content Review

Curriculum Meetings: 11-23-09; 12-07-09; 12-09-09; 12-11-09

Conjoint Meeting: 12-14-09

Board of Trustees Meeting: January 14, 2010

## MODIFIED COURSES

COURSE ID	COURSE TITLE
WELD 198	WELDING WORK EXPERIENCE

**Course ID:** WELD 098

**Work Experience:** 5.00 - 20.00

**Catalog Description:** Supervised training in the form of on the job employment that will enhance the student's knowledge in the selected field of study. The student's major and job must match. Students work 5-20 hours per week to earn units using the following formula: For paid work, 75 hours = 1 unit; for volunteer work, 60 hours = 1 unit. Students may earn a total of 16 units toward graduation in Work Experience 098 courses. Students MUST be working for pay or volunteer before registering for a Work Experience class. NOTE: Only one section of Work Experience may be taken during a semester. (Formerly WELD 198)

**Schedule Description:** Supervised training in the form of on the job employment that will enhance the student's knowledge in the selected field of study. The student's major and job must match. Students work 5-20 hours per week to earn units using the following formula: For paid work, 75 hours = 1 unit; for volunteer work, 60 hours = 1 unit. Students may earn a total of 16 units toward graduation in Work Experience 098 courses. Students MUST be working for pay or volunteer before registering for a Work Experience class. NOTE: Only one section of Work Experience may be taken during a semester. (Formerly WELD 198)

**Transfer Status:** Non-Transferrable

**Effective Date:** FA10

**Rationale:** Content Review

## DISTRIBUTED EDUCATION

ACCT 030	100% ONLINE
ADJUS 105	100% ONLINE
ADJUS 106	100% ONLINE
ADJUS 107	100% ONLINE
ADJUS 108	100% ONLINE
ARCH 100	100% ONLINE
ASTRON 120	100% ONLINE
CD 105	100% ONLINE
CD 105H	100% ONLINE
CD 113	100% ONLINE
CD 126	100% ONLINE
HIST 170	100% ONLINE
OCEAN 101	100% ONLINE
RAIL 050	100% ONLINE
RAIL 051	100% ONLINE
RAIL 052	100% ONLINE
RAIL 053	100% ONLINE
WST 031	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

Curriculum Meetings: 11-23-09; 12-07-09; 12-09-09; 12-11-09

Conjoint Meeting: 12-14-09

Board of Trustees Meeting: January 14, 2010

## DELETED COURSES

ASTRON 123  
BIOL 050  
MUS 285

**Effective Date:** FA10

**Rationale:** Courses no longer offered.

## MODIFY DEGREES

### Advanced Automotive Collision Repair and Refinishing A.S. Degree Major

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

<b>REQUIRED COURSES:</b>		<b>Units</b>
AUTO 020	Non-Structural Body Repair	6
AUTO 022	Non-Structural Collision Repair	6
AUTO 024	Structural Analysis and Damage Repair	6
AUTO 026	Auto Collision Refinishing	6
AUTO 050	Automotive Brakes	4
	<b>or</b>	
AUTO 052	Automotive Suspension and Steering	4
AUTO 084	General Automotive Technology	4
<b>RECOMMENDED COURSES:</b>		<b>Units</b>
AUTO 056	Automotive Heating and Air Conditioning	4
<b>Total Units</b>		<b>32</b>

**Effective Date:** FA10

**Rationale:** Modify existing course numbers to student friendly sequential numbering system.

Curriculum Meetings: 11-23-09; 12-07-09; 12-09-09; 12-11-09

Conjoint Meeting: 12-14-09

Board of Trustees Meeting: January 14, 2010

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## Business Administration A.A. Degree Major

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

<b>REQUIRED COURSES:</b>		<b>Units</b>
ACCT 200	Financial Accounting	4
ACCT 201	Managerial Accounting	4
BUSAD 013	Marketing Principles	3
ECON 208	Business and Economics Statistics	4
	<b>or</b>	
MATH 108	Introduction to Probability and Statistics	4
BUSAD 100	Introduction to Business	3
BUSAD 210	Business Law	3
	<b>or</b>	
BUSAD 211	The Legal Environment of Business	3
CIT 101	Introduction to Computer Literacy	3
ECON 200	Introduction to Macroeconomics	3
	<b>or</b>	
ECON 200H	Introduction to Macroeconomics - <b>Honors</b>	3
ECON 201	Principles of Microeconomics	3
<hr/>		
<b>Total Units</b>		<b>30</b>

**Effective Date:** FA10

**Rationale:** Content review and update of course numbers.

Curriculum Meetings: 11-23-09; 12-07-09; 12-09-09; 12-11-09

Conjoint Meeting: 12-14-09

Board of Trustees Meeting: January 14, 2010

## Environmental Science A.S. Degree Major

The goals of the Environmental Science program are to: 1) meet the needs of students who are majoring in one of the diverse fields encompassed by environmental science, and 2) provide options for students fulfilling general education science requirements.

Awareness of the issues of environmental quality is increasingly important in business, industry, and government. The growing human population and increasing consumption of resources are creating unprecedented pressures on our planetary life support systems. Environmental science majors need to complete an interdisciplinary set of core requirements that provide a basic understanding of the physical, biological, and social sciences and the relevance of these sciences to environmental processes and issues. In addition, the coursework will prepare students for related baccalaureate majors, including: biology, chemistry, engineering, geography (including emphasis in geographic information systems (GIS)), geology, mathematics, oceanography, and physics. For non-majors, the program's goal is to educate students to make better-informed choices about key environmental and health issues.

Students planning to transfer to a four-year institution and major in environmental science should consult with a counselor regarding the transfer process and institution-specific lower-division requirements. In upper division and graduate studies, students majoring in environmental science usually specialize in areas such as environmental toxicology, public health, environmental law, education, environmental economics, soil and water science, restoration ecology, environmental landscaping, environmental management and urban planning, and related careers.

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

<b>REQUIRED COURSES:</b>		<b>Units</b>
BIOL 201	Cell and Molecular Biology	4
BIOL 202	Organismal Biology and Ecology	4
CHEM 150	General Chemistry I	5
	<b>or</b>	
CHEM 150H	General Chemistry I - <b>Honors</b>	5
CHEM 151	General Chemistry II	5
	<b>or</b>	
CHEM 151H	General Chemistry II - <b>Honors</b>	5
MATH 250	Single Variable Calculus I	4

**CONTINUED NEXT PAGE...**

Curriculum Meetings: 11-23-09; 12-07-09; 12-09-09; 12-11-09

Conjoint Meeting: 12-14-09

Board of Trustees Meeting: January 14, 2010

<b>MODIFY DEGREES</b>
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**CHOOSE TWO COURSES FROM THE FOLLOWING:**

		<b>Units</b>
BIOL 104	Human Ecology	3
BIOL 123	Ecology and Environment	3
BIOL 204	General Botany	4
BIOL 270	Microbiology	5
CHEM 205	Quantitative Chemical Analysis	5
CHEM 212	Organic Chemistry I	4
	<b>or</b>	
CHEM 212H	Organic Chemistry I - <b>Honors</b>	4
CHEM 213	Organic Chemistry II	4
	<b>or</b>	
CHEM 213H	Organic Chemistry II - <b>Honors</b>	4
GEOG 110	Physical Geography	3
GEOG 111	Physical Geography Laboratory	1
	<b>or</b>	
GEOG 111H	Physical Geography Laboratory - <b>Honors</b>	1
GEOL 101	Introduction to Physical Geology	3
GEOL 111	Investigations in Physical Geology	1
GIS 130	Introduction to Geographic Information Systems (GIS)	3
GIS 131	GIS Applications	3
GIS 133	GIS Cartography and Base Map Development	3
MATH 108	Introduction to Probability and Statistics	4
MATH 251	Single Variable Calculus II	4
PHYSIC 150A	General Physics for the Life Sciences I	5
PHYSIC 150B	General Physics for the Life Sciences II	5

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**Total Units**

**28 - 32**

**Effective Date: FA10**

**Rationale:** Content review and update of course numbers.

Curriculum Meetings: 11-23-09; 12-07-09; 12-09-09; 12-11-09

Conjoint Meeting: 12-14-09

Board of Trustees Meeting: January 14, 2010



## Pharmacy Technology A.S. Degree Major

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

**REQUIRED COURSES:**

**Complete the following courses with a grade of C or higher:**

		<b>Units</b>
PHT 020	Introduction to Pharmacy Technology	2
PHT 030	Pharmacology	3
PHT 031	Pharmacy Calculations	3
PHT 041	Pharmacy Systems	3
PHT 042	Pharmacy Intern Seminar	1
PHT 043	Pharmacy Clinical Experience	4
BIOL 155	Introductory Anatomy and Physiology	4
	<b>or</b>	
BIOL 250	Human Anatomy and Physiology I	4
	<b>and</b>	
BIOL 251	Human Anatomy and Physiology II	4
	<b>or</b>	
BIOL 260	Human Anatomy	4
	<b>and</b>	
BIOL 261	Human Physiology	4
<hr/>		
<b>Total Units</b>		<b>20 - 24</b>

**Effective Date: FA10**

**Rationale:** Content review.

Curriculum Meetings: 11-23-09; 12-07-09; 12-09-09; 12-11-09

Conjoint Meeting: 12-14-09

Board of Trustees Meeting: January 14, 2010

## Water Technology A.S. Degree Major

Water Supply Technology program is designed to serve students who are employed or interested in employment in water/wastewater field. The program provides technical classes in water distribution, water treatment, wastewater collection, and wastewater treatment. The courses prepare students to upgrade their skills and/or prepare for licensing examination and certification from the State of California, the American Water Works Association, and California Water Environment Association.

The certificate program is designed to prepare students for entry level jobs in water treatment, water distribution, and wastewater reclamation industries. The associate of science degree graduates often work in city, county, or state agencies in positions such as plant operator, engineering technician, surface water manager, environmental lab coordinator, and industrial pre-treatment coordinator.

To graduate with specialization in Water Technology, students must complete the following required courses plus the general breadth requirements for the Associate of Science degree (total = 60 units)

<b>Required Courses</b>		<b>Units</b>
CHEM 110	Environmental and Consumer Chemistry	3
CIT 031	Business English	3
	<b>or</b>	
ENGL 015	Preparation for College Writing	4
	<b>or</b>	
	or eligibility for ENGL 101 as determined by the SBVC assessment process	
WST 052	Water Technology Math	3
	<b>or</b>	
WST 052A	Water Technology Math I	1
	<b>and</b>	
WST 052B	Water Technology Math II	1
	<b>and</b>	
WST 052C	Water Technology Math III	1
	<b>or</b>	
	or Eligibility for MATH 090 as determined by the SBVC assessment process	

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Curriculum Meetings: 11-23-09; 12-07-09; 12-09-09; 12-11-09

Conjoint Meeting: 12-14-09

Board of Trustees Meeting: January 14, 2010

<b>MODIFY DEGREES</b>
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<b>24 units from the following Water Supply Technology courses</b>		<b>Units</b>
WST 031	Water Conservation Practitioner I	3
WST 061	Water Distribution I	3
WST 062	Water Distribution II	3
WST 063	Water Distribution III	3
WST 071	Water Treatment I	3
WST 072	Water Treatment II	3
WST 073	Water Treatment III	3
WST 081	Wastewater Collection I	3
WST 082	Wastewater Collection II	3
WST 091	Wastewater Treatment I	3
WST 092	Wastewater Treatment II	3
WST 093	Wastewater Treatment III	3

<b>One course from this list of RECOMMENDED courses</b>		<b>Units</b>
CIT 101	Introduction to Computer Literacy	3
CIT 102	Advanced Computer Literacy	3
GIS 130	Introduction to Geographic Information Systems (GIS)	3

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<b>Total Units</b>	<b>32 - 38</b>
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**Effective Date: FA10**

**Rationale:** Content review.

Curriculum Meetings: 11-23-09; 12-07-09; 12-09-09; 12-11-09

Conjoint Meeting: 12-14-09

Board of Trustees Meeting: January 14, 2010

## Advanced Automotive Collision Repair and Refinishing Certificate

Students working for certificates must have a basic knowledge of arithmetic, reading and writing in order to learn and work in the occupations they select. This certificate is designed to prepare students for entry-level work as an auto collision repair and painter apprentice beyond the Basic Automotive Collision Repair and Refinishing Certificate and to prepare students for the Automotive Service Excellence (ASE) certification test.

<b>REQUIRED COURSES:</b>		<b>Units</b>
AUTO 020	Non-Structural Body Repair	6
AUTO 022	Non-Structural Collision Repair	6
AUTO 024	Structural Analysis and Damage Repair	6
AUTO 026	Auto Collision Refinishing	6
AUTO 050	Automotive Brakes	4
	<b>or</b>	
AUTO0 52	Automotive Suspension and Steering	4
AUTO 084	General Automotive Technology	4
 <b>RECOMMENDED COURSES:</b>		 <b>Units</b>
AUTO 056	Automotive Heating and Air Conditioning	4
<hr/> <b>Total Units</b>		<hr/> <b>32</b>

**Effective Date: FA10**

**Rationale:** Modify existing course numbers to student friendly sequential numbering system.

## Basic Automotive Collision Repair and Refinishing Certificate

Students working for certificates must have a basic knowledge of arithmetic, reading and writing in order to learn and work in the occupations they select. This certificate is designed to prepare students for entry-level work as an auto collision repair and painter apprentice, or in related areas of an automotive dealership or shop, such as chassis, front end, brake, or frame repair, and parts counter clerk.

<b>REQUIRED COURSES:</b>		<b>Units</b>
AUTO 020	Non-Structural Body Repair	6
AUTO 022	Non-Structural Collision Repair	6
AUTO 024	Structural Analysis and Damage Repair	6
AUTO 026	Auto Collision Refinishing	6
		<b>Units</b>
<b>Total Units</b>		<b>24</b>

*AUTO 20 may be waived through the Articulation 2+2+2 program with prior agreement with the auto collision and refinishing instructor.*

**Effective Date: FA10**

**Rationale:** Modify existing course numbers to student friendly sequential numbering system.

Curriculum Meetings: 11-23-09; 12-07-09; 12-09-09; 12-11-09

Conjoint Meeting: 12-14-09

Board of Trustees Meeting: January 14, 2010

## Business Administration Certificate

Students working for certificates must have a basic knowledge of arithmetic, reading and writing in order to learn and work in the occupations they select. This certificate is designed to prepare students for entry-level work in the business field by providing the fundamentals of business organization and management as well as in marketing and business law.

<b>REQUIRED COURSES:</b>		<b>Units</b>
ACCT 010	Bookkeeping	4
	<b>or</b>	
BUSAD 108	Personal Finance and Investments	3
BUSAD 013	Marketing Principles	3
BUSAD 027	Business Communication	3
BUSAD 100	Introduction to Business	3
BUSCAL 050	Quantitative Methods Bus	3
CIT 101	Introduction to Computer Literacy	3
SPEECH 100	Elements of Public Speaking	3
	<b>or</b>	
SPEECH 100H	Elements of Public Speaking - <b>Honors</b>	3
ELECTIVES - Choose from the list of RECOMMENDED COURSES:		6

<b>RECOMMENDED COURSES:</b>		<b>Units</b>
BUSAD 011	Human Resource Management	3
BUSAD 015	Small Business Management/Entrepreneurship	3
BUSAD 016	Principles of Selling	3
BUSAD 020	Business Management	3
BUSAD 052	Introduction to Supervision	3
BUSAD 098	Business Administration Work Experience	1 - 4

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**Total Units** **27 - 29**

**Effective Date:** FA10

**Rationale:** Content review and update of course numbers.

Curriculum Meetings: 11-23-09; 12-07-09; 12-09-09; 12-11-09

Conjoint Meeting: 12-14-09

Board of Trustees Meeting: January 14, 2010

## General Railway Operations Certificate

Students working for certificates must have a basic knowledge of arithmetic, reading and writing in order to learn and work in the occupations they select. This certificate is designed to provide students with the fundamentals for entry-level employment in the rail transportation industry. Students receive a background in railroad history, development, and industry safety. They are prepared for such tasks as yard labor, train operations, maintenance of equipment, tracks and structures, and installation of signaling and control systems.

<b>REQUIRED COURSES:</b>		<b>Units</b>
RAIL 050	Railroad History	3
RAIL 051	Railroad Technical Careers	3
RAIL 052	Railroad Operations	3
RAIL 053	Railroad Safety, Quality and Environment	3

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<b>Total Units</b>	<b>12</b>
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**Effective Date:** FA10  
**Rationale:** Content review.

## Retail Management Certificate

Students working for certificates must have a basic knowledge of arithmetic, reading and writing in order to learn and work in the occupations they select. This certificate is designed to prepare students for entry level work in the retail management field. Beginning as a clerk or cashier, the student can advance to assistant manager, manager, and upper management. There is no required sequence of courses, but it is recommended that students structure their schedule to move through three general levels of training and experiences. In the foundational courses the students gain exposure to foundational courses in writing, speaking, math applications, and computer literacy. The intermediate course offerings cover specific business and management content. Lastly, the advanced course offerings include the retail specific courses and human relations topics.

<b>FOUNDATIONAL COURSES:</b>		<b>Units</b>
BUSAD 027	Business Communication	3
BUSCAL 050	Quantitative Methods Bus	3
CIT 101	Introduction to Computer Literacy	3
<b>Choose one of the following:</b>		<b>Units</b>
SPEECH 100	Elements of Public Speaking	3
	<b>or</b>	
SPEECH 100H	Elements of Public Speaking - <b>Honors</b>	3
SPEECH 111	Interpersonal Communication	3
SPEECH 140	Small Group Communication	3
<b>INTERMEDIATE COURSES:</b>		<b>Units</b>
BUSAD 013	Marketing Principles	3
BUSAD 020	Business Management	3
<b>Choose one of the following:</b>		<b>Units</b>
ACCT 010	Bookkeeping	3
ACCT 200	Financial Accounting	4
<b>ADVANCED COURSES:</b>		<b>Units</b>
BUSAD 011	Human Resource Management	3
BUSAD 012	Principles of Retailing	3
BUSAD 051	Human Relations	3
<hr/>		
<b>Total Units</b>		<b>30 - 31</b>

**Effective Date: FA10**

**Rationale:** Content review and update of course numbers.

Curriculum Meetings: 11-23-09; 12-07-09; 12-09-09; 12-11-09

Conjoint Meeting: 12-14-09

Board of Trustees Meeting: January 14, 2010



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Acting Chancellor  
REVIEWED BY: Dr. Debra S. Daniels, President, SBVC  
PREPARED BY: Dr. Debra S. Daniels, President, SBVC  
DATE: January 14, 2010  
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 COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Acting Chancellor  
REVIEWED BY: Gloria Macias Harrison, President, CHC  
PREPARED BY: Cheryl A. Marshall, Vice President of Instruction, CHC  
DATE: January 14, 2010  
SUBJECT: Consideration of Approval of Curriculum Modifications

RECOMMENDATION

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

OVERVIEW

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

ANALYSIS

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

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

None.

**CRAFTON HILLS COLLEGE**  
**SUBMITTED FOR BOARD OF TRUSTEES APPROVAL**  
**January 14, 2010**

**NEW COURSES**

**DIVISION:** English and Reading  
**DEPARTMENT:** English  
**COURSE ID:** ENGL 101H  
**COURSE TITLE:** Freshman Composition - Honors  
**UNITS:** 4  
**LECTURE:** 4 contact hours per week  
64-72 contact hours per semester  
**PREREQUISITE:** ENGL 015 or eligibility for ENGL 101 as determined through the Crafton Hills College assessment process  
**COREQUISITE:** None  
**DEPARTMENTAL RECOMMENDATION:** READ 078X2  
**CATALOG DESCRIPTION:** Instruction in writing compositions from personal, reflective, and argumentative perspectives. This course includes content and experiences appropriate for students wishing to earn honors credit.  
**SCHEDULE DESCRIPTION:** Instruction in writing compositions from personal, reflective, and argumentative perspectives. This course includes content and experiences appropriate for students wishing to earn honors credit.

**Effective: FA10**

**Rationale:** Development of Honors Program

**DIVISION:** Public Safety and Services  
**DEPARTMENT:** Fire Technology  
**COURSE ID:** FIRET 030  
**COURSE TITLE:** Training Instructor 1A  
**UNITS:** 2.5  
**LECTURE:** 2.5 contact hours per week  
40-45 contact hours per semester  
**PREREQUISITE:** None  
**COREQUISITE:** None  
**DEPARTMENTAL RECOMMENDATION:** None  
**CATALOG DESCRIPTION:** Methods and techniques for training in accordance with the latest concepts in career education; selecting, adapting, organizing, and using instructional materials appropriate for teaching cognitive lessons; criteria and methods to evaluate teaching and learning; and an opportunity to apply major principles of learning through teaching demonstrations. Student instructor teaching demonstrations required.  
**SCHEDULE DESCRIPTION:** Methods and techniques for training in accordance with the latest concepts in career education; selecting, adapting, organizing, and using instructional materials appropriate for teaching cognitive lessons.

**Effective: SP10**

**Rationale:** The California State Fire Training Office in Sacramento is requiring the update of Level 1 Fire Instructor Curriculum. FIRET 030 is one of three courses required to obtain the California Fire Officer Training Certificate. The courses will replace FIRET 080 Fire Instructor 1A and FIRET 081 Fire Instructor 1B.

Curriculum Meetings: 10/12/09, 11/09/09

Conjoint Meeting: 12/14/09

Board of Trustees Meeting: 01/14/10

2 of 5

**DIVISION:** Public Safety and Services  
**DEPARTMENT:** Fire Technology  
**COURSE ID:** FIRET 114  
**COURSE TITLE:** Principles of Fire and Emergency Services Safety and Survival  
**UNITS:** 3  
**LECTURE:** 3 contact hours per week  
 48-54 contact hours per semester  
**PREREQUISITE:** FIRET 100 and FIRET 101  
**COREQUISITE:** None  
**DEPARTMENTAL RECOMMENDATION:** Eligibility for ENGL 101 and MATH 090 as determined through the Crafton Hills College assessment process  
**CATALOG DESCRIPTION:** This course provides the basic principles and history of firefighter life safety initiatives by focusing on the need for cultural and behavior change throughout the emergency services.  
**SCHEDULE DESCRIPTION:** This course introduces the basic principles and history of firefighter life safety incidents.

**Effective: FA10**

**Rationale:** The course is part of a statewide and national uniform Fire Technology curriculum.

<b>MODIFIED COURSES</b>
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COURSE ID	COURSE TITLE
ENGL 101	Freshman Composition

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

**DEPARTMENTAL RECOMMENDATION:** READ 078X2

**Effective: FA10**

**Rationale:** Six-year revision

COURSE ID	COURSE TITLE
FIRET 100	Fire Protection Organization

**CATALOG DESCRIPTION:** Provides an introduction to fire protection; career opportunities in fire protection and related fields; philosophy and history of fire protection; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; and introduction to fire strategy and tactics. This course is one of three courses required before entrance into the Fire Academy.

**Effective: FA10**

**Rationale:** Six-year revision

**DELETED COURSES**

<b>COURSE ID</b>	<b>COURSE TITLE</b>
<b>ANAT 246X4</b>	Practicum in Anatomy and Physiology
<b>ANAT 247X4</b>	Practicum in Anatomy and Physiology
<b>ANAT 248X4</b>	Practicum in Anatomy and Physiology
<b>MATH 093</b>	Geometry
<b>MATH 096</b>	Understanding our Quantitative World
<b>RESP 101</b>	Fundamentals of Respiratory Care I
<b>RESP 102</b>	Fundamentals of Respiratory Care Skills I
<b>RESP 103</b>	Pulmonary Assessment and Pharmacology
<b>RESP 104</b>	Respiratory Care Clinical Application I
<b>RESP 105</b>	Fundamentals of Respiratory Care II
<b>RESP 106</b>	Fundamentals of Respiratory Care Skills II
<b>RESP 108</b>	Respiratory Care Clinical Application II
<b>RESP 110X4</b>	Clinical Medicine I
<b>RESP 112</b>	Care of the High Risk Neonate
<b>RESP 201</b>	Advanced Theory of Respiratory Care I
<b>RESP 202</b>	Advanced Respiratory Care Skills Laboratory I
<b>RESP 203</b>	Physiologic Basis of Respiratory Disease I
<b>RESP 204</b>	Advanced Respiratory Care Clinical Application I
<b>RESP 205</b>	Introduction to Pharmacology and Drug Therapy
<b>RESP 206</b>	Advanced Theory of Respiratory Care II
<b>RESP 207</b>	Physiologic Basis of Respiratory Disease II
<b>RESP 208</b>	Advanced Respiratory Care Clinical Application II
<b>RESP 218</b>	Advanced Respiratory Care Skills Laboratory II
<b>RESP 925X4</b>	Entry-Level Examination: Review and Seminar
<b>RESP 927X4</b>	Advanced Practitioner Examinations: Review and Seminar
<b>SPEECH 121</b>	Advanced Interpretation and Readers Theatre

**Effective Date: FA10**

**Rationale:** The Respiratory Care Program converted to an 18 month program. Courses were renumbered to eliminate confusion between the old program and the new program. The courses being deleted are part of the old program. All other deletions are courses no longer offered.

<b>DISTANCE EDUCATION</b>
---------------------------

<b>COURSE ID</b>	<b>DE TYPE</b>
<b>ENGL 101</b>	100% Online

**Effective Date: FA10**

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

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Acting Chancellor  
REVIEWED BY: Renée Brunelle, Vice Chancellor, Human Resources & Employee Relations  
PREPARED BY: Renée Brunelle, Vice Chancellor, Human Resources & Employee Relations  
DATE: January 14, 2010  
SUBJECT: Consideration of Approval of Amendment of Classified Transfers/Reduction in Hours in Lieu of Layoff

RECOMMENDATION

It is recommended that the Board of Trustees approve the amendment of the transfer of Patrice Hollis, Clerical Assistant II, SBVC and transfer/reduction of hours for Regina McKay, Clerical Assistant II, ATTC, District Office.

OVERVIEW

Patrice Hollis will transfer, in lieu of bumping, into a vacant full-time Clerical Assistant II position in Financial Aid. Therefore, Regina McKay will not be bumped from her Clerical Assistant II position at ATTC.

ANALYSIS

A MOU was signed on December 17, 2009, between the District and CSEA agreeing to combine two part-time Clerical Assistant II positions to create one full-time Clerical position in Financial Aid, SBVC.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

None.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Acting Chancellor  
REVIEWED BY: Renée Brunelle, Vice Chancellor, Human Resources & Employee Relations  
PREPARED BY: Renée Brunelle, Vice Chancellor, Human Resources & Employee Relations  
DATE: January 14, 2010  
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**  
**January 14, 2010**

<b>Name</b>	<b>Department</b>	<b>Site</b>	<b>Duties</b>	<b>Start Date</b>	<b>End Date</b>	<b>Hourly Rate</b>
Arnold, Sean	Art	CHC	Model (Undraped)	1/19/10	5/19/10	\$13.50
Arnett, Wendy	Art	CHC	Model (Undraped)	1/19/10	5/19/10	\$13.50
Bland, Evelyn	Human Services	SBVC	Tutor I	1/22/10	5/19/10	\$9.00
Brooks, Mark	Art	SBVC	Model (Undraped)	1/11/10	5/19/10	\$15.00
Chapman, Karen	Art	SBVC	Tutor II	1/11/10	5/19/10	\$11.00
Earl, Keith	Technology & Learning Resources	SBVC	Tutor II	1/19/10	5/19/10	\$11.00
Furness, Alexandra	Art	SBVC	Model (Undraped)	1/11/10	5/19/10	\$15.00
Grant, Diane	Art	SBVC	Tutor II	1/11/10	5/19/10	\$11.00
Hernandez, Mercy	Art	CHC	Model (Undraped)	1/19/10	5/19/10	\$13.50
Kiesewtter, Nancy	Library	CHC	Project Assistant I	1/4/10	6/30/10	\$9.00
Kirkely, Amanda	Technology & Learning Resources	SBVC	Tutor II	1/19/10	5/19/10	\$11.00
Laycock, Kevin	English	SBVC	Tutor III	1/18/10	6/30/10	\$13.00
Martinez, Edgar	Art	SBVC	Tutor II	1/11/10	5/19/10	\$11.00
Murillo, Jesse	Art	CHC	Model (Undraped)	1/19/10	5/19/10	\$13.50
Neuharth, Rose	Art	SBVC	Model (Undraped)	1/11/10	5/19/10	\$15.00
Robertson, Martin	Art	SBVC	Model (Undraped)	1/11/10	5/19/10	\$15.00
Ruiz, Xavier	Art	SBVC	Tutor II	1/11/10	5/19/10	\$11.00
Saldana, Christabel	MSSSC	SBVC	Tutor II	1/12/10	6/30/10	\$11.00
Schmit, Robyn	Art	CHC	Model (Undraped)	1/19/10	5/19/10	\$13.50
Smith, Alexandra	Technology & Learning Resources	SBVC	Tutor II	1/19/10	5/19/10	\$11.00
Usher, Virginia	Science	SBVC	Project Assistant II	1/22/10	6/25/10	\$11.00
Valencia, Mark	Science	SBVC	Project Assistant II	1/22/10	6/25/10	\$11.00
Wahl, Derek	Art	CHC	Model (Undraped)	1/19/10	5/19/10	\$13.50

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**Professional Expert Hourly Employees**

January 14, 2010

Name	Department	Site	Duties	Start Date	End Date	Hourly Rate
Bouman, Walter	Criminal Justice	SBVC	Facilitator/ Evaluator/ Safety Facilitator	1/15/10	6/30/10	\$35.00/ \$105.00 per session/ \$25.00/
Burton, Deborah	Science/ Big Bear Program	SBVC	Assistant Instructor	1/11/10	6/30/10	\$20.00
Crow, Daniel	DSP & S	SBVC	Interpreting/ Transliterating Level III	2/16/2010	6/30/2010	\$18.00
Durmisevich, Mark	Criminal Justice	SBVC	Facilitator/ Evaluator/ Safety Facilitator	1/15/10	6/30/10	\$35.00/ \$105.00 per session/ \$25.00/
Franklin, Kenneth	Criminal Justice	SBVC	Facilitator/ Evaluator/ Safety Facilitator	1/15/10	6/30/10	\$35.00/ \$105.00 per session/ \$25.00/
Kinsigner, Teresa	DSP & S	SBVC	Interpreting/ Transliterating Level I	2/16/2010	6/30/2010	\$24.00
Laube, Annalisa	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	1/11/10	6/30/10	\$20.00/ \$25.00/ \$30.00
Mathis, Bernard	Career College/ CALWorks & Workforce Education	SBVC	Foster Parent Education	1/4/10	6/30/10	\$45.00
McGreevy, William	Criminal Justice	SBVC	Facilitator/ Evaluator/ Safety Facilitator	1/15/10	6/30/10	\$35.00/ \$105.00 per session/ \$25.00/

Mency, Devin	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	2/12/10	6/30/10	\$20.00/ \$25.00/ \$30.00
Tulcan, David	Criminal Justice	SBVC	Facilitator/ Evaluator/ Safety Facilitator	1/15/10	6/30/10	\$35.00/ \$105.00 per session/ \$25.00/
<b>Ratification of December 10, 2009 Board Agenda to reflect additional assignment of Tactical Officer for the individuals listed below.</b>						
Alfaro, Glen	Criminal Justice	SBVC	Facilitator/ Evaluator/ Safety Facilitator/ Tactical Officer	1/4/10	6/30/10	\$35.00/ \$105.00 per session/ \$25.00/ \$28.00
Boatwright, Horace	Criminal Justice	SBVC	Facilitator/ Evaluator/ Safety Facilitator/ Tactical Officer	1/4/10	6/30/10	\$35.00/ \$105.00 per session/ \$25.00/ \$28.00
<b>Ratification of December 10, 2009 Board Agenda to reflect additional assignments of facilitator, evaluator, safety facilitator for the individual listed below.</b>						
Snyder, Robert	Criminal Justice	SBVC	Facilitator/ Evaluator/ Safety Facilitator/ Training Specialist	1/4/10	6/30/10	\$35.00/ \$105.00 per session/ \$25.00/ \$19.00

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**Substitute Employees**

**January 14, 2010**

<b>Name</b>	<b>Department</b>	<b>Site</b>	<b>Duties</b>	<b>Start Date</b>	<b>End Date</b>	<b>Hourly Rate</b>
Araujo, Lourdes	Campus Business Office	SBVC	Account Clerk I	12/10/09	2/26/10	\$14.31
Avramis, Lisa	Child Development Center	CHC	Child Development Assistant	10/17/09	12/16/09	\$12.35
Beall, Jerry	Tool Room	SBVC	Tool Room Specialist	12/1/09	1/31/10	\$14.31
Bocanegra, LeeAnn	Child Development Center	CHC	Child Development Assistant	12/14/09	2/11/10	\$12.35
Book, Paula	Child Development Center	CHC	Child Development Assistant	10/17/09	12/16/09	\$12.35
Briseno, Victoria	Child Development Center	CHC	Child Development Assistant	12/14/09	2/11/10	\$12.35
Camacho, Albert	Custodial	SBVC	Custodian	12/7/09	1/12/10	\$14.68
Curtis, Justin	Child Development Center	CHC	Child Development Assistant	10/17/09	12/16/09	\$12.35
Lopez, Rosa	Facilities	Dist	Custodian	12/13/09	2/12/10	\$14.68
Lopez, Rosa	Facilities	Dist	Lead Custodian	12/13/09	2/13/10	\$16.20
Luther, Lorie	Child Development Center	CHC	Child Development Assistant	10/17/09	12/16/09	\$12.35
Martinez, Ashley	Child Development Center	CHC	Child Development Assistant	12/14/09	2/11/10	\$12.35
Miller, Beth Robin	Switchboard	SBVC	Switchboard Operator	1/18/10	3/12/10	\$13.97
Quintana, Carrie	Counseling	SBVC	Secretary I	12/1/09	12/10/09	\$15.43
Sinha, Indrani	Child Development Center	CHC	Child Development Assistant	10/17/09	12/16/09	\$12.35
Walter, Miranda	Admissions & Records	CHC	A & R Technician	1/4/10	2/26/10	\$16.61
Wyatt, Catherine	Child Development Center	CHC	Child Development Assistant	12/7/09	2/5/10	\$12.35



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Acting Chancellor  
**REVIEWED BY:** Renée Brunelle, Vice Chancellor, Human Resources & Employee Relations  
**PREPARED BY:** Gloria M. Harrison, President, CHC  
Dr. Debra S. Daniels, President, SBVC  
**DATE:** January 14, 2010  
**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.

**CHC**

Guevara, Liliana  
McCoy, Danielle  
Perez, Anne  
Stone, Harry

Spanish  
Mathematics  
Oceanography  
Emergency Medical Services

**SBVC**

Ferreira, Arnaldo  
Hannon, Robert  
McPeck, Christy  
Pak, Victoria  
Russell, James  
Scofield, Ian  
Valarde-Petersen, Loreto  
Valladao, Gary  
Young, Tami

Biology  
Biology  
Child Development  
Child Development  
Biology  
Psychology  
Modern Languages  
Water Supply Technology  
Psychology

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Acting Chancellor  
REVIEWED BY: Renée Brunelle, Vice Chancellor, Human Resources & Employee Relations  
PREPARED BY: Gloria M. Harrison, President, CHC  
Dr. Debra S. Daniels, President, SBVC  
DATE: January 14, 2010  
SUBJECT: Consideration of Approval of Non-Instructional Pay

RECOMMENDATION

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

OVERVIEW

The attached list of employees is submitted for approval.

ANALYSIS

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

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2009-10 budget.



## **CHC**

**Bell, Reynaldo**, Clinical Director for Respiratory Care, \$7,684, 01/11/10 – 05/19/10,  
01-00-02-8100-0000-1480.00-4930

**Dial, Troylynn**, Faculty Participation in the Development of Early Alert Process, 3  
Hours,  
12/01/09 – 12/24/09, \$43.16 per hour, 01-00-02-8202-0000-1480.00-6310

**Langenfeld, Elizabeth**, Faculty Participation in the Development of Early Alert Process,  
3 Hours, 12/01/09 – 12/24/09, \$43.16 per hour, 01-00-02-8202-0000-1480.00-6310

**Levy, Steve**, ART's Day Workshop, \$400, 02/26/10 – 02/26/10,  
01-00-02-9002-0156-1480.00-6199

**Schmidt, Jeffrey**, ART's Day Workshop, \$400, 02/26/10 – 02/26/10,  
01-00-02-9002-0156-1480.00-6199

## **SBVC**

**Rodriguez, Maria del Carmen**, Valley Bound Commitment advising, not to exceed 200  
hours, 01/15/10-06/30/10, \$43.16 per hour, 01-00-15-8208-0228-1480.00-6310.

**Taylor, Rutina**, Valley Bound Commitment advising, not to exceed 200 hours, 01/15/10-  
06/30/10, \$43.16 per hour, 01-00-15-8208-0228-1480.00-6310.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Acting Chancellor

REVIEWED BY: Renée Brunelle, Vice Chancellor, Human Resources & Employee Relations

PREPARED BY: Renee Brunelle, Vice Chancellor, Human Resources & Employee Relations

DATE: January 14, 2010

SUBJECT: Consideration of Approval of New Classified Job Description

RECOMMENDATION

It is recommended that the Board of Trustees approve the new classified job description for Clean Energy Workforce Training Assistant.

OVERVIEW

The job description for Clean Energy Workforce Training Assistant has been developed in support of the Clean Energy Workforce Training Program ensuring grant compliance with the Recovery Act and the Workforce Investment Act (WIA) requirements.

ANALYSIS

This position provides a variety of technical assistance for the SBCCD Clean Energy Workforce Training Grant.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

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

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**Clean Energy Workforce Training Coordinator (*Continued*)**

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**CLEAN ENERGY WORKFORCE TRAINING 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, provides a variety of technical assistance for the SBCCD Clean Energy Workforce Training grant, coordinates, and manages off-site workforce trainings; serves as a liaison between the grant requirements and the general public, students, staff, and other community officials and groups; performs a variety of technical and program support duties in support of the Clean Energy Workforce Training program and monthly reporting using the federal Job Training Automation (JTA) system ensuring grant compliance with the Recovery Act and the Workforce Investment Act (WIA) requirements.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification.*

1. Assists with coordination of the delivery and operation of seminars, workshops, and customized offsite workforce training programs offered.
2. Coordinates the offsite registration, account management, administrative paperwork, and scheduling of instructors and facilities to deliver the required instruction.
3. Oversees the maintenance of accurate financial records.
4. Prepares reports to the state and federal government using the Job Training Automation (JTA) system.
5. Provides support, guidance, and direct involvement with the procurement and contract requirements of the Clean Energy Workforce Training grant.
6. Ensures contracts are in compliance with the federal Recovery Act and the Workforce Investment Act.
7. Assists, coordinates, organizes, and directs the work activities with the contracted training program.
8. Tracks and monitors training participants at multiple off-site locations throughout San Bernardino County.
9. Performs related duties as required.

**QUALIFICATIONS**

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

**Knowledge of:**

Operational characteristics, services, and activities of the Training Center, the Recovery Act and Workforce Investment Act.

Goals and objectives of the Clean Energy Workforce Training grant.

Principles and practices of program coordination in a public or private sector organizational environment.

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**Clean Energy Workforce Training Coordinator (Continued)**

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

Pertinent federal, state, and local laws, codes, and regulations that relate to the federal Workforce Investment Act.

Office procedures, methods, and equipment including computers and applicable software applications such as e-mail, internet applications, presentations, word processing, spreadsheets, and databases; including the State Job Training Automation (JTA) system.

Principles, practices, and procedures of business letter writing, contracting and procurement.

Information and research resources available related to grant management.

Principles, practices, and procedures of report preparation.

Principles and procedures of record keeping and filing.

Principles and techniques used in public relations.

Interpersonal skills using tact, patience, and courtesy.

Oral and written communication skills.

District organization, operations, policies, and objectives.

**Ability to:**

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

Organize training programs and grants.

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

Participate in the coordination of the Clean Energy Workforce Training grant.

Prepare a variety of clear and concise reports.

Compose and prepare correspondence and memoranda.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications, including the State Job Training Automation (JTA) system.

Work independently and effectively in the absence of supervision.

Communicate clearly and concisely, both orally and in writing.

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

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

**Education/Training:**

Equivalent to the completion of the twelfth grade supplemented by specialized training in accounting, bookkeeping, information technology, training, economic development, or a related field. Some college level course work is desirable.

**Experience:**

Two years experience in workforce training programs, including familiarity with and/or experience in the State Job Training Automation system.

**License or Certificate:**

1. Possession of a valid California driver's license and good driving record.
2. Possession of a training certification of completion on the State Job Training Automation system.

**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.*

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**Clean Energy Workforce Training Coordinator (*Continued*)**

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

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

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

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

Range: 34

Board Approved: January 2010

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Acting Chancellor

REVIEWED BY: Renée Brunelle, Vice Chancellor, Human Resources & Employee Relations

PREPARED BY: Renee Brunelle, Vice Chancellor, Human Resources & Employee Relations

DATE: January 14, 2010

SUBJECT: Consideration of Approval of Revised Classified Job Description

RECOMMENDATION

It is recommended that the Board of Trustees approve the revision to the Workforce Grant Assistant Job Description.

OVERVIEW

The job description for Grant Clerical Assistant is being revised to reflect a change in title and salary range to Workforce Grant Assistant, Range 21, \$2202-\$2676 per month, Classified Salary Schedule.

ANALYSIS

After a review of the job description it was determined that the title of Workforce Grant Assistant at Range 21 of the Classified Salary Schedule would more accurately reflect the duties and responsibilities.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

**FINANCIAL IMPLICATIONS**

This position is categorically funded and contingent upon the availability of funds and "life of the grant".

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**WORKFORCE GRANT 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.*

1. Receives office and telephone callers and refers callers to appropriate staff.
2. Reviews grant materials, applications, records, files, and reports.
3. Types and word processes grant related documents, correspondences, and reports.
4. Receives, sorts, and distributes mail.
5. Provides program information to students and the general public.
6. Maintains records and files for grant programs.
7. Maintains attendance records and student files appropriate to each grant.
8. Maintains calendar of activities, meetings and events for the Project Manager.
9. Maintain grant expenditure records; provide data for budget estimates; and provides data to support accounts payable and receivables.
10. May perform routine backup in reception, registration or perform other clerical activities as needed.
11. 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.

Revised: January 2010

Board Approved: November 2009

Range: 21



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Acting Chancellor  
REVIEWED BY: Renée Brunelle, Vice Chancellor, Human Resources & Employee Relations  
PREPARED BY: Renée Brunelle, Vice Chancellor, Human Resources & Employee Relations  
DATE: January 14, 2010  
SUBJECT: Consideration of Approval of Management Appointment

RECOMMENDATION

It is recommended that the Board of Trustees approve the management appointment of Business Manager, Fiscal Services.

OVERVIEW

Steve Sutorus, Business Manager, Fiscal Services, full-time, 12-month position, Management Salary Schedule, Range 19, Step C, \$110,628 per year effective January 19, 2010. Replacement for Ron Gerhard.

ANALYSIS

The Human Resources Department conducted a nationwide search for the positions of Business Manager. All requirements for employment have been completed and Human Resources has cleared the individual 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: Bruce Baron, Acting Chancellor  
REVIEWED BY: Renée Brunelle, Vice Chancellor, Human Resources & Employee Relations  
PREPARED BY: Renée Brunelle, Vice Chancellor, Human Resources & Employee Relations  
DATE: January 14, 2010  
SUBJECT: Consideration of Approval of Interim Management Appointment

RECOMMENDATION

It is recommended that the Board of Trustees approve the interim management appointment of Director, Child Development Center, SBVC.

OVERVIEW

Mark Merjil, Interim Director, Child Development Center, SBVC, full-time, 12-month position, Management Salary Schedule, Range 13, Step C, \$82,560 per year effective January 15, 2010.

ANALYSIS

It is necessary to appoint an Interim Director, for the Child Development Center, SBVC.

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: Bruce Baron, Acting Chancellor

REVIEWED BY: Renée Brunelle, Vice Chancellor, Human Resources & Employee Relations

PREPARED BY: Renee Brunelle, Vice Chancellor, Human Resources & Employee Relations

DATE: January 14, 2010

SUBJECT: Consideration of Approval of Revised Management Job Description

RECOMMENDATION

It is recommended that the Board of Trustees approve the revised management job description for Director, Student Life.

OVERVIEW

The job description for Director, Student Life is being revised to meet the institutional needs of both campuses.

ANALYSIS

This position is responsible for planning, coordinating, implementing and overseeing a comprehensive student life program for a college. The leadership of the Associated Student Group reviewed and agreed to the contents.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2009-10 budget.

**DIRECTOR, ~~OF~~ STUDENT LIFE**

*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.*

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**SUMMARY DESCRIPTION:DEFINITION**

The Director of Student Life under the general direction of the Vice President of Student Services (SBVC) or Dean of Student Services and Student Development (CHC) plans, coordinates, implements, and oversees a comprehensive student life program for the college, including but not limited to the Associated Students, Inter-club Council, and student clubs and organizations. The Director of Student Life provides a vision and implements plans for student development, leadership, and involvement in governance; creates a coordinated campus program of activities and events to meet the needs of a diverse student population. The Director of Student Life also performs a variety of professional, administrative, and programmatic work in support of assigned programs including serving as a liaison to, coordinating with, and providing high level administrative support and staff assistance to district staff, boards, committees, and outside agencies.

~~Under the general direction of the Dean of Student Support, the Director of Student Life is responsible for providing leadership and supervision for the development and implementation of a comprehensive student activities/campus life program, involving This es but is not limited to:, the Associated Students Organization, Inter-Club Council, and student clubs and organizations on the campus. The Director administers the student code of conduct, serves as the advisor of the Associated Students (Student Government) and Inter-Club Council (ICC) and as a resource to all campus clubs and club advisors. Leadership and direction provided by the Director is to This person must also provideensure a vision and implement a plans for student development, leadership, involvement in governance. Additionally, they must create, and a coordinated campus program of activities and events to meet the needs of a diverse student population They ,ng~~

**EXAMPLES OF REPRESENTATIVE DUTIES:**

*The following duties are typical for this classification.*

1. Assume program management responsibility for the services and activities of a comprehensive student life program for a College including but not limited to, the Associated Students Organization, Inter-Club Council, and student clubs and organizations on the campus.
2. Develop and implement program goals, objectives, policies, and priorities; recommend and administer policies and procedures.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend appropriate service and staffing levels.
4. Plan, direct, coordinate, and review the work plan for assigned staff; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.
5. Participate in the selection, training, motivation, and evaluation of assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies.
6. Oversee and participate in the development and administration of the student activities program budget; participate in the forecast of funds needed for staffing, equipment, materials, and/or supplies; ensure that

program expenditures and cost estimates are adequately documented and monitored throughout the program area; review and approve program expenditures; and implement adjustments.

7. Serve as the liaison for the assigned program and coordinate assigned program activities with other District divisions, departments and outside agencies.

8. Serve as staff on a variety of committees; prepare and present staff reports and other necessary correspondence.

9. Provide responsible staff assistance to the Vice President of Student Services (SBVC) or Dean of Student Services and Student Development (CHC).

~~1.10.~~ Provides leadership and advisement to Associated Student officers and senators; Associated Student Senate and Executive Board; and Inter-Club Council.

~~2.11.~~ Advises the Associated Students and Inter-Club Council in the development of semester calendars of campus activities and events, and assists in the overall implementation of the activities calendar as needed.

~~3.12.~~ Provides leadership in the creation of new clubs and organizations to meet the needs of a diverse student population.

~~Provides training and guidance to faculty club advisors. Develops and recommends procedures and protocols related to the implementation of the student code of conduct; administers the student code of conduct policies and regulations.~~

13. ~~Administers-Oversee~~ the informal process of student code of conduct policies and regulations (1st level student discipline).

~~5.~~ Advises and monitors the development and spending of a yearly budget for the Associated Students, and communicates problems or areas of concern to the Vice President of Student Service (SBVC) or Dean of Student Services and Student Development (CHC).

14. ~~Attends and advises each Associated Student Senate and Inter-Club Council meeting and AS/ICC campus event/activity. Is responsible for securing a replacement in his/her absence.~~

~~7.15.~~ Attend and advise each Associated Student Senate and Inter-Club Council meeting and AS/ICC campus event/activity. Attend and participate in all student government off-campus conferences/conventions, approved by the College. Assist supervisor with replacement in his/her absence.

~~8.16.~~ Coordinates and monitors student ID card program.

17. Supervises the activities of the Student Center, maintaining order and promoting responsible behavior as the students interact with each other in a safe and collegial environment.

~~9.~~

~~10.~~ Prepares and submits annual budget for Student Activities office to the Dean of Student Support including tracking and monitoring Student Center Fee revenues and expenditures.

~~11.~~

~~11.18.~~ Coordinates various special events including student recognition dinners, awards ceremonies, commencement and all related components, unless otherwise designated.

~~13.~~ Attends and participates in all student government off-campus conferences/conventions, approved by the College. Is responsible to ensure an appropriate replacement is present in his/her absence.

~~14.~~

~~13.19.~~ Provide leadership development and workshops for Regularly facilitates workshops for student leaders on such topics as parliamentary procedure, conflict resolution, time management, goal setting, problem solving, etc.; review and revise Student Activities Advisor Handbook annually; and conduct training.

~~14.20.~~ Advises Student Supreme Court-and supervise the student elections process.

~~17.~~ Reviews and revises Student Activities Advisor Handbook annually; conducts training.

~~18.~~

~~16.21.~~ Conducts regular assessments surveys of student interests in activities and campus programs.

~~20.~~ Communicates regularly with the Dean regarding the state of student activities and issues of student concern.

~~21.~~

~~18.22.~~ Facilitates and implements paperwork generated by the Associated Students and Inter-Club Council in a timely manner, and needed for the implementation of student activities.

~~23.~~ Supervises, directs and evaluates all assigned staff.

~~24.~~

~~25.~~ Serves on campus-wide committees as assigned.

~~26.~~

~~21.23.~~ Performs other related duties as required assigned.

### **MINIMUM QUALIFICATIONS:**

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

#### **Knowledge of:**

Operational characteristics, services, and activities of assigned program areas.

Principles and practices of program development and administration.

Principles and practices of budget preparation and administration.

Principles and practices of student development and student personnel administration.

Knowledge of California Community College philosophy and mission.

Title 5 regulations and Education Codes related to student organizations, behavior and fees.

Principles and practices of student government.

Principles of group dynamics and intermediate leadership development training.

Principles of supervision, training, and performance evaluation.

Methods and techniques of technical, administrative, and financial report preparation and presentation.

Principles and practices of contract administration.

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

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

#### **Ability to:**

Oversee and participate in the management of a comprehensive student life program for a College that includes a series of interrelated projects or functional areas of significant depth and complexity.

Plan, organize, direct, coordinate, and evaluate assigned programs.

Plan, schedule, and review the work of assigned staff.

Advise and direct students in various organizational activities.

Provide leadership and advisement to Associated Student officers and senators.

Instruct leadership classes and workshops.

Create new campus life programs and activities in collaboration with student leaders.

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

Research, analyze, and evaluate new service delivery methods and techniques.

Prepare clear and concise administrative and financial reports.

Participate in the preparation and administration of budgets.

Interpret and apply federal, state, and local policies, laws, and regulations.

Work effectively under pressure, meet deadlines, and adjust to changing priorities.

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 and learning disabilities.

Communicate clearly and concisely, both orally and in writing.

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

**Education and Experience Education and Experience Guidelines:**

**Required Qualifications:**

**Education/Training:**

~~1. Bachelor's~~ A Master's degree from an accredited institution of higher education.

**Experience:**

~~2. Two years of~~ experience working with college student activities and programs.

**License or Certification:**

Possession of a valid California driver's license.

**Desired Qualifications:**

Experience that indicates sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students and personnel.

~~Experience that indicates sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students and personnel.~~

**Special Requirement**

~~Possession of a valid Class III California Driver's License and maintenance of a safe driving record during the course of employment. Out of state candidates will be required to obtain a California permit within 10 days after appointment.~~

**DESIRED QUALIFICATIONS**

~~Master's degree from an accredited institution of higher education.~~

~~KNOWLEDGE AND ABILITIES~~

~~Knowledge~~

~~Knowledge of California Community College philosophy and mission; Title 5 regulations and Education Codes related to student organizations, behavior and fees; organization and supervision principles; budgetary management; and modern technology pertaining to Student Activities; student development and student personnel administration.~~

~~Abilities~~

~~Ability to communicate effectively both orally and in writing; work collaboratively with students, faculty and staff from diverse academic, cultural, ethnic and socioeconomic backgrounds; advise and direct~~

~~students; instruct leadership classes and workshops; and create new programs and activities in collaboration with student leaders.~~

~~Special Conditions~~

~~Hours of work may not coincide with the hours of normal campus activity. Some weekend and evening work required. **Special Conditions:**~~

~~Hours of work may not coincide with the hours of normal campus activity. Some weekend and evening work required.~~

### **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 some travel to different sites and locations; incumbents may be required to work extended hours including evenings and weekends.

**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.

Range: 15

Revised: January 2010



**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

TO: Board of Trustees

FROM: Bruce Baron, Acting Chancellor

REVIEWED BY: Renee Brunelle, Vice Chancellor, Human Resources & Employee Relations

PREPARED BY: Dr. Debra S. Daniels, President, SBVC

DATE: January 14, 2010

SUBJECT: Consideration of Approval of Assistant Coaches Stipends-SBVC

RECOMMENDATION

It is recommended that the Board of Trustees approve Assistant Coaches for the Athletics Department, SBVC, Spring 2010.

OVERVIEW

The following individuals will serve as assistant coaches for the 2010 Spring season:

Edwards, Willie	Baseball	\$4,683.00
Steele, James (Tim)	Baseball	\$4,683.00
Gusman, Daniel	Baseball	\$1,561.00
Leal, Rene	Baseball	\$1,561.00
Kounas, Jason	Baseball	\$1,561.00
Donnhauser, Marc	Basketball	\$3,642.00
Marker, Jamie	Softball	\$3,642.00

ANALYSIS

Assistant Coaches are routinely hired for sport teams.

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: Bruce Baron, Acting Chancellor

REVIEWED BY: Renee Brunelle  
Vice Chancellor, Human Resources & Employee Relations

PREPARED BY: Dr. Debra S. Daniels, President, SBVC

DATE: January 14, 2010

SUBJECT: Consideration of Approval of Department Head Stipend - SBVC

RECOMMENDATION

It is recommended that the Board of Trustees approve Department Head Stipend for Kevin Kammer, Transportation, SBVC.

OVERVIEW

The following academic employee's stipend will be amended to accommodate the retirement of his coworker, Bill Kastner. Aeronautics will be changed to "Transportation" and the transportation programs will be moved under Mr. Kevin Kammer who is already serving as department chair for Aeronautics. This will increase Mr. Kammer's stipend as below:

Kammer, Kevin	Transportation	\$6,000.00
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ANALYSIS

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

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

Included in the 2009-2010 budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Acting Chancellor  
REVIEWED BY: Renée Brunelle, Vice Chancellor, Human Resources & Employee Relations  
PREPARED BY: Dr. Debra S. Daniels, President, SBVC & Gloria M. Harrison, President, CHC  
DATE: January 14, 2010  
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

None.

**CHC**

Hull, Sabrina	Public Safety & Emergency Service Dept	01/15/10-6/30/10
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**SBVC**

Barron, Maria	Math Success Center	1/14/10-6/30/10
Walker, Dan	Criminal Justice	1/14/10-6/30/10
Williams, Brett	Criminal Justice	1/14/10-6/30/10
Rendel, Michelle	Mathematics	2/26/10
Vela, Vidal	Mathematics	2/26/10
Spisak, Gary	Art Department	1/14/10-6/30/10

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Acting Chancellor  
REVIEWED BY: Bruce Baron, Vice Chancellor of Fiscal Services  
PREPARED BY: Bruce Baron, Vice Chancellor of Fiscal Services  
DATE: January 14, 2010  
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 1/14/2010***

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### ***Contract Type***

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<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>
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### **ASB Discount Program**

Baja Fresh Mexican Grill	(6375) ASB Discount Program - 15% discount on food order with valid ASB Card Term: 1/15/2010 - 6/30/2010	Student Life/SBVC	15% Discount	BBaron
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International Day Spa	(6376) ASB Discount Program - 10% discount on any retail purchase with valid ASB Card Term: 1/15/2010 - 6/30/2010	Student Life/SBVC	10% Discount	BBaron
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***SubTotal for ASB Discount Program: 2***

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### **General**

Beaumont Unified School District	(6370) Rental - Bus rental for CHC Arts Day Event; transportation for Beaumont Unified School District students to attend event Term: 2/26/2010 - 2/26/2010 01-00-25-9002-0000-5611.00-6711	Arts/CHC	\$275.00	BBaron
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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>General</u></b>				
Environmental Management Technologies	(6372) Service - On demand hazardous material removal - Lab Pack: Rate Schedule is \$14.40 per 4' Box Fluorescent Tubes to Toxic Solids and Liquids at \$1,150 per cubic yard Term: 1/15/2010 - 6/30/2010 01-92-32-9505-0000-5536.00-6599  01-00-02-9505-0000-5536.00-6599	Maintenance/CHC	\$10,000.00 Not to Exceed	BBaron
First Student Charter	(6377) Rental - Bus rental for CHC Arts Day Event; transportation for Redlands High School and Redlands West Valley High School students to attend event Term: 2/26/2010 - 2/26/2010 01-00-25-9002-0000-5611.00-6711	Arts/CHC	\$622.49	BBaron
First Student Charter	(6369) Rental - Bus rental for CHC Arts Day Event; transportation for San Bernardino City Unified School District students to attend event Term: 2/26/2010 - 2/26/2010 01-00-25-9002-0000-5611.00-6711	Arts/CHC	\$606.20	BBaron

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>					
	First Student Charter	(6378) Rental - Bus rental for CHC Arts Day Event; transportation for Yucaipa High students to attend event Term: 2/26/2010 - 2/26/2010 01-00-25-9002-0000-5611.00-6711	Arts/CHC	\$557.32	BBaron
	Gail Anderson & Associates	(6382) Service - Consulting Services for Board Assessment of the CHC Foundation Board Term: 1/15/2010 - 6/30/2010 01-00-25-9016-0155-5112.00-6600  01-00-02-9016-0155-5112.00-6600	Resource Dev/CHC	\$10,500.00	BBaron
	Harvey, Elizabeth	(6368) Independent Contractor - Create a Marketing and Outreach Plan for Career and Technical Education Program as Part of CTE Regional Grant Term: 1/15/2010 - 6/30/2010 01-62-03-8115-0000-5113.00-6740	PDC/SBCCD	\$5,000.00	BBaron
	McHargue, Mike	(6371) Independent Contractor - Coordinator for Great Teachers Retreat Term: 1/28/2010 - 1/30/2010 01-00-01-9018-0000-5113.00-6750	Humanities/SBVC	\$3,100.00	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>					
<b><i>SubTotal for General: 8</i></b>					
<b><u>General - Ratified</u></b>					
	Career America, LLC Parent Company of Financial Aid TV	(6384) Service - Broadcast rights to "Financial Aid TV" for one year Term: 7/1/2009 - 6/30/2010 01-00-31-8301-0161-5830.00-6460 Ratified - Ratification is requested contract not received in time for previous Board meetings	Financial Aid/SBVC	\$3,500.00	BBaron
	Coast Community College District DBA Coast Learning Systems	(6367) Telecourse License Agreement - License for "Concepts in Marking" Telecourse includes video programs and print components Term: 9/1/2009 - 8/31/2012 01-00-03-8103-0000-5809.00-6150 Ratified - Ratification is requested contract not received in time for previous Board meetings	Distance Education/SBCCD Plus \$20 Per Student Enrolled	\$1,200.00	BBaron
	Ran Graphics, Inc	(6373) Service - Printing of 3,100 copies of 2009-2010 CHC catalog, 179 pages plus covers Term: 3/25/2009 - 8/21/2009 01-00-02-9509-0000-5120.00-6710 Ratified - Ratification is requested contract not received in time for previous Board meetings	President/CHC	\$6,156.34	BBaron

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><i>General - Ratified</i></b>				
RCS Investigations & Consulting	(6374) Professional Services - Investigation services for employee backgrounds and personnel issues Term: 7/1/2009 - 6/30/2010 01-00-03-9004-0000-5120.00-6730 Ratified - Ratification is requested contract not received in time for previous Board meetings	Human Resources/SBCCD	\$20,000.00 Not to Exceed	BBaron
San Bernardino County Superintendent of Schools	(6379) Department of Alliance for Education - Rental - Bus Rental for Area Middle Schools to attend Career Education Events Term: 11/6/2009 - 6/30/2010 01-15-35-8115-0470-5610.00-6899 Ratified - Ratification is requested contract not received in time for previous Board meetings	PDC/SBCCD	\$5,107.00	BBaron
Surveymonkey.com	(6365) Software - Online Service for administration and creating surveys Term: 7/1/2009 - 6/30/2010 73-00-01-8200-0306-5830.00-6960 Ratified - Ratification is requested contract not received in time for previous Board meetings	Student Life/SBVC	\$200.00	BBaron
<b><i>SubTotal for General - Ratified: 6</i></b>				

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><i>Grant/Award Income</i></b>					
	San Bernardino County Superintendent of Schools	(6383) Income Agreement - AB212 Educational Stipend Program - District Child Development Teachers Teaching in District Site Child Development Centers Can Receive Educational Stipends for Continuing Education for FY 2009-2010: If Centers Host/Give Workshops, Center is Reimbursed Up to \$9,999: Individual Stipends are as Follows, Assistant Teacher Certification \$450, Teacher Certification \$725, Master Teacher Certification \$1,050, Site Supervisor Certification \$1,450, and Program Director Certification \$1,500 Term: 7/1/2009 - 6/30/2010	Child Care Center/SBCCD	\$9,999.00	BBaron
	SEIU - United Healthcare Workers-West	(6380) Contract Ed - Student Registration Deferral for Biology and English Courses for Spring 2010 Semester Term: 1/15/2010 - 6/30/2010	Science/SBVC	\$2,920.00	BBaron
<b><i>SubTotal for Grant/Award Income: 2</i></b>					
<b><i>Grand Total Contracts for Board Date 1/14/2010: 18</i></b>					

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Acting Chancellor  
REVIEWED BY: Bruce Baron, Vice Chancellor of Fiscal Services  
PREPARED BY: Crispina Ongoco, Director of Fiscal Services  
DATE: January 14, 2010  
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. These actions reflect the adjustments necessary to line item budget allocations to conduct the business of the District and to remain in compliance with sound fiscal practices.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

None.

Attachments

BEST NET CONSORTIUM  
BUDGET ADJUSTMENT REPORT  
FROM DATE 11/17/2009 TO DATE 12/17/2009

72 San Bernardino Community Col

Restricted and Unrestricted

FISCAL YR: 10

APPROVED			09/25/2009	11/17/2009	BUDGET	12/17/2009
FUND	OBJECT	DESCRIPTION	ADOPTED BUDGET	REVISED BUDGET	ADJUSTMENTS	REVISED BUDGET
01	1100	CONTRACT CLASSROOM INST.	15,748,786.00	15,767,917.58	80,994.22	15,848,911.80
	1200	CONTRACT CERT. ADMINISTRATORS	5,369,814.00	5,201,408.00	45,922.40	5,247,330.40
	1280	ACADEMIC SAL-N.I./REG/OTHER	4,321,400.00	4,328,499.14	-33,268.22	4,295,230.92
	1300	INSTRUCTORS DAY/HOURLY	8,763,070.00	8,776,531.48	32,666.00	8,809,197.48
	1480	NONINSTRUCTION HOURLY	691,830.00	764,223.24	21,121.76	785,345.00
	2100	CONTRACT CLASSIFIED NON-INSTR.	3,427,027.00	3,238,725.00	63,890.71	3,302,615.71
	2180	CLASSIFIED CONFIDENTIAL EMPLOY	14,394,005.00	14,182,159.47	47,920.42	14,230,079.89
	2380	PART-TIME/OVERTIME/STUDENT	1,818,112.00	1,884,218.24	119,864.36	2,004,082.60
	2400	INST AIDES-HOURLY- DIR.INSTRUC	1,035,805.00	1,109,880.44	43,816.00	1,153,696.44
	3220	PERS-CLASS/I.A-NON-INS ADM/SUP	334,570.00	334,570.00	-4,361.00	330,209.00
	3228	PERS CLASS/I.A.-NON-INST-OTHER	1,597,966.00	1,597,928.18	56.80	1,597,984.98
	3238	PERS OTHER ACADEMIC-N.I. OTHER	32,529.00	33,449.64	6,173.00	39,622.64
	3320	OASDI CLAS/I.A.NON-INS ADM/SUP	200,709.00	200,709.00	-1,594.78	199,114.22
	3328	OASDI CLASS/I.A.-NON-INST OTHE	901,951.00	901,924.10	32.45	901,956.55
	3346	MEDICARE NON-INSTRUCTIONAL	412,945.00	412,787.57	-538.00	412,249.57
	3420	HEALTH & WELFARE-CLAS/I.A-N.I.	3,149,670.00	3,001,084.89	32,566.03	3,033,650.92
	4200	BOOK,MAGAZINE&PERIOD-DIST.USE	212,810.06	123,029.06	9,594.72	132,623.78
	4300	INSTRUCTIONAL SUPPLIES	430,701.32	418,036.91	26,427.44	444,464.35
	4400	MEDIA AND SOFTWARE-DISTRCT USE	116,917.37	113,362.98	-1,050.00	112,312.98
	4500	NONINSTRUCTIONAL SUPPLIES	1,694,347.25	1,279,977.65	13,506.00	1,293,483.65
	5100	PERSON&CONSULTANT SVC-DIST USE	3,774,050.40	3,729,380.60	322,167.35	4,051,547.95
	5200	TRAVEL & CONFERENCE EXPENSES	745,538.49	743,815.39	13,177.65	756,993.04
	5300	POST/DUES/MEMBERSHIPS-DIST.USE	448,008.00	406,130.00	3,973.00	410,103.00
	5500	UTILITIES & HOUSEKEEP-DIST.USE	2,784,896.40	2,876,322.08	-1,265.00	2,875,057.08
	5600	RENTS,LEASES&REPAIRS-DIST.USE	1,874,975.27	1,914,219.77	25,386.12	1,939,605.89
	5800	OTHER OPERATING EXP-DIST. USE	5,662,804.77	4,609,228.98	78,147.79	4,687,376.77
	6120	SITE IMPROVEMENT	291,830.00	286,560.00	-9,666.20	276,893.80
	6200	BUILDINGS&IMPROVEMENT-DIST.USE	544,963.86	543,463.86	7,867.02	551,330.88
	6300	LIBRARY BOOKS - EXPANSION	90,244.00	90,244.00	-15,188.10	75,055.90
	6400	ADDITIONAL/IMPROVED EQUIPMENT	2,138,435.76	2,402,307.88	-5,789.10	2,396,518.78
	7500	OTHER OUTGO-STUDENT FIN AID	126,557.00	149,929.00	4,444.00	154,373.00
	7600	OTHER STUDENT AID	866,579.02	882,248.38	85,148.00	967,396.38
	7900	RESERVE FOR CONTINGENCIES	7,000,000.00	6,979,180.00	-250,000.00	6,729,180.00
	TOTAL EXPENSE		91,003,847.97	89,283,452.51	762,142.84	90,045,595.35
	8120	HIGHER EDUC ACT	2,498,722.82	2,522,094.82	62,316.00	2,584,410.82
	8190	FED REV-OTHER FEDERAL REVENUES	2,472,397.58	2,472,397.58	393,877.00	2,866,274.58
	8620	GENERAL CATEGORICAL PROGRAMS	8,110,596.75	8,074,107.58	268,802.00	8,342,909.58
	8830	CONTRACT SERVICES	557,440.00	557,440.00	19,829.84	577,269.84
	8980	INCOMING TRANSFERS	315,373.00	315,373.00	17,318.00	332,691.00
	TOTAL REVENUE		13,954,530.15	13,941,412.98	762,142.84	14,703,555.82

FCR270  
 BOARD MEETING 1/14/10

BEST NET CONSORTIUM  
 BUDGET ADJUSTMENT REPORT  
 FROM DATE 11/17/2009 TO DATE 12/17/2009

#J3814

PAGE: 2  
 12/17/2009

72 San Bernardino Community Col

Restricted and Unrestricted

FISCAL YR: 10

APPROVED			09/25/2009	11/17/2009	BUDGET	12/17/2009
FUND	OBJECT	DESCRIPTION	ADOPTED BUDGET	REVISED BUDGET	ADJUSTMENTS	REVISED BUDGET
41	6200	BUILDINGS&IMPROVEMENT-DIST.USE	58,804,584.81	58,797,776.81	3,575.00	58,801,351.81
	6410	ADDL EQUIP-\$1,000 OR MORE	64,166.34	88,166.34	1,425.00	89,591.34
	7900	RESERVE FOR CONTINGENCIES	400,000.00	60,046.00	-5,000.00	55,046.00
TOTAL EXPENSE			59,268,751.15	58,945,989.15	.00	58,945,989.15

FCR270  
 BOARD MEETING 1/14/10

BEST NET CONSORTIUM  
 BUDGET ADJUSTMENT REPORT  
 FROM DATE 11/17/2009 TO DATE 12/17/2009

#J3814

PAGE: 3  
 12/17/2009

72 San Bernardino Community Col		Restricted and Unrestricted			FISCAL YR: 10	
FUND	APPROVED OBJECT	DESCRIPTION	09/25/2009 ADOPTED BUDGET	11/17/2009 REVISED BUDGET	BUDGET ADJUSTMENTS	12/17/2009 REVISED BUDGET
42	4500	NONINSTRUCTIONAL SUPPLIES	.00	.00	2,000.00	2,000.00
	6100	SITES & IMPROVEMENTS-DIST. USE	.00	.00	1,310,000.00	1,310,000.00
	6200	BUILDINGS&IMPROVEMENT-DIST. USE	74,337,790.98	73,246,520.98	-102,000.00	73,144,520.98
	6410	ADDL EQUIP-\$1,000 OR MORE	8,133,615.10	9,235,876.10	100,000.00	9,335,876.10
	7900	RESERVE FOR CONTINGENCIES	20,000,000.00	20,000,000.00	-1,310,000.00	18,690,000.00
TOTAL EXPENSE			102,471,406.08	102,482,397.08	.00	102,482,397.08



# Budget Adjustment 2007-2008

Date 11/20/2009	Location SBCCD, PDC	Responsibility Center Manager <i>E. Warren</i> EH Warren	President <i>Matthew Isaac</i> Matthew Isaac
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## INCOME

Fund	Lf Sp	Site	Program	Subpro	Object	Type	Account Name	Amount in \$'s
01	00	03	8115	0467	8629.00	6840	RTF (EWD)	\$ 121,470.00

\$

## EXPENSES

01	00	03	8115	0467	1201.00	6840	Cert Managers	\$ 15,000.00
01	00	03	8115	0467	2101.00	6840	Classified Supervisor	\$ 20,000.00
01	00	03	8115	0467	2383.00	6840	Work study/hrly	\$ 2,000.00
01	00	03	8115	0467	2389.00	6840	Instructors - Facilitators	\$ 6,000.00
01	00	03	8115	0467	3000.00	6840	Benefits	\$ 14,000.00
01	00	03	8115	0467	4100.00	6840	Books for students	
01	00	03	8115	0467	4300.00	6840	Instructional Supplies	\$ 4,000.00
01	00	03	8115	0467	4500.00	6840	Office Supplies	\$ 1,800.00
01	00	03	8115	0467	4551.00	6840	Printing	\$ 1,500.00
01	0	03	8115	0467	5113.00	6840	Indep contract	\$ 5,000.00
01	00	03	8115	0467	5120.00	6840	Contractors Outside Se	\$ 15,000.00
01	00	03	8115	0467	5200.00	6840	Travel	\$ 3,000.00
01	00	03	8115	0467	5210.00	6840	Mileage	\$ 1,000.00
01	00	03	8115	0467	5350.00	6840	Postage	\$ 72.00
01	00	03	8115	0467	5801.00	6840	Advertising	\$ 50.00
01	00	03	8115	0467	5809.00	6840	Other Expenses	
							subtotal	\$ 88,422.00
01	00	03	8115	0467	5819.00	6840	Indirect 4%	\$ 5,177.00
01	00	03	8115	0467	6400.00	6840	Equip under \$1000	\$ 5,000.00
01	00	03	8115	0467	6410.00	6840	Equipment over \$1000	\$ 22,871.00

\$

## JUSTIFICATION

Budget change to reflect Advance Apportionment from Economic & Wokforce Development Program.

Controller	Chancellor	Board Action Date
		<i>11/14/10</i>
Batch Transfer Number/Reference #	Posted By:	Date:
<i>100212</i>	<i>SR</i>	<i>12/7</i>



**BUDGET ADJUSTMENT**

Date	Location	Responsibility Center Manager	President
12/1/2009	DISTRICT	BRUCE BARON	

**INCOME**

Fund	Lf Sp	Site	Program	Subpro	Object	Type	Account Name	Amount in \$'s
01	18	03	9004	0302	8629.00	0000	Equal Employment Opportun	\$ (7,331.00)
								\$ (7,331.00)

**EXPENSES**

01	18	03	9004	0302	5801.00	6760	Advertising	\$ (4,250.00)
01	18	03	9004	0302	5200.00	6760	Travel & Conference Exp	\$ (1,596.00)
01	18	03	9004	0302	4500.00	6760	Non-Instructional Supplies	\$ (1,485.00)
								\$ -
								\$ (7,331.00)

**JUSTIFICATION**

To adjust staff diversity budget per revised State allocation

Controller	Chancellor	Board Action Date
<i>Chang</i>		11/4/10
Batch Transfer Number/Reference #	Posted By:	Date:
100213	SR	12/17



# BUDGET ADJUSTMENT

Date	Location	Responsibility Center Manager	President
12/5/09	SBCCD	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 Account	5,000.00
41	00	03	9519	0000	6220.00	7100	Building Improvement	-5,000.00

## JUSTIFICATION

Need funds to pay for replacement of the air conditioning unit over the print shop at the Annex. The existing unit is 20 years old and not worth the money it would cost to replace the compressor.

Fiscal Services		Board Action Date
		1/14/10
Batch Transfer Number/Reference #	Posted By:	Date:
110217	SB	12/17



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# BUDGET ADJUSTMENT

VICE PRESIDENT OF  
STUDENT SERVICES

Date	Location	Responsibility Center Manager	President
12/9/2009	SBVC/DSPS	<i>Kathi Pryor</i> KATHI PRYOR	<i>Robert D</i> 12/10/09

**Account**

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

01	11	01	8204	0202	8621.00	6420	DSPS ALLOCATION	(277,421.00)
01	11	01	8204	0202	8982.00	0000	DISTRICT CONTRIBUTION	241,489.74
<b>TOTAL</b>								<b>\$(35,931.26)</b>

## EXPENSE

01	11	01	8204	0202	1480.00	6420	NONINSTRUCTIONAL HOURLY	(7,027.96)
01	11	01	8204	0202	2381.00	6420	NONSTUDENT HOURLY	(28,854.00)
01	11	01	8204	0202	4551.00	6420	PRINTING	(31.38)
01	11	01	8204	0202	5200.00	6420	TRAVEL & CONFERENCE EXPENSES	(17.92)
<b>TOTAL</b>								<b>\$(35,931.26)</b>

## JUSTIFICATION

DECREASE IN DISABLED STUDENT PROGRAMS & SERVICES ALLOCATION FOR 2009/2010.

Vice Chancellor, Fiscal Services	Chancellor	Board Action Date
<i>C. Pryor</i>		11/14/10
Batch Transfer Number/Reference #	Posted By:	Date:

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VICE PRESIDENT OF  
STUDENT SERVICES

PRESIDENT'S OFFICE, SBVC  
09 DEC -9 AM 11:45

**BUDGET ADJUSTMENT**

Date	Location	Responsibility Center Manager	
12/07/09	SBVC	Marco Cota Gilbert Maez	Dr. Debra Daniels, Pres. Damon Bell, VP, Student Services.

**Account**

Fund	Lf Sp	Site	Program	Subpro	Object	Type	Account Name	Amount in \$'s
<b>INCOME</b>								
01	76	01	8207	0232	8623.00	0000	Matriculation	(115,741)
01	76	01	8207	0232	8982.00	0000	District Contribution	42,124
<b>EXPENSE</b>								
01	76	01	8207	0232	1282.00	6320	Cert Coordinators	(43,425)
01	76	01	8207	0232	3423.00	6200	Kaiser - Classified	(8,253)
					3423.00	6320	Kaiser - Classified	(2,000)
01	76	01	8207	0232	1480.00	6320	Non-Instructional Employee	(3,738)
01	76	01	8207	0232	2382.00	6320	Overtime - Contract Employee	(1,500)
01	76	01	8207	0232	5120.00	6320	Other Contracts/Outside Services	(2,200)
01	76	01	8207	0232	5350.00	6320	Postage & Freight	(1,100)
01	76	01	8207	0232	6410.00	6320	Add'l Equip \$1000 or more	(810)
01	76	01	8207	0232	4210.00	6320	Magazines & Subscription	(200)
01	76	01	8207	0232	5637.00	6320	Maintenance Agreement/Office Equi	(391)
01	76	01	8207	0232	5809.00	6320	Other Expenses & Fees	(10,000)

**JUSTIFICATION**

- Obligated for program costs (salary, benefits, & operational) from July 1, 2009 to December 31, 2009 (Funds have been spent)
- To maintain program operation, cannot cut additional funds from discretionary areas
- Additional cuts to meet recommended cuts by the District ( \$115,741.00) will need to come out of salary and benefits.

<b>Controller</b>	<b>Chancellor</b>	<b>Board Action Date</b>
<i>Crombino</i>		11/14/10
<b>Batch Transfer Number / Reference #</b>	<b>Posted By:</b>	<b>Date:</b>



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# Budget Adjustment 2009-2010

Date 12/03/09	Location SBVC/TANF	Responsibility Center Manager Zelma Russ Damon Bell	President Deb Daniels
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PRESIDENT'S OFFICE  
DEC - 9 PM 3:59

Damon Bell

LBS 12/10/10

INCOME

Fund	Lf Sp	Site	Program	Subpro	Object	Type	Account Name	Amount in \$'s
01	45	01	8120	0265	8625.00	0000	TANF	\$ 30,596.00
								\$ -
								\$ -
								\$ -
								\$ -
<b>TOTAL</b>								<b>\$ 30,596.00</b>

EXPENSES

Fund	Lf Sp	Site	Program	Subpro	Object	Type	Account Name	Amount in \$'s
01	45	01	8120	0265	7600.00	7320	Other Student Aid	\$ 30,596.00
<b>TOTAL</b>								<b>\$ 30,596.00</b>

JUSTIFICATION

Augmentation adjustment made to reflect increase in the SBVC TANF budget for fiscal year 2009/2010.

Controller 	Chancellor	Board Action Date 1/14/10
Batch Transfer Number/Reference #	Posted By:	Date:

# Budget Adjustment 2009-2010

Date 12/03/09 09 DEC -9 PM 3:59	Location PRESIDENT'S OFFICE SBVC/CalWORKs	Responsibility Center Manager Zelma Russ Damon Bell	President Debra Daniels
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*Damon Bell*  
INCOME

Fund	Lf Sp	Site	Program	Subpro	Object	Type	Account Name	Amount in \$'s
01	460	01	8120	0266	8626.00	0000	CalWORKs	\$ (199,063.00)
								\$ -
								\$ -
								\$ -
								\$ -
<b>TOTAL</b>								<b>\$ 199,063.00</b>

## EXPENSES

Fund	Lf Sp	Site	Program	Subpro	Object	Type	Account Name	Amount in \$'s
01	46	01	8120	0266	1283.00	6499	Salary	\$ (40,000.00)
01	46	01	8120	0266	2181.00	6470	Salary	\$ (52,918.00)
01	46	01	8120	0266	2383.00	1701	Work study	\$ (2,040.00)
01	46	01	8120	0266	2383.00	6200	Work study	\$ (3,200.00)
01	46	01	8120	0266	2383.00	6770	Work study	\$ (3,539.00)
01	46	01	8120	0266	2383.00	6840	Work study	\$ (1,657.00)
01	46	01	8120	0266	2383.00	6899	Work study	\$ (2,947.00)
01	46	01	8120	0266	2383.00	6910	Work study	\$ (5,048.00)
01	46	01	8120	0266	2383.00	6920	Work study	\$ (26,766.00)
01	46	01	8120	0266	2383.00	7010	Work study	\$ (1,590.00)
01	46	01	8120	0266	5120.00	6470	Other Contracts/Outside services	\$ (22,818.00)
01	46	01	8120	0266	5200.00	6470	Travel & Conference	\$ (1,492.00)
01	46	01	8120	0266	5210.00	6470	Personal Mileage	\$ (300.00)
01	46	01	8120	0266	3180.00	6499	Benefits	\$ (8,000.00)
01	46	01	8120	0266	3424.00	6470	Benefits	\$ (8,000.00)
01	46	01	8120	0266	1201.00	6470	Salary	\$ (9,374.00)
01	46	01	8120	0266	1201.00	6499	Salary	\$ (9,374.00)
<b>TOTAL</b>								<b>\$ (199,063.00)</b>

## JUSTIFICATION

Augmentation adjustment made to reflect decrease in the SBVC CalWORKs budget for fiscal year 2009/2010.

Controller <i>Cumyau</i>	Chancellor	Board Action Date 11/4/10
Batch Transfer Number/Reference #	Posted By:	Date:



# BUDGET ADJUSTMENT

CARE

PAGE 1 OF 2

Date	Location	Responsibility Center Manager	President
12/04/09	Crafton Hills College	Rejoice Chavira Kirsten Colvey Rebecca Warren-Marlatt	<i>Rejoice Chavira</i> Gloria M. Harrison <i>Gloria Harrison</i>

## ACCOUNT


Fund	LfSp	Site	Program	Subpgm	Object	Type	Account Name	Amount in \$'s
<b>INCOME</b>								
01	13	02	8209	0200	8629.00	0000		-14,972
<b>Total</b>								<b>-14,972</b>

## EXPENSE

01	13	02	8209	0200	4220.00	6430	Reference Books	-250
01	13	02	8209	0200	4500.00	6430	Non Instructional Supplies	500
01	13	02	8209	0200	4551.00	6430	Printing	250
01	13	02	8209	0200	5113.00	6430	Independent Contractors	-250
01	13	02	8209	0200	5200.00	6430	Travel and Conference	-2,470
01	13	02	8209	0200	5210.00	6430	Personal Mileage	-200
01	13	02	8209	0200	5611.00	6430	Bus/Car Rentals	-250
<b>Total</b>								<b>Continued on next page</b>

## JUSTIFICATION

Adjust budget to reflect decrease in 2009/2010 CARE allocation and to match the 2009/2010 Program Plan.

	Chancellor	Board Action Date
		11/14/10

Batch Transfer Number/Reference #	Posted By:	Date:



# BUDGET ADJUSTMENT

CARE

PAGE 2 OF 2

Date	Location	Responsibility Center Manager	President
12/04/09	Crafton Hills College	Rejoice Chavira Kirsten Colvey Rebecca Warren-Marlatt	<del>Gloria M. Harrison</del> Gloria Harrison

## ACCOUNT

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

## EXPENSE

01	13	02	8209	0200	5801.00	6430	Advertising	-2,000
01	13	02	8209	0200	5809.00	6430	Other Expenses and Fees	-3,533
01	13	02	8209	0200	7500.00	7320	Other Outgo Student Fin Aid	-4,944
01	13	02	8209	0200	7600.00	7320	Other Student Aid	-1,825
Total								-14,972

## JUSTIFICATION

Adjust budget to reflect decrease in 2009/2010 CARE allocation and to match the 2009/2010 Program Plan.

	Chancellor	Board Action Date
		11/14/10
Batch Transfer Number/Reference #	Posted By:	Date:

# BUDGET ADJUSTMENT

EOPS

Date	Location	Responsibility Center Manager	President
12/4/09	Crafton Hills College	Rejoice Chavira Kirsten Colvey Rebeccah Warren-Marlatt	<i>Rejoice Chavira</i> Gloria Harrison <i>Gloria M. Harrison</i>

## ACCOUNT

Fund	LfSp	Site	Program	Subpgm	Object	Type	Account Name	Amount in \$'s
<b>INCOME</b>								
01	13	02	8209	0201	8622.00	0000	EOPS Income	-113,197
01	13	02	8209	0201	8982.00	0000	District Contribution	88,898
Total								-24,299

## EXPENSE

01	13	02	8209	0201	7500.00	7320	Other Outgo Student Fin Aid	-58,510
01	13	02	8209	0201	7600.00	7320	Other Student Aid	34,211
Total								-24,299

## JUSTIFICATION

Adjust budget to reflect decrease in 2009/2010 EOPS allocation.

	Chancellor	Board Action Date
<i>Camp</i>		11/4/10
Batch Transfer Number/Reference #	Posted By:	Date:



# BUDGET ADJUSTMENT

Date	Location	Responsibility Center Manager	President
12/03/10	DSPS CHC	Marty D. Licerio <i>M. Licerio</i>	G. Harrison <i>G. Harrison</i>
<b>Account: 01-11-02-8204-0202-8621.00-0000</b>			

## INCOME

Fund	Lf Sp	Site	Program	Subpro	Object	Type	Account Name	Amount in \$'s
01	11	02	8204	0202	8621.00	0000	DSPS Allocation	-(114281)
01	11	02	8204	0202	8982.00	0000	District Contribution	+97125
<b>Total</b>								<b>17156.00</b>

## EXPENSE

Fund	Lf Sp	Site	Program	Subpro	Object	Type	Account Name	Amount in \$'s
01	11	02	8204	0202	1480	6420	Non Instructional (hourly)	(5605.00)
01	11	02	8204	0202	2380	6420	Student Hourly	0
01	11	02	8204	0202	2381	6420	Short Term Hourly	0
01	11	02	8204	0202	2383	6420	Work Study	0
01	11	02	8204	0202	4500	6420	Supplies	(7500.00)
01	11	02	8204	0202	4551	6420	Printing	(2000.00)
01	11	02	8204	0202	5120	6420	Other contract/outside services	0
01	11	02	8204	0202	5310	6420	Dues and membership	(150.00)
01	11	02	8204	0202	5620	6420	Copier lease	0
01	11	02	8204	0202	5640	6420	Maintenance	(350.00)
01	11	02	8204	0202	5801	6420	Advertising	(500.00)
01	11	02	8204	0202	5809	6420	Other expenses	(1051.00)
<b>Total</b>								<b>(17156.00)</b>

## JUSTIFICATION

Partial reimbursement of the general fund for backfilling salaries and benefits in FY2009-2010

Controller	Chancellor	Board Action Date
<i>C. [Signature]</i>		11/4/10
Batch Transfer No./Reference #	Posted By	Date

*[Signature]*  
12/8/09





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## Budget Adjustment 2009-2010

Date 12/09/09 09 DEC 9 PM 3:59	Location PRESIDENT'S OFFICE, CHC/TANF	VICE PRESIDENT STUDENT	Responsibility Center Manager Zelma Russ Rebecca Warren-Marlatt Damon Bell INCOME	President Gloria Harrison 12/10/09
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Fund	Lf Sp	Site	Program	Subpro	Object	Type	Account Name	Amount in \$'s
01	45	02	8120	0265	8625.00	0000	TANF	\$ 1,990.00
								\$ -
								\$ -
								\$ -
								\$ -
<b>TOTAL</b>								<b>\$ 1,990.00</b>

### EXPENSES

Fund	Lf Sp	Site	Program	Subpro	Object	Type	Account Name	Amount in \$'s
01	45	02	8120	0265	7600.00	7320	Other Student Aid	\$ 1,990.00
<b>TOTAL</b>								<b>\$ 1,990.00</b>

### JUSTIFICATION

Augmentation adjustment made to reflect increase in the CHC TANF budget for fiscal year 2009/2010.

Controller 	Chancellor	Board Action Date 1/14/10
Batch Transfer Number/Reference #	Posted By:	Date:

# Budget Adjustment

Date <u>12/03/09</u>	Location <u>CHC/CalWORKs</u>	Responsibility Center Manager <u>Zelma Russ</u> <u>Rebecca Warren-Marlatt</u>	President <u>Gloria Harrison</u>
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## INCOME


Fund	Lf Sp	Site	Program	Subpro	Object	Type	Account Name	Amount in \$'s
01	46	02	8120	0266	8626.00	0000	CalWORKs	\$ ( 18,909.00 )
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
<b>TOTAL</b>								\$ ( 18,909.00 )

## EXPENSES

Fund	Lf Sp	Site	Program	Subpro	Object	Type	Account Name	Amount in \$'s
01	46	02	8120	0266	2390.00	6200	Work study	\$ 5,800.00
01	46	02	8120	0266	2390.00	6910	Work study	\$ 13,109.00
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
<b>TOTAL</b>								\$ 18,909.00

## JUSTIFICATION

Augmentation adjustment made to reflect decrease in CHC CalWORKs get for fiscal year 2009/2010.

Controller 	Chancellor	Board Action Date <u>11/4/10</u>
Batch Transfer Number/Reference #	Posted By:	Date:



# Budget Adjustment

Date	Location	Responsibility Center Manager	President
12/14/09	PDC (JDIF)	Marshall Gartenlaub <i>MG</i>	Matthew Isaac <i>MI</i>

## ACCOUNT

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

01	00	03	8115	0440	8629	0000	Categorical Apportionment	-\$52,760.00

### EXPENSE

01	00	03	8115	0440	1201	6840	Certificated Manager	\$25,344
01	00	03	8115	0440	2101	6840	Classified Supervisor	-\$19,312
01	00	03	8115	0440	3000	6840	Benefits	-\$1,612
01	00	03	8115	0440	4100	6840	Books	\$2,000
01	00	03	8115	0440	4300	6840	Instructional Supplies	\$500
01	00	03	8115	0440	4551	6840	Printing	\$500
01	00	03	8115	0440	5113	6840	Independent Contractors	-\$30,580
01	00	03	8115	0440	5350	6840	Postage	\$300
01	00	03	8115	0440	5801	6840	Advertising	\$2,300
01	00	03	8115	0440	5809	6840	Other Expenses	-\$15,582
01	00	03	8115	0440	5819	6840	Indirect Charge	-\$2,030
01	00	03	8115	0440	6410	6840	Capital < \$1,000	-\$14,588

### JUSTIFICATION

New adjusted budget were sent from Sacramento awarding \$142,176 for the second year of the JDIF grant. The original estimate was \$194,936. The difference is a loss of income in the amount of \$52,760.00

Fiscal Services		Board Action Date
<i>Chung</i>		11/14/10
Batch Transfer # or Reference #	Posted By:	Date:





# BUDGET ADJUSTMENT

Date	Location	Responsibility Center Manager	President
12/15/09	PDC	<i>Matthew Isaac</i> MATTHEW ISAAC	

## ACCOUNT

Fund	LfSp	Site	Program	Subpgm	Object	Type	Account Name	Amount in \$'s
01	00	03	8115	0471	8629.00	0000	RESPONSIVE TRAINING FUND (RTF)	\$ 156,969.00
								<b>\$ 156,969.00</b>

## EXPENSE

01	00	03	8115	0471	2100.00	6840	CLASSIFIED CONTRACT	\$ 7,000.00
01	00	03	8115	0471	2181.00	6840	CLASSIFIED NON-INSTR	\$ 42,411.00
01	00	03	8115	0471	2389.00	6840	FACILITATORS	\$ 32,000.00
01	00	03	8115	0471	3000.00	6840	EMPLOYEE BENEFITS	\$ 12,490.00
01	00	03	8115	0471	4300.00	6840	INSTRUCTIONAL SUPPLIES	\$ 2,000.00
01	00	03	8115	0471	4500.00	6840	NON-INSTR SUPPLIES	\$ 12,520.00
01	00	03	8115	0471	5113.00	6840	INDEPENDENT CONTRACTOR	\$ 5,000.00
01	00	03	8115	0471	5120.00	6840	OUTSIDE SERVICES	\$ 1,500.00
01	00	03	8115	0471	5200.00	6840	TRAVEL / CONFERENCES	\$ 2,000.00
01	00	03	8115	0471	5210.00	6840	PERSONAL MILEAGE	\$ 1,500.00
01	00	03	8115	0471	5809.00	6840	OTHER EXPENSES	\$ 25,071.00
01	00	03	8115	0471	5819.00	6840	INDIRECT CHARGES	\$ 6,037.00
01	00	03	8115	0471	6400.00	6840	EQUIPMENT	\$ 7,440.00
								<b>\$ 156,969.00</b>

## JUSTIFICATION

### BUDGET FOR RTF GRANT

Fiscal Services		Board Action Date
<i>Crompew</i>		<i>1/14/10</i>
Batch Transfer Number/Reference #	Posted By:	Date:

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Budget Adjustment 2009-2010

Date 12/9/2009	Location SBVC/Career College CalWORKs & Workforce Educ.	Responsibility Center Manager Zelma Russ Damon Bell, VP Student Svc's	President Debra Daniels
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*Amma Bell* INCOME

Fund	Lf Sp	Site	Program	Subpro	Object	Type	Account Name	Amount in \$'s
01	00	15	8120	0431	8981.00	0000	WIA StateMatch	\$ 490.68
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
<b>TOTAL</b>								<b>\$ 490.68</b>

EXPENSES

Fund	Lf Sp	Site	Program	Subpro	Object	Type	Account Name	Amount in \$'s
01	00	15	8120	0431	7600.00	7320	Other Student Aid	\$ 490.68
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
<b>TOTAL</b>								<b>\$ 490.68</b>

JUSTIFICATION

Remaining funding from WIA billing reimbursements will be placed in an account to cover cost for student training materials, fees, books, supplies and ancillary services for fiscal year 2009/2010.

Controller <i>[Signature]</i>	Chancellor	Board Action Date 11/14/10
Batch Transfer Number/Reference #	Posted By:	Date:







**BUDGET ADJUSTMENT**

Date	Location	Responsibility Center Manager	President
12/16/2009	District	Bruce Baron	

INCOME

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

EXPENSES

01	11	01	8204	0000	7200.00	7310	Intrafund Transfers Out	241,490.00
01	76	01	8207	0000	7200.00	7310	Intrafund Transfers Out	42,124.00
01	13	01	8209	0000	7200.00	7310	Intrafund Transfers Out	35,432.00
01	13	02	8209	0000	7200.00	7310	Intrafund Transfers Out	88,898.00
01	11	02	8204	0000	7200.00	7310	Intrafund Transfers Out	97,125.00
01	76	02	8207	0000	7200.00	7310	Intrafund Transfers Out	51,208.00
01	00	03	9200	0000	7900.00	6600	Reserve for Contingencies	(556,277.00)
\$ -								\$ -

JUSTIFICATION

Additional District Backfill to various categorical programs
--

Controller	Chancellor	Board Action Date
<i>[Signature]</i>	<i>Bruce Baron for Dr. Vela 12/16/09</i>	<i>1/14/10</i>
Batch Transfer Number/Reference #	Posted By:	Date:



**BUDGET ADJUSTMENT**

Date	Location	Responsibility Center Manager	President
12/16/2009	District	Bruce Baron	

INCOME

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

EXPENSES

01	00	01	8100	0000	1307.00	6010	Summer Session Hourly	(43,091.00)	
01	00	02	8101	0000	1307.00	4900	Summer Session Hourly	(69,998.00)	
01	00	31	8100	0000	1307.00	4900	Summer Session Hourly	(221,800.00)	
01	00	32	8101	0000	1307.00	4930	Summer Session Hourly	\$ (100,000.00)	
01	00	32	8103	0000	1307.00	2202	Summer Session Hourly	\$ (18,775.00)	
01	00	03	9200	0000	7900.00	6600	Reserve for Contingencies	\$ 453,664.00	
\$								-	\$
\$								-	\$

JUSTIFICATION

To remove the summer session hourly budget

Controller	Chancellor	Board Action Date
<i>Crompton</i>	<i>Bruce Baron for De Vela</i> <i>12/16/09</i>	<i>1/14/10</i>
Batch Transfer Number/Reference #	Posted By:	Date:



**BUDGET ADJUSTMENT**

Date	Location	Responsibility Center Manager	President
12/16/2009	District	Bruce Baron	

INCOME

Fund	Lf Sp	Site	Program	Subpro	Object	Type	Account Name	Amount in \$'s
74	00	03	8110	0000	8981.00	0000	Interfund Transfer	-62,055

EXPENSES

74	00	03	8110	0000	2100.00	7099		- 46,801
74	00	03	8110	0000	3220.00	7099		- 4,543.00
74	00	03	8110	0000	3320.00	7099		- 2,906.00
74	00	03	8110	0000	3346.00	7099		- 680.00
74	00	03	8110	0000	3421.00	7099		- 618.00
74	00	03	8110	0000	3422.00	7099		- 5,368.00
74	00	03	8110	0000	3425.00	7099		- 133.00
74	00	03	8110	0000	3426.00	7099		- 30.00
74	00	03	8110	0000	3520.00	7099		- 141.00
74	00	03	8110	0000	3620.00	7099		- 800.00
74	00	03	8110	0000	3920	7099		- 35
								\$ (62,055.00)
								\$ - 62,055.00

JUSTIFICATION

To reduce transfer to KVCR due to vacancy

Controller	Chancellor	Board Action Date
<i>C. [Signature]</i>	<i>Bruce Baron for Dr. Vela</i>	11/4/10
Batch Transfer Number/Reference #	Posted By:	Date:
	<i>12/16/09</i>	



RECEIVED  
S.B.V.C.

DEC 16 2009

VICE PRESIDENT OF  
STUDENT SERVICES

PRESIDENT'S OFFICE, SBVC

09 DEC 17 AM 8:24

**BUDGET ADJUSTMENT**

Date	Location	Responsibility Center Manager	President
12/16/09	SBVC	Marco Cota <i>[Signature]</i>	<i>[Signature]</i>
Damon Bell, VP Student Services <i>[Signature]</i>			

Account								
Fund	Lf Sp	Site	Program	Subpro	Object	Type	Account Name	Amount in \$'s
<b>INCOME</b>								
01	00	01	8202	0507	8821.00	0000	Tech Prep Consortium Mini Grant	5,000
							<b>TOTAL</b>	5,000

<b>EXPENSE</b>								
Fund	Lf Sp	Site	Program	Subpro	Object	Type	Account Name	Amount in \$'s
01	00	01	8202	0507	5801.00	0000	Advertising	1,000
01	00	01	8202	0507	5809.00	0000	Other Expenses & Fees	2,000
01	00	01	8202	0507	5611.00	0000	Bus/Car Rentals	2,000
							<b>TOTAL</b>	5,000

**JUSTIFICATION**

One time Tech Prep Consortium Mini Grant to promote and support SBVC Tech Prep activities.

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

## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Acting Chancellor  
REVIEWED BY: Bruce Baron, Acting Chancellor  
PREPARED BY: Bruce Baron, Acting Chancellor  
Dr. Deb Daniels, SBVC President  
Gloria M. Harrison, CHC President  
DATE: January 14, 2010  
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**

**GLEN KUCK and OSMAN PARADA** to Fort Worth, Texas, February 19-24, 2010, to attend the 2010 eLearning Conference, with time and expenses. Dr. Kuck and Mr. Parada will present the use of EduStream within the California Community Colleges and the value of strategic partners. Conference is fully funded by the EduStream grant.

**OSMAN PARADA** to San Diego, California, March 29-April 2, 2010 to attend the Site 2010 Conference, with time and expenses. Mr. Parada will present how the role of the centralized EduStream repository can assist during tough economic times. Conference is fully funded by the EduStream grant.

**DONALD L. SINGER and JOHN M. FUTCH** to Sacramento, California, January 22-25, 2010 to attend the Effective Trusteeship Workshop and the Annual CCLC Legislative Conference, with expenses only.

## **SBVC**

**ELAINE AKERS** to Sacramento, California, March 3-6, 2010, to attend the Health Services Association of California Community Colleges 2010 Conference, with time and expenses. This conference will present up-to-date information on the effect of legislation on Student Health Services. Also being discussed: Nursing, Research; Electronic Medical Records; and Disaster Preparedness.

## **CHC**

**DANIEL BAHNER** to Denver, Colorado, February 11-16, 2010, to attend the 29<sup>th</sup> Annual First-Year Experience Conference, with time and expenses. The Title V Grant calls for the continuing development of a First-Year Experience (FYE) Program. This conference should facilitate the development and maintenance of CHC's nascent FYE program.

**RICHARD HUGHES** to Mt. St. Helens, Washington, October 15-17, 2009, for expanded geologic field study, with time and expenses. Mr. Hughes received Board approval for travel to Portland, Oregon, October 18-21, 2009 to attend the Geological Society of America Conference. Mr. Hughes' travel began three days earlier than anticipated to conduct geologic field study of Cascade Volcanoes.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Acting Chancellor  
REVIEWED BY: Bruce Baron, Acting Chancellor  
PREPARED BY: Bruce Baron, Acting Chancellor  
Dr. Debra S. Daniels, SBVC President  
Gloria M. Harrison, CHC President  
DATE: January 14, 2010  
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: Green Means Business  
Date: January 28-29, 2010  
Amount: \$500.00  
Item: Food and supplies

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

Event: Citizens' Bond Oversight Committee Meeting  
Date: March 4, 2010  
Amount: \$50  
Item: Catering for Citizens' Bond Oversight Committee Meeting

## **SBVC**

Event: Los Angeles County Museum of Art  
Date: April 15, 2010  
Amount: \$1,200  
Item: Bus rental and refreshments

Sponsored by the Art Club for approximately 55 students and chaperones, this event promotes the Art Club and expands cultural horizons for SBVC students. Funding source is the Art Club account.

Event: Art Club BBQ  
Date: March 31, 2010  
Amount: \$150  
Item: Supplies and food items

Sponsored by the Art Club, this is a fun event that will further promote the Art Club and help form a sense of community among the art students. Funding source is the Art Club account.

Event: Museum of Tolerance  
Date: March 11, 2010  
Amount: \$960  
Item: Bus Rental and Entrance Fees

Sponsored by the Puente Project, SBVC, the event was previously board approved on 12/10/09 for a trip date of February 26, 2010. Due to contract deadlines and bus company changes, approval for a trip date change is requested. Approximately 35 students and faculty chaperones will be attending. This trip will support and encourage cultural and self understanding in higher education. Funding source is the Puente Project budget.

Event: SBVC Art Club BBQ  
Date: October 28, 2009  
Amount: \$125  
Item: Food and supplies

Ratification is requested for expenses for this event, sponsored by the Art Club, due to lack of communication among the Art Club members. Funding source is the Art Club account.

Event: Spring Carnival  
Date: March 17, 2010

Amount: \$1,500

Item: Entertainment, food, supplies, publicity and promotions

Sponsored by the Associated Student Government, this event will feature games and entertainment for approximately 500 students, faculty and staff. It will provide an opportunity for the campus to join together, have fun and also give clubs an opportunity to raise funds, allowing for more activities and opportunities for students on campus. Funding source is the Associated Student Government General Fund.

Event: March in March Bus Trip

Date: March 22, 2010

Amount: \$4,550

Item: Bus rental, food/refreshments, supplies, bus driver hotel room, publicity and promotions

Sponsored by the Associated Student Government, this event, along with the Political Science Department, will sponsor a one day field trip to march on the state capital, advocating issues affecting education, including recent budget cuts and speaking with elected officials. Funding Source will be the ASG Student Representation Fee.

Event: Opening Day

Date: January 8, 2010

Amount: \$1000

Item: Refreshments and supplies

Annual Meeting to kick off the Spring semester.

Event: 2010 Headdress Ball

Date: April 24, 2010

Amount: \$1350

Item: Corporate table sponsor

The annual Headdress Ball is one of two major philanthropic programs sponsored by the Assistance League of San Bernardino. Funding source is the Marketing account.

### **CHC**

Event: High School Visitation Day

Date: March 5, 2010

Amount: \$3,000.00

Item: Lunch

Crafton Hills College will provide lunch for approximately 900 students from local high schools attending the Crafton Hills College Annual High School Visitation day.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Acting Chancellor  
REVIEWED BY: Bruce Baron, Vice-Chancellor, Fiscal Services  
PREPARED BY: Bruce Baron, Vice-Chancellor, Fiscal Services  
DATE: January 14, 2010  
SUBJECT: Consideration of Approval of Surplus Property and Authorize Disposal or Private Sale

RECOMMENDATION

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

OVERVIEW

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

ANALYSIS

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

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

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

Non-Fixed Asset Surplus  
January 2010

Television	9 ea.
Tape recorder	12 ea.
Laser printer	6 ea.
Copier	2 ea.
Scanner	1 ea.
Typewriter	3 ea.
Vacuum	1 ea.
Drinking fountain	1 ea.
Desk	5 ea.
Display cabinet	3 ea.
Bookshelf	5 ea.
Monitors	4 ea.
Cassette player	13 ea.
Dynamometer	10 ea.
Wheatstone stereo master Sound mixing board	1 ea.
Manikin, Adult, old tag # 00191 & 00020	2ea.
Podium, Tandberg	5ea.
CPU Gateway E3400	1ea.
Vacuum, wet/dry	1ea.
Floor machine	3ea.



Fixed Asset Surplus

Asset Number	Date In Service	Location	Description	Initial Value	Current Value
Unassigned	Unknown	SBVC	Hitachi CP-X625	\$2,859.04	\$0.00
Unassigned	Unknown	SBVC	Intel Xeon X5550, 2.66Ghz, 8M Cache, 6.40 GT/s QPT Turbo HT Customer Kit for M610	\$1,130.13	\$0.00
Total:				\$3,989.17	

175

## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Acting Chancellor  
REVIEWED BY: Bruce Baron, Vice-Chancellor, Fiscal Services  
PREPARED BY: Bruce Baron, Vice-Chancellor, Fiscal Services  
DATE: January 14, 2010  
SUBJECT: Consideration of Approval of Surplus and Exchange Property

### RECOMMENDATION

It is recommended that the Board of Trustees declare the 1974 International and 1986 Freightliner trucks surplus and approve the contract with Dalton Trucking to exchange for two (2) 1994 Volvo Tractor trucks.

### 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. The current trucks are obsolete for instructional purposes, and this contract will provide updated models for students to learn the curriculum.

### ANALYSIS

According to Education Code 81455, the governing board may contract with manufacturers or suppliers for the exchange of instructional equipment belonging to the District for new like property for a similar use without advertising for bids. The 1974 International (Asset # 0024745) and 1986 Freightliner trucks are obsolete and no longer serve satisfactory instructional purposes; the two (2) 1994 Volvo Tractor trucks are in satisfactory operating condition and provide the necessary hands-on instruction and training of students enrolled in SBVC Diesel Program courses. The exchange will be conducted at no cost to the District.

### 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: Bruce Baron, Acting Chancellor  
REVIEWED BY: Bruce Baron, Acting Chancellor  
PREPARED BY: Bruce Baron, Acting Chancellor  
DATE: January 14, 2010  
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.

**CHC**

Employee: Cheryl Bardowell  
Dues: Association of Fundraising Professionals (AFP)  
Amount: \$290.00

The AFP exists to foster the development and growth of fundraising professionals and to promote high ethical standards. Dues will be funded by Title V.

## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Acting Chancellor  
REVIEWED BY: Bruce Baron, Vice Chancellor of Fiscal Services  
PREPARED BY: Crispina R. Ongoco, Director of Fiscal Services  
DATE: January 14, 2010  
SUBJECT: Consideration of Approval of Nonresident Tuition Fee

### RECOMMENDATION

It is recommended that the Board of Trustees approve the 2009-2010 Nonresident Tuition Fee of \$183 per unit, which is the sum of the District current expense of education (CEE) per full-time equivalent student (FTES) plus \$8 per semester unit per student for capital outlay expenses.

### OVERVIEW

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

### ANALYSIS

The worksheet used to arrive at the nonresident fee options is attached. In addition, we are recommending that, in light of the current budget situation, we also charge an additional \$8 per semester unit per student for capital outlay as allowed by Ed Code 76141 (a) and shown on the attached worksheet.

### BOARD IMPERATIVE

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

### FINANCIAL IMPLICATIONS

Positive.

Attachment

# California Community Colleges

## 2010-11 NONRESIDENT FEES WORKSHEET

2010-11 NONRESIDENT TUITION FEE (ECS 76140)	(Col. 1) Statewide	(Col. 2) District	(Col. 3) 10% or More Noncredit FTES
<b>A. Expense of Education for Base Year</b> (2008-09 CCFS 311, Expenditures by Activity Report, AC 0100-6700, Cols: 1-3)	\$ 6,903,979,351	\$79,538,442	\$ _____
<b>B. Annual Attendance FTES</b> (Recal 2008-09)	1,313,192	15,412.18	_____
<b>C. Average Expense of Education per FTES</b> (A ÷ B)	\$ 5,257	\$ 5,161.00	\$ _____
<b>D. US Consumer Price Index Factor</b> (2 years)	x 1.043	x 1.043	x 1.043
<b>E. Average Cost per FTES for Tuition Year</b> (C x D)	\$ 5,483	\$ 5,383	\$ _____
<b>F. Average Per Unit Nonresident Cost:</b> Semester-System (E ÷ 30 units)	\$ 183	\$ 179	\$ _____
<b>OR</b>			
Quarter-System (E ÷ 45 units)	\$ 122	\$ _____	\$ _____

**NOTE:**

“**B. Annual Attendance FTES**” includes all student contact hours of attendance in credit and noncredit courses for resident students, nonresident students and apprentices; however apprentice hours are divided by 525 to compute an FTES equivalent. Round tuition fee to the nearest dollar.

**Column 3** is an option only for use by a district with ten percent or more noncredit FTES (Education Code Section 76140(e)). If your district qualifies, then fill out this column with noncredit FTES and noncredit expense of education data excluded.

The district governing board at its January 14, 2010 meeting adopted a **nonresident tuition fee** of \$ 183 per semester unit or \$ \_\_\_\_\_ per quarter unit.

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

- |                                     |   |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | 1. Statewide average cost, per column 1;  |
| <input type="checkbox"/>            | 2. District average cost, per column 2;   |
| <input type="checkbox"/>            | 3. District average cost with 10% or more noncredit FTES, per column 3;                   |
| <input type="checkbox"/>            | 4. Contiguous district. _____ (Specify district and its fee.)                             |
| <input type="checkbox"/>            | 5. No more than district average cost (Col. 2 or 3); no less than statewide average cost. |

**2010-11 NONRESIDENT STUDENT CAPITAL OUTLAY FEE** (ECS 76141)

For districts electing to charge a **capital outlay fee** to **ANY** nonresident student (as discussed in the memo), please compute this fee as follows:

- a. Capital Outlay expense for 2008-09 \$ 3,890,303
- b. FTES for 2008-09 15,412.18
- c. Capital outlay expense per FTES (*line a divided by line b*) 252.42
- d. Capital Outlay Fee per unit:
  - 1. Per semester unit (*line c divided by 30 units*) 8.00

**OR**

- 2. Per quarter unit (*line c divided by 45 units*) \_\_\_\_\_
- e. 2010-11 Nonresident Student Capital Outlay Fee (*the lesser of line d OR 50% of adopted 2010-11 Nonresident Tuition Fee*) \_\_\_\_\_

The district governing board at its January 14, 2010 meeting adopted a **nonresident capital outlay fee** of \$ 8.00 per semester unit or \$ \_\_\_\_\_ per quarter unit.

**Upon adoption of nonresident tuition fee by your district governing board by February 1, 2010, please submit a copy of this report by February 15, 2010 to:**

California Community Colleges Chancellor's Office  
Fiscal Services Unit  
1102 Q Street, 4<sup>th</sup> Floor  
Sacramento, CA 95811-6549 FAX (916) 323-3057

**District**

San Bernardino Community College District

**Contact Person**

Crispina R. Ongoco

**Phone Number & email** (909) 382-4028      pongoco@sbccd.cc.ca.us

## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Acting Chancellor  
REVIEWED BY: Dr. Debra Daniels, President SBVC  
PREPARED BY: Dr. Debra Daniels, President SBVC  
DATE: January 14, 2010  
SUBJECT: Consideration of Approval of a Facility Use Fee Waiver – San Bernardino Valley College

### RECOMMENDATION

It is recommended that the Board of Trustees approve a facility-use fee waiver for Inland Empire Pride, a youth wrestling club, to use college facilities for practice purposes through June 30, 2010.

### OVERVIEW

SBVC is recommending the fee wavier of both the fair rental and direct cost fees for Inland Empire Pride in support of area youth and as part of the college's community outreach program.

### ANALYSIS

This is an outreach to area youth and allows potential future students to be exposed to the college environment.

### BOARD IMPERATIVE

IV. Enhanced and Informed Governance and Leadership.

### FINANCIAL IMPLICATIONS

No budget implications.



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Acting Chancellor  
REVIEWED BY: Renée Brunelle, Vice Chancellor, Human Resources & Employee Relations  
PREPARED BY: Renée Brunelle, Vice Chancellor, Human Resources & Employee Relations  
DATE: January 14, 2010  
SUBJECT: Consideration of Acceptance of Classified Retirement

RECOMMENDATION

It is recommended that the Board of Trustees accept the classified retirement of Arsenio Juarez, Lead Grounds Caretaker, SBVC.

OVERVIEW

Mr. Juarez has submitted his letter of intent to retire effective at the close of work on December 31, 2009.

ANALYSIS

Mr. Juarez began his employment with the District on June 19, 1986, and is retiring after 23 years of service to the District.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

**FINANCIAL IMPLICATIONS**

No financial implications.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Acting Chancellor

REVIEWED BY: Renée Brunelle, Vice Chancellor, Human Resources & Employee Relations

PREPARED BY: Renée Brunelle, Vice Chancellor, Human Resources & Employee Relations

DATE: January 14, 2010

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

RECOMMENDATION

It is recommended that the Board of Trustees receive for second 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 second 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.*

**INFORMAL COMPLAINT PROCEDURES REQUEST FORM**

(To be completed by the employee or student Complainant and submitted to Responsible District Officer)

Print Complainant Name: \_\_\_\_\_

Date Filed with Responsible District Officer: \_\_\_\_\_

I am currently:

\_\_\_\_\_ A District Employee: Job Title \_\_\_\_\_ Phone # \_\_\_\_\_

\_\_\_\_\_ A student at: (College) \_\_\_\_\_

Home Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Home Telephone ( ) \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_ E mail \_\_\_\_\_

I have been advised of the District policies and procedures for both Informal and Formal complaints of unlawful discrimination and sexual harassment.

I hereby request an Informal Resolution of my complaint against: \_\_\_\_\_

Clearly describe your complaint, including applicable dates, times and locations (attached additional sheets as needed):

What would you like the District to do as the result of your complaint (what remedy are you seeking)?

I certify that the information included on this form is true and accurate to the best of my knowledge. I hereby agree to participate in the District's Informal Complaint Procedures process.

Complainant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Responsible District Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_



### Unlawful Discrimination Complaint Form

**Name:** \_\_\_\_\_  
Last First

**Address:** \_\_\_\_\_  
Street or P.O. Box City State Zip

**Phone:** Day (\_\_\_\_) \_\_\_\_\_ Evening (\_\_\_\_) \_\_\_\_\_

**I Am A:**     Student     Employee     Other: \_\_\_\_\_

**I Wish To Complain Against:** \_\_\_\_\_

**District:** \_\_\_\_\_ **College:** \_\_\_\_\_

**Date of Most Recent Incident of Alleged Discrimination:** \_\_\_\_\_  
(Nonemployment complaints must be filed within one year of the date of the alleged unlawful discrimination. Employment complaints must be filed within six months of the date of the alleged unlawful discrimination.)

**I Allege Discrimination Based on the Following Category Protected under Title 5 (you must select at least one):**

<input type="checkbox"/> Age	<input type="checkbox"/> Ethnic Group Identification	<input type="checkbox"/> Physical Disability	<input type="checkbox"/> Retaliation**
<input type="checkbox"/> Ancestry	<input type="checkbox"/> Mental Disability	<input type="checkbox"/> Race	<input type="checkbox"/> Sex/Gender (includes Harassment)
<input type="checkbox"/> Color	<input type="checkbox"/> National Origin	<input type="checkbox"/> Religion	<input type="checkbox"/> Sexual Orientation

Perceived to be in protected category or associated with those in protected category

**Clearly state your complaint. Describe each incident of alleged discrimination separately. For each incident provide the following information: 1) date(s) the discriminatory action occurred; 2) name of individual(s) who discriminated; 3) what happened; 4) witnesses (if any); and 5) why you believe the discrimination was because of your religion, age, race, sex or whatever basis you indicated above. \*\*If applicable, explain why you believe you were retaliated against for filing a complaint or asserting your right to be free from discrimination on any of the above grounds. (Attach additional pages as necessary.)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**What would you like the District to do as a result of your complaint -- what remedy are you seeking?** \_\_\_\_\_

\_\_\_\_\_

I certify that this information is correct to the best of my knowledge.

\_\_\_\_\_

Signature of Complainant Date

Send **Original** to the District, or:      Chancellor's Office, California Community Colleges  
 1102 Q Street, Sacramento, California 95811-6549  
 Attention: Legal Affairs Division

(Revised 02/08)



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Acting Chancellor

REVIEWED BY: Bruce Baron, Vice Chancellor, Fiscal Services

PREPARED BY: Lawrence J. Klumas, Bond Program Director

DATE: January 14, 2010

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 15 change orders (CO) and 3 contract amendments (CA) for the Bond Measure P Capital Improvement Program (CIP) construction contracts at CHC and SBVC, as listed in the tables below.

<b>Crafton Hills College – Community Recreation Facility</b>						
	<u>Change #</u>	<u>Original Contract</u>	<u>Previous Changes</u>	<u>Proposed Changes</u>	<u>New Contract</u>	<u>Total CO %</u>
Nuway, Inc.	CO-02	\$803,860	\$44,440	\$11,909	\$860,209	7.01
Anderson, Charnesky, Structural Steel	CO-01	\$575,099	\$0	\$20,268	\$595,367	3.52
Bell Roof Co.	CO-01	\$152,400	\$0	\$8,186	\$160,586	5.37
Total Proposed Changes				\$40,363		
<b>Crafton Hills College – Infrastructure 2, 3, &amp; 4</b>						
	<u>Change #</u>	<u>Original Contract</u>	<u>Previous Changes</u>	<u>Proposed Changes</u>	<u>New Contract</u>	<u>Total CO %</u>
RIS Electrical Contractors, Inc.	CA-01	\$1,973,000	\$127,768	\$53,731	\$2,154,499	N/A
Tidwell Concrete Construction, Inc.	CO-01	\$2,289,804	\$0	\$12,008	\$2,301,812	0.52
Total Proposed Changes				\$65,739		
<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>Total CO %</u>
R.C. Construction	CO-04	\$1,129,000	(\$3,727)	\$6,547	\$1,131,820	-.49
Roy E. Whitehead	CO-02	\$329,675	\$23,182	\$2,694	\$355,551	7.85
Sierra Lathing	CO-02	\$820,000	\$6,307	\$7,731	\$834,038	1.71

Pro-Tech Mechanical	CO-02	\$422,925	\$20,034	\$12,230	\$455,189	2.97
West Tech Mechanical	CO-03	\$1,000,000	\$58,675	\$8,225	\$1,066,900	6.69
Daniel's Electric	CO-06	\$1,283,000	\$70,207	\$6,577	\$1,359,784	5.98
Total Proposed Changes				\$44,004		
<b>San Bernardino Valley College – North Hall</b>						
	<u>Change #</u>	<u>Original Contract</u>	<u>Previous Changes</u>	<u>Proposed Changes</u>	<u>New Contract</u>	<u>Total CO %</u>
Caston Plastering	CO-02	\$1,945,585	\$1,867	(\$4,507)	\$1,942,945	-0.14
Inland Building Company	CO-03	\$1,264,000	(\$367)	\$1,269	\$1,264,902	0.07
Total Proposed Changes				(\$3,238)		
<b>San Bernardino Valley College – Chemistry/Physical Science</b>						
	<u>Change #</u>	<u>Original Contract</u>	<u>Previous Changes</u>	<u>Proposed Changes</u>	<u>New Contract</u>	<u>Total CO %</u>
Couts Heating & Cooling, Inc.	CA-01	\$3,347,000	\$632	\$11,979	\$3,359,611	N/A
Couts Heating & Cooling, Inc.	CO-02	\$3,347,000	\$12,611	\$76,869	\$3,436,480	2.31
RDM Electric Co.	CA-02	\$2,311,800	\$121,461	\$17,012	\$2,450,273	N/A
RDM Electric Co.	CO-02	\$2,311,800	\$138,473	\$15,203	\$2,465,476	4.48
Total Proposed Changes				\$121,063		

## 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

Construction contract amendments and change orders submitted for approval this month total \$267,931. The percentage for this month's change orders is 0.26% of the total Measure P construction contracts of \$101,271,667.

The overall impact of amendments and change orders increases the Bond Measure P CIP construction contracts by \$2,494,847. The new overall Measure P change order percentage is 2.46%. 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

9617  
Project Number

C.O.: 02

**CHANGE ORDER**

Original Contract Amount: \$803,860.00  
 Amount Previous Change Orders: \$44,440.00  
 \* Note: This is Change Order No. 02 for Contract CCRF01:04

School Name:	<u>Crafton Hills College</u>	Date:	<u>11/30/2009</u>
Project Description:	<u>Community Recreation Facility</u>	Contract No.:	<u>CCRF01:04</u>
To: (Contractor):	<u>Nuway, Inc.</u>	Attn:	<u>Roger Coons</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. \$11,909.00**

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:	<u>Refer to attachments.</u>
The contract AMOUNT due to C.O. No.	02	will be:	increased by <u>\$11,909.00</u>
The contract TIME due to C.O. No.	02	will be:	unchanged by <u>0</u> calendar days.
The revised Contract Completion Date, including this C.O. is, therefore:			<u>unchanged</u>
The revised Contract Amount, including this C.O. is, therefore:			<u>\$860,209.00</u>
SBCCD Change Order No. <u>02</u> includes Item Number(s):			<u>PC005R1, 011, 012, &amp; 018</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.

	Signature	Name (printed)	Date
Contractor:		Jennifer Coons	12/4/09
Architect:		Geoff Doden	12/2/09
Inspector:		Steve Pottan	12/2/09
Constr. Mgr.:		Matt Bryer	12/1/09
Prog. Mgr.:		Bruce McDonald	12/10/08
District:			

Printed Name/Title

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

Approved \_\_\_\_\_ per Principal Structural Engineer:



Contract CCRF01-04: Nuway, Inc.

## CHANGE ORDER NO. 02

REF.	DESCRIPTION OF ITEM	CODE	CREDIT	COST	BALANCE	Project Cost Allocation	
						Pckg 5	CRF
PC005R1	Modify masonry to accommodate the automatic, low flow flush valves in lieu of specified for LEED certification.	H4		\$5,768	\$5,768		5768
PC011	Modify masonry openings to MPR and public restrooms per Architect's clarification	G3			0		0
PC012	Added parapet wall coping plates per Architect's direction	G3		\$245	\$245		245
PC018	Install epoxy mortar at shower areas.	G3		\$5,896	\$5,896		5896
<b>Subtotal</b>					<b>\$11,909</b>		<b>\$11,909</b>
<b>TOTAL CHANGE ORDER # 02</b>					<b>\$11,909</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
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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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SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
Capital Facilities Program Management

**9617**  
Project Number

C.O.: **01**

**CHANGE ORDER**

Original Contract Amount: \$575,099.00  
 Amount Previous Change Orders: **\$0.00**  
 \* Note: This is Change Order No. **01** for Contract **CCRF01:05**

School Name:	<u>Crafton Hills College</u>	Date:	<u>12/2/2009</u>
Project Description:	<u>Community Recreation Facility</u>	Contract No.:	<u>CCRF01:05</u>
To: (Contractor):	<u>Anderson Charnesky Structural Steel (ACSS)</u>	Attn:	<u>Kevin</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. \$20,268.00**

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

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

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

The contract AMOUNT due to C.O. No. **01** will be: **increased** by **\$20,268.00**

The contract TIME due to C.O. No. **01** will be: **changed by 10** calendar days.

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

The revised Contract Amount, including this C.O. is, therefore: **\$595,367.00**

SBCCD Change Order No. **01** includes Item Number(s): **PC #011, 012, 013**

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:		Kevin Charnesky, President	12/04/09
Architect:		Geoff Doorn	12/19/09
Inspector:		Steve Pottan	12/19/09
Constr. Mgr.:		Matt Bryer	12/7/09
Prog. Mgr.:		Bruce McDonald	12/10/09
District:	_____	Printed Name/Title	

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

Approved \_\_\_\_\_ per Principal Structural Engineer:

Contract CCRF-05: Bid Category 05 - ACSS, Inc.

## CHANGE ORDER #01

REF.	DESCRIPTION OF ITEM	CODE	CREDIT	COST	BALANCE	Project Cost Allocation	
						Infra 5	CRF
PC 011	Modify structural steel beam connections to raise the entries to MPR and public restrooms per Architect's clarification	G3		\$2,287	\$2,287		2287
PC 012	Added parapet wall coping plates not shown on contract drawings per Architect's direction	G3		\$10,460	\$10,460		10460
PO 013	Provide and install 1/2" galvanized steel plates at CMU lintels to conceal open ends of block above entries.	J5		\$7,521	\$7,521		7521
<b>Subtotal</b>					<b>\$20,268</b>	<b>\$0</b>	<b>\$20,268</b>

**TOTAL CHANGE ORDER #01**

**\$20,268**

### CODE LEGEND

- A SITE COST, UNFORESEEN FIELD CONDITION
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**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
Capital Facilities Program Management

9617  
Project Number

C.O.: 01

**CHANGE ORDER**

Original Contract Amount: \$152,400.00  
 Amount Previous Change Orders: \$0.00  
 \* Note: This is Change Order No. 01 for Contract CCRF01:06

School Name:	Crafton Hills College	Date:	12/7/2009
Project Description:	Community Recreation Facility	Contract No.:	CCRF01:06
To: (Contractor):	Bell Roof Company, Inc.	Attn:	Scott

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. \$8,186.00**

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

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

Drawings associated with C.O. No.	01	are as follows:	Refer to attachments.
The contract AMOUNT due to C.O. No.	01	will be:	increased by \$8,186.00
The contract TIME due to C.O. No.	01	will be:	unchanged by 0 calendar days.
The revised Contract Completion Date, including this C.O. is, therefore:			unchanged
The revised Contract Amount, including this C.O. is, therefore:			\$160,586.00
SBCCD Change Order No. 01 includes Item Number(s):			PC 017

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:		SCOTT LYON,	12/14/09
Architect:		GEOFF DOORN	12/16/09
Inspector:		STEVE PATTEN	12/15/09
Constr. Mgr.:		MATT BRYER	12/15/09
Prog. Mgr.:			
District:			

Printed Name/Title

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

Approved \_\_\_\_\_ per Principal Structural Engineer:

Contract CCRF01-06: Bell Roofing Company, Inc.

**CHANGE ORDER NO. 01**

REF.	DESCRIPTION OF ITEM	CODE	CREDIT	COST	BALANCE	Project Cost Allocation	
						Pckg 5	CRF
PC 017	Added flashings at windows and caulking at coping and opening plates per ASI 12R1.	G3		\$8,186	\$8,186 \$0	0	8186
<b>Subtotal</b>					<b>\$8,186</b>	<b>\$0</b>	<b>\$8,186</b>
<b>TOTAL CHANGE ORDER # 01</b>					<b>\$8,186</b>		

**CODE LEGEND**

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**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
Capital Facilities Program Management

9623  
Project Number

C.A.: BC4-01

**CONTRACT AMENDMENT**

Original Contract Amount: \$1,973,000.00  
Amount Previous Amendments and Changes: \$127,768.00

School Name:	<u>Crafton Hills College</u>	Date:	<u>6/10/2009</u>
Project Description:	<u>Infrastructure Packages 2, 3, &amp; 4</u>	Contract No.:	<u>INFRA234-04</u>
To: (Contractor):	<u>RIS Electrical Contractors, Inc.</u>	Attn:	<u>Steve Purper</u>

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

Item No.: Refer to attachments Reference RFP No.: Refer to attached.

Description of Work:

Refer to contract amendment summary attached

TOTAL COST OF CONTRACT AMENDMENT. **\$53,731.00**

Reason for Change: Refer to attached contract amendment No. BC4-01 Index.

Initiator of Change: Refer to attached contract amendment No. BC4-01 Index.

Drawings associated with C.O. No.	<b>BC4-01</b> are as follows:	<u>Refer to attachments.</u>
The contract AMOUNT due to C.O. No.	<b>BC4-01</b> will be:	Increased by <u>\$53,731.00</u>
The contract TIME due to C.O. No.	<b>BC4-01</b> will be:	unchanged by <u>0</u> calendar days.
The revised Contract Completion Date, including this Amendment is, therefore:		<u>unchanged</u>
The revised Contract Amount, including this Amendment is, therefore:		<u>\$2,154,499.00</u>
SBCCD Contract Amendment <b>BC4-01</b> includes Item Number(s):		<u>Refer to attached recap</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.

	Signature	Name (printed)	Date
Contractor:		ROBERT M. HAYES	12-8-09
Architect:		JUAN J. SANTANA	12/9/09
Inspector:		GEORGE MAGNERA	12-9-09
Constr. Mgr.:		Matt Bryer	12/8/09
Prog. Mgr.:			
District:		Mr. Bruce Baron, Vice Chancellor Fiscal Services	

*Printed Name/Title*

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

Contract INFA234-04: Bid Category 4 - RIS Electrical, Inc.

**CONTRACT AMENDMENT #01 BID CATEGORY 4**

REF.	DESCRIPTION OF ITEM	CODE	CREDIT	COST	BALANCE	Project Cost Allocation		
						Pckg 2	Pckg 3	Pckg 4
Item 1	Relocate existing conduit and cable interfering with ramp wall footings.	A5		\$51,489	\$51,489			51489
Item 2	Repair existing fire alarm conduit and wire embedded in flatwork that was scheduled for removals	A5		\$2,242	\$2,242			2242
					\$0			
	<b>Subtotal</b>				<b>\$53,731</b>	<b>\$0</b>	<b>\$0</b>	<b>\$53,731</b>
	<b>TOTAL CONTRACT AMENDMENT #01</b>				<b>\$53,731</b>			

**CODE LEGEND**

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SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
Capital Facilities Program Management

9623  
Project Number

C.O.: 01

**CHANGE ORDER**

Original Contract Amount: \$2,289,804.00  
 Amount Previous Change Orders: \$0.00  
 \* Note: This is Change Order No. 01 for Contract INFRA234-05

School Name:	<u>Crafton Hills College</u>	Date:	<u>11/9/2009</u>
Project Description:	<u>Infrastructure Packages 2, 3, &amp; 4</u>	Contract No.:	<u>INFRA234-05</u>
To: (Contractor):	<u>Tidwell Concrete Construction, Inc.</u>	Attn:	<u>Jeff Stolzoff</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. \$12,008.00**

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

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

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

The contract AMOUNT due to C.O. No. 01 will be: increased by \$12,008.00

The contract TIME due to C.O. No. 01 will be: unchanged by 24 calendar days.

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

The revised Contract Amount, including this C.O. is, therefore: \$2,301,812.00

SBCCD Change Order No. 01 includes Item Number(s): PC No. 21, 22, 23 & 24

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:		Jeff Stolzoff	12/7/09
Architect:		JUAN J. SANTANA	12/9/09
Inspector:		GEORGE MAGNERA	12-8-09
Constr. Mgr.:		Matt Bryer	12/7/09
Prog. Mgr.:		Bruce McDonald	12/10/09
District:	Mr. Bruce Baron, Vice Chancellor Fiscal Services Printed Name/Title		

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

Approved \_\_\_\_\_ per Principal Structural Engineer:



Contract INFA234-05: Tidwell

**CHANGE ORDER NO. 01**

REF.	DESCRIPTION OF ITEM	CODE	CREDIT	COST	BALANCE	Project Cost Allocation		
						Pckg 2	Pckg 3	Pckg 4
PC-22	Added work @ college center trash enclosure requested by Owner	C4		\$1,397	\$1,397		1397	
PC-23	Pipe protection bollard screen at LADM central plant as requested by Owner	C4		\$250	\$250	250		
PC-24	Added concrete paving north of College Center as requested by Owner	C4		\$4,407	\$4,407		4407	
PC-25	Added waterproofing @ PAC terrace walls as requested by Owner	C4		\$5,954	\$5,954			5954
<b>Subtotal</b>					<b>\$12,008</b>	<b>\$250</b>	<b>\$5,804</b>	<b>\$5,954</b>
<b>TOTAL CHANGE ORDER # 01</b>					<b>\$12,008</b>			

CODE LEGEND

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- B SITE COST, ERROR AND/OR OMISSION
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SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

3347A4  
Project Number

Capital Facilities Program Management

MC-BC3-CO4

**CHANGE ORDER**

Original Contract Amount: **\$1,129,000.00**  
 Amount of Previous Contract Amendments: **\$8,373.00**  
 Amount of Previous Change Orders: **(\$12,100.00)**

DSA No.:  
MC-BC3-CO4

School Name:	<b>San Bernardino Valley College</b>	Date:	<b>25-Nov-09</b>
Project Description:	<b>New Media Communications Building</b>	Contract No.:	<b>Bid Category 3</b>
To (Contractor):	<b>R. C .Construction</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 10-29-09 for  
 Change Order No. MC-BC3-CO4 Item(s): 3.1**

**TOTAL COST OF CHANGE ORDER MC-BC3-CO4 \$6,547.00**

Reason for Change:

**Refer to attached Change Order No. MC-BC3-CO4 summary dated 11/25/09**

Initiator of Change:

**Refer to attached Change Order No. MC-BC3-CO4 summary dated 11/25/09**

The original Base Contract Sum was: \$1,129,000.00

Net change by previous authorized Contract Amendment (s): \$8,373.00

The revised BASE Contract Sum: \$1,137,373.00

Net change by previous authorized Change Order(s): (\$12,100.00)

The Contract Sum including previous authorized Change Orders: \$1,125,273.00

The contract AMOUNT due to C.O. No. **MC-BC3-CO4** will be **increased** by: \$6,547.00

The revised Contract Amount, including this Change Order is, therefore: \$1,131,820.00

The contract TIME due to C.O. No. **MC-BC3-CO4** will be **unchanged** by: 0 calendar days.

The revised Contract Completion Date, including this Change Order is, therefore unchanged

SBCCD Change Order # **MC-BC3-CO4** includes Item Number(s): One (1) 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>11/23/09</u>
Constr. Mgr.:	<u>[Signature]</u>		<u>Evan C Taylor, Project Manager</u>		<u>11/24/09</u>
District:			<u>Mr. Bruce Baron, Vice Chancellor for Fiscal Services</u>		
Contractor:	<u>[Signature]</u>	Printed Name/Title	<u>Robert W. Clappan</u>		<u>12/2/09</u>

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-BC3-CO4**

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
Item 4.1	Backcharge for sub-grade correction of work by grading contractor. Backcharged to BC 2 PC 36	K1			\$6,547.00	\$6,547.00
<b>Subtotal</b>						<b>\$6,547.00</b>
<b>TOTAL CHANGE ORDER #</b>		<b>MC-BC3-CO4</b>				<b>\$6,547.00</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

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

Capital Facilities Program Management

3347A4  
Project Number

MC-BC9-CO2

**CHANGE ORDER**

Original Contract Amount: **\$329,675.00**  
 Amount of Previous Contract Amendments: **\$0.00**  
 Amount of Previous Change Orders: **\$23,182.30**

DSA No.:  
MC-BC9-CO2

School Name: San Bernardino Valley College Date: 25-Nov-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 11-25-09 for**

**Change Order No. MC-BC9-CO2 Item(s): 1.1**

**TOTAL COST OF CHANGE ORDER MC-BC9-CO2 \$2,694.00**

Reason for Change:

**Refer to attached Change Order No. MC-BC9-CO2 summary dated 11/25/09**

Initiator of Change:

**Refer to attached Change Order No. MC-BC9-CO2 summary dated 11/25/09**

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>23,182.30</u>
The Contract Sum including previous authorized Change Orders:	<u>352,857.30</u>
The contract AMOUNT due to C.O. No. <b>MC-BC9-CO2</b> will be <b>increased</b> by:	<u>2,694.00</u>
The revised Contract Amount, including this Change Order is, therefore:	<u>355,551.30</u>
The contract TIME due to C.O. No. <b>MC-BC9-CO2</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-CO2 includes Item Number(s): One (1) item

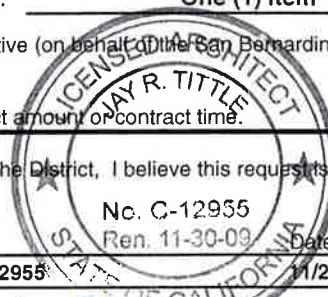
This Change Order is not valid until signed by both the Architect and the District Representative (on behalf of the San Bernardino Community College District Board of Education)

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)	<u>Jay R. Tittle, C-12955</u>	Date	<u>11/23/2009</u>
Constr. Mgr.:	<u>[Signature]</u>		<u>Evan C. Taylor, Project Manager</u>		<u>11/24/09</u>
District:			<u>Mr. Bruce Baron, Vice Chancellor Fiscal Services</u>		
Contractor:	<u>[Signature]</u>		<u>Daniel Proffitt</u>		<u>12-1-09</u>

Printed Name/Title



**CHANGE ORDER NO.**

**MC-BC9-CO2**

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
Item 1.1	Add Tyvek underlayment beneath the exterior metal panel skin. PC 27	G3			\$2,694.00	\$2,694.00
<b>Subtotal</b>						<b>\$2,694.00</b>
<b>TOTAL CHANGE ORDER #</b>		<b>MC-BC9-CO2</b>				<b>\$2,694.00</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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SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

Capital Facilities Program Management

3347A4  
Project Number

MC-BC10-CO2

**CHANGE ORDER**

Original Contract Amount: **\$820,000.00**  
 Amount of Previous Contract Amendments: **\$0.00**  
 Amount of Previous Change Orders: **\$6,307.00**

DSA No.:  
MC-BC10-CO2

School Name:	<b>San Bernardino Valley College</b>	Date:	<b>25-Nov-09</b>
Project Description:	<b>New Media Communications Building</b>	Contract No.:	<b>Bid Category 10</b>
To (Contractor):	<b>Sierra Lathing</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 11-25-09 for**  
**Change Order No. MC-BC10-CO2 Item(s): 2.1 to 2.2**

**TOTAL COST OF CHANGE ORDER MC-BC10-CO2 \$7,731.00**

Reason for Change:

**Refer to attached Change Order No. MC-BC10-CO2 summary dated 11/25/09**

Initiator of Change:

**Refer to attached Change Order No. MC-BC10-CO2 summary dated 11/25/09**

The original Base Contract Sum was: \$820,000.00

Net change by previous authorized Contract Amendment (s): \$0.00

The revised BASE Contract Sum: \$820,000.00

Net change by previous authorized Change Order(s): \$6,307.00

The Contract Sum including previous authorized Change Orders: \$826,307.00

The contract AMOUNT due to C.O. No. **MC-BC10-CO2** will be **increased** by: \$7,731.00

The revised Contract Amount, including this Change Order is, therefore: \$834,038.00

The contract TIME due to C.O. No. **MC-BC10-CO2** will be **unchanged** by: 0 calendar days.

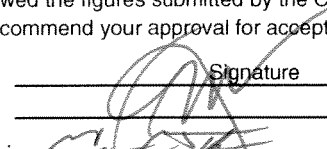


The revised Contract Completion Date, including this Change Order is, therefore unchanged

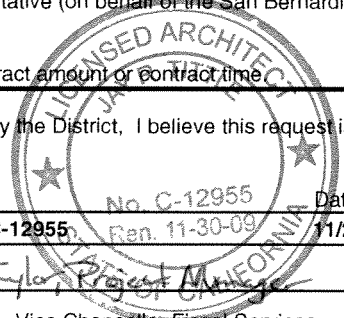
SBCCD Change Order # **MC-BC10-CO2** includes Item Number(s): Two (2) items

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:		Name (printed)	<b>Jay R. Tittle, C-12955</b>	Date	<b>11/23/2009</b>
Constr. Mgr.:		Name (printed)	<b>Evan C. Taylor, Project Manager</b>	Date	<b>11/24/09</b>
District:		Name (printed)	<b>Mr. Bruce Baron, Vice Chancellor Fiscal Services</b>	Date	
Contractor:		Name (printed)	<b>Raymond P. Little, Director of Operations</b>	Date	<b>12/4/09</b>



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-CO2**

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
Item 2.1	Add an angle at the top of the metal stud framed wall in order to align the wall with the tube steel structure. PC 28	G3			\$3,380.00	\$3,380.00
Item 2.2	Add framing to provide attachment for curtainwall which was not originally shown in the details. PC 34	G3			\$4,351.00	\$4,351.00
<b>Subtotal</b>						<b>\$7,731.00</b>
<b>TOTAL CHANGE ORDER #</b>		<b>MC-BC10-CO2</b>				<b>\$7,731.00</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
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- 3 ARCHITECT/ENGINEER GENERATED
- 4 DISTRICT GENERATED
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3347A4  
Project Number

MC-BC17-CO2

**CHANGE ORDER**

Original Contract Amount: **\$422,924.66**  
 Amount of Previous Contract Amendments: **\$19,125.00**  
 Amount of Previous Change Orders: **\$909.00**

DSA No.:  
MC-BC17-CO2

School Name:	<u>San Bernardino Valley College</u>	Date:	<u>25-Nov-09</u>
Project Description:	<u>New Media Communications Building</u>	Contract No.:	<u>Bid Category 17</u>
To (Contractor):	<u>Pro-Tech 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 11-25-09 for  
 Change Order No. MC-BC17-CO2 Item(s): 2.1 to 2.5**

**TOTAL COST OF CHANGE ORDER MC-BC17-CO2 \$12,230.00**

Reason for Change:

**Refer to attached Change Order No. MC-BC17-CO2 summary dated 11/25/09**

Initiator of Change:

**Refer to attached Change Order No. MC-BC17-CO2 summary dated 25-Nov-09**

The original Base Contract Sum was:	<u>\$422,924.66</u>
Net change by previous authorized Contract Amendment (s):	<u>\$19,125.00</u>
The revised BASE Contract Sum:	<u>\$442,049.66</u>
Net change by previous authorized Change Order(s):	<u>\$909.00</u>
The Contract Sum including previous authorized Change Orders:	<u>\$442,958.66</u>
The contract AMOUNT due to C.O. No. <b>MC-BC17-CO2</b> will be increased by:	<u>\$12,230.00</u>
The revised Contract Amount, including this Change Order is, therefore:	<u>\$455,188.66</u>
The contract TIME due to C.O. No. <b>MC-BC17-CO2</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-BC17-CO2</b> includes Item Number(s):	<u>Five (5) items</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>	Name (printed)	<u>Jay R. Tittle, C-12955</u>	Date	<u>11/23/2009</u>
Constr. Mgr.:	<u>[Signature]</u>		<u>Evan C Taylor</u>	<u>Project Manager</u>	<u>11/24/09</u>
District:			<u>Mr. Bruce Baron, Vice Chancellor Fiscal Services</u>		
Contractor:	<u>[Signature]</u>		<u>JED JONES</u>		

Printed Name/Title



**CHANGE ORDER NO.**

**MC-BC17-CO2**

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
Item 2.1	Add seismic loops on chilled water, gas and water piping PC 22, FCD 27	G3			\$4,490.00	\$4,490.00
	Contractor obtained permits on Owner's behalf for street work associated with the completion of the water					
Item 2.2	line work. PC 26	D3			\$2,113.00	\$2,113.00
Item 2.3	Repair water lines damaged by grading contractor. Backcharged to BC 2. PC 29	E1			\$717.00	\$717.00
Item 2.4	Repair irrigation lines damaged by grading contractor. Backcharged to BC 2. PC 30	E1			\$909.00	\$909.00
Item 2.5	Repair water lines damaged by grading contractor. Backcharged to BC 2. PC 37	E1			\$4,001.00	\$4,001.00
	<b>Subtotal</b>					<b>\$12,230.00</b>
	<b>TOTAL CHANGE ORDER #</b>				<b>MC-BC17-CO2</b>	<b>\$12,230.00</b>

CODE LEGEND

- A SITE COST, UNFORESEEN FIELD CONDITION
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SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

Capital Facilities Program Management

3347A4  
Project Number

MC-BC18-CO3

**CHANGE ORDER**

Original Contract Amount: **\$1,000,000.00**  
 Amount of Previous Contract Amendments: **\$0.00**  
 Amount of Previous Change Orders: **\$58,675.00**

DSA No.:  
MC-BC18-CO3

School Name:	<b>San Bernardino Valley College</b>	Date:	<b>25-Nov-09</b>
Project Description:	<b>New Media Communications Building</b>	Contract No.:	<b>Bid Category 18</b>
To (Contractor):	<b>West Tech Mechanical</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 11-25-09 for**

**Change Order No. MC-BC18-CO3 Item(s): 3.1**

**TOTAL COST OF CHANGE ORDER MC-BC18-CO3 \$8,225.00**

Reason for Change:

**Refer to attached Change Order No. MC-BC18-CO3 summary dated 11/25/09**

Initiator of Change:

**Refer to attached Change Order No. MC-BC18-CO3 summary dated 11/25/09**

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):	\$58,675.00
The Contract Sum including previous authorized Change Orders:	\$1,058,675.00
The contract AMOUNT due to C.O. No. <b>MC-BC18-CO3</b> will be increased by:	<b>\$8,225.00</b>
The revised Contract Amount, including this Change Order is, therefore:	<b>\$1,066,900.00</b>
The contract TIME due to C.O. No. <b>MC-BC18-CO3</b> will be unchanged by:	<b>0</b> calendar days.
The revised Contract Completion Date, including this Change Order is, therefore	<b>unchanged</b>

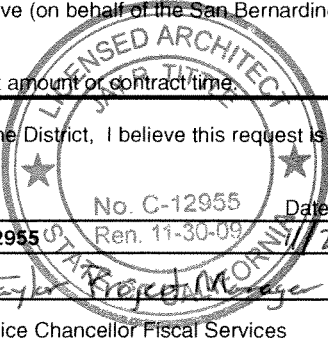
SBCCD Change Order # **MC-BC18-CO3** includes Item Number(s): **One (1) item**

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:	<i>[Signature]</i>	Name (printed)	<b>Jay R. Tittle, C-12955</b>	No. C-12955	Date	<b>11/23/09</b>
Constr. Mgr.:	<i>[Signature]</i>		<b>Evon C Taylor</b>	Ren. 11-30-09	<b>Project Manager</b>	<b>11/24/09</b>
District:			<b>Mr. Bruce Baron, Vice Chancellor Fiscal Services</b>			
Contractor:	<i>[Signature]</i>		<b>Valerie Palafax</b>		<b>project Assst. mgr</b>	



**CHANGE ORDER NO.**

**MC-BC18-CO3**

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
Item 3.1	Add seismic loops on chilled water, gas and water piping PC 22, FCD 27	G3			\$8,225.00	\$8,225.00
	<b>Subtotal</b>					<b>\$8,225.00</b>
	<b>TOTAL CHANGE ORDER #</b>				<b>MC-BC18-CO3</b>	<b>\$8,225.00</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
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- E SITE COST, CONTRACTOR IMPACT TO ANOTHER CONTRACTOR
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3347A4  
Project Number

MC-BC19-CO6

**CHANGE ORDER**

Original Contract Amount: **\$1,283,000.00**  
 Amount of Previous Contract Amendments: **\$0.00**  
 Amount of Previous Change Orders: **\$70,207.00**

DSA No.:  
MC-BC19-CO6

School Name:	<b>San Bernardino Valley College</b>	Date:	<b>25-Nov-09</b>
Project Description:	<b>New Media Communications Building</b>	Contract No.:	<b>Bid Category 19</b>
To (Contractor):	<b>Daniel's Electric</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 11-25-09 for  
 Change Order No. MC-BC19-CO6 Item(s): 6.1**

**TOTAL COST OF CHANGE ORDER MC-BC19-CO6 \$6,577.00**

Reason for Change:

**Refer to attached Change Order No. MC-BC19-CO6 summary dated 11/25/09**

Initiator of Change:




**Refer to attached Change Order No. MC-BC19-CO6 summary dated 11/25/09**

The original Base Contract Sum was:	\$1,283,000.00
Net change by previous authorized Contract Amendment (s):	\$0.00
The revised BASE Contract Sum:	\$1,283,000.00
Net change by previous authorized Change Order(s):	\$70,207.00
The Contract Sum including previous authorized Change Orders:	\$1,353,207.00
The contract AMOUNT due to C.O. No. <b>MC-BC19-CO6</b> will be increased by:	<b>\$6,577.00</b>
The revised Contract Amount, including this Change Order is, therefore:	<b>\$1,359,784.00</b>
The contract TIME due to C.O. No. <b>MC-BC19-CO6</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 # <b>MC-BC19-CO6</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>	Date	<b>11/23/2009</b>
Constr. Mgr.:		Name (printed)	<b>Evan C Taylor</b>	Date	<b>11/24/09</b>
District:		Name (printed)	<b>Mr. Bruce Baron, Vice Chancellor Fiscal Services</b>		
Contractor:		Name (printed)	<b>THOMAS G. ISPAS</b>	Title	<b>PRESIDENT</b>



# CHANGE ORDER NO.

# MC-BC19-CO6

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
Item 6.1	Change to power requirements based on submitted / approved equipment and final coordination to single point of connection. PC 32	G3			\$6,577.00	\$6,577.00
<b>Subtotal</b>						<b>\$6,577.00</b>
<b>TOTAL CHANGE ORDER #</b>		<b>MC-BC19-CO6</b>				<b>\$6,577.00</b>

**CODE LEGEND**

- A SITE COST, UNFORESEEN FIELD CONDITION
- B SITE COST, ERROR AND/OR OMISSION
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- 4 DISTRICT GENERATED
- 5 INSPECTOR OR AGENCY GENERATED

3347A4  
Project Number

NH-BC10-CO2

**CHANGE ORDER**

Original Contract Amount: **\$1,945,585.00**  
 Amount of Previous Contract Amendments: **\$0.00**  
 Amount of Previous Change Orders: **\$1,867.00**

DSA No.:  
NH-BC10-CO2

School Name:	<b>San Bernardino Valley College</b>	Date:	<b>25-Nov-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 10/29/09 for  
 Change Order No. NH-BC10-CO2 Item(s): 2.1 to 2.2**

**TOTAL COST OF CHANGE ORDER NH-BC10-CO2 (\$4,507.00)**

Reason for Change:

**Refer to attached Change Order No. NH-BC10-CO2 summary dated 11/25/09**

Initiator of Change:

**Refer to attached Change Order No. NH-BC10-CO2 summary dated 11/25/09**




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>\$1,867.00</u>
The Contract Sum including previous authorized Change Orders:	<u>\$1,947,452.00</u>
The contract AMOUNT due to C.O. No. <b>NH-BC10-CO2</b> will be <b>decreased</b> by:	<u>(\$4,507.00)</u>
The revised Contract Amount, including this Change Order is, therefore:	<u>\$1,942,945.00</u>
The contract TIME due to C.O. No. <b>NH-BC10-CO2</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-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:		Name (printed)	<b>Jay R. Tittle, C-12955</b>	Date	<b>11/23/2009</b>
Constr. Mgr.:			<b>Evan C Taylor, Project Manager</b>		<b>11/20/09</b>
District:			<b>Mr. Bruce Baron, Vice Chancellor Fiscal Services</b>		
Contractor:			<b>GREG MALACHOWSKI</b>		<b>11/30/09</b>

*Printed Name/Title*

**CHANGE ORDER NO.**

**NH-BC10-CO2**

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
Item 2.1	Delete the fog coat on the exterior plaster which is not required because plaster is painted. PC 19R1	G3			(\$5,360.00)	(\$5,360.00)
Item 2.2	Add a wall to conceal and coordinate with structural steel PC 23	G3			\$853.00	\$853.00
<b>Subtotal</b>						<b>(\$4,507.00)</b>
<b>TOTAL CHANGE ORDER #</b>		<b>NH-BC10-CO2</b>				<b>(\$4,507.00)</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-BC14-CO3

**CHANGE ORDER**

Original Contract Amount: **\$1,264,000.00**  
 Amount of Previous Contract Amendments: **\$0.00**  
 Amount of Previous Change Orders: **(\$367.00)**

DSA No.:  
NH-BC14-CO3

School Name:	<u>San Bernardino Valley College</u>	Date:	<u>25-Nov-09</u>
Project Description:	<u>New North Hall Replacement Building</u>	Contract No.:	<u>Bid Category 14</u>
To (Contractor):	<u>Inland Building Company</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 10/29/09 for  
Change Order No. NH-BC14-CO3 Item(s): 3.1**

**TOTAL COST OF CHANGE ORDER NH-BC14-CO3 \$1,269.00**

Reason for Change:

**Refer to attached Change Order No. NH-BC14-CO3 summary dated 11/25/09**

Initiator of Change:

**Refer to attached Change Order No. NH-BC14-CO3 summary dated 11/25/09**

The original Base Contract Sum was:	<u>\$1,264,000.00</u>
Net change by previous authorized Contract Amendment (s):	<u>\$0.00</u>
The revised BASE Contract Sum:	<u>\$1,264,000.00</u>
Net change by previous authorized Change Order(s):	<u>(\$367.00)</u>
The Contract Sum including previous authorized Change Orders:	<u>\$1,263,633.00</u>
The contract AMOUNT due to C.O. No. <b>NH-BC14-CO3</b> will be <b>increased</b> by:	<u>\$1,269.00</u>
The revised Contract Amount, including this Change Order is, therefore:	<u>\$1,264,902.00</u>
The contract TIME due to C.O. No. <b>NH-BC14-CO3</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-BC14-CO3 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>No. C-12955 Date: 11-30-09</u>	Name (printed):	<u>Jay R. Tittle, C-12955</u>	Date:	<u>11/23/2009</u>
Constr. Mgr.:	<u>[Signature]</u>	Name (printed):	<u>Evan C Taylor, Project Manager</u>	Date:	<u>11/23/09</u>
District:	<u>[Signature]</u>	Name (printed):	<u>Mr. Bruce Baron, Vice Chancellor Fiscal Services</u>	Date:	
Contractor:	<u>[Signature]</u>	Name (printed):	<u>Donald Clements PM/02</u>	Date:	



**CHANGE ORDER NO.**

**NH-BC14-CO3**

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
Item 3.1	Additional shop drawings and sample fabrication for revised signage. No additional cost for signage. PC 24	H4			\$1,269.00	\$1,269.00
	<b>Subtotal</b>					<b>\$1,269.00</b>
	<b>TOTAL CHANGE ORDER #</b>				<b>NH-BC14-CO3</b>	<b>\$1,269.00</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

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

Capital Facilities Program Management

3347A4  
Project Number

CS-BC18-CA1

**CONTRACT AMENDMENT**

Original Contract Amount: **\$3,347,000.00**  
 Amount of Previous Contract Amendments: **\$0.00**  
 Amount of Previous Change Orders: **\$632.00**

DSA No.:  
CS-BC18-CO1A

School Name: San Bernardino Valley College Date: 25-Nov-09  
 Project Description: New Chemistry & Physical Science Building Contract No.: Bid Category 18  
 To (Contractor): Couts Heating & Cooling Inc. 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 11-25-09 for**

**Contract Amendment No. CS-BC18-CA1 Item(s): 1.1**

**TOTAL COST OF CONTRACT AMENDMENT CS-BC18-CA1 \$11,979.00**

Reason for Change:

**Refer to attached Contract Amendment No. CS-BC18-CA1 summary dated 11/25/09**

Initiator of Change:

**Refer to attached Contract Amendment No. CS-BC18-CA1 summary dated 11/25/09**

The original Base Contract Sum was:	_____	\$3,347,000.00
Net change by previous authorized Contract Amendment (s):	_____	\$0.00
The contract AMOUNT due to C.A. No. <b>CS-BC18-CA1</b> will be increased by:	_____	\$11,979.00
The revised BASE Contract Sum:	_____	\$3,358,979.00
Net change by previous authorized Change Order(s):	_____	\$632.00
The Contract Sum including previous authorized Change Orders:	_____	\$3,359,611.00
The revised Contract Amount, including this Contract Amendment is, therefore:	_____	<b>\$3,359,611.00</b>

The contract TIME due to C.A. No. **CS-BC18-CA1** will be unchanged by: 0 calendar days.

The revised Contract Completion Date, including this Contract Amendment is, therefore unchanged

SBCCD Contract Amendment # **CS-BC18-CA1** includes Item Number(s): **One (1) item**

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>[Signature]</u> Signature	Name (printed)	<u>Jay R. Tittle, C-12955</u>	Date	<u>11/23/09</u>
Constr. Mgr.:	<u>[Signature]</u>	Name (printed)	<u>Evon C Taylor, Project Manager</u>	Date	<u>11/20/09</u>
District:	_____	Name (printed)	<u>Mr. Bruce Baron, Vice Chancellor Fiscal Services</u>	Date	_____
Contractor:	<u>[Signature]</u>	Name (printed)	<u>GARY MILLER, Project Manager</u>	Date	_____

State of California - Division of the State Architect DSA Application No. 04-109148 File No. 36-C2  
 Approved \_\_\_\_\_ per Principal Structural Engineer: \_\_\_\_\_

**CONTRACT AMENDMENT NO. CS-BC18-CA1**

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
Item 1.1	Rerout steam and chilled water lines near KVCR including electrical work for condensate pumps and the electrical panel to power equipment. All work was unforeseen as it was not documents on as-builts. PC 20	A1			\$11,979.00	\$11,979.00
	<b>Subtotal</b>					<b>\$11,979.00</b>
	<b>TOTAL CONTRACT AMENDMENT #</b>				<b>CS-BC18-CA1</b>	<b>\$11,979.00</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
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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
- 5 INSPECTOR OR AGENCY GENERATED

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

Capital Facilities Program Management

3347A4  
Project Number

CS-BC18-CO2

**CHANGE ORDER**

Original Contract Amount: **\$3,347,000.00**  
 Amount of Previous Contract Amendments: **\$11,979.00**  
 Amount of Previous Change Orders: **\$632.00**

DSA No.:  
CS-BC18-CO2

School Name:	<b>San Bernardino Valley College</b>	Date:	<b>25-Nov-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 11/25/09 for**  
**Change Order No. CS-BC18-CO2 Item(s): 2.1 to 2.2**  
**TOTAL COST OF CHANGE ORDER CS-BC18-CO2 \$76,869.00**

Reason for Change:

**Refer to attached Change Order No. CS-BC18-CO2 summary dated 11/25/09**

Initiator of Change:

**Refer to attached Change Order No. CS-BC18-CO2 summary dated 11/25/09**

The original Base Contract Sum was:	<u>\$3,347,000.00</u>
Net change by previous authorized Contract Amendment (s):	<u>\$11,979.00</u>
The revised BASE Contract Sum:	<u>\$3,358,979.00</u>
Net change by previous authorized Change Order(s):	<u>\$632.00</u>
The Contract Sum including previous authorized Change Orders:	<u>\$3,359,611.00</u>
The contract AMOUNT due to C.O. No. <b>CS-BC18-CO2</b> will be <b>increased</b> by:	<u>\$76,869.00</u>
The revised Contract Amount, including this change order is, therefore:	<u>\$3,436,480.00</u>
The contract TIME due to C.O. No. <b>CS-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	<u>unchanged</u>
SBCCD Change Order # <b>CS-BC18-CO2</b> includes Item Number(s):	<u>Two (2) items</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>	Name (printed)	<u>Jay R. Tittle, C-12955</u>	Date	<u>11/23/2009</u>
Constr. Mgr.:	<u>[Signature]</u>	Evan Taylor, <u>Project Manager</u>			<u>11/24/09</u>
District:	<u>[Signature]</u>	Mr. Bruce Baron, Vice Chancellor Fiscal Services			
Contractor:	<u>[Signature]</u>	<u>COARY MILLER, PROJECT MANAGER</u>			



**CHANGE ORDER NO.**

**CS-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 17, FCD 4	H4			\$76,869.00	\$76,869.00
<b>Subtotal</b>						<b>\$76,869.00</b>
<b>TOTAL CHANGE ORDER #</b>		<b>CS-BC18-CO2</b>				<b>\$76,869.00</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
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SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

Capital Facilities Program Management

3347A4  
Project Number

CS-BC19-CA2

**CONTRACT AMENDMENT**

Original Contract Amount: **\$2,311,800.00**  
 Amount of Previous Contract Amendments: **\$31,000.00**  
 Amount of Previous Change Orders: **\$90,461.00**

DSA No.:  
CS-BC19-CO2A

School Name:	<u>San Bernardino Valley College</u>	Date:	<u>30-Nov-09</u>
Project Description:	<u>New Chemistry &amp; Physical Science Building</u>	Contract No.:	<u>Bid Category 19</u>
To (Contractor):	<u>RDM Electric Co.</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 11-25-09 for  
 Contract Amendment No. CS-BC19-CA2 Item(s): 1.1 to 1.2**

**TOTAL COST OF CONTRACT AMENDMENT CS-BC19-CA2 \$17,012.00**

Reason for Change:

**Refer to attached Contract Amendment No. CS-BC19-CA2 summary dated 11/30/09**

Initiator of Change:

**Refer to attached Contract Amendment No. CS-BC19-CA2 summary dated 11/30/09**

The original Base Contract Sum was:	<u>\$2,311,800.00</u>
Net change by previous authorized Contract Amendment (s):	<u>\$31,000.00</u>
The contract AMOUNT due to C.A. No. <b>CS-BC19-CA2</b> will be <b>increased</b> by:	<u>\$17,012.00</u>
The revised BASE Contract Sum:	<u>\$2,359,812.00</u>
Net change by previous authorized Change Order(s):	<u>\$90,461.00</u>
The Contract Sum including previous authorized Change Orders:	<u>\$2,450,273.00</u>
The revised Contract Amount, including this Contract Amendment is, therefore:	<u>\$2,450,273.00</u>

The contract TIME due to C.A. No. **CS-BC19-CA2** will be **unchanged** by: 0 calendar days.

The revised Contract Completion Date, including this Contract Amendment is, therefore unchanged

SBCCD Contract Amendment # **CS-BC19-CA2** 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>	Date	<u>11/30/2009</u>
Constr. Mgr.:	<u>Evan C Taylor</u>	Name (printed)	<u>Evan C Taylor, Project Manager</u>	Date	<u>2/1/09</u>
District:	<u>Bruce Baron</u>	Name (printed)	<u>Mr. Bruce Baron, Vice Chancellor Fiscal Services</u>	Date	<u></u>
Contractor:	<u>Sam Joannou</u>	Name (printed)	<u>SAM JOANNOU</u>	Date	<u>12/1/09</u>

**CONTRACT AMENDMENT NO.**

**CS-BC19-CA2**

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
Item 1.1	Rerout steam and chilled water lines near KVCRm including electrical work for condensate pumps and the electrical panel to power equipment. All work was unforeseen as it was not documents on as-builts. PC 20	A1			\$10,560.00	\$10,560.00
Item 1.2	Cost for the investigation and removal of the communication ductbank within the footprint of the building. All work was unforeseen as it was not documetned on the as-builts. PC21	A1			\$6,452.00	\$6,452.00
	<b>Subtotal</b>					<b>\$17,012.00</b>
	<b>TOTAL CONTRACT AMENDMENT #</b>				<b>CS-BC19-CA2</b>	<b>\$17,012.00</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

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- 3 ARCHITECT/ENGINEER GENERATED
- 4 DISTRICT GENERATED
- 5 INSPECTOR OR AGENCY GENERATED



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

Capital Facilities Program Management

3347A4  
Project Number

CS-BC19-CO2

**CHANGE ORDER**

Original Contract Amount: **\$2,311,800.00**  
 Amount of Previous Contract Amendments: **\$48,012.00**  
 Amount of Previous Change Orders: **\$90,461.00**

DSA No.:  
CS-BC19-CO2

School Name:	<b>San Bernardino Valley College</b>	Date:	<b>30-Nov-09</b>
Project Description:	<b>New Chemistry &amp; Physical Science Building</b>	Contract No.:	<b>Bid Category 19</b>
To (Contractor):	<b>RDM Electric Co.</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 11/25/09 for**  
**Change Order No. CS-BC19-CO2 Item(s): 1.1 to 1.3**

**TOTAL COST OF CHANGE ORDER CS-BC19-CO2 \$15,203.00**

Reason for Change:

**Refer to attached Change Order No. CS-BC19-CO2 summary dated 11/30/09**

Initiator of Change:

**Refer to attached Change Order No. CS-BC19-CO2 summary dated 11/30/09**

The original Base Contract Sum was:	\$2,311,800.00
Net change by previous authorized Contract Amendment (s):	\$48,012.00
The revised BASE Contract Sum:	\$2,359,812.00
Net change by previous authorized Change Order(s):	\$90,461.00
The Contract Sum including previous authorized Change Orders:	\$2,450,273.00
The contract AMOUNT due to C.O. No. <b>CS-BC19-CO2</b> will be increased by:	\$15,203.00
The revised Contract Amount, including this change order is, therefore:	\$2,465,476.00

The contract TIME due to C.O. No. **CS-BC19-CO2** will be **unchanged** by 0 calendar days.

The revised Contract Completion Date, including this Change Order is, therefore **unchanged**

SBCCD Change Order # **CS-BC19-CO2** 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:	<i>[Signature]</i>	Name (printed)	Jay R. Tittle, C-12955	Date	11/30/2009
Constr. Mgr.:	<i>[Signature]</i>		Evan C Taylor, Project Manager		12/1/09
District:			Mr. Bruce Baron, Vice Chancellor Fiscal Services		
Contractor:	<i>[Signature]</i>		SAM JOANOU		12-1-09

State of California - Division of the State Architect

DSA Application No. **04-109148**

File No. **36-C2**

Approved \_\_\_\_\_

per Principal Structural Engineer: \_\_\_\_\_



**CHANGE ORDER NO.**

**CS-BC19-CO2**

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
Item 1.1	Revise infrastructure cabling to air blown fiber optic PC 14R1A	H4			\$15,397.00	\$15,397.00
Item 1.2	Add piping and building scope to allow for future central plant. PC 17, FCD 4	H4			(\$786.00)	(\$786.00)
Item 1.3	Backcharge to repair damaged conduits by landscape contractor during trenching for irrigation. PC 19	E1			\$592.00	\$592.00
	<b>Subtotal</b>					<b>\$15,203.00</b>
	<b>TOTAL CHANGE ORDER #</b>				<b>CS-BC19-CO2</b>	<b>\$15,203.00</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

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Acting Chancellor  
REVIEWED BY: Bruce Baron, Vice Chancellor, Fiscal Services  
PREPARED BY: Lawrence J. Klumas, Bond Program Director  
DATE: January 14, 2009  
SUBJECT: Consideration of Approval to Reduce Retention to 5% for Fischer, Inc.

RECOMMENDATION

It is recommended that the Board of Trustees approve the reduction of retention from 10% to 5% for the Fischer, Inc. Infrastructure 2/3/4 contract at CHC.

OVERVIEW

Fischer, Inc. is requesting a reduction of the retention on their contract from 10% to 5%. In compliance with California Public Contract Code section 9203, when 50% of the work on a contract has been completed, the retention for that contract can be reduced to 5%. The Fischer, Inc. contract work is in the 98% completion range and 5% retention is sufficient.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

None.

Attachment

DATE: December 10, 2009

No - CHC INFRA 2/3/4- 019

TO: 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 Fischer Inc retention to 5%

**SCOPE:**

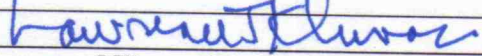
SBCCD's approval of reduce Fischer Inc. retention to 5%.

**NARRATIVE:**

Fischer Inc. is requesting a reduction of the retention to 5%. Tilden Coil has recommended the release of the retention but retaining 5%. The work is substantially complete, has been inspected and final punch listed. In comply with California Public Contract Code section 9203 the amounts when 50% of the work has been completed can be reduced to 5%. This contract work is in the 98% completion range and 5% is sufficient.

**RECOMMENDATION:**

K/BRj recommends that SBCCD approval of Fischer Inc, reduction in retention to 5%. The board document will be prepared by Kitchell/BRj and will be put on the January 2009 SBCCD board agenda for SBCCD Board of Trustees approval.

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

<input type="checkbox"/> I concur with this recommendation <input type="checkbox"/> 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

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Acting Chancellor  
REVIEWED BY: Bruce Baron, Vice Chancellor of Fiscal Services  
PREPARED BY: Bruce Baron, Vice Chancellor of Fiscal Services  
DATE: January 14, 2010  
SUBJECT: Consideration of Approval of Budget Calendar

RECOMMENDATION

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

OVERVIEW

The 2010-2011 Budget Calendar is presented to the Board of Trustees for approval.

ANALYSIS

The purpose of a Budget Calendar is to provide the timelines necessary for discussion and adoption of the District budget. This proposed calendar provides adequate time to develop the budget, to review the budget with the appropriate administrative staff and shared governance groups, and to receive input and feedback accordingly. It follows the process over a period of nine months from development of the tentative budget through final budget adoption. This Calendar is a guideline and will remain fluid and flexible to accommodate any necessary changes that may occur during the process.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

None.

Attachments

## San Bernardino Community College District

### District Budget Calendar 2010-2011

<u>DATE</u>	<u>ITEM</u>	<u>RESPONSIBLE</u>
January 7, 2010	Budget calendar to Board of Trustees for Adoption.	Vice Chancellor Fiscal Services, Board of Trustees
January Special Board Meeting	Review budget outlook for remainder of 2009-2010 and for 2010-2011. Receive direction from the Board on budget development per AP 6200.	Vice Chancellor Fiscal Services, Board of Trustees
January 27, 2010	Projected Funds for 2010-2011 fiscal year and tentative distribution to campuses is determined at Chancellor's Cabinet.	Chancellor's Cabinet
February 11, 2010	Projected Funds for 2010-2011 fiscal year and tentative distribution to campuses is reviewed with District Budget Committee.	Vice Chancellor, Fiscal Services
March 2, 2010	Projected Funds for 2010-2011 fiscal year and tentative distribution to campuses is reviewed with District Assembly.	Vice Chancellor, Fiscal Services
March 15, 2010	Prior and current year line budgets, instructions packet, and due dates are distributed to Campus President's and Chancellor for distribution to responsibility centers.	Fiscal Services, College Presidents, Chancellor
March 15 – April 22, 2010	Campus budget processes determine priorities, reallocation of funds, and responsibility center managers prepare budget forms for submittal to District Office.	Campus staff

April 23, 2010	Budget reports to establish 2010-2010 Preliminary Budget are due at District Office	Campus staff
May 10, 2010	Chancellor's Cabinet is updated on status of Preliminary Budget. Review, discussion and recommended adjustments as required.	Vice Chancellor, Fiscal Services, Chancellor's Cabinet
May 12, 2010	Collegiate Cabinet is updated on status of Preliminary Budget.	Vice Chancellor, Collegiate Cabinet
May 13, 2010	District Budget Committee is updated on status of budget process and Preliminary Budget	Vice Chancellor Fiscal Services, District Budget Committee
May 13, 2010	Board is updated on status of budget process and receives a Preliminary Budget (no formal action is required).	Vice Chancellor, Fiscal Services
May 20, 2010	Governor's May Revise is released and may generate changes that will affect Final Budget.	Governor
June 10, 2010	Tentative Budget is presented to the Board of Trustees for Adoption	Vice Chancellor Fiscal Services, Board of Trustees
June 10 – July 22	Review of budget and development of final, adoption budget. Changes made based on internal discussion, changes in state financial picture.	Vice Chancellor, Fiscal Services, others
August 9, 2009	Draft of Final Budget discussed at Chancellor's Cabinet	Vice Chancellor, Fiscal Services, Chancellor's Cabinet
August 12, 2009	Draft of Final Budget discussed at District Budget Committee	Vice Chancellor, Fiscal Services, District Budget Committee
September 9, 2009	Public Hearing and adoption of Final 2010-2011 budget by Board of Trustee	Board of Trustees

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Acting Chancellor  
REVIEWED BY: Bruce Baron, Vice Chancellor, Fiscal Services  
PREPARED BY: Bruce Baron, Vice Chancellor, Fiscal Services  
DATE: January 14, 2010  
SUBJECT: Consideration of Approval of Interfund Borrowing

RECOMMENDATION

It is recommended that the Board of Trustees approve and authorize interfund borrowing by the Capital Outlay Fund from Revenue Bond Construction Fund to meet cash flow needs in the fiscal year 2009-2010 to authorize temporary borrowing between these funds.

OVERVIEW

The Board has the authority to approve borrowing from Revenue Bond Construction Fund and the Capital Outlay Fund to assist with cash flow.

ANALYSIS

The inability of the State to make advance payments and timely reimbursements for State Seismic Retrofit projects makes the need for cash essential.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Positive for cash flow.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Acting Chancellor  
REVIEWED BY: Bruce Baron, Vice Chancellor of Fiscal Services  
PREPARED BY: Bruce Baron, Vice Chancellor of Fiscal Services  
DATE: January 14, 2010  
SUBJECT: Consideration of Approval of Board Investment Policy 6320

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached Board Investment Policy 6320.

OVERVIEW

Board Investment Policy 6320 and Administrative Regulation 6320 are submitted for approval.

ANALYSIS

Various provisions of the government code state that the District has an investment policy approved by the Board each year. The existing Board Policy and Administrative Procedure very clearly states the principles of our investment strategy and the process by which funds may or may not be invested. These continue to be timely documents that provide the District staff with clear directions regarding investment of District funds. No changes are recommended at this time.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

None.

Attachments



Book: Board Policy Manual  
 Section: 6000 Business & Fiscal Services  
 Title: Investments  
 Number: 6320  
 Status: Active  
 Legal:  
 Adopted: 09/09/2004  
 Last Revised:  
 Last Reviewed:

**Policy Detail**

**INVESTMENTS**

The Chancellor is responsible for ensuring that the funds of the District that are not required for the immediate needs of the District are invested. Investments shall be in accordance with law, including California Government Code Sections 53600, *et seq.*

Investments shall be made based on the following criteria:

- The preservation of principal shall be of primary importance.
- The investment program must remain sufficiently flexible to permit the District to meet all operating requirements.
- Transactions should be avoided that might impair public confidence.

Reference:

Government Code Section 53600 *et seq.*

Administrative Regulation 6320

**Administrative Procedures**

Book: Administrative Procedures  
Section: 6000 Business & Fiscal Services  
Title: Investments  
Number: 6320AP  
Status: Active  
Legal:  
Adopted: 06/10/2002  
Last Revised:  
Last Reviewed:  
**Policy Detail**

**INVESTMENTS****A. INTENT**

It is the policy of the San Bernardino Community College District to invest public funds in a manner providing the highest investment return with the maximum security while meeting the daily cash flow demands of the district and conforming to all applicable federal, California and local laws governing the investment of public funds.

**B. SCOPE**

This policy applies to all funds of the San Bernardino Community College District accounted for in the Comprehensive Annual Financial Report including General, Special Revenue, Capital Projects, Enterprise, Internal Service, and Trust funds.

1. All funds of the San Bernardino Community College District deposited with the San Bernardino County Treasurer shall be invested in accordance with Government Code Section 27000.5, in accordance with the investment policy developed pursuant to Government Code Section 27133, and under the direction of San Bernardino County's investment Advisory Committee.

2. Pursuant to Government Code 53646, all other funds of the San Bernardino Community College District shall be invested pursuant to the following guidelines.

**C. PRUDENCE**

Investments shall be made with judgment and care which persons of prudence, discretion and intelligence exercise in management of their own affairs not for speculation, but for investment, considering the probable safety of capital as well as the probable income to be derived. The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures, and investment policy and exercising due diligence shall be relieved of personal responsibility of an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

**D. OBJECTIVE**



The primary objectives of the San Bernardino Community College District investment activities shall be:

#### 1. SAFETY

Safety of principal shall be the foremost objective of the investment program. Investments of the San Bernardino Community College District shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To obtain this objective, diversification is required so that potential losses on individual securities do not exceed income generated from the remainder of the portfolio.

#### 2. LIQUIDITY

The San Bernardino Community College District's investment portfolio shall remain sufficiently liquid to meet all operating requirements, which may reasonably be anticipated.

#### 3. RETURN ON INVESTMENT

The San Bernardino Community College District's investment portfolio shall be structured with the objective of attaining a rate of return throughout budgetary and economic cycles, commensurate with investment risk constraints and cash flow characteristics of the portfolio.

### E. DELEGATION OF AUTHORITY

The authority to invest funds not deposited with the County Treasurer is granted to the Chancellor and Board of Trustees. Authority to manage the investment portfolio and establish written procedures for the operation of the investment program consistent with applicable law and the San Bernardino Community College District's Investment Policy may be delegated at the discretion of the Chancellor.

### F. ETHICS AND CONFLICT OF INTEREST

Officers and employees involved in the investment process shall refrain from personal business activity that may conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

### G. AUTHORIZED AND SUITABLE INVESTMENTS

Funds invested by the San Bernardino Community College District shall be in the following instruments, under the parameters outlined in Government Code Sections 53635, 53601, and 53631.5:

- Negotiable Certificates of Deposit
- Money Market Funds
- Collateralized Bank Deposits
- Time Deposits
- County Pooled Investment Funds

## H. PROHIBITED INVESTMENT

Pursuant to Government Code Section 53601.6, funds of the San Bernardino Community College District shall not be invested in any of the following instruments:

- Inverse Floaters
- Range Notes
- Interest Only Strips
- Any Security That Could Result in ZERO INTEREST ACCRUAL

## I. REPORTING

The Chancellor shall, pursuant to Government code Section 53646, submit a quarterly investment portfolio status report to the Board of Trustees. Said Report shall detail:

- Investment types
- Names of Issuers
- Maturity Dates
- Par and Dollar Amounts Invested in Each Security, Investment and Money
- Weighted Average Maturity of Investments
- Any Funds Being Managed by Contracted Parties
- Market Value as of Date of Report and Source of Valuation
- Description of Compliance with Investment Policy
- Current Market Value of Funds Managed by a Contract Party

## J. POLICY ADOPTION

The San Bernardino Community College District's investment policy shall be adopted annually by resolution of the Board of Trustees. The policy shall be reviewed annually, and the Board of Trustees must approve any modifications made hereto.

## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Acting Chancellor  
REVIEWED BY: Bruce Baron, Vice Chancellor, Fiscal Services  
PREPARED BY: Bruce Baron, Vice Chancellor, Fiscal Services  
DATE: January 14, 2010  
SUBJECT: Adopt Resolution Authorizing Supplemental Employee Retirement Plan

### RECOMMENDATION

It is recommended that the Board of Trustees adopt the resolution authorizing the Supplemental Employee Retirement Plan effective July 1, 2010.

### OVERVIEW

A supplemental employee retirement plan (SERP) is a program designed to create incentives that effectively and efficiently increase and accelerate the retirement rate beyond the natural attrition rate. The SERP, when implemented according to plans, is also a method of cost containment because it creates fiscal savings, enhances retirement benefits, and rewards long-term employees.

### ANALYSIS

With over 150 employees who are eligible for retirement the district is poised to offer a desirable opportunity to all staff in the faculty, management, and classified ranks to retire with an incentive equal to 100% of their annual salary paid out over a variety of different options, plus health benefits until age 65.

The planning assumptions for the SERP are on the attached table labeled "San Bernardino Community College District Summary Sheet," which contains the SERP assumptions for numbers of projected retirements, number of projected replacements, and average replacement cost. If the plan aligns with the actuarial, the District can save up to \$2.5 million annually.

### BOARD IMPERATIVE

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

### FINANCIAL IMPLICATIONS

Positive.

Attachment

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**Resolution  
Supplemental Employee Retirement Plan**

On January 14, 2010, the Board of Trustees (the "Board") of the San Bernardino Community College District (the "District") held a meeting.

On motion of Trustee \_\_\_\_\_, duly seconded and carried, the following Resolution was adopted:

**WHEREAS**, California Government Code Section 53224 authorizes school districts to make contributions to retirement plans; and

**WHEREAS**, the San Bernardino Community College District desires to provide retirement benefits to its employees under such a plan; and

**THEREFORE, IT IS RESOLVED** that the Board of Trustees of San Bernardino Community College District hereby establishes a retirement plan for certain eligible employees of the District effective July 1, 2010.

**RESOLVED FURTHER** that the benefit formula will be based on 100% of salary, funded annually over five years. This formula will produce an immediate monthly benefit payable to the retiree for his/hers lifetime or for a period certain as selected by the retiree. The group annuity monthly rates provided will be those rates at the time of purchase.

Minimum age – 55 years

Minimum service – 5 years

**RESOLVED FURTHER** that the Board hereby adopts that certain plan known as the San Bernardino Community College District Supplemental Employee Retirement Plan, effective July 1, 2010.

**RESOLVED FURTHER** that the Life Only benefit under such Plan shall be based on a \_\_\_\_\_ as determined by the District.

**RESOLVED FURTHER** that the San Bernardino Community College District shall make all contributions to the Plan to fund said benefits.

**RESOLVED FURTHER** that, for purposes of the limitations on contributions and benefits under the Plan, as prescribed by section 415 of the Internal Revenue Code of 1986, as amended, the "limitation year" shall be the Plan Year, as defined under the terms and provisions of the Plan.

**RESOLVED FURTHER** that, for purposes of clarification of administration of the Plan but not for purposes of making said Plan subject to title I of ERISA, the Board hereby designates the District as the plan administrator.

**RESOLVED FURTHER** that the Board hereby appoints the followings individuals to comprise the Plan Committee:

\_\_\_\_\_

Position Title

\_\_\_\_\_

Position Title

**RESOLVED FURTHER** that the Board hereby authorizes any member of the Plan Committee to execute on behalf of the District the Form 2848, Power of Attorney and Declaration of Representative.

**RESOLVED FURTHER** that the Board hereby appoints Keenan Financial Services as the contract administrator to assist the District in the implementation and administration of the Plan.

**RESOLVED FURTHER** that the Board hereby authorizes and directs \_\_\_\_\_ and \_\_\_\_\_ to take the following actions:

- A. Execute the Plan and any and all other documents necessary or proper to implement the Plan.
- B. Contract with Keenan Financial Services as contract administrator to provide all services described in the contract.
- C. Execute any and all documents, including any amendment to the Plan, necessary or proper to maintain favorable determination of the Plan.
- D. Enter into any other contract or agreement which he or she deems necessary or proper to administer and/or fund the Plan and to attain and maintain the income tax qualification of the Plan under the Internal Revenue Code of 1986, as amended.

AYES:

NOES:

ABSENT:

ABSTENTIONS:

I, \_\_\_\_\_, Secretary of the Board of Trustees for the San Bernardino Community College District, hereby certify that the above and the foregoing Resolution was duly and regularly adopted by the said Board at a regular meeting thereof on the 14<sup>th</sup> day of January, 2010, passed by a majority vote of said Board.

**IN WITNESS WHEREOF**, I have hereunto set my hand and seal this 14<sup>th</sup> day of January, 2010.

\_\_\_\_\_  
Secretary of Board of Trustees  
San Bernardino Community College District





## San Bernardino Community College District Summary Sheet

Classification	Plan Type	Number of Eligible	Normal Attrition	Projected Number of Retirees	Projected % of Eligible Retirees	Average Salary	Average Lifetime Benefit	Period Certain 5	Average Cost Per Retiree	Average Plan Savings per Employee	Total Projected Savings	Savings with No Plan	Total Projected Net Savings
Faculty	100% of Salary (EOY) with HC - 7 not replaced	87	4	17	20%	\$89,844	\$474.72	\$1,402.60	\$89,844	\$182,179	\$3,097,047	\$1,088,093	\$2,008,953

Classification	Plan Type	Number of Eligible	Normal Attrition	Projected Number of Retirees	Projected % of Eligible Retirees	Average Salary	Average Lifetime Benefit	Period Certain 5	Average Cost Per Retiree	Average Plan Savings per Employee	Total Projected Savings	Savings with No Plan	Total Projected Net Savings
Classified	100% of Salary (EOY) with HC - 6 not replaced	72	5	13	18%	\$43,435	\$229.50	\$678.09	\$43,435	\$72,329	\$940,271	\$578,818	\$361,453

Classification	Plan Type	Number of Eligible	Normal Attrition	Projected Number of Retirees	Projected % of Eligible Retirees	Average Salary	Average Lifetime Benefit	Period Certain 5	Average Cost Per Retiree	Average Plan Savings per Employee	Total Projected Savings	Savings with No Plan	Total Projected Net Savings
Confidential	100% of Salary (EOY) with HC - 0 not replaced	5	0	1	20%	\$67,514	\$340.67	\$1,054.00	\$67,514	-\$83,954	-\$83,954	\$0	-\$83,954

Classification	Plan Type	Number of Eligible	Normal Attrition	Projected Number of Retirees	Projected % of Eligible Retirees	Average Salary	Average Lifetime Benefit	Period Certain 5	Average Cost Per Retiree	Average Plan Savings per Employee	Total Projected Savings	Savings with No Plan	Total Projected Net Savings
Management	100% of Salary (EOY) with HC - 2 not replaced	24	2	5	21%	\$103,402	\$559.19	\$1,614.26	\$103,402	\$136,513	\$682,563	\$479,829	\$202,734

<b>Total with HC</b>		188	11	36	20%	\$76,049					\$4,635,927		\$2,489,186
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<b>Total with no HC</b>		-	-	-	-	-					-		-
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- ❑ December 2009                      Discussions w/ Management Team, Board & Associations
- ❑ January 14, 2010                      Board Approval  
(Window Period Opens)
- ❑ January 15, 2010                      Announcement letters Sent to eligible employees by District
- ❑ January 20 & 21, 2010                      Group Orientation Meetings
- ❑ January 25 – 28, 2010  
February 1 – 4, 2010                      Individual Counseling Meetings
- ❑ March 2, 2010                          SERP Enrollment Packages & Letters of Resignation are due (SERP Window Period Closes)
- ❑ March 9, 2010                          Last Day to Rescind Resignation
- ❑ June 30, 2010                          Participants Retire from District
- ❑ July 1, 2010                              SERP Plan becomes Effective
- ❑ August 1, 2010                          First Benefit Payment \*



## San Bernardino Community College District

114 South Del Rosa Dr. San Bernardino, CA 92408  
(909) 382-4000

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Acting Chancellor  
REVIEWED BY: Bruce Baron, Vice Chancellor, Fiscal Services  
PREPARED BY: Lawrence J. Klumas, Bond Program Director  
DATE: January 14, 2010  
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

Current submitted construction contract amendments and change orders for all Measure P projects total \$267,931 which is a 0.26% change of the overall project cost.

The analysis shows that construction contract change orders and amendments for all Measure P projects have been held to a minimal amount of \$2,494,847 which is only 2.46% of the project cost of \$101,271,667.

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

Measure P Projects  
**CHANGE SUMMARY by PROJECT**  
 (Including any contract amendments and change orders on the 1/14/2010 agenda)

January 14, 2010

**CONTRACT AMENDMENTS**

PROJECTS	Original Contract Amount	Contract Amendments		Base Contract Amount	Cumulative Contract Amendments
		Previous	Pending		
CHC-Crafton Hills College	\$ 45,390,983.00	\$ 49,306.00	\$ 53,731.00	\$ 45,494,020.00	0.23%
SBVC-San Bernardino Valley College	\$ 53,653,768.00	\$ 809,658.00	\$ 28,991.00	\$ 54,492,417.00	1.56%
<b>TOTAL for CONTRACT AMENDMENTS</b>	<b>\$ 99,044,751.00</b>	<b>\$ 858,964.00</b>	<b>\$ 82,722.00</b>	<b>\$ 99,986,437.00</b>	<b>0.95%</b>

**CHANGE ORDERS**

PROJECTS	Base Contract Amount	Change Orders		New Contract Amount	Cumulative Change Orders
		Previous	Pending		
CHC-Crafton Hills College	\$ 45,494,020.00	\$ 543,940.00	\$ 52,371.00	\$ 46,090,331.00	1.31%
SBVC-San Bernardino Valley College	\$ 54,492,417.00	\$ 824,011.92	\$ 132,838.00	\$ 55,449,266.92	1.76%
<b>TOTAL for CHANGE ORDERS</b>	<b>\$ 99,986,437.00</b>	<b>\$ 1,367,951.92</b>	<b>\$ 185,209.00</b>	<b>\$ 101,539,597.92</b>	<b>1.55%</b>

Measure P Projects  
**CHANGE SUMMARY by PROJECT**  
 (Including any contract amendments and change orders on the 1/14/2010 agenda)

January 14, 2010

**CONTRACT AMENDMENTS**

PROJECTS	Original Contract Amount	Contract Amendments		Base Contract Amount	Cumulative Contract Amendments
		Previous	Pending		
CHC-Crafton Hills College	\$ 45,390,983.00	\$ 49,306.00	\$ 53,731.00	\$ 45,494,020.00	0.23%
SBVC-San Bernardino Valley College	\$ 53,653,768.00	\$ 809,658.00	\$ 28,991.00	\$ 54,492,417.00	1.56%
<b>TOTAL for CONTRACT AMENDMENTS</b>	<b>\$ 99,044,751.00</b>	<b>\$ 858,964.00</b>	<b>\$ 82,722.00</b>	<b>\$ 99,986,437.00</b>	<b>0.95%</b>

**CHANGE ORDERS**

PROJECTS	Base Contract Amount	Change Orders		New Contract Amount	Cumulative Change Orders
		Previous	Pending		
CHC-Crafton Hills College	\$ 45,494,020.00	\$ 543,940.00	\$ 52,371.00	\$ 46,090,331.00	1.31%
SBVC-San Bernardino Valley College	\$ 54,492,417.00	\$ 824,011.92	\$ 119,138.00	\$ 55,435,566.92	1.73%
<b>TOTAL for CHANGE ORDERS</b>	<b>\$ 99,986,437.00</b>	<b>\$ 1,367,951.92</b>	<b>\$ 171,509.00</b>	<b>\$ 101,525,897.92</b>	<b>1.54%</b>

Crafton Hills College  
**CHANGE SUMMARY by PROJECT**

January 14, 2010

(Including any contract amendments and change orders on the 1/14/2010 agenda)

PROJECTS	Current Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Cumulative Change Orders
		Previous	Pending	Previous	Pending		
INFRASTRUCTURE PACKAGE #1	\$ 416,723.00	\$ -	\$ -	\$ (4,277.00)	\$ -	\$ 416,723.00	-1.02%
INFRASTRUCTURE PACKAGE #2/3/4	\$ 14,985,287.00	\$ 43,847.00	\$ 53,731.00	\$ 258,836.00	\$ 12,008.00	\$ 15,051,026.00	1.76%
CRF / INFRA PKG #5	\$ 8,058,150.00	\$ 5,459.00	\$ -	\$ 156,556.00	\$ 40,363.00	\$ 8,136,056.00	2.48%
LEARNING RESOURCE CENTER	\$ 22,424,233.00	\$ -	\$ -	\$ 132,825.00	\$ -	\$ 22,424,233.00	0.60%
<b>TOTAL</b>	<b>\$ 45,884,393.00</b>	<b>\$ 49,306.00</b>	<b>\$ 53,731.00</b>	<b>\$ 543,940.00</b>	<b>\$ 52,371.00</b>	<b>\$ 46,028,038.00</b>	<b>1.30%</b>

Crafton Hills College  
**CHANGE SUMMARY by PROJECT**  
**INFRASTRUCTURE #1**

Revised 12/10/2009

(Including any contract amendments and change orders on the 1/14/2010 agenda)

Contractors	Current Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
INFRA1-01: Champion Electric	\$ 416,723.00			\$ (4,277.00)		\$ 416,723.00	-1.02%
<b>TOTAL</b>	<b>\$ 416,723.00</b>	<b>\$ -</b>	<b>\$ -</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 12/10/2009

(Including any contract amendments and change orders on the 1/14/2010 agenda)

Contractors	Current Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
INFRA234-01: LD Anderson	\$ 1,230,900.00	\$ 43,847.00		\$ 85,753.00		\$ 1,230,900.00	7.49%
INFRA234-02: Coutts Heating & Cooling	\$ 5,677,000.00			\$ -		\$ 5,677,000.00	0.00%
INFRA234-03: Fischer, Inc.	\$ 1,538,592.00			\$ 47,592.00		\$ 1,538,592.00	3.19%
INFRA234-04: RIS Electric	\$ 2,100,768.00		\$ 53,731.00	\$ 127,768.00		\$ 2,154,499.00	6.48%
INFRA234-05: Tidwell Concrete	\$ 2,289,804.00				\$ 12,008.00	\$ 2,301,812.00	0.52%
INFRA234-06: Sierra Landscape	\$ 1,621,323.00			\$ (2,277.00)		\$ 1,621,323.00	-0.14%
INFRA234-07: Inland Building Companies	\$ 526,900.00					\$ 526,900.00	0.00%
<b>TOTAL</b>	<b>\$ 14,965,287.00</b>	<b>\$ 43,847.00</b>	<b>\$ 53,731.00</b>	<b>\$ 258,836.00</b>	<b>\$ 12,008.00</b>	<b>\$ 15,051,026.00</b>	<b>1.76%</b>



Crafton Hills College  
**CHANGE SUMMARY by PROJECT**  
**INFRASTRUCTURE #2**

Revised 12/10/2009

(Including any contract amendments and change orders on the 1/14/2010 agenda)

Contractors	Current Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
INFRA2-01: LD Anderson	\$ 172,420.00					\$ 172,420.00	
INFRA2-02: Coutts Heating & Cooling	\$ 2,100,490.00					\$ 2,100,490.00	
INFRA2-03: Fischer, Inc.	\$ 503,412.00			\$ 2,412.00		\$ 503,412.00	
INFRA2-04: RIS Electric	\$ 485,127.00			\$ 47,127.00		\$ 485,127.00	
INFRA2-05: Tidwell Concrete	\$ 444,537.00					\$ 444,537.00	
INFRA2-06: Sierra Landscape	\$ 202,000.00					\$ 202,000.00	
INFRA2-07: Inland Building Companies	\$ 107,600.00					\$ 107,600.00	
<b>TOTAL</b>	<b>\$ 4,015,586.00</b>	<b>\$ -</b>	<b>\$ -</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 12/10/2009

(Including any contract amendments and change orders on the 1/14/2010 agenda)

Contractors	Current Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
INFRA3-01: LD Anderson	\$ 500,330.00	\$ 43,847.00		\$ 85,753.00		\$ 500,330.00	
INFRA3-02: Coutts Heating & Cooling	\$ 3,576,510.00					\$ 3,576,510.00	
INFRA3-03: Fischer, Inc.	\$ 980,180.00			\$ 45,180.00		\$ 980,180.00	
INFRA3-04: RIS Electric	\$ 1,302,641.00		\$ 53,731.00	\$ 80,641.00		\$ 1,356,372.00	
INFRA3-05: Tidwell Concrete	\$ 252,979.00					\$ 252,979.00	
INFRA3-06: Sierra Landscape	\$ 1,131,000.00					\$ 1,131,000.00	
INFRA3-07: Inland Building Companies	\$ 45,200.00					\$ 45,200.00	
<b>TOTAL</b>	<b>\$ 7,788,840.00</b>	<b>\$ 43,847.00</b>	<b>\$ 53,731.00</b>	<b>\$ 211,574.00</b>	<b>\$ -</b>	<b>\$ 7,842,571.00</b>	

Crafton Hills College  
**CHANGE SUMMARY by PROJECT**  
**INFRASTRUCTURE #4**

Revised 12/10/2009

(Including any contract amendments and change orders on the 1/14/2010 agenda)

Contractors	Current Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
INFRA4-01: LD Anderson	\$ 558,150.00					\$ 558,150.00	
INFRA4-03: Fischer, Inc.	\$ 55,000.00					\$ 55,000.00	
INFRA4-04: RIS Electric	\$ 313,000.00					\$ 313,000.00	
INFRA4-05: Tidwell Concrete	\$ 1,592,289.00				\$ 12,008.00	\$ 1,604,297.00	
INFRA4-06: Sierra Landscape	\$ 288,323.00			\$ (2,277.00)		\$ 288,323.00	
INFRA4-07: Inland Building Companies	\$ 374,100.00					\$ 374,100.00	
<b>TOTAL</b>	<b>\$ 3,180,862.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (2,277.00)</b>	<b>\$ 12,008.00</b>	<b>\$ 3,192,870.00</b>	

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

Revised 12/10/2009

(including any contract amendments and change orders on the 1/14/2010 agenda)

Contractors	Current Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
CCRF-02: Crew, Inc.	\$ 732,000.00			\$ 37,543.00		\$ 769,543.00	5.13%
CCRF-03: Calcoast Concrete Const., Inc.	\$ 1,070,815.00					\$ 1,070,815.00	0.00%
CCRF-04: Nuway, Inc.	\$ 848,300.00			\$ 44,440.00	\$ 11,909.00	\$ 860,209.00	7.01%
CCRF-05: Anderson Charnesky	\$ 575,099.00				\$ 20,268.00	\$ 595,367.00	3.52%
CCRF-06: Bell Roof Company, Inc.	\$ 152,400.00				\$ 8,186.00	\$ 160,586.00	5.37%
CCRF-07: E J Enterprises	\$ 118,055.00					\$ 118,055.00	0.00%
CCRF-08: West Coast Painting & Drywall	\$ 32,331.00					\$ 32,331.00	0.00%
CCRF-09: J. Kel Painting & Wallcovering, Inc.	\$ 63,020.00					\$ 63,020.00	0.00%
CCRF-10: Lawrence W. Rosine Co.	\$ 19,990.00					\$ 19,990.00	0.00%
CCRF-11: Inland Building Const. Comp., Inc.	\$ 22,780.00					\$ 22,780.00	0.00%
CCRF-12: Inland Building Const. Comp., Inc.	\$ 248,000.00					\$ 248,000.00	0.00%
CCRF-13: J.M. Farnan Co., Inc.	\$ 900,548.00	\$ 5,459.00		\$ 48,076.00		\$ 900,548.00	5.55%
CCRF-14: Arrowhead Mechanical., Inc.	\$ 112,500.00					\$ 112,500.00	0.00%
CCRF-15: Champion Electric, Inc.	\$ 749,000.00					\$ 749,000.00	0.00%
CCRF-16: America West Landscape, Inc.	\$ 604,980.00					\$ 604,980.00	0.00%
CCRF-17: Condor, Inc.	\$ 1,148,300.00					\$ 1,148,300.00	0.00%
CCRF-18: RVH Constructors, Inc.	\$ 503,703.00			\$ 21,468.00		\$ 503,703.00	4.45%
INFRA5-19: RIS Electric	\$ 156,329.00			\$ 5,029.00		\$ 156,329.00	3.32%
<b>TOTAL</b>	<b>\$ 8,058,150.00</b>	<b>\$ 5,459.00</b>	<b>\$ -</b>	<b>\$ 156,556.00</b>	<b>\$ 40,363.00</b>	<b>\$ 8,136,056.00</b>	<b>2.48%</b>

**CHANGE SUMMARY by PROJECT**  
**INFRASTRUCTURE #5/CRF SITE PREPARATION**  
 (Including any contract amendments and change orders on the 1/14/2010 agenda)

Contractors	Current Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
INFRA5-19: RIS Electric	\$ 156,329.00			\$ 5,029.00		\$ 156,329.00	
INFRA5-02: Crew, Inc.	\$ 380,250.00					\$ 380,250.00	
INFRA5-03: Calcoast Concrete Const., Inc.	\$ 386,382.00					\$ 386,382.00	
INFRA5-13: J.M. Farnan Co., Inc.	\$ 430,459.00	\$ 5,459.00				\$ 430,459.00	
INFRA5-16: America West Landscape, Inc.	\$ 37,581.00					\$ 37,581.00	
<b>TOTAL</b>	<b>\$ 1,391,001.00</b>	<b>\$ 5,459.00</b>	<b>\$ -</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 12/10/2009

(Including any contract amendments and change orders on the 1/14/2010 agenda)

Contractors	Current Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
CCRF-02: Crew, Inc.	\$ 389,293.00			\$ 37,543.00		\$ 389,293.00	
CCRF-03: Calcoast Concrete Const., Inc.	\$ 684,433.00					\$ 684,433.00	
CCRF-04: Nuway, Inc.	\$ 848,300.00			\$ 44,440.00	\$ 11,909.00	\$ 860,209.00	
CCRF-05: Anderson Charnesky	\$ 575,099.00				\$ 20,268.00	\$ 595,367.00	
CCRF-06: Bell Roof Company, Inc.	\$ 152,400.00				\$ 8,186.00	\$ 160,586.00	
CCRF-07: E J Enterprises	\$ 118,055.00					\$ 118,055.00	
CCRF-08: West Coast Painting & Drywall	\$ 32,331.00					\$ 32,331.00	
CCRF-09: J. Kel Painting & Wallcovering, Inc.	\$ 63,020.00					\$ 63,020.00	
CCRF-10: Lawrence W. Rosine Co.	\$ 19,990.00					\$ 19,990.00	
CCRF-11: Inland Building Const. Comp., Inc.	\$ 22,780.00					\$ 22,780.00	
CCRF-12: Inland Building Const. Comp., Inc.	\$ 248,000.00					\$ 248,000.00	
CCRF-13: J.M. Farnan Co., Inc.	\$ 483,076.00			\$ 48,076.00		\$ 483,076.00	
CCRF-14: Arrowhead Mechanical., Inc.	\$ 112,500.00					\$ 112,500.00	
CCRF-15: Champion Electric, Inc.	\$ 749,000.00					\$ 749,000.00	
CCRF-16: America West Landscape, Inc.	\$ 567,399.00					\$ 567,399.00	
CCRF-17: Condor, Inc.	\$ 1,148,300.00					\$ 1,148,300.00	
CCRF-18: RVH Constructors, Inc.	\$ 503,703.00			\$ 21,468.00		\$ 503,703.00	
<b>TOTAL</b>	<b>\$ 6,717,679.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 151,527.00</b>	<b>\$ 40,363.00</b>	<b>\$ 6,758,042.00</b>	



Crafton Hills College  
**CHANGE SUMMARY by PROJECT**  
**LEARNING RESOURCE CENTER**

Revised 12/10/2009

(Including any contract amendments and change orders on the 1/14/2010 agenda)

Contractors	Current Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
CLRC-02: Precision Concrete	\$ 3,306,760.00			\$ 32,060.00		\$ 3,306,760.00	0.98%
CLRC-03: Mid State Precast	\$ 1,371,000.00					\$ 1,371,000.00	0.00%
CLRC-04: Anderson Charnesky	\$ 3,421,300.00					\$ 3,421,300.00	0.00%
CLRC-05: Lozano Caseworks, Inc.	\$ 509,300.00					\$ 509,300.00	0.00%
CLRC-06: Western Bay Sheet Metal	\$ 1,349,000.00					\$ 1,349,000.00	0.00%
CLRC-07: RGSLA	\$ 236,252.00					\$ 236,252.00	0.00%
CLRC-08: E J Enterprises	\$ 293,175.00					\$ 293,175.00	0.00%
CLRC-09: Padua Glass Enterprise, Inc.	\$ 1,940,700.00					\$ 1,940,700.00	0.00%
CLRC-10: Caston Plastering & Drywall	\$ 1,415,585.00					\$ 1,415,585.00	0.00%
CLRC-11: Mike's Custom Flooring	\$ 248,200.00					\$ 248,200.00	0.00%
CLRC-12: Southcoast Acoustical Inters.	\$ 461,350.00					\$ 461,350.00	0.00%
CLRC-13: Prime Painting Con.	\$ 192,000.00					\$ 192,000.00	0.00%
CLRC-14: Inland Pacific Tile, Inc.	\$ 282,000.00					\$ 282,000.00	0.00%
CLRC-15: RVH Construction	\$ 731,000.00					\$ 731,000.00	0.00%
CLRC-16: Daart Engineering Company	\$ 268,031.00					\$ 268,031.00	0.00%
CLRC-17: Pro-Craft Plumbing Co., Inc	\$ 548,200.00			\$ 32,685.00		\$ 548,200.00	6.34%
CLRC-18: Coutts Heating & Cooling	\$ 2,066,075.00			\$ 29,075.00		\$ 2,066,075.00	1.43%
CLRC-19: Shanks Electric Corporation	\$ 2,889,005.00			\$ 39,005.00		\$ 2,889,005.00	1.37%
CLRC-20: Marina Landscaping	\$ 247,300.00					\$ 247,300.00	0.00%
CLRC-21: Inland Building Companies	\$ 648,000.00					\$ 648,000.00	0.00%
<b>TOTAL</b>	<b>\$ 22,424,233.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 132,825.00</b>	<b>\$ -</b>	<b>\$ 22,424,233.00</b>	<b>0.60%</b>

**NO NEW CHANGE ORDERS**

San Bernardino Valley College  
**CHANGE SUMMARY by PROJECT**

January 14, 2010

(Including any contract amendments and change orders on the 1/14/2014 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	\$ 54,931.00	\$ -	\$ 16,847,540.00	\$ 173,731.00	\$ (3,238.00)	\$ 17,018,033.00	1.01%
Maintenance and Operations	\$ 4,041,000.00	\$ 471,180.00	\$ -	\$ 4,512,180.00	\$ 75,319.00	\$ -	\$ 4,587,499.00	1.67%
Media / Communications	\$ 8,299,368.00	\$ 64,966.00	\$ -	\$ 8,364,334.00	\$ 173,631.80	\$ 44,004.00	\$ 8,581,969.80	2.60%
Chemistry / Science	\$ 23,472,824.00	\$ 218,581.00	\$ 28,991.00	\$ 23,720,396.00	\$ 375,343.12	\$ 92,072.00	\$ 24,187,811.12	1.97%
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>\$ 809,658.00</b>	<b>\$ 28,991.00</b>	<b>\$ 54,492,417.00</b>	<b>\$ 824,011.92</b>	<b>\$ 132,838.00</b>	<b>\$ 55,449,266.92</b>	<b>1.76%</b>

\* Base Contract Amount = Original Contract Amount + Contract Amendments (Previous and/or Proposed). Contract Amendments are not applicable to the 10% change order guideline.

\* The Revised Original Contract Amount (the Base 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 12/10/2009

(Including any contract amendments and change orders on the 1/14/2010 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	\$ 43,341.00		\$ 2,515,631.00	1.75%
#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	\$ (2,158.00)		\$ 370,677.00	-0.58%
#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	\$ (4,507.00)	\$ 1,942,945.00	-0.14%
#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	\$ (367.00)	\$ 1,269.00	\$ 1,264,902.00	0.07%
#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	\$ (2,211.00)		\$ 761,077.00	-0.29%
#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	\$ 17,036.00		\$ 202,936.00			\$ 202,936.00	0.00%
<b>TOTAL</b>	<b>\$ 16,792,609.00</b>	<b>\$ 54,931.00</b>	<b>\$ -</b>	<b>\$ 16,847,540.00</b>	<b>\$ 173,731.00</b>	<b>\$ (3,238.00)</b>	<b>\$ 17,018,033.00</b>	<b>1.01%</b>

San Bernardino Valley College  
**CHANGE SUMMARY by PROJECT**  
**MAINTENANCE and OPERATIONS**

Revised 12/10/2009

(Including any contract amendments and change orders on the 1/14/2010 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>\$ 75,319.00</b>	<b>\$ -</b>	<b>\$ 4,587,499.00</b>	<b>1.67%</b>

**NO NEW CHANGE ORDERS**

San Bernardino Valley College  
**CHANGE SUMMARY by PROJECT**  
**MEDIA / COMMUNICATIONS**

Revised 1/4/2010

(Including any contract amendments and change orders on the 1/14/2010 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	\$ 30,429.00		\$ 405,328.00			\$ 405,328.00	0.00%
#3 - RC Construction Services	\$ 1,129,000.00	\$ 8,373.00		\$ 1,137,373.00	\$ (12,100.00)	\$ 6,547.00	\$ 1,131,820.00	-0.49%
#4 - KCB Towers	\$ 1,363,340.00	\$ 7,039.00		\$ 1,370,379.00	\$ 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	\$ 12,701.00		\$ 230,401.00	5.51%
#9 - Roy E. Whitehead	\$ 329,675.00			\$ 329,675.00	\$ 23,182.30	\$ 2,694.00	\$ 355,551.30	7.28%
#10 - Sierra Lathing Co.	\$ 820,000.00			\$ 820,000.00	\$ 6,307.00	\$ 7,731.00	\$ 834,038.00	1.68%
#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	\$ 500.00		\$ 151,611.00	0.33%
#17 - Pro-Tech Mechanical	\$ 422,925.00	\$ 19,125.00		\$ 442,050.00	\$ 909.00	\$ 12,230.00	\$ 455,189.00	2.89%
#18 - West Tech Mechanical	\$ 1,000,000.00			\$ 1,000,000.00	\$ 58,675.00	\$ 8,225.00	\$ 1,066,900.00	6.27%
#19 - Daniels Electrical Construction	\$ 1,283,000.00			\$ 1,283,000.00	\$ 70,207.00	\$ 6,577.00	\$ 1,359,784.00	5.65%
#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>\$ 64,966.00</b>	<b>\$ -</b>	<b>\$ 8,364,334.00</b>	<b>\$ 173,631.80</b>	<b>\$ 44,004.00</b>	<b>\$ 8,581,969.80</b>	<b>2.54%</b>



San Bernardino Valley College  
**CHANGE SUMMARY by PROJECT**  
**CHEMISTRY / SCIENCE**

Revised 12/10/2009

(Including any contract amendments and change orders on the 1/14/2010 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	\$ 2,331.00		\$ 296,301.00	0.79%
#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	\$ (7,403.00)		\$ 675,597.00	-1.08%
#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	\$ 16,535.00		\$ 1,562,770.00	1.07%
#18 - Coutts Heating & Cooling	\$ 3,347,000.00		\$ 11,979.00	\$ 3,358,979.00	\$ 632.00	\$ 76,869.00	\$ 3,436,480.00	2.31%
#19 - RDM Electrical	\$ 2,311,800.00	\$ 31,000.00	\$ 17,012.00	\$ 2,359,812.00	\$ 90,461.00	\$ 15,203.00	\$ 2,465,476.00	4.48%
#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>\$ 218,581.00</b>	<b>\$ 28,991.00</b>	<b>\$ 23,720,396.00</b>	<b>\$ 375,343.12</b>	<b>\$ 92,072.00</b>	<b>\$ 24,187,811.12</b>	<b>1.97%</b>

San Bernardino Valley College  
**CHANGE SUMMARY by PROJECT**  
**STUDENT HEALTH SERVICES**

Revised 12/10/2009

(Including any contract amendments and change orders on the 1/14/2010 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>	\$ 1,047,967.00	\$ -	\$ -	\$ 1,047,967.00	\$ 25,987.00	\$ -	\$ 1,073,954.00	2.48%

**NO NEW CHANGE ORDERS**

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Acting Chancellor  
REVIEWED BY: Bruce Baron, Vice Chancellor of Fiscal Services  
PREPARED BY: Crispina Ongoco, Director of Fiscal Services  
DATE: January 14, 2010  
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

This revenue and expenditure report is for the period of November 17, 2009 through December 16, 2009. It reflects summary information for all District funds, grouped by expense category within each fund.

To date we have spent about 60.4% of our budgeted unrestricted general funds. Last year, about this time, we had spent about 65.7% of our funds which reflects a somewhat slower rate of spending (-5.3%).

We are on target with our cash flow based on the borrowing of short term funds through the Board approved TRAN (Tax and Revenue Anticipation Note). The State deferrals of our operating cash have caused us to advance cash, earn less interest, and pay interest on TRAN borrowing.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

None.

Attachments



BEST NET CONSORTIUM  
 BUDGET SUMMARY REPORT  
 11/17/2009 TO 12/16/2009

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED			%	PENDED/ ENCUMBERED	UNENCUMBERED	
		CURRENT	YEAR TO DATE				BALANCE	%
8100.00 FEDERAL HEA REVENUES	5,774,304.40	816,111.19	1,139,080.90	19.7	0.00	4,635,223.50	80.2	
8600.00 STATE REVENUES	64,810,016.42	5,152,525.09	30,736,472.00	47.4	0.00	34,073,544.42	52.5	
8800.00 LOCAL REVENUES	21,159,873.78	1,870,521.96	5,401,487.79	25.5	0.00	15,758,385.99	74.4	
8900.00 OTHER FINANCING SOURCES	326,223.00	0.00	5,950.00	1.8	0.00	320,273.00	98.1	
TOTAL: 8000	92,070,417.60	7,839,158.24	37,282,990.69	40.4	0.00	54,787,426.91	59.5	
1100.00 CONTRACT CLASSROOM INST.	15,848,911.80	1,556,644.98	6,275,126.04	39.5	0.00	9,573,785.76	60.4	
1200.00 CONTRACT CERT. ADMINISTRATORS	9,442,706.92	734,811.56	3,660,887.08	38.7	0.00	5,781,819.84	61.2	
1300.00 INSTRUCTORS DAY/HOURLY	8,776,531.48	808,335.95	3,497,736.44	39.8	824,345.94	4,454,449.10	50.7	
1400.00 NON-INSTRUCTION HOURLY CERT.	762,920.00	67,491.21	333,797.12	43.7	0.00	429,122.88	56.2	
TOTAL: 1000	34,831,070.20	3,167,283.70	13,767,546.68	39.5	824,345.94	20,239,177.58	58.1	
2100.00 CONTRACT CLASSIFIED NON-INSTR.	17,433,219.60	1,526,912.85	7,022,529.69	40.2	0.00	10,410,689.91	59.7	
2200.00 INSTRUCTIONAL AIDS	1,468,402.38	132,863.20	587,780.32	40.0	0.00	880,622.06	59.9	
2300.00 NON-INSTRUCTION HOURLY CLASS.	1,933,822.17	173,762.33	748,572.94	38.7	0.00	1,185,249.23	61.2	
2400.00 INST AIDES-HOURLY- DIR.INSTRUC	1,111,380.44	99,414.73	336,036.44	30.2	0.00	775,344.00	69.7	
TOTAL: 2000	21,946,824.59	1,932,953.11	8,694,919.39	39.6	0.00	13,251,905.20	60.3	
3100.00 CERTIFICATED RETIREMENT	2,747,322.00	229,507.67	1,001,160.58	36.4	0.00	1,746,161.42	63.5	
3200.00 CLASSIFIED RETIREMENT	2,217,546.62	173,698.15	798,534.72	36.0	0.00	1,419,011.90	63.9	
3300.00 OASDHI/FICA	2,066,968.38	182,695.73	840,704.73	40.6	0.00	1,226,263.65	59.3	
3400.00 HEALTH AND WELFARE BENEFITS	6,053,097.37	515,069.69	2,543,658.21	42.0	0.00	3,509,439.16	57.9	
3500.00 STATE UNEMPLOYMENT INSURANCE	200,150.68	14,878.13	95,718.30	47.8	0.00	104,432.38	52.1	
3600.00 WORKERS COMPENSATION INSURANCE	802,395.00	67,000.00	332,800.00	41.4	0.00	469,595.00	58.5	
3900.00 OTHER BENEFITS	59,339.90	4,154.10	42,429.26	71.5	0.00	16,910.64	28.4	
TOTAL: 3000	14,146,819.95	1,187,003.47	5,655,005.80	39.9	0.00	8,491,814.15	60.0	
4100.00 TEXTBOOKS	20,559.78	882.55	2,054.79	9.9	4,990.62	13,514.37	65.7	
4200.00 BOOK,MAGAZINE&PERIOD-DIST.USE	132,873.78	2,028.46	34,631.70	26.0	17,488.00	80,754.08	60.7	
4300.00 INSTRUCTIONAL SUPPLIES	439,595.11	23,105.28	146,408.79	33.3	54,427.15	238,759.17	54.3	
4400.00 MEDIA AND SOFTWARE-DISTRCT USE	110,312.98	747.39	22,751.35	20.6	3,459.62	84,102.01	76.2	
4500.00 NONINSTRUCTIONAL SUPPLIES	1,288,568.65	64,657.45	332,258.07	25.7	351,877.25	604,433.33	46.9	
4700.00 FOOD SUPPLIES	40,100.00	277.62	3,562.76	8.8	8,387.64	28,149.60	70.1	
TOTAL: 4000	2,032,010.30	91,698.75	541,667.46	26.6	440,630.28	1,049,712.56	51.6	
5100.00 PERSON&CONSULTANT SVC-DIST USE	3,628,080.60	170,284.19	884,623.30	24.3	1,570,324.68	1,173,132.62	32.3	
5200.00 TRAVEL & CONFERENCE EXPENSES	742,391.68	44,729.67	115,823.01	15.6	45,725.91	580,842.76	78.2	
5300.00 POST/DUES/MEMBERSHIPS-DIST.USE	408,600.00	20,834.74	140,021.23	34.2	82,227.90	186,350.87	45.6	
5400.00 INSURANCES - DISTRICT USE	92,617.75	0.00	79,610.00	85.9	0.00	13,007.75	14.0	
5500.00 UTILITIES & HOUSEKEEP-DIST.USE	2,875,057.08	222,113.97	1,335,473.49	46.4	1,297,844.25	241,739.34	8.4	
5600.00 RENTS,LEASES&REPAIRS-DIST.USE	1,928,833.12	128,569.10	710,527.54	36.8	632,660.89	585,644.69	30.3	
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	876,000.00	33,904.82	172,482.60	19.6	274,594.09	428,923.31	48.9	
5800.00 OTHER OPERATING EXP-DIST. USE	4,642,862.93	44,790.52	621,206.84	13.3	138,797.98	3,882,858.11	83.6	
5900.00 INTERPROGRAM CHARGES-DIST.USE	300.00	0.00	0.00	.0	0.00	300.00	100.0	
TOTAL: 5000	15,194,743.16	665,227.01	4,059,768.01	26.7	4,042,175.70	7,092,799.45	46.6	

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BEST NET CONSORTIUM  
 BUDGET SUMMARY REPORT  
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Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL: 1000-5999	88,151,468.20	7,044,166.04	32,718,907.34	37.1	5,307,151.92	50,125,408.94	56.8
6100.00 SITES & IMPROVEMENTS-DIST. USE	276,893.80	0.00	0.00	.0	5,985.00	270,908.80	97.8
6200.00 BUILDINGS&IMPROVEMENT-DIST.USE	551,330.88	0.00	4,963.80	.9	0.00	546,367.08	99.0
6300.00 LIBRARY BOOKS - EXPANSION	75,055.90	4,542.66	29,352.28	39.1	35,650.89	10,052.73	13.3
6400.00 ADDITIONAL/IMPROVED EQUIPMENT	2,366,747.78	129,113.32	356,933.85	15.0	664,753.23	1,345,060.70	56.8
TOTAL: 6000	3,270,028.36	133,655.98	391,249.93	11.9	706,389.12	2,172,389.31	66.4
TOTAL: 1000-6999	91,421,496.56	7,177,822.02	33,110,157.27	36.2	6,013,541.04	52,297,798.25	57.2
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	715,534.00	29.0	0.00	1,743,678.00	70.9
7500.00 OTHER OUTGO-STUDENT FIN AID	149,929.00	5,125.00	5,125.00	3.4	2,700.00	142,104.00	94.7
7600.00 OTHER STUDENT AID	882,248.38	117,753.00	329,427.85	37.3	208,334.78	344,485.75	39.0
7900.00 RESERVE FOR CONTINGENCIES	6,979,180.00	0.00	0.00	.0	0.00	6,979,180.00	100.0
TOTAL: 7000	10,782,742.38	265,632.00	1,050,086.85	9.7	211,034.78	9,521,620.75	88.3
TOTAL: 1000-7999	102,204,238.94	7,443,454.02	34,160,244.12	33.4	6,224,575.82	61,819,419.00	60.4



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Fund: 01 GENERAL FUND

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT YEAR TO DATE		%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	92,070,417.60	7,839,158.24	37,282,990.69	40.4	0.00	54,787,426.91	59.5
TOTAL:	1000-5999	88,151,468.20	7,044,166.04	32,718,907.34	37.1	5,307,151.92	50,125,408.94	56.8
TOTAL:	1000-6999	91,421,496.56	7,177,822.02	33,110,157.27	36.2	6,013,541.04	52,297,798.25	57.2
TOTAL:	1000-7999	102,204,238.94	7,443,454.02	34,160,244.12	33.4	6,224,575.82	61,819,419.00	60.4
TOTAL EXPENSES	(1000 - 7999)	102,204,238.94	7,443,454.02	34,160,244.12	33.4	6,224,575.82	61,819,419.00	60.4

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Fund: 39 BLUE SHIELD MEMBERS CONT

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	800.00	0.00	126.40	15.8	0.00	673.60	84.2
TOTAL: 8000	800.00	0.00	126.40	15.8	0.00	673.60	84.2
7900.00 RESERVE FOR CONTINGENCIES	5,000.00	0.00	0.00	.0	0.00	5,000.00	100.0
TOTAL: 7000	5,000.00	0.00	0.00	.0	0.00	5,000.00	100.0
TOTAL: 1000-7999	5,000.00	0.00	0.00	.0	0.00	5,000.00	100.0

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Fund: 39 BLUE SHIELD MEMBERS CONT SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	800.00	0.00	126.40	15.8	0.00	673.60	84.2
TOTAL:	1000-5999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL:	1000-6999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL:	1000-7999	5,000.00	0.00	0.00	.0	0.00	5,000.00	100.0
TOTAL EXPENSES	(1000 - 7999)	5,000.00	0.00	0.00	.0	0.00	5,000.00	100.0

BEST NET CONSORTIUM  
 BUDGET SUMMARY REPORT  
 11/17/2009 TO 12/16/2009

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	54,816,190.17	0.00	391,595.79	.7	0.00	54,424,594.38	99.2
8800.00 LOCAL REVENUES	949,354.40	863.89	1,049,457.53	100.0	0.00	100,103.13-	.0
8900.00 OTHER FINANCING SOURCES	194,399.00	0.00	0.00	.0	0.00	194,399.00	100.0
TOTAL: 8000	55,959,943.57	863.89	1,441,053.32	2.5	0.00	54,518,890.25	97.4
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	1,470.00	1,470.00	6.8	0.00	19,942.00	93.1
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	1,470.00	1,470.00	2.3	0.00	60,819.40	97.6
TOTAL: 1000-5999	62,289.40	1,470.00	1,470.00	2.3	0.00	60,819.40	97.6
6100.00 SITES & IMPROVEMENTS-DIST. USE	4,763,745.92	104,444.29	182,272.29	3.8	76,494.63	4,504,979.00	94.5
6200.00 BUILDINGS&IMPROVEMENT-DIST.USE	58,796,351.81	3,808,573.78	14,815,427.56	25.1	39,536,256.82	4,444,667.43	7.5
6400.00 ADDITIONAL/IMPROVED EQUIPMENT	92,319.34	0.00	0.00	.0	0.00	92,319.34	100.0
TOTAL: 6000	63,652,417.07	3,913,018.07	14,997,699.85	23.5	39,612,751.45	9,041,965.77	14.2
TOTAL: 1000-6999	63,714,706.47	3,914,488.07	14,999,169.85	23.5	39,612,751.45	9,102,785.17	14.2
7300.00 INTERFUND TRANSFERS	27,342.00	0.00	0.00	.0	0.00	27,342.00	100.0
7900.00 RESERVE FOR CONTINGENCIES	60,046.00	0.00	0.00	.0	0.00	60,046.00	100.0
TOTAL: 7000	87,388.00	0.00	0.00	.0	0.00	87,388.00	100.0
TOTAL: 1000-7999	63,802,094.47	3,914,488.07	14,999,169.85	23.5	39,612,751.45	9,190,173.17	14.4

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 BUDGET SUMMARY REPORT  
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Fund: 41 CAPITAL OUTLAY PROJECTS FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT YEAR TO DATE		%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	55,959,943.57	863.89	1,441,053.32	2.5	0.00	54,518,890.25	97.4
TOTAL:	1000-5999	62,289.40	1,470.00	1,470.00	2.3	0.00	60,819.40	97.6
TOTAL:	1000-6999	63,714,706.47	3,914,488.07	14,999,169.85	23.5	39,612,751.45	9,102,785.17	14.2
TOTAL:	1000-7999	63,802,094.47	3,914,488.07	14,999,169.85	23.5	39,612,751.45	9,190,173.17	14.4
TOTAL EXPENSES	(1000 - 7999)	63,802,094.47	3,914,488.07	14,999,169.85	23.5	39,612,751.45	9,190,173.17	14.4

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Fund: 42 REVENUE BOND CONSTRUCTION FU

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	2,200,000.00	0.00	699,002.83	31.7	0.00	1,500,997.17	68.2
TOTAL: 8000	2,200,000.00	0.00	699,002.83	31.7	0.00	1,500,997.17	68.2
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
4500.00 NONINSTRUCTIONAL SUPPLIES	2,000.00	0.00	0.00	.0	600.00	1,400.00	70.0
TOTAL: 4000	2,000.00	0.00	0.00	.0	600.00	1,400.00	70.0
5100.00 PERSON&CONSULTANT SVC-DIST USE	210,587.82	0.00	0.00	.0	77,500.00	133,087.82	63.1
5400.00 INSURANCES - DISTRICT USE	64,402.51	0.00	39,671.00	61.5	0.00	24,731.51	38.4
5600.00 RENTS,LEASES&REPAIRS-DIST.USE	195,000.00	53,884.66	101,914.69	52.2	76,485.11	16,600.20	8.5
TOTAL: 5000	469,990.33	53,884.66	141,585.69	30.1	153,985.11	174,419.53	37.1
TOTAL: 1000-5999	472,530.33	53,884.66	141,743.47	29.9	154,585.11	176,201.75	37.2
6100.00 SITES & IMPROVEMENTS-DIST. USE	14,004,517.01	218,363.33	3,501,916.32	25.0	3,564,878.28	6,937,722.41	49.5
6200.00 BUILDINGS&IMPROVEMENT-DIST.USE	73,144,520.98	841,411.00	5,492,175.14	7.5	20,933,253.80	46,719,092.04	63.8
6400.00 ADDITIONAL/IMPROVED EQUIPMENT	9,335,876.10	42,017.97	112,005.61	1.1	2,275,891.58	6,947,978.91	74.4
TOTAL: 6000	96,484,914.09	1,101,792.30	9,106,097.07	9.4	26,774,023.66	60,604,793.36	62.8
TOTAL: 1000-6999	96,957,444.42	1,155,676.96	9,247,840.54	9.5	26,928,608.77	60,780,995.11	62.6
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	1,155,676.96	9,247,840.54	7.9	26,928,608.77	80,780,995.11	69.0



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Fund: 42 REVENUE BOND CONSTRUCTION FU SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	2,200,000.00	0.00	699,002.83	31.7	0.00	1,500,997.17	68.2
TOTAL:	1000-5999	472,530.33	53,884.66	141,743.47	29.9	154,585.11	176,201.75	37.2
TOTAL:	1000-6999	96,957,444.42	1,155,676.96	9,247,840.54	9.5	26,928,608.77	60,780,995.11	62.6
TOTAL:	1000-7999	116,957,444.42	1,155,676.96	9,247,840.54	7.9	26,928,608.77	80,780,995.11	69.0
TOTAL EXPENSES	(1000 - 7999)	116,957,444.42	1,155,676.96	9,247,840.54	7.9	26,928,608.77	80,780,995.11	69.0

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Fund: 51 BOOKSTORE FUND

SUMMARY BY OBJECT	WORKING	EXPENDED/RECEIVED			PENED/	UNENCUMBERED	
	BUDGET	CURRENT	YEAR TO DATE	%	ENCUMBERED	BALANCE	%
8800.00 LOCAL REVENUES	0.00	0.00	399.74	100.0	0.00	399.74-	.0
TOTAL: 8000	0.00	0.00	399.74	100.0	0.00	399.74-	.0



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Fund: 51 BOOKSTORE FUND

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	0.00	0.00	399.74	100.0	0.00	399.74-	.0
TOTAL:	1000-5999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL:	1000-6999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL:	1000-7999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL EXPENSES	(1000 - 7999)	0.00	0.00	0.00	.0	0.00	0.00	.0

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Fund: 68 RETIREE BENEFIT FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/ CURRENT	RECEIVED YEAR TO DATE	%	PENED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	36,000.00	0.00	5,659.59	15.7	0.00	30,340.41	84.2
TOTAL: 8000	36,000.00	0.00	5,659.59	15.7	0.00	30,340.41	84.2
3900.00 OTHER BENEFITS	610,000.00	0.00	352,527.00	57.7	0.00	257,473.00	42.2
TOTAL: 3000	610,000.00	0.00	352,527.00	57.7	0.00	257,473.00	42.2
TOTAL: 1000-5999	610,000.00	0.00	352,527.00	57.7	0.00	257,473.00	42.2
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	352,527.00	31.7	0.00	757,473.00	68.2

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Fund: 68 RETIREE BENEFIT FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
			CURRENT	YEAR TO DATE				
TOTAL INCOME	(8000 - 8999)	36,000.00	0.00	5,659.59	15.7	0.00	30,340.41	84.2
TOTAL:	1000-5999	610,000.00	0.00	352,527.00	57.7	0.00	257,473.00	42.2
TOTAL:	1000-6999	610,000.00	0.00	352,527.00	57.7	0.00	257,473.00	42.2
TOTAL:	1000-7999	1,110,000.00	0.00	352,527.00	31.7	0.00	757,473.00	68.2
TOTAL EXPENSES	(1000 - 7999)	1,110,000.00	0.00	352,527.00	31.7	0.00	757,473.00	68.2

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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	387.92	12.1	0.00	2,812.08	87.8	
TOTAL: 8000	3,200.00	0.00	387.92	12.1	0.00	2,812.08	87.8	
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	387.92	12.1	0.00	2,812.08	87.8
TOTAL:	1000-5999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL:	1000-6999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL:	1000-7999	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	EXPENDED/RECEIVED		%	PENDED/	UNENCUMBERED	
	BUDGET	CURRENT	YEAR TO DATE		ENCUMBERED	BALANCE	%
8100.00 FEDERAL HEA REVENUES	142,220.00	462.22	33,966.14	23.8	0.00	108,253.86	76.1
8600.00 STATE REVENUES	2,044,379.50	55,445.00-	321,050.83	15.7	0.00	1,723,328.67	84.2
8800.00 LOCAL REVENUES	243,000.00	0.00	61,749.59	25.4	0.00	181,250.41	74.5
TOTAL: 8000	2,429,599.50	54,982.78-	416,766.56	17.1	0.00	2,012,832.94	82.8
2100.00 CONTRACT CLASSIFED NON-INSTR.	1,082,125.00	99,627.68	422,162.17	39.0	0.00	659,962.83	60.9
2300.00 NON-INSTRUCTION HOURLY CLASS.	316,700.00	24,180.35	92,811.82	29.3	0.00	223,888.18	70.6
TOTAL: 2000	1,398,825.00	123,808.03	514,973.99	36.8	0.00	883,851.01	63.1
3100.00 CERTIFICATED RETIREMENT	25,717.00	2,629.64	10,872.73	42.2	0.00	14,844.27	57.7
3200.00 CLASSIFIED RETIREMENT	66,498.00	7,135.38	30,567.99	45.9	0.00	35,930.01	54.0
3300.00 OASDHI/FICA	61,395.00	6,143.28	26,207.63	42.6	0.00	35,187.37	57.3
3400.00 HEALTH AND WELFARE BENEFITS	258,993.00	22,756.80	113,784.00	43.9	0.00	145,209.00	56.0
3500.00 STATE UNEMPLOYMENT INSURANCE	3,602.00	340.98	1,437.89	39.9	0.00	2,164.11	60.0
3600.00 WORKERS COMPENSATION INSURANCE	35,000.00	3,200.00	15,800.00	45.1	0.00	19,200.00	54.8
3900.00 OTHER BENEFITS	1,461.00	189.00	945.00	64.6	0.00	516.00	35.3
TOTAL: 3000	452,666.00	42,395.08	199,615.24	44.0	0.00	253,050.76	55.9
4200.00 BOOK,MAGAZINE&PERIOD-DIST.USE	100.00	0.00	0.00	.0	0.00	100.00	100.0
4300.00 INSTRUCTIONAL SUPPLIES	39,228.00	1,268.61	3,687.49	9.4	13,600.13	21,940.38	55.9
4500.00 NONINSTRUCTIONAL SUPPLIES	65,040.50	2,645.97	14,099.64	21.6	13,241.39	37,699.47	57.9
4700.00 FOOD SUPPLIES	122,047.00	7,368.23	37,499.67	30.7	60,288.74	24,258.59	19.8
TOTAL: 4000	226,415.50	11,282.81	55,286.80	24.4	87,130.26	83,998.44	37.0
5100.00 PERSON&CONSULTANT SVC-DIST USE	2,600.00	0.00	0.00	.0	1,800.00	800.00	30.7
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	138,045.00	0.00	2,150.00	1.5	0.00	135,895.00	98.4
TOTAL: 5000	146,295.00	0.00	2,613.45	1.7	1,800.00	141,881.55	96.9
TOTAL: 1000-5999	2,224,201.50	177,485.92	772,489.48	34.7	88,930.26	1,362,781.76	61.2
6400.00 ADDITIONAL/IMPROVED EQUIPMENT	9,000.00	11.20-	11.20-	.0	0.00	9,011.20	100.0
TOTAL: 6000	9,000.00	11.20-	11.20-	.0	0.00	9,011.20	100.0
TOTAL: 1000-6999	2,233,201.50	177,474.72	772,478.28	34.5	88,930.26	1,371,792.96	61.4
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	2,283,201.50	177,474.72	772,478.28	33.8	88,930.26	1,421,792.96	62.2



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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)	2,429,599.50	54,982.78-	416,766.56	17.1	0.00	2,012,832.94	82.8
TOTAL:	1000-5999	2,224,201.50	177,485.92	772,489.48	34.7	88,930.26	1,362,781.76	61.2
TOTAL:	1000-6999	2,233,201.50	177,474.72	772,478.28	34.5	88,930.26	1,371,792.96	61.4
TOTAL:	1000-7999	2,283,201.50	177,474.72	772,478.28	33.8	88,930.26	1,421,792.96	62.2
TOTAL EXPENSES	(1000 - 7999)	2,283,201.50	177,474.72	772,478.28	33.8	88,930.26	1,421,792.96	62.2

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Fund: 73 STUDENT BODY CENTER FEE FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ ENCUMBERED	UNENCUMBERED	
		CURRENT	YEAR TO DATE			BALANCE	%
8800.00 LOCAL REVENUES	248,000.00	0.00	168,357.18	67.8	0.00	79,642.82	32.1
TOTAL: 8000	248,000.00	0.00	168,357.18	67.8	0.00	79,642.82	32.1
2100.00 CONTRACT CLASSIFIED NON-INSTR.	86,477.00	7,487.00	35,435.00	40.9	0.00	51,042.00	59.0
2300.00 NON-INSTRUCTION HOURLY CLASS.	51,100.00	3,272.00	11,066.00	21.6	0.00	40,034.00	78.3
TOTAL: 2000	137,577.00	10,759.00	46,501.00	33.7	0.00	91,076.00	66.2
3200.00 CLASSIFIED RETIREMENT	8,396.00	726.92	3,440.40	40.9	0.00	4,955.60	59.0
3300.00 OASDHI/FICA	6,796.00	550.44	2,599.20	38.2	0.00	4,196.80	61.7
3400.00 HEALTH AND WELFARE BENEFITS	18,189.00	1,506.98	7,534.90	41.4	0.00	10,654.10	58.5
3500.00 STATE UNEMPLOYMENT INSURANCE	278.00	21.58	101.90	36.6	0.00	176.10	63.3
3600.00 WORKERS COMPENSATION INSURANCE	2,400.00	200.00	1,000.00	41.6	0.00	1,400.00	58.3
3900.00 OTHER BENEFITS	104.00	12.60	63.00	60.5	0.00	41.00	39.4
TOTAL: 3000	36,163.00	3,018.52	14,739.40	40.7	0.00	21,423.60	59.2
4500.00 NONINSTRUCTIONAL SUPPLIES	10,473.00	82.22	3,420.18	32.6	1,454.99	5,597.83	53.4
TOTAL: 4000	10,473.00	82.22	3,420.18	32.6	1,454.99	5,597.83	53.4
5100.00 PERSON&CONSULTANT SVC-DIST USE	4,016.00	0.00	1,469.61	36.5	0.00	2,546.39	63.4
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	300.00	3.4	1,114.49	7,208.51	83.5
5800.00 OTHER OPERATING EXP-DIST. USE	28,789.00	0.00	2,288.54	7.9	1,003.88	25,496.58	88.5
TOTAL: 5000	42,428.00	0.00	4,058.15	9.5	2,118.37	36,251.48	85.4
TOTAL: 1000-5999	226,641.00	13,859.74	68,718.73	30.3	3,573.36	154,348.91	68.1
6400.00 ADDITIONAL/IMPROVED EQUIPMENT	11,109.00	0.00	246.72	2.2	0.00	10,862.28	97.7
TOTAL: 6000	11,109.00	0.00	246.72	2.2	0.00	10,862.28	97.7
TOTAL: 1000-6999	237,750.00	13,859.74	68,965.45	29.0	3,573.36	165,211.19	69.4
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	13,859.74	68,965.45	19.8	3,573.36	275,513.19	79.1



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Fund: 73 STUDENT BODY CENTER FEE FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
			CURRENT	YEAR TO DATE				
TOTAL INCOME	(8000 - 8999)	248,000.00	0.00	168,357.18	67.8	0.00	79,642.82	32.1
TOTAL:	1000-5999	226,641.00	13,859.74	68,718.73	30.3	3,573.36	154,348.91	68.1
TOTAL:	1000-6999	237,750.00	13,859.74	68,965.45	29.0	3,573.36	165,211.19	69.4
TOTAL:	1000-7999	348,052.00	13,859.74	68,965.45	19.8	3,573.36	275,513.19	79.1
TOTAL EXPENSES	(1000 - 7999)	348,052.00	13,859.74	68,965.45	19.8	3,573.36	275,513.19	79.1

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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	397.84	478,984.48	30.1	0.00	1,107,937.45	69.8
8900.00 OTHER FINANCING SOURCES	1,714,813.00	142,754.00	715,534.00	41.7	0.00	999,279.00	58.2
TOTAL: 8000	3,301,734.93	143,151.84	1,194,518.48	36.1	0.00	2,107,216.45	63.8
2100.00 CONTRACT CLASSIFIED NON-INSTR.	1,439,065.00	118,971.16	572,445.18	39.7	0.00	866,619.82	60.2
2300.00 NON-INSTRUCTION HOURLY CLASS.	35,000.00	3,305.74	28,444.50	81.2	0.00	6,555.50	18.7
TOTAL: 2000	1,474,065.00	122,276.90	600,889.68	40.7	0.00	873,175.32	59.2
3200.00 CLASSIFIED RETIREMENT	139,719.00	11,767.74	56,826.50	40.6	0.00	82,892.50	59.3
3300.00 OASDHI/FICA	111,152.00	8,309.23	42,694.14	38.4	0.00	68,457.86	61.5
3400.00 HEALTH AND WELFARE BENEFITS	183,881.00	15,960.19	82,107.04	44.6	0.00	101,773.96	55.3
3500.00 STATE UNEMPLOYMENT INSURANCE	4,383.00	357.07	1,765.62	40.2	0.00	2,617.38	59.7
3600.00 WORKERS COMPENSATION INSURANCE	26,500.00	2,100.00	10,900.00	41.1	0.00	15,600.00	58.8
3900.00 OTHER BENEFITS	1,152.00	132.30	684.75	59.4	0.00	467.25	40.5
TOTAL: 3000	466,787.00	38,626.53	194,978.05	41.7	0.00	271,808.95	58.2
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	207.41	2,095.99	33.4	3,279.01	885.15	14.1
TOTAL: 4000	6,360.15	207.41	2,095.99	32.9	3,279.01	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	43,934.93	706.24	29,678.51	67.5	6,514.40	7,742.02	17.6
5400.00 INSURANCES - DISTRICT USE	7,000.00	6,485.00	6,485.00	92.6	0.00	515.00	7.3
5500.00 UTILITIES & HOUSEKEEP-DIST.USE	171,712.84	11,377.70	60,139.88	35.0	100,662.95	10,910.01	6.3
5600.00 RENTS,LEASES&REPAIRS-DIST.USE	39,500.00	1,380.00	20,132.75	50.9	8,645.25	10,722.00	27.1
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	72,800.00	3,056.17	13,148.56	18.0	33,851.44	25,800.00	35.4
5800.00 OTHER OPERATING EXP-DIST. USE	557,000.16	69,268.49	96,119.49	17.2	318,151.70	142,728.97	25.6
TOTAL: 5000	971,726.16	92,273.60	225,704.19	23.2	467,825.74	278,196.23	28.6
TOTAL: 1000-5999	2,918,938.31	253,384.44	1,023,667.91	35.0	471,104.75	1,424,165.65	48.7
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	253,384.44	1,023,667.91	31.0	471,104.75	1,803,361.65	54.6

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Fund: 74 KVC R FUND

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED		%	PENED/ENCUMBERED	UNENCUMBERED BALANCE	%
			CURRENT	YEAR TO DATE				
TOTAL INCOME	(8000 - 8999)	3,301,734.93	143,151.84	1,194,518.48	36.1	0.00	2,107,216.45	63.8
TOTAL:	1000-5999	2,918,938.31	253,384.44	1,023,667.91	35.0	471,104.75	1,424,165.65	48.7
TOTAL:	1000-6999	3,298,134.31	253,384.44	1,023,667.91	31.0	471,104.75	1,803,361.65	54.6
TOTAL:	1000-7999	3,298,134.31	253,384.44	1,023,667.91	31.0	471,104.75	1,803,361.65	54.6
TOTAL EXPENSES	(1000 - 7999)	3,298,134.31	253,384.44	1,023,667.91	31.0	471,104.75	1,803,361.65	54.6

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Fund: 78 SELF INSURANCE-LIABILITY&PRO

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	15,000.00	0.00	1,418.33	9.4	0.00	13,581.67	90.5
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	1,418.33	.2	0.00	563,581.67	99.7
5100.00 PERSON&CONSULTANT SVC-DIST USE	74,000.00	5,531.05	64,511.56	87.1	6,036.44	3,452.00	4.6
5400.00 INSURANCES - DISTRICT USE	457,000.00	5,580.00	450,521.37	98.5	0.00	6,478.63	1.4
5800.00 OTHER OPERATING EXP-DIST. USE	4,000.00	0.00	0.00	.0	0.00	4,000.00	100.0
TOTAL: 5000	535,000.00	11,111.05	515,032.93	96.2	6,036.44	13,930.63	2.6
TOTAL: 1000-5999	535,000.00	11,111.05	515,032.93	96.2	6,036.44	13,930.63	2.6
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	11,111.05	515,032.93	88.0	6,036.44	63,930.63	10.9

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Fund: 78 SELF INSURANCE-LIABILITY&PRO SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
			CURRENT	YEAR TO DATE				
TOTAL INCOME	(8000 - 8999)	565,000.00	0.00	1,418.33	.2	0.00	563,581.67	99.7
TOTAL:	1000-5999	535,000.00	11,111.05	515,032.93	96.2	6,036.44	13,930.63	2.6
TOTAL:	1000-6999	535,000.00	11,111.05	515,032.93	96.2	6,036.44	13,930.63	2.6
TOTAL:	1000-7999	585,000.00	11,111.05	515,032.93	88.0	6,036.44	63,930.63	10.9
TOTAL EXPENSES	(1000 - 7999)	585,000.00	11,111.05	515,032.93	88.0	6,036.44	63,930.63	10.9



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Fund: 84 WORKERS COMPENSATION FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	1,010,000.00	0.00	377,317.27	37.3	0.00	632,682.73	62.6
TOTAL: 8000	1,010,000.00	0.00	377,317.27	37.3	0.00	632,682.73	62.6
5100.00 PERSON&CONSULTANT SVC-DIST USE	107,000.00	0.00	44,000.00	41.1	3,033.50	59,966.50	56.0
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	101,317.07	308,583.32	30.6	3,459.10	695,457.58	69.0
TOTAL: 5000	1,264,500.00	101,317.07	446,480.32	35.3	6,492.60	811,527.08	64.1
TOTAL: 1000-5999	1,264,500.00	101,317.07	446,480.32	35.3	6,492.60	811,527.08	64.1
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	101,317.07	446,480.32	25.3	6,492.60	1,311,527.08	74.3

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Fund: 84 WORKERS COMPENSATION FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
			CURRENT	YEAR TO DATE				
TOTAL INCOME	(8000 - 8999)	1,010,000.00	0.00	377,317.27	37.3	0.00	632,682.73	62.6
TOTAL:	1000-5999	1,264,500.00	101,317.07	446,480.32	35.3	6,492.60	811,527.08	64.1
TOTAL:	1000-6999	1,264,500.00	101,317.07	446,480.32	35.3	6,492.60	811,527.08	64.1
TOTAL:	1000-7999	1,764,500.00	101,317.07	446,480.32	25.3	6,492.60	1,311,527.08	74.3
TOTAL EXPENSES	(1000 - 7999)	1,764,500.00	101,317.07	446,480.32	25.3	6,492.60	1,311,527.08	74.3

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED		%	PENDE/EN- CUMBERED	UNENCUMBERED BALANCE	%
		CURRENT	YEAR TO DATE				
8100.00 FEDERAL HEA REVENUES	0.00	209,880.00	209,880.00	100.0	0.00	209,880.00-	.0
8600.00 STATE REVENUES	57,163.00	2,646.00	150,797.45	100.0	0.00	93,634.45-	.0
8800.00 LOCAL REVENUES	583,168.00	27,551.00-	286,429.36	49.1	0.00	296,738.64	50.8
TOTAL: 8000	640,331.00	184,975.00	647,106.81	100.0	0.00	6,775.81-	.0
1100.00 CONTRACT CLASSROOM INST.	11,104,311.18	1,104,644.09	4,441,502.26	39.9	0.00	6,662,808.92	60.0
1200.00 CONTRACT CERT. ADMINISTRATORS	3,506,429.34	315,936.93	1,425,010.22	40.6	0.00	2,081,419.12	59.3
1300.00 INSTRUCTORS DAY/HOURLY	4,229,343.00	567,716.18	2,473,451.39	58.4	579,597.51	1,176,294.10	27.8
1400.00 NON-INSTRUCTION HOURLY CERT.	167,462.04	15,757.18	72,664.53	43.3	0.00	94,797.51	56.6
TOTAL: 1000	19,007,545.56	2,004,054.38	8,412,628.40	44.2	579,597.51	10,015,319.65	52.6
2100.00 CONTRACT CLASSIFIED NON-INSTR.	5,951,236.90	594,896.51	2,486,994.19	41.7	0.00	3,464,242.71	58.2
2200.00 INSTRUCTIONAL AIDS	819,004.56	73,655.08	329,809.97	40.2	0.00	489,194.59	59.7
2300.00 NON-INSTRUCTION HOURLY CLASS.	167,032.00	60,084.06	90,173.56	53.9	0.00	76,858.44	46.0
2400.00 INST AIDES-HOURLY- DIR.INSTRUC	503,546.00	39,900.75	143,251.50	28.4	0.00	360,294.50	71.5
TOTAL: 2000	7,440,819.46	768,536.40	3,050,229.22	40.9	0.00	4,390,590.24	59.0
3100.00 CERTIFICATED RETIREMENT	1,525,798.00	141,784.24	602,839.87	39.5	0.00	922,958.13	60.4
3200.00 CLASSIFIED RETIREMENT	703,453.88	65,829.02	300,833.93	42.7	0.00	402,619.95	57.2
3300.00 OASDHI/FICA	831,000.36	78,506.11	355,060.62	42.7	0.00	475,939.74	57.2
3400.00 HEALTH AND WELFARE BENEFITS	2,727,359.00	227,682.97	1,126,910.40	41.3	0.00	1,600,448.60	58.6
3500.00 STATE UNEMPLOYMENT INSURANCE	79,645.36	7,716.41	33,648.53	42.2	0.00	45,996.83	57.7
3600.00 WORKERS COMPENSATION INSURANCE	371,465.00	31,697.00	157,722.28	42.4	0.00	213,742.72	57.5
3900.00 OTHER BENEFITS	15,990.00	1,959.11	9,734.30	60.8	0.00	6,255.70	39.1
TOTAL: 3000	6,254,711.60	555,174.86	2,586,749.93	41.3	0.00	3,667,961.67	58.6
4100.00 TEXTBOOKS	4,052.00	0.00	0.00	.0	2,990.62	1,061.38	26.1
4200.00 BOOK,MAGAZINE&PERIOD-DIST.USE	40,067.00	0.00	1,032.75	2.5	54.00	38,980.25	97.2
4300.00 INSTRUCTIONAL SUPPLIES	199,161.20	14,475.73	95,473.31	47.9	29,119.02	74,568.87	37.4
4400.00 MEDIA AND SOFTWARE-DISTRCT USE	15,543.00	0.00	1,169.03	7.5	1,100.82	13,273.15	85.3
4500.00 NONINSTRUCTIONAL SUPPLIES	434,274.00	26,895.99	156,266.22	35.9	171,405.69	106,602.09	24.5
4700.00 FOOD SUPPLIES	30,000.00	277.62	449.09	1.4	7,550.91	22,000.00	73.3
TOTAL: 4000	723,097.20	41,649.34	254,390.40	35.1	212,221.06	256,485.74	35.4
5100.00 PERSON&CONSULTANT SVC-DIST USE	680,078.00	14,168.86	22,310.07	3.2	573,661.36	84,106.57	12.3
5200.00 TRAVEL & CONFERENCE EXPENSES	113,775.78	2,643.14	8,534.19	7.5	6,991.76	98,249.83	86.3
5300.00 POST/DUES/MEMBERSHIPS-DIST.USE	118,550.00	280.65	36,793.04	31.0	65,116.72	16,640.24	14.0
5400.00 INSURANCES - DISTRICT USE	600.00	0.00	0.00	.0	0.00	600.00	100.0
5500.00 UTILITIES & HOUSEKEEP-DIST.USE	1,687,275.68	119,761.51	780,392.63	46.2	819,844.21	87,038.84	5.1
5600.00 RENTS,LEASES&REPAIRS-DIST.USE	533,217.08	41,507.03	126,359.85	23.6	260,121.05	146,736.18	27.5
5800.00 OTHER OPERATING EXP-DIST. USE	182,314.00	992.40	49,258.75	27.0	24,856.08	108,199.17	59.3
5900.00 INTERPROGRAM CHARGES-DIST.USE	300.00	0.00	0.00	.0	0.00	300.00	100.0
TOTAL: 5000	3,316,110.54	179,353.59	1,023,648.53	30.8	1,750,591.18	541,870.83	16.3
TOTAL: 1000-5999	36,742,284.36	3,548,768.57	15,327,646.48	41.7	2,542,409.75	18,872,228.13	51.3



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Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
6300.00 LIBRARY BOOKS - EXPANSION	62,281.00	2,006.88	22,886.90	36.7	29,614.85	9,779.25	15.7
6400.00 ADDITIONAL/IMPROVED EQUIPMENT	145,127.00	1,295.31	24,138.26	16.6	6,890.90	114,097.84	78.6
TOTAL: 6000	207,408.00	3,302.19	47,025.16	22.6	36,505.75	123,877.09	59.7
TOTAL: 1000-6999	36,949,692.36	3,552,070.76	15,374,671.64	41.6	2,578,915.50	18,996,105.22	51.4
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	54,451.00	54,451.00	100.0	0.00	53,701.00	.0
TOTAL: 7000	276,335.00	54,451.00	54,451.00	19.7	0.00	221,884.00	80.2
TOTAL: 1000-7999	37,226,027.36	3,606,521.76	15,429,122.64	41.4	2,578,915.50	19,217,989.22	51.6

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Fund: 01 GENERAL FUND

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
			CURRENT	YEAR TO DATE				
TOTAL INCOME	(8000 - 8999)	640,331.00	184,975.00	647,106.81	100.0	0.00	6,775.81-	.0
TOTAL:	1000-5999	36,742,284.36	3,548,768.57	15,327,646.48	41.7	2,542,409.75	18,872,228.13	51.3
TOTAL:	1000-6999	36,949,692.36	3,552,070.76	15,374,671.64	41.6	2,578,915.50	18,996,105.22	51.4
TOTAL:	1000-7999	37,226,027.36	3,606,521.76	15,429,122.64	41.4	2,578,915.50	19,217,989.22	51.6
TOTAL EXPENSES	(1000 - 7999)	37,226,027.36	3,606,521.76	15,429,122.64	41.4	2,578,915.50	19,217,989.22	51.6

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Fund: 72 CHILD DEVELOPMENT FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	29,500.00	0.00	1,352.73	4.5	0.00	28,147.27	95.4
TOTAL: 8000	29,500.00	0.00	1,352.73	4.5	0.00	28,147.27	95.4
2300.00 NON-INSTRUCTION HOURLY CLASS.	20,000.00	0.00	0.00	.0	0.00	20,000.00	100.0
TOTAL: 2000	20,000.00	0.00	0.00	.0	0.00	20,000.00	100.0
3300.00 OASDHI/FICA	1,530.00	0.00	0.00	.0	0.00	1,530.00	100.0
3500.00 STATE UNEMPLOYMENT INSURANCE	60.00	0.00	0.00	.0	0.00	60.00	100.0
TOTAL: 3000	1,590.00	0.00	0.00	.0	0.00	1,590.00	100.0
5800.00 OTHER OPERATING EXP-DIST. USE	2,000.00	0.00	0.00	.0	0.00	2,000.00	100.0
TOTAL: 5000	2,000.00	0.00	0.00	.0	0.00	2,000.00	100.0
TOTAL: 1000-5999	23,590.00	0.00	0.00	.0	0.00	23,590.00	100.0
7900.00 RESERVE FOR CONTINGENCIES	50,000.00	0.00	0.00	.0	0.00	50,000.00	100.0
TOTAL: 7000	50,000.00	0.00	0.00	.0	0.00	50,000.00	100.0
TOTAL: 1000-7999	73,590.00	0.00	0.00	.0	0.00	73,590.00	100.0

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Fund: 72 CHILD DEVELOPMENT FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT YEAR TO DATE		%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	29,500.00	0.00	1,352.73	4.5	0.00	28,147.27	95.4
TOTAL:	1000-5999	23,590.00	0.00	0.00	.0	0.00	23,590.00	100.0
TOTAL:	1000-6999	23,590.00	0.00	0.00	.0	0.00	23,590.00	100.0
TOTAL:	1000-7999	73,590.00	0.00	0.00	.0	0.00	73,590.00	100.0
TOTAL EXPENSES	(1000 - 7999)	73,590.00	0.00	0.00	.0	0.00	73,590.00	100.0

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING	EXPENDED/RECEIVED		%	PENED/	UNENCUMBERED	
	BUDGET	CURRENT	YEAR TO DATE		ENCUMBERED	BALANCE	%
8100.00 FEDERAL HEA REVENUES	0.00	84,138.00	84,138.00	100.0	0.00	84,138.00-	.0
8600.00 STATE REVENUES	177,123.00	1,134.00	260,310.55	100.0	0.00	83,187.55-	.0
8800.00 LOCAL REVENUES	265,697.00	14,355.66-	87,389.84	32.8	0.00	178,307.16	67.1
TOTAL: 8000	442,820.00	70,916.34	431,838.39	97.5	0.00	10,981.61	2.4
1100.00 CONTRACT CLASSROOM INST.	4,677,787.00	446,246.53	1,827,869.42	39.0	0.00	2,849,917.58	60.9
1200.00 CONTRACT CERT. ADMINISTRATORS	2,651,000.00	251,655.42	1,044,162.99	39.3	0.00	1,606,837.01	60.6
1300.00 INSTRUCTORS DAY/HOURLY	1,390,172.00	239,346.50	1,019,144.82	73.3	244,182.53	126,844.65	9.1
1400.00 NON-INSTRUCTION HOURLY CERT.	102,384.00	21,248.60	48,306.44	47.1	0.00	54,077.56	52.8
TOTAL: 1000	8,821,343.00	958,497.05	3,939,483.67	44.6	244,182.53	4,637,676.80	52.5
2100.00 CONTRACT CLASSIFIED NON-INSTR.	3,327,683.72	284,588.90	1,294,494.73	38.9	0.00	2,033,188.99	61.0
2200.00 INSTRUCTIONAL AIDS	564,804.00	51,821.79	224,519.11	39.7	0.00	340,284.89	60.2
2300.00 NON-INSTRUCTION HOURLY CLASS.	74,159.00	3,639.01	15,053.67	20.2	0.00	59,105.33	79.7
2400.00 INST AIDES-HOURLY- DIR.INSTRUC	309,364.00	42,332.00	122,771.50	39.6	0.00	186,592.50	60.3
TOTAL: 2000	4,276,010.72	382,381.70	1,656,839.01	38.7	0.00	2,619,171.71	61.2
3100.00 CERTIFICATED RETIREMENT	679,321.00	67,184.61	287,242.32	42.2	0.00	392,078.68	57.7
3200.00 CLASSIFIED RETIREMENT	435,188.00	36,108.04	162,634.15	37.3	0.00	272,553.85	62.6
3300.00 OASDHI/FICA	443,939.00	40,910.92	181,453.62	40.8	0.00	262,485.38	59.1
3400.00 HEALTH AND WELFARE BENEFITS	1,460,569.00	113,765.52	557,095.17	38.1	0.00	903,473.83	61.8
3500.00 STATE UNEMPLOYMENT INSURANCE	39,546.00	3,816.32	16,629.99	42.0	0.00	22,916.01	57.9
3600.00 WORKERS COMPENSATION INSURANCE	206,399.00	15,933.50	78,803.51	38.1	0.00	127,595.49	61.8
3900.00 OTHER BENEFITS	8,661.00	972.32	4,791.19	55.3	0.00	3,869.81	44.6
TOTAL: 3000	3,273,623.00	278,691.23	1,288,649.95	39.3	0.00	1,984,973.05	60.6
4100.00 TEXTBOOKS	500.00	223.17	223.17	44.6	0.00	276.83	55.3
4200.00 BOOK,MAGAZINE&PERIOD-DIST.USE	50,573.00	933.15	29,644.30	58.6	16,713.51	4,215.19	8.3
4300.00 INSTRUCTIONAL SUPPLIES	53,347.59	2,049.32	18,155.02	34.0	8,556.59	26,635.98	49.9
4400.00 MEDIA AND SOFTWARE-DISTRCT USE	6,743.41	0.00	48.28	.7	224.41	6,470.72	95.9
4500.00 NONINSTRUCTIONAL SUPPLIES	164,723.00	13,179.87	47,356.95	28.7	33,332.72	84,033.33	51.0
TOTAL: 4000	275,887.00	16,385.51	95,427.72	34.5	58,827.23	121,632.05	44.0
5100.00 PERSON&CONSULTANT SVC-DIST USE	93,161.00	3,056.78	6,954.66	7.4	27,484.34	58,722.00	63.0
5200.00 TRAVEL & CONFERENCE EXPENSES	25,462.91	1,893.89	2,955.89	11.6	2,026.21	20,480.81	80.4
5300.00 POST/DUES/MEMBERSHIPS-DIST.USE	62,644.00	6,410.00	33,781.96	53.9	4,000.00	24,862.04	39.6
5500.00 UTILITIES & HOUSEKEEP-DIST.USE	774,766.00	84,394.59	422,445.86	54.5	339,211.49	13,108.65	1.6
5600.00 RENTS,LEASES&REPAIRS-DIST.USE	307,926.00	18,148.05	86,553.91	28.1	112,095.13	109,276.96	35.4
5800.00 OTHER OPERATING EXP-DIST. USE	124,525.10	2,733.69	14,101.10	11.3	24,022.84	86,401.16	69.3
TOTAL: 5000	1,388,485.01	116,637.00	566,793.38	40.8	508,840.01	312,851.62	22.5
TOTAL: 1000-5999	18,035,348.73	1,752,592.49	7,547,193.73	41.8	811,849.77	9,676,305.23	53.6
6200.00 BUILDINGS&IMPROVEMENT-DIST.USE	3,465.00	0.00	1,259.00	36.3	0.00	2,206.00	63.6
6300.00 LIBRARY BOOKS - EXPANSION	12,774.90	2,535.78	6,465.38	50.6	6,036.04	273.48	2.1



BDX110  
 CHC UNRESTRICTED  
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BEST NET CONSORTIUM  
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Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENED/ ENCUMBERED	UNENCUMBERED BALANCE	%
6400.00 ADDITIONAL/IMPROVED EQUIPMENT	38,066.00	0.00	102.62	.2	2,859.58	35,103.80	92.2
TOTAL: 6000	54,305.90	2,535.78	7,827.00	14.4	8,895.62	37,583.28	69.2
TOTAL: 1000-6999	18,089,654.63	1,755,128.27	7,555,020.73	41.7	820,745.39	9,713,888.51	53.6
7200.00 INTRAFUND TRANSFERS OUT	26,564.00	0.00	0.00	.0	0.00	26,564.00	100.0
7500.00 OTHER OUTGO-STUDENT FIN AID	0.00	4,444.00	4,444.00	100.0	0.00	4,444.00-	.0
7600.00 OTHER STUDENT AID	0.00	30,697.00	30,697.00	100.0	0.00	30,697.00-	.0
TOTAL: 7000	26,564.00	35,141.00	35,141.00	100.0	0.00	8,577.00-	.0
TOTAL: 1000-7999	18,116,218.63	1,790,269.27	7,590,161.73	41.8	820,745.39	9,705,311.51	53.5

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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)	442,820.00	70,916.34	431,838.39	97.5	0.00	10,981.61	2.4
TOTAL:	1000-5999	18,035,348.73	1,752,592.49	7,547,193.73	41.8	811,849.77	9,676,305.23	53.6
TOTAL:	1000-6999	18,089,654.63	1,755,128.27	7,555,020.73	41.7	820,745.39	9,713,888.51	53.6
TOTAL:	1000-7999	18,116,218.63	1,790,269.27	7,590,161.73	41.8	820,745.39	9,705,311.51	53.5
TOTAL EXPENSES	(1000 - 7999)	18,116,218.63	1,790,269.27	7,590,161.73	41.8	820,745.39	9,705,311.51	53.5

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BEST NET CONSORTIUM  
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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	5,183.34	49.9	0.00	5,183.66	50.0	
TOTAL: 8000	10,367.00	863.89	5,183.34	49.9	0.00	5,183.66	50.0	
6200.00 BUILDINGS&IMPROVEMENT-DIST.USE	10,367.00	0.00	0.00	.0	0.00	10,367.00	100.0	
TOTAL: 6000	10,367.00	0.00	0.00	.0	0.00	10,367.00	100.0	
TOTAL: 1000-6999	10,367.00	0.00	0.00	.0	0.00	10,367.00	100.0	



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Fund: 41 CAPITAL OUTLAY PROJECTS FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	10,367.00	863.89	5,183.34	49.9	0.00	5,183.66	50.0
TOTAL:	1000-5999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL:	1000-6999	10,367.00	0.00	0.00	.0	0.00	10,367.00	100.0
TOTAL:	1000-7999	10,367.00	0.00	0.00	.0	0.00	10,367.00	100.0
TOTAL EXPENSES	(1000 - 7999)	10,367.00	0.00	0.00	.0	0.00	10,367.00	100.0

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 CHC UNRESTRICTED  
 72 San Bernardino Community Col

BEST NET CONSORTIUM  
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Fund: 51 BOOKSTORE FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ ENCUMBERED	UNENCUMBERED	
		CURRENT	YEAR TO DATE			BALANCE	%
8800.00 LOCAL REVENUES	0.00	0.00	399.74	100.0	0.00	399.74-	.0
TOTAL: 8000	0.00	0.00	399.74	100.0	0.00	399.74-	.0

BDX110  
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BEST NET CONSORTIUM  
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Fund: 51 BOOKSTORE FUND

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	0.00	0.00	399.74	100.0	0.00	399.74-	.0
TOTAL:	1000-5999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL:	1000-6999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL:	1000-7999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL EXPENSES	(1000 - 7999)	0.00	0.00	0.00	.0	0.00	0.00	.0

BDX110  
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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	277.06	4.2	0.00	6,222.94	95.7
TOTAL: 8000	6,500.00	0.00	277.06	4.2	0.00	6,222.94	95.7
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

BEST NET CONSORTIUM  
 BUDGET SUMMARY REPORT  
 11/17/2009 TO 12/16/2009

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Fund: 72 CHILD DEVELOPMENT FUND SUMMARY

=====		WORKING	EXPENDED/RECEIVED			PENDED/	UNENCUMBERED	
SUMMARY BY OBJECT		BUDGET	CURRENT	YEAR TO DATE	%	ENCUMBERED	BALANCE	%
=====		=====						
TOTAL INCOME	(8000 - 8999)	6,500.00	0.00	277.06	4.2	0.00	6,222.94	95.7
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: Bruce Baron, Acting Chancellor  
REVIEWED BY: Bruce Baron, Vice-Chancellor, Fiscal Services  
PREPARED BY: Bruce Baron, Vice-Chancellor, Fiscal Services  
DATE: January 14, 2010  
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 November 16, 2009 to December 14, 2009, 178 Purchase Orders were issued encumbering a total of \$886,583.96 in the following object classifications:

<b>Object Classification</b>	<b>Amount</b>
4000 Supplies & Materials	\$34,921.88
5000 Operating Expenses & Services	\$626,785.94
6000 Capital Outlay	\$219,005.05
7000 Other Outgo	\$5,871.09

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: Bruce Baron, Acting Chancellor  
REVIEWED BY: Bruce Baron, Acting Chancellor  
PREPARED BY: Dr. Debra S. Daniels, SBVC President  
Gloria M. Harrison, CHC President  
DATE: January 14, 2010  
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**

Laura Record  
Miriam Williams

**SBVC**

Craig Ferguson  
Melissa Heredia  
Veada Benjamin  
Andy Alsip  
Barbara Spalding  
Rosemary Chavez  
Shalita Cunningham  
Tom Vasquez  
Sharisse Jones  
Patricia Padilla  
Michelle Crocfer  
Sam Trejo  
Shartari Walk  
Mercedes King  
Sierra Churchill  
Joshua Hill  
Rose King  
Craig Linke  
J.R. Boyd  
Alma Clark  
Patty Jones  
Deanne Rabon  
Ailsa Aguilar-Kitibutr  
Carolyn Allen-Roper  
Rick Hrdlicka  
Anselmo Escobedo  
Preston Clark

**CHC**

Rich Bryson  
Fermin Ramirez  
Shane Veloni  
Miriam Williams