

San Bernardino Community College District
Regular Meeting of the Board of Trustees
114 S. Del Rosa Drive, San Bernardino, CA 92408
Thursday, March 11, 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
ANTICIPATED LITIGATION
Government Code 54956.9(b)
Number of Potential Cases: 2
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 – February 11, 2010 (p.1)
8. PUBLIC COMMENT

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

9. PRESENTATION

- A. Update on District's Safety Program

10. CCCT Board Election – 2010

- A. Consideration of Approval of Candidates for 2010 CCCT Board of Directors (p.15)

11. REPORTS

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

12. CONSENT AGENDA

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

A. INSTRUCTIONAL/STUDENT SERVICES

- 1. Consideration of Approval of Curriculum Modifications – SBVC (p.17)
- 2. Consideration of Approval of Curriculum Modifications – CHC (p.22)

B. HUMAN RESOURCES

- 1. Consideration of Approval of Classified Employees (p.40)
- 2. Consideration of Acceptance of Classified Resignation (p.41)
- 3. Consideration of Approval of Reduction in Classified Contract (p.42)
- 4. Consideration of Approval for Release of Probationary Classified Employee (p.43)
- 5. Consideration of Approval of Revised Classified Job Description – Clean Energy Workforce Training Assistant (p.44)
- 6. Consideration of Approve of Implementation of Classification Compensation for Classified Employees (p.48)
- 7. Consideration of Approval of Short-Term, Substitute and Professional Expert Employees (p.50)
- 8. Consideration of Approval of Adjunct and Substitute Academic Employees (p.55)

9. Consideration of Approval of Non-Instructional Pay (p.57)
10. Consideration of Approval of One and Two-Year Contract Employees (p.59)
11. Consideration of Approval of Continuation of Math Science Student Success Center Coordinator (p.61)
12. Consideration of Approval to Grant Tenure (p.62)
13. Consideration of Approval of Alternate Work Schedule (p.64)
14. Consideration of Approval of District Volunteers (p.65)

C. FISCAL SERVICES

1. Consideration of Approval of Routine Contracts and Agreements (p.67)
2. Consideration of Approval of Budget Adjustments (p.82)
3. Consideration of Approval of Conference Attendance (p.92)
4. Consideration of Approval of District/College Expenses (p.96)
5. Consideration of Approval of Individual Memberships (p.100)
6. Consideration of Approval of Donation – SBVC (p.102)
7. Consideration of Approval of to Provide Compensation to a Board Member for Absence from a Board Meeting (p.104)

13. ACTION AGENDA

A. INSTRUCTIONAL/STUDENT SERVICES

B. HUMAN RESOURCES

1. Consideration of Acceptance of Management, Classified Management, Academic, Supervisory, Confidential and Classified Employee Retirements (p.105)
2. Consideration of Approval of Health Benefit “Opt Out” Option (p.106)

C. FISCAL SERVICES

1. Consideration of Approval of Bond Measure P Construction Change Orders and Contract Amendments (p.107)
2. Consideration of Approval of Proposal for Architectural Services – CHC (p.146)
3. Consideration of Approval of No Cost Amendment to Loss and Emergency Plan Compliance Services (p.149)
4. Consideration of Approval of Food and Supplies for Grant-Sponsored Events – PDC (p.155)
5. Consideration of Approval of Proposal for Engineering Services – SBVC (p.156)
6. Consideration of Approval to Award Team Building and Conflict Resolution Program Contract for College Police Department (p.167)
7. Consideration of Approval of Award of RFP 2010-04 and Approval of Contract (p.168)

8. Consideration of Approval to Award Contract for Emergency Services Repairs – CHC (p.169)
9. Consideration of Approval of Sewer System Management Plan (p.170)
10. Consideration of Approval of Amendment 011 to the NTD Architecture Contract – SBVC (p.247)
11. Consideration of Approval of Amendment 012 to the NTD Architecture Contract - SBVC (p.254)
12. Consideration of Approval of Amendment 003 to the Converse Consultants Contract – CHC (p.259)
13. Consideration of Approve of Amendment 001 to the County Of San Bernardino Special Districts Department for Wastewater Services Contract (p.264)
14. Consideration of Approval of Change Order 01 to the Wheeler Paving, Inc., Contract – SBVC (p.268)
15. Consideration of Approval to Reduce Retention to 5% (p.271)

14. INFORMATION ITEMS

- A. Summary of Bond Measure P Capital Improvement Change Orders and Amendments for Construction Contracts (p.273)
- B. Budget Report (p.291)
- C. Purchase Order Report (p.324)
- D. Administrative Procedures (p.325)
- E. MOU – CSEA Bilingual Stipend (p.352)
- F. Applause Cards (p.355)

15. 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
16. ADJOURN – The next regular meeting of the Board of Trustees will be a Regular Meeting on Thursday, April 8, 2010, at 4:00 p.m., in the Library Viewing Room at San Bernardino Valley College.

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

Minutes of the Regular Meeting of the Board of Trustees
Thursday, February 11, 2010 - 4:00 p.m. – Assembly Room

1. CALL TO ORDER - PLEDGE OF ALLEGIANCE

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

Members Present:

James C. Ramos, President (left at 7:20 p.m.)
Carleton W. Lockwood, Jr., Vice President (left at 6:55 p.m.)
Dr. Donald L. Singer, Clerk
John M. Futch
John Longville
Dr. Charles S. Terrell, Jr.
Jess C. Vizcaino, Jr. (left at 6:55 p.m.)
Jason P. Buckner, Student Trustee, SBVC
Kaylee Hrisoulas, Student Trustee, CHC

Members Absent:

None

Administrators Present:

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

Administrators Absent:

None.

Pledge of Allegiance

Dr. Daniels led the Pledge of Allegiance.

2. ANNOUNCEMENT OF CLOSED SESSION ITEMS

- 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
ANTICIPATED LITIGATION
Government Code 54956.9(b)
Number of Potential Cases: 4

3. PUBLIC COMMENT ON AGENDA ITEMS

None.

4. CONVENE CLOSED SESSION

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

5. RECONVENE PUBLIC MEETING

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

6. REPORT OF ACTION IN CLOSED SESSION

Dr. Singer moved, Dr. Terrell seconded, and the Board members voted as follows to approve a settlement in the Pfahler v. SBCCD litigation matter:

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

7. APPROVAL OF MINUTES

Mr. Longville moved, Mr. Lockwood seconded, and the Board members voted as follows to approve the minutes of January 14, 2010:

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

NOES: None

ABSTENTIONS: None

ABSENT: None

Dr. Terrell moved, Mr. Lockwood seconded, and the Board members voted as follows to approve the minutes of January 21, 2010:

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

NOES: None

ABSTENTIONS: Buckner (advisory), Hrisoulas (advisory)

ABSENT: None

8. INSTITUTIONAL PRESENTATION

Institutional Researchers Keith Wurtz, CHC, and James Smith, SBVC, presented the 2009 Accountability Reporting (ARRC) of the colleges. Assembly Bill AB 1417 requires the California Community College System Office to develop a framework for evaluating community college performance. The goal of the framework is to provide information to help improve instruction and programs for students. The framework needs to reflect the breadth of the mission of the California community colleges.

Both colleges placed an emphasis on basic skills improvements and both had increases in the basic skills improvement rates. Both colleges had two substantial (higher than 2%) improvements in the ARCC outcomes over the prior year. Both colleges have higher rates than two or more of their peer group averages.

The Board actively discussed the 2009 Accountability Reporting for the Community Colleges reports for SBVC and CHC.

9. PUBLIC HEARING

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

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

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

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

NOES: None

ABSTENTIONS: None

ABSENT: None

10. PUBLIC COMMENT

San Bernardino County Sheriff Rod Hoops addressed the Board on the relationship between the Sheriff's Department and the San Bernardino Community College District. The relationship has been ongoing for over 30 years. He said the two entities have a great working relationship with the training facility. Even though money is an issue, they are in the process of negotiating additional FTES.

Mr. Ramos said he wanted to be sure the district is meeting the law enforcement demands in the community and asked if there was anything else we should be looking at. Sheriff Hoops said the curriculum is great and the extended academy also meets the need.

Mr. Futch and Mr. Vizcaino visited the academy and the jail at Glen Helen. Mr. Futch noticed there might be some areas where the two entities could partner. The Sheriff said they have an ROP and the In-Roads Program, which is modeled after other correctional agencies in the state. Dr. Terrell stated he was very proud of what we do and what the officers do when they come out of the academy. Mr. Hoops said the Sheriff's Department is emphasizing continuing education for its deputies. Mr. Vizcaino said he has been through the program, and it is top notch. He applauded the department's efforts in minority hiring.

Albert Gutierrez, SBVC classified employee, urged the Board to address the matter of the dismissal of an SBVC custodian.

CHC Students David Gramling and Daniel Shedd addressed the Board on the recent cut classes for spring, 2010 and how those cuts impacted students personally.

11. REPORTS

A. Board Members

- Mr. Vizcaino reported the White House informed Congressman Baca that the PDC was awarded a competitive grant of \$4.26 million to offer skills enhancement services for the workforce of logistics companies in Southern California. Dr. Isaac credited the author of the grant, Dr. Marshall Gartenlaub.
- Mr. Vizcaino has been attending the basketball games at SBVC with Trustee Futch.

- Dr. Terrell visited the new KVCR facility and was impressed with the building and expressed an interest in the instructional programs that will be housed in that building.
- Dr. Singer reported Dr. Daniels gave him a brief tour of the campus. He said he was impressed with the child care center, and thanked Dr. Daniels for the time she spent with him.
- Mr. Futch said he has had a great time at the basketball games. The *Wolverines* are still number one in the state. He visited CHC for their career day which focused on jobs in emergency training. While there, he had an opportunity to see some of the new building projects at CHC.
- Mr. Lockwood responded to the students' earlier comments about the classes that were cut. He explained the district is not only not getting paid for all of its students, but the district is getting less money per FTE, and we are trying to get the most for the money we spend. The funds used for the new buildings come from a special bond voted on by the taxpayers, and that money can't be used for anything else. He encouraged them to meet with President Harrison to get more details.
- Mr. Longville reported lots of students will be participating in the *March in March* in Sacramento to make their case to the state which is where the big cuts are coming from.
- Mr. Ramos said the Board hears the students' concerns. The district is trying to be creative with what money we have to be sure we are filling our mission.

B. Student Trustees

- Kaylee Hrisoulas touched on the tombstone project at CHC. Students made 48 tombstones representing the classes which were cut. The feedback from faculty and staff was positive, and press coverage came from the *Press Enterprise*. She expressed her appreciation to Mr. Futch who visited the campus. The foundation is leading towards a loaning-book program to begin in spring 2010. She thanked Mr. Baron for meeting with her to review the budget. She is talking to students about how they can thank the faculty for accepting more and more students into their classes. Kaylee stated that students have not been informed about the proposed fee increases and are extremely upset. She will be brainstorming with the Student Senate about how to get the information about the fees to the students. Mr. Baron said the assignment at the last meeting of District Assembly was for the representatives of the various constituencies to bring any input regarding the proposed fee increases to the March 2 District Assembly meeting.
- Jason Buckner said students are committed to attending the District Assembly meeting on March 2. He said there are some concerns regarding the AS fee because students feel there are differences between the campuses. The Student Senate has been prepping for General Assembly on April 30 and May 1. CHC students have been

invited to accompany the SBVC students to Sacramento for the *March in March*, where students will have an opportunity to speak to legislators. Trustees were invited to attend Club Wars on February 23. Jason thanked the faculty and classified staff for shouldering their load. "Everyone is coming together to do a great job."

C. Chancellor

- Mr. Baron thanked Dr. Smith and Mr. Wurtz for their fine presentation on ARCC. Instruction and academic statistics are improving, and the students are getting a better education.
- Dr. Daniels invited Mr. Baron to do a budget presentation to faculty and staff, and he made the same offer to the students, adding he would be very happy to present the budget and answer any questions. He commended the students for their thoughtfulness about the budget and for their advocacy. He stressed that this is a message that needs to be taken from our campuses and delivered up to the state legislators. We are teaching about 9,000 more students with about 14% less resources than we had 5 years ago. It is a commitment of this Board to serve the community. There is a commitment in this district to serve. We need to take the message to Sacramento and let our legislators know that people need us now more than ever during these difficult times.

12. CONSENT AGENDA

The following changes were made in the Consent Agenda:

- Item 12.B.10. Consideration of Approval of Management Contract Renewals
- Item 12.C.1. Consideration of Approval of Routine Contracts and Agreements
- Item 12.C.8. Consideration of Approval of Student Trustees' Privilege to Receive Compensation and to Cast Advisory Vote

Dr. Terrell moved, Dr. Singer 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

13. ACTION AGENDA

Approve Management Contract Renewals

Dr. Singer asked if the district had a policy regarding multi-year contracts for managers with the exception of the chancellor and college presidents. Ms.

Brunelle stated the district moved from one-year contracts to two-year contracts for vice presidents so we could remain more competitive.

Mr. Futch asked if there was a policy. Mr. Baron said there is no policy for one or two-year contracts. Mr. Ramos asked when the district moved from one-year to two-year contracts. Mrs. Brunelle answered this past year because we wanted to be more competitive.

Dr. Singer moved, Dr. Terrell seconded, and the Board members voted as follows to approve the following management contract renewals for a two-year period, effective July 1, 2010 through June 30, 2012:

1. Cheryl Marshall, Vice President Instruction, CHC.
2. Charlie Ng, Vice President Administrative Services, CHC.
3. Rebeccah Warren-Marlatt, Vice President Student Services, CHC.
4. Damon Bell, Vice President Student Services, SBVC.

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

NOES: None

ABSTENTIONS: None

ABSENT: None

Approve Routine Contracts and Agreements

Dr. Singer asked that the Acting Chancellor consider looking at other districts comparable to ours to see if our annual legal fees are about the same. He said it seems ours may be excessive and asked Mr. Baron to make some recommendations.

Mr. Baron shared this concern and when he thinks about the classes we could fund with those funds, it is heartbreaking. He will certainly look into the matter of an RFP and do everything possible to bring those into a cost containment mode.

Dr. Singer moved, Mr. Lockwood seconded, and the Board members voted as follows to approve Routine Contracts and Agreements:

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

NOES: None

ABSTENTIONS: Bucker (advisory)

ABSENT: None

Approve Student Trustees' Privilege to Receive Compensation and to Cast Advisory Vote

Student Trustee Jason Buckner said one of the concerns he had with this recommendation was although it affords the privilege to cast an advisory vote,

does it also include making motions as well, which is currently present, and can it be added. He said the April 9, 2009 minutes indicate that the compensation should have been increased, and it wasn't done. He hoped that the compensation could be corrected for the newly elected student trustees.

The Board agreed to table this item.

Approve SBCCD Discrimination Complaint Procedures

Mr. Lockwood moved, Mr. Futch seconded, and the Board members voted as follows to approve the SBCCD Discrimination Complaint Process:

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. Longville seconded, and the Board members voted as follows to approve the following 10 change orders (CO) and 0 contract amendments (CA) for the Bond Measure P Capital Improvement Program construction contracts at CHC and SBVC:

CHC – Community Recreation Facility

Condor, Inc., CO-01, in the amount of \$38,813.00

CHC – Infrastructure 2, 3, & 4

Couts Heating & Cooling, Inc., CO-01, in the amount of (\$38,088.00)

Fischer, Inc., CO-02, in the amount of \$42,974.00

RIS Electrical Contractors, Inc., CO-03, in the amount of \$64,881.00

SBVC – Media/Communications

RB Sheet Metal, CO-02, in the amount of \$500.00

Bell Roof Company, CO-02, in the amount of (\$20,000.00)

Sierra Lathing, CO-03, in the amount of \$8,012.00

Daniel's Electric, CO-07, in the amount of \$5,826.00

SBVC – North Hall

Inland Building Co., CO-04, in the amount of (\$5,985.00)

SBVC- Chemistry/Physical Science

Perfection Glass, Inc., CO-01, in the amount of \$512.00

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

NOES: None

ABSTENTIONS: None

ABSENT: None

Approve Agreement for Survey Services with Snipes-Dye Associates

Mr. Lockwood moved, Dr. Singer seconded, and the Board members voted as follows to approve the agreement with Snipes-Dye Associates, in the amount of \$63,800.00:

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

NOES: None

ABSTENTIONS: None

ABSENT: None

Approve Agreement for Survey Services with AEI CASC Consulting

Mr. Lockwood moved, Dr. Singer seconded, and the Board members voted as follows to approve the agreement with AEI CASC Consulting, in the amount of \$21,384.00:

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

NOES: None

ABSTENTIONS: None

ABSENT: None

Approve Agreement for Geotechnical Services with Leighton Consulting, Inc.

Mr. Lockwood moved, Dr. Singer seconded, and the Board members voted as follows to approve the agreement with Leighton Consulting, Inc., in the amount of \$107,000.00:

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

NOES: None

ABSTENTIONS: None

ABSENT: None

Approve Agreement for Geotechnical Services with CHJ Inc.

Mr. Lockwood moved, Dr. Singer seconded, and the Board members voted as follows to approve the agreement with CHJ, Inc., in the amount of \$195,700.00:

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

NOES: None

ABSTENTIONS: None

ABSENT: None

Approve Agreement for Preparation of Final Project Proposals with Steinberg Architects

Mr. Lockwood moved, Dr. Singer seconded, and the Board members voted as follows to approve the agreement with Steinberg Architects, in the amount of \$121,000.00:

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

NOES: None

ABSTENTIONS: None

ABSENT: None

Approve Contract for Phone System Upgrade with Nexus

Mr. Futch moved, Mr. Longville seconded, and the Board members voted as follows to approve the contract with Nexus, in the amount of \$324,014.27:

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

NOES: None

ABSTENTIONS: None

ABSENT: None

Approve Reduction of Retention to 5%

Dr. Terrell moved, Mr. Futch seconded, and the Board members voted as follows to approve the reduction of retention from 10% to 5% for Coutts Heating & Cooling, Inc., and for Sierra Landscape Company, Inc., Infrastructure 2/3/4 at CHC:

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

NOES: None

ABSTENTIONS: None

ABSENT: Ramos

Adopt Resolution and Signature Authorization – California State Department of Rehabilitation

Mr. Futch moved, Mr. Longville seconded, and the Board members voted as follows to adopt the resolution and signature authorization for the California State Department of Rehabilitation:

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

NOES: None

ABSTENTIONS: None

ABSENT: Ramos

Adopt Resolutions – California Department of Education

Mr. Lockwood moved, Mr. Vizcaino seconded, and the Board members voted as follows to adopt resolutions for the California Department of Education:

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

NOES: None

ABSTENTIONS: None

ABSENT: Ramos

Approve 2010-2011 Board Budget Directives

Dr. Singer moved, Mr. Vizcaino seconded, and the Board members voted as follows to approve the 2010-2011 Board Budget Directives:

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

NOES: None

ABSTENTIONS: None

ABSENT: Ramos

Accept 2008-2009 Independent Audit Report

Deborah Crowley of Eadie and Payne addressed the Board and stated that this was an unqualified audit meaning there were no material findings. Ms. Crowley also stated that the District staff did a better job this year of improving internal controls and there were many fewer management findings.

Mr. Vizcaino moved, Mr. Longville seconded, and the Board members voted as follows to accept the 2008-2009 Independent Audit Report:

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

Accept 2008-2009 Proposition 39 Audit Report

Deborah Crowley of Eadie and Payne addressed the Board and stated that this was an unqualified audit meaning there were no material findings. Ms. Crowley also stated that the auditors were satisfied that all bond money was spent for appropriate bond construction and associated costs.

Dr. Singer moved, Mr. Vizcaino seconded, and the Board members voted as follows to accept the 2008-2009 Proposition 39 Audit Report:

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

Mr. Lockwood and Mr. Vizcaino left at 6:55 p.m.

14. 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 Investment Report
- E. Applause Cards

15. STAFF REPORTS

- A. SBVC President
 - A written report was submitted to the Board.
- B. SBVC Academic Senate
 - Dr. Stankas reported the faculty is engaging in a discussion on access and success and how to maximize the success of students.

Faculty is busy making schedules for fall and summer. The direction to focus on basic skills was taken to heart. Faculty is looking at what has to be offered but not necessarily essential. Faculty is also struggling with how to use our resources in the best way to benefit students, and looking at programs and services to maximize efficiencies. The senate and the campus administration have worked very hard on finalizing a local program discontinuance procedure.

C. SBVC Classified Senate

- Albert Gutierrez thanked Dr. Daniels for her continued support.

D. SBVC ASB

- Damaris Castillo-Torres reported *Club Wars* begin soon, and clubs will be competing in three categories. The winning club receives \$50. Students have endorsed two different statewide events – a local day of advocacy and the *March in March*.
- Robert Alexander reported students are concerned about the cuts in classes and the proposed increase in parking fees. A special election will be held to modify the use of the Student Center. He invited Mr. Baron to a student meeting to address the budget.

E. CHC President

- A written report was submitted to the Board.

Mr. Ramos left at 7:20 p.m.

F. CHC Academic Senate

- Scott Rippy stated faculty is concerned about the proposed increase in parking fees not only for the burden it puts on the students but because of the added burden on adjunct faculty and asked the Board to take these things into consideration before making a decision. He also said he is concerned about the breakdown in communications, but the faculty does appreciate the added time to allow for comment. As a faculty member and senate president, he has seen a lot of hard work and collaboration and open, honest conversations between faculty, management and classified staff and students on many issues. He said he hasn't seen it on that level before and added Chancellor Baron's leadership is a great thing for this district. "Very open conversations...I am impressed." The CHC Senate is also working to develop a proposal of program discontinuance for CHC and revamping the committee structure to become more effective and efficient. He said he is proud of the faculty and appreciated that they have taken on heavy loads without complaints.

G. CHC Classified Senate

- No report.

- H. CHC ASB
 - Approximately 106 people attended the talent show. Students will be volunteering at the Boys and Girls Club Special Olympics on February 26.
- I. KVCR
 - A written report was submitted to the Board.
- J. CTA
 - No report.
- K. CSEA
 - Mr. Napolitano thanked the Board and the Vice Chancellors for assisting to resolve some issues which have been on the table for some time. He added that the union looks forward to working on the bilingual stipend and negotiations.

March and April Board Meeting Dates

Dr. Terrell suggested the March meeting be moved from the 11th to the 4th and the April Study Session from the 29th to the 22nd. Mr. Baron's office will contact the absent trustees and get back to everyone with the dates.

16. ADJOURN

Dr. Singer adjourned the meeting at 7:40 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, Acting Chancellor
PREPARED BY: Bruce Baron, Acting Chancellor
DATE: March 11, 2010
SUBJECT: Consideration of Approval of Candidates for CCCT
Board of Directors-2010

RECOMMENDATION

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

OVERVIEW

The election of members of the CCCT Board of the League will take place between March 10 and April 26. There are seven vacancies on the board.

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

ANALYSIS

BOARD IMPERATIVE

IV. Enhanced and Informed Governance and Leadership

FINANCIAL IMPLICATIONS

No financial impact

Date: February 23, 2010
To: Candidates for the CCCT Board
From: Judy Centlivre
Subject: 2010 CCCT Board Election

The League office received ten candidacy papers for the 2010 election to the CCCT board of the League. The seven candidates who receive the most votes will serve a three-year term. Ballots will be mailed to the districts and the voting takes place from March 10 to April 26.

The following names in order of the Secretary of State's February 16, 2010, random drawing will appear on the ballot for the seven seats.

1. *Louise Jaffe, Santa Monica CCD
2. Stephen Castellanos, San Joaquin Delta CCD
3. Nancy Chadwick, Palomar CCD
4. Cy Gulassa, Peralta CCD
5. *Isabel Barreras, State Center CCD
6. *Donald L. Singer, San Bernardino CCD
7. Jerry Hart, Imperial CCD
8. *Walter G. Howald, Coast CCD
9. Bob Hughlett, Cerritos CCD
10. Eva Kinsman, Copper Mountain CCD

* Incumbent

A complimentary set of mailing labels of the local community college trustees in the 72 districts has been sent to the board support staff at each candidate's local district office. Additional labels may be purchased for \$30.00 per set. A spreadsheet with contact information for trustees statewide will also be emailed to the board support staff person.

We appreciate your willingness to serve and wish you the best.

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. Larry Buckley, Vice President, Instruction SBVC
DATE: March 11, 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 and will be included in the 2010-2011 College Catalog.

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
March 11, 2010

MODIFIED COURSES

COURSE ID	COURSE TITLE
ADJUS 198	ADMINISTRATION OF JUSTICE WORK EXPERIENCE

Course ID: ADJUS 098

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 ADJUS 198)

Transfer Status: Non-Transferrable

Effective Date: FA11

Rationale: Content Review

COURSE ID	COURSE TITLE
ASL 110	AMERICAN SIGN LANGUAGE II

Catalog Description: The course is second in a series of four ASL courses designed for the student to develop proficiency in ASL usage. Students continue to develop basic conversational skills with emphasis on expanding vocabulary and comprehension/production skills. There are four basic categories: cultural awareness, grammatical features, vocabulary development, and conversational skills.

Schedule Description: The course is second in a series of four ASL courses designed for the student to develop proficiency in ASL usage. Students continue to develop basic conversational skills with emphasis on expanding vocabulary and comprehension/production skills. There are four basic categories: cultural awareness, grammatical features, vocabulary development, and conversational skills.

Effective Date: FA11

Rationale: Content Review

Curriculum Meetings: 02-08-10

Conjoint Meeting: 02-10-10

Board of Trustees Meeting: March 11, 2010

MODIFIED COURSES

COURSE ID	COURSE TITLE
BUSAD 211	THE LEGAL ENVIRONMENT OF BUSINESS

Departmental Advisories: ENGL 015 or eligibility for ENGL 101 as determined by SBVC assessment process

Catalog Description: This course includes a broad overview of the legal environment of business. Areas of employment regulation, consumer protection, environmental law, land-use control, sole proprietorships, partnerships, corporations, antitrust, securities regulation, comparative and international law are studied.

Schedule Description: This course includes a broad overview of the legal environment of business. Areas of employment regulation, consumer protection, environmental law, land-use control, sole proprietorships, partnerships, corporations, antitrust, securities regulation, comparative and international law are studied.

Effective Date: FA11

Rationale: Content Review

COURSE ID	COURSE TITLE
CIT 045	MEDICAL INSURANCE FORMS

Course Title: MEDICAL INSURANCE BILLING AND CODING

Prerequisites: CIT 010 and CIT 144

Department Advisory: None

Catalog Description: This course covers ICD/CPT coding, insurance terminology, computerized billing, claims management, and the Health Insurance Portability and Accountability Act (HIPAA).

Schedule Description: This course covers ICD/CPT coding, insurance terminology, computerized billing, claims management, and the Health Insurance Portability and Accountability Act (HIPAA).

Stand Alone: Approved; course not associated with a certificate or degree program

Effective Date: FA11

Rationale: Content Review

COURSE ID	COURSE TITLE
HIST 140	CHICANO HISTORY

Catalog Description: This course provides an overview of the heritage of Mexican Americans from its Spanish and Indian origins to the Chicano movement. This course compares and contrasts the Chicano experience to those of other racial and ethnic groups in American society, emphasizing the period since 1845.

Schedule Description: This course provides an overview of the heritage of Mexican Americans from its Spanish and Indian origins to the Chicano movement. This course compares and contrasts the Chicano experience to those of other racial and ethnic groups in American society, emphasizing the period since 1845.

Effective Date: FA11

Rationale: Content Review

Curriculum Meetings: 02-08-10

Conjoint Meeting: 02-10-10

Board of Trustees Meeting: March 11, 2010

MODIFIED COURSES

COURSE ID	COURSE TITLE
HIST 150	INTRODUCTION TO LATIN AMERICAN HISTORY

Catalog Description: This course studies the historical heritage of Latin America from its Indian, European and Africa origins to 1825. After a consideration of Spanish and Portuguese empires, the course concludes with a study of the independence movements. Themes range from social, intellectual and cultural developments, poverty, race relations, art, popular culture and social mores.

Schedule Description: This course studies the historical heritage of Latin America from its Indian, European and Africa origins to 1825. After a consideration of Spanish and Portuguese empires, the course concludes with a study of the independence movements. Themes range from social, intellectual and cultural developments, poverty, race relations, art, popular culture and social mores.

Effective Date: FA11

Rationale: Content Review

COURSE ID	COURSE TITLE
READ 102	CRITICAL READING AS CRITICAL THINKING

Prerequisites: ENGL 101 or ENGL 101H

Catalog Description: This course explores the relationship of critical reading and critical thinking with an emphasis on the development of critical thinking skills and the application in the interpretation, analysis, criticism, and advocacy of ideas encountered in academic reading.

Schedule Description: This course explores the relationship of critical reading and critical thinking with an emphasis on the development of critical thinking skills and the application in the interpretation, analysis, criticism, and advocacy of ideas encountered in academic reading.

Effective Date: FA11

Rationale: Content Review

COURSE ID	COURSE TITLE
WST 098	WATER SUPPLY TECHNOLOGY WORK EXPERIENCE

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.

Transfer Status: Non-Transferrable

Effective Date: FA11

Rationale: Content Review

Curriculum Meetings: 02-08-10

Conjoint Meeting: 02-10-10

Board of Trustees Meeting: March 11, 2010

DISTRIBUTED EDUCATION

READ 102

100% ONLINE

Effective Date: FA11

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

DELETED COURSES

OCEAN 100

WST 050

Effective Date: FA10

Rationale: Courses no longer offered.

Curriculum Meetings: 02-08-10

Conjoint Meeting: 02-10-10

Board of Trustees Meeting: March 11, 2010

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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: March 11, 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
March 11, 2010

NEW COURSES

DIVISION: Communication and Language
DEPARTMENT: Arabic
COURSE ID: ARABIC 101
COURSE TITLE: College Arabic I
UNITS: 5
LECTURE: 5 contact hours per week
80-90 contact hours per semester

PREREQUISITE: None

COREQUISITE: None

DEPARTMENTAL RECOMMENDATION: None

CATALOG DESCRIPTION: Introduction to the Arabic language, including fundamentals of its alphabet, script and pronunciation. Development of the student's abilities to write, speak and comprehend Modern Standard Arabic. Study of the culture of the Arab World. NOTE: This course corresponds with the first year of high school Arabic.

SCHEDULE DESCRIPTION: Introduction to the Arabic language, including the fundamentals of its alphabet, script and pronunciation. NOTE: This course corresponds with the first year of high school Arabic.

Effective: FA10

Rationale: By providing instruction in Arabic language and culture, the course will help fulfill the critical need to understand the language and complexity of the Arab world and its economic and socio-political significance to the United States while at the same time expanding the foreign language offerings at the college.

DIVISION: Communication and Language
DEPARTMENT: Arabic
COURSE ID: ARABIC 102
COURSE TITLE: College Arabic II
UNITS: 5
LECTURE: 5 contact hours per week
80-90 contact hours per semester

PREREQUISITE: ARABIC 101

COREQUISITE: None

DEPARTMENTAL RECOMMENDATION: None

CATALOG DESCRIPTION: A continuation of ARABIC 101. Continued development of a student's listening, speaking, reading, and writing skills in Modern Standard Arabic and study of the culture of the Arab world. NOTE: This course corresponds with the second year of high school Arabic.

SCHEDULE DESCRIPTION: A continuation of ARABIC 101. Continued development of a student's listening, speaking, reading, and writing skills in Modern Standard Arabic and study of the culture of the Arab world. NOTE: This course corresponds with the second year of high school Arabic.

Effective: FA10

Rationale: By providing instruction in Arabic language and culture, the course will help fulfill the critical need to understand the language and complexity of the Arab world and its economic and socio-political significance to the United States while at the same time expanding the foreign language offerings at the college.

DIVISION: Communication and Language
DEPARTMENT: Arabic
COURSE ID: ARABIC 103
COURSE TITLE: College Arabic III
UNITS: 4
LECTURE: 4 contact hours per week
64-72 contact hours per semester
PREREQUISITE: ARABIC 102
COREQUISITE: None

DEPARTMENTAL RECOMMENDATION: None

CATALOG DESCRIPTION: A continuation of ARABIC 102. Continued development of a student's listening, speaking, reading and writing skills in Modern Standard Arabic and study of the culture of the Arab world.

SCHEDULE DESCRIPTION: A continuation of ARABIC 102. Continued development of a student's listening, speaking, reading and writing skills in Modern Standard Arabic and study of the culture of the Arab world.

Effective: FA10

Rationale: By providing instruction in Arabic language and culture, the course will help fulfill the critical need to understand the language and complexity of the Arab world and its economic and socio-political significance to the United States while at the same time expanding the foreign language offerings at the college.

DIVISION: Communication and Language
DEPARTMENT: Arabic
COURSE ID: ARABIC 104
COURSE TITLE: College Arabic IV
UNITS: 4
LECTURE: 4 contact hours per week
64-72 contact hours per semester
PREREQUISITE: ARABIC 103
COREQUISITE: None

DEPARTMENTAL RECOMMENDATION: None

CATALOG DESCRIPTION: A continuation of ARABIC 103. Continued development of a student's listening, speaking, reading and writing skills in Modern Standard Arabic and study of the culture of the Arab world.

SCHEDULE DESCRIPTION: A continuation of ARABIC 103. Continued development of a student's listening, speaking, reading and writing skills in Modern Standard Arabic and study of the culture of the Arab world.

Effective: FA10

Rationale: By providing instruction in Arabic language and culture, the course will help fulfill the critical need to understand the language and complexity of the Arab world and its economic and socio-political significance to the United States while at the same time expanding the foreign language offerings at the college.

DIVISION: English and Reading
DEPARTMENT: English
COURSE ID: ENGL 102H
COURSE TITLE: Intermediate Composition and Critical Thinking – Honors
UNITS: 4
LECTURE: 4 contact hours per week
64-72 contact hours per semester
PREREQUISITE: ENGL 101 or ENGL 101H
COREQUISITE: None
DEPARTMENTAL RECOMMENDATION: None

CATALOG DESCRIPTION: Instruction in writing compositions reflecting critical thinking and employing rhetorical skills beyond those taught in Freshman Composition (ENGL 101), including summary, analysis, evaluation, rebuttal, and argument. Includes instruction in the analysis of argumentative prose, various rhetorical techniques, the principles of inductive and deductive reasoning, and the informal fallacies. Requires substantial analytical reading and writing. This course includes content and experiences appropriate for students wishing to earn honors credit.

SCHEDULE DESCRIPTION: Instruction in writing compositions reflecting critical thinking and employing rhetorical skills beyond those taught in Freshman Composition (ENGL 101), including summary, analysis, evaluation, rebuttal, and argument. This course includes content and experiences appropriate for students wishing to earn honors credit.

Effective: FA10

Rationale: To increase courses in Honors Program.

DIVISION: Mathematics
DEPARTMENT: Mathematics
COURSE ID: MATH 160
COURSE TITLE: Precalculus
UNITS: 4
LECTURE: 4 contact hours per week
64-72 contact hours per semester
PREREQUISITE: MATH 103 or eligibility for MATH 160 as determined through the Crafton Hills College assessment process
COREQUISITE: None

DEPARTMENTAL RECOMMENDATION: None

CATALOG DESCRIPTION: A preparation for calculus including the study of polynomials, trigonometric, logarithmic and exponential functions; inequalities; graphing techniques; sequences and series; conic sections; and the Binomial Theorem. An introduction to proofs and limits. Formerly known as MATH 151.

SCHEDULE DESCRIPTION: A preparation for calculus including the study of polynomials, trigonometric, logarithmic and exponential functions; inequalities; graphing techniques; sequences and series; conic sections; and the Binomial Theorem. An introduction to proofs and limits. Any trigonometry class will meet the prerequisite. Please see a counselor.

Effective: FA10

Rationale: Since trigonometry is included in the Precalculus course at Crafton Hills College, the course is being renumbered from MATH 151 to MATH 160.

MODIFIED COURSES	
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COURSE ID	COURSE TITLE
ENGL 102	Intermediate Composition and Critical Thinking

PREREQUISITE: ENGL 101 or ENGL 101H

SCHEDULE DESCRIPTION: Instruction in writing compositions reflecting critical thinking and employing rhetorical skills beyond those taught in Freshman Composition (ENGL 101), including summary, analysis, evaluation, rebuttal, and argument.

Effective: FA10

Rationale: Six-year revision.

COURSE ID	COURSE TITLE
FIRET 082	Fire Prevention 1A

PREREQUISITE: FIRET 100 and FIRET 101

CATALOG DESCRIPTION: Study of fire prevention; focus on code use, improvement, enforcement and fire cause; consideration of flammable liquid, gases, and solids, combustible dust and metals, explosive materials, properties of plastics, portable and fixed fire protection equipment. Successful completion of FIRET 082 and FIRET 083 fulfills the fire prevention requirements for California Fire Prevention Officer certification.

SCHEDULE DESCRIPTION: Study of fire prevention; focus on code use, improvement, enforcement and fire cause; consideration of flammable liquid, gases, and solids, combustible dust and metals, explosive materials, properties of plastics, portable and fixed fire protection equipment. Successful completion of FIRET 082 and FIRET 083 fulfills the fire prevention requirements for California Fire Prevention Officer certification.

Effective: FA10

Rationale: Six-year revision. Course is being updated with new curriculum from the State Fire Marshal's Office.

COURSE ID	COURSE TITLE
FIRET 083	Fire Prevention 1B

PREREQUISITE: FIRET 082

CATALOG DESCRIPTION: Continuation of the study of fire prevention; focus on building construction, flame spread classifications, fire doors, exiting standards, calculation of occupant loads, smoke proof enclosures, sprinkler system design, basic electric and its hazards, fixed extinguishing systems, fire alarm systems, and detection systems and devices. Successful completion of FIRET 082 and FIRET 083 fulfills the requirements of California Fire Prevention Officer certification.

SCHEDULE DESCRIPTION: Continuation of the study of fire prevention; focus on building construction, flame spread classifications, fire doors, exiting standards, calculation of occupant loads, smoke proof enclosures, sprinkler system design, basic electric and its hazards, fixed extinguishing systems, fire alarm systems, and detection systems and devices. Successful completion of FIRET 082 and FIRET 083 fulfills the requirements of California Fire Prevention Officer certification.

Effective: FA10

Rationale: Six-year revision. Course is being updated with new curriculum from the State Fire Marshal's Office.

COURSE ID	COURSE TITLE
FIRET 084	Fire Management 1

Effective: FA10

Rationale: Six-year revision. Course is being updated with new curriculum from the State Fire Marshal's Office.

COURSE ID	COURSE TITLE
FIRET 085	Fire Command 1A

SCHEDULE DESCRIPTION: Examination of fire command through the simulation of first-alarm structural fires, including the role of a command officer. Use of models, management styles, tactical operation modes, principles of command.

Effective: FA10

Rationale: Six-year revision. Course is being updated with new curriculum from the State Fire Marshal's Office.

COURSE ID	COURSE TITLE
FIRET 086	Fire Command 1B

PREREQUISITE: FIRET 085

Effective: FA10

Rationale: Six-year revision. Course is being updated with new curriculum from the State Fire Marshal's Office.

COURSE ID	COURSE TITLE
FIRET 088	Fire Investigation 1B

PREREQUISITES: FIRET 087 and FIRET 100

DEPARTMENTAL RECOMMENDATION: Eligibility for ENGL 101 and MATH 090 as determined through the Crafton Hills College assessment process. Pass a standardized test of reading comprehension at or above the 12th grade level.

Effective: FA10

Rationale: Six-year revision. Course is being updated with new curriculum from the State Fire Marshal's Office.

COURSE ID	COURSE TITLE
FIRET 101	Fire Prevention Technology

DEPARTMENTAL RECOMMENDATION: Eligibility for ENGL 101 and MATH 090 as determined through the Crafton Hills College assessment process. Concurrent FIRET 100 or prior attendance with a minimum grade of C.

CATALOG DESCRIPTION: This course provides fundamental information regarding the history and philosophy of fire prevention, organization and operation of a fire prevention bureau, use of fire codes, identification and correction of fire hazards, and the relationships of fire prevention with built-in fire protection systems, fire investigation, and fire and life-safety education.

Effective: FA10

Rationale: Six-year revision. The course is part of a statewide and national uniform Fire Technology curriculum.

COURSE ID	COURSE TITLE
FIRET 102	Fire Behavior and Combustion

DEPARTMENTAL RECOMMENDATION: Eligibility for ENGL 101 and MATH 095 as determined through the Crafton Hills College assessment process. Pass a standardized test of reading comprehension at or above the 12th grade level.

Effective: FA10

Rationale: Six-year revision. The course is part of a statewide and national uniform Fire Technology curriculum.

COURSE ID	COURSE TITLE
FIRET 104	Fire Apparatus and Equipment

DEPARTMENTAL RECOMMENDATION: Eligibility for ENGL 101 and MATH 095 as determined through the Crafton Hills College assessment process

Effective: FA10

Rationale: Six-year revision.

COURSE ID	COURSE TITLE
FIRET 116	Building Construction for Fire Protection

DEPARTMENTAL RECOMMENDATION: Eligibility for ENGL 101 and MATH 090 as determined through the Crafton Hills College assessment process

CATALOG DESCRIPTION: This course provides the components of building construction related to firefighter and life safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations, and operating at emergencies.

NEW SCHEDULE DESCRIPTION: This course provides the components of building construction related to firefighter and life safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations, and operating at emergencies.

Effective: FA10

Rationale: Six-year revision. The course is part of a statewide and national uniform Fire Technology curriculum.

COURSE ID	COURSE TITLE
GEOG 111	Physical Geography Laboratory

PREREQUISITES: GEOG 110 or GEOG 110H

COREQUISITES: GEOG 110 or GEOG 110H

CATALOG DESCRIPTION: Laboratory exercises designed to utilize the tools of geologic inquiry, including physical properties of minerals and rocks, aerial photographs, geologic maps, Brunton compass, Geographic Information Systems (GIS), Global Positional Systems (GPS), and field trips. The laboratory studies are closely coordinated with the lecture topics.

SCHEDULE DESCRIPTION: Laboratory exercises designed to utilize the tools of geologic inquiry. The laboratory studies are closely coordinated with the lecture topics.

Effective: FA10

Rationale: Six-year revision.

COURSE ID	COURSE TITLE
GEOG 120	World Regional Geography

Effective: FA10

Rationale: Six-year revision.

COURSE ID	COURSE TITLE
GEOL 160	Geology Laboratory

PREREQUISITE: GEOL 101 or GEOL 101H

SCHEDULE DESCRIPTION: Laboratory exercises designed to utilize the tools of geologic inquiry. The laboratory studies are closely coordinated with the lecture topics.

Effective: FA10

Rationale: Six-year revision.

COURSE ID	COURSE TITLE
GEOL 270X4	Geology of the Eastern Sierra Nevada

LECTURE: .50 contact hours per week
8-9 contact hours per semester

LAB: 2 contact hours per week
32-36 contact hours per semester

CATALOG DESCRIPTION: Discussion and observation of the physical and historical geology and natural history of the Pacific Coast province of the United States, with specific emphasis on the geology of Eastern Sierra Nevada. Lectures preparatory to the field trip and geologic tools will be utilized to explore, understand, and observe the geology in the southern section of the Sierra Nevada (from Ridgecrest area to north of Big Pine, CA). Students must attend the field trip to successfully complete the course. This course may be taken four times.

SCHEDULE DESCRIPTION: Discussion and observation of the physical and historical geology and natural history southern Sierra Nevada (from Ridgecrest area to north of Big Pine, CA). Lectures preparatory to the field trip and geologic tools will be utilized in the field study. Students must attend the field trip to successfully complete the course.

Effective: FA10

Rationale: Six-year revision.

COURSE ID	COURSE TITLE
RESP 132	Pulmonary Assessment

UNITS: 4.25

LECTURE: 4.25 contact hours per week
68-76.5 contact hours per semester

Effective: FA10

Rationale: Since the Respiratory Care program changed from 24 to 18 months, additional hours and units are being requested to cover material required by the state.

COURSE ID	COURSE TITLE
RESP 134	Introduction to Pharmacology and Drug Therapy

UNITS: 4.25

LECTURE: 4.25 contact hours per week
68-76.5 contact hours per semester

Effective: FA10

Rationale: Since the Respiratory Care program changed from 24 to 18 months, additional hours and units are being requested to cover material required by the state.

COURSE ID	COURSE TITLE
RESP 230	Advanced Theory of Respiratory Care I

Effective: FA10

Rationale: Curriculum update.

Curriculum Meeting: 01/11/10, 01/25/10, 02/08/2010

Conjoint Meeting: 02/19/10

Board of Trustees Meeting: 03/11/10

COURSE ID	COURSE TITLE
RESP 232	Physiologic Basis of Respiratory Disease I

Effective: FA10

Rationale: Curriculum update.

COURSE ID	COURSE TITLE
RESP 234	Advanced Theory of Respiratory Care II

Effective: FA10

Rationale: Curriculum update.

COURSE ID	COURSE TITLE
RESP 235	Physiologic Basis of Respiratory Disease II

Effective: FA10

Rationale: Curriculum update.

COURSE ID	COURSE TITLE
RESP 109AX2	Clinical Refresher: Clinical Application I

PREREQUISITE: RESP 133

Effective: FA10

Rationale: When the courses were renumbered in Respiratory Care, the prerequisite was never updated on the course outline.

COURSE ID	COURSE TITLE
RESP 109BX2	Clinical Refresher: Clinical Application II

PREREQUISITE: RESP 137

Effective: FA10

Rationale: When the courses were renumbered in Respiratory Care, the prerequisite was never updated on the course outline.

COURSE ID	COURSE TITLE
RESP 138X4	Clinical Medicine I

COREQUISITES: RESP 134, RESP 135, RESP 136, RESP 137, RESP 139

Curriculum Meeting: 01/11/10, 01/25/10, 02/08/2010

Conjoint Meeting: 02/19/10

Board of Trustees Meeting: 03/11/10

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Effective: FA10

Rationale: When the courses were renumbered in Respiratory Care, the corequisites were never updated on the course outline.

COURSE ID	COURSE TITLE
RESP 209AX2	Clinical Refresher: Advanced Clinical Application I

PREREQUISITE: RESP 233

Effective: FA10

Rationale: When the courses were renumbered in Respiratory Care, the prerequisite was never updated on the course outline.

COURSE ID	COURSE TITLE
RESP 209BX2	Clinical Refresher: Advanced Clinical Application II

PREREQUISITE: RESP 236

Effective: FA10

Rationale: When the courses were renumbered in Respiratory Care, the prerequisite was never updated on the course outline.

COURSE ID	COURSE TITLE
RESP 238X4	Entry Level and Advanced Practitioner Examinations: Review and Seminar

PREREQUISITE: Acceptance into the Respiratory Care Program

COREQUISITES: RESP 234, RESP 235, RESP 236, RESP 237

Effective: FA10

Rationale: When the courses were renumbered in Respiratory Care, the prerequisite and corequisites were never updated on the course outline.

DELETED COURSES

COURSE ID	COURSE TITLE
ADJUS 101	Introduction to Administration of Justice
ADJUS 102	Principles and Procedures of the Justice System
ADJUS 103	Concepts of Criminal Law
ADJUS 104	Legal Aspects of Evidence
ADJUS 105	Community Relations
ADJUS 106	Principles of Investigation
ADJUS 107	Concepts of Enforcement Services

Curriculum Meeting: 01/11/10, 01/25/10, 02/08/2010

Conjoint Meeting: 02/19/10

Board of Trustees Meeting: 03/11/10

ADJUS 108	Juvenile Procedures
ADJUS 198	Administration of Justice Worksite Learning

Effective: FA10

Rationale: The program is moving to San Bernardino Valley College.

BUSAD 213	Applied Business Concepts
CIS 153	Networking Operating Systems
HUMSV 175	Introduction to Eating Disorders
HUMSV 181	Alcohol/Drug Studies: Introduction

Effective: FA10

Rationale: The courses are no longer being offered.

MATH 151	Precalculus
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Effective: FA10

Rationale: Since trigonometry is included in the Precalculus course at Crafton Hills College, the course is being renumbered from MATH 151 to MATH 160.

PCD 090	Education and Interpersonal Growth
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Effective Date: FA10

Rationale: The course is no longer being offered.

NEW DEGREE

ASSOCIATE OF ARTS DEGREE ARABIC

The Arabic program provides students an opportunity to communicate in Arabic as well as gain an understanding of Arab culture.

REQUIRED COURSES:		UNITS
ARABIC 101	College Arabic I	5.00
ARABIC 102	College Arabic II	5.00
ARABIC 103	College Arabic III	4.00
ARABIC 104	College Arabic IV	<u>4.00</u>
TOTAL UNITS:		18.00

Lower division requirements for students interested in transferring to a four-year institution in this field may differ from associate degree requirements. Prospective transfer students should complete the general education and lower division requirements of the school to which they will be transferring. See a counselor for details. Information is also available at www.assist.org.

Effective: FA10

Rationale: By providing instruction in Arabic language and culture, the program will help fulfill the critical need to understand the language and complexity of the Arab world and its economic and socio-political significance to the United States while at the same time expanding the foreign language offerings at the college.

DELETED DEGREE

Associate of Arts Degree Administration of Justice

Effective: FA10

Rationale: The program is moving to San Bernardino Valley College.

MODIFIED CERTIFICATES

3D COMPUTER ANIMATION CERTIFICATE

The objective of this certificate is to provide students the knowledge and skills necessary for employment in entry-level positions in the field of 3D Computer Animation. Through an introduction to software, theory, and principles of 3D animation, students acquire knowledge of modeling, lighting, rendering, and animation of 3D subjects.

Completion of the following 18.00 units qualifies the student for the 3D Computer Animation Certificate.

REQUIRED COURSES:		UNITS
ART 120X4	Basic Design	3.00
ART 124X4	Drawing	(3.00)
OR		
ART 132X4	Life Drawing	(3.00)
CIS 163	Introduction to PhotoShop	3.00
CIS 165X3	Introduction to Computer Animation	3.00
CIS 166	3D Animation with Maya	3.00
CIS 180	Introduction to Illustrator	<u>3.00</u>
TOTAL UNITS		18.00

Effective: FA10

Rationale: To reflect curriculum updates.

COMPUTER ASSISTED GRAPHIC DESIGN CERTIFICATE

The objective of this certificate is to provide students the knowledge and skills necessary for employment in entry-level positions in the field of Computer Assisted Graphic Design. The certificate indicates student knowledge of the software, theory, and abilities required to pursue a career in Computer Assisted Graphic Design.

Completion of the following 18.00 units qualifies the student for the Computer Assisted Graphic Design Certificate.

REQUIRED COURSES:		UNITS
ART 120X4	Basic Design	3.00
ART 124X4	Drawing	(3.00)
OR		
ART 132X4	Life Drawing	(3.00)
CIS 162	Introduction to Flash	3.00
CIS 163	Introduction to PhotoShop	3.00
CIS 180	Introduction to Illustrator	3.00
MARKET 100	Marketing Principles	(3.00)
OR		
MARKET 110	Advertising	<u>(3.00)</u>
TOTAL UNITS:		18.00

Effective: FA10

Rationale: To reflect curriculum updates.

COMPUTER INFORMATION SYSTEMS CERTIFICATE

The objective of this certificate is to provide students the knowledge and skills necessary to prepare for employment in entry-level positions in the field of Computer Information Systems. The certificate indicates that the student has acquired knowledge of the different aspects of information technology including programming, hardware, networking, databases, and web design.

Admission: Open to all students. Registration is limited to class size restrictions.

REQUIRED COURSES:		UNITS
CIS 101	Introduction to Computer and Information Technology	3.00
CIS 104	Object Oriented Programming with Visual Basic	(3.00)
OR		
CIS 114	C++ Programming I	(3.00)
CIS 111	Web Page Programming and Design	3.00
CIS 105	Database Concepts and Design	3.00
CIS 130	Hardware and Information Technology	3.00
CIS 140X2	Networking for Home and Small Businesses (Cisco CCNA 1)	3.75

Students must complete at least nine additional units from the following courses:

CIS 113	Java and J++ Programming	3.00
CIS 114	C++ Programming I	3.00
CIS 116	C++ Programming II	3.00
CIS 117	Scripting	3.00
CIS 118	Web Site Management	3.00
CIS 171	Introduction to Robotics	3.00
CIS 203	Advanced Visual Basic	3.00
CIS 104	Object Oriented Programming with Visual Basic	<u>3.00</u>
TOTAL UNITS:		27.75

Effective: FA10

Rationale: To reflect curriculum updates.

RADIOLOGIC TECHNOLOGY CERTIFICATE

NOTE: Prior to starting this program the student must show proof of a clear criminal background check.

The objective of this certificate is to prepare students to be competent practitioners in the field of radiography. Completion of the certificate will prepare the student to be eligible for the state and national board examinations and for entry-level employment in radiography.

Radiologic Technology is an accredited, hospital-based program operated cooperatively by Crafton Hills College and Arrowhead Regional Medical Center (ARMC).

Program applications, transcripts, and site visit forms must be filed at ARMC School of Radiologic Technology by May 1st. Application packets are available from October through March of each year. Contact the Program Director at ARMC at (909) 580-3540 for information on the program and application materials.

In 2015 all students will require an Associate Degree in order to receive a certificate of completion from the Radiologic Technology program.

Admission: The Admissions Committee selects students on the basis of their college grades, satisfactory completion of prerequisite courses, and a personal interview. Interviews are granted to thirty applicants who have completed all prerequisite courses with a minimum 2.5 GPA and have submitted a complete application package with the non-refundable fee. The Admissions Committee selects ten students and three alternates.

MINIMUM QUALIFICATIONS:

To be considered for a personal interview, the applicant must: Submit a completed application package and fee; provide a copy of their high school diploma or GED; successfully complete the college prerequisites listed below:

PREREQUISITES:

		UNITS
*AH 090	Survey of Radiologic Technology	1.50
*AH 101	Medical Terminology	3.00
*ANAT 101	Essentials of Human Anatomy and Physiology	4.00
*ENGL 101	Freshman Composition	4.00
*CIS 101	Introduction to Computer and Information Technology	3.00
*MATH 090	Elementary Algebra	4.00

REQUIRED FIRST SEMESTER COURSES:

RADIOL 100	Introduction to Radiologic Technology	1.50
RADIOL 103	Radiographic Positioning I	1.00
RADIOL 104	Radiologic Physics I	1.50
RADIOL 105	Radiographic Anatomy/ Physiology I	1.00
RADIOL 106	Radiographic Positioning Lab I	.50
RADIOL 107	Basic Radiologic Medical Techniques	1.50
RADIOL 110	Radiographic Exposure I	1.00
RADIOL 115	Radiographic Clinic I	11.50

REQUIRED SECOND SEMESTER COURSES:

RADIOL 108	Radiation Protection I	1.50
RADIOL 109	Radiologic Physics II	1.50
RADIOL 111	Radiographic Film Critique I	1.00
RADIOL 112	Radiographic Positioning II	1.00
RADIOL 113	Radiographic Anatomy/ Physiology II	1.00
RADIOL 114	Radiographic Positioning Lab II	.25
RADIOL 116	Radiographic Exposure II	1.00
RADIOL 117	Radiographic Clinic II	15.00

REQUIRED THIRD SEMESTER COURSES:

RADIOL 200	Radiation Protection II	1.50
RADIOL 202	Radiographic Film Critique II	1.00
RADIOL 203	Radiographic Positioning III	1.00
RADIOL 204	Radiographic Anatomy/ Physiology III	1.00
RADIOL 205	Radiographic Exposure Lab	.50
RADIOL 213	Radiographic Clinic III	14.25

REQUIRED FOURTH SEMESTER COURSES:

RADIOL 207	Radiographic Fluoroscopic Imaging	1.50
RADIOL 208	Radiography Registry Review and Testing	2.00
RADIOL 209	Radiographic Pathology	1.00
RADIOL 210	Radiographic Positioning IV	1.00
RADIOL 211	Radiographic Anatomy/ Physiology IV	1.00
RADIOL 212	Special Procedures in Radiology	1.50
RADIOL 214	Radiographic Clinic IV	<u>13.75</u>
	TOTAL UNITS	102.25

*Students may substitute equivalent or advanced level courses.

Effective: FA10

Rationale: Certificate is being updated to include the following: In 2015 all students will require an Associate Degree in order to receive a certificate of completion from the Radiologic Technology program.

SITE SUPERVISOR CERTIFICATE

REQUIRED COURSES:		UNITS
CD 105	Child Growth and Development	3.00
CD 112	Programs and Practices in Child Development	3.00
CD 126	Child, Family and Community	3.00
CD 132	Creative Experiences for Children Across the Curriculum	3.00
CD 205X2	Child Growth and Development Laboratory	4.00
CD 270	Mentor Teacher/Adult Supervision	3.00
CD 271	Administration: Management and Organization of Child Development Programs	3.00
CD 272	Administration: Human Relations in Child Development Programs	3.00

Select four courses from the following list:

CD 100	Introduction to Child Development	3.00
CD 101	Family Interactions	3.00
CD 115	Health, Welfare and Nutrition for Children	3.00
CD 130	Music and Movement for Children	3.00
CD 131	Developmental Art for Children	3.00
CD 133	Creative Science and Math Activities for Children	3.00
CD 134	Language and Listening, Literacy and Literature for Children	3.00
CD 136	Creative Art Activities for Children	3.00
CD 137	Play and Materials in Early Learning	3.00
CD 182	Teaching in a Diverse Society	3.00
CD 185	Infant/Toddler Growth and Development	3.00
CD 186	Infant/Toddler Activities	3.00
CD 212	Observation and Methods in Early Child Development	3.00
CD 244	Children with Special Needs	<u>3.00</u>
	TOTAL UNITS:	37.00

Effective: FA10**Rationale:** To reflect curriculum updates.**TEACHER CERTIFICATE****REQUIRED COURSES:**

		UNITS
CD 105	Child Growth and Development	3.00
CD 112	Programs and Practices in Child Development	3.00
CD 126	Child, Family and Community	3.00
CD 132	Creative Experiences for Children Across the Curriculum	3.00
CD 205X2	Child Growth and Development Laboratory	4.00

Select four courses from the following:

CD 100	Introduction to Child Development	3.00
CD 101	Family Interactions	3.00
CD 115	Health, Welfare, and Nutrition for Children	3.00
CD 130	Music and Movement for Children	3.00
CD 131	Developmental Art for Children	3.00
CD 133	Creative Science and Math Activities for Children	3.00
CD 134	Language and Listening, Literacy and Literature for Children	3.00
CD 136	Creative Art Activities for Children	3.00
CD 137	Play and Materials in Early Learning	3.00
CD 182	Teaching in a Diverse Society	3.00
CD 185	Infant/Toddler Growth and Development	3.00
CD 186	Infant/Toddler Activities	3.00
CD 212	Observation and Methods in Early Child Development	3.00
CD 244	Children with Special Needs	<u>3.00</u>
	TOTAL UNITS:	28.00

Effective: FA10**Rationale:** To reflect curriculum updates.

Curriculum Meeting: 01/11/10, 01/25/10, 02/08/2010

Conjoint Meeting: 02/19/10

Board of Trustees Meeting: 03/11/10

DELETED CERTIFICATES

Administration of Justice Certificate

Effective: FA10

Rationale: Program is moving to San Bernardino Valley College.

Cisco Certified Network Professional Certificate

Effective: FA10

Rationale: Courses need to be rewritten before the program can be brought back.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Interim Chancellor
REVIEWED BY: Renée Brunelle, Vice Chancellor, Human Resources & Employee Relations
PREPARED BY: Renée Brunelle, Vice Chancellor, Human Resources & Employee Relations
DATE: March 11, 2010
SUBJECT: Consideration of Approval of Classified Employee

RECOMMENDATION

It is recommended that the Board of Trustees approve the employment of Ryan Bethke, Theater Technician, SBVC, effective March 15, 2010.

OVERVIEW

Ryan Bethke, Theater Technician, SBVC, 47.5% of full-time, 12-month position, Classified Salary Schedule Range 42, Step C, \$1937.53, effective March 15, 2010.

ANALYSIS

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

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2009-10 budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Interim Chancellor
REVIEWED BY: Renée Brunelle, Vice Chancellor, Human Resources & Employee Relations
PREPARED BY: Renée Brunelle, Vice Chancellor, Human Resources & Employee Relations
DATE: March 11, 2010
SUBJECT: Consideration of Acceptance of Classified Resignation

RECOMMENDATION

It is recommended that the Board of Trustees accept the resignation of Aaron Becar, Database Administrator, Annex, effective February 1, 2010.

OVERVIEW

Mr. Becar has submitted a letter of resignation from employment effective February 1, 2010, after 2 months of service to the District.

ANALYSIS

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

BOARD IMPERATIVE

None.

FINANCIAL IMPLICATIONS

No financial impact.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Barron, Interim Chancellor

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

PREPARED BY: Dr. Debra S. Daniels, President, SBVC

DATE: March 11, 2010

SUBJECT: Consideration to Approve Reduction in Classified Contract

RECOMMENDATION

It is recommended that the Board of Trustees approve the reduction of the classified contract of Mike Sola for the Spring 2010 Semester.

OVERVIEW

Mike Sola is a full-time classified employee who will be teaching one class, PE 232, for a total of five hours per week. Mr. Sola acknowledges that his regular work schedule will be reduced by five hours per week in order to perform these duties for the duration of the Spring Semester.

ANALYSIS

It is necessary to reduce Mike Sola's contract to accommodate an academic hourly assignment. This classified contract reduction was "grandfathered" in before the limitation on classified contract reduction was put in effect.

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: Renée Brunelle, Vice Chancellor, Human Resources & Employee Relations
PREPARED BY: Renée Brunelle, Vice Chancellor, Human Resources & Employee Relations
DATE: March 11, 2010
SUBJECT: Consideration of Approval for Release of Probationary Classified Employee

RECOMMENDATION

It is recommended that the Board of Trustees approve the ratification of release of probationary classified employee, I.D. #23912, Custodian, SBVC.

OVERVIEW

Custodian, I.D. #23912, SBVC, effective February 10, 2010.

ANALYSIS

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

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

None.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: 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: March 11, 2010

SUBJECT: Consideration of Approval of Revised Classified Job Description

RECOMMENDATION

It is recommended that the Board of Trustees approve the revision to the Clean Energy Workforce Training Coordinator job description.

OVERVIEW

The job description for Clean Energy Workforce Training Coordinator is being revised to reflect a change in position qualifications.

ANALYSIS

After a review of the job description it was determined that an update of position qualifications would more accurately reflect the education and experience guidelines for the position.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

None.

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.

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.

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: March 2010

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Barron, Interim Chancellor

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

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

DATE: March 11, 2010

SUBJECT: Consideration of Approval of Implementation of Classification
Compensation for Classified Employees

RECOMMENDATION

It is recommended that the Board of Trustees approve the implementation of the MOU for Classification Compensation for Classified Employees.

OVERVIEW

On July 6, 2009, the District and CSEA Chapter #291 agreed to re-examine the compensation for the Child Development Center Food Service Specialist, SBVC, Payroll Accountant and Senior Payroll Accountant positions through a four-member (two from the District and two from the Association) Task Force selected by the District and Association.

ANALYSIS

On February 24, 2010, the District and CSEA met and agreed that the salary ranges for the positions on the attached list be adjusted accordingly effective July 1, 2009 and pending Board approval.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

Included in the 2009-2010 budget.

Classification Compensation

Lisa Archuletta, CDC Food Service Specialist, Classified Salary Schedule, from Range 20, Step E, \$2611 to Range 29, Step B, \$2819 per month.

Diana Shirtcliff, Payroll Accountant, Classified Salary Schedule from Range 34, Step E, \$3689 to Range 37, Step E, \$3973 per month.

Colleen Gamboa, Senior Payroll Accountant, Classified Salary Schedule from Range 40, Step E, \$4280, to Range 43, Step E, \$4607 per month.

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: March 11, 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
March 11, 2010

Name	Department	Site	Duties	Start Date	End Date	Hourly Rate
Beyer, Katherine	MSSSC	SBVC	Tutor I	3/12/10	6/30/10	\$9.00
De la Cruz, Joshua	LRC	CHC	Tutor II	3/12/10	6/30/10	\$11.00
Ramirez, Michael	MSSSC	SBVC	Tutor I	3/12/10	6/30/10	\$9.00
Ruopp, Susan	MSSSC	SBVC	Tutor I	3/12/10	6/30/10	\$9.00

Amendment to January 14, 2010 Board Agenda requested by Human Resources to show the correct pay rate of \$15.00 per hour for the following employees as shown on the Board Approved Short-Term Pay Schedule.

Arnold, Sean	Art	CHC	Model (Undraped)	1/19/10	5/19/10	\$15.00
Arnott, Wendy	Art	CHC	Model (Undraped)	1/19/10	5/19/10	\$15.00
Hernandez, Mercy	Art	CHC	Model (Undraped)	1/19/10	5/19/10	\$15.00
Murillo, Jesse	Art	CHC	Model (Undraped)	1/19/10	5/19/10	\$15.00
Schmit, Robyn	Art	CHC	Model (Undraped)	1/19/10	5/19/10	\$15.00
Wahl, Derek	Art	CHC	Model (Undraped)	1/19/10	5/19/10	\$15.00

Ratification: Request by the Art Department to approve employment for Richard Frost who worked prior to approval by the Board of Trustees due to the department not submitting proper paperwork to Human Resources.

Frost, Richard	Art	CHC	Model (Undraped)	2/8/2010	5/19/2010	\$15.00
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SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

Professional Expert Hourly Employees

March 11, 2010

Name	Department	Site	Duties	Start Date	End Date	Hourly Rate
Allen, Mark	Radiologic Technology	CHC	Radiologic Technology Specialist	3/12/10	6/30/10	\$30.00
Chesser, Austin	DSPS	SBVC	Interpreting/ Transliterating Level IV	3/12/10	6/30/10	\$15.00
Creehan, Joseph	DSP & S	SBVC	Interpreting/ Transliterating Level IV	3/12/10	6/30/10	\$15.00
Golder, David	Fire Technology	CHC	Fire Tech Specialist/ Tactical Officer/ Safety Officer	3/12/10	6/30/10	\$30.00/ \$23.00/ \$22.50
Ortiz, Miguel	PDC	District	Workforce Development/ PDC Trainer	3/15/10	6/30/10	\$45.00
Price, Stacey	EMS	CHC	Lab. Instructor/ Primary Instructor/ EMS Specialist	3/12/10	6/30/10	\$20.00/ \$25.00/ \$30.00
Sessions, Douglas	PDC	District	Workforce Development/ PDC Trainer	3/15/10	6/30/10	\$25.00

Amendment of December 10, 2009 Board Agenda is requested by Human Resources to show the correct pay rate of \$65.00 for the following employee as originally requested by the hiring department.

Green, Virginia	PDC	District	Workforce Development/ PDC Trainer	1/1/10	6/30/10	\$65.00
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Ratification is requested by the Career College/CalWORKS & Workforce Education Office to extend employment of Denise Benton who was previously approved to work through February 28, 2010 in accordance with an extension received from the State Chancellor's Office.

Benton, Denise	CalWorks	SBVC	Consultant	3/1/10	6/30/10	\$332.16/day
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Ratification is requested by Student Health Services to approve employment for the employees below who worked prior to being approved by the Board of Trustees due to an oversight by Student Health Services.

Estrada, Sandra	Student Health Services	SBVC	Nurse Practitioner	1/1/10	6/30/10	\$50.00
Essilfie, Patricia	Student Health Services	SBVC	Nurse Practitioner	1/1/10	6/30/10	\$50.00
Martinez, Maria	Student Health Services	SBVC	Counseling Intern	1/1/10	6/30/10	\$12.00
Santiago, Hope	Student Health Services	SBVC	Nurse Practitioner	1/1/10	6/30/10	\$50.00

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

Substitute Employees

March 11, 2010

Name	Department	Site	Duties	Start Date	End Date	Hourly Rate
Araujo, Lourdes	Campus Business Office	SBVC	Account Clerk I	2/27/10	4/2/10	\$14.31
Avramis, Alicia	Child Development Center	CHC	Child Development Assistant	2/15/10	4/15/10	\$12.35
Bicondova, Cathi	Admissions & Records	SBVC	Admissions & Records Technician	1/19/10	3/19/10	\$16.61
Bocanegra, LeeAnn	Child Development Center	CHC	Child Development Assistant	2/11/10	4/11/10	\$12.35
Book, Paula	Child Development Center	CHC	Child Development Assistant	2/15/10	4/15/10	\$12.35
Brady, Cory	District Computing Services	Annex	Database Administrator	2/8/10	4/8/10	\$23.47
Curtis, Justin	Child Development Center	CHC	Child Development Assistant	2/15/10	4/15/10	\$12.35
Guizar, Gil	KVCR	DIST	Broadcast Operator	1/20/10	3/16/10	\$19.25
Hernandez, Anita	CalWorks	SBVC	WorkAbility III/Job Developer	2/3/10	4/3/10	\$18.33
Hernandez, Anita	EOPS	SBVC	Senior Student Services Tech	2/3/10	4/3/10	\$19.25
Knox, Neyda	Child Development Center	SBVC	Clerical Assistant I	2/9/10	4/9/10	\$12.65
Lopez, Rosa	Facilities	Dist	Custodian	2/12/10	4/11/10	\$14.68
Lopez, Rosa	Facilities	Dist	Lead Custodian	2/12/10	4/11/10	\$16.20
Luther, Lorie	Child Development Center	CHC	Child Development Assistant	2/15/10	4/15/10	\$12.35
Martinez, Ashley	Child Development Center	CHC	Child Development Assistant	2/11/10	4/11/10	\$12.35
McCrary, Danisha	Career Technical Education	CHC	Administrative Secretary	2/2/10	3/19/10	\$18.78
Paulson, Celia	Admissions & Records	SBVC	Admissions & Records Technician	2/4/10	4/4/10	\$16.61
Sanchez, Phylcia	Financial Aid	SBVC	Clerical Assistant II	10/12/09	10/14/09	\$13.97
Wyatt, Catherine	Child Development Center	CHC	Child Development Assistant	2/5/10	4/5/10	\$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: Dr. Debra S. Daniels, President, SBVC
DATE: March 11, 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.

San Bernardino Valley College

Costello, Gerarda

Dusick, Michelle

Kesling, Susaniel

Pastuschek, Susanne

History

Human Services

Pharmacy Technology

Corrections

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: March 11, 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.

Crafton Hills College

Thurston, Omyia, Advise for the CalWORKs Program, not to exceed 180 hours, \$43.16 per hour, 3/12/10-6/30/10,01-46-01-8120-0266-1480.00-6499

San Bernardino Valley College

Gregory, Leslie, Career Academy Grant advising, not to exceed 180 hours, 03/12/10-06/30/10, \$43.16 per hour, 01-00-01-8120-0233-1480.00-6499.

Lindsey, Carolyn, Foster and Kinship Care Education Program advising, not to exceed 180 hours, 03/12/10-06/30/10, \$43.16 per hour, 01-00-01-8306-0209-1480.00-1305.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Interim Chancellor

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

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

DATE: March 11, 2010

SUBJECT: Consideration of Approval of One and Two Year Contract Employees

RECOMMENDATION

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

OVERVIEW

The following employees on the attached list have been recommended by their division chair/manager to enter into one-year and two-year contracts.

ANALYSIS

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

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

Included in the 2009-2010 budget.

San Bernardino Valley College

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

Alvarez, Vincente	Mathematics
Bailey, Denise	Science
Banola, Erwin	Physical Education
Emerson, Kevin	Football Head Coach
Engstrom, Vanessa	Science
Moneymaker, Melinda	Social Science
Schroeder, Geoffrey	Nursing
Simental, Yolanda	Nursing
Smith, David	Mathematics
Vasquez, Tatiana	Science

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

Au, Algie	Science
Avelar, Amy	Science
Brewer, Quincy	PE/Athletics/Health
Copeland, Mary	Humanities
Hauge, Kristen	PE/Athletics/Health
Hunter, Courtney	Professional Development
Jefferson, Kimberly	Humanities
Rossmann, Patricia	PE/Athletics/Health
Spahn, Michelle	Health Science
Jeanne Marquis	Counseling
Sherry Courtney Hunter	Professional Development

Crafton Hills College

The following contract employee has been recommended by her division chair/manager to continue first year probationary status:

Bishop, Robin	Emergency Medical Services
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The following first-year contract employees have been recommended by their division dean/manager to received second year probationary status:

Contreras, Amber	Respiratory Care
Sheahan, Michael	Respiratory Care

The following second year contract employees has been recommended by her division chair/manager to enter into a two-year contract:

McCambly, Jessica	Art
Razzak, Kiran	Reading

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Barron, Interim Chancellor

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

PREPARED BY: Dr. Debra S. Daniels, President, SBVC

DATE: March 11, 2010

SUBJECT: Consideration of Approval of Continuation of Math Science Student Success Center Coordinator

RECOMMENDATION

It is recommended that the Board of Trustees approve the continuation of the Coordinator of the Math Science Student Success Center, SBVC.

OVERVIEW

In compliance with the Math Science Student Success Center Grant, SBVC would like to extend the current contract for Mr. Adam Littig as the center's coordinator.

ANALYSIS

The Grant fully outlines the need and provides for this position for the requested time extension from July 1, 2010 through September 30, 2010.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

Included in the 200910 budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Interim Chancellor

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

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

DATE: March 11, 2010

SUBJECT: Consideration of Approval of Granting of Tenure

RECOMMENDATION

It is recommended that the Board of Trustees grant tenure to faculty members.

OVERVIEW

The faculty on the attached list have been recommended by the Tenure Review Committee at their respective campuses to receive tenure.

ANALYSIS

The Tenure Review Committees at SBVC and CHC convened as per Agreement between the San Bernardino Community College District and the San Bernardino Community College District Chapter CTA/NEA and recommend approve granting of tenure to faculty members.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2009-2010 budget.

San Bernardino Valley College

Anemelu, Victoria	Math
Batalo, Mandi	Art
Buckley, Patrick	Administrative Justice
Del Carmen Rodriguez, Maria	Counseling
Jacobo, Magdalena	Humanities
Jones, Edward	Humanities
Jorgensen, Judy	Science
Lee, Dirkson	Humanities
Meyer, Stacy	Culinary Arts
Notarangelo, Joseph	Humanities

Crafton Hills College

Bartlett, Ryan	English
Brown, Robert	Developmental Studies Specialist
Hellerman, Steven	Political Science
Langenfeld, Elizabeth	English
Sullivan, Daniel	Fire Technology
Urbanovich, Jimmy	Speech
Williams, Gary	Instructional Assessment Specialist

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Interim Chancellor
REVIEWED BY: Renée Brunelle, Vice Chancellor, Human Resources & Employee Relations
PREPARED BY: Renée Brunelle, Vice Chancellor, Human Resources & Employee Relations
DATE: March 11, 2010
SUBJECT: Consideration of Approval of Alternate Work Schedule

RECOMMENDATION

It is recommended that the Board of Trustees approve an alternate work schedule for Summer 2010.

OVERVIEW

The District intends to implement the four-day, ten-hour workweek during Summer 2010. The alternate work schedule will begin on June 7, 2010 through July 30, 2010.

ANALYSIS

Article 6.1.1.1 states that the District will notify CSEA in writing by February 1 of its intent to have the four-day, ten-hour workweek during the summer months. CSEA shall notify the District in writing within ten (10) working days of its intent to negotiate the beginning and ending times.

BOARD IMPERATIVE

III. Institutional Effectiveness.

FINANCIAL IMPLICATIONS

No additional financial impact.

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: March 11, 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.

CRAFTON HILLS COLLEGE

Buss, Jeremy	Public Safety & Emergency Services Dept	3/12/10-6/30/10
Corrao Mary	Counseling Center	3/12/10-6/10/10
Hoang, Yen	Counseling Center	3/12/10-6/30/10
Jeffries, Nicole	Public Safety & Emergency Services Dept	3/12/10-6/10/10
Maksimuk, Nick	Public Safety & Emergency Services Dept	3/12/10-6/30/10
Nafzgar, Dan	Public Safety & Emergency Services Dept	3/12/10-6/30/10

SAN BERNARDINO VALLEY COLLEGE

Carlos Valdez	Marketing & Public Relations	3/15/10-6/30/10
Kotsay, Jasmine	DSP&S High Tech Center	3/15/10-6/30/10
Di Salvio, Linda	Athletics – Softball	3/12/2010
Gibbs, Antoine	Athletics – Track	3/12/2010
Powell, Kevin	Athletics – Track	3/12/2010
Turner, Charles	Athletics – Track	3/12/2010
Williams, Celecia	Athletics – Track	3/12/2010
Kanady, Bryan	Softball Field Installation	3/12/2010
Tanielu, Fauolegogo	Theatre Arts	3/12/2010

Gollihar, Jennifer	Child Development Center	3/12/10-6/30/10
Hernandez, Luis	Child Development Center	3/12/10-6/30/10
Rodriguez, Corina	Child Development Center	3/12/10-6/30/10
Rogers, Kimberly	Child Development Center	3/12/10-6/30/10
Zazueta, Silvia	Child Development Center	3/12/10-6/30/10

DISTRICT

Gilman, Kathleen	KVCR	3/12/2010
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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: Steven Sutorus, Business Manager
DATE: March 11, 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.

Attachments

Routine Contracts and Agreements

Scheduled Board Date 3/11/2010

Contract Type

<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
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ASB Discount Program

All Transmission Service	(6444) ASB Discount Program - 10% Discount with valid ASB card Term: 3/12/2010 - 6/30/2010	Student Life/SBVC	10% Discount	SSutorus
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Auto Smog	(6487) ASB Discount Program - Light Trucks and Cars Smog Testing for \$35 Term: 3/12/2010 - 6/30/2010	Student Life/SBVC	\$35.00 Per Test	SSutorus
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SubTotal for ASB Discount Program: 2

Clinicals

Redlands Community Hospital	(5851) Clinical Site - Affiliation Agreement for All Allied Health Programs Participants District Wide: Business Associate Agreement - to update Health Insurance and HIPAA compliance regulations Term: 2/12/2009 - 6/30/2015	Allied Health/SBVC/CHC	No Cost	SSutorus
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SubTotal for Clinicals: 1

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>EduStream</u>				
San Francisco, City College of	(6490) Software License - EduStream Institutional License Agreement as part of statewide distance education program Term: 3/12/2010 - 6/30/2015	DETS/SBCCD	No Cost	SSutorus
<i>SubTotal for EduStream: 1</i>				
<u>Facilities Use</u>				
West Coast Warriors	(6443) Facilities Use - Use of Gym for Youth Basketball Tournament for Fundraiser Term: 1/23/2010 - 1/31/2010	Administrative Services/SBVC	\$400.00	SSutorus
<i>SubTotal for Facilities Use: 1</i>				
<u>General</u>				
Assistance League of San Bernardino	(6462) Participation Agreement for Advertising at the 49th Annual Signature Headdress Ball: Participation includes full page ad in program; college logo on advertising materials and table advertising Term: 4/24/2010 - 4/24/2010 01-00-01-9509-0000-5801.00-6710	President/SBVC	\$1,850.00	SSutorus

<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>				
Bugarini, Yvete	(6464) Independent Contract - Design and Develop two issues of the SBVC Alumni newsletter; Design and Develop the Alumni Brochure; write 10 Alumni Profiles with photos; Create list of potential donors; Term: 3/12/2010 - 9/30/2010 01-00-01-9016-0155-5113.00-6600	Foundation/SBVC	\$12,000.00	SSutorus
Chris Perez Consulting	(6479) Service - Production of Video for Valley-Bound Commitment Program Term: 3/12/2010 - 6/30/2010 01-00-15-9509-0000-5113.00-6710	Marketing/SBVC	\$12,500.00	SSutorus
ComputerLand of Silicon Valley	(6457) Software License - Production Premium CLP 5 Level 3 upgrade plan renewal 2Y/24 months; Web Standard CLP 5 Level 3 upgrade plan renewal 2Y/24 month; Captivate for WIN CLP 5 Level 3 upgrade plan renewal 2Y/24 month Term: 3/12/2010 - 3/11/2012 01-00-03-8103-0236-5883.00-6150	DETS/SBCCD	\$683.37	SSutorus
ComputerLand of Silicon Valley	(6456) Software License - SYMC Ghost SOL Suite 2.5 WIN renewal basic 12 month academic Bahd H 250+ Term: 3/12/2010 - 3/11/2011 01-00-03-9010-0000-5639.00-6780	DETS/SBCCD	\$2,930.81	SSutorus

<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>				
David M. Bertino Manufacturing, Inc	(6421) Service - Furnish and install additional cabinets in Student Health Center: Date Change only from start date of 05-31-2010 to 03-15-2010 Term: 3/15/2010 - 3/19/2010 01-00-01-8210-0310-6220.00-6440	Health Center/SBVC	\$5,959.50	SSutorus
Foundation for California Community Colleges	(6454) Software License - ESRI ArcView Site License for 2010-2011 Term: 4/1/2010 - 3/31/2011 01-00-03-9010-0000-5830.00-6780	DETS/SBCCD	\$4,350.00	SSutorus
Hilton - San Bernardino	(6465) Rental - Catering and meeting room rentals for Foster & Kinship Care Education Conference Term: 4/22/2010 - 4/22/2010 01-00-01-8306-0209-5809.00-1305	Calworks/SBVC	\$7,700.38	SSutorus
Holmes International	(6451) Services - Provide support services for The District's sewer system management plans in conjunction with five year construction program Term: 3/12/2010 - 6/30/2011 42-37-31-9508-0000-5120.00-7100 42-37-32-9508-0000-5120.00-7100	Facilities Planning/SBCCD	\$30,000.00 Not to Exceed	BBaron

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>				
Kelly Space & Technology, Inc	(6463) Service - Contract Education - Kelly Space to train 16 incumbent employees in Industrial Safety, Rigging, Piping Power tools, machine moving , motor alignment and heavy machine installation Term: 3/12/2010 - 6/15/2010 01-00-35-8115-0467-5120.00-6840	PDC/SBCCD	\$16,000.00	SSutorus
MAAS Companies, Inc	(4380) Professional Services - Facility Master Planning and Development- Amendment - Time extension only to change needed date from 6-30-2010 to 12-31-2010 Term: 7/1/2007 - 12/31/2010 01-00-03-9508-0000-5112.00-6770	Facilities Planning/SBCCD	Per Rate Schedule	DSalazar
Ocasio, David	(6482) Services - Musical Assistant for Theatrical Production of "The Sixties: A Musical Odyssey" SBVC Spring Production Term: 4/23/2010 - 5/2/2010	Theater Arts/SBVC	\$750.00 Trust Account 4210	SSutorus
Rialto Unified School District	(6459) Rental Agreement - Use of Jehue Middle School for "Shop in a Box" Grant Activity Term: 2/3/2010 - 2/19/2010	PDC/SBCCD	No Cost	SSutorus

<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>					
	Riverside, University of California	(6449) Shared resources ageement - equipment usage: UCR having a clean room labratory and PDC having nanotechnology equipment a "Karl Suss Mask and Bond Laigner": This Contract established a shared usage of the this equipment by both parties for the benefit of both programs Term: 2/12/2010 - 6/30/2012	PDC/SBCCD	No Cost	SSutorus
	Snipes Engineering, Inc dba Snipes-Dye Associates	(6445) Service - Land Survey service for possible land acquisition Term: 3/12/2010 - 6/30/2010 42-37-03-9514-0000-6110.00-7100	Facilities Planning/SBCCD	\$8,500.00	SSutorus
	SofterWare	(6455) Service - DonorPerfect one date on-site training includes trainer's travel expenses: Date to be determined Term: 3/12/2010 - 6/30/2010 01-00-15-9016-0155-5120.00-6600	Foundation/SBVC	\$995.00	SSutorus
	Subway - Del Rosa	(6484) Service - Box Lunch Catering for Robotic Camp Term: 5/1/2010 - 5/1/2010 01-15-35-8115-0470-5809.00-6899	PDC/SBCCD	\$750.47	SSutorus

<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>				
Subway - Del Rosa	(6485) Service - Box Lunch Catering for Robotic Competition Term: 3/15/2010 - 3/17/2010 01-15-35-8115-0470-5809.00-6899	PDC/SBCCD	\$600.37	SSutorus
Surveymonkey.com	(6486) Service - Online Survey Services Term: 3/12/2010 - 3/11/2011 01-00-03-8115-0466-5830.00-6840	PDC/SBCCD	\$200.00	SSutorus
Synergistic Mailing Services	(6442) Service - Mailing Service for Planned Giving Mailer May 2010 Term: 3/12/2010 - 6/30/2010 01-00-02-9016-0155-5120.00-6600	Resource Dev/CHC	\$1,500.00	SSutorus
Valcarcel, David Shawn	(6483) Performance - Percussion Musicians for Production of "The Sixties: A musical Odyssey" SBVC's Spring Production Term: 4/23/2010 - 5/2/2010	Theater Arts/SBVC	\$750.00 Trust Account 4210	SSutorus
Winzler & Kelley Consulting Engineers	(6446) Service - Perform phase II environmental study for possible land acquisition Term: 3/12/2010 - 6/30/2010 42-37-03-9514-0000-6110.00-7100	Facilities Planning/SBCCD	\$33,490.00	BBaron

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>					
<i>SubTotal for General: 22</i>					
<u>General - Ratified</u>					
	ABC Drive In Cleaners	(6441) Service - Dry Cleaning Service for District Police Uniforms for FY 2009-2010:Rate Schedule for Items To be Cleaned Prices are at the Per Cleaning Rate - Police Shirts \$3.00; Police Pants \$3.00; Two Piece Uniform \$5.60; Police Dress \$2.30; and Police Uniform Coat \$7.20 Term: 7/1/2009 - 6/30/2010 01-00-03-9521-0000-5550.00-6770 Ratified - Ratification is requested; contract not received in time for previous Board meetings	District Police/SBCCD	\$200.00 Not to Exceed	Ssutorus
	Atomic PC Design & Technology	(6492) Software - One Year Maintenance for EU Software Update and Instant Replacement for Barracuda Spam Firewall 300 Term: 10/15/2009 - 10/14/2010 01-00-35-9010-0216-5830.00-6780 Ratified - Ratification is requested; contract not received in time for previous Board meetings	DETS/SBCCD	\$1,896.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General - Ratified</u>					
	Community College League of California	(6440) Software License - Library Software: Gale, contemporary authors; Gale contemporary literary criticisms; Gale, opposing viewpoints resources center unlimited; R.R. Bowker, Books in print (BIP) w/o Reviews; Wilson, biography reference bank Term: 1/1/2010 - 12/31/2010 01-00-02-8106-0000-5830.00-6120 Ratified - Ratification is requested; contract not received in time for previous Board meetings	Library/CHC	\$6,565.00	SSutorus
	El Rod Fence Co	(6448) Service - Furnish and install two double gates in soccer field Term: 12/3/2009 - 1/31/2010 Ratified - Ratification is requested; contract not received in time for previous Board meetings	Physical Education/SBVC Account 4475 Women's Soccer	\$1,623.00	SSutorus
	Gospel Vision, Inc	(6489) Financial Aid - Off Campus Workstudy Agreement Term: 12/17/2009 - 6/30/2010 Ratified - Ratification is requested; contract not received in time for previous Board meetings	Financial Aid/SBVC	No Additional Cost	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General - Ratified</u>				
HW Wilson Company, The	(6481) Service - Online service for Wilson's The OmniFile Mega Full Text Term: 7/1/2009 - 6/30/2010 01-00-02-8106-0000-5830.00-6120 Ratified - Ratification is requested; contract not received in time for previous Board meetings	Library/CHC	\$10,480.00	SSutorus
J.T. T.A.B Computer Solutions	(6447) Service - Video Production of Recruit and Scouting Video Term: 12/1/2009 - 1/31/2010 Ratified - Ratification is requested; contract not received in time for previous Board meetings	Physical Education/SBVC Trust Account 4445 Athletics	\$1,400.00	SSutorus
Jupiterimages.com	(6478) Service - Online on demand clip art services for one year Term: 1/31/2010 - 1/30/2011 01-00-03-9507-0000-5830.00-6770 Ratified - Ratification is requested; contract not received in time for previous Board meetings	DETS/SBCCD	\$2,508.00	SSutorus
Moore, Rachel E.	(6460) Service - Directorial assistant/stage manager for SBVC's spring theatrical production Term: 1/18/2010 - 5/12/2010 01-00-01-3576-0000-5113.00-1004 Ratified - Ratification is requested; contract not received in time for previous Board meetings	Theater Arts/SBVC	\$1,200.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General - Ratified</u>					
	Mutual of Omaha	(6476) Service - As part of a employment contract approved by the board 09-15-2008, a retirement annuity is to be provided: This agreement satisfies this contractual obligation to provide this retirement benefit Term: 7/1/2008 - 7/1/2014 68-00-03-9750-0000-3941.00-6740 Ratified - Ratification is requested; contract not received in time for previous Board meetings	Human Resources/SBCCD	\$171,394.00	BBaron
	Psychological Corporation	(6491) Service - Provide up to four Pre-Hire or Fit-For-Duty Psychological Exam as requested by Human Resources Term: 11/1/2009 - 6/30/2010 01-00-03-9004-0000-5802.00-6730 Ratified - Ratification is requested; contract not received in time for previous Board meetings	Human Resources/SBCCD	\$5,000.00 Not To Exceed	SSutorus
	Salvation Army, The - Rehabilitation Center	(6488) Financial Aid - Off Campus Workstudy Agreement for FY 2009-2010 Term: 10/7/2009 - 6/30/2010 Ratified - Ratification is requested; contract not received in time for previous Board meetings	Financial Aid/SBVC	No Additional Cost	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General - Ratified</u>					
	Stewart Bros Machinery Movers	(6458) Service - Machinery movers to move three crates of microscope equipment from delivery truck to inside the ATTC Building Term: 2/16/2010 - 2/17/2010 01-00-35-8115-0465-5120.00-6840 Ratified - Ratification is requested; contract not received in time for previous Board meetings	PDC/SBCCD	\$750.00	SSutorus
<hr/> <i>SubTotal for General - Ratified: 13</i> <hr/>					
<u>Grant/Award Income</u>					
	California, State of	(6154) Department of Rehabilitation - Grant - Grant Vocational Rehabilitation Services Program: Amendment STD213 this will increase funding by \$44,997 Term: 7/1/2009 - 6/30/2012 01-11-01-8204-0212-8621.00-0000	DSP&S/SBVC	\$428,286.00 Revised Total Grant Value	BBaron
	California, University Of - Berkeley	(6450) Subgrantee Agreement - Training need in energy field; Indemnification and documentation of education and job training programs in California in the energy field with a list of programs offered and conduct a survey of these training providers in each category Term: 12/1/2009 - 11/30/2010	PDC/SBCCD	\$163,779.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Grant/Award Income</u>				
CCC Chancellor's Office	(6468) Grant - Economic and Workforce Development Grant: Incumbent Worker Responsive Training Term: 7/1/2009 - 6/30/2010 01-00-03-8115-0467-8629.00-6840	PDC/SBCCD	\$121,470.00	BBaron
Foundation for California Community Colleges	(6453) Grant - 2009/2010 Youth Empowerment Strategies for Success - Independent Living Program (YESS-ILP) Term: 11/1/2009 - 6/30/2010	Calworks/SBVC	\$38,738.00	SSutorus
Riverside Community College District	(6493) MOU - Tech Prep Consortia is to reimburse CHC for cost incurred in the operation of the Desert Regional Tech Prep Coordination Project Term: 7/1/2009 - 6/30/2010	Program Development/CHC	\$4,800.00	SSutorus
San Bernardino, County of	(6480) Contracted Income - PDC to provide County with analysis and consulting services for employment and business needs within the county Term: 3/23/2010 - 10/31/2010	PDC/SBCCD	\$150,000.00	SSutorus
San Bernardino, County of	(6470) Grant - Training Agreement for Geographic Information Systems Term: 3/22/2010 - 3/21/2011	Science/SBCCD	\$61,200.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<i>Grant/Award Income</i>					
	San Bernardino, County of	(6469) Grant - Training Agreement for Water Supply Engineering Program Term: 3/22/2010 - 3/21/2011	Science/SBVC	\$130,000.00 No Cost	SSutorus
	San Francisco, City College of	(6452) Sub-Recipient Project Agreement - PDC to do a Northern California energy efficiency services workforce needs assessment Term: 1/25/2010 - 6/30/2010 01-62-03-8115-0000-8830.00-0000	PDC/SBCCD	\$5,000.00	SSutorus
	U.S. Department of Labor	(6461) Grant - Southern California Logistics Technical Collaborative (SCLTC) Project; PDC to act a hub for training programs for incumbent workers in all of Southern California Term: 1/1/2010 - 2/28/2013	PDC/SBCCD	\$4,260,863.00	SSutorus
<i>SubTotal for Grant/Award Income: 10</i>					
<i>Grand Total Contracts for Board Date 3/11/2010: 50</i>					

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: March 11, 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 01/20/2010 TO DATE 02/16/2010

72 San Bernardino Community Col

Restricted and Unrestricted

FISCAL YR: 10

APPROVED			09/25/2009	01/20/2010	BUDGET	02/16/2010
FUND	OBJECT	DESCRIPTION	ADOPTED BUDGET	REVISED BUDGET	ADJUSTMENTS	REVISED BUDGET
01	1480	NONINSTRUCTION HOURLY	691,830.00	752,301.23	7,612.00	759,913.23
	2100	CONTRACT CLASSIFED NON-INSTR.	3,427,027.00	3,213,195.83	107,201.00	3,320,396.83
	2180	CLASSIFIED CONFIDENTIAL EMPLOY	14,394,005.00	13,919,256.69	12,000.00	13,931,256.69
	2380	PART-TIME/OVERTIME/STUDENT	1,818,112.00	1,898,612.85	20,721.93	1,919,334.78
	2400	INST AIDES-HOURLY- DIR.INSTRUC	1,035,805.00	1,019,889.69	2,150.00	1,022,039.69
	3328	OASDI CLASS/I.A.-NON-INST OTHE	901,951.00	902,243.07	6.92	902,249.99
	3346	MEDICARE NON-INSTRUCTIONAL	412,945.00	412,591.46	202.22	412,793.68
	3360	PARS-NON-INSTRUCTIONAL	.00	8.58	133.00	141.58
	3420	HEALTH & WELFARE-CLAS/I.A-N.I.	3,149,670.00	3,029,577.96	34,922.00	3,064,499.96
	3528	SUI CLASS/I.A. NON-INSTR OTHER	47,596.00	47,577.86	14.58	47,592.44
	3620	W/C CLASS/I.A.-NON-INS-ADM/SUP	51,199.00	51,699.00	100.00	51,799.00
	4100	TEXTBOOKS	19,659.78	22,334.78	2,500.00	24,834.78
	4200	BOOK,MAGAZINE&PERIOD-DIST.USE	212,810.06	130,066.74	-195.00	129,871.74
	4300	INSTRUCTIONAL SUPPLIES	430,701.32	453,528.88	-15,148.41	438,380.47
	4400	MEDIA AND SOFTWARE-DISTRCT USE	116,917.37	107,873.17	5,197.94	113,071.11
	4500	NONINSTRUCTIONAL SUPPLIES	1,694,347.25	1,251,674.51	2,425.00	1,254,099.51
	5100	PERSON&CONSULTANT SVC-DIST USE	3,774,050.40	4,030,084.67	724,674.00	4,754,758.67
	5200	TRAVEL & CONFERENCE EXPENSES	745,538.49	709,222.14	9,091.00	718,313.14
	5300	POST/DUES/MEMBERSHIPS-DIST.USE	448,008.00	389,802.00	444.28	390,246.28
	5600	RENTS,LEASES&REPAIRS-DIST.USE	1,874,975.27	1,882,034.20	-7,000.93	1,875,033.27
	5800	OTHER OPERATING EXP-DIST. USE	5,662,804.77	5,039,628.82	64,947.55	5,104,576.37
	6120	SITE IMPROVEMENT	291,830.00	276,893.80	-5,385.00	271,508.80
	6400	ADDITIONAL/IMPROVED EQUIPMENT	2,138,435.76	2,269,999.08	23,700.92	2,293,700.00
	7500	OTHER OUTGO-STUDENT FIN AID	126,557.00	76,506.00	-3,000.00	73,506.00
	7600	OTHER STUDENT AID	866,579.02	884,472.38	-7,612.00	876,860.38
TOTAL EXPENSE			44,333,354.49	42,771,075.39	979,703.00	43,750,778.39
	8170	VATEA	666,398.00	666,398.00	-1,981.00	664,417.00
	8190	FED REV-OTHER FEDERAL REVENUES	2,472,397.58	2,866,765.26	343,717.00	3,210,482.26
	8611	PRINCIPAL APPORTIONMENT	52,831,686.00	52,863,559.00	-51,746.00	52,811,813.00
	8650	REIMBURSABLE CATEGORICAL PROG	1,741,282.84	1,741,282.84	525,934.00	2,267,216.84
	8830	CONTRACT SERVICES	557,440.00	577,269.84	163,779.00	741,048.84
TOTAL REVENUE			58,269,204.42	58,715,274.94	979,703.00	59,694,977.94

BEST NET CONSORTIUM
 BUDGET ADJUSTMENT REPORT
 FROM DATE 01/20/2010 TO DATE 02/16/2010

72 San Bernardino Community Col

Restricted and Unrestricted

FISCAL YR: 10

APPROVED			09/25/2009	01/20/2010	BUDGET	02/16/2010
FUND	OBJECT	DESCRIPTION	ADOPTED BUDGET	REVISED BUDGET	ADJUSTMENTS	REVISED BUDGET
42	5100	PERSON&CONSULTANT SVC-DIST USE	132,587.82	399,587.82	33,000.00	432,587.82
	5400	INSURANCES - DISTRICT USE	41,838.51	64,402.51	12,060.00	76,462.51
	6120	SITE IMPROVEMENT	14,116,072.01	13,994,517.01	49,990.00	14,044,507.01
	6200	BUILDINGS&IMPROVEMENT-DIST.USE	74,337,790.98	72,983,520.98	-95,050.00	72,888,470.98
	7900	RESERVE FOR CONTINGENCIES	20,000,000.00	18,590,000.00	2,500,000.00	21,090,000.00
TOTAL EXPENSE			108,628,289.32	106,032,028.32	2,500,000.00	108,532,028.32
	8860	INTEREST INCOME	2,200,000.00	2,200,000.00	2,500,000.00	4,700,000.00
TOTAL REVENUE			2,200,000.00	2,200,000.00	2,500,000.00	4,700,000.00

BEST NET CONSORTIUM
BUDGET ADJUSTMENT REPORT
FROM DATE 01/20/2010 TO DATE 02/16/2010

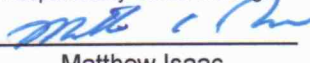
72 San Bernardino Community Col

Restricted and Unrestricted

FISCAL YR: 10

APPROVED			09/25/2009	01/20/2010	BUDGET	02/16/2010
FUND	OBJECT	DESCRIPTION	ADOPTED BUDGET	REVISED BUDGET	ADJUSTMENTS	REVISED BUDGET
72	2380	PART-TIME/OVERTIME/STUDENT	303,700.00	316,700.00	20,000.00	336,700.00
	4300	INSTRUCTIONAL SUPPLIES	24,228.00	39,228.00	18,529.00	57,757.00
	4500	NONINSTRUCTIONAL SUPPLIES	52,442.00	65,040.50	9,909.50	74,950.00
	4700	FOOD SUPPLIES	114,147.00	122,047.00	35,000.00	157,047.00
	5100	PERSON&CONSULTANT SVC-DIST USE	.00	2,600.00	1,500.00	4,100.00
	5800	OTHER OPERATING EXP-DIST. USE	136,545.00	138,045.00	3,000.00	141,045.00
	6400	ADDITIONAL/IMPROVED EQUIPMENT	3,000.00	9,000.00	3,000.00	12,000.00
TOTAL EXPENSE			634,062.00	692,660.50	90,938.50	783,599.00
8620			1,915,854.00	2,034,452.50	90,938.50	2,125,391.00
TOTAL REVENUE			1,915,854.00	2,034,452.50	90,938.50	2,125,391.00

Budget Adjustment 2009-2010

Date 1/21/2010	Location SBCCD	Responsibility Center Manager  Matthew Isaac	
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INCOME


Fund	Lf Sp	Site	Program	Subpro	Object	Type	Account Name	Amount in \$'s
01	12	03	8102	0457	8170.00	0000	VTEA	\$ (1,981.00)
\$								(1,981.00)

EXPENSES

01	12	03	8102	0457	6410.00	6010	Equipment	\$ (1,981.00)
\$								-
\$								(1,981.00)

JUSTIFICATION

Budget Reduction is necessary to balance accounts with State fuding

Controller 	Chancellor	Board Action Date 3/11/10
Batch Transfer Number/Reference # 100422	Posted By: SL	Date: 2/9

BUDGET ADJUSTMENT

Date	Location	Responsibility Center Manager	President
2/5/10	ATTC	EVGENIYA LINDSTROM <i>EL</i>	MATTHEW ISAAC <i>MI</i>

ACCOUNT

Fund	LfSp	Site	Program	Subpgm	Object	Type	Account Name	Amount in \$'s
01	82	03	8115	0000	8839.00	0000	CA WORKFORCE NEEDS ASSESS.	\$ 163,779.00
								\$ 163,779.00

EXPENSE

01	82	03	8115	0000	2100.00	6840	SALARIES	\$ 51,475.00
01	82	03	8115	0000	2181.00	6840	CLASSIFIED NON-INSTR	\$ 10,000.00
01	82	03	8115	0000	2389.00	6840	SHORT-TERM EMPLOYEES	\$ 7,200.00
01	82	03	8115	0000	3000.00	6840	BENEFITS	\$ 15,000.00
01	82	03	8115	0000	5120.00	6840	OTHER CONTRACTS	\$ 73,805.00
01	82	03	8115	0000	5819.00	6840	INDIRECT CHARGES	\$ 6,299.00
								\$ 163,779.00

JUSTIFICATION

EXPENSE BUDGET FOR SUB-AWARD AGREEMENT WITH UC BERKELEY

Fiscal Services		Board Action Date
<i>Crangon</i>		3/11/10
Batch Transfer Number/Reference #	Posted By:	Date:
100428	SR	2/10

BUDGET ADJUSTMENT

Date	Location	Responsibility Center Manager	President
01/12/10	PRESIDENT'S OFFICE, SUR 10 JAN 19 AM 9:3 SBVC	Dr. Cory Schwartz <i>Jamy B...</i>	Dr. Debra Daniels <i>Debra Daniels 1/19/10</i>

ACCOUNT

Fund	LfSp	Site	Program	Subpgm	Object	Type	Account Name	Amount in \$'s
INCOME								
72	00	01	8306	0204	8624.00	0000	Child Development	-1,721.00

Fund	LfSp	Site	Program	Subpgm	Object	Type	Account Name	Amount in \$'s
EXPENSE								
72	00	01	8306	0204	4500.00	6920	Non-Instructional	-1,750.00
72	00	01	8306	0204	4300.00	6920	Instructional Supplies	29.00

JAN 14 2009
RECEIVED

JUSTIFICATION
<p>CIMS 9495 Instructional Material grant adjustment/reduction. (Total grant award for 2009-2010 is \$1,781.00)</p>

Fiscal Services		Board Action Date
<i>Crowder</i>		3/11/10
Batch Transfer Number/Reference #	Posted By:	Date:
100426	<i>SE</i>	2/9

PRESIDENT'S OFFICE, SBVC

BUDGET ADJUSTMENT

12-23-09P05:34 RCVD
12-23-09P05:34 RCVD

10 JAN -5 PM 2:21

Date	Location	Responsibility Center Manager	President
12/16/09	SBVC	Melissa Thompson-Walker <i>MW</i>	D. Daniels <i>D. Daniels 1/7/10</i>

Account:

Samy Brown

12.22.09

Fund	LfSp	Site	Program	Subpro	Object	Type	Account Name	Amount in \$'s
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0000 INCOME

72	00	01	8306	0208	8624.00	6920	AB 172 Pre-Kindergarten Literacy Grant	\$5000

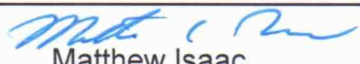
EXPENSE

72	00	01	8306	0208	4300.00	6920	Instructional Materials	\$3500
72	00	01	8306	0208	5113.00	6920	Consultant/Independent Contractors	\$1500

Funds for Family Literacy Activities for families of students in enrolled in the California Department of Education State Preschool Program (CSPP).

		Board Action Date
<i>Cromper</i>		<i>3/11/10</i>
		Date:
<i>100427</i>	<i>SR</i>	<i>2/9</i>

BUDGET ADJUSTMENT

Date	Location	Responsibility Center Manager	President
2-2-10	SBCCD, PDC	Marshall Gartenlaub	 Matthew Isaac

INCOME


Fund	LfSp	Site	Program	Subpgm	Object	Type	Account Name	Amount in \$'s
01	00	03	8115	0470	8629.00	0000	CTE Senate Bill 1133 Grant	\$ 310,000.00
								\$ 310,000.00

EXPENSE

01	00	03	8115	0470	2100	6899	Cert. Manager	\$ 91,728.00
01	00	03	8115	0470	2181	6899	Classified	\$ 37,534.00
01	00	03	8115	0470	2383	6899	Student Workers	\$ 10,000.00
01	00	03	8115	0470	2389	6899	Institutional- NFE	\$ 40,000.00
01	00	03	8115	0470	3000	6899	Benefits	\$ 21,273.00
01	00	03	8115	0470	4500	6899	Non-Instructional Supplies	\$ 13,000.00
01	00	03	8115	0470	4551	6899	Printing	\$ 2,500.00
01	00	03	8115	0470	5809	6899	Other Expenses	\$ 5,000.00
01	00	03	8115	0470	5830	6899	Contract Services	\$ 6,500.00
01	00	03	8115	0470	5610	6899	Rentals	\$ 1,500.00
01	00	03	8115	0470	5121	6899	Outside Services	\$ 67,465.00
01	00	03	8115	0470	5210	6899	Mileage	\$ 4,000.00
01	00	03	8115	0470	5200	6899	Conferences	\$ 2,500.00
01	00	03	8115	0470	6400	6899	Additional Improved Equipment	\$ 3,000.00
01	00	03	8115	0470	6410	6899	Additional Equipment-\$1,000 or more	\$ 2,500.00
01	00	03	8115	0470	5350	6899	Postage and Freight	\$ 1,500.00
								\$ 310,000.00

JUSTIFICATION

Allocation of 2010-2011 funds for Career Technical Education (CTE)

Fiscal Services		Board Action Date
		3/11/10

Batch Transfer Number/Reference #	Posted By:	Date:

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: March 11, 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

MARSHALL GARTENLAUB to San Francisco, California, March 16-19, 2010, to attend the California Community Colleges Association of Occupational Education and California Community Colleges Chief Instructional Officers Spring 2010 Conference, with time and expenses. This is staff development for occupational education. This travel is funded through the Job Development for Advanced Manufacturing Training grant.

OSMAN PARADA to San Francisco, California, April 8-10, 2010, to exhibit and present EduStream at the University Continuing Education Association conference, with time and expenses. Registration to be paid by Dallas Community College District. Travel and other expenses fully funded by the EduStream grant.

MIKE TRAN to National Harbor, Maryland, March 27-31, 2010, to attend the 2010 Annual Datatel conference, with time and expenses. Attendance at this conference will provide a forum for getting a firsthand look at new Datatel product releases and enhancements. The district will benefit by having proactive technical staff members who are able to incorporate solutions to problems experienced by other colleges. Financial aid to pay for attendance.

ERNESTINE WARREN to Newport Beach, California, April 7-9, 2010, to attend the California Workforce Association's Annual Spring Conference 2010, with time and expenses. This conference is to develop strategies to address issues in the workforce. Funding is through the Job Development Incentive Fund grant.

ROBERT LEVESQUE to Newport Beach, California, April 7-9, 2010, to attend the California Workforce Association's Annual Spring Conference 2010, with time and expenses. This conference highlights best practices for customized and contract training. Funding through the Responsive Training Fund grant.

EVGENIYA LINDSTROM to Las Vegas, Nevada, May 9-12, 2010, to attend the Alternative Fuels and Vehicles Conference 2010, with time and expenses. Mrs. Lindstrom will acquire information and networking opportunities for partnerships for the California Energy Commission Alternative Transportation Workforce research study. Funding with the California Energy Commission grant.

SBVC

KATHY KAFELA to San Francisco, California, June 29-July 2, 2010, to attend the 2010 National Career Development Association Global Conference, with time and expenses. This conference will provide the opportunity to network with hundreds of career practitioners and educators; access to over 250 high quality presentations, discussions, and workshops; access to the latest technology, products, and professional resources in career development; and the opportunity to become involved with professional development activities.

BARBARA NICHOLS and GRAYLING EATION to Tahoe City, California, June 9-12, 2010, to attend the 18th Annual California Community Colleges Classified Senate Leadership Institute, with time and expenses. Attendees will gain valuable statewide classified senate information to bring back to the classified senate. The better trained our classified staff are, the stronger our classified senate will become.

JAMES DULGEROFF to Las Vegas, Nevada, March 27-30, 2010, to attend the National Technology and Social Science Conference, with time only. Mr. Dulgeroff will be presenting the paper "Teaching in a Web 2.0 World: Does It Really Work"?

LARRY BUCKLEY to San Francisco, California, March 16-19, to attend the California Community Colleges Chief Instructional Officers 2010 Conference, with time and expenses. Participation in this annual conference will provide information and guidance on statewide standards and best practices.

LARRY BUCKLEY to Charlotte, North Carolina, March 21-24, 2010, to attend the AIFS Advisory Board meeting with time only. Dr. Buckley is a member of the Advisory Board for the American Institute for Foreign Studies. This group provides direction and the information on standards and practices for international and study abroad programs.

TERI STRONG and ANN GIBBONS to Chicago, Illinois, March 11-14, 2010, to attend the 22nd International Conference of Technology in Collegiate Mathematics, with time only. Attendance will enhance existing online/ on campus mathematics instruction in both developmental and transfer level courses. In particular, workshops topics support Valley College Basic Skills and Strategic Initiatives as they relate to technology. Conference information was received after the February Board agenda deadline.

ADAM LITTIG and KATHLEEN ROWLEY to Washington, DC, March 28-April 1, 2010, to attend the Empowering Institutions 2010 Title III and Title V Project Directors Meeting, with time and expenses. The workshop's plenary sessions will be centered on providing grantees with pertinent information on the fiscal and overall management of grant projects. Concurrent sessions will afford grantees an opportunity to share promising practices with each other.

SHERI LILLARD (students Michelle Cazares, Daniel Sanchez and Virginia Usher), to San Francisco, California, March 21-24, 2010, to attend the American Chemical Society National Meeting, with time and expenses. Ms. Lillard will be giving an oral presentation regarding the success of undergraduate research at the community colleges and assisting with student poster presentation of said results.

CHC

DANIEL BAHNER and ROBERT BROWN to Kansas City, Missouri, May 15-19, 2010, to attend Supplemental Instruction Supervisor Training, with time and expenses. This conference will provide training in the best practices of Supplemental Instruction (SI) programs, including underlying theoretical frameworks, selection of SI courses and SI leaders; roles of supervisors and leaders; evaluation and funding of programs; and training and supervision of SI leaders. Title V Grant will cover all expenses.

DANIEL BAHNER to Raleigh, North Carolina, April 7-10, 2010, to attend the 2010 On Course National Conference, with time and expenses. This conference will provide training in the best practices for learning-centered strategies to empower students to become active, responsible learners, strategies that have proven successful in increasing retention and improving student academic success. Title V Grant will cover all expenses.

T. L. BRINK to Cancun, Mexico, April 17-26, 2010, to attend the Western Psychological Association Conference, with time only. Dr. Brink has been accepted to give three presentations at this conference.

KRISTI SIMONSON to Las Vegas, Nevada, March 13-17, 2010, to attend the MIX10 Conference, with time and expenses. This conference will cover a wide variety of existing and emerging technologies to improve Ms. Simonson's skill set, thereby enhancing future site implementations. Title V Grant will pay all expenses.

JUNE YAMAMOTO to San Francisco, CA, March 17-19, 2010, to attend the California Community College Association for Occupational Education Conference, with time and expenses. This conference will provide pertinent information on the Perkins IV Career and Technical Education Grant for grant administrators.

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 Daniels, SBVC President
DATE: March 11, 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: SBACC Annual Law Enforcement Recognition Dinner
Date: May 13, 2010
Amount: \$500
Item: Sponsorship

Sponsored by the San Bernardino Area Chamber of Commerce and The Sun newspaper, this event will honor one of the District's officers.

Event: Employee Service Recognition Reception
Date: May 14, 2010
Amount: \$4,000
Item: Service Awards, refreshments, miscellaneous

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

Event: Hispanic Association of Colleges and Universities (HACU) breakfast meeting hosted by SBCCD.

Date: March 29, 2010
Amount: \$700
Item: Catering

This meeting will provide an opportunity to discuss HACU's advocacy work. Invitations will be sent to HACU's member institutions in the Inland Empire.

SBVC

Event: Puente End of the Year Ceremony
Date: April 30, 2010
Amount: \$648
Item: Printing, Awards and Mentor Gifts

Sponsored by Puente Project, this event will celebrate the successes of SBVC Puente. Project students and acknowledge their supporters to include community mentors and family members of the students. Approximately 175 attendees are expected. Funding source will be covered partially by UC Riverside and the rest from the Puente budget.

Event: Diversity and Equity Awareness Week
Date: April 12-16, 2010
Amount: \$6,000
Item: Supplies, disc jockey, bands, guest speaker, printing, giveaways, food and snacks, pamphlets

Sponsored by the Diversity and Equity committee, this event will sponsor workshops and events in honor of Multicultural Communications Month, which is April, and will represent various cultures. Expected attendance will be approximately 500 faculty, staff and students. Funding source will be the Diversity and Equity budget.

Event: Umoja Community Third Annual Regional Symposia
Date: April 15, 2010
Amount: \$100.00
Item: Registration Fees (\$10.00 each)

Ten Tumaini students and the coordinator chaperone, who will pay her registration, will attend the Umoja Community Regional Symposia at Long Beach City College. This event will allow students to build leadership and teamwork skills, and encourage networking opportunities between other Umoja Community affiliated programs. Funding source is the Tumaini Program budget.

Event: Alcohol Awareness Month
Date: April 13-16 and April 19-21, 2010
Amount: \$990

Item: Printing, copying, posters, giveaways, decorations, supplies

Sponsored by the Human Services Association and the Associated Student Government, these events focus on alcohol and drug prevention emphasizing clean and sober fun, peer role models of recovery, literature, agency forums and speakers on addiction. Approximately 2,000 attendees are expected. Funding source is Human Services Association Club account and the Associated Student Government fund.

Event: All-Campus Talent Show
Date: May 6, 2010
Amount: \$930

Item: Food, Supplies, Publicity and promotions

Sponsored by the Campus Crusade for Christ Club, with sponsorship from the Associated Student Government, this event anticipates 1500 attendees and will feature performances from the SBVC campus including dance and vocal. Funding source will be the Campus Crusade for Christ Club account and Associated Student Government fund.

Event: Transfer Pathways in Math and Science
Date: April 30, 2010
Amount: \$2,700

Item: Transportation and refreshments

Sponsored by the United States Department of Agriculture, the Transfer Center and the Outreach and Recruitment program, this event will host 200 middle school students from San Bernardino, Rialto and Colton. The purpose of the event is to learn, promote and increase transfer awareness and preparation to four-year institutions.

Event: Outstanding Academic Achievers Banquet
Date: May 6, 2010
Amount: \$2,793.58

Item: Banquet/dinner, disc jockey, decorations, trophies/awards

Sponsored by the STAR Program, this event is an annual celebration held to recognize graduating STAR Program students as well as those students with a GPA of 3.0 and above. Approximately 100 students and guests are expected to attend. Funding source is the STAR Program budget.

Event: Museum of Tolerance Trip
Date: April 9, 2010
Amount: \$2,500

Item: Bus Transportation

Sponsored by the Valley-Bound Commitment Program, this event will allow 90 students and staff to visit the Museum of Tolerance in Los Angeles, CA as part of their cultural education. Funding source will be the San Bernardino Valley College Foundation.

Event: 2010 16th Annual Golden Apple Awards
Date: April 14, 2010
Amount: \$350
Item: Table Sponsor

SBVC will sponsor a table at the 2010 16th Annual Golden Apple Awards on April 14, 2010 in San Bernardino, CA. Funded by the Marketing and Public Relations general fund account.

Event: 15th Annual "Spotlighting Our Success" Faculty and Staff Awards Celebration
Date: April 30, 2010
Amount: \$6000
Item: Food, decorations, awards, supplies

SBVC will host this annual awards event recognizing employees for outstanding service and honoring new retirees. Funding sources will include: SBVC Foundation Account holding revenue raised from advertising in event program and any outside donations from local vendors, Faculty Association budget, and the President's Pepsi trust account will pay for a percentage of the food.

Event: Nursing Advisory Committee Meeting and Luncheon
Date: March 29, 2010
Amount: \$400.00
Item: Luncheon

This is a requirement of the Career Technical Education (CTE) to meet annually as an advisory board to this program. Funded by the Perkins Grant.

Event: Field Trip to San Bernardino County Sheriff Coroner
Date: April 30, 2010
Amount: \$600.00
Item: Bus Service

This activity will address one of the objectives outlined in the grant. Funding source will be the Math and Science Center grant.

Event: Perkins IV Act Spring Local Advisory Committee Meeting
Date: April 8, 2010
Amount: \$425.00
Item: Lunch

The Perkins Act requires that an advisory committee meeting be held each spring. This meeting will include SBVC staff as well as off-campus guests. The anticipated attendance for this meeting is approximately 50. Funding source will be the Perkins IV grant. This event was previously approved at the February 2010 Board meeting for \$300.00 for 45 attendees, on February 16, 2010.

Event: SBVC/CHC Foundation Board Development & Dinner
Date: March 29 or 31, 2010
Amount: \$1500 (paid by Title V funds)
Item: Meals

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
Gloria M. Harrison, CHC President
Dr. Debra S. Daniels, SBVC President
DATE: March 11, 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.

SBVC

Employee: Donna Hoffmann
Dues: Inland Empire Planned Giving Roundtable & National Committee on
Planned Giving
Amount: \$155 (2010 dues)

The Inland Empire Planned Giving Roundtable & National Committee on Planned Giving is an affiliate council of the National Committee on Planned Giving and advances philanthropy through planned giving using ethical practices and to facilitate, coordinate, and encourage the education and training of the planned giving community and its allied professionals. Institutional memberships are not offered. Funding source will be Title V funds.

CHC

Employee: Daniel Bahner
Dues: College Reading & Learning Association
Amount: \$50.00

CRLA is a group of student-oriented professionals active in the fields of reading, learning assistance, developmental education, tutoring, and mentoring at the college/adult level. Institutional memberships are not offered.

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. Larry Buckley, Vice President, Instruction, SBVC
DATE: March 11, 2010
SUBJECT: Consideration of Approval of Donation - SBVC

RECOMMENDATION

It is recommended that the Board of Trustees approve the donation made to the SBVC Athletics Department.

OVERVIEW

Contributors can support Valley College's programs through various donations to be used in the education of the students in our programs.

ANALYSIS

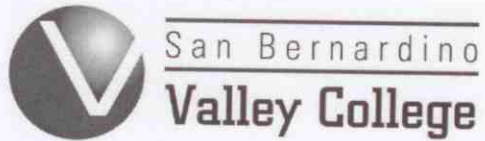
This donation of infield mix dirt is from Mr. Bryan Kanady for the Women's Softball Field. The donation will enhance services for this program and to the campus as a whole. Mr. Kanady is also volunteering his services to spread the infield mix dirt on the softball field for the College.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

Budgeted.



DEPARTMENT OF ATHLETICS
HOME OF THE WOLVERINES

Memorandum

To: Dr. Larry Buckley, Vice President, Office of Instruction
From: David Rubio, Director of Athletics *David Rubio*
Cc:
Date: February 9, 2010
Re: Donation of Infield Mix for Women's Softball Field

Please submit to the Board of Trustees for their approval at their next meeting the donation of infield mix for the Women's Softball Field from **Mr. Bryan Kanady**. Value \$250.00.

We are also requesting approval of volunteer work for spreading the infield mix.

Volunteer Name

Group

Bryan Kanady

Softball

SBVC MISSION:

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: March 11, 2010
SUBJECT: Consideration of Approval to Provide Compensation to a Board Member for Absence from a Board Meeting

RECOMMENDATION

It is recommended that the Board of Trustees approve absences for Trustees Singer and Futch and that they be compensated for the regular meeting of March 11, 2010.

OVERVIEW

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

ANALYSIS

Dr. Singer and Mr. Futch missed the regular meeting of March 11, 2010 due to school business.

BOARD IMPERATIVES

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

FINANCIAL IMPLICATIONS

No impact to the budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Interim Chancellor

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

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

DATE: March 11, 2010

SUBJECT: Consideration of Acceptance of Management, Classified Management, Academic, Supervisory, Confidential, & Classified Employee Retirements

RECOMMENDATION

It is recommended that the Board of Trustees accept the Management, Classified Management, Academic, Supervisory, Confidential, & Classified Employee Retirements

OVERVIEW

The District has received letters of intent to retire from individuals in accordance with the Supplemental Early Retirement Plan (SERP). Since the employees have until March 9, 2010 to rescind their retirement, the final list will be distributed at the Board meeting.

ANALYSIS

On January 14, 2010, the Board of Trustees accepted and authorized the implementation of the Supplemental Early Retirement Plan (SERP) for eligible employees.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Positive

CHC

<u>Employee Name</u>	<u>Position Title</u>	<u>Department</u>	<u>Date of Hire</u>	<u>Yrs of Service</u> <small>(as of 8/31/10)</small>	<u>Retirement Date</u>
Karen Crooks	ACCOUNT CLERK II, CBO	Campus Business Office	9/8/1987	22	6/30/2010
Leroy Edwards	LEAD MAINTENANCE TECHNICIAN	Maintenance	11/17/1980	29	6/29/2010
Kathryn Farmer	CLERICAL ASST II, EOPS	EOP&S	5/16/2005	5	5/17/2010
Mamerto Licerio	DIRECTOR, DSP&S	DSP&S	8/20/1979	31	6/30/2010
Linda Litvinoff	ADMINISTRATIVE SECRETARY	Occupational Education	12/19/1995	14	6/7/2010
Stanley Lovingfoss	LAB TECHNICIAN, PHYSICS/ASTRON	Science	9/21/1981	28	6/29/2010
Gregory Miller	LAB TECHNICIAN, SCIENCE	Chemistry	11/17/1976	33	6/29/2010
Catherine Pace-Pequeno	INSTRUCTOR, COMPUTER INF SYSTM	Computer & Information Science	2/4/1991	19	6/30/2010
Mario Perez	INSTRUCTOR, HISTORY	History	9/3/1974	35	5/22/2010
Susan Trost	INSTRUCTIONAL/ASSESSMENT TECH	DSP&S	12/11/1987	22	6/30/2010
Frances White	COUNSELOR, ARTICULATION	Counseling	9/15/1989	20	6/30/2010

District

<u>Employee Name</u>	<u>Position Title</u>	<u>Department</u>	<u>Date of Hire</u>	<u>Yrs of Service</u> <small>(as of 9/31/10)</small>	<u>Retirement Date</u>
Marshall Gartenlaub	INIT DIR, APP COMPET TECH	Professional Development Center	9/1/2003	6	6/30/2010
Alfred Gondos	PRODUCER/DIRECTOR, TV	KVCR	1/26/1970	40	6/30/2010
Charles Green	PROGRAMMER	Computing Services	10/7/1974	35	6/30/2010
Deborrah Kelley	ADMINISTRATIVE ASSISTANT II	Fiscal Services	6/12/1974	36	6/30/2010
Steve Kelley	SUPERVISOR, FACILITIES	Facilities Planning	3/16/1998	12	6/30/2010
Stephen Ward	PROGRAM MANAGER, KVCR	KVCR	4/1/1973	37	6/30/2010
Ernestine Warren	PROJECT MANAGER	Professional Development Center	8/28/2000	10	6/30/2010
Charlotte Williams	ACCOUNTANT	Accounting	2/13/1995	15	6/30/2010

SBVC

<u>Employee Name</u>	<u>Position Title</u>	<u>Department</u>	<u>Date of Hire</u>	<u>Yrs of Service (as of 8/31/10)</u>	<u>Retirement Date</u>
Cecilia Aguilar	CHILD DEVELOPMENT TEACHER	Child Development Center	10/18/1993	16	4/14/2010
Esther Arciero	ASSIST DIRECTOR FINANCIAL AID	Financial Aid	3/20/1978	32	6/30/2010
Bernadette Barber	SENIOR CHILD DEVELOPMENT TEACHER	Child Development Center	1/6/1986	24	6/30/2010
Janet Berry	LIBRARY/MEDIA CLERK	Library	11/13/1989	20	6/30/2010
Carlos Busselle	INSTRUCTOR, ELECTRONICS	Electricity, Electronics & Refrigeration	9/1/1982	27	6/30/2010
Gary Calote	INSTRUCTOR, ART	Art	6/23/1980	30	6/30/2010
William Clarke	INSTRUCTOR, MACHINE TRADES	Machine Trades	2/8/1989	21	6/30/2010
Theresa Conboy	ADMINISTRATIVE SECRETARY	Library	8/19/2002	8	6/30/2010
Carol Cook	INSTRUCTOR, ANATOMY/PHYSIOLOGY	Anatomy/Physiology	9/17/1976	33	5/22/2010
Stan Corella	JOB DEVELOPER/WORKSITE LIAISON	Career Center	7/12/1999	11	6/30/2010
Nancy Davis	DIRECTOR, FINANCIAL AID	Financial Aid	8/22/2005	5	6/30/2010
Clement DeBeaubien	LAB TECHNICIAN	Anatomy/Physiology	6/22/1987	23	6/30/2010
Ralph Dennington	INSTRUCTOR, REFRIGERATION	Electricity, Electronics & Refrigeration	9/9/1991	18	6/30/2010
Dorothy Fierro	ADMINISTRATIVE SECRETARY	Health Education	8/6/1979	31	6/30/2010
Mary Fierros	CLERICAL ASST II, TRANSFER CTR	Transfer Center/Matriculation	10/3/1977	32	6/30/2010
Gregory Fife	MAINTENANCE & GROUNDS SUPV.	Maintenance	3/12/1990	20	6/30/2010
Darlene Gamboa	INSTRUCTOR, MICROBIOLOGY	Biology	9/5/1989	20	5/27/2010
Suzan Hall	ADMINISTRATIVE ASST I STDT SVC	Student Services	7/12/1999	11	6/30/2010
Marie Hollis	INSTRUCTOR, PHYSICAL EDUCATION	Physical Education	7/1/1977	33	6/30/2010
Cheri Jollie	ADMINISTRATIVE ASSISTANT I	Administrative Services	1/2/1980	30	6/30/2010
Gary Kelly	DEAN, APPLIED TECH, TRANSP & CUL ARTS	Vocational Education	9/6/1988	21	6/30/2010
Gilbert Maez	COUNSELOR	Counseling	9/3/1985	24	6/30/2010
Kenneth Michaelis	INSTRUCTOR, ANATOMY/PHYSIOLOGY	Anatomy/Physiology	9/1/1973	36	6/30/2010
Allen Moore	INSTRUCTOR, AERONAUTICS	Aeronautics	9/3/1991	18	6/30/2010

SBVC continued

<u>Employee Name</u>	<u>Position Title</u>	<u>Department</u>	<u>Date of Hire</u>	<u>Yrs of Service (as of 8/31/10)</u>	<u>Retirement Date</u>
William Rankin	DIRECTOR, FACILITIES, MAINT, & OPS	Facilities Planning	2/18/2003	7	6/30/2010
Odette Salvaggio-McGinnis	LEAD INSTR, ACADEMIC ADVANCEMENT	Learning Resources Center	9/3/1991	18	6/30/2010
Barbara Saxon	INSTRUCTOR, OFFICE INFO SYS	Office Information Systems	2/14/2000	10	6/29/2010
Troy Sheffield	DEAN, ORGANIZATIONAL DEV.	President's Office	3/6/2000	10	6/30/2010
Vernon Stauble	INSTRUCTOR, BUSINESS	Business Administration	9/3/1974	35	5/22/2010
Jacque Takano	ADMINISTRATIVE ASSISTANT II	President's Office	10/10/1997	12	6/30/2010
Eileen Yvonne Vines-Jackson	ADMISSIONS & RECORDS TECHNICIAN	Admissions & Records	11/9/1987	22	6/30/2010
Marjorie Wheatley	CHILD DEVELOPMENT TEACHER	Child Development Center	4/12/1996	14	6/30/2010
Rebecca Whitfield	INSTRUCTOR, NURSING	Nursing	8/15/1994	16	6/30/2010
Robyn Wicklund	CLERICAL ASSISTANT II	Learning Resources Center	5/3/1999	11	6/30/2010
Chris Williams	ADMINISTRATIVE SECRETARY	Business Administration	4/1/1973	37	6/30/2010

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Interim Chancellor

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

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

DATE: March 11, 2010

SUBJECT: Consideration of Approval of Health Benefit "Opt Out" Option

RECOMMENDATION

It is recommended that the Board of Trustees approve the health benefit "Opt Out" option for all eligible employees effective April 1, 2010.

OVERVIEW

As a cost savings strategy, the District intends to offer an "Opt Out" option for all employees who wish to decline health coverage (medical only) from the District. The District will pay those who "Opt Out" or decline medical coverage a stipend of \$3,000/year, paid out over 12 annual payments. If an employee chooses to elect for this option, the employee must provide proof of other medical coverage. Also, if employees chose this option, he or she will not be eligible for District health insurance coverage until the next open enrollment of 2011/2012 unless a qualifying event occurs (e.g. coverage is lost by loss of job).

ANALYSIS

Currently, the District contributes (on the average) \$9,120 per employee/retiree for health and welfare benefits. Therefore, if an employee chooses to "Opt Out" of their medical coverage, the District will be looking at approximately a savings of \$6,065 per employee/retiree. This savings includes the continuance of dental, vision, life, and chiropractic coverage for those who opt out of the medical benefits.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

No additional financial impact.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Acting Chancellor

REVIEWED BY: Bruce Baron, Vice Chancellor, Fiscal Services

PREPARED BY: Alan Rosen, Bond Program Manager, Kitchell/BRj

DATE: March 11, 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 for Bond Measure P construction change orders and amendments, as listed below. These changes are required and necessary, benefit the District, and reflect the most favorable negotiated costs.

Crafton Hills College – Learning Resource Center						
	<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	\$2,037,000	\$29,075	\$141,161	\$2,207,236	N/A
Precision Concrete	CO-02	\$3,274,700	\$32,060	\$9,568	\$3,316,328	1.27
Anderson Charnesky Structural Steel	CO-01	\$3,421,300	\$0	\$52,533	\$3,473,833	1.54
Caston Plastering and Drywall	CO-01	\$1,415,585	\$0	\$6,106	\$1,421,691	0.43
Total Proposed Changes				\$209,368		
Crafton Hills College – Community Recreation Facility						
	<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-03	\$803,860	\$56,349	\$1,823	\$862,032	7.24
EJ Enterprises	CO-01	\$118,055	\$0	\$2,349	\$120,404	1.99
Total Proposed Changes				\$4,172		
Crafton Hills College – Infrastructure 2/3/4						
	<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	\$5,677,000	(\$38,088)	(\$141,161)	\$5,497,751	N/A
Inland Building Construction	CO-01	\$526,900	\$0	\$26,871	\$553,771	5.10
Total Proposed Changes				(\$114,290)		

San Bernardino Valley College – Media/Communications						
	<u>Change #</u>	<u>Original Contract</u>	<u>Previous Changes</u>	<u>Proposed Changes</u>	<u>New Contract</u>	<u>Total CO %</u>
K & Z Cabinets	CO-01	\$24,520	\$0	\$575	\$25,095	2.35
Montgomery Hardware	CO-02	\$217,700	\$12,701	\$3,533	\$233,934	7.46
Sierra Lathing	CO-04	\$820,000	\$22,050	\$18,133	\$860,183	4.90
RVH Constructors	CO-01	\$212,700	\$0	\$3,070	\$215,770	1.44
West Tech Mechanical	CO-04	\$1,000,000	\$66,900	\$11,364	\$1,078,264	7.83
Daniel's Electric	CO-08	\$1,283,000	\$82,610	\$7,969	\$1,373,579	7.06
America West Landscape	CO-01	\$182,505	\$0	\$2,917	\$185,422	1.60
WTS - Vislink Service	CO-01	\$774,384	\$0	\$21,210	\$795,594	2.74
Total Proposed Changes				\$68,771		
San Bernardino Valley College – North Hall						
	<u>Change #</u>	<u>Original Contract</u>	<u>Previous Changes</u>	<u>Proposed Changes</u>	<u>New Contract</u>	<u>Total CO %</u>
Devries Construction	CA-02	\$2,434,395	\$81,236	\$1,644	\$2,517,275	N/A
San Bernardino Valley College – Chemistry/Physical Science						
	<u>Change #</u>	<u>Original Contract</u>	<u>Previous Changes</u>	<u>Proposed Changes</u>	<u>New Contract</u>	<u>Total CO %</u>
AMPCO Contracting, Inc.	CO-01	\$410,000	\$18,890	\$9,005	\$437,895	2.10

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

Current submitted construction change orders and amendments for Measure P total \$178,670, which is an 0.18% change from the original total contract amount of \$99,819,135.

The overall impact of amendments and change orders increases the Measure P construction contracts by \$2,773,962, resulting in a new overall change order percentage of 2.77%. The cost of these changes will be absorbed by bid savings; 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

8104
Project Number

C.A.: BC18-01

CONTRACT AMENDMENT

Original Contract Amount: \$2,037,000.00
Amount Previous Amendments and Changes: \$29,075.00

School Name:	<u>Crafton Hills College</u>	Date:	<u>1/29/2010</u>
Project Description:	<u>Learning Resource Center</u>	Contract No.:	<u>CLRC01:18</u>
To: (Contractor):	<u>Couts Heating & Cooling, Inc.</u>	Attn:	<u>Stan O'Neill</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. **\$141,161.10**

Reason for Change: Refer to attached contract amendment No. BC18-0' index.

Initiator of Change: Refer to attached contract amendment No. BC18-0' index.

Drawings associated with C.A. No. 1	BC18-0' are as follows:	<u>Refer to attachments.</u>	
The contract AMOUNT due to C.A. No. 1	BC18-0' will be:	increased	by <u>\$141,161.10</u>
The contract TIME due to C.A. No. 1	BC18-0' 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>\$2,207,236.10</u>
SBCCD Contract Amendment BC18-0' 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:		David Rieger	2/1/10
Architect:		JUAN J. SANTANA	2/2/10
Inspector:		GEORGE MAGNERA	2-4-10
Constr. Mgr.:		Matt Bryer	2/2/10
Prog. Mgr.:		Bruce McDonald	2/5/10
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 CLRC01:18 Bid Category 18 - Cousts Heating & Cooling, Inc.

CONTRACT AMENDMENT #01 BID CATEGORY 18

REF.	DESCRIPTION OF ITEM	CODE	CREDIT	COST	BALANCE	Project Cost Allocation		
						Pckg 2	Pckg 3	Pckg 4
Item 1	Boiler installation moved from Infrastructure Package 3 to the Learning Resource Center project due to AQMD permit issues.	J5		\$141,161	\$141,161		141161	
Subtotal					\$141,161	\$0	\$141,161	\$0
TOTAL CONTRACT AMENDMENT #01					\$141,161			

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

8104
Project Number

C.O.: 02

CHANGE ORDER

Original Contract Amount: \$3,274,700.00
 Amount Previous Change Orders: \$32,060.00
 * Note: This is Change Order No. 02 for Contract CLRC01:02

School Name:	<u>Crafton Hills College</u>	Date:	<u>1/31/2010</u>
Project Description:	<u>Learning Resource Center</u>	Contract No.:	<u>CLRC01:02</u>
To: (Contractor):	<u>Precision Concrete</u>	Attn:	<u>Dennis</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. \$9,568.00

Reason for Change: Refer to attached Change Order No. 02 index.

Initiator of Change: Refer to attached Change Order No. 02 index.

Drawings associated with C.O. No. 02 are as follows: Refer to attachments.

The contract AMOUNT due to C.O. No. 02 will be: increased by \$9,568.00

The contract TIME due to C.O. No. 02 will be: unchanged by 0 calendar days.

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

The revised Contract Amount, including this C.O. is, therefore: \$3,316,328.00

SBCCD Change Order No. 02 includes Item Number(s): PC 14

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:		Sose Iraheta	02-05-10
Architect:		JUAN J. SANTANA	2/2/10
Inspector:		GEORGE MAGNERA	2-4-10
Constr. Mgr.:		Matt Bryce	2/3/10
Prog. Mgr.:		Bruce McDonald	2/5/10
District:			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 CLRC01:02 Precision Concrete Construction

CHANGE ORDER NO. 02

REF.	DESCRIPTION OF ITEM	CODE	CREDIT	COST	BALANCE
PC014	Additional work (bushing/chipping, reinforcing) to allow for thickened concrete section at gallery deck to avoid shoring (not indicated on bid drawings).	G3		\$9,568	\$9,568
Subtotal					\$9,568
TOTAL CHANGE ORDER # 02					\$9,568

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

8104
Project Number

C.O.: 01

CHANGE ORDER

Original Contract Amount: \$3,421,300.00
 Amount Previous Change Orders: \$0.00
 * Note: This is Change Order No. 01 for Contract CLRC01:04

School Name:	<u>Crafton Hills College</u>	Date:	<u>2/1/2010</u>
Project Description:	<u>Learning Resource Center</u>	Contract No.:	<u>CLRC01:04</u>
To: (Contractor):	<u>Anderson Charnesky Structural Steel (ACSS)</u>	Attn:	<u></u>

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

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

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

TOTAL COST OF CHANGE ORDER NO. \$52,533.00

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 \$52,533.00

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: \$3,473,833.00

SBCCD Change Order No. 01 includes Item Number(s): PC No. 002, 018, 019

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	02/04/10
Architect:		JUAN J. SANTANA	2/2/10
Inspector:		GEORGE MAGNERA	2-4-10
Constr. Mgr.:		Matt Breyer	2/3/10
Prog. Mgr.:		Bruce McDonald	2/5/10
District:			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 CLRC01:04 Anderson Charnesky Structural Steel, Inc.

CHANGE ORDER NO. 01

REF.	DESCRIPTION OF ITEM	CODE	CREDIT	COST	BALANCE
PC002	New CIP wall @ Stair 5 on line 8 (FCD #5) - added rebar at column and beam to tie to wall	G3		\$3,004	\$3,004
PC018	Roof screen support framing as added by RFI 108	G3		\$9,831	\$9,831
PC 019	Precast panel support tube steel at lines 1, 6, & 8	G3		\$39,698	\$39,698
Subtotal					\$52,533
TOTAL CHANGE ORDER # 01					\$52,533

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
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- 4 DISTRICT GENERATED
- 5 INSPECTOR OR AGENCY GENERATED

8104
Project Number

C.O.: 01

CHANGE ORDER

Original Contract Amount: \$1,415,585.00
 Amount Previous Change Orders: \$0.00
 * Note: This is Change Order No. 01 for Contract CLRC01:10

School Name:	<u>Crafton Hills College</u>	Date:	<u>1/31/2010</u>
Project Description:	<u>Learning Resource Center</u>	Contract No.:	<u>CLRC01:10</u>
To: (Contractor):	<u>Caston Plastering and Drywall</u>	Attn:	<u>Greg</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. \$6,106.00

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:	<u>Refer to attachments.</u>
The contract AMOUNT due to C.O. No.	01	will be:	increased by <u>\$6,106.00</u>
The contract TIME due to C.O. No.	01	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>\$1,421,691.00</u>
SBCCD Change Order No. <u>01</u> includes Item Number(s):			<u>PC No. 017</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:		Greg Malachowski	2/4/10
Architect:		JUAN J. SANTANA	2/2/10
Inspector:		GEORGE MAGNERA	2-4-10
Constr. Mgr.:		Matt Bryce	2/3/10
Prog. Mgr.:		Bruce McDonald	2/5/10
District:			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 CLRC01:010 Caston plastering and drywall

CHANGE ORDER NO. 01

REF.	DESCRIPTION OF ITEM	CODE	CREDIT	COST	BALANCE
PC017	Added framing to increase screenwall approximately 2ft to better conceal the HVAC equipment.	G3		\$6,106	\$6,106
Subtotal					\$6,106
TOTAL CHANGE ORDER # 01					\$6,106

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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- G BUILDING COST, ERROR AND/OR OMISSION
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- K BUILDING COST, CONTRACTOR IMPACT TO ANOTHER CONTRACTOR
- L CONTRACT ADMINISTRATIVE ISSUE

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SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

Capital Facilities Program Management

9617
Project Number

C.O.: 03

CHANGE ORDER

Original Contract Amount: \$803,860.00

Amount Previous Change Orders: \$56,349.00

* Note: This is Change Order No. 03 for Contract CCRF01:04

School Name:	Crafton Hills College	Date:	1/23/2010
Project Description:	Community Recreation Facility	Contract No.:	CCRF01:04
To: (Contractor):	Nuway, Inc.	Attn:	

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

Item No.: Refer to attached C.O No.: 03 index. Reference RFP No.: Refer to attached.

Description of Work:

Refer to attached Change Order No. 03 index for descriptions of work.

TOTAL COST OF CHANGE ORDER NO. \$1,823.00

Reason for Change: Refer to attached Change Order No. 03 index.

Initiator of Change: Refer to attached Change Order No. 03 index.

Drawings associated with C.O. No. 03 are as follows: Refer to attachments.

The contract AMOUNT due to C.O. No. 03 will be: **increased** by **\$1,823.00**

The contract TIME due to C.O. No. 03 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: **\$862,032.00**

SBCCD Change Order No. 03 includes Item Number(s): **PC No. 23**

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	2/1/10
Architect:		JUAN J. SANTANA	2/4/10
Inspector:		Rudy Waters	2-3-10
Constr. Mgr.:		Matt Brewer	2/3/10
Prog. Mgr.:		Bruce McDonald	2/5/10
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. 03

REF.	DESCRIPTION OF ITEM	CODE	CREDIT	COST	BALANCE	Project Cost Allocation	
						Pckg 5	CRF
PC023	Repointing raked CMU mortar joints (Per bid but not allowed by DSA/code)	J5		\$1,823	\$1,823		1823
					0		
	Subtotal				\$1,823		\$1,823
	TOTAL CHANGE ORDER # 03				\$1,823		

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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- G BUILDING COST, ERROR AND/OR OMISSION
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- K BUILDING COST, CONTRACTOR IMPACT TO ANOTHER CONTRACTOR
- L CONTRACT ADMINISTRATIVE ISSUE

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- 1 CONTRACTOR GENERATED
- 2 CONSTRUCTION MANAGER GENERATED
- 3 ARCHITECT/ENGINEER GENERATED
- 4 DISTRICT 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: \$118,055.00
Amount Previous Change Orders: \$0.00
* Note: This is Change Order No. 01 for Contract CCRF01:07

School Name:	<u>Crafton Hills College</u>	Date:	<u>1/29/2010</u>
Project Description:	<u>Community Recreation Facility</u>	Contract No.:	<u>CCRF01:07</u>
To: (Contractor):	<u>EJ Enterprises</u>	Attn:	<u>Joe Picco</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. \$2,349.00

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:	<u>Refer to attachments.</u>
The contract AMOUNT due to C.O. No.	01	will be:	increased by <u>\$2,349.00</u>
The contract TIME due to C.O. No.	01	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>\$120,404.00</u>
SBCCD Change Order No. 01 includes Item Number(s):			<u>PC 26</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:		DARLEEN PICCO, PRES.	02.01.10
Architect:		JUAN J. SANTANA	2/2/10
Inspector:		Rudy Waters	2-2-10
Constr. Mgr.:		Matt Bryer	2/2/10
Prog. Mgr.:		Bruce McDonald	2/5/10
District:			

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

Contract CCRF01-07: EJ Enterprises

CHANGE ORDER NO. 01

REF.	DESCRIPTION OF ITEM	CODE	CREDIT	COST	BALANCE	Project Cost Allocation	
						Pckg 5	CRF
PC 26	Provide and install Corbin Russwin high security 7 pin door hardware cylinder cores in lieu of the specified 6 pin cores, as requested by the campus.	H4		\$2,349	\$2,349		2349
					0		
	Subtotal				\$2,349		\$2,349
	TOTAL CHANGE ORDER # 01				\$2,349		

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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- 2 CONSTRUCTION MANAGER GENERATED
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9623
Project Number

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Capital Facilities Program Management

C.A.: BC2-01

CONTRACT AMENDMENT

Original Contract Amount: \$5,677,000.00
Amount Previous Amendments and Changes: (\$38,088.00)

School Name:	<u>Crafton Hills College</u>	Date:	<u>1/29/2010</u>
Project Description:	<u>Infrastructure Packages 2, 3, & 4</u>	Contract No.:	<u>INFRA234-02</u>
To: (Contractor):	<u>Couts Heating & Cooling, Inc.</u>	Attn:	<u>Stan O'Neill</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.

(\$141,161.10)

Reason for Change:

Refer to attached contract amendment No. BC2-01 index.

Initiator of Change:

Refer to attached contract amendment No. BC2-01 index.

Drawings associated with C.A. No. 1	BC2-01	are as follows:	<u>Refer to attachments.</u>
The contract AMOUNT due to C.A. No. 1	BC2-01	will be:	<u>decreased</u> by <u>(\$141,161.10)</u>
The contract TIME due to C.A. No. 1	BC2-01	will be:	<u>unchanged</u> 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>\$5,497,750.90</u>
SBCCD Contract Amendment <u>BC2-01</u> 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:		David Rigger	2/1/10
Architect:		JUAN J. SANTAMARIA	2/2/10
Inspector:		GEORGE MAGNERA	2-4-10
Constr. Mgr.:		Matt Bryer	2/2/10
Prog. Mgr.:		Bruce McDonald	2/5/10
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 INFA234-02: Bid Category 2 - Coutts Heating & Cooling, Inc.

CONTRACT AMENDMENT #01 BID CATEGORY 2

REF.	DESCRIPTION OF ITEM	CODE	CREDIT	COST	BALANCE	Project Cost Allocation		
						Pckg 2	Pckg 3	Pckg 4
Item 1	Boiler credit due to AQMD permitting issue. Boiler work is being assigned to the Learning Resource Center contract.	T5		-\$141,161	\$0		-141161	
	Subtotal				\$0	\$0	(\$141,161)	\$0
	TOTAL CONTRACT AMENDMENT #01				\$0			

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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SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Capital Facilities Program Management

9623
Project Number

C.O.: 01

CHANGE ORDER

Original Contract Amount: \$526,900.00
 Amount Previous Change Orders: \$0.00
 * Note: This is Change Order No. 01 for Contract INFRA234-07

School Name:	<u>Crafton Hills College</u>	Date:	<u>1/29/2010</u>
Project Description:	<u>Infrastructure Packages 2, 3, & 4</u>	Contract No.:	<u>INFRA234-07</u>
To: (Contractor):	<u>Inland Building Construction Companies, Inc.</u>	Attn:	<u>Don Clements</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. \$26,871.00

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 \$26,871.00

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: \$553,771.00

SBCCD Change Order No. 01 includes Item Number(s): PC No. 22, 23, 35

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:		Donald Clements	2-1-10
Architect:		JUAN J. SANTANA	2/2/10
Inspector:		GEORGE MAGNERA	2-2-10
Constr. Mgr.:		Matt Breyer	2/1/10
Prog. Mgr.:		Bruce McDonald	2/5/10
District:			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 INFA234-07: Inland Building Companies

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		\$7,171	\$7,171			7171
PC-23	Pipe protection bollard screen at LADM central plant as requested hv Owner	C4		\$3,117	\$3,117			3117
PC-35	Added 32 precast benches at Quad per campus/District request	C4		\$16,583	\$16,583			16583
					\$0			
	Subtotal				\$26,871	\$0	\$26,871	\$0
	TOTAL CHANGE ORDER # 01				\$26,871			

CODE LEGEND

- A SITE COST, UNFORESEEN FIELD CONDITION
- B SITE COST, ERROR AND/OR OMISSION
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3347A4
Project Number

MC-BC5-CO1

CHANGE ORDER

Original Contract Amount: \$24,520.00
Amount of Previous Contract Amendments: \$0.00
Amount of Previous Change Orders: \$0.00

DSA No.:
MC-BC5-CO1

School Name:	<u>San Bernardino Valley College</u>	Date:	<u>01/29/10</u>
Project Description:	<u>New Media Communications Building</u>	Contract No.:	<u>Bid Category 5</u>
To (Contractor):	<u>K & Z Cabinets</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 1/29/10 for
Change Order No. MC-BC5-CO1 Item(s): 1.1**

TOTAL COST OF CHANGE ORDER MC-BC5-CO1 \$575.00

Reason for Change:

Refer to attached Change Order No. MC-BC5-CO1 summary dated 1/29/10

Initiator of Change:

Refer to attached Change Order No. MC-BC5-CO1 summary dated 01/29/10

The original Base Contract Sum was:	_____	\$24,520.00
Net change by previous authorized Contract Amendment (s):	_____	\$0.00
The revised BASE Contract Sum:	_____	\$24,520.00
Net change by previous authorized Change Order(s):	_____	\$0.00
The Contract Sum including previous authorized Change Orders:	_____	\$24,520.00
The contract AMOUNT due to C.O. No. MC-BC5-CO1 will be increased by:	_____	\$575
The revised Contract Amount, including this Change Order is, therefore:	_____	\$25,095.00
The contract TIME due to C.O. No. MC-BC5-CO1 will be unchanged by: _____ calendar days.	_____	0
The revised Contract Completion Date, including this Change Order is, therefore	_____	unchanged
SBCCD Change Order # MC-BC5-CO1 includes Item Number(s): _____	_____	One (1) item

This Change Order is not valid until signed by both the Architect and the District Representative (on behalf of the San Bernardino Community College District Board of Education)

Contractor's signature indicates agreement herewith, including any adjustment in the contract amount or contract time

I have reviewed the figures submitted by the Contractor and they have been reviewed by the District. I believe this request is valid and recommend your approval for acceptance.

Architect:	<u>[Signature]</u>	Name (printed)	<u>Jay R. Tittle, C-12955</u>	Date	<u>1-28-2010</u>
Constr. Mgr.:	<u>[Signature]</u>	Evan Taylor			
District:	<u>[Signature]</u>	Mr. Bruce Baron, Vice Chancellor for Educational Services			
Contractor:	<u>[Signature]</u>	<u>HUGO CERVERA</u>			

Printed Name/Title



CHANGE ORDER NO.

MC-BC5-CO1

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
Item 1.1	Campus request to add Office MC143 in order to provide better flexibility in operations PC43	H4			\$575.00	\$575.00
	Subtotal					\$575.00
	TOTAL CHANGE ORDER #				MC-BC5-CO1	\$575.00

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

MC-BC8-CO2

CHANGE ORDER

Original Contract Amount: \$217,700.00
Amount of Previous Contract Amendments: \$0.00
Amount of Previous Change Orders: \$12,701.00

DSA No.:
MC-BC8-CO2

School Name:	<u>San Bernardino Valley College</u>	Date:	<u>29-Jan-10</u>
Project Description:	<u>New Media Communications Building</u>	Contract No.:	<u>Bid Category 8</u>
To (Contractor):	<u>Montgomery Hardware</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 1/29/10 for
Change Order No. MC-BC8-CO2 Item(s): 2.1 to 2.3**

TOTAL COST OF CHANGE ORDER MC-BC8-CO2 \$3,533.00

Reason for Change:

Refer to attached Change Order No. MC-BC8-CO2 summary dated 10/2/09

Initiator of Change:

Refer to attached Change Order No. MC-BC8-CO2 summary dated 10/2/09

The original Base Contract Sum was: \$217,700.00

Net change by previous authorized Contract Amendment (s): \$0.00

The revised BASE Contract Sum: \$217,700.00

Net change by previous authorized Change Order(s): \$12,701.00

The Contract Sum including previous authorized Change Orders: \$230,401.00

The contract AMOUNT due to C.O. No. MC-BC8-CO2 will be increased by: \$3,533.00

The revised Contract Amount, including this Change Order is, therefore: \$233,934.00

The contract TIME due to C.O. No. MC-BC8-CO2 will be unchanged by: 0 calendar days.

The revised Contract Completion Date, including this Change Order is, therefore: unchanged

SBCCD Change Order # MC-BC8-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 Representative. 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>11-30-11</u>
Constr. Mgr.:	<u>[Signature]</u>		<u>Evan Taylor</u>		
District:	<u>[Signature]</u>		<u>Mr. Bruce Baron, Vice Chancellor for Fiscal Services</u>		
Contractor:	<u>[Signature]</u>		<u>Denise M. Wilson, Executive Vice Pres. Secretary</u>		

Printed Name/Title



DSA No.:
MC-BC8-CO2

CHANGE ORDER NO.

MC-BC8-CO2

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
Item 2.1	Campus request to add Office MC143 in order to provide better flexibility in operations PC43	H4			\$4,423.00	\$4,423.00
Item 2.2	Revise door hardware PC44	G3			(\$1,464.00)	(\$1,464.00)
Item 2.3	Add electric strike at door to Tech Core PC45	G3			\$574.00	\$574.00
	Subtotal					\$3,533.00
	TOTAL CHANGE ORDER #				MC-BC8-CO2	\$3,533.00

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

MC-BC10-CO4

CHANGE ORDER

Original Contract Amount: \$820,000.00
 Amount of Previous Contract Amendments: \$0.00
 Amount of Previous Change Orders: \$22,050.00

DSA No.:
MC-BC10-CO4

School Name: San Bernardino Valley College Date: 29-Jan-10
 Project Description: New Media Communications Building Contract No.: Bid Category 10
 To (Contractor): Sierra Lathing Attn: _____

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

Item No.: **Refer to attachments** Reference RFP No.: N/A

Description of Work:	Change Order No.	Item(s)	TOTAL COST OF CHANGE ORDER
Refer to attached Change Order summary dated 1/29/10 for	MC-BC10-CO4	4.1 to 4.4	
			\$18,133.00
Reason for Change:			
Refer to attached Change Order No.	MC-BC10-CO4	summary dated	01/29/10
Initiator of Change:			
Refer to attached Change Order No.	MC-BC10-CO4	summary dated	01/29/10

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):	\$22,050.00
The Contract Sum including previous authorized Change Orders:	\$842,050.00
The contract AMOUNT due to C.O. No. MC-BC10-CO4 will be increased by:	\$18,133.00
The revised Contract Amount, including this Change Order is, therefore:	\$860,183.00
The contract TIME due to C.O. No. MC-BC10-CO4 will be unchanged by: <u>0</u> calendar days.	<u>0</u> calendar days.
The revised Contract Completion Date, including this Change Order is, therefore	unchanged
SBCCD Change Order # MC-BC10-CO4 includes Item Number(s):	Four (4) items

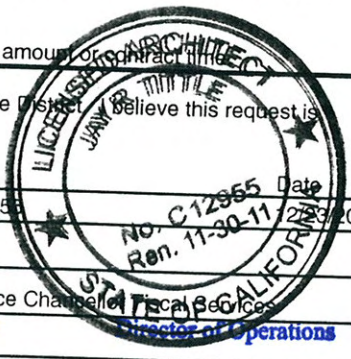
This Change Order is not valid until signed by both the Architect and the District Representative (on behalf of the San Bernardino Community College District Board of Education)

Contractor's signature indicates agreement herewith, including any adjustment in the contract amount of _____

I have reviewed the figures submitted by the Contractor and they have been reviewed by the District Representative. I believe this request is valid and recommend your approval for acceptance.

Architect:	<u>[Signature]</u> Signature	Name (printed)	Jay R. Tittle, C-12955
Constr. Mgr.:	<u>[Signature]</u>	Name (printed)	Evan Taylor
District:	<u>[Signature]</u>	Name (printed)	Mr. Bruce Baron, Vice Chairman of Local Services
Contractor:	<u>[Signature]</u>	Name (printed)	Raymond P. Lytle Director of Operations

Printed Name/Title



CHANGE ORDER NO.

MC-BC10-CO4

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
Item 4.1	Add furring at the base of columns for better roofing installation PC39	G3			\$2,406.00	\$2,406.00
Item 4.2	Relocate roof access ladder PC40	G3			\$668.00	\$668.00
Item 4.3	Campus request to add Office MC143 in order to provide better flexibility in operations PC43	H4			\$5,792.00	\$5,792.00
Item 4.4	Add 6" studs in exterior walls where span exceeds 28'-0" PC	G3			\$9,267.00	\$9,267.00
Subtotal						\$18,133.00
TOTAL CHANGE ORDER #		MC-BC10-CO4				\$18,133.00

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

MC-BC14-CO1

CHANGE ORDER

Original Contract Amount: \$212,700.00
Amount of Previous Contract Amendments: \$0.00
Amount of Previous Change Orders: \$0.00

DSA No.:
MC-BC14-CO1

School Name:	<u>San Bernardino Valley College</u>	Date:	<u>01/29/10</u>
Project Description:	<u>New Media Communications Building</u>	Contract No.:	<u>Bid Category 14</u>
To (Contractor):	<u>RVH Constructors</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 1/29/10 for

Change Order No. MC-BC14-CO1 Item(s): 1.1

TOTAL COST OF CHANGE ORDER MC-BC14-CO1 \$3,070.00

Reason for Change:

Refer to attached Change Order No. MC-BC14-CO1 summary dated 1/29/10

Initiator of Change:

Refer to attached Change Order No. MC-BC14-CO1 summary dated 01/29/10

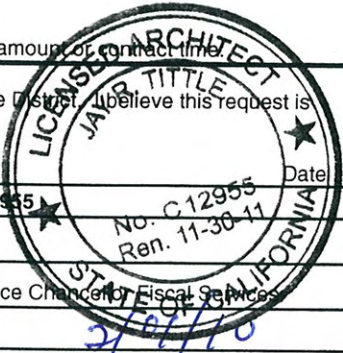
The original Base Contract Sum was:	\$212,700.00
Net change by previous authorized Contract Amendment (s):	\$0.00
The revised BASE Contract Sum:	\$212,700.00
Net change by previous authorized Change Order(s):	\$0.00
The Contract Sum including previous authorized Change Orders:	\$212,700.00
The contract AMOUNT due to C.O. No. MC-BC14-CO1 will be increased by:	\$3,070
The revised Contract Amount, including this Change Order is, therefore:	\$215,770.00
The contract TIME due to C.O. No. MC-BC14-CO1 will be unchanged by: <u>0</u> calendar days.	
The revised Contract Completion Date, including this Change Order is, therefore:	unchanged
SBCCD Change Order # MC-BC14-CO1 includes Item Number(s):	One (1) item

This Change Order is not valid until signed by both the Architect and the District Representative (on behalf of the San Bernardino Community College District Board of Education)

Contractor's signature indicates agreement herewith, including any adjustment in the contract amount or contract time.

I have reviewed the figures submitted by the Contractor and they have been reviewed by the District. I believe this request is valid and recommend your approval for acceptance.

Architect:	<u>[Signature]</u> Signature	Name (printed)	<u>Jay R. Tittle, C-12955</u>	Date	<u>1/29/10</u>
Constr. Mgr.:	<u>[Signature]</u>	Evan Taylor			
District:		Mr. Bruce Baron, Vice Chancellor for Fiscal Services			
Contractor:	<u>[Signature]</u>	<u>DANIL KODRUBOZ</u>			



DSA No.:
MC-BC14-CO1

CHANGE ORDER NO.

MC-BC14-CO1

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
Item 1.1	Campus request to change signage material for braille signs from acrylic to dibond PC42	H4			\$3,070.00	\$3,070.00
	Subtotal					\$3,070.00
	TOTAL CHANGE ORDER #	MC-BC14-CO1				\$3,070.00

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: "l" 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

MC-BC18-CO4

CHANGE ORDER

Original Contract Amount: **\$1,000,000.00**
Amount of Previous Contract Amendments: **\$0.00**
Amount of Previous Change Orders: **\$66,900.00**

DSA No.:
MC-BC18-CO4

School Name:	San Bernardino Valley College	Date:	29-Jan-10
Project Description:	New Media Communications Building	Contract No.:	Bid Category 18
To (Contractor):	West Tech Mechanical	Attn:	

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

Item No.: **Refer to attachments** Reference RFP No.: N/A

Description of Work:

**Refer to attached Change Order summary dated 1/29/10 for
Change Order No. MC-BC18-CO4 Item(s): 4.1 to 4.2**

TOTAL COST OF CHANGE ORDER MC-BC18-CO4 \$11,364.00

Reason for Change:

Refer to attached Change Order No. MC-BC18-CO4 summary dated 01/29/10

Initiator of Change:

Refer to attached Change Order No. MC-BC18-CO4 summary dated 01/29/10

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):	\$66,900.00
The Contract Sum including previous authorized Change Orders:	\$1,066,900.00
The contract AMOUNT due to C.O. No. MC-BC18-CO4 will be increased by:	\$11,364.00
The revised Contract Amount, including this Change Order is, therefore:	\$1,078,264.00

The contract TIME due to C.O. No. **MC-BC18-CO4** will be **unchanged** by: **0** calendar days.

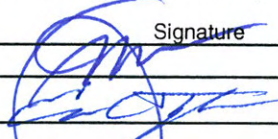

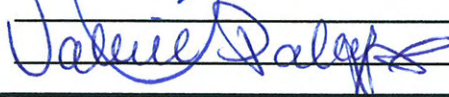
The revised Contract Completion Date, including this Change Order is, therefore **unchanged**

SBCCD Change Order # **MC-BC18-CO4** 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 Representative. I believe this request is valid and recommend your approval for acceptance.

Architect:		Name (printed)	Jay R. Tittle, C-12955
Constr. Mgr.:			Evan Taylor
District:			Mr. Bruce Baron, Vice Chancellor of Fiscal Services
Contractor:			Valerie Palocz, Project Asst. Mgr.



CHANGE ORDER NO.

MC-BC18-CO4

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
Item 4.1	Change the refrigerant in the rooftop units for future central plant & LEED EB flexibility PC6	G3			\$5,433.00	\$5,433.00
Item 4.2	Campus request to add Office MC143 in order to provide better flexibility in operations PC43	H4			\$5,931.00	\$5,931.00
Subtotal						\$11,364.00
TOTAL CHANGE ORDER #		MC-BC18-CO4				\$11,364.00

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

MC-BC19-CO8

CHANGE ORDER

Original Contract Amount: **\$1,283,000.00**
 Amount of Previous Contract Amendments: **\$0.00**
 Amount of Previous Change Orders: **\$82,610.00**

DSA No.:
MC-BC19-CO8

School Name:	<u>San Bernardino Valley College</u>	Date:	<u>29-Jan-10</u>
Project Description:	<u>New Media Communications Building</u>	Contract No.:	<u>Bid Category 19</u>
To (Contractor):	<u>Daniel's Electric</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 1/29/10 for
 Change Order No. MC-BC19-CO8 Item(s): 8.1 to 8.2**

TOTAL COST OF CHANGE ORDER MC-BC19-CO8 \$7,969.00

Reason for Change:

Refer to attached Change Order No. MC-BC19-CO8 summary dated 01/29/10

Initiator of Change:

Refer to attached Change Order No. MC-BC19-CO8 summary dated 01/29/10

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):	_____	\$82,610.00
The Contract Sum including previous authorized Change Orders:	_____	\$1,365,610.00
The contract AMOUNT due to C.O. No. MC-BC19-CO8 will be increased by:	_____	\$7,969.00
The revised Contract Amount, including this Change Order is, therefore:	_____	\$1,373,579.00
The contract TIME due to C.O. No. MC-BC19-CO8 will be unchanged by: _____	0	calendar days.
The revised Contract Completion Date, including this Change Order is, therefore	_____	unchanged
SBCCD Change Order # MC-BC19-CO8 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 Representative. 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>
Constr. Mgr.:	<u>[Signature]</u>	Name (printed)	<u>Evan Taylor</u>
District:	<u>[Signature]</u>	Name (printed)	<u>Mr. Bruce Baron, Vice Chancellor, Fiscal Services</u>
Contractor:	<u>[Signature]</u>	Name (printed)	<u>THOMAS G. ISPAS</u>



CHANGE ORDER NO.

MC-BC19-CO8

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
Item 8.1	Add pan tilt zoom security camera for better security coverage PC33	G3			\$1,703.00	\$1,703.00
Item 8.2	Campus request to add Office MC143 in order to provide better flexibility in operations PC43	H4			\$6,266.00	\$6,266.00
Subtotal						\$7,969.00
TOTAL CHANGE ORDER #		MC-BC19-CO8				\$7,969.00

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: "l" 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

MC-BC20-CO1

CHANGE ORDER

Original Contract Amount: **\$182,505.34**
 Amount of Previous Contract Amendments: **\$0.00**
 Amount of Previous Change Orders: **\$0.00**

DSA No.:
MC-BC20-CO1

School Name:	San Bernardino Valley College	Date:	01/29/10
Project Description:	New Media Communications Building	Contract No.:	Bid Category 5
To (Contractor):	America West Landscape	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 1/29/10 for

Change Order No. MC-BC20-CO1 Item(s): 1.1

TOTAL COST OF CHANGE ORDER MC-BC20-CO1 \$2,917.00

Reason for Change:

Refer to attached Change Order No. MC-BC20-CO1 summary dated 1/29/10

Initiator of Change:



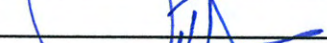

Refer to attached Change Order No. MC-BC20-CO1 summary dated 01/29/10

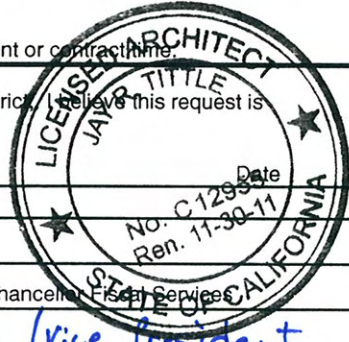
The original Base Contract Sum was:	\$182,505.34
Net change by previous authorized Contract Amendment (s):	\$0.00
The revised BASE Contract Sum:	\$182,505.34
Net change by previous authorized Change Order(s):	\$0.00
The Contract Sum including previous authorized Change Orders:	\$182,505.34
The contract AMOUNT due to C.O. No. MC-BC20-CO1 will be increased by:	\$2,917
The revised Contract Amount, including this Change Order is, therefore:	\$185,422.34
The contract TIME due to C.O. No. MC-BC20-CO1 will be unchanged by:	0 calendar days.
The revised Contract Completion Date, including this Change Order is, therefore	unchanged
SBCCD Change Order # MC-BC20-CO1 includes Item Number(s):	One (1) item

This Change Order is not valid until signed by both the Architect and the District Representative (on behalf of the San Bernardino Community College District Board of Education)

Contractor's signature indicates agreement herewith, including any adjustment in the contract amount or contract time.

I have reviewed the figures submitted by the Contractor and they have been reviewed by the District. I believe this request is valid and recommend your approval for acceptance.

Architect:		Signature	Name (printed)	Jay R. Tittle, C-12955
Constr. Mgr.:				Evan Taylor
District:				Mr. Bruce Baron, Vice Chancellor, Fiscal Services
Contractor:				Roy Anthony / Vice President Printed Name/Title



DSA No.:
MC-BC20-CO1

CHANGE ORDER NO.

MC-BC20-CO1

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
Item 1.1	Revise irrigation controller to match existing campus systems PC46	B3			\$2,917.00	\$2,917.00
	Subtotal					\$2,917.00
	TOTAL CHANGE ORDER #				MC-BC20-CO1	\$2,917.00

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
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- J BUILDING COST, AGENCY OR CODE REVISION
- K BUILDING COST, CONTRACTOR IMPACT TO ANOTHER CONTRACTOR
- L CONTRACT ADMINISTRATIVE ISSUE

* Note: "l" 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

CT-BC01-CO1

CHANGE ORDER

Original Contract Amount: **\$774,384.00**
 Amount of Previous Contract Amendments: **\$0.00**
 Amount of Previous Change Orders: **\$0.00**

DSA No.:
CT-BC01-CO1

School Name: San Bernardino Valley College Date: 01/29/10
 Project Description: New Communications Tower & Site Work Contract No.: Bid Category 1
 To (Contractor): WTS - Vislink Service 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 1/29/10 for
 Change Order No. CT-BC01-CO1 Item(s): 1.1**

TOTAL COST OF CHANGE ORDER CT-BC01-CO1 \$21,210.00

Reason for Change:

Refer to attached Change Order No. CT-BC01-CO1 summary dated 1/29/10

Initiator of Change:

Refer to attached Change Order No. CT-BC01-CO1 summary dated 01/29/10

The original Base Contract Sum was:	_____	\$774,384.00
Net change by previous authorized Contract Amendment (s):	_____	\$0.00
The revised BASE Contract Sum:	_____	\$774,384.00
Net change by previous authorized Change Order(s):	_____	\$0.00
The Contract Sum including previous authorized Change Orders:	_____	\$774,384.00
The contract AMOUNT due to C.O. No. CT-BC01-CO1 will be increased by:	_____	\$21,210
The revised Contract Amount, including this Change Order is, therefore:	_____	\$795,594.00
The contract TIME due to C.O. No. CT-BC01-CO1 will be unchanged by: _____	0	calendar days.
The revised Contract Completion Date, including this Change Order is, therefore	_____	unchanged
SBCCD Change Order # CT-BC01-CO1 includes Item Number(s):	_____	One (1) item

This Change Order is not valid until signed by both the Architect and the District Representative (on behalf of the San Bernardino Community College District Board of Education)

Contractor's signature indicates agreement herewith, including any adjustment in the contract amount or contract time.

I have reviewed the figures submitted by the Contractor and they have been reviewed by the District. I believe this request is valid and recommend your approval for acceptance.

Architect: _____ Signature _____ Name (printed) **Jay R. Tittle, C-12955** Date **1/29/2010**
 Constr. Mgr.: _____ Signature _____ Name (printed) **Evan Taylor**
 District: _____ Signature _____ Name (printed) **Mr. Bruce Baron, Vice Chancellor / Fiscal Services**
 Contractor: _____ Signature _____ Name (printed) **Todd M. Hunt / PM** Date **2/3/10**



DSA No.:
CT-BC01-CO1

CHANGE ORDER NO.

CT-BC01-CO1

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
Item 1.1	Fiber termination housings in computer services building shall be Sumitomo 1RU rack mounted fiber termination unit #FT12RT2.	H4			\$21,210.00	\$21,210.00
Subtotal						\$21,210.00
TOTAL CHANGE ORDER #		CT-BC01-CO1				\$21,210.00

CODE LEGEND

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- 3 ARCHITECT/ENGINEER GENERATED
- 4 DISTRICT GENERATED
- 5 INSPECTOR OR AGENCY GENERATED

3347A4
Project Number

NH-BC3-CA2

CONTRACT AMENDMENT

Original Contract Amount: \$2,434,395.00
Amount of Previous Contract Amendments: \$37,895.00
Amount of Previous Change Orders: \$43,341.00

DSA No.:
NH-BC3-CO2A

School Name:	<u>San Bernardino Valley College</u>	Date:	<u>29-Jan-10</u>
Project Description:	<u>North Hall Replacement Building</u>	Contract No.:	<u>Bid Category 3</u>
To (Contractor):	<u>Devries Construction</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 Contract Amendment summary dated 1/29/10 for
Contract Amendment No. NH-BC3-CA2 Item(s): 2.1**

TOTAL COST OF CONTRACT AMENDMENT NH-BC3-CA2 \$1,644.00

Reason for Change:

Refer to attached Contract Amendment No. NH-BC3-CA2 summary dated 01/29/10

Initiator of Change:

Refer to attached Contract Amendment No. NH-BC3-CA2 summary dated 01/29/10

The original Base Contract Sum was:	\$2,434,395.00
Net change by previous authorized Contract Amendment (s):	\$37,895.00
The contract AMOUNT due to C.A. No. NH-BC3-CA2 will be increased by:	\$1,644.00
The revised BASE Contract Sum:	\$2,473,934.00
Net change by previous authorized Change Order(s):	\$43,341.00
The Contract Sum including previous authorized Change Orders:	\$2,517,275.00
The revised Contract Amount, including this Contract Amendment is, therefore:	\$2,517,275.00
The contract TIME due to C.A. No. NH-BC3-CA2 will be unchanged by: <u>0</u> calendar days.	
The revised Contract Completion Date, including this Contract Amendment is, therefore	unchanged
SBCCD Contract Amendment # NH-BC3-CA2 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>	Name (printed)	<u>Jay R. Tittle, C-12955</u>	Date	<u>1/29/10</u>
Constr. Mgr.:	<u>[Signature]</u>		<u>Evan Taylor</u>		
District:			<u>Mr. Bruce Baron, Vice Chancellor, Fiscal Services</u>		
Contractor:	<u>[Signature]</u>		<u>PRRIAN DEVRIES</u>		<u>1-28-10</u>

Printed Name/Title



CONTRACT AMENDMENT NO.

NH-BC3-CA2

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
Item 2.1	Revise grade beam due to unforeseen underground ductbank. PC27	A1			\$1,644.00	\$1,644.00
Subtotal						\$1,644.00
TOTAL CONTRACT AMENDMENT #		NH-BC3-CA2				\$1,644.00

CODE LEGEND

- A SITE COST, UNFORESEEN FIELD CONDITION
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3347A4
Project Number

CS-BC1B-CO1

CHANGE ORDER

Original Contract Amount: **\$410,000.00**
Amount of Previous Contract Amendments: **\$18,890.00**
Amount of Previous Change Orders: **\$0.00**

DSA No.:
CS-BC1B-CO1

School Name:	San Bernardino Valley College	Date:	10-Feb-10
Project Description:	New Chemistry & Physical Science Building	Contract No.:	Bid Category 1B
To (Contractor):	AMPCO Contracting 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 Change Order summary dated 2/1/10 for
Change Order No. CS-BC1B-CO1 Item(s): 1.1 to 1.2**

TOTAL COST OF CHANGE ORDER CS-BC1B-CO1 \$9,005.00

Reason for Change:

Refer to attached Change Order No. CS-BC1B-CO1 summary dated 2/10/10

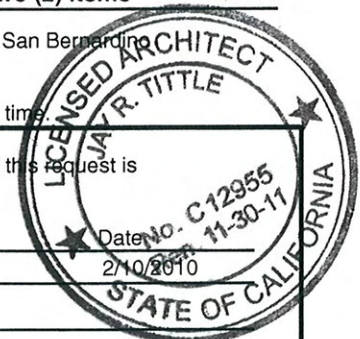
Initiator of Change:

Refer to attached Change Order No. CS-BC1B-CO1 summary dated 10-Feb-10

The original Base Contract Sum was:	\$410,000.00
Net change by previous authorized Contract Amendment (s):	\$18,890.00
The revised BASE Contract Sum:	\$428,890.00
Net change by previous authorized Change Order(s):	\$0.00
The Contract Sum including previous authorized Change Orders:	\$428,890.00
The contract AMOUNT due to C.O. No. CS-BC1B-CO1 will be decreased by:	\$9,005.00
The revised Contract Amount, including this Change Order is, therefore:	\$437,895.00
The contract TIME due to C.O. No. CS-BC1B-CO1 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 # CS-BC1B-CO1 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> Signature	Name (printed)	Jay R. Tittle, C-12955
Constr. Mgr.:	<u>[Signature]</u>	Name (printed)	Evan Taylor
District:		Name (printed)	Mr. Bruce Baron, Vice Chancellor Fiscal Services
Contractor:	<u>[Signature]</u>	Name (printed)	Richard E Klotch CFO Printed Name/Title
		Date	2/10/2010
		Date	2/12/10

CHANGE ORDER NO.

CS-BC1B-CO1

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
Item 1.1	Delete plaster at wall on Old North Hall PC16	G3			(\$5,995.00)	(\$5,995.00)
Item 1.2	Equipment standby time while unforeseen existing water line was relocated. PC23	A1			\$15,000.00	\$15,000.00
Subtotal						\$9,005.00
TOTAL CHANGE ORDER #		CS-BC1B-CO1				\$9,005.00

CODE LEGEND

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- 4 DISTRICT GENERATED
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SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Acting Chancellor
REVIEWED BY: Bruce Baron, Vice Chancellor, Fiscal Services
PREPARED BY: Alan Rosen, Bond Program Manager, Kitchell/BRj
DATE: March 11, 2010
SUBJECT: Consideration of Approval of Proposal for Architectural Services at CHC
from DC Architects

RECOMMENDATION

It is recommended that the Board of Trustees approve a proposal from DC Architects in the amount of \$274,000.00 for architectural services at CHC.

OVERVIEW

In September 2009 an updated Professional Services Screening & Recommendation Process for Measure M Projects was presented to the Board. The goals of that process are to 1) reach out to the professional services community twice a year through publications, professional organizations, and other means, and 2) establish Screening Advisory Committees comprised of District and College stakeholders to develop evaluation and rating criteria, and interview and recommend firms for appointment by the Board of Trustees.

As a result of this process, DC Architects is being recommended to perform architectural services for the Measure M Portable Science Laboratories and Classrooms project at CHC.

ANALYSIS

DC Architects will perform architectural services including:

- 1) Consult with campus representatives and provide programming to address current portable science laboratory and general classroom requirements.
- 2) Evaluate previously identified sites and determine the most suitable location for the portable science laboratories and classrooms.
- 3) Provide full architectural and engineering services through the phases of Pre-Design and Start-Up, Schematic Design, Design Development, Construction Document, Bidding, Construction Administration, and Close-Out.

The negotiated fee for these services is \$274,000.00.

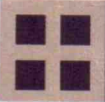
BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

Budgeted with Measure M funds.

Attachment



February 9, 2010

Alan Rosen
Program Manager
Kitchell/BRJ
San Bernardino Community College District
701 S. Mount Vernon
San Bernardino, CA 92410

Re: Modular Science Classroom Complex
Crafton Hills College
San Bernardino Community College District

Dear Alan:

Based on our previous conversations and understanding of the above referenced project, DC Architects is pleased to confirm the following proposal for architectural/engineering services on this project. Our understanding of the scope of services is as follows:

The Project consists of:

- 1.1 Programming Phase – Consult with Campus representatives and develop a program to address current Portable Science Laboratories and General Classroom requirements.
- 1.2 Evaluation of Site A and Site B (previously identified by the District) to determine the most suitable location for the Portable Science Laboratories and Classroom project.
- 1.3 Site plan studies to identify possible locations for:
 - 1.2.1. Two (2) Modular Science Classrooms (approx. 960 sf)
 - 1.2.2. Two (2) Modular Science Laboratories (approx. 32 stations each) wet laboratories with office and preparation areas.
 - 1.2.3. One (1) Modular Toilet Building with space for custodial room and mechanical/electrical area.
 - 1.2.4. Evaluate the possibility of adding four (4) additional standard Modular Classroom Buildings in the future to or near the Portable Science Laboratories and Classrooms (item 1.1 above).
 - 1.2.5. Study ADA access issues for each potential site and all areas of access leading to the Portable Science Laboratories and Classrooms.
 - 1.2.6. All modular construction shall be grade accessible. Exteriors shall be upgraded for enhanced aesthetics, if allowed by budget.
2. Basic Services – Provide full architectural and engineering services as defined in Exhibit “A”, Exhibit “B”, Exhibit “C” and Exhibit “D” of the Contract. These services shall consist of Pre-Design and Start-Up Services, Schematic Design Phase, Design Development Phase, Construction Document Phase, Bidding Phase, Construction Administration Phase and Close-Out Phase. These services shall be based on the scope of work defined in the Programming Phase mentioned above; except, at this point in time, the scope will not include item 1.2.4. (The four additional regular classrooms will not be

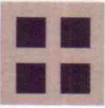
820 N. Mountain Ave
Suite 200
Upland, California
91786
909 . 985 . 6939
909 . 985 . 0864 fax
www.dcarchitects.net

Richard D. Duncan, AIA
President / CEO

Alan J. Camerano
Chief Operating Officer

Joseph R. Serar, AIA
Vice President /
Director of Design

Henry S. Sylvia
Vice President of
Operations



part of the Basic Services) The Basic Services shall be accomplished for the fixed fee amount mentioned below.

The structure shall be designed to meet the highest level (minimum goal is Silver) of LEED compliance or certification that can be reasonably achieved.

Site work includes all necessary modifications to existing pavements and roads, access from existing roads and circulation routes, site utility systems modifications, site improvements, landscape and hardscape to match existing campus design standards.

CONSTRUCTION BUDET

Cost of Construction: \$2,800,000.00

DC Architects proposes to perform the Base Services as described above for a fixed fee of \$244,000.00.

In addition to the fixed fee, DC Architects will provide services for the Programming Phase of the project on an hourly basis with a not-to-exceed amount of \$30,000.00. (Refer to the attached Exhibit "G" for current hourly rates) If through no fault of DC Architects, the scope of services for the Programming Phase changes, DC Architects will respectfully request an additional amount, but will not proceed until receiving a written approval from the client.

DC Architects is pleased to present this proposal and we are looking forward to working with you and your team on this exciting project. If you have any questions or concerns about this proposal, please let me know.

Sincerely,
DC ARCHITECTS

Richard D. Duncan, AIA
President/ CEO

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: Steven Sutorus, Business Manager
DATE: March 11, 2010
SUBJECT: Consideration of Approval of a No Cost Amendment to Loss Control & Emergency Plan Compliance Services

RECOMMENDATION

It is recommended that the Board of Trustees approve amendment to Loss Control & Emergency Plan Compliance Services with Keenan & Associates. The cost of this amendment of \$28,800 is part of the original award amount of \$352,880 therefore has no additional cost.

OVERVIEW

The District, in seeking professional services for risk assessment and management, entered into a contract with Keenan & Associates that was board approved on July 9, 2009. Services for emergency plan compliance were to be negotiated at a later date. At this time, the negotiations have been completed and attached is the finalized work plan and cost.

ANALYSIS

This is necessary as part of the District Loss Control Program to be in FEMA compliance for emergency preparedness and reduce risk exposure.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Funded and Included in the 2009-2010 Budget.

AMENDMENT TO LOSS CONTROL SERVICES AGREEMENT

This agreement hereby amends the **Loss Control Services Agreement** ("Agreement") dated **July 1, 2009** by and between **Keenan & Associates** ("Keenan") and **San Bernardino Community College District** ("Client") as follows:

Exhibit A

Keenan will provide Loss Control Services to SBCCD as outlined in attached Keenan Work Plan. Willdan Homeland Solutions (a subcontractor of Keenan) will provide Emergency Management Services to SBCCD as outlined in attached Willdan Work Plan.

Exhibit B

Willdan Homeland Solutions' service fees will be billed monthly to Keenan at a fee of \$120.00 per hour, not to exceed \$28,800. Keenan will pay Willdan and bill San Bernardino Community College for said Willdan services.

All remaining terms and conditions of the Agreement shall remain unchanged and in full force and effect. Each person signing this amendment to the Agreement on behalf of a party represents and warrants that he or she has the necessary authority to bind such party and that this amendment is binding on and enforceable against each Party.

**San Bernardino Community College
District**

Signature: _____

By: _____

Title: _____

Date: _____

Keenan & Associates

Signature: _____

By: Bettilou T. Pasquale

Title: Assistant Vice President

Date: October 28, 2009





Work Plan

Keenan
Keenan

Keenan Loss Control Services	Action Necessary	Employee Training	Target Date	Estimated Time
Review Compliance Programs such as Injury & Illness Prevention, Chemical Hygiene, Hazard Communication, Bloodborne Pathogens, Lockout/Tagout, Hazardous Waste, Ergonomics, Regulated Carcinogens, etc.	Annual review for changes. If new, Keenan will develop draft plan and present to District for review and finalization	District HR will capture training under their training matrix program and will be conducted using Keenan SafeColleges. Live training will be documented using Keenan SafeColleges	First Quarter of each year	Established program: 1-2 hours review New program: 4-6 hours development and customization of written plan
SBCCD Workers' Compensation losses for the most recent 3 policy years to identify loss drivers and identify priorities. Develop and assist in implementing a risk reduction plan to reduce Workers' Comp and Property & Liability exposures	Trend analyses of Workers' Compensation and Property & Liability data. Generate graphs, trends summary and develop risk reduction plan for District, District, Valley & Crafton	Not applicable	Annually, October timeframe	General graphs, trends summary and risk reduction plan for District, Valley and Craftons: 32 hours
Job Hazard Analysis (JHA) includes identifying essential duty functions for each job	Conduct JHA based on job descriptions provided by District HR. Interview and observe tasks conducted by employee representing specific job description	Work with District HR to address comprehensive training needs based on completed JHAs		4-6 hours for each job description/JHA
Participate in monthly site safety committee meetings. Provide updates on proposed and changes to safety laws and regulations	Attend safety meetings at District Office, Crafton and Valley	Not applicable	Monthly	6 hours/month
Develop training calendar	Contact District HR, Valley & Crafton or safety committees	District HR will capture training under their training matrix program and will be conducted using Keenan SafeColleges. Live training will be documented using Keenan SafeColleges	Monthly	6 hours/training to include preparation and presentation materials



Work Plan

Keenan
The College

Keenan Loss Control Services	Action Necessary	Employee Training	Target Date	Estimated Time
Conduct biennial site inspections for all SBCCD sites to comply with regulatory agencies	Physically inspect and photograph deficiencies to document inspection report	Not applicable	Biennial	Crafton & Valley: 8 hours per site District Office: 2 hours
Develop and implement a self-inspection program	Develop self inspection program	District HR will identify employees to train and document on Keenan SafeColleges	Annual	4 hours to develop checklist 2 hours to conduct training
Hazardous Materials Inventory	Inventory each SBCCD site	Not applicable	Annual	24 hours each for Crafton and Valley sites 2 hours for District Office
Comprehensive Compliance Plan	Interview District Office, Crafton & Valley sites for existing compliance plans	Not applicable	Annual	4 hours each for Crafton and Valley sites 2 hours for District Office

Keenan hourly rate = \$125.00 per hour

License #0451271

Confidential for Client Use



Work Plan

Willdan Group Services	Action Necessary	Employee Training	Target Date	Estimated Time
Conduct annual assessments of SBCCD NIMS/SEMS compliance	Willdan would conduct annual assessments of the SBCCD SBCCD NIMS & SEMS compliancy. Check lists containing the most current requirements would be utilized and the appropriate measures (training, assessments, exercises, etc.) would be recommended to the District for implementation			Approximately 10 hours
Assist coordination of emergency response exercises and drills for all SBCCD sites	Willdan would assist SBCCD in coordinating realistic multi-disciplinary and multi-jurisdictional exercises to improve integration, interoperability and response.			Approximately 40 hours
Assist SBCCD Human Resources with monitoring and coordinating NIMS/SEMS	Willdan would assist SBCCD HR with identifying and monitoring the "key personnel" who are required to complete approved NIMS/SEMS and ICS training courses.	Key personnel are classified by ED as general personnel, critical personnel and leadership personnel		Approximately 40 hours
Provide such other emergency plan compliances services as request by SBCCD	To be determined by SBCCD			

Willdan's hourly rate = \$120.00 per hour

To accomplish all the NIMS/SEMS Compliance Services outlined in the Scope of the Project Willdan estimates the need for a 20 hour per month commitment to SBCCD. This time could vary from month-to-month depending on the project status, but would not exceed 240 hours per year unless the District determined a need to increase services and/or the monthly allotment of time. Additional services, beyond the scope described, requested by the District, could be provided at a blended rate of \$120.00 per hour.



Work Plan

Willdan Group Services	Action Necessary	Employee Training	Target Date	Estimated Time
Initial Planning Conference (IPC)	<p>Obtain contact information for District Office, Crafton & Valley</p> <p>Obtain existing emergency response plans, policies and procedures</p> <p>Discuss options for course and training configurations</p> <p>Complete master schedule & deadlines</p> <p>Inspect facilities for logistical issues</p>	Confirm individual training and exercise needs of all SBCCD employee participants	Conduct IPC within two weeks of contract award	4 hours
Disaster Vulnerability Risk Assessments (DVRA)	Conduct biennial DVRA at each of the District's identified locations. Findings will be discussed with emergency management team to determine their reasonableness and validity			Approximately 16 hours per site
Assess the effectiveness of SBCCD Emergency Operation Plans	Work with SBCCD to building a document that incorporates past experience of others, the vulnerability assessments & current practices that help to determine the best possible plan.			Approximately 80 hours
Assist with communications to local, state & federal emergency services agencies	Willdan would work with SBCCD to develop and foster future relationships in order to develop Mutual Aid Agreements and Emergency Management Assistance Compacts.			Approximately 10 hours
Facilitate meetings between SBCCD representatives and other public agencies	SBCCD has indicated that Emergency Management Teams are already in place on each campus. Willdan would regularly participate with these teams to foster relationships with other public agencies. Officials and community partners will also participate in ongoing, collaborative planning sessions, including training and emergency exercises, that, in turn, will offer additional opportunities for practice and nurturing of relationships.			Approximately 10 hours

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: Steven Sutorus, Business Manager
DATE: March 11, 2010
SUBJECT: Consideration of Approval of Food and Supplies for PDC Grants Sponsored Events

RECOMMENDATION

It is recommended that the Board of Trustees approve event/outreach food expense for non-employees with a not to exceed \$29,500 for the Career Technical Education Program and \$8,500 for the Nanotechnology Training Program for the period of March 12, 2010 to June 30, 2010.

OVERVIEW

The Professional Development Center's Career Technical Education program will host several events to introduce the community to the many different training programs we offer in technology. These events will include, but are not limited to, Robotic training and competitions; Science, Technology, Engineering and Mathematics Workshops; meetings for new program implementation with teachers and counselors from the surrounding middle schools and high schools. Funding is through the Career Technical Education (CTE) and Economic and Workforce Development (EWD) grants.

The Applied Technology Training Center will host several events to introduce technicians, and the community to nanotechnology and how it impacts product development and manufacturing. These events will include, but are not limited to, training courses; seminars; forums and summits; the launching of the new Nano Center and the Nano Summer Camp. Funding is through the \$2,000,000 United States Department of Labor Nanotechnology grant.

ANALYSIS

These programs under the grant requirements are to hold event, training workshops, and science based summer camps. These programs will provide refreshments and lunches for these activities that are attended by the community and target participants. Due to available space and time constraints the overall approval of these expenses save both time and allows the smooth operations of grant required activities within these programs.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Funded and included in the 2009-2010 budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Acting Chancellor
REVIEWED BY: Bruce Baron, Vice Chancellor, Fiscal Services
PREPARED BY: Alan Rosen, Bond Program Manager, Kitchell/BRj
DATE: March 11, 2010
SUBJECT: Consideration of Approval of Proposal for Engineering Services at SBVC from P2S Engineering, Inc.

RECOMMENDATION

It is recommended that the Board of Trustees approve a proposal from P2S Engineering, Inc. in the amount of \$435,000.00 for engineering services at SBVC.

OVERVIEW

In September 2009 an updated Professional Services Screening & Recommendation Process for Measure M Projects was presented to the Board. The goals of that process are to 1) reach out to the professional services community twice a year through publications, professional organizations, and other means, and 2) establish Screening Advisory Committees comprised of District and College stakeholders to develop evaluation and rating criteria, and interview and recommend firms for appointment by the Board of Trustees.

As a result of this process, P2S Engineering, Inc. is being recommended to perform engineering services for the San Bernardino Valley College Campus Measure M Central Plant Site Analysis and Program and the Site Utilities Infrastructure Analysis and Master Plan.

ANALYSIS

P2S Engineering, Inc. will perform engineering services and provide master plan reports for:

- 1) Central Plant, Building Coil, and Piping Distribution Analysis
- 2) Integrated Energy Management System
- 3) Fire Alarms for existing and future buildings
- 4) Security System for existing and future buildings
- 5) Electrical Systems to support existing and future Campus facilities
- 6) Natural Gas Systems to support existing and future Campus facilities
- 7) Alternative Energy Technology analysis and recommendation
- 8) Civil Engineering Services including data collection and validation, utility capacity study and concept utility plan with estimate, utility purveyor coordination and utility requirements report
- 9) Allowance for Energy Grant Consultant

The negotiated fee for these services is \$435,000.00.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

Budgeted with Measure M funds.

Attachment



February 15, 2010

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

Attention: Mr. Alan Rosen
Program Manager

**Subject: ENGINEERING SERVICE PROPOSAL FOR UTILITIES MASTER PLAN
REVIEW AND UPDATE**

Dear Alan,

Per our conversation last Friday, February 5th, following is our revised engineering proposal to review and update the existing Master Plan report for the following utilities at Valley College:

1. Central Plant, Building Coil and Piping Distribution Analysis
2. Energy Management System
3. Fire Alarm
4. Security
5. Electrical
6. Natural Gas
7. Alternative Energy
8. Civil Engineering

Scope of Work

1. Central Plant, Building Coil and Piping Distribution Analysis:
 - a. Perform field investigation to determine potential locations for the central plant and TES tank, potential routing of underground site distribution systems, verify building chilled water cooling and hot water heating coil configurations, size and capacity.
 - b. Develop computer model of chilled and hot water distribution piping utilizing Pipe-Flo program, which will be utilized to determine existing system operating conditions.
 - c. Analyze piping options for expanding the existing distribution system to meet the current, new and future loads.
 - d. Develop programming level budgetary cost estimates for modifications for existing coils and modifications to the piping distribution system.
 - e. Provide master plan report indicating findings, budget cost estimates and recommendations for potential locations for the central plant and TES tank, site distribution systems and results of chilled and hot water piping study.
2. Energy Management System:
 - a. Perform field investigation to survey and determine existing building energy management systems.
 - b. Review record drawings of existing building energy management systems, installed control points, sequence of operations and control diagrams.

Engineering Services Proposal to:

Kitchell/BRJ, Mr. Alan Rosen
SBCCD Valley College Utility Master Plan Proposal

February 15, 2010
Page 2 of 6

- c. Provide master plan report indicating findings, budget cost estimates and recommendations for integrated energy management system.
3. Fire Alarm:
 - a. Provide field investigation to review existing fire alarm system in each building. Field survey will identify type and manufacturer of panels in each building and also review compliance with current codes.
 - b. Review record drawings of existing building fire alarm system.
 - c. Review existing annunciation and monitoring capabilities of existing fire alarm system.
 - d. Provide master plan report indicating findings, budget cost estimates and recommendations to modify or upgrade existing fire alarm system to meet current codes and address annunciation and monitoring of the system. Recommendations will also address standardization of fire alarm system for existing and future buildings.
4. Security:
 - a. Provide field investigation to review existing security system in each building. Field survey will identify type and manufacturer of panels in each building and also review compliance with current codes.
 - b. Review record drawings of existing building security system.
 - c. Review existing capabilities of existing security system.
 - d. Provide master plan report indicating findings, budget cost estimates and recommendations to modify or upgrade existing security system to meet current codes and campus requirements. Recommendations will also address standardization of security system for existing and future buildings.
5. Electrical:
 - a. Provide field investigation to determine existing conditions.
 - b. Review record drawings of existing building security system.
 - c. Provide load calculations to determine system capacity.
 - d. Provide master plan report indicating findings, budget cost estimates and recommendations to modify or upgrade existing system to address reliability, redundancy, capacity and ease of isolation to support existing and future facilities at the campus.
6. Natural Gas:
 - a. Provide field investigation to determine existing conditions.
 - b. Review record drawings of existing site and building natural gas distribution system.
 - c. Provide natural gas calculations to determine existing and future building requirements.
 - d. Provide master plan report indicating findings, budget cost estimates and recommendations to modify or upgrade existing system to address reliability, redundancy, capacity and ease of isolation to support existing and future facilities at the campus.
7. Alternative Energy
 - a. Evaluate annual total energy consumption and costs at the campus.
 - b. Review available alternate energy technologies available in the market.

Engineering Services Proposal to:

Kitchell/BRJ, Mr. Alan Rosen
SBCCD Valley College Utility Master Plan Proposal

February 15, 2010

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- c. Evaluate provision of these technologies at the campus to offset portion of campus energy costs.
 - d. Review available incentives available from the utility companies for alternate technologies.
 - e. Provide simple payback analysis.
 - f. Provide a report providing our recommendations and costs for provision of these technologies at the campus.
8. Civil Engineering:
- a. Data Collection and Validation
 - Psomas shall review the following existing utility documentation provided by the District within the project limit indicated on Exhibit "A-1":
 1. Campus Utility Bills.
 2. Available City of San Bernardino Substructure maps including streets fronting the campus.
 3. Available existing Utility Base Mapping prepared by others.
 4. Available Record Data for building and site development projects as provided by the District.
 - Record data shall be reviewed by interviewing college facilities staff and the Program Manager regarding documented and non-documented utility data. Documentation of the meetings will be furnished.
 - b. Utility Capacity Study and Concept Utility Plan and Estimate.
 - Employing up to date and approved Utilities Base Maps, assess the ability of the existing utility and infrastructure systems to support the Measure M Bond Construction Program. In performing this assessment, collaboration with other Consultants developing documentation, such as the Master Plan and the Environmental Impact Report. The utilities assessment shall include the following campus-wide backbone systems:
 - Sanitary Sewer
 - Fire Water
 - Storm Drain
 - Domestic Water
 - Irrigation Water
 - Common scope
 - Develop Campus Wide Utility Concept-Level exhibit that will fully support the needs of the Construction Program and Campus.
 - Develop utility loads based on standard planning factors.
 - Provide recommendations regarding system or operational needs.
 - Provide concept options to increase capacities, needed upgrades or improvements and necessary realignments temporary or permanent in nature.
 - Develop basic, but specific outlines of measures necessary to meet system or operational needs during the construction program.
 - Identify implementation/phasing requirements to accommodate the construction program and develop utility system models and develop a concept level opinion of probable construction cost for each utility construction phase.
 - Review the proposed improvements with Program Manager, District, College Facilities Staff and other consultants as required to confirm layout, system and operational findings and revise plans as required.

Engineering Services Proposal to:

Kitchell/BRJ, Mr. Alan Rosen
SBCCD Valley College Utility Master Plan Proposal

February 15, 2010

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- Storm Drain Scope
 - Prepare Concept Level Hydrology Study to reflect existing conditions and build-out conditions for the Campus.
 - Prepare maps depicting existing and post construction hydrologic conditions.
 - Develop Campus Wide Concept-Level storm drain exhibit that will fully support the needs of the Construction Program and Campus.
 - Develop concept storm drain hydraulics based on the concept level hydrology calculations.
 - Make recommendations regarding system or operational needs.
 - Show concept options to increase capacities, needed upgrades or improvements and necessary realignments and develop a concept level opinion of probable construction cost.
 - Review the proposed improvements with the Program Manager, District, College Facilities Staff and other Consultants as required to confirm layout, system and operational findings and revise concept exhibits as required.
- Storm Water Regulatory Compliance
 - Psomas will consider the range of uses on campus and prescribe concept level storm water quality management criteria to be integrated with the proposed development.
 - Psomas will develop mitigation measures for the campus and prescribe BMP's to comply with the Regional Water Quality Control Board (RWQCB) current interpretation of storm water treatment regulations.
 - *Note: The storm water regulatory compliance scope provided herein will define minimum storm water regulatory requirements. We recommend furnishing an expanded scope of services to the campus following review of the record data and discussion with the campus regarding sustainability and capital outlay goals.*
- c. Utility Purveyor Coordination
 - Psomas shall perform a capacity analysis of the existing service connections to the public utility systems, and meet with the appropriate utility purveyors (water, sanitary sewer, storm drain) to document whether utility demands of the proposed development can be met.
 - Findings in this task will be reported in the Utility Requirements Report.
- d. Utility Requirements Report
 - Prepare conceptual utility requirements report based on research and coordination performed in Tasks a through c.
 - The report will include documentation of service availability as provided by utility owners including service advisory requests and will serve letters (if applicable); documentation of all coordination efforts; concept exhibits for each utility system as identified in Task b; associated concept level opinion of probable cost; utility service schedule and fee calculation.
 - Narrative of findings and recommendations shall also be provided for each utility. A hard copy of the report will be furnished along with electronic copy in PDF format.

Engineering Services Proposal to:

Kitchell/BRJ, Mr. Alan Rosen
SBCCD Valley College Utility Master Plan Proposal

February 15, 2010

Page 5 of 6

- e. Meetings, Coordination and Assumptions
- Psomas shall co-conduct one (1) workshop with P2S at the college with the Program Manager, District and campus representatives to discuss project planning and schedule.
 - Psomas shall also participate in up to six (6) additional coordination meetings with the Program Manager to review progress and receive direction throughout the process. Fees for meetings are included in the tasks a through d.
 - The District shall provide an Aerial Survey of the campus with campus control.
 - The District shall provide all utility base maps prepared by others under separate contract. Base maps shall include all surface utility improvements located via ground survey and inverts at all access points for gravity utility lines. Base maps shall include utilities on campus and in the surrounding streets shall and identify size, material, and age of utility improvements. Psomas shall review the provided base maps and make recommendations for revisions to base maps following the Data Collection and Validation phase. The District may elect to have Psomas update the base maps for an additional fee to be negotiated at that time.
 - The implementation plan will include two phases for which utility modeling will be prepared. Additional phases will require additional fees.
 - Upgrades to offsite utility infrastructure will not be required.
 - Changes in the master plan precipitated by the Owner will be addressed for an additional fee.
 - The District shall furnish copies of previous utility studies, including electronic modeling data.
 - Sanitary sewer facilities at the campus need attention urgently. The effort described herein will give priority to sanitary sewer facilities, and findings and recommendations will be delivered in a separate fast tracked report.
 - Accurate record data for utilities in the surrounding streets is available from the City of San Bernardino and the local utility purveyors.

Schedule

P2S will provide substantially complete master plan report per schedule developed and agreed upon with and the College. We anticipate minimum 4 to 6 months will be required to complete the scope of work.

Exclusions

1. Construction drawings and specifications.
2. Storm water infrastructure or quality assessment.
3. DSA and fire department coordination.
4. Geotechnical studies.
5. Architectural and structural engineering services.

Fees

P2S proposes to provide master plan report and scope of work indicated above as **FIXED FEE, NOT TO EXCEED ESTIMATE OF FOUR HUNDRED THIRTY FIVE THOUSAND FIVE HUNDRED DOLLARS (\$435,500.00)**.

- 1. Central Plant, Building Coil and Piping Distribution Analysis**
- 2. Energy Management System**
- 3. Fire Alarm**
- 4. Security**
- 5. Electrical**
- 6. Natural Gas**
- 7. Alternative Energy**
- 8. Civil Engineering:**
 - a. Data Collection and Validation**
 - b. Utility Capacity Study and Concept Utility Plan and Estimate**
 - c. Utility Purveyor Coordination**
 - d. Utility Requirements Report**
 - e. Reimbursables**
- 9. Energy Consultant, P2S included a budget of \$50,000 for this service.**

Please call if you have any questions regarding this proposal. We look forward to working with you and The College on this project.

Regards,

P2S Engineering, Inc.

Ivan Thomas, P.E.
Principal

IT/hs
100215 P2S Proposal for Utilities Master Plan (3)



P2S ENGINEERING, INC.
RATE SCHEDULE FOR ENGINEERING SERVICES
ON A TIME AND EXPENSE BASIS

<u>Category</u>	<u>Rate</u>
PRINCIPAL ENGINEER	\$200
ENGINEER GRADE 04	\$186
ENGINEER GRADE 03	\$160
ENGINEER GRADE 02	\$147
ENGINEER GRADE 01	\$131
DESIGN ENGINEER GRADE 04	\$147
DESIGN ENGINEER GRADE 03	\$131
DESIGN ENGINEER GRADE 02	\$114
DESIGN ENGINEER GRADE 01	\$103
DESIGNER GRADE 04	\$110
DESIGNER GRADE 03	\$103
DESIGNER GRADE 02	\$95
DESIGNER GRADE 01	\$89
CAD OPERATOR GRADE 04	\$90
CAD OPERATOR GRADE 03	\$82
CAD OPERATOR GRADE 02	\$74
CAD OPERATOR GRADE 01	\$68
CLERICAL	\$68

In addition, for direct out-of-pocket expenses (if and when they occur) we quote the following:

- 1) Automobile: at current IRS rate per mile from home office for travel outside Los Angeles and Orange Counties
- 2) Travel Expense: at Cost
- 3) Subsistence: While away from home office for more than 1 day: at Cost, but not to exceed \$250 per day per person.
- 4) Plan Check Fees: at Cost plus 10% markup
- 5) Third Party Services: at Cost plus 10% markup
 - Printing and copy services
 - Consultant and subcontract professional fees
 - Surveying / Soils Investigation
 - Testing Laboratory Work

LIABILITY LIMITS

Professional Liability	\$ 2,000,000.
General Liability	\$ 5,000,000.

Effective January 2010
RT-210

**Land Development Services
Los Angeles/Santa Clarita/Bakersfield**

Planning, Engineering and Surveying

Hourly Rates

Office Services

\$ 65 - \$ 90	- Administrative and Project Assistants
\$100 - \$135	- Drafters and Design Drafters
\$105 - \$155	- Surveyors and Project Surveyors
\$105 - \$160	- Civil Engineering Designers and Engineers
\$115 - \$155	- Planners, Assistant Planners and Senior Planners
\$150 - \$180	- Project Engineers and Senior Project Engineers
\$150 - \$230	- Project Management, Directors
\$200 - \$250	- Principals

Field Services *

\$340	- Three-Person Survey Party
\$242	- Two-Person Survey Party
\$152	- One-Person Survey Party
\$152	- Field Engineer

Hourly rates for field survey parties include normal usage of electronic distance measuring equipment and survey vehicle expenses.

Per Diem is calculated at current State Department of Transportation rates (or other appropriate Agency rate).

Reimbursables

Mileage at current IRS allowable rate and parking expenses incurred by office employees are charged at cost. Prints, plots, messenger service, subsistence, air travel, and other direct expenses will be charged at cost plus ten percent. The services of outside consultants will be charged at cost plus fifteen percent.

The above schedule is for straight time. Overtime will be charged at 150 percent of the standard hourly rates. Sundays and holidays will be charged at 200 percent of the standard hourly rates.

* Fees will be increased yearly on October 1, as granted under the current IUOE Local #12 Master Labor Agreement.



PSOMAS

Exhibit "A-1"
 Proposal No. 2010-013



349 ft
 LandVision

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PROJECT LIMIT

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees *Bruce Baron*
FROM: Mr. Bruce Baron, Acting Chancellor *Bruce Baron*
REVIEWED BY: Mr. Bruce Baron, Acting Chancellor *Bruce Baron*
PREPARED BY: Mr. Bruce Baron, Acting Chancellor *Bruce Baron*
DATE: March 11, 2010
SUBJECT: Consideration of approval of team building and conflict resolution program for District Police Department.

RECOMMENDATION

It is recommended that the Board of Trustees approve the District contracting with Dr. Steve Albrecht to work with the Acting Chancellor to develop a team building and conflict resolution program for the District Police Department.

OVERVIEW

This program will involve the participation of all management and classified employees in the Department and will be designed to assess needs and then develop, implement and evaluate the program.

Dr. Albrecht is an internationally recognized trainer, speaker, author and consultant, recognized for expertise in high-risk human resource issues. He does extensive work with city and county government agencies in California, specializing in team building with law enforcement agencies. He is the author of fifteen business and police books on such topics as training street cops, customer service, workplace violence, and other topics.

ANALYSIS

As a recently post-certified police department it is important to develop a strong and high-functioning team among all employees in the department.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

The cost of this program is not to exceed \$15,000.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Acting Chancellor
REVIEWED BY: Bruce Baron, Vice-Chancellor, Fiscal Services
PREPARED BY: Steve Sutorus, Business Manager
DATE: March 11, 2010
SUBJECT: Consideration of Award of RFP 2010-04 and Approval of Contract

RECOMMENDATION

It is recommended that the Board of Trustees award Request for Proposal 2010-04, Food Vending Services: CHC and approve contract to North County Vending, Inc. of Vista, California.

OVERVIEW

Crafton Hills College holds an expired exclusive food vending service contract. Requests for proposals were solicited and responses received for exclusive and non-exclusive rights to develop and carry out a program for the vending of food and confectionary products at Crafton Hills College. The implementation of this five-year contract will increase revenues for Crafton Hills College.

ANALYSIS

The District received two bids to RFP 2010-04. The bid evaluation committee rated the bids as responsive and responsible:

Vendor	Total Bid Revenue
North County Vending, Inc.	25% & \$6,000 Guaranteed Annual Commission \$5,000 Signing Bonus
Compass Group USA, Inc.	15% & \$0 Guaranteed Annual Commission \$2,000 Signing Bonus

North County Vending, Inc. bid food and confectionary vending services which meets all specifications the District requested.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Positive.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Acting Chancellor
REVIEWED BY: Bruce Baron, Vice-Chancellor, Fiscal Services
PREPARED BY: Steven Sutorus, Business Manager
DATE: March 11, 2010
SUBJECT: Consideration of Approval of Award of Contract for Emergency Repairs

RECOMMENDATION

It is recommended that the Board of Trustees approve, by unanimous vote, the award of contract to Hampton Tedder Electric Co., Inc. for emergency repair of the Crafton Hills College underground high voltage site lighting cable and transformers.

OVERVIEW

Crafton Hills College's underground high voltage lighting cable and associated transformers failed causing loss of power to Campus Drive and multiple parking lots. Due to the immediate danger posed to the safety of students and staff, it was necessary for the District to contract for the emergency repair of the cabling and transformers following the authority granted to the Chancellor in Board Policy 6340, Contracts. Public Contract Code 20654 allows for the Board of Trustees to approve, by unanimous vote, the award of contract for emergency repairs to avoid danger to life or property without advertising for or inviting bids.

ANALYSIS

Emergency repair of Crafton Hills College's underground high voltage cables and associated transformers was necessary to ensure the safety of students, staff and property. Advertising for or inviting bids would have delayed the necessary repairs and placed students, staff and District property in danger. The Board of Trustees approval by unanimous vote is required by the San Bernardino County Superintendent of Schools to process payment for the services rendered by Hampton Tedder Electric Co., Inc.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Financial loss insured by the Statewide Association of Community Colleges (SWACC), District's property insurance consortium.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Acting Chancellor
REVIEWED BY: Bruce Baron, Vice Chancellor, Fiscal Services
PREPARED BY: Dr. Steven Lohr, Planning and Development Director
DATE: March 11, 2010
SUBJECT: Consideration of Approval of Sewer System Management Plan

RECOMMENDATION

It is recommended that the Board of Trustees approve the Sewer System Management Plan (SSMP) and certify that the Plan is in compliance with the waste discharge requirements of the State Water Resources Control Board (SWRCB).

OVERVIEW

The SWRCB adopted Statewide General Waste Discharge Requirements for Sanitary Sewer Systems in 2006, which require the development of an SSMP. The intent is to reduce the number and frequency of sewer system overflows, which result in the discharge of polluted wastewater to treatment facilities, and ultimately to surface or ground waters. The SSMP contains provisions to ensure the proper management, operation and maintenance of sewer systems. In addition, it must contain a spill response plan to address sewer system overflows in a manner to minimize impact to water quality. An SSMP has been prepared for the District and is attached.

ANALYSIS

The District SSMP:

1. Indicates the manner in which a capital improvement plan will be implemented to ensure that the sewer system can accommodate existing and future needs, and thus reasonably mitigate sewer system overflow conditions.
2. Conveys that existing sewer lines will be inspected and cleaned by the County of San Bernardino Special Districts/Water & Sanitation Division on a regular basis to facilitate the ability of these lines to handle current wastewater system needs.
3. Provides that the County of San Bernardino Special Districts/Water & Sanitation Division will respond to potential emergency sewer system overflows.
4. Indicates that periodic reviews will be conducted by the District to evaluate the effectiveness of complying with SSMP requirements.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

Sewer system capital improvements will be funded through Measure M bond funds. The cost of inspecting sewer lines on a period basis and responding to emergency sewer system overflows will be addressed through District funds.

Attachment

SEWER SYSTEM MANAGEMENT PLAN

Prepared for
San Bernardino Community College District
February, 2010

SEWER SYSTEM MANAGEMENT PLAN

Prepared for the
San Bernardino Community College District



SEWER SYSTEM MANAGEMENT PLAN

LIMITATIONS

This document was prepared solely for the San Bernardino Community College District in accordance with professional standards at the time the services were performed and in accordance with the contract between the San Bernardino Community College District and Holmes International dated October 5, 2007.

We have relied on information or instructions provided by the San Bernardino Community College District and other parties and, unless otherwise expressly indicated, have made no independent investigation as to the validity, completeness, or accuracy of such information.

SEWER SYSTEM MANAGEMENT PLAN

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SEWER SYSTEM MANAGEMENT PLAN

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SEWER SYSTEM MANAGEMENT PLAN

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SEWER SYSTEM MANAGEMENT PLAN

ACRONYMS

AB	Assembly Bill
BAT	Best Available Technology
BMP	Best Management Practice
CASA	California Association of Sanitation Agencies
CCTV	Closed-Circuit Television
CFR	Code of Federal Regulations
CIP	Capital Improvement Plan or Program and/or Project
CM	Corrective Maintenance
CMMS	Computerized Maintenance Management System
CWEA	California Water Environment Association
CVCWA	Central Valley Clean Water Association
District	San Bernardino Community College District
EPA	Environmental Protection Agency
FOG	Fats, Oils, and Grease
FSE	Food Service Establishments
GIS	Geographical Information System
GPS	Global Positioning System
GWI	Groundwater Induced Infiltration
GWDR	General Waste Discharge Requirements also referred to as Waste Discharge Requirements (WDR)
I/I	Inflow / Infiltration
IWD	Industrial Waste Division
LRO	Legally Responsible Official
MGD	million gallons per day
MRP	Monitoring and Reporting Program
MSC	Municipal Service Center
MSDS	Material Safety Data Sheets
NPDES	National Pollution Discharge Elimination System
O&M	Operation and Maintenance
OERP	Overflow Emergency Response Plan

OES	Office of Emergency Services
Order	SWRCB Order No. 2006-0003-DWQ adopted May 2, 2006
PdM	Predictive Maintenance
PM	Preventative Maintenance
PMP	Preventative Maintenance Program
POTWs	Publicly Owned Treatment Works
R&R	Rehabilitation and Replacement
RDII	Rainfall Dependent Infiltration and Inflow
RWQCB	Regional Water Quality Control Board
SBCSA 70	County of San Bernardino, County Service Area 70
SOP	Standard Operating Procedure
SSMP	Sewer System Management Plan
SSO	Sanitary Sewer Overflow
SWRCB	State Water Resources Control Board
TOC	Table of Contents
USA	Underground Service Alert
WDP	Waste Discharge Permit
WDR	Waste Discharge Requirements also referred to as General Waste Discharge Requirements (GWDR)
WW	Wastewater
WWCS	Wastewater Collection System
WWTP	Wastewater Treatment Plant

SEWER SYSTEM MANAGEMENT PLAN

TERMS

Authorized Representative – The person designated, for a municipality, state, federal or other public agency, as either a principal executive officer of ranking elected official, or a duly authorized representative of that person.

Blockage – Something that partially or fully blocks the wastewater from flowing through a sewer pipeline. The blockage can be caused by debris in the sewer, grease buildup, root intrusion, or a partial or full collapse of the pipeline. If not caught in time, the blockage may cause an overflow. This is also called a stoppage.

California Water Environment Association (CWEA) – CWEA is an association of 8,000-plus professionals in the wastewater industry. CWEA is committed to keeping California's water clean. CWEA trains and certifies wastewater professionals, disseminates technical information, and promotes sound policies to benefit society through protection and enhancement of the water environment. CWEA offers services at the state level and locally through 17 geographical local sections. Through their on-line bookstore, CWEA offers technical references for sewer system operation and maintenance. Website: <http://www.cwea.org/>.

Santa Ana Regional Water Quality Control Board – Also known as the Regional Water Board or RWQCB. The mission of this state regulatory agency is to: preserve, enhance and restore the quality of California's water resources, and ensure their proper allocation and efficient use for the benefit of present and future generations. Website: <http://www.waterboards.ca.gov/santaana/>.

Enrollee – The legal public entity that owns a sanitary sewer system, as defined by the GWDR, which has submitted a complete and approved application for coverage under the GWDR. This is also called a sewer system agency or wastewater collection system agency.

Fats, Oils and Grease (FOG) - Fats, oils, and grease that are discharged into the sanitary sewer collection system by Food Service Establishments (FSE), homes, apartments and other sources. FOG is a major cause of blockages leading to increased maintenance and sometimes SSOs.

FOG Control Program – To be implemented at the Enrollee's discretion. May include public education program; plan and schedule for the disposal of FOG; legal authority to prohibit FOG related discharges; requirement to install grease removal devices; authority to inspect grease producing facilities; identification of sanitary sewer system sections subject to FOG blockages and the establishment of a cleaning schedule for each section; development and implementation of source control measures for all sources of FOG.

Geographical Information System (GIS) – A database linked with mapping, which includes various layers of information used by government officials. Examples of information found on a GIS can include a sewer map; sewer features such as pipe location, diameter, material, condition, last date cleaned or repaired. The GIS also typically contains base information such as streets and parcels.

Governing Board – This is the governing board of the sewer entity developing the SSMP. Examples would be the Board of Directors, the City Council, or the County Board of Supervisors.

GWDR – General Waste Discharge Requirements – A GWDR is an authorization to discharge waste with certain conditions, which can be issued on an individual basis or to a group of dischargers. The Statewide General WDR for Sanitary Sewer Systems was adopted by the SWCRB and will be implemented by the Regional Water Boards and SWRCB.

Groundwater Induced Infiltration (GWI) – Infiltration attributed to groundwater entering the sewer system.

Infiltration – The entry of groundwater into a sewer system, including service connections. Infiltration occurs through defects in the piping network including defective or cracked pipes, pipe joints, and through defects in manhole walls and joints.

Inflow – Stormwater runoff entry into a sewer system from such sources as roof leaders, cellars, yard and area drains, foundation drains, cooling water discharges, drains from springs and swampy areas, around manhole covers that are not properly sealed to the top of manholes or through holes in the covers, and cross connections from storm sewer systems and catch basins. Inflow differs from infiltration in that it is a direct discharge into the sewer rather than seepage of groundwater into the sewer.

Lateral – The portion of sewer that connects the waste plumbing from a home or business with the sewer main pipeline in the street. Some sewer system agencies own or maintain a portion of the lateral.

Upper Lateral: Portion of lateral from building to property line (or easement line), usually privately owned and maintained.

Lower Lateral: Portion of lateral from property line (or easement line) to sewer mainline in the street or easement. This portion of the lateral is sometimes privately owned and maintained and sometimes publicly owned and maintained.

Monitoring and Reporting Program - The Monitoring and Reporting Program established in the WDR that establishes monitoring, record keeping, reporting and public notification requirements for the GWDR.

Overflow Emergency Response Plan – Identifies measures to protect public health and the environment. A plan must include the following: notification procedure, appropriate response plan, regulatory notification procedures, employee training plan, procedures to address emergency operations, a program that ensures all reasonable steps are taken to contain and prevent discharges.

Private Lateral: That portion of the lateral that is owned and maintained by the private property owner that it serves. Based on an individual agency's ordinance, this may just be the upper lateral or can include the lower lateral.

Preventative maintenance (PM) – Regularly scheduled servicing of machinery, infrastructure or other equipment using appropriate tools, tests, and lubricants. This type of maintenance can

prolong the useful life of equipment, infrastructure, and machinery and increase its efficiency by detecting and correcting problems before they cause a breakdown of the equipment, or failure of the infrastructure.

Rainfall Dependent Infiltration and Inflow – Infiltration and inflow that is attributed directly to rainfall.

Regional Water Board – Is a short name for any of the nine regional boards including the Central Valley Regional Water Quality Control Board.

Rehabilitation and Replacement Plan (also referred to as a Capital Improvement Plan) – Identifies and prioritizes system deficiencies and implements short-term and long-term rehabilitation actions to address each deficiency.

Sanitary Sewer Overflow (SSO) – The Statewide GWDR defines an SSO as any overflow, spill, release, discharge or diversion of untreated or partially treated wastewater from a sanitary sewer system, including overflows or releases that reach waters of the United States, overflows or releases that *do not* reach water of the United States, and backups into buildings and/or private property caused by conditions within the publicly owned portion of the sewer system.

Sanitary Sewer Overflow Categories

- **Category 1** – All discharges of sewage resulting from a failure in the Enrollee’s sanitary sewer system that equals or exceeds 1000 gallons; or result in a discharge to a drainage channel and/or surface water; or discharge to a storm drainpipe that was not fully captured and returned to the sanitary sewer system.
- **Category 2** – All other discharges of sewage resulting from a failure in the Enrollee’s sanitary sewer system
- Private Lateral Sewage Discharges – Sewage discharges that are caused by blockages or other problems within a privately owned lateral

Sanitary Sewer System – Any system of gravity sewer pipelines, pump stations, force mains, or other facilities upstream of the headworks of a wastewater treatment plant. The sanitary sewer system is used to collect and convey wastewater to the publicly owned treatment facility. Temporary storage and conveyance facilities are considered to be part of the sanitary sewer system and discharges into these temporary storage facilities are not to be considered SSOs.

Satellite Collection System – The portion, if any, of a sanitary sewer system owned or operated by a different public agency than the agency that owns and operates the wastewater treatment facility to which the sanitary sewer system is tributary.

Sewer System Management Plan (SSMP) – A series of written site specific programs that address how a collection system owner/operator conducts their daily business as is outlined in the WDR. Each SSMP is unique for an individual discharger. The plan includes provisions to provide proper and efficient management, operation, and maintenance of sanitary sewer systems, while taking into consideration risk management and cost benefit analysis. The plan must also contain a spill response plan. Certification is offered by technically qualified and experienced

persons and provides a useful cost effective means for ensuring that SSMPs are developed and implemented appropriately.

Stakeholder - A person or organization that has a vested interest in the development and outcome of the SWRCB Order No. 2006-0003 Statewide General Waste Discharge Requirements for Sanitary Sewer Systems.

State Water Resources Control Board: Also called the State Board. This is the State agency that developed and passed the GWDR for collection systems and the agency that maintains the SSO reporting web site.

Stoppage – See “Blockage”.

System Evaluation and Capacity Assurance Plan – A required component of an agency’s SSMP and is an important part of any agency’s overall Capital Improvement Plan that provides hydraulic capacity of key sanitary sewer system elements for dry weather peak flow conditions, as well as the appropriate design storm or wet weather event.

Wastewater Collection System: See “Sanitary Sewer System”.

SEWER SYSTEM MANAGEMENT PLAN

BACKGROUND AND INTRODUCTION

A. Management and Operations Overview

The Board of Trustees of the San Bernardino Community College District (District) is the governing body of the District. The Chancellor provides general management of the District, with the Presidents being responsible for implementing District policy and the overall administration of day-to-day operations for the San Bernardino Valley College and the Crafton Hills College.

The Vice Presidents of Administrative Services are responsible for the operation and maintenance of the wastewater collection systems for the two campuses. The Vice Chancellor of Fiscal Services manages the planning and any construction projects needed for the wastewater collection system.

The Directors of Facilities, Operations, & Maintenance, who report to the Vice Presidents of Administrative Services, are responsible for the day-to-day operations of the two sanitary sewer collection systems. To provide the people, expertise, and equipment needed, the District has entered into a contract with County of San Bernardino County Service Area 70 to undertake the work needed to inspect, clean, maintain, and repair the wastewater collection system. This work will be managed by the Directors of Facilities, Operations, & Maintenance.

B. Service Area and Relevant Statistics

The San Bernardino Community College District includes two college campuses, a professional development center, and a public broadcast system. One of the college campuses, the San Bernardino Valley College, is located in the City of San Bernardino. The general boundaries for the San Bernardino Valley College are shown in Figure B-1. The other campus, the Crafton Hills College, is located on a hillside in the City of Yucaipa. The general boundaries for the Crafton Hills College are shown in Figure B-2. The wastewater collection for the San Bernardino Valley College discharges to the City of San Bernardino for conveyance to the City's wastewater treatment plant for treatment and disposal of the water. The wastewater collection for the Crafton Hills College discharges to the City of Redlands for treatment and disposal of the wastewater generated on the campus. The connection to the City of Redlands is through a long trunk sewer that extends from the northwest corner of the campus to the eastern edge of the City.

With the exception of a small pumping station in basement of the Performing Arts Center at the Crafton Hills College campus, both wastewater collection systems are composed entirely of gravity flow pipelines and manholes.

Neither of the District's two campuses has a residence hall where students could live while attending college. Thus, all of the wastewater is generated by the students and staff who spend part of their days on campus. The District estimates that there are approximately 12,000 students

attending classes at the San Bernardino Valley College campus and approximately 6,150 students attending classes at the Crafton Hills College campus. While there are no documented figures available, the District estimates that the students spend an average of about 3 hours per day on campus.

Using an approach discussed with State Water Resources Control Board staff, these student estimates and time on campus estimates were used to compute “equivalent populations” for each of the campuses. The equivalent population is computed using the time spent on campus divided by 24 hours per day and multiplying the result times the student population.

<u>Campus</u>	<u>Student Population</u>	<u>Average time spent on campus</u>	<u>Equivalent Full Time Population</u>
Valley College	12,000	3 hours	1,500
Crafton Hills College	6,150	3 hours	768

Allowing for full time staff which would be on site for a third of a work day (8 hours), these calculations show that the equivalent populations for each of the campuses is lower than 2,500. Using an equivalent population of less than 2,500 means that the District has until August 2, 2010, to complete the preparation of the various elements of the SSMP and for the District Trustees to adopt the final SSMP.

**Figure B-1
San Bernardino Valley College Service Boundaries**



Figure B-2
Crafton Hills College Service Boundaries



C. SSMP Purpose and Objectives

The purpose of this SSMP is to describe the activities the San Bernardino Community College District uses to manage the District's wastewater collection system to further eliminate preventable SSOs, minimize those SSOs that do occur, and protect both public health and the environment.

- A. To establish goals that align the management, operation and maintenance and capacity assurance activities in a manner that will focus staff efforts to achieve the intended purpose of this SSMP.
- B. To comply with the SWRCB's General Waster Discharge Requirement (WDR) order No. 2006-0003 issued May 2, 2006.
- C. To describe how the District complies with each element of the SWRCB's WDR/SSMP requirements addressing the following:
 - Provide an introductory summary of the General Waste Discharge Requirement, the project scope and an overview of the District's size, complexity and SSMP responsibility.

- Present the District’s organizational structure, identifying SSMP responsibilities, job classifications, contact information, and location of SSMP documents.
- Provide a narrative describing how the District complies with each requirement.
- Present the WDR/SSMP requirements for each element,
- Identify the policies, procedures, and programs the District has in place or will have in place to achieve compliance with the SWRCB WDR/SSMP.
- Provide a living appendix for contact personnel, job descriptions, policies, procedures, and programs that are subject to change over time.
- Provide District’s internet websites addresses and physical locations for support/ associated SSMP documents.

D. Waste Discharge Requirements

The California State Water Resources Control Board (SWRCB) adopted a Statewide General Waste Discharge Requirement (WDR) order No. 2006-0003 May 2, 2006. This WDR dictates each publicly owned sanitary sewer system, termed Enrollee, develop, document, and implement a Sewer System Management Plan (SSMP) and make it available to the public and State and Regional Water Quality Control Boards (RWQCB) upon request.

SSMPs are state-mandated requirements for California public collection system agencies that own or operate sanitary sewer systems greater than one (1) mile in length. The goal for these plans is to reduce sanitary sewer overflows (SSOs), protect the public health and the environment, and improve the overall maintenance and management of sewer systems including pumping stations which are also sometimes called lift stations.

The following paragraphs summarize the key elements of an SSMP and the implementation requirements for Enrollees. The due dates for various elements of specific relevance to the San Bernardino Community College District are then summarized in a tabular form.

Table B-2 identifies each required SSMP element and the requirements that must be addressed to achieve compliance with each respective/corresponding element.

Table B-2. Sewer System Management Plan (SSMP) Requirements	
SSMP Elements	Requirements
Goals	<ul style="list-style-type: none"> • Properly manage, operate and maintain all parts of the collection system • Provide capacity to convey base and peak flows • Minimize the frequency and severity of sanitary sewer overflows (SSOs) • Mitigate the impact of SSOs
Organization	<ul style="list-style-type: none"> • Identify agency staff responsible for the SSMP • Identify chain of communication for responding to and reporting SSOs
Legal Authority	<ul style="list-style-type: none"> • Control infiltration and inflow (I/I) from the collection system and laterals • Require proper design and construction of sewers and connections • Require proper sewer installation, testing and inspection • Ability to impose source control requirements
Operation and Maintenance Program	<ul style="list-style-type: none"> • Maintain up-to-date maps • Allocate adequate resources for system operation and maintenance • Prioritize preventative maintenance activities • Identify structural equipment to minimize equipment/facility downtime • Provide staff training on a regular basis
Design and Construction Standards	<ul style="list-style-type: none"> • Identify minimum design and construction standards and specifications • Identify procedures and standards for inspecting and testing
Overflow Emergency Response Plan	<ul style="list-style-type: none"> • Provide SSO notification procedures • Develop and implement a plan to respond to SSOs • Develop procedures to report and notify SSOs • Develop procedures to prevent overflows from reaching surface waters, and to minimize or correct any adverse impact from SSOs

Table B-2. Sewer System Management Plan (SSMP) Requirements	
SSMP Elements	Requirements
Fats, Oil and Grease (FOG) Control Program	<ul style="list-style-type: none"> • Develop a Fats, Oil and Grease (FOG) control plan, if needed
System Evaluation and Capacity Assurance	<ul style="list-style-type: none"> • Establish a process to assess the current and future capacity requirements • Implement a capital improvement plan to provide hydraulic capacity
Monitoring, Measurement and Program Modifications	<ul style="list-style-type: none"> • Measure the effectiveness of each SSMP element • Monitor each SSMP element and make updates as necessary
SSMP Audits	<ul style="list-style-type: none"> • Conduct an audit every 2 years that includes identifying deficiencies and steps to correct them
Communication Program	<ul style="list-style-type: none"> • Communicate with public (Customers) on SSMP development, implementation and performance and create a plan for communication with tributary/satellite sewer systems

E. What is the District required to do?

Section D, Provisions, Paragraphs 1 through 15 of the Statewide General Waste Discharge Requirements for Sanitary Sewer Systems, Order No. 2006-0003-DWQ, describe the requirements for compliance and consequences for non-compliance. These are listed below:

1. The Enrollee must comply with all conditions of the Order. Any noncompliance with this Order constitutes a violation of the California Water Code and is grounds for enforcement action.
2. It is the intent of the State Water Board that sanitary sewer systems be regulated in a manner consistent with the general WDR. Nothing in the general WDR shall be:
 - (i) Interpreted or applied in a manner inconsistent with the Federal Clean Water Act, or supersede a more specific or more stringent state or federal requirement in an existing permit, regulation, or administrative/judicial order or Consent Decree;
 - (ii) Interpreted or applied to authorize an SSO that is illegal under either the Clean Water Act, an applicable Basin Plan prohibition or water quality standard, or the California Water Code;

- (iii) Interpreted or applied to prohibit a Regional Water Board from issuing an individual NPDES permit or WDR, superseding this general WDR, for a sanitary sewer system, authorized under the Clean Water Act or California Water Code; or
 - (iv) Interpreted or applied to supersede any more specific or more stringent WDRs or enforcement order issued by a Regional Water Board.
- 3. The Enrollee shall take all feasible steps to eliminate SSOs. In the event that an SSO does occur, the Enrollee shall take all feasible steps to contain and mitigate the impacts of an SSO.
- 4. In the event of an SSO, the Enrollee shall take all feasible steps to prevent untreated or partially treated wastewater from discharging from storm drains into flood control channels or waters of the United States by blocking the storm drainage system and by removing the wastewater from the storm drains.
- 5. All SSOs must be reported in accordance with Section G of the general WDR.
- 6. In any enforcement action, the State and/or Regional Water Boards will consider the appropriate factors under the duly adopted State Water Board Enforcement Policy. And, consistent with the Enforcement Policy, the State and/or Regional Water Boards must consider the Enrollee's efforts to contain, control, and mitigate SSOs when considering the California Water Code Section 13327 factors. In assessing these factors, the State and/or Regional Water Boards will also consider whether:
 - (i) The Enrollee has complied with the requirements of this Order, including requirements for reporting and developing and implementing a SSMP;
 - (ii) The Enrollee can identify the cause or likely cause of the discharge event;
 - (iii) There were no feasible alternatives to the discharge, such as temporary storage or retention of untreated wastewater, reduction of inflow and infiltration, use of adequate backup equipment, collecting and hauling of untreated wastewater to a treatment facility, or an increase in the capacity of the system as necessary to contain the design storm event identified in the SSMP. It is inappropriate to consider the lack of feasible alternatives, if the Enrollee does not implement a periodic or continuing process to identify and correct problems.
 - (iv) The discharge was exceptional, unintentional, temporary, and caused by factors beyond the reasonable control of the Enrollee;
 - (v) The discharge could have been prevented by the exercise of reasonable control described in a certified SSMP for:
 - Proper management, operation and maintenance (O&M);

- Adequate treatment facilities, sanitary sewer system facilities, and/or components with an appropriate design capacity, to reasonably prevent SSOs (e.g., adequately enlarging treatment or collection facilities to accommodate growth, infiltration and inflow (I/I), etc.);
 - Preventive maintenance (including cleaning and fats, oils, and grease (FOG) control);
 - Installation of adequate backup equipment; and
 - Inflow and Infiltration prevention and control to the extent practicable.
- (vi) The sanitary sewer system design capacity is appropriate to reasonably prevent SSOs.
- (vii) The Enrollee took all reasonable steps to stop and mitigate the impact of the discharge as soon as possible.
7. When a SSO occurs, the Enrollee shall take all feasible steps and necessary remedial actions to: 1) control or limit the volume of untreated or partially treated wastewater discharged, 2) terminate the discharge, and 3) recover as much of the wastewater discharged as possible for proper disposal, including any wash down water.
- The Enrollee shall implement all remedial actions to the extent they may be applicable to the discharge and not inconsistent with an emergency response plan, including the following:
- (i) Interception and rerouting of untreated or partially treated wastewater flows around the wastewater line failure;
 - (ii) Vacuum truck recovery of SSOs and wash down water;
 - (iii) Cleanup of debris at the overflow site;
 - (iv) System modifications to prevent another SSO at the same location;
 - (v) Adequate sampling to determine the nature and impact of the release; and
 - (vi) Adequate public notification to protect the public from exposure to the SSO.
8. The Enrollee shall properly, manage, operate, and maintain all parts of the sanitary sewer system owned or operated by the Enrollee, and shall ensure that the system operators (including employees, contractors, or other agents) are adequately trained and possess adequate knowledge, skills, and abilities.
9. The Enrollee shall allocate adequate resources for the operation, maintenance, and repair of its sanitary sewer system, by establishing a proper rate structure, accounting mechanisms, and auditing procedures to ensure an adequate measure of revenues and expenditures. These procedures must be in compliance with applicable laws and regulations and comply with generally acceptable accounting practices.

10. The Enrollee shall provide adequate capacity to convey base flows and peak flows, including flows related to wet weather events. Capacity shall meet or exceed the design criteria as defined in the Enrollee's System Evaluation and Capacity Assurance Plan for all parts of the sanitary sewer system owned or operated by the Enrollee.
11. The Enrollee shall develop and implement a written SSMP and make it available to the State and/or RWQCB upon request. A copy of this document must be publicly available at the Enrollee's office and/or available on the Internet. This SSMP must be approved by the Enrollee's governing board at a public meeting.
12. In accordance with the California Business and Professions Code sections 6735, 7835, and 7835.1, all engineering and geologic evaluations and judgments shall be performed by or under the direction of registered professionals competent and proficient in the fields pertinent to the required activities. Specific elements of the SSMP that require professional evaluation and judgments shall be prepared by or under the direction of appropriately qualified professionals, and shall bear the professional(s)' signature and stamp.
13. The mandatory elements of the SSMP and their requirements are listed in Table B-1. However, if the Enrollee believes that any element of this section is not appropriate or applicable to the Enrollee's sanitary sewer system, the SSMP program does not need to address that element. The Enrollee must justify why that element is not applicable.
14. Both the SSMP and the Enrollee's program to implement the SSMP must be certified by the Enrollee to be in compliance with the requirements set forth above and must be presented to the Enrollee's governing board for approval at a public meeting. The Enrollee shall certify that the SSMP, and subparts thereof, are in compliance with the general WDRs within the time frames identified in the time schedule listed below in Table B-3.

In order to complete this certification, the Enrollee's authorized representative must complete the certification portion in the Online SSO Database Questionnaire by checking the appropriate milestone box, printing and signing the automated form, and sending the form to:

State Water Resources Control Board
Division of Water Quality
Attn: SSO Program Manager
P.O. Box 100
Sacramento, CA 95812

The SSMP must be updated every five years, and must include any significant program changes. Re-certification by the governing board of the Enrollee is required in accordance with D.14 when significant updates to the SSMP are made. To complete the re-certification process, the Enrollee shall enter the data in the Online SSO Database and mail the form to the State Water Board, as described above.

15. The Enrollee shall comply with these requirements according to the following schedule. This time schedule does not supersede existing requirements or time schedules associated with other permits or regulatory requirements.

The mandatory elements and associated WDR section and due dates are listed in Table B-3. The dates listed are applicable to each of the two campuses of the San Bernardino Community College District.

Table B-3. Sewer System Management Plan Time Schedule		
No	Mandatory Elements	Due Date¹
---	SSMP Development Plan and Schedule	May 2, 2008
1	Goals	May 2, 2008
2	Organization	May 2, 2008
3	Legal Authority	Feb 2, 2010
4	Operations and Maintenance Program	Feb 2, 2010
6	Overflow Emergency Response Program	Feb 2, 2010
7	FOG Control Program	Feb 2, 2010
5	Design and Performance Provisions	Aug 2, 2010
8	System Evaluation and Capacity Assurance Plan	Aug 2, 2010
9	Monitoring and Program Modifications	Aug 2, 2010
10	Program Audits	Every 2 Years
11	Communication Program	Aug 2, 2010
---	Final SSMP	Aug 2, 2010
	Recertification of SSMP	Aug 2, 2015

¹Based on an equivalent population less than 2,500 people.

SEWER SYSTEM MANAGEMENT PLAN

SECTION 1 - GOALS

A. WDR/SSMP Requirements

The goal of the SSMP is to provide a plan and schedule to properly manage, operate, and maintain all parts of the sanitary sewer system. This will help reduce and prevent SSOs, as well as mitigate any SSOs that do occur.

B. San Bernardino Community College District Goals

The San Bernardino Community College District has established six goals to guide the development, implementation and success of San Bernardino Valley College and the Crafton Hills SSMPs. These goals are designed to facilitate and target the management, operation and maintenance of the sanitary sewer collection system in a manner that will sustain the infrastructure, protect public health and the environment, and achieve compliance with State Water Resources Control Board's General Waste Discharge Requirement (WDR) for Sanitary Sewer Systems. These goals include:

- Complete a SSMP development plan and implementation schedule.
- Properly manage, operate, and maintain all portions of the San Bernardino Community College Districts two wastewater collection systems.
- Provide adequate capacity to convey peak wastewater flows.
- Minimize the frequency of SSOs.
- Mitigate the impacts that are associated with all SSOs that may occur.
- Comply with all applicable regulatory notification and reporting requirements.

SECTION 2 - ORGANIZATION

A. Organization Requirements

The WDR SSMP organization requirement specifies that each SSMP identify the following:

1. The name of the agency's responsible or authorized representative.
2. The names and telephone numbers for management, administrative, and maintenance positions responsible for implementing specific measures in the SSMP program. The SSMP must identify lines of authority through an organization chart or similar document with a narrative explanation; and
3. The chain of communication for reporting SSOs, from receipt of a complaint or other information, including the person responsible for reporting SSOs to the State and Regional Water Board and other agencies if applicable (such as County Health Officer, County Environmental Health Agency, Regional Water Board, and/or State Office of Emergency Services [OES]).

B. Agency's Responsible or Authorized Representative

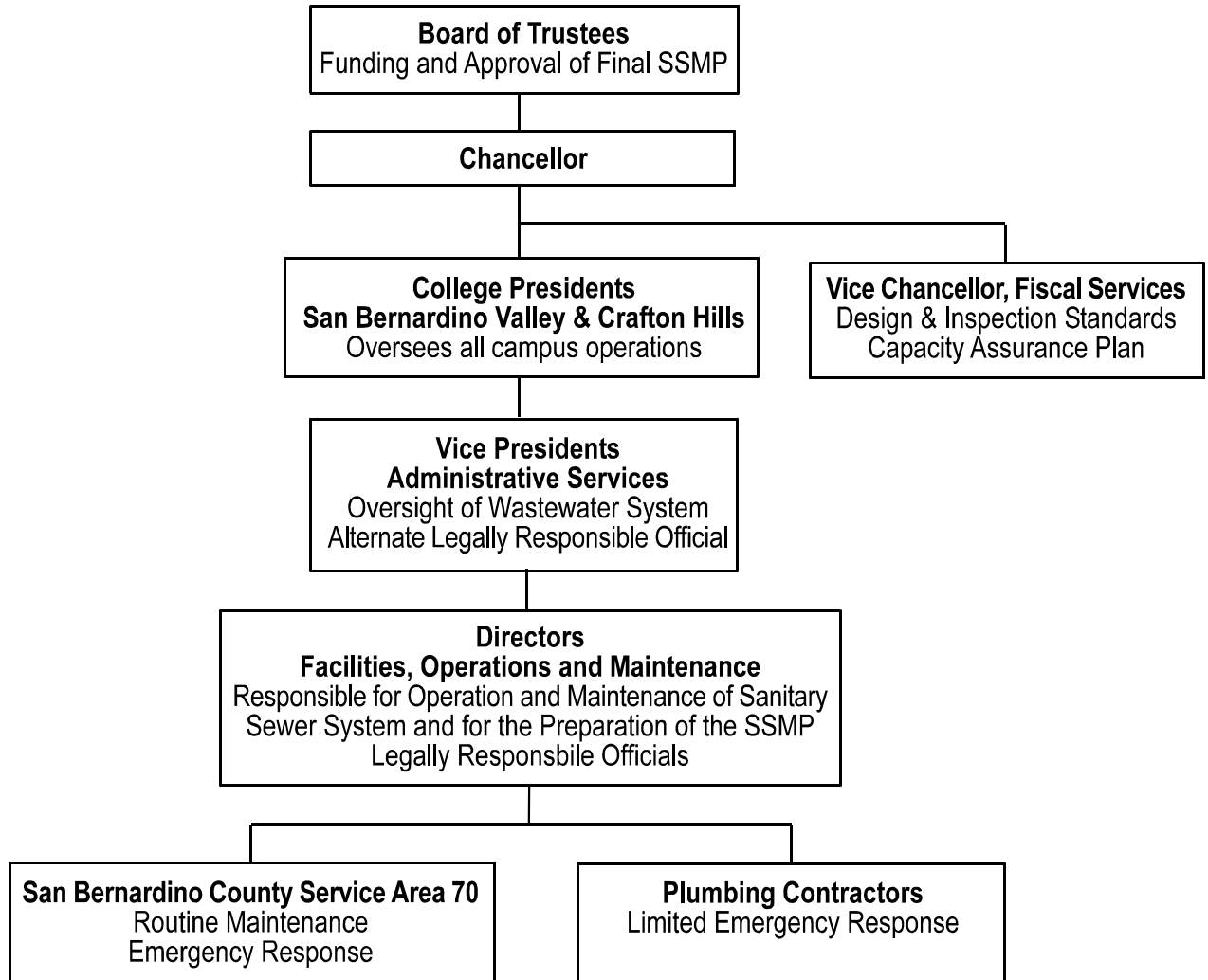
The names of the agency's responsible or authorized representatives for each of the District's two campuses are listed in Appendix 2-1.

C. Names, Phone Numbers, and Lines of Authority

Name and telephone numbers for key management, administrative, and maintenance positions for implementing specific measures in the SSMP program are listed in Appendix 2-1.

The SSMP Responsibility Organization Chart for the San Bernardino Valley College is illustrated in Figure 2-1.

**Figure 2-1
San Bernardino Community College District (SBCCD)
SSMP Responsibility Organization Chart**



Descriptions of the positions are included below.

Board of Trustees

The Board of Trustees of the San Bernardino Community College District is the governing body of the District. The Board is established by, and derives its power and duties from, the Constitution of the State of California and the Statutes of California as adopted by the Legislature and issued in the *California Education Code*, and the directives of the Board of Governors, California Community Colleges, listed in *Title V, California Code of Regulations*.

Seven trustees, elected from the communities served by the District, govern the San Bernardino Community College District. Trustees serve a four-year term. There are also non-voting student trustees that serve a one-year term.

The Board of Trustees is responsible for approving budgets and setting policy. The Chancellor provides overall management of the District.

Vice Chancellor, Fiscal Services

The Vice Chancellor of Fiscal Services manages all functions associated with facility planning, construction and capital outlay of the District. The Vice Chancellor develops strategies for funding and requests funding as appropriate. The responsibility for this position includes formulating and administering District policy concerning the aforementioned functions and providing contract administration to Colleges. Activities include, but are not limited to, planning, organizing, staffing, directing, and controlling resources.

Presidents, San Bernardino Valley and Crafton Hills Colleges

The Presidents of the two Colleges plan, organize, coordinate, direct and administer all departments, programs, activities, budgets and personnel of the respective college; implements District policies and procedures as they affect college activities; represents the college to the community and directs the development of quality educational programs; participates in the development, review and addressing of general District policies; performs related duties as required.

Vice Presidents, Office of Administrative Services

The Vice Presidents of Administrative Services for the two campuses are responsible for planning, organization, implementation, and evaluation of all areas assigned to the Administrative Services unit. Primary responsibilities include: budget development, fiscal operations, fiscal accountability, facilities management, student cashiering, bookstore, business office, custodial, food services, grounds, maintenance, and other duties.

The Vice Presidents of Administrative Services are also alternate Legally Responsible Officials (LRO) for the SSO WDR. These individuals take the lead on responding to any sanitary sewer

overflows and meeting reporting requirements during the absence of the respective campus Director of Facilities, Operations, & Maintenance.

Directors, Facilities, Operations and Maintenance

The Directors of Facilities, Operations, & Maintenance are responsible for planning, coordinating, and directing the maintenance and operations activities of the two colleges, including having the responsibility for the physical condition of the buildings, grounds, and equipment, and participates in the design, review, and integration of construction projects. The Directors maintain compliance with District policies and local, state, and federal laws and regulations.

The Directors for Facilities, Operations, & Maintenance are the Legally Responsible Officials (LRO) for the monitoring and reporting requirements of the SSO WDR. They also have the overall responsibility for reporting SSOs to the State and Regional Water Board and other agencies as applicable.

San Bernardino County Service Area 70

The District has contracted with County of San Bernardino County Service Area 70 to provide wastewater collection systems operations and maintenance services for the District's San Bernardino Valley College and Crafton Hills College wastewater collection systems.

Plumbing Contractors

The District plans to use County of San Bernardino County Service Area 70 personnel and equipment to maintain the building service lateral that extends underground from the individual plumbing fixtures in the buildings to the larger sewer mains located away from the buildings. The District plans to use SBCSA 70 personnel and equipment as the first option on future work and use local plumbers if they have specialized equipment that SBCSA 70 might not have.

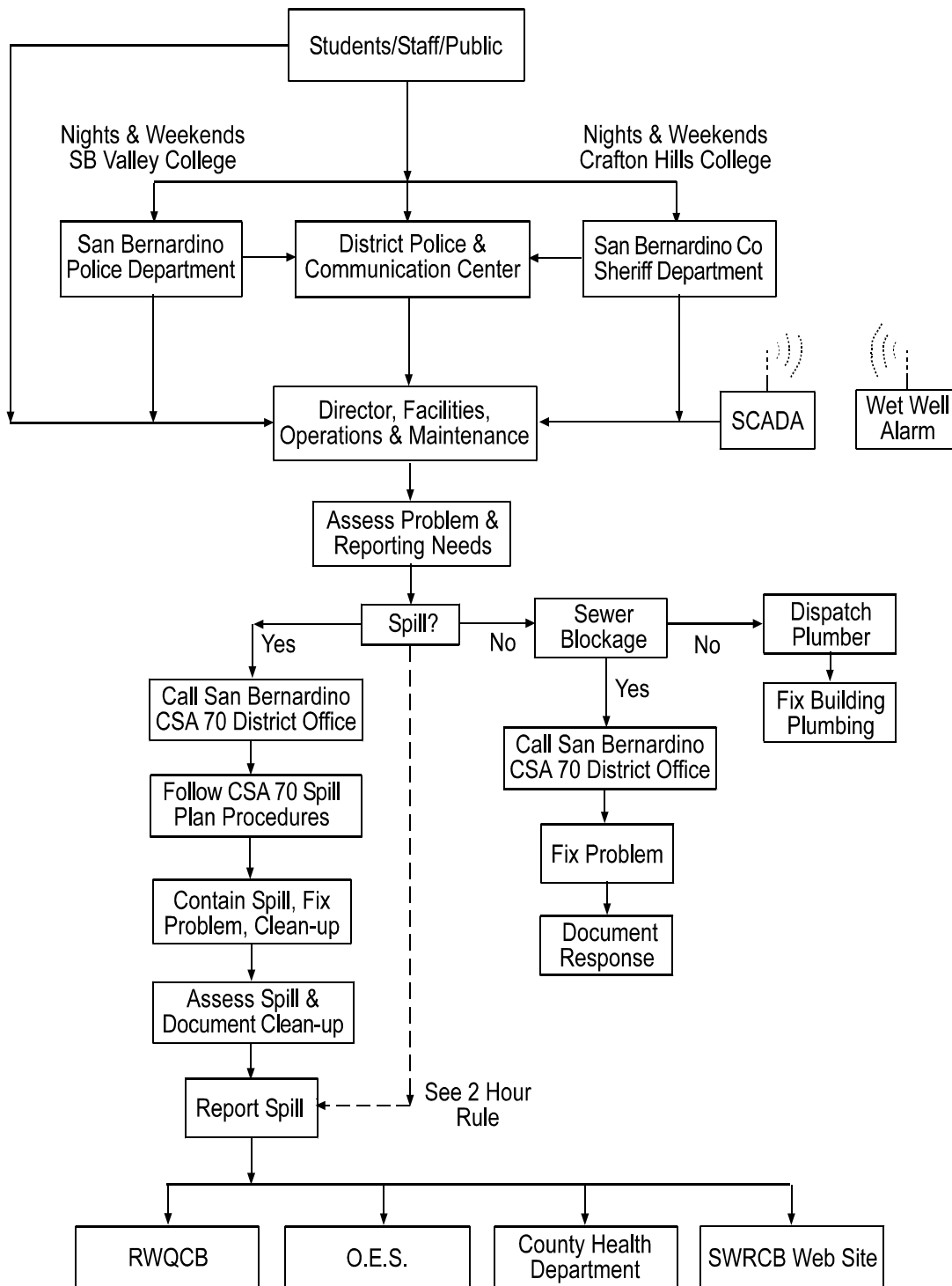
Contact List – Personnel Responsible for SSO Reporting

Name and telephone number of San Bernardino Community College District's (SBCCD) staff responsible for reporting SSOs to the SWQCB, RWQCB and other applicable agencies are listed in Appendix 2-1.

D. Chain of Communication for Reporting SSOs

The chain of communication for reporting SSOs, from receipt of a complaint or other information, including the person responsible for reporting SSOs to the State and Regional Water Board and other agencies, is shown in Figure 2-2.

**Figure 2-2
Chain of Communication for Reporting SSOs**



SECTION 3 - LEGAL AUTHORITY

A. Legal Authority Requirements

The WDR SSMP Legal Authority requirement specifies that each Enrollee must demonstrate, through sanitary sewer system use ordinances, service agreements, or other legally binding procedures, that it possesses the necessary legal authority to:

1. Prevent illicit discharges into its sanitary sewer system, (examples may include I/I, stormwater, chemical dumping, unauthorized debris and cut roots, etc).
2. Require that sewers and connections be properly designed and constructed;
3. Ensure access for maintenance, inspection or repairs for portions of the lateral owned or maintained by the Public Agency;
4. Limit the discharge of FOG and other debris that may cause blockages, and
5. Enforce any violation of its sewer ordinances.

B. San Bernardino Community College District Legal Authority

The San Bernardino Community College District owns all of the buildings and facilities at the San Bernardino Valley College and the Crafton Hills College. Neither campus allows outside vendors to rent space and sell food that would create any illicit discharge of fats, oil, or grease into either campus's sewer system. Since the District owns all facilities and is the employer of all of the staff who work at both campuses, the District inherently has the authority to:

1. Prevent illicit discharges into its sanitary sewer system. The District can do this by requiring its employees to not discharge materials into the system that could lead to a sewer stoppage or SSO and enforcing these requirements.
2. Require that sewers and connections be properly designed and constructed. The District requires this through its design and construction standards and inspection procedures and standards (see Section 5). In addition to the District standards, all construction must adhere to the requirements of the Division of the State Architect.
3. Being the owner of all of the land, structures, and facilities located on the Campus, the District inherently has access for maintenance, inspection or repairs for portions of the sewer system.
4. As indicated under point number 1 above, the District can limit the discharge of FOG and other debris that may cause blockages through employee directives and requirements.

Under these conditions, the Campus has the required legal authority stipulated in the WDR and no further action is needed by the District to comply with this element of the WDR. Should either campus change their operations in the future and allow outside vendors to rent space and sell food prepared on site, the District would need to create the additional legal authority to regulate these vendors.

SEWER SYSTEM MANAGEMENT PLAN

SECTION 4 - OPERATION AND MAINTENANCE PROGRAM

A. Operation and Maintenance Program Requirements

The WDR SSMP Operation and Maintenance Program requirement specifies that each SSMP must include those elements listed below that are appropriate and applicable to the Enrollee's system:

1. Maintain an up-to-date map of the sanitary sewer system, showing all gravity line segments and manholes, pumping facilities, pressure pipes and valves, and applicable storm water conveyance facilities;
2. Describe routine preventive operation and maintenance activities by staff and contractors, including a system for scheduling regular maintenance and cleaning of the sanitary sewer system with more frequent cleaning and maintenance targeted at known problem areas. The Preventative Maintenance (PM) program should have a system to document scheduled and conducted activities, such as work orders;
3. Develop a rehabilitation and replacement plan to identify and prioritize system deficiencies and implement short-term and long-term rehabilitation actions to address each deficiency. The program should include regular visual and television inspections of manholes and sewer pipes, and a system for ranking the condition of sewer pipes and scheduling rehabilitation. Rehabilitation and replacement should focus on sewer pipes that are at risk of collapse or prone to more frequent blockages due to pipe defects. Finally, the rehabilitation and replacement plan should include a capital improvement plan that addresses proper management and protection of the infrastructure assets. The plan shall include a time schedule for implementing the short- and long-term plans plus a schedule for developing the funds needed for the capital improvement plan;
4. Provide training on a regular basis for staff in sanitary sewer system operations and maintenance, and require contractors to be appropriately trained; and
5. Provide equipment and replacement part inventories, including identification of critical replacement parts.

B. Collection System Maps

The District will have up-to-date maps of the wastewater collection system finalized in 2010 which have been updated by County Service Area 70 as a result of the cleaning and inspection of the sewer system.

C. Preventive Operations & Maintenance Program

The San Bernardino Community College District (SDCCD) contracted with County of San Bernardino County Service Area 70 (SBCSA 70) to provide wastewater collection systems operations and maintenance services. This includes the two wastewater collection systems located on the campuses of and serving the San Bernardino Valley College and the Crafton Hills College.

The County of San Bernardino, Special Districts Department, Water and Sanitation Division (Division), County Service Area 70 (SBCSA 70), employs a staff of about 45 technical and professional state certified employees in the following capacities: water distribution, water treatment, wastewater collection, and wastewater treatment/recycling. The Division is equipped with a compliment of sewer construction and maintenance equipment including sewer pipeline cleaning equipment, closed circuit television inspection equipment, spill containment equipment and materials, pumper trucks, portable pumps, backhoes, dump trucks, asphalt cutting machines, and a variety of pickup and panel trucks supplies with specialized safety and sewer maintenance equipment and hand tools.

Division field staff is stationed at facilities throughout the County of San Bernardino. The main support hub is located in Hesperia, California at the County Service Area 64 (CSA 64) maintenance shop. Specialized sewer equipment and supplies are stationed at this facility and field staff is assigned to this location 8 hours/day during weekdays. Field staff is assigned to perform regular routine preventive maintenance activities including: sewer cleaning, televising, smoke testing, sewer inspection, etc. for all of the Division's districts and contracted facilities.

Emergency response for the San Bernardino Valley College and Crafton Hills College campuses will originate from a minimum of three (3) locations. The Division's Lytle Creek North Wastewater Treatment and Recycling Plant (LCN) is located in Devore, California. Division field staff and emergency response equipment and vehicles stationed at LCN work seven (7) days a week from 8:00 a.m. to 4:30 p.m. The Division's Deerlick Sewer Lift Station is located in Green Valley Lake, California with field staff and emergency response equipment/vehicles stationed at this facility from 8:00 a.m. to 4:30 p.m. on weekdays. The Division's facility at the CSA 64 maintenance shop has staff working from 8:00 a.m. to 4:30 p.m. on weekdays.

The Division maintains an on-call program for field staff and standby supervisors to respond to all emergencies after normal business hours including weekends/holidays. After hours dispatching is performed by Apple Valley Communications Inc., located in the Town of Apple Valley, California. Eight (8) on-call field staff and two (2) standby supervisors are available seven (7) days a week 24 hours/day.

SBCCD contracted with SB CSA 70 to perform the following tasks:

1. **Pipeline Cleaning and Condition Assessment.** Clean and inspect the two sewer systems using high velocity sewer cleaning and debris removal equipment in combination with closed circuit television (CCTV) inspection and data logging

equipment. With only just over 5,000 feet of sewer, this work will be completed in about a week of work. This work will allow SBCCD to develop a rehabilitation and replacement plan to identify and prioritize system deficiencies and implement short-term and long-term rehabilitation actions to address each deficiency, including regular visual and CCTV inspections of manholes and sewer pipes, a system for ranking the condition of sewer pipes, and scheduling rehabilitation. Pipeline rehabilitation will focus on sewer pipes that are at risk of collapse or prone to more frequent blockages due to pipe defects.

2. **Creation of an Operations & Maintenance Data Base.** Using the data collected under the condition assessment work described above, SB CSA 70 staff will create an operations and maintenance (O&M) database. The O&M database will be used to develop a Preventative Maintenance (PM) program to schedule routine maintenance activities. The PM program will also help to identify and recommend necessary routine maintenance, inspection, and repairs of sewer system. This will include the development of a schedule for regular cleaning of the sanitary sewer system, with more frequent cleaning and maintenance targeted at known problem areas when necessary. Where root intrusion into the sewer system is located, a program to mechanically remove or chemically treat the roots to control their growth will also be developed.
3. **Smoke Testing Program.** Smoke testing will be used to identify preventable illicit stormwater discharges into the sanitary sewer systems and recommend corrective measures.
4. **Fats, Oils and Grease (FOG) Control Program.** Using the condition assessment work and the O&M database, CSA 70 staff will identify the need to address the discharge of fats, oils, grease (FOG) and other debris that may cause blockages. Septic tank cleaning & inspection may be a component of this program. As part of the above identified costs, the County of San Bernardino, Special Districts Department will address the SSMP FOG Program, including:
 - a. Determining whether a Fats, Oils, Grease (FOG) control program is needed. If found to be an issue, then a FOG source control program will be prepared and implemented to reduce the amount of these substances from being discharged into the sanitary sewer system.
 - b. Developing a plan and schedule for the disposal of FOG generated within the sanitary sewer system service area, including a list of acceptable disposal facilities and/or additional facilities needed to adequately dispose of FOG generated within a sanitary sewer system service area.
 - c. Assisting with identifying measures to prevent SSOs and blockages caused by FOG.
 - d. Developing requirements to install grease removal devices (such as traps or interceptors), design standards for the removal devices, maintenance

- requirements, Best Management Practice (BMP) requirements, record keeping and reporting requirements.
- e. Inspecting grease producing facilities, enforcement authorities, and whether there is sufficient staff to inspect and enforce the FOG requirements.
5. **Lift Station Assessment, Operation & Maintenance.** An assessment of the equipment located in the District's one lift station will be made by CSA 70 staff. This will be used to determine equipment repair or replacement needs and to establish a routine operation and maintenance program for this station and the equipment located in the station.
 6. **Equipment and Replacement Part Inventories.** CSA 70 staff will provide equipment and replacement part inventories including identification of critical replacement parts as necessary to support the service provided to SBCCD.
 7. **Capital Improvement Plan.** CSA 70 staff will work with SBCCD to develop a capital improvement plan (CIP) that addresses proper management and protection of the infrastructure assets and a time schedule for implementing the short-term and long-term plans.
 8. **Sewer System Map Updates.** CSA 70 staff will update the maps of the sewer systems showing all gravity pipeline segments, manholes, pumping facilities, pressure pipes, valves, and applicable storm water conveyance facilities. Originals of updated maps and CCTV inspections will be provided to SBCCD
 9. **Sanitary Sewer Overflow (SSO) Emergency Response.** CSA 70 staff will respond to emergency spills on behalf of SBCCD and will:
 - a. Develop procedures to ensure that appropriate staff and SBCCD personnel are aware of and follow the Emergency Response Plan and are appropriately trained.
 - b. Develop procedures to address emergency operations.
 - c. Identify SBCCD equipment needs to allow SBCCD to address spills prior to Department's arrival.
 - d. Develop procedures to ensure all reasonable steps are taken to contain and prevent the discharge of untreated and partially treated wastewater to waters of the United States and to minimize or correct any adverse impact on the environment resulting from the SSOs, including such accelerated or additional monitoring as may be necessary to determine the nature and impact of the discharge.
 - e. It will be the goal of CSA 70 to respond to emergency overflows in one hour or less.

D. Rehabilitation and Replacement Plan

While the service contract with San Bernardino County Service Area 70 (SB CSA 70) includes pipeline cleaning and internal condition assessment work that will be used to identify and recommend necessary repairs to sewer system, the District has also prepared facilities master plans that included evaluations of the two sewer systems and identified conceptual improvements. The engineer of record for the District's infrastructure project will be responsible for the identification/confirmation of specific improvements to the campus sewer system. The facilities master plans results for the two campuses included the following.

1. Crafton Hills College

Condition

The master plan concluded that the sanitary sewer system appeared to be well maintained and functions properly.

Maintenance

The master plan recommended continued maintenance of cleanouts, manholes, and sanitary sewer lines.

Repair

No repairs were recommended for the campus sewer system.

Improvements

While no repairs were recommended, the infrastructure element of the master plan recommends near term improvements to construct sewer extensions to serve new areas of the campus. This includes the installation of a new sanitary sewer to provide gravity sewer to the existing Performing Arts Building and the proposed Science Building. The main may be connected to the City of Redlands sewer main located at the westerly intersection of Campus Drive and Sand Canyon Road. The main may extend southeasterly in Sand Canyon Road to the southerly end of the Humanities complex. This sewer extension should allow the District to abandon the existing lift station located in the lower level of the Performing Arts Building.

A new sewer may be extended up the access to the Maintenance building where the existing septic tank will be abandoned.

The existing sanitary sewer located in Campus Drive may also be extended easterly from the vicinity of the Gymnasium approximately 450 feet to the northeast corner of Lot H to serve the proposed aquatics complex.

2. San Bernardino Valley College

Condition

1. The majority of the campus sanitary sewer system is approximately 75 years old and is an antiquated condition.
2. Aged mains are cracked and failing.
3. Aged manholes are in disrepair.
4. Existing mains are undersized for current campus flows.

Improvements

Infrastructure improvements may include:

1. Coordinate with the City of San Bernardino to verify the operating condition and capacity of offsite sanitary sewers.
2. Investigate routing of sewer main pipelines to alternate offsite sewers.
3. Replace the existing sewer located adjacent to “K” Street flowing southerly from College Avenue to Grant Street. The existing main is currently undersized and in poor operating condition.
4. Replace the existing sewer located in College Avenue flowing easterly from Eureka Street to “K” Street. The existing main is currently undersized and in poor operating condition.
5. Replace the existing sewer located in Grant Street flowing easterly from Mission Avenue to “K” Street. The existing main is currently undersized and aged.
6. Replace the existing sewer located in Mission Avenue and the parking lots adjacent to Grant Street flowing easterly from the Business Building parking lot to Mission Avenue. The existing main is currently undersized and aged.
7. Install a new campus sewer through the southerly portion of the campus to serve the Horizon 2 building sites for Liberal Arts and the Gymnasium.
8. Provide service to the proposed Horizon 2 Technical Arts Building site from the sanitary sewer located within College Avenue.

Horizon 1 – 2012 is a planning horizon that included four replacement projects for buildings on the campus with no growth in assignable square feet for the campus.

Horizon 2 – 2020 is a planning horizon that replaces structures identified through the Existing Conditions Assessment to be in most in need of replacement of buildings on the campus used for

instruction. This includes the replacement of the Liberal Arts, Snyder Gymnasium, Women’s Gymnasium, Pool, Stadium and Technology Buildings.

Horizon 3 – 2030 is a planning horizon that represents maximum build-out for Valley College within its current property.

**Figure 4-1
Horizon 1 Sewer Improvements**

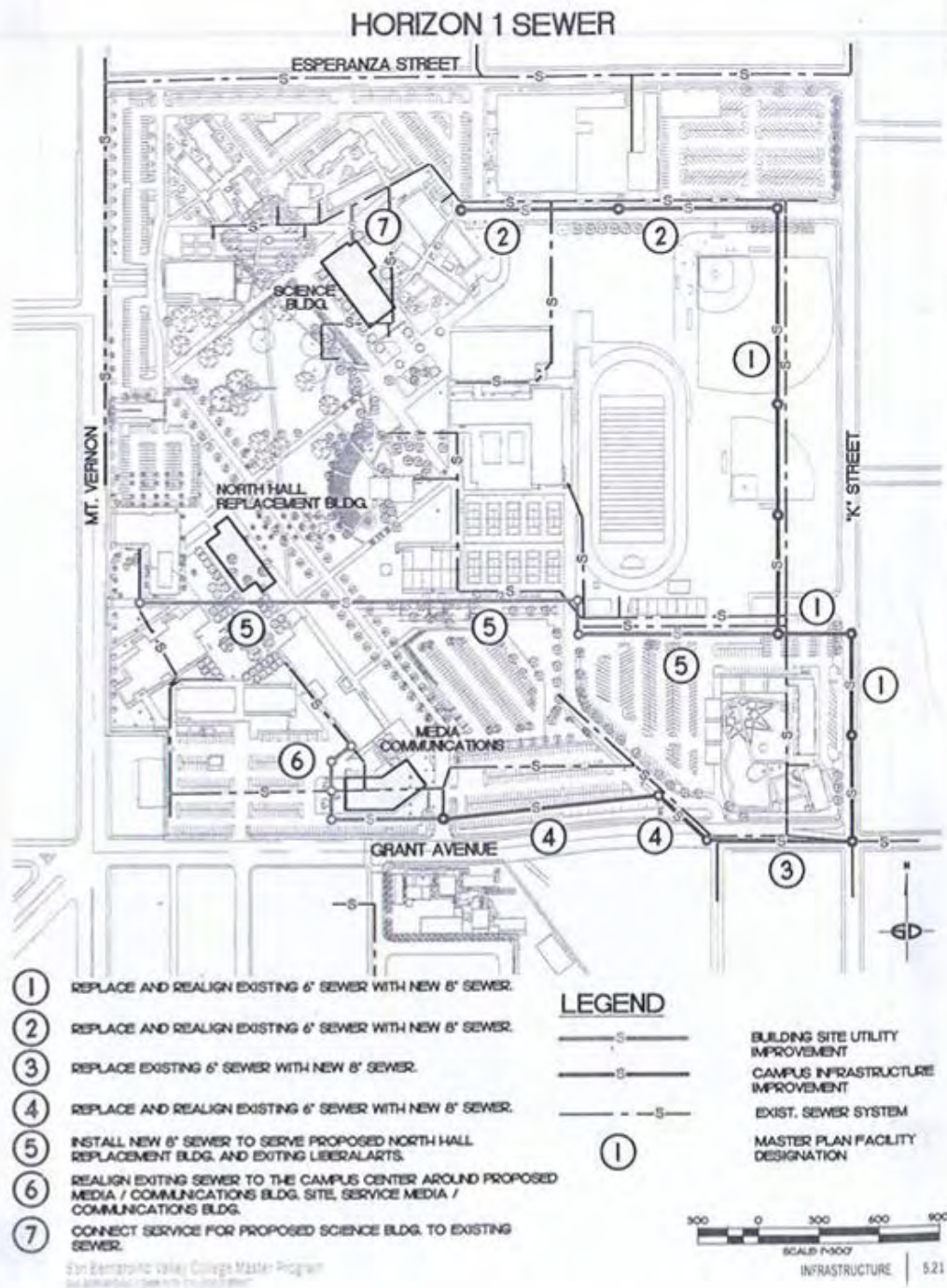


Figure 4-2
Horizon 2 Sewer Improvements



**Figure 4-3
Horizon 3 Sewer Improvements**



These improvements are scheduled to be completed using the Measure M bond funds which were approved by voters within San Bernardino County in 2008. Planned projects include campus-wide infrastructure improvements including sewer improvement projects.

E. Training Program

SB CSA 70 field staff are trained and certified to work in and around potable water systems, wastewater collection systems and/or wastewater treatment/recycling systems. Safety training is provided by specialized vendors, Division Managers/Supervisors, and the County of San Bernardino Risk Management's Safety Officers.

Basic safety training for all employees includes:

- Emergency Spill Response and Notification Procedures (annual)
- Equipment Operation & Maintenance (annual)
- Traffic Control Work Zone Safety (annual)
- Confined Space Entry Procedures (annual)
- Competent Person Training (Shoring and Trench Safety Procedures - as needed/refresher)
- Dig Alert (USA) (annual, and when up-dated)
- Professional Driver (annual)
- Work Place Violence / Sexual Harassment Training (annual)
- Lockout/Tagout (annual)
- Respiratory Protection (annual)
- Pesticide Protection (annual)
- Right to Know (annual)
- Electrical Safety (annual)
- Fall Protection (annual)
- Fire Safety (annual)

Hands-on training for teams and individuals with special licenses and/or skills includes:

- Confined Space Entry Emergency Response Team (annual)
- ICS Woodland Fire Fighting (annual)
- Sewer Inspection, Cleaning (Hydro & Mechanical), Closed Circuit Television (CCTV), Smoke Testing (on-going)
- Emergency Sewer By-pass Pumping (annual)
- Sewer Line Repair & Installation (on-going)
- Pump and Valve Repair & Replacement (on-going)
- Asphalt Repair & Replacement (on-going)
- Street Sweeping (on-going)
- Fats Oils and Grease (FOG) Inspection (on-going)
- Hazardous Waste Operator Training (HAZWOPER) (annual)
- All New Specialized Equipment Operation & Maintenance Procedures (on-going)
- Environmental Protection Agency/CA Air Resources Board Compliance (annual)
- Backflow Prevention Course (on-going)

- Electrical Safety and NFPA 70E (annual, and when up-dated)
- Supervisory Control and Data Acquisition (SCADA) (on-going)

Additionally, there are weekly safety tailgate sessions that are conducted at each Division facility in conformance with OSHA requirements. A safety related topic is chosen, discussed, documented, and practiced by all employees. Throughout the year many employees participate in California Water Environment Association (CWEA) and American Water Works Association (AWWA) sponsored workshops, seminars, short schools, and college or trade school classes for specialized training.

The Division requires that all field staff maintain minimum certification levels. However; as indicated in the table below, the Division does encourage all employees to become certified above their required level, including cross-certification and/or specialized licenses in Backflow Prevention.

F. Equipment and Critical Replacement Parts

As mentioned above, SB CSA 70 staff will provide equipment and replacement part inventories including identification of critical replacement parts as necessary to support the service provided to SBCCD.

G. Appendix 2 – Operation and Maintenance Program Documents

Appendix 2 includes the following:

- 2-1 SB CSA 70 Equipment List
- 2-2 SB CSA 70 Staff Training Summary

SEWER SYSTEM MANAGEMENT PLAN

SECTION 5 - DESIGN AND PERFORMANCE PROVISIONS

A. Design and Performance Provisions Requirements

The WDR SSMP Design and Performance Provision requirement specifies that each Enrollee have the following:

1. Design and construction standards and specifications for the installation of new sanitary sewer systems, pump stations and other appurtenances; and for the rehabilitation and repair of existing sanitary sewer systems; and
2. Procedures and standards for inspecting and testing the installation of new sewers, pumps, and other appurtenances and for rehabilitation and repair projects.

B. Sanitary Sewer Design and Specifications

District standards will be developed by the engineer of record for the District's infrastructure project in 2010/2011. Consideration will be given to use the County of San Bernardino Special Districts Department Standards for Sanitary Sewers shown below.

1. Sewer pipeline materials are limited to:
 - a. Vitrified clay pipe (VCP) per the County's standards
 - b. SDR 26 polyvinyl chloride (PVC) pipe
 - c. Class 50 or higher ductile iron pipe (DIP)
2. Manholes sidewalls will be limited to precast concrete
3. Air testing shall be used for testing manholes for leakage
4. All new sewer pipelines shall be internally inspected using closed circuit television (CCTV) equipment

These modified Standards may set the design and construction standards and specifications for the installation of new sanitary sewer systems, pump stations and other appurtenances needed for the construction of new improvements and for the rehabilitation and repair of the two existing sanitary sewer systems.

C. Sanitary Sewer Construction and Performance Provisions

The engineer of record for the District's infrastructure projects will be responsible for the design of sewer system improvements. Construction inspection will be provided by an inspection firm qualified to inspect on behalf of the Division of the State Architect. The improvements will be completed using Measure M bond funds.

SECTION 6 - OVERFLOW EMERGENCY RESPONSE PLAN

A. Overflow Emergency Response Plan Requirements

The WDR SSMP requirements specify that each Enrollee shall develop and implement an Overflow Emergency Response Plan (OERP) that identifies measures to protect public health and the environment. At a minimum, this plan must include the following:

- 1 Proper notification procedures so that the primary responders and regulatory agencies are informed of all SSOs in a timely manner.
- 2 A program to ensure an appropriate response to all overflows.
- 3 Procedures to ensure prompt notification to appropriate regulatory agencies and other potentially affected entities (e.g. health agencies, Regional Water Boards, water suppliers, etc.) of all SSOs that potentially affect public health or reach the waters of the State in accordance with the Monitoring and Reporting Program (MRP). All SSOs shall be reported in accordance with this MRP, the California Water Code, other State Law, and other applicable Regional Water Board WDRs or NPDES permit requirements. The SSMP should identify the officials who will receive immediate notification.
- 4 Procedures to ensure that appropriate staff and contractor personnel are aware of and follow the Emergency Response Plan and are appropriately trained.
- 5 Procedures to address emergency operations, such as traffic and crowd control and other necessary response activities.
- 6 A program to ensure that all reasonable steps are taken to contain and prevent the discharge of untreated and partially treated wastewater to waters of the United States and to minimize or correct any adverse impact on the environment resulting from the SSOs, including such accelerated or additional monitoring as may be necessary to determine the nature and impact of the discharge.

B. Response Program and Notification Procedures

As shown earlier in Figure 6-2 Chain of Communication for Reporting SSOs, the District has developed proper notification procedures so that the primary responders and regulatory agencies are informed of all SSOs in a timely manner. Reports of possible spills will be routed to the respective Director of Facilities, Operations, & Maintenance. The Director will then call County of San Bernardino County Services Area 70 personnel after confirming that there is a spill. Depending upon whether the spill is a Category 1 or a Category 2 spill, the Director will immediately call OES, the County Health Department, and the Regional Water Quality Control Board, if necessary. The Director will also immediately begin procedures to contain the spill and

initiate any safety precautions that may be needed. SBCSA 70 personnel and equipment will be dispatched from one of three nearby locations if there is a spill and, in consultation with the Director, will take care of assessing and fixing the cause of the problem and, thus, stopping the spill. SBCSA 70 staff will clean up the area where the spill occurred and return the water to the sewer system. Should sampling be needed, SBCSA 70 staff will also take care of this need. After the spill has been stopped and the site cleaned up after the spill, the Director will complete the online reporting to CIWQS.

Appendix 6-1 lists the Recommended Emergency Notification & Mitigation Procedures, which are procedures developed by SBCSA 70 for San Bernardino Community College District staff to follow after being advised of a possible sanitary sewer overflow.

Appendix 6-2 lists the County of San Bernardino Special Districts Department, Water & Sanitation Division, Wastewater Spill Response and Reporting Procedures, Revised January 21, 2009. These are the procedures to be followed by SBCSA 70 staff in responding to any spill reported within any area served by the County.

The procedures listed above specify how the San Bernardino Community College District with the help of County of San Bernardino CSA 70 plans to meet the requirements of Items 1 through 6 of WDR SSMP Overflow Emergency Response Plan requirements.

C. Staff and Contractor OERP Awareness and Training

The District has established and implemented the following SSO response training:

District employees are required to complete SSO response training once per year and periodically cover spill response throughout the year during the monthly staff meetings.

The County has been provided with the District's wastewater collection system policies and procedures. Through the agreement to provide services to the District, the County is required to train all of their employees on the District's policies and procedures prior to performing work on the District's wastewater collection and conveyance system.

D. Appendix 3 - Overflow Emergency Response Plan Documents

Appendix 3 includes the following:

- 3-1 Recommended Emergency Notification & Mitigation Procedures
- 3-2 County Of San Bernardino Special Districts Department, Water & Sanitation Division, Wastewater Spill Response and Reporting Procedures, Revised January 21, 2009

SEWER SYSTEM MANAGEMENT PLAN

SECTION 7 - FOG CONTROL PROGRAM

A. FOG Control Program Requirements

The WDR SSMP Fog Control Program requirement specifies that each Enrollee shall evaluate its service area to determine whether a FOG control program is needed. If an Enrollee determines that a FOG program is not needed, the Enrollee must provide justification for why it is not needed. If FOG is found to be a problem, the Enrollee must prepare and implement a FOG source control program to reduce the amount of these substances discharged to the sanitary sewer system. This plan shall include the following as appropriate:

- 1 An implementation plan and schedule for a public education outreach program that promotes proper disposal of FOG;
- 2 A plan and schedule for the disposal of FOG generated within the sanitary sewer system service area. This may include a list of acceptable disposal facilities and/or additional facilities needed to adequately dispose of FOG generated within a sanitary sewer system service area;
- 3 The legal authority to prohibit discharges to the system and identify measures to prevent SSOs and blockages caused by FOG;
- 4 Requirements to install grease removal devices (such as traps or interceptors), design standards for the removal devices, maintenance requirements, Best Management Practice (BMP) requirements, record keeping and reporting requirements;
- 5 Authority to inspect grease producing facilities, enforcement authorities, and whether the Enrollee has sufficient staff to inspect and enforce the FOG ordinance;
- 6 An identification of sanitary sewer system sections subject to FOG blockages and establishment of a cleaning maintenance schedule for each section; and
- 7 Development and implementation of source control measures for all sources of FOG discharged to the sanitary sewer system for each section identified in (f) above.

B. San Bernardino Community College District's FOG Requirements

The District has not had a FOG related overflow, thus, it has never had a grease related (FOG) overflow. However: a formal FOG program is required for the San Bernardino Valley College. The District has installed a grease interceptor outside the Campus Center and also outside of the Child Development Center. These are serviced by staff. There are also under-the-sink grease traps installed under the sinks in the cafeteria and the tea room.

Since there has not been a notable FOG problem on either campus, there has been no effort to characterize where FOG is generated nor was there a need to establish a hot spot cleaning schedule or to develop source control measures. However; during the current audit inspection of the collection system it was observed that FOG had in fact entered and was building up within the collection system downstream of each grease Interceptor. As a result, a hot spot cleaning schedule has been implemented and the need to develop source control measures are evident.

SEWER SYSTEM MANAGEMENT PLAN

SECTION 8 - SYSTEM EVALUATION AND CAPACITY ASSURANCE PLAN

A. System Evaluation and Capacity Assurance Plan Requirements

The WDR SSMP System Evaluation and Capacity Assurance Plan requirements specifies that each Enrollee shall prepare and implement a capital improvement plan (CIP) that will provide hydraulic capacity of key sanitary sewer system elements for dry weather peak flow conditions, as well as the appropriate design storm or wet weather event. At a minimum, the plan must include:

1. **Evaluation:** Actions needed to evaluate those portions of the sanitary sewer system that are experiencing or contributing to an SSO discharge caused by hydraulic deficiency. The evaluation must provide estimates of peak flows (including flows from SSOs that escape from the system) associated with conditions similar to those causing overflow events, estimates of the capacity of key system components, hydraulic deficiencies (including components of the system with limiting capacity) and the major sources that contribute to the peak flows associated with overflow events;
2. **Design Criteria:** Where design criteria do not exist or are deficient, undertake the evaluation identified in (a) above to establish appropriate design criteria; and
3. **Capacity Enhancement Measures:** The steps needed to establish a short- and long-term CIP to address identified hydraulic deficiencies, including prioritization, alternatives analysis, and schedules. The CIP may include increases in pipe size, I/I reduction programs, increases and redundancy in pumping capacity, and storage facilities. The CIP shall include an implementation schedule and shall identify sources of funding.
4. **Schedule:** The Enrollee shall develop a schedule of completion dates for all portions of the CIP developed in 1-3 above. This schedule shall be reviewed and updated consistent with the SSMP review and update requirements as described in Section D.14 of the WDR.

B. San Bernardino Community College District's Capacity Assurance Plan Evaluation Process and Capacity Enhancement Projects

The engineer of record for the District's infrastructure projects will be responsible for the hydraulic evaluation of sewer systems and design of sewer system improvements.

C. Design Criteria

The engineer of record for the District's infrastructure projects will be responsible for developing design criteria for the design of sewer system improvements.

D. Capacity Enhancement Measures

The engineer of record for the District's infrastructure projects will be responsible for the hydraulic evaluation of sewer systems and design of sewer system improvements.

E. Capital Improvement Program Schedule

The District will develop a specific schedule for the implementation of capital improvement projects based upon the scope of projects prepared by the engineer of record. As of this date, it is anticipated that design of capital improvements will take place in 2010-2011, with construction planned for 2012-2013.

SEWER SYSTEM MANAGEMENT PLAN

SECTION 9 - MONITORING, MEASUREMENT, AND PROGRAM MODIFICATIONS

A. Monitoring, Measurement, and Program Modification Requirements

The WDR SSMP Monitoring, Measurement, and Program Modification requirement specifies that each Enrollee shall do the following:

1. Maintain relevant information that can be used to establish and prioritize appropriate SSMP activities;
2. Monitor the implementation and, where appropriate, measure the effectiveness of each element of the SSMP;
3. Assess the success of the preventative maintenance program;
4. Update program elements, as appropriate, based on monitoring or performance evaluations; and
5. Identify and illustrate SSO trends, including: frequency, location, and volume.

B. Utility Metrics to Prioritize SSMP Activities

Four categories of metrics are used to monitor and measure the effectiveness of the various elements of this SSMP and its success in terms of meeting its goals. Those metrics include the following categories of metric information:

1. System Information
2. Financial Information
3. Sewer Operation and Maintenance
4. Performance Measures

C. Metrics to Monitor Effectiveness of SSMP

The District's SSMP implementation schedule assigns responsibility for each SSMP element and defines the frequency that each element must be monitored and updated to ensure that the goals of this SSMP are achieved.

D. Metrics to Assess Preventative Maintenance Program

The District will use sewer maintenance metrics to monitor and measure and adjust maintenance program activities. These metrics will be maintained in the District's record keeping system and monitored on a regular basis. The goal of the Water Services Division is to reduce the number and volume of SSOs. The sewer maintenance measures will include the following metrics and the performance measures.

Percent of total length cleaned per year	> 50%
Percent of total length visually inspected per year (not CCTV)	> 50%
Independent manhole inspections	> 50%
Percent of total length treated with chemicals for roots per year	N/A at present
Percent of total length of mechanical root control	N/A at present
Percent of total length CCTV inspected per year	Bi-Annual /as needed
Percent of total length cleaned per year with high pressure water cleaning equipment	> 50%
Average footage of high pressure cleaning per crew per day	> 2,500
Average cost of high pressure cleaning	\$/ft
Average cost of sewer mechanical cleaning	N/A
Average cost of chemical root treatment	N/A
Average cost of CCTV inspection	N/A
Average footage CCTV inspection per crew per day	> 2,000

E. SSMP Performance Monitoring and Update Process

The District will use performance metrics to monitor and measure and adjust maintenance program activities. These metrics will be maintained in the District's record keeping system and monitored on a regular basis.

The District's SSMP implementation schedule assigns responsibility for each SSMP element and defines the frequency that each element must be monitored and updated to ensure that the goals of this SSMP are achieved.

F. SSO Trends – Frequency, Location and Volume

The District will use performance metrics to monitor and measure and adjust maintenance program activities. These metrics will be maintained in the District’s record keeping system and monitored on a regular basis. The performance measures will be developed with the County of San Bernardino County Service Area 70 and will address the following categories:

Total number of spills per year (all spills)	Spills
Total volume of spills per year (all spills)	Gallons min/max
Total number of wet weather spills per year	Spills
Total volume of wet weather spills per year	Gallons
% Spills caused by FOG and volume	%
% Spills caused by roots and volume	%
% Spills caused by vandalism and volume	%
% Spills repeated within 2 years	%
Customer service requests per year, actionable/responsible for	Total # SR
Total number of sewer caused odor complaints	Complaints
Total # of pump/lift station failures per year (cause overflow)	Mechanical Failure Electrical Failure
Total number of pipe failures per year (cause overflow)	Breaks
Average response time, goal verses actual	Minutes
Number of claims per year, flooding	Claims
Total cost of claims per year	\$
Total service orders performed per year	service orders
% of service orders completed, emergency or corrective	% Emergency % corrective
% of service orders completed that are preventable	%
Total length repaired as emergency per year	feet
Total length rehabilitated or replaced per year	feet
Total new length constructed per year	feet
% spills caused by infrastructure failure and volume	%
Total # of pump/lift station failures per year requiring full by-pass measures	%

SEWER SYSTEM MANAGEMENT PLAN

SECTION 10 - SSMP PROGRAM AUDITS

A. SSMP Program Audits Requirements

The WDR SSMP Program Audits requirements specify that each Enrollee shall conduct periodic internal audits, appropriate to the size of the system and the number of SSOs. At a minimum, these audits must occur every two years and a report must be prepared and kept on file. This audit shall focus on evaluating the effectiveness of the SSMP and the Enrollee's compliance with the SSMP requirements identified in this subsection (D.13), including identification of any deficiencies in the SSMP and steps to correct them.

B. Audit Procedures, Roles and Responsibilities

The District has established the following audit procedure:

The District will perform periodic internal audits to determine the effectiveness of each element of the SSMP.

The District's O&M Supervisor will generate the following information and system metrics for the purpose of tracking, monitoring and adjusting the performance of the SSMP activities.

1. System Information
2. Financial Information
3. Sewer Maintenance
4. Performance Measures

A primary focus in the evaluation of District information and system metrics will be the elimination of preventable SSO and reduction of the impact of those SSOs that do occur.

The District audit schedule is as follows:

1. Every two years following the adoption and approval of this SSMP.
2. This SSMP will be updated every five years from the date of adoption and approval and will include all significant program changes that have occurred following the last District Board of Directors approval.

C. SSMP Program Modifications/Update Process

The District will monitor and review sewer performance on a regular basis. The District will initiate/direct corrective action to be taken when and if SSMP deficiencies are identified between/during periodic internal audits.

When significant changes are made to the SSMP that require re-certification, the District will enter the data in the online SSO database and mail the form to the State Water Board.

SECTION 11 - COMMUNICATION PROGRAM

A. Communication Program Requirements

The WDR SSMP Communication Program requirement specifies that each Enrollee shall communicate on a regular basis with the public on the development, implementation, and performance of its SSMP. The communication system shall provide the public the opportunity to provide input to the Enrollee as the program is developed and implemented.

The Enrollee shall also create a plan of communication with systems that are tributary and/or satellite to the Enrollee's sanitary sewer system.

This element requires that the District establish a program to communicate with the public and tributary/satellite systems on the development, implementation and performance of this SSMP. The program must provide a means for public input and feedback regarding the status of the District's SSMP. As part of the communication program the final SSMP must be approved by the District's Board of Trustees at a Board meeting.

B. San Bernardino Community College District's Communication Program

Information on the District's SSMP will be posted on the District website with an opportunity given to obtain comments on the program.

APPENDIX 1

Organization Documents

Appendix 1 includes the following:

- 1-1 Organizational Documents
 - Authorized Representatives
 - Personnel Responsible for SSMP Elements
 - Contact List - Personnel Responsible for SSO Reporting

Legally Responsible Officials (LROs) and Personnel Responsible for SSO Reporting

Name and telephone number of San Bernardino Community College District's (SBCCD) Legally Responsible Officials are listed below. These members of the District's staff are responsible for reporting SSOs to the SWQCB, RWQCB and other applicable agencies listed below.

(All numbers use area code 909 unless otherwise noted)

<u>Position & Name</u>	<u>Telephone Number</u>
Director, Facilities, Operations and Maintenance, San Bernardino Valley College William Rankin	(909) 384-8662
Director, Facilities, Operations and Maintenance, Crafton Hills College Michael Strong	(909) 389-3383
Vice President, Office of Administrative Services, San Bernardino Valley College Jim Hansen	(909) 384-8958
Vice President, Office of Administrative Services, Crafton Hills College Charlie Ng	(909) 389-3210

Reporting

The above individual(s) are responsible for reporting SSOs and notifying the following:

	<u>Telephone Number</u>
OES - Obtain control number, complete field spill report form	1-800-852-7550
Santa Ana Regional Water Quality Control Board	1-951-782-4130
San Bernardino County Environmental Health	1-909-387-4666

Contact List – People, Agencies and Firms Responsible for Implementing Specific Measures of the SSMP

Board of Trustees

The current members of the Board of Trustees are listed below:

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

The members of the Board of Trustees can be reached through the District Administrative offices phone line at (909) 382-4000.

Chancellor

The Acting Chancellor is Bruce Baron. The Chancellor can be reached through the District Administrative offices phone line at (909) 382-4000.

Vice Chancellor, Fiscal Services

The Vice Chancellor, Fiscal Services is Bruce Baron. He can be reached at (909) 382-4021.

President, San Bernardino Valley College and Crafton Hills College

The President of the San Bernardino Valley College is Dr. Debra Daniels.

The President of the Crafton Hills College is Gloria Macías Harrison.

Either or both of the Presidents can be reached through the District Administrative offices phone line at (909) 382-4000.

Vice President, Office of Administrative Services**San Bernardino Valley College**

James Hansen

Phone

(909) 384-8958

Crafton Hills College

Charlie Ng

(909) 389-3210

Director, Facilities, Operations and Maintenance**San Bernardino Valley College**

William Rankin

(909) 384-8662.

Crafton Hills College

Michael Strong

(909) 389-3383

Supervisor, Maintenance & Grounds**San Bernardino Valley College**

Gregory Fife

(909) 384-8911

Crafton Hills College

Not Available

County of San Bernardino County Service Area 70

The District has contracted with County of San Bernardino County Service Area 70 to provide wastewater collection systems operations and maintenance services for the District’s wastewater collection systems on the campuses of the within the San Bernardino Valley and Crafton Hills Colleges.

Manuel M. Benitez, Deputy Director

Office (909) 387-5967

Jim Payfer, Water & Sanitation Supervisor

Office (760) 962-1531

Cell (909) 553-4547

Note: The County will monthly provide a listing showing the On-Call Supervisor who should be called in the case of a sewer mainline stoppage or sanitary sewer overflow. The On-Call Supervisor will be available 24 hours per day and 7 days per week. This list will be kept in the offices of the Director, Facilities, Operations and Maintenance. The County also maintains an emergency telephone hotline that can be used to report sanitary sewer overflows. The phone number of the hotline is (760) 961-6075.

Plumbing Contractors

The District primarily uses plumbing contractors to assist the grounds crew with minor problems with the building service lateral that extends underground from the individual plumbing fixtures in the buildings to the larger sewer mains located away from the buildings.

APPENDIX 2

Operation and Maintenance Program Documents

Appendix 2 includes the following:

- 2-1 SB CSA 70 Equipment List
- 2-2 SB CSA 70 Staff Training Summary

APPENDIX 2-1 - SB CSA 70 EQUIPMENT LIST

<u>No.</u>	<u>Type</u>	<u>Mfr</u>	<u>Size and/or Capacity</u>
2	Combo Trucks	Camel	5 & 9 CY debris boxes - 1" hydro hoses x 650' reach, 1,000 gallon capacity
1	Combo Truck	Vactor	9 CY debris box - 1" hydro hoses x 650' reach, 1,000 gallon capacity
2	Hydro Sewer Cleaning Truck	Pipe Hunter	½" hydro hoses x 600' reach, 700 gallon capacity
2	Sectional Mech Rodding Trailer	Srecro	1,000' reach
2	Pumper Trucks		2,000 & 2,500 gal capacity
2	Boom/Crane Trucks		
3	Construction/M/H Trucks		
4	Backhoes/trailers		
4	Dump Trucks		(2) 5 CY, (1) 12 CY and (1) 14 CY
1	Asphalt /Cutting Trailer		Fully equipped
1	Confined Space Trailer		Fully equipped for multiple entries
Mult	First Responder Trucks		
2	CCTV Inspection Vans	Pierpont & RST	1,200' foot reels
3	Portable CCTV Units	Pierpont (2) & Serco (1)	200' foot reels
3	Trailer Mounted Arrow Boards		Solar powered
2	Portable Pumps		4" w/all attachments
Mult	Portable Pumps		Smaller pumps w/all attachments
1	Portable Pump		6" w/all attachments
	On Order		
1	Pumper Truck		

APPENDIX 2-3 - SB CSA 70 STAFF TRAINING SUMMARY

	Job title	SWRCB	CDPH - Distribution	CDPH - Treatment	BACKFLOW	CWEA CSM	CWEA PM	CWEA ELCT/INSTRU TECH	CWEA MECH TECH	CWEA ENVR COMP INSP	C-10 ELECTRICAL	CLASS A	CLASS B	CLASS C (Minimum Req.)
1	Deputy Director	5	3	2		4								X
2	Bus Ops Manager			1										X
3	Water Ops Manager		4	2									X	
4	WAS Supervisor													X
5	WAS Supervisor	4												X
6	WAS Supervisor		5	3		2						X		
7	WAS Supervisor					4	1						X	
8	Maintenance Worker III		3	2	X	2						X		
9	Maintenance Worker III			1		3	1					X		
10	Maintenance Worker III					3						X		
11	Maintenance Worker III		2	1		3						X		
12	Maintenance Worker III					4							X	
13	Maintenance Worker II		1	2									X	
14	Maintenance Worker II					2						X		
15	Maintenance Worker II			2		1						X		
16	Maintenance Worker II		1	2	X	2		1				X		
17	Maintenance Worker II		3	2	X	1						X		
18	Maintenance Worker II		2	1		1						X		
19	Maintenance Worker II		2	2									X	
20	Maintenance Worker I		1	1									X	
21	Maintenance Worker I		1	1									X	
22	Maintenance Worker I		1	2									X	
23	Maintenance Worker I		1	1		1						X		
24	Maintenance Worker I		2	1									X	
25	Maintenance Worker I					1						X		

	Job title	SWRCB	CDPH - Distribution	CDPH - Treatment	BACKFLOW	CWEA CSM	CWEA PM	CWEA ELCT/INSTRU TECH	CWEA MECH TECH	CWEA ENVR COMP INSP	C-10 ELECTRICAL	CLASS A	CLASS B	CLASS C (Minimum Req.)
26	Maintenance Worker I					2							X	
27	Maintenance Worker I					1							X	
28	Maintenance Worker I					2						X		
29	Maintenance Worker I (Trainee)		1											X
30	Maintenance Worker I (Trainee)											X		
31	Sampling Tech		2	2										X
32	Public Service Employee		2	2										X
33	Public Service Employee		2											X
34	Public Service Employee		1	1										X
35	Public Service Employee		2											X
36	Public Service Employee		1			1						X		
37	Public Service Employee													X
38	Public Service Employee		1	1										X
39	Electromechanical-Tech		2	2							X		X	
40	TPO IV	4				3		1				X		
41	TPO I	2	2	2								X		
42	Inspector		2	2										X
43	Regional Comp Spec									1				X
44	Budget Officer		1											X
45	Staff Analyst		1	1										X
Fiscal Year 09/10					Definitions									
WATER					CDPH- California Department of Public Health CSM- Collection System Maintenance CWEA- California Water Environment Association PM- Plant Maintenance Technologist SWRCB- State Water Resources Control Board TPO- Treatment Plant Operator WAS- Water and Sanitation									
SANITATION														
Numbers indicate certificate or grade level An "X" indicates certification received														

APPENDIX 3

Overflow Emergency Response Documents

Appendix 3 includes the following:

- 3-1 Recommended Emergency Notification & Mitigation Procedures
- 3-2 County Of San Bernardino Special Districts Department, Water & Sanitation Division, Wastewater Spill Response and Reporting Procedures, Revised January 21, 2009

APPENDIX 3-2

**County of San Bernardino, Special Districts Department
Water/Sanitation Division**

**SAN BERNARDINO
COMMUNITY COLLEGE DISTRICT**

“Recommended Emergency Notification & Mitigation Procedures”

Steps to take In The Event of a Sewage Type Emergency

1. MAKE AN ASSESSMENT OF THE SCENE:

Is it a fresh water leak, a sewage leak, or worse yet, a sewer overflow?

2. DOES IT POSE A HEALTH AND SAFETY CONCERN:

If it's sewage, then the answer is definitely “YES”!

3. MAKE A DETERMINATION OF THE CAUSE, ESTIMATE THE AMOUNT OF FLOW, AND DOCUMENT THE LOCATION OF THE EMERGENCY SITE:

Determine whether the sewage leak/overflow is caused by a blockage in the sewer pipe, debris inside the manhole, or a broken exposed pipe, etc. Is sewage flowing out of a crack in the ground, manhole, or cleanout, etc.? Estimate the amount of flow: is it one (1) gallon per minute (gpm); is it five (5) gpm; or is it greater than ten to twenty-five (10-25) gpm, etc. Where is the sewage flowing to: into a storm drain; into a lawn or planter area; fanning across an asphalt parking lot; or flowing down the gutter; etc.?

4. CONTAINMENT AND CONTROL OF THE SEWAGE:

It is crucial to contain/control the flow of sewage. Can you turn off the fresh water upstream of the spill-site to mitigate the spill? If not entirely, can you reduce the amount of fresh water flow to buildings? Is the sewage staying in one area? Is it soaking into the ground? It may be self-contained, but if not, can you place a temporary dam (including sandbags, earthen berm, etc.) around the area to keep the sewage in one place? [Refer to page 3].

5. WITH THE ABOVE ASSESSMENT, INITIATE THE EMERGENCY NOTIFICATION PROCEDURES AND CONTACT THE WATER & SANITATION EMERGENCY CREW[S]:

- 1] WATER & SANIATATION VICTORVILLE OFFICE
REGULAR BUSSINESS HOURS M-F 8:00AM TO 4:30PM
1-800-554-0565 OR 760-955-9885
- 2] APPLE VALLEY COMMUNICATIONS Inc
AFTER HOURS, WEEKENDS & HOLIDAYS
760-961-2321

- 3] Jim Payfer, WATER & SANITATION SUPERVISOR
Cell 909-553-4547, Home 760-240-8727
- 4] Steve Samaras, WATER & SANITATION SUPERVISOR
Cell 760-954-3262, Home 760-952-2845
- 5] Jay Baldwin, WATER & SANITATION SUPERVISOR
Cell 760-964-5588, Home 760-951-8692
- 6] Bill Stone, WATER & SANITATION OPERATIONS MANAGER
Cell 760-954-3261, Home 760-868-6703

SPILL RESPONSE PROCEDURES

1. MAKE AN ASSESSMENT OF THE SPILL AND WHAT IS NEEDED TO CONTAIN, CONTROL, AND MAKE THE WORK AREA SAFE. [*NOTE YOUR TIME OF ARRIVAL*]
 - A. IF SEWAGE HAS ENTERED, OR HAS THE POTENTIAL TO ENTER, ANY STORM DRAIN OR DRY WATERWAY, CONTAINMENT AND PROTECTION OF THOSE STRUCTURES SHOULD BE PERFORMED IMMEDIATELY [*SBC MS4 PERMIT*]
2. CONTACT WATER & SANIATION IMMEDIATELY AFTER YOUR ASSESSMENT AND EXPLAIN WHAT IS NEEDED TO MITIGATE THE SITUATION. [*REFER TO PAGE 1*]
3. MAKE YOUR WORK AREA SAFE AND UTILIZE PERSONAL PROTECTIVE EQUIPMENT [*PPE*], THEN WORK ON CONTAINING/CONTROLLING THE SPILL. [*REFER TO PAGE 3*]
4. IF A BUILDING OR STRUCTURE IS FLOODING WITH SEWAGE DUE TO A PROBLEM IN THE SEWER LINE(S), LOCATE THE BUILDING CLEAN OUT CAP [PROVIDE SUFFICIENT CONTAINMENT PRIOR TO CAP REMOVAL] AND REMOVE THE CAP TO MITIGATE DAMAGE TO THE PROPERTY.
5. ENSURE THAT A DIGITAL CAMERA IS AVAILABLE TO PHOTOGRAPH THE AFFECTED AREA. IF NO CAMERA IS ON SITE, THEN REQUEST THAT A CAMERA IS BROUGHT OUT TO THE LOCATION.
6. WHEN THE WATER & SANITATION CREW[S] ARRIVE THEY WILL FIRST DETERMINE AND ADJUST THE CONTAINMENT, IF NECESSARY. IF CONTAINMENT IS FOUND ADAQUATE, THEY WILL THEN FOCUS ON OPENING THE STOPPAGE AND/OR SPILL AND MITIGATE THE EMERGENCY.
7. ALL NECESSARY STEPS WILL BE TAKEN TO RELIEVE THE STOPPAGE AND/OR SPILL. IF THE BUILDING CLEAN OUT CAP WAS REMOVED, DON'T FORGET TO RE-INSTALL CAP. [*NOTE THE TIME THE SPILL WAS RELIEVED/CONTAINED AND THE CAUSE OF THE STOPPAGE/SPILL*]
8. WATER & SANITATION CREW[S] WILL PERFORM A ROUGH ESTIMATE ON THE GALLONAGE OF THE SPILL. [*TAKE ALL NECESSARY MEASUREMENTS, FLOW DEPTHS, DISTANCES, SIZE OF POOLING WATER, ETC..*]

9. THE APPROPRIATE REGULATORY AGENCY MAY REQUIRE THAT THE AREA IS POSTED WITH PROPER WARNING SIGNAGE AND/OR THAT SAMPLING IS CONDUCTED. ENSURE THAT SPILL/CONTAINMENT SITE(S) ARE RESTRICTED FROM PUBLIC ACCESS WITH YELLOW CAUTION TAPE AND BARRICADED APPROPRIATELY.
10. WATER & SANITATION CREW[S] WILL CONTINUE TO THOROUGHLY PROOF [CLEAN] THE MAINLINE SEWER, FROM STRUCTURE TO STRUCTURE.
11. WATER & SANITATION CREW[S] WILL, AFTER THE MAINLINE SEWER HAS BEEN PROOFED [CLEANED], INSPECT THE DOWNSTREAM STRUCTURE [S] TO ENSURE THAT NO OTHER PROBLEMS WILL OCCUR.
12. WATER & SANITATION CREW[S] WILL PERFORM CLEAN-UP MEASURES. *[ENSURE THAT ALL LIQUID AND SOLIDS ARE REMOVED FROM THE AFFECTED AREA, INCLUDING WASHDOWN WATER]*
13. IF DAMAGE TO PRIVATE PROPERTY HAS OCCURRED, DO NOT ATTEMPT TO PERFORM ANY CLEAN-UP WORK UNTIL THE AREA HAS BEEN PHOTOGRAPHED AND THE MAINTENANCE SUPERVISOR IS ON SITE.
14. WATER & SANITATION CREW[S] WILL CCTV THE LINE SECTION[S] IMMEDIATELY FOLLOWING THE PROOFING [CLEANING] PROCESS.
15. A WATER & SANIATION SUPERVISOR WILL COMPLETE THE NECESSARY SPILL REPORT FORM AND PROVIDE THE SAN BERNARDINO COMMUNITY COLLEGE DISTRICT [SBCCD] WITH THE CLEANING DOCUMENTATION, PHOTOS OF THE AFFECTED AREA[S], AND ALL OTHER PERTINANT DOCUMENTS RELATED TO THE INCIDENT.
16. SAN BERNARDINO COMMUNITY COLLEGE DISTRICT [SBCCD] IS RESPONSIBLE FOR NOTIFYING ALL REGULATORY AGENCIES IN THE EVENT OF A SANITARY SEWER OVERFLOW [SSO], AND FOR ENTERING SPILL DATA INTO THE CALIFORNIA INTIGRATED WATER QUALITY SYSTEM [CIWQS] SSO DATA BASE. SBCCD IS RESPONSIBLE FOR PROVIDING ALL NECESSARY REPORTS, PHOTOS, AND DOCUMENTATION TO THE APPOINTED REGULATORY AUTHORITIES.

SANITARY SEWER OVERFLOW REPORTING

SSO CATEGORIES:

Category 1 – Includes all discharges of sewage resulting from a failure in the enrollee’s sanitary sewer system that:

- A. Equals to or exceeds 1,000 gallons; or
- B. Results in a discharge to a drainage channel and/or surface water; or

- C. Discharges into a storm drainpipe that was not fully captured and returned to the sanitary sewer system.

[TWO (2) HOUR REPORTING WINDOW TO THE OFFICE OF EMERGENCY SERVICES]

Category 2 – Includes all other discharges of sewage resulting from a failure in the enrollee's sanitary sewer system.

CONTAINMENT

CONTAINMENT OF A SEWAGE SPILL IS CRITICAL. FEDERAL, STATE, AND LOCAL GOVERNMENT LAWS AND REGULATIONS MANDATE THAT IMMEDIATE CONTAINMENT MUST BE IMPLEMENTED FOR ALL SEWAGE SPILLS. COMPONENTS TO SPILL CONTAINMENT INCLUDE: LOGISTICS, INCLEMENT WEATHER, TRAFFIC CONTROL ISSUES, ETC. MOST SEWAGE SPILL SITES HAVE SIMILAR CHARACTERISTICS INCLUDING: NATURAL LOW LYING AREAS, BERMS, CURBS, STORM DRAIN BASINS, EXCAVATIONS, BASEMENTS, ETC. USE OF THESE CHARACTERISTICS CAN BE ADVANTAGEOUS WHILE PERFORMING CONTAINMENT PROCEDURES.

RECOMMENDED CONTAINMENT EQUIPMENT AND MATERIALS:

1. SANDBAGS
2. PLASTIC SHEETING [VISQUENE], RUBBER SHEETING
3. PLUGS [FOR STORM DRAINS OUTLETS]
4. FIRE HOSE [S]
5. DIRT/SAND
6. COLD PATCH [BAGED ASPHALT]
7. PLYWOOD
8. SMALL TRACTOR/BACKHOE

CONTAINMENT TECHNIQUES ARE USUALLY SIMILAR IN MOST SPILL SITUATIONS, EITHER A SPILL CAN BE DIRECTED IN A PLANNED SAFE DIRECTION OR A SPILL CAN BE CONTAINED IN A PARTICULAR AREA. THE MOST COMMONLY USED TECHNIQUE FOR CONTAINMENT IS SANDBAGGING. SANDBAGS ARE EXCELLENT AIDS FOR DIRECTING/CONTAINING A SPILL. THE USE OF PLASTIC SHEETING, IN CONJUNCTION WITH SANDBAGS, PRODUCES A BETTER SEAL FOR SEEPAGE REDUCTION. IF POSSIBLE, THE SPILL CAN BE DIVERTED INTO AN OPEN GRASS/DIRT AREA WITH THE USE OF SANDBAGS OR AN EARTHEN BERM [NOTE: ALL CONTAMINATED SOIL OR VEGETATION MUST BE REMOVED AND PROPERLY DISPOSED OF AT AN AUTHORIZED DISPOSAL SITE]. AFTER DIRECTING THE FLOW TO A SUITABLE AREA, THE SPILL CAN THEN BE CONTAINED BY WAY OF DIRT/EARTHEN BERMS. ALWAYS DETERMINE WHETHER THE SPILL CAN BE DIVERTED INTO A LOWER ELEVATED M/H STRUCTURE. [NOTE: *DIGING IS DISCOURAGED IF NOT ABSOLUTELY NECESSARY BECAUSE THERE MAY BE SHALLOW UNDERGROUND UTILITIES*]

APPENDIX 3-2

**County of San Bernardino, Special Districts Department
Water/Sanitation Division**

**COUNTY OF SAN BERNARDINO
SPECIAL DISTRICTS DEPARTMENT
WATER & SANITATION DIVISION**



**WASTEWATER SPILL RESPONSE
AND
REPORTING PROCEDURES**

Employee Edition

REVISED January 21, 2009

Mission Statement

Protection of public health and the water environment through the proper collection, treatment and disposal of domestic and commercial wastewater.

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PURPOSE

- TO COMPLY WITH REGULATORY REQUIREMENTS **IT IS THE LAW!**
- PROVIDE A STANDARD RESPONSE PROCEDURE FOR SPECIAL DISTRICTS DEPARTMENT
- A CONCISE NOTIFICATION REPORTING PROCEDURE
- UNIFORMITY IN RESPONDING, MITIGATING AND REPORTING

GOALS

- PROTECT THE PUBLIC HEALTH, THE ENVIRONMENT AND BENEFICIAL USES OF RECEIVING WATERS.
- MITIGATE ANY ADVERSE IMPACTS ON THE PUBLIC AND ENVIRONMENT
- TIMELY RESPONSE
- PROFESSIONALISM AT ALL TIMES
- CORRECTIVE ACTIONS [*PREVENT FUTURE OCCURANCES*]

DEFINITION OF A SANITARY SEWER OVERFLOW [S.S.O.]

A SANITARY SEWER OVERFLOW [S.S.O.] OCCURS WHEN AN UNAUTHORIZED DISCHARGE, NOT REGULATED BY A WASTE DISCHARGE REQUIREMENTS, OF TREATED, PARTIALLY TREATED OR UNTREATED WASTEWATER, RESULTING FROM THE INTENTIONAL OR UNINTENTIONAL DIVERSION OF WASTEWATER FROM A CONVEYANCE SYSTEM, TREATMENT FACILITY OR DISPOSAL SITE.

EXAMPLES: A PIPELINE BLOCKAGE, HYDRAULIC OVERLOADING OF PIPELINES [TANED CONDITION] OR PUMP STATIONS AND OR EQUIPMENT MALFUNCTIONS.

REFERENCES

1. HEALTH AND SAFETY CODE, SECTION 5410-5416, 5460-5464
2. CALIFORNIA CODE OF REGULATIONS, TITLE 23, SECTION 2250
3. WATER CODE, SECTION 1050-1062, 13260-13274 [PORTER COLOGNE ACT 13271]
4. WATER CODE, SECTION 13300-13308, 13350-13351, 13370-13389
5. CALIFORNIA FISH AND GAME CODE, SECTION 5650-5656
6. CALIFORNIA REGIONAL WATER QUALITY CONTROL BOARD, [SANTA ANA REGION] Order No. R8-2002-12 (NPDES No. CAS 618036) Waste Discharge Requirements for San Bernardino County Flood Control District. Area Wide Urban Storm Water Runoff [SBC MS4 Permit]
7. STATE WATER RESOURCES CONTROL BOARD, Order NO. 2006-0003, Statewide General Waste Discharge Requirements for Sanitary Sewer Systems.
8. STATE WATER RESOURCES CONTROL BOARD, Monitoring and Reporting Program NO. 2006-0003, Statewide General Waste Discharge Requirements for Sanitary Sewer Systems.

CONTACTING AGENCIES

SEE REPORTING PROCEDURES AND RESPONSIBILITIES DURING EMERGENCIES [MEMO].

MEDIA RELATIONS

WHEN A SEWAGE SPILL OCCURS AND MEDIA PERSONNEL ARRIVE AT THE SPILL SITE, REFER THE MEDIA REPRESENTATIVE TO THE DISTRICT OFFICE. ALL EMPLOYEES ARE, AS ALWAYS, EXPECTED TO BE POLITE, COURTEOUS AND PROFESSIONAL.

SANITARY SEWER OVERFLOW REPORTING

SSO CATEGORIES:

Category 1 – All discharges of sewage resulting from a failure in the enrollee’s sanitary sewer system that: [2 HOUR REPORTING WINDOW TO OES]

- A. Equal or exceed 1,000 gallons, or
- B. Result in a discharge to a drainage channel and/or surface water, or
- C. Discharge to a storm drainpipe that was not fully captured and returned to the sanitary sewer system.

Category 2 – All other discharges of sewage resulting from a failure in the enrollee’s sanitary sewer system.

Private Lateral Sewage Discharges – Sewage Discharges that are caused by blockages or other problems within a privately owned lateral.

*Refer to: STATE WATER RESOURCES CONTROL BOARD,
Monitoring and Reporting Program NO. 2006-0003,
Statewide General Waste Discharge Requirements for Sanitary Sewer
Systems for detailed information on reporting a spill.*

SPILL RESPONSE PROCEDURES

1. MAKE AN ASSESSMENT OF THE SPILL, AND WHAT IS NEEDED TO CONTAIN, CONTROL AND MAKE THE WORK AREA SAFE. *[NOTE YOUR TIME OF ARRIVAL] [IF SPILL OCCURS AFTER REGULAR WORKING HOURS, OR WEEKENDS & HOLIDAYS, FOLLOW THE EMERGENCY REPORTING PROCEDURES MEMO]*
 - A. IF SEWAGE HAS ENTERED, OR HAS THE POTENTIAL TO ENTER ANY RECEIVING WATERS OR DRY WATERWAYS. (SDC MS4 PERMIT) EMPHASIZE THIS IN STEP 2.**
2. CONTACT THE OFFICE IMMEDIATELY AFTER YOUR ASSESSMENT; EXPLAIN WHAT IS NEEDED TO MITIGATE THE SITUATION. *[PLUMP TRUCK, EXTRA EMPLOYEES, BYPASS PLUMP, SANDBAGS, ETC...]*
3. MAKE YOUR WORK AREA SAFE. UTILIZE YOUR PERSONAL PROTECTIVE EQUIPMENT (PPE), THEN WORK ON CONTAINING / CONTROLLING THE SPILL. *[CONTAINMENT DETAILS ON PAGE 8, CONTROL DETAILS ON PAGE 9]*
4. IF A BUILDING OR STRUCTURE IS FLOODING WITH SEWAGE, DUE TO A PROBLEM IN SEWER LINES, LOCATE THE HOUSE CONNECTION CLEAN OUT CAP, REMOVE CAP TO MITIGATE THE DAMAGE TO THE PROPERTY.
5. IF A DIGITAL CAMERA IS AVAILABLE, PHOTOGRAPH THE AFFECTED AREA. IF NO CAMERA IS ON SITE REQUEST THAT A CAMERA IS BROUGHT OUT TO THE LOCATION.
6. SAMPLING: THE SAMPLING OF SEWAGE MAY BE REQUIRED. CONTACT THE OFFICE AND CHIEF PLANT OPERATOR FOR FURTHER DETAILS. *[SAMPLING DETAILS ON PAGE 10]*
7. BEGIN THE NECESSARY STEPS TO RELIEVE THE STOPPAGE. ALWAYS USE A TRAP. IF THE HOUSE CONNECTION CLEAN OUT CAP WAS REMOVED, DON'T FORGET TO RE-INSTALL CAP. *[NOTE THE TIME THE SPILL WAS RELIEVED, AND THE CAUSE OF THE STOPPAGE]*
8. PERFORM A ROUGH ESTIMATE ON THE GALLONAGE OF THE SPILL. *[TAKE ALL NECESSARY MEASUREMENTS, FLOW DEPTHS, DISTANCES, SIZE OF POOLING WATER, ETC...]*
9. NOTIFY THE OFFICE IF ANY SCHOOL *[PUBLIC OR PRIVATE]* IS IN THE VICINITY OF THE AFFECTED SPILL AREA. THE OFFICE WILL CONTACT THE SCHOOL AND INFORM THEM OF THE CURRENT SITUATION.
10. POST AREA WITH THE PROPER WARNING SIGNAGE *[IF INSTRUCTED]*
11. CONTINUE TO THOROUGHLY PROOF *[CLEAN]* THE MAINLINE SEWER, FROM STRUCTURE TO STRUCTURE.
12. AFTER THE MAINLINE SEWER HAS BEEN PROOFED *[CLEANED]*, INSPECT THE DOWNSTREAM STRUCTURE *[S]* TO ENSURE THAT NO OTHER PROBLEMS WILL OCCUR.
13. PERFORM CLEAN-UP MEASURES. *[ENSURE THAT ALL LIQUID AND SOLIDS ARE REMOVED FROM THE AFFECTED AREA, INCLUDING WASHDOWN WATER]* *[CLEAN UP DETAILS ON PAGE 9]*
14. IF DAMAGE TO PRIVATE PROPERTY HAS OCCURRED *[OR A CUSTOMER HAS MADE A CLAIM FOR DAMAGE]*, **DO NOT ATTEMPT TO PERFORM ANY CLEAN-UP WORK UNTIL THE AREA HAS BEEN PHOTOGRAPHED, AND THE W&S MAINTENANCE SUPERVISOR IS ON SITE.**
15. CCTV THE LINE SECTION[S] IMMEDIATELY FOLLOWING THE PROOFING *[CLEANING]* PROCESS. *[IF CCTV UNIT IS AVAILABLE]* IF LINE IS IN NEED OF REPAIR, COMPLETE **"SEWER LINE REPAIR REQUEST FORM"**.
16. COMPLETE THE SPILL REPORT FORM AND ALL OTHER DOCUMENTS RELATED TO THE INCIDENT. IF A SPILL OCCURRED INSIDE A BUILDING OR STRUCTURE, ISSUE A BACKWATER VALVE NOTICE TO THE RESIDENT/PROPERTY OWNER.
17. **"NOTE" ENTER SPILL DATA INTO CTWOS SSO DATA BASE"**

CONTAINMENT

CONTAINMENT OF A SEWAGE SPILL IS A VERY CRITICAL ELEMENT. WE ARE REQUIRED UNDER NUMEROUS LAWS AND REGULATIONS TO MAKE CONTAINMENT FOR ALL SEWAGE SPILLS. THERE ARE MANY VARIABLES IN CONTAINING A SPILL; EXAMPLES ARE LOGISTICS, INCLEMENT WEATHER, TRAFFIC CONTROL ISSUES AND MANY OTHERS.

MOST SPILL SITES WILL HAVE MANY OF THE SAME RECOGNIZABLE VARIABLES SUCH AS: NATURAL LOW AREAS, BERMS, CURBS, STORM DRAIN BASINS, CULVERTS, VACANT LOTS, FIELDS, EXCAVATIONS, BASEMENTS, ETC.

USE THESE VARIABLES TO YOUR ADVANTAGE WHILE PERFORMING THE CONTAINMENT PROCEDURES.

NORMAL CONTAINMENT EQUIPMENT AND MATERIALS:

1. SANDBAGS
2. PLASTIC SHEETING [VISQUENE], RUBBER SHEETING
3. BOOMS
4. PLUGS [FOR STORM DRAINS OUTLETS]
5. FIRE HOSE [S]
6. DIRT, SAND
7. COLD PATCH [BAGED ASPHALT]
8. PLYWOOD
9. ETC..

CONTAINMENT TECHNIQUES ARE USUALLY SIMILAR IN MOST SPILL SITUATIONS, EITHER YOU NEED TO DIRECT THE SPILL IN A PLANNED SAFE DIRECTION, OR YOU WANT THE SPILL TO STAY IN A PARTICULAR AREA.

THE MOST COMMONLY USED DEVICE IS A SANDBAG. SANDBAGS ARE A GREAT AID IN DIRECTING OR HOLDING A SPILL. THE USE OF PLASTIC SHEETING IN CONJUNCTION WITH SANDBAGS PRODUCES A BETTER SEAL FOR SEEPAGE REDUCTION. **[A SUPPLY OF EMPTY SANDBAGS MUST BE KEPT ON ALL VEHICLES]**

IDEAS ON CONTAINMENT, IF FEASIBLE, DIVERT THE SPILL INTO A VACANT LOT OR FIELD WITH THE USE OF SANDBAGS OR A DIRT BERM. AFTER DIRECTING THE FLOW TO A HOLDING AREA THEN CONTAIN THE SPILL BY WAY OF BERMS.

[DIGGING IS DISCOURAGED, REMEMBER, THERE ARE SHALLOW UNDERGROUND UTILITIES AND WE DON'T NEED TO ADD TO THE ONGOING EMERGENCY]

IF A STORM DRAIN BASIN IS AVAILABLE, USE THE BASIN AS A CONTAINMENT PIT. BLOCK OFF THE STORM DRAIN OUTLET WITH PLYWOOD, PLUGS, SANDBAGS, ETC. [SBC MS4 PERMIT]

A CULVERT PIPE UNDER SOME CIRCUMSTANCES MAYBE USED AS A SPILL STORAGE AREA [DEPENDING ON THE AMOUNT OF FLOW]

ALWAYS CHECK TO SEE IF THE SPILL CAN BE DIVERTED INTO A LOWER ELEVATED MH STRUCTURE.

CONTROL

CONTROL OF A SEWAGE SPILL IS NORMALLY OBTAINED BY CLEARING THE PIPELINE BLOCKAGE BY HYDRO FLUSHING OR RODDING. IF THESE METHODS FAIL, SET UP A PORTABLE BYPASS PUMPING STATION [TRAILER MOUNTED PUMP] OR THE USE OF PUMP TRUCK [S] [CAMEL]. TEMPORARY INGROUND OR ABOVE GROUND BYPASS PIPING, EITHER GRAVITY FEED OR PRESSURIZED, AND OTHER VARIOUS METHODS, ETC.

CLEAN-UP

CLEANING UP AFTER A SPILL IS A TOUGH JOB. WE ARE REQUIRED TO REMOVE THE LIQUID AND SOLID DEBRIS FROM EVERY SPILL SITE. BEFORE THE AREA IS CLEANED, IT IS ADVISABLE TO PHOTOGRAPH THE AFFECTED AREA. THIS INCLUDES ANY DAMAGE TO PUBLIC OR PRIVATE PROPERTY. AFTER THE CLEAN-UP WORK HAS BEEN COMPLETED, RE-PHOTOGRAPH THE AFFECTED AREA.

A SEWAGE SAMPLE MAY ALSO BE REQUESTED FROM A SPILL LOCATION, CHECK WITH YOUR OFFICE BEFORE DISPOSING OF THE REMOVED LIQUIDS. *[SEE SAMPLING ON PAGE 10]*

GENERAL CLEAN-UP PROCEDURES:

1. SPILLAGE ON PAVED STREET: SWEEP AND VACUUM UP SEWAGE AND DEBRIS. WASHDOWN THE STREET WITH CLEAN WATER AND REMOVE WASHDOWN WATER. DO NOT ALLOW THE WASHDOWN TO FLOW INTO RECEIVING WATERS. [SBC MS4 PERMIT]
2. SPILLAGE ON UNIMPROVED ROADS, VACANT LOTS, DRY WATERWAYS, PRIVATE PROPERTY, ETC. REMOVE ALL LIQUID AND SOLIDS BY MEANS OF A PUMP, OR VACUUM TRUCK [CAMEL], WASHDOWN SURFACE AREA [IF FEASIBLE] AND REMOVE WASHDOWN, RAKE AREA.
3. SPILLAGE INSIDE A BUILDING OR STRUCTURE, DO NOT ATTEMPT ANY CLEANING UNLESS A W & S SUPERVISOR OR DESIGNEE IS ON SITE. [*TAKE PHOTOGRAPHS, DOCUMENT ANY DAMAGE BEFORE CLEAN-UP BEGINS*] MOP, SQUEEGEE AND WET VAC SURFACES. FLUSH SURFACES WITH CLEAN WATER, RE-MOP AND WET VAC. ISSUE A BACKWATER VALVE NOTICE TO THE RESIDENT. AFTER THE CLEAN-UP WORK HAS BEEN COMPLETED, RE-PHOTOGRAPH THE AFFECTED AREA.

SAMPLING PROCEDURES

WHEN SEWAGE ENTERS INTO RECEIVING WATERS [LAKES, STREAMS, CREEKS, POOLS, ETC.] SAN BERNARDINO COUNTY FLOOD CONTROL DISTRICT MUST BE NOTIFIED UNDER THE NPDES No. CAS 618036, AREA WIDE URBAN STORM WATER RUNOFF [SBC MS4 PERMIT]. BACTERIOLOGICAL SAMPLING MUST BE PERFORMED. THE SAMPLES MUST BE TAKEN FROM THREE DIFFERENT SITES:

SITE [1] UPSTREAM OF ENTRY POINT
 SITE [2] JUST BELOW ENTRY POINT
 SITE [3] DISTANCE DOWNSTREAM OF ENTRY POINT

THE INDIVIDUAL SAMPLING POINTS WILL BE ON A CASE-BY-CASE BASIS. THE SAMPLES WILL BE TESTED FOR THE FOLLOWING:

[1] TOTAL COLIFORM
 [2] FECAL COLIFORM
 [3] FECAL STREP

IN MOST CASES, THE OPERATIONS DIVISION WILL PERFORM ALL THE REQUIRED SAMPLING PROCEDURES. WHEN THE OPERATIONS DIVISION IS UNAVAILABLE TO PERFORM THE REQUIRED SAMPLING PROCEDURES, *[NOTIFY THE OFFICE AND CHIEF PLANT OPERATOR]* FOR FURTHER INSTRUCTIONS ON HOW AND WHERE TO COLLECT THE SAMPLES.

CORRECTIVE ACTIONS

1. MANAGEMENT AND THE DIVISION MAINTENANCE SUPERVISOR WILL EVALUATE EVERY SPILL.
2. EACH LINE SEGMENT WILL BE INSPECTED BY CCTV. THE CCTV INSPECTION WILL BE DONE IN A TIMELY MANNER. ALL "SEWER LINE REPAIR REQUEST FORMS" WILL BE REVIEWED/PROCESSED.
3. EACH SPILL LOCATION WILL HAVE AN ASSIGNED PREVENTIVE MAINTENANCE SCHEDULE. THE TYPE OF SCHEDULED CLEANING WILL BE DETERMINED BY THE CONDITIONS FOUND THROUGH THE CCTV INSPECTION.
4. ALL SPILL LOCATIONS WILL HAVE FOLLOW-UP CCTV INSPECTIONS PERFORMED. EACH INSPECTION WILL BE SCHEDULED AT THREE-MONTH INTERVALS TO DETERMINE THE EFFECTIVENESS OF THE SCHEDULED CLEANING. ADJUSTMENTS OF THE SCHEDULED CLEANING WILL BE MADE WHEN NECESSARY.
5. DETAILS OF EACH SPILL WILL BE REVIEWED TO HELP IDENTIFY AND RECOMMEND ANY NECESSARY IMPROVEMENTS TO THE SPILL RESPONSE AND NOTIFICATION PROCEDURE.
6. DEFINE AND RECOMMEND NECESSARY FOLLOW-UP ACTIONS SUCH AS, SEWER REPAIR OR SYSTEM UP-GRADE THROUGH CAPITOL IMPROVEMENTS.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Acting Chancellor
REVIEWED BY: Bruce Baron, Vice Chancellor, Fiscal Services
PREPARED BY: Alan Rosen, Bond Program Manager, Kitchell/BRj
DATE: March 11, 2010
SUBJECT: Consideration of Approval of Amendment 011 to the
NTD Architecture Contract at SBVC

RECOMMENDATION

It is recommended that the Board of Trustees approve Amendment 011 to the NTD Architecture contract at SBVC in the amount of \$29,490.00.

OVERVIEW

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

This amendment is for additional services as follows:

1. Provide architectural and audiovisual consulting services for the development of the final performance specification for the bidding of the KVCR TV and radio relocations as part of the Media and Communications project. The cost for these services is \$27,290.00 which will be funded by the \$1,200,000 funding provided by the District for KVCR equipment upgrades.
2. Provide additional sub-consultant services for the Custodial Building project as requested by the User. Additional design services were requested of DCGA Engineers for floor drain, solids/oil separator and power for future pressure washers. The cost of these services is \$2,200.00.

ANALYSIS

The effect of this amendment will be an addition of \$29,490.00 to the NTD Architecture contract, resulting in a revised contract amount of \$7,035,394.80. There is no change to the project schedule.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

Budgeted.

Attachment

ARCHITECT CONTRACT AMENDMENT: 011

PROJECT: Valley College (SBVC)
701 So. Mount Vernon Ave.
San Bernardino, CA 92410

OWNER: San Bernardino Community College District

TO: NTD Architecture (NTD)
955 Overland Court Suite 100
San Dimas, CA 91773-1718

Brief Description:

NTD Architecture has been tasked to provide additional services for the following projects at San Bernardino Valley College:

1. Provide architectural and audiovisual consulting services for the development of the final performance specification for the bidding of the KVCR TV and Radio relocations. \$27,290.00
2. Provide additional sub-consultant services for the Custodial Building project as requested by the User. Additional design services were requested of DCGA Engineers to provide floor drain, solids/oil separator and power for future pressure washers. \$2,200

Attachments:

NTD Architects proposal letters dated December 16, 2009 Revised and December 2, 2009

Costs:

\$29,490.00 = Grand Total of this requested Contract Amendment: 011

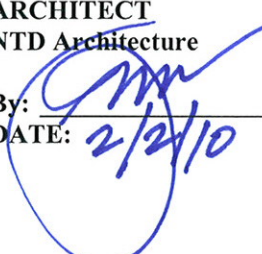
The original Contract Sum	\$5,304,419.00
Net change by previous Amendments	\$1,701,485.80
The Contract Sum prior to this Amendment	\$7,005,904.80
The Contract Sum will be increased by this Amendment	\$29,490.00
The new Contract Sum including this Amendment	\$7,035,394.80
The Contract Schedule as of this Amendment will be increased by:	0 calendar days

By signing this Amendment the San Bernardino Community College District (SBCCD) authorizes NTD Architecture to perform the scope of work listed above. SBCCD also authorizes and acknowledges that the amount of this Amendment will be paid via an amendment to NTD Architects contract with SBCCD.

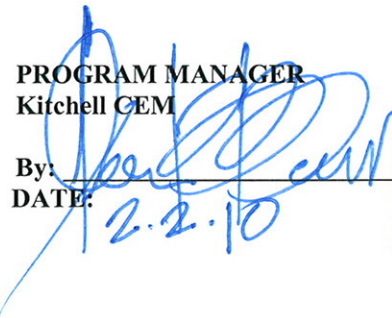
Not valid until signed by all parties. Signature of Architect indicates agreement herewith, including any adjustment in the Contract Sum or Contract Schedule.

Authorized:

ARCHITECT
NTD Architecture

By: 
DATE: 2/2/10

PROGRAM MANAGER
Kitchell CEM

By: 
DATE: 2.2.10

OWNER
SBCCD

By: _____
DATE: _____

NOVEMBER 2009
FAXED
16 December 2009 (Revised)

Via: Fax (909) 889-9952 &
First Class Mail

Mr. Jon Witherspoon, Program Director
Kitchell/BRJ
SAN BERNARDINO VALLEY COLLEGE
701 South Mount Vernon
San Bernardino, CA 92401

KITCHELL / BRJ

DEC 23 2009

Subject: KVCR Relocation
Media / Communications Building
Additional Services Proposal
San Bernardino Valley College

Dear Mr. Witherspoon:

I am pleased to present our fee proposal to provide Architectural and Audiovisual Consulting services for the development of the final performance specification for the KVCR TV and FM relocation for bidding. This specification will consist of requirements and terms for the relocation of the existing KVCR-TV master control, ingest stations, and other associated systems, as well as the relocation of KVCR-FM studios and will include a performance-based specification (using the performance requirements and other information provided by KVCR) for design, procurements, installation, integration, and commissioning of a new production studio and production studio control room.

Background

This additional service is beyond the definition in the original Architectural / Engineering Basic Services Agreement of what scope was to be included in the original contract. As part of an earlier additional services scope of work approved in Amendment 4, NTD and its consultants met with KVCR to define the scope and budget for the KVCR relocation. Only initial programming and planning were included in the scope of this work. This programming and planning effort changed the scope to include a substantial amount of new equipment that would need to be procured in lieu of moving existing equipment. In order to provide a comprehensive package for the relocation of KVCR, additional work by NTD and its consultants is required.

Scope of Work as we understand it:

1. Meet with KVCR staff to develop the basis of the specifications and gather all information necessary for inclusion in the RFP.
2. Using the performance requirements and other information provided by KVCR, create a draft specification, meet with KVCR staff to review the draft, and issue a final specification.
3. Finalize the systems specifications for the various KVCR TV and FM systems, using the performance requirements and other information provided by KVCR.

4. Assist District representatives in issuance for public bid for local broadcast systems integrators.
5. Facilitate a pre-bid meeting, assist KVCR and District in responding to bid phase RFI's, analyze proposals, and provide recommendations for award of the broadcast systems integration contract.
6. Upon recommendation of a systems integrator, all responsibility for ensuring systems conformance with specification, schedules, and performance requirements will be the District's and KVCR's.

Meetings Included in Scope:

- RFP Development: Three (3) meetings included
 - RFP Process: Two (2) meetings included – Pre-bid meeting and Bid Opening / Review
- TOTAL Meetings Included: Five (5)

Project Schedule (Anticipated):

- Planning Meetings: December 2009 (initial meeting scheduled for 18 December 2009, Second, **and final**, meeting TBD).
- Final Specification Issued: Two weeks after Final Planning Meeting, based on receipt of all required information from KVCR no later than two weeks after final planning meeting.
- First Advertisement: Approximately one week after issuing Final Specification.
- Second Advertisement: One week after first advertisement.
- Mandatory Job walk: Within one week of second advertisement.
- Proposals Due: Approximately three weeks after job walk.
- *Note: All dates and time frames above are subject to change if all required information from KVCR is not received.*

Scope of Work not included:

The scope of work described in this proposal excludes the design of the following systems and/or areas (these systems and/or areas are either not required for this project, or the designs are to be accomplished by others under separate contract).

1. Systems design. All criteria for system performance and system requirements to be provided by KVCR.
2. Construction observation services, including responding to RFI's, submittal review, systems review, substitution request review, etc. No scope included for any services during construction.
3. Final system checkout and punch lists, including final approval of system performance.
4. Site visits during construction.
5. Any Permit fees.
6. Revision of the documents for budget reduction.
7. All Architectural and Engineering services not directly related to the scope of work listed above.

Fee Schedule

Our proposed fee for this project is a fixed fee of \$27,290 to be invoiced as detailed below.

KVCR Relocation

Consultants

• Audiovisual (TSG)	<u>\$ 17,310</u>
Subtotal	\$ 17,310
• 10% mark-up	<u>\$ 1,730</u>
Subtotal	\$ 19,040
• Architectural	<u>\$ 8,250</u>
Total Fee	\$ 27,290

Fee to be invoiced as follows:

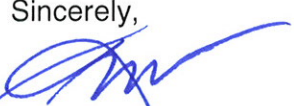
• Completion of construction documents and preparation of bid documents (90%)	\$ 24,560
• Bid approval (10%)	<u>\$ 2,730</u>
Total	\$ 27,290

For extra services not listed above in the scope of work/services, reimbursement shall be based on an hourly basis, or on a lump sum basis to be agreed upon, and to be provided in writing by the District prior to the commencement of the services.

Please acknowledge our contract terms and fee proposal by signing this letter below and returning it to our office. We look forward to continuing our working relationship with the San Bernardino Valley College.

Please let me know if you have any questions regarding this proposal.

Sincerely,



Jay R Tittle, AIA
Partner
C-12955
JRT:dj

Approved and accepted on behalf of San Bernardino Valley College by:

Bruce Baron, Vice Chancellor Fiscal Services

Date

cc: Leigh Anne Jones
Wendy Nord
File



December 1, 2009

Mr. Jon Witherspoon, Program Director
Kitchell/BRJ
SAN BERNARDINO VALLEY COLLEGE
701 South Mount Vernon
San Bernardino, CA 92401

Subject: Custodial Building – Cart Wash
Additional Services Proposal
San Bernardino Valley College

Dear Mr. Witherspoon:

Attached for your review and approval is:

1. DCGA Additional Service Request (dated 11/17/08) to provide floor drain, solids / oil separator and power for future pressure washer as requested by the users.
2. DCGA estimate of construction is \$10,000.

Our fee is a lump sum of \$2,200 based on:

▪ DCGA	\$2,000.
▪ NTD Mark-up @10%	<u>\$200.</u>
TOTAL	\$2,200.

For extra services not listed above in the scope of work/services, reimbursement shall be based on an hourly basis, or on a lump sum basis to be agreed upon, and to be provided in writing by the District prior to the commencement of the services.

Mr. Jon Witherspoon
Custodial Building – Cart Wash
Additional Services Proposal
December 1, 2009
Page 2



Please acknowledge our contract terms and fee proposal by signing this letter below and returning it to our office. We look forward to continuing our working relationship with San Bernardino Valley College.

Please let me know if you have any questions regarding this proposal.

We appreciate the opportunity to be of continuing service.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jay R Tittle", is enclosed within a blue circular scribble.

Jay R Tittle, AIA
Partner
C-12955
JRT/

Approved and accepted on behalf of San Bernardino Valley College by:

Bruce Baron, Vice Chancellor Fiscal Services

Date

Encl: DCGA Add Service Autorization (2 pgs, dated 11/17/08)

cc: Leigh Anne Jones
Wendy Nord
File

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Acting Chancellor
REVIEWED BY: Bruce Baron, Vice Chancellor, Fiscal Services
PREPARED BY: Alan Rosen, Bond Program Manager, Kitchell/BRj
DATE: March 11, 2010
SUBJECT: Consideration of Approval of Amendment 012 to the
NTD Architecture Contract at SBVC

RECOMMENDATION

It is recommended that the Board of Trustees approve Amendment 012 to the NTD Architecture contract at SBVC in the amount of \$6,930.00.

OVERVIEW

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

This amendment is for the development of design and construction documents to revise the interim storm drain alignment currently shown in the construction documents for the Chemistry/Physical Science building.

ANALYSIS

The effect of this amendment will be an addition of \$6,930.00 to the NTD Architecture contract, resulting in a revised contract amount of \$7,042,324.80. There is no change to the project schedule.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

Budgeted with Measure P funds.

Attachment

ARCHITECT CONTRACT AMENDMENT: 012

PROJECT: Valley College (SBVC)
701 So. Mount Vernon Ave.
San Bernardino, CA 92410

OWNER: San Bernardino Community College District

TO: NTD Architecture (NTD)
955 Overland Court Suite 100
San Dimas, CA 91773-1718

Brief Description:

NTD Architecture has been tasked to provide additional services for the following projects at San Bernardino Valley College:

Provide architectural and engineering services for the development of design and construction documents to revise interim storm drain alignment currently shown in the construction documents for the Chemistry/Physical Science Building. \$6,930.00

Attachments:

NTD Architects proposal letter dated August 6, 2009

Costs:

\$6,930.00 = Grand Total of this requested Contract Amendment: 011

The original Contract Sum	\$5,304,419.00
Net change by previous Amendments	\$1,730,975.80
The Contract Sum prior to this Amendment	\$7,035,394.80
The Contract Sum will be increased by this Amendment	\$6,930.00
The new Contract Sum including this Amendment	\$7,042,324.80
The Contract Schedule as of this Amendment will be increased by:	0 calendar days

By signing this Amendment the San Bernardino Community College District (SBCCD) authorizes NTD Architecture to perform the scope of work listed above. SBCCD also authorizes and acknowledges that the amount of this Amendment will be paid via an amendment to NTD Architects contract with SBCCD.

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

Authorized:

ARCHITECT
NTD Architecture

By: 
DATE: 2/16/10

PROGRAM MANAGER
Kitchell CEM

By: 
DATE: 2-9-10

OWNER
SBCCD

By: _____
DATE: _____

FXED
6 August 2009

Via: Fax (909) 889-9952 &
First Class Mail

Mr. Jon Witherspoon, Program Director
Kitchell/BRJ
SAN BERNARDINO VALLEY COLLEGE
701 South Mount Vernon
San Bernardino, CA 92401

KITCHELL / BRJ

AUG 18 2009

Subject: Interim Storm Drain Alignment
Chemistry / Physical Science Building
Additional Services Proposal
San Bernardino Valley College

Dear Mr. Witherspoon:

I am pleased to present our fee proposal to provide Architectural and Engineering services for the development of design and construction documents to revise interim storm drain alignment currently shown in the documents in the Chemistry / Physical Science Building. The originally proposed and approved alignment of the storm drains created a conflict with the existing side and perimeter wall along the north side of the Physical Science Building. In order to accommodate the recently agreed to phasing plan for the demolition of portions of North Hall and the existing Maintenance Facility, the location and alignment 12" storm drain is being revised.

Scope of work as we understand it:

1. Revise contract documents as required to revise the interim storm drain on Phase 1 of the Chemistry / Physical Science Building until Phase 2 is complete.
2. Coordinate Design and Construction Documents with Civil Engineers.
3. Submit Construction Documents to DSA for review and approval.
4. Prepare change drawings for Project Directives for the work as described above.

Scope of Work Not Included:

The scope of work described in this proposal excludes the design of the following systems and/or areas (these systems and/or areas are either not required for this project, or the designs are to be accomplished by others under separate contract):

1. Any Permit fees.

Cont.. 2/

Mr. Jon Witherspoon
Interim Storm Drain Alignment
Chemistry / Physical Science Building
Additional Services Proposal
August 6, 2009
Page -2-

Scope of Work Not Included (Cont'd.):

2. Revision of the programming documents for budget reduction and/or value engineering.
3. All Architectural and Engineering services not directly related to the scope of work listed above.

Fee Schedule:

Our proposed fee for this project is a fixed fee of \$6,930 to be invoiced as detailed below:

Chemistry / Physical Science Building

• Civil	\$ 4,500
Subtotal	\$ 4,500
• 10% Mark-up	\$ 450
Subtotal	4,950
• Architectural	\$ 1,980
Total Fee	\$ 6,930

Fee to be invoiced as follows:

• Completion of construction documents and preparation of project directive (75%)	\$ 5,200
• DSA Approval (100%)	\$ 1,730
Total:	\$ 6,930

For extra services not listed above in the scope of work/services, reimbursement shall be based on an hourly basis, or on a lump sum basis to be agreed upon, and to be provided in writing by the District prior to the commencement of the services.


Mr. Jon Witherspoon
Interim Storm Drain Alignment
Chemistry / Physical Science Building
Additional Services Proposal
August 6, 2009
Page -3-

Please acknowledge our contract terms and fee proposal by signing this letter below and returning it to our office. We look forward to continuing our working relationship with San Bernardino Valley College.

Please let me know if you have any questions regarding this proposal.

We appreciate the opportunity to be of continuing service.

Sincerely,



Jay R Tittle, AIA
Partner
C-12955

JRT:dj

Approved and accepted on behalf of San Bernardino Community College District by:

Bruce Baron, Vice Chancellor, Fiscal Services

Date

cc: Jim Cordova Wendy Nord
Leigh Anne Jones Debbie Jasco
Fariba Shantiyai File

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Acting Chancellor
REVIEWED BY: Bruce Baron, Vice Chancellor, Fiscal Services
PREPARED BY: Alan Rosen, Bond Program Manager, Kitchell/BRj
DATE: March 11, 2010
SUBJECT: Consideration of Approval of Amendment 003 to the
Converse Consultants Contract at CHC

RECOMMENDATION

It is recommended that the Board of Trustees approve Amendment 003 to the Converse Consultants contract at CHC in the amount of \$80,000.00.

OVERVIEW

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

This amendment is for additional geotechnical and special testing inspection services to complete projects at CHC. In addition to scope items for special inspection services, this amendment will cover DSA closeout for the projects.

ANALYSIS

The effect of this amendment will be an addition of \$80,000.00 to the Converse Consultants contract, resulting in a revised contract amount of \$789,736.00. There is no change to the project schedule.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

Budgeted with Measure P funds.

Attachment

11711 Sand Canyon Road, Yucaipa, CA 92399

Ph: 909.435.4155 or 909.435.4154 – Fax: 909.389.7940

Project Memo – CHC GEN 0009

DATE: January 08, 2010

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

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

RE: Crafton Hills College (CHC)
Project's Infrastructure, Community Recreation Facility, Learning Resource Building
Converse Materials Testing Contract Amendment

SCOPE:

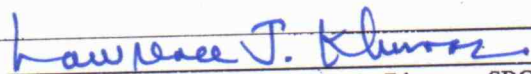
Testing of concrete, asphalt, earth work, bolt torque testing, drop in anchor testing for pull, fire proofing testing, DSA closeout documentation these items remain to complete the projects at Crafton Hills College and in order to obtain DSA certification and close out Converse is needed to complete these tests.

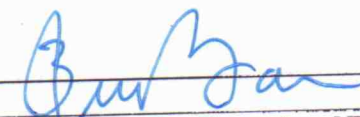
NARRATIVE:

Inland Inspection in conjunction with Converse Consultants and Kitchell/BRJ has done an evaluation and estimated the additional costs to complete the projects at Crafton Hills College. This revision is needed due to the budget amount currently in Converse's Contract for work at Crafton Hills College is expended.

RECOMMENDATION:

K/BRj recommends that SBCCD approve the request for increase to Converse Consultants Contract amount. The added amount requested is \$80,000.00

<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 checked="" type="checkbox"/> Approved	
<input type="checkbox"/> Not Approved	Bruce Baron, Vice Chancellor of Fiscal Services

Attachments: Converse Consultants, Inc. Proposal; Inland Inspections Letter Dated January 7, 2010

CC: File/ Converse Consultants.

Attachment to Converse request for additional funds

Note: Listed below are the invoices in hand that cannot be paid due to not having enough funds remaining, these Invoices are through December 25th 2009

**Converse has projected \$25,330.00 to complete
K/Brj has added the 4054.31 as contingency.**

Converse Consultants			
Invoice	Projection To Complete		
33-10		25	
36-19		6810.9	
34-17		404.2	
35-13		23633.16	
35-14		12915.33	
36-20		4957.1	
34-18		1870	
Converse	1/8/2010	25330	
K/Brj	1/8/2010	4054.31	5%

Total of request. 80000

CONSULTANT CONTRACT AMENDMENT to AGREEMENT OF PROFESSIONAL SERVICES CONTRACT: 003

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

OWNER: San Bernardino Community College District
114 S. Del Rosa Avenue
San Bernardino, CA 92408

TO: Converse Consultants (Converse)
109311 Corporate Drive
Redlands, CA 92374

Brief Description:

This contract amendment is for additional geotechnical and special testing inspection services to complete projects at CHC. In addition to scope items for special inspection services, this amendment will cover DSA closeout for the projects. The current contract with Converse Consultants has been expended and this amendment is needed to complete the projects at CHC.

Attachments:

KBRJ Project Memo No. CHC GEN 0009, Converse Consultants letter dated 02/05/2010

Costs:

\$80,000.00 = Total of this requested Consultant Contract Amendment: 003

The original Contract Sum	\$383,136.00
Net change by previous Amendments	\$326,600.00
The Contract Sum prior to this Amendment	\$709,736.00
The Contract Sum will be increased by this Amendment	\$80,000.00
The new Contract Sum including this Amendment	\$789,736.00
The Contract Schedule as of this Amendment will be increased by:	0 calendar days

By signing this Amendment the San Bernardino Community College District (SBCCD) authorizes Converse Consultants to perform the scope of work listed above. SBCCD also authorizes and acknowledges that the amount of this Amendment will be paid via an amendment to Converse Consultants professional services contract with SBCCD.

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

Authorized:

CONSULTANT
Converse Consultants

By: 
DATE: 2/5/10

PROGRAM MANAGER
Kitchell GEM

By: 
DATE: 2.5.10

OWNER
SBCCD

By: _____
DATE: _____



Converse Consultants

Geotechnical Engineering, Environmental & Groundwater Science, Inspection & Testing Services

February 5, 2010

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

BUDGET ADDENDUM FOR GEOTECHNICAL & SPECIAL INSPECTION SERVICES

Material Testing & Special Inspection Services
Crafton Hills College
Yucaipa, California
Converse Project No. 07-81-329-33, -34, -35 & -36

Dear Mr. Klumas:

Based on our review of the Crafton Hills projects status our forecasted cost to complete Infrastructures 4 and 5, Community Recreation Facility and the Learning Resource Center is \$80,000.00 (see attached schedule).

Please do not hesitate to contact the undersigned at (909) 796-0544 if you have any questions or wish to discuss this schedule in greater detail.

CONVERSE CONSULTANTS

Hashmi S. E. Quazi, Ph.D., G. E.
Principal Engineer/Regional Manager

Dist.: 3 – K/BRJ - Attention: Mr. Ron Reyes

Attachment: Current Schedule



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Acting Chancellor
REVIEWED BY: Bruce Baron, Vice Chancellor, Fiscal Services
PREPARED BY: Dr. Steven Lohr, Planning and Development Director
DATE: March 11, 2010
SUBJECT: Consideration of Approval of Amendment 01 to the County of San Bernardino
Special Districts Department for Wastewater Services Contract

RECOMMENDATION

It is recommended that the Board of Trustees approve Amendment 01 to the County of San Bernardino Special Districts Department for Wastewater Services contract in the amount of \$112,863.24.

OVERVIEW

The State Water Resources Control Board adopted Statewide General Waste Discharge Requirements for Sanitary Sewer Systems in 2006, which mandate the development of a Sewer System Management Plan (SSMP). The SSMP contains provisions to ensure the proper management of sewer systems. A contract with the County of San Bernardino Special Districts Department was approved by the Board of Trustees in June 2009 which provides that the County will perform an inspection of sewer lines and manholes to identify any deficiencies, clean the sewer lines, and respond to potential sewer system overflows on an emergency basis.

During the inspection of sewer lines at SBVC in fall 2009, the County discovered multiple point locations where sewer lines were in such extremely poor condition (e.g. collapsed) that the inspection process could not be concluded. Inspection cameras were unable to be inserted into the sewer system. In order to complete the inspection of the sewer lines, corrective work on the sewer lines at five locations must take place. Knowledge of the entire existing sewer system is needed to evaluate the need for campuswide future sewer system improvements.

ANALYSIS

The effect of this amendment will be an addition of \$112,863.24 to the County of San Bernardino Special Districts Department contract, resulting in a revised contract amount of \$183,566.08.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

Budgeted by Measure M funds.

Attachment



COUNTY SERVICE AREA 70

F A S

STANDARD CONTRACT

FOR OFFICIAL USE ONLY

<input type="checkbox"/> New	Vendor Code	Dept.	Contract Number				
<input checked="" type="checkbox"/> Change		SC SPD A	09-772				
<input type="checkbox"/> Cancel							
COUNTY SERVICE AREA 70		Dept. 105 Orgn. 650	Contractor's License No. N/A				
Contract Representative Manuel M. Benitez, Deputy Director		Telephone (909)387-5967	Total Contract Amount \$183,566.08				
Contract Type <input type="checkbox"/> Revenue <input type="checkbox"/> Encumbered <input type="checkbox"/> Unencumbered <input checked="" type="checkbox"/> Other: Agreement							
If not encumbered or revenue contract type, provide reason:							
Commodity Code	Contract Start Date 7/1/2009	Contract End Date 6/30/2011	Original Amount \$70,702.84				
			Amendment Amount \$ 112,863.24				
Fund	Dept.	Organization	Appr.				
Obj/Rev Source	GRC/PROJ/JOB No.	Amount	\$				
Fund	Dept.	Organization	Appr.				
Obj/Rev Source	GRC/PROJ/JOB No.	Amount	\$				
Fund	Dept.	Organization	Appr.				
Obj/Rev Source	GRC/PROJ/JOB No.	Amount	\$				
Project Name Contract Amendment		Estimated Payment Total by Fiscal Year					
		FY	Amount	I/D	FY	Amount	I/D

THIS CONTRACT is entered into in the State of California by and between the **COUNTY SERVICE AREA 70**, hereinafter called the **DISTRICT**, and

Name

San Bernardino Community College District

hereinafter called COLLEGE DISTRICT

Address

114 S. Del Rosa Dr.

San Bernardino, CA 92408

Telephone

(909) 382 - 4010

Federal ID No. or Social Security No.

IT IS HEREBY AGREED AS FOLLOWS:

Implement Amendment No. 1 to Contract No. 09-772 in the following manner:

1. Include an additional dollar amount of \$112,863.24 to the total contract amount.
2. Include the "SCOPE OF SERVICES" to the contract addressing regular annual inspection services.
3. Include "ATTACHMENT A" to the contract as a cost proposal for required work to complete inspection services for San Bernardino Valley College sewer infrastructure.
4. All other provisions of Contract No. 09-772 shall remain unchanged and in effect.

Auditor/Controller-Recorder Use Only

<input type="checkbox"/> Contract Database	<input type="checkbox"/> FAS
Input Date	Keyed By

**SAN BERNARDINO COMMUNITY
COLLEGE DISTRICT**

▶ _____
Bruce Baron, Acting Chancellor

Dated: _____

SIGNED AND CERTIFIED THAT A COPY OF THIS
DOCUMENT HAS BEEN DELIVERED TO THE
BOARD OF TRUSTEES

By _____

COUNTY SERVICE AREA 70

▶ _____

Dated: _____

SIGNED AND CERTIFIED THAT A COPY OF THIS
DOCUMENT HAS BEEN DELIVERED TO THE
CHAIRMAN OF THE BOARD

Laura H. Welch
Clerk of the Board of Supervisors
of the County of San Bernardino

By _____
Deputy

Approved as to Legal Form

▶ _____
Counsel

Date _____
Rev 080307

Reviewed by Contract Compliance

▶ _____

Date _____

Presented to Board for Signature

▶ _____

Date _____

Auditor/Controller-Recorder Use Only

<input type="checkbox"/> Contract Database	<input type="checkbox"/> FAS
Input Date	Keyed By

COUNTY OF SAN BERNARDINO - SPECIAL DISTRICTS DEPARTMENT
COUNTY SERVICE AREA 70

REQUIRED WORK TO COMPLETE INSPECTION OF SBVC SEWER INFRASTRUCTURE

CUSTOMER FACILITY:		SAN BERNARDINO COMMUNITY COLLEGE DISTRICT					SERVICE DATE: FY 09/10	
ADDRESS:		114 S. Del Rosa Dr., San Bernardino CA 92408					<input checked="" type="checkbox"/> PAVED <input type="checkbox"/> UNPAVED	
ATTACHMENT A								
DESCRIPTION OF WORK:		San Bernardino Valley College: required work to complete inspection of SBVC sewer infrastructure						
SITE CONTACT PERSONS		NAME:	Steven Lohr	PH: (909) 382-4032	NAME	PH#		
WATER/WASTEWATER SCOPE OF WORK:		SEWER INFRASTRUCTURE INSPECTION/MAINTENANCE	MANHOLE REHAB, OTHER	TRAVEL	OVERTIME	RATE	AMOUNT	
STAFF		#	HOURS	HOURS	HOURS	\$/ HOUR	\$	
DIRECT LABOR								
WAS Supervisor	1	42		12	6	\$70.28	\$4,427.64	
Maintenance Worker III	1	4		2		\$50.26	\$301.56	
Maintenance Worker II	2	42		12	6	\$46.11	\$5,809.86	
Maintenance Worker I	3	2		2	2	\$43.48	\$913.08	
Maintenance Worker I	2	42		12	6	\$43.48	\$5,478.48	
Treatment Plant Operator III						\$53.72	\$0.00	
Treatment Plant Operator II						\$48.08	\$0.00	
Treatment Plant Operator I						\$46.02	\$0.00	
Electrical Technician II						\$58.20	\$0.00	
Electrical Technician						\$54.50	\$0.00	
Electro-mechanical Specialist						\$52.25	\$0.00	
Engineering/Construction Division Manager						\$135.19	\$0.00	
Engineering Technician III						\$51.58	\$0.00	
DIRECT LABOR TOTAL							\$16,930.62	
SUPPORT LABOR								
Emergency Sewer Response Buy-In						\$5,000.00	\$0.00	
EL-CO Contractors (Day Care Center)	1					\$48,300.00	\$48,300.00	
So & Associates Engineers Inc. (Sewer Mapping)	1					\$1,600.00	\$1,600.00	
Communications Technician						\$55.61	\$0.00	
Sampling Technician						\$45.30	\$0.00	
SUPPORT LABOR TOTAL							\$49,900.00	
						LABOR TOTAL	\$66,830.62	
EQUIPMENT USAGE								
Rental Excavator (small)	1	1				\$500.00	\$500.00	
Air Compressor	1	10				\$9.00	\$90.00	
Asphalt Cutter	1	11				\$9.00	\$99.00	
Asphalt Roller	1	8				\$10.00	\$80.00	
Backhoe	1	50				\$30.00	\$1,500.00	
Backhoe Trailer	1	60				\$9.00	\$540.00	
Cement Mixer	1	10				\$8.00	\$80.00	
Closed Circuit Television (CCTV) Van	1	5				\$47.00	\$235.00	
Dump Truck 10yard	1	10				\$28.00	\$280.00	
Dump Truck 5yard	1	50				\$28.00	\$1,400.00	
Hydro Cleaner/Combo	1	10				\$47.00	\$470.00	
Pick-up Truck Utility Bed	1	110				\$18.00	\$1,980.00	
Pick-up w/small Dump Bed	1	50				\$18.00	\$900.00	
Pole Cam	1	10				\$13.00	\$130.00	
Pumper Tank Truck	1	50				\$29.00	\$1,450.00	
EQUIPMENT USAGE TOTAL							\$9,734.00	
SUPPLIES								
8" Sewer Coupling	25					\$28.07	\$701.75	
8" SDR 35 Pipe	107					\$4.89	\$523.23	
Shoring Equipment	1					\$600.00	\$600.00	
Misc. Tools	5					\$40.00	\$200.00	
90lb Bag Portland Cement	3					\$10.00	\$30.00	
Plaster Sand 27cf Bag	2					\$46.00	\$92.00	
3/4" gravel 27 cf bag	11					\$46.00	\$506.00	
Permanent Patch Cost/per sq ft	100					\$10.00	\$1,000.00	
Debris Removal - per cubic yard	9.3					\$30.00	\$279.00	
Personal Protective Equipment	16					\$7.50	\$120.00	
SUPPLIES TOTAL							\$4,051.98	
COMMENTS:								
S.B. Valley College Facility: Corrective work is required to enable the completion of the sanitary sewer infrastructure inspection. The following items require correction:								
1) Replace one (1) portion of 8" VCP in parking lot north of Day Care Center (GPS Coordinates: N34°05.169xW117°18.488)								
2) Replace one (1) portion of 8" VCP in Child Development Center (small play yard) between manhole #9A and #10A.								
3) Replace one (1) portion of 8" VCP due south of manhole #11 (south of pool building), to disconnect illegal storm drain connection to sewer mainline								
4) Replace eight (8) separate portions of 8" VCP due south of manhole #8 and due south of manhole #9 (contained in ball field area). A 4/10 work schedule will be implemented to reduce costs by eliminating overtime. This infrastructure inspection corrective work item will require three (3) ten-hour (10hr) days.								
5) Replace one (1) portion of 8" VCP located between wall and foundation of Day Care Center; work to be provided by County on-call contractor (EL-CO Contracting)								
6) Create Sewer System Wall-Maps exact to scale for both S.B. Valley College and Crafton Hills College Campuses; work to be provided by County on-call contractor (So & Associates Engineers Inc.)								
						COST SUMMARY		
						LABOR	\$66,830.62	
						EQUIPMENT USAGE	\$9,734.00	
						SUPPLIES	\$4,051.98	
						Admin Fee 20%	\$16,123.32	
						Allowance 20%	\$16,123.32	
INVOICE TOTAL							\$112,863.24	
PREPARED BY: Jared Beyeler, Staff Analyst			DATE PREPARED: 12/04/09			REVIEWED BY: Manuel M. Benitez, Deputy Director 12/04/09		

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Acting Chancellor
REVIEWED BY: Bruce Baron, Vice Chancellor, Fiscal Services
PREPARED BY: Dr. Steven Lohr, Planning and Development Director
DATE: March 11, 2010
SUBJECT: Consideration of Approval of Change Order 01 to the
Wheeler Paving Inc. Contract at SBVC

RECOMMENDATION

It is recommended that the Board of Trustees approve Change Order 01 to the Wheeler Paving Inc. Parking Lot #7 Repair Project contract at SBVC in the amount of \$11,750.00.

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.

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.

A limited portion of Lot 7 at SBVC was not included in the original bidding documents to ensure that the bids to be received would not exceed the budget. However, the District received a low bid which was substantially lower than the budget. This allowed the District the opportunity to use some of the savings to repave the remaining portion of Lot 7. A change order for Wheeler Paving is thus recommended for approval.

ANALYSIS

The effect of this amendment will be an addition of \$11,750.00 to the Wheeler Paving, Inc. contract, resulting in a revised contract amount of \$142,100.00. There is no change to the project schedule.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

Budgeted with parking lot funds.

Attachment

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Uniform Construction Cost Accounting Program (UCCAP)

AO661
Project Number

SBVC-09-04

CHANGE ORDER

Original Contract Amount: **\$130,350.00**
Amount of Previous Contract Amendments: **\$0.00**
Amount of Previous Change Orders: **\$0.00**

DSA No.:
NA

School Name:	San Bernardino Valley College	Date:	02/11/10
Project Description:	Parking Lot # 7 Replacement	Contract No.:	NA
To (Contractor):	Wheeler Paving Inc.	Attn:	Nathan Lauritzen

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:

Change Order No. 1 Item(s):
TOTAL COST OF CHANGE ORDER **\$11,750.00**

Reason for Change:
Refer to attached Change Order No. summary dated 02/11/10

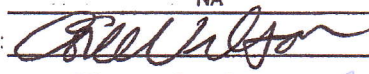
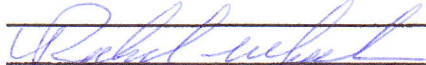
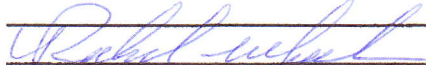
Initiator of Change:
Refer to attached Change Order No. summary dated 02/11/10

The original Base Contract Sum was:	\$130,350.00
Net change by previous authorized Contract Amendment (s):	\$0.00
The revised BASE Contract Sum:	\$130,350.00
Net change by previous authorized Change Order(s):	\$0.00
The Contract Sum including previous authorized Change Orders:	\$130,350.00
The contract AMOUNT due to C.O. No. 01 will be increased by:	\$11,750
The revised Contract Amount, including this Change Order is, therefore:	\$142,100.00
The contract TIME due to C.O. No. 01 will be unchanged by: 0 calendar days.	
The revised Contract Completion Date, including this Change Order is, therefore	Unchanged
SBCCD Change Order # 01 includes Item Number(s):	One (1) item

~~This Change Order is not valid until signed by both the Architect and the District Representative (on behalf of the San Bernardino Community College District Board of Education)~~

Contractor's signature indicates agreement herewith, including any adjustment in the contract amount or contract time.

I have reviewed the figures submitted by the Contractor and they have been reviewed by the District, I believe this request is valid and recommend your approval for acceptance.

	Signature	Name (printed)	Date
Architect:	NA	NA	NA
Constr. Mgr.:		Corey Wilson, Project Manager	2/11/2010
District:		Mr. Bruce Baron, Vice Chancellor Fiscal Services	
Contractor:		Richard Wheeler, Vice President <i>Printed Name/Title</i>	2/11/2010

State of California - Division of the State Architect DSA Application No. **NA** File No. _____
Approved **NA** per Principal Structural Engineer: **NA**



8432 63rd Street, Riverside, CA 92509 Phone: 951/685-7283 Fax: 951/685-5023

PROPOSED CHANGE ORDER

FROM:

Wheeler Paving, Inc.
(Contractor's Name)
8432 63rd Avenue
(Contractor's Address)
Riverside, CA 92509
(City) (State) (Zip)
951/685-7283 951/685-5023
(Telephone) (Fax)

PROPOSED CHANGE NO: 1

DATE: December 11, 2009

PROJECT: Parking Lot #7

LOCATION: San Bernardino Valley College

JOB NO.: _____

ATTN: Corey Wilson & Tilden-Coil

San Bernardino Community College Dist.
(Owner's Name)

114 S Del Rosa
(Owner's Address)

San Bernardino CA 92408
(City) (State) (Zip)
951.684.5901
(Telephone) (Fax)

PROPOSED CHANGE ORDER APPROVED:

BY: _____

BY: _____

Change Order No. 1
Additional Asphalt Paving

1. Pulverize approximately 7,000 square feet of existing asphalt.
2. Regrade and compact for maximum compaction.
3. Supply and Install 2 ½" of Hot asphalt.
4. Re-stripe 8 Handicap stalls and 3 regular stalls
5. Form, pour and finish 25 LF of concrete curb.

Total \$11,750.00

The work covered by this order shall be performed under the same Terms and Conditions as that included in the original contract unless stated otherwise above.

Submitted: Wheeler Paving, Inc.
(Contractor)

Customer Approval: _____
(Owner)

December 11, 2009

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Acting Chancellor
REVIEWED BY: Bruce Baron, Vice Chancellor, Fiscal Services
PREPARED BY: Alan Rosen, Bond Program Manager, Kitchell/BRj
DATE: March 11, 2010
SUBJECT: Consideration of Approval to Reduce Retention to 5% for
CalCoast Concrete Construction, Inc.

RECOMMENDATION

It is recommended that the Board of Trustees approve the reduction of retention from 10% to 5% for the CalCoast Concrete Construction, Inc. Community Recreational Facility contract at CHC.

OVERVIEW

CalCoast Concrete Construction, 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%.

ANALYSIS

The CalCoast Concrete Construction, 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



Tuesday, February 02, 2010

Bruce McDonald
Kitchell/BRJ
11711 Sand Canyon Road
Yucaipa, CA 92399

PROJ: CHC(6) Community Recreation Facility-27-003(G)

RE: Retention Reduction – Bid Category 3 – CalCoast Concrete Construction

Document Number GEN-LTR-002

Dear Bruce,

Please allow this letter to serve as our recommendation to allow the retention for CalCoast Concrete Construction (Community Recreation Facility Bid Category 3) to be reduced to 5%. California Public Contract code section 9203 allows the owner to reduce the retention amount to 5% after the contractor has successfully completed 50% of the contracted work. The contractor has completed well over 50% of the contracted work with less than 5% of their contracted work and punchlist yet to be completed.

Attached is a copy of the Consent of Surety from CalCoast's surety company allowing this reduction in the retention amount.

I have been informed that this will require board approval. As such I am requesting that this be included in the board's agenda for the March 2010 meeting. Please confirm that this will occur.

Sincerely,
Tilden-Coil Constructors, Inc.

Matt Breyer
Senior Project Manager

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Acting Chancellor
REVIEWED BY: Bruce Baron, Vice Chancellor, Fiscal Services
PREPARED BY: Alan Rosen, Bond Program Manager, Kitchell/BRj
DATE: March 11, 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 \$178,670 which is a 0.18% 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 \$ 2,773,962, which is only 2.77% of the original total contract amount of \$99,819,135.

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 3/11/2010 agenda)

March 11, 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	\$ 103,037.00	\$ -	\$ 45,494,020.00	0.23%
SBVC-San Bernardino Valley College	\$ 54,428,152.00	\$ 838,649.00	\$ 1,644.00	\$ 55,268,445.00	1.54%
TOTAL for CONTRACT AMENDMENTS	\$ 99,819,135.00	\$ 941,686.00	\$ 1,644.00	\$ 100,762,465.00	0.95%

CHANGE ORDERS

PROJECTS	Base Contract Amount	Change Orders		New Contract Amount	Cumulative Change Orders
		Previous	Pending		
CHC-Crafton Hills College	\$ 45,494,020.00	\$ 704,891.00	\$ 99,250.00	\$ 46,298,161.00	1.77%
SBVC-San Bernardino Valley College	\$ 55,268,445.00	\$ 948,714.92	\$ 77,776.00	\$ 56,294,935.92	1.86%
TOTAL for CHANGE ORDERS	\$ 100,762,465.00	\$ 1,653,605.92	\$ 177,026.00	\$ 102,593,096.92	1.82%

Crafton Hills College
CHANGE SUMMARY by PROJECT

March 11, 2010

(Including any contract amendments and change orders on the 3/11/2010 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	\$ 15,103,899.00	\$ 97,578.00	\$ -	\$ 340,611.00	\$ (114,290.00)	\$ 14,989,609.00	2.31%
CRF / INFRA PKG #5	\$ 8,058,150.00	\$ 5,459.00	\$ -	\$ 235,732.00	\$ 4,172.00	\$ 8,162,960.00	2.96%
LEARNING RESOURCE CENTER	\$ 22,424,233.00	\$ -	\$ -	\$ 132,825.00	\$ 209,368.00	\$ 22,633,601.00	1.54%
TOTAL	\$ 46,003,005.00	\$ 103,037.00	\$ -	\$ 704,891.00	\$ 99,250.00	\$ 46,202,893.00	1.74%

Crafton Hills College
CHANGE SUMMARY by PROJECT
INFRASTRUCTURE #1

Revised 2/10/2010

(Including any contract amendments and change orders on the 3/11/2010 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%
TOTAL	\$ 416,723.00	\$ -	\$ -	\$ (4,277.00)	\$ -	\$ 416,723.00	-1.02%

NO NEW CHANGE ORDERS

**CHANGE SUMMARY by PROJECT
INFRASTRUCTURE PACKAGE # 2/3/4**

(Including any contract amendments and change orders on the 3/11/2010 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			\$ (38,088.00)	\$ (141,161.00)	\$ 5,535,839.00	-0.67%
INFRA234-03: Fischer, Inc.	\$ 1,538,592.00			\$ 90,566.00		\$ 1,538,592.00	6.07%
INFRA234-04: RIS Electric	\$ 2,219,380.00	\$ 53,731.00		\$ 192,649.00		\$ 2,219,380.00	9.76%
INFRA234-05: Tidwell Concrete	\$ 2,289,804.00			\$ 12,008.00		\$ 2,289,804.00	0.00%
INFRA234-06: Sierra Landscape	\$ 1,621,323.00			\$ (2,277.00)		\$ 1,621,323.00	-0.14%
INFRA234-07: Inland Building Companies	\$ 526,900.00				\$ 26,871.00	\$ 553,771.00	0.00%
TOTAL	\$ 15,103,899.00	\$ 97,578.00	\$ -	\$ 340,611.00	\$ (114,290.00)	\$ 14,989,609.00	2.31%

Crafton Hills College
CHANGE SUMMARY by PROJECT
INFRASTRUCTURE #2

Revised 2/10/2010

(Including any contract amendments and change orders on the 3/11/2010 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	
TOTAL	\$ 4,015,586.00	\$ -	\$ -	\$ 49,539.00	\$ -	\$ 4,015,586.00	

NO NEW CHANGE ORDERS

Crafton Hills College
CHANGE SUMMARY by PROJECT
INFRASTRUCTURE #3

Revised 2/10/2010

(Including any contract amendments and change orders on the 3/11/2010 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	\$ 3,538,422.00			\$ (38,088.00)	\$ (141,161.00)	\$ 3,397,261.00	
INFRA3-03: Fischer, Inc.	\$ 1,023,154.00			\$ 88,154.00		\$ 1,023,154.00	
INFRA3-04: RIS Electric	\$ 1,421,253.00	\$ 53,731.00		\$ 145,522.00		\$ 1,421,253.00	
INFRA3-05: Tidwell Concrete	\$ 252,979.00					\$ 252,979.00	
INFRA3-06: Sierra Landscape	\$ 1,131,000.00					\$ 1,131,000.00	
INFRA3-07: Inland Building Companies	\$ 45,200.00					\$ 45,200.00	
TOTAL	\$ 7,912,338.00	\$ 97,578.00	\$ -	\$ 281,341.00	\$ (141,161.00)	\$ 7,771,177.00	

Crafton Hills College
CHANGE SUMMARY by PROJECT
INFRASTRUCTURE #4

Revised 2/10/2010

(Including any contract amendments and change orders on the 3/11/2010 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	\$ 1,604,297.00			\$ 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				\$ 26,871.00	\$ 400,971.00	
TOTAL	\$ 3,192,870.00	\$ -	\$ -	\$ 9,731.00	\$ 26,871.00	\$ 3,219,741.00	

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

Revised 2/10/2010

(including any contract amendments and change orders on the 3/11/2010 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			\$ 56,349.00		\$ 848,300.00	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			\$ 38,813.00		\$ 1,187,113.00	3.38%
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%
TOTAL	\$ 8,058,150.00	\$ 5,459.00	\$ -	\$ 235,732.00	\$ -	\$ 8,162,960.00	2.96%

CHANGE SUMMARY by PROJECT
INFRASTRUCTURE #5/CRF SITE PREPARATION
 (Including any contract amendments and change orders on the 3/11/2010 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	
TOTAL	\$ 1,391,001.00	\$ 5,459.00	\$ -	\$ 5,029.00	\$ -	\$ 1,391,001.00	

NO NEW CHANGE ORDERS

**CHANGE SUMMARY by PROJECT
COMMUNITY RECREATION FACILITY**

(Including any contract amendments and change orders on the 3/11/2010 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.	\$ 860,209.00			\$ 56,349.00	\$ 1,823.00	\$ 862,032.00	
CCRF-05: Anderson Charnesky	\$ 595,367.00			\$ 20,268.00		\$ 595,367.00	
CCRF-06: Bell Roof Company, Inc.	\$ 160,586.00			\$ 8,186.00		\$ 160,586.00	
CCRF-07: E J Enterprises	\$ 118,055.00				\$ 2,349.00	\$ 120,404.00	
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.	\$ 1,187,113.00			\$ 38,813.00		\$ 1,187,113.00	
CCRF-18: RVH Constructors, Inc.	\$ 503,703.00			\$ 21,468.00		\$ 503,703.00	
TOTAL	\$ 6,796,855.00	\$ -	\$ -	\$ 230,703.00	\$ 4,172.00	\$ 6,801,027.00	

Crafton Hills College
CHANGE SUMMARY by PROJECT
LEARNING RESOURCE CENTER

Revised 2/10/2010

(Including any contract amendments and change orders on the 3/11/2010 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	\$ 9,568.00	\$ 3,316,328.00	1.27%
CLRC-03: Mid State Precast	\$ 1,371,000.00					\$ 1,371,000.00	0.00%
CLRC-04: Anderson Charnesky	\$ 3,421,300.00				\$ 52,533.00	\$ 3,473,833.00	1.54%
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				\$ 6,106.00	\$ 1,421,691.00	0.43%
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	\$ 141,161.00	\$ 2,207,236.00	8.36%
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%
TOTAL	\$ 22,424,233.00	\$ -	\$ -	\$ 132,825.00	\$ 209,368.00	\$ 22,633,601.00	1.54%

San Bernardino Valley College
CHANGE SUMMARY by PROJECT
 (Including any contract amendments and change orders on the 3/11/2010 agenda)

March 11, 2010

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	\$ 1,644.00	\$ 16,849,184.00	\$ 164,508.00	\$ -	\$ 17,013,692.00	0.98%
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	\$ 9,073,752.00	\$ 64,966.00	\$ -	\$ 9,138,718.00	\$ 211,973.80	\$ 68,771.00	\$ 9,419,462.80	3.07%
Chemistry / Science	\$ 23,472,824.00	\$ 247,572.00	\$ -	\$ 23,720,396.00	\$ 470,927.12	\$ 9,005.00	\$ 24,200,328.12	2.02%
Student Health Services	\$ 1,047,967.00	\$ -	\$ -	\$ 1,047,967.00	\$ 25,987.00	\$ -	\$ 1,073,954.00	2.48%
TOTAL	\$ 54,428,152.00	\$ 838,649.00	\$ 1,644.00	\$ 55,268,445.00	\$ 948,714.92	\$ 77,776.00	\$ 56,294,935.92	1.86%

* 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).

**CHANGE SUMMARY by PROJECT
NORTH HALL REPLACEMENT**

(Including any contract amendments and change orders on the 3/11/2010 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	\$ 1,644.00	\$ 2,473,934.00	\$ 43,341.00		\$ 2,517,275.00	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	\$ (2,640.00)		\$ 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	\$ (5,083.00)		\$ 1,258,917.00	-0.40%
#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%
TOTAL	\$ 16,792,609.00	\$ 54,931.00	\$ 1,644.00	\$ 16,849,184.00	\$ 164,508.00	\$ -	\$ 17,013,692.00	0.98%

San Bernardino Valley College
CHANGE SUMMARY by PROJECT
MAINTENANCE and OPERATIONS

Revised 2/10/2010

(Including any contract amendments and change orders on the 3/11/2010 agenda)

Contractors	Original Contract Amount	Contract Amendments		Base Contract Amount	Change Orders		New Contract Amount	Change Order % of Base Contract
		Previous	Pending		Previous	Pending		
Maintenance & Operations Building:								
#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%
Custodial Building:								
#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%
TOTAL	\$ 4,041,000.00	\$ 471,180.00	\$ -	\$ 4,512,180.00	\$ 75,319.00	\$ -	\$ 4,587,499.00	1.67%

NO NEW CHANGE ORDERS

San Bernardino Valley College
CHANGE SUMMARY by PROJECT
MEDIA / COMMUNICATIONS

Revised 2/10/2010

(Including any contract amendments and change orders on the 3/11/2010 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	\$ (5,553.00)		\$ 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		\$ 575.00	\$ 25,095.00	2.35%
#6 - RB Sheet Metal	\$ 280,000.00			\$ 280,000.00	\$ 4,651.50		\$ 284,651.50	1.66%
#7 - Bell Roof Co.	\$ 283,673.00			\$ 283,673.00	\$ (18,712.00)		\$ 264,961.00	-6.60%
#8 - Montgomery Hardware	\$ 217,700.00			\$ 217,700.00	\$ 12,701.00	\$ 3,533.00	\$ 233,934.00	7.46%
#9 - Roy E. Whitehead	\$ 329,675.00			\$ 329,675.00	\$ 25,876.30		\$ 355,551.30	7.85%
#10 - Sierra Lathing Co.	\$ 820,000.00			\$ 820,000.00	\$ 22,050.00	\$ 18,133.00	\$ 860,183.00	4.90%
#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		\$ 3,070.00	\$ 215,770.00	1.44%
#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	\$ 13,139.00		\$ 455,189.00	2.97%
#18 - West Tech Mechanical	\$ 1,000,000.00			\$ 1,000,000.00	\$ 66,900.00	\$ 11,364.00	\$ 1,078,264.00	7.83%
#19 - Daniels Electrical Construction	\$ 1,283,000.00			\$ 1,283,000.00	\$ 82,610.00	\$ 7,969.00	\$ 1,373,579.00	7.06%
#20 - America West Landscape	\$ 182,505.00			\$ 182,505.00		\$ 2,917.00	\$ 185,422.00	1.60%
CT - WTS / Vislink	\$ 774,384.00			\$ 774,384.00		\$ 21,210.00	\$ 795,594.00	2.74%
TOTAL	\$ 9,073,752.00	\$ 64,966.00	\$ -	\$ 9,138,718.00	\$ 211,973.80	\$ 68,771.00	\$ 9,419,462.80	3.07%

San Bernardino Valley College
CHANGE SUMMARY by PROJECT
CHEMISTRY / SCIENCE

Revised 2/10/2010

(Including any contract amendments and change orders on the 3/11/2010 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		\$ 9,005.00	\$ 437,895.00	2.10%
#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	\$ 512.00		\$ 444,112.00	0.12%
#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	\$ 80,501.00		\$ 3,439,480.00	2.40%
#19 - RDM Electrical	\$ 2,311,800.00	\$ 48,012.00		\$ 2,359,812.00	\$ 105,664.00		\$ 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%
TOTAL	\$ 23,472,824.00	\$ 247,572.00	\$ -	\$ 23,720,396.00	\$ 470,927.12	\$ 9,005.00	\$ 24,200,328.12	2.02%

San Bernardino Valley College
CHANGE SUMMARY by PROJECT
STUDENT HEALTH SERVICES

Revised 2/10/2010

(Including any contract amendments and change orders on the 3/11/2010 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%
TOTAL	\$ 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: March 11, 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 January 20, 2010 through February 16, 2010. It reflects summary information for all District funds, grouped by expense category within each fund.

To date, we have spent and encumbered about 54.3% of our budgeted general funds. Last year, about this time, we had spent and encumbered about 54.0% of our funds which reflects about the same rate. However, it's the same rate of spending on a reduced overall budget since we've implemented a savings plan and moved about \$1.7 million of the savings to fund balance.

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. The State has, just this week, announced the deferral of our March cash of almost \$2 million until May to help maintain its ability to sell bonds. San Bernardino Community College District will be able to meet its obligations in spite of the new deferral.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

None.

Attachments

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED			%	PENDED/ ENCUMBERED	UNENCUMBERED	
		CURRENT	YEAR TO DATE				BALANCE	%
8100.00 FEDERAL HEA REVENUES	6,230,988.08	183,331.50	1,327,153.30	21.2	0.00	4,903,834.78	78.7	
8600.00 STATE REVENUES	64,028,338.42	2,852,050.04	37,144,423.19	58.0	0.00	26,883,915.23	41.9	
8800.00 LOCAL REVENUES	21,189,703.62	214,687.51	11,688,192.24	55.1	0.00	9,501,511.38	44.8	
8900.00 OTHER FINANCING SOURCES	899,817.74	0.00	7,882.10	.8	0.00	891,935.64	99.1	
TOTAL: 8000	92,348,847.86	3,250,069.05	50,167,650.83	54.3	0.00	42,181,197.03	45.6	
1100.00 CONTRACT CLASSROOM INST.	15,669,823.80	1,554,216.21	9,382,332.40	59.8	0.00	6,287,491.40	40.1	
1200.00 CONTRACT CERT. ADMINISTRATORS	8,866,449.12	735,300.93	5,130,359.07	57.8	0.00	3,736,090.05	42.1	
1300.00 INSTRUCTORS DAY/HOURLY	8,355,533.48	497,258.81	4,799,537.80	57.4	90,716.61	3,465,279.07	41.4	
1400.00 NON-INSTRUCTION HOURLY CERT.	759,913.23	30,983.87	405,961.87	53.4	0.00	353,951.36	46.5	
TOTAL: 1000	33,651,719.63	2,817,759.82	19,718,191.14	58.5	90,716.61	13,842,811.88	41.1	
2100.00 CONTRACT CLASSIFIED NON-INSTR.	17,097,053.52	1,394,177.89	9,798,253.41	57.3	0.00	7,298,800.11	42.6	
2200.00 INSTRUCTIONAL AIDS	1,456,561.38	121,786.94	830,176.20	56.9	0.00	626,385.18	43.0	
2300.00 NON-INSTRUCTION HOURLY CLASS.	1,912,134.78	91,405.37	997,388.49	52.1	0.00	914,746.29	47.8	
2400.00 INST AIDES-HOURLY- DIR.INSTRUC	1,022,039.69	21,322.25	440,927.57	43.1	0.00	581,112.12	56.8	
TOTAL: 2000	21,487,789.37	1,628,692.45	12,066,745.67	56.1	0.00	9,421,043.70	43.8	
3100.00 CERTIFICATED RETIREMENT	2,729,196.00	207,283.09	1,436,091.67	52.6	0.00	1,293,104.33	47.3	
3200.00 CLASSIFIED RETIREMENT	2,218,668.85	161,143.59	1,118,573.48	50.4	0.00	1,100,095.37	49.5	
3300.00 OASDHI/FICA	2,068,704.85	167,029.85	1,176,902.21	56.8	0.00	891,802.64	43.1	
3400.00 HEALTH AND WELFARE BENEFITS	6,058,064.58	513,142.02	3,566,877.79	58.8	0.00	2,491,186.79	41.1	
3500.00 STATE UNEMPLOYMENT INSURANCE	200,235.55	13,059.50	123,010.02	61.4	0.00	77,225.53	38.5	
3600.00 WORKERS COMPENSATION INSURANCE	803,115.00	67,000.00	466,316.19	58.0	0.00	336,798.81	41.9	
3900.00 OTHER BENEFITS	59,384.86	37,650.10	84,204.93	100.0	0.00	24,820.07	.0	
TOTAL: 3000	14,137,369.69	1,166,308.15	7,971,976.29	56.3	0.00	6,165,393.40	43.6	
4100.00 TEXTBOOKS	24,834.78	0.00	4,659.41	18.7	3,009.50	17,165.87	69.1	
4200.00 BOOK,MAGAZINE&PERIOD-DIST.USE	129,871.74	23,486.18	58,436.27	44.9	19,621.27	51,814.20	39.8	
4300.00 INSTRUCTIONAL SUPPLIES	438,380.47	13,504.80	184,689.67	42.1	60,975.50	192,715.30	43.9	
4400.00 MEDIA AND SOFTWARE-DISTRCT USE	113,071.11	568.80	26,089.24	23.0	11,178.36	75,803.51	67.0	
4500.00 NONINSTRUCTIONAL SUPPLIES	1,254,099.51	53,898.07	436,977.88	34.8	325,794.36	491,327.27	39.1	
4700.00 FOOD SUPPLIES	40,100.00	1,264.29	4,814.16	12.0	12,886.24	22,399.60	55.8	
TOTAL: 4000	2,000,357.61	92,722.14	715,666.63	35.7	433,465.23	851,225.75	42.5	
5100.00 PERSON&CONSULTANT SVC-DIST USE	4,011,512.67	125,826.08	1,252,928.40	31.2	1,443,541.66	1,315,042.61	32.7	
5200.00 TRAVEL & CONFERENCE EXPENSES	718,313.14	10,593.61	136,958.24	19.0	82,226.27	499,128.63	69.4	
5300.00 POST/DUES/MEMBERSHIPS-DIST.USE	390,246.28	22,908.07	172,467.09	44.1	77,351.92	140,427.27	35.9	
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	2,869,218.93	196,331.34	1,651,326.94	57.5	1,031,605.32	186,286.67	6.4	
5600.00 RENTS,LEASES&REPAIRS-DIST.USE	1,875,033.27	90,871.44	945,562.96	50.4	554,867.35	374,602.96	19.9	
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	1,047,800.00	74,481.15	405,591.51	38.7	338,668.02	303,540.47	28.9	
5800.00 OTHER OPERATING EXP-DIST. USE	5,085,604.37	100,857.59	797,682.37	15.6	489,764.55	3,798,157.45	74.6	
5900.00 INTERPROGRAM CHARGES-DIST.USE	200.00	0.00	0.00	.0	0.00	200.00	100.0	
TOTAL: 5000	16,090,546.41	621,869.28	5,442,127.51	33.8	4,018,025.09	6,630,393.81	41.2	

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED			%	PENDED/ ENCUMBERED	UNENCUMBERED	
		CURRENT	YEAR TO DATE				BALANCE	%
TOTAL: 1000-5999	87,367,782.71	6,327,351.84	45,914,707.24	52.5	4,542,206.93	36,910,868.54	42.2	
6100.00 SITES & IMPROVEMENTS-DIST. USE	271,508.80	0.00	6,665.00	2.4	0.00	264,843.80	97.5	
6200.00 BUILDINGS&IMPROVEMENT-DIST.USE	551,330.88	0.00	4,963.80	.9	10,274.95	536,092.13	97.2	
6300.00 LIBRARY BOOKS - EXPANSION	73,075.43	1,666.68	38,904.30	53.2	26,098.87	8,072.26	11.0	
6400.00 ADDITIONAL/IMPROVED EQUIPMENT	2,273,015.00	353,066.84	785,898.00	34.5	343,943.18	1,143,173.82	50.2	
TOTAL: 6000	3,168,930.11	354,733.52	836,431.10	26.3	380,317.00	1,952,182.01	61.6	
TOTAL: 1000-6999	90,536,712.82	6,682,085.36	46,751,138.34	51.6	4,922,523.93	38,863,050.55	42.9	
7200.00 INTRAFUND TRANSFERS OUT	868,450.00	0.00	0.00	.0	0.00	868,450.00	100.0	
7300.00 INTERFUND TRANSFERS	4,697,157.00	2,433,889.00	3,283,312.00	69.8	0.00	1,413,845.00	30.1	
7500.00 OTHER OUTGO-STUDENT FIN AID	73,506.00	14,412.00	19,537.00	26.5	2,300.00	51,669.00	70.2	
7600.00 OTHER STUDENT AID	876,860.38	3,755.63	345,267.33	39.3	282,621.40	248,971.65	28.3	
7900.00 RESERVE FOR CONTINGENCIES	5,429,983.00	0.00	0.00	.0	0.00	5,429,983.00	100.0	
TOTAL: 7000	11,945,956.38	2,452,056.63	3,648,116.33	30.5	284,921.40	8,012,918.65	67.0	
TOTAL: 1000-7999	102,482,669.20	9,134,141.99	50,399,254.67	49.1	5,207,445.33	46,875,969.20	45.7	

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BEST NET CONSORTIUM
 BUDGET SUMMARY REPORT
 01/20/2010 TO 02/16/2010

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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)	92,348,847.86	3,250,069.05	50,167,650.83	54.3	0.00	42,181,197.03	45.6
TOTAL:	1000-5999	87,367,782.71	6,327,351.84	45,914,707.24	52.5	4,542,206.93	36,910,868.54	42.2
TOTAL:	1000-6999	90,536,712.82	6,682,085.36	46,751,138.34	51.6	4,922,523.93	38,863,050.55	42.9
TOTAL:	1000-7999	102,482,669.20	9,134,141.99	50,399,254.67	49.1	5,207,445.33	46,875,969.20	45.7
TOTAL EXPENSES	(1000 - 7999)	102,482,669.20	9,134,141.99	50,399,254.67	49.1	5,207,445.33	46,875,969.20	45.7

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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

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	6,232,477.28	10,334,082.44	18.8	0.00	44,482,107.73	81.1	
8800.00 LOCAL REVENUES	949,354.40	10,423.96	1,062,287.88	100.0	0.00	112,933.48	.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	6,242,901.24	11,396,370.32	20.3	0.00	44,563,573.25	79.6	
5100.00 PERSON&CONSULTANT SVC-DIST USE	3,490.00	0.00	0.00	.0	0.00	3,490.00	100.0	
5600.00 RENTS,LEASES&REPAIRS-DIST.USE	21,412.00	0.00	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	0.00	1,470.00	2.3	0.00	60,819.40	97.6	
TOTAL: 1000-5999	62,289.40	0.00	1,470.00	2.3	0.00	60,819.40	97.6	
6100.00 SITES & IMPROVEMENTS-DIST. USE	4,763,745.92	8,698.50	192,601.63	4.0	208,265.29	4,362,879.00	91.5	
6200.00 BUILDINGS&IMPROVEMENT-DIST.USE	58,801,351.81	4,404,960.71	20,611,713.22	35.0	33,637,029.85	4,552,608.74	7.7	
6400.00 ADDITIONAL/IMPROVED EQUIPMENT	92,319.34	1,591.08	3,013.12	3.2	21,776.08	67,530.14	73.1	
TOTAL: 6000	63,657,417.07	4,415,250.29	20,807,327.97	32.6	33,867,071.22	8,983,017.88	14.1	
TOTAL: 1000-6999	63,719,706.47	4,415,250.29	20,808,797.97	32.6	33,867,071.22	9,043,837.28	14.1	
7300.00 INTERFUND TRANSFERS	27,342.00	0.00	0.00	.0	0.00	27,342.00	100.0	
7900.00 RESERVE FOR CONTINGENCIES	55,046.00	0.00	0.00	.0	0.00	55,046.00	100.0	
TOTAL: 7000	82,388.00	0.00	0.00	.0	0.00	82,388.00	100.0	
TOTAL: 1000-7999	63,802,094.47	4,415,250.29	20,808,797.97	32.6	33,867,071.22	9,126,225.28	14.3	

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Fund: 41 CAPITAL OUTLAY PROJECTS FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
			CURRENT	YEAR TO DATE				
TOTAL INCOME	(8000 - 8999)	55,959,943.57	6,242,901.24	11,396,370.32	20.3	0.00	44,563,573.25	79.6
TOTAL:	1000-5999	62,289.40	0.00	1,470.00	2.3	0.00	60,819.40	97.6
TOTAL:	1000-6999	63,719,706.47	4,415,250.29	20,808,797.97	32.6	33,867,071.22	9,043,837.28	14.1
TOTAL:	1000-7999	63,802,094.47	4,415,250.29	20,808,797.97	32.6	33,867,071.22	9,126,225.28	14.3
TOTAL EXPENSES	(1000 - 7999)	63,802,094.47	4,415,250.29	20,808,797.97	32.6	33,867,071.22	9,126,225.28	14.3

Fund: 42 REVENUE BOND CONSTRUCTION FU

SUMMARY BY OBJECT	WORKING	EXPENDED/RECEIVED		%	PENDED/	UNENCUMBERED	
	BUDGET	CURRENT	YEAR TO DATE		ENCUMBERED	BALANCE	%
8800.00 LOCAL REVENUES	2,200,000.00	2,820,109.02	3,519,111.85	100.0	0.00	1,319,111.85-	.0
TOTAL: 8000	2,200,000.00	2,820,109.02	3,519,111.85	100.0	0.00	1,319,111.85-	.0
2300.00 NON-INSTRUCTION HOURLY CLASS.	500.00	0.00	146.36	29.2	0.00	353.64	70.7
TOTAL: 2000	500.00	0.00	146.36	29.2	0.00	353.64	70.7
3300.00 OASDHI/FICA	38.00	0.00	10.99	28.9	0.00	27.01	71.0
3500.00 STATE UNEMPLOYMENT INSURANCE	2.00	0.00	0.43	21.5	0.00	1.57	78.5
TOTAL: 3000	40.00	0.00	11.42	28.5	0.00	28.58	71.4
4500.00 NONINSTRUCTIONAL SUPPLIES	2,000.00	0.00	32.79	1.6	567.21	1,400.00	70.0
TOTAL: 4000	2,000.00	0.00	32.79	1.6	567.21	1,400.00	70.0
5100.00 PERSON&CONSULTANT SVC-DIST USE	432,587.82	0.00	9,900.00	2.2	286,600.00	136,087.82	31.4
5400.00 INSURANCES - DISTRICT USE	76,462.51	0.00	39,671.00	51.8	0.00	36,791.51	48.1
5600.00 RENTS,LEASES&REPAIRS-DIST.USE	195,000.00	16,010.01	117,924.70	60.4	60,475.10	16,600.20	8.5
5800.00 OTHER OPERATING EXP-DIST. USE	82,000.00	0.00	0.00	.0	0.00	82,000.00	100.0
TOTAL: 5000	786,050.33	16,010.01	167,495.70	21.3	347,075.10	271,479.53	34.5
TOTAL: 1000-5999	788,590.33	16,010.01	167,686.27	21.2	347,642.31	273,261.75	34.6
6100.00 SITES & IMPROVEMENTS-DIST. USE	15,354,507.01	458,130.23	4,484,387.46	29.2	2,789,063.14	8,081,056.41	52.6
6200.00 BUILDINGS&IMPROVEMENT-DIST.USE	72,888,470.98	2,389,269.76	9,583,214.63	13.1	18,367,030.79	44,938,225.56	61.6
6400.00 ADDITIONAL/IMPROVED EQUIPMENT	9,335,876.10	0.00	117,005.61	1.2	3,000,460.25	6,218,410.24	66.6
TOTAL: 6000	97,578,854.09	2,847,399.99	14,184,607.70	14.5	24,156,554.18	59,237,692.21	60.7
TOTAL: 1000-6999	98,367,444.42	2,863,410.00	14,352,293.97	14.5	24,504,196.49	59,510,953.96	60.4
7900.00 RESERVE FOR CONTINGENCIES	18,590,000.00	0.00	0.00	.0	0.00	18,590,000.00	100.0
TOTAL: 7000	18,590,000.00	0.00	0.00	.0	0.00	18,590,000.00	100.0
TOTAL: 1000-7999	116,957,444.42	2,863,410.00	14,352,293.97	12.2	24,504,196.49	78,100,953.96	66.7

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Fund: 42 REVENUE BOND CONSTRUCTION FU SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
			CURRENT	YEAR TO DATE				
TOTAL INCOME	(8000 - 8999)	2,200,000.00	2,820,109.02	3,519,111.85	100.0	0.00	1,319,111.85-	.0
TOTAL:	1000-5999	788,590.33	16,010.01	167,686.27	21.2	347,642.31	273,261.75	34.6
TOTAL:	1000-6999	98,367,444.42	2,863,410.00	14,352,293.97	14.5	24,504,196.49	59,510,953.96	60.4
TOTAL:	1000-7999	116,957,444.42	2,863,410.00	14,352,293.97	12.2	24,504,196.49	78,100,953.96	66.7
TOTAL EXPENSES	(1000 - 7999)	116,957,444.42	2,863,410.00	14,352,293.97	12.2	24,504,196.49	78,100,953.96	66.7

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Fund: 51 BOOKSTORE FUND

SUMMARY BY OBJECT	WORKING	EXPENDED/RECEIVED			PENDED/	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	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	36,000.00	0.00	5,659.59	15.7	0.00	30,340.41	84.2
8900.00 OTHER FINANCING SOURCES	2,300,000.00	2,300,000.00	2,300,000.00	100.0	0.00	0.00	.0
TOTAL: 8000	2,336,000.00	2,300,000.00	2,305,659.59	98.7	0.00	30,340.41	1.2
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	2,800,000.00	0.00	0.00	.0	0.00	2,800,000.00	100.0
TOTAL: 7000	2,800,000.00	0.00	0.00	.0	0.00	2,800,000.00	100.0
TOTAL: 1000-7999	3,410,000.00	0.00	352,527.00	10.3	0.00	3,057,473.00	89.6

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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)	2,336,000.00	2,300,000.00	2,305,659.59	98.7	0.00	30,340.41	1.2
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	3,410,000.00	0.00	352,527.00	10.3	0.00	3,057,473.00	89.6
TOTAL EXPENSES	(1000 - 7999)	3,410,000.00	0.00	352,527.00	10.3	0.00	3,057,473.00	89.6

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Fund: 69 EMPL LOAD BANKING TRUST FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED 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 BUDGET	EXPENDED/RECEIVED			%	PENDED/ ENCUMBERED	UNENCUMBERED	
		CURRENT	YEAR TO DATE				BALANCE	%
8100.00 FEDERAL HEA REVENUES	142,220.00	32,317.66	66,737.71	46.9	0.00	75,482.29	53.0	
8600.00 STATE REVENUES	2,044,379.50	386,742.59	885,310.56	43.3	0.00	1,159,068.94	56.6	
8800.00 LOCAL REVENUES	243,000.00	27.00-	88,576.94	36.4	0.00	154,423.06	63.5	
TOTAL: 8000	2,429,599.50	419,033.25	1,040,625.21	42.8	0.00	1,388,974.29	57.1	
2100.00 CONTRACT CLASSIFIED NON-INSTR.	1,082,125.00	84,105.98	590,666.79	54.5	0.00	491,458.21	45.4	
2300.00 NON-INSTRUCTION HOURLY CLASS.	316,700.00	4,437.33	113,093.37	35.7	0.00	203,606.63	64.2	
TOTAL: 2000	1,398,825.00	88,543.31	703,760.16	50.3	0.00	695,064.84	49.6	
3100.00 CERTIFICATED RETIREMENT	25,717.00	1,985.70	14,888.45	57.8	0.00	10,828.55	42.1	
3200.00 CLASSIFIED RETIREMENT	66,498.00	5,753.61	42,304.45	63.6	0.00	24,193.55	36.3	
3300.00 OASDHI/FICA	61,395.00	4,782.21	36,038.90	58.7	0.00	25,356.10	41.2	
3400.00 HEALTH AND WELFARE BENEFITS	258,993.00	22,756.80	159,297.60	61.5	0.00	99,695.40	38.4	
3500.00 STATE UNEMPLOYMENT INSURANCE	3,602.00	254.55	1,964.24	54.5	0.00	1,637.76	45.4	
3600.00 WORKERS COMPENSATION INSURANCE	35,000.00	3,200.00	22,200.00	63.4	0.00	12,800.00	36.5	
3900.00 OTHER BENEFITS	1,461.00	189.00	1,323.00	90.5	0.00	138.00	9.4	
TOTAL: 3000	452,666.00	38,921.87	278,016.64	61.4	0.00	174,649.36	38.5	
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	7,076.23	12,435.60	31.7	4,951.84	21,840.56	55.6	
4500.00 NONINSTRUCTIONAL SUPPLIES	65,040.50	624.58	17,077.00	26.2	11,016.53	36,946.97	56.8	
4700.00 FOOD SUPPLIES	122,047.00	5,692.17	49,601.99	40.6	48,186.42	24,258.59	19.8	
TOTAL: 4000	226,415.50	13,392.98	79,114.59	34.9	64,154.79	83,146.12	36.7	
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	234.00	457.45	11.0	166.00	3,526.55	84.9	
5800.00 OTHER OPERATING EXP-DIST. USE	138,045.00	0.00	2,232.00	1.6	0.00	135,813.00	98.3	
TOTAL: 5000	146,295.00	234.00	2,929.45	2.0	1,966.00	141,399.55	96.6	
TOTAL: 1000-5999	2,224,201.50	141,092.16	1,063,820.84	47.8	66,120.79	1,094,259.87	49.1	
6400.00 ADDITIONAL/IMPROVED EQUIPMENT	9,000.00	0.00	11.20-	.0	0.00	9,011.20	100.0	
TOTAL: 6000	9,000.00	0.00	11.20-	.0	0.00	9,011.20	100.0	
TOTAL: 1000-6999	2,233,201.50	141,092.16	1,063,809.64	47.6	66,120.79	1,103,271.07	49.4	
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	141,092.16	1,063,809.64	46.5	66,120.79	1,153,271.07	50.5	

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Fund: 72 CHILD DEVELOPMENT FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
			CURRENT	YEAR TO DATE				
TOTAL INCOME	(8000 - 8999)	2,429,599.50	419,033.25	1,040,625.21	42.8	0.00	1,388,974.29	57.1
TOTAL:	1000-5999	2,224,201.50	141,092.16	1,063,820.84	47.8	66,120.79	1,094,259.87	49.1
TOTAL:	1000-6999	2,233,201.50	141,092.16	1,063,809.64	47.6	66,120.79	1,103,271.07	49.4
TOTAL:	1000-7999	2,283,201.50	141,092.16	1,063,809.64	46.5	66,120.79	1,153,271.07	50.5
TOTAL EXPENSES	(1000 - 7999)	2,283,201.50	141,092.16	1,063,809.64	46.5	66,120.79	1,153,271.07	50.5

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Fund: 73 STUDENT BODY CENTER FEE FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	248,000.00	0.00	180,493.93	72.7	0.00	67,506.07	27.2
TOTAL: 8000	248,000.00	0.00	180,493.93	72.7	0.00	67,506.07	27.2
2100.00 CONTRACT CLASSIFIED NON-INSTR.	86,477.00	7,181.00	49,797.00	57.5	0.00	36,680.00	42.4
2300.00 NON-INSTRUCTION HOURLY CLASS.	51,100.00	1,676.00	15,426.00	30.1	0.00	35,674.00	69.8
TOTAL: 2000	137,577.00	8,857.00	65,223.00	47.4	0.00	72,354.00	52.5
3200.00 CLASSIFIED RETIREMENT	8,396.00	697.21	4,834.82	57.5	0.00	3,561.18	42.4
3300.00 OASDHI/FICA	6,796.00	527.01	3,653.24	53.7	0.00	3,142.76	46.2
3400.00 HEALTH AND WELFARE BENEFITS	18,189.00	1,506.98	10,548.86	57.9	0.00	7,640.14	42.0
3500.00 STATE UNEMPLOYMENT INSURANCE	278.00	20.67	143.23	51.5	0.00	134.77	48.4
3600.00 WORKERS COMPENSATION INSURANCE	2,400.00	200.00	1,400.00	58.3	0.00	1,000.00	41.6
3900.00 OTHER BENEFITS	104.00	12.60	88.20	84.8	0.00	15.80	15.1
TOTAL: 3000	36,163.00	2,964.47	20,668.35	57.1	0.00	15,494.65	42.8
4500.00 NONINSTRUCTIONAL SUPPLIES	10,473.00	677.80	4,178.73	39.9	1,791.10	4,503.17	42.9
TOTAL: 4000	10,473.00	677.80	4,178.73	39.9	1,791.10	4,503.17	42.9
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	188.58	488.58	5.6	1,200.38	6,934.04	80.4
5800.00 OTHER OPERATING EXP-DIST. USE	28,789.00	299.75	2,788.29	9.6	808.25	25,192.46	87.5
TOTAL: 5000	42,428.00	488.33	4,746.48	11.1	2,008.63	35,672.89	84.0
TOTAL: 1000-5999	226,641.00	12,987.60	94,816.56	41.8	3,799.73	128,024.71	56.4
6400.00 ADDITIONAL/IMPROVED EQUIPMENT	11,109.00	315.62	562.34	5.0	1,571.37	8,975.29	80.7
TOTAL: 6000	11,109.00	315.62	562.34	5.0	1,571.37	8,975.29	80.7
TOTAL: 1000-6999	237,750.00	13,303.22	95,378.90	40.1	5,371.10	137,000.00	57.6
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	13,303.22	95,378.90	27.4	5,371.10	247,302.00	71.0

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Fund: 73 STUDENT BODY CENTER FEE FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT YEAR TO DATE		%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	248,000.00	0.00	180,493.93	72.7	0.00	67,506.07	27.2
TOTAL:	1000-5999	226,641.00	12,987.60	94,816.56	41.8	3,799.73	128,024.71	56.4
TOTAL:	1000-6999	237,750.00	13,303.22	95,378.90	40.1	5,371.10	137,000.00	57.6
TOTAL:	1000-7999	348,052.00	13,303.22	95,378.90	27.4	5,371.10	247,302.00	71.0
TOTAL EXPENSES	(1000 - 7999)	348,052.00	13,303.22	95,378.90	27.4	5,371.10	247,302.00	71.0

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Fund: 74 KVCR 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	479,780.16	30.2	0.00	1,107,141.77	69.7	
8900.00 OTHER FINANCING SOURCES	1,652,758.00	133,889.00	983,312.00	59.4	0.00	669,446.00	40.5	
TOTAL: 8000	3,239,679.93	134,286.84	1,463,092.16	45.1	0.00	1,776,587.77	54.8	
2100.00 CONTRACT CLASSIFIED NON-INSTR.	1,392,264.00	110,420.45	792,673.13	56.9	0.00	599,590.87	43.0	
2300.00 NON-INSTRUCTION HOURLY CLASS.	35,000.00	10,020.39	40,919.02	100.0	0.00	5,919.02	.0	
TOTAL: 2000	1,427,264.00	120,440.84	833,592.15	58.4	0.00	593,671.85	41.5	
3200.00 CLASSIFIED RETIREMENT	135,176.00	10,812.32	78,408.44	58.0	0.00	56,767.56	41.9	
3300.00 OASDHI/FICA	107,566.00	9,024.15	59,267.77	55.0	0.00	48,298.23	44.9	
3400.00 HEALTH AND WELFARE BENEFITS	177,732.00	15,960.19	114,027.42	64.1	0.00	63,704.58	35.8	
3500.00 STATE UNEMPLOYMENT INSURANCE	4,242.00	353.93	2,446.83	57.6	0.00	1,795.17	42.3	
3600.00 WORKERS COMPENSATION INSURANCE	25,700.00	2,100.00	15,100.00	58.7	0.00	10,600.00	41.2	
3900.00 OTHER BENEFITS	1,117.00	132.30	949.35	84.9	0.00	167.65	15.0	
TOTAL: 3000	451,533.00	38,382.89	270,199.81	59.8	0.00	181,333.19	40.1	
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	276.21	2,593.84	41.4	2,781.16	885.15	14.1	
TOTAL: 4000	6,360.15	276.21	2,593.84	40.7	2,781.16	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	264.90	30,503.00	69.4	5,689.91	7,742.02	17.6	
5400.00 INSURANCES - DISTRICT USE	7,000.00	0.00	6,485.00	92.6	0.00	515.00	7.3	
5500.00 UTILITIES & HOUSEKEEP-DIST.USE	171,712.84	11,130.55	82,313.27	47.9	78,804.56	10,595.01	6.1	
5600.00 RENTS,LEASES&REPAIRS-DIST.USE	39,500.00	3,889.50	24,022.25	60.8	4,755.75	10,722.00	27.1	
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	72,800.00	17,362.01	34,279.17	47.0	12,720.83	25,800.00	35.4	
5800.00 OTHER OPERATING EXP-DIST. USE	557,000.16	0.00	393,390.99	70.6	20,880.20	142,728.97	25.6	
TOTAL: 5000	971,726.16	32,646.96	570,993.68	58.7	122,851.25	277,881.23	28.5	
TOTAL: 1000-5999	2,856,883.31	191,746.90	1,677,379.48	58.7	125,632.41	1,053,871.42	36.8	
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	3,236,079.31	191,746.90	1,677,379.48	51.8	125,632.41	1,433,067.42	44.2	

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Fund: 74 KVCR FUND

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
			CURRENT	YEAR TO DATE				
TOTAL INCOME	(8000 - 8999)	3,239,679.93	134,286.84	1,463,092.16	45.1	0.00	1,776,587.77	54.8
TOTAL:	1000-5999	2,856,883.31	191,746.90	1,677,379.48	58.7	125,632.41	1,053,871.42	36.8
TOTAL:	1000-6999	3,236,079.31	191,746.90	1,677,379.48	51.8	125,632.41	1,433,067.42	44.2
TOTAL:	1000-7999	3,236,079.31	191,746.90	1,677,379.48	51.8	125,632.41	1,433,067.42	44.2
TOTAL EXPENSES	(1000 - 7999)	3,236,079.31	191,746.90	1,677,379.48	51.8	125,632.41	1,433,067.42	44.2

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Fund: 78 SELF INSURANCE-LIABILITY&PRO

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDE/RECEIVED			%	PENDE/ENCUMBERED	UNENCUMBERED	
		CURRENT	YEAR TO DATE				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	80,000.00	5,478.78	69,990.34	87.4	7,897.78	2,111.88	2.6	
5400.00 INSURANCES - DISTRICT USE	451,000.00	0.00	450,521.37	99.8	0.00	478.63	.1	
5800.00 OTHER OPERATING EXP-DIST. USE	4,000.00	0.00	0.00	.0	3,606.50	393.50	9.8	
TOTAL: 5000	535,000.00	5,478.78	520,511.71	97.2	11,504.28	2,984.01	.5	
TOTAL: 1000-5999	535,000.00	5,478.78	520,511.71	97.2	11,504.28	2,984.01	.5	
7900.00 RESERVE FOR CONTINGENCIES	50,000.00	0.00	0.00	.0	0.00	50,000.00	100.0	
TOTAL: 7000	50,000.00	0.00	0.00	.0	0.00	50,000.00	100.0	
TOTAL: 1000-7999	585,000.00	5,478.78	520,511.71	88.9	11,504.28	52,984.01	9.0	

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Fund: 78 SELF INSURANCE-LIABILITY&PRO SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/ CURRENT	RECEIVED YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	565,000.00	0.00	1,418.33	.2	0.00	563,581.67	99.7
TOTAL:	1000-5999	535,000.00	5,478.78	520,511.71	97.2	11,504.28	2,984.01	.5
TOTAL:	1000-6999	535,000.00	5,478.78	520,511.71	97.2	11,504.28	2,984.01	.5
TOTAL:	1000-7999	585,000.00	5,478.78	520,511.71	88.9	11,504.28	52,984.01	9.0
TOTAL EXPENSES	(1000 - 7999)	585,000.00	5,478.78	520,511.71	88.9	11,504.28	52,984.01	9.0

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Fund: 84 WORKERS COMPENSATION FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ ENCUMBERED	UNENCUMBERED	
		CURRENT	YEAR TO DATE			BALANCE	%
8800.00 LOCAL REVENUES	1,010,000.00	0.00	507,642.78	50.2	0.00	502,357.22	49.7
TOTAL: 8000	1,010,000.00	0.00	507,642.78	50.2	0.00	502,357.22	49.7
5100.00 PERSON&CONSULTANT SVC-DIST USE	105,176.08	0.00	44,000.00	41.8	3,033.50	58,142.58	55.2
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	1,009,323.92	51,037.73	400,448.00	39.6	5,510.85	603,365.07	59.7
TOTAL: 5000	1,264,500.00	51,037.73	538,345.00	42.5	8,544.35	717,610.65	56.7
TOTAL: 1000-5999	1,264,500.00	51,037.73	538,345.00	42.5	8,544.35	717,610.65	56.7
7900.00 RESERVE FOR CONTINGENCIES	500,000.00	0.00	0.00	.0	0.00	500,000.00	100.0
TOTAL: 7000	500,000.00	0.00	0.00	.0	0.00	500,000.00	100.0
TOTAL: 1000-7999	1,764,500.00	51,037.73	538,345.00	30.5	8,544.35	1,217,610.65	69.0

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Fund: 84 WORKERS COMPENSATION FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/ CURRENT	RECEIVED YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	1,010,000.00	0.00	507,642.78	50.2	0.00	502,357.22	49.7
TOTAL:	1000-5999	1,264,500.00	51,037.73	538,345.00	42.5	8,544.35	717,610.65	56.7
TOTAL:	1000-6999	1,264,500.00	51,037.73	538,345.00	42.5	8,544.35	717,610.65	56.7
TOTAL:	1000-7999	1,764,500.00	51,037.73	538,345.00	30.5	8,544.35	1,217,610.65	69.0
TOTAL EXPENSES	(1000 - 7999)	1,764,500.00	51,037.73	538,345.00	30.5	8,544.35	1,217,610.65	69.0

BEST NET CONSORTIUM
 BUDGET SUMMARY REPORT
 01/20/2010 TO 02/16/2010

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED			%	PENDED/ ENCUMBERED	UNENCUMBERED	
		CURRENT	YEAR TO DATE				BALANCE	%
8100.00 FEDERAL HEA REVENUES	84,138.00	0.00	84,138.00	100.0	0.00	0.00	0.00	.0
8600.00 STATE REVENUES	177,123.00	1,008.00	261,948.55	100.0	0.00	84,825.55-		.0
8800.00 LOCAL REVENUES	270,697.00	5,019.66-	134,192.77	49.5	0.00	136,504.23		50.4
TOTAL: 8000	531,958.00	4,011.66-	480,279.32	90.2	0.00	51,678.68		9.7
1100.00 CONTRACT CLASSROOM INST.	4,562,152.00	448,872.45	2,722,988.40	59.6	0.00	1,839,163.60		40.3
1200.00 CONTRACT CERT. ADMINISTRATORS	2,505,903.00	220,314.48	1,473,450.89	58.7	0.00	1,032,452.11		41.2
1300.00 INSTRUCTORS DAY/HOURLY	1,320,174.00	145,813.41	1,405,615.63	100.0	21,842.40	107,284.03-		.0
1400.00 NON-INSTRUCTION HOURLY CERT.	105,374.00	1,030.83	58,650.96	55.6	0.00	46,723.04		44.3
TOTAL: 1000	8,493,603.00	816,031.17	5,660,705.88	66.6	21,842.40	2,811,054.72		33.0
2100.00 CONTRACT CLASSIFIED NON-INSTR.	3,116,450.72	256,228.33	1,806,450.67	57.9	0.00	1,310,000.05		42.0
2200.00 INSTRUCTIONAL AIDS	552,963.00	47,169.31	318,643.73	57.6	0.00	234,319.27		42.3
2300.00 NON-INSTRUCTION HOURLY CLASS.	63,388.20	1,116.00	17,857.67	28.1	0.00	45,530.53		71.8
2400.00 INST AIDES-HOURLY- DIR.INSTRUC	309,064.00	2,723.00	156,351.00	50.5	0.00	152,713.00		49.4
TOTAL: 2000	4,041,865.92	307,236.64	2,299,303.07	56.8	0.00	1,742,562.85		43.1
3100.00 CERTIFICATED RETIREMENT	679,321.00	60,355.82	414,931.53	61.0	0.00	264,389.47		38.9
3200.00 CLASSIFIED RETIREMENT	435,188.00	33,430.98	228,775.73	52.5	0.00	206,412.27		47.4
3300.00 OASDHI/FICA	443,971.45	36,285.43	255,485.81	57.5	0.00	188,485.64		42.4
3400.00 HEALTH AND WELFARE BENEFITS	1,460,569.00	113,765.52	784,626.21	53.7	0.00	675,942.79		46.2
3500.00 STATE UNEMPLOYMENT INSURANCE	39,546.00	3,321.50	23,609.94	59.7	0.00	15,936.06		40.2
3600.00 WORKERS COMPENSATION INSURANCE	206,399.00	16,133.50	110,870.51	53.7	0.00	95,528.49		46.2
3900.00 OTHER BENEFITS	8,661.00	984.92	6,748.43	77.9	0.00	1,912.57		22.0
TOTAL: 3000	3,273,655.45	264,277.67	1,825,048.16	55.7	0.00	1,448,607.29		44.2
4100.00 TEXTBOOKS	500.00	0.00	223.17	44.6	0.00	276.83		55.3
4200.00 BOOK,MAGAZINE&PERIOD-DIST.USE	50,573.00	144.37	29,826.68	58.9	16,768.44	3,977.88		7.8
4300.00 INSTRUCTIONAL SUPPLIES	47,889.70	1,904.39	26,990.03	56.3	8,037.17	12,862.50		26.8
4400.00 MEDIA AND SOFTWARE-DISTRCT USE	938.09	224.08	272.36	29.0	365.39	300.34		32.0
4500.00 NONINSTRUCTIONAL SUPPLIES	152,558.00	9,773.21	62,139.16	40.7	53,610.51	36,808.33		24.1
TOTAL: 4000	252,458.79	12,046.05	119,451.40	47.3	78,781.51	54,225.88		21.4
5100.00 PERSON&CONSULTANT SVC-DIST USE	84,517.56	918.78	16,636.95	19.6	17,726.59	50,154.02		59.3
5200.00 TRAVEL & CONFERENCE EXPENSES	17,832.91	846.65	4,610.23	25.8	1,955.35	11,267.33		63.1
5300.00 POST/DUES/MEMBERSHIPS-DIST.USE	49,992.00	477.23-	33,803.22	67.6	3,783.02	12,405.76		24.8
5500.00 UTILITIES & HOUSEKEEP-DIST.USE	774,153.00	73,710.48	511,572.83	66.0	249,655.00	12,925.17		1.6
5600.00 RENTS,LEASES&REPAIRS-DIST.USE	277,329.00	28,877.35	128,255.41	46.2	82,710.98	66,362.61		23.9
5800.00 OTHER OPERATING EXP-DIST. USE	247,453.28	5,677.35	31,719.54	12.8	15,964.03	199,769.71		80.7
TOTAL: 5000	1,451,277.75	109,553.38	726,598.18	50.0	371,794.97	352,884.60		24.3
TOTAL: 1000-5999	17,512,860.91	1,509,144.91	10,631,106.69	60.7	472,418.88	6,409,335.34		36.5
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	1,084.91	7,725.80	60.4	4,775.62	273.48		2.1

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Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ ENCUMBERED	UNENCUMBERED	
		CURRENT	YEAR TO DATE			BALANCE	%
6400.00 ADDITIONAL/IMPROVED EQUIPMENT	18,064.82	592.67	2,397.84	13.2	1,946.53	13,720.45	75.9
TOTAL: 6000	34,304.72	1,677.58	11,382.64	33.1	6,722.15	16,199.93	47.2
TOTAL: 1000-6999	17,547,165.63	1,510,822.49	10,642,489.33	60.6	479,141.03	6,425,535.27	36.6
7200.00 INTRAFUND TRANSFERS OUT	263,795.00	0.00	0.00	.0	0.00	263,795.00	100.0
7500.00 OTHER OUTGO-STUDENT FIN AID	4,444.00	0.00	4,444.00	100.0	0.00	0.00	.0
7600.00 OTHER STUDENT AID	30,697.00	0.00	30,697.00	100.0	0.00	0.00	.0
TOTAL: 7000	298,936.00	0.00	35,141.00	11.7	0.00	263,795.00	88.2
TOTAL: 1000-7999	17,846,101.63	1,510,822.49	10,677,630.33	59.8	479,141.03	6,689,330.27	37.4

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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)	531,958.00	4,011.66-	480,279.32	90.2	0.00	51,678.68	9.7
TOTAL:	1000-5999	17,512,860.91	1,509,144.91	10,631,106.69	60.7	472,418.88	6,409,335.34	36.5
TOTAL:	1000-6999	17,547,165.63	1,510,822.49	10,642,489.33	60.6	479,141.03	6,425,535.27	36.6
TOTAL:	1000-7999	17,846,101.63	1,510,822.49	10,677,630.33	59.8	479,141.03	6,689,330.27	37.4
TOTAL EXPENSES	(1000 - 7999)	17,846,101.63	1,510,822.49	10,677,630.33	59.8	479,141.03	6,689,330.27	37.4

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED			%	PENDED/ ENCUMBERED	UNENCUMBERED	
		CURRENT	YEAR TO DATE				BALANCE	%
8100.00 FEDERAL HEA REVENUES	209,880.00	0.00	209,880.00	100.0	0.00	0.00	.0	
8600.00 STATE REVENUES	57,163.00	2,352.00	154,620.45	100.0	0.00	97,457.45-	.0	
8800.00 LOCAL REVENUES	583,168.00	7,286.50-	384,194.40	65.8	0.00	198,973.60	34.1	
TOTAL: 8000	850,211.00	4,934.50-	748,694.85	88.0	0.00	101,516.15	11.9	
1100.00 CONTRACT CLASSROOM INST.	11,040,858.18	1,099,589.40	6,642,080.92	60.1	0.00	4,398,777.26	39.8	
1200.00 CONTRACT CERT. ADMINISTRATORS	3,374,519.34	282,902.81	1,986,654.46	58.8	0.00	1,387,864.88	41.1	
1300.00 INSTRUCTORS DAY/HOURLY	4,186,252.00	351,445.40	3,387,508.67	80.9	68,874.21	729,869.12	17.4	
1400.00 NON-INSTRUCTION HOURLY CERT.	174,713.23	6,862.44	88,806.37	50.8	0.00	85,906.86	49.1	
TOTAL: 1000	18,776,342.75	1,740,800.05	12,105,050.42	64.4	68,874.21	6,602,418.12	35.1	
2100.00 CONTRACT CLASSIFIED NON-INSTR.	5,879,572.90	482,167.71	3,443,335.08	58.5	0.00	2,436,237.82	41.4	
2200.00 INSTRUCTIONAL AIDS	819,004.56	68,181.30	465,208.57	56.8	0.00	353,795.99	43.1	
2300.00 NON-INSTRUCTION HOURLY CLASS.	183,885.74	3,386.00	92,977.40	50.5	0.00	90,908.34	49.4	
2400.00 INST AIDES-HOURLY- DIR.INSTRUC	378,689.25	14,493.25	195,050.50	51.5	0.00	183,638.75	48.4	
TOTAL: 2000	7,261,152.45	568,228.26	4,196,571.55	57.7	0.00	3,064,580.90	42.2	
3100.00 CERTIFICATED RETIREMENT	1,525,798.00	129,473.54	872,671.79	57.1	0.00	653,126.21	42.8	
3200.00 CLASSIFIED RETIREMENT	703,453.88	60,107.38	421,063.82	59.8	0.00	282,390.06	40.1	
3300.00 OASDHI/FICA	831,000.36	70,472.46	500,384.99	60.2	0.00	330,615.37	39.7	
3400.00 HEALTH AND WELFARE BENEFITS	2,727,359.00	226,733.94	1,581,327.31	57.9	0.00	1,146,031.69	42.0	
3500.00 STATE UNEMPLOYMENT INSURANCE	79,645.36	6,815.43	47,961.95	60.2	0.00	31,683.41	39.7	
3600.00 WORKERS COMPENSATION INSURANCE	371,465.00	31,676.66	221,095.94	59.5	0.00	150,369.06	40.4	
3900.00 OTHER BENEFITS	15,990.00	1,957.83	13,651.24	85.3	0.00	2,338.76	14.6	
TOTAL: 3000	6,254,711.60	527,237.24	3,658,157.04	58.4	0.00	2,596,554.56	41.5	
4100.00 TEXTBOOKS	6,327.00	0.00	2,526.62	39.9	1,087.50	2,712.88	42.8	
4200.00 BOOK,MAGAZINE&PERIOD-DIST.USE	38,182.08	23,317.21	24,630.34	64.5	54.00	13,497.74	35.3	
4300.00 INSTRUCTIONAL SUPPLIES	190,476.40	4,021.60	111,358.34	58.4	27,247.70	51,870.36	27.2	
4400.00 MEDIA AND SOFTWARE-DISTRCT USE	10,739.00	0.00	2,048.80	19.0	634.47	8,055.73	75.0	
4500.00 NONINSTRUCTIONAL SUPPLIES	398,708.51	24,917.98	202,130.88	50.6	137,692.50	58,885.13	14.7	
4700.00 FOOD SUPPLIES	30,000.00	1,264.29	1,713.38	5.7	12,036.62	16,250.00	54.1	
TOTAL: 4000	674,432.99	53,521.08	344,408.36	51.0	178,752.79	151,271.84	22.4	
5100.00 PERSON&CONSULTANT SVC-DIST USE	585,942.65	26,335.37	52,068.05	8.8	474,231.32	59,643.28	10.1	
5200.00 TRAVEL & CONFERENCE EXPENSES	98,293.13	525.88	10,461.99	10.6	9,779.06	78,052.08	79.4	
5300.00 POST/DUES/MEMBERSHIPS-DIST.USE	112,791.00	11,566.71	48,716.35	43.1	52,736.64	11,338.01	10.0	
5400.00 INSURANCES - DISTRICT USE	600.00	0.00	0.00	.0	0.00	600.00	100.0	
5500.00 UTILITIES & HOUSEKEEP-DIST.USE	1,682,100.53	102,528.31	975,215.69	57.9	679,622.94	27,261.90	1.6	
5600.00 RENTS,LEASES&REPAIRS-DIST.USE	494,915.65	23,437.57	190,033.80	38.3	219,340.36	85,541.49	17.2	
5800.00 OTHER OPERATING EXP-DIST. USE	601,132.15	10,620.32	66,821.20	11.1	26,647.39	507,663.56	84.4	
5900.00 INTERPROGRAM CHARGES-DIST.USE	200.00	0.00	0.00	.0	0.00	200.00	100.0	
TOTAL: 5000	3,575,975.11	175,014.16	1,343,317.08	37.5	1,462,357.71	770,300.32	21.5	
TOTAL: 1000-5999	36,542,614.90	3,064,800.79	21,647,504.45	59.2	1,709,984.71	13,185,125.74	36.0	

BDX110
 SBVC UNRESTRICTED
 72 San Bernardino Community Col

BEST NET CONSORTIUM
 BUDGET SUMMARY REPORT
 01/20/2010 TO 02/16/2010

#J1509

02/17/2010

PAGE 2

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
		CURRENT	YEAR TO DATE				
6300.00 LIBRARY BOOKS - EXPANSION	60,300.53	581.77	31,178.50	51.7	21,323.25	7,798.78	12.9
6400.00 ADDITIONAL/IMPROVED EQUIPMENT	95,227.93	3,264.80	30,334.87	31.8	4,314.29	60,578.77	63.6
TOTAL: 6000	155,528.46	3,846.57	61,513.37	39.5	25,637.54	68,377.55	43.9
TOTAL: 1000-6999	36,698,143.36	3,068,647.36	21,709,017.82	59.1	1,735,622.25	13,253,503.29	36.1
7200.00 INTRAFUND TRANSFERS OUT	594,631.00	0.00	0.00	.0	0.00	594,631.00	100.0
7600.00 OTHER STUDENT AID	55,201.00	0.00	54,451.00	98.6	0.00	750.00	1.3
TOTAL: 7000	649,832.00	0.00	54,451.00	8.3	0.00	595,381.00	91.6
TOTAL: 1000-7999	37,347,975.36	3,068,647.36	21,763,468.82	58.2	1,735,622.25	13,848,884.29	37.0

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BEST NET CONSORTIUM
 BUDGET SUMMARY REPORT
 01/20/2010 TO 02/16/2010

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02/17/2010

PAGE 3

Fund: 01 GENERAL FUND

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT YEAR TO DATE		%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	850,211.00	4,934.50-	748,694.85	88.0	0.00	101,516.15	11.9
TOTAL:	1000-5999	36,542,614.90	3,064,800.79	21,647,504.45	59.2	1,709,984.71	13,185,125.74	36.0
TOTAL:	1000-6999	36,698,143.36	3,068,647.36	21,709,017.82	59.1	1,735,622.25	13,253,503.29	36.1
TOTAL:	1000-7999	37,347,975.36	3,068,647.36	21,763,468.82	58.2	1,735,622.25	13,848,884.29	37.0
TOTAL EXPENSES	(1000 - 7999)	37,347,975.36	3,068,647.36	21,763,468.82	58.2	1,735,622.25	13,848,884.29	37.0

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Acting Chancellor
REVIEWED BY: Bruce Baron, Vice-Chancellor, Fiscal Services
PREPARED BY: Steve Sutorus, Business Manager
DATE: March 11, 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 January 19, 2010 to February 15, 2010, 253 Purchase Orders were issued encumbering a total of \$1,604,020.25 in the following object classifications:

Object Classification	Amount
4000 Supplies & Materials	\$71,300.04
5000 Operating Expenses & Services	\$461,602.91
6000 Capital Outlay	\$1,055,785.30
7000 Other Outgo	\$15,332.00

A full and complete list of vendors and Purchase Orders are on file in the Purchasing Department.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

All Purchase Orders are budgeted as contracted through Board action and by District policies and procedures.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Acting Chancellor
REVIEWED BY: Bruce Baron, Acting Chancellor
PREPARED BY: Bruce Baron, Acting Chancellor
DATE: March 11, 2010
SUBJECT: Administrative Procedures

RECOMMENDATION

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

OVERVIEW

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

ANALYSIS

The attached Administrative Procedures have gone through the collegial consultation process and are being forwarded for information.

BOARD IMPERATIVE

I. Institutional Effectiveness

FINANCIAL IMPLICATIONS

None.

3
4 COLLEGIAL CONSULTATION

5
6 **MISSION STATEMENT**

7 Collegial Consultation is a process involving faculty, administrators, classified staff and students
8 in deliberations regarding day-to-day and long-range planning and policies for the college. These
9 deliberations lead to recommendations that the Chancellor carries forward to the Board of
10 Trustees for final approval. In issues related to academic and professional matters the Board will
11 rely primarily on the Academic Senate. Other areas of decision-making in regard to Board Policy
12 will be mutually agreed upon between the Governing Board, the Academic Senate,
13 administration, staff and students.

14
15 **PHILOSOPHY OF COLLEGIAL CONSULTATION**

16 Collegial Consultation is the democratic process utilized on campus in decision-making
17 procedures. Successful Consultation creates an environment of awareness throughout the
18 District by having each constituency represented throughout the process. To be effective,
19 collegial Consultation must exhibit the following characteristics:

- 20
21
- Capacity to establish directions and goals
 - React to internal and external stimuli
 - Move with diligence and timeliness
 - Provide the campus community with an annual cycle of planning and budgeting
- 22
23
24
25

26 The process is designed to establish the goals, priorities, and objectives of the college. The
27 exercise of administrative prerogatives must reflect these aims in order to perpetuate an
28 environment of mutuality and trust.

29
30 **PRINCIPLES OF COLLEGIAL CONSULTATION**

- 31
- 32 1. The Board of Trustees has final responsibility and authority for approval of college
33 policies and review of Administrative Procedures; any individual may address the Board
34 regarding these policies and procedures.
35
 - 36 2. The Board of Trustees charges the Chancellor with the responsibility for Consultation of
37 the institution; in turn, the Chancellor creates a structure and systematic process for
38 decision-making.
39
 - 40 3. The campus Consultation structure is charged with making recommendations on issues
41 affecting the institution. The District Assembly or other constituent group may initiate
42 discussion, review progress, or initiate a subcommittee to discuss needed policies or
43 administrative regulations. The college and district units will review drafts and make final
44 recommendations to the District Assembly through the constituent groups. Once a
45 consensus is reached the Chancellor is charged with carrying the approved
46 recommendations forward to the Board of Trustees.
47
 - 48 4. The District recognizes the role of collective bargaining in certain aspects of policy
49 development and implementation where salary, benefits, or working conditions are
50 involved in the policy development.
51
 - 52 5. The District recognizes the Academic Senates through its members has primary
53 responsibility for making recommendations in areas of academic and professional
54 matters.
55
 - 56 6. The membership and interrelationships of committees give the Consultation structure an
57 essential role in the decision making process.

- 58
59 7. Broad participation from all segments of the District is encouraged; all four campus
60 constituencies (faculty, management, classified, and students) are represented on
61 Consultation committees except in areas of primacy related to academic and professional
62 matters.
63
64 8. Each constituency represented on a committee appoints its own representatives, taking
65 into account not only the needs of the constituency but also the broader needs of the
66 college.
67
68 9. Any Collegial Consultation subcommittee, through minutes which are forwarded to its
69 respective standing committee, makes recommendations to the constituent groups for
70 review and then forwards its recommendation on items for District consultation through to
71 the District Assembly. Subcommittees or ad hoc committees are not subject to the strict
72 guidelines of the Brown Act since final action on recommendations take place through the
73 Standing Committees and the District Assembly.
74
75 10. The college community as a whole is made aware of the consultation process and has
76 access to it through constituency representation. A consistent effort is made to keep the
77 campus informed through meeting announcements 72 hours prior to the meeting and
78 publication and distribution of the minutes of the meetings. All minutes of college
79 standing committees and the District Assembly will be posted in the college libraries.
80
81 11. Collegial Consultation is facilitated by communication, timely and appropriate notice of
82 meetings, public deliberation, full campus participation and published records.
83
84 12. Each Collegial Consultation Standing Committee, subcommittee, and ad hoc committee
85 is expected to take action minutes. Each subcommittee is charged with forwarding those
86 minutes to their respective standing committee or constituencies, and to the library. In
87 turn, standing committees are charged with review and action on minutes received from
88 their respective subcommittees.
89
90 | 13. In matters of academic and professional standards, where the Board of Trustees finds
91 compelling cause for not accepting the recommendation of the Academic Senate, the
92 Chancellor shall deliver that rationale in writing delivered by registered mail to the Presidents
93 of the Academic Senates following the action by the Board of Trustees. The Academic
94 Senates shall be provided an opportunity to present their concerns to the Board of Trustees
95 in an open Board meeting.
96
97 14. Members to Collegial Consultation committees on campus are appointed by their
98 respective organizations after consultation with the Presidents: faculty by the Academic
99 Senate, students by the Associated Students, classified staff by the CSEA, and
100 administrators by the Presidents. Subcommittees formed by standing committees or ad
101 hoc committees will consist of those members deemed appropriate by the constituencies
102 in consultation with the Presidents. Ad hoc committees will be used rarely and only for
103 specific tasks of short duration which do not overlap with other committees. Managers
104 are invited to sit on academic committees Program Review and Curriculum.
105
106 15. Meeting times for each academic year will be set at the first meeting of the academic
107 year and submitted to the Chancellor *or* Presidents for inclusion in the college master
108 calendar. Any conflicts on meeting times will be settled by the Chancellor or Presidents in
109 consultation with the leadership of the various constituencies.
110
111 16. Clerical support including taking, editing and distributing minutes; preparing and distributing
112 agendas, preparing, reproducing and distributing documents as directed by the committee
113 shall be provided by a designated responsibility center.

114 | **STRUCTURE AND PURPOSE OF STANDING COMMITTEES**

115
116 | **DISTRICT ASSEMBLY**

117
118 | **Charge**

119 | The District Assembly provides a forum for effective communication among representatives of the
120 | Academic Senates, Faculty Association, California School Employees Association (CSEA), the
121 | Associated Students, and the Management. The District Assembly will discuss issues of policy to
122 | the college community and assign those issues to appropriate committees for development of
123 | recommendations. The District Assembly is an advisory group to the Chancellor. (The College
124 | Council reviews the collegial Consultation Administrative Regulations annually and recommends
125 | revisions to the Chancellor and the college constituencies.)

126
127 | It is a function of the District Assembly to review all recommendations and to reach consensus
128 | prior to moving recommendations forward to the Board of Trustees.

129
130 | **Membership and Chair**

131 | The composition of the District Assembly and the determination of the officers shall be included in
132 | the Bylaws of the District Assembly and this document will become a part of this administrative
133 | regulation.

134
135 | **Reporting**

136 | All members of the District Assembly are responsible for making regular reports to their
137 | respective organizations. The minutes and official records of the District Assembly shall be
138 | recorded in compliance with the bylaws.

139
140 | **ACADEMIC CALENDAR**

141
142 | **Charge**

143 | The Academic Calendar Committee will oversee the development of the annual academic
144 | calendar and will review optional calendars or other formats for offering academic programs for
145 | the District.

146
147 | **Membership**

148 | The Academic Calendar Committee will be co-chaired by the District Business Manager and the
149 | Chairperson of the District Assembly. Each of the constituent groups of the campuses shall
150 | appoint one representative from each constituency on each campus to serve on the committee.
151 | The President of each college will make the management appointment.

152
153 | **Reporting**

154 | The deliberations from this committee will be reported to the District Assembly where a
155 | recommendation will be made to the Chancellor for Board Action on any calendar. The minutes
156 | of this committee will be posted on the District Web.

157
158 | **DISTRICT INSTITUTIONAL PLANNING**

159
160 | **Charge**

161 | The Institutional Planning Committee oversees the development and revision of the District
162 | mission statement as well as the annual update of the District goals and objectives. The
163 | committee also has oversight of the development and update of the District Facilities Plan, the
164 | District Technology Plan and accountability reports. The District Educational Master Plan is
165 | developed through this committee.

166
167 | **Membership**

168 | The Chancellor will chair the Institutional Planning Committee. Each of the constituent groups,
169 | (faculty, classified, students) of the campuses shall appoint one representative from each

170 constituency on each campus to serve on the committee. The President of each college will
171 make the management appointment.

172 **Reporting**

173 All members are responsible for making regular reports to their respective organizations. The
174 administrators responsible for Board Policy recommendations that come from the standing
175 committees will forward recommendations to the District Assembly for review and the Chancellor
176 will forward the final recommendations to the Board of Trustees. The minutes of this committee
177 will be posted on the District Web.
178

179 **DISTRIBUTED EDUCATION COORDINATING COMMITTEE**

180 **Charge**

181 The Distributed Education Coordinating Committee has the charge to develop the District
182 component of the Strategic Technology Plan. This committee shall have the added responsibility
183 of coordinating District support for distributed education offered at Valley College, Crafton Hills
184 College, via KVCR, and the Professional Development Center. All programs offered in the
185 District through distributed learning shall be a part of one of the two colleges with the appropriate
186 review, and evaluation by the academic senate and the discipline being offered.
187

188 **Membership**

189 The District Director of Distributed Education will chair the Distributed Education Coordinating
190 Committee. Each of the constituent groups (faculty, classified, students) of the campuses shall
191 appoint one representative from each campus to serve on the committee. The President of each
192 college will make the management appointment. Members of this committee shall have
193 involvement in distributed education.
194

195 **Reporting**

196 All members are responsible for making regular reports to their respective organizations. The
197 administrators responsible for Board Policy recommendations that come from the standing
198 committees will forward recommendations to the originating committee for review. When
199 consensus is reached, the Chancellor will forward the final recommendations to the Board of
200 Trustees. The minutes of this committee will be posted on the District Web.
201

202 **ECONOMIC DEVELOPMENT COORDINATING COMMITTEE**

203 **Charge**

204 This committee shall have the responsibility of coordinating District support for economic
205 development classes and activities offered through the Professional Development Center. All
206 not-for-credit classes offered at or through the PDC shall be coordinated with either San
207 Bernardino Valley College or Crafton Hills College. Credit and non-credit programs offered in the
208 District through economic development efforts shall be a part of one of the two colleges with the
209 appropriate reviews and evaluation by the Academic Senate.
210

211 **Membership**

212 The District Business Manager will chair the Economic Development Coordinating Committee.
213 The Director of the Professional Development Center shall be on the committee. The President
214 of each college will make the management appointment. Members of this committee shall have
215 involvement in occupational education and/or economic development programs. Faculty
216 appointments shall be made by the Presidents of the Academic Senates at each college.
217

218 **Reporting**

219 All members are responsible for making regular reports to their respective organizations. The
220 administrators responsible for Board Policy recommendations that come from the standing
221 committees will forward recommendations to the District Assembly and appropriate constituent
222
223
224

225 groups for review and the Chancellor will forward the final recommendations to the Board of
226 Trustees. The minutes of this committee will be posted on the District Web.

227
228 **ADMINISTRATIVE SERVICES ADVISORY COUNCIL**

229
230 **Charges**

231 Administrative Services Advisory Council will review campus and District requests for
232 expenditures of bond money. The responsibility of the Administrative Services Advisory Council
233 will be to advise/recommend to the Board of Trustees the projects and priorities for expenditures
234 of bond money.

235
236 **Membership**

237 The Executive Director of Facilities Planning will chair the Administrative Services Advisory
238 Council. The Vice Chancellor of Fiscal Services and the Vice President of Administrative
239 Services from each campus shall be on the committee. Each of the constituent groups (faculty,
240 classified, students) shall appoint one representative from each campus to serve on the
241 committee. KVCR shall appoint one representative to serve on the committee.

242
243 **Reporting**

244 All members are responsible for making regular reports to their respective organizations. The
245 administrators responsible for Board Policy recommendations that come from the standing
246 committees will forward recommendations to the District Assembly and appropriate constituent
247 groups for review and the Chancellor will forward the final recommendations to the Board of
248 Trustees. The minutes of this committee will be posted on the District Web.

249
250 **DISTRICT BUDGET COMMITTEE**

251
252 **Charge**

253 ~~The District Budget Committee is a body with the objective of sharing all budget information with~~
254 ~~identified constituencies. It is intended to provide a forum for discussion and input from budget~~
255 ~~committee members. It is also a committee where explanations of Board actions or decisions or~~
256 ~~recommendations under consideration can be discussed. The committee is neither a decision-~~
257 ~~making body nor is it intended to undermine or replace the budget allocation processes of the~~
258 ~~colleges.~~

259 **Charge**

260 The Committee's responsibilities include the review and recommendations regarding
261 District-wide processes related to budget development which may have a major
262 impact on site operations or allocations. Committee discussions or review may
263 include the following during any budget year:

- 264 1. Review and evaluation of current, projected or proposed State funding
265 proposals affecting California Community Colleges and the related financial
266 impact on the district.
267 2. Review of District budgetary policies, administrative procedures, allocation
268 model formulas and guidelines across the District. Protect the financial well
269 being of the District. Determine that procedures are responsive to strategic
270 priorities as determined by the campuses and District Office. Union issues
271 which are conducted as a part of labor negotiations are not a part of this
272 Committee's responsibility.
273 3. The review process will include both general fund unrestricted and restricted
274 funding sources. The Committee will also review enrollment growth
275 projections, and other workload measures.

276 4. Review and make recommendations regarding District-wide budget
277 assumptions (revenues, allocations, COLA and growth). Any District Budget
278 Committee recommendations related to District-wide processes shall be
279 advisory to the Chancellor.
280

281
282 **Membership**
283

284 ~~The Vice Chancellor of Fiscal Services will chair the District Budget Committee. The President of~~
285 ~~each college will make the management appointment. Each of the Academic Senates shall~~
286 ~~appoint two representatives from each campus to serve on the committee. CSEA shall appoint~~
287 ~~one CSEA member from each campus and one Classified Senate Member from each campus.~~
288 ~~Each ASB shall appoint one student from each campus. CTA shall appoint one faculty member.~~
289 ~~KVCR shall appoint one representative to serve on the committee.~~
290

291 1 Vice Chancellor, Fiscal Services
292 1 Vice President Administrative Services from CHC
293 1 Vice President Administrative Services from SBVC
294 1 Management Appointment from CHC President
295 1 Management Appointment from SBVC President
296 2 Academic Senate Appointments from CHC
297 2 Academic Senate Appointments from SBVC
298 1 Classified Senate Member from CHC Appointed by CSEA
299 1 Classified Senate Member from SBVC Appointed by CSEA
300 1 ASB Member from CHC
301 1 ASB Member from SBVC
302 1 KVCR Representative
303 1 Executive Director of DETS
304 1 Executive Director of PDC
305 1 Business Manager
306 1 Director of Fiscal Services
307 1 CTA Appointment
308 1 CSEA Appointment
309 1 CSEA Appointment from the District Office
310

311 **Reporting**
312

313 ~~All members are responsible for making regular reports to their respective organizations. The~~
314 ~~administrators responsible for Board Policy recommendations that come from the standing~~
315 ~~committees will forward recommendations to the District Assembly and appropriate constituent~~
316 ~~groups for review and the Chancellor will forward the final recommendations to the Board of~~
317 ~~Trustees. The minutes of this committee will be posted on the District Web.~~
318

319 All members are responsible for making regular reports to their respective constituencies. The
320 Vice Chancellor for Fiscal Services will forward all recommendations to the Chancellor and will
321 bring feedback from the Chancellor back to the Committee. Final budget authority rests with the
322 Chancellor who will make budget recommendations, when appropriate, to the Board of Trustees.
323

324 The minutes of this Committee will be posted on the District website.

MISSION STATEMENT

327
328 *San Bernardino Valley College is a comprehensive college dedicated to making lifelong*
329 *learning opportunities accessible to a diverse student population. The college serves high*
330 *school graduates and those over eighteen years of age. In addition, the college provides a*
331 *gateway to higher education and vocational training for non-traditional populations,*
332 *including: qualified high school students; re-entry adults; immigrants; the educationally or*
333 *financially challenged; and those who cannot or choose not to attend the main campus.*
334

335 The mission of San Bernardino Valley College is: to prepare students to transfer to four-
336 year colleges and universities; to provide students with the knowledge and skills needed
337 to succeed in business, industry and the professions; to advance the state and region's
338 economic growth and global competitiveness through continuous workforce development;
339 to work in partnership with the local community to improve the quality of life in the Inland
340 Empire; and to prepare students for active participation in a multicultural society. The
341 faculty and staff of San Bernardino Valley College are committed to student success and
342 to teaching and service excellence.
343

Educational Philosophy

344
345 **We believe**

- 346 • That a well-educated populace is essential to the general welfare of the community.
- 347 • That a quality education empowers the student to think critically, to communicate
348 clearly, and to grow personally and professionally.
- 349 • That an enriched learning environment promotes creativity, self-expression, and the
350 development of critical thinking skills.
- 351 • That our strength as an institution is enhanced by the cultural diversity of our student
352 population and staff.
- 353 • That we must provide students with access to the resources, services, and
354 technological tools that will enable them to achieve their educational goals.
- 355 • That we can measure our success by the degree to which our students become self-
356 sufficient learners and contributing members of society.
- 357 • That plans and decisions must be data driven, and based on an informed
358 consideration of what will best serve students and the community.
- 359 • That we must model our commitment to lifelong learning by maintaining currency in
360 our professions and subject disciplines.
- 361 • That, as part of the collegial consultation process, all levels of the college
362 organization must openly engage in sharing ideas and suggestions to develop
363 innovative ways to improve our programs and services.
- 364 • That interactions between all members of the college community must be marked by
365 professionalism, intellectual openness, and mutual respect.
- 366 • That we must hold ourselves and our students to the highest ethical and intellectual
367 standards.
- 368 • That we must maintain a current, meaningful and challenging curriculum.
- 369 • That students succeed best when following an educational plan and when enrolled in
370 classes that meet their interests and goals, and match their level of academic
371 preparedness.
- 372 • That all members of our campus community are entitled to learn and work in an
373 environment that is free from physical, verbal, sexual, and/or emotional threat or
374 harassment.

- 375 • That students learn best on a campus that is student-centered and aesthetically
376 pleasing.
- 377 • That we must be responsible stewards of campus resources.
- 378

Vision Statement

379
380 San Bernardino Valley College will become the college of choice for students in the Inland Empire
381 and will be regarded as the “alma mater” of successful, lifelong learners. We will build our reputation
382 on the quality of our programs and services and on the safety, comfort, and beauty of our campus.
383 We will hold both our students and ourselves to high standards of achievement and will expect all
384 members of the college community to function as informed, responsible, and active members of
385 society.

Final Revision 1-12-05

Revised 1-25-06

Governance Philosophy

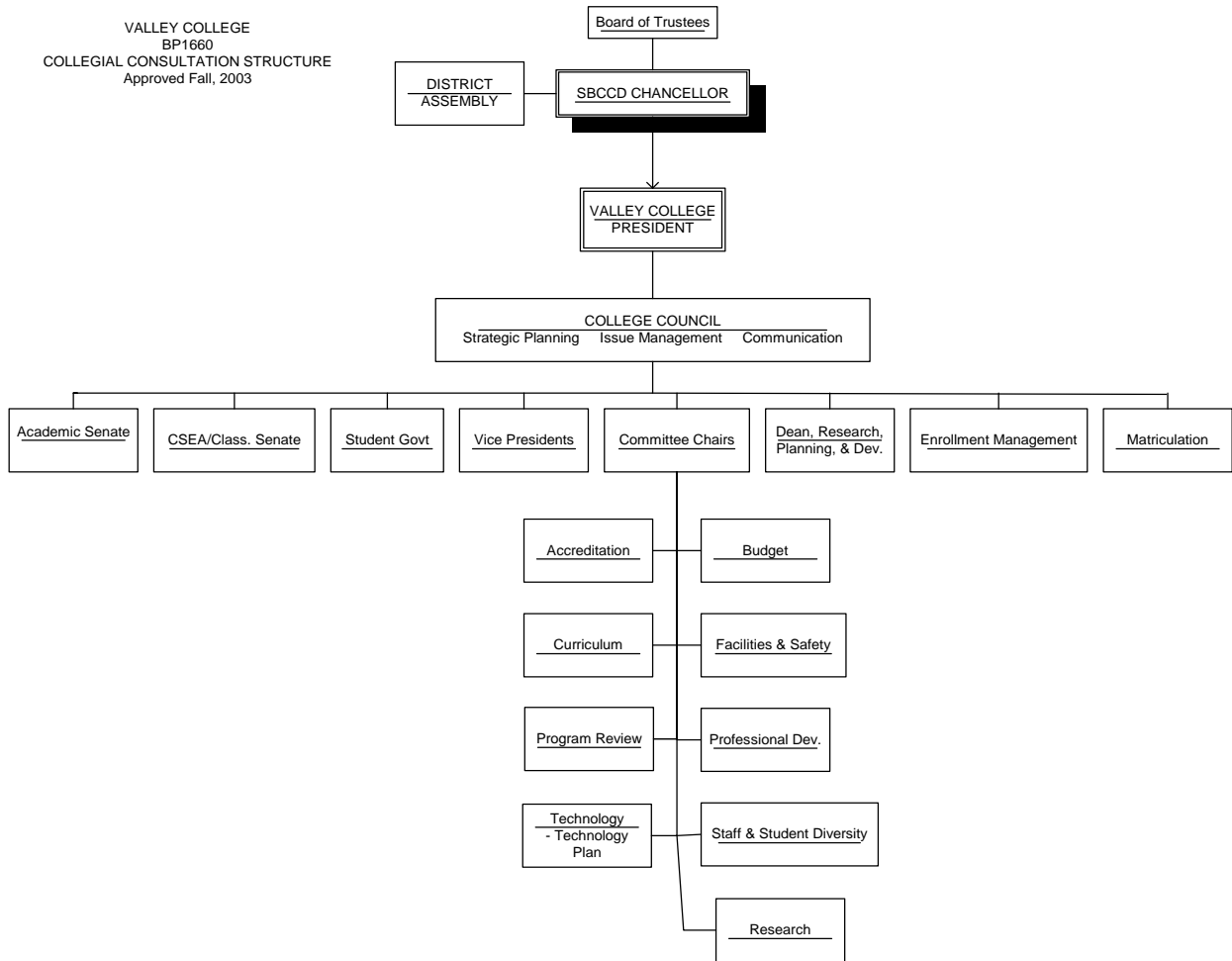
387
388
389 San Bernardino Valley College is committed to the idea of Collegial Consultation as assured in
390 AB1725. We acknowledge the rights and responsibilities accorded to all parties within the District
391 to participate effectively in District consultation and support the establishment of procedures
392 whereby faculty, staff, and students are ensured of appropriate consultation on matters affecting
393 them.

394
395 We believe that groups of individuals working together to pool their knowledge, experience, and
396 perspectives are an integral part of the decision making process at Valley College, and that the
397 development of policies and procedures for college governance benefits greatly by involving
398 those with appropriate expertise and those who will be most affected by those policies and
399 procedures.

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STRUCTURE & PURPOSE OF SAN BERNARDINO VALLEY COLLEGE COLLEGIAL CONSULTATION PROCESS



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COLLEGE COUNCIL

Charge

The College Council has three primary functions: planning, issue management, and communication.

The college planning function uses as its foundation the District's Educational Master Plan, thereby developing the college's Educational Strategic Plan, a document which includes the Program Review prioritization, Technology Plan, Five Year Construction & Facilities Plan, Enrollment Management Plan, and Professional Development Plan.

The issue management function takes place as new campus issues are presented to the College Council and referred to the appropriate college committee for review and consideration.

The communication function is served by the College Council as the central communication venue for college governance issues, in that all constituent groups are represented, report on their activities, and each representative is responsible for disseminating information to their appointing body.

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Membership

Membership is comprised of the President, of the Vice Presidents of Administrative Services, Instruction, and Student Services, the President of the Academic Senate, the Classified Union President, or designee (who also represents the Classified Senate), the President of the Associated Students or designee, the Dean of Research, Planning, & Development Research, Planning, & Development, the Matriculation Officer, the Enrollment Management Officer, and the chairs of the following committees: Accreditation, Budget, Curriculum, Facilities and Safety, Professional Development, Program Review, Staff & Student Diversity, and Technology. The President serves as chair of the College Council unless otherwise agreed upon, at which point a faculty member and a manager will serve as co-chairs.

Meetings: Unless otherwise noted, Standing Committees do not meet during summer.

COLLEGE COUNCIL STANDING COMMITTEES

The Standing Committees of College Council are appointed annually and have representatives from each of the constituent groups: faculty, staff, students, and managers. Each committee will be co-chaired by one non-manager (faculty or staff) and one manager (whose assists with clerical support, copying, and dissemination of materials as needed).

It is intended that the College Council consist of broad representation from management, faculty, classified staff, and students. Should representation not occur in any of these groups, the President will confer with the appropriate representative / President / designee to determine the best alternative to secure appropriate representation and participation from the absent group.

ACCREDITATION STEERING COMMITTEE

Charge

The Accreditation Steering Committee prepares the self-study, prepares for the site visit, follows up on implementation of accreditation recommendations, performs assessments as needed, and prepares any follow-up reports or documentation.

Membership

Membership is comprised of the Dean of Research, Planning, & Development, eight faculty, four administrators, four classified staff, two students, the faculty union president or designee, and the classified union president or designee.

BUDGET COMMITTEE

Charge

The Budget Committee reports to the Vice President of Administrative Services and serves in an advisory capacity to the President regarding all aspects of the college's budget. The charge of the budget committee is to articulate and clarify the budget process for the campus community taking into account the campus planning process, interpret and distribute budget-related information, develop annual assumptions that apply to the development of the budget, develop strategies for reviewing and funding plans, create processes and make recommendations for the distribution of unspent funds, identify budgeting issues that need to be resolved, and periodically review the status of the institution's budgets.

Membership

Membership is comprised of the Vice Presidents of Administrative Services, Instruction, and Student Services, the Dean of Research, Planning, & Development, the chair of the and Program Review Committee, the Dean of Occupational Education (VATEA) the chair of the Senate Financial Policy Committee, 1 faculty member from each instructional and student service division, the ASB Treasurer, and two classified staff.

CURRICULUM COMMITTEE

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Charge

The Curriculum Committee is authorized by the Academic Senate to make recommendations to the Board of Trustees about the curriculum of the college, including approval of new courses, deletion of existing courses, proposed changes in courses, periodic review of course outlines, approval of proposed programs, deletion of programs, review of degree and certificate requirements, assessment of curriculum as needed, and approval of prerequisites and co-requisites. .

Membership

Membership is comprised of the Vice President of Instruction (or the Vice President's designee) and the Dean of Occupational Education, a Curriculum Chair appointed by the Academic Senate, the Articulation Officer, the Matriculation Coordinator, at least two faculty members from each division, two students, and three classified staff: the Instructional User Liaison, the Curriculum Secretary, and the Catalog Data Specialist.

ENROLLMENT MANAGEMENT COMMITTEE

Charge

The Enrollment Management Committee services in an advisory capacity to the President regarding enrollment planning. The Committee is responsible for reviewing internal and external trend data (assessment) as it applies to enrollment planning, researching and reviewing successful models of recruitment and retention programs, projecting enrollment growth / decline, projecting academic and student support service needs based on enrollment trends, making recommendations regarding recruitment and retention strategies, for producing an annual Enrollment Management Plan, inclusive of these components. Sub-committees may be formed as needed.

Membership

Membership is comprised of the Vice President of Student Services, the Vice President of Instruction, the Dean of Student Development, Dean of Student Support, Director of Admissions & Records, Director of Financial Aid; Learning Resource Center faculty member, Matriculation coordinator, Public Relations Director, Director of Institutional Research, two instructional deans appointed by the VP Instruction, three classified appointed by CSEA, four faculty appointed by Academic Senate, at least two student service faculty, a representative from Professional Development, two student representatives, and any other interested parties.

FACILITIES & SAFETY COMMITTEE

Charge

The Facilities & Safety Committee serves as an advisory committee for all aspects of the college's business services and operations including, but not limited to, safety training, facilities assessments, the appearance of the campus, prevention of campus crises, emergency preparedness, and campus safety, particularly regarding hazardous materials. Reviews and submits the Facilities & Capital Outlay Plan. Subcommittees reporting to this committee are the Emergency Preparedness Committee and the Hazardous Materials Committee.

Membership

Membership is comprised of the Vice President of Administrative Services, the Director of Maintenance and Operations, the College Police Supervisor, Dean of Student Support, DSPS Coordinator, a representative from Professional Development, two students, eight faculty, and two classified staff.

SPACE UTILIZATION SUB-COMMITTEE

Charge

The Space Utilization Sub-Committee, under the direction of the Facilities and Safety Committee, reports to the Vice President of Administrative Services. The purpose of the Space Utilization Sub-Committee is: to evaluate proposals that cross department or division boundaries regarding the conversion, reconfiguration, or reassignment of existing

564 campus facilities (classrooms, offices, storage spaces, etc.) to make efficient use of
565 space and resources; to assign space within new campus facilities for programs that
566 were not yet identified when the new buildings were designed; and to address temporary
567 and emerging space needs associated with campus construction. [NOTE: During major
568 construction projects where moves and adjustments are being made as part of the
569 construction process, the Space Utilization process for reviewing needs will be
570 temporarily suspended as they apply to construction issues.]

571

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Membership

573 Membership is the President, all Vice Presidents, Director of Maintenance & Operations,
574 four classroom faculty, one non-instructional faculty, three classified (one each from
575 student services, administrative services and instruction) and one student.

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MATRICULATION COMMITTEE

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Charge

581 The Matriculation Committee is authorized by the Academic Senate to develop the college
582 Matriculation Plan, propose the budget for categorical matriculation funds, advice on policies,
583 procedures, and implementation of matriculation components: admission, orientation,
584 assessment, counseling, prerequisites, follow-up, training, and research.

585

586

Membership

587 Membership is the Vice President of Student Services, the Director of Admissions & Records and
588 Records, the Matriculation Coordinator, Dean of Student Support, Dean of Student Development,
589 Institutional Researcher, a representative from Professional Development, Dept. Chairs from
590 English, Reading, and Math, two students, and any interested faculty members.

591

592

PROGRAM REVIEW COMMITTEE (modified 1-25-2006)

593

594

Charge

595 The Institutional Program Review Committee is authorized by the Academic Senate to develop
596 and monitor the college Program Review process, receive unit plans, utilize assessments as
597 needed to evaluate programs, recommend program status to the college president, identify the
598 need for faculty and instructional equipment, and interface with other college committees to
599 ensure institutional priorities are met.

600 The purpose of Program Review is to:

601

Provide a full examination of how effectively programs and services are meeting
602 departmental, divisional, and institutional goals

603

Aid in short-range planning and decision-making

604

Improve performance, services, and programs

605

Contribute to long-range planning

606

Contribute information and recommendations to other college processes, as
607 appropriate

607

608

Serve as the campus' conduit for decision-making by forwarding information to
609 appropriate committees

609

610

Membership

611 Membership is comprised of the Vice Presidents of Instruction, Students, and Administrative
612 Services, the Dean of Research, Planning, & Development, two faculty representatives from each
613 division, three members of the classified staff, two additional managers, and two students.

614

PROFESSIONAL DEVELOPMENT COMMITTEE

615

616

Charge

617 The Professional Development Committee serves as an advisory committee for all aspects of the
618 college professional development program, and as a resource for training needs across campus.

619 The committee prepares and implements the state required 3 year Human Resources
620 Development Plan, and re-visits it annually to assure that campus goals and objectives are being
621 met. The committee allocates staff development funds based on criteria in the plan. Additionally,
622 the committee is responsible for planning, programming and communication as regards the
623 campus wide professional development program. The faculty members of the committee serve
624 as the campus sabbatical leave committee, making recommendations to the college president.
625 The faculty members also serve as the campus flex committee.

626
627

Membership

628 Membership is comprised of the Dean of Research, Planning and Development, the Professional
629 Development Coordinator, an Instructional Dean, a representative of the technology committee,
630 at least one additional manager, at least three classified employees, and other interested
631 members of the management, faculty, and classified staff.

632
633

RESEARCH COMMITTEE

634

Charge

635 The Research Committee supports the accreditation, assessment, and planning processes of
636 the institution. The committee prioritizes and filters requests for research consistent with campus
637 goals, establishes a research/data collection calendar, and publishes and disseminates an
638 annual report of research and data information. In addition, the committee assists in the
639 development of a research agenda and advises on the prioritization of research tasks.

640
641

Membership

642 Membership is comprised of the Institutional Researcher, all vice presidents, Dean of Research,
643 Planning, & Development, representatives from Curriculum, Matriculation, Program Review, and
644 Basic Skills; at least four faculty, and any interested administrators, faculty, staff, or students.
645 The Institutional Researcher and a faculty member will serve as co-chairs.

646
647

STAFF & STUDENT DIVERSITY COMMITTEE

648
649

Charge

650 The Staff & Student Diversity Committee is responsible for assessing and promoting an
651 understanding of diversity (gender, race, ethnicity, age, disability) among faculty, staff, students,
652 managers, and the community. The committee supports the inclusion of a diversity element in
653 curriculum and program development and oversees the implementation of programs including but
654 not limited to educational, cultural, recreational, and social events and activities.

655
656

Membership

657 Membership is comprised of three Vice Presidents, the Dean of Student Support Services, the
658 Dean of Learning Resources, three faculty, staff, and students each from instruction, student
659 services, and administrative services. The Student Equity Committee serves as a subcommittee
660 of the Staff & Student Diversity Committee.

661
662

STUDENT EQUITY SUB-COMMITTEE

663

Charge

664 The Student Equity Sub-Committee is responsible for the development and monitoring of the
665 College Student Equity Plan.

666
667

Membership

668 Membership of the Student Equity Committee is comprised of the Vice President of Student
669 Services, Dean of Student Support, Instructional Dean, Director of CalWORKs, Director of
670 Admissions & Records and Records, Director of DSP&S, Matriculation Coordinator, Coordinator
671 of the Transfer Center, a faculty member from each instructional division and counseling
672 department, two classified staff members, the AS President and two additional students.

673
674

675 **TECHNOLOGY COMMITTEE**

676 **Charge**

677 The Technology Committee writes the Technology Plan for the College, to be submitted to
678 College Council. The plan includes:

- 679 1. methods to assess, explore and encourage innovative uses of technology both in
680 administrative and academic computing,
681 2. goals for training faculty, staff, and administrators in the use of technology
682 3. guidelines for the dissemination of funds for hardware and software,
683 4. guidelines for the dissemination of recycled computers and other hardware,
684 5. recommendations for the minimum specifications for the purchase of technology
685 6. standards for technology infrastructure
686 7. standards for technology related building construction
687 8. guidelines for purchase and installation of technology in new construction
688 9. guidelines to maximize the effective use of District network resources for the SBVC
689 Campus Community
690 10. accessibility to technology will be considered when developing goals, methods,
691 recommendations, guidelines and standards

692 The Technology Committee members serve on one of two subcommittees: Academic and
693 Administrative Technology.

694 **Membership**

695 Membership is comprised of the Vice President of Instruction, Administrative Services, and
696 Student Services, or their designees, an Instructional Dean with an interest in technology, a
697 representative from District Computing Services, a member of the Distributed Education staff, at
698 least one representative from the college Network Specialists, at least two faculty teaching online
699 courses, at least two faculty utilizing instructional technology in the classroom environment, and
700 any interested students.
701

702

703 **OPERATIONAL / FUNCTIONAL COMMITTEE LIST**

704

705 A number of committees exist that have a specific purpose or function, but are not part of the formal
706 collegial consultation process within College Council. These include:

707

708 **OFFICE OF THE PRESIDENT**

709 **ANNUAL AWARDS COMMITTEE**

710 **Charge**

711 The committee plans and implements the Annual "Spotlighting Our Success" awards celebration.
712 Duties includes budget development, fund-raising, accounting, choosing a facility, preparation of
713 the nomination pamphlets and coordinating the campus voting process for the five college
714 awards, purchasing the trophies, coordinating with the prior Classified Employees of the Year and
715 coordinating with the Outstanding Professor nominees with the San Bernardino Area Chamber of
716 Commerce. Also, printing of the Certificate of Nomination forms, menu selection, design of the
717 invitations and RSVPs, promoting the event and writing the scripts for the event and all the scripts
718 for each award presenter. Coordinates and interacts with the SBVC Student Government
719 representatives for Students' Choice Awards.

720

721 **Membership**

722 Membership is comprised of at least one member (faculty, classified, or manager) from each
723 division and District employees co-located on the SBVC campus (KVCR, Printing & Graphics,
724 District Computing Center) plus representation of the SBVC Academic Senate.

725

726

727 **PUBLIC INFORMATION COMMITTEE**

728 **Charge**

729 This committee serves as an advisory committee to the Public Information Officer and the
730 President for all aspects of the college's marketing efforts, including assessment of marketing
731 effectiveness, newspaper advertisements, brochures, flyers, etc.

732

733

Membership

734 Membership is the Director of Public Information, the Vice President of Instruction, the Vice
735 President of Student Services, and interested faculty and classified staff.

736

737

OFFICE OF ADMINISTRATIVE SERVICES

738

ENVIRONMENTAL / RECYCLING COMMITTEE

740 Reporting to the Vice President of Administrative Services, this committee will oversee the
741 mandatory Integrated Waste Management plan and compliance issues.

742

743

OFFICE OF INSTRUCTION

744

ARTS AND LECTURES COMMITTEE

746

Charge

747 The Arts and Lectures Committee plans and promotes a series of lectures and cultural events
748 designed to enrich the instructional environment of the college.

749

750

Membership

751 Membership is the Dean of Learning Resources, and interested faculty, classified staff and
752 students.

753

754

HONORS

756

Charge

757 The committee serves as an advisory committee for all aspects of the college's Honors Program
758 including the admission of students into the program, assessment of program effectiveness, the
759 schedule rotation of Honors courses, proposals for new Honors courses, and the evaluation of
760 existing Honors courses.

761

762

Membership

763 Membership includes the Vice President of Instruction, the Honors Coordinator, the counselor
764 assigned to Honors, all faculty who teach Honors classes, and two students enrolled in the
765 Honors program.

766

VOCATIONAL PROGRAM ADVISORY COMMITTEES

768

Charge

769 These committees serve as advisory committees to each of the college's vocational degree and
770 certificate programs.

771

772

Membership

773 Membership is the Department Head, all full-time and part-time faculty in the vocational area,
774 representative students in the program, as well as professionals from the industry.

775

776

777

OFFICE OF STUDENT SERVICES

778

ALCOHOL & DRUG ABUSE

780

Charge

781 This committee serves as an advisory committee for all aspects of the college's alcohol and drug
782 abuse prevention program.

783

784 **Membership**
785 Membership is Dean of Student Support, the Department Head of Human Services, Director of
786 Health Services, and interested faculty and classified staff.

787
788 **COMMENCEMENT**

789 **Charge**
790 This committee plans and implements all graduation activities.

791
792 **Membership**
793 Membership is comprised of the Vice President of Student Services, Dean of Student
794 Development, the Director of Student Life, and interested faculty and classified staff.

795
796 **DISABLED SERVICES**

797 **Charge**
798 This committee serves as an advisory committee for all aspects of the college's Disabled
799 Services Program.

800
801 **Membership**
802 Membership is the Dean of Student Support, the Coordinator of Disabled Student Services, the
803 Director of Health Services, eight faculty, one classified, no less than one student and one
804 community representative.

805
806 **SCHOLARSHIPS**

807 **Charge**
808 This committee reviews applications for scholarships and makes awards according to guidelines.

809
810 **Membership**
811 Membership is the Foundation Director, one dean, twelve faculty and five classified staff.

812
813 **STUDENT POLICIES & SCHOLASTIC STANDARDS**

814
815 **Charge**
816 The Student Policies Committee serves as an advisory committee for the development and
817 implementation of all policies related to students. The Disciplinary Hearing Committee (which
818 conducts formal hearings on student suspension or expulsion) and the Scholastic Standards
819 Committee (which reviews and recommends petitions related to probation, entrance, disqualification,
820 and graduation requirements) serve as sub-committees to the Student Policies Committee.

821
822 **Membership**
823 The Scholastic Standard Sub-committee membership is the Dean of Student Development,
824 Director of Admissions & Records & Records, one faculty member from the Counseling, Math,
825 English, Biology and Nursing departments, and a classified staff member from the Records
826 Office.

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829
830 **TRANSFER CENTER COMMITTEE**

831 **Charge**
832 The Transfer Committee is responsible for the development and monitoring of the Transfer
833 Center plan for the College. The committee further supports transfer functions through active
834 involvement in attendance at events and advertising of transfer opportunities.

835
836 **Membership**

837 Membership of the Transfer Committee is comprised of the Dean of Student Support, Transfer
838 Center Coordinator, five faculty representing different instructional divisions, one classified staff
839 member, and two students.

840

841 **ACADEMIC SENATE**

842 (Other committees than those included in College Council that report to the Academic Senate)

843

844 **1. ADVANCEMENT IN RANK**

845

Charge

846 The Advancement in Rank Committee meets every spring to evaluate nominations for
847 advancement in rank by faculty, according to Board Policy 3080.

848

849

Membership

850 Membership includes the Academic Senate President or designee and six faculty members who
851 have achieved the rank of full professor.

852

853

854 **2. LIBRARY/LEARNING RESOURCES**

855

Charge

856 This committee serves as an advisory committee for all aspects of the college's learning
857 resources program, including the Library, the Learning Center, Tutoring, and Audiovisual
858 services.

859

860

Membership

861 Membership is the Dean of Learning Resources, Transfer Center Coordinator, one faculty
862 member from each instructional division, and one or more classified staff members.

863

864

865 **3. OCCUPATIONAL EDUCATION**

866

Charge

867 The Occupational Education Committee assists in the preparation of the VTEA plan and budget
868 and works with the Dean of Occupational Education to advance the plans for occupational
869 programs as identified in program review and other college planning efforts.

870

871

Membership

872 Membership is all Instructional Deans, all department heads of an occupational program, and one
873 classified staff member.

874

875 **4. TENURE REVIEW COMMITTEE**

876

Charge

877 The Tenure Review Committee meets in January to review the four evaluations of each faculty
878 member being considered for tenure. If all four evaluations of a faculty member are fully
879 satisfactory, the Tenure Review Committee shall recommend that individual to the President for
880 tenure. If the Tenure Review Committee has any doubts about a faculty member's overall
881 performance, the Committee shall, in consultation with the faculty member's supervisor, set up a
882 new evaluation of him/her, to be conducted according to the evaluation procedure already in
883 place in the District. If the Committee wants to use tenure procedures or materials as part of this
884 evaluation, it can do so only with the consent of the affected faculty member. The two faculty
885 members on the Tenure Review Committee who were appointed by the Senate and the
886 bargaining unit shall serve as the peer evaluators for this evaluation. At the conclusion of this
887 evaluation, the Tenure Review Committee shall meet and decide on a recommendation to the
888 President of tenure or dismissal for the faculty member in question. All recommendations
889 regarding fourth-year faculty members shall be submitted to the President by February 15. If the
890 President disagrees with the recommendation of the Tenure Review Committee, the President

891 and the Committee shall meet with the District Chancellor to present their differing points of view.
892 The Chancellor shall have final authority to make a recommendation to the Board of Trustees.1
893

894 Per the provisions of the CTA Contract, the Tenure Review Committee is also involved in
895 providing remediation assistance to those faculty whose evaluation is less than satisfactory.
896

897 **Membership**

898 The President of the College appoints a tenured faculty member as the Tenure Review
899 Coordinator to chair the committee and one administrator. The President of the Academic Senate
900 and the college representative of the collective bargaining unit each appoint one tenured faculty
901 member to serve on the Tenure Review Committee.
902

903 **MANAGEMENT STAFF**

904 **ADMINISTRATIVE SERVICES SUPERVISORS**

905 Reporting to the Vice President of Administrative Services, the Administrative Services
906 Supervisors meet on a periodic basis to discuss and review campus issues with the Vice
907 President, Administrative Services.
908

909 **INSTRUCTIONAL CABINET**

910 **Charge**

911 The Instructional Cabinet meets on a weekly basis to discuss and review campus issues with the
912 Vice President, Instruction.
913

914 **Membership**

915 Membership is comprised of the Deans who report to the Vice President, Instruction plus the
916 Academic Senate President, and the Director of Distributive Education.
917

918 **MANAGEMENT ROUNDTABLE**

919 Reporting to the President, Valley College managers (supervisors, directors, deans, vice
920 presidents) meet as needed with the President to review and discuss items as submitted to the
921 College Council, and to deal with specific management issues.
922

923 **PRESIDENT'S EXECUTIVE STAFF**

924 The President meets weekly in a staff meeting with the Vice Presidents to discuss operations and
925 logistics.
926

927 **STUDENT ACTIVITIES ADVISORY COMMITTEE**

928 **Charge**

929 The student activities advisory committee will monitor and serve as the primary clearinghouse for
930 all student activities on the campus. The committee will approve a semester by semester
931 activities calendar.
932

933 **Membership**

934 Membership shall include but not be limited to, VPSS, VPI or designee, VPA or designee,
935 Director of Student Life, AS president, AS vice president, 4 students appointed by the AS
936 president, ICC commissioner, all club faculty advisors, 1 CSEA member who works in
937 maintenance or facilities.
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1 This charge and membership quoted directly from the 2001-2004 AGREEMENT between the SBCCD and the SBCCD Chapter CTA/NEA.

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**STUDENT SUPPORT SERVICES MANAGERS, COORDINATORS, NON-INSTRUCTIONAL
FACULTY & SUPPORT STAFF (College Council Member)**

Reporting to the Vice President of Student Services, the Student Support Services Managers, Coordinators, Non-instructional faculty, and support staff meet on a periodic basis to discuss and review campus issues particularly applicable to student success.

950
951 **CRAFTON HILLS COLLEGE COLLEGIAL CONSULTATION**
952

953 **MISSION STATEMENT**
954

955 In a serene, welcoming environment, Crafton Hills College promotes learning through self-
956 discovery and the acquisition and application of knowledge and skills.
957

958 This mission is carried out in a dynamic educational community that encourages intellectual
959 curiosity and fosters an openness to a wide range of people and ideas.
960

961 **PHILOSOPHY**
962

963 Crafton Hills College participates in a process of shared governance that is founded upon
964 principles established in the college's Mission Statement and in the policies and procedures
965 established by the SBCCD Board of Trustees. Students, faculty and staff all have an opportunity
966 to participate in the governance of the College through their respective senates. Each of the
967 respective senates has standing committees for advisement. Each of the college instructional
968 disciplines and departments, as well as all Student Services is supervised by one of three basic
969 central management teams: Instruction, Student Services and Administrative Services. Each of
970 these management teams has an advisory group to recommend procedures and practices to the
971 administrative team, who makes final recommendations to the President.
972

973 At Crafton Hills College, all students, faculty and staff have an opportunity to participate in shared
974 governance through their senates, central managers, advisory groups, and the administrative
975 team. Decisions made by the administrative team are taken to the President for review and
976 action.
977

978 **STRUCTURE & PURPOSE OF CRAFTON HILLS COLLEGE**
979 **STANDING COMMITTEES**
980

981 **PRESIDENT'S OFFICE PRIMACY AREAS**
982

983 **PLANNING COMMITTEE**
984

985 **Charge**

986 The Planning Committee develops, coordinates, reviews and evaluates research and planning
987 processes at the college for the following purposes: 1) To maintain research and planning efforts
988 that are consistent with the vision, mission and core values of the college and that are responsive
989 to external accountability demands; 2) To identify planning imperatives consistent with the vision,
990 mission and core values of the college; 3) To advocate for and implement consistent and effective
991 research and planning practices; 4) To ensure that unit-level plans are based on sound decision-
992 making practices, such as program review; 5) To serve as a "resource hub" for planning units
993 requesting technical assistance with major initiatives or innovative practices; 6) To develop
994 recommendations for resource allocations.
995

996 **Membership**

997 Membership is comprised of representatives from the different constituent groups
998 (faculty classified, management, students) of the campus. The President appoints the
999 representatives to the committee.
1000

1001 **PROGRAM REVIEW**
1002

1003 **Charge**

1004 The Program Review Core develops program review models and processes/procedures;
1005 identifies recommended cycles of review (i.e., which programs/disciplines and when); coordinates

1006 the evaluation of the review process, including recommendations for any improvements and
1007 initiates the consultation process for adoption of such improvements.

1008
1009

Membership

1010 Membership is comprised of representatives from the different constituent groups
1011 (faculty, classified, management, students) of the campus. The President appoints the
1012 representatives to the committee.

1013
1014

PRESIDENT'S CABINET

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1016

1016 The Cabinet is a regular meeting of the Vice Presidents to discuss and review campus issues
1017 with the President.

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1019

MANAGEMENT TEAM

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1021

1021 The team is composed of all managers who meet periodically to exchange information and
1022 discuss campus issues.

1023
1024

OFFICE OF INSTRUCTION PRIMACY AREAS

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1026

INSTRUCTIONAL COUNCIL

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1028

Charge

1029 The Instructional Council serves as the primary college committee designated to evaluate and
1030 recommend procedures and policies related to the instructional program. The committee is
1031 advisory to the Vice President of Instruction.

1032
1033

Membership

1034 Faculty membership consists of department chair, directors, and coordinators of all instructional
1035 programs. Management members are the two instructional deans. The chair is the Vice
1036 President, Instruction.

1037
1038

Reporting

1039 The Instructional Council reports to the Vice President, Instruction.

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1041

CAREER AND TECHNICAL EDUCATION ADVISORY COMMITTEES

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1043

1043 Each occupational program that receives funding under the Carl D. Perkins Vocational and
1044 Technical Education Act (VTEA) is required to establish an advisory committee to assist in
1045 establishing objectives and planning for program improvement. Committee members make
1046 known the real occupational needs in the geographical area served by the college, and they
1047 report on changing technology as it might affect the college's program. Advisory committees are
1048 extremely important in the development of a two-way system of understanding and
1049 communications between the college and the community to ensure that occupational programs
1050 remain relevant to current needs and that students are prepared for entry into the field.

1051
1052

1052 An advisory committee is comprised of a group of citizens, usually from 4 to 15 in number, who
1053 are selected to represent a specific occupational field. The members are persons of recognized
1054 excellence in their field who are charged with the duty of advising the college on matters of
1055 educational concern such as: (1) Revision of courses and course content; (2) Development of
1056 new curricula; (3) Suitability and availability of necessary equipment and supplies; (4) Structural
1057 modification of classrooms and laboratories; (5) Design of new facilities; (6) Placement of
1058 students in jobs; recommendation of possible instructional personnel.

1059
1060

1060 These committees act in an advisory capacity only. However, public confidence is secured when
1061 the experience and counsel of responsible citizens are solicited and acted upon by the college.

1062 Responsibility for decision and action rests with the college district's Board of Trustees, the
1063 Chancellor, and staff of the college.

1064

1065 **CAREER AND TECHNICAL EDUCATION COUNCIL**

1066

1067 The CHC Career and Technical Education Council serves in a dual capacity. It serves as the
1068 VTEA Local Planning Team to fulfill state requirements for preparing the four-year Local Plan for
1069 VTEA IC funding. Further, the Council is advisory to the Dean of Program Development
1070 regarding the operation of occupational programs. Membership includes program development
1071 faculty, student services faculty and staff, and community members from business. The council
1072 meets on call and is chaired by the Dean of Program Development.

1073

1074 **TENURE REVIEW COMMITTEE**

1075

1076

Charge

1077 The Tenure Review Committee meets in January to review the four evaluations of each faculty
1078 member being considered for tenure and makes recommendations to the college President by
1079 February 15.

1080

1081 The Tenure Review Committee will also meet if a probationary faculty member receives a less
1082 than fully satisfactory evaluation. The Committee examines the evaluation, confers with the
1083 affected faculty member and develops with that faculty member a plan for remediation.

1084

1085

Membership

1086 The Tenure Review Committee consists of four members. The college President appoints two
1087 members—a tenured faculty member who serves as the committee chair and one administrator.
1088 The President of the Academic Senate and the college representative of the Association's
1089 College Bargaining Unit each appoint one tenured faculty member.

1090

1091 **STAFF DEVELOPMENT/FLEX**

1092

1093

Charge

1094 The charge of Staff Development at Crafton Hills College is to provide support and development
1095 opportunities to all staff of the college. This support and opportunity allows faculty and staff to
1096 continue to learn and to further develop and update their skills. The committee also serves as a
1097 Flex advisory committee and reviews Flex reports submitted by full-time faculty.

1098

1099

Membership

1100 Each constituency of the college is represented on the committee. The committee is co-chaired
1101 by the Dean, Instructional Services, and by a faculty member.

1102

1103

Reporting

1104 The committee reports to the Vice President, Instruction.

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STUDENT SERVICES PRIMACY AREAS

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1109 **MATRICULATION COMMITTEE**

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Charge

1112 The Matriculation Committee has oversight of the eight components of matriculation: admissions,
1113 orientation, assessment, counseling, follow-up, research, training, prerequisites and co-requisites.
1114 The committee also oversees the preparation of the annual matriculation update and expenditure
1115 plan. In addition, the Matriculation Committee promotes student equity, oversees the student
1116 grievance process and supports the transfer and articulation functions of the college.

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STUDENT SERVICES CENTRAL COUNCIL

Charge

The Student Services Council provides a forum for effective communication among representatives of the various departments within the Student Services Division. It meets monthly (fourth Monday of the month) to discuss and coordinate the different services provided by each department. The committee is designed to discuss activities, problems and resolutions involving these departments, budget items and facilities.

Membership

Vice President of Student Services (chair), Dean of Counseling and Matriculation, Director of Admissions & Records, Director of Financial Aid, Student Activities Coordinator, Health & Wellness Coordinator, Job Placement Coordinator, DSP&S Coordinator, EOP&S Coordinator, CalWORKS Director, Administrative Assistant to the Vice President (recorder).

Reporting

All members are responsible for making regular reports on their respective areas and for disseminating relevant information and activities to members of their departments.

EOPS/CARE ADVISORY COMMITTEE

Each EOPS program shall have an advisory committee appointed by the president of the college upon recommendation of the EOPS director.

The purpose of the advisory committee is to assist the college in developing and maintaining effective EOPS program services. The committee shall consist of no fewer members than the members of the Board of Trustees.

The advisory committee should include representation from college personnel, EOPS student, feeder high schools, community and business sector and four-year colleges. Regulations require that the committee meet at least once each academic year.

TERM DISMISSAL COMMITTEE

Charge

All students receiving financial aid are expected to complete a degree or certificate program with 150% of the published unit requirements for the chosen course of study.

Students will be placed on term dismissal once they reach or exceed a 72-unit maximum. If a student wishes to receive federal financial aid beyond the maximum, he/she must submit an appeal to the financial aid office. The Director will review and submit these appeals to the Financial Aid Term Dismissal Committee. The Director will then notify the student of the committee results.

Membership

Admissions and Registration Director
Two Academic Counselors
One Classroom Faculty
Financial Aid Director, Reference Resource

Reporting

The Financial Aid Director will notify all students of committee results.

ADMINISTRATIVE SERVICES PRIMACY AREAS

1174 **ADMINISTRATIVE SERVICES SUPERVISORS**

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Charge

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ACADEMIC SENATE PRIMACY AREAS

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CURRICULUM COMMITTEE

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Charge

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EDUCATIONAL POLICIES COMMITTEE

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Charge

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PERSONNEL INTERESTS COMMITTEE

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Charge

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STUDENT INTERESTS

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VOCATIONAL EDUCATION COMMITTEE

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RANK ADVANCEMENT

Charge

The Rank Advancement Committee selects faculty members for advancement in rank (assistant professor, associate professor, professor) and prepares recommendations for such advancement for the Academic Senate. The committee carries out this charge in accordance with the District Policy for advancement in rank. The committee also prepares recommendations to grant the title of Professor Emeritus to faculty who meet the requirements specified in Board policy.

ACCREDITATION

Charge

All faculty members are expected to be involved preparing the materials for the report -- using the standards in light of the college's mission -- for all the accreditation standards as listed in the Accreditation Manual.

PROGRAM REVIEW

Charge

Faculty is expected to participate in the development and implementation of program review. The process will follow the principles and objectives agreed to by the academic senate. Occupational programs are required to participate in program review every two years.

Approve: April, 2004

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4 MILEAGE REIMBURSEMENT

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6 A. Reimbursement Eligibility

- 7
8 1. Mileage reimbursement is granted only when employees are required to use their
9 personal vehicles in connection with their assignments and in performance of their
10 duties.
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12 2. Full-time employees who report to a second worksite in one day other than their
13 primary site for performance of duties may claim reimbursement travel subject to
14 the calculation method described below. Full-time employees who teach at a
15 second site as an overload, and hourly employees shall be responsible for their
16 own transportation costs.
17
18 3. To be eligible for mileage reimbursement, employee must be on the approved
19 drivers' list maintained by Human Resources.
20

21 B. Reimbursement Rate

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23 Mileage reimbursement shall be made at the ~~prevailing California Community College State~~
24 ~~Chancellor's Office Internal Revenue Service standard mileage~~ rate. ~~The District Business~~
25 ~~Manager shall publish the rate by August 1st of each fiscal year.~~
26

27 C. Reimbursement Claims

- 28
29 1. Mileage reimbursement is granted only after a Mileage Reimbursement Claim is
30 submitted and there is a purchase order with sufficient balance to process against
31 it. Reimbursement claims should be submitted monthly, but no less than once per
32 semester. Second semester mileage must be submitted by July 1.
33
34 2. Employees authorized to use their personal automobiles for District daily business
35 should maintain daily records with supporting documentation of the trips authorized
36 during the month. Documentation shall include a daily mileage trip log and parking
37 fee receipts.
38

39 D. Mileage Calculation

- 40
41 1. Reimbursable mileage shall be calculated from the primary worksite of the
42 employee to the various destinations and return to the primary worksite. In the
43 event an employee does not visit the regular place of work prior to the first stop on
44 college business in any one day, mileage shall be calculated using the distance
45 from home or primary work site to the first business stop, whichever is less.
46
47 2. In the event an employee proceeds from this last destination on college business in
48 any one day to home, mileage shall be calculated using the distance from home or
49 primary work site to the first business stop, whichever is less.
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51 E. Verification

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53 Signatures required are: Employee, Responsibility Center Manager, If claimant is the
54 Responsibility Manager, signature of claimant's supervisor is required.
55

56 ADOPTED: 6/8/06

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Interim Chancellor

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

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

DATE: March 11, 2010

SUBJECT: MOU – CSEA Bilingual Stipend

RECOMMENDATION

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

OVERVIEW

The parties recognize the importance of effective communication that fosters cultural awareness, mutual understanding and respect with the diverse community that we serve and the parties maintain a commitment to diversity through its programs and activities. Therefore, the District and CSEA Chapter #291 met on February 24, 2010 and the parties entered into a MOU for Bilingual Stipend for classified employees.

ANALYSIS

The MOU shall be incorporated into the parties Agreement in Article 7, Section 7.3.1.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2009-2010 budget.

**MEMORANDUM OF UNDERSTANDING
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
AND
SBCCD CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION CHAPTER # 291**

**BILINGUAL STIPEND
February 24, 2010**

WHEREAS: The Parties recognize the importance of effective communication that fosters cultural awareness, mutual understanding, and respect for the diverse community that we serve.

WHEREAS: The Parties maintain a commitment to diversity and cultural awareness through programs and activities.

WHEREAS: The District has identified key Departments that require regular and frequent interaction with the public and that require an employee to speak a language in addition to English. Attached hereto is the list identifying those key Departments.

WHEREAS: The District reserves the right to determine the competency examination method and content used to identify employees who may qualify for the bilingual stipend.

WHEREAS: The District further reserves the right to designate the number of locations in which employees are eligible to receive a bilingual stipend as per Article 7: Pay and Allowances, section 7.3.1 of the Agreement.

IT IS THEREBY RESOLVED THAT:

- 1) Employees who desire to receive the bilingual stipend shall apply to take the competency examination selected by the District. The examination shall be offered annually in March. The eligibility pool list will be provided to the Association during April of each year. Those employees achieving a score of 80% or higher shall be placed in an eligibility pool. Once an employee has been placed in the eligibility pool, he/she shall remain eligible for the remainder of his/her employment with the District without further examinations required.
- 2) In the event that more than one individual is qualified within a designated area, the criteria for assignment will be:
 - a) Proximity to the area(s) of service within the Department designated by the District
 - b) Shift availability
 - c) Initial date of hire with the District in the classified bargaining unit.
- 3) Once identified, such employee(s) shall receive the stipend for a minimum of two (2) years unless he/she notifies the District and CSEA in writing that he/she chooses to discontinue such service. Thereafter the stipend will no longer be paid beginning with the first available payroll period after notification.

February 24, 2010

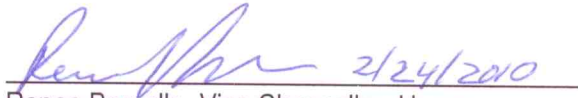
- 4) After the two (2) year period, the District shall offer the stipend to the next employee in the eligibility pool based on the criteria listed in number 2 above and assuming there are other employees in the eligibility pool. Such practice will continue bi-annually thereafter.
- 5) Employee(s) receiving the stipend shall continue to receive the stipend even if he/she is administratively transferred to a different assignment/location due to reorganization during the two (2) year period.
- 6) Employees who initially applied for the bilingual stipend on May 18, 2009, and have subsequently passed the competency examination, will receive a monthly stipend retroactive to July 1, 2009, provided that they are in the same location that has been identified by the District.
- 7) As the bilingual stipend is a negotiated benefit available to employees in the classified bargaining unit, eligible employees shall be offered the opportunity to provide such service and be paid the stipend prior to permitting and/or requiring any other employee outside the bargaining unit to provide such service regardless of whether such employee receives additional compensation or not.
- 8) This MOU shall be incorporated into the parties Agreement in Article 7, section 7.3.1 at the time of the next scheduled printing.

The parties agree to meet following the implementation of the initial process.


This MOU is subject to ratification by the membership of CSEA Chapter #291.

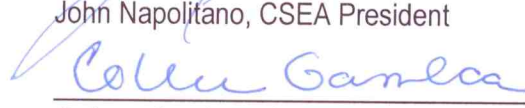
DATED: 2/24/10

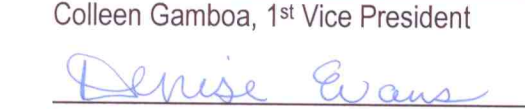
FOR THE DISTRICT:


Renee Brunelle, Vice Chancellor, Human
Resources & Employee Relations

FOR THE ASSOCIATION:


John Napolitano, CSEA President


Colleen Gamboa, 1st Vice President


Denise Evans, CSEA Labor
Representative

February 24, 2010

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 Daniels, SBVC President
DATE: March 11, 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

Stacey Cole
Lorraine Norton

SBVC

Dan Angelo
Michelle Crocfer
Willene Nelson
Mary Valdemar
Rose Garcia