

San Bernardino Community College District  
Regular Meeting of the Board of Trustees  
114 S. Del Rosa Drive, San Bernardino, CA 92408  
Thursday, May 13, 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  
CTA  
CSEA  
Management/Supervisors  
Confidentials
  - B. EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE  
Government Code 54957
3. PUBLIC COMMENT ON AGENDA ITEMS
4. CONVENE CLOSED SESSION
5. RECONVENE PUBLIC MEETING
6. REPORT OF ACTION IN CLOSED SESSION
7. APPROVAL OF MINUTES
  - A. April 8, 2010 (p.1)
  - B. April 22, 2010 (p.16)
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 – SPOTLIGHT ON OUR STUDENTS

10. REPORTS

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

11. CONSENT AGENDA

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

A. INSTRUCTIONAL/STUDENT SERVICES

- 1. Approve Curriculum Modifications – SBVC (p.19)
- 2. Approve Curriculum Modifications – CHC (p.32)

B. HUMAN RESOURCES

- 1. Consideration of Approval of Classified Employees (p.34)
- 2. Consideration of Acceptance of Classified Resignations (p.36)
- 3. Consideration of Approval of Short-Term, Substitute and Professional Expert Employees (p.37)
- 4. Consideration of Approval of Adjunct and Substitute Academic Employees (p.42)
- 5. Consideration of Approval of Non-Instructional Pay (p.46)
- 6. Consideration of Approval of Academic Contract Increase (p.49)
- 7. Consideration of Approval of Academic Contract Reduction (p.50)
- 8. Consideration of Approval to Continue Tech Prep Liaison Position – SBVC (p.51)
- 9. Consideration of Approval of Management Appointment – Director Student Life – SBVC (p.52)
- 10. Consideration of Approval of Salary Step Advancement for Management Employee – President and General Manager – KVCR (p.53)
- 11. Consideration of Approval of Revised Management Job Description – District Director of Marketing and Public Relations (p.54)
- 12. Consideration of Approval of New Management Job Descriptions – Workforce Development Manager, PDC and Logistics Technology Manager (p. 59)
- 13. Consideration of Approval of District Volunteers (p.66)



C. FISCAL SERVICES

1. Consideration of Approval of Routine Contracts and Agreements (p.68)
2. Consideration of Approval of Budget Adjustments (p.92)
3. Consideration of Approval of Conference Attendance (p.116)
4. Consideration of Approval of District/College Expenses (p.119)
5. Consideration of Approval of Individual Memberships (p.124)
6. Consideration of Approval to Declare Surplus Property and Authorize Disposal or Private Sale (p.126)
7. Consideration of Approval of Donation – SBVC (p.128)
8. Consideration of Approval of Cell Phone Reimbursement (p.130)
9. Consideration of Approval of a Facility Use Fee Waiver for the District Office Board Room (p.131)
10. Consideration of Approval to Designate Newspapers to Publish the 2010-2011 Proposed Budget (p.132)

12. ACTION AGENDA

A. INSTRUCTIONAL/STUDENT SERVICES

B. HUMAN RESOURCES

1. Consideration of Approval of Board Policy 7230 – Classified Employees, Non-Management (p.133)
2. Consideration of Approval to Adopt Resolution – Recognize the Week of May 16-22, 2010 as Classified Employee Week (p.135)

C. FISCAL SERVICES

1. Consideration of Approval of Contract for SERP Annuity Administration (p.137)
2. Consideration of Approval of Contract for Purchase of Parking Decals – CHC (p.150)
3. Consideration of Approval of Contract for Help Desk Solutions (p.154)
4. Consideration of Approval to Correct Deed and Adopt Resolution – Parcel N of the Former Norton Air Force Base (p.174)
5. Consideration of Approval of Bond Measure P Construction Change Orders and Contract Amendments (p.184)
6. Consideration of Approval of Purchase and Sale Agreement for Property Acquisition – 4.2 Acres of Land Located Adjacent to the Existing District Offices (p.247)
7. Consideration of Approval to Award RFP 2010-06 and Approve Contract for Web Design – SBVC (p.279)
8. Consideration of Approval to Award Bid and Approve Contract for Moving Services for the Learning Resource Center Project – CHC (p.280)
9. Consideration of Approval of Amendment 001 to the Mobile Modular Inc., Contract - SBVC (p.284)

10. Consideration of Approval of Amendment 009 to the Steinberg Architects Contract – CHC (p.289)
11. Consideration of Approval of Change Order 01 to RVH Constructors Contract – SBVC (p.294)

13. INFORMATION ITEMS

- A. Summary of Bond Measure P Capital Improvement Change Orders and Amendments for Construction Contracts (p.299)
- B. Budget Report (p.317)
- C. Purchase Order Report (p.357)
- D. Quarterly Investment Report (p.358)
- E. CCFS-320 Apportionment Attendance Report for FY 2010 P2 (p.360)
- F. Administrative Procedures (p.370)
- G. MOU – CTA Health & Welfare Benefits (p.415)
- H. Applause Cards (p.418)

14. STAFF REPORTS

- A. CHC
  1. President
  2. Academic Senate
  3. Classified Senate
  4. Associated Students
- B. SBVC
  1. President
  2. Academic Senate
  3. Classified Senate
  4. Associated Students
- C. KVCR
- D. CTA
- E. CSEA

15. ADJOURN – The next regular meeting of the Board of Trustees will be a Study Session on May 27, 2010, at 4:00 p.m., in the District Office Board Room.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
San Bernardino Valley College  
701 S. Mt. Vernon Avenue, San Bernardino, CA 92410

Minutes of the Regular Meeting of the Board of Trustees  
Thursday, April 8, 2010 - 4:00 p.m. – Library Viewing Room

1. CALL TO ORDER - PLEDGE OF ALLEGIANCE

Mr. Ramos called the meeting to order at 4:13 p.m.

Members Present:

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

Members Absent:

None.

Administrators Present:

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

Administrators Absent:

None.

Pledge of Allegiance

Dr. Singer led the Pledge of Allegiance.

2. ANNOUNCEMENT OF CLOSED SESSION ITEMS

- A. CONFERENCE WITH LABOR NEGOTIATORS  
Government Code 54957.6  
Agency Negotiator: Renee Brunelle  
CTA  
CSEA  
Management/Supervisors  
Confidentials
- B. PUBLIC EMPLOYEE APPOINTMENT – ACTING CHANCELLOR  
(Government Code Section 54957)
- C. CONFERENCE WITH LEGAL COUNSEL  
ANTICIPATED LITIGATION  
Government Code 54956.9(b)  
Number of Potential Cases: 1
- D. CONFERENCE WITH LEGAL COUNSEL  
EXISTING LITIGATION  
Government Code 54956.9(a)  
Case #418108

3. PUBLIC COMMENT ON AGENDA ITEMS

None.

4. CONVENE CLOSED SESSION

The Board convened to closed session at 4:15.

5. RECONVENE PUBLIC MEETING

Mr. Ramos reconvened the public meeting at 5:55 p.m.

6. REPORT OF ACTION IN CLOSED SESSION

Dr. Terrell moved, Mr. Vizcaino seconded, and the Board members voted as follows to approve a salary increase to a total of \$225,000 inclusive of management expense and cell phone stipends for Acting Chancellor Bruce Baron, effective December 22, 2010:

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

NOES: None

ABSTENTIONS: None

ABSENT: None

Dr. Terrell said the Board is delighted to have Bruce Baron continue as Acting Chancellor.

Mr. Longville noted that Mr. Baron is currently performing two jobs for this salary, and the cost of both jobs would be double what we are talking about. He wanted to note that because a six-figure income is a lot of money.

7. APPROVAL OF MINUTES

Mr. Lockwood moved, Mr. Longville seconded, and the Board members voted as follows to approve the minutes of March 11, 2010:

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

NOES: None

ABSTENTIONS: Futch, Singer, Terrell

ABSENT: None

8. PUBLIC COMMENT

Dr. Art Peterson (SBVC aeronautics instructor), Erich Lewis (Kelly Space and Technology), Dean Hall (Certified Aviation Services), Larry Rice (aeronautics advisory committee member), and Ed Worley (SBVC instructor) expressed their concern about losing the minimum required faculty positions in the aviation program. They urged the Board to consider keeping the minimum staff to retain FAA certification.

Marina Serna, CHC student, said students were going barefoot because they were participating in "one day without shoes" to experience what it is like to go without shoes. Information on donating or buying shoes can be found on [www.tomsshoes.com](http://www.tomsshoes.com).

Phillip Lawton (SBVC refrigeration instructor) and David Lindeman (part-time faculty) urged the Board not to cut the refrigeration program or any of the instructors.

James Carscadden urged the Board to retain the welding department.

Mr. Longville explained to the audience that the Trustees do not respond to public comments because of the open meeting laws in California. The Board cannot take action on public comments. He added the Board does appreciate hearing the comments.

Mr. Ramos stated the Board hears the issues and concerns expressed by those who address the Board and added there are district processes to follow for further communication. It is the Board's job to listen to the community, and he thanked the speakers for coming and sharing. The Board needs input from students, instructors and the community.

Armando Camarena, SBVC custodian, thanked the Board for coming to the campus and asked them to consider future meetings on the campuses.

9. PUBLIC HEARING AND PRESENTATIONS

**Presentation of SBVC Master Plan and Program Environmental Impact Report**

A Master Plan for SBVC has been prepared which shows the location of existing and planned new facilities necessary to support the educational mission of the college. It contains guidelines for architecture, landscaping and lighting. Campus constituencies provided input into the master planning process.

The California Environmental Quality Act requires that a review of a plan or project be conducted to determine whether the project may have a significant impact on the environment. Since the SBVC Master Plan may result in potential significant effects, a Program Environmental Impact Report (PEIR) was prepared.

Trustee Longville appreciated the information presented and the inclusion of the Native American human remains issue into the document.

**Conduct Public Hearing on Program Environmental Impact Report**

Mr. Ramos opened the public hearing on the Program Environmental Impact Report. Hearing no comments, he subsequently closed the public hearing.

**Adopt Program Environmental Impact Report Resolution**

Mr. Futch moved, Mr. Lockwood seconded, and the Board members voted as follows to adopt a resolution which approves and certifies that the SBVC Master Plan Final Program Environmental Impact Report (PEIR) has been prepared pursuant to the California Environmental Quality Act (CEQA):

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

NOES: None

ABSTENTIONS: None

ABSENT: None

**Approve SBVC Master Plan**

Mr. Futch moved, Mr. Vizcaino seconded, and the Board members voted as follows to approve the SBVC Master Plan:

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

NOES: None

ABSTENTIONS: None

ABSENT: None

### **District's "Healthy Weight Loss Challenge"**

Claudia Ross from Keenan and Associates announced the winners of the "healthy weight loss challenge". SBCCD collectively lost 521 pounds. Monetary prizes were split 50-50 between the winners' and their chosen charities.

## 10. REPORTS

### A. Board Members

- Mr. Futch reported he accompanied Dr. Singer to the ACCT National Legislative Summit in Washington DC. The Trustees had the opportunity to meet with legislative staff on issues relating to community colleges. Mr. Futch thanked Dr. Singer, Bruce Baron, Gloria Harrison and Deb Daniels for their support at the *Time for Change* luncheon. Mr. Futch attended John Husing's economic report and forecast in the Inland Empire.
- Dr. Singer reported he was in Washington DC to advocate and lobby for a number of programs that President Obama wanted to give to community colleges. He thanked Trustee Futch for the invitation to participate at the *Time for Change* luncheon.
- Mr. Longville attended a meeting of the CCLC legislative committee in Sacramento where he got to hear about problems experienced in other districts. He found it to be a useful exercise in discussing what recommendations were made and how they likely might be received and what the impact would be.
- Dr. Terrell also attended Dr. Husing's economic forecast.

### B. Student Trustees

- Kaylee Hrisoulas said she likes the idea of the Board meetings being held on the campuses and would like to see the practice continue next year. She traveled with College of the Desert students to Sacramento to attend the *March in March*. About 13,000 students demonstrated in support of education at the state capitol. Money raised from selling *Crafton Goes Green* shirts assisted with the purchase of 25 recycling bins. She thanked Acting Chancellor Baron for providing some district money to assist with the purchase.
- Jason Buckner thanked the Trustees for coming to the SBVC campus. He said he appreciated our legislators who worked to increase PELL grants. Another \$2 billion was set aside for community colleges and research. This money will be available competitively. He has been working to do some research for the Master Plan for Higher Education at the state level. Jason congratulated Damaris Castillo-Torres because she was named the "promising leader of tomorrow and emerging young woman of the year" by Assemblywoman Carter.



C. Chancellor

- Mr. Baron thanked the Board for their continuing confidence in his leadership. He said he was honored to serve this District.
- The Acting Chancellor congratulated the winners of the healthy weight loss challenge.
- The District hosted the Hispanic Association of Colleges and Universities (HACU) Breakfast Meeting on March 29. Dr. Antonio Flores, President and CEO of HACU, informed the attendees about the new funding opportunities that are available for Hispanic Serving Institutions. The District will be working hard to see how many resources it can bring into the District. Since state funding is shrinking, it is important we look at other opportunities to bring in funding.

11. CONSENT AGENDA

The following changes were made in the Consent Agenda:

Item 11.C.1. Consideration of Approval of Routine Contracts and Agreements (pulled for discussion by Trustee Vizcaino)

Item 11.C.3. Consideration of Approval of Conference Attendance (pulled for discussion by Student Trustee Buckner)

Mr. Longville moved, Mr. Futch 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

12. ACTION AGENDA

**Approve Routine Contracts and Agreements**

Mr. Vizcaino pulled this item because he thought it had become anything but routine, and said we are spending lots of money at a time when we are trying to save some money. He said it seemed routine enough, but as he looked through the items, it all just seemed a bit much.

Dr. Terrell reminded the Board that we set a cap of \$50,000 under which the Chancellor could approve expenses and beyond that it needed to come to the Board for approval. He added that he feels comfortable with where we are now.

Mr. Baron assured the Board that all items are scrutinized. They are reviewed at the college level and at the district level thoroughly, and we do follow all of the current Board policies and procedures. Many of these items are funded by categorical programs and some that seem like “fun” events are actually part of a

grant for students who would not otherwise have the opportunity to participate in these types of learning experiences. We need to be flexible to pay for and make these events happen. Mr. Baron said he would be glad to share the procedures with the Board.

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  
Buckner (advisory), Hrisoulas (advisory)

NOES: None

ABSTENTIONS: None

ABSENT: None

### **Approve Conference Attendance**

Student Trustee Jason Buckner pulled this item because he thought a student conference was incorrectly submitted to the Board. After some discussion, Dr. Daniels said the paperwork for the student conference Mr. Buckner was referring to needed to be submitted properly so it can be added to the May 13 agenda for ratification.

Mr. Lockwood moved, Mr. Futch seconded, and the Board members voted as follows to approve Conference Attendance requests:

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

NOES: None

ABSTENTIONS: None

ABSENT: None

### **Approve for First Reading Board Policy 7230 Classified Employees, Non-Management**

The Board accepted Board Policy 7230 Classified Employees, Non-Management for First Reading.

### **Adopt Board Policies 2060 Student Trustees, and 2230 Compensation for Board Members**

Mr. Longville moved, Mr. Lockwood seconded, and the Board members voted as follows to adopt Board Policies 2060 Student Trustees and 2230 Compensation for Board Members:

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

NOES: None

ABSTENTIONS: None

ABSENT: None

### **Approve Student Trustees' Privileges**

Mr. Longville moved, Mr. Futch seconded, and the Board members voted as follows to approve the following privileges for the Student Trustees:

1. The privilege to receive compensation for meeting attendance at a level of \$100 per month.
2. The privilege to make and second motions.
3. The privilege to serve a term commencing on May 15.

Mr. Longville said he appreciated that there may be some Trustees who feel they may want to maintain their historical roles and posture, but there is no danger or problem by expanding the ability to move and second motions by student trustees. Student trustees' votes will remain advisory. He stated he sees this as a way that the students can insist we consider something.

Dr. Terrell disagreed because he didn't think it is right to move and second motions when you are not part of the elected body. He said we have been very open with our student trustees, and it is important to maintain the protocol of being an elected trustee and one of those is to create a vote.

Mr. Longville asked the Trustees to believe this is a useful learning experience and urged his colleagues to support his decision.

The Education Code allows student trustees to make and second motions but can only vote in an advisory capacity. Mr. Ramos asked if a motion made by a student trustee was legally binding if voted on by elected trustees. Mr. Baron said the Education Code states that any decision or action taken upon the motion or second of a motion of a student member is legal and enforceable against the district.

Mr. Bucker said part of the learning process as a student trustee is working with the elected Board members. The Education Code gives student trustees the privilege to make and second motions with Board approval, and this privilege is reviewed each year.

AYES: Futch, Lockwood, Longville, Ramos, Singer

Buckner (advisory), Hrisoulas (advisory)

NOES: Terrell, Vizcaino

ABSTENTIONS: None

ABSENT: None

### **Approve Revised District Fee Schedule 2010-2011**

Dr. Singer moved, Mr. Longville seconded, and the Board members voted as follows to approve a revised District Fee Schedule for 2010-2011:

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

Hrisoulas (advisory)

NOES: None

ABSTENTIONS: Buckner (advisory)

ABSENT: None

**Adopt Resolution – Associated Student Government on Infrastructure and Effectiveness, 2009-2010 – SBVC**

Dr. Singer moved, Mr. Longville seconded, and the Board members voted as follows to adopt the Associated Student Government Resolution for SBVC on Infrastructure and Effectiveness, 2009-2010:

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

NOES: None

ABSTENTIONS: Buckner (advisory)

ABSENT: None

**Approve Perkins IV Tech Prep Demonstration Grant - SBVC**

Dr. Singer moved, Mr. Longville seconded, and the Board members voted as follows to approve the SBVC Perkins IV Tech Prep Demonstration Grant application process:

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

NOES: None

ABSTENTIONS: Buckner (advisory)

ABSENT: None

**Award Bid and Approval Contract – Audio Visual Systems Project – CHC**

Dr. Singer moved, Mr. Longville seconded, and the Board members voted as follows to award bid and approve contract with AVDB Group CA Inc., for the Audio Visual Systems Project, CHC, in the amount of \$518,980.00:

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

NOES: None

ABSTENTIONS: Buckner (advisory)

ABSENT: None

**Award Invitation for Bids 2010-06 – KVCR TV/FM Generator Set**

Dr. Singer moved, Mr. Longville seconded, and the Board members voted as follows to award Invitation for Bids 2010-06 to Johnson Power Systems, for the KVCR TV/FM Generator Set, in the amount of \$80,409.30:

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

NOES: None

ABSTENTIONS: Buckner (advisory)

ABSENT: None

**Approve Amendment 006 to the Winzler & Kelly Contract – SBVC & CHC**

Dr. Singer moved, Mr. Longville seconded, and the Board members voted as follows to approve amendment 006 to the Winzler & Kelly Consulting Engineers contract for SBVC and CHC, in the amount of \$53,800.00:

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

NOES: None

ABSTENTIONS: Buckner (advisory)

ABSENT: None

**Approve Proposal for Engineering Services - CHC**

Dr. Singer moved, Mr. Longville seconded, and the Board members voted as follows to approve a proposal for engineering services at CHC with P2S Engineering, Inc., in the amount of \$285,000.00:

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

NOES: None

ABSTENTIONS: Buckner (advisory)

ABSENT: None

**Approve Proposal for Engineering Services - SBCCD**

Dr. Singer moved, Mr. Longville seconded, and the Board members voted as follows to approve a proposal for engineering services at SBCCD with P2S Engineering, Inc., in the amount of \$20,000.00:

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

NOES: None

ABSTENTIONS: Buckner (advisory)

ABSENT: None

**Approve Proposal for Architectural Services - SBVC**

Dr. Singer moved, Mr. Longville seconded, and the Board members voted as follows to approve a proposal for architectural services with DLR Group WWCOT, in the amount of \$1,240,000.00:

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

NOES: None

ABSTENTIONS: Buckner (advisory)

ABSENT: None

**Approve Proposal for Architectural Services - SBVC**

Dr. Singer moved, Mr. Longville seconded, and the Board members voted as follows to approve a proposal for architectural services at SBVC with HMC Architects, in the amount of \$120,000.00:

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

**Approve Proposal for Architectural Services - CHC**

Dr. Singer moved, Mr. Longville seconded, and the Board members voted as follows to approve a proposal for architectural services at CHC with PMSM Architects in the amount of \$217,000.00:

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

**Approve Proposal for Architectural Services - SBVC**

Dr. Singer moved, Mr. Longville seconded, and the Board members voted as follows to approve a proposal for architectural services at SBVC from LPA, Inc., in the amount of \$98,964.00:

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

**Approve Proposal for Architectural Services - CHC**

Dr. Singer moved, Mr. Longville seconded, and the Board members voted as follows to approve a proposal for architectural services from Steinberg Architects, in the amount of \$47,440.00:

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

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

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

**CHC – Learning Resource Center**

Mid-State Precast, CO-01, in the amount of \$15,569.00

**CHC – Community Recreation Facility**

Bell Roof Company, Inc., CO-02, in the amount of \$1,462.00  
J. M. Farnan Company, Inc., CO-03, in the amount of \$15,291.00  
J. M. Farnan Company, Inc., CA-02, in the amount of \$13,021.00  
Champion Electric, Inc., CO-01, in the amount of \$21,950.00  
Condor, Inc., CO-02, in the amount of \$48,663.00  
RVH Constructors, CO-02, in the amount of \$5,954.00

**CHC – Infrastructure 2/3/4**

Couts Heating & Cooling, Inc., CO-02, in the amount of \$26,858.00  
Sierra Landscape Company, CO-02, in the amount of \$11,869.00

**SBVC – Media/Communications**

Mountain Movers, CO-01, in the amount of (\$8,142.00)  
Sierra Lathing, CO-05, in the amount of \$3,705.00  
Alonso Painting, CO-01, in the amount of \$493.00  
Daniel's Electric, CO-09, in the amount of \$10,248.00

**SBVC – North Hall**

Devries Construction, CO-03, in the amount of \$1,252.00  
Blazing Industrial Steel, CO-01, in the amount of \$7,971.00  
Montgomery Hardware, CO-01, in the amount of \$760.00  
Queen City Glass, CO-02, in the amount of (\$708.00)  
Caston Plastering, CO-03, in the amount of \$1,196.00

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

NOES: None

ABSTENTIONS: Buckner (advisory)

ABSENT: None

### **Approve Constitutional Advance**

Dr. Singer moved, Mr. Longville seconded, and the Board members voted as follows to approve a constitutional advance from the County of San Bernardino, in the amount of \$5,000,000.00:

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

NOES: None

ABSTENTIONS: Buckner (advisory)

ABSENT: None

### 13. INFORMATION ITEMS

- A. Summary of Bond Measure P Capital Improvement Program Change Orders and Amendments for Construction Projects
- B. Budget Report
- C. Purchase Order Report
- D. Quarterly Financial Status Report
- E. Administrative Procedures
- F. Applause Cards

### 14. STAFF REPORTS

- A. SBVC President
  - A written report was submitted to the Board. Dr. Daniels explained the collegial consultation process to review the position vacancies which were a result of the SERP.
- B. SBVC Academic Senate
  - Dr. Stanskas said he appreciated the Board coming to the SBVC campus. He reported faculty is working very hard on collegial processes. He told the Board in the past that we can't afford to lose any full-time faculty and with the two SERPS we have lost lots of collective knowledge. We are now forced to make very challenging recommendations through the collegial consultation processes. Every member of the collegial consultation committee agonized over every decision. He asked the Board to please hear him when he tells them the faculty is working hard to fulfill the direction of the Board.
  - Mr. Futch expressed his concern about the vocational programs. He said we still need to do a lot of things with very little resources, and he wants to be sure we have something the community can use. Dr. Stanskas responded the college has no full-time faculty in geology or anthropology, and he understands the pain that everyone is feeling but it is happening all over the campus—not just in the vocational



education area. The faculty takes the college's mission very seriously. Dr. Singer added that the state and legislature has been telling us as public entities that we must review our budget. There is a consultation committee looking at this, and we are being forced to do something none of us want to do.

C. SBVC Classified Senate

- Absent.

D. SBVC ASB

- Damaris Castillo-Torres reported students are excited about getting a new advisor. Students have been promoting the Campus Center referendum. The end-of-the-year dinner will be held in the next two weeks.

E. CHC President

- A written report was submitted to the Board. President Harrison said the SERP resulted in 11 vacancies. CHC is also going through a collegial consultation process to look at those positions and provide the services with some very creative thinking.

F. CHC Academic Senate

- Absent.

G. CHC Classified Senate

- Absent.

H. CHC ASB

- A joint meeting of the student senates will be held April 9. Students will be planting trees in Lake Arrowhead and are looking forward to the CHC foundation gala.

I. KVCR

- A written report was submitted to the Board.

J. CTA

- Absent.

K. CSEA

- Sarah Miller thanked the members of the Board for including classified staff in the SERP. Classified retirees total more than 600 years of service. She said this is a unique opportunity to reinvent ourselves and accept change and challenges. Negotiations of the current contract are ongoing. The current agreement ends June 30, 2010, and the teams are working hard on a successor agreement.

15. ADJOURN

Mr. Ramos adjourned the meeting at 8:35 p.m.

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

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

Minutes of the Study Session of the Board of Trustees  
Thursday, April 22, 2010 – 5:00 p.m. – Assembly Room

1. CALL TO ORDER - PLEDGE OF ALLEGIANCE

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

Members Present:

James C. Ramos, President  
Carleton W. Lockwood, Jr., Vice President  
Dr. Donald L. Singer, Clerk  
John M. Futch  
John Longville (arrived at 5:30 p.m.)  
Dr. Charles S. Terrell, Jr.  
Jess C. Vizcaino, Jr.

Members Absent:

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

Administrators Present:

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

Administrators Absent:

None

Pledge of Allegiance

Mr. Baron led the Pledge of Allegiance.

2. PUBLIC COMMENT ON CLOSED SESSION AGENDA ITEMS

None.

3. APPROVE REVISED MANAGEMENT JOB DESCRIPTION –  
DIRECTOR, INTERNAL AUDITS

Dr. Terrell moved, Dr. Singer seconded, and the Board members voted as follow to approve the revised management job description for Director, Internal Audits:

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

NOES: None

ABSTENTIONS: None

ABSENT: Buckner (advisory), Hrisoulas (advisory)

Trustee Vizcaino said he would like to get the internal auditor hired as soon as possible so that we can begin to reduce some of the costs to Eadie and Payne. Mr. Baron responded that the district will negotiate with Eadie and Payne to reduce their services, and we will be doing more in-house. Bruce added that we did have an unqualified audit with fewer findings than in the past few years so we are on the right track. We will be reducing those audit costs through our internal staff.

4. REVIEW OF COLLEGE AND DISTRICT PLANS FOR  
ACCREDITATION REPORT

Dr. Matthew Lee, consultant on accreditation issues, presented a status report on the accreditation recommendations. His overview of the work completed consisted of the following:

- The Crafton Hills College Educational Master Plan draft is in the final feedback stage. He said the report is exemplary and provides the necessary direction, goals and objectives to meet the accreditation recommendations.
- The Crafton Hills College Planning and Program Review Process shows the integration between annual planning, the Educational Master Plan and the Strategic Directions, Goals and Objectives.
- The addition of the new Director of Institutional Research at Crafton Hills College has jump-started the implementation of data reliability, access and training on the use of data recommendations.
- The development of Student Learning Outcomes for instructional areas and the equivalent for non-instructional areas has progressed significantly and the college is ahead of schedule.
- Administrative and governance structures have been put into place and used extensively which addresses the recommendation pertaining to participation in decision-making and planning processes.
- Crafton Hills College has developed a long-term financial plan that will inform the planning processes.

The accreditation team also made specific recommendations that included work required by the District Office that impacted both colleges. This work has been progressing all year and is almost complete. The District has been working within the shared governance structure to develop a new budget allocation model that is currently in the feedback stage. A District Technology Plan has been approved by the shared governance committee and is also out for feedback at the campuses and district office. A Human Resources Staffing Plan is currently in development.

The Board asked several insightful questions and was pleased with the progress being made. While the final actions of the Accrediting Commission are not certain, Dr. Lee and the staff are optimistic that Crafton Hills College will be restored to full accreditation.

Dr. Lee praised the faculty and staff for their hard work over the past year leading up to these final months of activity.

5. ADJOURN

Mr. Ramos adjourned the meeting at 6:20 p.m.

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Donald L. Singer, Clerk  
San Bernardino Community College District

## **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:** May 13, 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 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**  
**May 13, 2010**

<b>CORRECTION</b>
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**AUTO courses submitted to the Board of Trustees January 2010 contained miscalculated hours. Following are the corrected hours for each course:**

**AUTO 020**

Lecture: 5.00 contact hour(s) per week  
Laboratory: 3.00 contact hour(s) per week

**AUTO 022**

Lecture: 5.00 contact hour(s) per week  
Laboratory: 3.00 contact hour(s) per week

**AUTO 024**

Lecture: 5.00 contact hour(s) per week  
Laboratory: 3.00 contact hour(s) per week

**AUTO 026**

Lecture: 5.00 contact hour(s) per week  
Laboratory: 3.00 contact hour(s) per week

**Effective Date: FA10**

<b>MODIFY COURSES</b>
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COURSE ID	COURSE TITLE
BUSAD 210	BUSINESS LAW

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

**Catalog Description:** This course explores the legal environment in which business operates. It includes an introduction to law and legal reasoning, ethics, torts, strict and products liability, criminal law and contracts. Special emphasis is placed on acquiring a working knowledge of the rules for contracting in general and the modifications applicable under the Uniform Commercial Code for the sale of goods.

**Schedule Description:** This course explores the legal environment in which business operates. Special emphasis is placed on the rules for contracting in general and on the rules under the Uniform Commercial Code for the sale of goods.

**Effective Date: FA11**

**Rationale:** Content Review

Curriculum Meetings: 03-29-10; 04-12-10

Conjoint Meeting: 04-16-10

Board of Trustees Meeting: May 13, 2010

## MODIFY COURSES

COURSE ID	COURSE TITLE
ECON 100	INTRODUCTION TO ECONOMICS

**Catalog Description:** This course is a survey of the American economy with emphases on the market system, economic growth, the national debt, inflation, unemployment and national economic policy.

**Schedule Description:** This course is a survey of the American economy with emphases on the market system, economic growth, the national debt, inflation, unemployment and national economic policy.

**Effective Date:** FA11

**Rationale:** Content Review

COURSE ID	COURSE TITLE
ECON 200	INTRODUCTION TO MACROECONOMICS

**Course Title:** Principles of Macroeconomics

**Departmental Advisories:** MATH 942 or eligibility for MATH 952 as determined by SBVC assessment process and ENGL 015 or eligibility for ENGL 101 or 101H as determined by SBVC assessment process.

**Catalog Description:** This course provides an introduction to macroeconomic theory and the role of fiscal and monetary policies in economics with special emphasis on national economic problems, aggregate measures of economic activity, macroeconomic equilibrium, financial institutions, economic growth, the business cycle and international economics.

**Schedule Description:** This course provides an introduction to macroeconomic theory and the role of fiscal and monetary policies in economics with special emphasis on national economic problems, aggregate measures of economic activity, macroeconomic equilibrium, financial institutions, economic growth, the business cycle and international economics.

**Effective Date:** FA11

**Rationale:** Content Review

COURSE ID	COURSE TITLE
ECON 200H	INTRODUCTION TO MACROECONOMICS - HONORS

**Course Title:** Principles of Macroeconomics - Honors

**Prerequisite:** MATH 095

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

**Catalog Description:** This course provides an introduction to macroeconomic theory and the role of fiscal and monetary policies in economics with special emphasis on national economic problems, aggregate measures of economic activity, macroeconomic equilibrium, economic growth, the business cycle, financial institutions and international economics. **This course is intended for students in the Honors Program but is open to all students who desire more challenging coursework.**

**Schedule Description:** This course provides an introduction to macroeconomic theory and the role of fiscal and monetary policies in economics with special emphasis on national economic problems, aggregate measures of economic activity, macroeconomic equilibrium, economic growth, the business cycle, financial institutions and international economics. **This course is intended for students in the Honors Program but is open to all students who desire more challenging coursework.**

**Effective Date:** FA11

**Rationale:** Content Review

Curriculum Meetings: 03-29-10; 04-12-10

Conjoint Meeting: 04-16-10

Board of Trustees Meeting: May 13, 2010



## MODIFY COURSES

COURSE ID	COURSE TITLE
ECON 201	PRINCIPLES OF MICROECONOMICS

**Departmental Advisories:** MATH 942 or eligibility for MATH 952 as determined by SBVC assessment process and ENGL 015 or eligibility for ENGL 101 or 101H as determined by SBVC assessment process.

**Catalog Description:** This course provides an introduction to microeconomic theory, including international economics, economic development, and comparative economics systems with special emphasis on microeconomic problems such as public goods provisioning and environmental regulations.

**Schedule Description:** This course provides an introduction to microeconomic theory, including international economics, economic development, and comparative economics systems with special emphasis on microeconomic problems such as public goods provisioning and environmental regulations.

**Effective Date:** FA11

**Rationale:** Content Review

COURSE ID	COURSE TITLE
ESCROW 101	ESCROW PROCEDURES I

**Course ID:** ESCROW 001

**Catalog Description:** This course covers methods and techniques of escrow procedures emphasizing the legal and ethical responsibilities of professionals engaged in escrow and real estate work. (Formerly ESCROW 101)

**Schedule Description:** This course covers methods and techniques of escrow procedures emphasizing the legal and ethical responsibilities of professionals engaged in escrow and real estate work. (Formerly ESCROW 101)

**Transfer Status:** Non-Transferrable

**Effective Date:** FA11

**Rationale:** Content Review

COURSE ID	COURSE TITLE
ESCROW 102	ESCROW PROCEDURES II

**Course ID:** ESCROW 002

**Prerequisite:** ESCROW 001

**Departmental Advisory:** None

**Catalog Description:** This course is a study of complex types of escrows and solutions designed to increase the knowledge and efficiency of escrow personnel are explored. (Formerly ESCROW 102)

**Schedule Description:** This course is a study of complex types of escrows and solutions designed to increase the knowledge and efficiency of escrow personnel are explored. (Formerly ESCROW 102)

**Transfer Status:** Non-Transferrable

**Effective Date:** FA11

**Rationale:** Content Review

Curriculum Meetings: 03-29-10; 04-12-10

Conjoint Meeting: 04-16-10

Board of Trustees Meeting: May 13, 2010

3 of 12

<b>MODIFY COURSES</b>
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COURSE ID	COURSE TITLE
ESCROW 103	ESCROW PROCEDURES III

**Course ID:** ESCROW 003

**Prerequisite:** ESCROW 002

**Departmental Advisory:** None

**Catalog Description:** This course covers special types of escrows with emphasis on resolving difficult issues. (Formerly ESCROW 103)

**Schedule Description:** This course covers special types of escrows with emphasis on resolving difficult issues. (Formerly ESCROW 103)

**Transfer Status:** Non-Transferrable

**Effective Date:** FA11

**Rationale:** Content Review

COURSE ID	COURSE TITLE
GEOG 120	WORLD REGIONAL GEOGRAPHY

**Departmental Advisories:** ENGL 015 or eligibility for ENGL 101 or ENGL 101H as determined by the SBVC assessment process.

**Catalog Description:** This course provides an introduction to world regional geography, emphasizing the nature of major cultural regions of the world. Through a comprehensive regional analysis, students will learn social structures, religions, languages, political systems, economics, environmental relationships, and urban development across the globe.

**Schedule Description:** This course provides an introduction to world regional geography, emphasizing the nature of major cultural regions of the world. Through a comprehensive regional analysis, students will learn social structures, religions, languages, political systems, economics, environmental relationships, and urban development across the globe.

**Effective Date:** FA11

**Rationale:** Content Review

COURSE ID	COURSE TITLE
MUS 117X4	GUITAR INSTRUCTION

**Course Title:** Acoustic Guitar Instruction

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

**Catalog Description:** This course is a progressive study of the guitar beginning with stringing, tuning and fingering, and continuing with the development of playing techniques, notation, reading guitar music, playing melodies, chord construction, and accompaniment. Students must provide their own acoustic guitar. This course may be taken four times.

**Schedule Description:** This course is a progressive study of the guitar beginning with stringing, tuning and fingering, and continuing with the development of playing techniques. Students must provide their own acoustic guitar. This course may be taken four times.

**Effective Date:** FA11

**Rationale:** Content Review

Curriculum Meetings: 03-29-10; 04-12-10

Conjoint Meeting: 04-16-10

Board of Trustees Meeting: May 13, 2010

<b>MODIFY COURSES</b>
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COURSE ID	COURSE TITLE
MUS 130	ELEMENTARY VOICE

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

**Catalog Description:** This course is an introduction and progressive study of vocal techniques including muscular aspects and sound of producing properties of the vocal mechanism with emphasis on singing and vocal projection used in speech, drama, and standard vocal literature.

**Schedule Description:** This course is an introduction and progressive study of vocal techniques with emphasis on singing and vocal projection.

**Effective Date:** FA11

**Rationale:** Content Review

COURSE ID	COURSE TITLE
MUS 131	INTERMEDIATE VOICE

**Laboratory:** 3 contact hour(s) per week  
48 - 54 contact hours per semester

**Prerequisite:** MUS 130

**Catalog Description:** This course is designed for the singer who has had formal vocal training and wishes to pursue additional training for a career in the vocal arts. Emphasis is on vocal technique, voice quality, expression, style, interpretation, stage presence, and multi-language diction.

**Schedule Description:** This course is designed for the singer who has had formal vocal training and wishes to pursue additional training for a career in the vocal arts. Emphasis is on vocal technique, voice quality, expression, style, interpretation, stage presence, and multi-language diction.

**Effective Date:** FA11

**Rationale:** Content Review

COURSE ID	COURSE TITLE
NURS 100	INTRODUCTION TO THE ASSOCIATE DEGREE NURSING PROGRAM

**Corequisite:** NURS 102

**Catalog Description:** This introductory course focuses on the core concepts of the nursing curriculum: conceptual framework, anxiety/stress, defense mechanisms, crisis interventions and nursing ethics. It includes student learning responsibilities and strategies for success in the nursing program. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.**

**Schedule Description:** This course is an introduction to the Associate Degree Nursing Program focusing on the core concepts in the nursing curriculum, student learning responsibilities, and strategies for success in the nursing program. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.**

**Effective Date:** FA11

**Rationale:** Content Review

Curriculum Meetings: 03-29-10; 04-12-10

Conjoint Meeting: 04-16-10

Board of Trustees Meeting: May 13, 2010

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<b>MODIFY COURSES</b>
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COURSE ID	COURSE TITLE
NURS 101	APPLICATION OF CRITICAL THINKING TO FIRST LEVEL NURSING PRACTICE

**Corequisites:** NURS 102 and NURS 104 or NURS 109

**Catalog Description:** This course is designed to facilitate development of critical thinking and the application of first level medical-surgical nursing theory. Included is the analysis of clinical situations, practice of selected first level nursing skills, basic mathematical nursing problems, learning techniques, and use of the nursing process. Graded on a CREDIT/NO CREDIT basis only. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.**

**Schedule Description:** This course emphasizes the development of learning techniques, critical thinking, and the application of first level medical-surgical nursing theory. Graded on a CREDIT/NO CREDIT basis only. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.**

**Effective Date:** FA11

**Rationale:** Content Review

COURSE ID	COURSE TITLE
NURS 102	FUNDAMENTALS OF NURSING

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

**Catalog Description:** This fundamentals of nursing course is an introduction to the nursing care of adult and older adult clients with basic alterations in the physiologic variable. Includes fundamental nursing concepts/skills and beginning application of the nursing process to assist clients attain or maintain their optimum level of wellness. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.**

**Schedule Description:** Fundamentals of Nursing is a introduction to the nursing care of adult and older adult clients with basic alterations in the physiologic variable and includes fundamental nursing concepts/skills and beginning application of the nursing process to assist clients attain their optimum level of wellness. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.**

**Effective Date:** FA11

**Rationale:** Content Review

Curriculum Meetings: 03-29-10; 04-12-10

Conjoint Meeting: 04-16-10

Board of Trustees Meeting: May 13, 2010

MODIFY COURSES
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COURSE ID	COURSE TITLE
NURS 108	PHARMACOLOGY FOR NURSES

**Prerequisite:** None

**Corequisites:** NURS 104 or NURS 109

**Catalog Description:** This course covers the fundamental principles of pharmacology that govern the action of drugs on the human body. There is an overview of major drug classifications and use in relation to the physiological and developmental variables. The clinical use of drug therapy will be approached as a method of assisting clients to maintain their optimum level of wellness. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.**

**Schedule Description:** This course covers the fundamental principles of pharmacology that govern the action of drugs on the human body. The clinical use of drug therapy will be shown as a method of assisting the client to maintain a optimum level of wellness. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.**

**Effective Date:** FA11

**Rationale:** Content Review

COURSE ID	COURSE TITLE
NURS 109	VOCATIONAL TO PROFESSIONAL NURSE TRANSITION

**Corequisite:** NURS 108

**Catalog Description:** This course prepares Licensed Vocational Nurses to transition into the Registered Nursing program. Includes role transition content, nursing process, standards of practice, and critical thinking in nursing. In the degree option challenge examinations covering first and second semester medical-surgical and maternity nursing content will determine eligibility for placement in the program. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE A CURRENT CALIFORNIA LVN LICENSE AND HAVE BEEN ACCEPTED INTO THE LVN TO RN NURSING PROGRAM.**

**Schedule Description:** This course prepares Licensed Vocational Nurses to transition into the Registered Nursing program. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE A CURRENT CALIFORNIA LVN LICENSE AND HAVE BEEN ACCEPTED INTO THE LVN TO RN NURSING PROGRAM.**

**Effective Date:** FA11

**Rationale:** Content Review

Curriculum Meetings: 03-29-10; 04-12-10

Conjoint Meeting: 04-16-10

Board of Trustees Meeting: May 13, 2010

## MODIFY COURSES

<b>NURS 200</b>	MEDICAL-SURGICAL NURSING III

**Prerequisites:** NURS 100 or NURS 109 and NURS 108, NURS 110 and NURS 112

**Catalog Description:** This third level medical-surgical nursing course focuses on the physiological, psychological, sociocultural and developmental variables as they relate to specific alterations in urinary elimination, circulation, metabolism, immunological and hematological subsystems. Application of the nursing process is used to assist clients to attain and maintain their optimum level of wellness. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.**

**Schedule Description:** This third level medical-surgical nursing course focuses on alterations in urinary elimination, circulation, metabolism, immunological and hematological subsystems and how the nursing process is used to assist clients to maintain their optimum level of wellness. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.**

**Effective Date:** FA11

**Rationale:** Content Review

<b>NURS 202</b>	PEDIATRIC NURSING

**Prerequisites:** NURS 100 or NURS 109 and NURS 108, NURS 110 and NURS 112

**Catalog Description:** This course focuses on a family-centered approach to the nursing care of infants and children. The nursing process is used to assess pediatric clients with commonly occurring alterations in the physiological, psychological, sociocultural and developmental variables to assist them attain or maintain their optimum level of wellness. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.**

**Schedule Description:** This course focuses on a family-centered approach to the nursing care of infants and children with commonly occurring alterations in the physiological, psychological, sociocultural and developmental variables. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.**

**Effective Date:** FA11

**Rationale:** Content Review

<b>RTVF 132</b>	LIGHTING FOR STAGE AND SCREEN

**Course Title:** Lighting and Cinematography

**Departmental Advisories:** MATH 942 or eligibility for MATH 952 as determined by the SBVC assessment process.

**Catalog Description:** This course introduces the student to the equipment and techniques of lighting design and motion picture cinematography using digital film. Content includes an overview of cinematic production and the art of film-making. Students will investigate how to best tell a story using cinematic techniques and allows the student to work on a significant film project.

**Schedule Description:** This course introduces the student to the equipment and techniques of lighting design and motion picture cinematography using digital film. Students will work on a significant film project.

**No longer cross-list with THART 132**

**Effective Date:** FA11

**Rationale:** Content Review

Curriculum Meetings: 03-29-10; 04-12-10

Conjoint Meeting: 04-16-10

Board of Trustees Meeting: May 13, 2010

<b>MODIFY COURSES</b>
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<b>SDEV 010</b>	EDUCATION PLANNING

**Catalog Description:** This course develops the student's ability to create an individualized education plan. Instruction will include UC, CSU, independent university transfer requirements, as well as associate degree and certificate requirements, and related academic policies. Graded on a pass/no pass basis only.

**Schedule Description:** This course develops the student's ability to create an individualized education plan. Instruction will include UC, CSU, independent university transfer requirements, as well as associate degree and certificate requirements, and related academic policies. Graded on a pass/no pass basis only.

**Effective Date: FA11**

**Rationale:** Content Review

<b>SDEV 015</b>	PUENTE STRATEGIES FOR COLLEGE SUCCESS

**Catalog Description:** This course helps students identify their academic strengths and limitations as a first step in long-term educational planning for transfer. In addition, students learn essential skills for creating success in college. This course is paired with ENGL 015 Preparation for College Writing (Puente Project). ENROLLMENT IS LIMITED TO STUDENTS IN THE UC PUENTE PROJECT.

**Schedule Description:** This course helps students identify their academic strengths and limitations as a first step in long-term educational planning for transfer. In addition, students learn essential skills for creating success in college. This course is paired with ENGL 015 Preparation for College Writing (Puente Project). ENROLLMENT IS LIMITED TO STUDENTS IN THE UC PUENTE PROJECT.

**Effective Date: FA11**

**Rationale:** Content Review

<b>THART 132</b>	LIGHTING FOR STAGE AND SCREEN

**Departmental Advisories:** ENGL 015 or eligibility for ENGL 101 or ENGL 101H as determined by the SBVC assessment process.

**Catalog Description:** This course is an introduction to the equipment and techniques of lighting design involving hands-on training and computer technology.

**Schedule Description:** This course is an introduction to the equipment and techniques of lighting design involving hands-on training and computer technology.

**No longer cross-list with RTVF 132**

**Effective Date: FA11**

**Rationale:** Content Review

Curriculum Meetings: 03-29-10; 04-12-10

Conjoint Meeting: 04-16-10

Board of Trustees Meeting: May 13, 2010

## DISTRIBUTED EDUCATION

**ECON 200**  
**ECON 200H**  
**ECON 201**  
**GEOG 120**

**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

**MUS 136**  
**NURS 118**  
**NURS 198**

**Effective Date: FA11**

**Rationale:** Courses no longer offered.



## Culinary Arts Program A.A. Degree Major

To graduate with a specialization in Culinary Arts, students must complete the following required courses plus the general breadth requirements for the Associate Degree (total = 60 units). NOTE: Students must complete CULART010x4 for a minimum of 8 units.

		<b>Units</b>
CULART 101	Introduction to Culinary Arts	3
CULART 010X4	Culinary Arts Internship	8 - 22
CULART 160	Introduction to Foods	3
CULART 161	Quantity Food Preparation	3
CULART 201	Culinary and Hospitality Management	3
CULART 225	Sanitation and Safety	3
CULART 235	Menu Planning Principles	3
CULART 240	Procurement, Purchasing and Selection	3
CULART 250	Food, Wine and Beverage Service Concepts	3
CULART 275	Food, Beverage and Labor Cost Control	3
BUSAD 100	Introduction to Business	3
FCS 162	Nutrition	3

<b>Recommended Courses:</b>	<b>Units</b>
BUSCAL 050      Quantitative Methods in Business	3

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<b>Total Units</b>	<b>41 - 55</b>
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**Effective Date:** FA11

**Rationale:** Content Review

Curriculum Meetings: 03-29-10; 04-12-10

Conjoint Meeting: 04-16-10

Board of Trustees Meeting: May 13, 2010

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## Culinary Arts Certificate

The Culinary Arts Certificate is designed for students who are interested in entering middle-management positions within the Restaurant/Hospitality industry. Students working for certificates must have a basic knowledge of arithmetic, reading and writing in order to learn and work in the occupations they select.

<b>REQUIRED COURSES:</b>		<b>Units</b>
CULART 101	Introduction to Culinary Arts	3
CULART 010X4	Culinary Arts Internship	8 - 22
CULART 160	Introduction to Foods	3
CULART 161	Quantity Food Preparation	3
CULART 201	Culinary and Hospitality Management	3
CULART 225	Sanitation and Safety	3
CULART 235	Menu Planning Principles	3
CULART 240	Procurement, Purchasing and Selection	3
CULART 250	Food, Wine and Beverage Service Concepts	3
CULART 275	Food, Beverage and Labor Cost Control	3
BUSAD 100	Introduction to Business	3
FCS 162	Nutrition	3

<b>RECOMMENDED COURSES:</b>		<b>Units</b>
BUSCAL 050	Quantitative Methods in Business	3

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<b>Total Units</b>	<b>41 - 55</b>
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**Effective Date:** FA11

**Rationale:** Content Review

## 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: May 13, 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**  
**May 13, 2010**

<b>CHC GENERAL EDUCATION</b>
------------------------------

- A. Natural Sciences  
**ADD:** GEOL 101H
- B. Social and Behavioral Sciences  
**ADD:** ANTHRO 106
- C. Humanities and Fine Arts
  - 1. Humanities  
**ADD:** ARABIC 101, ARABIC 102, ARABIC 103, and ARABIC 104
  - 2. Fine Arts  
**ADD:** INTDIS 140, THART 100H
- D. Language and Rationality
  - 1. Written Traditions  
**ADD:** ENGL 101H
  - 3. Quantitative Reasoning  
**DELETE:** MATH 151  
**ADD:** MATH 160
  - 4. Critical Thinking and Information Literacy  
**ADD:** ENGL 102H
- F1. Diversity and Multiculturalism  
**ADD:** ARABIC 101, ARABIC 102, ARABIC 103, and ARABIC 104

## 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: May 13, 2010

SUBJECT: Consideration of Approval of Classified Employees

### RECOMMENDATION

It is recommended that the Board of Trustees approve the employment of Cory Brady, Database Administrator, DCS, Michael Gonzales, Theatre Technician, SBVC, Lindsey Lewis, Clerical Assistant, SBVC, Deanna Trussell, Workforce Grant Assistant, PDC, and Louis Vollaie, Food Service Worker, SBVC.

### OVERVIEW

The attached list of classified employees is submitted for approval.

### ANALYSIS

The classified employees went through the regular recruitment process and are being recommended for appointment. All requirements for employment processing have been completed and Human Resources has cleared the individuals for employment.

### BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

### FINANCIAL IMPLICATIONS

Included in the 2009-10 budget.

Brady, Cory, Database Administrator, District Computing Services, full time, 12-month position, Classified Salary Schedule Range 46, Step B, \$4,288 per month, effective May 17, 2010. Replacement for Aaron Becar.

Gonzales, Michael, Theatre Technician, SBVC, Classified Salary Schedule, Range 42, Step A, \$1,757.50 (47.5%) per month, 12-month position, effective May 17, 2010. New position.

Lewis, Lindsey, Clerical Assistant I, Child Development Center, SBVC, Classified Salary Schedule, Range 21, Step A, \$1,045.95 (47.5%) per month, 12-month position, effective May 17, 2010. New position.

Vollaire, Louis, Food Service Worker, Child Development Center, SBVC, Classified Salary Schedule, Range 18, Step B, \$1,020.30 (47.5%) per month, 12-month position, effective May 17, 2010. New position.

Trussell, Deanna, Workforce Grant Assistant, Professional Development Center, Classified Salary Schedule Range 21, Step A, \$1,045.95 (47.5%) per month, 12-month position, effective May 17, 2010. New Position.

## 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: May 13, 2010

SUBJECT: Consideration of Acceptance of Classified Resignations

### RECOMMENDATION

It is recommended that the Board of Trustees accept the resignations of Malaika Brown, Secretary II, Financial Aid, SBVC, effective April 28, 2010 and Dianna Sierra, Clerical Assistant I, CHC, effective April 24, 2010.

### OVERVIEW

Letters of resignation were received from Ms. Brown after 2 years of service to the District and Ms. Sierra after 15 months of service to the District.

### ANALYSIS

The Human Resources Department has provided Ms. Brown and Ms. Sierra acceptance of their resignations from employment.

### BOARD IMPERATIVE

None.

### FINANCIAL IMPLICATIONS

No 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: Renée Brunelle, Vice Chancellor, Human Resources & Employee Relations

DATE: May 13, 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						
Professional Expert Hourly Employees						
May 13, 2010						
Name	Department	Site	Duties	Start Date	End Date	Hourly Rate
Amaral, Dusti	Respiratory Care	CHC	Respiratory Care Clinical	6/1/10	6/30/10	\$40.00
Berres, Mark	Respiratory Care	CHC	Respiratory Care Clinical	6/1/10	6/30/10	\$40.00
Bilicke, Donald	Respiratory Care	CHC	Respiratory Care Clinical	6/1/10	6/30/10	\$40.00
Bossaert, Amy	Respiratory Care	CHC	Respiratory Care Clinical	6/1/10	6/30/10	\$40.00
Browning, Jerry	PDC	DIST	Workforce Development/ PDC Trainer	5/17/10	6/30/10	\$50.00
Cuda, Julie	Respiratory Care	CHC	Respiratory Care Clinical	6/1/10	6/30/10	\$40.00
Elhanafy, Mohamed	Respiratory Care	CHC	Respiratory Care Clinical	6/1/10	6/30/10	\$40.00
Fernandez, Gil	Respiratory Care	CHC	Respiratory Care Clinical	6/1/10	6/30/10	\$40.00
Finch, Grace	Respiratory Care	CHC	Respiratory Care Clinical	6/1/10	6/30/10	\$40.00
Fredrick, Sue	Respiratory Care	CHC	Respiratory Care Clinical	6/1/10	6/30/10	\$40.00
Fugate, Stefanie	Respiratory Care	CHC	Respiratory Care Clinical	6/1/10	6/30/10	\$40.00
Gattuso, Katherine	Respiratory Care	CHC	Respiratory Care Clinical	6/1/10	6/30/10	\$40.00
Gaulke, Dawn	Respiratory Care	CHC	Respiratory Care Clinical	6/1/10	6/30/10	\$40.00
Goeting, Raffaello	Respiratory Care	CHC	Respiratory Care Clinical	6/1/10	6/30/10	\$40.00
Grainger, Michele	Respiratory Care	CHC	Respiratory Care Clinical	6/1/10	6/30/10	\$40.00
Horton, William	Respiratory Care	CHC	Respiratory Care Clinical	6/1/10	6/30/10	\$40.00
Hubert, James	Respiratory Care	CHC	Respiratory Care Clinical	6/1/10	6/30/10	\$40.00
Jones, Blanche	PDC	DIST	Workforce Development/ PDC Trainer	5/17/10	6/30/10	\$50.00

Kibbe, Mark	Respiratory Care	CHC	Respiratory Care Clinical	6/1/10	6/30/10	\$40.00
Langdon, Clay	Respiratory Care	CHC	Respiratory Care Clinical	6/1/10	6/30/10	\$40.00
Lockridge, Henry	Respiratory Care	CHC	Respiratory Care Clinical	6/1/10	6/30/10	\$40.00
McCarty, Dennis	Respiratory Care	CHC	Respiratory Care Clinical	6/1/10	6/30/10	\$40.00
Merrill-Henry, Jeanette	Respiratory Care	CHC	Respiratory Care Clinical	6/1/10	6/30/10	\$40.00
Modhu, Sherleen	Respiratory Care	CHC	Respiratory Care Clinical	5/14/10	6/30/10	\$40.00
Owen, Connie	Respiratory Care	CHC	Respiratory Care Clinical	6/1/10	6/30/10	\$40.00
Pham, Tram	Science	SBVC	Assistant Instructor	6/7/10	6/30/10	\$20.00
Rafeedie, Nidal	Respiratory Care	CHC	Respiratory Care Clinical	6/1/10	6/30/10	\$40.00
Rahn, Amy	Respiratory Care	CHC	Respiratory Care Clinical	6/1/10	6/30/10	\$40.00
Reppert, Phillip	Respiratory Care	CHC	Respiratory Care Clinical	6/1/10	6/30/10	\$40.00
Rinnander, Paul	Respiratory Care	CHC	Respiratory Care Clinical	6/1/10	6/30/10	\$40.00
Roberts, James	Respiratory Care	CHC	Respiratory Care Clinical	6/1/10	6/30/10	\$40.00
Rojas, Daniel	Respiratory Care	CHC	Respiratory Care Clinical	6/1/10	6/30/10	\$40.00
Santos, Alexander	Respiratory Care	CHC	Respiratory Care Clinical	6/1/10	6/30/10	\$40.00
Simmons, Genevieve	Respiratory Care	CHC	Respiratory Care Clinical	6/1/10	6/30/10	\$40.00
Tuttle, Brent	PDC	DIST	Workforce Development/ PDC Trainer	5/17/10	6/30/10	\$50.00
Yamashiro, Mark	Respiratory Care	CHC	Respiratory Care Clinical	6/1/10	6/30/10	\$40.00
Yaoshimoto, Glen	Respiratory Care	CHC	Respiratory Care Clinical	6/1/10	6/30/10	\$40.00

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**Substitute Employees**

**May 13, 2010**

<b>Name</b>	<b>Department</b>	<b>Site</b>	<b>Duties</b>	<b>Start Date</b>	<b>End Date</b>	<b>Hourly Rate</b>
Avramis, Alicia	Child Development Center	CHC	Child Development Assistant	4/15/10	6/15/10	\$12.35
Beall, Jerry	Tool Room	SBVC	Tool Room Specialist	4/1/10	5/30/10	\$14.31
Belknap, Amy	Child Development Center	CHC	Child Development Assistant	4/25/10	6/25/10	\$12.35
Bocanegra, LeeAnn	Child Development Center	CHC	Child Development Assistant	4/11/10	6/11/10	\$12.35
Book, Paula	Child Development Center	CHC	Child Development Assistant	4/15/10	6/15/10	\$12.35
Brady, Cory	District Computing Services	Annex	Database Administrator	4/9/10	6/9/10	\$23.47
Caudillo, Joe	Library	SBVC	Library Media Clerk	4/8/10	5/24/10	\$14.31
Covarrubias, Martha	Child Development Center	SBVC	Child Development Assistant	3/11/10	5/9/10	\$12.35
Covarrubias, Martha	Child Development Center	SBVC	Child Development Teacher	4/5/10	6/2/10	\$17.76
Curtis, Justin	Child Development Center	CHC	Child Development Assistant	4/15/10	6/15/10	\$12.35
Dahlstrom, Melodie	Child Development Center	CHC	Child Development Assistant	4/12/10	6/12/10	\$12.35
Escano, Tina	Counseling	SBVC	Secretary I	3/5/10	6/30/10	\$15.43
Fife, Purificacion	Fiscal Services	Dist	Senior Payroll Accountant	4/5/10	4/8/10	\$21.78
Hernandez, Anita	CalWorks	SBVC	WorkAbility III/Job Developer	4/5/10	6/5/10	\$18.33
Hoang, Thu Hong	Cafeteria	SBVC	Food Service Worker	4/20/10	6/19/10	\$11.75
Lewis, Lindsey	Child Development Center	SBVC	Clerical Asst I	4/12/10	5/16/10	\$12.65
Limon, Irma	Child Development Center	SBVC	Child Development Assistant	3/11/10	5/9/10	\$12.35
Lopez, Rosa	Facilities	Dist	Custodian	4/12/10	6/11/10	\$14.68

Lopez, Rosa	Facilities	Dist	Lead Custodian	4/12/10	6/11/10	\$16.20
Luther, Lorie	Child Development Center	CHC	Child Development Assistant	4/15/10	6/15/10	\$12.35
Martinez, Ashley	Child Development Center	CHC	Child Development Assistant	4/11/10	6/11/10	\$12.35
Molina, Corrine	Child Development Center	SBVC	Child Development Teacher	3/11/10	4/9/10	\$17.76
Ortiz, Brenda	Child Development Center	SBVC	Child Development Teacher	2/17/10	5/10/10	\$17.76
Paulson, Celia	Admissions & Records	SBVC	Admissions & Records Technician	4/2/10	6/30/10	\$16.61
Perez, Blanca	Child Development Center	SBVC	Child Development Teacher	3/11/10	5/9/10	\$17.76
Peterson, Brandi	Child Development Center	SBVC	Child Development Assistant	3/11/10	5/9/10	\$12.35
Treacy, Rosa	Child Development Center	SBVC	Child Development Assistant	3/11/10	5/9/10	\$12.35
Vollaire, Louis	Child Development Center	SBVC	Food Service Worker	4/12/10	5/16/10	\$11.75
Williams, Sophia	Child Development Center	SBVC	Child Development Assistant	3/11/10	5/9/10	\$12.35
Williams, Sophia	Child Development Center	SBVC	Child Development Assistant	5/7/10	6/30/10	\$12.35
Wyatt, Catherine	Child Development Center	CHC	Child Development Assistant	4/5/10	6/5/10	\$12.35
Webb, Marsha	Police	Dist	Dispatch Clerk	4/19/10	6/18/10	\$15.81
Zapfen, Lorena	Clerical Assistant II	CHC	EOP&S	4/12/10	5/14/10	\$13.97

## 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: May 13, 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 & 2010-2011 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 2010-2011 academic year.

### BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

### FINANCIAL IMPLICATIONS

Included in the 2009-2010 & 2010-2011 budgets.

**CHC – Adjunct & Substitute Academic Employees – Spring 2010**

Moreno, Mariana	EOPS Counselor
Schoenfeld, Racquel	EOPS Counselor

**CHC – Adjunct & Substitute Academic Employees – Summer 2010**

Adams, Matthew	Physics
Baldwin, Melissa	Chemistry
Beck, Maria	Counselor
Bedoya, Rosemary	Counselor
Bell, Judith	Campus Nurse
Bell, Reynaldo	Respiratory Care
Bishop, Robin	Emergency Medical Services
Boebinger, Kelly	Chemistry
Bray, Linda L.	Allied Health
Brinkhouse, Loida	Nurse Practitioner
Brown, Robert	College Life
Bryson, Kenneth R.	Respiratory Care
Camp, Brad	Counselor
Casale, William L.	Microbiology
Chase, Kristina	Campus Nurse
Chavira, Rejoice	Counselor
Colvey, Kirsten	Counselor
Contreras, Amber	Respiratory Care
Costello, Gerarda	History
Coy, Peter	Fire Technology
Crow, Kathryn	Emergency Medical Services
Cummings, Lou'Rie	Counselor
Davis, Joyce	Librarian
Dietrich, Mike	Fire Technology
Drake-Green, Penny Marie	Speech Communication
Elliott, Verlingia	Librarian
Estrada, Colleen	Fire Technology
Estrada, Laura	Campus Nurse
Faraclas, Sarah	Campus Nurse
Fogle, Chris	Fire Technology
Franklin, Bradley	Respiratory Care
Fratu, Matt	Fire Technology
Fry, Maureen	Learning Disabilities Specialist
Garcia, Claudia	Counselor
Garcia, Eddie	Counselor
Gibson, Kathleen	Mathematics
Golder, Dave	Fire Technology
Goux, Claudette	Art
Guhl, Heather	Campus Nurse
Hamlett, Cynthia	English
Hansen, Sandra	Campus Nurse
Hawkins, John	Counselor
Henriquez, Aja	English
Herbert, Shelton	Anatomy
Hooker, Marie	Campus Nurse
Hughes, Richard	Geography

Johns, Karl	Librarian
Johnson, David L.	Astronomy, Physics
Kalender, Volkan	Political Science
Kelly, David	Fire Technology
Kibbe, Mark	Respiratory Care
Knudsen, Arin	Counselor
Ledoux, Janine	Physical Education
Leon, Ralph	Mathematics
Linfield, Leon	English
Lockridge, Henry V.	Respiratory Care
Lowe, Lynn	Reading and Study Skills
Matthews, Damaris L.	Learning Resources
McConnell, Mark	Music
McLaren, Meridyth	Child Development
Molino, Gloria	Counselor
Moreno, Mariana	EOPS Counselor
Murphy, Ryan	English
Musch, German	Biology
Newson, Helen	Campus Nurse
Nunn, Steve	Fire Technology
O'Shaughnessy, Vonda	Speech Communication
Ogimachi, Tom	Mathematics
Pambianco, Tom	Fire Technology
Peters, Lincoln	Fire Technology
Pfahler, Diane	Psychology
Piamonte, Rennard	Mathematics
Provansal, Gary	Fire Technology
Purves, Dianne	Biology
Race, Aaron J.	English
Ramirez, Robert	Mathematics
Ramirez, Stephen	Mathematics
Romano, Nicholas M.	Computer Information Systems
Ross, Helen	Sociology
Ruiz, Sabrina	Librarian
Saindon, Roger	Fire Technology
Saldana, Katherine	Counselor
Sanchez, Paul	Librarian
Schoenfeld, Racquel	EOPS Counselor
Schrom, Gladys	Spanish
Schwartz, Christine	Librarian
Sheahan, Michael	Respiratory Care
Sommer, Bob	Fire Technology
Stafford, Kathy	Campus Nurse
Sternard, Evan	Counselor
Tarcon, Sue	Campus Nurse
Troutman, Lucy	Campus Nurse
Walls, Ronald	Fire Technology
Washburn, Ben	Counselor
Wilson, Debbie	Counselor
Wong, Chau	Mathematics

**SBVC - Adjunct & Substitute Academic Employees-Summer Semester 2010**

Luke, Craig	STAR Program
Quezada, Reyes	STAR Program

**SBVC – Adjunct & Substitute Academic Employees-Academic Year 2010-2011**

Edwards, Jocelyn	Counseling
Figueroa, Leticia	Student Health Services
Hawthorne, Terrie	Valley Bound
Hunter, JoAlice	EOP&S/CARE
Kelly-Silagy, Deana	Counseling
Long, Richard	Counseling
Luke, Craig	STAR Program
Martin, Desiree	Counseling
Moreno, Mariana	Counseling
Neel, Roxanne	Counseling
Quezada, Reyes	STAR Program
Smith, Joyce	Counseling
Solorio, Carlos	Counseling
Valdez-Flynn, Veronica	Counseling



## 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: May 13, 2010

SUBJECT: Consideration of Approval of Non-Instructional Pay for Academic Employees

### RECOMMENDATION

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

### 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.

**SAN BERNARDINO VALLEY COLLEGE**  
**Non-Instructional Hourly**

**Todd Heibel**, supporting the Workforce Investment Board GIS program, 6/1/2010 to 6/30/2010, \$43.16 an hour, not to exceed 95 hours; 01-42-01-4641-0000-1480.00-0958

**Vanessa Engstrom**, supporting the Workforce Investment Board GIS program, 6/1/2010 to 6/30/2010, \$43.16 an hour, not to exceed 21 hours; 01-42-01-4641-0000-1480.00-0958

**Glenn Drewes**, supporting the Workforce Investment Board GIS program, 6/1/2010 to 6/30/2010, \$43.16 an hour, not to exceed 10 hours; 01-42-01-4641-0000-1480.00-0958

**Algie Au**, supporting the Workforce Investment Board GIS program, 6/1/2010 to 6/30/2010, \$43.16 an hour, not to exceed 10 hours; 01-42-01-4641-0000-1480.00-0958

**Mark Ikeda**, supporting the Workforce Investment Board GIS program, 6/1/2010 to 6/30/2010, \$43.16 an hour, not to exceed 10 hours; 01-42-01-4641-0000-1480.00-0958

**Don Buchanan**, supporting the Workforce Investment Board GIS program, 6/1/2010 to 6/30/2010, \$43.16 an hour, not to exceed 21 hours; 01-42-01-4641-0000-1480.00-0958

**Bill Muir**, supporting the Workforce Investment Board GIS program, 6/1/2010 to 6/30/2010, \$43.16 an hour, not to exceed 8 hours; 01-42-01-4641-0000-1480.00-0958

**Lisa Schmidt**, supporting the Workforce Investment Board GIS program, 6/1/2010 to 6/30/2010, \$43.16 an hour, not to exceed 52 hours; 01-42-01-4641-0000-1480.00-0958

**Solomon Nimako**, supporting the Workforce Investment Board GIS program, 6/1/2010 to 6/30/2010, \$43.16 an hour, not to exceed 50 hours; 01-42-01-4641-0000-1480.00-0958

**Jeff Krizek**, supporting the Workforce Investment Board GIS program, 6/1/2010 to 6/30/2010, \$43.16 an hour, not to exceed 50 hours; 01-42-01-4641-0000-1480.00-0958

**Robert Conrad**, supporting the Workforce Investment Board GIS program, 6/1/2010 to 6/30/2010, \$43.16 an hour, not to exceed 20 hours; 01-42-01-4641-0000-1480.00-0958

**Achala Chatterjee**, supporting the Workforce Investment Board WST program, 6/1/2010 to 6/30/2010, \$43.16 an hour, not to exceed 50 hours; 01-42-01-4652-0000-1480.00-0799

**Sheri Lillard**, supporting the Workforce Investment Board WST program, 6/1/2010 to 6/30/2010, \$43.16 an hour, not to exceed 10 hours; 01-42-01-4652-0000-1480.00-0799

**Ernie Ariza**, supporting the Workforce Investment Board WST program, 6/1/2010 to 6/30/2010, \$43.16 an hour, not to exceed 10 hours; 01-42-01-4652-0000-1480.00-0799

**Mark Wiley**, supporting the Workforce Investment Board WST program, 6/1/2010 to 6/30/2010, \$43.16 an hour, not to exceed 10 hours; 01-42-01-4652-0000-1480.00-0799

**Patrick Milroy**, supporting the Workforce Investment Board WST program, 6/1/2010 to 6/30/2010, \$43.16 an hour, not to exceed 10 hours; 01-42-01-4652-0000-1480.00-0799

**Steven Enna**, supporting the Workforce Investment Board WST program, 6/1/2010 to 6/30/2010, \$43.16 an hour, not to exceed 50 hours; 01-42-01-4652-0000-1480.00-0799.

**Vijay Korisal**, supporting the Workforce Investment Board WST program, 6/1/2010 to 6/30/2010, \$43.16 an hour, not to exceed 50 hours; 01-42-01-4652-0000-1480.00-0799

**Clarence Mansell**, supporting the Workforce Investment Board WST program, 6/1-2010 to 6/30/2010, \$43.16 an hour, not to exceed 20 hours; 01-42-01-4652-0000-1480.00-0799

**Lou Fossum**, supporting the Workforce Investment Board GIS and WST programs, 6/1/2010 to 6/30/2010, \$43.16 an hour, not to exceed 80 hours; 01-42-01-4641-0000-1480.00-0958 and 01-42-01-4652-0000-1480.00-0799

**Jennifer Mendoza**, supporting the Workforce Investment Board GIS and WST programs, 6/1/2010 to 6/30/2010, \$43.16 an hour, not to exceed 20 hours; 01-42-01-4641-0000-1480.00-0958 and 01-42-01-4652-0000-1480.00-0799

**Marybeth Barrios**, supporting the Workforce Investment Board GIS and WST programs, 6/1/2010 to 6/30/2010, \$43.16 an hour, not to exceed 20 hours; 01-42-01-4641-0000-1480.00-0958 and 01-42-01-4652-0000-1480.00-0799

**Aaron Wagner**, supporting the Workforce Investment Board GIS and WST programs, 6/1/2010 to 6/30/2010, \$43.16 an hour, not to exceed 80 hours; 01-42-01-4641-0000-1480.00-0958 and 01-42-01-4652-0000-1480.00-0799

**Roger Sadler**, supporting the Workforce Investment Board GIS and WST programs, 6/1/2010 to 6/30/2010, \$43.16 an hour, not to exceed 10 hours; 01-42-01-4641-0000-1480.00-0958 and 01-42-01-4652-0000-1480.00-0799

**Amy Avelar**, supporting the Workforce Investment Board GIS and WST programs, 6/1/2010 to 6/30/2010, \$43.16 an hour, not to exceed 10 hours; 01-42-01-4641-0000-1480.00-0958 and 01-42-01-4652-0000-1480.00-0799

## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Acting Chancellor

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

PREPARED BY: Gloria M. Harrison, President, CHC

DATE: May 13, 2010

SUBJECT: Approval of Academic Contract Increase

### RECOMMENDATION

It is recommended that the Board of Trustees approve an increase in contract days from 177 to 221 days for Daniel Word, Program Director, Paramedic Program, CHC, effective July 1, 2010.

### OVERVIEW

As of July 1, 2010, Daniel Word will be the Program Director of the Paramedic Program, CHC, replacing Kathryn Crow. His work calendar will change from 177 to 221.

### ANALYSIS

As per agreement between the San Bernardino Community College District and the San Bernardino Community College District Chapter CTA/NEA, regular eleven-month employees shall contain 221 workdays for any academic year.

### BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

### FINANCIAL IMPLICATIONS

Included in the 2010-2011 budget.

## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Acting Chancellor

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

PREPARED BY: Gloria M. Harrison, President, CHC

DATE: May 13, 2010

SUBJECT: Approval of Academic Contract Reduction

### RECOMMENDATION

It is recommended that the Board of Trustees approve a reduction in contract days from 221 to 177 days for Kathryn Crow, Program Director, Paramedic Program, effective July 1, 2010.

### OVERVIEW

As of July 1, 2010, Kathryn Crow will resign as Program Director of the Paramedic Program. Her work calendar will change from 221 days to 177 days.

### ANALYSIS

As per agreement between the San Bernardino Community College District and the San Bernardino Community College District Chapter CTA/NEA, regular ten-month employees shall contain 177 workdays for any academic year.

### BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

### FINANCIAL IMPLICATIONS

No financial impact.

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

TO: Board of Trustees

FROM: Bruce Baron, Acting Chancellor

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

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

DATE: May 13, 2010

SUBJECT: Consideration of Approval to Continue Tech Prep Liaison Position  
SBVC

### RECOMMENDATION

It is recommended that the Board of Trustees approve to continue the Tech Prep Liaison position, SBVC.

### OVERVIEW

Past practice at Valley College has supported the ongoing agreement to support the Tech Prep Liaison position with the Inland Desert Tech Prep Consortium.

### ANALYSIS

The Inland Desert Tech Prep Consortium Executive Directors fund the position of the Tech Prep Liaison which is housed at Valley College each year.

### BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence

### FINANCIAL IMPLICATIONS

None.

## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Acting Chancellor

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

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

DATE: May 13, 2010

SUBJECT: Consideration of Approval of Management Appointment

### RECOMMENDATION

It is recommended that the Board of Trustees approve the management appointment of Director, Student Life, SBVC.

### OVERVIEW

Fernando Poveda, Director, Student Life, SBVC, full-time, 12-month position, Management Salary Schedule, Range 15, Step C, \$7,585 per year effective May 14, 2010. Replacement for Denise Schaper.

### ANALYSIS

The Human Resources Department conducted a nationwide search for the position of Director, Student Life, SBVC. All requirements for employment have been completed and Human Resources has cleared the individual for employment.

### BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

### FINANCIAL IMPLICATIONS

Included in the 2009-10 budget.

## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Acting Chancellor

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

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

DATE: May 13, 2010

SUBJECT: Consideration of Approval of Salary Step Advancement for Management Employee

### RECOMMENDATION

It is recommended that the Board of Trustees approve the salary step advancement for Larry Ciecalone, President & General Manager, KVCR, retroactive to July 1, 2009.

### OVERVIEW

Based on performance and evaluation, Bruce Baron, Acting Chancellor, is recommending that Larry Ciecalone be advanced on the management salary schedule from Range 26, Step D, \$13,621 per month to Range 26, Step E, \$14,302 per month

### ANALYSIS

Advancement on the management salary schedule for employees on Range 23 and higher is at the discretion of the Chancellor, upon approval by the Board of Trustees.

### BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

### FINANCIAL IMPLICATIONS

Included in the 2009-10 budget.



## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Acting Chancellor

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

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

DATE: May 13, 2010

SUBJECT: Consideration of Approval of Revised Management Job Description

### RECOMMENDATION

It is recommended that the Board of Trustees approve the revised management job description for District Director of Marketing and Public Relations.

### OVERVIEW

The job description for District Director of Marketing and Public Relations is being revised to meet the institutional needs of the District.

### ANALYSIS

This position is responsible for coordinating and implementing a District-wide program of marketing, public information, community relations activities and institutional advancement and will also serve as Crafton Hills College media and marketing representative, publications producer and coordinator of special events.

### BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

### FINANCIAL IMPLICATIONS

Included in the 2009-10 budget.

## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

### DISTRICT DIRECTOR OF MARKETING AND PUBLIC RELATIONS

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

#### **DEFINITION SUMMARY DESCRIPTION:**

Under the direction of the Chancellor, the District Director of Marketing and Public ~~Information~~ Relations will implement and coordinate a District-wide program of marketing, public information, community relations activities, and institutional advancement; and will perform related work as required. This position will also serve as Crafton Hills College media and marketing representative, publications producer, and coordinator of special events.

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

~~Duties may include, but are not limited to the following:~~ *The following duties are typical for this classification.*

1. Serves as the District resource regarding the development of a marketing and public information program for the District. Maintains District-wide record of publicity.
2. Develops standards for, and coordinates the preparation and publication of all information regarding the District and coordinates with colleges and sites regarding off-campus marketing efforts within the service area.
3. Maintains close liaison with media, alerting them to stories of interest, preparing appropriate press releases, and hosting them at various meetings with the District, colleges, and auxiliary sites.
4. Develops and maintains close working relationships with college and site staffs, and consults with them regarding the promotion of college and site projects emphasizing maximizing and retaining student enrollment.
5. Develops and maintains broad-reaching community contacts to both gather and disseminate demographic, opinion, and strategic marketing data.
6. Serves as liaison with Public Relations officer contacts at various community and civic organizations.
7. Prepares copy for District and college news/media releases, the District newsletter, annual reports, and other publications that serve as information pieces for the communities served by the District.
8. Takes, or arranges to have taken, news photographs at various District and colleges events.
9. Maintains file of general information and statistics.

10. Assists the Chancellor in the preparation of information for the Board of Trustees, and in responses to local, state, and federal leaders or legislators.
11. Coordinates the publication and distribution of college catalogs and class schedules in cooperation with college staff.
12. Coordinates information including District and college web site.
13. Performs other duties as assigned.

**MINIMUM QUALIFICATIONS:**

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

**Knowledge of:**

Operational characteristics, services, and activities of a marketing and public relations program.

Principles and practices of program development and administration.

Principles and practices of marketing and public relations.

Advanced methods and techniques of journalistic writing and reporting techniques.

Advanced methods, procedures, programs, and techniques used to write, edit, and publish newsletters and brochures.

Public information channels.

Techniques and equipment used to create various forms of media and marketing material.

Principles and practices of photography.

Principles and practices of budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Office procedures, methods, and equipment including computes and applicable software applications such as desktop publishing, word processing, graphics, design, page layout, drawing, painting and database management.

Principles of business letter writing and basic report preparation.

English usage, spelling, grammar, and punctuation.

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

**Ability to:**

Develop, implement, and evaluate marketing & public relations goals, objectives, policies, and procedures.

Plan, organized, direct, coordinate, and evaluate marketing & public relations programs.

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

Edit and prepare articles for publication.

Interact with staff and students in planning and coordinating public relations activities.

Deliver promotional materials to various venues.

Respond to inquiries and requests

Plan and organize work to meet changing priorities and deadlines.

Meet critical deadlines while working with frequent interruptions.

Oversee, direct, and coordinate the work of lower level staff.

Participate in the selection and recommendation, supervision, training, and evaluation of staff.

Participate in the preparation and administration of assigned budget.

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

Organize data, maintain records, and prepare reports.

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

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

Operate a digital camera and manipulate digital images.

Operate office equipment including computers and applicable software applications such as desktop publishing, word processing, graphics, design, page layout, drawing, painting and database management.

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

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**

### **Education and Training:**

A Bachelor's degree from an accredited college or university ~~institution in a relevant field such as~~ with major course work in journalism, communications, advertising, marketing, English, public relations or a related field. ~~and three years experience in Public Relations and Marketing. College or university public information experience is desirable.~~

### **Required Experience:**

Three (3) years of increasingly responsible experience in advertising, marketing or public relations.

### **License or Certification:**

Possession of a valid California's driver's license.

### **Preferred Experience:**

1. A Master's degree from an accredited college or university ~~institution in a relevant field such as~~ with major course work in journalism, communications, advertising, marketing, English, public relations or a related field.
2. Public information experience in community college or university.

## **Knowledge**

~~Knowledge of marketing and public relations principles and practices; public information channels, and reporting techniques; techniques of news writing, editing, and producing information; English usage, grammar, composition, vocabulary, spelling, and punctuation; photography methods, techniques and equipment; and computer usage.~~

## **Ability**

~~Ability to plan, organize, and administer marketing and public relations services; edit and prepare articles for publication using a computer; research and prepare newsworthy articles; establish and maintain effective resources for publication and distribution; set up and take pictures for publication; meet schedules and deadlines; communicate effectively, both orally and in writing; establish and maintain cooperative and effective working relationships; work independently with~~

~~little direction; meet the public with courtesy and tact; and interact with staff and students in planning and conducting public relations activities.~~

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

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

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

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

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

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

Board Approved: May 2001  
Revised: May 2010

Range: 14

## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Acting Chancellor

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

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

DATE: May 13, 2010

SUBJECT: Consideration of New Management Job Descriptions

### RECOMMENDATION

It is recommended that the Board of Trustees approve the new management job descriptions for Workforce Development Manager, PDC and Logistics Technology Manager.

### OVERVIEW

The Workforce Development Manager, PDC will manage the marketing, development and delivery of fee-based training programs, seminars and workshop and the customized contract education programs offered through the Professional Development Center. The Logistics Technology Manager is responsible for managing, developing and implementing the U.S. Department of Labor Logistics Grant.

### ANALYSIS

It is necessary to develop job descriptions to meet the workforce training needs of the public and private sector employers in geographic service area of the District and the U.S. Department of Labor Logistics Grant.

### BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

### FINANCIAL IMPLICATIONS

There are full-time categorically funded positions and are contingent upon the availability of funds and "life of the grants".

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

### **WORKFORCE DEVELOPMENT MANAGER, PDC**

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

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

#### **SUMMARY DESCRIPTION**

Under the direction of the Executive Director of Economic Development and Corporate Training, the Workforce Development Manager position is responsible for managing the marketing, development and delivery of fee-based training programs, seminars and workshop and the customized contract education (credit and not-for-credit) programs offered through the Professional Development Center (PDC). This position is also responsible for managing the operation of the food handling and food safety management training programs and ascertains the workforce training needs of the public and private sector employers in the geographical service area of the District.

#### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification.*

1. Ascertains the workforce training needs of the public and private sector employers in the geographical service area of the District by outreaching to the business community and working closely with various business sectors and industrial clusters.
2. Manages the development and marketing of short-term fee-based training programs, such as seminars and workshops, relevant to the human capital development needs of regional employers.
3. Provides outreach to the business community and work closely with the training needs of the employers in the geographical service area.
4. Researches, develops and submits training and grant proposals in order to secure funding and to offer workforce development programs and services to the regional employers.
5. Manages the grant funded programs, services and budget accounts.
6. Manages the marketing efforts and recruitment of incumbent workers and other training participants for the short-term fee-based and customized contract education (credit and not-for-credit) programs.
7. Plans, develops, markets, organizes and manages the operation of the Food Handling and Food Safety Management training programs offered by the PDC.
8. Manages the delivery of all training programs and student support services for programs offers at the PDC and at the employer or community sites.
9. Provides supervision for the trainers and clerical support staff directly related to the Workforce Development programs offered through the PDC.
10. Manages the registration, fee collection, records management and account management functions of the training programs offered.
11. Generates adequate funds through contracts and grants to fully support the continuation of the program and other direct and indirect expenses related to the fee-based training and customized contract education programs.
12. Prepares, monitors and recommends budgets for training programs and grant projects.

13. Plans, implements, and maintains compliance with the workplan objectives, activities and deadlines of all federal and state grants received. Provides all quarterly and annual narrative reports.
14. Serves as the District representative to all required local, regional and state-wide committees and meetings.
15. Anticipates, prevents and resolves difficult and sensitive inquiries, conflicts and complaints.
16. 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 a contract education program.  
Principles and practices of administering and monitoring grants.  
Grant regulations and requirements including restrictions and financial reporting requirements.  
Principles and practices of program development and administration.  
Principles and practices of budget preparation and administration.  
Principles and practices of project management.  
Principles of supervision, training, and performance evaluation.  
Procedures, processes and programs utilized by community colleges' Economic and Workforce Development Program.  
Workforce training programs in a public college environment.  
Principles and practices in the development and implementation of marketing strategies.  
Pertinent federal, state, and local laws, codes and regulations relating to economic and workforce development programs.  
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, presentations, and databases.  
Methods and techniques of data collection, research, and report preparation.  
Principles and procedures of record keeping.

#### **Ability to:**

Oversee and participate in the management of a comprehensive contract education program.  
Plan and organize seminars, training, and activities.  
Create and maintain project budget from overall financial plans through the use of computer base spreadsheets.  
Oversee, direct, and coordinate the work of lower level staff and participate in the selection, supervision, training, and evaluation of staff.  
Participate in the development and administration of goals, objectives, and procedures for assigned area.  
Gather and analyze data and situations and make appropriate decisions.  
Manage multiple programs, projects or grants simultaneously and be sensitive to changing priorities and deadlines.  
Prepare and present comprehensive, concise, clear oral and written reports and presentations.  
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.  
Interpret and apply California Education Code, Title 5, federal, state, and local policies, laws, and regulations as it relates to the position.  
Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.  
Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties.  
Provide leadership based on ethics and principles as they relate to grant management functions and operations.



Plan and organize work to meet changing priorities and deadlines.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

### **Education and Experience Guidelines**

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

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

#### **Required Experience:**

Five (5) years of increasingly responsible work experience in economic and workforce development programs, including two (2) years of related project/program management, administrative and supervisory responsibility.

#### **Special Requirements:**

1. Willingness to work flexible hours, including evening and weekends.
2. Possession of a valid California Driver's License.

#### **Preferred Experience:**

1. A Master's degree in business or public administration.
2. Experience in the development and coordination of Employment Training Panel (ETP) programs offered at community colleges.
3. Experience in the working with the Workforce Investment Board (WIB) and/or the Workforce Development Department (WDD).

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

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

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

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

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

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

Board Approved: May 2010

Range: 10

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

### **LOGISTICS TECHNOLOGY MANAGER**

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

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

#### **SUMMARY DESCRIPTION**

Under the administrative direction of the Executive Director of Economic Development and Corporate Training (EDCT), the Logistics Technology Manager position is responsible for managing, developing and implementing the U.S. Department of Labor (DOL) Logistics Grant. This position is also responsible for developing, coordinating and delivering training programs and skill standards certifications; and coordinating the Southern California Logistics Technology Collaborative (SCLTC) partnerships with participating community colleges and employers. The Logistics Technology Manager also oversees and directs the four (4) community college sub-grantees (Riverside College, Long Beach City College, Los Angeles East College, and San Bernardino Valley College) and the Manufacturing Skills Standards Council (MSSC).

#### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification.*

17. Plans, directs, supervises, evaluates and manages the DOL grant project by providing leadership, fiscal controls, project management, budgetary oversight and coordination in accordance with the terms and conditions of the grant.
18. Manages and provides leadership for outreach activities, including the development of liaisons with business partners, Workforce Investment Boards (WIB), community service agencies, and government agencies in order to increase the effectiveness, enrollment and placement of students.
19. Provides leadership in the administration of the DOL grant, including but not limited to not-for-credit course development, instructor training, client orientation, coordination and delivery of training programs, certifications, and related areas as identified in the grant agreement with the DOL and the Office of Management and Budget (OMB).
20. Develops detailed budgets, maintains and reconciles accounts, submits budget changes, tracks both Federal and District accounts, and files appropriate paperwork to allow for timely and accurate tracking.
21. Monitors, evaluates and manages budgetary transactions for compliance with the terms and conditions of the grants and, in consultation with the Project Consultant, seeks approval where necessary for modifications to the workplan, grant objectives, and budgets from federal agencies.
22. Coordinates and oversees the accounts, maintenance of accurate records and reporting and tracking of services provided through sub-grantees, contractors, participating community colleges, WIBs, business partners, school districts, and other grant partners or clients.
23. Develops, prepares and submits, quarterly and annual financial and narrative reports in accordance with the guidelines of the grant under DOL and OMB and the San Bernardino Community College District.
24. Coordinates and manages the delivery and operation of seminars, training events, testing services, and other scheduled activities of the grants and sub-contracts.
25. Serves as the program liaison and conducts the outreach efforts with businesses, partners, educational providers, WIBs, community colleges, universities, Regional Occupational Centers and Programs (ROC/P), middle and high schools, and the Alliance for Education.

26. Serves as the Grant Project Administrator in the absence of the Executive Director of Economic Development and Corporate Training (EDCT).
27. Participates in the development of new grant proposals, newsletters, brochures, forms, manuals and other appropriate communication mediums about SCLTC programs.
28. Provides assistance and guidance for internal and external program audits and reviews.
29. Attends and participates in a variety of meetings in support of Logistics training programs and activities; organizes the SCLTC Advisory Committee and represents the college at local, regional and national activities, meetings and conferences.
30. Serves on District-wide committees and project-related committees as assigned.
31. Supervises, directs, trains and evaluates assigned faculty and staff.
32. Anticipates, prevents and resolves difficult and sensitive inquiries, conflicts and complaints.
33. 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 a logistics and/or industrial technology. Principles and practices in project and fiscal management; program development and administration; and budget preparation and administration.

Principles and practices of administering and monitoring grants.

Grant regulations and requirements including restrictions and financial reporting requirements.

Principles and practices of program development and administration.

Principles of supervision, training, and performance evaluation.

Procedures, processes and programs utilized by community colleges' Economic and Workforce Development Program.

Procedures, processes and programs utilized by Department of Labor (DOL) and the Office of Management and Budget (OMB) as it relates to the grant.

Workforce training programs in a public college environment.

Principles and practices in the development and implementation of marketing strategies.

Pertinent federal, state, and local laws, codes and regulations relating to economic and workforce development programs.

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

Methods and techniques of data collection, research, and report preparation.

Principles and procedures of record keeping.

#### **Ability to:**

Oversee and participate in the management of a comprehensive logistics and industrial technology program.

Oversee, direct, and coordinate the work of lower level staff.

Participate in the selection and recommendation, supervision, training, and evaluation of staff.

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

Gather and analyze data and situations and make appropriate decisions.

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

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

Interpret and apply California Education Code, Title 5, federal, state, and local policies, laws,

and regulations as it relates to the position.  
Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.  
Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties.  
Provide leadership based on ethics and principles as they relate to the functions and operations of assigned grants.  
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**

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

A Bachelor's degree in business or a related field from an accredited college or university.

#### **Required Experience:**

Three (3) years of increasingly responsible management experience with direct oversight, budgetary control and coordination of educational programs of a college department or grant.

#### **Special Requirements:**

1. Willingness to work flexible hours, including evening and weekends.
2. Possession of a valid California Driver's License.

#### **Preferred Experience:**

4. A Master's degree in business administration with emphasis in logistics.
5. At least two (2) years of experience working with the private industry.
6. Experience in managing programs within the logistics industry.
7. Experience in managing or coordinating economic and workforce development programs.

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

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

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

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

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

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

Board Approved: May 2010

Range: 12

## 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: May 13, 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.

**DISTRICT**

Scudder, Robert	Computing Services	6/28/10-9/10/10
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**CRAFTON HILLS COLLEGE**

Bean, Steve	Theatre Arts	5/14/10-6/30/10
Capps, Joshua	Theatre Arts	5/14/10-6/30/10
Esten, Hugh	Theatre Arts	5/14/10-6/30/10
Salinas, Frank	Theatre Arts	5/14/10-6/30/10

**SAN BERNARDINO VALLEY COLLEGE**

Alston, Tammie	Student Assistance Program	5/14/10-6/30/10
Burdick, Andrew	DSP&S	5/14/10-6/30/10
Terrell, Jimmie	Student Assistance Program	5/14/10-6/30/10
Bautista, Biviana	Child Development Center	5/14/10-6/30/10
Houston, Allesse	Child Development Center	5/14/10-6/30/10
Ortega, Derek	Marketing & Public Relations	5/14/10-6/30/10

## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Acting Chancellor  
REVIEWED BY: Bruce Baron, Vice Chancellor of Fiscal Services  
PREPARED BY: Steven Sutorus, Business Manager  
DATE: May 13, 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

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## ***Routine Contracts and Agreements***

***Scheduled Board Date 5/13/2010***

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### ***Contract Type***

<b><i>Firm</i></b>	<b><i>Purpose and Information</i></b>	<b><i>Department / Location</i></b>	<b><i>Amount</i></b>	<b><i>Signed</i></b>
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### **Bond Measure Funded**

Leighton Consulting, Inc (Formerly Leighton & Associates)	(6620) Service - Geotechnical investigation for land acquisition project Term: 5/14/2010 - 6/30/2011 42-37-03-8514-0000-6110.00-7100	Facilities Planning/SBCCD	\$11,800.00	SSutorus
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***SubTotal for Bond Measure Funded: 1***

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### **CalWorks Off-Campus Work Study**

San Bernardino, County Of, Public Defenders Office	(6063) CalWorks Workstudy - Student - Menald, Shaunte for FY 2009-2010: Revised to cover 100% of Hourly Rate from 75% Term: 7/20/2009 - 6/30/2010 07-46-01-8120-0266-5120.00-6470	Calworks/SBVC	\$10.25 100% Reimbursed	SSutorus
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San Bernardino, County Of, Public Defenders Office	(6064) CalWorks Workstudy - Student - Quintero, Vanessa for FY 2009-2010: Revised to Cover 100% of hourly rate from 75% Term: 7/20/2009 - 6/30/2010 01-46-01-8120-0266-5120.00-6470	Calworks/SBVC	\$10.25 100% Reimbursed	SSutorus
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<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>CalWorks Off-Campus Work Study</u></b>				
Think Together	(6062) CalWorks Workstudy - Student - Chavez, Sharoccorria for FY 2009-2010: Revised to cover 100% of hourly rate from 75% Term: 7/20/2009 - 6/30/2010 01-46-01-8120-0266-5120.00-6470	Calworks/SBVC	\$12.00 100% Reimbursed	SSutorus
Yucaipa, City of	(6594) CalWorks - Workstudy: Student, Hughes, Regins R Term: 4/7/2010 - 6/30/2010 01-46-01-8120-0266-5120.00-6470	Calworks/SBVC	\$8.75 Per Hour	SSutorus
Yucaipa, City of	(6593) CalWorks - Workstudy: Student, Mellado, Kellee Term: 4/6/2010 - 6/30/2010 01-46-01-8120-0266-5120.00-6470	Calworks/SBVC	\$8.75 Per Hour	SSutorus
Yucaipa, City of	(6059) CalWorks Workstudy - Student - Gibson, Matthew for FY 2009-2010: Contract Revised from 75% reimbursement to 100% Reimbursement Term: 7/20/2009 - 6/30/2010 01-46-01-8120-0266-5120.00-6470	Calworks/SBVC	\$8.75 Revised to 100%	SSutorus
<b><u>SubTotal for CalWorks Off-Campus Work Study: 6</u></b>				

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>Clinicals</u></b>				
Catholic Health Care West	(6203) Clinical - Educational Affiliation Agreement - Clinical Site for All Nursing, Dietary Service, Pharmacy Technician, Emergency Medical Services, and Respiratory Care Programs: Amendment 1 - Language revision as need to be in compliance with Regulatory laws Term: 9/1/2009 - 12/31/2012	Health Science/SBVC-CHC	No Cost	SSutorus
<b><i>SubTotal for Clinicals: 1</i></b>				
<b><u>General</u></b>				
American Wood Finishing Institute LLC	(6591) Service - Offer Short-Term Intensive Training in Wood Finishing: Approved expense under the funding grant Term: 5/17/2010 - 6/21/2010 01-00-03-8115-0467-5120.00-6840	PDC/SBCCD	\$32,000.00	SSutorus
America's Xpress Rent A Car	(6109) Rental - 8 Passenger Full Size Van for Use by District Wide Programs and Physical Education Department for Intercollegic Sports Teams Transports for Away Games: Per Day Rate Includes both Tax and Insurance: Resubmitted for clarification of usage only Term: 8/14/2009 - 6/30/2010 01-00-01-1501-0000-5611.00-0000  01-00-01-1500-0000-5611.00-0000	Business Services/CHC	\$80.29 Per Day	BBaron

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General</u></b>				
Atlas Tracks Inc	(6619) Service - Install all-weather synthetic running track surface: For this service the District is using CMAS contract number 4-08-78-0044A Term: 5/14/2010 - 6/30/2010 41-00-15-9508-0000-6120.00-7100	Administrative Services/SBVC	\$123,987.59	SSutorus
Colton Joint Unified School District	(6558) Rental - Bus Rental to transport Silver Mountain High School students to SBVC campus for outreach event: Approved expense under the funding grant Term: 5/14/2010 - 5/14/2010 01-00-01-8301-0161-5611.00-6460	Counseling/SBVC	\$174.00	SSutorus
Colton Joint Unified School District	(6559) Rental - Bus rental to transport Washington High School students to SBVC campus for outreach Event: Approved expense under the funding grant Term: 5/14/2010 - 5/14/2010 01-00-01-8301-0161-5611.00-6460	Counseling/SBVC	\$174.00	SSutorus
ComputerLand of Silicon Valley	(6621) Software License - Camtasia Relay/On Simultaneous encoding and Camtasia Relay maintenance Term: 5/14/2010 - 6/13/2011 01-00-03-8103-0236-4430.00-6150	Computing Services/SBCCD	\$6,240.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General</u></b>				
ComputerLand of Silicon Valley	(6622) Software License - Captivate for Win V4; Clp 5 level 3 plus captivate v4 - Win DVD media Set Term: 5/14/2010 - 5/13/2011 01-00-03-8103-0236-4430.00-6151	Computing Services/SBCCD	\$157.29	SSutorus
El Pollo Loco - San Bernardino /WKS Restaurant Corp.	(6585) Catering for CTE Science, Engineering and Mathematics Parent's Night at Shandin Hills Middle School: Approved expense under the funding grant Term: 5/26/2010 - 5/26/2010 01-15-35-8115-0470-5809.00-6899	PDC/SBCCD	\$686.45 Not to Exceed	SSutorus
Environmental Management Technologies	(6618) Service - Transportation and disposal of hazardous waste from District Annex Building. Term: 5/14/2010 - 6/30/2010 01-92-33-9514-0000-5120.00-6510	Facilities Planning/SBCCD	\$1,140.70	SSutorus
Faronics Corporation	(6598) Software License: Deep Freeze Kit License for SBVC Campus and CHC Campus Term: 5/14/2010 - 5/13/2011 01-00-03-9010-0000-5830.00-6780	DETS/SBCCD	\$22,823.26	SSutorus

<i><b>Contract Type</b></i>				
<i><b>Firm</b></i>	<i><b>Purpose and Information</b></i>	<i><b>Department / Location</b></i>	<i><b>Amount</b></i>	<i><b>Signed</b></i>
<i><b><u>General</u></b></i>				
First Student Charter	(6567) Rental - Bus rental to transport Arroyo Valley High School students to SBVC campus for outreach Event: Approved expense under the funding grant Term: 5/14/2010 - 5/14/2010 01-00-15-8205-0000-5611.00-6711  01-00-01-8301-0161-5611.00-6460	Counseling/SBVC	\$350.88	SSutorus
First Student Charter	(6565) Rental - Bus rental to transport Golden Valley School students to SBVC campus for outreach Event Term: 5/14/2010 - 5/14/2010 01-00-01-8301-0161-5611.00-6460  01-00-15-8205-0000-5611.00-6711	Counseling/SBVC	\$350.88	SSutorus
First Student Charter	(6563) Rental - Bus rental to transport Pacific High School students to SBVC campus for outreach Event: Approved expense under the funding grant Term: 5/14/2010 - 5/14/2010 01-00-15-8205-0000-5611.00-6711  01-00-01-8301-0161-5611.00-6460	Counseling/SBVC	\$350.88	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General</u></b>				
First Student Charter	(6564) Rental - Bus rental to transport San Andreas High School students to SBVC campus for outreach Event: Approved expense under the funding grant Term: 5/14/2010 - 5/14/2010 01-00-15-8205-0000-5611.00-6711  01-00-01-8301-0161-5611.00-6460	Counseling/SBVC	\$350.88	SSutorus
First Student Charter	(6566) Rental - Bus rental to transport San Bernardino High School students to SBVC campus for outreach Event: Approved expense under the funding grant Term: 5/14/2010 - 5/14/2010 01-00-15-8205-0000-5611.00-6711  01-00-01-8301-0161-5611.00-6460	Counseling/SBVC	\$350.88	SSutorus
First Student Charter	(6568) Rental - Bus rental to transport San Geronio High School students to SBVC campus for outreach Event: Approved expense under the funding grant Term: 5/13/2010 - 5/13/2010 01-00-15-8205-0000-5611.00-6711  01-00-01-8301-0161-5611.00-6460	Counseling/SBVC	\$350.88	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General</u></b>				
Industrial Hygiene Management (IHM)	(6601) Service - Employee exposure monitoring and area air sampling at Annex Term: 5/13/2010 - 6/30/2010 01-92-33-9514-0000-5120.00-6510	Facilities Planning/SBCCD	\$4,040.00	SSutorus
John D. Baker, dba Strategies for the Future	(6580) Service - Facilitate Workshop for Community Colleges and Workforce Investment Board: Approved expense under the funding grant Term: 5/14/2010 - 5/31/2010 01-62-03-8115-0000-5113.00-6840	PDC/SBCCD	\$4,500.00	SSutorus
Kone, Inc	(5099) Service - CHC elevator maintenance agreement for CHC building elevators - This Agreement is for a period of five years to lock in a more favorable price rate as compared to annual renewal agreements; Original Contract was Board Approved 07/10/2008: Amendment 1 - To set up the Elevator Emergency Phones system in the new buildings at CHC. This Link Agreement is attached to the current maintenance agreement to save the cost of a required deposit necessary for a stand alone agreement. Term: 7/1/2008 - 6/30/2013 01-00-02-9506-0000-5634.00-6510	Maintenance/CHC	\$39,074.56 Per Year	BBaron

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General</u></b>				
Lake Arrowhead Resort & Spa	(6569) Rental & Catering - Sleeping Room Block Rental for 55 persons, Meeting Room Rental and Catering for Workforce Development and Community Colleges Planning Retreat: Approved expense under the funding grant Term: 5/19/2010 - 5/20/2010 01-62-03-8115-0000-5809.00-6840	PDC/SBCCD	\$14,000.00 Not to Exceed	SSutorus
Medina, David	(6600) Service - Sound System For SBVC 2010 Graduation: Additional Cost for Use of Genie Lift Term: 5/19/2010 - 5/19/2010 01-00-01-8211-0000-5610.00-6499	Student Life/SBVC	\$500.00	SSutorus
Mizutani, Mari DBA Otherwise Strings	(6582) Performance - String Quartet for CHC 2010 Graduation Term: 5/20/2010 - 5/20/2010 01-00-02-8211-0000-5113.00-6499	Student Life/CHC	\$800.00	SSutorus
Montgomery Hardware, Co	(6633) Service - Furnish and install ADA accessible door in AD100A Term: 5/14/2010 - 6/30/2010 41-00-15-9508-0000-6220.00-7100	Administrative Services/SBVC	\$4,408.86	SSutorus



<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General</u></b>				
Montgomery Hardware, Co	(6629) Service - Furnish and install ADA accessible Door in AD-100B Term: 5/14/2010 - 6/30/2010 41-00-15-9508-5000-6220.00-7100	Administrative Services/SBVC	\$4,408.86	SSutorus
Montgomery Hardware, Co	(6632) Service - Furnish and Install ADA accessible Door in AD101 Term: 5/14/2010 - 6/30/2010 41-00-15-9508-0000-6220.00-7100	Administrative Services/SBVC	\$4,408.86	SSutorus
Montgomery Hardware, Co	(6630) Service - Furnish and install ADA accessible door in CC-128 Term: 5/14/2010 - 6/30/2010 41-00-01-9508-0000-6220.00-7100	Administrative Services/SBVC	\$4,408.86	SSutorus
Montgomery Hardware, Co	(6631) Service - Furnish and install ADA accessible Door in LA building east door Term: 5/14/2010 - 6/30/2010 41-00-15-9508-0000-6220.00-7100	Administrative Services/SBVC	\$4,584.27	SSutorus
Montgomery Hardware, Co	(6627) Service - Furnish and installation of ADA accessible doors in CC-208 Term: 5/14/2010 - 6/30/2010 41-00-15-9508-0000-6220.00-7100	Administrative Services/SBVC	\$4,367.21	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General</u></b>				
Napoli Italian Restaurant	(6615) Catering - Dinner for YESS/ILP Graduation For 27 People: Approved expense under the funding grant Term: 5/27/2010 - 5/27/2010 01-00-01-8306-0210-5809.00-1305	Calworks/SBVC	\$553.50	SSutorus
Panopto, Inc	(6570) Software License - Socrates Program Evaluation Software License Agreement Term: 5/14/2010 - 5/13/2015	DETS/SBCCD	No Cost	SSutorus
Party Rentals, Inc	(6575) Rental - Chair Rental for CHC 2010 Graduation Term: 5/19/2010 - 5/21/2010 01-00-02-8211-0000-5610.00-6499	Student Life/CHC	\$2,006.98	SSutorus
Pat's Pots	(6588) Rental - Portable Toilet Rental for CHC's 2010 Graduation Ceremony Term: 5/20/2010 - 5/20/2010 01-00-02-8211-0000-5610.00-6499	Student Life/CHC	\$160.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General</u></b>				
Ray S. Craig, dba Sustainable Success, LLC	(6589) Service - Contractor to perform data compilation, environmental scanning and report for LEED energy program: Approved expense under the funding grant Term: 5/14/2010 - 6/1/2010 01-12-03-8115-0448-5113.00-6840	PDC/SBCCD	\$9,000.00	SSutorus
Rialto Unified School District	(6561) Rental - Bus rental to transport Carter High School students to SBVC campus for outreach Event: Approved expense under the funding grant Term: 5/14/2010 - 5/14/2010 01-00-01-8301-0161-5611.00-6460	Counseling/SBVC	\$121.25	SSutorus
Rialto Unified School District	(6560) Rental - Bus Rental to transport Kucera Middle School students to SBVC campus for outreach Event: Approved expense under the funding grant Term: 5/14/2010 - 5/14/2010 01-00-01-8301-0161-5611.00-6460	Counseling/SBVC	\$123.64	SSutorus
Rialto Unified School District	(6562) Rental - Bus rental to transport Milor High School students to SBVC campus for outreach Event: Approved expense under the funding grant Term: 5/14/2010 - 5/14/2010 01-00-01-8301-0161-5611.00-6460	Counseling/SBVC	\$114.07	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General</u></b>				
SkillsOne - CPP, Inc	(6581) Software/Web License - Web assessment testing on line at \$8.30 each for a maximum of 100 and web access fee of \$195 per year Term: 5/14/2010 - 5/13/2011 01-00-01-8220-0000-5830.00-6330	Transfer Center/SBVC	\$1,114.68	SSutorus
Small Manufacturers' Institute (SMI)	(6616) Service - Assist the PDC in carrying out the proscribed duties, functions and services to be provided under the State Chancellor Office Economic and Workforce Development Program Term: 5/17/2010 - 6/25/2010 01-00-38-1150-0440-5113.00-6840	PDC/SBCCD	\$5,000.00	SSutorus
Snipes Engineering, Inc dba Snipes-Dye Associates	(6445) Service - Land Survey service for possible land acquisition: Amendment 1 - Change Order for services to include process boundary adjustments with the City of San Bernardino for an additional amount of \$6,500 Term: 3/12/2010 - 9/20/2010 42-37-03-9514-0000-6110.00-7100	Facilities Planning/SBCCD Revised contract Amount	\$15,000.00	SSutorus

<i><b>Contract Type</b></i>				
<i><b>Firm</b></i>	<i><b>Purpose and Information</b></i>	<i><b>Department / Location</b></i>	<i><b>Amount</b></i>	<i><b>Signed</b></i>
<i><b><u>General</u></b></i>				
Zee Medical, Inc	(6599) Service - AED Training for Key SBVC Staff Term: 5/14/2010 - 6/30/2010 01-00-01-9508-0000-5120.00-6770  01-00-31-9508-0000-5120.00-6770	Administrative Services/SBVC	\$2,160.00	SSutorus
<i><b>SubTotal for General: 40</b></i>				
<i><b><u>General - FY 2010-2011</u></b></i>				
Colleagues On Call	(6597) Speaker - Keynote Speaker for 2010 Counselor Conclave in November of 2010 Term: 11/18/2010 - 11/18/2010 01-00-03-8115-0470-5113.00-6899	PDC/SBCCD	\$5,500.00	SSutorus
Colton Redlands Yucaipa ROP	(6596) Service - Facilitate a 2010 Xtreme Summer Camp for Math, Science, Engineering, and Computer Science during the Summer: Approved expense under the funding grant Term: 7/1/2010 - 10/30/2010 01-00-03-8115-0470-5120.00-6899	PDC/SBCCD	\$25,000.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General - FY 2010-2011</u></b>				
Regents of University of California, The	(6587) Service - Plan and Facilitate Math & Science Camp for Middle School Aged Students: Approved expense under the funding grant Term: 7/19/2010 - 7/23/2010 01-00-03-8115-0470-5120.00-6899	PDC/SBCCD	\$6,000.00	SSutorus
San Bernardino, County of, Special District Dept Wastewater	(6577) Wastewater collection systems operations maintenance and management services for CHC Term: 7/1/2010 - 6/30/2011 41-00-02-9508-0000-5120.00-7100	Facilities Planning/SBCCD	\$10,778.17	SSutorus
San Bernardino, County of, Special District Dept Wastewater	(6576) Wastewater collection systems operations maintenance and management services for SBVC Term: 7/1/2010 - 6/30/2011 41-00-01-9508-0000-5120.00-7100	Facilities Planning/SBCCD	\$19,296.04	SSutorus
U.S. Department of Health & Human Services	(6574) Negotiated Rate - Federal Indirect Cost Rate for Federal Grants and Awards at a Rate of 30% Term: 7/1/2010 - 6/30/2014	Business Services/SBCCD	30% Rate	SSutorus
<b><u>SubTotal for General - FY 2010-2011: 6</u></b>				

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General - Ratified</u></b>				
Accordent Technologies	(6602) Rental - Use of Video conferencing equipment for 14 business days the only cost is return shipping: If we choose to keep equipment or fail to return it with in the 14 business days the purchase price is \$22,495.50 Term: 4/19/2010 - 5/6/2010  Ratified - Ratification is requested; contract not received in time for previous Board meetings	DETS/SBCCD	\$500.00 Not to Exceed	SSutorus
Albrecht, Steve	(6626) Service - Contractor to provide Coaching, Consulting and Team-Building Seminars for the SBCCD Police Department Term: 4/21/2010 - 6/30/2011 01-00-03-9006-0000-5120.00-6720  Ratified - Ratification is requested; contract not received in time for previous Board meetings	Chancellor/SBCCD	\$10,131.00 Not to Exceed	BBaron
CareerCruising - The Complete Guidance System	(6579) Software License - Career Cruising Site License for 3 years Term: 4/1/2010 - 3/31/2013 01-00-01-8220-0000-5830.00-6330  Ratified - Ratification is requested; contract not received in time for previous Board meetings	Tansfer Center/SBVC	\$495.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General - Ratified</u></b>				
Gordon Associates, LLC	(6556) Service - Develop the local ACCUPLACER account to establish ESL placement: Approved expense under the funding grant Term: 4/9/2010 - 4/30/2010 01-76-01-8207-0235-5120.00-6320 Ratified - Ratification is requested; contract not received in time for previous Board meetings	Counseling/SBVC	\$1,500.00	SSutorus
Impressions Gourmet Catering	(6590) Catering - Luncheon Buffet for Nano Center Grand Opening: Expense Approved 03/11/2010: Approved expense under the funding grant Term: 4/22/2010 - 4/22/2010 01-00-35-8115-0465-5809.00-6840 Ratified - Ratification is requested; contract not received in time for previous Board meetings	PDC/SBCCD	\$3,223.90	SSutorus
LeMay Construction	(6625) Service - Rebuild of Warehouse loading/unloading dock Term: 4/21/2010 - 6/30/2010 01-00-03-9007-0000-5120.00-6770 Ratified - Ratification Requested: This is a health and safety concern	Business Services/SBCCD	\$2,234.81	SSutorus



<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General - Ratified</u></b>				
R.I.S. Electrical Contractors, Inc	(6628) Service - Repair of Exterior walkway lighting west/center of campus Term: 4/1/2010 - 5/31/2010 41-35-15-9508-0000-5640.00-7100 Ratified - Ratification Requested: health and safety concern	Administrative Services/SBVC	\$1,565.07	SSutorus
Rialto Unified School District	(6586) Rental - Use of Chavez/Huerta Center for Robotics Competition Term: 5/1/2010 - 5/1/2010 Ratified - Ratification is requested; contract not received in time for previous Board meetings	PDC/SBCCD	No Cost	SSutorus
Stewart Bros Machinery Movers	(6592) Service - Move KARL SUSS Machine to UCR Clean Room: Approved expense under the funding grant Term: 4/8/2010 - 4/30/2010 01-00-35-8115-0465-5120.00-6840 Ratified - Ratification is requested; contract not received in time for previous Board meetings	PDC/SBCCD	\$1,000.00	SSutorus
Villasenor, Stephen	(6595) Service - Write and Submit Application for U.S. Department of Labor Grant to Fund Community-Based Job Training Program Term: 4/1/2010 - 4/28/2010 01-99-35-8115-0000-5113.00-0999 Ratified - Ratification is requested; contract not received in time for previous Board meetings	PDC/SBCCD	\$15,000.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General - Ratified</u></b>				
<b><i>SubTotal for General - Ratified: 10</i></b>				
<b><u>Grant/Award Income - Rescinded</u></b>				
Yosemite Community College District	(6247) Grant - Child Development Training Consortium- SBVC Campus Coordinator Agreement for Fiscal Year 2009-2010: Contract Rescinded; Contractor to pay coordinators directly and not through the District Term: 9/1/2009 - 6/30/2010	Child Development/SBVC	\$6,200.00	BBaron
<b><i>SubTotal for Grant/Award Income - Rescinded: 1</i></b>				
<b><u>Income - Facilities Use</u></b>				
San Bernardino, City of, Parks & Recreation	(6623) Facilities Use - Use of Track and Field for Hershey Youth Track and Field State Games Term: 6/5/2010 - 6/5/2010	Administrative Services/SBVC	\$1,096.45	SSutorus
Yucaipa Athletic Soccer Club	(6571) Facilities Use - Use of soccer field for youth soccer training: charged only direct cost as this is part of CHC community outreach plan Term: 6/1/2010 - 8/31/2010	Maintenance/CHC	\$323.00	SSutorus
<b><i>SubTotal for Income - Facilities Use: 2</i></b>				

<i><b>Contract Type</b></i>				
<i><b>Firm</b></i>	<i><b>Purpose and Information</b></i>	<i><b>Department / Location</b></i>	<i><b>Amount</b></i>	<i><b>Signed</b></i>
<i><b><u>Income - General</u></b></i>				
GreenView Resource Management, Inc	(6578) E-Waste Recycling Event on the SBVC Campus as a fund raiser for Student Life Term: 6/19/2010 - 6/20/2010	Student Life/SBVC	\$0.11 to \$0.08 Per Pound	SSutorus
<i><b>SubTotal for Income - General: 1</b></i>				
<i><b><u>Income - Grant</u></b></i>				
CCC Chancellor's Office	(6614) Grant - Economic & Workforce Development - Center of Excellence Grant Term: 7/1/2010 - 6/30/2011 01-00-03-8112-0448-8629.00-0000	PDC/SBCCD	\$205,000.00	SSutorus
Foundation for California Community Colleges	(6453) Grant - 2009/2010 Youth Empowerment Strategies for Success - Independent Living Program (YESS-ILP): Amendment 1 Revised Language Term: 11/1/2009 - 6/30/2010 01-00-01-8306-0210-8659.00-0000	Calworks/SBVC	\$26,238.00	SSutorus

<i><b>Contract Type</b></i>				
<i><b>Firm</b></i>	<i><b>Purpose and Information</b></i>	<i><b>Department / Location</b></i>	<i><b>Amount</b></i>	<i><b>Signed</b></i>
<i><b><u>Income - Grant</u></b></i>				
San Bernardino County Superintendent of Schools	(6557) Income Agreement - AB212 Educational Stipend Program - District Child Development Teachers Teaching in District Site Child Development Centers Can Receive Educational Stipends for Continuing Education for FY 2009-2010 Term: 7/1/2009 - 6/30/2010 72-00-02-8306-0000-8890.00-0000	Program Development/CHC	\$9,999.00	SSutorus
<i><b>SubTotal for Income - Grant: 3</b></i>				
<i><b><u>Leases</u></b></i>				
Abtech Support	(5915) Service - Month to month service agreement for GIG internet connection for SBCCD to be used between SBCCD Data Center and Co-location Facility in Phoenix, AZ. To provide and manage Cox Communication as part of EduStream Project: Amendment 1 contract price change effective 2/18/2010 the Price is now \$2.979 per month Term: 6/11/2009 - 6/30/2012 01-00-03-8103-0232-5830.00-6150  01-00-03-8103-0236-5620.00-6150	DETS/SBCCD	\$35,748.00 Annually	RGerhard
<i><b>SubTotal for Leases: 1</b></i>				

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>Subgrantee</u></b>				
CalCerts, Inc	(6609) SubGrantee - Provide Home Energy Rating System (HERS) raters training and certification to 60 unemployed San Bernardino County residents: Approved expense under the funding grant Term: 5/14/2010 - 6/30/2011 01-00-03-8115-0474-5120.00-6840	PDC/SBCCD	\$121,300.00	SSutorus
Chaffey Community College District	(6573) Subgrantee - Contractor will provide Building Performance Improvement (BPI) training for Clean Energy Workforce Training Program; Train and certify 60 unemployed San Bernardino County residents in this program: Approved expense under the funding grant Term: 5/14/2010 - 3/31/2011 01-00-03-8115-0474-5120.00-6840	PDC/SBCCD	\$196,306.00	SSutorus
Colton Redlands Yucaipa ROP	(6624) Subgrantee - Contractor as Part of Clean Energy Workforce Training Program is to recruit 65 eligible training participants and provided support services for those participants Term: 6/11/2010 - 12/15/2010 01-00-03-8115-0474-5120.00-6840	PDC/SBCCD	\$20,000.00	SSutorus

<i><b>Contract Type</b></i>				
<i><b>Firm</b></i>	<i><b>Purpose and Information</b></i>	<i><b>Department / Location</b></i>	<i><b>Amount</b></i>	<i><b>Signed</b></i>
<i><b><u>Subgrantee</u></b></i>				
Community Action Partnership of San Bernardino County	(6584) Subgrantee - Provide weatherization specialist training to 60 unemployed county residents: Approved expense under the funding grant Term: 5/10/2010 - 6/30/2011 01-00-03-8115-0474-5120.00-6840	PDC/SBCCD	\$126,000.00	SSutorus
Creative Performance Solutions	(6607) Subgrantee - Work with regional partners to ensure 180 unemployed San Bernardino County Residents receive training and placement through the Clean Energy Workforce Training Program: Approved expense under the funding grant Term: 5/14/2010 - 6/30/2011 01-00-03-8115-0474-5120.00-6840	PDC/SBCCD	\$79,800.00	SSutorus
San Bernardino, County of	(6583) Subgrantee - Provide recruitment, assessment, registration, case management, data collection and support services to 230 unemployed county residents participating in the Clean Energy Workforce Training Program: Approved expense under the funding grant Term: 5/14/2010 - 6/30/2011 01-00-03-8115-0474-5120.00-6840	PDC/SBCCD	\$86,000.00	SSutorus
<i><b>SubTotal for Subgrantee: 6</b></i>				
<i><b>Grand Total Contracts for Board Date 5/13/2010: 78</b></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: May 13, 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 03/18/2010 TO DATE 04/20/2010

#J3223

72 San Bernardino Community Col

Restricted and Unrestricted

FISCAL YR: 10

APPROVED		09/25/2009	03/18/2010	BUDGET	04/20/2010	
FUND	OBJECT	ADOPTED BUDGET	REVISED BUDGET	ADJUSTMENTS	REVISED BUDGET	
=====						
01	1100	CONTRACT CLASSROOM INST.	15,748,786.00	15,669,823.80	-15,473.08	15,654,350.72
	1200	CONTRACT CERT. ADMINISTRATORS	5,369,814.00	4,926,397.47	-24,460.00	4,901,937.47
	1280	ACADEMIC SAL-N.I./REG/OTHER	4,321,400.00	3,933,551.65	21,432.37	3,954,984.02
	1300	INSTRUCTORS DAY/HOURLY	8,763,070.00	8,356,853.90	-6,009.79	8,350,844.11
	1480	NONINSTRUCTION HOURLY	691,830.00	752,592.81	34,716.86	787,309.67
	2100	CONTRACT CLASSIFIED NON-INSTR.	3,427,027.00	3,425,624.83	51,079.99	3,476,704.82
	2180	CLASSIFIED CONFIDENTIAL EMPLOY	14,394,005.00	14,001,004.69	173,415.66	14,174,420.35
	2380	PART-TIME/OVERTIME/STUDENT	1,818,112.00	2,012,785.78	470,807.76	2,483,593.54
	2400	INST AIDES-HOURLY- DIR.INSTRUC	1,035,805.00	1,019,587.69	7,891.14	1,027,478.83
	3160	STRS OTHER ACADEM N.I.-ADM/SUP	370,889.00	365,463.00	1,100.55	366,563.55
	3180	STRS OTHER ACADEMIC-N.I-OTHERS	381,718.00	368,445.00	4,008.03	372,453.03
	3228	PERS CLASS/I.A.-NON-INST-OTHER	1,597,966.00	1,598,763.64	30.58	1,598,794.22
	3328	OASDI CLASS/I.A.-NON-INST OTHE	901,951.00	902,447.27	19.53	902,466.80
	3346	MEDICARE NON-INSTRUCTIONAL	412,945.00	412,793.68	984.74	413,778.42
	3360	PARS-NON-INSTRUCTIONAL	.00	485.91	64.61	550.52
	3410	HEALTH & WELFARE-CERT/I.A INST	1,908,910.00	1,911,576.00	-2,666.00	1,908,910.00
	3420	HEALTH & WELFARE-CLAS/I.A-N.I.	3,149,670.00	3,099,017.12	210,249.00	3,309,266.12
	3430	HEALTH & WELFARE-OTH ACAD-N.I	771,155.00	764,386.78	938.90	765,325.68
	3528	SUI CLASS/I.A. NON-INSTR OTHER	47,596.00	47,592.44	21.96	47,614.40
	3530	SUI OTHER ACADEMIC N.I.ADM/SUP	16,110.00	16,110.00	39.95	16,149.95
	3538	SUI OTHER ACADEMIC-N.I. OTHERS	14,952.00	14,934.68	141.81	15,076.49
	3628	W/C CLASS/I.A.-NON-INSTR-OTHER	381,285.00	381,405.00	.00	381,405.00
	3630	W/C OTHER ACADEMIC-N.I.ADM/SUP	52,931.00	52,931.00	125.00	53,056.00
	3928	LIFE-CLASS/I.A. NON-INST-OTHER	16,172.00	16,169.53	.00	16,169.53
	3930	LIFE-OTHER ACADEMIC N.I.ADM/SU	2,301.00	2,301.00	5.45	2,306.45
	3940	RETIREE INCENTIVE-CLASSIFIED	25,000.00	25,034.63	34.45	25,069.08
	4100	TEXTBOOKS	19,659.78	25,334.78	18,911.02	44,245.80
	4200	BOOK,MAGAZINE&PERIOD-DIST.USE	212,810.06	120,262.84	-14,619.78	105,643.06
	4300	INSTRUCTIONAL SUPPLIES	430,701.32	441,109.10	45,943.28	487,052.38
	4400	MEDIA AND SOFTWARE-DISTRCT USE	116,917.37	129,720.27	23,896.25	153,616.52
	4500	NONINSTRUCTIONAL SUPPLIES	1,694,347.25	1,272,092.06	51,263.49	1,323,355.55
	4700	FOOD SUPPLIES	40,100.00	40,100.00	-4,248.97	35,851.03
	5100	PERSON&CONSULTANT SVC-DIST USE	3,774,050.40	4,873,209.67	3,138,710.39	8,011,920.06
	5200	TRAVEL & CONFERENCE EXPENSES	745,538.49	724,404.04	40,575.55	764,979.59
	5300	POST/DUES/MEMBERSHIPS-DIST.USE	448,008.00	392,676.28	7,139.42	399,815.70
	5500	UTILITIES & HOUSEKEEP-DIST.USE	2,784,896.40	2,867,618.93	91,164.15	2,958,783.08
	5600	RENTS,LEASES&REPAIRS-DIST.USE	1,874,975.27	1,948,433.98	23,068.59	1,971,502.57
	5800	OTHER OPERATING EXP-DIST. USE	5,662,804.77	5,094,806.70	181,272.13	5,276,078.83
	6120	SITE IMPROVEMENT	291,830.00	271,508.80	-91,345.76	180,163.04
	6200	BUILDINGS&IMPROVEMENT-DIST.USE	544,963.86	549,124.88	20,488.98	569,613.86
	6400	ADDITIONAL/IMPROVED EQUIPMENT	2,138,435.76	2,264,524.62	123,049.79	2,387,574.41
	7500	OTHER OUTGO-STUDENT FIN AID	126,557.00	80,292.00	-950.00	79,342.00
	7600	OTHER STUDENT AID	866,579.02	885,860.38	10,375.00	896,235.38
TOTAL EXPENSE		87,394,574.75	86,059,158.63	4,593,193.00		90,652,351.63
=====						
	8190	FED REV-OTHER FEDERAL REVENUES	2,472,397.58	3,210,482.26	4,385,311.00	7,595,793.26
	8611	PRINCIPAL APPORTIONMENT	52,831,686.00	52,813,520.00	-14,515.00	52,799,005.00
	8620	GENERAL CATEGORICAL PROGRAMS	8,110,596.75	7,583,057.58	376,737.00	7,959,794.58



FCR270  
MAY BOARD MEETING

BEST NET CONSORTIUM  
BUDGET ADJUSTMENT REPORT  
FROM DATE 03/18/2010 TO DATE 04/20/2010

#J3223

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04/21/2010

72 San Bernardino Community Col			Restricted and Unrestricted		FISCAL YR: 10	
=====			=====		=====	
			09/25/2009	03/18/2010	BUDGET	04/20/2010
FUND	APPROVED OBJECT	DESCRIPTION	ADOPTED BUDGET	REVISED BUDGET	ADJUSTMENTS	REVISED BUDGET
=====			=====		=====	
01	8820	CONTRIBUTIONS, GIFTS, GRANTS, END	139,182.78	144,182.78	11,500.00	155,682.78
	8830	CONTRACT SERVICES	557,440.00	891,048.84	24,934.00	915,982.84
	8890	OTHER LOCAL REVENUES	350,997.00	358,997.00	8,000.00	366,997.00
	8980	INCOMING TRANSFERS	315,373.00	876,466.74	-198,774.00	677,692.74
TOTAL REVENUE			64,777,673.11	65,877,755.20	4,593,193.00	70,470,948.20

FCR270  
MAY BOARD MEETING

BEST NET CONSORTIUM  
BUDGET ADJUSTMENT REPORT  
FROM DATE 03/18/2010 TO DATE 04/20/2010

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04/21/2010

72 San Bernardino Community Col			Restricted and Unrestricted		FISCAL YR: 10	
=====			=====		=====	
			09/25/2009	03/18/2010	BUDGET	04/20/2010
FUND	APPROVED OBJECT	DESCRIPTION	ADOPTED BUDGET	REVISED BUDGET	ADJUSTMENTS	REVISED BUDGET
=====			=====		=====	
41	5600	RENTS,LEASES&REPAIRS-DIST.USE	14,604.00	21,412.00	400.00	21,812.00
	6120	SITE IMPROVEMENT	4,620,688.92	4,763,745.92	168,054.22	4,931,800.14
	6200	BUILDINGS&IMPROVEMENT-DIST.USE	58,804,584.81	58,801,351.81	-4,249.56	58,797,102.25
	6400	ADDITIONAL/IMPROVED EQUIPMENT	2,728.00	2,728.00	2,250.00	4,978.00
	6410	ADDL EQUIP-\$1,000 OR MORE	64,166.34	1,089,591.34	326,599.56	1,416,190.90
TOTAL EXPENSE			63,506,772.07	64,678,829.07	493,054.22	65,171,883.29
	8890	OTHER LOCAL REVENUES	537,387.40	537,387.40	168,054.22	705,441.62
TOTAL REVENUE			537,387.40	537,387.40	168,054.22	705,441.62

FCR270  
MAY BOARD MEETING

BEST NET CONSORTIUM  
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72 San Bernardino Community Col

Restricted and Unrestricted

FISCAL YR: 10

APPROVED			09/25/2009	03/18/2010	BUDGET	04/20/2010
FUND	OBJECT	DESCRIPTION	ADOPTED BUDGET	REVISED BUDGET	ADJUSTMENTS	REVISED BUDGET
42	5100	PERSON&CONSULTANT SVC-DIST USE	132,587.82	436,524.32	-1,977.00	434,547.32
	5400	INSURANCES - DISTRICT USE	41,838.51	76,462.51	1,977.00	78,439.51
	6120	SITE IMPROVEMENT	14,116,072.01	14,015,444.81	53,778.92	14,069,223.73
	6200	BUILDINGS&IMPROVEMENT-DIST.USE	74,337,790.98	72,913,596.68	-53,778.92	72,859,817.76
TOTAL EXPENSE			88,628,289.32	87,442,028.32	.00	87,442,028.32

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MAY BOARD MEETING

BEST NET CONSORTIUM  
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72 San Bernardino Community Col			Restricted and Unrestricted		FISCAL YR: 10	
=====			=====		=====	
APPROVED			09/25/2009	03/18/2010	BUDGET	04/20/2010
FUND	OBJECT	DESCRIPTION	ADOPTED BUDGET	REVISED BUDGET	ADJUSTMENTS	REVISED BUDGET
=====			=====		=====	
68	3940	RETIREE INCENTIVE-CLASSIFIED	610,000.00	610,000.00	342,000.00	952,000.00
	7900	RESERVE FOR CONTINGENCIES	500,000.00	2,800,000.00	-342,000.00	2,458,000.00
TOTAL EXPENSE			1,110,000.00	3,410,000.00	.00	3,410,000.00

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MAY BOARD MEETING

BEST NET CONSORTIUM  
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72 San Bernardino Community Col			Restricted and Unrestricted		FISCAL YR: 10	
=====			=====		=====	
			09/25/2009	03/18/2010	BUDGET	04/20/2010
FUND	APPROVED OBJECT	DESCRIPTION	ADOPTED BUDGET	REVISED BUDGET	ADJUSTMENTS	REVISED BUDGET
=====			=====		=====	
72	2380	PART-TIME/OVERTIME/STUDENT	303,700.00	261,095.00	6,500.00	267,595.00
	4300	INSTRUCTIONAL SUPPLIES	24,228.00	57,757.00	-2,500.00	55,257.00
	4700	FOOD SUPPLIES	114,147.00	157,047.00	-4,000.00	153,047.00
TOTAL EXPENSE			442,075.00	475,899.00	.00	475,899.00

FCR270  
MAY BOARD MEETING

BEST NET CONSORTIUM  
BUDGET ADJUSTMENT REPORT  
FROM DATE 03/18/2010 TO DATE 04/20/2010

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72 San Bernardino Community Col			Restricted and Unrestricted			FISCAL YR: 10	
=====			=====			=====	
APPROVED			09/25/2009	03/18/2010	BUDGET	04/20/2010	
FUND	OBJECT	DESCRIPTION	ADOPTED BUDGET	REVISED BUDGET	ADJUSTMENTS	REVISED BUDGET	
=====			=====			=====	
74	5300	POST/DUES/MEMBERSHIPS-DIST.USE	56,135.93	38,934.93	2,087.23	41,022.16	
	5500	UTILITIES & HOUSEKEEP-DIST.USE	173,962.84	182,805.84	412.77	183,218.61	
	5600	RENTS, LEASES&REPAIRS-DIST.USE	41,410.00	70,947.50	-2,500.00	68,447.50	
TOTAL EXPENSE			271,508.77	292,688.27	.00	292,688.27	

FCR270  
MAY BOARD MEETING

BEST NET CONSORTIUM  
BUDGET ADJUSTMENT REPORT  
FROM DATE 03/18/2010 TO DATE 04/20/2010

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04/21/2010

72 San Bernardino Community Col			Restricted and Unrestricted		FISCAL YR: 10	
=====			=====		=====	
APPROVED			09/25/2009	03/18/2010	BUDGET	04/20/2010
FUND	OBJECT	DESCRIPTION	ADOPTED BUDGET	REVISED BUDGET	ADJUSTMENTS	REVISED BUDGET
=====			=====		=====	
78	5100	PERSON&CONSULTANT SVC-DIST USE	68,000.00	80,000.00	5,000.00	85,000.00
	5800	OTHER OPERATING EXP-DIST. USE	10,000.00	54,000.00	-5,000.00	49,000.00
			78,000.00	134,000.00	.00	134,000.00
TOTAL EXPENSE						

FCR270  
MAY BOARD MEETING

BEST NET CONSORTIUM  
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72 San Bernardino Community Col

Restricted and Unrestricted

FISCAL YR: 10

=====			=====			
			09/25/2009	03/18/2010	BUDGET	04/20/2010
FUND	APPROVED OBJECT	DESCRIPTION	ADOPTED BUDGET	REVISED BUDGET	ADJUSTMENTS	REVISED BUDGET
=====						
84	5100	PERSON&CONSULTANT SVC-DIST USE	107,000.00	105,176.08	32,000.00	137,176.08
	5800	OTHER OPERATING EXP-DIST. USE	1,007,500.00	1,009,323.92	-32,000.00	977,323.92
TOTAL EXPENSE			1,114,500.00	1,114,500.00	.00	1,114,500.00



# BUDGET ADJUSTMENT

Date <b>02/25/10</b> <i>10 MAR -9</i>	Location <b>SBVC/DSPS</b> <i>PM</i>	Responsibility Center Manager <i>Kathi Pryor</i> <b>KATHI PRYOR</b>	President <i>David Bell</i> <b>DAVID BELL</b>
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## Account

FU	LS	SI	PROG	SUBP	OBJECT	TYPE	ACCOUNT NAME	AMOUNT IN \$'s
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## INCOME

01	11	01	8204	0212	8621.00	0000	WALL GRANT ALLOCATION INCREASE	14,999.00
TOTAL								14,999.00

## EXPENSE

01	11	01	8204	0212	5819.00	6420	INDIRECT CHARGE	7,947.00
01	11	01	8204	0212	3000.00	6420	BENEFITS	2,001.00
01	11	01	8204	0212	4500.00	6420	NON-INSTRUCTIONAL SUPPLIES	1,000.00
01	11	01	8204	0212	5210.00	6420	PERSONAL MILEAGE	1,361.00
01	11	01	8204	0212	5200.00	6420	TRAVEL/CONFERENCE EXPENSES	1,190.00
01	11	01	8204	0212	4551.00	6420	PRINTING	1,500.00
TOTAL								14,999.00

## JUSTIFICATION

Revised budget allocation for WALL grant, increase in grant.

Vice Chancellor, Fiscal Services <i>[Signature]</i>	Chancellor <i>[Signature]</i>	Board Action Date <b>6/13/10</b>
Batch Transfer Number/Reference # <b>160695</b>	Posted By: <b>SL</b>	Date: <b>3/29</b>

RECEIVED  
S.B.V.C.

MAR - 8 2010 BUDGET ADJUSTMENT

MAR 04 2010

Date 2/25/2010	Location SBVC/DSPS	Responsibility Center Manager KATHI PRYOR	President 3/9/10
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Account

FU	LS	SI	PROG	SUBP	OBJECT	TYPE	ACCOUNT NAME	AMOUNT IN \$'s
----	----	----	------	------	--------	------	--------------	----------------

INCOME

01	42	01	8204	0212	8199.00	0000	WAIH/ARRA GRANT ALLOCATION	30,748.00
TOTAL								30,748.00

EXPENSE

01	42	01	8204	0212	5120.00	6420	OTHER CONTRACTS/OUTSIDE SERVICES	24,300.00
01	42	01	8204	0212	4500.00	6420	NON-INSTRUCTIONAL SUPPLIES	2,671.00
01	42	01	8204	0212	4430.00	6420	SOFTWARE	1,500.00
01	42	01	8204	0212	5819.00	6420	INDIRECT CHARGE	2,277.00
TOTAL								30,748.00

JUSTIFICATION

Department of Rehabilitation – WorkAbility III/ARRA Cooperative Grant Allocation  
10/1/2009 – 9/30/2010

AGREEMENT NUMBER: 27684A  
BOARD DATE: 1-21-2010

Vice Chancellor, Fiscal Services 4/24/10	Chancellor	Board Action Date 5/13/10
Batch Transfer Number/Reference # 1005916	Posted By: SL	Date: 3/29

# BUDGET ADJUSTMENT

Date	Location	Responsibility Center Manager	President
03/25/10	District	P ongoco	

## ACCOUNT

Fund	LfSp	Site	Program	Subpgm	Object	Type	Account Name	Amount in \$'s
<b>INCOME</b>								
01	00	15	9002	0228	8616.00	0000	Basic Skills	-587.00
01	00	25	9002	0228	8616.00	0000	Basic Skills	-496.00

## EXPENSE

01	00	15	9002	0228	5809.00	6600	Other Expenses	-587.00
01	00	25	9002	0228	5809.00	6600	Other Expenses	-496.00



## JUSTIFICATION

Corrected Basic Skills Allocation per P1

Fiscal Services		Board Action Date
<i>Handwritten Signature</i> 4/20/10		5/13/10
Batch Transfer Number/Reference #	Posted By:	Date:
100697	SL	3/29



## BUDGET ADJUSTMENT

Date	Location	Responsibility Center Manager	President
3/17/10	ATTC	 KEVIN FLEMING	 MATTHEW ISAAC

## ACCOUNT

[illegible]

## EXPENSE



[illegible]

## JUSTIFICATION

## BUDGET FOR CENTER OF EXCELLENCE CONSULTING PROJECTS

Fiscal Services		Board Action Date
<i>[Signature]</i> 4/20/10		6/13/10
Batch Transfer Number/Reference #	Posted By:	Date:
100600	SL	3/29

# BUDGET ADJUSTMENT

Date	Location	Responsibility Center Manager	President
3/24/2010	SBCCD Business Services		

## ACCOUNT

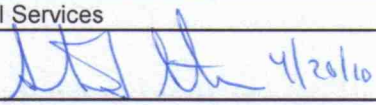
Fund	LfSp	Site	Program	Subpgm	Object	Type	Account Name	Amount in \$'s
<b>INCOME</b>								
41	00	32	9508	0000	8890.00	0000	Capital Outlay, Other Local Revenues	168,054.22

## EXPENSE

41	00	32	9508	0000	6120.00	7100	Capital Outlay, Site Improvements	168,054.22

## JUSTIFICATION

To adjust funds to remit payment for emergency high voltage cabling and transformer repairs performed by Hampton Tedder as approved by Board of Trustees and San Bernardino County Superintendent.

Fiscal Services		Board Action Date
 4/20/10		6/13/10
Batch Transfer Number/Reference #	Posted By:	Date:
100601	SL	3/29

RECEIVED

S.B.V.C.

## BUDGET ADJUSTMENT

MAR 11 2010

MAR 12 2010

Date	Location	Responsibility Center Manager	President
3/11/2010	SBVC/DSPS	KATHI PRYOR	Del P3/14/10

## Account

FU	LS	SI	PROG	SUBP	OBJECT	TYPE	ACCOUNT NAME	AMOUNT IN \$'s
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## INCOME

01	11	01	8204	0202	8621.00	0000	DSPS	172,040.00
01	11	01	8204	0202	8982.00	0000	Intrafund Trf In	-172,040.00

## EXPENSE


## JUSTIFICATION

Increase in DSPS Allocation FY2010

Fiscal Services		Board Action Date
 4/20/10		5/13/10
Batch Transfer Number/Reference #	Posted By:	Date:
100606	SL	3/30



RECEIVED  
S.B.V.C.

MAR 19 2010

Vice President Budget Adjustment 2009-2010  
STUDENT SERVICES

Date 03/17/10	Location SBVC/CalWORKs	Responsibility Center Manager Zelma Russ Damon Bell	President Debra Daniels
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*Damon Bell for Debra Daniels*  
INCOME

Fund	Lf Sp	Site	Program	Subpro	Object	Type	Account Name	Amount in \$'s
01	46	01	8120	0266	8626.00	0000	CalWORKs	\$ 191,854.00
01	46	01	8120	0266	8982.00	0000	Intrafund Trf In	\$ -31,890.00
								\$ -
								\$ -
								\$ -
TOTAL								\$ 159,964.00

EXPENSES

Fund	Lf Sp	Site	Program	Subpro	Object	Type	Account Name	Amount in \$'s
01	46	01	8120	0266	2383.00	1500	Work study	\$ 6,500.00
01	46	01	8120	0266	2380.00	6910	Salary	\$ 117.00
01	46	01	8120	0266	2381.00	6470	Non-Student Hourly	\$ 13,573.00
01	46	01	8120	0266	2383.00	0948	Work study	\$ 10,000.00
01	46	01	8120	0266	2383.00	1701	Work study	\$ 8,724.33
01	46	01	8120	0266	2383.00	6200	Work study	\$ 8,724.33
01	46	01	8120	0266	2383.00	6770	Work study	\$ 6,700.00
01	46	01	8120	0266	2383.00	6840	Work study	\$ 6,500.00
01	46	01	8120	0266	2383.00	6899	Work study	\$ 12,000.00
01	46	01	8120	0266	2383.00	6910	Work study	\$ 7,724.34
01	46	01	8120	0266	2383.00	6920	Work study	\$ 15,400.00
01	46	01	8120	0266	2382.00	6470	Overtime	\$ 5,000.00
01	46	01	8120	0266	4500.00	6470	Non-instructional Supplies	\$ 2,500.00
01	46	01	8120	0266	6410.00	6470	Add'l/Improved Equipment	\$ 15,000.00
01	46	01	8120	0266	7600.00	7320	Other Student Aid	\$ 10,000.00
01	46	01	8120	0266	5210.00	6470	Personal Mileage	\$ 1,000.00
01	46	01	8120	0266	5120.00	6470	Other Contracts/Outside services	\$ 62,391.00
TOTAL								\$ 159,964.00

JUSTIFICATION

Augmentation adjustment made to reflect increase in the SBVC CalWORKs budget for fiscal year 2009/2010.

Controller <i>St J. St 4/20/10</i>	Chancellor	Board Action Date <i>5/13/10</i>
Batch Transfer Number/Reference # <i>150607</i>	Posted By: <i>SL</i>	Date: <i>3/30</i>



# BUDGET ADJUSTMENT

Date	Location	Responsibility Center Manager	President
3/31/2010	PRESIDENT'S OFFICE - SBVC	Dr. Susan Bangasser <i>Susan Bangasser</i>	Dr. Debra Daniels <i>Debra Daniels</i> Dr. Larry Buckley <i>Larry Buckley</i>
10 APR -1 AM 8:59			
INCOME			

Fund	Lf Sp	Site	Program	Subpro	Object	Type	Account Name	Amount in \$'s
01	65	01	4689	0000	8823.00	0000	Lowe's Grant	\$ 10,000.00

## EXPENSES

01	65	01	4689	0000	4500.00	0201	Non Instructional Supplies	\$ 8,300.00
01	65	01	4689	0000	6400.00	0201	Additional Equipment	\$ 1,000.00
01	65	01	4689	0000	4551.00	0201	Printing	\$ 100.00
01	65	01	4689	0000	5809.00	0201	Other Expenses & Fees	\$ 300.00
01	65	01	4689	0000	5610.00	0201	Equipment	\$300.00
								\$ (10,000.00)
								\$ 10,000.00

## JUSTIFICATION

The income is provided by a grant from Lowes for the Incredible Edibles project at San Bernardino Valley College. All expenses support the development and implementation of the project described in the grant.

MAR 31 2010

Controller <i>[Signature]</i>	Chancellor <i>[Signature]</i>	Board Action Date <i>5/13/10</i>
Batch Transfer Number/Reference # <i>150694</i>	Posted By: <i>SR</i>	Date: <i>4/15</i>



### BUDGET ADJUSTMENT

Date	Location	Responsibility Center Manager	President
4/2/2010	SBVC	Dr. Susan Bangasser	Dr. Debra Daniels
			Vice President
			Dr. Larry Buckley

INCOME

[illegible]

## EXPENSES

01	42	01	4641	0000	1480.00	0958	Non-instructional Hourly	\$ 13,550.00
01	42	01	4641	0000	2381.00	0958	Non-Student Hourly	\$ 5,000.00
01	42	01	4641	0000	4551.00	0958	Printing	\$ 500.00
01	42	01	4641	0000	4500.00	0958	Non-instructional Supplies	\$ 1,750.00
01	42	01	4641	0000	4100.00	0958	Textbooks	\$ 3,500.00
01	42	01	4641	0000	5809.00	0958	Other Expenses & Fee	\$ 2,000.00
01	42	01	4641	0000	5610.00	0958	Rentals	\$ 2,000.00
01	42	01	4641	0000	5200.00	0958	Travel/Conference Expenses	\$ 1,000.00
01	42	01	4641	0000	5611.00	0958	Bus/Car rentals	\$ 1,000.00
01	42	01	4641	0000	6400.00	0958	Additional Improved Equipment	\$ 1,000.00
01	42	01	4641	0000	6410.00	0958	Additional Equipment - \$1,000 or more	\$ 1,200.00
							\$ (32,500.00)	\$ 32,500.00

### JUSTIFICATION

The county Workforce Investment Board has approved ARRA funds for four special programs in Water Supply Technology (WST) for residents of San Bernardino County designed to develop skills for employability in the work force. The first program starts in June, 2010.

Controller	Chancellor	Board Action Date
<i>[Signature]</i> 4/20/10		5/13/10
Batch Transfer Number/Reference #	Posted By:	Date:
150697	<i>[Signature]</i>	4/15

RECEIVED  
S.B.V.C.

APR 2 - 2010

# BUDGET ADJUSTMENT

VICE PRESIDENT OF  
STUDENT SERVICES

Date	Location	Responsibility Center Manager	President
1 4-1-10	SBVC SBVC 10 APR -2 PM 1:48	Marco Cota	Damon A. Bell Debra Daniels

## Account

FU	LS	SI	PROG	SUBP	OBJECT	TYPE	ACCOUNT NAME	AMOUNT IN \$'s
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## INCOME

01	00	01	8212	0355	8822.00	0000	Cooperative agreement between UC and SBVC- Puente Program	\$1,500.00

## EXPENSE

01	01	01	8212	0355	5809.00	6499	Other expenses and fees	\$1,500.00

## JUSTIFICATION

Expenditure of additional funds received for the Cooperative Agreement between SBVC and UC - Puente Program. Funds need to be spent by June 30, 2010.

Vice Chancellor, Fiscal Services	Chancellor	Board Action Date
4/20/10		5/13/10
Batch Transfer Number/Reference #	Posted By:	Date:
110698	BR	4/15



# BUDGET ADJUSTMENT

Date	Location	Responsibility Center Manager	President
3/30/10	CHC Financial Aid	John Muskavitch, Joe Cabrales, Rebecca Warren-Marlatt	Gloria M. Harrison Gloria Harrison

## ACCOUNT

Fund	LfSp	Site	Program	Subpgm	Object	Type	Account Name	Amount in \$'s
<b>INCOME</b>								
01	00	32	8301	0161	8629.00	0000	Other Categorical Appropriations	\$1500

Fund	LfSp	Site	Program	Subpgm	Object	Type	Account Name	Amount in \$'s
<b>EXPENSE</b>								
01	00	32	8301	0161	5809.00	6460	Other Expenses & Fees	\$1500

## JUSTIFICATION

Budget Adjustment is necessary per Penny Ongoco to reflect our additional P-2 allocations from the Chancellors' Office. (additional BFAP)

	Chancellor	Board Action Date
		5/13/10
Batch Transfer Number/Reference #	Posted By:	Date:
160699	SR	4/15

4/7/10

## BUDGET ADJUSTMENT

Date	Location	Responsibility Center Manager	President
4/7/2010	PRESIDENT'S OFFICE, SBVC	Dr. Susan Bangasser	Dr. Debra Daniels
			Vice President
			Dr. Larry Buckley

## INCOME

[illegible]

## EXPENSES

01	42	01	4652	0000	1480.00	0799	Non-Instructional Hourly	\$ 22,400.00
01	42	01	4652	0000	2381.00	0799	Non-Student Hourly	\$ 3,200.00
01	42	01	4652	0000	4551.00	0799	Printing	\$ 550.00
01	42	01	4652	0000	4500.00	0799	Non-Instructional Supplies	\$ 1,750.00
01	42	01	4652	0000	4100.00	0799	Textbooks	\$ 3,000.00
01	42	01	4652	0000	5809.00	0799	Other Expenses & Fees	\$ 1,500.00
01	42	01	4652	0000	5610.00	0799	Rentals	\$ 2,000.00
01	42	01	4652	0000	5200.00	0799	Travel/Conference Expenses	\$ 500.00
01	42	01	4652	0000	5611.00	0799	Bus/Car Rentals	\$ 4,400.00
01	42	01	4652	0000	6400.00	0799	Additional Improved Equipment	\$ 5,600.00
01	42	01	4652	0000	6410.00	0799	Additional Improved Equipment over \$1000 or	\$ 16,300.00
							\$ (61,200.00)	\$ 61,200.00

### JUSTIFICATION

The county Workforce Investment Board has approved ARRA funds for a special program in Geographic Information Systems (GIS) for residents of San Bernardino County designed to develop skills for employability in the work force. This program starts in June, 2010.

Controller	Chancellor	Board Action Date
<i>Handwritten signature</i> 4/20/10		6/13/10
Batch Transfer Number/Reference #	Posted By:	Date:
160700	<i>Handwritten signature</i>	4/15



# BUDGET ADJUSTMENT

Date	Location	Responsibility Center Manager	President
04/14/10	DISTRICT	P ONGOCO	

## ACCOUNT

Fund	LfSp	Site	Program	Subpgm	Object	Type	Account Name	Amount in \$'s
<b>INCOME</b>								
01	00	01	9002	0228	8616.00	0000	BASIC SKILLS	-13,432.00

## EXPENSE

01	00	01	9002	0228	5809.00	0000	OTHER EXPENSES	-13,432.00

## JUSTIFICATION

TO ADJUST BASIC SKILLS ALLOCATION FY2010

Fiscal Services

Board Action Date

*LA J Ltr 4/20/10*

*5/13/10*

Batch Transfer Number/Reference #

Posted By:

Date:

*160701*

*SL*

*4/15*

# BUDGET ADJUSTMENT

Date	Location	Responsibility Center Manager	President
04/14/10	DISTRICT	P ONGOCO	

## ACCOUNT

Fund	LfSp	Site	Program	Subpgm	Object	Type	Account Name	Amount in \$'s
<b>INCOME</b>								
01	76	01	8207	0232	8623.00	0000	MATRICULATION	-3,575.00
01	76	01	8207	0232	8982.00	0000	INTRAFUND TRF IN	3,575.00
01	76	02	8207	0232	8623.00	0000	MATRICULATION	-1,581.00
01	76	02	8207	0232	8982.00	0000	INTRAFUND TRF IN	1,581.00

## EXPENSE


## JUSTIFICATION

TO ADJUST MATRICULATION FY2010 ALLOCATION

Fiscal Services		Board Action Date
<i>[Signature]</i> 4/20/10		5/13/10
Batch Transfer Number/Reference #	Posted By:	Date:
160702	SL	4/16

## 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: May 13, 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**

**JON KYLE** to Las Vegas, Nevada, June 26-July 2, 2010 to attend CISCO Live, with time and expenses. This conference will enable the attendee to gain and improve knowledge about the CISCO Network and the District's telephone systems.

**KEVIN FLEMING** to Newport Beach, California, April 6-9, to attend the California Workforce Association's 2010 Spring Conference with time and expenses. This travel was ratified at the April 8, 2010 Board meeting for travel beginning April 7. However, Mr. Fleming was asked to attend a pre-conference session, therefore beginning his travel on April 6-9, 2010.

**GLEN KUCK and OSMAN PARADA** to San Diego, California, June 16-18, 2010 to attend the On-Line Teachers Conference, with time and expenses. Mr. Parada and Dr. Kuck will exhibit and present EduStream. Travel and other expenses funded by the EduStream grant.

**ANDREW CHANG and YVETTE TRAM** to San Diego, California, June 16-18, 2010 to attend the On-line Teachers conference, with time and expense. Mr. Chang and Mrs. Tram. will exhibit and present EduStream at the conference. Travel and other expenses to be fully funded by the EduStream Grant.

**ANDRE CHANG and OSMAN PARADA** Phoenix, Arizona, June 2-3, 2010 to install hardware and software that provides redundancy for the Edustream infrastructure at the Phoenix Co-location, with time and expense. Travel and other expenses to be fully funded by the EduStream Grant.

**MATTHEW ISAAC and ALBERT MANIAOL** to Anaheim, California, June 21-25, 2010 to attend the Nanotech Conference and Expo 2010, with time and expenses. This is an opportunity to learn various technologies related to nanotechnology and establish partnerships towards job placement for training participants. Funded by the US Department of Labor Nanotechnology grant.

**LARRY CIECALONE and DUNCAN LIVELY** to Ft. Worth, Texas, July 7 – 11, 2010 to attend the annual Public Media Development and Marketing Conference, with time only. This meeting brings public radio managers and staff together to discuss fundraising efforts, ideas and issues affecting station revenues at the local, state and national levels. This request is for time only. KVCR Educational Foundation, Inc. will cover expenses.

**JASON P. BUCKNER** to Los Angeles, California, April 30-May 2, 2010 to attend the Student Senate for California Community Colleges General Assembly, with expenses. The Student General Assembly theme is "The Road to Access and Success: Detours Ahead" and featured keynote speakers who addressed the most current and pressing issues in California. Students will have the opportunity to craft resolutions, debate and adopt policies and elect senators for the State Student Senate Council as well as interact with other students from the state.

## **SBVC**

**DAMON BELL, and students MARISSA HERNANDEZ, ROBERT ALEXANDER, ROCHELLE ALEXANDER, MIGUEL SANCHEZ, JAVIER ALCARAZ, JAIME SANCHEZ, and DAVID MOREIRA, JOHANNA CASTILLO-TORRES and DESIRAE DAVIS,** to Los Angeles, CA, April 30-May 2, 2010 to attend the Student Senate for California Community Colleges General



Assembly, with time and expenses. The Student General Assembly theme is "The Road to Access and Success: Detours Ahead" and featured keynote speakers who addressed the most current and pressing issues in CA. Students will have the opportunity to craft resolutions, debate and adopt policies and elect senators for the State Student Senate Council as well as interact with other students from the state. This request was submitted for approval at the April 8, 2010 board meeting; however, the description was incorrect.

### **CHC**

**MERRILL DEMING** to Salt Lake City, Utah, August 9-15, 2010, to attend the Opening Day Exercises at Salt Lake Community College, with time only. Ms. Deming has been invited to do the opening presentation and faculty institute activities.

**JOHN KOEPER and DANIEL SULLIVAN** to Emmitsburg, Maryland, June 1-7, 2010, to attend the Fire & Emergency Services Higher Education #12 Conference, with time and expenses. This conference will provide updates on issues related to curriculum, fire technology education, and training.

**FERMIN RAMIREZ**, to Tempe, Arizona, June 6-11, 2010, to attend the Western Association of Financial Aid Administrators Sister Dale Brown Summer Institute, with time and expenses. This conference will provide information on significant changes to federal financial aid programs and eligibility rules. Training areas of major importance to the Financial Aid Outreach Coordinator are FAFSA Application Process, student eligibility, awarding, professional judgment, and R2T4.

## 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: May 13, 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: Desert Region Community College Workforce Investment Partnership Project  
Grant, Strategic Planning Retreat

Date: May 19-20, 2010

Amount: \$15,000.00

Item: Room and Board

The Professional Development Center's Center of Excellence program will host a 2-day strategic planning retreat at the Lake Arrowhead Resort and Spa in San Bernardino, California. The objective is to develop partnerships between colleges and workforce investment boards in order to strengthen the capacity to provide workforce development. Funded by the Center of Excellence grant projects.

Event: 2010 Law Enforcement Recognition Dinner

Date: May 13, 2010

Amount: \$360.00

Item: Table of 8

The annual Law Enforcement Recognition Dinner honors outstanding officers from various departments. SBCCD's officer Blake Bonnet will be honored this year.

Event: Blue Ribbon Breakfast

Date: May 11, 2010

Amount: \$200

Item: Table of 10

This event honors men and women of law enforcement.

Event: Inland Empire Scholarship Fund

Date: May 22, 2010

Amount: \$1,000

Item: Advertising

The Inland Empire Scholarship Fund supports Latino college students from the Inland Empire. The District placed an advertisement in the scholarship awards program.

Event: 2010 Southern California Transportation and Logistics Summit

Date: June 4, 2010

Amount: \$1,250

Item: Sponsorship

The Professional Development Center will sponsor a table to promote a broad based awareness of its Maintenance and logistics programs offered. Funded with the US Department of Labor grant for maintenance and logistics.

## **SBVC**

Event: Reconnection Breakfast with High School Counselors and Career Technicians

Date: May 3, 2010

Amount: \$1,500

Item: Food, materials

Sponsored by the Counseling Department and Outreach and Recruitment Office, this event will provide breakfast and an overview of Student Services programs as well as instructional and

Career Technical Education (CTE) opportunities at SBVC for approximately 100-150 personnel from San Bernardino, Colton, Rialto, Redlands and Fontana school districts. Funding source is the CTE Mini Grant. This request was approved at the April 8, 2010 board meeting with a date of April 30, 2010. Due to high school activities and the mini tech prep grant funding for the event, a date change is being requested.

Event: 2010 Sixteenth Annual Golden Apple Awards  
Date: April 14, 2010  
Amount: \$300  
Item: Table Sponsor

SBVC sponsored a table at the 2010 Sixteenth Annual Golden Apple Awards. Funding source is the Marketing and Public Relations general fund account. This item was previously approved at the February 11, 2010, board meeting with a date of March 18, 2010. In order to accommodate multiple entities, the date had to be changed.

Event: Student Assistance Program Daily Assistance  
Date: 2010 School Year  
Amount: \$2000.00  
Item: Food and Supplies

The Student Assistance Services program (SAP), provides students with daily assistance in the form of nutrition and supplies to ensure all students have the resources necessary to be successful. Funding source is the Community Development Block Grant.

Event: Youth Empowerment Strategies for Success/Independent Living Program  
(YESS/ILP) Foster Youth Graduation and Celebration  
Date: May 27, 2010  
Amount: \$600  
Item: Food and beverages

Sponsored by the Youth Empowerment Strategies for Success/Independent Living Program (YESS/ILP) Grant, this event will honor foster youth participants upon completion of the independent living workshops to assist them as they transition to self-sufficiency. Approximately 25 foster youth and 2 staff are expected to attend. Funding source is the YESS/ILP grant and per contractual agreement, SBVC is obligated to cover the cost of this event.

Event: Puente End of the Year Ceremony  
Date: May 14, 2010  
Amount: \$648  
Item: Printing, Awards and Mentor Gifts

Previously approved at the March 11, 2010 Board of Trustees meeting, the date had to be changed due to UC Riverside being unable to accommodate the original date of April 30, 2010. 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 by UC Riverside and the Puente budget.

Event: CDCWORKs! End of the Year Cohort Meeting  
Date: May 14, 2010  
Amount: \$360  
Item: Lunch, refreshments

Sponsored by the Career College/CalWORKs & Workforce Education Division, this event will encourage peer collaboration and support for 40 child development career students through the CDCWORKs! Program Grant. Funding source is per contractual agreement of the grant.

Event: Culinary Arts Field Trip to Cal Poly Pomona  
Date: May 12, 2010  
Amount: \$775  
Item: Field Trip and Dinner

As part of the curriculum for the Culinary Arts program, the students will be touring the Restaurant at Kellogg Ranch which is housed at Cal Poly Pomona. Funded by the Culinary Arts Tip account.

Event: Empowering Men in Mathematics Field Day  
Date: September 17, 2010  
Amount: \$2,000  
Item: Motivational speakers, handouts, memorabilia and refreshments

Mathematics, Business and Computer Technology Division is targeting underrepresented young men in high school and at the community college level regarding the importance of mathematics in life. Funding source is the Science and Math Student Success Consortiums grant and the SB 700 Career Technical Education Community Collaborative grant.

Event: Mathematics Appreciation Day  
Date: October 29, 2010  
Amount: \$2,000  
Item: Handouts, refreshments, fliers and memorabilia

Mathematics, Business and Computer Technology Division is hosting the fourth annual "Mathematics Appreciation Day" targeting local high school students and SBVC college students. Funding source is the Science and Math Student Success Consortiums grant.

Event: Celebrating Women in Mathematics and Science Day  
Date: February 25, 2011  
Amount: \$2,000  
Item: Motivational speakers, handouts, memorabilia and refreshments

Mathematics, Business and Computer Technology Division in collaboration with the University of California, Riverside, and Alliance for Education, are offering our annual "Celebrating Women in Mathematics and Science Day". This event specifically targets young women in high school and at the community college level. Funding source is the Science and Math Student Success Consortiums grant.

Event: Evening Education/Transfer Fair  
Date: April 21, 2010  
Amount: \$150  
Item: Refreshments

Previously approved at the December, 2009 Board of Trustees meeting, this event's date had to be changed due to the request of the Association sponsor to accommodate their schedule. Sponsored by the SBVC Transfer Center in collaboration with the Association of Private/Independent Colleges and Universities, this event for approximately 250 to 300 students, will provide information on traditional, adult and accelerated degree programs for SBVC students. Funding source is the Transfer Center Trust Account. Ratification is requested due to the original memo request not being received in a timely manner.

Event: ASG End of the Year Celebration

Date: May 19, 2010

Amount: \$700

Item: Dinner, supplies and awards

Sponsored by the Associated Student Government and the Office of Student Life, this event will applaud the 2009-2010 events and activities as well as thank the outgoing officers for their hard work and support during the year. Approximately 25 students and staff are expected to attend this event. Funding source is the Student Life trust fund.

### **CHC**

Event: CHC Summer Readiness Field Trip to the San Bernardino County Museum

Date: July 14, 2010

Amount: \$120.00

Item: San Bernardino County Museum Admission Tickets

Admission tickets will be purchased for the students in the CHC Summer Readiness class. The trip to the museum is part of the program curriculum.

Event: CHC Summer Readiness Field Trip to the San Bernardino County Museum

Date: July 14, 2010

Amount: \$305.00

Item: Meals

Meals will be provided for students attending the field trip to the San Bernardino County Museum. The trip to the museum is part of the program curriculum.

Event: Math Jam 952 and Math Jam 090

Date: August 2-6, 2010

Amount: \$1,400.00

Item: Refreshments

Refreshments will be provided for CHC students participating in the Math Jam 952 and Math Jam 090 to be held at Crafton Hills College.

## 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: May 13, 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.

<u>Name</u>	<u>Membership</u>	<u>Cost</u>
Chief Patrick McCurry	California College and University Police Chief's Association 2010/2011	\$100



## 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: May 13, 2010

SUBJECT: Consideration of Approval of Surplus Property and Authorize Disposal or Private Sale

### RECOMMENDATION

It is recommended that the Board of Trustees declare the listed equipment and materials as surplus and direct the Business Manager to contact auction houses and appropriate salvage companies for the disposal.

### OVERVIEW

The attached equipment and materials have been declared obsolete and no longer usable.

### ANALYSIS

Through reputable auction houses and salvage companies, these items will be picked up and transported to vendor facilities for sale or disposal as necessary. According to Education Code 81452, if the governing board by a unanimous vote of those members present finds that the property does not exceed in value the sum of Five Thousand Dollars (\$5,000), the property may be sold at private sale without advertising by the District.

### BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence

### FINANCIAL IMPLICATIONS

A statement and check for equipment sold will be provided to the District within 30 days after the date of auction and will positively impact the District budget.

**ALL RETIRED FIXED ASSETS FOR SURPLUS**

<b>Asset Number</b>	<b>Date Retired</b>	<b>Location</b>	<b>Description</b>	<b>Date In Service</b>	<b>Initial Value</b>	<b>Current Value</b>
16047	4/5/2010	CRAFTON HILLS COLLEGE	printer	7/1/2009	\$1.00	\$0.00
16074	4/5/2010	CRAFTON HILLS COLLEGE	PRINTER	9/21/2000	\$264.00	\$0.00
16569	4/5/2010	CRAFTON HILLS COLLEGE	printer	7/1/2009	\$1.00	\$0.00
16638	4/5/2010	CRAFTON HILLS COLLEGE	cpu	7/1/2009	\$1.00	\$0.00
16690	4/5/2010	CRAFTON HILLS COLLEGE	cpu	7/1/2009	\$1.00	\$0.00
16696	4/6/2010	CRAFTON HILLS COLLEGE	cpu	7/1/2009	\$1.00	\$0.00
16698	4/6/2010	CRAFTON HILLS COLLEGE	cpu	7/1/2009	\$1.00	\$0.00
16760	4/6/2010	CRAFTON HILLS COLLEGE	cpu	7/1/2009	\$1.00	\$0.00
16767	4/6/2010	CRAFTON HILLS COLLEGE	cpu	7/1/2009	\$1.00	\$0.00
16768	4/7/2010	CRAFTON HILLS COLLEGE	cpu	7/1/2009	\$1.00	\$0.00
16773	4/7/2010	CRAFTON HILLS COLLEGE	cpu	7/1/2009	\$1.00	\$0.00
16775	4/7/2010	CRAFTON HILLS COLLEGE	cpu	7/1/2009	\$1.00	\$0.00
16860	4/7/2010	CRAFTON HILLS COLLEGE		11/7/2003	\$1,750.00	\$0.00
16899	4/7/2010	CRAFTON HILLS COLLEGE	comp.w/mon.	4/15/2004	\$1,423.00	\$0.00
16902	4/7/2010	CRAFTON HILLS COLLEGE		4/15/2004	\$1,423.00	\$0.00
16931	4/7/2010	CRAFTON HILLS COLLEGE	cpu	7/1/2009	\$1.00	\$0.00
18673	4/13/2010	SAN BERNARDINO VALLEY COLLEGE	BOOTH SPRAY	7/1/1990	\$2,100.00	\$0.00
20671	3/15/2010	CRAFTON HILLS COLLEGE	SAW TABLE	7/1/1995	\$2,300.00	\$0.00
21106	4/13/2010	SAN BERNARDINO VALLEY COLLEGE	ELECTRIC SCOOTER	5/21/2001	\$2,140.00	\$0.00
22059	4/13/2010	SAN BERNARDINO VALLEY COLLEGE	COPIER	8/21/2001	\$3,201.00	\$0.00
<b>Total:</b>					\$14,613.00	\$0.00

## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Acting Chancellor  
REVIEWED BY: Dr. Debra Daniels, President, SBVC  
PREPARED BY: Dr. Larry Buckley, Vice President, Instruction, SBVC  
DATE: May 13, 2010  
SUBJECT: Consideration of Approval of Donation – SBVC

### RECOMMENDATION

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

### OVERVIEW

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

### ANALYSIS

The donation, on behalf of the law firm of Granowitz, White and Webber consists of 743 volumes of law and real estate books and six book cases and will enhance services and resources available to our students.

### BOARD IMPERATIVE

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


### FINANCIAL IMPLICATIONS

None.

LIBRARY, LEARNING RESOURCES, & COMMUNICATION MEDIA DIVISION

# MEMORANDUM

MAR 31 2010

TO: Dr. Larry Buckley, Vice-President of Instruction 40  
FROM:  Marie Mestas, Dean, Library, Learning Resources, & Communication Media Division  
DATE: 31 March 2010  
IN RE: Donation to Library

This memo is to inform you that the Library has received a donation of law books that will be invaluable addition to the collection to support the college's Paralegal Studies program. In addition to 743 volumes of legal and real estate materials, the Library also received six book cases in which to display the materials in the Reference area for students' use.

The San Bernardino law firm of Granowitz, White & Weber was the source of this wonderful donation. Attorney Christopher Cruz was the contact person who arranged for the donation and pickup of the materials. The Library has already sent a letter of thanks to them; however, I understand that it is a normal procedure for the Board to acknowledge such large donations, and therefore I am sending this information to you for presentation to the Board of Trustees.

Granowitz, White & Weber  
Attention: Christopher Cruz  
Chase Bank Plaza Suite 300  
330 North "D" Street  
San Bernardino, CA 92401

Thank you for your attention to this matter.

Cc: file

## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Acting Chancellor  
REVIEWED BY: Bruce Baron, Vice Chancellor of Fiscal Services  
PREPARED BY: Bruce Baron, Vice Chancellor of Fiscal Services  
DATE: May 13, 2010  
SUBJECT: Consideration of Cell Phone Service Reimbursement

### RECOMMENDATION

It is recommended that the Board of Trustees approve the cell phone service reimbursement for Andrew Chang, Yvette Tram, and Osman Parada in the amount of \$50 each per month.

### OVERVIEW

Current board policy provides managers with the ability to be reimbursed for cell phone service on an as needed basis in the performance of their job duties. There is no such provision for classified staff although there are occasions where classified staff are required to use their personal cell phones in the performance of their job duties. Andrew Chang, Yvette Tram and Osman Parada, classified staff in the Distributed Education and Technology Department, often travel to other sites to do presentations and training events for EduStream. They also perform maintenance of core systems at off-site locations.

### ANALYSIS

Andrew Chang, Yvette Tram, and Osman Parada will be out in the field demonstrating and working with other colleges and moving between District locations and are required to use their cell phones to communicate.

### BOARD IMPERATIVE

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

### FINANCIAL IMPLICATIONS

Budgeted with Grant funds.

## 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: May 13, 2010  
SUBJECT: Consideration of Approval of a Facility Use Fee Waiver  
District Office Board Room

### RECOMMENDATION

It is recommended that the Board of Trustees approve a facility-use fee waiver for the South Coast AQMD to use the Board Room on June 15, 2010.

### OVERVIEW

The South Coast AQMD has asked to use the Board Room to hold a "Town Hall" style meeting on regional air pollution issues and the forthcoming Clean Community Action Plan (CCAP). The CCAP will focus on new technology and solutions related to air quality in the San Bernardino region, specifically from the former Norton AFB to the Colton rail yards.

### ANALYSIS

In line with supporting community services, the SBCCD requests that the facility use fee be waived for the South Coast AQMD on June 15, 2010.

### BOARD IMPERATIVE

IV. Enhanced and Informed Governance and Leadership

### FINANCIAL IMPLICATIONS

No budget implications.

## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Acting Chancellor

REVIEWED BY: Bruce Baron, Vice Chancellor of Fiscal Services

PREPARED BY: Bruce Baron, Vice Chancellor of Fiscal Services

DATE: May 13, 2010

SUBJECT: Consideration of Approval of the 2010-2011 Newspaper for the Proposed Budget

### RECOMMENDATION

It is recommended that the Board of Trustees approve the Riverside Press Enterprise Newspaper and the San Bernardino County Sun Newspaper for the 2010-2011 proposed budget.

### OVERVIEW

Senate Bill 1854 requires the San Bernardino Community College District to publish notice of dates and location (s) of public inspection and hearing of the College District's proposed budget in a newspaper of general circulation in the District, or if there is no such newspaper, then in one of general circulation in the County.

### ANALYSIS

The date for public hearing shall be September 9, 2010 at 4:00 p.m. at 114 South Del Rosa Drive, San Bernardino, CA in the District Boardroom. The proposed budget will be available for public inspection from September 7, 2010 to September 8, 2010 in the Accounting Department at 114 South Del Rosa Drive, San Bernardino, CA.

### BOARD IMPERATIVE

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

### FINANCIAL IMPLICATIONS

None.

## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Acting Chancellor

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

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

DATE: May 13, 2010

SUBJECT: Consideration of Approval of SBCCD Board Policy 7230 Classified Employees, Non-Management

### RECOMMENDATION

It is recommended that the Board of Trustees approve the SBCCD Board Policy 7230 Classified Employees, Non-Management.

### OVERVIEW

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

### ANALYSIS

The attached Board Policy 7230 has gone through the collegial consultation process and is recommended for approval.

### BOARD IMPERATIVE

Institutional Effectiveness.

### FINANCIAL IMPLICATIONS

None.



CLASSIFIED EMPLOYEES, NON-MANAGEMENT

Classified employees are those who are employed in positions that are not academic positions. The employees and positions shall be known as the classified service.

The classified service does not include the following:

- Substitute and short-term employees who are employed and paid for less than 75 percent of the fiscal year.
- Part-time apprentices and professional experts employed on a temporary basis for a specific project, regardless of length of employment.
- Full time students employed part time, and part-time students employed part time in any college work-study program or in a work experience education program conducted by the District.

The Board shall fix and prescribe the duties of the members of the classified service.  
(See Board Policy 7110.)

~~The probationary period for classified employees shall be nine months for classified bargaining unit members and twelve months for confidential and supervisory employees.~~

~~Before a short-term employee is employed, the Board, at a regularly scheduled meeting, shall specify the service required to be performed and certify the ending date of the service. The Board may later act to shorten or extend the ending date, but shall not extend it beyond 75 percent of an academic year.~~

The Chancellor is responsible for establishing procedures to assure that the requirements of state law and regulations regarding the classified service are met.

All collective bargaining agreements between the Board and the California School Employees Association shall be considered as policies of the Board.

Reference:  
Education Code Sections 88003; 88004; 88009; 88013

APPROVED: 6/10/04

## 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: May 13, 2010

SUBJECT: Consideration of Approval of Board Resolution to Recognize the Week of May 16-22, 2010, as Classified School Employee Week in California, as Designated by the California School Employees Association and the California State Legislature

### RECOMMENDATION

It is hereby recommended that the Board of Trustees adopt the attached Resolution and designate the week of May 16 through May 22, 2010, to recognize and honor the contribution of the classified school employees of the San Bernardino Community College District.

### OVERVIEW

The third full week of May (May 16 through May 22) has been designated as Classified School Employee Week in California by the California School Employees Association and the California State Legislature.

### ANALYSIS

Classified personnel employed by the District provide valuable services and strive for excellence in all areas relative to the educational community. The Board may elect to designate the week of May 16 through May 22, 2010, to recognize the efforts of the classified school employees of the San Bernardino Community College District.

### BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

### **FINANCIAL IMPLICATIONS**

No additional financial impact.

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
RESOLUTION # \_\_\_\_\_**

**RESOLUTION RECOGNIZING THE WEEK OF MAY 16-22, 2010 AS  
CLASSIFIED SCHOOL EMPLOYEE WEEK IN CALIFORNIA, AS  
DESIGNATED BY THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION  
AND THE CALIFORNIA STATE LEGISLATURE**

- WHEREAS,** Classified professionals provide valuable services to the students and programs of the San Bernardino Community College District; and
- WHEREAS,** Classified professionals contribute to the establishment and promotion of a positive instructional environment; and
- WHEREAS,** Classified professionals serve a vital role in providing for the welfare and safety of San Bernardino Community College District's students; and
- WHEREAS,** Classified professionals employed by the San Bernardino Community College District strive for excellence in all areas relative to the educational community; therefore be it
- RESOLVED,** That the San Bernardino Community College District hereby recognizes and wishes to honor the contribution of classified professionals to quality education in the State of California and in the San Bernardino Community College District and declares the week of May 16 through May 22, 2010, as Classified School Employee Week in the San Bernardino Community College District.

Adopted at a regular meeting of the Board of Trustees of the San Bernardino Community College District at San Bernardino, California this 13<sup>th</sup> day of May 2010;

Signed: \_\_\_\_\_  
President, Board of Trustees

Attest: \_\_\_\_\_  
Secretary to Board of Trustees

## 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 Contract with Mutual of Omaha for 2010 Supplemental Early Retirement Program (SERP) Annuity Administration

### RECOMMENDATION

It is recommended that the Board of Trustees approve contract with Mutual of Omaha to be the program administration agent for 2010 SERP Retirees.

### OVERVIEW

Mutual of Omaha was chosen as the program administration agent for the SERP Retiree annuity. This annuity program has a cost of \$3,744,270.00 paid over five years. This amount will be used to fund the annuity to purchase the benefits under this contract.

### ANALYSIS

This program administration contract is part of the 2010 SERP, which was Board approved on 01/14/2010 and offered to all eligible employees. This contract establishes annuity payment services for the employees participating in the 2010 SERP.

### BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence

### FINANCIAL IMPLICATIONS

Budgeted

Attachments

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**NONPARTICIPATING INSTALLMENT  
PREMIUM**

**GROUP ANNUITY**

---

*from Mutual of Omaha*

**QUALIFIED PREMIUM QUOTATION**

**PREPARED FOR**

**SAN BERNARDINO COMMUNITY COLLEGE  
DISTRICT**

**SUPPLEMENTAL EMPLOYEE RETIREMENT PLAN**



**Mutual of Omaha**

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**UNITED of OMAHA**

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## ***PROPOSAL SUMMARY***

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**Supplemental Employee Retirement Plan**  
**April 23, 2010**

<b>Annuitant Category</b>	<b>Annuity Form</b>	<b>Aggregate Benefit</b>	<b>Number Of Lives</b>
<b>Immediate</b>			
<b>Retirees</b>	Life Only	\$21,008.67	54
	Life With 120 Months Certain	\$20,160.06	54
	Joint & 50% Survivor	\$878.23	3
	60 Months Certain Only	\$58,534.51	54
	72 Months Certain Only	\$49,909.77	54
	84 Months Certain Only	\$43,761.73	54
	96 Months Certain Only	\$39,230.89	54
	108 Months Certain Only	\$35,663.63	54
	120 Months Certain Only	\$32,821.34	54

Fixed premium installments to fully purchase the annuity benefits selected must be received by United of Omaha on or before the scheduled due date below. In the event each premium installment is not received by United within a 30 day grace period of the scheduled due date below, the Contractholder will be assessed a penalty fee equal to 5% of the installment premium amount due. After such 30-day grace period has expired, the Contractholder will have until the extended premium due date below to pay the appropriate installment premium plus the assessed penalty fee due by the extended premium due date, United will terminate the contract on the next business day following the extended premium due date, assess the Contractholder with a contract termination fee equal to \$300 per annuitant and terminate all annuity benefits under the contract.

<b>Benefit Commencement Date</b>	<b>Scheduled Due Date</b>	<b>Extended Premium Due Date</b>	<b>Premium Installment Amount</b>
August 1, 2010	July 1, 2010	September 1, 2010	\$748,854.00
	July 1, 2011	September 1, 2011	\$748,854.00
	July 1, 2012	September 1, 2012	\$748,854.00
	July 1, 2013	September 1, 2013	\$748,854.00
	July 1, 2014	September 1, 2014	\$748,854.00
<b>Total Amount of Expected Premium Installments:</b>			<b>\$3,744,270.00</b>

## ***PREMIUM & EXPENSES***

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The premium shown on the preceding page was calculated using United of Omaha's actuarial assumptions. Any other expenses included, or in addition to, the premium are indicated below:

- ***Annuity Issue Fees***

Annuity Issue Fees included in the premium:

- 1% of the Net Premium (Gross Premium minus state tax and commission if applicable) to issue each annuity

Note: Additional Annuity Issue Fees may be applied to each annuity if excess premium is received.

- ***State Premium Tax***

State premium tax is included in the premium and assumes all annuitants reside in the state of California which currently assesses a .50% state premium tax. Final premium may change if any annuitants reside in a different state.

**Note:** Some states currently require United to pay a one-time state premium tax on premium received applicable to each annuitant that resides in that State. The final premium upon which annuities are issued will include such premium tax. United deducts the state premium tax amount from the premium received to pay the State.

- ***Commissions***

The premium includes a charge to cover commissions equal to 6% of each premium installment.

**Note:** No commissions are payable on funds to cover state premium tax.



***SALES AGREEMENT******PAGE 1 OF 2******Retirement Plans Division***

<b>Proposal #</b>	<b>School District</b>	<b>Expiration Date And Time</b>
98	<b>SAN BERNARDINO COMMUNITY COLLEGE DISTRICT Supplemental Employee Retirement Plan</b>	April 30, 2010 at 4:00 Central Time

***Terms & Conditions***

I certify and acknowledge that:

1. I am a duly authorized representative of the Contractholder for purposes of making the following certifications and adjustments. The Contractholder has reviewed this proposal in its entirety and accepts the terms and conditions of the entire proposal for the purchase of a group annuity contract (the "Contract") to provide annuity benefits for all employees who elect to have an annuity benefit purchased on their behalf by the Contractholder. In the event of any discrepancy between the terms of this proposal and the final contract agreed between the parties, the terms of the final contract will control. The Contractholder will hold United harmless from any and all liability resulting from benefits provided to the Contractholder outside of United's contracts. This acceptance will be binding on the Contractholder and its successors and assigns;
2. If a properly signed Contract Application and Sales Agreement is not received by United on or before the quotation expiration date, April 30, 2010 at 4:00 Central Time, and if the first premium installment is not received by United on or before July 1, 2010, and the completed Data Depository is not received before July 1, 2010, United's quotation will terminate and become null and void, notwithstanding this Acceptance.
3. The premium quoted in this proposal includes a 6% commission which totals \$223,532.92. By executing this Sales Agreement, I acknowledge and approve the commission percentage and amount quoted in this proposal and is authorizing payment of such commission amount.
4. The Contractholder anticipates no difficulty, financial or otherwise, in paying each premium installment as it becomes due under the Contract and will provide written communication materials to eligible employees, explaining the installment purchase feature of the Contract and a notice that annuity benefits may cease in the event a premium installment is not received when due. In the event the Contractholder fails to pay an installment premium when due under the terms of the Contract, the contractholder will give written notice to each affected individual as soon as reasonably possible after receiving written approval of such notice from United;
5. United is not a party to the Plan and United's duties and obligations will be limited to those stated in the Contract. The Contractholder will assume full responsibility for all matters relating to the Plan, including responsibility for (a) the design and communication of the Plan, (b) the Plan's compliance with federal, state and local law and (c) the defense of any claim, suit or other complaint arising in connection with the Plan. This proposal is based on the Plan specifications provided by the Plan's representative and assume the Plan provisions meet all legal requirements and the Plan has been administered in accordance with those requirements.

***SALES AGREEMENT******PAGE 2 OF 2******Retirement Plans Division***

6. Keenan & Associates is hereby authorized to electronically transmit annuitant data to United for an Installment Premium Group Annuity quotation. United will be entitled to rely exclusively on the information provided and has no duty to look beyond such information. In the event any essential information required by United to provide annuity benefits under the Contract have been omitted or misstated, the benefit payable will be adjusted by United based upon current interest rates and the correct information. The Contractholder will hold United harmless from any and all liability resulting from such omission or misstatement. Interest rates used in calculating any increase in costs will not apply to data changes that are repriced within 90 days following the date of the signed Sales Agreement. The full installment premium, including any increase due to changes, is due and payable prior to our issuance of the annuity certificate and master contract by United.
7. I will obtain United's prior written approval before describing United's responsibilities in any communication or enrollment materials. I acknowledge and agree that United will take direction from Keenan & Associates with respect to the following, including but not limited to, benefit payments, wire transfer payment instructions, beneficiary designations and Qualified Domestic Relations Orders.

In witness whereof, the undersigned has executed this sales agreement on the date written below and acknowledges that the appropriate Plan requirements have been met by the provisions outlined in this proposal. The undersigned acknowledges that United will not, at any time, have any authority or responsibility with respect to the Plan that United has not reviewed the Plan documents and has relied exclusively on the information and instructions provided by the undersigned or its authorized representative to develop the terms of this annuity Proposal.

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Legal Name of Contractholder

---

Print Name of Contractholder Representative

**X**

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Signature of Contractholder Representative

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Title of Contractholder Representative

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Date

---

Street Address

---

City

---

State

---

Zip

---

Key Contact Person

---

Title

---

[     ]  
Phone

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EIN #

---

Plan Name

# APPLICATION

TO

## UNITED OF OMAHA LIFE INSURANCE COMPANY OMAHA, NEBRASKA

*(herein called United)*

FOR

### A NONPARTICIPATING INSTALLMENT PREMIUM GROUP ANNUITY CONTRACT

*(herein called the Contract)*

The applicant, \_\_\_\_\_ Supplemental Employee Retirement Plan, hereby makes application for a Nonparticipating Installment Premium Group Annuity Contract to become effective on a date agreed to by United and the applicant. Issuance of such Contract will be subject to approval of this application by United at its Home Office.

If this application is approved by United, a Nonparticipating Installment Premium Group Annuity Contract will be issued and the applicant's Premium of \$\_\_\_\_\_ will be applied by United to purchase the benefits provided under the Contract. If this application is not approved by United and a Contract is not issued, the applicant's Premium will be refunded.

The applicant, by signing this application the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, at \_\_\_\_\_, \_\_\_\_\_, represents:

- A. that a copy of the Nonparticipating Installment Premium Group Annuity Contract proposal (\_\_\_\_\_) which includes an explanation of Contract fees, charges, penalties and adjustments has been received and reviewed; and
- B. that the pension or profit-sharing plan for which the Contract is to be issued qualifies under Section 401(a) of the Internal Revenue Code of 1954, as amended.

By \_\_\_\_\_  
(signature)

\_\_\_\_\_  
(typed or printed name)

Title \_\_\_\_\_

\_\_\_\_\_  
(Agent of Record)

## ***UNITED OF OMAHA – THE RIGHT CHOICE***

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**Ratings** – In the complex world of insurance and financial services, our philosophy is simple: We keep our promises to our customers through sound business and investment practices.

A strong financial foundation continues to be the hallmark of the Mutual of Omaha family of companies. Assets under management, policy owner reserves, and surplus have grown substantially over the years, helping produce consistently high ratings from nationally recognized independent rating agencies. These ratings reflect Mutual of Omaha's and United of Omaha's solid financial performance, stable investment strategies, quality products, and outstanding customer service.

<b>Long-Term Financial Ratings</b>	<b>Mutual of Omaha United of Omaha</b>
<b>A.M. Best Company, Inc.</b> (for overall financial strength and ability to meet ongoing obligations to policyholders)	<b>A+ (Superior)</b> This rating is the second highest of 16.
<b>Moody's Investors Service</b> (for current financial strength and ability to withstand financial stress in the future)	<b>Aa3 (Excellent)</b> This rating is the fourth highest of 21.
<b>Standard &amp; Poor's</b> (for financial strength to meet obligations to policyholders)	<b>AA- (Very Strong)</b> This rating is fourth highest of 18.



## **A Philosophy of Integrity and Dedication to our Customers**

Since 1909, the Mutual of Omaha companies have provided quality, competitive products and outstanding service to customers. For more than 45 years, United of Omaha Life Insurance Company, a wholly owned subsidiary of Mutual of Omaha Insurance Company, has provided competitively priced group annuity products that offer our clients superior coverage and service customized to fit their specific needs.

As a mutual company, we don't have stockholder pressure to post increased earnings each quarter. Instead, our focus is on the longer term, consistent with obligations to our customers that often last for decades. We make decisions that stand the test of time – decisions always made in the best interest of our policyholders.

Our policyholders rely on our stability, and our solid financial foundation gives them confidence that we will be around to pay our obligations when we need to do so. That's the most important consideration from everyone's perspective.

Other clear advantages include our widely recognized brand, our diversified investment and product portfolios, our associates and our integrity. We've always lived up to our reputation as the people that stand by their promises. As a company, we do what's right.

## **Customized Features and Guaranteed Coverage**

United's Nonparticipating Installment Premium Group Annuity product is a fixed annuity product that has been specifically designed to accommodate the flexible funding needs of the supplemental early retirement plan (SERP) market. This group annuity contract is backed by United's General Asset Account, which is comprised of a well-diversified, prudently managed portfolio of assets. Appropriate asset/liabilities management strategies are employed to help insulate portfolio assets from the effects of adverse interest rate movements and to ensure sufficient funding of all policyholder obligations.

## **Our Service Sets Us Apart**

Our cornerstone has always been our commitment to superior customer service. In addition to our standard services, United has established customized administrative processes and provides dedicated sales, underwriting, and administrative staff that are focused on the specific needs of the SERP market place. Our extensive expertise, experienced team of professionals, and specialized processes ensure that each arrangement is installed and administered with the unparalleled accuracy and efficiency our customers have come to expect from United of Omaha.



## Financial Strength and Stability from a Name You Can Trust

For more than 100 years, the companies have enjoyed steady, significant growth – growth rooted in an enduring commitment to customers and a conservative, yet progressive, investment strategy that has stood the test of time in an ever-changing financial environment. Our ultimate pledge is to meet our financial obligations to our customers and we are well positioned to do so.

### United of Omaha Total Assets As of December 31, 2009

	Carrying Value (000)	% of Total Assets
Bonds	9,088,694	64.9%
Mortgage Loans	1,922,612	13.7%
Preferred Stocks	67	0.0%
Common Stocks (Gen. Mkt.)	30,500	0.2%
Common Stocks (Affiliated Cos.)	119,049	0.8%
Real Estate	71,175	0.5%
Policy Loans	175,161	1.2%
Short-Term Investments*	6,548	0.0%
Cash & Other Invested Assets	428,235	3.1%
Separate Account & Other Non-Invested Assets	2,195,255	15.6%
<b>Total Assets</b>	<b>14,037,295</b>	<b>100%</b>

\* Does not include cash equivalents.

<b>Capital &amp; Surplus: 9.3% of Total Assets</b>
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**Surplus --** Surplus is an important indicator of an insurer's financial strength. Capital, surplus, and special reserves represented 9.3% of United of Omaha's assets as of December 31, 2009. This margin offers additional security for plan participants. At year end 2009, United of Omaha's capital and surplus had grown to more than \$1.25 billion, demonstrating our sound management, consistent profitability, and aggressive, yet prudent, pursuit of new business.

## ***VALUED ANNUITY SERVICES***

### ***Retirement Plans Division***

#### ***Knowledgeable, Personalized Service Helps Set Us Apart!***

#### ***Payment Services***

- **Preparation of individual annuity certificates**, explaining plan benefits and guarantees
- **Electronic funds transfer (EFT)** to a bank selected by the Annuitant, at no additional charge. Alternatively, checks may be mailed directly to the payee's residence.
- **Toll-free customer service** for plan sponsor and annuitant questions (7 a.m.-4:30 p.m. CST, Monday-Friday).
- **Recalculation of benefits entitlements that result from:**
  - Alternate payment dates**, for earlier or later commencement of benefits, as referenced in the annuity certificate. There is no charge for the first calculation. For each subsequent calculation, there is a \$25 charge.
  - Election of optional annuity payment forms**, as referenced in the annuity certificate. There is no charge for the first calculation. For each subsequent calculation, there is a \$25 charge.
  - Federal tax lien**--There is a \$25 charge for each recalculation of benefits due.
  - Court order or other written directive** from an authorized representative of the Contractholder. There is a \$350 charge for each calculation of benefits.
- **Administration of federal and state income tax withholdings.**
- **Distribution of 1099R forms** to every payee.



## ***STATE OF CALIFORNIA NOTICE***

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### ***Retirement Plans Division***

This proposal is subject to change if this signed Acceptance Agreement is not received by United of Omaha before the expiration time specified in this proposal.

The amount of annuity benefit purchased with the premium payment(s) received by United of Omaha, may not be protected by the California Life Insurance Guarantee Association in the unlikely event United of Omaha becomes unable to meet its financial obligations under this Contract. The amount of expected annuity benefit that is not purchased, due to premium payments not received by United of Omaha, may not be protected by the California Life Insurance Guarantee Association. (Please refer to the attached Notice for additional information.)



## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Acting Chancellor  
REVIEWED BY: Steven Sutorus, Business Manager  
PREPARED BY: Steven Sutorus, Business Manager  
DATE: May 13, 2010  
SUBJECT: Consideration of Approval of Contract with Credentials Solutions for Online Purchase of Parking Decals

### RECOMMENDATION

It is recommended that the Board of Trustees approve the contract with Credentials Solutions for CHC.

### OVERVIEW

This contract would allow Crafton Hills College students and staff to purchase their parking decals and ASB stickers online and have them mailed directly to their homes, allowing existing staff to be reassigned to other important work in servicing faculty, staff and students. Credentials Solutions is acting as the contracting agent between Crafton Hills College, the purchasers, and Parking Plus the parking decal provider. The college will pay a per unit fee and save the full cost of supplies, printing, postage and staff time.

This proposed change in parking decal purchase and disbursement has been reviewed by CSEA and has been approved under the following conditions: That the contract is consistent with CSEA article 1.2.3 in that the contract will not cause displacement of DISTRICT employees including layoffs, demotion, involuntary transfer to a new classification, involuntary transfer to a new location requiring a change of residence and time base reductions.

### ANALYSIS

This would eliminate long lines and free up personnel for other assignments.

### BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

### FINANCIAL IMPLICATIONS

This approximate cost of \$5,000 will be covered through Administrative Services budgeted funds.

Attachment

**Credentials Order Processing Services Inc.**  
**ParkingPlus<sup>®</sup> Permit Order Management Service**  
**Terms & Conditions**

1. **Parties:** These Terms & Conditions of Agreement between COPSI Order Processing Services Inc. (an Illinois Corporation) 436 Frontage Road, Suite 200, Northfield, Illinois 60093 (COPSI) and San Bernardino Community College District, 114 S. Del Rosa Dr., San Bernardino, CA 92408 (INSTITUTION) relate to the ParkingPlus<sup>®</sup> Permit Order Management Service (SERVICE) to be provided by COPSI to Institution during the term of this Agreement. This Agreement will become effective (the "effective date") as of the date signed by both parties.
2. **Services:** Acting as a contracted agent for INSTITUTION, COPSI will provide students and other users with the option of requesting parking permits electronically using ParkingPlus<sup>®</sup>, an Internet-based facility to support entry of orders and outsourced production and mailing of parking permits. COPSI will make parking permit orders electronically available to INSTITUTION on a timely and accurate basis; provide facilities to support communication with the party that ordered the permit; provide personnel of Institution with the ability to originate orders for permits; produce the permits on a timely basis and mail the permits on a timely basis. The service will be offered to students and other as an optional "convenience". COPSI will collect INSTITUTION's published parking permit fees and optionally a telephone operator assistance fee for orders placed with COPSI Customer Service staff using the COPSI' toll-free service.
3. **COPSI Fees:** All orders placed using the ParkingPlus<sup>®</sup> service will be assessed a shipping and handling fee that will be deducted from the fees collected on behalf of the INSTITUTION. The schedule of fees are as follows:

Annual Parking Permit	Annual Parking Permit w/ASB sticker	Annual ASB Sticker	Semester Parking Permit	Semester Parking Permit w/ASB Sticker	Semester Motorcycle Permit	Semester ASB Sticker
\$3.50	\$3.75	\$2.75	\$3.00	\$3.50	\$2.75	\$2.50

Orders placed with COPSI' Customer Service 800-Number will be subject to an additional \$5.00 operator assistance fee, which will be charged to the student requesting the parking permit. Pre-printed permits for use as over the counter inventory will be charged \$0.65 per permit plus shipping provided they are ordered no later than 15 days prior to the beginning of online sales for the ensuing term. Pre-printed permit orders placed after the 15 day advance deadline will be charged \$1.00 per permit plus shipping.

Operator assistance fees shall be established in the sole discretion of COPSI. COPSI shall give Sixty (60) days advance written notice to INSTITUTION of any change in COPSI' operator assistance fee for the SERVICE covered by this Agreement. Order handling fees are not subject to change during the term of this agreement unless INSTITUTION implements a change to its fees or fee structure.

Purchasers who use a credit card to obtain a parking permit and subsequently challenge the charge shall be liable to COPSI for INSTITUTION's fees, COPSI's fees and all fees and penalties assessed by the credit card merchant processor (currently \$25.00). Upon notification of a challenged transaction, COPSI will notify the campus police and immediately "cancel" the permit on the administrative module of the ParkingPlus<sup>®</sup> system. COPSI will attempt to recover all costs by contacting the purchaser directly and rendering an invoice for all applicable charges. If after a period of 30 days COPSI is unable to recover the applicable fees, documentation will be provided to INSTITUTION and the amount due will be debited from the subsequent remittance of INSTITUTION's fees.

4. **Credit Card Processing Fees.** COPSI shall assume all credit card discount fees and transaction fees associated with parking permit orders processed by COPSI's ParkingPlus<sup>®</sup> service.
5. **Record-keeping, Reporting and Payment:** COPSI shall maintain records of parking permit orders taken on behalf of INSTITUTION. Such records shall indicate the identity of the individual whose parking permit was requested, the name of the party placing the order, the address to which the parking permit was sent, the vehicle description, the date of the order and the date the order was completed by the INSTITUTION.

Records required to be maintained by COPSI shall be protected from disclosure to any third parties in violation of the terms of this Agreement and be retained by COPSI for a period of no less than one year from the date the order was completed. COPSI shall make available to INSTITUTION copies of all transaction records in electronically readable form on a periodic basis to facilitate INSTITUTION's own record-keeping requirements.

Payment of monies due to INSTITUTION for its parking permit fees shall be remitted to INSTITUTION on a twice-monthly basis and shall be rendered within 10 days of the 15<sup>th</sup> and the last business day of each calendar month. COPSI will produce monthly reports detailing the transaction activity and make them available to INSTITUTION via COPSI's Registrar Support Service on the Internet.

6. **Agency Appointment:** INSTITUTION hereby appoints COPSI as its non-exclusive agent for the purpose of accepting parking permit orders; activities for which INSTITUTION is traditionally and ultimately responsible (*see* 34 CFR 99.3 "Educational Records"). As an agent for INSTITUTION, COPSI is subject to and must comply with the Family Educational Rights and Privacy Act of 1974 (as Amended) (FERPA) and its prohibitions against disclosure of personally identifiable information regarding students to third parties, except where permitted by the regulations of the United States Department of Education (ED). COPSI will provide security for the integrity and confidentiality of all information collected by COPSI in fulfillment of this Agreement.
7. **Term:** The initial term of this Agreement shall be 5 years from the effective date and will be renewed for succeeding one-year periods unless sooner terminated.
8. **Termination:** This Agreement will terminate:
  - (a) At the end of the term specified in Paragraph 7 or at the end of any succeeding one year period, provided either party delivers written notice of termination at least 90 days prior to the end of the period; or
  - (b) Upon failure of a party in breach of any material term of this Agreement to cure the breach within 30 days of delivery of a written notice of breach from the other party; or
  - (c) At any time and without cause upon 30 days written notice by INSTITUTION or 180 days written notice by COPSI delivered to the other party.
9. **Force Majeure:** The failure of either party to fulfill its obligations under this Agreement; including obligations of COPSI to deliver parking permit orders on behalf of INSTITUTION in a timely fashion, shall not be considered a breach of a material term of this Agreement if such failure is caused by unforeseen events beyond the control of the non-performing party, including acts of God, acts of war, rebellion or sabotage or unpreventable mechanical failure.
10. **Audit:** INSTITUTION shall have the right to undertake audits, at its expense and direction, as follows:
  - a) INSTITUTION shall have the right to inspect COPSI's books and records to the extent necessary and appropriate to assure INSTITUTION of COPSI's ability to perform its obligations under this Agreement, and



- b) INSTITUTION shall have the right to audit COPSI' information management systems and procedures to assure that such systems and procedures meet INSTITUTION's standards of integrity, confidentiality and security.
- c) Audits may be undertaken no more than once per year, at any time of the year during normal business hours, upon reasonable notice to COPSI of not less than 30 days.

11. **Representations & Warranties:**

COPSI represents and warrants, during the term of this Agreement that:

- a) It will be and remain in compliance with all applicable laws and regulations governing the service to be provided herewith; and
- b) It will during the term of this Agreement, assure accuracy of reports furnished by COPSI and proper management of all files to maintain system integrity, accuracy, and security.

INSTITUTION represents and warrants that during the term of this Agreement:

- a) It has authority to contract for the SERVICES provided hereunder; and
- b) It will maintain reasonable standards of performance in processing orders presented by COPSI.

12. **Mutual Indemnification:** Each party shall defend, indemnify and hold the other party, its officers, agents or employees harmless from and against any and all liability, loss, expense, attorney's fees, or claims for injury or damages arising out of the performance of the Agreement, but only in proportion to and to the extent such liability, loss, expense, attorney's fees or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the indemnifying party, its officers or employees.

13. **Insurance:** COPSI agrees to:

- a) Maintain Worker's Compensation at the Statutory Limits and Comprehensive General Liability insurance in the amount of \$1,000,000.00 per occurrence with companies acceptable to INSTITUTION;
- b) Provide the INSTITUTION with a Certificate of Insurance upon request from INSTITUTION.

14. **Confidentiality of Agreement:** The terms and conditions of this Agreement as well as the intellectual property and systemic capabilities of the service shall be kept confidential and shall not be disclosed to any third party except with the prior written consent of the other party to this Agreement or pursuant to compulsory process or a lawful order of a court of competent jurisdiction that directing that the Agreement or intellectual property and systemic capabilities be disclosed or furnished. Nothing herein shall prohibit either party from disclosing or publicizing the fact that the parties have entered into this Agreement and the nature of the SERVICE provided.

15. **Controlling Law:** This Agreement shall be construed under the laws of the State of California.

Credentials Order Processing Services Inc.

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

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

San Bernardino Community College District  
(Institution)

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

Name: STEVEN SUTORUS

Title: BUSINESS MANAGER

Date: \_\_\_\_\_

## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Acting Chancellor

REVIEWED BY: Steven Sutorus, Business Manager

PREPARED BY: Steven Sutorus, Business Manager

DATE: May 13, 2010

SUBJECT: Consideration of Approval of Contract with Presidium for District wide Help Desk Solutions

### RECOMMENDATION

It is recommended that the Board of Trustees approve the contract with Presidium.

### OVERVIEW

The Help Desk is engaged to provide first level technical support to students, faculty, and staff with DCS and CTS personnel delivering second level support for issues the Help Desk cannot resolve. The services of Sungard's Help Desk have been contracted District-wide since July 1, 2006 to provide this first level support. During that time the services provided have been unsatisfactory to most users. The new vendor, Presidium, was selected, in consultation with the DETS User Services Committee, as the vendor with the best capability to serve the needs of the District. The District utilized the Foundation for Community Colleges' CollegeBuys program for negotiated rates and criteria for best price, quality, and service. The first contract period is 13 months at a cost of \$229,803. Contract is renewable on an annual basis but only by written notice and negotiated pricing.

### ANALYSIS

This would be a change in service provider for District wide help desk. Through this change, the District would receive better service at a reduced cost.

### BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

### FINANCIAL IMPLICATIONS

This cost of \$229,803.00 will be covered through DETS budgeted funds.

Attachment

## PRESIDIUM MASTER AGREEMENT – COVER PAGE

<b>Client:</b>	San Bernardino Community College District	
<b>Address:</b>	114 South Del Rosa Drive San Bernardino, California 92408	
<b>Effective Date:</b>	May 14 <sup>th</sup> , 2010	
<b>Void if Executed After:</b>	May 14 <sup>th</sup> , 2010	
<b>Governing State Law:</b>	State of California	
	<b>Principal Point of Contact:</b>	<b>Billing Contact</b>
<b>Name:</b>	Steve Sutorus	<b>Accounts Payable</b>
<b>Title:</b>	Business Manager	
<b>Address:</b>	114 South Del Rosa Drive San Bernardino, CA 92408	<b>114 South Del Rosa Drive San Bernardino, CA 92408</b>
<b>Email:</b>		
<b>Phone:</b>	909-382-40000	909-382-4000
<b>Fax:</b>	909-382-0174	909-382-1611

## PRESIDIUM MASTER TERMS

This Master Agreement ("Agreement") is dated as of the Effective Date of May 14th, 2010 by and between San Bernardino Community College District (SBCCD) and Presidium, Inc., a Delaware corporation having an address at 12012 Sunset Hills Road, Reston, VA 20190 ("Presidium"). This Agreement consists of the cover page (the "**Cover Page**") and the attached Master Terms. By executing this Cover Page Presidium and San Bernardino Community College District, through their authorized representatives identified below, agree to be bound by this Agreement. Capitalized terms used in this Agreement have the meanings given in Section 12 of the Master Terms or in the context in which the term is used.

WHEREAS, the parties, following discussion, have agreed upon the definitive terms, conditions, prices, specifications and procedures setting forth their agreement for purchase by Company of all related articles to be furnished by the Contractor.

Now, therefore, in consideration of the premises, mutual covenants and representations set forth herein and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto hereby agree as follows:

### 1. SCOPE OF AGREEMENT.

**1.1 Schedules.** These Master Terms describe the general terms by which San Bernardino Community College District may purchase specified platform services from Presidium. The attached Schedules detail the San Bernardino Community College District engagement as well as specifications and terms related to the purchase of Presidium solutions, and their explanatory Statements of Work and/or Exhibits (collectively referred to as "Schedules"). Each Schedule and these Master Terms together constitute a separate agreement (the "Agreement") between Presidium and San Bernardino Community College District. Schedules may be added or deleted from time to time by the mutual agreement of the parties, but San Bernardino Community College District is only authorized to purchase Services under these Master Terms to the extent that one or more applicable Schedules is executed and in force.

**1.2 Order of Precedence.** In the event of any conflict between the provisions contained in these Master Terms and any Schedules, the following order of precedence will apply: (i) Schedule Schedules; (ii) these Master Terms, exclusive of Exhibits; (iii) Exhibits to these Master Terms. The parties agree that any pre-printed

terms contained in San Bernardino Community College District purchase orders or other forms or in Presidium's invoices, that are inconsistent with, different from or in addition to the terms of these Master Terms or any Schedule will be void even if signed by the party against which their enforcement is sought.

### 2. FEES; PAYMENT

**2.1 Fees.** San Bernardino Community College District agrees to either (i) provide proof of tax exempt status, or (ii) pay Presidium the fees specified in each Schedule. The Schedule will state the method(s) of payment for the Services. Presidium will submit invoices to San Bernardino Community College District for Services to the address specified on the Cover Page. San Bernardino Community College District agrees to pay Presidium the fees in accordance with the terms of the Schedule and in any event within Sixty(60) days from the date of the invoice.

**2.2 Taxes.** San Bernardino Community College District agrees to pay directly any sales tax to California board of Equalization

**2.3 Renewal Terms; Allotments.** The initial term of the Agreement will be for thirteen months and two weeks with the option to renew in writing



for one (1) year at a time for 12 month terms not to exceed a total of three (3) additional years for a total of 4 years, one month and two weeks.. Presidium may change the fees under each Renewal Term of an Schedule by giving San Bernardino Community College District written notice at least ninety (90) days prior to the beginning of the Renewal Term. In addition, if the fees under a Schedule are subject to User, volume, average handle time or other assumptions and if San Bernardino Community College District's usage has exceeded those assumptions during the then-current term of the Schedule, Presidium may raise the assumptions and fees equitably in order to reflect San Bernardino Community College District's actual usage. In such event, Presidium will notify San Bernardino Community College District of the revised assumptions and fees at least ninety (90) days prior to the beginning of the Renewal Term. If the fees under a Schedule are based upon any form of allotment such as Target Usage, User's, FTE, average handle time, San Bernardino Community College District agrees to pay for usage of the Services in excess of the allotment at Presidium's then-current rates provided that San Bernardino Community College District has been notified of such excess usage in advance.

**2.4 Client Delays.** Where Presidium is ready and willing to perform the Services specified in an Schedule in accordance with its terms, Presidium may invoice San Bernardino Community College District for the Services even if San Bernardino Community College District does not take advantage of some or all of the benefits of the Services due to San Bernardino Community College District (or its other suppliers') action or inaction.

### **3. San Bernardino Community College District's RESPONSIBILITIES**

#### **3.1 San Bernardino Community College District's Personnel, Facilities and Resources.**

San Bernardino Community College District will provide Presidium with timely access to appropriate San Bernardino Community College District personnel and will arrange for Presidium personnel to have suitable and safe access to San Bernardino Community College District's facilities and systems as necessary to perform the Services under the Schedule. San Bernardino Community College District will also provide suitable office space and associated resources for Presidium personnel working on-

site, if required, including all necessary computing and office support resources, and will undertake any other responsibilities described in the Schedule.

**3.2 Approvals and Information.** San Bernardino Community College District will respond promptly to any Presidium request to provide information, approvals, decisions or authorizations that are reasonably necessary for Presidium to perform the Services or to invoice San Bernardino Community College District in accordance with the Schedule. If the Schedule does not specify a period for San Bernardino Community College District's response, Presidium will specify a reasonable time period in the context of the project schedule. Presidium's request may also describe the course of action Presidium intends to follow if it does not receive a timely response from San Bernardino Community College District, which may include delay or suspension of the affected Services. Presidium may follow the described course of action in the absence of a timely response from San Bernardino Community College District. Any subsequent change requested by San Bernardino Community College District will be subject to mutual agreement and may result in a Change Order.

**3.3 Procurement for other State Agencies.** Presidium agrees that other California state political subdivisions, Colleges and agencies may purchase from the resulting contract at the same rates with substantially the same scope of services; provided that Contractor and such political subdivisions, Colleges and agencies can reach mutually acceptable terms and conditions.

## **4. CHANGE ORDERS**

**4.1 Changes to Schedules.** Either party may propose changes to the Services under an Schedule. Requests for changes will be submitted to the other party in writing for consideration of feasibility and the likely effect on the fees for the Services. The parties will mutually agree upon any proposed changes, including adjustments to fees document the agreed changes in one or more Change Orders.

**4.2 Proceeding on Written or Emailed Instruction.** Presidium may proceed with and be compensated for performing changed work for a period of up to thirty (30) calendar days if Presidium receives an email or written instruction to proceed from San Bernardino Community



College District's Engagement Manager or another authorized representative

## 5. CONFIDENTIALITY

**5.1 Nondisclosure and Nonuse.** Each party receiving Confidential Information will (a) disclose such Confidential Information to only those directors, officers, employees and agents of such party (i) whose duties justify their need to know such information and (ii) who have been clearly informed of their obligation to maintain the confidential, proprietary and/or trade secret status of such Confidential Information; and (b) use such Confidential Information only for the purposes set forth in these Master Terms or the applicable Schedule. Each party receiving Confidential Information will treat such information as strictly confidential, and will use the same care to prevent disclosure of such information as such party uses with respect to its own confidential and proprietary information, but in no event less than reasonable care. Confidential Information will remain the property of the furnishing party, and the receiving party will not be deemed by virtue of any access to the furnishing party's Confidential Information to have acquired any right, title or interest in or to the Confidential Information.

**5.2 Notice.** The receiving party will notify the furnishing party immediately if the receiving party learns of any unauthorized possession, use or knowledge of the furnishing party's Confidential Information and will cooperate and assist the furnishing party in every reasonable way to stop or minimize such unauthorized use or disclosure.

**5.3 Compelled Disclosure.** If the receiving party receives a subpoena or other valid administrative or judicial notice requesting the disclosure of the furnishing party's Confidential Information, the receiving party will promptly notify the furnishing party. If requested, the receiving party will provide reasonable cooperation to the furnishing party in resisting or limiting the disclosure at the furnishing party's expense. Subject to its obligations stated in the preceding sentence, the receiving party may comply with any binding subpoena or other process to the extent required by law, but will in doing so make every effort to secure confidential treatment of any materials disclosed.

**5.4 Return or Destruction.** Upon termination or expiration of all Schedules issued under these Master Terms, the receiving party, at

the furnishing party's option, will return or destroy all Confidential Information of the furnishing party that the receiving party does not possess under a valid license.

**5.5 Relief.** Each party agrees that if a court of competent jurisdiction determines that the receiving party has breached, or attempted or threatened to breach, any of its confidentiality obligations to the furnishing party or the furnishing party's proprietary rights, money damages will not provide an adequate remedy. Accordingly, the furnishing party will be entitled to seek appropriate injunctive relief and other measures restraining further attempted or threatened breaches of such obligations.

**5.6 FERPA.** Presidium will comply, as though it were San Bernardino Community College District, with all of the requirements of the Family Educational Rights and Privacy Act ("FERPA") (20 U.S.C. §1232g) and the regulations adopted there under (34 C.F.R. §99) that address disclosures to third parties of student information, and other local, state or federal laws regulating the use and dissemination of San Bernardino Community College District's constituent information. San Bernardino Community College District appoints Presidium as a "School Official" as that term is used in Title 34, Code of Federal Regulations, §§99.7(a)(3)(iii) and 99.31(a)(1), for purposes of responding to requests that come to it for grade status or other "education records" as that term is defined under 20 U.S.C. §1232g(a)(4). San Bernardino Community College District has determined that Presidium has a "legitimate educational interest" in responding to such requests, as that phrase is used in the previously cited regulations. Presidium regards security and confidentiality of data and information to be of utmost importance. Presidium will use its best commercial efforts to preserve the security and confidentiality of the information used to provide technical support to San Bernardino Community College District. Presidium's policies and practices are FERPA compliant and Presidium certifies that it will use its best commercial efforts not to make or permit unauthorized use of any information systems or records, including changing, deleting or adding data to any information systems or files outside the scope of its designated responsibilities.

## 6. INTELLECTUAL PROPERTY

**6.1 Presidium Intellectual Property.** As between San Bernardino Community College District and Presidium, Presidium's Support



Procedures, Documentation and all other materials and other content made available by Presidium to San Bernardino Community College District, as well as any materials developed by Presidium for San Bernardino Community College District (other than San Bernardino Community College District Content), together with any and all derivative works of any of them, are and will remain the sole and exclusive property of Presidium or its licensors or suppliers, including all copyrights, trademarks, patents, trade secrets, and any other proprietary rights arising out of or relating to them (collectively, "Presidium IP"). Nothing in these Master Terms or in any Schedule may be construed to grant San Bernardino Community College District any ownership right in any Presidium IP.

**6.2 Documentation License.** Presidium hereby grants to San Bernardino Community College District a limited, non-exclusive, non-transferable, non-sublicensable license to use any Documentation made available to San Bernardino Community College District by Presidium under an Schedule, but only during the term of that Schedule and only for the limited purpose of providing such Documentation to Users as permitted under that Schedule. The Documentation and any derivative works may not be distributed to third parties. Upon termination of the Schedule, San Bernardino Community College District must cease use and distribution of any materials that contain content from the Documentation.

**6.3 San Bernardino Community College District Content.** San Bernardino Community College District hereby grants to Presidium a nonexclusive, royalty-free license to use any San Bernardino Community College District Content provided by it or any User to Presidium during the Term of any Schedule for the purpose of performing the Services for San Bernardino Community College District

## **7. TERM; TERMINATION**

**7.1 Contract Term.** These Master Terms commence as of the Effective Date and will continue until the expiration or termination of all Schedules. The initial term of this contract will be for thirteen (13) months with the option to renew for three (3) additional years, one (1) year at a time in writing.

**7.2 Default.** If a party believes that the other party has failed to perform a fundamental obligation the failure of which defeats the

essential purpose of the Schedule under which the obligation arises (a "Breach"), then that party may provide written notice directed to the breaching party describing the alleged Breach in reasonable detail and making reference to this Section 7.2. If the breaching party does not, within thirty (30) days after receiving such written notice, either (i) cure the Breach or (ii) if the Breach is not one that can reasonably be cured within thirty (30) days, develop a plan to cure the Breach and diligently proceed according to the plan until the Breach has been cured, then the non-breaching party may terminate the Schedule for cause by providing written notice to the breaching party. Prior to termination of an Schedule for cause, the breaching party will be afforded an opportunity to meet with a senior management representative of the non-breaching party to explain its position.

## **7.3 Effect of Expiration or Termination.**

The expiration or termination of these Master Terms or any Schedule will not relieve either party of any obligation or liability accrued prior to such termination, nor affect or impair the rights of either party arising prior to such termination.

**7.4 Renewal of Schedules.** Unless otherwise provided in the Schedule, any Schedule providing for ongoing or recurring Services will renew for successive one (1) year Renewal Terms in writing. Notes of non-renewal by either party will be given ninety (90) Days prior to renewal date to the other party.

**7.5 Survival.** Any provision of these Master Terms or any Schedule that imposes or contemplates continuing obligations on a party will survive the expiration or termination of these Master Terms or the Schedule in which it is contained. The termination of any particular Schedule will not affect the parties' respective rights, duties and obligations under any other Schedules then in effect.

## **8. LIMITED WARRANTIES AND REMEDIES FOR BREACH OF WARRANTY**

**8.1 Limited Warranty.** Presidium warrants, for a period of thirty (30) days from when the Services are performed, that the Services will be performed in a workmanlike and professional manner consistent with the scope described in the Schedule. If San Bernardino Community College District believes there has been a breach of this warranty, it must notify Presidium in writing within the warranty period stating in reasonable detail the nature of the alleged breach. If there



has been a breach of this warranty, then Presidium's sole obligation, and San Bernardino Community College District's exclusive remedy, will be for Presidium to correct or remediate the performance of the Services to cause them to comply with this warranty. However, if Presidium is unable to correct or remediate a breach of this warranty after repeated efforts, San Bernardino Community College District will also be entitled to receive an equitable adjustment in the Presidium charges for the Services in question to reflect any actual reduction in the value of the Services as a result of the uncorrected breach of warranty.

**8.2 Exclusions.** Presidium does not warrant that the operation of Support Procedures, technologies and/or any systems or equipment used by Presidium in the performance of, or made available to San Bernardino Community College District under, any Schedule will be uninterrupted or error-free. Presidium will use its best efforts to avoid any system downtime, and to schedule downtime outside of business hours where reasonably possible

**8.3 Disclaimer.** THE FOREGOING WARRANTY IS IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, INTEGRATION, PERFORMANCE AND ACCURACY AND ANY IMPLIED WARRANTIES ARISING FROM STATUTE, COURSE OF DEALING, COURSE OF PERFORMANCE OR USAGE OF TRADE.

## 9. LIMITATION OF LIABILITY

**9.1 Limitations.** If San Bernardino Community College District should become entitled to claim damages from Presidium for any reason (including for breach of contract, breach of warranty, negligence or other tort claim), Presidium will be liable (in the aggregate for all claims made with respect to an Schedule) only for the amount of San Bernardino Community College District's actual direct damages up to the amount that San Bernardino Community College District paid Presidium under the applicable Schedule in the then-current term. These limits also apply to Presidium's subcontractors. They are the maximum liability for which Presidium and all Presidium Providers are collectively responsible.

**9.2 No Liability for Certain Damages.** In no event will Presidium or any Presidium

Provider be liable for: (i) any damages arising out of or related to the failure of San Bernardino Community College District or its suppliers to perform their responsibilities; (ii) any claims or demands of third parties (other than those third party claims covered by Section 10; or (iii) any consequential, special, incidental, indirect, exemplary or punitive damages, even if Presidium has been advised of the possibility of such damages.

## 9.3 Exclusions from Limitation; Survival.

The limitations of liability set forth in this Section 9 will survive and apply notwithstanding the failure of any limited or exclusive remedy for breach of warranty set forth in these Master Terms or any Schedule. The parties agree that the foregoing limitations will not be read so as to limit any liability to an extent that would not be permitted under applicable law.

## 10. INDEMNIFICATION

**10.1 Presidium Infringement Obligations.** If San Bernardino Community College District receives a claim that San Bernardino Community College District's use of the Services, including any Support Applications made available by Presidium, infringes a patent, copyright or other intellectual property rights that exist on the Effective Date and that arise or are enforceable under the laws of the United States of America, then Presidium will, at its own expense and subject to the provisions of this Section 10.1, defend, indemnify and hold San Bernardino Community College District harmless in such proceeding, and Presidium will pay all settlements, costs, damages and legal fees finally awarded. If such a proceeding is brought or appears to Presidium to be likely to be brought, Presidium may, at its sole option and expense, either obtain the right for San Bernardino Community College District to continue using the allegedly infringing item(s) or replace or modify the item(s) to resolve such proceeding. If Presidium finds that neither of these alternatives is available to it on commercially reasonable terms, Presidium may require San Bernardino Community College District to return the allegedly infringing item(s), in which case San Bernardino Community College District will receive a refund of the amounts paid by it for the returned item(s), less a reasonable adjustment for Services performed. Presidium's indemnification obligation is conditioned upon San Bernardino Community College District promptly notifying Presidium in writing of the



proceeding, providing Presidium a copy of all notices received by San Bernardino Community College District with respect to the proceeding, cooperating with Presidium in defending or settling the proceeding, and allowing Presidium to control the defense and settlement of the proceeding, including the selection of attorneys. San Bernardino Community College District may observe the proceeding and confer with Presidium at its own expense.

**10.2 Exceptions.** Presidium will have no liability to San Bernardino Community College District under Section 10.1 or otherwise for any claim or action alleging infringement based upon (i) any use of the Services or Support Applications in a manner other than as specified by Presidium; (ii) any combination of the Services or Support Applications by San Bernardino Community College District with other products, equipment, devices, Supported Applications, systems or data not supplied by Presidium (including any applications produced by San Bernardino Community College District for use with the Support Applications) to the extent such claim is directed against such combination; (iii) the San Bernardino Community College District Content, or the use of the San Bernardino Community College District Content; or (iv) any modifications or customization of the Services or the Support Applications by any person other than Presidium.

**10.3 Exclusive Remedy.** This Section 10 states the entire liability and obligations of each party, and the exclusive remedy of each party with respect to actual or alleged infringement of any intellectual property right.

## **11. MISCELLANEOUS**

**11.1 Governing Law.** These Master Terms and each Schedule will be governed by the laws of the jurisdiction specified on the Cover Page, without regard to any provision of such jurisdiction's law that would require or permit the application of the substantive law of any other jurisdiction.

**11.2 Notices.** Any notice or communication permitted or required under these Master Terms or any Schedule will be deemed to have been duly given: (i) Five (5) business days after the date of mailing if sent by registered or certified U.S. mail, postage prepaid, with return receipt requested; (ii) when transmitted if sent by facsimile, provided a confirmation of transmission is produced by the sending machine and a copy

of the notice is promptly sent by another means specified in this section; or (iii) when delivered if delivered personally or sent by express courier service. Presidium will send all notices to both San Bernardino Community College District's principal contract and the legal notice contact as each are set forth on the Cover Page. San Bernardino Community College District will send all notices to Presidium to: President, Presidium Inc., 1810 Samuel Morse Drive, Reston, VA 20190 (or such other current headquarters address for Presidium Inc., if known)

**11.3 Publicity.** Neither party may use the name of the other in connection with any advertising or publicity materials or activities without the prior written consent of the other party. However, Presidium may include San Bernardino Community College District's name on Presidium's customer list and may describe briefly, and in general terms, the nature of the work performed by Presidium for San Bernardino Community College District.

**11.4 Interpretation.** The Cover Page, these Master Terms and each Schedule constitute the entire agreement between the parties, supersede all other prior or contemporaneous communications between the parties (whether written or oral) relating to their subject matter and may be modified or amended solely in a writing signed by both parties. No failure or delay by a party in exercising any right, power or remedy will operate as a waiver of that right, power or remedy, and no waiver will be effective unless it is in writing and signed by the waiving party. If a party waives any right, power or remedy, the waiver will not waive any successive or other right, power or remedy the party may have. The provisions of these Master Terms and each Schedule will all be deemed severable, and the unenforceability of any one or more provisions will not affect the enforceability of any other provisions. In addition, if any provision of these Master Terms or any Schedule, for any reason, is declared to be unenforceable, the parties will substitute an enforceable provision that, to the maximum extent possible under applicable law, preserves the original intentions and economic positions of the parties. As used in these Master Terms or any Schedule, "including" and its related forms such as "include", "includes" and "e.g.", means "including without limitation", regardless of whether it is capitalized.

**11.5 Force Majeure.** Neither Party will be held responsible for any failure to fulfill its



obligations due to causes beyond its control, including acts of omissions of government or military authority, acts of God, materials shortages, transportation or network delays, fires floods, labor disturbances, riots, wars, or terrorist acts.

## 12. DEFINITIONS

**12.1** "San Bernardino Community College District Content" means any data, information, graphics or other media files or other content, including course materials, to the extent developed and/or provided by San Bernardino Community College District or designed by Presidium specifically for San Bernardino Community College District as they relate to specific HCC processes, systems and/or usages, or any of San Bernardino Community College District's Users of the Support Applications or Services, excluding any portion of the Support Applications or Documentation.

**12.2** "Confidential Information" means information belonging to or in the possession of a party that is confidential or a trade secret and is furnished or disclosed to the other party under these Master Terms or an Schedule (including information exchanged in contemplation of entering into these Master Terms or any Schedule): (i) in tangible form and marked or designated in writing in a manner to indicate it is confidential or a trade secret; or (ii) in intangible form and that either is of a nature that a reasonable person would understand to be confidential or a trade secret or is identified as confidential or a trade secret in a writing provided to the receiving party within thirty (30) days after disclosure. Presidium's methodology and related materials as well as Presidium's Documentation, products, policies, procedures, tools and software are Confidential Information of Presidium regardless of whether or how they are marked. "Confidential Information" does not include any information that, as evidenced by written documentation: (i) is already known to the receiving party without restrictions at the time of its disclosure by the furnishing party; (ii) after its disclosure by the furnishing party, is made known to the receiving party without restrictions by a third party having the right to do so; (iii) is or becomes publicly known without violation of these Master Terms; or (iv) is independently

developed by the receiving party without reference to the furnishing party's Confidential Information.

**12.3** "Documentation" means Presidium's applicable standard end user documentation for any of the Services and any Supported Applications, including online and offline knowledge base content, as revised from time to time excluding client specific content or customizations.

**12.4** "Presidium Provider" means any person or entity involved in the creation, manufacture, delivery, provisions or distribution of any software, services or other materials provided by Presidium under any Schedule.

**12.5** "Renewal Term" means an extension to the period of performance under a Schedule.

**12.6** "Services" mean the consulting, implementation, deployment, knowledge base creation, upkeep and maintenance of Service Desk Operations and other services provided by Presidium pursuant to an Schedule.

**12.7** "Support Procedures" means technologies and/or web based services used by Presidium on behalf of or otherwise made available to San Bernardino Community College District for purposes of providing any one or a combination of a support portal, knowledge base(s), ticketing, web ticketing, eChat, reporting, escalation and work flow customization, as well as other technologies used in providing the Services detailed in an Schedule as well as the processes and procedures used to interact with any such technologies and/or web based services.

**12.8** "Support Request" means a request for support Services received by Presidium's Service Desk from a User.

**12.9** "Target Usage" means the level of usage of Services specified in an Schedule.

**12.10** "User" means a constituent of San Bernardino Community College District authorized under an Schedule to receive Services from Presidium's Service Desk. The Schedule may limit the population of Users, such as to Users in a particular department, campus or category (e.g., online students).

IN WITNESS WHEREOF, the parties have executed these Master Terms as of the date first written above.

**PRESIDIUM, INC.**

**San Bernardino Community College District**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Steven Sutorus, Business Manager  
Print Name and Title

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Date:

## SCHEDULE A – Enterprise IT Service Desk

This Presidium Managed Contact Center Solution Schedule (“Schedule”) is made as of the last date indicated below, by and between Presidium and San Bernardino Community College District and is an addendum to the Presidium Master Terms between Presidium and San Bernardino Community College District, including the Cover Page, Master Terms, dated May 14th, 2010, Pricing Summary, and other Schedules incorporated therein, as amended from time to time (collectively, the “Agreement”). Capitalized terms used in this Schedule that are not otherwise defined in this Schedule shall have the meaning set forth in the referenced Master Terms. In consideration of the foregoing promises, and other good and valuable consideration, the receipt of which are hereby acknowledged, the parties hereby agree as follows:

### 1. Description.

- 1.1 This Schedule is effective as of May 14<sup>th</sup>, 2010 – June 30<sup>th</sup>, 2011) (the “Initial Term”) with written optional annual renewal terms.
- 1.2 Presidium will provide, service desk operations and related support and management services for customer care and technical support.

### 2. ADDITIONAL DEFINITIONS

- 2.1 **“Authorized End User”** means a user that is supported as part of the agreed upon scope of support services for authorized students, faculty, and staff or Supported Population numbers or assumptions outlined in this Managed Contact Center Solution Schedule(s) for the Supported Applications.
- 2.2 **“Actual Process Duration”** means the average time to resolve or escalate, as appropriate, all designated inbound Support Requests and includes talk-time, time on hold, and wrap-up time.
- 2.3 **“Derivative Work”** means a work that is based upon, refers to, or makes use of one or more preexisting works in part or in whole, such as a revision, modification, translation, abridgement, condensation, expansion, or any other form in which the preexisting work may be recast, transformed, or adapted. For purposes hereof, a Derivative Work shall also include any compilation that incorporates such a preexisting work.
- 2.4 **“Client Content”** means any data, information, graphics or other content, including, but not limited to, financial aid support information, provided by or designed specifically for San Bernardino Community College District or any of San Bernardino Community College District’s end user specifically supported per the Schedule(s) attached.
- 2.5 **“Monthly Support Request Volume”** is the projected monthly volume of inbound customer care for Enterprise Service Desk support interactions.
- 2.6 **“Service Desk”** means the Presidium staffing associated with providing customer care, for IT Enterprise Service Desk support and process requests from Users under this Schedule.
- 2.7 **“Service Desk Infrastructure”** means the enabling Support Applications that will provide back-end ticketing and San Bernardino Community College District-facing knowledge base and related support modules including access to self-help resources, live support via phone, chat, and web-based submissions.
- 2.8 **“Supported Application”** means any technology, software system, or other designated support procedures/processes and related third party technologies outlined in the Pricing Summary to be covered by the Support Services.



2.9 **“Support Documentation”** means any documentation provided by Presidium relating to the Supported Applications, which may be amended from time to time.

2.10 **“Support Interaction”** means a single “ticketed” support request, submitted via designated support channels (phone, chat, email, web submission).

2.11 **“Support Services”** means the managed contact center services provided by Presidium.

### 3. Specifications and Scope

#### 3.1 Scope of Support

Students, faculty and staff will take advantage of centralized support services for their IT support needs.

- **Supported Population:** All active SBCCD students, faculty and staff
- **Scope of Services:**
  - Respond to all incoming interactions via: chat, email, request-a-call, and telephone along with the creation and maintenance of a customized knowledgebase. Non-routine requests will be routed to the correct office or resource.
  - Availability will be 24x7x365
  - Provide first tier responses to callers for the to include, but not limited to, the following areas within the SBCCD IT help desk:
    - Active directory
    - Financial 2000
    - Datatel
    - WebAdvisor
    - Microsoft Outlook/Web access
    - Campus Central
    - Blackboard
    - Microsoft Office suites
    - Windows Operating system support
    - Internet explorer, Safari, Opera, Firefox browsers, Google Chrome
    - Adobe software suites
    - SARS Grid, Trak, Alrt, Call
    - Accuplacer
    - CCCApply
    - CCCTran
    - Symantec Antivirus
    - Networked and local printing issues
    - Blackbaud/Raisers Edge
    - Elumen
    - Millenium
    - Roboreg
    - Flash
    - General Technical Troubleshooting: ISPs, Java, Real Time Players, Spyware, Connectivity etc.
- **Anticipated Live Support Interactions:** 23,938 annual support interactions
- **Projected Average Handle Time:** <7 minutes

Presidium will address support inquiries related to Enterprise IT Service Desk. Both Presidium and SBCCD have made their best efforts to identify the appropriate expected live support volume and will



mutually determine what interactions are to be considered as Tier 1 issues that Presidium will resolve, and Tier 2, issues that Presidium will escalate to San Bernardino Community College District.

All Tier-2 issues will be escalated to the appropriate SBCCD personnel via the shared ticketing system.

Presidium will be provided the required web-based access to validate callers and perform routine password resets for end users.

All of the solutions outlined herein will be privately branded for SBCCD – including dedicated phone line, voice scripting, knowledge base, and chat-based support solutions. Presidium Managed Contact Center Solutions for Customer will include:

Support Portal and Knowledge Base:

Offering a fully hosted, web-based knowledge base designed to encourage self-service and empower users to maximize the value of their Presidium teaching and learning environment.

- The Presidium Knowledge Base allows for customized branding and integrates within and throughout the Presidium system
- Link directly to the Presidium Knowledge Base from the login page of the course management system or portal, or directly from a course by clicking on the relevant “help” icon
- The Presidium knowledge base is searchable, customizable, and fully managed by a dedicated Presidium account manager
- Includes knowledge base articles, tip sheets, and frequently asked questions
- The San Bernardino Community College District support portal and knowledge base will likely receive greater than 150,000 visitors each year

Realtime eChat:

- The real time eChat provides a direct, chat-based messaging link to a certified Presidium support representative; through the real time chat engine users may interact directly with a support representative 24/7/365
- Provides users with a detailed chat transcript after each session
- Integrated with ticket tracking Support Applications to ensure comprehensive reporting of both chat-based and phone-based inquiries
- Between 10% and 15% of all students accessing support choose to do so via the realtime eChat technology

Toll Free Phone-based Support:

- The operation will be fully staffed and available for both campus-based and distance learners 24/7/365
- Customized Branding - Privately Branded scripting and messaging will provide a seamless experience for users and administrators
- Detailed monthly reports providing number and type of service requests, as well as depth of usage within each of the application subsystems

Based on type and nature of inbound calls, Presidium will make recommended approaches for managing the Customer Knowledge Base.

### **3.2 PRESIDIUM RESPONSIBILITIES.**

- 3.2.1 **Provision of Service Desk Infrastructure.** Following the execution of this Schedule, SBCCD will provide to Presidium any information and training required to establish the Service Desk Infrastructure for San Bernardino Community College District’s Authorized Support Applications Users. As soon as commercially practicable, Presidium will make access to the Service Desk Infrastructure available to San Bernardino Community College District’s Authorized Support Application Users as outlined in this Schedule.

- 3.2.2 **Availability and Operational Specifications.** Presidium will use commercially reasonable measures to make the Service Desk Infrastructure outlined in this Schedule is available and accessible within the parameters set forth in this Schedule during the Term. From time to time, it may be necessary for Presidium to perform scheduled maintenance and/or upgrades to various components of the Support Applications and other technologies used in providing the Services during periods of scheduled downtime. Presidium will use commercially reasonable efforts to schedule maintenance outside periods of peak usage and will typically schedule maintenance on weekends.
- 3.2.3 **Account Management.** Presidium will provide San Bernardino Community College District with an Account Executive and Operational Account Manager Team.
- 3.2.4 **Procedures Manual.** During the implementation phase, Presidium will provide a draft Procedures Manual to SBCCD for comments and review. Presidium will periodically update the Procedures Manual as appropriate to reflect changes in the operations or procedures of the Service Desk. The "Procedures Manual" will describe the operations of the Service Desk, including direction, supervision, monitoring, staffing, reporting, planning and oversight activities. The Procedures Manual also will include mutually agreed problem management and escalation procedures.
- 3.2.5 **Training.** Presidium will train up to five (5) designated San Bernardino Community College District members to become subject matter experts on the features of the Service Desk Infrastructure to be deployed.

### 3.3 SAN BERNARDINO COMMUNITY COLLEGE DISTRICT RESPONSIBILITIES.

San Bernardino Community College District responsibilities are designed to encourage close coordination and collaboration between Presidium and San Bernardino Community College District so that Presidium can achieve the Service Levels and maintain service quality. Presidium will have no liability under this Schedule to the extent any nonconformity with the standards set forth in the Schedule arises, in whole or in part, from any failure by San Bernardino Community College District to fulfill its obligations described in this Schedule. San Bernardino Community College District will provide the following resources and has the following responsibilities in supporting Presidium's performance of the Services:

- 3.3.1 **Cooperation.** In order to provision and maintain Presidium's Service Desk operations, San Bernardino Community College District will assign an Executive Sponsor and a day to day project manager with authorization and sign off authority and make commercially reasonable efforts to make staff available to work with Presidium personnel to answer questions and review and approve process issues, work flow, knowledge base and escalation procedures.
- 3.3.2 **Call Script.** San Bernardino Community College District and Presidium will co-author script during implementation.
- 3.3.3 **General Usage Limitations.** San Bernardino Community College District will take all reasonable efforts to ensure that only Authorized Support Application Users are provided access to the Support Applications. San Bernardino Community College District agrees that it may not cause or permit any third parties to access the Support Applications.
- 3.3.4 **Procedures.** San Bernardino Community College District will follow the problem management, escalation and other procedures set forth in the Procedures Manual that are applicable to San Bernardino Community College District.
- 3.3.5 **Proprietary Materials/Systems.** San Bernardino Community College District will provide Presidium access to San Bernardino Community College District's proprietary systems to the extent required for Presidium's performance of the Services, including Datatel and other resources necessary to effectively and efficiently support the SBCCD community.



**3.3.6 Documentation/Communication.** San Bernardino Community College District will actively participate in scheduled review/planning meetings and will facilitate the communication of all processes, documentation or procedures required for contractor to deliver against Service Levels.

**3.3.7 Training.** San Bernardino Community College District personnel will lead and, as appropriate, participate in comprehensive Presidium training associated with startup and as necessary on an ongoing basis.

**3.3.8 Support User Information.** San Bernardino Community College District will provide Presidium with a comprehensive listing of all potential users of the support with their names and emails to be automatically loaded into the tracking system. This will provide for more efficient support interactions for students contacting the support team.

**3.3.9 Change Management Processes.** San Bernardino Community College District will participate in monthly change management discussions and will provide Presidium with no less than 45 days notice (when possible) of planned events anticipated to increase support volume. This notice will be used to increase staffing as needed and provide subject matter specific training to support representatives.

#### **4. Service Levels**

**4.1** Presidium's Service Desk Operations include a service level warranty to ensure rapid response times.

**4.1.1** Live Phone Average Speed to Answer Guarantee: under 3 minutes during peak months (August, September, January) and under 2 minutes otherwise, measured on a monthly basis. This Service Level will be measured as the percentage of calls answered by Presidium agents that are answered within the specified time. The time required to answer the call will be calculated from the User's selection of an option on the telephone menu that leads to an agent until the time the call is answered.

**4.1.2** Tier one resolution rate of 75%+ of Resolvable Items (Resolvable Items means Support Interactions that can be resolved by the Presidium support team as mutually agreed upon by Presidium and SBCCD).

#### 4.2 **Failure to Perform Against Guaranteed Service Levels**

Upon notice to Customer or by Customer of Presidium's failure to perform against stated service levels, Presidium will have ten (10) days to remedy such failure(s). Upon the second notification for failure to perform for a stated monthly term, Presidium shall have 3 business days to remedy and will apply a 5% credit of the Contact Center Operations fees for the current monthly term to the San Bernardino Community College District's next invoice, if any.

Performance against stated service levels is based upon total annual incident volume of 23,938 distributed in accordance with the Assigned Monthly Volume table to be agreed to at implementation, and average call time (including talk time and time on hold researching issues) of 7 minutes or less. SLAs will not apply if actual call volume exceeds assigned monthly volume, or if actual average call duration exceeds 7 minutes. Additionally, documented server/network slowdowns, outages, and related technical issues as well as planned or unplanned events leading to substantial increases in volume beyond Presidium's control will render void SLAs for the then current period.

5. **Fees and Billing Schedule.** Payment for the Services will be due to be paid net Sixty (60) from contract execution date and pursuant to the terms and conditions outlined in this Schedule. The fees set forth below represent all costs associated with Presidium's performance of this Schedule

## 5.1 Pricing Summary

		13 Month Contract
<b>Project/Account Management</b>	<p>Includes implementation planning sessions, development of knowledge base architecture, content, telephony, and all startup consulting and implementation labor.</p> <p>The Account Manager also manages all facets of the project and is the primary contact for San Bernardino CCD. Includes ongoing knowledge management responsibilities, telephony customizations, monthly reporting, planning for San Bernardino CCD additions/upgrades, Presidium agent training and bi-monthly conference calls.</p> <p>Implementation of shared ticketing system with workflow, SLAs, reporting dashboard, and escalation processes and procedures: \$200 at 80 hours <math>200 \times 80 = \\$16,000</math>. <i>One time only implementation cost.</i></p>	<p>\$ 7,500</p> <p>\$16,000</p>
<b>Service Desk Infrastructure</b>	<p>Presidium will deploy a fully hosted web-based comprehensive online support system, including:</p> <p><b>Front-end support portal:</b> privately branded for San Bernardino CCD with self-help FAQs and troubleshooting tips for all Tier 1 Enterprise technologies.</p> <p><b>Chat:</b> for live student/faculty support interactions.</p> <p><b>Request-A-Call:</b> Schedule a call back through a web interface.</p> <p><b>Surveys:</b> allows end users to respond to custom surveys for measuring customer satisfaction.</p> <p><b>Reporting:</b> comprehensive web-based monthly reports on incident breakdown and knowledge base activity.</p> <p><b>Ticketing system includes:</b> workflow, custom reporting fields, alerts and notifications, ability to route, prioritize, and manage the contact center environment in a co-managed framework</p> <p>Pricing for twenty (20) named users:</p> <ul style="list-style-type: none"> <li>• Annual license/hosting: \$12,500</li> <li>• Up to 35 seat licenses: \$21,450</li> </ul>	\$33,950
<b>Service Desk Operations</b>	<p>24/7 staffing and support. Live support interactions via phone, chat, web, email submission. Includes seasonal adjustments for peak and steady-state periods. 7 minute Average Handle Time measured monthly, ASA 120 seconds.</p> <p>Based on 23,938 incidents @\$7.20 per support request.</p>	172,353
<b>Total</b>		

		<b>\$229,803</b>
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**5.2 Service Desk Operations Notes**

5.2.1 During the initial annual term, if total support interaction volume is exceeded additional support interaction volume will be supported and billed for according to section 5.3.4 of this schedule.

5.2.2 In the event that actual annual support volume exceeds assigned, the renewal contract will be adjusted upward to reflect actual support volume.

**5.3 Billing Schedule**

**5.3.1**

**INVOICING SCHEDULE**

**Total payment**

<b>Cost Component</b>	<b>Invoice Amount</b>
Project and Account Management	<b>\$ 27,500</b>
Service Desk Infrastructure	<b>\$ 33,950</b>
Service Desk Operation	<b>172,353</b>
Total	<b>\$233,803</b>

**First Payment Due May 15<sup>th</sup>, 2010 Net 60**

Implementation	<b>\$ 16,000</b>
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**Second Payment Due August 1, 2010 Net 60**

Account/Project Management	<b>\$11,500</b>
Service Desk Infrastructure	<b>\$33,950</b>
Service Desk Operation	<b>\$172,353</b>
Total	<b>\$217,803</b>



## **Service Desk Operations**

- 5.3.2 **With respect to the Initial Term, Presidium agrees to invoice San Bernardino Community College District upon execution of this schedule which such invoices shall be payable within Sixty (60) days of contract execution date.** In consideration for the Support Services provided under this Schedule with respect to the Initial Term (as defined below), San Bernardino Community College District shall pay to Presidium all fees specified in the Pricing Summary or otherwise required under this Schedule, which fees shall be non-cancelable, non-refundable and fees will be payable within Sixty (60) days of the invoice. With respect to each Renewal Term (as defined below), if any, San Bernardino Community College District shall pay the then-current fee based on San Bernardino Community College District's usage levels for such services, which amounts shall be due and payable within Sixty (60) days of the date of Presidium's invoice for such Renewal Term. Except as otherwise required by this paragraph, all amounts payable under this Schedule shall be subject to applicable provisions of the Master Terms.
- 5.3.3 Presidium reserves the right to temporarily suspend the Support Services if San Bernardino Community College District's account becomes more than sixty (60) days past due. Suspension of Support Services does not necessarily constitute a termination or suspension of this Agreement nor does such suspension of Service alleviate San Bernardino Community College District's obligation to pay past, current, or future charges incurred hereunder. Once San Bernardino Community College District pays in full the past due fees, Presidium may resume services.
- 5.3.4 With respect to each Renewal Term, if any, San Bernardino Community College District shall pay to Presidium the then-current fees for such Support Solutions upon commencement of the Renewal Term. Except as provided above, each party shall be responsible for its own expenses incurred in rendering performance under this Schedule, including, without limitation, the cost of facilities, work space, computers and computer time, development tools and platforms, utilities management, personnel and supplies. Except as otherwise required by this paragraph, all amounts payable under this Schedule shall be subject to applicable provisions of the Master Terms.
- 5.3.5 The San Bernardino Community College District represents and warrants that to its knowledge the Target Usage is an accurate figure. San Bernardino Community College District acknowledges and agrees that, to the extent that the actual usage is materially greater which is defined as more than 5% of the Target Usage (the "Excess Usage", Presidium may charge the San Bernardino Community College District for such Excess Usage at the \$0.95 per minute rate. At SBCCD's option, Excess Usage may be paid for either, (i) net 30, upon receipt of an applicable invoice, or (ii) with the next renewal payment at a 7% premium.
- 6. Contract Term**
- 6.1 The Agreement commences as of the Effective Date May 14th, 2010) and will continue until the expiration or termination of this Schedule. The initial term of this agreement will be for thirteen months and 2 weeks with the option to renew in writing for three (3) additional years, one (1) year at a time and for annual terms (12 months) after the initial 13 month and 2 weeks initial term.
- 7. Other**
- 7.1 San Bernardino Community College District may upwardly adjust assigned monthly volume with 60 days written notice. Monthly projected volume to be allocated during on site implementation.

Agreed to and accepted by:

**Presidium Inc.**

**San Bernardino Community College  
District**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Print Name and Title**

**Steven Sutorus, Business Manager**  
\_\_\_\_\_  
**Print Name and Title**

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## 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: May 13, 2010

SUBJECT: Consideration of Approval to Correct Deed and Adopt Resolution –  
Parcel N of the Former Norton Air Force Base

### RECOMMENDATION

It is recommended that the Board of Trustees approve a correction deed and adopt a resolution to dedicate an easement to the Inland Valley Development Authority (IVDA) on Parcel N of the former Norton Air Force Base.

### OVERVIEW

The IVDA was established in 1990 and is responsible for the redevelopment of the non-aviation portion of the former Norton Air Force Base. IVDA subsequently entered into a Master Disposition and Development Agreement (DDA) in 2002 with Hillwood/San Bernardino LLC to serve as the master developer for the IVDA redevelopment area. In addition, in 1998, real property identified as Parcel N of the former Norton Air Force Base was purchased by the San Bernardino Community College District from the federal government and is currently utilized for District offices and economic/workforce development.

### ANALYSIS

IVDA recently discovered an error in the legal description of the current District property. The northerly and southerly property lines (which abut IVDA property) should be adjusted northward by 27 feet. As indicated in the attached, a correction deed has been developed to address this error. In addition, it is intended to present for Board of Trustees' consideration a resolution indicating the intent to approve access easements to allow both the District and the IVDA to use existing roads on the north and south side of the District property.

Education Code section 81311 requires that the Board of Trustees adopt a resolution by a two-thirds vote of its members to declare its intention to conduct a public hearing on the dedication of an easement, as well as notification of this hearing. A resolution is attached for Board approval which indicates the intent to grant an easement to IVDA which accomplishes this requirement and sets the next scheduled Board meeting (June 10, 2010) for the public hearing. Furthermore, the acceptance of an easement from IVDA will be addressed at this hearing.

## BOARD IMPERATIVE

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

## FINANCIAL IMPLICATIONS

Included in 2009-10 budget.

Attachment

RECORDING REQUESTED BY WHEN RECORDED MAIL TO:

San Bernardino Community College District  
114 S. Del Rosa Drive  
San Bernardino, California 92408  
Attn: Bruce Baron, Acting Chancellor

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(Space Above Line For Use By Recorder)

**-- Correction Deed: Former Norton Air Force Base – Parcel N --**

This Correction Deed: Former Norton Air Force Base (this “Correction Deed”) is entered into as of \_\_\_\_\_, 2010, by and between the United States of America, acting through the Secretary of Education, by Wanda A. Davis, Acting Director, Federal Real Property Assistance Program, and Director, Facilities and Management Services, Office of Management, (“Grantor”), pursuant to Section 203(k) of the Federal Property and Administrative Services Act of 1949, as amended, (“Act”), 40 U.S.C. Section 550(c), the Department of Education Organization Act of 1979, 20 U.S.C. Section 3401 et seq., and the San Bernardino Community College District, a tax supported community college district and instrumentality of the State of California (“Grantee”).

By letter dated December 19, 1997, from the Department of the Air Force, certain Federal surplus real property identified as being Parcel “N”, Norton Air Force Base, consisting of approximately 4.448 acres with improvements at Norton Air Force Base, San Bernardino County, California (“Parcel ‘N’”), was assigned to Grantor for disposal upon the recommendation of Grantor that the Property is needed for educational purposes in accordance with the provisions of the Act.

The Grantor has, by a quitclaim deed recorded on May 21, 1998, as Recorded Instrument No. 19980196382, Official Records of the Office of the Recorder of the San Bernardino County, transferred to the Grantee the right, title and interest of Parcel “N” (the “Parcel ‘N’ Quitclaim Deed”).

Parcel “N” was transferred under the Parcel “N” Quitclaim Deed with an error in the legal description whereby the distance to the intersection of the centerlines of “E” Street and Del Rosa Avenue was stated to be 1341.27 feet when in fact said distance was intended to be 1314.27 feet to alignment with the intended centerline of the above described intersection. This Correction Deed is being executed and recorded to correct the error in the legal description of Parcel “N”. The corrected legal description of Parcel “N” is attached as Exhibit “A” with the only change in such legal description being the change in the transposed numbers of 1341.27 to the correct number of 1314.27. The location of the property with the incorrect transposed numbers in the distance places said property line in a location that is incorrect and not in accordance with the intent of the Grantor and Grantee upon the delivery of the original version of the Parcel “N” Quitclaim Deed in 1998.

Grantee and Grantor have agreed that the Parcel "N" boundary description needs to be corrected.

Notice of the proposed amendment to the Parcel "N" Quitclaim Deed has been given to the Air Force Real Property Agency and by letter dated July 10, 2009 no objection was interposed.

Grantor and Grantee hereto mutually agree that, except as provided in this Correction Deed, all the provisions of the Parcel "N" Quitclaim Deed shall remain in full force and effect.

IN WITNESS WHEREOF, Grantor has executed this Corrected Quitclaim Deed as of the day and year first above written.

GRANTOR

UNITED STATES OF AMERICA, acting by and  
through the Secretary of Education

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

Wanda A. Davis  
Acting Director, Federal Real Property  
Assistance Program and Director,  
Facilities and Management Services  
Office of Management  
U.S. Department of Education

GRANTOR ACKNOWLEDGEMENT

WASHINGTON, D.C.)

On this \_\_\_\_ day of May, 2010, personally appeared before me, \_\_\_\_\_,  
a Notary Public in and for the District of Columbia, Wanda A. Davis, Acting Director, Federal  
Real Property Assistance Program, and Director, Facilities and Management Services, in the  
Office of Management, U.S. Department of Education, acting for the United States of America  
and the Secretary of Education, known to me to be the same person whose name is subscribed to  
the foregoing instrument and acknowledged to me that she executed the same on the date hereof  
as her free and voluntary act and deed for the purposes and consideration therein expressed and  
with full authority and as the act and deed of the United States of America and the Secretary of  
Education.

In witness whereof, I have set my hand and seal at Washington, D.C. on the day and year first  
above written.

\_\_\_\_\_  
Notary Public  
My commission expires: \_\_\_\_\_

## ACCEPTANCE OF QUITCLAIM DEED

The Board of Directors of the San Bernardino Community College District, Grantee, acting by its Chancellor, hereby accepts this Quitclaim Deed and accepts and agrees to all the terms, covenants, conditions subsequent, and restrictions contained therein.

Date: \_\_\_\_\_, 2010

Board of Trustees of the San Bernardino  
Community College District

By: \_\_\_\_\_  
Bruce Baron, Acting Chancellor

## ACKNOWLEDGMENT

State of California )

County of San Bernardino )

On \_\_\_\_\_ before me, \_\_\_\_\_,  
Notary Public, personally appeared Bruce Baron, who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his authorized capacity, and that by his signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_ (Seal)

## EXHIBIT "A"

### Corrected Legal Description of Parcel "N"

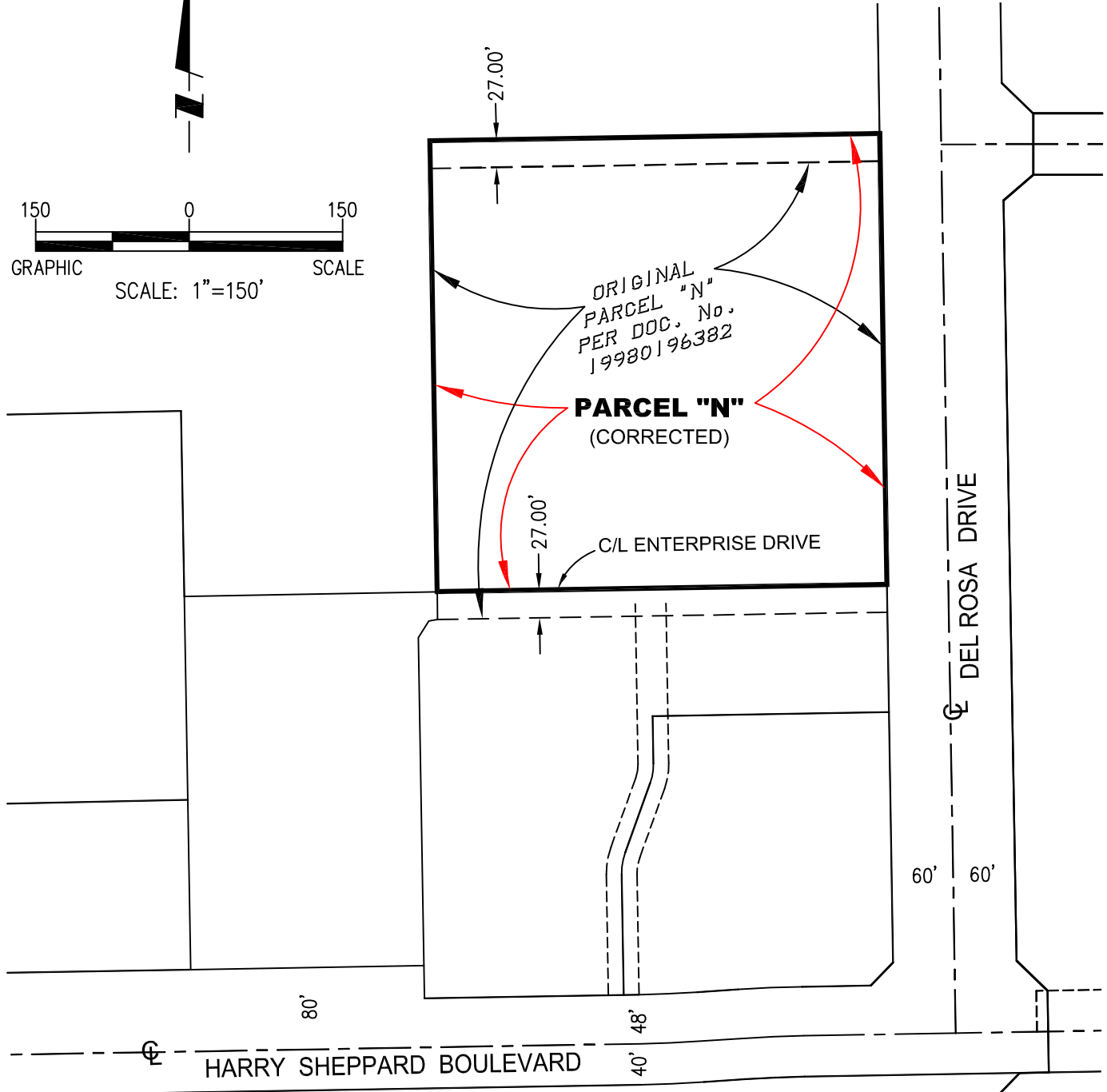
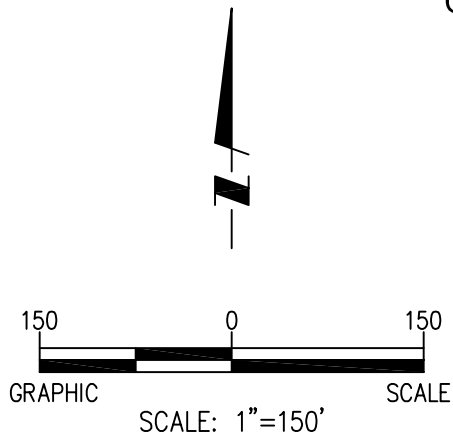
A portion of block 49 of the Rancho San Bernardino Per Plat recorded in Book 7, page 2 of Maps, Records of San Bernardino County, California, more particularly described as follows:

Beginning at the intersection of the centerlines of 3<sup>rd</sup> Street and Del Rosa Avenue North per record of survey prepared by Associated Engineers, Inc.; Thence along the centerline of 3<sup>rd</sup> Street North 89° 45' 29" East 0.47 feet to the intersection of 3<sup>rd</sup> Street and Del Rosa Avenue South per record of survey prepared by CM Engineering Associates; Thence along said centerline of Del Rosa Avenue South 00° 55' 35" East 1314.27 feet to the intersection of the centerlines of "E" Street and Del Rosa Avenue; Thence along said centerline of "E" Street south 89° 04' 25" West 60.00 feet to the true point of beginning; Thence continuing along said centerline south 89° 04' 25" West 439.62 feet; Thence south 00° 55' 35" east 440.72 feet; Thence north 89° 04' 25" East 439.62 feet to a point on the west line of said Del Rosa Avenue, 60 feet wide; Thence along said west line north 00° 55' 35" west 440.72 feet to the true point of beginning.

Said Parcel contains 4.448 acres.

IN THE CITY OF SAN BERNARDINO  
COUNTY OF SAN BERNARDINO  
STATE OF CALIFORNIA

EXHIBIT "B"  
SHEET 1 OF 1



**LEGEND:**

- PARCEL "N" BOUNDARY PRIOR TO CORRECTION
- PARCEL "N" BOUNDARY AFTER CORRECTION



**Associated Engineers, Inc.**

3311 EAST SHELBY STREET • ONTARIO, CA 91764  
TEL. (909) 980-1982 • FAX: (909) 941-0891

**PARCEL "N" EXHIBIT**

SAN BERNARDINO  
COMMUNITY COLLEGE DISTRICT

**RESOLUTION NO. \_\_\_\_\_**  
**OF THE BOARD OF TRUSTEES OF THE**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**GIVING NOTICE OF INTENTION TO GRANT AN EASEMENT**  
**TO THE INLAND VALLEY DEVELOPMENT AGENCY**

**WHEREAS**, in order to provide roadway and utility access along Rialto Ave., a private road along the westerly line of Parcel N, and Enterprise Ave, the Inland Valley Development Agency, a joint powers authority, ("IVDA") has requested that the San Bernardino Community College District ("District") dedicate an easement to the IVDA upon a portion of the District's Parcel N Site ("Easement"). A map depicting the location of the Easement is attached hereto as Exhibit "A," and incorporated herein;

**WHEREAS**, pursuant to Education Code Section 81310, the governing board of a community college district may convey to the state, or any political subdivision or municipal corporation thereof, for public street or highway purposes any real property belonging to such community college district upon such terms and conditions as the parties thereto may agree;

**WHEREAS**, the District desires to provide an Easement to the IVDA for road and utility access;

**WHEREAS**, pursuant to Education Code Section 81311, the District's governing board must, prior to dedicating an Easement, adopt a resolution declaring its intention to dedicate such Easement in a regular open meeting by two-thirds (2/3) vote of all of its members;

**WHEREAS**, pursuant to Education Code Section 81311, the District's governing board must fix a time at its regular place of meeting for a public hearing upon the question making the dedication of the Easement; and

**WHEREAS**, pursuant to Education Code Section 81312, the District is required to post copies of this Resolution, signed by the board, in three (3) public places within the District's boundaries not less than ten (10) days before the public hearing, and publish notice once, not less than five (5) days before the public hearing in a newspaper of general circulation published in the District, if there is one, or, if there is no such newspaper published in the District, then in a newspaper published in the county which has a general circulation in the District.

**NOW, THEREFORE, THE BOARD DOES HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS:**

**Section 1.** That the above recitals are all true and correct.

**Section 2.** That the District's governing board ("Board") declares its intent to dedicate the Easement to the IVDA upon the terms and conditions set forth in the recitals.

**Section 3.** That the Board establishes June 10, 2010 for a public hearing on the question of the District's intent to dedicate the Easement to the IVDA.



**Section 4.** The District staff shall post this resolution in three (3) public places within the District's boundaries and publish notice of the adoption of this resolution in compliance with Education Code Section 81312.

ADOPTED, SIGNED AND APPROVED this thirteenth day of May, 2010.

\_\_\_\_\_  
President of the Board of Trustees of  
San Bernardino Community College District

I, \_\_\_\_\_, Clerk of the Board of Trustees of San Bernardino Community College District, do hereby certify that the foregoing Resolution was adopted by the Board of said District at a meeting of said Board held on the \_\_\_\_\_ day of \_\_\_\_\_ 2010, and that it was so adopted by the following vote:

AYES:

NOES:

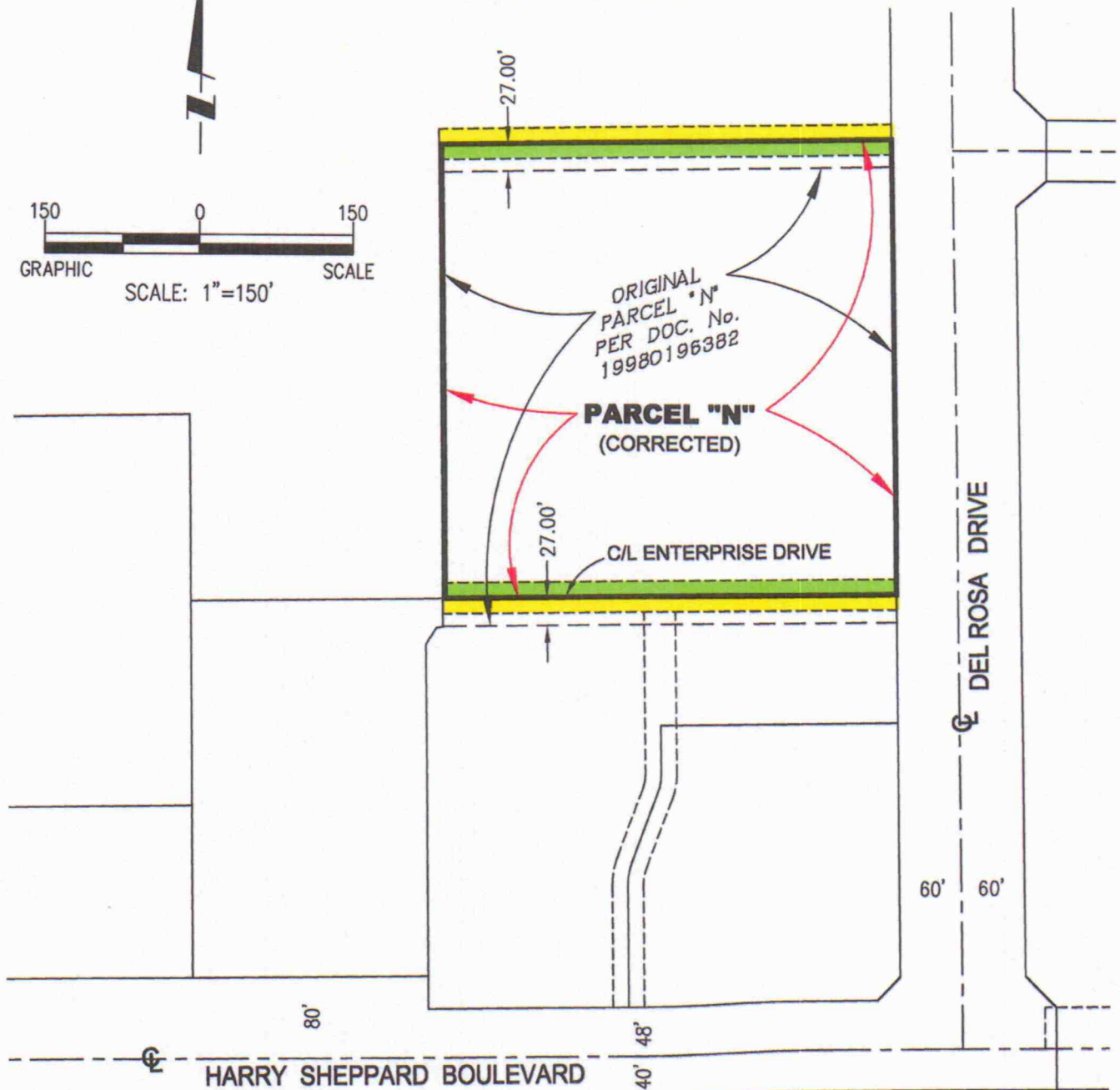
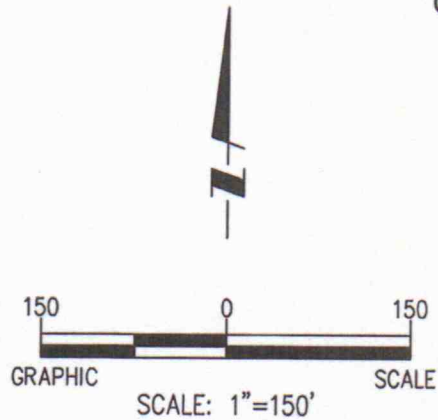
ABSTAIN:

ABSENT:

\_\_\_\_\_  
Clerk of the Board of Trustees of  
San Bernardino Community College District

IN THE CITY OF SAN BERNARDINO  
COUNTY OF SAN BERNARDINO  
STATE OF CALIFORNIA

EXHIBIT "A"  
SHEET 1 OF 1



**LEGEND:**

- PARCEL "N" BOUNDARY PRIOR TO CORRECTION
- PARCEL "N" BOUNDARY AFTER CORRECTION
- INDICATES 15' WIDE NON-EXCLUSIVE ROADWAY EASEMENT GRANTED BY IVDA TO SBCCD (13,188 SQ. FT.)
- INDICATES 15' WIDE NON-EXCLUSIVE ROADWAY EASEMENT GRANTED BY SBCCD TO IVDA (13,188 SQ. FT.)



**Associated Engineers, Inc.**

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TEL. (909) 980-1982 • FAX: (909) 941-0891

**PARCEL "N" EXHIBIT**

SAN BERNARDINO  
COMMUNITY COLLEGE DISTRICT

# 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: May 13, 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.

<b>Crafton Hills College – Learning Resource Center</b>						
	<u>Change #</u>	<u>Original Contract</u>	<u>Previous Changes</u>	<u>Proposed Changes</u>	<u>New Contract</u>	<u>Total CO %</u>
Couts Heating and Cooling	CO-02	\$2,037,000	\$170,236	\$30,162	\$2,237,398	2.72
<b>Crafton Hills College – Community Recreation Facility</b>						
	<u>Change #</u>	<u>Original Contract</u>	<u>Previous Changes</u>	<u>Proposed Changes</u>	<u>New Contract</u>	<u>Total CO %</u>
America West Landscape	CO-01	\$604,980	\$0	\$40,768	\$645,748	6.74
<b>Crafton Hills College – Infrastructure 2/3/4</b>						
	<u>Change #</u>	<u>Original Contract</u>	<u>Previous Changes</u>	<u>Proposed Changes</u>	<u>New Contract</u>	<u>Total CO %</u>
RIS Electrical Contractors	CO-04	\$1,973,000	\$246,380	\$9,844	\$2,229,224	9.99
<b>San Bernardino Valley College – Media/Communications</b>						
	<u>Change #</u>	<u>Original Contract</u>	<u>Previous Changes</u>	<u>Proposed Changes</u>	<u>New Contract</u>	<u>Total CO %</u>
Mountain Movers	CO-02	\$374,899	\$22,287	\$1,637	\$398,823	-1.60
Montgomery Hardware	CO-03	\$217,700	\$16,234	\$2,407	\$236,341	8.56
Sierra Lathing	CO-06	\$820,000	\$43,888	\$24,867	\$888,755	8.38
Pro Spectra Flooring	CO-01	\$119,850	\$0	\$1,098	\$120,948	0.92
RVH Contractors	CO-02	\$212,700	\$3,070	\$5,435	\$221,205	4.00
J.G. Tate Fire Protection	CO-02	\$151,111	\$500	\$857	\$152,468	0.90

	<u>Change #</u>	<u>Original Contract</u>	<u>Previous Changes</u>	<u>Proposed Changes</u>	<u>New Contract</u>	<u>Total CO %</u>
West Tech Mechanical	CO-05	\$1,000,000	\$78,264	\$2,960	\$1,081,224	8.12
Daniel's Electric	CO-10	\$1,283,000	\$100,827	\$24,537	\$1,408,364	9.77
Daniel's Electric	CA-01	\$1,283,000	\$125,364	\$9,073	\$1,417,437	N/A
Total Proposed Changes				\$72,871		
<b>San Bernardino Valley College – North Hall</b>						
	<u>Change #</u>	<u>Original Contract</u>	<u>Previous Changes</u>	<u>Proposed Changes</u>	<u>New Contract</u>	<u>Total CO %</u>
Queen City Glass	CO-03	\$454,994	\$2,452	\$4,013	\$461,459	1.42
Caston Plastering	CO-04	\$1,945,585	(\$1,444)	\$852	\$1,944,993	-0.03
Pro Tec Mechanical	CO-02	\$763,288	(\$2,211)	\$949	\$762,026	-0.17
BEC Inc.	CO-02	\$2,125,000	\$21,537	\$4,095	\$2,150,632	1.21
Total Proposed Changes				\$9,909		
<b>San Bernardino Valley College – Chemistry/Physical Science</b>						
	<u>Change #</u>	<u>Original Contract</u>	<u>Previous Changes</u>	<u>Proposed Changes</u>	<u>New Contract</u>	<u>Total CO %</u>
Caston Plastering	CO-02	\$1,985,585	(\$1,744)	\$1,034	\$1,984,875	-0.12
Inland Building Construction Co.	CO-02	\$683,000	(\$7,403)	\$3,138	\$678,735	-0.62
Fischer	CA-01	\$1,546,235	\$16,535	\$12,700	\$1,575,470	N/A
RDM Electric Co.	CO-03	\$2,311,800	\$153,676	(\$7,490)	\$2,457,986	4.16
Total Proposed Changes				\$9,382		

## 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 \$250,436, which is a 0.25% change from the original total contract amount of \$99,813,706.

The overall impact of amendments and change orders increases the Measure P construction contracts by \$3,180,040, resulting in a new overall change order percentage of 3.19%. 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



## Bond Measure P Construction Change Summary

This form must accompany all Construction Change Requests to verify that all steps of review and accountability have been met prior to submission for approval by the Board of Trustees.

\$30,162.00

Contractor: Couts Heating and Cooling

Campus: Crafton Hills College

Project: Learning Resource Center

This change is a(n):

☐ Amendment (not subject to 10% limitation)

☒ Change Order (subject to 10% limitation)

### Reason for Change

☐ Unforeseen Conditions

☒ Design Omission

☐ Design Conflict

☐ Campus Recommended

☐ Contractor Recommended

☐ Agency Required

☐ Contractor Transfer (no cost to District)

Explanation of Change: Mechanical piping revisions to accommodate building conditions and avoid exposed routing. Add dampers and controls to accommodate gaseous extinguishing system in data center.

### Accountability

This change was not part of the original design scope because:

These changes were necessary during construction to accommodate building conditions and systems after they were installed.

☒ The cost of this change has been validated and is the best possible price available to the District.

☐ This change has been reviewed and is necessary to the completion of this project.

### Impact

Original contract was Board approved on 9/11/2008 in the amount of \$ 2,037,000.00

The current base contract amount with approved amendments equals \$ 2,178,161.00

☐ This request is an amendment and results in a revised contract amount of \$                     

☒ This request is a change order and results in a revised contract amount of \$ 2,237,398.00

This change order is subject to the 10% rule. It results in a 1.38 % change to the contract.

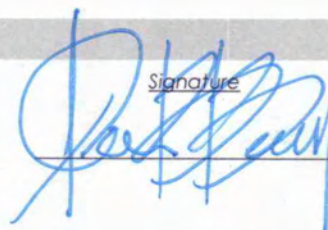
The cumulative amount of change orders for this contract equals \$ 59,237.00

or 2.72 % of the contract amount.

### Signatures

Bond Program Manager

Alan Rosen

                      4.15.10  
Signature Date





## Bond Measure P Construction Change Summary

This form must accompany all Construction Change Requests to verify that all steps of review and accountability have been met prior to submission for approval by the Board of Trustees.

Contractor: America West Landscape \$40,768.00

Campus: Crafton Hills College Project: Community Recreation Facility

This change is a(n):

☐ Amendment (not subject to 10% limitation) ☒ Change Order (subject to 10% limitation)

### Reason for Change

☐ Unforeseen Conditions ☐ Design Omission ☐ Design Conflict

☒ Campus Recommended ☐ Contractor Recommended ☐ Agency Required

☐ Contractor Transfer (no cost to District)

### Explanation of Change:

Changes implemented for LEED include revising turf to erosion control meadow mix to reduce water usage and add VFD controller to existing irrigation pump.

### Accountability

This change was not part of the original design scope because:

Implementation for LEED certification for the CRF was approved by SBCCD after it was public bid.

☒ The cost of this change has been validated and is the best possible price available to the District.

☐ This change has been reviewed and is necessary to the completion of this project.

### Impact

Original contract was Board approved on 10/9/2008 in the amount of \$ 604,980.00

The current base contract amount with approved amendments equals \$ 604,980.00

☐ This request is an amendment and results in a revised contract amount of \$                     

☒ This request is a change order and results in a revised contract amount of \$ 645,748.00

This change order is subject to the 10% rule. It results in a 6.74 % change to the contract.

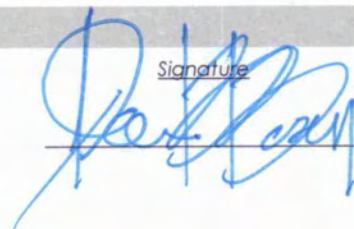
The cumulative amount of change orders for this contract equals \$ 40,768.00

or 6.74 % of the contract amount.

### Signatures

Bond Program Manager

Alan Rosen

 4.15.10

Signature Date



## Bond Measure P Construction Change Summary

This form must accompany all Construction Change Requests to verify that all steps of review and accountability have been met prior to submission for approval by the Board of Trustees.

\$9,844.00

Contractor:

RIS Electrical Contractors

Campus:

Crafton Hills College

Project: Infrastructure

This change is a(n):

☐

Amendment (not subject to 10% limitation)

☒

Change Order (subject to 10% limitation)

### Reason for Change

☒

Unforeseen Conditions

☐

Design Omission

☐

Design Conflict

☒

Campus Recommended

☐

Contractor Recommended

☒

Agency Required

☐

Contractor Transfer (no cost to District)

Explanation of Change: Re-feed existing irrigation and CDC power not shown on as-built plans, re-feed HHW pumps to accommodate future central plant piping, re-engineer and revise switchgear as required by SoCal Edison.

### Accountability

This change was not part of the original design scope because: As-built plans did not show the correct irrigation system, District approved modifying current construction to accommodate a future central plant piping system and Agency requested modifications

☒

The cost of this change has been validated and is the best possible price available to the District.

☒

This change has been reviewed and is necessary to the completion of this project.

### Impact

Original contract was Board approved on 6/26/2008 in the amount of \$ 1,973,000.00

The current base contract amount with approved amendments equals \$ 2,026,731.00

☐

This request is an amendment and results in a revised contract amount of \$                     

☒

This request is a change order and results in a revised contract amount of \$ 2,229,224.00

This change order is subject to the 10% rule. It results in a 0.49 % change to the contract.

The cumulative amount of change orders for this contract equals \$ 202,493.00

or 9.99 % of the contract amount.

### Signatures

Bond Program Manager

Alan Rosen

Signature

Date

4.15.10





## Bond Measure P Construction Change Summary

This form must accompany all Construction Change Requests to verify that all steps of review and accountability have been met prior to submission for approval by the Board of Trustees.

Contractor: Mountain Movers

\$1,637.00

Campus: SB Valley College

Project: Media/Communications Building

This change is a(n):

☐ Amendment (not subject to 10% limitation)

☒ Change Order (subject to 10% limitation)

### Reason for Change

☐ Unforeseen Conditions

☐ Design Omission

☐ Design Conflict

☒ Campus Recommended

☐ Contractor Recommended

☐ Agency Required

☐ Contractor Transfer (no cost to District)

Explanation of Change:

Parking lot area was placed per plans, campus requested additional parking striping not identified in plans

### Accountability

This change was not part of the original design scope because:

After parking lot was placed and sealed per plan, Campus requested additional striping be placed

☒ The cost of this change has been validated and is the best possible price available to the District.

☐ This change has been reviewed and is necessary to the completion of this project.

### Impact

Original contract was Board approved on 9/11/2008 in the amount of \$ 374,899.00

The current base contract amount with approved amendments equals \$ 405,328.00

☐ This request is an amendment and results in a revised contract amount of \$

☒ This request is a change order and results in a revised contract amount of \$ 389,823.00

This change order is subject to the 10% rule. It results in a 0.40 % change to the contract.

The cumulative amount of change orders for this contract equals \$ (6,505.00)

or -1.60 % of the contract amount.

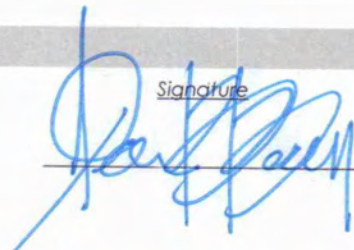
### Signatures

Bond Program Manager

Alan Rosen

Signature

Date

 4.15.10



## Bond Measure P Construction Change Summary

This form must accompany all Construction Change Requests to verify that all steps of review and accountability have been met prior to submission for approval by the Board of Trustees.

Contractor: Montgomery Hardware

\$2,407.00

Campus: SB Valley College

Project: Media/Communications Building

This change is a(n):

☐ Amendment (not subject to 10% limitation)

☒ Change Order (subject to 10% limitation)

### Reason for Change

☐ Unforeseen Conditions

☐ Design Omission

☐ Design Conflict

☒ Campus Recommended

☐ Contractor Recommended

☐ Agency Required

☐ Contractor Transfer (no cost to District)

Explanation of Change:

Campus requested the hardware on a door to the KVCR suite be changed. Campus did not want the panic bar installed and changing hardware required a new door

### Accountability

This change was not part of the original design scope because:

Site visit with the Campus End User generated the request to change the hardware

- ☒ The cost of this change has been validated and is the best possible price available to the District.
- ☐ This change has been reviewed and is necessary to the completion of this project.

### Impact

Original contract was Board approved on 9/11/2008 in the amount of \$ 217,700.00

The current base contract amount with approved amendments equals \$ 217,700.00

☐ This request is an amendment and results in a revised contract amount of \$                     

☒ This request is a change order and results in a revised contract amount of \$ 236,341.00

This change order is subject to the 10% rule. It results in a 1.11 % change to the contract.

The cumulative amount of change orders for this contract equals \$ 18,641.00

or 8.56 % of the contract amount.

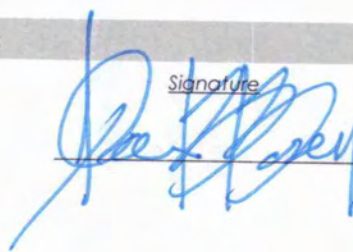
### Signatures

Bond Program Manager

Alan Rosen

Signature

Date

 4.15.10





## Bond Measure P Construction Change Summary

This form must accompany all Construction Change Requests to verify that all steps of review and accountability have been met prior to submission for approval by the Board of Trustees.

Contractor: Sierra Lathing

\$24,867.00

Campus: SB Valley College

Project: Media/Communications Building

This change is a(n):

☐ Amendment (not subject to 10% limitation)

☒ Change Order (subject to 10% limitation)

### Reason for Change

☐ Unforeseen Conditions

☐ Design Omission

☐ Design Conflict

☐ Campus Recommended

☐ Contractor Recommended

☒ Agency Required

☐ Contractor Transfer (no cost to District)

### Explanation of Change:

Field walk by DSA generated a request to revise the seismic joint between three columns. Metal framing, drywall, electrical and acoustical ceilings were reworked

### Accountability

This change was not part of the original design scope because:  
Site visit from DSA generated the change in scope

- ☐ The cost of this change has been validated and is the best possible price available to the District.
- ☒ This change has been reviewed and is necessary to the completion of this project.

### Impact

Original contract was Board approved on 9/11/2008 in the amount of \$ 820,000.00

The current base contract amount with approved amendments equals \$ 820,000.00

☐ This request is an amendment and results in a revised contract amount of \$                     

☒ This request is a change order and results in a revised contract amount of \$ 888,755.00

This change order is subject to the 10% rule. It results in a 3.03 % change to the contract.

The cumulative amount of change orders for this contract equals \$ 68,755.00

or 8.38 % of the contract amount.

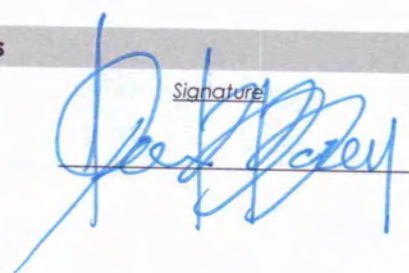
### Signatures

Bond Program Manager

Alan Rosen

Signature

Date

 4.15.10



## Bond Measure P Construction Change Summary

This form must accompany all Construction Change Requests to verify that all steps of review and accountability have been met prior to submission for approval by the Board of Trustees.

Contractor: Pro Spectra Flooring

\$1,098.00

Campus: SB Valley College

Project: Media/Communications Building

This change is a(n):

☐ Amendment (not subject to 10% limitation)

☒ Change Order (subject to 10% limitation)

### Reason for Change

☐ Unforeseen Conditions

☐ Design Omission

☒ Design Conflict

☐ Campus Recommended

☐ Contractor Recommended

☐ Agency Required

☐ Contractor Transfer (no cost to District)

### Explanation of Change:

After installation of HVAC units and rack systems, a section of rack needed to be relocated to provide better access to service the conduits

### Accountability

This change was not part of the original design scope because:

Rack installation generated the change in scope as access to the racks revealed the need to relocate the racks for better access

- ☒ The cost of this change has been validated and is the best possible price available to the District.
- ☐ This change has been reviewed and is necessary to the completion of this project.

### Impact

Original contract was Board approved on 9/11/2008 in the amount of \$ 119,850.00

The current base contract amount with approved amendments equals \$ 119,850.00

☐ This request is an amendment and results in a revised contract amount of \$                     

☒ This request is a change order and results in a revised contract amount of \$ 120,948.00

This change order is subject to the 10% rule. It results in a 0.92 % change to the contract.

The cumulative amount of change orders for this contract equals \$ 1,098.00  
or 0.92 % of the contract amount.

### Signatures

Bond Program Manager

Alan Rosen

Signature [Signature] Date 4.15.10





## Bond Measure P Construction Change Summary

This form must accompany all Construction Change Requests to verify that all steps of review and accountability have been met prior to submission for approval by the Board of Trustees.

Contractor: RVH Contractors \$5,435.00  
Campus: SB Valley College Project: Media/Communications Building

This change is a(n):

☐ Amendment (not subject to 10% limitation)

☒ Change Order (subject to 10% limitation)

### Reason for Change

☐ Unforeseen Conditions

☒ Design Omission

☐ Design Conflict

☐ Campus Recommended

☐ Contractor Recommended

☐ Agency Required

☒ Contractor Transfer (no cost to District)

Explanation of Change:

Fencing added around antenna tower not identified in original plans. Back charge for non-installation of backing for the stage rigging

### Accountability

This change was not part of the original design scope because:  
Design did not take into account fencing and some landscape around the antenna tower which was designed after the Media/Communications building was bid

☐ The cost of this change has been validated and is the best possible price available to the District.

☒ This change has been reviewed and is necessary to the completion of this project.

### Impact

Original contract was Board approved on 9/11/2008 in the amount of \$ 212,700.00

The current base contract amount with approved amendments equals \$ 212,700.00

☐ This request is an amendment and results in a revised contract amount of \$                     

☒ This request is a change order and results in a revised contract amount of \$ 221,205.00

This change order is subject to the 10% rule. It results in a 2.56 % change to the contract.

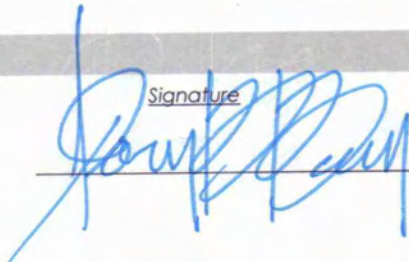
The cumulative amount of change orders for this contract equals \$ 8,505.00

or 4.00 % of the contract amount.

### Signatures

Bond Program Manager

Alan Rosen

                      4.15.10  
Signature Date



## Bond Measure P Construction Change Summary

This form must accompany all Construction Change Requests to verify that all steps of review and accountability have been met prior to submission for approval by the Board of Trustees.

Contractor: J.G. Tate Fire Protection \$857.00  
Campus: SB Valley College Project: Media/Communications Building

This change is a(n):

☐ Amendment (not subject to 10% limitation)

☒ Change Order (subject to 10% limitation)

### Reason for Change

☐ Unforeseen Conditions

☐ Design Omission

☒ Design Conflict

☐ Campus Recommended

☐ Contractor Recommended

☐ Agency Required

☐ Contractor Transfer (no cost to District)

Explanation of Change:

After installation of HVAC units and rack systems, a section of rack needed to be relocated to provide better access to service the conduits

### Accountability

This change was not part of the original design scope because:

Rack installation generated the change in scope as access to the racks revealed the need to relocate the racks for better access

☒ The cost of this change has been validated and is the best possible price available to the District.  
☐ This change has been reviewed and is necessary to the completion of this project.

### Impact

Original contract was Board approved on 9/11/2008 in the amount of \$ 151,111.00

The current base contract amount with approved amendments equals \$ 151,111.00

☐ This request is an amendment and results in a revised contract amount of \$                     

☒ This request is a change order and results in a revised contract amount of \$ 152,468.00

This change order is subject to the 10% rule. It results in a 0.57 % change to the contract.

The cumulative amount of change orders for this contract equals \$ 1,357.00

or 0.90 % of the contract amount.

### Signatures

Bond Program Manager

Alan Rosen

Signature

Date

4.15.10





SAN BERNARDINO  
COMMUNITY  
COLLEGE  
DISTRICT

## Bond Measure P Construction Change Summary

This form must accompany all Construction Change Requests to verify that all steps of review and accountability have been met prior to submission for approval by the Board of Trustees.

\$2,960.00

Contractor: West Tech Mechanical

Campus: SB Valley College

Project: Media/Communications Building

This change is a(n):

☐ Amendment (not subject to 10% limitation)

☒ Change Order (subject to 10% limitation)

### Reason for Change

☐ Unforeseen Conditions

☐ Design Omission

☒ Design Conflict

☐ Campus Recommended

☐ Contractor Recommended

☐ Agency Required

☒ Contractor Transfer (no cost to District)

Explanation of Change:

Provide communications board for Trane units. Back charge to contractor to replace ceiling tiles damaged from leaking VAV units.

### Accountability

This change was not part of the original design scope because:

During installation of HVAC units it was deemed necessary to install a communications board for the installed Trane units to function properly

☐ The cost of this change has been validated and is the best possible price available to the District.

☒ This change has been reviewed and is necessary to the completion of this project.

### Impact

Original contract was Board approved on 9/11/2008 in the amount of \$ 1,000,000.00

The current base contract amount with approved amendments equals \$ 1,000,000.00

☐ This request is an amendment and results in a revised contract amount of \$                     

☒ This request is a change order and results in a revised contract amount of \$ 1,081,224.00

This change order is subject to the 10% rule. It results in a 0.30 % change to the contract.

The cumulative amount of change orders for this contract equals \$ 81,224.00

or 8.12 % of the contract amount.

### Signatures

Bond Program Manager

Alan Rosen

Signature

Date

4/15/10



## Bond Measure P Construction Change Summary

This form must accompany all Construction Change Requests to verify that all steps of review and accountability have been met prior to submission for approval by the Board of Trustees.

Contractor: Daniel's Electric \$24,537.00  
Campus: SB Valley College Project: Media/Communications Building

This change is a(n):

☐ Amendment (not subject to 10% limitation) ☒ Change Order (subject to 10% limitation)

### Reason for Change

☐ Unforeseen Conditions ☒ Design Omission ☐ Design Conflict  
☒ Campus Recommended ☐ Contractor Recommended ☒ Agency Required  
☐ Contractor Transfer (no cost to District)

Explanation of Change: Provide electrical connections to accommodate FFE, relocate emergency generator to CSB, revisions due to seismic joint issue, revisions to Tech Core room, and provide data connection to RTVH classroom

### Accountability

This change was not part of the original design scope because: FFE installation required added electrical connections, Campus requested relocation of existing generator, DSA requested seismic joint revision, User requested Tech Core room revisions

☐ The cost of this change has been validated and is the best possible price available to the District.  
☒ This change has been reviewed and is necessary to the completion of this project.

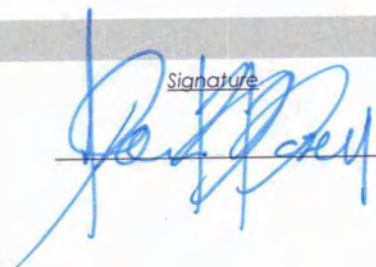
### Impact

Original contract was Board approved on 9/11/2008 in the amount of \$ 1,283,000.00  
The current base contract amount with approved amendments equals \$ 1,283,000.00  
☐ This request is an amendment and results in a revised contract amount of \$ \_\_\_\_\_  
☒ This request is a change order and results in a revised contract amount of \$ 1,408,364.00  
This change order is subject to the 10% rule. It results in a 1.91 % change to the contract.  
The cumulative amount of change orders for this contract equals \$ 125,364.00  
or 9.77 % of the contract amount.

### Signatures

Bond Program Manager

Alan Rosen

 Signature Date  
4.17.10





## Bond Measure P Construction Change Summary

This form must accompany all Construction Change Requests to verify that all steps of review and accountability have been met prior to submission for approval by the Board of Trustees.

Contractor: Daniel's Electric \$9,073.00  
Campus: SB Valley College Project: Media/Communications Building

This change is a(n):

☒ Amendment (not subject to 10% limitation) ☐ Change Order (subject to 10% limitation)

### Reason for Change

☒ Unforeseen Conditions ☐ Design Omission ☐ Design Conflict  
☐ Campus Recommended ☐ Contractor Recommended ☐ Agency Required  
☐ Contractor Transfer (no cost to District)

Explanation of Change:

Provide power to existing parking lot light fixtures

### Accountability

This change was not part of the original design scope because:  
As-built plans did not correctly identify the circuit that was to provide power to the installed parking lot light fixtures

☐ The cost of this change has been validated and is the best possible price available to the District.  
☒ This change has been reviewed and is necessary to the completion of this project.

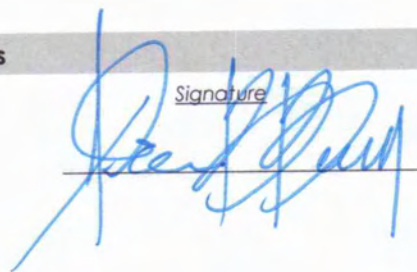
### Impact

Original contract was Board approved on 9/11/2008 in the amount of \$ 1,283,000.00  
The current base contract amount with approved amendments equals \$ 1,283,000.00  
☒ This request is an amendment and results in a revised contract amount of \$ 1,417,437.00  
☐ This request is a change order and results in a revised contract amount of \$ \_\_\_\_\_  
This change order is subject to the 10% rule. It results in a \_\_\_\_\_ % change to the contract.  
The cumulative amount of change orders for this contract equals \$ 125,364.00  
or 9.77 % of the contract amount.

### Signatures

Bond Program Manager

Alan Rosen

 Signature Date  
4.15.10



## Bond Measure P Construction Change Summary

This form must accompany all Construction Change Requests to verify that all steps of review and accountability have been met prior to submission for approval by the Board of Trustees.

Contractor: Queen City Glass \$4,013.00  
Campus: SB Valley College Project: North Hall Replacement Building

This change is a(n):

☐ Amendment (not subject to 10% limitation)

☒ Change Order (subject to 10% limitation)

### Reason for Change

☐ Unforeseen Conditions

☒ Design Omission

☐ Design Conflict

☐ Campus Recommended

☐ Contractor Recommended

☐ Agency Required

☐ Contractor Transfer (no cost to District)

Explanation of Change:

Change 1/4" spandrel glass to 1" insulated glass in high traffic areas to provide better durability

### Accountability

This change was not part of the original design scope because:

Reviewing spandrel glass installation deemed it necessary to provide a more durable product in high traffic areas to prevent damage and scratching

☒ The cost of this change has been validated and is the best possible price available to the District.

☐ This change has been reviewed and is necessary to the completion of this project.

### Impact

Original contract was Board approved on 9/11/2008 in the amount of \$ 454,994.00

The current base contract amount with approved amendments equals \$ 454,994.00

☐ This request is an amendment and results in a revised contract amount of \$                     

☒ This request is a change order and results in a revised contract amount of \$ 461,459.00

This change order is subject to the 10% rule. It results in a 0.88 % change to the contract.

The cumulative amount of change orders for this contract equals \$ 6,465.00

or 1.42 % of the contract amount.

### Signatures

Bond Program Manager

Alan Rosen

Signature

Date

4.15.10





## Bond Measure P Construction Change Summary

This form must accompany all Construction Change Requests to verify that all steps of review and accountability have been met prior to submission for approval by the Board of Trustees.

\$852.00

Contractor: Caston Plastering

Campus: SB Valley College

Project: North Hall Replacement Building

This change is a(n):

☐ Amendment (not subject to 10% limitation)

☒ Change Order (subject to 10% limitation)

### Reason for Change

☐ Unforeseen Conditions

☒ Design Omission

☐ Design Conflict

☐ Campus Recommended

☐ Contractor Recommended

☐ Agency Required

☐ Contractor Transfer (no cost to District)

### Explanation of Change:

A recessed section of the MAC had unfinished concrete. Painted hardwood edge and panels were added to provide a consistent finished appearance

### Accountability

This change was not part of the original design scope because:

Details for finish at the recessed area of the MAC were not provided in construction documents

☒ The cost of this change has been validated and is the best possible price available to the District.  
☐ This change has been reviewed and is necessary to the completion of this project.

### Impact

Original contract was Board approved on 9/11/2008 in the amount of \$ 1,945,585.00

The current base contract amount with approved amendments equals \$ 1,945,585.00

☐ This request is an amendment and results in a revised contract amount of \$

☒ This request is a change order and results in a revised contract amount of \$ 1,944,993.00

This change order is subject to the 10% rule. It results in a 0.04 % change to the contract.

The cumulative amount of change orders for this contract equals \$ (592.00)

or -0.03 % of the contract amount.

### Signatures

Bond Program Manager

Alan Rosen

Signature

Date

4.15.10



## Bond Measure P Construction Change Summary

This form must accompany all Construction Change Requests to verify that all steps of review and accountability have been met prior to submission for approval by the Board of Trustees.

Contractor: Pro Tech Mechanical \$949.00  
Campus: SB Valley College Project: North Hall Replacement Building

This change is a(n):

☐ Amendment (not subject to 10% limitation) ☒ Change Order (subject to 10% limitation)

### Reason for Change

☐ Unforeseen Conditions ☒ Design Omission ☐ Design Conflict  
☐ Campus Recommended ☐ Contractor Recommended ☐ Agency Required  
☐ Contractor Transfer (no cost to District)

Explanation of Change:  
Add floor drain in room NH127A

### Accountability

This change was not part of the original design scope because:  
Details for a floor drain were shown in the architectural sheets but not the plumbing sheets. Contractor installed piping but floor drain needed to be added.

☒ The cost of this change has been validated and is the best possible price available to the District.  
☐ This change has been reviewed and is necessary to the completion of this project.

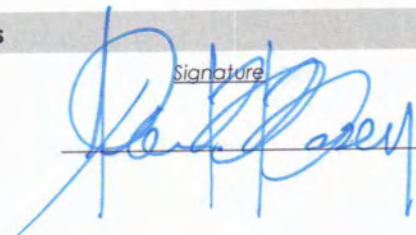
### Impact

Original contract was Board approved on 9/11/2008 in the amount of \$ 763,288.00  
The current base contract amount with approved amendments equals \$ 763,288.00  
☐ This request is an amendment and results in a revised contract amount of \$ \_\_\_\_\_  
☒ This request is a change order and results in a revised contract amount of \$ 762,026.00  
This change order is subject to the 10% rule. It results in a 0.12 % change to the contract.  
The cumulative amount of change orders for this contract equals \$ (1,262.00)  
or -0.17 % of the contract amount.

### Signatures

Bond Program Manager

Alan Rosen

 Signature Date  
4.15.10





## Bond Measure P Construction Change Summary

This form must accompany all Construction Change Requests to verify that all steps of review and accountability have been met prior to submission for approval by the Board of Trustees.

Contractor: BEC Inc. \$4,095.00

Campus: SB Valley College Project: North Hall Replacement Building

This change is a(n):

☐ Amendment (not subject to 10% limitation)

☒ Change Order (subject to 10% limitation)

### Reason for Change

☐ Unforeseen Conditions

☒ Design Omission

☐ Design Conflict

☐ Campus Recommended

☐ Contractor Recommended

☐ Agency Required

☐ Contractor Transfer (no cost to District)

Explanation of Change:

Add rough-in for future card readers and security system

### Accountability

This change was not part of the original design scope because:  
Infrastructure installation for future security card access system revealed some exterior doors were not included. Campus verified these areas need rough-in.

- ☒ The cost of this change has been validated and is the best possible price available to the District.
- ☐ This change has been reviewed and is necessary to the completion of this project.

### Impact

Original contract was Board approved on 9/11/2008 in the amount of \$ 2,125,000.00

The current base contract amount with approved amendments equals \$ 2,125,000.00

☐ This request is an amendment and results in a revised contract amount of \$                     

☒ This request is a change order and results in a revised contract amount of \$ 2,150,632.00

This change order is subject to the 10% rule. It results in a 0.19 % change to the contract.

The cumulative amount of change orders for this contract equals \$ 25,632.00

or 1.21 % of the contract amount.

### Signatures

Bond Program Manager

Alan Rosen

Signature

Date

4.15.10



## Bond Measure P Construction Change Summary

*This form must accompany all Construction Change Requests to verify that all steps of review and accountability have been met prior to submission for approval by the Board of Trustees.*

Contractor: Caston Plastering \$1,034.00

Campus: SB Valley College Project: Chemistry/Physical Science Bldg

This change is a(n):

☐ Amendment (not subject to 10% limitation) ☒ Change Order (subject to 10% limitation)

### Reason for Change

☐ Unforeseen Conditions ☐ Design Omission ☒ Design Conflict  
☐ Campus Recommended ☐ Contractor Recommended ☐ Agency Required  
☐ Contractor Transfer (no cost to District)

Explanation of Change:

Room for the fire risers was enlarged to allow the pipes to rise vertically into the room and avoid conflict with the structure

### Accountability

This change was not part of the original design scope because:

During coordination of the fire service for the building, the structure above conflicted with the risers and the room for the fire risers needed to be enlarged

☐ The cost of this change has been validated and is the best possible price available to the District.  
☒ This change has been reviewed and is necessary to the completion of this project.

### Impact

Original contract was Board approved on 12/11/2009 in the amount of \$ 1,985,585.00

The current base contract amount with approved amendments equals \$ 1,987,290.00

☐ This request is an amendment and results in a revised contract amount of \$                     

☒ This request is a change order and results in a revised contract amount of \$ 1,984,875.00

This change order is subject to the 10% rule. It results in a 0.09 % change to the contract.

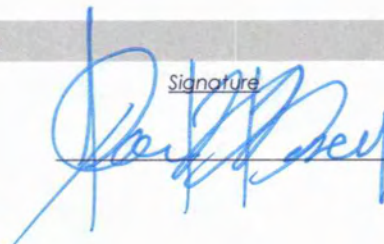
The cumulative amount of change orders for this contract equals \$ (2,415.00)

or -0.12 % of the contract amount.

### Signatures

Bond Program Manager

Alan Rosen

                      4.15.10  
Signature Date





## Bond Measure P Construction Change Summary

This form must accompany all Construction Change Requests to verify that all steps of review and accountability have been met prior to submission for approval by the Board of Trustees.

Contractor: Inland Building Construction Company \$3,138.00

Campus: SB Valley College Project: Chemistry/Physical Science Bldg

This change is a(n):

☐ Amendment (not subject to 10% limitation) ☒ Change Order (subject to 10% limitation)

### Reason for Change

☐ Unforeseen Conditions ☐ Design Omission ☐ Design Conflict  
☒ Campus Recommended ☐ Contractor Recommended ☐ Agency Required  
☐ Contractor Transfer (no cost to District)

Explanation of Change:  
Additional bicycle racks added for LEED certification credit

### Accountability

This change was not part of the original design scope because:  
District approved LEED certification which generated construction document revisions and additions

☐ The cost of this change has been validated and is the best possible price available to the District.  
☒ This change has been reviewed and is necessary to the completion of this project.

### Impact

Original contract was Board approved on 12/11/2009 in the amount of \$ 683,000.00

The current base contract amount with approved amendments equals \$ 683,000.00

☐ This request is an amendment and results in a revised contract amount of \$                     

☒ This request is a change order and results in a revised contract amount of \$ 678,735.00

This change order is subject to the 10% rule. It results in a 0.46 % change to the contract.

The cumulative amount of change orders for this contract equals \$ (4,265.00)

or -0.62 % of the contract amount.

### Signatures

Bond Program Manager

Alan Rosen

Signature

Date





## Bond Measure P Construction Change Summary

This form must accompany all Construction Change Requests to verify that all steps of review and accountability have been met prior to submission for approval by the Board of Trustees.

\$12,700.00

Contractor: Fischer, Inc.

Campus: SB Valley College

Project: Chemistry/Physical Science Bldg

This change is a(n):

☒ Amendment (not subject to 10% limitation)

☐ Change Order (subject to 10% limitation)

### Reason for Change

☒ Unforeseen Conditions

☐ Design Omission

☐ Design Conflict

☐ Campus Recommended

☐ Contractor Recommended

☐ Agency Required

☐ Contractor Transfer (no cost to District)

Explanation of Change: During excavation and construction of building foundations, a gas line was re-routed. As-built plans did not show this line also serviced existing buildings so additional work was required to provide gas the buildings

### Accountability

This change was not part of the original design scope because:  
As-built plans did not identify the existing gas line as servicing the existing buildings. When cut an re-routed the existing buildings lost gas services.

☐ The cost of this change has been validated and is the best possible price available to the District.

☒ This change has been reviewed and is necessary to the completion of this project.

### Impact

Original contract was Board approved on 12/11/2009 in the amount of \$ 1,546,235.00

The current base contract amount with approved amendments equals \$ 1,546,235.00

☒ This request is an amendment and results in a revised contract amount of \$ 1,545,470.00

☐ This request is a change order and results in a revised contract amount of \$ \_\_\_\_\_

This change order is subject to the 10% rule. It results in a \_\_\_\_\_ % change to the contract.

The cumulative amount of change orders for this contract equals \$ 16,535.00

or 1.07 % of the contract amount.


### Signatures

Bond Program Manager

Alan Rosen

Signature

Date

 4.15.10



## Bond Measure P Construction Change Summary

This form must accompany all Construction Change Requests to verify that all steps of review and accountability have been met prior to submission for approval by the Board of Trustees.

- \$7,490.00

Contractor: RDM Electric Co.

Campus: SB Valley College

Project: Chemistry/Physical Science Bldg

This change is a(n):

☐ Amendment (not subject to 10% limitation)

☒ Change Order (subject to 10% limitation)

### Reason for Change

☐ Unforeseen Conditions

☐ Design Omission

☐ Design Conflict

☒ Campus Recommended

☐ Contractor Recommended

☐ Agency Required

☐ Contractor Transfer (no cost to District)

Explanation of Change:

Campus requested to delete tree uplights as they do not typically have them around campus

### Accountability

This change was not part of the original design scope because:

Campus requested deletion of designed tree uplights as they do not typically have them around the campus

☒ The cost of this change has been validated and is the best possible price available to the District.

☐ This change has been reviewed and is necessary to the completion of this project.

### Impact

Original contract was Board approved on 12/11/2009 in the amount of \$ 2,311,800.00

The current base contract amount with approved amendments equals \$ 2,359,812.00

☐ This request is an amendment and results in a revised contract amount of \$                     

☒ This request is a change order and results in a revised contract amount of \$ 2,457,986.00

This change order is subject to the 10% rule. It results in a -0.32 % change to the contract.

The cumulative amount of change orders for this contract equals \$ 98,174.00

or 4.16 % of the contract amount.

### Signatures

Bond Program Manager

Alan Rosen

Signature

Date



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
Capital Facilities Program Management

8104  
Project Number

C.O.: 02

## CHANGE ORDER

Original Contract Amount: \$2,037,000.00

Amount Previous Change Orders: \$29,075.00

Amount Previous Amendments: \$141,161.10

\* Note: This is Change Order No. 02 for Contract CLRC01:18

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 and Cooling</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 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.**

**\$30,162.00**

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 \$30,162.00

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: \$2,237,398.10

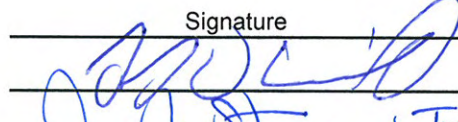
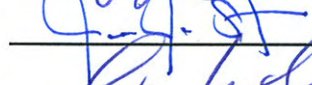
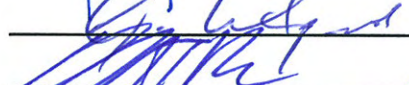
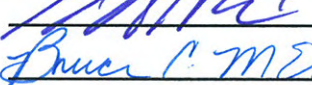
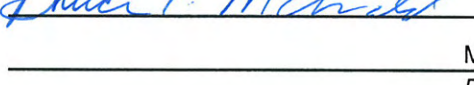
SBCCD Change Order No. 02 includes Item Number(s):

PC No. 023, 025

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

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

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

	Signature	Name (printed)	Date
Contractor:		<u>S.F. O'Neill</u>	<u>4-12-10</u>
Architect:		<u>Jean J. Santilli</u>	<u>4/2/10</u>
Inspector:		<u>GEORGE MAGNERA</u>	<u>4-7-10</u>
Constr. Mgr.:		<u>Matt Bryon</u>	<u>4/7/10</u>
Prog. Mgr.:		<u>Bruce McDonald</u>	<u>4/14/10</u>
District:		<u>Mr. Bruce Baron, Vice Chancellor Fiscal Services</u>	
		<u>Printed Name/Title</u>	

State of California - Division of the State Architect

DSA Application No. \_\_\_\_\_

File No. \_\_\_\_\_

Approved \_\_\_\_\_

per Principal Structural Engineer: \_\_\_\_\_

Contract CLRC01:18 Coutts Heating and Cooling

## CHANGE ORDER NO. 02

REF.	DESCRIPTION OF ITEM	CODE / CREDIT	COST	BALANCE
PC023	Mechanical piping revisions to accommodate building conditions and avoid exposed routing.	G3	\$27,282	\$27,282
PC025	Added dampers and controls to accommodate gaseous extinguishing system in data center	G3	\$2,880	\$2,880
<b>Subtotal</b>				<b>\$30,162</b>
<b>TOTAL CHANGE ORDER # 02</b>				<b>\$30,162</b>

### CODE LEGEND

- A SITE COST, UNFORESEEN FIELD CONDITION
- B SITE COST, ERROR AND/OR OMISSION
- C SITE COST, DISTRICT ADDED OR DELETED/REDUCED SCOPE
- D SITE COST, AGENCY OR CODE REVISION
- E SITE COST, CONTRACTOR IMPACT TO ANOTHER CONTRACTOR
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- 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
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SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
Capital Facilities Program Management

9617  
Project Number

CO: 01

## CHANGE ORDER

Original Contract Amount: \$604,980.00  
Amount of Previous Contract Amendments: \$0.00  
Amount of Previous Change Orders: \$0.00

DSA No.:

School Name:	Crafton Hills College	Date:	06-Apr-10
Project Description:	Community Recreation Facility	Contract No.:	CCRF01:16
To (Contractor):	America West Landscape	Attn:	Roy Anthony

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 4/5/10 for  
Change Order No. 01 CO: 01 Item(s): PC 25 & 35

TOTAL COST OF CHANGE ORDER CO: 01 \$40,768.00

Reason for Change:

Refer to attached Change Order No. CO: 01 summary dated 04/05/10

Initiator of Change:

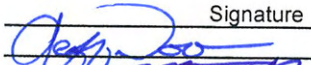


Refer to attached Change Order No. CO: 01 summary dated 04/05/10

The original Base Contract Sum was:	\$604,980.00
Net change by previous authorized Contract Amendment (s):	\$0.00
The revised BASE Contract Sum:	\$604,980.00
Net change by previous authorized Change Order(s):	\$0.00
The Contract Sum including previous authorized Change Orders:	\$604,980.00
The contract AMOUNT due to C.O. No. CO: 01 will be decreased by:	\$40,768.00
The revised Contract Amount, including this Change Order is, therefore:	\$645,748.00
The contract TIME due to C.O. No. CO: 01 will be unchanged by:	0 calendar days.
The revised Contract Completion Date, including this Change Order is, therefore	unchanged
SBCCD Change Order # CO: 01 includes Item Number(s):	

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:		Geoff Doren	4/7/10
Constr. Mgr.:		Matt Breyer Sr. PM	4/6/10
District:		Mr. Bruce Baron, Vice Chancellor Fiscal Services	
Contractor:		Roy Anthony, Vice President	

State of California - Division of the State Architect

DSA Application No. XX

File No. 36-C2

Approved

per Principal Structural Engineer:

Contract CCRF01-16: America West Landscaping, Inc.

## CHANGE ORDER NO. 01

REF.	DESCRIPTION OF ITEM	CODE	CREDIT	COST	BALANCE	Project Cost Allocation	
						Pckg 5	CRF
PC 25	Revise turf to erosioin control meadow mix for reduced water usage. LEED efforts	C4		\$6,301	\$6,301	6301	
PC 35	Add VFD controller to existing irrigation pump. LEED efforts.	C4		\$34,468	\$34,468	34468	
Subtotal					\$40,769	\$40,769	\$0
TOTAL CHANGE ORDER # 01					\$40,769		

### CODE LEGEND

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SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
Capital Facilities Program Management

9623  
Project Number

CO: 04

CHANGE ORDER

Original Contract Amount: \$1,973,000.00  
Amount of Previous Contract Amendments: \$53,731.00  
Amount of Previous Change Orders: \$192,649.00

DSA No.:

School Name: Crafton Hills College Date: 08-Apr-10  
Project Description: Infrastructure Packages 2, 3, & 4 Contract No.: INFRA234-04  
To (Contractor): RIS Electrical Contractors, Inc. Attn: Steve Purper

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 4/7/10 for

Change Order No. 04 Item(s): PC 38, 39, 40

TOTAL COST OF CHANGE ORDER

CO: 04 \$9,844.00

Reason for Change:

Refer to attached Change Order No.

GO: 04 summary dated 04/07/10

Initiator of Change:

Refer to attached Change Order No.

CO: 04 summary dated 04/07/10

The original Base Contract Sum was:

\$1,973,000.00

Net change by previous authorized Contract Amendment (s):

\$53,731.00

The revised BASE Contract Sum:

\$2,026,731.00

Net change by previous authorized Change Order(s):

\$192,649.00

The Contract Sum including previous authorized Change Orders:

\$2,219,380.00

The contract AMOUNT due to C.O. No. 04 will be increased by:

\$9,844.00

The revised Contract Amount, including this Change Order is, therefore:

\$2,229,224.00

The contract TIME due to C.O. No. 04 will be unchanged by: 0 calendar days.

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


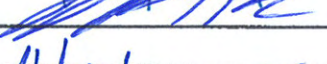

unchanged

SBCCD Change Order # 04 includes Item Number(s): PC 38, 39, 40

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:		Juan Santana	4/12/10
Constr. Mgr.:		Matt Breyer	4/13/10
District:		Mr. Bruce Baron, Vice Chancellor Fiscal Services	
Contractor:		ROBERT M HAYES - PRES	

State of California - Division of the State Architect

DSA Application No. XX

File No. 36-C2

Approved

per Principal Structural Engineer:

Contract INFA234-01: RIS Electrical Contractors

## CHANGE ORDER NO. 04

REF.	DESCRIPTION OF ITEM	CODE	CREDIT	COST	BALANCE	Project Cost Allocation		
						Pckg 2	Pckg 3	Pckg 4
PC-38	Re-feed existing irrigation and CDC power, not shown on as-builts	A1		\$5,082	\$5,082		5082	
PC-39	Re-feed existing Hi-W pumps to accommodate revised central plant piping	H4		\$686	\$686		686	
PC-40	Re-engineer and revise entry section of main switchgear as required by So Cal Edison	J5		\$4,076	\$4,076		4076	
Subtotal					\$9,844	\$0	\$9,844	\$0
TOTAL CHANGE ORDER # 04					\$9,844			

### CODE LEGEND

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## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

Capital Facilities Program Management

3347A4

Project Number

MC-BC2-CO2

## CHANGE ORDER

Original Contract Amount: **\$374,899.00**  
 Amount of Previous Contract Amendments: **\$30,429.00**  
 Amount of Previous Change Orders: **(\$8,142.00)**

DSA No.:

MC-BC2-CO2

School Name: **San Bernardino Valley College** Date: **31-Mar-10**  
 Project Description: **New Media Communications Building** Contract No.: **Bid Category 2**  
 To (Contractor): **Mountain Movers** 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 03/31/2010 for**  
**Change Order No. MC-BC2-CO2 Item(s): 2.1**

**TOTAL COST OF CHANGE ORDER MC-BC2-CO2 \$1,637.00**

## Reason for Change:

**Refer to attached Change Order No. MC-BC2-CO2 summary dated 03/31/10**

## Initiator of Change:

**Refer to attached Change Order No. MC-BC2-CO2 summary dated 03/31/10**

The original Base Contract Sum was: **\$374,899.00**  
 Net change by previous authorized Contract Amendment (s): **\$30,429.00**  
 The revised BASE Contract Sum: **\$405,328.00**  
 Net change by previous authorized Change Order(s): **-\$8,142.00**  
 The Contract Sum including previous authorized Change Orders: **\$397,186.00**  
 The contract AMOUNT due to C.O. No. **MC-BC2-CO2** will be increased by: **\$1,637.00**  
 The revised Contract Amount, including this Change Order is, therefore: **\$398,823.00**  
 The contract TIME due to C.O. No. **MC-BC2-CO2** will be unchanged by: **0** calendar days.  
 The revised Contract Completion Date, including this Change Order is, therefore **unchanged**

SBCCD Change Order # **MC-BC2-CO2** includes Item Number(s): **One (1) item**

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

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

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

Signature \_\_\_\_\_ Name (printed) \_\_\_\_\_ Date \_\_\_\_\_  
 Architect: \_\_\_\_\_ Jay R. Tittle, C-12955 3/31/2010  
 Constr. Mgr.: *[Signature]* Evan Taylor No. C-12955  
 District: \_\_\_\_\_ Mr. Bruce Baron, Vice Chancellor of Fiscal Services  
 Contractor: *[Signature]* David Gallegos Foreman  
 Printed Name/Title



State of California - Division of the State Architect

DSA Application No. **04-109146**File No. **36-C2**

Approved \_\_\_\_\_

per Principal Structural Engineer: \_\_\_\_\_

**CHANGE ORDER NO.****MC-BC2-CO2**

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
Item 2.1						
	Re-stripe the parking lot after the seal coat was placed.	C4			\$1,637.00	\$1,637.00
	PC65					
<b>Subtotal</b>						<b>\$1,637.00</b>
<b>TOTAL CHANGE ORDER #</b>						<b>\$1,637.00</b>
<b>MC-BC2-CO2</b>						

CODE LEGEND

- A SITE COST, UNFORESEEN FIELD CONDITION
- B SITE COST, ERROR AND/OR OMISSION
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- D SITE COST, AGENCY OR CODE REVISION
- E SITE COST, CONTRACTOR IMPACT TO ANOTHER CONTRACTOR
- F BUILDING COST, UNFORESEEN FIELD CONDITION
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- 5 INSPECTOR OR AGENCY GENERATED

Denise Wilson

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
Capital Facilities Program Management

3347A4

Project Number

MC-BC8-CO3

CHANGE ORDER

Original Contract Amount: \$217,700.00  
Amount of Previous Contract Amendments: \$0.00  
Amount of Previous Change Orders: \$16,234.00

DSA No.:

MC-BC8-CO3

School Name: San Bernardino Valley College Date: 31-Mar-10  
Project Description: New Media Communications Building Contract No.: Bid Category 8  
To (Contractor): Montgomery Hardware 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 3/31/10 for**

**Change Order No. MC-BC8-CO3 Item(s): 3.1**

**TOTAL COST OF CHANGE ORDER MC-BC8-CO3 \$2,407.00**

Reason for Change:

**Refer to attached Change Order No. MC-BC8-CO3 summary dated 03/31/10**

Initiator of Change:

**Refer to attached Change Order No. MC-BC8-CO3 summary dated 03/31/10**

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): \$16,234.00  
The Contract Sum including previous authorized Change Orders: \$233,934.00  
The contract AMOUNT due to C.O. No. MC-BC8-CO3 will be increased by: \$2,407.00  
The revised Contract Amount, including this Change Order is, therefore: \$236,341.00

The contract TIME due to C.O. No. MC-BC8-CO3 will be unchanged by: 0 calendar days.

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

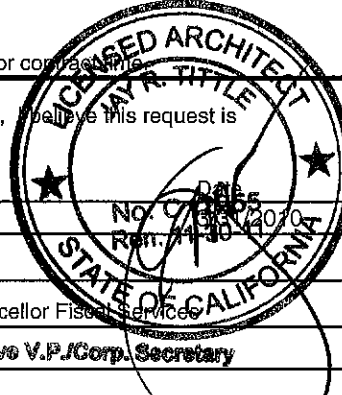
SBCCD Change Order # MC-BC8-CO3 includes Item Number(s): One (1) Item

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

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

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

Signature \_\_\_\_\_ Name (printed) \_\_\_\_\_  
Architect: \_\_\_\_\_ Jay R. Tittle, C-12955  
Constr. Mgr.: Evan Taylor  
District: \_\_\_\_\_ Mr. Bruce Baron, Vice Chancellor Fiscal Services  
Contractor: Denise M. Wilson Executive V.P./Corp. Secretary  
Printed Name/Title



State of California - Division of the State Architect

DSA Application No. 04-109146

File No. 36-C2

Approved \_\_\_\_\_

per Principal Structural Engineer: \_\_\_\_\_

**CHANGE ORDER NO.****MC-BC8-CO3**

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
Item 3.1	Campus request to revise hardware on door to KVCR suite. PC62	H4			\$2,407.00	\$2,407.00
<b>Subtotal</b>						<b>\$2,407.00</b>
<b>TOTAL CHANGE ORDER #</b>						<b>\$2,407.00</b>
						<b>MC-BC8-CO3</b>

**CODE LEGEND**

A	SITE COST, UNFORESEEN FIELD CONDITION
B	SITE COST, ERROR AND/OR OMISSION
C	SITE COST, DISTRICT ADDED OR DELETED/REDUCED SCOPE
D	SITE COST, AGENCY OR CODE REVISION
E	SITE COST, CONTRACTOR IMPACT TO ANOTHER CONTRACTOR
F	BUILDING COST, UNFORESEEN FIELD CONDITION
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H	BUILDING COST, DISTRICT ADDED OR DELETED/REDUCED SCOPE
J	BUILDING COST, AGENCY OR CODE REVISION
K	BUILDING COST, CONTRACTOR IMPACT TO ANOTHER CONTRACTOR
L	CONTRACT ADMINISTRATIVE ISSUE

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1	CONTRACTOR GENERATED
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3	ARCHITECT/ENGINEER GENERATED
4	DISTRICT GENERATED
5	INSPECTOR OR AGENCY GENERATED



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
Capital Facilities Program Management

Ray Lytle

3347A4  
Project Number

MC-BC10-CO6

## CHANGE ORDER

Original Contract Amount: **\$820,000.00**  
Amount of Previous Contract Amendments: **\$0.00**  
Amount of Previous Change Orders: **\$43,888.00**

DSA No.:  
MC-BC10-CO6

School Name: **San Bernardino Valley College** Date: **31-Mar-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:

**Refer to attached Change Order summary dated 3/31/10 for**  
**Change Order No. MC-BC10-CO6 Item(s): 6.1 to 6.3**

**TOTAL COST OF CHANGE ORDER MC-BC10-CO6 \$24,867.00**

Reason for Change:

**Refer to attached Change Order No. MC-BC10-CO6 summary dated 03/31/10**

Initiator of Change:

**Refer to attached Change Order No. MC-BC10-CO6 summary dated 03/31/10**

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):	\$43,888.00
The Contract Sum including previous authorized Change Orders:	\$863,888.00
The contract AMOUNT due to C.O. No. <b>MC-BC10-CO6</b> will be increased by:	\$24,867.00
The revised Contract Amount, including this Change Order is, therefore:	\$888,755.00

The contract TIME due to C.O. No. **MC-BC10-CO6** will be unchanged by: **0** calendar days.

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

SBCCD Change Order # **MC-BC10-CO6** includes Item Number(s): **Three (3) items**

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

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

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

Signature	Name (printed)
Architect: _____	Jay R. Tittle, C-12955
Constr. Mgr.: <i>[Signature]</i>	Evan Taylor
District: _____	Mr. Bruce Baron, Vice Chancellor Fiscal Services
Contractor: <i>[Signature]</i>	<b>Raymond P. Lytle</b> <b>Director of Operations</b>
	Printed Name/Title



State of California - Division of the State Architect

DSA Application No. **04-109146**

File No. **36-C2**

Approved \_\_\_\_\_

per Principal Structural Engineer: \_\_\_\_\_

**CHANGE ORDER NO.****MC-BC10-CO6**

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
Item 6.1	Revisions to the walls in the lobby to provide seismic joint separation PC58 (FCD39)	G3			\$23,410.00	\$23,410.00
Item 6.2	Backcharge to BC14 for backing for stage rigging PC59	K1			\$493.00	\$493.00
Item 6.3	Provide openings in rated walls for return air plenum PC61 (FCD37)	G3			\$964.00	\$964.00
<b>Subtotal</b>						<b>\$24,867.00</b>
<b>TOTAL CHANGE ORDER #</b>						<b>MC-BC10-CO6</b>
						<b>\$24,867.00</b>

**CODE LEGEND**

- A SITE COST, UNFORESEEN FIELD CONDITION
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SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
Capital Facilities Program Management

3347A4  
Project Number

MC-BC11-CO1

## CHANGE ORDER

Original Contract Amount: \$119,850.00  
Amount of Previous Contract Amendments: \$0.00  
Amount of Previous Change Orders: \$0.00

DSA No.:  
MC-BC11-CO1

School Name: San Bernardino Valley College Date: 03/31/10  
Project Description: New Media Communications Building Contract No.: Bid Category 11  
To (Contractor): Pro Spectra Flooring 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 3/31/10 for**  
**Change Order No. MC-BC11-CO1 Item(s): 1.1**

**TOTAL COST OF CHANGE ORDER MC-BC11-CO1 \$1,098.00**

Reason for Change:

**Refer to attached Change Order No. MC-BC11-CO1 summary dated 3/31/10**

Initiator of Change:

**Refer to attached Change Order No. MC-BC11-CO1 summary dated 03/31/10**

The original Base Contract Sum was:	\$119,850.00
Net change by previous authorized Contract Amendment (s):	\$0.00
The revised BASE Contract Sum:	\$119,850.00
Net change by previous authorized Change Order(s):	\$0.00
The Contract Sum including previous authorized Change Orders:	\$119,850.00
The contract AMOUNT due to C.O. No. <b>MC-BC11-CO1</b> will be <b>increased</b> by:	<b>\$1,098.00</b>
The revised Contract Amount, including this Change Order is, therefore:	<b>\$120,948.00</b>
The contract TIME due to C.O. No. <b>MC-BC11-CO1</b> will be <b>unchanged</b> by: <u>0</u> calendar days.	
The revised Contract Completion Date, including this Change Order is, therefore	<b>unchanged</b>

SBCCD Change Order # **MC-BC11-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, believe this request is valid and recommend your approval for acceptance.

Signature	Name (printed)
Architect: _____	Jay R. Tittle, C-12955
Constr. Mgr.: <u>[Signature]</u>	Evan Taylor
District: _____	Mr. Bruce Baron, Vice Chancellor Fiscal Services
Contractor: <u>[Signature]</u>	<u>Steve Landreth / Division President</u>
	Printed Name/Title



State of California - Division of the State Architect

DSA Application No. **04-109146**

File No. **36-C2**

Approved \_\_\_\_\_

per Principal Structural Engineer: \_\_\_\_\_

**CHANGE ORDER NO.****MC-BC11-CO1**

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
Item 1.1	Revisions to the Tech Core room rack base layout PC68	G3			\$1,098.00	\$1,098.00
<b>Subtotal</b>						<b>\$1,098.00</b>
<b>TOTAL CHANGE ORDER #</b>		<b>MC-BC11-CO1</b>				<b>\$1,098.00</b>

CODE LEGEND

A	SITE COST, UNFORESEEN FIELD CONDITION
B	SITE COST, ERROR AND/OR OMISSION
C	SITE COST, DISTRICT ADDED OR DELETED/REDUCED SCOPE
D	SITE COST, AGENCY OR CODE REVISION
E	SITE COST, CONTRACTOR IMPACT TO ANOTHER CONTRACTOR
F	BUILDING COST, UNFORESEEN FIELD CONDITION
G	BUILDING COST, ERROR AND/OR OMISSION
H	BUILDING COST, DISTRICT ADDED OR DELETED/REDUCED SCOPE
J	BUILDING COST, AGENCY OR CODE REVISION
K	BUILDING COST, CONTRACTOR IMPACT TO ANOTHER CONTRACTOR
L	CONTRACT ADMINISTRATIVE ISSUE

\* Note: "I" has been omitted not to be confused with "1"

1	CONTRACTOR GENERATED
2	CONSTRUCTION MANAGER GENERATED
3	ARCHITECT/ENGINEER GENERATED
4	DISTRICT GENERATED
5	INSPECTOR OR AGENCY GENERATED



Daniel Rodriguez

3347A4  
Project Number

MC-BC14-CO2

## CHANGE ORDER

Original Contract Amount: **\$212,700.00**  
Amount of Previous Contract Amendments: **\$0.00**  
Amount of Previous Change Orders: **\$3,070.00**

DSA No.:  
MC-BC14-CO2

School Name: **San Bernardino Valley College** Date: **03/31/10**  
Project Description: **New Media Communications Building** Contract No.: **Bid Category 14**  
To (Contractor): **RVH Constructors** 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 3/31/10 for**  
**Change Order No. MC-BC14-CO2 Item(s): 2.1 to 2.2**

**TOTAL COST OF CHANGE ORDER MC-BC14-CO2 \$5,435.00**

Reason for Change:

**Refer to attached Change Order No. MC-BC14-CO2 summary dated 03/31/10**

Initiator of Change:

**Refer to attached Change Order No. MC-BC14-CO2 summary dated 03/31/10**

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): **\$3,070.00**  
The Contract Sum including previous authorized Change Orders: **\$215,770.00**  
The contract AMOUNT due to C.O. No. **MC-BC14-CO2** will be increased by: **\$5,435**  
The revised Contract Amount, including this Change Order is, therefore: **\$221,205.00**  
The contract TIME due to C.O. No. **MC-BC14-CO2** will be unchanged by: **0** calendar days.  
The revised Contract Completion Date, including this Change Order is, therefore **unchanged**

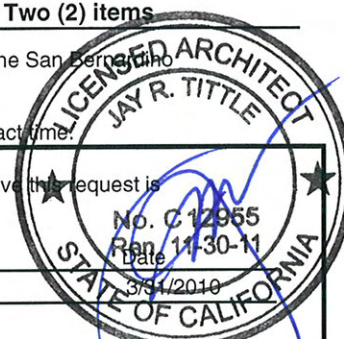
SBCCD Change Order # **MC-BC14-CO2** includes Item Number(s): **Two (2) items**

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

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

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

Signature \_\_\_\_\_ Name (printed) \_\_\_\_\_  
Architect: \_\_\_\_\_ Jay R. Tittle, C-12955  
Constr. Mgr.: *[Signature]* Evan Taylor  
District: \_\_\_\_\_ Mr. Bruce Baron, Vice Chancellor Fiscal Services  
Contractor: *[Signature]* **DANIEL RODRIGUEZ, PM**  
Printed Name/Title



**CHANGE ORDER NO.****MC-BC14-CO1**

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
Item 2.1	Provide fence enclosure around antenna to prevent unauthorized access PC57	B3			\$5,928.00	\$5,928.00
Item 2.2	Backcharge to BC14 for backing for stage rigging PC59	K1			(\$493.00)	(\$493.00)
<b>Subtotal</b>						<b>\$5,435.00</b>
<b>TOTAL CHANGE ORDER #</b>						<b>MC-BC14-CO1</b> <b>\$5,435.00</b>

CODE LEGEND

A	SITE COST, UNFORESEEN FIELD CONDITION
B	SITE COST, ERROR AND/OR OMISSION
C	SITE COST, DISTRICT ADDED OR DELETED/REDUCED SCOPE
D	SITE COST, AGENCY OR CODE REVISION
E	SITE COST, CONTRACTOR IMPACT TO ANOTHER CONTRACTOR
F	BUILDING COST, UNFORESEEN FIELD CONDITION
G	BUILDING COST, ERROR AND/OR OMISSION
H	BUILDING COST, DISTRICT ADDED OR DELETED/REDUCED SCOPE
J	BUILDING COST, AGENCY OR CODE REVISION
K	BUILDING COST, CONTRACTOR IMPACT TO ANOTHER CONTRACTOR
L	CONTRACT ADMINISTRATIVE ISSUE

\* Note: "I" has been omitted not to be confused with "1"

1	CONTRACTOR GENERATED
2	CONSTRUCTION MANAGER GENERATED
3	ARCHITECT/ENGINEER GENERATED
4	DISTRICT GENERATED
5	INSPECTOR OR AGENCY GENERATED



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
Capital Facilities Program Management

Jim Tate / Diane Tate

3347A4

Project Number

MC-BC16-CO2

## CHANGE ORDER

Original Contract Amount:  
Amount of Previous Contract Amendments:  
Amount of Previous Change Orders:

\$151,111.00  
\$0.00  
\$500.00

DSA No.:  
MC-BC16-CO2

School Name: San Bernardino Valley College Date: 31-Mar-10  
Project Description: New Media Communications Building Contract No.: Bid Category 16  
To (Contractor): J. G. Tate Fire Protection 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 3/31/10 for

Change Order No. MC-BC16-CO2 Item(s): 2.1

TOTAL COST OF CHANGE ORDER MC-BC16-CO2 \$857.00

Reason for Change:

Refer to attached Change Order No. MC-BC16-CO2 summary dated 03/31/10

Initiator of Change:

Refer to attached Change Order No. MC-BC16-CO2 summary dated 31-Mar-10

The original Base Contract Sum was:	\$151,111.00
Net change by previous authorized Contract Amendment (s):	\$0.00
The revised BASE Contract Sum:	\$151,111.00
Net change by previous authorized Change Order(s):	\$500.00
The Contract Sum including previous authorized Change Orders:	\$151,611.00
The contract AMOUNT due to C.O. No. <u>MC-BC16-CO2</u> will be increased by:	\$857.00
The revised Contract Amount, including this Change Order is, therefore:	\$152,468.00
The contract TIME due to C.O. No. <u>MC-BC16-CO2</u> 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 # MC-BC16-CO2 includes Item Number(s): One (1) item

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

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

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

Signature	Name (printed)
Architect: _____	Jay R. Tittle, C-12955
Constr. Mgr.: _____	
District: _____	Mr. Bruce Baron, Vice Chancellor Fiscal Services
Contractor: _____	James G. Tate, President
	Printed Name/Title



State of California - Division of the State Architect

DSA Application No. 04-109146

File No. 36-C2

Approved \_\_\_\_\_

per Principal Structural Engineer: \_\_\_\_\_

## MC-BC16-CO2

1 CONTRACTOR GENERATED  
2 CONSTRUCTION MANAGER GENERATED  
3 ARCHITECT/ENGINEER GENERATED  
4 DISTRICT GENERATED  
5 INSPECTOR OR AGENCY GENERATED



Vic  
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
Capital Facilities Program Management

3347A4  
Project Number

MC-BC18-CO5

## CHANGE ORDER

Original Contract Amount: **\$1,000,000.00**  
Amount of Previous Contract Amendments: **\$0.00**  
Amount of Previous Change Orders: **\$78,264.00**

DSA No.:  
MC-BC18-CO5

School Name: **San Bernardino Valley College** Date: **31-Mar-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 3/31/10 for**  
**Change Order No. MC-BC18-CO5 Item(s): 5.1 to 5.2**

**TOTAL COST OF CHANGE ORDER MC-BC18-CO5 \$2,960.00**

Reason for Change:

**Refer to attached Change Order No. MC-BC18-CO5 summary dated 03/31/10**

Initiator of Change:

**Refer to attached Change Order No. MC-BC18-CO5 summary dated 03/31/10**

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):	\$78,264.00
The Contract Sum including previous authorized Change Orders:	\$1,078,264.00
The contract AMOUNT due to C.O. No. <b>MC-BC18-CO5</b> will be increased by:	\$2,960.00
The revised Contract Amount, including this Change Order is, therefore:	\$1,081,224.00

The contract TIME due to C.O. No. **MC-BC18-CO5** will be unchanged by: 0 calendar days.

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

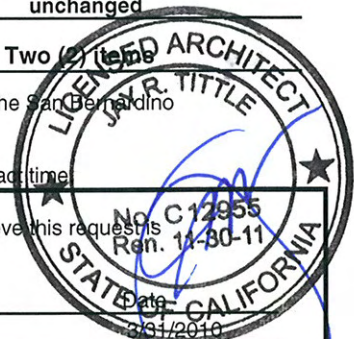
SBCCD Change Order # **MC-BC18-CO5** includes Item Number(s): Two (2) items

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

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

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

Signature	Name (printed)
Architect: _____	Jay R. Tittle, C-12955
Constr. Mgr.: <u>[Signature]</u>	Evan Taylor
District: _____	Mr. Bruce Baron, Vice Chancellor Fiscal Services
Contractor: <u>Valerie Palatox</u>	<u>Valerie Palatox Project Asst. mgr.</u>
	Printed Name/Title



State of California - Division of the State Architect

DSA Application No. **04-109146**

File No. **36-C2**

Approved \_\_\_\_\_

per Principal Structural Engineer: \_\_\_\_\_

**CHANGE ORDER NO.****MC-BC18-CO5**

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
Item 5.1	Provide communications board for Trane units PC60	G3			\$3,244.00	\$3,244.00
Item 5.2	Repair of ceilings tiles due to leaking VAV - backcharge to BC18 PC67	K1			(\$284.00)	(\$284.00)
<b>Subtotal</b>						<b>\$2,960.00</b>
<b>TOTAL CHANGE ORDER #</b>						<b>\$2,960.00</b>
<b>MC-BC18-CO5</b>						

CODE LEGEND

- A SITE COST, UNFORESEEN FIELD CONDITION
- B SITE COST, ERROR AND/OR OMISSION
- C SITE COST, DISTRICT ADDED OR DELETED/REDUCED SCOPE
- D SITE COST, AGENCY OR CODE REVISION
- E SITE COST, CONTRACTOR IMPACT TO ANOTHER CONTRACTOR
- F BUILDING COST, UNFORESEEN FIELD CONDITION
- G BUILDING COST, ERROR AND/OR OMISSION
- H BUILDING COST, DISTRICT ADDED OR DELETED/REDUCED SCOPE
- J BUILDING COST, AGENCY OR CODE REVISION
- K BUILDING COST, CONTRACTOR IMPACT TO ANOTHER CONTRACTOR
- L CONTRACT ADMINISTRATIVE ISSUE

\* Note: "I" has been omitted not to be confused with "1"

- 1 CONTRACTOR GENERATED
- 2 CONSTRUCTION MANAGER GENERATED
- 3 ARCHITECT/ENGINEER GENERATED
- 4 DISTRICT GENERATED
- 5 INSPECTOR OR AGENCY GENERATED



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
Capital Facilities Program Management

3347A4  
Project Number

MC-BC19-CO10

## CHANGE ORDER

Original Contract Amount: \$1,283,000.00  
Amount of Previous Contract Amendments: \$0.00  
Amount of Previous Change Orders: \$100,827.00

DSA No.:  
MC-BC19-CO10

School Name: San Bernardino Valley College Date: 31-Mar-10  
Project Description: New Media Communications Building Contract No.: Bid Category 19  
To (Contractor): Daniel's Electric 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 3/31/10 for**  
**Change Order No. MC-BC19-CO10 Item(s): 10.1 to 10.8**

**TOTAL COST OF CHANGE ORDER MC-BC19-CO10 \$24,537.00**

Reason for Change:

**Refer to attached Change Order No. MC-BC19-CO10 summary dated 03/31/10**

Initiator of Change:

**Refer to attached Change Order No. MC-BC19-CO10 summary dated 03/31/10**

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):	\$100,827.00
The Contract Sum including previous authorized Change Orders:	\$1,383,827.00
The contract AMOUNT due to C.O. No. <b>MC-BC19-CO10</b> will be increased by:	\$24,537.00
The revised Contract Amount, including this Change Order is, therefore:	\$1,408,364.00
The contract TIME due to C.O. No. <b>MC-BC19-CO10</b> will be unchanged by:	0 calendar days.
The revised Contract Completion Date, including this Change Order is, therefore	unchanged

SBCCD Change Order # **MC-BC19-CO10** includes Item Number(s): **Eight (8) items**

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

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

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

Signature	Name (printed)	Date
Architect: _____	Jay R. Tittle, C-12955	3/31/2010
Constr. Mgr.: <u>Evan Taylor</u>	Evan Taylor	
District: _____	Mr. Bruce Baron, Vice Chancellor Fiscal Services	
Contractor: <u>THOMAS G. ISPAS</u>	THOMAS G. ISPAS	PERMISSION
	Printed Name/Title	



State of California - Division of the State Architect

DSA Application No. **04-109146**

File No. **36-C2**

Approved \_\_\_\_\_

per Principal Structural Engineer: \_\_\_\_\_

**CHANGE ORDER NO.****MC-BC19-CO10**

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
Item 10.1	Provide final connections for power & data to systems furniture PC49R1	G3			\$5,841.00	\$5,841.00
Item 10.2	Relocate the emergency generator for the CSB PC55	C4			\$2,619.00	\$2,619.00
Item 10.3	Revisions to the walls in the lobby to provide seismic joint separation PC 58	G3			\$696.00	\$696.00
Item 10.4	Provide circuit breaker & pole amp breakers for electric water heater & drinking fountains PC63	G3			\$300.00	\$300.00
Item 10.5	Provide power for energy management control cabinets PC64	G3			\$728.00	\$728.00
Item 10.6	Revisions to the Tech Core room rack base layout PC68	G3			\$1,994.00	\$1,994.00
Item 10.7	Provide data connections for the RTVH classroom PC70	G3			\$13,105.00	\$13,105.00
Item 10.8	Delete cable tray above ceiling in MC102 PC71	G3			(\$746.00)	(\$746.00)
	<b>Subtotal</b>					<b>\$24,537.00</b>
	<b>TOTAL CHANGE ORDER #</b>	<b>MC-BC19-CO10</b>				<b>\$24,537.00</b>

**CODE LEGEND**

A	SITE COST, UNFORESEEN FIELD CONDITION
B	SITE COST, ERROR AND/OR OMISSION
C	SITE COST, DISTRICT ADDED OR DELETED/REDUCED SCOPE
D	SITE COST, AGENCY OR CODE REVISION
E	SITE COST, CONTRACTOR IMPACT TO ANOTHER CONTRACTOR
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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



Jeff

3347A4  
Project Number

MC-BC19-CA1

## CONTRACT AMENDMENT

Original Contract Amount: \$1,283,000.00  
Amount of Previous Contract Amendments: \$0.00  
Amount of Previous Change Orders: \$125,364.00

DSA No.:  
MC-BC19-CO1A

School Name:	<b>San Bernardino Valley College</b>	Date:	<b>31-Mar-10</b>
Project Description:	<b>New Media Communications Building</b>	Contract No.:	<b>Bid Category 19</b>
To (Contractor):	<b>Daniels Electric</b>	Attn:	

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

Item No.: **Refer to attachments**

Reference RFP No.: N/A

Description of Work:

**Refer to attached Contract Amendment summary dated 3/31/10 for  
Contract Amendment No. MC-BC19-CA1 Item(s): 1.1**

**TOTAL COST OF CONTRACT AMENDMENT MC-BC19-CA1 \$9,073.00**

Reason for Change:

**Refer to attached Contract Amendment No. MC-BC19-CA1 summary dated 03/31/10**

Initiator of Change:

**Refer to attached Contract Amendment No. MC-BC19-CA1 summary dated 31-Mar-10**

The original Base Contract Sum was:	\$1,283,000.00
Net change by previous authorized Contract Amendment (s):	\$0.00
The contract AMOUNT due to C.A. No. <b>MC-BC19-CA1</b> will be increased by:	\$9,073.00
The revised BASE Contract Sum:	\$1,292,073.00
Net change by previous authorized Change Order(s):	\$125,364.00
The Contract Sum including previous authorized Change Orders:	\$1,417,437.00
The revised Contract Amount, including this Contract Amendment is, therefore:	\$1,417,437.00
The contract TIME due to C.A. No. <b>MC-BC19-CA1</b> will be unchanged by:	0 calendar days.
The revised Contract Completion Date, including this Contract Amendment is, therefore	unchanged
SBCCD Contract Amendment # <b>MC-BC19-CA1</b> 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: \_\_\_\_\_ Signature

Name (printed)

Date

Architect: \_\_\_\_\_

Jay R. Tittle, C-12955

3/31/2010

Constr. Mgr.: \_\_\_\_\_

Evan Taylor

District: \_\_\_\_\_

Mr. Bruce Baron, Vice Chancellor Fiscal Services

Contractor: \_\_\_\_\_

THOMAS G. ZSPAS

Printed Name/Title



**CONTRACT AMENDMENT NO.****MC-BC19-CA1**

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
Item 1.1	Provide power to existing parking lot light fixtures. PC72	A1			\$9,073.00	\$9,073.00
<b>Subtotal</b>						<b>\$9,073.00</b>
<b>TOTAL CONTRACT AMENDMENT #</b>		<b>MC-BC19-CA1</b>				<b>\$9,073.00</b>

**CODE LEGEND**

A	SITE COST, UNFORESEEN FIELD CONDITION
B	SITE COST, ERROR AND/OR OMISSION
C	SITE COST, DISTRICT ADDED OR DELETED/REDUCED SCOPE
D	SITE COST, AGENCY OR CODE REVISION
E	SITE COST, CONTRACTOR IMPACT TO ANOTHER CONTRACTOR
F	BUILDING COST, UNFORESEEN FIELD CONDITION
G	BUILDING COST, ERROR AND/OR OMISSION
H	BUILDING COST, DISTRICT ADDED OR DELETED/REDUCED SCOPE
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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
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5	INSPECTOR OR AGENCY GENERATED



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

3347A4  
Project Number

Capital Facilities Program Management

NH-BC9-CO4

## CHANGE ORDER

Original Contract Amount: **\$454,994.00**  
 Amount of Previous Contract Amendments: **\$0.00**  
 Amount of Previous Change Orders: **\$2,452.00**

DSA No.:  
NH-BC9-CO4

School Name:	<b>San Bernardino Valley College</b>	Date:	<b>31-Mar-10</b>
Project Description:	<b>New North Hall Replacement Building</b>	Contract No.:	<b>Bid Category 9</b>
To (Contractor):	<b>Queen City Glass</b>	Attn:	

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

Item No.: **Refer to attachments**

Reference RFP No.: N/A

Description of Work:

**Refer to attached Change Order summary dated 3/31/10 for  
 Change Order No. NH-BC9-CO4 Item(s): 4.1**

**TOTAL COST OF CHANGE ORDER NH-BC9-CO4 \$4,013.00**

Reason for Change:

**Refer to attached Change Order No. NH-BC9-CO4 summary dated 3/31/10**

Initiator of Change:

**Refer to attached Change Order No. NH-BC9-CO4 summary dated 3/31/10**

The original Base Contract Sum was:	<u>\$454,994.00</u>
Net change by previous authorized Contract Amendment (s):	<u>\$0.00</u>
The revised BASE Contract Sum:	<u>\$454,994.00</u>
Net change by previous authorized Change Order(s):	<u>\$2,452.00</u>
The Contract Sum including previous authorized Change Orders:	<u>\$457,446.00</u>
The contract AMOUNT due to C.O. No. <b>NH-BC9-CO4</b> will be increased by:	<u>\$4,013.00</u>
The revised Contract Amount, including this Change Order is, therefore:	<u>\$461,459.00</u>
The contract TIME due to C.O. No. <b>NH-BC9-CO4</b> will be unchanged by: <u>0</u> calendar days.	
The revised Contract Completion Date, including this Change Order is, therefore	<u>unchanged</u>

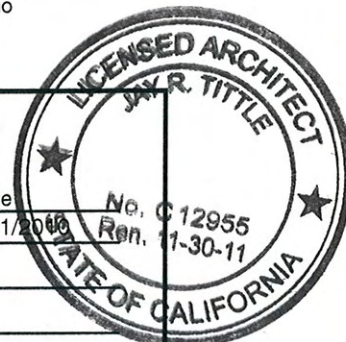
SBCCD Change Order # **NH-BC9-CO4** includes Item Number(s): **One (1) item**

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>3/31/2010</u>
Constr. Mgr.:	<u>[Signature]</u>	Eavn Taylor			
District:		Mr. Bruce Baron, Vice Chancellor Fiscal Services			
Contractor:	<u>[Signature]</u>	<u>Erin Zatezalo, Project Manager</u>	Printed Name/Title		



State of California - Division of the State Architect

DSA Application No **04-109147**

File No. **36-C2**

Approved \_\_\_\_\_

per Principal Structural Engineer: \_\_\_\_\_

**CHANGE ORDER NO.****NH-BC9-CO4**

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
Item 4.1	Change spandrel glass in several areas to insulated spandrel glass for better durability. PC 32	G3			\$4,013.00	\$4,013.00
<b>Subtotal</b>						<b>\$4,013.00</b>
<b>TOTAL CHANGE ORDER #</b>		<b>NH-BC9-CO4</b>				<b>\$4,013.00</b>

**CODE LEGEND**

A	SITE COST, UNFORESEEN FIELD CONDITION
B	SITE COST, ERROR AND/OR OMISSION
C	SITE COST, DISTRICT ADDED OR DELETED/REDUCED SCOPE
D	SITE COST, AGENCY OR CODE REVISION
E	SITE COST, CONTRACTOR IMPACT TO ANOTHER CONTRACTOR
F	BUILDING COST, UNFORESEEN FIELD CONDITION
G	BUILDING COST, ERROR AND/OR OMISSION
H	BUILDING COST, DISTRICT ADDED OR DELETED/REDUCED SCOPE
J	BUILDING COST, AGENCY OR CODE REVISION
K	BUILDING COST, CONTRACTOR IMPACT TO ANOTHER CONTRACTOR
L	CONTRACT ADMINISTRATIVE ISSUE

\* Note: "I" has been omitted not to be confused with "1"

1	CONTRACTOR GENERATED
2	CONSTRUCTION MANAGER GENERATED
3	ARCHITECT/ENGINEER GENERATED
4	DISTRICT GENERATED
5	INSPECTOR OR AGENCY GENERATED



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
Capital Facilities Program Management

3347A4  
Project Number

NH-BC10-CO4

## CHANGE ORDER

Original Contract Amount: **\$1,945,585.00**  
Amount of Previous Contract Amendments: **\$0.00**  
Amount of Previous Change Orders: **(\$1,444.00)**

DSA No.:  
NH-BC10-CO4

School Name: **San Bernardino Valley College** Date: **03/31/10**  
Project Description: **New North Hall Replacement Building** Contract No.: **Bid Category 10**  
To (Contractor): **Caston Plastering** 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 03/31/10 for**  
**Change Order No. NH-BC10-CO4 Item(s): 4.1**

**TOTAL COST OF CHANGE ORDER NH-BC10-CO4 \$852.00**

Reason for Change:

**Refer to attached Change Order No. NH-BC10-CO4 summary dated 3/31/10**

Initiator of Change:

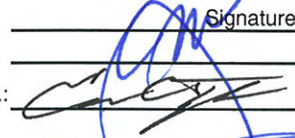



**Refer to attached Change Order No. NH-BC10-CO4 summary dated 03/31/10**

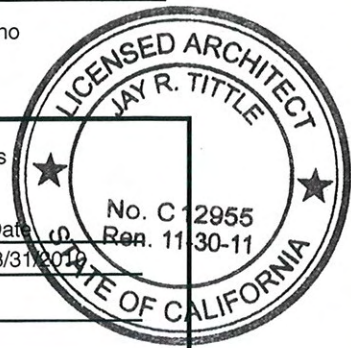
The original Base Contract Sum was:	\$1,945,585.00
Net change by previous authorized Contract Amendment (s):	\$0.00
The revised BASE Contract Sum:	\$1,945,585.00
Net change by previous authorized Change Order(s):	(\$1,444.00)
The Contract Sum including previous authorized Change Orders:	\$1,944,141.00
The contract AMOUNT due to C.O. No. <b>NH-BC10-CO4</b> will be increased by:	\$852.00
The revised Contract Amount, including this Change Order is, therefore:	\$1,944,993.00
The contract TIME due to C.O. No. <b>NH-BC10-CO4</b> will be unchanged by: <b>0</b> calendar days.	
The revised Contract Completion Date, including this Change Order is, therefore	<b>unchanged</b>
SBCCD Change Order # <b>NH-BC10-CO4</b> includes Item Number(s):	<b>One (1) item</b>

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

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

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

Architect:	Signature: 	Name (printed): Jay R. Tittle, C-12955	Date: 3/31/2010
Constr. Mgr.:		Evan Taylor	
District:		Mr. Bruce Baron, Vice Chancellor Fiscal Services	
Contractor:		Greg Malachowski / Project Manager	



State of California - Division of the State Architect

DSA Application No. **X04-109147**

File No. **36-C2**

Approved \_\_\_\_\_ per Principal Structural Engineer: \_\_\_\_\_

**CHANGE ORDER NO.****NH-BC10-CO4**

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
Item 3.1	Add plam plywd panels at walls of recessed audience section in the MAC PC46	G3			\$852.00	\$852.00
<b>Subtotal</b>						<b>\$852.00</b>
<b>TOTAL CHANGE ORDER #</b>						<b>\$852.00</b>
						<b>NH-BC10-CO4</b>

**CODE LEGEND**

- A SITE COST, UNFORESEEN FIELD CONDITION
- B SITE COST, ERROR AND/OR OMISSION
- C SITE COST, DISTRICT ADDED OR DELETED/REDUCED SCOPE
- D SITE COST, AGENCY OR CODE REVISION
- E SITE COST, CONTRACTOR IMPACT TO ANOTHER CONTRACTOR
- F BUILDING COST, UNFORESEEN FIELD CONDITION
- G BUILDING COST, ERROR AND/OR OMISSION
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- K BUILDING COST, CONTRACTOR IMPACT TO ANOTHER CONTRACTOR
- L CONTRACT ADMINISTRATIVE ISSUE

\* Note: "I" has been omitted not to be confused with "1"

- 1 CONTRACTOR GENERATED
- 2 CONSTRUCTION MANAGER GENERATED
- 3 ARCHITECT/ENGINEER GENERATED
- 4 DISTRICT GENERATED
- 5 INSPECTOR OR AGENCY GENERATED



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
Capital Facilities Program Management

3347A4

Project Number

NH-BC17-CO2

CHANGE ORDER

DSA No.:

NH-BC17-CO2

Original Contract Amount: \$763,288.00  
Amount of Previous Contract Amendments: \$0.00  
Amount of Previous Change Orders: (\$2,211.00)

School Name: San Bernardino Valley College Date: 03/31/10  
Project Description: New North Hall Replacement Building Contract No.: Bid Category 17  
To (Contractor): Pro Tec 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 3/31/10 for  
Change Order No. NH-BC17-CO2 Item(s): 3.1

TOTAL COST OF CHANGE ORDER NH-BC17-CO2 \$949.00

Reason for Change:

Refer to attached Change Order No. NH-BC17-CO2 summary dated 3/31/10

Initiator of Change:

Refer to attached Change Order No. NH-BC17-CO2 summary dated 03/31/10

The original Base Contract Sum was:	\$763,288.00
Net change by previous authorized Contract Amendment (s):	\$0.00
The revised BASE Contract Sum:	\$763,288.00
Net change by previous authorized Change Order(s):	(\$2,211.00)
The Contract Sum including previous authorized Change Orders:	\$761,077.00
The contract AMOUNT due to C.O. No. <u>NH-BC17-CO2</u> will be increased by:	\$949.00
The revised Contract Amount, including this change order is, therefore:	\$762,026.00
The contract TIME due to C.O. No. <u>NH-BC17-CO2</u> will be unchanged by: <u>0</u> calendar days.	
The revised Contract Completion Date, including this Change Order is, therefore	unchanged
SBCCD Change Order # <u>NH-BC17-CO2</u> 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: <u>[Signature]</u>	Name (printed): <u>Jay R. Tittle, C-12955</u>	Date: <u>3/31/2010</u>
Constr. Mgr.:	<u>[Signature]</u>	<u>Evan Taylor</u>	No. C 12955
District:	<u>[Signature]</u>	<u>Mr. Bruce Baron, Vice Chancellor</u>	Ren. 11-30-11
Contractor:	<u>[Signature]</u>	<u>JED JONES</u>	<u>4-19-10</u>
		Printed Name/Title	



State of California - Division of the State Architect

DSA Application No. 04-109147

File No. 36-C2

Approved \_\_\_\_\_

per Principal Structural Engineer: \_\_\_\_\_

**CHANGE ORDER NO.****NH-BC17-CO2**

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
Item 3.1						
	Add floor drain in laundry room.	G3			\$949.00	\$949.00
	PC26					
Subtotal						\$949.00
TOTAL CHANGE ORDER #						\$949.00
NH-BC17-CO2						\$949.00

**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
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L	CONTRACT ADMINISTRATIVE ISSUE

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2	CONSTRUCTION MANAGER GENERATED
3	ARCHITECT/ENGINEER GENERATED
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5	INSPECTOR OR AGENCY GENERATED



## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

Capital Facilities Program Management

3347A4

Project Number

NH-BC19-CO2

## CHANGE ORDER

Original Contract Amount:

\$2,125,000.00

Amount of Previous Contract Amendments:

\$0.00

Amount of Previous Change Orders:

\$21,537.00

DSA No.:

NH-BC19-CO2

School Name: San Bernardino Valley College Date: 31-Mar-10  
 Project Description: New North Hall Replacement Building Contract No.: Bid Category 19  
 To (Contractor): BEC 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 3/31/10 for**  
**Change Order No. NH-BC19-CO2 Item(s): 2.1**

**TOTAL COST OF CHANGE ORDER NH-BC19-CO2 \$4,095.00**

## Reason for Change:

**Refer to attached Change Order No. NH-BC19-CO2 summary dated 3/31/10**

## Initiator of Change:

**Refer to attached Change Order No. NH-BC19-CO2 summary dated 31-Mar-10**

The original Base Contract Sum was:	\$2,125,000.00
Net change by previous authorized Contract Amendment (s):	\$0.00
The revised BASE Contract Sum:	\$2,125,000.00
Net change by previous authorized Change Order(s):	\$21,537.00
The Contract Sum including previous authorized Change Orders:	\$2,146,537.00
The contract AMOUNT due to C.O. No. <b>NH-BC19-CO2</b> will be increased by:	\$4,095.00
The revised Contract Amount, including this Change Order is, therefore:	\$2,150,632.00

The contract TIME due to C.O. No. **NH-BC19-CO2** will be unchanged by: 0 calendar days.

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

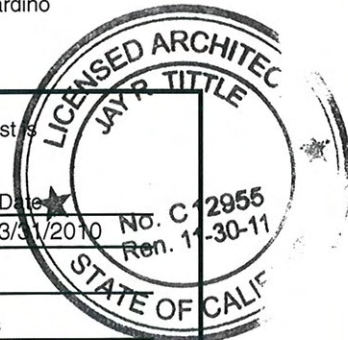
SBCCD Change Order # **NH-BC19-CO2** includes Item Number(s): One (1) item

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

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

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

Architect:	<u>[Signature]</u> Signature	Name (printed)	Date
		Jay R. Tittle, C-12955	3/31/2010
Constr. Mgr.:	<u>[Signature]</u>	Evan Taylor	
District:	<u>[Signature]</u>	Mr. Bruce Baron, Vice Chancellor Fiscal Services	
Contractor:	<u>[Signature]</u>	<u>BOB SCANTLIN - PM</u>	<u>4.09.10</u>
		Printed Name/Title	



State of California - Division of the State Architect

DSA Application No. **04-109147**File No. **36-C2**

Approved \_\_\_\_\_

per Principal Structural Engineer: \_\_\_\_\_

**CHANGE ORDER NO.****NH-BC19-CO2**

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
Item 2.1						
	Add rough in for future card readers and security system	G3			\$4,095.00	\$4,095.00
	PC 40					
<b>Subtotal</b>						<b>\$4,095.00</b>
<b>TOTAL CHANGE ORDER #</b>						<b>\$4,095.00</b>
<b>NH-BC19-CO2</b>						<b>\$4,095.00</b>

**CODE LEGEND**

A	SITE COST, UNFORESEEN FIELD CONDITION
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H	BUILDING COST, DISTRICT ADDED OR DELETED/REDUCED SCOPE
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3	ARCHITECT/ENGINEER GENERATED
4	DISTRICT GENERATED
5	INSPECTOR OR AGENCY GENERATED



Greg Malachowski

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
Capital Facilities Program Management

3347A4  
Project Number

CS-BC10-CO2

## CHANGE ORDER

Original Contract Amount: **\$1,985,585.00**  
Amount of Previous Contract Amendments: **\$1,705.00**  
Amount of Previous Change Orders: **(\$3,449.00)**

DSA No.:  
CS-BC10-CO2

School Name:	<b>San Bernardino Valley College</b>	Date:	<b>31-Mar-10</b>
Project Description:	<b>New Chemistry &amp; Physical Science Building</b>	Contract No.:	<b>Bid Category 10</b>
To (Contractor):	<b>Caston Plastering</b>	Attn:	

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

Item No.: **Refer to attachments**

Reference RFP No.: N/A

Description of Work:

**Refer to attached Change Order summary dated 03/31/10 for**  
**Change Order No. CS-BC10-CO2 Item(s): 2.1**

<b>TOTAL COST OF CHANGE ORDER</b>	<b>CS-BC10-CO2</b>	<b>\$1,034.00</b>
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Reason for Change:

**Refer to attached Change Order No. CS-BC10-CO2 summary dated 3/31/10**

Initiator of Change:

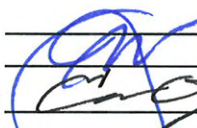



**Refer to attached Change Order No. CS-BC10-CO2 summary dated 3/31/10**

The original Base Contract Sum was:	\$1,985,585.00
Net change by previous authorized Contract Amendment (s):	\$1,705.00
The revised BASE Contract Sum:	\$1,987,290.00
Net change by previous authorized Change Order(s):	(\$3,449.00)
The Contract Sum including previous authorized Change Orders:	\$1,983,841.00
The contract AMOUNT due to C.O. No. <b>CS-BC10-CO2</b> will be <b>increased</b> by:	\$1,034.00
The revised Contract Amount, including this Change Order is, therefore:	\$1,984,875.00
The contract TIME due to C.O. No. <b>CS-BC10-CO2</b> will be <b>unchanged</b> by: <u>0</u> calendar days.	
The revised Contract Completion Date, including this Change Order is, therefore	<b>unchanged</b>
SBCCD Change Order # <b>CS-BC10-CO2</b> includes Item Number(s):	<b>One (1) Item</b>

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

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

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

Architect: 	Name (printed) <b>Jay R. Tittle, C-12955</b>
Constr. Mgr.: 	Evan Taylor
District: 	Mr. Bruce Baron, Vice Chancellor Fiscal Services
Contractor: 	<b>Greg Malachowski</b> Printed Name/Title



State of California - Division of the State Architect

DSA Application No. **04-109148**

File No. **36-C2**

Approved \_\_\_\_\_

per Principal Structural Engineer: \_\_\_\_\_

1 CONTRACTOR GENERATED  
2 CONSTRUCTION MANAGER GENERATED  
3 ARCHITECT/ENGINEER GENERATED  
4 DISTRICT GENERATED  
5 INSPECTOR OR AGENCY GENERATED



*Don Clements*  
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

Capital Facilities Program Management

3347A4  
Project Number

CS-BC14-CO2

## CHANGE ORDER

Original Contract Amount: \$683,000.00  
Amount of Previous Contract Amendments: \$0.00  
Amount of Previous Change Orders: (\$7,403.00)

DSA No.:  
CS-BC14-CO2

School Name:	<u>San Bernardino Valley College</u>	Date:	<u>03/31/10</u>
Project Description:	<u>New Chemistry &amp; Physical Science Building</u>	Contract No.:	<u>Bid Category 17</u>
To (Contractor):	<u>Inland Building Construction Company</u>	Attn:	<u></u>

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

Item No.: **Refer to attachments**

Reference RFP No.: N/A

Description of Work:

**Refer to attached Change Order summary dated 03/31/10 for**  
**Change Order No. CS-BC14-CO2 Item(s): 2.1**

**TOTAL COST OF CHANGE ORDER CS-BC14-CO2 \$3,138.00**

Reason for Change:

**Refer to attached Change Order No. CS-BC14-CO2 summary dated 3/31/10**

Initiator of Change:

**Refer to attached Change Order No. CS-BC14-CO2 summary dated 03/31/10**

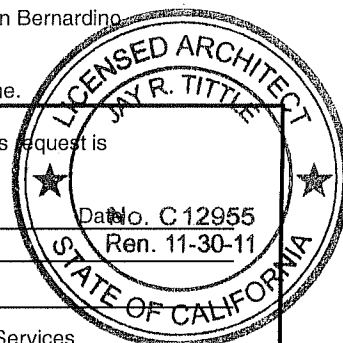
The original Base Contract Sum was:	\$683,000.00
Net change by previous authorized Contract Amendment (s):	\$0.00
The revised BASE Contract Sum:	\$683,000.00
Net change by previous authorized Change Order(s):	-\$7,403.00
The Contract Sum including previous authorized Change Orders:	\$675,597.00
The contract AMOUNT due to C.O. No. <b>CS-BC14-CO2</b> will be <b>decreased</b> by:	\$3,138.00
The revised Contract Amount, including this change order is, therefore:	\$678,735.00
The contract TIME due to C.O. No. <b>CS-BC14-CO2</b> will be <b>unchanged</b> by: <u>0</u> calendar days.	
The revised Contract Completion Date, including this Change Order is, therefore	<b>unchanged</b>
SBCCD Change Order # <b>CS-BC14-CO2</b> includes Item Number(s):	<b>One (1) item</b>

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

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

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

Architect:	<u><i>[Signature]</i></u>	Name (printed)	<u>Jay R. Tittle, C-12955</u>
Constr. Mgr.:	<u><i>[Signature]</i></u>		<u>Evan Taylor</u>
District:			<u>Mr. Bruce Baron, Vice Chancellor Fiscal Services</u>
Contractor:	<u><i>[Signature]</i></u>		<u><i>Donnel Clements</i></u> Printed Name/Title



## CHANGE ORDER NO.

CS-BC14-CO2

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
Item 2.1	LEED Certification credit SS4.2: Additional bikes racks were required based on the number of building occupants	H4			\$3,138.00	\$3,138.00
	PC31					
Subtotal						\$3,138.00
TOTAL CHANGE ORDER #						CS-BC14-CO2 \$3,138.00

### 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
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- 1 CONTRACTOR GENERATED
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- 5 INSPECTOR OR AGENCY GENERATED

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
Capital Facilities Program Management

3347A4  
Project Number

CS-BC17-CA1

## CONTRACT AMENDMENT

Original Contract Amount: **\$1,546,235.00**  
Amount of Previous Contract Amendments: **\$0.00**  
Amount of Previous Change Orders: **\$16,535.00**

DSA No.:  
CS-BC17-CO1A

School Name: **San Bernardino Valley College** Date: **31-Mar-10**  
Project Description: **New Chemistry & Physical Science Building** Contract No.: **Bid Category 17**  
To (Contractor): **Fischer** 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 3/31/10 for  
Contract Amendment No. CS-BC17-CA1 Item(s): 1.1**

**TOTAL COST OF CONTRACT AMENDMENT CS-BC17-CA1 \$12,700.00**

Reason for Change:

**Refer to attached Contract Amendment No. CS-BC17-CA1 summary dated 03/31/10**

Initiator of Change:

**Refer to attached Contract Amendment No. CS-BC17-CA1 summary dated 31-Mar-10**

The original Base Contract Sum was:	\$1,546,235.00
Net change by previous authorized Contract Amendment (s):	\$0.00
The contract AMOUNT due to C.A. No. <b>CS-BC17-CA1</b> will be <b>increased</b> by:	\$12,700.00
The revised BASE Contract Sum:	\$1,558,935.00
Net change by previous authorized Change Order(s):	\$16,535.00
The Contract Sum including previous authorized Change Orders:	\$1,575,470.00
The revised Contract Amount, including this Contract Amendment is, therefore:	<b>\$1,575,470.00</b>

The contract TIME due to C.A. No. **CS-BC17-CA1** will be **unchanged** by: **0** calendar days.

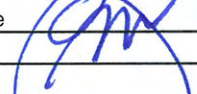
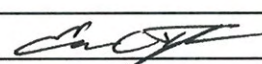
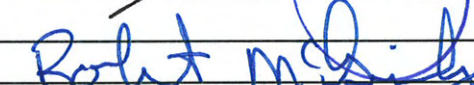
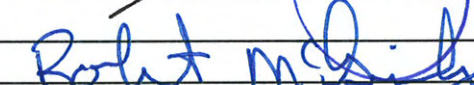
The revised Contract Completion Date, including this Contract Amendment is, therefore **unchanged**

SBCCD Contract Amendment # **CS-BC17-CA1** includes Item Number(s): **One (1) item**

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

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

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

Signature	Name (printed)
Architect: 	Jay R. Tittle, C-12955
Constr. Mgr.: 	Evan Taylor
District: 	Mr. Bruce Baron, Vice Chancellor Fiscal Services
Contractor: 	<b>ROBERT MCGINLEY</b> 4/14/10



State of California - Division of the State Architect

DSA Application No. **04-109148**

File No. **36-C2**

Approved \_\_\_\_\_

per Principal Structural Engineer: \_\_\_\_\_

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
Item 1.1	During excavation and construction for building foundations, the gas line was re-routed and it was discovered that this gas line fed other existing buildings on campus which had not been documented on any information on as-builts. Additional work was required due to this unforeseen as-built condition. PC33	A1			\$12,700.00	\$12,700.00
	<b>Subtotal</b>					\$12,700.00
	<b>TOTAL CONTRACT AMENDMENT #</b>	<b>CS-BC17-CA1</b>				\$12,700.00

### 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



*Sam Joannou*  
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

Capital Facilities Program Management

3347A4

Project Number

CS-BC19-CO3

## CHANGE ORDER

Original Contract Amount: **\$2,311,800.00**  
Amount of Previous Contract Amendments: **\$48,012.00**  
Amount of Previous Change Orders: **\$105,664.00**

DSA No.:  
CS-BC19-CO3

School Name:	<b>San Bernardino Valley College</b>	Date:	<b>31-Mar-10</b>
Project Description:	<b>New Chemistry &amp; Physical Science Building</b>	Contract No.:	<b>Bid Category 19</b>
To (Contractor):	<b>RDM Electric Co.</b>	Attn:	

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

Item No.: **Refer to attachments**

Reference RFP No.: N/A

Description of Work:

**Refer to attached Change Order summary dated 03/31/10 for**

**Change Order No. CS-BC19-CO3 Item(s): 3.1**

**TOTAL COST OF CHANGE ORDER CS-BC19-CO3 (\$7,490.00)**

Reason for Change:

**Refer to attached Change Order No. CS-BC19-CO3 summary dated 3/31/10**

Initiator of Change:

**Refer to attached Change Order No. CS-BC19-CO3 summary dated 03/31/10**

The original Base Contract Sum was: **\$2,311,800.00**

Net change by previous authorized Contract Amendment (s): **\$48,012.00**

The revised BASE Contract Sum: **\$2,359,812.00**

Net change by previous authorized Change Order(s): **\$105,664.00**

The Contract Sum including previous authorized Change Orders: **\$2,465,476.00**

The contract AMOUNT due to C.O. No. **CS-BC19-CO3** will be **increased** by: **(\$7,490.00)**

The revised Contract Amount, including this change order is, therefore: **\$2,457,986.00**

The contract TIME due to C.O. No. **CS-BC19-CO3** will be **unchanged** by: **0** calendar days.

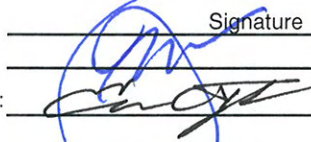
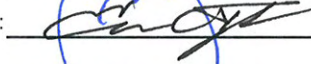
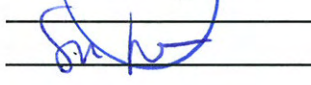
The revised Contract Completion Date, including this Change Order is, therefore **unchanged**

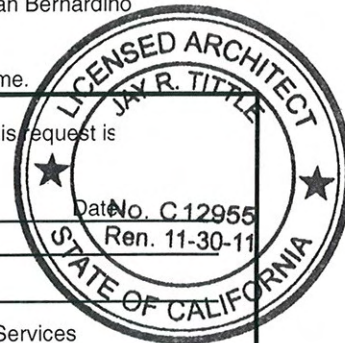
SBCCD Change Order # **CS-BC19-CO3** includes Item Number(s): **One (1) item**

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

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

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

Architect:		Name (printed)	<b>Jay R. Tittle, C-12955</b>
Constr. Mgr.:			<b>Evan Taylor</b>
District:			<b>Mr. Bruce Baron, Vice Chancellor Fiscal Services</b>
Contractor:			<b>Sam Joannou PM</b>



State of California - Division of the State Architect

DSA Application No. **04-109148**

File No. **36-C2**

Approved

per Principal Structural Engineer:



**CHANGE ORDER NO.****CS-BC19-CO3**

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
Item 3.1						
	Campus request to delete tree uplights as they do not typically have those around the campus.	H4		(\$7,490.00)		(\$7,490.00)
	PC 27					
	<b>Subtotal</b>					<b>(\$7,490.00)</b>
	<b>TOTAL CHANGE ORDER #</b>				<b>CS-BC19-CO3</b>	<b>(\$7,490.00)</b>

CODE LEGEND

A	SITE COST, UNFORESEEN FIELD CONDITION
B	SITE COST, ERROR AND/OR OMISSION
C	SITE COST, DISTRICT ADDED OR DELETED/REDUCED SCOPE
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L	CONTRACT ADMINISTRATIVE ISSUE

\* Note: "I" has been omitted not to be confused with "1"

1	CONTRACTOR GENERATED
2	CONSTRUCTION MANAGER GENERATED
3	ARCHITECT/ENGINEER GENERATED
4	DISTRICT GENERATED
5	INSPECTOR OR AGENCY GENERATED

## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Acting Chancellor

REVIEWED BY: Bruce Baron, Vice Chancellor, Fiscal Services

PREPARED BY: Dr. Steven Lohr, Planning and Development Director

DATE: May 13, 2010

SUBJECT: Consideration of Approval of a Purchase and Sale Agreement  
for the Acquisition of Property

### RECOMMENDATION

It is recommended that the Board of Trustees approve a purchase and sale agreement for the acquisition of 4.2 acres of land located adjacent to the existing District offices in the amount of \$1,285,466.00.

### OVERVIEW

The Inland Valley Development Agency (IVDA) was established in 1990 and is responsible for the redevelopment of the non-aviation portion of the former Norton Air Force Base. IVDA subsequently entered into a Master Disposition and Development Agreement (DDA) in 2002 with Hillwood/San Bernardino LLC to serve as the master developer for the IVDA redevelopment area. In addition, in 1998, real property identified as Parcel N of the former Norton Air Force Base was purchased by the San Bernardino Community College District from the federal government and is currently utilized for District offices and economic/workforce development.

It is proposed to acquire 4.2 acres of land from IVDA/Hillwood/San Bernardino LLC which is located adjacent to the west side of the existing District offices on Del Rosa Drive.

### ANALYSIS

The addition of contiguous land to the District site would allow for the potential augmentation of space for economic/workforce development as well as other essential District services. A purchase/sale contract for the acquisition of the site at a cost of \$1,285,466.00 is recommended for approval, provided that a license agreement is approved by IVDA to allow access to the site for studies and investigations. Future development of the site will require the development of California Environmental Quality Act (CEQA) compliance documents and the preparation of design plans.

### BOARD IMPERATIVE

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

### FINANCIAL IMPLICATIONS

Budgeted with Measure M funds.

Attachment

**PURCHASE AND SALE AGREEMENT**  
**BETWEEN**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT,**  
**AND**  
**HILLWOOD/SAN BERNARDINO, LLC**

Land: Northwest corner of E. Enterprise Drive and S. Frank Bland Drive  
San Bernardino, California

## **PURCHASE AND SALE AGREEMENT**

**THIS PURCHASE AND SALE AGREEMENT** ("**Agreement**") is made and entered into as of the Effective Date by and between **HILLWOOD/SAN BERNARDINO, LLC**, a Delaware limited liability company, ("**Seller**"), **THE SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**, a California community college district duly organized and validly existing under the laws of the State of California ("**Purchaser**").

### **WITNESSETH:**

**WHEREAS**, the Inland Valley Development Agency ("**IVDA**"), a joint powers authority formed by the County of San Bernardino and the Cities of Colton, Loma Linda and San Bernardino exercising governmental functions and powers and organized and existing under Article I, Chapter 5, Division 7, Title I of the California Government Code and the Community Redevelopment Law of the State of California (**Health & Safety Code § 33000, et seq.**), is the fee owner of a certain parcel of improved land (the "**Land**"), which is described in **EXHIBIT A** and made a part hereof, located at the northwest corner of East Enterprise Drive and South Frank Bland Drive in San Bernardino, California, containing approximately 4.216 acres of land;

**WHEREAS**, the Land is situated within a portion of the former Norton Air Force Base;

**WHEREAS**, Seller is the owner of an option right to acquire the Land granted by IVDA and/or to cause fee title in the Land to be conveyed directly to Purchaser from IVDA under the MDDA (hereinafter defined);

**WHEREAS**, Seller desires to cause the conveyance of fee title in the Land from IVDA directly to Purchaser in accordance with the terms of the MDDA, and Purchaser desires to acquire the Land directly from IVDA, upon and subject to the terms and conditions contained in this Agreement;

**NOW, THEREFORE**, in consideration of the foregoing recitals and the mutual covenants and promises herein contained, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Purchaser and Seller hereby agree as follows:

### **ARTICLE 1**

#### **DEFINITIONS**

1.1 **Definitions.** When used in this Agreement, the following terms shall have the respective meanings set forth opposite each such term:

**AFFILIATE:**

Any entity directly or indirectly controlling, controlled by or under common control with Purchaser.

**AGREEMENT:**

This Purchase and Sale Agreement, including the following Exhibits, each of which is incorporated herein by this reference:

Exhibit A: Legal Description of the Land

**CITY:**

The City of San Bernardino, California.

**CLOSE OF ESCROW:**

The date on which the quitclaim deed described in Section 10.3(A) is recorded by Escrowee.

**CLOSING DATE:**

Thirty (30) days following the end of the Inspection Period (or as such may be extended as provided in Section 10.1), or such other date as Purchaser and Seller may agree; provided, however, if the transaction contemplated by this Agreement closes on any day other than the Closing Date, the date on which this transaction closes shall be deemed to be the Closing Date for purposes of this Agreement.

**EARNEST MONEY DEPOSIT:**

Purchaser shall deposit \$100,000 into escrow with the Escrowee (the "Earnest Money Deposit") within three (3) days after the Opening of Escrow. The Earnest Money Deposit shall become non-refundable and applicable to the Purchase Price following the expiration of the Inspection Period (defined below). However, if Purchaser determines during the Inspection Period, in its sole discretion, that the Land is not suitable and terminates the Agreement prior to the end of the Inspection Period, the Earnest Money Deposit together with all interest earned thereon, if any, shall be refunded to Purchaser.

**EFFECTIVE DATE:**

The later to occur of (i) the date on which this Agreement is executed by Purchaser or (ii) the date on which this Agreement is executed by Seller.

**ESCROWEE:**

First American Title Insurance Company, 5 First American Way, Santa Ana, Ca 92707.

**INSPECTION PERIOD:**

As defined in Section 3.1.

**LAND:**

The land described on EXHIBIT A and generally shown on the Site Plan, containing approximately 4.216 acres, together with all improvements thereon or therein; and all privileges, rights, easements, hereditaments, and appurtenances thereto belonging.

**MDDA:**

The Master Disposition and Development Agreement dated November 6, 2002, as amended, between IVDA and Seller.

**OPENING OF ESCROW:**

Within seven (7) days following the execution of this Agreement by Purchaser and Seller, the Parties shall open an escrow (the "Escrow") by causing an executed copy of this Agreement to be deposited with Escrowee. Escrow shall be deemed open on the date that a fully executed



copy of this Agreement is delivered to Escrowee. Escrowee shall provide each of the parties in Section 12 with written confirmation of the date of the Opening of Escrow.

**PERMITTED  
EXCEPTIONS:**

As defined in Section 3.2(A).

**PRELIMINARY  
TITLE REPORT:**

That preliminary title report from Title Insurer in the full amount of the Purchase Price, covering title to the Land, showing IVDA as owner of the Land in fee simple and delivered by Seller to Purchaser as provided in Section 3.2(A) attaching copies of all documents referenced therein to the extent the Title Insurer has access to such documents.

**PURCHASE PRICE:**

The Purchase Price is One Million Two Hundred Eighty Five Thousand Four Hundred Sixty Six Dollars (\$1,285,466) (\$7.00/sf for 4.216 acres). The Purchase Price paid by Purchaser to Seller is all-inclusive of Seller's interest in the Land.

**SURVEY:**

Current boundary or ALTA survey of the Land prepared by a surveyor licensed by the State of California and certified to Purchaser, Title Insurer and such other parties as Purchaser shall designate.

**TITLE INSURER:**

First American Title Insurance Company, National Commercial Services, 3281 East Guasti Rd, Suite 440, Ontario, CA 91761.

**ARTICLE 2**

**PURCHASE AND SALE**

2.1 **Purchase and Sale.** Subject to the conditions and on the terms contained in this Agreement, on the Closing Date, Seller shall cause to be conveyed fee simple title to the Land to Purchaser or any Affiliate of Purchaser by good, sufficient and recordable quitclaim deed, which quitclaim deed shall relinquish and convey all of IVDA's right, title and interest in the Land to Purchaser.

2.2 **Purchase Price.** The Earnest Money Deposit shall be applied to the Purchase Price. On the Closing Date, Purchaser shall pay the balance of the Purchase Price to Escrowee, plus or minus prorations, as hereinafter provided.

### **ARTICLE 3**

#### **INSPECTION PERIOD**

3.1 **Inspection Period.** No later than ten (10) days after the Effective Date, Seller shall deliver to Purchaser the Preliminary Title Report and all further documents, reports, agreements, materials, information and other items in its possession or control relating to the Land ("**Additional Materials**") including, without limitation, the following: (i) all licenses, leases, and permits affecting or relating to the ownership, subdivision, possession or development of the Land or the construction of improvements thereon, and all amendments and modifications thereto; (ii) applications and correspondence or other written communications to or from any governmental entity, department or agency other than Purchaser regarding any permit, approval, consent or authorization with respect to the development of the Land or the construction of improvements thereon; (iii) the most recent survey, if any, pertaining to the Land or any portion thereof; and iv) soils reports, engineering data, environmental reports, and other data or studies pertaining to the Land or any portion thereof that have not been previously delivered to Purchaser or its consultants. Seller, at no cost to Seller, will assist Purchaser in obtaining Additional Materials from the Air Force, IVDA or other third parties during the Inspection Period.

Seller does not have authority to provide Purchaser with access to the Land and such authorization can only be provided by IVDA (the "IVDA License"). Purchaser's inspection period (the "**Inspection Period**") shall expire 130 days after the Effective Date. During the Inspection Period, Purchaser shall determine whether the Land is acceptable to Purchaser in Purchaser's sole discretion. Purchaser, its agents and contractors shall have the right to enter upon the Land during the Inspection Period in order to conduct such tests, including boring, and investigations as may be desired by Purchaser to the extent permitted in the IVDA License to determine whether the Land is acceptable to Purchaser. Purchaser shall have a one time right to extend the Inspection Period for a period of 30 days at no cost to Purchaser by delivering a written notice to Seller not later than ten days prior to the expiration of the Inspection Period, in which event the term "Inspection Period" shall mean the initial 130-day period extended to 160 days.

During the Inspection Period, Seller will assist Purchaser in obtaining information from IVDA regarding the Land and the acquisition procedures under the MDDA. Purchaser will have the opportunity to review all aspects of the Land that Purchaser deems relevant, including confirming IVDA can convey fee title of the Land to Purchaser by a metes and bounds description. Purchaser will obtain a current boundary survey of the Land that is reasonably acceptable to Seller and IVDA. The Parties acknowledge that Purchaser desires that prior to the Close of Escrow IVDA waives certain requirements and conditions of conveyance, as set forth in the MDDA, including the requirement that Purchaser provide Evidence of Development Intent, as defined in the Master Glossary of the MDDA and the requirement that Purchaser provide an in lieu commitment equal to the ad valorem taxes for the Land, as described in Exhibit F Covenant and Agreement to the MDDA. Seller has advised Purchaser that IVDA may have requirements as a condition to granting such waivers. In the event that these waivers are not confirmed in writing prior to the end of the Inspection Period, the Purchaser may elect to terminate escrow per this Article 3.

If Purchaser elects not to proceed with the transactions contemplated by this Agreement for any reason or no reason as determined by Purchaser in its sole discretion, then Purchaser may elect to terminate this Agreement by delivering written notice of termination to Seller at any

time before the end of the Inspection Period, and upon such termination, Purchaser shall promptly receive a refund of the Earnest Money Deposit together with all interest earned thereon, if any, and the parties hereto shall have no further rights or obligations hereunder except for obligations which expressly survive the termination of this Agreement. If Purchaser does not terminate the Agreement prior to the end of the Inspection Period as provided above, then Purchaser shall be deemed to have waived its right to terminate this Agreement under this Section and the Earnest Money Deposit shall become firm and nonrefundable.

**PURCHASER HEREBY INDEMNIFIES AND HOLDS SELLER, ITS MEMBERS, AGENTS AND AFFILIATES HARMLESS FROM ANY DAMAGE OR INJURY CAUSED BY PURCHASER OR ITS AGENTS, EMPLOYEES OR CONTRACTORS IN CONNECTION WITH SUCH INSPECTIONS AND TESTS, UNLESS DUE TO ANY EXISTING CONTAMINATION BY HAZARDOUS SUBSTANCES ON, AT ABOUT OR WITHIN THE LAND NOT CAUSED BY OR THE RESULT OF PURCHASER'S NEGLIGENCE, MISCONDUCT OR VIOLATION OF THE REQUIREMENTS OF THIS AGREEMENT IN CONDUCTING PURCHASER'S INVESTIGATIONS OR INSPECTION OF THE LAND. NOTWITHSTANDING THE FOREGOING, PURCHASER SHALL NOT BE OBLIGATED TO INDEMNIFY AND HOLD HARMLESS SELLER, ITS MEMBERS, AGENTS AND AFFILIATES AND FROM ANY DAMAGE OR INJURY TO THE EXTENT CAUSED BY SELLER, ITS MEMBERS, AGENTS, AFFILIATE, INDEPENDENT CONTRACTORS, SERVANTS, AND/OR EMPLOYEES.** This indemnity covenant shall survive the Closing or any termination of this Agreement and shall not be subject to the limitation of remedies in Section 11.1 of this Agreement. Prior to any entry onto the Land by Purchaser's contractors, such contractors shall obtain and deliver to Seller an insurance certificate (in form and substance reasonably acceptable to Seller) evidencing that such contractor shall have in full force and effect during the term of this Agreement a policy of general liability insurance with limits of not less than \$2,000,000 combined single limit, covering liabilities for personal injury, death and property damage arising out of activities on or about the Land by such contractors, which policy shall: (i) name Seller and IVDA as additional insureds; (ii) be underwritten by an insurance company licensed to do business in the State of California and having a Best's rating of A/VII or better; (iii) include a contractual liability endorsement with respect to such contractor's indemnification obligations hereunder; and (iv) not be cancelable or subject to amendment without at least 30 days' advance written notice to Seller. Purchaser shall use its best efforts to minimize damage to the Land and shall cause the Land to be restored to substantially the condition existing immediately prior to entry thereon by Purchaser, its agents, representatives and contractors if the Closing does not occur (which obligation shall survive the termination of this Agreement and shall not be subject to the limitation of remedies in Section 11.1 of this Agreement).

After the expiration of the Inspection Period but prior to Closing, Purchaser and its agents and contractors shall continue to have the right to enter upon the Land and conduct tests and investigations pursuant to this Section 3.1 and the IVDA License.

### 3.2 **Preliminary Title Report.**

(A) Purchaser shall notify Seller in writing ("Purchaser's Objection Notice") on or before the expiration of the Inspection Period of any objections Purchaser may have to the title exceptions contained in the Title Report. Purchaser's failure to provide Seller with a Purchaser's Objection Notice within said period shall constitute Purchaser's approval of all exceptions to title shown on the Title Report. Seller shall have a period of ten (10) days after receipt of Purchaser's Objection Notice in which to deliver written notice to Purchaser ("Seller's Notice") of Seller's election to either (i) agree to remove or cure the objected to items prior to the Close of Escrow, or (ii) decline to remove or cure any such title exceptions and terminate Escrow and this Agreement. If Seller notifies Purchaser of its election to terminate Escrow rather than remove and cure the objected to items, Purchaser shall have the right, by written notice delivered to Seller within ten (10) days after Purchaser's receipt of Seller's Notice, to agree to accept the Land subject to the objected-to items or obtain endorsements, in which event Seller's election to terminate the Escrow shall be of no effect, and Purchaser shall take title at the Close of Escrow subject to such objected to items without any adjustment to or credit against the Purchase Price. The MDDA will be released from the Land effective as of the Closing and will not be a Permitted Exception. Notwithstanding anything to the contrary in this Agreement, if Purchaser fails to terminate this Agreement as provided in Section 3.2(A) or in Section 3.2(B) hereof, all matters reflected on the Survey or the Preliminary Title Report as such may have been updated (except those objected-to matters that Seller has elected to remove as specified in Seller's Notice) shall be "Permitted Exceptions."

(B) . Upon the issuance of any amendment or supplement to the Title Report which adds additional exceptions, or adds any new requirement, ("Other Exceptions") the foregoing right of review and approval shall also apply to said amendment or supplement; provided, however, that Purchaser's initial period of review and approval or disapproval of any such additional exceptions shall be limited to ten (10) days following Purchaser's and Purchaser's attorney's receipt of the instrument(s) creating such Other Exceptions.

(C) On the Closing Date, Seller shall, at Seller's sole cost and expense, direct Title Insurer to issue a CLTA standard coverage owner's policy of title insurance pursuant to and in accordance with the Preliminary Title Report, reflecting the printed form exceptions and the Permitted Exceptions (the "Title Policy"). Purchaser may request the Title Company to issue an ALTA extended coverage owner's policy of title insurance (Purchaser shall pay difference between a CLTA standard coverage owner's policy and an ALTA extended coverage owner's policy) insuring in Purchaser fee simple title to the Land.

## **ARTICLE 4**

### **POSSESSION, PRORATIONS AND EXPENSES**

4.1 **Possession.** Subject to the Permitted Exceptions, sole and exclusive possession of the Land shall be delivered to Purchaser on the Closing Date.

4.2 **Prorations.** Purchaser acknowledges that the Land has not been assessed ad valorem taxes since it is owned by IVDA. Accordingly, there will be no proration of ad valorem taxes, and Purchaser shall be responsible for the payment of ad valorem taxes for periods after the Closing, if any.

4.3 **Expenses.** Seller shall be responsible for (or IVDA shall pay) the recording fees for the recording of the deed, payment of all state, county and municipal transfer taxes and other taxes that are imposed on the conveyance of the Land, all costs of the CLTA portion of title insurance premiums and charges for the issuance of the Title Policy and 50% of all escrow fees. Purchaser shall be responsible for the payment of the additional costs for an ALTA Policy, if Purchaser obtains such policy and the cost of surveys, as well as 50% of all escrow fees and all investment fees charged by Escrowee. The fees and expenses of Seller's designated representatives, accountants and attorneys shall be borne by Seller, and the fees and expenses of Purchaser's designated representatives, accountants and attorneys shall be borne by Purchaser.

4.4 **Other.** Except as otherwise provided herein, each party shall pay its share of all other closing costs as is normally paid by a seller or purchaser, respectively, in a transaction of this character in San Bernardino County, California.

4.5 **Survival.** The covenants in this Article 4 shall survive the Closing. In the event that any adjustments are to be made pursuant to this Article 4 after the Closing, then the party who is entitled to additional monies shall invoice the other party for such additional amounts as may be owing, and such amounts shall be paid within ten days from receipt of the invoice.

## **ARTICLE 5**

### **COVENANTS OF SELLER**

5.1 **Purchaser's Access to the Land.** Seller shall permit representatives, agents, employees, contractors, appraisers, architects and engineers designated by Purchaser access to, and entry upon, the Land to examine, inspect, measure and test the Land for all reasonable purposes as described in Section 3.1 hereof.

5.2 **Transactions and Encumbrances Affecting the Land.** From and after the Effective Date through and including the Closing Date and except as otherwise provided herein, Seller shall not sell, lease, encumber or grant any interest in the Land or any part thereof in any form or manner whatsoever, or otherwise perform any act or enter into any transaction affecting the Land which will diminish or otherwise affect Purchaser's interest under this Agreement or in or to the Land or which will prevent Seller's full performance of its obligations hereunder.



## **ARTICLE 6**

### **REPRESENTATIONS AND WARRANTIES OF SELLER**

6.1 **Representations and Warranties of Seller.** Seller represents and warrants to Purchaser the following to be true and accurate in all material respects, each of which (i) is material and relied upon by Purchaser in making its determination to enter into this Agreement, and (ii) is to the best of Seller's current actual knowledge true in all respects as of the Effective Date:

(A) **Authorization.** Except as otherwise provided in this Agreement, Seller has full capacity, right, power and authority to execute, deliver and perform this Agreement and all documents to be executed by Seller pursuant hereto, and all required action and approvals therefor have been duly taken and obtained. The individuals signing this Agreement and all other documents executed or to be executed pursuant to this Agreement on behalf of Seller are and shall be duly authorized to sign the same on Seller's behalf and to bind Seller thereto. This Agreement and all documents to be executed pursuant hereto by Seller are and shall be binding upon and enforceable against Seller in accordance with their respective terms, and, to Seller's current actual knowledge, the transaction contemplated hereby will not result in a breach of, or constitute a default or permit acceleration of maturity under, any indenture, mortgage, deed of trust, loan agreement or other agreement to which Seller or the Land is subject or by which Seller or the Land is bound.

(B) **Bankruptcy.** Seller has not (i) made a general assignment for the benefit of creditors, (ii) filed any voluntary petition in bankruptcy or suffered the filing of any involuntary petition by Seller's creditors, (iii) suffered the appointment of a receiver to take possession of all or substantially all of Seller's assets, (iv) suffered the attachment or other judicial seizure of all, or substantially all, of Seller's assets, (v) admitted in writing its inability to pay its debts as they come due, or (vi) made an offer of settlement, extension or composition to its creditors generally.

(C) **Litigation.** Except as otherwise provided herein, there are no claims, causes of action or other litigation or proceedings pending, contemplated or threatened in respect to the ownership, operation or environmental condition of the Land or any part thereof (including disputes with mortgagees, governmental authorities, utility companies, contractors, adjoining land owners or suppliers of goods or services).

(D) **Violations.** Except as otherwise provided herein (specifically, without limitation, Article 8 below), there are no violations of any health, safety, pollution, environmental, zoning or other laws, ordinances, rules or regulations with respect to the Land, which have not been heretofore remediated to the satisfaction of applicable governmental entities.

(E) **Condemnation.** There is no existing, pending, contemplated, threatened or anticipated condemnation of any part of the Land.

(F) **Non-Foreign Status.** Seller is not a "foreign person" within the meaning of Section 1445(f)(3) of the Internal Revenue Code of 1986, as amended.

(G) **Documents/Environmental Condition.** Seller has been provided by IVDA and others extensive documentation regarding and affecting the Land and the former Norton Air Force Base. The documentation is voluminous and complex. In addition, Seller has obtained additional information and reports regarding the Land, including environmental reports. Some of the information furnished to Seller by IVDA may have been corrected, modified or updated by other information furnished to Seller by IVDA or by information and reports obtained by Seller. Seller will make all of such information and documentation in Seller's possession available to Purchaser's engineers and representatives for inspection and review. Seller makes no representation regarding the accuracy or completeness of such information or documents; provided, however, Seller is not aware that such information and documents, in the aggregate, reflect any materially inaccurate information regarding the Land. Seller shall provide Purchaser with any updated information regarding the Land, as Seller becomes aware of such information.

(H) **No Notices.** Seller has received no notice that the Land is, and, to the best of Seller's current actual knowledge, no part of the Land is located within an area that has been designated by the Federal Emergency Management Agency, the Army Corps of Engineers or any other governmental body as located in a flood plain area, a "wetlands" area, a conservation area or any other area otherwise subject to special hazards.

(I) **Possession and/or Occupancy.** There are no leases, rights of first refusal, or other agreements relating to the right of possession and/or occupancy of the Land by any person or entity, except for matters of record and the rights and interests of IVDA.

(J) **Violation of Laws.** Seller is not aware that the Land, or Seller or IVDA, are in violation of any applicable Federal, State or local statute, ordinance, order, requirement, law, or regulation materially adversely affecting the Land or construction of any improvement thereon or its intended use a District facility. Seller has received no notice of any such violation of applicable law.

(K) **Contamination.** Seller has not caused or knowingly permitted any contamination by hazardous substances to occur on, at, about, or within the Land, or any portion thereof, and, other than contamination reflected in the Additional Materials, Seller is not aware of any such contamination by hazardous substances on, at, about, or within the Land, or any portion thereof.

(L) **Air Force.** Seller is not aware of any non-compliance or deficiencies by the United States Air Force (the "Air Force") with respect to the Air Force's obligations regarding environmental remediation of the Land.

(M) **MDDA.** Seller agrees to use good faith efforts to satisfy the conditions under the MDDA regarding the acquisition of the Land by Purchaser to the extent the satisfaction of such conditions is within the reasonable control of Seller.

The term "Seller's current actual knowledge" and terms of similar import shall mean the actual current (and not constructive) knowledge of only Ned Sciortino, John Magness and Brian Wilson without any inquiry or investigation by such persons, and any reference to Seller's receipt of notice shall mean the receipt of notice only by Ned Sciortino, John Magness or Brian

Wilson. Seller represents that Ned Sciortino, John Magness and Brian Wilson are the persons most knowledgeable with respect to the subject matter of these representations and warranties. Ned Sciortino, John Magness and Brian Wilson shall not have any personal liability in connection with any representations or warranties of Seller.

The representations and warranties in this Section 6.1 shall survive the Closing for a period of twelve (12) months. Seller is not obligated to update or notify the Purchaser of any change in the representations or warranties after the Close of Escrow, however, notwithstanding anything to the contrary in this Agreement, if the representations and warranties are found after the Closing to be untrue or incorrect in any material respect, Purchaser may pursue any rights and/or remedies it may have at law or equity against the Seller, subject to the limitation of remedies in Section 11.3 of this Agreement.

6.2 **Seller's Covenant.** Seller shall not take any action to cause any of the representations to be inaccurate in any material respect as of the Closing Date. Seller shall promptly notify Purchaser if Seller becomes aware of any transaction or occurrence prior to the Closing Date that will make any of the representations or warranties of Seller contained in Section 6.1 untrue in any material respect but such notice shall not release Seller of any liabilities or obligations with respect to any representation being inaccurate in any material respect when made. If Purchaser does not elect to terminate this Agreement pursuant to Section 6.3 below as a result of such transaction or occurrence, then the representations and warranties of Seller under Section 6.1 shall be deemed modified to include the effect of such transactions or occurrences.

6.3 **Continuing Validity of Representations and Warranties.** The obligation of Purchaser to close the transaction contemplated hereby is subject to all of the representations and warranties of Seller contained in Section 6.1 of this Agreement being true and correct in all material respects on the Closing Date. If any representation or warranty of Seller contained in Section 6.1 of this Agreement is known by Purchaser to be untrue or incorrect in any material respect on the Closing Date, Purchaser may as its sole remedy, by notice to Seller given on or before the Closing Date, terminate this Agreement, in which event the Earnest Money Deposit together with all interest earned thereon, if any, shall forthwith be returned to Purchaser and neither party shall have any further rights or obligations hereunder.

## **ARTICLE 7**

### **REPRESENTATIONS AND WARRANTIES OF PURCHASER**

7.1 **Representations and Warranties of Purchaser.** Purchaser hereby represents and warrants to Seller on and as of the Effective Date that Purchaser has full capacity, right, power and authority to execute, deliver and perform this Agreement and all documents to be executed by Purchaser pursuant to this Agreement, and all required actions and approvals therefor have been duly taken and obtained. The individuals signing this Agreement and all other documents executed or to be executed pursuant hereto on behalf of Purchaser are and shall be duly authorized to sign the same on Purchaser's behalf and to bind Purchaser thereto. This Agreement and all documents to be executed pursuant hereto by Purchaser are and shall be binding upon and enforceable against Purchaser in accordance with their respective terms. The representations and warranties in this Section 7.1 shall be true and correct as of the time of Closing and shall survive the Closing for a period of twelve (12) months (at which time they shall automatically terminate and be of no further force or effect).

## **ARTICLE 8**

### **ENVIRONMENTAL LAWS**

8.1 **Environmental Definitions.** For the purpose of this Agreement, the terms set forth below shall have the following meaning:

(i) "environmental laws" means all federal, state, local, or municipal laws, rules, orders, regulations, statutes, ordinances, codes, or decrees, regulating, relating to, or imposing liability of standards of conduct concerning any hazardous substance (as later defined), or pertaining to occupational health or industrial hygiene (and only to the extent that the occupational health or industrial hygiene laws, ordinances, or regulations relate to hazardous substances on, under, or about the Land), occupational or environmental conditions on, under, or about the Land, as now or may at any later time be in effect, including, the Comprehensive Environmental Response, Compensation and Liability Act of 1980 ("CERCLA") [42 USC Section 9601 et seq.]; the Resource Conservation and Recovery Act of 1976 ("RCRA") [42 USC Section 6901 et seq.]; the Clean Water Act, also known as the Federal Water Pollution Control Act ("FWPCA") [33 USC Section 1251 et seq.]; the Toxic Substances Control Act ("TSCA") [15 USC Section 2601 et seq.]; the Hazardous Materials Transportation Act ("HMTA") [49 USC Section 1801 et seq.]; the Insecticide, Fungicide, Rodenticide Act [7 USC Section 6901 et seq.]; the Clean Air Act [42 USC Section 7401 et seq.]; the Safe Drinking Water Act [42 USC Section 300f et seq.]; the Solid Waste Disposal Act [42 USC Section 6901 et seq.]; the Surface Mining Control and Reclamation Act [30 USC Section 101 et seq.]; the Emergency Planning and Community Right to Know Act [42 USC Section 11001 et seq.]; the Occupational Safety and Health Act [29 USC Section 655 and 657]; the California Underground Storage of Hazardous Substances Act [H & S C Section 25288 et seq.]; the California Hazardous Substances Account Act [H & S C Section 25300 et seq.]; the California Safe Drinking Water and Toxic Enforcement Act [H & S C Section 24249.5 et seq.] and the Porter-Cologne Water Quality Act [Water Code Section 13000 et seq.] together with any amendments of or regulations promulgated under the statutes cited above and any other federal, state, or local law, statute, ordinance, or regulation now in effect or later enacted that pertains to occupational health or industrial hygiene, and only to the extent the occupational health or industrial hygiene laws, statutes, ordinances, or regulations relate to hazardous substances on, under, or about the Land, or the regulation or protection of the environment, including ambient air, soil, soil vapor, groundwater, surface water, or land use.

(ii) "hazardous substances" includes without limitation:

those substances included within the definitions of "hazardous substance," "hazardous waste," "hazardous material," "toxic substance," "solid waste," or "pollutant or contaminate" in CERCLA, RCRA, TSCA, HMTA, or under any other environmental law; and

those substances listed in the United States Department of Transportation (DOT) Table [49 CFR 172.101], or by the EPA, or any successor agency, as hazardous substances [40 CFR Part 302]; and

other substances, materials, and wastes that are or become regulated or classified as hazardous or toxic under federal, state, or local laws or regulations; and

any material, waste, or substance that is:

- (1) a petroleum or refined petroleum product,
- (2) asbestos,
- (3) polychlorinated biphenyl,
- (4) designated as a hazardous substance pursuant to 33 USC Section 1321 or listed pursuant to 33 USC Section 1317,
- (5) a flammable explosive, or
- (6) a radioactive material.

## 8.2 **Purchaser's Release.**

(A) Purchaser acknowledges that the Land is located on the former Norton Air Force Base, which was designated as a National Priority List site by the federal Environmental Protection Agency. Purchaser further acknowledges that buildings, if any, currently are situated on the Land that likely contain lead-based paint and asbestos-containing materials. Purchaser will conduct such review of the environmental documentation prepared by the Air Force that Purchaser deemed appropriate; and Purchaser will have the opportunity to contact the Air Force directly concerning any other documents that Purchaser believed may be necessary to review and evaluate with respect to the environmental conditions of the Land.

**Notice of Lead-Based Paint (LBP) and Asbestos-containing Material (ACM) in the Land.** The Land does include, or did include, improvements that were constructed before 1978 and are presumed to contain, or have contained, LBP and ACM. Seller hereby advises Purchaser of the potential existence of LBP and/or LBP hazards and ACM hazards on the Land and that Purchaser should discuss that situation with IVDA.

The Land has been improved with buildings, facilities and equipment that does, or did, contain ACM. Unprotected exposure to asbestos in product manufacturing and building construction workplaces have been associated with asbestos-related diseases. Both the Occupational Safety and Health Administration (OSHA) and the Environmental Protection Agency (EPA) regulate asbestos because of the potential hazards associated with exposure to airborne asbestos fibers. Both OSHA and EPA have determined that such exposure increases the risk of asbestos-related diseases, which include certain cancers and which can result in disability or death.



No warranties either express or implied are given by IVDA and/or Seller with regard to the environmental condition of the Land including whether the Land does or does not contain asbestos or is or is not safe for a particular purpose. Seller represents that the information that will be provided to Purchaser by Seller as relates to LBP and ACM has been obtained by IVDA and/or Seller from the Air Force, and such information is believed to be correct, but an error or omission, including but not limited to the omission of any information available to IVDA, Seller or the Air Force, shall not constitute grounds or reason for any claim by Purchaser against IVDA and/or Seller. The failure of Purchaser to inspect the Land for ACM, or to be fully informed as to the condition of all or any portion of the Land will not constitute grounds for any claim or demand by Purchaser against IVDA and/or Seller; provided however, that nothing in this Section 8.2 shall be deemed to prevent Purchaser from asserting a claim against the Air Force under any applicable law, including, but not limited to Section 330 of the National Defense Authorization Act of 1993, or on any other basis.

Purchaser covenants and agrees that in its use and occupancy of the Land, it will comply with all applicable environmental laws relating to the presence of LBP on the Land. Purchaser acknowledges that IVDA and/or Seller assume no liability for damages for personal injury, illness, disability, or death to Purchaser, or to any other person, including members of the general public, arising from or incident to the purchase, transportation, removal, handling, use, disposition, or other activity causing or leading to contact of any kind whatsoever with LBP on the Land, whether Purchaser has properly warned, or failed to properly warn, the persons injured.

**CERCLA Section 120(h) Notice of Hazardous Substance and Environmental Condition of the Land and Disclaimer of IVDA and Seller.** It is the intent of the parties that this Agreement shall evidence a disclaimer by IVDA and Seller of all implied warranties by IVDA and Seller with respect to the environmental condition of the Land under any environmental law as relates to the Land and the regulation of the storage, disposal, release or transport of any hazardous substances, hazardous wastes, petroleum product, ACM or LBP on the Land, at any time prior to the Closing Date. No statement of fact, promise, representation, affirmation or other indication has been made by IVDA and/or Seller to Purchaser with respect to the quality or condition of the Land other than those which appear in this Agreement.

Seller will make available for inspection and copying by Purchaser all written information of which it has custody concerning the physical condition of the Land, and in this regard, Purchaser is hereby directed to more particularly review the text of the "Finding of Suitability for Transfer of Property at Norton Air Force Base," dated August 1, 1999, prepared by the Air Force insofar as the release or threatened release of various hazardous substances may have occurred on the Land or on other lands near the Land. The terms and conditions of the Air Force Quitclaim Deed and the Quitclaim Deed shall contain a number of provisions required

under CERCLA Section 120(h) relating to property use restrictions affecting the Land as necessary or appropriate to assure compliance with applicable environmental laws relating to release or threatened release of hazardous substances that may have occurred on or near the Land prior to the date of this Agreement. Additionally, to the extent required in such instruments, Purchaser releases the Air Force, IVDA and Seller from any future liability or claim relating to loss, damages, injury or liability arising from exposure or abatement of any asbestos-containing material or any lead-based paint materials on the Land that Purchaser, or its successors or assigns, may later determine or discover requires abatement, and Purchaser, if requested by IVDA, shall sign additional documents confirming such release (the "Possible Release Document"), which are to be provided by IVDA prior to the end of the Inspection Period.

Purchaser further acknowledges that there is a high probability that the Land contains buried vaults, concrete and construction and demolition debris, abandoned infrastructure and utilities and other unknown faults and man-made materials associated with the use of the Land as a military base by the Air Force. As between IVDA and Seller and Purchaser, Purchaser accepts all such additional physical conditions of the Land without any liability whatsoever as to IVDA and/or Seller for any such known or unknown existing conditions, except for liability of Seller based on and to the extent that any representation of Seller in this Agreement is inaccurate in any material respect when made, as set forth in this Agreement.

(B) Purchaser acknowledges and agrees that it shall be given and Seller shall give to Purchaser a full opportunity under this Agreement to inspect and investigate every aspect of the Land. If the Close of Escrow occurs, Purchaser shall, except as otherwise expressly provided in this Agreement, accept the delivery of possession of the Land, in an "AS IS," "WHERE IS" and "SUBJECT TO ALL FAULTS" condition. Purchaser hereby acknowledges that it shall rely solely upon the representations and warranties of Seller under this Agreement, its own investigation of the Land and its own review of such information and documentation as it deems appropriate for the purpose of accepting the condition and possession of the Land. Purchaser is not relying on any statement or representation by IVDA and/or Seller, any employee, official or consultant of IVDA and/or Seller relating to the condition of the Land unless such statement or representation is specifically contained in this Agreement. Without limiting the foregoing, neither Seller nor IVDA makes any representations or warranties as to whether the Land presently complies with environmental laws or whether the Land contains any hazardous substance, as these terms are defined in Section 8.1 hereof, and neither IVDA nor Seller makes any representations or warranties as to whether the Land presently complies with environmental laws or whether the Land contains any hazardous substance, as these terms are defined in Section 8.1 hereof. Furthermore, to the extent that IVDA and Seller have provided Purchaser with information relating to the condition of the Land, including information and reports prepared by or on behalf of the City and the Air Force, IVDA or Seller make no representation or warranty with respect to the accuracy, completeness or methodology or content of such reports or information.

(C) Without limiting the above, except to the extent covered by an express representation or warranty of Seller set forth in this Agreement, Purchaser, on behalf of

itself and its successors, waives and releases IVDA and Seller and their respective successors and assigns from any and all costs or expenses whatsoever (including, without limitation, attorneys' fees and costs), whether direct or indirect, known or unknown, foreseen or unforeseen, arising from or relating to any of the following matters and conditions relating to the Land that exist as of the date of the Close of Escrow: the physical condition of the Land, the condition of the soils, the suitability of the soils for the improvement of the Project as proposed, or any law or regulation applicable thereto. Neither Purchaser nor Seller waives or releases any claim against the Air Force.

(D) Purchaser expressly waives any rights or benefits available to it with respect to the foregoing release under any provision of applicable law which generally provides that a general release does not extend to claims which the creditor does not know of suspect to exist in his or her favor at the time the release is agreed to, which, if known to such creditor, would materially affect a settlement. By execution of this Agreement, Purchaser acknowledges that it fully understands the foregoing, and with this understanding, nonetheless elects to and does assume all risk for claims known or unknown, described in this Section 8.2 without limiting the generality of the foregoing:

The undersigned acknowledges that it has been advised by legal counsel and is familiar with the provisions of California Civil Code Section 1542, which provides as follows:

**"A GENERAL RELEASE DOES NOT EXTEND TO CLAIMS WHICH THE CREDITOR DOES NOT KNOW OR SUSPECT TO EXIST IN HIS OR HER FAVOR AT THE TIME OF EXECUTING THE RELEASE, WHICH IF KNOWN BY HIM OR HER, MUST HAVE MATERIALLY AFFECTED HIS OR HER SETTLEMENT WITH THE DEBTOR."**

The undersigned, being aware of this code section, hereby expressly waives any rights it may have thereunder, as well as under any other statutes or common law principles of similar effect.

Initials of Purchaser: \_\_\_\_\_

(E) The provisions of this Section 8.2 shall survive the Close of Escrow and may be reflected in a Possible Release Document.

(F) Seller shall reasonably cooperate with Purchaser (at no expense to Seller) to obtain any reimbursement or other available remedies with respect to the release of any hazardous substances on the Land for which the Air Force may retain ongoing legal and/or financial liability, including but not limited to the remediation of contamination from such release. Furthermore, Seller shall assign any rights Seller may have, if any, to cause the Air Force to remediate any such contamination or seek other remedies.

(G) Nothing contained in this Agreement shall be deemed to be a release by IVDA, Seller or Purchaser of any obligation that the Air Force may have with respect to

the Land. The Air Force is not released by Purchaser, Seller or IVDA of any obligation whatsoever. Neither the Air Force nor any other person or entity is a third party beneficiary of this Agreement.

## **ARTICLE 9**

### **SELLER'S COOPERATION**

9.1 **Seller's Cooperation.** During the Inspection Period, Seller will assist (at no cost to Seller) Purchaser in obtaining information regarding the Land relating to physical, title, governmental, environmental, structural, financing or any other issue affecting the Land or Purchaser's intended use including: preliminary legal description and map, Alliance California Design Guidelines and covenants, conditions and restrictions; MDDA and any other federal or IVDA documents which specify restrictions on the use of the Land; final CEQA or NEPA documents relating to the reuse plan for the military base closure (associated with the Land). In addition, during the Inspection Period, Seller will assist Purchaser in determining any exemptions of IVDA and subsequent property owners from city or county subdivision map requirements and any general plan and zoning requirements which restrict the use/development of the Land and will assist Purchaser in obtaining any other information from IVDA regarding the Land and the acquisition procedures under the MDDA. Notwithstanding anything to the contrary herein, all documents and information provided by Seller to Purchaser under this **Section 9.1** (collectively, "**Property Information**") are without representation or warranty by Seller or recourse to Seller, and Purchaser relies on such Property Information at its own risk. Without limiting the generality of the foregoing, Purchaser acknowledges that Seller has made no representations or warranties (express or implied) regarding the accuracy of the Property Information, the qualifications of the parties preparing such Property Information or the conclusions set forth therein. All Property Information in Seller's possession shall be provided with ten (10) days after the Effective Date, so that Purchaser can meaningfully review the Property Information during the Inspection Period; however, Seller shall continue to cooperate with and assist Purchaser throughout the term of this Agreement.

## **ARTICLE 10**

### **CLOSING**

10.1 **Closing.** The transaction contemplated hereby shall be consummated at a closing (the "**Closing**"), which Closing shall commence by 11:00 a.m. on the Closing Date at the offices of Escrowee or at such other place as Purchaser and Seller may agree. Purchaser shall have one option to extend the date of the Closing by thirty (30) days at no cost to the Purchaser by delivering a written notice of extension to Seller on or before ten (10) days prior to the initial Closing Date.

10.2 **Escrow Closing.** Purchaser and Seller, through their respective attorneys, shall establish a deed and money escrow with Escrowee, through which the transaction contemplated hereby shall be closed. The escrow instructions shall be in the form customarily used by Escrowee with such special provisions added thereto as may be required to conform such escrow instructions to the provisions of this Agreement. This Agreement, together with any standard escrow instructions of Escrowee, shall constitute the joint escrow instructions of Purchaser and Seller to Escrowee as well as an agreement between Purchaser and Seller. In

the event of any conflict between the provisions of this Agreement and Escrowee's standard instructions, this Agreement shall prevail. In connection therewith, Escrowee, as the party responsible for closing the escrow, shall comply with (i) the reporting requirements of Section 6045(e) of the Internal Revenue Code, and the permanent regulations (Section 1.6045-4) issued thereunder and made effective on January 1, 1991, and (ii) the withholding requirements, if applicable, of Section 18805(d) of the California Revenue and Taxation Code. Said escrow shall be auxiliary to this Agreement, and this Agreement shall not be merged into or in any manner superseded by said escrow.

(A) Recording. Escrowee shall cause the Quitclaim Deed (and, if required by IVDA, the Possible Release Document, the Possible Article 13 Document [hereinafter defined] and/or the IVDA Required Land Documents [hereinafter defined]) to be recorded in the Official Records of San Bernardino County, California.

(B) Disbursement of Funds. Escrowee shall disburse to Seller the Purchase Price, less prorations chargeable to Seller, if any.

(C) Title Policy. Escrowee shall deliver to Purchaser a commitment to issue the Title Policy referred to in this Agreement.

(D) Delivery of Documents to Purchaser. Escrowee shall deliver to Purchaser a conformed copy of the Quitclaim Deed, and any other documents (or copies thereof) deposited by Seller with Escrowee pursuant to this Agreement. The original of the Quitclaim Deed shall be returned to Purchaser after recordation.

(E) Delivery of Documents to Seller. Escrowee shall deliver to Seller a conformed copy of the Quitclaim Deed, and any documents (or copies thereof) deposited by Purchaser with Escrowee pursuant to this Agreement.

(F) Real Property Taxes. All non-delinquent general and special real property taxes and assessments shall be prorated as of the Close of Escrow.

**10.3 Seller's Deposits**. On or before the Closing Date, Seller shall cause to be delivered to Escrowee the following documents:

(A) A quitclaim deed from IVDA or Seller, which shall relinquish all of IVDA's or Seller's, as the case may be, right, title and interest in the Land to Purchaser, ("Quitclaim Deed").

(B) The documentation required under Section 12.11 hereof, including a Foreign Transferor Affidavit to be provided by Escrowee; and

(C) The documents referenced in Section 10.4(ii) and (iii) below signed by Seller.

(D) Any and all other sums and documents required by Escrowee to carry out and close the Escrow pursuant to this Agreement, including Seller's portion of prorations, if any.

**10.4 Purchaser's Deposits**. Provided that Seller has delivered all of the documents which are required to be delivered by Seller under this Agreement and provided that Purchaser

has not terminated this Agreement as permitted herein, Purchaser shall deliver to Escrowee on the Closing Date (i) the balance of the Purchase Price as provided in Section 2.2 hereof by wire transfer of immediately available funds; (ii) the Possible Release Document, a the Possible Article 13 Document and/or the IVDA Required Land Documents, if required by IVDA; (iii) a Public Agency Certificate of Acceptance; (iv) any and all other sums and documents required by Escrowee to carry out and close the Escrow pursuant to this Agreement, including Purchaser's portion of prorations, if any and all other documents which are required from Purchaser under this Agreement.

10.5 **Other Documents.** Seller and Purchaser shall sign and deliver such other documents, certifications and confirmations, in form reasonably acceptable to Purchaser and Seller, as may be reasonably required and designated by Seller, Purchaser or Title Insurer to fully effect and consummate the transactions contemplated hereby.

10.6 **Joint Deposits.** Purchaser and Seller shall jointly cause to be executed and delivered to each other the following documents:

(A) A proration statement in form prepared by the Title Company and reasonably acceptable to Seller and Purchaser; and

(B) Such transfer tax declarations and returns as may be required under applicable state, county or municipal law.

10.7 **Concurrent Transactions.** All documents or other deliveries required to be made by Purchaser or Seller at Closing, and all transactions required to be consummated concurrently with Closing, shall be deemed to have been delivered and to have been consummated simultaneously with all other transactions and all other deliveries, and no delivery shall be deemed to have been made and no transactions shall be deemed to have been consummated until all deliveries required by Purchaser or its designee and Seller shall have been made, and all concurrent and other transactions shall have been consummated.

10.8 **Conditions Precedent to Closing.**

(A) **Conditions to Purchaser's Obligations.** Purchaser's obligation to purchase the Land, and the Close of Escrow, shall be subject to the satisfaction or written waiver by Purchaser of each of the conditions precedent set forth in this Section 10.8(A) .

(1) **Seller's Performance.** Seller is not in material default of any term or condition of this Agreement.

(2) **Seller Deliveries Made.** Seller has deposited with Escrowee all documents required of Seller by this Agreement.



(3) Title Policy. Title Company has committed to issue the Title Policy to Purchaser, showing fee title to the Land vested in the Purchaser, subject only to Permitted Exceptions.

(4) Representations and Warranties. All representations and warranties made by Seller in this Agreement are true and correct as of the Closing as though made at that time.

(5) IVDA Performance and Deliveries. IVDA has provided to Purchaser or deposited with Escrowee all documents required of IVDA.

(B) Conditions to Seller's Obligations. Seller's obligations to convey the Land, and the Close of Escrow, shall be subject to the satisfaction or written waiver by Seller of each of the conditions precedent set forth in this Section 10.8(B).

(1) Purchaser's Performance. Purchaser is not in material default of any term or condition of this Agreement.

(2) Purchaser Deliveries Made. Purchaser has deposited with Escrowee all sums and documents required of Purchaser by this Agreement.

(3) Representations and Warranties. All representations and warranties made by Purchaser in this Agreement, to Purchaser's best knowledge, are true and correct as of the Closing as though made at that time.

(4) IVDA Performance and Deliveries. IVDA has provided to Purchaser or deposited with Escrowee all documents required of IVDA

## **ARTICLE 11**

### **DEFAULT**

11.1 **Default by Purchaser.** IN THE EVENT THIS TRANSACTION FAILS TO TIMELY CLOSE AS A RESULT OF A DEFAULT BY PURCHASER OF ANY OF PURCHASER'S OBLIGATIONS UNDER THIS AGREEMENT AND SUCH DEFAULT CONTINUES FOR A PERIOD OF FIVE DAYS AFTER SELLER NOTIFIES PURCHASER IN WRITING OF SUCH EVENT (PROVIDED THAT NO NOTICE OR CURE PERIOD SHALL APPLY TO ANY DEFAULT BY PURCHASER UNDER ARTICLE 10 ABOVE), SELLER'S SOLE AND EXCLUSIVE REMEDY FOR SUCH FAILURE TO CLOSE AS A RESULT OF SUCH DEFAULT SHALL BE THE RIGHT TO CANCEL AND TERMINATE THIS AGREEMENT AND TO RETAIN THE EARNEST MONEY DEPOSIT AS LIQUIDATED DAMAGES, IT BEING UNDERSTOOD AND AGREED THAT SELLER IS HEREBY RELEASING AND WAIVING ANY RIGHT IT MIGHT HAVE EITHER TO SPECIFICALLY ENFORCE THIS AGREEMENT OR TO SUE PURCHASER OR ANY PERSON OR ENTITY AFFILIATED WITH PURCHASER FOR DAMAGES RESULTING FROM PURCHASER'S FAILURE TO CLOSE. THE PARTIES HAVE AGREED THAT SELLER'S ACTUAL DAMAGES, IN THE EVENT OF A DEFAULT BY PURCHASER IN NOT CLOSING UNDER THIS AGREEMENT, WOULD BE EXTREMELY DIFFICULT OR IMPRACTICABLE TO DETERMINE. THEREFORE, BY PLACING THEIR INITIALS BELOW, THE PARTIES ACKNOWLEDGE THAT THE EARNEST MONEY DEPOSIT HAS BEEN AGREED UPON, AFTER NEGOTIATION, AS THE PARTIES' REASONABLE ESTIMATE OF SELLER'S DAMAGES AND AS SELLER'S SOLE AND EXCLUSIVE REMEDY

AGAINST PURCHASER, AT LAW OR IN EQUITY, IN THE EVENT OF A DEFAULT UNDER THIS AGREEMENT ON THE PART OF PURCHASER IN NOT CLOSING UNDER THIS AGREEMENT. SELLER HEREBY WAIVES ANY AND ALL BENEFITS IT MAY HAVE UNDER CALIFORNIA CIVIL CODE SECTION 3389 WITH RESPECT TO SUCH DEFAULT OF FAILING TO CLOSE.

SELLER'S INITIALS GU PURCHASER'S INITIALS \_\_\_\_\_

11.2 **Default by Seller.** In the event this transaction fails to timely close as a result of a default by Seller of any of Seller's obligations under this Agreement and such default continues for a period of five days after Purchaser notifies Seller in writing of such event (provided that no notice or cure period shall apply to any default by Seller under Article 10 above), Purchaser may, at its option, pursue either one of the following remedies as its sole and exclusive remedy:

(i) to terminate this Agreement, in which event neither party shall have any further rights or obligations hereunder and the Earnest Money Deposit together with all interest earned thereon, if any, shall be paid to Purchaser; or

(ii) to enforce specific performance of Seller's obligations hereunder and accept such title as Seller is able to convey; provided, however, notwithstanding anything to the contrary herein, Seller shall cooperate with Buyer as set forth in Section 3.2 above with regard to any title exceptions, unless Purchaser, as its sole and exclusive remedy in lieu of the specific performance remedy provided above, terminates this Agreement by giving written notice to Seller by no later than the later of (i) ten (10) days after the Title Company or Seller gives Purchaser written notice of such title exceptions or (ii) the Closing Date, in which event Purchaser shall receive a refund of the Earnest Money Deposit, together with all interest earned thereon, if any, and the parties hereto shall have no further right or obligation to each other under this Agreement except as otherwise expressly provided in this Agreement. Any lawsuit for specific performance must be filed (if Purchaser elects to pursue such remedy) within ninety (90) days following the Closing Date provided for in Article 10. Notwithstanding anything to the contrary herein, Purchaser's failure to file a lawsuit for specific performance within ninety (90) days following the scheduled Closing Date shall constitute an irrevocable election by Purchaser not to pursue its remedy of specific performance, in which event this Agreement shall automatically terminate, Seller shall refund the Earnest Money Deposit, to Purchaser, together with all interest earned thereon, if any, and neither party shall have any further rights or obligations under this Agreement except as otherwise expressly provided in this Agreement.

11.3 **Damages.** If the Closing occurs, each party shall have the right to pursue claims for its actual damages against the other party (i) for a breach of any covenant contained herein that is performable after or that survives the Closing or of any indemnification obligations of the parties contained this Agreement, and (ii) for a breach of any representation or warranty made by the other party in this Agreement. If the Closing does not occur, in addition to the remedies provided in Sections 11.1 and 11.2 above, (A) each party shall have its respective rights and remedies under Section 11.1 and Section 11.2, as applicable, and (B) each party shall have all available remedies against the other party for a breach of the other party's obligations contained in this Agreement that are expressly provided herein as surviving the termination of this Agreement. In no event shall either party be liable for any speculative, consequential, exemplary or punitive damages.

## **ARTICLE 12**

### **MISCELLANEOUS**

#### **12.1 Notices.**

(A) All notices, demands, statements and requests required or permitted to be given under this Agreement must be in writing and shall be delivered by one of the following methods of delivery:

(i) personal service, in which event the notice shall be deemed to have been given upon actual receipt;

(ii) Federal Express, Airborne Express or another nationally recognized overnight courier service, in which event the notice shall be deemed to have been given on the first business day after the notice is deposited with the courier service (or the next business day thereafter if the notice is deposited with the courier service on a day other than a business day); or

(iii) United States registered or certified mail, postage prepaid and return receipt requested, in which event the notice shall be deemed to have been given three (3) business days after the notice is deposited with the United States Postal Service.

(B) Notwithstanding the foregoing, a notice sent by first class mail shall be effective and deemed to have been given on the date received by the party to whom it was sent.

(C) The initial addresses of the parties shall be:

Purchaser: San Bernardino Community College  
114 South Del Rosa Drive  
San Bernardino, CA 92408  
Attention: Bruce Baron, Acting Chancellor

Seller: Hillwood/ San Bernardino, LLC  
268 West Hospitality Lane, Suite 105  
San Bernardino, CA 92408  
Attention: Michelle Kirk

with a copy to: Hillwood Development Company, LLC  
5430 LBJ Freeway, Suite 800  
Dallas, Texas 75240  
Attention: David Newsom

Each party shall have the right from time to time to change its address for notice purposes to any other address within the United States of America upon at least

three (3) days prior written notice to the other party in accordance with the provisions of this Section 12.1.

12.2 **Brokerage.** Seller hereby represents and warrants to Purchaser that Seller has not dealt with any broker or finder with respect to the transaction contemplated hereby, and Seller hereby agrees to indemnify, defend and hold Purchaser harmless from and against any claim for brokerage commission or finder's fee asserted by any person, firm or corporation claiming to have been engaged by Seller. Purchaser hereby represents and warrants to Seller that Purchaser has not dealt with any broker or finder with respect to the transaction contemplated hereby whose commission shall be paid by Seller on the Closing Date, and Purchaser hereby agrees to indemnify, defend and hold Seller harmless from and against any claim for brokerage commission or finder's fee asserted by any person, firm or corporation, claiming to have been engaged by Purchaser. This Section 12.2 shall survive the Closing or the termination of this Agreement.

12.3 **Condemnation.** If a material portion of the Land is condemned or access thereto is taken prior to the Closing Date or if a condemnation proceeding affecting a material portion of the Land is initiated or threatened prior to the Closing Date, Purchaser may elect, as its sole remedy, by written notice to Seller, either (i) to terminate this Agreement, in which event the Earnest Money Deposit together with all interest earned thereon, if any, shall forthwith be returned to Purchaser and neither party shall have any further rights or obligations under this Agreement, or (ii) to proceed to close the transaction contemplated hereby, in which event (A) the Purchase Price shall not be affected, and (B) the condemnation award shall belong to Purchaser, and at Closing, Seller shall assign to Purchaser all of Seller's right, title and interest with respect to such award and shall further execute any other instrument requested by Purchaser to assure that such award is paid to Purchaser. The term "material portion" for the purposes of the immediately preceding sentence shall mean a portion of the Land that in Purchaser's business judgment will impair the use of the Land for Purchaser's intended use. If Purchaser does not terminate this Agreement, it shall have the right to contest the condemnation of the Land and the award resulting therefrom.

12.4 **Entire Agreement.** This Agreement contains the entire agreement and understanding of the parties with respect to the subject matter hereof, and all previous negotiations and understandings between Purchaser and Seller or their respective agents and employees with respect to the transaction set forth herein are merged in this Agreement.

12.5 **Amendments and Waivers.** This Agreement may not be amended, modified or discharged nor may any of its terms be waived except by an instrument in writing signed by the party to be bound thereby.

12.6 **Further Assurances.** The parties each agree to perform, execute, acknowledge and deliver all such further acts, instruments and assurances and to take all such further action before or after the Closing as shall be reasonably necessary or desirable fully to carry out this Agreement and fully to consummate and effect the transactions contemplated hereby.

12.7 **Survival and Benefit.** The covenants contained in this Agreement providing for performance after the Closing shall survive the Closing of the transaction contemplated hereby. The obligations of Seller and Purchaser to return or deliver or cause to be returned or delivered the Earnest Money Deposit together with all interest earned thereon, if applicable, shall survive any termination of this Agreement.

12.8 **Third Party Beneficiary.** IVDA shall be considered a third party beneficiary to Articles 7 and 8 and Sections 13.1 through 13.5 of this Agreement. Except as provided in the immediately preceding sentence, this Agreement is for the sole and exclusive benefit of the Purchaser and Seller and their respective successors and assigns, and no third party is intended to or shall have any rights hereunder.

12.9 **Assignment.** Purchaser shall have no right to assign its rights or delegate its duties under this Agreement.

12.10 **Interpretation.**

(A) The headings and captions herein are inserted for convenient reference only and the same shall not limit or construe the paragraphs or sections to which they apply or otherwise affect the interpretation hereof.

(B) The terms "hereby", "hereof", "hereto", "herein", "hereunder" and any similar terms shall refer to this Agreement. The term "hereafter" shall mean after, and the term "heretofore" shall mean before, the Effective Date.

(C) Words of the masculine, feminine or neuter gender shall mean and include the correlative words of other genders, and words importing the singular number shall mean and include the plural number and vice versa.

(D) Words importing persons shall include firms, associations, partnerships (including limited partnerships), trusts, corporations, limited liability companies and other legal entities, including public bodies, as well as natural persons.

(E) The terms "include", "including" and similar terms shall be construed as if followed by the phrase "without being limited to."

(F) This Agreement and any document or instrument executed pursuant to this Agreement may be executed by facsimile in any number of counterparts each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

(G) Whenever under the terms of this Agreement the time for performance of a covenant or condition falls on a Saturday, Sunday or legal holiday, the time for performance shall be extended to the next business day; otherwise all references herein to "days" shall mean calendar days.

(H) This Agreement shall be governed by and construed in accordance with the laws of the State of California. The invalidity or unenforceability of any provision of this Agreement shall not affect or impair any other provision.

(I) This Agreement shall not be construed more strictly against one party than against the other merely by virtue of the fact that it may have been prepared primarily by counsel for one of the parties, it being recognized that both Purchaser and Seller have contributed substantially and materially to the preparation of this Agreement.

(J) If Purchaser consists of more than one person and/or entity, the obligations of Purchaser shall be joint and several as to each such person and/or entity.

**12.11 State and Federal Taxes.**

(A) Pursuant to Section 1445 of the Internal Revenue Code of 1986, as amended, and the regulations promulgated thereunder (the "Code"), Seller agrees to deliver to Purchaser, at or prior to the Closing Date, a Foreign Transferor Affidavit (form to be provided by Escrowee), executed by IVDA.

(B) Seller agrees to deliver to Purchaser, at or prior to the Closing Date, a duly executed California Franchise Tax Board Form 590-RE completed to indicate that no withholding is required.

(C) Each of Purchaser and Seller agree to cooperate fully with the other in completing or filing any disclosure documents or in otherwise satisfying any disclosure requirements of the Code.

**12.12 Attorney's Fees/Costs.** If either party brings an action at law or in equity to enforce or interpret this Agreement, the prevailing party in such action shall be entitled to recover reasonable attorney's fees and court costs and expert witness fees for all stages of litigation including appellate proceedings, in addition to any other remedy granted.

**12.13 Landscape and Lighting Maintenance Assessment District 1022.** Purchaser acknowledges that the Land may be subject to the City's Assessment District 1022, known as the San Bernardino International Airport/Alliance-California Landscaping and Lighting Maintenance Assessment District, which, if so, will be a Permitted Exception.

**12.14 Development Controls.** The Land will be made subject to those Covenants, Conditions, and Restrictions dated March 13, 2002 and recorded as Instrument No. 2002-0128970 in Official Records (as amended, the "Restrictive Covenants"). The Land is also currently subject to the Alliance California Design Guidelines. The Parties acknowledge that Purchaser's approval of the Restrictive Covenants will be one of the matters determined by Purchaser during the Inspection Period. . The Purchaser desires that the Restrictive Covenants and Alliance California Design Guidelines be revised and/or completely removed from the Land prior to the Close of Escrow. In the event that revision or removal is not confirmed in writing prior to the end of the Inspection Period, the Purchaser may elect to terminate escrow per Article 3 above. If the Restrictive Covenants and Design Guidelines are not removed, or are modified, then the Restrictive Covenants and Design Guidelines, in their current state or as modified, will be Permitted Exceptions.



## **ARTICLE 13**

### **REDEVELOPMENT COVENANTS APPLICABLE TO THE LAND**

#### **13.1 Uses**

(a) (i) Purchaser acknowledges and agrees for itself, its successors, and assigns that the following uses on the Land are prohibited:

residential dwelling use of any kind;

child care facilities and primary school uses and activities, and

bars or businesses with "on-sale" alcoholic beverage sales licenses (other than in restaurants), coin laundries or laundromats, used clothing stores, used appliance stores, used furniture stores or rummage stores, massage parlors, or so-called adult book or adult entertainment establishments.

(ii) Subject to the provisions of (iii) below, the following special commercial retail uses as defined under applicable State law as a "relocation" may be undertaken by Purchaser on the Land; provided that IVDA in its reasonable discretion, has first made the finding that such commercial retail user "relocation" is "outside the same market area," as each of these terms is defined in Health and Safety Code Section 33426.7 (the "Code Section"):

automobile dealership, or

big box retailer, in a store greater than 75,000 square feet of gross buildable area that will generate sales or use tax pursuant to Part 1.5 (commencing with Section 7200) of Division 2 of the Revenue and Taxation Code), or

a business entity that sells or leases land to an automobile dealership or big box retailer.

(iii) Notwithstanding said subsection (ii) a "relocation" use shall not be prohibited on the Land if: (A) IVDA, in the exercise of its reasonable discretion, finds that the Land is "outside the same market area" of the site from which such "relocation" is being relocated (the "Former Site"); or (B) a person or entity (other than IVDA) is providing funds for the statutory payment referenced in the Code Section sufficient for IVDA and the City to offer the city in which the Former Site is located a contract apportioning the sales tax generated from the "relocation" on the Land in accordance with the Code Section. At the request of Purchaser, or an owner of a parcel within the Land or of a person or entity desiring to use the Land for a "relocation", IVDA shall take all necessary action, as promptly as reasonably possible, for IVDA to find, in the exercise of its reasonable discretion, that the Land is or is not "outside the same market area" of the Former Site, as referenced in this Section 13(a)(iii)(A).

(iv) Further, in the event that the Code Section is amended or repealed by the State Legislation to end the use restriction set forth in subsection (ii) and/or to prospectively eliminate the requirement of a "...contract...that apportions the sales tax generated..." as set forth in the law, then in such event the provisions of subsection (ii) shall terminate automatically and be of no further force or effect.

13.2 **IVDA Requirement.** IVDA may require that the provisions of Sections 13.1, 13.3, and 13.4 of this Article 13 be incorporated into a document to be signed and delivered by Purchaser at the Closing (the "Possible Article 13 Document"). Seller acknowledges that Purchaser's approval of the effect of the restrictions under Section 13.1 above is a matter to be determined by Purchaser during the Inspection Period.

13.3. **Obligation to Refrain from Discrimination.** Purchaser covenants and agrees for itself, its successors, its assigns and every successor in interest to the Land or any part thereof, that there shall be no discrimination against or segregation of any person, or group of persons, on account of sex, marital status, race, color, religion, creed, national origin or ancestry in the sale, lease, sublease, transfer, use, occupancy, tenure or enjoyment of the Land; nor shall Purchaser, itself or any person claiming under or through it, establish or permit any such practice or practices of discrimination or segregation with reference to the selection, location, number, use or occupancy of tenants, lessees, subtenants, sublessee or vendees of the Land.

13.4. **Form of Nondiscrimination and Nonsegregation Clauses.** Purchaser covenants and agrees for itself, its successors, its assigns, and every successor in interest to the Land, or any part thereof, that Purchaser, such successors and such assigns shall refrain from restricting the sale, lease, sublease, rental, transfer, use, occupancy, tenure or enjoyment of the Land (or any part thereof) on the basis of sex, marital status, race, color, religion, creed, ancestry or national origin of any person. All deeds, leases or contracts pertaining thereto shall contain or be subject to substantially the following nondiscrimination or nonsegregation clauses:

- (1) **In deeds:** "The grantee herein covenants by and for itself, its successors and assigns, and all persons claiming under or through them, that there shall be no discrimination against or segregation of, any person or group of persons on account of race, color, creed, religion, sex, marital status, national origin, or ancestry in the sale, lease, sublease, transfer, use, occupancy, tenure, or enjoyment of the premises herein conveyed, nor shall the grantee or any person claiming under or through it, establish or permit any such practice or practices of discrimination or segregation with reference to the selection, location, number, use or occupancy of tenants, lessees, subtenants, sublessee, or vendees in the premises herein conveyed. The foregoing covenants shall run with the land."
- (2) **In leases:** "The Lessee herein covenants by and for itself, its successors and assigns, and all persons claiming under or through them, and this lease is made and accepted upon and subject to the following conditions: That there shall be no discrimination against or segregation of any person or group of persons, on account of race, color, creed, religion, sex, marital status, national origin, or ancestry, in the leasing, subleasing, transferring, use, occupancy, tenure, or enjoyment of the premises herein leased nor shall the lessee itself, or any person claiming under or through it, establish or permit any such practice or practices of discrimination or segregation with reference to the selection, location, number, use, or occupancy, of tenants lessees, sublessee, subtenants, or vendees in the premises herein leased."
- (3) **In contracts:** "There shall be no discrimination against or segregation of any person or group of persons on account of race, color, creed, religion,

sex, marital status, national origin, or ancestry, in the sale, lease, sublease, transfer, use, occupancy, tenure, or enjoyment of the premises herein conveyed or leased, nor shall the transferee or any person claiming under or through it, establish or permit any such practice or practices of discrimination or segregation with reference to the selection, location, number, use, or occupancy, of tenants, lessees, sublessees, subtenants, or vendees of the premises herein transferred." The foregoing provision shall be binding upon and shall obligate the contracting party or parties and any subcontracting party or parties, or other transferees under the instrument.

13.5 **Condition Precedent to Seller's Performance.** Notwithstanding anything to the contrary herein, Purchaser acknowledges and agrees that Seller's obligation to perform hereunder shall be contingent upon IVDA's full and complete performance of its obligations under the MDDA, IVDA's waiver of MDDA conditions that are applicable to conveyances pursuant to the MDDA and Purchaser's compliance with any requirements of IVDA relating to the conveyance of the Land to Purchaser, including any requirement for the signing by Purchaser of documents relating to the Land, as required by the MDDA, (the "IVDA Required Land Documents"). Seller shall use good faith efforts to cause IVDA to perform its obligations under the MDDA.

**(Remainder of page intentionally left blank.)**

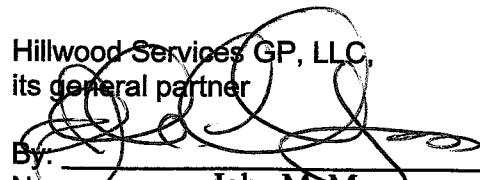
**IN WITNESS WHEREOF**, Purchaser and Seller have executed this Agreement effective as of the Effective Date.

**SELLER:**

HILLWOOD/SAN BERNARDINO, LLC,  
a Delaware limited liability company

By: Hillwood Operating, L.P.,  
a Texas limited partnership,  
its managing member

By: Hillwood Services GP, LLC,  
its general partner

By:   
Name: John M. Magness  
Title: \_\_\_\_\_  
Date of Execution: Senior Vice President

**PURCHASER:**

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

By: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Date of Execution: \_\_\_\_\_

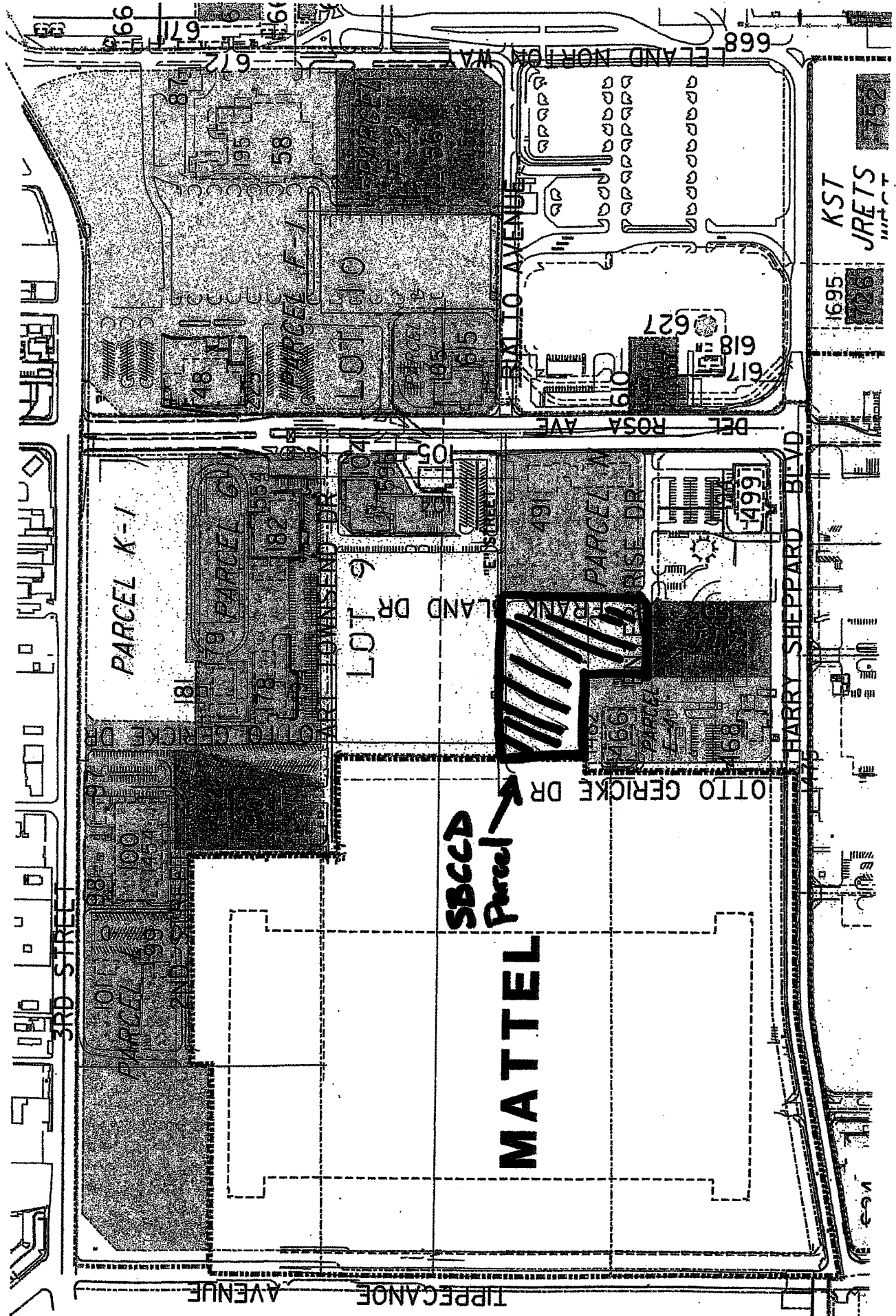
**EXHIBIT A**

**Legal Description of the Land**

[to be attached]

**EXHIBIT A**

[TO BE REPLACED DURING THE INSPECTION PERIOD WITH A MUTUALLY APPROVED METES AND BOUNDS DESCRIPTION]





## 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: May 13, 2010

SUBJECT: Consideration of Award of RFP 2010-06 and Approval of Contract

### RECOMMENDATION

It is recommended that the Board of Trustees award Request for Proposals 2010-06, Web Design: SBVC and approve contract to Mind Over Media of Pittsburgh, Pennsylvania.

### OVERVIEW

San Bernardino Valley College determined its website is in need of updating to provide a modernized, user-friendly, and accessible design. Requests for proposals were solicited and responses received for website design, development, and implementation services. The implementation of this contract will result in a new website design launched by 2011 funded by the Title V Hispanic Serving Institution grant.

### ANALYSIS

The District received three bids to RFP 2010-06. The bid evaluation committee rated the following two bids as responsive and responsible:

<b>Vendor</b>	<b>Total Bid Cost</b>
Mind Over Media	\$76,095.00
BarkleyREI, Inc	\$185,000.00

Mind Over Media bid web design services which meets all specifications the District requested.

### BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

### FINANCIAL IMPLICATIONS

Budgeted.

## 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: May 13, 2010

SUBJECT: Consideration of Approval to Award Bid and Approve Contract for the Move Services – Learning Resource Center Project at CHC

### RECOMMENDATION

It is recommended that the Board of Trustees award bid and approve contract for Crown Worldwide Moving & Storage for the Move Services – Learning Resource Center project at CHC in the amount of \$34,924.00.

### OVERVIEW

The Move Services -- Learning Resource Center bids were received and opened on April 8, 2010 in accordance with the State of California procurement guidelines and the San Bernardino Community College District guides. The bids received were reviewed by Kitchell/BRj and found to conform to the bid package requirements. The development of this bid package was done in collaboration with the Crafton Hills College stakeholders and Kitchell/BRj Program Managers.

### ANALYSIS

The District received three responsive bids:

<b>Vendor</b>	<b>Total Bid Cost</b>
Crown Worldwide Moving & Storage	\$34,924.00
Burgess Moving & Storage	\$44,420.00
ACE	\$56,492.50

The lowest, most responsive bid was received from Crown Worldwide Moving & Storage in the amount of \$34,924.00.

### BOARD IMPERATIVE

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

### FINANCIAL IMPLICATIONS

Budgeted with Measure P funds.

Attachment

DATE: April 16, 2010

No - CHC LRC 030

TO: Bruce Baron  
Acting Chancellor  
San Bernardino Community College District (SBCCD)

FROM: Geoff Bachanas *GB*  
Project Manager  
Kitchell/BRj (K/BRj)

RE: Crafton Hills College (CHC)  
PROJECT #: Learning Resource Center (LRC) Move Services  
Recommendation of Approval for Lowest Responsive Bidder

**SCOPE:**

SBCCD's approval of the lowest responsive bidder for the LRC Move Services contract at Crafton Hills College.

**NARRATIVE:**

The bids for the LRC Move Services scope of work have been received. Four total bids were received. See attached bid opening spreadsheet. The apparent low bidder at the bid opening has withdrawn their bid due to a mathematical error. The bid withdrawal has been accepted and responded to appropriately. The next apparent low bidder was Crown Worldwide Moving & Storage. Kitchell/BRj has conducted a bid review and reference checks and have deemed Crown Worldwide Moving & Storage the lowest responsive bidder. See attached bidder evaluation form for further details.

Total Recommended Bid Amount = \$34,924.00

**RECOMMENDATION:**

K/BRj recommends that SBCCD and the Board accept this low bid and award the LRC Move Services contract to Crown Worldwide Moving & Storage.

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

*Alan Rosen*  
Alan Rosen, Program Manager

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

\_\_\_\_\_  
Bruce Baron, Acting Chancellor

Thanks.

GB

Cc: Bruce McDonald - Kitchell/BRj  
File

**San Bernardino Community College District**  
**Crafton Hills College Learning Resource Center Move Services**

**Low Bidder Evaluation Form**

Bid Date: April 7, 2010	
<b>Contract Bid Form / Document Description</b>	<b>Crown Worldwide Moving &amp; Storage</b>
Bid Form (CBF 1-5)	Yes
Acknowledgement of Addenda #1	Yes
Bid Amount	\$34,924.00
CA License #, Expiration, Type of License	939746, Exp: 11/30/11, D34 License
Bid Guarantee Form (CBF 6)	Yes
Non-Collusion Affidavit ( <i>Notarized</i> ) (CBF 7)	Yes
Insurance Endorsements (CBF 8)	Yes
Acknowledgement of Bidding Practices Regarding Indemnity (CBF 10)	Yes
Prevailing Wage Certification Statement of Compliance (CBF 11)	Yes
Designation of Subcontractors (CBF 12-13)	Yes
Mover's Certification Regarding Drug-Free Workplace (CBF 14-15)	Yes
Mover's Certification Regarding Tobacco & Alcoholic Beverage Use (CBF 16)	Yes
References (CBF 17-18)	Yes
List of Current Projects (Backlog) (CBF 19)	Yes
List of Completed Projects (CBF 20)	Yes
Experience and Technical Qualifications Questionnaire (CBF 21)	Yes
Site Visit Certification (CBF 22)	Yes
Bidder's Acknowledgement of Project Schedule (CBF 23)	Yes
Total Bid Amount (Alternates Included):	\$34,924.00



11711 Sand Canyon Road, Yucaipa CA 92399

Phone (909) 435-4155 Fax (909) 794-8901

**San Bernardino Community College District**  
**Crafton Hills College Learning Resource Center Move Services**

Bidder	Bid Amount
ACE	\$56,492.50
Burgess Moving & Storage	\$44,420.00
Crown Worldwide Moving Services	\$34,924.00
Grabel Van Lines *	\$14,655.00

\*Bid withdrawn by Grabel Van Lines due to mathematical error

## 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: May 13, 2010

SUBJECT: Consideration of Approval of Amendment 001 to the  
Mobile Modular Inc. Contract at SBVC

### RECOMMENDATION

It is recommended that the Board of Trustees approve Amendment 001 to the Mobile Modular Inc. contract at SBVC in the amount of \$128,080.00.

### 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 an extension of the lease for RFP No. 3 – Lease DSA Approved Modular Buildings and associated work as defined in RFP No. 3. The original lease ended on April 6, 2010, and this amendment will extend the lease through to December 2, 2010.

### ANALYSIS

The effect of this amendment will be an addition of \$128,080.00 to the Mobile Modular Inc. contract, resulting in a revised contract amount of \$575,399.00. There is no change to the project schedule.

### BOARD IMPERATIVE

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

### FINANCIAL IMPLICATIONS

Budgeted with Measure P funds.

Attachment



DATE: 4/19/10

No – VC 112

TO: Bruce Baron, SBCCD

FROM: Ron Reyes, KBRj

RE: **SBVC: Mobile Modular Contract Amendment No. 003 – RFP No. 3 Lease DSA  
Approved Modular Buildings**DISTRIBUTION: Sheila Nelson, KBRj  
Felisa Whitfield, KBRj  
Cade McMullin, KBRj**SCOPE:**

SBCCD's approval of Mobile Modular Inc. Contract Amendment 001

**NARRATIVE:**

RFP No. 3 – Lease DSA Approved Modular Buildings and associated work as defined in RFP No. 3 was awarded to Mobile Modular Inc. Their contract agreement has the lease for the modular buildings running from 8/15/2008 to 4/6/2010.

There is still a need for using the leased modular buildings and this amendment will extend the lease from 4/7/2010 to 12/2/2010.

The lease rates remain the same and the cost to dismantle and remove the modular buildings remain in the current budget.

**RECOMMENDATION:**

We recommend the Board approve Mobile Modular Inc. Contract Amendment 001 in the amount of \$128,080.00. The new contract sum for Mobile Modular Inc. at San Bernardino Valley College is \$575,399.00.

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

  
Alan Rosen, Program Manager

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

Bruce Baron, Vice Chancellor of Fiscal Services

Cc: File – VC 2.23

**CONSULTANT CONTRACT AMENDMENT to AGREEMENT OF PROFESSIONAL  
SERVICES CONTRACT: 001**

DATE: 04/19/2010

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

OWNER: San Bernardino Community College District (SBCCD)

TO: Mobile Modular Inc.  
11450 Mission Blvd  
Mira Loma, CA 91752

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Narrative:

RFP No. 3 – Lease DSA Approved Modular Buildings and associated work as defined within RFP No. 3 was issued and awarded for the Interim Housing Modular Buildings at SBVC. The original lease was to run from 8/15/2008 to 4/6/2010. There is still a need for these temporary modular classrooms for Measure P projects currently under construction. This addendum is to extend the lease through 12/2/2010.

Attachments:

Kitchell/BRj Project Memo No. VC-112, Mobile Modular Contract Addendum proposal dated April 19, 2010

Costs:

**\$128,080.00** = Total amount of this Amendment

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The original <b>Agreement for Professional Services Contract Sum</b>	\$447,319.00
Net change by previous Amendments	\$0.00
The <b>Agreement for Professional Services Contract Sum</b> prior to this Amendment	\$447,319.05
The <b>Agreement for Professional Services Contract Sum</b> will be <b>increased</b> by this Amendment	\$128,080.00
The new <b>Agreement for Professional Services Contract Sum</b> including this Amendment	\$575,399.00

---

By signing this Amendment the SBCCD authorizes Mobile Modular Inc. to perform the scope of work listed above. SBCCD also authorizes and acknowledges that the amount of this Amendment will be paid via an amendment to Mobile Modular Inc. 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  
Mobile Modular

PROGRAM MANAGER  
Kitchell/BRj

OWNER  
SBCCD

By: 

By: 

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

DATE: 4/21/10

DATE: 4.21.10

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



## Mobile Modular Management Corporation

5700 Las Positas Road, Livermore, CA 94551

Ph (925) 606-9000 Fax (925) 453-3201

[www.MobileModularRents.com](http://www.MobileModularRents.com)

### Contract Addendum

Date: 04/19/10

Page 2 of 2

**Customer :** San Bernardino Valley College  
**Billing Address:** 701 South Mount Vernon  
**City/State/Zip:** San Bernardino, CA 92401

**Attn:** Felisa Whitfield  
**Phone :**  
**Fax:**  
**E-mail:**

**Project Name :** Interim Housing Project  
**Site Address :**  
**City/State/Zip:**

This will serve as an addendum to the contract agreement entered into between (Lessee) and MOBILE MODULAR MANAGEMENT CORPORATION (Lessor).

**San Bernardino Valley College**

**ALL OTHER TERMS AND CONDITIONS TO REMAIN THE SAME.**

**Please sign and return an acknowledgement copy to our office as soon as possible. Thank you.**

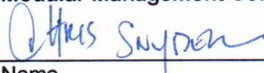


#### Renewal Information

Contract No.	Original Term	Original Start Rent Date	Building ID	Item Description	Addendum Start Date	Addendum Stop Date	Term	Rental Rate
589010	18	08/15/08	30713	Classroom, 24x40 DSA	04/07/10	12/02/10	8	\$565.00
58901	18	08/15/08	42745	Classroom, 24x40 DSA	04/07/10	12/02/10	8	\$1,991.00
589012	18	08/15/08	40856	Classroom, 24x40 DSA	04/07/10	12/02/10	8	\$565.00
589014	18	08/15/08	42746	Classroom, 24x40 DSA	04/07/10	12/02/10	8	\$1,957.00
589015	18	08/15/08	42747	Classroom, 36x40 DSA	04/07/10	12/02/10	8	\$1,161.00
589016	18	08/15/08	33925	Restroom, 12x40 DSA	04/07/10	12/02/10	8	\$1,500.00
589017	18	08/15/08	33924	Restroom, 12x40 DSA	04/07/10	12/02/10	8	\$1,500.00

- Rental rates do not include any applicable taxes. Return delivery and preparing equipment for return will be quoted at time of return.
- This contract agreement defines a month as 30 calendar days. Bill Frequency for this contract is Monthly
- Total addition to contracts is \$128,080.00 (pre-tax)

#### Additional Contract Addendum Notes:

#### Mobile Modular Management Corporation

  
Printed Name  
  
Title  
  
Signature  
4/19/10  
Date

#### San Bernardino Valley College

\_\_\_\_\_  
Printed Name  
\_\_\_\_\_  
Title  
\_\_\_\_\_  
Signature  
\_\_\_\_\_  
Date

Call (925) 606-9000 with any questions or comments, ask for Danielle Heller.

Thank you for contacting Mobile Modular.

**\*\*Note:** Contract addendum valid only when executed, offer expires 30 days from addendum date if not executed.





## Mobile Modular Management Corporation

5700 Las Positas Road, Livermore, CA 94551

Ph (925) 606-9000 Fax (925) 453-3201

[www.MobileModularRents.com](http://www.MobileModularRents.com)

### Contract Addendum

Date: 04/19/10

Page 1 of 2

**Customer :** San Bernardino Valley College  
**Billing Address:** 701 South Mount Vernon  
**City/State/Zip:** San Bernardino, CA 92401

**Attn:** Felisa Whitfield  
**Phone :**  
**Fax:**  
**E-mail:**

**Project Name :** Interim Housing Project  
**Site Address :**  
**City/State/Zip:**

This will serve as an addendum to the contract agreement entered into between (Lessee) and MOBILE MODULAR MANAGEMENT CORPORATION (Lessor).

**San Bernardino Valley College**

**ALL OTHER TERMS AND CONDITIONS TO REMAIN THE SAME.**

**Please sign and return an acknowledgement copy to our office as soon as possible. Thank you.**

#### Renewal Information

Contract No.	Original Term	Original Start Rent Date	Building ID	Item Description	Addendum Start Date	Addendum Stop Date	Term	Rental Rate
589003	18	08/15/08	40552	Classroom, 24x40 DSA	04/07/10	12/02/10	8	\$565.00
589004	18	08/15/08	40846	Classroom, 24x40 DSA	04/07/10	12/02/10	8	\$565.00
589005	18	08/15/08	41019	Classroom, 24x40 DSA	04/07/10	12/02/10	8	\$565.00
589006	18	08/15/08	41020	Classroom, 24x40 DSA	04/07/10	12/02/10	8	\$565.00
589007	18	08/15/08	45223	Classroom, 36x40 DSA	04/07/10	12/02/10	8	\$1,925.00
589008	18	08/15/08	45224	Classroom, 36x40 DSA	04/07/10	12/02/10	8	\$2,021.00
589009	18	08/15/08	40853	Classroom, 24x40 DSA	04/07/10	12/02/10	8	\$565.00

• Rental rates do not include any applicable taxes. Return delivery and preparing equipment for return will be quoted at time of return.

• This contract agreement defines a month as 30 calendar days. Bill Frequency for this contract is Monthly

#### Additional Contract Addendum Notes:

#### Mobile Modular Management Corporation

Printed Name

Title

Signature

Date

#### San Bernardino Valley College

Printed Name

Title

Signature

Date

Call (925) 606-9000 with any questions or comments, ask for Danielle Heller.

Thank you for contacting Mobile Modular.

**\*\*Note:** Contract addendum valid only when executed, offer expires 30 days from addendum date if not executed.

## 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: May 13, 2010

SUBJECT: Consideration of Approval of Amendment 009 to the  
Steinberg Architects Infrastructure Contract at CHC

### RECOMMENDATION

It is recommended that the Board of Trustees approve Amendment 009 to the Steinberg Architects Infrastructure contract at CHC in the amount of \$4,790.00.

### 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 design services to add a cart ramp to the scope of work for Infrastructure Package #4. This will provide a dedicated cart access path from the east end of the Performing Arts Center plaza up to the quad.

### ANALYSIS

The effect of this amendment will be an addition of \$4,790.00 to the Steinberg Architects Infrastructure contract, resulting in a revised contract amount of \$3,197,557.00. There is no change to the project schedule.

### BOARD IMPERATIVE

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

### FINANCIAL IMPLICATIONS

Budgeted with Measure P funds.

Attachment

DATE: 04/12/10

No – CHC INF 020

TO: Bruce Baron, SBCCD

FROM: Bruce McDonald, K/BRj

RE: **Crafton Hills College (CHC): INFRASTRUCTURE**  
**Recommendation to approve Steinberg Architects Infrastructure**  
**Contract Amendment: 009**

DISTRIBUTION: Alan Rosen – K/BRj  
Geoff Bachanas – K/BRj  
Sheila Nelson – K/BRj

**SCOPE:**

SBCCD's approval of Steinberg Architects Infrastructure Contract Amendment 009

**NARRATIVE:**

Steinberg Architects is submitting Additional Services Authorization ASA #11 for the addition of a cart ramp to scope of Package #4. This will provide dedicated cart access from the east end of the Performing Arts Center plaza up to the quad.

Design services for this additional work will include: revisions to grading, hardscape, planting plan, and immigration system as well as provide signage for "campus only vehicles" and processing the change order with DSA.

**RECOMMENDATION:**

K/BRj recommends the Board approve Steinberg Architects Infrastructure Amendment 009 in the amount of \$4,790.00. If approved Steinberg Architects Infrastructure contract sum will be \$3,197,557.00.

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

  
Alan Rosen, Program Manager

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

Bruce Baron, Vice Chancellor of Fiscal Services

Cc: File



## STEINBERG ARCHITECTS INFRASTRUCTURE CONTRACT AMENDMENT: 009

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

### Brief Description:

This contract amendment is for approval of ASA #11, Additional Services Authorization for the addition of a cart ramp to the scope of Package #4. This will provide dedicated golf cart access from the east end of the Performing Arts Center plaza up to the quad.

### Attachments:

Kitchell/BRJ Project Memo CHC INF No.020, Steinberg Architects Infrastructure ASA #11 letter dated 03/25/2010

### Costs:

\$4,790.00 = Total of this Amendment

The original Contract Sum	\$3,044,575.00
Net change by previous Amendments	\$148,192.00
The Contract Sum prior to this Amendment	\$3,192,767.00
The Contract Sum will be increased by this Amendment	\$4,790.00
The new Contract Sum including this Amendment	\$3,197,557.00
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 Steinberg Architects to perform the scope of work listed above. SBCCD also authorizes and acknowledges that the amount of this Amendment will be paid via an amendment to Steinberg Architects contract with SBCCD.

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

### Authorized:

ARCHITECT  
Steinberg Architects

By: 

DATE: 4/19/2010

PROGRAM MANAGER  
Kitchell/BRJ

By: 

DATE: 4.10.10

OWNER  
SBCCD

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

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

## Steinberg Architects

March 25, 2010

523 West 6th Street, Suite 245  
Los Angeles, California 90014  
www.steinbergarchitects.com

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

Re: San Bernardino Community College District: Crafton Hills College  
Project: Infrastructure  
Project #: 06063.030  
ASA #11: Cart Ramp.

Dear Bruce:

Steinberg Architects is submitting this Additional Services Authorization for the addition of a cart ramp to scope of Package #4. This will provide dedicated golf cart access from the east end of the Performing Arts Center plaza up to the quad.

### I. PROJECT PARAMETERS

- Revise grading
- Revise hardscape
- Revise planting plan
- Revise Irrigation system
- Provide signage for "campus vehicles only"
- Process change order with DSA

### II. SCHEDULE

Upon receiving authorization to proceed from the district we anticipate design services for this work to take two weeks.

### III. ADDITIONAL SERVICES FEE

Snipes-Dye	\$2,400
Ahbe	\$1,000
Steinberg Architects	\$1,390
<b>TOTAL</b>	<b>\$4,790</b>

The fee for the proposed services is **four thousand seven hundred ninety dollars (\$4,790)**

### IV. HOURLY RATE SCHEDULE

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

Principal	\$239	Job Captain	\$139
Senior Project Manager	\$178	Intermediate	\$113

415.683.2000 San Francisco  
408.295.5446 San Jose  
213.629.0500 Los Angeles

<i>Senior Designer</i>	\$178	<i>Designer/Drafter</i>	\$103
<i>Project Manager</i>	\$163	<i>Administrative Staff</i>	\$89
<i>Sr. Project Architect</i>	\$189		
<i>Designer</i>	\$150		

#### V. Authorization

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

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

STEINBERG ARCHITECTS



Gilbert Rocca  
Senior Associate

Cc: David Hart, Irene Ngo, File A01

## 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: May 13, 2010

SUBJECT: Consideration of Approval of Change Order 01 to the  
RVH Constructors Contract at SBVC

### RECOMMENDATION

It is recommended that the Board of Trustees approve Change Order 01 to the RVH Constructors contract for the Chemistry/Physical Science building at SBVC in the amount of \$77,500.00 as a result of adding LEED Certification to this project for a higher standard of energy efficiency.

### OVERVIEW

The Program Team was directed by the District that Leadership in Energy and Environmental Design (LEED) Certification would be pursued on the Chemistry/Physical Science building. This direction was subsequent to the Division of the State Architect-approved construction documents and public bid for the Chemistry/Physical Science building. It was, therefore, a possibility that design changes would result in a change order that would exceed the 10% limit established by California Public Contract Code 20118.4.

The design team reviewed the construction documents for possible LEED certification points and one of the identified revisions is to change the elevators from conventional hydraulic to a gearless traction type elevator. In support of LEED, changing the elevator system assists in preventing potential soil contamination from hydraulic oil leakage.

RVH Constructors provided submittals and cost to install the gearless traction elevators of \$77,500.00. This exceeds the 10% change order rule by the County of San Bernardino, and requires Board approval.

### ANALYSIS

The effect of this change order will be an addition of \$77,500.00 to the RVH Constructors contract, resulting in a revised contract amount of \$388,500.00. There is no change to the project schedule.

### BOARD IMPERATIVE

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

### FINANCIAL IMPLICATIONS

Budgeted with Measure P funds.

Attachment



DATE: 4/23/10

No – VC 114

TO: Bruce Baron, SBCCD

FROM: Alan Rosen, KBRj

RE: **RVH Constructors change order CS-BC15-CO1 exceeding 10% change order limit**

DISTRIBUTION: Cade McMullin, KBRj

**NARRATIVE:**

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.

The Program Team was directed by the District that LEED Certification will be pursued on the Chemistry/Physical Science building at Valley College. This direction was subsequent to the DSA approved Construction Documents and public bid for the Chemistry/Physical Science building. It was therefore a possibility that design changes resulting in a change order would exceed the 10% rule.

The design team reviewed the construction documents for possible LEED certification points and one of the identified revisions is to change the elevators from conventional hydraulic to a gear-less traction type elevator. In support of LEED, changing the elevator system assists in preventing potential soil contamination from hydraulic oil leakage.

SBCCD was notified of the change in elevator design for LEED certification (see KBRJ Project Memo No. VC-100 dated 11/3/2009) and approved the recommendation.

RVH Constructors is the prime contractor for the elevator work and they provided the submittals and cost to install the hole-less hydraulic elevators. The submitted change order totaled \$77,500.00 which exceeds the 10% change order rule by the County of San Bernardino.

**RECOMMENDATION:**

Approve the submitted change order to RVH Constructors contract for the Chemistry/Physical Science building. The change order totals \$77,500.00. The change in elevator design will help achieve points for LEED certification for the Chemistry/Physical Science building at Valley College.

Cc: File – VC 2.23



## Bond Measure P Construction Change Summary

This form must accompany all Construction Change Requests to verify that all steps of review and accountability have been met prior to submission for approval by the Board of Trustees.

Contractor: RVH Constructors - \$77,500.00

Campus: SB Valley College

Project: Chemistry/Physical Science Bldg

This change is a(n):

☐ Amendment (not subject to 10% limitation)

☒ Change Order (subject to 10% limitation)

### Reason for Change

☐ Unforeseen Conditions

☐ Design Omission

☒ Design Conflict

☒ Campus Recommended

☐ Contractor Recommended

☐ Agency Required

☐ Contractor Transfer (no cost to District)

Explanation of Change: Change both elevators from conventional hydraulic to gearless traction for LEED certification and pile conflict. This resulted in a change order exceeding the 10% limit for change orders. See attached Project Memo VC-114.

### Accountability

This change was not part of the original design scope because:

District approved LEED certification revised both elevators to change to gearless traction type which resulted in a pile conflict in one of the elevator pits

☐ The cost of this change has been validated and is the best possible price available to the District.

☒ This change has been reviewed and is necessary to the completion of this project.

### Impact

Original contract was Board approved on 12/11/2009 in the amount of \$ 311,000.00

The current base contract amount with approved amendments equals \$ 311,000.00

☐ This request is an amendment and results in a revised contract amount of \$                     

☒ This request is a change order and results in a revised contract amount of \$ 388,500.00

This change order is subject to the 10% rule. It results in a 24.92 % change to the contract.

The cumulative amount of change orders for this contract equals \$ 77,500.00

or 24.92 % of the contract amount.

### Signatures

Bond Program Manager

Alan Rosen

                                            
Signature Date  
4-23-10



## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

Capital Facilities Program Management

3347A4

Project Number

CS-BC15-CO1

## CHANGE ORDER

Original Contract Amount: \$311,000.00  
 Amount of Previous Contract Amendments: \$0.00  
 Amount of Previous Change Orders: \$0.00

DSA No.:  
 CS-BC15-CO1

School Name:	San Bernardino Valley College	Date:	26-Apr-10
Project Description:	New Chemistry & Physical Science Building	Contract No.:	Bid Category 15
To (Contractor):	RVH Constructors	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 4/26/10 for  
 Change Order No. CS-BC15-CO1 Item(s): 1.1

TOTAL COST OF CHANGE ORDER CS-BC15-CO1 \$77,500.00

## Reason for Change:

Refer to attached Change Order No. CS-BC15-CO1 summary dated 4/26/10

## Initiator of Change:

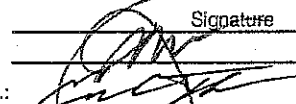
Refer to attached Change Order No. CS-BC15-CO1 summary dated 26-Apr-10

The original Base Contract Sum was:	\$311,000.00
Net change by previous authorized Contract Amendment (s):	\$0.00
The revised BASE Contract Sum:	\$311,000.00
Net change by previous authorized Change Order(s):	\$0.00
The Contract Sum including previous authorized Change Orders:	\$311,000.00
The contract AMOUNT due to C.O. No. CS-BC15-CO1 will be decreased by:	\$77,500.00
The revised Contract Amount, including this Change Order is, therefore:	\$388,500.00
The contract TIME due to C.O. No. CS-BC15-CO1 will be unchanged by:	0 calendar days.
The revised Contract Completion Date, including this Change Order is, therefore	unchanged
SBCCD Change Order # CS-BC15-CO1 includes Item Number(s):	One (1) Item

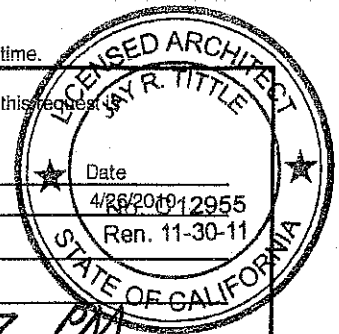
This Change Order is not valid until signed by both the Architect and the District Representative (on behalf of the San Bernardino Community College District Board of Education)

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)	Date
		Jay R. Tittle, C-12955	4/26/2010
Constr. Mgr.:	Signature	Evan Taylor	
District:	Signature	Mr. Steve Sutorus, Business Manager	
Contractor:	Signature	DANIEL RODRIGUEZ, PM	

Printed Name/Title



State of California - Division of the State Architect

DSA Application No. 04-109148

File No. 36-C2

Approved

per Principal Structural Engineer:

SBVC New Chemistry & Physical Science Building  
San Bernardino Community College District

04/26/10

DSA No.:  
CS-BC15-CO1

## CHANGE ORDER NO.

CS-BC15-CO1

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
Item 1.1						
	Change both elevators from holed-hydraulic to holeless hydraulic for two reasons: 1. One elevator jack hole conflicted with pile location; 2. For LEED certification, both elevators need to be holeless hydraulic.	H4			\$77,500.00	\$77,500.00
	PC22					
	Subtotal					\$77,500.00
	TOTAL CHANGE ORDER #	CS-BC15-CO1				\$77,500.00

### 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

## 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: May 13, 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 \$250,436 which is a 0.25% 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 \$3,180,040 which is only 3.19% of the project cost of \$99,813,706.

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

None.

Attachment

Measure P Projects  
**CHANGE SUMMARY by PROJECT**  
(Including any contract amendments and change orders on the 5/13/2010 agenda)

MAY 13, 2010

**CONTRACT AMENDMENTS**

PROJECTS	Original Contract Amount	Contract Amendments		Base Contract Amount	Cumulative Contract Amendments
		Previous	Pending		
CHC-Crafton Hills College	\$ 45,385,524.00	\$ 116,058.00	\$ -	\$ 45,501,582.00	0.26%
SBVC-San Bernardino Valley College	\$ 54,428,182.00	\$ 840,293.00	\$ 21,773.00	\$ 55,290,248.00	1.58%
<b>TOTAL for CONTRACT AMENDMENTS</b>	<b>\$ 99,813,706.00</b>	<b>\$ 956,351.00</b>	<b>\$ 21,773.00</b>	<b>\$ 100,791,830.00</b>	<b>0.98%</b>

**CHANGE ORDERS**

PROJECTS	Base Contract Amount	Change Orders		New Contract Amount	Cumulative Change Orders
		Previous	Pending		
CHC-Crafton Hills College	\$ 45,501,582.00	\$ 929,807.00	\$ 80,774.00	\$ 46,512,163.00	2.22%
SBVC-San Bernardino Valley College	\$ 55,290,248.00	\$ 1,043,445.92	\$ 147,889.00	\$ 56,481,582.92	2.15%
<b>TOTAL for CHANGE ORDERS</b>	<b>\$ 100,791,830.00</b>	<b>\$ 1,973,252.92</b>	<b>\$ 228,663.00</b>	<b>\$ 102,993,745.92</b>	<b>2.18%</b>

Crafton Hills College  
**CHANGE SUMMARY by PROJECT**

MAY 13, 2010

(Including any contract amendments and change orders on the 5/13/2010 agenda)

PROJECTS	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
INFRASTRUCTURE PACKAGE #1	\$ 421,000.00	\$ -	\$ -	\$ (4,277.00)	\$ -	\$ 416,723.00	-1.02%
INFRASTRUCTURE PACKAGE #2/3/4	\$ 14,726,451.00	\$ (43,583.00)	\$ -	\$ 406,209.00	\$ 9,844.00	\$ 15,098,921.00	2.83%
CRF / INFRA PKG #5	\$ 7,946,665.00	\$ 18,480.00	\$ -	\$ 311,274.00	\$ 40,768.00	\$ 8,317,187.00	4.42%
LEARNING RESOURCE CENTER	\$ 22,291,408.00	\$ 141,161.00	\$ -	\$ 216,601.00	\$ 30,162.00	\$ 22,679,332.00	1.10%
<b>TOTAL</b>	<b>\$ 45,385,524.00</b>	<b>\$ 116,058.00</b>	<b>\$ -</b>	<b>\$ 929,807.00</b>	<b>\$ 80,774.00</b>	<b>\$ 46,512,163.00</b>	<b>2.22%</b>

Crafton Hills College  
**CHANGE SUMMARY by PROJECT**  
**INFRASTRUCTURE #1**

Revised 4/28/2010

(Including any contract amendments and change orders on the 5/13/2010 agenda)

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
INFRA1-01: Champion Electric	\$ 421,000.00			\$ (4,277.00)		\$ 416,723.00	-1.02%
<b>TOTAL</b>	<b>\$ 421,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (4,277.00)</b>	<b>\$ -</b>	<b>\$ 416,723.00</b>	<b>-1.02%</b>

**NO NEW CHANGE ORDERS**



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

Revised 4/28/2010

(Including any contract amendments and change orders on the 5/13/2010 agenda)

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
INFRA234-01: LD Anderson	\$ 1,145,147.00	\$ 43,847.00	\$ -	\$ 85,753.00	\$ -	\$ 1,274,747.00	7.21%
INFRA234-02: Coutts Heating & Cooling	\$ 5,677,000.00	\$ (141,161.00)	\$ -	\$ (11,230.00)	\$ -	\$ 5,524,609.00	-0.20%
INFRA234-03: Fischer, Inc.	\$ 1,491,000.00	\$ -	\$ -	\$ 90,566.00	\$ -	\$ 1,581,566.00	6.07%
INFRA234-04: RIS Electric	\$ 1,973,000.00	\$ 53,731.00	\$ -	\$ 192,649.00	\$ 9,844.00	\$ 2,229,224.00	9.99%
INFRA234-05: Tidwell Concrete	\$ 2,289,804.00	\$ -	\$ -	\$ 12,008.00	\$ -	\$ 2,301,812.00	0.52%
INFRA234-06: Sierra Landscape	\$ 1,623,600.00	\$ -	\$ -	\$ 9,592.00	\$ -	\$ 1,633,192.00	0.59%
INFRA234-07: Inland Building Companies	\$ 526,900.00	\$ -	\$ -	\$ 26,871.00	\$ -	\$ 553,771.00	5.10%
<b>TOTAL</b>	<b>\$ 14,726,451.00</b>	<b>\$ (43,583.00)</b>	<b>\$ -</b>	<b>\$ 406,209.00</b>	<b>\$ 9,844.00</b>	<b>\$ 15,098,921.00</b>	<b>2.83%</b>

Crafton Hills College  
**CHANGE SUMMARY by PROJECT**  
**INFRASTRUCTURE #2**

Revised 4/28/2010

(Including any contract amendments and change orders on the 5/13/2010 agenda)

Contractors	Original 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.	\$ 501,000.00			\$ 2,412.00		\$ 503,412.00	
INFRA2-04: RIS Electric	\$ 438,000.00			\$ 47,127.00		\$ 485,127.00	
INFRA2-05: Tidwell Concrete	\$ 444,537.00					\$ 444,537.00	
INFRA2-06: Sierra Landscape	\$ 202,000.00					\$ 202,000.00	
INFRA2-07: Inland Building Companies	\$ 107,600.00					\$ 107,600.00	
<b>TOTAL</b>	<b>\$ 3,966,047.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 49,539.00</b>	<b>\$ -</b>	<b>\$ 4,015,586.00</b>	

**NO NEW CHANGE ORDERS**

KITCHELL/BRJ

Crafton Hills College  
**CHANGE SUMMARY by PROJECT**  
**INFRASTRUCTURE #3**

Revised 4/28/2010

(Including any contract amendments and change orders on the 5/13/2010 agenda)

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
INFRA3-01: LD Anderson	\$ 370,730.00	\$ 43,847.00		\$ 85,753.00		\$ 500,330.00	
INFRA3-02: Coutts Heating & Cooling	\$ 3,576,510.00	\$ (141,161.00)		\$ (11,230.00)		\$ 3,424,119.00	
INFRA3-03: Fischer, Inc.	\$ 935,000.00			\$ 88,154.00		\$ 1,023,154.00	
INFRA3-04: RIS Electric	\$ 1,222,000.00	\$ 53,731.00		\$ 145,522.00	\$ 9,844.00	\$ 1,431,097.00	
INFRA3-05: Tidwell Concrete	\$ 252,979.00					\$ 252,979.00	
INFRA3-06: Sierra Landscape	\$ 1,131,000.00					\$ 1,131,000.00	
INFRA3-07: Inland Building Companies	\$ 45,200.00					\$ 45,200.00	
<b>TOTAL</b>	<b>\$ 7,533,419.00</b>	<b>\$ (43,583.00)</b>	<b>\$ -</b>	<b>\$ 308,199.00</b>	<b>\$ 9,844.00</b>	<b>\$ 7,807,879.00</b>	

Crafton Hills College  
**CHANGE SUMMARY by PROJECT**  
**INFRASTRUCTURE #4**

Revised 4/28/2010

(Including any contract amendments and change orders on the 5/13/2010 agenda)

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
INFRA4-01: LD Anderson	\$ 558,150.00					\$ 558,150.00	
INFRA4-03: Fischer, Inc.	\$ 55,000.00					\$ 55,000.00	
INFRA4-04: RIS Electric	\$ 313,000.00					\$ 313,000.00	
INFRA4-05: Tidwell Concrete	\$ 1,592,289.00			\$ 12,008.00		\$ 1,604,297.00	
INFRA4-06: Sierra Landscape	\$ 290,600.00			\$ 9,592.00		\$ 300,192.00	
INFRA4-07: Inland Building Companies	\$ 374,100.00			\$ 26,871.00		\$ 400,971.00	
<b>TOTAL</b>	<b>\$ 3,183,139.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 48,471.00</b>	<b>\$ -</b>	<b>\$ 3,231,610.00</b>	

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

Revised 4/28/2010

(including any contract amendments and change orders on the 5/13/2010 agenda)

Contractors	Original 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.	\$ 803,860.00			\$ 58,172.00		\$ 862,032.00	7.24%
CCRF-05: Anderson Charnesky	\$ 575,099.00			\$ 20,268.00		\$ 595,367.00	3.52%
CCRF-06: Bell Roof Company, Inc.	\$ 152,400.00			\$ 9,648.00		\$ 162,048.00	6.33%
CCRF-07: E J Enterprises	\$ 118,055.00			\$ 2,349.00		\$ 120,404.00	1.99%
CCRF-08: West Coast Painting & Drywall	\$ 32,331.00					\$ 32,331.00	0.00%
CCRF-09: J. Kel Painting & Wallcovering, Inc.	\$ 63,020.00					\$ 63,020.00	0.00%
CCRF-10: Lawrence W. Rosine Co.	\$ 19,990.00					\$ 19,990.00	0.00%
CCRF-11: Inland Building Const. Comp., Inc.	\$ 22,780.00					\$ 22,780.00	0.00%
CCRF-12: Inland Building Const. Comp., Inc.	\$ 248,000.00					\$ 248,000.00	0.00%
CCRF-13: J.M. Farnan Co., Inc.	\$ 860,000.00	\$ 18,480.00		\$ 63,367.00		\$ 941,847.00	7.21%
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				\$ 40,768.00	\$ 645,748.00	6.74%
CCRF-17: Condor, Inc.	\$ 1,148,300.00			\$ 87,476.00		\$ 1,235,776.00	7.62%
CCRF-18: RVH Constructors, Inc.	\$ 482,235.00			\$ 27,422.00		\$ 509,657.00	5.69%
INFRA5-19: RIS Electric	\$ 151,300.00			\$ 5,029.00		\$ 156,329.00	3.32%
<b>TOTAL</b>	<b>\$ 7,946,665.00</b>	<b>\$ 18,480.00</b>	<b>\$ -</b>	<b>\$ 311,274.00</b>	<b>\$ 40,768.00</b>	<b>\$ 8,317,187.00</b>	<b>4.42%</b>

Crafton Hills College  
**CHANGE SUMMARY by PROJECT**  
**INFRASTRUCTURE #5/CRF SITE PREPARATION**  
 (Including any contract amendments and change orders on the 5/13/2010 agenda)

Revised 4/28/2010

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
INFRA5-19: RIS Electric	\$ 151,300.00			\$ 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.	\$ 425,000.00	\$ 18,480.00				\$ 443,480.00	
INFRA5-16: America West Landscape, Inc.	\$ 37,581.00					\$ 37,581.00	
<b>TOTAL</b>	<b>\$ 1,380,513.00</b>	<b>\$ 18,480.00</b>	<b>\$ -</b>	<b>\$ 5,029.00</b>	<b>\$ -</b>	<b>\$ 1,404,022.00</b>	



Crafton Hills College  
CHANGE SUMMARY by PROJECT  
COMMUNITY RECREATION FACILITY

Revised 4/28/2010

(Including any contract amendments and change orders on the 5/13/2010 agenda)

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
CCRF-02: Crew, Inc.	\$ 351,750.00			\$ 37,543.00		\$ 389,293.00	
CCRF-03: Calcoast Concrete Const., Inc.	\$ 684,433.00					\$ 684,433.00	
CCRF-04: Nuway, Inc.	\$ 803,860.00			\$ 58,172.00		\$ 862,032.00	
CCRF-05: Anderson Charnesky	\$ 575,099.00			\$ 20,268.00		\$ 595,367.00	
CCRF-06: Bell Roof Company, Inc.	\$ 152,400.00			\$ 9,648.00		\$ 162,048.00	
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.	\$ 435,000.00			\$ 63,367.00		\$ 498,367.00	
CCRF-14: Arrowhead Mechanical., Inc.	\$ 112,500.00					\$ 112,500.00	
CCRF-15: Champion Electric, Inc.	\$ 749,000.00			\$ 21,950.00		\$ 770,950.00	
CCRF-16: America West Landscape, Inc.	\$ 567,399.00				\$ 40,768.00	\$ 608,167.00	
CCRF-17: Condor, Inc.	\$ 1,148,300.00			\$ 87,476.00		\$ 1,235,776.00	
CCRF-18: RVH Constructors, Inc.	\$ 482,235.00			\$ 27,422.00		\$ 509,657.00	
<b>TOTAL</b>	<b>\$ 6,566,152.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 328,195.00</b>	<b>\$ 40,768.00</b>	<b>\$ 6,935,115.00</b>	

Crafton Hills College  
CHANGE SUMMARY by PROJECT  
LEARNING RESOURCE CENTER

Revised 4/28/2010

(Including any contract amendments and change orders on the 5/13/2010 agenda)

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
CLRC-02: Precision Concrete	\$ 3,274,700.00			\$ 41,628.00		\$ 3,316,328.00	1.27%
CLRC-03: Mid State Precast	\$ 1,371,000.00			\$ 15,569.00		\$ 1,386,569.00	1.14%
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	\$ 515,515.00			\$ 32,685.00		\$ 548,200.00	6.34%
CLRC-18: Coutts Heating & Cooling	\$ 2,037,000.00	\$ 141,161.00		\$ 29,075.00	\$ 30,162.00	\$ 2,237,398.00	2.72%
CLRC-19: Shanks Electric Corporation	\$ 2,850,000.00			\$ 39,005.00		\$ 2,889,005.00	1.37%
CLRC-20: Marina Landscaping	\$ 247,300.00					\$ 247,300.00	0.00%
CLRC-21: Inland Building Companies	\$ 648,000.00					\$ 648,000.00	0.00%
<b>TOTAL</b>	<b>\$ 22,291,408.00</b>	<b>\$ 141,161.00</b>	<b>\$ -</b>	<b>\$ 216,601.00</b>	<b>\$ 30,162.00</b>	<b>\$ 22,679,332.00</b>	<b>1.10%</b>

KITCHELL/BRJ

San Bernardino Valley College  
**CHANGE SUMMARY by PROJECT**  
(Including any contract amendments and change orders on the 5/13/2010 agenda)

MAY 13, 2010

PROJECTS	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
North Hall Replacement	\$ 16,792,609.00	\$ 56,575.00	\$ -	\$ 175,159.00	\$ 9,909.00	\$ 17,034,252.00	1.10%
Maintenance and Operations	\$ 4,041,000.00	\$ 471,180.00	\$ -	\$ 75,319.00	\$ -	\$ 4,587,499.00	1.67%
Media / Communications	\$ 9,073,782.00	\$ 64,966.00	\$ 9,073.00	\$ 287,048.80	\$ 63,798.00	\$ 9,498,667.80	3.84%
Chemistry / Science	\$ 23,472,824.00	\$ 247,572.00	\$ 12,700.00	\$ 479,932.12	\$ 74,182.00	\$ 24,287,210.12	2.33%
Student Health Services	\$ 1,047,967.00	\$ -	\$ -	\$ 25,987.00	\$ -	\$ 1,073,954.00	2.48%
<b>TOTAL</b>	<b>\$ 54,428,182.00</b>	<b>\$ 840,293.00</b>	<b>\$ 21,773.00</b>	<b>\$ 1,043,445.92</b>	<b>\$ 147,889.00</b>	<b>\$ 56,481,582.92</b>	<b>2.15%</b>

KITCHELL / BRJ

San Bernardino Valley College  
CHANGE SUMMARY by PROJECT  
NORTH HALL REPLACEMENT

Revised 4/28/2010

(Including any contract amendments and change orders on the 5/13/2010 agenda)

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
#2 - Mountain Movers Engr. Const.	\$ 173,900.00			\$ (3,346.00)		\$ 170,554.00	-1.92%
#3 - Devries Construction	\$ 2,434,395.00	\$ 39,539.00		\$ 44,593.00		\$ 2,518,527.00	1.80%
#4 - Blazing Industrial Steel	\$ 4,105,282.00			\$ 7,971.00		\$ 4,113,253.00	0.19%
#5 - Stolo Cabinets	\$ 99,000.00					\$ 99,000.00	0.00%
#6 - Best Contracting Services	\$ 372,835.00			\$ (2,158.00)		\$ 370,677.00	-0.58%
#7 - Bell Roof Company	\$ 198,000.00					\$ 198,000.00	0.00%
#8 - Montgomery Hardware	\$ 411,740.00			\$ 760.00		\$ 412,500.00	0.18%
#9 - Queen City Glass Co.	\$ 454,994.00			\$ 2,452.00	\$ 4,013.00	\$ 461,459.00	1.42%
#10 - Caston Plastering & Drywall	\$ 1,945,585.00			\$ (1,444.00)	\$ 852.00	\$ 1,944,993.00	-0.03%
#11 - New Image Commercial Flooring	\$ 80,000.00					\$ 80,000.00	0.00%
#12 - Southcoast Acoustical Interiors	\$ 287,100.00					\$ 287,100.00	0.00%
#13 - J. Kel Painting & Wallcovering	\$ 142,755.00					\$ 142,755.00	0.00%
#14 - Inland Building Companies	\$ 1,264,000.00			\$ (5,083.00)		\$ 1,258,917.00	-0.40%
#15 - Inland Building Companies	\$ 293,300.00					\$ 293,300.00	0.00%
#16 - Daart Engineering Co.	\$ 208,535.00			\$ 721.00		\$ 209,256.00	0.35%
#17 - Pro Tec Mechanical	\$ 763,288.00			\$ (2,211.00)	\$ 949.00	\$ 762,026.00	-0.17%
#18 - Arrowhead Mechanical	\$ 1,247,000.00			\$ 111,367.00		\$ 1,358,367.00	8.93%
#19 - BEC Inc.	\$ 2,125,000.00			\$ 21,537.00	\$ 4,095.00	\$ 2,150,632.00	1.21%
#20 - Sierra Landscape	\$ 185,900.00	\$ 17,036.00				\$ 202,936.00	0.00%
<b>TOTAL</b>	<b>\$ 16,792,609.00</b>	<b>\$ 56,575.00</b>	<b>\$ -</b>	<b>\$ 175,159.00</b>	<b>\$ 9,909.00</b>	<b>\$ 17,034,252.00</b>	<b>1.10%</b>

San Bernardino Valley College  
**CHANGE SUMMARY by PROJECT**  
**MAINTENANCE and OPERATIONS**  
(Including any contract amendments and change orders on the 5/13/2010 agenda)

Revised 4/28/2010

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
<b>Maintenance &amp; Operations Building:</b>							
#1 - Oakview Construction - Site	\$ 924,000.00	\$ 254,272.00		\$ 14,809.00		\$ 1,193,081.00	1.26%
#2 - Oakview Construction - Building	\$ 1,832,000.00	\$ 198,575.00		\$ 18,056.00		\$ 2,048,631.00	0.89%
<b>Custodial Building:</b>							
#1 - Lee & Stires	\$ 370,000.00	\$ 18,333.00		\$ 49,855.00		\$ 438,188.00	12.84%
#2 - Klassic Engineering & Const., Inc.	\$ 915,000.00			\$ (7,401.00)		\$ 907,599.00	-0.81%
<b>TOTAL</b>	<b>\$ 4,041,000.00</b>	<b>\$ 471,180.00</b>	<b>\$ -</b>	<b>\$ 75,319.00</b>	<b>\$ -</b>	<b>\$ 4,587,499.00</b>	<b>1.67%</b>

**NO NEW CHANGE ORDERS**

San Bernardino Valley College  
CHANGE SUMMARY by PROJECT  
MEDIA / COMMUNICATIONS

Revised 4/28/2010

(Including any contract amendments and change orders on the 5/13/2010 agenda)

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
#2 - Mountain Movers Engr. Const.	\$ 374,899.00	\$ 30,429.00		\$ (8,142.00)	\$ 1,637.00	\$ 398,823.00	-1.60%
#3 - RC Construction Services	\$ 1,129,000.00	\$ 8,373.00		\$ (5,553.00)		\$ 1,131,820.00	-0.49%
#4 - KCB Towers	\$ 1,363,340.00	\$ 7,039.00		\$ 7,811.00		\$ 1,378,190.00	0.57%
#5 - K&Z Cabinets	\$ 24,520.00			\$ 575.00		\$ 25,095.00	2.35%
#6 - RB Sheet Metal	\$ 280,000.00			\$ 4,651.50		\$ 284,651.50	1.66%
#7 - Bell Roof Co.	\$ 283,673.00			\$ (18,712.00)		\$ 264,961.00	-6.60%
#8 - Montgomery Hardware	\$ 217,700.00			\$ 16,234.00	\$ 2,407.00	\$ 236,341.00	8.56%
#9 - Roy E. Whitehead	\$ 329,675.00			\$ 25,876.30		\$ 355,551.30	7.85%
#10 - Sierra Lathing Co.	\$ 820,000.00			\$ 43,888.00	\$ 24,867.00	\$ 888,755.00	8.38%
#11 - Pro Spectra	\$ 119,850.00				\$ 1,098.00	\$ 120,948.00	0.92%
#12 - Southcoast Acoustical Interiors	\$ 45,500.00					\$ 45,500.00	0.00%
#13 - Alonso Painting	\$ 59,000.00			\$ 493.00		\$ 59,493.00	0.84%
#14 - RVH Constructors	\$ 212,700.00			\$ 3,070.00	\$ 5,435.00	\$ 221,205.00	4.00%
#16 - J.G. Tate Fire Protection	\$ 151,111.00			\$ 500.00	\$ 857.00	\$ 152,468.00	0.90%
#17 - Pro-Tech Mechanical	\$ 422,925.00	\$ 19,125.00		\$ 13,139.00		\$ 455,189.00	2.97%
#18 - West Tech Mechanical	\$ 1,000,000.00			\$ 78,264.00	\$ 2,960.00	\$ 1,081,224.00	8.12%
#19 - Daniels Electrical Construction	\$ 1,283,000.00		\$ 9,073.00	\$ 100,827.00	\$ 24,537.00	\$ 1,417,437.00	9.70%
#20 - America West Landscape	\$ 182,505.00			\$ 2,917.00		\$ 185,422.00	1.60%
CT - WTS / Vislink	\$ 774,384.00			\$ 21,210.00		\$ 795,594.00	2.74%
<b>TOTAL</b>	<b>\$ 9,073,782.00</b>	<b>\$ 64,966.00</b>	<b>\$ 9,073.00</b>	<b>\$ 287,048.80</b>	<b>\$ 63,798.00</b>	<b>\$ 9,498,667.80</b>	<b>3.84%</b>



San Bernardino Valley College  
CHANGE SUMMARY by PROJECT  
CHEMISTRY / SCIENCE

Revised 4/28/2010

(Including any contract amendments and change orders on the 5/13/2010 agenda)

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
#1A - Environmental Const. Group	\$ 96,900.00	\$ 28,740.00				\$ 125,640.00	0.00%
#1B - Ampco Contracting	\$ 410,000.00	\$ 18,890.00		\$ 9,005.00		\$ 437,895.00	2.10%
#2 - Crew Inc.	\$ 1,745,000.00					\$ 1,745,000.00	0.00%
#3 - RC Construction	\$ 2,409,000.00					\$ 2,409,000.00	0.00%
#4 - ACCC, Inc.	\$ 3,398,000.00					\$ 3,398,000.00	0.00%
#5 - Advanced Lab Concepts	\$ 1,130,171.00					\$ 1,130,171.00	0.00%
#6 - Crowner Sheet Metal	\$ 386,300.00					\$ 386,300.00	0.00%
#7 - Stone Roofing Co.	\$ 251,600.00					\$ 251,600.00	0.00%
#8 - Montgomery Hardware	\$ 293,970.00			\$ 2,331.00		\$ 296,301.00	0.79%
#9 - Perfection Glass	\$ 443,600.00			\$ 512.00		\$ 444,112.00	0.12%
#10 - Caston Plastering & Drywall	\$ 1,985,585.00	\$ 1,705.00		\$ (3,449.00)	\$ 1,034.00	\$ 1,984,875.00	-0.12%
#11 - Empire Floor Covering	\$ 305,750.00					\$ 305,750.00	0.00%
#12 - Southcoast Acoustical Interiors	\$ 336,870.00					\$ 336,870.00	0.00%
#13 - Prime Painting Contractors	\$ 143,750.00					\$ 143,750.00	0.00%
#14 - Inland Building Construction	\$ 683,000.00			\$ (7,403.00)	\$ 3,138.00	\$ 678,735.00	-0.62%
#15 - RVH Constructors	\$ 311,000.00				\$ 77,500.00	\$ 388,500.00	24.92%
#16 - Fisher, Inc.	\$ 199,000.00					\$ 199,000.00	0.00%
#17 - Fisher, Inc.	\$ 1,546,235.00		\$ 12,700.00	\$ 16,535.00		\$ 1,575,470.00	1.06%
#18 - Coutts Heating & Cooling	\$ 3,347,000.00	\$ 11,979.00		\$ 80,501.00		\$ 3,439,480.00	2.40%
#19 - RDM Electrical	\$ 2,311,800.00	\$ 48,012.00		\$ 105,664.00	\$ (7,490.00)	\$ 2,457,986.00	4.16%
#20 - Marina Landscaping	\$ 299,000.00					\$ 299,000.00	0.00%
Mobile Modular-Lease	\$ 447,319.00			\$ (4,230.31)		\$ 443,088.69	-0.95%
Silvercreek Industries-Purchase	\$ 163,974.00			\$ 35,150.43		\$ 199,124.43	21.44%
Fast-Track Construction	\$ 828,000.00	\$ 138,246.00		\$ 245,316.00		\$ 1,211,562.00	25.39%
<b>TOTAL</b>	<b>\$ 23,472,824.00</b>	<b>\$ 247,572.00</b>	<b>\$ 12,700.00</b>	<b>\$ 479,932.12</b>	<b>\$ 74,182.00</b>	<b>\$ 24,287,210.12</b>	<b>2.33%</b>

KITCHELL/BRJ

San Bernardino Valley College  
**CHANGE SUMMARY by PROJECT**  
**STUDENT HEALTH SERVICES**

Revised 4/28/2010

(Including any contract amendments and change orders on the 5/13/2010 agenda)

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
PCN3	\$ 338,000.00			\$ 19,282.00		\$ 357,282.00	5.70%
Modular Structures Int'l, Inc.	\$ 709,967.00			\$ 6,705.00		\$ 716,672.00	0.94%
<b>TOTAL</b>	<b>\$ 1,047,967.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 25,987.00</b>	<b>\$ -</b>	<b>\$ 1,073,954.00</b>	<b>2.48%</b>

**NO NEW CHANGE ORDERS**

## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Acting Chancellor  
REVIEWED BY: Bruce Baron, Vice Chancellor of Fiscal Services  
PREPARED BY: Crispina Ongoco, Director of Fiscal Services  
DATE: May 13, 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 March 18, 2010 through April 20, 2010. It reflects summary information for all District funds, grouped by expense category within each fund.

To date, we have spent and encumbered about 65.6% of our budgeted general funds. Last year, about this time, we had spent and encumbered about 66.10% of our funds which reflects a slightly lower 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

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Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED		%	PENDE/ENCUMBERED	UNENCUMBERED	
		CURRENT	YEAR TO DATE			BALANCE	%
8100.00 FEDERAL HEA REVENUES	10,958,035.08	696,270.95	2,390,063.60	21.8	0.00	8,567,971.48	78.1
8600.00 STATE REVENUES	65,188,956.42	2,495,478.36	42,433,636.88	65.0	0.00	22,755,319.54	34.9
8800.00 LOCAL REVENUES	21,580,916.62	396,797.31	13,962,197.96	64.6	0.00	7,618,718.66	35.3
8900.00 OTHER FINANCING SOURCES	688,542.74	0.00	35,224.10	5.1	0.00	653,318.64	94.8
TOTAL: 8000	98,416,450.86	3,588,546.62	58,821,122.54	59.7	0.00	39,595,328.32	40.2
1100.00 CONTRACT CLASSROOM INST.	15,654,350.72	1,557,207.59	12,496,071.32	79.8	0.00	3,158,279.40	20.1
1200.00 CONTRACT CERT. ADMINISTRATORS	8,856,921.49	744,129.29	6,622,373.33	74.7	0.00	2,234,548.16	25.2
1300.00 INSTRUCTORS DAY/HOURLY	8,350,844.11	703,560.79	6,168,130.13	73.8	1,110,975.83	1,071,738.15	12.8
1400.00 NON-INSTRUCTION HOURLY CERT.	787,309.67	56,569.27	520,163.22	66.0	0.00	267,146.45	33.9
TOTAL: 1000	33,649,425.99	3,061,466.94	25,806,738.00	76.6	1,110,975.83	6,731,712.16	20.0
2100.00 CONTRACT CLASSIFIED NON-INSTR.	17,651,125.17	1,416,093.07	12,557,442.59	71.1	0.00	5,093,682.58	28.8
2200.00 INSTRUCTIONAL AIDS	1,456,561.38	120,626.87	1,073,037.61	73.6	0.00	383,523.77	26.3
2300.00 NON-INSTRUCTION HOURLY CLASS.	2,483,593.54	148,544.46	1,317,169.50	53.0	0.00	1,166,424.04	46.9
2400.00 INST AIDES-HOURLY- DIR.INSTRUC	1,027,478.83	84,606.66	604,811.73	58.8	0.00	422,667.10	41.1
TOTAL: 2000	22,618,758.92	1,769,871.06	15,552,461.43	68.7	0.00	7,066,297.49	31.2
3100.00 CERTIFICATED RETIREMENT	2,735,523.58	222,947.94	1,880,636.16	68.7	0.00	854,887.42	31.2
3200.00 CLASSIFIED RETIREMENT	2,219,027.50	162,663.15	1,439,178.03	64.8	0.00	779,849.47	35.1
3300.00 OASDHI/FICA	2,070,315.34	174,513.02	1,518,725.00	73.3	0.00	551,590.34	26.6
3400.00 HEALTH AND WELFARE BENEFITS	6,332,060.80	510,589.18	4,578,133.38	72.3	0.00	1,753,927.42	27.6
3500.00 STATE UNEMPLOYMENT INSURANCE	200,439.27	14,165.97	162,089.75	80.8	0.00	38,349.52	19.1
3600.00 WORKERS COMPENSATION INSURANCE	803,240.00	67,000.00	598,716.19	74.5	0.00	204,523.81	25.4
3900.00 OTHER BENEFITS	59,424.76	4,042.82	92,510.04	100.0	0.00	33,085.28-	.0
TOTAL: 3000	14,420,031.25	1,155,922.08	10,269,988.55	71.2	0.00	4,150,042.70	28.7
4100.00 TEXTBOOKS	44,245.80	3,934.90	10,093.30	22.8	685.05	33,467.45	75.6
4200.00 BOOK,MAGAZINE&PERIOD-DIST.USE	105,643.06	879.91	62,498.38	59.1	5,142.31	38,002.37	35.9
4300.00 INSTRUCTIONAL SUPPLIES	487,052.38	39,350.12	263,458.52	54.0	74,165.41	149,428.45	30.6
4400.00 MEDIA AND SOFTWARE-DISTRCT USE	153,616.52	24,994.90	54,380.02	35.3	24,306.54	74,929.96	48.7
4500.00 NONINSTRUCTIONAL SUPPLIES	1,323,355.55	83,973.39	597,989.76	45.1	338,084.20	387,281.59	29.2
4700.00 FOOD SUPPLIES	35,851.03	8,178.88	18,647.13	52.0	7,396.79	9,807.11	27.3
TOTAL: 4000	2,149,764.34	161,312.10	1,007,067.11	46.8	449,780.30	692,916.93	32.2
5100.00 PERSON&CONSULTANT SVC-DIST USE	8,011,920.06	181,948.44	1,759,200.75	21.9	1,859,481.16	4,393,238.15	54.8
5200.00 TRAVEL & CONFERENCE EXPENSES	764,979.59	43,232.10	201,794.24	26.3	94,702.42	468,482.93	61.2
5300.00 POST/DUES/MEMBERSHIPS-DIST.USE	399,815.70	12,811.49	200,818.11	50.2	79,080.05	119,917.54	29.9
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	2,958,783.08	211,634.23	1,984,544.28	67.0	673,422.80	300,816.00	10.1
5600.00 RENTS,LEASES&REPAIRS-DIST.USE	1,971,502.57	207,262.50	1,258,724.95	63.8	387,224.62	325,553.00	16.5
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	1,047,800.00	59,236.24	571,871.75	54.5	178,575.28	297,352.97	28.3
5800.00 OTHER OPERATING EXP-DIST. USE	5,276,078.83	102,280.40	1,036,851.12	19.6	510,179.53	3,729,048.18	70.6
5900.00 INTERPROGRAM CHARGES-DIST.USE	200.00	0.00	0.00	.0	0.00	200.00	100.0
TOTAL: 5000	20,523,697.58	818,405.40	7,093,415.20	34.5	3,782,665.86	9,647,616.52	47.0

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Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/ CURRENT	RECEIVED YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL: 1000-5999	93,361,678.08	6,966,977.58	59,729,670.29	63.9	5,343,421.99	28,288,585.80	30.2
6100.00 SITES & IMPROVEMENTS-DIST. USE	180,163.04	12,378.63	19,043.63	10.5	0.00	161,119.41	89.4
6200.00 BUILDINGS&IMPROVEMENT-DIST.USE	569,613.86	4,696.31	9,660.11	1.6	110,765.57	449,188.18	78.8
6300.00 LIBRARY BOOKS - EXPANSION	80,075.43	13,467.15	56,633.41	70.7	17,415.87	6,026.15	7.5
6400.00 ADDITIONAL/IMPROVED EQUIPMENT	2,387,574.41	127,525.22	1,148,669.91	48.1	375,183.02	863,721.48	36.1
TOTAL: 6000	3,217,426.74	158,067.31	1,234,007.06	38.3	503,364.46	1,480,055.22	46.0
TOTAL: 1000-6999	96,579,104.82	7,125,044.89	60,963,677.35	63.1	5,846,786.45	29,768,641.02	30.8
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	133,889.00	3,551,090.00	75.6	0.00	1,146,067.00	24.3
7500.00 OTHER OUTGO-STUDENT FIN AID	79,342.00	39,030.00	60,167.00	75.8	1,250.00	17,925.00	22.5
7600.00 OTHER STUDENT AID	896,235.38	133,523.00	529,455.20	59.0	223,772.92	143,007.26	15.9
7900.00 RESERVE FOR CONTINGENCIES	5,429,983.00	0.00	0.00	.0	0.00	5,429,983.00	100.0
TOTAL: 7000	11,971,167.38	306,442.00	4,140,712.20	34.5	225,022.92	7,605,432.26	63.5
TOTAL: 1000-7999	108,550,272.20	7,431,486.89	65,104,389.55	59.9	6,071,809.37	37,374,073.28	34.4



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SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/ CURRENT	RECEIVED YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	98,416,450.86	3,588,546.62	58,821,122.54	59.7	0.00	39,595,328.32	40.2
TOTAL: 1000-5999		93,361,678.08	6,966,977.58	59,729,670.29	63.9	5,343,421.99	28,288,585.80	30.2
TOTAL: 1000-6999		96,579,104.82	7,125,044.89	60,963,677.35	63.1	5,846,786.45	29,768,641.02	30.8
TOTAL: 1000-7999		108,550,272.20	7,431,486.89	65,104,389.55	59.9	6,071,809.37	37,374,073.28	34.4
TOTAL EXPENSES	(1000 - 7999)	108,550,272.20	7,431,486.89	65,104,389.55	59.9	6,071,809.37	37,374,073.28	34.4



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Fund: 39 BLUE SHIELD MEMBERS CONT

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	800.00	0.00	210.99	26.3	0.00	589.01	73.6
TOTAL: 8000	800.00	0.00	210.99	26.3	0.00	589.01	73.6
3900.00 OTHER BENEFITS	29,069.60	0.00	0.00	.0	0.00	29,069.60	100.0
TOTAL: 3000	29,069.60	0.00	0.00	.0	0.00	29,069.60	100.0
TOTAL: 1000-5999	29,069.60	0.00	0.00	.0	0.00	29,069.60	100.0
7900.00 RESERVE FOR CONTINGENCIES	5,000.00	0.00	0.00	.0	0.00	5,000.00	100.0
TOTAL: 7000	5,000.00	0.00	0.00	.0	0.00	5,000.00	100.0
TOTAL: 1000-7999	34,069.60	0.00	0.00	.0	0.00	34,069.60	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	210.99	26.3	0.00	589.01	73.6
TOTAL: 1000-5999	29,069.60	0.00	0.00	.0	0.00	29,069.60	100.0
TOTAL: 1000-6999	29,069.60	0.00	0.00	.0	0.00	29,069.60	100.0
TOTAL: 1000-7999	34,069.60	0.00	0.00	.0	0.00	34,069.60	100.0
TOTAL EXPENSES (1000 - 7999)	34,069.60	0.00	0.00	.0	0.00	34,069.60	100.0

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Fund: 41 CAPITAL OUTLAY PROJECTS FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/ CURRENT	RECEIVED YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8600.00 STATE REVENUES	55,816,190.17	10,002,364.01	20,336,446.45	36.4	0.00	35,479,743.72	63.5
8800.00 LOCAL REVENUES	1,117,408.62	30,208.89	1,252,006.83	100.0	0.00	134,598.21-	.0
8900.00 OTHER FINANCING SOURCES	194,399.00	0.00	0.00	.0	0.00	194,399.00	100.0
TOTAL: 8000	57,127,997.79	10,032,572.90	21,588,453.28	37.7	0.00	35,539,544.51	62.2
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	21,812.00	0.00	1,470.00	6.7	375.70	19,966.30	91.5
5800.00 OTHER OPERATING EXP-DIST. USE	37,387.40	0.00	0.00	.0	0.00	37,387.40	100.0
TOTAL: 5000	62,689.40	0.00	1,470.00	2.3	375.70	60,843.70	97.0
TOTAL: 1000-5999	62,689.40	0.00	1,470.00	2.3	375.70	60,843.70	97.0
6100.00 SITES & IMPROVEMENTS-DIST. USE	4,931,800.14	195,916.05	552,612.18	11.2	11,448.09	4,367,739.87	88.5
6200.00 BUILDINGS&IMPROVEMENT-DIST.USE	58,797,102.25	2,328,027.80	26,885,301.54	45.7	27,387,243.26	4,524,557.45	7.6
6400.00 ADDITIONAL/IMPROVED EQUIPMENT	1,421,168.90	0.00	4,520.47	.3	988,039.48	428,608.95	30.1
TOTAL: 6000	65,150,071.29	2,523,943.85	27,442,434.19	42.1	28,386,730.83	9,320,906.27	14.3
TOTAL: 1000-6999	65,212,760.69	2,523,943.85	27,443,904.19	42.0	28,387,106.53	9,381,749.97	14.3
7300.00 INTERFUND TRANSFERS	27,342.00	0.00	27,342.00	100.0	0.00	0.00	.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	27,342.00	33.1	0.00	55,046.00	66.8
TOTAL: 1000-7999	65,295,148.69	2,523,943.85	27,471,246.19	42.0	28,387,106.53	9,436,795.97	14.4

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Fund: 41 CAPITAL OUTLAY PROJECTS FUND SUMMARY

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME (8000 - 8999)	57,127,997.79	10,032,572.90	21,588,453.28	37.7	0.00	35,539,544.51	62.2
TOTAL: 1000-5999	62,689.40	0.00	1,470.00	2.3	375.70	60,843.70	97.0
TOTAL: 1000-6999	65,212,760.69	2,523,943.85	27,443,904.19	42.0	28,387,106.53	9,381,749.97	14.3
TOTAL: 1000-7999	65,295,148.69	2,523,943.85	27,471,246.19	42.0	28,387,106.53	9,436,795.97	14.4
TOTAL EXPENSES (1000 - 7999)	65,295,148.69	2,523,943.85	27,471,246.19	42.0	28,387,106.53	9,436,795.97	14.4

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SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/ CURRENT	RECEIVED YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	4,700,000.00	0.00	4,024,567.10	85.6	0.00	675,432.90	14.3
TOTAL: 8000	4,700,000.00	0.00	4,024,567.10	85.6	0.00	675,432.90	14.3
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	406.00	438.79	21.9	311.21	1,250.00	62.5
TOTAL: 4000	2,000.00	406.00	438.79	21.9	311.21	1,250.00	62.5
5100.00 PERSON&CONSULTANT SVC-DIST USE	434,547.32	0.00	9,900.00	2.2	291,604.44	133,042.88	30.6
5400.00 INSURANCES - DISTRICT USE	78,439.51	9,716.00	49,387.00	62.9	0.00	29,052.51	37.0
5600.00 RENTS,LEASES&REPAIRS-DIST.USE	195,000.00	16,010.01	165,954.73	85.1	12,445.07	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	789,986.83	25,726.01	225,241.73	28.5	304,049.51	260,695.59	32.9
TOTAL: 1000-5999	792,526.83	26,132.01	225,838.30	28.4	304,360.72	262,327.81	33.1
6100.00 SITES & IMPROVEMENTS-DIST. USE	15,379,223.73	215,312.82	5,040,511.11	32.7	3,325,854.41	7,012,858.21	45.5
6200.00 BUILDINGS&IMPROVEMENT-DIST.USE	72,859,817.76	2,726,722.74	14,121,844.32	19.3	18,565,695.08	40,172,278.36	55.1
6400.00 ADDITIONAL/IMPROVED EQUIPMENT	9,335,876.10	820,106.29	1,493,098.56	15.9	3,227,066.62	4,615,710.92	49.4
TOTAL: 6000	97,574,917.59	3,762,141.85	20,655,453.99	21.1	25,118,616.11	51,800,847.49	53.0
TOTAL: 1000-6999	98,367,444.42	3,788,273.86	20,881,292.29	21.2	25,422,976.83	52,063,175.30	52.9
7900.00 RESERVE FOR CONTINGENCIES	21,090,000.00	0.00	0.00	.0	0.00	21,090,000.00	100.0
TOTAL: 7000	21,090,000.00	0.00	0.00	.0	0.00	21,090,000.00	100.0
TOTAL: 1000-7999	119,457,444.42	3,788,273.86	20,881,292.29	17.4	25,422,976.83	73,153,175.30	61.2

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Fund: 42 REVENUE BOND CONSTRUCTION FU SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	4,700,000.00	0.00	4,024,567.10	85.6	0.00	675,432.90	14.3
TOTAL: 1000-5999		792,526.83	26,132.01	225,838.30	28.4	304,360.72	262,327.81	33.1
TOTAL: 1000-6999		98,367,444.42	3,788,273.86	20,881,292.29	21.2	25,422,976.83	52,063,175.30	52.9
TOTAL: 1000-7999		119,457,444.42	3,788,273.86	20,881,292.29	17.4	25,422,976.83	73,153,175.30	61.2
TOTAL EXPENSES	(1000 - 7999)	119,457,444.42	3,788,273.86	20,881,292.29	17.4	25,422,976.83	73,153,175.30	61.2



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Fund: 51 BOOKSTORE FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	0.00	0.00	667.26	100.0	0.00	667.26-	.0
TOTAL: 8000	0.00	0.00	667.26	100.0	0.00	667.26-	.0

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Fund: 51 BOOKSTORE FUND

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SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENED/ ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME (8000 - 8999)	0.00	0.00	667.26	100.0	0.00	667.26-	.0
TOTAL: 1000-5999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL: 1000-6999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL: 1000-7999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL EXPENSES (1000 - 7999)	0.00	0.00	0.00	.0	0.00	0.00	.0

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Fund: 68 RETIREE BENEFIT FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	36,000.00	0.00	9,274.84	25.7	0.00	26,725.16	74.2
8900.00 OTHER FINANCING SOURCES	2,300,000.00	0.00	2,300,000.00	100.0	0.00	0.00	.0
TOTAL: 8000	2,336,000.00	0.00	2,309,274.84	98.8	0.00	26,725.16	1.1
3900.00 OTHER BENEFITS	952,000.00	513,394.00	865,921.00	90.9	0.00	86,079.00	9.0
TOTAL: 3000	952,000.00	513,394.00	865,921.00	90.9	0.00	86,079.00	9.0
TOTAL: 1000-5999	952,000.00	513,394.00	865,921.00	90.9	0.00	86,079.00	9.0
7900.00 RESERVE FOR CONTINGENCIES	2,458,000.00	0.00	0.00	.0	0.00	2,458,000.00	100.0
TOTAL: 7000	2,458,000.00	0.00	0.00	.0	0.00	2,458,000.00	100.0
TOTAL: 1000-7999	3,410,000.00	513,394.00	865,921.00	25.3	0.00	2,544,079.00	74.6

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Fund: 68 RETIREE BENEFIT FUND

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SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT YEAR TO DATE		%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	2,336,000.00	0.00	2,309,274.84	98.8	0.00	26,725.16	1.1
TOTAL: 1000-5999		952,000.00	513,394.00	865,921.00	90.9	0.00	86,079.00	9.0
TOTAL: 1000-6999		952,000.00	513,394.00	865,921.00	90.9	0.00	86,079.00	9.0
TOTAL: 1000-7999		3,410,000.00	513,394.00	865,921.00	25.3	0.00	2,544,079.00	74.6
TOTAL EXPENSES	(1000 - 7999)	3,410,000.00	513,394.00	865,921.00	25.3	0.00	2,544,079.00	74.6

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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	627.12	19.5	0.00	2,572.88	80.4
TOTAL: 8000	3,200.00	0.00	627.12	19.5	0.00	2,572.88	80.4
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	627.12	19.5	0.00	2,572.88	80.4
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



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Fund: 72 CHILD DEVELOPMENT FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8100.00 FEDERAL HEA REVENUES	142,220.00	11,459.54	86,821.19	61.0	0.00	55,398.81	38.9
8600.00 STATE REVENUES	2,135,318.00	99,842.20	1,592,374.18	74.5	0.00	542,943.82	25.4
8800.00 LOCAL REVENUES	243,000.00	38,853.10	149,538.34	61.5	0.00	93,461.66	38.4
TOTAL: 8000	2,520,538.00	150,154.84	1,828,733.71	72.5	0.00	691,804.29	27.4
2100.00 CONTRACT CLASSIFIED NON-INSTR.	1,082,125.00	87,193.52	761,298.13	70.3	0.00	320,826.87	29.6
2300.00 NON-INSTRUCTION HOURLY CLASS.	267,595.00	13,720.68	143,614.30	53.6	0.00	123,980.70	46.3
TOTAL: 2000	1,349,720.00	100,914.20	904,912.43	67.0	0.00	444,807.57	32.9
3100.00 CERTIFICATED RETIREMENT	25,717.00	2,126.36	18,977.07	73.7	0.00	6,739.93	26.2
3200.00 CLASSIFIED RETIREMENT	66,498.00	6,207.15	54,502.45	81.9	0.00	11,995.55	18.0
3300.00 OASDHI/FICA	61,395.00	5,276.80	46,312.31	75.4	0.00	15,082.69	24.5
3400.00 HEALTH AND WELFARE BENEFITS	321,877.00	22,756.80	204,811.20	63.6	0.00	117,065.80	36.3
3500.00 STATE UNEMPLOYMENT INSURANCE	3,602.00	285.91	2,514.10	69.7	0.00	1,087.90	30.2
3600.00 WORKERS COMPENSATION INSURANCE	35,000.00	3,200.00	28,600.00	81.7	0.00	6,400.00	18.2
3900.00 OTHER BENEFITS	1,461.00	189.00	1,701.00	100.0	0.00	240.00-	.0
TOTAL: 3000	515,550.00	40,042.02	357,418.13	69.3	0.00	158,131.87	30.6
4200.00 BOOK,MAGAZINE&PERIOD-DIST.USE	100.00	0.00	0.00	.0	0.00	100.00	100.0
4300.00 INSTRUCTIONAL SUPPLIES	55,257.00	954.81	15,353.13	27.7	2,033.27	37,870.60	68.5
4500.00 NONINSTRUCTIONAL SUPPLIES	73,450.00	10,227.03	29,711.66	40.4	22,580.11	21,158.23	28.8
4700.00 FOOD SUPPLIES	153,047.00	9,004.12	67,895.15	44.3	30,193.26	54,958.59	35.9
TOTAL: 4000	281,854.00	20,185.96	112,959.94	40.0	54,806.64	114,087.42	40.4
5100.00 PERSON&CONSULTANT SVC-DIST USE	4,100.00	0.00	0.00	.0	1,800.00	2,300.00	56.0
5200.00 TRAVEL & CONFERENCE EXPENSES	1,500.00	0.00	240.00	16.0	104.00	1,156.00	77.0
5600.00 RENTS,LEASES&REPAIRS-DIST.USE	4,150.00	126.38	583.83	14.0	128.06	3,438.11	82.8
5800.00 OTHER OPERATING EXP-DIST. USE	155,266.00	0.00	2,526.03	1.6	0.00	152,739.97	98.3
TOTAL: 5000	165,016.00	126.38	3,349.86	2.0	2,032.06	159,634.08	96.7
TOTAL: 1000-5999	2,312,140.00	161,268.56	1,378,640.36	59.6	56,838.70	876,660.94	37.9
6400.00 ADDITIONAL/IMPROVED EQUIPMENT	12,000.00	0.00	312.60	2.6	0.00	11,687.40	97.3
TOTAL: 6000	12,000.00	0.00	312.60	2.6	0.00	11,687.40	97.3
TOTAL: 1000-6999	2,324,140.00	161,268.56	1,378,952.96	59.3	56,838.70	888,348.34	38.2
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	2,374,140.00	161,268.56	1,378,952.96	58.0	56,838.70	938,348.34	39.5

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Fund: 72 CHILD DEVELOPMENT FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT YEAR TO DATE		%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	2,520,538.00	150,154.84	1,828,733.71	72.5	0.00	691,804.29	27.4
TOTAL: 1000-5999		2,312,140.00	161,268.56	1,378,640.36	59.6	56,838.70	876,660.94	37.9
TOTAL: 1000-6999		2,324,140.00	161,268.56	1,378,952.96	59.3	56,838.70	888,348.34	38.2
TOTAL: 1000-7999		2,374,140.00	161,268.56	1,378,952.96	58.0	56,838.70	938,348.34	39.5
TOTAL EXPENSES	(1000 - 7999)	2,374,140.00	161,268.56	1,378,952.96	58.0	56,838.70	938,348.34	39.5

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Fund: 73 STUDENT BODY CENTER FEE FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	248,000.00	2,289.00	232,050.90	93.5	0.00	15,949.10	6.4
TOTAL: 8000	248,000.00	2,289.00	232,050.90	93.5	0.00	15,949.10	6.4
2100.00 CONTRACT CLASSIFIED NON-INSTR.	86,477.00	7,336.00	64,469.00	74.5	0.00	22,008.00	25.4
2300.00 NON-INSTRUCTION HOURLY CLASS.	51,100.00	2,786.00	21,406.00	41.8	0.00	29,694.00	58.1
TOTAL: 2000	137,577.00	10,122.00	85,875.00	62.4	0.00	51,702.00	37.5
3200.00 CLASSIFIED RETIREMENT	8,396.00	712.25	6,259.32	74.5	0.00	2,136.68	25.4
3300.00 OASDHI/FICA	6,796.00	538.88	4,731.00	69.6	0.00	2,065.00	30.3
3400.00 HEALTH AND WELFARE BENEFITS	18,189.00	1,506.98	13,562.82	74.5	0.00	4,626.18	25.4
3500.00 STATE UNEMPLOYMENT INSURANCE	278.00	21.13	185.49	66.7	0.00	92.51	33.2
3600.00 WORKERS COMPENSATION INSURANCE	2,400.00	200.00	1,800.00	75.0	0.00	600.00	25.0
3900.00 OTHER BENEFITS	104.00	12.60	113.40	100.0	0.00	9.40	.0
TOTAL: 3000	36,163.00	2,991.84	26,652.03	73.6	0.00	9,510.97	26.3
4500.00 NONINSTRUCTIONAL SUPPLIES	10,473.00	536.17	5,127.84	48.9	841.99	4,503.17	42.9
TOTAL: 4000	10,473.00	536.17	5,127.84	48.9	841.99	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	0.00	488.58	5.6	1,200.38	6,934.04	80.4
5800.00 OTHER OPERATING EXP-DIST. USE	28,789.00	309.61	3,283.69	11.4	304.12	25,201.19	87.5
TOTAL: 5000	42,428.00	309.61	5,241.88	12.3	1,504.50	35,681.62	84.0
TOTAL: 1000-5999	226,641.00	13,959.62	122,896.75	54.2	2,346.49	101,397.76	44.7
6400.00 ADDITIONAL/IMPROVED EQUIPMENT	11,109.00	555.92	2,104.66	18.9	0.00	9,004.34	81.0
TOTAL: 6000	11,109.00	555.92	2,104.66	18.9	0.00	9,004.34	81.0
TOTAL: 1000-6999	237,750.00	14,515.54	125,001.41	52.5	2,346.49	110,402.10	46.4
7900.00 RESERVE FOR CONTINGENCIES	110,302.00	0.00	0.00	.0	0.00	110,302.00	100.0
TOTAL: 7000	110,302.00	0.00	0.00	.0	0.00	110,302.00	100.0
TOTAL: 1000-7999	348,052.00	14,515.54	125,001.41	35.9	2,346.49	220,704.10	63.4

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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	2,289.00	232,050.90	93.5	0.00	15,949.10	6.4
TOTAL: 1000-5999		226,641.00	13,959.62	122,896.75	54.2	2,346.49	101,397.76	44.7
TOTAL: 1000-6999		237,750.00	14,515.54	125,001.41	52.5	2,346.49	110,402.10	46.4
TOTAL: 1000-7999		348,052.00	14,515.54	125,001.41	35.9	2,346.49	220,704.10	63.4
TOTAL EXPENSES	(1000 - 7999)	348,052.00	14,515.54	125,001.41	35.9	2,346.49	220,704.10	63.4



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Fund: 74 KVC R FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED		%	PENED/ ENCUMBERED	UNENCUMBERED BALANCE	%
		CURRENT	YEAR TO DATE				
8800.00 LOCAL REVENUES	1,666,422.93	397.84	934,237.30	56.0	0.00	732,185.63	43.9
8900.00 OTHER FINANCING SOURCES	1,652,758.00	133,889.00	1,251,090.00	75.6	0.00	401,668.00	24.3
TOTAL: 8000	3,319,180.93	134,286.84	2,185,327.30	65.8	0.00	1,133,853.63	34.1
2100.00 CONTRACT CLASSIFIED NON-INSTR.	1,392,264.00	110,689.39	1,013,756.35	72.8	0.00	378,507.65	27.1
2300.00 NON-INSTRUCTION HOURLY CLASS.	35,000.00	7,604.55	49,285.68	100.0	0.00	14,285.68	.0
TOTAL: 2000	1,427,264.00	118,293.94	1,063,042.03	74.4	0.00	364,221.97	25.5
3200.00 CLASSIFIED RETIREMENT	135,176.00	11,285.11	100,411.70	74.2	0.00	34,764.30	25.7
3300.00 OASDHI/FICA	107,566.00	8,856.08	76,447.82	71.0	0.00	31,118.18	28.9
3400.00 HEALTH AND WELFARE BENEFITS	177,732.00	15,960.19	145,947.80	82.1	0.00	31,784.20	17.8
3500.00 STATE UNEMPLOYMENT INSURANCE	4,242.00	347.30	3,120.55	73.5	0.00	1,121.45	26.4
3600.00 WORKERS COMPENSATION INSURANCE	25,700.00	2,100.00	19,300.00	75.0	0.00	6,400.00	24.9
3900.00 OTHER BENEFITS	1,117.00	132.30	1,213.95	100.0	0.00	96.95	.0
TOTAL: 3000	451,533.00	38,680.98	346,441.82	76.7	0.00	105,091.18	23.2
4500.00 NONINSTRUCTIONAL SUPPLIES	6,160.15	826.07	3,581.11	58.1	1,793.89	785.15	12.7
TOTAL: 4000	6,160.15	826.07	3,581.11	58.1	1,793.89	785.15	12.7
5100.00 PERSON&CONSULTANT SVC-DIST USE	59,602.23	0.00	0.00	.0	0.00	59,602.23	100.0
5200.00 TRAVEL & CONFERENCE EXPENSES	19,976.00	0.00	0.00	.0	0.00	19,976.00	100.0
5300.00 POST/DUES/MEMBERSHIPS-DIST.USE	41,022.16	370.43	31,475.88	76.7	4,717.03	4,829.25	11.7
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	183,218.61	19,917.58	112,315.74	61.3	49,078.09	21,824.78	11.9
5600.00 RENTS,LEASES&REPAIRS-DIST.USE	68,447.50	9,520.20	39,244.08	57.3	9,241.17	19,962.25	29.1
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	74,452.50	14,583.40	50,691.97	68.0	12,008.03	11,752.50	15.7
5800.00 OTHER OPERATING EXP-DIST. USE	597,808.16	8,663.80	529,099.29	88.5	12,006.50	56,702.37	9.4
TOTAL: 5000	1,051,527.16	53,055.41	769,311.96	73.1	87,050.82	195,164.38	18.5
TOTAL: 1000-5999	2,936,484.31	210,856.40	2,182,376.92	74.3	88,844.71	665,262.68	22.6
6400.00 ADDITIONAL/IMPROVED EQUIPMENT	379,096.00	0.00	0.00	.0	0.00	379,096.00	100.0
TOTAL: 6000	379,096.00	0.00	0.00	.0	0.00	379,096.00	100.0
TOTAL: 1000-6999	3,315,580.31	210,856.40	2,182,376.92	65.8	88,844.71	1,044,358.68	31.4

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SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT YEAR TO DATE		%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	3,319,180.93	134,286.84	2,185,327.30	65.8	0.00	1,133,853.63	34.1
TOTAL: 1000-5999		2,936,484.31	210,856.40	2,182,376.92	74.3	88,844.71	665,262.68	22.6
TOTAL: 1000-6999		3,315,580.31	210,856.40	2,182,376.92	65.8	88,844.71	1,044,358.68	31.4
TOTAL: 1000-7999		3,315,580.31	210,856.40	2,182,376.92	65.8	88,844.71	1,044,358.68	31.4
TOTAL EXPENSES	(1000 - 7999)	3,315,580.31	210,856.40	2,182,376.92	65.8	88,844.71	1,044,358.68	31.4



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Fund: 78 SELF INSURANCE-LIABILITY&PRO

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	15,000.00	0.00	1,786.42	11.9	0.00	13,213.58	88.0
8900.00 OTHER FINANCING SOURCES	550,000.00	0.00	0.00	.0	0.00	550,000.00	100.0
TOTAL: 8000	565,000.00	0.00	1,786.42	.3	0.00	563,213.58	99.6
5100.00 PERSON&CONSULTANT SVC-DIST USE	85,000.00	41,021.77-	30,738.07	36.1	3,628.28	50,633.65	59.5
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	49,000.00	0.00	0.00	.0	3,606.50	45,393.50	92.6
TOTAL: 5000	585,000.00	41,021.77-	481,259.44	82.2	7,234.78	96,505.78	16.4
TOTAL: 1000-5999	585,000.00	41,021.77-	481,259.44	82.2	7,234.78	96,505.78	16.4

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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	1,786.42	.3	0.00	563,213.58	99.6
TOTAL: 1000-5999	585,000.00	41,021.77-	481,259.44	82.2	7,234.78	96,505.78	16.4
TOTAL: 1000-6999	585,000.00	41,021.77-	481,259.44	82.2	7,234.78	96,505.78	16.4
TOTAL: 1000-7999	585,000.00	41,021.77-	481,259.44	82.2	7,234.78	96,505.78	16.4
TOTAL EXPENSES (1000 - 7999)	585,000.00	41,021.77-	481,259.44	82.2	7,234.78	96,505.78	16.4

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Fund: 84 WORKERS COMPENSATION FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	1,010,000.00	169,028.87	689,354.14	68.2	0.00	320,645.86	31.7
TOTAL: 8000	1,010,000.00	169,028.87	689,354.14	68.2	0.00	320,645.86	31.7
5100.00 PERSON&CONSULTANT SVC-DIST USE	137,176.08	60,863.00	104,863.00	76.4	31,300.00	1,013.08	.7
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	977,323.92	59,339.26	514,464.79	52.6	2,212.90	460,646.23	47.1
TOTAL: 5000	1,264,500.00	120,202.26	713,224.79	56.4	33,512.90	517,762.31	40.9
TOTAL: 1000-5999	1,264,500.00	120,202.26	713,224.79	56.4	33,512.90	517,762.31	40.9
7900.00 RESERVE FOR CONTINGENCIES	500,000.00	0.00	0.00	.0	0.00	500,000.00	100.0
TOTAL: 7000	500,000.00	0.00	0.00	.0	0.00	500,000.00	100.0
TOTAL: 1000-7999	1,764,500.00	120,202.26	713,224.79	40.4	33,512.90	1,017,762.31	57.6

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Fund: 84 WORKERS COMPENSATION FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT YEAR TO DATE		%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	1,010,000.00	169,028.87	689,354.14	68.2	0.00	320,645.86	31.7
TOTAL: 1000-5999		1,264,500.00	120,202.26	713,224.79	56.4	33,512.90	517,762.31	40.9
TOTAL: 1000-6999		1,264,500.00	120,202.26	713,224.79	56.4	33,512.90	517,762.31	40.9
TOTAL: 1000-7999		1,764,500.00	120,202.26	713,224.79	40.4	33,512.90	1,017,762.31	57.6
TOTAL EXPENSES	(1000 - 7999)	1,764,500.00	120,202.26	713,224.79	40.4	33,512.90	1,017,762.31	57.6

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8100.00 FEDERAL HEA REVENUES	303,580.00	0.00	209,880.00	69.1	0.00	93,700.00	30.8
8600.00 STATE REVENUES	57,163.00	2,413.00	159,903.45	100.0	0.00	102,740.45-	.0
8800.00 LOCAL REVENUES	601,168.00	30,639.73	558,786.22	92.9	0.00	42,381.78	7.0
TOTAL: 8000	961,911.00	33,052.73	928,569.67	96.5	0.00	33,341.33	3.4
1100.00 CONTRACT CLASSROOM INST.	11,040,858.18	1,102,580.78	8,846,566.22	80.1	0.00	2,194,291.96	19.8
1200.00 CONTRACT CERT. ADMINISTRATORS	3,364,029.13	290,193.23	2,566,876.60	76.3	0.00	797,152.53	23.6
1300.00 INSTRUCTORS DAY/HOURLY	4,186,252.00	510,649.13	4,374,329.14	100.0	751,998.62	940,075.76-	.0
1400.00 NON-INSTRUCTION HOURLY CERT.	211,663.23	11,329.50	111,076.93	52.4	0.00	100,586.30	47.5
TOTAL: 1000	18,802,802.54	1,914,752.64	15,898,848.89	84.5	751,998.62	2,151,955.03	11.4
2100.00 CONTRACT CLASSIFIED NON-INSTR.	5,863,722.16	478,364.04	4,399,421.10	75.0	0.00	1,464,301.06	24.9
2200.00 INSTRUCTIONAL AIDS	819,004.56	67,021.23	600,858.70	73.3	0.00	218,145.86	26.6
2300.00 NON-INSTRUCTION HOURLY CLASS.	201,384.74	9,208.52	110,800.16	55.0	0.00	90,584.58	44.9
2400.00 INST AIDES-HOURLY- DIR.INSTRUC	376,517.25	32,797.25	256,987.25	68.2	0.00	119,530.00	31.7
TOTAL: 2000	7,260,628.71	587,391.04	5,368,067.21	73.9	0.00	1,892,561.50	26.0
3100.00 CERTIFICATED RETIREMENT	1,525,798.00	140,378.03	1,151,618.53	75.4	0.00	374,179.47	24.5
3200.00 CLASSIFIED RETIREMENT	703,453.88	58,942.08	540,673.90	76.8	0.00	162,779.98	23.1
3300.00 OASDHI/FICA	831,000.36	73,351.47	646,925.62	77.8	0.00	184,074.74	22.1
3400.00 HEALTH AND WELFARE BENEFITS	2,727,359.00	226,760.96	2,035,741.24	74.6	0.00	691,617.76	25.3
3500.00 STATE UNEMPLOYMENT INSURANCE	79,645.36	7,345.91	62,569.45	78.5	0.00	17,075.91	21.4
3600.00 WORKERS COMPENSATION INSURANCE	371,465.00	31,677.00	284,469.94	76.5	0.00	86,995.06	23.4
3900.00 OTHER BENEFITS	15,990.00	1,951.55	17,561.90	100.0	0.00	1,571.90-	.0
TOTAL: 3000	6,254,711.60	540,407.00	4,739,560.58	75.7	0.00	1,515,151.02	24.2
4100.00 TEXTBOOKS	13,327.00	3,934.90	6,461.52	48.4	0.00	6,865.48	51.5
4200.00 BOOK,MAGAZINE&PERIOD-DIST.USE	33,883.76	0.00	27,640.53	81.5	54.00	6,189.23	18.2
4300.00 INSTRUCTIONAL SUPPLIES	187,185.09	11,182.69	143,878.03	76.8	21,148.87	22,158.19	11.8
4400.00 MEDIA AND SOFTWARE-DISTRCT USE	9,929.95	289.40	2,751.37	27.7	978.86	6,199.72	62.4
4500.00 NONINSTRUCTIONAL SUPPLIES	413,744.85	29,895.24	256,982.92	62.1	111,229.39	45,532.54	11.0
4700.00 FOOD SUPPLIES	25,751.03	7,962.18	15,329.65	59.5	6,763.87	3,657.51	14.2
TOTAL: 4000	683,821.68	53,264.41	453,044.02	66.2	140,174.99	90,602.67	13.2
5100.00 PERSON&CONSULTANT SVC-DIST USE	591,091.65	4,792.00	236,031.78	39.9	301,664.93	53,394.94	9.0
5200.00 TRAVEL & CONFERENCE EXPENSES	88,716.88	1,958.00	13,959.81	15.7	10,632.72	64,124.35	72.2
5300.00 POST/DUES/MEMBERSHIPS-DIST.USE	111,600.42	510.95	49,330.61	44.2	53,013.38	9,256.43	8.2
5400.00 INSURANCES - DISTRICT USE	600.00	0.00	0.00	.0	0.00	600.00	100.0
5500.00 UTILITIES & HOUSEKEEP-DIST.USE	1,682,400.53	124,627.53	1,193,687.56	70.9	434,143.84	54,569.13	3.2
5600.00 RENTS,LEASES&REPAIRS-DIST.USE	509,547.23	46,528.74	274,372.17	53.8	178,067.60	57,107.46	11.2
5800.00 OTHER OPERATING EXP-DIST. USE	625,980.49	16,135.30	95,079.35	15.1	22,749.21	508,151.93	81.1
5900.00 INTERPROGRAM CHARGES-DIST.USE	200.00	0.00	0.00	.0	0.00	200.00	100.0
TOTAL: 5000	3,610,137.20	194,552.52	1,862,461.28	51.5	1,000,271.68	747,404.24	20.7
TOTAL: 1000-5999	36,612,101.73	3,290,367.61	28,321,981.98	77.3	1,892,445.29	6,397,674.46	17.4



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SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
6300.00 LIBRARY BOOKS - EXPANSION	60,300.53	9,543.40	44,445.20	73.7	10,102.66	5,752.67	9.5
6400.00 ADDITIONAL/IMPROVED EQUIPMENT	114,452.39	7,898.83	41,510.24	36.2	6,296.64	66,645.51	58.2
TOTAL: 6000	174,752.92	17,442.23	85,955.44	49.1	16,399.30	72,398.18	41.4
TOTAL: 1000-6999	36,786,854.65	3,307,809.84	28,407,937.42	77.2	1,908,844.59	6,470,072.64	17.5
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	54,514.00	98.7	0.00	687.00	1.2
TOTAL: 7000	649,832.00	0.00	54,514.00	8.3	0.00	595,318.00	91.6
TOTAL: 1000-7999	37,436,686.65	3,307,809.84	28,462,451.42	76.0	1,908,844.59	7,065,390.64	18.8



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Fund: 01 GENERAL FUND

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT YEAR TO DATE		%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	961,911.00	33,052.73	928,569.67	96.5	0.00	33,341.33	3.4
TOTAL: 1000-5999		36,612,101.73	3,290,367.61	28,321,981.98	77.3	1,892,445.29	6,397,674.46	17.4
TOTAL: 1000-6999		36,786,854.65	3,307,809.84	28,407,937.42	77.2	1,908,844.59	6,470,072.64	17.5
TOTAL: 1000-7999		37,436,686.65	3,307,809.84	28,462,451.42	76.0	1,908,844.59	7,065,390.64	18.8
TOTAL EXPENSES	(1000 - 7999)	37,436,686.65	3,307,809.84	28,462,451.42	76.0	1,908,844.59	7,065,390.64	18.8

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Fund: 72 CHILD DEVELOPMENT FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	29,500.00	23,130.50	25,041.91	84.8	0.00	4,458.09	15.1
TOTAL: 8000	29,500.00	23,130.50	25,041.91	84.8	0.00	4,458.09	15.1
2300.00 NON-INSTRUCTION HOURLY CLASS.	20,000.00	0.00	0.00	.0	0.00	20,000.00	100.0
TOTAL: 2000	20,000.00	0.00	0.00	.0	0.00	20,000.00	100.0
3300.00 OASDHI/FICA	1,530.00	0.00	0.00	.0	0.00	1,530.00	100.0
3500.00 STATE UNEMPLOYMENT INSURANCE	60.00	0.00	0.00	.0	0.00	60.00	100.0
TOTAL: 3000	1,590.00	0.00	0.00	.0	0.00	1,590.00	100.0
5800.00 OTHER OPERATING EXP-DIST. USE	2,000.00	0.00	0.00	.0	0.00	2,000.00	100.0
TOTAL: 5000	2,000.00	0.00	0.00	.0	0.00	2,000.00	100.0
TOTAL: 1000-5999	23,590.00	0.00	0.00	.0	0.00	23,590.00	100.0
7900.00 RESERVE FOR CONTINGENCIES	50,000.00	0.00	0.00	.0	0.00	50,000.00	100.0
TOTAL: 7000	50,000.00	0.00	0.00	.0	0.00	50,000.00	100.0
TOTAL: 1000-7999	73,590.00	0.00	0.00	.0	0.00	73,590.00	100.0

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Fund: 72 CHILD DEVELOPMENT FUND SUMMARY

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME (8000 - 8999)	29,500.00	23,130.50	25,041.91	84.8	0.00	4,458.09	15.1
TOTAL: 1000-5999	23,590.00	0.00	0.00	.0	0.00	23,590.00	100.0
TOTAL: 1000-6999	23,590.00	0.00	0.00	.0	0.00	23,590.00	100.0
TOTAL: 1000-7999	73,590.00	0.00	0.00	.0	0.00	73,590.00	100.0
TOTAL EXPENSES (1000 - 7999)	73,590.00	0.00	0.00	.0	0.00	73,590.00	100.0

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Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8100.00 FEDERAL HEA REVENUES	84,138.00	0.00	84,138.00	100.0	0.00	0.00	.0
8600.00 STATE REVENUES	177,123.00	1,034.00	264,212.55	100.0	0.00	87,089.55-	.0
8800.00 LOCAL REVENUES	273,697.00	10,358.44	201,972.57	73.7	0.00	71,724.43	26.2
TOTAL: 8000	534,958.00	11,392.44	550,323.12	100.0	0.00	15,365.12-	.0
1100.00 CONTRACT CLASSROOM INST.	4,546,678.92	448,872.45	3,620,733.30	79.6	0.00	925,945.62	20.3
1200.00 CONTRACT CERT. ADMINISTRATORS	2,521,376.08	219,944.48	1,913,339.85	75.8	0.00	608,036.23	24.1
1300.00 INSTRUCTORS DAY/HOURLY	1,310,174.00	189,567.28	1,780,655.21	100.0	358,034.05	828,515.26-	.0
1400.00 NON-INSTRUCTION HOURLY CERT.	115,374.00	7,742.21	79,949.45	69.2	0.00	35,424.55	30.7
TOTAL: 1000	8,493,603.00	866,126.42	7,394,677.81	87.0	358,034.05	740,891.14	8.7
2100.00 CONTRACT CLASSIFIED NON-INSTR.	3,084,626.42	231,233.10	2,296,419.54	74.4	0.00	788,206.88	25.5
2200.00 INSTRUCTIONAL AIDS	552,963.00	47,169.31	412,982.35	74.6	0.00	139,980.65	25.3
2300.00 NON-INSTRUCTION HOURLY CLASS.	61,788.20	1,698.00	21,055.67	34.0	0.00	40,732.53	65.9
2400.00 INST AIDES-HOURLY- DIR.INSTRUC	308,764.00	28,143.00	211,138.75	68.3	0.00	97,625.25	31.6
TOTAL: 2000	4,008,141.62	308,243.41	2,941,596.31	73.3	0.00	1,066,545.31	26.6
3100.00 CERTIFICATED RETIREMENT	679,321.00	63,792.98	542,780.50	79.9	0.00	136,540.50	20.0
3200.00 CLASSIFIED RETIREMENT	432,389.48	30,887.40	293,275.36	67.8	0.00	139,114.12	32.1
3300.00 OASDHI/FICA	441,772.80	35,906.14	329,338.56	74.5	0.00	112,434.24	25.4
3400.00 HEALTH AND WELFARE BENEFITS	1,453,804.44	108,508.36	1,007,668.79	69.3	0.00	446,135.65	30.6
3500.00 STATE UNEMPLOYMENT INSURANCE	39,459.76	3,476.69	30,643.04	77.6	0.00	8,816.72	22.3
3600.00 WORKERS COMPENSATION INSURANCE	205,519.00	15,453.50	142,657.51	69.4	0.00	62,861.49	30.5
3900.00 OTHER BENEFITS	8,605.56	929.48	8,662.83	100.0	0.00	57.27-	.0
TOTAL: 3000	3,260,872.04	258,954.55	2,355,026.59	72.2	0.00	905,845.45	27.7
4100.00 TEXTBOOKS	10,500.00	0.00	223.17	2.1	262.04	10,014.79	95.3
4200.00 BOOK,MAGAZINE&PERIOD-DIST.USE	32,793.62	284.27	30,223.96	92.1	248.40	2,321.26	7.0
4300.00 INSTRUCTIONAL SUPPLIES	50,414.29	3,514.93	33,939.01	67.3	12,367.78	4,107.50	8.1
4400.00 MEDIA AND SOFTWARE-DISTRCT USE	638.09	0.00	637.76	99.9	0.00	0.33	.0
4500.00 NONINSTRUCTIONAL SUPPLIES	155,808.41	8,138.19	90,917.54	58.3	35,729.50	29,161.37	18.7
TOTAL: 4000	250,154.41	11,937.39	155,941.44	62.3	48,607.72	45,605.25	18.2
5100.00 PERSON&CONSULTANT SVC-DIST USE	83,662.56	1,864.70	19,764.97	23.6	16,054.23	47,843.36	57.1
5200.00 TRAVEL & CONFERENCE EXPENSES	16,053.98	1,275.00	6,976.26	43.4	485.53	8,592.19	53.5
5300.00 POST/DUES/MEMBERSHIPS-DIST.USE	50,327.00	410.00	38,257.24	76.0	3,748.21	8,321.55	16.5
5500.00 UTILITIES & HOUSEKEEP-DIST.USE	819,850.14	41,489.20	560,312.56	68.3	161,957.99	97,579.59	11.9
5600.00 RENTS,LEASES&REPAIRS-DIST.USE	277,074.99	11,276.10	157,953.76	57.0	81,546.42	37,574.81	13.5
5800.00 OTHER OPERATING EXP-DIST. USE	245,619.37	10,469.76	44,023.10	17.9	18,350.23	183,246.04	74.6
TOTAL: 5000	1,492,588.04	66,784.76	827,287.89	55.4	282,142.61	383,157.54	25.6
TOTAL: 1000-5999	17,505,359.11	1,512,046.53	13,674,530.04	78.1	688,784.38	3,142,044.69	17.9
6200.00 BUILDINGS&IMPROVEMENT-DIST.USE	1,259.00	0.00	1,259.00	100.0	0.00	0.00	.0
6300.00 LIBRARY BOOKS - EXPANSION	19,774.90	3,923.75	12,188.21	61.6	7,313.21	273.48	1.3

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BEST NET CONSORTIUM  
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Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
6400.00 ADDITIONAL/IMPROVED EQUIPMENT	20,772.62	2,051.38	4,767.40	22.9	5,357.13	10,648.09	51.2
TOTAL: 6000	41,806.52	5,975.13	18,214.61	43.5	12,670.34	10,921.57	26.1
TOTAL: 1000-6999	17,547,165.63	1,518,021.66	13,692,744.65	78.0	701,454.72	3,152,966.26	17.9
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	1,518,021.66	13,727,885.65	76.9	701,454.72	3,416,761.26	19.1



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Fund: 01 GENERAL FUND

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT YEAR TO DATE		%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	534,958.00	11,392.44	550,323.12	100.0	0.00	15,365.12-	.0
TOTAL:	1000-5999	17,505,359.11	1,512,046.53	13,674,530.04	78.1	688,784.38	3,142,044.69	17.9
TOTAL:	1000-6999	17,547,165.63	1,518,021.66	13,692,744.65	78.0	701,454.72	3,152,966.26	17.9
TOTAL:	1000-7999	17,846,101.63	1,518,021.66	13,727,885.65	76.9	701,454.72	3,416,761.26	19.1
TOTAL EXPENSES	(1000 - 7999)	17,846,101.63	1,518,021.66	13,727,885.65	76.9	701,454.72	3,416,761.26	19.1



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Fund: 41 CAPITAL OUTLAY PROJECTS FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	10,367.00	863.89	8,638.90	83.3	0.00	1,728.10	16.6
TOTAL: 8000	10,367.00	863.89	8,638.90	83.3	0.00	1,728.10	16.6
6200.00 BUILDINGS&IMPROVEMENT-DIST.USE	10,367.00	0.00	0.00	.0	0.00	10,367.00	100.0
TOTAL: 6000	10,367.00	0.00	0.00	.0	0.00	10,367.00	100.0
TOTAL: 1000-6999	10,367.00	0.00	0.00	.0	0.00	10,367.00	100.0

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BEST NET CONSORTIUM  
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Fund: 41 CAPITAL OUTLAY PROJECTS FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	10,367.00	863.89	8,638.90	83.3	0.00	1,728.10	16.6
TOTAL:	1000-5999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL:	1000-6999	10,367.00	0.00	0.00	.0	0.00	10,367.00	100.0
TOTAL:	1000-7999	10,367.00	0.00	0.00	.0	0.00	10,367.00	100.0
TOTAL EXPENSES	(1000 - 7999)	10,367.00	0.00	0.00	.0	0.00	10,367.00	100.0

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Fund: 51 BOOKSTORE FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	0.00	0.00	667.26	100.0	0.00	667.26-	.0
TOTAL: 8000	0.00	0.00	667.26	100.0	0.00	667.26-	.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	667.26	100.0	0.00	667.26-	.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: 72 CHILD DEVELOPMENT FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	6,500.00	0.00	389.07	5.9	0.00	6,110.93	94.0
TOTAL: 8000	6,500.00	0.00	389.07	5.9	0.00	6,110.93	94.0
2300.00 NON-INSTRUCTION HOURLY CLASS.	4,500.00	5,036.25-	5,036.25-	.0	0.00	9,536.25	100.0
TOTAL: 2000	4,500.00	5,036.25-	5,036.25-	.0	0.00	9,536.25	100.0
3300.00 OASDHI/FICA	344.00	0.00	0.00	.0	0.00	344.00	100.0
3500.00 STATE UNEMPLOYMENT INSURANCE	14.00	0.00	0.00	.0	0.00	14.00	100.0
TOTAL: 3000	358.00	0.00	0.00	.0	0.00	358.00	100.0
5800.00 OTHER OPERATING EXP-DIST. USE	500.00	0.00	0.00	.0	0.00	500.00	100.0
TOTAL: 5000	500.00	0.00	0.00	.0	0.00	500.00	100.0
TOTAL: 1000-5999	5,358.00	5,036.25-	5,036.25-	.0	0.00	10,394.25	100.0

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 03/18/2010 TO 04/20/2010

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Fund: 72 CHILD DEVELOPMENT FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	6,500.00	0.00	389.07	5.9	0.00	6,110.93	94.0
TOTAL:	1000-5999	5,358.00	5,036.25-	5,036.25-	.0	0.00	10,394.25	100.0
TOTAL:	1000-6999	5,358.00	5,036.25-	5,036.25-	.0	0.00	10,394.25	100.0
TOTAL:	1000-7999	5,358.00	5,036.25-	5,036.25-	.0	0.00	10,394.25	100.0
TOTAL EXPENSES	(1000 - 7999)	5,358.00	5,036.25-	5,036.25-	.0	0.00	10,394.25	100.0



## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Acting Chancellor  
REVIEWED BY: Bruce Baron, Vice-Chancellor, Fiscal Services  
PREPARED BY: Steve Sutorus, Business Manager  
DATE: May 13, 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 March 15, 2010 to April 18, 2010, 454 Purchase Orders were issued encumbering a total of \$7,619,678.52 in the following object classifications:

<b>Object Classification</b>		<b>Amount</b>
4000	Supplies & Materials	\$199,569.11
5000	Operating Expenses & Services	\$1,171,685.85
6000	Capital Outlay	\$6,194,514.21
7000	Other Outgo	\$53,909.35

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, Vice Chancellor of Fiscal Services  
PREPARED BY: Crispina Ongoco, Director of Fiscal Services  
DATE: May 13, 2010  
SUBJECT: Quarterly Investment Report

### RECOMMENDATION

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

### OVERVIEW

The report is submitted to the Board of Trustees pursuant to Government Code section 53646(b)(1) which states in part: "The treasurer or chief fiscal officer shall render a quarterly report to the chief executive officer, and/or the internal auditor and/or the legislative body of the local agency."

### ANALYSIS

The report does not include funds deposited with the County of San Bernardino. Funds deposited with the county are subject to the County of San Bernardino Treasurer's Statement of Investment Policy and are available for review in the San Bernardino Community College District Fiscal Services Office.

All other funds are managed in accordance with the District Investment Policy. Sufficient funds and projected incomes are available to meet the cash flow and expenditure needs of the District for the next six months.

### BOARD IMPERATIVE

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

### FINANCIAL IMPLICATIONS

None.

Attachment

**San Bernardino Community College District Quarterly Investments and Deposits Report**  
**Quarterly Ending March 31, 2010**

INSTITUTION	LOCATION	INTEREST	DUE DATE	AMOUNT	TYPE
<b><u>General Fund</u></b>					
<b>Citizens Business Bank</b> (Clearing Account)	San Bern.		n/a	\$295,424.39	Checking
<b>Citizens Business Bank</b> (Revolving Cash/Flex Fund)	San Bern.	0.00	n/a	18,341.00	Checking
			Total	\$313,765.39	
<b><u>Enterprise Funds</u></b>					
<b>Bank of America</b> (Bookstores)	Colton	0.00	n/a	\$775,114.13	Checking
<b>Bank of America</b> (Cafeterias)	San Bern.	0.00	n/a	187,895.70	Checking
<b>Arrowhead Trust</b>					
<b>Inland Valley/South County Bank</b> (Bookstore)	San Bern.	2.05	2/2/12	100,000.00	CD
<b>Mercantile Bank</b> (Bookstore)	San Bern.	0.55	5/17/10	76,000.00	CD
<b>Greystone Bank</b> (Bookstore)	San Bern.	1.27	6/20/10	100,000.00	CD
<b>Greystone Bank</b> (Bookstore)	San Bern.	1.32	7/5/10	100,000.00	CD
			Total	1,339,009.83	
<b><u>Internal Service Funds</u></b>					
<b>Union Bank</b> (Workers Comp - authorized @ \$120,000 Revolving Cash)	Los Angeles	0.50	n/a	\$128,107.68	Checking
			Total	\$128,107.68	
<b><u>Trust Funds</u></b>					
<b>Citizens Business Bank</b> (Financial Aids)	San Bern.	0.00	n/a	243,193.71	Checking
(Cal Grant)	San Bern.	0.10	n/a	212,438.90	Checking
(NDSL)	San Bern.	0.00	n/a	125,564.40	Checking
<b>Bank of America</b> (EOPS Financial Aid)	San Bern.	0.00	n/a	91,268.16	Checking
(NDSL Account)	Colton	1.00	n/a	192,834.69	Checking
<b>Community Bank</b> (Scholarships)	Redlands	0.95	n/a	120,357.15	Checking
<b>Wells Fargo</b> (SBVC Clubs & ASB)	San Bern.	0.00	n/a	19,205.13	Checking
<b>Bank of America</b> (CHC Clubs & ASB)	San Bern.	0.00	n/a	158,818.78	Analysis Checking
<b>Bank of America</b> (CHC Clubs & ASB)	Yucaipa	0.00	n/a	29,142.81	Business Checking
<b>Inland Valley/South County Bank</b> (Scholarship)	Redlands	1.44	n/a	88,096.32	Money Market
<b>California Bank</b> (SBVC/CHC ASB Stud.Rep.Fee)	San Bern.	0.03	n/a	156,959.17	Checking
<b>Community Bank</b> (Emergency Loan)	Redlands	0.00	n/a	17,229.53	Checking
<b>Downey Savings &amp; Loan</b> (Scholarship)	San Bern.	5.12	n/a	80,608.57	Money Market
<b>Inland Valley/South County Bank</b> (SBVC ASB CD)	Redlands	1.54	9/3/10	45,863.36	CD
<b>Detroit Edison &amp; Lounsbury Trust</b>	Michigan			2,879.59	Investment
			Total	\$1,584,460.27	
Total Checking, Savings and Investments 03-31-10				\$3,365,343.17	

## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Acting Chancellor

REVIEWED BY: Steve Sutorus, Business Manager

PREPARED BY: Steve Sutorus, Business Manager

DATE: May 13, 2010

SUBJECT: **CCFS-320 Apportionment Attendance Report for FY 2010 Period 2**

### RECOMMENDATION

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

### OVERVIEW

The CCFS-320 Apportionment Attendance Report for FY 2010 Period 2 has been submitted to the State Chancellor's Office.

### ANALYSIS

The Period 2 report includes preliminary attendance figures from July 1, 2009 – April 15, 2010 and uses annualizers to forecast fiscal year ending data. The chart below summarizes the District's status as of P2 and provides comparison data and projections.

<b>Comparison - FY09 P2 vs FY10 P2</b>						
<b>FY 09</b>	<b>@ P2</b>		<b>FY 10</b>	<b>@ P2</b>	<b># Change</b>	<b>% Change</b>
CHC	4,577		CHC	4,826	249	5.16%
SBVC	10,482		SBVC	11,045	563	5.10%
Total	15,059		Total	15,871	812	5.12%
Base FTES			13,777			
SBCCD FTES @ P2			15,871			
FTES over funded base ( <i>projected</i> )			<b>-2,094</b>			

### BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

### FINANCIAL IMPLICATIONS

None

**CERTIFICATION**  
**2009-10 APPORTIONMENT ATTENDANCE**  
**Second Period**

I, the District Chief Executive Officer, hereby certify that, to the best of my knowledge and belief (1) this report is true and correct, and (2) all data have been reported and compiled in accordance with provisions of the Education Code and Title 5 regulations adopted by the Board of Governors and instructions on this form.

I further certify that I have determined through consultation with staff directly responsible that (1) FTES reported on this form for State apportionments includes only courses which had received individual prior approval or were part of programs with prior approval by the governing board of the district and the Chancellor's Office; (2) no attendance has been reported for: (a) courses which do not fully comply with Title 5 Section 58051.5 relative to open enrollment and participation by any person who is otherwise qualified and eligible for admission to the college, except for inmate education courses maintained pursuant to Title 5 Section 58051.6, or (b) courses excluded from State apportionments by Education Code Section 8538 or, (c) indentured apprentices in courses of related and supplemental instruction maintained pursuant to Section 3074 of the Labor Code; and (3) all FTES eligible for State support have been reported whether or not funding is available.

**The original signature of the district Chief Executive Officer is required.**

**San Bernardino CCD**  
**Chief Executive Officer**

Signature: \_\_\_\_\_

Typed Name: Bruce Baron

Signature Date: \_\_\_\_\_

Electronic Certification Date: Thursday, April 15, 2010

**For Supplemental Information, contact**

**Name:** Steve Sutorus

**Title:** Business Manager

**Phone Number:** (909) 382-4031

**Phone Extension:** \_\_\_\_\_

**E-Mail:** ssutorus@sbccd.cc.ca.us

**Please return completed form to:**

Chancellor's Office  
California Community Colleges  
Fiscal Services Unit  
1102 Q Street, 4th Floor  
Sacramento, CA 95811

**California Community Colleges**  
**2009-10 APPORTIONMENT ATTENDANCE REPORT**  
**COMPOSITE - State Residents**

**Second Period**

**Date Due in Chancellor's Office: April 20, 2010**

**San Bernardino CCD**

<b>Part I. Full-Time Equivalent Student</b>	<b>Attendance FTES* of State Residents (and Nonresidents Attending Noncredit Courses)</b>	<b>Factored FTES</b>
A. Summer Intersession (Summer 2009 Only)		
1. Noncredit (Parts IV.A.1 + VII.A.3.)	0.00	0.00
2. Credit (Parts III.A.1. + IV.A.1. + VI.A.1.)	1, 240.11	1, 240.11
B. Summer Intersession (Summer 2010 - Prior to July 1, 2010)		
1. Noncredit (Parts IV.B.1 + VII.B.3.)	0.00	0.00
2. Credit (Parts III.B.1. + IV.B.2. + VI.B.1.)	0.00	0.00
C. Primary Terms (Exclusive of Summer Intersession)		
1. Census Procedure Courses		
(a) Weekly Census Contact Hours (Part II.)	11, 221.79	11, 221.79
(b) Daily Census Contact Hours (Part III)	2, 355.13	2, 355.13
2. Actual Hours of Attendance Procedure Courses		
(a) Noncredit (Part IV.C.)	19.30	19.30
(b) Credit (Part IV.D.)	906.94	906.94
3. Alternative Attendance Accounting Procedure		
(a) Weekly Census Procedure Courses (Part V.)(Credit)	68.93	68.93
(b) Daily Census Procedure Courses (Part VI.)(Credit)	59.34	59.34
(c) Noncredit Independent Study/Distance Education Courses (Part VII.C.)	0.00	0.00
D. Total FTES	15, 871.54	15, 871.54

<b>SUPPLEMENTAL INFORMATION ***</b>	
In-service Training Courses (FTES)	0.00
Basic Skills Courses and Immigrant Education ** (FTES)	
1. Non-Credit	0.00
2. Credit	1, 036.10



**California Community Colleges**  
**2009-10 APPORTIONMENT ATTENDANCE REPORT**  
**COMPOSITE - Non-Residents**

**Second Period**

**Date Due in Chancellor's Office: April 20, 2010**

**San Bernardino CCD**

<b>Part I. Full-Time Equivalent Student</b>	<b>Attendance FTES* of Non-Residents</b>	<b>Factored FTES</b>
<b>A. Summer Intersession (Summer 2009 Only)</b>		
1. Noncredit (Parts IV.A.1 + VII.A.3.)	0.00	0.00
2. Credit (Parts III.A.2. + IV.A.2. + VI.A.2.)	8.92	8.92
<b>B. Summer Intersession (Summer 2010 - Prior to July 1, 2010)</b>		
1. Noncredit (Parts IV.B.1 + VII.B.3.)	0.00	0.00
2. Credit (Parts III.B.1. + IV.B.2. + VI.B.1.)	0.00	0.00
<b>C. Primary Terms (Exclusive of Summer Intersession)</b>		
1. Census Procedure Courses		
(a) Weekly Census Contact Hours (Part II.)	103.13	103.13
(b) Daily Census Contact Hours (Part III)	19.11	19.11
2. Actual Hours of Attendance Procedure Courses		
(a) Noncredit (Part IV.C.)	0.00	0.00
(b) Credit (Part IV.D.)	5.44	5.44
3. Alternative Attendance Accounting Procedure		
(a) Weekly Census Procedure Courses (Part V.)(Credit)	0.50	0.50
(b) Daily Census Procedure Courses (Part V.)(Credit)	0.36	0.36
(c) Non-credit Independent Study/Distance Education Courses (Part VII.C.)	0.00	0.00
<b>D. Total FTES</b>	<b>137.46</b>	<b>137.46</b>

**California Community Colleges**  
**2009-10 APPORTIONMENT ATTENDANCE REPORT**  
**State Residents**

**Second Period**

**Date Due in Chancellor's Office: April 20, 2010**

**San Bernardino CCD**  
**Crafton Hills College**

<b>Part I. Full-Time Equivalent Student</b>	<b>Attendance FTES* of State Residents (and Nonresidents Attending Noncredit Courses)</b>	<b>Factored FTES</b>
<b>A. Summer Intersession (Summer 2009 Only)</b>		
1. Noncredit (Parts IV.A.1 + VII.A.3.)	0.00	0.00
2. Credit (Parts III.A.1. + IV.A.1. + VI.A.1.)	267.82	267.82
<b>B. Summer Intersession (Summer 2010 - Prior to July 1, 2010)</b>		
1. Noncredit (Parts IV.B.1 + VII.B.3.)	0.00	0.00
2. Credit (Parts III.B.1. + IV.B.2. + VI.B.1.)	0.00	0.00
<b>C. Primary Terms (Exclusive of Summer Intersession)</b>		
1. Census Procedure Courses		
(a) Weekly Census Contact Hours (Part II.)	3, 719.29	3, 719.29
(b) Daily Census Contact Hours (Part III)	629.77	629.77
2. Actual Hours of Attendance Procedure Courses		
(a) Noncredit (Part IV.C.)	6.45	6.45
(b) Credit (Part IV.D.)	143.61	143.61
3. Alternative Attendance Accounting Procedure		
(a) Weekly Census Procedure Courses (Part V.)(Credit)	12.93	12.93
(b) Daily Census Procedure Courses (Part VI.)(Credit)	46.43	46.43
(c) Noncredit Independent Study/Distance Education Courses (Part VII.C.)	0.00	0.00
<b>D. Total FTES</b>	<b>4, 826.30</b>	<b>4, 826.30</b>

<b>SUPPLEMENTAL INFORMATION ***</b>	
In-service Training Courses (FTES)	0.00
Basic Skills Courses and Immigrant Education ** (FTES)	
1. Non-Credit	0.00
2. Credit	297.48

**California Community Colleges**  
**2009-10 APPORTIONMENT ATTENDANCE REPORT**  
**Non-Residents**

**Second Period**

**Date Due in Chancellor's Office: April 20, 2010**

**San Bernardino CCD**

**Crafton Hills College**

<b>Part I. Full-Time Equivalent Student</b>	<b>Attendance FTES* of Non-Residents</b>	<b>Factored FTES</b>
A. Summer Intersession (Summer 2009 Only)		
1. Noncredit (Parts IV.A.1 + VII.A.3.)	0.00	0.00
2. Credit (Parts III.A.1. + IV.A.1. + VI.A.1.)	3.95	3.95
B. Summer Intersession (Summer 2010 - Prior to July 1, 2010)		
1. Noncredit (Parts IV.B.1 + VII.B.3.)	0.00	0.00
2. Credit (Parts III.B.1. + IV.B.2. + VI.B.1.)	0.00	0.00
C. Primary Terms (Exclusive of Summer Intersession)		
1. Census Procedure Courses		
(a) Weekly Census Contact Hours (Part II.)	54.17	54.17
(b) Daily Census Contact Hours (Part III)	9.83	9.83
2. Actual Hours of Attendance Procedure Courses		
(a) Noncredit (Part IV.C.)	0.00	0.00
(b) Credit (Part IV.D.)	0.58	0.58
3. Alternative Attendance Accounting Procedure		
(a) Weekly Census Procedure Courses (Part V.)(Credit)	0.10	0.10
(b) Daily Census Procedure Courses (Part VI.)(Credit)	0.32	0.32
(c) Noncredit Independent Study/Distance Education Courses (Part VII.C.)	0.00	0.00
D. Total FTES	68.95	68.95

**California Community Colleges**  
**2009-10 Faculty Contact Hours**  
**Adjustment to Full-Time Equivalent Students (FTES)**

Date Due in Chancellor's Office:

**Second Period**

**April 20, 2010**

**San Bernardino CCD**

**Crafton Hills College**

**FACULTY CONTACT HOURS**

References: Education code Section 84890; Title 5 Sections 55700ff and 55720ff	Total Faculty Contact Hours of Instruction Released for Flex-Time Activities (see Instructions 2 & 3)	Total Faculty Contact Hours of Instruction (actual teaching hours) of All Instructors in the Academic Year Exclusive of Any Intersession (see Instructions 5)	F Factor
A. Credit Courses			
1. Weekly Census Procedure Courses			
2. Daily Census Procedure Courses	0.00	0.00	<b>1.0000</b>
3. Positive Attendance Credit Courses	0.00	0.00	<b>1.0000</b>
4. Alternative Attendance Accounting Procedure			
a. Weekly Census Procedure Courses			
b. Daily Census Procedure Courses	0.00	0.00	<b>1.0000</b>
B. Noncredit Courses			
1. Positive Attendance	0.00	0.00	<b>1.0000</b>
2. Noncredit Distance Education	0.00	0.00	<b>1.0000</b>

**California Community Colleges**  
**2009-10 APPORTIONMENT ATTENDANCE REPORT**  
**State Residents**

**Second Period**

**Date Due in Chancellor's Office: April 20, 2010**

**San Bernardino CCD**

**San Bernardino Valley College**

<b>Part I. Full-Time Equivalent Student</b>	<b>Attendance FTES* of State Residents (and Nonresidents Attending Noncredit Courses)</b>	<b>Factored FTES</b>
<b>A. Summer Intersession (Summer 2009 Only)</b>		
1. Noncredit (Parts IV.A.1 + VII.A.3.)	0.00	0.00
2. Credit (Parts III.A.1. + IV.A.1. + VI.A.1.)	972.29	972.29
<b>B. Summer Intersession (Summer 2010 - Prior to July 1, 2010)</b>		
1. Noncredit (Parts IV.B.1 + VII.B.3.)	0.00	0.00
2. Credit (Parts III.B.1. + IV.B.2. + VI.B.1.)	0.00	0.00
<b>C. Primary Terms (Exclusive of Summer Intersession)</b>		
1. Census Procedure Courses		
(a) Weekly Census Contact Hours (Part II.)	7, 502.50	7, 502.50
(b) Daily Census Contact Hours (Part III)	1, 725.36	1, 725.36
2. Actual Hours of Attendance Procedure Courses		
(a) Noncredit (Part IV.C.)	12.85	12.85
(b) Credit (Part IV.D.)	763.33	763.33
3. Alternative Attendance Accounting Procedure		
(a) Weekly Census Procedure Courses (Part V.)(Credit)	56.00	56.00
(b) Daily Census Procedure Courses (Part VI.)(Credit)	12.91	12.91
(c) Noncredit Independent Study/Distance Education Courses (Part VII.C.)	0.00	0.00
<b>D. Total FTES</b>	<b>11, 045.24</b>	<b>11, 045.24</b>

<b>SUPPLEMENTAL INFORMATION ***</b>	
In-service Training Courses (FTES)	0.00
Basic Skills Courses and Immigrant Education ** (FTES)	
1. Non-Credit	0.00
2. Credit	738.62

**California Community Colleges**  
**2009-10 APPORTIONMENT ATTENDANCE REPORT**  
**Non-Residents**

**Second Period**

**Date Due in Chancellor's Office: April 20, 2010**

**San Bernardino CCD**

**San Bernardino Valley College**

<b>Part I. Full-Time Equivalent Student</b>	<b>Attendance FTES* of Non-Residents</b>	<b>Factored FTES</b>
A. Summer Intersession (Summer 2009 Only)		
1. Noncredit (Parts IV.A.1 + VII.A.3.)	0.00	0.00
2. Credit (Parts III.A.1. + IV.A.1. + VI.A.1.)	4.97	4.97
B. Summer Intersession (Summer 2010 - Prior to July 1, 2010)		
1. Noncredit (Parts IV.B.1 + VII.B.3.)	0.00	0.00
2. Credit (Parts III.B.1. + IV.B.2. + VI.B.1.)	0.00	0.00
C. Primary Terms (Exclusive of Summer Intersession)		
1. Census Procedure Courses		
(a) Weekly Census Contact Hours (Part II.)	48.96	48.96
(b) Daily Census Contact Hours (Part III)	9.28	9.28
2. Actual Hours of Attendance Procedure Courses		
(a) Noncredit (Part IV.C.)	0.00	0.00
(b) Credit (Part IV.D.)	4.86	4.86
3. Alternative Attendance Accounting Procedure		
(a) Weekly Census Procedure Courses (Part V.)(Credit)	0.40	0.40
(b) Daily Census Procedure Courses (Part VI.)(Credit)	0.04	0.04
(c) Noncredit Independent Study/Distance Education Courses (Part VII.C.)	0.00	0.00
D. Total FTES	68.51	68.51



**California Community Colleges**  
**2009-10 Faculty Contact Hours**  
**Adjustment to Full-Time Equivalent Students (FTES)**

<b>Second Period</b>
<b>Date Due in Chancellor's Office: April 20, 2010</b>

**San Bernardino CCD**

**San Bernardino Valley College**

**FACULTY CONTACT HOURS**

References: Education code Section 84890; Title 5 Sections 55700ff and 55720ff	Total Faculty Contact Hours of Instruction Released for Flex-Time Activities (see Instructions 2 & 3)	Total Faculty Contact Hours of Instruction (actual teaching hours) of All Instructors in the Academic Year Exclusive of Any Intersession (see Instructions 5)	F Factor
A. Credit Courses			
1. Weekly Census Procedure Courses	0.00	0.00	<b>1.0000</b>
2. Daily Census Procedure Courses			
3. Positive Attendance Credit Courses	0.00	0.00	<b>1.0000</b>
4. Alternative Attendance Accounting Procedure			
a. Weekly Census Procedure Courses	0.00	0.00	<b>1.0000</b>
b. Daily Census Procedure Courses			
B. Noncredit Courses			
1. Positive Attendance	0.00	0.00	<b>1.0000</b>
2. Noncredit Distance Education	0.00	0.00	<b>1.0000</b>

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Acting Chancellor  
**REVIEWED BY:** Dr. Debra S. Daniels, President, SBVC  
**PREPARED BY:** Dr. Debra S. Daniels, President, SBVC  
**DATE:** May 13, 2010  
**SUBJECT:** Administrative Procedures

### **RECOMMENDATION**

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

### **OVERVIEW**

This 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 Procedure has gone through the collegial consultation process and is being forwarded for information.

### **BOARD IMPERATIVE**

I. Institutional Effectiveness

### **FINANCIAL IMPLICATIONS**

None

## COLLEGIAL CONSULTATION

### MISSION STATEMENT

Collegial Consultation is a process involving faculty, administrators, classified staff and students in deliberations regarding day-to-day and long-range planning and policies for the college. These deliberations lead to recommendations that the Chancellor carries forward to the Board of Trustees for final approval. In issues related to academic and professional matters the Board will rely primarily on the Academic Senate. Other areas of decision-making in regard to Board Policy will be mutually agreed upon between the Governing Board, the Academic Senate, administration, staff and students.

### PHILOSOPHY OF COLLEGIAL CONSULTATION

Collegial Consultation is the democratic process utilized on campus in decision-making procedures. Successful Consultation creates an environment of awareness throughout the District by having each constituency represented throughout the process. To be effective, collegial Consultation must exhibit the following characteristics:

- 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

The process is designed to establish the goals, priorities, and objectives of the college. The exercise of administrative prerogatives must reflect these aims in order to perpetuate an environment of mutuality and trust.

### PRINCIPLES OF COLLEGIAL CONSULTATION

1. The Board of Trustees has final responsibility and authority for approval of college policies and review of Administrative Procedures; any individual may address the Board regarding these policies and procedures.
2. The Board of Trustees charges the Chancellor with the responsibility for Consultation of the institution; in turn, the Chancellor creates a structure and systematic process for decision-making.
3. The campus Consultation structure is charged with making recommendations on issues affecting the institution. The District Assembly or other constituent group may initiate discussion, review progress, or initiate a subcommittee to discuss needed policies or administrative regulations. The college and district units will review drafts and make final recommendations to the District Assembly through the constituent groups. Once a consensus is reached the Chancellor is charged with carrying the approved recommendations forward to the Board of Trustees.
4. The District recognizes the role of collective bargaining in certain aspects of policy development and implementation where salary, benefits, or working conditions are involved in the policy development.
5. The District recognizes the Academic Senates through its members has primary responsibility for making recommendations in areas of academic and professional matters.
6. The membership and interrelationships of committees give the Consultation structure an essential role in the decision making process.

7. Broad participation from all segments of the District is encouraged; all four campus constituencies (faculty, management, classified, and students) are represented on Consultation committees except in areas of primacy related to academic and professional matters.
8. Each constituency represented on a committee appoints its own representatives, taking into account not only the needs of the constituency but also the broader needs of the college.
9. Any Collegial Consultation subcommittee, through minutes which are forwarded to its respective standing committee, makes recommendations to the constituent groups for review and then forwards its recommendation on items for District consultation through to the District Assembly. Subcommittees or ad hoc committees are not subject to the strict guidelines of the Brown Act since final action on recommendations take place through the Standing Committees and the District Assembly.
10. The college community as a whole is made aware of the consultation process and has access to it through constituency representation. A consistent effort is made to keep the campus informed through meeting announcements 72 hours prior to the meeting and publication and distribution of the minutes of the meetings. All minutes of college standing committees and the District Assembly will be posted in the college libraries.
11. Collegial Consultation is facilitated by communication, timely and appropriate notice of meetings, public deliberation, full campus participation and published records.
12. Each Collegial Consultation Standing Committee, subcommittee, and ad hoc committee is expected to take action minutes. Each subcommittee is charged with forwarding those minutes to their respective standing committee or constituencies, and to the library. In turn, standing committees are charged with review and action on minutes received from their respective subcommittees.
13. In matters of academic and professional standards, where the Board of Trustees finds compelling cause for not accepting the recommendation of the Academic Senate, the Chancellor shall deliver that rationale in writing delivered by registered mail to the Presidents of the Academic Senates following the action by the Board of Trustees. The Academic Senates shall be provided an opportunity to present their concerns to the Board of Trustees in an open Board meeting.
14. Members to Collegial Consultation committees on campus are appointed by their respective organizations after consultation with the Presidents: faculty by the Academic Senate, students by the Associated Students, classified staff by the CSEA, and administrators by the Presidents. Subcommittees formed by standing committees or ad hoc committees will consist of those members deemed appropriate by the constituencies in consultation with the Presidents. Ad hoc committees will be used rarely and only for specific tasks of short duration which do not overlap with other committees. Managers are invited to sit on academic committees Program Review and Curriculum.
15. Meeting times for each academic year will be set at the first meeting of the academic year and submitted to the Chancellor or Presidents for inclusion in the college master calendar. Any conflicts on meeting times will be settled by the Chancellor or Presidents in consultation with the leadership of the various constituencies.
16. Clerical support including taking, editing and distributing minutes; preparing and distributing agendas, preparing, reproducing and distributing documents as directed by the committee shall be provided by a designated responsibility center.

## **STRUCTURE AND PURPOSE OF STANDING COMMITTEES**

### **DISTRICT ASSEMBLY**

#### **Charge**

The District Assembly provides a forum for effective communication among representatives of the Academic Senates, Faculty Association, California School Employees Association (CSEA), the Associated Students, and the Management. The District Assembly will discuss issues of policy to the college community and assign those issues to appropriate committees for development of recommendations. The District Assembly is an advisory group to the Chancellor. (The College Council reviews the collegial Consultation Administrative Regulations annually and recommends revisions to the Chancellor and the college constituencies.)

It is a function of the District Assembly to review all recommendations and to reach consensus prior to moving recommendations forward to the Board of Trustees.

#### **Membership and Chair**

The composition of the District Assembly and the determination of the officers shall be included in the Bylaws of the District Assembly and this document will become a part of this administrative regulation.

#### **Reporting**

All members of the District Assembly are responsible for making regular reports to their respective organizations. The minutes and official records of the District Assembly shall be recorded in compliance with the bylaws.

### **ACADEMIC CALENDAR**

#### **Charge**

The Academic Calendar Committee will oversee the development of the annual academic calendar and will review optional calendars or other formats for offering academic programs for the District.

#### **Membership**

The Academic Calendar Committee will be co-chaired by the District Business Manager and the Chairperson of the District Assembly. Each of the constituent groups of the campuses shall appoint one representative from each constituency on each campus to serve on the committee. The President of each college will make the management appointment.

#### **Reporting**

The deliberations from this committee will be reported to the District Assembly where a recommendation will be made to the Chancellor for Board Action on any calendar. The minutes of this committee will be posted on the District Web.

### **DISTRICT INSTITUTIONAL PLANNING**

#### **Charge**

The Institutional Planning Committee oversees the development and revision of the District mission statement as well as the annual update of the District goals and objectives. The committee also has oversight of the development and update of the District Facilities Plan, the District Technology Plan and accountability reports. The District Educational Master Plan is developed through this committee.

#### **Membership**

The Chancellor will chair the Institutional Planning Committee. Each of the constituent groups, (faculty, classified, students) of the campuses shall appoint one representative from each

constituency on each campus to serve on the committee. The President of each college will make the management appointment.

#### **Reporting**

All members are responsible for making regular reports to their respective organizations. The administrators responsible for Board Policy recommendations that come from the standing committees will forward recommendations to the District Assembly for review and the Chancellor will forward the final recommendations to the Board of Trustees. The minutes of this committee will be posted on the District Web.

### **DISTRIBUTED EDUCATION COORDINATING COMMITTEE**

#### **Charge**

The Distributed Education Coordinating Committee has the charge to develop the District component of the Strategic Technology Plan. This committee shall have the added responsibility of coordinating District support for distributed education offered at Valley College, Crafton Hills College, via KVCR, and the Professional Development Center. All programs offered in the District through distributed learning shall be a part of one of the two colleges with the appropriate review, and evaluation by the academic senate and the discipline being offered.

#### **Membership**

The District Director of Distributed Education will chair the Distributed Education Coordinating Committee. Each of the constituent groups (faculty, classified, students) of the campuses shall appoint one representative from each campus to serve on the committee. The President of each college will make the management appointment. Members of this committee shall have involvement in distributed education.

#### **Reporting**

All members are responsible for making regular reports to their respective organizations. The administrators responsible for Board Policy recommendations that come from the standing committees will forward recommendations to the originating committee for review. When consensus is reached, the Chancellor will forward the final recommendations to the Board of Trustees. The minutes of this committee will be posted on the District Web.

### **ECONOMIC DEVELOPMENT COORDINATING COMMITTEE**

#### **Charge**

This committee shall have the responsibility of coordinating District support for economic development classes and activities offered through the Professional Development Center. All not-for-credit classes offered at or through the PDC shall be coordinated with either San Bernardino Valley College or Crafton Hills College. Credit and non-credit programs offered in the District through economic development efforts shall be a part of one of the two colleges with the appropriate reviews and evaluation by the Academic Senate.

#### **Membership**

The District Business Manager will chair the Economic Development Coordinating Committee. The Director of the Professional Development Center shall be on the committee. The President of each college will make the management appointment. Members of this committee shall have involvement in occupational education and/or economic development programs. Faculty appointments shall be made by the Presidents of the Academic Senates at each college.

#### **Reporting**

All members are responsible for making regular reports to their respective organizations. The administrators responsible for Board Policy recommendations that come from the standing committees will forward recommendations to the District Assembly and appropriate constituent



groups for review and the Chancellor will forward the final recommendations to the Board of Trustees. The minutes of this committee will be posted on the District Web.

### **ADMINISTRATIVE SERVICES ADVISORY COUNCIL**

#### **Charges**

Administrative Services Advisory Council will review campus and District requests for expenditures of bond money. The responsibility of the Administrative Services Advisory Council will be to advise/recommend to the Board of Trustees the projects and priorities for expenditures of bond money.

#### **Membership**

The Executive Director of Facilities Planning will chair the Administrative Services Advisory Council. The Vice Chancellor of Fiscal Services and the Vice President of Administrative Services from each campus shall be on the committee. Each of the constituent groups (faculty, classified, students) shall appoint one representative from each campus to serve on the committee. KVCR shall appoint one representative to serve on the committee.

#### **Reporting**

All members are responsible for making regular reports to their respective organizations. The administrators responsible for Board Policy recommendations that come from the standing committees will forward recommendations to the District Assembly and appropriate constituent groups for review and the Chancellor will forward the final recommendations to the Board of Trustees. The minutes of this committee will be posted on the District Web.

### **DISTRICT BUDGET COMMITTEE**

#### **Charge**

The District Budget Committee is a body with the objective of sharing all budget information with identified constituencies. It is intended to provide a forum for discussion and input from budget committee members. It is also a committee where explanations of Board actions or decisions or recommendations under consideration can be discussed. The committee is neither a decision-making body nor is it intended to undermine or replace the budget allocation processes of the colleges.

#### **Membership**

The Vice Chancellor of Fiscal Services will chair the District Budget Committee. The President of each college will make the management appointment. Each of the Academic Senates shall appoint two representatives from each campus to serve on the committee. CSEA shall appoint one CSEA member from each campus and one Classified Senate Member from each campus. Each ASB shall appoint one student from each campus. CTA shall appoint one faculty member. KVCR shall appoint one representative to serve on the committee.

#### **Reporting**

All members are responsible for making regular reports to their respective organizations. The administrators responsible for Board Policy recommendations that come from the standing committees will forward recommendations to the District Assembly and appropriate constituent groups for review and the Chancellor will forward the final recommendations to the Board of Trustees. The minutes of this committee will be posted on the District Web.

## SAN BERNARDINO VALLEY COLLEGE COLLEGIAL GOVERNANCE –

### MISSION STATEMENT

*San Bernardino Valley College is a comprehensive college dedicated to making lifelong learning opportunities accessible to a diverse student population. The college serves high school graduates and those over eighteen years of age. In addition, the college provides a gateway to higher education and vocational training for non-traditional populations, including: qualified high school students; re-entry adults; immigrants; the educationally or financially challenged; and those who cannot or choose not to attend the main campus.*

The mission of San Bernardino Valley College is: to prepare students to transfer to four-year colleges and universities; to provide students with the knowledge and skills needed to succeed in business, industry and the professions; to advance the state and region's economic growth and global competitiveness through continuous workforce development; to work in partnership with the local community to improve the quality of life in the Inland Empire; and to prepare students for active participation in a multicultural society. The faculty and staff of San Bernardino Valley College are committed to student success and to teaching and service excellence.

### Educational Philosophy

#### **We believe**

- That a well-educated populace is essential to the general welfare of the community.
- That a quality education empowers the student to think critically, to communicate clearly, and to grow personally and professionally.
- That an enriched learning environment promotes creativity, self-expression, and the development of critical thinking skills.
- That our strength as an institution is enhanced by the cultural diversity of our student population and staff.
- That we must provide students with access to the resources, services, and technological tools that will enable them to achieve their educational goals.
- That we can measure our success by the degree to which our students become self-sufficient learners and contributing members of society.
- That plans and decisions must be data driven, and based on an informed consideration of what will best serve students and the community.
- That we must model our commitment to lifelong learning by maintaining currency in our professions and subject disciplines.
- That, as part of the collegial consultation process, all levels of the college organization must openly engage in sharing ideas and suggestions to develop innovative ways to improve our programs and services.
- That interactions between all members of the college community must be marked by professionalism, intellectual openness, and mutual respect.
- That we must hold ourselves and our students to the highest ethical and intellectual standards.
- That we must maintain a current, meaningful and challenging curriculum.
- That students succeed best when following an educational plan and when enrolled in classes that meet their interests and goals, and match their level of academic preparedness.
- That all members of our campus community are entitled to learn and work in an environment that is free from physical, verbal, sexual, and/or emotional threat or harassment.

- That students learn best on a campus that is student-centered and aesthetically pleasing.
- That we must be responsible stewards of campus resources.

### **Vision Statement**

San Bernardino Valley College will become the college of choice for students in the Inland Empire and will be regarded as the “alma mater” of successful, lifelong learners. We will build our reputation on the quality of our programs and services and on the safety, comfort, and beauty of our campus. We will hold both our students and ourselves to high standards of achievement and will expect all members of the college community to function as informed, responsible, and active members of society.

*Final Revision 1-12-05*

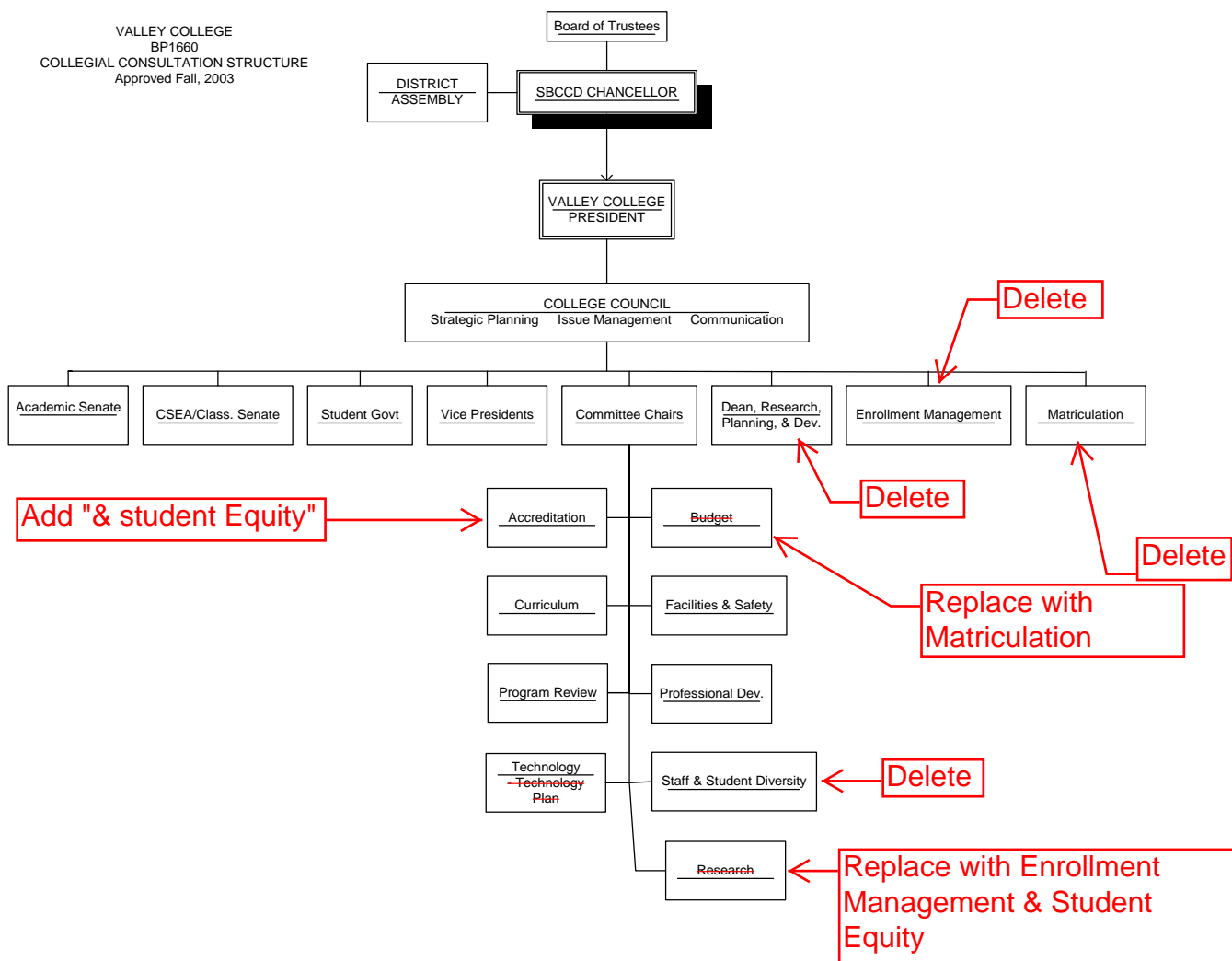
*Revised 1-25-06*

### **Governance Philosophy**

San Bernardino Valley College is committed to the idea of Collegial Consultation as assured in AB1725. We acknowledge the rights and responsibilities accorded to all parties within the District to participate effectively in District consultation and support the establishment of procedures whereby faculty, staff, and students are ensured of appropriate consultation on matters affecting them.

We believe that groups of individuals working together to pool their knowledge, experience, and perspectives are an integral part of the decision making process at Valley College, and that the development of policies and procedures for college governance benefits greatly by involving those with appropriate expertise and those who will be most affected by those policies and procedures.

## STRUCTURE & PURPOSE OF SAN BERNARDINO VALLEY COLLEGE COLLEGIAL CONSULTATION PROCESS



### 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.~~

### **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**

### **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~~



~~campus facilities (classrooms, offices, storage spaces, etc.) to make efficient use of space and resources; to assign space within new campus facilities for programs that were not yet identified when the new buildings were designed; and to address temporary and emerging space needs associated with campus construction. [NOTE: During major construction projects where moves and adjustments are being made as part of the construction process, the Space Utilization process for reviewing needs will be temporarily suspended as they apply to construction issues.]~~

#### **Membership**

~~Membership is the President, all Vice Presidents, Director of Maintenance & Operations, four classroom faculty, one non-instructional faculty, three classified (one each from student services, administrative services and instruction) and one student.~~

### **MATRICULATION COMMITTEE**

#### **Charge**

~~The Matriculation Committee is authorized by the Academic Senate to develop the college Matriculation Plan, propose the budget for categorical matriculation funds, advice on policies, procedures, and implementation of matriculation components: admission, orientation, assessment, counseling, prerequisites, follow-up, training, and research.~~

#### **Membership**

~~Membership is the Vice President of Student Services, the Director of Admissions & Records and Records, the Matriculation Coordinator, Dean of Student Support, Dean of Student Development, Institutional Researcher, a representative from Professional Development, Dept. Chairs from English, Reading, and Math, two students, and any interested faculty members.~~

### **PROGRAM REVIEW COMMITTEE (modified 1-25-2006)**

#### **Charge**

~~The Institutional Program Review Committee is authorized by the Academic Senate to develop and monitor the college Program Review process, receive unit plans, utilize assessments as needed to evaluate programs, recommend program status to the college president, identify the need for faculty and instructional equipment, and interface with other college committees to ensure institutional priorities are met.~~

~~The purpose of Program Review is to:~~

- ~~❑ Provide a full examination of how effectively programs and services are meeting departmental, divisional, and institutional goals~~
- ~~❑ Aid in short-range planning and decision-making~~
- ~~❑ Improve performance, services, and programs~~
- ~~❑ Contribute to long-range planning~~
- ~~❑ Contribute information and recommendations to other college processes, as appropriate~~
- ~~❑ Serve as the campus' conduit for decision-making by forwarding information to appropriate committees~~

#### **Membership**

~~Membership is comprised of the Vice Presidents of Instruction, Students, and Administrative Services, the Dean of Research, Planning, & Development, two faculty representatives from each division, three members of the classified staff, two additional managers, and two students.~~

### **PROFESSIONAL DEVELOPMENT COMMITTEE**

#### **Charge**

~~The Professional Development Committee serves as an advisory committee for all aspects of the college professional development program, and as a resource for training needs across campus.~~

~~The committee prepares and implements the state required 3 year Human Resources Development Plan, and re-visits it annually to assure that campus goals and objectives are being met. The committee allocates staff development funds based on criteria in the plan. Additionally, the committee is responsible for planning, programming and communication as regards the campus wide professional development program. The faculty members of the committee serve as the campus sabbatical leave committee, making recommendations to the college president. The faculty members also serve as the campus flex committee.~~

#### **Membership**

~~Membership is comprised of the Dean of Research, Planning and Development, the Professional Development Coordinator, an Instructional Dean, a representative of the technology committee, at least one additional manager, at least three classified employees, and other interested members of the management, faculty, and classified staff.~~

### **RESEARCH COMMITTEE**

#### **Charge**

~~The Research Committee supports the accreditation, assessment, and planning processes of the institution. The committee prioritizes and filters requests for research consistent with campus goals, establishes a research/data collection calendar, and publishes and disseminates an annual report of research and data information. In addition, the committee assists in the development of a research agenda and advises on the prioritization of research tasks.~~

#### **Membership**

~~Membership is comprised of the Institutional Researcher, all vice presidents, Dean of Research, Planning, & Development, representatives from Curriculum, Matriculation, Program Review, and Basic Skills; at least four faculty, and any interested administrators, faculty, staff, or students. The Institutional Researcher and a faculty member will serve as co-chairs.~~

### **STAFF & STUDENT DIVERSITY COMMITTEE**

#### **Charge**

~~The Staff & Student Diversity Committee is responsible for assessing and promoting an understanding of diversity (gender, race, ethnicity, age, disability) among faculty, staff, students, managers, and the community. The committee supports the inclusion of a diversity element in curriculum and program development and oversees the implementation of programs including but not limited to educational, cultural, recreational, and social events and activities.~~

#### **Membership**

~~Membership is comprised of three Vice Presidents, the Dean of Student Support Services, the Dean of Learning Resources, three faculty, staff, and students each from instruction, student services, and administrative services. The Student Equity Committee serves as a subcommittee of the Staff & Student Diversity Committee.~~

### **STUDENT EQUITY SUB-COMMITTEE**

#### **Charge**

~~The Student Equity Sub-Committee is responsible for the development and monitoring of the College Student Equity Plan.~~

#### **Membership**

~~Membership of the Student Equity Committee is comprised of the Vice President of Student Services, Dean of Student Support, Instructional Dean, Director of CalWORKs, Director of Admissions & Records and Records, Director of DSP&S, Matriculation Coordinator, Coordinator of the Transfer Center, a faculty member from each instructional division and counseling department, two classified staff members, the AS President and two additional students.~~

## **TECHNOLOGY COMMITTEE**

### **Charge**

The Technology Committee writes the Technology Plan for the College, to be submitted to College Council. The plan includes:

1. methods to assess, explore and encourage innovative uses of technology both in administrative and academic computing,
2. goals for training faculty, staff, and administrators in the use of technology
3. guidelines for the dissemination of funds for hardware and software,
4. guidelines for the dissemination of recycled computers and other hardware,
5. recommendations for the minimum specifications for the purchase of technology
6. standards for technology infrastructure
7. standards for technology related building construction
8. guidelines for purchase and installation of technology in new construction
9. guidelines to maximize the effective use of District network resources for the SBVC Campus Community
10. accessibility to technology will be considered when developing goals, methods, recommendations, guidelines and standards

The Technology Committee members serve on one of two subcommittees: Academic and Administrative Technology.

### **Membership**

Membership is comprised of the Vice President of Instruction, Administrative Services, and Student Services, or their designees, an Instructional Dean with an interest in technology, a representative from District Computing Services, a member of the Distributed Education staff, at least one representative from the college Network Specialists, at least two faculty teaching online courses, at least two faculty utilizing instructional technology in the classroom environment, and any interested students.

## **OPERATIONAL / FUNCTIONAL COMMITTEE LIST**

A number of committees exist that have a specific purpose or function, but are not part of the formal collegial consultation process within College Council. These include:

### **OFFICE OF THE PRESIDENT**

#### **ANNUAL AWARDS COMMITTEE**

##### **Charge**

The committee plans and implements the Annual "Spotlighting Our Success" awards celebration. Duties includes budget development, fund-raising, accounting, choosing a facility, preparation of the nomination pamphlets and coordinating the campus voting process for the five college awards, purchasing the trophies, coordinating with the prior Classified Employees of the Year and coordinating with the Outstanding Professor nominees with the San Bernardino Area Chamber of Commerce. Also, printing of the Certificate of Nomination forms, menu selection, design of the invitations and RSVPs, promoting the event and writing the scripts for the event and all the scripts for each award presenter. Coordinates and interacts with the SBVC Student Government representatives for Students' Choice Awards.

##### **Membership**

Membership is comprised of at least one member (faculty, classified, or manager) from each division and District employees co-located on the SBVC campus (KVCR, Printing & Graphics, District Computing Center) plus representation of the SBVC Academic Senate.

## **PUBLIC INFORMATION COMMITTEE**

### **Charge**

~~This committee serves as an advisory committee to the Public Information Officer and the President for all aspects of the college's marketing efforts, including assessment of marketing effectiveness, newspaper advertisements, brochures, flyers, etc.~~

#### **Membership**

~~Membership is the Director of Public Information, the Vice President of Instruction, the Vice President of Student Services, and interested faculty and classified staff.~~

### **OFFICE OF ADMINISTRATIVE SERVICES**

#### **ENVIRONMENTAL / RECYCLING COMMITTEE**

~~Reporting to the Vice President of Administrative Services, this committee will oversee the mandatory Integrated Waste Management plan and compliance issues.~~

### **OFFICE OF INSTRUCTION**

#### **ARTS AND LECTURES COMMITTEE**

##### **Charge**

~~The Arts and Lectures Committee plans and promotes a series of lectures and cultural events designed to enrich the instructional environment of the college.~~

##### **Membership**

~~Membership is the Dean of Learning Resources, and interested faculty, classified staff and students.~~

#### **HONORS**

##### **Charge**

~~The committee serves as an advisory committee for all aspects of the college's Honors Program including the admission of students into the program, assessment of program effectiveness, the schedule rotation of Honors courses, proposals for new Honors courses, and the evaluation of existing Honors courses.~~

##### **Membership**

~~Membership includes the Vice President of Instruction, the Honors Coordinator, the counselor assigned to Honors, all faculty who teach Honors classes, and two students enrolled in the Honors program.~~

#### **VOCATIONAL PROGRAM ADVISORY COMMITTEES**

##### **Charge**

~~These committees serve as advisory committees to each of the college's vocational degree and certificate programs.~~

##### **Membership**

~~Membership is the Department Head, all full time and part time faculty in the vocational area, representative students in the program, as well as professionals from the industry.~~

### **OFFICE OF STUDENT SERVICES**

#### **ALCOHOL & DRUG ABUSE**

##### **Charge**

~~This committee serves as an advisory committee for all aspects of the college's alcohol and drug abuse prevention program.~~

#### **Membership**

~~Membership is Dean of Student Support, the Department Head of Human Services, Director of Health Services, and interested faculty and classified staff.~~

#### **COMMENCEMENT**

##### **Charge**

~~This committee plans and implements all graduation activities.~~

#### **Membership**

~~Membership is comprised of the Vice President of Student Services, Dean of Student Development, the Director of Student Life, and interested faculty and classified staff.~~

#### **DISABLED SERVICES**

##### **Charge**

~~This committee serves as an advisory committee for all aspects of the college's Disabled Services Program.~~

#### **Membership**

~~Membership is the Dean of Student Support, the Coordinator of Disabled Student Services, the Director of Health Services, eight faculty, one classified, no less than one student and one community representative.~~

#### **SCHOLARSHIPS**

##### **Charge**

~~This committee reviews applications for scholarships and makes awards according to guidelines.~~

#### **Membership**

~~Membership is the Foundation Director, one dean, twelve faculty and five classified staff.~~

#### **STUDENT POLICIES & SCHOLASTIC STANDARDS**

##### **Charge**

~~The Student Policies Committee serves as an advisory committee for the development and implementation of all policies related to students. The Disciplinary Hearing Committee (which conducts formal hearings on student suspension or expulsion) and the Scholastic Standards Committee (which reviews and recommends petitions related to probation, entrance, disqualification, and graduation requirements) serve as sub-committees to the Student Policies Committee.~~

#### **Membership**

~~The Scholastic Standard Sub-committee membership is the Dean of Student Development, Director of Admissions & Records & Records, one faculty member from the Counseling, Math, English, Biology and Nursing departments, and a classified staff member from the Records Office.~~

#### **TRANSFER CENTER COMMITTEE**

##### **Charge**

~~The Transfer Committee is responsible for the development and monitoring of the Transfer Center plan for the College. The committee further supports transfer functions through active involvement in attendance at events and advertising of transfer opportunities.~~

#### **Membership**

~~Membership of the Transfer Committee is comprised of the Dean of Student Support, Transfer Center Coordinator, five faculty representing different instructional divisions, one classified staff member, and two students.~~

## **ACADEMIC SENATE**

~~(Other committees than those included in College Council that report to the Academic Senate)~~

### **1. ADVANCEMENT IN RANK**

#### **Charge**

~~The Advancement in Rank Committee meets every spring to evaluate nominations for advancement in rank by faculty, according to Board Policy 3080.~~

#### **Membership**

~~Membership includes the Academic Senate President or designee and six faculty members who have achieved the rank of full professor.~~

### **2. LIBRARY/LEARNING RESOURCES**

#### **Charge**

~~This committee serves as an advisory committee for all aspects of the college's learning resources program, including the Library, the Learning Center, Tutoring, and Audiovisual services.~~

#### **Membership**

~~Membership is the Dean of Learning Resources, Transfer Center Coordinator, one faculty member from each instructional division, and one or more classified staff members.~~

### **3. OCCUPATIONAL EDUCATION**

#### **Charge**

~~The Occupational Education Committee assists in the preparation of the VTEA plan and budget and works with the Dean of Occupational Education to advance the plans for occupational programs as identified in program review and other college planning efforts.~~

#### **Membership**

~~Membership is all Instructional Deans, all department heads of an occupational program, and one classified staff member.~~

### **4. TENURE REVIEW COMMITTEE**

#### **Charge**

~~The Tenure Review Committee meets in January to review the four evaluations of each faculty member being considered for tenure. If all four evaluations of a faculty member are fully satisfactory, the Tenure Review Committee shall recommend that individual to the President for tenure. If the Tenure Review Committee has any doubts about a faculty member's overall performance, the Committee shall, in consultation with the faculty member's supervisor, set up a new evaluation of him/her, to be conducted according to the evaluation procedure already in place in the District. If the Committee wants to use tenure procedures or materials as part of this evaluation, it can do so only with the consent of the affected faculty member. The two faculty members on the Tenure Review Committee who were appointed by the Senate and the bargaining unit shall serve as the peer evaluators for this evaluation. At the conclusion of this evaluation, the Tenure Review Committee shall meet and decide on a recommendation to the President of tenure or dismissal for the faculty member in question. All recommendations regarding fourth-year faculty members shall be submitted to the President by February 15. If the President disagrees with the recommendation of the Tenure Review Committee, the President~~



~~and the Committee shall meet with the District Chancellor to present their differing points of view. The Chancellor shall have final authority to make a recommendation to the Board of Trustees.<sup>1</sup>~~

~~Per the provisions of the CTA Contract, the Tenure Review Committee is also involved in providing remediation assistance to those faculty whose evaluation is less than satisfactory.~~

#### **~~Membership~~**

~~The President of the College appoints a tenured faculty member as the Tenure Review Coordinator to chair the committee and one administrator. The President of the Academic Senate and the college representative of the collective bargaining unit each appoint one tenured faculty member to serve on the Tenure Review Committee.~~

### **~~MANAGEMENT STAFF~~**

#### **~~ADMINISTRATIVE SERVICES SUPERVISORS~~**

~~Reporting to the Vice President of Administrative Services, the Administrative Services Supervisors meet on a periodic basis to discuss and review campus issues with the Vice President, Administrative Services.~~

### **~~INSTRUCTIONAL CABINET~~**

#### **~~Charge~~**

~~The Instructional Cabinet meets on a weekly basis to discuss and review campus issues with the Vice President, Instruction.~~

#### **~~Membership~~**

~~Membership is comprised of the Deans who report to the Vice President, Instruction plus the Academic Senate President, and the Director of Distributive Education.~~

### **~~MANAGEMENT ROUNDTABLE~~**

~~Reporting to the President, Valley College managers (supervisors, directors, deans, vice presidents) meet as needed with the President to review and discuss items as submitted to the College Council, and to deal with specific management issues.~~

### **~~PRESIDENT'S EXECUTIVE STAFF~~**

~~The President meets weekly in a staff meeting with the Vice Presidents to discuss operations and logistics.~~

### **~~STUDENT ACTIVITIES ADVISORY COMMITTEE~~**

#### **~~Charge~~**

~~The student activities advisory committee will monitor and serve as the primary clearinghouse for all student activities on the campus. The committee will approve a semester by semester activities calendar.~~

#### **~~Membership~~**

~~Membership shall include but not be limited to, VPSS, VPI or designee, VPA or designee, Director of Student Life, AS president, AS vice president, 4 students appointed by the AS president, ICC commissioner, all club faculty advisors, 1 CSEA member who works in maintenance or facilities.~~

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~~<sup>1</sup> This charge and membership quoted directly from the 2001-2004 AGREEMENT between the SBCCD and the SBCCD Chapter CTA/NEA.~~

**~~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.~~

ORIGINAL	REVISED
<p><b><u>COLLEGE COUNCIL</u></b></p> <p><b>Charge</b> The College Council has three primary functions: planning, issue management, and communication.</p> <p>The college <u>planning</u> 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 &amp; Facilities Plan, Enrollment Management Plan, and Professional Development Plan.</p> <p>The <u>issue management</u> function takes place as new campus issues are presented to the College Council and referred to the appropriate college committee for review and consideration.</p> <p>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.</p> <p><b>Membership</b> Membership is comprised of the President, of the Vice Presidents of Administrative Services, Instruction, and</p>	<p><b><u>COLLEGE COUNCIL</u></b></p> <p><b>Charge</b> The College Council has three primary functions: planning, issue management, and communication.</p> <p>The college <u>planning</u> function includes the college Educational Master Plan (EMP), thereby developing the college’s Educational Strategic Plan, the EMP includes the Program Review annual needs prioritization, Technology Plan, Five Year Construction &amp; Facilities Plan, Enrollment Management Plan, Basic Skills plan, and Professional Development Plan. College Council reviews each of the plans and analyzes each for budget impact and provides recommendations to the President.</p> <p>The <u>issue management</u> function takes place as campus issues are presented to the College Council and referred to the appropriate college committee for review, consideration, and recommendation to the President.</p> <p>The <u>communication</u> function is served by the College Council as the central communication venue for college governance issues including budget, in that all constituent groups are represented and are responsible for reporting and disseminating of information to their appointing body.</p> <p><b>Membership</b> Membership is comprised of the President, College Vice Presidents, the President of Academic Senate, the Classified</p>

<p>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, &amp; Development Research, Planning, &amp; 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 &amp; 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.</p>	<p>Senate President, the President of the Associated Students or designee, the CSEA President or designee, the Director of Research, and the chairs of the following committees: Enrollment Management &amp; Student Equity, Accreditation, Curriculum, Facilities and Safety, Matriculation, Professional Development, Program Review, 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.</p>
<p><b>COLLEGE COUNCIL STANDING COMMITTEES</b>  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.</p>	<p><b>COLLEGE COUNCIL STANDING COMMITTEES</b>  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 (that assists with clerical support, copying, and dissemination of materials as needed).</p> <p>Should representation not occur in any group, 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.</p>
<p>Meetings: Unless otherwise noted, Standing Committees do</p>	<p>Meetings: Unless otherwise noted, standing committees are not held during the summer.</p> <p><b>COLLEGIAL CONSULTATION COMMITTEES:</b></p>

not meet during summer.

### **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.

### **ACCREDITATION AND STUDENT LEARNING OUTCOMES COMMITTEE**

#### **Charge**

The committee prepares the self-study, prepares for the accreditation team site visit, follows up on implementation of accreditation recommendations, performs assessments as needed, and prepares any follow-up reports or documentation. The committee monitors the development and assessment process for student learning outcomes in courses, programs, and general education requirements. The committee generates and regularly reviews guidelines and best practices for all aspects of the student learning process.

#### **Membership**

Membership is comprised of the Accreditation Liaison Officer, at least one faculty member from each division and other interested faculty, administrators, staff and students.

<p>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.</p> <p><b>Membership</b>  Membership is comprised of the Vice Presidents of Administrative Services, Instruction, and Student Services, the Dean of Research, Planning, &amp; 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.</p> <p><b><u>CURRICULUM COMMITTEE</u></b>  <b>Charge</b>  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</p>	<p><b><u>CURRICULUM COMMITTEE</u></b>  <b>Charge</b>  Under AB1725 the Academic Senate has the responsibility to make recommendations with respect to academic and professional matters. Curriculum is considered an academic matter and therefore the Curriculum Committee is authorized by the Academic Senate to make recommendations about the curriculum of the college, including approval of new courses,</p>
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<p>and certificate requirements, assessment of curriculum as needed, and approval of prerequisites and co-requisites. .</p> <p><b>Membership</b>  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.</p> <p><b><u>ENROLLMENT MANAGEMENT COMMITTEE</u></b>  <b>Charge</b>  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</p>	<p>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, approval of prerequisites and co-requisites, and assessment of curriculum as needed.</p> <p><b>Membership</b>  Membership is comprised of the Vice President of Instruction (or designee) and one other manager, a Curriculum Chair or Co-Chairs appointed by the Academic Senate, the Articulation Officer, at least two faculty members from each division, two students, and an Instruction Office staff member appointed by the Vice President of Instruction (in collaboration with CSEA) to serve as a resource to the committee.</p> <p><b><u>ENROLLMENT MANAGEMENT AND STUDENT EQUITY COMMITTEE</u></b>  <b>Charge</b>  The Enrollment Management and Student Equity Committee serves in an advisory capacity to the President’s Cabinet regarding enrollment. The committee is responsible for reviewing internal and external assessment trend data 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. The committee makes recommendations regarding recruitment and retention strategies, in the annual updating of the Enrollment</p>
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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.

Management Plan. The committee reviews and regularly updates the Student Equity Plan. Both plans are forwarded to College Council for review.

### **Membership**

Membership is comprised of the Vice Presidents of Instruction and Student Services or their designees, two Deans from Student Services, two Deans from Instruction, Director of Financial Aid, Directors of Marketing and Institutional Research, Matriculation Coordinator, and other interested faculty, administrators, staff and students.

### **FACILITIES & SAFETY COMMITTEE**

#### **Charge**

The Facilities & Safety Committee serves as an advisory committee to college services and operations including: facilities, campus appearance, emergency preparedness, and campus safety training. Additionally the committee reviews and submits the Facilities & Capital Outlay Plan to College Council.

<p><b>Membership</b>  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.</p> <p><b><u>SPACE UTILIZATION SUB-COMMITTEE</u></b></p> <p><b>Charge</b>  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 campus facilities (classrooms, offices, storage spaces, etc.) to make efficient use of space and resources; to assign space within new campus facilities for programs that were not yet identified when the new buildings were designed; and to address temporary and emerging space needs associated with campus construction. [NOTE: During major construction projects where moves and adjustments are being made as part of the construction process, the Space Utilization process for reviewing needs will be temporarily suspended as they apply to construction issues.]</p> <p><b>Membership</b>  Membership is the President, all Vice Presidents, Director of Maintenance &amp; Operations, four classroom faculty, one non-</p>	<p><b>Membership</b>  Membership is comprised of the Vice President of Administrative Services, Director of Maintenance and Operations, District Police Supervisor, Dean of Student Development, DSPS Coordinator, two students and other interested administrators, faculty, staff, and students.</p> <p><b><u>SPACE UTILIZATION SUB-COMMITTEE DELETED</u></b></p>
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instructional faculty, three classified (one each from student services, administrative services and instruction) and one student.

### **MATRICULATION COMMITTEE**

#### **Charge**

The Matriculation Committee is authorized by the Academic Senate to develop the college Matriculation Plan, propose the budget for categorical matriculation funds, advice on policies, procedures, and implementation of matriculation components: admission, orientation, assessment, counseling, prerequisites, follow-up, training, and research.

#### **Membership**

Membership is the Vice President of Student Services, the Director of Admissions & Records and Records, the Matriculation Coordinator, Dean of Student Support, Dean of Student Development, Institutional Researcher, a representative from Professional Development, Dept. Chairs from English, Reading, and Math, two students, and any interested faculty members.

### **PROGRAM REVIEW COMMITTEE (modified 1-25-2006)**

#### **Charge**

The Institutional Program Review Committee is authorized by the Academic Senate to develop and monitor the college Program Review process, receive unit plans, utilize assessments as needed to evaluate programs, recommend

### **MATRICULATION COMMITTEE**

#### **Charge**

The Matriculation Committee is authorized by the Academic Senate to annually review and update the College Matriculation Plan, propose the budget for categorical matriculation funds, provide advice on policies, procedures, and implementation of matriculation components including admission, orientation, assessment, counseling, prerequisites, follow-up, training, and research.

#### **Membership**

Membership is comprised of the Vice President of Student Services, Associate Dean of Admissions & Records, Matriculation Coordinator, Dean of Counseling and Matriculation, Institutional Research, one representative from English, Reading, and Math, and other interested administrators, faculty, staff and students.

### **PROGRAM REVIEW COMMITTEE**

#### **Charge**

The Institutional Program Review Committee is authorized by the Academic Senate to develop and monitor the college Program Review process, receive unit plans, utilize assessments as needed to evaluate instructional programs, recommend program status to the college president, identify the need for faculty and

<p>program status to the college president, identify the need for faculty and instructional equipment, and interface with other college committees to ensure institutional priorities are met. The purpose of Program Review is to:</p> <ul style="list-style-type: none"> <li>□ Provide a full examination of how effectively programs and services are meeting departmental, divisional, and institutional goals</li> <li>□ Aid in short-range planning and decision-making</li> <li>□ Improve performance, services, and programs</li> <li>□ Contribute to long-range planning</li> <li>□ Contribute information and recommendations to other college processes, as appropriate</li> <li>□ Serve as the campus' conduit for decision-making by forwarding information to appropriate committees</li> </ul> <p><b>Membership</b></p> <p>Membership is comprised of the Vice Presidents of Instruction, Students, and Administrative Services, the Dean of Research, Planning, &amp; Development, two faculty representatives from each division, three members of the classified staff, two additional managers, and two students.</p>	<p>instructional equipment, and interface with other college committees to ensure institutional priorities are met. The purpose of Program Review is to:</p> <ul style="list-style-type: none"> <li>□ Provide a full examination of how effectively programs and services are meeting departmental, divisional, and institutional goals</li> <li>□ Aid in short-range planning and decision-making</li> <li>□ Improve performance, services, and programs</li> <li>□ Contribute to long-range planning</li> <li>□ Contribute information and recommendations to other college processes, as appropriate</li> <li>□ Serve as the campus' conduit for decision-making by forwarding information to appropriate committees</li> </ul> <p><b>Membership</b></p> <p>Membership is comprised of the Vice Presidents of Instruction, Administrative Services, and Student Services, or their designees; six managers, 17 faculty members, eight classified staff members, and two students.</p>
<p><b><u>PROFESSIONAL DEVELOPMENT COMMITTEE</u></b></p> <p><b>Charge</b></p> <p>The Professional Development Committee serves as an advisory committee for all aspects of the college professional development program, and as a resource for training needs across campus. The committee prepares and implements the state required 3 year Human Resources Development Plan, and re-visits it annually to assure that campus goals and</p>	<p><b><u>PROFESSIONAL DEVELOPEMENT COMMITTEE</u></b></p> <p><b>Charge</b></p> <p>The Professional Development Committee serves as an advisory committee for the college professional development programs, and as a resource for training needs across campus. The committee prepares and implements the state required three-year Professional Development Plan, and reviews it annually to assure that campus goals and objectives are being met. The committee</p>

<p>objectives are being met. The committee allocates staff development funds based on criteria in the plan. Additionally, the committee is responsible for planning, programming and communication as regards the campus wide professional development program. The faculty members of the committee serve as the campus sabbatical leave committee, making recommendations to the college president. The faculty members also serve as the campus flex committee.</p> <p><b>Membership</b> Membership is comprised of the Dean of Research, Planning and Development, the Professional Development Coordinator, an Instructional Dean, a representative of the technology committee, at least one additional manager, at least three classified employees, and other interested members of the management, faculty, and classified staff.</p> <p><b><u>RESEARCH COMMITTEE</u></b> <b>Charge</b> The Research Committee supports the accreditation, assessment, and planning processes of the institution. The committee prioritizes and filters requests for research consistent with campus goals, establishes a research/data collection calendar, and publishes and disseminates an annual report of research and data information. In addition, the committee assists in the development of a research agenda and advises on the prioritization of research tasks.</p> <p><b>Membership</b> Membership is comprised of the Institutional Researcher, all vice presidents, Dean of Research, Planning, &amp; Development,</p>	<p>allocates staff development funds based on criteria in the plan. Additionally, the committee is responsible for planning, programming and communication of campus professional development programs. The faculty members on the committee serve as the campus sabbatical leave committee and make recommendations to the college president for proposed leave recipients. The faculty members also serve as the campus flex committee.</p> <p><b>Membership</b> Membership is comprised of one manager (designated by the President), Professional Development Coordinator, a representative of the technology committee, and interested faculty, administrators, and staff.</p> <p><b><u>RESEARCH AND PLANNING COMMITTEE DELETED</u></b></p>
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representatives from Curriculum, Matriculation, Program Review, and Basic Skills; at least four faculty, and any interested administrators, faculty, staff, or students. The Institutional Researcher and a faculty member will serve as co-chairs.

#### **STAFF & STUDENT DIVERSITY COMMITTEE**

##### **Charge**

The Staff & Student Diversity Committee is responsible for assessing and promoting an understanding of diversity (gender, race, ethnicity, age, disability) among faculty, staff, students, managers, and the community. The committee supports the inclusion of a diversity element in curriculum and program development and oversees the implementation of programs including but not limited to educational, cultural, recreational, and social events and activities.

##### **Membership**

Membership is comprised of three Vice Presidents, the Dean of Student Support Services, the Dean of Learning Resources, three faculty, staff, and students each from instruction, student services, and administrative services. The Student Equity Committee serves as a subcommittee of the Staff & Student Diversity Committee.

#### **STUDENT EQUITY SUB-COMMITTEE**

##### **Charge**

The Student Equity Sub-Committee is responsible for the

#### **STAFF & STUDENT DIVERSITY MOVED TO OFFICE OF THE PRESIDENT**

#### **STUDENT EQUITY SUB-COMMITTEE COMBINED WITH ENROLLMENT MANAGEMENT**

development and monitoring of the College Student Equity Plan.

**Membership**

Membership of the Student Equity Committee is comprised of the Vice President of Student Services, Dean of Student Support, Instructional Dean, Director of CalWORKs, Director of Admissions & Records and Records, Director of DSP&S, Matriculation Coordinator, Coordinator of the Transfer Center, a faculty member from each instructional division and counseling department, two classified staff members, the AS President and two additional students.

**TECHNOLOGY COMMITTEE**

**Charge**

The Technology Committee writes the Technology Plan for the College, to be submitted to College Council. The plan includes:

1. methods to assess, explore and encourage innovative uses of technology both in administrative and academic computing,
2. goals for training faculty, staff, and administrators in the use of technology
3. guidelines for the dissemination of funds for hardware and software,
4. guidelines for the dissemination of recycled computers and other hardware,
5. recommendations for the minimum specifications for the purchase of technology

**TECHNOLOGY COMMITTEE**

**Charge**

The Technology Committee develops the Technology Plan for SBVC and submits it to the SBVC College Council. The Plan recommends methods to assess, purchase, install, and encourage use of new technology; technology funding priorities; and strategies for redistributing current resources. It sets standards and guidelines for the minimum specifications for new technology, for maintaining the current technology in new construction, and to maximize use of District network resources and instructional learning resources. Accessibility to technology will be considered when developing goals, methods, recommendations, guidelines, and standards. In addition, members serve as campus representatives on District Technology Committees.

<p>6. standards for technology infrastructure  7. standards for technology related building construction  8. guidelines for purchase and installation of technology in new construction  9. guidelines to maximize the effective use of District network resources for the SBVC Campus Community  10. accessibility to technology will be considered when developing goals, methods, recommendations, guidelines and standards  The Technology Committee members serve on one of two subcommittees: Academic and Administrative Technology.</p> <p><b>Membership</b>  Membership is comprised of the Vice President of Instruction, Administrative Services, and Student Services, or their designees, an Instructional Dean with an interest in technology, a representative from District Computing Services, a member of the Distributed Education staff, at least one representative from the college Network Specialists, at least two faculty teaching online courses, at least two faculty utilizing instructional technology in the classroom environment, and any interested students.</p> <p><b><u>OPERATIONAL / FUNCTIONAL COMMITTEE LIST</u></b></p> <p>A number of committees exist that have a specific purpose or function, but are not part of the formal collegial consultation process within College Council. These include:</p>	<p><b>Membership</b>  Membership is comprised of the Vice President of Instruction, Administrative Services, and Student Services, or their designees; a representative from the Audio Department; a representative from District Computing Services, representative(s) from the college Network Specialists and all other interested faculty and staff in the campus community.</p> <p><b><u>OPERATIONAL/FUNCTIONAL COMMITTEE LIST DELETED</u></b></p> <p><b>ADDITIONAL COMMITTEES:</b></p>
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**OFFICE OF THE PRESIDENT**

## ANNUAL AWARDS COMMITTEE

## Charge

The committee plans and implements the Annual "Spotlighting Our Success" awards celebration. Duties includes budget development, fund-raising, accounting, choosing a facility, preparation of the nomination pamphlets and coordinating the campus voting process for the five college awards, purchasing the trophies, coordinating with the prior Classified Employees of the Year and coordinating with the Outstanding Professor nominees with the San Bernardino Area Chamber of Commerce. Also, printing of the Certificate of Nomination forms, menu selection, design of the invitations and RSVPs, promoting the event and

A number of committees exist that have a specific purpose or function, but are not part of the formal collegial consultation process within College Council. These include:

**OFFICE OF THE PRESIDENT**

## SCHOLARSHIPS

## Charge

This committee reviews applications for scholarships and makes awards according to guidelines.

## Membership

Membership is comprised of the Foundation Director, and interested administrators, faculty, and classified staff.

## ANNUAL AWARDS COMMITTEE

## Charge

The committee plans and implements the Annual “Spotlighting Our Success Faculty & Staff Awards Celebration” event each Spring. Event recognizes outstanding employees and retirees from all areas of campus. Committee organizes campus-wide nomination and voting process that leads to organizing and coordinating all logistics related to awards ceremony event. Committee chair is the Director of Marketing & Public Relations with guidance from the Office of the President.

<p>writing the scripts for the event and all the scripts for each award presenter. Coordinates and interacts with the SBVC Student Government representatives for Students' Choice Awards.</p> <p><b>Membership</b>  Membership is comprised of at least one member (faculty, classified, or manager) from each division and District employees co-located on the SBVC campus (KVCR, Printing &amp; Graphics, District Computing Center) plus representation of the SBVC Academic Senate.</p> <p><b><u>PUBLIC INFORMATION COMMITTEE</u></b>  <b>Charge</b>  This committee serves as an advisory committee to the Public Information Officer and the President for all aspects of the college's marketing efforts, including assessment of marketing effectiveness, newspaper advertisements, brochures, flyers, etc.</p> <p><b>Membership</b>  Membership is the Director of Public Information, the Vice President of Instruction, the Vice President of Student Services, and interested faculty and classified staff.</p> <p><b><u>OFFICE OF ADMINISTRATIVE SERVICES</u></b></p> <p><b><u>ENVIRONMENTAL / RECYCLING COMMITTEE</u></b>  Reporting to the Vice President of Administrative Services, this committee will oversee the mandatory Integrated Waste</p>	<p><b>Membership</b>  Membership is comprised of at least one member from classified, faculty, management, Faculty Association and other interested individuals.</p> <p><b><u>PUBLIC INFORMATION COMMITTEE DELETED</u></b></p> <p><b><u>OFFICE OF ADMINISTRATIVE SERVICES DELETED</u></b></p>
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Management plan and compliance issues.

### **OFFICE OF INSTRUCTION**

#### **ARTS AND LECTURES COMMITTEE**

##### **Charge**

The Arts and Lectures Committee plans and promotes a series of lectures and cultural events designed to enrich the instructional environment of the college.

##### **Membership**

Membership is the Dean of Learning Resources, and interested faculty, classified staff and students.

### **INSTRUCTIONAL SERVICES**

#### **ARTS , LECTURES, AND DIVERSITY COMMITTEE**

##### **Charge**

The Arts, Lectures, and Diversity Committee plans and promotes a series of lectures and cultural events designed to celebrate our diversity and enrich the instructional environment of the college.

##### **Membership**

Membership includes the Vice Presidents of Instruction and Student Services or designees, Dean of Humanities, and interested administrator, faculty, classified staff and students.

### **SLO's COMBINED WITH ACCREDITATION**

#### **ONLINE COMMITTEE**

The Online Committee advises the Vice President of Instruction regarding issues related to online learning at the College. In addition, the committee assists discipline faculty in the preparation of distance education requests to the Curriculum Committee. The committee serves as a conduit of information among faculty, administration, and students by providing technological vision for issues related to online learning.

##### **Membership**

Interested faculty, administrators, staff, and students.



**HONORS****Charge**

The committee serves as an advisory committee for all aspects of the college's Honors Program including the admission of students into the program, assessment of program effectiveness, the schedule rotation of Honors courses, proposals for new Honors courses, and the evaluation of existing Honors courses.

**Membership**

Membership includes the Vice President of Instruction, the Honors Coordinator, the counselor assigned to Honors, all faculty who teach Honors classes, and two students enrolled in the Honors program.

**VOCATIONAL PROGRAM ADVISORY COMMITTEES****Charge**

These committees serve as advisory committees to each of the college's vocational degree and certificate programs.

**Membership**

Membership is the Department Head, all full-time and part-time faculty in the vocational area, representative students in the program, as well as professionals from the industry.

**HONORS****Charge**

The committee serves as an advisory committee to the Vice President of Instruction relative to the college's Honors Program including the admission of students into the program, assessment of program effectiveness, the schedule rotation of Honors courses, proposals for new Honors courses, and the evaluation of existing Honors courses.

**Membership**

Membership includes the Vice President of Instruction or designee, the Honors Coordinator, Honors Counselor, and interested administrators and faculty.

**VOCATIONAL PROGRAM ADVISORY COMMITTEE DELETED****WORKFORCE DEVELOPEMENT COMMITTEE****Charge**

This committee reviews recommendations from the Career and Technical Education (CTE) advisory committees. The committee participates in the Perkins Grant allocation process and makes recommendations to the Perkins Grant administrator.

**Membership**

Membership is comprised of the Perkins Grant Administrator and includes representation from vocational certificate and degree

## **OFFICE OF STUDENT SERVICES**

## ALCOHOL & DRUG ABUSE

## Charge

This committee serves as an advisory committee for all aspects of the college's alcohol and drug abuse prevention program.

## Membership

Membership is Dean of Student Support, the Department Head of Human Services, Director of Health Services, and interested faculty and classified staff.

areas as well as other interested administrators, faculty, classified staff and students.

## STUDENT SERVICES

## CAMPUS LIFE AND COMMENCEMENT

## Charge

The committee monitors and serves as the primary clearing house for student activities on the campus, including Commencement. The committee develops a campus wide master calendar in coordination with the Director of Marketing.

## Membership

Membership is comprised of the Vice President of Student Services, Director of Student Life, Student Activities Coordinator, ASG President, Dean of Student Services, Director of Marketing, and interested administrators, faculty, classified staff and students.

**ALCOHOL & DRUG ABUSE DELETED**

**COMMENCEMENT****Charge**

This committee plans and implements all graduation activities.

**Membership**

Membership is comprised of the Vice President of Student Services, Dean of Student Development, the Director of Student Life, and interested faculty and classified staff.

**DISABLED SERVICES****Charge**

This committee serves as an advisory committee for all aspects of the college's Disabled Services Program.

**Membership**

Membership is the Dean of Student Support, the Coordinator of Disabled Student Services, the Director of Health Services, eight faculty, one classified, no less than one student and one community representative.

**SCHOLARSHIPS****Charge**

This committee reviews applications for scholarships and makes awards according to guidelines.

**Membership**

Membership is the Foundation Director, one dean, twelve faculty and five classified staff.

**COMMENCEMENT COMBINED WITH CAMPUS LIFE****DISABLED SERVICES DELETED****DISABLED STUDENT PROGRAMS AND SERVICES  
(DSPS) ADVISORY COMMITTEE****Charge**

This committee serves as an advisory committee to the Director of DSPS relative to the needs of students with disabilities.

**Membership**

Membership is comprised of Dean of Student Services, Director of Disabled Student Services, Director of Health Services, and interested faculty, staff, and students.

## **STUDENT POLICIES & SCHOLASTIC STANDARDS**

### **Charge**

The Student Policies Committee serves as an advisory committee for the development and implementation of all policies related to students. The Disciplinary Hearing Committee (which conducts formal hearings on student suspension or expulsion) and the Scholastic Standards Committee (which reviews and recommends petitions related to probation, entrance, disqualification, and graduation requirements) serve as sub-committees to the Student Policies Committee.

### **Membership**

The Scholastic Standard Sub-committee membership is the Dean of Student Development, Director of Admissions & Records & Records, one faculty member from the Counseling, Math, English, Biology and Nursing departments, and a classified staff member from the Records Office.

## **TRANSFER CENTER COMMITTEE**

### **Charge**

The Transfer Committee is responsible for the development and monitoring of the Transfer Center plan for the College. The committee further supports transfer functions through active involvement in attendance at events and advertising of transfer opportunities.

## **STUDENT POLICIES & SCHOLASTIC STANDARDS**

### **Charge**

The Student Policies and Scholastic Standards Committee serves as an advisory committee for the development and implementation of academic policies such as but not limited to petitions related to admissions, probation, disqualification, and graduation requirements.

### **Membership**

The membership is comprised of the Vice President of Student Services or designee, Associate Dean of Admissions & Records, interested faculty, a classified staff member from the Admissions and Records Office, and one student.

## **TRANSFER CENTER COMMITTEE DELETED**

<p><b>Membership</b>  Membership of the Transfer Committee is comprised of the Dean of Student Support, Transfer Center Coordinator, five faculty representing different instructional divisions, one classified staff member, and two students.</p> <p><b><u>ACADEMIC SENATE</u></b>  (Other committees than those included in College Council that report to the Academic Senate)</p> <p><b><u>1. ADVANCEMENT IN RANK</u></b>  <b>Charge</b>  The Advancement in Rank Committee meets every spring to evaluate nominations for advancement in rank by faculty, according to Board Policy 3080.</p> <p><b>Membership</b>  Membership includes the Academic Senate President or designee and six faculty members who have achieved the rank of full professor.</p> <p><b><u>2. LIBRARY/LEARNING RESOURCES</u></b>  <b>Charge</b>  This committee serves as an advisory committee for all aspects of the college's learning resources program, including the Library, the Learning Center, Tutoring, and Audiovisual services.</p>	<p><b><u>ACADEMIC SENATE</u></b></p> <p><b><u>ADVANCEMENT IN RANK COMMITTEE DELETED</u></b></p> <p><b><u>LIBRARY/LEARNING RESOURCES DELETED</u></b></p>
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**Membership**

Membership is the Dean of Learning Resources, Transfer Center Coordinator, one faculty member from each instructional division, and one or more classified staff members.

**3. OCCUPATIONAL EDUCATION****Charge**

The Occupational Education Committee assists in the preparation of the VTEA plan and budget and works with the Dean of Occupational Education to advance the plans for occupational programs as identified in program review and other college planning efforts.

**Membership**

Membership is all Instructional Deans, all department heads of an occupational program, and one classified staff member.

**4. TENURE REVIEW COMMITTEE****Charge**

The Tenure Review Committee meets in January to review the four evaluations of each faculty member being considered for tenure. If all four evaluations of a faculty member are fully satisfactory, the Tenure Review Committee shall recommend that individual to the President for tenure. If the Tenure Review Committee has any doubts about a faculty member's overall performance, the Committee shall, in consultation with the faculty member's supervisor, set up a

**OCCUPATIONAL EDUCATION DELETED****TENURE REVIEW COMMITTEE****Charge**

The Tenure Review Committee meets in January to review the four evaluations of each faculty member being considered for tenure. If all four evaluations of a faculty member are fully satisfactory, the Tenure Review Committee shall recommend that individual to the President for tenure. If the Tenure Review Committee has any doubts about a faculty member's overall performance, the committee shall, in consultation with the faculty member's supervisor, set up a new evaluation of him/her, to be



<p>new evaluation of him/her, to be conducted according to the evaluation procedure already in place in the District. If the Committee wants to use tenure procedures or materials as part of this evaluation, it can do so only with the consent of the affected faculty member. The two faculty members on the Tenure Review Committee who were appointed by the Senate and the bargaining unit shall serve as the peer evaluators for this evaluation. At the conclusion of this evaluation, the Tenure Review Committee shall meet and decide on a recommendation to the President of tenure or dismissal for the faculty member in question. All recommendations regarding fourth-year faculty members shall be submitted to the President by February 15. If the President disagrees with the recommendation of the Tenure Review Committee, the President and the Committee shall meet with the District Chancellor to present their differing points of view. The Chancellor shall have final authority to make a recommendation to the Board of Trustees. This charge and membership quoted directly from the 2001-2004 AGREEMENT between the SBCCD and the SBCCD Chapter CTA/NEA.</p> <p>Per the provisions of the CTA Contract, the Tenure Review Committee is also involved in providing remediation assistance to those faculty whose evaluation is less than satisfactory.</p> <p><b>Membership</b> The President of the College appoints a tenured faculty member as the Tenure Review Coordinator to chair the</p>	<p>conducted according to the evaluation procedure already in place in the District.</p> <p>If the committee wants to use tenure procedures or materials as part of this evaluation, it can do so only with the consent of the affected faculty member. The two faculty members on the Tenure Review Committee who were appointed by the Senate and the bargaining unit shall serve as the peer evaluators for this evaluation. At the conclusion of this evaluation, the Tenure Review Committee shall meet and decide on a recommendation to the President of tenure or dismissal for the faculty member in question. All recommendations regarding fourth-year faculty members shall be submitted to the President by February 15. If the President and the committee disagree, they shall meet with the District Chancellor to present their differing points of view. The Chancellor shall have final authority to make a recommendation to the Board of Trustees (this charge and membership quoted directly from the current AGREEMENT between the SBCCD and the SBCCD Chapter CTA/NEA.)</p> <p>Per the provisions of the CTA Contract, the Tenure Review Committee is also involved in providing remediation assistance to those faculty whose evaluations are less than satisfactory.</p> <p><b>Membership</b> The College President appoints a tenured faculty member as the Tenure Review Coordinator who chairs the committee and the</p>
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<p>committee and one administrator. The President of the Academic Senate and the college representative of the collective bargaining unit each appoint one tenured faculty member to serve on the Tenure Review Committee.</p> <p><b><u>MANAGEMENT STAFF</u></b></p> <p><b>ADMINISTRATIVE SERVICES SUPERVISORS</b>  Reporting to the Vice President of Administrative Services, the Administrative Services Supervisors meet on a periodic basis to discuss and review campus issues with the Vice President, Administrative Services.</p> <p><b><u>INSTRUCTIONAL CABINET</u></b>  <b>Charge</b>  The Instructional Cabinet meets on a weekly basis to discuss and review campus issues with the Vice President, Instruction.</p> <p><b>Membership</b>  Membership is comprised of the Deans who report to the Vice President, Instruction plus the Academic Senate</p>	<p>appropriate Vice Presidents or designees. The President of the Academic Senate and the college representative of the collective bargaining unit each appoint one tenured faculty member to serve on the Tenure Review Committee.</p> <p><b><u>MANAGEMENT STAFF (SEE MANAGEMENT ROUNDTABLE)</u></b></p> <p><b><u>ADMINISTRATIVE SERVICES CABINET</u></b>  <b>Charge</b>  Reporting to the Vice President of Administrative Services, the Administrative Services Cabinet meets on a periodic basis to discuss and review campus related issues and advise the Vice President of Administrative Services.</p> <p><b>Membership</b>  Membership is comprised of Vice President of Administrative Services and the Administrative Services Supervisors.</p> <p><b><u>INSTRUCTIONAL CABINET</u></b>  <b>Charge</b>  The Instructional Cabinet reviews instruction related issues and concerns and advises the Vice President of Instruction.</p> <p><b>Membership</b>  Membership is comprised of Vice President of Instruction and the deans reporting to the VPI.</p>
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President, and the Director of Distributive Education.

## MANAGEMENT ROUNDTABLE

Reporting to the President, Valley College managers (supervisors, directors, deans, vice presidents) meet as needed with the President to review and discuss items as submitted to the College Council, and to deal with specific management issues.

## **PRESIDENT'S EXECUTIVE STAFF**

The President meets weekly in a staff meeting with the Vice Presidents to discuss operations and logistics.

## STUDENT ACTIVITIES ADVISORY COMMITTEE

## Charge

The student activities advisory committee will monitor and serve as the primary clearinghouse for all student activities on the campus. The committee will approve a semester by semester activities calendar.

## STUDENT SERVICES CABINET

## Charge

The Student Services Cabinet reviews Student Services related issues and concerns in an advisory capacity to the VPSS.

## Membership

Membership is comprised of Vice President of Student Services and all deans reporting to the VPSS.

**MANAGEMENT ROUNDTABLE DELETED**

## PROGRAM FOR THE ADVANCEMENT OF LEADERSHIP OF MANAGERS (PALM)

Reporting to the President, Valley College managers (directors, deans, vice presidents) meet as needed with the President to review and discuss items as submitted to the College Council and to study leadership theory and practice.

## PRESIDENT'S CABINET

The President meets weekly in a staff meeting with the Vice Presidents to discuss operations and logistics.

**STUDENT ACTIVITIES ADVISORY COMMITTEE**  
**DELETED**

<p><b>Membership</b>  Membership shall include but not be limited to, VPSS, VPI or designee, VPA or designee, Director of Student Life, AS president, AS vice president, 4 students appointed by the AS president, ICC commissioner, all club faculty advisors, 1 CSEA member who works in maintenance or facilities.</p> <p><b><u>STUDENT SUPPORT SERVICES MANAGERS, COORDINATORS, NON-INSTRUCTIONAL FACULTY &amp; SUPPORT STAFF (College Council Member)</u></b>  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.</p>	<p><b><u>STUDENT SUPPORT SERVICES MANAGERS, COORDINATORS, NON-INSTRUCTIONAL FACULTY &amp; SUPPORT STAFF DELETED</u></b></p> <p><b><u>STUDENT SERVICES COUNCIL</u></b>  <b>Charge</b>  The Student Services Council meets on a periodic basis to discuss and review campus issues particularly applicable to student success.</p> <p><b>Membership</b>  Membership is comprised of the Vice President of Student Services and the Student Services leadership team.</p>
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## **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: May 13, 2010

SUBJECT: MOU – CTA Health & Welfare Benefits

### RECOMMENDATION

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

### OVERVIEW

The District & Association met on April 16, 2010 and the parties entered into a MOU for Health & Welfare Benefits for Fiscal Year 2010-2011.

### ANALYSIS

The District and the Association agreed to the Fiscal Year 2010-2011 benefit plan adjustments.

### 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**

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER CTA/NEA**

This Memorandum of Understanding is made entered into this 16<sup>th</sup> day of April 2010 between the SAN BERNARDINO COMMUNITY COLLEGE DISTRICT, San Bernardino County, California, hereinafter referred to as the 'DISTRICT' and SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER CTA/NEA, hereinafter referred to as the 'ASSOCIATION.'

**Whereas**, the District and Association acknowledge the fact that benefit plan changes will take effect July 1, 2010 through June 30, 2011.

**Whereas**, the District and Association acknowledge the fact that an open enrollment period will be held prior to July 1, 2010, and provided to eligible employees for plan adjustments based on out-of-pocket expenses.

**Whereas**, the District and Association acknowledge the fact that benefit plan changes resulted in the combining of the dollar cap of \$7,000 and one-time money of \$1,700, resulting in a new dollar cap amount of \$8,700 toward health benefits for Fiscal Year 2010-2011 (July 1, 2010 thru June 30, 2011). This also shall eliminate any one-time money for fiscal year 2010-2011.

**Whereas**, the District and Association acknowledge the fact that the District will provide one (1) District paid or "no cost plan (Anthem Blue Cross HMO/DeltaCare Dental)" for all eligible academic employees from July 1, 2010 through June 30, 2011.

**Whereas**, the District and Association acknowledge the fact that those academic employees who choose the Anthem Blue Cross HMO/ Delta PPO health benefits plan will pay out-of-pocket expenses for Fiscal Year 2010-2011 as follows:

12 month employee- \$87.00/month  
11 month employee- \$94.91/month  
10 month employee- \$104.40/month

**Whereas**, the District and Association acknowledge the fact that the new dollar cap (\$8,700) shall be applied to the cost of any other District health benefit plan if selected by any eligible academic employee . Any cost beyond the new dollar cap will be considered an out-of-pocket expense and paid for by the employee.

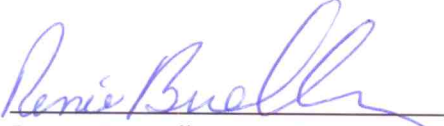
April 16, 2010



**NOW, THEREFORE, IT IS AGREED AND ACKNOWLEDGED** that the District and Association agree to the Fiscal Year 2010-2011 benefit plan adjustments

This Agreement made and entered into this 16<sup>th</sup> day of April, 2010.

**For the District:**



Renee Brunelle, Vice Chancellor  
Human Resources & Employee Relations

**For the Association:**



Guy Hinrichs  
Chief Negotiator

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Ed Gomez  
CTA President

April 16, 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  
DATE: May 13, 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**

Gloria Piggott

**SBVC**

Preston Clark  
Stan Corella (2)  
Shalita Cunningham  
James Hansen  
James Harris II  
Adam Littig  
Gloria Piggott  
Girija Raghavan  
Regina Ross (2)  
Kathleen Rowley  
Timothy Vasquez (2)