

San Bernardino Community College District  
Regular Meeting of the Board of Trustees  
114 S. Del Rosa Drive, San Bernardino, CA 92408  
Thursday, June 10, 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  
Confidential Employees
  - B. EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE  
Pursuant to Government Code 54957
  - C. CONFERENCE WITH LEGAL COUNSEL  
EXISTING LITIGATION  
Pursuant to Government Code Section 54956.9(a)  
Case No. KA1502  
ANTICIPATED LITIGATION  
Pursuant to Government Code Section 54956.9(b)  
Number of Potential Cases: 1
  - D. STUDENT DISCIPLINE HEARING  
Pursuant to Education Code Section 72122
  - E. PUBLIC EMPLOYEE APPOINTMENT – CHANCELLOR  
Pursuant to Government Code Section 54957
3. PUBLIC COMMENT ON AGENDA ITEMS
4. CONVENE CLOSED SESSION
5. RECONVENE PUBLIC MEETING
6. REPORT OF ACTION IN CLOSED SESSION

7. APPROVAL OF MINUTES – May 13, 2010 (p.1)
8. OATH OF OFFICE – 2010-2011 STUDENT TRUSTEES
9. PUBLIC COMMENT

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

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

11. CONSENT AGENDA

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

- A. INSTRUCTIONAL/STUDENT SERVICES
  1. Approve Curriculum Modifications – SBVC (p.12)
- B. HUMAN RESOURCES
  1. Consideration of Acceptance of Classified Retirements (p.45)
  2. Consideration of Acceptance of Classified Resignations (p.46)
  3. Consideration of Approval to Release Classified Probationary Employee (p.47)
  4. Consideration of Approve of Classified Employee Contract Increases (p.48)
  5. Consideration of Approval of Bilingual Stipend for Classified Employees (p.49)
  6. Consideration of Approval of New Classified Job Description – Logistics Grant Coordinator (p.51)
  7. Consideration of Approval of Short-Term, Substitute and Professional Expert Employees (p.55)
  8. Consideration of Approval of Adjunct and Substitute Academic Employees (p.73)

9. Consideration of Approval of Non-Instructional Pay (p.82)
10. Consideration of Approve to Revise Professional Expert Pay Schedule (p.88)
11. Consideration of Approval of Academic Employees (p.91)
12. Consideration of Approval of Faculty Chairs Stipends (p.92)
13. Consideration of Approval of Coordinator Stipends (p.94)
14. Consideration of Approval of Per Diem Pay (p.95)
15. Consideration of Approval of Revised Academic Job Description – Developmental Studies Specialist (p.96)
16. Consideration of Approval of Management Appointments (p.100)
17. Consideration of Approval of Interim Management Appointment (p.101)
18. Consideration of Acceptance of Management Resignation (p.102)
19. Consideration of Approval of Retreat Rights for Management Employee (p.103)
20. Consideration of Approval of District Volunteers (p.104)

C. FISCAL SERVICES

1. Consideration of Approval of Routine Contracts and Agreements (p.106)
2. Consideration of Approval of Budget Adjustments (p.133)
3. Consideration of Approval of Conference Attendance (p.143)
4. Consideration of Approval of District/College Expenses (p.145)
5. Consideration of Approval of Individual Memberships (p.148)
6. Consideration of Approval of Donations – SBVC (p.150)
7. Consideration of Approval of a Facility Use Wavier–SBVC (p.152)
8. Consideration of Approval of a Facility Use Wavier – CHC (p.153)
9. Consideration of Approval of a Facility Use Waiver – District Sites (p.154)
10. Consideration of Approval of Cell Phone Reimbursement (p.155)
11. Consideration of Approval to Fully-Fund Health and Welfare Benefits for Elected Trustees (p.156)
12. Consideration of Approval of Student Body Center Fee Referendum – SBVC (p.157)
13. Consideration of Approval of Authorized Signature List (p.158)
14. Consideration of Approval for Student Life Trust Account Update (p.162)
15. Consideration of Approval for Purchasing from National Joint Powers Alliance (p.163)
16. Consideration of Approval for Purchasing from Western States Contracting Alliance (p.164)
17. Consideration of Approval for Purchasing from California Multiple Award Schedule (p.165)
18. Consideration of Approval for Purchasing from California Strategically Sourcing Initiative (p.166)
19. Consideration of Approval for Purchasing from US Communities – Government Purchasing Alliance (p.167)
20. Consideration of Approval to Provide Compensation to a Board Member for Absence from a Board Meeting (p.168)

## 12. ACTION AGENDA

### A. INSTRUCTIONAL/STUDENT SERVICES

### B. HUMAN RESOURCES

1. Consideration of Approval to Ratify CSEA Tentative Agreement (p.169)
2. Consideration of Approval for First Reading of Board Policy 7250 (p.173)

### C. FISCAL SERVICES

1. Consideration of Approval of Proposal for Environmental Consulting Services for Business Building Renovation – SBVC (p.176)
2. Consideration of Approval of Proposal for Environmental Consulting Services for Gym Complex Replacement – SBVC (p.185)
3. Consideration of Approval of Proposal for Civil Engineering and Land Surveying Services – SBVC (p.195)
4. Consideration of Approval to Award RFP and Approve Contract for Move Services – SBVC (p.199)
5. Consideration of Approval to Award RFP and Approve Purchase Order for Reprographics Services – CHC (p.212)
6. Consideration of Approval to Award RFP and Approve Purchase Order for Reprographics Services – SBVC (p.218)
7. Consideration of Approval of Bond Measure P Construction Change Orders and Contract Amendments (p.224)
8. Consideration of Approval of Amendment 005 to the Steinberg Architects Learning Resource Center Contract – CHC (p.241)
9. Consideration of Approval of Amendment 008 to the Steinberg Architects Community Recreation Facility Contract – CHC (p.247)
10. Consideration of Approval of Amendment 004 to the Converse Consultants Contract – SBVC (p.253)
11. Consideration of Approval to Reduce Retention to 5% for Anderson Charnesky Structural Steel, Inc. (p.258)
12. Consideration of Approval of Cost Change with Mutual of Omaha for Supplemental Early Retirement Program (SERP) Annuity Administration (p.261)
13. Consideration of Approval of Contract for Copier Lease and Print Management Services (p.263)
14. Consideration of Approval to Adopt Resolution and Approve Interfund Borrowing (p.264)
15. Consideration of Approval to Adopt Resolution to Authorize the Use of Cooperative and Piggyback Procurement Contracts (p.267)

16. Consideration of Approval to Adopt Resolution Ordering School District Election for Governing Board Members Whose Terms Expire December 3, 2010 (p.269)
17. Consideration of Approval to Adopt the 2010-2011 Tentative Budget (p.272)

13. INFORMATION ITEMS

- A. Summary of Bond Measure P Capital Improvement Change Orders and Amendments for Construction Contracts (p.298)
- B. Budget Report (p.316)
- C. Purchase Order Report (p.356)
- D. District Strategic Plan (p.357)
- E. District Technology Strategic Plan (p.429)
- F. Advancement in Rank – SBVC (p.459)
- G. Administrative Procedures (p.461)
- H. Dedication of Easement (p.481)
- I. Applause Cards (p.482)

14. STAFF REPORTS

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

15. ADJOURN – The next regular meeting of the Board of Trustees will be held on July 8, 2010, at 4:00 p.m., in the District Office Board Room.

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

Minutes of the Regular Meeting of the Board of Trustees  
Thursday, May 13, 2010 - 4:00 p.m. – Assembly Room

1. CALL TO ORDER - PLEDGE OF ALLEGIANCE

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

Members Present:

James C. Ramos, President  
Carleton W. Lockwood, Jr., Vice President  
Dr. Donald L. Singer, Clerk  
John M. Futch  
John Longville  
Dr. Charles S. Terrell, Jr. (left at 6:00 p.m.)  
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 Cicalone, President, KVCR-TV-FM  
Renee Brunelle, Vice Chancellor Human Resources

Administrators Absent:

None.

Pledge of Allegiance

Dr. Terrell 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. EMPLOYEE/DISCIPLINE/DISMISSAL/RELEASE

Government Code Section 54957

3. PUBLIC COMMENT ON AGENDA ITEMS

None.

4. CONVENE CLOSED SESSION

The Board convened to closed session at 4:03 p.m.

5. RECONVENE PUBLIC MEETING

Mr. Ramos reconvened the public meeting at 5:10 p.m.

6. REPORT OF ACTION IN CLOSED SESSION

None.

7. APPROVAL OF MINUTES

Mr. Buckner moved, Mr. Longville seconded, and the Board members voted as follows to approve the minutes of April 8, 2010:

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

Buckner (advisory), Hrisoulas (advisory)

NOES: None

ABSTENTIONS: None

ABSENT: None

Miss Hrisoulas moved, Mr. Futch seconded, and the Board members voted as follows to approve the minutes of April 22, 2010

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

NOES: None

ABSTENTIONS: Buckner (advisory), Hrisoulas (advisory)

ABSENT: None



8. PUBLIC COMMENT

On behalf of the CHC students, Marina Serna presented a plaque to Acting Chancellor Bruce Baron in recognition of his support and generous contribution to assist the students with their recent fundraiser to purchase recycling bins.

9. PRESENTATION – SPOTLIGHT ON OUR STUDENTS

Acting Chancellor Baron said this season is all about graduation and the students we are serving and thought the trustees should hear from the students themselves about their experiences and what college means to them. SBVC students B.J. Vann and Jesse Venegas and CHC students Aline Engel and Genessa Primus were invited to tell the board about themselves and what their college experiences mean to them and the impact it is having on their lives.

Mr. Vizcaino asked the students if they felt safe and comfortable on the campuses. They all responded they did and said they had no stress from having to worry about safety.

Mr. Ramos thanked all the students for sharing their experiences and also thanked the faculty and staff who got behind the students to be sure they were moving forward with their goals. It makes everything worthwhile to see life-changing experiences and the progress in our Valley Bound students.

10. REPORTS

A. Board Members

- Dr. Terrell complimented the district police for their cooperation and professionalism during a recent campus incident. He added he was delighted the students had the opportunity to share their college experiences with the board.
- Mr. Vizcaino gave kudos to Dr. Isaac and his staff for a job well done at the nanotechnology conference last month. He and Trustees Futch and Singer attended the CCLC conference in Long Beach where the budget was the main topic of discussion. Mr. Vizcaino said he tries to attend as many events as he can so he has the opportunity to interact with students and staff. He added that the new swimming pool at CHC is an impressive structure.
- Mr. Futch attended the faculty and staff recognition luncheon at CHC, the scholarship awards at SBVC, the Latino faculty and staff luncheon and the service awards recognition at the District Office. He said he is fortunate to have the time that allows him to attend and participate in many of the district and college events.
- Dr. Terrell volunteered to represent the Board at the Middle College graduation which falls on the same night as the CHC graduation.
- Mr. Ramos attended the EOPS graduation. He said without these programs students would not be able to move forward. These programs give students a chance to achieve their goals.

B. Student Trustees

- Kaylee Hrisoulas participated in a nature walk in the Crafton Hills mountains for a biology class. She said it was a great experience. She thanked everyone on the board for welcoming the student trustees and for approving the recent changes to the student trustee policy. She said she hoped to see everyone at commencement where she will be the student speaker.
- Jason Buckner reported over the past two years that students have been able to increase student access, lobby at state and federal levels, streamline the matriculation process, and expand the textbook lending program. He thanked Bruce Baron who has done a tremendous job for the students, Dr. Daniels who is an ally for the students, the counselors who gave him tough love when he needed it, and the numerous faculty and staff who mentored and encouraged him. He said the board members have been his role models, and it has been an honor to serve with them. He encouraged the students who addressed the board to continue to pursue their goals.
- Mr. Longville noted Jason and Kaylee are the first student trustees in the history of this district to make and second motions. He thanked Larry Cicalone for inviting him to participate in the KVCR event at the Riverside Fox Theater.

C. Chancellor

- Mr. Baron said that at the last board meeting there were a number of speakers addressing the plan for prioritizing positions to be filled at SBVC. Those comments were made before the plan was finalized and distributed and there was a lot of misinformation and erroneous comments made that night. He distributed a Q and A put together by Dr. Daniels which addresses the statements made at the last board meeting. Mr. Baron wanted everyone to have the accurate information. In particular, Mr. Baron stated that according to Dr. Daniels, the Aeronautics Program would not lose its certification if a full-time faculty member was not immediately replaced. Mr. Baron also stated that no program is slated to be eliminated as part of this plan. The board will be voting on a resolution acknowledging classified employee week. He said we could not do the work we do for our students without our classified employees, and he acknowledged their service. A budget workshop on the tentative budget will be held May 27.

11. CONSENT AGENDA

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

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

NOES: None

ABSTENTIONS: None

ABSENT: None

Dr. Terrell left at 6:00 p.m.

12. ACTION AGENDA

**Approve Board Policy 7230 Classified Employees, Non-Management**

Mr. Lockwood moved, Mr. Futch seconded, and the Board members voted as follows to approve Board Policy 7230 Classified Employees, Non-Management:

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

NOES: None

ABSTENTIONS: None

ABSENT: Terrell

**Adopt Resolution – Recognize Classified School Employee Week**

Mr. Futch moved, Dr. Singer seconded, and the Board members voted as follows to adopt a resolution recognizing Classified School Employee Week:

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

NOES: None

ABSTENTIONS: None

ABSENT: Terrell

**Approve Contract for SERP Annuity Administration**

Mr. Lockwood moved, Mr. Futch seconded, and the Board members voted as follows to approve a contract with Mutual of Omaha for the 2010 SERP Annuity Administration:

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

NOES: None

ABSTENTIONS: None

ABSENT: Terrell

**Approve Contract to Purchase Parking Decals Online - CHC**

Mr. Lockwood moved, Mr. Futch seconded, and the Board members voted as follows to approve a contract with Credentials Solutions to purchase CHC parking decals on line:

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

**Approve Contract for District-Wide Help Desk Solutions**

Mr. Lockwood moved, Mr. Futch seconded, and the Board members voted as follows to approve a contract with Presidium for District-Wide Help Desk Solutions:

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

**Approve Correction Deed and Adopt Resolution – Parcel N of the Former Norton Air Force Base**

Mr. Lockwood moved, Mr. Futch seconded, and the Board members voted as follows to approve a correction deed and adopt a resolution to dedicate an easement to the Inland Valley Development Authority on Parcel N of the former Norton Air Force Base:

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

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

Mr. Lockwood moved, Mr. Futch 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**

Couts Heating and Cooling, CO-02, in the amount of \$30,162.00

**CHC – Community Recreation Facility**

American West Landscape, CO-01, in the amount of \$40,768.00

**CHC – Infrastructure 2/3/4**

RIS Electrical Contractors, CO-04, in the amount of \$9,844.00

SBVC – Media/Communications

Mountain Movers, CO-02, in the amount of \$1,637.00  
Montgomery Hardware, CO-03, in the amount of \$2,407.00  
Sierra Lathing, CO-06, in the amount of \$24,867.00  
Pro Spectra Flooring, CO-01, in the amount of \$1,098.00  
RVH Contractors, CO-02, in the amount of \$5,435.00  
J.G. Tate Fire Protection, CO-02, in the amount of \$857.00  
West Tech Mechanical, CO-05, in the amount of \$2,960.00  
Daniel's Electric, CO-10, in the amount of \$24,537.00  
Daniel's Electric, CA-01, in the amount of \$9,073.00

SBVC – North Hall

Queen City Glass, CO-03, in the amount of \$4,013.00  
Caston Plastering, CO-04, in the amount of \$852.00  
Pro Tech Mechanical, CO-02, in the amount of \$949.00  
BEC Inc., CO-02, in the amount of \$4,095.00

SBVC – Chemistry/Physical Science

Caston Plastering, CO-02, in the amount of \$1,034.00  
Inland Building Construction Co., CO-02, in the amount of \$3,138.00  
Fischer, CA-01, in the amount of \$12,700.00  
FDM Electric Co., CO-03, in the amount of (\$7,490.00)

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

NOES: None

ABSTENTIONS: None

ABSENT: Terrell

**Approve Purchase and Sale Agreement for Acquisition of Property – 4.2 Acres Adjacent to the District Office**

Mr. Futch moved, Mr. Buckner seconded, and the Board members voted as follows to 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:

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

NOES: None

ABSTENTIONS: Bucker (advisory)

ABSENT: Terrell

**Award RFP 2010-06 and Approve Contract for Web Design - SBVC**

Mr. Lockwood moved, Mr. Longville seconded, and the Board members voted as follows to approve a contract with Mind Over Media for Web Design, SBVC, in the amount of \$76,095.00:

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

**Award Bid and Approve Contract – Moving and Storage Services - CHC**

Mr. Lockwood moved, Mr. Longville seconded, and the Board members voted as follows to award bid and approve contract with Crown Worldwide Moving and Storage for Move Services, Learning Resource Center Project, CHC, in the amount of \$34,924.00:

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

**Approve Amendment 001 to the Mobile Modular Inc., Contract – SBVC**

Mr. Lockwood moved, Mr. Longville seconded, and the Board members voted as follows to approve amendment 001 to the Mobile Modular Inc., contract, SBVC, in the amount of \$128,080.00:

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

**Approve Amendment 009 to the Steinberg Architects Infrastructure Contract - CHC**

Mr. Lockwood moved, Mr. Longville seconded, and the Board members voted as follows to approve amendment 009 to the Steinberg Architects Infrastructure contract, CHC, in the amount of \$4,790.00:

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

**Approve Change Order 01 to the RVH Constructors Contract – SBVC**

Mr. Lockwood moved, Mr. Longville seconded, and the Board members voted as follows to approve Change Order 01 to the RVH Constructors contract, in the amount of \$77,500.00:

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

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 Investment Report
- E. CCFS-320 Apportionment Attendance Report FY 2010 P2
- F. Administrative Procedures
- G. MOU – CTA Health & Welfare Benefits
- H. Applause Cards

14. STAFF REPORTS

- A. CHC President
  - A written report was submitted to the Board.
- B. CHC Academic Senate
  - Mr. Rippy reported the faculty has spent a great deal of time working on accreditation issues. They have been involved in creating and working on the Educational Master Plan, the District Strategic Plan, and the Budget Allocation Model. They also worked on the cycle of review for the planning and program review process and SLOs. These duties are above the normal duties of a professor. Faculty has been teaching, mentoring and advising clubs. He sees the care and love that the professors have for students, and the faculty realize that in the scheme of things the students are the most important and that's why faculty are here. In the midst of all this hard work and all these good achievements, the faculty is still concerned over the financial position in which CHC finds itself. CHC may have to cut more classes again next year. Mr. Rippy communicated to the board that the

faculty is distressed over this situation and what it is doing to programs and students. He urged the board to please consider other ways to allow CHC to be able to restructure. There needs to be other choices other than emaciate the programs. He said the amount of money CHC will be short is almost the same amount of money CHC is assessed for KVCR. He said it is in the district's best interest to find a way for KVCR to exist more independently financially so the college can operate.

Dr. Singer said, for the most part, he agreed with Mr. Rippy. However, he said we need to work together to get through this economic crises and we need to work as a group and it is not healthy to look at one entity.

- C. CHC Classified Senate
  - Absent.
- D. CHC ASB
  - The students thanked Mr. Futch for his attendance and support of the student functions. They thanked the Board for allowing the students to have a voice at their meetings.
- E. SBVC President
  - A written report was submitted to the Board.
- F. SBVC Academic Senate
  - Absent.
- G. SBVC Classified Senate
  - Absent.
- H. SBVC ASB
  - Newly elected student trustee Robert Alexander said one of his goals is to propose changes which would allow student trustees to vote on motions made at the board table. Damaris Castillo was elected as the new AS president. Some of the goals accomplished this year included creating a safety environmental committee, improving the infrastructure with the AS sticker sign off, increasing the number of clubs on campus, and recognizing our AS members with certificates from local legislators. A major concern regarding the class cuts is classes are closing quickly. Robert and Damaris recognized Damon Bell for his hard work and support of the students.
- I. KVCR
  - A written report was submitted to the Board.
- J. CTA
  - Absent.



K. CSEA

- On behalf of CSEA Chapter 291, Colleen Gamboa thanked the Board for approving the classified employee week resolution honoring classified employees. She said the union is working to increase its presence on committees with the support of Acting Chancellor Baron. The union presented Mr. Baron a certificate of appreciation for his leadership and support of classified professionals.

15. ADJOURN

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

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

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Acting Chancellor  
**REVIEWED BY:** Dr. Debra S. Daniels, President, SBVC  
**PREPARED BY:** Dr. Larry Buckley, Vice President, Instruction SBVC  
**DATE:** June 10, 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**  
**June 10, 2010**

**NEW COURSES**

**Course ID:** MUS 135

**Course Title:** Advanced Piano

**Units:** 3

**Lecture:** 2 contact hour(s) per week  
32 - 36 contact hours per semester

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

**Prerequisite:** MUS 134x3 and MUS 102 and MUS 102L or an audition with the instructor

**Catalog Description:** This course focuses on the improvement of keyboard facility and sight-reading abilities. It advances improvisation and harmonization skills. It is primarily concerned with more advanced complex piano works by the master composers: Chopin, Beethoven, Mozart, Brahms and others.

**Schedule Description:** This course focuses on sight-reading, harmonization, and improvisation skills. It is primarily concerned with complex piano works by Chopin, Beethoven, Mozart, Brahms and other master composers.

**Effective Date:** FA11

**Rationale:** To articulate with CSUSB Music 222 Class Piano III, and provide our Music students with a greater repertoire of piano instruction.

**Course ID:** MUS 241x2

**Course Title:** Applied Music II

**Units:** 2

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

**Prerequisite:** MUS 141x2

**Catalog Description:** Students receive credit for a minimum of one-half hour of weekly private instruction on a musical instrument or voice. Daily laboratory practice, concert and ensemble participation are required. The course is open to all students in the college, with enrollment priority given to music majors. This course may be taken two times.

**Schedule Description:** Students receive credit for a minimum of one-half hour of weekly private instruction on a musical instrument or voice. Daily laboratory practice, concert and ensemble participation are required. The course is open to all students in the college, with enrollment priority given to music majors. This course may be taken two times.

**Effective Date:** FA11

**Rationale:** This course is required for Music majors at CSU San Bernardino. In conversations with CSUSB's Music Department Chair, it was confirmed that Valley College students were NOT receiving private instruction and as a result were not adequately prepared for transfer as Music Majors. The CSU Lower Division Transfer Patterns Project has created course descriptors for applied music. MUS 141x2 and 241x2 align with the CSU LDTP course descriptors.

Curriculum Meetings: 04-26-10; 05-10-10

Conjoint Meeting: 05-17-10

Board of Trustees Meeting: June 10, 2010

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| <b>MODIFY COURSES</b> |
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| <b>COURSE ID</b> | <b>COURSE TITLE</b> |
|------------------|---------------------|
| <b>ACCT 010</b>  | <b>BOOKKEEPING</b>  |

**Catalog Description:** This is an introductory course for students interested in the accounting field. The focus is basic bookkeeping and accounting principles for small business enterprises. Emphasis is on the development of skills used to record business transactions, as well as the procedures to prepare financial statements and complete the accounting cycle. The course is designed for occupational students and for those who wish preparatory training before entering ACCT 200.

**Schedule Description:** This is an introductory course for students interested in the accounting field. Emphasis is on the development of skills used to record business transactions, to prepare financial statements, and complete an accounting cycle. The course is designed for occupational students and for those who wish preparatory training before entering ACCT 200.

**Effective Date: FA11**

**Rationale:** Content Review

| <b>COURSE ID</b> | <b>COURSE TITLE</b>            |
|------------------|--------------------------------|
| <b>ACCT 047</b>  | <b>COMPUTERIZED ACCOUNTING</b> |

**Catalog Description:** This course provides a comprehensive overview of accounting software. Topics covered include the analysis of source documents and the use of accounting software to prepare, understand, and interpret financial statements for a variety of management purposes. It also includes creation and use of spreadsheets to find the solutions to accounting problems.

**Schedule Description:** This course provides a comprehensive overview of accounting software. It also includes the use of spreadsheet software to find the solutions to accounting problems.

**Effective Date: FA11**

**Rationale:** Content Review

| <b>COURSE ID</b> | <b>COURSE TITLE</b>       |
|------------------|---------------------------|
| <b>ACCT 090</b>  | <b>PAYROLL ACCOUNTING</b> |

**Departmental Advisory:** None

**Catalog Description:** This course is designed to introduce individuals, entrepreneurs and small businesses to the cost of labor and its related payroll taxes. Reporting requirements and withholding from employees' wages or salaries and for payroll taxes are studied. This course will focus on the liabilities, the records and control requirements of payroll accounting.

**Schedule Description:** This course will focus on the liabilities, the records and control requirements of a payroll accounting.

**Effective Date: FA11**

**Rationale:** Content Review

Curriculum Meetings: 04-26-10; 05-10-10

Conjoint Meeting: 05-17-10

Board of Trustees Meeting: June 10, 2010

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| <b>MODIFY COURSES</b> |
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| <b>COURSE ID</b> | <b>COURSE TITLE</b>        |
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| <b>ACCT 200</b>  | PRINCIPLES OF ACCOUNTING I |

**Course Title:** FINANCIAL ACCOUNTING

**Departmental Advisories:** MATH 090, ACCT 010, CIT 101 or CIT 114, ENGL 015 or eligibility for ENGL 101 or 101H as determined by SBVC assessment process.

**Catalog Description:** This course is a study of the theory and practice of accounting applicable to recording, summarizing, and reporting of business transactions for external reporting and other external uses. Emphasis is placed on asset valuation, revenue and expense recognition, and analysis of various asset, liability, and capital accounts.

**Schedule Description:** This course is a study of the theory and practice of accounting applicable to recording, summarizing, and reporting of business transactions for external reporting and other external uses.

**Effective Date:** FA11

**Rationale:** Content Review

| <b>COURSE ID</b> | <b>COURSE TITLE</b>         |
|------------------|-----------------------------|
| <b>ACCT 201</b>  | PRINCIPLES OF ACCOUNTING II |

**Course Title:** MANAGERIAL ACCOUNTING

**Prerequisite:** ACCT 200

**Catalog Description:** This course examines how managers use accounting information in decision-making, planning, directing operations, and controlling. The focus is on cost terms and concepts, cost behavior, cost structure, and cost-volume-profit analysis. Profit planning, standard costs, operations and capital budgeting, cost control, and accounting for costs in manufacturing organizations are also examined.

**Schedule Description:** This course examines how managers use accounting information in decision-making, planning, directing operations, and controlling.

**Effective Date:** FA11

**Rationale:** Content Review

| <b>COURSE ID</b>  | <b>COURSE TITLE</b>         |
|-------------------|-----------------------------|
| <b>ANTHRO 100</b> | INTRODUCTION TO ARCHAEOLOGY |

**Catalog Description:** This course is an introduction to the study of concepts, theories and methods of anthropological archaeology and a review of significant data and models that contribute to the knowledge of human past. This course examines the history and interdisciplinary nature of archaeological research; dating techniques and methods of survey, excavation, and analysis; cultural resource management; and selected cultural sequences.

**Schedule Description:** This course is an introduction to the study of concepts, theories and methods of anthropological archaeology and a review of significant data and models that contribute to the knowledge of human past. This course examines the history and interdisciplinary nature of archaeological research; dating techniques and methods of survey, excavation, and analysis; cultural resource management; and selected cultural sequences.

**Effective Date:** FA11

**Rationale:** Content Review

Curriculum Meetings: 04-26-10; 05-10-10

Conjoint Meeting: 05-17-10

Board of Trustees Meeting: June 10, 2010

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| <b>MODIFY COURSES</b> |
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| <b>COURSE ID</b>  | <b>COURSE TITLE</b>   |
|-------------------|-----------------------|
| <b>ANTHRO 102</b> | CULTURAL ANTHROPOLOGY |

**Catalog Description:** This course is an introduction to the paradigms and methods used to study cultural systems. This course examines topics that cover the range of cultural phenomena including material culture, language and communication, social organizations, subsistence strategies, economic and political systems, religion, art, cultural change and modernization.

**Schedule Description:** This course is an introduction to the paradigms and methods used to study cultural systems. This course examines topics that cover the range of cultural phenomena including material culture, language and communication, social organizations, subsistence strategies, economic and political systems, religion, art, cultural change and modernization.

**Effective Date: FA11**

**Rationale:** Content Review

| <b>COURSE ID</b>  | <b>COURSE TITLE</b>   |
|-------------------|-----------------------|
| <b>ANTHRO 106</b> | PHYSICAL ANTHROPOLOGY |

**Course Title:** BIOLOGICAL ANTHROPOLOGY

**Catalog Description:** This course is the systematic study of humans as biological organisms, including the origin of humanity and their place in nature, variation and adaptability, and modern biological diversity. There is also a focus on comparative primate behavior, genetics and heredity, human evolution and the underlying fossil records.

**Schedule Description:** This course is the systematic study of humans as biological organisms, including the origin of humanity and their place in nature, variation and adaptability, and modern biological diversity. There is also a focus on comparative primate behavior, genetics and heredity, human evolution and the underlying fossil records.

**Effective Date: FA11**

**Rationale:** Content Review

| <b>COURSE ID</b>   | <b>COURSE TITLE</b>            |
|--------------------|--------------------------------|
| <b>ANTHRO 106H</b> | PHYSICAL ANTHROPOLOGY - HONORS |

**Course Title:** BIOLOGICAL ANTHROPOLOGY - HONORS

**Catalog Description:** This course is the systematic study of humans as biological organisms, including the origin of humanity and their place in nature, variation and adaptability, and modern biological diversity. There is also a focus on comparative primate behavior, genetics and heredity, human evolution and the underlying fossil records. **This course is intended for students in the Honors Program but is open to all students who desire more challenging course work.**

**Schedule Description:** This course is the systematic study of humans as biological organisms, including the origin of humanity and their place in nature, variation and adaptability, and modern biological diversity. There is also a focus on comparative primate behavior, genetics and heredity, human evolution and the underlying fossil records. **This course is intended for students in the Honors Program but is open to all students who desire more challenging course work.**

**Effective Date: FA11**

**Rationale:** Content Review

Curriculum Meetings: 04-26-10; 05-10-10

Conjoint Meeting: 05-17-10

Board of Trustees Meeting: June 10, 2010

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| <b>MODIFY COURSES</b> |
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| <b>COURSE ID</b>  | <b>COURSE TITLE</b>        |
|-------------------|----------------------------|
| <b>ANTHRO 107</b> | THE NORTH AMERICAN INDIANS |

**Course Title:** NORTH AMERICAN INDIANS

**Catalog Description:** This course is a systematic survey of North American Indian groups, from their prehistoric roots to the present. This analysis includes their place in American history, U.S. government policies and regulation, and future prospects for North American Indians.

**Schedule Description:** This course is a systematic survey of North American Indian groups, from their prehistoric roots to the present. This analysis includes their place in American history, U.S. government policies and regulation, and future prospects for North American Indians.

**Effective Date:** FA11

**Rationale:** Content Review

| <b>COURSE ID</b>  | <b>COURSE TITLE</b>   |
|-------------------|-----------------------|
| <b>ANTHRO 109</b> | TRIBAL AND ETHNIC ART |

**Catalog Description:** This course is an anthropological survey of the artistic achievement of past and present tribal peoples with an emphasis on the meaning of art in each society. Included in this course is the examination of cultural works of North American Indians, ancient America, the Pacific, Africa and Australia.

**Schedule Description:** This course is an anthropological survey of the artistic achievement of past and present tribal peoples with an emphasis on the meaning of art in each society. Included in this course is the examination of cultural works of North American Indians, ancient America, the Pacific, Africa and Australia.

**Effective Date:** FA11

**Rationale:** Content Review

| <b>COURSE ID</b>  | <b>COURSE TITLE</b>         |
|-------------------|-----------------------------|
| <b>ANTHRO 110</b> | TRIBAL AND ETHNIC RELIGIONS |

**Catalog Description:** This course is a comparative study of religious expressions in tribal and/or ethnic societies, both past and present, including witchcraft, magic, totemism, mythology and ritual, nativistic movements, and the religious context of drug usage. Prehistoric religion will be examined, as well as the rituals, symbols, and beliefs of selected tribal peoples. This course is also offered as RELIG 110.

**Schedule Description:** This course is a comparative study of religious expressions in tribal and/or ethnic societies, both past and present, including witchcraft, magic, totemism, mythology and ritual, nativistic movements, and the religious context of drug usage. Prehistoric religion will be examined, as well as the rituals, symbols, and beliefs of selected tribal peoples. This course is also offered as RELIG 110.

**Equate:** RELIG 110

**Effective Date:** FA11

**Rationale:** Content Review

Curriculum Meetings: 04-26-10; 05-10-10

Conjoint Meeting: 05-17-10

Board of Trustees Meeting: June 10, 2010

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| <b>MODIFY COURSES</b> |
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| <b>COURSE ID</b>  | <b>COURSE TITLE</b>               |
|-------------------|-----------------------------------|
| <b>ANTHRO 222</b> | INDEPENDENT STUDY IN ANTHROPOLOGY |

**Prerequisite:** None

**Catalog Description:** Students with previous course work in anthropology may do assigned projects involving research and analysis of selected topics. This independent study is for students who are interested in furthering their knowledge of anthropology. Prior to registration, a written contract must be prepared. See instructor for details.

**Schedule Description:** Students with previous course work in anthropology may do assigned projects involving research and analysis of selected topics. Prior to registration, a written contract must be prepared. See instructor for details.

**Effective Date:** FA11

**Rationale:** Content Review

| <b>COURSE ID</b> | <b>COURSE TITLE</b>                     |
|------------------|---|
| <b>AUTO 056</b>  | AUTOMOTIVE HEATING AND AIR CONDITIONING |

**Catalog Description:** This course is an in-depth study of the design and operation of contemporary, domestic and import vehicle air conditioning/heating systems. Air conditioning and heating related parts will be disassembled, inspected and a determination made of the serviceability of existing parts. Emphasis is placed on problem diagnosis of and repair procedures for these systems. This course also offers an introduction to Automatic A/C and Comfort Control Systems, and recovery and recycling of refrigerants.

**Schedule Description:** This course is an in-depth study of the design and operation of domestic and import vehicle air conditioning and heating systems.

**Effective Date:** FA11

**Rationale:** Content Review

| <b>COURSE ID</b> | <b>COURSE TITLE</b>   |
|------------------|---|
| <b>AUTO 064</b>  | AUTOMOTIVE ELECTRICAL: BATTERY, STARTING & CHARGING SYSTEMS |

**Course Title:** AUTOMOTIVE ELECTRICAL: BATTERY, STARTING AND CHARGING SYSTEMS

**Catalog Description:** This course covers the theory of electricity, use of meters, test equipment, wiring diagrams, diagnosis and repair/replacement of major electrical components of automobiles and light trucks. Major areas of study include batteries, starting and charging systems. Emphasis is placed on problem diagnosis of and repair procedures for these systems.

**Schedule Description:** This course covers the theory of electricity, use of meters, test equipment, wiring diagrams, diagnosis and repair/replacement of batteries, starting, and charging systems of automobiles and light trucks.

**Effective Date:** FA11

**Rationale:** Content Review

Curriculum Meetings: 04-26-10; 05-10-10

Conjoint Meeting: 05-17-10

Board of Trustees Meeting: June 10, 2010



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| <b>MODIFY COURSES</b> |
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| <b>COURSE ID</b> | <b>COURSE TITLE</b>             |
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| <b>AUTO 065</b>  | ELECTRICAL ACCESSORY DIAGNOSTIC |

**Course Title:** ELECTRICAL SYSTEMS DIAGNOSIS AND REPAIR

**Catalog Description:** This course provides students with the knowledge necessary to diagnose and repair automotive electrical malfunctions. Topics include lighting systems, electrical instruments and accessories, electrical door components, air bags, wiring diagrams, and alarm systems. Emphasis is placed on problem diagnosis of and repair procedures for these systems.

**Schedule Description:** This course provides students with the knowledge necessary to diagnose and repair automotive electrical malfunctions. Topics include lighting systems, electrical instruments and accessories, electrical door components, air bags, wiring diagrams, and alarm systems.

**Effective Date:** FA11

**Rationale:** Content Review

| <b>COURSE ID</b> | <b>COURSE TITLE</b>   |
|------------------|-----------------------|
| <b>MUS 100</b>   | INTRODUCTION TO MUSIC |

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

**Catalog Description:** This course introduces students to music and methods of music listening. Included in this course are guidelines for thoughtful music selection, cross-cultural studies in music, a discussion of patrons and audiences, careful consideration of the role of women in creating music, and a history of popular music.

**Schedule Description:** This course introduces students to music and methods of music listening. Included in this course are guidelines for music selection, cross-cultural studies in music, the role of women in creating music, and a brief history of popular music.

**Effective Date:** FA11

**Rationale:** Content Review

| <b>COURSE ID</b> | <b>COURSE TITLE</b>          |
|------------------|------------------------------|
| <b>MUS 101</b>   | MUSIC THEORY I: FUNDAMENTALS |

**Prerequisite:** None

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

**Corequisite:** MUS 101L

**Catalog Description:** This course studies music terminology, elements of music (pitch, duration, intensity, and timbre), rhythmic analysis, major scales and their key signatures, chromatic scales, intervals, and solfeggio syllables. It is a course designed for the beginning student with a moderate interest in the structure of music. It is also designed for the music major and as such serves as the first in a four-part series of music theory courses.

**Schedule Description:** This course will cover fundamental musical notation, major scales and their key signatures, rhythmic analysis, chromatic scales, intervals, and solfeggio syllables. This course is designed for both the student with a moderate interest as well as the music major. As such, it serves as the first in a four-part series of music theory courses.

**Effective Date:** FA11

**Rationale:** Content Review

Curriculum Meetings: 04-26-10; 05-10-10

Conjoint Meeting: 05-17-10

Board of Trustees Meeting: June 10, 2010

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| <b>MODIFY COURSES</b> |
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| <b>COURSE ID</b> | <b>COURSE TITLE</b> |
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| <b>MUS 101L</b>  | MUSICIANSHIP I      |

**Prerequisite:** None

**Corequisite:** MUS 101

**Catalog Description:** Specifically, this course studies sight-singing through the use of solfeggio syllables, keyboard skills (the playing of scales and identification of pitches on the keyboard), recognition and performance of intervals, and some ear-training (melodic dictation). This course is the companion course to MUS 101.

**Schedule Description:** Sight-singing, ear training (melodic dictation) and keyboard skills are taught. Melodies will be sung with solfeggio syllables. Pitches will be identified on the keyboard and basic melodies will be notated through a development of listening skills. This course is the companion course to MUS 101.

**Effective Date:** FA11

**Rationale:** Content Review

| <b>COURSE ID</b> | <b>COURSE TITLE</b>               |
|------------------|-----------------------------------|
| <b>MUS 102</b>   | MUSIC THEORY II: SCALES AND MODES |

**Catalog Description:** This course begins the foundation for the discussion of analytical and compositional techniques through a progressive study of the following: natural minor scales and their key signature, harmonic minor scales, melodic minor scales, pentatonic scales, whole tone scales, all "church modes", compound meter, transposition, modulation, relative and parallel keys and all the triads found in the major and minor scales. It is the companion course for students studying music privately (off campus). It is the second in a four-part series of music theory courses designed for the music major.

**Schedule Description:** This course studies all forms of the minor scales, minor key signatures, atonal scales, modes, compound meter, transposition, modulation, parallel and relative keys and triads from the major and minor scales. It is the second in a four-part series of music theory courses designed for the music major.

**Effective Date:** FA11

**Rationale:** Content Review

| <b>COURSE ID</b> | <b>COURSE TITLE</b> |
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| <b>MUS 102L</b>  | MUSICIANSHIP II     |

**Catalog Description:** This course continues to focus on the study of musicianship through its components. It explores dictation skills (the notation of aural impressions), the continued use of solfeggio syllables to discern pitches within a tonal framework, keyboard fundamentals, and is designed to elevate a student's level of musicianship. It is the companion course to MUS 102.

**Schedule Description:** This course continues to focus on the study of musicianship through its components. It explores dictation skills (the notation of aural impressions), the continued use of solfeggio syllables to discern pitches within a tonal framework, keyboard fundamentals, and is designed to elevate a student's level of musicianship. It is the companion course to MUS 102.

**Effective Date:** FA11

**Rationale:** Content Review

Curriculum Meetings: 04-26-10; 05-10-10

Conjoint Meeting: 05-17-10

Board of Trustees Meeting: June 10, 2010

**MODIFY COURSES**

| COURSE ID | COURSE TITLE             |
|-----------|--------------------------|
| MUS 104   | HISTORY OF ROCK AND ROLL |

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

**Catalog Description:** This course is a chronological survey of rock music styles. Included in the course is a study of the origins and the development of Rock and Roll. The major performing artists, composers, lyricists, promoters and arrangers are all studied. A major aspect of the course is the emphasis on how Rock and Roll has impacted Western culture.

**Schedule Description:** This course examines the origin and development of Rock and Roll from the birth of blues to the present day. It is a chronological study that included discussion of major performing artists, composers, lyricists and arrangers. A study of the impact of Western culture is included.

**Effective Date: FA11**

**Rationale:** Content Review

| COURSE ID | COURSE TITLE           |
|-----------|------------------------|
| MUS 105   | AMERICAN POPULAR MUSIC |

**Departmental Advisories:** ENGL 015 or eligibility for ENGL 101 or ENGL 101H through the SBVC assessment process

**Catalog Description:** This course traces the social history of America through a study of the eras of popular American music. By examining the various styles, the outstanding musicians and the leading composers exemplary of those styles, this class illustrates how the historical era impacts the music and how the music reflects the historical era. The course begins with a discussion of popular music examining the popular songs of the colonies and the schools of singing that developed. The discussion continues through the music of the Civil War and tracks popular music across the great westward expansion. It concludes with studies of Gospel, Blues, Jazz and ultimately Rock and Roll.

**Schedule Description:** This course traces the social history of America through its music. It examines the popular music of America from the Colonial period up to current times. The course compares the works of popular American composers and the musicians that performed them.

**Effective Date: FA11**

**Rationale:** Content Review

| COURSE ID | COURSE TITLE    |
|-----------|-----------------|
| MUS 106   | HISTORY OF JAZZ |

**Departmental Advisories:** ENGL 015 or eligibility for ENGL 101 or ENGL 101H through the SBVC assessment process

**Catalog Description:** This course is a chronological survey of Jazz forms, styles, and movements. Included in the course is a study of the origins and the development of Jazz. The major performing artists, composers, lyricists and arrangers are all studied. An emphasis is placed on the impact of Jazz on Rock and Roll and Pop Music. Another emphasis is placed on the impact of Classical Music on Jazz as well as the impact that Jazz has had in recent years on Classical Music.

**Schedule Description:** This course studies the origin and development of Jazz from the birth of Blues to the present Day. It is a chronological study that includes discussions of major performing artists, composers, lyricist and arrangers. Included is a study of the impact on Western culture that Jazz has had in the last one hundred years.

**Effective Date: FA11**

**Rationale:** Content Review

Curriculum Meetings: 04-26-10; 05-10-10

Conjoint Meeting: 05-17-10

Board of Trustees Meeting: June 10, 2010

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| <b>MODIFY COURSES</b> |
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| <b>COURSE ID</b> | <b>COURSE TITLE</b> |
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| <b>MUS 107</b>   | MUSIC OF THE WORLD  |

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

**Catalog Description:** This course is a survey of the traditional and folk music of the Americas, Europe, Near-Middle-Far East and sub-Saharan Africa. The course includes live and filmed performances and introduces students to the instrumental and vocal techniques, musical structures and performance contexts within selected cultures of these areas. The impact of western influences on these cultures and their music is also discussed in this course.

**Schedule Description:** This course is a survey of the traditional and folk music of the Americas, Europe, Near-Middle-Far East and sub-Saharan Africa. This course introduces students to the instrumental and vocal techniques, musical structures and performance context within selected cultures of these areas.

**Effective Date: FA11**

**Rationale:** Content Review

| <b>COURSE ID</b> | <b>COURSE TITLE</b> |
|------------------|---------------------|
| <b>MUS 133</b>   | BEGINNING PIANO     |

**Course Title:** ELEMENTARY PIANO

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

**Departmental Advisories:** ENGL 015 or eligibility for ENGL 101 or ENGL 101H as determined by SBVC assessment process and concurrent enrollment in MUS 101

**Catalog Description:** This course teaches practical keyboard facility that is applicable for the piano, organ, and electronic keyboard. It emphasizes sight reading, elementary improvisation, harmonization of folk and pop melodies, and leads to performance of simple piano selections.

**Schedule Description:** This course teaches practical keyboard facility that is applicable for the piano, organ, and electronic keyboard.

**Effective Date: FA11**

**Rationale:** Content Review

Curriculum Meetings: 04-26-10; 05-10-10

Conjoint Meeting: 05-17-10

Board of Trustees Meeting: June 10, 2010

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| <b>MODIFY COURSES</b> |
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| COURSE ID | COURSE TITLE       |
|-----------|--------------------|
| MUS 134   | INTERMEDIATE PIANO |

**Course ID:** MUS 134x3

**Lecture:** 1 contact hour(s) per week  
16 - 18 contact hours per semester

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

**Departmental Advisory:** None

**Catalog Description:** This course focuses on the improvement of keyboard facility and sight reading abilities, advances improvisation and harmonization skills, and directs the performance of complex piano selections. This course will be useful for those desiring to strengthen keyboard skills. This course may be taken three times.

**Schedule Description:** This course focuses on the improvement of keyboard facility and sight reading abilities, advances improvisation and harmonization skills, and directs the performance of complex piano selections. This course will be useful for those desiring to strengthen keyboard skills. This course may be taken three times.

**Effective Date:** FA11

**Rationale:** Content Review

| COURSE ID | COURSE TITLE  |
|-----------|---------------|
| MUS 141x4 | APPLIED MUSIC |

**Course ID:** MUS 141X2

**Course Title:** APPLIED MUSIC I

**Units:** 2

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

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

**Catalog Description:** Students receive credit for a minimum of one-half hour of weekly private instruction on a musical instrument or voice. Daily laboratory practice, concert and ensemble participation are required. The course is open to all students in the college, with enrollment priority given to music majors. This course may be taken two times.

**Schedule Description:** Students receive credit for a minimum of one-half hour of weekly private instruction on a musical instrument or voice. Daily laboratory practice, concert and ensemble participation are required. The course is open to all students in the college, with enrollment priority given to music majors. This course may be taken two times.

**Effective Date:** FA11

**Rationale:** Content Review

Curriculum Meetings: 04-26-10; 05-10-10

Conjoint Meeting: 05-17-10

Board of Trustees Meeting: June 10, 2010

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| <b>MODIFY COURSES</b> |
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| <b>COURSE ID</b> | <b>COURSE TITLE</b>             |
|------------------|---------------------------------|
| <b>MUS 201</b>   | MUSIC THEORY III: BASIC HARMONY |

**Corequisite:** MUS 201L

**Catalog Description:** This course represents a complete study of the diatonic harmonies from the 17th, 18th and 19th centuries. It includes a review of triad formations and the principles of voice-leading. Included in the course is a beginning study of seventh chords, secondary dominants, non-harmonic tones, realization of figured bass lines and rudimentary formal analysis. An important part of this class is the analysis of chorales by J.S. Bach. This course is the third of a four-part series of theory courses and is primarily designed for the music major.

**Schedule Description:** This course studies diatonic harmonies of the 17th, 18th and 19th centuries in Western Music. The study includes: seventh chords, secondary dominants, non-harmonic tones, figured bass realizations and beginning formal analysis. It includes the study of Bach chorales and is the third in a four-part series of theory courses designed for the music major.

**Effective Date:** FA11

**Rationale:** Content Review

| <b>COURSE ID</b> | <b>COURSE TITLE</b> |
|------------------|---------------------|
| <b>MUS 201L</b>  | MUSICIANSHIP III    |

**Catalog Description:** This course emphasizes the further development of skills in sight-singing melodies of simple and compound meter, major and minor modes, phrases with an anacrusis and intervals beyond the third. The course includes the study of modulating melodies and the dictation of triads (in all positions) as well as diatonic seventh chords and simple chord progressions. The course will include the study of all existent triads from the major and minor scales and all church modes as they are performed at the keyboard. It is the companion course to MUS 201.

**Schedule Description:** This course teaches how to sight-sing melodies in the major and minor modes, in simple and compound meters, with intervals beyond the third as well as modulating melodies. It studies harmonic dictation of triads and chords, six and eight measure melodies and the playing of triads from all modes as well as all major and minor scales as they are performed at the keyboard. It is the companion course to MUS 201.

**Effective Date:** FA11

**Rationale:** Content Review

| <b>COURSE ID</b> | <b>COURSE TITLE</b>      |
|------------------|--------------------------|
| <b>MUS 202</b>   | MUSIC THEORY IV: HARMONY |

**Catalog Description:** The course covers a conclusive study of diatonic harmonies, including further work with secondary dominant chord structures, and figured bass line realizations. It also includes an extensive study of ninth chords: complete, incomplete, and dominant ninth. A study of Neapolitan and augmented sixth chords as well as a study of irregular resolutions will be undertaken. The class will conclude its study of Bach chorales and other brief forms. This course is the fourth in a four-part series of theory courses designed for the music major.

**Schedule Description:** This class studies diatonic harmonies, secondary dominant chord structures and figured bass line realizations. It also studies ninth chords, Neapolitan sixth chords and augmented sixth chords. The analysis of Bach chorales is an integral part of the course. This course is the fourth in a four-part series of theory courses designed for the music major.

**Effective Date:** FA11

**Rationale:** Content Review

Curriculum Meetings: 04-26-10; 05-10-10

Conjoint Meeting: 05-17-10

Board of Trustees Meeting: June 10, 2010

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| <b>MODIFY COURSES</b> |
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| <b>COURSE ID</b> | <b>COURSE TITLE</b> |
|------------------|---------------------|
| <b>MUS 202L</b>  | MUSICIANSHIP IV     |

**Catalog Description:** This course emphasizes further development of skills in sight-singing by the singing of modal melodies, melodies with non-diatonic tones and melodies containing larger intervals. The course includes dictation of melodies with non-diatonic tones as well as modal melodies. Further, dictation of secondary dominants, augmented and Neapolitan sixth chords are included. Rhythmic dictation with changing meters and mini and maxi triplets are studied. This course is the companion course to MUS 202.

**Schedule Description:** This course teaches the sight-singing for modal melodies, melodies with larger intervallic relationships and melodies containing non-diatonic tones. This course studies the dictation of modal melodies and melodies with non-diatonic tones. It also covers the harmonic identification of secondary dominants and Neapolitan sixth chords. This course is the companion course to MUS 202.

**Effective Date: FA11**

**Rationale:** Content Review

| <b>COURSE ID</b> | <b>COURSE TITLE</b>        |
|------------------|----------------------------|
| <b>MUS 222</b>   | INDEPENDENT STUDY IN MUSIC |

**Catalog Description:** Students with previous course work in music may do assigned projects involving research and analysis of selected topics. This independent study is for students who are interested in furthering their knowledge of music. Prior to registration, a written contract must be prepared. See instructor for details.

**Schedule Description:** Students with previous course work in music may do assigned projects involving research and analysis of selected topics. Prior to registration, a written contract must be prepared. See instructor for details.

**Effective Date: FA11**

**Rationale:** Content Review

| <b>COURSE ID</b>  | <b>COURSE TITLE</b>                     |
|-------------------|---|
| <b>PARLGL 100</b> | LAW OFFICE MANAGEMENT FOR THE PARALEGAL |

**Course Title:** LAW OFFICE MANAGEMENT FOR PARALEGAL

**Departmental Advisories:** ENGL 015 or eligibility for ENGL 100 or ENGL 100H as determined by the SBVC assessment process.

**Catalog Description:** This course covers the organization and structure of the law office as well as the critical role of the paralegal in handling time management and maintaining the accuracy of accounting systems used in law firms.

**Schedule Description:** This course covers the organization and structure of the law office as well as the critical role of the paralegal in handling time management and maintaining the accuracy of accounting systems used in law firms.

**Effective Date: FA11**

**Rationale:** Content Review

Curriculum Meetings: 04-26-10; 05-10-10

Conjoint Meeting: 05-17-10

Board of Trustees Meeting: June 10, 2010

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| <b>MODIFY COURSES</b> |
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| <b>COURSE ID</b>  | <b>COURSE TITLE</b>                                   |
|-------------------|---|
| <b>PARLGL 110</b> | <b>LEGAL RESEARCH METHODS: FEDERAL AND CALIFORNIA</b> |

**Prerequisites:** ENGL 101 or ENGL 101H and LIB 110

**Catalog Description:** This course is designed to give students skills in using different research tools relevant to state statutes and case law. Such tools would include finding aids, citation aids, treatises and other appropriate or related materials.

**Schedule Description:** This course is designed to give students skills in using different research tools relevant to state statutes and case law, such as finding aids, citation aids, treatises and other appropriate or related materials.

**Effective Date: FA11**

**Rationale:** Content Review

| <b>COURSE ID</b>  | <b>COURSE TITLE</b>               |
|-------------------|-----------------------------------|
| <b>PARLGL 111</b> | <b>LEGAL WRITING AND ANALYSIS</b> |

**Prerequisite:** None

**Departmental Advisories:** ENGL 101 or ENGL 101H

**Catalog Description:** This course is designed to develop skills in preparing clearly written documents in an objective and persuasive style that will include interoffice correspondence, motions, and trial briefs, which are based on the analysis of factual data.

**Schedule Description:** This course is designed to develop skills in preparing clearly written documents in an objective and persuasive style that will include interoffice correspondence, motions, and trial briefs, which are based on the analysis of factual data.

**Effective Date: FA11**

**Rationale:** Content Review

| <b>COURSE ID</b>  | <b>COURSE TITLE</b>                       |
|-------------------|---|
| <b>PARLGL 120</b> | <b>WILLS, PROBATE AND ESTATE PLANNING</b> |

**Course Title:** WILLS, PROBATE AND ESTATE

**Prerequisite:** PARLGL 200

**Catalog Description:** This course is an in-depth study of the laws affecting wills, trusts, and probate in California. Emphasis is placed on intestate succession, wills, trusts, probate avoidance, and practical matters that occur upon death. Procedures for preparing legal forms are highlighted.

**Schedule Description:** This course is an in-depth study of the laws affecting wills, trusts, and probate in California, with emphasis on intestate succession, wills, trusts, probate avoidance, and practical matters that occur upon death; includes procedures for preparing legal forms.

**Effective Date: FA11**

**Rationale:** Content Review

Curriculum Meetings: 04-26-10; 05-10-10

Conjoint Meeting: 05-17-10

Board of Trustees Meeting: June 10, 2010



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| <b>MODIFY COURSES</b> |
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| <b>COURSE ID</b>  | <b>COURSE TITLE</b> |
|-------------------|---------------------|
| <b>PARLGL 130</b> | FAMILY LAW          |

**Prerequisite:** PARLGL 200

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

**Catalog Description:** This course is an in-depth study of the laws affecting domestic relations and how they evolved into their present state in California with emphasis on marriage, divorce (dissolution), community property, separation, annulment, Marvin actions, paternity, and adoptions.

**Schedule Description:** This course is an in-depth study of the laws affecting domestic relations and how they evolved into their present state in California with emphasis on marriage, divorce (dissolution), community property, separation, annulment, Marvin actions, paternity, and adoptions.

**Effective Date:** FA11

**Rationale:** Content Review

| <b>COURSE ID</b>  | <b>COURSE TITLE</b>             |
|-------------------|---------------------------------|
| <b>PARLGL 200</b> | CIVIL LITIGATION AND PROCEDURES |

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

**Catalog Description:** This course is designed to develop an understanding of the procedural rules and laws that apply to the area of civil litigation.

**Schedule Description:** This course is designed to develop an understanding of the procedural rules and laws that apply to the area of civil litigation.

**Effective Date:** FA11

**Rationale:** Content Review

| <b>COURSE ID</b>  | <b>COURSE TITLE</b> |
|-------------------|---------------------|
| <b>PARLGL 220</b> | LEGAL ETHICS        |

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

**Catalog Description:** This course is designed to equip students with the tools to face ethical dilemmas on the job. It provides a comprehensive description of attorney rules of ethics and how those rules apply to the lawyers and non-lawyers whom the attorneys supervise.

**Schedule Description:** This course is designed to equip students with the tools to face ethical dilemmas on the job. It provides a comprehensive description of attorney rules of ethics and how those rules apply to the lawyers and non-lawyers whom the attorneys supervise.

**Effective Date:** FA11

**Rationale:** Content Review

Curriculum Meetings: 04-26-10; 05-10-10

Conjoint Meeting: 05-17-10

Board of Trustees Meeting: June 10, 2010

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| <b>MODIFY COURSES</b> |
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| <b>COURSE ID</b>  | <b>COURSE TITLE</b> |
|-------------------|---------------------|
| <b>PARLGL 230</b> | TORTS               |

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

**Catalog Description:** This course is designed to develop an understanding of the subject area of tort law and the role of the paralegal. The class includes an investigation of the areas of intentional torts, negligence, absolute liability, products liability, and their defenses as well as the role of the paralegal in preparing these types of cases for litigation.

**Schedule Description:** This course is designed to develop an understanding of the subject area of tort law and the role of the paralegal.

**Effective Date: FA11**

**Rationale:** Content Review

| <b>COURSE ID</b>  | <b>COURSE TITLE</b>           |
|-------------------|-------------------------------|
| <b>PARLGL 240</b> | BANKRUPTCY LAW AND PROCEDURES |

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

**Catalog Description:** This course is an in-depth look into bankruptcy and the laws which govern its use. The course includes a review of voluntary and involuntary bankruptcies filed under Chapters 7, 11, and 13 of the United States Code. The course will include the paralegal's role in evaluating bankruptcy information, preparing and filing petitions and claims.

**Schedule Description:** This course is an in-depth look into bankruptcy and the laws which govern its use. The course will include the paralegal's role in evaluating bankruptcy information, preparing and filing petitions and claims.

**Effective Date: FA11**

**Rationale:** Content Review

| <b>COURSE ID</b>  | <b>COURSE TITLE</b>    |
|-------------------|------------------------|
| <b>REALST 100</b> | REAL ESTATE PRINCIPLES |

**Departmental Advisories:** ENGL 015 or eligibility for ENGL 101 or 101H as determined by SBVC assessment process and MATH 942 or eligibility for a higher level math class as determined by SBVC assessment process

**Catalog Description:** This course includes the fundamentals of real estate including the basic laws and principles of California real estate. This includes the background and terminology necessary for advanced study of real estate. The successful completion of this course meets qualifications for sales person or broker licensing exam.

**Schedule Description:** This course includes the fundamentals of real estate including the basic laws and principles of California real estate. This includes the background and terminology necessary for advanced study of real estate. The successful completion of this course meets qualifications for sales person or broker licensing exam.

**Effective Date: FA11**

**Rationale:** Content Review

Curriculum Meetings: 04-26-10; 05-10-10

Conjoint Meeting: 05-17-10

Board of Trustees Meeting: June 10, 2010

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| <b>MODIFY COURSES</b> |
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| <b>COURSE ID</b>  | <b>COURSE TITLE</b>                      |
|-------------------|--|
| <b>REALST 101</b> | REAL ESTATE LOAN PROCESSING FUNDAMENTALS |

**Course ID:** REALST 063

**Prerequisite:** REALST 100

**Catalog Description:** This course covers loan processing, specifically the mechanics of mortgage lending with emphasis on ethical practices. (Formerly REALST 101)

**Schedule Description:** This course covers loan processing, specifically the mechanics of mortgage lending with emphasis on ethical practices. (Formerly REALST 101)

**Effective Date:** FA11

**Rationale:** Re-numbered from Transferable to Associate Degree level and Content Review

| <b>COURSE ID</b>  | <b>COURSE TITLE</b>                             |
|-------------------|---|
| <b>REALST 102</b> | GOVERNMENTAL AND NON-CONFORMING LOAN PROCESSING |

**Course ID:** REALST 064

**Departmental Advisory:** REALST 063

**Prerequisite:** REALST 100

**Catalog Description:** This course provides instruction in processing, conforming and non-conforming FHA and VA real estate mortgages. Students will learn about the requirements of the loan processing industry. (Formerly REALST 102)

**Schedule Description:** This course provides instruction in processing, conforming and non-conforming FHA and VA real estate mortgages. Students will learn about the requirements of the loan processing industry. (Formerly REALST 102)

**Effective Date:** FA11

**Rationale:** Re-numbered from Transferable to Associate Degree level and Content Review

| <b>COURSE ID</b>  | <b>COURSE TITLE</b>                      |
|-------------------|--|
| <b>REALST 103</b> | COMPUTERIZED REAL ESTATE LOAN PROCESSING |

**Course ID:** REALST 066

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

**Laboratory:** None

**Prerequisite:** REALST 100

**Departmental Advisory:** REALST 063

**Catalog Description:** This course is an introduction to real estate computerized loan processing software. This course is intended to assist beginning and current real estate professionals in developing an understanding of the application of computer technology in real estate. (Formerly REALST 103)

**Schedule Description:** This course is an introduction to real estate computerized loan processing software. This course is intended to assist beginning and current real estate professionals in developing an understanding of the application of computer technology in real estate. (Formerly REALST 103)

**Effective Date:** FA11

**Rationale:** Re-numbered from Transferable to Associate Degree level and Content Review

Curriculum Meetings: 04-26-10; 05-10-10

Conjoint Meeting: 05-17-10

Board of Trustees Meeting: June 10, 2010

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| <b>MODIFY COURSES</b> |
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| <b>COURSE ID</b>  | <b>COURSE TITLE</b>  |
|-------------------|----------------------|
| <b>REALST 200</b> | REAL ESTATE PRACTICE |

**Course ID:** REALST 062

**Catalog Description:** This course includes the day-to-day operations in real estate, overview of brokerage procedures and the various roles of the employee. The successful completion of this course meets qualifications for sales person or broker licensing exam. (Formerly REALST 200)

**Schedule Description:** This course includes the day-to-day operations in real estate, overview of brokerage procedures and the various roles of the employee. The successful completion of this course meets qualifications for sales person or broker licensing exam. (Formerly REALST 200)

**Effective Date:** FA11

**Rationale:** Re-numbered from Transferable to Associate Degree level and Content Review

| <b>COURSE ID</b>  | <b>COURSE TITLE</b>                |
|-------------------|------------------------------------|
| <b>REALST 205</b> | REAL ESTATE APPRAISAL: RESIDENTIAL |

**Course ID:** REALST 068

**Catalog Description:** This course addresses the purpose of appraisals, appraisal process, and the different methods, approaches, and techniques used to determine the value of various types of property. Successful completion of this course meets elective qualification for salesperson or broker licensing approval. (Formerly REALST 205)

**Schedule Description:** This course addresses the purpose of appraisals, appraisal process, and the different methods, approaches, and techniques used to determine the value of various types of property. Successful completion of this course meets elective qualification for salesperson or broker licensing approval. (Formerly REALST 205)

**Effective Date:** FA11

**Rationale:** Re-numbered from Transferable to Associate Degree level and Content Review

| <b>COURSE ID</b>  | <b>COURSE TITLE</b> |
|-------------------|---------------------|
| <b>REALST 210</b> | REAL ESTATE FINANCE |

**Course ID:** REALST 070

**Catalog Description:** This course addresses the analysis of real estate financing including lending policies and problems in financing transactions in residential, apartment, commercial and special purpose properties, emphasizing methods of financing. Successful completion of this course meets elective qualification for salesperson or broker licensing approval. (Formerly REALST 210)

**Schedule Description:** This course addresses the analysis of real estate financing including lending policies and problems in financing transactions in residential, apartment, commercial and special purpose properties. (Formerly REALST 210)

**Effective Date:** FA11

**Rationale:** Re-numbered from Transferable to Associate Degree level and Content Review

Curriculum Meetings: 04-26-10; 05-10-10

Conjoint Meeting: 05-17-10

Board of Trustees Meeting: June 10, 2010

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| <b>MODIFY COURSES</b> |
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| <b>COURSE ID</b>  | <b>COURSE TITLE</b>            |
|-------------------|--------------------------------|
| <b>REALST 211</b> | ADVANCED REAL ESTATE FINANCING |

**Course ID:** REALST 072

**Course Title:** ADVANCED REAL ESTATE FINANCE

**Prerequisite:** REALST 100

**Departmental Advisory:** REALST 070

**Catalog Description:** This course is a study in finance principles (both residential and income producing properties), lending markets, economics and federal legislation taught with the real estate industry as its core. (Formerly REALST 211)

**Schedule Description:** This course is a study in finance principles (both residential and income producing properties), lending markets, economics and federal legislation taught with the real estate industry as its core. (Formerly REALST 211)

**Effective Date:** FA11

**Rationale:** Re-numbered from Transferable to Associate Degree level and Content Review

| <b>COURSE ID</b>  | <b>COURSE TITLE</b>          |
|-------------------|------------------------------|
| <b>REALST 215</b> | LEGAL ASPECTS OF REAL ESTATE |

**Course ID:** REALST 074

**Prerequisite:** REALST 100

**Catalog Description:** This course is the study of real estate law with emphasis on applications in real estate brokerage and related fields. Successful completion of this course meets elective qualification for salesperson or broker licensing approval. (Formerly REALST 215)

**Schedule Description:** This course is the study of real estate law with emphasis on applications in real estate brokerage and related fields. (Formerly REALST 215)

**Effective Date:** FA11

**Rationale:** Re-numbered from Transferable to Associate Degree level and Content Review

| <b>COURSE ID</b>  | <b>COURSE TITLE</b> |
|-------------------|---------------------|
| <b>REALST 220</b> | PROPERTY MANAGEMENT |

**Course ID:** REALST 076

**Prerequisite:** REALST 100

**Catalog Description:** This course is a study of the history and role of the professional property manager. The topics covered include, leases, lease negotiations, tenant relations (both residential and commercial properties), liability issues, record keeping and thorough management operations. (Formerly REALST 220)

**Schedule Description:** This course is a study of the history and role of the professional property manager. The topics covered include, leases, lease negotiations, tenant relations (both residential and commercial properties), liability issues, record keeping and thorough management operations. (Formerly REALST 220)

**Effective Date:** FA11

**Rationale:** Re-numbered from Transferable to Associate Degree level and Content Review

Curriculum Meetings: 04-26-10; 05-10-10

Conjoint Meeting: 05-17-10

Board of Trustees Meeting: June 10, 2010

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| <b>MODIFY COURSES</b> |
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| <b>COURSE ID</b> | <b>COURSE TITLE</b>   |
|------------------|-----------------------|
| REALST 230       | REAL ESTATE ECONOMICS |

**Course ID:** REALST 078

**Prerequisite:** REALST 100

**Departmental Advisory:** REALST 062

**Catalog Description:** This course covers real estate economics as used to analyze national, regional, city and neighborhood trends in an effort to learn what has happened in the past to analyze future trends. (Formerly REALST 230)

**Schedule Description:** This course covers real estate economics as used to analyze national, regional, city and neighborhood trends in an effort to learn what has happened in the past to analyze future trends. (Formerly REALST 230)

**Effective Date:** FA11

**Rationale:** Re-numbered from Transferable to Associate Degree level and Content Review

| <b>COURSE ID</b> | <b>COURSE TITLE</b>     |
|------------------|-------------------------|
| REALST 901       | REAL ESTATE PRE-LICENSE |

**Departmental Advisory:** REALST 100

**Catalog Description:** This course is a review for the California Department of Real Estate salespersons license examination. Topics cover California real estate law, property ownership, legal procedures, contract law, appraising, financing and taxation, and real estate practice.

**Schedule Description:** This course is a review for the California Department of Real Estate salespersons license examination. Topics cover California real estate law, property ownership, legal procedures, contract law, appraising, financing and taxation, and real estate practice.

**Stand-Alone Course:** Approved

**Effective Date:** FA11

**Rationale:** Content Review

| <b>COURSE ID</b> | <b>COURSE TITLE</b>     |
|------------------|-------------------------|
| REALST 902       | BROKER'S LICENSE REVIEW |

**Departmental Advisory:** REALST 100

**Catalog Description:** This course prepares students to take the California Department of Real Estate broker's license examinations. Topics cover California real estate law, property ownership, legal procedures, contract law, appraising, financing and taxation, and real estate practice.

**Schedule Description:** This course prepares students to take the California Department of Real Estate broker's license examinations. Topics cover California real estate law, property ownership, legal procedures, contract law, appraising, financing and taxation, and real estate practice.

**Stand-Alone Course:** Approved

**Effective Date:** FA11

**Rationale:** Content Review

Curriculum Meetings: 04-26-10; 05-10-10

Conjoint Meeting: 05-17-10

Board of Trustees Meeting: June 10, 2010

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| <b>MODIFY COURSES</b> |
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| COURSE ID | COURSE TITLE                |
|-----------|-----------------------------|
| RELIG 110 | TRIBAL AND ETHNIC RELIGIONS |

**Catalog Description:** This course is a comparative study of religious expressions in tribal and/or ethnic societies, both past and present, including witchcraft, magic, totemism, mythology and ritual, nativistic movements, and the religious context of drug usage. Prehistoric religion will be examined, as well as the rituals, symbols, and beliefs of selected tribal peoples. This course is also offered as ANTHRO 110.

**Schedule Description:** This course is a comparative study of religious expressions in tribal and/or ethnic societies, both past and present, including witchcraft, magic, totemism, mythology and ritual, nativistic movements, and the religious context of drug usage. Prehistoric religion will be examined, as well as the rituals, symbols, and beliefs of selected tribal peoples. This course is also offered as ANTHRO 110.

**Equate:** ANTHRO 110

**Effective Date:** FA11

**Rationale:** Content Review

|                              |
|------------------------------|
| <b>DISTRIBUTED EDUCATION</b> |
|------------------------------|

|             |             |            |             |
|-------------|-------------|------------|-------------|
| ACCT 010    | 100% ONLINE | REALST 901 | 100% ONLINE |
| ACCT 047    | 100% ONLINE | REALST 902 | 100% ONLINE |
| ACCT 090    | 100% ONLINE | REALST 062 | 100% ONLINE |
| ACCT 200    | 100% ONLINE | REALST 068 | 100% ONLINE |
| ACCT 201    | 100% ONLINE | REALST 070 | 100% ONLINE |
| ANTHRO 100  | 100% ONLINE | REALST 074 | 100% ONLINE |
| ANTHRO 102  | 100% ONLINE | REALST 100 | 100% ONLINE |
| ANTHRO 106  | 100% ONLINE | RELIG 110  | 100% ONLINE |
| ANTHRO 106H | 100% ONLINE |            |             |
| ANTHRO 107  | 100% ONLINE |            |             |
| ANTHRO 109  | 100% ONLINE |            |             |
| ANTHRO 110  | 100% ONLINE |            |             |
| ANTHRO 222  | 100% ONLINE |            |             |

**Effective Date:** FA11

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

Curriculum Meetings: 04-26-10; 05-10-10

Conjoint Meeting: 05-17-10

Board of Trustees Meeting: June 10, 2010

## DELETED COURSES

**AUTO 038**  
**ENGL 260**  
**ENGL 261**  
**PARLGL 205**

**Effective Date: FA11**

**Rationale:** Courses no longer offered.



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

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

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

| <b>RECOMMENDED COURSES:</b> |   | <b>Units</b> |
|-----------------------------|---|--------------|
| AUTO 056                    | Automotive Heating and Air Conditioning | 4            |

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|                    |           |
|--------------------|-----------|
| <b>Total Units</b> | <b>32</b> |
|--------------------|-----------|

*AUTO 020 may be waived through the Articulation 2+2 program with prior agreement with the auto collision and refinishing instructor.*

**Effective Date:** FA10  
**Rationale:** Content Review

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

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

**REQUIRED COURSES:**

|          |                                       | <b>Units</b> |
|----------|---------------------------------------|--------------|
| AUTO 020 | Non-Structural Body Repair            | 6            |
| AUTO 022 | Non-Structural Collision Repair       | 6            |
| AUTO 024 | Structural Analysis and Damage Repair | 6            |
| AUTO 026 | Auto Collision Refinishing            | 6            |

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**Total Units**

**24**

*AUTO 020 may be waived through the Articulation 2+2 program with prior agreement with the auto collision and refinishing instructor.*

**Effective Date: FA10**

**Rationale:** Content Review

## Paralegal Studies A.A. Degree Major

The Paralegal Studies Program prepares students for employment as a legal assistant in law offices, courts or related positions where knowledge of law is necessary. The work assumes proficiency in word processing and keyboarding. In addition to the coursework listed below, courses within Computer Information Technology (CIT) are recommended and students must successfully pass the general breadth requirements for the Associate Degree.

| <b>Required Courses:</b>   |  | <b>Units</b>         |
|--|--|----------------------|
| PARLGL 100   | Law Office Management for Paralegal            | 3                    |
| PARLGL 110   | Legal Research Methods: Federal and California | 3                    |
| PARLGL 111   | Legal Writing and Analysis                     | 3                    |
| PARLGL 200   | Civil Litigation and Procedures                | 3                    |
| PARLGL 220   | Legal Ethics                                   | 3                    |
| PARLGL 230   | Torts  | 3                    |
| BUSAD 210  | Business Law                                   | 3                    |
| BUSAD 211  | The Legal Environment of Business              | 3                    |
| LIB 110  | Information Literacy                           | 1                    |
| REALST 074   | Legal Aspects of Real Estate                   | 3                    |
| <br><b>Plus at least three of the following recommended courses:</b> |  | <br><b>Units</b>     |
| ADJUS 103  | Concepts of Criminal Law                       | 3                    |
| PARLGL 098   | Paralegal Studies Work Experience              | 1 - 4                |
| PARLGL 120   | Wills, Probate and Estate                      | 3                    |
| PARLGL 130   | Family Law                                     | 3                    |
| PARLGL 240   | Bankruptcy Law and Procedures                  | 3                    |
| <hr/> <b>Total Units</b>   |  | <hr/> <b>31 - 38</b> |

**Effective Date: FA11**

**Rationale:** Content Review

## Real Estate/Escrow A.A. Degree Major

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

| <b>REQUIRED COURSES:</b> |                                    | <b>Units</b> |
|--------------------------|------------------------------------|--------------|
| ESCROW 001               | Escrow Procedures I                | 3            |
| REALST 100               | Real Estate Principles             | 3            |
| REALST 068               | Real Estate Appraisal: Residential | 3            |
| REALST 070               | Real Estate Finance                | 3            |
| REALST 074               | Legal Aspects of Real Estate       | 3            |
| REALST 078               | Real Estate Economics              | 3            |
|                          | <b>or</b>                          |              |
| ECON 100                 | Introduction to Economics          | 3            |

Six units from the following areas of Concentration, as listed below:

| <b>REAL ESTATE CONCENTRATION</b> |                       | <b>Units</b> |
|----------------------------------|-----------------------|--------------|
| REALST 062                       | Real Estate Practice  | 3            |
| REALST 076                       | Property Management   | 3            |
| <b>ESCROW CONCENTRATION</b>      |                       | <b>Units</b> |
| ESCROW 002                       | Escrow Procedures II  | 3            |
| ESCROW 003                       | Escrow Procedures III | 3            |

| <b>RECOMMENDED COURSES FOR BOTH, REAL ESTATE AND ESCROW CONCENTRATIONS:</b> |   | <b>Units</b> |
|---|---|--------------|
| ACCT 200  | Financial Accounting                            | 4            |
| BUSAD 013   | Marketing Principles                            | 3            |
| BUSAD 016   | Principles of Selling                           | 3            |
| BUSAD 100   | Introduction to Business                        | 3            |
| BUSAD 210   | Business Law                                    | 3            |
| BUSCAL 050  | Quantitative Methods in Business                | 3            |
| CIT 010   | Beginning Keyboarding                           | 3            |
| REALST 063  | Real Estate Loan Processing Fundamentals        | 3            |
| REALST 064  | Governmental and Non-Conforming Loan Processing | 3            |
| REALST 066  | Computerized Real Estate Loan Processing        | 3            |
| REALST 072  | Advanced Real Estate Finance                    | 3            |

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**Total Units** **24**

**Effective Date: FA11**

**Rationale:** Content Review

Curriculum Meetings: 04-26-10; 05-10-10

Conjoint Meeting: 05-17-10

Board of Trustees Meeting: June 10, 2010

## Accounting Certificate

Students working for a certificate must have a basic knowledge of arithmetic, reading and writing in order to learn and work in the occupations they select. This certificate is designed to prepare students for entry-level positions, updating and maintaining accounting records, calculating disbursements and receipts, tracking accounts payable and receivable, and determining profit and loss.

| <b>REQUIRED COURSES</b>                                   |  | <b>Units</b> |
|---|--|--------------|
| ACCT 200  | Financial Accounting                       | 4            |
| ACCT 201  | Managerial Accounting                      | 4            |
| ACCT 047  | Computerized Accounting                    | 3            |
| BUSAD 100   | Introduction to Business                   | 3            |
| BUSAD 210   | Business Law                               | 3            |
|   | <b>or</b>                                  |              |
| BUSAD 211   | The Legal Environment of Business          | 3            |
| ECON 208  | Business and Economics Statistics          | 4            |
|   | <b>or</b>                                  |              |
| MATH 108  | Introduction to Probability and Statistics | 4            |
| ECON 200  | Principles of Macroeconomics               | 3            |
|   | <b>or</b>                                  |              |
| ECON 200H   | Principles of Macroeconomics - Honors      | 3            |
| ECON 201  | Principles of Microeconomics               | 3            |
|   |  | 8 - 10       |
| 8 to 10 units chosen from the list of RECOMMENDED COURSES |  |              |

| <b>RECOMMENDED COURSES</b> |                                   | <b>Units</b> |
|----------------------------|-----------------------------------|--------------|
| ACCT 030                   | Federal and State Taxation        | 4            |
| ACCT 090                   | Payroll Accounting                | 3            |
| MATH 102                   | College Algebra                   | 4            |
| CIT 101                    | Introduction to Computer Literacy | 3            |
| CIT 114                    | Spreadsheets: Excel               | 3            |

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**Total Units** **36 - 37**

**Effective Date:** FA11  
**Rationale:** Content Review

Curriculum Meetings: 04-26-10; 05-10-10  
 Conjoint Meeting: 05-17-10  
 Board of Trustees Meeting: June 10, 2010  
 27 of 32

## Advanced Automotive Collision Repair and Refinishing Certificate

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

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

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|                    |           |
|--------------------|-----------|
| <b>Total Units</b> | <b>32</b> |
|--------------------|-----------|

*AUTO 020 may be waived through the Articulation 2+2 program with prior agreement with the auto collision and refinishing instructor.*

**Effective Date:** FA10  
**Rationale:** Content Review

## Basic Automotive Collision Repair and Refinishing Certificate

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

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

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|                    |           |
|--------------------|-----------|
| <b>Total Units</b> | <b>24</b> |
|--------------------|-----------|

*AUTO 020 may be waived through the Articulation 2+2 program with prior agreement with the auto collision and refinishing instructor.*

**Effective Date: FA10**

**Rationale:** Content Review

## Bookkeeping Certificate

Bookkeeping clerks along with accounting and auditing clerks are an organization's financial recordkeepers. They update and maintain one or more accounting records. All of these clerks make numerous computations each day. In small businesses, bookkeeping clerks handle all financial transactions and recordkeeping. In large offices and accounting departments, the clerks have more specialized tasks, such as accounts payable or account receivable. The responsibilities vary by level of experience.

| <b>REQUIRED COURSES:</b> |                                  | <b>Units</b> |
|--------------------------|----------------------------------|--------------|
| ACCT 010                 | Bookkeeping                      | 3            |
|                          | <b>or</b>                        |              |
| ACCT 047                 | Computerized Accounting          | 3            |
| ACCT 090                 | Payroll Accounting               | 3            |
| ACCT 200                 | Financial Accounting             | 4            |
| BUSCAL 050               | Quantitative Methods in Business | 3            |
| CIT 114                  | Spreadsheets: Excel              | 3            |

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|                    |           |
|--------------------|-----------|
| <b>Total Units</b> | <b>16</b> |
|--------------------|-----------|

**Effective Date:** FA11

**Rationale:** Content Review



## Escrow Certificate

Students working for certificates must have a basic knowledge of arithmetic, reading and writing in order to learn and work in the occupations they select. This certificate qualifies students for entry-level employment in title and escrow companies, mortgage companies, financial institutions, and related firms.

### **REQUIRED COURSES:**

|            |                              | <b>Units</b> |
|------------|------------------------------|--------------|
| ESCROW 001 | Escrow Procedures I          | 3            |
| ESCROW 002 | Escrow Procedures II         | 3            |
| ESCROW 003 | Escrow Procedures III        | 3            |
| REALST 070 | Real Estate Finance          | 3            |
| REALST 074 | Legal Aspects of Real Estate | 3            |
| REALST 100 | Real Estate Principles       | 3            |

|  |   |
|--|---|
| Six units from the list of RECOMMENDED COURSES | 6 |
|--|---|

### **RECOMMENDED COURSES:**

|            |                                    | <b>Units</b> |
|------------|------------------------------------|--------------|
| ACCT 200   | Financial Accounting               | 4            |
| BUSAD 011  | Human Resource Management          | 3            |
| BUSAD 100  | Introduction to Business           | 3            |
| BUSAD 210  | Business Law                       | 3            |
| BUSCAL 050 | Quantitative Methods in Business   | 3            |
| CIT 010    | Beginning Keyboarding              | 3            |
| CIT 031    | Business English                   | 3            |
| REALST 062 | Real Estate Practice               | 3            |
| REALST 068 | Real Estate Appraisal: Residential | 3            |

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|                    |           |
|--------------------|-----------|
| <b>Total Units</b> | <b>24</b> |
|--------------------|-----------|

**Effective Date: FA11**

**Rationale:** Content Review

## Real Estate Certificate

This certificate qualifies students for entry-level employment in title and escrow companies, mortgage companies, financial institutions, and related firms. 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.

### **REQUIRED COURSES:**

|            |                                    | <b>Units</b> |
|------------|------------------------------------|--------------|
| ESCROW 001 | Escrow Procedures I                | 3            |
| REALST 062 | Real Estate Practice               | 3            |
| REALST 068 | Real Estate Appraisal: Residential | 3            |
| REALST 070 | Real Estate Finance                | 3            |
| REALST 074 | Legal Aspects of Real Estate       | 3            |
| REALST 078 | Real Estate Economics              | 3            |
| <b>or</b>  |                                    |              |
| ECON 100   | Introduction to Economics          | 3            |
| REALST 100 | Real Estate Principles             | 3            |

Six units from the list of RECOMMENDED COURSES 6

### **RECOMMENDED COURSES:**

|            |   | <b>Units</b> |
|------------|---|--------------|
| ACCT 200   | Financial Accounting                            | 4            |
| BUSAD 013  | Marketing Principles                            | 3            |
| BUSAD 016  | Principles of Selling                           | 3            |
| BUSAD 100  | Introduction to Business                        | 3            |
| BUSAD 210  | Business Law                                    | 3            |
| BUSCAL 050 | Quantitative Methods in Business                | 3            |
| REALST 063 | Real Estate Loan Processing Fundamentals        | 3            |
| REALST 064 | Governmental and Non-Conforming Loan Processing | 3            |
| REALST 066 | Computerized Real Estate Loan Processing        | 3            |
| REALST 072 | Advanced Real Estate Finance                    | 3            |
| REALST 076 | Property Management                             | 3            |

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**Total Units** **27**

**Effective Date: FA11**

**Rationale:** Content Review

Curriculum Meetings: 04-26-10; 05-10-10

Conjoint Meeting: 05-17-10

Board of Trustees Meeting: June 10, 2010

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: June 10, 2010  
SUBJECT: Consideration of Acceptance of Classified Retirement

#### RECOMMENDATION

It is recommended that the Board of Trustees accept the retirement of Carol Pister, Administrative Secretary, CHC, effective June 30, 2010.

#### OVERVIEW

The District has received a letter of intent to retire from Carol Pister in accordance with the Supplemental Early Retirement Plan (SERP).

#### ANALYSIS

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

#### BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

#### FINANCIAL IMPLICATIONS

Positive.

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: June 10, 2010

SUBJECT: Consideration of Approval of Acceptance of Classified  
Resignations

RECOMMENDATION

It is recommended that the Board of Trustees accept the resignation for Carol Edgcomb, Senior Programmer/Analyst, District and Melisa Williams, Bookstore Assistant I, CHC.

OVERVIEW

Ms. Edgcomb has submitted her letter of resignation with an effective date of May 14, 2010 after one year of service. Ms. Williams has submitted her letter of resignation with an effective date of June 4, 2010 after four years of service.

ANALYSIS

The Human Resources Department has provided Ms. Edgcomb and Ms. Williams acceptance of their resignation 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: June 10, 2010  
SUBJECT: Consideration of Approval of Ratification of Release of Probationary Classified Employee

RECOMMENDATION

It is recommended that the Board of Trustees approve the ratification of release of probationary classified employee in the following position.

OVERVIEW

Producer/Director, T.V., KVCR effective April 30, 2010.

ANALYSIS

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

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

None.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Acting Chancellor  
REVIEWED BY: Renee Brunelle, Vice Chancellor, Human Resources & Employee Relations  
PREPARED BY: Gloria Macias Harrison, President, CHC  
DATE: June 10, 2010  
SUBJECT: Consideration of Approval of Increase in Classified Employee Contracts

RECOMMENDATION

It is recommended that the Board of Trustees approve the increase in classified employee contracts.

OVERVIEW

Christina Johle, Stephanie Carlson, and Alisa Holtegaard, Child Care Teachers, CHC, contract days for the 2009/2010 school year will end on June 23, 2010. It is requested that they work additional days beyond their work calendar at the following rates: \$21.58 for Christina Johle; \$17.76 for Stephanie Carlson; \$17.76 for Alisa Holtegard.

Elizabeth Morabito, Administrative Secretary, CHC, increase in contract from 30 hours (75%) to 40 hours (100%) effective July 1, 2010.

ANALYSIS

Students enrolled at the Child Care Center will be in attendance on June 24 and 25, 2010. The additional days will allow the Child Care Teachers to attend a workshop and to clean and organize their rooms for the summer months.

The Administrative Secretary position in EOPS will be reassigned to the Administrative Secretary vacancy in Career and Tech Education to align position with responsibility level.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

Included in the 2010-2011 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: June 10, 2010

SUBJECT: Consideration of Approval of Bilingual Stipend for Classified Employees

RECOMMENDATION

It is recommended that the Board of Trustees approve the bilingual stipend for eligible classified employees for a minimum of two (2) years beginning April 1, 2010 through March 31, 2012.

OVERVIEW

The February 24, 2010 Memorandum of Understanding (MOU) between the District and CSEA outlines the implementation of the Bilingual Stipend Program.

ANALYSIS

In accordance with the MOU, a written Spanish Bilingual Test was conducted on March 31, 2010 to determine eligibility. The monthly stipend of \$50.00 for the attached employees will be retroactive to April 1, 2010.

Additionally, per the MOU, employees who initially applied for the bilingual stipend on May 19, 2009, and have subsequently passed the competency examination, will receive a monthly stipend retroactive to July 1, 2009, provided that they are in the same location that has been identified by the District.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2010-2011 budget.

**The following employees are approved to receive the Bilingual Stipend for a minimum of 2 years per the February 24, 2010 Memorandum of Understanding.**

| <b><u>Designated Locations</u></b> | <b><u>Name</u></b>  | <b><u>Effective Date</u></b>           |
|------------------------------------|---------------------|--|
| District Offices – HR/Fiscal       | Noemi Elizalde      | Retroactive to April 1, 2010           |
| Police                             | Ruben Galvan        | Retroactive to April 1, 2010           |
| KVCR                               | Yvonne Rose Powers  | Retroactive to April 1, 2010           |
| Annex                              | Osman Parada        | Retroactive to April 1, 2010           |
| SBVC Financial Aid                 | Marie Santana-Perez | Retroactive to April 1, 2010           |
|                                    | Rocio Delgado       | Retroactive to April 1, 2010           |
| SBVC Business Office               | Nancy Green         | Retroactive to July 1, 2009<br>per MOU |
| SBVC Admission & Records           | Maria Silvia Romo   | Retroactive to July 1, 2009<br>per MOU |
| SBVC DSPS                          | Ana Bojorquez       | Retroactive to April 1, 2010           |
| SBVC Child Development Center      | Rosa Maria Beck     | Retroactive to April 1, 2010           |
|                                    | Nancy Salas         | Retroactive to April 1, 2010           |
|                                    | Raquel Garcia       | Retroactive to April 1, 2010           |
|                                    | Rosario Pulido      | Retroactive to July 1, 2009<br>per MOU |
| CHC Financial Aid                  | Fermin Ramirez      | Retroactive to April 1, 2010           |
| CHC EOPS                           | Natividad Rodriguez | Retroactive to April 1, 2010           |



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Acting Chancellor

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

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

DATE: June 10, 2010

SUBJECT: Consideration of Approval of New Classified Job Description

RECOMMENDATION

It is recommended that the Board of Trustees approve the new job description for Logistics Grant Coordinator, District.

OVERVIEW

The Logistics Grant Coordinator is responsible for conducting and assisting in the coordination of off-campus outreach activities to recruit students and/or clients for the Department of Labor (DOL) logistics technology training program.

ANALYSIS

The Logistics Grant Coordinator is a categorically funded position and contingent upon the availability of funds and life of the grant.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

The Logistic Grant Coordinator is a full-time, categorically funded position and is contingent upon the availability of funds and "life of the grant".

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**LOGISTICS GRANT COORDINATOR**

*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 Logistics Technology Training Manager, the Logistics Grant Coordinator is responsible for conducting and assisting in the coordination of off-campus outreach activities to recruit students and/or clients for the Department of Labor (DOL) logistics technology training program. This position is also responsible for fostering and nurturing partnerships with employers in the Southern California Transportation Corridor and the communities serviced by the Southern California Logistics Technology Collaborative (SCLTC) in creating employment opportunities through the DOL logistic technology training grant.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification.*

1. Provides employment preparation services and job development skills training.
2. Coordinates and matches business and industry needs with the students’ skills and trainings.
3. Facilitates the training, placement, and transition of students.
4. Contacts, builds and maintains relationships with a variety of local area employers in order to develop and secure employment positions for clients.
5. Conducts workshops, seminars and individual sessions to provide job search assistance to clients in the following areas: interviewing skills, application assistance, resume and cover letter writing, job readiness skills, professional dress attire assistance, workforce behavior, job placement and career guidance materials and community resources, and/or job coaching.
6. Identifies and searches jobs on the internet, local newspapers, associations and networking groups for the clients.
7. Coordinates and conducts interviews with clients to ensure job openings fit vocational goals; refers clients to identified employers; and facilitates job interviews with the potential employers.
8. Maintains continuous contact with clients and employers after job placement to monitor success and provides follow-up after placement as necessary.
9. Plans and coordinates career and job fairs.
10. Works collaboratively with other community college partners by assisting with the recruitment and placement of clients for their institutions.
11. Develops outreach and marketing programs to recruit potential clients.
12. Coordinates various outreach and recruitment activities including campus tours with all community college partners.
13. Prepares and makes presentations (oral, power point, video or web based) to prospective clients, students at schools, community organizations, government agencies, and businesses.
14. Attends various meetings, seminars and conferences on an off campus including regional and

statewide conferences as required by the grant; activities sponsored by various Workforce Investment Boards (WIBs), schools, Regional Occupations Programs (ROPs), business partners, community organizations, government entities.

15. Provides workshops to assist students and clients in completing the enrollment process, to include forms and assessments, and attending orientations.
16. Prepares and maintains records and files related to outreach and recruitment services and activities as it relates to the grant.
17. Compiles data and completes reports as required by the grant to evaluate the effectiveness of the outcomes.
18. Establishes and maintains close working relationships with agencies including the Workforce Investment Boards (WIBs), Department of Rehabilitation, Employment Development Department (EDD), Department of Public Social Services (DPSS), and staffing agencies.
19. Performs related duties as required.

### **QUALIFICATIONS**

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

#### **Knowledge of:**

Principles, practices, and techniques in recruitment, outreach, and interviewing.  
Practices and techniques in job search, placement and referrals.  
Local and state labor market trends.  
Principles and practices in marketing, multi-media, advertising, and public relations.  
Pertinent federal, state, and local laws, codes and regulations as it relates to the grant.  
Principles, practices and procedures of business letter writing.  
Office procedures, methods, and equipment including computers and software applications.  
Proper English usage, grammar, spelling, punctuation and vocabulary.  
Effective interpersonal, oral and written communication skills.

#### **Ability to:**

Identify job openings related to program training in the community.  
Assist clients in their job search activities.  
Recruit clients into grant funded training programs.  
Plan, organize, and implement program workshops, seminar, and services regarding job search and related topics.  
Make presentations (oral, power point, video or web based) to various groups.  
Understand, interpret, and apply administrative and District policies and procedures as well as pertinent laws, regulations, and ordinances.  
Assist clients in identifying career interests, goals and opportunities and making appropriate referrals.  
Work with community members and organizations in the development of jobs for clients.  
Coordinate partnerships with employers, community colleges, and various local and state government entities.  
Develop and maintain working relationships with employers, community organizations, employment agencies and clients.  
Evaluate and interpret employment and labor market information.  
Compile data and maintain records and files.  
Prepare and compose correspondence and memoranda.  
Plan and organize work to meet schedules and changing deadlines.  
Effectively represent the District to clients in accomplishing the goals and objectives of the grant.  
Operate office equipment including computers and supporting software applications such as

word processing, spreadsheets, and databases.  
Effectively use computerized and online career job search sites and programs.  
Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.  
Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, academic, socio-economic, and cultural populations.  
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, marketing, public administration or a related field from an accredited college or university..

#### **Required Experience:**

Three (3) years of work experience in training, outreach and recruitment activities.

#### **Special Requirements:**

1. Possession of a valid California Driver's License.

#### **Preferred Experience:**

1. Experience in job placement and working with diverse populations.

### **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. Frequent travel to various sites and locations as needed for reporting grant activities.

**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: June 2010  
Range: 45

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: June 10, 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 2010-2011 budget.

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**Professional Expert Hourly Employees**

**June 10, 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>   |
|-----------------------|------------------------------------|-------------|---|-------------------|-----------------|--|
| Acevedo, Erica        | DSP&S                              | SBVC        | Interpreting/<br>Transliterating<br>Level IV                                | 7/1/10            | 12/23/10        | \$15.00  |
| Alfaro, Glenn         | Criminal Justice                   | SBVC        | Facilitator/<br>Evaluator/<br>Safety<br>Facilitator/<br>Tactical<br>Officer | 7/1/10            | 12/31/10        | \$35.00 per hour/<br>\$105.00 per<br>session/<br>\$25.00 per hour/<br>\$28.00 per hour |
| Apodaca, Gilbert      | Professional<br>Development Center | DIST        | Workforce<br>Development/<br>PDC Trainer                                    | 7/1/10            | 12/31/10        | \$50.00  |
| Arifuku, Mark         | Criminal Justice                   | SBVC        | Facilitator/<br>Evaluator/<br>Safety<br>Facilitator                         | 7/1/10            | 12/31/10        | \$35.00 per hour/<br>\$105.00 per<br>session/<br>\$25.00 per hour                      |
| Ascencio, Rony        | Professional<br>Development Center | DIST        | Workforce<br>Development/<br>PDC Trainer                                    | 7/1/10            | 12/31/10        | \$50.00  |
| Aston, Dave           | Professional<br>Development Center | DIST        | Workforce<br>Development/<br>PDC Trainer                                    | 7/1/10            | 12/31/10        | \$45.00  |
| Avila, Jose           | Criminal Justice                   | SBVC        | Facilitator/<br>Evaluator/<br>Safety<br>Facilitator                         | 7/1/10            | 12/31/10        | \$35.00 per hour/<br>\$105.00 per<br>session/<br>\$25.00 per hour                      |
| Barno, Jolene         | DSP&S                              | SBVC        | Interpreting/<br>Transliterating<br>Level IV                                | 7/1/10            | 12/23/10        | \$15.00  |
| Boatwright,<br>Horace | Criminal Justice                   | SBVC        | Facilitator/<br>Evaluator/<br>Safety<br>Facilitator/<br>Tactical<br>Officer | 7/1/10            | 12/31/10        | \$35.00 per hour/<br>\$105.00 per<br>session/<br>\$25.00 per hour/<br>\$28.00 per hour |

|                          |  |      |   |        |          |   |
|--------------------------|--|------|---|--------|----------|---|
| Bohannon, Diane          | Criminal Justice                                     | SBVC | Facilitator/<br>Evaluator/<br>Safety<br>Facilitator | 7/1/10 | 12/31/10 | \$35.00 per hour/<br>\$105.00 per<br>session/<br>\$25.00 per hour |
| Bolivar, Fernando        | Career College/<br>CalWORKS &<br>Workforce Education | SBVC | Foster Parent<br>Education                          | 7/6/10 | 12/31/10 | \$45.00   |
| Borchardt, Scott         | Professional<br>Development Center                   | DIST | Workforce<br>Development/<br>PDC Trainer            | 7/1/10 | 12/31/10 | \$50.00   |
| Borchardt,<br>Sharlene   | Professional<br>Development Center                   | DIST | Workforce<br>Development/<br>PDC Trainer            | 7/1/10 | 12/31/10 | \$45.00   |
| Boswell, Ben             | Criminal Justice                                     | SBVC | Facilitator/<br>Evaluator/<br>Safety<br>Facilitator | 7/1/10 | 12/31/10 | \$35.00 per hour/<br>\$105.00 per<br>session/<br>\$25.00 per hour |
| Bowser, Brent            | Criminal Justice                                     | SBVC | Facilitator/<br>Evaluator/<br>Safety<br>Facilitator | 7/1/10 | 12/31/10 | \$35.00 per hour/<br>\$105.00 per<br>session/<br>\$25.00 per hour |
| Bradley, Vernon          | Career College/<br>CalWORKS &<br>Workforce Education | SBVC | Foster Parent<br>Education                          | 7/6/10 | 12/31/10 | \$45.00   |
| Bravo, Rosemary          | Career College/<br>CalWORKS &<br>Workforce Education | SBVC | Foster Parent<br>Education                          | 7/6/10 | 12/31/10 | \$45.00   |
| Brown, Edward            | Professional<br>Development Center                   | DIST | Workforce<br>Development/<br>PDC Trainer            | 7/1/10 | 12/31/10 | \$50.00   |
| Browning, Jerry          | Professional<br>Development Center                   | DIST | Workforce<br>Development/<br>PDC Trainer            | 7/1/10 | 12/31/10 | \$50.00   |
| Bruno Conde,<br>Jennifer | DSP&S  | SBVC | Interpreting/<br>Transliterating<br>Level I         | 7/1/10 | 12/23/10 | \$24.00   |
| Burgess, David           | Criminal Justice                                     | SBVC | Facilitator/<br>Evaluator/<br>Safety<br>Facilitator | 7/1/10 | 12/31/10 | \$35.00 per hour/<br>\$105.00 per<br>session/<br>\$25.00 per hour |
| Burgraff, Roger          | Professional<br>Development Center                   | DIST | Workforce<br>Development/<br>PDC Trainer            | 7/1/10 | 12/31/10 | \$75.00   |

|              |                  |      |   |        |          |   |
|--------------|------------------|------|---|--------|----------|---|
| Burris, Jeff | Criminal Justice | SBVC | Facilitator/<br>Evaluator/<br>Safety<br>Facilitator | 7/1/10 | 12/31/10 | \$35.00 per hour/<br>\$105.00 per<br>session/<br>\$25.00 per hour |
| Byerly, Ted  | Criminal Justice | SBVC | Facilitator/<br>Evaluator/<br>Safety<br>Facilitator | 7/1/10 | 12/31/10 | \$35.00 per hour/<br>\$105.00 per<br>session/<br>\$25.00 per hour |

|                       |  |      |   |        |          |   |
|-----------------------|--|------|---|--------|----------|---|
| Carver, Dean          | Professional<br>Development Center                   | DIST | Workforce<br>Development/<br>PDC Trainer            | 7/1/10 | 12/31/10 | \$50.00   |
| Cervantes,<br>Charles | Career College/<br>CalWORKS &<br>Workforce Education | SBVC | Foster Parent<br>Education                          | 7/6/10 | 12/31/10 | \$45.00   |
| Charbonneau,<br>John  | Criminal Justice                                     | SBVC | Facilitator/<br>Evaluator/<br>Safety<br>Facilitator | 7/1/10 | 12/31/10 | \$35.00 per hour/<br>\$105.00 per<br>session/<br>\$25.00 per hour |
| Chencharick, John     | Criminal Justice                                     | SBVC | Facilitator/<br>Evaluator/<br>Safety<br>Facilitator | 7/1/10 | 12/31/10 | \$35.00 per hour/<br>\$105.00 per<br>session/<br>\$25.00 per hour |
| Clark, Lewis E.       | Professional<br>Development Center                   | DIST | Workforce<br>Development/<br>PDC Trainer            | 7/1/10 | 12/31/10 | \$75.00   |
| Clarke, William       | Professional<br>Development Center                   | DIST | Workforce<br>Development/<br>PDC Trainer            | 7/1/10 | 12/31/10 | \$50.00   |
| Clayton, Janice       | Criminal Justice                                     | SBVC | Facilitator/<br>Evaluator/<br>Safety<br>Facilitator | 7/1/10 | 12/31/10 | \$35.00 per hour/<br>\$105.00 per<br>session/<br>\$25.00 per hour |
| Clemmer, Gordon       | Criminal Justice                                     | SBVC | Facilitator/<br>Evaluator/<br>Safety<br>Facilitator | 7/1/10 | 12/31/10 | \$35.00 per hour/<br>\$105.00 per<br>session/<br>\$25.00 per hour |
| Cox, Gerry            | Professional<br>Development Center                   | DIST | Workforce<br>Development/<br>PDC Trainer            | 7/1/10 | 12/31/10 | \$45.00   |
| Crain, Daniel         | Career College/<br>CalWORKS &<br>Workforce Education | SBVC | Foster Parent<br>Education                          | 7/6/10 | 12/31/10 | \$45.00   |



|                  |  |      |   |         |          |   |
|------------------|--|------|---|---------|----------|---|
| Creehan, Joseph  | DSP&S  | SBVC | Interpreting/<br>Transliterating<br>Level IV        | 7/1/10  | 12/23/10 | \$15.00   |
| Crow, Daniel     | DSP&S  | SBVC | Interpreting/<br>Transliterating<br>Level III       | 7/1/10  | 12/23/10 | \$18.00   |
| Crow, Renahlee   | DSP&S  | SBVC | Interpreting/<br>Transliterating<br>Level I         | 7/1/10  | 12/23/10 | \$24.00   |
| Datta, Meena     | Professional<br>Development Center                   | DIST | Workforce<br>Development/<br>PDC Trainer            | 7/1/10  | 12/31/10 | \$50.00   |
| Davis, Penny     | Career College/<br>CalWORKS &<br>Workforce Education | SBVC | Foster Parent<br>Education                          | 7/6/10  | 12/31/10 | \$45.00   |
| Day, Ruth        | Professional<br>Development Center                   | DIST | Workforce<br>Development/<br>PDC Trainer            | 7/1/10  | 12/31/10 | \$45.00   |
| Debois, Robbi    | Criminal Justice                                     | SBVC | Facilitator/<br>Evaluator/<br>Safety<br>Facilitator | 7/1/10  | 12/31/10 | \$35.00 per hour/<br>\$105.00 per<br>session/<br>\$25.00 per hour |
| Dickey, Stephen  | Criminal Justice                                     | SBVC | Facilitator/<br>Evaluator/<br>Safety<br>Facilitator | 7/1/10  | 12/31/10 | \$35.00 per hour/<br>\$105.00 per<br>session/<br>\$25.00 per hour |
| Drury, Scott     | Criminal Justice                                     | SBVC | Facilitator/<br>Evaluator/<br>Safety<br>Facilitator | 7/1/10  | 12/31/10 | \$35.00 per hour/<br>\$105.00 per<br>session/<br>\$25.00 per hour |
| Edmonson, Kindra | Student Health Services                              | SBVC | Counseling<br>Intern                                | 8/16/10 | 12/17/10 | \$12.00   |
| Ellen, Marlon    | DSP&S  | SBVC | Interpreting/<br>Transliterating<br>Level IV        | 7/1/10  | 12/23/10 | \$15.00   |
| Ellis, Gregory   | Criminal Justice                                     | SBVC | Facilitator/<br>Evaluator/<br>Safety<br>Facilitator | 7/1/10  | 12/31/10 | \$35.00 per hour/<br>\$105.00 per<br>session/<br>\$25.00 per hour |
| Emon, Tiffany    | Criminal Justice                                     | SBVC | Facilitator/<br>Evaluator/<br>Safety<br>Facilitator | 7/1/10  | 12/31/10 | \$35.00 per hour/<br>\$105.00 per<br>session/<br>\$25.00 per hour |

|                    |                                    |      |   |         |          |   |
|--------------------|------------------------------------|------|---|---------|----------|---|
| Enriquez, Areli    | DSP&S                              | SBVC | Interpreting/<br>Transliterating<br>Level IV        | 7/1/10  | 12/23/10 | \$15.00   |
| Enriquez, Daniel   | DSP&S                              | SBVC | Interpreting/<br>Transliterating<br>Level IV        | 7/1/10  | 12/23/10 | \$15.00   |
| Enriquez, Lucia    | DSP&S                              | SBVC | Interpreting/<br>Transliterating<br>Level I         | 7/1/10  | 12/23/10 | \$24.00   |
| Essilfie, Patricia | Student Health Services            | SBVC | Nurse<br>Practitioner                               | 8/16/10 | 12/31/10 | \$50.00   |
| Essilfie, Patricia | Student Health Services            | SBVC | Nurse<br>Practitioner                               | 7/1/10  | 8/13/10  | \$50.00   |
| Estrada, Sandra    | Student Health Services            | SBVC | Nurse<br>Practitioner                               | 8/16/10 | 12/31/10 | \$50.00   |
| Estrada, Sandra    | Student Health Services            | SBVC | Nurse<br>Practitioner                               | 7/1/10  | 8/13/10  | \$50.00   |
| Federoff, Thomas   | Criminal Justice                   | SBVC | Facilitator/<br>Evaluator/<br>Safety<br>Facilitator | 7/1/10  | 12/31/10 | \$35.00 per hour/<br>\$105.00 per<br>session/<br>\$25.00 per hour |
| Ferretiz, Myra     | Criminal Justice                   | SBVC | Facilitator/<br>Evaluator/<br>Safety<br>Facilitator | 7/1/10  | 12/31/10 | \$35.00 per hour/<br>\$105.00 per<br>session/<br>\$25.00 per hour |
| Fisk, Samuel       | Criminal Justice                   | SBVC | Facilitator/<br>Evaluator/<br>Safety<br>Facilitator | 7/1/10  | 12/31/10 | \$35.00 per hour/<br>\$105.00 per<br>session/<br>\$25.00 per hour |
| Ford, Kevin        | Criminal Justice                   | SBVC | Facilitator/<br>Evaluator/<br>Safety<br>Facilitator | 7/1/10  | 12/31/10 | \$35.00 per hour/<br>\$105.00 per<br>session/<br>\$25.00 per hour |
| Foytik, Chad       | Criminal Justice                   | SBVC | Facilitator/<br>Evaluator/<br>Safety<br>Facilitator | 7/1/10  | 12/31/10 | \$35.00 per hour/<br>\$105.00 per<br>session/<br>\$25.00 per hour |
| Francis, Catherine | Professional<br>Development Center | DIST | Workforce<br>Development/<br>PDC Trainer            | 7/1/10  | 12/31/10 | \$50.00   |
| Freeman, Cynthia   | Criminal Justice                   | SBVC | Facilitator/<br>Evaluator/<br>Safety<br>Facilitator | 7/1/10  | 12/31/10 | \$35.00 per hour/<br>\$105.00 per<br>session/<br>\$25.00 per hour |
| Galaviz, Jesse     | Professional<br>Development Center | DIST | Workforce<br>Development/                           | 7/1/10  | 12/31/10 | 70% of Net Revenue  |

|                                |  |      |   |        |          |   |
|--------------------------------|--|------|---|--------|----------|---|
|                                |  |      | PDC Trainer   |        |          |   |
| Garcia, James                  | Professional Development Center                      | DIST | Workforce Development/<br>PDC Trainer               | 7/1/10 | 12/31/10 | \$45.00   |
| Garcia, Max                    | Criminal Justice                                     | SBVC | Facilitator/<br>Evaluator/<br>Safety<br>Facilitator | 7/1/10 | 12/31/10 | \$35.00 per hour/<br>\$105.00 per<br>session/<br>\$25.00 per hour |
| Gereau, Servando               | Professional Development Center                      | DIST | Workforce Development/<br>PDC Trainer               | 7/1/10 | 12/31/10 | \$65.00   |
| Graham, Glen                   | Professional Development Center                      | DIST | Workforce Development/<br>PDC Trainer               | 7/1/10 | 12/31/10 | \$65.00   |
| Green, Virginia                | Professional Development Center                      | DIST | Workforce Development/<br>PDC Trainer               | 7/1/10 | 12/31/10 | \$65.00   |
| Griffith, George               | Criminal Justice                                     | SBVC | Facilitator/<br>Evaluator/<br>Safety<br>Facilitator | 7/1/10 | 12/31/10 | \$35.00 per hour/<br>\$105.00 per<br>session/<br>\$25.00 per hour |
| Guerra, Hector                 | Criminal Justice                                     | SBVC | Facilitator/<br>Evaluator/<br>Safety<br>Facilitator | 7/1/10 | 12/31/10 | \$35.00 per hour/<br>\$105.00 per<br>session/<br>\$25.00 per hour |
| Haan, Keith                    | Professional Development Center                      | DIST | Workforce Development/<br>PDC Trainer               | 7/1/10 | 12/31/10 | \$50.00   |
| Harris, Debbie                 | Criminal Justice                                     | SBVC | Facilitator/<br>Evaluator/<br>Safety<br>Facilitator | 7/1/10 | 12/31/10 | \$35.00 per hour/<br>\$105.00 per<br>session/<br>\$25.00 per hour |
| Harville-Washington, Gwendolyn | Career College/<br>CalWORKS &<br>Workforce Education | SBVC | Foster Parent<br>Education                          | 7/6/10 | 12/31/10 | \$45.00   |
| Hazard, Roland                 | Human Resources                                      | DIST | Background<br>Investigator                          | 7/1/10 | 12/31/10 | \$30.00   |
| Hedges, Mark                   | Professional Development Center                      | DIST | Workforce Development/<br>PDC Trainer               | 7/1/10 | 12/31/10 | \$50.00   |
| Hendrix, Jason                 | Criminal Justice                                     | SBVC | Facilitator/<br>Evaluator/<br>Safety<br>Facilitator | 7/1/10 | 12/31/10 | \$35.00 per hour/<br>\$105.00 per<br>session/<br>\$25.00 per hour |

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|---------------------|--|------|---|--------|----------|---|
| Hernandez, John     | Criminal Justice                                     | SBVC | Facilitator/<br>Evaluator/<br>Safety<br>Facilitator | 7/1/10 | 12/31/10 | \$35.00 per hour/<br>\$105.00 per<br>session/<br>\$25.00 per hour |
| Holman, Debra       | Criminal Justice                                     | SBVC | Facilitator/<br>Evaluator/<br>Safety<br>Facilitator | 7/1/10 | 12/31/10 | \$35.00 per hour/<br>\$105.00 per<br>session/<br>\$25.00 per hour |
| Hook, Daniel        | Professional<br>Development Center                   | DIST | Workforce<br>Development/<br>PDC Trainer            | 7/1/10 | 12/31/10 | \$45.00   |
| Hosea, Keith        | Career College/<br>CalWORKS &<br>Workforce Education | SBVC | Foster Parent<br>Education                          | 7/6/10 | 12/31/10 | \$45.00   |
| Houser, Dennis      | Criminal Justice                                     | SBVC | Facilitator/<br>Evaluator/<br>Safety<br>Facilitator | 7/1/10 | 12/31/10 | \$35.00 per hour/<br>\$105.00 per<br>session/<br>\$25.00 per hour |
| Howard, Debra       | DSP&S  | SBVC | Assistant<br>Instructor                             | 7/1/10 | 12/17/10 | \$20.00   |
| Ilizaliturri, Chris | Criminal Justice                                     | SBVC | Facilitator/<br>Evaluator/<br>Safety<br>Facilitator | 7/1/10 | 12/31/10 | \$35.00 per hour/<br>\$105.00 per<br>session/<br>\$25.00 per hour |
| Jarish, Mark        | Criminal Justice                                     | SBVC | Facilitator/<br>Evaluator/<br>Safety<br>Facilitator | 7/1/10 | 12/31/10 | \$35.00 per hour/<br>\$105.00 per<br>session/<br>\$25.00 per hour |
| Jimenez, Mary Jo    | DSP&S  | SBVC | Interpreting/<br>Transliterating<br>Level II        | 7/1/10 | 12/23/10 | \$21.00   |
| Jones, Blanche      | Professional<br>Development Center                   | DIST | Workforce<br>Development/<br>PDC Trainer            | 7/1/10 | 12/31/10 | \$50.00   |
| Jones, Ciandra      | DSP&S  | SBVC | Interpreting/<br>Transliterating<br>Level III       | 7/1/10 | 12/23/10 | \$18.00   |
| Kelly, Shamica      | DSP&S  | SBVC | Interpreting/<br>Transliterating<br>Level IV        | 7/1/10 | 12/23/10 | \$15.00   |
| King, Raymond       | Criminal Justice                                     | SBVC | Facilitator/<br>Evaluator/<br>Safety<br>Facilitator | 7/1/10 | 12/31/10 | \$35.00 per hour/<br>\$105.00 per<br>session/<br>\$25.00 per hour |

|                     |  |      |   |         |          |   |
|---------------------|--|------|---|---------|----------|---|
| Kinsinger, Teresa   | DSP&S  | SBVC | Interpreting/<br>Transliterating<br>Level I         | 7/1/10  | 12/23/10 | \$24.00   |
| Klug, Jeff          | Criminal Justice                                     | SBVC | Facilitator/<br>Evaluator/<br>Safety<br>Facilitator | 7/1/10  | 12/31/10 | \$35.00 per hour/<br>\$105.00 per<br>session/<br>\$25.00 per hour |
| Lawton, Phillip     | Professional<br>Development Center                   | DIST | Workforce<br>Development/<br>PDC Trainer            | 6/11/10 | 6/30/10  | \$50.00   |
| Lawton, Phillip     | Professional<br>Development Center                   | DIST | Workforce<br>Development/<br>PDC Trainer            | 7/1/10  | 12/31/10 | \$50.00   |
| Leighton, Nita      | Professional<br>Development Center                   | DIST | Workforce<br>Development/<br>PDC Trainer            | 7/1/10  | 12/31/10 | \$45.00   |
| Li, Benson          | Professional<br>Development Center                   | DIST | Workforce<br>Development/<br>PDC Trainer            | 7/1/10  | 12/31/10 | 45.00/hour and/or<br>50% of Net Revenue                           |
| Lutz, Kenneth       | Criminal Justice                                     | SBVC | Facilitator/<br>Evaluator/<br>Safety<br>Facilitator | 7/1/10  | 12/31/10 | \$35.00 per hour/<br>\$105.00 per<br>session/<br>\$25.00 per hour |
| Mahoney, Donald     | Criminal Justice                                     | SBVC | Facilitator/<br>Evaluator/<br>Safety<br>Facilitator | 7/1/10  | 12/31/10 | \$35.00 per hour/<br>\$105.00 per<br>session/<br>\$25.00 per hour |
| Martinez, Jessica   | DSP&S  | SBVC | Interpreting/<br>Transliterating<br>Level IV        | 7/1/10  | 12/23/10 | \$15.00   |
| Massey, John        | Criminal Justice                                     | SBVC | Facilitator/<br>Evaluator/<br>Safety<br>Facilitator | 7/1/10  | 12/31/10 | \$35.00 per hour/<br>\$105.00 per<br>session/<br>\$25.00 per hour |
| Mathis, Bernard     | Career College/<br>CalWORKS &<br>Workforce Education | SBVC | Foster Parent<br>Education                          | 7/6/10  | 12/31/10 | \$45.00   |
| Maynard,<br>Rayanne | DSP&S  | SBVC | Interpreting/<br>Transliterating<br>Level IV        | 7/1/10  | 12/23/10 | \$15.00   |
| McCoy, Kerry        | Student Health Services                              | SBVC | Counseling<br>Intern                                | 8/16/10 | 12/17/10 | \$12.00   |
| McGreevy, William   | Criminal Justice                                     | SBVC | Facilitator/<br>Evaluator/<br>Safety<br>Facilitator | 7/1/10  | 12/31/10 | \$35.00 per hour/<br>\$105.00 per<br>session/<br>\$25.00 per hour |

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|-------------------------|--|------|---|---------|----------|---|
| Medrano, J.G.           | Criminal Justice                                     | SBVC | Facilitator/<br>Evaluator/<br>Safety<br>Facilitator | 7/1/10  | 12/31/10 | \$35.00 per hour/<br>\$105.00 per<br>session/<br>\$25.00 per hour |
| Migaiolo, John          | Criminal Justice                                     | SBVC | Facilitator/<br>Evaluator/<br>Safety<br>Facilitator | 7/1/10  | 12/31/10 | \$35.00 per hour/<br>\$105.00 per<br>session/<br>\$25.00 per hour |
| Migaiolo, Julie         | Criminal Justice                                     | SBVC | Facilitator/<br>Evaluator/<br>Safety<br>Facilitator | 7/1/10  | 12/31/10 | \$35.00 per hour/<br>\$105.00 per<br>session/<br>\$25.00 per hour |
| Mocete, Luz             | Career College/<br>CalWORKS &<br>Workforce Education | SBVC | Foster Parent<br>Education                          | 7/6/10  | 12/31/10 | \$45.00   |
| Molina, Victoria        | DSP&S  | SBVC | Interpreting/<br>Transliterating<br>Level IV        | 7/1/10  | 12/23/10 | \$15.00   |
| Moody, Joshua           | Criminal Justice                                     | SBVC | Facilitator/<br>Evaluator/<br>Safety<br>Facilitator | 7/1/10  | 12/31/10 | \$35.00 per hour/<br>\$105.00 per<br>session/<br>\$25.00 per hour |
| Moore, Michael          | Criminal Justice                                     | SBVC | Facilitator/<br>Evaluator/<br>Safety<br>Facilitator | 7/1/10  | 12/31/10 | \$35.00 per hour/<br>\$105.00 per<br>session/<br>\$25.00 per hour |
| Napoli, William         | Professional<br>Development Center                   | DIST | Workforce<br>Development/<br>PDC Trainer            | 7/1/10  | 12/31/10 | \$50.00   |
| Nieto, Francisco<br>Jr. | Criminal Justice                                     | SBVC | Facilitator/<br>Evaluator/<br>Safety<br>Facilitator | 7/1/10  | 12/31/10 | \$35.00 per hour/<br>\$105.00 per<br>session/<br>\$25.00 per hour |
| O'Brine, Robert         | Criminal Justice                                     | SBVC | Facilitator/<br>Evaluator/<br>Safety<br>Facilitator | 7/1/10  | 12/31/10 | \$35.00 per hour/<br>\$105.00 per<br>session/<br>\$25.00 per hour |
| O'Connell, Jeffrey      | Criminal Justice                                     | SBVC | Facilitator/<br>Evaluator/<br>Safety<br>Facilitator | 7/1/10  | 12/31/10 | \$35.00 per hour/<br>\$105.00 per<br>session/<br>\$25.00 per hour |
| Pham, Tram              | Science  | SBVC | Assistant<br>Instructor                             | 7/1/10  | 8/30/10  | \$20.00   |
| Porter, Micahel         | DSP&S  | SBVC | Tutor II  | 8/16/10 | 12/17/10 | \$11.00   |

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|-----------------------|------------------------------------|------|---|---------|----------|--|
| Poston, Douglas       | Criminal Justice                   | SBVC | Facilitator/<br>Evaluator/<br>Safety<br>Facilitator                           | 7/1/10  | 12/31/10 | \$35.00 per hour/<br>\$105.00 per<br>session/<br>\$25.00 per hour                      |
| Ramirez, Susana       | Professional<br>Development Center | DIST | Workforce<br>Development/<br>PDC Trainer                                      | 7/1/10  | 12/31/10 | \$45.00  |
| Ratcliff, Joe         | Professional<br>Development Center | DIST | Workforce<br>Development/<br>PDC Trainer                                      | 7/1/10  | 12/31/10 | \$50.00  |
| Recatto, Peter        | Criminal Justice                   | SBVC | Facilitator/<br>Evaluator/<br>Safety<br>Facilitator                           | 7/1/10  | 12/31/10 | \$35.00 per hour/<br>\$105.00 per<br>session/<br>\$25.00 per hour                      |
| Reidhammer,<br>Cheryl | DSP&S                              | SBVC | Interpreting/<br>Transliterating<br>Level IV                                  | 7/1/10  | 12/23/10 | \$15.00  |
| Reynolds,<br>Raymond  | Criminal Justice                   | SBVC | Facilitator/<br>Evaluator/<br>Safety<br>Facilitator/<br>Traning<br>Specialist | 7/1/10  | 12/31/10 | \$35.00 per hour/<br>\$105.00 per<br>session/<br>\$25.00 per hour/<br>\$19.00 per hour |
| Rodriguez, Neal       | Criminal Justice                   | SBVC | Facilitator/<br>Evaluator/<br>Safety<br>Facilitator                           | 7/1/10  | 12/31/10 | \$35.00 per hour/<br>\$105.00 per<br>session/<br>\$25.00 per hour                      |
| Ryan, Michael         | Professional<br>Development Center | DIST | Workforce<br>Development/<br>PDC Trainer                                      | 7/1/10  | 12/31/10 | \$65.00  |
| Salas, Brandon        | DSP&S                              | SBVC | Interpreting/<br>Transliterating<br>Level IV                                  | 7/1/10  | 12/23/10 | \$15.00  |
| Sanabia, Zackary      | Professional<br>Development Center | DIST | Workforce<br>Development/<br>PDC Trainer                                      | 7/1/10  | 12/31/10 | \$50.00  |
| Santiago, Hope        | Student Health Services            | SBVC | Nurse<br>Practitioner   | 8/16/10 | 12/31/10 | \$50.00  |

|                |                         |      |   |        |          |         |
|----------------|-------------------------|------|---|--------|----------|---------|
| Santiago, Hope | Student Health Services | SBVC | Nurse<br>Practitioner                       | 7/1/10 | 8/13/10  | \$50.00 |
| Santos, Norma  | DSP&S                   | SBVC | Interpreting/<br>Transliterating<br>Level I | 7/1/10 | 12/23/10 | \$24.00 |

|                         |  |      |   |         |          |  |
|-------------------------|--|------|---|---------|----------|--|
| Santos, Tianna          | DSP&S  | SBVC | Interpreting/<br>Transliterating<br>Level IV                                  | 7/1/10  | 12/23/10 | \$15.00  |
| Sessions, Douglas       | Professional<br>Development Center                   | DIST | Workforce<br>Development/<br>PDC Trainer                                      | 7/1/10  | 12/31/10 | \$25.00  |
| Siegried, Michael       | Criminal Justice                                     | SBVC | Facilitator/<br>Evaluator/<br>Safety<br>Facilitator                           | 7/1/10  | 12/31/10 | \$35.00 per hour/<br>\$105.00 per<br>session/<br>\$25.00 per hour                      |
| Silva, Joseph           | Criminal Justice                                     | SBVC | Facilitator/<br>Evaluator/<br>Safety<br>Facilitator                           | 7/1/10  | 12/31/10 | \$35.00 per hour/<br>\$105.00 per<br>session/<br>\$25.00 per hour                      |
| Silverman, Daniel       | Criminal Justice                                     | SBVC | Facilitator/<br>Evaluator/<br>Safety<br>Facilitator                           | 6/11/10 | 6/30/10  | \$35.00 per hour/<br>\$105.00 per<br>session/ \$25.00 per<br>hour                      |
| Snyder, Robert          | Criminal Justice                                     | SBVC | Facilitator/<br>Evaluator/<br>Safety<br>Facilitator/<br>Traning<br>Specialist | 7/1/10  | 12/31/10 | \$35.00 per hour/<br>\$105.00 per<br>session/<br>\$25.00 per hour/<br>\$19.00 per hour |
| Solarzano,<br>Catherine | DSP&S  | SBVC | Interpreting/<br>Transliterating<br>Level I                                   | 7/1/10  | 12/23/10 | \$24.00  |
| Spencer,<br>Jacqueline  | Professional<br>Development Center                   | DIST | Workforce<br>Development/<br>PDC Trainer                                      | 7/1/10  | 12/31/10 | \$55.49  |
| Stanzione,<br>Charles   | Criminal Justice                                     | SBVC | Facilitator/<br>Evaluator/<br>Safety<br>Facilitator                           | 7/1/10  | 12/31/10 | \$35.00 per hour/<br>\$105.00 per<br>session/<br>\$25.00 per hour                      |
| Stanzione,<br>Charles   | Career College/<br>CalWORKS &<br>Workforce Education | SBVC | Foster Parent<br>Education  | 7/6/10  | 12/31/10 | \$45.00  |
| Steers, Joseph          | Criminal Justice                                     | SBVC | Facilitator/<br>Evaluator/<br>Safety<br>Facilitator                           | 7/1/10  | 12/31/10 | \$35.00 per hour/<br>\$105.00 per<br>session/<br>\$25.00 per hour                      |
| Stephan, Victoria       | Career College/<br>CalWORKS &<br>Workforce Education | SBVC | Foster Parent<br>Education  | 7/6/10  | 12/31/10 | \$45.00  |



|                           |  |      |   |        |          |   |
|---------------------------|--|------|---|--------|----------|---|
| Sungvornrajasabh, Phenpak | Professional Development Center                      | DIST | GIS Technician                                      | 7/1/10 | 12/31/10 | \$20.00   |
| Sutherland, Stanley       | Criminal Justice                                     | SBVC | Facilitator/<br>Evaluator/<br>Safety<br>Facilitator | 7/1/10 | 12/31/10 | \$35.00 per hour/<br>\$105.00 per<br>session/<br>\$25.00 per hour |
| Swan, Dean                | Criminal Justice                                     | SBVC | Facilitator/<br>Evaluator/<br>Safety<br>Facilitator | 7/1/10 | 12/31/10 | \$35.00 per hour/<br>\$105.00 per<br>session/<br>\$25.00 per hour |
| Thurston, Omyia "Nikki"   | Career College/<br>CalWORKS &<br>Workforce Education | SBVC | Foster Parent<br>Education                          | 7/6/10 | 12/31/10 | \$45.00   |
| Tulcan, David             | Criminal Justice                                     | SBVC | Facilitator/<br>Evaluator/<br>Safety<br>Facilitator | 7/1/10 | 12/31/10 | \$35.00 per hour/<br>\$105.00 per<br>session/<br>\$25.00 per hour |
| Tuttle, Julie             | Criminal Justice                                     | SBVC | Facilitator/<br>Evaluator/<br>Safety<br>Facilitator | 7/1/10 | 12/31/10 | \$35.00 per hour/<br>\$105.00 per<br>session/<br>\$25.00 per hour |
| Valenzuela, Isidro        | DSP&S  | SBVC | Interpreting/<br>Transliterating<br>Level IV        | 7/1/10 | 12/23/10 | \$15.00   |
| Walker, Dan               | Criminal Justice                                     | SBVC | Facilitator/<br>Evaluator/<br>Safety<br>Facilitator | 7/1/10 | 12/31/10 | \$35.00 per hour/<br>\$105.00 per<br>session/<br>\$25.00 per hour |
| Walsh, Paschal            | Professional Development Center                      | DIST | Workforce<br>Development/<br>PDC Trainer            | 7/1/10 | 12/31/10 | \$45.00   |
| Weiler, Mary              | Criminal Justice                                     | SBVC | Facilitator/<br>Evaluator/<br>Safety<br>Facilitator | 7/1/10 | 12/31/10 | \$35.00 per hour/<br>\$105.00 per<br>session/<br>\$25.00 per hour |
| Wesner, Curtis            | Professional Development Center                      | DIST | Workforce<br>Development/<br>PDC Trainer            | 7/1/10 | 12/31/10 | \$50.00   |
| Williams, Joseph          | Career College/<br>CalWORKS &<br>Workforce Education | SBVC | Foster Parent<br>Education                          | 7/6/10 | 12/31/10 | \$45.00   |
| Witczak, Arlyne           | DSP&S  | SBVC | Interpreting/<br>Transliterating<br>Level I         | 7/1/10 | 12/23/10 | \$24.00   |

|                |                                 |      |                                       |         |         |         |
|----------------|---------------------------------|------|---------------------------------------|---------|---------|---------|
| Worley, Edward | Professional Development Center | DIST | Workforce Development/<br>PDC Trainer | 6/11/10 | 6/30/10 | \$55.00 |
|----------------|---------------------------------|------|---------------------------------------|---------|---------|---------|

|                              |                                 |      |   |         |          |   |
|------------------------------|---------------------------------|------|---|---------|----------|---|
| Worley, Edward               | Professional Development Center | DIST | Workforce Development/<br>PDC Trainer               | 7/1/10  | 12/31/10 | \$55.00   |
| Yost, Matthew                | Criminal Justice                | SBVC | Facilitator/<br>Evaluator/<br>Safety<br>Facilitator | 7/1/10  | 12/31/10 | \$35.00 per hour/<br>\$105.00 per<br>session/<br>\$25.00 per hour |
| Young, Stephen               | Professional Development Center | DIST | Workforce Development/<br>PDC Trainer               | 6/11/10 | 6/30/10  | \$65.00   |
| Young, Stephen               | Professional Development Center | DIST | Workforce Development/<br>PDC Trainer               | 7/1/10  | 12/31/10 | \$65.00   |
| Zheng, Lijiang<br>(Jonathan) | Professional Development Center | DIST | Workforce Development/<br>PDC Trainer               | 7/1/10  | 12/31/10 | \$50.00   |

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**Short-Term Hourly Employees**  
**June 10, 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> |
|-------------------------|----------------------|-------------|---------------|-------------------|-----------------|--------------------|
| Aboud, Ibrahim          | English              | SBVC        | Tutor III     | 7/1/10            | 12/17/10        | \$13.00            |
| Agyeman Boakye, Gilbert | MSSSC                | SBVC        | Tutor II      | 7/1/10            | 12/23/10        | \$11.00            |
| Alexander, Patrick      | MSSSC                | SBVC        | Tutor I       | 7/1/10            | 12/23/10        | \$9.00             |
| Barron, Maria           | MSSSC                | SBVC        | Tutor I       | 7/1/10            | 12/23/10        | \$9.00             |
| Beyer, Katherine        | MSSSC                | SBVC        | Tutor I       | 7/1/10            | 12/23/10        | \$9.00             |
| Carlin, Michael         | STAR Program         | SBVC        | Tutor III     | 8/16/10           | 12/24/10        | \$13.00            |
| Chiem, Vinh             | MSSSC                | SBVC        | Tutor II      | 7/1/10            | 12/23/10        | \$11.00            |
| Coopriker, Rosemary     | English              | SBVC        | Tutor III     | 7/1/10            | 12/17/10        | \$13.00            |
| Davis, Theresa          | MSSSC                | SBVC        | Tutor II      | 7/1/10            | 12/23/10        | \$11.00            |
| Dickerson, John         | MSSSC                | SBVC        | Tutor I       | 7/1/10            | 12/23/10        | \$9.00             |
| Fabela, Frank           | MSSSC                | SBVC        | Tutor II      | 7/1/10            | 12/23/10        | \$11.00            |
| Ferguson, Prince        | English              | SBVC        | Tutor III     | 7/1/10            | 12/17/10        | \$13.00            |
| Fernandez, Irving       | MSSSC                | SBVC        | Tutor II      | 7/1/10            | 12/23/10        | \$11.00            |
| Frenette, Ellis         | Academic Advancement | SBVC        | Tutor II      | 7/1/2010          | 12/18/2010      | \$11.00            |
| Gaertner, Woodrow       | MSSSC                | SBVC        | Tutor II      | 7/1/10            | 12/23/10        | \$11.00            |
| Galeano, James          | MSSSC                | SBVC        | Tutor II      | 7/1/10            | 12/23/10        | \$11.00            |
| Garcia, Julie           | MSSSC                | SBVC        | Tutor II      | 7/1/10            | 12/23/10        | \$11.00            |
| Griffin, Jeneen         | MSSSC                | SBVC        | Tutor II      | 7/1/10            | 12/23/10        | \$11.00            |
| Harper, Patricia        | English              | SBVC        | Tutor III     | 7/1/10            | 12/17/10        | \$13.00            |
| Herrin, Nicholas        | Academic Advancement | SBVC        | Tutor II      | 7/1/10            | 12/18/10        | \$11.00            |
| Hindley, John           | MSSSC                | SBVC        | Tutor II      | 7/1/10            | 12/23/10        | \$11.00            |
| Ho, Vinh                | MSSSC                | SBVC        | Tutor I       | 7/1/10            | 12/23/10        | \$9.00             |
| Hoang, Dung             | Academic Advancement | SBVC        | Tutor II      | 7/1/10            | 12/18/10        | \$11.00            |
| Irigoyen, Adriana       | Academic Advancement | SBVC        | Tutor II      | 7/1/10            | 12/18/10        | \$11.00            |
| Kellogg, Elena          | English              | SBVC        | Tutor III     | 7/1/10            | 12/17/10        | \$13.00            |
| Lam, Oanh               | MSSSC                | SBVC        | Tutor II      | 7/1/10            | 12/23/10        | \$11.00            |
| Laycock, Kevin          | English              | SBVC        | Tutor III     | 7/1/10            | 12/17/10        | \$13.00            |

|                      |                                     |      |                     |           |            |         |
|----------------------|-------------------------------------|------|---------------------|-----------|------------|---------|
| Lopez, Alma          | English                             | SBVC | Tutor III           | 7/1/10    | 12/17/10   | \$13.00 |
| Maestre, Joanne      | English                             | SBVC | Tutor III           | 7/1/10    | 12/17/10   | \$13.00 |
| Marquez, Victoria    | Academic Advancement                | SBVC | Tutor II            | 7/1/10    | 12/18/10   | \$11.00 |
| Marquis, David       | Math/ Business/ Computer Technology | SBVC | Tutor I             | 7/1/10    | 12/18/10   | \$9.00  |
| Marsh, Danya         | PDC                                 | DIST | Project Assistant I | 6/11/10   | 6/30/10    | \$9.00  |
| McDowell, Linda      | English                             | SBVC | Tutor III           | 7/1/10    | 12/17/10   | \$13.00 |
| Mitchell, Vashty     | STAR Program                        | SBVC | Tutor III           | 8/16/10   | 12/24/10   | \$13.00 |
| Nanneman, Kathryn    | English                             | SBVC | Tutor III           | 7/1/10    | 12/17/10   | \$13.00 |
| Nguyen, Benny        | Academic Advancement                | SBVC | Tutor II            | 7/1/2010  | 12/18/2010 | \$11.00 |
| Nguyen, Cindy        | Math                                | SBVC | Tutor I             | 8/16/10   | 12/17/10   | \$9.00  |
| Nguyen, Cindy        | Math                                | SBVC | Tutor I             | 8/16/10   | 12/17/10   | \$9.00  |
| Owusu-Kwarteng, Seth | MSSSC                               | SBVC | Tutor I             | 7/1/10    | 12/23/10   | \$9.00  |
| Pham, Thuy           | Math                                | SBVC | Tutor I             | 8/16/2010 | 12/17/2010 | \$9.00  |
| Pham, Thuy           | Math                                | SBVC | Tutor I             | 8/16/10   | 12/17/10   | \$9.00  |
| Plunk, Yolanda       | Academic Advancement                | SBVC | Tutor II            | 7/1/10    | 12/18/10   | \$11.00 |
| Pradeep, Mitta       | MSSSC                               | SBVC | Tutor I             | 7/1/10    | 12/23/10   | \$9.00  |
| Rafei, Zeina         | Academic Advancement                | SBVC | Tutor II            | 7/1/10    | 12/18/10   | \$11.00 |
| Rajala, Dyanna       | English                             | SBVC | Tutor III           | 7/1/10    | 12/17/10   | \$13.00 |
| Ramirez, Michael     | MSSSC                               | SBVC | Tutor I             | 7/1/10    | 12/23/10   | \$9.00  |
| Ruopp, Susan         | MSSSC                               | SBVC | Tutor I             | 7/1/10    | 12/23/10   | \$9.00  |
| Ruston, Megin        | English                             | SBVC | Tutor III           | 7/1/10    | 12/17/10   | \$13.00 |
| Ruvalcaba, Guillermo | English                             | SBVC | Tutor III           | 7/1/10    | 12/17/10   | \$13.00 |
| Sabolick, Richard    | English                             | SBVC | Tutor III           | 7/1/10    | 12/17/10   | \$13.00 |
| Saldana, Christabel  | MSSSC                               | SBVC | Tutor II            | 7/1/10    | 12/23/10   | \$11.00 |
| Sealander, Brett     | English                             | SBVC | Tutor III           | 7/1/10    | 12/17/10   | \$13.00 |
| Sequeira, Andrea     | MSSSC                               | SBVC | Tutor II            | 7/1/10    | 12/23/10   | \$11.00 |
| Shuaib, Muhammad     | MSSSC                               | SBVC | Tutor II            | 7/1/10    | 12/23/10   | \$11.00 |
| Silva, Robert        | MSSSC                               | SBVC | Tutor I             | 7/1/10    | 12/23/10   | \$9.00  |
| Strong, Patrick      | English                             | SBVC | Tutor III           | 7/1/10    | 12/17/10   | \$13.00 |
| Sulzle, Howard       | Math/ Business/ Computer Technology | SBVC | Tutor I             | 7/1/10    | 12/18/10   | \$9.00  |

|                  |                      |      |           |        |          |         |
|------------------|----------------------|------|-----------|--------|----------|---------|
| Tatum, Denise    | Academic Advancement | SBVC | Tutor II  | 7/1/10 | 12/18/10 | \$11.00 |
| Tran, Derrick    | Academic Advancement | SBVC | Tutor II  | 7/1/10 | 12/18/10 | \$11.00 |
| Tremazi, Kalsoom | English              | SBVC | Tutor III | 7/1/10 | 12/17/10 | \$13.00 |
| Wilson, Nancy    | English              | SBVC | Tutor III | 7/1/10 | 12/17/10 | \$13.00 |

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**Substitute Employees**

**June 10, 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> |
|-------------------------|----------------------------|-------------|-----------------------------|-------------------|-----------------|--------------------|
| Camacho, Albert         | Custodial                  | SBVC        | Custodian                   | 5/13/10           | 6/30/10         | \$14.68            |
| Cervantes, Fidelia      | Custodial                  | SBVC        | Custodian                   | 5/19/10           | 6/30/10         | \$14.68            |
| Covarrubias, Martha     | Child Development Center   | SBVC        | Child Development Teacher   | 5/10/10           | 6/30/10         | \$17.76            |
| Fletcher, Norman        | Custodial                  | SBVC        | Custodian                   | 5/19/10           | 6/30/10         | \$14.68            |
| Garcia, Noemi           | Cafeteria                  | CHC         | Food Service Worker         | 5/11/10           | 6/30/10         | \$11.75            |
| Garcia, Noemi           | Cafeteria                  | CHC         | Food Service Specialist     | 5/11/10           | 6/30/10         | \$12.35            |
| Guizar, Gil             | KVCR                       | DIST        | Broadcast Operator          | 5/4/10            | 6/26/10         | \$19.25            |
| Lewis, Lindsey          | Child Development Center   | SBVC        | Clerical Asst I             | 4/12/10           | 5/16/10         | \$12.65            |
| Marical, Maria          | Custodial                  | SBVC        | Custodian                   | 5/19/10           | 6/30/10         | \$14.68            |
| McCrary, Danisha        | Career Technical Education | CHC         | Administrative Secretary    | 5/21/10           | 6/7/10          | \$18.78            |
| Medina, Miguel          | Police                     | Dist        | College Police Officer      | 5/10/10           | 6/30/10         | \$22.33            |
| Miller, Beth            | CBO                        | SBVC        | Switchboard Operator        | 5/13/10           | 6/30/10         | \$13.97            |
| Mulgado, Irene          | Custodial                  | SBVC        | Custodian                   | 5/13/10           | 6/30/10         | \$14.68            |
| Ortiz, Brenda           | Child Development Center   | SBVC        | Child Development Teacher   | 5/11/10           | 5/18/10         | \$17.76            |
| Perez, Blanca           | Child Development Center   | SBVC        | Child Development Teacher   | 5/10/10           | 6/30/10         | \$17.76            |
| Salazar, Velia          | Custodial                  | SBVC        | Custodian                   | 5/19/10           | 6/30/10         | \$14.68            |
| Serrano, Manual         | Maintenance                | SBVC        | Maintenance Tech            | 5/1/10            | 6/30/10         | \$18.78            |
| Smith, Sally            | Human Resources            | Dist        | Clerical Asst II            | 5/4/10            | 5/10/10         | \$13.97            |
| Tafoya-Bryson, Patricia | Police                     | Dist        | College Police Officer      | 5/10/10           | 6/30/10         | \$22.33            |
| Treacy-Abarca, Rosa     | Child Development Center   | SBVC        | Child Development Assistant | 5/10/10           | 6/30/10         | \$12.35            |
| Vazquez, Renee          | Counseling                 | SBVC        | Secretary I                 | 5/19/10           | 6/30/10         | \$15.43            |
| Wu, William             | Police                     | Dist        | College Police Officer      | 5/10/10           | 6/30/10         | \$22.33            |

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: June 10, 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 Summer 2010**

Lakatos, Catherine  
Thorsheim, JoAnn  
Thurston, Omyia

CalWORKs Counselor  
Campus Nurse  
CalWORKs Counselor

**SBVC Academic Year 2009-2010**

Enna, Steven  
Martin, Nona

Water Supply Technology  
Psychiatric Technology

**SBVC Academic Year 2010-2011**

Aamot, Elizabeth  
Aboud, Ibrahim  
Abu-Shabakeh, Antoine  
Alade-Chester, Alton  
Alfano, Jay  
Allbaugh, Robert  
Alvarado, Katherine  
Alvarez, Alexis  
Alvarez, Rebecca  
Anderson, Elisabeth  
Anton, Michael  
Ariza, Ernest  
Ashford, Wesley  
Ashton, Judith  
Ashton, Patricia  
Aston, David L.  
Avila, Diana  
Awunganyi, John  
Ayala, Richard  
Aziz, Husein  
Bachman, Bruce  
Badibanga, Maurice  
Bahk, Sarah  
Bailie, Jason  
Balderrama, Sandra  
Ballardo, Jose  
Barras, Margaret A.  
Barron, Jennifer  
Battista, Paul  
Beckley, Michael  
Bednarczyk, Denise  
Berglas, Ron  
Berkebile, Meta  
Berry, Robert  
Berry, Thomas W.  
Beuche, William  
Blalock, Ashley  
Bocumini, Paul E.  
Bonilla, Pamela  
Bray, Linda L.  
Britt, Donald R.

English  
English  
Business Administration  
Political Science  
Computer Information Technology  
Biology  
Child Development  
Sociology  
Sociology  
Biology  
Architecture & Environmental Design  
Water Supply Technology  
Physical Education  
English  
Reading & Study Skills  
Machine Technology  
Mathematics  
Mathematics  
Diesel  
Refrigeration/Air Conditioning  
Art  
Mathematics  
Mathematics  
Psychology  
Computer Information Technology  
Administration of Justice  
Reading & Study Skills  
Art  
Art  
Art  
Physical Education  
Theater Arts  
Radio, Television & Film  
Music  
Speech  
Music  
Art  
Psychology  
Child Development  
Computer Information Technology  
Human Services



|                         |                                     |
|-------------------------|-------------------------------------|
| Brooks, Robert C.       | Accounting                          |
| Brown, Joshua           | Physical Education                  |
| Bruno, Frank J.         | Psychology                          |
| Buchanan, Donald        | Geology                             |
| Buchholz, James         | Physics/Astronomy                   |
| Busselle, Carlos        | Technical Calculations              |
| Butler, Heather         | Psychology                          |
| Butterfield, John       | Art                                 |
| Carman, Gary            | Mathematics                         |
| Carreon-Bailey, Rebecca | Child Development                   |
| Carroll, Marian         | Speech                              |
| Carter, Jerry           | Refrigeration/ Air Conditioning     |
| Casale, Kimie           | Modern Languages                    |
| Casas, Andrews          | Architecture & Environmental Design |
| Casillas, Doris         | Speech                              |
| Cass, Russell W.        | Anthropology                        |
| Catalano, Roberto       | Music                               |
| Chanda, Willy           | Mathematics                         |
| Chaparro, Maria         | Mathematics                         |
| Chase, Gerald           | Electricity/Electronics             |
| Chase, Richard          | Welding Technology                  |
| Chavoushi, Maria C      | Modern Languages                    |
| Chemkhi, Ali            | Accounting                          |
| Chen, Hsu-Chia          | Mathematics                         |
| Chitrathorn, Puttachart | Nursing                             |
| Christman, Carl         | Speech                              |
| Cima, Deborah M.        | Human Services                      |
| Clarke, Sally           | Computer Information Technology     |
| Clarke, William         | Machine Technology                  |
| Clauss, Lee             | Anthropology                        |
| Clearman, Alice         | Psychology                          |
| Clift, Andrew           | Art                                 |
| Colern-Mulz, Leslie     | English                             |
| Collette, Richard J.    | Computer Information Technology     |
| Conilogue, Amy          | Biology                             |
| Contreras, Rene         | Welding Technology                  |
| Cooper, Brian           | Art                                 |
| Crocker, Joyce A.       | Nursing                             |
| Cross, Telma C.         | Modern Languages                    |
| Crowder, William        | Health Education                    |
| Davis, Penny            | Child Development                   |
| Day, Benjamin           | Academic Advancement                |
| Day, Ruth               | Academic Advancement                |
| De Beaubien, Clement R. | Biology                             |
| Delmonte, Orlando       | Machine Technology                  |
| Dennington, Ralph       | Refrigeration/ Air Conditioning     |
| Diaz, Maria Elena       | Speech                              |
| Dickens, Kenneth        | Automotive                          |
| Diehl-Hope, Saovaros    | Child Development                   |
| Ding, Guizhi            | Physical Education                  |
| Diskin, Les             | Diesel                              |

Dismuke, Lori  
Dormady, Kelly  
Downey, Jennifer R.  
Dusick, Michelle  
Eastham, Jeanine  
Ellison, Amy  
Escobar, Ronald  
Estrada, Gilbert  
Feliciano, Geraldino  
Ferguson, Prince  
Fierro, Benjamin  
Finley, James  
Firtha, Farah  
Fisher, Linda  
Flood, Stephen  
Flowers, Sandra  
Fossum, Louis  
Foster, Peter  
Fozouni, Daihim  
Francis, Catherine  
Frankini, Armida  
Frasier, Pat  
Furr, Yvonne J.  
Garber, Melbourne  
Garcia, David  
Gelenchi, Fantahun  
George, Timothy  
Ghaffari, Mithra  
Gibbons, Rosaleen  
Gideon, Angelita  
Glatfelter, Angela  
Glendenning, Tracy  
Gonzalez, Gilberto  
Gordillo, Anita  
Graham, Glen  
Grossman, Walter  
Gutierrez, Alfred  
Haan, Keith Raymond  
Hammons, Linda  
Hannon, Robert  
Harris, Deborah  
Harter-Speer, Joan E.  
Hawthorne, Terrie  
Hedges, Mark  
Henry, Craig  
Henry, Mark  
Hernandez, John M.  
Hickerson, Mark  
Higgin, Tanner  
Hinckley, David  
Hoage, Scott

Dance  
History  
Psychology  
Human Services  
Theater Arts  
Academic Advancement  
Accounting  
Inspection Technology  
Psychiatric Technology  
English  
Anthropology  
Art  
Chemistry  
Art  
Art  
History  
Theater Arts  
Aeronautics  
English  
Warehouse  
Chemistry  
Anthropology  
Pharmacy Technology  
Economics  
Philosophy/Religious Studies  
Mathematics  
Mathematics  
Biology  
Chemistry  
Library  
Speech  
Child Development  
Machine Technology  
Biology  
Electricity/Electronics  
Geology  
Welding Technology  
Machine Technology  
Nursing  
Biology  
Police Science  
Human Services  
Student Development  
Warehouse  
Inspection Technology  
English  
Administration of Justice  
History  
English  
English  
Human Services

|                          |                                 |
|--------------------------|---------------------------------|
| Hoang, Khanh             | Mathematics                     |
| Hodge, Bertha            | Psychology                      |
| Hoglund, Richard E.      | Music                           |
| Holley, John             | Mathematics                     |
| Holstrom, Geoffrey       | Physics/Astronomy               |
| Hooker, Richard          | Human Services                  |
| Hope, Allen              | Family & Consumer Science       |
| Hotchkiss, Daniel H.     | Electricity/Electronics         |
| Houts, Robert            | Inspection Technology           |
| Hughes, Ronald           | Sociology                       |
| Hungate, Adam            | History                         |
| Hunt, Beverly            | Physical Education              |
| Hurst, Michael           | Water Supply Technology         |
| Ille, Jon                | History                         |
| Irby, Carl               | Human Services                  |
| Jacklin, Josefina        | Nursing                         |
| Jacques, Paul            | Theater Arts                    |
| Jakpor, Riase            | Political Science               |
| Jenkins, Theodore        | Mathematics                     |
| Johnson, David           | Police Science                  |
| Johnson, David L.        | Physics/Astronomy               |
| Johnson, Steven          | Chemistry                       |
| Johnson, Terry           | English                         |
| Jones, Deborah           | Child Development               |
| Kadow, Eugene            | Mathematics                     |
| Kalanui, Anthony         | Radio, Television & Film        |
| Kawa, Jon                | Art                             |
| Kawaii, Derek            | Water Supply Technology         |
| Kellmer, Randall         | Computer Information Technology |
| Kellogg, Elena           | English                         |
| Kent, Michael O.         | English                         |
| Kerr, Randell            | Human Services                  |
| Kesling, Susaniel        | Pharmacy Technology             |
| Kiefer-Newman, Katherine | Philosophy/Religious Studies    |
| King, Melissa            | Anthropology                    |
| Kinne, Merrit            | Diesel                          |
| Kirby, Barbara           | Child Development               |
| Knight, Tammy            | Nursing                         |
| Koch, Paul               | Corrections                     |
| Kounas, Jason P.         | Physical Education              |
| Krizek, Jeffrey          | Geographic Information Systems  |
| Kuntz, John              | English                         |
| Kupecz, Kirklen J.       | Chemistry                       |
| Lavruk, Alexander        | Music                           |
| Lawson, Katherine        | Sociology                       |
| Lawton, Phillip          | Refrigeration/Air Conditioning  |
| Le, Tom                  | Mathematics                     |
| Lee, Steven              | Business Administration         |
| Lessard, George          | Chemistry                       |
| Lindeman, David H.       | Refrigeration/Air Conditioning  |
| Liu, Pancoo              | Mathematics                     |

|                      |  |
|----------------------|--|
| Loh Myers, Susan     | English                                |
| Lopez, Alma G.       | English                                |
| Loya-Gonzalez, Mary  | Nursing                                |
| Lozano, Maria        | Human Services                         |
| MacAfee, Patrick J.  | Human Services                         |
| Maestre, Joanne      | English                                |
| Mahoney, Ann W.      | English                                |
| Mason, Samuel G.     | Physical Education                     |
| Massey, John W.      | Administration of Justice              |
| Matin, Mohammed      | Mathematics                            |
| Mattson, Susan       | Speech                                 |
| Mazur-Stommen, Susan | Anthropology                           |
| McGown, Michael      | Philosophy/Religious Studies           |
| McPeck, Christina    | Child Development                      |
| Medina, William      | History                                |
| Merino, Akin         | Psychology                             |
| Mierzwik, William A. | Physical Education                     |
| Millar, Alma         | Speech                                 |
| Miller, Brenda       | Human Services                         |
| Miller, Frank J.     | Mathematics                            |
| Miller, Gregory      | Mathematics                            |
| Milroy, Patrick      | Water Supply Technology                |
| Mizwicki, Mathew     | Chemistry                              |
| Monin, Craig         | Electricity/Electronics                |
| Moore, Allen         | Aeronautics                            |
| Moore, Monique       | Reading & Study Skills                 |
| Moran, Omar          | English                                |
| Moreno, Robert       | Welding Technology                     |
| Morin, Donna         | Art                                    |
| Mulchandani, Priti   | Biology                                |
| Murillo, Charles     | English                                |
| Murphy, Joel         | English                                |
| Nanneman, Kathryn    | English                                |
| Ngo, Hai             | Mathematics                            |
| Ngobi, Said          | Mathematics                            |
| Nguyen, Bang         | Machine Technology                     |
| Nguyen, Benny        | Mathematics                            |
| Nguyen, Tung         | Mathematics                            |
| Niehus, Gerald       | English                                |
| Nimako, Solomon      | Geographic Information Systems         |
| Norris, Windy        | Speech                                 |
| Nunez, Ida           | Psychiatric Technology                 |
| Nuno, Ed             | Political Science/Academic Advancement |
| O'Connell, Michael   | Administration of Justice              |
| Obien, Lorna M.      | Mathematics                            |
| Ogbuchiekwe, Edmund  | Geography                              |
| Olivera, Christopher | Biology                                |
| Olsen, John H.       | Biology                                |
| Ortiz, Dolores       | Sociology                              |
| Ortiz, Grace         | Nursing                                |
| Ortiz, Miguel        | Machine Technology                     |

|                             |                                     |
|-----------------------------|-------------------------------------|
| Orton, Renee                | Speech                              |
| Paine, Kristy K.            | Administration of Justice           |
| Pak, Victoria               | Child Development                   |
| Pal, Anasuya                | English                             |
| Palacios, Levy              | Computer Information Technology     |
| Papp, Edward                | Computer Information Systems        |
| Pastuschek, Susanne         | Administration of Justice           |
| Paszkiwicz, Robert G.       | Psychiatric Technology              |
| Perkins, Leo                | Political Science                   |
| Petersen, Neil              | Automotive                          |
| Philp, Michael              | Biology                             |
| Pielke, Janet               | Sociology                           |
| Pieper, Dean                | History                             |
| Pierola, Marcela            | Modern Languages                    |
| Polonio, Jeffery            | Human Services                      |
| Pratt, Deborah              | Art                                 |
| Racataian, Cristian         | Mathematics                         |
| Rafei, Zeina                | Academic Advancement                |
| Rahman, Mustafizur          | Mathematics                         |
| Rajala, Dyanna              | English                             |
| Ramirez, Richard            | Automotive                          |
| Rangel, Francisco           | Accounting                          |
| Ratcliff, Joseph            | Machine Technology                  |
| Reynolds, Raymond           | Administration of Justice           |
| Riddell, Jeannette          | English                             |
| Ridge, Patrick              | Mathematics                         |
| Rihan, Basemeh              | Speech                              |
| Rippetoe, James             | Radio, Television & Film            |
| Rivera-Toro, Hiram          | Human Services                      |
| Rodriguez, Maria Del Carmen | Student Development                 |
| Rounds, Michael             | History                             |
| Rulien Kennedy, Lisa        | Political Science                   |
| Saad, Hosny                 | Chemistry                           |
| Sabolick, Richard           | English                             |
| Sandlin, Stephen H.         | Geography                           |
| Sanker, Eddie               | Welding Technology                  |
| Sarenana, Chris D.          | Architecture & Environmental Design |
| Scalisi, Carlos R.          | Political Science                   |
| Schall, Donald A.           | Business Administration             |
| Schmidt, Lisa               | Physical Science                    |
| Schmitt, Christopher        | Sociology                           |
| Schrader, Michelle          | Philosophy/Religious Studies        |
| Scullin, Patrick            | Art                                 |
| Secord, James               | Para-Legal                          |
| Seraj, Robyn                | Pharmacy Technology                 |
| Serrano, Alisha             | Speech                              |
| Sessions, Douglas           | Electricity/Electronics             |
| Shearer, William            | Human Services                      |
| Shweikeh, Eman              | Chemistry                           |
| Singh, A                    | Family & Consumer Science           |
| Smith, Karlie               | Art                                 |

|                          |                                     |
|--------------------------|-------------------------------------|
| Smith-Trafzer, Lee Ann   | History                             |
| Smyth, Nathaniel         | Chemistry                           |
| Snow, Stephen            | History                             |
| Sola, Michael E.         | Physical Education                  |
| Spicher, Susan           | Child Development                   |
| Stanzione, Charles       | Child Development                   |
| Stauble, Vernon          | Business Administration             |
| Stiglich, Denise         | Chemistry                           |
| Strine, Mary             | Academic Advancement                |
| Strom, Ann Marie         | Modern Languages                    |
| Strom, Brian             | Modern Languages                    |
| Sullivan, John           | English                             |
| Swanson, Holly           | Human Services                      |
| Thompson, Richard        | Aeronautics                         |
| Thompson, Ross P.        | Art                                 |
| Ting, Lycretia           | Mathematics                         |
| Tingley, Michael         | Diesel                              |
| Tolstova, Anna           | Mathematics                         |
| Tondro, Jason            | English                             |
| Touhey, Nicole           | Nursing                             |
| Toutant, Dennis          | Human Services                      |
| Townsend, Maura          | Dance                               |
| Udupa, Srikrishna K.     | Mathematics                         |
| Uminski, Kelly A.        | Academic Advancement                |
| Uminski, Roger A.        | Academic Advancement                |
| Uribe, Ricardo           | Architecture & Environmental Design |
| Valcarcel, David         | Music                               |
| Valladao, Gary           | Water Supply Technology             |
| Valle, Samuel            | Electricity/Electronics             |
| Vanella, Frank J.        | Administration of Justice           |
| Vansell, Melanie         | History                             |
| Vasquez, Leo             | Business Administration             |
| Vazquez-Celaya, Sandra   | Mathematics                         |
| Velarde-Petersen, Loreto | Modern Languages                    |
| Velitis, Michael         | Electricity/Electronics             |
| Verholtz, Gary           | Water Supply Technology             |
| Vinciullo, Frances       | Psychology                          |
| Voisard, Steve           | Library                             |
| Wagner, Aaron            | Mathematics                         |
| Wallick, Amber D.        | Child Development                   |
| Walters, Sandi           | Child Development                   |
| Weber, Michele           | Speech                              |
| Wen, Edward              | Chemistry                           |
| White, Charles           | Art                                 |
| White, Stuart R.         | Administration of Justice           |
| Whittman, Danna          | English                             |
| Wiley, Mark              | Water Supply Technology             |
| Wilhite, Charles         | Administration of Justice           |
| Williams, Cynthia        | Culinary Arts                       |
| Williams, Dave           | Human Services                      |
| Williams, Susan          | Art                                 |

|                           |                                     |
|---------------------------|-------------------------------------|
| Wingfield-Coleman, Kennit | Psychology                          |
| Wolcott, Bruce            | English                             |
| Worley, Edward            | Refrigeration/Air Conditioning      |
| Yabuno, Robert            | Para-Legal                          |
| Yarnelle, E.              | Psychology                          |
| Yoon, Choon               | Music                               |
| Young, Ronald             | Water Supply Technology             |
| Young, Tami               | Psychology                          |
| Zaharopoulos, George      | Political Science                   |
| Zane, Jonathan L.         | Architecture & Environmental Design |
| Zhu, Zhiqiang             | Chemistry                           |
| Zurita, Marcial           | Mathematics                         |
| Alvarez, Jason            | Counseling                          |
| Lakatos, Catherine        | Counseling/CalWORKs                 |
| Maez, Gilbert             | Counseling                          |
| McClellan, Michael        | Counseling                          |
| Young, Linda              | Counseling                          |

SBVC-Summer Semester 2010

Hunter, JoAlice

EOP&S/CARE

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: June 10, 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 2009-2010 and 2010-2011 budgets.



### **Crafton Hills College**

Gibson, Kathleen, Develop and test new technology and design instructional tools to be used on the web not to exceed 24 hours, 07/01/10 – 08/25/10, \$43.16 per hour, 01-00-03-8103-0236-1480.00-6150

Rippy, Scott, Develop and test new technology and design instructional tools to be used on the web not to exceed 24 hours, 07/01/10 – 08/25/10, \$43.16 per hour, 01-00-03-8103-0236-1480.00-6150

### **San Bernardino Valley College**

Heibel, Todd, supporting the Workforce Investment Board GIS program, 7/1/2010 to 9/1/2010, \$43.16 an hour, not to exceed 122 hours; 01-42-01-4641-0000-1480.00-0958

Engstrom, Vanessa, supporting the Workforce Investment Board GIS program, 7/1/2010 to 9/1/2010, \$43.16 an hour, not to exceed 40 hours; 01-42-01-4641-0000-1480.00-0958

Drewes, Glenn, supporting the Workforce Investment Board GIS program, 7/1/2010 to 9/1/2010, \$43.16 an hour, not to exceed 10 hours; 01-42-01-4641-0000-1480.00-0958

Au, Algie, supporting the Workforce Investment Board GIS program, 7/1/2010 to 9/1/2010, \$43.16 an hour, not to exceed 10 hours; 01-42-01-4641-0000-1480.00-0958

Ikeda, Mark, supporting the Workforce Investment Board GIS program, 7/1/2010 to 9/1/2010, \$43.16 an hour, not to exceed 10 hours; 01-42-01-4641-0000-1480.00-0958

Buchanan, Don, supporting the Workforce Investment Board GIS program, 7/1/2010 to 9/1/2010, \$43.16 an hour, not to exceed 40 hours; 01-42-01-4641-0000-1480.00-0958

Muir, Bill, supporting the Workforce Investment Board GIS program, 7/1/2010 to 9/1/2010, \$43.16 an hour, not to exceed 40 hours; 01-42-01-4641-0000-1480.00-0958

Schmidt, Lisa, supporting the Workforce Investment Board GIS program, 7/1/2010 to 9/1/2010, \$43.16 an hour, not to exceed 102 hours; 01-42-01-4641-0000-1480.00-0958

Nimako, Solomon, supporting the Workforce Investment Board GIS program, 7/1/2010 to 9/1/2010, \$43.16 an hour, not to exceed 140 hours; 01-42-01-4641-0000-1480.00-0958

Krizek, Jeff, supporting the Workforce Investment Board GIS program, 7/1/2010 to 9/1/2010, \$43.16 an hour, not to exceed 102 hours; 01-42-01-4641-0000-1480.00-0958

Conrad, Robert, supporting the Workforce Investment Board GIS program, 7/1/2010 to 9/1/2010, \$43.16 an hour, not to exceed 50 hours; 01-42-01-4641-0000-1480.00-0958

Chatterjee, Achala, supporting the Workforce Investment Board WST program, 7/1/2010 to 9/1/2010, \$43.16 an hour, not to exceed 160 hours; 01-42-01-4652-0000-1480.00-0799

Lillard, Sheri, supporting the Workforce Investment Board WST program, 7/1/2010 to 9/1/2010, \$43.16 an hour, not to exceed 20 hours; 01-42-01-4652-0000-1480.00-0799

Ariza, Ernie, supporting the Workforce Investment Board WST program, 7/1/2010 to 9/1/2010, \$43.16 an hour, not to exceed 20 hours; 01-42-01-4652-0000-1480.00-0799

Wiley, Mark, supporting the Workforce Investment Board WST program, 7/1/2010 to 9/1/2010, \$43.16 an hour, not to exceed 20 hours; 01-42-01-4652-0000-1480.00-0799

Milroy, Patrick, supporting the Workforce Investment Board WST program, 7/1/2010 to 9/1/2010, \$43.16 an hour, not to exceed 20 hours; 01-42-01-4652-0000-1480.00-0799

Enna, Steven, supporting the Workforce Investment Board WST program, 7/1/2010 to 9/1/2010, \$43.16 an hour, not to exceed 160 hours; 01-42-01-4652-0000-1480.00-0799.

Korisa, Vijay, supporting the Workforce Investment Board WST program, 7/1/2010 to 9/1/2010, \$43.16 an hour, not to exceed 160 hours; 01-42-01-4652-0000-1480.00-0799

Mansell, Clarence, supporting the Workforce Investment Board WST program, 7/1/2010 to 9/1/2010, \$43.16 an hour, not to exceed 20 hours; 01-42-01-4652-0000-1480.00-0799

Fossum, Lou, supporting the Workforce Investment Board GIS and WST programs, 7/1/2010 to 9/1/2010, \$43.16 an hour, not to exceed 160 hours; 01-42-01-4641-0000-1480.00-0958 and 01-42-01-4652-0000-1480.00-0799

Mendoza, Jennifer, supporting the Workforce Investment Board GIS and WST programs, 7/1/2010 to 9/1/2010, \$43.16 an hour, not to exceed 60 hours; 01-42-01-4641-0000-1480.00-0958 and 01-42-01-4652-0000-1480.00-0799

Barrios, Marybeth, supporting the Workforce Investment Board GIS and WST programs, 7/1/2010 to 9/1/2010, \$43.16 an hour, not to exceed 60 hours; 01-42-01-4641-0000-1480.00-0958 and 01-42-01-4652-0000-1480.00-0799

Wagner, Aaron, supporting the Workforce Investment Board GIS and WST programs, 7/1/2010 to 9/1/2010, \$43.16 an hour, not to exceed 160 hours; 01-42-01-4641-0000-1480.00-0958 and 01-42-01-4652-0000-1480.00-0799

Sadler, Roger, supporting the Workforce Investment Board GIS and WST programs, 7/1/2010 to 9/1/2010, \$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

Avelar, Amy, supporting the Workforce Investment Board GIS and WST programs, 7/1/2010 to 9/1/2010, \$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

Hurnes, Clasia, supporting the Workforce Investment Board GIS and WST program, 7/1/2010 to 9/1/2010, \$43.16 an hour, not to exceed 30 hours; 01-42-01-4641-0000-1480.00-0958 and 01-42-01-4652-0000-1480.00-0799.

Au, Algie, Math & Science Student Success Center – Summer Bridge Program, 7/26/10 – 8/5/10, \$43.16 an hour, not to exceed 6 hours; 01-00-15-4625-0221-1480.00-1701

Avelar, Amy Math, & Science Student Success Center – Summer Bridge Program, 7/26/10 – 8/5/10, \$43.16 an hour, not to exceed 6 hours; 01-00-15-4625-0221-1480.00-1701

Smith, David, Math & Science Student Success Center – Summer Bridge Program, 7/26/10 – 8/5/10, \$43.16 an hour, not to exceed 6 hours; 01-00-15-4625-0221-1480.00-1701

Heibel, Todd, Math & Science Student Success Center – Summer Bridge Program, 7/26/10 – 8/5/10, \$43.16 an hour, not to exceed 6 hours; 01-00-15-4625-0221-1480.00-1701

Lysak, Michael, Math & Science Student Success Center – Summer Bridge Program, 7/26/10 – 8/5/10, \$43.16 an hour, not to exceed 6 hours; 01-00-15-4625-0221-1480.00-1701

Mayne, Michael, Math & Science Student Success Center – Summer Bridge Program, 7/26/10 – 8/5/10, \$43.16 an hour, not to exceed 6 hours; 01-00-15-4625-0221-1480.00-1701

Torres, Michael, Math & Science Student Success Center – Summer Bridge Program, 7/26/10 – 8/5/10, \$43.16 an hour, not to exceed 6 hours; 01-00-15-4625-0221-1480.00-1701

Engstrom, Vanessa, Math & Science Student Success Center – Summer Bridge Program, 7/26/10 – 8/5/10, \$43.16 an hour, not to exceed 6 hours; 01-00-15-4625-0221-1480.00-1701

Schmidt, Lisa, Math & Science Student Success Center – Summer Bridge Program, 7/26/10 – 8/5/10, \$43.16 an hour, not to exceed 6 hours; 01-00-15-4625-0221-1480.00-1701

Stanskas, John, Math & Science Student Success Center – Summer Bridge Program, 7/26/10 – 8/5/10, \$43.16 an hour, not to exceed 6 hours; 01-00-15-4625-0221-1480.00-1701

Lakatos, Cathy, Math & Science Student Success Center – Summer Bridge Program, 7/26/10 – 8/5/10, \$43.16 an hour, not to exceed 6 hours; 01-00-15-4625-0221-1480.00-1701

Kasouha, Abeir, Math & Science Student Success Center – Summer Bridge Program, 7/26/10 – 8/5/10, \$43.16 an hour, not to exceed 6 hours; 01-00-15-4625-0221-1480.00-1701

Gregory, Leslie, Career Advancement Academy advising, not to exceed 180 hours per semester, 07/1/10-6/30/11, \$43.16 per hour, 01-00-01-8120-0233-1480.00-6499.

Lakatos, Catherine, CalWORKs advising, not to exceed 20 hours per week, 7/1/10-6/30/11, \$43.16, 01-46-02-8120-0266-1480.00-6499.

Lindsey, Carolyn, Youth Empowerment Strategies for Success advising, not to exceed 180 hours per semester, 7/1/10-6/30/11, \$43.16 per hour, 01-00-01-8306-0210-1480.00-1305.

Rodriguez, Maria del Carmen, Valley Bound Commitment advising, not to exceed 200 hours per semester, 7/1/10-6/30/11, \$43.16 per hour, 01-00-15-8208-0228-1480.00-6310.

Gregory, Leslie, Career Advancement Academy advising, not to exceed 180 hours per semester, 6/11/10-6/30/10, \$43.16 per hour, 01-00-01-8120-0233-1480.00-6499.

Lindsey, Carolyn, Youth Empowerment Strategies for Success advising, not to exceed 180 hours per semester, 6/11/10-6/30/10, \$43.16 per hour, 01-00-01-8306-0210-1480.00-1305.

San Bernardino Valley College - Academic Year 2010 – 2011

Evans-Perry, Virginia, reference librarian not to exceed 102 hours, 07/01/10-06/30/11, \$43.16 per hour, 01-00-01-8106-0000-1480.00-6120.

Gifford, Mercedes, reference librarian not to exceed 280 hours, 07/01/10-06/30/11, \$43.16 per hour, 01-00-01-8106-0000-1480.00-6120.

Hammock, Shannon, reference librarian not to exceed 102 hours, 07/01/10-06/30/11, \$43.16 per hour, 01-00-01-8106-0000-1480.00-6120.

Hernandez, John, back-up Academy Coordinator not to exceed 20 hours per week, 07-01-10/06-30-11, \$ 43.16 per hour, 01-00-01-7682-0000-1481.00-2105.

Huston, Celia, reference librarian not to exceed 102 hours, 07/01/10-06/30/11, \$43.16 per hour, 01-00-01-8106-0000-1480.00-6120.

Klug, Jeff, back-up Academy Coordinator not to exceed 20 hours per week, 07-01-10/06-30-11, \$ 43.16 per hour, 01-00-01-7682-0000-1481.00-2105.

Massey, John, back-up Academy Coordinator not to exceed 20 hours per week, 07-01-10/06-30-11, \$ 43.16 per hour, 01-00-01-7682-0000-1481.00-2105.

Mestas-Holm, Cecelia, reference librarian not to exceed 102 hours, 07/01/10-06/30/11, \$43.16 per hour, 01-00-01-8106-0000-1480.00-6120.

Recinos, Jose, translating SBVC brochures to Spanish not to exceed 80 hours, 07/01/10-06/30/11, \$43.16 per hour, 01-00-01-9509-0000-1480.00-6710.

Slawson, Neil, Academy Coordinator not to exceed 20 hours per week, 07-01-10/06-30-11, \$ 43.16 per hour, 01-00-01-7682-0000-1481.00-2105.

Swartz, Christine, reference librarian not to exceed 102 hours, 07/01/10-06/30/11, \$43.16 per hour, 01-00-01-8106-0000-1480.00-6120.

Wall, Patricia, reference librarian not to exceed 102 hours, 07/01/10-06/30/11, \$43.16 per hour, 01-00-01-8106-0000-1480.00-6120.

Zapata, Lydia, translating SBVC brochures to Spanish not to exceed 80 hours, 07/01/10-06/30/11, \$43.16 per hour, 01-00-01-9509-0000-1480.00-6710.

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: June 10, 2010

SUBJECT: Change of Position Title and Salary Adjustment in the Professional Expert Salary Schedule.

RECOMMENDATION

It is recommended that the Board of Trustees approve the Change of Position Title for the Special Events Facilitator to Special Events Planner and adjust the salary from \$500.00 per event to \$25 - \$35 per hour.

OVERVIEW

Due to the needs of Marketing at SBVC, a request was submitted to Human Resources to review the position title and salary of Special Events Facilitator.

ANALYSIS

A survey of the market indicated a comparable salary range to be from \$25.00 to \$35.00 per hour.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

None.

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

**PROFESSIONAL EXPERT RATES OF PAY**

| <b><u>Professional Expert Assignment</u></b>                    | <b><u>Hourly Rate</u></b>  |
|---|--|
| Assistant Instructor  | \$20.00  |
| Background Investigator   | \$30.00  |
| Bilingual Translator/Interviewer                                | \$20.00  |
| CAHSEE Facilitator  | \$50.00  |
| Clinical Instructor   | \$20.00  |
| <b>Counseling Intern</b>  | <b>\$12.00</b>   |
| Criminal Justice Academy Liaison                                | \$30.00  |
| EMT-1 Skills Laboratory Assistant                               | \$12.00  |
| Fire Agility Group Leader/Proctor                               | \$12.50  |
| Fire Agility Instructor   | \$30.00  |
| Flight Simulator Repair   | \$30.00  |
| Foster Parenting Education                                      | \$45.00  |
| GIS Technician  | \$18.00 to \$24.00   |
| Interpreting/Transliterating Level I                            | \$24.00  |
| Interpreting/Transliterating Level II                           | \$21.00  |
| Interpreting/Transliterating Level III                          | \$18.00  |
| Interpreting/Transliterating Level IV                           | \$15.00  |
| Laboratory Instructor   | \$20.00  |
| Nurse Practitioner  | \$50.00  |
| Physician/EMT(EMS)/Respiratory Care/Fire Tech/PE/ASL Specialist | \$30.00  |
| Police Science Facilitator/Instructor                           | \$35.00  |
| Primary Instructor  | \$25.00  |
| Radiologic Technology Specialist                                | \$30.00  |
| Respiratory Care Clinical                                       | \$40.00  |
| Safety Facilitator  | \$19.00 to \$25.00   |
| Safety Officer  | \$22.50  |
| <b>Special Events Planner</b>                                   | <b>\$25.00 to \$35.00</b>  |
| Staff Writer/Photographer                                       | \$16.00 to \$20.00   |
| Tactical Officer/Police   | \$28.00  |
| Tactical Officer/Fire   | \$23.00  |
| Tech Prep   | \$30.00  |
| Workforce Development/PDC Trainer(varies)                       | \$15.00 to \$100.00 or up to 85% of Enrollment or up to 60% of net |
|   | <b><u>Session Rate</u></b>   |
| Foster Parent Host  | \$25.00  |
| Musician  | \$75.00  |

|   | <b><u>Daily Rate</u></b>      |
|---|-------------------------------|
| Evaluator(per scenario)                 | \$105.00                      |
| Theatre Production Assistant            | \$500.00                      |
| CPR/Lifeguard Certification Facilitator | \$200.00 to \$300.00          |
| Consultant                              | \$300.00 to \$500.00          |
| <del>Special Events Facilitator</del>   | <del>\$500.00 per event</del> |

|                                    | <b><u>Semester Rate</u></b> |
|------------------------------------|-----------------------------|
| Faculty Intern                     | \$600.00                    |
| Future Teacher Intern              | \$300.00                    |
| Grant Assignment                   | \$300.00                    |
| Medical Director(EMT)              | \$3,500.00                  |
| Medical Director(Respiratory Care) | \$3,000.00                  |

Board Approved Date: 10/05/09 Effective: 10/06/09



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: 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: June 10, 2010

SUBJECT: Consideration of Approval of Academic Employee

RECOMMENDATION

It is recommended that the Board of Trustees approve the academic appointment of Sam Truong, Instructor, Anatomy & Physiology, CHC, effective August 12, 2010.

OVERVIEW

Sam Truong, Instructor, Anatomy & Physiology, CHC, 177 service day position effective August 12, 2010. Salary placement pending upon receipt of official transcripts and verification of work experience. Replacement for Mark Jonasson.

ANALYSIS

The Human Resources Department conducted a nationwide search for the position of Instructor, Anatomy & Physiology. 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 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: June 10, 2010

SUBJECT: Consideration of Approval of Faculty Chair Stipends

RECOMMENDATION

It is recommended that the Board of Trustees approve the Faculty Chair Stipends for the 2010-2011 academic year.

OVERVIEW

The academic employees on the attached list will serve as Faculty Chairs.

ANALYSIS

Department Heads are selected by faculty in accordance with an established campus process. Stipends for Department Heads are based on the agreement between SBCCD and the SBCCD Chapter CTA/NEA.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

Included in the 2010-2011 budget.

**CHC**

|                         |                                       |          |
|-------------------------|---------------------------------------|----------|
| Boebinger, Kelly        | Biological and Physical Science       | \$8,000  |
| Bryant, Tom             | Fine Arts                             | \$7,000  |
| Davis, Julie            | Social Science                        | \$7,000  |
| Franklin, Brad          | Allied Health Services                | \$6,000  |
| Gibson, Kathy Co-Chair  | Mathematics                           | \$4,500  |
| Hoyt, Denise            | Business, Economic & Information Tech | \$7,000  |
| Jones, JoAnn            | Human Development                     | \$6,000  |
| Koeper, John T.         | Public Safety and Services            | \$8,000  |
| Langenfeld, Elizabeth   | English and Reading                   | \$14,000 |
| Ledoux, Janine Co-Chair | Health and Physical Education         | \$3,000  |
| Ralph Rabago, Co-Chair  | Health and Physical Education         | \$3,000  |
| Schmidt, Jeff           | Communication and Language            | \$7,000  |
| Wilson, Sherri Co-Chair | Mathematics                           | \$4,500  |

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: June 10, 2010

SUBJECT: Consideration of Approval of Coordinator Stipends – SBVC

RECOMMENDATION

It is recommended that the Board of Trustees approve Coordinator Stipends, SBVC.

OVERVIEW

The following academic employees will serve as Coordinators, SBVC:

|              |                   |         |
|--------------|-------------------|---------|
| Elaine Akers | Health Services   | \$1,320 |
| Kathy Kafela | Transfer Services | \$1,440 |
| Deanne Rabon | STAR Program      | \$1,320 |

ANALYSIS

Stipends for coordinators are based on the agreement between SBCCD and the SBCCD Chapter CTA/NEA, Appendix A-5.

BOARD IMPERATIVE

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

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: Dr. Debra S. Daniels, President, SBVC

DATE: June 10, 2010

SUBJECT: Consideration of Approval of Per Diem Pay, SBVC

RECOMMENDATION

It is recommended that the Board of Trustees approve Per Diem pay for SBVC faculty.

OVERVIEW

Priscilla Taylor, Director of Nursing and LVN to RN Programs, 20 days for the 2010-2011 academic year at the per diem rate of \$548.63

ANALYSIS

Per diem pay is routinely utilized in order for faculty members to conduct additional duties outside of their normal responsibilities.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

Included in the 2010-2011 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: June 10, 2010

SUBJECT: Consideration of Approval of Revised Academic Job Description

RECOMMENDATION

It is recommended that the Board of Trustees approve the revised academic job description for Developmental Studies Specialist, CHC.

OVERVIEW

The job description for Development Studies Specialist is being revised to meet the institutional needs of CHC.

ANALYSIS

This position is responsible for ensuring the quality, responsiveness, and currency of developmental course offerings, and the development of linked courses and learning communities. The Developmental Studies Specialist will work with faculty and staff in creating a development education program which will include coursework and support services.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

None.

## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

### DEVELOPMENTAL STUDIES SPECIALIST

*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:**

This is a faculty position and is under the general direction of an assigned administrator. ~~Under the direction of the Activity Director, this position has the responsibility to ensure~~ The Developmental Studies Specialist is responsible for ensuring the quality, responsiveness, and currency of developmental course offerings, and the development of linked courses and learning communities. The Developmental Studies Specialist will work with faculty and staff in creating a developmental education program which will include coursework and support services. This position will also work closely with ~~the Activity Director/Student Interventions Specialist, Faculty/Staff Development Advisory Committee, Disabled Student Programs & Services (DSP&S), appropriate faculty, and in conjunction with the Matriculation and Basic Skills Committees in developing a long-term development plan for faculty and staff services and curriculum for basic skills students, and for those with learning and physical limitations.~~

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

*The following duties are typical for this classification.*

~~Duties may include, but are not limited to, the following:~~

1. Serves as an expert resource in developmental education to faculty, counselors, administrators, and others as they strive to improve developmental student learning.
2. Coordinates and facilitates cross-departmental communication among teaching faculty and all other staff who counsel, tutor, or otherwise support developmental learners so as to improve the College's comprehensive approach to student success and learner-centered education.
3. Facilitates communication and collaboration among all stakeholders in developmental education (faculty, administrators, staff and students).
4. Participates in the selection and mentoring of developmental course instructors.
5. Assists in the selection, training and evaluation of teaching assistants/peer tutors.
6. Assists in the development of ongoing professional development and training.
7. With appropriate departments, coordinates the revision and development of curricula, instructional materials and/or new delivery systems as needed.
8. Creates improvements in placement, diagnostic, and exit assessments as needed.
9. Assists in the selection and implementation of developmental education assessment measures.
10. Researches the latest pedagogy and innovations in curricula, technology, and methodology pertaining to developmental education, and shares findings with the college community.

11. Collaborates with the Assessment Center, Counselors, Learning Center, Math and Writing Centers, DSPS, CalWORKs and EOPS programs to ensure that appropriate placement and support services are available to developmental students.
12. Participates in departmental meetings and other efforts that affect the programs, instruction and support for students in developmental courses.
13. Participates in district, campus, and department projects as appropriate.
14. 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**

The use of educational technology for course delivery.  
Conducting student outcomes assessment.  
Teaching developmental courses (English, Reading, or Math) to adults.  
Appropriate sections of the Education Code and Title 5.

**Ability to**

Plan, organize, and coordinate multiple activities; design, create, and implement use of resources.  
Prioritize and execute a wide range of projects simultaneously.  
Work independently, assume responsibility, and take initiative in carrying out assignments.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative relationships between the College, community, and key individuals, and with all persons contacted in the course of work.

**Education/Training**

**Required Education and Experience:**

1. Master's degree from an accredited institution in Education, Reading, Math, English, Special Education
2. A Masters Degree and related experience with campus or District-wide special projects or programs.
3. Experience that indicates a sensitivity to, and an understanding of, the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and personnel.

**Desired Experience:**

1. Experience in conducting student outcomes assessment.
2. Experience working with Hispanic populations
3. Experience working with individuals with disabilities.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**



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

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

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

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

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

Board Approved: January 12, 2006

Revised: June 10, 2010

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Acting Chancellor  
REVIEWED BY: Renée Brunelle, Vice Chancellor, Human Resources & Employee Relations  
PREPARED BY: Renée Brunelle, Vice Chancellor, Human Resources & Employee Relations  
DATE: June 10, 2010  
SUBJECT: Consideration of Approval of Management Appointments

RECOMMENDATION

It is recommended that the Board of Trustees approve the management appointments of Director, Bookstore, SBVC & CHC, and Director, Financial Aid, SBVC effective July 1, 2010.

OVERVIEW

Gloriann Chavez from Bookstore Manager, SBVC to Director, Bookstore, SBVC & CHC, Management Salary Schedule, Range 14, Step C, \$86,688 per year effective July 1, 2010. New position.

Thang Nguyen, Director, Financial Aid, SBVC, full-time, 12-month position, Management Salary Schedule, Range 14, Step A, \$78,624 per year effective July 1, 2010. Replacement for Nancy Davis.

ANALYSIS

Ms. Chavez and Mr. Nguyen went through the regular recruitment process and have been selected for their respective position.

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: Dr. Debra S. Daniels, President, SBVC

DATE: June 10, 2010

SUBJECT: Consideration of Approval of Interim Management Appointment

RECOMMENDATION

It is recommended that the Board of Trustees approve the interim management appointment of Kay Ragan, Dean, Applied Technology, Transportation, Culinary Arts, SBVC, effective July 1, 2010.

OVERVIEW

Kay Ragan, Interim Dean, Applied Technology, Transportation, Culinary Arts, SBVC, at the per diem rate of \$495.80 plus \$95.00 per month doctorate stipend effective July 1, 2010.

ANALYSIS

Due to the retirement of the current Dean, it is necessary to appoint an interim dean.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

Included in the 2010-2011 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: June 10, 2010

SUBJECT: Consideration of Approval of Acceptance of Management  
Resignation

RECOMMENDATION

It is recommended that the Board of Trustees accept the resignation for Kevin Fleming, Director, Center of Excellence, District.

OVERVIEW

Mr. Fleming has submitted his letter of resignation with an effective date of June 23, 2010, after four years of service.

ANALYSIS

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

BOARD IMPERATIVE

None.

FINANCIAL IMPLICATIONS

No financial impact.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Acting Chancellor  
REVIEWED BY: Renée Brunelle, Vice Chancellor, Human Resources & Employee Relations  
PREPARED BY: Renée Brunelle, Vice Chancellor, Human Resources & Employee Relations  
DATE: June 10, 2010  
SUBJECT: Consideration of Approval of Retreat Rights for Management Employee

RECOMMENDATION

It is recommended that the Board of Trustees approve administrator retreat rights for Theodore Phillips, Dean of Letters and Learning Resources Department, CHC, effective July 1, 2010.

OVERVIEW

Mr. Phillips, Dean, CHC, has exercised his administrator retreat rights and request to be reassigned to a faculty position effective July 1, 2010.

ANALYSIS

Per Board Policy 7250, Mr. Phillips is retreating from his position of Dean of Letters and Learning Resources to English Instructor.

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: Renée Brunelle, Vice Chancellor, Human Resources & Employee Relations  
PREPARED BY: Dr. Debra S. Daniels, President, SBVC  
Gloria M. Harrison, President, CHC  
DATE: June 10, 2010  
SUBJECT: Consideration of Approval of District Volunteers

RECOMMENDATION

It is recommended that the Board of Trustees approve District Volunteers.

OVERVIEW

The individuals on the attached list have volunteered their services and acknowledge that they will not receive payment of any kind for services performed.

ANALYSIS

Assignments performed by volunteers will not take away responsibilities or duties of regular academic or classified employees.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

None.

## **CRAFTON HILLS COLLEGE**

|                |                   |                 |
|----------------|-------------------|-----------------|
| Fellenz, Kathy | Aquatic Center    | 7/1/10-6/30/11  |
| Walker, Steve  | Aquatic Center    | 7/1/10-6/30/11  |
| Washburn, Ben  | Counseling Center | 7/1/10-12/30/10 |

## **SAN BERNARDINO VALLEY COLLEGE**

|                       |                         |                  |
|-----------------------|-------------------------|------------------|
| Richardson, Christine | DSP&S                   | 7/1/10-6/30/11   |
| Verrett, Michael      | Learning Resources      | 6/11/10-8/5/10   |
| Garcia, Juan          | Technical/Culinary Arts | 8/16/10-12/18/10 |
| Davis, Theresa        | Mathematics             | 7/6/10-7/29/10   |
| Botello, GianCarlo    | Football                | 6/11/10-6/30/11  |
| Hunter, Robert        | Football                | 6/11/10-6/30/11  |
| LaPointe, Nicholas    | Football                | 6/11/10-6/30/11  |
| Lawler, Kenneth       | Football                | 6/11/10-6/30/11  |
| Madrigal, Ernie       | Football                | 6/11/10-6/30/11  |
| Nacsin, Clayton       | Football                | 6/11/10-6/30/11  |
| Pasquera, Rick        | Football                | 6/11/10-6/30/11  |
| Smith, Austin         | Football                | 6/11/10-6/30/11  |
| Davis, Ron            | Women's Cross Country   | 6/11/10-6/30/11  |
| Galindo, Alicia       | Women's Soccer          | 6/11/10-6/30/11  |
| Ratigan, Jim          | Men's Cross Country     | 6/11/10-6/30/11  |
| Woolfolk, Carmen      | Women's Basketball      | 6/11/10-6/30/11  |

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: June 10, 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 6/10/2010***

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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> |
|--|--|-------------------------------------|--------------------------|----------------------|
| <b><i>CalWorks Off-Campus Work Study</i></b> |  |                                     |                          |                      |
| East Valley Association of Realtors          | (6635) CalWorks Workstudy - Student - Alexander, Antonio for FY 2009-2010<br>Term: 5/5/2010 - 6/30/2010<br>01-46-01-8120-0266-5120.00-6470 | Calworks/SBVC                       | \$8.00<br>Per Hour Rate  | SSutorus             |
| McMorris Chiropractic Health Care            | (6636) CalWorks Workstudy - Student - Islas, Emina for FY 2009/2010<br>Term: 5/5/2010 - 6/30/2010<br>01-46-01-8120-0266-5120.00-6470       | Calworks/SBVC                       | \$9.00<br>Per Hour Rate  | SSutorus             |
| Think Together                               | (6637) CalWorks Workstudy - Student - Edmond, Shekinah for FY 2009/2010<br>Term: 5/5/2010 - 6/30/2010<br>01-46-01-8120-0266-5120.00-6470   | Calworks/SBVC                       | \$10.00<br>Per Hour Rate | SSutorus             |
| Think Together                               | (6638) CalWorks Workstudy - Student - Vargas, Christina for FY 2009/2010<br>Term: 5/5/2010 - 6/30/2010<br>01-46-01-8120-0266-5120.00-6470  | Calworks/SBVC                       | \$10.00<br>Per Hour Rate | SSutorus             |

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***SubTotal for CalWorks Off-Campus Work Study: 4***

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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>Clinicals</u></b>  |   |  |                              |                                  |               |
|  | San Bernardino, County of                       | (6470) Grant - Training Agreement for Geographic Information Systems: Amendment - Language to include Physical Exam Requirement<br>Term: 3/22/2010 - 3/21/2011                 | Science/SBCCD                | \$61,200.00                      | SSutorus      |
| <hr/> <b><i>SubTotal for Clinicals: 1</i></b> <hr/>                |   |  |                              |                                  |               |
| <b><u>Clinicals - FY 2010-2011</u></b>                             |   |  |                              |                                  |               |
|  | San Bernardino, County of, Sheriff's Department | (6711) Clinical/Training Agreement for Police Science Program: Rate \$3.93 Per Student Per Instructional Hour<br>Term: 7/1/2010 - 6/30/2011<br>01-00-01-7601-0000-5120.00-2105 | Police Science/SBVC          | \$3.93<br>Per Instructional Hour | SSutorus      |
|  | Totally Kids Specialty Healthcare               | (6681) Clinical Site Agreement - Child Development, EMS, Allied Health Programs<br>Term: 7/1/2010 - 6/30/2015  | Program Development/CHC      | No Cost                          | SSutorus      |
| <hr/> <b><i>SubTotal for Clinicals - FY 2010-2011: 2</i></b> <hr/> |   |  |                              |                                  |               |
| <b><u>EduStream</u></b>  |   |  |                              |                                  |               |
|  | Chaffey Community College District              | (6704) EduStream - Participation Agreement - Institutional License Agreement for EduStream Software<br>Term: 7/1/2010 - 6/30/2015  | DETS/SBCCD                   | No Charge                        | 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>EduStream</u></b>                 |  |   |                              |               |               |
|   | Desert Community College District              | (6703) EduStream - Participation Agreement - Institutional License Agreement for EduStream Software<br>Term: 7/1/2010 - 6/30/2015 | DETS/SBCCD                   | No Charge     | SSutorus      |
|   | Los Rios Community College District            | (6658) EduStream - Institutional License Agreement for the Cosumnes River College<br>Term: 6/14/2010 - 6/30/2016                  | DETS/SBCCD                   | No Charge     | SSutorus      |
|   | North Orange County Community College District | (6649) EduStream - Institutional License Agreement<br>Term: 6/11/2010 - 6/30/2015   | DETS/SBCCD                   | No Charge     | SSutorus      |
| <b><i>SubTotal for EduStream: 4</i></b> |  |   |                              |               |               |
| <b><u>General</u></b>                   |  |   |                              |               |               |
|   | Ben's Lock And Key                             | (6654) Service - Re-Key ATTC Rooms 118 and 119<br>Term: 6/11/2010 - 6/30/2010<br>01-04-03-8115-0000-5120.00-7010                  | PDC/SBCCD                    | \$450.00      | 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>                       |   |                              |               |               |
| California State University, San Bernardino | (6650) Speaker - Workshop on STEM Learning<br>Term: 6/21/2010 - 6/23/2010<br>01-15-35-8115-0470-5120.00-6899  | PDC/SBCCD                    | \$2,387.00    | SSutorus      |
| Chaffey Community College District          | (6651) Rental - Room rental Chino Center for conference space<br>Term: 4/24/2010 - 4/24/2010  | PDC/SBCCD                    | No Cost       | SSutorus      |
| DameWare                                    | (6653) Software License - 10 User Licenses for DameWare Mini Remote Controls v6 software: this software will allow the help desk personnel to remote into a users computer to resolve computer issues<br>Term: 6/11/2010 - 6/30/2010<br>01-00-03-9010-0000-5830.00-6780 | DETS/SBCCD                   | \$719.00      | SSutorus      |
| Datatel, Inc                                | (6659) Service - Software License and Maintenance for Campus Organization<br>Term: 6/14/2010 - 6/30/2011<br>01-00-03-9010-0000-5830.00-6780<br><br>01-00-03-9010-0000-5639.00-6780<br><br>01-00-00-0000-0000-6220.00-0000   | DETS/SBCCD                   | \$9,930.00    | 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> |   |                              |                                    |               |
| Dell Computer Company | (6643) Software License - vMware vSpere 4 software with maintenance<br>Term: 6/11/2010 - 6/9/2013<br>01-00-03-8103-0236-5830.00-6150  | DETS/SBCCD                   | \$9,544.40                         | SSutorus      |
| Dow Lohnes PLLC       | (6296) Professional Services - Legal services for KVCR; FY 2010-2011 Rate increase Todd D. Gray \$550 per hour; Margaret L Miller \$495 per hour; Barry Persh \$380 per hour; Mario Weber \$310 per hour; Sasha Marx \$130 per hour.<br>Term: 7/1/2009 - 6/30/2011<br>74-00-03-8110-0108-5711.00-7097 | KVCR/SBCCD                   | \$7,000.00<br>Annual Not to Exceed | BBaron        |
| Entrinsik, Inc        | (6662) Software License - Informer Web Reporting Software Up to 620 Licenses<br>Term: 6/14/2010 - 6/30/2011<br>01-00-03-9010-0000-5830.00-6780  | DETS/SBCCD                   | \$27,000.00                        | SSutorus      |
| Intratek Computers    | (5093) Service - printer repair service District wide for on demand, preventive maintenance and pre-purchased service plus parts at a 20% discount; This is a JNPA Company: Amendment 3- contract renewal for FY 2010-2011 current price remains the same<br>Term: 7/1/2008 - 6/30/2011               | Business Services/SBCCD      | Per Rate Schedule                  | SSutorus      |

| <i>Contract Type</i> | <i>Firm</i>         | <i>Purpose and Information</i>  | <i>Department / Location</i> | <i>Amount</i> | <i>Signed</i> |
|----------------------|---------------------|---|------------------------------|---------------|---------------|
| <u>General</u>       |                     |   |                              |               |               |
|                      | Ipswitch, Inc       | (6656) Software License - Whats Up Gold Premium 500 v14.2 Updated SA NM-7544-0142<br>Term: 6/14/2010 - 6/30/2011<br>01-00-03-9010-0000-4430.00-6780   | DETS/SBCCD                   | \$4,182.51    | SSutorus      |
|                      | MICROS Systems, Inc | (6667) Equipment Loan Agreement - POS System equipment and software loan agreement allows for installation of purchased equipment prior to payment<br>Term: 6/14/2010 - 6/30/2010   | Restaurant Management/SBVC   | No Cost       | SSutorus      |
|                      | MICROS Systems, Inc | (6668) Service - Furnish, install and setup Point of Sale system for Restaurant Management program; this includes hardware, supplies and programming and training of staff on the equipment<br>Term: 6/14/2010 - 6/30/2010<br>01-12-01-2527-0457-6410.00-1307<br><br>01-12-01-2527-0457-4500.00-1307<br><br>01-12-01-2527-0457-5120.00-1307 | Restaurant Management/SBVC   | \$11,781.73   | SSutorus      |

| <i>Contract Type</i> | <i>Firm</i>                                     | <i>Purpose and Information</i>  | <i>Department / Location</i> | <i>Amount</i>                     | <i>Signed</i> |
|----------------------|---|---|------------------------------|-----------------------------------|---------------|
| <u>General</u>       |   |   |                              |                                   |               |
|                      | Ran Graphics, Inc                               | (6673) Service - Printing services for the printing of SBVC Catalog 2010-2011<br>Term: 6/11/2010 - 6/30/2010<br>01-00-01-8100-0000-5120.00-6010   | Instruction/SBVC             | \$6,633.75                        | SSutorus      |
|                      | San Bernardino County Superintendent of Schools | (6663) Service - Facilitate the reimbursement to area school districts for cost of substitutes for their faculty to attend Career Technical Education Events<br>Term: 6/11/2010 - 6/30/2010<br>01-15-35-8115-0470-5120.00-6899  | PDC/SBCCD                    | \$5,232.00                        | SSutorus      |
|                      | San Bernardino County Superintendent of Schools | (6435) Service - Reimbursement of postage expenses for Career Technical Education newsletters, flyers and informational packet to parents of Middle School students regarding upcoming events: Amendment 1 increases the not to exceed Amount From \$750 to \$768<br>Term: 2/12/2010 - 6/30/2010<br>01-15-35-8115-0470-5350.00-6899 | PDC/SBCCD                    | \$768.00<br>Amended Not to exceed | SSutorus      |

| <i>Contract Type</i>                 |  |                              |                   |               |
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| <i>Firm</i>                          | <i>Purpose and Information</i>   | <i>Department / Location</i> | <i>Amount</i>     | <i>Signed</i> |
| <b><u>General</u></b>                |  |                              |                   |               |
| Small Manufacturers' Institute (SMI) | (6687) Service - To facilitate the activities outlined in the 2010-2011 Career Technical Education Community Collaborative Grant Funded through California Community College Chancellor's Office: Middle School Cadere Project, Parent Forums and Tech Explorer Pilot Build<br>Term: 7/1/2010 - 6/30/2011<br>01-00-03-8115-0470-5120.00-6899                 | PDC/SBCCD                    | \$12,800.00       | SSutorus      |
| Stanley Security Solutions           | (6664) Service - Furnish and Install Motion Detector Part number DT435T: Plus \$10 per month monitoring Fee<br>Term: 6/14/2010 - 6/30/2015<br>01-00-35-8115-0465-6220.00-6840  | PDC/SBCCD                    | \$488.00          | SSutorus      |
| Strata Information Group (SIG)       | (5963) Service - IT Consulting Services - rate schedule \$160 per hour with a \$5 per hour increase per year plus reasonable travel cost: Amendment 1: Term date Extension to 06/30/2013 and to hold rate schedule for FY 2010-2011 to \$160 per hour with increases in the following years<br>Term: 6/1/2009 - 6/30/2013<br>01-00-03-9010-0000-5112.00-6780 | DETS/SBCCD                   | Per Rate Schedule | 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>                  |                          |  |                              |                             |               |
|  | TechSmith                | (6657) Software License - Five Licenses of SnagIt and Camtasia Studio with support<br>Term: 6/14/2010 - 6/30/2010<br>01-00-03-9010-0000-5830.00-6780 | DETS/SBCCD                   | \$234.95                    | SSutorus      |
| <b><i>SubTotal for General: 19</i></b> |                          |  |                              |                             |               |
| <b><u>General - FY 2010-2011</u></b>   |                          |  |                              |                             |               |
|  | AirGas West, Inc         | (6688) Service - Gas (cdbvblk) required for pool maintenance plus tank rental<br>Term: 7/1/2010 - 6/30/2011<br>01-00-01-9506-0000-5610.00-0510       | Maintenance/SBVC             | \$12,000.00                 | SSutorus      |
|  | Arrow Power Sweeping Inc | (6699) Service - Parking lot sweeping service for all of SBVC parking lots<br>Term: 7/1/2010 - 6/30/2011<br>01-18-31-9511-0304-5120.00-7100          | Maintenance/SBVC             | \$10,186.64                 | SSutorus      |
|  | Brinks, Inc              | (6706) Service - Compusafe Services and Rental of Safes for Five Years<br>Term: 7/1/2010 - 6/30/2015<br>01-00-02-9500-0000-5120.00-6720              | Administrative Services/CHC  | \$8,000.00<br>Not to Exceed | 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> |  |   |                              |                   |               |
|                                      | Burgess Moving & Storage               | (6693) Service - Document Storage and Management: Monthly Storage is \$0.35 per Carton, Access Fee \$1.75 per access, Barcode index Files \$0.05 to \$0.10, Delivery Schedule \$71 Per hour, Destruction Cost \$1 per carton plus Access charge, Carton Price \$1.25 each plus tax, Permanent Removal \$2.50 per Carton<br>Term: 7/1/2010 - 6/30/2013<br>01-00-03-9014-0000-5610.00-6600<br><br>01-00-03-9014-0000-5120.00-6600 | Facilities Planning/SBCCD    | Per Rate Schedule | SSutorus      |
|                                      | CODESP - Employee Selection Procedures | (6696) Joint Powers Agreement for Employee Selection Procedures - Pre-Employment Testing Services<br>Term: 7/1/2010 - 6/30/2011<br>01-18-03-9004-0302-5310.00-6760  | Human Resources/SBCCD        | \$1,750.00        | SSutorus      |
|                                      | Credentials Solutions                  | (6702) Service - Online Service for the purchase of parking decals: Cost to District is \$2.75 to \$4.50 per parking decal purchased<br>Term: 7/1/2010 - 6/30/2011<br>01-00-02-9520-0000-5120.00-6599   | Administrative Services/CHC  | Per Rate Schedule | 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> |                                   |   |                              |                                     |               |
|                                      | David Ollis Landscape Development | (6679) Service - Landscape and Grounds Maintenance Repair for District/PDC, ATTC and Annex Sites for FY 2010-2011<br>Term: 7/1/2010 - 6/30/2012<br>01-00-03-9514-0000-5120.00-6510<br><br>01-00-03-9514-0000-5640.00-6510 | Facilities Planning/SBCCD    | \$15,600.00<br>Plus cost of Repairs | SSutorus      |
|                                      | Dewey Pest Control                | (6677) Service - Pest control Service for District Office/PDC, ATTC and Annex Sites for FY 2010-2011<br>Term: 7/1/2010 - 6/30/2012<br>01-00-03-9514-0000-5560.00-6510   | Facilities Planning/SBCCD    | \$4,200.00                          | SSutorus      |
|                                      | Economic Modeling Specialists     | (6697) Professional Services - Environmental scan information to provide PDC with State wide data<br>Term: 7/1/2010 - 6/30/2011<br>01-00-35-8115-0466-5639.00-6840<br><br>01-00-03-8115-0473-5639.00-6840                 | PDC/SBCCD                    | \$5,000.00                          | SSutorus      |
|                                      | Heiberg Consulting, Inc           | (6705) Service - Annual support plan for Star program - Student Access Software<br>Term: 7/1/2010 - 6/30/2011<br>01-00-15-8208-0150-5830.00-6499  | Star Program/SBVC            | \$349.00                            | 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> |                                      |  |                              |                   |               |
|                                      | Inland Empire Tours & Transportation | (6676) Rental - Bus Rental for Field Trip to San Bernardino County Museum<br>Term: 7/14/2010 - 7/14/2010<br>01-00-32-9002-0228-5611.00-6600  | EOP&S/CHC                    | \$624.00          | SSutorus      |
|                                      | Inside Higher Education              | (6686) Advertising - Unlimited Job Posting in the Higher Ed online paper; unlimited access to the inside Higher Ed credentials bank<br>Term: 7/1/2010 - 6/30/2011<br>01-00-03-9004-0000-5801.00-6760 | Human Resources/SBCCD        | \$4,500.00        | SSutorus      |
|                                      | LeMay Construction                   | (6695) Service - On-Demand building repair service for District/PDC, ATTC and Annex<br>Term: 7/1/2010 - 6/30/2012<br>01-00-03-9514-0000-5640.00-6510   | Facilities Planning/SBCCD    | Per Rate Schedule | SSutorus      |
|                                      | Quick Caption, Inc                   | (6684) Service - Real Time Educational captioning services for students enrolled in SBCCD wide academic courses<br>Term: 7/1/2010 - 6/30/2012<br>01-11-01-8204-0202-5120.00-6420                     | DSP&S/SBCCD                  | \$17,881.00       | SSutorus      |
|                                      | Rialto Unified School District       | (6685) Rental - Room Rental at Rialto Community Center for Summer Robotic Camp<br>Term: 7/19/2010 - 7/23/2010  | PDC/SBCCD                    | No Cost           | SSutorus      |

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**Contract Type****Firm****Purpose and Information****Department / Location****Amount****Signed**

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**General - FY 2010-2011**

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|  |  |           |                             |          |
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| San Bernardino County<br>Superintendent of Schools | (6692) Service - Facilitate the reimbursement to area school districts for the cost of substitutes for the teachers attending Career Technical Education Events<br>Term: 7/1/2010 - 6/30/2011<br>01-00-03-8115-0470-5120.00-6899 | PDC/SBCCD | \$8,000.00<br>Not to Exceed | SSutorus |
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| SixTen and Associates | (6691) Service - State Mandated Cost Reimbursement Reporting and Services - Rate Schedule: Services Performed by President \$125 Per Hour; Services Performed by Senior Associates \$110 Per Hour; Services Performed by Associates \$90 Per Hour; Services Performed by Employees \$70 Per Hour<br>Term: 7/1/2010 - 6/30/2011<br>01-00-03-9006-0000-5120.00-6720 | Fiscal Services/SBCCD | \$12,000.00<br>Not to Exceed | SSutorus |
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| Small Manufacturers' Institute (SMI) | (6683) Service - Implementation and Control of the U.S. Department of Labor Employment Training Administration Southern California Logistics Technology Collaborative<br>Term: 7/2/2010 - 6/30/2011<br>01-00-03-8115-0476-5120.00-6840 | PDC/SBCCD | \$84,000.00 | SSutorus |
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| <i>Contract Type</i>                                     |   |                              |                                |               |
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| <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>                     |   |                              |                                |               |
| Three(3)M Occupational Health & Environmental Safety Div | (6701) Service - Online Respirator Medical Evaluations<br>Term: 7/1/2010 - 6/30/2011<br>01-00-02-9520-0000-5120.00-6599   | Administrative Services/CHC  | \$1,250.00                     | SSutorus      |
| TypeCare - Office Machine Service                        | (6639) Service - On Demand Repair and Maintenance Service of Typewriters Within the District's Campuses: SBVC, CHC, Annex, Transportation Center, ATTC, PDC and District Sites - Each Site and/or Department to Cover their Own Cost of Services<br>Term: 7/1/2010 - 6/30/2011                  | Business Services/SBCCD      | \$60.00<br>Per Hour Plus Parts | SSutorus      |
| Yucaipa Valley Golf Club                                 | (6712) Rental - golf course and driving range rental for CHC golf classes: rate schedule; range is \$9 per day for two hours per student and \$13.50 per day for 3 hours per student; green fees are \$21 per day per student<br>Term: 10/1/2010 - 8/31/2011<br>01-00-02-1510-0000-5610.00-0835 | Physical Education/CHC       | \$25,000.00<br>Not to Exceed   | SSutorus      |
| <b><i>SubTotal for General - FY 2010-2011: 21</i></b>    |   |                              |                                |               |

| <i>Contract Type</i>             |   |                              |               |               |
|----------------------------------|---|------------------------------|---------------|---------------|
| <i>Firm</i>                      | <i>Purpose and Information</i>  | <i>Department / Location</i> | <i>Amount</i> | <i>Signed</i> |
| <b><u>General - Ratified</u></b> |   |                              |               |               |
| Advanced Copy Systems, Inc       | (6671) Maintenance - Copier Maintenance Agreement for Sharp MX-2300N Serial Number 85065842 for FY 2009-2010<br>Term: 7/1/2009 - 6/30/2010<br>01-34-02-8106-0000-5637.00-6120<br>Ratification is requested; contract not received in time for previous Board meetings | Library/CHC                  | \$1,298.70    | SSutorus      |
| Advanced Copy Systems, Inc       | (6670) Maintenance - Copier Maintenance Agreement Sharp AR-M257 Serial Number 75046875 for FY 2009-2010<br>Term: 7/1/2009 - 6/30/2010<br>01-34-02-8106-0000-5637.00-6120<br>Ratification is requested; contract not received in time for previous Board meetings      | Library/CHC                  | \$576.00      | SSutorus      |
| Advanced Copy Systems, Inc       | (6669) Maintenance Agreement - Copier Maintenance for Sharp AR-M257 Serial Number 75036404 for FY 2009-2010<br>Term: 7/1/2009 - 6/30/2010<br>01-34-02-8106-0000-5637.00-6120<br>Ratification is requested; contract not received in time for previous Board meetings  | Library/CHC                  | \$576.00      | SSutorus      |
| Albrecht, Steve                  | (6708) Speaker - Keynote Speaker for three team building sessions to improve interactions between staff/employees and address sensitive services deficiency and responsiveness issues<br>Term: 5/24/2010 - 6/30/2010<br>01-00-03-9004-0000-5120.00-6730               | Human Resources/SBCCD        | \$2,500.00    | SSutorus      |

| <i>Contract Type</i>             | <i>Firm</i>                            | <i>Purpose and Information</i>   | <i>Department / Location</i> | <i>Amount</i> | <i>Signed</i> |
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| <b><u>General - Ratified</u></b> |  |  |                              |               |               |
|                                  | Barstow Community College District     | (6641) MOU - Shared Cost to Host Career Technical Education Institute Conference<br>Term: 3/10/2010 - 3/12/2010<br>01-15-35-8115-0470-5120.00-6899<br>Ratification is requested; contract not received in time for previous Board meetings                                   | PDC/SBCCD                    | \$908.00      | SSutorus      |
|                                  | Bear Valley Unified School District    | (6661) Rental - Use of Big Bear High School for SBVC satellite campus for Spring 2010<br>Term: 1/18/2010 - 5/27/2010<br>01-00-01-8112-0000-5610.00-6010<br>Ratification is requested; contract not received in time for previous Board meetings                              | Science/SBVC                 | \$3,486.00    | SSutorus      |
|                                  | Long Beach Community College District  | (6648) Service - To be an active partner and developer of the Southern California Logistics Training Collaborative<br>Term: 3/15/2010 - 6/30/2011<br>01-00-03-8115-0476-5120.00-6840<br>Ratification is requested; contract not received in time for previous Board meetings | PDC/SBCCD                    | \$33,483.00   | SSutorus      |
|                                  | Los Angeles Community College District | (6646) Service - To be an active partner and developer of Southern California Logistics Training Collaborative<br>Term: 3/15/2010 - 6/30/2011<br>01-00-03-8115-0476-5120.00-6840<br>Ratification is requested; contract not received in time for previous Board meetings     | PDC/SBCCD                    | \$57,855.00   | SSutorus      |



| <i>Contract Type</i>                         |   |                              |               |               |
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| <i>Firm</i>                                  | <i>Purpose and Information</i>  | <i>Department / Location</i> | <i>Amount</i> | <i>Signed</i> |
| <b><u>General - Ratified</u></b>             |   |                              |               |               |
| Manufacturing Skills Standard Council (MSSC) | (6647) Service - Train Faculty to be proficient in logistics and obtaining nationally recognized certifications in logistics industry<br>Term: 3/15/2010 - 6/30/2011<br>01-00-03-8115-0476-5120.00-6840<br>Ratification is requested; contract not received in time for previous Board meetings | PDC/SBCCD                    | \$13,840.00   | SSutorus      |
| Party Plus Rentals                           | (6644) Rental - Rental of Canopy, Chairs and Tables for 2010 Employee Service Recognition<br>Term: 5/13/2010 - 5/13/2010<br>01-18-35-9004-0302-5610.00-6760<br>Ratification is requested; contract not received in time for previous Board meetings   | Human Resources/SBCCD        | \$430.00      | SSutorus      |
| Riverside Community College District         | (6645) Service - To be an active partner and developer of the Southern California Logistics Training Collaborative<br>Term: 3/15/2010 - 6/30/2010<br>01-00-03-8115-0476-5120.00-6840<br>Ratification is requested; contract not received in time for previous Board meetings                    | PDC/SBCCD                    | \$49,461.00   | SSutorus      |
| San Bernardino, County of                    | (6640) Clinical - Clinical site agreement for Radiology Tech Program<br>Term: 7/1/2009 - 6/30/2010<br>01-00-02-5626-0000-5120.00-1225<br>Ratification is requested; contract not received in time for previous Board meetings   | Program Development/CHC      | \$46,000.00   | 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> |  |                              |               |               |
| SiteCore USA                     | (6652) Software - software maintenance for SiteCore CMS for one year<br>Term: 5/5/2010 - 5/6/2011<br>01-00-01-0000-0000-9220.00-0000<br>Ratification is requested; contract not received in time for previous Board meetings   | DETS/SBCCD                   | \$5,000.00    | SSutorus      |
| VeriSign Inc                     | (6707) Service - Secure Ste SSL Certificate, 40-bit minimum to 256-bit SSL encryption, with \$100,000 warranty, VeriSign Secured Seal, unlimited fee revocation /replacement for enterprise accounts validity period for one year<br>Term: 3/1/2010 - 2/28/2011<br>01-00-03-9010-0000-5639.00-6480<br>Ratification is requested; contract not received in time for previous Board meetings | DETS/SBCCD                   | \$1,197.00    | SSutorus      |
| Waterfall Mobile, Inc            | (6660) Service - AlertU Renewal as part of the California Community Colleges Member Colleges Agreement<br>Term: 3/1/2010 - 2/28/2011<br>Ratification is requested; contract not received in time for previous Board meetings   | DETS/SBCCD                   | No Cost       | SSutorus      |

| <i>Contract Type</i>             | <i>Firm</i>                             | <i>Purpose and Information</i>   | <i>Department / Location</i> | <i>Amount</i> | <i>Signed</i> |
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| <b><u>General - Ratified</u></b> |   |  |                              |               |               |
|                                  | Westin, The; Mission Hills Resort & Spa | (6270) Rental - Block room rental, meeting room rental and catering for Desert Regional Consortium Career and Technical Conference: Amendment1 increase in food volume increased cost by \$6,263.13; Increase contract value from \$17,912.50 to \$24,175.63<br>Term: 3/10/2010 - 3/11/2010<br>01-15-35-8115-0476-5120.00-6899<br>Ratification is requested; contract not received in time for previous Board meetings | PDC/SBCCD                    | \$24,175.63   | SSutorus      |

***SubTotal for General - Ratified: 16***

**Grant/Award Income**

|  |   |  |   |              |          |
|--|---|--|---|--------------|----------|
|  | San Bernardino City Unified School District | (5688) Grant - As Part of AB172 SBVC Develop and Provide a Pre-Kindergarten and Family Literacy Program: Funded through the Formula of \$21.22 Per Child Per Instructional Day for 54 Children; Term Dates 02-12-2009 to 06-30-2009: Amemdment 1- Term Dates Through 06-30-2010 - Grant Increase of \$126,598.50: Amendment 2 - Contract Decreased by \$3,311.50: Amendment 3 - Time Extended to 06/30/2011<br>Term: 2/13/2009 - 6/30/2010 | Child Care Center/SBVC<br>Revised Not to Exceed Value | \$206,258.00 | SSutorus |
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***SubTotal for Grant/Award Income: 1***

| <i>Contract Type</i>                               | <i>Firm</i>                           | <i>Purpose and Information</i>  | <i>Department / Location</i> | <i>Amount</i>                         | <i>Signed</i> |
|--|---------------------------------------|---|------------------------------|---------------------------------------|---------------|
| <b><u>Income - Contract Ed</u></b>                 |                                       |   |                              |                                       |               |
|  | San Bernardino, County of             | (5063) Grant - Vocational Education and Training Agreement for CalWorks Participants for FY 2008-2009 Reimbursement of \$800,000; FY 2009-2010 \$800,000: Amendment 1 - Time Extension to 06/30/2010: Amendment 2 Time extension to 06/30/2011 and additional funding of \$800,000<br>Term: 7/1/2008 - 6/30/2011<br>01-00-01-8120-0265-8629.00-0000 | Calworks/SBVC                | \$2,400,000.00<br>Revised Total Value | SSutorus      |
|  | SEIU - United Healthcare Workers-West | (6713) Contract Ed - Student Registration Deferral for Biology and English Courses for Fall 2010 Semester<br>Term: 8/1/2010 - 12/31/2010  | Science/SBVC                 | \$2,750.00                            | SSutorus      |
|  | Workability III Program               | (6682) Contract Education - Employment Training Workshop for Workability III participants<br>Term: 7/1/2010 - 6/30/2011   | PDC/SBCCD                    | \$54.00                               | SSutorus      |
| <b><i>SubTotal for Income - Contract Ed: 3</i></b> |                                       |   |                              |                                       |               |
| <b><u>Income - Facilities Use</u></b>              |                                       |   |                              |                                       |               |
|  | California Virtual Academies          | (6665) Facilities Use - Use of Greek Theater for Graduation<br>Term: 6/15/2010 - 6/15/2010  | Administrative Services/SBVC | \$1,165.79                            | SSutorus      |

| <i>Contract Type</i> | <i>Firm</i> | <i>Purpose and Information</i> | <i>Department / Location</i> | <i>Amount</i> | <i>Signed</i> |
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**Income - Facilities Use**

|   |   |                              |            |          |
|---|---|------------------------------|------------|----------|
| Latino Faculty, Staff and Administrators, Assoc. of SBCCD | (6655) Facilities Use - Use of Outside Auditorium Archway for Scholarship Fundraiser: Fee waived event held during operational hours<br>Term: 5/6/2010 - 5/6/2010 | Administrative Services/SBVC | Fee Waived | SSutorus |
|---|---|------------------------------|------------|----------|

|   |  |                 |          |          |
|---|--|-----------------|----------|----------|
| Latino Faculty, Staff and Administrators, Assoc. of SBCCD | (6672) Facilities Use - Use of PAC for Latino Graduation: Rental fee rates apply as event was held outside of operational hours<br>Term: 5/16/2010 - 5/16/2010 | Maintenance/CHC | \$659.77 | SSutorus |
|---|--|-----------------|----------|----------|

|   |  |                              |            |          |
|---|--|------------------------------|------------|----------|
| San Bernardino City Unified School District | (6642) Facilities Use - Use of Greek Theater for San Andreas High School Graduation<br>Term: 6/8/2010 - 6/8/2010 | Administrative Services/SBVC | \$1,008.59 | SSutorus |
|---|--|------------------------------|------------|----------|

***SubTotal for Income - Facilities Use: 4***

**Income - General**

|                     |  |                |                |          |
|---------------------|--|----------------|----------------|----------|
| First Class Vending | (6221) Vending machine commission agreement for food vending on the SBVC campus: Amendment 1 - Term Date Change from 10/2009 through 10/2014 to a new start date of May 17, 2010 through May 16, 2015<br>Term: 5/17/2010 - 7/16/2015 | Cafeteria/SBVC | 30% Commission | SSutorus |
|---------------------|--|----------------|----------------|----------|

***SubTotal for Income - General: 1***

| <i>Contract Type</i>                                     | <i>Firm</i>             | <i>Purpose and Information</i>   | <i>Department / Location</i> | <i>Amount</i>                    | <i>Signed</i> |
|--|-------------------------|--|------------------------------|----------------------------------|---------------|
| <b><u>Income - Grant</u></b>                             |                         |  |                              |                                  |               |
|  | CCC Chancellor's Office | (6468) Grant - Economic and Workforce Development Grant: Incumbent Worker Responsive Training: Amendent Grant Extension to 12-31-2010<br>Term: 7/1/2009 - 12/31/2010<br>01-00-03-8115-0467-8629.00-6840  | PDC/SBCCD                    | \$121,470.00                     | SSutorus      |
|  | CCC Chancellor's Office | (4808) Grant - Economic Workforce Development Program - Incentive Training for Fiscal Years 2008-2010; Amendment 1 to Change the Year One Deliverables Time Extension to 07-01-2008 to 09-30-2009; Year Two Deliverables Remain the Same: Amendment 4 - Time Extension to December 31, 2010<br>Term: 7/1/2008 - 12/31/2010 | PDC/SBCCD                    | \$428,846.00<br>Corrected Amount | SSutorus      |
| <hr/> <b><i>SubTotal for Income - Grant: 2</i></b> <hr/> |                         |  |                              |                                  |               |
| <b><u>Maintenance - FY 2010-2011</u></b>                 |                         |  |                              |                                  |               |
|  | AA Equipment CP/GT      | (6700) Maintenance Agreement - Routine Maintenance on Rotary Mowers<br>Term: 7/1/2010 - 6/30/2011<br>01-00-01-9504-0000-5630.00-6550   | Maintenance/SBVC             | \$1,540.00                       | 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>Maintenance - FY 2010-2011</u></b> |   |  |                              |               |               |
|  | ACCS, Air Conditioning Control Systems, Inc | (6674) Maintenance Agreement - Routine HVAC Maintenance for SBVC Campus FY 2010-2011: Additional Repairs are Billed at Rate of \$220 Per Hour for Normal, \$330 Per Hour for After Hours and \$440 Per Hour for Sundays and Holidays<br>Term: 7/1/2010 - 6/30/2011<br>01-00-01-9506-0000-5531.00-6510<br><br>01-00-01-9506-0000-5640.00-6510 | Maintenance/SBVC             | \$14,630.00   | SSutorus      |
|  | ACH Mechanical Contractors, Inc             | (6694) Maintenance Agreement - General Maintenance on HVAC Systems at District/PDC, ATTC and Annex Sites<br>Term: 7/1/2010 - 6/30/2012<br>01-00-03-9514-0000-5640.00-6510<br><br>01-00-03-9514-0000-5631.00-6510   | Facilities Planning/SBCCD    | \$14,108.00   | 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>Maintenance - FY 2010-2011</u></b> |                           |   |  |               |               |
|  | Cintas Fire Protection    | (6680) Maintenance Agreement - Annual Inspection and testing to include up to \$500 worth of repairs: On-Demand repairs at a rate of Normal \$110 per hour, Overtime \$165 per hour, and Double-time \$220 per hour: On-Demand services not to exceed \$1,800<br>Term: 7/1/2010 - 6/30/2012<br>01-00-03-9514-0000-5630.00-6510<br><br>01-00-03-9514-0000-5640.00-6510 | Facilities Planning/SBCCD<br>Plus On-Demand Services | \$2,550.00    | SSutorus      |
|  | E. G. Brennan and Co, LLC | (6690) Maintenance Agreement - General Maintenance on Hedman 2300 Check Printer<br>Term: 7/1/2010 - 6/30/2011<br>01-00-03-9014-0000-5637.00-6600  | Facilities Planning/SBCCD                            | \$170.50      | SSutorus      |
|  | Oce North America, Inc    | (6689) Maintenance Agreement - Copier Maintenance for OCE 3165 for FY 2010-2011<br>Term: 7/1/2010 - 6/30/2011<br>01-00-03-9014-0000-5637.00-6600  | Facilities Planning/SBCCD<br>Plus \$0.01198 Per Copy | \$2,691.60    | 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>Maintenance - FY 2010-2011</u></b>                 |   |                              |               |               |
| Pitney Bowes Inc   | (6675) Maintenance Agreement - Postage Meter Maintenance for FY 2010-2011<br>Term: 7/1/2010 - 6/30/2011<br>01-00-01-9502-0000-5610.00-6770<br><br>01-00-01-9502-0000-5630.00-6770 | Maintenance/SBVC             | \$4,158.00    | SSutorus      |
| TypeCare - Office Machine Service                        | (6678) Maintenance Agreement - CHC Typewriter Maintenance for FY 2010-2011<br>Term: 7/1/2010 - 6/30/2011<br>01-00-02-9520-0000-5637.00-6770                                       | Administrative Services/CHC  | \$2,014.00    | SSutorus      |
| Yale/Chase Material Handling                             | (6698) Maintenance Agreement -Routine Maintenance on Massby Ferguson MF2135TURF Tractor<br>Term: 7/1/2010 - 6/3/2011<br>01-00-01-9504-0000-5630.00-6550                           | Maintenance/SBVC             | \$500.00      | SSutorus      |
| <b><u>SubTotal for Maintenance - FY 2010-2011: 9</u></b> |   |                              |               |               |
| <b><u>Rescinded</u></b>                                  |   |                              |               |               |
| Holiday Inn Express - Beaumont                           | (6511) Service - Catering & room rental for "Developmental Education Program"; Event Cancelled<br>Term: 5/7/2010 - 5/7/2010<br>01-00-25-9002-0228-5200.00-6600                    | Instruction/CHC              | \$1,111.50    | SSutorus      |

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*Contract Type*

*Firm*

*Purpose and Information*

*Department / Location*

*Amount*

*Signed*

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*Rescinded*

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*SubTotal for Rescinded: 1*

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*Grand Total Contracts for Board Date 6/10/2010: 88*

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: June 10, 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 04/21/2010 TO DATE 05/20/2010

72 San Bernardino Community Col

Restricted and Unrestricted

FISCAL YR: 10

| APPROVED      |        |                                | 09/25/2009     | 04/21/2010     | BUDGET      | 05/20/2010     |
|---------------|--------|--------------------------------|----------------|----------------|-------------|----------------|
| FUND          | OBJECT | DESCRIPTION                    | ADOPTED BUDGET | REVISED BUDGET | ADJUSTMENTS | REVISED BUDGET |
| 01            | 1200   | CONTRACT CERT. ADMINISTRATORS  | 5,369,814.00   | 4,901,937.47   | -9,600.00   | 4,892,337.47   |
|               | 1300   | INSTRUCTORS DAY/HOURLY         | 8,763,070.00   | 8,350,844.11   | 584.28      | 8,351,428.39   |
|               | 1480   | NONINSTRUCTION HOURLY          | 691,830.00     | 787,309.67     | 40,486.09   | 827,795.76     |
|               | 2180   | CLASSIFIED CONFIDENTIAL EMPLOY | 14,394,005.00  | 14,174,420.35  | -26,920.20  | 14,147,500.15  |
|               | 2380   | PART-TIME/OVERTIME/STUDENT     | 1,818,112.00   | 2,483,593.54   | -76,551.25  | 2,407,042.29   |
|               | 2400   | INST AIDES-HOURLY- DIR.INSTRUC | 1,035,805.00   | 1,027,478.83   | -4,986.75   | 1,022,492.08   |
|               | 3180   | STRS OTHER ACADEMIC-N.I-OTHERS | 381,718.00     | 372,453.03     | 4,413.23    | 376,866.26     |
|               | 3228   | PERS CLASS/I.A.-NON-INST-OTHER | 1,597,966.00   | 1,598,794.22   | -14,995.13  | 1,583,799.09   |
|               | 3328   | OASDI CLASS/I.A.-NON-INST OTHE | 901,951.00     | 902,466.80     | -1,188.97   | 901,277.83     |
|               | 3346   | MEDICARE NON-INSTRUCTIONAL     | 412,945.00     | 413,778.42     | -819.77     | 412,958.65     |
|               | 3360   | PARS-NON-INSTRUCTIONAL         | .00            | 550.52         | 84.98       | 635.50         |
|               | 3410   | HEALTH & WELFARE-CERT/I.A INST | 1,908,910.00   | 1,908,910.00   | -3,355.00   | 1,905,555.00   |
|               | 3420   | HEALTH & WELFARE-CLAS/I.A-N.I. | 3,149,670.00   | 3,309,266.12   | -390.63     | 3,308,875.49   |
|               | 3430   | HEALTH & WELFARE-OTH ACAD-N.I  | 771,155.00     | 765,325.68     | 3,124.67    | 768,450.35     |
|               | 3528   | SUI CLASS/I.A. NON-INSTR OTHER | 47,596.00      | 47,614.40      | -177.71     | 47,436.69      |
|               | 3530   | SUI OTHER ACADEMIC N.I.ADM/SUP | 16,110.00      | 16,149.95      | -29.00      | 16,120.95      |
|               | 3538   | SUI OTHER ACADEMIC-N.I. OTHERS | 14,952.00      | 15,076.49      | 147.27      | 15,223.76      |
|               | 3628   | W/C CLASS/I.A.-NON-INSTR-OTHER | 381,285.00     | 381,405.00     | -439.93     | 380,965.07     |
|               | 3638   | W/C OTHER ACADEMIC-N.I. -OTHER | 51,437.00      | 51,437.00      | -100.00     | 51,337.00      |
|               | 3928   | LIFE-CLASS/I.A. NON-INST-OTHER | 16,172.00      | 16,169.53      | -4.30       | 16,165.23      |
|               | 3938   | LIFE-OTHER ACADEMIC N.I. OTHER | 2,258.00       | 2,248.90       | -4.30       | 2,244.60       |
|               | 3940   | RETIREE INCENTIVE-CLASSIFIED   | 25,000.00      | 25,069.08      | 51.80       | 25,120.88      |
|               | 4100   | TEXTBOOKS                      | 19,659.78      | 44,245.80      | -12,500.00  | 31,745.80      |
|               | 4200   | BOOK,MAGAZINE&PERIOD-DIST.USE  | 212,810.06     | 105,643.06     | -954.48     | 104,688.58     |
|               | 4300   | INSTRUCTIONAL SUPPLIES         | 430,701.32     | 487,052.38     | 11,708.12   | 498,760.50     |
|               | 4400   | MEDIA AND SOFTWARE-DISTRCT USE | 116,917.37     | 153,616.52     | -6,532.54   | 147,083.98     |
|               | 4500   | NONINSTRUCTIONAL SUPPLIES      | 1,694,347.25   | 1,323,355.55   | 941.61      | 1,324,297.16   |
|               | 4700   | FOOD SUPPLIES                  | 40,100.00      | 35,851.03      | -5,149.60   | 30,701.43      |
|               | 5100   | PERSON&CONSULTANT SVC-DIST USE | 3,774,050.40   | 8,011,920.06   | 26,041.29   | 8,037,961.35   |
|               | 5200   | TRAVEL & CONFERENCE EXPENSES   | 745,538.49     | 764,979.59     | -43,387.41  | 721,592.18     |
|               | 5300   | POST/DUES/MEMBERSHIPS-DIST.USE | 448,008.00     | 399,815.70     | -1,417.06   | 398,398.64     |
|               | 5500   | UTILITIES & HOUSEKEEP-DIST.USE | 2,784,896.40   | 2,958,783.08   | 650.00      | 2,959,433.08   |
|               | 5600   | RENTS,LEASES&REPAIRS-DIST.USE  | 1,874,975.27   | 1,971,502.57   | 76,513.52   | 2,048,016.09   |
|               | 5800   | OTHER OPERATING EXP-DIST. USE  | 5,662,804.77   | 5,276,078.83   | -94,376.57  | 5,181,702.26   |
|               | 6120   | SITE IMPROVEMENT               | 291,830.00     | 180,163.04     | 91,360.00   | 271,523.04     |
|               | 6200   | BUILDINGS&IMPROVEMENT-DIST.USE | 544,963.86     | 569,613.86     | 500.00      | 570,113.86     |
|               | 6300   | LIBRARY BOOKS - EXPANSION      | 90,244.00      | 80,075.43      | 10,000.00   | 90,075.43      |
|               | 6400   | ADDITIONAL/IMPROVED EQUIPMENT  | 2,138,435.76   | 2,387,574.41   | 68,489.36   | 2,456,063.77   |
|               | 7300   | INTERFUND TRANSFERS            | 2,459,212.00   | 4,697,157.00   | -194,399.00 | 4,502,758.00   |
|               | 7500   | OTHER OUTGO-STUDENT FIN AID    | 126,557.00     | 79,342.00      | 3,596.86    | 82,938.86      |
|               | 7600   | OTHER STUDENT AID              | 866,579.02     | 896,235.38     | 7,201.52    | 903,436.90     |
| TOTAL EXPENSE |        |                                | 66,074,391.75  | 71,975,304.40  | -152,385.00 | 71,822,919.40  |
|               | 8620   | GENERAL CATEGORICAL PROGRAMS   | 8,110,596.75   | 7,959,794.58   | -118,623.00 | 7,841,171.58   |
|               | 8650   | REIMBURSABLE CATEGORICAL PROG  | 1,741,282.84   | 2,267,216.84   | -43,762.00  | 2,223,454.84   |
|               | 8820   | CONTRIBUTIONS,GIFTS,GRANTS,END | 139,182.78     | 155,682.78     | 10,000.00   | 165,682.78     |
| TOTAL REVENUE |        |                                | 9,991,062.37   | 10,382,694.20  | -152,385.00 | 10,230,309.20  |

BEST NET CONSORTIUM  
BUDGET ADJUSTMENT REPORT  
FROM DATE 04/21/2010 TO DATE 05/20/2010

72 San Bernardino Community Col

Restricted and Unrestricted

FISCAL YR: 10

| APPROVED      |        | =====                          |                              |                              |                       |                              |
|---------------|--------|--------------------------------|------------------------------|------------------------------|-----------------------|------------------------------|
| FUND          | OBJECT | DESCRIPTION                    | 09/25/2009<br>ADOPTED BUDGET | 04/21/2010<br>REVISED BUDGET | BUDGET<br>ADJUSTMENTS | 05/20/2010<br>REVISED BUDGET |
|               |        | =====                          |                              |                              |                       |                              |
| 42            | 6120   | SITE IMPROVEMENT               | 14,116,072.01                | 14,069,223.73                | 18,000.00             | 14,087,223.73                |
|               | 6200   | BUILDINGS&IMPROVEMENT-DIST.USE | 74,337,790.98                | 72,859,817.76                | -18,000.00            | 72,841,817.76                |
| TOTAL EXPENSE |        |                                | 88,453,862.99                | 86,929,041.49                | .00                   | 86,929,041.49                |

BEST NET CONSORTIUM  
BUDGET ADJUSTMENT REPORT  
FROM DATE 04/21/2010 TO DATE 05/20/2010

72 San Bernardino Community Col

Restricted and Unrestricted

FISCAL YR: 10

| APPROVED      |        | 09/25/2009                   |                | 04/21/2010     |               | BUDGET         |            |
|---------------|--------|------------------------------|----------------|----------------|---------------|----------------|------------|
| FUND          | OBJECT | DESCRIPTION                  | ADOPTED BUDGET | REVISED BUDGET | ADJUSTMENTS   | REVISED BUDGET | 05/20/2010 |
| 68            | 3940   | RETIREE INCENTIVE-CLASSIFIED | 610,000.00     | 952,000.00     | 1,025,000.00  | 1,977,000.00   |            |
|               | 7900   | RESERVE FOR CONTINGENCIES    | 500,000.00     | 2,458,000.00   | -1,025,000.00 | 1,433,000.00   |            |
| TOTAL EXPENSE |        |                              | 1,110,000.00   | 3,410,000.00   | .00           | 3,410,000.00   |            |

BEST NET CONSORTIUM  
BUDGET ADJUSTMENT REPORT  
FROM DATE 04/21/2010 TO DATE 05/20/2010

72 San Bernardino Community Col

Restricted and Unrestricted

FISCAL YR: 10

| APPROVED      |        |                                | 09/25/2009     | 04/21/2010     | BUDGET      | 05/20/2010     |
|---------------|--------|--------------------------------|----------------|----------------|-------------|----------------|
| FUND          | OBJECT | DESCRIPTION                    | ADOPTED BUDGET | REVISED BUDGET | ADJUSTMENTS | REVISED BUDGET |
| 74            | 2380   | PART-TIME/OVERTIME/STUDENT     | 35,000.00      | 35,000.00      | 8,000.00    | 43,000.00      |
|               | 5100   | PERSON&CONSULTANT SVC-DIST USE | 59,702.23      | 59,602.23      | -5,000.00   | 54,602.23      |
|               | 5500   | UTILITIES & HOUSEKEEP-DIST.USE | 173,962.84     | 183,218.61     | -3,000.00   | 180,218.61     |
| TOTAL EXPENSE |        |                                | 268,665.07     | 277,820.84     | .00         | 277,820.84     |

RECEIVED  
S.B.V.C.

FRESHMAN'S OFFICE, CALIF. MAY 11 2010  
Budget Adjustment 2009-2010

DATE: 05/06/10  
 LOCATION: SBVC/CalWORKs  
 VICE PRESIDENT OF STUDENT SERVICES  
 RESPONSIBILITY CENTER MANAGER: Zelma Russ, Damon Bell  
 PRESIDENT: Debra Daniels  
 5/11/10

Damon Bell  
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)        |
|              |       |      |         |        |         |      |              | \$ -                   |
|              |       |      |         |        |         |      |              | \$ -                   |
|              |       |      |         |        |         |      |              | \$ -                   |
|              |       |      |         |        |         |      |              | \$ -                   |
| <b>TOTAL</b> |       |      |         |        |         |      |              | <b>\$ (191,854.00)</b> |

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)         |
| <b>TOTAL</b> |       |      |         |        |         |      |                                  | <b>\$ (191,854.00)</b> |

JUSTIFICATION

Augmentation adjustment made to reflect decrease in the SBVC CalWORKs budget to reallocate supplemental work-study TANF funds for fiscal year 2009/2010 for accurate fiscal reporting per the California Community College Chancellor's Office, CalWORKs Division. All appropriate expenses will be charged to a supplemental TANF account.

|   |                  |                              |
|---|------------------|------------------------------|
| Controller<br><i>[Signature]</i>            | Chancellor       | Board Action Date<br>6/10/10 |
| Batch Transfer Number/Reference #<br>100796 | Posted By:<br>SL | Date:<br>5/18                |



RECEIVED  
S.B.V.C.

MAY 11 2010

Budget Adjustment 2009-2010

PRESIDENT'S OFFICE  
VICE PRESIDENT OF  
STUDENT SERVICES

|                  |                           |   |                            |
|------------------|---------------------------|---|----------------------------|
| Date<br>05/06/10 | Location<br>SBVC/CalWORKs | Responsibility Center Manager<br>Zelma Russ<br>Damon Bell | President<br>Debra Daniels |
|------------------|---------------------------|---|----------------------------|

*Damon Bell*  
INCOME

*Call 5/11/10*

| Fund         | Lf Sp | Site | Program | Subpro | Object  | Type | Account Name              | Amount in \$'s       |
|--------------|-------|------|---------|--------|---------|------|---------------------------|----------------------|
| 01           | 45    | 01   | 8120    | 0267   | 8626.00 | 0000 | TANF (Supplemental Funds) | \$ 191,854.00        |
|              |       |      |         |        |         |      |                           | \$ -                 |
|              |       |      |         |        |         |      |                           | \$ -                 |
|              |       |      |         |        |         |      |                           | \$ -                 |
|              |       |      |         |        |         |      |                           | \$ -                 |
| <b>TOTAL</b> |       |      |         |        |         |      |                           | <b>\$ 191,854.00</b> |

EXPENSES

| Fund         | Lf Sp | Site | Program | Subpro | Object  | Type | Account Name                     | Amount in \$'s       |
|--------------|-------|------|---------|--------|---------|------|----------------------------------|----------------------|
| 01           | 45    | 01   | 8120    | 0267   | 2383.00 | 1500 | Work study                       | \$ 6,500.00          |
| 01           | 45    | 01   | 8120    | 0267   | 2380.00 | 6910 | Salary                           | \$ 117.00            |
| 01           | 45    | 01   | 8120    | 0267   | 2381.00 | 6470 | Non-Student Hourly               | \$ 13,573.00         |
| 01           | 45    | 01   | 8120    | 0267   | 2383.00 | 0948 | Work study                       | \$ 10,000.00         |
| 01           | 45    | 01   | 8120    | 0267   | 2383.00 | 1701 | Work study                       | \$ 8,724.33          |
| 01           | 45    | 01   | 8120    | 0267   | 2383.00 | 6200 | Work study                       | \$ 8,724.33          |
| 01           | 45    | 01   | 8120    | 0267   | 2383.00 | 6770 | Work study                       | \$ 6,700.00          |
| 01           | 45    | 01   | 8120    | 0267   | 2383.00 | 6840 | Work study                       | \$ 6,500.00          |
| 01           | 45    | 01   | 8120    | 0267   | 2383.00 | 6899 | Work study                       | \$ 12,000.00         |
| 01           | 45    | 01   | 8120    | 0267   | 2383.00 | 6910 | Work study                       | \$ 7,724.34          |
| 01           | 45    | 01   | 8120    | 0267   | 2383.00 | 6920 | Work study                       | \$ 15,400.00         |
| 01           | 45    | 01   | 8120    | 0267   | 2382.00 | 6470 | Overtime                         | \$ 5,000.00          |
| 01           | 45    | 01   | 8120    | 0267   | 4500.00 | 6470 | Non-instructional Supplies       | \$ 2,500.00          |
| 01           | 45    | 01   | 8120    | 0267   | 6410.00 | 6470 | Add'l/Improved Equipment         | \$ 15,000.00         |
| 01           | 45    | 01   | 8120    | 0267   | 7600.00 | 7320 | Other Student Aid                | \$ 10,000.00         |
| 01           | 45    | 01   | 8120    | 0267   | 5210.00 | 6470 | Personal Mileage                 | \$ 1,000.00          |
| 01           | 45    | 01   | 8120    | 0267   | 5120.00 | 6470 | Other Contracts/Outside services | \$ 62,391.00         |
| <b>TOTAL</b> |       |      |         |        |         |      |                                  | <b>\$ 191,854.00</b> |

JUSTIFICATION

Adjustment made to reflect supplemental TANF work-study funds allocation for fiscal year 2009/2010. See attached documentation.

|  |                         |                                     |
|--|-------------------------|-------------------------------------|
| Controller<br><i>Cromero</i>                       | Chancellor              | Board Action Date<br><i>6/10/10</i> |
| Batch Transfer Number/Reference #<br><i>100794</i> | Posted By:<br><i>SK</i> | Date:<br><i>5/18</i>                |

RECEIVED

APR 30 10

OFFICE OF CalWORKs

S.B.V.C.

APR 26 2010

# Budget Adjustment 2009-2010

VICE PRESIDENT OF STUDENT SERVICES

|                   |   |   |                            |
|-------------------|---|---|----------------------------|
| Date<br>4/23/2010 | Location<br>SBVC/Career College<br>CalWORKs & Workforce Educ. | Responsibility Center Manager<br>Zelma Russ<br>Damon Bell, VP Student Svc's | President<br>Debra Daniels |
|-------------------|---|---|----------------------------|

*Damon Bell*  
INCOME

| Fund         | Lf Sp | Site | Program | Subpro | Object  | Type | Account Name | Amount in \$'s        |
|--------------|-------|------|---------|--------|---------|------|--------------|-----------------------|
| 01           | 00    | 01   | 8306    | 0210   | 8659.00 | 0000 | Income       | \$ (43,762.00)        |
|              |       |      |         |        |         |      |              | \$ -                  |
|              |       |      |         |        |         |      |              | \$ -                  |
|              |       |      |         |        |         |      |              | \$ -                  |
|              |       |      |         |        |         |      |              | \$ -                  |
|              |       |      |         |        |         |      |              | \$ -                  |
|              |       |      |         |        |         |      |              | \$ -                  |
| <b>TOTAL</b> |       |      |         |        |         |      |              | <b>\$ (43,762.00)</b> |

## EXPENSES

| Fund | Lf Sp | Site | Program | Subpro | Object  | Type | Account Name                        | Amount in \$'s              |
|------|-------|------|---------|--------|---------|------|-------------------------------------|-----------------------------|
| 01   | 00    | 01   | 8306    | 0210   | 2181.00 | 1305 | Class Unit Mem Non-Instr            | \$ (16,033.20)              |
| 01   | 00    | 01   | 8306    | 0210   | 2381.00 | 1305 | Non-Student Hourly                  | \$ (1,490.00)               |
| 01   | 00    | 01   | 8306    | 0210   | 3228.00 | 1305 | Benefits                            | \$ (2,017.34)               |
| 01   | 00    | 01   | 8306    | 0210   | 3328.00 | 1305 | Benefits                            | \$ (1,290.14)               |
| 01   | 00    | 01   | 8306    | 0210   | 3421.00 | 1305 | Benefits                            | \$ (340.07)                 |
| 01   | 00    | 01   | 8306    | 0210   | 3424.00 | 1305 | Benefits                            | \$ (2,952.14)               |
| 01   | 00    | 01   | 8306    | 0210   | 3425.00 | 1305 | Benefits                            | \$ (59.37)                  |
| 01   | 00    | 01   | 8306    | 0210   | 3628.00 | 1305 | Benefits                            | \$ (439.93)                 |
| 01   | 00    | 01   | 8306    | 0210   | 2389.00 | 1305 | Facilitator Non-FTE                 | \$ (10,000.00)              |
| 01   | 00    | 01   | 8306    | 0210   | 4220.00 | 1305 | Reference Books                     | \$ (950.00)                 |
| 01   | 00    | 01   | 8306    | 0210   | 4300.00 | 1305 | Instructional Supplies              | \$ (1,200.00)               |
| 01   | 00    | 01   | 8306    | 0210   | 4440.00 | 1305 | Media                               | \$ (1,000.00)               |
| 01   | 00    | 01   | 8306    | 0210   | 4500.00 | 1305 | Non-Instructional Supplies          | \$ (1,500.00)               |
| 01   | 00    | 01   | 8306    | 0210   | 4551.00 | 1305 | Printing                            | \$ (350.00)                 |
| 01   | 00    | 01   | 8306    | 0210   | 4700.00 | 1305 | Food Supplies                       | \$ (1,000.00)               |
| 01   | 00    | 01   | 8306    | 0210   | 5113.00 | 1305 | Consultant/Independent Contractor   | \$ (1,000.00)               |
| 01   | 00    | 01   | 8306    | 0210   | 5200.00 | 1305 | Travel/Refreshments/Conference Exp. | \$ (259.15)                 |
| 01   | 00    | 01   | 8306    | 0210   | 5610.00 | 1305 | Rentals                             | \$ (500.00)                 |
| 01   | 00    | 01   | 8306    | 0210   | 5809.00 | 1305 | Other Expenses & Fees               | \$ (1,292.90)               |
| 01   | 00    | 01   | 8306    | 0210   | 1480.00 | 1305 | <i>(\$87.76)</i>                    | <b>TOTAL \$ (43,762.00)</b> |

## JUSTIFICATION

Augmentation adjustment made to reflect decrease in Youth Empowerment Strategies to Success budget (YESS-ILP) for fiscal year 2009-2010. See attached allocation.

|                                   |            |                   |
|-----------------------------------|------------|-------------------|
| Controller                        | Chancellor | Board Action Date |
| <i>Chavez</i>                     |            | 6/10/10           |
| Batch Transfer Number/Reference # | Posted By: | Date:             |
| 100197                            | <i>Oil</i> | 6/18              |

PRESIDENT'S OFFICE, SBVC  
10 APR 27 AM 8:47

## Budget Adjustment 2009-2010

|                         |                                  |   |                                     |
|-------------------------|----------------------------------|---|-------------------------------------|
| Date<br><u>05/06/10</u> | Location<br><u>SBVC/CalWORKs</u> | Responsibility Center Manager<br><u>Zelma Russ</u><br><u>Rebecca Warren-Marlatt</u> | President<br><u>Gloria Harrison</u> |
|-------------------------|----------------------------------|---|-------------------------------------|

### INCOME

| Fund         | Lf Sp | Site | Program | Subpro | Object  | Type | Account Name              | Amount In \$'s     |
|--------------|-------|------|---------|--------|---------|------|---------------------------|--------------------|
| 01           | 45    | 02   | 8120    | 0267   | 8626.00 | 0000 | TANF (Supplemental Funds) | \$ 2,377.00        |
|              |       |      |         |        |         |      |                           | \$ -               |
|              |       |      |         |        |         |      |                           | \$ -               |
|              |       |      |         |        |         |      |                           | \$ -               |
|              |       |      |         |        |         |      |                           | \$ -               |
| <b>TOTAL</b> |       |      |         |        |         |      |                           | <b>\$ 2,377.00</b> |

### EXPENSES

| Fund         | Lf Sp | Site | Program | Subpro | Object  | Type | Account Name | Amount In \$'s     |
|--------------|-------|------|---------|--------|---------|------|--------------|--------------------|
| 01           | 45    | 02   | 8120    | 0267   | 5120.00 | 6470 | Work study   | \$ 2,377.00        |
|              |       |      |         |        |         |      |              | \$ -               |
|              |       |      |         |        |         |      |              | \$ -               |
|              |       |      |         |        |         |      |              | \$ -               |
|              |       |      |         |        |         |      |              | \$ -               |
|              |       |      |         |        |         |      |              | \$ -               |
|              |       |      |         |        |         |      |              | \$ -               |
|              |       |      |         |        |         |      |              | \$ -               |
|              |       |      |         |        |         |      |              | \$ -               |
|              |       |      |         |        |         |      |              | \$ -               |
|              |       |      |         |        |         |      |              | \$ -               |
|              |       |      |         |        |         |      |              | \$ -               |
|              |       |      |         |        |         |      |              | \$ -               |
|              |       |      |         |        |         |      |              | \$ -               |
|              |       |      |         |        |         |      |              | \$ -               |
|              |       |      |         |        |         |      |              | \$ -               |
|              |       |      |         |        |         |      |              | \$ -               |
|              |       |      |         |        |         |      |              | \$ -               |
|              |       |      |         |        |         |      |              | \$ -               |
|              |       |      |         |        |         |      |              | \$ -               |
|              |       |      |         |        |         |      |              | \$ -               |
| <b>TOTAL</b> |       |      |         |        |         |      |              | <b>\$ 2,377.00</b> |

### JUSTIFICATION

Adjustment made to reflect supplemental TANF work-study funds allocation for fiscal year 2009/2010. See attached documentation.

|  |                         |                                     |
|--|-------------------------|-------------------------------------|
| Controller<br><u>Chompson</u>                      | Chancellor              | Board Action Date<br><u>6/10/10</u> |
| Batch Transfer Number/Reference #<br><u>150798</u> | Posted By:<br><u>SR</u> | Date:<br><u>5/20</u>                |

**BUDGET ADJUSTMENT**

|          |          |                               |           |
|----------|----------|-------------------------------|-----------|
| Date     | Location | Responsibility Center Manager | President |
| 5/3/2010 | District | Bruce Baron                   |           |

**INCOME**

| Fund | Lf Sp | Site | Program | Subpro | Object | Type | Account Name | Amount in \$'s |
|------|-------|------|---------|--------|--------|------|--------------|----------------|
|      |       |      |         |        |        |      |              |                |
|      |       |      |         |        |        |      |              |                |
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|      |       |      |         |        |        |      |              |                |
|      |       |      |         |        |        |      |              |                |
|      |       |      |         |        |        |      |              |                |
|      |       |      |         |        |        |      |              |                |

**EXPENSES**

|    |    |    |      |      |         |      |                              |           |
|----|----|----|------|------|---------|------|------------------------------|-----------|
| 68 | 00 | 03 | 9750 | 0000 | 3940.00 | 6740 | Retiree Incentive-Classified | 358,000   |
| 68 | 00 | 03 | 9750 | 0000 | 3941.00 | 5900 | Retiree Incentive-Academic   | 402,000   |
| 68 | 00 | 03 | 9750 | 0000 | 7900.00 | 6799 | Reserve for Contingencies    | (760,000) |
|    |    |    |      |      |         |      |                              |           |
|    |    |    |      |      |         |      |                              |           |
|    |    |    |      |      |         |      |                              |           |
|    |    |    |      |      |         |      |                              |           |
|    |    |    |      |      |         |      |                              |           |
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|    |    |    |      |      |         |      |                              |           |
|    |    |    |      |      |         |      |                              |           |
|    |    |    |      |      |         |      |                              |           |
|    |    |    |      |      |         |      |                              |           |
|    |    |    |      |      |         |      |                              |           |
|    |    |    |      |      |         |      |                              |           |
|    |    |    |      |      |         |      |                              |           |
|    |    |    |      |      |         |      |                              |           |
|    |    |    |      |      |         |      |                              |           |
|    |    |    |      |      |         |      |                              |           |

\$ -

**JUSTIFICATION**

Transfer funds from Reserve to cover the 1st annuity payment for 2010 SERP Retirees

|                                   |            |                   |
|-----------------------------------|------------|-------------------|
| Controller                        | Chancellor | Board Action Date |
|                                   |            | 6/10/10           |
| Batch Transfer Number/Reference # | Posted By: | Date:             |
| 100793                            | SL         | 6/18              |

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: June 10, 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

**KEVIN FLEMING and EVGENIYA LINDSTROM** to San Diego, California, July 9-13, 2010, to attend the Environmental Systems Research Institute 2010 Education User Conference, with time and expenses. This is an opportunity to network and learn new functions of ArcGIS software. Funding is with the COE and HUB grants.

**ROBERT ALEXANDER and DANIEL SHEDD** to Newport Beach, California, August 13-14, 2010 to attend the CCLC Student Trustees Workshop, with expenses. This workshop is designed to help student trustees become knowledgeable, influential education policy-makers.

**TRELISA GLAZATOV** to Los Angeles, California, July 28-29, 2010 to attend Adobe Captivate 4 Advance Training, with time and expense. Trelisa will gain knowledge of how to develop/build interactive modules using Captivate. Training will be utilized to develop training for staff, faculty and students.

**TRELISA GLAZATOV** to Washington DC, October 18-21, 2010 to attend Blackboard Server Administrator Training, with time and expense. Trelisa will gain a better understanding of Blackboard Database Administration, and the training will enable her to better perform her duties as the district moves to the newest version of Blackboard.

**DONALD L. SINGER and JOHN M. FUTCH** to Toronto, Canada, October 18-23, 2010 to attend the 41<sup>st</sup> Annual ACCT Leadership Congress, with expenses. This conference is designed to engage community college trustees and CEOs in the timely exchange of innovative ideas, best practices, successful strategies, program design, tools, and policies.

## SBVC

**KATHLEEN ROWLEY and ADAM LITTIG**, to Reno, Nevada, July 6-9, 2010 to attend the National Science Foundation (NSF) Grant Development Workshop, with time only. This workshop focuses on the NSF Transforming Undergraduate Education in Science, Technology, Engineering and Mathematics grant; potential funds - \$200,000.

**MARY BETH BARRIOS and JOHN STANSKAS**, to San Diego, California, July 17-20, 2010 to attend the Academic Senate for the California Community Colleges (ASCCC) Faculty Leadership Institute, with time and expenses. This workshop is a professional development activity designed to strengthen the leadership abilities of the faculty, impart useful information relevant to local senate leaders, and impart strategies and techniques for effective faculty involvement.

**ACHALA D. CHATTERJEE** to Santa Clara, California, July 8-10, 2010 to attend the Curriculum Institute, with time and expenses. This workshop will help in understanding the requirements for new program development and revisions.

## CHC

**JOHN MUSKAVITCH** to Denver, Colorado, July 17-22, 2010, to attend the National Association of Student Financial Aid & Springbok Advisory Board, with time only. This conference will provide information on upcoming rules and regulations pertaining to financial aid and the Pre-Paid Card for student aid.

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: June 10, 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: Citizens' Bond Oversight Committee Meeting  
Date: August 17, 2010  
Amount: \$50  
Item: Catering for the Citizen's Bond Oversight Committee Meeting

## **SBVC**

Event: STAR Cultural Field Trip-Murder Mystery Dinner Theatre, Riverside  
Date: July 30, 2010  
Amount: \$3,362.50  
Item: Transportation, dinner show tickets

Sponsored by the STAR Program, this event will give students the opportunity to participate in and experience live dinner theatre. The students will also have the chance to utilize and broaden their critical thinking skills as they examine the events of the evening and solve the mystery. Approximately 42 students and staff will attend. Funding source is the STAR Program categorical fund.

Event: Associated Student Government Fall 2010 Retreat  
Date: August 4-5, 2010  
Amount: \$4,200  
Item: Food, Audio Visual/Training Materials, Giveaways, Supplies, Guest Rooms

Sponsored by the Associated Student Government, this event will provide leadership and lobbying training for student government representatives. Designed to encourage and inspire leadership on the SBVC campus and beyond. Goals and objectives will be discussed as well as featured guest speakers from across campus. Approximately 20 students, faculty and staff are expected to participate. Funding source is the Associated Student Government fund.

Event: Student Health 101 On-Line Newsletter  
Date: Fiscal Year 2010-11, (July 1, 2010 - June 30, 2011)  
Amount: \$4,050  
Item: Service Fee for email transmittal

Sponsored by Student Health Services, this interactive on-line newsletter will be sent on a monthly basis to all SBVC students to their college email. This newsletter contains current health information and provides students 24 hour access via the internet with a reference guide to common health issues. Funding source is the Student Health Services budget.

Event: Summer Bridge Program  
Date: July 26 - August 5, 2010  
Amount: \$9,755  
Item: Presenters, mentors, tutors, graduation pictures, memorabilia, gift certificates and food

Mathematics and Science Student Success Consortium Grant plans to implement this two week program geared toward providing activities to incoming freshmen students who may need additional support in order to be prepared for their freshmen year. Funding source is the Science and Math Student Success Consortiums grant.



Event: Learners to Leaders Retreat  
Date: August 4 – August 6, 2010  
Amount: \$5,000  
Item: Refreshments and supplies

Mathematics and Science Student Success Center Grant will offer this conference to assist participants in developing skills needed to assist in their educational growth. Funding source is the Science and Math Student Success Consortiums grant.

Event: Annual SBVC Classified Staff Development Week Program  
Date: May 24- 28, 2010  
Amount: \$3,500  
Item: Keynote speaker, workshop facilitator(s), refreshments, and supplies.

The SBVC Classified Staff Development program is available to all staff and academic managers. The annual event includes workshops, luncheon/ key note speaker, and softball game with expected attendance of more than 200 people. This annual professional development event has proven to be an excellent source for personal development, learning new skills, and motivating our classified staff. Funding source was Professional Development budget and EduStream who sponsored the refreshments.

## **CHC**

Event: CHC Classified Professionals Week  
Date: June 7-10, 2010  
Amount: \$1,500  
Item: Keynote speaker, workshop facilitator(s), refreshments, and supplies

This will be CHC's first Classified Professionals Week planned by the Classified Senate. Activities during the week will include workshops and an End-of-Year BBQ and keynote speaker. Funding will be provided by EduStream.

Event: CHC CARE Workshop  
Date: August 12, 2010  
Amount: \$500  
Item: Refreshments

The CARE Program will host a workshop for new and continuing students in the CARE Program.

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: June 10, 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.

**DISTRICT**

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

Employee: Debra Smith and Dan Kelly  
Membership: Auto Club of Southern California  
Amount: \$76

**SBVC**

Employee: Donna Hoffmann  
Membership: The Network of California Community College Foundations  
Cost: \$450  
Period: 7/1/2010 - 6/30/2011

Employee: Abe Fulgham and Cesar Rojas  
Membership: Pesticide Applicators Professional Association  
Cost: \$200/each  
Period: 7/1/2010 - 6/30/2011

Employee: Jimmy King  
Membership: Refrigeration Service Engineer's Society (RSES)  
Cost: \$150  
Period: 7/1/2010 - 6/30/2011

## **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:** June 10, 2010  
**SUBJECT:** Consideration of Approval of Donations, SBVC

### **RECOMMENDATION**

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

### **OVERVIEW**

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

### **ANALYSIS**

SBVC students donated a Ryobi Drill Driver and Ryobi Impact Driver to the Applied Technology Division for use in the Truck and Bus Technology Program.

### **BOARD IMPERATIVE**

III. Resource Management for Efficiency, Effectiveness and Excellence

### **FINANCIAL IMPLICATIONS**

None

DIVISION OF APPLIED TECHNOLOGY, TRANSPORTATION, & CULINARY ARTS

**MEMORANDUM**

To: Dr. Larry Buckley *Larry Buckley*  
CC: Dr. Debra Daniels, President  
FROM: Gary Kelly, Dean, Technical Division *Gary Kelly*  
DATE: May 12, 2010

**SUBJECT: Request for Acceptance of Donation  
Ryobi Drill Driver**

**Donator:**

Students in SBVC DIESEL-028 Class, Spring 2010

- **Identify the donation in detail**  
Ryobi Drill Driver, Model P205, Serial Number CSO95134561
- **Tell how it will be used**  
It will be used in the Truck and Bus Technology Program for training
- **Tell what course(s) will be supported by the donation**  
All classes in Truck and Bus Technology
- **What will it take to maintain it**  
No maintenance required
- **What will it cost to have it delivered**  
No cost to the District or SBVC
- **Will it need any special support or maintenance/ up keep**  
No maintenance required
- **How much will it cost to have it installed in the lab**  
No installation necessary; no cost involved
- **How much space will be needed to accommodate the donation**  
Minimal space in the Tool Room, probably on a shelf or in a tool box or cabinet

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: June 10, 2010

SUBJECT: Consideration of Approval of a Facility Use Fee Waiver - SBVC

RECOMMENDATION

It is recommended that the Board of Trustees approve a facility use fee waiver for Senator Negrete McLeod's Youth Job Fair and Legislative Update to be held on June 12, 2010.

OVERVIEW

SBVC is recommending the fee waiver in support of area youth and as part of the college's community outreach program.

ANALYSIS

BOARD IMPERATIVE

IV. Enhanced and informed Governance and Leadership.

FINANCIAL IMPLICATIONS

None.

## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Acting Chancellor  
REVIEWED BY: Gloria Macias Harrison, President, CHC  
PREPARED BY: Gloria Macias Harrison, President, CHC  
DATE: June 10, 2010  
SUBJECT: Consideration of Approval of Facility Fee Waiver – Crafton Hills College

### RECOMMENDATION

It is recommended that the Board of Trustees approve a facility-use fee waiver for the Yucaipa-Calimesa Joint Unified School District for the 2010-2011 fiscal year.

### OVERVIEW

The Yucaipa-Calimesa Joint Unified School District occasionally requests the use of CHC facilities for retreats and other special events.

### ANALYSIS

In line with supporting educational efforts, Crafton Hills College requests that facility use fees be waived for the Yucaipa-Calimesa Joint Unified School District for the 2010-2011 fiscal year.

### BOARD IMPERATIVE

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

### 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: Steven Sutorus, Business Manager  
DATE: June 10, 2010  
SUBJECT: Consideration of Approval of a Facility Use Fee Waiver for Use of Facilities at all District Owned Sites

RECOMMENDATION

It is recommended that the Board of Trustees approve a facility-use fee waiver for FY 2010-2011 for the Association of Latino Faculty, Staff and Administrators of San Bernardino Community College District, and the Black Faculty and Staff Association for only those events held during regular operational hours.

OVERVIEW

The District is recommending the fee wavier of both the fair rental and direct cost fees for these associations for use of facilities during regular operational hours. These associations support the District's programs and services by providing scholarships to students and by promoting cultural awareness. The District would charge the standard rates for any facility use outside of operational hours.

ANALYSIS

The fee waiver allows these associations to direct more funds to student scholarships.

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 Cell Phone Service Reimbursement

RECOMMENDATION

It is recommended that the Board of Trustees approve the cell phone service reimbursement for Earnest Higgins in the amount of \$50 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. Due to the retirement of the District Facilities Supervisor, Earnest Higgins, a classified Lead Custodian at the District Office site, will need to be contacted for events, after hours, and call backs.

ANALYSIS

Earnest Higgins will be moving between District Office, PDC, ATTC and the Annex buildings and it will be necessary to use his cell phone to be in communication.

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, Acting Chancellor  
PREPARED BY: Bruce Baron, Acting Chancellor  
DATE: June 10, 2010  
SUBJECT: Consideration of Approval to Fully-Fund Health and Welfare Benefits for Elected Trustees

### RECOMMENDATION

It is recommended that the Board of Trustees approve providing fully-funded health and welfare benefits for elected trustees beginning July, 2010.

### OVERVIEW

Historically, members of the Board of Trustees have donated countless valuable hours to participate in college and district activities and functions. The trustees receive no compensation except for the \$400 a month stipend which is allowed by Ed Code for a district this size. They also receive health and welfare benefits which are tied to union agreements through the negotiation process.

### ANALYSIS

In recognition of their service and support of our colleges and students, the district will provide fully-funded health and welfare benefits for elected trustees beginning July, 2010.

### BOARD IMPERATIVE

III. Enhanced and Informed Governance and Leadership

### FINANCIAL IMPLICATIONS

Included in the 2010-2011.

## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Acting Chancellor

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

PREPARED BY: Damon A. Bell, Vice President, Student Services, SBVC

DATE: June 10, 2010

SUBJECT: Consideration of Approval of Student Body Center Fee Referendum - SBVC

### RECOMMENDATION

It is recommended that the Board of Trustees approve the amended use of the student body center fee fund per student body voting results and Ed Code 76375.

### OVERVIEW

Students at San Bernardino Valley College voted between April 19-23, 2010 to amend the use of the student body center fee.

### ANALYSIS

The student body center fee has been collected since 1991 at \$1.00 per credit hour, not to exceed \$10.00 per student per fiscal year for the purpose of financing, constructing, enlarging, remodeling, refurbishing and operating a student body center on an ongoing basis. This referendum passed with the required 20% and 2/3 vote to include operating costs for the use of the funds collected.

### BOARD IMPERATIVE

I. Institutional Effectiveness

### FINANCIAL IMPLICATIONS

None

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: June 10, 2010  
SUBJECT: Consideration of Approval of Authorized Signature List

RECOMMENDATION

It is recommended that the Board of Trustees approve the 2010-2011 Authorized Signature List.

OVERVIEW

The authorized signature list must be approved before July 1, 2010, since 2009-2010 delegation expires June 30, 2010.

ANALYSIS

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

None.

Attachment

2010-2011 AUTHORIZED SIGNATURE LIST  
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

DISTRICT SIGNATURE - OFFICIAL DOCUMENTS

Bruce Baron, Acting Chancellor OR  
Bruce Baron, Vice Chancellor of Fiscal Services OR  
Steve Sutorus, Business Manager

CERTIFICATION OF BOARD MINUTES

Bruce Baron, Acting Chancellor OR  
Donald Singer, Board Clerk

SAN BERNARDINO COMMUNITY COLLEGE BOOKSTORE FUND

Bruce Baron, Vice Chancellor of Fiscal Services OR  
Crispina R. Ongoco, Director of Fiscal Services OR  
Steve Sutorus, Business Manager

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CAFETERIA FUND

Bruce Baron, Vice Chancellor of Fiscal Services OR  
Crispina R. Ongoco, Director of Fiscal Services OR  
Steve Sutorus, Business Manager

ASSOCIATED STUDENT BODY, SBVC

Requisitions: Three signatures  
ASB officer AND  
ASB adviser AND  
Damon Bell, Vice President Student Services

Checks: One Signature  
Bruce Baron, Vice Chancellor of Fiscal Services OR  
Crispina R. Ongoco, Director of Fiscal Services OR  
Debra Daniels, College President OR  
Steve Sutorus, Business Manager

ASSOCIATED STUDENT BODY, CHC

Requisitions: Three signatures  
ASB officer AND  
ASB adviser AND  
Rebecca Warren-Marlatt, Vice President of Student Services OR  
Gloria Harrison, College President

Checks: One signature  
Bruce Baron, Vice Chancellor of Fiscal Services OR  
Crispina R. Ongoco, Director of Fiscal Services OR  
Gloria Harrison, College President OR  
Steve Sutorus, Business Manager

EMERGENCY LOANS & SCHOLARSHIPS, SBVC/CHC

Vice President of Student Services OR  
Bruce Baron, Vice Chancellor of Fiscal Services OR  
Crispina R. Ongoco, Director of Fiscal Services OR  
Steve Sutorus, Business Manager

## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT REVOLVING CASH FUND

Bruce Baron, Vice Chancellor of Fiscal Services OR  
Crispina R. Ongoco, Director of Fiscal Services OR  
Steve Sutorus, Business Manager

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT MISCELLANEOUS COUNTY  
REVENUE CLEARING ACCOUNTS

Bruce Baron, Vice Chancellor of Fiscal Services OR  
Crispina R. Ongoco, Director of Fiscal Services OR  
Steve Sutorus, Business Manager

## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT SPECIAL ACCOUNTS

Bruce Baron, Vice Chancellor of Fiscal Services OR  
Crispina R. Ongoco, Director of Fiscal Services OR  
Steve Sutorus, Business Manager

## NATIONAL DIRECT STUDENT LOAN FUNDS

Bruce Baron, Vice Chancellor of Fiscal Services OR  
Crispina R. Ongoco, Director of Fiscal Services OR  
Steve Sutorus, Business Manager

## FINANCIAL AID

Bruce Baron, Vice Chancellor of Fiscal Services OR  
Crispina R. Ongoco, Director of Fiscal Services OR  
Steve Sutorus, Business Manager

## PERKINS (mailbox)

Bruce Baron, Vice Chancellor of Fiscal Services OR  
Crispina R. Ongoco, Director of Fiscal Services OR  
Steve Sutorus, Business Manager

## SAFE DEPOSIT BOX

Bruce Baron, Vice Chancellor of Fiscal Services OR  
Crispina R. Ongoco, Director of Fiscal Services OR  
Steve Sutorus, Business Manager

## DISTRICT ORDERS FOR COMMERCIAL WARRANTS

Bruce Baron, Vice Chancellor of Fiscal Services OR  
Crispina R. Ongoco, Director of Fiscal Services OR  
Steve Sutorus, Business Manager

## DISTRICT ORDERS FOR PAYROLL WARRANTS

Bruce Baron, Vice Chancellor of Fiscal Services OR  
Crispina R. Ongoco, Director of Fiscal Services OR  
Steve Sutorus, Business Manager

## COUNTY NOTICES OF EMPLOYMENT

Renee Brunelle, Vice Chancellor of Human Resources OR  
Bruce Baron, Vice Chancellor of Fiscal Services OR  
Bruce Baron, Acting Chancellor

## BUDGET/EXPENDITURE TRANSFERS

Bruce Baron, Vice Chancellor of Fiscal Services OR  
Crispina R. Ongoco, Director of Fiscal Services OR  
Steve Sutorus, Business Manager

**AUTHORIZATION FOR ADVANCE TRAVEL PAY**

Bruce Baron, Acting Chancellor OR  
Bruce Baron, Vice Chancellor of Fiscal Services

**DISTRICT CONTRACTS/AGREEMENTS**

Bruce Baron, Acting Chancellor OR  
Steve Sutorus, Business Manager OR  
Bruce Baron, Vice Chancellor of Fiscal Services OR  
Crispina R. Ongoco, Director of Fiscal Services

**PURCHASE ORDERS**

Bruce Baron, Vice Chancellor of Fiscal Services OR  
Crispina R. Ongoco, Director of Fiscal Services OR  
Steve Sutorus, Business Manager

REVISED 5-11-10

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Acting Chancellor  
**REVIEWED BY:** Dr. Debra S. Daniels, President, SBVC  
**PREPARED BY:** Damon A. Bell, Vice President, Student Services, SBVC  
**DATE:** June 10, 2010  
**SUBJECT:** Consideration of Approval for Student Life Trust Account Update-SBVC

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the Student Life Trust Account update which adds authorized requestor Fernando A. Poveda, Director of Student Life and required signatures Dr. Zelma Russ, Dean of Career College, CalWORKs, Workforce Education and Damon A. Bell, Vice President of Student Services, SBVC.

### **OVERVIEW**

Income to this account comes from vendor revenue and public and private donations.

### **ANALYSIS**

The purpose of this request is for an update in the authorized requestor/signature on the Student Life Trust Account.

### **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: Bruce Baron, Vice Chancellor of Fiscal Services  
PREPARED BY: Steven Sutorus, Business Manager  
DATE: June 10, 2010  
SUBJECT: Consideration of Approval of Purchasing from National Joint Powers Alliance - NJPA

RECOMMENDATION

It is recommended that the Board of Trustees approve the purchasing from NJPA for fiscal year 2010-2011.

OVERVIEW

This purchasing group is a national cooperative purchasing program that gives the District the advantage of nation wide volume pricing. The vendors must satisfy many competitive bidding requirements to be considered as an NJPA vendor. This action is required to be taken by the Board annually.

ANALYSIS

This will save the District time, resources and cost by purchasing from NJPA.

BOARD IMPERATIVE

III – Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Purchases would be supported by a fully funded purchase order.

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: June 10, 2010  
SUBJECT: Consideration of Approval of Purchasing from Western States Contracting Alliance (WSCA)

RECOMMENDATION

It is recommended that the Board of Trustees approve the purchasing from WSCA for fiscal year 2010-2011.

OVERVIEW

By utilizing this State approved program, the District can purchase goods and services without going to bid. This action is required to be taken by the Board annually.

ANALYSIS

This will save the District time, resources and cost by purchasing from WSCA.

BOARD IMPERATIVE

III – Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Purchases would be supported by a fully funded purchase order.

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: June 10, 2010  
SUBJECT: Consideration of Approval of Purchasing from California Multiple Award Schedule (CMAS)

RECOMMENDATION

It is recommended that the Board of Trustees approve the purchasing from CMAS for fiscal year 2010-2011.

OVERVIEW

By utilizing this State approved program, the District can purchase goods and services without going to bid. This action is required to be taken by the Board annually.

ANALYSIS

This will save the District time, resources and cost by purchasing from CMAS.

BOARD IMPERATIVE

III – Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Purchases would be supported by a fully funded purchase order.

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: June 10, 2010  
SUBJECT: Consideration of Approval of Purchasing from California Strategically Sourcing Initiative - CSSI

RECOMMENDATION

It is recommended that the Board of Trustees approve the purchasing from CSSI for fiscal year 2010-2011.

OVERVIEW

By utilizing this State approved program, the District can purchase goods and services without going to bid. This action is required to be taken by the Board annually.

ANALYSIS

This will save the District time, resources and cost by purchasing from CSSI.

BOARD IMPERATIVE

III – Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Purchases would be supported by a fully funded purchase order.

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: June 10, 2010  
SUBJECT: Consideration of Approval of Purchasing from US Communities – Government Purchasing Alliance

RECOMMENDATION

It is recommended that the Board of Trustees approve the purchasing from US Communities for Fiscal Year 2010-2011.

OVERVIEW

By utilizing this purchasing group, the District can purchase goods and services without going to bid. This purchasing group is comprised of government approved vendors who have been through the bid process and allows other public agencies to piggy-back off their bids. This action is required to be taken by the Board annually.

ANALYSIS

This will save the District time, resources and cost by purchasing from US Communities.

BOARD IMPERATIVE

III – Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Purchases would be supported by a fully funded purchase order.

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: June 10, 2010  
SUBJECT: Consideration of Approval to Provide Compensation to a Board Member for Absence from a Board Meeting

RECOMMENDATION

It is recommended that the Board of Trustees approve the absence for Trustee Vizcaino and that he be compensated for the regular meeting of May 27, 2010.

OVERVIEW

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

ANALYSIS

Mr. Vizcaino missed the regular meeting of May 27, 2010.

BOARD IMPERATIVES

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

FINANCIAL IMPLICATIONS

No impact to the budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Acting Chancellor  
REVIEWED BY: Renée Brunelle, Vice Chancellor, Human Resources & Employee Relations  
PREPARED BY: Renée Brunelle, Vice Chancellor, Human Resources & Employee Relations  
DATE: June 10, 2010  
SUBJECT: Consideration of Approval of Ratification of CSEA Tentative Agreement

RECOMMENDATION

It is recommended that the Board of Trustees ratify the CSEA Tentative Agreement.

OVERVIEW

On May 7, 2010, the District and CSEA #291 reached Tentative Agreement on Article 10: Health & Welfare Benefits.

ANALYSIS

The District and CSEA #291 reached tentative agreement on Article 10: Health & Welfare Benefits on May 7, 2010.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2010-2011 budget.

# SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

## TENTATIVE AGREEMENT

This Tentative Agreement is between the San Bernardino Community College District (hereinafter "District") and the California School Employees Association, Chapter 291, (hereinafter referred to as the "Association").

IT IS HEREBY AGREED as follows:

### Article 10: Health & Welfare Benefits

**10.1 HEALTH AND WELFARE BENEFITS.** The District shall provide to each unit member and their eligible family members health and welfare benefits. Health and welfare benefits are defined as medical, dental, vision, chiropractic, life insurance, and employee assistance program (EAP).

Individual unit members may select among plans as outlined in Appendix G.

During the life of the agreement the District shall fully fund the least expensive medical/dental/vision/chiropractic/life insurance/EAP package for each unit member who works twenty (20) or more hours per week on a regular basis. Individual unit members who elect to enroll in more expensive health and welfare packages shall be responsible for the difference in cost between the least expensive medical package and the package selected by the individual through payroll deductions.

The District and the Association must agree to any proposed changes in benefits and/or plans. In addition, the Association retains the right to negotiate the out of pocket cost to unit members.

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

**10.3 "OPT OUT" OPTION (MEDICAL ONLY).** Individual unit members who provide proof of other medical coverage may decline enrollment in a medical plan with the DISTRICT based on the following:

1. This option is available on a first-come, first serve basis.
2. No more than 10% of members of any plan may elect this option.
3. An annual amount of \$ 3,000 shall be paid to members who opt out of medical coverage. This will be paid in 12 equal payments.
4. Any member who elects this option shall not be eligible for medical coverage until the next open enrollment period unless a qualifying event occurs.
5. Any savings generated under this section shall be used to help offset current/future insurance costs for the DISTRICT and employees.



**10.4 FINANCIAL HARDSHIP CLAUSE.** Notwithstanding other provisions of the collective bargaining agreement regarding re-opener language, the DISTRICT and the ASSOCIATION agree to re-open this Article during the term of this agreement in the event of a financial hardship as declared by the DISTRICT or the ASSOCIATION. The DISTRICT and/or the ASSOCIATION will notify the other in writing and provide the supporting documentation to show impending hardship. Upon receipt of this information, the DISTRICT and the ASSOCIATION agree to schedule negotiations within ten (10) working days. The DISTRICT and the ASSOCIATION agree that the District's contribution per employee per medical/dental/vision/chiropractic/life insurance/EAP package will at no time decrease below the amount equivalent to the least expensive medical/dental/vision/chiropractic/life insurance/EAP package at the time the DISTRICT claims financial hardship.

**THIS TENTATIVE AGREEMENT IS SUBJECT TO RATIFICATION.**

Dated this 7<sup>th</sup> day of May, 2010.



Bruce Baron  
Acting Chancellor



Colleen Gamboa  
CSEA President



Gino Barabani  
CSEA 2<sup>nd</sup> Vice President



Charlotte Williams  
Negotiation Team Member

## Appendix G

The following rate chart indicates the employee's premium deduction for the selected plan options based on the number of annual paychecks received during the 2010-2011 plan year.

**CLASSIFIED:**

| <b>Anthem Blue Cross HMO<br/>\$10 copayment<br/>ASH Chiropractic<br/>MES Vision<br/>Basic Life Insurance<br/>Employee Assist. Program</b> |                  |                     |
|---|------------------|---------------------|
| <u>and</u>  | <u>DeltaCare</u> | <u>or Delta PPO</u> |
| 10<br>MO  | \$ 0.00          | \$ 48.83            |
| 11<br>MO  | \$ 0.00          | \$ 53.27            |
| 12<br>MO  | \$ 0.00          | \$ 58.60            |

| <b>Anthem Blue Cross PPO<br/>10% - 30%<br/>ASH Chiropractic<br/>MES Vision<br/>Basic Life Insurance<br/>Employee Assist. Program</b> |                  |                     |
|--|------------------|---------------------|
| <u>and</u>   | <u>DeltaCare</u> | <u>or Delta PPO</u> |
| 10<br>MO   | \$233.23         | \$282.06            |
| 11<br>MO   | \$254.43         | \$307.70            |
| 12<br>MO   | \$279.88         | \$338.47            |

| <b>Kaiser Permanente LOW<br/>\$20 copayment<br/>ASH Chiropractic<br/>Kaiser Vision<br/>Basic Life Insurance<br/>Employee Assist. Program</b> |                  |                     |
|--|------------------|---------------------|
| <u>and</u>   | <u>DeltaCare</u> | <u>or Delta PPO</u> |
| 10<br>MO   | \$365.73         | \$414.56            |
| 11<br>MO   | \$398.98         | \$452.25            |
| 12<br>MO   | \$438.88         | \$497.47            |

| <b>Kaiser Permanente HIGH<br/>\$40 copayment<br/>ASH Chiropractic<br/>Kaiser Vision<br/>Basic Life Insurance<br/>Employee Assist. Program</b> |                  |                     |
|---|------------------|---------------------|
| <u>and</u>  | <u>DeltaCare</u> | <u>or Delta PPO</u> |
| 10<br>MO  | \$283.53         | \$332.36            |
| 11<br>MO  | \$309.31         | \$362.57            |
| 12<br>MO  | \$340.24         | \$398.83            |

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: June 10, 2010  
SUBJECT: Consideration of Approval for First Reading of SBCCD Board Policy 7250 – Management Employees

RECOMMENDATION

It is recommended that the Board of Trustees receive for first reading the SBCCD Board Policy 7250 – Management Employees.

OVERVIEW

The attached SBCCD Board Policy 7250 has gone through the collegial consultation process and is recommended for first reading.

ANALYSIS

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

BOARD IMPERATIVE

Institutional Effectiveness.

FINANCIAL IMPLICATIONS

No financial impact.

**MANAGEMENT EMPLOYEES**

The following positions are designated management positions:

**SBCCD**

~~Chancellor  
Vice Chancellor Fiscal Services  
Vice Chancellor Human Resources & Employee Relations  
Executive Director, Facilities, Planning and Administrative Services  
Business Manager  
Assistant to the Chancellor for Governmental Affairs  
Director, Special Projects & Grants  
Director, Distributed Education and Technology Services  
Director & General Manager, KVCR-TV/FM  
Director, Computing & Information Services  
Director, Professional Development Center  
Director, Human Resources  
District Director, Marketing & Public Relations  
Director, Fiscal Services  
Station Manager, KVCR-TV/FM~~

**SBVC**

~~College President  
Vice President, Administrative Services  
Vice President, Instruction  
Vice President, Student Services  
Dean, Learning Resources  
Dean, Business & Information Technology  
Dean, Campus Gateway (Admissions & Records)  
Dean, Criminal Justice  
Dean, Counseling & Student Development  
Dean, Extended Day & Instructional Outreach  
Dean, Health Sciences  
Dean, Humanities  
Dean, Institutional Advancement  
Dean, Instructional Operations  
Dean, Organizational Development  
Dean, Physical Education & Athletics  
Dean, Math & Science  
Dean, Social Science  
Dean, Student Support  
Dean, Technical Division  
Director, Institute for Training & Development  
Director, Workforce Readiness & Training/Cal Works  
Director, Financial Aid  
Director, Research & Planning  
Director, Admissions & Records  
Director, Marketing & Public Relations~~

**CHC**

~~College President  
Vice President, Administrative Services  
Vice President, Instruction~~

~~Vice President, Student Services  
Dean, Instruction & Economic Development  
Dean, Program Development  
Dean, Student Services, Counseling & Matriculation  
Director, Marketing & Public Relations  
Director, Financial Aid  
Director, Research & Planning  
Director, Admissions & Records~~

APPROVED: 6/10/04

Management employees are those employees of the District who are designated as "Management" by the Board. The management positions designated by the Board are those positions set forth on the Management Salary Schedule.

Academic management employees (educational administrators) are those management employees who are employed in an academic position designated by the Board as having direct responsibility for supervising the operation of or formulating policy regarding the instructional or student services programs of the colleges.

Classified management employees are those management employees who are not employed as academic management (educational administrators).

The following management positions are designated by the Board as the Executive Officers of the District: Chancellor, Vice Chancellors, College Presidents.

The Board shall fix and prescribe the duties of the management employees.

The Chancellor is responsible for establishing procedures to assure that the requirements of state laws and regulations regarding the management employees are met.

Reference:

Education Code Sections 72411 et seq. 87002(b) 87457-87460

Approved - 2010

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: June 10, 2010  
SUBJECT: Consideration of Approval of Proposal for Environmental Consulting Services for SBVC Business Building Renovation from Citadel Environmental Services, Inc.

RECOMMENDATION

It is recommended that the Board of Trustees approve a proposal from Citadel Environmental Services, Inc. in the amount of \$24,384.00 for environmental consulting services for the Measure M Business Building Renovation project at SBVC.

OVERVIEW

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

As a result of this process, Citadel Environmental Services, Inc. is being recommended to perform environmental consulting services for the Business Building Renovation project at SBVC.

ANALYSIS

Citadel Environmental Services, Inc. will perform environmental consulting services including:

- 1) Testing of construction finishes for asbestos and lead, as well as visual identification of ozone-depleting substances (CFCs, Halon, etc.) and Universal Waste Rule items such as fluorescent lighting tubes.
- 2) Preparing a Hazardous Materials Removal technical specification section.
- 3) Abatement oversight and clearance testing during abatement/demolition activities.

The negotiated fee for these services is \$24,384.00.

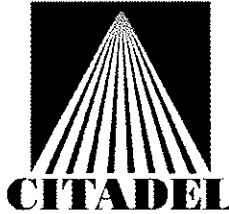
BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

Budgeted with Measure M funds.

Attachment



*An Employee-Owned Company*

May 14, 2010

**San Bernardino Community College District c/o Kitchell/BRJ**  
San Bernardino Valley College  
701 South Mount Vernon  
San Bernardino, California 92410

**Attn: Cade McMullin, Project Manager**

**Re: CITADEL Proposal No. 0069.1002.r1**  
**Environmental Consulting Services - Business Education Building Renovation Project**  
**San Bernardino Valley College in San Bernardino, California**

Dear Mr. McMullin:

Citadel Environmental Services, Inc. (Citadel) is pleased to submit the following cost proposal for environmental consulting services related to the upcoming Renovation Project related to the remodel of the Business Education Building at San Bernardino Valley College, located at 701 South Mt. Vernon in San Bernardino, California. The scope of services will include three basic tasks, including:

1. Performing testing of construction finishes for asbestos and lead, as well as performing a visual identification of ozone-depleting substances (CFCs, Halon, etc.) and Universal Waste Rule items, such as fluorescent lighting tubes, which will be impacted by the subject Project Work.
2. Preparing a Hazardous Materials Removals technical specification section.
3. Performing abatement oversight and clearance testing during abatement/demolition activities.

To accept this proposal, please execute and return one (1) copy of the attached signatory page accompanied by any other required contract documents which will serve as a formal authorization to proceed, or forward a formal authorization format to be utilized for the project. If you have any questions or require additional information, please telephone me at (818) 246-2707.

Sincerely,

**CITADEL ENVIRONMENTAL SERVICES, INC.**

Yvan A. Schmidt, CAC, LRC I/M/D  
Senior Project Manager - Construction Services

Citadel Environmental Services, Inc. • 400 North Tustin Ave., Suite 340, Santa Ana, CA 92705  
Tel: (714) 547-4301 • Fax: (714) 547-4647 [www.citadelenvironmental.com](http://www.citadelenvironmental.com)



*An Employee-Owned Company*

SAN BERNARDINO VALLEY COLLEGE C/O KITCHELL/BRJ  
701 SOUTH MT. VERNON  
SAN BERNARDINO, CALIFORNIA 92410

CITADEL  
ENVIRONMENTAL  
SERVICES, INC.

PROPOSAL FOR HAZARDOUS MATERIALS TESTING  
SERVICES

Business Education Building Renovation Project  
San Bernardino Valley College  
701 South Mt. Vernon  
San Bernardino, California 92410

Citadel Proposal No. 0069.1002.r1

May 14, 2010

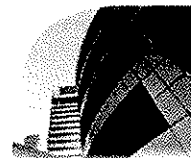
400 North Tustin Avenue, Suite 340, Santa Ana, California 92705

Phone: (714) 547-4301 Fax: (714) 547-4647

[www.citadelenvironmental.com](http://www.citadelenvironmental.com)



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## PROJECT DESCRIPTION

The project area encompasses the entirety of the Business Education Building, which is a two-story structure with a large mechanical basement. The Business Education Building is located on the campus of San Bernardino Valley College at 701 South Mt. Vernon Avenue in San Bernardino, California.

The following presents Citadel Environmental Services, Inc.'s (Citadel) scope of services and estimated compensation to perform asbestos and lead testing and identification of certain other construction-related hazardous materials in conjunction with the successful completion of the Business Education Building renovation project.

## SCOPE OF SERVICES

The following outlines the scope of services which Citadel proposes to provide, based upon the request from the San Bernardino Community College District via Kitchell/BRJ. Citadel will perform three basic tasks; pre-construction hazardous materials testing and related reporting services, developing a technical specification section to address the removal of hazardous materials which will be impacted by the proposed Project Work, and monitoring and clearing abatement activities during the construction phase of work, as further elucidated below.

### **TASK 1.0 Identifying, Locating and Quantifying ACMs and Lead-Based Paints**

Citadel will assign a California-State Certified Site Surveillance Technician (CSST) and/or a Cal/DPH-Certified Lead Inspector/Assessor to perform all testing services at the Site. All bulk sampling protocol shall meet or exceed EPA, SCAQMD, and Cal/OSHA requirements for asbestos, and shall meet or exceed all EPA, Cal/OSHA, and Cal/DPH requirements for Lead.

Citadel will conduct a walk-through of the Subject Site to visually identify suspect ACMs/ACCMs and all suspect lead-containing materials/coatings. Suspect materials will be categorized into homogeneous areas (HAs) (materials with the same appearance, texture, and installation date).

Since the building will be partially occupied at the time of the survey, limited intrusive<sup>1</sup> surveying techniques will be utilized, where feasible, in an attempt to access suspect materials that may be enclosed beneath existing floor finishes, within wall cavities, above-ceilings, etc. It is possible that not all ACMs/ACCMs or lead-bearing materials/coatings present will be identified due to the multitude of concealed spaces. Client acknowledges that intrusive surveying techniques may render the materials irreparable. Where intrusive techniques are not feasible, Citadel will rely upon as-built and remodel drawings furnished by the San Bernardino Community College District and their agents (where available), to identify and quantify ACMs and LBPs.

Bulk samples of suspect asbestos-containing materials not previously (or adequately) sampled will be collected. Bulk sampling will include interior and exterior building materials, as necessary to complete the investigation. Bulk sample locations will be noted on scaled drawings furnished by the Client. Bulk samples will be submitted to an independent NVLAP-accredited and

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<sup>1</sup> Intrusive survey techniques shall include lifting carpeting, removing small sections of vinyl flooring, opening access panels, lifting lay-in ceiling panels, etc. Soft demolition activities, such as saw cutting wall cavities, floor slabs, or chases, is beyond the scope of services to be performed.



Cal/ELAP-accredited laboratory for analysis for asbestos content by polarized light microscopy (PLM).

The identification of surfaces coatings to be tested for Lead shall be performed in a similar manner, with a walk-through to identify surfaces (paints/varnishes) and materials (such as ceramic tiles) that will require testing for lead content.

Once coating/materials to be tested for lead are identified, Citadel will utilize a combination of XRF examination and bulk sampling to determine the presence of lead-based paints as well as to assist in waste characterization in advance of construction activities. XRF testing will be utilized to test most surface coatings, including especially coatings that are present in limited amounts, or which cannot be tested with causing substantial aesthetic damage to the surface(s) to be tested. Paint chip and/or bulk sample collection will generally be limited to major components (the main interior and exterior wall paints, etc.) and materials that are deemed a higher risk of being hazardous materials for waste disposal purposes.

XRF testing results shall be compared to standards promulgated by the State of California (Cal/OSHA and Cal/DPH) and the United States Department of Housing and Urban Development, to determine if the coating is a lead-based paint. Bulk samples shall be compared to similar standards, and will also be utilized to determine if either STLC testing (against California hazardous waste standards) or TCLP testing (against Federal hazardous waste standards) is necessary.

Citadel will also make a notation of all ozone-depleting substances and Universal Waste Rule items identified during the walk-through portions of this investigation. Cooler systems, HVAC systems, Halon fire-suppression systems, and drinking fountains will be investigated for ozone-depleting substances, while fluorescent lighting fixtures and battery-powered signs and emergency systems shall be the primary focus of the Universal Waste Rule investigation.

Citadel shall prepare a final written report detailing all observations, sample results, findings, and recommendations, and shall be appended to include all field documentation and laboratory reports related to the testing episode.

Citadel shall provide both Kitchell/BRJ and the San Bernardino Community College District with one electronic copy in Adobe® Acrobat® PDF format of the report document.

#### **TASK 2.0 Preparation of Abatement Specification Section(s)**

Citadel will assign a California-State Certified Asbestos Consultant (CAC) and/or a Cal/DPH-Certified Lead Project Designer to perform all services related to specification design related to the removals of asbestos-containing materials and/or lead-based paints.

All abatement-related protocol outlined in Section 13280 (Asbestos Removals) shall meet or exceed EPA, SCAQMD, and Cal/OSHA requirements for asbestos. All abatement-related protocol outlined in Section 13290 (Lead Removals) shall meet or exceed all EPA, Cal/OSHA, and Cal/DPH requirements for Lead.

Deliverables shall include Specification Section 02080 (for a NBS format specification) or Section 13280 (for a CSI format specification). It is not anticipated (in this proposal) that drawings will be required. Citadel does have the capability of preparing CAD Drawings, if so desired.



### **TASK 3.0 Abatement Oversight and Clearance Testing Related to ACMs/ACCMs and LBPs**

Citadel will assign a California-State Certified Site Surveillance Technician (CSST), working at the direction of a California-State Certified Asbestos Consultant (CAC) and a Cal/DPH-Certified Lead Project Monitor to perform all observation and testing services at the Site during abatement activities.

As the Abatement Monitoring Consultant, Citadel will:

- Provide properly trained, experienced, EPA, Cal/OSHA, and Cal/DPH-certified personnel during all phases of asbestos- and lead-related activities;
- Review pre-construction submittals provided by the Contractor;
- Provide on-site air monitoring during all asbestos- and/or lead-related shifts of the project;
- Monitor compliance with Federal, State, and local regulations governing asbestos- and lead-related work;
- Conduct visual inspections before, during, and after asbestos and/or lead abatement, to document adequacy of engineering controls, proper work methodologies, and containment cleanliness; and
- Collect final clearance wipe samples following the completion of lead abatement activities. Lead wipe samples shall be submitted to an independent, third-party laboratory for analysis in accordance with EPA Method 6100, or equivalent, for lead content.
- Collect final clearance air samples following the completion of asbestos abatement activities. Air samples shall be collected and analyzed by Phase Contrast Microscopy (PCM) in accordance with NIOSH Method 7400, utilizing the "A" Counting Rules.

Following completion of abatement activities, Citadel will provide both Kitchell/BRJ and the San Bernardino Community College District with one electronic copy in Adobe® Acrobat® PDF format and one (1) hard copy of the project "Close-Out" report, which will include the following information:

- Executive Summary;
- Citadel Daily Reports;
- Citadel Inspection Reports;
- Air Monitoring Results and Chains of Custody;
- Laboratory Reports, including Sampling Forms and Chains of Custody;
- Contractor's Training Certificates and Agency Notifications; and
- Hazardous Waste Manifests.



## COMPENSATION

The following break-out outlines the fee schedule to be utilized for the subject project. The fee for Tasks 2 and 3 are a best estimate of the project requirements, based upon previous experience with projects similar in nature and size to this one. It is possible that the findings of the work outlined in Task 1 will have a material effect on the estimated quantities utilized for budgetary purposes on Tasks 2 and 3.

### Task 1 (Hazardous Materials Testing and Related Reporting)

#### Field Labor

|                                 |                 |                   |
|---------------------------------|-----------------|-------------------|
| Environmental Technician        | \$2,400.00      |                   |
| 32 Hours at \$75.00/Hour        |                 |                   |
| Project Manager                 | \$480.00        |                   |
| 4 Hours at \$120.00/Hour        |                 |                   |
| Reimbursable Expenses (mileage) | <u>\$120.00</u> |                   |
| <b>Field Labor Subtotal</b>     |                 | <b>\$3,000.00</b> |

#### **Analytical Fees (5 Day Turnaround)**

|   |                 |                   |
|---|-----------------|-------------------|
| Asbestos Bulk Sample Analysis             | \$1,040.00      |                   |
| 130 Samples at \$8.00/Sample              |                 |                   |
| <b>Analytical Fees</b>                    |                 |                   |
| XRF Source Deterioration Fee              | \$200.00        |                   |
| 2 Days at \$100.00/Day                    |                 |                   |
| <b>Analytical Fees (5 Day Turnaround)</b> |                 |                   |
| Lead Bulk Sample Analysis                 | <u>\$240.00</u> |                   |
| 20 Samples at \$12.00/Sample              |                 |                   |
| <b>Analytical Subtotal</b>                |                 | <b>\$1,480.00</b> |

#### Testing Report Labor

|                           |          |                        |
|---------------------------|----------|------------------------|
| Project Manager           | \$720.00 |                        |
| 6 Hours at \$120.00/Hour  |          |                        |
| Administration/Data Entry | \$100.00 |                        |
| 2 Hours at \$50.00/Hour   |          |                        |
| <b>Report Subtotal</b>    |          | <b><u>\$820.00</u></b> |

|                                |  |                          |
|--------------------------------|--|--------------------------|
| <b>Estimated Total, Task 1</b> |  | <b><u>\$5,300.00</u></b> |
|--------------------------------|--|--------------------------|



**Task 2 (Specification Section Design)**

**Office Labor**

|                                     |               |
|-------------------------------------|---------------|
| Project Manager                     | \$960.00      |
| 8.0 Hours at \$120.00/Hour          |               |
| Administration/Data Entry           | \$100.00      |
| 2 Hours at \$50.00/Hour             |               |
| Reimbursable Expenses (FedEx, etc.) | <u>\$0.00</u> |

**Estimated Total, Task 2** **\$1,060.00**

**Task 3 (Abatement Oversight)**

**Field Labor**

|                                 |                 |
|---------------------------------|-----------------|
| Environmental Technician        | \$12,000.00     |
| 160 Hours at \$75.00/Hour       |                 |
| Project Manager                 | \$3,360.00      |
| 28 Hours at \$120.00/Hour       |                 |
| Reimbursable Expenses (mileage) | <u>\$600.00</u> |

**Field Labor Subtotal** **\$15,960.00**

**Analytical Fees (24 Hour Turnaround)**

|                                    |        |
|------------------------------------|--------|
| Asbestos Air Sample Analysis       | \$0.00 |
| Up to 160 Samples at \$0.00/Sample |        |

**Analytical Fees (24 Hour Turnaround)**

|                                     |          |
|-------------------------------------|----------|
| Lead Clearance Wipe Sample Analysis | \$324.00 |
| 18 Samples at \$18.00/Sample        |          |

**Analytical Fees (5 Day Turnaround)**

|                              |                 |
|------------------------------|-----------------|
| Lead Air Sample Analysis     | <u>\$480.00</u> |
| 40 Samples at \$12.00/Sample |                 |

**Analytical Subtotal** **\$804.00**

**Closeout Report Labor**

|                           |          |
|---------------------------|----------|
| Project Manager           | \$960.00 |
| 8 Hours at \$120.00/Hour  |          |
| Administration/Data Entry | \$300.00 |
| 6 Hours at \$50.00/Hour   |          |

**Report Subtotal** **\$1,260.00**

**Estimated Total, Task 3** **\$18,024.00**

The estimated Total Citadel Project Budget for the Environmental Consulting Project Work at the SBVC Business Education Building will be **\$24,384.00**.



## AUTHORIZATION

If this proposal is satisfactory, please complete the authorization statement below (on the next page) to indicate your approval of the scope of services. A signed, completed copy of this proposal returned to us will serve as Citadel Environmental Services, Inc.'s formal authorization to proceed. We understand that a separate contract vehicle will be generated by SBCCD via Kitchell/BRJ, to form the formal contractual agreement between **Citadel Environmental Services, Inc.** and **the SBCCD**.

Sincerely,  
**CITADEL ENVIRONMENTAL SERVICES, INC.**

A handwritten signature in black ink, appearing to read "Yvan A. Schmidt", written over a horizontal line.

Yvan A. Schmidt, CAC, LRC I/M/D  
Senior Project Manager - Construction Services

### SBCCD C/O KITCHELL/BRJ

Citadel Environmental Services, Inc. is authorized to proceed with the scope of services described herein.

\_\_\_\_\_  
Authorizing Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Authorization Number (if applicable)

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: June 10, 2010  
SUBJECT: Consideration of Approval of Proposal for Environmental Consulting Services for SBVC Gym Complex Replacement from Citadel Environmental Services, Inc.

RECOMMENDATION

It is recommended that the Board of Trustees approve a proposal from Citadel Environmental Services, Inc. in the amount of \$61,940.00 for environmental consulting services for the Measure M Gym Complex Replacement project at SBVC.

OVERVIEW

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

As a result of this process, Citadel Environmental Services, Inc. is being recommended to perform environmental consulting services for the Gym Complex Replacement project at SBVC.

ANALYSIS

Citadel Environmental Services, Inc. will perform environmental consulting services including:

- 1) Testing of construction finishes for asbestos and lead, as well as visual identification of ozone-depleting substances (CFCs, Halon, etc.) and Universal Waste Rule items such as fluorescent lighting tubes.
- 2) Preparing a Hazardous Materials Removal technical specification section.
- 3) Abatement oversight and clearance testing during abatement/demolition activities.

The negotiated fee for these services is \$61,940.00.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

Budgeted with Measure M funds.

Attachment



*An Employee-Owned Company*

May 14, 2010

**San Bernardino Community College District c/o Kitchell/BRJ**  
San Bernardino Valley College  
701 South Mount Vernon  
San Bernardino, California 92410

**Attn: Cade McMullin, Project Manager**

**Re: CITADEL Proposal No. 0069.1003.r1**  
**Environmental Consulting Services - Gymnasium Complex Replacement Project**  
**San Bernardino Valley College in San Bernardino, California**

Dear Mr. McMullin:

Citadel Environmental Services, Inc. (Citadel) is pleased to submit the following cost proposal for environmental consulting services related to the upcoming Gymnasium Complex Replacement Project, which encompasses the Men's Gym, the Women's Gym, the swimming pools, the pool equipment building, and mechanical areas within the bleacher area which service the Women's Gymnasium, on the campus of San Bernardino Valley College, located at 701 South Mt. Vernon in San Bernardino, California. The scope of services will involve three basic tasks, including:

1. Performing testing of construction finishes for asbestos and lead, as well as performing a visual identification of ozone-depleting substances (CFCs, Halon, etc.) and Universal Waste Rule items, such as fluorescent lighting tubes, which will be impacted by the subject Project Work.
2. Preparing a Hazardous Materials Removals technical specification section.
3. Performing abatement oversight and clearance testing during abatement/demolition activities.

To accept this proposal, please execute and return one (1) copy of the attached signatory page accompanied by any other required contract documents which will serve as a formal authorization to proceed, or forward a formal authorization format to be utilized for the project.

If you have any questions or require additional information, please telephone me at (818) 246-2707.





*An Employee-Owned Company*

Sincerely,  
**CITADEL ENVIRONMENTAL SERVICES, INC.**

Yvan A. Schmidt, CAC, LRC I/M/D  
Senior Project Manager - Construction Services

Enclosure



*An Employee-Owned Company*

SAN BERNARDINO VALLEY COLLEGE C/O KITCHELL/BRJ  
701 SOUTH MT. VERNON  
SAN BERNARDINO, CALIFORNIA 92410

CITADEL  
ENVIRONMENTAL  
SERVICES, INC.

PROPOSAL FOR HAZARDOUS MATERIALS TESTING  
SERVICES

Gymnasium Complex Replacement Project  
San Bernardino Valley College  
701 South Mt. Vernon  
San Bernardino, California 92410

Citadel Proposal No. 0069.1003.r1

May 14, 2010

400 North Tustin Avenue, Suite 340, Santa Ana, California 92705  
Phone: (714) 547-4301 Fax: (714) 547-4647  
[www.citadelenvironmental.com](http://www.citadelenvironmental.com)



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## PROJECT DESCRIPTION

The project area will be the Gymnasium Complex, which encompasses the Men's Gym, the Women's Gym, the swimming pools, the pool equipment building, and mechanical areas within the bleacher area which service the Women's Gymnasium, all on the campus of San Bernardino Valley College, located at 701 South Mt. Vernon in San Bernardino, California.

The following presents Citadel Environmental Services, Inc.'s (Citadel) scope of services and estimated compensation to perform asbestos and lead testing and identification of certain other construction-related hazardous materials in conjunction with the successful completion of the Business Education Building renovation project.

## SCOPE OF SERVICES

The following outlines the scope of services which Citadel proposes to provide, based upon the request from the San Bernardino Community College District via Kitchell/BRJ. Citadel will perform three basic tasks; pre-construction hazardous materials testing and related reporting services, developing a technical specification section to address the removal of hazardous materials which will be impacted by the proposed Project Work, and monitoring and clearing abatement activities during the construction phase of work, as further elucidated below.

### **TASK 1.0 Identifying, Locating and Quantifying ACMs and Lead-Based Paints**

Citadel will assign a California-State Certified Site Surveillance Technician (CSST) and/or a Cal/DPH-Certified Lead Inspector/Assessor to perform all testing services at the Site. All bulk sampling protocol shall meet or exceed EPA, SCAQMD, and Cal/OSHA requirements for asbestos, and shall meet or exceed all EPA, Cal/OSHA, and Cal/DPH requirements for Lead.

Citadel will conduct a walk-through of the Subject Site to visually identify suspect ACMs/ACCMs and all suspect lead-containing materials/coatings. Suspect materials will be categorized into homogeneous areas (HAs) (materials with the same appearance, texture, and installation date).

Since the building will be partially occupied at the time of the survey, limited intrusive<sup>1</sup> surveying techniques will be utilized, where feasible, in an attempt to access suspect materials that may be enclosed beneath existing floor finishes, within wall cavities, above-ceilings, etc. It is possible that not all ACMs/ACCMs or lead-bearing materials/coatings present will be identified due to the multitude of concealed spaces. Client acknowledges that intrusive surveying techniques may render the materials irreparable. Where intrusive techniques are not feasible, Citadel will rely upon as-built and remodel drawings furnished by the San Bernardino Community College District and their agents (where available), to identify and quantify ACMs and LBPs.

Bulk samples of suspect asbestos-containing materials not previously (or adequately) sampled will be collected. Bulk sampling will include interior and exterior building materials, as necessary to complete the investigation. Bulk sample locations will be noted on scaled drawings furnished by the Client. Bulk samples will be submitted to an independent NVLAP-accredited and

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<sup>1</sup> Intrusive survey techniques shall include lifting carpeting, removing small sections of vinyl flooring, opening access panels, lifting lay-in ceiling panels, etc. Soft demolition activities, such as saw cutting wall cavities, floor slabs, or chases, is beyond the scope of services to be performed.



Cal/ELAP-accredited laboratory for analysis for asbestos content by polarized light microscopy (PLM).

The identification of surfaces coatings to be tested for Lead shall be performed in a similar manner, with a walk-through to identify surfaces (paints/varnishes) and materials (such as ceramic tiles) that will require testing for lead content.

Once coating/materials to be tested for lead are identified, Citadel will utilize a combination of XRF examination and bulk sampling to determine the presence of lead-based paints as well as to assist in waste characterization in advance of construction activities. XRF testing will be utilized to test most surface coatings, including especially coatings that are present in limited amounts, or which cannot be tested with causing substantial aesthetic damage to the surface(s) to be tested. Paint chip and/or bulk sample collection will generally be limited to major components (the main interior and exterior wall paints, etc.) and materials that are deemed a higher risk of being hazardous materials for waste disposal purposes.

XRF testing results shall be compared to standards promulgated by the State of California (Cal/OSHA and Cal/DPH) and the United States Department of Housing and Urban Development, to determine if the coating is a lead-based paint. Bulk samples shall be compared to similar standards, and will also be utilized to determine if either STLC testing (against California hazardous waste standards) or TCLP testing (against Federal hazardous waste standards) is necessary.

Citadel will also make a notation of all ozone-depleting substances and Universal Waste Rule items identified during the walk-through portions of this investigation. Cooler systems, HVAC systems, Halon fire-suppression systems, and drinking fountains will be investigated for ozone-depleting substances, while fluorescent lighting fixtures and battery-powered signs and emergency systems shall be the primary focus of the Universal Waste Rule investigation.

Citadel shall prepare a final written report detailing all observations, sample results, findings, and recommendations, and shall be appended to include all field documentation and laboratory reports related to the testing episode. Recommendations regarding abatement requirements and waste characterization requirements shall also be included in the report. **Finally, this report will also include a listing of materials which will either require special access for sampling or subsurface issues that may be encountered during construction activities, such as the possibility that the pools will have a subsurface vapor barrier, or the possibility that water pipes servicing the pools may be asbestos-cement.**

Citadel shall provide both Kitchell/BRJ and the San Bernardino Community College District with one electronic copy in Adobe® Acrobat® PDF format of the report document.

#### **TASK 2.0 Preparation of Abatement Specification Section(s)**

Citadel will assign a California-State Certified Asbestos Consultant (CAC) and/or a Cal/DPH-Certified Lead Project Designer to perform all services related to specification design related to the removals of asbestos-containing materials and/or lead-based paints.

All abatement-related protocol outlined in Section 13280 (Asbestos Removals) shall meet or exceed EPA, SCAQMD, and Cal/OSHA requirements for asbestos. All abatement-related protocol outlined in Section 13290 (Lead Removals) shall meet or exceed all EPA, Cal/OSHA, and Cal/DPH requirements for Lead.



- Contractor's Training Certificates and Agency Notifications; and
- Hazardous Waste Manifests.

## COMPENSATION

The following break-out outlines the fee schedule to be utilized for the subject project. The fee for Tasks 2 and 3 are a best estimate of the project requirements, based upon previous experience with projects similar in nature and size to this one. It is possible that the findings of the work outlined in Task 1 will have a material effect on the estimated quantities utilized for budgetary purposes on Tasks 2 and 3.

### Task 1 (Hazardous Materials Testing and Related Reporting)

#### Field Labor

|                                 |                 |
|---------------------------------|-----------------|
| Environmental Technician        | \$4,200.00      |
| 56 Hours at \$75.00/Hour        |                 |
| Project Manager                 | \$960.00        |
| 8 Hours at \$120.00/Hour        |                 |
| Reimbursable Expenses (mileage) | <u>\$240.00</u> |

|                             |                   |
|-----------------------------|-------------------|
| <b>Field Labor Subtotal</b> | <b>\$5,400.00</b> |
|-----------------------------|-------------------|

#### **Analytical Fees (5 Day Turnaround)**

|                               |            |
|-------------------------------|------------|
| Asbestos Bulk Sample Analysis | \$2,000.00 |
| 250 Samples at \$8.00/Sample  |            |

#### **Analytical Fees**

|                              |          |
|------------------------------|----------|
| XRF Source Deterioration Fee | \$300.00 |
| 3 Days at \$100.00/Day       |          |

#### **Analytical Fees (5 Day Turnaround)**

|                              |                 |
|------------------------------|-----------------|
| Lead Bulk Sample Analysis    | <u>\$240.00</u> |
| 20 Samples at \$12.00/Sample |                 |

|                            |                   |
|----------------------------|-------------------|
| <b>Analytical Subtotal</b> | <b>\$2,540.00</b> |
|----------------------------|-------------------|

#### Testing Report Labor

|                           |          |
|---------------------------|----------|
| Project Manager           | \$960.00 |
| 8 Hours at \$120.00/Hour  |          |
| Administration/Data Entry | \$100.00 |
| 2 Hours at \$50.00/Hour   |          |

|                        |                          |
|------------------------|--------------------------|
| <b>Report Subtotal</b> | <b><u>\$1,060.00</u></b> |
|------------------------|--------------------------|

|                                |                          |
|--------------------------------|--------------------------|
| <b>Estimated Total, Task 1</b> | <b><u>\$9,000.00</u></b> |
|--------------------------------|--------------------------|



Deliverables shall include Specification Section 02080 (for a NBS format specification) or Section 13280 (for a CSI format specification). It is not anticipated (in this proposal) that drawings will be required. Citadel does have the capability of preparing CAD Drawings, if so desired.

### **TASK 3.0 Abatement Oversight and Clearance Testing Related to ACMs/ACCMs and LBPs**

Citadel will assign a California-State Certified Site Surveillance Technician (CSST), working at the direction of a California-State Certified Asbestos Consultant (CAC) and a Cal/DPH-Certified Lead Project Monitor to perform all observation and testing services at the Site during abatement activities.

As the Abatement Monitoring Consultant, Citadel will:

- Provide properly trained, experienced, EPA, Cal/OSHA, and Cal/DPH-certified personnel during all phases of asbestos- and lead-related activities;
- Review pre-construction submittals provided by the Contractor;
- Provide on-site air monitoring during all asbestos- and/or lead-related shifts of the project;
- Monitor compliance with Federal, State, and local regulations governing asbestos- and lead-related work;
- Conduct visual inspections before, during, and after asbestos and/or lead abatement, to document adequacy of engineering controls, proper work methodologies, and containment cleanliness; and
- Collect final clearance wipe samples following the completion of lead abatement activities. Lead wipe samples shall be submitted to an independent, third-party laboratory for analysis in accordance with EPA Method 6100, or equivalent, for lead content.
- Collect final clearance air samples following the completion of asbestos abatement activities. Air samples shall be collected and analyzed by Phase Contrast Microscopy (PCM) in accordance with NIOSH Method 7400, utilizing the "A" Counting Rules.

Following completion of abatement activities, Citadel will provide both Kitchell/BRJ and the San Bernardino Community College District with one electronic copy in Adobe® Acrobat® PDF format and one (1) hard copy of the project "Close-Out" report, which will include the following information:

- Executive Summary;
- Citadel Daily Reports;
- Citadel Inspection Reports;
- Air Monitoring Results and Chains of Custody;
- Laboratory Reports, including Sampling Forms and Chains of Custody;



**Task 2 (Specification Section Design)**

**Office Labor**

|                                     |               |
|-------------------------------------|---------------|
| Project Manager                     | \$1,920.00    |
| 16.0 Hours at \$120.00/Hour         |               |
| Administration/Data Entry           | \$100.00      |
| 2 Hours at \$50.00/Hour             |               |
| Reimbursable Expenses (FedEx, etc.) | <u>\$0.00</u> |

**Estimated Total, Task 2** **\$2,020.00**

**Task 3 (Abatement Oversight)**

**Field Labor**

|                                 |                   |
|---------------------------------|-------------------|
| Environmental Technician        | \$36,000.00       |
| 480 Hours at \$75.00/Hour       |                   |
| Project Manager                 | \$9,120.00        |
| 76 Hours at \$120.00/Hour       |                   |
| Reimbursable Expenses (mileage) | <u>\$1,800.00</u> |

**Field Labor Subtotal** **\$46,920.00**

**Analytical Fees (24 Hour Turnaround)**

|                                    |        |
|------------------------------------|--------|
| Asbestos Air Sample Analysis       | \$0.00 |
| Up to 480 Samples at \$0.00/Sample |        |

**Analytical Fees (24 Hour Turnaround)**

|                                     |          |
|-------------------------------------|----------|
| Lead Clearance Wipe Sample Analysis | \$720.00 |
| 40 Samples at \$18.00/Sample        |          |

**Analytical Fees (5 Day Turnaround)**

|                              |                 |
|------------------------------|-----------------|
| Lead Air Sample Analysis     | <u>\$960.00</u> |
| 80 Samples at \$12.00/Sample |                 |

**Analytical Subtotal** **\$1,680.00**

**Closeout Report Labor**

|                           |            |
|---------------------------|------------|
| Project Manager           | \$1,920.00 |
| 16 Hours at \$120.00/Hour |            |
| Administration/Data Entry | \$400.00   |
| 8 Hours at \$50.00/Hour   |            |

**Report Subtotal** **\$2,320.00**

**Estimated Total, Task 3** **\$50,920.00**

The estimated Total Citadel Project Budget for the Environmental Consulting Project Work at the SBVC Gymnasium Complex (four buildings plus the pool area) will be **\$61,940.00**.



## AUTHORIZATION

If this proposal is satisfactory, please complete the authorization statement below to indicate your approval of the scope of services. A signed, completed copy of this proposal returned to us will serve as Citadel Environmental Services, Inc.'s formal authorization to proceed. We understand that a separate contract vehicle will be generated by SBCCD via Kitchell/BRJ, to form the formal contractual agreement between **Citadel Environmental Services, Inc.** and the **SBCCD**.

Sincerely,  
**CITADEL ENVIRONMENTAL SERVICES, INC.**

A handwritten signature in black ink that reads "Yvan A. Schmidt". The signature is fluid and cursive.

Yvan A. Schmidt, CAC, LRC I/M/D  
Senior Project Manager - Construction Services

### SBCCD C/O KITCHELL/BRJ

Citadel Environmental Services, Inc. is authorized to proceed with the scope of services described herein.

\_\_\_\_\_  
Authorizing Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Authorization Number (if applicable)



## 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: June 10, 2010  
SUBJECT: Consideration of Approval of Proposal for Civil Engineering and Land Surveying Services at SBVC from Snipes-Dye Associates

### RECOMMENDATION

It is recommended that the Board of Trustees approve a proposal from Snipes-Dye Associates in the amount of \$87,000.00 for civil engineering and land surveying services at SBVC.

### OVERVIEW

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

As a result of this process, Snipes-Dye Associates is being recommended to perform civil engineering and land surveying services at SBVC.

### ANALYSIS

Snipes-Dye Associates will perform civil engineering and land surveying services including:

- 1) Topographic and aerial survey.
- 2) Boundary survey in accordance with the preliminary title.
- 3) Utilities infrastructure coordination – base mapping and coordination of existing campus utilities.
- 4) Water main improvements in conjunction with Parking Structure #1.
- 5) Grant Street driveway improvement plans in conjunction with the Parking Structure #1 project.
- 6) Miscellaneous design as requested by the client not specifically included in the listed items of work.

The negotiated fee for these services is \$87,000.00.

### BOARD IMPERATIVE

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

### FINANCIAL IMPLICATIONS

Budgeted with Measure M funds.

Attachment

# ***Snipes-Dye*** *associates*

---

G. Howard Dye, L.S.  
Principal

Robert Bruckart, P.E.  
Principal

William A. Snipes, P.E.  
Principal

William R. Dick, P.E.  
Principal

May 13, 2010

Patricia Nguyen  
Kitchell CEM  
701 South Mt. Vernon Ave.  
San Bernardino, CA 92410

File: SB0971

Re: Proposal for Civil Engineering and Land Surveying Services at San Bernardino Valley College

Dear Patricia:

Snipes Dye Associates is pleased to present this proposal for the preparation of boundary and aerial topographic surveys of the San Bernardino Valley College Campus. In addition to the survey work, the proposal includes assembling drawings of past projects and the preparation and processing of improvement plans for street improvements to Grant Street and the realignment of the public water main in conjunction with the Parking Structure project.

## SCOPE OF WORK:

- 1) TOPOGRAPHIC AND AERIAL SURVEY – Consultant shall set vertical and horizontal control based upon the current campus control system and tied to the NAD-83 horizontal control system and City of San Bernardino vertical control. Consultant shall facilitate the aerial survey and assemble the base mapping. The topographic survey shall be prepared at a scale of 1" = 20' with a finish contour interval of one foot.
- 2) BOUNDARY SURVEY – Consultant shall perform a boundary survey of the campus in accordance with the preliminary title report provided by Client. The survey shall be tied to the NAD-83 control system. Consultant shall prepare a record of survey for approval from the San Bernardino County Surveyor. Consultant shall monument the campus boundary in accordance with the record of survey.
- 3) UTILITIES INFRASTRUCTURE COORDINATION – Consultant shall assist Client and other District Consultants with base mapping and coordination of existing campus utilities. Consultant shall compile records of previous campus projects for use by Consultants.
- 4) WATER MAIN IMPROVEMENTS – Consultant shall prepare and process the application to the City of San Bernardino Water

Department for the realignment of a portion of the existing twelve inch water main located on Mission Drive in the vicinity of the proposed parking structure. Upon acceptance of the application, Consultant shall prepare improvement plans consisting of a note sheet, details, and plan/profiles in accordance with the requirements of the Water Department. In support of the plan design, Consultant shall prepare submittal documents and bond estimates. Consultant shall make submittals, prepare comments and revisions, and monitor the plan review process to the point of approval. Consultant shall prepare easement abandonment and dedication documents for the realignment of the water main. Consultant shall assist Client during the construction phase of the main installation, prepare record drawings and close out the project at completion of construction.

- 5) GRANT STREET DRIVEWAY IMPROVEMENTS – Consultant shall prepare and process public improvement plans for the realignment of the existing driveway on Grant Street in conjunction with the Parking Structure project. Plans shall be prepared in accordance with the requirements of the City of San Bernardino Public Works Department. The plans will consist of a note sheet and plan/profile. Consultant shall prepare supporting documents as required to process the plans to approval.
- 6) MISCELLANEOUS DESIGN– Consultant shall perform such other duties requested by Client and not specifically included in the items of work described above.

FEE:

|  |                 |
|--|-----------------|
| 1) TOPOGRAPHIC SURVEY                    | \$21,000        |
| 2) BOUNDARY SURVEY                       | \$19,000        |
| 3) UTILITIES INFRASTRUCTURE COORDINATION | \$7,000         |
| 4) WATER MAIN IMPROVEMENTS               | \$22,000        |
| 5) GRANT STREET DRIVEWAY IMPROVEMENTS    | \$8,000         |
| 6) MISCELLANEOUS                         | <u>\$10,000</u> |
| TOTAL                                    | \$87,000        |

Thank you for the opportunity to again be involved in projects to improve the Valley College campus. I look forward to the success of the projects.

Respectively Submitted,  
SNIPES-DYE ASSOCIATES

A handwritten signature in black ink that reads "Robert L. Bruckart". The signature is written in a cursive style with a large, prominent "R" and "B".

Robert L. Bruckart, P.E.  
Project Engineer

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: June 10, 2010  
SUBJECT: Consideration of Approval to Award RFP and Approve Contract for Move Services at SBVC

RECOMMENDATION

It is recommended that the Board of Trustees award the RFP and approve contract for Serna's Relocation Systems, Inc. for Move Services – North Hall Replacement Building at San Bernardino Valley College in the amount of \$9,406.00.

OVERVIEW

Proposals were received and opened on April 15, 2010, and reviewed by Kitchell/BRj. They were found to conform to the proposal requirements.

ANALYSIS

The District received five responsive proposals for the Move Services – North Hall Replacement Building project. The lowest, most responsive three were:

| <b>Vendor</b>                    | <b>Total Bid Cost</b> |
|----------------------------------|-----------------------|
| Serna's Relocation Systems, Inc. | \$9,406.00            |
| Burgess Moving & Storage         | \$9,735.00            |
| Crown Worldwide Moving & Storage | \$14,750.00           |

The lowest, most responsive proposal was received from Serna's Relocation Systems, Inc. in the amount of \$9,406.00.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

Budgeted with Measure P funds.

Attachment

**San Bernardino Community College District**  
701 South Mount Vernon Avenue  
San Bernardino, California 92410



***Serna's Relocation Systems, Inc.***

***2540 Fulton Road, Pomona, CA 91767***

***Phone: 909-596-5006; 800-590-5006***

***Fax: 909-596-6477***

May 4, 2010

Mr. Ron Reyes

**San Bernardino Community College District**

701 South Mount Vernon Avenue

San Bernardino, CA 92410

Dear Mr. Reyes:

We are pleased to introduce to you Serna's Relocation Systems, Inc. We are a family owned and operated business, who can provide you with the best-personalized service in the moving industry.

Serna's can offer you 40 years of combined experience. It is for this reason, along with our vast experience in working with major van lines, which we feel confident in our ability to accommodate you with the quality of service you deserve.

Experienced, trained personnel are the major factor in a smooth operation. All our employees have completed special training programs in the office, household, and electronic equipment moving fields.

Please keep in mind that not all movers provide you with the same quality of work. We provide our customers with more than a move, a service. Our commitment is to, "Quality and Customer Satisfaction."

To have a better aspect of your needs, we at Serna's aim to carry a close relationship with our customers by guiding them through every detail of a company move.

We would like for you to consider the enclosed information for your company's upcoming relocation services. Should you require additional information please do not hesitate to call, we would be happy to meet with you at your convenience. We welcome the opportunity to do business with you.

**WE'RE LARGE ENOUGH TO SERVE YOU, AND SMALL ENOUGH TO CARE!**

Sincerely,

***Felipe Serna***

Relocation Consultant

rrm

## ***RELOCATION PLAN FOR San Bernardino Valley College***

**San Bernardino Valley College** is confronted with the need for relocation services at 701 South Mount Vernon, San Bernardino, Ca 92410.

The move time frame is approximately June/July 2010. The scope of work consists of all designated furniture (very limited), computer equipment, offices, and other contents of the existing North Hall classroom building moving from their current locations to their new locations.

**San Bernardino Valley College** will be responsible for disconnection, reconnection, and preparation of all computers, copiers, and related equipment. **San Bernardino Valley College** personnel will also be responsible for packing and labeling all offices and work areas, including contents of desks, credenzas, storage cabinets. **San Bernardino Valley College** will also be responsible for providing a floor plan necessary for the move.

**Serna's Relocation Systems, Inc.** will be responsible for moving all labeled office furniture and contents to the new location & placing according to a floor plan or per instructions. **Serna's** will also provide boxes, labels and equipment necessary for the move.



## ***WEATHER***

The proposal is based on good weather conditions. As we approach move day, we will appraise you of anticipated weather.

Consideration must be given when weather conditions such as rain, snow, ice, or extreme heat/cold that may exist. This is especially important when the material being moved is not loading and unloading from or to a dock.

## ***OCCUPANCY***

It is imperative that **San Bernardino Valley College** knows and understands the terms and conditions for occupancy of your new location. There are numerous circumstances that could affect the cost of your move and prevent or hinder the smooth transition of material to your new location.

Some examples are:

- Telephone installation
- Floor covering installation
- Need for prescribed building elevator operators
- Building protection requirements
- Truck parking space needed
- Fire – electrical/air inspection
- New furniture placement
- Number of elevators that can be used
- Time of day moving is allowed to occur
- Insurance requirements

## ***STICKERS AND IDENTIFICATION LABELS***

To facilitate the move from one location to another, colored labels will be used. Prior to your move, the consultant will supply you with labels and furniture placement charts.

A floor plan of the new location should be used to assign numbers to each office, cubicle, or working area. All company personnel should be made aware of the number and color that has been assigned to their new location.

Each floor, department, or section should be color coded according to the floor plan. An identification label is to be placed on the floor or area into which items of the corresponding color and number are to be placed.

An area should be designated for items for which the destination area cannot be identified. Employees can later properly identify and claim such items.

## ***BUILDING PROTECTION***

It is the standard practice of Serna's Relocation Systems, Inc. to provide sufficient materials for the protection of all building surfaces and wall structures.

Examples:

- ¼" tempered masonite sheets, to protect all floor covering.
- Doorjamb covers to protect all doorway entrances.
- Elevator pads to protect all elevator surfaces.
- Cardboard slip-sheets to be contoured to fit corner posts and hallways.

These and any other materials necessary will be used to insure a damage free, uneventful move.

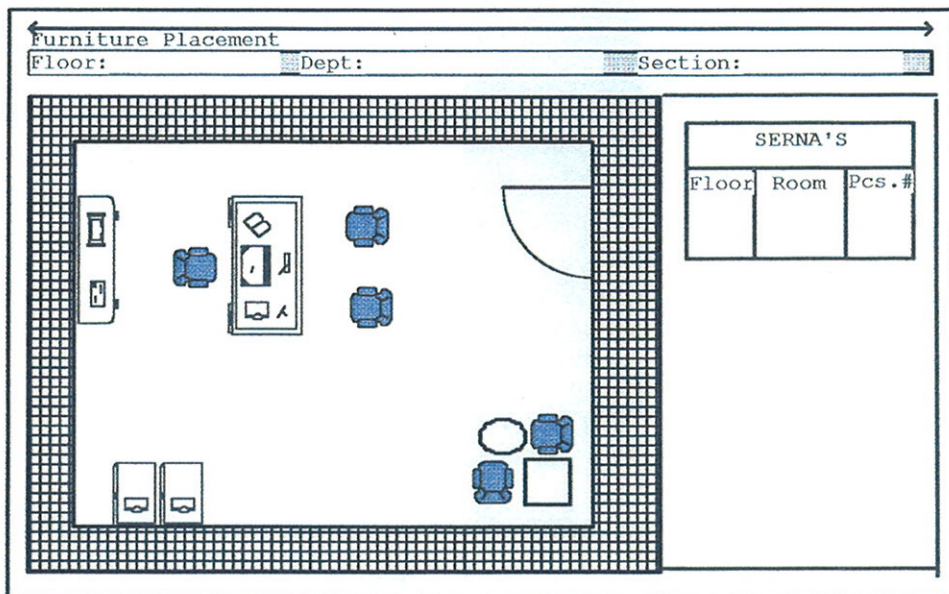
## PLACEMENT

Predetermined furniture placement is of utmost importance.

*This will assure everyone of exact furniture placement in the new location while saving time and eliminating unnecessary labor cost.*

The following diagram may be referred to as an example for the furniture placement of each office.

### EXAMPLE:



## ***RELOCATION PHASES***

|                    |   |
|--------------------|---|
| Phase I:           | Pre-move consultation and walk through.   |
| Objective:         | <b>San Bernardino Valley College</b> to meet with Serna's to discuss numbering and coloring labeling of the new location. |
| Activity Schedule: | Date and Time to be determined.<br>This phase should be scheduled at least one week prior to major move.                  |
| Phase II:          | Major Move  |
| Objective:         | To move all contents to the new location and place according to the floor plan or per instructions.                       |
| Activity Schedule: | Date and Time to be determined  |

## **ESTIMATED RELOCATION COST**

**Phase I:** N/A

| <b>Phase II:</b>   | <b>MAJOR MOVE</b> |                   |                    |                 |                   |
|--------------------|-------------------|-------------------|--------------------|-----------------|-------------------|
| <b>Unit</b>        | <b>Quantity</b>   | <b>Hours Each</b> | <b>Hours Total</b> | <b>Rate P/H</b> | <b>Total</b>      |
| Driver(s)/Van(s)   | 2                 | 10.50             | 21.00              | \$65.00         | \$1,365.00        |
| Mover(s)           | 13                | 10.50             | 136.50             | \$40.00         | \$5,460.00        |
| Supervisor(s)      | 2                 | 10.50             | 21.00              | \$45.00         | \$945.00          |
| <b>Phase Total</b> |                   |                   |                    |                 | <b>\$7,770.00</b> |

**Miscellaneous Materials:**

| <b>Unit</b>                                    | <b>Quantity</b> | <b>Unit Cost</b> | <b>Total</b> |
|--|-----------------|------------------|--------------|
| Tape, Shrink-wrap, Labels, Corrugated etc.     |                 | \$350.00         | \$350.00     |
| File Cart Rental (unit cost per cart/per week) | 00              | \$14.00          | N / A        |

**Packing Materials:**

**Rental**

**\*\*All Boxes and Bags not returned, marked, or damaged will be billed @ \$2.10/each.**

| <b>Unit</b>   | <b>Quantity</b> | <b>Unit Cost</b> | <b>Sales Tax</b> | <b>Delivery</b> | <b>Total</b> |
|---------------|-----------------|------------------|------------------|-----------------|--------------|
| O&I Cartons   | 690             | \$1.50           | \$0.00           | \$250.00        | \$1,285.00   |
| Computer Bags | 00              | \$1.75           | \$0.00           | \$--.00         | N / A        |

**Estimated Relocation Cost: **\$9,405.05****

*\*\*\*Additional charges may result in circumstances beyond our control.*

*\*\*Final charges will be based on actual services rendered.*

*\*\*Estimate based on Regular Business Hours.*

*\*REGULAR TIME: 8:00 AM TO 5:00 PM (Monday – Friday)*

*\*OVERTIME: 5:00 PM TO 8:00 AM (Includes weekends & holidays)*

## *CARGO PROTECTION*

Serna's offers three different cargo coverage options for your warehouse products and office furniture:

- \_\_\_\_\_ A.      Basic Liability  
Standard coverage provide at no additional cost to you covers \$.60 pound per article.
  
- \_\_\_\_\_ B.      Actual Cash Value  
Is provided to you at the cost of \$.60 per \$100 of declared value.  
(Minimum declaration of \$10,000.00)
  
- \_\_\_\_\_ C.      Replacement Cargo Protection  
Is provided to you at the cost of \$.90 per \$100 of declared value.  
(Minimum declaration of \$20,000.00)

Claim Procedure:      Upon notification of damage a claim file will be opened, a third party who is knowledgeable about the damage in question will inspect the damage and determine the reason(s) for damage. Based upon third party's findings a claim settlement will be made according to the cargo coverage selected by your company.

Limitation on the Carriers Liability:

- a.      Perishables
- b.      Loss or damage caused by the shipper, including improper packing;
- c.      Defect or inherent vice of the article, such as susceptibility to atmospheric changes;
- d.      Insects, Moth, Vermin, Ordinary wear and tear, or gradual deterioration;
- e.      Mechanical or electrical derangement of musical instruments, electronic components or appliances, if there is no sign of exterior damage.
- f.      Loss or damage caused as a result of any strike, lockout, labor disturbance, riot, civil,
- g.      Hostile or warlike action in time of peace or war;



***ACCEPTANCE OF PROPOSAL***

This proposal is based on the information provided by your company. We have developed a move plan we believe to be cost efficient based on this information. It is important that we Reserve equipment and begin working with you to finalize the move plan. Issued, "Certificates of Additional Insured," will be released to respective parties upon acceptance of this proposal.

I, acting as representative of **San Bernardino Community College District**, understand the terms and conditions of this agreement, and will comply with our responsibilities in preparation for the move and notify Serna's Relocation Systems, Inc. of any changes in our move plan within a reasonable amount of time. The estimated price, specifications, and conditions are satisfactory and accepted.

**San Bernardino Community College District**  
Company Name

\_\_\_\_\_  
Signature Date

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

## 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  
DATE: June 10, 2010  
SUBJECT: Consideration of Approval to Award of RFP and Approve Purchase Order for Alhambra Reprographics, Inc. dba A&I Reprographics at CHC

### RECOMMENDATION

It is recommended that the Board of Trustees award the RFP and approve a purchase order for Alhambra Reprographics, Inc. dba A&I Reprographics for Bond Measure M Reprographics Services at Crafton Hills College in the amount of \$103,910.00.

### OVERVIEW

A Request for Proposal (RFP) for Reprographics Services for San Bernardino Community College District was issued for Bond Measure M projects for both SBVC and CHC. Reprographic companies submitting RFPs were required to provide company background and history, services, personnel, references and reprographic pricing. Four RFPs were received and evaluated. Alhambra Reprographics, Inc. dba A&I Reprographics was the lowest responsive proposal. References were checked and were acceptable. For reprographic services the lowest cost provider is determined by evaluation of the schedule of services.

### ANALYSIS

Alhambra Reprographics, Inc. dba A&I Reprographics was asked to provide a budget estimate for the Measure M projects at CHC. Based on parameters provided by Kitchell/BRj, a budget estimate was obtained for \$103,910.00. The estimate is based on providing comprehensive reprographic services for the design and construction phase of the Campus Lighting, Parking & Access Improvements (PAL), Parking Structure 1 (PS1), Science Portable Classrooms and Wellness Pool projects. For the Energy Systems/Alternative Energy/Central Plant project the estimate is for providing comprehensive reprographic services for the initial design phase.

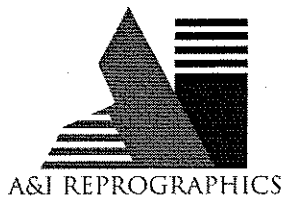
### BOARD IMPERATIVE

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

### FINANCIAL IMPLICATIONS

Budgeted with Measure M funds.

Attachment



Alhambra Branch  
17 N. First Street  
Alhambra, CA 91801  
Tel.: (626) 289-4455  
Fax: (626) 458-4237

Rancho Cucamonga Branch  
8755 Flower Rd., Suite A  
Rancho Cucamonga, CA 91730  
Tel.: (909) 945-2676  
Fax: (909) 945-1295

Colton Branch  
898 Via Lata, Suite L  
Colton, CA 92324  
Tel.: (909) 514-0704  
Fax: (909) 514-0754

May 3, 2010

Mr. Geoff Bachanas,  
Project Manager  
Kitchell/BRJ  
c/o San Bernardino Community College District  
"Reprographics Services"  
11711 Sand Canyon Road  
Yucaipa, CA 92399

RE: SBCCD – CRAFTON HILLS COLLEGE  
REQUEST FOR REPROGRAPHICS  
A&I REPROGRAPHICS CORPORATE INFORMATION  
CLIENT REFERENCES  
NOT TO EXCEED BUDGET ESTIMATES  
MONTHLY INVOICE & PAYMENT

VENDOR NAME: ALHAMBRA REPROGRAPHICS, INC dba A&I REPROGRAPHICS  
ADDRESS: 898 VIA LATA, SUITE L  
COLTON, CA 92324  
TELEPHONE: (909) 514-0704  
FAX: (909) 514-0754  
WEB SITE: [www.aandirepro.com](http://www.aandirepro.com)  
CONTACT: Kathy Moylan, CEO, VP of Sales  
PHONE: (626) 476-9491  
EMAIL: [kathym@aandirepro.com](mailto:kathym@aandirepro.com)

**CORPORATE HISTORY:**

A&I Reprographics was founded in 1965 as a California Corporation and continues to exist today as an independently owned and operated business enterprise. Throughout the company's history we have been guided by the principle that the Customer Comes First. We do not subscribe to the "growth at any cost" mentality that has pervaded the corporate culture of what were once great companies striving for excellence. Excellence remains our target within a well balanced growth strategy.

**CORPORATE GOAL:**

A&I Reprographics is dedicated to providing products and services of the highest quality. Our innovative solutions are the result of our desire to constantly improve the value of what we offer our customers. Our growth and success are based on the goal of building long-term relationships with our customers.

**CORPORATE PHILOSOPHY:**

The challenges faced by decision makers within the contemporary business environment are varied and many. As we work to obtain growth we must seek out

and gain every reasonable advantage possible in efficiency and productivity; however, we must be aware that such gains can only be attained in ways that are ethical and honorable. Our business relationships are constructed on a foundation of trust. Obvious to us, continuing business relationships are built on the confidence that each party to the relationship is acting in a fair, reasonable and honest manner. Accordingly, conducting all aspects of our business operations in an ethical manner is essential to the attainment of our goal.

**CORPORATE STAFF:**

We firmly believe that our most important asset is our employees. Our commitment to long-term relationships extends to our employees of whom nearly 50% have ten or more years service with the company. Furthermore, our years of industry experience speak to the commitment we made long ago to do what we love.

- Executive Management (3) 80+ years combined industry experience
- Sales Staff (3) 58+ years combined industry experience
- Production Management(6) 85+ years combined industry experience

**CORPORATE PRODUCTION ENVIRONMENT:**

There are both "brains and brawn" behind A&I Reprographics' production environment. The "brawn" comes from the best products made available by the industry's leading equipment and software developers. The "brains" come from A&I's highly-skilled production staff that makes the most of time-tested processes and procedures while incorporating new technologies and strategies to meet our customer's evolving needs.

**CORPORATE MARKET EXPERIENCE:**

A&I Reprographics has developed successful working relationships with numerous public entities including School and College Districts, City and County Governments. We possess a keen awareness of our responsibilities to thrive in this market sector. Our consultative approach with these customers gives us the information we need to create and nurture the trust we strive to earn. Understanding each agency's or district's unique requirements is the basis of our ability to deliver value beyond just plans and specification printing.

**CORPORATE DIFFERENCE:**

The personal commitment and daily involvement of the owners assures that decisions are not two or three levels of management away. Action is immediate and focused on providing answers and solutions, not delays and excuses. We endeavor to be the yardstick of quality by which all others are measured. A&I Reprographics is a certified SBE, WBE and DBE.

**KEY PERSONNEL:**

Kathy Moylan  
CEO, VP of Sales  
Phone: (626) 476-9491  
[kathym@aandirepro.com](mailto:kathym@aandirepro.com)  
30 years of industry experience

James Richardson  
Branch Manager - Colton  
Phone: (909) 514-0704  
[jamesr@aandirepro.com](mailto:jamesr@aandirepro.com)  
15 years of industry experience

J. Gary Moylan  
President  
Phone: (626) 476-9492  
[garym@aandirepro.com](mailto:garym@aandirepro.com)  
26 years of industry experience

Doug Weidner  
Director of Corporate Development  
Phone: (626) 863-3210  
[dougw@aandirepro.com](mailto:dougw@aandirepro.com)  
30 years of industry experience

**LIST OF A&I REPROGRAPHICS MOST UTILIZED SERVICES:**

- Large Document Printing – Black & White from hard copy or digital files
- Small Document Printing – Black & White from hard copy or digital files
- Color Document Printing – Small and Large Format from hard copy or digital files
- Digital File Archive Storage on our Local e-Archive Server
- Office Equipment Sales and Cost Per Copy Programs
- Online Plan Room: ReproMAX DFS: A website-based document repository for project documents
- Scan to Archive: Small and Large format documents scanned to file and stored on hard disc
- Mounting and Lamination - Utilizing a wide variety of substrates and films
- Pick Up and Delivery via our private fleet
- Three interchangeable locations to serve you and your project teams
- Offset Printing Services

**LIST OF REFERENCES:**

**COMPANY NAME:** Tilden Coil Contractors  
**ADDRESS:** 3612 Mission Inn Ave.  
**CITY, STATE, ZIP:** Riverside, CA 92501  
**PROJECT:** Monrovia H.S. Additions & Modernization-\$30 million  
**LOCATION:** Monrovia, CA  
**CONTACT PERSON:** Mike Sanchez  
**DIRECT TELEPHONE NO.:** 951-232-8712  
**CONTACT PERSON:** Steve Worley  
**DIRECT TELEPHONE NO.:** 909-885-3680 or 951-684-5901

**COMPANY NAME:** WLC Architects  
**ADDRESS:** 18163 Rochester Avenue, Suite 100  
**CITY, STATE, ZIP:** Rancho Cucamonga, CA 91730  
**PROJECT:** Victor Valley High School – Adelanto H.S. - \$100 million  
**LOCATION:** Victor Valley, CA  
**CONTACT PERSON:** Mark Graham  
**DIRECT TELEPHONE NO.:** 909-987-0909  
**CONTACT PERSON:** Slade Johnson  
**DIRECT TELEPHONE NO.:** 909-987-0909

**COMPANY NAME:** Riverside Community College District  
**ADDRESS:** 3845 Market Street  
**CITY, STATE, ZIP:** Riverside, CA 92501  
**PROJECT:** Wheelock Interim Housing-\$1 million  
Wheelock Gym (April 2010)-\$32 million  
**LOCATION:** Riverside, CA  
**CONTACT PERSON:** Michael Stephens  
**DIRECT TELEPHONE NO.:** 951-222-8946  
**CONTACT PERSON:** Dale Adams  
**DIRECT TELEPHONE NO.:** 951-222-8680

A&I REPROGRAPHICS

**COMPANY NAME:** Alhambra Unified School District  
**ADDRESS:** 15 W. Alhambra Rd.  
**CITY, STATE, ZIP:** Alhambra, CA 91801  
**PROJECT:** Century High School - \$20 million  
**LOCATION:** Alhambra, CA  
**CONTACT PERSON:** Barbara Eddings-(AUSD)  
**DIRECT TELEPHONE NO.:** 626-308-2271  
**CONTACT PERSON:** Michael Vollebregt -(BRJ)  
**DIRECT TELEPHONE NO.:** 626-943-6600

**COMPANY NAME:** HNTB Corporation  
**ADDRESS:** 6060 Center Dr. 4<sup>th</sup> floor  
**CITY, STATE, ZIP:** Los Angeles, CA  
**PROJECT:** I-405 Widening HOV lanes - \$740 million  
**LOCATION:** Los Angeles, CA 90045  
**CONTACT PERSON:** Alan Jones  
**DIRECT TELEPHONE NO.:** 469-341-9443  
**CONTACT PERSON:** Aaron Smith  
**DIRECT TELEPHONE NO.:** 469-341-9461

**CRAFTON HILLS COLLEGE PROJECTS TO COME:**

**KITCHELL/BRJ'S BUDGET ESTIMATE FOR REPROGRAPHIC SERVICES ARE AS FOLLOWS:\***

(Parameters for Reprographic Services were estimated by Kitchell/BRJ based on the following formula: .004% of the Project Design Budget and .02% of the bidding and construction budget.)

**PROJECT:**

|  |                     |
|--|---------------------|
| <b>1. Campus Lighting, Parking, &amp; Access Improvements (PAL):</b> | <b>\$25,670.00</b>  |
| This billing includes both Design & Construction                     |                     |
| <b>2. Parking Structure 1 (PS1):</b>                                 | <b>\$55,740.00</b>  |
| This billing includes both Design & Construction                     |                     |
| <b>3. Science Portable classrooms:</b>                               | <b>\$10,000.00</b>  |
| This billing includes both Design & Construction                     |                     |
| <b>4. Community Recreation Center (CRF)/Wellness Pool:</b>           | <b>\$10,000.00</b>  |
| This billing includes both Design & Construction                     |                     |
| <b>5. Energy Systems/Alternative Energy/Central Plant:</b>           | <b>\$ 2,500.00</b>  |
| <b>Total:</b>  | <b>\$103,910.00</b> |

A&I REPROGRAPHICS

\* A & I Reprographics will bill San Bernardino Community College District for products and services ordered by authorized requestors at the rates agreed upon. A & I Reprographics will alert the District and/or their authorized representative when the limits of the PO have been reached. In the event any order will cause expenditures beyond the PO limit, A & I will get written approval from District or authorized District representative before proceeding.

**Monthly Billings Cycle:**

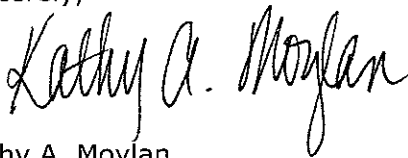
A&I Reprographics will provide a monthly summary invoice for each project, which will detail the activity and charges for that period. We will generate the summary invoice(s) on the 25<sup>th</sup> of each month. Our payment terms are net 30 days.

See attached for sample of our monthly invoice.

I have also attached a Public Entity Data Sheet. Please take a moment to fill it out. A&I Reprographics will provide you and your consultants with the highest quality of reprographic services.

We appreciate the opportunity to work with you, Kitchell/BRJ and your consultants.

Sincerely,



Kathy A. Moylan  
CEO/VP Sales & Marketing  
A&I Reprographics

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  
DATE: June 10, 2010  
SUBJECT: Consideration of Approval to Award RFP and Approve Purchase Order for Alhambra Reprographics, Inc. dba A&I Reprographics at SBVC

RECOMMENDATION

It is recommended that the Board of Trustees award the RFP and approve a purchase order for Alhambra Reprographics, Inc. dba A&I Reprographics for Bond Measure M Reprographics Services at SBVC in the amount of \$283,680.00.

OVERVIEW

A Request for Proposal (RFP) for Reprographics Services for San Bernardino Community College District was issued for Bond Measure M Projects for both SBVC and CHC. Reprographic companies submitting RFPs were required to provide company background and history, services, personnel, references and reprographic pricing. Four RFPs were received and evaluated. Alhambra Reprographics, Inc. dba A&I Reprographics was the lowest responsive proposal. References were checked and were acceptable. For reprographic services the lowest cost provider is determined by evaluation of the schedule of services.

ANALYSIS

Alhambra Reprographics, Inc. dba A&I Reprographics was asked to provide a budget estimate for the Measure M projects at SBVC. Based on parameters provided by Kitchell/BRj, a budget estimate was obtained for \$283,680.00. The estimate is based on providing comprehensive reprographic services for the design phase of the Central Plant, Site, Signage and ADA Project, Business Building Renovation and New Gymnasiums & Pools projects; also included are services for the design and bid phases of Parking Structure #1.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

Budgeted with Measure M funds.

Attachment





Alhambra Branch  
17 N. First Street  
Alhambra, CA 91801  
Tel.: (626) 289-4455  
Fax: (626) 458-4237

Rancho Cucamonga Branch  
8755 Flower Rd., Suite A  
Rancho Cucamonga, CA 91730  
Tel.: (909) 945-2676  
Fax: (909) 945-1295

Colton Branch  
898 Via Lata, Suite L  
Colton, CA 92324  
Tel.: (909) 514-0704  
Fax: (909) 514-0754

May 3, 2010

Mr. Cade McMullin,  
Project Manager  
Kitchell/BRJ  
c/o San Bernardino Community College District  
"Reprographics Services"  
701 S Mount Vernon Ave  
San Bernardino, CA 92410

RE: SBCCD – Valley College  
REQUEST FOR REPROGRAPHICS  
A&I REPROGRAPHICS CORPORATE INFORMATION  
CLIENT REFERENCES  
NOT TO EXCEED BUDGET ESTIMATES  
MONTHLY INVOICE & PAYMENT

VENDOR NAME: ALHAMBRA REPROGRAPHICS, INC dba A&I REPROGRAPHICS  
ADDRESS: 898 VIA LATA, SUITE L  
COLTON, CA 92324  
TELEPHONE: (909) 514-0704  
FAX: (909) 514-0754  
WEB SITE: [www.aandirepro.com](http://www.aandirepro.com)  
CONTACT: Kathy Moylan, CEO, VP of Sales  
PHONE: (626) 476-9491  
EMAIL: [kathym@aandirepro.com](mailto:kathym@aandirepro.com)

**CORPORATE HISTORY:**

A&I Reprographics was founded in 1965 as a California Corporation and continues to exist today as an independently owned and operated business enterprise. Throughout the company's history we have been guided by the principle that the Customer Comes First. We do not subscribe to the "growth at any cost" mentality that has pervaded the corporate culture of what were once great companies striving for excellence. Excellence remains our target within a well balanced growth strategy.

**CORPORATE GOAL:**

A&I Reprographics is dedicated to providing products and services of the highest quality. Our innovative solutions are the result of our desire to constantly improve the value of what we offer our customers. Our growth and success are based on the goal of building long-term relationships with our customers.

**CORPORATE PHILOSOPHY:**

The challenges faced by decision makers within the contemporary business environment are varied and many. As we work to obtain growth we must seek out and gain every reasonable advantage possible in efficiency and productivity; however, we must be aware that such gains can only be attained in ways that are

however, we must be aware that such gains can only be attained in ways that are ethical and honorable. Our business relationships are constructed on a foundation of trust. Obvious to us, continuing business relationships are built on the confidence that each party to the relationship is acting in a fair, reasonable and honest manner. Accordingly, conducting all aspects of our business operations in an ethical manner is essential to the attainment of our goal.

**CORPORATE STAFF:**

We firmly believe that our most important asset is our employees. Our commitment to long-term relationships extends to our employees of whom nearly 50% have ten or more years service with the company. Furthermore, our years of industry experience speak to the commitment we made long ago to do what we love.

- Executive Management (3) 80+ years combined industry experience
- Sales Staff (3) 58+ years combined industry experience
- Production Management(6) 85+ years combined industry experience

**CORPORATE PRODUCTION ENVIRONMENT:**

There are both "brains and brawn" behind A&I Reprographics' production environment. The "brawn" comes from the best products made available by the industry's leading equipment and software developers. The "brains" come from A&I's highly-skilled production staff that makes the most of time-tested processes and procedures while incorporating new technologies and strategies to meet our customer's evolving needs.

**CORPORATE MARKET EXPERIENCE:**

A&I Reprographics has developed successful working relationships with numerous public entities including School and College Districts, City and County Governments. We possess a keen awareness of our responsibilities to thrive in this market sector. Our consultative approach with these customers gives us the information we need to create and nurture the trust we strive to earn. Understanding each agency's or district's unique requirements is the basis of our ability to deliver value beyond just plans and specification printing.

**CORPORATE DIFFERENCE:**

The personal commitment and daily involvement of the owners assures that decisions are not two or three levels of management away. Action is immediate and focused on providing answers and solutions, not delays and excuses. We endeavor to be the yardstick of quality by which all others are measured. A&I Reprographics is a certified SBE, WBE and DBE.

**KEY PERSONNEL:**

Kathy Moylan  
CEO, VP of Sales  
Phone: (626) 476-9491  
[kathym@aandirepro.com](mailto:kathym@aandirepro.com)  
30 years of industry experience

James Richardson  
Branch Manager - Colton  
Phone: (909) 514-0704  
[jamesr@aandirepro.com](mailto:jamesr@aandirepro.com)  
15 years of industry experience

J. Gary Moylan  
President  
Phone: (626) 476-9492  
[garym@aandirepro.com](mailto:garym@aandirepro.com)  
26 years of industry experience

Doug Weidner  
Director of Corporate Development  
Phone: (626) 863-3210  
[dougw@aandirepro.com](mailto:dougw@aandirepro.com)  
30 years of industry experience

LIST OF A&I REPROGRAPHICS MOST UTILIZED SERVICES:

- Large Document Printing – Black & White from hard copy or digital files
- Small Document Printing – Black & White from hard copy or digital files
- Color Document Printing – Small and Large Format from hard copy or digital files
- Digital File Archive Storage on our Local e-Archive Server
- Office Equipment Sales and Cost Per Copy Programs
- Online Plan Room: ReproMAX DFS: A website-based document repository for project documents
- Scan to Archive: Small and Large format documents scanned to file and stored on hard disc
- Mounting and Lamination - Utilizing a wide variety of substrates and films
- Pick Up and Delivery via our private fleet
- Three interchangeable locations to serve you and your project teams
- Offset Printing Services

LIST OF REFERENCES:

COMPANY NAME: Tilden Coil Contractors  
ADDRESS: 3612 Mission Inn Ave.  
CITY, STATE, ZIP: Riverside, CA 92501  
PROJECT: Monrovia H.S. Additions & Modernization-\$30 million  
LOCATION: Monrovia, CA  
CONTACT PERSON: Mike Sanchez  
DIRECT TELEPHONE NO.: 951-232-8712  
CONTACT PERSON: Steve Worley  
DIRECT TELEPHONE NO.: 909-885-3680 or 951-684-5901

COMPANY NAME: WLC Architects  
ADDRESS: 18163 Rochester Avenue, Suite 100  
CITY, STATE, ZIP: Rancho Cucamonga, CA 91730  
PROJECT: Victor Valley High School – Adelanto H.S. - \$100 million  
LOCATION: Victor Valley, CA  
CONTACT PERSON: Mark Graham  
DIRECT TELEPHONE NO.: 909-987-0909  
CONTACT PERSON: Slade Johnson  
DIRECT TELEPHONE NO.: 909-987-0909

COMPANY NAME: Riverside Community College District  
ADDRESS: 3845 Market Street  
CITY, STATE, ZIP: Riverside, CA 92501  
PROJECT: Wheelock Interim Housing-\$1 million  
Wheelock Gym (April 2010)-\$32 million  
LOCATION: Riverside, CA  
CONTACT PERSON: Michael Stephens  
DIRECT TELEPHONE NO.: 951-222-8946  
CONTACT PERSON: Dale Adams  
DIRECT TELEPHONE NO.: 951-222-8680

A&I REPROGRAPHICS

COMPANY NAME: Alhambra Unified School District  
ADDRESS: 15 W. Alhambra Rd.  
CITY, STATE, ZIP: Alhambra, CA 91801  
PROJECT: Century High School - \$20 million  
LOCATION: Alhambra, CA  
CONTACT PERSON: Barbara Eddings-(AUSD)  
DIRECT TELEPHONE NO.: 626-308-2271  
CONTACT PERSON: Michael Vollebregt --(BRJ)  
DIRECT TELEPHONE NO.: 626-943-6600

COMPANY NAME: HNTB Corporation  
ADDRESS: 6060 Center Dr. 4<sup>th</sup> floor  
CITY, STATE, ZIP: Los Angeles, CA  
PROJECT: I-405 Widening HOV lanes - \$740 million  
LOCATION: Los Angeles, CA 90045  
CONTACT PERSON: Alan Jones  
DIRECT TELEPHONE NO.: 469-341-9443  
CONTACT PERSON: Aaron Smith  
DIRECT TELEPHONE NO.: 469-341-9461

SAN BERNARDINO VALLEY COLLEGE PROJECTS TO COME:

**KITCHELL/BRJ'S BUDGET ESTIMATE FOR REPROGRAPHIC SERVICES ARE AS FOLLOWS:\***

(Parameters for Reprographic Services were estimated by Kitchell/BRJ based on the following formula: .004% of the Project Design Budget and .02% of the bidding and construction budget.)

**PROJECT:**

- |  |              |
|--|--------------|
| 1. Parking Structure:                            | \$79,200.00  |
| This billing includes both Design & Construction |              |
| 2. Central Plant:                                | \$48,000.00  |
| This billing includes both Design & Construction |              |
| 3. Site work:                                    | \$21,600.00  |
| This billing includes both Design & Construction |              |
| 4. Business Building:                            | \$25,440.00  |
| This billing includes both Design & Construction |              |
| 5. Gym & Pool:                                   | \$109,440.00 |
| This billing includes both Design & Construction |              |
| Total:   | \$283,680.00 |

A&I REPROGRAPHICS

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Monthly Billings Cycle:

A&I Reprographics will provide a monthly summary invoice for each project, which will detail the activity and charges for that period. We will generate the summary invoice(s) on the 25<sup>th</sup> of each month. Our payment terms are net 30 days.

See attached for sample of our monthly invoice.

I have also attached a Public Entity Data Sheet. Please take a moment to fill it out. A&I Reprographics will provide you and your consultants with the highest quality of reprographic services.

We appreciate the opportunity to work with you, Kitchell/BRJ and your consultants.

Sincerely,



Kathy A. Moylan  
CEO/VP Sales & Marketing  
A&I Reprographics

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: June 10, 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> |
| Precision Concrete   | CO-03           | \$3,274,700              | \$41,628                | \$14,560                | \$3,330,888         | 1.72              |
| Southcoast Acoustical Interiors                              | CO-01           | \$461,350                | \$0                     | \$8,481                 | \$469,831           | 1.84              |
| Total Proposed Changes                                       |                 |                          |                         | \$23,041                |                     |                   |
| <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> |
| Bell Roof Company  | CO-03           | \$152,400                | \$9,648                 | \$540                   | \$162,588           | 6.69              |
| Arrowhead Mechanical   | CO-01           | \$112,500                | \$0                     | \$6,340                 | \$118,840           | 5.64              |
| Total Proposed Changes                                       |                 |                          |                         | \$6,880                 |                     |                   |
| <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> |
| Bell Roof Company  | CO-01           | \$198,000                | \$0                     | \$13,464                | \$211,464           | 6.80              |

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 \$43,385, which is a 0.04% 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 \$3,245,375, resulting in a new overall change percentage of 3.25%. 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.

Contractor: Precision Concrete Amount: \$ 14,560

Campus: Crafton Hills College Project: LRC-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: Adding footing and reinforcement to structural items not shown on plans

### Accountability

This change was not part of the original design scope because: these items were not shown on plans or were designed after shop drawing review

- 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 09-11-08 in the amount of \$ 3,274,700

The current base contract amount with approved amendments equals \$ 3,274,700

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 \$ 3,330,888

This change order is subject to the 10% rule. It results in a 0.44 % change to the contract.

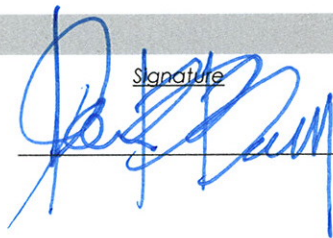
The cumulative amount of change orders for this contract equals \$ 56,188

or 1.72 % of the contract amount.

### Signatures

Bond Program Manager

Alan Rosen

      5.18.10  
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: Southcoast Acoustical Interiors Amount: \$ 8,481

Campus: Crafton Hills College Project: LRC-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: Adding specialty ceiling trip cap to enclose gaps to collect heat from fire sprinklers

### Accountability

This change was not part of the original design scope because: after installation per original design, the heat was escaping through the ceiling and a trip cap was necessary to enclose the gaps and collect heat from fire sprinklers

- 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 09-11-08 in the amount of \$ 461,350

The current base contract amount with approved amendments equals \$ 461,350

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 \$ 469,831

This change order is subject to the 10% rule. It results in a 1.84 % change to the contract.

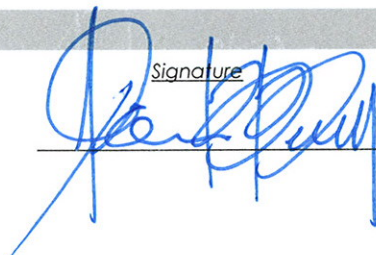
The cumulative amount of change orders for this contract equals \$ 8,481

or 1.84 % of the contract amount.

### Signatures

Bond Program Manager

Alan Rosen

  
 Signature \_\_\_\_\_ Date 5.13.10



## 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: Bell Roof Company Amount: \$ 540

Campus: Crafton Hills College Project: CRF-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: Adding split system HVAC at telecom room.

### Accountability

This change was not part of the original design scope because: Although not shown on plans, these items were required by Code and installed to meet requirements

- 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 10-09-08 in the amount of \$ 152,400

The current base contract amount with approved amendments equals \$ 152,400

- 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 \$ 162,588

This change order is subject to the 10% rule. It results in a 0.35 % change to the contract.

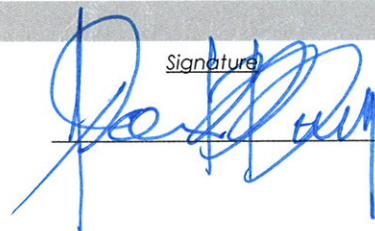
The cumulative amount of change orders for this contract equals \$ 10,188

or 6.69 % of the contract amount.

### Signatures

Bond Program Manager

Alan Rosen

Signature  Date 5-18-10



# 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: Arrowhead Mechanical Amount: \$ 6,340

Campus: Crafton Hills College Project: CRF-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: Adding fire dampers as required by Code and adding a split HVAC system at the telecom room

### Accountability

This change was not part of the original design scope because: Although not shown on plans, these items were required by Code and installed to meet requirements

- 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 10-09-08 in the amount of \$ 112,500

The current base contract amount with approved amendments equals \$ 112,500

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 \$ 118,840

This change order is subject to the 10% rule. It results in a 5.64 % change to the contract.

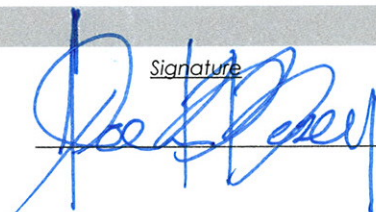
The cumulative amount of change orders for this contract equals \$ 6,340

or 5.64 % of the contract amount.

### Signatures

Bond Program Manager

Alan Rosen

 Signature \_\_\_\_\_ Date 5.18.10



## 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: Bell Roof Company Amount: \$ 13,464

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: Approval of overtime and premium time work to finish the roof area before inclement weather occurred. Sealing the roof prevented damage and replacement cost to installed interior drywall, electrical and mechanical systems.

### Accountability

This change was not part of the original design scope because: Interior drywall, electrical and mechanical systems were installed concurrent with the roof system. Impending rains deemed it necessary to close the roof to prevent interior damage.

- 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 09-11-08 in the amount of \$ 198,000

The current base contract amount with approved amendments equals \$ 198,000

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 \$ 211,464

This change order is subject to the 10% rule. It results in a 6.80 % change to the contract.

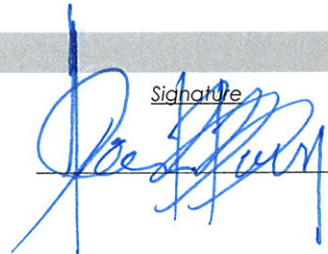
The cumulative amount of change orders for this contract equals \$ 13,464

or 6.80 % of the contract amount.

### Signatures

Bond Program Manager

Alan Rosen

Signature:  \_\_\_\_\_  
 Date: 5/8/10

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
Capital Facilities Program Management

8104  
Project Number

CO: BC02 #03

**CHANGE ORDER**

Original Contract Amount: \$3,274,700.00  
Amount of Previous Contract Amendments: \$0.00  
Amount of Previous Change Orders: \$41,628.00

DSA No.:

|                      |                          |               |             |
|----------------------|--------------------------|---------------|-------------|
| School Name:         | Crafton Hills College    | Date:         | 06-May-10   |
| Project Description: | Learning Resource Center | Contract No.: | CLRC01:BC02 |
| To (Contractor):     | Precision Concrete       | Attn:         | Dennis Ihle |

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 5/6/10 for  
Change Order No. BC02 #03

**TOTAL COST OF CHANGE ORDER CO: BC02 #03 \$14,560.00**

Reason for Change:

Refer to attached Change Order No. CO: BC02 #03 summary dated 05/06/10

Initiator of Change:

Refer to attached Change Order No. CO: BC02 #03 summary dated 05/06/10




|  |                |
|--|----------------|
| The original Base Contract Sum was:  | \$3,274,700.00 |
| Net change by previous authorized Contract Amendment (s):                        | \$0.00         |
| The revised BASE Contract Sum:   | \$3,274,700.00 |
| Net change by previous authorized Change Order(s):                               | \$41,628.00    |
| The Contract Sum including previous authorized Change Orders:                    | \$3,316,328.00 |
| The contract AMOUNT due to C.O. No. BC02 #03 will be increased by:               | \$14,560.00    |
| The revised Contract Amount, including this Change Order is, therefore:          | \$3,330,888.00 |
| The contract TIME due to C.O. No. BC02 #03 will be unchanged by:                 | calendar days  |
| The revised Contract Completion Date, including this Change Order is, therefore: | unchanged      |

SBCCD Change Order # BC02 #03

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) | Juan Santana      | Date | 5/10/10 |
| Constr. Mgr.: |  | Name (printed) | Matt Breyer       | Date | 5/11/10 |
| District:     |   | Name (printed) |                   | Date |         |
| Contractor:   |  | Name (printed) | DENNIS IHLE / CEO | Date | 5/11/10 |

Contract CLRC01:02 Precision Concrete Construction

## CHANGE ORDER NO. 03

| REF.                           | DESCRIPTION OF ITEM  | CODE | CREDIT | COST    | BALANCE         |
|--------------------------------|--|------|--------|---------|-----------------|
| PC026                          | Added footing to wall reinforcing require during shop drawing review                     | G3   |        | \$4,511 | \$4,511         |
| PC027                          | Added reinforcing at pilaster - not shown on structural                                  | G3   |        | \$279   | \$279           |
| PC028                          | Added reinforcing in slab on grade to cover pipes over footings                          | F1   |        | \$791   | \$791           |
| PC037                          | Added reinforcing at the gallery deck to accommodate steel for precast support not shown | G3   |        | \$8,979 | \$8,979         |
| <b>Subtotal</b>                |  |      |        |         | <b>\$14,560</b> |
| <b>TOTAL CHANGE ORDER # 03</b> |  |      |        |         | <b>\$14,560</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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- L CONTRACT ADMINISTRATIVE ISSUE

\* Note: "I" has been omitted not to be confused with "1"

- 1 CONTRACTOR GENERATED
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- 4 DISTRICT GENERATED
- 5 INSPECTOR OR AGENCY GENERATED

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
Capital Facilities Program Management

8104  
Project Number

CO: BC12 #01

**CHANGE ORDER**

DSA No.:

Original Contract Amount: \$461,350.00  
Amount of Previous Contract Amendments: \$0.00  
Amount of Previous Change Orders: \$0.00

School Name: Crafton Hills College Date: 07-May-10  
Project Description: Learning Resource Center Contract No.: CLRC01: BC 12  
To (Contractor): Southcoast Acoustical Interiors Attn: Art Ortega

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 5/7/10 for Change Order No. BC12 #01

**TOTAL COST OF CHANGE ORDER** CO: BC12 #01 **\$8,481.00**

Reason for Change:  
Refer to attached Change Order No. BC12 #01 summary dated 05/07/10

Initiator of Change:  
Refer to attached Change Order No. BC12 #01 summary dated 05/07/10

|  |              |
|--|--------------|
| The original Base Contract Sum was:  | \$461,350.00 |
| Net change by previous authorized Contract Amendment (s):                                    | \$0.00       |
| The revised BASE Contract Sum:   | \$461,350.00 |
| Net change by previous authorized Change Order(s):   | \$0.00       |
| The Contract Sum including previous authorized Change Orders:                                | \$461,350.00 |
| The contract AMOUNT due to C.O. No. <u>BC12 #01</u> will be increased by:                    | \$8,481.00   |
| The revised Contract Amount, including this Change Order is, therefore:                      | \$469,831.00 |
| The contract TIME due to C.O. No. <u>BC12 #01</u> will be unchanged by: _____ calendar days. | unchanged    |
| The revised Contract Completion Date, including this Change Order is, therefore              | unchanged    |
| SBCCD Change Order # <u>BC12 #01</u> includes Item Number(s):                                | <u>PC033</u> |

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

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

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

|               |                    |                    |                         |                |                |
|---------------|--------------------|--------------------|-------------------------|----------------|----------------|
| Architect:    | <u>[Signature]</u> | Name (printed)     | <u>Juan Santana</u>     | Date           | <u>5/10/10</u> |
| Constr. Mgr.: | <u>[Signature]</u> | Matt Breyer        |                         | <u>5/10/10</u> |                |
| District:     |                    |                    |                         |                |                |
| Contractor:   | <u>[Signature]</u> | Printed Name/Title | <u>Andrea van Arman</u> |                | <u>5/12/10</u> |

State of California - Division of the State Architect DSA Application No. 109149 File No. \_\_\_\_\_  
Approved \_\_\_\_\_ per Principal Structural Engineer: \_\_\_\_\_

Contract CLRC01:12 Southcoast Acoustical Interiors

## CHANGE ORDER NO. 01

| REF.                           | DESCRIPTION OF ITEM  | CODE | CREDIT | COST    | BALANCE        |
|--------------------------------|--|------|--------|---------|----------------|
| PC033                          | Added specialty ceiling trim cap to enclose gaps to collect heat for fire sprinklers | G3   |        | \$8,481 | \$8,481        |
| <b>Subtotal</b>                |  |      |        |         | <b>\$8,481</b> |
| <b>TOTAL CHANGE ORDER # 01</b> |  |      |        |         | <b>\$8,481</b> |

CODE LEGEND

- A SITE COST, UNFORESEEN FIELD CONDITION
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- E SITE COST, CONTRACTOR IMPACT TO ANOTHER CONTRACTOR
- F BUILDING COST, UNFORESEEN FIELD CONDITION
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SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
Capital Facilities Program Management

9617  
Project Number

CO:03

**CHANGE ORDER**

Original Contract Amount: \$152,400.00  
Amount of Previous Contract Amendments: \$0.00  
Amount of Previous Change Orders: \$9,648.00

DSA No.:

|                      |                                      |               |                  |
|----------------------|--------------------------------------|---------------|------------------|
| School Name:         | <u>Crafton Hills College</u>         | Date:         | <u>09-May-10</u> |
| Project Description: | <u>Community Recreation Facility</u> | Contract No.: | <u>CCRF01:06</u> |
| To (Contractor):     | <u>Bell Roof Company, Inc.</u>       | Attn:         | <u>Scott</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 5/9/10 for  
Change Order No. CO:03 Item(s): PC 040**

**TOTAL COST OF CHANGE ORDER CO:03 \$540.00**

Reason for Change:

**Refer to attached Change Order No. CO:03 summary dated**

Initiator of Change:


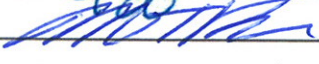


**Refer to attached Change Order No. CO:03 summary dated**

|   |                          |
|---|--------------------------|
| The original Base Contract Sum was:   | <u>\$152,400.00</u>      |
| Net change by previous authorized Contract Amendment (s):                       | <u>\$0.00</u>            |
| The revised BASE Contract Sum:  | <u>\$152,400.00</u>      |
| Net change by previous authorized Change Order(s):                              | <u>\$9,648.00</u>        |
| The Contract Sum including previous authorized Change Orders:                   | <u>\$162,048.00</u>      |
| The contract AMOUNT due to C.O. No. CO:03 will be increased by:                 | <u>\$540.00</u>          |
| The revised Contract Amount, including this Change Order is, therefore:         | <u>\$162,588.00</u>      |
| The contract TIME due to C.O. No. CO:03 will be changed by:                     | <u>20</u> calendar days. |
| The revised Contract Completion Date, including this Change Order is, therefore | <u>refer to updates</u>  |
| SBCCD Change Order # CO:03 includes Item Number(s):                             | <u>PC 040</u>            |

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

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

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

|               |  |                |                                     |      |                  |
|---------------|--|----------------|-------------------------------------|------|------------------|
| Architect:    | <u></u> | Name (printed) | <u>Geoff Doorn</u>                  | Date | <u>5/11/2010</u> |
| Constr. Mgr.: | <u></u> | Name (printed) | <u>Matt Breyer</u>                  | Date | <u>5/11/10</u>   |
| District:     | <u></u> | Name (printed) | <u>Robert D. Martin, Vice Pres.</u> | Date | <u>5/14/10</u>   |
| Contractor:   | <u></u> | Name (printed) | <u>Robert D. Martin, Vice Pres.</u> | Date | <u>5/14/10</u>   |

State of California - Division of the State Architect DSA Application No. XX File No. 36-C2  
Approved \_\_\_\_\_ per Principal Structural Engineer: \_\_\_\_\_

Contract CCRF-06: Bid Category 6 - Bell Roof Company, Inc.

### CHANGE ORDER #03

| REF.  | DESCRIPTION OF ITEM                                  | CODE | CREDIT | COST  | BALANCE | Project Cost Allocation |       |
|-------|--|------|--------|-------|---------|-------------------------|-------|
|       |  |      |        |       |         | Infra 5                 | CRF   |
|       | Added split system HVAC at telecom room per ASI 37 - |      |        |       |         |                         |       |
| PC040 | Roofing and flashing coordination                    | G3   |        | \$540 | \$540   |                         | 540   |
|       |  |      |        |       | \$0     |                         |       |
|       |  |      |        |       | \$0     |                         |       |
|       | <b>Subtotal</b>                                      |      |        |       | \$540   | \$0                     | \$540 |
|       | <b>TOTAL CHANGE ORDER #03</b>                        |      |        |       | \$540   |                         |       |

CODE LEGEND

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- E SITE COST, CONTRACTOR IMPACT TO ANOTHER CONTRACTOR
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SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
Capital Facilities Program Management

9617  
Project Number

CO:01

**CHANGE ORDER**

Original Contract Amount: **\$112,500.00**  
 Amount of Previous Contract Amendments: **\$0.00**  
 Amount of Previous Change Orders: **\$0.00**

DSA No.:

|                      |                                      |               |                      |
|----------------------|--------------------------------------|---------------|----------------------|
| School Name:         | <u>Crafton Hills College</u>         | Date:         | <u>05/09/10</u>      |
| Project Description: | <u>Community Recreation Facility</u> | Contract No.: | <u>CCRF01:14</u>     |
| To (Contractor):     | <u>Arrowhead Mechanical</u>          | Attn:         | <u>Robert Gastel</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 5/9/10 for**

**Change Order No. CO:01 Item(s):** PC 37 & 40

**TOTAL COST OF CHANGE ORDER CO:01** \$6,340.00

Reason for Change:

**Refer to attached Change Order No. CO:01 summary dated** 05/09/10

Initiator of Change:

**Refer to attached Change Order No. CO:01 summary dated** 05/09/10

|   |                     |
|---|---------------------|
| The original Base Contract Sum was:   | <u>\$112,500.00</u> |
| Net change by previous authorized Contract Amendment (s):                                   | <u>\$0.00</u>       |
| The revised BASE Contract Sum:  | <u>\$112,500.00</u> |
| Net change by previous authorized Change Order(s):  | <u>\$0.00</u>       |
| The Contract Sum including previous authorized Change Orders:                               | <u>\$112,500.00</u> |
| The contract AMOUNT due to C.O. No. <b>CO:01</b> will be increased by:                      | <u>\$6,340.00</u>   |
| The revised Contract Amount, including this Change Order is, therefore:                     | <u>\$118,840.00</u> |
| The contract TIME due to C.O. No. <b>CO:01</b> will be changed by: <u>20</u> calendar days. |                     |
| The revised Contract Completion Date, including this Change Order is, therefore             | <u>See Updates</u>  |
| <b>SBCCD Change Order #</b> <u>CO:01</u> includes Item Number(s): <u>PC 37 &amp; 40</u>     |                     |

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

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

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

|               | Signature | Name (printed)                             | Date             |
|---------------|-----------|--|------------------|
| Architect:    |           | Geoff Doorn                                | <u>5/11/2010</u> |
| Constr. Mgr.: |           | Matt Breyer                                | <u>5/11/10</u>   |
| District:     |           |  |                  |
| Contractor:   |           | <u>ROBERT GASTEL</u><br>Printed Name/Title | <u>5/13/10</u>   |

Contract CCRF-06: Bid Category 15 - Arrowhead Mechanical, Inc.

## CHANGE ORDER #01

| REF.  | DESCRIPTION OF ITEM  | CODE | CREDIT | COST    | BALANCE        | Project Cost Allocation |                |
|-------|--|------|--------|---------|----------------|-------------------------|----------------|
|       |  |      |        |         |                | Infra 5                 | CRF            |
| PC037 | Added fire damper at mechanical room, not shown on plans but required by code          | G3   |        | \$650   | \$650          |                         | 650            |
| PC040 | Added split system HVAC at telecom room per ASI 37 - Roofing and flashing coordination | G3   |        | \$5,690 | \$5,690        |                         | 5690           |
|       |  |      |        |         | \$0            |                         |                |
|       | <b>Subtotal</b>  |      |        |         | <b>\$6,340</b> | <b>\$0</b>              | <b>\$6,340</b> |
|       | <b>TOTAL CHANGE ORDER #01</b>  |      |        |         | <b>\$6,340</b> |                         |                |

**CODE LEGEND**

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

NH-BC7-CO1

**CHANGE ORDER**

Original Contract Amount: **\$198,000.00**  
 Amount of Previous Contract Amendments: **\$0.00**  
 Amount of Previous Change Orders: **\$0.00**

DSA No.:  
NH-BC7-CO1

|                      |  |               |                       |
|----------------------|--|---------------|-----------------------|
| 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 7</b> |
| To (Contractor):     | <b>Bell Roof Company</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-BC7-CO1 Item(s): 1.1**

**TOTAL COST OF CHANGE ORDER NH-BC7-CO1 \$13,464.00**

Reason for Change:

**Refer to attached Change Order No. NH-BC7-CO1 summary dated 3/31/10**

Initiator of Change:

**Refer to attached Change Order No. NH-BC7-CO1 summary dated 31-Mar-10**

|   |                     |
|---|---------------------|
| The original Base Contract Sum was:   | \$198,000.00        |
| Net change by previous authorized Contract Amendment (s):   | \$0.00              |
| The revised BASE Contract Sum:  | \$198,000.00        |
| Net change by previous authorized Change Order(s):  | \$0.00              |
| The Contract Sum including previous authorized Change Orders:                                     | \$198,000.00        |
| The contract AMOUNT due to C.O. No. <b>NH-BC7-CO1</b> will be increased by:                       | \$13,464.00         |
| The revised Contract Amount, including this Change Order is, therefore:                           | \$211,464.00        |
| The contract TIME due to C.O. No. <b>NH-BC7-CO1</b> will be unchanged by: <u>0</u> calendar days. |                     |
| The revised Contract Completion Date, including this Change Order is, therefore                   | <b>unchanged</b>    |
| SBCCD Change Order # <b>NH-BC7-CO1</b> includes Item Number(s):                                   | <b>One (1) item</b> |

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

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

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

|               |                              |                    |  |
|---------------|------------------------------|--------------------|--|
| Architect:    | <u>[Signature]</u> Signature | Name (printed)     | Jay R. Tittle, C-12955                           |
| Constr. Mgr.: | <u>[Signature]</u>           |                    | Evan Taylor                                      |
| District:     |                              |                    | Mr. Bruce Baron, Vice Chancellor Fiscal Services |
| Contractor:   | <u>Robert D. Martin</u>      | Printed Name/Title | Robert D. Martin V.P. 4/13/10                    |



|            |
|------------|
| DSA No.:   |
| NH-BC7-CO1 |

**CHANGE ORDER NO.**

**NH-BC7-CO1**

| REF.     | DESCRIPTION OF ITEM  | CODE | % | CREDIT | COST              | BALANCE            |
|----------|--|------|---|--------|-------------------|--------------------|
| Item 1.1 | Install roofing at premium cost to provide dry building interior in advance of inclement weather<br>PC45 | H2   |   |        | \$13,464.00       | \$13,464.00        |
|          | PC37, RFI201   |      |   |        |                   |                    |
|          | <b>Subtotal</b>  |      |   |        |                   | <b>\$13,464.00</b> |
|          | <b>TOTAL CHANGE ORDER #</b>  |      |   |        | <b>NH-BC7-CO1</b> | <b>\$13,464.00</b> |

CODE LEGEND

- A SITE COST, UNFORESEEN FIELD CONDITION
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SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Acting Chancellor  
REVIEWED BY: Bruce Baron, Vice Chancellor, Fiscal Services  
PREPARED BY: Alan Rosen, Bond Program Manager, Kitchell/BRj  
DATE: June 10, 2010  
SUBJECT: Consideration of Approval of Amendment 005 to the  
Steinberg Architects Learning Resource Center Contract at CHC

RECOMMENDATION

It is recommended that the Board of Trustees approve Amendment 005 to the Steinberg Architects Learning Resource Center contract at CHC in the amount of \$112,968.00.

OVERVIEW

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

This amendment is for additional construction administration meetings beyond those identified in the original schedule which showed a construction completion date of December 28, 2009. Assessment of the construction schedule identified a construction completion date for the Learning Resource Center of June 17, 2010.

ANALYSIS

The effect of this amendment will be an addition of \$112,968.00 to the Steinberg Architects Learning Resource Center contract, resulting in a revised contract amount of \$3,122,353.00.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

Budgeted with Measure P funds.

Attachment

DATE: 04/12/10

No - CHC LRC 028

TO: Bruce Baron, SBCCD

FROM: Bruce McDonald, K/BRj

RE: **Crafton Hills College (CHC): LRC  
Recommendation to approve Steinberg Architects LRC Contract Amendment: 005**

DISTRIBUTION: Alan Rosen - K/BRj  
Geoff Bachanas - K/BRj  
Sheila Nelson - K/BRj

**SCOPE:**

SBCCD's approval of Steinberg Architects LRC Contract Amendment 005

**NARRATIVE:**

Steinberg Architects LRC agreement originally identified a construction completion date of December 15, 2009. A project construction schedule dated December 28, 2009 identifies a project completion date of June 17, 2010 thus extending the construction phase an additional twenty four weeks.

This extension results from the following: Multiple days of rain delays, hazardous materials abatement for existing pipe and curb (not identified in the Hazardous Material Report), corrections to the installed brace frame anchor bolts, a six month agency review/approval process for precast concrete panel deferred submittals and seven month agency review/approval process for fire sprinkler deferred submittals.

In conjunction with section B-A.4 of their agreement, Steinberg Architects is requesting an extension of the weekly meeting portion of the Construction Administration services by twenty four weeks. This cost will be an addition of \$112,968 and will be invoiced on a time and materials basis.

**RECOMMENDATION:**

K/BRj recommends the Board approve Steinberg Architects LRC Amendment 005 in the amount of \$112,968.00. If approved Steinberg Architects LRC contract sum will be \$3,122,353.00.

|                                     |  |                             |
|-------------------------------------|--|-----------------------------|
| <input checked="" type="checkbox"/> | I concur with this recommendation        | Alan Rosen, Program Manager |
| <input type="checkbox"/>            | I do not concur with this recommendation |                             |

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

Cc: File



**STEINBERG ARCHITECTS LRC CONTRACT AMENDMENT: 005**

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 additional weekly Construction Administration (CA) meetings beyond the thirty six week construction period identified in Exhibit "C" (schedule) of the Agreement of Architectural Services. The original identified construction completion date was December 15, 2009. The project construction schedule dated December 28, 2009 identifies a project completion date of June 17, 2010, thus extending the construction phase twenty four weeks. Extension of the Construction Administration services will be in-line with the agreement for architectural services which includes weekly construction meetings.

Attachments:

Kitchell/BRJ Project Memo CHC LRC No.028, Steinberg Architects LRC proposal letter dated 03/03/2010

Costs:

**\$112,968.00** = Total of this Amendment

---

|   |                 |
|---|-----------------|
| The original <b>Contract Sum</b>  | \$2,590,415.00  |
| Net change by previous Amendments                                       | 418,970.00      |
| The <b>Contract Sum</b> prior to this Amendment                         | \$3,009,385.00  |
| The <b>Contract Sum</b> will be <b>increased</b> by this Amendment      | \$112,968.00    |
| The new <b>Contract Sum</b> including this Amendment                    | \$3,122,353.00  |
| The Contract Schedule as of this Amendment will be <b>increased by:</b> | 0 calendar days |

---

By signing this Amendment the San Bernardino Community College District (SBCCD) authorizes 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: 4.25.10

**OWNER**  
SBCCD

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

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

January 4, 2010  
Revised February 17, 2010  
Revised March 03, 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: Learning Resource Center  
Project #: 06063.020  
ASA #6 : Additional Construction Administration Meetings

Dear Bruce:

Steinberg Architects is submitting this Additional Services Authorization for additional weekly Construction Administration (CA) meetings beyond the thirty six week construction period identified in Exhibit "C" (schedule) of the Agreement for Architectural Services. Based on the Exhibit "C" construction duration and a October 13, 2008 beginning date for CA services, Steinberg Architects CA services were to be completed on January 01, 2009.

The project construction schedule dated December, 28, 2009 identifies a project completion date of June 17, 2010 thus extending the construction phase twenty four weeks. This extension appears to be a result of the following: Multiple days of rain delays, hazardous materials abatement for existing pipe and curb (which did not appear in the Hazardous Materials Report), corrections to installed brace frame anchor bolts, a six month agency review/approval process for precast concrete panel deferred submittals and a seven month agency review/approval process for fire sprinkler deferred submittals.

In conjunction with section B-A.4 of our agreement we are requesting that the weekly meeting portion of our Construction Administration services be extended to the project completion date identified in the December, 28, 2009 construction schedule. The extended Construction Administration services provided would be in keeping with the construction administration services identified in our agreement for architectural services including weekly construction meetings.

#### I. ADDITIONAL SERVICES FEE

The fee for the services provided is **one hundred twelve thousand nine hundred sixty eight dollars (\$112,968)**, and would be invoiced on a time and materials basis. See attached fee matrix for additional information.

#### II. HOURLY RATE SCHEDULE

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

|           |       |             |       |
|-----------|-------|-------------|-------|
| Principal | \$239 | Job Captain | \$139 |
|-----------|-------|-------------|-------|

|                        |       |                      |       |
|------------------------|-------|----------------------|-------|
| Senior Project Manager | \$178 | Intermediate         | \$113 |
| Senior Designer        | \$178 | Designer/Drafter     | \$103 |
| Project Manager        | \$163 | Administrative Staff | \$89  |
| Sr. Project Architect  | \$189 |                      |       |
| Designer               | \$150 |                      |       |

### III. Authorization

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

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

STEINBERG ARCHITECTS



Gilbert Rocca  
Project Manager

Cc: David Hart, Irene Ngo, File A01

**Crafton Hills College**  
**Learning Resource Center**  
**Fee Matrix for Architectural Services**

4-Jan-09  
 Revised 2/17/2009  
 Revised 3/03/2010

**ASA #6 - Additional Construction Administration Meetings**

| Personnel/Firm<br>Hourly Rate              | Estimated Hours |          |          |          |          | Subtotal<br>Hours | Subtotal            |
|--|-----------------|----------|----------|----------|----------|-------------------|---------------------|
|  | Principal       | PM       | PA       | JC       | Staff    |                   |                     |
|  | \$239           | \$178    | \$189    | \$139    | \$89     |                   |                     |
| <b>1) Weekly Hours - Extended Services</b> | 1               | 9        | 3        | 9        | 7        | 29                |                     |
| Subtotal                                   | \$239           | \$1,602  | \$567    | \$1,251  | \$623    |                   | \$4,282             |
| 24 week extension                          |                 |          |          |          |          |                   | x24                 |
| Subtotal Fees: 24 Week Extension           | \$5,736         | \$38,448 | \$13,608 | \$30,024 | \$14,952 |                   | \$102,768           |
| <b>Subtotal</b>                            |                 |          |          |          |          |                   | \$102,768           |
| <b>4) Reimbursable Expenses</b>            |                 |          |          |          |          |                   | \$10,200.00         |
| <b>Total Fees:</b>                         |                 |          |          |          |          |                   | <b>\$112,968.00</b> |

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: June 10, 2010  
SUBJECT: Consideration of Approval of Amendment 008 to the  
Steinberg Architects Community Recreation Facility Contract at CHC

RECOMMENDATION

It is recommended that the Board of Trustees approve Amendment 008 to the Steinberg Architects Community Recreation Facility contract at Crafton Hills College in the amount of \$36,915.00.

OVERVIEW

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

This amendment is for additional construction administration meetings beyond those identified in Additional Services Authorization #6 which showed a construction completion date of February 25, 2010. Assessment of the construction schedule required an extension of nine weeks to the Community Recreation Facility construction completion date.

ANALYSIS

The effect of this amendment will be an addition of \$36,915.00 to the Steinberg Architects Community Recreation Facility contract, resulting in a revised contract amount of \$1,552,463.00.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

Budgeted with Measure P funds.

Attachment

DATE: 04/12/10

No - CHC CRF 034

TO: Bruce Baron, SBCCD

FROM: Bruce McDonald, K/BRj

RE: **Crafton Hills College (CHC): CRF  
Recommendation to approve Steinberg Architects CRF Contract Amendment: 008**DISTRIBUTION: Alan Rosen - K/BRj  
Geoff Bachanas - K/BRj  
Sheila Nelson - K/BRj**SCOPE:**

SBCCD's approval of Steinberg Architects CRF Contract Amendment 008

**NARRATIVE:**

Steinberg Architects ASA #6 dated September 14, 2009 identified a construction completion date of February 25, 2010 and extended the Construction Administration (CA) meetings to February 25, 2010. Recent schedule discussions with the Construction Management team an extension of an additional nine weeks to the construction completion date.

This extension results from the following: rain delays, revised grading at the request of the campus and incorporating LEED elements into the project.

In conjunction with section B-A.4 of their agreement, Steinberg Architects is requesting an extension of the weekly meeting portion of the Construction Administration services identified in ASA #6 by nine weeks. This cost will be an addition of \$36,915 and will be invoiced on a time and materials basis.

**RECOMMENDATION:**

K/BRj recommends the Board approve Steinberg Architects CRF Amendment 008 in the amount of \$36,915.00. If approved Steinberg Architects CRF contract sum will be \$1,552,463.00.

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


  
 Alan Rosen, Program Manager

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

Bruce Baron, Vice Chancellor of Fiscal Services

Cc: File

**STEINBERG ARCHITECTS CRF CONTRACT AMENDMENT: 008**

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 additional weekly Construction Administration (CA) meetings beyond those identified in ASA #6 dated September 14, 2009. ASA #6 identified additional weekly CA meetings extending to February 25, 2010. Recent discussions of construction schedule for CRF acknowledged the completion date extending an additional nine weeks. Extension of the Construction Administration services will be in-line with the agreement for architectural services which includes weekly construction meetings.

Attachments:

Kitchell/BRJ Project Memo CHC CRF No.036, Steinberg Architects LRC proposal letter dated 03/15/2010

Costs:

**\$36,915.00** = Total of this Amendment

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|   |                 |
|---|-----------------|
| The original <b>Contract Sum</b>  | \$1,131,900.00  |
| Net change by previous Amendments                                       | \$383,648.00    |
| The <b>Contract Sum</b> prior to this Amendment                         | \$1,515,548.00  |
| The <b>Contract Sum</b> will be <b>increased</b> by this Amendment      | \$36,915.00     |
| The new <b>Contract Sum</b> including this Amendment                    | \$1,552,463.00  |
| The Contract Schedule as of this Amendment will be <b>increased by:</b> | 0 calendar days |

---

By signing this Amendment the San Bernardino Community College District (SBCCD) authorizes 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: \_\_\_\_\_

*[Signature]*  
4/19/2010

PROGRAM MANAGER  
Kitchell/BRJ

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

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

*[Signature]*  
4.23.10

OWNER  
SBCCD

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

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

March 08, 2010  
March 15, 2010 Revised

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: Community Recreational Facility  
Project #: 06063.010  
ASA #8 : Extended Construction Administration Meetings

Dear Bruce:

Steinberg Architects is submitting this Additional Services Authorization for additional weekly Construction Administration (CA) meetings beyond those identified in ASA #6 dated September 14, 2009. ASA #6 identified additional weekly CA meetings extending to February 25, 2010.

Based on recent discussions with the Construction Management team, it is my understanding that Substantial completion will be the middle of April with project completion taking place during the last week of April. This extended construction duration results in an additional 9 weeks of construction beyond that identified in ASA #6. The extension of construction activities is a result of recent rain delays, revised grading at the request of the campus and incorporating LEED elements into the project. The extended construction duration results in an additional 9 weeks of meetings beyond the period identified above.

In conjunction with section B-1.4 of our agreement we are requesting that the weekly meeting portion of our Construction Administration services be extended beyond the period identified in ASA #6. The extended services provided would be in keeping with the construction administration services identified in our agreement for architectural services including weekly construction meetings.

#### I. ADDITIONAL SERVICES FEE

The fee for the services provided is **thirty six thousand nine hundred fifteen dollars (\$36,915)**. Invoicing would be on a time and materials basis. See attached fee matrix for additional information.

#### II. HOURLY RATE SCHEDULE

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

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



*Designer*

\$150

**III. Authorization**

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

Please call if you have any questions concerning this agreement.

Sincerely,

STEINBERG ARCHITECTS

A handwritten signature in black ink, appearing to read 'Gilbert Rocca', written in a cursive style.

Gilbert Rocca  
Project Manager

Cc: David Hart, Irene Ngo, File A01

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

8-Mar-10  
 Revised 15-Mar-10

**ASA #8 - Additional Construction Administration Meetings**

| Personnel/Firm<br>Hourly Rate              | Estimated Hours |         |         |          |         | Subtotal<br>Hours | Subtotal           |
|--|-----------------|---------|---------|----------|---------|-------------------|--------------------|
|  | Principal       | PM      | PA      | JC       | Staff   |                   |                    |
|  | \$239           | \$178   | \$189   | \$139    | \$89    |                   |                    |
| <b>1) Weekly Hours - Extended Services</b> | 0.5             | 3       | 1.5     | 9        | 3       | 17                |                    |
| Subtotal                                   | \$120           | \$534   | \$284   | \$1,251  | \$267   |                   | \$2,455            |
| 9 week extension                           |                 |         |         |          |         |                   | x13                |
| Subtotal Fees: 9 Week Extension            | \$1,554         | \$6,942 | \$3,686 | \$16,263 | \$3,471 |                   | \$31,915           |
| <b>Subtotal</b>                            |                 |         |         |          |         |                   | \$31,915           |
| <b>2. Reimbursable Expenses</b>            |                 |         |         |          |         |                   | \$5,000.00         |
| <b>Total Fees:</b>                         |                 |         |         |          |         |                   | <b>\$36,915.00</b> |

## 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: June 10, 2010  
SUBJECT: Consideration of Approval of Amendment 004 to the  
Converse Consultants Contract at SBVC

### RECOMMENDATION

It is recommended that the Board of Trustees approve Amendment 004 to the Converse Consultants contract at SBVC in the amount of \$40,000.00.

### OVERVIEW

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

This amendment is to provide agency close-out documentation for the Media/Communications building and additional geotechnical and special testing inspection for the North Hall Replacement building. Due to delays in structural steel erection and drywall installation, the completion date for the North Hall was revised from April to June 2010. This extension required more special testing as requested by DSA. Also with the start date for the Chemistry/Physical Science building being delayed by the State, the ability for Converse Consultants to use their staff concurrently at multiple projects as projected was no longer viable. The budget for geotechnical and special inspection services for that project needed to be adjusted to complete the project. Converse Consultants submitted a proposal to complete the North Hall project as well as projected costs to close-out the Media/Communications project.

### ANALYSIS

The effect of this amendment will be an addition of \$40,000.00 to the Converse Consultants contract, resulting in a revised contract amount of \$723,539.19.

### BOARD IMPERATIVE

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

### FINANCIAL IMPLICATIONS

Budgeted with Measure P funds.

Attachment

DATE: 04/09/10

No – VC 111

TO: Bruce Baron, SBCCD

FROM: Alan Rosen, K/BRj

RE: **SBVC: Converse Consultants Contract Amendment: 004 – Additional fee request for Geotechnical and Special Inspection Services at SBVC**DISTRIBUTION: Patricia Nguyen – K/BRj  
Hashmi Quazi – Converse Consultants**SCOPE:**

SBCCD's approval of Converse Consultants Contract Amendment 004

**NARRATIVE:**

Converse Consultants contract with SBCCD at SBVC was established on November 21, 2007 for a total fee of \$618,262.00. Exhibit "A" of the contract lists scope of the special testing and inspection services per estimated construction budgets for Measure P project. This contract was enforce from November 2007 to September 2010.

Amendment 003 for Converse Consultants was submitted and approved by SBCCD at the December 2009 Board meeting. Amendment 003 added \$65,277.19 to Converse Consultants contract. Converse Consultants original contract was based on a percentage of construction bid values. The proposal was also based on a schedule that showed work on multiple projects running concurrently. Actual construction activity revealed a need to adjust their contract to cover cost to complete the projects per projected completion dates.

Due to delays in structural steel erection and drywall installation, the completion date for the North Hall Replacement building was revised from April to June 2010. The extension of the completion date required more special testing as requested by DSA. Also with the start date for the Chemistry/Physical Science building being delayed by the State, the ability for Converse Consultants to use their staff concurrently at multiple projects as projected was no longer viable. The budget for geotechnical and special inspection services for that project needed to be adjusted to complete the project. Converse Consultants submitted a proposal to complete the North Hall Project as well as projected costs to close-out the Media/Communications project.

Converse Consultants submitted a cost proposal to complete both projects in the amount of \$40,000.00. The total amount includes adding \$29,000.00 to the North Hall project and \$11,000.00 to the Media/Communications project.

**RECOMMENDATION:**

We recommend the Board approve Converse Consultants' Contract Amendment 004 in the amount of \$40,000.00. The new contract sum for Converse Consultants at San Bernardino Valley College is \$723,539.19.

Cc: File

**CONSULTANT CONTRACT AMENDMENT to AGREEMENT OF PROFESSIONAL SERVICES CONTRACT: 004**

PROJECT: San Bernardino Valley College (SBVC)  
701 S. Mount Vernon Avenue  
San Bernardino, CA 92410

OWNER: San Bernardino Community College District  
114 S. Del Rosa Avenue  
San Bernardino, CA 92408

TO: Converse Consultants (Converse)  
109311 Corporate Drive  
Redlands, CA 92374

Brief Description:

This contract amendment is for additional geotechnical and special testing inspection services for the Media/Communications and North Hall Replacement building projects. This proposal will cover the additional services for project close-out for the Media/Communications Building and project completion of June 2010 for the North Hall Replacement Building.

Attachments:

KBRJ Project Memo No. VC – 111, Converse Consultants proposal letter dated 03/26/2010

Costs:

**\$40,000.00** = Total of this requested Consultant Contract Amendment: 004

|   |                 |
|---|-----------------|
| The original <b>Contract Sum</b>  | \$618,262.00    |
| Net change by previous Amendments                                       | \$65,277.19     |
| The <b>Contract Sum</b> prior to this Amendment                         | \$683,539.19    |
| The <b>Contract Sum</b> will be <b>increased</b> by this Amendment      | \$40,000.00     |
| The new <b>Contract Sum</b> including this Amendment                    | \$723,539.19    |
| The Contract Schedule as of this Amendment will be <b>increased by:</b> | 0 calendar days |

By signing this Amendment the San Bernardino Community College District (SBCCD) authorizes Converse Consultants to perform the scope of work listed above. SBCCD also authorizes and acknowledges that the amount of this Amendment will be paid via an amendment to Converse Consultants professional services contract with SBCCD.

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

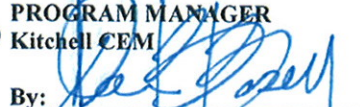
**Authorized:**

CONSULTANT  
Converse Consultants

PROGRAM MANAGER  
Kitchell CEM

OWNER  
SBCCD

By:   
DATE: 4/12/10

By:   
DATE: 4.12.10

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



# Converse Consultants

Geotechnical Engineering, Environmental & Groundwater Science, Inspection & Testing Services

March 26, 2010

Mr. Bruce Baron  
Vice Chancellor of Fiscal Services  
San Bernardino Community College District  
114 South Del Rosa Drive  
San Bernardino, CA 92408

Subject: **BUDGET ADDENDUM FOR GEOTECHNICAL  
AND SPECIAL INSPECTION SERVICES**  
Material Testing & Inspector Services  
San Bernardino Valley College  
San Bernardino and Yucaipa, California  
Converse Project Nos. 07-81-328-30, -34

Dear Mr. Baron:

As requested by Mr. Cade McMullin with Kitchel/BRJ, this letter was prepared to provide additional services to complete North Hall and Media Communication Buildings. A detail summary of budgets and additional services requested for each building is provided below:

| Building Name           | Budget       | Billed up to January | Additional Amount Spent thru 3/19/10 | Total Spent  | Additional Amount Required to complete the project (Starting from 3/20/10) | Total Addendum Amount (Total Spent Less Budget Plus Additional Required Amount) | Total Revised Budget |
|-------------------------|--------------|----------------------|--------------------------------------|--------------|--|---|----------------------|
| North Hall              | \$168,212.80 | \$153,404.69         | \$17,104.30                          | \$170,508.99 | \$26,703.81  | <b>\$29,000.00</b>  | \$197,212.80         |
| Media and Communication | \$130,299.43 | \$134,312.53         | \$3,523.30                           | \$137,835.83 | \$3,463.60   | <b>\$11,000.00</b>  | \$141,299.43         |

Converse Consultants is requesting authorization for additional fees in the amount of \$40,000.00 (\$29,000.00 (North Hall) and \$11,000.00 (Media & Communication)) in order to complete the projects.

Please do not hesitate to contact the undersigned at (909) 796-0544 if you have any questions or wish to discuss this letter in greater detail.

**CONVERSE CONSULTANTS**

Hashmi S. E. Quazi, Ph.D., G. E.  
Principal Engineer/Regional Manager

Dist.: 3 - Kitchell/BRJ - Attention: Cade McMullin



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: June 10, 2010  
SUBJECT: Consideration of Approval to Reduce Retention to 5% for  
Anderson Charnesky Structural Steel, Inc.

RECOMMENDATION

It is recommended that the Board of Trustees approve the reduction of retention from 10% to 5% for the Anderson Charnesky Structural Steel, Inc. Learning Resource Center contract at CHC.

OVERVIEW

Anderson Charnesky Structural Steel, Inc. is requesting a reduction of the retention on their contract from 10% to 5%. In compliance with California Public Contract Code section 9203, when 50% of the work on a contract has been completed, the retention for that contract can be reduced to 5%.

ANALYSIS

The Anderson Charnesky Structural Steel, Inc. contract work is in the 98% completion range and 5% retention is sufficient.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

None.

Attachment



DATE: May 18, 2010 **No - CHC INFRA 036**

TO: Bruce Baron  
Acting Chancellor  
**San Bernardino Community College District (SBCCD)**

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

RE: **Crafton Hills College (CHC)**  
**PROJECT #: Learning Resource Center**  
**Recommendation to Approve Andersen Charnesky Structural Steel Inc. retention reduction to 5%**

**SCOPE:**

SBCCD's approval of reduce **Approve Andersen Charnesky Structural Steel Inc.** retention to 5%.

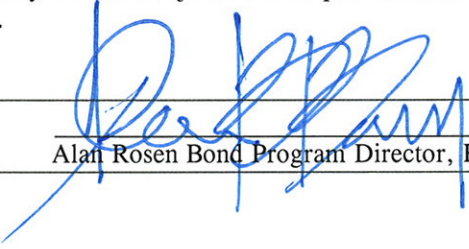
**NARRATIVE:**

**Approve Andersen Charnesky Structural Steel Inc.** is requesting a reduction of the retention to 5%. Tilden Coil has recommended the release of the retention but retaining 5%. The work is substantially complete, has been inspected and final punch listed.

In compliance with California Public Contract Code section 9203 the amounts when 50% of the work has been completed can be reduced to 5%. This contract work is in the 98% completion range and 5% is sufficient.

**RECOMMENDATION:**

K/BRj recommends that SBCCD approval of **Approve Andersen Charnesky Structural Steel Inc.**, reduction in retention to 5%. The board document will be prepared by Kitchell/BRj and will be put on the July 2010 SBCCD board agenda for SBCCD Board of Trustees approval.

|   |   |
|---|---|
| <input checked="" type="checkbox"/> I concur with this recommendation | <br>Alan Rosen Bond Program Director, K/BRj |
| <input type="checkbox"/> I do not concur with this recommendation     |   |

|   |   |
|---|---|
| <input type="checkbox"/> I concur with this recommendation        | Bruce Baron, Acting Chancellor of SBCCD |
| <input type="checkbox"/> I do not concur with this recommendation |   |

Attachments: Tilden-Coil Constructors recommendation letter dated 05/11/2010

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



Tuesday, May 11, 2010

Bruce McDonald  
Kitchell/BRJ  
17711 Sand Canyon Road  
Yucaipa, CA 92399

**PROJ: CHC (7) Learning Resource Center**

**RE: Retention Reduction – Bid Category 4 – Anderson Charnesky Structural Steel, Inc.**

Dear Bruce,

Please allow this letter to serve as our recommendation to allow the retention for Anderson Charnesky Structural Steel, Inc.. (Learning Resource Center Bid Category 4) to be reduced to 5%. California Public Contract code section 9203 allows the owner to reduce the retention amount to 5% after the contractor has successfully completed 50% of the contracted work. The contractor has completed well over 50% of the contracted work with less than 5% of their contracted work and punchlist yet to be completed.

Attached is a copy of the Consent of Surety from Anderson's surety company allowing this reduction in the retention amount.

I have been informed that this will require board approval. As such I am requesting that this be included in the board's agenda for the June 2010 meeting. Please confirm that this will occur.

Sincerely,

Tilden-Coil Constructors, Inc.

A handwritten signature in blue ink, appearing to be "Matt Breyer", written in a cursive style.

Matt Breyer  
Senior Project Manager

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Acting Chancellor  
REVIEWED BY: Bruce Baron, Vice Chancellor of Fiscal Services  
PREPARED BY: Steven Sutorus, Business Manager  
DATE: March 11, 2010  
SUBJECT: Consideration of Approval of cost change with Mutual of Omaha for 2010 Supplemental Early Retirement Program (SERP) Annuity Administration

RECOMMENDATION

It is recommended that the Board of Trustees approve a cost change with Mutual of Omaha who is the program administration agent for 2010 SERP Retirees.

OVERVIEW

Mutual of Omaha was chosen as the program administration agent for the SERP Retiree annuity. The original cost of this annuity program was \$3,744,270, paid over five years. Due to a late enrollment this cost has changed to \$3,791,995 over five years.

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

Attachment:

# 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, San Bernardino Community College District 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 \$ 3,791,995.00 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 30 day of April, 2010, at San Bernardino, CA, represents:

- A. that a copy of the Nonparticipating Installment Premium Group Annuity Contract proposal (98) 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)

Bruce Baron  
(typed or printed name)

Title Vice Chancellor, Fiscal Services

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

## 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: June 10, 2010  
SUBJECT: Consideration of Approval of Contract to Konica Minolta for Copier Lease and Print Management Services

### RECOMMENDATION

It is recommended that the Board of Trustees approve the contract to Konica Minolta Business Solutions for copier lease and print management services, in the amount of \$1,786,806.

### OVERVIEW

As part of a District-wide effort to save money and improve efficiency, a study was conducted of photocopier services at the two campuses and the District. The study concluded that the District could more economically and efficiently manage the photocopier fleet through standardization with a single vendor which would consolidate supply orders, parts and maintenance services in order to gain economies of scale savings. A Request for Qualifications was developed to assess the qualifications of local copier vendors to provide such a comprehensive program. Of the nine respondents, an evaluation committee determined Konica Minolta Business Solutions best met the requested qualifications.

### ANALYSIS

The District currently expends approximately \$436,344.00 annually for the lease, operation, and maintenance of copiers, printers, fax machines, and multi-function devices. This contract is anticipated to save the District \$152,746.80 annually by aggregating the lease and maintenance of all District copiers, printers, fax machines, and multi-function devices. By consolidating our fleet and upgrading to energy efficient machines, the District can save an additional \$12,000.00 in energy costs annually. Additionally, all machines will automatically default to duplex printing which will increase savings by potentially reducing the District's consumption of paper nearly in half.

### BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

### FINANCIAL IMPLICATIONS

Budgeted with anticipated savings of over \$165,000.00 annually.

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: June 10, 2010  
SUBJECT: Consideration of Approval of Interfund Borrowing and Adopt Resolution

RECOMMENDATION

It is recommended that the Board of Trustees approve and authorize interfund borrowing between all funds to meet cash flow needs in the fiscal year 2010-2011 and adopt resolution to authorize temporary borrowing between funds.

OVERVIEW

The Board has the authority to approve temporary borrowing between funds for payment of obligations.

ANALYSIS

The uncertainty of the ability of the State to make payments makes the need for cash essential.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Positive for cash flow.

\_\_\_\_\_ SCHOOL DISTRICT

RESOLUTION NO. \_\_\_\_\_

**RESOLUTION TO AUTHORIZE TEMPORARY BORROWING BETWEEN FUNDS  
OF THE SCHOOL DISTRICT**

ON MOTION of Member \_\_\_\_\_, seconded by Member \_\_\_\_\_, the following resolution is hereby adopted:

WHEREAS, the San Bernardino County Treasurer does not have authority to honor warrants drawn on school district funds with insufficient cash balances in the absence of an approved borrowing arrangement with the district; and

WHEREAS, the governing board of any school district may direct that moneys held in any fund or account may be temporarily transferred to another fund or account of the district for payment of obligations as authorized by Education Code Section 42603; and

WHEREAS, actual interfund transfers shall be accounted for as temporary loans between funds and shall not be available for appropriation or be considered income to the borrowing fund or account; and

WHEREAS, amounts transferred shall be repaid either in the same fiscal year, or in the following fiscal year if the transfer takes place within the final 120 calendar days of a fiscal year;

NOW THEREFORE, BE IT RESOLVED that:

1. The Governing Board of the \_\_\_\_\_ School District hereby authorizes, for fiscal year 20\_\_-20\_\_, temporary transfers between the following funds and authorizes the San Bernardino County Treasurer to honor warrants drawn on those funds, regardless of their cash balances, provided the aggregate cash balance of all those funds is positive:

(LIST APPLICABLE FUNDS)

2. The Governing Board of the \_\_\_\_\_ School District hereby authorizes the Superintendent or his designee to approve any actual interfund transfers processed between the above-mentioned funds and requires that any actual transfer of funds pursuant to this resolution be ratified by the Board as soon as practicable.

PASSED AND ADOPTED by the Governing Board on \_\_\_\_\_ 20 \_\_, by the following vote:

AYES:

NOES:

ABSENT:

STATE OF CALIFORNIA )

) ss

COUNTY OF \_\_\_\_\_ )

I, \_\_\_\_\_, Clerk/Secretary of the Governing Board, do hereby certify that the foregoing is a full, true, and correct copy of a resolution passed and adopted by the Board at a regularly called and conducted meeting held on said date.

WITNESSED my hand this \_\_\_\_\_ day of \_\_\_\_\_,  
20 \_\_\_\_\_.

\_\_\_\_\_  
Clerk/Secretary of the Governing Board



## 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: June 10, 2010  
SUBJECT: Consideration of Adoption of Resolution to Authorize the Use of Cooperative and Piggyback Procurement Contracts, Fiscal Year 2011

### RECOMMENDATION

It is recommended that the Board of Trustees adopt the resolution to authorize the Chancellor, or designee, to jointly exercise the District's purchasing power with other public agencies pursuant to California Government Code § 6500 and 6502 for Fiscal Year 2011.

### OVERVIEW

Pursuant to Government Code § 6500 and 6502, the governing body of two or more public agencies may grant authority to jointly exercise any power common to the agencies. The San Bernardino Community College District currently utilizes and is limited to the following cooperative purchasing contracts: CollegeBuys, the Western States Contracting Alliance, US Communities, the California Multiple Award Schedule, and the National Joint Powers Alliance.

### ANALYSIS

Purchasing is an integral function within each public agency. Procurement joint powers authorities have increased in number exponentially over the years offering numerous opportunities to SBCCD to realize additional savings on many purchases. This additional authority falls within current Board Policy 6330, Purchasing, and simply clarifies and enhances the District purchasing and business process.

### BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

### FINANCIAL IMPLICATIONS

Additional savings to the current budget on a per project basis.

Resolution of the Board of Trustees of the  
San Bernardino Community College District

---

Authorizing the Use of Cooperative and Piggyback Procurement Contracts  
Fiscal Year 2011

---

WHEREAS, Government Code 6500 and 6502 permits the governing body of each district to grant authority to jointly exercise any power common to the agencies;

WHEREAS, procurement is a power exercised in common by all public agencies and districts;

WHEREAS, cooperative and piggyback purchasing allows agencies and districts to receive the benefits of publicly bid purchasing contracts without duplicating the time and resources involved in the lengthy bid process;

WHEREAS, California Community College districts have recognized the importance of utilizing aggregating buying power to achieve savings by developing the CollegeBuys program within the Foundation for California Community Colleges; and

WHEREAS, continuing and expanding San Bernardino Community College District's use of cooperative and piggyback contracts will save additional staff time, resources, and funding;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of San Bernardino Community College District authorizes the Chancellor, or designee, to jointly exercise the District's purchasing power with other public agencies pursuant to California Government Code § 6500 and 6502 for Fiscal Year 2011.

PASSED AND ADOPTED by the Board of Trustees of San Bernardino Community College District this June 10<sup>th</sup>, 2010, by the following vote:

AYES:

NOES:

ABSENT:

STATE OF CALIFORNIA  
COUNTY OF SAN BERNARDINO

I, Bruce Baron, Secretary of the San Bernardino Community College District Board of Trustees, do hereby certify that the foregoing is a full, true, and correct copy of a resolution adopted by the Board of Trustees at a regularly called and conducted meeting held on said date.

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Secretary of Board of Trustees

## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Acting Chancellor  
REVIEWED BY: Bruce Baron, Acting Chancellor  
PREPARED BY: Bruce Baron, Acting Chancellor  
DATE: June 10, 2010  
SUBJECT: Consideration of Approval to Adopt Resolution Ordering School District Election for Governing Board Members whose Terms Expire December 3, 2010

### RECOMMENDATION

It is recommended that the Board of Trustees adopt a resolution ordering school district election for governing board members whose terms expire December 3, 2010.

### OVERVIEW

This resolution orders an election for governing board members whose terms expire December 3, 2010.

The board members in our district are: James C. Ramos, Donald L. Singer, and Charles S. Terrell, Jr.

### ANALYSIS

The date of the election is November 2, 2010.

### BOARD IMPERATIVE

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

### FINANCIAL IMPLICATIONS

Budgeted.

DATE: May 22, 2010  
TO: District Superintendents  
Clerks of Governing Boards  
FROM: Gary S. Thomas, Ed.D.  
County Superintendent  
SUBJECT: Order of Election and Specifications for November 2, 2010

**Election Notice** You are hereby notified that the Biennial Election of School Trustees is required to be held on **Tuesday, November 2, 2010**. It will be a consolidated election to include governing board members in elementary, high school, unified, and community college districts.(Ed. Code 5000, 5323, 5325 and 5340)

**Election Order** Enclosed are two copies of "Order of Election and Specification of the Election Order". This Resolution must be adopted by the Governing Board, signed by the clerk or secretary of the board and returned to the Registrar of Voters office, 777 E. Rialto Avenue, San Bernardino, CA 92415-0770, **no later than July 02, 2010** (Ed. Code 5322)

**Declaration of Candidacy** Effective **July 12, 2010** candidates may obtain their Declaration of Candidacy from the Registrar of Voters office, 777 E. Rialto Avenue, San Bernardino, CA 92415-0770. The last day to file said Declaration of Candidacy in the office of the Registrar of Voters is 5:00 p.m. August 6, 2010. (E.C. 10603)

**Extension of Filing Time** If an incumbent has not filed a Declaration of Candidacy by 5:00 p.m. on the 88th day (August 6<sup>th</sup>) before the election, the nomination period shall extend to 5:00 p.m. on the 83rd day (August 11<sup>th</sup>) before the election for other than the incumbent. (E.C. 10604)

**Legal Ad Method of Appointing** The governing board has the responsibility of publishing a legal notice regarding the procedure of appointing a governing board member when no candidate or an insufficient number of candidates have filed for the office. (Ed. Code 5328.5)

**Election Expense** Expense costs will be prorated among the school districts and other agencies consolidating with the election. A request for an estimate of cost is available by calling The Registrar of Voters Office at (909) 387-2046.

We appreciate the fine cooperation you have given us in the past years and know that we can count on your assistance again.

**ORDER OF ELECTION  
AND  
SPECIFICATIONS OF THE ELECTION ORDER**

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT OF  
SAN BERNARDINO AND RIVERSIDE COUNTY, CALIFORNIA**

**RESOLUTION ORDERING SCHOOL DISTRICT ELECTION FOR  
GOVERNING BOARD MEMBERS WHOSE TERMS EXPIRE DECEMBER 3, 2010**

Resolved that, pursuant to Education Code, Section 5302, the County Superintendent of Schools of this County is hereby ORDERED to call an election for the purpose and in accordance with designations contained in the following specifications of the Election Order made under the authority of Education Code Sections 5304, 5320, and 5322.

**SPECIFICATIONS OF THE ELECTION ORDER**

Date of Election: Tuesday, November 2, 2010  
Purpose: Election of Governing Board Members  
Polls will open at 7:00 a.m. and close at 8:00 p.m.

PLEASE FILL IN THE NAMES BELOW:

Governing Board Members whose Terms expire DECEMBER 3, 2010

FULL TERM

SHORT TERM

James C. Ramos

Donald L. Singer

Charles S. Terrell

I, Bruce Baron, ~~Clerk~~ Clerk/Secretary of the Governing Board of the San Bernardino Community College District of San Bernardino County, California, do hereby certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a Regular meeting thereof held at its regular place of meeting on June 10, 2010.

Dated: June 10, 2010

\_\_\_\_\_  
~~Clerk~~ Clerk/Secretary

Submit one (1) copy to the Registrar of Voters office  
Submit one (1) copy to the County Superintendent of Schools

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: June 10, 2010  
SUBJECT: Consideration of Adoption of 2010-2011 Tentative Budget

RECOMMENDATION

It is recommended that the Board of Trustees approve the adoption of the 2010-2011 Tentative Budget.

OVERVIEW

The tentative budget is adopted prior to July 1, so that the District can make expenditures after June 30, 2010.

ANALYSIS

The tentative budget is a very preliminary projection of income and expenditures based on the current information available. The final budget will be adopted in September per our budget calendar submitted in January. There will be many changes between now and then based on our year-end activity and the final budget approved by the State.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

The proposed tentative budget complies with the Board Budget Directions approved February 11, 2010.

Attachments

FU: 01 GENERAL FUND

| SUMMARY BY OBJECT                      | FY 09-10   |         | FY 09-10      | FY 10-11<br>PRELIMINARY |         |
|--|------------|---------|---------------|-------------------------|---------|
|  | BUDGET     | ADJ FTE | EXPENSES      | BUDGET                  | ADJ FTE |
| 8100.00 FEDERAL HEA REVENUES           | 6,572,723  |         | 2,657,056.95  | 7,457,385               |         |
| 8600.00 STATE REVENUES                 | 64,826,736 |         | 45,460,965.10 | 61,485,969              |         |
| 8800.00 LOCAL REVENUES                 | 21,536,483 |         | 19,295,824.94 | 20,875,195              |         |
| 8900.00 OTHER FINANCING SOURCES        | 887,317    |         | 35,224.10     | 1,200                   |         |
| TOTAL: 8000-8999                       | 93,823,259 |         | 67,449,071.09 | 89,819,749              |         |
| 1100.00 CONTRACT CLASSROOM INST.       | 15,669,824 | 200.20  | 14,101,168.82 | 15,534,486              | 197.83  |
| 1200.00 CONTRACT CERT. ADMINISTRATORS  | 8,859,949  | 105.62  | 7,344,673.19  | 8,438,156               | 78.19   |
| 1300.00 INSTRUCTORS DAY/HOURLY         | 8,356,853  | 0.00    | 7,378,766.71  | 7,057,144               | 0.00    |
| 1400.00 NON-INSTRUCTION HOURLY CERT.   | 752,593    | 0.00    | 573,962.63    | 611,126                 | 0.00    |
| *** TOTAL: 1000 ***                    | 33,639,219 | 305.82  | 29,398,571.35 | 31,640,912              | 276.02  |
| 2100.00 CONTRACT CLASSIFIED NON-INSTR. | 17,424,630 | 397.51  | 13,672,471.39 | 16,986,959              | 360.53  |
| 2200.00 INSTRUCTIONAL AIDS             | 1,456,562  | 34.98   | 1,194,879.33  | 1,377,586               | 29.05   |
| 2300.00 NON-INSTRUCTION HOURLY CLASS.  | 2,014,993  | 9.00    | 1,455,906.99  | 1,362,557               | 0.00    |
| 2400.00 INST AIDES-HOURLY- DIR.INSTRUC | 1,019,587  | 0.00    | 685,168.23    | 893,665                 | 0.00    |
| *** TOTAL: 2000 ***                    | 21,915,772 | 441.49  | 17,008,425.94 | 20,620,767              | 389.58  |
| 3100.00 CERTIFICATED RETIREMENT        | 2,730,415  | 0.00    | 2,103,027.25  | 2,549,715               | 0.00    |
| 3200.00 CLASSIFIED RETIREMENT          | 2,218,998  | 0.00    | 1,575,960.93  | 2,019,224               | 0.00    |
| 3300.00 OASDHI/FICA                    | 2,069,246  | 0.00    | 1,671,664.42  | 2,040,128               | 0.00    |
| 3400.00 HEALTH AND WELFARE BENEFITS    | 6,123,540  | 0.00    | 5,065,142.54  | 6,394,022               | 0.00    |
| 3500.00 STATE UNEMPLOYMENT INSURANCE   | 200,236    | 0.00    | 175,416.74    | 374,594                 | 0.00    |
| 3600.00 WORKERS COMPENSATION INSURANCE | 803,115    | 0.00    | 656,500.00    | 764,400                 | 0.00    |
| 3900.00 OTHER BENEFITS                 | 59,382     | 0.00    | 78,096.93     | 45,741                  | 0.00    |
| *** TOTAL: 3000 ***                    | 14,204,932 | 0.00    | 11,325,808.81 | 14,187,824              | 0.00    |
| 4100.00 TEXTBOOKS                      | 25,335     |         | 16,704.94     | 22,236                  |         |
| 4200.00 BOOK,MAGAZINE&PERIOD-DIST.USE  | 120,798    |         | 69,970.69     | 114,521                 |         |
| 4300.00 INSTRUCTIONAL SUPPLIES         | 439,800    |         | 367,847.04    | 355,046                 |         |
| 4400.00 MEDIA AND SOFTWARE-DISTRCT USE | 128,220    |         | 88,016.76     | 81,472                  |         |
| 4500.00 NONINSTRUCTIONAL SUPPLIES      | 1,269,690  |         | 944,342.03    | 1,124,029               |         |
| 4700.00 FOOD SUPPLIES                  | 40,100     |         | 29,700.40     | 36,710                  |         |
| *** TOTAL: 4000 ***                    | 2,023,943  |         | 1,516,581.86  | 1,734,014               |         |
| 5100.00 PERSON&CONSULTANT SVC-DIST USE | 4,870,409  |         | 3,988,207.75  | 5,333,249               |         |
| 5200.00 TRAVEL & CONFERENCE EXPENSES   | 724,726    |         | 316,474.26    | 488,603                 |         |
| 5300.00 POST/DUES/MEMBERSHIPS-DIST.USE | 392,378    |         | 278,985.29    | 321,090                 |         |
| 5400.00 INSURANCES - DISTRICT USE      | 92,618     |         | 79,610.00     | 92,568                  |         |
| 5500.00 UTILITIES & HOUSEKEEP-DIST.USE | 2,867,619  |         | 2,720,838.84  | 3,189,661               |         |
| 5600.00 RENTS,LEASES&REPAIRS-DIST.USE  | 1,949,962  |         | 1,690,243.55  | 1,759,612               |         |
| 5700.00 LEGAL/ELECTION/AUDIT-DIST.USE  | 1,047,800  |         | 757,159.53    | 825,000                 |         |
| 5800.00 OTHER OPERATING EXP-DIST. USE  | 5,104,081  |         | 1,620,639.89  | 4,961,622               |         |
| 5900.00 INTERPROGRAM CHARGES-DIST.USE  | 200        |         | .00           | 180                     |         |

FU: 01 GENERAL FUND

| SUMMARY BY OBJECT                      | FY 09-10    |         | FY 09-10      | FY 10-11              |         |
|--|-------------|---------|---------------|-----------------------|---------|
|  | BUDGET      | ADJ FTE | EXPENSES      | PRELIMINARY<br>BUDGET | ADJ FTE |
| *** TOTAL: 5000 ***                    | 17,049,793  |         | 11,452,159.11 | 16,971,585            |         |
| TOTAL: 1000-5999                       | 88,833,659  | 747.31  | 70,701,547.07 | 85,155,102            | 665.60  |
| 6100.00 SITES & IMPROVEMENTS-DIST. USE | 271,509     |         | 19,043.63     | 16,112                |         |
| 6200.00 BUILDINGS&IMPROVEMENT-DIST.USE | 560,125     |         | 122,800.81    | 401,709               |         |
| 6300.00 LIBRARY BOOKS - EXPANSION      | 80,076      |         | 74,229.06     | 81,646                |         |
| 6400.00 ADDITIONAL/IMPROVED EQUIPMENT  | 2,249,970   |         | 1,776,809.02  | 905,326               |         |
| *** TOTAL: 6000 ***                    | 3,161,680   |         | 1,992,882.52  | 1,404,793             |         |
| TOTAL: 1000-6999                       | 91,995,339  | 747.31  | 72,694,429.59 | 86,559,895            | 665.60  |
| 7200.00 INTRAFUND TRANSFERS OUT        | 868,450     |         | .00           | 0                     |         |
| 7300.00 INTERFUND TRANSFERS            | 4,697,157   |         | 4,234,979.00  | 3,716,691             |         |
| 7500.00 OTHER OUTGO-STUDENT FIN AID    | 80,292      |         | 69,557.00     | 45,100                |         |
| 7600.00 OTHER STUDENT AID              | 885,862     |         | 807,205.78    | 522,877               |         |
| 7900.00 RESERVE FOR CONTINGENCIES      | 5,429,983   |         | .00           | 0                     |         |
| *** TOTAL: 7000 ***                    | 11,961,744  |         | 5,111,741.78  | 4,284,668             |         |
| TOTAL: 1000-7999                       | 103,957,083 | 747.31  | 77,806,171.37 | 90,844,563            | 665.60  |



FU: 01 GENERAL FUND

SUMMARY

| SUMMARY BY OBJECT | FY 09-10    |         | FY 09-10<br>EXPENSES | FY 10-11<br>PRELIMINARY |         |
|-------------------|-------------|---------|----------------------|-------------------------|---------|
|                   | BUDGET      | ADJ FTE |                      | BUDGET                  | ADJ FTE |
| TOTAL: 8000-8999  | 93,823,259  |         | 67,449,071.09        | 89,819,749              |         |
| TOTAL: 1000-5999  | 88,833,659  | 747.31  | 70,701,547.07        | 85,155,102              | 665.60  |
| TOTAL: 1000-6999  | 91,995,339  | 747.31  | 72,694,429.59        | 86,559,895              | 665.60  |
| TOTAL: 1000-7999  | 103,957,083 | 747.31  | 77,806,171.37        | 90,844,563              | 665.60  |

FU: 39 BLUE SHIELD MEMBERS CONT

| SUMMARY BY OBJECT                 | FY 09-10 |         | FY 09-10<br>EXPENSES | FY 10-11<br>PRELIMINARY |         |
|-----------------------------------|----------|---------|----------------------|-------------------------|---------|
|                                   | BUDGET   | ADJ FTE |                      | BUDGET                  | ADJ FTE |
| 8800.00 LOCAL REVENUES            | 800      |         | 335.77               | 0                       |         |
| TOTAL: 8000-8999                  | 800      |         | 335.77               | 0                       |         |
| 3900.00 OTHER BENEFITS            | 29,070   | 0.00    | 29,069.60            | 0                       | 0.00    |
| *** TOTAL: 3000 ***               | 29,070   | 0.00    | 29,069.60            | 0                       | 0.00    |
| TOTAL: 1000-5999                  | 29,070   | 0.00    | 29,069.60            | 0                       | 0.00    |
| 7900.00 RESERVE FOR CONTINGENCIES | 5,000    |         | .00                  | 0                       |         |
| *** TOTAL: 7000 ***               | 5,000    |         | .00                  | 0                       |         |
| TOTAL: 1000-7999                  | 34,070   |         | 29,069.60            | 0                       |         |

FU: 39 BLUE SHIELD MEMBERS CONT

SUMMARY

| SUMMARY BY OBJECT | FY 09-10 |         | FY 09-10<br>EXPENSES | FY 10-11<br>PRELIMINARY |         |
|-------------------|----------|---------|----------------------|-------------------------|---------|
|                   | BUDGET   | ADJ FTE |                      | BUDGET                  | ADJ FTE |
| TOTAL: 8000-8999  | 800      |         | 335.77               | 0                       |         |
| TOTAL: 1000-5999  | 29,070   |         | 29,069.60            | 0                       |         |
| TOTAL: 1000-6999  | 29,070   |         | 29,069.60            | 0                       |         |
| TOTAL: 1000-7999  | 34,070   |         | 29,069.60            | 0                       |         |

FU: 41 CAPITAL OUTLAY PROJECTS FUND

| SUMMARY BY OBJECT                      | FY 09-10   |         | FY 09-10      | FY 10-11              |         |
|--|------------|---------|---------------|-----------------------|---------|
|  | BUDGET     | ADJ FTE | EXPENSES      | PRELIMINARY<br>BUDGET | ADJ FTE |
| 8600.00 STATE REVENUES                 | 55,816,191 |         | 24,621,194.60 | 21,068,011            |         |
| 8800.00 LOCAL REVENUES                 | 949,354    |         | 1,340,360.65  | 713,654               |         |
| 8900.00 OTHER FINANCING SOURCES        | 194,399    |         | .00           | 0                     |         |
| TOTAL: 8000-8999                       | 56,959,944 |         | 25,961,555.25 | 21,781,665            |         |
| 5100.00 PERSON&CONSULTANT SVC-DIST USE | 3,490      |         | .00           | 30,074                |         |
| 5600.00 RENTS,LEASES&REPAIRS-DIST.USE  | 21,412     |         | 3,410.77      | 3,773                 |         |
| 5800.00 OTHER OPERATING EXP-DIST. USE  | 37,387     |         | .00           | 37,387                |         |
| *** TOTAL: 5000 ***                    | 62,289     |         | 3,410.77      | 71,234                |         |
| TOTAL: 1000-5999                       | 62,289     |         | 3,410.77      | 71,234                |         |
| 6100.00 SITES & IMPROVEMENTS-DIST. USE | 4,763,747  |         | 691,266.06    | 49,076                |         |
| 6200.00 BUILDINGS&IMPROVEMENT-DIST.USE | 58,801,352 |         | 54,291,969.26 | 23,813,911            |         |
| 6400.00 ADDITIONAL/IMPROVED EQUIPMENT  | 1,092,320  |         | 992,559.95    | 759,866               |         |
| *** TOTAL: 6000 ***                    | 64,657,419 |         | 55,975,795.27 | 24,622,853            |         |
| TOTAL: 1000-6999                       | 64,719,708 |         | 55,979,206.04 | 24,694,087            |         |
| 7300.00 INTERFUND TRANSFERS            | 27,342     |         | 27,342.00     | 0                     |         |
| 7900.00 RESERVE FOR CONTINGENCIES      | 55,046     |         | .00           | 500,000               |         |
| *** TOTAL: 7000 ***                    | 82,388     |         | 27,342.00     | 500,000               |         |
| TOTAL: 1000-7999                       | 64,802,096 |         | 56,006,548.04 | 25,194,087            |         |

FU: 41 CAPITAL OUTLAY PROJECTS FUND SUMMARY

| SUMMARY BY OBJECT | FY 09-10   |         | FY 09-10      | FY 10-11              |         |
|-------------------|------------|---------|---------------|-----------------------|---------|
|                   | BUDGET     | ADJ FTE | EXPENSES      | PRELIMINARY<br>BUDGET | ADJ FTE |
| TOTAL: 8000-8999  | 56,959,944 |         | 25,961,555.25 | 21,781,665            |         |
| TOTAL: 1000-5999  | 62,289     |         | 3,410.77      | 71,234                |         |
| TOTAL: 1000-6999  | 64,719,708 |         | 55,979,206.04 | 24,694,087            |         |
| TOTAL: 1000-7999  | 64,802,096 |         | 56,006,548.04 | 25,194,087            |         |

FU: 42 REVENUE BOND CONSTRUCTION FUND

| SUMMARY BY OBJECT                      | FY 09-10    |         | FY 09-10      | FY 10-11              |         |
|--|-------------|---------|---------------|-----------------------|---------|
|  | BUDGET      | ADJ FTE | EXPENSES      | PRELIMINARY<br>BUDGET | ADJ FTE |
| 8800.00 LOCAL REVENUES                 | 4,700,000   |         | 4,713,405.40  | 5,395,000             |         |
| TOTAL: 8000-8999                       | 4,700,000   |         | 4,713,405.40  | 5,395,000             |         |
| 2300.00 NON-INSTRUCTION HOURLY CLASS.  | 500         | 0.00    | 146.36        | 0                     | 0.00    |
| *** TOTAL: 2000 ***                    | 500         | 0.00    | 146.36        | 0                     | 0.00    |
| 3300.00 OASDHI/FICA                    | 38          | 0.00    | 10.99         | 0                     | 0.00    |
| 3500.00 STATE UNEMPLOYMENT INSURANCE   | 2           | 0.00    | .43           | 0                     | 0.00    |
| *** TOTAL: 3000 ***                    | 40          | 0.00    | 11.42         | 0                     | 0.00    |
| 4500.00 NONINSTRUCTIONAL SUPPLIES      | 2,000       |         | 750.00        | 2,000                 |         |
| *** TOTAL: 4000 ***                    | 2,000       |         | 750.00        | 2,000                 |         |
| 5100.00 PERSON&CONSULTANT SVC-DIST USE | 434,546     |         | 345,755.97    | 1,005,500             |         |
| 5400.00 INSURANCES - DISTRICT USE      | 78,440      |         | 49,387.00     | 58,555                |         |
| 5600.00 RENTS,LEASES&REPAIRS-DIST.USE  | 195,000     |         | 178,399.80    | 165,000               |         |
| 5800.00 OTHER OPERATING EXP-DIST. USE  | 82,000      |         | .00           | 0                     |         |
| *** TOTAL: 5000 ***                    | 789,986     |         | 573,542.77    | 1,229,055             |         |
| TOTAL: 1000-5999                       | 792,526     |         | 574,450.55    | 1,231,055             |         |
| 6100.00 SITES & IMPROVEMENTS-DIST. USE | 15,529,225  |         | 8,447,687.37  | 30,877,889            |         |
| 6200.00 BUILDINGS&IMPROVEMENT-DIST.USE | 72,709,823  |         | 33,036,923.84 | 235,566,443           |         |
| 6400.00 ADDITIONAL/IMPROVED EQUIPMENT  | 9,335,876   |         | 4,172,125.68  | 10,923,731            |         |
| *** TOTAL: 6000 ***                    | 97,574,924  |         | 45,656,736.89 | 277,368,063           |         |
| TOTAL: 1000-6999                       | 98,367,450  |         | 46,231,187.44 | 278,599,118           |         |
| 7900.00 RESERVE FOR CONTINGENCIES      | 21,090,000  |         | .00           | 5,000,000             |         |
| *** TOTAL: 7000 ***                    | 21,090,000  |         | .00           | 5,000,000             |         |
| TOTAL: 1000-7999                       | 119,457,450 |         | 46,231,187.44 | 283,599,118           |         |

FU: 42 REVENUE BOND CONSTRUCTION FUND SUMMARY

| SUMMARY BY OBJECT | FY 09-10    |         | FY 09-10<br>EXPENSES | FY 10-11<br>PRELIMINARY |         |
|-------------------|-------------|---------|----------------------|-------------------------|---------|
|                   | BUDGET      | ADJ FTE |                      | BUDGET                  | ADJ FTE |
| TOTAL: 8000-8999  | 4,700,000   |         | 4,713,405.40         | 5,395,000               |         |
| TOTAL: 1000-5999  | 792,526     |         | 574,450.55           | 1,231,055               |         |
| TOTAL: 1000-6999  | 98,367,450  |         | 46,231,187.44        | 278,599,118             |         |
| TOTAL: 1000-7999  | 119,457,450 |         | 46,231,187.44        | 283,599,118             |         |

FU: 51 BOOKSTORE FUND

| SUMMARY BY OBJECT      | FY 09-10 |         | FY 09-10<br>EXPENSES | FY 10-11<br>PRELIMINARY |         |
|------------------------|----------|---------|----------------------|-------------------------|---------|
|                        | BUDGET   | ADJ FTE |                      | BUDGET                  | ADJ FTE |
| 8800.00 LOCAL REVENUES | 0        |         | 1,061.91             | 0                       |         |
| TOTAL: 8000-8999       | 0        |         | 1,061.91             | 0                       |         |



FU: 51 BOOKSTORE FUND

SUMMARY

| SUMMARY BY OBJECT | FY 09-10 |         | FY 09-10 | FY 10-11              |         |
|-------------------|----------|---------|----------|-----------------------|---------|
|                   | BUDGET   | ADJ FTE | EXPENSES | PRELIMINARY<br>BUDGET | ADJ FTE |
| TOTAL: 8000-8999  | 0        |         | 1,061.91 | 0                     |         |
| TOTAL: 1000-5999  | 0        |         | .00      | 0                     |         |
| TOTAL: 1000-6999  | 0        |         | .00      | 0                     |         |
| TOTAL: 1000-7999  | 0        |         | .00      | 0                     |         |

FU: 68 RETIREE BENEFIT FUND

| SUMMARY BY OBJECT                 | FY 09-10  |         | FY 09-10<br>EXPENSES | FY 10-11<br>PRELIMINARY |         |
|-----------------------------------|-----------|---------|----------------------|-------------------------|---------|
|                                   | BUDGET    | ADJ FTE |                      | BUDGET                  | ADJ FTE |
| 8800.00 LOCAL REVENUES            | 36,000    |         | 20,971.65            | 42,000                  |         |
| 8900.00 OTHER FINANCING SOURCES   | 2,300,000 |         | 2,300,000.00         | 1,487,948               |         |
| TOTAL: 8000-8999                  | 2,336,000 |         | 2,320,971.65         | 1,529,948               |         |
| 3900.00 OTHER BENEFITS            | 610,000   | 0.00    | 1,132,814.00         | 1,364,631               | 0.00    |
| *** TOTAL: 3000 ***               | 610,000   | 0.00    | 1,132,814.00         | 1,364,631               | 0.00    |
| TOTAL: 1000-5999                  | 610,000   | 0.00    | 1,132,814.00         | 1,364,631               | 0.00    |
| 7900.00 RESERVE FOR CONTINGENCIES | 2,800,000 |         | .00                  | 500,000                 |         |
| *** TOTAL: 7000 ***               | 2,800,000 |         | .00                  | 500,000                 |         |
| TOTAL: 1000-7999                  | 3,410,000 |         | 1,132,814.00         | 1,864,631               |         |

FU: 68 RETIREE BENEFIT FUND

SUMMARY

| SUMMARY BY OBJECT | FY 09-10  |         | FY 09-10<br>EXPENSES | FY 10-11<br>PRELIMINARY |         |
|-------------------|-----------|---------|----------------------|-------------------------|---------|
|                   | BUDGET    | ADJ FTE |                      | BUDGET                  | ADJ FTE |
| TOTAL: 8000-8999  | 2,336,000 |         | 2,320,971.65         | 1,529,948               |         |
| TOTAL: 1000-5999  | 610,000   |         | 1,132,814.00         | 1,364,631               |         |
| TOTAL: 1000-6999  | 610,000   |         | 1,132,814.00         | 1,364,631               |         |
| TOTAL: 1000-7999  | 3,410,000 |         | 1,132,814.00         | 1,864,631               |         |

FU: 69 EMPL LOAD BANKING TRUST FUND

| SUMMARY BY OBJECT           | FY 09-10 |         | FY 09-10<br>EXPENSES | FY 10-11<br>PRELIMINARY |         |
|-----------------------------|----------|---------|----------------------|-------------------------|---------|
|                             | BUDGET   | ADJ FTE |                      | BUDGET                  | ADJ FTE |
| 8800.00 LOCAL REVENUES      | 3,200    |         | 979.87               | 1,200                   |         |
| TOTAL: 8000-8999            | 3,200    |         | 979.87               | 1,200                   |         |
| 7300.00 INTERFUND TRANSFERS | 3,200    |         | .00                  | 1,200                   |         |
| *** TOTAL: 7000 ***         | 3,200    |         | .00                  | 1,200                   |         |
| TOTAL: 1000-7999            | 3,200    |         | .00                  | 1,200                   |         |

FU: 69 EMPL LOAD BANKING TRUST FUND SUMMARY

| SUMMARY BY OBJECT | FY 09-10 |         | FY 09-10<br>EXPENSES | FY 10-11<br>PRELIMINARY |         |
|-------------------|----------|---------|----------------------|-------------------------|---------|
|                   | BUDGET   | ADJ FTE |                      | BUDGET                  | ADJ FTE |
| TOTAL: 8000-8999  | 3,200    |         | 979.87               | 1,200                   |         |
| TOTAL: 1000-5999  | 0        |         | .00                  | 0                       |         |
| TOTAL: 1000-6999  | 0        |         | .00                  | 0                       |         |
| TOTAL: 1000-7999  | 3,200    |         | .00                  | 1,200                   |         |

FU: 72 CHILD DEVELOPMENT FUND

| SUMMARY BY OBJECT                      | FY 09-10  |         | FY 09-10     | FY 10-11              |         |
|--|-----------|---------|--------------|-----------------------|---------|
|  | BUDGET    | ADJ FTE | EXPENSES     | PRELIMINARY<br>BUDGET | ADJ FTE |
| 8100.00 FEDERAL HEA REVENUES           | 142,220   |         | 98,188.39    | 142,220               |         |
| 8600.00 STATE REVENUES                 | 2,135,318 |         | 1,754,488.83 | 2,256,318             |         |
| 8800.00 LOCAL REVENUES                 | 243,000   |         | 170,524.77   | 245,154               |         |
| TOTAL: 8000-8999                       | 2,520,538 |         | 2,023,201.99 | 2,643,692             |         |
| 2100.00 CONTRACT CLASSIFIED NON-INSTR. | 1,082,125 | 30.69   | 847,587.59   | 1,116,003             | 33.75   |
| 2300.00 NON-INSTRUCTION HOURLY CLASS.  | 261,095   | 0.00    | 190,016.31   | 240,627               | 0.00    |
| *** TOTAL: 2000 ***                    | 1,343,220 | 30.69   | 1,037,603.90 | 1,356,630             | 33.75   |
| 3100.00 CERTIFICATED RETIREMENT        | 25,717    | 0.00    | 20,911.90    | 24,642                | 0.00    |
| 3200.00 CLASSIFIED RETIREMENT          | 66,498    | 0.00    | 60,689.24    | 79,451                | 0.00    |
| 3300.00 OASDHI/FICA                    | 61,395    | 0.00    | 52,875.38    | 73,478                | 0.00    |
| 3400.00 HEALTH AND WELFARE BENEFITS    | 321,877   | 0.00    | 230,334.48   | 288,056               | 0.00    |
| 3500.00 STATE UNEMPLOYMENT INSURANCE   | 3,602     | 0.00    | 2,867.74     | 9,064                 | 0.00    |
| 3600.00 WORKERS COMPENSATION INSURANCE | 35,000    | 0.00    | 32,100.00    | 37,200                | 0.00    |
| 3900.00 OTHER BENEFITS                 | 1,461     | 0.00    | 2,133.70     | 2,045                 | 0.00    |
| *** TOTAL: 3000 ***                    | 515,550   | 0.00    | 401,912.44   | 513,936               | 0.00    |
| 4200.00 BOOK,MAGAZINE&PERIOD-DIST.USE  | 100       |         | .00          | 100                   |         |
| 4300.00 INSTRUCTIONAL SUPPLIES         | 57,757    |         | 29,155.39    | 47,257                |         |
| 4500.00 NONINSTRUCTIONAL SUPPLIES      | 73,450    |         | 55,688.51    | 73,694                |         |
| 4700.00 FOOD SUPPLIES                  | 157,047   |         | 98,088.41    | 149,513               |         |
| *** TOTAL: 4000 ***                    | 288,354   |         | 182,932.31   | 270,564               |         |
| 5100.00 PERSON&CONSULTANT SVC-DIST USE | 4,100     |         | 1,800.00     | 4,100                 |         |
| 5200.00 TRAVEL & CONFERENCE EXPENSES   | 1,500     |         | 374.00       | 1,500                 |         |
| 5600.00 RENTS,LEASES&REPAIRS-DIST.USE  | 4,150     |         | 711.89       | 4,150                 |         |
| 5800.00 OTHER OPERATING EXP-DIST. USE  | 155,266   |         | 2,526.03     | 160,990               |         |
| *** TOTAL: 5000 ***                    | 165,016   |         | 5,411.92     | 170,740               |         |
| TOTAL: 1000-5999                       | 2,312,140 | 30.69   | 1,627,860.57 | 2,311,870             | 33.75   |
| 6400.00 ADDITIONAL/IMPROVED EQUIPMENT  | 12,000    |         | 2,918.25     | 13,666                |         |
| *** TOTAL: 6000 ***                    | 12,000    |         | 2,918.25     | 13,666                |         |
| TOTAL: 1000-6999                       | 2,324,140 | 30.69   | 1,630,778.82 | 2,325,536             | 33.75   |
| 7900.00 RESERVE FOR CONTINGENCIES      | 50,000    |         | .00          | 50,000                |         |
| *** TOTAL: 7000 ***                    | 50,000    |         | .00          | 50,000                |         |
| TOTAL: 1000-7999                       | 2,374,140 | 30.69   | 1,630,778.82 | 2,375,536             | 33.75   |

FU: 72 CHILD DEVELOPMENT FUND

SUMMARY

| SUMMARY BY OBJECT | FY 09-10  |         | FY 09-10<br>EXPENSES | FY 10-11<br>PRELIMINARY |         |
|-------------------|-----------|---------|----------------------|-------------------------|---------|
|                   | BUDGET    | ADJ FTE |                      | BUDGET                  | ADJ FTE |
| TOTAL: 8000-8999  | 2,520,538 |         | 2,023,201.99         | 2,643,692               |         |
| TOTAL: 1000-5999  | 2,312,140 | 30.69   | 1,627,860.57         | 2,311,870               | 33.75   |
| TOTAL: 1000-6999  | 2,324,140 | 30.69   | 1,630,778.82         | 2,325,536               | 33.75   |
| TOTAL: 1000-7999  | 2,374,140 | 30.69   | 1,630,778.82         | 2,375,536               | 33.75   |

FU: 73 STUDENT BODY CENTER FEE FUND

| SUMMARY BY OBJECT                      | FY 09-10 |         | FY 09-10<br>EXPENSES | FY 10-11<br>PRELIMINARY |         |
|--|----------|---------|----------------------|-------------------------|---------|
|  | BUDGET   | ADJ FTE |                      | BUDGET                  | ADJ FTE |
| 8800.00 LOCAL REVENUES                 | 248,000  |         | 237,577.75           | 245,500                 |         |
| TOTAL: 8000-8999                       | 248,000  |         | 237,577.75           | 245,500                 |         |
| 2100.00 CONTRACT CLASSIFIED NON-INSTR. | 86,477   | 2.00    | 71,805.00            | 88,532                  | 2.00    |
| 2300.00 NON-INSTRUCTION HOURLY CLASS.  | 51,100   | 0.00    | 24,600.00            | 51,100                  | 0.00    |
| *** TOTAL: 2000 ***                    | 137,577  | 2.00    | 96,405.00            | 139,632                 | 2.00    |
| 3200.00 CLASSIFIED RETIREMENT          | 8,396    | 0.00    | 6,971.57             | 8,595                   | 0.00    |
| 3300.00 OASDHI/FICA                    | 6,796    | 0.00    | 5,269.88             | 6,887                   | 0.00    |
| 3400.00 HEALTH AND WELFARE BENEFITS    | 18,189   | 0.00    | 15,342.42            | 20,468                  | 0.00    |
| 3500.00 STATE UNEMPLOYMENT INSURANCE   | 278      | 0.00    | 206.62               | 649                     | 0.00    |
| 3600.00 WORKERS COMPENSATION INSURANCE | 2,400    | 0.00    | 2,000.00             | 2,400                   | 0.00    |
| 3900.00 OTHER BENEFITS                 | 104      | 0.00    | 125.58               | 146                     | 0.00    |
| *** TOTAL: 3000 ***                    | 36,163   | 0.00    | 29,916.07            | 39,145                  | 0.00    |
| 4500.00 NONINSTRUCTIONAL SUPPLIES      | 10,473   |         | 6,451.00             | 11,515                  |         |
| *** TOTAL: 4000 ***                    | 10,473   |         | 6,451.00             | 11,515                  |         |
| 5100.00 PERSON&CONSULTANT SVC-DIST USE | 4,016    |         | 1,469.61             | 3,910                   |         |
| 5200.00 TRAVEL & CONFERENCE EXPENSES   | 1,000    |         | .00                  | 1,000                   |         |
| 5600.00 RENTS,LEASES&REPAIRS-DIST.USE  | 8,623    |         | 1,688.96             | 9,732                   |         |
| 5800.00 OTHER OPERATING EXP-DIST. USE  | 28,789   |         | 3,587.81             | 17,361                  |         |
| *** TOTAL: 5000 ***                    | 42,428   |         | 6,746.38             | 32,003                  |         |
| TOTAL: 1000-5999                       | 226,641  | 2.00    | 139,518.45           | 222,295                 | 2.00    |
| 6400.00 ADDITIONAL/IMPROVED EQUIPMENT  | 11,109   |         | 2,891.10             | 24,109                  |         |
| *** TOTAL: 6000 ***                    | 11,109   |         | 2,891.10             | 24,109                  |         |
| TOTAL: 1000-6999                       | 237,750  | 2.00    | 142,409.55           | 246,404                 | 2.00    |
| 7900.00 RESERVE FOR CONTINGENCIES      | 110,302  |         | .00                  | 103,440                 |         |
| *** TOTAL: 7000 ***                    | 110,302  |         | .00                  | 103,440                 |         |
| TOTAL: 1000-7999                       | 348,052  | 2.00    | 142,409.55           | 349,844                 | 2.00    |



FU: 73 STUDENT BODY CENTER FEE FUND SUMMARY

| SUMMARY BY OBJECT | FY 09-10 |         | FY 09-10<br>EXPENSES | FY 10-11<br>PRELIMINARY |         |
|-------------------|----------|---------|----------------------|-------------------------|---------|
|                   | BUDGET   | ADJ FTE |                      | BUDGET                  | ADJ FTE |
| TOTAL: 8000-8999  | 248,000  |         | 237,577.75           | 245,500                 |         |
| TOTAL: 1000-5999  | 226,641  | 2.00    | 139,518.45           | 222,295                 | 2.00    |
| TOTAL: 1000-6999  | 237,750  | 2.00    | 142,409.55           | 246,404                 | 2.00    |
| TOTAL: 1000-7999  | 348,052  | 2.00    | 142,409.55           | 349,844                 | 2.00    |

FU: 74 KVC R FUND

| SUMMARY BY OBJECT                      | FY 09-10  |         | FY 09-10<br>EXPENSES | FY 10-11<br>PRELIMINARY |         |
|--|-----------|---------|----------------------|-------------------------|---------|
|  | BUDGET    | ADJ FTE |                      | BUDGET                  | ADJ FTE |
| 8800.00 LOCAL REVENUES                 | 1,666,422 |         | 980,859.87           | 1,092,531               |         |
| 8900.00 OTHER FINANCING SOURCES        | 1,652,758 |         | 1,384,979.00         | 1,678,743               |         |
| TOTAL: 8000-8999                       | 3,319,180 |         | 2,365,838.87         | 2,771,274               |         |
| 2100.00 CONTRACT CLASSIFIED NON-INSTR. | 1,392,264 | 26.00   | 1,124,366.48         | 1,349,949               | 21.00   |
| 2300.00 NON-INSTRUCTION HOURLY CLASS.  | 35,000    | 0.00    | 51,005.12            | 35,000                  | 0.00    |
| *** TOTAL: 2000 ***                    | 1,427,264 | 26.00   | 1,175,371.60         | 1,384,949               | 21.00   |
| 3200.00 CLASSIFIED RETIREMENT          | 135,176   | 0.00    | 111,285.42           | 132,038                 | 0.00    |
| 3300.00 OASDHI/FICA                    | 107,566   | 0.00    | 84,877.46            | 104,955                 | 0.00    |
| 3400.00 HEALTH AND WELFARE BENEFITS    | 177,732   | 0.00    | 163,456.65           | 183,627                 | 0.00    |
| 3500.00 STATE UNEMPLOYMENT INSURANCE   | 4,242     | 0.00    | 3,451.13             | 9,877                   | 0.00    |
| 3600.00 WORKERS COMPENSATION INSURANCE | 25,700    | 0.00    | 21,400.00            | 24,000                  | 0.00    |
| 3900.00 OTHER BENEFITS                 | 1,117     | 0.00    | 1,591.84             | 1,462                   | 0.00    |
| *** TOTAL: 3000 ***                    | 451,533   | 0.00    | 386,062.50           | 455,959                 | 0.00    |
| 4500.00 NONINSTRUCTIONAL SUPPLIES      | 6,160     |         | 5,375.00             | 6,865                   |         |
| *** TOTAL: 4000 ***                    | 6,160     |         | 5,375.00             | 6,865                   |         |
| 5100.00 PERSON&CONSULTANT SVC-DIST USE | 59,603    |         | .00                  | 0                       |         |
| 5200.00 TRAVEL & CONFERENCE EXPENSES   | 19,976    |         | .00                  | 0                       |         |
| 5300.00 POST/DUES/MEMBERSHIPS-DIST.USE | 38,935    |         | 36,192.91            | 44,683                  |         |
| 5400.00 INSURANCES - DISTRICT USE      | 7,000     |         | 6,485.00             | 7,000                   |         |
| 5500.00 UTILITIES & HOUSEKEEP-DIST.USE | 182,805   |         | 161,393.83           | 184,326                 |         |
| 5600.00 RENTS,LEASES&REPAIRS-DIST.USE  | 70,948    |         | 48,485.25            | 58,872                  |         |
| 5700.00 LEGAL/ELECTION/AUDIT-DIST. USE | 74,453    |         | 62,700.00            | 79,803                  |         |
| 5800.00 OTHER OPERATING EXP-DIST. USE  | 597,808   |         | 541,105.79           | 540,217                 |         |
| *** TOTAL: 5000 ***                    | 1,051,528 |         | 856,362.78           | 914,901                 |         |
| TOTAL: 1000-5999                       | 2,936,485 | 26.00   | 2,423,171.88         | 2,762,674               | 21.00   |
| 6400.00 ADDITIONAL/IMPROVED EQUIPMENT  | 379,096   |         | .00                  | 5,000                   |         |
| *** TOTAL: 6000 ***                    | 379,096   |         | .00                  | 5,000                   |         |
| TOTAL: 1000-6999                       | 3,315,581 | 26.00   | 2,423,171.88         | 2,767,674               | 21.00   |

FU: 74 KVCR FUND

SUMMARY

| SUMMARY BY OBJECT | FY 09-10  |         | FY 09-10<br>EXPENSES | FY 10-11<br>PRELIMINARY |         |
|-------------------|-----------|---------|----------------------|-------------------------|---------|
|                   | BUDGET    | ADJ FTE |                      | BUDGET                  | ADJ FTE |
| TOTAL: 8000-8999  | 3,319,180 |         | 2,365,838.87         | 2,771,274               |         |
| TOTAL: 1000-5999  | 2,936,485 | 26.00   | 2,423,171.88         | 2,762,674               | 21.00   |
| TOTAL: 1000-6999  | 3,315,581 | 26.00   | 2,423,171.88         | 2,767,674               | 21.00   |
| TOTAL: 1000-7999  | 3,315,581 | 26.00   | 2,423,171.88         | 2,767,674               | 21.00   |

FU: 78 SELF INSURANCE-LIABILITY&PROP

| SUMMARY BY OBJECT                      | FY 09-10 |         | FY 09-10   | FY 10-11              |         |
|--|----------|---------|------------|-----------------------|---------|
|  | BUDGET   | ADJ FTE | EXPENSES   | PRELIMINARY<br>BUDGET | ADJ FTE |
| 8800.00 LOCAL REVENUES                 | 15,000   |         | 2,124.89   | 3,500                 |         |
| 8900.00 OTHER FINANCING SOURCES        | 550,000  |         | 550,000.00 | 550,000               |         |
| TOTAL: 8000-8999                       | 565,000  |         | 552,124.89 | 553,500               |         |
| 5100.00 PERSON&CONSULTANT SVC-DIST USE | 85,000   |         | 75,700.01  | 85,000                |         |
| 5400.00 INSURANCES - DISTRICT USE      | 451,000  |         | 450,521.37 | 500,000               |         |
| 5800.00 OTHER OPERATING EXP-DIST. USE  | 49,000   |         | 3,606.50   | 50,000                |         |
| *** TOTAL: 5000 ***                    | 585,000  |         | 529,827.88 | 635,000               |         |
| TOTAL: 1000-5999                       | 585,000  |         | 529,827.88 | 635,000               |         |
| 7900.00 RESERVE FOR CONTINGENCIES      | 0        |         | .00        | 100,000               |         |
| *** TOTAL: 7000 ***                    | 0        |         | .00        | 100,000               |         |
| TOTAL: 1000-7999                       | 585,000  |         | 529,827.88 | 735,000               |         |

FU: 78 SELF INSURANCE-LIABILITY&PROP SUMMARY

| SUMMARY BY OBJECT | FY 09-10 |         | FY 09-10<br>EXPENSES | FY 10-11<br>PRELIMINARY |         |
|-------------------|----------|---------|----------------------|-------------------------|---------|
|                   | BUDGET   | ADJ FTE |                      | BUDGET                  | ADJ FTE |
| TOTAL: 8000-8999  | 565,000  |         | 552,124.89           |                         | 553,500 |
| TOTAL: 1000-5999  | 585,000  |         | 529,827.88           |                         | 635,000 |
| TOTAL: 1000-6999  | 585,000  |         | 529,827.88           |                         | 635,000 |
| TOTAL: 1000-7999  | 585,000  |         | 529,827.88           |                         | 735,000 |

FU: 84 WORKERS COMPENSATION FUND

| SUMMARY BY OBJECT                      | FY 09-10  |         | FY 09-10<br>EXPENSES | FY 10-11<br>PRELIMINARY |         |
|--|-----------|---------|----------------------|-------------------------|---------|
|  | BUDGET    | ADJ FTE |                      | BUDGET                  | ADJ FTE |
| 8800.00 LOCAL REVENUES                 | 1,010,000 |         | 925,452.15           | 1,290,000               |         |
| TOTAL: 8000-8999                       | 1,010,000 |         | 925,452.15           | 1,290,000               |         |
| 5100.00 PERSON&CONSULTANT SVC-DIST USE | 105,176   |         | 136,163.00           | 130,000                 |         |
| 5400.00 INSURANCES - DISTRICT USE      | 150,000   |         | 107,048.00           | 120,000                 |         |
| 5800.00 OTHER OPERATING EXP-DIST. USE  | 1,009,324 |         | 581,544.18           | 810,000                 |         |
| *** TOTAL: 5000 ***                    | 1,264,500 |         | 824,755.18           | 1,060,000               |         |
| TOTAL: 1000-5999                       | 1,264,500 |         | 824,755.18           | 1,060,000               |         |
| 7900.00 RESERVE FOR CONTINGENCIES      | 500,000   |         | .00                  | 500,000                 |         |
| *** TOTAL: 7000 ***                    | 500,000   |         | .00                  | 500,000                 |         |
| TOTAL: 1000-7999                       | 1,764,500 |         | 824,755.18           | 1,560,000               |         |

FU: 84 WORKERS COMPENSATION FUND SUMMARY

| SUMMARY BY OBJECT | FY 09-10  |         | FY 10-11 PRELIMINARY |         |
|-------------------|-----------|---------|----------------------|---------|
|                   | BUDGET    | ADJ FTE | BUDGET               | ADJ FTE |
| TOTAL: 8000-8999  | 1,010,000 |         | 1,290,000            |         |
| TOTAL: 1000-5999  | 1,264,500 |         | 1,060,000            |         |
| TOTAL: 1000-6999  | 1,264,500 |         | 1,060,000            |         |
| TOTAL: 1000-7999  | 1,764,500 |         | 1,560,000            |         |

## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Acting Chancellor  
REVIEWED BY: Bruce Baron, Vice Chancellor, Fiscal Services  
PREPARED BY: Alan Rosen, Bond Program Manager, Kitchell/BRj  
DATE: June 10, 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 \$43,385 which is a 0.04% 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 \$3,245,375 which is only 3.25% 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 6/10/2010 agenda)

JUNE 10, 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         | \$ 862,066.00        | \$ -        | \$ 55,290,248.00         | 1.58%                          |
| <b>TOTAL for CONTRACT AMENDMENTS</b> | <b>\$ 99,813,706.00</b>  | <b>\$ 978,124.00</b> | <b>\$ -</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         | \$ 1,032,531.00        | \$ 29,921.00        | \$ 46,564,034.00         | 2.33%                    |
| SBVC-San Bernardino Valley College | \$ 55,290,248.00         | \$ 1,191,334.92        | \$ 13,464.00        | \$ 56,495,046.92         | 2.18%                    |
| <b>TOTAL for CHANGE ORDERS</b>     | <b>\$ 100,791,830.00</b> | <b>\$ 2,223,865.92</b> | <b>\$ 43,385.00</b> | <b>\$ 103,059,080.92</b> | <b>2.25%</b>             |

Crafton Hills College  
**CHANGE SUMMARY by PROJECT**  
(Including any contract amendments and change orders on the 6/10/2010 agenda)

JUNE 10, 2010

| 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)       | \$ -        | \$ 416,053.00          | \$ -                | \$ 15,098,921.00        | 2.83%                      |
| CRF / INFRA PKG #5            | \$ 7,946,665.00          | \$ 18,480.00         | \$ -        | \$ 373,992.00          | \$ 6,880.00         | \$ 8,346,017.00         | 4.78%                      |
| LEARNING RESOURCE CENTER      | \$ 22,291,408.00         | \$ 141,161.00        | \$ -        | \$ 246,763.00          | \$ 23,041.00        | \$ 22,702,373.00        | 1.20%                      |
| <b>TOTAL</b>                  | <b>\$ 45,385,524.00</b>  | <b>\$ 116,058.00</b> | <b>\$ -</b> | <b>\$ 1,032,531.00</b> | <b>\$ 29,921.00</b> | <b>\$ 46,564,034.00</b> | <b>2.33%</b>               |

Crafton Hills College  
**CHANGE SUMMARY by PROJECT**  
**INFRASTRUCTURE #1**

Revised 5/18/2010

(Including any contract amendments and change orders on the 6/10/2010 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**

**CHANGE SUMMARY by PROJECT  
INFRASTRUCTURE PACKAGE # 2/3/4**

(Including any contract amendments and change orders on the 6/10/2010 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          | \$ -        | \$ 202,493.00        | \$ -        | \$ 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>\$ 416,053.00</b> | <b>\$ -</b> | <b>\$ 15,098,921.00</b> | <b>2.83%</b>               |

**NO NEW CHANGE ORDERS**

Crafton Hills College  
**CHANGE SUMMARY by PROJECT**  
**INFRASTRUCTURE #2**

Revised 5/18/2010

(Including any contract amendments and change orders on the 6/10/2010 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>                         | \$ 3,966,047.00          | \$ -                | \$ -    | \$ 49,539.00  | \$ -    | \$ 4,015,586.00     |                            |

**NO NEW CHANGE ORDERS**

Crafton Hills College  
**CHANGE SUMMARY by PROJECT**  
**INFRASTRUCTURE #3**

Revised 5/18/2010

(Including any contract amendments and change orders on the 6/10/2010 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        |         | \$ 155,366.00  |         | \$ 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>                         | \$ 7,533,419.00          | \$ (43,583.00)      | \$ -    | \$ 318,043.00  | \$ -    | \$ 7,807,879.00     |                            |

**NO NEW CHANGE ORDERS**

Crafton Hills College  
**CHANGE SUMMARY by PROJECT**  
**INFRASTRUCTURE #4**

Revised 5/18/2010

(Including any contract amendments and change orders on the 6/10/2010 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>                         | \$ 3,183,139.00          | \$ -                | \$ -    | \$ 48,471.00  | \$ -    | \$ 3,231,610.00     |                            |

**NO NEW CHANGE ORDERS**

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

Revised 5/18/2010

(including any contract amendments and change orders on the 6/10/2010 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          | \$ 540.00          | \$ 162,588.00          | 6.69%                      |
| 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            | \$ -                | \$ -        | \$ -                 | \$ 6,340.00        | \$ 118,840.00          | 5.64%                      |
| CCRF-15: Champion Electric, Inc.              | \$ 749,000.00            | \$ -                | \$ -        | \$ 21,950.00         | \$ -               | \$ 770,950.00          | 2.93%                      |
| 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>\$ 373,992.00</b> | <b>\$ 6,880.00</b> | <b>\$ 8,346,017.00</b> | <b>4.78%</b>               |



**CHANGE SUMMARY by PROJECT**  
**INFRASTRUCTURE #5/CRF SITE PREPARATION**  
 (Including any contract amendments and change orders on the 6/10/2010 agenda)

| 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> |                            |

**NO NEW CHANGE ORDERS**

**CHANGE SUMMARY by PROJECT  
COMMUNITY RECREATION FACILITY**

(Including any contract amendments and change orders on the 6/10/2010 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          | \$ 540.00          | \$ 162,588.00          |                            |
| 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            |                     |             |                      | \$ 6,340.00        | \$ 118,840.00          |                            |
| 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>\$ 368,963.00</b> | <b>\$ 6,880.00</b> | <b>\$ 6,941,995.00</b> |                            |

Crafton Hills College  
**CHANGE SUMMARY by PROJECT**  
**LEARNING RESOURCE CENTER**

Revised 5/18/2010

(Including any contract amendments and change orders on the 6/10/2010 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         | \$ 14,560.00        | \$ 3,330,888.00         | 1.72%                      |
| 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            |                      |             |                      | \$ 8,481.00         | \$ 469,831.00           | 1.84%                      |
| 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        |             | \$ 59,237.00         |                     | \$ 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>\$ 246,763.00</b> | <b>\$ 23,041.00</b> | <b>\$ 22,702,373.00</b> | <b>1.20%</b>               |

**CHANGE SUMMARY by PROJECT**

(Including any contract amendments and change orders on the 6/10/2010 agenda)

| 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         | \$ -        | \$ 185,068.00          | \$ 13,464.00        | \$ 17,047,716.00        | 1.18%                      |
| 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          | \$ 74,039.00         | \$ -        | \$ 350,846.80          | \$ -                | \$ 9,498,667.80         | 3.84%                      |
| Chemistry / Science        | \$ 23,472,824.00         | \$ 260,272.00        | \$ -        | \$ 554,114.12          | \$ -                | \$ 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>\$ 862,066.00</b> | <b>\$ -</b> | <b>\$ 1,191,334.92</b> | <b>\$ 13,464.00</b> | <b>\$ 56,495,046.92</b> | <b>2.18%</b>               |

San Bernardino Valley College  
**CHANGE SUMMARY by PROJECT**  
**NORTH HALL REPLACEMENT**

Revised 5/18/2010

(Including any contract amendments and change orders on the 6/10/2010 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            |                     |             |                      | \$ 13,464.00        | \$ 211,464.00           | 6.80%                      |
| #8 - Montgomery Hardware              | \$ 411,740.00            |                     |             | \$ 760.00            |                     | \$ 412,500.00           | 0.18%                      |
| #9 - Queen City Glass Co.             | \$ 454,994.00            |                     |             | \$ 6,465.00          |                     | \$ 461,459.00           | 1.42%                      |
| #10 - Caston Plastering & Drywall     | \$ 1,945,585.00          |                     |             | \$ (592.00)          |                     | \$ 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            |                     |             | \$ (1,262.00)        |                     | \$ 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          |                     |             | \$ 25,632.00         |                     | \$ 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>\$ 185,068.00</b> | <b>\$ 13,464.00</b> | <b>\$ 17,047,716.00</b> | <b>1.18%</b>               |

San Bernardino Valley College  
**CHANGE SUMMARY by PROJECT**  
**MAINTENANCE and OPERATIONS**  
 (Including any contract amendments and change orders on the 6/10/2010 agenda)

Revised 5/18/2010

| 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 - Kclassic 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 5/18/2010

(Including any contract amendments and change orders on the 6/10/2010 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        |             | \$ (6,505.00)        |             | \$ 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            |                     |             | \$ 18,641.00         |             | \$ 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            |                     |             | \$ 68,755.00         |             | \$ 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            |                     |             | \$ 8,505.00          |             | \$ 221,205.00          | 4.00%                      |
| #16 - J.G. Tate Fire Protection       | \$ 151,111.00            |                     |             | \$ 1,357.00          |             | \$ 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          |                     |             | \$ 81,224.00         |             | \$ 1,081,224.00        | 8.12%                      |
| #19 - Daniels Electrical Construction | \$ 1,283,000.00          | \$ 9,073.00         |             | \$ 125,364.00        |             | \$ 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>\$ 74,039.00</b> | <b>\$ -</b> | <b>\$ 350,846.80</b> | <b>\$ -</b> | <b>\$ 9,498,667.80</b> | <b>3.84%</b>               |

**NO NEW CHANGE ORDERS**

San Bernardino Valley College  
**CHANGE SUMMARY by PROJECT**  
**CHEMISTRY / SCIENCE**

Revised 5/18/2010

(Including any contract amendments and change orders on the 6/10/2010 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          |             | \$ (2,415.00)        |             | \$ 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            |                      |             | \$ (4,265.00)        |             | \$ 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         |             | \$ 98,174.00         |             | \$ 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>\$ 260,272.00</b> | <b>\$ -</b> | <b>\$ 554,114.12</b> | <b>\$ -</b> | <b>\$ 24,287,210.12</b> | <b>2.33%</b>               |

**NO NEW CHANGE ORDERS**



San Bernardino Valley College  
**CHANGE SUMMARY by PROJECT**  
**STUDENT HEALTH SERVICES**

Revised 5/18/2010

(Including any contract amendments and change orders on the 6/10/2010 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: June 10, 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 April 21, 2010 through May 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 71.7% of our budgeted general funds. Last year, about this time, we had spent and encumbered about 71.9% 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

Fund: 01 GENERAL FUND

| SUMMARY BY OBJECT                      | WORKING<br>BUDGET | EXPENDED/RECEIVED |               | %     | PENDED/<br>ENCUMBERED | UNENCUMBERED  |       |
|--|-------------------|-------------------|---------------|-------|-----------------------|---------------|-------|
|  |                   | CURRENT           | YEAR TO DATE  |       |                       | BALANCE       | %     |
| 8100.00 FEDERAL HEA REVENUES           | 10,958,035.08     | 265,803.35        | 2,655,866.95  | 24.2  | 0.00                  | 8,302,168.13  | 75.7  |
| 8600.00 STATE REVENUES                 | 65,188,956.42     | 2,522,397.00      | 45,445,619.43 | 69.7  | 0.00                  | 19,743,336.99 | 30.2  |
| 8800.00 LOCAL REVENUES                 | 21,590,916.62     | 5,167,844.93      | 19,177,335.98 | 88.8  | 0.00                  | 2,413,580.64  | 11.1  |
| 8900.00 OTHER FINANCING SOURCES        | 688,542.74        | 0.00              | 35,224.10     | 5.1   | 0.00                  | 653,318.64    | 94.8  |
| TOTAL: 8000                            | 98,426,450.86     | 7,956,045.28      | 67,314,046.46 | 68.3  | 0.00                  | 31,112,404.40 | 31.6  |
| 1100.00 CONTRACT CLASSROOM INST.       | 15,654,350.72     | 1,605,097.50      | 14,101,168.82 | 90.0  | 0.00                  | 1,553,181.90  | 9.9   |
| 1200.00 CONTRACT CERT. ADMINISTRATORS  | 8,856,921.49      | 722,299.86        | 7,344,673.19  | 82.9  | 0.00                  | 1,512,248.30  | 17.0  |
| 1300.00 INSTRUCTORS DAY/HOURLY         | 8,351,428.39      | 684,246.40        | 6,852,376.53  | 82.0  | 526,390.18            | 972,661.68    | 11.6  |
| 1400.00 NON-INSTRUCTION HOURLY CERT.   | 827,883.52        | 53,799.41         | 573,962.63    | 69.3  | 0.00                  | 253,920.89    | 30.6  |
| TOTAL: 1000                            | 33,690,584.12     | 3,065,443.17      | 28,872,181.17 | 85.6  | 526,390.18            | 4,292,012.77  | 12.7  |
| 2100.00 CONTRACT CLASSIFIED NON-INSTR. | 17,640,238.17     | 1,115,078.80      | 13,672,521.39 | 77.5  | 0.00                  | 3,967,716.78  | 22.4  |
| 2200.00 INSTRUCTIONAL AIDS             | 1,456,561.38      | 121,841.72        | 1,194,879.33  | 82.0  | 0.00                  | 261,682.05    | 17.9  |
| 2300.00 NON-INSTRUCTION HOURLY CLASS.  | 2,472,532.29      | 138,737.49        | 1,455,906.99  | 58.8  | 0.00                  | 1,016,625.30  | 41.1  |
| 2400.00 INST AIDES-HOURLY- DIR.INSTRUC | 1,022,492.08      | 80,356.50         | 685,168.23    | 67.0  | 0.00                  | 337,323.85    | 32.9  |
| TOTAL: 2000                            | 22,591,823.92     | 1,456,014.51      | 17,008,475.94 | 75.2  | 0.00                  | 5,583,347.98  | 24.7  |
| 3100.00 CERTIFICATED RETIREMENT        | 2,739,936.81      | 222,391.09        | 2,103,027.25  | 76.7  | 0.00                  | 636,909.56    | 23.2  |
| 3200.00 CLASSIFIED RETIREMENT          | 2,206,049.71      | 136,782.90        | 1,575,960.93  | 71.4  | 0.00                  | 630,088.78    | 28.5  |
| 3300.00 OASDHI/FICA                    | 2,070,603.72      | 152,939.42        | 1,671,664.42  | 80.7  | 0.00                  | 398,939.30    | 19.2  |
| 3400.00 HEALTH AND WELFARE BENEFITS    | 6,335,618.42      | 487,300.97        | 5,065,434.35  | 79.9  | 0.00                  | 1,270,184.07  | 20.0  |
| 3500.00 STATE UNEMPLOYMENT INSURANCE   | 200,570.83        | 13,326.99         | 175,416.74    | 87.4  | 0.00                  | 25,154.09     | 12.5  |
| 3600.00 WORKERS COMPENSATION INSURANCE | 803,140.00        | 57,783.81         | 656,500.00    | 81.7  | 0.00                  | 146,640.00    | 18.2  |
| 3900.00 OTHER BENEFITS                 | 59,467.96         | 14,413.11         | 78,096.93     | 100.0 | 0.00                  | 18,628.97     | .0    |
| TOTAL: 3000                            | 14,415,387.45     | 1,056,112.07      | 11,326,100.62 | 78.5  | 0.00                  | 3,089,286.83  | 21.4  |
| 4100.00 TEXTBOOKS                      | 31,745.80         | 1,576.36          | 11,669.66     | 36.7  | 4,685.28              | 15,390.86     | 48.4  |
| 4200.00 BOOK,MAGAZINE&PERIOD-DIST.USE  | 105,638.58        | 1,280.53          | 63,778.91     | 60.3  | 6,173.41              | 35,686.26     | 33.7  |
| 4300.00 INSTRUCTIONAL SUPPLIES         | 499,960.50        | 43,979.57         | 307,438.09    | 61.4  | 59,436.36             | 133,086.05    | 26.6  |
| 4400.00 MEDIA AND SOFTWARE-DISTRCT USE | 148,083.98        | 18,682.56         | 73,062.58     | 49.3  | 15,010.25             | 60,011.15     | 40.5  |
| 4500.00 NONINSTRUCTIONAL SUPPLIES      | 1,326,147.16      | 159,367.55        | 757,357.31    | 57.1  | 188,362.99            | 380,426.86    | 28.6  |
| 4700.00 FOOD SUPPLIES                  | 31,701.43         | 7,249.16          | 25,896.29     | 81.6  | 3,804.11              | 2,001.03      | 6.3   |
| TOTAL: 4000                            | 2,143,277.45      | 232,135.73        | 1,239,202.84  | 57.8  | 277,472.40            | 626,602.21    | 29.2  |
| 5100.00 PERSON&CONSULTANT SVC-DIST USE | 8,036,584.35      | 288,427.80        | 2,047,628.55  | 25.4  | 1,877,181.07          | 4,111,774.73  | 51.1  |
| 5200.00 TRAVEL & CONFERENCE EXPENSES   | 726,851.33        | 30,687.66         | 232,481.90    | 31.9  | 81,077.11             | 413,292.32    | 56.8  |
| 5300.00 POST/DUES/MEMBERSHIPS-DIST.USE | 398,398.64        | 3,102.99          | 203,921.10    | 51.1  | 75,057.93             | 119,419.61    | 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 | 2,959,433.08      | 149,862.68        | 2,134,406.96  | 72.1  | 646,475.33            | 178,550.79    | 6.0   |
| 5600.00 RENTS,LEASES&REPAIRS-DIST.USE  | 2,048,516.09      | 146,318.82        | 1,405,043.77  | 68.5  | 279,571.78            | 363,900.54    | 17.7  |
| 5700.00 LEGAL/ELECTION/AUDIT-DIST. USE | 1,047,800.00      | 6,370.00          | 578,241.75    | 55.1  | 178,917.78            | 290,640.47    | 27.7  |
| 5800.00 OTHER OPERATING EXP-DIST. USE  | 5,233,455.16      | 81,972.82         | 1,118,823.94  | 21.3  | 498,375.06            | 3,616,256.16  | 69.0  |
| 5900.00 INTERPROGRAM CHARGES-DIST.USE  | 200.00            | 0.00              | 0.00          | .0    | 0.00                  | 200.00        | 100.0 |
| TOTAL: 5000                            | 20,543,856.40     | 706,742.77        | 7,800,157.97  | 37.9  | 3,636,656.06          | 9,107,042.37  | 44.3  |

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| SUMMARY BY OBJECT                      | WORKING<br>BUDGET | EXPENDED/<br>CURRENT | RECEIVED<br>YEAR TO DATE | %    | PENDED/<br>ENCUMBERED | UNENCUMBERED<br>BALANCE | %     |
|--|-------------------|----------------------|--------------------------|------|-----------------------|-------------------------|-------|
| TOTAL: 1000-5999                       | 93,384,929.34     | 6,516,448.25         | 66,246,118.54            | 70.9 | 4,440,518.64          | 22,698,292.16           | 24.3  |
| 6100.00 SITES & IMPROVEMENTS-DIST. USE | 271,523.04        | 0.00                 | 19,043.63                | 7.0  | 0.00                  | 252,479.41              | 92.9  |
| 6200.00 BUILDINGS&IMPROVEMENT-DIST.USE | 570,113.86        | 15,515.95            | 25,176.06                | 4.4  | 97,624.75             | 447,313.05              | 78.4  |
| 6300.00 LIBRARY BOOKS - EXPANSION      | 90,075.43         | 7,562.88             | 64,196.29                | 71.2 | 10,032.77             | 15,846.37               | 17.5  |
| 6400.00 ADDITIONAL/IMPROVED EQUIPMENT  | 2,456,063.77      | 312,948.45           | 1,461,618.36             | 59.5 | 316,354.02            | 678,091.39              | 27.6  |
| TOTAL: 6000                            | 3,387,776.10      | 336,027.28           | 1,570,034.34             | 46.3 | 424,011.54            | 1,393,730.22            | 41.1  |
| TOTAL: 1000-6999                       | 96,772,705.44     | 6,852,475.53         | 67,816,152.88            | 70.0 | 4,864,530.18          | 24,092,022.38           | 24.8  |
| 7200.00 INTRAFUND TRANSFERS OUT        | 868,450.00        | 0.00                 | 0.00                     | .0   | 0.00                  | 868,450.00              | 100.0 |
| 7300.00 INTERFUND TRANSFERS            | 4,502,758.00      | 683,889.00           | 4,234,979.00             | 94.0 | 0.00                  | 267,779.00              | 5.9   |
| 7500.00 OTHER OUTGO-STUDENT FIN AID    | 82,938.86         | 1,250.00             | 61,417.00                | 74.0 | 7,620.00              | 13,901.86               | 16.7  |
| 7600.00 OTHER STUDENT AID              | 903,436.90        | 51,340.92            | 580,796.12               | 64.2 | 226,500.90            | 96,139.88               | 10.6  |
| 7900.00 RESERVE FOR CONTINGENCIES      | 5,429,983.00      | 0.00                 | 0.00                     | .0   | 0.00                  | 5,429,983.00            | 100.0 |
| TOTAL: 7000                            | 11,787,566.76     | 736,479.92           | 4,877,192.12             | 41.3 | 234,120.90            | 6,676,253.74            | 56.6  |
| TOTAL: 1000-7999                       | 108,560,272.20    | 7,588,955.45         | 72,693,345.00            | 66.9 | 5,098,651.08          | 30,768,276.12           | 28.3  |

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SUMMARY

| SUMMARY BY OBJECT |               | WORKING<br>BUDGET | EXPENDED/RECEIVED<br>CURRENT YEAR TO DATE |               | %    | PENDED/<br>ENCUMBERED | UNENCUMBERED<br>BALANCE | %    |
|-------------------|---------------|-------------------|---|---------------|------|-----------------------|-------------------------|------|
| TOTAL INCOME      | (8000 - 8999) | 98,426,450.86     | 7,956,045.28                              | 67,314,046.46 | 68.3 | 0.00                  | 31,112,404.40           | 31.6 |
| TOTAL:            | 1000-5999     | 93,384,929.34     | 6,516,448.25                              | 66,246,118.54 | 70.9 | 4,440,518.64          | 22,698,292.16           | 24.3 |
| TOTAL:            | 1000-6999     | 96,772,705.44     | 6,852,475.53                              | 67,816,152.88 | 70.0 | 4,864,530.18          | 24,092,022.38           | 24.8 |
| TOTAL:            | 1000-7999     | 108,560,272.20    | 7,588,955.45                              | 72,693,345.00 | 66.9 | 5,098,651.08          | 30,768,276.12           | 28.3 |
| TOTAL EXPENSES    | (1000 - 7999) | 108,560,272.20    | 7,588,955.45                              | 72,693,345.00 | 66.9 | 5,098,651.08          | 30,768,276.12           | 28.3 |

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Fund: 39 BLUE SHIELD MEMBERS CONT

| SUMMARY BY OBJECT                 | WORKING<br>BUDGET | EXPENDED/RECEIVED<br>CURRENT | YEAR TO DATE | %     | PENDED/<br>ENCUMBERED | UNENCUMBERED<br>BALANCE | %     |
|-----------------------------------|-------------------|------------------------------|--------------|-------|-----------------------|-------------------------|-------|
| 8800.00 LOCAL REVENUES            | 800.00            | 124.78                       | 335.77       | 41.9  | 0.00                  | 464.23                  | 58.0  |
| TOTAL: 8000                       | 800.00            | 124.78                       | 335.77       | 41.9  | 0.00                  | 464.23                  | 58.0  |
| 3900.00 OTHER BENEFITS            | 29,069.60         | 29,069.60                    | 29,069.60    | 100.0 | 0.00                  | 0.00                    | .0    |
| TOTAL: 3000                       | 29,069.60         | 29,069.60                    | 29,069.60    | 100.0 | 0.00                  | 0.00                    | .0    |
| TOTAL: 1000-5999                  | 29,069.60         | 29,069.60                    | 29,069.60    | 100.0 | 0.00                  | 0.00                    | .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         | 29,069.60                    | 29,069.60    | 85.3  | 0.00                  | 5,000.00                | 14.6  |

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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         | 124.78                    | 335.77       | 41.9  | 0.00              | 464.23               | 58.0 |
| TOTAL: 1000-5999             | 29,069.60      | 29,069.60                 | 29,069.60    | 100.0 | 0.00              | 0.00                 | .0   |
| TOTAL: 1000-6999             | 29,069.60      | 29,069.60                 | 29,069.60    | 100.0 | 0.00              | 0.00                 | .0   |
| TOTAL: 1000-7999             | 34,069.60      | 29,069.60                 | 29,069.60    | 85.3  | 0.00              | 5,000.00             | 14.6 |
| TOTAL EXPENSES (1000 - 7999) | 34,069.60      | 29,069.60                 | 29,069.60    | 85.3  | 0.00              | 5,000.00             | 14.6 |

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Fund: 41 CAPITAL OUTLAY PROJECTS FUND

| SUMMARY BY OBJECT                      | WORKING<br>BUDGET | EXPENDED/<br>CURRENT | RECEIVED<br>YEAR TO DATE | %     | PENDED/<br>ENCUMBERED | UNENCUMBERED<br>BALANCE | %     |
|--|-------------------|----------------------|--------------------------|-------|-----------------------|-------------------------|-------|
| 8600.00 STATE REVENUES                 | 55,816,190.17     | 4,159,271.59         | 24,495,718.04            | 43.8  | 0.00                  | 31,320,472.13           | 56.1  |
| 8800.00 LOCAL REVENUES                 | 1,117,408.62      | 88,230.07            | 1,340,236.90             | 100.0 | 0.00                  | 222,828.28-             | .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     | 4,247,501.66         | 25,835,954.94            | 45.2  | 0.00                  | 31,292,042.85           | 54.7  |
| 5100.00 PERSON&CONSULTANT SVC-DIST USE | 3,490.00          | 0.00                 | 0.00                     | .0    | 0.00                  | 3,490.00                | 100.0 |
| 5600.00 RENTS,LEASES&REPAIRS-DIST.USE  | 21,812.00         | 0.00                 | 1,470.00                 | 6.7   | 1,940.77              | 18,401.23               | 84.3  |
| 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   | 1,940.77              | 59,278.63               | 94.5  |
| TOTAL: 1000-5999                       | 62,689.40         | 0.00                 | 1,470.00                 | 2.3   | 1,940.77              | 59,278.63               | 94.5  |
| 6100.00 SITES & IMPROVEMENTS-DIST. USE | 4,931,800.14      | 1,976.10             | 554,588.28               | 11.2  | 136,677.78            | 4,240,534.08            | 85.9  |
| 6200.00 BUILDINGS&IMPROVEMENT-DIST.USE | 58,797,102.25     | 3,101,319.62         | 29,986,621.16            | 51.0  | 24,323,488.50         | 4,486,992.59            | 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     | 3,103,295.72         | 30,545,729.91            | 46.8  | 25,448,205.76         | 9,156,135.62            | 14.0  |
| TOTAL: 1000-6999                       | 65,212,760.69     | 3,103,295.72         | 30,547,199.91            | 46.8  | 25,450,146.53         | 9,215,414.25            | 14.1  |
| 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     | 3,103,295.72         | 30,574,541.91            | 46.8  | 25,450,146.53         | 9,270,460.25            | 14.1  |



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| SUMMARY BY OBJECT |               | WORKING<br>BUDGET | EXPENDED/RECEIVED<br>CURRENT YEAR TO DATE |               | %    | PENDED/<br>ENCUMBERED | UNENCUMBERED<br>BALANCE | %    |
|-------------------|---------------|-------------------|---|---------------|------|-----------------------|-------------------------|------|
| TOTAL INCOME      | (8000 - 8999) | 57,127,997.79     | 4,247,501.66                              | 25,835,954.94 | 45.2 | 0.00                  | 31,292,042.85           | 54.7 |
| TOTAL:            | 1000-5999     | 62,689.40         | 0.00                                      | 1,470.00      | 2.3  | 1,940.77              | 59,278.63               | 94.5 |
| TOTAL:            | 1000-6999     | 65,212,760.69     | 3,103,295.72                              | 30,547,199.91 | 46.8 | 25,450,146.53         | 9,215,414.25            | 14.1 |
| TOTAL:            | 1000-7999     | 65,295,148.69     | 3,103,295.72                              | 30,574,541.91 | 46.8 | 25,450,146.53         | 9,270,460.25            | 14.1 |
| TOTAL EXPENSES    | (1000 - 7999) | 65,295,148.69     | 3,103,295.72                              | 30,574,541.91 | 46.8 | 25,450,146.53         | 9,270,460.25            | 14.1 |

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Fund: 42 REVENUE BOND CONSTRUCTION FU

| SUMMARY BY OBJECT                      | WORKING<br>BUDGET | EXPENDED/RECEIVED |               |       | %             | PENDED/<br>ENCUMBERED | UNENCUMBERED |   |
|--|-------------------|-------------------|---------------|-------|---------------|-----------------------|--------------|---|
|  |                   | CURRENT           | YEAR TO DATE  |       |               |                       | BALANCE      | % |
| 8800.00 LOCAL REVENUES                 | 4,700,000.00      | 688,838.30        | 4,713,405.40  | 100.0 | 0.00          | 13,405.40-            | .0           |   |
| TOTAL: 8000                            | 4,700,000.00      | 688,838.30        | 4,713,405.40  | 100.0 | 0.00          | 13,405.40-            | .0           |   |
| 2300.00 NON-INSTRUCTION HOURLY CLASS.  | 500.00            | 0.00              | 146.36        | 29.2  | 0.00          | 353.64                | 70.7         |   |
| TOTAL: 2000                            | 500.00            | 0.00              | 146.36        | 29.2  | 0.00          | 353.64                | 70.7         |   |
| 3300.00 OASDHI/FICA                    | 38.00             | 0.00              | 10.99         | 28.9  | 0.00          | 27.01                 | 71.0         |   |
| 3500.00 STATE UNEMPLOYMENT INSURANCE   | 2.00              | 0.00              | 0.43          | 21.5  | 0.00          | 1.57                  | 78.5         |   |
| TOTAL: 3000                            | 40.00             | 0.00              | 11.42         | 28.5  | 0.00          | 28.58                 | 71.4         |   |
| 4500.00 NONINSTRUCTIONAL SUPPLIES      | 2,000.00          | 0.00              | 438.79        | 21.9  | 311.21        | 1,250.00              | 62.5         |   |
| TOTAL: 4000                            | 2,000.00          | 0.00              | 438.79        | 21.9  | 311.21        | 1,250.00              | 62.5         |   |
| 5100.00 PERSON&CONSULTANT SVC-DIST USE | 434,547.32        | 43,802.17         | 53,702.17     | 12.3  | 292,053.80    | 88,791.35             | 20.4         |   |
| 5400.00 INSURANCES - DISTRICT USE      | 78,439.51         | 0.00              | 49,387.00     | 62.9  | 0.00          | 29,052.51             | 37.0         |   |
| 5600.00 RENTS,LEASES&REPAIRS-DIST.USE  | 195,000.00        | 11,849.01         | 177,803.74    | 91.1  | 596.06        | 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        | 55,651.18         | 280,892.91    | 35.5  | 292,649.86    | 216,444.06            | 27.3         |   |
| TOTAL: 1000-5999                       | 792,526.83        | 55,651.18         | 281,489.48    | 35.5  | 292,961.07    | 218,076.28            | 27.5         |   |
| 6100.00 SITES & IMPROVEMENTS-DIST. USE | 15,397,223.73     | 390,347.39        | 5,430,858.50  | 35.2  | 2,954,614.87  | 7,011,750.36          | 45.5         |   |
| 6200.00 BUILDINGS&IMPROVEMENT-DIST.USE | 72,841,817.76     | 1,721,790.67      | 15,843,634.99 | 21.7  | 17,193,288.85 | 39,804,893.92         | 54.6         |   |
| 6400.00 ADDITIONAL/IMPROVED EQUIPMENT  | 9,335,876.10      | 154,187.79        | 1,647,286.35  | 17.6  | 3,080,837.23  | 4,607,752.52          | 49.3         |   |
| TOTAL: 6000                            | 97,574,917.59     | 2,266,325.85      | 22,921,779.84 | 23.4  | 23,228,740.95 | 51,424,396.80         | 52.7         |   |
| TOTAL: 1000-6999                       | 98,367,444.42     | 2,321,977.03      | 23,203,269.32 | 23.5  | 23,521,702.02 | 51,642,473.08         | 52.4         |   |
| 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    | 2,321,977.03      | 23,203,269.32 | 19.4  | 23,521,702.02 | 72,732,473.08         | 60.8         |   |

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Fund: 42 REVENUE BOND CONSTRUCTION FU SUMMARY

| SUMMARY BY OBJECT |               | WORKING<br>BUDGET | EXPENDED/RECEIVED |               | %     | PENDED/<br>ENCUMBERED | UNENCUMBERED  |      |
|-------------------|---------------|-------------------|-------------------|---------------|-------|-----------------------|---------------|------|
|                   |               |                   | CURRENT           | YEAR TO DATE  |       |                       | BALANCE       | %    |
| TOTAL INCOME      | (8000 - 8999) | 4,700,000.00      | 688,838.30        | 4,713,405.40  | 100.0 | 0.00                  | 13,405.40-    | .0   |
| TOTAL:            | 1000-5999     | 792,526.83        | 55,651.18         | 281,489.48    | 35.5  | 292,961.07            | 218,076.28    | 27.5 |
| TOTAL:            | 1000-6999     | 98,367,444.42     | 2,321,977.03      | 23,203,269.32 | 23.5  | 23,521,702.02         | 51,642,473.08 | 52.4 |
| TOTAL:            | 1000-7999     | 119,457,444.42    | 2,321,977.03      | 23,203,269.32 | 19.4  | 23,521,702.02         | 72,732,473.08 | 60.8 |
| TOTAL EXPENSES    | (1000 - 7999) | 119,457,444.42    | 2,321,977.03      | 23,203,269.32 | 19.4  | 23,521,702.02         | 72,732,473.08 | 60.8 |

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Fund: 51 BOOKSTORE FUND

| SUMMARY BY OBJECT      | WORKING<br>BUDGET | EXPENDED/RECEIVED |              |       | PENDED/<br>ENCUMBERED | UNENCUMBERED |    |
|------------------------|-------------------|-------------------|--------------|-------|-----------------------|--------------|----|
|                        |                   | CURRENT           | YEAR TO DATE | %     |                       | BALANCE      | %  |
| 8800.00 LOCAL REVENUES | 0.00              | 394.65            | 1,061.91     | 100.0 | 0.00                  | 1,061.91-    | .0 |
| TOTAL: 8000            | 0.00              | 394.65            | 1,061.91     | 100.0 | 0.00                  | 1,061.91-    | .0 |

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Fund: 51 BOOKSTORE FUND

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| SUMMARY BY OBJECT |               | WORKING<br>BUDGET | EXPENDED/RECEIVED |              |       | PENED/<br>ENCUMBERED | UNENCUMBERED |    |
|-------------------|---------------|-------------------|-------------------|--------------|-------|----------------------|--------------|----|
|                   |               |                   | CURRENT           | YEAR TO DATE | %     |                      | BALANCE      | %  |
| TOTAL INCOME      | (8000 - 8999) | 0.00              | 394.65            | 1,061.91     | 100.0 | 0.00                 | 1,061.91-    | .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<br>BUDGET | EXPENDED/RECEIVED |              | %     | PENDED/<br>ENCUMBERED | UNENCUMBERED |       |
|-----------------------------------|-------------------|-------------------|--------------|-------|-----------------------|--------------|-------|
|                                   |                   | CURRENT           | YEAR TO DATE |       |                       | BALANCE      | %     |
| 8800.00 LOCAL REVENUES            | 36,000.00         | 11,696.81         | 20,971.65    | 58.2  | 0.00                  | 15,028.35    | 41.7  |
| 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      | 11,696.81         | 2,320,971.65 | 99.3  | 0.00                  | 15,028.35    | .6    |
| 3900.00 OTHER BENEFITS            | 1,217,000.00      | 266,893.00        | 1,132,814.00 | 93.0  | 0.00                  | 84,186.00    | 6.9   |
| TOTAL: 3000                       | 1,217,000.00      | 266,893.00        | 1,132,814.00 | 93.0  | 0.00                  | 84,186.00    | 6.9   |
| TOTAL: 1000-5999                  | 1,217,000.00      | 266,893.00        | 1,132,814.00 | 93.0  | 0.00                  | 84,186.00    | 6.9   |
| 7900.00 RESERVE FOR CONTINGENCIES | 2,193,000.00      | 0.00              | 0.00         | .0    | 0.00                  | 2,193,000.00 | 100.0 |
| TOTAL: 7000                       | 2,193,000.00      | 0.00              | 0.00         | .0    | 0.00                  | 2,193,000.00 | 100.0 |
| TOTAL: 1000-7999                  | 3,410,000.00      | 266,893.00        | 1,132,814.00 | 33.2  | 0.00                  | 2,277,186.00 | 66.7  |

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Fund: 68 RETIREE BENEFIT FUND SUMMARY

| SUMMARY BY OBJECT |               | WORKING<br>BUDGET | EXPENDED/RECEIVED<br>CURRENT YEAR TO DATE |              | %    | PENDED/<br>ENCUMBERED | UNENCUMBERED<br>BALANCE | %    |
|-------------------|---------------|-------------------|---|--------------|------|-----------------------|-------------------------|------|
| TOTAL INCOME      | (8000 - 8999) | 2,336,000.00      | 11,696.81                                 | 2,320,971.65 | 99.3 | 0.00                  | 15,028.35               | .6   |
| TOTAL:            | 1000-5999     | 1,217,000.00      | 266,893.00                                | 1,132,814.00 | 93.0 | 0.00                  | 84,186.00               | 6.9  |
| TOTAL:            | 1000-6999     | 1,217,000.00      | 266,893.00                                | 1,132,814.00 | 93.0 | 0.00                  | 84,186.00               | 6.9  |
| TOTAL:            | 1000-7999     | 3,410,000.00      | 266,893.00                                | 1,132,814.00 | 33.2 | 0.00                  | 2,277,186.00            | 66.7 |
| TOTAL EXPENSES    | (1000 - 7999) | 3,410,000.00      | 266,893.00                                | 1,132,814.00 | 33.2 | 0.00                  | 2,277,186.00            | 66.7 |

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Fund: 69 EMPL LOAD BANKING TRUST FUND

| SUMMARY BY OBJECT           | WORKING<br>BUDGET | EXPENDED/RECEIVED |              | %    | PENDED/<br>ENCUMBERED | UNENCUMBERED |       |
|-----------------------------|-------------------|-------------------|--------------|------|-----------------------|--------------|-------|
|                             |                   | CURRENT           | YEAR TO DATE |      |                       | BALANCE      | %     |
| 8800.00 LOCAL REVENUES      | 3,200.00          | 352.75            | 979.87       | 30.6 | 0.00                  | 2,220.13     | 69.3  |
| TOTAL: 8000                 | 3,200.00          | 352.75            | 979.87       | 30.6 | 0.00                  | 2,220.13     | 69.3  |
| 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<br>BUDGET | EXPENDED/<br>CURRENT | RECEIVED<br>YEAR TO DATE | %    | PENDED/<br>ENCUMBERED | UNENCUMBERED<br>BALANCE | %     |
|-------------------|---------------|-------------------|----------------------|--------------------------|------|-----------------------|-------------------------|-------|
| TOTAL INCOME      | (8000 - 8999) | 3,200.00          | 352.75               | 979.87                   | 30.6 | 0.00                  | 2,220.13                | 69.3  |
| 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<br>BUDGET | EXPENDED/RECEIVED |              |       | %         | PENDED/<br>ENCUMBERED | UNENCUMBERED |   |
|--|-------------------|-------------------|--------------|-------|-----------|-----------------------|--------------|---|
|  |                   | CURRENT           | YEAR TO DATE |       |           |                       | BALANCE      | % |
| 8100.00 FEDERAL HEA REVENUES           | 142,220.00        | 11,367.20         | 98,188.39    | 69.0  | 0.00      | 44,031.61             | 30.9         |   |
| 8600.00 STATE REVENUES                 | 2,135,318.00      | 83,966.65         | 1,676,340.83 | 78.5  | 0.00      | 458,977.17            | 21.4         |   |
| 8800.00 LOCAL REVENUES                 | 243,000.00        | 6,860.88          | 156,399.22   | 64.3  | 0.00      | 86,600.78             | 35.6         |   |
| TOTAL: 8000                            | 2,520,538.00      | 102,194.73        | 1,930,928.44 | 76.6  | 0.00      | 589,609.56            | 23.3         |   |
| 2100.00 CONTRACT CLASSIFIED NON-INSTR. | 1,082,125.00      | 86,289.46         | 847,587.59   | 78.3  | 0.00      | 234,537.41            | 21.6         |   |
| 2300.00 NON-INSTRUCTION HOURLY CLASS.  | 267,595.00        | 46,402.01         | 190,016.31   | 71.0  | 0.00      | 77,578.69             | 28.9         |   |
| TOTAL: 2000                            | 1,349,720.00      | 132,691.47        | 1,037,603.90 | 76.8  | 0.00      | 312,116.10            | 23.1         |   |
| 3100.00 CERTIFICATED RETIREMENT        | 25,717.00         | 1,934.83          | 20,911.90    | 81.3  | 0.00      | 4,805.10              | 18.6         |   |
| 3200.00 CLASSIFIED RETIREMENT          | 66,498.00         | 6,186.79          | 60,689.24    | 91.2  | 0.00      | 5,808.76              | 8.7          |   |
| 3300.00 OASDHI/FICA                    | 61,395.00         | 6,563.07          | 52,875.38    | 86.1  | 0.00      | 8,519.62              | 13.8         |   |
| 3400.00 HEALTH AND WELFARE BENEFITS    | 321,877.00        | 25,523.28         | 230,334.48   | 71.5  | 0.00      | 91,542.52             | 28.4         |   |
| 3500.00 STATE UNEMPLOYMENT INSURANCE   | 3,602.00          | 353.64            | 2,867.74     | 79.6  | 0.00      | 734.26                | 20.3         |   |
| 3600.00 WORKERS COMPENSATION INSURANCE | 35,000.00         | 3,500.00          | 32,100.00    | 91.7  | 0.00      | 2,900.00              | 8.2          |   |
| 3900.00 OTHER BENEFITS                 | 1,461.00          | 432.70            | 2,133.70     | 100.0 | 0.00      | 672.70                | .0           |   |
| TOTAL: 3000                            | 515,550.00        | 44,494.31         | 401,912.44   | 77.9  | 0.00      | 113,637.56            | 22.0         |   |
| 4200.00 BOOK,MAGAZINE&PERIOD-DIST.USE  | 100.00            | 0.00              | 0.00         | .0    | 0.00      | 100.00                | 100.0        |   |
| 4300.00 INSTRUCTIONAL SUPPLIES         | 55,257.00         | 2,030.32          | 17,383.45    | 31.4  | 11,771.94 | 26,101.61             | 47.2         |   |
| 4500.00 NONINSTRUCTIONAL SUPPLIES      | 73,450.00         | 3,714.43          | 33,426.09    | 45.5  | 22,262.42 | 17,761.49             | 24.1         |   |
| 4700.00 FOOD SUPPLIES                  | 153,047.00        | 9,303.37          | 77,198.52    | 50.4  | 20,889.89 | 54,958.59             | 35.9         |   |
| TOTAL: 4000                            | 281,854.00        | 15,048.12         | 128,008.06   | 45.4  | 54,924.25 | 98,921.69             | 35.0         |   |
| 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          | 134.00            | 374.00       | 24.9  | 0.00      | 1,126.00              | 75.0         |   |
| 5600.00 RENTS,LEASES&REPAIRS-DIST.USE  | 4,150.00          | 0.00              | 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        | 134.00            | 3,483.86     | 2.1   | 1,928.06  | 159,604.08            | 96.7         |   |
| TOTAL: 1000-5999                       | 2,312,140.00      | 192,367.90        | 1,571,008.26 | 67.9  | 56,852.31 | 684,279.43            | 29.5         |   |
| 6400.00 ADDITIONAL/IMPROVED EQUIPMENT  | 12,000.00         | 0.00              | 312.60       | 2.6   | 2,605.65  | 9,081.75              | 75.6         |   |
| TOTAL: 6000                            | 12,000.00         | 0.00              | 312.60       | 2.6   | 2,605.65  | 9,081.75              | 75.6         |   |
| TOTAL: 1000-6999                       | 2,324,140.00      | 192,367.90        | 1,571,320.86 | 67.6  | 59,457.96 | 693,361.18            | 29.8         |   |
| 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      | 192,367.90        | 1,571,320.86 | 66.1  | 59,457.96 | 743,361.18            | 31.3         |   |

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Fund: 72 CHILD DEVELOPMENT FUND SUMMARY

| SUMMARY BY OBJECT |               | WORKING<br>BUDGET | EXPENDED/RECEIVED |              | %    | PENDED/<br>ENCUMBERED | UNENCUMBERED<br>BALANCE | %    |
|-------------------|---------------|-------------------|-------------------|--------------|------|-----------------------|-------------------------|------|
|                   |               |                   | CURRENT           | YEAR TO DATE |      |                       |                         |      |
| TOTAL INCOME      | (8000 - 8999) | 2,520,538.00      | 102,194.73        | 1,930,928.44 | 76.6 | 0.00                  | 589,609.56              | 23.3 |
| TOTAL:            | 1000-5999     | 2,312,140.00      | 192,367.90        | 1,571,008.26 | 67.9 | 56,852.31             | 684,279.43              | 29.5 |
| TOTAL:            | 1000-6999     | 2,324,140.00      | 192,367.90        | 1,571,320.86 | 67.6 | 59,457.96             | 693,361.18              | 29.8 |
| TOTAL:            | 1000-7999     | 2,374,140.00      | 192,367.90        | 1,571,320.86 | 66.1 | 59,457.96             | 743,361.18              | 31.3 |
| TOTAL EXPENSES    | (1000 - 7999) | 2,374,140.00      | 192,367.90        | 1,571,320.86 | 66.1 | 59,457.96             | 743,361.18              | 31.3 |

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Fund: 73 STUDENT BODY CENTER FEE FUND

| SUMMARY BY OBJECT                      | WORKING<br>BUDGET | EXPENDED/RECEIVED |              |       | %        | PENDED/<br>ENCUMBERED | UNENCUMBERED |   |
|--|-------------------|-------------------|--------------|-------|----------|-----------------------|--------------|---|
|  |                   | CURRENT           | YEAR TO DATE |       |          |                       | BALANCE      | % |
| 8800.00 LOCAL REVENUES                 | 248,000.00        | 4,656.85          | 236,707.75   | 95.4  | 0.00     | 11,292.25             | 4.5          |   |
| TOTAL: 8000                            | 248,000.00        | 4,656.85          | 236,707.75   | 95.4  | 0.00     | 11,292.25             | 4.5          |   |
| 2100.00 CONTRACT CLASSIFIED NON-INSTR. | 86,477.00         | 7,336.00          | 71,805.00    | 83.0  | 0.00     | 14,672.00             | 16.9         |   |
| 2300.00 NON-INSTRUCTION HOURLY CLASS.  | 51,100.00         | 3,194.00          | 24,600.00    | 48.1  | 0.00     | 26,500.00             | 51.8         |   |
| TOTAL: 2000                            | 137,577.00        | 10,530.00         | 96,405.00    | 70.0  | 0.00     | 41,172.00             | 29.9         |   |
| 3200.00 CLASSIFIED RETIREMENT          | 8,396.00          | 712.25            | 6,971.57     | 83.0  | 0.00     | 1,424.43              | 16.9         |   |
| 3300.00 OASDHI/FICA                    | 6,796.00          | 538.88            | 5,269.88     | 77.5  | 0.00     | 1,526.12              | 22.4         |   |
| 3400.00 HEALTH AND WELFARE BENEFITS    | 18,189.00         | 1,779.60          | 15,342.42    | 84.3  | 0.00     | 2,846.58              | 15.6         |   |
| 3500.00 STATE UNEMPLOYMENT INSURANCE   | 278.00            | 21.13             | 206.62       | 74.3  | 0.00     | 71.38                 | 25.6         |   |
| 3600.00 WORKERS COMPENSATION INSURANCE | 2,400.00          | 200.00            | 2,000.00     | 83.3  | 0.00     | 400.00                | 16.6         |   |
| 3900.00 OTHER BENEFITS                 | 104.00            | 12.18             | 125.58       | 100.0 | 0.00     | 21.58-                | .0           |   |
| TOTAL: 3000                            | 36,163.00         | 3,264.04          | 29,916.07    | 82.7  | 0.00     | 6,246.93              | 17.2         |   |
| 4500.00 NONINSTRUCTIONAL SUPPLIES      | 10,473.00         | 695.27            | 5,823.11     | 55.6  | 627.89   | 4,022.00              | 38.4         |   |
| TOTAL: 4000                            | 10,473.00         | 695.27            | 5,823.11     | 55.6  | 627.89   | 4,022.00              | 38.4         |   |
| 5100.00 PERSON&CONSULTANT SVC-DIST USE | 4,016.00          | 0.00              | 1,469.61     | 36.5  | 0.00     | 2,546.39              | 63.4         |   |
| 5200.00 TRAVEL & CONFERENCE EXPENSES   | 1,000.00          | 0.00              | 0.00         | .0    | 0.00     | 1,000.00              | 100.0        |   |
| 5600.00 RENTS,LEASES&REPAIRS-DIST.USE  | 8,623.00          | 0.00              | 488.58       | 5.6   | 1,200.38 | 6,934.04              | 80.4         |   |
| 5800.00 OTHER OPERATING EXP-DIST. USE  | 28,789.00         | 304.12            | 3,587.81     | 12.4  | 0.00     | 25,201.19             | 87.5         |   |
| TOTAL: 5000                            | 42,428.00         | 304.12            | 5,546.00     | 13.0  | 1,200.38 | 35,681.62             | 84.0         |   |
| TOTAL: 1000-5999                       | 226,641.00        | 14,793.43         | 137,690.18   | 60.7  | 1,828.27 | 87,122.55             | 38.4         |   |
| 6400.00 ADDITIONAL/IMPROVED EQUIPMENT  | 11,109.00         | 786.44            | 2,891.10     | 26.0  | 0.00     | 8,217.90              | 73.9         |   |
| TOTAL: 6000                            | 11,109.00         | 786.44            | 2,891.10     | 26.0  | 0.00     | 8,217.90              | 73.9         |   |
| TOTAL: 1000-6999                       | 237,750.00        | 15,579.87         | 140,581.28   | 59.1  | 1,828.27 | 95,340.45             | 40.1         |   |
| 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        | 15,579.87         | 140,581.28   | 40.3  | 1,828.27 | 205,642.45            | 59.0         |   |

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Fund: 73 STUDENT BODY CENTER FEE FUND SUMMARY

| SUMMARY BY OBJECT |               | WORKING<br>BUDGET | EXPENDED/RECEIVED<br>CURRENT YEAR TO DATE |            | %    | PENDED/<br>ENCUMBERED | UNENCUMBERED<br>BALANCE | %    |
|-------------------|---------------|-------------------|---|------------|------|-----------------------|-------------------------|------|
| TOTAL INCOME      | (8000 - 8999) | 248,000.00        | 4,656.85                                  | 236,707.75 | 95.4 | 0.00                  | 11,292.25               | 4.5  |
| TOTAL:            | 1000-5999     | 226,641.00        | 14,793.43                                 | 137,690.18 | 60.7 | 1,828.27              | 87,122.55               | 38.4 |
| TOTAL:            | 1000-6999     | 237,750.00        | 15,579.87                                 | 140,581.28 | 59.1 | 1,828.27              | 95,340.45               | 40.1 |
| TOTAL:            | 1000-7999     | 348,052.00        | 15,579.87                                 | 140,581.28 | 40.3 | 1,828.27              | 205,642.45              | 59.0 |
| TOTAL EXPENSES    | (1000 - 7999) | 348,052.00        | 15,579.87                                 | 140,581.28 | 40.3 | 1,828.27              | 205,642.45              | 59.0 |

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| SUMMARY BY OBJECT                      | WORKING BUDGET | EXPENDED/RECEIVED |              |       | %         | PENDED/ ENCUMBERED | UNENCUMBERED |   |
|--|----------------|-------------------|--------------|-------|-----------|--------------------|--------------|---|
|  |                | CURRENT           | YEAR TO DATE |       |           |                    | BALANCE      | % |
| 8800.00 LOCAL REVENUES                 | 1,666,422.93   | 1,220.01          | 935,457.31   | 56.1  | 0.00      | 730,965.62         | 43.8         |   |
| 8900.00 OTHER FINANCING SOURCES        | 1,652,758.00   | 133,889.00        | 1,384,979.00 | 83.7  | 0.00      | 267,779.00         | 16.2         |   |
| TOTAL: 8000                            | 3,319,180.93   | 135,109.01        | 2,320,436.31 | 69.9  | 0.00      | 998,744.62         | 30.0         |   |
| 2100.00 CONTRACT CLASSIFIED NON-INSTR. | 1,392,264.00   | 110,610.13        | 1,124,366.48 | 80.7  | 0.00      | 267,897.52         | 19.2         |   |
| 2300.00 NON-INSTRUCTION HOURLY CLASS.  | 43,000.00      | 1,719.44          | 51,005.12    | 100.0 | 0.00      | 8,005.12-          | .0           |   |
| TOTAL: 2000                            | 1,435,264.00   | 112,329.57        | 1,175,371.60 | 81.8  | 0.00      | 259,892.40         | 18.1         |   |
| 3200.00 CLASSIFIED RETIREMENT          | 135,176.00     | 10,873.72         | 111,285.42   | 82.3  | 0.00      | 23,890.58          | 17.6         |   |
| 3300.00 OASDHI/FICA                    | 107,566.00     | 8,429.64          | 84,877.46    | 78.9  | 0.00      | 22,688.54          | 21.0         |   |
| 3400.00 HEALTH AND WELFARE BENEFITS    | 177,732.00     | 17,508.85         | 163,456.65   | 91.9  | 0.00      | 14,275.35          | 8.0          |   |
| 3500.00 STATE UNEMPLOYMENT INSURANCE   | 4,242.00       | 330.58            | 3,451.13     | 81.3  | 0.00      | 790.87             | 18.6         |   |
| 3600.00 WORKERS COMPENSATION INSURANCE | 25,700.00      | 2,100.00          | 21,400.00    | 83.2  | 0.00      | 4,300.00           | 16.7         |   |
| 3900.00 OTHER BENEFITS                 | 1,117.00       | 377.89            | 1,591.84     | 100.0 | 0.00      | 474.84-            | .0           |   |
| TOTAL: 3000                            | 451,533.00     | 39,620.68         | 386,062.50   | 85.5  | 0.00      | 65,470.50          | 14.4         |   |
| 4500.00 NONINSTRUCTIONAL SUPPLIES      | 6,160.15       | 526.31            | 4,107.42     | 66.6  | 1,267.58  | 785.15             | 12.7         |   |
| TOTAL: 4000                            | 6,160.15       | 526.31            | 4,107.42     | 66.6  | 1,267.58  | 785.15             | 12.7         |   |
| 5100.00 PERSON&CONSULTANT SVC-DIST USE | 54,602.23      | 0.00              | 0.00         | .0    | 0.00      | 54,602.23          | 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      | 353.05            | 31,828.93    | 77.5  | 4,363.98  | 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 | 180,218.61     | 2,107.39          | 114,423.13   | 63.4  | 46,970.70 | 18,824.78          | 10.4         |   |
| 5600.00 RENTS,LEASES&REPAIRS-DIST.USE  | 68,447.50      | 6,139.70          | 45,383.78    | 66.3  | 3,101.47  | 19,962.25          | 29.1         |   |
| 5700.00 LEGAL/ELECTION/AUDIT-DIST. USE | 74,452.50      | 4,550.93          | 55,242.90    | 74.1  | 7,457.10  | 11,752.50          | 15.7         |   |
| 5800.00 OTHER OPERATING EXP-DIST. USE  | 597,808.16     | 0.00              | 529,099.29   | 88.5  | 12,006.50 | 56,702.37          | 9.4          |   |
| TOTAL: 5000                            | 1,043,527.16   | 13,151.07         | 782,463.03   | 74.9  | 73,899.75 | 187,164.38         | 17.9         |   |
| TOTAL: 1000-5999                       | 2,936,484.31   | 165,627.63        | 2,348,004.55 | 79.9  | 75,167.33 | 513,312.43         | 17.4         |   |
| 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   | 165,627.63        | 2,348,004.55 | 70.8  | 75,167.33 | 892,408.43         | 26.9         |   |

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SUMMARY

| SUMMARY BY OBJECT |               | WORKING<br>BUDGET | EXPENDED/RECEIVED<br>CURRENT YEAR TO DATE |              | %    | PENDED/<br>ENCUMBERED | UNENCUMBERED<br>BALANCE | %    |
|-------------------|---------------|-------------------|---|--------------|------|-----------------------|-------------------------|------|
| TOTAL INCOME      | (8000 - 8999) | 3,319,180.93      | 135,109.01                                | 2,320,436.31 | 69.9 | 0.00                  | 998,744.62              | 30.0 |
| TOTAL:            | 1000-5999     | 2,936,484.31      | 165,627.63                                | 2,348,004.55 | 79.9 | 75,167.33             | 513,312.43              | 17.4 |
| TOTAL:            | 1000-6999     | 3,315,580.31      | 165,627.63                                | 2,348,004.55 | 70.8 | 75,167.33             | 892,408.43              | 26.9 |
| TOTAL:            | 1000-7999     | 3,315,580.31      | 165,627.63                                | 2,348,004.55 | 70.8 | 75,167.33             | 892,408.43              | 26.9 |
| TOTAL EXPENSES    | (1000 - 7999) | 3,315,580.31      | 165,627.63                                | 2,348,004.55 | 70.8 | 75,167.33             | 892,408.43              | 26.9 |

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Fund: 78 SELF INSURANCE-LIABILITY&PRO

| SUMMARY BY OBJECT                      | WORKING<br>BUDGET | EXPENDED/RECEIVED |              | %     | PENDED/<br>ENCUMBERED | UNENCUMBERED |      |
|--|-------------------|-------------------|--------------|-------|-----------------------|--------------|------|
|  |                   | CURRENT           | YEAR TO DATE |       |                       | BALANCE      | %    |
| 8800.00 LOCAL REVENUES                 | 15,000.00         | 338.47            | 2,124.89     | 14.1  | 0.00                  | 12,875.11    | 85.8 |
| 8900.00 OTHER FINANCING SOURCES        | 550,000.00        | 550,000.00        | 550,000.00   | 100.0 | 0.00                  | 0.00         | .0   |
| TOTAL: 8000                            | 565,000.00        | 550,338.47        | 552,124.89   | 97.7  | 0.00                  | 12,875.11    | 2.2  |
| 5100.00 PERSON&CONSULTANT SVC-DIST USE | 85,000.00         | 2,306.79          | 33,044.86    | 38.8  | 42,655.15             | 9,299.99     | 10.9 |
| 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        | 2,306.79          | 483,566.23   | 82.6  | 46,261.65             | 55,172.12    | 9.4  |
| TOTAL: 1000-5999                       | 585,000.00        | 2,306.79          | 483,566.23   | 82.6  | 46,261.65             | 55,172.12    | 9.4  |



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Fund: 78 SELF INSURANCE-LIABILITY&PRO SUMMARY

| SUMMARY BY OBJECT |               | WORKING<br>BUDGET | EXPENDED/<br>CURRENT | RECEIVED<br>YEAR TO DATE | %    | PENDED/<br>ENCUMBERED | UNENCUMBERED<br>BALANCE | %   |
|-------------------|---------------|-------------------|----------------------|--------------------------|------|-----------------------|-------------------------|-----|
| TOTAL INCOME      | (8000 - 8999) | 565,000.00        | 550,338.47           | 552,124.89               | 97.7 | 0.00                  | 12,875.11               | 2.2 |
| TOTAL:            | 1000-5999     | 585,000.00        | 2,306.79             | 483,566.23               | 82.6 | 46,261.65             | 55,172.12               | 9.4 |
| TOTAL:            | 1000-6999     | 585,000.00        | 2,306.79             | 483,566.23               | 82.6 | 46,261.65             | 55,172.12               | 9.4 |
| TOTAL:            | 1000-7999     | 585,000.00        | 2,306.79             | 483,566.23               | 82.6 | 46,261.65             | 55,172.12               | 9.4 |
| TOTAL EXPENSES    | (1000 - 7999) | 585,000.00        | 2,306.79             | 483,566.23               | 82.6 | 46,261.65             | 55,172.12               | 9.4 |

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Fund: 84 WORKERS COMPENSATION FUND

| SUMMARY BY OBJECT                      | WORKING<br>BUDGET | EXPENDED/RECEIVED |              |      | %         | PENDED/<br>ENCUMBERED | UNENCUMBERED |   |
|--|-------------------|-------------------|--------------|------|-----------|-----------------------|--------------|---|
|  |                   | CURRENT           | YEAR TO DATE |      |           |                       | BALANCE      | % |
| 8800.00 LOCAL REVENUES                 | 1,010,000.00      | 236,098.01        | 925,452.15   | 91.6 | 0.00      | 84,547.85             | 8.3          |   |
| TOTAL: 8000                            | 1,010,000.00      | 236,098.01        | 925,452.15   | 91.6 | 0.00      | 84,547.85             | 8.3          |   |
| 5100.00 PERSON&CONSULTANT SVC-DIST USE | 137,176.08        | 4,500.00          | 109,363.00   | 79.7 | 26,800.00 | 1,013.08              | .7           |   |
| 5400.00 INSURANCES - DISTRICT USE      | 150,000.00        | 13,151.00         | 107,048.00   | 71.3 | 0.00      | 42,952.00             | 28.6         |   |
| 5800.00 OTHER OPERATING EXP-DIST. USE  | 977,323.92        | 65,575.57         | 580,040.36   | 59.3 | 1,503.82  | 395,779.74            | 40.4         |   |
| TOTAL: 5000                            | 1,264,500.00      | 83,226.57         | 796,451.36   | 62.9 | 28,303.82 | 439,744.82            | 34.7         |   |
| TOTAL: 1000-5999                       | 1,264,500.00      | 83,226.57         | 796,451.36   | 62.9 | 28,303.82 | 439,744.82            | 34.7         |   |
| 7900.00 RESERVE FOR CONTINGENCIES      | 500,000.00        | 0.00              | 0.00         | .0   | 0.00      | 500,000.00            | 100.0        |   |
| TOTAL: 7000                            | 500,000.00        | 0.00              | 0.00         | .0   | 0.00      | 500,000.00            | 100.0        |   |
| TOTAL: 1000-7999                       | 1,764,500.00      | 83,226.57         | 796,451.36   | 45.1 | 28,303.82 | 939,744.82            | 53.2         |   |

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Fund: 84 WORKERS COMPENSATION FUND SUMMARY

| SUMMARY BY OBJECT |               | WORKING<br>BUDGET | EXPENDED/RECEIVED |              | %    | PENDED/<br>ENCUMBERED | UNENCUMBERED<br>BALANCE | %    |
|-------------------|---------------|-------------------|-------------------|--------------|------|-----------------------|-------------------------|------|
|                   |               |                   | CURRENT           | YEAR TO DATE |      |                       |                         |      |
| TOTAL INCOME      | (8000 - 8999) | 1,010,000.00      | 236,098.01        | 925,452.15   | 91.6 | 0.00                  | 84,547.85               | 8.3  |
| TOTAL:            | 1000-5999     | 1,264,500.00      | 83,226.57         | 796,451.36   | 62.9 | 28,303.82             | 439,744.82              | 34.7 |
| TOTAL:            | 1000-6999     | 1,264,500.00      | 83,226.57         | 796,451.36   | 62.9 | 28,303.82             | 439,744.82              | 34.7 |
| TOTAL:            | 1000-7999     | 1,764,500.00      | 83,226.57         | 796,451.36   | 45.1 | 28,303.82             | 939,744.82              | 53.2 |
| TOTAL EXPENSES    | (1000 - 7999) | 1,764,500.00      | 83,226.57         | 796,451.36   | 45.1 | 28,303.82             | 939,744.82              | 53.2 |

BEST NET CONSORTIUM  
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| SUMMARY BY OBJECT                      | WORKING<br>BUDGET | EXPENDED/RECEIVED |               |       | %            | PENDED/<br>ENCUMBERED | UNENCUMBERED |   |
|--|-------------------|-------------------|---------------|-------|--------------|-----------------------|--------------|---|
|  |                   | CURRENT           | YEAR TO DATE  |       |              |                       | BALANCE      | % |
| 8100.00 FEDERAL HEA REVENUES           | 336,246.00        | 32,666.00         | 242,546.00    | 72.1  | 0.00         | 93,700.00             | 27.8         |   |
| 8600.00 STATE REVENUES                 | 57,163.00         | 2,413.00          | 162,316.45    | 100.0 | 0.00         | 105,153.45-           | .0           |   |
| 8800.00 LOCAL REVENUES                 | 601,168.00        | 3,867.00-         | 554,919.22    | 92.3  | 0.00         | 46,248.78             | 7.6          |   |
| TOTAL: 8000                            | 994,577.00        | 31,212.00         | 959,781.67    | 96.5  | 0.00         | 34,795.33             | 3.4          |   |
| 1100.00 CONTRACT CLASSROOM INST.       | 11,040,858.18     | 1,158,207.18      | 10,004,773.40 | 90.6  | 0.00         | 1,036,084.78          | 9.3          |   |
| 1200.00 CONTRACT CERT. ADMINISTRATORS  | 3,364,029.13      | 286,021.20        | 2,852,897.80  | 84.8  | 0.00         | 511,131.33            | 15.1         |   |
| 1300.00 INSTRUCTORS DAY/HOURLY         | 4,218,377.28      | 487,067.60        | 4,861,396.74  | 100.0 | 336,497.23   | 979,516.69-           | .0           |   |
| 1400.00 NON-INSTRUCTION HOURLY CERT.   | 214,654.92        | 7,337.20          | 118,414.13    | 55.1  | 0.00         | 96,240.79             | 44.8         |   |
| TOTAL: 1000                            | 18,837,919.51     | 1,938,633.18      | 17,837,482.07 | 94.6  | 336,497.23   | 663,940.21            | 3.5          |   |
| 2100.00 CONTRACT CLASSIFIED NON-INSTR. | 5,863,722.16      | 479,670.15        | 4,879,091.25  | 83.2  | 0.00         | 984,630.91            | 16.7         |   |
| 2200.00 INSTRUCTIONAL AIDS             | 819,004.56        | 68,236.08         | 669,094.78    | 81.6  | 0.00         | 149,909.78            | 18.3         |   |
| 2300.00 NON-INSTRUCTION HOURLY CLASS.  | 201,751.04        | 4,733.80          | 115,533.96    | 57.2  | 0.00         | 86,217.08             | 42.7         |   |
| 2400.00 INST AIDES-HOURLY- DIR.INSTRUC | 376,688.25        | 27,680.50         | 284,667.75    | 75.5  | 0.00         | 92,020.50             | 24.4         |   |
| TOTAL: 2000                            | 7,261,166.01      | 580,320.53        | 5,948,387.74  | 81.9  | 0.00         | 1,312,778.27          | 18.0         |   |
| 3100.00 CERTIFICATED RETIREMENT        | 1,525,798.00      | 143,188.09        | 1,294,806.62  | 84.8  | 0.00         | 230,991.38            | 15.1         |   |
| 3200.00 CLASSIFIED RETIREMENT          | 703,453.88        | 59,604.08         | 600,277.98    | 85.3  | 0.00         | 103,175.90            | 14.6         |   |
| 3300.00 QASDHI/FICA                    | 831,000.36        | 73,910.98         | 720,836.60    | 86.7  | 0.00         | 110,163.76            | 13.2         |   |
| 3400.00 HEALTH AND WELFARE BENEFITS    | 2,727,359.00      | 256,905.22        | 2,292,646.46  | 84.0  | 0.00         | 434,712.54            | 15.9         |   |
| 3500.00 STATE UNEMPLOYMENT INSURANCE   | 79,645.36         | 7,436.36          | 70,005.81     | 87.8  | 0.00         | 9,639.55              | 12.1         |   |
| 3600.00 WORKERS COMPENSATION INSURANCE | 371,465.00        | 32,577.00         | 317,046.94    | 85.3  | 0.00         | 54,418.06             | 14.6         |   |
| 3900.00 OTHER BENEFITS                 | 15,990.00         | 5,950.02          | 23,511.92     | 100.0 | 0.00         | 7,521.92-             | .0           |   |
| TOTAL: 3000                            | 6,254,711.60      | 579,571.75        | 5,319,132.33  | 85.0  | 0.00         | 935,579.27            | 14.9         |   |
| 4100.00 TEXTBOOKS                      | 13,327.00         | 0.00              | 6,461.52      | 48.4  | 4,598.62     | 2,266.86              | 17.0         |   |
| 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         | 185,555.21        | 15,530.14         | 159,408.17    | 85.9  | 5,376.83     | 20,770.21             | 11.1         |   |
| 4400.00 MEDIA AND SOFTWARE-DISTRCT USE | 9,930.62          | 765.87            | 3,517.24      | 35.4  | 223.05       | 6,190.33              | 62.3         |   |
| 4500.00 NONINSTRUCTIONAL SUPPLIES      | 410,353.12        | 42,294.25         | 299,277.17    | 72.9  | 73,141.57    | 37,934.38             | 9.2          |   |
| 4700.00 FOOD SUPPLIES                  | 25,751.03         | 6,782.49          | 22,112.14     | 85.8  | 3,637.86     | 1.03                  | .0           |   |
| TOTAL: 4000                            | 678,800.74        | 65,372.75         | 518,416.77    | 76.3  | 87,031.93    | 73,352.04             | 10.8         |   |
| 5100.00 PERSON&CONSULTANT SVC-DIST USE | 616,091.65        | 19,506.81         | 255,538.59    | 41.4  | 292,754.38   | 67,798.68             | 11.0         |   |
| 5200.00 TRAVEL & CONFERENCE EXPENSES   | 63,078.88         | 4,351.92          | 18,311.73     | 29.0  | 7,608.58     | 37,158.57             | 58.9         |   |
| 5300.00 POST/DUES/MEMBERSHIPS-DIST.USE | 111,600.42        | 138.33            | 49,468.94     | 44.3  | 52,907.05    | 9,224.43              | 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      | 85,590.75         | 1,279,278.31  | 76.0  | 375,820.32   | 27,301.90             | 1.6          |   |
| 5600.00 RENTS,LEASES&REPAIRS-DIST.USE  | 511,752.52        | 57,400.21         | 331,772.38    | 64.8  | 123,463.91   | 56,516.23             | 11.0         |   |
| 5800.00 OTHER OPERATING EXP-DIST. USE  | 625,980.49        | 1,811.02          | 96,890.37     | 15.4  | 21,210.79    | 507,879.33            | 81.1         |   |
| 5900.00 INTERPROGRAM CHARGES-DIST.USE  | 200.00            | 0.00              | 0.00          | .0    | 0.00         | 200.00                | 100.0        |   |
| TOTAL: 5000                            | 3,611,704.49      | 168,799.04        | 2,031,260.32  | 56.2  | 873,765.03   | 706,679.14            | 19.5         |   |
| TOTAL: 1000-5999                       | 36,644,302.35     | 3,332,697.25      | 31,654,679.23 | 86.3  | 1,297,294.19 | 3,692,328.93          | 10.0         |   |

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Fund: 01 GENERAL FUND

| SUMMARY BY OBJECT                     | WORKING       | EXPENDED/RECEIVED |               | %    | PENDED/      | UNENCUMBERED |       |
|---------------------------------------|---------------|-------------------|---------------|------|--------------|--------------|-------|
|                                       | BUDGET        | CURRENT           | YEAR TO DATE  |      | ENCUMBERED   | BALANCE      | %     |
| 6300.00 LIBRARY BOOKS - EXPANSION     | 60,300.53     | 3,052.50          | 47,497.70     | 78.7 | 7,229.94     | 5,572.89     | 9.2   |
| 6400.00 ADDITIONAL/IMPROVED EQUIPMENT | 114,917.77    | 2,247.37          | 43,757.61     | 38.0 | 4,218.07     | 66,942.09    | 58.2  |
| TOTAL: 6000                           | 175,218.30    | 5,299.87          | 91,255.31     | 52.0 | 11,448.01    | 72,514.98    | 41.3  |
| TOTAL: 1000-6999                      | 36,819,520.65 | 3,337,997.12      | 31,745,934.54 | 86.2 | 1,308,742.20 | 3,764,843.91 | 10.2  |
| 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                      | 37,469,352.65 | 3,337,997.12      | 31,800,448.54 | 84.8 | 1,308,742.20 | 4,360,161.91 | 11.6  |

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| SUMMARY BY OBJECT |               | WORKING<br>BUDGET | EXPENDED/RECEIVED |               | %    | PENDED/<br>ENCUMBERED | UNENCUMBERED<br>BALANCE | %    |
|-------------------|---------------|-------------------|-------------------|---------------|------|-----------------------|-------------------------|------|
|                   |               |                   | CURRENT           | YEAR TO DATE  |      |                       |                         |      |
| TOTAL INCOME      | (8000 - 8999) | 994,577.00        | 31,212.00         | 959,781.67    | 96.5 | 0.00                  | 34,795.33               | 3.4  |
| TOTAL:            | 1000-5999     | 36,644,302.35     | 3,332,697.25      | 31,654,679.23 | 86.3 | 1,297,294.19          | 3,692,328.93            | 10.0 |
| TOTAL:            | 1000-6999     | 36,819,520.65     | 3,337,997.12      | 31,745,934.54 | 86.2 | 1,308,742.20          | 3,764,843.91            | 10.2 |
| TOTAL:            | 1000-7999     | 37,469,352.65     | 3,337,997.12      | 31,800,448.54 | 84.8 | 1,308,742.20          | 4,360,161.91            | 11.6 |
| TOTAL EXPENSES    | (1000 - 7999) | 37,469,352.65     | 3,337,997.12      | 31,800,448.54 | 84.8 | 1,308,742.20          | 4,360,161.91            | 11.6 |

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Fund: 72 CHILD DEVELOPMENT FUND

| SUMMARY BY OBJECT                     | WORKING<br>BUDGET | EXPENDED/RECEIVED |              | %     | PENDED/<br>ENCUMBERED | UNENCUMBERED |       |
|---------------------------------------|-------------------|-------------------|--------------|-------|-----------------------|--------------|-------|
|                                       |                   | CURRENT           | YEAR TO DATE |       |                       | BALANCE      | %     |
| 8800.00 LOCAL REVENUES                | 29,500.00         | 0.00              | 25,041.91    | 84.8  | 0.00                  | 4,458.09     | 15.1  |
| TOTAL: 8000                           | 29,500.00         | 0.00              | 25,041.91    | 84.8  | 0.00                  | 4,458.09     | 15.1  |
| 2300.00 NON-INSTRUCTION HOURLY CLASS. | 20,000.00         | 20,800.00         | 20,800.00    | 100.0 | 0.00                  | 800.00-      | .0    |
| TOTAL: 2000                           | 20,000.00         | 20,800.00         | 20,800.00    | 100.0 | 0.00                  | 800.00-      | .0    |
| 3300.00 OASDHI/FICA                   | 1,530.00          | 943.70            | 943.70       | 61.6  | 0.00                  | 586.30       | 38.3  |
| 3500.00 STATE UNEMPLOYMENT INSURANCE  | 60.00             | 61.74             | 61.74        | 100.0 | 0.00                  | 1.74-        | .0    |
| TOTAL: 3000                           | 1,590.00          | 1,005.44          | 1,005.44     | 63.2  | 0.00                  | 584.56       | 36.7  |
| 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         | 21,805.44         | 21,805.44    | 92.4  | 0.00                  | 1,784.56     | 7.5   |
| 7900.00 RESERVE FOR CONTINGENCIES     | 50,000.00         | 0.00              | 0.00         | .0    | 0.00                  | 50,000.00    | 100.0 |
| TOTAL: 7000                           | 50,000.00         | 0.00              | 0.00         | .0    | 0.00                  | 50,000.00    | 100.0 |
| TOTAL: 1000-7999                      | 73,590.00         | 21,805.44         | 21,805.44    | 29.6  | 0.00                  | 51,784.56    | 70.3  |

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Fund: 72 CHILD DEVELOPMENT FUND SUMMARY

| SUMMARY BY OBJECT |               | WORKING<br>BUDGET | EXPENDED/<br>CURRENT | RECEIVED<br>YEAR TO DATE | %    | PENDED/<br>ENCUMBERED | UNENCUMBERED<br>BALANCE | %    |
|-------------------|---------------|-------------------|----------------------|--------------------------|------|-----------------------|-------------------------|------|
| TOTAL INCOME      | (8000 - 8999) | 29,500.00         | 0.00                 | 25,041.91                | 84.8 | 0.00                  | 4,458.09                | 15.1 |
| TOTAL:            | 1000-5999     | 23,590.00         | 21,805.44            | 21,805.44                | 92.4 | 0.00                  | 1,784.56                | 7.5  |
| TOTAL:            | 1000-6999     | 23,590.00         | 21,805.44            | 21,805.44                | 92.4 | 0.00                  | 1,784.56                | 7.5  |
| TOTAL:            | 1000-7999     | 73,590.00         | 21,805.44            | 21,805.44                | 29.6 | 0.00                  | 51,784.56               | 70.3 |
| TOTAL EXPENSES    | (1000 - 7999) | 73,590.00         | 21,805.44            | 21,805.44                | 29.6 | 0.00                  | 51,784.56               | 70.3 |



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| SUMMARY BY OBJECT                      | WORKING<br>BUDGET | EXPENDED/RECEIVED |               |       | %          | PENDED/<br>ENCUMBERED | UNENCUMBERED |      |
|--|-------------------|-------------------|---------------|-------|------------|-----------------------|--------------|------|
|  |                   | CURRENT           | YEAR TO DATE  |       |            |                       | BALANCE      | %    |
| 8100.00 FEDERAL HEA REVENUES           | 84,138.00         | 0.00              | 84,138.00     | 100.0 | 0.00       | 0.00                  | 0.00         | .0   |
| 8600.00 STATE REVENUES                 | 177,123.00        | 1,034.00          | 265,246.55    | 100.0 | 0.00       | 0.00                  | 88,123.55-   | .0   |
| 8800.00 LOCAL REVENUES                 | 273,697.00        | 1,302.32-         | 200,670.25    | 73.3  | 0.00       | 0.00                  | 73,026.75    | 26.6 |
| TOTAL: 8000                            | 534,958.00        | 268.32-           | 550,054.80    | 100.0 | 0.00       | 0.00                  | 15,096.80-   | .0   |
| 1100.00 CONTRACT CLASSROOM INST.       | 4,546,678.92      | 441,135.96        | 4,061,869.26  | 89.3  | 0.00       | 0.00                  | 484,809.66   | 10.6 |
| 1200.00 CONTRACT CERT. ADMINISTRATORS  | 2,521,376.08      | 227,680.97        | 2,141,020.82  | 84.9  | 0.00       | 0.00                  | 380,355.26   | 15.0 |
| 1300.00 INSTRUCTORS DAY/HOURLY         | 1,311,299.00      | 195,532.10        | 1,976,187.31  | 100.0 | 189,421.37 | 189,421.37            | 854,309.68-  | .0   |
| 1400.00 NON-INSTRUCTION HOURLY CERT.   | 116,499.00        | 12,102.90         | 92,052.35     | 79.0  | 0.00       | 0.00                  | 24,446.65    | 20.9 |
| TOTAL: 1000                            | 8,495,853.00      | 876,451.93        | 8,271,129.74  | 97.3  | 189,421.37 | 189,421.37            | 35,301.89    | .4   |
| 2100.00 CONTRACT CLASSIFIED NON-INSTR. | 3,076,926.42      | 260,521.28        | 2,556,940.82  | 83.1  | 0.00       | 0.00                  | 519,985.60   | 16.8 |
| 2200.00 INSTRUCTIONAL AIDS             | 552,963.00        | 47,169.31         | 460,151.66    | 83.2  | 0.00       | 0.00                  | 92,811.34    | 16.7 |
| 2300.00 NON-INSTRUCTION HOURLY CLASS.  | 59,538.20         | 8,268.00          | 29,323.67     | 49.2  | 0.00       | 0.00                  | 30,214.53    | 50.7 |
| 2400.00 INST AIDES-HOURLY- DIR.INSTRUC | 308,764.00        | 25,883.00         | 237,021.75    | 76.7  | 0.00       | 0.00                  | 71,742.25    | 23.2 |
| TOTAL: 2000                            | 3,998,191.62      | 341,841.59        | 3,283,437.90  | 82.1  | 0.00       | 0.00                  | 714,753.72   | 17.8 |
| 3100.00 CERTIFICATED RETIREMENT        | 679,321.00        | 65,172.86         | 607,953.36    | 89.4  | 0.00       | 0.00                  | 71,367.64    | 10.5 |
| 3200.00 CLASSIFIED RETIREMENT          | 432,389.48        | 33,868.72         | 327,144.08    | 75.6  | 0.00       | 0.00                  | 105,245.40   | 24.3 |
| 3300.00 OASDHI/FICA                    | 441,772.80        | 38,513.38         | 367,851.94    | 83.2  | 0.00       | 0.00                  | 73,920.86    | 16.7 |
| 3400.00 HEALTH AND WELFARE BENEFITS    | 1,453,804.44      | 126,100.55        | 1,133,769.34  | 77.9  | 0.00       | 0.00                  | 320,035.10   | 22.0 |
| 3500.00 STATE UNEMPLOYMENT INSURANCE   | 39,459.76         | 3,614.65          | 34,257.69     | 86.8  | 0.00       | 0.00                  | 5,202.07     | 13.1 |
| 3600.00 WORKERS COMPENSATION INSURANCE | 205,519.00        | 16,333.50         | 158,991.01    | 77.3  | 0.00       | 0.00                  | 46,527.99    | 22.6 |
| 3900.00 OTHER BENEFITS                 | 8,605.56          | 3,456.56          | 12,119.39     | 100.0 | 0.00       | 0.00                  | 3,513.83-    | .0   |
| TOTAL: 3000                            | 3,260,872.04      | 287,060.22        | 2,642,086.81  | 81.0  | 0.00       | 0.00                  | 618,785.23   | 18.9 |
| 4100.00 TEXTBOOKS                      | 500.00            | 203.66            | 426.83        | 85.3  | 58.38      | 58.38                 | 14.79        | 2.9  |
| 4200.00 BOOK,MAGAZINE&PERIOD-DIST.USE  | 32,793.62         | 85.00             | 30,308.96     | 92.4  | 163.40     | 163.40                | 2,321.26     | 7.0  |
| 4300.00 INSTRUCTIONAL SUPPLIES         | 50,414.29         | 5,508.94          | 39,447.95     | 78.2  | 8,346.19   | 8,346.19              | 2,620.15     | 5.1  |
| 4400.00 MEDIA AND SOFTWARE-DISTRCT USE | 638.09            | 0.00              | 637.76        | 99.9  | 0.00       | 0.00                  | 0.33         | .0   |
| 4500.00 NONINSTRUCTIONAL SUPPLIES      | 156,238.41        | 15,134.75         | 106,052.29    | 67.8  | 25,946.46  | 25,946.46             | 24,239.66    | 15.5 |
| TOTAL: 4000                            | 240,584.41        | 20,932.35         | 176,873.79    | 73.5  | 34,514.43  | 34,514.43             | 29,196.19    | 12.1 |
| 5100.00 PERSON&CONSULTANT SVC-DIST USE | 83,662.56         | 2,954.46          | 22,719.43     | 27.1  | 11,792.23  | 11,792.23             | 49,150.90    | 58.7 |
| 5200.00 TRAVEL & CONFERENCE EXPENSES   | 14,423.98         | 76.46             | 7,052.72      | 48.8  | 909.05     | 909.05                | 6,462.21     | 44.8 |
| 5300.00 POST/DUES/MEMBERSHIPS-DIST.USE | 50,327.00         | 0.00              | 38,257.24     | 76.0  | 3,748.21   | 3,748.21              | 8,321.55     | 16.5 |
| 5500.00 UTILITIES & HOUSEKEEP-DIST.USE | 819,850.14        | 59,935.98         | 620,248.54    | 75.6  | 195,864.99 | 195,864.99            | 3,736.61     | .4   |
| 5600.00 RENTS,LEASES&REPAIRS-DIST.USE  | 277,074.99        | 30,577.88         | 188,531.64    | 68.0  | 58,499.46  | 58,499.46             | 30,043.89    | 10.8 |
| 5800.00 OTHER OPERATING EXP-DIST. USE  | 246,819.37        | 6,456.77          | 50,479.87     | 20.4  | 14,550.23  | 14,550.23             | 181,789.27   | 73.6 |
| TOTAL: 5000                            | 1,492,158.04      | 100,001.55        | 927,289.44    | 62.1  | 285,364.17 | 285,364.17            | 279,504.43   | 18.7 |
| TOTAL: 1000-5999                       | 17,487,659.11     | 1,626,287.64      | 15,300,817.68 | 87.4  | 509,299.97 | 509,299.97            | 1,677,541.46 | 9.5  |
| 6200.00 BUILDINGS&IMPROVEMENT-DIST.USE | 1,259.00          | 0.00              | 1,259.00      | 100.0 | 0.00       | 0.00                  | 0.00         | .0   |
| 6300.00 LIBRARY BOOKS - EXPANSION      | 29,774.90         | 4,510.38          | 16,698.59     | 56.0  | 2,802.83   | 2,802.83              | 10,273.48    | 34.5 |

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| SUMMARY BY OBJECT                     | WORKING<br>BUDGET | EXPENDED/RECEIVED |               | %     | PENDED/<br>ENCUMBERED | UNENCUMBERED |       |
|---------------------------------------|-------------------|-------------------|---------------|-------|-----------------------|--------------|-------|
|                                       |                   | CURRENT           | YEAR TO DATE  |       |                       | BALANCE      | %     |
| 6400.00 ADDITIONAL/IMPROVED EQUIPMENT | 20,772.62         | 4,372.47          | 9,139.87      | 43.9  | 1,467.29              | 10,165.46    | 48.9  |
| TOTAL: 6000                           | 51,806.52         | 8,882.85          | 27,097.46     | 52.3  | 4,270.12              | 20,438.94    | 39.4  |
| TOTAL: 1000-6999                      | 17,539,465.63     | 1,635,170.49      | 15,327,915.14 | 87.3  | 513,570.09            | 1,697,980.40 | 9.6   |
| 7200.00 INTRAFUND TRANSFERS OUT       | 263,795.00        | 0.00              | 0.00          | .0    | 0.00                  | 263,795.00   | 100.0 |
| 7500.00 OTHER OUTGO-STUDENT FIN AID   | 4,444.00          | 0.00              | 4,444.00      | 100.0 | 0.00                  | 0.00         | .0    |
| 7600.00 OTHER STUDENT AID             | 30,697.00         | 0.00              | 30,697.00     | 100.0 | 0.00                  | 0.00         | .0    |
| TOTAL: 7000                           | 298,936.00        | 0.00              | 35,141.00     | 11.7  | 0.00                  | 263,795.00   | 88.2  |
| TOTAL: 1000-7999                      | 17,838,401.63     | 1,635,170.49      | 15,363,056.14 | 86.1  | 513,570.09            | 1,961,775.40 | 10.9  |

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| SUMMARY BY OBJECT |               | WORKING<br>BUDGET | EXPENDED/<br>CURRENT | RECEIVED<br>YEAR TO DATE | %     | PENDED/<br>ENCUMBERED | UNENCUMBERED<br>BALANCE | %    |
|-------------------|---------------|-------------------|----------------------|--------------------------|-------|-----------------------|-------------------------|------|
| TOTAL INCOME      | (8000 - 8999) | 534,958.00        | 268.32-              | 550,054.80               | 100.0 | 0.00                  | 15,096.80-              | .0   |
| TOTAL:            | 1000-5999     | 17,487,659.11     | 1,626,287.64         | 15,300,817.68            | 87.4  | 509,299.97            | 1,677,541.46            | 9.5  |
| TOTAL:            | 1000-6999     | 17,539,465.63     | 1,635,170.49         | 15,327,915.14            | 87.3  | 513,570.09            | 1,697,980.40            | 9.6  |
| TOTAL:            | 1000-7999     | 17,838,401.63     | 1,635,170.49         | 15,363,056.14            | 86.1  | 513,570.09            | 1,961,775.40            | 10.9 |
| TOTAL EXPENSES    | (1000 - 7999) | 17,838,401.63     | 1,635,170.49         | 15,363,056.14            | 86.1  | 513,570.09            | 1,961,775.40            | 10.9 |

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Fund: 41 CAPITAL OUTLAY PROJECTS FUND

| SUMMARY BY OBJECT                      | WORKING<br>BUDGET | EXPENDED/RECEIVED |              |      | %    | PENDED/<br>ENCUMBERED | UNENCUMBERED |   |
|--|-------------------|-------------------|--------------|------|------|-----------------------|--------------|---|
|  |                   | CURRENT           | YEAR TO DATE |      |      |                       | BALANCE      | % |
| 8800.00 LOCAL REVENUES                 | 10,367.00         | 863.89            | 9,502.79     | 91.6 | 0.00 | 864.21                | 8.3          |   |
| TOTAL: 8000                            | 10,367.00         | 863.89            | 9,502.79     | 91.6 | 0.00 | 864.21                | 8.3          |   |
| 6200.00 BUILDINGS&IMPROVEMENT-DIST.USE | 10,367.00         | 0.00              | 0.00         | .0   | 0.00 | 10,367.00             | 100.0        |   |
| TOTAL: 6000                            | 10,367.00         | 0.00              | 0.00         | .0   | 0.00 | 10,367.00             | 100.0        |   |
| TOTAL: 1000-6999                       | 10,367.00         | 0.00              | 0.00         | .0   | 0.00 | 10,367.00             | 100.0        |   |

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Fund: 41 CAPITAL OUTLAY PROJECTS FUND SUMMARY

| SUMMARY BY OBJECT |               | WORKING<br>BUDGET | EXPENDED/<br>CURRENT | RECEIVED<br>YEAR TO DATE | %    | PENDED/<br>ENCUMBERED | UNENCUMBERED<br>BALANCE | %     |
|-------------------|---------------|-------------------|----------------------|--------------------------|------|-----------------------|-------------------------|-------|
| TOTAL INCOME      | (8000 - 8999) | 10,367.00         | 863.89               | 9,502.79                 | 91.6 | 0.00                  | 864.21                  | 8.3   |
| 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<br>BUDGET | EXPENDED/RECEIVED |              | %     | PENDED/<br>ENCUMBERED | UNENCUMBERED |    |
|------------------------|-------------------|-------------------|--------------|-------|-----------------------|--------------|----|
|                        |                   | CURRENT           | YEAR TO DATE |       |                       | 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<br>BUDGET | EXPENDED/<br>CURRENT | RECEIVED<br>YEAR TO DATE | %     | PENDED/<br>ENCUMBERED | UNENCUMBERED<br>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<br>BUDGET | EXPENDED/<br>CURRENT | RECEIVED<br>YEAR TO DATE | %     | PENDED/<br>ENCUMBERED | UNENCUMBERED<br>BALANCE | %     |
|---------------------------------------|-------------------|----------------------|--------------------------|-------|-----------------------|-------------------------|-------|
| 8800.00 LOCAL REVENUES                | 6,500.00          | 5,036.25             | 5,425.32                 | 83.4  | 0.00                  | 1,074.68                | 16.5  |
| TOTAL: 8000                           | 6,500.00          | 5,036.25             | 5,425.32                 | 83.4  | 0.00                  | 1,074.68                | 16.5  |
| 2300.00 NON-INSTRUCTION HOURLY CLASS. | 4,500.00          | 9,561.25             | 4,525.00                 | 100.0 | 0.00                  | 25.00-                  | .0    |
| TOTAL: 2000                           | 4,500.00          | 9,561.25             | 4,525.00                 | 100.0 | 0.00                  | 25.00-                  | .0    |
| 3300.00 OASDHI/FICA                   | 344.00            | 344.94               | 344.94                   | 100.0 | 0.00                  | 0.94-                   | .0    |
| 3500.00 STATE UNEMPLOYMENT INSURANCE  | 14.00             | 13.52                | 13.52                    | 96.5  | 0.00                  | 0.48                    | 3.4   |
| TOTAL: 3000                           | 358.00            | 358.46               | 358.46                   | 100.0 | 0.00                  | 0.46-                   | .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          | 9,919.71             | 4,883.46                 | 91.1  | 0.00                  | 474.54                  | 8.8   |



BDX110  
 CHC UNRESTRICTED  
 72 San Bernardino Community Col

BEST NET CONSORTIUM  
 BUDGET SUMMARY REPORT  
 04/21/2010 TO 05/20/2010

#J49

05/21/2010

PAGE 9

Fund: 72 CHILD DEVELOPMENT FUND SUMMARY

| SUMMARY BY OBJECT |               | WORKING<br>BUDGET | EXPENDED/<br>CURRENT | RECEIVED<br>YEAR TO DATE | %    | PENDED/<br>ENCUMBERED | UNENCUMBERED<br>BALANCE | %    |
|-------------------|---------------|-------------------|----------------------|--------------------------|------|-----------------------|-------------------------|------|
| TOTAL INCOME      | (8000 - 8999) | 6,500.00          | 5,036.25             | 5,425.32                 | 83.4 | 0.00                  | 1,074.68                | 16.5 |
| TOTAL:            | 1000-5999     | 5,358.00          | 9,919.71             | 4,883.46                 | 91.1 | 0.00                  | 474.54                  | 8.8  |
| TOTAL:            | 1000-6999     | 5,358.00          | 9,919.71             | 4,883.46                 | 91.1 | 0.00                  | 474.54                  | 8.8  |
| TOTAL:            | 1000-7999     | 5,358.00          | 9,919.71             | 4,883.46                 | 91.1 | 0.00                  | 474.54                  | 8.8  |
| TOTAL EXPENSES    | (1000 - 7999) | 5,358.00          | 9,919.71             | 4,883.46                 | 91.1 | 0.00                  | 474.54                  | 8.8  |

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: June 10, 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 April 19, 2010 to May 16, 2010, 334 Purchase Orders were issued encumbering a total of \$1,367,390.77 in the following object classifications:

| <b>Object Classification</b>       | <b>Amount</b> |
|------------------------------------|---------------|
| 4000 Supplies & Materials          | \$96,246.54   |
| 5000 Operating Expenses & Services | \$592,399.74  |
| 6000 Capital Outlay                | \$665,784.05  |
| 7000 Other Outgo                   | \$12,960.44   |

A full and complete list of vendors and Purchase Orders are on file in the Purchasing Department.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

All Purchase Orders are budgeted as contracted through Board action and by District policies and procedures.

## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Acting Chancellor  
REVIEWED BY: Bruce Baron, Acting Chancellor  
PREPARED BY: Bruce Baron, Acting Chancellor  
DATE: June 10, 2010  
SUBJECT: District Strategic Plan

### RECOMMENDATION

This item is submitted for information only. No action is required.

### OVERVIEW

In twice-monthly meetings since October 2009, the 18 members of the collegial-consultation District Strategic Planning Committee (DSPC) have been developing, as required by the Accrediting Commission for Community and Junior Colleges, a “formal and regularly evaluated district strategic plan that both acknowledges input [from] and aligns with the colleges['] educational plan[s] and serves as a guide for planning at the college level.”

The plan was developed and significant opportunity was provided at all levels of the District to provide feedback and input into the draft document. The DSPC has incorporated the feedback, as appropriate, and this final plan has been published to all District faculty and staff and is posted to our website.

### ANALYSIS

In addition to meeting the accreditation requirement, this District Strategic Plan will have the following benefits:

- It provides an integrated framework within which the Board, the district, and the colleges can work toward coordinated goals over the long term.
- It facilitates effective pursuit of the mission of the district.
- It promotes efficient use of district and college resources in the long term.
- It helps the district and colleges anticipate challenges and take advantage of opportunities.
- It guides further planning and decision-making at all levels.

### BOARD IMPERATIVE

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

### FINANCIAL IMPLICATIONS

None.

**San Bernardino Community  
College District**

**Strategic Plan 2010-14**

**May 14, 2010**

**District Strategic Planning Committee**

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## Preamble

### ***Main Purposes of the District Strategic Plan***

The main purposes of the District Strategic Plan (DSP) are as follows:

- It provides an integrated framework within which the Board, the district, and the colleges can work toward coordinated goals over the long term.
- It facilitates effective pursuit of the mission of the district.
- It promotes efficient use of district and college resources in the long term.
- It helps the district and colleges anticipate challenges and take advantage of opportunities.
- It guides further planning and decision-making at all levels.

The DSP is thus a crucial contributor to the ongoing improvement and continuing success of the district and its colleges.

### ***Background and Process***

In twice-monthly meetings since October 2009, the 18 members of the collegial-consultation District Strategic Planning Committee (DSPC) have been developing, as required by the Accrediting Commission for Community and Junior Colleges, a “formal and regularly evaluated district strategic plan that both acknowledges input [from] and aligns with the colleges['] educational plan[s] and serves as a guide for planning at the college level.” In part because of the commission’s emphasis on input from and alignment with the colleges’ strategic and educational master plans, and on guidance of further college planning, the DSPC has drawn heavily on the content of existing college plans in this initial edition of the DSP. (After evaluation of the 2010-14 DSP, the committee will refine the DSP further to include integration of KVCR and EDCT, more research, and other features; see *Evaluation and Revision of the Plan* below.) However, members have also reviewed and discussed numerous other sources of information, including the following:

- Board Imperatives and Institutional Goals, 2009-10
- California Community Colleges Strategic Plan
- Statistics on enrollment patterns and on students and their performance
- Subcommittee reports on important strategic issues related to higher education
- The colleges’ missions and other foundational statements
- The Accrediting Commission’s rubric for evaluating planning
- Information about our service areas from an updated environmental scan

Based on thoughtful consideration and spirited discussion of all the information provided, the DSPC developed and refined a draft set of Strategic Directions and Goals. On March 1, 2010, the chancellor sent the committee’s recommended Strategic Directions and Goals to all employees, with a structured request for feedback and for specific ideas on concrete steps the district should take. Respondents had the option of emailing their comments or giving them to their representative on the committee. The DSPC also hosted three open forums—one at each college and one at the district offices—in March to answer questions and receive

feedback. Finally, a request was sent to the presidents of the Academic, Classified, and Student Senates of both colleges to gather additional feedback at their next scheduled meetings.

After serious consideration of all feedback received, and much more discussion, the DSPC drafted Objectives for each Goal to fulfill one or more of five main purposes:

- Provide needed district support to both colleges in pursuing and achieving their own goals.
- Coordinate, or place a district umbrella over, analogous sets of goals and objectives that already exist at both colleges.
- Guide further planning at both colleges.
- Establish or enhance a district-level operation to advance a district Goal.
- Fill a gap in the colleges' planning.

To each Objective, the DSPC added a tentative timeline, a responsible point person or group, a set of measures of progress, and a set of suggested actions.

In late April 2010, the chancellor distributed to all employees the full draft of the DSP, with a request once again for feedback in one of four ways: by email, in one of two open forums (one at each college), through members of the committee, and (for employees at the district offices, KVCR, and EDCT) through an open staff meeting. The committee considered all feedback received by the May 5, 2010 deadline at its meeting of May 7, and incorporated changes as appropriate to strengthen the DSP.

The DSPC submitted the final version of the DSP to the chancellor on May 14, 2010.

### ***Evaluation and Revision of the Plan***

#### *Schedule*

The full evaluation of the 2010-14 District Strategic Plan (DSP) will take place in 2010-11, with implementations of any necessary revisions to follow in Fall 2011. Subsequent full evaluations of the DSP, followed by implementation of any necessary revisions, will occur triennially beginning in Fall 2013.

#### *Quarterly Monitoring*

The DSPC will monitor progress on the DSP on a quarterly basis in consultation with the point persons and groups, and facilitate corrective actions as needed.

#### *Annual Progress Reports*

In the spring semester of each year beginning in 2012, each vice chancellor, college president, and executive director will prepare and disseminate a progress report on those district Goals and Objectives applicable to the organization that he or she supervises. College presidents will prepare their progress reports in appropriate consultation with the constituency groups on their respective campuses; vice chancellors and executive directors will prepare their progress reports in appropriate consultation with staff in their respective operations. In each year other than a full-evaluation year, Collegiate Cabinet will review these progress reports, and may recommend that a full evaluation take place earlier than originally scheduled.

*Evaluation Responsibility*

The original District Strategic Planning Committee (DSPC), members of which were appointed for a two-year term, will conduct the full evaluation of the 2010-14 DSP. For each subsequent triennial cycle, the chancellor will identify and convene a broadly representative body that will function as a successor DSPC, chaired by the chancellor or designee, to conduct the evaluation.

*Evaluation of the 2010-14 DSP*

In the full evaluation of the 2010-14 DSP, the DSPC will:

1. Gather additional research and other information it deems necessary for an exemplary DSP.
2. Based in part on the additional information, identify significant changes needed, if any, in the 2010-14 DSP, and make those changes in a revised DSP.
3. Solicit input and/or feedback on the revised DSP, and incorporate that input and/or feedback as appropriate.
4. Submit the final revised DSP to the chancellor, who will submit it to the Board for approval.
5. Improvements reflected in the revised DSP will be implemented and documented beginning in Fall 2011.

The Chancellor's Office will ensure that the revised DSP is posted on the district website and otherwise widely disseminated.

*Triennial Evaluation of the DSP*

At a minimum, each subsequent triennial full evaluation cycle will consist of the following steps:

1. The successor DSPC will review the most recent set of Annual Progress Reports.
2. Each person or group responsible for completion of an Objective will submit a status report on that Objective to the successor DSPC. [*Such responsible parties have not yet been designated—Ed.*]
3. The SBVC College Council and the CHC Educational Master Planning Committee will submit to the successor DSPC progress reports on the colleges' respective strategic and educational master plans.
4. District and college technology planning groups and facilities planning groups will submit to the successor DSPC progress reports on their respective plans.
5. A Research Subcommittee or other group with appropriate expertise will provide updated information on environmental scan results, effectiveness and impact indicators, and other research as needed.
6. The successor DSPC will compile and disseminate a Three-Year Status Report on the DSP as a whole, which will include its conclusions on which Objectives and/or Goals of the DSP have been achieved and should therefore be retired, and which should remain in the DSP for further work.
7. The successor DSPC will review any changes in the ACCJC Accreditation Standards since the last triennial evaluation, and the resolution status of any outstanding ACCJC recommendations to either college.
8. Based on the information available, the successor DSPC will update the district planning assumptions.
9. The successor DSPC will determine what additions or modifications to the Strategic Directions, Goals, Objectives, and/or other elements of the DSP are required, and draft a revised DSP accordingly.



10. The successor DSPC will solicit feedback on the draft widely, and incorporate that feedback as appropriate.
11. The successor DSPC will submit the final revised DSP to the chancellor, who will submit it to the Board for approval.
12. Improvements reflected in the revised DSP will be implemented and documented beginning in the following fall semester.
13. The Chancellor's Office will ensure that the revised DSP is posted on the district website and otherwise widely disseminated.

### ***Participants***

Members of the 2009-10 District Strategic Planning Committee:

|                         |   |
|-------------------------|---|
| Scott Rippy             | CHC Faculty   |
| John Stankas            | SBVC Faculty  |
| Jackie Wingle           | CHC Classified Staff                                  |
| Laura Gowen             | SBVC Classified Staff                                 |
| DyAnn Walter            | District Offices Classified Staff                     |
| Kaylee Hrisoulas        | CHC Student   |
| Damaris Castillo-Torres | SBVC Student  |
| Dr. Troy Sheffield      | SBVC EMPC Chair                                       |
| Dr. Cheryl Marshall     | CHC EMPC Chair  |
| Keith Wurtz             | CHC Researcher  |
| James Smith             | SBVC Researcher                                       |
| Dr. Glen Kuck           | DETS Executive Director                               |
| Bruce Baron             | Acting Chancellor<br>Vice Chancellor, Fiscal Services |
| Renee Brunelle          | Vice Chancellor, Human Resources                      |
| Gloria Harrison         | CHC President   |
| Dr. Deb Daniels         | SBVC President  |
| Larry Ciecalone         | KVCR President  |
| Dr. Marshall Gartenlaub | EDCT Executive Director                               |

In addition, the following district employees formerly served on the DSPC during 2009-10:

- Dr. Matthew Isaac, EDCT Executive Director
- Raquel Irizarry, CHC Classified Staff

Accreditation consultant Matthew C. Lee served as facilitator.

## District and College Foundational Statements

### *San Bernardino Community College District*

#### *Mission*

The mission of the San Bernardino Community College District (SBCCD) is to promote the discovery and application of knowledge, the acquisition of skills, and the development of intellect and character in a manner that prepares students to contribute effectively and ethically as citizens of a rapidly changing and increasingly technological world.

This mission is achieved through the District's two colleges (San Bernardino Valley College (SBVC) and Crafton Hills College (CHC)), the Professional Development Center (PDC) and public broadcast system (KVCR TV-FM) by providing high quality, effective and accountable instructional programs and services.

### *San Bernardino Valley College*

#### *Mission*

San Bernardino Valley College provides quality education and services that support a diverse community of learners.

#### *Vision*

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.

#### *Values (Tenets)*

The college tenets describe the philosophy and values of San Bernardino Valley College's faculty, staff, and administration:

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.

### ***Crafton Hills College***

#### *Mission*

The mission of Crafton Hills College is to advance the education and success of students in a quality learning environment.

#### *Vision*

The vision of Crafton Hills College is to be the premier community college for public safety and health services careers and transfer preparation.

#### *Institutional Values*

Our institutional values are creativity, inclusiveness, excellence, and learning centeredness.

## Effectiveness and Impact Indicators

### ARCC College-Level Indicators

#### *District Strategic Planning Implications Identified by the Committee*

The Accountability Reporting for Community Colleges (ARCC) system assigns a peer group to each college using a set of mathematical tools. Each college has a different peer group for each measure, based on factors that affect that measure according to statistical analysis. Thus for each measure, each college can judge its performance relative to that of empirically similar California community colleges. The implications of the ARCC 2010 report for district strategic planning include the following:

1. The colleges need to improve student success, progress, and achievement, particularly in basic skills courses and for at-risk students.
2. San Bernardino Valley College faces particular challenges in that high school students in the surrounding communities have a high dropout rate, a low California High School Exit Examination (CAHSEE) pass rate, and a low college-going rate.
3. The district should consider the following strategies:
  - a. Promote awareness in the community of college as an option.
  - b. Work with K-12 to prepare students better for college-level work.
  - c. Promote partnerships between the colleges and businesses.
  - d. Promote efficient and effective systems and communication district-wide.
  - e. Promote opportunities for resource development.
  - f. Increase articulation agreements between CSU, UC, private colleges, and high schools.

Table 3.1: Accountability Reporting for Community Colleges College-Level Indicators, 2010

| Indicator   | SBVC  | Peer Mean | Difference | CHC   | Peer Mean | Difference |
|---|-------|-----------|------------|-------|-----------|------------|
| A. Student Progress and Achievement Rate, 2003-04 to 2008-09            | 38.5% | 47.9%     | -9.4%      | 53.5% | 59.7%     | -6.2%      |
| B. Percent of Students Who Earned at Least 30 Units, 2003-04 to 2008-09 | 63.0% | 72.1%     | -9.1%      | 71.1% | 69.6%     | 1.5%       |
| C. Persistence Rate, Fall 2007-Fall 2008                                | 61.0% | 59.9%     | 1.1%       | 65.7% | 66.5%     | -0.8%      |
| D. Successful Course Completion Rate, Credit Vocational, 2008-09        | 74.6% | 75.8%     | -1.2%      | 78.9% | 74.7%     | 4.2%       |
| E. Successful Course Completion Rate, Credit Basic Skills, 2008-09      | 53.5% | 56.3%     | -2.8%      | 59.4% | 56.3%     | 3.1%       |
| F. Improvement Rate for Credit Basic Skills, 2006-07 to 2008-09         | 53.3% | 54.2%     | -0.9%      | 64.9% | 54.2%     | 10.7%      |
| G. Improvement Rate for ESL, 2006-07 to 2008-09                         | 41.9% | 41.5%     | 0.4%       | NA    | NA        | NA         |

### ***Student Performance, WSCH per Faculty Load, and FTES***

#### *District Strategic Planning Implications Identified by the Committee*

The DSPC discussed the graphs below in light of additional economic and enrollment management information, and identified the following main implications for district strategic planning:

1. Increases in FTES should be monitored to ensure that they have no detrimental effect on the quality of instruction.
2. The colleges should continue to share best practices that lead to good retention and success rates.
3. San Bernardino Valley College might require additional funding for student support to help move its retention and success rates toward those of Crafton Hills College.
4. The colleges will be faced with greater demand for fewer available sections in the next few years.
5. The district should balance costs with growth, and make a strong investment in the future.
6. The economic downturn, the return of adults to school, and the substantial number of underemployed workers indicate the need for increased emphasis on foundational skills: Critical thinking, writing, and computational.
7. The colleges should consider more alternative delivery modes and schedules for programs and services (e.g., a balance of online and face-to-face instruction and services; weekend programs and services).
8. The fact that programs with enrollment restrictions (e.g., many tech programs, basic skills) have lower WSCH per Faculty Load should be considered.

#### *Definitions*

##### Figures 3.1-3.2

- Fill Rate: Census enrollment divided by capacity.
- Retention Rate: Number of A, B, C, D, F, P, NP, or I grades divided by the number of A, B, C, D, F, P, NP, I, or W grades.
- Pass Rate: Number of A, B, C, or P grades divided by the number of A, B, C, D, F, P, NP, or I grades.
- Success Rate: Number of A, B, C, or P grades divided by the number of A, B, C, D, F, P, NP, I, or W grades.

##### Figure 3.4

- FTES: Annual Full-Time Equivalent Students, including summer, fall, and spring for each year. It includes both resident and nonresident students, so it exceeds the FTES figure on which state funding is based.

Figure 3.1

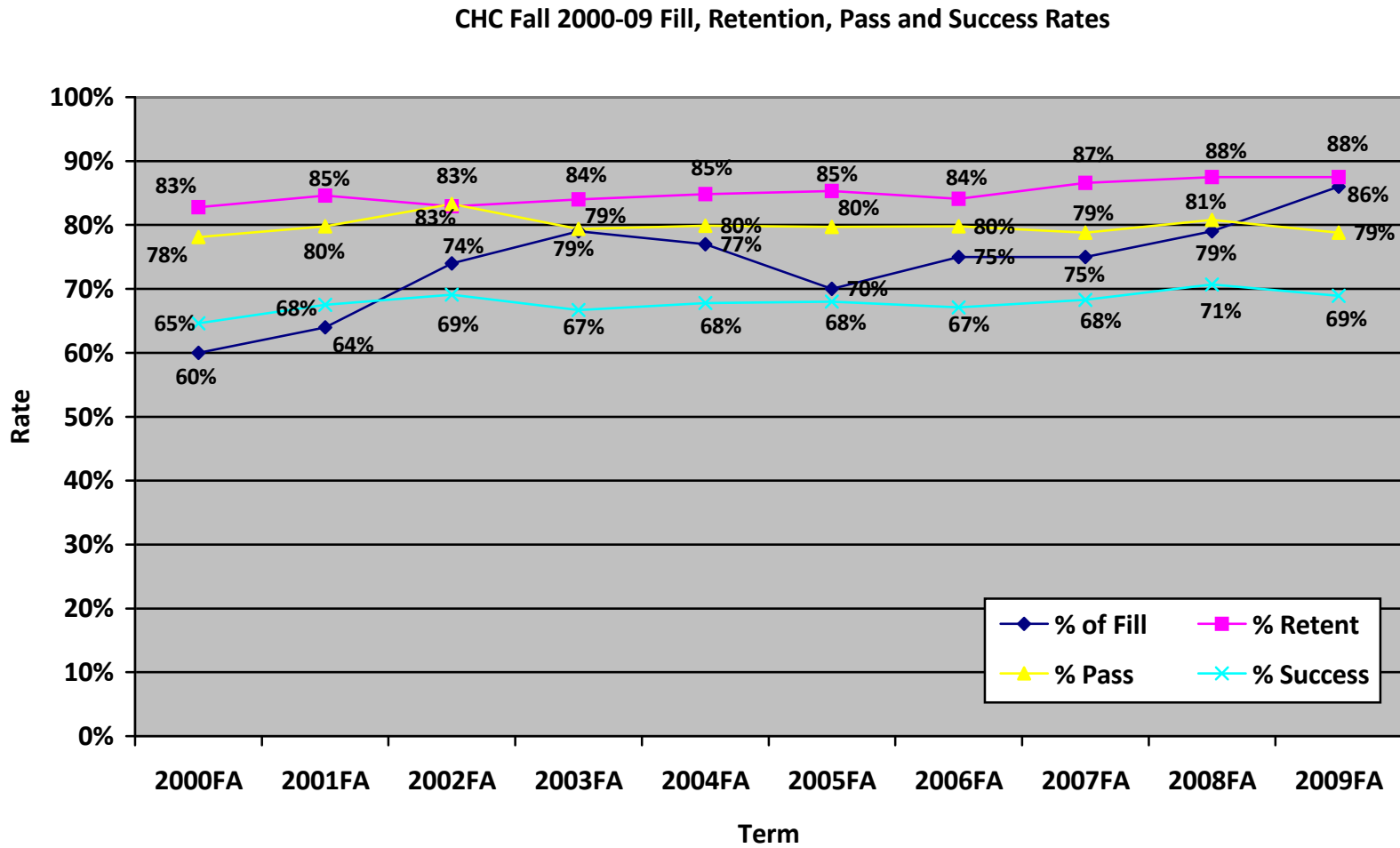


Figure 3.2

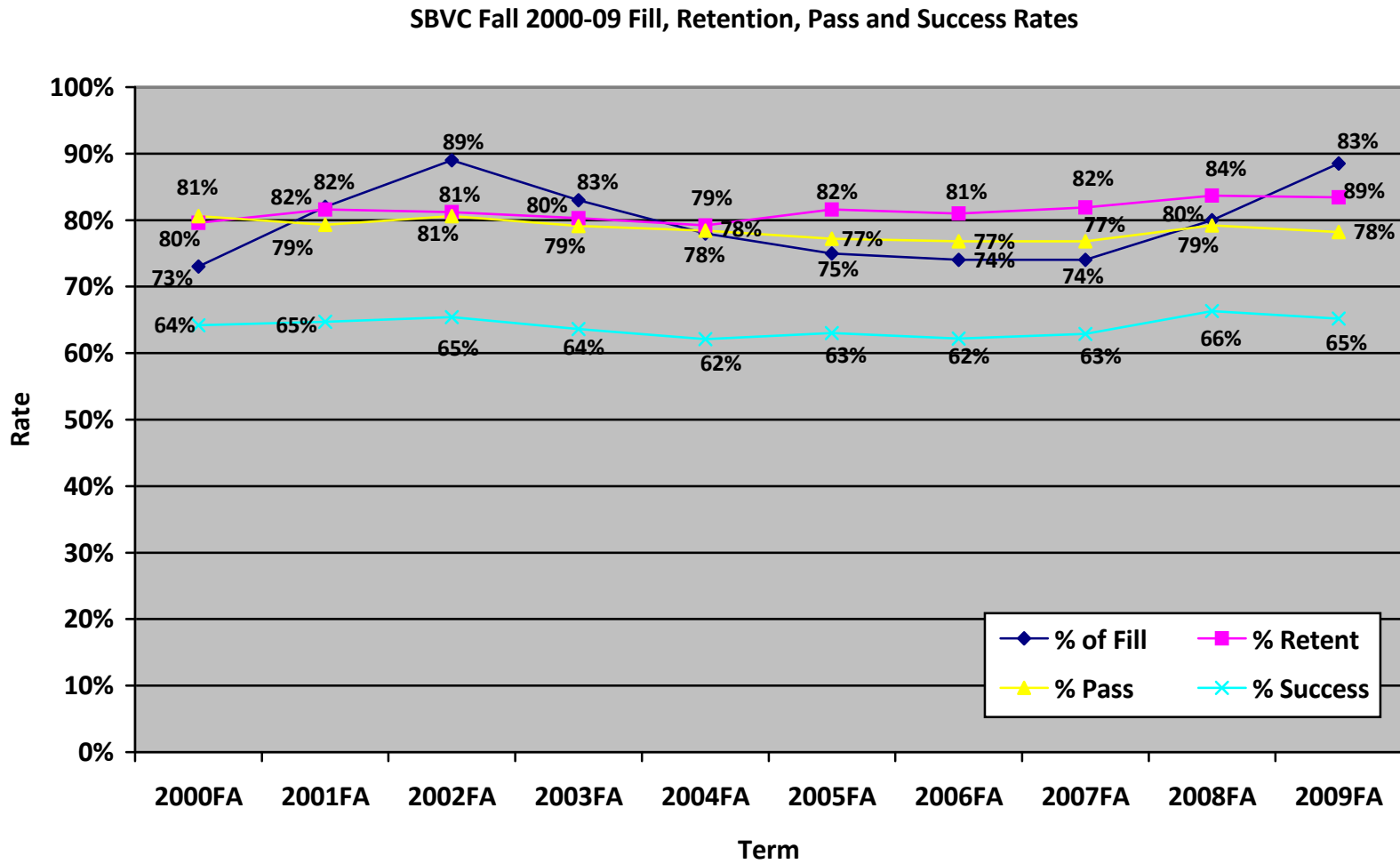


Figure 3.3

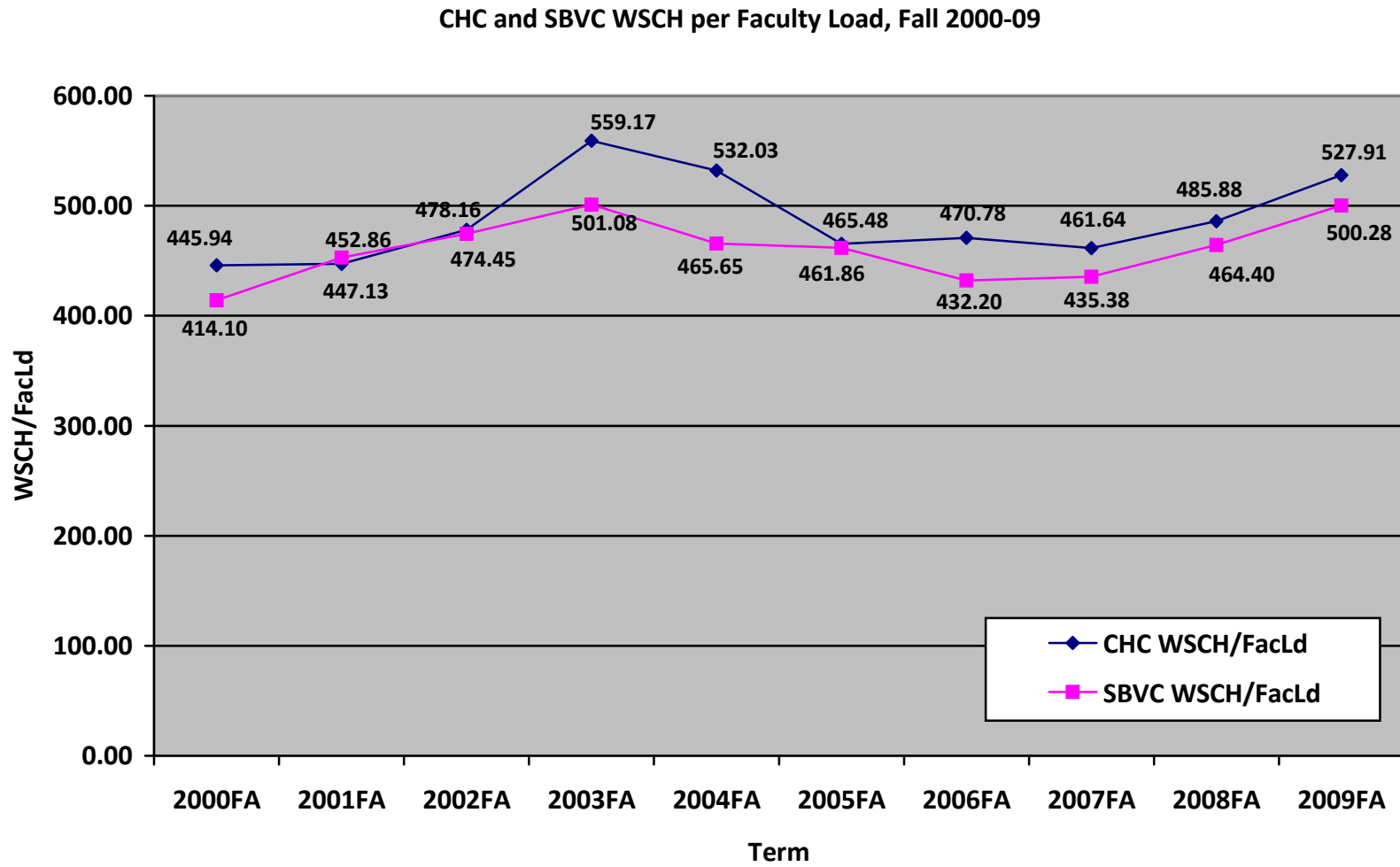
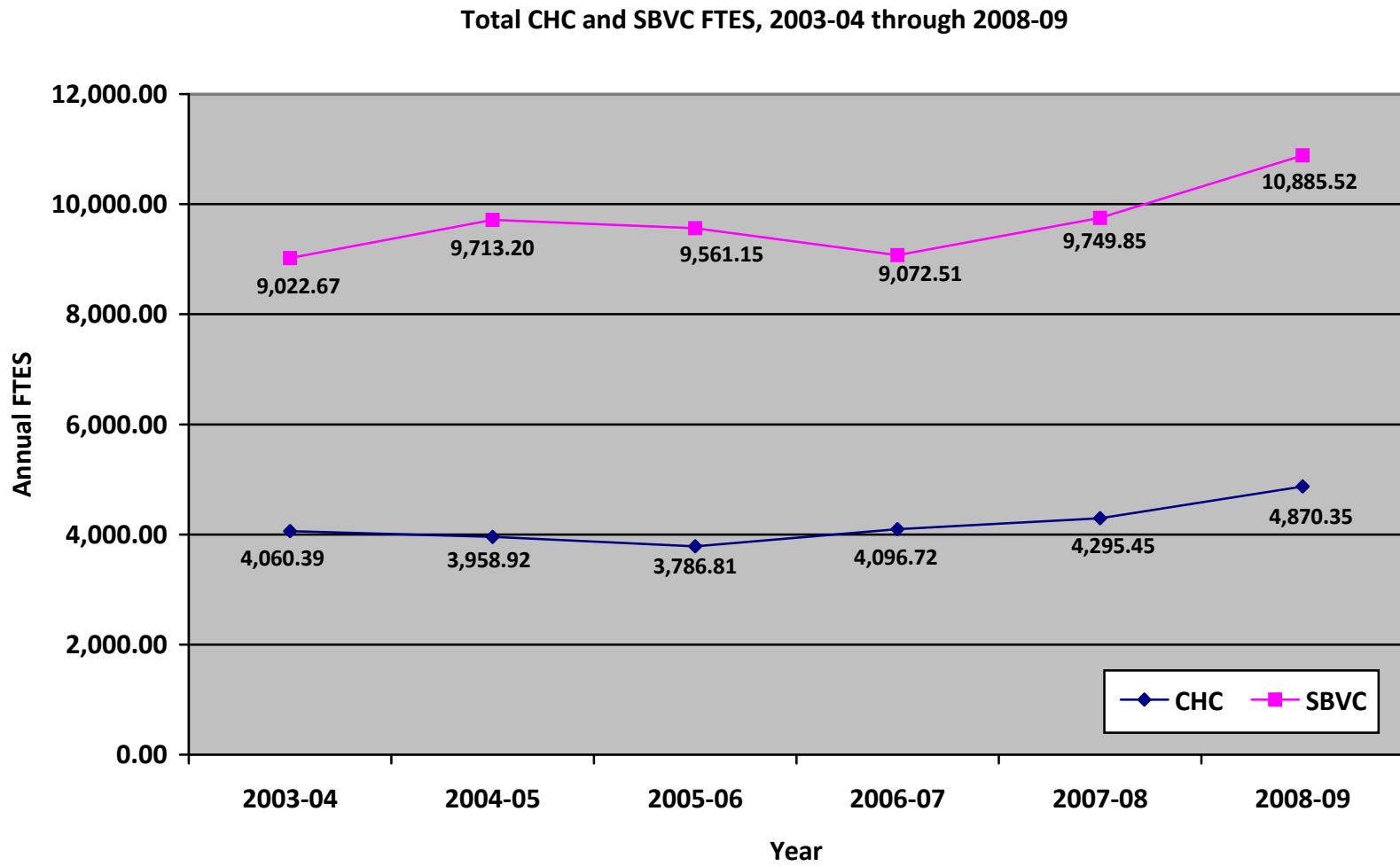




Figure 3.4



## Consolidated Report of Strategic Issues: Highlights and Implications

### *Highlights*

#### *Budget, Law & Regulation, Capital Funding*

1. The continuing economic slump and large budget shortfalls at the state level provide an uncertain fiscal environment.
2. Declining property values erode the tax base, resulting in a possible state funding gap and the inability to sell full value of Measure M construction bonds.
3. The Governor proposes suspension of the competitive CalGrant awards program for 2010-11.
4. Health care costs continue to rise by double digits.
5. The state budget has resulted in limited state revenue bond resources to match local bond dollars for construction projects.
6. Major reductions to categorical programs will be compounded by the loss of federal American Recovery and Reinvestment Act (ARRA) funding in 2010-11.
7. Funding for workforce development leading to jobs has been proposed.
8. The Obama Administration has proposed the *American Graduation Initiative* (AGI), pending in Congress (H.R. 3221).
9. Other important federal legislation—H.R. 4196, *The Community College Emergency Fund Stabilization Act* and H.R. 2847, *The Jobs for Main Street Act of 2010*—can provide additional support for community colleges.

#### *Pedagogical Innovations, Accountability, and Learning Outcomes*

1. Accountability and Assessment
  - a. Continued pressure from WASC, the DOE, and the public for community colleges to demonstrate student learning through assessment and documentation.
  - b. Challenges related to assessment include philosophical differences among practitioners and assuring validity.
2. Alternative Modes of Instruction
  - a. Strong student demand for online instruction and short-term classes and programs.
  - b. Availability of technology for instruction (online tools, clickers, smart classrooms, etc.).
3. Focus on Clear Pathways
  - a. Public expectation and need for clear pathways from K-12 to ultimate career goal.
4. Active, Student-Centered Teaching and Learning
  - a. Continued trend towards, and evidence of the effectiveness of, active learning with student involvement.
5. Student Success
  - a. Continued need to help underprepared students succeed in college and gain foundational skills (SCANS, etc.) for success in further education and employment.

#### *Educational Attainment in Relation to Economic Opportunity*

1. Statewide, the income of three cohorts of wage-earning community college recipients of a degree or certificate (in 2000-01, 2001-02, and 2002-03) were tracked for four years after their awards; none of these students had transferred to a four-year institution. Their median annual income in the first year after the award jumped 39% in 2001, 52% in 2002, and 44%

in 2003. By comparison, the California median household income rose 0.6%, 0.7%, and 3.8% in the corresponding years.

2. By the fourth year after the award, their median income had risen cumulatively 24%, 29%, and 26% over the first year after the award, respectively. By comparison, the California median household income rose 4%, 1%, and 1% in the corresponding years.
3. The year before their award, the median income of these students was 63%, 58%, and 65% of the corresponding California median household income, respectively. By the fourth year, the median income of all three cohorts exceeded the corresponding California median household income.
4. Nationally, the unemployment rate in 2007 for people 25 years old and over who had completed only high school was 47% higher than for people who had received only an associate’s degree, and 120% higher than for people who had received a bachelor’s or higher degree.
5. Nationally, in 2007, the median annual incomes of full-time workers 25 years old and over by highest level of educational attainment were as follows:

|         | High School | Some College | Difference from HS | Associate’s | Difference from HS | Bachelor’s | Difference from HS |
|---------|-------------|--------------|--------------------|-------------|--------------------|------------|--------------------|
| Males   | \$37,860    | \$44,900     | <b>19%</b>         | \$49,040    | <b>30%</b>         | \$62,090   | 64%                |
| Females | \$27,240    | \$32,840     | <b>21%</b>         | \$36,330    | <b>33%</b>         | \$45,770   | 68%                |

*Competition for Students*

1. Real competition for students comes not just from other community colleges, but also from “private educational and training providers capitalizing upon a student’s willingness to commute”—including four-year universities, vocational schools and colleges, liberal arts colleges, institutes of technology, trade schools, and career colleges, all of which may offer degrees or certificates “indistinguishable to the average consumer of higher education” from those offered by SBCCD.
2. The following table shows the numbers of various types of private educational institutions within San Bernardino and Riverside Counties that represent potential competition for SBCCD students for at least some courses and/or programs:

| Type of Institution                              | San Bernardino County | Riverside County |
|--|-----------------------|------------------|
| Sports and Recreation Instruction                | 143                   | 165              |
| Fine Art Schools                                 | 88                    | 117              |
| Cosmetology and Barber Schools                   | 31                    | 60               |
| Business and Secretarial Schools                 | 39                    | 38               |
| Computer Training                                | 11                    | 15               |
| Flight Training                                  | 14                    | 12               |
| Professional and Management Development Training | 14                    | 11               |
| Other Technical and Trade Schools                | 12                    | 6                |
| Language Schools                                 | 2                     | 1                |
| TOTALS   | 354                   | 425              |

3. Including Los Angeles and Orange County institutions in the mix in these categories adds 4,055 competitors, many of which are well within a 60-minute driving radius.

*Private Support for Education, Including Grant Opportunities*

1. Increase opportunities to generate revenue for the colleges and the district.
  - a. Increase number of grants for SBCCD.

- b. Increase additional external and internal funding opportunities.
  - 1) Private and public support for SBVC and CHC Foundations.
  - 2) Grow partnerships through coordination of employee efforts and the foundation with the community.
  - 3) Create continuing education programs.
  - 4) Consider other income generation activities and nurture existing partnerships.

#### *Technology Issues and Trends Related to Education*

1. Funding of IT will be a major challenge over the next several years. Institutions will be exploring ways to reduce costs via streamlining operations and technologies, exploring lower cost and/or free technologies (e.g., using free mail services such as gmail or live.edu for email rather than paying for Outlook).
2. Institutions will work to consolidate and streamline institutional data through Administrative/Enterprise Resource Planning (ERP) Systems. Such data will include student information, financial services, facilities, human resources, etc.
3. Institutions will need to evaluate and decide upon infrastructure technologies (i.e., traditional servers, virtual servers, cloud-based computing, or a combination thereof). Each set of technologies will present its own opportunities and challenges for data security, cost effectiveness, and disaster recovery/continuity of operations.
4. Institutions will continue to explore ways to minimize their technology carbon footprint and find ways to conserve energy.
5. Social networking will continue to grow as a major means of communication and interaction in learning environments.
6. Security of data is in the top 10 list of every major source reviewed. This is attributed to continual movement towards digital recordkeeping; the emerging body of rules, regulations, and laws, etc.; and the liability that inadequate security presents to an institution.
7. Identity and access management will be an increasing challenge to ensure privacy and yet ease of access to multiple systems. "Issues surrounding identity/access management include developing strong vetting, credentialing, and provisioning processes for all constituents (including guests), inventorying and integrating decentralized systems into a centralized strategy, and ensuring federation of identity." (*EduCause Review* 2009)
8. As technology plays an increasingly larger role in teaching and learning, the challenge is to make technology fluid and responsive to faculty instructional needs without impeding the learning process.
9. Online learning is projected to continue to grow and learning management systems will be increasingly seen as mission-critical enterprise systems.
10. Studies show that online or online-enhanced instruction shows better overall student performance, but studies' results also indicated that there were too many variables to state so conclusively. Much was dependent on instructional strategies, environment, etc.
11. The shift from PCs to mobile devices will continue to be a major trend.

#### *Financial Aid*

1. The 2010 federal budget builds on ARRA by supporting a \$5,550 Pell Grant maximum award in the 2010-2011 school year.
2. The Administration will index Pell grants to the Consumer Price Index plus 1 percent in order to address inflation. In addition, the Administration proposes to make the Pell Grant

program mandatory, to ensure a regular stream of funding and eliminate the practice of “backfilling” billions of dollars in Pell shortfalls each year.

3. Subsidies in the Government-guaranteed student loan program are currently set by the Congress through the political process. The President’s Budget asks the Congress to end the entitlements for financial institutions that lend to students. The Administration will instead take advantage of low-cost and stable sources of capital so students are ensured access to loans, originating all new loans in the direct lending program, saving more than \$4 billion a year that is reinvested in aid to students. The Budget also makes campus-based, low-interest loans more widely available through a new modernized Perkins Loan program, overhauling the inefficient and inequitable current Perkins program.
4. The Budget includes a new five-year, \$2.5 billion Access and Completion Incentive Fund to support innovative California efforts to help low-income students succeed and complete their college education.

### ***District Strategic Planning Implications Identified by the Committee***

#### *Budget, Law & Regulation, Capital Funding*

1. Continued inability to serve all who want to take classes under current model. Over 1,500 unfunded FTES and demand is increasing.
2. Possible state funding shortfall due to inability to backfill property taxes.
3. Possibility that district will not be able to implement facilities master plan over ten years, due to inability to sell full value of Measure M bonds, due to declining property values.
4. Out-of-pocket health care costs for employees jumped this year and cost-containment is difficult with rising health care premiums, which erode salary dollars.
5. We may not receive the leverage of matching state funds for capital projects, requiring faster spending of General Bond, Measure M dollars, with fewer projects completing.
6. \$1 million minimum funding needed to maintain 2008-09 level of support services in categorical programs.
7. Need to continually step-up competitive grant writing to obtain workforce development funding to provide alternative instructional experiences for job training and careers.
8. & 9. The district needs to become more politically aware and participate in lobbying efforts to support legislation that could have a positive impact on community colleges.

#### *Pedagogical Innovations, Accountability and Learning Outcomes*

1. Assessment of Student Learning Outcomes will continue to be a “hot topic” in regards to accountability measures. Workloads increase while campuses learn the process and incorporate measurement and continuous improvement as part of their cultures.
2. Effective use of technology in the classroom demands frequent upgrades and continuous training for both students and faculty.
3. Methods and processes for assuring the quality of online instruction need to be in place.
4. Community colleges must partner with K-12, four-year institutions, and employers to develop and maintain clear pathways from education to successful employment. Curriculum needs to be aligned and meaningfully designed to help students succeed in achieving their goals.
5. Professional development and support for innovation are both needed for faculty to learn and implement active learning techniques in the classroom. The principles and practices for

brain-based learning, learning communities, student engagement, and other best practices need to be shared and implemented.

6. Students sometimes feel underprepared and lack some of the crucial skills for success. Colleges must have accurate placement methods, must integrate SCANS skills throughout the curriculum, and continue to align classroom instruction, learning resource centers, and student services.

#### *Educational Attainment in Relation to Economic Opportunity*

1. & 2-3. The economic advantages of obtaining a certificate or degree from a California community college are immediate and long-lasting, even for students who do not go on to a four-year institution. These advantages comprise a major selling point for the district in times when it can accommodate growth.
4. Obtaining an AA or AS is insurance against unemployment, another major selling point.
5. Full-time workers with some college, but less than a degree (which included certificates), make one-fifth better money than competitors with only a high school diploma. Full-time workers with an AA or AS make one-third better money than competitors with only a high school diploma. Moving on to a BA or BS only improves income prospects, and the effects of educational attainment are greater for females than for males. These statistics comprise yet another major selling point when the district is seeking growth.

#### *Competition for Students*

1. & 2-3. In positioning the colleges and EDCT with respect to market competitors, in planning for new programs and courses (which of course are intended to attract students), and in considering alternative configurations of existing programs and courses, the district must consider not just neighboring community colleges, but also proprietary institutions within a reasonable commuting distance.

#### *Private Support for Education, Including Grant Opportunities*

1. External funding—Grants
  - a. Need for Grant Coordinating Committee under district-wide strategy.
  - b. Centralize management and grant efforts to avoid competition among colleges and district for grants and to inform all units better regarding searches and grant opportunities for the benefit of colleges and the district.
  - c. Explore hiring grant writers on a contingency basis with expertise in different areas (e.g., capital improvement grants, California Community Colleges Chancellor's Office) and federal departments (e.g., DOE, NSF).
  - d. Develop coordination with K-12 and four-year schools for coordinated grant applications.
  - e. Provide incentives for faculty and others to apply for grants (e.g., writing a winning grant with incentives above base salary).
  - f. Increase grant writing training and related professional development.
  - g. Develop projects with internal goals and store until grant opportunities are found that match (use program review lists at district and both colleges to inform needs for grant opportunities).
  - h. Create a map/template of data accessible for grant applications.
  - i. Work with staff to look for and apply for infrastructure grants and coordinate across the district.

- j. Need rapid response methods for curricula related to emerging grant solutions.
- 2. Internal and External Funding Opportunities
  - a. Outreach to community
    - 1) Increase emphasis on alumni.
    - 2) Continual updating of alumni database.
    - 3) Involve KVCR and community development through integrated marketing.
  - b. Outreach to employees
    - 1) Contributions for short- and long-range estate planning for college benefit.
    - 2) Encourage faculty and staff to participate in community and service organizations representing themselves as well as the district (develop employee guidelines and targeted outreach).
    - 3) Maintain database of employee community and service associations.
    - 4) Offer employee memberships for organizations, which will benefit community development and provide for feedback to colleges.
  - c. Create Continuing Education opportunities
    - 1) Conduct fee-based classes at night on campus.
    - 2) Develop programs for tuition students to earn certificates.
    - 3) Business/finance/entrepreneurship, grant writing training, "green," etc.
  - d. Other income generation ideas
    - 1) Renting facilities.
    - 2) Increase use of Sunroom by inviting community to restaurant-test project.
    - 3) Develop plan for foundation to become self-supporting.

#### *Technology Issues and Trends Related to Education*

1. Money will drive what technology looks like over the next several years.
2. If ERPs are pursued, our district will be positioned well to have relatively fast and easy access to data that can improve our decision-making.
3. Faculty/students/departments/clubs/etc. will be interacting more and more via social networking and other free-source methods. Our district will need to anticipate and accommodate such changes in our planning, procedures, policies, training, etc.
4. Data integrity and security need to stay at the forefront of concerns for our district and should be considered with every technology procurement, and every modification or development of policy, procedure, or plan.
5. Communication and collegial consultation are key to navigating the challenges of fiscal cuts yet providing meaningful technology services and access to faculty.
6. As new technologies are explored, compatibility with multiple user devices, rather than just traditional computers, needs to be considered.

## Major Planning Assumptions

The following major planning assumptions are based upon an analysis of the Strategic Issues Subcommittee Reports, the performance and impact indicators, the Center of Excellence Environmental Scan reports, and the committee's discussions of all these items (and more) as set forth in the *Edited Transcripts of Posted Comments* and the *Minutes*.

1. Everything the district does should contribute directly or indirectly to the facilitation of student learning.
2. Accrediting agencies, governmental agencies, and the public will continue to exert pressure on community colleges to demonstrate successful student learning through assessment and documentation.
3. Student demand for alternative modes and schedules of instruction and services, especially those mediated by technology, will continue to rise.
4. Coordination among the segments of education aimed at clearing student pathways through the system will be increasingly necessary.
5. Curricular, pedagogical, and service innovations will be necessary to keep up with the increasingly complex needs of students, to attract them to district institutions, and to respond to the changing communities that the district serves.
6. Professional development in numerous subjects for all employees will be increasingly crucial to success in serving students.
7. The district's budget will continue to be under pressure for at least the next few years, because of uncertainty in California's fiscal environment, rising healthcare and other costs, limitations on state revenue bond resources, the loss of federal stimulus funds, the loss of categorical funds, and other factors.
8. Systematic development of alternative sources of revenue will be necessary to provide greater stability in funding district programs and services.
9. Demand for community college classes will remain high, and we will not be able to serve all the students who wish to take them.
10. Competition for these students will rise, and the district will have to market the low costs and substantial benefits of attending its colleges actively, to avoid ceding the field to competitors.
11. Funding for capital projects will remain uncertain, so that some planned projects might not be completed.
12. Integrity and security of data will continue to rise in importance.
13. Integrating institutional data systems, maintaining and improving technological infrastructure, keeping up with shifts in computing and communication modes, and funding technology will remain challenging for the foreseeable future.



## **A Brief Introduction to Planning Terminology**

The conceptual boundaries among strategic directions, goals, objectives, and actions are often vague: An objective under one initiative might be a goal under another, for example. The following is intended as a rough guide to understanding these terms as used in this District Strategic Plan, not a set of hard-and-fast rules.

### ***Strategic Direction***

*Definition:* An essential line of forward progress along which the institution seeks to move in the long run, and with which it seeks to align its resources and actions, to realize more fully its mission.

#### *Characteristics of a Sound Strategic Direction*

- Establishes the Big Picture, in concert with other strategic directions
- Serves to guide the planning and decision-making of the institution as a whole
- Well-defined subsidiary goals and objectives are required for effective pursuit of each strategic direction.
- Very long-range and stable over time (typically more than five years)

*Example:* Learning-Centered Institution for Student Access, Retention, and Success

### ***Goal***

*Definition:* A major aspiration that the institution intends to realize under a given strategic direction.

#### *Characteristics of a Sound Goal*

- Reflects the Big Picture
- Clearly serves the interests of the institution as a whole
- Ambitious—even audacious!—yet attainable in principle
- Achievement of the goal represents significant progress in the applicable strategic direction.
- Relatively long-range and stable over time (typically three to five years), until it is achieved
- Shows applicable linkages to other planning structures or documents

*Example:* Improve student retention, success, and persistence across the district.

### ***Objective***

*Definition:* A concrete, measurable milestone on the way to achieving a goal.

#### *Characteristics of a Sound Objective*

- Relevant and significant with respect to the applicable goal
- Brings the goal down to earth in clear language
- Achievement of the objective represents significant progress toward achievement of that goal.
- Achievement of all the objectives related to a goal does not necessarily mean achievement of that goal; it often represents completion of one phase of work that will continue with the formulation of additional objectives and action plans.
- Achievable in typically one to two years
- Shows the tentative timeline or deadline for completion of the objective
- Shows the specific point person or group with overall responsibility for ensuring that progress on the objective occurs as planned

- May show estimated resources required for achievement
  - Specific
  - Measurable: Shows measures or sources of data for progress measurements, whether quantitative, qualitative, or both
  - Reasonable
    - Scope
    - Timeline or Deadline
  - Lends itself to formulation of a coherent set of actions
- Example:* Provide financial and technological support for the improvement of classroom instruction and student support services.

### **Action**

*Definition:* One of a coherent set of specific steps that must be taken to reach the objective.

*Characteristics of a Sound Action*

- Specific
- Reasonable
  - Scope
  - Timeline (typically one year or less)
  - Workloads
- Completion of all the actions under an objective typically means achievement of that objective.

*Example:* Offer teaching and learning symposiums for interested faculty, students, and others.

## Overview of Strategic Directions, Goals, and Alignment with College Plans

| District Strategic Directions   | District Strategic Goals  | Aligned College Goals  |
|---|---|--|
| <p>1. Institutional Effectiveness<br/>(Board Imperative I)</p>  | <p>1.1 Implement and integrate decision-making, planning, and resource allocation structures and processes that are collaborative, transparent, evidence-based, effective, and efficient.</p>   | <p><b>Crafton Hills College</b><br/>                     6.1 Implement and integrate planning processes and decision-making that are: Collaborative, Transparent, Evidence-based, Effective, and Efficient.<br/>                     6.2 Establish and document effective, efficient, and consistent organizational structures and processes.</p> <p><b>San Bernardino Valley College</b><br/>                     3.1 Integrate budget, planning, and decision-making: Budget and Planning processes are integrated, relating to the College’s Mission and Strategic Goals.</p>   |
| <p>2. Learning Centered Institution for Student Access, Retention and Success<br/>(Board Imperative II)</p> | <p>2.1 Ensure access to and delivery of programs, services, and support that meet the diverse needs of students, prospective students, and the community.<br/>                     2.2 Improve student retention, success, and persistence across the district.<br/>                     2.3 Achieve excellence in teaching and learning at all district sites through professional development and a continuous improvement process.</p> | <p><b>Crafton Hills College</b><br/>                     1.1 Support, guide, and empower every student to achieve his or her goals.<br/>                     1.2 Deliver and ensure access to programs, services, and support that meet students’ needs.<br/>                     3.1 Achieve college-wide excellence in teaching and learning through best practices and ongoing reflection, assessment, and improvement.</p> <p><b>San Bernardino Valley College</b><br/>                     1.1 Coordinate access efforts for potential students: A systematic, integrated program will be developed to assist student access to SBVC resources and services.<br/>                     1.2 Increase the percentage of HS graduating seniors who apply and enroll at SBVC: SBVC will serve greater numbers of graduating high school seniors.<br/>                     1.3 Ensure that prospective and enrolled students have access to support services: SBVC will provide integrated resources and services to students.<br/>                     5.1 Foster a learning college: Student learning outcomes and assessments for all courses and programs are complete and operational. Core competencies are completed college wide.<br/>                     5.2 Increase student persistence and retention (ARCC): There will be an increase in the number of students who complete Certificate and Degree programs.</p> |
| <p>3. Resource Management for Efficiency, Effectiveness and Excellence<br/>(Board Imperative III)</p>       | <p>3.1 Optimize the development, maintenance, and use of resources in accord with applicable plans.<br/>                     3.2 Provide technology that supports excellence in teaching, learning, and support.<br/>                     3.3 Effectively manage enrollment across the district through a dynamic balance of identified needs and available resources.</p>  | <p><b>Crafton Hills College</b><br/>                     4.1 Effectively manage enrollment through a dynamic balance of identified needs and available resources.<br/>                     4.2 Identify and initiate the development of new courses and programs that align strategically with the needs of the College and its students.<br/>                     7.1 Optimize the organization’s human resource capacity.<br/>                     8.1 Maintain and use resources effectively.<br/>                     8.2 Seek, advocate for, and acquire additional resources.<br/>                     8.3 Maximize resource capacity related to facilities, technology, and other infrastructure.</p> <p><b>San Bernardino Valley College</b><br/>                     6.1 Provide state-of-the-art technology in its teaching and learning environment and service areas: Students will be provided appropriate opportunities to learn utilizing current and available technologies.<br/>                     6.2 Provide a method for leadership and support of campus technology: A centralized structure for providing campus technology and support will be in place.</p>  |

| District Strategic Directions  | District Strategic Goals   | Aligned College Goals  |
|--|--|--|
| 4. Enhanced and Informed Governance and Leadership (Board Imperative IV) | 4.1 Optimize governance structures and processes throughout the district.<br>4.2 Continuously develop leaders among all groups.  | <b>Crafton Hills College</b><br>7.2 Manage change proactively.   |
| 5. Inclusive Climate   | 5.1 Value diversity and promote inclusiveness among employees, students, and the community.  | <b>Crafton Hills College</b><br>2.1 Seek, welcome, and respect diversity, and promote inclusiveness.<br><br><b>San Bernardino Valley College</b><br>2.2 SBVC is an institution that is respectful and accepting of staff and student differences: SBVC will have developed and implemented ongoing programs to maintain a high level of interaction with, and appreciation of SBVC's diverse populations.  |
| 6. Community Collaboration and Value                                     | 6.1 Enhance the district's value and image in the communities.<br>6.2 Forge partnerships with other academic institutions, governmental agencies, and private industry to support the district's and colleges' missions. | <b>Crafton Hills College</b><br>5.1 Enhance the College's value to the community.<br><br><b>San Bernardino Valley College</b><br>2.1 Enhance the image of the college: SBVC will be recognized for its excellent reputation and as an inviting place to work and study.<br>4.1 Forge and support dynamic partnerships with other academic institutions, governmental agencies and private industry: SBVC has external partners and integrates these relationships into planning and program development. |

## District Strategic Directions, Goals, and Objectives

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| <p><b>Strategic Direction 1</b><br/> <b>Institutional Effectiveness</b><br/> <b>(Board Imperative I)</b></p>   |
| <p><b>Goal 1.1: Implement and integrate decision-making, planning, and resource allocation structures and processes that are collaborative, transparent, evidence-based, effective, and efficient.</b></p> |

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| <b>Objective</b>                                 | <b>1.1.1: Create structures and processes to ensure effective communication about decision-making and collegial consultation among all district entities (namely, CHC, SBVC, DETS, EDCT, KVCR, and district office).</b>   |
| <b>Suggested Actions</b>                         | <p>Publish a periodic <i>Chancellor’s Chat</i>, summarizing significant developments and decisions during each month and including other useful information as needed.</p> <p>At the end of each annual budget cycle, make readily available to all employees the final decisions and rationales on all resource requests.</p> <p>Train all collegial-consultation committee members in their responsibilities (e.g., participating actively, informing and soliciting feedback from constituents), and in how the committees function.</p> <p>Build into the agendas of regular meetings and events (e.g., In-service Day, President’s Cabinet, Crafton Council, SBVC College Council, Senates, and meetings of other representative bodies) communication about progress on the DSP.</p> <p>Develop a template or other tool to facilitate regular communication with and feedback from all district personnel about DSP progress.</p> |
| <b>Tentative Timeline/Deadline for Objective</b> | 2010-11  |
| <b>Point Person or Group for Objective</b>       | Chancellor’s Cabinet   |
| <b>Measurements of Progress</b>                  | <p>Survey of constituency groups and individuals</p> <p>Outcome: X% satisfaction with effectiveness of communication <i>Chancellor’s Chat</i> contents</p> <p>Resource request list decisions and rationales</p> <p>Number of training sessions and participants</p> <p>Training session evaluations</p>   |

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| <b>Objective</b>                                 | <b>1.1.2: Facilitate collaboration, cooperation, and coordination across the district.</b>  |
| <b>Suggested Actions</b>                         | <p>Coordinate periodic joint meetings of analogous governance and other bodies from both colleges (e.g., College Councils, Curriculum Committees).</p> <p>Train district employees in problem-solving methods and strategies (e.g., workshops on interest-based problem-solving).</p> |
| <b>Tentative Timeline/Deadline for Objective</b> | 2010-12 and ongoing   |
| <b>Point Person or Group for Objective</b>       | Chancellor’s Cabinet  |
| <b>Measurements of Progress</b>                  | <p>Documentation of meetings</p> <p>Surveys of applicable groups and individuals</p>  |

**Strategic Direction 2**  
**Learning Centered Institution for Student Access, Retention and Success**  
**(Board Imperative II)**

**Goal 2.1: Ensure access to and delivery of programs, services, and support that meet the diverse needs of students, prospective students, and the community.**

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| <b>Objective</b>                                 | <b>2.1.1: Provide financial and technological support for the facilitation of student access to programs and services.</b>   |
| <b>Suggested Actions</b>                         | <p>Audit existing practices related to student access to programs and services.</p> <p>Evaluate student and staff satisfaction regarding access to programs and services, and implement improvements based on results.</p> <p>Facilitate collaboration and problem-solving between colleges regarding methods for student access.</p> <p>Explore innovative and effective practices and technologies related to student access.</p> <p>Pilot programs based on the results of the exploration.</p> <p>Evaluate the pilot programs.</p> <p>Implement effective practices based on the evaluation.</p> <p>Identify and evaluate potential external sources of funding for these activities.</p> <p>Resources: Provide adequate funding and other support for these activities.</p> |
| <b>Tentative Timeline/Deadline for Objective</b> | 2010-12 and ongoing  |
| <b>Point Person or Group for Objective</b>       | Vice Chancellor, Fiscal Services<br>Executive Director, DETS   |
| <b>Measurements of Progress</b>                  | <p>Audit results</p> <p>Assess survey results</p> <p>Documentation of collaboration on methods</p> <p>Report on results of exploration</p> <p>Pilot program descriptions</p> <p>Pilot program evaluation results</p> <p>Documentation of resources provided</p>  |

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| <b>Goal 2.2: Improve student retention, success, and persistence across the district.</b> |
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| <b>Objective</b>                                 | <b>2.2.1: Provide financial and technological support for the improvement of classroom instruction and student support services.</b>   |
| <b>Suggested Actions</b>                         | <p>Allow time for discipline-specific professional collaboration during in-service days (e.g., technology in the classroom, teaching methods).</p> <p>Offer teaching and learning symposiums for interested faculty, students, and others.</p> <p>Explore the effective use of technology related to instruction and classroom management.</p> <p>Identify pressing college needs for technology in the classroom, and facilitate implementation of technology that meets them.</p> <p>Provide effective training in these technologies.</p> <p>Identify and evaluate potential external sources of funding for these activities.</p> <p>Resources: Provide adequate funding and other support for these activities.</p> |
| <b>Tentative Timeline/Deadline for Objective</b> | 2010-11 and ongoing  |
| <b>Point Person or Group for Objective</b>       | VPIs<br>VPSSs<br>Executive Director, DETS  |
| <b>Measurements of Progress</b>                  | <p>In-service day schedules</p> <p>Symposia outlines, attendance figures, and evaluation results</p> <p>Number of grants sought and received, with dollar amounts</p> <p>Documentation of needs</p> <p>Documentation of implementation and match with needs</p> <p>Number of training sessions and participants</p> <p>Training session evaluations</p> <p>Documentation of resources provided</p>   |

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| <b>Objective</b>                                 | <b>2.2.2: Develop and implement a District Staffing Plan that includes targets for improvement of full-time/part-time faculty ratios.</b>  |
| <b>Suggested Actions</b>                         | <p>Conduct research to determine appropriate targets that will promote steady improvement and timelines that are flexible enough to accommodate a range of budgetary constraints. (ML)</p> <p>Adopt appropriate targets.</p> <p>Finalize the District Staffing Plan.</p> |
| <b>Tentative Timeline/Deadline for Objective</b> | 2011-12 and ongoing  |
| <b>Point Person or Group for Objective</b>       | Vice Chancellor, Human Resources   |
| <b>Measurements of Progress</b>                  | <p>Approved Staffing Plan with applicable targets</p> <p>Annual report of FT/PT faculty ratio</p>  |

**Goal 2.3: Achieve excellence in teaching and learning at all district sites through professional development and a continuous improvement process.**

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| <b>Objective</b>                                 | <b>2.3.1: Maintain district commitment to professional development at the colleges. [See also 3.1.1 and 4.2.1.]</b>  |
| <b>Suggested Actions</b>                         | Establish a coordinating body to ensure an efficient, equitable, robust professional development program.<br>Reinstitute the sabbatical.<br>Establish a central repository for best practices in education.<br>Conduct an annual survey of employees on professional development opportunities and effectiveness.<br>Resources: Provide adequate funding and other support for these activities. |
| <b>Tentative Timeline/Deadline for Objective</b> | 2010-12 and ongoing  |
| <b>Point Person or Group for Objective</b>       | Professional Development Committee chairs  |
| <b>Measurements of Progress</b>                  | Documentation of attendance of staff and faculty at professional development activities, including those held at district sites other than their own<br>Survey results   |

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| <b>Objective</b>                                 | <b>2.3.2: Maintain the district commitment to continuous improvement processes.</b>  |
| <b>Suggested Actions</b>                         | Provide adequate training of faculty and staff in appropriate and pertinent accreditation standards and processes.<br>Provide adequate training of faculty and staff in the continuous cycle of evaluation and improvement of programs, Student Learning Outcomes, and Service Area Outcomes<br>Resources: Provide adequate funding, facilities, technology, staffing, and other support for these activities. |
| <b>Tentative Timeline/Deadline for Objective</b> | 2010-11 and ongoing  |
| <b>Point Person or Group for Objective</b>       | Chancellor’s Cabinet   |
| <b>Measurements of Progress</b>                  | Number of training sessions and participants<br>Training session evaluations<br>Documentation of resources provided  |



**Strategic Direction 3**  
**Resource Management for Efficiency, Effectiveness and Excellence**  
**(Board Imperative III)**

**Goal 3.1: Optimize the development, maintenance, and use of resources in accord with applicable plans.**

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| <b>Objective</b>                                 | <b>3.1.1: Evaluate and enhance the system for training employees in accordance with district plans. [See also 2.3.1 and 4.2.1.]</b>  |
| <b>Suggested Actions</b>                         | Identify training needs.<br>Develop appropriate training programs to meet the needs.<br>Deliver training to employees.<br>Evaluate the program annually and revise it as needed. |
| <b>Tentative Timeline/Deadline for Objective</b> | 2010-11 and ongoing  |
| <b>Point Person or Group for Objective</b>       | Vice Chancellor, Human Resources<br>Executive Director, DETS<br>Professional Development Committee chairs  |
| <b>Measurements of Progress</b>                  | Number of training sessions and participants<br>Training session evaluations<br>Documentation of training contents and modes   |

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| <b>Objective</b>                                 | <b>3.1.2: Develop processes that support the transparent allocation of resources district-wide.</b>   |
| <b>Suggested Actions</b>                         | Finalize resource allocation model and process.<br>District Budget Committee evaluates the process annually and recommends improvements as needed.<br>DSPC makes a formal recommendation to the District Budget Committee to review the annual budget within the framework of the DSP.<br>Establish a committee for coordination of and communication about grant activity district-wide. |
| <b>Tentative Timeline/Deadline for Objective</b> | Spring 2010   |
| <b>Point Person or Group for Objective</b>       | Vice Chancellor, Fiscal Services  |
| <b>Measurements of Progress</b>                  | Adopted district-wide resource allocation process.  |

**Goal 3.2: Provide technology that supports excellence in teaching, learning, and support.**

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| <b>Objective</b>                                 | <b>3.2.1: Finalize overall organizational structure for the delivery of identified technology services.</b>   |
| <b>Suggested Actions</b>                         | Annually review the respective roles of the district and campus technology departments.<br>Publish the organizational structure for technology services.<br>Publish a master list of district-supported software and systems. |
| <b>Tentative Timeline/Deadline for Objective</b> | Spring 2010   |
| <b>Point Person or Group for Objective</b>       | Executive Director, DETS  |
| <b>Measurements of Progress</b>                  | Documentation of final approved structure<br>Publication of catalog of services   |

**Goal 3.3: Effectively manage enrollment across the district through a dynamic balance of identified needs and available resources.**

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| <b>Objective</b>                                 | <b>3.3.1: Integrate and coordinate campus-level enrollment management with district resource allocation processes.</b>  |
| <b>Suggested Actions</b>                         | Determine resources available to colleges.<br>Colleges develop enrollment management plans to match available resources.<br>Colleges review and modify enrollment management plans based in part on accuracy of enrollment projections. |
| <b>Tentative Timeline/Deadline for Objective</b> | Spring 2011   |
| <b>Point Person or Group for Objective</b>       | College presidents<br>Vice Chancellor, Fiscal Services  |
| <b>Measurements of Progress</b>                  | Annual report of enrollment data<br>Annual evaluation of accuracy of enrollment projections   |

**Strategic Direction 4  
Enhanced and Informed Governance and Leadership  
(Board Imperative IV)**

**Goal 4.1: Optimize governance structures and processes throughout the district.**

|  |   |
|--|---|
| <b>Objective</b>                                 | <b>4.1.1: Periodically evaluate, enhance, and document district collegial-consultation structures and processes.</b>  |
| <b>Suggested Actions</b>                         | Evaluate the charges of all district collegial-consultation bodies annually, and revise them as needed.<br>Evaluate the effectiveness of district collegial-consultation bodies, and implement improvements based on results.<br>Develop and disseminate a template for committees to use in reporting back to constituency groups. |
| <b>Tentative Timeline/Deadline for Objective</b> | 2010-11   |
| <b>Point Person or Group for Objective</b>       | Chancellor  |
| <b>Measurements of Progress</b>                  | Documentation of the charges of the governance bodies<br>Satisfaction with effectiveness of district governance bodies  |

|  |   |
|--|---|
| <b>Objective</b>                                 | <b>4.1.2: Periodically evaluate, enhance, and document the functional relationships among district entities.</b>  |
| <b>Suggested Actions</b>                         | Create a map of the functional relationships among district entities.<br>Evaluate the effectiveness of the functional relationships, and implement improvements based on results. |
| <b>Tentative Timeline/Deadline for Objective</b> | 2010-11   |
| <b>Point Person or Group for Objective</b>       | Chancellor’s Cabinet  |
| <b>Measurements of Progress</b>                  | Approved map of functional relationships<br>Satisfaction with effectiveness of functional relationships   |

**Goal 4.2: Continuously develop leaders among all groups.**

|  |   |
|--|---|
| <b>Objective</b>                                 | <b>4.2.1: Facilitate the development of leaders through professional development. [See also 2.3.1 and 3.1.1.]</b>                           |
| <b>Suggested Actions</b>                         | Establish a regular cycle of comprehensive leadership training experiences.<br>Evaluate each experience and modify the offerings as needed. |
| <b>Tentative Timeline/Deadline for Objective</b> | Fall 2011   |
| <b>Point Person or Group for Objective</b>       | Professional Development Committee chairs   |
| <b>Measurements of Progress</b>                  | Comprehensive schedule of events<br>Number of training sessions and participants<br>Training session evaluations                            |

**Strategic Direction 5  
Inclusive Climate**

**Goal 5.1: Value diversity and promote inclusiveness among employees, students, and the community.**

|  |   |
|--|---|
| <b>Objective</b>                                 | <b>5.1.1: Establish a district mentoring program for all new employees.</b>   |
| <b>Suggested Actions</b>                         | Develop mentoring program.<br>Designate a person at each site to connect mentors with mentees.<br>Evaluate program, and implement changes based on results of evaluation. |
| <b>Tentative Timeline/Deadline for Objective</b> | Fall 2011   |
| <b>Point Person or Group for Objective</b>       | Vice Chancellor, Human Resources  |
| <b>Measurements of Progress</b>                  | Documentation of program<br>Surveys of mentors, mentees, and others on program effectiveness  |

|  |   |
|--|---|
| <b>Objective</b>                                 | <b>5.1.2: Coordinate district-wide events celebrating diversity for students, employees, and the community.</b>   |
| <b>Suggested Actions</b>                         | Work collaboratively with representative groups from CHC, SBVC, and district offices to develop events.<br>Create and disseminate effectively a district-wide calendar of events celebrating diversity. |
| <b>Tentative Timeline/Deadline for Objective</b> | 2010-11   |
| <b>Point Person or Group for Objective</b>       | College presidents  |
| <b>Measurements of Progress</b>                  | Schedule of events<br>Evaluation of events' effectiveness   |

**Strategic Direction 6  
Community Collaboration and Value**

**Goal 6.1: Enhance the district's value and image in the communities.**

|  |  |
|--|--|
| <b>Objective</b>                                 | <b>6.1.1: Develop a comprehensive district marketing and outreach plan, coordinated with those of the colleges, to raise the communities' awareness of education and training services.</b>  |
| <b>Suggested Actions</b>                         | Establish the committee.<br>Conduct a community audit or survey.<br>Develop the plan.<br>Implement the plan.<br>Evaluate the effectiveness of the plan, and revise it as needed.<br>Develop a Message Deck to ensure consistency in district communications to the public. |
| <b>Tentative Timeline/Deadline for Objective</b> | Spring 2011-Fall 2011  |
| <b>Point Person or Group for Objective</b>       | Marketing Committee composed of representatives from each entity, including KVCR and EDCT  |
| <b>Measurements of Progress</b>                  | Documentation of committee establishment and meetings<br>Documentation of the plan<br>Media standards<br>Pattern of expenditures for outreach, advertising, etc.   |

**Goal 6.2: Forge partnerships with other academic institutions, governmental agencies, and private industry to support the district's and colleges' missions.**

|  |  |
|--|--|
| <b>Objective</b>                                 | <b>6.2.1: Establish a high-level Community Leaders Roundtable.</b>   |
| <b>Suggested Actions</b>                         | Establish the purposes of the group.<br>List appropriate candidates for membership and solicit their interest.<br>Establish the group.<br>Meet at least twice annually and document the proceedings. |
| <b>Tentative Timeline/Deadline for Objective</b> | Spring 2011  |
| <b>Point Person or Group for Objective</b>       | Chancellor's Cabinet   |
| <b>Measurements of Progress</b>                  | Documentation of group establishment and meetings<br>Documentation of Community Leaders Roundtable recommendations and other actions   |

|  |  |
|--|--|
| <b>Objective</b>                                 | <b>6.2.2: Establish a Community Affinity Network to promote and document productive relationships between district employees and organizations in the surrounding communities.</b>   |
| <b>Suggested Actions</b>                         | Create an online social media discussion area to help maximize use of and access to community resources.<br>Create and disseminate annually a list of program sponsors, including Advisory Committee members.<br>Create and maintain a district-wide calendar of the use of facilities for activities. |
| <b>Tentative Timeline/Deadline for Objective</b> | Fall 2011-Spring 2013  |
| <b>Point Person or Group for Objective</b>       | Chancellor's Cabinet   |
| <b>Measurements of Progress</b>                  | Documentation of discussion area content and usage<br>Published list of program sponsors<br>Published calendar of facilities use   |

|  |  |
|--|--|
| <b>Objective</b>                                 | <b>6.2.3: Support and strengthen Career Pathways.</b>  |
| <b>Suggested Actions</b>                         | Promote collaboration among the district entities and with K-12, four-year institutions, and the business community regarding Career Pathways. |
| <b>Tentative Timeline/Deadline for Objective</b> | 2011-12  |
| <b>Point Person or Group for Objective</b>       | VPIs   |
| <b>Measurements of Progress</b>                  | Documentation of the outcomes of collaboration   |

## Long-Range Financial Plan and Forecast

To assist the colleges in planning for long-term resource allocations, Fiscal Services updates the following *Long-Range Financial Plan and Forecast* annually. It is based in part on the District Resource Allocation Model approved in Spring 2010, and applies only to the General Fund, the primary operating fund of the district and colleges.

Scenarios A and B represent a range of assumptions from conservative to optimistic. Neither, however, accounts for yearly budget interventions, significant changes in college services, or other district/college changes. Moreover, it is important to note that since final decisions on filling SERP and 2009-10 vacancies have not been made as of publication of this DSP, none of the projected scenarios includes expenditures for filling any of those vacancies. See *Revenue, Expenditure, and Other Forecast Assumptions* below for factors that are taken into consideration.

Scenario A illustrates a "conservative" projection of revenues, assessments, and expenditures. Line items resulting from state allocations such as FTES Credit and Noncredit Funding rates, Growth allocations, COLA, PT Faculty, and Lottery Funds are assumed with 0% increases. Other line items such as Interest Income and Other Campus Revenues are also assumed with 0% increases. This scenario assumes marginal increases in district assessments and college expenditures.

Scenario B illustrates an "optimistic" projection of revenues, assessments, and expenditures. Line items resulting from all allocations including FTES Credit and Noncredit Funding rates, Growth allocations, COLA, PT Faculty, Lottery Funds, Interest Income, and Other Campus Revenues are assumed with varying percent increases based on historical trends. This scenario assumes moderate increases in district assessments and college expenditures.

The figures in both scenarios are *for illustrative purposes only*, since district 2010-11 budget numbers as of publication of this DSP are not yet final.

**Forecast, 2010-11 through 2012-13**

|   | 2010-11              |                     | 2011-12              |                     | 2012-13               |                     |
|---|----------------------|---------------------|----------------------|---------------------|-----------------------|---------------------|
|   | Scenario A           | Scenario B          | Scenario A           | Scenario B          | Scenario A            | Scenario B          |
| <b>Beginning Fund Balance</b>                                     | \$0                  | \$0                 | (\$2,690,502)        | \$25,996            | (\$6,045,968)         | \$919,783           |
| <b>Revenues</b>   |                      |                     |                      |                     |                       |                     |
| Base Funding Rate: Total FTES <=10,000 for Multi-College District | \$3,321,545          | \$3,387,976         | \$3,321,545          | \$3,455,735         | \$3,321,545           | \$3,524,850         |
| Base Funding Rate: Total FTES >=10,000 for Multi-College District | \$3,875,136          | \$3,952,639         | \$3,875,136          | \$4,031,691         | \$3,875,136           | \$4,112,325         |
| Total Credit FTES Funding   | \$62,841,458         | \$64,739,270        | \$62,841,458         | \$66,694,396        | \$62,841,458          | \$68,708,567        |
| Total Noncredit FTES Funding                                      | \$30,661             | \$31,587            | \$30,661             | \$32,541            | \$30,661              | \$33,524            |
| Growth  | \$0                  | \$681,588           | \$0                  | \$701,827           | \$0                   | \$722,669           |
| Cost of Living Adjustment (COLA)                                  | (\$266,261)          | (\$274,024)         | \$0                  | \$1,484,287         | \$0                   | \$1,527,585         |
| Part-time Faculty   | \$192,987            | \$192,987           | \$192,987            | \$192,987           | \$192,987             | \$192,987           |
| Lottery Funds   | \$1,411,223          | \$1,411,223         | \$1,411,223          | \$1,411,223         | \$1,411,223           | \$1,411,223         |
| Interest Income   | \$376,780            | \$376,780           | \$376,780            | \$376,780           | \$376,780             | \$376,780           |
| Other Campus Revenue  | \$678,086            | \$678,086           | \$678,086            | \$678,086           | \$678,086             | \$678,086           |
| <b>Total Revenues</b>   | <b>\$72,461,615</b>  | <b>\$75,178,113</b> | <b>\$72,727,877</b>  | <b>\$79,059,554</b> | <b>\$72,727,877</b>   | <b>\$81,288,597</b> |
| <b>Expenditures</b>   |                      |                     |                      |                     |                       |                     |
| Academic Salaries   | \$32,265,643         | \$32,265,643        | \$32,749,628         | \$33,394,941        | \$33,240,872          | \$34,563,763        |
| Classified Salaries   | \$17,331,411         | \$17,331,411        | \$17,591,382         | \$17,938,010        | \$17,855,253          | \$18,565,841        |
| Benefits  | \$12,484,673         | \$12,484,673        | \$12,671,943         | \$13,108,907        | \$12,862,022          | \$13,764,352        |
| Supplies  | \$1,764,023          | \$1,764,023         | \$1,764,023          | \$1,852,224         | \$1,764,023           | \$1,944,835         |
| Contracts and Services  | \$10,572,454         | \$10,572,454        | \$10,572,454         | \$11,101,077        | \$10,572,454          | \$11,656,131        |
| Capital Outlay  | \$733,913            | \$733,913           | \$733,913            | \$770,609           | \$733,913             | \$809,139           |
| Other Outgoing  | \$0                  | \$0                 | \$0                  | \$0                 | \$0                   | \$0                 |
| <b>Total Expenditures</b>   | <b>\$75,152,117</b>  | <b>\$75,152,117</b> | <b>\$76,083,343</b>  | <b>\$78,165,767</b> | <b>\$77,028,537</b>   | <b>\$81,304,061</b> |
| <b>Operating Surplus/(Deficit)</b>                                | <b>(\$2,690,502)</b> | <b>\$25,996</b>     | <b>(\$3,355,466)</b> | <b>\$893,787</b>    | <b>(\$4,300,661)</b>  | <b>(\$15,464)</b>   |
| <b>Ending Fund Balance</b>  | <b>\$0</b>           | <b>\$0</b>          | <b>(\$6,045,968)</b> | <b>\$919,783</b>    | <b>(\$10,346,629)</b> | <b>\$904,319</b>    |

**Revenue, Expenditure, and Other Forecast Assumptions**

| Revenue Assumptions  | 2010-11    |            | 2011-12    |            | 2012-13    |            |
|--|------------|------------|------------|------------|------------|------------|
|  | Scenario A | Scenario B | Scenario A | Scenario B | Scenario A | Scenario B |
| Base Funding Rate Increase                                       | 0.00%      | 2.00%      | 0.00%      | 2.00%      | 0.00%      | 2.00%      |
| Base Funding Increase (Per Credit FTES)                          | 0.00%      | 2.00%      | 0.00%      | 2.00%      | 0.00%      | 2.00%      |
| Base Funding Increase (Per Noncredit FTES)                       | 0.00%      | 2.00%      | 0.00%      | 2.00%      | 0.00%      | 2.00%      |
| Constrained Growth (%)   | 0.00%      | 1.00%      | 0.00%      | 1.00%      | 0.00%      | 1.00%      |
| Cost of Living Adjustment (COLA %)                               | -0.38%     | -0.38%     | 0.00%      | 2.00%      | 0.00%      | 2.00%      |
| Part-time Faculty Increase                                       | 0.00%      | 0.00%      | 0.00%      | 0.00%      | 0.00%      | 0.00%      |
| Lottery Funds Increase   | 0.00%      | 0.00%      | 0.00%      | 0.00%      | 0.00%      | 0.00%      |
| Interest Income Increase   | 0.00%      | 0.00%      | 0.00%      | 0.00%      | 0.00%      | 0.00%      |
| SBVC Other Campus Revenue Increase                               | 0.00%      | 0.00%      | 0.00%      | 0.00%      | 0.00%      | 0.00%      |
| CHC Other Campus Revenue Increase                                | 0.00%      | 0.00%      | 0.00%      | 0.00%      | 0.00%      | 0.00%      |
| District Office Services Assessment Increase                     | 0.00%      | 0.00%      | 1.50%      | 4.00%      | 1.50%      | 4.00%      |
| District-wide Costs Assessment Increase                          | 0.00%      | 0.00%      | 1.50%      | 4.00%      | 1.50%      | 4.00%      |
| Auxiliary Operations Assessment Increase                         | 0.00%      | 0.00%      | 1.50%      | 4.00%      | 1.50%      | 4.00%      |
| SERP Costs Assessment Increase                                   | 0.00%      | 0.00%      | 0.00%      | 0.00%      | 0.00%      | 0.00%      |
| District Reserves Assessment Increase                            | 0.00%      | 0.00%      | 0.00%      | 0.00%      | 0.00%      | 0.00%      |
| <b>Expenditure Assumptions</b>                                   |            |            |            |            |            |            |
| Academic and Classified Step and Column Increases                | Included   | Included   | 1.50%      | 1.50%      | 1.50%      | 1.50%      |
| Academic and Classified Salaries COLA Increases                  | -0.38%     | -0.38%     | 0.00%      | 2.00%      | 0.00%      | 2.00%      |
| Benefits Increases   | Included   | Included   | 1.50%      | 5.00%      | 1.50%      | 5.00%      |
| Supplies Increases   | Included   | Included   | 0.00%      | 5.00%      | 0.00%      | 5.00%      |
| Contracts and Services Increases                                 | Included   | Included   | 0.00%      | 5.00%      | 0.00%      | 5.00%      |
| Capital Outlay Increases   | Included   | Included   | 0.00%      | 5.00%      | 0.00%      | 5.00%      |
| Other Outgo Increases  | Included   | Included   | 0.00%      | 0.00%      | 0.00%      | 0.00%      |
| <b>Other Assumptions</b>   |            |            |            |            |            |            |
| SBVC Total Funded FTES (% of Total)                              | 70.00%     | 70.00%     | 70.00%     | 70.00%     | 70.00%     | 70.00%     |
| CHC Total Funded FTES (% of Total)                               | 30.00%     | 30.00%     | 30.00%     | 30.00%     | 30.00%     | 30.00%     |
| Academic and Classified Salaries COLA may differ from state COLA |            |            |            |            |            |            |



**2010-11 District Resource Allocation Model  
April 6, 2010 Draft**

|              | <b>A</b>                        | <b>B</b>      | <b>C</b>           | <b>D</b>                  | <b>E</b>                 | <b>F</b>             | <b>G</b>               | <b>H</b>                    | <b>I</b>            | <b>J</b>                              | <b>K</b>                                  | <b>L</b>                                   |                            |  |                          |
|--------------|---------------------------------|---------------|--------------------|---------------------------|--------------------------|----------------------|------------------------|-----------------------------|---------------------|---------------------------------------|---|--|----------------------------|--|--------------------------|
|              | <b>Total Base State Revenue</b> | <b>Growth</b> | <b>COLA -0.38%</b> | <b>Total Base Revenue</b> | <b>Part-Time Faculty</b> | <b>Lottery Funds</b> | <b>Interest Income</b> | <b>Other Campus Revenue</b> | <b>Total Income</b> | <b>Assessment for District Office</b> | <b>Assessment for District-Wide Costs</b> | <b>Assessment for Auxiliary Operations</b> | <b>Assessment for SERP</b> | <b>Assessment for District Reserve</b> | <b>Budget Allocation</b> |
| <b>SBVC</b>  | \$47,885,584                    | \$0           | -\$181,965         | \$47,703,619              | \$135,092                | \$987,855            | \$263,746              | \$446,032                   | \$49,536,344        | (\$9,136,649)                         | (\$624,400)                               | (\$1,309,496)                              | (\$876,711)                | \$0                                    | \$37,589,088             |
| <b>CHC</b>   | \$22,183,149                    | \$0           | -\$84,296          | \$22,098,853              | \$57,896                 | \$423,367            | \$113,034              | \$232,054                   | \$22,925,204        | (\$3,915,706)                         | (\$267,600)                               | (\$561,212)                                | (\$269,238)                | \$0                                    | \$17,911,448             |
| <b>Total</b> | \$70,068,733                    | \$0           | -\$266,261         | \$69,802,472              | \$192,988                | \$1,411,222          | \$376,780              | \$678,086                   | \$72,461,548        | (\$13,052,355)                        | (\$892,000)                               | (\$1,870,708)                              | (\$1,145,949)              | \$0                                    | \$55,500,536             |

**Column Comment**

- A FTES based computational revenue includes state apportionment, student fees (98%), and property taxes. From Worksheet II.
- B Growth will not be allocated until it is in the final budget. This will avoid overbudgeting and overspending. Will assume even distribution for 2010-2011 since both colleges are over enrollment cap.
- C Based on Governor's Budget for 2010-11 applied to Total Base State Revenue.
- D Based on 2009-10 Advance Apportionment, revised November 2009, adjusted by proposed Governor's cut of \$120,000. Allocated based on 4-year average percentage of FTES.
- E 90% of Actual income generated two fiscal years prior to budget year (i.e., for 2010-11 budget use 90% of 2008-09 actual income) and allocated based on 4-year average percentage of FTES. Adjustment to 100% of one year prior actual will be made in October of budget year.
- F 90% of Actual income generated two fiscal years prior to budget year (i.e., for 2010-11 budget use 90% of 2008-09 actual income) and allocated based on 4-year average percentage of FTES. Adjustment to 100% of one year prior actual will be made in October of budget year.
- G 90% of Actual income generated by each site two fiscal years prior to budget year (i.e., for 2010-11 budget use 90% of 2008-09 actual income. Adjustment to 100% of one year prior actual will be made in October of budget year.
- H Includes all district operations, including HR, Fiscal, Police, DETS, EDCT. Allocated based on 4-year average percentage of FTES.
- I Includes transfer for Property/Liability Insurance (\$550,000) and Retiree funds for GASB 45 compliance (\$342,000). Allocated based on 4-year average percentage of FTES.
- J Assessment for KVCR (\$1,652,758); Auxiliary Services Accounting Staff — bookstore, cafeteria, trust funds (\$217,950). Allocated based on 4-year average percentage of FTES.
- K Funding for 20% of retiree salary plus retiree benefits (five years) of 2009-10 SERP.
- L Potential for funds to meet district reserve requirements.

**NOTE:**

Site budgets with life spans other than 00 and subprograms other than 0000 must submit a balanced budget.

## Characteristics of the Colleges

### *District Strategic Planning Implications Identified by the Committee*

The DSPC discussed student demographics of both colleges in light of the environmental scan information (see page 48), and identified the following main implications for district strategic planning:

1. All district planning and resource allocation should be aware of the differences between the colleges in ethnicity, age, socioeconomic status, urban environment, and other factors.
2. The colleges should consider the following coordinated efforts:
  - a. Partnering and integration on workforce development issues/programs.
  - b. Integration and coordination of early college awareness.
  - c. Integration of professional development activities.
  - d. Integration and coordination of outreach to growing/diverse populations.
  - e. Resource sharing.
3. The colleges should continue to employ multiple delivery methods for programs and services.

### *Student Demographics: Crafton Hills College*

Table 10.1: Number and Percent of CHC Students by Gender and Academic Year from 2006-07 to 2008-09

| Gender  | Academic Year |       |         |       |         |       |
|---------|---------------|-------|---------|-------|---------|-------|
|         | 2006-07       |       | 2007-08 |       | 2008-09 |       |
|         | #             | %     | #       | %     | #       | %     |
| Female  | 4,233         | 48.0  | 4,528   | 48.8  | 4,825   | 50.7  |
| Male    | 4,436         | 50.3  | 4,615   | 49.7  | 4,600   | 48.3  |
| Unknown | 143           | 1.6   | 142     | 1.5   | 92      | 1.0   |
| Total   | 8,812         | 100.0 | 9,285   | 100.0 | 9,517   | 100.0 |

Table 10.2: Number and Percent of CHC Students by Ethnicity and Academic Year from 2006-07 to 2008-09

| Ethnicity        | Academic Year |       |         |       |         |       |
|------------------|---------------|-------|---------|-------|---------|-------|
|                  | 2006-07       |       | 2007-08 |       | 2008-09 |       |
|                  | #             | %     | #       | %     | #       | %     |
| Asian            | 495           | 5.6   | 498     | 5.4   | 554     | 5.8   |
| African American | 371           | 4.2   | 373     | 4.0   | 442     | 4.6   |
| Hispanic         | 2,160         | 24.5  | 2,337   | 25.2  | 2,455   | 25.8  |
| Native American  | 118           | 1.3   | 133     | 1.4   | 104     | 1.1   |
| Pacific Islander | 40            | 0.5   | 56      | 0.6   | 53      | 0.6   |
| White            | 4,966         | 56.4  | 5,217   | 56.2  | 5,113   | 53.7  |
| Unknown          | 662           | 7.5   | 671     | 7.2   | 796     | 8.4   |
| Total            | 8,812         | 100.0 | 9,285   | 100.0 | 9,517   | 100.0 |

Table 10.3: Number and Percent of CHC Students by Age and Academic Year from 2006-07 to 2008-09

| Age           | Academic Year |       |         |       |         |       |
|---------------|---------------|-------|---------|-------|---------|-------|
|               | 2006-07       |       | 2007-08 |       | 2008-09 |       |
|               | #             | %     | #       | %     | #       | %     |
| 19 or younger | 2,413         | 27.4  | 2,550   | 27.5  | 2,723   | 28.6  |
| 20-24         | 2,694         | 30.6  | 2,946   | 31.7  | 3,189   | 33.5  |
| 25-29         | 1,194         | 13.5  | 1,231   | 13.3  | 1,267   | 13.3  |
| 30-34         | 655           | 7.4   | 700     | 7.5   | 671     | 7.1   |
| 35-39         | 548           | 6.2   | 545     | 5.9   | 510     | 5.4   |
| 40-49         | 821           | 9.3   | 838     | 9.0   | 723     | 7.6   |
| 50 and above  | 453           | 5.1   | 457     | 4.9   | 429     | 4.5   |
| Unknown       | 34            | 0.4   | 18      | 0.2   | 5       | 0.1   |
| Total         | 8,812         | 100.0 | 9,285   | 100.0 | 9,517   | 100.0 |

Table 10.4: Number and Percent of CHC Students by Disability Status and Academic Year from 2006-07 to 2008-09

| Disability Status | Academic Year |       |         |       |         |       |
|-------------------|---------------|-------|---------|-------|---------|-------|
|                   | 2006-07       |       | 2007-08 |       | 2008-09 |       |
|                   | #             | %     | #       | %     | #       | %     |
| Not a Disability  | 8,465         | 96.1  | 8,929   | 96.2  | 9,146   | 96.1  |
| Disability        | 347           | 3.9   | 356     | 3.8   | 371     | 3.9   |
| Total             | 8,812         | 100.0 | 9,285   | 100.0 | 9,517   | 100.0 |

Note: Students identified as having a disability received services from the Disabled Students Programs and Services (DSP&S) in the respective academic year. Students not identified as receiving services from DSP&S might have had a disability that was not identified by the college.

***Student Demographics: San Bernardino Valley College***

Table 10.5: Number and Percent of SBVC Students by Gender and Academic Year from 2006-07 to 2008-09

| Gender  | Academic Year |       |         |       |         |       |
|---------|---------------|-------|---------|-------|---------|-------|
|         | 2006-07       |       | 2007-08 |       | 2008-09 |       |
|         | #             | %     | #       | %     | #       | %     |
| Female  | 10,980        | 56.0  | 11,539  | 55.5  | 12,321  | 55.6  |
| Male    | 8,497         | 43.4  | 9,142   | 44.0  | 9,719   | 43.9  |
| Unknown | 121           | 0.6   | 107     | 0.5   | 123     | 0.6   |
| Total   | 19,598        | 100.0 | 20,788  | 100.0 | 22,163  | 100.0 |

Table 10.6: Number and Percent of SBVC Students by Ethnicity and Academic Year from 2006-07 to 2008-09

| Ethnicity        | Academic Year |       |         |       |         |       |
|------------------|---------------|-------|---------|-------|---------|-------|
|                  | 2006-07       |       | 2007-08 |       | 2008-09 |       |
|                  | #             | %     | #       | %     | #       | %     |
| Asian            | 1,219         | 6.2   | 1,344   | 6.5   | 1,427   | 6.4   |
| African American | 3,957         | 20.2  | 4,127   | 19.9  | 4,291   | 19.4  |
| Hispanic         | 8,076         | 41.2  | 8,784   | 42.3  | 9,741   | 44.0  |
| Native American  | 187           | 1.0   | 179     | 0.9   | 203     | 0.9   |
| Pacific Islander | 147           | 0.8   | 147     | 0.7   | 149     | 0.7   |
| White            | 4,948         | 25.2  | 5,104   | 24.6  | 5,080   | 22.9  |
| Unknown/Other    | 1,064         | 5.4   | 1,103   | 5.3   | 1,272   | 5.7   |
| Total            | 19,598        | 100.0 | 20,788  | 100.0 | 22,163  | 100.0 |

Table 10.7: Number and Percent of SBVC Students by Age and Academic Year from 2006-07 to 2008-09

| Age           | Academic Year |       |         |       |         |       |
|---------------|---------------|-------|---------|-------|---------|-------|
|               | 2006-07       |       | 2007-08 |       | 2008-09 |       |
|               | #             | %     | #       | %     | #       | %     |
| 19 or younger | 3,958         | 20.2  | 4,167   | 20.0  | 4,658   | 21.0  |
| 20-24         | 5,275         | 26.9  | 5,705   | 27.4  | 6,182   | 27.9  |
| 25-29         | 3,013         | 15.4  | 3,227   | 15.5  | 3,518   | 15.9  |
| 30-34         | 1,994         | 10.2  | 2,106   | 10.1  | 2,226   | 10.0  |
| 35-39         | 1,632         | 8.3   | 1,750   | 8.4   | 1,742   | 7.9   |
| 40-49         | 2,467         | 12.6  | 2,505   | 12.1  | 2,462   | 11.1  |
| 50 and above  | 1,250         | 6.4   | 1,322   | 6.4   | 1,368   | 6.2   |
| Unknown       | 9             | 0.0   | 6       | 0.0   | 7       | 0.0   |
| Total         | 19,598        | 100.0 | 20,788  | 100.0 | 22,163  | 100.0 |

Table 10.8: Number and Percent of SBVC Students by Disability Status and Academic Year from 2006-07 to 2008-09

| Disability Status | Academic Year |       |         |       |         |       |
|-------------------|---------------|-------|---------|-------|---------|-------|
|                   | 2006-07       |       | 2007-08 |       | 2008-09 |       |
|                   | #             | %     | #       | %     | #       | %     |
| Not a Disability  | 18,764        | 95.7  | 19,961  | 96.0  | 21,056  | 95.0  |
| Disability        | 834           | 4.3   | 827     | 4.0   | 1,107   | 5.0   |
| Total             | 19,598        | 100.0 | 20,788  | 100.0 | 22,163  | 100.0 |

Note: Students identified as having a disability received services from the Disabled Students Programs and Services (DSP&S) in the respective academic year. Students not identified as receiving services from DSP&S might have had a disability that was not identified by the college.

**Employee Demographics: Crafton Hills College**

Table 10.9: Number and Percent of CHC Employees by Term from Fall 2006 to Fall 2009, Employee Type, and Gender

| Term and Employee Type    | Gender     |             |            |             |            |              |
|---------------------------|------------|-------------|------------|-------------|------------|--------------|
|                           | Female     |             | Male       |             | Total      |              |
|                           | #          | Row %       | #          | Row %       | #          | Column %     |
| <b>Fall 2006</b>          |            |             |            |             |            |              |
| Educational Administrator | 8          | 50.0        | 8          | 50.0        | 16         | 5.3          |
| Classified Administrator  | 0          | 0.0         | 0          | 0.0         | 0          | 0.0          |
| Tenured / Tenure Track    | 40         | 49.4        | 41         | 50.6        | 81         | 26.6         |
| Classified                | 73         | 65.8        | 38         | 34.2        | 111        | 36.5         |
| Academic Temporary        | 42         | 43.8        | 54         | 56.3        | 96         | 31.6         |
| <b>Total</b>              | <b>163</b> | <b>53.6</b> | <b>141</b> | <b>46.4</b> | <b>304</b> | <b>100.0</b> |
| <b>Fall 2007</b>          |            |             |            |             |            |              |
| Educational Administrator | 9          | 52.9        | 8          | 47.1        | 17         | 5.0          |
| Classified Administrator  | 1          | 50.0        | 1          | 50.0        | 2          | 0.6          |
| Tenured / Tenure Track    | 39         | 49.4        | 40         | 50.6        | 79         | 23.3         |
| Classified                | 72         | 64.9        | 39         | 35.1        | 111        | 32.7         |
| Academic Temporary        | 67         | 51.5        | 63         | 48.5        | 130        | 38.3         |
| <b>Total</b>              | <b>188</b> | <b>55.5</b> | <b>151</b> | <b>44.5</b> | <b>339</b> | <b>100.0</b> |
| <b>Fall 2008</b>          |            |             |            |             |            |              |
| Educational Administrator | 9          | 52.9        | 8          | 47.1        | 17         | 4.8          |
| Classified Administrator  | 1          | 50.0        | 1          | 50.0        | 2          | 0.6          |
| Tenured / Tenure Track    | 38         | 50.0        | 38         | 50.0        | 76         | 21.3         |
| Classified                | 71         | 65.7        | 37         | 34.3        | 108        | 30.3         |
| Academic Temporary        | 82         | 53.6        | 71         | 46.4        | 153        | 43.0         |
| <b>Total</b>              | <b>201</b> | <b>56.5</b> | <b>155</b> | <b>43.5</b> | <b>356</b> | <b>100.0</b> |
| <b>Fall 2009</b>          |            |             |            |             |            |              |
| Educational Administrator | 7          | 53.8        | 6          | 46.2        | 13         | 3.8          |
| Classified Administrator  | 0          | 0.0         | 0          | 0.0         | 0          | 0.0          |
| Tenured / Tenure Track    | 37         | 52.1        | 34         | 47.9        | 71         | 21.0         |
| Classified                | 67         | 65.0        | 36         | 35.0        | 103        | 30.5         |
| Academic Temporary        | 81         | 53.6        | 70         | 46.4        | 151        | 44.7         |
| <b>Total</b>              | <b>192</b> | <b>56.8</b> | <b>146</b> | <b>43.2</b> | <b>338</b> | <b>100.0</b> |

Table 10.10: Number and Percent of CHC Employees by Employee Type, Disability Status, and Term from Fall 2006 to Fall 2009

| Term and Employee Type    | Disability Status |            |                  |             |            |
|---------------------------|-------------------|------------|------------------|-------------|------------|
|                           | Disability        |            | Not a Disability |             | Total      |
|                           | #                 | %          | #                | %           |            |
| <b>Fall 2006</b>          |                   |            |                  |             |            |
| Educational Administrator | 3                 | 18.8       | 13               | 81.3        | 16         |
| Classified Administrator  | 0                 | .0         | 0                | .0          | 0          |
| Tenured / Tenure Track    | 0                 | .0         | 81               | 100.0       | 81         |
| Classified                | 1                 | .9         | 110              | 99.1        | 111        |
| Academic Temporary        | 0                 | .0         | 96               | 100.0       | 96         |
| <b>Total</b>              | <b>4</b>          | <b>1.3</b> | <b>300</b>       | <b>98.7</b> | <b>304</b> |
| <b>Fall 2007</b>          |                   |            |                  |             |            |
| Educational Administrator | 3                 | 17.6       | 14               | 82.4        | 17         |
| Classified Administrator  | 0                 | .0         | 2                | 100.0       | 2          |
| Tenured / Tenure Track    | 1                 | 1.3        | 78               | 98.7        | 79         |
| Classified                | 1                 | .9         | 110              | 99.1        | 111        |
| Academic Temporary        | 1                 | .8         | 129              | 99.2        | 130        |
| <b>Total</b>              | <b>6</b>          | <b>1.8</b> | <b>333</b>       | <b>98.2</b> | <b>339</b> |
| <b>Fall 2008</b>          |                   |            |                  |             |            |
| Educational Administrator | 3                 | 17.6       | 14               | 82.4        | 17         |
| Classified Administrator  | 0                 | .0         | 2                | 100.0       | 2          |
| Tenured / Tenure Track    | 0                 | .0         | 76               | 100.0       | 76         |
| Classified                | 1                 | .9         | 107              | 99.1        | 108        |
| Academic Temporary        | 1                 | .7         | 152              | 99.3        | 153        |
| <b>Total</b>              | <b>5</b>          | <b>1.4</b> | <b>351</b>       | <b>98.6</b> | <b>356</b> |
| <b>Fall 2009</b>          |                   |            |                  |             |            |
| Educational Administrator | 3                 | 23.1       | 10               | 76.9        | 13         |
| Classified Administrator  | 0                 | 0.0        | 0                | 0.0         | 0          |
| Tenured / Tenure Track    | 0                 | 0.0        | 71               | 100.0       | 71         |
| Classified                | 1                 | 1.0        | 102              | 99.0        | 103        |
| Academic Temporary        | 1                 | 0.7        | 150              | 99.3        | 151        |
| <b>Total</b>              | <b>5</b>          | <b>1.5</b> | <b>333</b>       | <b>98.5</b> | <b>338</b> |

Table 10.11: Number and Percent of CHC Employees by Term from Fall 2006 to Fall 2009, Employee Type, and Ethnicity

| Term and Employee Type    | Ethnicity |      |                  |      |          |      |                 |     |                  |     |       |       |         |     | Total |
|---------------------------|-----------|------|------------------|------|----------|------|-----------------|-----|------------------|-----|-------|-------|---------|-----|-------|
|                           | Asian     |      | African American |      | Hispanic |      | Native American |     | Pacific Islander |     | White |       | Unknown |     |       |
|                           | #         | %    | #                | %    | #        | %    | #               | %   | #                | %   | #     | %     | #       | %   |       |
| Fall 2006                 |           |      |                  |      |          |      |                 |     |                  |     |       |       |         |     |       |
| Educational Administrator | 5         | 31.3 | 1                | 6.3  | 3        | 18.8 | 0               | 0.0 | 0                | 0.0 | 7     | 43.8  | 0       | 0.0 | 16    |
| Classified Administrator  | 0         | 0.0  | 0                | 0.0  | 0        | 0.0  | 0               | 0.0 | 0                | 0.0 | 0     | 0.0   | 0       | 0.0 | 0     |
| Tenured / Tenure Track    | 2         | 2.5  | 9                | 11.1 | 3        | 3.7  | 1               | 1.2 | 0                | 0.0 | 66    | 81.5  | 0       | 0.0 | 81    |
| Classified                | 4         | 3.6  | 4                | 3.6  | 32       | 28.8 | 4               | 3.6 | 0                | 0.0 | 66    | 59.5  | 1       | 0.9 | 111   |
| Academic Temporary        | 3         | 3.1  | 3                | 3.1  | 12       | 12.5 | 0               | 0.0 | 1                | 1.0 | 77    | 80.2  | 0       | 0.0 | 96    |
| Total                     | 14        | 4.6  | 17               | 5.6  | 50       | 16.4 | 5               | 1.6 | 1                | 0.3 | 216   | 71.1  | 1       | 0.3 | 304   |
| Fall 2007                 |           |      |                  |      |          |      |                 |     |                  |     |       |       |         |     |       |
| Educational Administrator | 3         | 17.6 | 1                | 5.9  | 4        | 23.5 | 0               | 0.0 | 0                | 0.0 | 9     | 52.9  | 0       | 0.0 | 17    |
| Classified Administrator  | 0         | 0.0  | 0                | 0.0  | 0        | 0.0  | 0               | 0.0 | 0                | 0.0 | 2     | 100.0 | 0       | 0.0 | 2     |
| Tenured / Tenure Track    | 2         | 2.5  | 10               | 12.7 | 4        | 5.1  | 1               | 1.3 | 0                | 0.0 | 62    | 78.5  | 0       | 0.0 | 79    |
| Classified                | 4         | 3.6  | 5                | 4.5  | 32       | 28.8 | 4               | 3.6 | 0                | 0.0 | 66    | 59.5  | 0       | 0.0 | 111   |
| Academic Temporary        | 6         | 4.6  | 7                | 5.4  | 16       | 12.3 | 0               | 0.0 | 2                | 1.5 | 98    | 75.4  | 1       | 0.8 | 130   |
| Total                     | 15        | 4.4  | 23               | 6.8  | 56       | 16.5 | 5               | 1.5 | 2                | 0.6 | 237   | 69.9  | 1       | 0.3 | 339   |
| Fall 2008                 |           |      |                  |      |          |      |                 |     |                  |     |       |       |         |     |       |
| Educational Administrator | 3         | 17.6 | 1                | 5.9  | 4        | 23.5 | 0               | 0.0 | 0                | 0.0 | 9     | 52.9  | 0       | 0.0 | 17    |
| Classified Administrator  | 0         | 0.0  | 0                | 0.0  | 0        | 0.0  | 0               | 0.0 | 0                | 0.0 | 2     | 100.0 | 0       | 0.0 | 2     |
| Tenured / Tenure Track    | 2         | 2.6  | 10               | 13.2 | 3        | 3.9  | 1               | 1.3 | 0                | 0.0 | 60    | 78.9  | 0       | 0.0 | 76    |
| Classified                | 4         | 3.7  | 4                | 3.7  | 29       | 26.9 | 4               | 3.7 | 0                | 0.0 | 64    | 59.3  | 3       | 2.8 | 108   |
| Academic Temporary        | 13        | 8.5  | 8                | 5.2  | 20       | 13.1 | 0               | 0.0 | 2                | 1.3 | 108   | 70.6  | 2       | 1.3 | 153   |
| Total                     | 22        | 6.2  | 23               | 6.5  | 56       | 15.7 | 5               | 1.4 | 2                | 0.6 | 243   | 68.3  | 5       | 1.4 | 356   |
| Fall 2009                 |           |      |                  |      |          |      |                 |     |                  |     |       |       |         |     |       |
| Educational Administrator | 3         | 23.1 | 1                | 7.7  | 2        | 15.4 | 0               | 0.0 | 0                | 0.0 | 7     | 53.8  | 0       | 0.0 | 13    |
| Classified Administrator  | 0         | 0.0  | 0                | 0.0  | 0        | 0.0  | 0               | 0.0 | 0                | 0.0 | 0     | 0.0   | 0       | 0.0 | 0     |
| Tenured / Tenure Track    | 2         | 2.8  | 7                | 9.9  | 4        | 5.6  | 1               | 1.4 | 0                | 0.0 | 57    | 80.3  | 0       | 0.0 | 71    |
| Classified                | 4         | 3.9  | 4                | 3.9  | 29       | 28.2 | 4               | 3.9 | 0                | 0.0 | 62    | 60.2  | 0       | 0.0 | 103   |
| Academic Temporary        | 11        | 7.3  | 9                | 6.0  | 23       | 15.2 | 0               | 0.0 | 2                | 1.3 | 104   | 68.9  | 2       | 1.3 | 151   |
| Total                     | 20        | 5.9  | 21               | 6.2  | 58       | 17.2 | 5               | 1.5 | 2                | 0.6 | 230   | 68.0  | 2       | 0.6 | 338   |

Table 10.12: Number and Percent of CHC Employees by Term from Fall 2006 to Fall 2009, Employee Type, and Age

| Term and Employee Type    | Age           |      |       |      |       |      |       |      |       |      |       |      |       |      |             |      | Total |
|---------------------------|---------------|------|-------|------|-------|------|-------|------|-------|------|-------|------|-------|------|-------------|------|-------|
|                           | 34 or younger |      | 35-39 |      | 40-44 |      | 45-49 |      | 50-54 |      | 55-59 |      | 60-64 |      | 65 or older |      |       |
|                           | #             | %    | #     | %    | #     | %    | #     | %    | #     | %    | #     | %    | #     | %    | #           | %    |       |
| Fall 2006                 |               |      |       |      |       |      |       |      |       |      |       |      |       |      |             |      |       |
| Educational Administrator | 1             | 6.3  | 2     | 12.5 | 3     | 18.8 | 3     | 18.8 | 2     | 12.5 | 3     | 18.8 | 1     | 6.3  | 1           | 6.3  | 16    |
| Classified Administrator  | 0             | 0.0  | 0     | 0.0  | 0     | 0.0  | 0     | 0.0  | 0     | 0.0  | 0     | 0.0  | 0     | 0.0  | 0           | 0.0  | 0     |
| Tenured / Tenure Track    | 6             | 7.4  | 7     | 8.6  | 7     | 8.6  | 10    | 12.3 | 23    | 28.4 | 15    | 18.5 | 8     | 9.9  | 5           | 6.2  | 81    |
| Classified                | 28            | 25.2 | 7     | 6.3  | 13    | 11.7 | 18    | 16.2 | 17    | 15.3 | 15    | 13.5 | 9     | 8.1  | 4           | 3.6  | 111   |
| Academic Temporary        | 19            | 19.8 | 6     | 6.3  | 16    | 16.7 | 11    | 11.5 | 13    | 13.5 | 12    | 12.5 | 5     | 5.2  | 14          | 14.6 | 96    |
| Total                     | 54            | 17.8 | 22    | 7.2  | 39    | 12.8 | 42    | 13.8 | 55    | 18.1 | 45    | 14.8 | 23    | 7.6  | 24          | 7.9  | 304   |
| Fall 2007                 |               |      |       |      |       |      |       |      |       |      |       |      |       |      |             |      |       |
| Educational Administrator | 2             | 11.8 | 1     | 5.9  | 2     | 11.8 | 3     | 17.6 | 4     | 23.5 | 2     | 11.8 | 2     | 11.8 | 1           | 5.9  | 17    |
| Classified Administrator  | 0             | 0.0  | 1     | 50.0 | 0     | 0.0  | 0     | 0.0  | 0     | 0.0  | 0     | 0.0  | 1     | 50.0 | 0           | 0.0  | 2     |
| Tenured / Tenure Track    | 4             | 5.1  | 8     | 10.1 | 7     | 8.9  | 10    | 12.7 | 19    | 24.1 | 17    | 21.5 | 10    | 12.7 | 4           | 5.1  | 79    |
| Classified                | 30            | 27.0 | 7     | 6.3  | 12    | 10.8 | 18    | 16.2 | 13    | 11.7 | 18    | 16.2 | 9     | 8.1  | 4           | 3.6  | 111   |
| Academic Temporary        | 33            | 25.4 | 13    | 10.0 | 15    | 11.5 | 17    | 13.1 | 18    | 13.8 | 13    | 10.0 | 10    | 7.7  | 11          | 8.5  | 130   |
| Total                     | 69            | 20.4 | 30    | 8.8  | 36    | 10.6 | 48    | 14.2 | 54    | 15.9 | 50    | 14.7 | 32    | 9.4  | 20          | 5.9  | 339   |
| Fall 2008                 |               |      |       |      |       |      |       |      |       |      |       |      |       |      |             |      |       |
| Educational Administrator | 2             | 11.8 | 0     | 0.0  | 2     | 11.8 | 4     | 23.5 | 3     | 17.6 | 1     | 5.9  | 4     | 23.5 | 1           | 5.9  | 17    |
| Classified Administrator  | 1             | 50.0 | 1     | 50.0 | 0     | 0.0  | 0     | 0.0  | 0     | 0.0  | 0     | 0.0  | 0     | 0.0  | 0           | 0.0  | 2     |
| Tenured / Tenure Track    | 1             | 1.3  | 8     | 10.5 | 5     | 6.6  | 12    | 15.8 | 17    | 22.4 | 18    | 23.7 | 9     | 11.8 | 6           | 7.9  | 76    |
| Classified                | 30            | 27.8 | 10    | 9.3  | 12    | 11.1 | 13    | 12.0 | 16    | 14.8 | 13    | 12.0 | 10    | 9.3  | 4           | 3.7  | 108   |
| Academic Temporary        | 40            | 26.1 | 17    | 11.1 | 26    | 17.0 | 17    | 11.1 | 18    | 11.8 | 12    | 7.8  | 10    | 6.5  | 13          | 8.5  | 153   |
| Total                     | 74            | 20.8 | 36    | 10.1 | 45    | 12.6 | 46    | 12.9 | 54    | 15.2 | 44    | 12.4 | 33    | 9.3  | 24          | 6.7  | 356   |
| Fall 2009                 |               |      |       |      |       |      |       |      |       |      |       |      |       |      |             |      |       |
| Educational Administrator | 1             | 7.7  | 1     | 7.7  | 2     | 15.4 | 3     | 23.1 | 4     | 30.8 | 1     | 7.7  | 0     | 0.0  | 1           | 7.7  | 13    |
| Classified Administrator  | 0             | 0.0  | 0     | 0.0  | 0     | 0.0  | 0     | 0.0  | 0     | 0.0  | 0     | 0.0  | 0     | 0.0  | 0           | 0.0  | 0     |
| Tenured / Tenure Track    | 2             | 2.8  | 7     | 9.9  | 4     | 5.6  | 10    | 14.1 | 19    | 26.8 | 16    | 22.5 | 7     | 9.9  | 6           | 8.5  | 71    |
| Classified                | 28            | 27.2 | 11    | 10.7 | 12    | 11.7 | 11    | 10.7 | 17    | 16.5 | 13    | 12.6 | 5     | 4.9  | 6           | 5.8  | 103   |
| Academic Temporary        | 37            | 24.5 | 20    | 13.2 | 21    | 13.9 | 20    | 13.2 | 15    | 9.9  | 15    | 9.9  | 10    | 6.6  | 13          | 8.6  | 151   |
| Total                     | 68            | 20.1 | 39    | 11.5 | 39    | 11.5 | 44    | 13.0 | 55    | 16.3 | 45    | 13.3 | 22    | 6.5  | 26          | 7.7  | 338   |

**Employee Demographics: San Bernardino Valley College**

Table 10.13: Number and Percent of SBVC Employees by Term from Fall 2006 to Fall 2009, Employee Type, and Gender

| Term and Employee Type    | Gender     |             |            |             |            |              |
|---------------------------|------------|-------------|------------|-------------|------------|--------------|
|                           | Female     |             | Male       |             | Total      |              |
|                           | #          | Row %       | #          | Row %       | #          | Column %     |
| <b>Fall 2006</b>          |            |             |            |             |            |              |
| Educational Administrator | 18         | 62.1        | 11         | 37.9        | 29         | 3.9          |
| Classified Administrator  | 0          | 0.0         | 0          | 0.0         | 0          | 0.0          |
| Tenured / Tenure Track    | 88         | 52.7        | 79         | 47.3        | 167        | 22.6         |
| Classified                | 148        | 65.5        | 78         | 34.5        | 226        | 30.5         |
| Academic Temporary        | 127        | 39.9        | 191        | 60.1        | 318        | 43.0         |
| <b>Total</b>              | <b>381</b> | <b>51.5</b> | <b>359</b> | <b>48.5</b> | <b>740</b> | <b>100.0</b> |
| <b>Fall 2007</b>          |            |             |            |             |            |              |
| Educational Administrator | 20         | 66.7        | 10         | 33.3        | 30         | 3.9          |
| Classified Administrator  | 2          | 50.0        | 2          | 50.0        | 4          | 0.5          |
| Tenured / Tenure Track    | 91         | 53.8        | 78         | 46.2        | 169        | 21.8         |
| Classified                | 142        | 64.3        | 79         | 35.7        | 221        | 28.5         |
| Academic Temporary        | 144        | 40.9        | 208        | 59.1        | 352        | 45.4         |
| <b>Total</b>              | <b>399</b> | <b>51.4</b> | <b>377</b> | <b>48.6</b> | <b>776</b> | <b>100.0</b> |
| <b>Fall 2008</b>          |            |             |            |             |            |              |
| Educational Administrator | 19         | 67.9        | 9          | 32.1        | 28         | 3.5          |
| Classified Administrator  | 3          | 50.0        | 3          | 50.0        | 6          | 0.8          |
| Tenured / Tenure Track    | 95         | 55.9        | 75         | 44.1        | 170        | 21.3         |
| Classified                | 149        | 67.1        | 73         | 32.9        | 222        | 27.8         |
| Academic Temporary        | 147        | 39.5        | 225        | 60.5        | 372        | 46.6         |
| <b>Total</b>              | <b>413</b> | <b>51.8</b> | <b>385</b> | <b>48.2</b> | <b>798</b> | <b>100.0</b> |
| <b>Fall 2009</b>          |            |             |            |             |            |              |
| Educational Administrator | 12         | 63.2        | 7          | 36.8        | 19         | 2.5          |
| Classified Administrator  | 2          | 50.0        | 2          | 50.0        | 4          | 0.5          |
| Tenured / Tenure Track    | 98         | 57.6        | 72         | 42.4        | 170        | 22.1         |
| Classified                | 152        | 67.0        | 75         | 33.0        | 227        | 29.5         |
| Academic Temporary        | 138        | 39.4        | 212        | 60.6        | 350        | 45.5         |
| <b>Total</b>              | <b>402</b> | <b>52.2</b> | <b>368</b> | <b>47.8</b> | <b>770</b> | <b>100.0</b> |

Table 10.14: Number and Percent of SBVC Employees by Employee Type, Disability Status, and Term from Fall 2006 to Fall 2009

| Term and Employee Type    | Disability Status |            |                  |             |            |
|---------------------------|-------------------|------------|------------------|-------------|------------|
|                           | Disability        |            | Not a Disability |             | Total      |
|                           | #                 | %          | #                | %           |            |
| <b>Fall 2006</b>          |                   |            |                  |             |            |
| Educational Administrator | 0                 | 0.0        | 29               | 100.0       | 29         |
| Classified Administrator  | 0                 | 0.0        | 0                | 0.0         | 0          |
| Tenured / Tenure Track    | 2                 | 1.2        | 165              | 98.8        | 167        |
| Classified                | 4                 | 1.8        | 222              | 98.2        | 226        |
| Academic Temporary        | 6                 | 1.9        | 312              | 98.1        | 318        |
| <b>Total</b>              | <b>12</b>         | <b>1.6</b> | <b>728</b>       | <b>98.4</b> | <b>740</b> |
| <b>Fall 2007</b>          |                   |            |                  |             |            |
| Educational Administrator | 0                 | 0.0        | 30               | 100.0       | 30         |
| Classified Administrator  | 0                 | 0.0        | 4                | 100.0       | 4          |
| Tenured / Tenure Track    | 2                 | 1.2        | 167              | 98.8        | 169        |
| Classified                | 4                 | 1.8        | 217              | 98.2        | 221        |
| Academic Temporary        | 5                 | 1.4        | 347              | 98.6        | 352        |
| <b>Total</b>              | <b>11</b>         | <b>1.4</b> | <b>765</b>       | <b>98.6</b> | <b>776</b> |
| <b>Fall 2008</b>          |                   |            |                  |             |            |
| Educational Administrator | 0                 | 0.0        | 28               | 100.0       | 28         |
| Classified Administrator  | 0                 | 0.0        | 6                | 100.0       | 6          |
| Tenured / Tenure Track    | 2                 | 1.2        | 168              | 98.8        | 170        |
| Classified                | 3                 | 1.4        | 219              | 98.6        | 222        |
| Academic Temporary        | 7                 | 1.9        | 365              | 98.1        | 372        |
| <b>Total</b>              | <b>12</b>         | <b>1.5</b> | <b>786</b>       | <b>98.5</b> | <b>798</b> |
| <b>Fall 2009</b>          |                   |            |                  |             |            |
| Educational Administrator | 0                 | 0.0        | 19               | 100.0       | 19         |
| Classified Administrator  | 0                 | 0.0        | 4                | 100.0       | 4          |
| Tenured / Tenure Track    | 2                 | 1.2        | 168              | 98.8        | 170        |
| Classified                | 3                 | 1.3        | 224              | 98.7        | 227        |
| Academic Temporary        | 9                 | 2.6        | 341              | 97.4        | 350        |
| <b>Total</b>              | <b>14</b>         | <b>1.8</b> | <b>756</b>       | <b>98.2</b> | <b>770</b> |



Table 10.15: Number and Percent of SBVC Employees by Term from Fall 2006 to Fall 2009, Employee Type, and Ethnicity

| Term and Employee Type    | Ethnicity |      |                  |      |          |      |                 |     |                  |     |       |      |         |     | Total |
|---------------------------|-----------|------|------------------|------|----------|------|-----------------|-----|------------------|-----|-------|------|---------|-----|-------|
|                           | Asian     |      | African American |      | Hispanic |      | Native American |     | Pacific Islander |     | White |      | Unknown |     |       |
|                           | #         | %    | #                | %    | #        | %    | #               | %   | #                | %   | #     | %    | #       | %   |       |
| Fall 2006                 |           |      |                  |      |          |      |                 |     |                  |     |       |      |         |     |       |
| Educational Administrator | 1         | 3.4  | 9                | 31.0 | 6        | 20.7 | 0               | 0.0 | 0                | 0.0 | 13    | 44.8 | 0       | 0.0 | 29    |
| Classified Administrator  | 0         | 0.0  | 0                | 0.0  | 0        | 0.0  | 0               | 0.0 | 0                | 0.0 | 0     | 0.0  | 0       | 0.0 | 0     |
| Tenured / Tenure Track    | 14        | 8.4  | 22               | 13.2 | 27       | 16.2 | 3               | 1.8 | 0                | 0.0 | 101   | 60.5 | 0       | 0.0 | 167   |
| Classified                | 14        | 6.2  | 43               | 19.0 | 80       | 35.4 | 2               | 0.9 | 2                | 0.9 | 85    | 37.6 | 0       | 0.0 | 226   |
| Academic Temporary        | 20        | 6.3  | 31               | 9.7  | 47       | 14.8 | 3               | 0.9 | 3                | 0.9 | 212   | 66.7 | 2       | 0.6 | 318   |
| Total                     | 49        | 6.6  | 105              | 14.2 | 160      | 21.6 | 8               | 1.1 | 5                | 0.7 | 411   | 55.5 | 2       | 0.3 | 740   |
| Fall 2007                 |           |      |                  |      |          |      |                 |     |                  |     |       |      |         |     |       |
| Educational Administrator | 2         | 6.7  | 8                | 26.7 | 7        | 23.3 | 0               | 0.0 | 0                | 0.0 | 13    | 43.3 | 0       | 0.0 | 30    |
| Classified Administrator  | 0         | 0.0  | 2                | 50.0 | 0        | 0.0  | 0               | 0.0 | 0                | 0.0 | 2     | 50.0 | 0       | 0.0 | 4     |
| Tenured / Tenure Track    | 15        | 8.9  | 24               | 14.2 | 27       | 16.0 | 3               | 1.8 | 0                | 0.0 | 99    | 58.6 | 1       | 0.6 | 169   |
| Classified                | 15        | 6.8  | 40               | 18.1 | 88       | 39.8 | 2               | 0.9 | 0                | 0.0 | 75    | 33.9 | 1       | 0.5 | 221   |
| Academic Temporary        | 29        | 8.2  | 34               | 9.7  | 67       | 19.0 | 3               | 0.9 | 3                | 0.9 | 214   | 60.8 | 2       | 0.6 | 352   |
| Total                     | 61        | 7.9  | 108              | 13.9 | 189      | 24.4 | 8               | 1.0 | 3                | 0.4 | 403   | 51.9 | 4       | 0.5 | 776   |
| Fall 2008                 |           |      |                  |      |          |      |                 |     |                  |     |       |      |         |     |       |
| Educational Administrator | 2         | 7.1  | 8                | 28.6 | 7        | 25.0 | 0               | 0.0 | 0                | 0.0 | 11    | 39.3 | 0       | 0.0 | 28    |
| Classified Administrator  | 0         | 0.0  | 3                | 50.0 | 0        | 0.0  | 0               | 0.0 | 0                | 0.0 | 3     | 50.0 | 0       | 0.0 | 6     |
| Tenured / Tenure Track    | 16        | 9.4  | 27               | 15.9 | 27       | 15.9 | 3               | 1.8 | 0                | 0.0 | 96    | 56.5 | 1       | 0.6 | 170   |
| Classified                | 13        | 5.9  | 39               | 17.6 | 87       | 39.2 | 3               | 1.4 | 1                | 0.5 | 77    | 34.7 | 2       | 0.9 | 222   |
| Academic Temporary        | 28        | 7.5  | 39               | 10.5 | 60       | 16.1 | 2               | 0.5 | 2                | 0.5 | 235   | 63.2 | 6       | 1.6 | 372   |
| Total                     | 59        | 7.4  | 116              | 14.5 | 181      | 22.7 | 8               | 1.0 | 3                | 0.4 | 422   | 52.9 | 9       | 1.1 | 798   |
| Fall 2009                 |           |      |                  |      |          |      |                 |     |                  |     |       |      |         |     |       |
| Educational Administrator | 1         | 5.3  | 6                | 31.6 | 4        | 21.1 | 0               | 0.0 | 0                | 0.0 | 8     | 42.1 | 0       | 0.0 | 19    |
| Classified Administrator  | 0         | 0.0  | 1                | 0.0  | 0        | 0.0  | 0               | 0.0 | 0                | 0.0 | 3     | 75.0 | 0       | 0.0 | 4     |
| Tenured / Tenure Track    | 17        | 10.0 | 28               | 16.5 | 31       | 18.2 | 3               | 1.8 | 0                | 0.0 | 91    | 53.5 | 0       | 0.0 | 170   |
| Classified                | 13        | 5.7  | 44               | 19.4 | 86       | 37.9 | 3               | 1.3 | 1                | 0.4 | 80    | 35.2 | 0       | 0.0 | 227   |
| Academic Temporary        | 27        | 7.7  | 34               | 9.7  | 57       | 16.3 | 2               | 0.6 | 2                | 0.6 | 221   | 63.1 | 7       | 2.0 | 350   |
| Total                     | 58        | 7.5  | 113              | 14.7 | 178      | 23.1 | 8               | 1.0 | 3                | 0.4 | 403   | 52.3 | 7       | 0.9 | 770   |

Table 10.16: Number and Percent of SBVC Employees by Term from Fall 2006 to Fall 2009, Employee Type, and Age

| Term and Employee Type    | Age           |      |       |      |       |      |       |      |       |      |       |      |       |      |             |      | Total |     |
|---------------------------|---------------|------|-------|------|-------|------|-------|------|-------|------|-------|------|-------|------|-------------|------|-------|-----|
|                           | 34 or younger |      | 35-39 |      | 40-44 |      | 45-49 |      | 50-54 |      | 55-59 |      | 60-64 |      | 65 or older |      |       |     |
|                           | #             | %    | #     | %    | #     | %    | #     | %    | #     | %    | #     | %    | #     | %    | #           | %    |       |     |
| Fall 2006                 |               |      |       |      |       |      |       |      |       |      |       |      |       |      |             |      |       |     |
| Educational Administrator | 0             | 0.0  | 2     | 6.9  | 1     | 3.4  | 2     | 6.9  | 6     | 20.7 | 11    | 37.9 | 6     | 20.7 | 1           | 3.4  |       | 29  |
| Classified Administrator  | 0             | 0.0  | 0     | 0.0  | 0     | 0.0  | 0     | 0.0  | 0     | 0.0  | 0     | 0.0  | 0     | 0.0  | 0           | 0.0  |       | 0   |
| Tenured / Tenure Track    | 13            | 7.8  | 11    | 6.6  | 18    | 10.8 | 21    | 12.6 | 33    | 19.8 | 38    | 22.8 | 23    | 13.8 | 10          | 6.0  |       | 167 |
| Classified                | 38            | 16.8 | 27    | 11.9 | 32    | 14.2 | 37    | 16.4 | 33    | 14.6 | 33    | 14.6 | 18    | 8.0  | 8           | 3.5  |       | 226 |
| Academic Temporary        | 43            | 13.5 | 27    | 8.5  | 31    | 9.7  | 45    | 14.2 | 67    | 21.1 | 47    | 14.8 | 29    | 9.1  | 29          | 9.1  |       | 318 |
| Total                     | 94            | 12.7 | 67    | 9.1  | 82    | 11.1 | 105   | 14.2 | 139   | 18.8 | 129   | 17.4 | 76    | 10.3 | 48          | 6.5  |       | 740 |
| Fall 2007                 |               |      |       |      |       |      |       |      |       |      |       |      |       |      |             |      |       |     |
| Educational Administrator | 0             | 0.0  | 1     | 3.3  | 2     | 6.7  | 3     | 10.0 | 7     | 23.3 | 11    | 36.7 | 6     | 20.0 | 0           | 0.0  |       | 30  |
| Classified Administrator  | 0             | 0.0  | 0     | 0.0  | 1     | 25.0 | 0     | 0.0  | 1     | 25.0 | 1     | 25.0 | 1     | 25.0 | 0           | 0.0  |       | 4   |
| Tenured / Tenure Track    | 12            | 7.1  | 14    | 8.3  | 22    | 13.0 | 21    | 12.4 | 32    | 18.9 | 32    | 18.9 | 28    | 16.6 | 8           | 4.7  |       | 169 |
| Classified                | 41            | 18.6 | 27    | 12.2 | 26    | 11.8 | 30    | 13.6 | 38    | 17.2 | 32    | 14.5 | 17    | 7.7  | 10          | 4.5  |       | 221 |
| Academic Temporary        | 53            | 15.1 | 24    | 6.8  | 36    | 10.2 | 47    | 13.4 | 66    | 18.8 | 50    | 14.2 | 42    | 11.9 | 34          | 9.7  |       | 352 |
| Total                     | 106           | 13.7 | 66    | 8.5  | 87    | 11.2 | 101   | 13.0 | 144   | 18.6 | 126   | 16.2 | 94    | 12.1 | 52          | 6.7  |       | 776 |
| Fall 2008                 |               |      |       |      |       |      |       |      |       |      |       |      |       |      |             |      |       |     |
| Educational Administrator | 0             | 0.0  | 2     | 7.1  | 1     | 3.6  | 2     | 7.1  | 7     | 25.0 | 7     | 25.0 | 7     | 25.0 | 2           | 7.1  |       | 28  |
| Classified Administrator  | 1             | 16.7 | 1     | 16.7 | 1     | 16.7 | 0     | 0.0  | 0     | 0.0  | 2     | 33.3 | 1     | 16.7 | 0           | 0.0  |       | 6   |
| Tenured / Tenure Track    | 10            | 5.9  | 12    | 7.1  | 24    | 14.1 | 23    | 13.5 | 29    | 17.1 | 31    | 18.2 | 31    | 18.2 | 10          | 5.9  |       | 170 |
| Classified                | 48            | 21.6 | 22    | 9.9  | 26    | 11.7 | 31    | 14.0 | 42    | 18.9 | 26    | 11.7 | 18    | 8.1  | 9           | 4.1  |       | 222 |
| Academic Temporary        | 48            | 12.9 | 41    | 11.0 | 40    | 10.8 | 46    | 12.4 | 71    | 19.1 | 46    | 12.4 | 37    | 9.9  | 43          | 11.6 |       | 372 |
| Total                     | 107           | 13.4 | 78    | 9.8  | 92    | 11.5 | 102   | 12.8 | 149   | 18.7 | 112   | 14.0 | 94    | 11.8 | 64          | 8.0  |       | 798 |
| Fall 2009                 |               |      |       |      |       |      |       |      |       |      |       |      |       |      |             |      |       |     |
| Educational Administrator | 0             | 0.0  | 1     | 5.3  | 1     | 5.3  | 2     | 10.5 | 3     | 15.8 | 5     | 26.3 | 4     | 21.1 | 3           | 15.8 |       | 19  |
| Classified Administrator  | 0             | 0.0  | 0     | 0.0  | 0     | 0.0  | 1     | 25.0 | 1     | 25.0 | 2     | 50.0 | 0     | 0.0  | 0           | 0.0  |       | 4   |
| Tenured / Tenure Track    | 10            | 5.9  | 18    | 10.6 | 20    | 11.8 | 24    | 14.1 | 25    | 14.7 | 35    | 20.6 | 25    | 14.7 | 13          | 7.6  |       | 170 |
| Classified                | 46            | 20.3 | 24    | 10.6 | 27    | 11.9 | 25    | 11.0 | 42    | 18.5 | 31    | 13.7 | 21    | 9.3  | 11          | 4.8  |       | 227 |
| Academic Temporary        | 44            | 12.6 | 41    | 11.7 | 35    | 10.0 | 42    | 12.0 | 56    | 16.0 | 43    | 12.3 | 44    | 12.6 | 45          | 12.9 |       | 350 |
| Total                     | 100           | 13.0 | 84    | 10.9 | 83    | 10.8 | 94    | 12.2 | 127   | 16.5 | 116   | 15.1 | 94    | 12.2 | 72          | 9.4  |       | 770 |

## Planning Context: Information from the Environmental Scan

*(Information in this section was provided by Kevin Fleming of the Center of Excellence.)*

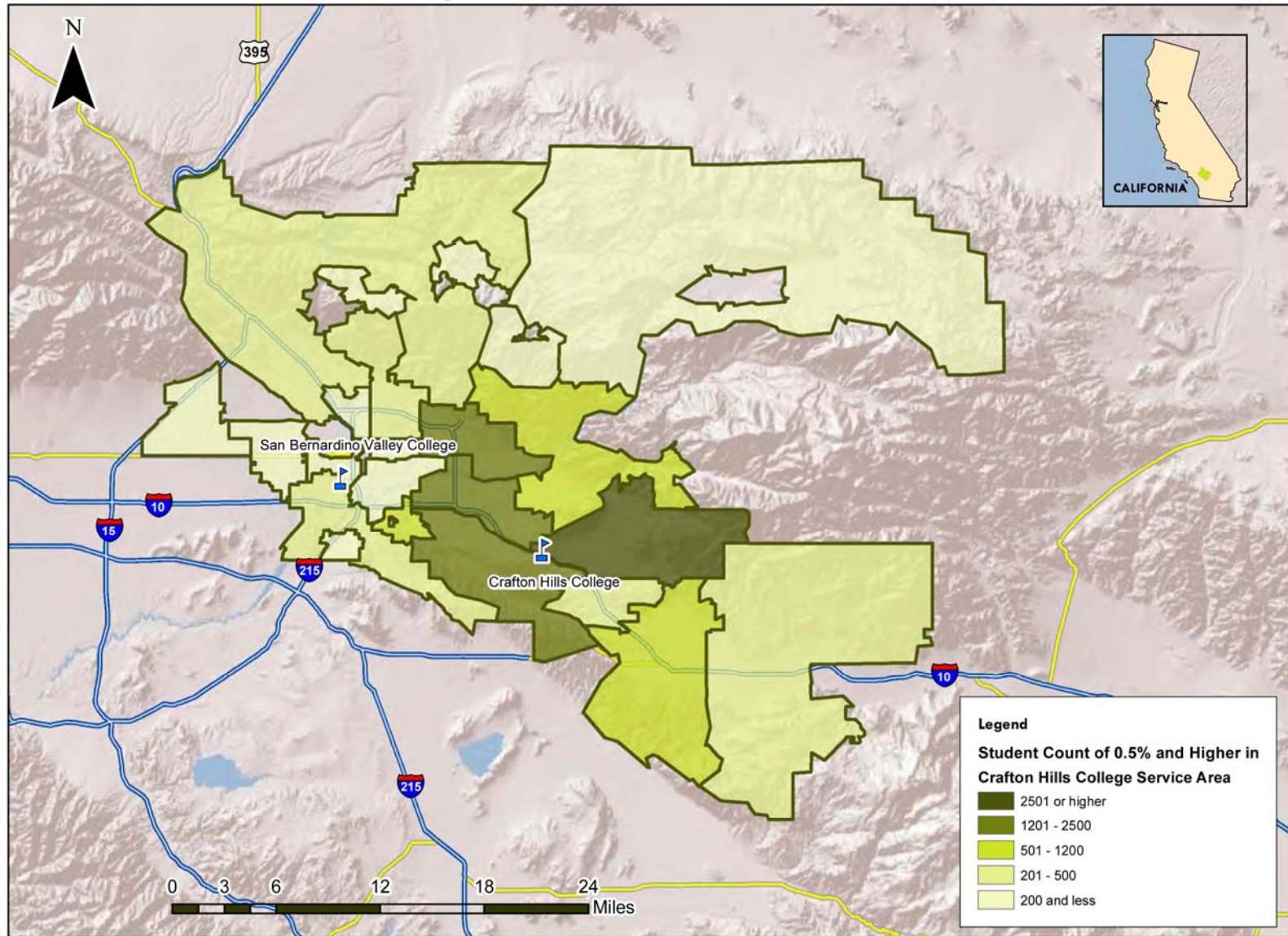
### ***District Strategic Planning Implications Identified by the Committee***

The DSPC discussed the environmental scan information below at length, and identified the following main implications for district strategic planning:

1. The colleges should develop/enhance programs and services for each age demographic (e.g., 50 and older in the CHC service area, 19 and younger in the SBVC service area).
2. Larger household size appears to correspond to lower median age in the service areas, with possible implications for financial aid needs.
3. Students disperse all over California from both colleges.
4. The colleges should reach out to alumni with degrees, both in the service area and beyond.
5. The colleges should consider reaching out to students who have had some college, to help them complete a degree.
6. The colleges should support and make more visible the path for vocational students to take general education courses leading to a degree.
7. The district needs to investigate and understand why so many students from other districts attend the SBCCD colleges.
8. The colleges should match their instructional programs to future job growth projections as well as current demand.
  - a. Focus on occupations that pay sustainable wages—especially those that are in high demand and require less than a bachelor’s degree—to “future-proof” the colleges (e.g., construction, professional services, medical records, “green” jobs, utilities).
  - b. Increase resources for high-demand jobs through industry support, alternative scheduling and facilities usage, and other nontraditional means.
  - c. Consider more short-term training, whether for certificates or not for credit, possibly using EDCT to pilot promising programs.
  - d. Align resources with these initiatives.
9. To increase student and community awareness of its programs and services, the district needs to build community partnerships (e.g., with GIS firms) and market and advertise.
10. The district and both colleges should collaborate in identifying new and emerging areas for curriculum development.
11. Support services at the two colleges will continue to be somewhat different due to demographic differences.
12. Specific program implications include the following:
  - a. Support Teacher Education/Prep at both colleges.
  - b. Support Health programs at both colleges. Signature programs will draw from across the region, and focus on jobs that pay living wages and offer bridges from entry-level to more advanced occupations.
  - c. Continue Culinary Arts.
  - d. Focus on transfer in business programs.
  - e. Focus on both associate degrees and transfer in technical areas. Consider partnering with EDCT/ATTC in these areas.
  - f. The logistics program at Riverside Community College District is very strong; there is no need for the district to try to duplicate it.
  - g. For administrative assistants, on-the-job training is predominant, so there is little need for a program.

Figure 11.1

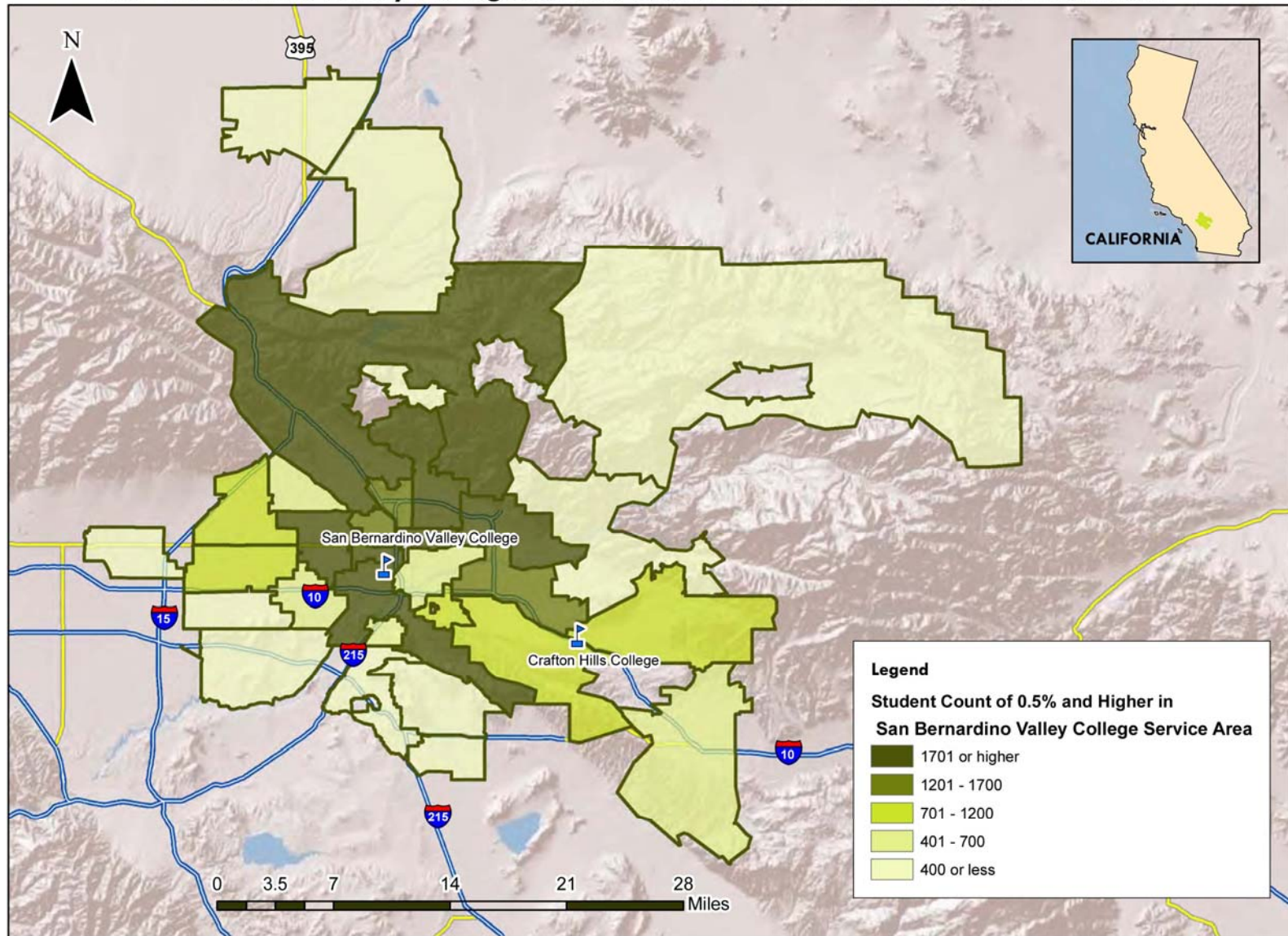
### Crafton Hills College Service Area: Distribution of Student Enrollment



Source: Center of Excellence, California Community Colleges. Software and data provided by ESRI. Zip Codes listed represent those with at least 0.5% of all enrolled students, Fall 2006 through Summer 2009.

Figure 11.2

### San Bernardino Valley College Service Area: Distribution of Student Enrollment



Source: Center of Excellence, California Community Colleges. Software and data provided by ESRI. Zip codes listed represent those with at least 0.5% of all enrolled students, Fall 2006 through Summer 2009.

Figure 11.3

### San Bernardino Community College District Service Area: Distribution of Student Enrollment

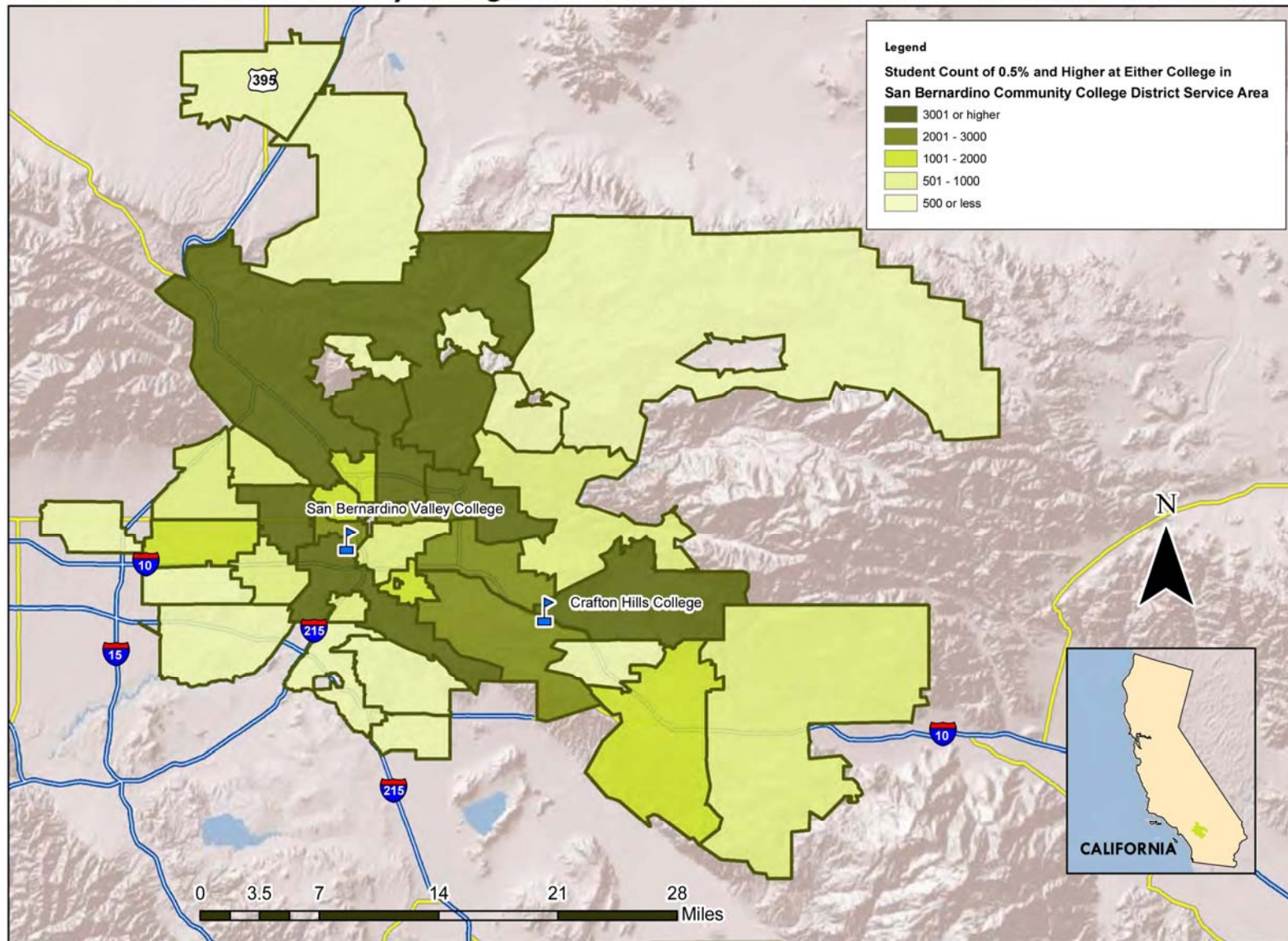
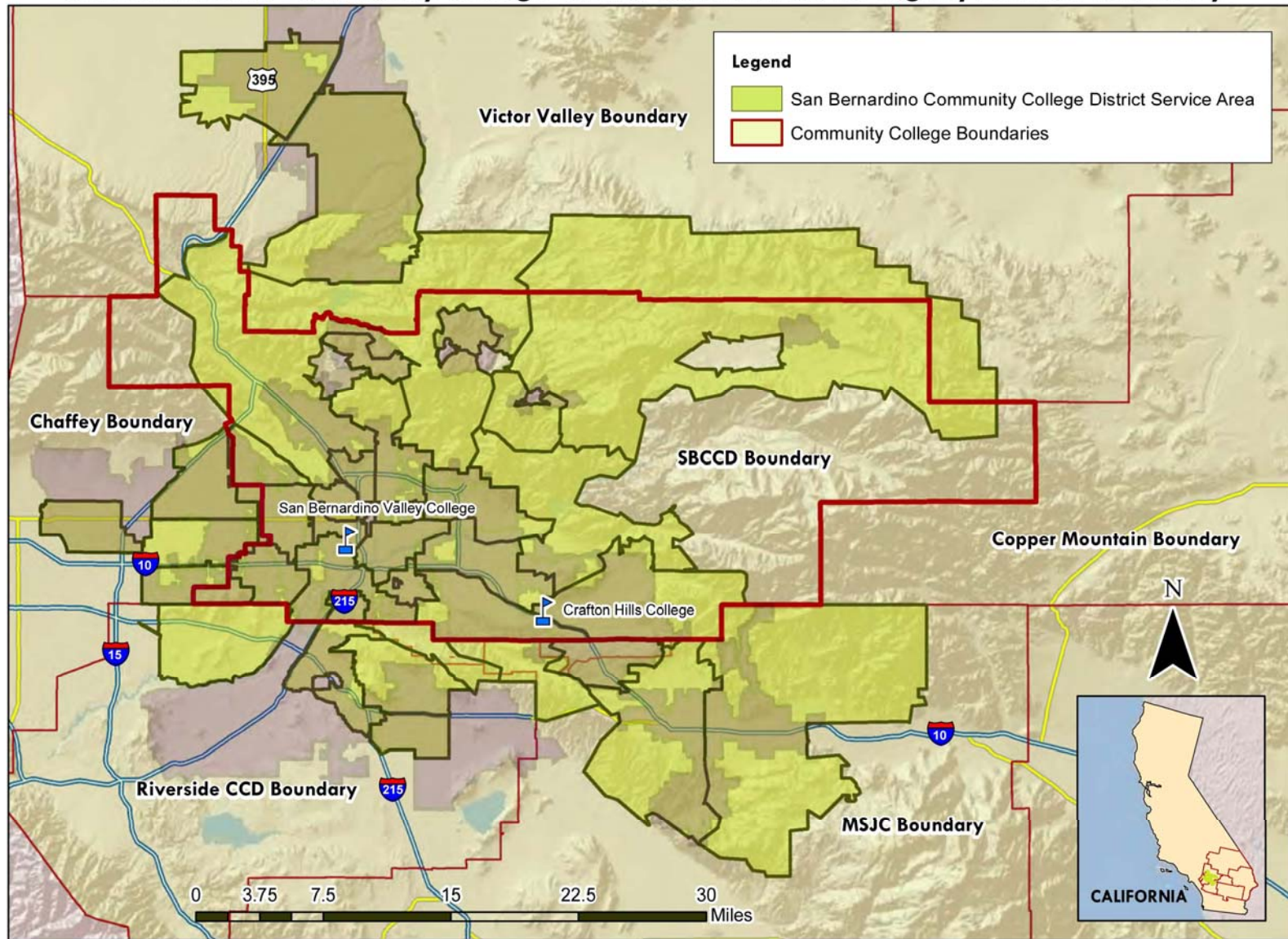


Figure 11.4

### San Bernardino Community College District Service Area vs Legally Defined Boundary



Source: Center of Excellence, California Community Colleges. Software and data provided by ESRI. Zip codes listed represent those with at least 0.5% of all enrolled students, Fall 2006 through Summer 2009.

Figure 11.5

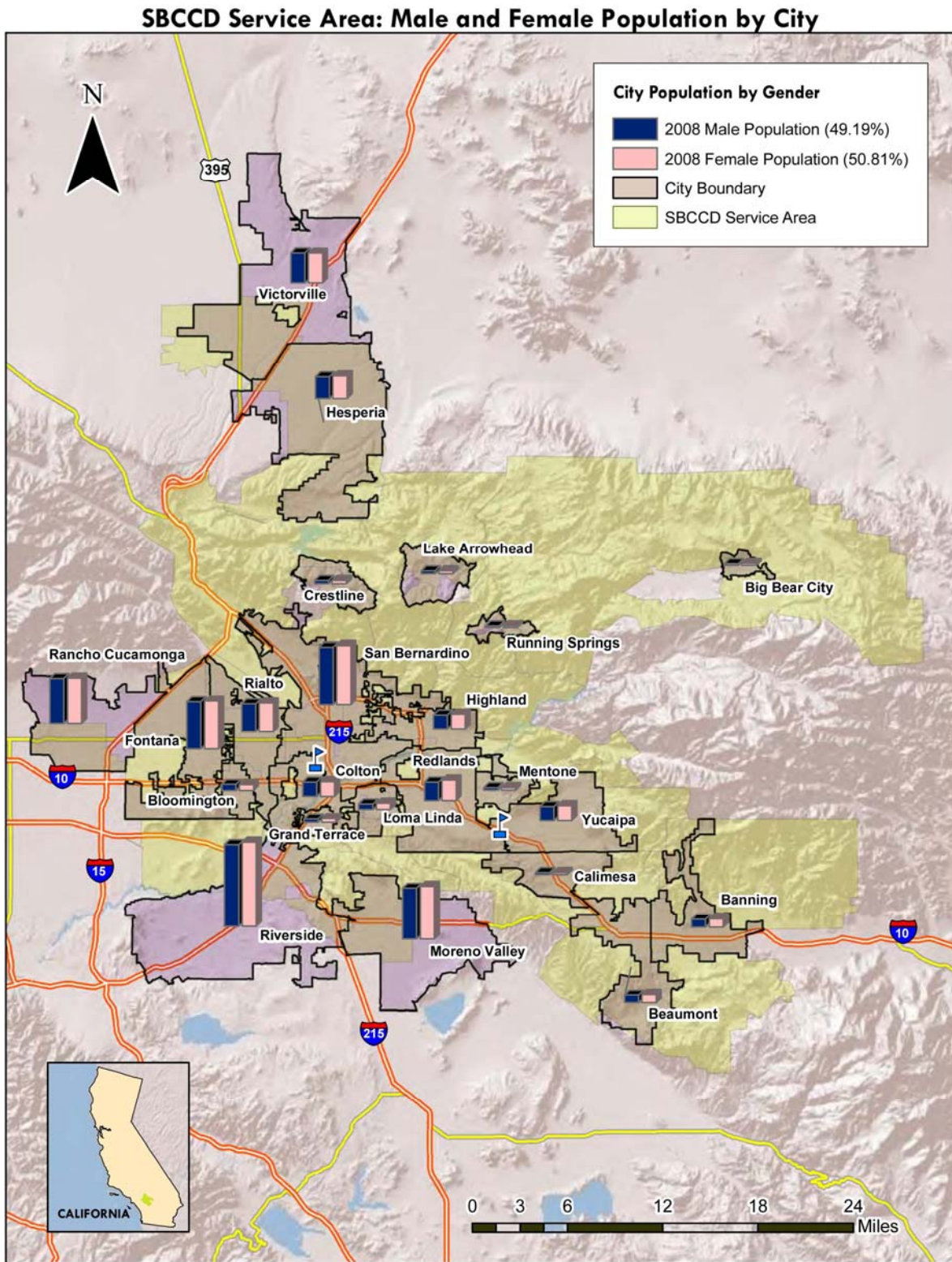
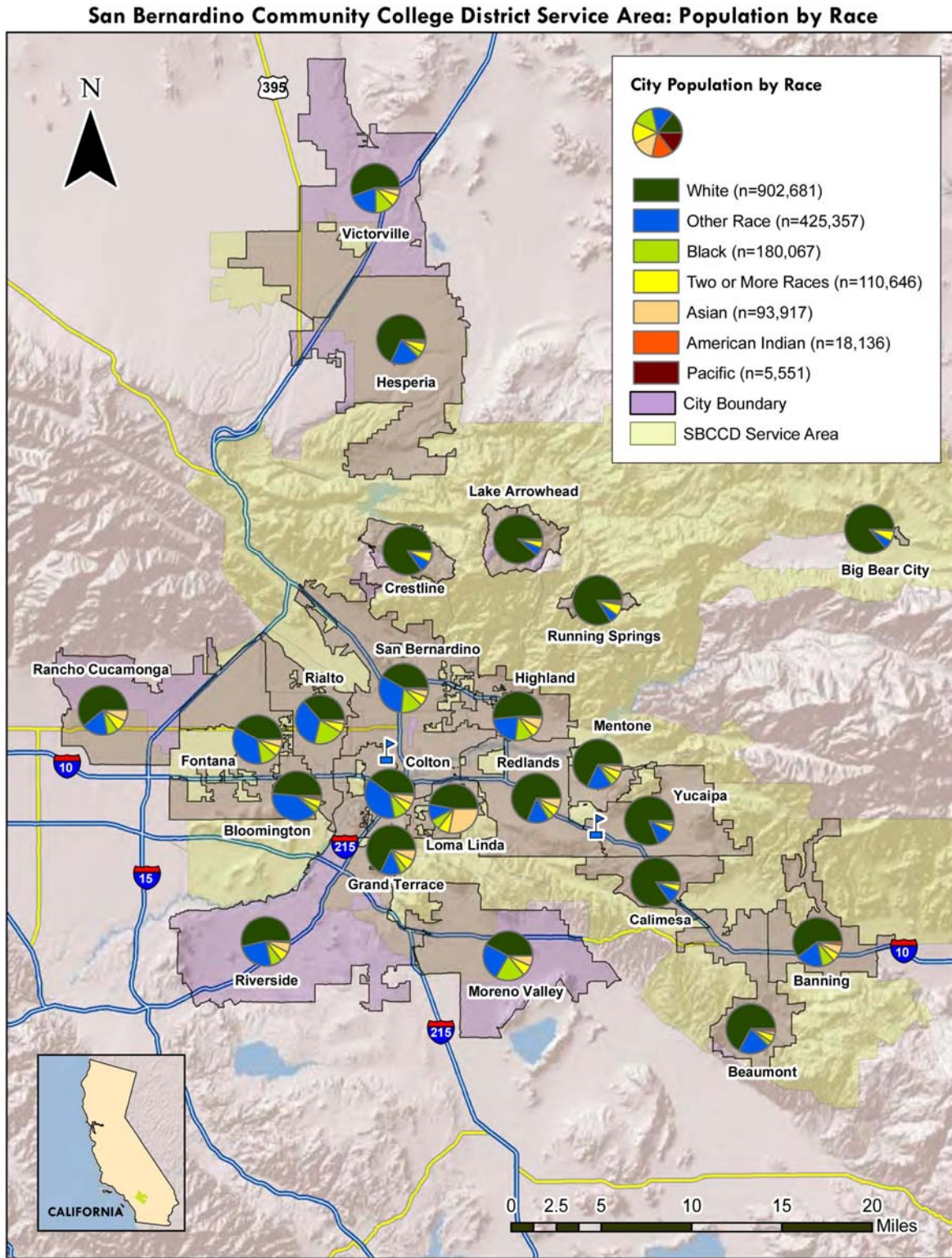




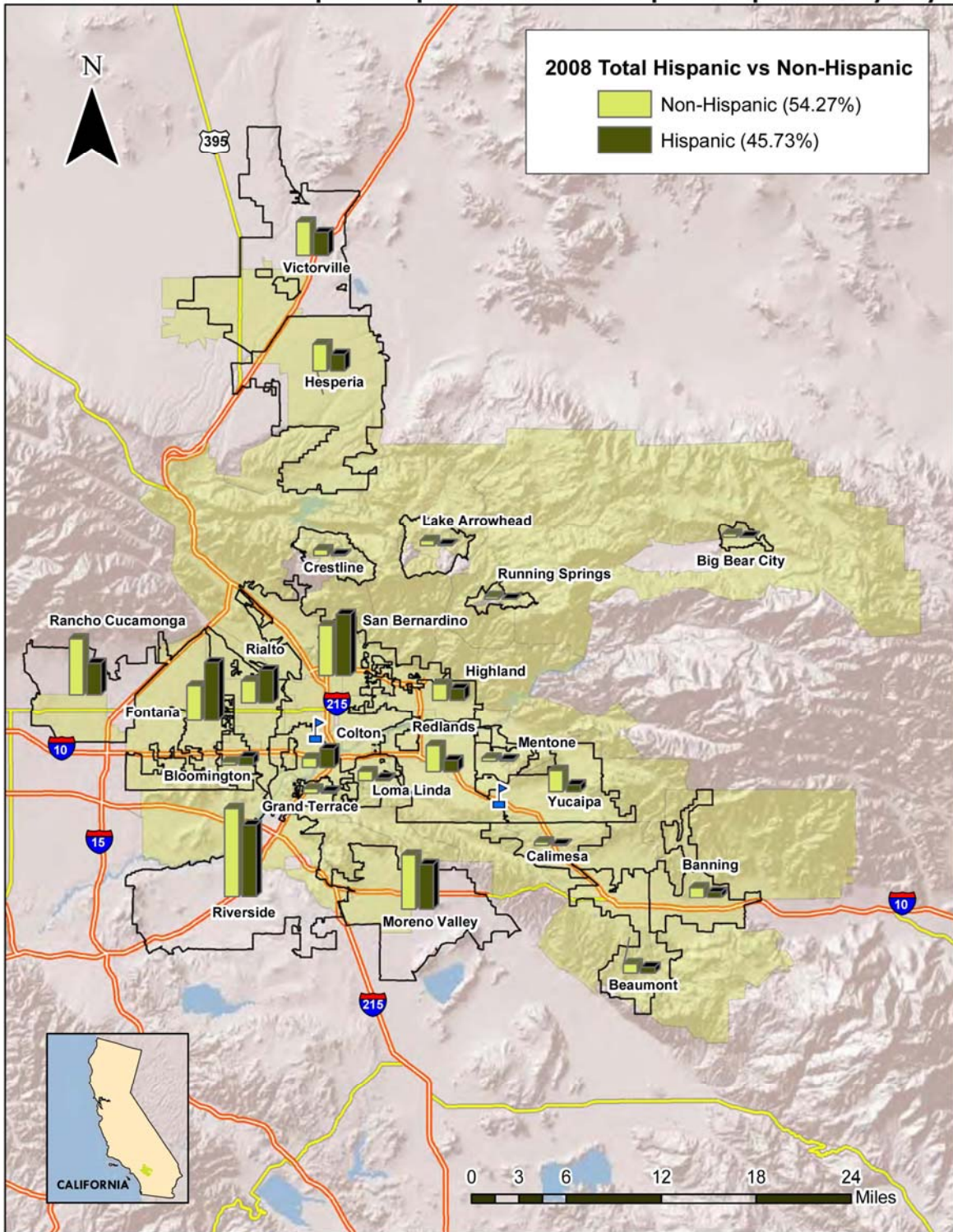
Figure 11.6



Source: Center of Excellence, California Community Colleges. Software and data provided by ESRI. The data calculation was from 2008 US Census Bureau Total Population for each city.

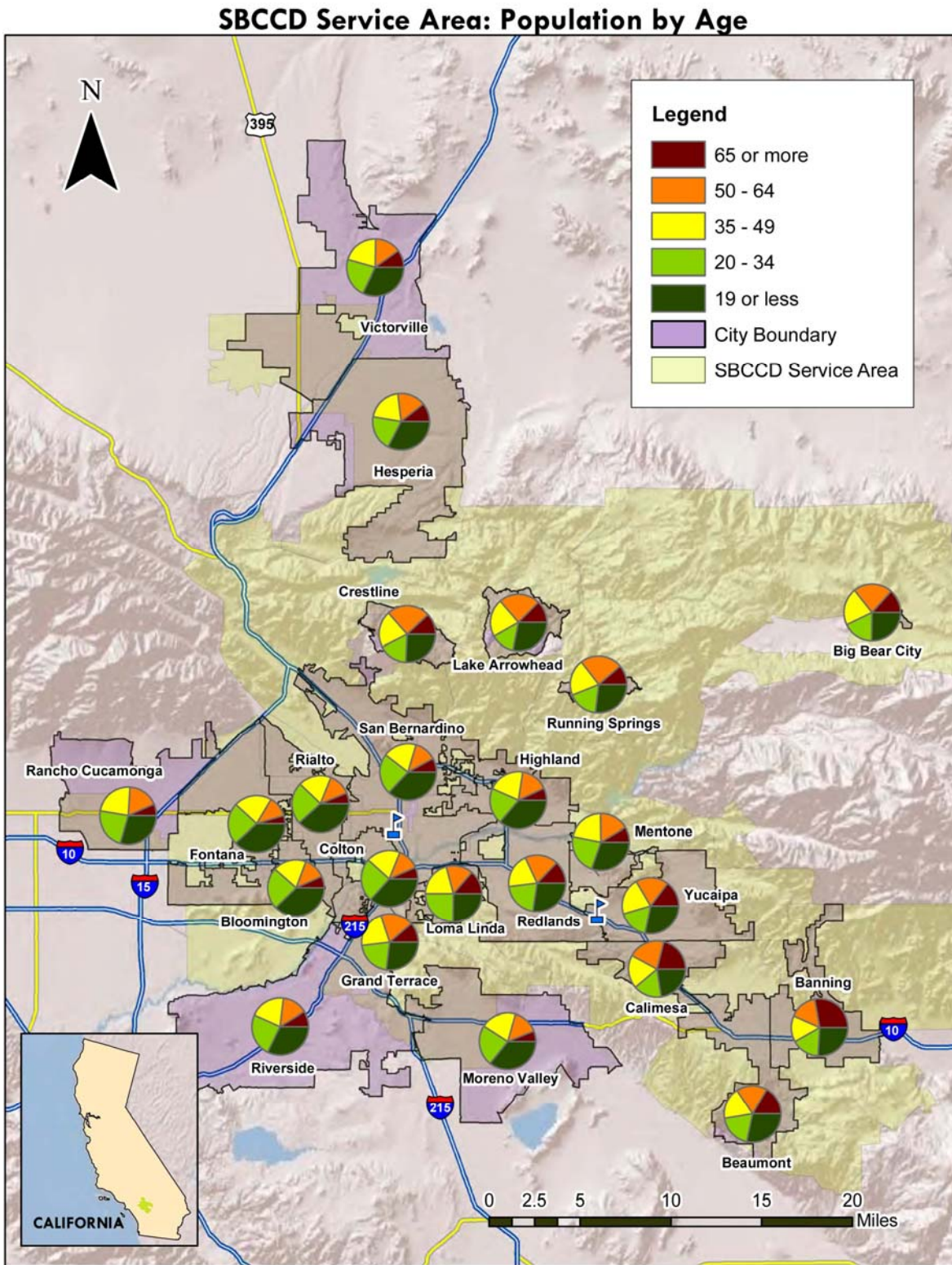
Figure 11.7

**SBCCD Service Area: Hispanic Population vs Non-Hispanic Population by City**



Source: Center of Excellence, California Community Colleges. Software and data provided by ESRI.  
 The data calculation of non-Hispanic is the subtraction of Total Hispanic Population from 2008 US Census Bureau Total Population.

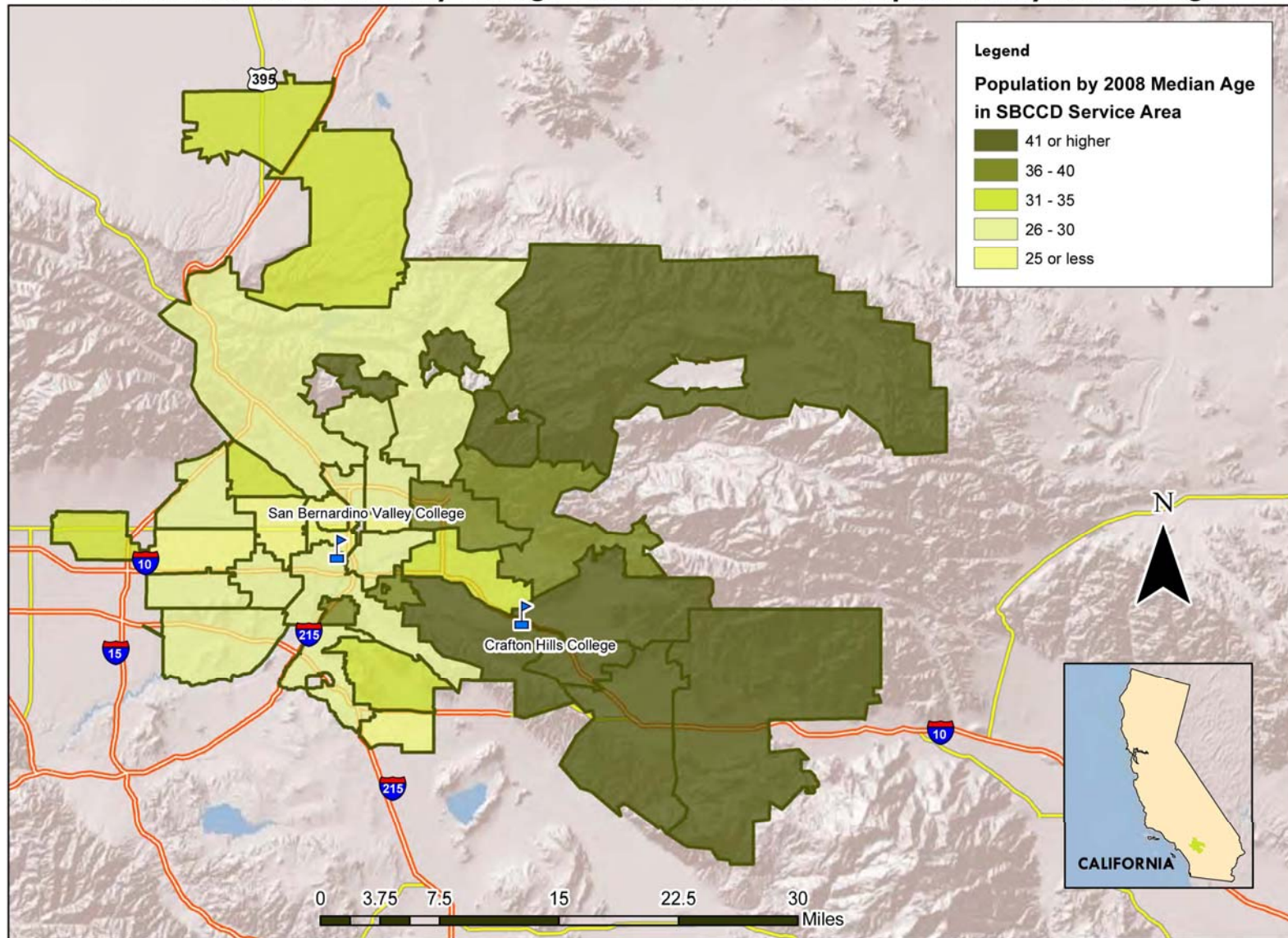
Figure 11.8



Source: Center of Excellence, California Community Colleges. Software and data provided by ESRI

Figure 11.9

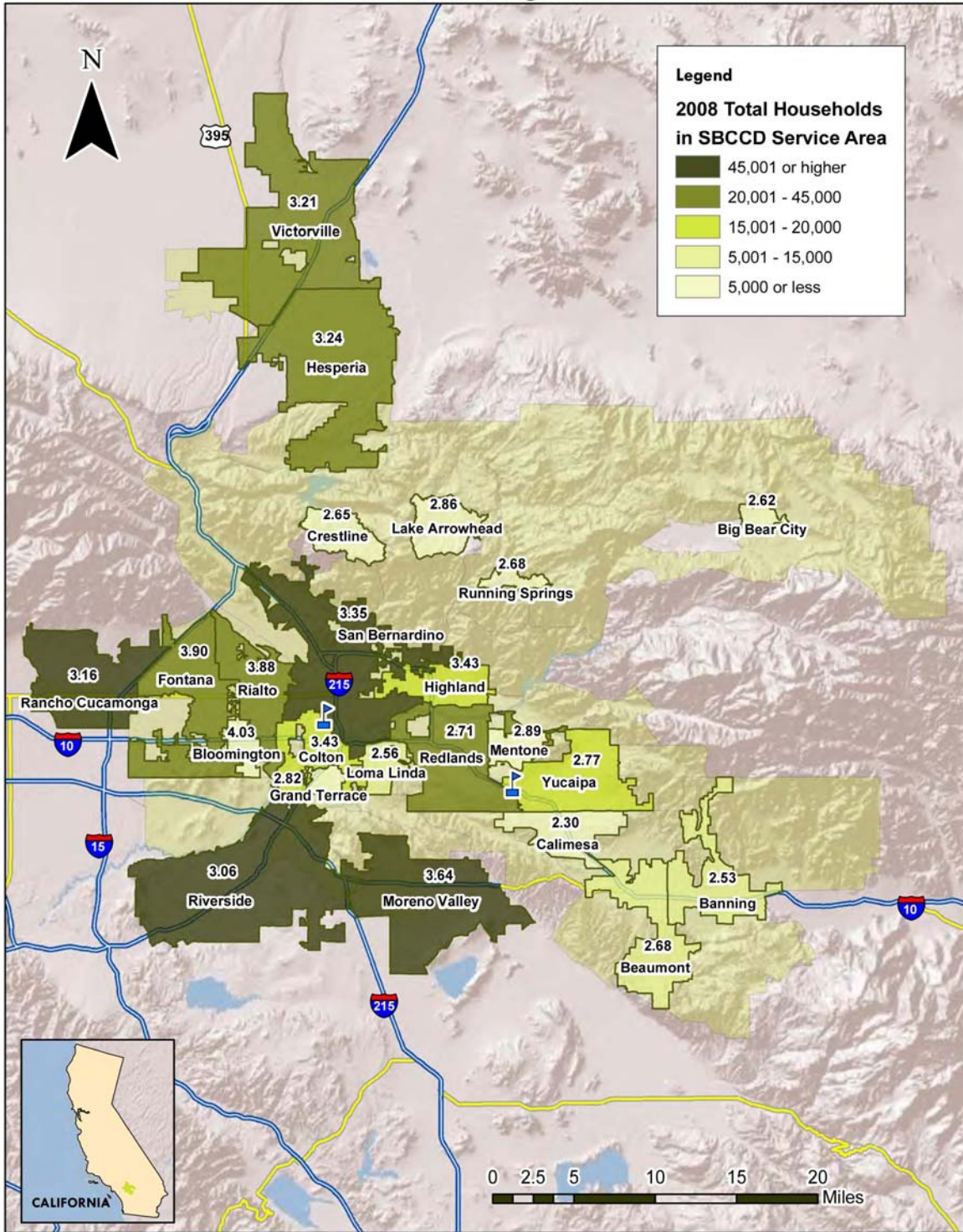
### San Bernardino Community College District Service Area: Population by Median Age



Source: Center of Excellence, California Community Colleges. Software and data provided by ESRI. Zip codes listed represent those with at least 0.5% of all enrolled students, Fall 2006 through Summer 2009.

Figure 11.10

**SBCCD Service Area: City Population by Household Composition  
Labeled with 2008 Average Household Size**



Source: Center of Excellence, California Community Colleges. Software and data provided by ESRI. The number labeled in each city is the average house size. Cities with a lower average household size has less population density.

Figure 11.11

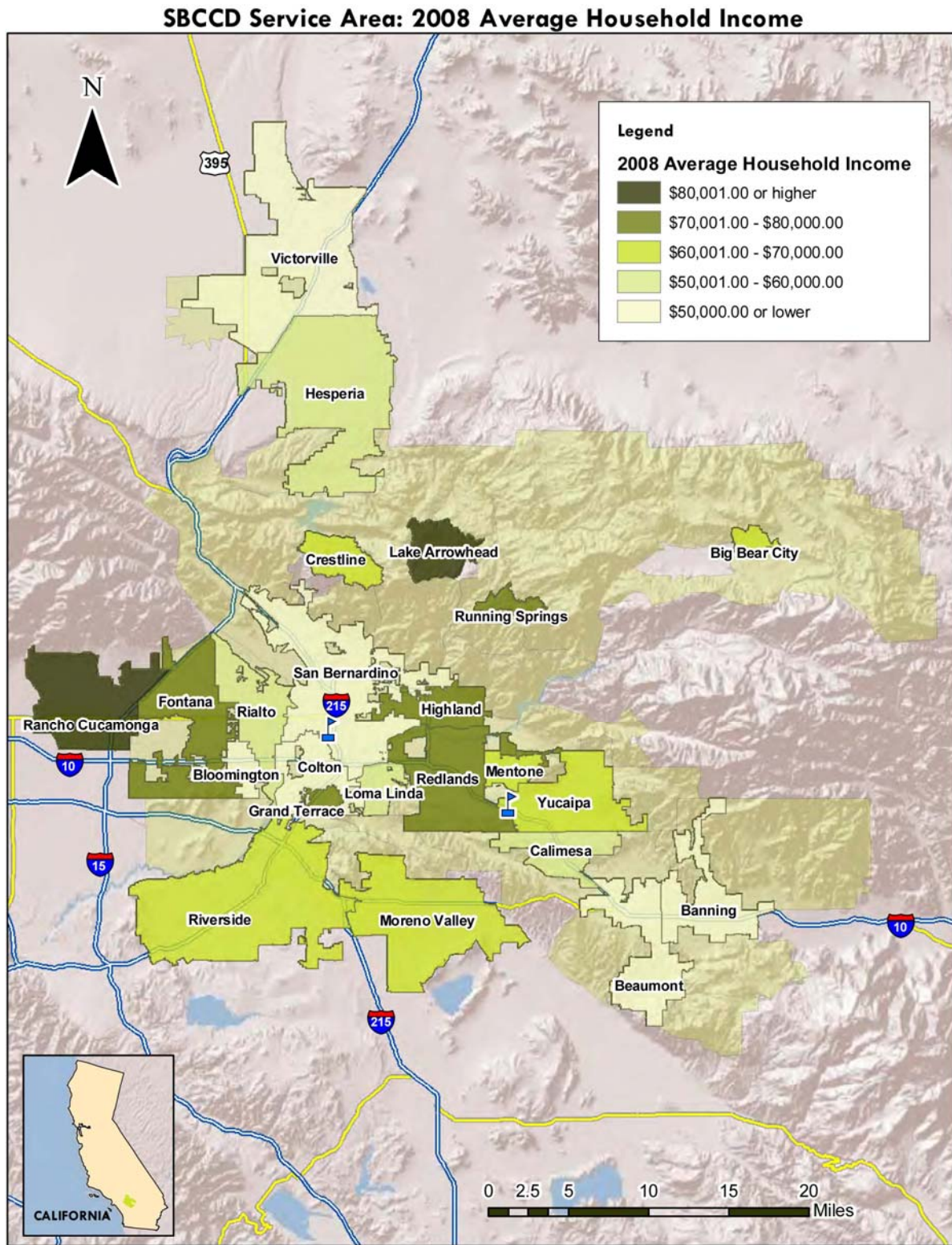
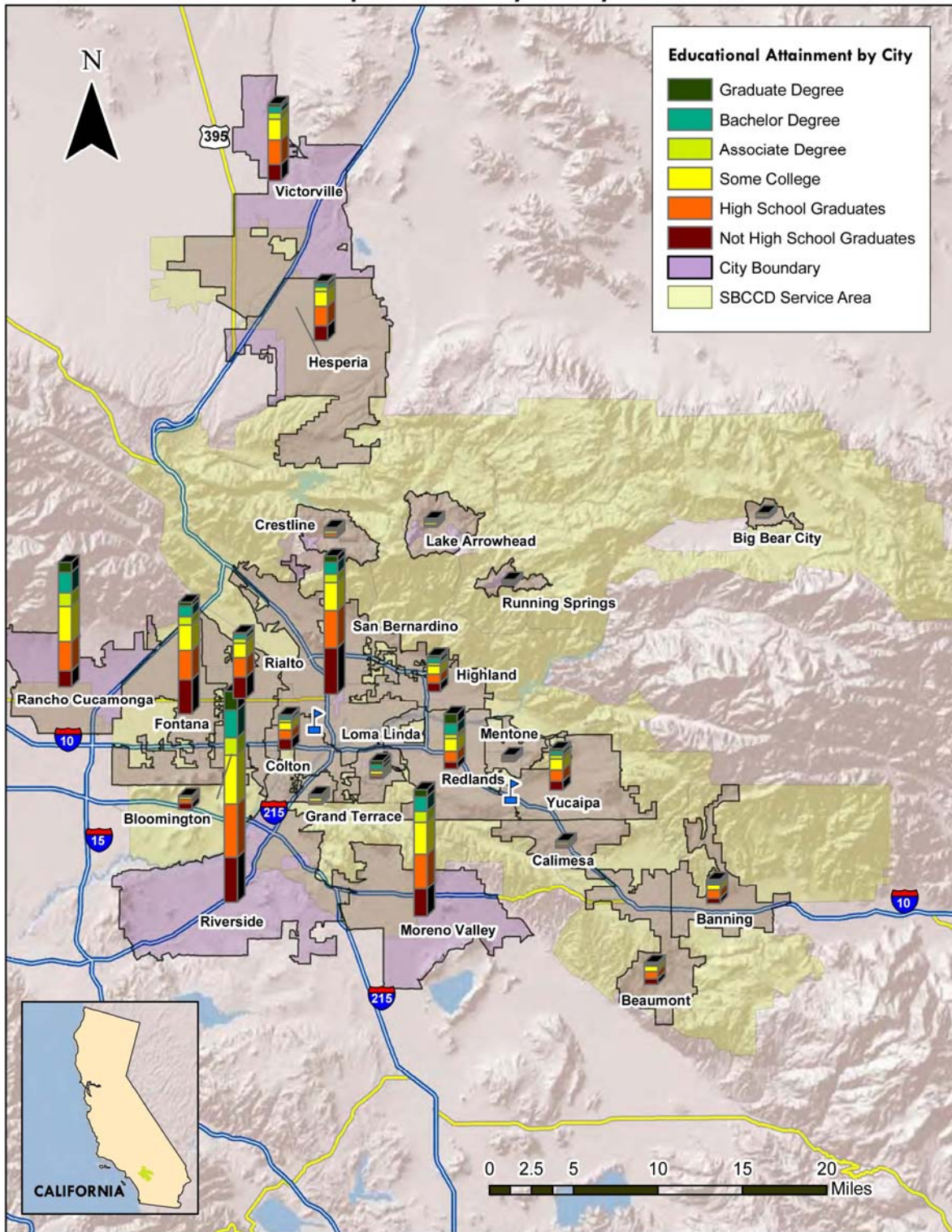


Figure 11.12

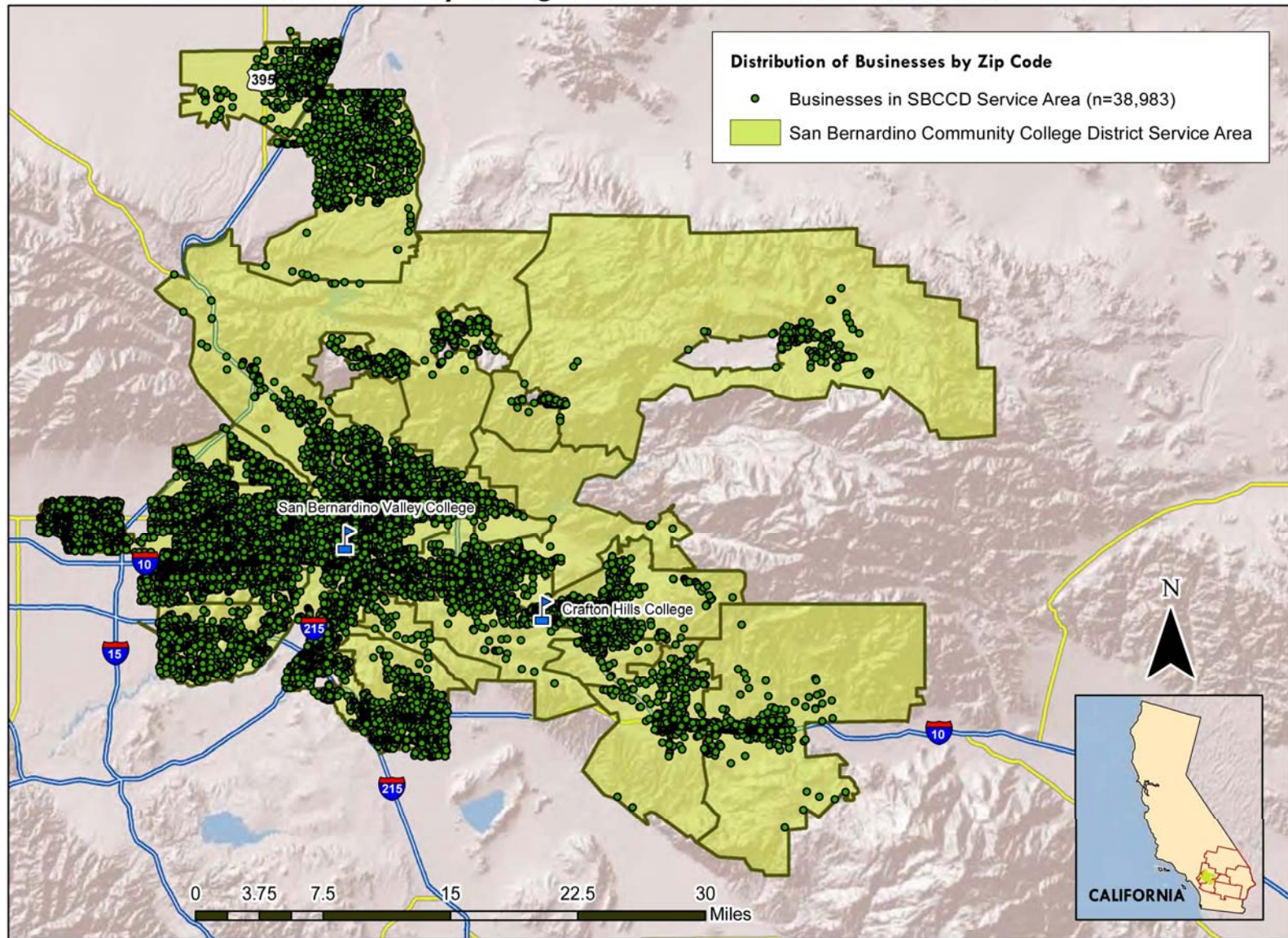
### SBCCD Service Area: Population 25+ years by Educational Attainment



Source: Center of Excellence, California Community Colleges. Software and data provided by ESRI

Figure 11.13

### San Bernardino Community College District Service Area: Distribution of Businesses

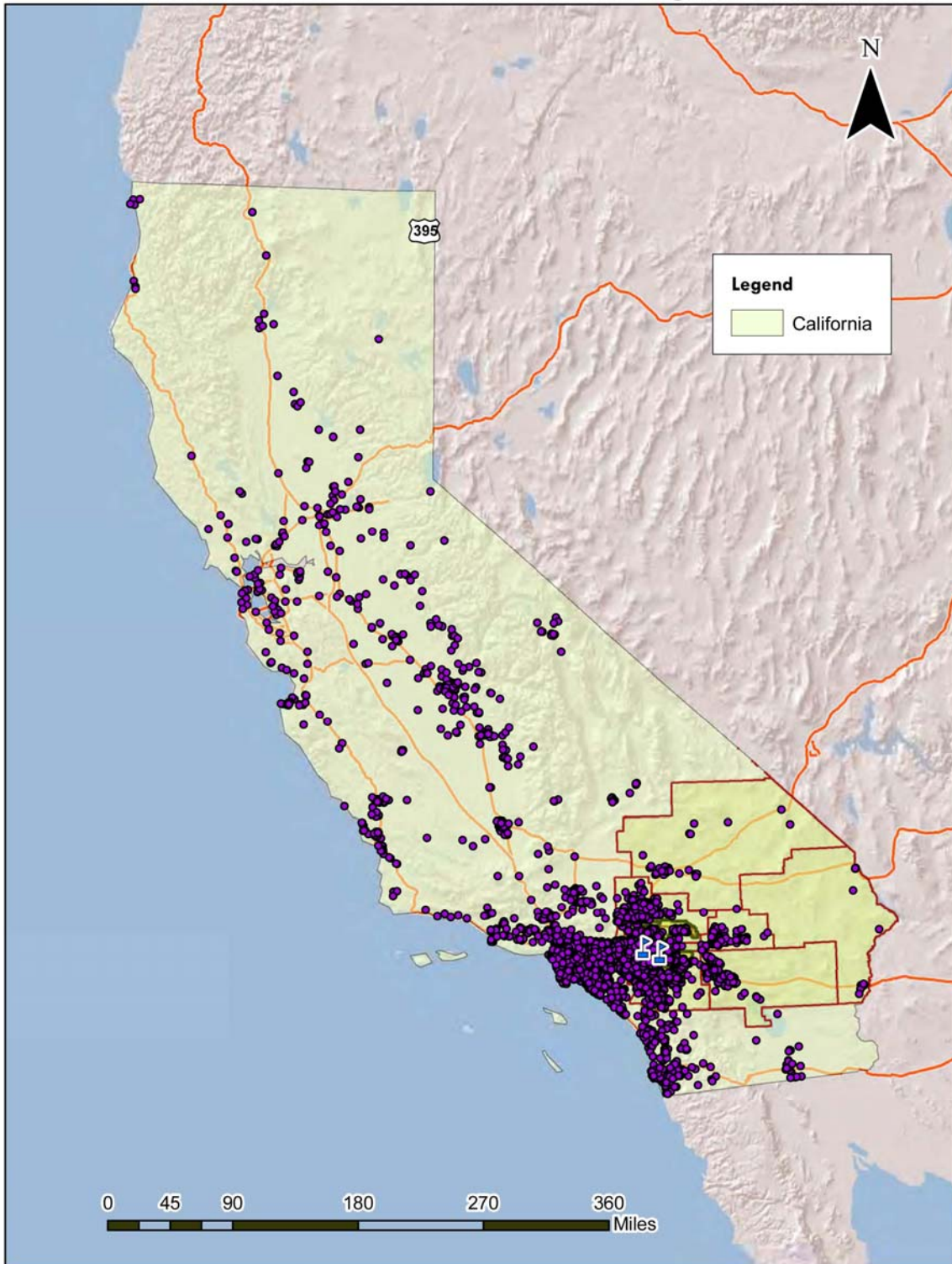


Source: Center of Excellence, California Community Colleges. Software and data provided by ESRI. Zip codes listed represent those with at least 0.5% of all enrolled students, Fall 2006 through Summer 2009.



Figure 11.14

### SBCCCD Student Enrollment: Fall 2006 through Summer 2009



Source: Center of Excellence, California Community Colleges. Software and data provided by ESRI.

**Table 11.1: Job Projections by Industry, 2008-13**  
**San Bernardino and Riverside Counties**

(Highlighted are the 10 fastest growing industries, by absolute number of new jobs in the Change column)

| NAICS Code   | NAICS Description / Industry                      | 2008 Jobs      | 2013 Jobs      | Change         | % Change     |
|--------------|---|----------------|----------------|----------------|--------------|
| <b>11</b>    | <b>Agriculture, forestry, fishing and hunting</b> | <b>6,201</b>   | <b>5,571</b>   | <b>(630)</b>   | <b>(10%)</b> |
| 11A          | Crop and animal production                        | 3,832          | 3,372          | (460)          | (12%)        |
| 113          | Forestry and logging                              | 9              | 9              | (0)            | (1%)         |
| 114          | Fishing, hunting and trapping                     | 25             | 19             | (6)            | (25%)        |
| 115          | Support activities for agriculture and forestry   | 2,335          | 2,172          | (163)          | (7%)         |
| <b>21</b>    | <b>Mining</b>                                     | <b>750</b>     | <b>659</b>     | <b>(91)</b>    | <b>(8%)</b>  |
| 211          | Oil and gas extraction                            | 42             | 45             | 3              | 8%           |
| 212          | Mining, except oil and gas                        | 688            | 592            | (96)           | (14%)        |
| 213          | Support activities for mining                     | 20             | 22             | 2              | 11%          |
| <b>22</b>    | <b>Utilities</b>                                  | <b>5,323</b>   | <b>5,483</b>   | <b>160</b>     | <b>3%</b>    |
| 221119       | Other electric power generation                   | 579            | 527            | (52)           | (9%)         |
| 221122       | Electric power distribution                       | 358            | 397            | 39             | 11%          |
| 221210       | Natural gas distribution                          | 401            | 305            | (96)           | (24%)        |
| 221310       | Water supply and irrigation systems               | 3,921          | 4,509          | 588            | 15%          |
| 221320       | Sewage treatment facilities                       | 64             | n/a            | n/a            | n/a          |
| <b>23</b>    | <b>Construction</b>                               | <b>93,930</b>  | <b>84,446</b>  | <b>(9,484)</b> | <b>(10%)</b> |
| 236          | Construction of buildings                         | 24,517         | 21,575         | (2,942)        | (12%)        |
| 237          | Heavy and civil engineering construction          | 13,310         | 12,378         | (932)          | (7%)         |
| 238          | Specialty trade contractors                       | 56,103         | 50,493         | (5,610)        | (10%)        |
| <b>31-33</b> | <b>Manufacturing</b>                              | <b>105,541</b> | <b>99,254</b>  | <b>(6,287)</b> | <b>(6%)</b>  |
| 311          | Food manufacturing                                | 6,545          | 7,069          | 524            | 8%           |
| 312          | Beverage and tobacco product manufacturing        | 2,411          | 2,773          | 362            | 15%          |
| 313          | Textile mills                                     | 534            | 571            | 37             | 7%           |
| 314          | Textile product mills                             | 568            | 534            | (34)           | (6%)         |
| 315          | Apparel manufacturing                             | 273            | 232            | (41)           | (15%)        |
| 316          | Leather and allied product manufacturing          | 1,085          | 966            | (119)          | (11%)        |
| 321          | Wood product manufacturing                        | 5,050          | 4,040          | (1,010)        | (20%)        |
| 322          | Paper manufacturing                               | 2,527          | 2,401          | (126)          | (5%)         |
| 323          | Printing and related support activities           | 3,694          | 3,288          | (406)          | (11%)        |
| 324          | Petroleum and coal products manufacturing         | 563            | 569            | 6              | 1%           |
| 325          | Chemical manufacturing                            | 3,978          | 4,177          | 199            | 5%           |
| 326          | Plastics and rubber products manufacturing        | 8,468          | 7,452          | (1,016)        | (12%)        |
| 327          | Nonmetallic mineral product manufacturing         | 4,902          | 4,314          | (588)          | (12%)        |
| 331          | Primary metal manufacturing                       | 4,715          | 4,762          | 47             | 1%           |
| 332          | Fabricated metal product manufacturing            | 18,138         | 16,324         | (1,814)        | (10%)        |
| 333          | Machinery manufacturing                           | 5,776          | 5,314          | (462)          | (8%)         |
| 334          | Computer and electronic product manufacturing     | 6,224          | 6,597          | 373            | 6%           |
| 335          | Electrical equipment and appliance mfg.           | 2,353          | 2,000          | (353)          | (15%)        |
| 336          | Transportation equipment manufacturing            | 8,280          | 7,286          | (994)          | (12%)        |
| 337          | Furniture and related product manufacturing       | 6,356          | 4,831          | (1,525)        | (24%)        |
| 339          | Miscellaneous manufacturing                       | 13,101         | 13,756         | 655            | 5%           |
| <b>42</b>    | <b>Wholesale trade</b>                            | <b>78,201</b>  | <b>82,882</b>  | <b>4,681</b>   | <b>7%</b>    |
| 423          | Merchant wholesalers, durable goods               | 52,227         | 53,272         | 1,045          | 2%           |
| 424          | Merchant wholesalers, nondurable goods            | 23,475         | 26,762         | 3,287          | 14%          |
| 425          | Electronic markets and agents and brokers         | 2,499          | 2,849          | 350            | 14%          |
| <b>44-45</b> | <b>Retail trade</b>                               | <b>218,971</b> | <b>220,161</b> | <b>1,190</b>   | <b>1%</b>    |
| 441          | Motor vehicle and parts dealers                   | 36,738         | 33,799         | (2,939)        | (8%)         |
| 442          | Furniture and home furnishings stores             | 10,381         | 11,004         | 623            | 6%           |
| 443          | Electronics and appliance stores                  | 10,229         | 10,331         | 102            | 1%           |
| 444          | Building material and garden supply stores        | 27,992         | 28,272         | 280            | 1%           |
| 445          | Food and beverage stores                          | 31,195         | 32,443         | 1,248          | 4%           |
| 446          | Health and personal care stores                   | 9,766          | 10,645         | 879            | 9%           |
| 447          | Gasoline stations                                 | 4,782          | 4,447          | (335)          | (7%)         |

| NAICS Code   | NAICS Description / Industry                  | 2008 Jobs     | 2013 Jobs     | Change       | % Change   |
|--------------|---|---------------|---------------|--------------|------------|
| 448          | Clothing and clothing accessories stores      | 16,618        | 16,950        | 332          | 2%         |
| 451          | Sporting goods, hobby, book and music stores  | 8,630         | 8,026         | (604)        | (7%)       |
| 452          | General merchandise stores                    | 40,280        | 41,488        | 1,208        | 3%         |
| 453          | Miscellaneous store retailers                 | 15,479        | 15,943        | 464          | 3%         |
| 454          | Nonstore retailers                            | 6,881         | 6,812         | (69)         | (1%)       |
| <b>48-49</b> | <b>Transportation and warehousing</b>         | <b>40,868</b> | <b>44,616</b> | <b>3,748</b> | <b>7%</b>  |
| 481          | Air transportation                            | 227           | 261           | 34           | 15%        |
| 482          | Rail transportation                           | 161           | 164           | 3            | 2%         |
| 483          | Water transportation                          | 78            | 77            | (1)          | (1%)       |
| 484          | Truck transportation                          | 15,521        | 16,452        | 931          | 6%         |
| 485          | Transit and ground passenger transportation   | 5,760         | 5,990         | 230          | 4%         |
| 486          | Pipeline transportation                       | 641           | 603           | (38)         | (6%)       |
| 487          | Scenic and sightseeing transportation         | 301           | 415           | 114          | 38%        |
| 488          | Support activities for transportation         | 11,451        | 13,512        | 2,061        | 18%        |
| 491          | Postal service                                | 3,307         | 3,439         | 132          | 4%         |
| 492          | Couriers and messengers                       | 449           | 462           | 13           | 3%         |
| 493          | Warehousing and storage                       | 2,972         | 3,239         | 267          | 9%         |
| <b>51</b>    | <b>Information</b>                            | <b>16,104</b> | <b>16,746</b> | <b>642</b>   | <b>4%</b>  |
| 511          | Publishing industries, except Internet        | 4,162         | 3,829         | (333)        | (8%)       |
| 512          | Motion picture and sound recording industries | 2,929         | 2,812         | (117)        | (4%)       |
| 515          | Broadcasting, except Internet                 | 2,518         | 2,795         | 277          | 11%        |
| 516          | Internet publishing and broadcasting          | 0             | 0             | 0            | (13%)      |
| 517          | Telecommunications                            | 3,278         | 3,573         | 295          | 9%         |
| 518          | ISPs, search portals, and data processing     | 1,158         | 1,204         | 46           | 4%         |
| 519          | Other information services                    | 2,059         | 2,533         | 474          | 23%        |
| <b>52</b>    | <b>Finance and insurance</b>                  | <b>47,223</b> | <b>50,823</b> | <b>3,600</b> | <b>10%</b> |
| 521          | Monetary authorities - central bank           | 0             | 0             | 0            | 0%         |
| 522          | Credit intermediation and related activities  | 27,591        | 28,971        | 1,380        | 5%         |
| 523          | Securities, commodity contracts, investments  | 5,426         | 6,348         | 922          | 17%        |
| 524          | Insurance carriers and related activities     | 14,027        | 15,289        | 1,262        | 9%         |
| 525          | Funds, trusts, and other financial vehicles   | 179           | 215           | 36           | 20%        |
| <b>53</b>    | <b>Real estate and rental and leasing</b>     | <b>52,723</b> | <b>60,255</b> | <b>7,532</b> | <b>15%</b> |
| <b>531</b>   | <b>Real estate</b>                            | <b>44,306</b> | <b>51,838</b> | <b>7,532</b> | <b>17%</b> |
| 532          | Rental and leasing services                   | 8,412         | 8,412         | 0            | 0%         |
| 533          | Lessors of nonfinancial intangible assets     | 5             | 5             | (0)          | (5%)       |
| <b>54</b>    | <b>Professional and technical services</b>    | <b>63,654</b> | <b>70,656</b> | <b>7,002</b> | <b>11%</b> |
| 541110       | Offices of lawyers                            | 9,255         | 9,533         | 278          | 3%         |
| 541191       | Title abstract and settlement offices         | 2,193         | 2,127         | (66)         | (3%)       |
| 541199       | All other legal services                      | 1,098         | 1,142         | 44           | 4%         |
| 541211       | Offices of certified public accountants       | 2,010         | 2,030         | 20           | 1%         |
| 541213       | Tax preparation services                      | 3,162         | 3,573         | 411          | 13%        |
| 541214       | Payroll services                              | 364           | 484           | 120          | 33%        |
| 541219       | Other accounting services                     | 1,781         | 1,870         | 89           | 5%         |
| 541310       | Architectural services                        | 2,023         | 2,003         | (20)         | (1%)       |
| 541320       | Landscape architectural services              | 786           | 817           | 31           | 4%         |
| 541330       | Engineering services                          | 8,874         | 8,697         | (177)        | (2%)       |
| 541340       | Drafting services                             | 151           | 151           | 0            | 0%         |
| 541350       | Building inspection services                  | 401           | 473           | 72           | 18%        |
| 541370       | Other surveying and mapping services          | 532           | 468           | (64)         | (12%)      |
| 541380       | Testing laboratories                          | 744           | 781           | 37           | 5%         |
| 541410       | Interior design services                      | 1,216         | 1,192         | (24)         | (2%)       |
| 541420       | Industrial design services                    | 10            | 8             | (2)          | (22%)      |
| 541430       | Graphic design services                       | 1,169         | 1,216         | 47           | 4%         |
| 541490       | Other specialized design services             | 839           | 1,158         | 319          | 38%        |
| 541511       | Custom computer programming services          | 2,462         | 3,348         | 886          | 36%        |
| 541512       | Computer systems design services              | 938           | 910           | (28)         | (3%)       |
| 541519       | Other computer related services               | 289           | 332           | 43           | 15%        |
| 541611       | Administrative management consulting services | 206           | 264           | 58           | 28%        |

| NAICS Code | NAICS Description / Industry                           | 2008 Jobs      | 2013 Jobs      | Change        | % Change    |
|------------|--|----------------|----------------|---------------|-------------|
| 541612     | Human resource consulting services                     | 865            | 649            | (216)         | (25%)       |
| 541613     | Marketing consulting services                          | 1,646          | 1,761          | 115           | 7%          |
| 541614     | Process and logistics consulting services              | 1,785          | 1,839          | 54            | 3%          |
| 541618     | Other management consulting services                   | 1,871          | 917            | (954)         | (51%)       |
| 541620     | Environmental consulting services                      | 31             | 34             | 3             | 10%         |
| 541690     | Other technical consulting services                    | 829            | 1,152          | 323           | 39%         |
| 541711     | Research and development in biotechnology              | 2,179          | n/a            | n/a           | n/a         |
| 541712     | R&D in physical, engineering, & life sciences          | 3              | n/a            | n/a           | n/a         |
| 541720     | Social science and humanities research                 | 215            | 269            | 54            | 25%         |
| 541810     | Advertising agencies                                   | 876            | 797            | (79)          | (9%)        |
| 541820     | Public relations agencies                              | 160            | 176            | 16            | 10%         |
| 541840     | Media representatives                                  | 483            | 565            | 82            | 17%         |
| 541850     | Display advertising                                    | 406            | 434            | 28            | 7%          |
| 541860     | Direct mail advertising                                | 848            | 611            | (237)         | (28%)       |
| 541870     | Advertising material distribution services             | 4,221          | 3,124          | (1,097)       | (26%)       |
| 541890     | Other services related to advertising                  | 909            | 1,191          | 282           | 31%         |
| 541910     | Marketing research and public opinion polling          | 499            | 554            | 55            | 11%         |
| 541921     | Photography studios, portrait                          | 1,267          | 1,394          | 127           | 10%         |
| 541922     | Translation and interpretation services                | 230            | 150            | (81)          | (35%)       |
| <b>54</b>  | <b>Professional and technical services (continued)</b> |                |                |               |             |
| 541930     | Translation and interpretation services                | 80             | 94             | 14            | 17%         |
| 541940     | Veterinary services                                    | 2,172          | 2,324          | 152           | 7%          |
| 541990     | All other professional and technical services          | 1,576          | 1,324          | (252)         | (16%)       |
| <b>55</b>  | <b>Management of companies and enterprises</b>         | <b>1,350</b>   | <b>1,310</b>   | <b>(41)</b>   | <b>(3%)</b> |
| 551111     | Offices of bank holding companies                      | 602            | 680            | 78            | 13%         |
| 551112     | Offices of other holding companies                     | 748            | 621            | (127)         | (17%)       |
| <b>56</b>  | <b>Administrative and waste services</b>               | <b>44,984</b>  | <b>49,033</b>  | <b>4,049</b>  | <b>9%</b>   |
| 561        | Administrative and support services                    | 41,577         | 45,319         | 3,742         | 9%          |
| 562        | Waste management and remediation services              | 3,407          | 3,714          | 307           | 9%          |
| <b>61</b>  | <b>Educational services</b>                            | <b>122,671</b> | <b>145,978</b> | <b>23,307</b> | <b>19%</b>  |
| 611110     | Elementary and secondary schools                       | 100,032        | 119,038        | 19,006        | 19%         |
| 611210     | Junior colleges  | 129            | 141            | 12            | 9%          |
| 611310     | Colleges, universities, and professional schools       | 16,314         | 19,251         | 2,937         | 18%         |
| 611410     | Business and secretarial schools                       | 1,042          | 771            | (271)         | (26%)       |
| 611420     | Computer training                                      | 161            | 127            | (34)          | (21%)       |
| 611430     | Management training                                    | 95             | 90             | (5)           | (5%)        |
| 611511     | Cosmetology and barber schools                         | 316            | 325            | 9             | 3%          |
| 611512     | Flight training  | 112            | 131            | 19            | 17%         |
| 611519     | Other technical and trade schools                      | 505            | 651            | 146           | 29%         |
| 611610     | Fine arts schools                                      | 774            | 735            | (39)          | (5%)        |
| 611620     | Sports and recreation instruction                      | 1,277          | 1,494          | 217           | 17%         |
| 611630     | Language schools                                       | 8              | 6              | (2)           | (27%)       |
| 611691     | Exam preparation and training                          | 869            | 1,130          | 261           | 30%         |
| 611692     | Automobile driving schools                             | 283            | 325            | 42            | 15%         |
| 611699     | Miscellaneous schools and instruction                  | 327            | 405            | 78            | 24%         |
| 611710     | Educational support services                           | 427            | 483            | 56            | 13%         |
| <b>62</b>  | <b>Health care and social assistance</b>               | <b>146,854</b> | <b>168,565</b> | <b>21,711</b> | <b>15%</b>  |
| 621        | Ambulatory health care services                        | 60,464         | 69,534         | 9,070         | 15%         |
| 622        | Hospitals  | 49,527         | 56,461         | 6,934         | 14%         |
| 623        | Nursing and residential care facilities                | 19,079         | 21,941         | 2,862         | 15%         |
| 624        | Social assistance                                      | 17,784         | 20,629         | 2,845         | 16%         |
| <b>71</b>  | <b>Arts, entertainment, and recreation</b>             | <b>35,723</b>  | <b>40,998</b>  | <b>5,275</b>  | <b>14%</b>  |
| 711        | Performing arts and spectator sports                   | 3,313          | 3,677          | 364           | 11%         |
| 712        | Museums, historical sites, zoos, and parks             | 4,582          | 5,040          | 458           | 10%         |
| 713        | Amusements, gambling, and recreation                   | 27,828         | 32,280         | 4,452         | 16%         |
| <b>72</b>  | <b>Accommodation and food services</b>                 | <b>137,710</b> | <b>151,819</b> | <b>14,109</b> | <b>11%</b>  |
| 721        | Accommodation  | 25,286         | 24,780         | (506)         | (2%)        |
| 722        | Food services and drinking places                      | 112,424        | 127,039        | 14,615        | 13%         |

| NAICS Code   | NAICS Description / Industry                         | 2008 Jobs        | 2013 Jobs        | Change        | % Change    |
|--|--|------------------|------------------|---------------|-------------|
| <b>81</b>  | <b>Other services, except public administration</b>  | <b>117,278</b>   | <b>121,583</b>   | <b>4,305</b>  | <b>7%</b>   |
| 811  | Repair and maintenance                               | 24,309           | 25,281           | 972           | 4%          |
| 812  | Personal and laundry services                        | 26,497           | 23,847           | (2,650)       | (10%)       |
| <b>813</b>   | <b>Membership associations and organizations</b>     | <b>66,472</b>    | <b>72,454</b>    | <b>5,982</b>  | <b>9%</b>   |
| <b>90</b>  | <b>Government</b>                                    | <b>61,986</b>    | <b>68,804</b>    | <b>6,818</b>  | <b>11%</b>  |
| 921  | Executive, legislative, and other general government | 24,883           | n/a              | n/a           | n/a         |
| 922  | Justice, public order, and safety activities         | 23,881           | n/a              | n/a           | n/a         |
| 923  | Administration of human resource programs            | 6,615            | n/a              | n/a           | n/a         |
| 924  | Administration of environmental quality programs     | 858              | n/a              | n/a           | n/a         |
| 925  | Adm. of housing, urban planning, & community dev.    | 734              | n/a              | n/a           | n/a         |
| 926  | Administration of economic programs                  | 4,266            | n/a              | n/a           | n/a         |
| 928  | National security and international affairs          | 749              | n/a              | n/a           | n/a         |
| <b>99</b>  | <b>All Other</b>                                     | <b>9,870</b>     | <b>10,956</b>    | <b>1,086</b>  | <b>11%</b>  |
|  | <b>All Industries TOTAL</b>                          | <b>1,261,488</b> | <b>1,332,517</b> | <b>71,029</b> | <b>5.6%</b> |
| Sources: InfoUSA 2008, EMSI Complete Employment - 4th Quarter 2009 |  |                  |                  |               |             |

**Table 11.2: Occupational Projections, 2008-13**  
**San Bernardino and Riverside Counties**

(Sorted by 2013 jobs; only the top 50 occupations are included. Highlighted are 10 fastest growing occupations by % change.)

| SOC Code | Description  | 2008 Jobs | 2013 Jobs | Change (New Jobs) | % Change | New & Rep. Jobs | % New & Rep. | Avg EPW* | Education Level                    |
|----------|--|-----------|-----------|-------------------|----------|-----------------|--------------|----------|------------------------------------|
| 41-2031  | Retail salespersons  | 55,157    | 57,459    | 2,302             | 4%       | 10,016          | 18%          | \$12.73  | Short-term on-the-job training     |
| 41-2011  | Cashiers, except gaming  | 37,717    | 37,961    | 244               | 1%       | 9,292           | 25%          | \$10.42  | Short-term on-the-job training     |
| 39-9011  | Child care workers   | 31,993    | 37,044    | 5,051             | 16%      | 9,721           | 30%          | \$8.98   | Short-term on-the-job training     |
| 43-9061  | Office clerks, general   | 33,362    | 35,744    | 2,382             | 7%       | 5,268           | 16%          | \$13.16  | Short-term on-the-job training     |
| 53-7062  | Laborers and freight, stock, and material movers, hand                       | 34,106    | 34,826    | 720               | 2%       | 5,701           | 17%          | \$12.11  | Short-term on-the-job training     |
| 35-3021  | Combined food preparation and serving workers, including fast food           | 28,807    | 32,852    | 4,045             | 14%      | 6,700           | 23%          | \$8.95   | Short-term on-the-job training     |
| 37-2012  | Maids and housekeeping cleaners  | 27,004    | 30,778    | 3,774             | 14%      | 6,307           | 23%          | \$9.03   | Short-term on-the-job training     |
| 53-3032  | Truck drivers, heavy and tractor-trailer                                     | 28,597    | 30,006    | 1,409             | 5%       | 3,731           | 13%          | \$21.10  | Moderate-term on-the-job training  |
| 25-2021  | Elementary school teachers, except special education                         | 24,899    | 28,192    | 3,293             | 13%      | 5,962           | 24%          | \$40.13  | Bachelor's degree                  |
| 41-1011  | First-line supervisors/managers of retail sales workers                      | 27,320    | 27,749    | 429               | 2%       | 3,056           | 11%          | \$17.79  | Work experience in a related field |
| 41-9022  | Real estate sales agents   | 23,036    | 27,221    | 4,185             | 18%      | 5,900           | 26%          | \$9.34   | Postsecondary vocational award     |
| 41-9021  | Real estate brokers  | 22,269    | 26,429    | 4,160             | 19%      | 5,819           | 26%          | \$9.05   | Work experience in a related field |
| 29-1111  | Registered nurses  | 20,914    | 24,313    | 3,399             | 16%      | 5,154           | 25%          | \$35.75  | Associate's degree                 |
| 43-5081  | Stock clerks and order fillers   | 24,533    | 24,235    | (298)             | (1%)     | 3,590           | 15%          | \$11.65  | Short-term on-the-job training     |
| 35-3031  | Waiters and waitresses   | 20,421    | 23,096    | 2,675             | 13%      | 8,033           | 39%          | \$9.71   | Short-term on-the-job training     |
| 55-9999  | Military Occupations   | 22,682    | 22,634    | (48)              | 0%       | 2,676           | 12%          | \$20.60  | N/A                                |
| 47-2061  | Construction laborers  | 22,397    | 20,772    | (1,625)           | (7%)     | 663             | 3%           | \$20.52  | Moderate-term on-the-job training  |
| 43-3031  | Bookkeeping, accounting, and auditing clerks                                 | 18,990    | 20,180    | 1,190             | 6%       | 2,581           | 14%          | \$16.68  | Moderate-term on-the-job training  |
| 47-2031  | Carpenters   | 21,386    | 18,833    | (2,553)           | (12%)    | 1,104           | 5%           | \$27.29  | Long-term on-the-job training      |
| 11-1021  | General and operations managers  | 18,358    | 18,600    | 242               | 1%       | 2,283           | 12%          | \$48.50  | Degree plus work experience        |
| 43-4051  | Customer service representatives   | 16,246    | 18,489    | 2,243             | 14%      | 4,395           | 27%          | \$15.77  | Moderate-term on-the-job training  |
| 37-3011  | Landscaping and groundskeeping workers                                       | 16,612    | 18,118    | 1,506             | 9%       | 2,539           | 15%          | \$11.44  | Short-term on-the-job training     |
| 37-2011  | Janitors and cleaners, except maids and housekeeping cleaners                | 16,802    | 17,900    | 1,098             | 7%       | 2,645           | 16%          | \$12.79  | Short-term on-the-job training     |
| 11-9141  | Property, real estate, and community association managers                    | 15,101    | 17,656    | 2,555             | 17%      | 3,529           | 23%          | \$10.74  | Bachelor's degree                  |
| 43-1011  | First-line supervisors/managers of office and administrative support workers | 16,272    | 17,075    | 803               | 5%       | 2,385           | 15%          | \$22.49  | Work experience in a related field |
| 35-2011  | Cooks, fast food   | 15,024    | 16,474    | 1,450             | 10%      | 3,409           | 23%          | \$8.87   | Short-term on-the-job training     |
| 25-9041  | Teacher assistants   | 14,485    | 15,988    | 1,503             | 10%      | 2,659           | 18%          | \$16.79  | Short-term on-the-job training     |
| 11-9199  | Managers, all other  | 15,130    | 15,779    | 649               | 4%       | 2,045           | 14%          | \$20.89  | Work experience in a related field |
| 53-3033  | Truck drivers, light or delivery services                                    | 14,585    | 15,618    | 1,033             | 7%       | 2,228           | 15%          | \$16.92  | Short-term on-the-job training     |

| SOC Code  | Description  | 2008 Jobs | 2013 Jobs | Change (New Jobs) | % Change | New & Rep. Jobs | % New & Rep. | Avg EPW* | Education Level                    |
|---|--|-----------|-----------|-------------------|----------|-----------------|--------------|----------|------------------------------------|
| 43-6011   | Executive secretaries and administrative assistants  | 14,213    | 15,404    | 1,191             | 8%       | 2,263           | 16%          | \$19.53  | Moderate-term on-the-job training  |
| 25-1099   | Postsecondary teachers   | 12,779    | 15,368    | 2,589             | 20%      | 3,675           | 29%          | \$38.63  | Doctoral degree                    |
| 25-2031   | Secondary school teachers, except special and vocational education                           | 13,413    | 14,675    | 1,262             | 9%       | 3,209           | 24%          | \$39.09  | Bachelor's degree                  |
| 49-9042   | Maintenance and repair workers, general  | 12,683    | 13,454    | 771               | 6%       | 918             | 7%           | \$17.92  | Moderate-term on-the-job training  |
| 53-7064   | Packers and packagers, hand  | 13,794    | 13,368    | (426)             | (3%)     | 1,558           | 11%          | \$10.90  | Short-term on-the-job training     |
| 39-9021   | Personal and home care aides   | 10,513    | 12,842    | 2,329             | 22%      | 3,248           | 31%          | \$9.41   | Short-term on-the-job training     |
| 41-4012   | Sales representatives, wholesale and manufacturing, except technical and scientific products | 11,917    | 12,672    | 755               | 6%       | 1,976           | 17%          | \$31.57  | Moderate-term on-the-job training  |
| 13-2011   | Accountants and auditors   | 11,550    | 12,659    | 1,109             | 10%      | 2,103           | 18%          | \$20.93  | Bachelor's degree                  |
| 25-3099   | Teachers and instructors, all other  | 10,951    | 12,271    | 1,320             | 12%      | 1,894           | 17%          | \$27.13  | Bachelor's degree                  |
| 11-1011   | Chief executives   | 10,904    | 11,447    | 543               | 5%       | 1,906           | 17%          | \$30.62  | Degree plus work experience        |
| 31-1012   | Nursing aides, orderlies, and attendants   | 9,735     | 11,316    | 1,581             | 16%      | 2,024           | 21%          | \$11.75  | Postsecondary vocational award     |
| 33-9032   | Security guards  | 10,292    | 11,276    | 984               | 10%      | 2,013           | 20%          | \$11.40  | Short-term on-the-job training     |
| 53-7051   | Industrial truck and tractor operators   | 11,207    | 11,257    | 50                | 0%       | 1,456           | 13%          | \$15.42  | Short-term on-the-job training     |
| 43-6014   | Secretaries, except legal, medical, and executive  | 10,874    | 11,156    | 282               | 3%       | 1,096           | 10%          | \$15.13  | Moderate-term on-the-job training  |
| 41-9091   | Door-to-door sales workers, news and street vendors, and related workers                     | 11,416    | 11,058    | (358)             | (3%)     | 725             | 6%           | \$8.13   | Short-term on-the-job training     |
| 13-1199   | Business operation specialists, all other  | 9,536     | 10,987    | 1,451             | 15%      | 1,953           | 20%          | \$29.67  | Bachelor's degree                  |
| 51-2092   | Team assemblers  | 10,889    | 10,795    | (94)              | (1%)     | 1,001           | 9%           | \$11.54  | Moderate-term on-the-job training  |
| 35-1012   | First-line supervisors/managers of food preparation and serving workers                      | 9,560     | 10,682    | 1,122             | 12%      | 1,470           | 15%          | \$13.69  | Work experience in a related field |
| 43-5071   | Shipping, receiving, and traffic clerks  | 10,121    | 10,516    | 395               | 4%       | 1,516           | 15%          | \$14.02  | Short-term on-the-job training     |
| 47-1011   | First-line supervisors/managers of construction trades and extraction workers                | 11,306    | 10,332    | (974)             | (9%)     | 620             | 5%           | \$32.44  | Work experience in a related field |
| 41-1012   | First-line supervisors/managers of non-retail sales workers                                  | 9,432     | 9,894     | 462               | 5%       | 1,092           | 12%          | \$26.82  | Work experience in a related field |
| Source: EMSI Complete Employment - 4th Quarter 2009 |  |           |           |                   |          |                 |              |          |                                    |
| * EPW = Earnings per worker                         |  |           |           |                   |          |                 |              |          |                                    |

## Glossary

| Term                          | Definition  |
|-------------------------------|---|
| <b>A&amp;R</b>                | Admissions and Records  |
| <b>ACCJC</b>                  | Accrediting Commission for Community and Junior Colleges  |
| <b>Accreditation</b>          | The process by which a college is reviewed by a group of peers on behalf of an official accreditation agency, to determine the extent to which the college meets specific accepted standards of excellence. Each college seeks, as a result of this process, to obtain formal acknowledgement as accredited.  |
| <b>ARCC</b>                   | Accountability Reporting for Community Colleges, a program administered by the CCCCCO to gather and publish systemwide and college-specific performance data  |
| <b>ARRA</b>                   | American Recovery and Reinvestment Act, the legal name of the federal economic stimulus program   |
| <b>Assessment</b>             | The systematic collection of information about student learning, and about activities and functions that support such learning, both directly and indirectly, and the use of that information to create a continuing cycle of improved teaching and learning at the Institutional, Program and Course levels.   |
| <b>Career Pathways</b>        | An approach to K-12 and higher education that systematically creates links between academic and career fields, often with the help of business and governmental partners. In the California Community Colleges System Strategic Plan, this approach is one of the strategies for achieving Goal C, <i>Partnerships for Economic and Workforce Development</i> .           |
| <b>CCCCO</b>                  | California Community Colleges Chancellor's Office   |
| <b>CHC</b>                    | Crafton Hills College   |
| <b>Cohort</b>                 | A group of people sharing certain characteristics, often tracked through time for research purposes. ARCC and many other studies of community college students use a cohort design.   |
| <b>Collegial Consultation</b> | The process by which the district provides faculty, students, staff, and management the opportunity to participate effectively in district and college governance in accord with Title 5, California Code of Regulations, sections 51023.5, 51023.7, 53200, and 53203. Collegial consultation often involves committees on which the constituency groups are represented. |



| <b>Term</b>                               | <b>Definition</b>  |
|---|--|
| <b>Constituency Group</b>                 | One of the groups that participate in collegial consultation. In SBCCD, that includes the Academic Senates, Student Senates, Classified Senates, CSEA, and the management teams.   |
| <b>CSEA</b>                               | California State Employees Association, the classified union in SBCCD  |
| <b>CTA</b>                                | California Teachers Association, the faculty union in SBCCD  |
| <b>DETS</b>                               | Distributed Education and Technology Services  |
| <b>District</b>                           | Generally refers to the district as a whole and all the entities that comprise it: SBVC, CHC, the district office, KVCR, and EDCT/PDC.   |
| <b>District Assembly</b>                  | The district's shared decision-making council comprised of members selected by each constituency group.  |
| <b>District Office(s)</b>                 | Also called the central office, the centralized functions of the district: the Chancellor's Office, Fiscal Services, Human Resources, and Distributed Education and Technology Services (DETS). Also refers to the south wing of the administration building, where all these functions are housed, except for DETS, which is housed at the District Annex.  |
| <b>District Resource Allocation Model</b> | The overall process by which funds are allocated to the campuses and district office operations.   |
| <b>DOE</b>                                | US Department of Education   |
| <b>DSP</b>                                | District Strategic Plan  |
| <b>DSP&amp;S</b>                          | Disabled Students Programs and Services  |
| <b>DSPC</b>                               | District Strategic Planning Committee  |
| <b>EDCT</b>                               | Economic Development and Corporate Training  |
| <b>Educational Master Plan</b>            | A long-term outline (usually three to five years) of the programs and services that a college will undertake to facilitate student learning directly or indirectly; typically includes how the college will prioritize the instructional and service offerings based on an assessment of data related to enrollment, job markets, and other information. May function as the college's strategic plan, or integrate with the strategic plan. |
| <b>EMP</b>                                | Educational Master Plan  |
| <b>EOP&amp;S</b>                          | Extended Opportunity Programs and Services   |
| <b>FTEF</b>                               | Full-time Equivalent Faculty, also known as Faculty Load   |
| <b>FTES</b>                               | Full-time Equivalent Students, the primary measure used by the state in funding community colleges. One FTES is the equivalent of one student taking courses totaling 15 hours per week each semester for two semesters.   |

| <b>Term</b>                        | <b>Definition</b>  |
|------------------------------------|--|
| <b>Institutional Effectiveness</b> | The measure of our overall success as an educational operation. It is based on a systematic, continuous and documented evaluation of institutional <i>performance</i> in relation to institutional <i>purpose</i> .  |
| <b>KVCR</b>                        | District-owned public radio and television stations  |
| <b>Message Deck</b>                | A document that outlines key messages on key organizational issues and delineates which will be communicated to each target audience. The suggested Message Deck document would provide approved language to ensure message consistency, and would serve as the primary reference for all the organization's communications, from press releases and brochures to publications and community event talking points. |
| <b>PDC</b>                         | Professional Development Center, a division of EDCT.   |
| <b>Program</b>                     | Generic term for a specific set of institutional activities or functions considered as a unit for the purposes of assessment.  |
| <b>Program Review</b>              | A process by which a program or service regularly evaluates its efficacy. Its purpose is continuous improvement of the program or service. It is evidence-based, involves input from constituency groups and advisory committees, and results in a report that includes planned improvements.  |
| <b>SAO</b>                         | Service Area Outcome   |
| <b>SBCCD</b>                       | San Bernardino Community College District  |
| <b>SBVC</b>                        | San Bernardino Valley College  |
| <b>SLO</b>                         | Student Learning Outcome   |
| <b>WASC</b>                        | Western Association of Schools and Colleges, the regional accrediting body of which the ACCJC is a part.   |

## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Acting Chancellor  
REVIEWED BY: Bruce Baron, Acting Chancellor  
PREPARED BY: Dr. Glen Kuck, Executive Director, DETS  
DATE: June 10, 2010  
SUBJECT: District Technology Strategic Plan

### RECOMMENDATION

This item is submitted for information only. No action is required.

### OVERVIEW

The 2010-2013 District Technology Strategic Plan (DTSP) is the newly updated plan replacing the existing plan which expires June 2010. The 2010-2013 DTSP developed by the five District Technology committees collectively also incorporates the recommendations of the accrediting commission.

### ANALYSIS

The 2010-2013 District Technology Strategic Plan represents the collective effort of the five District-wide technology committees to update the 2007-2010 DTSP. The newly updated plan also addresses the recommendations of the accrediting commission.

### BOARD IMPERATIVE

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

### FINANCIAL IMPLICATIONS

None.

# District Technology Strategic Plan 2010-2013



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## Overview of the District Technology Strategic Plan

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The District Technology Strategic Plan (DTSP) represents a macro view of the District's technology needs. It provides a long range view that anticipates the emerging technological needs of the Colleges and District entities and requires an understanding and accommodation for federal, state, and local requirements. The DTSP anticipates and provides for the technological needs necessary to enable other planning documents at the District and College level to succeed and ensures a continuous two-way alliance with the college technology requirements to support instruction and student-focused services. The Plan also forecasts a budget necessary to accomplish the goals and objectives of the plan.

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## District Mission Statement

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The mission of the San Bernardino Community College District (SBCCD) is to promote the discovery and application of knowledge, the acquisition of skills, and the development of intellect and character in a manner that prepares students to contribute effectively and ethically as citizens of a rapidly changing and increasingly technological world.

This mission is achieved through the District's two colleges, the Professional Development Center (PDC) and public broadcast system (KVCR) all of which provide high quality, effective and accountable instructional programs and services.

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## Elements of Success in Technology Planning

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SBCCD believes that there are key features and characteristics of planning documents that increase their likelihood for success and make them more meaningful to stakeholders. These include:

- The DTSP should invite and encourage input from all stakeholders and is representative of all areas of the District, Colleges, and the communities we serve;
- The DTSP should be placed where stakeholders can readily have access to it;
- The DTSP planning process should be clearly articulated and publicly known. The content should only reflect the needs and issues raised during the planning processes and any changes should be communicated and ratified by the planning committee;
- The DTSP should accommodate the changes in the needs of the District, Colleges, and the communities we serve as reflected by changes in other District and College plans, Board Imperatives, accreditation and licensing requirements, and technology overall;
- The DTSP should have a 3-5 year focus and should include a collectively defined vision, mission, purpose, goals, objectives, and guiding principles;
- The DTSP's objectives should be quantifiable and realistic. Each objective should have a direct link to financial requirements;
- The DTSP should identify our Strengths, Weaknesses, Opportunities, and Challenges;

- Progress towards meeting planned goals should be examined annually as part of a cyclical review process;
- The entire DTSP process should be evaluated with each three year cycle.

## Strengths

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The strengths of SBCCD in the area of technology include:

- SBCCD is one of the few colleges in the state to have 1 gigabyte of bandwidth;
- SBCCD has implemented a new IT governance model that better ensures responsiveness to stakeholder needs by actively soliciting and incorporating input from all stakeholders and enabling the colleges to have a greater role in establishing the technology priorities of the District.
- SBCCD has been successful in securing many grants to support technology, including two Title V grants, a CCC State grant, and numerous nanotechnology grants.
- With the exception of the Help Desk, SBCCD has recently brought all IT services back in-house and is now fully staffed with quality District employees.
- SBCCD has developed EduStream and hosts a full digital repository of courses for all California Community Colleges for which it has received numerous awards and grants.
- For the first time in 20 years, SBCCD IT is now managed by District employed managers. These positions include two Campus Directors of IT, a District Technical Director, the Director of District Computing Services, and the Executive Director of Distributed Education and Technology Services.

## Weaknesses

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The weaknesses of SBCCD in the area of technology includes:

- SBCCD's technology has lacked sufficient, sustainable funding sources to keep up with the needs of the District and Colleges;
- Many of the SBCCD's core systems work independently of one another. The lack of integration between systems hinders processes and services and leads to duplication of effort;
- SBCCD's technology lacks integration between data sources which hinders ready access to data and raises questions about the reliability of such data;
- SBCCD lacks well-structured training programs and services for many of the technology services and applications of the District;
- SBCCD lacks well documented IT security practices and standards.
- SBCCD IT needs to enhance its communications and overall relations with the Colleges and other District entities;
- SBCCD has minimal documentation of technology standards and procedures;
- SBCCD has a backlog of projects which need to be prioritized and addressed;
- SBCCD's core technology infrastructure has become dated and requires modernization;

- SBCCD has been slow or unable to keep pace with the ever changing landscape of technology;
- SBCCD IT's staffing levels have not kept pace with the tremendous growth in the number and variety of applications and services employed by the District and Colleges;
- SBCCD has over-customized many applications which has led to challenges in keeping pace with updates and patches.

## Challenges

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SBCCD foresees many challenging years ahead. We believe that anticipating these challenges will better prepare us to more effectively maintain and prioritize projects and services to our faculty, students, and service areas. The challenges we anticipate include:

- Significant fiscal challenges over the next 2-3 years due to state budget cuts;
- Serving more with fewer staff and the need for staff development to bring employees with new responsibilities and new hires up to necessary competence levels;
- Increasing demands on core systems as we address increasing class sizes;
- Remaining technologically current, despite budget cuts, and finding innovative ways to serve more with less;
- Finding effective ways of collaborating with, serving, and meeting the expectations of end-users and other stakeholders;
- Ensuring the security and integrity of all information systems while improving access;
- Modernizing our infrastructure and accommodating for emerging technologies that will enable us to streamline applications and business processes;
- Anticipating and implementing systems that will enable us to address federal, state, local, and accreditation requirements;

## The SBCCD District Technology Strategic Plan

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### *Purpose*

The purpose of SBCCD's District Technology Strategic Plan (DTSP) is to encourage and enable all District constituencies to participate in the assessment of technology needs and the development of the vision, direction, and prioritization of solutions to address those needs. It ensures ongoing focus and two-way alignment with the Educational Master Plans of the Colleges, the District Strategic Plan (including the Board Imperatives), and other plans and processes and provides a guiding framework for site-level planning and expenditure.

The plan enables all District entities to utilize data in decision making processes through the meaningful integration of disparate information systems and training; provide the technology necessary to enable college and District entities to respond to federal, state, and local accreditation, licensing, and reporting requirements; as well as maintain technological



currency through the ongoing review of effective practices, emerging technologies, and the provision of training to technical staff and end-users.

The District Technology Strategic Plan encourages regular review of business practices, technologies, and strategies to find new and innovative ways to enhance operational efficiencies and maximize the value of the dollar in procuring new technologies and ensuring that a Total Cost of Ownership (TCO) model is followed.

### *Process*

The process of developing the District Technology Strategic Plan for 2010-2013 is closely linked with significant changes in relationships, structure, and processes that have occurred over the past 2-3 years. To understand the current direction and processes used in the development of this plan, a brief description of these changes is necessary.

#### *Background*

After almost 20 years of outsourcing the management of the District's Computing Services (DCS) department to Sungard Higher Education Managed Services (SHEMS), the District decided to manage DCS internally. This decision was reached after significant turnover in outsourced leadership positions and based on the recommendations of the outside consulting firm PlanNet. PlanNet was contracted by the District in the spring of 2008 to evaluate the District's relationship with SHEMS and the relationship between DCS and the colleges.

Upon completion of their study, PlanNet had seven recommendations:

1. Hire a District Director of Computing Services (no longer outsource this position);
2. Establish a new information technology governance structure;
3. Utilize SunGard services as an intermediate step towards a comprehensive out-task strategy;
4. Establish a district-wide information technology communication plan;
5. Implement industry-accepted project management and information technology delivery methodology;
6. Localize all desk-side support at the colleges,
7. Create a catalog of information technology services, standards and service level agreements.

The following actions have been taken as of the writing of this District Technology Strategic Plan:

1. A District Director of Computing Services was hired in the fall of 2009;
2. A new governance model was adopted which includes a Distributed Education and Technology Services Executive Committee that is charged with developing the overarching vision, framework, monitoring and evaluation of the technology strategic planning process; and four working committees that are charged with the development of specific goals, objectives, and oversight of project implementations. These committees are the Administrative Applications, User Services, Technical, and Web Standards Committees. The committees were structured to ensure strong representation from all stakeholder groups and better ensure responsiveness to stakeholder and constituency needs. Faculty representation is appointed by the Academic Senate of each college, classified representation is appointed by the Classified School Employee Association (CSEA) Chapter 291, student representation is appointed by the Associated Student Government of each college, and management appointment is generally by position, but in some cases by senior management appointment.

3. With the exception of the Sungard Help-Desk, which the District intends to move away from in the Summer of 2010, the District has gradually moved away from all Sungard services and now may “out-task” to various vendors as it sees fit on an as-needed basis;
4. A District-wide communication plan was completed and adopted by constituency representatives in January of 2010;
5. The DETS Management Team is currently working on developing project management and IT delivery methodology processes based on effective practices;
6. All desk-side support services have been localized at the colleges for greater responsiveness to college needs;
7. A catalog of services has been completed and is currently available via the DETS website (<http://dets.sbccd.org>). Hard copies will be distributed to all employees in the fall of 2010.

In addition to the changes prompted by the PlanNet study, additional changes have taken place over the course of the last three years which need to be highlighted in this plan:

- San Bernardino Valley College has reorganized their technology organizational structure. Whereas before they had four technology support specialist IIs reporting to different Deans, they now have a Campus Director of Technology Services to whom all technology staff report.
- New job descriptions have been created for the Campus Directors of Technology Services at both colleges, which includes a dual reporting relationship to the college presidents and the Director of District Computing Services.
- A DETS Management Team has been created in which all IT Managers meet bi-weekly for half-day planning and brain-storming sessions.

Finally, this Plan is designed in part to respond directly to an Accrediting Commission recommendation delivered by visiting teams to both Crafton Hills College and San Bernardino Valley College in fall 2008:

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

- *The development of a coordinated strategic plan for technology that is responsive to the colleges and assists them in the daily management of the college functions, including the monitoring, assessing and use of financial information. (Standards I.B.2, 5, 6, IV.B3.b, III.C.1.a, c, III.D.2.a)*

Responsiveness to the needs of the colleges is an essential feature of this Plan throughout, and facilitation of the daily management of college functions is addressed explicitly in Goal 2.

#### *Process*

The development of the District Technology Strategic Plan involved active participation by all District stakeholders. Several planning sessions were conducted by the DETS Executive Committee to digest and discuss the recommendations of the PlanNet study and outline how to best address the recommendations. The Executive Committee collectively agreed to steps to be taken and decided on the make-up of the four technology committees.

The Executive Committee then held several planning sessions to discuss the various elements of the strategic plan. At each step, the thoughts and recommendations of the group were captured and sent back for review and clarification. Once the process, overview, and vision were completed, the plan was forwarded to the four technology committees to develop specific goals and objectives. Once they were completed, and all committees had the opportunity to review and comment on one another's work, the Executive Committee consolidated and developed the final District Technology Strategic Planning document.

The DETS Executive Committee recognizes and believes strongly that the DTSP needs to be aligned with other planning documents and processes (e.g. District Strategic Plan and College Information Technology Plans). Many of these other plans were still under development as the DTSP was completed. It is the intent of the DETS Executive Committee to reconvene in the fall of 2010 to review and ensure alignment with the final versions of the other planning documents and develop more clearly defined outcome measurements to the DTSP's goals and strategies.

### *Planning Team*

#### **Executive Committee**

Charge: Develop, monitor, and update the Technology Strategic Plan, ensuring alignment between the District-wide use of technology and the Board of Trustee's imperatives.

#### Membership:

- Gino Barabani – CHC Senior Technology Support Specialist
- Damon Bell – SBVC Vice-President, Student Services
- Wayne Bogh – CHC Director of Campus Technology Services
- Jason Brady – District Web Developer
- Larry Buckley – SBVC Vice-President, Instruction
- Mark Byrd – SBVC Technology Support Specialist II
- Larry Cicalone – President, KVCR
- Everett Garnick – District Director, District Computing Services
- James Hansen – SBVC Vice-President, Administrative Services
- Rick Hrdlicka – SBVC Director of Campus Technology Services
- Matthew Isaac – Executive Director, Economic Development and Community Training
- Glen Kuck – Executive Director, Distributed Education and Technology Services
- Cheryl Marshall – CHC Vice-President, Instruction
- Charlie Ng – CHC Vice-President, Administrative Services
- Penny Ongoco – District Director, Fiscal Services
- Craig Petinak – SBVC Director of Marketing and Public Information
- Scott Rippy – CHC Academic Senate President
- Dio Shipp – District Director, Human Resources

- James Smith – SBVC Director of Research and Planning
- John Stankas – SBVC Academic Senate President
- Rebecca Warren-Marlatt – CHC Vice-President, Student Services
- Keith Wurtz – CHC Director of Research and Planning
- Student Representative – CHC
- Student Representative – SBVC

### **Administrative Applications Committee**

Charge: Develop a recommended software strategy; Develop a data security strategy; Assure applications meet DETS approved standards; Ensure a Total Cost of Ownership (TCO) model for all new acquisitions and updates; Prioritize software projects to ensure that organization operational and strategic goals are met; Define standards and policies to software systems acquisition, implementation, and management; Assist with development and resolution of needs and schedules for user training, testing, and support resource allocations in support of ongoing projects; Advocate for agreed software system changes, deletions, additions, and upgrades; Monitor levels of satisfaction and assist in developing programs to address reductions in satisfaction; Provide input and direction in the development and measurement of qualitative and quantitative elements to be used in a district program review model; Review and recommend policies and procedures; Propose/re-adjust project priorities (iterative process); Review and recommend SLAs.

### Membership:

- Joe Cabrales – CHC Dean, Admissions and Records
- Nancy Davis – SBVC, Director, Financial Aid
- Everett Garnick – District Director, District Computing Services
- Patrice Hollis – SBVC Student Services
- Kaylee Hrisoulas – CHC Student
- Cheryl Marshall – CHC Vice-President, Instruction
- Robert McAtee – CHC Faculty

- Marie Mestas – SBVC Dean, Learning Resources
- Penny Ongoco – District Director, Fiscal Services
- Dio Shipp – District Director, Human Resources
- James Smith – SBVC Director of Research and Planning
- Kathy Wilson – CHC Student Services
- Keith Wurtz – CHC Director of Research and Planning
- Student Representative – CHC
- Student Representative – SBVC

### User Services Committee

Charge: Develop hardware and software standards for desktop and peripheral devices, smart classroom technologies, and other academic/non-enterprise technology needs; Work with Campus Professional Development Coordinators to provide appropriate training for end users; Develop and maintain a catalog of services; Develop and maintain a master catalog of all software licenses; Ensure the procurement of all technologies meeting Section 508 requirements; Work with Administrative Applications, Technical Services, Distributed Education, and impacted areas to schedule upgrades and other events that may impact instruction and services; Provide input and direction in the development and measurement of qualitative and quantitative elements to be used in a district program review model; Recommend policies and procedures to DETS Executive Committee; Propose/Re-adjust project priorities (iterative process); Review and recommend policies; Review and recommend SLAs.

### Membership:

- Larry Aycock – CHC Student Services
- Gino Barabani – CHC Senior Technology Support Specialist
- Wayne Bogh – CHC Director of Campus Technology Services

- Kirsten Colvey – CHC Dean, Counseling
- Shalita Cunningham – SBVC Student Services
- Milly Douthit – CHC Faculty
- Anselmo Escobedo – SBVC Technology Support Specialist II
- Ben Gamboa – District, Fiscal Services
- Kaylee Hrisoulas – CHC Student
- Courtney Hunter – SBVC Faculty
- Sharisse Jones – SBVC Cal-Works
- Jeremiah McFarland – District, Human Resources
- Rhonda Prater – District, Accounts Payable
- Fermin Ramirez – CHC Financial Aid
- Kay Weiss – SBVC Dean, Arts and Humanities
- Student Representative – CHC
- Student Representative – SBVC

### Technical Committee

Charge: Develop hardware and software standards for core infrastructure; Design a core infrastructure road map inclusive of replacement cycle, utilizing a Total Cost of Ownership (TCO) approach; Prioritize projects to ensure organizational and strategic goals are met; Propose, develop, and review new technology infrastructure initiatives; Review construction projects for compliance with District infrastructure standards; Provide input and direction in the development and measurement of qualitative and quantitative elements to be used in a District program review model; Recommend policies and procedures to DETS Executive Committee; Develop and maintain a communication plan for the notification of all planned and unplanned events; Propose/Re-adjust project priorities (iterative process); Review and recommend policies; Review and recommend SLAs.

### Membership:

- Wayne Bogh – CHC Director of Campus Technology Services

- Rick Hrdlicka – SBVC Director of Campus Technology Services
- Kaylee Hrisoulas – CHC Student
- Laz Mascarenhas – District, Senior Technology Support Specialist
- Joe Notorangelo – SBVC Faculty
- Gabriel Roseli – SBVC Technology Support Specialist II
- Jeremy Sims – District Director of Technical Services
- Anthony White – CHC Technology Support Specialist II
- Gary Williams – CHC Faculty
- Student Representative – CHC
- Student Representative – SBVC

### Web Standards Committee

Charge: Develop strategic and long-range recommendations for the evolution and implementation of District, College, and Departmental web-sites and their components; Develop standards and guidelines for web design consistent with District and College graphics standards and Section 508; Define roles and responsibilities regarding web presence at all levels (District, College, Division, Department, and Faculty); Proactively identify and recommend tools for ongoing web development, the use of emerging web-media, and the managing of web presence; Provide input and direction in the development and measurement of qualitative and quantitative elements to be used in a district program review model; Review and recommend policies.

### Membership:

- Ana Bojorguez – SBVC Disabled Student Programs and Services
- Jason Brady – District Web Developer
- Joe Cabrales – CHC Dean, Admissions and Records
- Rick Hrdlicka – SBVC Director of Campus Technology Services
- Marty Licerio – CHC Disabled Student Programs and Services
- James Masoner – SBVC Student
- Snezana Petrovic – CHC Faculty
- Craig Petinak – SBVC Director of Marketing and Public Information
- Kristi Simonson – CHC Web Developer
- Yvette Tram – District Web-Developer (EduStream)
- Student Representative – CHC
- Student Representative – SBVC

### **DETS Management Team**

#### Membership:

- Wayne Bogh – CHC Director of Campus Technology Services
- Louis Chavira – Supervisor, Printing Services
- Everett Garnick – District Director, District Computing Services
- Rick Hrdlicka – SBVC Director of Campus Technology Services
- Glen Kuck – Executive Director, Distributed Education and Technology Services
- Jeremy Sims – District Director of Technical Services

### *Technology Vision*

#### Our Technology Vision:

- Technologies will enable and enhance collaboration, communication, and partnerships within the District, and with federal, state, local, and community partners;



- Administrative applications will communicate seamlessly, enabling real time exchange of reliable data between systems;
- Information systems will expand and enhance services while maintaining forward and backward compatibility;
- Students, faculty, and staff will have an environment that is technologically current;
- The privacy and security of information within our technology systems will be ensured.

### *Technology Mission*

“To provide the RIGHT services, at the RIGHT time,  
in the RIGHT way for the RIGHT people.”

### *Guiding Principles*

In the context of our organizational values, Distributive Education and Technology Services (DETS) strives to provide the appropriate support by following these principles:

- Our first priority is in ensuring and facilitating student learning and success from pre-enrollment to graduation;
- Technology facilitates faculty and staff professional development and assists employees to maximize their effectiveness;
- Administrative applications will be able to communicate seamlessly, enabling real time exchange of reliable data between systems;
- SBCCD’s systems provide a stable infrastructure and ready access to valid/reliable data;
- Technologies are responsive, inclusive, and relevant to the communities we serve and collaborate with;
- SBCCD strives for excellence in the services it provides and the technologies it deploys and maintains;
- SBCCD encourages the pursuit and adoption of innovative practices and technologies that enhance services to its stakeholders;
- SBCCD provides value, effective communication, and excellent service to the colleges and District entities.

## Alignment of Technology Goals with District Strategic Directions

This table demonstrates the alignment of the eleven SBCCD Technology Strategic Plan goals with the San Bernardino Community College District's (SBCCD) planning imperatives.

| SBCCD Planning Imperatives   | Institutional Effectiveness | Learning Centered Institution for Student Access, Retention and Success | Resource Management for Efficiency, Effectiveness and Excellence | Enhanced and Informed Governance and Leadership | Inclusive Climate | Community Collaboration and Value |
|--|-----------------------------|---|--|---|-------------------|-----------------------------------|
| 2010-2013 SBCCD Technology Strategic Goals   |                             |   |  |   |                   |                                   |
| 1. Develop a user community that is knowledgeable in and can effectively use application systems provided.   | X                           | X   | X  | X   | X                 | X                                 |
| 2. Develop tools and resources that facilitate the daily management of college functions, including the monitoring, assessing and use of financial information.            | X                           |   | X  | X   |                   |                                   |
| 3. Provide a financial base to allow the District to keep pace with technology.  | X                           |   | X  |   | X                 | X                                 |
| 4. Develop and build consistent and effective communication mechanisms.  | X                           |   | X  |   |                   |                                   |
| 5. Create a simple and cohesive computing environment.   | X                           | X   | X  |   | X                 |                                   |
| 6. Centralize information and documentation district-wide in order to provide consistent easy accessibility to self-help resources. (Build a District electronic library). | X                           | X   | X  | X   |                   | X                                 |
| 7. Develop standards and procedures that ensure effective distribution and use of technology resources.  | X                           | X   | X  |   |                   |                                   |
| 8. Develop a project management methodology to eliminate project backlogs and enable communication and appropriate resource levels.  | X                           |   | X  |   |                   |                                   |
| 9. Provide SBCCD with a network infrastructure that is cohesive, redundant and based on District-wide standards.   | X                           |   | X  |   |                   |                                   |
| 10. Provide SBCCD with a secure computing environment.   | X                           |   | X  |   |                   |                                   |
| 11. Manage web-based services.   | X                           | X   | X  |   |                   | X                                 |

## Alignment of Technology Goals with Crafton Hills College Technology Plan

This table demonstrates the alignment of the eleven SBCCD Technology Strategic Plan goals with the Crafton Hills College Technology Goals.

| Crafton Hills College Technology Goals   | CHC will maintain its existing communication s backbone to support present and future needs. | CHC will enhance its communication s infrastructure including wireless network connectivity. | CHC will provide basic technology resources to students, employees and the community. | CHC will provide online technology support for instruction, student services and administration. | CHC will make the college web site the primary source of current information about the college for students, employees and the community | CHC will establish and update norms, guidelines, and processes for end-user of the CHC online environment. | CHC will continue to bring new technology tools to the campus. | CHC will provide adequate numbers of computer classrooms and labs for instructor and student use. |
|--|--|--|---|--|--|--|--|---|
| 2010-2013 SBCCD Technology Strategic Goals   |  |  |   |  |  |  |  |   |
| 1. Develop a user community that is knowledgeable in and can effectively use application systems provided.   |  |  | X   |  |  | X  |  |   |
| 2. Develop tools and resources that facilitate the daily management of college functions, including the monitoring, assessing and use of financial information.            |  |  | X   | X  |  |  | X  |   |
| 3. Provide a financial base to allow the District to keep pace with technology.  |  |  | X   |  |  |  | X  | X   |
| 4. Develop and build consistent and effective communication mechanisms.  |  |  |   |  | X  |  |  |   |
| 5. Create a simple and cohesive computing environment.   | X  | X  | X   | X  |  | X  |  |   |
| 6. Centralize information and documentation district-wide in order to provide consistent easy accessibility to self-help resources. (Build a District electronic library). |  |  | X   |  | X  | X  | X  |   |
| 7. Develop standards and procedures that ensure effective distribution and use of technology resources.  | X  | X  | X   | X  |  |  | X  | X   |

|   |   |   |   |   |   |   |  |
|---|---|---|---|---|---|---|--|
| 8. Develop a project management methodology to eliminate project backlogs and enable communication and appropriate resource levels. |   |   |   | X |   |   |  |
| 9. Provide SBCCD with a network infrastructure that is cohesive, redundant and based on District-wide standards.                    | X | X | X | X |   |   |  |
| 10. Provide SBCCD with a secure computing environment.  | X | X | X | X |   |   |  |
| 11. Manage web-based services.  |   |   | X | X | X | X |  |

### Alignment of Technology Goals with Crafton Hills College Technology Plan (Continued)

This table demonstrates the alignment of the eleven SBCCD Technology Strategic Plan goals with the Crafton Hills College Technology Goals.

| Crafton Hills College Technology Goals  | CHC will provide secure flexibility within its campus communication network. | CHC will increase the technology services available to the campus. | CHC will provide services to enhance the technology skill sets of faculty and staff. | CHC will standardize computer workstations for employees on the campus. | CHC will ensure ongoing funding for the college's technology needs. | CHC will collaborate with other District entities to establish and maintain single technology infrastructure for the District. | CHC will ensure that distance education efforts and technology planning efforts are working together effectively. |
|---|--|--|--|---|---|--|---|
| 2010-2013 SBCCD Technology Strategic Goals  |  |  |  |   |   |  |   |
| 1. Develop a user community that is knowledgeable in and can effectively use application systems provided.  |  | X  | X  |   |   |  | X   |
| 2. Develop tools and resources that facilitate the daily management of college functions, including the monitoring, assessing and use of financial information. |  | X  | X  |   |   |  |   |
| 3. Provide a financial base to allow the District to keep pace with technology.   |  | X  |  |   | X   |  | X   |
| 4. Develop and build consistent and effective communication mechanisms.   | X  |  |  |   |   |  |   |
| 5. Create a simple and cohesive computing environment.  | X  | X  | X  | X   |   | X  | X   |

|  |   |   |   |   |  |   |   |
|--|---|---|---|---|--|---|---|
| 6. Centralize information and documentation district-wide in order to provide consistent easy accessibility to self-help resources. (Build a District electronic library). |   | X | X |   |  |   |   |
| 7. Develop standards and procedures that ensure effective distribution and use of technology resources.  | X | X | X | X |  | X | X |
| 8. Develop a project management methodology to eliminate project backlogs and enable communication and appropriate resource levels.  |   |   |   |   |  | X |   |
| 9. Provide SBCCD with a network infrastructure that is cohesive, redundant and based on District-wide standards.   | X |   |   |   |  | X |   |
| 10. Provide SBCCD with a secure computing environment.   | X |   |   |   |  | X |   |
| 11. Manage web-based services.   |   |   |   |   |  |   |   |

### Alignment of Technology Goals with San Bernardino Valley College Technology Plan

This table demonstrates the alignment of the eleven SBCCD Technology Strategic Plan goals with the San Bernardino Valley College Technology Strategies.

|   |  |   |   |   |   |   |
|---|--|---|---|---|---|---|
| San Bernardino Valley College Technology Strategies | Continuously provide our students, faculty, staff, and administrators with exemplary technology resources and support while maintaining fiscal and environmental responsibility. | Continuously strive to provide our faculty, staff and students with access to online services and resources while maintaining a secure environment. | Encourage external technology partnerships with businesses and organizations in the effort to foster an environment that will better prepare our students for the future. | Share technology information and collaborate on technology initiatives for the purpose of developing an environment of unity and cohesiveness throughout our campus and the district. | Our technology leaders are striving to migrate to a centralized approach for providing technology support and resources; while maintaining fiscal responsibility. | We will work cooperatively with the Office of Professional Development to provide appropriate technology training opportunities in an effort to create a climate of continuous improvement for our faculty, staff and students. |
| 2010-2013 SBCCD Technology Strategic Goals          |  |   |   |   |   |   |

|  |   |   |   |   |   |   |
|--|---|---|---|---|---|---|
| 1. Develop a user community that is knowledgeable in and can effectively use application systems provided.   | X | X |   | X | X | X |
| 2. Develop tools and resources that facilitate the daily management of college functions, including the monitoring, assessing and use of financial information.            | X | X |   | X | X |   |
| 3. Provide a financial base to allow the District to keep pace with technology.  | X |   | X |   | X |   |
| 4. Develop and build consistent and effective communication mechanisms.  | X |   |   | X | X | X |
| 5. Create a simple and cohesive computing environment.   | X | X |   | X | X |   |
| 6. Centralize information and documentation district-wide in order to provide consistent easy accessibility to self-help resources. (Build a District electronic library). | X | X |   | X | X | X |
| 7. Develop standards and procedures that ensure effective distribution and use of technology resources.  | X | X | X | X | X |   |
| 8. Develop a project management methodology to eliminate project backlogs and enable communication and appropriate resource levels.  | X |   |   | X | X |   |
| 9. Provide SBCCD with a network infrastructure that is cohesive, redundant and based on District-wide standards.   | X | X |   | X | X |   |
| 10. Provide SBCCD with a secure computing environment.   | X | X |   | X | X |   |
| 11. Manage web-based services.   | X |   |   | X | X |   |

## District Technology Goals

**Goal 1: Help the user community become knowledgeable in, and effectively use, application systems provided.**

Committee: Administrative Services

| SUPPORTING STRATEGIES   | DEPENDENCIES   | RESPONSIBLE PARTY (Owner)                  | FY            | FY            | FY            | PROGRESS/<br>ACCOMPLISHMENTS |
|---|--|--|---------------|---------------|---------------|------------------------------|
|   |  |  | 10<br>-<br>11 | 11<br>-<br>12 | 12<br>-<br>13 |                              |
| 1.1 Work with Human Resources and college Professional Development committees to coordinate training and documentation efforts.           | District must form a unified training committee made up of members from all District sites | DETS Executive Director                    | X             |               |               |                              |
| 1.2 Develop and deliver ongoing training and documentation on use of District systems and applications, including web-based applications. | Develop master list of District systems and applications                                   | User Liaisons and Professional Development | X             | X             | X             |                              |

|  |   |  |   |   |   |  |
|--|---|--|---|---|---|--|
|  |   | trainers                                     |   |   |   |  |
| 1.3 Provide a vehicle for a unified training calendar.                       | Need calendaring solution and unified training committee  | Unified training committee                   | X |   |   |  |
| 1.5 Obtain feedback on needed training from meetings with user focus groups. | Identify focus groups and develop feedback medium   | Unified training committee                   | X | X | X |  |
| 1.6 Engage vendors where needed and applicable.                              | Required for: new system implementations, significant upgrades on existing systems, or refresher courses. | Project Leader or unified training committee | X | X | X |  |

**Goal 2: Develop tools and resources that facilitate the daily management of college functions, including the monitoring, assessing and use of financial information.**

**Committee: Administrative Services**

| SUPPORTING STRATEGIES  | DEPENDENCIES  | RESPONSIBLE PARTY (Owner)                              | FY 10<br>-<br>11 | FY 11<br>-<br>12 | FY 12<br>-<br>13 | PROGRESS/<br>ACCOMPLISHMENTS |
|--|---|--|------------------|------------------|------------------|------------------------------|
| 2.1 Work with college leaders to evaluate tools and data needed for financial analysis and planning. | Need to survey and conduct focus groups at the colleges | Executive Director<br>DETS<br>DETS Executive Committee | X                |                  |                  |                              |
| 2.2 Research and deploy systems to address the needs identified in 2.1                               |   | Executive Director<br>DETS<br>Director DCS             | X                | X                | X                |                              |
| 2.3 Define and implement systems to help users monitor the reliability of crucial data.              | Need to survey and conduct focus groups at the colleges | Executive Director<br>DETS<br>Director DCS             | X                | X                |                  |                              |

**Goal 3: Provide a financial base to allow the District to keep pace with technology**

**Committee: Administrative Services**

| SUPPORTING STRATEGIES  | DEPENDENCIES  | RESPONSIBLE PARTY (Owner)  | FY 10<br>-<br>11 | FY 11<br>-<br>12 | FY 12<br>-<br>13 | PROGRESS/<br>ACCOMPLISHMENTS |
|--|---|----------------------------|------------------|------------------|------------------|------------------------------|
| 3.1 Identify opportunities and partner with grant writing experts to obtain grant funding. |   | Executive Director<br>DETS | X                | X                | X                |                              |
| 3.2 Develop a budgeting plan that is reviewed annually.                                    | Standards, policies and procedures that provide a foundation for planning | DETS Executive Committee   | X                | X                | X                |                              |



**Goal 4: Develop and build consistent and effective communication mechanisms among all District sites.**

**Committee: Administrative Services**

| SUPPORTING STRATEGIES  | DEPENDENCIES       | RESPONSIBLE PARTY (Owner)   | FY 10 - 11 | FY 11 - 12 | FY 12 - 13 | PROGRESS/ ACCOMPLISHMENTS |
|--|--------------------|-----------------------------|------------|------------|------------|---------------------------|
| 4.1 Develop, implement, and maintain multiple channels of communication between DCS and user communities, particularly at the colleges.                                    |                    | Director DCS                | X          | X          | X          |                           |
| 4.2 Ensure DCS management has regular face-to-face contact with constituency groups on both campuses.  |                    | Director DCS<br>Director TS | X          | X          | X          |                           |
| 4.3 Ensure that management at DCS works closely with at the Campus Directors of Technology Services (CTS) in strategic and operational planning processes.                 |                    | Director DCS<br>Director TS | X          |            |            |                           |
| 4.4 Implement and evolve a communication plan that ensures all District sites are notified at pre-determined times of technology events that have occurred, or will occur. | Base plan approval | DETS Managers               | X          |            |            |                           |

**Goal 5: Create a simple and cohesive computing environment.**

Committee: Administrative Services

| SUPPORTING STRATEGIES   | DEPENDENCIES  | RESPONSIBLE PARTY (Owner) | FY 10<br>- | FY 11<br>- | FY 12<br>- | PROGRESS/<br>ACCOMPLISHMENTS |
|---|---|---------------------------|------------|------------|------------|------------------------------|
|   |   |                           | 11         | 12         | 13         |                              |
| 5.1 Work with campus users to eliminate home-grown systems that are no longer manageable.   | Purchase commercial replacement where system is still required                            | Director DCS              | X          | X          |            |                              |
| 5.2 For applications that cannot be replaced with commercial software, re-implement, where possible, within the framework of existing commercial systems, with as little customization as possible and in consultation with campus users. | Identify applications to be moved and existing applications they can be re-implemented in | Director DCS              | X          | X          | X          |                              |
| 5.3 Consolidate, where possible, server systems in a virtual framework that reduces maintenance, space, electrical and cooling requirements.  | Purchase virtual infrastructure   | Director TS               | X          | X          |            |                              |
| 5.4 Create a single sign-on architecture  | Need to develop a plan for conversion of existing systems that do not currently conform.  | DETS Managers             |            | X          | X          |                              |

**Goal 6: Centralize information and documentation district-wide in order to provide consistent, easy accessibility to self-help resources. (Build a District electronic library.)**

Committee: User Services

| SUPPORTING STRATEGIES  | DEPENDENCIES  | RESPONSIBLE PARTY (Owner)          | FY 10 - 11 | FY 11 - 12 | FY 12 - 13 | PROGRESS/ ACCOMPLISHMENTS |
|--|---|------------------------------------|------------|------------|------------|---------------------------|
| 6.1 Identify information and documentation to be collected and included, in consultation with users at all District sites. | All departments at all District sites must participate in collecting resources to be included | Unified training committee         | X          |            |            |                           |
| 6.2 Provide quick reference guides where appropriate and possible  | Identify sources  | Department managers, User Liaisons | X          | X          |            |                           |
| 6.3 Utilize current technologies to assist in ensuring that users have easy access to self-help resources.                 | Scan for, and obtain, technologies that can be used   | Director DCS                       | X          | X          |            |                           |

**Goal 7: Develop standards and procedures that ensure effective distribution and use of technology resources**
**Committee: User Services**

| SUPPORTING STRATEGIES  | DEPENDENCIES                                | RESPONSIBLE PARTY (Owner) | FY 10 - 11 | FY 11 - 12 | FY 12 - 13 | PROGRESS/ ACCOMPLISHMENTS |
|--|---|---------------------------|------------|------------|------------|---------------------------|
| 7.1 Develop and implement a technology procurement and refresh plan that ensures all technology purchases are vetted for Section 508 compliance, standards, appropriateness of purchase and licensing, and Total Cost of Ownership (TCO) |   | DETS Management           | X          | X          |            |                           |
| 7.2 Develop and deploy procedures to keep users fully informed on methods of technology access, use, and information analysis.   | Written policies, procedures, and standards | DETS committees           | X          | X          | X          |                           |

**Goal 8: Develop a project management methodology to eliminate project backlogs and enable communication and appropriate resource levels**

Committee: User Services

| SUPPORTING STRATEGIES  | DEPENDENCIES                     | RESPONSIBLE PARTY (Owner)   | FY 10<br>-11 | FY 11<br>-12 | FY 12<br>-13 | PROGRESS/<br>ACCOMPLISHMENTS |
|--|----------------------------------|-----------------------------|--------------|--------------|--------------|------------------------------|
| 8.1 Utilize project management to assist in developing funding and staffing plans.   | Develop PM structure/methodology | Director DCS                | X            | X            |              |                              |
| 8.2 Institutionalize the project process to ensure all users know and can follow the process.  | Develop PM structure/methodology | Director DCS                |              | X            | X            |                              |
| 8.3 Develop processes within the project management framework to inform users at the colleges and all other District sites on a regular basis of status of projects. |                                  | Director DCS                | X            | X            |              |                              |
| 8.4 Develop relationships with vendors to obtain technical resources to augment project teams as necessary.  |                                  | Director DCS<br>Director TS | X            | X            | X            |                              |

**Goal 9: Provide SBCCD a network infrastructure that is cohesive, redundant and based on district wide standards.**

Committee: Technical Services

| SUPPORTING STRATEGIES   | DEPENDENCIES                                     | RESPONSIBLE PARTY (Owner) | FY | FY | FY | PROGRESS/ ACCOMPLISHMENTS |
|---|--|---------------------------|----|----|----|---------------------------|
|   |  |                           | 10 | 11 | 12 |                           |
|   |  |                           | -  | -  | -  |                           |
|   |  |                           | 11 | 12 | 13 |                           |
| 9.1 Establish district cabling infrastructure standards.  | Study and recommendations being developed by P2S | DCS & CTS Directors       | X  |    |    |                           |
| 9.2 Utilize existing high-speed WAN links to reroute network traffic during unforeseen outages. |  | Director TS               |    | X  |    |                           |
| 9.3 Develop district hardware and software standards for core infrastructure                    |  | DCS & CTS Directors       |    | X  | X  |                           |

**Goal 10: Provide SBCCD with a secure computing environment.**

Committee: Technical Services

| SUPPORTING STRATEGIES   | DEPENDENCIES | RESPONSIBLE PARTY (Owner) | FY | FY | FY | PROGRESS/ ACCOMPLISHMENTS |
|---|--------------|---------------------------|----|----|----|---------------------------|
|   |              |                           | 10 | 11 | 12 |                           |
|   |              |                           | -  | -  | -  |                           |
|   |              |                           | 11 | 12 | 13 |                           |
| 10.1 Design and implement Security Incident Response Procedure. |              | Director TS               | X  |    |    |                           |
| 10.2 Establish mechanisms that will aid in the                  |              | Director TS               | X  | X  |    |                           |

|  |  |             |  |  |   |  |
|--|--|-------------|--|--|---|--|
| identification and prevention of abuse of networks and computer systems. |  |             |  |  |   |  |
| 10.3 Review, update and/or create technology Security Policy.            |  | Director TS |  |  | X |  |

**Goal 11: Manage web based services.**

## Committee: Web Standards

| SUPPORTING STRATEGIES   | DEPENDENCIES | RESPONSIBLE PARTY<br>(Owner) | FY | FY | FY | PROGRESS/<br>ACCOMPLISHMENTS |
|---|--------------|------------------------------|----|----|----|------------------------------|
|   |              |                              | 10 | 11 | 12 |                              |
|   |              |                              | -  | -  | -  |                              |
|   |              |                              | 11 | 12 | 13 |                              |
| 11.1 Recommend policies and develop procedures for acceptable use of social websites, in consultation with faculty, management, staff, and students at the colleges and other District sites. |              | Web standards committee      | X  |    |    |                              |
| 11.2 Define standards for Student Email and student email delivery mechanisms.  |              | Web standards committee      | X  | X  |    |                              |
| 11.3 Recommend policies and develop procedures for selection, implementation and management of online systems and services.   |              | Web standards committee      | X  | X  |    |                              |
| 11.4 Define standards for development of web services for mobile devices.   |              | Web standards committee      |    | X  |    |                              |
| 11.5 Evaluate and approve web tools.  |              | Web standards committee      | X  | X  | X  |                              |
| 11.6 Define standards and appropriate use of external links from district-owned websites  |              | Web standards committee      | X  |    |    |                              |
| 11.7 Define standards and procedures for editing website content and managing currency of that content  |              | Web standards committee      | X  | X  |    |                              |
| 11.8 Recommend policies and develop procedures and standards for best practices and compliance of accessibility/Section 508.  |              | Web standards committee      | X  | X  | X  |                              |



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 Daniels, President, SBVC  
DATE: June 10, 2010  
SUBJECT: Advancement in Rank – SBVC

RECOMMENDATION

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

OVERVIEW

In accordance with the SBVC Advancement in Rank Policy, the faculty members listed on the attached memo have received advancement in rank.

ANALYSIS

BOARD IMPERATIVE

FINANCIAL IMPLICATIONS

None

**To: Dr. Debra Daniels, President**  
**From: Dr. John Stanskas, Academic Senate President**  
**Date: May 21, 2010**  
**Re: Advancement in Rank Committee Recommendations 2010**

The Advancement in Rank Committee met in April 2010 to evaluate the nominations submitted through the process announced to the campus in February. The committee followed Board Policy 7210 for the process. Candidates were notified of the result of their nomination; there were no appeals.

The committee recommends the following faculty advance from Assistant Professor to Associate Professor:  
Jay Danley, Speech  
Kevin Kammer, Aeronautics and  
Cindy Parish, Counseling.

The committee also recommended the following faculty advance from Associate Professor to Professor:  
Paula Ferri-Milligan, English  
Mark Ikeda, Biology and  
Tamara Maurizi, Nursing.

Lastly, the committee recommends honoring the following retiring faculty who have served the college for a minimum of twenty years the title of Professor Emeritus:  
Judith Ashton, English  
Buzz Busselle, Electronics  
Bill Clarke, Machine Trades  
Carol Cook, Biology  
Darlene Gamboa, Biology  
Ken Michaelis, Biology  
Joyce Smith, Counseling and  
Juan Zepeda, Counseling.

Should you agree with the committee's recommendations, please ensure the SBCCD Board of Trustees is made aware of the faculty recommendations through an information item at your earliest convenience.

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: June 10, 2010  
SUBJECT: Administrative Procedures

RECOMMENDATION

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

OVERVIEW

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

ANALYSIS

The attached Administrative Procedure has gone through the collegial consultation process and is being forwarded for information.

BOARD IMPERATIVE

Institutional Effectiveness.

FINANCIAL IMPLICATIONS

None.

### **MANAGEMENT EMPLOYEES**

The San Bernardino Community College District seeks a qualified and diverse administration, faculty, and staff dedicated to student success. The District is committed to an open, inclusive, and lawful, hiring process that supports the goals of diversity and equal opportunity providing equal consideration and opportunities for all qualified candidates. The goal of every hiring process is to select the most qualified candidate who best meets the needs of our students both directly and indirectly.

The administration, faculty, and staff recognize the importance of an effective hiring process that reflects mutual professional responsibility and interest in achieving the common goal of hiring outstanding employees who will enhance the learning experience for all students and fulfill the mission and goals of the College and the District.

### **RECRUITMENT AND HIRING**

#### **HIRING QUALIFICATIONS**

The San Bernardino Community College District has established the following hiring qualifications for all classified management positions:

- A. Demonstrated sensitivity to, understanding of, and respect for the diverse academic, socio-economic, cultural, disability, religious, sexual orientation, and ethnic backgrounds of community college students.
- B. Meet the minimum qualifications as stated in the job description.
- C. Commitment to participate in the collegiate consultation process of the College and the District.

#### **GENERAL HIRING PROVISIONS**

##### **A. Approval to Fill a Position**

Requests to fill new or vacant positions must be processed through the appropriate Administrator, College President, Fiscal Services and the Office of Human Resources, and must receive the approval of the Vice Chancellor of Human Resources & Employee Relations or Designee. All management positions shall be approved by Chancellor's Cabinet prior to being announced.

##### **B. Online Employment Application Process**

The Office of Human Resources implemented this system in order to automate and streamline many of the paper-driven aspects of the employment application process. All requested positions must be submitted through the Online Application System. After the requested information for the vacant position is filled out and submitted, the request will then be approved by the appropriate administrators. The receipt of the Personnel Requisition Form by the Office of Human Resources and budget authorization by Fiscal Services indicates approval to begin the recruitment process.

##### **C. Recruitment**

The District shall maintain a program of verifiable Equal Employment Opportunity recruitment of qualified members of historically underrepresented groups in all job categories and classifications, including but not limited to faculty, classified and confidential employees; categorically funded positions; and all other executive, administrative and managerial positions.

#### **D. Job Announcements**

Job announcements shall clearly state job specifications setting forth the knowledge, skills, and abilities necessary for job performance. All job specifications which the District wishes to utilize shall be reviewed by the appropriate Administrator and the Office of Human Resources before the position is announced to ensure conformity with the requirements of Title 5 and both State and Federal non-discriminatory laws. The content of the job announcement is the responsibility of the appropriate Administrator and the Office of Human Resources and must be approved by the Vice Chancellor of Human Resources & Employee Relations or Designee.

The position announcement must include the following:

1. A description of the duties and responsibilities;
2. Minimum Qualifications;
3. Additional desirable qualifications that are job related and support the responsibilities of the position;
4. Provision for presentation of qualifications that are equivalent to the minimum qualifications;
5. Notification of testing if required; and
6. Legal qualifiers, established by the Office of Human Resources to comply with Federal, State, and District regulations (e.g. Title 5, Title VII, EEO and ADA).

#### **E. Pre-Screening Process**

The Office of Human Resources will pre-screen the applications to ensure that applicants meet minimum qualifications and requirements as set forth in the position announcement and, on that basis, will certify the "qualified" pool of applicants.

#### **F. The Screening Committee**

1. The appropriate Administrator in consultation with the Office of Human Resources will designate the composition of the Screening Committee to ensure appropriate representation from the affected department.
2. The Screening Committee for Management positions shall have no less than three (3) and no more than nine (9) members who have been trained by the Office of Human Resources.
3. All Screening Committee members must receive training on equal opportunity, diversity, and the employment process for each Screening Committee on which they serve. Such training will be provided by the Office of Human Resources.
4. The majority of the members shall be those with applicable knowledge in the job category or classification with at least one member being directly from the affected department.

5. Every Screening Committee shall have at least one management member and one California Schools Employee Association (CSEA) appointee and when appropriate, an appointee from the Academic Senate.
6. The Administrator of the vacant position will appoint the remaining members of the Screening Committee. Each Screening Committee will also include an Equal Employment Opportunity representative designated by the Office of Human Resources.
7. The Equal Employment Opportunity representative's role and responsibility is to maintain confidentiality and ensure the hiring process remains fair and equitable.
8. Every effort must be made to incorporate broad representation on every Screening Committee to bring a variety of perspectives to the screening process.
9. The appropriate Administrator of the vacant position submits the membership of the Screening Committee to the Office of Human Resources for approval.

#### **G. Interview Process**

1. In cases where fewer than three (3) candidates are invited for interview, the Screening Committee Chair shall provide written justification to the Office of Human Resources.
2. The screening Committee develops job related interview questions. All questions will be reviewed by the Vice Chancellor of Human Resources & Employee Relations or Designee. All Interview questions are confidential.
3. The Screening Committee will determine the candidates, date, and time to interview.
4. The Office of Human Resources will contact the candidates to be interviewed. The appropriate Administrator will coordinate with the Office of Human Resources the arrangements for the time and place of the interview.
5. The interview will be conducted by the members of the Screening Committee. Each candidate will be asked the same questions, in the same way, for a fair and consistent basis in assessing all the interviewees.
6. All Screening Committee members must sign a Confidentiality statement prior to the interviews and are required to fill out an evaluation form and rank all interviewees.
7. If a Screening Committee member is absent from any part of the interview process, that member is disqualified from any future participation unless otherwise determined by the Vice Chancellor of Human Resources & Employee Relations.
8. After the 1<sup>st</sup> level interviews are concluded, each member of the Screening Committee will evaluate the qualifications of the interviewees. The EEO representative will be responsible for all documentation of the interview and recommendation. The Screening Committee will identify strengths and concerns of all candidates advancing to 2<sup>nd</sup> level interviews.
9. The Supervisor may participate on the 1<sup>st</sup> level interviews on recommendation of the appropriate Administrator. In unique situations where the only representative of the affected department is the Supervisor, the Office of Human Resources will assess the particular circumstance.

10. The Screening Committee will recommend at least three (3) candidates to the appropriate Administrator for 2<sup>nd</sup> level interviews. The Screening Committee shall recommend no less than three (3); unless fewer were interviewed or unless the Screening Committee Chair presents written justification for submitting fewer than three (3) for 2<sup>nd</sup> level interview.
11. Second-level interviews will be ~~conducted on~~ convened for all finalists by the appropriate Administrator or Designee.
12. The Office of Human Resources will contact the finalists to be interviewed at 2<sup>nd</sup> level and communicate the arrangements for the time and place for the interview, as determined by the appropriate Administrator or Designee.

#### **H. Selection Process**

The appropriate Administrator and Designee shall select one of the finalists, who is best qualified to fill the position and shall recommend such person to the Chancellor.

The appropriate Administrator will submit an online notification to the Office of Human Resources to forward the screening to the Board of Trustees for approval.

#### **I. Reference Check**

Upon receipt of the selected candidate, the Office of Human Resources or the College President will conduct reference check in accordance with the policies and principles of Equal Employment Opportunity.

The Office of Human Resources will contact the successful candidate to make a provisional offer of employment, contingent upon passing the Department of Justice clearance, pre-employment physical, and Board of Trustee approval.

Once the successful candidate has accepted the offer, the Office of Human Resources will notify the unsuccessful candidates in writing of non-selection.

### **EMPLOYMENT REQUIREMENTS{PRIVATE }**

All management employees will be required to comply with all federal, state, and local requirements for employment.

#### **A. Fingerprints**

1. All managers shall be required to provide fingerprint cards at the time of hire. The cost of the fingerprinting shall be borne by the employee.
2. Substitute and temporary employees employed for less than a school year are exempted from the provisions of this policy.

#### **B. Examination for Tuberculosis**

1. New Employees:

All management employees of the San Bernardino Community College District must file with the District a certificate of evidence showing the employee was examined and found free from active tuberculosis. This evidence must be filed prior to the date of the original employment. An intradermal tuberculin test is provided free of

charge at each college Health Services Office. Any charge for an exam by an outside agency will be borne by the employee.

2. Renewals:

- a. Thereafter, all employees shall be required to undergo an X-ray of the lungs or an approved intradermal tuberculin test that, if positive, shall be followed by an X-ray of the lungs every four years. Intradermal tests are available as described above.
- b. Notice of renewal requirements shall be the responsibility of the District Personnel Office and will be mailed to the home 45 days prior to the expiration date.
- c. Adequate release time from the employee's workstation will be allowed to comply with this requirement.
- d. Failure to comply may result in immediate suspension without pay until such time as the employee undergoes such an examination and presents evidence thereof to school officials.
- e. Requests for exemptions for religion or other reasons will not be approved.

**C. Loyalty Oath**

All management personnel will be required to sign the legally prescribed oath of allegiance upon employment with the District.

**D. Employment Eligibility Verification I-9**

All new employees are required to satisfy the requirements of the Employment Eligibility Verification Form I-9.

**E. Scheduling of Interviews**

Applicants who are invited for an initial interview and who live more than 200 miles away will be scheduled for an interview with the college president or Chancellor, if possible, in addition to the committee interview on the same day as the initial interview.

Finalists who are invited for a second interview and live more than 200 miles away will be reimbursed for actual travel and meal expenses incurred as set forth in the Employee Travel Policy.

**HOURS OF EMPLOYMENT{PRIVATE }**

- A. The workweek for all management personnel shall be a minimum of forty (40) hours.
- B. No overtime or compensatory time off will be granted for overtime necessary in the performance of management duties.

**PROFESSIONAL GROWTH{PRIVATE }**

- A. Management personnel on the management salary schedule shall be eligible for 80% tuition cost reimbursement for courses completed with a grade of "C", "credit", or better which



pertain to their management position. Such reimbursement shall not exceed costs of 18 units of course work per year.

- B. All courses for which a manager seeks tuition reimbursement must have prior approval of the Chancellor and the Board.

### **MANAGEMENT EVALUATION**

All management employees shall be evaluated in accordance with these procedures and Board Policy 7250.

### **Frequency of Evaluation**

Each manager will be evaluated once per year for the first two years of employment, and every three years thereafter. Evaluations may be held on a more frequent basis when significant deficiencies are noted.

### **Goals/Objectives**

Each manager will meet with his/her supervisor at the beginning of each academic year to review the goals and objectives set for the prior year and to discuss the extent to which the goals and objectives were met. They will review the job description and, by mutual agreement, revise, update, or set new short- and long-range goals and objectives.

### **C. Evaluation Committee**

By September 1 of each year of required evaluation, the supervisor and employee will meet and mutually agree upon the formation of an evaluation committee.

In the case of campus-level managers, the committee shall include the immediate supervisor as chairperson, one manager appointed by the President, one faculty member appointed by the Academic Senate, and one classified employee appointed by CSEA as appropriate to the job assignment. In each case, the manager will nominate three individuals from each category, (management, faculty and classified), from which the appointments shall be made.

In the case of the College Presidents, the committee shall include the immediate supervisor as chairperson, one manager appointed by the Chancellor, two faculty members appointed by the Academic Senate, and one classified employee appointed by CSEA as appropriate to the campus. In each case, the President will nominate three individuals from each category, (management, faculty and classified), from which the appointments shall be made.

In the case of the district-level managers, the committee shall include the immediate supervisor as chairperson, one manager appointed by the Chancellor, one faculty member appointed by the Academic Senate at San Bernardino Valley College, one faculty member appointed by the Academic Senate at Crafton Hills College, and one classified employee appointed by CSEA as appropriate to the job assignment. In each case, the manager will nominate three individuals from each category, (management, faculty and classified), from which the appointments shall be made.

In the case of the Chancellor, the committee shall include all members of the Board of Trustees, one manager from each campus appointed by the Board of Trustees, one faculty member appointed by the Academic Senate from San Bernardino Valley College, one faculty member appointed by the Academic Senate at Crafton Hills College, and one classified employee from each campus appointed by CSEA.

**D. Campus/District Survey**

As appropriate to the assignment, the committee shall seek written feedback from the campus and/or district community. In obtaining this feedback, the committee shall use an evaluation form approved by the Board of Trustees. Using the approved form, the committee shall seek input from applicable managers, faculty, classified staff and any others who are in a position to know how effectively the manager is performing assigned responsibilities. To assist in this task, the manager will provide the committee with a preliminary list of those with whom he/she interacts with on a regular basis. Responses on the approved form shall be signed, and the committee shall prepare a consolidated summary of the ratings and comments. Original survey documents will be destroyed once the consolidated summary is prepared. A copy of the consolidated summary will be made available to the manager at the conclusion of the evaluation procedure.

**E. Evaluation Committee Meeting**

Prior to the evaluation conference, the person being evaluated will submit to the supervisor a written self-evaluation of his/her performance, which shall be based on the approved job description and previously established, mutually agreed upon goals and objectives. The employee may submit a portfolio of representative work, or any other items he/she considers appropriate.

The supervisor and the evaluation committee will meet to consider the self-evaluation, the campus/district survey, and any additional material submitted by the manager. The committee may consider any other documents or information sources which they agree are appropriate.

**F. Evaluation Report**

The committee will produce a written evaluation no later than November 15. The report shall include:

1. A summary of duties from the job description, which shall serve as a basis for the evaluation.
2. A summary list of the goals and objectives from the prior year that have been mutually agreed upon by the manager and his/her supervisor.
3. An assessment of the extent to which the manager meets his/her stated goals and objectives.
4. An assessment of the management strengths of the manager.
5. The identification of any areas in which the manager can improve his/her performance or management skills.

The written report shall specify one of the following:

1. Commendation for superior performance;

2. Confirmation of satisfactory performance;
3. Recommendation for improvement and/or further evaluation as indicated by unsatisfactory performance.

The evaluation record shall be read and signed by the manager, the immediate supervisor, and the responsible evaluators before being placed in his/her file. The manager shall receive a copy of the evaluation report, and will have an opportunity to attach a written response within fifteen working days. The response may offer clarification, additional information, or a rebuttal, as the person being evaluated may wish.

An official file of evaluation reports shall be maintained in the District Personnel Office. Evaluation reports shall not be retained in the file beyond a four-year period if the manager requests that they be expunged.

There will be only three copies of a completed evaluation. One copy will remain in the possession of the manager being evaluated, one copy will remain with the immediate supervisor, and the original will become a part of the official file in the Personnel Office.

#### **G. Procedures in the Case of Unsatisfactory Performance of Responsibilities**

When a manager's performance is judged unsatisfactory, corrective measures will be initiated. The manager shall develop a work plan with measurable goals, objectives and a timetable to correct the areas judged unsatisfactory. This work plan shall be reviewed and approved by the immediate supervisor (or Board of Trustees, in the case of the Chancellor) who shall be responsible for monitoring and assisting the manager with the corrective measures. If desired, the immediate supervisor will work with the manager to identify a mentor to provide guidance and advice.

In order to ascertain the extent to which corrective measures have succeeded, the re-evaluation of the manager shall be undertaken as soon as deemed appropriate by the supervisor (or Board of Trustees, in the case of the Chancellor), but in no case later than six months after the initial findings of the evaluation committee. The re-evaluation process shall include the submission of new goals and objectives to the immediate supervisor, the formation of a new evaluation committee, the collection of new survey data, and the preparation of an updated evaluation report that assesses the progress (or lack of progress) made since the last evaluation.

#### **G. Nonrenewal of Contract, Dismissal, or Penalty of Limited Duration**

In the case of unsatisfactory progress following re-evaluation, managers shall be notified of contract nonrenewal, dismissal, or penalty of limited duration by action of the Board of Trustees in accordance with the Education Code.

#### **VACATIONS**

- A. Management employees earn vacation at the rate of 1.91 days per month for each complete month of service. In determining vacation accrued at the end of any calendar month, the product of 1.91 X months worked shall be rounded to the nearest whole number.
- B. All vacation computation is based on a fiscal year of July 1 to June 30.

- C. New employees with an employment date other than the first working day of the month shall not start accruing vacation until the first working day of the following month of employment.
- D. Each July all management employees shall be notified by the Payroll Department of their June 30 accrued vacation credits. Management employees can accrue vacation credits up to 46 days. Once vacation credits reach the maximum accrual level no more vacation credits will be earned.
- E. Vacations will be set at the convenience of both the employee and the District, and are subject to the approval of the manager to whom he/she is responsible, and the Campus President or Chancellor, as appropriate.
- F. Upon leaving the employment of the District, a management employee shall be entitled to lump sum compensation for earned and unused vacation at his/her current salary. Payment shall be made up to the accrued number of vacation days not to exceed forty-six (46) days.

**LEAVES OF ABSENCE{PRIVATE }**

- A. **Professional Growth** - A Leave of Absence for professional growth and study shall be provided for managers. Such leave shall be for a period of two months at full pay.
  - 1. Managers must have completed six years of service with the District, two of which must have been in a management position.
  - 2. Such leave will be at the convenience of the District and is subject to approval by the Board upon recommendation by the Chancellor.
  - 3. Application
    - a. An application for Professional Growth Leave shall be submitted for approval by February 1st of the year preceding the fiscal year in which the leave is to be taken. Approval or denial shall be made prior to June 1st of the same year.
    - b. Employees who meet the eligibility requirements will make application to the Chancellor after having secured the endorsement of their immediate supervisor and the college president when applicable.
    - c. Applications will be evaluated on the following factors:
      - (1) Purpose of the leave
      - (2) Value to the District
      - (3) Convenience to the District
    - d. If the number of applications exceeds the allowable leaves (see below), resolution and selection will be based on the following:
      - (1) Length of service with the District
      - (2) Length of time since last leave
  - 4. Conditions
    - a. Managers/Administrators are not eligible for faculty sabbatical leaves.

- b. Granting of a Professional Growth Leave shall not adversely affect the implementation of the faculty sabbatical leave policy.
- c. Acceptance of a leave under this policy removes the recipient from the eligibility list for a period of at least an additional six years.
- d. Not more than three managers from SBVC, one from CHC, and one from Central Services shall be granted leave in any one fiscal year. No more than three managers from the entire District shall be on leave at the same time.
- e. For the purpose of this procedure, administrative management groups are defined as follows:
  - (1) Central Services
  - (2) College--Instruction, Student Services
- f. Leaves granted in each administrative/management group listed in above shall be limited to the number of persons that may be on leave at one time as follows:
  - (1) Groups with three managers or less--1
  - (2) Groups with four through seven managers--2
  - (3) Groups with over seven managers--3
- g. The president of either campus shall not be on Professional Growth Leave at the same time as the manager responsible for instructional administration.
- h. Duties of the manager(s) on leave are to be assumed and performed by other members of management for the period of the leave at no additional cost to the District when possible.

**B. Sick Leave**

- 1. Every full-time, 12-month management employee employed 5 days a week shall be entitled to 12 days leave of absence for illness and injury per year.
- 2. A management employee, employed 5 days a week, who is employed for less than a full fiscal year, is entitled to that proportion of 12 days leave of absence for illness or injury as the number of months he/she is employed bears to 12.
- 3. A management employee, employed less than 5 days per week, shall be entitled for a fiscal year of service to that proportion of 12 days leave of absence for illness or injury as the number of days he/she is employed per week bears to 5. When such person is employed for less than a full fiscal year of service, this and the preceding paragraph shall determine that proportion of leave of absence for illness or injury to which he/she is entitled.
- 4. Pay for any days of such absence shall be the same as the pay that would have been received had the employee served during the day.

5. Credit for leave of absence need not be accrued prior to taking such leave by the employee and such leave of absence may be taken at any time during the year.
6. If an employee does not take the full amount of leave allowed in any year under this policy, the amount not taken shall be accumulated from year to year.
7. The Board may require proof of illness or injury for the purposes of this policy.

**C. Maternity Leave**

1. A manager may use sick leave for absences necessitated by pregnancy, miscarriage, childbirth, and recovery therefrom. The length of absence, including the date on which the leave shall commence and the date on which the employee shall resume duties, shall be determined by the employee and the employee's physician.
2. Disabilities caused or contributed to by pregnancy, miscarriage, childbirth, and recovery therefrom are, for all job-related purposes, temporary disabilities, and shall be treated as such under any health or temporary disability insurance or sick leave.
3. This provision shall be construed as requiring the District to grant leave with pay only when it is necessary to do so in order that leaves of absence for disabilities caused or contributed to by pregnancy, miscarriage, or childbirth be treated the same as leaves for illness, injury, or disability.

**D. Bereavement Leave**

1. Every person employed in a management position is entitled to a paid leave of absence, not to exceed 3 days, or 5 days if travel out-of-state or a round trip of over 500 miles is required, on account of the death of any member of his/her immediate family.
2. Member of the immediate family means the mother, father, grandparent or a grandchild of the employee or the spouse of the employee, and the spouse, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law or sister, sister-in-law of the employee, or any relative living in the immediate household of the employee.

**E. Personal Necessity Leave**

1. Any days of leave of absence for illness or injury allowed pursuant to District Sick Leave Policy may be used by the employee at his/her election in cases of personal necessity.
2. Request for such personal necessity leave shall be submitted to the Chancellor or designee prior to the absence, explaining the specific nature of the personal emergency.
3. The employee shall not be required to secure advance permission for leave taken for any of the following reasons:
  - a. Death or serious illness of a member of his/her immediate family.
  - b. Accident, involving his/her person or property, or the person or property of a member of his/her immediate family.

**F. Industrial Accident and Illness Leave**

1. Employees must have served in the District a minimum of 9 months.
2. Industrial accident or illness leave of absence shall not exceed 60 days in any one fiscal year for the same accident or illness.
3. Allowable leave shall not accumulate from year to year.
4. Industrial accident or illness leave shall commence on the first day of absence.
5. During any paid leave of absence, the employee shall endorse to the District the temporary disability indemnity checks received on account of his/her industrial accident or illness.
6. When an accident or illness overlaps in the next fiscal year, the employee is entitled only to the balance of the 60 days not used.
7. At such time that the employee has used his/her full entitlement of 60 days industrial leave, he/she may use his/her accumulated sick leave. Sick leave will be used at a rate equal to the pay received from the District less any contribution from Worker's Compensation.
8. Evidence must support the fact that the illness or accident arose out of employment. The Board of Trustees may require a physician's report on probable cause.
9. Management employees shall submit information regarding the nature and causes of all absences in order that adequate personnel records may be maintained.

**G. Military Leave**

Permanent employees or probationary employees whose combined District service and military service total one full year shall be entitled to full pay for the first 30 calendar days of absence for reserve training in any one fiscal year. Such leave must be verified by a copy of the military orders requiring military pay.

**H. Jury Duty Leave**

When a management employee is absent because of a mandatory court appearance as a juror, said employee shall suffer no monetary loss by reason of said service. Such employee shall receive his/ her regular salary (upon receipt by the District of a valid jury duty verification), but shall reimburse to the District jury duty payment received from the court, excluding reimbursement for mileage.

**I. Unpaid Leave**

An unpaid leave of absence may be granted by the Board upon the recommendation of the Chancellor subject to the following provisions:

1. A request for leave that clearly articulates the terms and conditions requested must be submitted to the immediate supervisor. The supervisor will act upon the request and, in the case of a favorable response, will forward the request through the appropriate channels. If the immediate supervisor opposes the leave, he/she shall notify the applicant within 15 working days of the date of submission. Applicants who are denied leave have the right to appeal through the usual organizational channels.

2. No more than one full-year of unpaid leave will be granted to an employee, and such leave shall not extend beyond one year.
3. No unpaid leave will be granted to an employee who takes a position with another organization which by its nature is considered to be permanent and continuing.
4. An individual on unpaid leave retains the right to District employment at the end of the leave but does not retain the right to return to the specific position vacated.
5. A notice of intent to return must be filed in writing with the District Personnel Office three months prior to the anticipated date of return.
6. An unpaid leave will be treated as a "break" in service. An individual on unpaid leave will not receive advancement credit on any salary schedule, will not be credited with sick days or vacation days, and will not receive retirement credit while on leave.
7. An individual on unpaid leave may purchase continued coverage under District health, dental, and life insurance plans.

**J. Family Care Leave**

1. An employee with more than one year of continuous service with the District who is eligible for other leave benefits shall be granted upon request an unpaid family care leave up to a total of four months in any twenty-four month period pursuant to the requirements of this policy.
  - a. For purposes of this policy, the term "family care leave" means either:
    - (1) Leave for reason of the birth of a child of the employee, the placement of a child with an employee in connection with the adoption of the child by the employee, or the serious illness of a child of the employee; or
    - (2) Leave to care for a parent or spouse who has a serious health condition.
2. An unpaid family care leave granted pursuant to this policy shall be in addition to any other leave pursuant to the Government Code, except that an unpaid family care leave used in conjunction with a pregnancy leave of four months or more may be limited by the District within its discretion to one month.
3. An unpaid family care leave shall be treated as any other unpaid leave. During an unpaid family care leave, an employee shall retain employee status with the District, and such leave shall not constitute a break in service. An employee returning from an unpaid family care leave shall have no less seniority than when the leave commenced.
4. If an employee's need for an unpaid family care leave is foreseeable, the employee shall provide the District with reasonable advance notice of the need for such leave. If the employee's need for such leave is foreseeable due to a planned medical treatment or supervision, the employee shall make a reasonable effort to schedule the treatment or supervision to avoid disruption to the operations of the District.
5. The District requires that an employee's request for an unpaid family care leave for the purposes of caring for a child, spouse or parent who has a serious health



condition be supported by a written certification issued by the health care provider of the individual family member requiring care. This written certification must include:

- a. The date on which the serious health condition commenced;
  - b. The probable duration of the condition;
  - c. An estimate of the amount of time the health care provider believes the employee needs to care for the individual requiring care; and
  - d. A statement that the serious health condition warrants the participation of a family member to provide care during a period the treatment or supervision of the individual requiring care.
  - e. If additional leave is requested by the employee upon expiration of the time estimated by the health care provider, the employee must request such additional leave again supported by a written recertification consistent with the requirements for an initial certification.
6. Definitions - for purposes of this policy and consistent with current law:
- a. The term "child" means a biological, adopted, or foster child, a step-child, a legal ward, or a child of an employee standing in loco parentis who is either under eighteen years of age or an adult dependent child.
  - b. The term "parent" means biological, foster, or adoptive parent, stepparent, or a legal guardian.
  - c. The term "serious health condition" means an illness, injury, impairment, or physical or mental condition which warrants the participation of a family member to provide care during a period of the treatment or supervision, and involves either of the following:
    - (1) Inpatient care in a hospital, hospice, or residential health care facility; or
    - (2) Continuing treatment or continuing supervision by a health care provider.
  - d. The term "health care provider" means an individual holding either a physician's and surgeon's certificate issued pursuant to applicable law, or an osteopathic physician's and surgeon's certificate issued pursuant to applicable law.
7. The District within its discretion may allow an employee upon written request to utilize accumulated illness and accident leave for the purpose of family care leave.
8. An employee taking unpaid family care leave pursuant to this policy shall continue to be entitled to participate in health plans and other benefits to the same extent and under the same conditions as apply to other unpaid leaves of absence.
9. The District may refuse to grant an employee's request for unpaid family care leave under this policy even though all requirements of this policy have been satisfied if:
- a. The refusal is necessary to prevent undue hardship to the operations of the District;

- b. The employee and the other parent would receive unpaid family care leave exceeding four months in any twenty-four hour period; or
  - c. The other parent is also taking family care leave at the same time or is unemployed.
10. Any employee returning from an unpaid family care leave shall be assigned to the same or comparable position. For purposes of this policy and consistent with current law, the term "same or comparable position" means a position that has the same or similar duties and pay which can be performed at the same or similar geographic location as the position held prior to the leave.
11. This policy shall not be construed to entitle the employee to receive disability benefits as provided in the Labor Code.

**HEALTH AND WELFARE BENEFITS{PRIVATE }**

- A. A program of health and welfare benefits shall be provided to all management employees.
- B. **Hospitalization/Medical** - The insurance premium for the Board approved hospitalization/medical plan is paid for the employee, spouse and dependents by the District.
- C. **Dental** - The insurance premium for the Board approved dental plan is paid for the employee, spouse and dependents by the District.
- D. **Life** - The insurance premium for the Board approved life insurance plan is paid for the employee by the District.
- E. **Health Insurance Continuation After Retirement** - Any management employee who opts for early retirement or disability retirement will continue to receive hospitalization/medical plan benefits available to certificated employees of the District, until age 65, subject to all of the following conditions:
  - 1. Has attained the age of 55 before terminating employment with the District or earlier under disability retirement.
  - 2. Has completed a minimum of five years service with the District (disability retirement); has completed a minimum of ten years service with the District (service retirement).
  - 3. Must have been an employee of the District immediately preceding retirement status.
  - 4. Must be on retirement with the State Teachers Retirement System or Public Employees Retirement System.

**OPTIONAL PRE-RETIREMENT{PRIVATE } REDUCED WORKLOAD PROGRAM**

- A. The employee:
  - 1. Must be 55 years of age prior to the reduction of workload under this program. The employee must be 55 years of age before the beginning of the college year or semester in which the reduction in workload starts.

2. Must have been employed full-time in an academic position for at least ten (10) years of which the preceding five (5) years were full-time employment. Sabbaticals and other approved leaves do not constitute a break in service. Such leave, however, is not used to compute the five (5) years full-time service requirement prior to entering the program.
3. Must request that the option be exercised. The plan can only be terminated by mutual consent of employee and employer.
4. Must make contributions to the STRS or PERS Retirement System equal to the amount required for a full-time (100%) employee. Payment of this contribution shall be made in the manner in which contributions are made by regular employees.

**B.** The employer (SBCCD):

1. At its discretion, may approve or disapprove the employee's request. The District shall provide the employee with written rationale for its disapproval.
2. Except for the reduction in salary corresponding to the reduced workload, will provide the employee the same benefits (including all health, medical, insurance plans, etc.) provided a regular full-time (100%) employee.
3. Must agree to make contributions to the STRS or PERS Retirement System in accordance with the law.

**C.** The Plan (Pre-Retirement Option):

1. The option may be exercised for a period not to exceed five (5) years or age 65, whichever comes first.
2. The minimum part-time employment under the plan shall be the equivalent of one-half of the number of days of service required by the employee's contract of employment during the final year of service in a full-time (100%) position.
3. By mutual agreement of the employer and the employee, an Optional Pre-Retirement Reduced Workload Program may be increased or decreased within the code limitations.
4. If an employee works less than a 100% assignment, the amount of sick leave earned varies directly to the percent of full-time (100%) employment. For example, 50% employment would yield 50% of 10 days or 5 days of full-time sick leave, or 10 days of 50% sick leave.
5. An employee on less than full-time (100%) employment who must use sick leave will reduce earned sick leave on the same basis as employment.
6. To allow for sufficient time in planning, scheduling and budget preparation, the following deadlines shall apply:
  - a. January 15 - The employee shall notify the employer not later than January 15 of intention to exercise the Pre-Retirement Option for the ensuing school year.
  - b. March 15 - Agreement between employer and employee must be finalized by March 15 for the ensuing school year.

### **EARLY RETIREMENT PLAN{PRIVATE }**

- A. The employee must have been employed in the District on a full-time basis for a minimum of ten (10) years.
- B. The minimum age for eligibility under this program will be 55.
- C. The District may agree to award a consulting contract and the employee must retire from the District in accordance with all applicable statutes, rules and regulations of the STRS or PERS Retirement System. The District may disapprove any application as long as any disapproval is not arbitrary or capricious.
- D. An employee accepted under this plan can never return as a full-time employee. He/she will be employed as a part-time employee in retired status in accordance with rules and regulations of the STRS or PERS Retirement System. At the termination of this plan, the employee may be employed as a part-time employee on the non-contract hourly rate.
- E. The employee may continue certain fringe benefit coverages by assuming responsibility for premiums if accepted by the insurer.
- F. Compensation shall be at the appropriate hourly rate, not to exceed the maximum prescribed by law in any one fiscal year.
- G. There shall be no maximum or minimum number of applicants accepted under this plan. The applicant can only be certain of eligibility for acceptance after he/she has met with the Chancellor, or someone designated by the Chancellor, to determine whether or not the District will have a need for his/her services. In the event that there are more eligible applicants than the District will be able to use effectively, the principle of seniority will be used as the deciding criterion to determine who will be accepted under this plan.
- H. Employees on disability retirement do not qualify for the plan.
- I. Deadline for application is March 15.

### **CELLULAR TELEPHONE USAGE**

#### **A. Authorization**

Each college president and each vice chancellor may designate managers to receive partial reimbursement for the use of a cellular telephone in conducting District business.

#### **B. Application**

Managers shall make application through the appropriate channel. Approved applications shall be forwarded from the campus to the Vice Chancellor Fiscal Affairs for implementation.

#### **C. Reimbursement**

Reimbursement shall be at a rate not to exceed \$50 per month, which shall include purchase of the telephone, activation, monthly service charges, and air use time—including long distance calls. While monthly application for reimbursement is not required, periodic verification of telephone usage may be requested.

**D. Review**

This policy shall receive periodic review to assess the appropriateness of the reimbursement rate.

**HOURLY TEACHING{PRIVATE }**

Management personnel may teach one class per semester at the current hourly pay rate, subject to approval of the immediate supervisor and campus president. Any class taught for hourly pay shall be outside the manager's normal working hours.

**ADMINISTRATOR RETREAT RIGHTS{PRIVATE }**

**A.** An administrator hired after June 30, 1990, who does not have tenure in the District at the time of hire may be reassigned only to a first-year probationary faculty position and to such a position only if he or she meets the following criteria:

1. He/she holds an administrative position that is not part of the classified service, or if he/she holds an administrative position that is part of the classified service, he/she was certified by the Academic Senate as possessing qualifications in a specified discipline or disciplines similar to those expected of a newly hired faculty member in that discipline(s).
2. He/she has served in this district a total of at least two years as a faculty member or administrator. This service must have been satisfactory according to documentation.
3. He/she is being reassigned for reasons other than for cause, as defined in the Education Code.
4. Reassignment shall not result in the lay-off or forced change in the contract assignment for any contract faculty member.

**B.** To determine the discipline to which an administrator shall be assigned, the following shall apply:

1. The administrator can be assigned only to a discipline in which he/she meets the minimum qualifications as specified by the Education Code and Title 5. The Academic Senate shall certify to the Governing Board that the administrator meets at least minimum qualifications and/or equivalencies for the discipline(s) in question and shall recommend the discipline(s) to which the administrator should be assigned. The Governing Board shall provide the Academic Senate with an opportunity to present its views to the Board before the Board makes a determination. A written record of the Board's decision, including the view of the Academic Senate, shall be available for review pursuant to Education Code.
2. The administrator shall be assigned to a discipline in which he or she has not only the minimum qualifications but also where all of the following apply:
  - a. There are sufficient assignments in the discipline or service area currently held by temporary or hourly faculty or contract overload to make a full-time assignment for an additional faculty member.

- b. The administrator has an interest as indicated by a statement of the administrator's own preference for assignment.
- C. Unless otherwise specified in a personal contract, an administrator reassigned to a faculty position shall be compensated based on placement on the faculty salary schedule according to his/her education and experience. Placement on the faculty salary schedule will include years served as an administrator.
- D. These procedures will be reviewed by the joint Academic Senate Executive Committee and the Executive Vice President, SBVC, and the Dean of Instruction, CHC, no later than April 15 of each year. Changes can be proposed by joint agreement and forwarded to the Board for approval.

Approved: January 9, 1992

## 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: June 10, 2010  
SUBJECT: Dedication of Easement

### RECOMMENDATION

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

### 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.

The Board of Trustees at its May 13, 2010 meeting approved a correction deed to address a recently discovered error in the legal description of the current District property. In addition, the Board approved a resolution which indicated the intent to grant an easement to IVDA to allow the District and IVDA to use existing roads on the north and south sides of the District property, and the intent to hold a public hearing on June 10, 2010. A public hearing is required by the Education Code Sections 81311-81313.

### ANALYSIS

Due to the additional time necessary to complete the easement agreement between the District and IVDA, the Board of Trustees public hearing on the easement is planned to be held at a future date to be determined.

### 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: Bruce Baron, Acting Chancellor  
PREPARED BY: Bruce Baron, Acting Chancellor  
DATE: June 10, 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



**SBVC**

Guillermo Para  
Greg Fife  
Stacy Meyer  
Cynthia Williams  
Bill Rankin  
Johnny Kates  
Patrick Buckley  
Yvonne Beebe  
Rose Garcia  
Laura Gowen  
Magda Jacobo  
Kevin Kammer  
Gary Kelly  
Jeanne Marquis  
Barbara Nichols  
Neomi Sabio  
Lisa Stroud  
Ed Szumski  
Priscilla Taylor  
Lydia Zapata  
Gloria Piggott  
Deborah Castro  
Louis Chavira  
Dennis Winters  
Pat Martinez  
Eloise Sifford  
Nancy Green  
Robyn Bender  
Donna Hoffmann  
Debby Gallagher  
Jim Hansen  
Suzan Hall  
Denise Jacobs  
Rebecca Whitfield  
Michele Spahn  
Karen Deck  
Jonathan Flaa  
Steve Race  
Tracy Morrison  
Linda Luna  
Gloriann Chavez

**CHC**

Sherry Bruner-Jones

Janet Burnham

Judy Cole

Elizabeth Mealey

Nicole Rodriguez

Cecilia Vasquez

Laura Winningham