

San Bernardino Community College District
Regular Meeting of the Board of Trustees
114 S. Del Rosa Drive, San Bernardino, CA 92408
Thursday, February 17, 2011 – 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: Jack Miyamoto and Bruce Baron
CTA
CSEA
Management/Supervisors
Confidential Employees
 - B. CONFERENCE WITH LEGAL COUNSEL
EXISTING LITIGATION
Government Code 54956.9(a)
Case #438390
Case #1655070022
 - C. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE
Government Code 54957
 - D. PUBLIC EMPLOYEE APPOINTMENT/EMPLOYMENT
Government Code 54957
Title: Chancellor
3. PUBLIC COMMENT ON AGENDA ITEMS
4. CONVENE CLOSED SESSION
5. RECONVENE PUBLIC MEETING
6. REPORT OF ACTION IN CLOSED SESSION
7. APPROVAL OF MINUTES
 - A. January 13, 2011 (p.1)
 - B. February 3, 2011 (p.11)

8. REPORTS

- A. Board Members
- B. Student Trustees
- C. Chancellor
- D. Discussion on Board Budget

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. CONSENT AGENDA

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

A. INSTRUCTIONAL/STUDENT SERVICES

- 1. Consideration to Approve Curriculum Modifications – CHC (p.14)

B. HUMAN RESOURCES

- 1. Consideration of Approval of Classified Employees (p.21)
- 2. Consideration of Approval of Classified Resignation (p.23)
- 3. Consideration of Approval of Release of Probationary Classified Employee (p.24)
- 4. Consideration of Approval of Placement of Classified Employee on 39-Month Reemployment List (p.25)
- 5. Consideration of Approval of Short-Term, Substitute and Professional Expert Employees (p.26)
- 6. Consideration of Approval of Adjunct and Substitute Academic Employees (p.30)
- 7. Consideration of Approval of Non-Instructional Pay (p.32)
- 8. Consideration of Approval to Grant Tenure to Academic Employees (p.34)
- 9. Consideration of Approval of One and Two Year Contract Employees (p.36)
- 10. Consideration of Approval of Approval of Management Employees (p.38)
- 11. Consideration of Approval of Management Resignation (p.39)

12. Consideration of Approval of Revised Management Job Description – Environmental, Health and Safety Administrator (p.40)
13. Consideration of Approval of New Management Job Description – Chief Content Officer – KVCR (p.44)
14. Consideration of Approval of District Volunteers (p.49)

C. FISCAL SERVICES

1. Consideration of Approval of Routine Contracts and Agreements (p.51)
2. Consideration of Approval of Budget Adjustments (p.61)
3. Consideration of Approval of Conference Attendance (p.73)
4. Consideration of Approval of District/College Expenses (p.77)
5. Consideration of Approval of Surplus Property and Authorize Disposal or Private Sale (p.81)
6. Consideration of Approval of Surplus and Donation of Property – SBVC (p.85)
7. Consideration of Approval of Facility Use Fee Waiver – SBVC (p.86)
8. Consideration of Approval of Member for the Citizens' Bond Oversight Committee (p.87)
9. Consideration of Approval to Provide Compensation to a Board Member for Absence from a Board Meeting (p.88)

11. ACTION AGENDA

A. INSTRUCTIONAL/STUDENT SERVICES

1. Consideration of Approval to Adopt Resolution in Support of a Latino Education and Advocacy Week in March 2011 (p.89)

B. HUMAN RESOURCES

1. Consideration of Approval to Ratify the CSEA Chapter #291 Agreement (p.91)

C. FISCAL SERVICES

1. Consideration of Approval to Award Bid and Approve Contract Site Work - Auditorium Chiller Project – SBVC (p.180)
2. Consideration of Approval to Award Request for Proposals for Auditing Services (p.185)
3. Consideration of Approval of Proposal for Architectural Services from LPA, Inc. – SBVC (p.186)
4. Consideration of Approval of Proposal for Architectural Services from NTD Architecture – SBVC (p.190)
5. Consideration of Approval of Bond Measure P Construction Change Orders and Contract Amendments (p.195)
6. Consideration of Approval of Amendment 007 to the Tilden-Coil Constructors General Conditions Contract – CHC (p.258)

7. Consideration of Approval of Amendment 008 to the Tilden-Coil General Conditions Contract – SBVC (p.261)
8. Consideration of Approval of Amendment 002 to the DLR Group WWCOT Agreement for Architectural Services – SBVC (p.264)
9. Consideration of Approval of Amendment 007 to the Steinberg Architects Learning Resource Center Contract – CHC (p.269)
10. Consideration of Approval of Settlement Agreement and Pay Claim with Marine Shale Processors Site PRP Group (p.275)
11. Consideration of Approval to Adopt Revised Board Policy 7385 Salary Deductions (p.276)
12. Consideration of Approval of Revised 2011-2012 Budget Directions (p.278)
13. Consideration of Approval of Board Directives for the 2011-1012 Budget (p.281)

12. INFORMATION ITEMS

- A. Summary of Bond Measure P Capital Improvement Change Orders and Amendments for Construction Contracts (p.283)
- B. Budget Report (p.301)
- C. Purchase Order Report (p.348)
- D. Quarterly Investment Report (p.354)
- E. CFCS-320 Apportionment Attendance Report - FY 2011 Period 1(p.356)
- F. Applause Cards (p.360)

13. 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

14. ADJOURN – The next regular meeting of the Board of Trustees will be on March 17, 2011 at 4:00 p.m. in the District Office Board Room.

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

Minutes of the Regular Meeting of the Board of Trustees
Thursday, January 13, 2011 - 4:00 p.m. – Assembly Room

1. CALL TO ORDER - PLEDGE OF ALLEGIANCE

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

Members Present:

Carleton W. Lockwood, Jr., President
Dr. Donald L. Singer, Vice President
John Futch, Clerk
Donna Ferracone
John Longville (arrived at 4:10 p.m.)
James C. Ramos (arrived at 4:15 p.m.)
Robert Alexander, Student Trustee, SBVC
Daniel Shedd, Student Trustee, CHC

Members Absent:

Jess C. Vizcaino, Jr.

Administrators Present:

Bruce Baron, Interim Chancellor
Dr. Debra Daniels, SBVC President
Rebecca Warren-Marlatt, Vice President Student Services
Larry Ciecalone, President, KVCR-TV-FM
Charlie Ng, Interim Vice Chancellor Fiscal Services
Dr. Jack Miyamoto, Consultant

Administrators Absent:

Gloria M. Harrison, CHC President
Renee Brunelle, Vice Chancellor Human Resources

Pledge of Allegiance

Dr. Singer led the Pledge of Allegiance.

2. ANNOUNCEMENT OF CLOSED SESSION ITEMS

A. CONFERENCE WITH LABOR NEGOTIATORS

Government Code 54957.6

Agency Negotiators: Jack Miyamoto and Bruce Baron

CTA

CSEA

Management/Supervisors

Confidentials

B. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Government Code 54957

Title: Chancellor

3. PUBLIC COMMENT ON AGENDA ITEMS

None.

4. CONVENE CLOSED SESSION

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

5. RECONVENE PUBLIC MEETING

Mr. Lockwood reconvened the public meeting at 5:00 p.m.

6. REPORT OF ACTION IN CLOSED SESSION

None.

7. APPROVAL OF MINUTES

Mr. Ramos moved, Mr. Futch seconded and the Board members voted as follows to approve the minutes of December 9, 2010:

AYES: Ferracone, Futch, Lockwood, Longville, Ramos, Singer
Alexander (advisory), Shedd (advisory)

NOES: None

ABSENT: Vizcaino

ABSTENTION: None

8. APPROVE BOARD COMMITTEE ASSIGNMENT

Dr. Singer moved, Mr. Futch seconded, and the Board members voted as follows to appoint Ms. Ferracone as the alternate representative to the San Bernardino Regional Emergency Training Center Joint Powers Authority:

AYES: Ferracone, Futch, Lockwood, Longville, Ramos, Singer
Alexander (advisory), Shedd (advisory)
NOES: None
ABSENT: Vizcaino
ABSTENTION: None

9. REPORTS

A. Board Members

- Jeremiah McFarland, Human Resources Generalist, gave a brief update on the search for a new district chancellor.
- Mr. Ramos announced he was appointed to the State Board of Education by the governor. He said it is an honor to be appointed to such a prestigious board. Mr. Ramos is the first Native American to be appointed to that board.

B. Student Trustees

- Mr. Shedd reported it is a great opportunity for everyone to get involved in *Hands Across California* which will literally join nearly all of the 112 community colleges in California in a statewide line of over 1.5 million students, faculty, staff, alumni, friends and supporters of California's community colleges. The event is planned for April 17, 2011. The students will be submitting two resolutions based on the results of the smoking survey urging that the current policy be enforced and asking that the current smoking areas be moved to other locations. Mr. Shedd thanked the chancellor for all his support on this issue.
- Robert Alexander also thanked Mr. Baron for his support and assistance with the smoking survey. He asked for a moment of silence in memory of those affected by the shooting incident in Tucson. He also thanked Mr. Baron for pushing the issue of credit cards for the student life directors and thanked the Board for working to address the students' concern about the composition of the Chancellor search committee.

C. Chancellor

- Mr. Baron introduced Dr. Jack Miyamoto who was hired as a consultant in Human Resources. Dr. Miyamoto comes to us with many years of senior leadership in community colleges.
- Interim Chancellor Baron stated that trustee Vizcaino recently suffered a stroke. He is now recuperating at home and is in good spirits. If anyone wishes to send cards and well wishes, they were advised to send them to the chancellor's office so they can be forwarded to Mr. Vizcaino.
- Trustee James Ramos was congratulated on his recent appointment to the State Board of Education. The district will work with him in any way it can to support the goals of the K-12 system.
- Mr. Baron reported the budget is devastating to the community colleges. Our district's share is anywhere from \$3.5 to \$4 million

dollars. We are likely to have to reduce classes next year. Bruce advised that we must focus our attention on advocacy at the state level while we work together to implement the hand that was dealt by the state.

D. Alternative Energy Concept Plan

A long-term Alternative Energy Concept Plan was presented to the Board by Dr. Steve Lohr. The goal of the plan is to reduce overall dependence on the electrical grid through implementation of energy conservation measures and the addition of renewable energy. This plan will help the district reduce peak demand/energy consumption, operating costs, limit dependence upon non-renewable power sources to shield the district from fluctuation and escalation in energy prices and provide environmental benefits by reducing greenhouse gas emissions. It is estimated that implementation of this program could save the district more than \$1 million annually in electrical energy costs and reduce our use of electricity by 60% over the term of the plan.

10. PUBLIC COMMENT

An SBVC student addressed the board concerning absences of some disabled students who have chronic health issues. Interim Chancellor Baron suggested she call his office for an appointment to meet with him.

CHC students Kaylee Hrisoulas, Damaris Castillo-Torres and Chris Walsh thanked the trustees for meeting with the student trustees regarding the issue of no student representation on the Chancellor search committee. The students respectfully requested a student representative from each of the colleges be appointed to serve on the Chancellor's screening committee. The students further stated that Ed Code gives students the right to participate effectively in college government, hiring and evaluation of district employees and requested that the board assign a point person to change the policy to include all students on hiring committees that have a direct impact on students.

11. CONSENT AGENDA

The following changes were made to the Consent Agenda:

Item 11.B.3. Consideration of Approval of Classified Contract Reduction – Deleted from the agenda.

Item 11.B.4. Consideration of Approval of Short-Term, Substitute & Professional Expert Employees - Deleted Kathleen Grant.

Item 11.B.5. Consideration of Approval of Adjunct and Substitute Academic Employees - Deleted Robert Turley.

Item 11.B.7. Consideration of Approval of Increase in Contracts for Academic Employees - Deleted this item.

Mr. Ramos moved, Mr. Shedd seconded, and the Board members voted as follows to approve the Consent Agenda:

AYES: Ferracone, Futch, Lockwood, Longville, Ramos, Singer
Alexander (advisory), Shedd (advisory)

NOES: None

ABSENT: Vizcaino

ABSTENTION: None

12. ACTION AGENDA

Adopt Resolution to Recognize SBVC's Fall 2010 Athletic Accomplishments

Dr. Singer moved, Mr. Ramos seconded, and the Board members voted as follows to adopt a resolution to recognize SBVC's fall 2010 athletic accomplishments:

AYES: Ferracone, Futch, Lockwood, Longville, Ramos, Singer
Alexander (advisory), Shedd (advisory)

NOES: None

ABSENT: Vizcaino

ABSTENTION: None

Adopt Resolution in Support of a Latino Education and Advocacy Week

This item was deleted from the agenda and will be placed on the February agenda after it has been discussed with the Latino Faculty and Staff Association.

Accept 2009-2010 Independent Audit Report

Mr. Longville moved, Ms. Ferracone seconded, and the Board members voted as follows to accept the 2009-2010 independent audit report:

AYES: Ferracone, Futch, Lockwood, Longville, Ramos, Singer
Alexander (advisory), Shedd (advisory)

NOES: None

ABSENT: Vizcaino

ABSTENTION: None

Award Bid and Approve Contract for the Audio Visual Systems Project for the Chemistry/Science Building Project - SBVC

Ms. Ferracone moved, Mr. Futch seconded, and the Board members voted as follows to award bid and approve a contract with Western Audio Visual for the Audio Visual Systems Project for the Chemistry/Science Building, SBVC, in the amount of \$818,310.19:

AYES: Ferracone, Futch, Lockwood, Longville, Ramos, Singer
Alexander (advisory), Shedd (advisory)

NOES: None

ABSENT: Vizcaino

ABSTENTION: None

Award Bid and Approve Contract for Site Work for the Science Modular Classrooms Project – CHC

Mr. Ramos moved, Mr. Shedd seconded, and the Board members voted as follows to award bid and approve a contract with Conengr Corporation for site work for the Science Modular Classrooms Project, CHC, in the amount of \$539,500.00:

AYES: Ferracone, Futch, Lockwood, Longville, Ramos, Singer
Alexander (advisory), Shedd (advisory)

NOES: None

ABSENT: Vizcaino

ABSTENTION: None

Award Bid and Approve Contract for Modulars for the Science Modular Classrooms Project – CHC

Mr. Ramos moved, Mr. Shedd seconded, and the Board members voted as follows to award bid and approve a contract with Global Modular, Inc., for modulars for the Science Modular Classrooms Project, CHC, in the amount of \$1,731,000.00:

AYES: Ferracone, Futch, Lockwood, Longville, Ramos, Singer
Alexander (advisory), Shedd (advisory)

NOES: None

ABSENT: Vizcaino

ABSTENTION: None

Award Bid and Approve Contract for Site Work for the Parking Lot/ADA/Lighting Improvement Project - CHC

Mr. Ramos moved, Mr. Shedd seconded, and the Board members voted as follows to award bid and approve a contract with ASR Constructors, Inc., for the site work for the Parking Lot/ADA/Lighting Improvement Project, CHC, in the amount of \$3,058,000.00:

AYES: Ferracone, Futch, Lockwood, Longville, Ramos, Singer
Alexander (advisory), Shedd (advisory)

NOES: None

ABSENT: Vizcaino

ABSTENTION: None

Award Bid and Approve Contract for Landscape & Irrigation for the Parking Lot/ADA/Lighting Improvement Project - CHC

Mr. Shedd moved, Dr. Singer seconded, and the Board members voted as follows to award bid and approve a contract with FYR Landscaping, DBA Pierre Sprinkler & Landscape Inc., for landscape and irrigation for the Parking Lot/ADA/Lighting Improvement Project, CHC, in the amount of \$569,450.00:

AYES: Ferracone, Futch, Lockwood, Longville, Ramos, Singer
Alexander (advisory), Shedd (advisory)

NOES: None

ABSENT: Vizcaino

ABSTENTION: None

Award Bid and Approve Contract for Electrical Work for the Parking Lot/ADA/Lighting Improvement Project - CHC

Mr. Shedd moved, Dr. Singer seconded, and the Board members voted as follows to award bid and approve a contract with RDM Electric, Inc., for electrical work for the Parking Lot/ADA/Lighting Improvement Project, CHC, in the amount of \$2,519,000.00:

AYES: Ferracone, Futch, Lockwood, Longville, Ramos, Singer
Alexander (advisory), Shedd (advisory)

NOES: None

ABSENT: Vizcaino

ABSTENTION: None

Approve Bond Measure P Construction Change Orders and Contract Amendments

Dr. Singer moved, Ms. Ferracone seconded, and the Board members voted as follows to approve the following Bond Measure P change orders and contract amendments:

CHC – Learning Resource Center

AVDB Group, CO-02, in the amount of \$3,860.00
Couts Heating & Cooling, CO-04, in the amount of \$6,417.00
Couts Heating & Cooling, CO-05, in the amount of \$3,123.00
Caston Plastering, CO-02, in the amount of \$58,895.00
Prime Painting, CO-02, in the amount of \$4,737.00
RGSLA, CO-01, in the amount of \$18,975.00
Western Bay Sheet Metal, CO-02, in the amount of \$7,933.00

CHC – Community Recreation Facility

Arrowhead Mechanical, CO-02, in the amount of \$550.00

SBVC – North Hall

BEC, Inc., CA-03, in the amount of \$12,771.00
BEC, Inc., CO-05, in the amount of \$10,251.00
Best Contracting Services, CO-03, in the amount of \$16,860.00
Blazing Industrial Steel, CO-02, in the amount of \$33,992.00
Caston Plastering, CO-07, in the amount of \$4,183.00
Daart Engineering, CO-03, in the amount of \$505.00
Devries Construction, CA-03, in the amount of \$6,871.00
Devries Construction, CO-09, in the amount of \$34,706.00
Inland Building Co., (BC14), CO-08, in the amount of \$771.00
J. Kel Painting, CO-01, in the amount of \$4,251.00
Montgomery Hardware, CO-03, in the amount of \$240.00
Pro-Tec Mechanical, CA-02, in the amount of \$1,168.00
Pro-Tec Mechanical, CO-04, in the amount of \$15,127.00
Sierra Landscaping, CA-02 in the amount of \$47,720.00
Sierra Landscaping, CO-02, in the amount of \$2,575.00
Southcoast Acoustical, CA-01, in the amount of \$27,758.00
Stolo Cabinets, CO-03, in the amount of \$418.00

SBVC- Chemistry/Physical Science

Advanced Lab Concepts, CO-01, in the amount of \$3,206.00
Caston Plastering, CO-04, in the amount of \$10,758.00
Couts Heating & Cooling, CO-04, in the amount of (\$1,747.00)
Couts Heating & Cooling, CO-05, in the amount of \$22,900.00
Fischer, CA-03, in the amount of \$29,035.00
Inland Building Co., CO-03, in the amount of \$8,053.00
Perfection Glass, Inc., CO-02, in the amount of \$2,293.00
RC Construction, CA-02, in the amount of \$26,653.00
RDM Electric Co., CA-04, in the amount of \$27,400.00
SouthCoast Acoustical, CO-01, in the amount of \$4,297.00

SBVC – Media/Communications

WTS – Vislink Services, CO-03, in the amount of \$31,000.00

AYES: Ferracone, Futch, Lockwood, Longville, Ramos, Singer
Alexander (advisory), Shedd (advisory)

NOES: None

ABSENT: Vizcaino

ABSTENTION: None

Approve Proposal for Installation of a Storm Water Pollution Prevention Plan for the Community Recreation Facility - CHC

Mr. Ramos moved, Mr. Futch seconded, and the Board members voted as follows to approve an agreement with Larry Jacinto Construction, Inc., for the initial installation and maintenance of a Storm Water Pollution Prevention Plan for the Community Recreation Facility, CHC, in the amount of \$29,116.00:

AYES: Ferracone, Futch, Lockwood, Longville, Ramos, Singer
Alexander (advisory), Shedd (advisory)

NOES: None

ABSENT: Vizcaino

ABSTENTION: None

Mr. Lockwood left at 6:00 p.m.

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. Administrative Procedures
- E. Applause Cards

14. STAFF REPORTS

- A. CHC President
 - A written report was submitted to the Board.
- B. CHC Academic Senate
 - Absent
- C. CHC Classified Senate
 - Absent.
 -
- D. CHC ASB
 - Chris Walsh reported the Student Senate recently spent 36 hours in a bi-annual planning retreat. Chris will be coordinating *Hands Across California* which will create a unified statewide effort illustrating the impact of community colleges in the state. An invitation was extended to attend the *Operation Glitter* performance on January 29.
- E. SBVC President
 - A written report was submitted to the Board.

Mr. Futch left at 6:10 p.m.

- F. SBVC Academic Senate
 - Absent.
- G. SBVC Classified Senate
 - Newly elected Senate President Cassandra Thomas said she is committed to continuing the good work done by former president

Grayling Eaton. She congratulated Trustee Ramos on his appointment to the State Board of Education.

H. SBVC ASB

- Damaris Castillo-Torres thanked Trustee Ferracone for her visit to CHC. New associated government members will participate in an orientation. They will have an opportunity to review their constitution, members' responsibilities and Brown Act issues. Damaris stated that although we have more awareness of and the district has made some strides regarding handicap and ADA issues, the students still had some concerns. Mr. Baron asked her to call his office for an appointment so these could be discussed.

I. KVCR

- A written report was submitted to the Board.

J. CTA

- Absent.

K. CSEA

- Newly elected CSEA President Colleen Gamboa announced the union had ratified the recent tentative agreement.

15. ADJOURN

Dr. Singer adjourned the meeting at 6:25 p.m.

John M. Futch, Clerk
San Bernardino Community College District
Board of Trustees

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

Minutes of the Special Meeting of the Board of Trustees
Thursday, February 3, 2011 – 4:00 p.m. – Board Room

1. CALL TO ORDER - PLEDGE OF ALLEGIANCE

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

Members Present:

Carleton W. Lockwood, Jr., President
Dr. Donald L. Singer, Vice President
John M. Futch, Clerk
Donna Ferracone
John Longville
James C. Ramos
Robert Alexander, Student Trustee, SBVC (arrived at 4:20 p.m.)
Daniel Shedd, Student Trustee, CHC

Members Absent

Jess C. Vizcaino, Jr.

Administrators Present:

Bruce Baron, Interim Chancellor
Dr. Debra Daniels, President, SBVC
Gloria M. Harrison, President, CHC
Larry Cicalone, President, KVCR
Charlie Ng, Interim Vice Chancellor Fiscal Services

Administrators Absent:

Dr. Jack Miyamoto, Consultant, HR

Pledge of Allegiance

Mr. Futch led the Pledge of Allegiance.

2. PUBLIC COMMENT

None.

3. ACTION AGENDA

Approve Revised 2011 Board Meeting Dates

Mr. Futch moved, Dr. Singer seconded, and the Board members voted as follows to approve the revised 2011 board meeting dates:

AYES: Ferracone, Futch, Lockwood, Longville, Ramos, Singer, Shedd (advisory)

NOES: None.

ABSENT: Vizcaino, Alexander (advisory)

ABSTENTIONS: None

4. STUDY SESSION

Accountability Reporting for the Community Colleges (ARCC) – SBVC & CHC

Institutional Researchers Keith Wurtz, CHC, and James Smith, SBVC, presented the 2010 Accountability Reporting (ARCC) of the community colleges. Assembly Bill AB 1417 requires that the California Community College System Office develop a framework for evaluating community college performance. The goal of the framework is to provide information to help improve instruction and programs for students. The framework needs to reflect the breadth of the mission of the California community colleges.

Both colleges continue to place an emphasis on retention, persistence and basic skills improvements and both colleges showed progress in several categories as measured against their prior year data as well as the peer group data. Both colleges continue to identify strategies related to increasing the success of students and through research they have found that students are more successful when they see a counselor, when they are part of a learning community and when they seek advisement and have an education plan.

The Board actively discussed the 2010 Accountability Reporting for the Community Colleges reports for SBVC and CHC.

Mr. Alexander arrived at 4:20 p.m.

Information and Discussion About the District Budget

Charlie Ng, Interim Vice Chancellor of Fiscal Services, said conceptual alternatives and solutions to the budget were identified by Chancellor's Cabinet. The District Budget Committee also shared solutions and alternatives, reviewed budget deadlines and discussed the next steps the Budget Committee should take.

Mr. Ng presented the three state budget scenarios developed by the Community College League of California and how those three scenarios impact the district's budget and enrollment. He talked about other budget considerations, the budget process, the impact on the district's fund balance, and the impact of deferrals on cash flow.

The following Budget Directions for 2011-12 were recommended by the district's administration:

- Avoid layoffs, if possible, of all full-time and part-time permanent contract employees.
- Fully fund contractual step increases.
- Maintain resource flexibility by maintaining a "selective hiring freeze" as appropriate.
- Maintain flexibility to fund up to the full cost of health benefits as negotiated.
- Explore options to reduce the General Fund support for KVCR and PDC.
- Use bond funding to continue implementation of the District's Facilities Master Plans.
- Allocate base funding to the colleges and other sites to be used to satisfy each site's highest priority goals and objectives consistent with the District's Resource Allocation Model.
- Reallocate staff resources as appropriate throughout the District.
- Reduce 12-month faculty contracts to 10- or 11-month contracts consistent with each college's priorities and objectives.
- Explore the feasibility of a Supplemental Employee Retirement Program.
- Balance the 2011-2012 budget using the District's 2009-2010 "Fallout" and Fund Balance as appropriate to maintain programs, services, and the directions above while maintaining a minimum Fund Balance level of 15%.
- Develop "transition plans" to minimize or mitigate future utilization of the Fund Balance.

Mr. Ng explained the SERP may be an alternative to layoffs but there is no certainty that the District will recommend a SERP this year based on factors such as the Faculty Obligation Number. Research is ongoing. The Fund Balance was discussed, and the projections reflect a reserve balance at 20% or greater, even with the worst case scenario. The college presidents want to safeguard programs which have a high success rate and review at length some programs which are out of date. Both presidents agreed that we can't allow programs to continue if they do not serve our students or community. The trustees said that we need to stay true to our mission.

Trustee Ferracone asked if there are things the board can contribute to the cuts. Mr. Lockwood asked that we place that item on the February 17 agenda for discussion.

By consensus the Board directed the administration to submit the budget directions as presented to the February 17 board meeting for approval.

5. ADJOURN

Mr. Lockwood adjourned the meeting at 6:05 p.m.

John M. Futch, Clerk
San Bernardino Community College District

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Interim Chancellor
REVIEWED BY: Gloria Macias Harrison, President, CHC
PREPARED BY: Cheryl A. Marshall, Vice President of Instruction, CHC
DATE: February 17, 2011
SUBJECT: Consideration of Approval of Curriculum Modifications

RECOMMENDATION

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

OVERVIEW

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

ANALYSIS

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

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

None.

CRAFTON HILLS COLLEGE
SUBMITTED FOR BOARD OF TRUSTEES APPROVAL
February 17, 2011

NEW COURSES

DIVISION: Learning Resources
DEPARTMENT: Learning and Instructional Resources
COURSE ID: LRC 907
COURSE TITLE: Learning Disability Assessment
UNIT: .50
LAB: 1.5 contact hours per week
24 – 27 contact hours per semester
PREREQUISITE: None
COREQUISITE: None
DEPARTMENTAL RECOMMENDATION: Eligibility for Disabled Students Programs and Services (DSPS)
CATALOG DESCRIPTION: Assessment for learning disabilities services eligibility. Group and individual testing, basic instruction in study skills, academic accommodations, and learning styles. Through both assessment and class exercises, an individual learning profile including learning strengths and weaknesses and recommended compensating strategies will be developed. Open entry, open exit course. Graded on a Pass or No Pass basis only.
SCHEDULE DESCRIPTION: Assessment for learning disabilities services eligibility. Group and individual testing, basic instruction in study skills, academic accommodations, and learning styles.

Effective: FA11

Rationale: With the large number of students needing remedial coursework, the probability is high that many of them have undiagnosed learning disabilities. Identifying students who are eligible for learning disability services will provide accommodations required for parity with peers. This course will be a visible, accessible means for students to self-refer for testing.

DIVISION: Learning Resources
DEPARTMENT: Learning and Instructional Resources
COURSE ID: LRC 920
COURSE TITLE: Self Advocacy and Strategies for Success
UNITS: 2
LECTURE: 2 contact hours per week
32 – 36 contact hours per semester
PREREQUISITE: None
COREQUISITE: None
DEPARTMENTAL RECOMMENDATION: Eligibility for services provided by Disabled Students Programs and Services (DSPS)
CATALOG DESCRIPTION: Introduction to the legal rights and responsibilities of students with disabilities, self-advocacy, and strategies for accommodating limitations. Graded on a Pass or No Pass basis only.
SCHEDULE DESCRIPTION: Introduction to the legal rights and responsibilities of students with disabilities, self-advocacy, and strategies for accommodating limitations.

Effective: FA11

Rationale: An increasing number of students with verified disabilities attend Crafton Hills College. Due to the effect of their disability, students often have need for accommodation in order to be successful in classes, but often students do not understand their rights and limitations or how to ask for what they need.

DIVISION: Learning Resources
DEPARTMENT: Learning and Instructional Resources
COURSE ID: LRC 925X4
COURSE TITLE: Access Technology Support Lab
UNITS: .50 – 2
LAB: 1.5 – 6 contact hours per week
24 – 96 contact hours per semester

PREREQUISITE: None

COREQUISITE: None

DEPARTMENTAL RECOMMENDATION: Eligibility for services provided by Disabled Students Programs and Services (DSPS)

CATALOG DESCRIPTION: Practical introduction to assistive computer technology for individuals with orthopedic, learning, visual, and/or hearing disabilities. Focuses on individual needs in access technology within the context of basic microcomputer application packages that include keyboarding, word processing and Windows. Open entry, open exit course. Graded on a Pass or No Pass basis only.

SCHEDULE DESCRIPTION: Practical introduction to assistive technology for individuals with disabilities.

Effective: FA11

Rationale: This course meets Title V, Section 56026 regulations by providing students with disabilities access to regular activities, programs, and classes offered by the college. The course allows students to explore and learn the available assistive technologies needed to succeed in college classes.

DIVISION: Music
DEPARTMENT: Fine Arts
COURSE ID: MUSIC 120H
COURSE TITLE: Appreciation of Musical Literature – Honors
UNITS: 3
LECTURE: 3 contact hours per week
48 – 54 contact hours per semester

PREREQUISITE: Acceptance into the College Honors Institute

COREQUISITE: None

DEPARTMENTAL RECOMMENDATION: None

CATALOG DESCRIPTION: Introduction to musical literature. This course is designed to develop an understanding of music and musicians in a societal and historical context. This course includes content and experiences appropriate for students wishing to earn honors credit.

SCHEDULE DESCRIPTION: Introduction to musical literature. This course is designed to develop an understanding of music and musicians in a societal and historical context. This course includes content and experiences appropriate for students wishing to earn honors credit.

Effective: FA11

Rationale: Increase Honors Program

MODIFIED COURSES

COURSE ID	COURSE TITLE
BUSAD 230	Using Computers for Business

CATALOG DESCRIPTION: Introduction to computer and information technology including the history, terminology, components, and operation of computer systems. Includes an overview and use of selected software including operating systems, word processors, spreadsheets, presentation applications, databases, and basic web design. Discussion of the impact of computers in society and the work place. No previous computer background is required. This course is also offered as CIS 101.

Effective: FA11

Rationale: Six-year revision

COURSE ID	COURSE TITLE
CD 112	Programs and Practices in Child Development

DEPARTMENTAL RECOMMENDATION: Successful completion of CD 105

Effective: FA11

Rationale: Six-year revision

COURSE ID	COURSE TITLE
CD 126	Child, Family and Community

DEPARTMENTAL RECOMMENDATION: Successful completion of CD 105

Effective: FA11

Rationale: Six-year revision

COURSE ID	COURSE TITLE
CD 130	Music and Movement for Children

DEPARTMENTAL RECOMMENDATION: Successful completion of CD 105

Effective: FA11

Rationale: Six-year revision

COURSE ID	COURSE TITLE
CD 131	Developmental Art for Children

DEPARTMENTAL RECOMMENDATION: Successful completion of CD 105

Effective: FA11

Rationale: Six-year revision

COURSE ID	COURSE TITLE
CD 133	Creative Science and Math Activities for Children

DEPARTMENTAL RECOMMENDATION: Successful completion of CD 105

Effective: FA11

Rationale: Six-year revision

COURSE ID	COURSE TITLE
CD 134	Language and Listening, Literacy and Literature for Children

DEPARTMENTAL RECOMMENDATION: Successful completion of CD 105

Effective: FA11

Rationale: Six-year revision

COURSE ID	COURSE TITLE
CD 136	Creative Art Activities for Children

DEPARTMENTAL RECOMMENDATION: None

Effective: FA11

Rationale: Six-year revision

COURSE ID	COURSE TITLE
CD 137	Play and Materials in Early Learning

Effective: FA11

Rationale: Six-year revision

COURSE ID	COURSE TITLE
CIS 101	Introduction to Computer and Information Technology

CATALOG DESCRIPTION: Introduction to computer and information technology including the history, terminology, components, and operation of computer systems. Includes an overview and use of selected software including operating systems, word processors, spreadsheets, presentation applications, databases, and basic web design. Discussion of the impact of computers in society and the work place. No previous computer background is required. This course is also offered as BUSAD 230.

Effective: FA11

Rationale: Six-year revision

COURSE ID	COURSE TITLE
FIRET 115	Firefighter I Basic Training Academy

PREREQUISITE: Admission to the Academy and FIRET 100 and FIRET 101 and EMS 020 or successful completion of the NREMT (National Registry Examination for the Emergency Medical Technician) or currently certified as an EMT in California.

DEPARTMENTAL RECOMMENDATION: Eligibility for ENGL 101 and eligibility for MATH 095 or higher and successful completion of FIRET 902X4

UNITS: 14

LECTURE: 7.25 contact hours per week
116-130.5 contact hours per semester

LAB: 20.75 contact hours per week
332-373.50 contact hours per semester

CATALOG DESCRIPTION: The Crafton Hills College Fire Academy includes introduction to basic firefighting theory and skills, study of the characteristics and behavior of structure and wildland fires, hazardous materials response techniques, incident command principles, wildland firefighting theory and skills, wildland equipment use, and rescue techniques.

SCHEDULE DESCRIPTION: This course trains students to possess the necessary competencies required for the California State Fire Training Firefighter I Certification as well as the Basic Wildland Fire Academy Certification.

Effective: FA11

Rationale: The course is being modified as a result of a unit change. By increasing the units, the cadets will receive upon graduation a Basic Wildland Fire Academy certificate of completion from CAL Fire which is the largest Fire Department employer in California.

COURSE ID	COURSE TITLE
MATH 090A	Elementary Algebra Part A

LECTURE: 1.25 contact hours per week
20-22.5 contact hours per semester

LAB: .75 contact hours per week
12-13.5 contact hours per semester

SCHEDULE DESCRIPTION: This is the first of a three part version of Elementary Algebra, including basic algebraic properties; manipulation of algebraic expressions, introduction to whole number exponents; solutions to linear equations and inequalities of one variable; literal equations. Applications for these topics are included. If purchasing a used book, new software access may need to be purchased at an additional expense. Credit cannot be earned for both MATH 090 and MATH 090A.

Effective: FA11

Rationale: Course is being modified to keep course consistent with six-year update of MATH 090.

COURSE ID	COURSE TITLE
MATH 090B	Elementary Algebra Part B

LECTURE: 1.25 contact hours per week
20-22.5 contact hours per semester

LAB: .75 contact hours per week
12-13.5 contact hours per semester

Effective: FA11

Rationale: Course is being modified to keep course consistent with six-year update of MATH 090.

COURSE ID	COURSE TITLE
MUSIC 103	Appreciation of American Popular Music

SCHEDULE DESCRIPTION: History of American popular music with an emphasis on the music of the current and past century.

Effective: FA11

Rationale: Six-year revision

COURSE ID	COURSE TITLE
PE/I H-ZX3	Selected Topics in Physical Education

Effective: FA11

Rationale: Six-year revision

DISTANCE EDUCATION

COURSE ID	DE TYPE
BUSAD 230	Hybrid, 100% Online
CIS 101	Hybrid, 100% Online
MUSIC 103	100% Online

Effective: FA11

Rationale: Increase Distance Education course offerings.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Interim Chancellor
REVIEWED BY: Dr. Jack Miyamoto
Human Resources Consultant
PREPARED BY: Dr. Jack Miyamoto
Human Resources Consultant
DATE: February 17, 2011
SUBJECT: Consideration of Approval of Classified Employees

RECOMMENDATION

It is recommended that the Board of Trustees approve the employment of Patricia Jenkins, Lab Technician, SBVC, Mary Smith, Clerical Assistant II, SBVC, Karen Taylor, Child Development Teacher, SBVC, and Veronica Lehman, Clerical Assistant I, CHC.

OVERVIEW

The attached list of classified employees is submitted for approval.

ANALYSIS

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

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2010-2011 budget.

Jenkins, Patricia, Lab Technician, Physics, SBVC, Classified Salary Schedule, Range 38, Step A, \$1,675.00 per month (50%) effective February 22, 2011. Replacement for Kathryn Fayram.

Smith, Mary C., Clerical Assistant II, Financial Aid, SBVC, full-time, 12-month position, Classified Salary Schedule, Range 25, Step A, \$2,431.00 per month, effective February 22, 2011. Replacement Angela Grotke.

Taylor, Karen, Child Development Teacher, SBVC, Child Development Salary Schedule, Range 1, Step B, \$2,748 per month effective February 28, 2011. Replacement for Sandy Karge.

Lehman, Veronica, Clerical Assistant I, Financial Aid, CHC, part-time, 47.5% of contract, 19 hours per week, 12-month position, Classified Salary Schedule, Range 21, Step C, \$1,153.30 per month effective February 22, 2011. Replacement for Shannon Steckenfinger.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Interim Chancellor
REVIEWED BY: Dr. Jack Miyamoto
Human Resources Consultant
PREPARED BY: Dr. Jack Miyamoto
Human Resources Consultant
DATE: February 17, 2011
SUBJECT: Consideration of Acceptance of Classified Employee Resignations

RECOMMENDATION

It is recommended that the Board of Trustees accept the resignation of Lizanna Ocampo, Human Resources Generalist, Confidential, District, Aimee Marshall, Secretary II, CHC, and Nicole Porter, Green Workforce Data Technician, District.

OVERVIEW

Ms. Ocampo has submitted a letter of resignation from employment effective March 5, 2011, after four years of service to the District.

Ms. Marshall has submitted a letter of resignation from employment effective February 1, 2011, after five years of service to the District.

Ms. Porter has submitted a letter of resignation from employment effective February 1, 2011, after eight months of service to the District.

ANALYSIS

The Human Resources Department has provided employees acceptance of their resignation from employment.

BOARD IMPERATIVE

None.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Acting Chancellor
REVIEWED BY: Dr. Jack Miyamoto
Human Resources Consultant
PREPARED BY: Dr. Jack Miyamoto
Human Resources Consultant
DATE: February 17, 2011
SUBJECT: Consideration of Approval for Release of Probationary Classified Employee

RECOMMENDATION

It is recommended that the Board of Trustees approve the ratification of release of probationary classified employee, ID #24944, Clerical Assistant, SBVC.

OVERVIEW

Clerical Assistant, ID. #24944, SBVC, effective February 14, 2011.

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, Interim Chancellor
REVIEWED BY: Dr. Jack Miyamoto
Human Resources Consultant
PREPARED BY: Dr. Jack Miyamoto
Human Resources Consultant
DATE: February 17, 2011
SUBJECT: Consideration of Approval of Placement of Classified Employee
on the 39-Month Reemployment List

RECOMMENDATION

It is recommended that the Board of Trustees approve the placement of classified employee on the 39-month reemployment list.

OVERVIEW

Eva Alanis, Financial Aid Specialist I, SBVC, effective 1/31/2011

ANALYSIS

The classified employee has exhausted all available leaves and is unable to return to work. Therefore, it is necessary to place her on the 39-month reemployment list.

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, Interim Chancellor
REVIEWED BY: Dr. Jack Miyamoto
Human Resources Consultant
PREPARED BY: Dr. Jack Miyamoto
Human Resources Consultant
DATE: February 17, 2011
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 list 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

Short-Term Hourly Employees

February 17, 2011

Name	Department	Site	Duties	Start Date	End Date	Hourly Rate
Baum, Kevin	Math & Science Student Success Center	SBVC	Tutor II	2/18/11	6/30/11	\$11.00
Hayes, Chauncey	Health & Physical Education	CHC	Tutor II	2/18/11	6/30/11	\$11.00
Manzanida, Norbert	Computer Information Systems	CHC	Tutor II	2/18/11	6/30/11	\$11.00
Temby, Leonard	Computer Information Systems	CHC	Tutor II	2/18/11	6/30/11	\$11.00

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

Substitute Employees

February 17, 2011

Name	Department	Site	Duties	Start Date	End Date	Hourly Rate
Arciero, Esther	Financial Aid	SBVC	FA Specialist I	1/1/11	1/30/11	\$19.25
Bellamy, Andrea	Child Development	SBVC	Child Development Teacher	1/21/11	3/21/11	\$17.76
Book, Paula	Child Development Center	CHC	Child Development Assistant	2/1/11	3/31/11	\$12.35
Boyle, Eufracia	Child Development Center	CHC	Child Development Assistant	2/1/11	3/31/11	\$12.35
Brown, Clemen	Tool Room	SBVC	Tool Room Specialist	1/15/11	3/14/11	\$14.31
Casas, Aurora	Science	SBVC	Lab Technician	1/12/11	3/12/11	\$19.25
Covarrubias, Martha	Child Development	SBVC	Child Development Assistant	1/10/11	3/10/11	\$12.35
Freeman, Christopher	Tool Room	SBVC	Tool Room Specialist	1/24/11	3/24/11	\$14.31

Frenken, Terri-Lynne	Child Development Center	CHC	Child Development Assistant	2/1/11	3/31/11	\$12.35
Galvez, Daniel	Custodial	SBVC	Custodian	2/11/11	4/11/11	\$14.68
Grant, Kathleen	Athletics	SBVC	Secretary I	1/18/11	3/18/11	\$15.43
Hall, Suzan	Administrative Services	SBVC	Secretary II	1/28/11	3/28/11	\$17.02
Jenkins, Patricia	Science	SBVC	Lab Technician	12/7/10	2/11/11	\$19.25
Lehman, Veronica	Financial Aid	CHC	Clerical Assistant I	1/24/11	2/18/11	\$12.65
Luther, Lorie	Child Development Center	CHC	Child Development Assistant	2/1/11	3/31/11	\$12.35
McLin, Tammera	Career Center	SBVC	Job Developer	12/27/10	2/27/11	\$18.33
Ortiz, Brenda	Child Development	SBVC	Child Development Assistant	1/10/11	3/10/11	\$12.35
Powers, Lisa	Child Development	SBVC	Child Development Teacher	1/22/11	3/22/11	\$17.76
Quadri, Samina	Child Development Center	CHC	Child Development Assistant	2/1/11	3/31/11	\$12.35
Romero, Gabriela	EDCT	Dist	Logistics Grant Coordinator	2/1/11	2/28/11	\$22.89
Sinha, Indrani	Child Development Center	CHC	Child Development Assistant	2/1/11	3/31/11	\$12.35
Smith, Mary	Financial Aid	SBVC	Clerical Assistant II	1/14/11	2/18/11	\$13.97
Zapien, Lorena	Counseling	SBVC	Secretary I	2/16/11	4/16/11	\$15.43

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

Professional Expert Hourly Employees

February 17, 2011

Name	Department	Site	Duties	Start Date	End Date	Hourly Rate
Allen, Mark	Radiologic Technology	CHC	Radiologic Technology Specialist	2/18/2011	5/27/2011	\$30.00
Boucher, Nathaniel	Fire Technology	CHC	Fire Tech Specialist/Tactical Officer/Safety Officer	2/18/2011	6/30/2011	\$30.00/\$23.00/ \$22.50
Carnes, Michael	Fire Technology	CHC	Fire Tech Specialist/Tactical Officer/Safety Officer	2/18/2011	6/30/2011	\$30.00/\$23.00/ \$22.50
Chesser, Austin	DSP&S	SBVC	Interpreting/ Transliterating Level IV	2/18/2011	6/30/2011	\$15.00
Enriquez, Areli	DSP&S	SBVC	Interpreting/ Transliterating Level IV	2/18/2011	6/30/2011	\$15.00
Glaze, Nicholas	Public Safety & Emergency Services	CHC	Lab Instructor/Primary Instructor/EMS Specialist	2/18/2011	6/30/2011	\$20.00/\$25.00/ \$30.00
Jeffries, Nicole	Public Safety & Emergency Services	CHC	Lab Instructor/Primary Instructor/EMS Specialist	2/18/2011	6/30/2011	\$20.00/\$25.00/ \$30.00
Medina, Cris	Public Safety & Emergency Services	CHC	Lab Instructor/Primary Instructor/EMS Specialist	2/18/2011	6/30/2011	\$20.00/\$25.00/ /\$30.00
Reynoldson, Caleb	Public Safety & Emergency Services	CHC	Lab Instructor/Primary Instructor/EMS Specialist	2/18/2011	6/30/2011	\$20.00/\$25.00/ \$30.00
Vela, Monica	Public Safety & Emergency Services	CHC	Lab Instructor/Primary Instructor/EMS Specialist	2/18/2011	6/30/2011	\$20.00/\$25.00/ \$30.00

Ratification is requested by Human Resources to approve employment for the following individuals. Their names were inadvertently removed from the December board list.

Name	Department	Site	Duties	Start Date	End Date	Hourly Rate
Anacleto, Santos	Automotive Collision	SBVC	Assistant Instructor	1/18/11	5/10/11	\$20.00

Amend board to correct start date for the following individual from 1/3/2011 to 1/1/2011.

Arifuku, Mark	Criminal Justice	SBVC	Facilitator/ Evaluator/ Safety Facilitator/Tactical Officer	1/1/2011	6/30/2011	\$35.00 per hour/ \$105.00 per session/ \$25.00 per hour/ \$28.00/hr
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Ratification is requested by Human Resources to approve employment for the following individuals. Their names were not included on the January board list.

Name	Department	Site	Duties	Start Date	End Date	Hourly Rate
Francis, Catherine	Professional Development Center	DIST	Workforce Development/ PDC Trainer	1/18/2011	6/30/2011	\$50.00
Warren, Ernestine	Professional Development Center	DIST	Consultant	1/18/2011	6/30/2011	\$336 per day

Ratification is requested by the department in order to accommodate a student need by the start of the Spring 2011 semester.

Name	Department	Site	Duties	Start Date	End Date	Hourly Rate
Andrews, Breanna	DSPS	CHC	Interpreting/Transliterating Level I	1/18/2011	6/30/2011	\$24.00

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Interim Chancellor
REVIEWED BY: Dr. Jack Miyamoto
Human Resources Consultant
PREPARED BY: Gloria M. Harrison, President, CHC
Dr. Debra S. Daniels, President, SBVC
DATE: February 17, 2011
SUBJECT: Consideration of Approval of Adjunct & Substitute Academic Employees

RECOMMENDATION

It is recommended that the Board of Trustees approve the employment of adjunct and substitute academic employees as needed for the 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 2010-2011 budget.

CHC – Spring 2011

Kalsi, Amandeep

Health Education

SBVC- Academic Year 2010-2011

Carrigan, Ryan

Castro, Emma

Greico, Lydia

Khan, Javed

Newman, Eric

Piercy, Richard

Sandles, James

Schwartz, Rebecca

Stepp, Randal

Business Administration

Biology

Psychiatric Technology

Chemistry

Business Administration

Biology

Warehouse

Water Supply Technology

Reading

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Interim Chancellor

REVIEWED BY: Dr. Jack Miyamoto
Human Resources Consultant

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

DATE: February 17, 2011

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 periodical 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 2010-2011 budget.

CHC – Non Instructional Pay

Levy, Steve, Facilitate Arts Day Workshop, \$400, 02/25/11.

SBVC – Non Instructional Pay

Stuart, Doris, Back-Up Police Academy Coordinator, 02-17-11 to 06-30-11, not to exceed 20 hours per week at \$43.16 per hour.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Barron, Interim Chancellor

REVIEWED BY: Dr. Jack Miyamoto
Human Resources Consultant

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

DATE: February 17, 2011

SUBJECT: Consideration of Approval to Grant Tenure to Academic Employees

RECOMMENDATION

It is recommended that the Board of Trustees approve tenure for faculty members, SBVC.

OVERVIEW

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

ANALYSIS

The Tenure Review Committee at San Bernardino Valley College was convened as per Agreement between the San Bernardino Community College District and the San Bernardino Community College District Chapter CTA/NEA.

BOARD IMPERATIVE

I. Institutional Effectiveness

FINANCIAL IMPLICATIONS

None.

San Bernardino Valley College

Briggs, Stephanie
Jones, Patricia
Kanawati, Moustafa
Lillard, Sheri
Mack, Gail
Pires, Romana
Rabon, Deanne
Rosales, David
Sabio, Neomi
Torrez, Michael

Mathematics
Counseling
Mathematics
Science
Nursing
Social Sciences
STAR Program Coordinator
Arts
Psychology Technician
Science

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Interim Chancellor

REVIEWED BY: Dr. Jack Miyamoto
Human Resources Consultant

PREPARED BY: Dr. Debra Daniels, President, SBVC

DATE: February 17, 2011

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

RECOMMENDATION

It is recommended that the Board of Trustees approve the one-year contracts for first to second year and third-year contracts, covering years three and four for academic employees.

OVERVIEW

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

ANALYSIS

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

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

Included in the 2010-2011 budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Acting Chancellor
REVIEWED BY: Dr. Jack Miyamoto
Human Resources Consultant
PREPARED BY: Dr. Jack Miyamoto
Human Resources Consultant
DATE: February 17, 2011
SUBJECT: Consideration of Approval of Management Appointment

RECOMMENDATION

It is recommended that the Board of Trustees approve the appointment of Guillermo Parra, Maintenance & Grounds Supervisor, SBVC.

OVERVIEW

Guillermo Parra, Maintenance & Grounds Supervisor, SBVC, Management Salary Schedule, Range 9, Step B, \$5,390 per month effective February 22, 2011. Replacement for Greg Fife.

ANALYSIS

Mr. Parra went through the regular recruitment process and is being recommended for appointment.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2010-11 budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Interim Chancellor
REVIEWED BY: Dr. Jack Miyamoto
Human Resources Consultant
PREPARED BY: Dr. Jack Miyamoto
Human Resources Consultant
DATE: February 17, 2011
SUBJECT: Consideration of Acceptance of Management Employee Resignation

RECOMMENDATION

It is recommended that the Board of Trustees accept the resignation of Duncan Lively, Radio Station Manager, KVCR.

OVERVIEW

Mr. Lively has submitted a letter of resignation from employment effective January 19, 2011 after three years of service to the District.

ANALYSIS

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

BOARD IMPERATIVE

None.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Interim Chancellor

REVIEWED BY: Dr. Jack Miyamoto
Human Resources Consultant

PREPARED BY: Dr. Jack Miyamoto
Human Resources Consultant

DATE: February 17, 2011

SUBJECT: Consideration of Approval of Revised Management Job Description

RECOMMENDATION

It is recommended that the Board of Trustees approve the revision to the Environmental, Health & Safety Administrator job description.

OVERVIEW

The job description for Environmental, Health & Safety Administrator is being revised to reflect a change in position qualifications.

ANALYSIS

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

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

None.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

ENVIRONMENTAL, HEALTH & SAFETY ADMINISTRATOR

*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.*

SUMMARY DESCRIPTION

Under the general direction of the Business Manager, the Environmental, Health & Safety Administrator oversees, manages, coordinates and administers the environmental and occupational health, safety, risk and emergency preparedness program and activities of the San Bernardino Community College District. This position provides technical expertise necessary to develop, implement, coordinate, promote, and evaluate the District's environmental, occupational health, safety, risk and emergency management programs. The Environmental, Health & Safety Administrator is responsible for ensuring the District's compliance with all Federal, State, and local environmental and occupational health, safety and emergency management laws and regulations.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Oversees, manages, coordinates and administers a comprehensive environmental and occupational health, safety, risk and emergency preparedness programs.
2. Develops, implements, promotes, evaluates and manages the District's environmental and occupational health, safety, risk and emergency preparedness program and activities.
3. Evaluates working conditions and operational practices and inspects District facilities and equipment to identify environmental, occupational health and safety hazards and other violations.
4. Performs, coordinates, facilitates and conducts all environmental, occupational health, safety, risk and emergency preparedness related trainings.
5. Develops educational, technical and promotional materials, posters, brochures, newsletters etc. to create and increase the District's environmental, health, safety and emergency preparedness awareness.
6. Performs investigations of all accidents and incidents independently and in coordination with other regulatory agencies as required.
7. Monitors and evaluates the District's environmental and occupational health, safety and emergency management programs to ensure compliance with CAL OSHA/OSHA and related regulations.
8. Identifies, reports and provides solutions to management regarding employee environmental and occupational health, safety, risk and emergency preparedness programs and regulatory compliance.
9. Assists managers in conducting job hazard analysis and works with managers and employees to correct safety violations and hazards.
10. Advises management on technical and administrative matters related to environmental and occupational health, safety and emergency management programs.
11. Responds, investigates, and identifies all employee complaints and anonymous hazard reportings.
12. Anticipates, prevents and resolves difficult and sensitive inquiries, conflicts and complaints.
13. Serves on the District's Safety Committee.
14. Serves as the liaison with governmental and regulatory agencies.
15. Leads and supervises the work of other employees.
16. Maintains the District's Environmental, Health and Safety website.

17. Performs related duties as required.

QUALIFICATIONS

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

Knowledge of:

Operational characteristics, services, and activities of an environmental and occupational health, safety, risk and emergency management program.

Principles and practices of environmental, occupational health, safety, risk and emergency management.

Principles, practices, methods and techniques of training.

Methods and techniques of accident reporting and investigations.

Methods and techniques of fire prevention; disaster control; and emergency preparedness.

Principles and practices of program development and administration.

Principles and practices of budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Pertinent federal, state, and local laws, codes, and regulations relating to environmental, occupational health, safety, risk and emergency management

Ability to:

Oversee and participate in the management of a comprehensive environmental, occupational health, safety and emergency management program.

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

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

Gather and analyze data and situations and make appropriate decisions.

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

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

Interpret and apply California Education Code, Title 5, federal, state, and local policies, laws, and regulations related to environmental, occupational health, safety, risk and emergency management.

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

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

Provide leadership based on ethics and principles as they relate to environmental, occupational health, safety, risk and emergency management functions and operations.

Communicate clearly and concisely, both orally and in writing.

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

Education and Experience Guidelines

Education/Training:

A Bachelor's degree from an accredited college or university in ~~environmental, occupational health or safety or a related field.~~

Required Experience:

Three (3) years of experience in environmental, occupational health, safety or emergency preparedness.

Certificate, License or Registration:

1. A valid California Driver's License and proof of a good driving record.
2. ~~Certified Safety Professional (CSP).~~

Preferred Education, Certification and Experience:

1. A Bachelor's degree from an accredited college or university in environmental, occupational health or safety, business, public administration, science, engineering or related field.
2. Certified Safety Professional (CSP), Certified Industrial Hygienist (CIH), Certified Safety Manager (CSM) and /or equivalent certifications or registrations.
3. Experience in the California Community College environment.

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. Occasional exposure to risks controlled by safety precautions.

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

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

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

Revised: February 2011
Board Approved: November 2010
Range: 44 **12**

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Interim Chancellor

REVIEWED BY: Dr. Jack Miyamoto
Human Resources Consultant

PREPARED BY: Dr. Jack Miyamoto
Human Resources Consultant

DATE: February 17, 2011

SUBJECT: Consideration of Approval of New Management Job Description

RECOMMENDATION

It is recommended that the Board of Trustees approve the new job description for Chief Content Officer, KVCR.

OVERVIEW

This position oversees and participates in the day-to-day coordination, programming, and operations of the District's public media efforts; identifies, reviews, recommends, and schedules appropriate content for all platforms. The Chief Content Officer is also responsible for the preparation of public information materials; development and recommendation of long-range content goals and objectives with a primary focus on the international Native American Channels.

ANALYSIS

It is necessary to develop a job description to meet the needs of the KVCR organization.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

None.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

CHIEF CONTENT OFFICER, KVCR

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

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

SUMMARY DESCRIPTION

Under the direction of the Executive Director of KVCR, the Chief Content Officer (CCO) is responsible for defining and overseeing the content agenda and strategy for the organization. This position oversees and participates in the day-to-day coordination, programming, and operations of the District's public media efforts; identifies, reviews, recommends, and schedules appropriate content for all platforms. The Chief Content Officer is responsible for the preparation of public information materials; development and recommendation of long-range content goals and objectives with a primary focus on the international Native American Channels.

This position is also responsible for refining and executing a content strategy that strikes a careful balance between supporting and updating programs that consistently draw new and loyal viewers investing in programming and services that attract a new audience; developing, refining and driving the Native American Channel, programming agenda as the organization seeks to become a leading provider of Native American content.

Success in this position will require the Chief Content Officer (CCO) to work effectively with an engaged, passionate, and mission-driven set of internal and external constituents including the KVCR Educational Foundation, Inc., dedicated creative and strategic programmers, marketers, digital media executives, external content partners and PBS member stations.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Designs program, formats program concepts, and develops a strong 21st century vision for the service based in Southern California.
2. Leads the team in developing and testing innovative multi-platform programming, attracting new audiences, better serving the nation and creating new opportunities across traditional TV and new media platforms.
3. Clarifies the programming imperatives required to effectively serve KVCR's existing audience and identify areas where we can innovate in order to attract and expand this service, with a specific focus on content serving an increasingly diverse America.
4. Refines and executes a cohesive content strategy with clear vision and goals for enhancing KVCR's programming streams
5. Updates existing key programs, acquiring and developing compelling new offerings.
6. Encourages the development of new creative content.
7. Oversees the disbursement of the programming budget.
8. Manages the relationships with programming executives at PBS member stations, producers, Native American Tribes, and others and ensure the appropriate level of collaboration on key decisions around content, programming and marketing.
9. Oversees, motivates and evaluates assigned staff and continue to build a culture of inter-

departmental collaboration, fresh-thinking, considered risk-taking and innovation.

10. Refines and executes a content strategy that generates improved ratings and market share gains while remaining true to KVCR's and PBS' educational and public service missions.
11. Promotes and expand the channels attractiveness to new viewers, particularly multicultural and diverse audiences.
12. Drives an ambitious programming agenda working effectively with a range of constituents including the internal creative staff, funding organizations, PBS member stations, producers and distributors of content.
13. Envisions the future of the service across all platforms and explore opportunities to improve and expand the service.
14. Identify and collaborate with partners to produce cultural, editorial, informational, entertainment, specials, etc.
15. Communicate the channel's goals, successes, needs and risks to the Executive Director and the President.
16. Responsible for overall quality, budget and management of the channel's deliverables
17. Work with the development leader to ensure full funding of the channel(s).
18. Consults and coordinates with program suppliers, representatives of other stations, community groups, Native American Tribes and staff on matters related to content, public information, and program copyright.
19. Receives and responds to inquiries and requests in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.
20. Responds to emergency calls to resolve programming or operational programs that may occur during broadcast hours or off-duty hours when necessary.
21. Anticipates, prevents and resolves difficult and sensitive inquiries, conflicts and complaints.
22. 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:

Public media mission, vision and culture.

Structure and operations of public broadcasting.

Operational characteristics, services, and activities of public media.

Methods and techniques of media production, communication, and dissemination which includes alternative ways to inform and entertain via written, oral and visual media.

Principles and practices of public media and new media programming.

Local, regional, national and international media markets.

Principles and practices of media research, interpretation and application.

Methods and techniques of audience ratings, analysis, targeting,

Principles, practices, methods and techniques of development and administration of programming goals and objectives.

Principles and practices of budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Pertinent federal, state, and local laws, codes, and regulations relating to public broadcasting, including FCC rules and regulations pertaining to station operations.

Ability to:

Oversee and participate in the management of a comprehensive public media program.

Successfully define and execute programming strategies that result in growth in household ratings and market share.

Work in environments with multiple and influential stakeholders, including a proved ability to appropriately manage and/or influence the communications and messaging coming from these groups.

Inspire creative programming product and personally bring, inspire and recognize "out-of-the-box" programming ideas.

Drive steady ratings growth through the development and launch of strong shows which are solidly in line with the organization's mission and brand promise.

Build and test new programming concepts drawing on target consumer research and insights.

Develop and manage production relationships, set and enforce broad but well-defined creative parameters, and ensure on-time, on-budget delivery of quality creative products.

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

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

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

Gather and analyze data and situations and make appropriate decisions.

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

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

Interpret and apply California Education Code, Title 5, federal, state, and local policies, laws, and regulations as it relates to the position.

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

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

Provide leadership based on ethics and principles as they relate to public media functions and operations.

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 - *A typical way to obtain the knowledge and abilities would be:*

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in broadcasting, communications, journalism, English, or a related field. Two years of directly related experience may substitute for one year of education.

Required Experience:

Eight years of progressively responsible media programming experience including management oversight of administrative, budgeting and staffing functions.

Preferred Education and Experience:

1. Master's degree from an accredited college or university with major course work in broadcasting, communications, journalism, English, or a related field.
2. Public media experience.

License or Certificate:

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

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: February 2011
Range: 16

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Interim Chancellor

REVIEWED BY: Dr. Jack Miyamoto
Human Resources Consultant

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

DATE: February 17, 2011

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-Volunteers

Diaz, Jesse	Counseling Center	2/18/2011-6/30/2011
Feensta, Derek	EMS	2/18/2011-6/30/2011

San Bernardino Valley College-Volunteers

Terrell, Jimmie	Student Assistance Program	2/18/2011-6/30/2011
Hild, Scott	Softball	2/18/2011-6/30/2011
Ashley, Deeanna	Criminal Justice	2/18/2011-6/30/2011
Cantrell, Jason	Criminal Justice	2/18/2011-6/30/2011
Cordova, Michael	Criminal Justice	2/18/2011-6/30/2011
Freeman, Joshua	Criminal Justice	2/18/2011-6/30/2011
Ulloa, Anthony	Criminal Justice	2/18/2011-6/30/2011
Smith, Linda	Math and Science Day	2/25/2011
Peterson, Michelle	Math and Science Day	2/25/2011

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Interim Chancellor
REVIEWED BY: Charlie Ng, Interim Vice Chancellor of Fiscal Services
PREPARED BY: Steven Sutorus, Business Manager
DATE: February 17, 2011
SUBJECT: Consideration of Approval of Routine Contracts/Agreements and Memorandums of Understanding

RECOMMENDATION

It is recommended that the Board of Trustees approve or ratify the attached list of routine contracts/agreements and memorandums of understanding.

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/memorandums of understanding on the attached list are budgeted for via purchase orders or in the case of grants via budget adjustments.

Attachments

Routine Contracts and Agreements

Scheduled Board Date 2/17/2011

Contract Type

<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<i>ASB Discount Program</i>				
Bella Tresse Salon	(7143) ASB Discount Program - 20% discount on services and 10% discount on products with a valid ASB Card Term: 1/12/2011 - 6/30/2011	Student Life/SBVC	20% or 10% Discount	SSutorus

SubTotal for ASB Discount Program: 1

Clinicals

Catholic Health Care West	(7145) Clinical - Educational Affiliation Agreement - Clinical Site for All Nursing, Dietary Service, Pharmacy Technician, Emergency Medical Services, and Respiratory Care Programs: Amendment 1 - Language revision to be in compliance with laws Term: 12/10/2010 - 12/9/2011	Allied Health/SBVC/CHC	No Cost	SSutorus
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VA Loma Linda Health Care System	(7131) Clinical Site for RN, LVN and Psych Tech program participants Term: 7/1/2010 - 6/30/2015	Science/SBVC	No Cost	SSutorus
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SubTotal for Clinicals: 2

<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>				
Allen Instruments and Supply	(7130) Purchase agreement for 20 Juno SB Handheld GPS units with software Term: 2/11/2011 - 3/31/2011 01-42-15-4652-0000-6400.00-0799 Note - This is an acceptable use of categorical/grant funds	Science/SBVC	\$11,027.25	SSutorus
Apple, Inc	(7138) Software Licensing - 20 licenses of Final Cut Express and 60 licenses of Snow Leopard software Term: 2/14/2011 - 6/30/2011 01-12-01-3540-0457-5830.00-1030	Art/SBVC	\$3,400.80	SSutorus
Creative Performance Solutions	(7140) Speaker - Present eight hour workshop "Interviewing and Resume Writing" to Nanotechnology program graduates Term: 2/18/2011 - 2/18/2011 01-00-35-8115-0465-5120.00-6840 Note - This is an acceptable use of categorical/grant funds	PDC/SBCCD	\$400.00	SSutorus
ERS Consulting Services	(7124) Speaker for "Evolving Your Business" event Term: 2/23/2011 - 2/23/2011 01-00-35-8115-0465-5113.00-6840 Note - This is an acceptable use of categorical/grant funds	PDC/SBCCD	\$250.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>					
	Inland Empire Tours & Transportation	(7148) Rental - Bus rental for student government field trip to Sacramento for the March in March event Term: 3/13/2011 - 3/14/2011	Student Life/SBVC	\$2,958.00 ASG Trust Account	SSutorus
	Redlands, University Of	(7123) MOU - Share production costs and proceeds for the Spring 2011 production of "Mozart's Cosi Fan Tutte" Term: 3/20/2011 - 4/11/2011	Theater Arts/CHC	No Direct Cost	SSutorus
	San Francisco, City College of	(6521) MOU - Collaborate on workforce education and training needs assessment: Amendment 1 - Contract for services is being extended through March 31, 2011 and additional services are being added for a contract amount increase of \$5,340 Term: 3/26/2010 - 3/31/2011 01-82-03-8115-0000-5120.00-6840 Note - This is an acceptable use of categorical/grant funds	PDC/SBCCD	\$37,020.00 Revised Amount	SSutorus
	Shalimar Tours & Charter	(7122) Rental - Bus Rental for field trip to Cal Poly Pomona Term: 3/11/2011 - 3/11/2011 01-00-01-8220-0000-5611.00-6330	Transfer Center/SBCCD	\$531.25	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>				
Studica, Inc	(7139) Software Licensing - 17 Licenses for Autodesk Maya Super Packet for One Year; Serial numbers 391-64288053 and 391-64287945 Term: 5/21/2011 - 5/20/2012 01-12-01-3540-0457-5830.00-1030 Note - This is an acceptable use of categorical/grant funds	Art/SBCCD	\$2,040.00	SSutorus
We the People Cultural Arts Group	(7129) Performance arts presentation to include dance, drumming and spoken word with Black History theme Term: 2/24/2011 - 2/24/2011 01-00-01-9002-0000-5113.00-6760	Humanities/SBVC	\$1,400.00	SSutorus
<i>SubTotal for General: 10</i>				
<u>General - Ratified</u>				
AGB Construction	(7141) Service - Cabinetry repair Term: 12/17/2010 - 1/31/2011 Ratification Requested - The contract was not received in time for previous Board meeting; Note - This is an acceptable use of categorical/grant funds	Bookstore/CHC	\$775.00 CHC Bookstore Account	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General - Ratified</u>				
ESRI, Inc	(7125) Software - Software maintenance, upgrade and renewal Term: 1/30/2011 - 1/29/2012 01-00-03-8115-0466-5830.00-6840 01-62-35-8115-0000-5830.00-6840 Ratification Requested - The contract was not received in time for previous Board meeting; Note - This is an acceptable use of categorical/grant funds	PDC/SBCCD	\$3,657.51	SSutorus
Kern County Superintendent of Schools	(7147) Service Agreement - Provide expanded technical guidance to KVCR's Media Building Communications Project: Equipment, layout and oversight Term: 1/1/2011 - 5/31/2011 42-56-31-8121-0000-6210.10-7100 Ratification Requested - The contract was not received in time for previous Board meeting; Note - This is an acceptable use of categorical/grant funds	KVCR/SBCCD	\$20,000.00	SSutorus
Kone, Inc	(7127) Service - Emergency repair of elevator in the Liberal Arts building at SBVC Term: 1/6/2011 - 1/14/2011 41-35-15-9508-0000-5640.00-7100 Ratification Requested - The contract was necessary to cover repair for a health and safety issue; Note - This is an acceptable use of categorical/grant funds	Maintenance/SBVC	\$3,402.00	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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General - Ratified

SubTotal for General - Ratified: 4

General - Ratified FY 09/10

Symantec Corp (Formerly VeriSign Inc)	(7128) Service - Off site data storage for one year Term: 1/1/2010 - 12/31/2010 01-00-35-8115-0466-5120.00-6840 Ratification Requested - The contract was not received in time for previous Board meeting; Note - This is an acceptable use of categorical/grant funds	PDC/SBCCD	\$5,800.00	CNg
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SubTotal for General - Ratified FY 09/10: 1

Income - Contract Ed

San Bernardino, County of	(6259) Contract Education - LEAN basic customized training to workforce; Amendment 1 - New term dates of 03/15/2010 to 04/15/2011 Term: 3/15/2010 - 4/15/2011	PDC/SBCCD	\$63,360.00	BBaron
San Bernardino, County of	(6260) Contract Education - LEAN continuous customized training workforce; Amendment 1 - New term dates 03/15/2010 to 04/15/2011 Term: 3/15/2010 - 4/15/2011	PDC/SBCCD	\$21,120.00	BBaron

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<i>Income - Contract Ed</i>					
	San Bernardino, County of	(6261) Contract Education - LEAN Healthcare skills training: Amendment 1 - New term dates of 03/15/2010 to 04/15/2011 Term: 3/15/2010 - 4/15/2011	PDC/SBCCD	\$42,240.00	BBaron
	San Bernardino, County of	(7142) Contract Education - PDC to provide training in advance manufacturing for WIA participants Term: 1/10/2011 - 6/15/2011 01-79-03-8115-0000-8836.00-0000	PDC/SBCCD	\$58,000.00	SSutorus
	San Bernardino, County of	(6363) Contract Education - Photovoltaic/Solar Panel Installer Training: Amendment 1 - New term dates 03/15/2010 to 04/15/2011 Term: 3/15/2010 - 4/15/2011	PDC/SBCCD	\$30,720.00	BBaron
	SEIU - United Healthcare Workers-West	(7126) Contract Ed - Student registration deferral for Chemistry courses for the Spring term 2011 Term: 1/6/2011 - 6/1/2011	Science/SBCCD	\$1,460.00 Not to Exceed	SSutorus
<i>SubTotal for Income - Contract Ed: 6</i>					

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Income - Grant</u>					
	California, State of	(6394) Department of Rehabilitation Grant - Workability III Program A - American Recovery and Reinvestment Act (ARRA) Federal pass through grant to help pay for career training programs: Amendment 1 - Time extension to 12/31/2010: Amendment 2 - Time extension to 06/30/2011 with increased funding of \$9,495 Term: 10/1/2009 - 6/30/2011 01-42-01-9204-0212-8199.00-0000	DSP&S/SBVC	\$39,973.00 Revised Amount	SSutorus
	CCC Chancellor's Office	(6468) Grant - Economic and Workforce Development Grant: Incumbent Worker Responsive Training: Amendment 1 - Term extension to 12/31/2010; Amendment 2 - Term extension to 03/31/2011 Term: 7/1/2009 - 3/31/2011 01-00-03-8115-0467-8629.00-6840	PDC/SBCCD	\$121,470.00	SSutorus
<u>SubTotal for Income - Grant: 2</u>					
<u>Joint Power/Piggyback Purchase</u>					
	Rimrock Technologies	(7146) Purchase of Computer Hardware for New Chemistry Building at SBVC for fully integrated science labs and staff work stations: WSCA contract number AR1471 Term: 1/24/2011 - 6/30/2011 42-56-31-4661-0000-6410.74-7100	Purchasing/SBCCD	\$273,016.34	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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Joint Power/Piggyback Purchase

SubTotal for Joint Power/Piggyback Purchase: 1

Subgrantee

California, University Of - Berkeley	(6450) Subgrantee Agreement - Training need in energy field; Identification and documentation of education and job training programs in California in the energy field: Amendment 1 - Term extended to 2/28/2011 and additional task added to project with an increase in funding by \$8,980 Term: 12/1/2009 - 2/28/2011 01-82-03-8115-0000-8839.00-0000 Note - This is an acceptable use of categorical/grant funds	PDC/SBCCD	\$172,759.00 Revised account	SSutorus
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Chaffey Community College District	(7121) Subgrantee - Provide logistics certification programs to Chino, Fontana and Rancho Cucamonga area Term: 2/11/2011 - 6/30/2012 01-00-35-8115-0476-5120.00-6840 Note - This is an acceptable use of categorical/grant funds	PDC/SBCCD	\$68,400.00	SSutorus
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SubTotal for Subgrantee: 2

Grand Total Contracts for Board Date 2/17/2011: 29

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Interim Chancellor
REVIEWED BY: Charlie Ng, Interim Vice Chancellor, Fiscal Services
PREPARED BY: Crispina Ongoco, Director of Fiscal Services
DATE: February 17, 2011
SUBJECT: Consideration of Approval of Budget Adjustments

RECOMMENDATION

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

OVERVIEW

Budget Adjustments are 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.

Attachment

BEST NET CONSORTIUM
 BUDGET ADJUSTMENT REPORT
 FROM DATE 12/21/2010 TO DATE 01/23/2011

72 San Bernardino Community Col

Restricted and Unrestricted

FISCAL YR: 11

FUND	APPROVED OBJECT	DESCRIPTION	10/12/2010 ADOPTED BUDGET	12/21/2010 REVISED BUDGET	BUDGET ADJUSTMENTS	01/23/2011 REVISED BUDGET
01	1280	ACADEMIC SAL-N.I./REG/OTHER	3,907,008.00	4,038,804.52	-109,850.00	3,928,954.52
	1300	INSTRUCTORS DAY/HOURLY	7,057,144.00	7,054,394.00	9,808.80	7,064,202.80
	1480	NONINSTRUCTION HOURLY	740,652.00	956,113.17	108,473.13	1,064,586.30
	2100	CONTRACT CLASSIFIED NON-INSTR.	3,226,953.00	3,251,553.00	-58,134.27	3,193,418.73
	2180	CLASSIFIED CONFIDENTIAL EMPLOY	13,912,741.15	13,743,656.74	-62,911.00	13,680,745.74
	2200	INSTRUCTIONAL AIDS	1,357,908.00	1,335,114.00	-7,000.00	1,328,114.00
	2380	PART-TIME/OVERTIME/STUDENT	1,473,511.00	1,823,537.86	18,948.85	1,842,486.71
	2400	INST AIDES-HOURLY- DIR.INSTRUC	924,315.00	1,008,824.48	7,130.00	1,015,954.48
	3110	STRS-TEACHERS & INSTR AID	1,844,578.00	1,829,539.91	606.90	1,830,146.81
	3180	STRS OTHER ACADEMIC-N.I-OTHERS	352,670.00	341,418.98	6,558.06	347,977.04
	3220	PERS-CLASS/I.A-NON-INS ADM/SUP	356,740.00	356,740.00	-7,032.07	349,707.93
	3228	PERS CLASS/I.A.-NON-INST-OTHER	1,518,361.13	1,523,619.09	-5,458.36	1,518,160.73
	3320	OASDI CLAS/I.A.NON-INS ADM/SUP	202,955.00	203,344.22	-2,572.77	200,771.45
	3328	OASDI CLASS/I.A.-NON-INST OTHE	896,858.00	897,181.25	-2,045.30	895,135.95
	3338	OASDI-ACAD/NON INSTR/OTHER	25,541.00	26,398.37	1.73	26,400.10
	3340	MEDICARE-INSTRUCTIONAL	341,901.00	341,935.78	104.48	342,040.26
	3346	MEDICARE NON-INSTRUCTIONAL	384,480.30	385,476.15	-861.70	384,614.45
	3360	PARS-NON-INSTRUCTIONAL	9,119.00	9,214.75	815.99	10,030.74
	3410	HEALTH & WELFARE-CERT/I.A INST	2,022,654.00	2,060,154.00	9,821.76	2,069,975.76
	3420	HEALTH & WELFARE-CLAS/I.A-N.I.	3,272,648.00	3,319,883.99	-12,369.75	3,307,514.24
	3430	HEALTH & WELFARE-OTH ACAD-N.I	690,737.00	686,556.75	5,888.66	692,445.41
	3440	RETIRES/FORMER EMPL/DEPENDENT	326,324.00	326,324.00	-326,324.00	.00
	3510	SUI TEACHERS/INSTRUCTIONAL AID	178,972.00	178,989.27	51.92	179,041.19
	3520	SUI CLASS/I.A. NON-INS ADM/SUP	23,987.00	24,032.20	-45.23	23,986.97
	3528	SUI CLASS/I.A. NON-INSTR OTHER	107,833.00	108,229.68	-78.20	108,151.48
	3538	SUI OTHER ACADEMIC-N.I. OTHERS	33,529.00	33,636.48	651.31	34,287.79
	3620	W/C CLASS/I.A.-NON-INS-ADM/SUP	41,069.00	41,069.00	2,723.76	43,792.76
	3628	W/C CLASS/I.A.-NON-INSTR-OTHER	364,532.00	366,167.00	-600.00	365,567.00
	3920	LIFE-CLASS/I.A-NON-INS ADM/SUP	1,704.00	1,704.00	1,083.70	2,787.70
	3940	RETIREE INCENTIVE-CLASSIFIED	14,438.00	14,492.21	1,039.78	15,531.99
	4100	TEXTBOOKS	23,256.67	25,996.67	1,500.00	27,496.67
	4200	BOOK,MAGAZINE&PERIOD-DIST.USE	116,229.14	108,939.14	2,300.00	111,239.14
	4300	INSTRUCTIONAL SUPPLIES	359,666.32	355,547.18	13,108.76	368,655.94
	4400	MEDIA AND SOFTWARE-DISTRCT USE	74,320.37	74,065.13	950.81	75,015.94
	4500	NONINSTRUCTIONAL SUPPLIES	1,170,912.43	1,171,209.51	17,098.18	1,188,307.69
	4700	FOOD SUPPLIES	36,710.00	34,710.00	3,073.45	37,783.45
	5100	PERSON&CONSULTANT SVC-DIST USE	6,959,869.78	6,839,090.78	114,282.14	6,953,372.92
	5200	TRAVEL & CONFERENCE EXPENSES	625,467.33	632,091.81	39,538.95	671,630.76
	5300	POST/DUES/MEMBERSHIPS-DIST.USE	349,051.50	359,016.50	14,395.00	373,411.50
	5500	UTILITIES & HOUSEKEEP-DIST.USE	3,248,238.23	3,248,538.23	-2,600.00	3,245,938.23
	5600	RENTS,LEASES&REPAIRS-DIST.USE	2,385,295.15	2,361,290.77	-5,814.77	2,355,476.00
	5700	LEGAL/ELECTION/AUDIT-DIST. USE	895,000.00	895,000.00	-43,101.28	851,898.72
	5800	OTHER OPERATING EXP-DIST. USE	5,649,989.72	5,120,572.38	308,915.65	5,429,488.03
	6120	SITE IMPROVEMENT	142,313.00	162,313.00	-20,000.00	142,313.00
	6200	BUILDINGS&IMPROVEMENT-DIST.USE	401,708.32	401,708.32	20,000.00	421,708.32
	6400	ADDITIONAL/IMPROVED EQUIPMENT	1,002,785.21	1,194,628.13	27,577.52	1,222,205.65
	7300	INTERFUND TRANSFERS	3,498,100.00	3,498,100.00	10,000.00	3,508,100.00
	7500	OTHER OUTGO-STUDENT FIN AID	45,100.00	45,100.00	-1,000.00	44,100.00
	7600	OTHER STUDENT AID	498,579.51	492,586.51	4,633.00	497,219.51

BEST NET CONSORTIUM
 BUDGET ADJUSTMENT REPORT
 FROM DATE 12/21/2010 TO DATE 01/23/2011

72 San Bernardino Community Col		Restricted and Unrestricted			FISCAL YR: 11	
FUND	APPROVED OBJECT	DESCRIPTION	10/12/2010 ADOPTED BUDGET	12/21/2010 REVISED BUDGET	BUDGET ADJUSTMENTS	01/23/2011 REVISED BUDGET
TOTAL EXPENSE			73,094,455.26	73,308,608.91	83,283.59	73,391,892.50
	8140	TANF - FEDERAL PORTION	69,414.00	69,414.00	-3,285.50	66,128.50
	8190	FED REV-OTHER FEDERAL REVENUES	5,887,360.77	6,476,817.77	32,500.00	6,509,317.77
	8620	GENERAL CATEGORICAL PROGRAMS	6,065,964.11	6,074,269.11	-18,131.05	6,056,138.06
	8650	REIMBURSABLE CATEGORICAL PROG	2,117,742.17	1,591,808.17	-12,667.00	1,579,141.17
	8890	OTHER LOCAL REVENUES	432,042.00	626,417.30	84,867.14	711,284.44
TOTAL REVENUE			14,572,523.05	14,838,726.35	83,283.59	14,922,009.94

BEST NET CONSORTIUM
 BUDGET ADJUSTMENT REPORT
 FROM DATE 12/21/2010 TO DATE 01/23/2011

72 San Bernardino Community Col

Restricted and Unrestricted

FISCAL YR: 11

APPROVED			10/12/2010	12/21/2010	BUDGET	01/23/2011
FUND	OBJECT	DESCRIPTION	ADOPTED BUDGET	REVISED BUDGET	ADJUSTMENTS	REVISED BUDGET
41	5100	PERSON&CONSULTANT SVC-DIST USE	43,774.21	43,774.21	67,500.00	111,274.21
	6200	BUILDINGS&IMPROVEMENT-DIST.USE	20,816,929.33	20,840,912.14	-68,158.05	20,772,754.09
	6410	ADDL EQUIP-\$1,000 OR MORE	1,374,962.93	1,349,980.12	658.05	1,350,638.17
TOTAL EXPENSE			22,235,666.47	22,234,666.47	.00	22,234,666.47

BEST NET CONSORTIUM
 BUDGET ADJUSTMENT REPORT
 FROM DATE 12/21/2010 TO DATE 01/23/2011

72 San Bernardino Community Col

Restricted and Unrestricted

FISCAL YR: 11

APPROVED			10/12/2010	12/21/2010	BUDGET	01/23/2011
FUND	OBJECT	DESCRIPTION	ADOPTED BUDGET	REVISED BUDGET	ADJUSTMENTS	REVISED BUDGET
42	5700	LEGAL/ELECTION/AUDIT-DIST. USE	20,000.00	140,000.00	10,000.00	150,000.00
	6100	SITES & IMPROVEMENTS-DIST. USE	1,460,466.00	1,460,466.00	-70,204.60	1,390,261.40
	6200	BUILDINGS&IMPROVEMENT-DIST. USE	244,570,642.00	247,375,328.00	60,204.60	247,435,532.60
TOTAL EXPENSE			246,051,108.00	248,975,794.00	.00	248,975,794.00

BEST NET CONSORTIUM
 BUDGET ADJUSTMENT REPORT
 FROM DATE 12/21/2010 TO DATE 01/23/2011

72 San Bernardino Community Col

Restricted and Unrestricted

FISCAL YR: 11

APPROVED			10/12/2010	12/21/2010	BUDGET	01/23/2011
FUND	OBJECT	DESCRIPTION	ADOPTED BUDGET	REVISED BUDGET	ADJUSTMENTS	REVISED BUDGET
68	3440	RETIREEES/FORMER EMPL/DEPENDENT	.00	.00	423,000.00	423,000.00
	3940	RETIREE INCENTIVE-CLASSIFIED	1,364,631.00	1,364,631.00	346,041.00	1,710,672.00
	7900	RESERVE FOR CONTINGENCIES	500,000.00	500,000.00	-500,000.00	.00
TOTAL EXPENSE			1,864,631.00	1,864,631.00	269,041.00	2,133,672.00

BEST NET CONSORTIUM
 BUDGET ADJUSTMENT REPORT
 FROM DATE 12/21/2010 TO DATE 01/23/2011

72 San Bernardino Community Col

Restricted and Unrestricted

FISCAL YR: 11

APPROVED			10/12/2010	12/21/2010	BUDGET	01/23/2011
FUND	OBJECT	DESCRIPTION	ADOPTED BUDGET	REVISED BUDGET	ADJUSTMENTS	REVISED BUDGET
72	8620	GENERAL CATEGORICAL PROGRAMS	2,281,033.00	2,281,033.00	-290,082.00	1,990,951.00
TOTAL REVENUE			2,281,033.00	2,281,033.00	-290,082.00	1,990,951.00

BEST NET CONSORTIUM
 BUDGET ADJUSTMENT REPORT
 FROM DATE 12/21/2010 TO DATE 01/23/2011

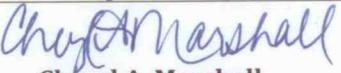
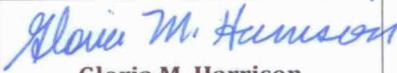
72 San Bernardino Community Col

Restricted and Unrestricted

FISCAL YR: 11

APPROVED			10/12/2010	12/21/2010	BUDGET	01/23/2011
FUND	OBJECT	DESCRIPTION	ADOPTED BUDGET	REVISED BUDGET	ADJUSTMENTS	REVISED BUDGET
74	2380	PART-TIME/OVERTIME/STUDENT	35,000.00	40,000.00	861.00	40,861.00
	3420	HEALTH & WELFARE-CLAS/I.A-N.I.	175,951.00	175,951.00	-3,861.00	172,090.00
	3940	RETIREE INCENTIVE-CLASSIFIED	450.00	450.00	3,000.00	3,450.00
TOTAL EXPENSE			211,401.00	216,401.00	.00	216,401.00

SBCCD BUDGET ADJUSTMENT

Date	Location	Responsibility	President
01/11/2011	CHC	 Cheryl A. Marshall	 Gloria M. Harrison

INCOME

Fund	Lf	Site	Program	Subpro	Object	Type	Account Name	Amount in \$'s
01	00	02	9002	0228	8616.00	0000	Basic Skills	\$90,000

EXPENSE

Fund	Lf	Site	Program	Subpro	Object	Type	Account Name	Amount in \$'s
01	00	02	9002	0228	1480.00	4930	Non-Instructional Hourly Pay	\$34,000
01	00	02	9002	0228	2400.00	4930	Instructional Aides - Hourly	\$20,000
01	00	02	9002	0228	3xxx.xx	4930	Benefits	\$6,000
01	00	02	9002	0228	5120.00	6320	Other Contracts/Outside Services	\$30,000

JUSTIFICATION

To establish the 2010-2011 Basic Skills Grant income and expense accounts.

Controller	Chancellor	Board Action Date
		2/10/11

Batch Transfer #/Ref #	Posted By	Date

Budget Adjustment 2010-2011

RECEIVED CHC

Date <u>12/8/2010</u>	Location <u>Crafton Hills</u>	Responsibility Center Manager <u>Dr. Zelma Russ</u> <u>Rebecca Warren/Marlatt</u>	President <u>Gloria Harrison</u>
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INCOME

Fund	Lf Sp	Site	Program	Subpro	Object	Type	Account Name	Amount in \$'s
01	45	02	8120	0265	8140.00	0000	TANF Federal	\$ (1,000.00)
01	45	02	8120	0265	8625.00	0000	TANF State	\$ (1,000.00)
								\$ -
								\$ -
								\$ -
								\$ -
TOTAL								\$ (2,000.00)

EXPENSES

Fund	Lf Sp	Site	Program	Subpro	Object	Type	Account Name	Amount in \$'s
01	45	02	8120	0265	7600.00	7320	Other Student Aid	\$ (2,000.00)
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
TOTAL								\$ (2,000.00)

JUSTIFICATION

Augmentation adjustment made to reflect decrease in TANF budget for fiscal year 2010/2011.

Controller 	Chancellor	Board Action Date <u>2/10/11</u>
Batch Transfer Number/Reference #	Posted By:	Date:

Handwritten initials and date
1/6/11

BUDGET ADJUSTMENT

Date	Location	Responsibility Center Manager	President
1/10/11	ATTC	LINDSTROM, EVGENIYA <i>EL</i>	<i>Matthew Isaac</i> MATTHEW ISAAC

ACCOUNT

Fund	LfSp	Site	Program	Subpgm	Object	Type	Account Name	Amount in \$'s
01	12	03	8115	0448	8629.00	0000	COE CAT. APPORTIONMENT	\$ 66,841.00
								\$ 66,841.00

01	12	03	8115	0448	5120.00	6840	OTHER CONTRACTS	\$ 54,841.00
01	12	03	8115	0448	5200.00	6840	TRAVEL	\$ 3,000.00
01	12	03	8115	0448	5639.00	6840	MAINTENANCE - COMPUTER	\$ 5,000.00
01	12	03	8115	0448	6400.00	6840	ADDT'L EQUIPMENT	\$ 4,000.00
								\$ 66,841.00

JUSTIFICATION

Needed to match full grant amount of \$205,000.00 for FY 2010-11.

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

BUDGET ADJUSTMENT

Date	Location	Responsibility Center Manager	President
1/14/11	DISTRICT	PENNY ONGOCO	

ACCOUNT

Fund	LfSp	Site	Program	Subpgm	Object	Type	Account Name	Amount in \$'s
INCOME								
74	00	03	8110	0000	898100	0000	INTERFUND TRANSFER IN	10,000.00

EXPENSE

74	00	03	8110	0000	511200	7099	CONSULTANTS	10,000.00

JUSTIFICATION

TO FUND CONSULTANT FOR KVCB STUDY

Fiscal Services		Board Action Date
		2/10/11
Batch Transfer Number/Reference #	Posted By:	Date:

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Interim Chancellor
REVIEWED BY: Bruce Baron, Interim Chancellor
PREPARED BY: Bruce Baron, Interim Chancellor
DATE: February 17, 2011
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 2010-2011 budget.

DISTRICT

WENDY ZINN to Sacramento, California, March 3-5, 2011, to attend the California Partnership Academies' Educating for Careers Conference, with time and expenses. Ms. Zinn will acquire knowledge on career technical education success and funding opportunities.

MATTHEW ISAAC, ROBERT LEVESQUE and ALBERT MANIAOL to Oakland, California, March 22-26, 2011, to attend the California Community College Association for Occupational Education Spring 2011 Conference, with time and expenses. These attendees will give presentations on the growth of Nanotechnology and how Economic Workforce and Development programs are meeting current challenges and demonstrating success.

JOYCE BOND and EVERETT GARNICK to National Harbor, Maryland, March 5-11, 2011, to attend the Data Users Group annual conference, with time and expenses. Ms. Bond and Mr. Garnick will be attending to network with their peers, obtain ideas and knowledge from peer presentations and see what other vendors are offering.

GLEN KUCK to National Harbor, Maryland, March 5-9, 2011, to attend the Data Users Group annual conference, with time and expenses. Dr. Kuck will be attending to identify what changes may be necessary to meet the more stringent reporting requirements of the CCC that direct their funding and to brainstorm on how to implement these changes.

GLEN KUCK to San Diego, California, February 27-March 2, 2011, to attend the Innovations Conference, with time and expenses. Dr. Kuck will be attending the Innovations Conference to co-present with Interim Chancellor Baron on the tutoring project being rolled out by the District. The conference will provide the opportunity to share, develop partnerships and expand our District's offerings.

ALAN BRAGGINS to Lake Buena Vista, Florida, May 14-19, 2011, to attend the Warehousing Education and Research Council's 2011 Annual Conference, with time and expenses. By attending this event, Mr. Braggins will stay current on industry trends and practices that will help develop relevant and useful logistics training programs for the community.

DYANN WALTER to Portland, Oregon, February 14-17, 2011, to attend the R25 Data Prep Training, with time and expenses. By attending this event, Ms. Walter will be able to assist in the implementation of Resource 25, Schedule 25 and X25. This request was approved at the January 13, 2011 meeting. The travel request is being returned because DyAnn Walter will be traveling instead of Arlene McGowan.

JEREMY SIMS and EVERETT GARNICK to Santa Clara, California, April 3-7, 2011, to attend the CISOA/Secure It 2011, with time and expenses. By attending this event, Mr. Sims and Mr. Garnick will be networking with other Community College personal and addressing new and continuing threats to information security.

SBVC

GLORIA FISHER March 22-26, 2011, to Oakland, California, to attend the California Community College Association for Occupational Education conference, with time and expenses. Dr. Fisher is the administrator for SBVC's Perkins IV Career and Technical Education Grant, and this conference will provide pertinent information for grant administrators.

FERNANDO POVEDA March 18-23, 2011, to Washington DC, to attend the American Student Association of Community College National Student Advocacy Conference with time and expenses. This workshop will provide advocacy training to better educate students on major issues that are critical to the community colleges.

DAMON A. BELL February 23-25, 2011, to Long Beach, California, to attend the Association of California Community College Administrators 36th Annual Conference, with time and expenses. Administrators will obtain knowledge needed to lead in the years ahead and start seeing new opportunities while facing declining state funding.

JOHN STANSKAS February 24-26, 2011, to San Jose, California, to attend the Academic Senate for California Community Colleges Basic Skills Committee (ASCCC), with time and expenses. Dr. Stankas is a member of the ASCCC Basic Skills Committee responsible for presenting at this conference. He anticipates learning strategies from other institutions that may affect basic skills across the curriculum at San Bernardino Valley College.

DR. CRAIG LUKE, SR. and DEANNE RABON, February 27– March 2, 2011, to San Diego, California, to attend the Innovations 2011 Community College Conference, with time and expenses. Dr. Luke Sr. and Deanne Rabon, as the STAR Program representatives, will be responsible for presenting at this conference. This event is dedicated to improving and discovering new approaches for enhancing the community college experience and provides a tremendous forum for collaboration among academic experts and leading community from around the world.

CHC

MONICA AGUILAR, AARON CONTRERAS, KAYLEE HRISOULAS, DANIEL SHEDD, HOWARD STARBUCK, CHRISTOPHER WALSH (Students) and JOE CABRALES to Washington, DC, March 18-23, 2011, to attend the LegCon Conference, with time and expenses. This conference will provide information on the Federal budget process, history on the student labor movement, strengthening a student government association, and building a Student Labor Action Project chapter. Students will also have an opportunity to dialogue with a wide variety of students and professional organizers.

JESSICA MCCAMBLY to New York, New York, February 8-13, 2011, to attend the College Art Association Conference 2011, with time and expenses of \$500. This conference is the world's largest forum for professionals in the visual arts. Ms. McCambly will attend sessions focused on student exhibitions, new media/communication design and trends in the studio.

FERMIN RAMIREZ to Tahoe, Nevada, February 14-16, 2011, to attend the Western Association of Student Financial Aid Administrators, with time and expenses. This conference will provide training in state and federal regulations as they relate to officer operations; i.e., budgeting, staff training, customer service, data/file security, program review, and regulatory compliance.

JUNE YAMAMOTO to Oakland, CA, March 22-25, 2011, to attend the California Community Colleges Association for Occupational Education Conference, with time and expenses. As administrator of the Perkins Career & Tech Ed Grant, this conference provides vital information for grant administrators. Also included are sessions on legislation and economic development.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Interim Chancellor
REVIEWED BY: Bruce Baron, Interim Chancellor
PREPARED BY: Bruce Baron, Interim Chancellor
DATE: February 17, 2011
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 2010-2011 budget.

DISTRICT

Event: Citizens Bond Oversight Committee Meeting
Date: March 15, 2011
Amount: \$50
Item: Refreshments & Supplies

SBVC

Event: Arts and Lectures Series
Date: February 21 through May 7, 2011
Amount: \$5,200.00
Item: Lecturers and Performers
Through ongoing activities within this division, there will be various lecturers and performers this semester. Funding source is from the culture and diversity general fund account.

Event: 2011 Western Regional Collegiate Cyber Defense Competition
Date: March 25-27, 2011
Amount: \$300.00
Item: Competition Participation Fee
A team of students from the Computer Information Technology department will participate in the 2011 Western Regional Collegiate Cyber Defense Competition. Funding source is the mathematics general fund account.

Event: National Student Advocacy Conference
Date: March 18 – 23, 2011
Amount: \$15,624.75
Item: Transportation, Lodging, Food, Supplies, Registration and Membership
Sponsored by the American Student Association of Community Colleges Associated Student Government, this event provides workshops and forums designed to educate the student participants on major issues critical to community colleges. Anticipated attendance is six students. Funding source is the student representation account.

Event: Spring Transfer Fair 2011
Date: April 13, 2011
Amount: \$3,500.00
Item: Refreshments, supplies, advertising and promotional materials
Sponsored by the Inter-Club Council, this event will allow student organizations to assemble on campus to answer questions regarding their clubs, sell and give-away food, and host games. Anticipated attendance is 1,200 participants. Funding source is the Inter-Club Council account.

Event: EOP&S Awards Celebration

Date: April 29, 2011

Amount: \$2,000.00

Item: Refreshments, awards and supplies

Sponsored by the EOP&S/CARE program, this event will recognize EOP&S students that are receiving AA/AS degrees, certificates and accomplished academic achievement with 3.0 or above GPA. Anticipated attendance is 350 students, faculty members and guests. Funding source is the EOP&S categorical account.

Event: 2011 Seventeenth Annual Golden Apple Awards

Date: April 20, 2011

Amount: \$4000.00

Item: Table Sponsor, Promotional taping

SBVC will sponsor a table at the 2011 Seventeenth Annual Golden Apple Awards and the promotional taping of the Awards Ceremony. Funding source is the marketing and public relations general fund account.

Event: 2011 Headdress Ball

Date: April 30, 2011

Amount: \$1,850

Item: Corporate Table Sponsor

The annual Headdress Ball is a Community Event that provides exposure and visibility for San Bernardino Valley College through participation in the event sponsored by the Assistance League of San Bernardino. Funding source is the marketing and public relations general fund account.

CHC

Event: Accreditation Evaluation Team Visit

Date: November 5, 2010

Amount: Not to exceed \$1,400.00

Item: Expenses for Accreditation Team Follow-Up Visit to Crafton Hills College
This item was previously Board approved with incorrect item information.

Event: Committee on Accreditation for Respiratory Care Team Visit

Date: October 25-26, 2010

Amount: \$1,417.26

Item: Expenses for Accreditation Team Visit to Crafton Hills College

Event: Student Recognition Dinner

Date: May 6, 2011

Amount: \$1,000.00

Item: Awards/Plaques

Recognition awards will be presented to students being recognized for outstanding achievement.

Event: Honors Convocation
Date: May 20, 2011
Amount: \$600.00
Item: Awards/Plaques
Recognition awards will be presented to students who have distinguished themselves as scholars, as active members of the college community, and as emerging leaders.

Event: EOPS/CARE Graduation/Scholars Ceremony
Date: May 13, 2011
Amount: \$1,500.00
Item: Meals
This event is for EOPS students who have completed 24 units or more and have achieved a cumulative grade point average of 3.0 or higher and/or graduate in May.

Event: CHC Commencement
Date: May 26, 2011
Amount: \$500.00
Item: Commencement Speaker

Event: CHC Commencement
Date: May 26, 2011
Amount: \$3,000.00
Item: Rentals (Chairs & Portable Toilets)

Event: CHC Commencement
Date: May 26, 2011
Amount: \$800
Item: Music

Event: CHC Commencement
Date: May 26, 2011
Amount: \$45,000.00
Item: Cap & Gown Rental

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Interim Chancellor
REVIEWED BY: Charlie Ng, Interim Vice Chancellor, Fiscal Services
PREPARED BY: Steve Sutorus, Business Manager
DATE: February 17, 2011
SUBJECT: Consideration of Approval of Surplus Property and Authorize Disposal or Private Sale

RECOMMENDATION

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

OVERVIEW

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

ANALYSIS

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

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

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

All Retired Assets by Date Range

All Retired Assets By Date Range

Asset Number	Date Retired	Location	Description	Date In Service	Initial Value	Current Value
0022501	01/19/2011	DISTRICT OFFICE	OPTIPLEX	06/30/2002	\$1,294.08	\$0.00
0022502	01/19/2011	DISTRICT OFFICE	OPTIPLEX	06/30/2002	\$1,294.08	\$0.00
0022503	01/19/2011	DISTRICT OFFICE	OPTIPLEX	06/30/2002	\$1,294.08	\$0.00
0022504	01/19/2011	DISTRICT OFFICE	OPTIPLEX	06/30/2002	\$1,294.08	\$0.00
0022505	01/19/2011	DISTRICT OFFICE	OPTIPLEX	06/30/2002	\$1,294.08	\$0.00
0022506	01/19/2011	DISTRICT OFFICE	OPTIPLEX	06/30/2002	\$1,294.08	\$0.00
0022507	01/19/2011	DISTRICT OFFICE	OPTIPLEX	06/30/2002	\$1,294.08	\$0.00
0022508	01/19/2011	DISTRICT OFFICE	OPTIPLEX	06/30/2002	\$1,294.08	\$0.00
0022509	01/19/2011	DISTRICT OFFICE	OPTIPLEX	06/30/2002	\$1,294.08	\$0.00
0022510	01/19/2011	DISTRICT OFFICE	OPTIPLEX	06/30/2002	\$1,294.08	\$0.00
0022511	01/19/2011	DISTRICT OFFICE	OPTIPLEX	06/30/2002	\$1,294.08	\$0.00
0022512	01/19/2011	DISTRICT OFFICE	OPTIPLEX	06/30/2002	\$1,294.08	\$0.00
0022513	01/19/2011	DISTRICT OFFICE	OPTIPLEX	06/30/2002	\$1,294.08	\$0.00
0022514	01/19/2011	DISTRICT OFFICE	OPTIPLEX	06/30/2002	\$1,294.08	\$0.00
0022515	01/19/2011	DISTRICT OFFICE	OPTIPLEX	06/30/2002	\$1,294.08	\$0.00
0022519	01/19/2011	DISTRICT OFFICE	OPTIPLEX	06/30/2002	\$1,294.08	\$0.00
0022520	01/19/2011	DISTRICT OFFICE	OPTIPLEX	06/30/2002	\$1,294.08	\$0.00
0022521	01/19/2011	DISTRICT OFFICE	OPTIPLEX	06/30/2002	\$1,294.08	\$0.00
0022523	01/19/2011	DISTRICT OFFICE	OPTIPLEX	06/30/2002	\$0.00	\$0.00
0022524	01/19/2011	DISTRICT OFFICE	OPTIPLEX	06/30/2002	\$1,294.08	\$0.00
0022525	01/19/2011	DISTRICT OFFICE	OPTIPLEX	06/30/2002	\$1,294.08	\$0.00
0022526	01/19/2011	DISTRICT OFFICE	OPTIPLEX	06/30/2002	\$1,294.08	\$0.00
0022528	01/19/2011	DISTRICT OFFICE	MONITOR	06/30/2002	\$0.00	\$0.00
0022529	01/19/2011	DISTRICT OFFICE	OPTIPLEX	06/30/2002	\$0.00	\$0.00
0022530	01/19/2011	DISTRICT OFFICE	OPTIPLEX	06/30/2002	\$0.00	\$0.00
0022531	01/19/2011	DISTRICT OFFICE	MONITOR	06/30/2002	\$0.00	\$0.00
0022532	01/19/2011	DISTRICT OFFICE	MONITOR	06/30/2002	\$0.00	\$0.00
0022533	01/19/2011	DISTRICT OFFICE	MONITOR	06/30/2002	\$0.00	\$0.00
0022534	01/19/2011	DISTRICT OFFICE	MONITOR	06/30/2002	\$0.00	\$0.00
0022538	01/19/2011	DISTRICT OFFICE	MONITOR	06/30/2002	\$0.00	\$0.00
0022539	01/19/2011	DISTRICT OFFICE	MONITOR	06/30/2002	\$0.00	\$0.00
0022540	01/19/2011	DISTRICT OFFICE	OPTIPLEX	06/30/2002	\$0.00	\$0.00
0022542	01/19/2011	DISTRICT OFFICE	MONITOR	06/30/2002	\$0.00	\$0.00
0022543	01/19/2011	DISTRICT OFFICE	MONITOR	06/30/2002	\$0.00	\$0.00
0022544	01/19/2011	DISTRICT OFFICE	MONITOR	06/30/2002	\$0.00	\$0.00
0022545	01/19/2011	DISTRICT OFFICE	OPTIPLEX	06/30/2002	\$0.00	\$0.00
0022546	01/19/2011	DISTRICT OFFICE	MONITOR	06/30/2002	\$0.00	\$0.00
0022547	01/19/2011	DISTRICT OFFICE	MONITOR	06/30/2002	\$0.00	\$0.00
0022548	01/19/2011	DISTRICT OFFICE	MONITOR	06/30/2002	\$0.00	\$0.00
0022549	01/19/2011	DISTRICT OFFICE	MONITOR	06/30/2002	\$0.00	\$0.00
0022550	01/19/2011	DISTRICT OFFICE	MONITOR	06/30/2002	\$0.00	\$0.00
0022551	01/19/2011	DISTRICT OFFICE	MONITOR	06/30/2002	\$0.00	\$0.00
0022553	01/19/2011	DISTRICT OFFICE	MONITOR	06/30/2002	\$0.00	\$0.00

All Retired Assets by Date Range

All Retired Assets By Date Range

Asset Number	Date Retired	Location	Description	Date In Service	Initial Value	Current Value
0024022	01/19/2011	DISTRICT OFFICE	OPTIPLEX	06/01/2003	\$1,236.32	\$0.00
Total					\$28,412.00	

Non-Fixed Asset List
February 2011

1. 1990 Ford Van VIN: 1FMHE21G1LHB70364
2. Hewlett-Packard laserjet printers 2 ea.
3. Digital pianos 3 ea.
4. Sharp all-in-one copier 1 ea.
5. Brother Fax machine 1 ea.
6. Portable heater 1 ea.
7. Fellows shredder 1 ea.
8. IBM Selectric typewriters 1 ea.
9. Various chairs 26 ea.
10. Various tables 4 ea.

End

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Interim Chancellor
REVIEWED BY: Charlie Ng, Interim Vice Chancellor, Fiscal Services
PREPARED BY: Steve Sutorus, Business Manager
DATE: February 17, 2011
SUBJECT: Consideration of Approval of Surplus and Donation of Property

RECOMMENDATION

It is recommended that the Board of Trustees declare the 1969 Dodge Minibus People Mover has no value and approve its donation to the Thomas W. Wathen Foundation at the Historic Flabob Airport in Riverside, CA.

OVERVIEW

Education Code 81452 provides that the governing board may, by a unanimous vote, declare items of insignificant value as surplus and for the items to be removed from the District inventory without advertising for sale. The Thomas W. Wathen Foundation is a non-profit corporation whose mission is educational. The Foundation uses aviation and the historic Flabob Airport to educate youth and the general public in science, math, technology, and history. The 1969 Dodge Minibus People Mover will be used to transport students and the general public around the 112-acre airport.

ANALYSIS

The 1969 Dodge Minibus People Mover is no longer used in the San Bernardino Valley College Technical Division's instructional programs and is of no saleable value to the District.

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: Dr. Debra S. Daniels, President, SBVC

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

DATE: February 17, 2011

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 3rd Annual Today's Youth, Tomorrow's future Job & Resource Fair sponsored by Senator Gloria Negrete McLeod Office. Partnership with San Bernardino Valley College Career College/CalWORKs and Workforce Education Office to be held on April 30, 2011.

OVERVIEW

SBVC is recommending the fee waiver in support of area community members as part of the college's community outreach effort.

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, Interim Chancellor
REVIEWED BY: Charlie Ng, Interim Vice Chancellor, Fiscal Services
PREPARED BY: Charlie Ng, Interim Vice Chancellor, Fiscal Services
DATE: February 17, 2010
SUBJECT: Consideration of Approval of Member for the Citizens Bond Oversight Committee

RECOMMENDATION

It is recommended that the Board of Trustees approve the appointment of Aaron Contreras to the Citizens Bond Oversight Committee (CBOC) for a two-year term.

OVERVIEW

This committee is comprised of at least seven members of the community and serves the purpose of reviewing the expenditure of Bond Measures P and M funds. Mr. Contreras, a resident of Beaumont and a student at Crafton Hills College, would be joining the committee as a student representative, replacing Marina Serna.

ANALYSIS

Approval of this recommendation will enable the CBOC to continue in an efficient and effective manner.

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, Interim Chancellor
REVIEWED BY: Bruce Baron, Interim Chancellor
PREPARED BY: Bruce Baron, Interim Chancellor
DATE: February 17, 2011
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 January 13, 2011 and the Study Session on February 3, 2011.

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 on January 13, 2011 and the Study Session on February 3, 2011.

BOARD IMPERATIVES

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

FINANCIAL IMPLICATIONS

No impact to the budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Interim Chancellor
REVIEWED BY: Bruce Baron, Interim Chancellor
PREPARED BY: Bruce Baron, Interim Chancellor
DATE: February 17, 2011
SUBJECT: Consideration of Approval to Adopt Resolution in Support of a Latino Education and Advocacy Week in March 2011

RECOMMENDATION

It is recommended that the Board of Trustees adopt a resolution in support of Latino Education and Advocacy Week the last week of March, 2011.

OVERVIEW

The State of California has declared the last week of March as statewide week of advocacy for Latino education.

ANALYSIS

The Assembly Concurrent Resolution was introduced by Assembly Member Wilmer Amina Carter. The SBCCD endorses the resolution and applauds California State University, San Bernardino for its annual summit in support Latino education and advocacy.

BOARD IMPERATIVE

- I. Institutional Effectiveness
- II. Learning Centered Institution for Student Access, Retention and Success

FINANCIAL IMPLICATIONS

None

**RESOLUTION
TO RECOGNIZE LATINO EDUCATION AND ADVOCACY WEEK
LAST WEEK OF MARCH 2011**

WHEREAS, the San Bernardino Community College District actively supports the State of California declaration of the last week of March of each year as Latino Education and Advocacy Week/Day, and

WHEREAS, the San Bernardino Community College District enrollment is 39% Hispanic, and both Crafton Hills College and San Bernardino Valley College have been designated Hispanic Serving Institutions by the U.S. Department of Education, and

WHEREAS, the San Bernardino Community College District was honored in 2010 by the Hispanic Association of Colleges and Universities (HACU) as a "Valued Partner" in recognition of the District's excellence in support of HACU's mission, and

WHEREAS, 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 and public broadcast system (KVCR TV-FM) by providing high quality, effective and accountable instructional programs and services, and

WHEREAS, Latino Education and Advocacy Week/Day focuses the benefits to the State of California and its residents from increasing the educational successes of the Latino population here, whether at the K-12 level, the community colleges or the undergraduate and graduate institutions throughout the state, and

WHEREAS, Latino Education and Advocacy Week/Day recognizes that this focus represents an opportunity to increase diversity, strengthen the tax, labor, consumption and investment pool, and increase ties with Mexico and Latin America,

THEREFORE, be it resolved that the Board of Trustees of the San Bernardino County Community College District endorses Assembly Concurrent Resolution No. 137 and applauds California State University, San Bernardino for its annual summit in support thereof.

ADOPTED this 17th day of February, 2011.

Bruce Baron, Interim Chancellor and
Secretary to the Board of Trustees

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Interim Chancellor

REVIEWED BY: Dr. Jack Miyamoto
Human Resources Consultant

PREPARED BY: Dr. Jack Miyamoto
Human Resources Consultant

DATE: February 17, 2011

SUBJECT: Consideration of Approval of Ratification of CSEA Chapter #291
Agreement

RECOMMENDATION

It is recommended that the Board of Trustees approve the ratification of CSEA Chapter #291 Agreement for the period July 1, 2010 through June 30, 2013.

OVERVIEW

The tentative agreement covers a contract period of three years commencing July 1, 2010 and ending on June 30, 2013. The Association conducted a vote on January 13, 2011, and the membership approved ratification of the Agreement.

ANALYSIS

On December 15, 2010, the District concluded negotiations with the Association on all articles within the collective bargaining agreement.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Budgeted.

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The San Bernardino Community College District complies with all state and federal rules and regulations and does not discriminate on the basis of race, color, national origin, gender, or disability. This holds true for all District employment and opportunities. Harassment of any employee/student with regard to race, color, national origin, gender, or disability is strictly prohibited. Inquiries regarding compliance and/or grievance procedures may be directed to the District's Title IX Officer and/or Section 504/ADA Coordinator. The Title IX Officer and/or Section 504/ADA Coordinator is the Vice Chancellor, Human Resources, Department of Human Resources, 114 So. Del Rosa Drive, San Bernardino, CA, 92408, (909) 382-4041.

PREAMBLE

This is an agreement made and entered into the 1st day of July 2010, between the San Bernardino Community College District, hereinafter referred to as DISTRICT, and California School Employees Association and its Chapter #291, hereinafter referred to as ASSOCIATION. Reference to the PARTIES shall include both the DISTRICT and the ASSOCIATION.

Unless specifically addressed in this Agreement all provisions of the current collective bargaining agreement shall remain in full force and effect.

ARTICLE 1: RECOGNITION

- 1 The DISTRICT recognizes the ASSOCIATION as the exclusive representative for all classified employees except those positions identified in Appendix A.
- 1.2 Personal services contracting for all services currently or customarily performed by classified school employees to achieve cost savings is permissible, unless otherwise prohibited, when all the following conditions are met:
 - 1.2.1 The governing board or contracting agency clearly demonstrates that the proposed contract will result in actual overall cost savings to the DISTRICT provided that:
 - a. In comparing costs, there shall be included the DISTRICT'S additional cost of providing the same service as proposed by a contractor. These additional costs shall include the salaries and benefits of additional staff that would be needed and the cost of additional space, equipment, and materials needed to perform the function.
 - b. In comparing costs, there shall not be included the DISTRICT'S indirect overhead costs unless these costs can be attributed solely to the function in question and would not exist if that function was not performed by the DISTRICT. Indirect overhead costs shall mean the pro rata share of existing administrative salaries and benefits, rent, equipment costs, utilities and materials.
 - c. In comparing costs, there shall be included in the cost of a contractor providing a service any continuing DISTRICT costs that would be directly associated with the contracted function. These continuing DISTRICT costs shall include, but not be limited to, those for inspection, supervision, and monitoring.
 - 1.2.2. Proposals to contract out work shall not be approved solely on the basis that savings will result from lower contractor pay rates or benefits. Proposals to contract out work shall be eligible for approval if the contractor's wages are at the industry's level and do not undercut DISTRICT pay rates.
 - 1.2.3. The contract does not cause the displacement of DISTRICT employees. The term "displacement" includes layoff, demotion, involuntary transfer to a new classification, involuntary transfer to a new location requiring a change of residence, and time base reductions. Displacement does not include changes in shifts or days off, nor does it include reassignment to other positions within the same classification and general location or employment with the contractor, so long as wages and benefits are comparable to those paid by the school DISTRICT.

- 1.2.4 The savings shall be large enough to ensure that they will not be eliminated by private sector and DISTRICT cost fluctuations that could normally be expected during the contracting period.
- 1.2.5 The amount of savings clearly justifies the size and duration of the contracting agreement.
- 1.2.6 The contract is awarded through a publicized, competitive bidding process.
- 1.2.7 The contract includes specific provisions pertaining to the qualifications of the staff that will perform the work under the contract, as well as assurance that the contractor's hiring practices meet applicable nondiscrimination standards.
- 1.2.8 The potential for future economic risk to the DISTRICT from potential contractor rate increases is minimal.
- 1.2.9 The contract is with a firm. A "firm" means a corporation, limited liability corporation, partnership, nonprofit organization, or sole proprietorship.
- 1.2.10 The potential economic advantage of contracting is not outweighed by the public's interest in having a particular function performed directly by the DISTRICT.

A. Notwithstanding any other provision of this CHAPTER, personal services contracting shall also be permissible when any of the following conditions can be met:

1. The contract is for new DISTRICT functions and the Legislature has specifically mandated or authorized the performance of the work by independent contractors.
2. The services contracted are not available within DISTRICT, cannot be performed satisfactorily by DISTRICT employees, or are of such a highly specialized or technical nature that the necessary expert knowledge, experience, and ability are not available through the DISTRICT.
3. The services are incidental to a contract for the purchase or lease of real or personal property. Contracts under this criterion, known as "service agreements" shall include, but not be limited to, agreements to service or maintain office equipment or computers that are leased or rented.
4. The policy, administrative, or legal goals and purposes of the DISTRICT cannot be accomplished through the utilization of persons selected pursuant to the regular or ordinary hiring process. Contracts are permissible under this criterion to protect against a conflict of interest or to ensure independent and unbiased findings in cases where there is a clear need for a different, outside perspective. These contracts shall include, but not be limited to, obtaining expert witnesses in litigation.
5. The nature of work is such that the criteria for emergency appointments apply. "Emergency appointment" means an appointment made for a period not to exceed 60 working days either during an actual emergency to prevent the stoppage of public business or because of the limited duration of the work. The method of selection and the qualification standards for an emergency employee

shall be determined by the DISTRICT. The frequency of appointment, length of employment, and the circumstances appropriate for the appointment of firms or individuals under emergency appointments shall be restricted so as to prevent the use of emergency appointments to circumvent the regular or ordinary hiring process.

6. The contractor will provide equipment, materials, facilities, or support services that could not feasibly be provided by the DISTRICT in the location where the services are to be performed.
7. The services are of such an urgent, temporary, or occasional nature that the delay incumbent in their implementation under the DISTRICT'S regular or ordinary hiring process would frustrate their very purpose.
8. This section shall apply to personal service contracts entered into after January 1, 2003. This section shall not apply to the renewal of personal services contracts subsequent to January 1, 2003, where the contract was entered into before January 1, 2003, irrespective of whether the contract is renewed or rebid with the existing contractor or with a new contractor.

ARTICLE 2: MANAGEMENT RIGHTS

- 2.1 It is understood and agreed that the DISTRICT retains all of its powers and authority to direct, manage, and control its operation as specified by and to the full extent of the law, except as specified in this Agreement.
- 2.2 Included in, but not limited to, those duties and powers are the exclusive right to: determine the times and hours of operation; determine the kinds and levels of services to be provided, and the methods and means of providing them; establish its educational policies, goals and objectives; insure the rights and educational opportunities of students; determine staffing patterns; classify and reclassify; determine the number and kinds of personnel required; maintain the efficiency of DISTRICT operations; determine the curriculum; build; move, or modify facilities; establish budget procedures and determine budgetary allocation; determine the methods of raising revenue; determine the level of safety standards to comply with Federal and State requirements; and contract out work not customarily and routinely performed by bargaining unit members or where expressly forbidden by law. The DISTRICT also retains the right to hire, classify, evaluate, promote, layoff, terminate, and discipline employees.
- 2.3 The DISTRICT retains its right to amend, modify, or rescind policies and practices set forth in this Agreement in cases of emergency and to determine when an emergency exists. For the purpose of this Article, the term "emergency" shall mean a situation which could not have been reasonably foreseen and which when not acted upon might incur loss of life or limb or serious damage to property such as a natural disaster, conflagration, epidemic, or work stoppage.
- 2.4 The exercise of these powers, rights, authority, duties, and responsibilities shall be directed by the DISTRICT; the adoption of policies, rules, regulations, and practices in furtherance thereof; and the use of judgment and discretion in connection therewith, shall be limited only by the specific and express terms of this Agreement, and then only to the extent such specific and express terms are in conformance with the laws of the State of California.
- 2.5 The ASSOCIATION, on behalf of its members and employees, agrees that it will not cause, encourage, participate in, or support any strike, boycotting, or work stoppage, or refuse to render services or to work at any time during the term of this Agreement. In the event of a violation of this section by the ASSOCIATION and/or the employees, the DISTRICT may, in addition to other remedies, discipline such employees up to and including discharge. Employees shall not be entitled to any benefits or wages whatsoever while they are engaged in a strike, work stoppage or other interruption of work.

ARTICLE 3: NO DISCRIMINATION

- 3.1 It is understood and agreed that neither the DISTRICT nor the ASSOCIATION shall lawfully discriminate against any unit member because of rights guaranteed by the Educational Employment Relations Act. Such discrimination is subject to unfair practice procedures and shall not be grievable under Article 18 of this Agreement.

ARTICLE 4: DUES AND ORGANIZATIONAL SECURITY

4.1 Provisions

- 4.1.1 It is the mutual intention of the parties that the provisions of this Article protect the rights of individual unit members without restricting the ASSOCIATION'S rights to require every bargaining unit member to pay a share of the cost of collective bargaining activities.
- 4.1.2 All employees in the bargaining unit who do not maintain membership in good standing in the ASSOCIATION are required to pay service fees to the ASSOCIATION, in amounts that do not exceed the periodic dues of the ASSOCIATION, for the duration of this agreement.
 - 4.1.2.1 It is the express intention of the parties that the service fee obligation outlined herein constitutes a condition of continued employment with the DISTRICT.
- 4.1.3 No unit member shall be obligated to pay dues or service fees to the ASSOCIATION until the first of the month following 30 calendar days after the unit member first comes into the bargaining unit.

4.2 Dues and Service Fee Deductions

- 4.2.1 The ASSOCIATION has the sole and exclusive right to have employee organization membership dues and service fees deducted by the DISTRICT for unit members.
- 4.2.2 The DISTRICT shall deduct, in accordance with the ASSOCIATION dues and service fee schedule, dues, service fees or, with the ASSOCIATION'S approval, payments to charity in lieu of service fees from the wages of all unit members. Nothing contained herein shall prohibit a unit member from paying either dues or service fees directly to the ASSOCIATION.
- 4.2.3 The DISTRICT shall, without charge, pay to the ASSOCIATION within 15 days of the deduction all sums so deducted, except that the DISTRICT shall pay to the designated charity sums deducted in lieu of service fees from the wages of unit members who request for religious exemption have been approved by the ASSOCIATION pursuant to this agreement.
- 4.2.4 Along with each monthly payment to the ASSOCIATION, the DISTRICT shall without charge, furnish the ASSOCIATION with an alphabetical list of all unit members, identifying them by name, social security number, months per year in paid status and annual salary, and indicating the amount deducted, if any, and whether such deduction is for dues, service fees or charitable contributions.
- 4.2.5 The DISTRICT shall immediately notify the ASSOCIATION Chapter President or designee if any member of the bargaining unit revokes a dues, service fee, or payment in lieu of service fee deduction authorization.
- 4.2.6 The DISTRICT shall deduct and pay to the ASSOCIATION service fees for each bargaining unit member who is not an ASSOCIATION member in good standing and who is obligated to pay such fees, pursuant to this agreement, unless the ASSOCIATION notifies the DISTRICT the unit member is paying such fees directly to the ASSOCIATION. A payroll deduction authorization form shall not be required for such deduction.

4.3 Religious Exemption

- 4.3.1 Any unit member who is a member of a religious body whose traditional tenets or teachings include objections to joining or paying service fees to employee organizations shall not be required to join, maintain membership in, or pay service fees to the ASSOCIATION as a condition of employment. However, such unit member shall be required, in lieu of a service fee required by this agreement, to pay sums equal to such service fee to one of the following non-religious, non-labor organizations, charitable funds exempt from taxation under Section 501(c)(3) of Title 26 of the Internal Revenue Code:
- a. United Way
 - b. SBVC Foundation
 - c. CHC Foundation
 - d. Or mutually agreed to by the ASSOCIATION, Employer and bargaining unit member.
- 4.3.2 Any unit member claiming this religious exemption must file a written request for exemption with the ASSOCIATION. If the request is granted, the unit member shall, as a condition of continued exemption from the requirement of paying service fees to the ASSOCIATION furnish the ASSOCIATION with copies of receipts from the charity selected, as proof that such payments have been made, or shall authorize payroll deduction of such payments.

ARTICLE 5: RIGHTS OF ASSOCIATION AND MEMBERS

- 5.1 Nothing in this Agreement shall be construed to deny or restrict any unit member's rights provided under the Educational Employment Relations Act or other applicable State Laws and regulations. The PARTIES recognize the right of unit members to join and participate in the legal activities of the ASSOCIATION, and the alternative right of unit members not to join the ASSOCIATION and participate in such activities.
- 5.2 The ASSOCIATION shall have the following rights in addition to any rights contained in other portions of this Agreement pursuant to the following:
- 5.2.1 **ACCESS TO EMPLOYEE WORK AREA.** A reasonable number of ASSOCIATION representatives shall have the right of access to areas which employees work during non-duty hours, such as lunch and rest periods, provided there is no undue interference with DISTRICT operations.
- 5.2.2 **COMMUNICATION WITH MEMBERS.** The ASSOCIATION may use institutional bulletin boards, mailboxes, and other means of communication subject to reasonable regulations by the DISTRICT. Prior to posting on bulletin boards, a copy of the communication shall be furnished to the DISTRICT. All terms to be posted shall bear the date of posting and the name and authorization of the ASSOCIATION and shall be removed by the ASSOCIATION when applicability ceases.
- 5.2.3 **USE OF DISTRICT FACILITIES.** The ASSOCIATION has the right to use designated DISTRICT equipment, facilities, and buildings during non-duty hours, provided that advance permission is secured from a President or the Chancellor and all costs of materials are borne by the ASSOCIATION.
- 5.2.4 **PRESIDENTIAL PAID RELEASE TIME:** The President of the ASSOCIATION or designee shall be granted two hundred forty (240) hours of paid release time per school year to be used for ASSOCIATION business. The President of the ASSOCIATION will be allowed to designate bargaining unit members other than the President to use portions of this allocation.
- a. A written request must be submitted to the DISTRICT at least five (5) days in advance, when possible, prior to such release.
- b. Any hours beyond the two hundred forty (240) require approval of the DISTRICT.
- 5.2.4.1 **ANNUAL CONFERENCE DELEGATE PAID RELEASE TIME:** The ASSOCIATION shall have the right to paid release time for ASSOCIATION CHAPTER delegates to attend the ASSOCIATION annual conference. The actual number of delegates is based on the official CSEA guidelines as printed by the state office of the California School Employees Association, not to exceed seven (7) delegates.
- 5.2.4.2 **STATE-LEVEL OFFICER PAID RELEASE TIME:** The ASSOCIATION may use up to eighty (80) hours of paid release time per school year for attendance at state-level activities. This shall apply only to duly elected/appointed state-level officers who are members of the CHAPTER.
- a. The ASSOCIATION will furnish the DISTRICT with a list of elected/appointed state-level officers who are members of this CHAPTER within thirty (30) calendar days of the election/appointment.
- b. The ASSOCIATION President shall submit an official notice of ASSOCIATION-related absence in writing to the DISTRICT at least five (5) working days, when possible, prior to such release time.
- c. Any hours beyond eighty (80) hours requires approval of the DISTRICT.

- 5.2.5 **COPIES OF THE CONTRACT.** The DISTRICT agrees to provide copies of this Agreement to all unit members after the execution of re-opener and successor contract agreements. At the completion of each negotiation period the DISTRICT and ASSOCIATION will agree on a date when contract copies will be distributed. All new employees shall be provided a copy of this agreement by the DISTRICT at the time of employment.
- 5.2.6 **FINANCIAL INFORMATION.** Upon request by the ASSOCIATION, the DISTRICT shall make available to the ASSOCIATION all public documents relating to finances which are relevant to the representation of the bargaining unit, including the CCFS 311, after adoption by the Board of Trustees.
- 5.2.7 **BOARD AGENDA.** The DISTRICT shall provide the ASSOCIATION President with a printed copy of the Board Book as well as copies of the agenda prior to the meetings of the Board of Trustees.
- 5.2.8 **RELEASE TIME FOR GRIEVANCE PROCESSING.** Reasonable paid time shall be used by the ASSOCIATION for grievance investigation or preparation. An authorized ASSOCIATION officer or representative shall be released from his/her regular work duties, with pay, when grievance resolution meetings are scheduled during regular working hours.
- 5.2.9 **RELEASE TIME FOR NEGOTIATIONS PROCESSING.** The ASSOCIATION shall have the right to designate five (5) employees who shall be given reasonable time without loss of compensation to prepare for and participate in matters of employer-employee relations. No more than one (1) person from a single department shall be appointed to the negotiating team.
- 5.2.10 **RELEASE TIME FOR NEW HIRE EMPLOYEE ORIENTATION.** Reasonable paid release time shall be used by the ASSOCIATION within the 240 hours allotted for ASSOCIATION business for the purpose of presenting information on CSEA membership at new hire employee orientations.

When possible, an ASSOCIATION representative will be assigned from the site at which the orientation is to be conducted.

ARTICLE 6 HOURS OF WORK & OVERTIME

- 6.1 **WORKWEEK/WORKDAY.** The regular recurring seven (7) day workweek shall be Monday through Sunday. The regular workweek of unit members shall be forty (40) hours on five (5) consecutive days Monday through Friday, and the regular workday eight (8) hours, exclusive of lunch. These provisions do not restrict the extension of a regular workday or workweek on an overtime basis when such is necessary to carry on the business of the DISTRICT. The DISTRICT may establish a workday of less than eight (8) hours or a workweek of less than forty (40) hours for all or any of its classified positions. The DISTRICT may establish a ten (10) hour per day, forty (40) hour, four-day consecutive workweek for unit members in accordance with the provisions of Article 6.3. Each position in the unit shall have a regular minimum number of assigned hours per day, days per week, and days per year. The DISTRICT shall establish the specific hours of employment, including the beginning and ending times, for unit members at each work site.
- 6.2 The DISTRICT may change a unit member's shift, beginning and ending times, provided that it gives the unit member twenty-one (21) calendar days' notice, except in emergency circumstances. At the unit member's request, the unit member, ASSOCIATION and the DISTRICT agree to meet to discuss the reason for the proposed change. The reason for the proposed change shall not be arbitrary or capricious.
- 6.3 **ALTERNATE WORK SCHEDULE.** The DISTRICT shall notify the ASSOCIATION in writing of the intent to establish an alternate work schedule in accordance with Education Code 88040.
- 6.3.1 **4/10 SUMMER WORKWEEK.** It is the intent for all employees to participate in the 4/10 schedule during the summer. Should there be a legitimate business need to exclude a department(s) from participating in the alternate 4/10 work schedule, the District and the Association will meet to discuss the District's proposal as early as possible. Neither party shall be unreasonable in reaching a conclusion.
- (a) The DISTRICT will notify the ASSOCIATION in writing by February 1 of its intent to have the four-day, ten-hour workweek during the summer months. The ASSOCIATION shall notify the DISTRICT in writing within ten (10) working days of its intent to negotiate the beginning and ending dates, and such negotiations shall be completed no later than March 1.
- (b) Employees working less than forty (40) hours per week on a regular basis, five (5) days per week will be assigned the same number of hours per week in a four-day period; however, their assignment rights to the position will continue to be based on the total hours per week.
- (c) An employee that is assigned to work an eight (8) hour, five (5) day workweek will not be allowed to switch to the ten-hour, four-day week. However, an employee who is currently working an eight-hour, five-day workweek on the campuses will be allowed to continue in their eight-hour, five-day workweek in their present work station and take Fridays as comp time, vacation days or be assigned to work elsewhere.
- 6.4 For the purpose of computing the number of hours worked, time during which the unit member is excused from work because of holidays, sick leave, vacation, compensated time off, or other paid leaves of absence, shall be considered as time worked by the unit member; provisions of the Fair Labor Standards Act (hereinafter FLSA) shall be applied.
- 6.5 **LUNCH PERIODS.** Unit members on duty for four (4) consecutive hours or more shall be entitled to a duty-free lunch period. All unit members who are assigned a daily work schedule of six (6) hours or more shall be required to take a lunch period, unless it is mutually agreed otherwise. The lunch period shall not be less than thirty (30) minutes nor more than sixty (60) minutes and the DISTRICT shall schedule lunch at or about the midpoint of a full-time unit member's workday.

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

6.7 **OVERTIME**

6.7.1 Overtime includes any time required to be worked in excess of eight (8) hours in any one (1) workday, or any time required to be worked in excess of ten (10) hours in any one (1) workday during a four (4) ten (10) work schedule, or any time in excess of forty (40) hours in any seven (7) consecutive day work period or calendar week. The DISTRICT shall provide either compensation or compensatory time off as determined by the unit member at a rate equal to one and one-half (1-1/2) times the regular rate of pay for the unit member. The DISTRICT will advise the unit member with the reason why compensation or compensatory time off is given. This decision shall not be arbitrary or capricious. Provisions for compensatory time off shall be governed by Section 6.8.

6.7.2 The workweek for any unit member having an average workday of four (4) hours or more during the week shall consist of no more than five (5) consecutive working days. Such unit member shall be compensated for any work directed by the DISTRICT to be performed on the sixth (6th) and seventh (7th) day at a rate equal to one and one-half (1 ½) times the regular rate of pay of the unit member. Any unit member having an average workday of less than four (4) hours per day during a workweek shall, for any work required to be performed on the seventh (7th) day be compensated at a rate equal to one and one-half (1 ½) times the regular rate of pay of such unit member.

6.7.3 The authorization of any overtime shall rest with the DISTRICT management and any and all overtime must receive prior approval from the immediate supervisor. Unit members shall not be paid for unauthorized overtime. Where the assignment of overtime would constitute an undue hardship on the unit member and the unit member objects, the supervisor shall attempt to identify other qualified unit members desirous of working overtime before directing such unit member to work overtime. If no unit member elects to work overtime, the overtime distribution shall be in accordance with 6.9 Overtime Distribution.

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

6.7.4 All overtime earned under contract must be paid no later than the next available pay period.

6.7.5 The calculation of the regular rate of pay for overtime purposes shall include the monthly rate of pay as determined under Section 7.1 plus one-twelfth (1/12) of any earned long service recognition pursuant to Article 11.

6.8 **COMPENSATORY TIME OFF**

6.8.1 All overtime for which compensatory time is granted must be reported monthly to the payroll office on the regular classified report form. The DISTRICT shall total the number of hours of compensatory time off for each unit member on or about September 1 of a given year. The DISTRICT shall pay unit members in cash for all accumulated compensatory time accrued as of this date. Such payment is to be based on the unit member's rate of pay at the time compensatory time off was earned.

6.8.2 Compensatory time off shall be granted at the rate of 1.5 times the number of overtime hours worked.

6.9 **OVERTIME DISTRIBUTION**

6.9.1 Overtime work shall be assigned as equally as is practical among qualified unit members in the same classification and department, taking into consideration the nature of the work to be performed and the needs of the DISTRICT. Assignment of overtime shall not be arbitrary or capricious.

When there are two or more employees in the same classification and department, overtime shall be offered in the following order of priority:

1. On a rotational basis, based on seniority, determined by hire date, among those employees in the same classification and department who normally perform the work involved.
2. When no employee elects to work the overtime, assignment shall be based on inverse order of seniority.

ARTICLE 7: PAY AND ALLOWANCES

7.1 **RATE OF PAY.** The rate of pay for classifications within the classified bargaining unit is set forth on the Classified Salary Schedule contained in Appendix C herein.

7.2 SHIFT DIFFERENTIAL

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

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

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

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

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

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

7.3 STIPENDS

7.3.1 The District will pay a bilingual stipend of \$50.00 per month for each foreign language an employee is required to verbally translate.

7.3.2 The District reserves the right to designate the locations in which employees are eligible to receive a bilingual stipend and to determine the competency examination method and content used to identify employees who qualify for the stipend. See Appendix K.

7.3.2.1 Employees who desire to receive the bilingual stipend shall apply to take the competency examination selected by the District. The examination shall be offered annually in March. The eligibility pool list will be provided to the Association during April of each year. Those employees achieving a score of 80% or higher shall be placed in an eligibility pool. Once an employee has been placed in the eligibility pool, he/she shall remain eligible for the remainder of his/her employment with the District without further examinations required.

7.3.2.2 In the event that more than one individual is qualified within a designated area, the criteria for assignment will be; (a) proximity to the area(s) of service within the Department designated by the District; (b) shift availability; (c) initial date of hire with the District in the classified bargaining unit.

7.3.2.3 Once identified, such employee(s) shall receive the stipend for a minimum of two (2) years unless he/she notifies the District and Association in writing that he/she chooses to discontinue such service. Thereafter, the stipend will no longer be paid beginning with the first available payroll period after notification.

7.3.2.4 After the two (2) year period, the District shall offer the stipend to the next employee in the eligibility pool based on the criteria listed in 7.3.2.2 above and assuming there are other employees in the eligibility pool. Such practice will continue bi-annually thereafter.

7.3.2.5 Employee(s) receiving the stipend shall continue to receive the stipend even if he/she is administratively transferred to a different assignment/location due to reorganization during the two (2) year period.

7.3.2.6 As the bilingual stipend is a negotiated benefit available to employees in the classified bargaining unit, eligible employees shall be offered the opportunity to provide such service and be paid the stipend prior to permitting and/or requiring any other employee outside the bargaining unit to provide such service regardless of whether such employee receives additional compensation or not.

7.3.3 The District will pay a biliterate stipend of \$50.00 per month for each foreign language an employee is required to translate in writing or written material.

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

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

7.3.3.3 The District will notify the Association when a job classification and/or position will receive the biliterate stipend.

7.3.3.4 The biliterate stipend will be for translation and/or interpretation written material only of a foreign language.

7.4 **PAYCHECKS.** All payroll warrants of unit members within the unit shall be itemized to include all deductions, subject to payroll procedures of the County Superintendent of Schools.

7.5 **FREQUENCY.** All unit members shall be paid once per month payable on the last working day of the month. The DISTRICT shall not be responsible for delays or errors caused by instrumentalities beyond its control, including the Office of the County Superintendent of Schools or the U.S. Mail.

7.6 **SPECIAL PAYMENTS.** Any payroll adjustment due a unit member as a result of working out of class, re-computation of hours, or other reasons other than procedural errors shall be made by a supplemental check issued not later than the next regular pay period.

7.6.1 **PAYROLL ERRORS.** Payroll error includes any adjustment which affects the employee's net pay. Whenever it is determined, an error has been made in the wages of an employee, the party identifying the error shall notify the other party in writing as soon as possible. Following such notification, the error shall be corrected within five (5) workdays. In the event of an underpayment to the employee, the DISTRICT will provide the employee with a statement of the correction and payment within five (5) workdays.

In the event of an overpayment to the employee, the employee will be given a reasonable opportunity to meet with DISTRICT representatives to discuss the error. In the event that the DISTRICT and the employee do not mutually agree to a repayment schedule, the

DISTRICT will deduct a portion of the employee's wages (not to exceed 10% of the monthly net salary) in subsequent months until the DISTRICT is fully reimbursed. An exception to the 10% deduction restriction shall be made when the employee's employment in the DISTRICT is in the process of being or has been terminated or the full 10% deduction would cause undue hardship on the employee.

In the event of any underpayment for which a correction must be made shall not be for more than (3) three years.

- 7.7 **PROMOTION.** Unit members granted a promotion shall be given a five percent (5%) salary increase over their present salary and shall be placed on the step of the range of their new classification which most nearly corresponds to the five percent (5%) increase but not less than such increase. If, however, the five percent (5%) increase exceeds Step E on the range of the new classification, the unit member shall be placed on Step E. The anniversary date for all unit members granted a promotion shall be the effective date of promotion. If a unit member is eligible for a step increase in their old classification within ninety (90) days of the effective date of the promotion, such step increase shall be used for purposes of computing five percent (5%) promotional salary increase.
- 7.7.1 **INITIAL PLACEMENT PROMOTED EMPLOYEES:** A promoted employee's previous experience may warrant a higher placement, which in no case exceeds Step C unless the provisions of Article 7.7 apply. Employees placed on Step A of the salary schedule will be advanced to Step B on the first of the month following six (6) complete months of service. Employees who are initially placed on any step other than Step A will be advanced to the next step on the first of the month following twelve (12) complete months of service. All advancements thereafter will be on a yearly basis.
- 7.7.2 **INITIAL PLACEMENT NEW EMPLOYEES:** New employees are placed on Step A of the salary schedule unless previous experience warrants a higher placement, which in no case exceeds Step C. Employees placed on Step A of the salary schedule will be advanced to Step B on the first of the month following six (6) complete months of service. Employees who are initially placed on any step other than Step A will be advanced to the next step on the first of the month following twelve (12) complete months of service. All advancements thereafter will be on a yearly basis.
- 7.8 **MILEAGE.** Unit members who are pre-authorized in writing by the DISTRICT'S Human Resources Department to use their vehicles on DISTRICT business shall be reimbursed for all miles required by the DISTRICT to be driven in the performance of assigned duties at a rate established by Board Policy for all DISTRICT employees.
- 7.9 **FOOD ALLOWANCE.** All unit members employed in the cafeteria shall be entitled to one (1) full meal during the working day for the price of 55 cents, and a beverage and light snack at no cost during the morning and afternoon breaks.
- 7.10 **MINIMUM CALL BACK TIME.** Any unit member called back from off campus to perform services outside his regular hours shall receive a minimum compensation of three (3) hours for such services. This section shall not apply where such services are performed immediately preceding or succeeding the unit member's regular hours.
- 7.11 **WORKING OUT OF CLASS.** Any unit member required to work out of classification for five (5) or more working days within a fifteen (15) calendar day period shall have his/her salary adjusted upward beginning with the first working day in the higher classification. A unit member required to work out of class shall receive five percent (5%) salary increase unless the increase exceeds Step E of the higher classification, in which case the unit member shall be paid at Step E. Working out of class assignments shall be limited to six (6) months unless the period is extended by mutual agreement by the DISTRICT and the ASSOCIATION.
- 7.12 **MEALS AND LODGING REIMBURSEMENT.** The DISTRICT shall reimburse unit members for the reasonable cost of meals and lodging in accordance with Board Policy, where the unit

member is on authorized DISTRICT business requiring him/her to spend the night away from home.

7.13 **IN-SERVICE TRAINING.** The DISTRICT shall continue to support and provide an in-service training program. An ad hoc advisory committee established by the DISTRICT and including ASSOCIATION representatives shall continue to study training needs and recommend in-service programs. DISTRICT approved in-service training shall take place during regular working hours at no loss of pay or benefits to employees.

7.14 The salary of a unit member taking a voluntary demotion shall be Step E of the new range unless Step E results in a salary increase over the unit member's old classification. In such case, the unit member shall be placed on the highest step in the new classification which would not result in a salary increase over the unit member's old classification. (See Article 15.3.6)

7.15 The DISTRICT agrees to initiate tax-deferred status for PERS for all bargaining unit members in the PERS Retirement System.

7.16 **ENROLLMENT FEES. EMPLOYEE.** The DISTRICT shall reimburse permanent bargaining unit members employed at least twenty (20) hours per week with one (1) year of service for credit courses, excluding community service courses, successfully completed with a grade of "C" or better at either of the two (2) DISTRICT campuses provided all of the following conditions are satisfied:

7.16.1 All classes must be taken outside of the regular scheduled working hours of the employee.

7.16.2 Only those classes offered by either of the two (2) DISTRICT campuses shall qualify for fee reimbursement.

7.16.3 To qualify for enrollment fee reimbursement, an employee must present verification of successful completion of the course and out-of-pocket expense for enrollment fee(s) only.

7.16.4 Enrollment fee reimbursement shall be limited to the current enrollment fee per semester for each employee.

7.16.5 All courses for which a classified employee seeks tuition reimbursement must have prior approval by their immediate supervisor and the Chancellor. If the request by the immediate supervisor is denied, it may be appealed to the President/Vice Chancellor, Fiscal Services.

7.16.6 **REIMBURSEMENT.** Classified employees on the classified employee salary schedule shall be eligible for eighty percent (80%) tuition cost reimbursement for courses completed outside of the DISTRICT with a grade of "C" or better which pertain to their classified position. Such reimbursement shall be actual costs not to exceed eighteen (18) semester units of coursework per year. However, no tuition cost paid by the DISTRICT is to exceed on a per unit basis cost of similar coursework at the University of California.

Only full-time classified employees who have completed their probationary period as a classified employee shall be eligible for this benefit.

All courses for which a classified employee seeks tuition reimbursement must have prior approval by their line manager and the Chancellor. If the request by the line manager is denied, it may be appealed to the President/Vice Chancellor, Fiscal Services.

7.17 **ENROLLMENT FEES. BENEFIT ELIGIBLE DEPENDENTS.** The DISTRICT shall reimburse benefit eligible dependents of bargaining unit members employed at least twenty hours (20) per week with one year of service for credit courses, excluding community service courses,

successfully completed with a grade of "C" or better at either of the two (2) DISTRICT campuses provided all of the following conditions are satisfied:

7.17.1 Only those classes offered by either of the two (2) DISTRICT campuses shall qualify for fee reimbursement.

7.17.2 To qualify for enrollment fee reimbursement, the employee or benefit eligible dependent must present verification of successful completion of the course and out-of-pocket expense for enrollment fee(s) only.

7.17.3 Enrollment fee reimbursement shall be limited to the current enrollment fee(s) per semester for each employee and their eligible dependents.

7.17.4 Definition of Benefit Eligible Dependent includes a spouse, registered domestic partner or child. (1) Child up to age 19; (2) Child between age 19-25 if they attend school full-time (9+ units) or are more than fifty percent (50%) financially dependent and are not married and reside with parent or are away at college. (3) Disabled children over age 19.

7.18 During the term of this Agreement the parties agree to meet annually to review the annual allocation of \$75,000 to determine if adjustments are needed.

7.19 **GOLD CARD.** When a unit member retires from the DISTRICT with at least fifteen (15) years of service, he/she shall receive the existing DISTRICT "Gold Card" package available at the time of retirement. The "Gold Card" package permits the retiree to enjoy certain free privileges in the DISTRICT at the colleges. The Gold Card package shall contain a waiver of normal fees for regularly scheduled athletic events in the District and normal fees exclusive of all meal charges for regularly scheduled cultural events such as lecture series.

7.20 **ON CALL.** "On Call" is not overtime and is defined as requiring a unit member to significantly restrict off work activities such as remaining at home or within a specific distance from the worksite.

Unit members required in writing and in advance to be on call by telephone, pager, fax or cellular phone shall be compensated for the time they are on call. A unit member without advance written authorization shall not be compensated. On call periods in excess of eight (8) hours require the advance written approval of the College President, the Chancellor or designee.

Compensation shall be awarded on a straight time, hour-for-hour basis in minimum half-hour increments. The unit member's work hours may be adjusted to account for on call time or may be carried as compensatory time off with supervisor's approval.

A unit member placed on call who does not respond to calls within 15 minutes shall not be compensated. Lack of response without reasonable justification may be subject to discipline.

Unit members not subject to restrictions as described above may be called for consultation or advice without compensation.

Unit members actually called back to work shall be compensated per Article 7.10 minimum call back time.

ARTICLE 8: EMPLOYEE EXPENSES AND MATERIALS

- 8.1 **UNIFORMS.** The DISTRICT shall pay the full cost of the purchase, lease, or rental of uniforms, equipment, identification badges, emblems, and cards required by the DISTRICT to be worn or used by unit members.
- 8.2 **PHYSICAL EXAMINATIONS.** The DISTRICT shall reimburse unit members for the cost, if any, of a physical examination required as a condition of continued employment under Section 88021 of the Education Code.

ARTICLE 9: LAYOFF AND REEMPLOYMENT

- 9.1 **NOTICE OF LAYOFF.** Upon the decision of the Board of Trustees to reduce the number of bargaining unit employee(s) in the classified service of the DISTRICT, the DISTRICT shall send written notice of layoff to the affected employee(s) and the ASSOCIATION not less than forty-five (45) days prior to the effective date of layoff. This notice of layoff shall be sent by certified mail, return receipt requested, or delivered in person to the affected bargaining unit employee(s) by the DISTRICT. Affected bargaining unit employee(s) shall be informed of the reason for layoff, his/her displacement rights, if any, and reemployment rights with copies of the letters provided to the ASSOCIATION.
- 9.2 **ORDER OF LAYOFF**
- 9.2.1 The DISTRICT shall determine the specific positions to be discontinued.
- 9.2.2 The order of layoff of unit employees shall be determined by length of service. The employee, who has been employed the shortest time in the affected classification, including time employed in a higher classification, shall be laid off first.
- 9.2.3 For purposes of this section, "length of service" means date of employment in the regular classified service. Seniority within a classification shall be calculated by length of service within a classification, plus higher classification(s) in which the employee is serving or has served. For the purpose of this section, a higher classification is any classification in a higher salary range. A unit member who is voluntarily transferred laterally to a new classification shall retain seniority in the prior classification. A unit member who is voluntarily transferred laterally and/or voluntarily demoted to a new classification shall accrue seniority in the new classification.
- 9.3 **BUMPING RIGHTS.** Bargaining unit employees who are subject to layoff shall exercise bumping rights into an equal or lower classification in which the employee has served based on seniority.
- 9.4 **OPTIONAL TRANSFER IN LIEU OF LAYOFF.** Bargaining unit employees upon mutual agreement may be transferred to vacant positions provided they are qualified or can be trained to fill the vacancy.
- 9.5 **LAYOFF IN LIEU OF BUMPING.** A unit member may elect layoff in lieu of bumping rights and maintain his/her reemployment rights under this Agreement.
- 9.6 **EQUAL SENIORITY.** If two (2) or more unit employees subject to layoff have equal seniority within the classification, priority shall be given to the unit employee with the greater overall DISTRICT seniority; if that be equal, determination shall be made by lot.
- 9.7 **REEMPLOYMENT PROCEDURES.**
- 9.7.1 A unit employee who is laid off shall be placed on a thirty-nine (39) month reemployment list. The unit employee shall be required to maintain his/her current address on file with the Human Resources Office.

- 9.7.2 If, during a unit employee's eligibility period for reemployment, a classification becomes vacant to which the employee has a return privilege, the DISTRICT shall send written notice offering reemployment by certified mail, return receipt requested, or telegram to the last known address of such unit employee(s). A copy of this written notice shall be sent to the ASSOCIATION.
- 9.7.3 A unit employee who receives such notice of reemployment and fails to respond in writing within ten (10) working days shall be deemed to have rejected the offer of reemployment.
- 9.7.4 If the unit employee in a layoff status accepts the position being offered, the unit employee shall have up to thirty (30) calendar days from the postmark date of the notice to report to work. This does not preclude a unit employee from returning to work in fewer than thirty (30) calendar days. Failure to report to work within the thirty (30) calendar days shall be considered a rejection of the offer of reemployment.
- 9.7.5 A unit member rejecting an offer of reemployment under the conditions set forth under 9.7.3 or 9.7.4 above, on three (3) occasions shall have his/her name permanently removed from the reemployment list. This does not include offers of reemployment that do not restore the employee to the level of pay and status previously held at the time of layoff.
- 9.7.6 A unit member reemployed after being laid off shall be fully restored to his/her classification with all rights to permanent status. Service credit and benefits shall not accrue during the period of layoff.
- 9.8 **VOLUNTARY DEMOTION OR VOLUNTARY REDUCTION OF HOURS.** Unit employees who take voluntary demotions or voluntary reductions in assigned time in lieu of layoff shall be, at the employee's option, returned to a position in their former classification or to a position with increased assigned time as vacancies become available, and with no time limit, except that they shall be ranked in accordance with their seniority on any valid reemployment list. The salary of a unit member taking a voluntary demotion shall be the lesser of his/her old salary or Step E of the new range.
- 9.9 **SENIORITY ROSTER.** The DISTRICT shall maintain an updated seniority roster indicating each employee's classification seniority and hire date seniority. Such rosters shall be available to the ASSOCIATION annually in December or prior to layoff.
- 9.10 **REEMPLOYMENT.** Unit employees shall be reemployed in the highest rated job classification available in accordance with their classification seniority. Unit members, in order to be appointed to a lower position, must be qualified for that position. Unit employees who accept a position lower than their highest classification shall retain their original thirty-nine (39) month rights to the higher paid position.
- 9.11 The PARTIES agree to meet and negotiate the impact of such layoff on those matters within the scope of representation.

ARTICLE 10: HEALTH & WELFARE BENEFITS

10.1 **HEALTH & WELFARE BENEFITS.** The DISTRICT shall provide a 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 J.

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 & 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 the 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.

ARTICLE 11: LONG SERVICE RECOGNITION

<u>Completed Years of Service with the District</u>	<u>Amount of Stipend</u>
5-10	\$500
11-15	\$650
16-20	\$800
21-25	\$950
26-30	\$1100
31-35	\$1250
36 and over	\$1400

- 11.1 **INITIAL PAYMENT.** The first long service payment will be made in December of the first year following five (5) complete years of employment.
- 11.2 **PAYMENT.** The amount of long service pay will be available to the unit members no later than December 15, and only to those actually employed on November 30, except upon retirement in which case the long service payment will be in proportion to the fraction of the year worked. Payment will be by a check separate from the unit member's monthly paycheck. A "separate check fee" charge, up to two dollars (\$2.00) per check will be paid by the DISTRICT. If the fee is over two dollars (\$2.00) the unit member will pay the additional cost, not to exceed two dollars (\$2.00). If the total "separate check fee" is over four dollars (\$4.00), this section will be renegotiated. The payment will be taxed at the long service recognition amount.
- 11.3 **ELIGIBILITY.** In order to be eligible for long service pay, a unit member must qualify for inclusion in the retirement program, i.e. must be employed half time or more.

ARTICLE 12: HOLIDAYS

- 12.1 **HOLIDAYS.** The DISTRICT shall provide for the following scheduled paid holidays: See Appendix L.

Independence Day
Labor Day
Veteran's Day
Thanksgiving Day
Friday following Thanksgiving
Winter Break (Five days from December 25 – December 31)*
New Year's Day
Dr. Martin Luther King Jr. Day
Lincoln's Day
Washington's Day
Memorial Day

*Winter Break was established to incorporate: Day in lieu of shopping day, fall semester recess period, and day in lieu of Admissions Day.

Prior to January 1, 2011, the employee's birthday is to be included as an additional holiday. The day must be taken on a day within the month that the birthday falls; otherwise this holiday will be forfeited.

Effective January 1, 2011, the employee's birthday is to be included as an additional holiday. The day must be scheduled with prior reasonable notification and must be mutually agreed upon between the employee and the supervisor.

- 12.2 **LESS THAN FIVE (5) WORKWEEK.** Unit members who work less than a five (5) day week shall receive their normal pay for any of the above scheduled holidays provided it falls on a normal workday. If said holiday falls on other than the normal workday, the unit member shall receive holiday pay or time off equivalent to the total regularly scheduled weekly hours divided by five (5) provided he/she is in paid status on the day immediately preceding or succeeding the holiday. Said holiday time off shall be scheduled with approval of the immediate supervisor.
- 12.3 **ADDITIONAL HOLIDAYS.** Unit members shall be entitled to such additional holidays, other than those in Article 12.1 as are mandated by the United States President, the Governor, or the Governing Board under Section 88203 of the Education Code.
- 12.4 **HOLIDAY COMPENSATION.** A unit member required to work on any holiday shall be paid compensation or granted compensatory time off, at the rate of one and one-half (1 ½) times his/her regular pay in addition to the regular pay received for the holiday.
- 12.5 **HOLIDAY ELIGIBILITY.** A unit member must be in paid status during the workday immediately preceding or succeeding the holiday in order to be eligible to receive holiday pay.

ARTICLE 13: EVALUATION PROCEDURE

- 13.1 The term "evaluation" as used in Section 2 through 8 of this Article means a formal written evaluation on the appropriate form prescribed by the DISTRICT. (Appendix B)
- 13.2 The DISTRICT shall evaluate all unit members on permanent status once every two (2) years during the month of April, except in emergency circumstances. The annual evaluation for employees obtaining permanent status prior to January 1, will be conducted in the current school year. The annual evaluation for employees obtaining permanent status subsequent to January 1, will be conducted in the following school year.
- 13.3 Unit members on probationary status shall be evaluated no less than two (2) times during the probationary period on or about the third (3rd) and the sixth (6th) month from the initial date of hire. The probationary period for unit members shall be nine (9) months from the date of hire or appointment to a new classification.
- Effective July 1, 2010, per Post Requirements, every College Police Officer employed by the DISTRICT shall be required to serve in a probationary status for twelve (12) months from the date appointed to the position.
- 13.4 The evaluator shall be the unit member's immediate supervisor, unless otherwise designated by the DISTRICT. However, the evaluator will never be an outside contractor, vendor or consultant.
- 13.5 The evaluation shall be signed by the evaluator and the unit member being evaluated. The unit member's signature signifies only that the unit member has read the document, has been given a copy, and has been given the opportunity of attaching a written response which shall become part of the permanent record. Unit members have five (5) working days to file a written response to his/her evaluation.
- 13.6 No evaluation of a unit member shall be placed in the unit member's personnel file without an opportunity for discussion between the unit member and the evaluator. A negative evaluation shall include specific recommendations for improvement. The unit member shall have the right to review any evaluation during working hours provided that such reviews are limited to a reasonable period or periods of time.
- 13.7 The DISTRICT retains its prerogative to make additional evaluations as it deems necessary.
- 13.8 The substance of any evaluation, including the observations, opinions, and conclusions of the evaluator, shall not be subject to the grievance procedure. The evaluation procedure as provided hereinabove shall be grievable.

ARTICLE 14: LEAVES

- 14.1 **BEREAVEMENT LEAVE.** Unit members shall be entitled to a paid leave of absence, not to exceed three (3) days, or five (5) days if travel out-of-state or a round trip of over 500 miles is required, on account of the death of any member of his/her immediate family. Member of the immediate family means mother, father, grandparent, or grandchild of the unit member or the spouse/registered domestic partner of the unit member, and the spouse/registered domestic partner, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, or sister-in-law of the unit member or any relative living in the immediate household of the unit member. Absences due to bereavement leave should be recorded on the member's work report.
- 14.2 **JUDICIAL LEAVE.** Unit members called for mandatory jury duty, or as a subpoenaed witness as an employee of the DISTRICT, or as a litigant on behalf of the DISTRICT, during working hours, shall be entitled to paid leave in the amount of the difference between the unit member's regular earnings and the amount of fees received as a juror, subpoenaed witness as an employee of the DISTRICT, or litigant on behalf of the DISTRICT, excluding allowances for meals, mileage, or parking. Absences due to judicial leave should be recorded on the member's work report.
- 14.2.1 A unit member's jury duty hours plus the hours from court to work plus any workday shift assignment for that day should not exceed nor be less than the unit member's regularly assigned number of work hours for that day. The DISTRICT shall assess any unusual work shift on an individual basis, taking into consideration what is reasonable under the circumstances giving due respect to the needs of the DISTRICT and the health and welfare of the unit member.
- 14.2.2 Unit members called for jury duty, or as a subpoenaed witness as an employee of the DISTRICT, or as a litigant on behalf of the DISTRICT, shall notice the DISTRICT as soon as possible upon receipt of the summons. The DISTRICT will require unit members absent on jury duty, or as a subpoenaed witness as an employee of the DISTRICT, or as a litigant on behalf of the DISTRICT, to submit verification from the court indicating the reporting and release times.
- 14.3 **MILITARY LEAVE.** A unit member shall be entitled to any military leave provided by law and shall retain all rights and privileges granted by law arising out of the exercise of military leave. Request for such military leave shall be made in writing and verified by a copy of the military orders requiring military duty. Absences due to military leave should be recorded on the member's work report.
- 14.4 **SICK LEAVE.** Members of the bargaining unit employed by the DISTRICT five (5) days per week with full pay for a fiscal year shall be entitled to twelve (12) days leave of absence for illness or injury, exclusive of days they are not required to render to the DISTRICT. Day, as used in this Article, means the employee's regularly assigned workday, exclusive of overtime. Absences due to sick leave should be recorded on the member's work report.
- 14.4.1 Members of the bargaining unit, employed five (5) days a week, who are employed for less than a full fiscal year are entitled that proportion of twelve (12) days leave of absence for illness or injury as the number of months he/she is employed bears to twelve (12). Members of the bargaining unit employed less than five (5) days per week or forty (40) hours per week shall be entitled, for a fiscal year of service, to that proportion of twelve (12) days leave of absence for illness or injury as the number of days or hours he/she is employed per week bears to five (5) days or forty (40) hours.
- 14.4.2 Pay for any day of such absence shall be the same as the pay which would have been received had the unit member served during the day of illness.
- 14.4.3 At the beginning of each fiscal year, the full amount of sick leave granted under this section shall be credited to each unit member. Credit for sick leave need not be accrued

prior to taking such leave and such leave may be taken at any time during the year. However, a new unit member of the DISTRICT shall not be eligible to take more than six (6) days, or the proportionate amount to which they may be eligible under this section, until the first day of the calendar month after completion of six (6) months of active service with the DISTRICT.

- 14.4.4 Disabilities caused or contributed to by pregnancy, miscarriage, childbirth, and recovery there from are, for all job related purposes, temporary disabilities and shall be treated as a condition of illness. Eligible employees are entitled to receive compensation at their regular rate of pay charged against credited sick leave for the workdays missed during the period of disability, provided that Human Resources receives a medical status report from the attending physician.
- 14.4.5 If a member of the bargaining unit does not take the full amount of leave allowed in any year, the amount not taken shall be accumulated from year to year.
- 14.4.6 Members of the bargaining unit absent due to surgery, serious injury or illness for more than five (5) consecutive assigned workdays shall be required to submit a medical release from a physician to Human Resources prior to being permitted to return to work. A member absent for more than five (5) workdays shall notify Human Resources of his/her approximate return date.
- 14.4.7 Members of the bargaining unit may be required to submit to medical examinations, at the DISTRICT'S expense, at the discretion of the DISTRICT.
- 14.4.8 A unit member who has been employed by some other school DISTRICT for a period of one (1) calendar year or more, and who terminates such employment for the sole purpose of accepting a position in this DISTRICT and has not been terminated by an action initiated by the employer for cause, and who subsequently accepts within one (1) year of such termination, a position with the DISTRICT, shall upon request have transferred with him/her all of the unused accumulated sick leave.
- 14.4.9 The DISTRICT may cancel all sick leave rights or accumulations when a unit member severs all official employment connection with the DISTRICT and all accumulated sick leave may be transferred pursuant to the provisions in Section 88202 of the Education Code. A unit member who has any sick leave benefits earned but unused on the date of retirement may have those converted to retirement credit if appropriate in accordance with applicable law.

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

 - a. A ratio of five (5) sick days (40 hours) to 1 vacation day (8 hours). Unit members working less than full-time shall be pro-rated accordingly.
 - b. Only days earned while employed for the SBCCD are eligible for conversion benefits.
 - c. Only employees who have rendered five (5) years or more of unbroken service to the SBCCD are eligible for conversion benefits.
 - d. The maximum number of vacation days which may be converted shall not exceed the number of days the retiring unit member earns annually under the provisions of Article 19, Section 19.1.2.
- 14.4.10 After exhaustion of all paid sick leave, accumulated compensating time, vacation or other available paid leave, the amount deducted from a member's salary shall not exceed the sum which is actually paid a substitute employee employed to fill his/her position during his/her absence up to five (5) months from the first day of absence. The five (5) month period shall commence on the first day of absence.
- 14.4.11 Unit members who have given forty-eight (48) hours notice and have been released for a doctor or dental appointment have the option to work an extended day or to utilize sick

leave. The additional hours constituting an extended day shall be equal to the period of time that the employee was absent, but not in no event shall exceed two (2) hours.

14.4.12 Sick leave shall be taken in increments of not less than one-quarter (1/4) hour.

14.4.13 A unit member shall contact his/her immediate supervisor, or their designee, as soon as the need to be absent is known or at the beginning of the work shift. This does not apply where the unit member cannot reasonably provide the notification. The unit member shall inform his/her immediate supervisor, or their designee as to the expected date of return. Required documentation shall be submitted to Human Resources. Absences extending more than five work days are subject to the provisions in section 14.4.6

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

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

14.4.16 When all available leaves of absence, paid or unpaid, have been exhausted, the unit member shall be placed on a reemployment list for a period of thirty-nine (39) months.

14.5 **INDUSTRIAL ACCIDENT AND ILLNESS LEAVE.** Absences due to Industrial leave should be recorded on the member's work report. Unit members shall be entitled to industrial accident and illness leave in accordance with current Education Code and the following provisions.

14.5.1 A unit member suffering an injury or illness arising out of, and in the course, of his/her employment, shall be entitled to a leave of sixty (60) working days in any one fiscal year for the same accident or illness. This leave shall not be accumulated from year to year, and when any leave will overlap a fiscal year, the unit member shall be entitled to only that amount remaining at the end of the fiscal year in which the injury or illness occurred.

14.5.2 Payment for wages on any day shall not, when added to an award granted the unit member under the Worker's Compensation laws of this State, exceed the normal wage for the day. During all paid leaves of absence, whether industrial accident leave as provided in this section, sick leave, vacation, compensated time off or other available leave provided by law or the action of the Board of Trustees, the unit member may endorse to the DISTRICT wage loss benefit checks received under the Worker's Compensation laws of this State. In the absence of such endorsement, the DISTRICT shall pay the difference between the wage loss benefit check and any entitlement the employee may have.

14.5.3 The industrial accident or illness leave is to be used in lieu of normal sick leave benefits. When entitlement to industrial accident or illness leave under this section has been exhausted, entitlement to other sick leave, vacation or other paid leave will then be used. If however, a unit member is still receiving Worker's Compensation benefits at the time of the exhaustion of benefits under this Section, he/she shall be entitled to use only so much of his/her accumulated and available normal sick leave and vacation leave, which, when added to the Worker's Compensation award, provides for a day's pay at the regular rate of pay.

14.5.4 When all available leaves of absence, paid or unpaid, have been exhausted, the unit member shall be placed on a reemployment list for a period of thirty-nine (39) months.

14.5.5 Leave under this Section shall commence on the first day of absence. The DISTRICT may select the examining physician and require a physician's report as verification of illness or injury due to industrial accident or illness.

14.5.6 Any unit member receiving benefits as a result of this Section shall, during periods of injury or illness, remain within the State of California unless the Governing Board authorizes travel outside the State.

14.5.7 In order to be eligible for leave under this Section, a unit member must have served as an employee of the DISTRICT continually for a period of nine (9) months.

14.6 **PERSONAL NECESSITY LEAVE.** Absences due to personal necessity leave should be recorded on the member's work report. Any days of leave of absence for illness or injury under Section 14.4 of this Agreement may be used by a unit member, at his/her election in cases of personal necessity, including, but not limited to any of the following:

- a. Death of a member of his/her immediate family.
- b. Accident involving his/her person or property, or the person or property of a member of his/her immediate family.
- c. Appearance in court as a litigant, party or witness under subpoena or any order made with jurisdiction. If the unit member receives payment for this appearance, such payment will be forfeited to the DISTRICT.
- d. A serious illness of a member of the family.
- e. Such other reasons approved by the DISTRICT.

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

14.7 **UNAUTHORIZED LEAVE.** Absences due to unauthorized leave should be recorded on the member's work report. Any unit member absent without being on approved leave shall have deducted from his/her salary the appropriate amount covering such period. The DISTRICT reserves the right to take any appropriate disciplinary action against such unit member. Failure to notify the DISTRICT of the anticipated absence prior to the commencement of the unit member's shift may constitute unauthorized leave.

14.8 **BREAK IN SERVICE.** No absence under any paid leave provisions of this Article shall be considered as a break in service for any unit member who is in paid status, and all benefits accruing under the provisions of this Agreement shall continue to accrue under such absence.

14.9 **ADDITIONAL LEAVE.** The DISTRICT may grant, in addition to the leaves set forth hereinabove, such additional leaves of absence, with or without pay, for such purposes and periods of time as it deems advisable.

14.10 **AUTHORIZED LEAVE VERIFICATION.** Prior or subsequent to approval of any paid leave, the DISTRICT may require a unit member to furnish a doctor's certificate, affidavit or other documentation, on forms prescribed by the DISTRICT, as verification of illness or other reason for authorized leave. Verification may be required when the DISTRICT has reason to question the validity or any request for approved leave.

14.11 **PARENTAL LEAVE AND FAMILY CARE.** Absences due to Parental Leave and Family Care should be recorded on the member's work report.

14.11.1 **PARENTAL LEAVE/BONDING.** The DISTRICT will allow the use of paid sick leave for parental leave/bonding up to a period of twelve (12) weeks within the first six (6) months following the birth or adoption of a child

14.11.2 **FAMILY CARE.** The DISTRICT will allow the use of paid sick leave for family care leave for care of a disabled or seriously ill immediate family member for a period of up to twelve (12) weeks.

14.11.3 Leave under this section are subject to the following provisions:

- (a) The unit member must have served as an employee of the DISTRICT continuously for a period of one (1) year.
- (b) Sections 14.11.1 or 14.11.2 individually or in combination may not exceed a total of twelve (12) weeks in any twelve (12) month period.
- (c) Upon exhaustion of sick leave, an employee may utilize difference in pay up to completion of the twelve-week period.
- (d) During this leave, the DISTRICT will continue benefit coverage, sick leave and seniority will accrue, and pension contributions will be made by both DISTRICT and employee.
- (e) For purposes of this Article, members of the immediate family means the mother, father, grandmother, grandfather or a grandchild of the employee or of the spouse of the employee, and the spouse/registered domestic partner, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, sister-in-law of the employee or any other individual whose legal residence is in the immediate household of the employee.

14.12 **STATE AND FEDERAL LEAVE LAWS.** Family Medical Leave Act (FMLA), California Family Rights Act (CFRA), and Pregnancy Disability Act (PDA) benefits are available to classified employees as entitled under current state and federal law. Upon request, the DISTRICT shall provide the employee a copy of their rights and benefits.

All Federal and State Leave benefits will be calculated for eligibility and use on a 12 month basis.

- (a) In cases of non-pregnancy related illness, FMLA and CFRA will apply and run concurrent with Sick Leave (Article 14.4)
- (b) In cases of pregnancy related illness, FMLA and PDA will apply and run concurrent with Sick Leave (Article 14.4).
- (c) In cases of family care, FMLA and CFRA will apply and run concurrent with Parental Leave and Family Care (Article 14.11).

14.13 **Catastrophic Illness Leave.** The purpose of this program is to permit employees with a catastrophic injury or illness to solicit individual donations of sick leave and/or vacation and/or comp time leave from fellow employees.

All requests submitted to the Vice Chancellor of Human Resources are handled with confidentiality and upheld throughout the process. The District will make every effort to protect the identity and privacy of the catastrophic illness leave recipient.

14.13.1 Definition of Catastrophic Leave: The intent of this program is to permit employees to donate eligible leave credits to an employee when that employee or a member of his or her family suffers from a catastrophic illness or injury. For purposes of this Article a catastrophic illness or injury is defined as one which is expected to incapacitate the employee or a member of his/her family for an extended period of at least forty-five (45) or more calendar days or is, according to competent medical evidence catastrophic, likely to incapacitate the employee or family member or be characterized as terminal.

A catastrophic leave donation request may be initiated immediately, using the process defined below, at the moment the need is known. However, Catastrophic Leave will not begin until all leaves have been exhausted as defined in this Article.

For purposes of this Section, "family" means the mother, father, grandmother, grandfather, or a grandchild of the employee or of the spouse/registered domestic partner of the employee, and the spouse/registered domestic partner, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, sister-in-law of the employee, or any relative living in the immediate household of the employee.

14.13.2 Recipient Requirements

The recipient

- (a) Is a regular, non-probationary bargaining unit member who has exhausted all accrued paid leave credits, including sick leave, vacation and comp time.
- (b) Is incapacitated/absent for an extended period of time no less than 45 calendar days.
- (c) Is incapacitated during assigned time. For example in the case of 10 or 11-month employee only assigned time will be considered.
- (d) May use donated time in partial day increments.
- (e) May initially request not more than sixty (60) days. A unit member may request an additional sixty (60) days by filing an additional request.
- (f) Requests for donated leave credits in writing to Human Resources. A fellow employee, supervisor, family member, Human Resources, or the Recipient's medical provider may request Catastrophic Leave benefits on behalf of the Recipient.
- (g) Must include with the request, a written statement from the medical provider, which verifies catastrophic illness or injury of the Recipient or the Recipient's immediate family member as defined in 14.12.1.
- (h) Must use all donated leave within a twelve (12) consecutive month period following the donations. If the Recipient returns to work and has a reoccurrence of the same or related catastrophic injury or illness, after using any accrued vacation or sick leave, previously donated leave days may be used if time remains available, within the same twelve (12) month period.

The Vice Chancellor of Human Resources or designee shall evaluate all requests for catastrophic leave and shall have authority for granting leave in accordance with this Article. Pledged donated leaves can be used only for the specified catastrophic injury or illness. A different catastrophic injury or illness must be handled as a separate second incident. If the District has reasonable cause to believe there is abuse of the catastrophic leave policy by an employee, the District may require additional medical verification from a physician selected by the District at District expense.

Human Resources will notify District employees in writing of the need for donations of catastrophic leave credits and collect all signed pledge forms. Human Resources will notify Payroll of donated hours. Payroll will deduct donated hours from the donor and credit donated hours to the recipient. Human Resources and Payroll will keep a record of all donated leave credits.

If Recipient's request for catastrophic leave is denied, the Recipient or Recipient's agent or Association may request a review of the reason(s) for denial. If the denial is upheld the employee or Association may appeal the decision to the Chancellor. If the denial is upheld at the Chancellor level, the decision is not subject to the grievance process.

The maximum amount of time in which donated leave credits may be used shall be twelve (12) consecutive months.

14.13.3 Donor Requirements

Unit members may donate leave credits to an eligible classified, confidential, management or academic employee under the following conditions:

- (a) Donors may volunteer no more than 50% of their accrued sick and/or vacation and/or comp time. Donors must have accrued no less than 120 hours of leave credits prior to donation.
- (b) Employees wishing to donate catastrophic leave credits must donate credits in writing on a signed, District authorized pledge form, distributed by Human Resources
- (c) The minimum amount of donated leave credits shall be eight (8) hours initially, and in one-hour increments thereafter.
- (d) The donor understands that donation of catastrophic leave credits is voluntary.
- (e) Donations may be made by eligible classified, confidential, management or academic employees.
- (f) Leave donations are irrevocable. Once you donate, it is gone forever. Unused leave credits will not be credited back to the donor.
- (g) Donated leave is charged on an hour-for-hour basis.
- (h) Employees voluntarily participating in this program shall hold the District and CSEA harmless for any and all disputes arising out of this provision.

14.13.4 **Termination of Catastrophic Illness Leave**

Catastrophic leave ends when:

- (a) The need for leave no longer exists, due to change in health status.
- (b) The 12-month eligibility period expires.
- (c)** The recipient terminates employment with the District.

ARTICLE 15: VACANCIES, TRANSFERS, VOLUNTARY DEMOTIONS, IN HOUSE OR PROMOTIONAL ONLY RECRUITMENTS

- 15.1 **POSTING OF VACANCIES.** Notice of all job vacancies within the bargaining unit shall be posted on the District employment bulletin boards at currently designated posting locations. Closed transfer and "In-House or Promotional Only" recruitment notices shall be sent out to all unit members in a timely manner.
- 15.1.1 The job vacancy notice shall remain posted for a period of ten (10) full working days, during which time unit members may file for the vacancy.
- 15.1.2 **NOTICE CONTENTS.** The job vacancy notice shall include: the job title, a brief description of the position and duties, the minimum qualifications required for the position, the assigned job site, the number of hours per week, and months per year assigned to the position, the salary range, and the deadline for filing to fill the vacancy.
- 15.1.3 **FILING.** Any unit member may file for the vacancy by submitting written notice to the Human Resources Office within the filing period. Any unit member on leave or vacation may authorize his/her job representative to file on the unit member's behalf.
- 15.1.4 **NOTIFICATION.** Unit members who apply for transfer, voluntary demotions, or "In-House or Promotional Only" recruitments shall be notified in writing whether they were or were not selected.
- 15.2 **INVOLUNTARY TRANSFERS.** Transfer of bargaining unit members may be initiated by the administration at any time whenever such transfer is in the best interest of the DISTRICT as determined by the administration. The unit member transferred shall be given seven (7) days notice, absent emergency circumstance. If requested by the unit member, a conference will be held between the appropriate administrator and the unit member in order to discuss the reasons for the transfer. A transfer under this section shall be considered permanent. Therefore, no additional probationary period shall be required.
- 15.3 **VOLUNTARY TRANSFERS.** For purposes of this section the term transfer shall mean a lateral movement within the job classification from one (1) work position or station to another work position or station in the DISTRICT.
- 15.3.1 Permanent unit members are eligible to apply for a voluntary transfer if he/she is presently within the same classification, has previously served in that classification in the DISTRICT, or is applying for a voluntary demotion.
- 15.3.2 Requests from regular unit members seeking transfers shall be considered by the selecting administrator. Considerations shall include hire date, seniority within the present classification of the employee, skills, abilities, job performance, suitability, and requirements of the vacant position.
- 15.3.3 Where the application(s) for voluntary transfer, voluntary demotion, or "In-House or Promotional Only" recruitment is not granted, the vacancy will be announced publicly.
- 15.3.4 A mutual transfer may be accomplished between two (2) unit members of classifications in which both are qualified. A mutual transfer must be made upon agreements of both supervisors and with the concurrence of the President(s) and/or Chancellor.
- 15.3.5 An approved transfer resulting from the request of a unit member shall be considered permanent. Therefore, no additional probationary period shall be required.

15.3.6 **VOLUNTARY DEMOTIONS.** A permanent unit member transferring within the classification or taking a voluntary demotion shall retain his/her old anniversary date and seniority rights. Unit members requesting a voluntary demotion to a lower classification shall be given preference over other applicants with equal or lesser qualifications.

If the position from which a unit member took a demotional transfer is again vacant, that unit member will be given preference over other applicants with equal or lesser qualifications in filling the former position. This section shall be superseded by the provisions in Article 9, Layoff and Reemployment when applicable. (See Article 7.14)

15.4 **"IN-HOUSE OR PROMOTIONAL ONLY" RECRUITMENTS.** "In-House or Promotional Only" recruitment shall be used (1) when the position is being filled on an interim basis for the minimum time necessary to allow for full and open recruitment which shall not exceed one (1) year; (2) when there is a reorganization that does not result in a net increase in the number of employees; (3) when there is a closed transfer. For the purposes of this section, a closed transfer is defined as one or more lateral transfers when there is no net increase in the number of employees;

15.4.1 Any unit member may apply concurrently on an "In House or Promotional Only" basis for any position announced under the voluntary transfer policy. Such application will not be considered until voluntary transfer and voluntary demotion applicants have been reviewed. A selection process, as outlined in Section 53021 of the California Code of Regulations and Education Code 87100, will be used to address any "In House or Promotional Only" requests.

15.5 **MEDICAL TRANSFERS.** The DISTRICT may assign a unit member to another position in cases where the unit member is medically unable to assume his/her regular duties.

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

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

ARTICLE 16: PERSONNEL

16.1 **CLASSIFICATION.** The DISTRICT may create new classifications and fix duties, responsibilities, and assignments for such classifications, or reclassify or abolish positions as long as any such action is not inconsistent with other provisions in this Article or Agreement. Except by mutual agreement, the DISTRICT shall notify the ASSOCIATION in writing ten (10) working days prior to the board calendaring of an agenda item of any new classification or the abolition of a classification. Upon receipt by the ASSOCIATION of the DISTRICT'S written notice, the ASSOCIATION shall notify the DISTRICT in writing within ten (10) working days, its intent to negotiate the classification, titles, or abolition of the classification.

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

16.2 **PERSONNEL FILES.** The personnel file of each unit member shall be maintained at a single location determined by the DISTRICT. No disciplinary action based upon written materials shall be taken against a unit member unless such written materials are included in the unit member's personnel file.

16.2.1 Any supervisor or other administrator who writes and places into the personnel file a written evaluation, other than the regular employee evaluation as defined in Article 13, or memorandum relating to a unit member's job performance shall sign and date such evaluation memorandum. The unit member shall be provided with copies of any derogatory written material five (5) workdays before it is placed in the personnel file. During this five-day period, the unit member shall be given an opportunity during normal working hours to initial and date the material and to prepare a written response to such material. The written response shall be attached to the material.

16.2.2 Unit members may review material in their personnel files which serve as a basis for affecting the status of their employment, except the following material shall not be available for inspection: (1) Ratings, reports, or records which were obtained prior to employment of the unit member; (2) Material prepared by identifiable examination committee members; or (3) Materials obtained in connection with a promotional examination.

16.2.3 Unit members shall have the right to inspect the contents of their personnel files upon request, provided the request is made at a time when such person is not actually required to render services to the DISTRICT.

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

16.2.5 Upon written authorization of the unit member, an ASSOCIATION representative may review the unit member's permanent personnel file. An ASSOCIATION representative may accompany any unit member in the review of that member's file.

16.3 **REQUEST FOR RECLASSIFICATION**

- 16.3.1 Requests for consideration of position reclassification shall be made on the appropriate forms obtained from the Office of Human Resources and on the District website:
- 16.3.1.1 Requests for reclassification may be submitted by a unit member at any time during the life of the Agreement..
 - 16.3.1.2 The Reclassification Committee shall consist of Vice Chancellor, Human Resources & Employee Relations or designee and CSEA Labor Relations Representative/Chapter President or designee.
 - 16.3.1.3 Upon completion of the appropriate forms a unit member shall submit the reclassification request to the Office of Human Resources.
 - 16.3.1.4 The Office of Human Resources shall date stamp the request prior to submitting the request to a unit member's immediate supervisor, while keeping a copy on file. Within ten (10) working days, Human Resources will notify employee, with a copy to the supervisor, that the request has been received.
 - 16.3.1.5 A unit member's immediate supervisor must complete his/her portion of the request and return it to the Office of Human Resources within fifteen (15) working days.
 - 16.3.1.6 A unit member may request a personal interview with the Reclassification Committee.
 - 16.3.1.7 The process for review of the request and submission of the recommendations by the committee to the Chancellor shall be accomplished within sixty (60) working days from receipt of supervisors review.
 - 16.3.1.8 If the Reclassification Committee disagrees, each member of the committee shall submit a position statement with their rationale to the Chancellor within fifteen (15) working days. The Chancellor shall consider the request within thirty (30) working days, and if granted, the reclassification shall be submitted to the Board of Trustees for approval.
 - 16.3.1.9 If the reclassification is denied by the Reclassification Committee or the Chancellor, the unit member has the right to appeal in writing to the Chancellor within fifteen (15) working days of the committee's finding. The Chancellor shall notify the unit member and the Reclassification Committee in writing within thirty (30) working days of his/her decision and rationale. The Chancellor's decision shall be final.
- 16.3.2 When a position is reclassified, the incumbent in the position shall be entitled to serve in the new position.
- 16.3.3 Salary of Position Reclassification
The salary of a unit member in a position that is reclassified shall be determined as follows:
- 16.3.3.1 If a position is reclassified to a classification having the same salary range (reclassification - lateral), the salary and anniversary date of the unit member shall not change.
 - 16.3.3.2 If a position is reclassified to a classification having a higher salary range (reclassification - upward), the unit member shall be placed on the appropriate salary range of their new classification which would result in

no less than a five (5%) percent increase over the current salary, except if the new placement is at Step E. The anniversary date of the unit member shall be the date on which the reclassification request was submitted.

16.3.4 Placement in Classification and Range

16.3.4.1 Every bargaining unit member shall be placed in a classification and range in the classified service.

16.3.5 Classification and Compensation Studies

16.3.5.1 The District and the Association shall review each classification within the bargaining unit at least once within a five (5) year period.

16.3.5.2 The District and the Association shall mutually agree on the compensation and classification study process.

16.3.5.3 Salary range adjustments shall be negotiated.

16.3.6 Classification and Reclassification Requirements

16.3.6.1 Position classification and reclassification shall be subject to mutual agreement between the District and the Association.

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

ARTICLE 17: DISCIPLINE

(Intentionally Left Blank)

ARTICLE 18: GRIEVANCE PROCEDURE

- 18.1 A "grievance" is a formal written allegation, on the prescribed DISTRICT form, by a unit member alleging a violation of this Agreement.
- 18.2 A "grievant" is a unit member, unit members, or the ASSOCIATION.
- 18.3 A "day" is any day in which the central administrative office of the San Bernardino Community College DISTRICT is open for business.
- 18.4 The "immediate supervisor" is the lowest level supervisor having immediate jurisdiction over the grievant and who has been designated to adjust grievances.
- 18.5 **INFORMAL LEVEL.** A unit member's grievance must be submitted orally in an informal conference with the unit member's immediate supervisor within twenty (20) days after the act or omission giving rise to the grievance, or twenty (20) days after the unit member, through the exercise of reasonable diligence, should have had knowledge of the act or omission that gave rise to the grievance. At the time of the conference, the unit member may be accompanied by another unit member.
- 18.6 **FORMAL LEVEL - STEP 1.** If the alleged grievance is not resolved at the informal conference, the grievant must within five (5) days after the informal conference, present his/her grievance in writing to his/her immediate supervisor. This statement shall be a clear, concise statement of the grievance, the decision rendered at the informal conference and the specific sections of the Agreement allegedly violated, misapplied, misinterpreted and the specific remedy sought. A grievance may include more than one (1) unit member provided the issue is the same.
- The supervisor shall communicate his/her decision to the unit member in writing within five (5) days after receipt of the written grievance.
- 18.7 **STEP 2.** In the event the grievant is not satisfied with the decision rendered by the supervisor, he/she may appeal the decision to the Chancellor or his/her designee within five (5) days after receipt of the supervisor's decision. This statement must include a copy of the original grievance, the decision rendered by the immediate supervisor, and the reason for the appeal. The Chancellor, or his/her designee, will communicate a decision in writing within ten (10) days after receipt of the appeal.
- 18.8 **STEP 3.** If the grievant is not satisfied with the decision of the Chancellor or his/her designee, the grievant may (with the approval of the ASSOCIATION) within fifteen (15) days, submit a request in writing to the Chancellor for binding arbitration of the dispute.
- 18.8.1 The ASSOCIATION and the DISTRICT shall attempt to agree upon an arbitrator. If no agreement can be reached, they shall request the State Conciliation Service to supply a list of five (5) names. Each PARTY shall alternately strike a name from the list until only one (1) name remains. The remaining person shall be the arbitrator. The order of the striking shall be determined by lot.
- 18.8.2 The fees and expenses of the arbitrator shall be borne equally between the DISTRICT and the ASSOCIATION. All other expenses shall be borne by the party incurring them. The arbitrator shall, as soon as possible, hear evidence and render a decision on the issue(s) submitted that shall be binding on the grievant, the ASSOCIATION and the DISTRICT. If the PARTIES cannot agree upon a submission agreement, the arbitrator shall determine the issue(s) by referring to the written grievance and the answer thereto at each step.
- 18.8.3 The Arbitrator will have no power to add to, subtract from, or modify the terms of this Agreement or the written policies, rules, regulations and procedures of the DISTRICT.

- 18.8.4 The Arbitrator shall submit his/her findings not later than twenty (20) days from the date of the close of the hearings or from the date the final statements and proofs are submitted to him/her. The arbitrator's findings of fact will be in writing and set forth his/her reasoning and decision on the issue(s) submitted.
- 18.9 **REPRESENTATION.** A unit member shall have the right to present grievances in accordance with these procedures with or without the intervention of the ASSOCIATION.
- 18.10 **ASSOCIATION NOTIFICATION.** In any instance where the ASSOCIATION is not represented in a grievance, the ASSOCIATION shall be notified of the intended disposition of the grievance ten (10) days prior to final action by the DISTRICT. The ASSOCIATION may respond in writing within the ten (10) day period.
- 18.11 **WAIVER.** The failure of the grievant to act within the prescribed time limits stated in this Article will act as a waiver of the grievance.
- 18.12 **DENIAL AND APPEAL.** The failure of the DISTRICT to issue a decision within the time limit at any step shall be deemed a denial and permit the grievant to proceed to the next step.
- 18.13 **SEPARATE GRIEVANCE FILE.** All documents, communications and records, dealing with the processing of a grievance shall be filed in a separate grievance file. Such materials may be placed in a unit member's personnel file in cases where the document, communication or record may be relevant to a disciplinary matter.
- 18.14 **STATUS OF PARTIES PENDING OUTCOME.** As to matters related to the procedures of this Section, the DISTRICT'S action shall remain in effect pending the final outcome of the grievance.

ARTICLE 19: VACATIONS

- 19.1 **ACCUMULATION:** Unit members shall accrue annual vacation at the regular rate of pay earned at the time the vacation is commenced as follows:
- 19.1.1 The first day of the month following the date of initial employment is considered the day and month in determining vacation entitlement.
- 19.1.2 Full time unit members shall earn vacation at the rate of eight (8) hours per month during the first four (4) years of employment, at the rate of ten (10) hours per month beginning with the fifth year through the tenth year, at the rate of twelve (12) hours per month beginning with the eleventh year through the fifteenth year, and at the rate of fourteen (14) hours per month beginning with the sixteenth year of employment. Unit members working less than full-time shall earn vacation on a pro rata basis of the above. (See 19.10 for calculation.)
- A total of one (1) additional vacation day will be earned effective with the 20th year of service.
A total of one (1) additional vacation day will be earned effective with the 25th year of service.
- 19.2 **PARTIAL MONTHS.** Vacation earned by full time unit members for partial months worked will be prorated. Except for partial month of initial employment, vacation earned by full time unit members for a partial month worked will be prorated as follows:
- | | |
|-------------------|-------------------------------|
| Less than 1 week | 25% of a month's entitlement |
| 1 week to 2 weeks | 50% of a month's entitlement |
| More than 2 weeks | 100% of a month's entitlement |
- 19.3 **INITIAL SIX MONTHS:** Earned vacation shall not become a vested right and available to be taken until completion of the initial six (6) months of employment.
- 19.4 **RESIGNATION AND RETIREMENT.** Upon termination, a unit member shall be entitled to all unused vacation pay earned and accumulated up to the time of termination. A full time unit member who has worked a full year but resigns effective June 30 must take earned vacation time during the last working days in June.
- 19.5 **CONSECUTIVE FISCAL YEAR.** Vacations earned in two (2) different fiscal years may be combined and taken at one time if it does not exceed the maximum vacation entitlement of the most recent complete fiscal year. There must be a period of at least two (2) months of actual performance on the job between vacations that were earned in two (2) fiscal years, unless otherwise approved by the DISTRICT.
- 19.6 **VACATION SCHEDULING.** All earned vacation must be taken prior to December 31 of the year following the fiscal year in which it was earned.
- 19.7 **PRIOR APPROVAL.** All vacations must be approved in advance by the unit member's immediate supervisor and shall be taken at a time which is least disruptive of DISTRICT operations. A unit member's request for vacation must be responded to and answered by the immediate supervisor within ten (10) days of its receipt. If the request is denied, a reason for denial in writing shall be provided to the unit member. This decision shall not be arbitrary or capricious and every effort will be made by the District to accommodate a unit member's request to take vacation.
- 19.8 **UNAUTHORIZED ABSENCE.** Any unit member absent without being on approved vacation leave shall have deducted from his/her salary the appropriate amount covering such period. The DISTRICT reserves the right to take any appropriate disciplinary action against such unit member, including termination.

19.9 **VACATION INTERRUPTION.** A permanent unit member may interrupt or terminate his regular vacation leave in case of illness, and use sick leave before continuing regular leave or returning to work, subject to the following requirements:

19.9.1 The unit member must notify the DISTRICT Human Resources Office and/or his/her supervisor of the interruption or termination of his/her vacation prior to use of sick leave.

19.9.2 The DISTRICT Human Resources Office and/or the supervisor shall notify the unit member if he/she may continue his/her vacation leave, after use of sick leave, or if he/she must report to his/her normally assigned work.

19.9.3 Upon returning to the regularly assigned work, the unit member must furnish a doctor's medical certificate verifying the illness or injury which interrupted or terminated his/her vacation.

19.10 **VACATION ACCRUAL FORMULA.** Vacation for unit members shall be computed on an hourly basis, 173 hours being equal to one (1) full-month of employment.

Months Worked	0-4 Years	5-10 Years	11-15 Years	16-19 Years	20 Years	25 Yrs & Over
173 Hours	8 hrs	10 hrs	12 hrs	14 hrs	14 ² / ₃	15 ¹ / ₃
346	16	20	24	28	29 ¹ / ₃	30 ² / ₃
519	24	30	36	42	44	46
692	32	40	48	56	58 ² / ₃	61 ¹ / ₃
865	40	50	60	70	73 ¹ / ₃	76 ² / ₃
1038	48	60	72	84	88	92
1211	56	70	84	98	102 ² / ₃	107 ¹ / ₃
1384	64	80	96	112	117 ¹ / ₃	122 ² / ₃
1557	72	90	108	126	132	136
1730	80	100	120	140	146 ² / ₃	153 ¹ / ₃
1903	88	110	132	154	161 ¹ / ₃	168 ² / ₃
2076	96	120	144	168	176	184

19.10.1 Vacations earned for partial months shall be as follows:

Less than 40 hours	25% of a month's entitlement
40 hours to 80 hours	50% of a month's entitlement
80 hours or more	100% of a month's entitlement

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

19.11 **VACATION PAY.** Vacation pay shall be based upon the unit member's salary at the time the vacation is taken.

19.12 **VACATION PAY UPON TERMINATION.** Upon termination a unit member shall be entitled to all unused vacation pay earned and accumulated up to the time of termination.

19.13 **STATUS REPORT ON VACATION.** All unit members will be issued an individual status report of vacation entitlement quarterly.

ARTICLE 20: HEALTH SERVICE, CONTINUATION AFTER RETIREMENT

- 20.1 **HEALTH COVERAGE AFTER RETIREMENT.** Any unit member who chooses early retirement or disability will continue to be eligible, if permitted by the carrier, to participate in one of the existing hospitalization/medical plan benefits pursuant to the provisions of Article 10, with the least expensive hospitalization/medical plan paid by the DISTRICT until age 65. Retirees shall be responsible for any additional cost in the event they select a more expensive hospitalization/medical plan. Coverage after retirement is subject to the following conditions:
- 20.2 **DISABILITY RETIREMENT.** To be eligible for health coverage while on Public Employees' Retirement System disability retirement under this Article, the unit member shall have completed a minimum of five (5) continuous years service with the DISTRICT.
- 20.2.1 If the retiree is also on social security disability retirement, such medical coverage shall cease when the retiree becomes eligible for Medicare. A retiree on social security disability retirement is eligible for Parts A & B of Medicare two (2) years after they are accepted for social security disability retirement. The DISTRICT medical coverage under this Article will cease as of that date and all Medicare premiums are the responsibility of the retiree.
- 20.3 **SERVICE RETIREMENT.** To be eligible for early service retirement under this Article, the unit member must either:
- a. Have attained the age of sixty (60) before terminating employment and have completed a minimum of ten (10) years continuous service with the DISTRICT or
 - b. Have attained the age of fifty-five (55) before terminating employment and have completed a minimum of twenty (20) years continuous service with the DISTRICT.
- 20.3.1 The unit member must be an employee of the DISTRICT immediately preceding retirement and must retire under the Public Employees' Retirement System.
- 20.4 Notwithstanding the foregoing, the following provisions apply to both service and disability health benefits:
- a. Medical coverage terminates on the death of the retiree.
 - b. The retiree has the responsibility to notify the Human Resources Office of any change of address by certified mail.
 - c. The retiree must annually truthfully respond to a status questionnaire from the Human Resources Office within forty-five (45) days of mailing. Failure to do so may result in termination of these benefits.
 - d. Retirees covered under this Article may change from one (1) DISTRICT offered medical plan to another by notifying the DISTRICT Human Resources Office prior to the end of the open enrollment period. Open enrollment periods may vary from year to year. Please contact the Human Resources Office to verify period.

ARTICLE 21: SEVERABILITY

- 21.1 If any provisions of this Agreement are held to be contrary to law by a court of competent jurisdiction, such provisions will not be deemed valid and subsisting except to the extent permitted by law, but all other provisions will continue in full force and effect.

ARTICLE 22: EFFECT OF AGREEMENT

- 22.1 It is understood and agreed that the specific provisions contained in this Agreement shall prevail over DISTRICT practices and procedures and over State Laws to the extent permitted by State law, and that in the absence of specific provisions in this Agreement, such practices and procedures are discretionary with the DISTRICT.

ARTICLE 23: SAFETY

- 23.1 **UNSAFE/UNSANITARY CONDITION.** Employees shall notify their immediate supervisor in writing concerning an unsafe or unsanitary condition in the DISTRICT directly affecting their physical welfare. The immediate supervisor shall acknowledge receipt of the written condition by initialing and dating the original request. Such initials acknowledge receipt only. Their immediate supervisor shall investigate said reported unsafe or unsanitary condition and advise the employee of any findings and suggested corrective action within five (5) working days of the receipt of the written request.
- 23.2 **SAFETY COMMITTEE.** The District shall allow for unit member representation on any committee appointed by the DISTRICT for the purpose of investigating, developing and promulgating safety programs which significantly affect unit members.
- 23.3 **PHYSICAL THREAT OR ASSAULT BATTERY.** Unit members shall immediately report to their supervisors all threats of physical harm or cases of assault and/or battery suffered by them in connection with their employment. Any student who has caused, attempted to cause, or threatened to cause physical injury to a bargaining unit member shall be suspended in accordance with Board Policy 5500, Standards of Student Conduct and Disciplinary Procedures. When requested by employee, the supervisor shall inform the affected unit member within five (5) days of the action taken.

ARTICLE 24: COMPLETION OF MEET AND NEGOTIATION

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

During the 2010-2011 and 2011-2012 fiscal years, both parties agree to open for negotiations Article 7: Pay and Allowances and Article 10: Health & Welfare. In addition, each party may reopen up to two (2) other articles each year.

This Agreement has been ratified by CSEA on January 13, 2011

For the Association

Colleen Gamboa, CSEA President

Sarah Miller, Negotiation Team Member

Fermin Ramirez, Negotiation Team Member

Carol Hannon, Negotiation Team Member

Guillermo Parra, Jr., Negotiation Team Member

Denise Evans
Labor Relations Representative

This Agreement has been ratified by the Board on February 17, 2011

For the Board:

Carleton W. Lockwood, Jr., President

Dr. Donald L. Singer, Vice President

John M. Futch, Clerk

Donna Ferracone, Trustee

John Longville, Trustee

James C. Ramos, Trustee

Jess Vizcaino, Jr., Trustee

APPENDIX A

THE APPROPRIATE UNIT:

Shall INCLUDE: All classified employees of the San Bernardino Community College DISTRICT

Shall EXCLUDE: All management, supervisory, and confidential employees as follows:

Administrative Assistant II
Assistant Director, Applied Technologies Training
Assistant Director, Financial Aid
Associate Dean
Business Manager
Cafeteria/Snack Bar Manager
Chancellor
Chief Engineer, TV
Chief of Police
Circulation Supervisor
College Director, Technology Services
Custodial Supervisor
Dean
Development & Planning Supervisor, KVCR
Director, Applied Technologies Training
Director, Athletics
Director, Bookstore
Director, Center for Business Excellence
Director, Child Development Center
Director, District Computing Services
Director, DSP&S
Director, EOPS & Care
Director, Facilities, Operations & Maintenance
Director, Financial Aid
Director, Fiscal Services
Director, Grant Management & Development
Director, Human Resources
Director, Internal Audits
Director, Marketing & Public Relations
Director, Research & Planning
Director, Resource Development
Director, Student Life
Director, Technology Services
District Director, Marketing & Public Relations
Environmental, Health & Safety Administrator
Executive Administrative Assistant
Executive Director, Distributed Ed & Technical Services
Executive Director, Economic Development & Corporate Training
Executive Director, KVCR
Human Resources Analyst
Human Resources Generalist
Logistics Technology Manager
Maintenance & Grounds Supervisor
Maintenance & Operations Coordinator
Manager, CTE Community Collaborative
Manager, Environment Scanning Services
Police Lieutenant
Police Sergeant
President
President & General Manager, KVCR
Printing Operations Supervisor
Radio Station Manager
Senior Staff Assistant

Station Manager, KVCR-TV
Supervisor, Facilities
Supervisor Job Development
Supervising Senior Accountant
Tool Room Supervisor
Vice Chancellor
Vice President
Workforce Development Manager

and substitute employees, short-term employees and student employee and any other management, and supervisory, and confidential position created during the term of this Agreement.

Updated November 9, 2010

APPENDIX B



EMPLOYEE PERFORMANCE REPORT

Employee Name: _____ Position Title: _____

Department: _____ Supervisor: _____

Evaluation Period : From _____ to _____
Month/Year Month/Year

Probationary Evaluation: First <input type="checkbox"/> Second <input type="checkbox"/>	Bi-Annual Evaluation <input type="checkbox"/> Due by April 30th	Additional Evaluation <input type="checkbox"/>
---	--	--

This is designed to provide employees with information concerning job performance and personal development, and supply supervisors with a tool to assist in the objective appraisal of performance and characteristics and to identify and address development needs.

PERFORMANCE RATING INSTRUCTIONS

5 – Exceptional performance with little or no room for improvement.
 4 – Exceeds competent performance.
 3 – Competent performance.
 2 – Less than competent performance, room for improvement clearly exists.
 1 – Significantly less than competent performance, major improvement required.
 N/A – No opportunity to observe and/or not pertinent to current duties and responsibilities
 Enter for each category below; the number which best describes the employee's performance.
**If a 2 or 1 rating is given, specific recommendations for improvement must be provided by the evaluator*

MEASURES OF PERFORMANCE

MEASURE	RATING	COMMENTS
Knowledge of Work: Understanding of duties and procedures – job knowledge		
Work Quantity: Amount of work performed		
Work Quality: Accuracy, neatness, thoroughness		
Work Planning: Ability to layout or plan work, carry through and complete		
Attendance: Punctual, observes work hours and rest periods		

Cooperation: Willing and able to work effectively with others		
Dependability: Can be relied upon consistently		

OTHER:
Describe

OTHER:
Describe

OTHER:
Describe

SUMMARY (Short Summary Statement Required)

Provide an overall assessment of the employee's performance during the evaluation period, and specify major strengths and areas needing improvement.

EMPLOYEE DEVELOPMENT: CURRENT POSITION

<u>DEVELOPMENT AREA:</u> Indicate the result or characteristics area(s) needing improvement for current job responsibilities	<u>DEVELOPMENT ACTIVITY:</u> Indicate training, special assignments, project, job rotation, etc.	<u>SCHEDULED DATE</u>

EMPLOYEE DEVELOPMENT: CAREER ADVANCEMENT

<u>DEVELOPMENT AREA:</u> Indicate the result or characteristic area(s) needing improvement for enhancing opportunities for career development	<u>DEVELOPMENT ACTIVITY:</u> Indicate training, special assignments, project, job rotation, etc.

COMMENTS BY EMPLOYEE (if desired)

My signature verifies that I have seen and discussed this report of performance with my supervisor, but it does not necessarily mean that I agree with the rating. I understand that I have the right to file a written response to this evaluation to be included in my personnel file within five (5) working days of the date of this report.

EMPLOYEE SIGNATURE _____ DATE _____

MANAGER'S SIGNATURE _____ DATE _____

OFFICE OF HUMAN RESOURCES _____ DATE _____

APPENDIX C
San Bernardino Community College District
Classified Salary Schedule

Range	Classification	Period	Step A	Step B	Step C	Step D	Step E
16		Monthly	1,946	2,044	2,146	2,253	2,366
		Hourly	11.19	11.75	12.33	12.95	13.60
		Annually	23,355	24,528	25,752	27,036	28,392
17		Monthly	1,995	2,094	2,199	2,309	2,424
		Hourly	11.46	12.03	12.64	13.27	13.93
		Annually	23,937	25,128	26,388	27,708	29,088
18	Food Service Worker	Monthly	2,045	2,148	2,255	2,368	2,486
		Hourly	11.75	12.34	12.96	13.61	14.29
		Annually	24,543	25,776	27,060	28,416	29,832
19	Bookstore Customer Service Assistant	Monthly	2,097	2,202	2,312	2,428	2,549
		Hourly	12.05	12.66	13.29	13.95	14.65
		Annually	25,161	26,424	27,744	29,136	30,588
20	Child Development Assistant Child Development Center Food Service Spec. Food Service Specialist	Monthly	2,148	2,256	2,369	2,487	2,611
		Hourly	12.35	12.97	13.61	14.29	15.01
		Annually	25,779	27,072	28,428	29,844	31,332
21	Clerical Assistant I Workforce Grant Assistant	Monthly	2,202	2,312	2,428	2,549	2,676
		Hourly	12.65	13.29	13.95	14.65	15.38
		Annually	26,422	27,744	29,136	30,588	32,112
22	Storekeeper I	Monthly	2,256	2,369	2,487	2,611	2,742
		Hourly	12.97	13.61	14.29	15.01	15.76
		Annually	27,076	28,428	29,844	31,332	32,904

23	Bookstore Assistant I	Monthly	2,313	2,429	2,550	2,678	2,812
		Hourly	13.29	13.96	14.66	15.39	16.16
		Annually	27,755	29,148	30,600	32,136	33,744

24		Monthly	2,372	2,491	2,616	2,747	2,884
		Hourly	13.64	14.32	15.03	15.79	16.57
		Annually	28,470	29,892	31,392	32,964	34,608

25	Clerical Assistant II	Monthly	2,431	2,553	2,681	2,815	2,956
	Mail Clerk	Hourly	13.97	14.67	15.41	16.18	16.99
	Switchboard Operator	Annually	29,173	30,636	32,172	33,780	35,472

26	Account Clerk I	Monthly	2,491	2,615	2,746	2,883	3,027
	Learning Resources Assistant	Hourly	14.31	15.03	15.78	16.57	17.40
	Library Media Clerk Storekeeper II Tool Room Specialist Sports Information Specialist P.E. & Athletic Equipment Specialist Aquatic Center Pool Attendant	Annually	29,888	31,380	32,952	34,596	36,324

27	Bookstore Assistant II	Monthly	2,554	2,682	2,816	2,957	3,105
	Custodian	Hourly	14.68	15.41	16.18	16.99	17.84
	Custodian/Courier Grounds Caretaker Golf Course/Tennis Court Attendant	Annually	30,651	32,184	33,792	35,484	37,260

28		Monthly	2,617	2,748	2,885	3,029	3,180
		Hourly	15.04	15.79	16.58	17.41	18.28
		Annually	31,403	32,976	34,620	36,348	38,160

29	College Security Officer	Monthly	2,685	2,819	2,960	3,108	3,263
	Secretary I	Hourly	15.43	16.20	17.01	17.86	18.75
		Annually	32,215	33,828	35,520	37,296	39,156

30	Account Clerk II	Monthly	2,750	2,888	3,032	3,184	3,343
	Library Technical Assistant I	Hourly	15.81	16.60	17.43	18.30	19.21
	Printer/Reproduction Operator	Annually	33,003	34,656	36,384	38,208	40,116
	Dispatch Clerk						
	Student Services Technician I						

31	Book Buyer	Monthly	2,819	2,960	3,108	3,263	3,426
	Lead Custodian	Hourly	16.20	17.01	17.86	18.75	19.69
	Lead Grounds Caretaker Purchasing Technician	Annually	33,827	35,520	37,296	39,156	41,112

32	Admissions & Records Technician	Monthly	2,891	3,035	3,187	3,346	3,513
	Warehouse Technician	Hourly	16.61	17.44	18.32	19.23	20.19
		Annually	34,687	36,420	38,244	40,152	42,156

33	Maintenance Worker	Monthly	2,961	3,109	3,264	3,427	3,598
	Secretary II	Hourly	17.02	17.87	18.76	19.70	20.68
		Annually	35,536	37,308	39,168	41,124	43,176

34	Library Technical Asst II	Monthly	3,035	3,187	3,346	3,513	3,689
	Multimedia Specialist	Hourly	17.44	18.32	19.23	20.19	21.20
	Payroll Accountant	Annually	36,421	38,244	40,152	42,156	44,268
	Student Services Technician II						
	Tutorial Coordinator						
Clean Energy Workforce Training Assistant							

35	Assistant Bookstore Manager	Monthly Hourly	3,111	3,266	3,429	3,600	3,780
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		Annually	17.88 37,330	18.77 39,192	19.71 41,148	20.69 43,200	21.72 45,360
36	Accountant	Monthly	3,190	3,349	3,516	3,692	3,877
	Development Associate, KVCR	Hourly	18.33	19.25	20.21	21.22	22.28
	Job Developer Producer, Radio	Annually	38,275	40,188	42,192	44,304	46,524
37	Administrative Secretary	Monthly	3,268	3,432	3,604	3,784	3,973
	Maintenance Technician	Hourly	18.78	19.72	20.71	21.75	22.83
	Purchasing Agent	Annually	39,220	41,184	43,248	45,408	47,676
38	Admissions & Records Specialist	Monthly	3,350	3,518	3,694	3,879	4,073
	Broadcast Operator	Hourly	19.25	20.22	21.23	22.29	23.41
	Computer Technician	Annually	40,202	42,216	44,328	46,548	48,876
	Financial Aid Specialist I						
	Lab Technician						
	Senior Multimedia Specialist						
	Senior Student Services Technician						
Student Activities & Campus Center Specialist							
Technical Assistant							
39	Graphics Specialist	Monthly	3,436	3,608	3,788	3,977	4,176
	Printing Operations Specialist	Hourly	19.75	20.74	21.77	22.86	24.00
		Annually	41,232	43,296	45,456	47,724	50,112
40	Financial Aid Specialist II	Monthly	3,521	3,697	3,882	4,076	4,280
	Programmer	Hourly	20.23	21.25	22.31	23.43	24.60
	Senior Payroll Accountant	Annually	42,250	44,364	46,584	48,912	51,360
	Telecommunications Tech.						
41	Administrative Assistant I	Monthly	3,609	3,789	3,978	4,177	4,386
	HVAC/R Technician	Hourly	20.74	21.78	22.86	24.01	25.21
	Lead Maintenance Technician						

	Interpreting Services Specialist	Annually	43,305	45,468	47,736	50,124	52,632
42	Admissions & Records Coordinator	Monthly	3,700	3,885	4,079	4,283	4,497
	Admissions & Records Evaluator	Hourly	21.26	22.33	23.44	24.61	25.84
	Assistive Technology Specialist	Annually	44,400	46,620	48,948	51,396	53,964
	Athletic Trainer						
	Instructional Assessment Tech.						
	Planetarium Production & Presentation Spec.						
	Schedule/Catalog Data Specialist						
43	Green Workforce Data Technician	Monthly	3,791	3,980	4,179	4,388	4,607
		Hourly	21.78	22.87	24.02	25.22	26.48
		Annually	45,486	47,760	50,148	52,656	55,284
44	College Police Officer	Monthly	3,885	4,080	4,284	4,498	4,723
	Financial Aid Coordinator	Hourly	22.33	23.45	24.62	25.85	27.14
	Financial Aid Outreach Coord.	Annually	46,626	48,960	51,408	53,976	56,676
	Marketing Coordinator						
	Outreach & Recruitment Tech.						
	Project Analyst						
	Senior Accountant						
	Senior Producer, Radio						
	Telecommunications Engineer						
45	Logistics Grant Coordinator	Monthly	3,983	4,183	4,392	4,612	4,843
		Hourly	22.89	24.04	25.24	26.51	27.83
		Annually	47,801	50,196	52,704	55,344	58,116
46	Distributed Education Systems Administrator	Monthly	4,083	4,288	4,502	4,727	4,963
	Programmer/Analyst	Hourly	23.47	24.64	25.87	27.17	28.52
	Technology Support Spec I	Annually	49,001	51,456	54,024	56,724	59,556
	Research Assistant						
47		Monthly	4,185	4,395	4,615	4,846	5,088

		Hourly	24.05	25.26	26.52	27.85	29.24
		Annually	50,225	52,740	55,380	58,152	61,056

48	Program Coordinator, KVCR	Monthly	4,290	4,505	4,730	4,967	5,215
		Hourly	24.66	25.89	27.18	28.55	29.97
		Annually	51,486	54,060	56,760	59,604	62,580

49		Monthly	4,397	4,616	4,847	5,089	5,343
		Hourly	25.27	26.53	27.86	29.25	30.71
		Annually	52,758	55,392	58,164	61,068	64,116

50	Producer/Director, TV	Monthly	4,507	4,732	4,969	5,217	5,478
	Program Coordinator, PDC	Hourly	25.90	27.20	28.56	29.98	31.48
	Technology Support Specialist II	Annually	54,079	56,784	59,628	62,604	65,736

51		Monthly	4,619	4,850	5,093	5,348	5,615
		Hourly	26.54	27.87	29.27	30.74	32.27
		Annually	55,425	58,200	61,116	64,176	67,380

52	Telecommunications Specialist	Monthly	4,735	4,972	5,221	5,482	5,756
		Hourly	27.21	28.57	30.01	31.51	33.08
		Annually	56,819	59,664	62,652	65,784	69,072

53		Monthly	4,852	5,095	5,350	5,618	5,899
		Hourly	27.89	29.28	30.75	32.29	33.90
		Annually	58,224	61,140	64,200	67,416	70,788

54	Senior Programmer/Analyst	Monthly	4,974	5,223	5,484	5,758	6,046
	Senior Technology Support Spec.	Hourly	28.59	30.02	31.52	33.09	34.75
	Web Developer	Annually	59,691	62,676	65,808	69,096	72,552

	Systems Analyst						
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55		Monthly	5,098	5,353	5,621	5,902	6,197
		Hourly	29.30	30.76	32.30	33.92	35.61
		Annually	61,182	64,236	67,452	70,824	74,364

56		Monthly	5,226	5,487	5,761	6,049	6,351
		Hourly	30.03	31.53	33.11	34.76	36.50
		Annually	62,709	65,844	69,132	72,588	76,212

57		Monthly	5,357	5,625	5,906	6,201	6,511
		Hourly	30.79	32.33	33.94	35.64	37.42
		Annually	64,284	67,500	70,872	74,412	78,132

All new employees are placed on Step A of the salary schedule unless previous experience warrants a higher placement, which in no case exceeds Step C. Employees placed on Step A of the salary schedule will be advanced to Step B on the first of the month following six (6) consecutive months of service. Employees who are initially placed on any step other than Step A will be advanced to the next step on the first of the month following twelve (12) complete months of service. All advancements thereafter will be on a yearly basis.

**San Bernardino Community College District
Child Development Salary Schedule**

200 (11 Payroll Checks) and 221 (12 Payroll Checks) Day Schedule

Range	Classification	Step A	Step B	Step C	Step D	Step E
1	Child Development Teacher	2,617	2,748	2,886	3,029	3,180
		17.76	18.65	19.59	20.56	21.58
2	Senior Child Development Teacher	2,891	3,035	3,187	3,346	3,514
		19.62	20.6	21.63	22.71	23.85

All new employees are placed on Step A of the salary schedule unless previous experience warrants a higher placement, which in no case exceeds Step C.

Employees placed on Step A of the salary schedule will be advanced to Step B on the first of the month following six (6) consecutive months of service. Employees who are initially placed on any step other than

Step A will be advanced to the next step on the first of the month following twelve (12) complete months of service. All advancements thereafter will be on a yearly basis.

APPENDIX D
San Bernardino Community College District
 Course Approval and Reimbursement Form
 Enrollment Fees Employee-Outside District
 Article 7.16.6

Employee Name: _____ Social Security Number: _____

Classification: _____ Department: _____ Site: _____

Course Approval & Tuition Reimbursement

Classified employees on the classified employee salary schedule shall be eligible for 80% tuition cost reimbursement for courses completed outside of the DISTRICT with a grade of "C" or better which pertain to their classified position. Such reimbursement shall be actual costs not to exceed 18 semester units of coursework per year. However, no tuition cost paid by the DISTRICT is to exceed on a per unit basis cost of similar coursework at the University of California.

Only full-time classified employees who have completed their probationary period as a classified employee shall be eligible for this benefit.

All courses for which a classified employee seeks tuition reimbursement must have prior approval by their immediate supervisor and the Chancellor. If the request by the immediate supervisor is denied, it may be appealed to the President/Vice Chancellor, Fiscal Services.

COLLEGE / UNIVERSITY	COURSE	UNITS	TERM/DATES	TUITION COST
TOTAL TUITION COST				

I REQUEST PRIOR APPROVAL FOR TUITION REIMBURSEMENT FOR THE COURSE(S) LISTED ABOVE. THE COURSE(S) PERTAIN TO MY CLASSIFIED POSITION IN THE FOLLOWING WAY:

I have attached proof of successful completion with a grade of "C" or better.

Employee Signature

Date

APPROVED **DENIED**

Immediate Supervisor Signature

Date

APPROVED **DENIED**

Chancellor Signature

Date

Reimbursement Request

I request that my tuition for the approved courses listed above be reimbursed. I have attached verification of successful completion of the course with a grade of "C" or better.

Employee Signature

Date

San Bernardino Community College District
Enrollment Fee Reimbursement - CSEA Bargaining Unit Member
Crafton Hills College/San Bernardino Valley College Courses
 Article 7.16

Employee Name: _____ Social Security Number _____

Classification: _____ Department: _____ Site: _____

Enrollment Fee Reimbursement

The DISTRICT shall reimburse permanent bargaining unit members employed at least twenty hours per week for credit courses, excluding community service courses, successfully completed with a grade of "C" or better at either of the two DISTRICT campuses provided all of the following conditions are satisfied:

- All classes must be taken outside of the regular scheduled working hours of the employee.
- Only those classes offered by either of the two DISTRICT campuses shall qualify for fee(s) reimbursement.
- To qualify for enrollment fee(s) reimbursement, an employee must present verification of successful completion of the course and out-of-pocket expense for enrollment fee(s) only.
- Enrollment fee reimbursement shall be limited to the current enrollment fee per semester for each employee.

Ref./Course #	COURSE	UNITS	TERM/DATES	College CHC/SBVC	Enrollment Fees
TOTAL					

I request that my enrollment fee(s) for the courses listed above be reimbursed. I am a permanent bargaining unit member employed by the District at least 20 hours per week. All classes were taken outside of my regular scheduled working hours. I have attached verification of the successful completion of the course with a grade of "C" or better and out-of-pocket expenses for enrollment fee(s) only.

Employee Signature

Date

APPROVED **DENIED**

Immediate Supervisor Signature

Date

APPROVED **DENIED**

Chancellor Signature

Date

San Bernardino Community College District
Enrollment Fee Reimbursement - CSEA Benefit Eligible Dependent
Crafton Hills College/San Bernardino Valley College Courses
 Article 7.17

Benefit Eligible Dependent Name: _____ School ID#: _____

District Employee Name: _____

Enrollment Fee Reimbursement

The DISTRICT shall reimburse benefit eligible dependents of permanent bargaining unit members employed at least twenty hours per week with one year of service for credit courses, excluding community service courses, successfully completed with a grade of "C" or better at either of the two DISTRICT campuses provided all of the following conditions are satisfied:

- Only those classes offered by either of the two DISTRICT campuses shall qualify for fee reimbursement.
- To qualify for enrollment fee reimbursement, the employee or benefit eligible dependent must present verification of successful completion of the course and out-of-pocket expense for enrollment fee(s) only.
- Enrollment fee reimbursement shall be limited to the current enrollment fee per semester for each benefit eligible dependent.

Ref./Course #	COURSE	UNITS	TERM/DATES	College CHC/SBVC	Enrollment Fees
TOTAL					

I request that my enrollment fee(s) for the courses listed above be reimbursed. I am a benefit eligible dependent of a permanent bargaining unit member employed by the district at least 20 hours per week. I have attached verification of the successfully completed course with a grade of "C" or better and out-of-pocket expenses for enrollment fee(s) only.

Benefit Eligible Dependent or Employee Signature

Date

APPROVED **DENIED**

Chancellor Signature

Date

APPENDIX E Reclassification Procedure & Forms



Request for Consideration of Position Reclassification Procedures *Classified Employees*

Requests for consideration of position reclassification shall be made on the appropriate forms (HR R09-2008) obtained from the Office of Human Resources and on the District website:

- a. Requests for reclassification may be submitted either by a unit member at any time during the life of the Agreement.
- b. The Reclassification Committee shall consist of:
 - Vice Chancellor, Human Resources & Employee Relations or designee.
 - CSEA Labor Relations Representative/Chapter President or designee.
- c. Upon completion of the appropriate forms a unit member shall submit the reclassification request to the Office of Human Resources.
- d. The Office of Human Resources shall date stamp the request prior to submitting the request to a unit member's immediate supervisor, while keeping a copy on file. Within ten (10) working days, Human Resources will notify employee, with a copy to the supervisor, that the request has been received.
- e. A unit member's immediate supervisor must complete his/her portion of the request and return it to the Office of Human Resources within fifteen (15) working days.
- f. A unit member may request a personal interview with the Reclassification Committee.
- g. The process for review and recommendation by the Reclassification Committee to the Chancellor shall be accomplished within sixty (60) working days from receipt of immediate supervisor's review.
- h. The Chancellor shall consider the request within thirty (30) working days, and if granted, the reclassification shall be submitted to the Board of Trustees for approval.
- i. If the reclassification is denied by the Reclassification Committee or the Chancellor, the unit member has the right to appeal in writing to the Chancellor within fifteen (15) working days of the committee's finding.
- j. The Chancellor shall notify the unit member and Reclassification Committee in writing within thirty (30) working days of his/her decision and rationale. The Chancellor's decision shall be final.
- k. When a position(s) is reclassified, the incumbent(s) in the position(s) shall be entitled to serve in the new position(s).

Salary of Position Reclassification

The salary of a unit member in a position that is reclassified shall be determined as follows:

- a. If a position is reclassified to a classification having the same salary range (reclassification - lateral), the salary and anniversary date of the unit member shall not change.
- b. If a position is reclassified to a classification having a higher salary range (reclassification - upward), the unit member shall be placed on the appropriate salary range of their new

classification which would result in no less than a five (5%) percent increase over the current salary, except if the new placement is at Step E. The anniversary date of the unit member shall be negotiated by the Reclassification Committee.

Placement in Classification and Range

Every bargaining unit member shall be placed in a classification and range in the classified service.

Classification and Reclassification Requirements

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

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

August 12, 2008

RECLASSIFICATION FORMS

This form is designed to assist you in describing your position. Please fill out this form completely. If a question does not apply to your position, please write "N/A" for that item. Thank you for

Date Received by HR Analyst

Date Supervisory Comments Received

Date Reviewed by Reclassification Committee

Date Received by the Chancellor

SECTION 1

1. Name:

2. Department/Division:

3. Business Telephone Number:

4. Position's Classification Title:

5. How long have you been in this classification?

6. Name of Immediate Supervisor:

Title of Immediate Supervisor:

SECTION 2

POSITION'S PURPOSE: Please state briefly, in several sentences, the principal purpose or function of your position. **What** are you paid to accomplish in this position; **What** is its major objective, and **Why** does the position exist.

SECTION 3

WORK ACTIVITIES LIST: Please describe the major parts of what you do on your job. List only the major functions, separately, in order of importance. Provide a description of each of those duties. Indicate the approximate percentage of total working time you spend on each major work activity and the frequency such as daily (D), weekly (W), monthly (M), or annually (Y). Please indicate which duties are not currently part of your job description and the length of time you have been performing each of those duties.

	<u>Duty</u>	<u>% of Time</u>	<u>Outside of Current Job Description</u>	<u>If outside of job description, how long performed</u>
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

If you need additional space, please attach separate sheet.

SECTION 4

EQUIPMENT, TOOLS AND MATERIALS: What machinery, vehicles, or motorized equipment do you use in your work, and how often do you use each (daily, weekly, etc.)?

	List of Equipment, Tools, and Materials	% of Time
1		
2		
3		
4		
5		
6		

SECTION 5

PHYSICAL REQUIREMENTS:

Are there any special or unusual physical skills or effort required on your job?

Do you require any special accommodations to perform your job?

SECTION 6**PROBLEM-SOLVING INSTRUCTIONS:**

How are instructions provided: Orally In Writing Computer E-mail

How specific or general are these instructions? Please explain.

How are priorities and/or deadlines decided for your position?

What occasions are there (if any) when instructions are not provided?

At what stage, and by whom (job title) are your assignments normally reviewed?

How can you and your supervisor determine the quality of your work?

How often do you meet with your supervisor, and for what purpose?

SECTION 7**TRAINING AND EXPERIENCE:**

Please indicate the length and type of formal and/or on-the-job training that is essential before an average person could perform your job successfully?

Please indicate the number of years (or months) and type of prior job experience that is essential before an average person could perform your job successfully.

What license(s), certification, registration, or related regulatory requirements are there for your job?

SECTION 8

AUTHORITY & ACCOUNTABILITY:

What kinds of actions, documents, plans, or functions **require** your authorization?

What kinds of significant decisions are you authorized to make **without** clearing them through your supervisor?

What work decisions **require** clearance from your supervisors? Please give examples.

What are the most difficult/important decisions you make? Describe their impact on your organizational unit, other employees, students, members of the public and/or the community.

SECTION 9**INTERACTION WITH OTHERS:**

To do your job effectively, what people are you required to interact with, **other than** your immediate supervisor and co-workers?

Within your organization, please indicate the job titles and departments of the employees with whom you regularly work.

Outside of your organization, indicate the nature of your contacts with members of the community, students, other government agencies, vendors, contractors, etc.

SECTION 10**LANGUAGE REQUIREMENTS:**

Does your job require that you converse in a language other than English? If so, please indicate what language(s), level of proficiency, how often, for what purpose.

SECTION 11**CHANGES TO POSITION:**

Duties Deleted. During the past two years, what duties have been removed from your position? Please explain.

Other Changes. List other changes that have taken place in your position, such as the level of supervision exercised or received, policy or procedural changes, new tools or equipment, new processes, etc.

Are there any positions in your agency or other agencies whose duties and responsibilities appear to be equal to your job?

How long have you performed the current duties assigned to your position?

I certify that I have read the instructions, that the entries made above are my own and to the best of my knowledge are accurate and complete.

SIGNATURE OF EMPLOYEE: _____

DATE: _____

I would like to request for a personal interview with the Reclassification Committee.

YES

NO

IMMEDIATE SUPERVISOR'S STATEMENT

(To be completed by employee's immediate supervisor)

Please attach a copy of agency/division organizational chart with this questionnaire.

1. Is this a newly budgeted position? If so, please indicate the date of approval.

2. If new duties have been added, what are they, and which positions(s)/class performed them previously?

3. If duties have been deleted, what are they, and to which position(s)/class have they been assigned?

4. Has the volume of work changed significantly? If yes, please explain.

5. Aside from the above, are there other reasons (not compensation) why the current classification is no longer appropriate for this position? Please explain.

6. What class do you recommend for this position?

7. Are the changes in the position's duties/responsibilities due to reorganization? If so, please describe.

8. Are there other positions whose duties and responsibilities appear to be equivalent?

9. What is the next lower and higher class in the normal career progression for this job?
Lower: _____ Higher: _____

10. What is the normal training period for new employees to reach full performance?

11. Please provide other relevant information (other than compensation factors) to justify or clarify the reason for requesting the reclassification/re-evaluation study of this position.

SUPERVISOR'S REVIEW FOR ACCURACY: I have reviewed and discussed the contents of this position description with the employee. Except for the items noted below, I find the questionnaire accurate and complete.

SIGNATURE OF IMMEDIATE SUPERVISOR: _____ **DATE:** _____

VICE PRESIDENT COMMENTS:

SIGNATURE OF VICE PRESIDENT: _____ **DATE:** _____

For HR Use Only

Job Audit interview scheduled for: _____ Reclassification Committee Approved Y N Date: _____

Board Approval Date: _____ Effective Date: _____

SUPERVISORY POSITION SUPPLEMENTAL QUESTIONNAIRE

(To be completed only by individuals who supervise other employees)

SUPERVISION & SPAN OF CONTROL:

Please indicate the job titles and names of the employees who report **directly** to you, and not through a subordinate supervisor.

Please indicate the job titles, and number of positions for each, that report to your direct subordinates.

SUPERVISORY RESPONSIBILITIES: Does your position have the authority to take any of the following actions? If not, does your supervisor rely **mainly** on your recommendation to make the decision?

- | | | |
|------------------------------|-----------------------------|---|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Hire employees |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Promote employees |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Transfer employees |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Prepare work schedule |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Assign/review work |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Train employees |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Assign/approve overtime |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Assign/approve comp time |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Prepare performance appraisals |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Approve sick/vacation leave |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Recall employees to work in emergencies |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Award pay increases |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Discipline employees |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Suspend employees |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Terminate employees |

APPENDIX F
GRIEVANCE FORMS

(Intentionally Left Blank)

APPENDIX G
MOU'S

APPENDIX H GOALS

The San Bernardino Community District and the CSEA SBCC Chapter #291 agree to the following goals:

~~Goal #1: Health & Welfare Benefits~~

~~Goal #2: Classified Salary Schedule~~

~~Goal #3 Rate of Pay~~

~~Goal #4 Vacancies, Transfers, Voluntary Demotions, Closed Promotions~~

~~Goal #5 College Police Department~~

~~Goal #6 Parking Fee~~

~~Goal #7 Job Specific Certificates/Degrees~~

~~Goal #8 Discipline~~

~~Goal #9 Personnel~~

~~Goal #10 Request for Reclassification~~

~~Goal #11 Shift Differential~~

~~Goal #12 Child Development Center Settlement Agreement and Release of all Claims dated 4-28-2000~~

~~Goal #13 Child Development Center Memorandum of Understanding Regarding Lunch Periods/Rest Periods~~

GOAL #1

~~Health & Welfare Benefits:~~ The DISTRICT and the ASSOCIATION agree to the mutual goal of reviewing, enhancing, clarifying language including but not limited to providing a health and welfare plan under the cap and/or increasing the cap and/or other options to help reduce costs to the employee.

GOAL #2

~~Classified Salary Schedule:~~ The DISTRICT and the ASSOCIATION agree to address the mutual goal of adding an additional step(s) to the Classified Salary Schedule subject to available resources and mutual agreement on the terms of implementation.

GOAL #3

~~Rate of Pay:~~ The DISTRICT and the ASSOCIATION agree to the mutual goal of an increase in salary for all Classified Employees, the amount of which to be determined through the negotiation process with the goal of moving salaries to the median, sustaining the median, and with the ultimate goal to move salaries beyond the median as resources permit.

GOAL #4

~~Vacancies, Transfers, Voluntary Demotions, Closed Promotions:~~ The DISTRICT and the ASSOCIATION agree to the mutual goal of reviewing, enhancing, clarifying language including but not limited to developing a fair and comprehensive hiring process at all levels.

GOAL #5

~~College Police Department:~~ The DISTRICT agrees to address the ASSOCIATION'S goal of establishing a new article or incorporating language into existing articles specifically for the College Police Officers which addresses and recognizes their rights provided under statute to include but not limited to non-duty free lunches, safety retirement incentive, ongoing education/certificate stipends, work/shift calendar, and discipline.

GOAL #6

~~Parking Fee:~~ The DISTRICT and the ASSOCIATION agree to address the mutual goal of establishing a reduced or free parking for classified staff.

GOAL #7

Job Specific Certificates/Degrees: The DISTRICT agrees to address the ASSOCIATION'S goal of reviewing establishing payment for and/or possible compensation to those classified employees who obtain job specific certificates/degrees.

GOAL #8

Discipline: The DISTRICT and the ASSOCIATION agree to address the mutual goal of establishing a new article on Discipline that includes Education Code 88016 and the ideals of the practices and principles of Progressive Discipline.

GOAL #9

~~Personnel: The DISTRICT agrees to address the ASSOCIATION'S goal of reviewing, enhancing, clarifying language including but not limited to addressing the rights of the bargaining unit under statute involving the classification, and abolishment of positions, reviewing language on an employee's right to respond to articles placed in their personnel file.~~

GOAL #1: ACCOMPLISHED MAY 7, 2010

Health & Welfare Benefits: The DISTRICT and the ASSOCIATION agree to the mutual goal of reviewing, enhancing, clarifying language including but not limited to providing a health and welfare plan under the cap and/or increasing the cap and/or other options to help reduce costs to the employee.

GOAL #3: ACCOMPLISHED JULY 1, 2007

Rate of Pay: The DISTRICT and the ASSOCIATION agree to the mutual goal of an increase in salary for all Classified Employees, the amount of which to be determined through the negotiation process with the goal of moving salaries to the median, sustaining the median, and with the ultimate goal to move salaries beyond the median as resources permit.

GOAL #4: ACCOMPLISHED NOVEMBER 30, 2010

Vacancies, Transfers, Voluntary Demotions, Closed Promotions: The DISTRICT and the ASSOCIATION agree to the mutual goal of reviewing, enhancing, clarifying language including but not limited to developing a fair and comprehensive hiring process at all levels.

GOAL #5: ACCOMPLISHED JULY 2010

College Police Department: The DISTRICT agrees to address the ASSOCIATION'S goal of establishing a new article or incorporating language into existing articles specifically for the College Police Officers which addresses and recognizes their rights provided under statute to include but not limited to non-duty free lunches, safety retirement incentive, ongoing education/certificate stipends, work/shift calendar, and discipline. SBCCD Police Department Policies and Procedures Manual have been developed.

GOAL #9: ACCOMPLISHED AUGUST 12, 2008

Personnel: The DISTRICT agrees to address the ASSOCIATION'S goal of reviewing, enhancing, clarifying language including but not limited to addressing the rights of the bargaining unit under statute involving the classification, and abolishment of positions, reviewing language on an employee's right to respond to articles placed in their personnel file.

GOAL #10: ACCOMPLISHED AUGUST 12, 2008

Request for Reclassification: The DISTRICT and the ASSOCIATION agree to address the mutual goal of establishing a procedure for Request for Reclassification for the classified staff.

GOAL #11: ACCOMPLISHED FEBRUARY 2010

Shift Differential: In addition to language in the contract to outline when shift differential is required to be paid, the DISTRICT and the ASSOCIATION agreed to incorporate into the contract bilingual stipend language.

GOAL #12: NO AGREEMENT REACHED DECEMBER 2009

Child Development Center Settlement Agreement and Release of all Claims dated 4-28-2000: No agreement was reached by the DISTRICT and the ASSOCIATION to dissolve the above-referenced settlement agreement.

GOAL #13: EXPIRED NOVEMBER 30, 2009

Child Development Center Memorandum of Understanding Regarding Lunch Periods/Rest Periods: This agreement expired the end of November 2009. There was no agreement reached by the DISTRICT and the ASSOCIATION to continue combining lunch periods and rest periods.

APPENDIX I

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
SCRIBE'S WAIVER**

In the event of any inadvertent omission or commission by the

scribe of the contract,

the original signed agreement shall prevail.

APPENDIX J

Health & Welfare Benefits

- Medical:** A choice of four medical plans:
- Kaiser Low HMO
 - Kaiser High HMO
 - Anthem Blue Cross California Care HMO
 - Anthem Blue Cross PPO
- Dental:** A choice of two dental plans:
- Delta Care
 - Delta Dental PPO
- Vision:** Coverage through Medical Eye Services (MES) or Kaiser.
- Chiropractic:** Coverage through ACI Specialty Benefits.
- Employee Assistance:** Coverage through ACI Specialty Benefits.
- Life:** District-paid life insurance coverage for employees, with an option to purchase additional supplemental coverage for employees and eligible dependents.



2010-2011 Benefits Enrollment/Change Form

Dependent Verification must be provided to the Benefits Office at the time the enrollment form is submitted for any new dependent added during this enrollment period. Verification of full time student status will be requested directly from the carrier for existing dependents.

FOR OFFICE USE ONLY																																						
EFFECTIVE DATE:		CLASSIFICATION:																																				
GROUP NUMBERS: Medical:		Dental:	Chiropractic:	Vision:																																		
ACTION REQUESTED																																						
<input type="checkbox"/> New Enrollment		<input type="checkbox"/> Add Dependent(s)	<input type="checkbox"/> Remove Dependent(s)	<input checked="" type="checkbox"/> Other (specify): <u>Open Enrollment</u>																																		
Reason: <input type="checkbox"/> Newborn <input type="checkbox"/> Adoption <input type="checkbox"/> Status Change <input type="checkbox"/> Marriage/Domestic Partner Declaration <input type="checkbox"/> New Hire <input type="checkbox"/> Open Enrollment																																						
EMPLOYEE INFORMATION																																						
Last Name		First Name		Middle																																		
Street Address		City		State																																		
Birth Date (mm/dd/yyyy) / /		Location (School Site or Dept.):		Work Phone Number and Extension () - Ext																																		
Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female		Status: <input type="checkbox"/> Academic <input type="checkbox"/> Classified <input type="checkbox"/> Confidential <input type="checkbox"/> Management <input type="checkbox"/> Board Member																																				
Date of Hire: / /		<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Other (specify) _____		# of Hours per week: _____																																		
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2010-2011 BENEFITS ENROLLMENT/CHANGE FORM

Please list yourself and any eligible dependents you wish to ENROLL or TERMINATE. Please provide all information requested for each individual you are enrolling.					
Preferred Spoken Language: <input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Chinese <input type="checkbox"/> Vietnamese <input type="checkbox"/> Tagalog <input type="checkbox"/> Other ____					
Preferred Written Language: <input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Chinese <input type="checkbox"/> Vietnamese <input type="checkbox"/> Tagalog <input type="checkbox"/> Other ____					
<input type="checkbox"/> PLEASE check HERE, if you are NOT making any changes to your elections, skip to page 3 for signature.					
EMPLOYEE INFORMATION					
Self <input type="checkbox"/> ENROLL <input type="checkbox"/> ADD <input type="checkbox"/> DELETE	Primary Care Physician (PCP) Name		Provider #	Existing Patient? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Dental Office Name (DeltaCare Only)		Dental Office ID# (DeltaCare Only)		
DEPENDENT INFORMATION					
Spouse/Domestic Partner <input type="checkbox"/> ENROLL <input type="checkbox"/> ADD <input type="checkbox"/> DELETE		<input type="checkbox"/> Male <input type="checkbox"/> Female	Last Name	First Name	Middle
Birth Date (mm/dd/yyyy) / /	Social Security Number - -	Address if different from Employee's			
Primary Care Physician (PCP) Name		Provider #	Existing Patient? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Dependent 1					
<input type="checkbox"/> ENROLL <input type="checkbox"/> ADD <input type="checkbox"/> DELETE		<input type="checkbox"/> Male <input type="checkbox"/> Female	Last Name	First Name	Middle
Birth Date (mm/dd/yyyy) / /	Social Security Number - -	Address if different from Employee's			
Fulltime Student <input type="checkbox"/> Yes <input type="checkbox"/> No	IRS Dependent <input type="checkbox"/> Yes <input type="checkbox"/> No	Primary Care Physician (PCP) Name	Provider #	Existing Patient? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Dependent 2					
<input type="checkbox"/> ENROLL <input type="checkbox"/> ADD <input type="checkbox"/> DELETE		<input type="checkbox"/> Male <input type="checkbox"/> Female	Last Name	First Name	Middle
Birth Date (mm/dd/yyyy) / /	Social Security Number - -	Address if different from Employee's			
Fulltime Student <input type="checkbox"/> Yes <input type="checkbox"/> No	IRS Dependent <input type="checkbox"/> Yes <input type="checkbox"/> No	Primary Care Physician (PCP) Name	Provider #	Existing Patient? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Dependent 3					
<input type="checkbox"/> ENROLL <input type="checkbox"/> ADD <input type="checkbox"/> DELETE		<input type="checkbox"/> Male <input type="checkbox"/> Female	Last Name	First Name	Middle
Birth Date (mm/dd/yyyy) / /	Social Security Number - -	Address if different from Employee's			
Fulltime Student <input type="checkbox"/> Yes <input type="checkbox"/> No	IRS Dependent <input type="checkbox"/> Yes <input type="checkbox"/> No	Primary Care Physician (PCP) Name	Provider #	Existing Patient? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Dependent 4					
<input type="checkbox"/> ENROLL <input type="checkbox"/> ADD <input type="checkbox"/> DELETE		<input type="checkbox"/> Male <input type="checkbox"/> Female	Last Name	First Name	Middle
Birth Date (mm/dd/yyyy) / /	Social Security Number - -	Address if different from Employee's			
Fulltime Student <input type="checkbox"/> Yes <input type="checkbox"/> No	IRS Dependent <input type="checkbox"/> Yes <input type="checkbox"/> No	Primary Care Physician (PCP) Name	Provider #	Existing Patient? <input type="checkbox"/> Yes <input type="checkbox"/> No	
PLEASE NOTE: If you have Anthem Blue Cross or DeltaCare and you do not provide a physician or dentist code, you will automatically be assigned based on your geographical area.					

2010-2011 BENEFITS ENROLLMENT/CHANGE FORM

SECTION 125 ELECTION

Per IRS Section 125, your health and welfare premiums are deducted from your pay on a pre-tax basis. These premiums will be deducted from your regular compensation to pay your required contribution that you have elected, and will continue for each succeeding period until this agreement is amended or terminated. This election cannot be modified or terminated unless there is a change in family status or spouse's employment.

ACKNOWLEDGEMENTS

I acknowledge that the above represents my enrollment choices. I understand that by signing this form I am waiving or authorizing payroll deductions for any required contributions for the coverage(s) selected on the previous page. I understand that the premiums (if any) are collected after the end of the month for which I have coverage. (For example: In July, premiums will be collected on 8/1/10).

I understand that my elections cannot be changed or cancelled until a future open enrollment period or a qualified status change occurs, i.e., marriage, registered domestic partnership, divorce, dissolution of registered domestic partnership, birth, adoption, legal guardianship, legal custody, or a change in eligibility of an unmarried child ages 19 to 25.

Appropriate documentation must be provided for all covered dependents at the time of enrollment and/or qualified event status changes, i.e., birth, adoption, guardianship, custody, marriage, domestic partner declaration, divorce, death, college student to age 25, etc.

I represent to the best of my knowledge and belief, all statements and answers entered into this application are true, complete and correct. I understand that omissions or misrepresentations with respect to the information provided may result in my coverage being void and that I will be responsible for reimbursement of all claims paid for myself or my dependents during an ineligible period.

**BY SIGNING THIS DOCUMENT, I HAVE READ & ACKNOWLEDGE
THE BENEFIT MATERIALS GIVEN TO ME.**

Employee Name: (Please Print) _____

Employee Signature: _____ Date: _____

ADDITIONAL SIGNATURES ARE REQUIRED ON THE SUBSEQUENT PAGE

2010-2011 BENEFITS ENROLLMENT/CHANGE FORM

KAISER PERMANENTE ACKNOWLEDGEMENT

IF YOU ARE ENROLLED IN A KAISER PERMANENTE HMO PLAN, YOU MUST REVIEW THE FOLLOWING AND SIGN.

Kaiser Foundation Health Plan Arbitration Agreement:

I understand that (except for small claims court cases, claims subject to a Medicare appeals procedure, and, if my Group must comply with ERISA, certain benefit-related disputes) any dispute between myself, my heirs, relatives or other associated parties on the one hand and Health Plan, its health care providers, or other associated parties on the other hand, for alleged violation of any duty arising out of or related to membership in Health Plan, including any claim for medical or hospital malpractice, (a claim that medical services were unnecessary or unauthorized or were improperly, negligently, or incompetently rendered), for premises liability, or relating to the coverage for, or delivery of, services or items, irrespective of legal theory, must be decided by binding arbitration under California law and not by lawsuit or resort to court process, except as applicable law provides for judicial review of arbitration proceedings. I agree to give up our right to a jury trial and accept the use of binding arbitration. I understand that the full arbitration provision is contained in the Evidence of Coverage.

Employee Name: (Please Print) _____

Employee Signature: _____ Date: _____

ANTHEM BLUE CROSS ACKNOWLEDGEMENT

ANTHEM BLUE CROSS MEMBERS:

I attest by signing below that I have reviewed the information provided on this application and to the best of my knowledge and belief, it is true and accurate with no omissions or misstatements.

DEDUCTION AUTHORIZATION: If applicable, I authorize my employer to deduct from my wages the required dues.

NON-PARTICIPATING PROVIDER: I understand that I am responsible for a greater portion of my medical costs when I use a non-participating provider.

HIV TESTING PROHIBITED: California law prohibits an HIV test from being required or used by health insurance companies as a condition of obtaining health insurance.

EFFECTIVE DATE: The effective date of coverage is subject to ANTHEM BLUE CROSS approval.

REQUIREMENT FOR BINDING ARBITRATION

The following provision does not apply to class actions:

IF YOU ARE APPLYING FOR COVERAGE, PLEASE NOTE THAT ANTHEM BLUE CROSS AND ANTHEM BLUE CROSS LIFE AND HEALTH INSURANCE COMPANY REQUIRE BINDING ARBITRATION TO SETTLE ALL DISPUTES INCLUDING BUT NOT LIMITED DISPUTES RELATING TO THE DELIVERY OF SERVICE UNDER THE PLAN OR ANY OTHER ISSUES RELATED TO THE PLAN AND CLAIMS OF MEDICAL MALPRACTICE, IF THE AMOUNT IN DISPUTE EXCEEDS THE JURISDICTIONAL LIMIT OF SMALL CLAIMS COURT. California Health and Safety Code Section 1363.1 and Insurance Code Section 10123.19 require specified disclosures in this regard, including the following notice: *"It is understood that any disputes as to medical malpractice, that is as to whether any medical services rendered under this contract were unnecessary or unauthorized or were improperly, negligently or incompetently rendered, will be determined by submission to arbitration as provided by California law, and not by a lawsuit or resort to court process except as California law provides for judicial review of arbitration proceedings. Both parties to this contract, by entering into it, are giving up their constitutional right to have any such dispute decided in a court of law before a jury, and instead are accepting the use of arbitration."* THIS MEANS THAT YOU AND ANTHEM BLUE CROSS AND/OR ANTHEM BLUE CROSS LIFE AND HEALTH INSURANCE COMPANY ARE WAIVING THE RIGHT TO A JURY TRIAL FOR BOTH MEDICAL MALPRACTICE CLAIMS, AND ANY OTHER DISPUTES RELATING TO THE DELIVERY OF SERVICE UNDER THE PLAN OR ANY OTHER ISSUES RELATED TO THE PLAN.

Employee Name: (Please Print) _____

Employee Signature: _____ Date: _____

APPENDIX K

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
BILINGUAL STIPEND PROGRAM**

Location	Department	Language	Count	Cost
District	Human Resources/Fiscal Services	Spanish	1	\$50.00
District	Police	Spanish	1	\$50.00
District	ATTC/PDC	Spanish	1	\$50.00
District	KVCR	Spanish	1	\$50.00
District	Annex	Spanish	1	\$50.00
San Bernardino Valley College	Financial Aid	Spanish	2	\$50.00
San Bernardino Valley College	Business Office	Spanish	1	\$50.00
San Bernardino Valley College	Library	Spanish	1	\$50.00
San Bernardino Valley College	Admissions & Records	Spanish	1	\$50.00
San Bernardino Valley College	Assessment	Spanish	1	\$50.00
San Bernardino Valley College	Cal Works/Career Center	Spanish	1	\$50.00
San Bernardino Valley College	Foster & Kinship Care Ed	Spanish	1	\$50.00
San Bernardino Valley College	DSPS	Spanish	1	\$50.00
San Bernardino Valley College	Child Development Center	Spanish	4	\$50.00
Crafton Hills College	Financial Aid	Spanish	2	\$50.00
Crafton Hills College	Admissions & Records	Spanish	1	\$50.00
Crafton Hills College	EOPS	Spanish	1	\$50.00
Crafton Hills College	Counseling	Spanish	1	\$50.00
Crafton Hills College	Child Development Center	Spanish	1	\$50.00
		Approximate Total Count	24	
		Approximate Total Cost Per Month		\$ 1,200.00
		Approximate Cost Per Year		\$14,400.00

APPENDIX L

HOLIDAYS

	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>
Independence Day	July 5	July 4	July 4
Labor Day	Sept 6	Sept 5	Sept 3
Veteran's Day	Nov 11	Nov 11	Nov 12
Thanksgiving Day	Nov 25	Nov 24	Nov 22
Friday following Thanksgiving Day	Nov 26	Nov 25	Nov 23
Winter Break	Dec 24-30	Dec 26-30	Dec 25-28 & 31
New Year's Day	Dec 31	Jan 2	Jan 1
Dr. Martin Luther King Jr. Day	Jan 17	Jan 16	Jan 21
Lincoln's Day	Feb 11	Feb 13	Feb 11
Washington's Day	Feb 21	Feb 20	Feb 18
Memorial Day	May 30	May 28	May 27

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Interim Chancellor
REVIEWED BY: Charlie Ng, Interim Vice Chancellor, Fiscal Services
PREPARED BY: Del Benson, Program Manager, Kitchell/BRj/Seville
DATE: February 17, 2011
SUBJECT: Consideration of Approval to Award Bid and Approve Contract for the Site Work: Auditorium Chiller Project at SBVC

RECOMMENDATION

It is recommended that the Board of Trustees award bid and approve contract for Bon Air Inc. for the Site Work: Auditorium Chiller project at SBVC in the amount of \$296,000.00.

OVERVIEW

The Sitework: Auditorium Chiller project was bid as Bid Package #1 for the Chemistry/Science Building at SBVC. Sealed bids were received by the District and opened on December 22, 2010 as prescribed by the Invitation to Bidders. The bids were reviewed by Kitchell/BRj/Seville.

ANALYSIS

The District received eight responsive bids. The lowest, most responsive three were:

Vendor	Base Bid Cost
Bon Air Inc.	\$296,000.00
Couts Heating and Cooling	\$289,000.00
Dalke & Sons Construction	\$343,000.00

The lowest, most responsive bid was received from Bon Air Inc. in the amount of \$296,000.00.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

Budgeted with Measure P and State funds.

Kitchell/BRJ/Seville

701 South Mount Vernon, San Bernardino, CA 92410

(909) 693-3160 - FAX (909) 889-9952

January 18, 2011

Diana Johnson
Kitchell/BRJ/Seville
701 South Mount Vernon
San Bernardino, CA 92410

**RE: BID ANALYSIS AND RECOMMENDATION
AUDITORIUM CHILLER BID PACKAGE
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT, VALLEY COLLEGE- CHEMISTRY
SCIENCE PROJECT**

Dear Ms. Johnson:

Kitchell/BRJ/Seville is pleased to provide this analysis of the bid results for the Auditorium Chiller bid package for the Chemistry/Science Project.

Bids were accepted until 1:00 PM on December 22, 2010. Upon closing of the bid period, the trade contractor proposals were opened and publicly read aloud at the San Bernardino Community College District Office, Board Room located at 114 S. Del Rosa Drive in San Bernardino, CA. Eight (8) plan holders submitted bids for Bid Package #1 – Site Work. The responsive low bidder is Bon Air Inc. with a total bid amount of \$296,000.00.

Bid Analysis

The following items were considered in our bid analysis:

- I. Comparative Pricing
- II. Bond Review
- III. Company History
- IV. Bid Form Review
- V. Client Reference Check
- VI. Contractor License Check

I. Comparative Pricing

A.	Low bid	\$253,949.00 (Non-Responsive)
B.	Low responsive bid	\$296,000.00
C.	Average bid	\$314,430.00
D.	High bid	\$390,000.00
E.	Number of Bidders	8

Please refer to the attached bid tally summary for a list of all the bidders. Bidder #1, Los Angeles Air, did not submit complete bid documents. Bidder #2, Coutts Heating and Cooling, Inc., revealed during a post bid interview that they did not include the specified contract allowance as part of their base bid. If Coutts had included the \$50,000 allowance they would not have been the second low bidder. Bon Air Inc. was the third low bidder and did verify they included the \$50,000 contract allowance. After reviewing the three low bids with District counsel it was agreed that bidder #1 and #2 were non-responsive.

II. Bond Review

- A. Western Surety Company is the surety for Bon Air Incorporated and is a surety company authorized to transact the business of insurance in the State of California.
- B. Contractor's License Board: All California contractors are required to file a bond or cash deposit with the State in the amount of \$12,500. The Contractor's Bond Number is 69540425 and has been verified to be effective since January 1, 2007, and is currently on file.

III. Company History

Bon Air Incorporated was founded in 1986, and serves in Southern California. Their specialty is Mechanical HVAC work. Similar sample projects include

- \$879,900.00 – Ventura Chiller Replacement – Ventura USD, Ventura, CA
- \$834,000.00 – Cypress City Hall HVAC – City of Cypress, Cypress, CA
- \$1,067,000.00 – Auditor Controller Building HVAC – County of San Bernardino, San Bernardino, CA

IV. Bid Form Review

- | | |
|---|--------------------|
| A. Contractor's Proposal Form | No exception taken |
| B. License # and Classification | No exception taken |
| C. Non-Collusion Affidavit | No exception taken |
| D. List of Subcontractors | No exception taken |
| E. Statement of Bidder's Qualifications/Questionnaire | No exception taken |
| F. Statement of Compliance | No exception taken |
| G. Bid Bond | No exception taken |

V. Client Reference Check

Client references review and verified.

VI. Contractor License Check

- | | |
|----------------------------|---|
| A. License # and Status: | License # 499561 Current and Active |
| B. Type of company: | Corporation |
| C. Expiration date: | 10/31/2012 |
| D. State of Incorporation: | California |
| E. Claims Against License | No Current Citations or Cases on Record |
| F. Type of license | B – General Building
C20 – Warm Air Heating, Ventilating & A/C |

Based on the information available at this time, Kitchell/BRJ/Seville confirms this to be the apparent low bid proposal for this scope of work.

Sincerely,

Kitchell/BRJ/Seville

Patricia Nguyen
Project Manager

cc: Job File



Unofficial-Bid Results - SBCCD Valley College - Auditorium Chiller Project - December 22, 2010 - 1:00PM

Contractor	Bid Bond	Addenda Acknowledged	Base Bid
Allison Mech	Yes	NO ADDENDA	\$298,000.00
Arrowhead Mech	Yes	NO ADDENDA	\$328,000.00
Bon Air Inc.	Yes	NO ADDENDA	\$296,000.00
Couts Heating & Cooling	Yes	NO ADDENDA	\$289,000.00
Dalke & Sons Const	Yes	NO ADDENDA	\$343,000.00
Inland Mechanical	Yes	NO ADDENDA	\$390,000.00
L.A. Air	Yes	NO ADDENDA	\$253,949.00
Riverside Construction	Yes	NO ADDENDA	\$316,000.00
			Low Bid \$253,949

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT, SAN BERNARDINO VALLEY COLLEGE
AUDITORIUM CHILLED WATER PLANT

Bid date: Dec 22nd, 2010



CONTRACTOR:	Los Angeles Air	Couts Heating & Cooling	Bon Air
DOCUMENT DESCRIPTION			
All bid forms printed in blue ink or typewritten. (Document 00 30 01-1)	Printed blue & black ink	Typed & Blue Ink	Printed blue & black ink
Addenda (Acknowledged & dated)	N/A	N/A	N/A
Bid Amounts (Number & Written Matches) (Doc. 00 30 01-2)	Yes	Yes	Yes
Alternate Amounts	N/A	N/A	N/A
Completed Bid Bond Amount Acknowledged (Doc. 00 30 03-1)	Yes	Yes	Yes
Names of Principals, Partners, Owners (Doc. 00 30 01-4)	Yes	Yes	Yes
California Lic. #, Expiration, Name on Lic., Type of Lic. (Doc. 00 30 01-4)	Yes	Yes	Yes
Signature Lines Complete & Signed by Authorized Co. Officer, including Corporate Seal (Doc. 00 30 01-14)	Yes	Yes	Yes
Bid Bond (Attached, 10% Bid amount, Notarized) (Doc. 00 30 03-1)	Yes	Yes	Yes
Check CA Admitted Surety	Yes	Yes	Yes
Designation of Subcontractors (Doc. 00 30 04-2)	Yes	Yes	Yes
Non-Collusion Affidavit (Doc. 00 30 05-1)	Yes	Yes	Yes
References (Doc. 00 30 06-1)	Yes	Yes	Yes
Contractor's Cert. Regarding Worker's Compensation (Doc. 00 30 07-1)	No	Yes	Yes
Acknowledgement of Bidding Practices Regarding Indemnity (Doc. 00 30 08-1)	No	Yes	Yes
Bidders Acknowledgement of Project Schedule (Doc. 00 30 09-1)	No	Yes	Yes
List of Current Projects (Doc. 00 30 10-1)	No	Yes	Yes, but do not have projects listed
List of Past Projects (Last 3 Years) (Doc. 00 30 11-1)	No	Yes	Yes
Experience & Technical Questionnaire (Doc. 00 30 12-1)	No	Yes	Yes
Site Visit Certification (Doc. 00 30 13-1)	No	Yes	Yes
Total Bid Amount	\$253,949.00	\$289,000.00	\$296,000.00

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Interim Chancellor
REVIEWED BY: Charlie Ng, Interim Vice Chancellor, Fiscal Services
PREPARED BY: Steven Sutorus, Business Manager
DATE: February 17, 2011
SUBJECT: Consideration of Award of Request for Proposals 2011-02

RECOMMENDATION

It is recommended that the Board of Trustees award Request for Proposals (RFP) 2011-02, Auditing Services, to Christy White Accountancy Corporation.

OVERVIEW

The District annually seeks auditing services to provide for its financial audit of the books and accounts as required in Education Code 84040. The District conducted the subject RFP to procure District-wide auditing services for the independent audit, the annual Proposition 39 bond program audits, and the independent audits of the District's educational foundations.

ANALYSIS

The District received five responsive and responsible bids and one late bid to RFP 2011-02:

Vendor	Total Bid Cost
Christy White Accountancy Corporation	\$ 94,320.00
Eadie & Payne, LLP	\$ 100,825.00
Macias, Gini, & O'Connell, CPA	\$ 104,702.00
Vasquez & Company, LLP	\$ 142,000.00
Vavrinek, Trine, Day & Company, LLP	\$ 164,950.00
Nigro & Nigro, PC	Late Bid

Christy White Accountancy Corporation proposes, at the lowest cost, services which meet all specifications the District requested. The District and Christy White Accountancy Corporation have entered contract negotiations for the scope of the audit services, and the subsequent final contract will be presented to the Board for approval at a future meeting.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

To be included in the 2011-2012 budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Interim Chancellor
REVIEWED BY: Charlie Ng, Interim Vice Chancellor, Fiscal Services
PREPARED BY: Del Benson, Bond Program Manager, Kitchell/BRj/Seville
DATE: February 17, 2011
SUBJECT: Consideration of Approval of Proposal for Architectural Services at SBVC from LPA, Inc.

RECOMMENDATION

It is recommended that the Board of Trustees approve a proposal from LPA, Inc. in the amount of \$3,298,818.00 for architectural services for the Technical Building 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, LPA, Inc. is being recommended to perform architectural services for the Measure M Technical Building project at SBVC.

ANALYSIS

LPA, Inc. will perform architectural services for:

- 1) Program development and Division of the State Architect (DSA) approved construction documents.
- 2) Bid activities and analysis.
- 3) Construction administration phase.
- 4) Silver LEED level certification.
- 5) Estimation of construction costs .
- 6) Project and DSA close-out.

The negotiated fee for these services is \$3,298,818.00.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

Budgeted with Measure M funds.



PROJECT SCOPE

The San Bernardino Valley College Technical Building Project will be designed for the San Bernardino Community College District. The project is located on the San Bernardino Valley College Campus in San Bernardino California. The limit of work is approximately 15.5 acres (see attached diagram) and will require demolition of existing one story structures and an existing parking lot. Programming, design, engineering, processing through the Division of the State Architect and construction administration services will be provided to bid and build a new Technical Building (approximately 64,000 square feet) and associated site improvements including landscape and surface parking. Project Programming will begin in March 2001 with an anticipated completion date of January 2015.

FEE SCHEDULE

LPA is proposing a fixed fee of 8% of \$35,628,800 for Basic Services plus Specialty Consultants and Expenses. We anticipate that the project will not exceed 16 acres of site development and will be designed to a construction budget of \$35,628,800. LPA proposes Basic Services Fee as listed by phase below.

BASIC SERVICES FEE			
Phase	Fee%	Fee Amount	
Pre-Design (Programming)	10%	\$ 285,030	
Preliminary Plans	25%	\$ 712,576	
Working Drawings	40%	\$ 1,140,122	
Bidding	2%	\$ 57,006	
Construction	20%	\$ 570,061	
Close Out	3%	\$ 85,509	
TOTAL BASIC SERVICE FEE	100%	\$ 2,850,304	

The following consultants are included within the general Scope as Basic Services:

Programming	LPA
Architectural Design	LPA
Interior Design	LPA
Civil Engineer	LPA
Structural Engineer	LPA
Mechanical Engineer	LPA
Electrical Engineer	LPA
Data & IT Consultant	LPA
Structural Cabling	LPA
Plumbing Engineer	LPA
Landscape Design	LPA
Graphics	LPA

Final selection of basic services consultants/team members above will be subject to SBCCD approval.

LPA proposes the following specialty consultants with an associated fee for each consultant. This fee is outside of the Basic Services Fee and will be billed as services are rendered. LPA will provide Photovoltaic Design and engineering, fees below assumes a PV array between .225 and 275 kilowatts.

SPECIALTY CONSULTANTS		
Acoustics		\$ 24,000
AV		\$ 13,800
Cost Estimating		\$ 77,000
Fire Sprinkler Engineering		\$ 32,000
Furniture Fixtures & Equipment		\$ 64,000
PV Design		\$ 41,250
Security		\$ 8,400
Specialty Shop Consultant		\$ 175,000
Sub-Total Specialty Consultant		\$ 435,450
Specialty Consultants Mark Up	3%	\$ 13,064
Total Specialty Consultant		\$ 448,514

The following are proposed specialty consultants.

Acoustical Consultant	Newson Brown
Audio Visual Consultant	Compview
Cost Estimating	Cumming LLC
Fire Sprinkler Design	AON
Furniture Fixture & Equipment	LPA
Photovoltaic Design	LPA
Security	P2S
Shop Consultant	MDG

Final selection of specialty consultants above will be subject to SBCCD approval.

The following services are not included in this proposal.

- Asbestos Abatement Survey
- As Built Drawings of Existing Conditions
- Building System Commissioning
- Diesel Truck Bay(s) Design
- Geotechnical Services
- LEED Consulting & Processing
- Site topographic and/or aerial survey
- Specialty Lighting Design
- Vibration Control



LPA's BASIC HOURLY RATE SCHEDULE

Principal	\$195.00
Senior Project Director	\$175.00
Project Director	\$155.00
Senior Project Manager	\$145.00
Managing Professional	\$135.00
Senior Professional	\$120.00
Professional	\$110.00
Professional Staff	\$100.00
Intermediate Staff	\$ 90.00
Staff	\$ 80.00
Support Specialist	\$ 70.00
Clerical Staff	\$ 65.00
Intern	\$ 55.00

NOTE: These rates became effective April 1, 2008 and are subject to change annually.

Scope of Work

The scope of work includes Programming, Schematic Design, Design Development, and Construction Documents, Division of the State Architect submittal and processing, Bidding and Construction Support Services and DSA Closeout. Services will include:

- Participate in meetings with the Program manager and valley College personnel during the programming and design phases
- Participate in monthly Cabinet Meetings with the Program Manager and the Valley College personnel and other project architects for campus coordination
- LPA will provide (5) sets of prints and specifications at conclusion of Schematic design, design development and construction drawing phases for college review
- Perform field investigation to verify existing above ground conditions
- Produce record documents using AutoCAD
- Provide CSI format specifications in book form
- Coordinate with DSA for approval of plans

During the construction phase LPA will attend job site meetings with the construction manager to observe project status, resolve coordination issues and verify construction is proceeding according to contract documents. LPA will provide the following services during the construction phase:

- Project manager will attend weekly owner meetings during the construction period
- Review contractor submittals
- Respond to Request for Information (RFI)
- Completed project punch list after substantial completion of project

LEED

LPA will provide services necessary to include sustainable design concepts in the project design with the intent of pursuing a LEED Silver (minimum) Project. LEED consulting and LEED On-Line processing is not included in the Basic Services or Specialty Consultant fee.

EXPENSES

Expenses such as the following are included in the overall Project fee for Design services:

- a. Telephone charges
- b. Charges for materials relating to presentation boards, in-house models or in-house renderings of the project.
- c. Expenses for reproductions of drawings, plans and construction documents, including CAD plotting for coordination, checking, agency approvals, Record Documents and District Approval milestone sets as described below:
 - One CD of electronic submittal files
 - Four half size copies of submittal
 - Four full size copies of submittal
 - Four photocopy sets of specification
 - Four copies of structural calcs
 - Four copies of Cost Estimate
- d. Typical in-house expenses such as facsimile and photocopies.
- e. Travel expenses including mileage inside the Southern California area.
- f. Photographs and other special reproductions required for the project during the design and documentation phase.
- g. Miscellaneous expenses incurred at the discretion of the architect, during the programming, design, documentation and construction administration phases.
- h. Delivery of reproductions and submittals during the Construction Administration phase.



Expenses such as the following are excluded from the fee for design services and shall be reimbursed by the District at cost without additional mark-up:

- a. Expenses for CAD plotting of drawings, plans and construction documents beyond those described above or as described in the Architectural Services Agreement.
- b. Expenses for reproduction of drawings, plans, construction documents and specifications beyond those described above or as described in the Architectural Services Agreement.
- c. Expenses for reproduction of drawings, plans, renderings, construction documents and specifications for bidding purposes.
- d. Photographs, renderings and other special reproductions required for the project during construction.
- e. Travel expenses including mileage or travel outside the Southern California area.
- f. Miscellaneous items not mentioned in the expenses included section during all phases of programming, design and construction.
- g. Agency and Plan Check submittal fee
- h. Permit or construction fees

LPA, Inc.
Orange County Office

Steve Flanagan, AIA, LEED® AP
Principal

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Interim Chancellor
REVIEWED BY: Charlie Ng, Interim Vice Chancellor, Fiscal Services
PREPARED BY: Del Benson, Bond Program Manager, Kitchell/BRj/Seville
DATE: February 17, 2011
SUBJECT: Consideration of Approval of Proposal for Architectural Services at SBVC from NTD Architecture

RECOMMENDATION

It is recommended that the Board of Trustees approve a proposal from NTD Architecture in the amount of \$458,400.00 for architectural services for the Auditorium 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, NTD Architecture is being recommended to perform architectural services for the Measure M Auditorium Building Renovation project at SBVC.

ANALYSIS

NTD Architecture will perform architectural services for:

- 1) Analysis of existing building deficiencies and development of solutions.
- 2) Program development and phasing of construction.
- 3) LEED certification, with Silver LEED certification as a goal.
- 4) Fire sprinkler, mechanical, plumbing, electrical, data technology and safety systems.
- 5) Upgrade of accessibility requirements and code deficiencies.
- 6) Estimation of construction costs.
- 7) Design, bidding, construction administration and close-out phases.

The negotiated fee for these services is \$458,400.00.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

Budgeted with Measure M funds.

REVISED 7 January 2011

Ms. Patricia Nguyen
Kitchell/BRJ/Seville
SAN BERNARDINO VALLEY COLLEGE
701 South Mount Vernon
San Bernardino, CA 92401

RE: Fee Proposal for Design and Architectural Services
Auditorium Building Renovation

Dear Patricia:

Thank you for this opportunity to continue our work with Valley College and KBRj/Seville. We are looking forward to beginning this project. What follows is our proposal to provide Design and Architectural Services for renovation Auditorium Building.

Project Understanding

Our understanding of the scope of this project is outlined below, divided into several tasks. This proposal is based on a construction budget cost of \$2,400,000, that includes a construction change order contingency of \$240,000. If during the project that budget is changed, our fee may be adjusted as required to address additional scope and/or cost. Our tasks are based on the following schedule, as provided to NTD by KBRj/Seville:

- Programming / Scope Definition 7 weeks: 3/14/11 - 4/30/11
- Client Review & Approval 4 weeks: 5/2/11 – 5/28/11
- Design 29 weeks: 5/31/11 - 12/17/11
 - Schematic Design 6 weeks: 5/31/11 – 7/9/11
 - Design Development 8 weeks: 7/11/11 - 9/3/11
 - Construction Documents 15 weeks: 9/6/11 – 12/17/11
- DSA 26 weeks: 12/19/11 – 6/16/12
- Bid / Award 12 weeks: 6/18/12 - 9/8/12
- Construction 52 weeks: 9/10/12 – 9/6/13

Consultants

Our team of consultants includes:

- P2S for MEP Engineering
- P2S for Telecommunications / Data
- KNA for Structural Engineering
- The Ruzika Company for Theatre Consulting
- Veneklasen Associates for Acoustics and Audio Visual
- EPT Design for Landscape Architecture
- Snipes-Dye Associates for Civil Engineering
- Davis Langdon for Cost Estimating
- AON for Fire Alarm and Fire Sprinkler Design
- AHS for hardware

Ms. Patricia Nguyen
7 January 2011
Page 2

Task Outline

Basic Services

Task A – Design Phase

- Includes one (1) user meeting per month for this phase (10 total)
- Cost estimates at the end of SD, DD and CD.
- Our basic services fee includes the following consultants: MEP Engineering, Structural Engineering, Fire Alarm, Landscape, Civil Engineering, Hardware, and Cost Estimating.

Additional Services

Task B – Programming & Scope Definition Phase

- User group meetings to determine the scope of the project
- We have included the following consultants in the programming phase: MEP Engineering, Structural Engineering, Telecom / Data, Theatre, Acoustics, AV, Fire Alarm / Sprinkler, Landscape, Civil Engineering, , and Cost Estimating
- Three (3) user group meetings are included in this phase
- Cost Estimate at the end of the Program Phase

Task C – Cabinet Meetings

- Attendance at monthly President's Cabinet meetings by NTD Project Manager (Leigh Anne Jones) from Programming (April 2010) though Start of Construction (September 2012) (20 meetings)

Task D – LEED

- Fee for the documentation for submission of project to USGBC for determination of LEED rating.
- Includes one (1) sustainability workshop during the programming phase
- Project goal is LEED Silver level, but achievement of this level is not guaranteed.

Task E – Budgets for Specialty Consultants (Design Phase), as required. Final scope to be determined and confirmed after programming. Specialties for which budgets are provided:

- Theatre Consulting
- Fire Spirnklers (Aon)
- Acoustics
- Audio Visual

Ms. Patricia Nguyen
 7 January 2011
 Page 3

Clarifications / Exclusions:

- Design and programming for swing space is not included. If this is required, a proposal for additional services can be provide for approval.
- Fixtures, furniture and equipment design and procurement is not included, except for the equipment and fixtures associated with the theatre related spaces – stage and auditorium, black box, and backstage. A proposal for additional services can be provided if FF&E design and procurement is required.
- Consultants: We have identified the consultants and services provided by them above. If additional services or consultants are required, an additional services proposal can be provided for approval.
- We have not included commissioning as part of our LEED services. A separate commissioning agent must be hired for SBVC. We have not included any civil engineering work for LEED.

Fee

Based on the work plan described above, we propose a total fee of \$458,400.00 as detailed below. As the project is further defined and the scope is more definitive, this fee may be adjusted.

Basic Services

Task A – Design Phase	\$240,000
Disciplines included are: Architecture, MEP Engineering, Structural Engineering, Fire Alarm, Landscape, Civil Engineering, Hardware, and Cost Estimating	
<hr/>	
TOTAL Tasks A	\$240,000

Additional Services

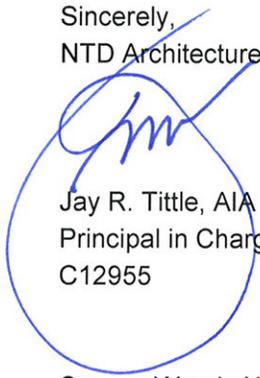
Task B – Programming	\$46,000
NTD	\$18,000
KNA	\$990
P2S (MEP)	\$12,500
P2S (Tele/Data)	\$2,250
The Ruzika Company	\$2,160
Veneklasen (Acoustics)	\$1,200
Veneklasen (AV)	\$2,500
Aon	\$650
EPT	\$2,750
Davis Langdon	\$3,000
 Task C – Cabinet Meetings (20 meetings)	 \$8,400
NTD (Leigh Anne Jones)	\$8,400
(or \$420/meeting)	

Ms. Patricia Nguyen
 7 January 2011
 Page 4

Task D – LEED		\$29,000
NTD	\$17,750	
P2S (MEP)	\$10,000	
EPT	\$1,250	
Task E – Budgets for Specialty Consultants		\$131,000
Theatre(The Ruzika Company)	\$50,000	
Acoustics (Veneklasen)	\$19,000	
Audio Visual (Veneklasen)	\$37,000	
Fire Sprinklers (Aon)	\$25,000	
SUB-TOTAL Tasks B - E		\$214,400
Reimbursables		\$4,000
TOTAL Tasks A - E		\$458,400

We are look forward to continuing our work with San Bernardino Valley College and KBRj.
 Thanks you again for this opportunity

Sincerely,
 NTD Architecture



 Jay R. Tittle, AIA
 Principal in Charge
 C12955



 Leigh Anne Jones, AIA, LEED AP
 Project Manager

Cc: Wendy Nord, NTD

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Interim Chancellor

REVIEWED BY: Charlie Ng, Interim Vice Chancellor, Fiscal Services

PREPARED BY: Del Benson, Bond Program Manager, Kitchell/BRj/Seville

DATE: February 17, 2011

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 the Bond Measure P construction change orders and amendments, as listed below.

Crafton Hills College – Learning Resource Center						
	<u>Change #</u>	<u>Original Contract</u>	<u>Previous Changes</u>	<u>Proposed Changes</u>	<u>New Contract</u>	<u>Total CO %</u>
Caston Plastering & Drywall	CO-03	1,415,585	65,001	7,220	1,487,806	5.11
Inland Building Construction	CO-02	648,000	18,824	19,008	685,832	5.84
Lozano Caseworks	CO-01	509,300	0	3,473	512,773	0.69
Padua Glass Enterprise	CO-02	1,940,700	17,560	7,922	1,966,182	1.32
Shanks Electric	CO-04	2,850,000	176,973	52,979	3,079,952	8.07
Western Bay Sheet Metal	CO-03	1,349,000	15,896	20,191	1,385,087	2.68
Total Proposed Changes				110,793		
Crafton Hills College – Infrastructure Packages 2, 3 & 4						
	<u>Change #</u>	<u>Original Contract</u>	<u>Previous Changes</u>	<u>Proposed Changes</u>	<u>New Contract</u>	<u>Total CO %</u>
L.D. Anderson	CO-03	1,145,147	129,600	26,555	1,301,302	9.45
Sierra Landscaping	CO-04	1,623,600	25,959	9,756	1,659,315	2.20
Total Proposed Changes				36,311		
San Bernardino Valley College – North Hall						
	<u>Change #</u>	<u>Original Contract</u>	<u>Previous Changes</u>	<u>Proposed Changes</u>	<u>New Contract</u>	<u>Total CO %</u>
Arrowhead Mechanical	CO-02	1,247,000	111,367	1,369	1,359,736	9.04
Caston Plastering	CO-08	1,945,585	21,116	10,510	1,977,211	1.63
Devries Construction	CO-10	2,434,395	257,270	10,804	2,702,469	8.94
Montgomery Hardware	CO-04	411,740	3,524	2,461	417,725	1.46
Total Proposed Changes				25,144		

San Bernardino Valley College – Chemistry/Physical Science

	<u>Change #</u>	<u>Original Contract</u>	<u>Previous Changes</u>	<u>Proposed Changes</u>	<u>New Contract</u>	<u>Total CO %</u>
ACSS	CO-04	3,398,000	132,495	6,243	3,536,738	4.09
Couts Heating & Cooling	CO-06	3,347,000	163,178	70,199	3,580,377	6.60
Inland Building Co.	CO-03	683,000	3,788	779	687,567	0.67
Perfection Glass, Inc.	CO-03	\$ 443,600	2,805	1,651	448,056	1.01
RC Construction	CO-02	\$2,409,000	94,309	-779	2,502,530	2.49
RDM Electric Co.	CO-07	\$2,311,800	218,332	13,363	2,543,495	6.47
Total Proposed Changes				91,456		

San Bernardino Valley College – Media/Communications

	<u>Change #</u>	<u>Original Contract</u>	<u>Previous Changes</u>	<u>Proposed Changes</u>	<u>New Contract</u>	<u>Total CO %</u>
WTS - Vislink Service	CO-04	774,384	68,527	-5,000	837,911	8.21

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 \$258,704, which is a 0.25% change from the original total contract amount of \$105,027,860.

The overall impact of amendments and change orders increases the Measure P construction contracts by \$5,445,732.92, resulting in a new overall change order percentage of 5.19%. The cost of these changes will be absorbed by bid savings; the construction projects remain within the approved budget.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

Budgeted with Measure P funds.



Bond Measure P Construction Change Summary

This form must accompany all Construction Change Requests to verify that all steps of review and accountability have been met prior to submission for approval by the Board of Trustees.

Contractor: Caston Plastering & Drywall Amount: \$ 7,220.00

Campus: CHC - 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: Reframing of the soffits; patching & taping of holes; b/c to contractor for bent plate; b/c to contractor to replace exterior sheathing; replacing exterior sheathing due to damage; b/c painting contractor due to drywall repairs

Accountability

This change was not part of the original design scope because: Soffits in the lower level corridor had to be reframed for specialty ceiling; patching & taping of holes for verification of precast panel connections; exterior sheathing repair due to precast falling on exterior soffit.

- 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 09-11-2008 in the amount of \$ 1,415,585

The current base contract amount with approved amendments equals \$ 1,415,585

This request is an amendment and results in a revised contract amount of \$ _____
 This request is a change order and results in a revised contract amount of \$ 1,487,806.00

This change order is subject to the 10% rule. It results in a 0.51 % change to the contract.

The cumulative amount of change orders for this contract equals \$ 72,221.00
 or 5.11 % of the contract amount.

Signatures

	<u>Signature</u>	<u>Date</u>
Bond Program Manager	 _____	02-17-2011



Bond Measure P Construction Change Summary

This form must accompany all Construction Change Requests to verify that all steps of review and accountability have been met prior to submission for approval by the Board of Trustees.

Contractor: Inland Building Construction Companies, Inc. Amount: \$ 19,008.00

Campus: CHC - 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: Additional chainlink fence requested by the Campus; caulking of large 2" gaps between precast panels; removal of caulking of precast panels for steel connections inspection; filling of gaps at interior stairs to match stair treads; request by campus to fill emergency generator with diesel fuel.

Accountability

This change was not part of the original design scope because: Campus requested a chainlink fence separation in the emergency generator enclosure and they requested that the emergency generator be filled with diesel fuel. Drawing revisions caused added inspection of structural steel connections-caulking removed.

- 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 09-11-2008 in the amount of \$ 648,000.00

The current base contract amount with approved amendments equals \$ 648,000.00

This request is an amendment and results in a revised contract amount of \$ _____

This request is a change order and results in a revised contract amount of \$ 685,832.00

This change order is subject to the 10% rule. It results in a 2.94 % change to the contract.

The cumulative amount of change orders for this contract equals \$ 37,832.00

or 5.84 % of the contract amount.

Signatures

	<u>Signature</u>	<u>Date</u>
Bond Program Manager	Del Benson	<u>02-17-2011</u>



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: Lozano Caseworks Amount: \$ 3,473.00

Campus: CHC - 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: Added plywood substrate @ drinking fountains; remove millwork in pantry room to allow for stainless steel casework; add filler panel & countertop extension; b/c to BCF08 contractor; change bamboo base to walnut base; request to delete the glass privacy screen at all millwork desk.

Accountability

This change was not part of the original design scope because: Support needed to be added for stone neath drinking fountain; stainless steel casework installed and millwork had to be removed; added filler panel and countertop extension in copy room to extend wall to conceal the structural beams.

- 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 09-11-2008 in the amount of \$ 509,300.00
 The current base contract amount with approved amendments equals \$ 509,300.00
 This request is an amendment and results in a revised contract amount of \$ _____
 This request is a change order and results in a revised contract amount of \$ 512,773.00
 This change order is subject to the 10% rule. It results in a 0.69 % change to the contract.
 The cumulative amount of change orders for this contract equals \$ 3,473.00
 or 0.69 % of the contract amount.

Signatures

	<u>signature</u>	<u>Date</u>
Bond Program Manager	Del Benson	<u>02-17-2011</u>



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: Padua Glass Enterprise Amount: \$ 7,922.00

Campus: CHC - 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: Parapet extension; privacy glass deletion; window water testing

Accountability

This change was not part of the original design scope because: Parapet extension needed on north elevation as required to maintain the roofing warranty; deletion of privacy glass at millwork desk requested by The Campus; agency required operable window water testing.

- 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 09-11-2008 in the amount of \$ 1,940,700.00

The current base contract amount with approved amendments equals \$ 1,940,700.00

This request is an amendment and results in a revised contract amount of \$ _____

This request is a change order and results in a revised contract amount of \$ 1,966,182.00

This change order is subject to the 10% rule. It results in a 0.41 % change to the contract.

The cumulative amount of change orders for this contract equals \$ 25,482.00

or 1.32 % of the contract amount.

Signatures

Bond Program Manager

Del Benson

Signature Date
02-17-2011



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: Shanks Electric Corporation Amount: \$ 52,979.00

Campus: CHC - 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: This change consists of 12 separate changes: changes to conduit and power for the AV equipment, alternate recessed lighting on the middle and upper level of the library, revisions for power outlets and data in the lower level rooms, revisions to transformers for the spot lights.

Accountability

This change was not part of the original design scope because: 4 of them were District/Owner generated: additions for electrical and AV equipment, revised layout (recessed electrical devices, power outlets, data etc). 8 of them Architect design changes: recessed lights at Mid/upper level, power requirements for 14 street lights.

- 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 09-11-2008 in the amount of \$ 2,850,000.00
 The current base contract amount with approved amendments equals \$ 2,850,000.00
 This request is an amendment and results in a revised contract amount of \$ _____
 This request is a change order and results in a revised contract amount of \$ 3,079,952.00
 This change order is subject to the 10% rule. It results in a 1.86 % change to the contract.
 The cumulative amount of change orders for this contract equals \$ 229,952.00
 or 8.07 % of the contract amount.

Signatures

Bond Program Manager

Del Benson

Signature

Date
02-17-2011



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: Western Bay Sheet Metal Amount: \$ 20,191.00

Campus: CHC - 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: Deletion of metal wall panels; added flashings; closure of gaps at metal wall panel; added elevator access panel; added aluminum coping at Gallery Deck.

Accountability

This change was not part of the original design scope because: Metal wall panels had to be deleted from inside generator enclosure. Flashings needed to be added to prevent water tight conditions. Gaps needed to be closed so that air barrier can transition. Elevator access panel required by code-not on drawings.

- 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 09-11-2008 in the amount of \$ 1,349,000.00

The current base contract amount with approved amendments equals \$ 1,349,000.00

This request is an amendment and results in a revised contract amount of \$ _____

This request is a change order and results in a revised contract amount of \$ 1,385,087.00

This change order is subject to the 10% rule. It results in a 1.50 % change to the contract.

The cumulative amount of change orders for this contract equals \$ 36,087.00

or 2.68 % of the contract amount.

Signatures

Bond Program Manager

Del Benson

<i>Signature</i>	<i>Date</i>
	02-17-2011



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: L.D. Anderson Amount: \$ 26,555.00

Campus: CHC - Crafton Hills College Project: Infrastructure Packages 2,3,& 4

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: Contractor generated to integrate infrastructure and LRC. Credits for unused redwood headers.

Accountability

This change was not part of the original design scope because: Additional grading required to balance infrastructure work and the LRC work. Credits for grading at living wall and unused redwood headers not used at AC paving.

- 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 06-26-2008 in the amount of \$ 1,145,147.00

The current base contract amount with approved amendments equals \$ 1,188,994.00

This request is an amendment and results in a revised contract amount of \$ _____

This request is a change order and results in a revised contract amount of \$ 1,301,302.00

This change order is subject to the 10% rule. It results in a 2.24 % change to the contract.

The cumulative amount of change orders for this contract equals \$ 112,308.00
 or 9.45 % of the contract amount.

Signatures

Bond Program Manager

Del Benson

Signature Date
 02/17/2011



Bond Measure P Construction Change Summary

This form must accompany all Construction Change Requests to verify that all steps of review and accountability have been met prior to submission for approval by the Board of Trustees.

Contractor: Sierra Landscaping Amount: \$ 9,756.00

Campus: CHC - Crafton Hills College Project: Infrastructure Packages 2,3,& 4

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: request made for 2 rainmaster irrigation controllers; requested to connect existing abandoned catch basin to the new storm drain; additional tree protection root barriers for (6) six trees; irrigation revisions

Accountability

This change was not part of the original design scope because: Campus generated request for 2 rainmaster irrigation controllers and requested to connect an existing/abandoned catch basin to new storm drain; needed to provide additional tree protection root barriers for six trees; irrigation revisions per ASI #29.

- 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 06-26-2008 in the amount of \$ 1,623,600.00

The current base contract amount with approved amendments equals \$ 1,623,600.00

This request is an amendment and results in a revised contract amount of \$ _____
 This request is a change order and results in a revised contract amount of \$ 1,659,315.00

This change order is subject to the 10% rule. It results in a 0.60 % change to the contract.

The cumulative amount of change orders for this contract equals \$ 35,714.00
 or 2.20 % of the contract amount.

Signatures

Bond Program Manager

Del Benson

Signature Date
02/17/2011



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: \$ 1,369.00

Campus: San Bernardino 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: Flashing had to be placed in completed walls; painter hit one of the large diffusers and a new diffuser had to be required; ceiling is required in janitor's closet; damaged ceiling tiles repairs.

Accountability

This change was not part of the original design scope because: Placement of flashing in completed walls for duct penetrations due to coordination issues; diffusers had to be fabricated and replaced due to damage; original drawings didn't spec a ceiling in the Janitor's closet, which is required by fire rating.

- 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 09-11-2008 in the amount of \$ 1,247,000.00

The current base contract amount with approved amendments equals \$ 1,247,000.00

This request is an amendment and results in a revised contract amount of \$ _____

This request is a change order and results in a revised contract amount of \$ 1,359,736.00

This change order is subject to the 10% rule. It results in a 0.11 % change to the contract.

The cumulative amount of change orders for this contract equals \$ 112,736.00

or 9.04 % of the contract amount.

Signatures

Bond Program Manager

Del Benson

Signature Date
 02-17-2011



Bond Measure P Construction Change Summary

This form must accompany all Construction Change Requests to verify that all steps of review and accountability have been met prior to submission for approval by the Board of Trustees.

Contractor: Caston Plastering Amount: \$ 10,510.00

Campus: San Bernardino 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: Premium time; Additional work required by the concrete contractor.

Accountability

This change was not part of the original design scope because: Premium time; steel contractor misaligned the bent plate which required additional work by the concrete contractor.

- 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 09-11-2008 in the amount of \$ 1,945,585.00

The current base contract amount with approved amendments equals \$ 1,945,585.00

This request is an amendment and results in a revised contract amount of \$ _____
 This request is a change order and results in a revised contract amount of \$ 1,977,211.00

This change order is subject to the 10% rule. It results in a 0.54 % change to the contract.

The cumulative amount of change orders for this contract equals \$ 31,626.00 or 1.63 % of the contract amount.

Signatures

	<i>Signature</i>	<i>Date</i>
Bond Program Manager	 <u>Del Benson</u>	<u>02-17-2011</u>



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: Devries Construction Amount: \$ 10,804.00

Campus: San Bernardino 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: Additional work to be that needed to be required by the concrete contractor.

Accountability

This change was not part of the original design scope because: Steel contractor mis-aligned by the bent plate, which required additional work by the concrete contractor.

- 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 09-11-2008 in the amount of \$ 2,434,395.00

The current base contract amount with approved amendments equals \$ 2,480,805.00

This request is an amendment and results in a revised contract amount of \$ _____

This request is a change order and results in a revised contract amount of \$ 2,702,469.00

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 \$ 221,664.00

or 8.94 % of the contract amount.

Signatures

Bond Program Manager

Del Benson

<i>Signature</i>	<i>Date</i>
	02-17-2011



Bond Measure P Construction Change Summary

This form must accompany all Construction Change Requests to verify that all steps of review and accountability have been met prior to submission for approval by the Board of Trustees.

Contractor: Montgomery Hardware Amount: \$ 2,461.00

Campus: San Bernardino 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: Premium time

Accountability

This change was not part of the original design scope because: Contractor was authorized to proceed on a premium time to perform contract work by installing hardware on rooms with casework to provide the necessary security.

- 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 09-11-2008 in the amount of \$ 411,740.00

The current base contract amount with approved amendments equals \$ 411,740.00

This request is an amendment and results in a revised contract amount of \$ _____

This request is a change order and results in a revised contract amount of \$ 417,725.00

This change order is subject to the 10% rule. It results in a 0.60 % change to the contract.

The cumulative amount of change orders for this contract equals \$ 5,985.00

or 1.46 % of the contract amount.

Signatures

Bond Program Manager

Del Benson

Signature Date
 02-17-2011



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: Couts Heating & Cooling Amount: \$ 70,199.00

Campus: San Bernardino Valley College Project: Chemistry/Physical Science 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: Leed Certification credit

Accountability

This change was not part of the original design scope because: Increased ventilation required changing a few diffusers and controls; Campus request for Leed Certification credit-construction Air Quality Management.

- The cost of this change has been validated and is the best possible price available to the District.
 This change has been reviewed and is necessary to the completion of this project.

Impact

Original contract was Board approved on 12-11-2008 in the amount of \$ 3,347,000.00

The current base contract amount with approved amendments equals \$ 3,358,979.00

This request is an amendment and results in a revised contract amount of \$ _____
 This request is a change order and results in a revised contract amount of \$ 3,580,377.00

This change order is subject to the 10% rule. It results in a 2.09 % change to the contract.

The cumulative amount of change orders for this contract equals \$ 221,398.00
 or 6.60 % of the contract amount.

Signatures

Bond Program Manager

Del Benson

Signature

Date
02-17-2011



Bond Measure P Construction Change Summary

This form must accompany all Construction Change Requests to verify that all steps of review and accountability have been met prior to submission for approval by the Board of Trustees.

Contractor: Inland Building Construction Company Amount: \$ 779.00

Campus: San Bernardino Valley College Project: Chemistry/Physical Science 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: Concrete floor patching

Accountability

This change was not part of the original design scope because: Floor patching required to provide proper substrate for floor tile installation.

- The cost of this change has been validated and is the best possible price available to the District.
 This change has been reviewed and is necessary to the completion of this project.

Impact

Original contract was Board approved on 12-11-2008 in the amount of \$ 683,000.00
 The current base contract amount with approved amendments equals \$ 683,000.00
 This request is an amendment and results in a revised contract amount of \$ _____
 This request is a change order and results in a revised contract amount of \$ 687,567.00
 This change order is subject to the 10% rule. It results in a 0.12 % change to the contract.
 The cumulative amount of change orders for this contract equals \$ 4,567.00
 or 0.67 % of the contract amount.

Signatures

Bond Program Manager

Del Benson

<i>Signature</i>	<i>Date</i>
	02-17-2011



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: Perfection Glass, Inc. Amount: \$ 1,651.00

Campus: San Bernardino Valley College Project: Chemistry/Physical Science 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: Provision of alucobond panels

Accountability

This change was not part of the original design scope because: In place of spandrel glass alucobond panels were provided in lower section of storefront at food service.

- The cost of this change has been validated and is the best possible price available to the District.
 This change has been reviewed and is necessary to the completion of this project.

Impact

Original contract was Board approved on 12-11-2008 in the amount of \$ 443,600
 The current base contract amount with approved amendments equals \$ 443,600
 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 \$ 448,056.00
 This change order is subject to the 10% rule. It results in a 0.38 % change to the contract.
 The cumulative amount of change orders for this contract equals \$ 4,456.00
 or 1.01 % of the contract amount.

Signatures

Bond Program Manager

Del Benson

Signature Date 02-17-2011



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: RC Construction Amount: \$ -779.00

Campus: San Bernardino Valley College Project: Chemistry/Physical Science 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: Substrate required for floor tile installation.

Accountability

This change was not part of the original design scope because: Backcharge to contractor for floor patching that was done by others to provide proper substrate required for floor tile installation.

- The cost of this change has been validated and is the best possible price available to the District.
 This change has been reviewed and is necessary to the completion of this project.

Impact

Original contract was Board approved on 12-11-2008 in the amount of \$ 2,409,000

The current base contract amount with approved amendments equals \$ 2,441,773

This request is an amendment and results in a revised contract amount of \$ _____
 This request is a change order and results in a revised contract amount of \$ 2,502,530.00

This change order is subject to the 10% rule. It results in a -0.04 % change to the contract.

The cumulative amount of change orders for this contract equals \$ 60,757.00
 or 2.49 % of the contract amount.

Signatures

Bond Program Manager Del Benson

 Signature 
 Date 02-17-2011



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: RDM Electric Co. Amount: \$ 13,363.00

Campus: San Bernardino Valley College Project: Chemistry/Physical Science 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: Laboratory revision; addition of automatic operators to all toilet room doors; motor starter for exhaust fan

Accountability

This change was not part of the original design scope because: Revision of laboratory casework & storage and addition of automatic operators to all toilet room doors per campus request; add a motor starter for exhaust fan.

- The cost of this change has been validated and is the best possible price available to the District.
 This change has been reviewed and is necessary to the completion of this project.

Impact

Original contract was Board approved on 12-11-2008 in the amount of \$ 2,311,800

The current base contract amount with approved amendments equals \$ 2,388,933

This request is an amendment and results in a revised contract amount of \$ _____
 This request is a change order and results in a revised contract amount of \$ 2,543,495.00

This change order is subject to the 10% rule. It results in a 0.56 % change to the contract.

The cumulative amount of change orders for this contract equals \$ 154,562
 or 6.47 % of the contract amount.

Signatures

Bond Program Manager

Del Benson

<i>Signature</i>	<i>Date</i>
	02-17-2011



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: WTS-Vislink Services Amount: \$ -5,000.00

Campus: San Bernardino Valley College Project: Media/Communications Building

This change is a(n):

- Amendment (not subject to 10% limitation)
- Change Order (subject to 10% limitation)

Reason for Change

- Unforeseen Conditions
- Design Omission
- Design Conflict
- Campus Recommended
- Contractor Recommended
- Agency Required
- Contractor Transfer (no cost to District)

Explanation of Change: Credit for work not done.

Accountability

This change was not part of the original design scope because: Monopole was added in lieu of attaching to existing tower - resulting in a credit.

- 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 09-11-2008 in the amount of \$ 774,384.00

The current base contract amount with approved amendments equals \$ 774,384.00

This request is an amendment and results in a revised contract amount of \$ _____

This request is a change order and results in a revised contract amount of \$ 837,911.00

This change order is subject to the 10% rule. It results in a -0.65 % change to the contract.

The cumulative amount of change orders for this contract equals \$ 63,527.00

or 8.21 % of the contract amount.

Signatures

Bond Program Manager

Del Benson

Signature Date
 02-17-2011

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Capital Facilities Program Management

9623
Project Number

CO: 03

CHANGE ORDER

Original Contract Amount: \$1,415,585.00
Amount of Previous Contract Amendments: \$0.00
Amount of Previous Change Orders: \$65,001.00

DSA No.:

School Name:	<u>Crafton Hills College</u>	Date:	<u>10-Jan-11</u>
Project Description:	<u>Learning Resource Center</u>	Contract No.:	<u>CLRC01:10</u>
To (Contractor):	<u>Gaston Plastering and Drywall</u>	Attn:	<u>Cindy Hutton</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 1/10/11 for
Change Order No. 03 Item(s): PC 135,163,164,166,167,168,186
TOTAL COST OF CHANGE ORDER 03 \$7,220.00

Reason for Change:

Refer to attached Change Order No. 03 summary dated 01/10/11

Initiator of Change:

Refer to attached Change Order No. 03 summary dated 01/10/11

The original Base Contract Sum was:	\$1,415,585.00
Net change by previous authorized Contract Amendment (s):	\$0.00
The revised BASE Contract Sum:	\$1,415,585.00
Net change by previous authorized Change Order(s):	\$65,001.00
The Contract Sum including previous authorized Change Orders:	\$1,480,586.00
The contract AMOUNT due to C.O. No. 03 will be increased by:	\$7,220.00
The revised Contract Amount, including this Change Order is, therefore:	\$1,487,806.00
The contract TIME due to C.O. No. 03 will be unchanged by:	calendar days.
The revised Contract Completion Date, including this Change Order is, therefore	unchanged
SBCCD Change Order # 03 Includes Item Number(s):	PC135,163,164,166,167,168,186

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

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

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

	Signature	Name (printed)	Date
Architect:		Juan Santana	1/25/11
Constr. Mgr.:		Matt Breyer CIVIL	1-25-11
District:			
Contractor:		Cindy Hutton, Office Mgr	1-25-11
		Printed Name/Title	

State of California - Division of the State Architect DSA Application No. XX File No. 36-C2
Approved _____ per Principal Structural Engineer: _____

Contract CLRC01:010 Caston plastering and drywall

CHANGE ORDER NO. 03

REF.	DESCRIPTION OF ITEM	CODE	CREDIT	COST	BALANCE
PC135	Reframing of the soffits in the lower level corridor so that the specialty ceiling could be installed without interference	G3		\$1,499	\$1,499
PC163	Patching and taping of holes made by other contractors for verification of precast panel connections	K1		\$10,459	\$10,459
PC164	Backcharge to BC02 contractor for re-layout of walls due to deck repairs	K1		\$1,184	\$1,184
PC166	Backcharge to BC04 contractor remove a wall so that a steel bent plate could be adjusted	K1		\$592	\$592
PC167	Backcharge to BC07 contractor to replace exterior sheathing that was damaged	K1		\$591	\$591
PC168	Exterior sheathing repair to others due to precast panel falling on exterior soffit	K1		\$1,620	\$1,620
PC186	Backcharge from the painting contractor for rework due to drywall repairs	K1	\$8,725		(\$8,725)
	Subtotal				\$7,220
	TOTAL CHANGE ORDER # 03				\$7,220

CODE LEGEND

- A SITE COST, UNFORESEEN FIELD CONDITION
- B SITE COST, ERROR AND/OR OMISSION
- C SITE COST, DISTRICT ADDED OR DELETED/REDUCED SCOPE
- D SITE COST, AGENCY OR CODE REVISION
- E SITE COST, CONTRACTOR IMPACT TO ANOTHER CONTRACTOR
- F BUILDING COST, UNFORESEEN FIELD CONDITION
- G BUILDING COST, ERROR AND/OR OMISSION
- H BUILDING COST, DISTRICT ADDED OR DELETED/REDUCED SCOPE
- J BUILDING COST, AGENCY OR CODE REVISION
- K BUILDING COST, CONTRACTOR IMPACT TO ANOTHER CONTRACTOR
- L CONTRACT ADMINISTRATIVE ISSUE

* Note: "I" has been omitted not to be confused with "1"

- 1 CONTRACTOR GENERATED
- 2 CONSTRUCTION MANAGER GENERATED
- 3 ARCHITECT/ENGINEER GENERATED
- 4 DISTRICT GENERATED
- 5 INSPECTOR OR AGENCY GENERATED

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Capital Facilities Program Management

9623
Project Number

CO: 02

CHANGE ORDER

Original Contract Amount: \$648,000.00
Amount of Previous Contract Amendments: \$0.00
Amount of Previous Change Orders: \$18,824.00

DSA No.:

School Name:	<u>Crafton Hills College</u>	Date:	_____
Project Description:	<u>Learning Resource Center</u>	Contract No.:	<u>CLRC01:2100</u>
To (Contractor):	<u>Inland Building Construction Companies, Inc.</u>	Attn:	<u>Don Clements</u>

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

Item No.:	Refer to attachments	Reference RFP No.:	N/A
Description of Work:			
Refer to attached Change Order summary dated 1/10/11 for			
Change Order No.	02	Item(s):	PC 009,170,173,184,185,187
TOTAL COST OF CHANGE ORDER	02		\$19,008.00
Reason for Change:			
Refer to attached Change Order No.	02	summary dated	01/10/11
Initiator of Change:			
Refer to attached Change Order No.	02	summary dated	01/10/11
The original Base Contract Sum was:			\$648,000.00
Net change by previous authorized Contract Amendment (s):			\$0.00
The revised BASE Contract Sum:			\$648,000.00
Not change by previous authorized Change Order(s):			\$18,824.00
The Contract Sum Including previous authorized Change Orders:			\$666,824.00
The contract AMOUNT due to C.O. No. 02 will be increased by:			\$19,008.00
The revised Contract Amount, including this Change Order is, therefore:			\$685,832.00
The contract TIME due to C.O. No. 02 will be unchanged by:		_____ calendar days.	
The revised Contract Completion Date, including this Change Order is, therefore			unchanged
SBCCD Change Order #	02	Includes Item Number(s):	PC 89,170,173,184,185,187

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:		THOMAS J. STAMATA	1/20/11
Constr. Mgr.:		C.J. Viana	1-20-11
District:			
Contractor:		Donated Clements P/In	1-21-11

State of California - Division of the State Architect DSA Application No. XX File No. 38-C2
Approved _____ per Principal Structural Engineer: _____

Contract CLRC01:21 Inland Building Construction Comp.

CHANGE ORDER NO. 02

REF.	DESCRIPTION OF ITEM	CODE	CREDIT	COST	BALANCE
PC089	Addition of a chainlink fence separation in the emergency generator enclosure per Campus request	C4		\$2,090	\$2,090
PC170	Backcharge for others to repaint the pantry as the wrong cabinets were installed	K1	\$943		(\$943)
PC173	ASI#31 work includes caulking of large 2" gaps between precast panels not shown on plans to be caulked	G3		\$6,270	\$6,270
PC184	Caulking of precast panels where precast contractor removed the caulking to inspect the structural connections per revised precast panel design. Work was completed by others due to precast contractor defaulting on the scope of work.	K1		\$5,577	\$5,577
PC185	Fill gaps at interior stairs with caulking to match stair treads	G3		\$4,950	\$4,950
PC187	Campus request to fill the emergency generator with diesel fuel	H4		\$1,064	\$1,064
	Subtotal				\$19,008
	TOTAL CHANGE ORDER # 02				\$19,008

CODE LEGEND

- A SITE COST, UNFORESEEN FIELD CONDITION
- B SITE COST, ERROR AND/OR OMISSION
- C SITE COST, DISTRICT ADDED OR DELETED/REDUCED SCOPE
- D SITE COST, AGENCY OR CODE REVISION
- E SITE COST, CONTRACTOR IMPACT TO ANOTHER CONTRACTOR
- F BUILDING COST, UNFORESEEN FIELD CONDITION
- G BUILDING COST, ERROR AND/OR OMISSION
- H BUILDING COST, DISTRICT ADDED OR DELETED/REDUCED SCOPE
- J BUILDING COST, AGENCY OR CODE REVISION
- K BUILDING COST, CONTRACTOR IMPACT TO ANOTHER CONTRACTOR
- L CONTRACT ADMINISTRATIVE ISSUE

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

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Capital Facilities Program Management

8104
Project Number

CO: 01

CHANGE ORDER

Original Contract Amount: \$509,300.00
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>10-Jan-11</u>
Project Description:	<u>Learning Resource Center</u>	Contract No.:	<u>CLRC01:05</u>
To (Contractor):	<u>Lozano Caseworks</u>	Attn:	<u>Steve Johnson</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 1/10/11 for
Change Order No. CO: Item(s): PC 116,117,152,172,180,181

TOTAL COST OF CHANGE ORDER 01 \$3,473.00

Reason for Change:

Refer to attached Change Order No. 01 summary dated 01/10/11

Initiator of Change:

Refer to attached Change Order No. 01 summary dated 01/10/11

The original Base Contract Sum was: \$509,300.00

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

The revised BASE Contract Sum: \$509,300.00

Net change by previous authorized Change Order(s): \$0.00

The Contract Sum including previous authorized Change Orders: \$509,300.00

The contract AMOUNT due to C.O. No. 01 will be increased by: \$3,473.00

The revised Contract Amount, including this Change Order is, therefore: \$512,773.00

The contract TIME due to C.O. No. 01 will be unchanged by: _____ calendar days.

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

SBCCD Change Order # 01 Includes Item Number(s): PC 116,117,152,172,180,181

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

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

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

	Signature	Name (printed)	Date
Architect:		JUAN J. SANTANA	1/21/11
Constr. Mgr.:		Matt. Bro/c	1/21/11
District:			
Contractor:			1-21/11

Printed Name/Title

State of California - Division of the State Architect DSA Application No. XX File No. 36-C2

Approved _____ per Principal Structural Engineer.

Contract CLRC01:05 Lozano Caseworks Inc.

CHANGE ORDER NO. 01

REF.	DESCRIPTION OF ITEM	CODE	CREDIT	COST	BALANCE
PC116	Added plywood substrate at drinking fountains and benches to provide a substrate to support added stone underneath the drinking fountain	G3		\$80	\$80
PC117	Removal of millwork in pantry room 225 to allow for stainless steel casework installation. There is a discrepancy on the contract documents that show both wood millwork and metal casework, the metal casework was chosen to remain by the Architect	G3		\$1,082	\$1,082
PC152	Added filler panel and countertop extension in copy room 313 to extend to the wall due to the added soffit above to conceal the structural beam	G3		\$1,133	\$1,133
PC172	Backcharge to BC08 contractor, install the walnut trim around the pocket door in the pantry (not installed by BC09)	K1		\$214	\$214
PC180	Change from bamboo base to walnut base in the auditorium room 231 vestibules	G3		\$1,508	\$1,508
PC181	Campus request to delete the glass privacy screen at all millwork desk	G3	\$544		(\$544)
Subtotal					\$3,473
TOTAL CHANGE ORDER # 01					\$3,473

CODE LEGEND

- A SITE COST, UNFORESEEN FIELD CONDITION
- B SITE COST, ERROR AND/OR OMISSION
- C SITE COST, DISTRICT ADDED OR DELETED/REDUCED SCOPE
- D SITE COST, AGENCY OR CODE REVISION
- E SITE COST, CONTRACTOR IMPACT TO ANOTHER CONTRACTOR
- F BUILDING COST, UNFORESEEN FIELD CONDITION
- G BUILDING COST, ERROR AND/OR OMISSION
- H BUILDING COST, DISTRICT ADDED OR DELETED/REDUCED SCOPE
- J BUILDING COST, AGENCY OR CODE REVISION
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- 3 ARCHITECT/ENGINEER GENERATED
- 4 DISTRICT GENERATED
- 5 INSPECTOR OR AGENCY GENERATED

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Capital Facilities Program Management

5823
Project Number

CO: 02

CHANGE ORDER

Original Contract Amount: \$1,940,700.00
Amount of Previous Contract Amendments: \$0.00
Amount of Previous Change Orders: \$17,560.00

DSA No.:

School Name:	<u>Crafton Hills College</u>	Date:	<u>10-Jan-11</u>
Project Description:	<u>Learning Resource Center</u>	Contract No.:	<u>CLRC01:09LJJ</u>
To (Contractor):	<u>Padua Glass Enterprise</u>	Attn:	<u>James Dorst</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 1-10-11 for			
Change Order No.	02	Item(s):	PC 134, 158, 181
TOTAL COST OF CHANGE ORDER	02		\$7,922.00
Reason for Change:			
Refer to attached Change Order No.	02	summary dated	01/10/11
Initiator of Change:			
Refer to attached Change Order No.	02	summary dated	01/10/11

The original Base Contract Sum was:	\$1,940,700.00
Net change by previous authorized Contract Amendment (s):	\$0.00
The revised BASE Contract Sum:	\$1,940,700.00
Net change by previous authorized Change Order(s):	\$17,560.00
The Contract Sum including previous authorized Change Orders:	\$1,958,260.00
The contract AMOUNT due to C.O. No. 02 will be increased by:	\$7,922.00
The revised Contract Amount, including this Change Order is, therefore:	\$1,966,182.00
The contract TIME due to C.O. No. 02 will be unchanged by:	calendar days.
The revised Contract Completion Date, including this Change Order is, therefore	unchanged
SBCCD Change Order # 02 Includes Item Number(s):	PC's 134, 158, 181

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 J. SANTANA</u>	Date	<u>01/20/11</u>
Consr. Mgr.:	<u>[Signature]</u>	Name (printed)	<u>C.J. VIOLA</u>	Date	<u>1-21-11</u>
District					
Contractor:	<u>[Signature]</u>	Name (printed)	<u>James J. Dorst</u>	Date	<u>1/21/11</u>

State of California - Division of the State Architect DSA Application No. XX File No. 36-C2
Approved _____ per Principal Structural Engineer: _____

Contract CLRC01:09 Padua Glass Enterprises

CHANGE ORDER NO. 02

REF.	DESCRIPTION OF ITEM	CODE	CREDIT	COST	BALANCE
PC134	Extend parapet on north elevation due to parapet framing extension as required to maintain the roofing warranty	F1		\$7,711	\$7,711
PC158	Deletion of privacy glass at millwork desk	H4	\$1,629		(\$1,629)
PC181	Operable window water testing	J1		\$1,840	\$1,840
Subtotal					\$7,922
TOTAL CHANGE ORDER # 02					\$7,922

CODE LEGEND

- A SITE COST, UNFORESEEN FIELD CONDITION
- B SITE COST, ERROR AND/OR OMISSION
- C SITE COST, DISTRICT ADDED OR DELETED/REDUCED SCOPE
- D SITE COST, AGENCY OR CODE REVISION
- E SITE COST, CONTRACTOR IMPACT TO ANOTHER CONTRACTOR
- F BUILDING COST, UNFORESEEN FIELD CONDITION
- G BUILDING COST, ERROR AND/OR OMISSION
- H BUILDING COST, DISTRICT ADDED OR DELETED/REDUCED SCOPE
- J BUILDING COST, AGENCY OR CODE REVISION
- K BUILDING COST, CONTRACTOR IMPACT TO ANOTHER CONTRACTOR
- L CONTRACT ADMINISTRATIVE ISSUE

* Note: "I" has been omitted not to be confused with "1"

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

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Capital Facilities Program Management

9823
Project Number

CO: 04

CHANGE ORDER

Original Contract Amount: \$2,850,000.00
Amount of Previous Contract Amendments: \$0.00
Amount of Previous Change Orders: \$176,973.00

DSA No.:

School Name:	<u>Crafton Hills College</u>	Date:	<u>10-Jan-11</u>
Project Description:	<u>Learning Resource Center</u>	Contract No.:	<u>CLRC01:19</u>
To (Contractor):	<u>Shanks Electric Corporation</u>	Attn:	<u>Forrest Shanks</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
<u>Description of Work:</u>			
Refer to attached Change Order summary dated 1/10/11 for			
Change Order No.	04	Item(s):	PC 106-110,114,133,153,189-192
TOTAL COST OF CHANGE ORDER	04		\$52,979.00
<u>Reason for Change:</u>			
Refer to attached Change Order No.	04	summary dated	01/10/11
<u>Initiator of Change:</u>			
Refer to attached Change Order No.	04	summary dated	01/10/11
The original Base Contract Sum was:			\$2,850,000.00
Net change by previous authorized Contract Amendment (s):			\$0.00
The revised BASE Contract Sum:			\$2,850,000.00
Net change by previous authorized Change Order(s):			\$176,973.00
The Contract Sum including previous authorized Change Orders:			\$3,026,973.00
The contract AMOUNT due to C.O. No. 04 will be increased by:			\$52,979.00
The revised Contract Amount, including this Change Order is, therefore:			\$3,079,952.00
The contract TIME due to C.O. No. 04 will be unchanged by:			calendar days
The revised Contract Completion Date, including this Change Order is, therefore:			unchanged
SBCCD Change Order #	04	includes Item Number(s)	PC 106-110,114,113,183-187,159-192

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

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

I have reviewed the figures submitted by the Contractor and they have been reviewed by the District, I believe this request is valid and recommend your approval for acceptance.			
	Signature	Name (printed)	Date
Architect:		JUAN J. SANTANA	1/24/11
Constr. Mgr.:		CVIOLA	1-25-11
District:			
Contractor:		Wanda L. RACE, (EO)	1/24/11
		Printed Name/Title	

State of California - Division of the State Architect DSA Application No. XX File No. 36-C2
Approved _____ per Principal Structural Engineer: _____

Contract CLRC01:19 Shanks Electric Corporation

CHANGE ORDER NO. 04

REF.	DESCRIPTION OF ITEM	CODE	CREDIT	COST	BALANCE
PC106	Relocating electrical devises per Architect direction in the Art Gallery after devises were installed per electrical layout. Revised to reflect a more aligned layout by	H3		\$1,812	\$1,812
PC107	Relocation of outlets in rooms 101, 102, 103, 104, 105 & 106, outlet relocations are due to furniture layout so that they are placed in more logical areas when furniture is placed	G3		\$956	\$956
PC108	Replace internal transformers in light fixtures with external remote transformers for rooms 226, 227, & 231.	F3		\$29,358	\$29,358
PC109	Providing additional 208V outlets and reconfiguring existing 120V outlets for copiers per Campus Request	H3		\$2,726	\$2,726
PC110	Controls for 30sec time delay for generator start up	G3		\$2,869	\$2,869
PC114	Provides cabling and powering of 14 street lights from the Infrastructure Packages projects. Power was not shown to be coordinated in both the Infrastructure packages of the LRC	G3		\$4,354	\$4,354
PC133	Relocation of electrical devises due to revised location of wall mounted marker boards at the Architects direction.	G3		\$3,643	\$3,643
PC188	Power and data requirements for AV bid package work	H3		\$2,582	\$2,582
PC189	Provide alternate RC1 fixtures on the Middle and Upper levels to avoid overhead obstructions	F1		\$3,180	\$3,180
PC190	Provide missing power and data for the podium in room 110 to function the AV equipment	G3		\$346	\$346
PC191	Provide missing power to the 2 air handler control panels on the roof	G3		\$420	\$420
PC192	Move an existing light pole on the access road to be in an area less prone to vehicle damage per Campus request	C3		\$733	\$733
	Subtotal				\$52,979
	TOTAL CHANGE ORDER # 04				\$52,979

CODE LEGEND

- A SITE COST, UNFORESEEN FIELD CONDITION
- B SITE COST, ERROR AND/OR OMISSION
- C SITE COST, DISTRICT ADDED OR DELETED/REDUCED SCOPE

- D SITE COST, AGENCY OR CODE REVISION
- E SITE COST, CONTRACTOR IMPACT TO ANOTHER CONTRACTOR
- F BUILDING COST, UNFORESEEN FIELD CONDITION
- G BUILDING COST, ERROR AND/OR OMISSION
- H BUILDING COST, DISTRICT ADDED OR DELETED/REDUCED SCOPE
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- K BUILDING COST, CONTRACTOR IMPACT TO ANOTHER CONTRACTOR
- L CONTRACT ADMINISTRATIVE ISSUE

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

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Capital Facilities Program Management

9623
Project Number

CO: 03

CHANGE ORDER

Original Contract Amount: \$1,349,000.00 ✓
Amount of Previous Contract Amendments: \$0.00
Amount of Previous Change Orders: \$15,896.00 ✓

DSA No.:

School Name:	<u>Crafton Hills College</u>	Date:	<u>10-Jan-11</u>
Project Description:	<u>Learning Resource Center</u>	Contract No.:	<u>CLRC01:06**</u>
To (Contractor):	<u>Western Bay Sheet Metal</u>	Attn:	<u>Roy Lozano</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
<u>Description of Work:</u>			
Refer to attached Change Order summary dated 1/10/11 for			
Change Order No.	03	Item(s):	PC 089,173,174,175,178,179 ✓
TOTAL COST OF CHANGE ORDER	03		\$20,191.00 ✓
<u>Reason for Change:</u>			
Refer to attached Change Order No.	03	summary dated	01/10/11
<u>Initiator of Change:</u>			
Refer to attached Change Order No.	03	summary dated	01/10/11
The original Base Contract Sum was:			\$1,349,000.00 ✓
Net change by previous authorized Contract Amendment (s):			\$0.00
The revised BASE Contract Sum:			\$1,349,000.00 ✓
Net change by previous authorized Change Order(s):			\$15,896.00 ✓
The Contract Sum including previous authorized Change Orders:			\$1,364,896.00 ✓
The contract AMOUNT due to C.O. No.	03	will be increased by:	\$20,191.00 ✓
The revised Contract Amount, including this Change Order is, therefore:			\$1,385,087.00 ✓
The contract TIME due to C.O. No.	03	will be unchanged by:	calendar days.
The revised Contract Completion Date, including this Change Order is, therefore			unchanged
SBCCD Change Order #	03	includes Item Number(s):	PC 089,173,174,175,178,179 ✓

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 herswith, 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:		JULIA S. VIOLA	1/21/11
Constr. Mgr.:		ROY LOZANO	1-21-11
District:			
Contractor:		ROY LOZANO / VICE PRESIDENT	1/21/11
		Printed Name/Title	

State of California - Division of the State Architect
Approved _____ per Principal Structural Engineer: _____
DSA Application No. XX File No. 36-C2

Contract CLRC01:06 Western Bay Sheet Metal

CHANGE ORDER NO. 03

REF.	DESCRIPTION OF ITEM	CODE	CREDIT	COST	BALANCE
PC089	Deletion of metal wall panels inside the generator enclosure	C4	\$5,734		(\$5,734)
PC173	Added flashings around building perimeter per ASI#31. Flashing was not shown on plan but required to prevent water tight conditions.	G3		\$10,195	\$10,195
PC174	Added flashing at clearstory windows to properly transition from a PVC roof to a self adhering membrane flashing	G3		\$4,100	\$4,100
PC175	Close gaps at metal wall panel to curtain wall channel with flashing so that air barrier can transition	G1		\$5,272	\$5,272
PC178	Added elevator access panel required by code but not shown at elevator #3 for emergency brake	J1		\$189	\$189
PC179	Added aluminum coping at Gallery Deck in lieu of the custom structural steel coping shown on the drawings	G2		\$6,169	\$6,169
	Subtotal				\$20,191
	TOTAL CHANGE ORDER # 03				\$20,191

CODE LEGEND

- A SITE COST, UNFORESEEN FIELD CONDITION
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- 4 DISTRICT GENERATED
- 5 INSPECTOR OR AGENCY GENERATED

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
 Capital Facilities Program Management

0023
 Project Number

CO:03

CHANGE ORDER

Original Contract Amount: \$1,145,147.00
 Amount of Previous Contract Amendments: \$43,847.00
 Amount of Previous Change Orders: \$85,782.00

DSA No.:

School Name:	<u>Crafton Hills College</u>	Date:	<u>20-Dec-10</u>
Project Description:	<u>Infrastructure Packages 2, 3, & 4</u>	Contract No.:	<u>INFRA234-01</u>
To (Contractor):	<u>L.D. Anderson, Inc.</u>	Attn:	<u>Lynne Young</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 12/20/10 for

Change Order No. CO:03 Item(s): PC 51, 52

TOTAL COST OF CHANGE ORDER CO:03 \$20,555.00

Reason for Change:

Refer to attached Change Order No. CO:03 summary dated 12/20/10

Initiator of Change:

Refer to attached Change Order No. CO:03 summary dated 12/20/10

The original Base Contract Sum was: \$1,145,147.00

Net change by previous authorized Contract Amendment (s): \$43,847.00

The revised BASE Contract Sum: \$1,108,004.00

Net change by previous authorized Change Order(s): \$85,782.00

The Contract Sum including previous authorized Change Orders: \$1,274,747.00

The contract AMOUNT due to C.O. No. CO:03 will be increased by: \$20,555.00

The revised Contract Amount, including this Change Order is, therefore: \$1,301,302.00

The contract TIME due to C.O. No. CO:03 will be unchanged by: _____ calendar days.

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

SBCCCD Change Order # CO:03 Includes Item Number(s): PC 51, 52

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:		Justin J. Santanna	1/26/11
Constr. Mgr.:		CS Viola	1-27-11
District:			
Contractor:		Lynne Young / Project Mgr.	1/27/2011

State of California - Division of the State Architect DSA Application No. _____ File No. _____

Approved _____ per Principal Structural Engineer: _____

Contract INFA234-01: L.D Anderson, Inc.

CHANGE ORDER NO. 03

REF.	DESCRIPTION OF ITEM	CODE	CREDIT	COST	BALANCE	Project Cost Allocation		
						Pckg 2	Pckg 3	Pckg 4
PC051	Additional grading required to balance infrastructure work and the LRC work.	A2		\$34,721	\$34,721			34,721
PC052	Credits for grading at living wall and unused reduced headers not used at AC paving	A2		(\$8,166)	(\$8,166)		-8166	
Subtotal					\$26,555	\$0	(\$8,166)	\$34,721
TOTAL CHANGE ORDER # 03					\$26,555			

CODE LEGEND

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- B SITE COST, ERROR AND/OR OMISSION
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9523
Project Number

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Capital Facilities Program Management

CO:04

CHANGE ORDER

Original Contract Amount: \$1,623,600.00
Amount of Previous Contract Amendments:
Amount of Previous Change Orders: \$25,959.00

DSA No.

School Name:	<u>Crafton Hills College</u>	Date:	<u>10-Jan-11</u>
Project Description:	<u>Infrastructure Packages 2, 3, & 4</u>	Contract No.:	<u>INFRA234-06</u>
To (Contractor):	<u>Sierra Landscape Company</u>	Attn:	<u>Randy Mitchell</u>

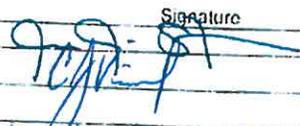
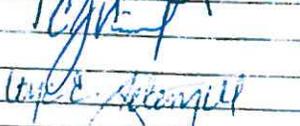
You are hereby directed to make the following changes in the above reference contract for

Item No.:	Refer to attachments	Reference RFP No.:	N/A
Description of Work:	Refer to attached Change Order summary dated 1/10/11 for		
Change Order No.	CO:04	Item(s):	PC 47,48,49,50
TOTAL COST OF CHANGE ORDER	CO:04		\$9,756.00
Reason for Change:	Refer to attached Change Order No. CO:04 summary dated 01/10/11		
Initiator of Change	Refer to attached Change Order No. CO:04 summary dated 01/10/11		
The original Base Contract Sum was:			\$1,623,600.00
Net change by previous authorized Contract Amendment (s)			\$0.00
The revised BASE Contract Sum:			\$1,623,600.00
Net change by previous authorized Change Order(s):			\$25,959.00
The Contract Sum including previous authorized Change Orders			\$1,649,559.00
The contract AMOUNT due to C.O. No. CO:04 will be increased by			\$9,756.00
The revised Contract Amount including this Change Order is, therefore			\$1,659,315.00
The contract TIME due to C.O. No. CO:04 will be unchanged by		0	calendar days
The revised Contract Completion Date including this Change Order is, therefore			unchanged
SBCCD Change Order # CO:04 includes Item Number(s)			PC 47,48,49,50

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	1/24/11
Constr. Mgr:		Name (printed)	CJ VIOLA	Date	1-25-11
District:		Name (printed)		Date	
Contractor:		Name (printed)	LOUIE E. PELOUSE	Date	1/25/11

State of California - Division of the State Architect

DSA Application No. XX

File No. 36-C2

Approved

per Principal Structural Engineer

Contract INFA234-06: Sierra Landscape Company, Inc.

CHANGE ORDER NO. 04

REF	DESCRIPTION OF ITEM	CODE	CREDIT	COST	BALANCE	Project Cost Allocation		
						Pckg 2	Pckg 3	Pckg 4
PC047	Campus request for 2 rainmaster irrigation controllers	C4		\$2,980	\$2,980		\$2,980	
PC048	Campus request to connect an existing/abandoned catch basin to the new storm drain to better drain the PAC Terrace	C4		\$1,031	\$1,031			\$1,031
PC049	Provide additional tree protection root barriers for 6 trees. This was required because the utility corridor trench was widened in this area and the trees needed the protection to remain in place and for overall health.	C4		\$1,155	\$1,155		\$1,155	
PC050	Irrigation revisions per ASI#29 at the Living Wall, including turf and planting revisions	H4		\$4,590	\$4,590			\$4,590
Subtotal					\$9,756	\$0	\$4,135	\$5,621
TOTAL CHANGE ORDER # 04					\$9,756			

CODE LEGEND

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SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Capital Facilities Program Management

3347A4
Project Number

NH-BC18-CO2

CHANGE ORDER

Original Contract Amount: **\$1,247,000.00**
 Amount of Previous Contract Amendments: **\$0.00**
 Amount of Previous Change Orders: **\$111,367.00**

DSA No.:
NH-BC18-CO2

School Name:	San Bernardino Valley College	Date:	3-Jan-11
Project Description:	New North Hall Replacement Building	Contract No.:	Bid Category 18
To (Contractor):	Arrowhead Mechanical	Attn:	

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

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

Description of Work:

Refer to attached Change Order summary dated 1/3/11 for:
Change Order No. NH-BC18-CO2 Item(s): 2.1 to 2.4
TOTAL COST OF CHANGE ORDER NH-BC18-CO2 \$1,369.00

Reason for Change:

Refer to attached Change Order No. NH-BC18-CO2 summary dated 1/3/11

Initiator of Change:

Refer to attached Change Order No. NH-BC18-CO2 summary dated 3-Jan-11

The original Base Contract Sum was:	\$1,247,000.00
Net change by previous authorized Contract Amendment (s):	\$0.00
The revised BASE Contract Sum:	\$1,247,000.00
Net change by previous authorized Change Order(s):	\$111,367.00
The Contract Sum including previous authorized Change Orders:	\$1,358,367.00
The contract AMOUNT due to C.O. No. NH-BC18-CO2 will be decreased ^{increased} by:	\$1,369.00
The revised Contract Amount, including this Change Order is, therefore:	\$1,359,736.00

The contract TIME due to C.O. No. **NH-BC18-CO2** will be **unchanged** by: **0** calendar days.

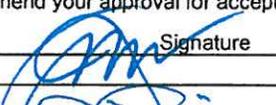
The revised Contract Completion Date, including this Change Order is, therefore **unchanged**

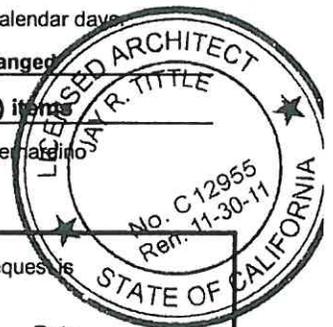
SBCCD Change Order # **NH-BC18-CO2** includes Item Number(s): **Four (4) items**

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

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

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

Architect:		Name (printed)	Jay R. Tittle, C-12955	Date	1/3/2011
Constr. Mgr.:		Name (printed)	Steve Worley	Date	01/12/11
District:		Name (printed)	Mr. Charlie Ng, Interim Vice Chancellor Fiscal Services		
Contractor:		Name (printed)	Robert Garcia	Date	1/12/11



CHANGE ORDER NO.

NH-BC18-CO2

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
Item 2.1	Flashing had to placed in completed walls for duct penetrations due to coordination issues between BC10 & BC18. (Backcharge) PC70	K1			(\$592.00)	(\$592.00)
Item 2.2	During the painting, the painter hit one of the large diffusers in the MAC which required the fabrication and installation of a new diffuser. (Backcharge) PC73	K1			\$973.00	\$973.00
Item 2.3	Janitor's Closet NH116 is located at the base of a vertical duct shaft for the building. The original drawings did not indicate a ceiling in the room. To provide the required fire rating for the shaft, a ceiling is required. PC74, PD87	G3			\$1,214.00	\$1,214.00
Item 2.4	BC18 damaged ceilings tiles which were repaired by BC12. (Backcharge) PC108	K1			(\$226.00)	(\$226.00)
	Subtotal					\$1,369.00
	TOTAL CHANGE ORDER #	NH-BC18-CO2				\$1,369.00

CODE LEGEND

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

NH-BC10-CO8

CHANGE ORDER

Original Contract Amount: **\$1,945,585.00**
 Amount of Previous Contract Amendments: **\$0.00**
 Amount of Previous Change Orders: **\$21,116.00**

DSA No.:
NH-BC10-CO8

School Name:	<u>San Bernardino Valley College</u>	Date:	<u>01/03/11</u>
Project Description:	<u>New North Hall Replacement Building</u>	Contract No.:	<u>Bid Category 10</u>
To (Contractor):	<u>Caston Plastering</u>	Attn:	

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

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

Description of Work:

Refer to attached Change Order summary dated 01/03/11 for
Change Order No. NH-BC10-CO8 Item(s): 8.1
TOTAL COST OF CHANGE ORDER NH-BC10-CO8 \$10,510.00

Reason for Change:

Refer to attached Change Order No. NH-BC10-CO8 summary dated 1/3/11

Initiator of Change:

Refer to attached Change Order No. NH-BC10-CO8 summary dated 01/03/11

The original Base Contract Sum was:	<u>\$1,945,585.00</u>
Net change by previous authorized Contract Amendment (s):	<u>\$0.00</u>
The revised BASE Contract Sum:	<u>\$1,945,585.00</u>
Net change by previous authorized Change Order(s):	<u>\$21,116.00</u>
The Contract Sum including previous authorized Change Orders:	<u>\$1,966,701.00</u>
The contract AMOUNT due to c.o. No. NH-BC10-CO8 will be increased by:	<u>\$10,510.00</u>
The revised Contract Amount, including this Change Order is, therefore:	<u>\$1,977,211.00</u>
The contract TIME due to c.o. No. NH-BC10-CO8 will be unchanged by: <u>0</u> calendar days.	

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

SBCCD Change Order # NH-BC10-CO8 includes Item Number(s): Two (2) items

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

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

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

Architect:	<u>[Signature]</u>	Name (printed)	<u>Jay R. Tittle</u>
Constr. Mgr.:	<u>[Signature]</u>		<u>Steve Worley</u>
District:	<u>[Signature]</u>		<u>JIMMY RIGORDAN, PM 01/12/11</u>
Contractor:	<u>[Signature]</u>		<u>GREG MALACHOWSKI 1/7/11</u>



CHANGE ORDER NO.

NH-BC10-CO8

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
Item 8.1	Premium time PC141	H4			\$7,403.00	\$7,403.00
Item 8.2	Steel contractor mis-aligned the bent plate which required additional work by the concrete contractor. (Backcharge) PC144R	K1			\$3,107.00	\$3,107.00
Subtotal						\$10,510.00
TOTAL CHANGE ORDER #		NH-BC10-CO8				\$10,510.00

CODE LEGEND

- A SITE COST, UNFORESEEN FIELD CONDITION
- B SITE COST, ERROR AND/OR OMISSION
- C SITE COST, DISTRICT ADDED OR DELETED/REDUCED SCOPE
- D SITE COST, AGENCY OR CODE REVISION
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- 4 DISTRICT GENERATED
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3347A4
Project Number

NH-BC3-CO10

CHANGE ORDER

Original Contract Amount: **\$2,434,395.00**
 Amount of Previous Contract Amendments: **\$46,410.00**
 Amount of Previous Change Orders: **\$210,860.00**

DSA No.:
NH-BC3-CO10

School Name:	<u>San Bernardino Valley College</u>	Date:	<u>01/03/11</u>
Project Description:	<u>New North Hall Replacement Building</u>	Contract No.:	<u>Bid Category 3</u>
To (Contractor):	<u>Devries Construction</u>	Attn:	

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

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

Description of Work:

Refer to attached Change Order summary dated 01/03/11 for:
 Change Order No. **NH-BC3-CO10** Item(s): 10.1

TOTAL COST OF CHANGE ORDER NH-BC3-CO10 \$10,804.00

Reason for Change:

Refer to attached Change Order No. NH-BC3-CO10 summary dated 1/3/11

Initiator of Change:

Refer to attached Change Order No. NH-BC3-CO10 summary dated 01/03/11

The original Base Contract Sum was:	<u>\$2,434,395.00</u>
Net change by previous authorized Contract Amendment (s):	<u>\$46,410.00</u>
The revised BASE Contract Sum:	<u>\$2,480,805.00</u>
Net change by previous authorized Change Order(s):	<u>\$210,860.00</u>
The Contract Sum including previous authorized Change Orders:	<u>\$2,691,665.00</u>
The contract AMOUNT due to C.O. No. NH-BC3-CO10 will be increased by:	<u>\$10,804.00</u>
The revised Contract Amount, including this Change Order is, therefore:	<u>\$2,702,469.00</u>

The contract TIME due to C.O. No. **NH-BC3-CO10** will be **unchanged** by: 0 calendar days

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

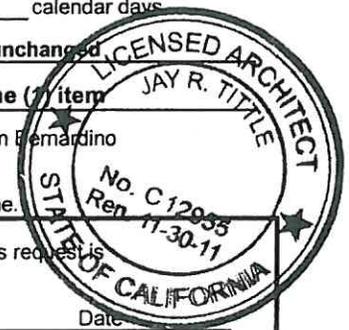
SBCCD Change Order # **NH-BC3-CO10** includes Item Number(s): **One (1) item**

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

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

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

Architect:	<u>[Signature]</u> Signature	<u>Jay R. Tittle, C-12955</u> Name (printed)	<u>1/3/2011</u> Date
Constr. Mgr.:	<u>[Signature]</u>	<u>Steve Worley Jimmy Rios, PM</u>	<u>01/12/11</u>
District:		<u>Mr. Charlie Ng, Interim Vice Chancellor Fiscal Services</u>	
Contractor:	<u>[Signature]</u>	<u>Javier Mendoc</u> Printed Name/Title	<u>1-5-11</u>



State of California - Division of the State Architect DSA Application No. **04-109147** File No. **36-C2**

Approved _____ per Principal Structural Engineer: _____

CHANGE ORDER NO.

NH-BC3-CO10

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
Item 10.1	Steel contractor mis-aligned the bent plate which required additional work by the concrete contractor. (Backcharge) PC143R	K1			\$10,804.00	\$10,804.00
	Subtotal					\$10,804.00
	TOTAL CHANGE ORDER #				NH-BC3-CO10	\$10,804.00

CODE LEGEND

- A SITE COST, UNFORESEEN FIELD CONDITION
- B SITE COST, ERROR AND/OR OMISSION
- C SITE COST, DISTRICT ADDED OR DELETED/REDUCED SCOPE
- D SITE COST, AGENCY OR CODE REVISION
- E SITE COST, CONTRACTOR IMPACT TO ANOTHER CONTRACTOR
- F BUILDING COST, UNFORESEEN FIELD CONDITION
- G BUILDING COST, ERROR AND/OR OMISSION
- H BUILDING COST, DISTRICT ADDED OR DELETED/REDUCED SCOPE
- J BUILDING COST, AGENCY OR CODE REVISION
- K BUILDING COST, CONTRACTOR IMPACT TO ANOTHER CONTRACTOR
- L CONTRACT ADMINISTRATIVE ISSUE

* Note: "I" has been omitted not to be confused with "1"

- 1 CONTRACTOR GENERATED
- 2 CONSTRUCTION MANAGER GENERATED
- 3 ARCHITECT/ENGINEER GENERATED
- 4 DISTRICT GENERATED
- 5 INSPECTOR OR AGENCY GENERATED

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

3347A4
Project Number

Capital Facilities Program Management

NH-BC8-CO4

CHANGE ORDER

Original Contract Amount: **\$411,740.00**
 Amount of Previous Contract Amendments: **\$0.00**
 Amount of Previous Change Orders: **\$3,524.00**

DSA No.:
NH-BC8-CO4

School Name:	<u>San Bernardino Valley College</u>	Date:	<u>3-Jan-11</u>
Project Description:	<u>New North Hall Replacement Building</u>	Contract No.:	<u>Bid Category 8</u>
To (Contractor):	<u>Montgomery Hardware</u>	Attn:	

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

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

<u>Description of Work:</u>			
Refer to attached Change Order summary dated		1/3/11 for:	
Change Order No.	NH-BC8-CO4	Item(s):	4.1
TOTAL COST OF CHANGE ORDER	NH-BC8-CO4		\$2,461.00
<u>Reason for Change:</u>			
Refer to attached Change Order No.	NH-BC8-CO4	summary dated	1/3/11
<u>Initiator of Change:</u>			
Refer to attached Change Order No.	NH-BC8-CO4	summary dated	1/3/11

The original Base Contract Sum was:	<u>\$411,740.00</u>
Net change by previous authorized Contract Amendment (s):	<u>\$0.00</u>
The revised BASE Contract Sum:	<u>\$411,740.00</u>
Net change by previous authorized Change Order(s):	<u>\$3,524.00</u>
The Contract Sum including previous authorized Change Orders:	<u>\$415,264.00</u>
The contract AMOUNT due to C.O. No. NH-BC8-CO4 will be increased by:	<u>\$2,461.00</u>
The revised Contract Amount, including this Change Order is, therefore:	<u>\$417,725.00</u>
The contract TIME due to C.O. No. NH-BC8-CO4 will be unchanged by: <u>0</u> calendar days.	

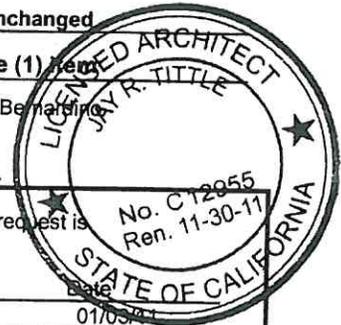
The revised Contract Completion Date, including this Change Order is, therefore unchanged
 SBCCD Change Order # **NH-BC8-CO4** includes Item Number(s): One (1) Item

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

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

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

Architect:	<u>[Signature]</u> Signature	Name (printed)	<u>Jay R. Tittle, C-12955</u>
Constr. Mgr.:	<u>[Signature]</u>		<u>Steve Worley</u>
District:	<u>[Signature]</u>		<u>JIMMY RIORDAN, PM 01/12/11</u>
Contractor:	<u>[Signature]</u>		<u>Denise M. Wilson, Executive V.P./Corp. Secretary</u>



State of California - Division of the State Architect

DSA Application No. **04-109147**

File No. **36-C2**

Approved _____

per Principal Structural Engineer: _____

CHANGE ORDER NO.

NH-BC8-CO4

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
Item 4.1	Premium time PC140	F2			\$2,461.00	\$2,461.00
Subtotal						\$2,461.00
TOTAL CHANGE ORDER #		NH-BC8-CO4				\$2,461.00

CODE LEGEND

- A SITE COST, UNFORESEEN FIELD CONDITION
- B SITE COST, ERROR AND/OR OMISSION
- C SITE COST, DISTRICT ADDED OR DELETED/REDUCED SCOPE
- D SITE COST, AGENCY OR CODE REVISION
- E SITE COST, CONTRACTOR IMPACT TO ANOTHER CONTRACTOR
- F BUILDING COST, UNFORESEEN FIELD CONDITION
- G BUILDING COST, ERROR AND/OR OMISSION
- H BUILDING COST, DISTRICT ADDED OR DELETED/REDUCED SCOPE
- J BUILDING COST, AGENCY OR CODE REVISION
- K BUILDING COST, CONTRACTOR IMPACT TO ANOTHER CONTRACTOR
- L CONTRACT ADMINISTRATIVE ISSUE

* Note: "l" has been omitted not to be confused with "1"

- 1 CONTRACTOR GENERATED
- 2 CONSTRUCTION MANAGER GENERATED
- 3 ARCHITECT/ENGINEER GENERATED
- 4 DISTRICT GENERATED
- 5 INSPECTOR OR AGENCY GENERATED

3347A4
Project Number

CS-BC4-CO4

CHANGE ORDER

Original Contract Amount: **\$3,398,000.00**
 Amount of Previous Contract Amendments: **\$0.00**
 Amount of Previous Change Orders: **\$132,495.00**

DSA No.:
CS-BC4-CO4

School Name:	<u>San Bernardino Valley College</u>	Date:	<u>3-Jan-11</u>
Project Description:	<u>New Chemistry & Physical Science Building</u>	Contract No.:	<u>Bid Category 4</u>
To (Contractor):	<u>ACSS</u>	Attn:	<u></u>

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

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

Description of Work:
Refer to attached Change Order summary dated 1/3/11 for
Change Order No. CS-BC4-CO4 Item(s): 4.1
TOTAL COST OF CHANGE ORDER CS-BC4-CO4 \$6,243.00

Reason for Change:
Refer to attached Change Order No. CS-BC4-CO4 summary dated 1/3/11

Initiator of Change:
Refer to attached Change Order No. CS-BC4-CO4 summary dated 1/3/11

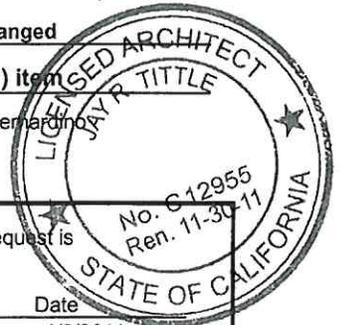
The original Base Contract Sum was:	<u>\$3,398,000.00</u>
Net change by previous authorized Contract Amendment (s):	<u>\$0.00</u>
The revised BASE Contract Sum:	<u>\$3,398,000.00</u>
Net change by previous authorized Change Order(s):	<u>\$132,495.00</u>
The Contract Sum including previous authorized Change Orders:	<u>\$3,530,495.00</u>
The contract AMOUNT due to C.O. No. CS-BC4-CO4 will be increased by:	<u>\$6,243.00</u>
The revised Contract Amount, including this Change Order is, therefore:	<u>\$3,536,738.00</u>
The contract TIME due to C.O. No. CS-BC4-CO4 will be unchanged by: <u>0</u> calendar days.	

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

SBCCD Change Order # **CS-BC4-CO4** includes Item Number(s): **One (1) item**

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

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



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

Architect:	<u>[Signature]</u> Signature	<u>Jay R. Tittle, C-12955</u> Name (printed)	<u>1/3/2011</u> Date
Constr. Mgr.:	<u>[Signature]</u>	<u>Steve Werley</u> <u>JIMMY RIGGAN, PM</u>	<u>01/12/11</u>
District:		<u>Mr. Charlie Ng, Interim Vice Chancellor Fiscal Services</u>	
Contractor:	<u>[Signature]</u>	<u>Kevin Charwesky</u> <u>President</u>	<u>1/12/11</u>

State of California - Division of the State Architect DSA Application No. 04-109148 File No. 36-C2

Approved _____ per Principal Structural Engineer: _____

CHANGE ORDER NO.

CS-BC4-CO4

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
Item 4.1	In the original design at the thrid floor near the elevator, a 42" high fence and gate were provided to prevent access to the roof area at that level. The campus requested a full height gate and enclosure to provide more secure access.	H4				
	PD74, PC57				\$6,243.00	\$6,243.00
	Subtotal					\$6,243.00
	TOTAL CHANGE ORDER #	CS-BC4-CO4				\$6,243.00

CODE LEGEND

- A SITE COST, UNFORESEEN FIELD CONDITION
- B SITE COST, ERROR AND/OR OMISSION
- C SITE COST, DISTRICT ADDED OR DELETED/REDUCED SCOPE
- D SITE COST, AGENCY OR CODE REVISION
- E SITE COST, CONTRACTOR IMPACT TO ANOTHER CONTRACTOR
- F BUILDING COST, UNFORESEEN FIELD CONDITION
- G BUILDING COST, ERROR AND/OR OMISSION
- H BUILDING COST, DISTRICT ADDED OR DELETED/REDUCED SCOPE
- J BUILDING COST, AGENCY OR CODE REVISION
- K BUILDING COST, CONTRACTOR IMPACT TO ANOTHER CONTRACTOR
- L CONTRACT ADMINISTRATIVE ISSUE

* Note: "I" has been omitted not to be confused with "1"

- 1 CONTRACTOR GENERATED
- 2 CONSTRUCTION MANAGER GENERATED
- 3 ARCHITECT/ENGINEER GENERATED
- 4 DISTRICT GENERATED
- 5 INSPECTOR OR AGENCY GENERATED

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Capital Facilities Program Management

3347A4
Project Number

CS-BC18-CO6

CHANGE ORDER

Original Contract Amount: **\$3,347,000.00**
Amount of Previous Contract Amendments: **\$11,979.00**
Amount of Previous Change Orders: **\$151,199.00**

DSA No.:
CS-BC18-CO6

School Name:	<u>San Bernardino Valley College</u>	Date:	<u>03-Jan-11</u>
Project Description:	<u>New Chemistry & Physical Science Building</u>	Contract No.:	<u>Bid Category 18</u>
To (Contractor):	<u>Couts Heating & Cooling</u>	Attn:	

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

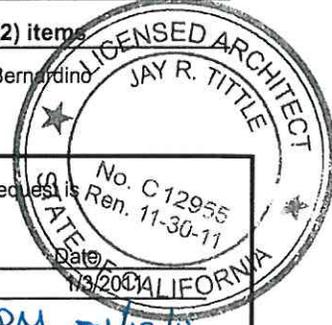
Item No.:	Refer to attachments	Reference RFP No.:	N/A
Description of Work:	Refer to attached Change Order summary dated 1/3/11 for Change Order No. CS-BC18-CO6 Item(s) 6.1		
TOTAL COST OF CHANGE ORDER	CS-BC18-CO6		\$70,199.00
Reason for Change:	Refer to attached Change Order No. CS-BC18-CO6 summary dated 1/3/11		
Initiator of Change:	Refer to attached Change Order No. CS-BC18-CO6 summary dated 01/03/11		
The original Base Contract Sum was:			<u>\$3,347,000.00</u>
Net change by previous authorized Contract Amendment (s):			<u>\$11,979.00</u>
The revised BASE Contract Sum:			<u>\$3,358,979.00</u>
Net change by previous authorized Change Order(s):			<u>\$151,199.00</u>
The Contract Sum including previous authorized Change Orders:			<u>\$3,510,178.00</u>
The contract AMOUNT due to C.O. No. CS-BC18-CO6 will be increased by:			<u>\$70,199.00</u>
The revised Contract Amount, including this change order is, therefore:			<u>\$3,580,377.00</u>
The contract TIME due to C.O. No. CS-BC18-CO6 will be unchanged by:	<u>0</u>	calendar days.	
The revised Contract Completion Date, including this Change Order is, therefore			<u>unchanged</u>
SBCCD Change Order # CS-BC18-CO6 includes Item Number(s):			<u>Two (2) items</u>

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

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

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

Architect:	<u>[Signature]</u>	Name (printed)	<u>Jay R. Tittle, C-12955</u>
Constr. Mgr.:	<u>[Signature]</u>		<u>Steve Worley Jimmy Rios, PM 01/12/11</u>
District:			<u>Mr. Charlie Ng, Interim Vice Chancellor Fiscal Services</u>
Contractor:	<u>[Signature]</u>		<u>Conny Miller, Project Manager 1/7</u>



State of California - Division of the State Architect
Approved _____ per Principal Structural Engineer: _____
DSA Application No. 04-109148 File No. 36-C2

CHANGE ORDER NO.

CS-BC18-CO6

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
Item 6.1	LEED Certification credit EQ2: Increased ventilation required changing a few diffusers and controls.					
		H4			\$3,179.00	\$3,179.00
	PD94, PC79					
Item 6.2	Campus request for LEED Certification credit IQ3.1: Construction Air Quality management					
		H4			\$67,020.00	\$67,020.00
	PD70, PC64					
	Subtotal					\$70,199.00
	TOTAL CHANGE ORDER #				CS-BC18-CO6	\$70,199.00

CODE LEGEND

- A SITE COST, UNFORESEEN FIELD CONDITION
- B SITE COST, ERROR AND/OR OMISSION
- C SITE COST, DISTRICT ADDED OR DELETED/REDUCED SCOPE
- D SITE COST, AGENCY OR CODE REVISION
- E SITE COST, CONTRACTOR IMPACT TO ANOTHER CONTRACTOR
- F BUILDING COST, UNFORESEEN FIELD CONDITION
- G BUILDING COST, ERROR AND/OR OMISSION
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- L CONTRACT ADMINISTRATIVE ISSUE

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- 1 CONTRACTOR GENERATED
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3347A4
Project Number

CS-BC14-CO4

CHANGE ORDER

Original Contract Amount: \$683,000.00
Amount of Previous Contract Amendments: \$0.00
Amount of Previous Change Orders: \$3,788.00

DSA No.:
CS-BC14-CO4

School Name:	<u>San Bernardino Valley College</u>	Date:	<u>01/03/11</u>
Project Description:	<u>New Chemistry & Physical Science Building</u>	Contract No.:	<u>Bid Category 14</u>
To (Contractor):	<u>Inland Building Construction Company</u>	Attn:	

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

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

Description of Work:

**Refer to attached Change Order summary dated 01/03/11 for:
Change Order No. CS-BC14-CO4 Item(s): 4.1**

TOTAL COST OF CHANGE ORDER CS-BC14-CO4 \$779.00

Reason for Change:

Refer to attached Change Order No. CS-BC14-CO4 summary dated 1/3/11

Initiator of Change:

Refer to attached Change Order No. CS-BC14-CO4 summary dated 01/03/11

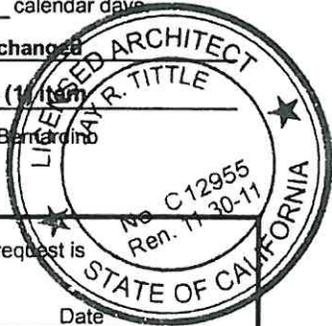
The original Base Contract Sum was:	\$683,000.00
Net change by previous authorized Contract Amendment (s):	\$0.00
The revised BASE Contract Sum:	\$683,000.00
Net change by previous authorized Change Order(s):	\$3,788.00
The Contract Sum including previous authorized Change Orders:	\$686,788.00
The contract AMOUNT due to C.O. No. CS-BC14-CO4 will be increased by:	\$779.00
The revised Contract Amount, including this change order is, therefore:	\$687,567.00
The contract TIME due to C.O. No. CS-BC14-CO4 will be unchanged by:	0 calendar days
The revised Contract Completion Date, including this Change Order is, therefore	unchanged

SBCCD Change Order # **CS-BC14-CO4** includes Item Number(s): **One (1) item**

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

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

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



Architect:	<u>[Signature]</u> Signature	Name (printed)	Jay R. Tittle, C-12955	Date	1/3/2011
Constr. Mgr.:	<u>[Signature]</u>	Name (printed)	Steve Worley - Jimmy Riosan, PM	Date	01/12/11
District:		Name (printed)	Mr. Charlie Ng, Interim Vice Chancellor Fiscal Services		
Contractor:	<u>[Signature]</u>	Name (printed)	[Signature] PM		

CHANGE ORDER NO.

CS-BC14-CO4

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
Item 4.1	Concrete floor patching to provide proper substrate required for floor tile installation (Backcharge) PC78	K1			\$779.00	\$779.00
						\$0.00
	Subtotal					\$779.00
	TOTAL CHANGE ORDER #	CS-BC14-CO4				\$779.00

CODE LEGEND

- A SITE COST, UNFORESEEN FIELD CONDITION
- B SITE COST, ERROR AND/OR OMISSION
- C SITE COST, DISTRICT ADDED OR DELETED/REDUCED SCOPE
- D SITE COST, AGENCY OR CODE REVISION
- E SITE COST, CONTRACTOR IMPACT TO ANOTHER CONTRACTOR
- F BUILDING COST, UNFORESEEN FIELD CONDITION
- G BUILDING COST, ERROR AND/OR OMISSION
- H BUILDING COST, DISTRICT ADDED OR DELETED/REDUCED SCOPE
- J BUILDING COST, AGENCY OR CODE REVISION
- K BUILDING COST, CONTRACTOR IMPACT TO ANOTHER CONTRACTOR
- L CONTRACT ADMINISTRATIVE ISSUE

* Note: "I" has been omitted not to be confused with "1"

- 1 CONTRACTOR GENERATED
- 2 CONSTRUCTION MANAGER GENERATED
- 3 ARCHITECT/ENGINEER GENERATED
- 4 DISTRICT GENERATED
- 5 INSPECTOR OR AGENCY GENERATED

3347A4
Project Number

CS-BC9-CO3

CHANGE ORDER

Original Contract Amount: \$443,600.00
Amount of Previous Contract Amendments: \$0.00
Amount of Previous Change Orders: \$2,805.00

DSA No.:
CS-BC9-CO3

School Name:	<u>San Bernardino Valley College</u>	Date:	<u>3-Jan-11</u>
Project Description:	<u>New Chemistry & Physical Science Building</u>	Contract No.:	<u>Bid Category 9</u>
To (Contractor):	<u>Perfection Glass Inc.</u>	Attn:	

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

Item No.:	Refer to attachments	Reference RFP No.:	N/A
Description of Work:	Refer to attached Change Order summary dated 1/3/11 for:		
Change Order No.	CS-BC9-CO3	Item(s):	3.1
TOTAL COST OF CHANGE ORDER	CS-BC9-CO3		\$1,651.00
Reason for Change:	Refer to attached Change Order No. CS-BC9-CO3 summary dated 1/3/11		
Initiator of Change:	Refer to attached Change Order No. CS-BC9-CO3 summary dated 01/03/11		

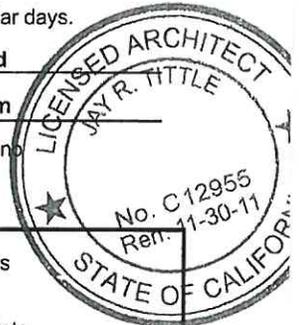
The original Base Contract Sum was:	\$443,600.00
Net change by previous authorized Contract Amendment (s):	\$0.00
The revised BASE Contract Sum:	\$443,600.00
Net change by previous authorized Change Order(s):	\$2,805.00
The Contract Sum including previous authorized Change Orders:	\$446,405.00
The contract AMOUNT due to C.O. No. CS-BC9-CO3 will be increased by:	\$1,651.00
The revised Contract Amount, including this Change Order is, therefore:	\$448,056.00
The contract TIME due to C.O. No. CS-BC9-CO3 will be unchanged by: <u>0</u> calendar days.	
The revised Contract Completion Date, including this Change Order is, therefore	unchanged
SBCCD Change Order # CS-BC9-CO3 includes Item Number(s):	One (1) item

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

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

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

Architect:	<u>[Signature]</u> Signature	Name (printed)	Date
Constr. Mgr.:	<u>[Signature]</u>	<u>Steve Worley</u>	<u>1/3/2011</u>
District:		<u>JIMMY P. JORDAN, PM</u>	<u>01/12/11</u>
Contractor:	<u>[Signature]</u>	<u>Mr. Charlie Ng, Interim Vice Chancellor Fiscal Services</u>	
		<u>JEREMY PAGAN</u>	<u>1/19/11</u>
		Printed Name/Title	



State of California - Division of the State Architect
Approved _____ per Principal Structural Engineer: _____

DSA Application No. 04-109148 File No. 36-C2

CHANGE ORDER NO.

CS-BC9-CO3

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
Item 3.1	Provide alucobond panels in lower section of storefront at Food Service Area in place of spandrel glass PD80, PC77	H4			\$1,651.00	\$1,651.00
	Subtotal					\$1,651.00
	TOTAL CHANGE ORDER #	CS-BC9-CO3				\$1,651.00

CODE LEGEND

- A SITE COST, UNFORESEEN FIELD CONDITION
- B SITE COST, ERROR AND/OR OMISSION
- C SITE COST, DISTRICT ADDED OR DELETED/REDUCED SCOPE
- D SITE COST, AGENCY OR CODE REVISION
- E SITE COST, CONTRACTOR IMPACT TO ANOTHER CONTRACTOR
- F BUILDING COST, UNFORESEEN FIELD CONDITION
- G BUILDING COST, ERROR AND/OR OMISSION
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- L CONTRACT ADMINISTRATIVE ISSUE

* Note: "I" has been omitted not to be confused with "1"

- 1 CONTRACTOR GENERATED
- 2 CONSTRUCTION MANAGER GENERATED
- 3 ARCHITECT/ENGINEER GENERATED
- 4 DISTRICT GENERATED
- 5 INSPECTOR OR AGENCY GENERATED

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

Capital Facilities Program Management

3347A4
Project Number

CS-BC3-CO2

CHANGE ORDER

Original Contract Amount: **\$2,409,000.00**
 Amount of Previous Contract Amendments: **\$32,773.00**
 Amount of Previous Change Orders: **\$61,536.00**

DSA No.:
CS-BC3-CO2

School Name:	<u>San Bernardino Valley College</u>	Date:	<u>3-Jan-11</u>
Project Description:	<u>New Chemistry & Physical Science Building</u>	Contract No.:	<u>Bid Category 3</u>
To (Contractor):	<u>RC Construction</u>	Attn:	

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

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

Description of Work:

Refer to attached Change Order summary dated 1/3/11 for
Change Order No. CS-BC3-CO2 Item(s): 2.1

TOTAL COST OF CHANGE ORDER CS-BC3-CO2 (\$779.00)

Reason for Change:

Refer to attached Change Order No. CS-BC3-CO2 summary dated 1/3/11

Initiator of Change:

Refer to attached Change Order No. CS-BC3-CO2 summary dated 1/3/11

The original Base Contract Sum was:	<u>\$2,409,000.00</u>
Net change by previous authorized Contract Amendment (s):	<u>\$32,773.00</u>
The revised BASE Contract Sum:	<u>\$2,441,773.00</u>
Net change by previous authorized Change Order(s):	<u>\$61,536.00</u>
The Contract Sum including previous authorized Change Orders:	<u>\$2,503,309.00</u>
The contract AMOUNT due to C.O. No. CS-BC3-CO2 will be decreased by:	<u>(\$779.00)</u>
The revised Contract Amount, including this Change Order is, therefore:	<u>\$2,502,530.00</u>

The contract TIME due to C.O. No. **CS-BC3-CO2** will be **unchanged** by: 0 calendar days

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

SBCCD Change Order # **CS-BC3-CO2** includes Item Number(s): One (1) item

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

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

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

Architect:	<u>[Signature]</u>	Name (printed)	<u>Jay R. Tittle, C-12955</u>	Date	<u>1/3/2011</u>
Constr. Mgr.:	<u>[Signature]</u>	Steve Worley	<u>Jimmy Riordan</u>	<u>01/19/11</u>	
District:		<u>Mr. Charlie Ng, Interim Vice Chancellor Fiscal Services</u>			
Contractor:	<u>[Signature]</u>	<u>Tim Spencer / Project manager</u>		<u>1-13-11</u>	



State of California - Division of the State Architect

DSA Application No. 04-109148

File No. 36-C2

Approved _____ per Principal Structural Engineer: _____

CHANGE ORDER NO.

CS-BC3-CO2

REF.	DESCRIPTION OF ITEM	CODE	% CREDIT	COST	BALANCE
Item 1.1	Concrete floor patching or provide proper substrate required for floor tile installation (Backcharge)	K1			
	PC78			(\$779.00)	(\$779.00)
	Subtotal				(\$779.00)
	TOTAL CHANGE ORDER #	CS-BC3-CO2			(\$779.00)

CODE LEGEND

- A SITE COST, UNFORESEEN FIELD CONDITION
- B SITE COST, ERROR AND/OR OMISSION
- C SITE COST, DISTRICT ADDED OR DELETED/REDUCED SCOPE
- D SITE COST, AGENCY OR CODE REVISION
- E SITE COST, CONTRACTOR IMPACT TO ANOTHER CONTRACTOR
- F BUILDING COST, UNFORESEEN FIELD CONDITION
- G BUILDING COST, ERROR AND/OR OMISSION
- H BUILDING COST, DISTRICT ADDED OR DELETED/REDUCED SCOPE
- J BUILDING COST, AGENCY OR CODE REVISION
- K BUILDING COST, CONTRACTOR IMPACT TO ANOTHER CONTRACTOR
- L CONTRACT ADMINISTRATIVE ISSUE

* Note: "I" has been omitted not to be confused with "1"

- 1 CONTRACTOR GENERATED
- 2 CONSTRUCTION MANAGER GENERATED
- 3 ARCHITECT/ENGINEER GENERATED
- 4 DISTRICT GENERATED
- 5 INSPECTOR OR AGENCY GENERATED

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Capital Facilities Program Management

3347A4
Project Number

CS-BC19-CO7

CHANGE ORDER

Original Contract Amount: **\$2,311,800.00**
 Amount of Previous Contract Amendments: **\$77,133.00**
 Amount of Previous Change Orders: **\$141,199.00**

DSA No.:
CS-BC19-CO7

School Name:	<u>San Bernardino Valley College</u>	Date:	<u>03-Jan-11</u>
Project Description:	<u>New Chemistry & Physical Science Building</u>	Contract No.:	<u>Bid Category 19</u>
To (Contractor):	<u>RDM Electric Co.</u>	Attn:	<u></u>

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

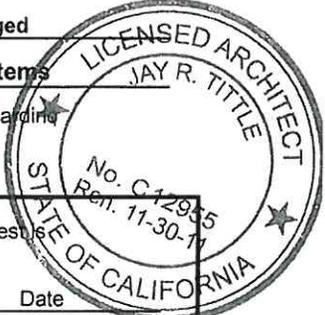
Item No.:	Refer to attachments	Reference RFP No.:	N/A
Description of Work:	Refer to attached Change Order summary dated 1/3/11 for Change Order No. CS-BC19-CO7 Item(s): 7.1 to 7.3		
TOTAL COST OF CHANGE ORDER	CS-BC19-CO7	\$13,363.00	
Reason for Change:	Refer to attached Change Order No. CS-BC19-CO7 summary dated 1/3/11		
Initiator of Change:	Refer to attached Change Order No. CS-BC19-CO7 summary dated 01/03/11		

The original Base Contract Sum was:	<u>\$2,311,800.00</u>
Net change by previous authorized Contract Amendment (s):	<u>\$77,133.00</u>
The revised BASE Contract Sum:	<u>\$2,388,933.00</u>
Net change by previous authorized Change Order(s):	<u>\$141,199.00</u>
The Contract Sum including previous authorized Change Orders:	<u>\$2,530,132.00</u>
The contract AMOUNT due to C.O. No. CS-BC19-CO7 will be increased by:	<u>\$13,363.00</u>
The revised Contract Amount, including this change order is, therefore:	<u>\$2,543,495.00</u>
The contract TIME due to C.O. No. CS-BC19-CO7 will be unchanged by:	<u>0</u> calendar days.
The revised Contract Completion Date, including this Change Order is, therefore	<u>unchanged</u>

SBCCD Change Order # CS-BC19-CO7 includes Item Number(s): Three (3) items

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

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



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

Architect:	<u>[Signature]</u> Signature	Name (printed)	Jay R. Tittle, C-12955	Date	1/3/2011
Constr. Mgr.:	<u>[Signature]</u>		<u>Steve Worley</u> JIMMY RIGGAN, PM		<u>01/12/11</u>
District:			Mr. Charlie Ng, Interim Vice Chancellor Fiscal Services		
Contractor:	<u>[Signature]</u>		<u>SAMUEL JOANOU / PM</u>		

State of California - Division of the State Architect
 Approved _____ per Principal Structural Engineer: _____
 DSA Application No. 04-109148 File No. 36-C2

CHANGE ORDER NO.

CS-BC19-CO7

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
Item 7.1	Revise laboratory casework & storage per campus request PD73, PC63, FCD21	H4			\$2,266.00	\$2,266.00
Item 7.2	Campus request to add automatic operators to all toilet room doors. PD67, PC75	H4			\$10,441.00	\$10,441.00
Item 7.3	Add a motor starter for exhaust fan PD88, PC76				\$656.00	\$656.00
	Subtotal					\$13,363.00
	TOTAL CHANGE ORDER #	CS-BC19-CO7				\$13,363.00

CODE LEGEND

- A SITE COST, UNFORESEEN FIELD CONDITION
- B SITE COST, ERROR AND/OR OMISSION
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- D SITE COST, AGENCY OR CODE REVISION
- E SITE COST, CONTRACTOR IMPACT TO ANOTHER CONTRACTOR
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- G BUILDING COST, ERROR AND/OR OMISSION
- H BUILDING COST, DISTRICT ADDED OR DELETED/REDUCED SCOPE
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- K BUILDING COST, CONTRACTOR IMPACT TO ANOTHER CONTRACTOR
- L CONTRACT ADMINISTRATIVE ISSUE

* Note: "I" has been omitted not to be confused with "1"

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

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Capital Facilities Program Management

3347A4
Project Number

CT-BC01-CO4

CHANGE ORDER

Original Contract Amount: **\$774,384.00**
 Amount of Previous Contract Amendments: **\$0.00**
 Amount of Previous Change Orders: **\$68,527.00**

DSA No.:
CT-BC01-CO4

School Name:	<u>San Bernardino Valley College</u>	Date:	<u>03-Jan-11</u>
Project Description:	<u>New Communications Tower & Site Work</u>	Contract No.:	<u>Bid Category 1</u>
To (Contractor):	<u>WTS - Vislink Service</u>	Attn:	

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

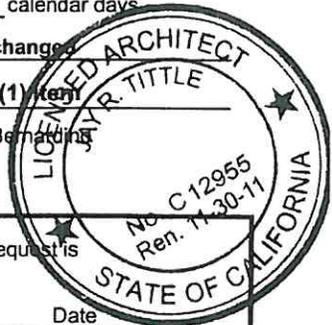
Item No.:	Refer to attachments	Reference RFP No.:	N/A
Description of Work:	Refer to attached Change Order summary dated 1/3/11 for:		
Change Order No.	CT-BC01-CO4	Item(s):	4.1
TOTAL COST OF CHANGE ORDER	CT-BC01-CO4		(\$5,000.00)
Reason for Change:	Refer to attached Change Order No. CT-BC01-CO4 summary dated 01/03/11		
Initiator of Change:	Refer to attached Change Order No. CT-BC01-CO4 summary dated 01/03/11		

The original Base Contract Sum was:	<u>\$774,384.00</u>
Net change by previous authorized Contract Amendment (s):	<u>\$0.00</u>
The revised BASE Contract Sum:	<u>\$774,384.00</u>
Net change by previous authorized Change Order(s):	<u>\$68,527.00</u>
The Contract Sum including previous authorized Change Orders:	<u>\$842,911.00</u>
The contract AMOUNT due to C.O. No. CT-BC01-CO4 will be decreased by:	<u>(\$5,000)</u>
The revised Contract Amount, including this Change Order is, therefore:	<u>\$837,911.00</u>
The contract TIME due to C.O. No. CT-BC01-CO4 will be unchanged by:	<u>0</u> calendar days
The revised Contract Completion Date, including this Change Order is, therefore	<u>unchanged</u>

SBCCD Change Order # CT-BC01-CO4 includes Item Number(s): One (1) Item

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

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



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

Architect:	<u>[Signature]</u> Signature	Name (printed)	<u>Jay R. Tittle, C-12955</u>	Date	<u>1/3/2011</u>
Constr. Mgr.:	<u>[Signature]</u>		<u>Steve Worley</u>	<u>JIMMY RIORDAN</u>	<u>01/21/11</u>
District:			<u>Mr. Charlie Ng, Interim Vice Chancellor Fiscal Services</u>		
Contractor:	<u>[Signature]</u> Signature		<u>TODD HUNT / PM</u>		<u>1/19/2011</u>
			Printed Name/Title		Date

State of California - Division of the State Architect DSA Application No. 04-109441 File No. 36-C2
 Approved _____ per Principal Structural Engineer: _____

CHANGE ORDER NO.

CT-BC01-CO4

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
Item 4.1	Corresponding credit for work not done Monopole in lieu of attaching to existing tower. PC87	H4			(\$5,000.00)	(\$5,000.00)
	Subtotal					(\$5,000.00)
	TOTAL CHANGE ORDER #				CT-BC01-CO4	(\$5,000.00)

CODE LEGEND

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- 5 INSPECTOR OR AGENCY GENERATED

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Interim Chancellor
REVIEWED BY: Charlie Ng, Interim Vice Chancellor, Fiscal Services
PREPARED BY: Del Benson, Program Manager, Kitchell/BRj/Seville
DATE: February 17, 2011
SUBJECT: Consideration of Approval of Amendment 007 to the Tilden-Coil Constructors
General Conditions Contract at CHC

RECOMMENDATION

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

OVERVIEW

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

Tilden Coil Constructors (TCC) has been tasked to provide additional close-out services for the remaining Measure P projects at CHC. These services are to be completed by March 15th, 2011.

ANALYSIS

The effect of this amendment will be an addition of \$30,000.00 to the General Conditions portion of the contract at CHC, resulting in a revised contract amount of \$3,734,431.00.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

Budgeted with Measure P funds.

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

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

OWNER: San Bernardino Community College District (SBCCD)

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

Brief Description:

“Tilden Coil Constructors” (TCC) was the construction manager for Crafton Hills College Campus for the duration of Measure P Bond Program. The “Learning Resource Center” (LRC) had some delays during design and construction that were out of TCC’s control. TCC is tasked to finalize the project (LRC) and coordinate all construction issues and repairs left to sign off the project. The additional funds will allow TCC to finalize and complete the project by March 15, 2011.

Attachments:

- TCC GC Contract Amendment

Costs:

\$30,000.00 = Total amount of this Amendment

The original Contract Sum	\$3,075,018.00
Net change by previous Amendments	\$629,413.00
The Contract Sum prior to this Amendment	\$3,704,431.00
The Contract Sum will be increased by this Amendment	\$30,000.00
The new Contract Sum including this Amendment	\$3,734,431.00

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

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

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

Authorized:

CONSTRUCTION MANAGER
Tilden-Coil Constructors

PROGRAM MANAGER
Kitchell/BRj/Seville

OWNER
SBCCD

By: 

By: 

By: _____

DATE: FEB 2, 2011

DATE: 2.2.11

DATE: _____

Phone (909) 382-4070

114 S. Del Rosa Ave, San Bernardino, CA 92408

DATE: February 4, 2011
TO: Charlie Ng
Interim Vice Chancellor
San Bernardino Community College District (SBCCD)

Measure P – SBCCD 021

FROM: Del Benson
Program Manager
Kitchell/BRj

RE: **Extension of General Conditions – Tilden - Coil**

DISTRIBUTION: Bruce McDonald – K/BRj

SCOPE:

Adjust the current value of general conditions for the Construction Management Services Agreement with Tilden-Coil at Crafton Hills College to allow for the completion of the on-going projects.

NARRATIVE:

The existing contract with Tilden-Coil for Construction Management Services does not have sufficient funds assigned for general conditions to allow Tilden-Coil to complete the LRC project at Crafton Hills College. The additional general condition allocation is due to circumstances beyond the control of Tilden Coil.

It is in the best interest of the District to add funding to the contract so that the current Construction Manager is on-site through the completion of the LRC building project. The target completion date for the project is end of March.

The value of the general conditions being added to the existing contract is \$30,000.

RECOMMENDATION:

It is recommended that the General Conditions be extended on the Tilden-Coil CM Contract in the amount of \$30,000.

<input checked="" type="radio"/> I concur with this recommendation	_____ Del Benson, Program Manager
<input type="radio"/> I do not concur with this recommendation	

<input checked="" type="radio"/> I concur with this recommendation	_____ Charlie Ng, Interim Vice Chancellor
<input type="radio"/> I do not concur with this recommendation	

Cc: File

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Interim Chancellor
REVIEWED BY: Charlie Ng, Interim Vice Chancellor, Fiscal Services
PREPARED BY: Del Benson, Bond Program Manager, Kitchell/BRj/Seville
DATE: February 17, 2011
SUBJECT: Consideration of Approval of Amendment 008 to the Tilden-Coil Constructors
General Conditions Contract at SBVC

RECOMMENDATION

It is recommended that the Board of Trustees approve Amendment 008 to the Tilden-Coil Constructors General Conditions contract at SBVC in the amount of \$200,000.00.

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.

Tilden-Coil Constructors (TCC) has been tasked to provide additional close-out services for the remaining Measure P projects at SBVC. These services are to be completed by March 31, 2011.

ANALYSIS

The effect of this amendment will be an addition of \$200,000.00 to the General Conditions portion of the contract at SBVC, resulting in a revised contract amount of \$5,381,485.77.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

Budgeted with Measure P funds.

**CONSTRUCTION MANAGER CONTRACT AMENDMENT to GENERAL CONDITIONS
PORTION OF CONTRACT: 008**

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

OWNER: San Bernardino Community College District (SBCCD)

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

Brief Description:

Tilden-Coil Constructors (TCC) has been tasked to provide additional close-out services for the remaining Measure P projects at Valley College. These services are to be completed by March 31, 2011.

Costs:

\$200,000.00 = Total amount of this Amendment

The original General Conditions Contract Sum	\$3,507,270.00
Net change by previous Amendments	1,674,215.77
The General Conditions Contract Sum prior to this Amendment	\$5,181,485.77
The General Conditions Contract Sum will be increased by this Amendment	\$200,000.00
The new General Conditions Contract Sum including this Amendment	\$5,381,485.77

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

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

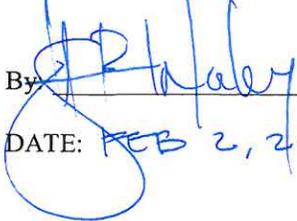
Not valid until signed by all parties. Signature of Construction Manager indicates agreement herewith, including any adjustment in the Contract Sum or Contract Schedule.

Authorized:

CONSTRUCTION MANAGER
Tilden-Coil Constructors

PROGRAM MANAGER
Kitchell CEM

OWNER
SBCCD

By: 
DATE: FEB 2, 2011

By: 
DATE: 2.2.11

By: _____
DATE: _____

Phone (909) 382-4070

114 S. Del Rosa Ave, San Bernardino, CA 92408

DATE: February 4, 2011
TO: Charlie Ng
Interim Vice Chancellor
San Bernardino Community College District (SBCCD)

Measure P – SBCCD 020

FROM: Del Benson
Program Manager
Kitchell/BRj

RE: **Extension of General Conditions – Tilden - Coil**

DISTRIBUTION: Diana Johnson – K/BRj

SCOPE:

Adjust the current value of general conditions for the Construction Management Services Agreement with Tilden-Coil at Valley College to allow for the completion of the on-going projects at Valley College.

NARRATIVE:

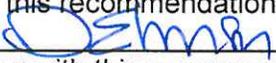
The existing contract with Tilden-Coil for Construction Management Services does not have sufficient funds assigned for general conditions to allow Tilden-Coil to complete the projects at Valley College. The additional general condition allocation is due to circumstances beyond the control of Tilden Coil.

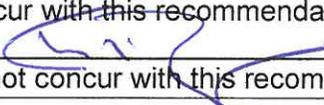
It is in the best interest of the District to add funding to the contract so that the current Construction Manager is on-site through the completion of the Chemistry/Physical Science building project and the Media Communications tower relocation project. The target completion date for the project is mid-April 2011 but the existing schedule indicates that the work will be completed by the end of March, ahead of schedule.

The value of the general conditions being added to the existing contract is \$200,000.

RECOMMENDATION:

It is recommended that the General Conditions be extended on the Tilden-Coil CM Contract in the amount of \$200,000.

<input checked="" type="radio"/> I concur with this recommendation		
<input type="radio"/> I do not concur with this recommendation		Del Benson, Program Manager

<input checked="" type="radio"/> I concur with this recommendation		
<input type="radio"/> I do not concur with this recommendation		Charlie Ng, Interim Vice Chancellor

Cc: File

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Interim Chancellor
REVIEWED BY: Charlie Ng, Interim Vice Chancellor, Fiscal Services
PREPARED BY: Del Benson, Program Manager, Kitchell/BRj/Seville
DATE: February 17, 2011
SUBJECT: Consideration of Approval of Amendment 002 to the DLR Group WWCOT Agreement for Architectural Services at SBVC

RECOMMENDATION

It is recommended that the Board of Trustees approve Amendment 002 to the DLR Group WWCOT Agreement for Architectural Services for the Business Building Renovation project at SBVC in the amount of \$26,500.00.

OVERVIEW

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

This amendment is for additional services tasked of DLR Group WWCOT for replacing the existing roof system of the Business Building. The original project scope did not include roof replacement, however, the campus has requested that it be replaced to match the new roofs on the adjacent buildings and to ensure that the investment of the renovated spaces for this project is protected.

ANALYSIS

The effect of this amendment will be an addition of \$26,500.00 to the DLR Group WWCOT contract, resulting in a revised contract amount of \$1,282,000.00. There is no change to the contract schedule.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

Budgeted with Measure M funds.

ARCHITECT CONTRACT AMENDMENT: 002

PROJECT: Valley College (SBVC)
701 So. Mount Vernon Ave.
San Bernardino, CA 92410

OWNER: San Bernardino Community College District
114 S. Del Rosa Drive
San Bernardino, CA 92408

TO: DLR Group WWCOT
4280 Latham Street, Suite H
Riverside, CA 92501

Brief Description:

DLR Group WWCOT has been tasked to provide additional services for the Business Building Renovation project at San Bernardino Valley College. The original project scope did not include roof replacement for the building. Campus has requested that the roof should be replaced to match the new roofs of the adjacent buildings and ensure that the investment of the renovated spaces for this project is protected.

Attachments:

Kitchell/BRj/Seville Project Memo No. VC-008, DLR Group WWCOT proposal letter dated January 11, 2011

Costs:

\$26,500.00 = Grand Total of this requested Contract Amendment: 002

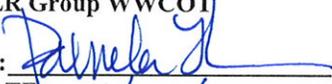
The original Contract Sum	\$1,240,000.00
Net change by previous Amendments	\$15,500.00
The Contract Sum prior to this Amendment	\$1,255,500.00
The Contract Sum will be increased by this Amendment	\$26,500.00
The new Contract Sum including this Amendment	\$1,282,000.00
The Contract Schedule as of this Amendment will be increased by:	0 calendar days

By signing this Amendment the San Bernardino Community College District (SBCCD) authorizes DLR Group WWCOT 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 DLR Group WWCOT contract with SBCCD.

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

Authorized:

ARCHITECT
DLR Group WWCOT

By: 
DATE: 1/26/11

PROGRAM MANAGER
Kitchell/BRJ/Seville

By: 
DATE: 1.27.11

OWNER
SBCCD

By: _____
DATE: _____

Kitchell/BRJ/Seville

Project Memo

701 South Mount Vernon, San Bernardino, CA 92410

Phone (909) 693-3160 | FAX (909) 889-9952

DATE: January 24, 2011

N° VC – 008

TO: Charlie Ng
Interim Vice Chancellor, SBCCD

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

FROM: Patricia Nguyen
Project Manager, Kitchell/BRJ

PROJECT: Measure M
Business Building Renovation
DLR WWCOT Proposed Amendment #2

Narrative

DLR WWCOT has submitted a proposed fee for additional roofing replacement scope for the Business Building Renovation project.

The original project scope did not include roof replacement for the building. Based on the Schematic Design estimate the project is in excess of \$1 million under budget. The campus has requested that the roof be replaced on the building during the project to match the new roofs on the adjacent buildings and ensure that the investment in the new interior finishes is protected with a new roof. The estimated value of a new roof for the building is roughly \$300,000. DLR's proposed fee of \$26,500 is about 9% of the construction value.

Recommendation

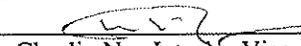
After a review of the fee proposed by DLR WWCOT, Kitchell/BRJ recommends approving the proposed fee of \$26,500 for additional services.

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



Del Benson, Program Manager

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



Charlie Ng, Interim Vice Chancellor

January 11, 2011

Ms. Patricia Nguyen
Kitchell BRJ
SBCCD Valley College
701 South Mount Vernon
San Bernardino, CA 92410

4280 Latham Street
Suite H
Riverside, CA 92501

o: 951/682-0470
f: 951/682-1801

**Re: San Bernardino Valley College – Business Building
Additional Service No. 2 – Business Building Roof Replacement
DLR Group WWCOT No. 75-10605-00**

Dear Patricia:

Thank you for the opportunity to submit a fee proposal for the Business Building Roof Replacement at San Bernardino Valley College. As requested, the following is DLR Group WWCOT's proposal to provide basic services, which will include architectural services for the above-referenced project.

1.0 Project Description/Scope of Services

1.1 DLR Group WWCOT understands that San Bernardino Valley College (SBVC) would like to replace the existing roof of the Business Building with a standing seam roof similar to other buildings on campus.

1.2 The following is the scope of work:

- Review the existing conditions of the roof at the Business Building.
- Review with SBVC all of the existing roof penetrations and determine if they should remain or be removed.
- Coordinate with SBVC hazardous materials consultant the extent of hazmat materials on the roof.
- Develop as-built roof plans to illustrate demolition and new construction.
- Remove existing roof and replace with a metal standing seam roof that is similar to other buildings on campus.
- Remove all unnecessary roof penetrations.
- Remove and install new roof gutters.
- Remove and install new down spouts.
- Produce a cost estimate as part of the design development and construction documents phases.

- Submit to the Division of the State Architect (DSA) for review and approval with the building renovation plans.
- Bid and negotiation support in answering RFI's from contractors.
- Construction administration and final punch list.
- Project management and coordination.

2.0 Fee Proposal

2.1 Our proposed fee for the above scope of work is Twenty Five Thousand Dollars (\$25,000). In addition, reimbursable expenses are estimated to be \$1,500.

Architectural Services	\$ 25,000.00
Reimbursable Expenses (6%)	<u>\$ 1,500.00</u>
Total Fee	\$ 26,500.00

3.0 Assumptions and Exclusions

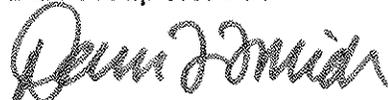
3.1 Assessment and abatement of hazardous materials is not in the architect's scope of work. SBVC's designated hazmat consultant will advise DLR Group WWCOT of any issues.

The above fees represent our understanding of the project at this time. If the above referenced information meets with your approval, please sign and return an original copy to our office. If you have any questions, please feel free to contact me at (951) 682-0470.

Sincerely,

APPROVED AND ACCEPTED

DLR Group WWCOT



Dennis T. Tanida, AIA, LEED AP
Principal

By _____

Date: _____

cc: GO, RW, File

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Interim Chancellor
REVIEWED BY: Charlie Ng, Interim Vice Chancellor, Fiscal Services
PREPARED BY: Del Benson, Bond Program Manager, Kitchell/BRj/Seville
DATE: February 17, 2011
SUBJECT: Consideration of Approval of Amendment 007 to the Steinberg Architects Learning Resource Center Contract at CHC

RECOMMENDATION

It is recommended that the Board of Trustees approve Amendment 007 to the Steinberg Architects Learning Resource Center (LRC) contract at CHC in the amount of \$6,355.00.

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 requires changes in the plans, or when the District requires changes in design to accommodate the essential needs of the project.

Steinberg Architects' contract stipulates that they are to provide one punch review of the building. To date, Steinberg has done multiple punch reviews of various areas for different components of the building. The additional reviews are an extra service and as such, are compensable. This amount includes two reviews already done in good faith and the upcoming outstanding exterior and roof reviews.

ANALYSIS

The effect of this amendment will be an addition of \$6,355.00 to the Steinberg Architects LRC contract, resulting in a revised contract amount of \$3,178,020.00.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

Budgeted with Measure P funds.

STEINBERG ARCHITECTS LRC CONTRACT AMENDMENT: 007

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

OWNER: San Bernardino Community College District (SBCCD)
114 S. Del Rosa Avenue
San Bernardino, CA 92408

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

Brief Description:

This contract amendment is for the following items tasked of Steinberg Architects on the LRC project at CHC:

- ASI #13 – Additional services for (4) additional punch list reviews. These additional reviews are necessary to support the completion and close out of the LRC building.

Attachments:

K/BRj Project Memo No. CHC LRC 035 , Steinberg Architects proposal letters dated 12/09/2010 (ASI#13)

Costs:

\$6,355.00 = Grand Total of this requested Contract Amendment: 007

The original Contract Sum	\$2,590,415.00
Net change by previous Amendments	\$581,270.00
The Contract Sum prior to this Amendment	\$3,171,685.00
The Contract Sum will be increased by this Amendment	\$6,355.00
The new Contract Sum including this Amendment	\$3,178,013.00
The Contract Schedule as of this Amendment will be increased by:	0 calendar days

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

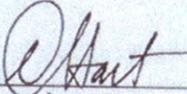
Not valid until signed by all parties. Signature of Architect indicates agreement herewith, including any adjustment in the Contract Sum or Contract Schedule.

Authorized:

ARCHITECT
Steinberg Architects

PROGRAM MANAGER
Kitchell CEM

OWNER
SBCCD

By: 
DATE: 1/26/2011

By: 
DATE: 1.27.11

By: _____
DATE: _____

DATE: 12/15/10

No - CHC LRC 035

TO: Charlie Ng, SBCCD

FROM: Bruce McDonald, K/BRj *Bem*

RE: **Crafton Hills College (CHC): LRC**
Recommendation to approve Steinberg Architects LRC Contract Amendment: 007

DISTRIBUTION: Del Benson - K/BRj
Geoff Bachanas - K/BRj
Sheila Nelson - K/BRj

SCOPE:

SBCCD's approval of Steinberg Architects LRC Contract Amendment 007

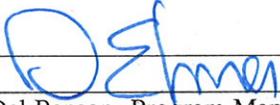
NARRATIVE:

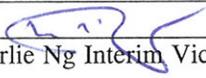
Steinberg Architects LRC agreement stipulates that Steinberg is to provide one punch of the building. To date Steinberg has had multiple punch reviews of various areas for different components of the building. The additional reviews are extra services and as such are compensable. This amount includes two reviews already done in good faith and the upcoming outstanding exterior and roof reviews..

This request is for the 2 reviews already completed and the 2 upcoming outstanding exterior and roof reviews.

RECOMMENDATION:

K/BRj recommends the Board approve Steinberg Architects LRC Amendment 007 in the amount of \$6,355.00.

<input checked="" type="radio"/> I concur with this recommendation <input type="radio"/> I do not concur with this recommendation	 _____ Del Benson, Program Manager
--	--

<input checked="" type="radio"/> I concur with this recommendation <input type="radio"/> I do not concur with this recommendation Services	 _____ Charlie Ng Interim Vice Chancellor of Fiscal
--	---

Cc: File

December 09, 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 #13: Additional Punch List and Back-Check Review

Dear Bruce:

Steinberg Architects is submitting this Additional Services Authorization for additional punch lists reviews. Per Exhibit "A" Section H.1 of our Agreement for Architectural Services with San Bernardino Community College District, "Providing more than one punch list review and one back-check review per building shall be an Extra Service" To date we have completed eight (8) separate punch list reviews of the building (see list below), two of those reviews were of spaces that were previously incomplete within other areas being reviewed, i.e. on August 13, 2010 we performed a punch within the library, the end panels were not installed thus we had to return on October 20, 2010 to punch the end panels. At this point the only remaining punch list review to be done is for the building exterior and roof. In order to avoid any delays to the project in an effort of good faith we proceeded with the two repeat reviews, this proposal is for the effort associated with those two reviews as well as the outstanding exterior and roof review.

Punch List Reviews to Date

1. 08.13.10 Reviewed LRC upper, middle and lower level
2. 08.19.10 Reviewed LRC's upper, middle and lower level, M.E.P.
3. 09.08.10 Reviewed millwork in LRC and areas that were not completed on 08.13.10 including lobby, misc. storage rooms and misc. offices. Also reviewed MPR, Art Gallery and Auditorium issued a field observation report of work in progress in MPR, Art Gallery and Auditorium.
4. 09.09.10 Reviewed signage on upper, middle and lower level.
5. 10.08.10 Reviewed MPR, Art Gallery and Auditorium.
6. 10.15.10 Reviewed areas that were not accessible on 10.08.10 including, Auditorium Control Booth, Art Gallery Storage and Pantry, Auditorium Storage.
7. 10.20.10 Reviewed additional millwork (including end panels) which were not completed previously, field observation report was issued on the current installation of exterior aluminum soffits and covered portion of exterior
8. 10.27.10 Reviewed building exterior included hardscape, landscape, irrigation, signage and exterior lighting installed to date. Also reviewed AV system for MPR, Art Gallery, Auditorium and AV/Security

I. ADDITIONAL SERVICES FEE

The fee for the services provided is **six thousand three hundred fifty five dollars (\$6,355)** 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

9-Dec-10

ASA #13 - Additional Punch List

Personnel/Firm Hourly Rate	Estimated Hours					Subtotal Hours	Subtotal	Total
	Principal	PM	PA	JC	Staff			
	\$239	\$178	\$189	\$139	\$89			
1) Additional Punch List Reviews	1	8	8	16	4	37		
a. 10.15.10								
b. 10.20.10								
c. Exterior and Roofing								
Subtotal	\$239	\$1,424	\$1,512	\$2,224	\$356		\$5,755	
2) Reimbursable Expenses							\$600	
Total Fees:								\$6,355.00

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Interim Chancellor
REVIEWED BY: Charlie Ng, Interim Vice Chancellor of Fiscal Services
PREPARED BY: Steven Sutorus, Business Manager
DATE: February 17, 2011
SUBJECT: Consideration of Approval of Settlement Agreement and Pay Claim with Marine Shale Processors Site PRP Group

RECOMMENDATION

It is recommended that the Board of Trustees approve settlement agreement and pay claim with Marine Shale Processors Site PRP Group.

OVERVIEW

Marine Shale Processors, Inc operated a waste processing and treatment facility near Amelia, Louisiana. When Marine Shale Processors ceased operations in 1996 they left behind stockpiles of untreated waste. Both SBVC and CHC hired companies who used this location as the final disposal site in 1992 and 1995 respectively. Under the law, we are responsible for cleanup of this site as it relates to our waste. We have reached an agreement with the Marine Shale Processors Potentially Responsible Parties Group (PRP) for a settlement of \$4,000, which will release the District from future claims for cleanup of this site.

ANALYSIS

It has been determined by risk management that there is a valid claim for hazardous waste cleanup. It is in the best interest of the District to settle this claim and avoid any future cost for site cleanup.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Funded.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Interim Chancellor
REVIEWED BY: Bruce Baron, Interim Chancellor
PREPARED BY: Bruce Baron, Interim Chancellor
DATE: February 17, 2011
SUBJECT: Consideration of Adoption of Revised Board Policy 7385
Salary Deductions

RECOMMENDATION

It is recommended that the Board of Trustees adopt revised Board Policy 7385 Salary Deductions

OVERVIEW

At its December 7, 2010 meeting, District Assembly approved the revisions to Board Policy 7385. The changes have been reviewed and discussed by the various constituent groups, and this policy is now being recommended for board approval.

ANALYSIS

The Board may adopt policies authorized by law or determined to be necessary for the efficient operation of the district.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

None.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Interim Chancellor
REVIEWED BY: Bruce Baron, Interim Chancellor
PREPARED BY: Bruce Baron, Interim Chancellor
DATE: February 17, 2011
SUBJECT: Consideration of Adoption of Revised Board Policy 7385
Salary Deductions

RECOMMENDATION

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OVERVIEW

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ANALYSIS

The Board may adopt policies authorized by law or determined to be necessary for the efficient operation of the district.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

None.

3
4 SALARY DEDUCTIONS

5
6 An employee may request reduction of his or her salary in any amount for any or all of the
7 following purposes:

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9
- 10 • participation in a deferred compensation program;
 - 11 • paying premiums on any policy or certificate of group life insurance or disability insurance
12 or legal expense insurance, or any of them;
 - 13 • paying rates, dues, fees, or other periodic charges on any hospital service contract; or
14 • **paying parking permit fees established in Board Policy.**

15 The request provided for above shall be revocable by the employee.

16
17 The District shall reduce the salary payment by the amount that the employee has authorized in
18 writing or the purpose of paying his or her membership dues in any local, statewide or other
19 professional organization. Revocation of such authorization shall be in writing and shall be
20 effective beginning with the next pay period.

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51 Reference:
52 Education Code Sections 87040; 87833; 87834; 88167

53
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APPROVED:

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Interim Chancellor
REVIEWED BY: Charlie Ng, Interim Vice Chancellor, Fiscal Services
PREPARED BY: Charlie Ng, Interim Vice Chancellor, Fiscal Services
DATE: February 17, 2011
SUBJECT: Consideration of Approval of Revised Budget Calendar

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached Budget Calendar which has been revised to reflect the changes to the 2011 Board meeting dates adopted on February 3, 2011.

OVERVIEW

The revised 2011-2012 budget calendar is presented to the Board of Trustees for approval.

ANALYSIS

The purpose of a Budget Calendar is to provide the timelines necessary for discussion and adoption of the District budget. Most budget consultants and auditors recommend that the Board of Trustees adopt the Budget Calendar as a planning tool. The Trustees may desire to add a budget workshop during the period between the tentative and final budget. It should be noted that it may be a year of much uncertainty, and as such the budget calendar may require amendment.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

None.



District Budget Calendar 2011-2012

Revised 2/3/2011

<u>DATE</u>	<u>ITEM</u>	<u>RESPONSIBLE</u>
January 13, 2011	Budget calendar to Board of Trustees for adoption.	Vice Chancellor, Fiscal Svcs Board of Trustees
January 27, 2011 February 3, 2011 Special Board Meeting	Review budget outlook for remainder of 2010-2011 and for 2011-2012.	Vice Chancellor Fiscal Svcs Board of Trustees
February 2, 2011 February 9, 2011	Projected Funds for 2011-2012 fiscal year and tentative distribution to campuses is determined at Chancellor's Cabinet.	Chancellor's Cabinet
February 10, 2011	Projected Funds for 2011-2012 fiscal year and tentative distribution to campuses is reviewed with District Budget Committee.	Vice Chancellor, Fiscal Svcs
February 10, 2011 February 17, 2011	Receive direction from the Board on budget development per AP 6200.	Vice Chancellor, Fiscal Svcs
March 1, 2011	Projected Funds for 2011-2012 fiscal year and tentative distribution to campuses is reviewed with District Assembly.	Vice Chancellor, Fiscal Svcs
March 14, 2011	Prior and current year line budgets, instructions packet, and due dates are distributed to Campus Presidents and Chancellor for distribution to responsibility centers.	Fiscal Services College Presidents Chancellor
March 14, 2011- April 21, 2011	Campus budget processes determine priorities, reallocation of funds, and responsibility center managers prepare budget forms for submittal to District Office.	Campus Staff
April 22, 2011	Budget reports to establish 2011-2012 Preliminary Budget are due at District Office.	Campus Staff
May 4, 2011 May 11, 2011	Chancellor's Cabinet is updated on status of Preliminary Budget. Review, discussion and recommended adjustments as required.	Vice Chancellor, Fiscal Svcs Chancellor's Cabinet

<u>DATE</u>	<u>ITEM</u>	<u>RESPONSIBLE</u>
May 12, 2011	District Budget Committee is updated on status of budget process and Preliminary Budget.	Vice Chancellor Fiscal Svcs District Budget Committee
May 12, 2011 May 19, 2011	Board is updated on status of budget process and receives a Preliminary Budget (no formal action is required).	Vice Chancellor, Fiscal Svcs
June 9, 2011 June 16, 2011	Tentative Budget is presented to the Board of Trustees for adoption.	Vice Chancellor Fiscal Svcs Board of Trustees
June 9, 2011 June 16, 2011- July 22, 2011	Review of budget and development of final, adoption budget. Changes made based on internal discussion, changes in state financial picture.	Vice Chancellor, Fiscal Svcs Others
August 10, 2011 August 17, 2011	Draft of Final Budget discussed at Chancellor's Cabinet.	Vice Chancellor, Fiscal Svcs Chancellor's Cabinet
August 11, 2011 September 8, 2011	Draft of Final Budget discussed at District Budget Committee.	Vice Chancellor, Fiscal Svcs District Budget Committee
September 8, 2011 September 15, 2011	Public Hearing and adoption of Final 2011-2012 Budget by Board of Trustees.	Board of Trustees

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Interim Chancellor
REVIEWED BY: Charlie Ng, Interim Vice Chancellor, Fiscal Services
PREPARED BY: Charlie Ng, Interim Vice Chancellor, Fiscal Services
DATE: February 17, 2011
SUBJECT: Consideration of Approval of Board Directives for the 2011-2012 Budget

RECOMMENDATION

It is recommended that the Board of Trustees approve the Board Directives for the 2011-2012 Budget.

OVERVIEW

Our District's Administrative Procedure 6200, Budget Management, calls for the Board of Trustees to give initial direction concerning the distribution of resources. This includes setting the level of contingencies and other reserves, making any changes in the District's mission, and determining the amount of resources available in the District for allocation to the colleges.

ANALYSIS

Board Directives for the 2011-2012 Budget are submitted for review and approval. These are initial directives which are based on the early information shared at the Board Budget Workshop and may change as we move forward in the budget development process.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

To be determined.

Board Directives for 2011-12 Budget

Governor's Proposed 2011-12 Budget

- No mid-year cuts for 2010-11.
- \$400 million cut for "Census Reform".
- Student enrollment fee increase from \$26 to \$36 per credit unit.
- Enrollment growth of 1.9% (funded by enrollment fee increase).
- Additional \$129M inter-year funding deferral (\$1.65M for SBCCD).
- No further cuts to student support categorical programs.
- Categorical flexibility provisions.
- Cal Grant Funding.
- No cost-of-living adjustment (COLA).
- Voters approve a \$12B tax package on June ballot.
- No specifics if tax package is not approved.

Projected Cost Increases for 2011-12

- Step and column increases, net FTE change – \$477,472.
- 12% increase in dental benefits – \$51,440.
- 10% increase in overall benefits – \$572,000.
- Grant obligations – \$169,000.
- Increased GASB 45 liability – \$650,000.

Board Directives

- Avoids layoffs, if possible, of all full-time and part-time permanent contract employees.
- Full funding for contractual step increases.
- Maintain resource flexibility by maintaining a "selective hiring freeze" as appropriate.
- Maintain flexibility to fund up to the full cost of health benefits as negotiated.
- Explore options to reduce the "General Fund" support for KVCR and PDC.
- Bond funding to continue implementation of the District's Facilities Master Plans.
- Allocate base funding to the colleges and other sites to be used to satisfy each site's highest priority goals and objectives (enrollment, programs, and services) consistent with the District's Resource Allocation Model.
- Reallocate staff resources as appropriate throughout the District.
- Consistent with each college's priorities and objectives, reduce 12-month faculty contracts to 10- or 11-month contracts.
- Explore the feasibility of a Supplemental Employee Retirement Program (full year or mid-year program).
- Develop "transition plans" to minimize or mitigate future utilization of Fund Balance.
- Maintain 50% law ratios and consider full-time/part-time faculty ratios.
- Honor bargaining and grant agreements.
- Continue to develop streams of funding outside of state apportionment, including additional grants and partnerships.

Unrestricted General Fund Balance

- Balance the 2011-12 Budget utilizing the District's 2009-10 "Fallout" and Fund Balance (Reserve) as appropriate to maintain programs, services, and the directives above while maintaining a minimum Fund Balance level of 15% (State minimum is 5%).

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Interim Chancellor
REVIEWED BY: Charlie Ng, Interim Vice Chancellor, Fiscal Services
PREPARED BY: Del Benson, Program Manager, Kitchell/BRj/Seville
DATE: February 17, 2011
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 \$258,704 which is a 0.25% change of the overall project cost.

The analysis shows that construction contract change orders and amendments for all Measure P projects have been held to a minimal amount of \$5,445,732.92 which is only 5.19% of the project cost of \$105,027,860.

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.

Measure P Projects
CHANGE SUMMARY by PROJECT

JANUARY 13, 2011

(Including any contract amendments and change orders on the 01/13/2011 agenda)

CONTRACT AMENDMENTS

PROJECTS	Original Contract Amount	Contract Amendments		Base Contract Amount	Cumulative Contract Amendments
		Previous	Pending		
CHC-Crafton Hills College	\$ 46,072,919.00	\$ 116,058.00	\$ -	\$ 46,188,977.00	0.25%
SBVC-San Bernardino Valley College	\$ 58,954,940.00	\$ 1,213,432.00	\$ -	\$ 60,168,372.00	2.06%
TOTAL for CONTRACT AMENDMENTS	\$ 105,027,859.00	\$ 1,329,490.00	\$ -	\$ 106,357,349.00	1.27%

CHANGE ORDERS

PROJECTS	Base Contract Amount	Change Orders		New Contract Amount	Cumulative Change Orders
		Previous	Pending		
CHC-Crafton Hills College	\$ 46,188,977.00	\$ 1,557,207.00	\$ 147,104.00	\$ 47,893,288.00	3.69%
SBVC-San Bernardino Valley College	\$ 60,168,372.00	\$ 2,300,331.92	\$ 111,600.00	\$ 62,580,303.92	4.01%
TOTAL for CHANGE ORDERS	\$ 106,357,349.00	\$ 3,857,538.92	\$ 258,704.00	\$ 110,473,591.92	3.87%

Crafton Hills College
CHANGE SUMMARY by PROJECT

JANUARY 13, 2011

(Including any contract amendments and change orders on the 01/13/2011 agenda)

PROJECTS	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
INFRASTRUCTURE PACKAGE #1	\$ 421,000.00	\$ -	\$ -	\$ (4,277.00)	\$ -	\$ 416,723.00	-1.02%
INFRASTRUCTURE PACKAGE #2/3/4	\$ 14,726,451.00	\$ (43,583.00)	\$ -	\$ 466,127.00	\$ 36,311.00	\$ 15,185,306.00	3.42%
CRF / INFRA PKG #5	\$ 8,115,081.00	\$ 18,480.00	\$ -	\$ 462,086.00	\$ -	\$ 8,595,647.00	5.68%
LEARNING RESOURCE CENTER	\$ 22,810,387.00	\$ 141,161.00	\$ -	\$ 633,271.00	\$ 110,793.00	\$ 23,695,612.00	3.24%
TOTAL	\$ 46,072,919.00	\$ 116,058.00	\$ -	\$ 1,557,207.00	\$ 147,104.00	\$ 47,893,288.00	3.69%

Crafton Hills College
CHANGE SUMMARY by PROJECT
INFRASTRUCTURE #1

Revised 1/27/2011

(Including any contract amendments and change orders on the 01/13/2011 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%
TOTAL	\$ 421,000.00	\$ -	\$ -	\$ (4,277.00)	\$ -	\$ 416,723.00	-1.02%

NO NEW CHANGE ORDERS

Crafton Hills College
CHANGE SUMMARY by PROJECT
INFRASTRUCTURE PACKAGE # 2/3/4

Revised 1/27/2011

(Including any contract amendments and change orders on the 01/13/2011 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	\$ 26,555.00	\$ 1,301,302.00	9.45%
INFRA234-02: Coutts Heating & Cooling	\$ 5,677,000.00	\$ (141,161.00)	\$ -	\$ 756.00	\$ -	\$ 5,536,595.00	0.01%
INFRA234-03: Fischer, Inc.	\$ 1,491,000.00	\$ -	\$ -	\$ 97,153.00	\$ -	\$ 1,588,153.00	6.52%
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	\$ -	\$ -	\$ 27,142.00	\$ -	\$ 2,316,946.00	1.19%
INFRA234-06: Sierra Landscape	\$ 1,623,600.00	\$ -	\$ -	\$ 25,959.00	\$ 9,756.00	\$ 1,659,315.00	2.20%
INFRA234-07: Inland Building Companies	\$ 526,900.00	\$ -	\$ -	\$ 26,871.00	\$ -	\$ 553,771.00	5.10%
TOTAL	\$ 14,726,451.00	\$ (43,583.00)	\$ -	\$ 466,127.00	\$ 36,311.00	\$ 15,185,306.00	3.42%

NO NEW CHANGE ORDERS

Crafton Hills College
CHANGE SUMMARY by PROJECT
INFRASTRUCTURE #2

Revised 1/27/2011

(Including any contract amendments and change orders on the 01/13/2011 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	
TOTAL	\$ 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 1/27/2011

(Including any contract amendments and change orders on the 01/13/2011 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	\$ (8,166.00)	\$ 492,164.00	
INFRA3-02: Coutts Heating & Cooling	\$ 3,576,510.00	\$ (141,161.00)		\$ 756.00		\$ 3,436,105.00	
INFRA3-03: Fischer, Inc.	\$ 935,000.00			\$ 94,741.00		\$ 1,029,741.00	
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				\$ 4,135.00	\$ 1,135,135.00	
INFRA3-07: Inland Building Companies	\$ 45,200.00					\$ 45,200.00	
TOTAL	\$ 7,533,419.00	\$ (43,583.00)	\$ -	\$ 336,616.00	\$ (4,031.00)	\$ 7,822,421.00	

NO NEW CHANGE ORDERS

Crafton Hills College
CHANGE SUMMARY by PROJECT
INFRASTRUCTURE #4

Revised 1/27/2011

(Including any contract amendments and change orders on the 01/13/2011 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				\$ 34,721.00	\$ 592,871.00	
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			\$ 27,142.00		\$ 1,619,431.00	
INFRA4-06: Sierra Landscape	\$ 290,600.00			\$ 25,959.00	\$ 5,621.00	\$ 322,180.00	
INFRA4-07: Inland Building Companies	\$ 374,100.00			\$ 26,871.00		\$ 400,971.00	
TOTAL	\$ 3,183,139.00	\$ -	\$ -	\$ 79,972.00	\$ 40,342.00	\$ 3,303,453.00	

NO NEW CHANGE ORDERS

Crafton Hills College
CHANGE SUMMARY by PROJECT
CRF / INFRA PKG # 5

Revised 1/27/2011

(including any contract amendments and change orders on the 01/13/2011 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	\$ -	\$ -	\$ 9,311.00	\$ -	\$ 1,080,126.00	0.87%
CCRF-04: Nuway, Inc.	\$ 803,860.00	\$ -	\$ -	\$ 58,172.00	\$ -	\$ 862,032.00	7.24%
CCRF-05: ACSS	\$ 575,099.00	\$ -	\$ -	\$ 54,109.00	\$ -	\$ 629,208.00	9.41%
CCRF-06: Bell Roof Company, Inc.	\$ 152,400.00	\$ -	\$ -	\$ 10,188.00	\$ -	\$ 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	\$ -	\$ -	\$ (10,000.00)	\$ -	\$ 9,990.00	-50.03%
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	\$ -	\$ -	\$ 6,890.00	\$ -	\$ 119,390.00	6.12%
CCRF-15: Champion Electric, Inc.	\$ 749,000.00	\$ -	\$ -	\$ 39,348.00	\$ -	\$ 788,348.00	5.25%
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	\$ -	\$ -	\$ 97,968.00	\$ -	\$ 1,246,268.00	8.53%
CCRF-18: RVH Constructors, Inc.	\$ 482,235.00	\$ -	\$ -	\$ 47,044.00	\$ -	\$ 529,279.00	9.76%
INFRA5-19: RIS Electric	\$ 151,300.00	\$ -	\$ -	\$ 5,029.00	\$ -	\$ 156,329.00	3.32%
Knorr Systems	\$ 168,416.00	\$ -	\$ -	\$ -	\$ -	\$ 168,416.00	0.00%
TOTAL	\$ 8,115,081.00	\$ 18,480.00	\$ -	\$ 462,086.00	\$ -	\$ 8,595,647.00	5.68%

Crafton Hills College
CHANGE SUMMARY by PROJECT
INFRASTRUCTURE #5/CRF SITE PREPARATION
 (Including any contract amendments and change orders on the 01/13/2011 agenda)

Revised 1/27/2011

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	
TOTAL	\$ 1,380,513.00	\$ 18,480.00	\$ -	\$ 5,029.00	\$ -	\$ 1,404,022.00	

NO NEW CHANGE ORDERS

**CHANGE SUMMARY by PROJECT
COMMUNITY RECREATION FACILITY**

(Including any contract amendments and change orders on the 01/13/2011 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			\$ 9,311.00		\$ 693,744.00	
CCRF-04: Nuway, Inc.	\$ 803,860.00			\$ 58,172.00		\$ 862,032.00	
CCRF-05: ACSS	\$ 575,099.00			\$ 54,109.00		\$ 629,208.00	
CCRF-06: Bell Roof Company, Inc.	\$ 152,400.00			\$ 10,188.00		\$ 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			\$ (10,000.00)		\$ 9,990.00	
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			\$ 6,890.00	\$ -	\$ 119,390.00	
CCRF-15: Champion Electric, Inc.	\$ 749,000.00			\$ 39,348.00		\$ 788,348.00	
CCRF-16: America West Landscape, Inc.	\$ 567,399.00			\$ 40,768.00		\$ 608,167.00	
CCRF-17: Condor, Inc.	\$ 1,148,300.00			\$ 97,968.00		\$ 1,246,268.00	
CCRF-18: RVH Constructors, Inc.	\$ 482,235.00			\$ 47,044.00		\$ 529,279.00	
Knorr Systems	\$ 168,416.00					\$ 168,416.00	
TOTAL	\$ 6,734,568.00	\$ -	\$ -	\$ 457,057.00	\$ -	\$ 7,191,625.00	

Crafton Hills College
CHANGE SUMMARY by PROJECT
LEARNING RESOURCE CENTER

Revised 1/27/2011

(Including any contract amendments and change orders on the 01/13/2011 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			\$ 56,188.00		\$ 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				\$ 3,473.00	\$ 512,773.00	0.68%
CLRC-06: Western Bay Sheet Metal	\$ 1,349,000.00			\$ 15,896.00	\$ 20,191.00	\$ 1,385,087.00	2.68%
CLRC-07: RGS LA	\$ 236,252.00			\$ 18,975.00	\$ -	\$ 255,227.00	8.03%
CLRC-08: E J Enterprises	\$ 293,175.00			\$ 7,782.00		\$ 300,957.00	2.65%
CLRC-09: Padua Glass Enterprise, Inc.	\$ 1,940,700.00			\$ 17,560.00	\$ 7,922.00	\$ 1,966,182.00	1.31%
CLRC-10: Caston Plastering & Drywall	\$ 1,415,585.00			\$ 65,001.00	\$ 7,220.00	\$ 1,487,806.00	5.10%
CLRC-11: Mike's Custom Flooring	\$ 248,200.00			\$ 1,369.00		\$ 249,569.00	0.55%
CLRC-12: Southcoast Acoustical Inters.	\$ 461,350.00			\$ 10,921.00		\$ 472,271.00	2.37%
CLRC-13: Prime Painting Con.	\$ 192,000.00			\$ 11,769.00	\$ -	\$ 203,769.00	6.13%
CLRC-14: Inland Pacific Tile, Inc.	\$ 282,000.00					\$ 282,000.00	0.00%
CLRC-15: RVH Construction	\$ 731,000.00			\$ 5,267.00		\$ 736,267.00	0.72%
CLRC-16: Daart Engineering Company	\$ 268,031.00					\$ 268,031.00	0.00%
CLRC-17: Pro-Craft Plumbing Co., Inc	\$ 515,515.00			\$ 47,307.00		\$ 562,822.00	9.18%
CLRC-18: Coutts Heating & Cooling	\$ 2,037,000.00	\$ 141,161.00		\$ 105,122.00	\$ -	\$ 2,283,283.00	4.83%
CLRC-19: Shanks Electric Corporation	\$ 2,850,000.00			\$ 176,973.00	\$ 52,979.00	\$ 3,079,952.00	8.07%
CLRC-20: Marina Landscaping	\$ 247,300.00					\$ 247,300.00	0.00%
CLRC-21: Inland Building Companies	\$ 648,000.00			\$ 18,824.00	\$ 19,008.00	\$ 685,832.00	5.84%
CLRC-22: AVDB Group	\$ 518,979.00			\$ 6,215.00	\$ -	\$ 525,194.00	1.20%
TOTAL	\$ 22,810,387.00	\$ 141,161.00	\$ -	\$ 633,271.00	\$ 110,793.00	\$ 23,695,612.00	3.24%

San Bernardino Valley College
CHANGE SUMMARY by PROJECT

JANUARY 13, 2011

(Including any contract amendments and change orders on the 01/13/2011 agenda)

PROJECTS	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
North Hall Replacement	\$ 18,197,653.00	\$ 323,731.00	\$ -	\$ 583,365.00	\$ 25,144.00	\$ 19,129,893.00	3.29%
Maintenance and Operations	\$ 4,041,000.00	\$ 471,180.00	\$ -	\$ 75,319.00	\$ -	\$ 4,587,499.00	1.67%
Media / Communications	\$ 11,389,074.00	\$ 75,667.00	\$ -	\$ 634,951.80	\$ (5,000.00)	\$ 12,094,692.80	5.49%
Chemistry / Science	\$ 24,279,246.00	\$ 342,854.00	\$ -	\$ 980,709.12	\$ 91,456.00	\$ 25,694,265.12	4.35%
Student Health Services	\$ 1,047,967.00	\$ -	\$ -	\$ 25,987.00	\$ -	\$ 1,073,954.00	2.48%
TOTAL	\$ 58,954,940.00	\$ 1,213,432.00	\$ -	\$ 2,300,331.92	\$ 111,600.00	\$ 62,580,303.92	4.01%

San Bernardino Valley College
CHANGE SUMMARY by PROJECT
NORTH HALL REPLACEMENT

Revised 1/27/2011

(Including any contract amendments and change orders on the 01/13/2011 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	\$ 13,000.00		\$ 17,012.00		\$ 203,912.00	9.10%
#3 - Devries Construction	\$ 2,434,395.00	\$ 46,410.00	\$ -	\$ 210,860.00	\$ 10,804.00	\$ 2,702,469.00	8.94%
#4 - Blazing Industrial Steel	\$ 4,105,282.00			\$ 41,963.00	\$ -	\$ 4,147,245.00	1.02%
#5 - Stolo Cabinets	\$ 99,000.00			\$ 5,543.00	\$ -	\$ 104,543.00	5.60%
#6 - Best Contracting Services	\$ 372,835.00			\$ 30,395.00	\$ -	\$ 403,230.00	8.15%
#7 - Bell Roof Company	\$ 198,000.00			\$ 13,464.00		\$ 211,464.00	6.80%
#8 - Montgomery Hardware	\$ 411,740.00			\$ 3,524.00	\$ 2,461.00	\$ 417,725.00	1.45%
#9 - Queen City Glass Co.	\$ 454,994.00			\$ 9,785.00		\$ 464,779.00	2.15%
#10 - Caston Plastering & Drywall	\$ 1,945,585.00			\$ 21,116.00	\$ 10,510.00	\$ 1,977,211.00	1.63%
#11 - New Image Commercial Flooring	\$ 80,000.00	\$ 8,550.00	\$ -	\$ 7,773.00	\$ -	\$ 96,323.00	8.78%
#12 - Southcoast Acoustical Interiors	\$ 287,100.00	\$ 27,758.00	\$ -	\$ 4,273.00	\$ -	\$ 319,131.00	1.36%
#13 - J. Kel Painting & Wallcovering	\$ 142,755.00			\$ 4,251.00	\$ -	\$ 147,006.00	2.98%
#14 - Inland Building Companies	\$ 1,264,000.00			\$ 7,552.00	\$ -	\$ 1,271,552.00	0.60%
#15 - Inland Building Companies	\$ 293,300.00			\$ 12,841.00	\$ -	\$ 306,141.00	4.38%
#16 - Daart Engineering Co.	\$ 208,535.00			\$ 1,902.00	\$ -	\$ 210,437.00	0.91%
#17 - Pro Tec Mechanical	\$ 763,288.00	\$ 120,365.00	\$ -	\$ 18,284.00	\$ -	\$ 901,937.00	2.07%
#18 - Arrowhead Mechanical	\$ 1,247,000.00			\$ 111,367.00	\$ 1,369.00	\$ 1,359,736.00	9.04%
#19 - BEC Inc.	\$ 2,125,000.00	\$ 42,892.00	\$ -	\$ 48,106.00	\$ -	\$ 2,215,998.00	2.22%
#20 - Sierra Landscape	\$ 185,900.00	\$ 64,756.00	\$ -	\$ 7,487.00	\$ -	\$ 258,143.00	2.99%
AV - Spinitar	\$ 1,399,294.00			\$ 5,867.00		\$ 1,405,161.00	0.42%
Misc Bid Package - RVH Contractors	\$ 5,750.00					\$ 5,750.00	0.00%
TOTAL	\$ 18,197,653.00	\$ 323,731.00	\$ -	\$ 583,365.00	\$ 25,144.00	\$ 19,129,893.00	3.29%

San Bernardino Valley College
CHANGE SUMMARY by PROJECT
MAINTENANCE and OPERATIONS
 (Including any contract amendments and change orders on the 01/13/2011 agenda)

Revised 1/27/2011

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
Maintenance & Operations Building:							
#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%
Custodial Building:							
#1 - Lee & Stires	\$ 370,000.00	\$ 18,333.00		\$ 49,855.00		\$ 438,188.00	12.84%
#2 - Klassic Engineering & Const., Inc.	\$ 915,000.00			\$ (7,401.00)		\$ 907,599.00	-0.81%
TOTAL	\$ 4,041,000.00	\$ 471,180.00	\$ -	\$ 75,319.00	\$ -	\$ 4,587,499.00	1.67%

NO NEW CHANGE ORDERS

San Bernardino Valley College
CHANGE SUMMARY by PROJECT
MEDIA / COMMUNICATIONS

Revised 1/27/2011

(Including any contract amendments and change orders on the 01/13/2011 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		\$ 18,495.00		\$ 423,823.00	4.56%
#3 - RC Construction Services	\$ 1,129,000.00	\$ 8,373.00		\$ (1,053.00)		\$ 1,136,320.00	-0.09%
#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			\$ 21,653.00		\$ 239,353.00	9.95%
#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			\$ 393.00		\$ 45,893.00	0.86%
#13 - Alonso Painting	\$ 59,000.00			\$ 493.00		\$ 59,493.00	0.84%
#14 - RVH Constructors	\$ 212,700.00			\$ 8,339.00		\$ 221,039.00	3.92%
#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		\$ 14,111.00		\$ 456,161.00	3.19%
#18 - West Tech Mechanical	\$ 1,000,000.00			\$ 85,555.00		\$ 1,085,555.00	8.56%
#19 - Daniels Electrical Construction	\$ 1,283,000.00	\$ 9,073.00		\$ 126,472.00		\$ 1,418,545.00	9.79%
#20 - America West Landscape	\$ 182,505.00	\$ 1,628.00		\$ 45.00		\$ 184,178.00	0.02%
#21 - Capstone Construction Co.	\$ 300,570.00					\$ 300,570.00	0.00%
#22 - TV Magic Inc.	\$ 2,006,894.00			\$ 200,510.00	\$ -	\$ 2,207,404.00	9.99%
CT - WTS Western Tech Services / Vislink	\$ 774,384.00			\$ 68,527.00	\$ (5,000.00)	\$ 837,911.00	8.20%
Misc Bid Package - RVH Contractors	\$ 7,828.00					\$ 7,828.00	0.00%
TOTAL	\$ 11,389,074.00	\$ 75,667.00	\$ -	\$ 634,951.80	\$ (5,000.00)	\$ 12,094,692.80	5.49%

San Bernardino Valley College
CHANGE SUMMARY by PROJECT
CHEMISTRY / SCIENCE

Revised 1/27/2011

(Including any contract amendments and change orders on the 01/13/2011 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	\$ 8,719.00		\$ 4,347.00		\$ 1,758,066.00	0.25%
#3 - RC Construction	\$ 2,409,000.00	\$ 32,773.00	\$ -	\$ 61,536.00	\$ (779.00)	\$ 2,502,530.00	2.49%
#4 - ACSS, Inc.	\$ 3,398,000.00			\$ 132,495.00	\$ 6,243.00	\$ 3,536,738.00	4.08%
#5 - Advanced Lab Concepts	\$ 1,130,171.00			\$ 3,206.00	\$ -	\$ 1,133,377.00	0.28%
#6 - Crouner Sheet Metal	\$ 386,300.00			\$ 2,892.00		\$ 389,192.00	0.75%
#7 - Stone Roofing Co.	\$ 251,600.00			\$ (6,556.00)		\$ 245,044.00	-2.61%
#8 - Montgomery Hardware	\$ 293,970.00			\$ 4,078.00		\$ 298,048.00	1.39%
#9 - Perfection Glass	\$ 443,600.00			\$ 2,805.00	\$ 1,651.00	\$ 448,056.00	1.00%
#10 - Caston Plastering & Drywall	\$ 1,985,585.00	\$ 1,705.00		\$ (76,800.00)	\$ -	\$ 1,910,490.00	-3.86%
#11 - Empire Floor Covering	\$ 305,750.00					\$ 305,750.00	0.00%
#12 - Southcoast Acoustical Interiors	\$ 336,870.00			\$ 4,297.00	\$ -	\$ 341,167.00	1.28%
#13 - Prime Painting Contractors	\$ 143,750.00			\$ 917.00		\$ 144,667.00	0.64%
#14 - Inland Building Construction	\$ 683,000.00			\$ 3,788.00	\$ 779.00	\$ 687,567.00	0.67%
#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	\$ 24,669.00		\$ 57,178.00	\$ -	\$ 1,628,082.00	3.64%
#18 - Coutts Heating & Cooling	\$ 3,347,000.00	\$ 11,979.00		\$ 151,199.00	\$ 70,199.00	\$ 3,580,377.00	6.59%
#19 - RDM Electrical	\$ 2,311,800.00	\$ 77,133.00	\$ -	\$ 141,199.00	\$ 13,363.00	\$ 2,543,495.00	6.47%
#20 - Marina Landscaping	\$ 299,000.00			\$ 3,307.00		\$ 302,307.00	1.11%
#21A - Miller Environmental	\$ 381,000.00					\$ 381,000.00	0.00%
#21B - AMPCO Contracting	\$ 364,000.00					\$ 364,000.00	0.00%
Misc Bid Package - RVH Contractors	\$ 61,422.00					\$ 61,422.00	0.00%
Mobile Modular-Lease	\$ 447,319.00			\$ 123,849.69		\$ 571,168.69	27.69%
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%
TOTAL	\$ 24,279,246.00	\$ 342,854.00	\$ -	\$ 980,709.12	\$ 91,456.00	\$ 25,694,265.12	4.35%

San Bernardino Valley College
CHANGE SUMMARY by PROJECT
STUDENT HEALTH SERVICES

(Including any contract amendments and change orders on the 01/13/2011 agenda)

Contractors	Original Contract Amount	Contract Amendments		Change Orders		Net
		Previous	Pending	Previous	Pending	
PCN3	\$ 338,000.00			\$ 19,282.00		\$
Modular Structures Int'l, Inc.	\$ 709,967.00			\$ 6,705.00		\$
TOTAL	\$ 1,047,967.00	\$ -	\$ -	\$ 25,987.00	\$ -	\$

NO NEW CHANGE ORDERS

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Interim Chancellor
REVIEWED BY: Charlie Ng, Interim Vice Chancellor of Fiscal Services
PREPARED BY: Crispina Ongoco, Director of Fiscal Services
DATE: February 17, 2011
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 December 21, 2010 through January 23, 2011. It reflects summary information for all District funds, grouped by expense category within each fund.

As of January 23, 2011, we have spent and encumbered about 50.9% of our budgeted general funds and are 56.7% through the fiscal year. This indicates that our rate of spending is in line with our annual budget.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

None.



Budget Expenditure Report Summary

Year to Date (YTD) through 01/23/11

Revenues – All Funds	Budget	YTD Revenues	% Received	% of Year YTD
01 General Fund*	92,781,788	46,613,423	50.2	56.7
21 Bond Interest & Redemption	17,460,000	3,361,314	19.3	56.7
41 Capital Outlay Projects Fund	18,118,531	9,475,449	52.3	56.7
42 Bond Construction Fund	5,395,000	530,840	9.8	56.7
68 Retiree Benefit Fund	1,529,948	1,493,829	97.6	56.7
69 Employee Load Banking Trust Fund	1,200	259	21.5	56.7
72 Child Development Fund	2,394,014	1,260,584	52.7	56.7
73 Student Body Center Fee Fund	245,500	180,570	73.6	56.7
74 KVCR Fund	3,802,534	2,289,167	60.2	56.7
76 Investment Trust Fund – San Manuel	1,430,681	500,000	34.9	56.7
78 Self Insurance-Liability Fund	553,500	551,163	99.6	56.7
84 Workers Compensation Fund*	1,290,000	486,388	37.7	56.7

Expenses – All Funds	Budget	YTD Expenses & Encumbrances	% Expensed & Encumbered	% of Year YTD
01 General Fund*	95,025,367	48,336,323	50.9	56.7
21 Bond Interest & Redemption	21,961,172	12,454,020	56.7	56.7
41 Capital Outlay Projects Fund	22,856,202	17,596,343	77.0	56.7
42 Bond Construction Fund	291,152,948	50,691,746	17.4	56.7
68 Retiree Benefit Fund	2,133,672	919,998	43.1	56.7
69 Employee Load Banking Trust Fund	1,200	-	0.0	56.7
72 Child Development Fund*	2,373,394	1,038,982	43.8	56.7
73 Student Body Center Fee Fund	350,762	92,588	26.4	56.7
74 KVCR Fund*	3,798,934	1,527,145	40.2	56.7
76 Investment Trust Fund – San Manuel	1,430,681	-	0.0	56.7
78 Self Insurance-Liability Fund	760,000	628,171	82.7	56.7
84 Workers Compensation Fund*	1,560,000	546,395	35.0	56.7

*Regular patterns of activity throughout the year.

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8100.00 FEDERAL HEA REVENUES	8,865,520.96	492,823.49	1,238,590.23	13.9	0.00	7,626,930.73	86.0
8600.00 STATE REVENUES	62,544,939.08	3,591,020.18	34,533,217.59	55.2	0.00	28,011,721.49	44.7
8800.00 LOCAL REVENUES	21,367,968.58	1,149,652.75	10,839,455.53	50.7	0.00	10,528,513.05	49.2
8900.00 OTHER FINANCING SOURCES	3,359.68	0.00	2,159.68	64.2	0.00	1,200.00	35.7
TOTAL: 8000	92,781,788.30	5,233,496.42	46,613,423.03	50.2	0.00	46,168,365.27	49.7
1100.00 CONTRACT CLASSROOM INST.	15,611,539.00	1,447,924.50	7,306,356.58	46.8	0.00	8,305,182.42	53.1
1200.00 CONTRACT CERT. ADMINISTRATORS	8,424,050.52	671,072.18	4,073,068.80	48.3	0.00	4,350,981.72	51.6
1300.00 INSTRUCTORS DAY/HOURLY	7,064,202.80	871,008.83	4,290,293.57	60.7	198,919.79	2,574,989.44	36.4
1400.00 NON-INSTRUCTION HOURLY CERT.	1,064,586.30	91,415.16	462,919.16	43.4	0.00	601,667.14	56.5
TOTAL: 1000	32,164,378.62	3,081,420.67	16,132,638.11	50.1	198,919.79	15,832,820.72	49.2
2100.00 CONTRACT CLASSIFIED NON-INSTR.	16,874,164.47	1,308,025.45	7,999,344.95	47.4	0.00	8,874,819.52	52.5
2200.00 INSTRUCTIONAL AIDS	1,328,114.00	107,686.91	627,133.35	47.2	0.00	700,980.65	52.7
2300.00 NON-INSTRUCTION HOURLY CLASS.	1,842,486.71	146,090.43	757,536.43	41.1	0.00	1,084,950.28	58.8
2400.00 INST AIDES-HOURLY- DIR.INSTRUC	1,015,954.48	88,428.25	407,131.76	40.0	0.00	608,822.72	59.9
TOTAL: 2000	21,060,719.66	1,650,231.04	9,791,146.49	46.4	0.00	11,269,573.17	53.5
3100.00 CERTIFICATED RETIREMENT	2,428,314.85	219,456.86	1,140,947.89	46.9	0.00	1,287,366.96	53.0
3200.00 CLASSIFIED RETIREMENT	2,283,112.35	170,833.63	965,145.88	42.2	0.00	1,317,966.47	57.7
3300.00 OASDHI/FICA	2,070,155.82	165,791.57	977,511.12	47.2	0.00	1,092,644.70	52.7
3400.00 HEALTH AND WELFARE BENEFITS	6,069,980.41	459,606.88	2,756,321.93	45.4	0.00	3,313,658.48	54.5
3500.00 STATE UNEMPLOYMENT INSURANCE	427,586.43	33,608.95	220,870.90	51.6	0.00	206,715.53	48.3
3600.00 WORKERS COMPENSATION INSURANCE	762,229.76	62,220.64	372,542.35	48.8	0.00	389,687.41	51.1
3900.00 OTHER BENEFITS	47,467.72	12,553.86	102,038.52	100.0	0.00	54,570.80-	.0
TOTAL: 3000	14,088,847.34	1,124,072.39	6,535,378.59	46.3	0.00	7,553,468.75	53.6
4100.00 TEXTBOOKS	27,496.67	1,485.19	9,638.17	35.0	7,905.57	9,952.93	36.1
4200.00 BOOK,MAGAZINE&PERIOD-DIST.USE	111,239.14	76.44	44,265.46	39.7	26,726.47	40,247.21	36.1
4300.00 INSTRUCTIONAL SUPPLIES	368,655.94	13,882.85	129,546.48	35.1	44,738.58	194,370.88	52.7
4400.00 MEDIA AND SOFTWARE-DISTRCT USE	75,015.94	2,244.61	9,417.05	12.5	4,999.96	60,598.93	80.7
4500.00 NONINSTRUCTIONAL SUPPLIES	1,188,307.69	28,549.27	347,208.33	29.2	403,300.09	437,799.27	36.8
4700.00 FOOD SUPPLIES	37,783.45	3,155.18	16,543.18	43.7	14,406.82	6,833.45	18.0
TOTAL: 4000	1,808,498.83	49,393.54	556,618.67	30.7	502,077.49	749,802.67	41.4
5100.00 PERSON&CONSULTANT SVC-DIST USE	6,953,372.92	79,880.01	1,102,155.13	15.8	2,700,336.08	3,150,881.71	45.3
5200.00 TRAVEL & CONFERENCE EXPENSES	671,630.76	18,306.19	155,812.12	23.1	63,635.91	452,182.73	67.3
5300.00 POST/DUES/MEMBERSHIPS-DIST.USE	373,411.50	2,817.94	157,186.86	42.0	38,471.09	177,753.55	47.6
5400.00 INSURANCES - DISTRICT USE	98,568.00	0.00	97,316.00	98.7	0.00	1,252.00	1.2
5500.00 UTILITIES & HOUSEKEEP-DIST.USE	3,245,938.23	19,969.76	1,605,281.65	49.4	1,347,834.00	292,822.58	9.0
5600.00 RENTS,LEASES&REPAIRS-DIST.USE	2,355,476.00	68,786.40	797,384.61	33.8	927,056.17	631,035.22	26.7
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	851,898.72	17,671.45	182,687.80	21.4	292,660.92	376,550.00	44.2
5800.00 OTHER OPERATING EXP-DIST. USE	5,429,488.03	28,320.00	623,592.08	11.4	170,286.59	4,635,609.36	85.3
5900.00 INTERPROGRAM CHARGES-DIST.USE	180.00	0.00	0.00	.0	0.00	180.00	100.0
TOTAL: 5000	19,979,964.16	235,751.75	4,721,416.25	23.6	5,540,280.76	9,718,267.15	48.6

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Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
		CURRENT	YEAR TO DATE				
TOTAL: 1000-5999	89,102,408.61	6,140,869.39	37,737,198.11	42.3	6,241,278.04	45,123,932.46	50.6
6100.00 SITES & IMPROVEMENTS-DIST. USE	142,313.00	0.00	0.00	.0	0.00	142,313.00	100.0
6200.00 BUILDINGS&IMPROVEMENT-DIST.USE	421,708.32	0.00	17,536.00	4.1	0.00	404,172.32	95.8
6300.00 LIBRARY BOOKS - EXPANSION	87,312.27	3,324.41	39,849.33	45.6	26,493.05	20,969.89	24.0
6400.00 ADDITIONAL/IMPROVED EQUIPMENT	1,222,205.65	29,791.57	143,884.43	11.7	216,254.93	862,066.29	70.5
TOTAL: 6000	1,873,539.24	33,115.98	201,269.76	10.7	242,747.98	1,429,521.50	76.3
TOTAL: 1000-6999	90,975,947.85	6,173,985.37	37,938,467.87	41.7	6,484,026.02	46,553,453.96	51.1
7300.00 INTERFUND TRANSFERS	3,508,100.00	708,214.00	3,498,100.00	99.7	0.00	10,000.00	.2
7500.00 OTHER OUTGO-STUDENT FIN AID	44,100.00	0.00	6,616.00	15.0	3,600.00	33,884.00	76.8
7600.00 OTHER STUDENT AID	497,219.51	4,302.72	160,165.08	32.2	245,347.79	91,706.64	18.4
TOTAL: 7000	4,049,419.51	712,516.72	3,664,881.08	90.5	248,947.79	135,590.64	3.3
TOTAL: 1000-7999	95,025,367.36	6,886,502.09	41,603,348.95	43.7	6,732,973.81	46,689,044.60	49.1

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Fund: 01 GENERAL FUND

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/ CURRENT	RECEIVED YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	92,781,788.30	5,233,496.42	46,613,423.03	50.2	0.00	46,168,365.27	49.7
TOTAL:	1000-5999	89,102,408.61	6,140,869.39	37,737,198.11	42.3	6,241,278.04	45,123,932.46	50.6
TOTAL:	1000-6999	90,975,947.85	6,173,985.37	37,938,467.87	41.7	6,484,026.02	46,553,453.96	51.1
TOTAL:	1000-7999	95,025,367.36	6,886,502.09	41,603,348.95	43.7	6,732,973.81	46,689,044.60	49.1
TOTAL EXPENSES	(1000 - 7999)	95,025,367.36	6,886,502.09	41,603,348.95	43.7	6,732,973.81	46,689,044.60	49.1

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Fund: 21 BOND INTEREST AND REDEMPTION

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ ENCUMBERED	UNENCUMBERED	
		CURRENT	YEAR TO DATE			BALANCE	%
8600.00 STATE REVENUES	175,000.00	0.00	0.00	.0	0.00	175,000.00	100.0
8800.00 LOCAL REVENUES	17,285,000.00	2,659,835.82	3,361,313.82	19.4	0.00	13,923,686.18	80.5
TOTAL: 8000	17,460,000.00	2,659,835.82	3,361,313.82	19.2	0.00	14,098,686.18	80.7
7100.00 DEBT RETIREMENT	21,961,172.00	0.00	12,454,019.73	56.7	0.00	9,507,152.27	43.2
TOTAL: 7000	21,961,172.00	0.00	12,454,019.73	56.7	0.00	9,507,152.27	43.2
TOTAL: 1000-7999	21,961,172.00	0.00	12,454,019.73	56.7	0.00	9,507,152.27	43.2

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Fund: 21 BOND INTEREST AND REDEMPTION SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
			CURRENT	YEAR TO DATE				
TOTAL INCOME	(8000 - 8999)	17,460,000.00	2,659,835.82	3,361,313.82	19.2	0.00	14,098,686.18	80.7
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	21,961,172.00	0.00	12,454,019.73	56.7	0.00	9,507,152.27	43.2
TOTAL EXPENSES	(1000 - 7999)	21,961,172.00	0.00	12,454,019.73	56.7	0.00	9,507,152.27	43.2

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Fund: 39 *** NOT ON FILE ***

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ ENCUMBERED	UNENCUMBERED	
		CURRENT	YEAR TO DATE			BALANCE	%
8800.00 LOCAL REVENUES	0.00	0.00	45.38	100.0	0.00	45.38-	.0
TOTAL: 8000	0.00	0.00	45.38	100.0	0.00	45.38-	.0
7300.00 INTERFUND TRANSFERS	263.47	0.00	263.47	100.0	0.00	0.00	.0
TOTAL: 7000	263.47	0.00	263.47	100.0	0.00	0.00	.0
TOTAL: 1000-7999	263.47	0.00	263.47	100.0	0.00	0.00	.0

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Fund: 39 *** NOT ON FILE *** SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/ CURRENT	RECEIVED YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	0.00	0.00	45.38	100.0	0.00	45.38-	.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	263.47	0.00	263.47	100.0	0.00	0.00	.0
TOTAL EXPENSES	(1000 - 7999)	263.47	0.00	263.47	100.0	0.00	0.00	.0

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Fund: 41 CAPITAL OUTLAY PROJECTS FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/ CURRENT	RECEIVED YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8600.00 STATE REVENUES	17,404,877.05	3,556,644.90	8,878,079.34	51.0	0.00	8,526,797.71	48.9
8800.00 LOCAL REVENUES	713,654.40	6,980.19	597,369.51	83.7	0.00	116,284.89	16.2
TOTAL: 8000	18,118,531.45	3,563,625.09	9,475,448.85	52.2	0.00	8,643,082.60	47.7
4500.00 NONINSTRUCTIONAL SUPPLIES	5,000.00	0.00	1,353.78	27.0	146.22	3,500.00	70.0
TOTAL: 4000	5,000.00	0.00	1,353.78	27.0	146.22	3,500.00	70.0
5100.00 PERSON&CONSULTANT SVC-DIST USE	111,274.21	0.00	1,680.00	1.5	92,607.77	16,986.44	15.2
5500.00 UTILITIES & HOUSEKEEP-DIST.USE	3,000.00	0.00	1,329.20	44.3	1,670.80	0.00	.0
5600.00 RENTS,LEASES&REPAIRS-DIST.USE	14,422.93	775.00	8,437.45	58.5	3,774.00	2,211.48	15.3
5800.00 OTHER OPERATING EXP-DIST. USE	46,737.40	0.00	9,350.00	20.0	0.00	37,387.40	79.9
TOTAL: 5000	175,434.54	775.00	20,796.65	11.8	98,052.57	56,585.32	32.2
TOTAL: 1000-5999	180,434.54	775.00	22,150.43	12.2	98,198.79	60,085.32	33.3
6100.00 SITES & IMPROVEMENTS-DIST. USE	49,075.00	0.00	6,364.65	.0	0.00	55,439.65	100.0
6200.00 BUILDINGS&IMPROVEMENT-DIST.USE	20,772,754.09	608,676.09	11,778,032.86	56.6	4,407,827.59	4,586,893.64	22.0
6400.00 ADDITIONAL/IMPROVED EQUIPMENT	1,353,938.17	4,529.00	1,236,791.77	91.3	59,706.47	57,439.93	4.2
TOTAL: 6000	22,175,767.26	613,205.09	13,008,459.98	58.6	4,467,534.06	4,699,773.22	21.1
TOTAL: 1000-6999	22,356,201.80	613,980.09	13,030,610.41	58.2	4,565,732.85	4,759,858.54	21.2
7900.00 RESERVE FOR CONTINGENCIES	500,000.00	0.00	0.00	.0	0.00	500,000.00	100.0
TOTAL: 7000	500,000.00	0.00	0.00	.0	0.00	500,000.00	100.0
TOTAL: 1000-7999	22,856,201.80	613,980.09	13,030,610.41	57.0	4,565,732.85	5,259,858.54	23.0

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Fund: 41 CAPITAL OUTLAY PROJECTS FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/ CURRENT	RECEIVED YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	18,118,531.45	3,563,625.09	9,475,448.85	52.2	0.00	8,643,082.60	47.7
TOTAL:	1000-5999	180,434.54	775.00	22,150.43	12.2	98,198.79	60,085.32	33.3
TOTAL:	1000-6999	22,356,201.80	613,980.09	13,030,610.41	58.2	4,565,732.85	4,759,858.54	21.2
TOTAL:	1000-7999	22,856,201.80	613,980.09	13,030,610.41	57.0	4,565,732.85	5,259,858.54	23.0
TOTAL EXPENSES	(1000 - 7999)	22,856,201.80	613,980.09	13,030,610.41	57.0	4,565,732.85	5,259,858.54	23.0

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Fund: 42 REVENUE BOND CONSTRUCTION FU

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/ CURRENT	RECEIVED YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	5,395,000.00	0.00	530,840.13	9.8	0.00	4,864,159.87	90.1
TOTAL: 8000	5,395,000.00	0.00	530,840.13	9.8	0.00	4,864,159.87	90.1
1200.00 CONTRACT CERT. ADMINISTRATORS	20,000.00	0.00	0.00	.0	0.00	20,000.00	100.0
TOTAL: 1000	20,000.00	0.00	0.00	.0	0.00	20,000.00	100.0
2100.00 CONTRACT CLASSIFIED NON-INSTR.	43,920.00	0.00	0.00	.0	0.00	43,920.00	100.0
TOTAL: 2000	43,920.00	0.00	0.00	.0	0.00	43,920.00	100.0
4500.00 NONINSTRUCTIONAL SUPPLIES	2,000.00	0.00	0.00	.0	0.00	2,000.00	100.0
TOTAL: 4000	2,000.00	0.00	0.00	.0	0.00	2,000.00	100.0
5100.00 PERSON&CONSULTANT SVC-DIST USE	1,117,519.00	3,025.00	141,290.48	12.6	225,553.51	750,675.01	67.1
5400.00 INSURANCES - DISTRICT USE	58,555.00	4,616.00	14,808.00	25.2	0.00	43,747.00	74.7
5600.00 RENTS,LEASES&REPAIRS-DIST.USE	585,000.00	19,034.01	89,848.06	15.3	412,758.98	82,392.96	14.0
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	150,000.00	3,657.54	12,670.04	8.4	135,389.56	1,940.40	1.2
5800.00 OTHER OPERATING EXP-DIST. USE	20,000.00	0.00	6,500.00	32.5	4,000.00	9,500.00	47.5
TOTAL: 5000	1,931,074.00	30,332.55	265,116.58	13.7	777,702.05	888,255.37	45.9
TOTAL: 1000-5999	1,996,994.00	30,332.55	265,116.58	13.2	777,702.05	954,175.37	47.7
6100.00 SITES & IMPROVEMENTS-DIST. USE	33,064,690.55	26,120.76	2,017,847.54	6.1	2,545,024.41	28,501,818.60	86.2
6200.00 BUILDINGS&IMPROVEMENT-DIST.USE	247,435,532.60	896,127.17	7,993,753.69	3.2	35,301,220.92	204,140,557.99	82.5
6400.00 ADDITIONAL/IMPROVED EQUIPMENT	8,655,731.00	21,866.34	1,394,242.65	16.1	396,838.40	6,864,649.95	79.3
TOTAL: 6000	289,155,954.15	944,114.27	11,405,843.88	3.9	38,243,083.73	239,507,026.54	82.8
TOTAL: 1000-6999	291,152,948.15	974,446.82	11,670,960.46	4.0	39,020,785.78	240,461,201.91	82.5

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Fund: 42 REVENUE BOND CONSTRUCTION FU SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT YEAR TO DATE		%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	5,395,000.00	0.00	530,840.13	9.8	0.00	4,864,159.87	90.1
TOTAL:	1000-5999	1,996,994.00	30,332.55	265,116.58	13.2	777,702.05	954,175.37	47.7
TOTAL:	1000-6999	291,152,948.15	974,446.82	11,670,960.46	4.0	39,020,785.78	240,461,201.91	82.5
TOTAL:	1000-7999	291,152,948.15	974,446.82	11,670,960.46	4.0	39,020,785.78	240,461,201.91	82.5
TOTAL EXPENSES	(1000 - 7999)	291,152,948.15	974,446.82	11,670,960.46	4.0	39,020,785.78	240,461,201.91	82.5

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Fund: 51 BOOKSTORE FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	0.00	0.00	298.03	100.0	0.00	298.03-	.0
TOTAL: 8000	0.00	0.00	298.03	100.0	0.00	298.03-	.0

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Fund: 51 BOOKSTORE FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	0.00	0.00	298.03	100.0	0.00	298.03-	.0
TOTAL:	1000-5999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL:	1000-6999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL:	1000-7999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL EXPENSES	(1000 - 7999)	0.00	0.00	0.00	.0	0.00	0.00	.0

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Fund: 68 RETIREE BENEFIT FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED			%	PENDED/ ENCUMBERED	UNENCUMBERED	
		CURRENT	YEAR TO DATE				BALANCE	%
8800.00 LOCAL REVENUES	42,000.00	0.00	5,881.30	14.0	0.00	36,118.70	85.9	
8900.00 OTHER FINANCING SOURCES	1,487,948.00	0.00	1,487,948.00	100.0	0.00	0.00	.0	
TOTAL: 8000	1,529,948.00	0.00	1,493,829.30	97.6	0.00	36,118.70	2.3	
3300.00 OASDHI/FICA	0.00	7.26	7.26	100.0	0.00	7.26-	.0	
3400.00 HEALTH AND WELFARE BENEFITS	423,000.00	38,356.69	230,026.88	54.3	0.00	192,973.12	45.6	
3500.00 STATE UNEMPLOYMENT INSURANCE	0.00	5.40	5.40	100.0	0.00	5.40-	.0	
3600.00 WORKERS COMPENSATION INSURANCE	0.00	79.36	79.36	100.0	0.00	79.36-	.0	
3900.00 OTHER BENEFITS	1,710,672.00	4,500.00	689,880.00	40.3	0.00	1,020,792.00	59.6	
TOTAL: 3000	2,133,672.00	42,948.71	919,998.90	43.1	0.00	1,213,673.10	56.8	
TOTAL: 1000-5999	2,133,672.00	42,948.71	919,998.90	43.1	0.00	1,213,673.10	56.8	

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Fund: 68 RETIREE BENEFIT FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT YEAR TO DATE		%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	1,529,948.00	0.00	1,493,829.30	97.6	0.00	36,118.70	2.3
TOTAL:	1000-5999	2,133,672.00	42,948.71	919,998.90	43.1	0.00	1,213,673.10	56.8
TOTAL:	1000-6999	2,133,672.00	42,948.71	919,998.90	43.1	0.00	1,213,673.10	56.8
TOTAL:	1000-7999	2,133,672.00	42,948.71	919,998.90	43.1	0.00	1,213,673.10	56.8
TOTAL EXPENSES	(1000 - 7999)	2,133,672.00	42,948.71	919,998.90	43.1	0.00	1,213,673.10	56.8

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Fund: 69 EMPL LOAD BANKING TRUST FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	1,200.00	0.00	258.58	21.5	0.00	941.42	78.4
TOTAL: 8000	1,200.00	0.00	258.58	21.5	0.00	941.42	78.4
7300.00 INTERFUND TRANSFERS	1,200.00	0.00	0.00	.0	0.00	1,200.00	100.0
TOTAL: 7000	1,200.00	0.00	0.00	.0	0.00	1,200.00	100.0
TOTAL: 1000-7999	1,200.00	0.00	0.00	.0	0.00	1,200.00	100.0

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Fund: 69 EMPL LOAD BANKING TRUST FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	1,200.00	0.00	258.58	21.5	0.00	941.42	78.4
TOTAL:	1000-5999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL:	1000-6999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL:	1000-7999	1,200.00	0.00	0.00	.0	0.00	1,200.00	100.0
TOTAL EXPENSES	(1000 - 7999)	1,200.00	0.00	0.00	.0	0.00	1,200.00	100.0

Fund: 72 CHILD DEVELOPMENT FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8100.00 FEDERAL HEA REVENUES	142,220.00	24,533.04	55,702.56	39.1	0.00	86,517.44	60.8
8600.00 STATE REVENUES	2,000,878.00	340,265.74	1,107,686.56	55.3	0.00	893,191.44	44.6
8800.00 LOCAL REVENUES	250,916.00	48,825.71	97,194.52	38.7	0.00	153,721.48	61.2
TOTAL: 8000	2,394,014.00	413,624.49	1,260,583.64	52.6	0.00	1,133,430.36	47.3
2100.00 CONTRACT CLASSIFIED NON-INSTR.	1,112,754.00	86,021.92	515,618.14	46.3	0.00	597,135.86	53.6
2300.00 NON-INSTRUCTION HOURLY CLASS.	240,627.00	17,692.98	78,746.41	32.7	0.00	161,880.59	67.2
TOTAL: 2000	1,353,381.00	103,714.90	594,364.55	43.9	0.00	759,016.45	56.0
3100.00 CERTIFICATED RETIREMENT	19,326.00	1,374.96	8,419.51	43.5	0.00	10,906.49	56.4
3200.00 CLASSIFIED RETIREMENT	94,193.00	7,763.38	44,262.29	46.9	0.00	49,930.71	53.0
3300.00 OASDHI/FICA	79,009.00	5,741.15	33,536.39	42.4	0.00	45,472.61	57.5
3400.00 HEALTH AND WELFARE BENEFITS	267,792.00	23,932.86	141,891.48	52.9	0.00	125,900.52	47.0
3500.00 STATE UNEMPLOYMENT INSURANCE	9,041.00	655.92	3,951.99	43.7	0.00	5,089.01	56.2
3600.00 WORKERS COMPENSATION INSURANCE	34,200.00	3,900.00	22,500.00	65.7	0.00	11,700.00	34.2
3900.00 OTHER BENEFITS	1,911.00	426.61	2,547.48	100.0	0.00	636.48	.0
TOTAL: 3000	505,472.00	43,794.88	257,109.14	50.8	0.00	248,362.86	49.1
4200.00 BOOK,MAGAZINE&PERIOD-DIST.USE	100.00	0.00	0.00	.0	0.00	100.00	100.0
4300.00 INSTRUCTIONAL SUPPLIES	46,807.00	140.56	7,706.58	16.4	22,407.88	16,692.54	35.6
4400.00 MEDIA AND SOFTWARE-DISTRCT USE	500.00	0.00	0.00	.0	0.00	500.00	100.0
4500.00 NONINSTRUCTIONAL SUPPLIES	70,724.00	952.88	20,787.42	29.3	14,817.29	35,119.29	49.6
4700.00 FOOD SUPPLIES	148,963.00	2,639.26	41,127.38	27.6	76,411.70	31,423.92	21.0
TOTAL: 4000	267,094.00	3,732.70	69,621.38	26.0	113,636.87	83,835.75	31.3
5100.00 PERSON&CONSULTANT SVC-DIST USE	4,100.00	0.00	0.00	.0	0.00	4,100.00	100.0
5200.00 TRAVEL & CONFERENCE EXPENSES	1,500.00	0.00	100.00	6.6	0.00	1,400.00	93.3
5300.00 POST/DUES/MEMBERSHIPS-DIST.USE	500.00	0.00	0.00	.0	0.00	500.00	100.0
5600.00 RENTS,LEASES&REPAIRS-DIST.USE	4,150.00	0.00	0.00	.0	0.00	4,150.00	100.0
5800.00 OTHER OPERATING EXP-DIST. USE	173,531.00	0.00	550.00	.3	1,925.00	171,056.00	98.5
TOTAL: 5000	183,781.00	0.00	650.00	.3	1,925.00	181,206.00	98.5
TOTAL: 1000-5999	2,309,728.00	151,242.48	921,745.07	39.9	115,561.87	1,272,421.06	55.0
6400.00 ADDITIONAL/IMPROVED EQUIPMENT	13,666.00	0.00	1,674.72	12.2	0.00	11,991.28	87.7
TOTAL: 6000	13,666.00	0.00	1,674.72	12.2	0.00	11,991.28	87.7
TOTAL: 1000-6999	2,323,394.00	151,242.48	923,419.79	39.7	115,561.87	1,284,412.34	55.2
7900.00 RESERVE FOR CONTINGENCIES	50,000.00	0.00	0.00	.0	0.00	50,000.00	100.0
TOTAL: 7000	50,000.00	0.00	0.00	.0	0.00	50,000.00	100.0
TOTAL: 1000-7999	2,373,394.00	151,242.48	923,419.79	38.9	115,561.87	1,334,412.34	56.2

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Fund: 72 CHILD DEVELOPMENT FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT YEAR TO DATE		%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	2,394,014.00	413,624.49	1,260,583.64	52.6	0.00	1,133,430.36	47.3
TOTAL:	1000-5999	2,309,728.00	151,242.48	921,745.07	39.9	115,561.87	1,272,421.06	55.0
TOTAL:	1000-6999	2,323,394.00	151,242.48	923,419.79	39.7	115,561.87	1,284,412.34	55.2
TOTAL:	1000-7999	2,373,394.00	151,242.48	923,419.79	38.9	115,561.87	1,334,412.34	56.2
TOTAL EXPENSES	(1000 - 7999)	2,373,394.00	151,242.48	923,419.79	38.9	115,561.87	1,334,412.34	56.2

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Fund: 73 STUDENT BODY CENTER FEE FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	245,500.00	6,761.25	180,570.25	73.5	0.00	64,929.75	26.4
TOTAL: 8000	245,500.00	6,761.25	180,570.25	73.5	0.00	64,929.75	26.4
2100.00 CONTRACT CLASSIFIED NON-INSTR.	88,560.00	7,397.10	44,760.47	50.5	0.00	43,799.53	49.4
2300.00 NON-INSTRUCTION HOURLY CLASS.	51,100.00	3,240.00	17,492.00	34.2	0.00	33,608.00	65.7
TOTAL: 2000	139,660.00	10,637.10	62,252.47	44.5	0.00	77,407.53	55.4
3200.00 CLASSIFIED RETIREMENT	9,482.00	792.01	4,792.52	50.5	0.00	4,689.48	49.4
3300.00 OASDHI/FICA	6,890.00	565.87	3,424.16	49.6	0.00	3,465.84	50.3
3400.00 HEALTH AND WELFARE BENEFITS	20,468.00	1,705.68	10,234.08	50.0	0.00	10,233.92	49.9
3500.00 STATE UNEMPLOYMENT INSURANCE	649.00	53.26	322.27	49.6	0.00	326.73	50.3
3600.00 WORKERS COMPENSATION INSURANCE	2,400.00	200.00	1,200.00	50.0	0.00	1,200.00	50.0
3900.00 OTHER BENEFITS	146.00	12.18	73.08	50.0	0.00	72.92	49.9
TOTAL: 3000	40,035.00	3,329.00	20,046.11	50.0	0.00	19,988.89	49.9
4200.00 BOOK,MAGAZINE&PERIOD-DIST.USE	500.00	0.00	0.00	.0	0.00	500.00	100.0
4500.00 NONINSTRUCTIONAL SUPPLIES	11,515.00	143.98	2,581.25	22.4	1,215.50	7,718.25	67.0
TOTAL: 4000	12,015.00	143.98	2,581.25	21.4	1,215.50	8,218.25	68.3
5100.00 PERSON&CONSULTANT SVC-DIST USE	3,910.00	0.00	947.88	24.2	0.00	2,962.12	75.7
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	11,112.00	0.00	1,600.13	14.4	1,299.00	8,212.87	73.9
5800.00 OTHER OPERATING EXP-DIST. USE	7,361.00	0.00	0.00	.0	200.00	7,161.00	97.2
TOTAL: 5000	23,383.00	0.00	2,548.01	10.8	1,499.00	19,335.99	82.6
TOTAL: 1000-5999	215,093.00	14,110.08	87,427.84	40.6	2,714.50	124,950.66	58.0
6400.00 ADDITIONAL/IMPROVED EQUIPMENT	32,229.00	0.00	2,445.55	7.5	0.00	29,783.45	92.4
TOTAL: 6000	32,229.00	0.00	2,445.55	7.5	0.00	29,783.45	92.4
TOTAL: 1000-6999	247,322.00	14,110.08	89,873.39	36.3	2,714.50	154,734.11	62.5
7900.00 RESERVE FOR CONTINGENCIES	103,440.00	0.00	0.00	.0	0.00	103,440.00	100.0
TOTAL: 7000	103,440.00	0.00	0.00	.0	0.00	103,440.00	100.0
TOTAL: 1000-7999	350,762.00	14,110.08	89,873.39	25.6	2,714.50	258,174.11	73.6

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Fund: 73 STUDENT BODY CENTER FEE FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
			CURRENT	YEAR TO DATE				
TOTAL INCOME	(8000 - 8999)	245,500.00	6,761.25	180,570.25	73.5	0.00	64,929.75	26.4
TOTAL:	1000-5999	215,093.00	14,110.08	87,427.84	40.6	2,714.50	124,950.66	58.0
TOTAL:	1000-6999	247,322.00	14,110.08	89,873.39	36.3	2,714.50	154,734.11	62.5
TOTAL:	1000-7999	350,762.00	14,110.08	89,873.39	25.6	2,714.50	258,174.11	73.6
TOTAL EXPENSES	(1000 - 7999)	350,762.00	14,110.08	89,873.39	25.6	2,714.50	258,174.11	73.6

Fund: 74 KVCR FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/ CURRENT	RECEIVED YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	2,342,381.78	300,397.84	829,014.61	35.3	0.00	1,513,367.17	64.6
8900.00 OTHER FINANCING SOURCES	1,460,152.00	708,214.00	1,460,152.00	100.0	0.00	0.00	.0
TOTAL: 8000	3,802,533.78	1,008,611.84	2,289,166.61	60.2	0.00	1,513,367.17	39.7
2100.00 CONTRACT CLASSIFIED NON-INSTR.	1,345,861.00	112,083.89	640,533.57	47.5	0.00	705,327.43	52.4
2300.00 NON-INSTRUCTION HOURLY CLASS.	40,861.00	0.00	29,177.69	71.4	0.00	11,683.31	28.5
TOTAL: 2000	1,386,722.00	112,083.89	669,711.26	48.2	0.00	717,010.74	51.7
3200.00 CLASSIFIED RETIREMENT	145,707.00	12,022.47	70,559.23	48.4	0.00	75,147.77	51.5
3300.00 OASDHI/FICA	105,023.00	7,586.12	49,051.15	46.7	0.00	55,971.85	53.2
3400.00 HEALTH AND WELFARE BENEFITS	172,090.00	16,306.13	95,278.26	55.3	0.00	76,811.74	44.6
3500.00 STATE UNEMPLOYMENT INSURANCE	9,885.00	797.16	5,023.01	50.8	0.00	4,861.99	49.1
3600.00 WORKERS COMPENSATION INSURANCE	23,100.00	2,100.00	12,000.00	51.9	0.00	11,100.00	48.0
3900.00 OTHER BENEFITS	4,407.00	371.80	2,212.53	50.2	0.00	2,194.47	49.7
TOTAL: 3000	460,212.00	39,183.68	234,124.18	50.8	0.00	226,087.82	49.1
4500.00 NONINSTRUCTIONAL SUPPLIES	6,865.16	355.56	1,992.09	29.0	3,382.91	1,490.16	21.7
TOTAL: 4000	6,865.16	355.56	1,992.09	29.0	3,382.91	1,490.16	21.7
5300.00 POST/DUES/MEMBERSHIPS-DIST.USE	44,697.97	635.25	20,747.96	46.4	4,966.04	18,983.97	42.4
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	184,467.74	1,248.69	82,491.81	44.7	78,453.19	23,522.74	12.7
5600.00 RENTS,LEASES&REPAIRS-DIST.USE	58,872.25	0.00	20,731.87	35.2	15,939.66	22,200.72	37.7
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	79,803.45	1,560.58	35,162.76	44.0	28,837.24	15,803.45	19.8
5800.00 OTHER OPERATING EXP-DIST. USE	1,565,293.21	62,542.00-	310,594.71	19.8	13,524.00	1,241,174.50	79.2
TOTAL: 5000	1,940,134.62	59,097.48-	476,214.11	24.5	141,720.13	1,322,200.38	68.1
TOTAL: 1000-5999	3,793,933.78	92,525.65	1,382,041.64	36.4	145,103.04	2,266,789.10	59.7
6400.00 ADDITIONAL/IMPROVED EQUIPMENT	5,000.00	0.00	0.00	.0	0.00	5,000.00	100.0
TOTAL: 6000	5,000.00	0.00	0.00	.0	0.00	5,000.00	100.0
TOTAL: 1000-6999	3,798,933.78	92,525.65	1,382,041.64	36.3	145,103.04	2,271,789.10	59.8

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Fund: 74 KVCR FUND

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SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
			CURRENT	YEAR TO DATE				
TOTAL INCOME	(8000 - 8999)	3,802,533.78	1,008,611.84	2,289,166.61	60.2	0.00	1,513,367.17	39.7
TOTAL:	1000-5999	3,793,933.78	92,525.65	1,382,041.64	36.4	145,103.04	2,266,789.10	59.7
TOTAL:	1000-6999	3,798,933.78	92,525.65	1,382,041.64	36.3	145,103.04	2,271,789.10	59.8
TOTAL:	1000-7999	3,798,933.78	92,525.65	1,382,041.64	36.3	145,103.04	2,271,789.10	59.8
TOTAL EXPENSES	(1000 - 7999)	3,798,933.78	92,525.65	1,382,041.64	36.3	145,103.04	2,271,789.10	59.8

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Fund: 76 INVSTMT TRUST FUND-SAN MANUE

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	1,430,681.00	500,000.00	500,000.00	34.9	0.00	930,681.00	65.0
TOTAL: 8000	1,430,681.00	500,000.00	500,000.00	34.9	0.00	930,681.00	65.0
2100.00 CONTRACT CLASSIFED NON-INSTR.	1,051,640.00	0.00	0.00	.0	0.00	1,051,640.00	100.0
2300.00 NON-INSTRUCTION HOURLY CLASS.	32,000.00	0.00	0.00	.0	0.00	32,000.00	100.0
TOTAL: 2000	1,083,640.00	0.00	0.00	.0	0.00	1,083,640.00	100.0
3200.00 CLASSIFIED RETIREMENT	117,357.00	0.00	0.00	.0	0.00	117,357.00	100.0
3300.00 OASDHI/FICA	80,437.00	0.00	0.00	.0	0.00	80,437.00	100.0
3400.00 HEALTH AND WELFARE BENEFITS	126,547.00	0.00	0.00	.0	0.00	126,547.00	100.0
3500.00 STATE UNEMPLOYMENT INSURANCE	7,100.00	0.00	0.00	.0	0.00	7,100.00	100.0
3600.00 WORKERS COMPENSATION INSURANCE	14,400.00	0.00	0.00	.0	0.00	14,400.00	100.0
3900.00 OTHER BENEFITS	1,200.00	0.00	0.00	.0	0.00	1,200.00	100.0
TOTAL: 3000	347,041.00	0.00	0.00	.0	0.00	347,041.00	100.0
TOTAL: 1000-5999	1,430,681.00	0.00	0.00	.0	0.00	1,430,681.00	100.0

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Fund: 76 INVSTMT TRUST FUND-SAN MANUE SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/ CURRENT	RECEIVED YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	1,430,681.00	500,000.00	500,000.00	34.9	0.00	930,681.00	65.0
TOTAL:	1000-5999	1,430,681.00	0.00	0.00	.0	0.00	1,430,681.00	100.0
TOTAL:	1000-6999	1,430,681.00	0.00	0.00	.0	0.00	1,430,681.00	100.0
TOTAL:	1000-7999	1,430,681.00	0.00	0.00	.0	0.00	1,430,681.00	100.0
TOTAL EXPENSES	(1000 - 7999)	1,430,681.00	0.00	0.00	.0	0.00	1,430,681.00	100.0

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Fund: 78 SELF INSURANCE-LIABILITY&PRO

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED			%	PENDED/ ENCUMBERED	UNENCUMBERED	
		CURRENT	YEAR TO DATE				BALANCE	%
8800.00 LOCAL REVENUES	3,500.00	0.00	1,162.71	33.2	0.00	2,337.29	66.7	
8900.00 OTHER FINANCING SOURCES	550,000.00	0.00	550,000.00	100.0	0.00	0.00	.0	
TOTAL: 8000	553,500.00	0.00	551,162.71	99.5	0.00	2,337.29	.4	
5100.00 PERSON&CONSULTANT SVC-DIST USE	85,000.00	0.00	21,461.71	25.2	55,344.26	8,194.03	9.6	
5400.00 INSURANCES - DISTRICT USE	500,000.00	0.00	479,236.00	95.8	0.00	20,764.00	4.1	
5800.00 OTHER OPERATING EXP-DIST. USE	150,000.00	0.00	72,129.35	48.0	0.00	77,870.65	51.9	
TOTAL: 5000	735,000.00	0.00	572,827.06	77.9	55,344.26	106,828.68	14.5	
TOTAL: 1000-5999	735,000.00	0.00	572,827.06	77.9	55,344.26	106,828.68	14.5	
7900.00 RESERVE FOR CONTINGENCIES	25,000.00	0.00	0.00	.0	0.00	25,000.00	100.0	
TOTAL: 7000	25,000.00	0.00	0.00	.0	0.00	25,000.00	100.0	
TOTAL: 1000-7999	760,000.00	0.00	572,827.06	75.3	55,344.26	131,828.68	17.3	

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Fund: 78 SELF INSURANCE-LIABILITY&PRO SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	553,500.00	0.00	551,162.71	99.5	0.00	2,337.29	.4
TOTAL:	1000-5999	735,000.00	0.00	572,827.06	77.9	55,344.26	106,828.68	14.5
TOTAL:	1000-6999	735,000.00	0.00	572,827.06	77.9	55,344.26	106,828.68	14.5
TOTAL:	1000-7999	760,000.00	0.00	572,827.06	75.3	55,344.26	131,828.68	17.3
TOTAL EXPENSES	(1000 - 7999)	760,000.00	0.00	572,827.06	75.3	55,344.26	131,828.68	17.3

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Fund: 84 WORKERS COMPENSATION FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED			PENDED/ ENCUMBERED	UNENCUMBERED	
		CURRENT	YEAR TO DATE	%		BALANCE	%
8800.00 LOCAL REVENUES	1,290,000.00	122,154.47	486,387.87	37.7	0.00	803,612.13	62.2
TOTAL: 8000	1,290,000.00	122,154.47	486,387.87	37.7	0.00	803,612.13	62.2
5100.00 PERSON&CONSULTANT SVC-DIST USE	130,000.00	45,320.00	130,880.00	100.0	26,560.00	27,440.00-	.0
5400.00 INSURANCES - DISTRICT USE	120,000.00	0.00	104,163.00	86.8	0.00	15,837.00	13.1
5800.00 OTHER OPERATING EXP-DIST. USE	810,000.00	72,198.62	276,306.65	34.1	8,484.93	525,208.42	64.8
TOTAL: 5000	1,060,000.00	117,518.62	511,349.65	48.2	35,044.93	513,605.42	48.4
TOTAL: 1000-5999	1,060,000.00	117,518.62	511,349.65	48.2	35,044.93	513,605.42	48.4
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	1,560,000.00	117,518.62	511,349.65	32.7	35,044.93	1,013,605.42	64.9

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Fund: 84 WORKERS COMPENSATION FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/ CURRENT	RECEIVED YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	1,290,000.00	122,154.47	486,387.87	37.7	0.00	803,612.13	62.2
TOTAL:	1000-5999	1,060,000.00	117,518.62	511,349.65	48.2	35,044.93	513,605.42	48.4
TOTAL:	1000-6999	1,060,000.00	117,518.62	511,349.65	48.2	35,044.93	513,605.42	48.4
TOTAL:	1000-7999	1,560,000.00	117,518.62	511,349.65	32.7	35,044.93	1,013,605.42	64.9
TOTAL EXPENSES	(1000 - 7999)	1,560,000.00	117,518.62	511,349.65	32.7	35,044.93	1,013,605.42	64.9

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING	EXPENDED/RECEIVED			PENDED/	UNENCUMBERED	
	BUDGET	CURRENT	YEAR TO DATE	%	ENCUMBERED	BALANCE	%
8100.00 FEDERAL HEA REVENUES	32,500.00	0.00	65,000.00	100.0	0.00	32,500.00-	.0
8600.00 STATE REVENUES	30,164.00	3,603.00	154,858.00	100.0	0.00	124,694.00-	.0
8800.00 LOCAL REVENUES	724,517.14	159,261.83	449,135.50	61.9	0.00	275,381.64	38.0
TOTAL: 8000	787,181.14	162,864.83	668,993.50	84.9	0.00	118,187.64	15.0
1100.00 CONTRACT CLASSROOM INST.	11,036,231.00	1,004,490.14	5,056,642.60	45.8	0.00	5,979,588.40	54.1
1200.00 CONTRACT CERT. ADMINISTRATORS	3,456,476.00	284,542.85	1,699,635.06	49.1	0.00	1,756,840.94	50.8
1300.00 INSTRUCTORS DAY/HOURLY	5,020,428.80	637,222.97	3,074,410.51	61.2	156,657.57	1,789,360.72	35.6
1400.00 NON-INSTRUCTION HOURLY CERT.	338,870.68	75,486.84	141,631.20	41.7	0.00	197,239.48	58.2
TOTAL: 1000	19,852,006.48	2,001,742.80	9,972,319.37	50.2	156,657.57	9,723,029.54	48.9
2100.00 CONTRACT CLASSIFIED NON-INSTR.	6,137,015.80	453,164.68	2,818,449.01	45.9	0.00	3,318,566.79	54.0
2200.00 INSTRUCTIONAL AIDS	795,441.50	63,947.83	378,425.85	47.5	0.00	417,015.65	52.4
2300.00 NON-INSTRUCTION HOURLY CLASS.	183,623.20	14,430.88	58,920.71	32.0	0.00	124,702.49	67.9
2400.00 INST AIDES-HOURLY- DIR.INSTRUC	427,545.98	26,566.00	137,517.76	32.1	0.00	290,028.22	67.8
TOTAL: 2000	7,543,626.48	558,109.39	3,393,313.33	44.9	0.00	4,150,313.15	55.0
3100.00 CERTIFICATED RETIREMENT	1,547,363.68	142,875.94	711,370.71	45.9	0.00	835,992.97	54.0
3200.00 CLASSIFIED RETIREMENT	846,608.44	62,930.05	365,469.59	43.1	0.00	481,138.85	56.8
3300.00 OASDHI/FICA	880,645.54	73,121.11	416,239.74	47.2	0.00	464,405.80	52.7
3400.00 HEALTH AND WELFARE BENEFITS	2,910,320.63	218,641.21	1,314,775.80	45.1	0.00	1,595,544.83	54.8
3500.00 STATE UNEMPLOYMENT INSURANCE	196,612.81	18,150.21	95,687.13	48.6	0.00	100,925.68	51.3
3600.00 WORKERS COMPENSATION INSURANCE	376,160.00	29,522.64	179,008.04	47.5	0.00	197,151.96	52.4
3900.00 OTHER BENEFITS	24,357.08	8,754.03	52,547.99	100.0	0.00	28,190.91-	.0
TOTAL: 3000	6,782,068.18	553,995.19	3,135,099.00	46.2	0.00	3,646,969.18	53.7
4100.00 TEXTBOOKS	8,500.00	435.47	7,607.51	89.5	675.30	217.19	2.5
4200.00 BOOK,MAGAZINE&PERIOD-DIST.USE	48,730.00	0.00	24,078.49	49.4	20,153.18	4,498.33	9.2
4300.00 INSTRUCTIONAL SUPPLIES	180,816.18	10,314.35	81,497.08	45.0	28,048.63	71,270.47	39.4
4400.00 MEDIA AND SOFTWARE-DISTRCT USE	10,554.00	1,630.16	2,245.96	21.2	673.18	7,634.86	72.3
4500.00 NONINSTRUCTIONAL SUPPLIES	408,912.05	5,559.40	125,764.00	30.7	193,032.32	90,115.73	22.0
4700.00 FOOD SUPPLIES	30,083.45	3,155.18	9,670.82	32.1	14,329.18	6,083.45	20.2
TOTAL: 4000	687,595.68	21,094.56	250,863.86	36.4	256,911.79	179,820.03	26.1
5100.00 PERSON&CONSULTANT SVC-DIST USE	739,020.30	861.92	17,189.81	2.3	452,964.19	268,866.30	36.3
5200.00 TRAVEL & CONFERENCE EXPENSES	75,561.00	3,172.50	20,186.39	26.7	8,351.68	47,022.93	62.2
5300.00 POST/DUES/MEMBERSHIPS-DIST.USE	110,058.00	3,288.83	39,547.36	35.9	5,478.99	65,031.65	59.0
5400.00 INSURANCES - DISTRICT USE	600.00	0.00	0.00	.0	0.00	600.00	100.0
5500.00 UTILITIES & HOUSEKEEP-DIST.USE	1,683,562.00	8,335.08	923,957.47	54.8	740,901.27	18,703.26	1.1
5600.00 RENTS,LEASES&REPAIRS-DIST.USE	613,162.23	16,038.99	146,947.92	23.9	357,306.37	108,907.94	17.7
5800.00 OTHER OPERATING EXP-DIST. USE	257,571.77	2,653.05	38,157.14	14.8	39,528.30	179,886.33	69.8
5900.00 INTERPROGRAM CHARGES-DIST.USE	180.00	0.00	0.00	.0	0.00	180.00	100.0
TOTAL: 5000	3,479,715.30	27,772.71	1,185,986.09	34.0	1,604,530.80	689,198.41	19.8
TOTAL: 1000-5999	38,345,012.12	3,162,714.65	17,937,581.65	46.7	2,018,100.16	18,389,330.31	47.9

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Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ ENCUMBERED	UNENCUMBERED	
		CURRENT	YEAR TO DATE			BALANCE	%
6300.00 LIBRARY BOOKS - EXPANSION	67,947.27	3,324.41	33,153.20	48.7	15,655.28	19,138.79	28.1
6400.00 ADDITIONAL/IMPROVED EQUIPMENT	107,236.95	1,805.47	18,025.34	16.8	14,672.54	74,539.07	69.5
TOTAL: 6000	175,184.22	5,129.88	51,178.54	29.2	30,327.82	93,677.86	53.4
TOTAL: 1000-6999	38,520,196.34	3,167,844.53	17,988,760.19	46.6	2,048,427.98	18,483,008.17	47.9

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Fund: 01 GENERAL FUND

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/ CURRENT	RECEIVED YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	787,181.14	162,864.83	668,993.50	84.9	0.00	118,187.64	15.0
TOTAL:	1000-5999	38,345,012.12	3,162,714.65	17,937,581.65	46.7	2,018,100.16	18,389,330.31	47.9
TOTAL:	1000-6999	38,520,196.34	3,167,844.53	17,988,760.19	46.6	2,048,427.98	18,483,008.17	47.9
TOTAL:	1000-7999	38,520,196.34	3,167,844.53	17,988,760.19	46.6	2,048,427.98	18,483,008.17	47.9
TOTAL EXPENSES	(1000 - 7999)	38,520,196.34	3,167,844.53	17,988,760.19	46.6	2,048,427.98	18,483,008.17	47.9

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Fund: 41 CAPITAL OUTLAY PROJECTS FUND

SUMMARY BY OBJECT	WORKING	EXPENDED/RECEIVED		%	PENDED/	UNENCUMBERED	
	BUDGET	CURRENT	YEAR TO DATE		ENCUMBERED	BALANCE	%
5100.00 PERSON&CONSULTANT SVC-DIST USE	19,296.04	0.00	0.00	.0	19,296.04	0.00	.0
TOTAL: 5000	19,296.04	0.00	0.00	.0	19,296.04	0.00	.0
TOTAL: 1000-5999	19,296.04	0.00	0.00	.0	19,296.04	0.00	.0

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Fund: 41 CAPITAL OUTLAY PROJECTS FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/ CURRENT	RECEIVED YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL:	1000-5999	19,296.04	0.00	0.00	.0	19,296.04	0.00	.0
TOTAL:	1000-6999	19,296.04	0.00	0.00	.0	19,296.04	0.00	.0
TOTAL:	1000-7999	19,296.04	0.00	0.00	.0	19,296.04	0.00	.0
TOTAL EXPENSES	(1000 - 7999)	19,296.04	0.00	0.00	.0	19,296.04	0.00	.0

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Fund: 72 CHILD DEVELOPMENT FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED			%	PENDED/ ENCUMBERED	UNENCUMBERED	
		CURRENT	YEAR TO DATE				BALANCE	%
8800.00 LOCAL REVENUES	30,630.00	0.00	1,679.01	5.4	0.00	28,950.99	94.5	
TOTAL: 8000	30,630.00	0.00	1,679.01	5.4	0.00	28,950.99	94.5	
2300.00 NON-INSTRUCTION HOURLY CLASS.	21,130.00	0.00	0.00	.0	0.00	21,130.00	100.0	
TOTAL: 2000	21,130.00	0.00	0.00	.0	0.00	21,130.00	100.0	
3300.00 OASDHI/FICA	1,616.00	0.00	0.00	.0	0.00	1,616.00	100.0	
3500.00 STATE UNEMPLOYMENT INSURANCE	152.00	0.00	0.00	.0	0.00	152.00	100.0	
TOTAL: 3000	1,768.00	0.00	0.00	.0	0.00	1,768.00	100.0	
5800.00 OTHER OPERATING EXP-DIST. USE	2,000.00	0.00	0.00	.0	0.00	2,000.00	100.0	
TOTAL: 5000	2,000.00	0.00	0.00	.0	0.00	2,000.00	100.0	
TOTAL: 1000-5999	24,898.00	0.00	0.00	.0	0.00	24,898.00	100.0	
7900.00 RESERVE FOR CONTINGENCIES	50,000.00	0.00	0.00	.0	0.00	50,000.00	100.0	
TOTAL: 7000	50,000.00	0.00	0.00	.0	0.00	50,000.00	100.0	
TOTAL: 1000-7999	74,898.00	0.00	0.00	.0	0.00	74,898.00	100.0	

BDX110
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Fund: 72 CHILD DEVELOPMENT FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	30,630.00	0.00	1,679.01	5.4	0.00	28,950.99	94.5
TOTAL:	1000-5999	24,898.00	0.00	0.00	.0	0.00	24,898.00	100.0
TOTAL:	1000-6999	24,898.00	0.00	0.00	.0	0.00	24,898.00	100.0
TOTAL:	1000-7999	74,898.00	0.00	0.00	.0	0.00	74,898.00	100.0
TOTAL EXPENSES	(1000 - 7999)	74,898.00	0.00	0.00	.0	0.00	74,898.00	100.0

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING	EXPENDED/RECEIVED			PENDED/	UNENCUMBERED	
	BUDGET	CURRENT	YEAR TO DATE	%	ENCUMBERED	BALANCE	%
8600.00 STATE REVENUES	81,122.00	1,544.00	224,290.00	100.0	0.00	143,168.00-	.0
8800.00 LOCAL REVENUES	502,035.00	21,054.48	195,208.04	38.8	0.00	306,826.96	61.1
8900.00 OTHER FINANCING SOURCES	1,896.21	0.00	1,896.21	100.0	0.00	0.00	.0
TOTAL: 8000	585,053.21	22,598.48	421,394.25	72.0	0.00	163,658.96	27.9
1100.00 CONTRACT CLASSROOM INST.	4,437,430.00	431,646.54	2,190,872.43	49.3	0.00	2,246,557.57	50.6
1200.00 CONTRACT CERT. ADMINISTRATORS	2,661,525.00	207,544.56	1,238,348.61	46.5	0.00	1,423,176.39	53.4
1300.00 INSTRUCTORS DAY/HOURLY	2,043,774.00	236,709.64	1,215,110.09	59.4	42,262.22	786,401.69	38.4
1400.00 NON-INSTRUCTION HOURLY CERT.	170,264.00	11,547.58	66,049.70	38.7	0.00	104,214.30	61.2
TOTAL: 1000	9,312,993.00	887,448.32	4,710,380.83	50.5	42,262.22	4,560,349.95	48.9
2100.00 CONTRACT CLASSIFIED NON-INSTR.	3,198,775.00	258,792.31	1,559,003.76	48.7	0.00	1,639,771.24	51.2
2200.00 INSTRUCTIONAL AIDS	532,672.50	43,739.08	248,707.50	46.6	0.00	283,965.00	53.3
2300.00 NON-INSTRUCTION HOURLY CLASS.	95,883.00	41.91	11,581.64	12.0	0.00	84,301.36	87.9
2400.00 INST AIDES-HOURLY- DIR.INSTRUC	321,802.50	29,712.75	156,185.75	48.5	0.00	165,616.75	51.4
TOTAL: 2000	4,149,133.00	332,286.05	1,975,478.65	47.6	0.00	2,173,654.35	52.3
3100.00 CERTIFICATED RETIREMENT	700,028.00	65,140.73	347,356.98	49.6	0.00	352,671.02	50.3
3200.00 CLASSIFIED RETIREMENT	506,496.00	37,325.65	219,588.56	43.3	0.00	286,907.44	56.6
3300.00 OASDHI/FICA	456,410.00	38,628.96	221,703.35	48.5	0.00	234,706.65	51.4
3400.00 HEALTH AND WELFARE BENEFITS	1,470,334.00	114,645.70	672,727.88	45.7	0.00	797,606.12	54.2
3500.00 STATE UNEMPLOYMENT INSURANCE	95,293.00	8,748.45	48,068.24	50.4	0.00	47,224.76	49.5
3600.00 WORKERS COMPENSATION INSURANCE	187,664.00	15,868.50	93,087.70	49.6	0.00	94,576.30	50.3
3900.00 OTHER BENEFITS	11,134.00	4,411.60	26,365.76	100.0	0.00	15,231.76-	.0
TOTAL: 3000	3,427,359.00	284,769.59	1,628,898.47	47.5	0.00	1,798,460.53	52.4
4100.00 TEXTBOOKS	125.00	0.00	0.00	.0	0.00	125.00	100.0
4200.00 BOOK,MAGAZINE&PERIOD-DIST.USE	34,935.00	0.00	16,999.24	48.6	108.34	17,827.42	51.0
4300.00 INSTRUCTIONAL SUPPLIES	50,608.00	3,167.72	25,837.86	51.0	8,109.41	16,660.73	32.9
4400.00 MEDIA AND SOFTWARE-DISTRCT USE	1,540.00	0.00	923.17	59.9	0.00	616.83	40.0
4500.00 NONINSTRUCTIONAL SUPPLIES	168,338.21	10,524.70	62,454.22	37.1	75,464.59	30,419.40	18.0
TOTAL: 4000	255,546.21	13,692.42	106,214.49	41.5	83,682.34	65,649.38	25.6
5100.00 PERSON&CONSULTANT SVC-DIST USE	90,135.00	2,953.85	19,483.91	21.6	61,256.61	9,394.48	10.4
5200.00 TRAVEL & CONFERENCE EXPENSES	32,756.00	1,745.00	11,763.99	35.9	2,173.39	18,818.62	57.4
5300.00 POST/DUES/MEMBERSHIPS-DIST.USE	50,920.00	701.67	19,855.00	38.9	13,828.35	17,236.65	33.8
5500.00 UTILITIES & HOUSEKEEP-DIST.USE	1,024,694.00	9,942.75	514,325.42	50.1	505,616.23	4,752.35	.4
5600.00 RENTS,LEASES&REPAIRS-DIST.USE	410,165.00	8,505.36	128,129.96	31.2	229,603.24	52,431.80	12.7
5800.00 OTHER OPERATING EXP-DIST. USE	225,555.00	2,040.08	25,836.88	11.4	13,863.23	185,854.89	82.3
TOTAL: 5000	1,834,225.00	25,888.71	719,395.16	39.2	826,341.05	288,488.79	15.7
TOTAL: 1000-5999	18,979,256.21	1,544,085.09	9,140,367.60	48.1	952,285.61	8,886,603.00	46.8
6200.00 BUILDINGS&IMPROVEMENT-DIST.USE	2,000.00	0.00	1,360.00	68.0	0.00	640.00	32.0
6300.00 LIBRARY BOOKS - EXPANSION	19,365.00	0.00	6,696.13	34.5	10,837.77	1,831.10	9.4

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Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING	EXPENDED/RECEIVED		%	PENDED/	UNENCUMBERED	%
	BUDGET	CURRENT	YEAR TO DATE		ENCUMBERED	BALANCE	
6400.00 ADDITIONAL/IMPROVED EQUIPMENT	22,542.00	270.00	4,118.78	18.2	0.00	18,423.22	81.7
TOTAL: 6000	43,907.00	270.00	12,174.91	27.7	10,837.77	20,894.32	47.5
TOTAL: 1000-6999	19,023,163.21	1,544,355.09	9,152,542.51	48.1	963,123.38	8,907,497.32	46.8

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Fund: 01 GENERAL FUND

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/ CURRENT	RECEIVED YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	585,053.21	22,598.48	421,394.25	72.0	0.00	163,658.96	27.9
TOTAL:	1000-5999	18,979,256.21	1,544,085.09	9,140,367.60	48.1	952,285.61	8,886,603.00	46.8
TOTAL:	1000-6999	19,023,163.21	1,544,355.09	9,152,542.51	48.1	963,123.38	8,907,497.32	46.8
TOTAL:	1000-7999	19,023,163.21	1,544,355.09	9,152,542.51	48.1	963,123.38	8,907,497.32	46.8
TOTAL EXPENSES	(1000 - 7999)	19,023,163.21	1,544,355.09	9,152,542.51	48.1	963,123.38	8,907,497.32	46.8

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Fund: 41 CAPITAL OUTLAY PROJECTS FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ ENCUMBERED	UNENCUMBERED	
		CURRENT	YEAR TO DATE			BALANCE	%
8800.00 LOCAL REVENUES	10,367.00	863.89	6,047.23	58.3	0.00	4,319.77	41.6
TOTAL: 8000	10,367.00	863.89	6,047.23	58.3	0.00	4,319.77	41.6
5100.00 PERSON&CONSULTANT SVC-DIST USE	10,778.17	0.00	0.00	.0	10,778.17	0.00	.0
TOTAL: 5000	10,778.17	0.00	0.00	.0	10,778.17	0.00	.0
TOTAL: 1000-5999	10,778.17	0.00	0.00	.0	10,778.17	0.00	.0
6200.00 BUILDINGS&IMPROVEMENT-DIST.USE	10,367.00	0.00	0.00	.0	0.00	10,367.00	100.0
TOTAL: 6000	10,367.00	0.00	0.00	.0	0.00	10,367.00	100.0
TOTAL: 1000-6999	21,145.17	0.00	0.00	.0	10,778.17	10,367.00	49.0

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Fund: 41 CAPITAL OUTLAY PROJECTS FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
			CURRENT	YEAR TO DATE				
TOTAL INCOME	(8000 - 8999)	10,367.00	863.89	6,047.23	58.3	0.00	4,319.77	41.6
TOTAL:	1000-5999	10,778.17	0.00	0.00	.0	10,778.17	0.00	.0
TOTAL:	1000-6999	21,145.17	0.00	0.00	.0	10,778.17	10,367.00	49.0
TOTAL:	1000-7999	21,145.17	0.00	0.00	.0	10,778.17	10,367.00	49.0
TOTAL EXPENSES	(1000 - 7999)	21,145.17	0.00	0.00	.0	10,778.17	10,367.00	49.0

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Fund: 51 BOOKSTORE FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED			%	PENDED/ ENCUMBERED	UNENCUMBERED	
		CURRENT	YEAR TO DATE				BALANCE	%
8800.00 LOCAL REVENUES	0.00	0.00	298.03	100.0	0.00	298.03-	.0	
TOTAL: 8000	0.00	0.00	298.03	100.0	0.00	298.03-	.0	

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Fund: 51 BOOKSTORE FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	0.00	0.00	298.03	100.0	0.00	298.03-	.0
TOTAL:	1000-5999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL:	1000-6999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL:	1000-7999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL EXPENSES	(1000 - 7999)	0.00	0.00	0.00	.0	0.00	0.00	.0

BDX110
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Fund: 72 CHILD DEVELOPMENT FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	5,800.00	0.00	186.56	3.2	0.00	5,613.44	96.7
TOTAL: 8000	5,800.00	0.00	186.56	3.2	0.00	5,613.44	96.7
2300.00 NON-INSTRUCTION HOURLY CLASS.	4,500.00	0.00	0.00	.0	0.00	4,500.00	100.0
TOTAL: 2000	4,500.00	0.00	0.00	.0	0.00	4,500.00	100.0
3300.00 OASDHI/FICA	344.00	0.00	0.00	.0	0.00	344.00	100.0
3500.00 STATE UNEMPLOYMENT INSURANCE	32.00	0.00	0.00	.0	0.00	32.00	100.0
TOTAL: 3000	376.00	0.00	0.00	.0	0.00	376.00	100.0
5800.00 OTHER OPERATING EXP-DIST. USE	500.00	0.00	0.00	.0	0.00	500.00	100.0
TOTAL: 5000	500.00	0.00	0.00	.0	0.00	500.00	100.0
TOTAL: 1000-5999	5,376.00	0.00	0.00	.0	0.00	5,376.00	100.0

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Fund: 72 CHILD DEVELOPMENT FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	5,800.00	0.00	186.56	3.2	0.00	5,613.44	96.7
TOTAL:	1000-5999	5,376.00	0.00	0.00	.0	0.00	5,376.00	100.0
TOTAL:	1000-6999	5,376.00	0.00	0.00	.0	0.00	5,376.00	100.0
TOTAL:	1000-7999	5,376.00	0.00	0.00	.0	0.00	5,376.00	100.0
TOTAL EXPENSES	(1000 - 7999)	5,376.00	0.00	0.00	.0	0.00	5,376.00	100.0

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Interim Chancellor
REVIEWED BY: Charlie Ng, Interim Vice Chancellor, Fiscal Services
PREPARED BY: Steve Sutorus, Business Manager
DATE: February 17, 2011
SUBJECT: Purchase Order Report

RECOMMENDATION

This item is for information only and no action is required.

OVERVIEW

Education Code 81656 provides that all transactions entered into by an authorized officer shall be reviewed by the Board every 60 days. All Purchase Orders have been issued in accordance with the District's policies and procedures by an authorized officer of the District.

ANALYSIS

All Purchase Orders entered into from December 20, 2010 to January 30, 2011 are attached for review by the Board. Purchase Orders are detailed by number, vendor, purpose, and amount.

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.

Purchase Order Board Report

1/31/2011

PO No.	Vendor Name	PO Board Description	Amount
112205	ROWLEY, KATHLEEN	Mileage Reimbursement	\$ 72.10
112206	US BANK CORPORATE PMT SYSTEMS	Refreshments	\$ 140.94
112207	DELL COMPUTER COMPANY	Capital Equipment	\$ 1,118.11
112208	SOFTER WARE INC	Contract Services	\$ 3,495.00
112209	STAPLES	Non-instructional Supplies	\$ 378.57
112210	BEN'S LOCK AND KEY	Repairs & Maintenance	\$ 227.50
112211	GOVERNMENT FINANCE OFFICERS	Dues & Memberships	\$ 500.00
112212	DESTINATION EDUCATION	Media	\$ 360.00
112213	AMAZON.COM	Reference Books	\$ 108.34
112214	WORD, DANIEL	Conference	\$ 1,075.00
112215	ARROWHEAD MECHANICAL INC	New Buildings	\$ 550.00
112216	CASTON PLASTERING & DRYWALL	New Buildings	\$ 55,950.25
112217	UNION BANK OF CALIFORNIA	New Buildings	\$ 2,944.75
112218	SIERRA LANDSCAPE CO	New Buildings	\$ 50,295.00
112219	UNION BANK OF CALIFORNIA	New Buildings	\$ 5,029.50
112220	TRAN, MIKE	Conference	\$ 376.50
112221	BOND, JOYCE	Conference	\$ 465.50
112222	JONES, DIANNA	Conference	\$ 376.50
112223	US BANK CORPORATE PMT SYSTEMS	Conference	\$ 754.60
112224	VERIZON CALIFORNIA	Phone Utilities	\$ 80.09
112225	BRONSON INVESTMENTS INC	Repairs & Maintenance	\$ 2,950.00
112226	REVOLVING CASH	Other Expenses & Fees	\$ 1,199.52
112227	MEDICAL BILLING TECHNOLOGIES	Outside Contracts	\$ 2,000.00
112228	CRESCENDO INTERACTIVE INC	Contract Services	\$ 829.78
112229	LABWEST INC	Outside Services	\$ 4,000.00
112230	GIACONA, JUDY	Conference	\$ 360.10
112231	SAFETY-KLEEN SYSYEMS	Hazardous Materials Maintenance	\$ 302.87
112232	RED STAR FIRE PROTECTION	Fire Extinguisher Service	\$ 6,000.00
112233	AACC	Conference	\$ 305.00
112234	HAUGE, KRISTIN	Conference	\$ 1,494.00
112235	LEVESQUE, ROBERT	Conference	\$ 371.00
112236	ROMERO, GABRIELA	Mileage Reimbursement	\$ 250.00
112237	SAN BERNARDINO COUNTY FIRE	Other Expenses & Fees	\$ 999.55
112238	COMSEARCH	New Buildings	\$ 3,000.00
112239	COLTON CHAMBER OF COMMERCE	Dues & Memberships	\$ 200.00
112240	NG, CHARLIE	Conference	\$ 2,000.00
112241	SWACC	Liability Insurance	\$ 4,616.00
112242	GRAINGER INC, W W	Instructional Supplies	\$ 841.27
112243	HARDY DIAGNOSTICS	Instructional Supplies	\$ 1,209.73
112244	GRAINGER INC, W W	Equipment	\$ 1,846.55
112245	STAPLES	Instructional Supplies	\$ 999.12
112246	STAPLES	Non-instructional Supplies	\$ 1,247.63
112247	STAPLES	Non-Instructional Supplies	\$ 286.69
112248	HARDY DIAGNOSTICS	Instructional Supplies	\$ 87.40
112249	STAPLES	Non-instructional Supplies	\$ 148.18
112250	DISH FACTORY INC, THE	Capital Equipment	\$ 10,438.91
112251	PATON GROUP	Capital Equipment	\$ 2,664.38
112252	POSITIVE PROMOTIONS INC	Non-instructional Supplies	\$ 112.71
112253	STAPLES	Instructional Supplies	\$ 886.87
112254	HAMPTON TEDDER ELECTRIC CO INC	Repairs & Maintenance	\$ 5,000.00
112255	US BANK CORPORATE PMT SYSTEMS	Conference	\$ 212.78
112256	PARISH, CYNTHIA	Mileage Reimbursement	\$ 68.00
112257	LINDSEY, CAROLYN	Conference	\$ 425.43

Purchase Order Board Report

1/31/2011

PO No.	Vendor Name	PO Board Description	Amount
112258	XAP CORPORATION	Outside Services	\$ 14,023.95
112259	MCGOWAN, ARLENE	Conference	\$ 950.00
112260	PUBLIC BROADCASTING SERVICE	Broadcast Program Rights	\$ 1,631.00
112261	SBVC FOOD SERVICES	Conference	\$ 936.50
112262	US BANK CORPORATE PMT SYSTEMS	Conference	\$ 2,807.60
112263	US BANK CORPORATE PMT SYSTEMS	Non-instructional Supplies	\$ 1,000.00
112264	US BANK CORPORATE PMT SYSTEMS	Non-instructional Supplies	\$ 76.28
112265	CSUSB FOUNDATION	Advertising	\$ 1,000.00
112266	PENTRONICS PUBLISHING	Dues & Memberships	\$ 795.00
112267	JOBELEPHANT.COM	Advertising	\$ 375.00
112268	STAPLES	Non-instructional Supplies	\$ 588.57
112269	STAPLES	Non-instructional Supplies	\$ 198.41
112270	VALLEY POWER SYSTEMS	Equipment	\$ 545.92
112271	GLAXOSMITHKLINE PHARMACEUTICAL	Non-instructional Supplies	\$ 995.81
112272	STAPLES	Non-instructional Supplies	\$ 61.64
112273	JOSSEY-BASS PUBLISHERS	Reference Books	\$ 198.79
112274	KEN'S SPORTING GOODS	Instructional Supplies	\$ 267.96
112275	STAPLES	Non-instructional supplies	\$ 61.48
112276	GARRETT, LAVONNE	Other Expenses & Fees	\$ 440.44
112277	MIYAMOTO, JACK	Independent Contractor	\$ 124,534.69
112278	PROF PERSONNEL LEASING INC	Independent Contractor	\$ 17,113.95
112279	ZINN, WENDY	Conference	\$ 1,695.00
112280	CHATTERJEE, ACHALA	Other Expenses & Fees	\$ 904.84
112281	CHAFFEY COMMUNITY COLLEGE	Outside Services	\$ 68,400.00
112282	ACCCA	Conference	\$ 445.00
112283	WESTIN LONG BEACH, THE	Conference	\$ 388.94
112284	BELL, DAMON A	Conference	\$ 344.00
112285	RECORDING FOR THE BLIND	Dues & Memberships	\$ 350.00
112286	ESRI	Contract Services	\$ 3,657.51
112287	RP GROUP, THE	Dues & Memberships	\$ 350.00
112288	DEPT OF INDUSTRIAL RELATIONS	Other Expenses & Fees	\$ 5,740.96
112289	KORNEY BOARD AIDS	Instructional Supplies	\$ 70.52
112290	SAFE & SOUND INTEGRATIONS	Equipment	\$ 2,003.00
112291	UNIVERSITY ENTERPRISES INC	Classroom Textbooks	\$ 1,492.05
112292	STAPLES	Non-instructional Supplies	\$ 86.98
112293	THOMSON REUTERS/BARCLAYS	Reference Books	\$ 407.65
112294	NATIONAL PROGRAM FOR	Media	\$ 288.18
112295	SIERRA SCHOOL EQUIPMENT CO	Capital Equipment	\$ 29,059.09
112296	APPLE COMPUTER INC	Contract Services	\$ 3,393.00
112297	ULINE	Instructional Supplies	\$ 309.94
112298	STAPLES	Non-instructional Supplies	\$ 517.66
112299	CFPIC	Conference	\$ 150.00
112300	WE THE PEOPLE CULTURAL	Independent Contractor	\$ 1,400.00
112301	CCCAOE	Conference	\$ 395.00
112302	LEVESQUE, ROBERT	Conference	\$ 704.40
112303	MULLEN FLOWERS	Other Expenses & Fees	\$ 300.00
112304	AACC CONVENTION	Conference	\$ 340.00
112305	LINDSTROM, EVGENIYA	Conference	\$ 656.40
112306	BOND, JOYCE	Conference	\$ 2,817.39
112307	CASBO	Conference	\$ 15.00
112308	DELL COMPUTER COMPANY	Capital Equipment	\$ 3,927.88
112309	TECHNICAL EMPLOYMENT TRAINING	Equipment	\$ 1,816.12
112310	AMAZON.COM	Non-instructional Supplies	\$ 235.03

Purchase Order Board Report

1/31/2011

PO No.	Vendor Name	PO Board Description	Amount
112311	DICK BLICK ART MATERIALS	Instructional Supplies	\$ 543.93
112312	STAPLES	Non-instructional Supplies	\$ 502.97
112313	STAPLES	Non-instructional Supplies	\$ 103.88
112314	SPICERS PAPER INC	Non-instructional Supplies	\$ 6,408.92
112315	GBC DOCUMENT FINISHING	Non-instructional Supplies	\$ 123.43
112316	STAPLES	Non-instructional Supplies	\$ 195.06
112317	US BANK CORPORATE PMT SYSTEMS	Conference	\$ 546.56
112318	CITY OF SAN BERNARDINO	Outside Services	\$ 2,200.00
112319	GETTY IMAGES US INC	Magazines & Subscriptions	\$ 2,000.00
112320	GOVERNMENT	Computer Systems Maintenance Agreements	\$ 25,000.00
112321	GARNICK, EVERETT	Conference	\$ 2,659.00
112322	ASSISTANCE LEAGUE OF SAN BERN	Advertising	\$ 1,850.00
112323	US BANK CORPORATE PMT SYSTEMS	Conference	\$ 420.48
112324	ASCAP	Other Expenses & Fees	\$ 724.80
112325	BMI GENERAL LICENSING	Other Expenses & Fees	\$ 733.86
112326	ACADEMIC SENATE, THE	Dues & Memberships	\$ 2,398.34
112327	ASCAP	Other Expenses & Fees	\$ 1,677.12
112328	BMI GENERAL LICENSING	Other Expenses & Fees	\$ 1,698.08
112329	NG, CHARLIE	Conference	\$ 513.58
112330	CREATIVE PERFORMANCE SOLUTIONS	Outside Services	\$ 400.00
112331	CITY OF SAN BERNARDINO	Site Purchase	\$ 848.81
112332	AMERICAN TOWER CORPORATION	Leases	\$ 8,955.66
112333	GANDER PUBLISHING	Non-instructional Supplies	\$ 100.31
112334	STAPLES	Non-instructional Supplies	\$ 361.49
112335	NATIONAL ASSOC FOR THE EDU	Reference Books	\$ 219.67
112336	ACCUPLACER	Non-instructional Supplies	\$ 27,900.00
112337	SEHI COMPUTER PRODUCTS INC	Equipment	\$ 780.82
112338	FUJIFILM GRAPHIC SYSTEMS USA	Non-instructional Supplies	\$ 286.47
112339	MOTOROLA SOLUTIONS INC	Non-instructional Supplies	\$ 325.04
112340	PRESSTEK INC	Non Instructional Supplies	\$ 414.99
112341	SEHI COMPUTER PRODUCTS INC	Non-instructional Supplies	\$ 543.75
112342	JOURNEYED	Non-instructional Supplies	\$ 132.10
112343	CABLE LINKS CONSULTING	Capital Equipment	\$ 5,429.89
112344	NEWPORT BEACH FIRE DEPARTMENT	Media	\$ 370.81
112345	NILES BIOLOGICAL INC	Instructional Supplies	\$ 225.30
112346	STUDICA INC	Contract Services	\$ 2,218.50
112347	EMPLOYEE UNIVERSITY	Media	\$ 596.00
112348	TRAINING NETWORK, THE	Media	\$ 2,009.90
112349	SESAC INC	Other Expenses & Fees	\$ 281.34
112350	SCRIP-SAFE SECURITY PRODUCTS	Commencement Supplies	\$ 2,506.40
112351	DEPARTMENT OF SOCIAL SERVICES	Other Expenses & Fees	\$ 825.00
112352	ASSOCIATION OF FUNDRAISING	Dues & Memberships	\$ 520.00
112353	REVOLVING CASH	Other Expenses & Fees	\$ 240.00
112354	SBCCD FINANCIAL AID	Student Financial Aid	\$ 3,600.00
112355	REVOLVING CASH	Officials	\$ 3,042.00
112356	REVOLVING CASH	Athletic Entry Fee	\$ 400.00
112357	HACU MEMBERSHIP	Dues & Memberships	\$ 7,650.00
112358	US POSTAL SERVICE	Postage & Freight	\$ 44.00
112359	REVOLVING CASH	Officials	\$ 1,296.00
112360	KUCK, GLEN	Conference	\$ 400.00
112361	US BANK CORPORATE PMT SYSTEMS	Conference	\$ 638.33
112362	REVOLVING CASH	Other Expenses & Fees	\$ 3,780.00
112363	DESERT COMMUNITY COLLEGE DISTR	Dues & Memberships	\$ 100.00

Purchase Order Board Report

1/31/2011

PO No.	Vendor Name	PO Board Description	Amount
112364	REVOLVING CASH	Other Expenses & Fees	\$ 2,538.00
112365	US BANK CORPORATE PMT SYSTEMS	Conference	\$ 3,000.00
112366	KUCK, GLEN	Conference	\$ 650.00
112367	RANESCO TECHNICAL TRAINING	Capital Equipment	\$ 14,509.92
112368	HEALTH PROMOTIONS NOW	Non-instructional Supplies	\$ 1,097.93
112369	HARDY DIAGNOSTICS	Instructional Supplies	\$ 66.64
112370	UNIVERSAL MERCANTILE EXCHANGE	Non-instructional Supplies	\$ 114.88
112371	STAPLES	Non-instructional Supplies	\$ 389.49
112372	STAPLES	Non-instructional Supplies	\$ 577.28
112373	BADGE EXPRESS	Non-instructional Supplies	\$ 28.28
112374	DEPARTMENT OF SOCIAL SERVICES	Other Expenses & Fees	\$ 1,100.00
112375	KAPOOR, ANIL	Conference	\$ 182.72
112376	SUMAR, A EDDY	Independent Contractor	\$ 250.00
112377	KONE INC	Repairs & Maintenance	\$ 3,402.00
112378	EL-REY APPLICATIONS INDUSTRIAL	Outside Services	\$ 5,800.00
112379	BRONSON INVESTMENTS INC	Capital Equipment	\$ 11,244.74
112380	ART SCHOLL AVIATION	Instructional Supplies	\$ 255.75
112381	DEMCO SUPPLY INC	Non-instructional Supplies	\$ 105.73
112382	HOME DEPOT CREDIT SERVICES	Instructional Supplies	\$ 1,500.00
112383	GRAINGER INC, W W	Capital Equipment	\$ 7,562.21
112384	GRAINGER INC, W W	Instructional Supplies	\$ 251.33
112385	NATIONAL FIRE PROTECTION ASSN	Media	\$ 313.18
112386	NLNAC	Other Expenses & Fees	\$ 2,125.00
112387	RIMROCK TECHNOLOGIES	Capital Equipment	\$ 273,067.14
112388	KIMBERELY SHIRK ASSOC	Conference	\$ 1,481.00
112389	CHATTERJEE, ACHALA	Other Expenses & Fees	\$ 2,408.26
112390	SCULLY, MATIE	Non-instructional Supplies	\$ 132.49
112391	STARBUCKS COFFEE CO	CDC Food Supplies	\$ 1,083.45
112392	WESTERN AUDIO VISUAL	Capital Equipment	\$ 818,311.00
112393	ASR CONSTRUCTORS INC	Site Improvements	\$ 2,752,200.00
112394	FYR LANDSCAPE	Site Improvements	\$ 512,505.00
112395	P A P A	Conference	\$ 160.00
112396	INNOVATIONS 2011	Conference	\$ 550.00
112397	ONLINE CONSULTING INC	Conference	\$ 695.00
112398	ONLINE CONSULTING INC	Conference	\$ 695.00
112399	DANIELS, DEBRA	Conference	\$ 273.40
112400	THYSSENKRUPP ELEVATOR CORP	New Buildings	\$ 3,500.00
112401	NEXUS IS INC	Capital Equipment	\$ 44,407.75
112402	KERN COUNTY SUPER OF SCHOOLS	New Buildings	\$ 20,000.00
112403	SOUTHERN CALIFORNIA EDISON CO	New Buidlings	\$ 10,000.00
112404	SOUTHERN CALIFORNIA EDISON CO	Site Improvements	\$ 10,000.00
112405	UNION BANK OF CALIFORNIA	Site Improvements	\$ 56,945.00
112406	GENUINE AUTO PARTS	Instructional Supplies	\$ 4,117.88
112407	HOBART INSTITUTE WELDING TECH	Instructional Supplies	\$ 1,435.50
112408	ALLEN INSTRUMENTS AND SUPPLIES	Equipment	\$ 11,014.56
112409	LEEVEE ELECTRONICS	Instructional Supplies	\$ 10,173.57
112410	EL CAJON AIRCRAFT SUPPLY	Software	\$ 320.81
112411	ENCO	Instructional Supplies	\$ 1,224.41
112412	UNITED FRESH PRODUCE	CDC Food Supplies	\$ 5,000.00
112413	PARTNERS IN RECOGNITION INC	Non-instructional Supplies	\$ 13.05
112414	ALLIED REFRIGERATION INC	Instructional Supplies	\$ 741.42
112415	CAROLINA BIOLOGICAL SUPPLY CO	Instructional Supplies	\$ 583.51
112416	MSC INDUSTRIAL DIRECT	Non-instructional Supplies	\$ 239.96

Purchase Order Board Report

1/31/2011

PO No.	Vendor Name	PO Board Description	Amount
112417	INMARK	Non-instructional Supplies	\$ 21.86
112418	UNISOURCE PAPER	Non-instructional Supplies	\$ 7,622.84
112419	SYMANTEC	Outside Services	\$ 360.00
112420	CENTER FOR EDUCATION AND	Magazines & Subscriptions	\$ 241.95
112421	ONLINE CONSULTING INC	Conference	\$ 695.00
112422	US BANK CORPORATE PMT SYSTEMS	Non-instructional Supplies	\$ 65.24
112423	US BANK CORPORATE PMT SYSTEMS	Refreshments	\$ 229.43
112424	CANADA'S AUTO SALES INC	Rentals	\$ 13,700.00
112425	YUCAIPA VALLEY CHAMBER	Dues & Memberships	\$ 70.00
112426	SYMANTEC	Outside Services	\$ 360.00
112427	BESTWAY LAUNDRY SOLUTIONS	Repairs & Maintenance	\$ 128.00
112428	ACADEMIC SENATE, THE	Conference	\$ 950.00
112429	STANSKAS, PETER-JOHN	Conference	\$ 825.00
112430	JEFFERSON, KIMBERLEY	Conference	\$ 375.00
112431	RCS INVESTIGATION & CONSULTING	Outside Services	\$ 15,000.00
112432	HARRISON, GLORIA M	Conference	\$ 575.73
112433	REVOLVING CASH	Athletic Entry Fee	\$ 475.00
112434	HACU	Dues & Memberships	\$ 5,120.00
112435	STANIZAI, ZAMAN	Independent Contractor	\$ 650.00
112436	KONICA MINOLTA BUSINESS	Leases	\$ 2,996.94
112437	RIALTO CHAMBER OF COMMERCE	Dues & Memberships	\$ 200.00
112438	US BANK CORPORATE PMT SYSTEMS	Refreshments	\$ 41.72
112439	FACILITIES PROTECTION SYSTEMS	Repairs & Maintenance	\$ 478.00
112440	JIM DUNLOP SOLAR	Media	\$ 435.00
112441	LESCO	Equipment	\$ 1,939.70
112442	STAPLES	Non-instructional Supplies	\$ 95.27
112443	STAPLES	Non-instructional Supplies	\$ 227.99
112444	STAPLES	Non-instructional Supplies	\$ 141.36
112445	STAPLES	Non-instructional Supplies	\$ 181.75
112446	AHERN	Capital Equipment	\$ 10,409.55
112447	KIRK XPEDEX	Non-instructional Supplies	\$ 2,218.50
112448	STAPLES	Non-instructional Supplies	\$ 235.47
112449	PRESS-ENTERPRISE, THE	Magazines & Subscriptions	\$ 51.74
112450	GOVERNMENT FINANCE OFFICERS	Reference Books	\$ 146.81
TOTAL:			\$ 5,278,267.93

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Interim Chancellor
REVIEWED BY: Charlie Ng, Interim Vice Chancellor, Fiscal Services
PREPARED BY: Crispina Ongoco, Director Fiscal Services
DATE: February 17, 2011
SUBJECT: Quarterly Investment Report

RECOMMENDATION

This item is for information only and no action is required.

OVERVIEW

This report is submitted to the Board of Trustees pursuant to Government Code section 53646(b)(1) which states in part: "The treasurer or chief fiscal officer shall render a quarterly report to the chief executive officer, and/or the internal auditor and/or the legislative body of the local agency."

ANALYSIS

The report does not include funds deposited with the County of San Bernardino. Funds deposited with the County are subject to the County of San Bernardino Treasurer's Statement of Investment Policy and are available for review in the San Bernardino Community College District Fiscal Services office.

All other funds are managed in accordance with the District Investment Policy. Sufficient funds and projected incomes are available to meet the cash flow and expenditure needs of the District for the next six months.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

None.

**San Bernardino Community College District
Quarterly Investments and Deposits Report
Quarter Ending December 31, 2010**

Account	Amount	Interest	Type	Institution
<u>General Fund</u>				
Clearing Account	\$ 1,572,193.75	0.00	Checking	Citizens Business Bank, San Bernardino
Revolving Cash/Flex Fund	34,865.81	0.00	Checking	Citizens Business Bank, San Bernardino
	\$ 1,607,059.56			
<u>Enterprise Funds</u>				
Bookstores	\$ 539,049.46	0.00	Checking	Bank of America, Colton
Cafeterias	119,355.82	0.00	Checking	Bank of America, San Bernardino
Bookstore CD (<i>due 2/2/2012</i>)	100,000.00	(y)2.05	CD	Inland Valley/So County Bank, Redlands
	\$ 758,405.28			
<u>Internal Service Fund</u>				
Workers Comp (<i>Authorized @ \$120,000 Revolving Cash</i>)	\$ 78,481.95	0.50	Checking	Union Bank, Los Angeles
<u>Trust Funds</u>				
Financial Aid	\$ 10,271.19	0.00	Checking	Citizens Business Bank, San Bernardino
Cal Grant Financial Aid	62,501.08	0.10	Checking	Citizens Business Bank, San Bernardino
NDSL/Perkins	110,338.32	0.00	Checking	Citizens Business Bank, San Bernardino
Scholarships	34,038.89	0.60	Checking	Community Bank, Redlands
Emergency Loan	17,229.53	0.00	Checking	Community Bank, Redlands
SBVC Clubs/Trusts	138,095.71	0.00	Checking	Wells Fargo, San Bernardino
SBVC ASB	73,012.43	0.00	Checking	Wells Fargo, San Bernardino
CHC Clubs/Trust & ASB	29,931.44	0.00	Checking	Bank of America, Yucaipa
Scholarships	88,862.22	0.90	Money Market	Inland Valley/So County Bank, Redlands
SBVC/CHC Student Rep Fee	156,000.01	(y)0.01	Checking	California Bank, San Bernardino
SBVC ASB CD (<i>due 10/3/11</i>)	46,668.18	(y)0.85	CD	Inland Valley/So County Bank, Redlands
Stock	2,879.59	n/a	Investment	Detroit Edison & Lounsbury Trust, Detroit
	\$ 769,828.59			
Total Checking, Savings & Investments	\$ 3,213,775.38			

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Interim Chancellor
REVIEWED BY: Charlie Ng, Interim Vice Chancellor, Fiscal Services
PREPARED BY: Steve Sutorus, Business Manager
DATE: February 10, 2011
SUBJECT: CCFS-320 Apportionment Attendance Report for FY 2011 Period 1

RECOMMENDATION

This item is for information only and no action is required.

OVERVIEW

The CCFS-320 Apportionment Attendance Report for FY 2011 Period 1 has been submitted to the State Chancellor's Office.

ANALYSIS

The Period 1 report includes preliminary figures for the period July 1, 2010 – December 31, 2010 and uses annualizers to forecast fiscal year ending data. The chart below summarizes the District's status as of P1 and provides comparison data.

Comparison – FY10 P3 vs FY11 P1					
FY 10 at Year-End (P3)			FY 11 at P1		% Change
CHC	4,786		CHC	4,618	-168
SBVC	11,052		SBVC	10,523	-529
Total	15,838		Total	15,141	-697
Base FTES *				14,081	
SBCCD FTES at P1 (<i>projected</i>)				15,141	
FTES over funded base				-1,060	

* assumes 2.21% growth

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

None

CERTIFICATION
2010-11 APPORTIONMENT ATTENDANCE

First Period

I, the District Chief Executive Officer, hereby certify that, to the best of my knowledge and belief (1) this report is true and correct, and (2) all data have been reported and compiled in accordance with provisions of the Education Code and Title 5 regulations adopted by the Board of Governors and instructions on this form.

I further certify that I have determined through consultation with staff directly responsible that (1) FTES reported on this form for State apportionments includes only courses which had received individual prior approval or were part of programs with prior approval by the governing board of the district and the Chancellor's Office; (2) no attendance has been reported for: (a) courses which do not fully comply with Title 5 Section 58051.5 relative to open enrollment and participation by any person who is otherwise qualified and eligible for admission to the college, except for inmate education courses maintained pursuant to Title 5 Section 58051.6, or (b) courses excluded from State apportionments by Education Code Section 8538 or, (c) indentured apprentices in courses of related and supplemental instruction maintained pursuant to Section 3074 of the Labor Code; and (3) all FTES eligible for State support have been reported whether or not funding is available.

The original signature of the district Chief Executive Officer is required.

San Bernardino CCD
Chief Executive Officer

Signature: 

Typed Name: Bruce Baron

Signature Date: 1/12/2011

Electronic Certification Date: Wednesday, January 12, 2011

For Supplemental Information, contact	
Name:	Steven Sutorus
Title:	Business Manager
Phone Number:	<u>(909) 382-4031</u>
Phone Extension:	<u></u>
E-Mail:	<u>ssutorus@sbccd.edu</u>

Please return completed form to:
Chancellor's Office
California Community Colleges
Fiscal Services Unit
1102 Q Street, 4th Floor
Sacramento, CA 95811

California Community Colleges
2010-11 APPORTIONMENT ATTENDANCE REPORT
COMPOSITE - State Residents

First Period

Date Due in Chancellor's Office: January 15, 2011

San Bernardino CCD

Part I. Full-Time Equivalent Student	Attendance FTES* of State Residents (and Nonresidents Attending Noncredit Courses)	Factored FTES
A. Summer Intersession (Summer 2010 Only)		
1. Noncredit (Parts IV.A.1 + VII.A.3.)	0.00	0.00
2. Credit (Parts III.A.1. + IV.A.1. + VI.A.1.)	715.40	715.40
B. Summer Intersession (Summer 2011 - Prior to July 1, 2011)		
1. Noncredit (Parts IV.B.1 + VII.B.3.)	0.00	0.00
2. Credit (Parts III.B.1. + IV.B.2. + VI.B.1.)	0.00	0.00
C. Primary Terms (Exclusive of Summer Intersession)		
1. Census Procedure Courses		
(a) Weekly Census Contact Hours (Part II.)	11, 647.97	11, 647.97
(b) Daily Census Contact Hours (Part III)	1, 920.29	1, 920.29
2. Actual Hours of Attendance Procedure Courses		
(a) Noncredit (Part IV.C.)	14.37	14.37
(b) Credit (Part IV.D.)	823.27	823.27
3. Alternative Attendance Accounting Procedure		
(a) Weekly Census Procedure Courses (Part V.)(Credit)	17.39	17.39
(b) Daily Census Procedure Courses (Part VI.)(Credit)	1.77	1.77
(c) Noncredit Independent Study/Distance Education Courses (Part VII.C.)	0.00	0.00
D. Total FTES	15, 140.46	15, 140.46

SUPPLEMENTAL INFORMATION ***	
In-service Training Courses (FTES)	0.00
Basic Skills Courses and Immigrant Education ** (FTES)	
1. Non-Credit	0.00
2. Credit	981.03

California Community Colleges
2010-11 APPORTIONMENT ATTENDANCE REPORT
 COMPOSITE - Non-Residents

First Period

Date Due in Chancellor's Office: January 15, 2011

San Bernardino CCD

Part I. Full-Time Equivalent Student	Attendance FTES* of Non-Residents	Factored FTES
A. Summer Intersession (Summer 2010 Only)		
1. Noncredit (Parts IV.A.1 + VII.A.3.)	0.00	0.00
2. Credit (Parts III.A.2. + IV.A.2. + VI.A.2.)	9.32	9.32
B. Summer Intersession (Summer 2011 - Prior to July 1, 2011)		
1. Noncredit (Parts IV.B.1 + VII.B.3.)	0.00	0.00
2. Credit (Parts III.B.1. + IV.B.2. + VI.B.1.)	0.00	0.00
C. Primary Terms (Exclusive of Summer Intersession)		
1. Census Procedure Courses		
(a) Weekly Census Contact Hours (Part II.)	122.69	122.69
(b) Daily Census Contact Hours (Part III)	22.55	22.55
2. Actual Hours of Attendance Procedure Courses		
(a) Noncredit (Part IV.C.)	3.22	3.22
(b) Credit (Part IV.D.)	16.20	16.20
3. Alternative Attendance Accounting Procedure		
(a) Weekly Census Procedure Courses (Part V.)(Credit)	0.05	0.05
(b) Daily Census Procedure Courses (Part V.)(Credit)	0.00	0.00
(c) Non-credit Independent Study/Distance Education Courses (Part VII.C.)	0.00	0.00
D. Total FTES	174.03	174.03

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Interim Chancellor
REVIEWED BY: Bruce Baron, Interim Chancellor
PREPARED BY: Bruce Baron, Interim Chancellor
DATE: February 17, 2011
SUBJECT: Applause Cards

RECOMMENDATION

This item is for information only. 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

Virginia Diggle
Ethel (Faye) Epps
Jonathan Flaa
Melodie Jollie
Gloria Kracher
Vivian Marquez
Jerry Mason
Tracy Morrison
Joseph Nguyen
Dena Murillo-Peters
Craig Petinak
Steven Race
Girija Raghavan (2)
Dr. Kathleen Rowley
Dr. James Smith

CHC

Miriam Williams