

San Bernardino Community College District
Regular Meeting of the Board of Trustees
114 S. Del Rosa Drive, San Bernardino, CA 92408
Thursday, November 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. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE
Government Code 54956.9
 - C. CONFERENCE WITH LEGAL COUNSEL
EXISTING LITIGATION
Government Code Section 54956.9(a)
Claim #1655-04-0018
Claim #443596
3. PUBLIC COMMENT ON CLOSED SESSION AGENDA ITEMS
4. CONVENE CLOSED SESSION
5. RECONVENE PUBLIC MEETING
6. REPORT OF ACTION IN CLOSED SESSION
7. APPROVAL OF MINUTES – October 20, 2011 (p.1)
8. REPORTS
 - A. Board Members
 - B. Student Trustees
 - C. Chancellor

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 of Approval of Curriculum Modifications – SBVC (p.12)
2. Consideration of Approval of Curriculum Modifications – CHC (p.21)
3. Consideration of Approval of Admission Criteria for the Nursing Program – SBVC (p.28)

B. HUMAN RESOURCES

1. Consideration of Approval to Accept Classified Resignation (p.33)
2. Consideration of Approval to Remove Classified Employee from 39-Month Reemployment List (p.34)
3. Consideration of Approval of Revised Classified Job Descriptions – Laboratory Technician, Bookstore Assistant II, Assistant Bookstore Manager (p.35)
4. Consideration of Approval of Classified Employee Reclassifications (p.69)
5. Consideration of Approval of Short-Term, Substitute and Professional Expert Employees (p.70)
6. Consideration of Approval of Adjunct and Substitute Academic Employees (p.76)
7. Consideration of Approval of Academic Employee (p.78)
8. Consideration of Approval of Assistant Coach Stipend (p.79)
9. Consideration of Approval of Revised Management Job Description – Project Director, EduStream (p. 80)
10. Consideration of Approval of New Management Job Description – HIS-STEM Pass Go Project Manager (p.84)
11. Consideration of Approval of Agreement Renewal with Miyamoto Consulting (p.88)

12. Consideration of Approval of District Volunteers (p.89)

C. FISCAL SERVICES

1. Consideration of Approval of Routine Contracts and Agreements (p.91)
2. Consideration of Approval of Professional Services Contracts and Agreements (p.106)
3. Consideration of Approval of Budget Adjustments (p.109)
4. Consideration of Approval of Conference Attendance (p.118)
5. Consideration of Approval of District/College Expenses (p.121)
6. Consideration of Approval of Individual Memberships (p.124)
7. Consideration of Approval of Surplus Property and Authorize Disposal or Private Sale (p.126)
8. Consideration of Approval to Accept Donation – SBVC (p.130)
9. Consideration of Approval of Facility Use Fee Waivers– SBVC (p.131)
10. Consideration of Approval to Consideration of Approval to Provide Compensation to Board Members for Absence from a Board Meeting (p.134)

11. ACTION AGENDA

A. INSTRUCTIONAL/STUDENT SERVICES

B. HUMAN RESOURCES

C. FISCAL SERVICES

1. Consideration of Approval of Bond Measure P Construction Change Orders and Contract Amendments (p.135)
2. Consideration of Approval of Bond Measure M Construction Change Orders and Contract Amendments (p.143)
3. Consideration of Approval of Contract with Kitchell CEM, Inc. for Measure P Construction Management Services (p.148)
4. Consideration of Approval of Proposal with Rosendin Electric for Design Build Services – CHC (p.184)
5. Consideration of Approval of Agreement with ECORP Consulting, Inc. for Environmental Services (p.189)
6. Consideration of Approval to Award Informal Bid and Approve Contract for Nature Tech Landscaping, Inc – SBVC (p.198)
7. Consideration of Approval of Amendment 007 to the Winzler & Kelly Contract – CHC (p.201)
8. Consideration of Approval of Amendment 003 to Steinberg Architecture Contract – CHC (p.204)
9. Consideration of Approval of Uniform Construction Cost Accounting Procedures Agreements (p.208)
10. Consideration of Approval of Contract with the Community College League of California for Redistricting Analysis Services (p.210)

11. Consideration of Approval to Adopt Resolution in Support of Senate Constitutional Amendment (SCA) 5 (p.214)
12. Consideration of Approval to Accept Independent Audit Report (p.216)
13. Consideration of Approval to Accept Proposition 39 Audit Report (p.295)

12. INFORMATION ITEMS

- A. Request to Discuss Concerns Raised at the October 20, 2011 Board Meeting by the President of the Latino Faculty, Staff and Administrators Association
- B. Summary of Bond Measure M Capital Improvement Program Change Orders and Amendments for Construction Contracts (p.326)
- C. Summary of Bond Measure P Capital Improvement Program Change Orders and Amendments for Construction Contracts (p.337)
- D. Budget Report (p.355)
- E. Purchase Order Report (p.392)
- F. Quarterly Investment Report (p.400)
- G. Administrative Procedure – 5030 Fees (p.402)
- H. SBCCD Emergency Operations Procedure Manual (p.406)
- I. Applause Cards (p.407)

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 the Organizational Meeting on Thursday, December 8, 2011.

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, October 20, 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 M. Futch, Clerk
Donna Ferracone
John Longville (arrived at 5:15 p.m.)
James C. Ramos (left at 5:50 p.m.)
Jess C. Vizcaino, Jr.
Jaime Sanchez, Student Trustee, SBVC
Christopher Walsh, Student Trustee, CHC

Members Absent:

None.

Administrators Present:

Bruce Baron, Chancellor
Dr. Debra Daniels, SBVC President
Gloria M. Harrison, CHC President
Larry Cicalone, President, KVCR-TV-FM
Charlie Ng, Interim Vice Chancellor Fiscal Services
Dr. Jack Miyamoto, Consultant, Human Resources

Administrators Absent:

None.

Pledge of Allegiance

Trustee 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
Confidential Employees

B. EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE
Government Code Section 54956.9

3. PUBLIC COMMENT ON CLOSED SESSION AGENDA ITEMS

None.

4. CONVENE CLOSED SESSION

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

5. RECONVENE PUBLIC MEETING

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

6. REPORT OF ACTION IN CLOSED SESSION

Dr. Singer moved, Ms. Ferracone seconded and the Board members voted as follows to release probationary classified employee, #25336, in the classification of Traffic Coordinator, KVCR, effective October 21, 2011:

AYES: Ferracone, Futch, Lockwood, Ramos, Singer, Vizcaino

NOES: None

ABSENT: Longville

ABSTENTIONS: Sanchez (advisory), Walsh (advisory)

7. APPROVAL OF MINUTES

Ms. Ferracone moved, Mr. Ramos seconded and the Board members voted as follows to approve the minutes of September 15, 2011:

AYES: Ferracone, Futch, Lockwood, Longville, Ramos, Vizcaino
Sanchez (advisory), Walsh (advisory)

NOES: None

ABSENT: None

ABSTENTIONS: Singer

Ms. Ferracone moved, Mr. Futch seconded and the Board members voted as follows to approve the minutes of September 29, 2011:

AYES: Ferracone, Futch, Lockwood, Longville, Ramos, Singer

NOES: None

ABSENT: None

ABSTENTIONS: Vizcaino, Sanchez (advisory), Walsh (advisory)

8. REPORTS

A. Board Members

- Mr. Futch reported that he attended the Tumaini family gathering on October 19. Tumaini is a program designed to increase students' academic and personal success. He added that student success was discussed at the ACCT national conference.

B. Student Trustees

- Mr. Sanchez reported the book drive will begin its three-week run next week. Children's books will be donated to the local elementary schools. He thanked Chancellor Baron for supporting the student trustees' trip to HACU.
- Mr. Walsh said he is looking forward to representing the district and CHC at the upcoming HACU conference.
- Mr. Ramos asked Dr. Daniels if anyone from SBVC would be attending HACU. She said that aside from the Chancellor and the two student trustees nobody else is attending.

C. Chancellor

- Mr. Baron reported the Omnitrans free student bus pass program has been very successful. Approximately 2,300 students (19%) at SBVC and 500 students (10%) at CHC have benefited from the agreement. He said that the District will be undertaking a Business Process Review and Re-engineering of the Human Resources, and the procurement function is breaking down the tasks step by step to see how processes in these areas can be improved and streamlined.

9. PUBLIC COMMENT

Mr. Glenn Rowden, member of the business community, spoke in opposition to the district's proposed Community Benefit Agreement.

Eric Christian, speaking on behalf of the Coalition for Fair Employment in Construction, congratulated district staff on the excellent and balanced report on the Community Benefits Agreement presented at the last meeting. He said he represents a large group of both union and non-union contractors who oppose these types of agreements for a number of reasons.

Mr. Longville arrived at 5:15 p.m.

The president of the SBCCD Black Faculty and Staff Association, Clyde Williams, stated his concerns regarding the issues in the SBVC Student Life and Student Government areas. He thanked Herb English and Marco Cota for helping the students work together. He said his concern was the college management.

Trustee Ramos asked for an investigation of the allegations various staff members have been bringing to the board. If disciplinary action is warranted, the board can take action, he said.

Ed Gomez, President of the SBCCD Latino Faculty, Staff and Administrators Association, stated he wanted it “on the record” that he had requested on three occasions that this item be placed on the Board agenda for discussion and at no time was it placed on any agenda. He stated that the district has received millions of dollars over the years, much due to the fact that the colleges are Hispanic Serving Institutions, but it appears there has been zero input from LFSAA—the one organization that could best be utilized to help support the goals of the funding. He asked that the communication process between the LFSAA and the administration be evaluated and addressed.

10. INSTITUTIONAL PRESENTATIONS

District Program Review – Tanya Rogers provided a brief overview of the district’s program review. Chancellor Baron added the Program Review process is the method of linking strategic planning to annual resource allocation for highest priorities. He also said that the Board will be kept informed with periodic updates on how the district is progressing.

Solar Farm Project – CHC – Gary Weinstein, project manager for Kitchell/BRJ/Seville, updated the Board on the Solar Farm Project at Crafton Hills College. He stated a 1.3 mega-watt system will be completed for a cost of \$6.6 million. The project is funded by Bond Measure M. The college will have minimum to no electric bills for the first 5 years, with minimal bills thereafter. The system is guaranteed for 25 years. The project is scheduled for completion by May 31, 2012. Chancellor Baron thanked CHC President Harrison for her vision.

11. CONSIDERATION OF APPROVAL TO APPOINT TRUSTEE TO ACCT 2012 ASSOCIATE COMMITTEE

Mr. Longville moved, Dr. Singer seconded, and the Board members voted as follows to approve Trustee Futch’s request to submit his appointment request to the ACCT for membership on a 2012 Associate Committee:

- AYES: Ferracone, Futch, Lockwood, Longville, Ramos, Singer, Vizcaino Sanchez (advisory), Walsh (advisory)
- NOES: None
- ABSENT: None
- ABSTENTIONS: None

12. CONSENT AGENDA

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

AYES: Ferracone, Futch, Lockwood, Longville, Ramos, Singer, Vizcaino
Sanchez (advisory), Walsh (advisory)

NOES: None

ABSENT: None

ABSTENTIONS: None

13. ACTION AGENDA

Approve Registration Priority for Middle College High School Students

Mr. Sanchez moved, Mr. Walsh seconded, and the Board members voted as follows to approve the change in registration priority for Middle College High School students to Priority D:

AYES: Ferracone, Futch, Lockwood, Longville, Ramos, Singer, Vizcaino
Sanchez (advisory), Walsh (advisory)

NOES: None

ABSENT: None

ABSTENTIONS: None

Approve Acceptance of Classified Retirements

Ms. Ferracone moved, Mr. Futch seconded, and the Board members voted as follows to accept classified resignations:

AYES: Ferracone, Futch, Lockwood, Longville, Ramos, Singer, Vizcaino
Sanchez (advisory), Walsh (advisory)

NOES: None

ABSENT: None

ABSTENTIONS: None

Mr. Ramos left at 5:50 p.m.

Approve Bond Measure P Construction Change Orders and Contract Amendments

Mr. Walsh moved, Ms. Ferracone seconded, and the Board members voted as follows to approve Bond Measure P Construction Change Orders and Amendments:

Chemistry/Physical Science - SBVC

Western Audio Visual, CO-02, in the amount of (-\$69,774.00)

Learning Resource Center - CHC

RVH Constructors, Inc., CO-04, in the amount of \$4,000.00
Western Bay Sheet Metal, CO-06, in the amount of (-\$4,000.00)

AYES: Ferracone, Futch, Lockwood, Longville, Singer, Vizcaino
Sanchez (advisory), Walsh (advisory)

NOES: None

ABSENT: Ramos

ABSTENTIONS: None

Approve Bond Measure M Construction Change Orders and Contract Amendments

Mr. Walsh moved, Ms. Ferracone seconded, and the Board members voted as follows to approve Bond Measure M Construction Change Orders and Contract Amendments:

Math and Science Annex - CHC

Conengr Corporation, CO-01, in the amount of \$22,504.00

Parking Lot/ADA/Lighting Improvements – CHC

RDM Electric, CO-01, in the amount of \$46,607.00

MPOE-DATA - CHC

Shanks Electric, CO-01, in the amount of \$26,431.00

AYES: Ferracone, Futch, Lockwood, Longville, Singer, Vizcaino
Sanchez (advisory), Walsh (advisory)

NOES: None

ABSENT: Ramos

ABSTENTIONS: None

Approve Amendment 001 to the NTD Architecture Contract – SBVC

Ms. Ferracone moved, Dr. Singer seconded, and the Board members voted as follows to approve Amendment 001 to the NTD contract, SBVC, in the amount of \$327,100.00:

AYES: Ferracone, Futch, Lockwood, Longville, Singer, Vizcaino
Sanchez (advisory), Walsh (advisory)

NOES: None

ABSENT: Ramos

ABSTENTIONS: None

Approve Amendment 003 to the P2S Engineering, Inc. Contract - SBVC

Ms. Ferracone moved, Dr. Singer seconded, and the Board members voted as follows to approve Amendment 003 to the P2S Engineering, Inc. contract, SBVC, in the amount of \$6,000.00:

AYES: Ferracone, Futch, Lockwood, Longville, Singer, Vizcaino
Sanchez (advisory), Walsh (advisory)
NOES: None
ABSENT: Ramos
ABSTENTIONS: None

Award Bid and Approve Contract with Westminster Press, Inc. - CHC

Mr. Walsh moved, Mr. Longville seconded, and the Board members voted as follows to award bid 2012-01 and approve contract with Westminster Press, Inc., for Schedule and Catalog Printing, CHC, in an amount not to exceed \$30,000.00:

AYES: Ferracone, Futch, Lockwood, Longville, Singer, Vizcaino
Sanchez (advisory), Walsh (advisory)
NOES: None
ABSENT: Ramos
ABSTENTIONS: None

Award Bid and Approve Contract with E. Avico, Inc. - SBVC

Mr. Walsh moved, Mr. Longville seconded, and the Board members voted as follows to award bid and approve contract with E. Avico, Inc. for the Handball and Tennis Court Demolition portion of the Gym and Field Project, SBVC, in the amount of \$253,071.00:

AYES: Ferracone, Futch, Lockwood, Longville, Singer, Vizcaino
Sanchez (advisory), Walsh (advisory)
NOES: None
ABSENT: Ramos
ABSTENTIONS: None

Approve Proposal for Kishimoto Architecture - CHC

Mr. Walsh moved, Mr. Longville seconded, and the Board members voted as follows to approve a proposal from Kishimoto Architecture for architectural services for the new Crafton Center Building, CHC, in the amount of \$2,333,500.00:

AYES: Ferracone, Futch, Lockwood, Longville, Singer, Vizcaino
Sanchez (advisory), Walsh (advisory)
NOES: None
ABSENT: Ramos
ABSTENTIONS: None

Approve Proposal for NTD Architecture - CHC

Dr. Singer moved, Mr. Futch seconded, and the Board members voted as follows to approve a proposal from NTD Architecture for the new Science Building, CHC, in the amount of \$1,950,661.00:

AYES: Ferracone, Futch, Lockwood, Longville, Singer, Vizcaino
Sanchez (advisory), Walsh (advisory)
NOES: None
ABSENT: Ramos
ABSTENTIONS: None

Approve Reduction in Retention

Ms. Ferracone moved, Mr. Vizcaino seconded, and the Board members voted as follows to approve the reduction of retention for the following contracts:

- Arrowhead Mechanical, SBVC Health/Life Sciences Building, HVAC, 95% completion, 5% retention
- RC Construction, SBVC Chemistry/Physical Science Building, 95% completion, 5% retention
- TK Construction (DBA Kirtley Construction), SBVC Central Plant/Infrastructure-Sewer Improvements, 99% completion, 1% retention

AYES: Ferracone, Futch, Lockwood, Longville, Singer, Vizcaino
Sanchez (advisory), Walsh (advisory)
NOES: None
ABSENT: Ramos
ABSTENTIONS: None

Approve Members of the Citizens' Bond Oversight Committee

Mr. Longville moved, Mr. Futch seconded, and the Board members voted as follows to appoint the following individuals to the Citizens' Bond Oversight Committee: Valerie Lichtman for a two-year term and Larry Edmundson and Judi Battey for an additional two-year term.

AYES: Ferracone, Futch, Lockwood, Longville, Singer, Vizcaino
Sanchez (advisory), Walsh (advisory)
NOES: None
ABSENT: Ramos
ABSTENTIONS: None

Adopt Resolution – San Bernardino County Superintendent of Schools

Mr. Futch moved, Mr. Longville seconded, and the Board members voted as follows to adopt a resolution authorizing participation in the San Bernardino County Superintendent of Schools School Bonds Construction (SBC) Fast Track Program:

AYES: Ferracone, Futch, Lockwood, Longville, Singer, Vizcaino
Sanchez (advisory), Walsh (advisory)

NOES: None

ABSENT: Ramos

ABSTENTIONS: None

14. INFORMATION ITEMS

- A. Summary of Bond Measure M Capital Improvement Program Change Orders and Amendments for Construction Projects
- B. Summary of Bond Measure P Capital Improvement Program Change Orders and Amendments for Construction Projects
- C. Budget Report
- D. Purchase Order Report
- E. Tentative Agreements CSEA Article 14 Leaves and Article 16 Personnel
- F. AP 2045 – Policies and Administrative Procedures
- G. AP 3720 – Computer and Network Use
- H. AP 5030 – Fees
- I. Applause Cards

15. STAFF REPORTS

- A. CHC President
 - A written report was submitted to the Board.
- B. CHC Academic Senate
 - Mr. Rippy reported a committee has been appointed to look at student preparation and success initiatives and put together a long range plan. Faculty is also reviewing resolutions for the fall plenary session.
- C. CHC Classified Senate
 - Absent.
- D. CHC ASB
 - Mr. Walsh thanked the students and faculty who participated in the September 28 fall rush. He invited all the trustees to attend the Region 9 meeting on October 28. Students will be visiting classrooms during student awareness week November 14-17.
- E. SBVC President
 - A written report was submitted to the Board.

- F. SBVC Academic Senate
- Dr. John Stanskas wanted the trustees to know that faculty want to dialogue about student success. Trustee Futch said that student success is not only about the dollars but is also a mindset and added he is looking forward to seeing what will be forthcoming from the faculty. Dr. Stanskas said he has forwarded some ideas to Dr. Daniels. Chancellor Baron will send the board members the link to the state chancellor's office website.
- G. SBVC Classified Senate
- Mary Valdemar presented a document of core beliefs for shared governance which was passed unanimously by the senate. She said the document was written based on specific instances which have occurred on the campus. The senate requested the district begin an investigation of the campus issues. A remedy suggested by Classified Senate President Cassandra Thomas is to hire a permanent faculty advisor rather than a permanent management advisor. Ms. Thomas reported the senate is working on a resolution in support of filling the position vacated by Courtney Hunter.
- H. SBVC ASB
- AS President Joyce Green thanked Trustee Longville for being the keynote speaker on Constitution Day and Trustee Ferracone for her active participation on the campus. Ms. Green attended Student Appreciation Day at CHC and said she felt more "at home" there than on the SBVC campus. She then gave several examples of some of the issues occurring in the student services and student government areas. Trustee Ramos asked for a report of the issues occurring in Student Life. Ms. Green said she is satisfied that an investigation will be done into the goings on with the Associated Students at SBVC and thanked the trustees for listening. Ms. Green ended that she will be filing a grievance against the College President, the Vice President of Student Services and the CalWorks Dean.
 - Kevin White, Vice President of the ASG, advocated for the rights of students and spoke of his displeasure with the leadership on the campus.
- I. KVCR
- A written report was submitted to the Board.
- J. CTA
- CTA President Ed Gomez stated his concern with the lack of respect from the administration during negotiations. He explained the union has done its part to keep things moving and has not asked for any salary increase in the last five rounds of negotiations. Because of the lack of dialogue, issues have not moved forward so the union is now requesting arbitration for things that could have been worked out. He added there is no way that things can be done without the intervention of the chancellor and that he should not have to intervene because

people are not doing their jobs. He requested that the Board take a look at some of the concerns expressed by the CTA.

K. CSEA

- Colleen Gamboa stated that it is “very easy to resolve the issues” at the district because she is located across the hall from Human Resources. She added the CSEA does have issues with Human Resources getting the correct information. Mrs. Gamboa thanked Dr. Daniels for her assistance moving three positions forward. She concluded her remarks by saying she hopes the CSEA and the district can continue to work together.

16. ADJOURN

Mr. Lockwood adjourned the meeting 7:00 p.m.

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

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Dr. Debra S. Daniels, President, SBVC
PREPARED BY: Dr. Larry Buckley, Vice President, Instruction SBVC
DATE: November 17, 2011
SUBJECT: Consideration of Approval of Curriculum - SBVC

RECOMMENDATION

It is recommended that the Board of Trustees approve the SBVC curriculum modifications.

OVERVIEW

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

ANALYSIS

These courses, certificates and degrees have been approved by the Curriculum Committee of the Academic Senate and will be included in the 2012-2013 College Catalog.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

None

SAN BERNARDINO VALLEY COLLEGE
SUBMITTED FOR BOARD OF TRUSTEE APPROVAL
November 17, 2011

NEW COURSES

Department: Psychology
Course ID: PSYCH 101
Course Title: INTRODUCTION TO RESEARCH METHODS
Prerequisite: PSYCH 100 or PSYCH 100H
Departmental Advisories: PSYCH 105 and ENGL 015 or eligibility for ENGL 101 or ENGL 101H as determined through the SBVC assessment process
Catalog Description: This course focuses on various research methods primarily used in the social sciences including such topics as research design, experimental procedures, descriptive methods, instrumentation, and the collection, analysis, interpretation and reporting of research data.
Schedule Description: This course focuses on research designs and methods used in the social sciences including such topics as descriptive and experimental research designs and methods.

Effective Date: FA12

Equate: SBVC PSYCH 101 and CHC PSYCH 101

Rationale: As the scientific study of behavior, psychology requires objective and precise use of empirical data. Most upper division classes in psychology and other social sciences now require students to do original research. This course updates the psychology curriculum which is one of the goals for psychology in the Educational Master Plan.

MODIFY COURSES

| COURSE ID | COURSE TITLE |
|-----------|---|
| ADJUS 102 | PRINCIPLES AND PROCEDURES OF THE JUSTICE SYSTEM |

Catalog Description: This course provides an examination and analysis of due process in criminal proceedings, from pre-arrest through trial and appeal, utilizing statutory, state and constitutional precedents.

Schedule Description: This course provides an examination and analysis of due process in criminal proceedings, from pre-arrest through trial and appeal, utilizing statutory, state and constitutional precedents.

Effective Date: FA12

Rationale: Content Review

| COURSE ID | COURSE TITLE |
|-----------|---------------------|
| ADJUS 105 | COMMUNITY RELATIONS |

Catalog Description: This course examines the complex and dynamic relationship between communities and the justice system in addressing crime and conflict with an emphasis on the challenges of administering justice within a diverse multicultural population. Topics include the consensus and conflicting values in culture, religion, and the law.

Schedule Description: This course examines the complex and dynamic relationship between communities and the justice system serving a multicultural population.

Effective Date: FA12

Rationale: Content Review

Curriculum Meetings: 10-03-11; 10-17-11

Conjoint Meeting: 10-24-11

Board of Trustees Meeting: November 17, 2011

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| MODIFY COURSES |
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| COURSE ID | COURSE TITLE |
|-----------|----------------|
| ART 145 | GRAPHIC DESIGN |

Course Title: Fundamentals of Graphic Design

Catalog Description: This course focuses on visual communication, the design process, and creative problem solving in a digital environment. Students explore the creative potential of computer technology and design software, and learn to design, analyze, discuss, and present work in a professional manner.

Schedule Description: This course focuses on visual communication, the design process, and creative problem solving in a digital environment.

Effective Date: FA12

Rationale: Content Review

| COURSE ID | COURSE TITLE |
|-----------|--------------|
| ART 175x4 | SCULPTURE |

Catalog Description: This course is a progressive study of the fundamentals of sculpture with a focus on techniques of three-dimensional composition, spatial relationships, and imagery. Topics Include armature building, plaster mold making, and experiments with various materials such as clay, wood, plaster, and Styrofoam. This course may be taken four times.

Schedule Description: This course is a progressive study of the fundamentals of sculpture with a focus on techniques of three-dimensional composition, spatial relationships, and imagery including armature building and plaster mold making. This course may be taken four times.

Effective Date: FA12

Rationale: Content Review

| COURSE ID | COURSE TITLE |
|-----------|------------------------------|
| ART 180 | BEGINNING COMPUTER ANIMATION |

Course Title: Beginning 3D Computer Animation

Departmental Advisories: ART 120 and ART 124X4 and ART 148

Catalog Description: This course focuses on beginning techniques in 3D animation. Students are introduced to 3D design, rendering, key frame animation, and lighting.

Schedule Description: This course focuses on beginning techniques in 3D animation. Students are introduced to 3D design, rendering, key frame animation, and lighting.

Effective Date: FA12

Rationale: Content Review

Curriculum Meetings: 10-03-11; 10-17-11

Conjoint Meeting: 10-24-11

Board of Trustees Meeting: November 17, 2011

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| MODIFY COURSES |
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| COURSE ID | COURSE TITLE |
|-----------|--------------|
| ART 212x4 | CERAMICS |

Catalog Description: This course is a progressive study of the fundamentals of ceramics. Topics include hand-building techniques, use of the potter's wheel, and methods of decorating and glazing. Students produce cylinders, bottles, vases, bowls, plates, lids, and vessels with handles. This course may be taken four times.

Schedule Description: This course is a progressive study of the fundamentals of ceramics. Topics include hand-building techniques, use of the potter's wheel, and methods of decorating and glazing. Students produce cylinders, bottles, vases, bowls, plates, lids, and vessels with handles. This course may be taken four times.

Effective Date: FA12

Rationale: Content Review

| COURSE ID | COURSE TITLE |
|-----------|--------------|
| ART 240x4 | GLASSBLOWING |

Catalog Description: This course is a progressive study of glass working techniques, including designing and producing vessel and sculptural forms in hot glass. Emphasis is on exploration of color, hot applications, team work, repeatable forms, sandblasting, cold working/fabrications, and non-conventional methods. This course may be taken four times.

Schedule Description: This course is progressive study of glass working techniques, including designing and producing vessel and sculptural forms in hot glass. Emphasis is on exploration of color, repeatable forms, sandblasting, and non-conventional methods. This course may be taken four times.

Effective Date: FA12

Rationale: Content Review

| COURSE ID | COURSE TITLE |
|-----------|-----------------|
| ART 270x4 | DESIGN IN GLASS |

Catalog Description: This course is a progressive study of glass-working techniques. Topics include designing and producing functional, decorative, and sculptural forms in kiln-fired glass; composition in two dimensions using fusion/lamination of colored glass elements; shallow relief slumping; three-dimensional relief using molds; and solid glass casting such as pate de verre, lost wax, and sand casting. This course may be taken four times.

Schedule Description: This course is a progressive study of glass-working techniques, including kiln-fired glass; shallow relief slumping; three-dimensional relief using molds; and solid glass casting. This course may be taken four times.

Effective Date: FA12

Rationale: Content Review

Curriculum Meetings: 10-03-11; 10-17-11

Conjoint Meeting: 10-24-11

Board of Trustees Meeting: November 17, 2011

| |
|----------------|
| MODIFY COURSES |
|----------------|

| COURSE ID | COURSE TITLE |
|-----------|--------------|
| BIOL 270 | MICROBIOLOGY |

Departmental Advisories: ENGL 101 or ENGL 101H

Prerequisites: BIOL 250 or BIOL 260 or BIOL 290 or BIOL 201 and CHEM 101

Catalog Description: This course is a formal introduction to the fundamental principles of microbiology and immunology. Attention is given to the morphology, control, metabolism and genetics of microorganisms. Emphasis is placed on the pathogenesis of and immunity to infectious diseases.

Schedule Description: This course is a formal introduction to the principles of microbiology and immunology. The pathogenesis of and immunity to infectious diseases are discussed.

Effective Date: FA12

Rationale: Content Review

| COURSE ID | COURSE TITLE |
|-----------|-----------------|
| BIOL 290 | BIOTECHNOLOGY I |

Prerequisites: BIOL 012 and CHEM 101 and ENGL 101 or ENGL 101H

Catalog Description: This course will focus on basic principles of cellular and molecular biology and laboratory methods utilized in the biotechnology industry. Students will learn the foundations of lab safety, good manufacturing practices (GMP) documentation, skills in the maintenance and calibration of basic lab equipment, calculation and preparation of laboratory solutions and principles of separation of cellular components and macromolecules.

Schedule Description: This course will focus on basic principles of cellular and molecular biology as it relates to biotechnology and laboratory methods utilized in the biotechnology industry.

Effective Date: FA12

Rationale: Content Review

| COURSE ID | COURSE TITLE |
|-----------|--|
| BUSAD 222 | INDEPENDENT STUDY IN BUSINESS ADMINISTRATION |

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

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

Effective Date: FA12

Rationale: Content Review

Curriculum Meetings: 10-03-11; 10-17-11

Conjoint Meeting: 10-24-11

Board of Trustees Meeting: November 17, 2011

| |
|----------------|
| MODIFY COURSES |
|----------------|

| COURSE ID | COURSE TITLE |
|-----------|---------------------------------|
| ENGR 265 | ENGINEERING MECHANICS - STATICS |

Catalog Description: This is a foundation course in many branches of engineering. Some of the topics covered are two and three dimensional equilibrium of particles and rigid bodies, analysis of frames, machines, trusses, non-coplanar force systems, and the principles of friction.

Schedule Description: This is a foundation course in many branches of engineering. Some of the topics covered are two and three dimensional equilibrium of particles and rigid bodies, analysis of frames, machines, trusses, non-coplanar force systems, and the principles of friction.

Effective Date: FA12

Rationale: Content Review

| COURSE ID | COURSE TITLE |
|-----------|--------------------|
| PE 210 | SPORTS OFFICIATING |

Catalog Description: This course is designed to provide instruction on the rules, techniques, and mechanics of officiating the sports of soccer, football, basketball, and baseball.

Schedule Description: This course is designed to provide instruction on the rules, techniques, and mechanics of officiating the sports of soccer, football, basketball, and baseball.

Effective Date: FA12

Rationale: Content Review

| COURSE ID | COURSE TITLE |
|------------|---|
| PE/I 186x4 | ADAPTED PHYSICAL EDUCATION: STRETCHING AND STRESS REDUCTION |

Catalog Description: This course is designed for students with disabilities. This course includes activities to improve the range of motion for various muscles in the human body. This course also teaches various techniques for stress reduction. A completed adapted physical education participation form may be required prior to participation in this class. This course may be taken four times.

Schedule Description: This course is designed for students with disabilities. This course includes activities to improve the range of motion for various muscles in the human body. This course also teaches various techniques for stress reduction. A completed adapted physical education participation form may be required prior to participation in this class. This course may be taken four times.

Effective Date: FA12

Rationale: Content Review

MODIFY COURSES

| COURSE ID | COURSE TITLE |
|------------|------------------------------------|
| PE/T 104x4 | TEAM SPORTS ACTIVITIES: BASKETBALL |

Catalog Description: This course is designed to provide instruction in the skills, techniques, strategies, etiquette and rules of basketball at beginning, low intermediate, high intermediate and advanced levels of performance. Students will improve their overall physical fitness. This course may be taken four times.

Schedule Description: This course is designed to provide instruction in the skills, techniques, strategies, etiquette and rules of basketball at beginning, low intermediate, high intermediate and advanced levels of performance. Students will improve their overall physical fitness. This course may be taken four times.

Effective Date: FA12

Rationale: Content Review

| COURSE ID | COURSE TITLE |
|------------|------------------------------------|
| PE/T 124x4 | TEAM SPORTS ACTIVITIES: VOLLEYBALL |

Catalog Description: This course is designed to teach the skills, techniques, strategies, etiquette and rules of volleyball at the beginning, low intermediate, high intermediate and advanced levels of performance. Students will also improve their overall physical fitness. This course may be taken four times.

Schedule Description: This course is designed to teach the skills, techniques, strategies, etiquette and rules of volleyball at the beginning, low intermediate, high intermediate and advanced levels of performance. Students will also improve their overall physical fitness. This course may be taken four times.

Effective Date: FA12

Rationale: Content Review

DELETE COURSES

BIOL 252
 BIOL 256
 BIOL 272
 BIOL 276

Effective Date: FA12

Rationale: These courses are no longer offered.

DISTRIBUTED EDUCATION

ADJUS 102 100% ONLINE
 ADJUS 105 100% ONLINE

Effective Date: FA12

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

Curriculum Meetings: 10-03-11; 10-17-11

Conjoint Meeting: 10-24-11

Board of Trustees Meeting: November 17, 2011

ESL Integrated Skills - Beginning Certificate

This non-credit program is designed to prepare beginning English language learners with the fundamental speaking, listening, reading and writing skills of the English language. This program will also prepare students with the necessary skills to be successful in the credit-based ESL (English as a second language) courses.

| | | Units |
|--------------------------|--|--------------|
| ESL 620 | English Pronunciation | 0 |
| ESL 601 | ESL Beginning Level 1 - Introduction to Basic English Literacy | 0 |
| ESL 602 | ESL Beginning Level 2 - English at Home and School | 0 |
| ESL 603 | ESL Intermediate Level 3 - English for Work and Leisure | 0 |
| ESL 604 | ESL Advanced Level 4 - English for Work and Education | 0 |
| <hr/> Total Units | | 0 |

Effective Date: FA12

Rationale: Currently, there is not a program designed to teach English to nonnative speakers of English with minimal to no English language skills. This certificate is intended to provide instruction to this population of students to prepare them for the credit composition based English as a second language classes that this college offers.

CIT – MANAGEMENT INFORMATION SYSTEMS

The Management Information Systems Certificate offers a complete introduction to computers, specific training in selected software packages, advanced courses dealing with networks, and management of computer facilities.

REQUIRED COURSES:

| | | Units |
|-----------|-------------------------------------|--------------|
| CIT 101 | Introduction to Computer Literacy | 3 |
| CIT 114 | Spreadsheets: Excel | 3 |
| CIT 116 | Database Management: Access | 3 |
| CIT 150 | Office Applications Development | 3 |
| CIT 215 | Database Management Systems | 3 |
| CIT 232 | Data Communications and Networks | 3 |
| CIT 031 | Business English | 3 |
| | or | |
| ENGL 015 | Preparation for College Writing | 4 |
| | or | |
| ENGL 101 | Freshman Composition | 4 |
| | or | |
| ENGL 101H | Freshman Composition- Honors | 4 |

Choose one course from the following:

| | | Units |
|---------|---------------------------------|--------------|
| CIT 020 | Word Processing: Microsoft Word | 3 |
| CIT 102 | Advanced Computer Literacy | 3 |
| CIT 105 | Introduction to Windows | 2 |
| CIT 120 | Internet | 2 |
| CIT 126 | Computer Graphics | 3 |

Units

Total Units

23 - 25

Effective Date: FA12

Rationale: Content Review

Curriculum Meetings: 10-03-11; 10-17-11

Conjoint Meeting: 10-24-11

Board of Trustees Meeting: November 17, 2011

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Gloria Macias Harrison, President, CHC
PREPARED BY: Cheryl A. Marshall, Vice President of Instruction, CHC
DATE: November 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
November 17, 2011

| |
|-------------------------|
| MODIFIED COURSES |
|-------------------------|

| COURSE ID | COURSE TITLE |
|-----------------|---------------------------------------|
| ACCT 209 | Introduction to Managerial Accounting |

PREREQUISITE: ACCT 208

CATALOG DESCRIPTION: Fundamental concepts and procedures of managerial accounting including costing systems, cost behavior and analysis, budgeting and performance evaluation. Uses of management accounting information in decision making. Technology tools used in managerial accounting and business.

SCHEDULE DESCRIPTION: Fundamental concepts and procedures of managerial accounting including costing systems, cost behavior and analysis, budgeting and performance evaluation. Uses of management accounting information in decision making.

Effective: FA12

Rationale: Six-year revision

| COURSE ID | COURSE TITLE |
|-----------------|--|
| CHEM 087 | Problem-Solving and Study Skills for Chemistry |

COURSE TITLE: Problem Solving and Study Skills for Chemistry

CATALOG DESCRIPTION: Discussion and problem solving sessions to be taken in conjunction with CHEM 101. Presents study skills and techniques for mastery of chemistry principles and test taking strategies. Algebra review with an emphasis on how to use mathematics and algebra to solve problems related to CHEM 101. Graded on a Pass or No Pass basis only.

SCHEDULE DESCRIPTION: Discussion and problem solving sessions to be taken in conjunction with CHEM 101. Presents study skills and techniques for mastery of chemistry principles and test taking strategies.

Effective: FA12

Rationale: Six-year revision

| COURSE ID | COURSE TITLE |
|-----------------|---------------------------|
| CHEM 101 | Introduction to Chemistry |

CATALOG DESCRIPTION: Introduction to college chemistry, with an emphasis on the general principles of chemistry, including critical thinking, analysis and problem solving in chemistry. Topics include the study of matter, bonding, the periodic table, stoichiometry, chemical reactions, nomenclature and organic chemistry. Laboratory component is both qualitative and quantitative in scope. Critical thinking, writing, measurement, identification and analysis are emphasized.

Effective: FA12

Rationale: Six-year revision

| COURSE ID | COURSE TITLE |
|-----------|-----------------------------------|
| CHEM 102 | Introduction to Organic Chemistry |

CATALOG DESCRIPTION: Introduction to college organic chemistry, with an emphasis on the fundamental principles of organic chemistry. Topics include structure, nomenclature, properties, reactions, synthesis and biochemistry. Laboratory component is both qualitative and quantitative in scope. Critical thinking, writing, measurement, identification and analysis skills are emphasized.

SCHEDULE DESCRIPTION: A one semester course introducing the study of organic compounds. Topics include structure, nomenclature, properties, reactions, synthesis and biochemistry. Includes a laboratory component that emphasizes concepts discussed in lecture.

Effective: FA12

Rationale: Six-year revision

| COURSE ID | COURSE TITLE |
|-----------|---------------------|
| CHEM 150 | General Chemistry I |

Effective: FA12

Rationale: Six-year revision

| COURSE ID | COURSE TITLE |
|-----------|----------------------|
| CHEM 151 | General Chemistry II |

Effective: FA12

Rationale: Six-year revision

| COURSE ID | COURSE TITLE |
|-----------|------------------------------|
| CD 105 | Child Growth and Development |

CATALOG DESCRIPTION: Study of human development from conception through adolescence within cultural and family contexts. Examines typical and atypical cognitive, physical, social, and emotional development. Introduction to the theories, research, and applications that constitute the field of child development by examining both traditional areas of the field and more recent innovations. Some observational study of children.

Effective: FA12

Rationale: Six-year revision

| COURSE ID | COURSE TITLE |
|-----------|--|
| EMS 023 | Hazardous Materials First Responder Awareness for Emergency Medical Technician-I/EMT-Basic |

Effective: FA12

Rationale: Six-year revision

| COURSE ID | COURSE TITLE |
|-----------|-----------------------------|
| EMS 290 | Emergency Services Educator |

DEPARTMENTAL RECOMMENDATION: Employment in Emergency Services or related profession
SCHEDULE DESCRIPTION: Exploration of the theories and practices of education and teaching in the emergency services classroom as required by state regulations.

Effective: FA12

Rationale: Six-year revision

| COURSE ID | COURSE TITLE |
|------------|--|
| ENGL 127X4 | Literary Magazine Production: The Sand Canyon Review |

PREREQUISITE: ENGL 101 or ENGL 101H

Effective: FA12

Rationale: Department request

| COURSE ID | COURSE TITLE |
|-----------|------------------|
| ENGL 232 | Creative Writing |

PREREQUISITE: ENGL 101 or ENGL 101H

Effective: FA12

Rationale: Department request

| COURSE ID | COURSE TITLE |
|-----------|--------------|
| ENGL 250 | Fiction |

PREREQUISITE: ENGL 101 or ENGL 101H

Effective: FA12

Rationale: Department request

| COURSE ID | COURSE TITLE |
|-----------|---------------------------------|
| ENGL 260 | Survey of American Literature I |

PREREQUISITE: ENGL 101 or ENGL 101H

Effective: FA12

Rationale: Department request

| COURSE ID | COURSE TITLE |
|-----------|----------------------------------|
| ENGL 261 | Survey of American Literature II |

PREREQUISITE: ENGL 101 or ENGL 101H

Effective: FA12

Rationale: Department request

Curriculum Meeting: 09/12/11, 09/26/11, 10/10/11

Conjoint Meeting: 10/25/11

Board of Trustees Meeting: 11/17/11

| COURSE ID | COURSE TITLE |
|-----------|--------------------------------|
| ENGL 270 | Survey of British Literature I |

PREREQUISITE: ENGL 101 or ENGL 101H

Effective: FA12

Rationale: Department request

| COURSE ID | COURSE TITLE |
|-----------|---------------------------------|
| ENGL 271 | Survey of British Literature II |

PREREQUISITE: ENGL 101 or ENGL 101H

Effective: FA12

Rationale: Department request

| COURSE ID | COURSE TITLE |
|-----------|-------------------------------|
| JOUR 135 | Mass Communication in Society |

CATALOG DESCRIPTION: An introduction to contemporary mass media including television, radio, sound recordings, film, print media and computer-mediated communication. Exploration of the theories, history, effects, and role of mass communication both in the United States and globally. Critical analysis of mass media messages. This course is also offered as SPEECH 135.

NEW SCHEDULE DESCRIPTION: An introduction to contemporary mass media including television, radio, sound recordings, film, print media and computer-mediated communication. Exploration of the theories, history, effects, and role of mass communication. Critical analysis of mass media messages.

Effective: FA12

Rationale: Six-year revision

| COURSE ID | COURSE TITLE |
|------------|-------------------------------|
| SPEECH 135 | Mass Communication in Society |

CATALOG DESCRIPTION: An introduction to contemporary mass media including television, radio, sound recordings, film, print media and computer-mediated communication. Exploration of the theories, history, effects, and role of mass communication both in the United States and globally. Critical analysis of mass media messages. This course is also offered as JOUR 135.

NEW SCHEDULE DESCRIPTION: An introduction to contemporary mass media including television, radio, sound recordings, film, print media and computer-mediated communication. Exploration of the theories, history, effects, and role of mass communication. Critical analysis of mass media messages.

Effective: FA12

Rationale: Six-year revision

COURSE DELETION

| COURSE ID | COURSE TITLE |
|-----------|---|
| CIS 160 | Authoring Usable and Accessible Web Pages |

Effective: FA11

Rationale: Course content has been integrated into other Computer Information System courses.

DISTANCE EDUCATION

| COURSE ID | DE TYPE |
|------------|------------------------|
| CHEM 101 | Hybrid |
| CD 105 | 100% Online |
| JOUR 135 | 100% Online and Hybrid |
| SPEECH 135 | 100% Online and Hybrid |

Effective Date: FA12

Rationale: Increase Distance Education course offerings

MODIFIED DEGREE**ASSOCIATE OF SCIENCE DEGREE BIOLOGY****REQUIRED COURSES:**

| | | UNITS |
|------------|----------------------------|--------------|
| BIOL 130 | Cell and Molecular Biology | 4.00 |
| BIOL 131 | Populations and Organisms | 4.00 |
| CHEM 150 | General Chemistry I | 5.00 |
| CHEM 151 | General Chemistry II | 5.00 |
| PHYSIC 110 | General Physics I | 4.00 |
| PHYSIC 111 | General Physics II | 4.00 |

Students wishing to earn an A.S. with an emphasis in either Anatomy and Physiology or Microbiology must also complete:

EMPHASIS IN ANATOMY AND PHYSIOLOGY:

| | | UNITS |
|--------------------|---------------------------------|--------------|
| ANAT 150 | Human Anatomy and Physiology I | 4.00 |
| ANAT 151 | Human Anatomy and Physiology II | 4.00 |
| TOTAL UNITS | | 34.00 |

| EMPHASIS IN MICROBIOLOGY: | | UNITS |
|----------------------------------|----------------------------------|----------------------|
| MICRO 150 | Medical Microbiology | 5.00 |
| OR | | |
| MICRO 102 | Introductory Microbiology | 4.00 |
| AND | | |
| MICRO 247X4 | Special Problems in Microbiology | 2.00 |
| OR | | |
| MICRO 102 | Introductory Microbiology | 4.00 |
| AND | | |
| MICRO 248X4 | Special Problems in Microbiology | 3.00 |
| TOTAL UNITS | | 31.00 – 33.00 |

**Students who take MICRO 102 must also take an independent study course of either MICRO 247X4 or MICRO 248X4*

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

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Barron, Chancellor

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

PREPARED BY: Dr. Larry Buckley, Vice President, Instruction, SBVC

DATE: November 17, 2011

SUBJECT: Consideration to Approve Admission Criteria for the Nursing Program - SBVC

RECOMMENDATION

It is recommended that the Board of Trustees approve the revision of admission criteria for the Nursing Program.

OVERVIEW

According to Assembly Bill No. 1559, which addresses the change in the Ed Code, section 78261.5, for nursing programs within the community college system which are impacted, the board has the authority to initiate a point system for determining admission into the Nursing Program.

ANALYSIS

Having reviewed other institution's nursing programs and policies, the SBVC Nursing Program has drafted a new admission policy for our campus which will institute the point system for admissions. Recent changes in the Ed Code, section 78261.5 which is described in Assembly Bill No. 1559, permits such changes for programs which are impacted in order to admit those students which may be more likely to successfully complete the program.

BOARD IMPERATIVE

I. Institutional Effectiveness

FINANCIAL IMPLICATIONS

None.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron
Chancellor

REVIEWED BY: Dr. Jack Miyamoto
Human Resources Consultant

PREPARED BY: Dr. Jack Miyamoto
Human Resources Consultant

DATE: November 17, 2011

SUBJECT: Consideration of Acceptance of Classified Resignation

RECOMMENDATION

It is recommended that the Board of Trustees accept the resignation of Raquel Irizarry, Clerical Assistant II, CHC.

OVERVIEW

Ms. Irizarry, has submitted a letter of resignation effective October 5, 2011.

ANALYSIS

The Human Resources Department has provided Ms. Irizarry acceptance of her resignation from employment.

BOARD IMPERATIVE

None.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron
Chancellor

REVIEWED BY: Dr. Jack Miyamoto
Human Resources Consultant

PREPARED BY: Dr. Jack Miyamoto
Human Resources Consultant

DATE: November 17, 2011

SUBJECT: Return of Classified Employee from 39-Month Reemployment List

RECOMMENDATION

It is recommended that the Board of Trustees approve the return of Ruby Zuniga from the 39-Month Reemployment List.

OVERVIEW

Ruby Zuniga, Administrative Secretary, Title Five Grant, CHC, Classified Salary Schedule, Range

ANALYSIS

Ruby Zuniga was placed on the 39-month reemployment list on July 1, 2009, and is being returned to active status effective November 21, 2011.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

Included in the 2011-/2012 budget

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Dr. Jack Miyamoto
Human Resources Consultant

PREPARED BY: Dr. Jack Miyamoto
Human Resources Consultant

DATE: November 17, 2011

SUBJECT: Consideration of Approval of Revised Classified Job Descriptions

RECOMMENDATION

It is recommended that the Board of Trustees approve the revisions to the Laboratory Technician, Bookstore Assistant II and Assistant Bookstore Manager job descriptions.

OVERVIEW

The job descriptions for the Laboratory Technician series were revised based on removal of certain language that states “may grade examinations, records grades” and also reflects language with regards to “disposal” of hazardous chemicals and/or biohazard waste.

The representative duties and educational/experience guidelines were revised for the job Bookstore Assistant II and Assistant Bookstore Manager.

ANALYSIS

After a review of the job descriptions for the Laboratory Technician series, Bookstore Assistant II and Assistant Bookstore Manager it was determined that an update of position qualifications and education/experience guidelines would more accurately reflect the guidelines for these positions.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

None.

LABORTORY TECHNICIAN– ~~RESTAURANT MANAGEMENT~~ CULINARY ARTS

*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 general supervision, provides instructional support services by performing technical work and providing instruction of students regarding general kitchen operation; orders, issues, prepares, and maintains laboratory materials, supplies, and associated equipment; performs related duties as required.

Positions in the Laboratory Technician class are assigned duties requiring considerable technical knowledge and ability in the assigned field of specialization. Incumbents are expected to exercise independent judgment in the performance of duties and are responsible for supervising and maintaining all laboratory supplies, materials, equipment, and records. Positions in this class specialize in the assigned subject area.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Sets up and prepares class demonstrations and experiments working from knowledge of the subject area, reference materials, course outline, and without specific instructions.
2. Conducts ~~Inventory~~ inventories, ~~orders~~, receives, and stocks materials, supplies, and equipment for laboratory use.
3. Maintains inventory of food stuffs and supplies; places orders through main office or directly to vendor, and inspects foods for standards of quality.
4. Issues and maintains records on materials loaned to students, instructors, and other departments; issues and maintains records on lockers.
5. Demonstrates and provides instruction to students in proper use and care of laboratory materials and equipment; assists in maintaining security of laboratories, laboratory equipment, supplies, and materials; maintains refrigerator, freezer, and dish washer temperatures.
6. Prepares foods to service restaurant customers such as soups, salads, desserts and bakery goods for entrees during breakfast, lunch, or dinner.
7. Provides special assistance to students experiencing difficulties in completion of laboratory assignments.
8. Assists at all catering functions.
9. Makes recommendations on the menu and recommends substitutions to utilize food on hand; estimates the number of persons to be served and determines the quantity of food to be prepared.
10. Maintains cooking and related areas in a clean and sanitary condition; assists in cleaning kitchen equipment and utensils.
11. Ensures that leftover food is properly labeled, dated, stored, and utilized to keep waste at a minimum.
12. Maintains records and reports which may include: inventories, sales reports, invoices, and purchase

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Laboratory Technician – ~~Restaurant Management~~ Culinary Arts (Continued)

orders.

13. May assist faculty in grade examinations, record grades, and assembleing printed class materials.
14. May supervise and assign work of student assistants.
15. May maintain expenditure records and provide data for budget estimates.
16. Performs related duties as required.

QUALIFICATIONS

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

Knowledge of:

Course content, equipment, safety and other procedures, supplies, and reference materials related to the appropriate laboratory.

Mathematical ~~skill~~ concepts to make calculations such as metric weights and volumes.

Methods and procedures of preparing instructional materials used in appropriate laboratory.

Sufficient human relation skills to guide students and student workers, and to convey technical concepts.

Basic methods of preparing and serving foods in large quantities.

Standard food service.

Kitchen appliances and equipment.

Sanitation and safety practices and procedures.

Principles and procedures of record keeping and filing.

Basic inventory and purchasing processes and procedures.

~~Proper~~ English usage, spelling, grammar, and punctuation.

Ability to:

Prepare instructional equipment for laboratory exercises.

Coordinate the work of students to produce the required food at the right time.

Plan menus and order food and supplies in ~~the right~~ quantities to meet the requirements.

Read, understand, and ~~adjust~~ adapt recipes.

Maintain the lab and equipment in a safe and organized manner.

Observe safety procedures and protocols including those for safe handling, storage, and disposal of food.

Read and understand technical manuals and protocols.

Instruct students in the use of lab equipment and lab procedures.

Listen actively and effectively, identify and solve problems, and facilitate problem solving.

Perform routine record keeping and report writing duties.

Work independently and collaboratively.

Plan and organize work to meet changing priorities and deadlines.

Communicate clearly and concisely, both orally and in writing.

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

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Laboratory Technician – ~~Restaurant Management~~ Culinary Arts (*Continued*)

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

Education/Training:

Equivalent to a degree or certificate from a culinary arts program or school including sanitation and safety course work.

Experience:

Five years experience as a cook in a “Tablecloth” restaurant or hotel. Experience as a “coffee-shop” cook may be substituted for two years of the five-year requirement.

License or Certificate:

1. Possession of a valid San Bernardino County Food Handler’s Card.
2. Possession of certification by the American Culinary Federation as a “Working Cook” or “Sous Chef.”

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 laboratory/kitchen setting; exposure to noise, smoke, fumes, heat, electrical energy, grease, oils; extensive handling of food.

Physical: Primary functions require sufficient physical ability and mobility to work in a laboratory/kitchen 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 kitchen appliances and 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:
Johnson & Associates Revised: January 2007
Revised: November 17, 2011

LABORATORY TECHNICIAN - AERONAUTICS

*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 general supervision, instructional support to certificated faculty in the instruction of students enrolled in the Airframe and Powerplant Program; orders, issues, prepares, and maintains laboratory materials, supplies, and associated equipment; performs related duties as required.

Positions in the Laboratory Technician class are assigned duties requiring considerable technical knowledge and ability in the assigned field of specialization. Incumbents are expected to exercise independent judgment in the performance of duties and are responsible for supervising and maintaining all laboratory supplies, materials, equipment, and records. Positions in this class specialize in the assigned subject area.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Sets up and prepares class demonstrations and experiments working from knowledge of the subject area, reference materials, course outline, and without specific instructions.
2. Conducts ~~I~~-inventories, orders, receives, and stocks materials, supplies, and equipment for laboratory use.
3. Issues and maintains records on materials loaned to students, instructors, and other departments; issues and maintains records on lockers.
4. Assists in the instruction and supervision of all phases of airframe and powerplant technology training in accordance with federal aviation regulations, including the usage of equipment and materials, and shop safety practices.
5. Ensures that students perform laboratory work in accordance with safe work practices; demonstrates the safe and effective operation, and use of laboratory tools and equipment.
6. Supervises students in the cleanup of lab work areas; participates in the daily cleanup of the shop, and the maintenance and repair of laboratory equipment.
7. Provides special assistance to students experiencing difficulties in completion of laboratory assignments.
8. Explains tool room procedures, and responds to students' questions regarding the nomenclature, use, and availability of tools, materials, and supplies; assists in the inventory and storage of materials and supplies.
9. Demonstrates and provides assistance in the use of publication files, including the use of microfilm viewers.
10. May calibrate, maintain, and perform repairs on scientific equipment and supplies.
11. May assist faculty in ~~grade examinations, record grades, and assemble~~ ing printed class materials.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Laboratory Technician - Aeronautics (*Continued*)

12. May supervise and assign work of student assistants.
13. May maintain expenditure records and provide data for budget estimates.
14. 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:

Methods and procedures of preparing instructional materials used in appropriate laboratory.
Sufficient human relation skills to guide students and student workers, and to convey technical concepts.
Operational characteristics of laboratory apparatus, equipment, and materials pertaining to assigned laboratory and subject area.
Safety factors necessary in operating and working with laboratory equipment, apparatus, and materials.
Modern aircraft maintenance techniques.
Equipment and materials used in aircraft maintenance.
Methods and techniques of aircraft inspection.
Federal Aviation Regulation included in Part 147.
Principles and procedures of record keeping and filing.
Basic inventory and purchasing processes and procedures.
English usage, spelling, grammar, and punctuation.

Ability to:

Set up, modify, service, adjust, and make minor repairs to laboratory apparatus and equipment.
Prepare instructional equipment for laboratory exercises.
Maintain the lab and equipment in a safe and organized manner including the handling of hazardous or dangerous materials and equipment as required for some labs.
Read and understand technical manuals and protocols.
Instruct students in the use of laboratory tools and equipment.
Demonstrate the use of publication files, including microfiche viewers.
Select and use appropriate materials in the performance of various aircraft maintenance tasks.
Listen actively and effectively, identify and solve problems, and facilitate problem solving.
Operate office equipment including computers and supporting word processing, ~~database management, and desktop publishing applications.~~
Perform routine record keeping and report writing duties.
Work independently and collaboratively.
Plan and organize work to meet changing priorities and deadlines.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

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

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by formal aircraft maintenance training necessary to obtain an Airframe and Powerplant Mechanics Certificate issued by the Federal Aviation Administration.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Laboratory Technician - Aeronautics (*Continued*)

Experience:

Some experience in the preventive maintenance and repair of aircraft and aircraft engines.

License or Certificate:

Possession of an Airframe and Powerplant Mechanics Certificate issued by the Federal Aviation Administration.

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 laboratory setting; exposure to dusts, fumes, noise; work with laboratory and mechanical equipment and apparatus.

Physical: Primary functions require sufficient physical ability and mobility to work in a laboratory 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 heavy amounts of weight; to operate laboratory, mechanical and aeronautics shop equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information; requires the wearing of personal protective equipment including safety glasses or goggles, lab coats, rubber or plastic gloves, respirators, or face shields.

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:
Johnson & Associates Revised: January 2007
Revised: November 17, 2011

LABORATORY TECHNICIAN – ANATOMY & PHYSIOLOGY

*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 general supervision, provides instructional support services by performing technical work in a laboratory; orders, issues, prepares, and maintains laboratory materials, supplies, and associated equipment; performs related duties as required.

Positions in the Laboratory Technician class are assigned duties requiring considerable technical knowledge and ability in the assigned field of specialization. Incumbents are expected to exercise independent judgment in the performance of duties and are responsible for supervising and maintaining all laboratory supplies, materials, equipment, and records. Positions in this class specialize in the assigned subject area.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Sets up and prepares class demonstrations and experiments working from knowledge of the subject area, reference materials, course outline, and without specific instructions.
2. Inventories, orders, receives, and stocks materials, supplies, and equipment for laboratory use.
3. Issues and maintains records on materials loaned to students, instructors, and other departments; issues and maintains records on lockers.
4. Demonstrates and provides instruction to students in proper use and care of laboratory materials and equipment; assists in maintaining security of laboratories, laboratory equipment, supplies, and materials
5. Prepares and dispenses solutions and chemical materials used for lab classes which may include reagents, chemicals, acids, bases, buffers, stains, and unknowns.
6. Prepares stains, solutions, and preservatives by mixing, bottling, and labeling.
7. Orders, receives, and provides care for live laboratory specimens and storage of preserved specimens including human cadavers.
8. Cleans up after each lab session by washing, and if necessary, sterilizing tools, equipment, and supplies.
9. May calibrate, maintain, and perform repairs on scientific equipment and supplies.
10. May assist faculty in ~~grade examinations, record grades, and assemble~~ing printed class materials.
11. May supervise and assign work of student assistants.
12. May maintain expenditure records and provide data for budget estimates.
13. Monitors production of, collects, and processes hazardous waste materials and toxic chemicals resulting from lab classes, collects and properly stores biohazard waste.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Laboratory Technician – Anatomy & Physiology (Continued)

14. 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:

Course content, equipment, safety and other procedures, supplies, and reference materials related to the appropriate science laboratory.

Concepts and applications of human anatomy.

Methods and procedures of preparing instructional materials used in appropriate laboratory.

Sufficient human relation skills to guide students and student workers, and to convey technical concepts.

Operational characteristics of laboratory apparatus, equipment, and materials pertaining to assigned laboratory and subject area.

Safety factors necessary in operating and working with laboratory equipment, apparatus, and materials.

Occupational hazards and standard safety practices including methods and techniques used in handling and disposing of hazardous chemicals and biohazardous waste.

Principles and procedures of record keeping and filing.

Basic inventory and purchasing processes and procedures.

English usage, spelling, grammar, and punctuation.

Ability to:

Set up, modify, service, adjust, and make minor repairs to laboratory apparatus and equipment.

Prepare chemical and reagent solutions, extracts, and dilutions to specifications.

Prepare instructional equipment and specimens for laboratory exercises.

Operate, calibrate, and perform minor troubleshooting and repair of laboratory and office equipment and tools.

Maintain the lab and equipment in a safe and organized manner including the handling of hazardous or dangerous materials and equipment as required for some labs.

Observe safety procedures and protocols, including those for safe handling and storage of hazardous materials.

Read and understand technical manuals and protocols.

Instruct students in the use of lab equipment and lab procedures.

Listen actively and effectively, identify and solve problems, and facilitate problem solving.

Operate office equipment including computers and supporting word processing, ~~database management, and desktop publishing applications.~~

Perform routine record keeping and report writing duties.

Work independently and collaboratively.

Plan and organize work to meet changing priorities and deadlines.

Communicate clearly and concisely, both orally and in writing.

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

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

Education/Training:

Completion of 60 semester units of college level coursework that includes a minimum of 20 18 semester units in the appropriate biological laboratory sciences including anatomy and physiology and eight semester units of associated laboratory classes.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Laboratory Technician – Anatomy & Physiology (*Continued*)

Experience:

Some experience as a laboratory technician in the appropriate subject field.

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 classroom/laboratory setting; exposure to dusts, mists, fumes, moderately high levels of chemicals and solvents; risk of exposure to blood borne and/or other pathogens; work with laboratory equipment and apparatus.

Physical: Primary functions require sufficient physical ability and mobility to work in a classroom/laboratory 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 laboratory and office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information; requires the wearing of personal protective equipment including safety glasses or goggles, lab coats, rubber or plastic gloves, respirators, or face shields.

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

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

Board Approved:

Johnson & Associates Revised: January 2007

Revised: November 17, 2011

LABORATORY TECHNICIAN – ART

*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 general supervision, provides instructional support services by performing technical work in an art laboratory; issues, prepares, and maintains laboratory materials, supplies, and associated equipment; performs related duties as required.

Positions in the Laboratory Technician class are assigned duties requiring considerable technical knowledge and ability in the assigned field of specialization. Incumbents are expected to exercise independent judgment in the performance of duties and are responsible for supervising and maintaining all laboratory supplies, materials, equipment, and records. Positions in this class specialize in the assigned subject area.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Sets up and prepares class demonstrations and experiments working from knowledge of the subject area, reference materials, course outline, and without specific instructions.
2. Orders, receives, stocks, inventories, and prepares laboratory supplies such as clays, glazes, colorants, chemicals, and other material used in laboratory.
3. Issues and maintains records on materials loaned to students, instructors, and other departments; issues and maintains records on lockers.
4. Demonstrates and provides instruction to students in proper use and care of laboratory materials and equipment; assists in maintaining security of laboratories, laboratory equipment, supplies, and materials.
5. Assists with the design, construction, and modification of new and existing equipment such as kilns.
6. Maintains proper storage and handling of chemicals, supplies, and equipment.
7. Cleans up after each lab session by washing tools, equipment, and supplies.
8. Operates, inspects, and performs repairs on laboratory equipment such as clay mixers, potters wheels, pug mill, hammer mill, sandblaster, various kilns, and power tools.
9. May mix clay and cut glass; loads, fires, and unloads a variety of kilns used for student projects.
10. May assist in preparing exhibits in Art Gallery and art building showcases; contacts artists; designs and mounts exhibits; collects and registers work; distributes work after exhibits; performs various publicity duties; maintains gallery space.
11. May supervise and assign work of student assistants.
12. May assist faculty in ~~grade examinations, record grades, and assemble~~ing printed class materials.
13. May maintain expenditure records and provide data for budget estimates.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Laboratory Technician – Art (*Continued*)

14. Monitors production of, collects, and processes hazardous waste materials and toxic chemicals resulting from lab classes; collects and properly stores hazardous waste.
15. 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:

Tools and equipment used in a ceramics and sculpture laboratory.
Properties and methods of working with clay and glazes.
Operation, repair, maintenance, and construction of kilns, pug mills, glass blowing equipment and foundry.
Glaze chemistry and welding methods and equipment.
Methods and procedures of preparing instructional materials used in appropriate laboratory.
Sufficient human relation skills to guide students and student workers, and to convey technical concepts.
Occupational hazards and standard safety practices including methods and techniques used in handling and disposing of hazardous chemicals.
Principles and procedures of record keeping and filing.
Basic inventory and purchasing processes and procedures.
English usage, spelling, grammar, and punctuation.

Ability to:

Set up, modify, service, adjust, and make minor repairs to laboratory apparatus and equipment.
Operate and repair laboratory equipment including clay mixers, glass lathe, potters wheels, pug mill, hammer mill, sandblasters, and various kilns.
Prepare clay mixes and glazes.
Weld kiln framing.
Maintain the lab and equipment in a safe and organized manner.
Observe safety procedures and protocols, including those for safe handling, and storage, ~~and disposal~~ of hazardous materials.
Read and understand technical manuals and protocols.
Instruct students in the use of lab equipment and lab procedures.
Listen actively and effectively, identify and solve problems, and facilitate problem solving.
Operate office equipment including computers and supporting word processing, ~~database management, and desktop publishing applications.~~
Perform routine record keeping and report writing duties.
Work independently and collaboratively.
Plan and organize work to meet changing priorities and deadlines.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

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

Education/Training:

Equivalent to the completion of 60 semester units of college level coursework that includes a minimum of 20 semester units in art, ceramics, glass, sculpture, and related courses.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Laboratory Technician – Art (*Continued*)

Experience:

Some experience as a laboratory technician in an appropriate subject field or comparable experience in a working art studio.

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 classroom/laboratory setting; exposure to heat, noise, dust, fumes; work with ceramics equipment and apparatus.

Physical: Primary functions require sufficient physical ability and mobility to work in a classroom/laboratory 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 moderate to heavy amounts of weight; to operate office and laboratory 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; distinguish color.

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

Board Approved: August 29, 1985
Johnson & Associates Revised: January 2007
Revised: November 17, 2011

LABORATORY TECHNICIAN – BIOLOGY

*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 general supervision, provides instructional support services by performing technical work in a biology laboratory specializing in microbiology, anatomy and physiology; orders, issues, prepares, and maintains laboratory materials, supplies, and associated equipment; performs related duties as required.

Positions in the Laboratory Technician class are assigned duties requiring considerable technical knowledge and ability in the assigned field of specialization. Incumbents are expected to exercise independent judgment in the performance of duties and are responsible for supervising and maintaining all laboratory supplies, materials, equipment, and records. Positions in this class specialize in the assigned subject area.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Sets up and prepares class demonstrations and experiments working from knowledge of the subject area, reference materials, course outline, and without specific instructions.
2. Inventories, orders, receives, and stocks materials, supplies, and equipment for laboratory use.
3. Orders, receives, and provides care for or stores live or preserved laboratory specimens.
4. Issues and maintains records on materials loaned to students, instructors, and other departments; issues and maintains records on lockers.
5. Demonstrates and assists students in proper use and care of laboratory materials and equipment; assists in maintaining security of laboratories, laboratory equipment, supplies, and materials.
6. Prepares and dispenses solutions and chemical materials used for lab classes which may include reagents, chemicals, acids, bases, buffers, stains, and unknowns.
7. Prepares and dispenses culture media; prepares stains, solutions, and preservatives by mixing, bottling, and labeling.
8. Prepares and performs analyses on reagents and a variety of known and unknown chemical compounds.
9. Cleans up after each lab session by washing, and if necessary, sterilizing tools, equipment, and supplies.
10. Calibrates, maintains, and performs repairs on scientific equipment and supplies.
11. Maintains, operates, and cares for greenhouse; performs a variety of duties related to plant growth and care including plant propagation and plant specimen collection.
12. Maintains invertebrates, fish and other small live specimens including feeding, maintaining bedding, cleaning aquariums and maintaining aquarium filters.
13. May assist faculty in ~~grading examinations, recording grades, and~~ assembling printed class materials.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Laboratory Technician – Biology (*Continued*)

14. May supervise and assign work of student assistants.
15. May maintain expenditure records and provide data for budget estimates.
16. Monitors production of, collects, and processes hazardous waste materials and toxic chemicals resulting from lab classes; collects and properly stores biohazard waste.
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:

Course content, equipment, safety and other procedures, supplies, and reference materials related to the appropriate science laboratory.

Methods and procedures of preparing instructional materials used in appropriate laboratory.

Concepts associated with biology.

Techniques and protocols for biological collecting, the care of living specimens, and preservation.

Mathematics skill to make calculations such as metric weights and volumes, percents, and molar solutions.

Plant knowledge, care, and propagation techniques.

Sufficient human relation skills to guide students and student workers, and to convey technical concepts.

Operational characteristics of laboratory apparatus, equipment, and materials pertaining to assigned laboratory and subject area.

Occupational hazards and standard safety practices including methods and techniques used in handling and disposing of hazardous chemicals and biohazardous waste.

Principles and procedures of record keeping and filing.

Basic inventory and purchasing processes and procedures.

English usage, spelling, grammar, and punctuation.

Ability to:

Set up, modify, service, adjust, and make minor repairs to laboratory apparatus and equipment.

Prepare chemical and reagent solutions, extracts, and dilutions to specifications.

Grow and propagate plants.

Properly mix, apply, and store chemical/organic fertilizers, herbicides and pesticides.

Prepare instructional equipment and specimens for laboratory exercises.

Operate, calibrate, and perform minor troubleshooting and repair of laboratory and office equipment and tools.

Maintain the lab and equipment in a safe and organized manner including the handling of hazardous or dangerous materials and equipment as required for some labs.

Observe safety procedures and protocols, including those for safe handling, and storage, and disposal of hazardous materials.

Read and understand technical manuals and protocols.

Provide assistance to students in the use of lab equipment and lab procedures.

Listen actively and effectively, identify and solve problems, and facilitate problem solving.

Operate office equipment including computers and supporting word processing, ~~database management, and desktop publishing applications.~~

Perform routine record keeping and report writing duties.

Work independently and collaboratively.

Plan and organize work to meet changing priorities and deadlines.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Laboratory Technician – Biology (*Continued*)

Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

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

Education/Training:

Equivalent to completion of 60 semester units of college level coursework that includes a minimum of 18 semester units in biological laboratory sciences including microbiology.

Experience:

Some experience as a laboratory technician in the appropriate subject field.

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 classroom/laboratory setting; exposure to moderately high levels of toxic chemicals and solvents, allergenic plants and materials, and microbiological pathogens; work with laboratory equipment and apparatus.

Physical: Primary functions require sufficient physical ability and mobility to work in a classroom/laboratory 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 laboratory and office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information; requires the wearing of personal protective equipment including safety glasses or goggles, lab coats, rubber or plastic gloves, respirators, or face shields.

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; distinguish color.

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

Board Approved:
Johnson & Associates Revised: January 2007
Revised: November 17, 2011

LABORATORY TECHNICIAN – CHEMISTRY

*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 general supervision, provides instructional support services by performing technical work in a chemistry laboratory; orders, issues, prepares, and maintains laboratory materials, supplies, and associated equipment; performs related duties as required.

Positions in the Laboratory Technician class are assigned duties requiring considerable technical knowledge and ability in the assigned field of specialization. Incumbents are expected to exercise independent judgment in the performance of duties and are responsible for supervising and maintaining all laboratory supplies, materials, equipment, and records. Positions in this class specialize in the assigned subject area.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Sets up and prepares class demonstrations and experiments working from knowledge of the subject area, reference materials, course outline, and without specific instructions.
2. Inventories, orders, receives, and stocks materials, supplies, and equipment for laboratory use.
3. Issues and maintains records on materials loaned to students, instructors, and other departments; issues and maintains records on lockers.
4. Demonstrates and provides instruction to students in proper use and care of laboratory materials and equipment; assists in maintaining security of laboratories, laboratory equipment, supplies, and materials.
5. Prepares and dispenses solutions and chemical materials used for lab classes which may include reagents, chemicals, acids, bases, buffers, stains, and unknowns.
6. Performs analyses on water, reagents, and unknown compounds.
7. Prepares unknowns for students to analyze.
8. Cleans up after each lab session by washing, and if necessary, sterilizing tools, equipment, and supplies.
9. Calibrates and maintains scientific equipment and supplies.
10. Monitors production of, collects, and processes hazardous waste materials and toxic chemical materials resulting from lab classes; collects and properly stores ~~biohazard~~ hazardous waste ~~resulting from dissection exercises; disposes of hazardous materials according to guidelines.~~
11. Evaluates chemicals and equipment for suitability, cost, availability, and other factors.
12. May assist faculty in ~~grade examinations, record grades, and assemble~~ing printed class materials.
13. May supervise and assign work of student assistants.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Laboratory Technician – Chemistry (*Continued*)

14. May maintain expenditure records and provide data for budget estimates.
15. 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:

- Course content, equipment, safety and other procedures, supplies, and reference materials related to the appropriate science laboratory.
- Concepts associated with chemistry.
- Mathematics skill to make calculations such as metric weights and volumes, percents, and molar solutions.
- Methods and procedures of preparing instructional materials used in appropriate laboratory.
- Sufficient human relation skills to guide students and student workers, and to convey technical concepts.
- Operational characteristics of laboratory apparatus, equipment, and materials pertaining to assigned laboratory and subject area.
- Occupational hazards and standard safety practices including methods and techniques used in handling and disposing of hazardous chemicals.
- Principles and procedures of record keeping and filing.
- Basic inventory and purchasing processes and procedures.
- English usage, spelling, grammar, and punctuation.

Ability to:

- Set up, modify, service, adjust, and make minor repairs to laboratory apparatus and equipment.
- Prepare chemical and reagent solutions, extracts, and dilutions to specifications.
- Prepare instructional equipment and specimens for laboratory exercises.
- Operate, calibrate, and perform minor troubleshooting and repair of laboratory and office equipment and tools.
- Maintain the lab and equipment in a safe and organized manner including the handling of hazardous or dangerous materials and equipment as required for some labs.
- Observe safety procedures and protocols including those for safe handling, and storage, ~~and disposal~~ of hazardous materials.
- Read and understand technical manuals and protocols.
- Instruct students in the use of lab equipment and lab procedures.
- Listen actively and effectively, identify and solve problems, and facilitate problem solving.
- Operate office equipment including computers and supporting word processing, ~~database management, and desktop publishing applications.~~
- Perform routine record keeping and report writing duties.
- Work independently and collaboratively.
- Plan and organize work to meet changing priorities and deadlines.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Laboratory Technician – Chemistry (*Continued*)

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

Education/Training:

Equivalent to completion of 60 semester units of college level coursework that includes a minimum of 18 semester units in chemistry laboratory classes.

Experience:

Some experience as a laboratory technician in the appropriate subject field.

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 classroom/laboratory setting; exposure to dusts, fumes, moderately high levels of toxic chemicals and solvent; work with laboratory equipment and apparatus.

Physical: Primary functions require sufficient physical ability and mobility to work in a classroom/laboratory 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 laboratory and office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information; requires the wearing of personal protective equipment including safety glasses or goggles, lab coats, rubber or plastic gloves, respirators, or face shields.

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

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

Board Approved:
Johnson & Associates Revised: January 2007
Revised: November 17, 2011

LABORATORY TECHNICIAN – COMPUTER INFORMATION TECHNOLOGY

*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 general supervision, provides instructional support services by performing technical work in a computer information laboratory; assumes responsibility for the repair and maintenance of classroom and laboratory computers; performs networking duties; installs and maintains servers; assists in the preparation of computer labs; assists faculty and students during class time and tutors students during open lab hours; performs other related duties as assigned.

Positions in the Laboratory Technician class are assigned duties requiring considerable technical knowledge and ability in the assigned field of specialization. Incumbents are expected to exercise independent judgment in the performance of duties and are responsible for supervising and maintaining all laboratory supplies, materials, equipment, and records. Positions in this class specialize in the assigned subject area.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Sets-up computer hardware and lab lessons for faculty and student use in a laboratory environment; cleans and maintains computer related hardware and cables to keep in proper working condition.
2. Assists faculty, staff and students with the general and specific uses of a variety of personal computers; demonstrates personal computer procedures.
3. Demonstrates and provides instruction to students in proper use of computer equipment; tutors students in order to assist them in their understanding and use of multiple software programs.
4. Troubleshoots computer operations to determine malfunctions; perform repairs to hardware, software and floppy disks; sends equipment out for major repairs.
5. Installs and maintains servers.
6. Performs networking duties.
7. Works with faculty to ensure a positive learning environment in the lab.
8. May install necessary software on the CIS classroom and lab computers.
9. May assist faculty in ~~grade examinations, record grades, and assemble~~ing printed class materials.
10. May supervise and assign work of student workers.
11. May maintain expenditure records and provide data for budget estimates.
12. Performs related duties as required.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Laboratory Technician – Computer Information Technology (*Continued*)

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:

Operation and repair of a variety of personal computer hardware and software applications including scripting languages, office applications, web design and computer graphics software.
Concepts associated with computer information technology.
Methods and procedures of preparing instructional materials used in appropriate laboratory.
Sufficient human relation skills to guide students and student workers, and to convey technical concepts.
Principles and procedures of record keeping and filing.
English usage, spelling, grammar, and punctuation.

Ability to:

Maintain the lab and equipment in a safe and organized manner.
Operate and maintain assigned computer equipment including hardware, software and related applications.
Read and understand technical manuals and protocols.
Instruct students in the use of computer equipment and lab procedures.
Listen actively and effectively, identify and solve problems, and facilitate problem solving.
Operate office equipment including computers and supporting word processing, database management, and desktop publishing applications.
Perform routine record keeping and report writing duties.
Work independently and collaboratively.
Plan and organize work to meet changing priorities and deadlines.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

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

Education/Training:

Equivalent to completion of 60 semester units of college coursework that includes 20 18 semester units of courses in Computer Information Science(CIS), Computer Science or a related field.

Experience:

Three years experience in the operation, maintenance, and repair of personal computers and related equipment.

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 classroom/laboratory setting; exposure to noise.

Physical: Primary functions require sufficient physical ability and mobility to work in a classroom/laboratory 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.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Laboratory Technician – Computer Information Technology (*Continued*)

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

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

Board Approved: June 10, 2004
Johnson & Associates Revised: January 2007
Revised: November 17, 2011

LABORATORY TECHNICIAN – MICROBIOLOGY

*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 general supervision, provides instructional support services by performing technical work in a microbiology laboratory; orders, issues, prepares, and maintains laboratory materials, supplies, and associated equipment; performs related duties as required.

Positions in the Laboratory Technician class are assigned duties requiring considerable technical knowledge and ability in the assigned field of specialization. Incumbents are expected to exercise independent judgment in the performance of duties and are responsible for supervising and maintaining all laboratory supplies, materials, equipment, and records. Positions in this class specialize in the assigned subject area.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Sets up and prepares class demonstrations and experiments working from knowledge of the subject area, reference materials, course outline, and without specific instructions.
2. Inventories, orders, receives, and stocks materials, supplies, and equipment for laboratory use.
3. Issues and maintains records on materials loaned to students, instructors, and other departments; issues and maintains records on lockers.
4. Demonstrates and provides instruction to students in proper use and care of laboratory materials and equipment; assists in maintaining security of laboratories, laboratory equipment, supplies, and materials.
5. Prepares and dispenses solutions and chemical materials used for lab classes which may include reagents, chemicals, acids, bases, buffers, stains, and unknowns.
6. Cleans up after each lab session by washing, and if necessary, sterilizing tools, equipment, and supplies.
7. Demonstrates and provides instruction to students in bacteriologic techniques and aseptic handling of infectious agents of disease; provides contamination free laboratory environment.
8. Prepares, maintains, and performs quality control testing of all laboratory media used for the growth and propagation of microorganisms.
9. Cultures by propagation viable pathogenic and nonpathogenic stock cultures of bacteria, viruses, and fungi.
10. Maintains viability and quality control of bacterial cultures used during consecutive laboratory sessions.
11. Plans and directs critical time schedules necessary for propagation of bacterial cultures by reculturing to new growth media.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Laboratory Technician – Microbiology (*Continued*)

12. Prepares and performs analyses on bacteria used for student unknowns to observe for mutation and effectiveness.
13. Operates scientific equipment such as: autoclave, analytical balance, chromatography and electrophoresis equipment, spectrophotometer, pH meter, and microscopes.
14. Calibrates, maintains, and performs repairs on scientific equipment and supplies.
15. May assist faculty in ~~grade examinations, record grades, and assembling~~ printed class materials.
16. May supervise and assign work of student assistants.
17. May maintain expenditure records and provide data for budget estimates.
18. Monitors production of, collects, and processes hazardous waste materials and toxic chemicals resulting from lab classes; collects and properly processes and disposes of biohazard waste.
19. Performs related duties as required.

QUALIFICATIONS

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

Knowledge of:

Course content, equipment, safety and other procedures, supplies, and reference materials related to the appropriate science laboratory.
Concepts associated with microbiology.
Mathematics skill to make calculations such as metric weights and volumes, percents, and molar solutions.
Methods and procedures of preparing instructional materials used in appropriate laboratory.
Sufficient human relation skills to guide students and student workers, and to convey technical concepts.
Operational characteristics of laboratory apparatus, equipment, and materials pertaining to assigned laboratory and subject area.
Occupational hazards and standard safety practices including methods and techniques used in handling and disposing of hazardous chemicals.
Principles and procedures of record keeping and filing.
Basic inventory and purchasing processes and procedures.
English usage, spelling, grammar, and punctuation.

Ability to:

Set up, modify, service, adjust, and make minor repairs to laboratory apparatus and equipment.
Prepare chemical and reagent solutions, extracts, and dilutions to specifications
Aseptically transfer and isolate pure cultures of bacteria, prepare electrophoresis gels, DNA laboratory samples, and associated chemical solutions.
Cultivate various living organisms.
Prepare instructional equipment and specimens for laboratory exercises.
Operate, calibrate, and perform minor troubleshooting and repair of laboratory and office equipment and tools.
Maintain the lab and equipment in a safe and organized manner including the handling of hazardous or dangerous materials and equipment as required for some labs.
Observe safety procedures and protocols including those for safe handling, and storage, ~~and disposal~~

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Laboratory Technician – Microbiology (*Continued*)

of hazardous materials.

Read and understand technical manuals and protocols.

Instruct students in the use of lab equipment and lab procedures.

Listen actively and effectively, identify and solve problems, and facilitate problem solving.

Operate office equipment including computers and supporting word processing, ~~database management, and desktop publishing applications.~~

Perform routine record keeping and report writing duties.

Work independently and collaboratively.

Plan and organize work to meet changing priorities and deadlines.

Communicate clearly and concisely, both orally and in writing.

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

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

Education/Training:

Completion of 60 semester units of college level coursework that includes a minimum of ~~20~~ 18 semester units ~~in~~ of biological laboratory sciences ~~with an emphasis~~ including microbiology.

Experience:

Some experience as a laboratory technician in the appropriate subject field.

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 classroom/laboratory setting; exposure to dusts, mists, fumes, moderately high levels of toxic chemicals, allergenic plants and materials; work with laboratory equipment and apparatus.

Physical: Primary functions require sufficient physical ability and mobility to work in a classroom/laboratory 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 laboratory and office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information; requires the wearing of personal protective equipment including safety glasses or goggles, lab coats, rubber or plastic gloves, respirators, or face shields.

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

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

Board Approved:

Johnson & Associates Revised: January 2007

Revised: November 17, 2011

LABORATORY TECHNICIAN – PHYSICS

*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 general supervision, provides instructional support services by performing technical work in physics and astronomy laboratories; orders, issues, prepares, and maintains laboratory materials, supplies, and associated equipment; assists in the preparation of laboratory experiments and demonstrations; performs related duties as required.

Positions in the Laboratory Technician class are assigned duties requiring considerable technical knowledge and ability in the assigned field of specialization. Incumbents are expected to exercise independent judgment in the performance of duties and are responsible for supervising and maintaining all laboratory supplies, materials, equipment, and records. Positions in this class specialize in the assigned subject area.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Sets up and prepares class demonstrations and experiments working from knowledge of the subject area, reference materials, course outline and without specific instructions.
2. Inventories, orders, receives, and stocks materials, supplies, and equipment for laboratory use.
3. Issues and maintains records of materials and equipment loaned to students, instructors, and other departments.
4. Demonstrates and provides instruction to students in proper use and care of laboratory materials and equipment.
5. Assists in maintaining security of laboratories, laboratory equipment, supplies and materials.
6. Cleans up after each lab session by washing, and if necessary, sterilizing tools, equipment, and supplies.
7. Calibrates, maintains, and performs repairs on scientific and electronic equipment and apparatus.
8. Supervises student use of computers in computer lab; provides guidance and instruction to students on proper use of computers and related peripheral equipment; ~~writes simple computer programs for use with physics and astronomy labs.~~
9. May supervise and assign work of student assistants.
10. May assist faculty in ~~grade examinations, record grades, and assembling~~ printed class materials.
11. May maintain expenditure records and provide data for budget estimates.
12. Monitors production of, collects, and processes hazardous waste materials and toxic chemicals resulting from lab classes; collects and properly stores hazardous waste.
13. Performs related duties as required.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Laboratory Technician – Physics (*Continued*)

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:

- Course content, equipment, safety and other procedures, supplies, and reference materials related to the appropriate science laboratory.
- Concepts and applications of physics.
- Electronic and mechanical equipment maintenance and repair techniques; including the principles of digital devices.
- Techniques used in the fabrication of electronic and mechanical apparatus.
- Methods and procedures of preparing instructional materials used in appropriate laboratory.
- Sufficient human relation skills to guide students and student workers, and to convey technical concepts.
- Operational characteristics of laboratory apparatus, equipment, and materials pertaining to assigned laboratory and subject area.
- Occupational hazards and standard safety practices including methods and techniques used in handling and disposing of hazardous chemicals.
- Principles and procedures of record keeping and filing.
- Basic inventory and purchasing processes and procedures.
- English usage, spelling, grammar, and punctuation.

Ability to:

- Identify and work with physics and astronomy laboratory equipment, supplies, and materials.
- Set up, modify, service, adjust, and make minor repairs to laboratory apparatus and equipment.
- Analyze equipment malfunctions and perform repairs on optical, electrical, and mechanical equipment.
- Construct and circuit diagrams and sketches.
- Construct special projects from schematics, blue prints or sketches; utilize machining tools.
- Operate, calibrate, and perform minor troubleshooting and repair of laboratory and office equipment and tools.
- ~~Write simple computer programs in BASIC and make a computer with peripherals such as printers and disk drives.~~
- Maintain the lab and equipment in a safe and organized manner including the handling of hazardous or dangerous materials and equipment as required for some labs.
- Observe safety procedures and protocols including those for safe handling and storage of hazardous materials.
- Read and understand technical manuals and protocols.
- Instruct students in the use of lab equipment and lab procedures.
- Listen actively and effectively, identify and solve problems, and facilitate problem solving.
- Operate office equipment including computers and supporting word processing, ~~database management, and desktop publishing applications.~~
- Perform routine record keeping and report writing duties.
- Work independently and collaboratively.
- Plan and organize work to meet changing priorities and deadlines.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

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

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Laboratory Technician – Physics (*Continued*)

Education/Training:

Completion of 60 semester units of college level coursework that includes a minimum of 18 semester units of physics or astronomy ~~with~~ laboratory courses.

Experience:

Some experience as a laboratory technician in the appropriate subject field including the operation, maintenance, and repair of electronic equipment.

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 classroom/laboratory setting or machine shop; exposure to dusts, fumes, moderately high levels of noise and electrical energy; work with laboratory and electronic equipment and apparatus.

Physical: Primary functions require sufficient physical ability and mobility to work in a classroom/laboratory 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, laboratory and electronic equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information; requires the wearing of personal protective equipment including safety glasses or goggles, lab coats, rubber or plastic gloves, respirators, or face shields.

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; distinguish color.

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

Board Approved: August 29, 1985
Johnson & Associates Revised: January 2007
Revised: November 17, 2011

BOOKSTORE ASSISTANT II

*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 general supervision, performs a variety of bookstore duties related to assisting in ordering books and/or supplies and/or performing accounting duties related to the bookstore; inputs and assists in processing orders for books, supplies, and related bookstore materials; prepares, balances, and reconciles cash drawers for store registers; balances and reconciles reserve cash and petty cash; prepares bank deposits and ensures adequate cash reserves; maintains associated records; and assists in bookstore operations including providing information and assistance to customers; operating a cash register, performing buyback duties, pricing, stocking and displaying merchandises, and participating in physical inventory.

This is a broad classification with individual positions assigned to specific functional areas. The Bookstore Assistant II is the second level in the Bookstore Assistant series. The Bookstore Assistant II is distinguished from the Bookstore Assistant I by the responsibilities for ordering bookstore materials and supplies and/or performing accounting duties related to the bookstore.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

General Functions:

1. Assists students, faculty, and staff in selecting and purchasing books and supplies.
2. Operates cash register and makes change; charges purchases for students on credit programs; makes refunds and adjustments as necessary.
3. Maintains reference titles; restocks sales area from stock in storage room; places re-orders; prepares credit memos for payment of invoices.
4. Assists in the set-up of bookstore operations, including sales, book buy-back, accounting and inventory.
5. Assists in the buy-back of used textbooks from students including re-stamping, re-pricing, and restocking the books for resale.
6. Assists in keeping stock and store neat and orderly.
7. Maintains inventory in assigned area and reports low stock to higher level staff; assists in posting to inventory control record, and in the annual inventory.
8. Closes all cash registers and cash handling systems used in retail operation conducted by the bookstore.
9. Answers phones and responds to questions or routes to appropriate person; takes messages as necessary.
10. Maintains a variety of records, files, and invoices; receives, sorts, and distributes mail.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Bookstore Assistant II (Continued)

11. May provide lead supervision to student employees; trains and provides work direction to student workers.
12. Performs related duties as required.

When assigned buying functions:

13. Performs clerical tasks related to ordering, receiving, and invoicing books, materials, supplies, and related documents.
14. Assists in processing requisitions for books and/or supplies.
15. Assists in contacting book suppliers concerning damage and compliance with order specifications; prices books and stocks shelves.

When assigned Accounting functions:

16. Performs a variety of general accounting duties for the bookstore; prepares, balances, and reconciles cash drawers; balances and reconciles reserve and petty cash; prepares bank deposits and ensures adequate cash reserves.
17. Performs invoicing for bookstore accounts payable and receivables; ensures timely payments of invoices and collection of amounts due; maintains a variety of records.
18. Sets up bookstore student charge programs and department purchase order accounts as necessary.

QUALIFICATIONS

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

Knowledge of:

- Basic operations, services, and activities of a comprehensive bookstore purchasing program.
- Basic principles, practices, methods, and techniques used in purchasing.
- Current books and college bookstore supplies.
- Basic principles and practices of clerical accounting.
- Basic financial and statistical record-keeping techniques.
- Office procedures, methods, and equipment including computers and applicable software applications.
- General bookstore practices and procedures.
- Cashiering procedures and techniques.
- Record-keeping techniques including inventory and stock control.
- Procedures applied to opening or closing a retail operation.
- Methods of accurate cash register balancing, setting up cash drawers, and generating reports.
- Basic mathematical principles.
- Telephone techniques and etiquette.
- Basic merchandising techniques.
- Occupational hazards and standard safety practices.
- Oral and written communication skills.
- English usage, grammar, spelling, punctuation, and vocabulary.

Ability to:

- Perform clerical tasks related to ordering books, materials, and related documents.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Bookstore Assistant II (Continued)

Perform routine clerical accounting duties in an assigned area.
Assist students and faculty in the use of the bookstore.
Operate a cash register with speed and accuracy.
Operate a computer terminal.
Read, interpret, apply and explain policies and procedures.
Resolve problems related to operation of cash registers, sales entries, refunds and adjustments.
Prioritize and schedule work.
Train and provide work direction to student workers.
Perform mathematical calculations quickly and accurately.
Maintain accurate records and files.
Plan and organize work to meet changing priorities and deadlines.
Respond to requests and inquiries from the general public.
Work independently in the absence of supervision.
Understand and follow oral and written directions.
Greet the public tactfully and effectively.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

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

Education/Training:

Equivalent to the completion of the twelfth grade.

Experience:

Two years of general clerical and customer service experience related to area of assignment.

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 bookstore setting with frequent interruptions and distractions; possible exposure to dissatisfied individuals; exposure to noise, dust, fumes, and noxious odors.

Physical: Primary functions require sufficient physical ability and mobility to walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry light to moderate amounts of weights; verbally communicate to exchange information.

Incumbents must be able to perform sedentary work and light manual tasks associated with stocking shelves, and perform cyclical work under strict deadlines.

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.

ASSISTANT BOOKSTORE MANAGER

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

SUMMARY DESCRIPTION

Under direction, assists in the day-to-day operation of bookstore employees and operations; oversees supply department including ordering, receiving, invoicing, and pricing retail supplies; maintains inventory levels and store equipment; oversees financial charge program processes; ~~and serves as store manager in the absence of the same.~~

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Assists in the ~~day-to-day supervision~~ of bookstore employees and operations ensuring the bookstore runs smoothly and efficiently; resolves problems as necessary; ~~serves as a store manager in the absence of the Bookstore Manager.~~
2. Performs varied and responsible duties in purchasing retail supplies for sale in the College Bookstore; assures appropriate guidelines and policies are met and bookstore buying activities are appropriate and within budgetary limitations.
3. Oversees and participates in vendor meetings; purchases and maintains stock levels of retail supplies; researches and places orders; processes purchase orders for non-textbook items; receives, unpacks, prices, and displays deliveries of supplies and related non-textbook items; evaluates prices and adjusts as needed.
4. Communicates with vendors for information concerning damages and status of supplies as well as to resolve shipping, receiving, and special order deadlines, questions, concerns, or problems.
5. Sets up and prepares all financial aid, scholarship programs, and campus charge accounts in the bookstore computerized system; downloads and transfers files for charge accounts; processes paperwork and verifies accounts; researches missing information as necessary.
6. Assists in developing procedures for the maintenance of stock control records; ~~supervises~~ coordinates the maintenance of such records.
7. Develops and implements effective methods for displaying and advertising bookstore items.
8. Oversees and maintains supply inventory categories for accuracy; stocks merchandise and maintains sales floor as necessary; adjusts inventory to keep accurate levels.
9. Closes bookstore on a daily basis; counts registers, accounts for deposit monies and secures registers in the safe; sends credit card batches, gathers and secures accompanying paperwork; sets system servers for file saves, secures doors, safe, and alarm.
10. Operates cash register and makes change; charges purchases for students on credit programs, modifying pricing when necessary; oversees refunds and exchanges, making adjustments as necessary.
11. Assists customers by providing information on the telephone or in person.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Assistant Bookstore Manager (*Continued*)

12. Responsible for annual inventory process; oversees organizing, counting, and inputting correct counts.
13. Performs a variety of general accounting duties for the bookstore; processes and posts accounts payable invoices for non-textbook items; ensures timely payments of invoices and collection of amounts due; ensures NSF payments are collected through the retained vendor; sends necessary paperwork to the campus business office and maintains a variety of records.
14. Operates a variety of office equipment including word processors, computer terminal, calculator and photocopier; maintains store equipment as necessary including troubleshooting problems at registers.
15. Maintains a variety of records and reports.
16. Oversees student and short term employees as assigned; trains and provides work direction to assigned staff.
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:

- Operations, services, and activities of a bookstore program.
- Principles of ~~lead supervision~~ and training.
- Supervisory techniques and principles of bookstore management.
- Principles, practices, methods, and techniques used in purchasing.
- Ordering supplies using a computerized ordering system.
- Appropriate suppliers and merchandising procedures.
- Methods and practices used in purchasing retail merchandise for sale.
- Purchase orders, invoices, debit memos and shipping procedures.
- Office procedures, methods, and equipment including computers and applicable software applications.
- Principles and techniques of research.
- Principles, practices, and procedures of inventory and quality control.
- Principles and procedures of financial record keeping and filing.
- Mathematical principles.
- English usage, spelling, grammar, and punctuation.
- Oral and written communications skills.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.

Ability to:

- Effectively purchase a variety of supplies for the bookstore.
- Lead, ~~and~~ organize, ~~and~~ review the work of staff.
- Carry out bookstore policies.
- Maintain adequate supply of bookstore supplies and merchandise.
- Learn laws, rules, and regulations affecting purchasing operations.
- Operate a calculator, cash register, typewriter, photocopier and pricing machines.
- Operate office equipment including computers and supporting software applications.
- Make rapid and accurate computations in connection with ordering and price-setting of retail merchandise.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Assistant Bookstore Manager (Continued)

Maintain inventory and purchasing records.
Make arithmetic calculations quickly and accurately.
Understand and follow oral and written directions.
Assist students and faculty in the use of the bookstore.
Operate a cash register with speed and accuracy.
Work independently with little direction.
Analyze situations accurately and adopt an effective course of action.
Plan and organize work to meet changing priorities and deadlines.
Meet schedules and time lines.
Train and provide work direction to others.
Maintain accurate records and prepare reports.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

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

Education/Training:

Equivalent to the completion of two years (60 units) of college level coursework in accounting, business administration, public administration, or a closely related field.

Experience:

Three years of experience in the purchase and sale of supplies and equipment that included lead worker responsibility.

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 bookstore setting with frequent interruptions and distractions; extended periods of time viewing computer monitor; possible exposure to dissatisfied individuals; work at heights on ladders.

Physical: Primary functions require sufficient physical ability and mobility to work in a bookstore setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to climb step stools or ladders to retrieve merchandise; to lift, carry, push, and/or pull light to moderate amounts of weight; to occasionally operate a forklift; 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.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron
Chancellor

REVIEWED BY: Dr. Jack Miyamoto
Human Resources Consultant

PREPARED BY: Dr. Jack Miyamoto
Human Resources Consultant

DATE: November 17, 2011

SUBJECT: Consideration of Approval of Classified Employee Reclassifications

RECOMMENDATION

It is recommended that the Board of Trustees approve the reclassification of Angela Grotke, Clerical Assistant II, Social Science, SBVC, Melissa Heredia, Clerical Assistant II, Math & Business, SBVC, and Emily McNichols, Clerical Assistant I, Humanities, SBVC.

OVERVIEW

Angela Grotke, Secretary I, Social Science, SBVC, Classified Salary Schedule, Range 29, Step D, \$3108.00 per month effective December 1, 2011. Melissa Heredia, Secretary I, Math & Business, SBVC, Classified Salary Schedule, Range 29, Step D, \$3108.00 per month effective December 1, 2011, and Emily McNichols, Secretary I, Humanities, SBVC, Classified Salary Schedule, Range 29, Step B, \$2819.00 per month effective December 1, 2011.

ANALYSIS

After an evaluation of the duties performed, it was determined that the incumbents are performing duties outside the scope of the Clerical Assistant classifications. It is recommended that their positions be reclassified to Secretary I.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2011-2012 budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron
Chancellor

REVIEWED BY: Dr. Jack Miyamoto
Human Resources Consultant

PREPARED BY: Dr. Jack Miyamoto
Human Resources Consultant

DATE: November 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 is submitted for approval.

ANALYSIS

Current law requires the Board of Trustees to act on recommendations to appoint short-term, 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 2011-2012 budget

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Professional Expert Hourly Employees
November 17, 2011

| Name | Department | Site | Duties | Start Date | End Date | Hourly Rate |
|--------------------|---------------------------------|-------------|-------------------------------------|-------------------|-----------------|--------------------|
| Amaral, Dusti | Respiratory Care | CHC | Respiratory Clinical Care | 1/17/12 | 6/30/12 | \$40.00 |
| Berres, Mark | Respiratory Care | CHC | Respiratory Clinical Care | 1/17/12 | 6/30/12 | \$40.00 |
| Bilicke, Donald | Respiratory Care | CHC | Respiratory Clinical Care | 1/17/12 | 6/30/12 | \$40.00 |
| Bosse, Sherleen | Respiratory Care | CHC | Respiratory Clinical Care | 1/17/12 | 6/30/12 | \$40.00 |
| Bossaert, Amy | Respiratory Care | CHC | Respiratory Clinical Care | 1/17/12 | 6/30/12 | \$40.00 |
| Bozar, Chirstine | Professional Development Center | Dist | Workforce Development / PDC Trainer | 11/21/11 | 12/31/11 | \$60.00 |
| Cuda, Julie | Respiratory Care | CHC | Respiratory Clinical Care | 1/17/12 | 6/30/12 | \$40.00 |
| Finch, Grace | Respiratory Care | CHC | Respiratory Clinical Care | 1/17/12 | 6/30/12 | \$40.00 |
| Frederick, Sue | Respiratory Care | CHC | Respiratory Clinical Care | 1/17/12 | 6/30/12 | \$40.00 |
| Fugate, Stefanie | Respiratory Care | CHC | Respiratory Clinical Care | 1/17/12 | 6/30/12 | \$40.00 |
| Gattuso, Kate | Respiratory Care | CHC | Respiratory Clinical Care | 1/17/12 | 6/30/12 | \$40.00 |
| Gaulke, Dawn | Respiratory Care | CHC | Respiratory Clinical Care | 1/17/12 | 6/30/12 | \$40.00 |
| Goeting, Raffaello | Respiratory Care | CHC | Respiratory Clinical Care | 1/17/12 | 6/30/12 | \$40.00 |
| Grainger, Michele | Respiratory Care | CHC | Respiratory Clinical Care | 1/17/12 | 6/30/12 | \$40.00 |
| Horton, William | Respiratory Care | CHC | Respiratory Clinical Care | 1/17/12 | 6/30/12 | \$40.00 |
| Hubert, James | Respiratory Care | CHC | Respiratory Clinical Care | 1/17/12 | 6/30/12 | \$40.00 |

| | | | | | | |
|-------------------------|------------------------------------|------|--|----------|----------|-----------------------------|
| Kennedy, Veronica | Public Safety & Emergency Services | CHC | Lab Instr / Primary Instr / EMS Specialist | 11/18/11 | 12/31/11 | \$20.00/\$25.00/ \$30.00 |
| Kibbe, Mark | Respiratory Care | CHC | Respiratory Clinical Care | 1/17/12 | 6/30/12 | \$40.00 |
| Kowallis, Staci | DSPS | SBVC | Interpreting/Transliterating level IV | 11/18/11 | 12/30/11 | \$15.00 |
| Langdon, Clay | Respiratory Care | CHC | Respiratory Clinical Care | 1/17/12 | 6/30/12 | \$40.00 |
| Li, Benson | Professional Development Center | Dist | Workforce Development / PDC Trainer | 11/21/11 | 12/31/11 | \$50.00 |
| Merril-Henry, Jeannette | Respiratory Care | CHC | Respiratory Clinical Care | 1/17/12 | 6/30/12 | \$40.00 |
| Newson, Helen | Health Services | SBVC | Nurse Practitioner | 11/21/11 | 12/23/11 | \$50.00 |
| Nguyen, Nam | Respiratory Care | CHC | Respiratory Clinical Care | 1/17/12 | 6/30/12 | \$40.00 |
| Rafeedie, Nidal | Respiratory Care | CHC | Respiratory Clinical Care | 1/17/12 | 6/30/12 | \$40.00 |
| Rahn, Amy | Respiratory Care | CHC | Respiratory Clinical Care | 1/17/12 | 6/30/12 | \$40.00 |
| Reppert, Phillip | Respiratory Care | CHC | Respiratory Clinical Care | 1/17/12 | 6/30/12 | \$40.00 |
| Rinnander, Paul | Respiratory Care | CHC | Respiratory Clinical Care | 1/17/12 | 6/30/12 | \$40.00 |
| Roberts, James | Respiratory Care | CHC | Respiratory Clinical Care | 1/17/12 | 6/30/12 | \$40.00 |
| Rojas, Daniel | Respiratory Care | CHC | Respiratory Clinical Care | 1/17/12 | 6/30/12 | \$40.00 |
| Simmons, Genevieve | Respiratory Care | CHC | Respiratory Clinical Care | 1/17/12 | 6/30/12 | \$40.00 |
| Steslicki, Ryan | Public Safety & Emergency Services | CHC | Lab Instr / Primary Instr / EMS Specialist | 11/18/11 | 12/31/11 | \$20.00/\$25.00/ \$30.00 |
| Wong, Doreen | Professional Development Center | Dist | Workforce Development / PDC Trainer | 11/21/11 | 12/31/11 | \$50.00 |

| | | | | | | |
|---------------------|---------------------|-----|---------------------------|---------|---------|---------|
| Yamashiro, Mark | Respiratory Care | CHC | Respiratory Clinical Care | 1/17/12 | 6/30/12 | \$40.00 |
| Yoshimoto, Glenn | Respiratory Care | CHC | Respiratory Clinical Care | 1/17/12 | 6/30/12 | \$40.00 |
| | | | | | | |

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Short-Term Hourly Employees
November 17, 2011

| Name | Department | Site | Duties | Start Date | End Date | Hourly Rate |
|---------------|-------------------|-------------|---------------|-------------------|-----------------|--------------------|
| Bond, Matthew | English | SBVC | Tutor III | 11/18/11 | 12/16/11 | \$13.00 |
| Hicks, Sonya | Humanities | SBVC | Tutor III | 11/18/11 | 12/16/11 | \$13.00 |
| | | | | | | |
| | | | | | | |

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

Substitute Employees

November 17, 2011

| Name | Department | Site | Duties | Start Date | End Date | Hourly Rate |
|----------------------|--------------------------|-------------|-------------------------------------|-------------------|-----------------|--------------------|
| Andrade, Veronica | CalWorks | SBVC | Job Developer | 11/8/11 | 1/8/11 | \$18.33 |
| Ashford, Lawrence | Tool Room | SBVC | Tool Room Specialist | 10/24/11 | 12/24/11 | \$14.31 |
| Avramis, Alicia | Child Development Center | CHC | Child Development Assistant | 8/15/11 | 10/15/11 | \$12.35 |
| Book, Paula | Child Development Center | CHC | Child Development Assistant | 10/15/11 | 12/15/11 | \$12.35 |
| Brown, Clemon | Tool Room | SBVC | Tool Room Specialist | 11/8/11 | 1/8/12 | \$14.31 |
| Coffey, Sylvia | Child Development Center | SBVC | Child Development Assistant | 10/18/11 | 12/18/11 | \$12.35 |
| Espinoza, Clara | Payroll | Dist | Payroll Accountant | 10/10/11 | 12/10/11 | \$18.78 |
| Fife, Greg | Maintenance | SBVC | Maintenance Technician | 10/24/11 | 12/24/11 | \$18.78 |
| Frenken, Terri-Lynne | Child Development Center | CHC | Child Development Assistant | 10/15/11 | 12/15/11 | \$12.35 |
| Glazatov, Trelisa | Distributed Ed | Dist | Distributed Ed System Administrator | 10/17/11 | 12/17/11 | \$28.52 |
| Grant, Kathleen | Physical Education | SBVC | Secretary I | 10/17/11 | 12/15/11 | \$15.43 |
| Lara, Naomi | EMS | CHC | Secretary II | 9/6/11 | 11/6/11 | \$17.02 |
| Lee, Takara | Admissions & Records | SBVC | Admissions & Records Technician | 8/30/11 | 10/30/11 | \$16.61 |
| Lopez, Rosa | Facilities | Dist | Custodian | 11/1/11 | 12/31/11 | \$14.68 |
| Lopez, Rosa | Facilities | Dist | Lead Custodian | 11/1/11 | 12/31/11 | \$16.20 |
| Luther, Lorie | Child Development Center | CHC | Child Development Assistant | 10/15/11 | 12/15/11 | \$12.35 |

| | | | | | | |
|-------------------|--------------------------|------|--|----------|----------|---------|
| Leshner, Deanna | Admissions and Records | CHC | Admissions and Records Technician | 10/2/11 | 12/2/11 | \$16.61 |
| Miller, Melissa | Admissions and Records | CHC | Admissions and Records Technician | 10/2/11 | 12/2/11 | \$16.61 |
| Miozza, Michell | Child Development Center | SBVC | Child Development Assistant | 10/18/11 | 12/18/11 | \$12.35 |
| Najar, Juan | Custodial | SBVC | Custodian | 10/27/11 | 12/27/11 | \$14.68 |
| Parra, Leopoldo | Custodial | SBVC | Custodian | 10/27/11 | 12/27/11 | \$14.68 |
| Price, Helen | Payroll | Dist | Senior Payroll Accountant | 10/10/11 | 12/10/11 | \$21.78 |
| Quadri, Samina | Child Development Center | CHC | Child Development Assistant | 10/12/11 | 12/12/11 | \$12.35 |
| Sanchez, Veronica | Admissions & Records | SBVC | Admissions & Records Technician | 10/18/11 | 12/18/11 | \$16.61 |
| Silva, Veronica | Child Development Center | SBVC | Child Development Food Services Specialist | 10/7/11 | 12/7/11 | \$15.43 |
| Solis, Marcelina | Child Development Center | SBVC | Child Development Food Services Specialist | 11/3/11 | 1/3/12 | \$15.43 |
| Thomure, Bernnae | Financial Aid | SBVC | Clerical Assistant II | 10/1/11 | 10/21/11 | \$13.97 |
| Tinoco, Michelle | Admissions and Records | CHC | Admissions and Records Technician | 10/2/11 | 12/2/11 | \$16.61 |
| Woods, Edward | Applied Technology | SBVC | Lab Technician, Restaurant Management | 10/12/11 | 12/12/11 | \$19.25 |
| Ybarra, Karla | Financial Aid | SBVC | Clerical Assistant II | 10/7/11 | 11/4/11 | \$13.97 |
| Zapien, Lorena | Counseling | SBVC | Secretary I | 9/27/11 | 11/27/11 | \$15.43 |

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron
Chancellor

REVIEWED BY: Dr. Jack Miyamoto
Human Resources Consultant

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

DATE: November 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 2011-2012 academic year.

OVERVIEW

The attached list of adjunct & substitute academic employees is 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 2011-2012 academic years.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2011-2012 budget.

**San Bernardino Valley College
Adjunct & Substitute Academic Employees
Academic Year 2011-2012
November 17, 2011**

| | |
|--------------------------|---------|
| Jackson, Beverlyn | Nursing |
| Lowe, Josephine | Reading |
| Spier, Patricia | Nursing |

**CHC
Adjunct & Substitute Academic Employees
Fall 2011**

| | |
|-----------------------------|--------------------|
| Burnett-Kurie, Laura | Physical Education |
| Kelsey, David | Philosophy |
| Pritchard, Bekki Jo | Sociology |
| Romero, Brian | Philosophy |
| Zeeb, John L. | Psychology |

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron
Chancellor

REVIEWED BY: Dr. Jack Miyamoto
Human Resources Consultant

PREPARED BY: Dr. Jack Miyamoto
Human Resources Consultant

DATE: November 17, 2011

SUBJECT: Consideration of Approval of Academic Employee

RECOMMENDATION

It is recommended that the Board of Trustees approve the employment of Natalia Dunn, Chemistry Instructor, SBVC.

OVERVIEW

Natalia Dunn, Instructor, Chemistry, SBVC, salary placement pending receipt of official transcripts and verification of work experience, effective January 11, 2012. Replacing Denise Bailey. Funding from the General Fund with Hiring Freeze Waived.

ANALYSIS

All requirements for employment processing have been completed and Human Resources has cleared the individual for employment.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2011-2012 budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron
Chancellor

REVIEWED BY: Dr. Jack Miyamoto
Human Resources Consultant

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

DATE: November 17, 2011

SUBJECT: Consideration of Approval of Assistant Coach Stipend

RECOMMENDATION

It is recommended that the Board of Trustees approve Assistant Coach Stipend for the Athletics Department, SBVC.

OVERVIEW

The following individual will serve as Assistant Men's Basketball Coach for the Fall 2011 Season:

| | | |
|-------------------|------------------|------------|
| Charles, Rawlston | Men's Basketball | \$4,162.00 |
|-------------------|------------------|------------|

ANALYSIS

Coaches are routinely hired for sports teams.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

Included in the 2011-2012 budget

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron
Chancellor

REVIEWED BY: Dr. Jack Miyamoto
Human Resources Consultant

PREPARED BY: Dr. Jack Miyamoto
Human Resources Consultant

DATE: November 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 Project Director, Edustream.

OVERVIEW

The job description for Project Director, Edustream is being revised to reflect a change in summary description and representative duties.

ANALYSIS

After a review of the job description it was determined that an update of representative duties would more accurately reflect the guidelines for the position.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

None.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

PROJECT DIRECTOR- ~~3C MEDIA SOLUTIONS~~ EduStream

*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 Executive Director of ~~Distributed Education and Technology Services~~ Technology and Educational Support Services, the Project Director-~~3C Media Solutions~~ EduStream, will coordinate and direct the planning of the day-to-day activities of ~~a project in the District Computing Services~~ the project EduStream. The position is also responsible for evaluating and addressing user support issues and exploring new avenues to foster the growth and expansion of services available. The Director will provide leadership and vision in the development of marketing materials, training programs, and expansion of the project services.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Develop and maintain strong lines of communication and close working relationships with the users using colleges and site staffs, and consults with them regarding the promotion and use of effective practices, new features and upgrades, concerns, needs, data tracking, etc.

2. Coordinate, market, and provide short-term workshops and customized training for identified projects including the preparation of curriculum and related training material, site selection, scheduling and registration, and training completion documentation.

3. Manage, expand and maintain the network infrastructure for EduStream

4. Develop standards for and coordinate the preparation and publication of all information and marketing materials.

5. Provide support, guidance, and direct involvement to other members of the department in accomplishing special projects as needed.

6. Acquire and maintain pertinent information regarding the learning, retention and success of students being serviced by a specific DGS EduStream project.

7. Develop surveys and other tools to generate statistical data and reports.

8. Provide data analysis and interpretation of findings in terms of practical implications of how institutions are utilizing certain programs and the effectiveness of such program.

9. Actively seeks and coordinates grants and other funding opportunities to support expansion and enhancement of services to the California Community Colleges.

10. Participate in local, regional, and state activities to promote specific projects with [DGS Edustream](#).

11. Maintain a knowledge base of new and emerging technologies that effect distributed education related technologies.

12. Work with technical support staff of colleges, vendors, and District Computing Services to facilitate smooth operation.

13. Provide day-to-day supervision and direction to staff assigned to the specific [DGS EduStream](#) project.

QUALIFICATIONS

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

Knowledge of:

Operational characteristics, services, and activities of a Distributed Education program.

Online technologies, processes and goals, as well as customer relationship management.

Proven leadership skills from working with clients in an account management or consulting role.

Analytical, facilitation, and problem-solving, to include solid experience in writing functional specifications.

Principles and practices of program development and administration.

Principles and practices of budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Ability to:

Oversee and participate in the management of a comprehensive Distributed Education program.

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

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

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

Self start with strong sense of ownership, assertive follow-through, and orientation towards results.

Gather and analyze data and situations and make appropriate decisions.

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

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

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

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

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

Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Minimum Requirements

EDUCATION AND EXPERIENCE:

Bachelor's degree from a four-year college or university with a degree in computer science, digital technology, business, patent, or related field. Three (3) years of related work experience in providing information technology service to users or related work in grants and resource development preferably in an educational environment.

OR

Master's degree in computer science, digital technology, business, patent, or related field. One year of related work experience in providing information technology service to users or related work in grants and resource development preferably in an educational 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.

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: November 2008

Revised: November 2011

Range: 14

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron
Chancellor

REVIEWED BY: Dr. Jack Miyamoto
Human Resources Consultant

PREPARED BY: Dr. Jack Miyamoto
Human Resources Consultant

DATE: September 15, 2011

SUBJECT: Consideration of Approval of New Management Job Description

RECOMMENDATION

It is recommended that the Board of Trustees approve the new management job description for HSI-Stem Pass Go Project Manager.

OVERVIEW

Plans, directs, oversees, evaluates and manages all activities of the STEM PASS GO Grant and supports activities directed at students in Science Technology, Engineering and Mathematics (STEM) disciplines.

ANALYSIS

It is necessary to develop a job description to meet the requirements of the HSI Stem Pass Go Grant. Management Salary Schedule, Range 13: \$74,880 to \$91,020.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

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

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

HSI-STEM PASS GO Project Director

*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

This is an academic management position reporting to the Dean of Mathematics, Business, and Computer Technology, who will oversee and manage the US Department of Education funded cooperative grant at San Bernardino Valley College and California State University, San Bernardino; ensures that project activities are conducted and funds expended according to the project plan. The Project Director also manages the Math and Science Student Success program including managing faculty who serve as lead mentors and as lead faculty for the learning communities and supervising supplemental instructors and tutors. The Project Director coordinates trainings, schedules, and program requirements. The Project Director coordinates with the Department of Research and Planning for evaluations, and with the Department of Grant Development and Management for compliance on grant activities, including budgets and reporting on project performance at both sites (SBVC and CSUSB).

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Plans, directs, oversees, evaluates and manages all activities of the STEM PASS GO Grant and supports activities directed at students in Science Technology, Engineering and Mathematics (STEM) disciplines.
2. Support STEM outreach activities with local high schools and four-year institutions in order to increase the enrollment of STEM students.
3. Identifies STEM cohorts according to grant objectives and provides academic support information.
4. Provides leadership in the administration of grant and related areas as identified in the grant application. Coordinates and oversees project activities at both project sites: San Bernardino Valley College and California State University, San Bernardino.
5. Develops, coordinates and recommends the STEM PASS GO grant budgets; monitors and controls expenditures, and coordinates with the Department of Grant Development and Management for implementation, compliance, and reporting on expenditures related to the project objectives.
6. Assures accurate documentation of STEM PASS GO Grant fiscal records, student records and evaluation data. Prepares and submits required state and institutional fiscal and accounting reports. Coordinates with the Director of Research and Planning and the external evaluator to develop project reports. Coordinates with the Director of Grant Development and Management to submit annual and final reports as required by the US Department of Education reflecting project performance at both sites (SBVC and CSUSB).
7. Develops and implements strategies to deliver effective assessment, orientation, counseling, guidance services and educational programs to STEM students.

8. Coordinates academic counseling services to STEM PASS GO Grant students as needed.
9. Participates in the development of newsletters, brochures, forms, manuals, in hard copy and electronic media, and other appropriate information about STEM PASS GO activities.
10. Provides guidance and progress reports for internal and external program audits and reviews.
11. Participates in a variety of meetings in support of STEM PASS GO programs and activities; organizes the project Advisory Committee and represents the college at local, regional, and state-wide activities, meetings and conferences. Attends federal HSI-STEM Project Director meetings as required by the US Department of Education.
12. Monitors, directs, evaluates, and trains facilitators and staff.
13. Serves on campus-wide committees as assigned.
14. May drive or travel to off-site meetings and conferences.
15. Performs other related duties as assigned.

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:

Knowledge of grant management, outreach and recruitment, program development and evaluation;

Familiarity with the rigor of mathematics and science requirements for community college and transfer institutions;

Knowledge of retention strategies, peer learning models and orientation programs.

Ability to:

Ability to communicate effectively both orally and in writing;

Work collaboratively with students, faculty and staff from diverse academic, cultural, ethnic and socioeconomic backgrounds;

Prepare narrative, numerical and statistical reports;

Maintain confidentiality;

Interpret federal and state regulations and policies relating to assigned programs.

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

Education/Training:

A master's degree from an accredited institution in the field of Mathematics and/or Science.

Experience:

Two years of experience managing programs or teaching in a math or science field, including basic skills mathematics courses.

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.

Desired Qualifications:

Experience supervising staff and students.
Experience managing budgets.
Experience coordinating data with a research office.
Experience in grant management.

Special Requirement:

Possession of a valid California Driver's License. Requirement of California Driver's License may be waived provided that employee can demonstrate alternate means of transportation acceptable to the District to and from offsite meetings and conferences.

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 up to 25 lbs; 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.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron
Chancellor

REVIEWED BY: Bruce Baron
Chancellor

PREPARED BY: Charlie Ng
Vice Chancellor Fiscal Services

DATE: November 17, 2011

SUBJECT: Consideration of Approval of Agreement Renewal with Miyamoto Consulting

RECOMMENDATION

It is recommended that the Board of Trustees approve the agreement renewal with Miyamoto Consulting for special human resources services in an amount not to exceed \$137,325.36 during the period of December 13, 2011 and August 13, 2012.

OVERVIEW

Miyamoto Consulting has extensive experience in providing services to higher education in the area of human resources. Based on the provisions of Government Code 53060, the Board of Trustees can contract with a consultant to provide special services or advice in administrative matters, if such consultants are specially trained and experienced and competent to perform the special services required.

ANALYSIS

Miyamoto Consulting will assist the Chancellor in assessing the human resources services provided by the District and developing a recommendation regarding future organizational and service delivery options.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

It is anticipated that the funding for this agreement will come from the 2011-2012 budget through savings across the various line items of the District's budgeted funds.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron
Chancellor

REVIEWED BY: Dr. Jack Miyamoto
Human Resources Consultant

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

DATE: November 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.

San Bernardino Valley College

Volunteers

Academic Year 2011-2012

November 17, 2011

| NAME | ASSIGNMENT | DATE |
|-----------------------------|--|-----------------------|
| Andrade, Alberto | Applied Tech/Auto Collision | 11/18/2011-06/30/2012 |
| Calderon, Adrian | Applied Tech/Auto Collision | 11/18/2011-06/30/2012 |
| Caudillo, Joe | Student Services/Library | 11/18/2011-06/30/2012 |
| Davis, Murphy | Athletics/Men's Basketball | 11/18/2011-06/30/2012 |
| Donnhauser, Marc | Athletics/Men's Basketball | 11/18/2011-06/30/2012 |
| Flores, Cesar | President's Office/Research & Planning | 12/01/2011-06/01/2012 |
| Lebeau, Elizabeth | Criminal Justice | 11/18/2011-12/31/2011 |
| Ortiz, Ruben Jr. | Criminal Justice | 11/18/2011-12/31/2011 |
| Patterson, Eugene | Applied Tech/Auto Collision | 11/18/2011-06/30/2012 |
| Schwartz, Kamryn | Criminal Justice | 11/18/2011-12/31/2011 |
| Simon, Nancy | Student Services/DSP&S | 11/18/2011-06/30/2012 |
| Spencer, Stanli | Criminal Justice | 11/18/2011-12/31/2011 |
| Waleszonia, Kimberly | Athletics/Softball | 11/18/2011-06/30/2012 |

Crafton Hills College

Volunteers

November 17, 2011

| | | |
|------------------|-----------------|-----------------------|
| Brewington, John | Tutoring Center | 11/18/2011-05/24/2012 |
|------------------|-----------------|-----------------------|

District

Volunteers

November 17, 2011

| | | |
|-----------------|-----------|-----------------------|
| Reyes, Aracely | DETS/ATPC | 11/18/2011-06/30/2012 |
| Fisher, Rebecca | DETS/ATPC | 11/18/2011-06/30/2012 |

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

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

RECOMMENDATION

It is recommended that the Board of Trustees 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 new grants, via budget adjustments.

Routine Contracts and Agreements

Scheduled Board Date 11/17/2011

Contract Type

| <i>Firm</i> | <i>Purpose and Information</i> | <i>Department / Location</i> | <i>Amount</i> | <i>Signed</i> |
|--------------------------------|---|-------------------------------------|---------------------------------|----------------------|
| <i>General</i> | | | | |
| All Year Sports Galaxy, LLC | (7727) Rental - Portable Ice Rink rental to be set up in parking lot 10 of the SBVC Campus Term: 12/8/2011 - 12/8/2011 Notes - This is an acceptable use of categorical/grant/bond/Trust funds Funding Source: Trust Account | Student Life/SBVC | \$8,100.00 ASB General Trust | SSutorus |
| American Digital Corp | (7728) Datatel infrastructure upgrade - Install and configure Blade Servers, Del M710, and VMware Esx implementation on 4 servers Term: 11/2/2011 - 6/30/2012 41-00-03-9627-0000-6410.00-7100 Funding Source: Capital Outlay | DETS/SBCCD | \$38,500.00 | SSutorus |
| ComputerLand of Silicon Valley | (7733) Software License - Design Premium Upgrade 40 Licenses Term: 11/2/2011 - 6/30/2012 01-12-01-3540-0457-5830.00-1030 Notes - This is an acceptable use of categorical/grant/bond funds; Funding Source: State Grant | Art/SBVC | \$5,732.30 | 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> | | | | | |
| | Couts Heating and Cooling, Inc | (6855) Service - Maintenance on Heating and AC for 8th Street Annex building and additional 11 hours of Emergency Repair calls at Rate Range of \$122 per hour for Overtime to \$87 per hour non-overtime plus truck surcharge, Controls Department Labor and Cout's Construction Services Term: 7/1/2010 - 6/30/2015 01-00-03-9010-0000-5640.00-6780 Ratification requested due to new fiscal year accounting process Funding Source: General Funds | DETS/SBCCD | \$2,515.00 Annual Not to Exceed | SSutorus |
| | Datatel, Inc | (7584) Software License and Services - Extended Services Contract for updates and custom software modifications services for Datatel educational management systems software; Amendment to include Partner annual maintenance renewal Term: 7/1/2011 - 6/30/2016 01-00-03-9010-0000-5639.00-6780 Funding Source: General Funds | DETS/SBCCD | \$350,000.00 Revised not to exceed | SSutorus |
| | Fawley, Ryan | (7737) Performance - Musical assistant (Percussion) for SBVC's Production of "Urinetown" Term: 11/12/2011 - 11/20/2011 Notes - This is an acceptable use of categorical/grant/bond/trust funds Funding Source: Trust Account | Theater Arts/SBVC | \$500.00 Trust Account #4201T | 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> | | | | | |
| | McSherry, Lauren | (7721) Service - Pursue and write government grant applications/proposals Term: 11/18/2011 - 1/31/2012 01-73-01-9016-0000-5113.00-6600 Funding Source: General Funds | Grants/SBVC | \$10,000.00 | SSutorus |
| | McSherry, Lauren | (7720) Service - Technical Assistance with Regional Center of Excellence Project Term: 9/26/2011 - 12/31/2012 01-12-35-8115-0448-5113.00-6840 Notes - This is an acceptable use of categorical/grant/bond funds Funding Source: State Grant | PDC/SBCCD | \$9,200.00 | SSutorus |
| | Mt. San Antonio CCD | (7729) Service - Collection and analysis of data for the Mobile Media Industry Study Term: 8/22/2011 - 11/30/2011 01-12-35-8115-0448-5120.00-6840 Notes - This is an acceptable use of categorical/grant/bond funds Funding Source: State Grant | PDC/SBCCD | \$17,000.00 | SSutorus |
| | Network Solutions | (7723) Domain Name Renewal for www.atpcnet.net Term: 1/1/2012 - 12/31/2012 01-00-03-8103-0261-5809.00-6150 Notes - This is an acceptable use of categorical/grant/bond funds Funding Source: State Grant | DETS/ATPC/SBCCD | \$34.99 | 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> | | | | | |
| | Nexus IS, Inc | (7747) Computer upgrade equipment for DETS server project Term: 10/4/2011 - 10/4/2012 41-00-03-9627-0000-6410.00-7100 Funding Source: Capital Outlay | DETS/SBCCD | \$21,881.67 | SSutorus |
| | Nielsen Company (US), LLC, The | (7724) Service - Local audience measuring service Term: 7/1/2011 - 6/30/2014 74-00-03-8110-0113-5809.00-7099 Funding Source: KVCR Funds | KVCR/SBCCD | \$46,613.28 Total Contract Value | SSutorus |
| | Otis Elevator Company | (7731) Service - Install and furnish hall keyswitch in PS Building at SBVC Term: 11/2/2011 - 6/30/2012 01-29-15-9506-0232-5640.00-7100 Notes - This is an acceptable use of categorical/grant/bond funds Funding Source: State Grant | Maintenance/SBVC | \$1,347.10 | SSutorus |
| | Pilgram, Melvin | (7736) Performance - Musical Assistance (Bass) for SBVC's production of "Urinetown" Term: 11/12/2011 - 11/20/2011 Notes - This is an acceptable use of categorical/grant/bond/trust funds Funding Source: Trust Account | Theater Arts/SBVC | \$500.00 Trust Account #4201T | 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> | | | | | |
| | Shalimar Tours & Charter | (7740) Rental - Bus rental for field trip to UC Santa Barbara Term: 12/2/2011 - 12/2/2011 01-00-01-8220-0000-5611.00-6330 Funding Source: General Funds | Transfer Center/SBVC | \$1,535.58 | SSutorus |
| | Shalimar Tours & Charter | (7739) Rental - Bus rental for field trip to UCLA Term: 11/18/2011 - 11/18/2011 01-00-01-8219-0000-5611.00-6010 Funding Source: General Funds | Honors/SBVC | \$1,313.07 | SSutorus |
| | Symantec Corp | (7746) Software License for one year - SYMC netbackup: 7.1 XPLAt 1 server renewal; application and database; 7.1 SIN.LNX.SOLX64 1 server renewal Term: 3/18/2012 - 3/17/2013 01-00-03-8103-0236-5639.00-6150 Funding Source: State Grant | DETS/SBCCD | \$3,201.60 | SSutorus |
| | TechSmith | (7732) Software License - New Camtasia for Mac Term: 11/2/2011 - 6/30/2012 01-12-01-3540-0457-5830.00-1030 Notes - This is an acceptable use of categorical/grant/bond funds Funding Source: State Grant | Art/SBVC | \$105.95 | 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> | | | | |
| Three Peaks Corp | (7730) Restriping of the District parking lot Term: 9/29/2011 - 10/20/2011 01-00-35-9514-0304-6120.00-7100 Notes - This is an acceptable use of categorical/grant/bond funds Funding Source: State Grant | Facilities Planning/SBCCD | \$2,319.20 | SSutorus |
| Total Compensation Systems, Inc | (7759) Consulting - Actuarial Information for Compliance with GASB Standards as Required Every Two Years Term: 11/2/2011 - 6/30/2012 01-00-03-9004-0000-5120.00-6730 Funding Source: General Funds | Human Resources/SBCCD | \$6,300.00 | SSutorus |
| Verizon Bus Net Services, Inc | (7755) Transparent LAN Service; Ethernet multipoint service Term: 11/30/2011 - 6/30/2012 01-00-03-9010-0000-4450.00-6570 Funding Source: General Funds | DETS/SBCCD | \$120,000.00 | SSutorus |
| Villasenor, Stephen | (7753) Develop, write and submit a grant proposal to the U.S. Department of Labor H- 1B Technical Skills Training Grant Term: 10/7/2011 - 11/10/2011 01-00-35-8115-0305-5120.00-6820 Notes - This is an acceptable use of categorical/grant/bond/trust funds Funding Source: Other Non-General | PDC/SBCCD | \$7,500.00 | SSutorus |

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

General

SubTotal for General: 22

Income - Facilities Use

| | | | | |
|-----------------------------|--|-----------------------------|----------|----------|
| Arrowhead Christian Academy | (7750) Use of tennis courts by high school Term: 3/1/2012 - 4/30/2012 | Administrative Services/CHC | \$275.00 | SSutorus |
|-----------------------------|--|-----------------------------|----------|----------|

Funding Source: N/A

| | | | | |
|---|---|------------------|------------|----------|
| Community Action Partnership of San Bernardino County | (7726) Use of Quad and Greek Theater Term: 10/29/2011 - 10/29/2011 | Maintenance/SBVC | \$2,355.28 | SSutorus |
|---|---|------------------|------------|----------|

Funding Source: N/A

| | | | | |
|-------------------|---|-----------------------------|------------|----------|
| Yucaipa Swim Team | (7752) Use of Pool for Swim meet Term: 9/24/2011 - 9/25/2011 | Administrative Services/CHC | \$1,271.77 | SSutorus |
|-------------------|---|-----------------------------|------------|----------|

Funding Source: N/A

| | | | | |
|----------------------------|---|-----------------------------|--------|----------|
| Yucaipa-Calimesa Joint USD | (7751) Use of parking lots I & J Term: 10/1/2011 - 10/1/2011 | Administrative Services/CHC | Waived | SSutorus |
|----------------------------|---|-----------------------------|--------|----------|

Funding Source: N/A

SubTotal for Income - Facilities Use: 4

| <i>Contract Type</i> | <i>Firm</i> | <i>Purpose and Information</i> | <i>Department / Location</i> | <i>Amount</i> | <i>Signed</i> |
|--------------------------------|--|---|------------------------------|------------------------------|---------------|
| <u>Income - General</u> | | | | | |
| | Chaffey Community College District | (7741) Participation Agreement in the Inland Regional STEM Institute Term: 6/27/2011 - 6/30/2011 01-15-35-8115-0470-5120.00-6899 Funding Source: N/A | PDC/SBCCD | \$4,100.00 | SSutorus |
| | Modesto Junior College | (7754) MOU - PDC to provide customized geospatial information systems maps and data Term: 9/1/2011 - 6/30/2012 01-00-03-8115-0478-8830.00-0000 Funding Source: N/A | PDC/SBCCD | \$10,000.00 | SSutorus |
| | San Bernardino, County of | (7758) Transitional Assistance Department - MOU Community College Work-Study Program Term: 10/1/2011 - 6/30/2012 01-00-02-8120-0267-8199.00-0000 Funding Source: N/A | Calworks/SBVC | \$85,028.00 | SSutorus |
| | San Francisco Community College District | (7757) Grant - California Early Childhood Mentor Program; Reimbursement for operation of a local mentor program Term: 7/1/2011 - 6/30/2012 Funding Source: N/A | Child Development/SBVC | \$29,000.00 Reimbursement | SSutorus |

| <i>Contract Type</i> | | | | |
|--|---|------------------------------|--------------------------------|---------------|
| <i>Firm</i> | <i>Purpose and Information</i> | <i>Department / Location</i> | <i>Amount</i> | <i>Signed</i> |
| <u>Income - General</u> | | | | |
| Val Verde Unified School District | (7744) CISCO Regional Academy participation agreement for Experienced CCNA Academy Term: 7/1/2011 - 6/30/2012 01-00-02-4633-0173-8839.00-0000 Funding Source: N/A | Art & Science/CHC | \$400.00 | SSutorus |
| <hr/> <i>SubTotal for Income - General: 5</i> <hr/> | | | | |
| <u>Income - Grant</u> | | | | |
| California Department of Education | (7568) Grant - General Child Care and Developmental Programs FY 2011-2012; Amendment 1 - Increase funding by \$14,548 Term: 7/1/2011 - 6/30/2012 72-00-01-8306-0203-8624.00-0000 Funding Source: N/A | Child Care Center/SBVC | \$293,782.00 Revised amount | SSutorus |
| California, State of, EDD | (7519) Grant - "15% Clean Energy Project" training grant through WIA for job skills education and training for employment in clean energy jobs Term: 6/30/2011 - 3/31/2013 01-00-03-8115-0474-8199.00-0000 Funding Source: N/A | PDC/SBCCD | \$600,000.00 | SSutorus |

| <i>Contract Type</i> | <i>Firm</i> | <i>Purpose and Information</i> | <i>Department / Location</i> | <i>Amount</i> | <i>Signed</i> |
|---|-------------------------------------|---|------------------------------|--------------------------------------|---------------|
| <u>Income - Grant</u> | | | | | |
| | Yosemite Community College District | (7734) Grant - Child Development Training Consortium Term: 7/1/2011 - 6/30/2012 01-00-02-8306-0213-8199.00-0000 Funding Source: N/A | Program Development/CHC | \$3,750.00 | SSutorus |
| | Yosemite Community College District | (7745) Grant - Child Development Training Consortium Term: 7/1/2011 - 6/30/2011 01-00-01-8306-0213-8199.00-0000 Funding Source: N/A | Child Development/SBVC | \$12,500.00 | SSutorus |
| <hr/> <i>SubTotal for Income - Grant: 4</i> <hr/> | | | | | |
| <u>Income - Grant - ARRA</u> | | | | | |
| | California, State of, EDD | (7114) Grant - "15% Clean Energy Project" training grant through WIA for job skills education and training for employment in clean energy jobs: Amendment 1 - grant funds reduced by \$3,000 Term: 10/1/2009 - 6/30/2011 01-00-03-8115-0474-8199.00-0000 Funding Source: N/A | PDC/SBCCD | \$340,717.00 Revised Grant Amount | BBaron |
| <hr/> <i>SubTotal for Income - Grant - ARRA: 1</i> <hr/> | | | | | |

| <i>Contract Type</i> | | | | |
|--|--|------------------------------|------------------------|---------------|
| <i>Firm</i> | <i>Purpose and Information</i> | <i>Department / Location</i> | <i>Amount</i> | <i>Signed</i> |
| <u>Joint Power/Piggyback Purchase</u> | | | | |
| Dell Computer Company | (7743) WSCA Piggyback - Purchase of Optiplex 790 computers for computer rotation program through DETS Department: WSCA B27160 Term: 1/7/2011 - 6/30/2012 41-00-03-9627-0000-6410.00-7100 Funding Source: Capital Outlay | Purchasing/SBCCD | \$172,672.99 | SSutorus |
| Dell Computer Company | (7742) WSCA Piggyback - Purchase of Services for DETS Project: WSCA B27160 Term: 11/17/2011 - 6/30/2012 41-00-03-9627-0000-6410.00-7100 Funding Source: Capital Outlay | Purchasing/SBCCD | \$83,629.23 | SSutorus |
| <u>SubTotal for Joint Power/Piggyback Purchase: 2</u> | | | | |
| <u>Maintenance Agreement</u> | | | | |
| Couts Heating and Cooling, Inc | (7762) Scheduled Maintenance agreement for HVAC systems at CHC: Plus on demand repairs per rate schedule Term: 11/1/2011 - 10/31/2016 01-00-02-9506-0000-5631.00-6510 Funding Source: General Funds | Grants/SBVC | \$1,745.00 per year | SSutorus |

| <i>Contract Type</i> | | | | |
|-------------------------------------|--|------------------------------|-----------------------|---------------|
| <i>Firm</i> | <i>Purpose and Information</i> | <i>Department / Location</i> | <i>Amount</i> | <i>Signed</i> |
| <u>Maintenance Agreement</u> | | | | |
| Document Systems | (7717) Maintenance on Printers Kyocera 3035 and Copystar 3035 Term: 11/18/2011 - 6/30/2012 01-00-03-8103-0261-5637.00-6150 Notes - This is an acceptable use of categorical/grant/bond funds Funding Source: State Grant | DETS/ATPC/SBCCD | \$323.68 | SSutorus |
| Harland Technology Services | (7749) Service - Maintenance agreement for Scantron scanner 888P/P+ TSM Term: 7/1/2011 - 6/30/2012 01-00-02-6691-0000-5637.00-2133 Funding Source: General Funds | Fire Technology/CHC | \$557.00 | SSutorus |
| IKON Office Solutions | (7756) Copier maintenance and supplies for Canon Copier serial number JNC33851 Term: 7/1/2011 - 6/30/2012 01-00-02-9016-0000-5637.00-6600 Funding Source: General Funds | Foundation/CHC | \$1,672.00 | SSutorus |
| Stanley Security Solutions | (7738) Intrusion alarm monitoring and maintenance for Technical Division portables Term: 7/1/2011 - 6/30/2016 01-00-01-9508-0000-5630.00-6770 Funding Source: General Funds | Maintenance/SBVC | \$133.00 Per Month | SSutorus |

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

Maintenance Agreement

SubTotal for Maintenance Agreement: 5

Rescinded

| | | | | |
|--|--|-----------|----------|----------|
| Victor Valley Community College District | (7650) MOU - Participation agreement to include planning and facilitation of the Counselor's Conclave Conference Term: 10/6/2011 - 12/6/2011 01-15-35-8115-0470-5120.00-6899 Reason for rescinding contract - college decided to not participate in this year's conference Funding Source: N/A | PDC/SBCCD | \$850.00 | SSutorus |
|--|--|-----------|----------|----------|

SubTotal for Rescinded: 1

Subgrantee

| | | | | |
|--|---|-------------|----------------------------|----------|
| California State University - San Bernardino | (7715) Subgrantee Agreement - CSUSB is a Subgrantee to the District STEM Grant administered by SBVC for the PASS GO cooperative grant award by the U.S. Department of Education: if funded for year 2012-2013 contracted amount for that years is \$328,515; if funded for year 2013-2014 contract amount for that year is \$348,877; if funded for year 2014-2015 contract amount for that year is \$342,744;if funded for year 202015-2016 contract amount for that year is \$342744: Term: 10/1/2011 - 9/30/2012 Funding Source: | Grants/SBVC | \$287,055.00 First Year | SSutorus |
|--|---|-------------|----------------------------|----------|

| <i>Contract Type</i> | <i>Firm</i> | <i>Purpose and Information</i> | <i>Department / Location</i> | <i>Amount</i> | <i>Signed</i> |
|--------------------------|---|--|------------------------------|---------------|---------------|
| <u>Subgrantee</u> | Cobblestone Applied Research and Evaluations, Inc | (7761) Accomplishing the objective in the HSI-STEM Pass Go Grant Term: 10/1/2011 - 9/30/2012 01-00-01-9016-0159-5120.00-6199 Notes - This is an acceptable use of categorical/grant/bond/trust funds Funding Source: Federal Grant | Grants/SBVC | \$56,935.65 | SSutorus |

SubTotal for Subgrantee: 2

Grand Total Contracts for Board Date 11/17/2011: 46

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Charlie Ng, Vice Chancellor, Fiscal Services
PREPARED BY: Steven Sutorus, Business Manager
DATE: November 17, 2011
SUBJECT: Consideration of Approval of Professional Services Contracts/Agreements

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached list of Professional Services contracts/agreements.

OVERVIEW

In accordance with Board policy 6340, Section A, Sub-section 3, the attached list of contract for Professional Services, Consultants and Legal Services is submitted for approval.

ANALYSIS

The attached list of contracts and agreements are for fiscal audits, legal services and other professional services that are needed by the District.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

The contracts/agreements on the attached list are budgeted for via purchase orders or, in the case of new grants, via budget adjustments.

Contracts for Approval

Scheduled Board Date 11/17/2011

| <i>Firm</i> | <i>Purpose and Information</i> | <i>Department / Location</i> | <i>Amount</i> | <i>Signed</i> |
|--------------------------------|--|------------------------------|-------------------|---------------|
| Burke, William & Sorensen, LLP | (7760) Legal Services Term: 10/12/2011 - 6/30/2012 01-00-03-9006-0000-5711.00-6720 Contract approved by Chancellor prior to Board date in order to meet the needs of the District Funding Source: General Funds | Chancellor/SBCCD | Per Rate Schedule | SSutorus |
| Christy White Accountancy Corp | (7722) Audit services for a special audit project Term: 10/31/2011 - 11/17/2011 01-00-03-9006-0000-0543.00-0642 Contract approved by Chancellor prior to Board date in order to meet the needs of the District Funding Source: General Funds | Fiscal Services/SBCCD | \$5,500.00 | SSutorus |

| <i>Firm</i> | <i>Purpose and Information</i> | <i>Department / Location</i> | <i>Amount</i> | <i>Signed</i> |
|-------------------|---|------------------------------|---------------|---------------|
| Walker, Jacquelyn | <p>(7725) Nemeth Certified Transcriber III - Braille transcription of learning materials into Nemeth (mathematics) Braille format. Materials to be transcribed would be textbooks, tests, handouts, and workbooks for educational institutions. Transcribers use Braille translation software; Nemeth Transcription - complex college level mathematics</p> <p>Term: 7/1/2011 - 6/30/2012 01-00-03-9020-0000-5113.00-6199</p> <p>Notes - This is an acceptable use of categorical/grant/bond funds; Contract approved prior to Board meeting in order to meet grant requirements</p> <p>Funding Source: General Funds</p> | DETS/ATPC/SBCCD | \$4.00 | SSutorus |
| | | | Per Page | |

Grand Total Contracts for Board Date 11/17/2011: 3

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Charlie Ng, Vice Chancellor, Fiscal Services
PREPARED BY: Crispina Ongoco, Director of Fiscal Services
DATE: November 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

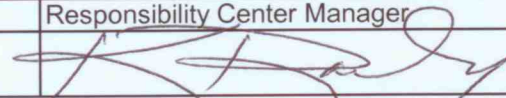
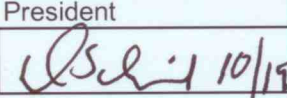
FINANCIAL IMPLICATIONS

The various budgets are impacted as indicated on the attached adjustments.

BUDGET ADJUSTMENT

Office of the President

OCT 19 2011

| | | | |
|------------|----------|---|--|
| Date | Location | Responsibility Center Manager | President |
| 10/10/2011 | SBVC |  |  10/19/11 |

ACCOUNT

| Fund | LfSp | Site | Program | Subpgm | Object | Type | Account Name | Amount in \$'s |
|------|------|------|---------|--------|--------|------|--------------|----------------|
|------|------|------|---------|--------|--------|------|--------------|----------------|

INCOME

| | | | | | | | | |
|----|----|----|------|------|---------|------|---------------------|--------------|
| 01 | 00 | 01 | 9016 | 0159 | 8123.00 | 0000 | DOE/HSI/STEM/PASSGO | \$384,090.00 |
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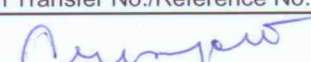
EXPENSE

| | | | | | | | | |
|----|----|----|------|------|---------|------|---------------------------|--------------|
| 01 | 00 | 01 | 9016 | 0159 | 5200.00 | 6199 | Travel/Ref/Conf Expenses | \$8,000.00 |
| 01 | 00 | 01 | 9016 | 0159 | 5210.00 | 6199 | Personal Mileage | \$3,000.00 |
| 01 | 00 | 01 | 9016 | 0159 | 4500.00 | 6199 | Non-instruc supplies | \$7,600.00 |
| 01 | 00 | 01 | 9016 | 0159 | 4300.00 | 6199 | Instructional supplies | \$10,000.00 |
| 01 | 00 | 01 | 9016 | 0159 | 4551.00 | 6199 | Printing | \$3,500.00 |
| 01 | 00 | 01 | 9016 | 0159 | 5113.00 | 6199 | Consultant/Ind Contractor | \$8,000.00 |
| 01 | 00 | 01 | 9016 | 0159 | 5120.00 | 6199 | Outside Servs/Other Cont | \$56,935.00 |
| 01 | 00 | 01 | 9016 | 0159 | 5120.00 | 6199 | Outside Servs/Other Cont | \$287,055.00 |
| | | | | | | | | |
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JUSTIFICATION

Budget for Department of Education-HIS/STEM/PASSGO Grant

| | |
|------------|-------------------|
| Chancellor | Board Action Date |
| | 11/17/11 |

| | | |
|---|------------|-------|
| Batch Transfer No./Reference No. | Posted By: | Date: |
|  | | |

BUDGET ADJUSTMENT

| | | | |
|--|-------------------|-------------------------------|-----------------------------------|
| Date | Location | Responsibility Center Manager | Office of the President |
| 10/20/11 | SBVC/STAR PROGRAM | <i>Dave [Signature]</i> | <i>[Signature]</i> Vice President |
| Account: 01-00-01-8208-0150-8122.00-0000 | | | OCT 25 2011 |

INCOME

Student Services

| Fund | Lf Sp | Site | Program | Subpro | Object | Type | Account Name | Amount in \$'s |
|------|-------|------|---------|--------|---------|------|---------------------|----------------|
| 01 | 00 | 01 | 8208 | 0150 | 8122.00 | 0000 | TRIO - STAR PROGRAM | (\$9,352.00) |
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EXPENSE

| Fund | Lf Sp | Site | Program | Subpro | Object | Type | Account Name | Amount in \$'s |
|------|-------|------|---------|--------|---------|------|---------------------|----------------|
| 01 | 00 | 01 | 8208 | 0150 | 2381.00 | 6499 | TRIO - STAR PROGRAM | (\$7,352.00) |
| 01 | 00 | 01 | 8208 | 0150 | 5809.00 | 6499 | TRIO - STAR PROGRAM | (\$1,348.00) |
| 01 | 00 | 01 | 8208 | 0150 | 5819.00 | 6499 | INDIRECT CHG | (\$652.00) |
| | | | | | | | | |
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JUSTIFICATION

Budget adjustment to reflect the 3% reduction in funding to all TRIO Student Support Services Programs for the 2011 - 2012 grant year. (3% Reduction = \$9,352.00)

| | | |
|--------------------------------|------------|-------------------|
| Controller | Chancellor | Board Action Date |
| <i>[Signature]</i> | | 11/17/11 |
| Batch Transfer No./Reference # | Posted By | Date |
| | | |

BUDGET ADJUSTMENT

| | | | |
|-----------|-------------------|-------------------------------|-----------------|
| Date | Location | Responsibility Center Manager | President |
| 10/5/2011 | Health & Wellness | Joe Cabrales | Gloria Harrison |
| Account | | | |

| Fund | U/So | Sta | Program | Subpro | Object | Type | Account Name | Amount in \$ |
|---------------|------|-----|---------|--------|---------|------|----------------------|--------------|
| INCOME | | | | | | | | |
| 01 | 00 | 02 | 8210 | 0337 | 8890.00 | 0000 | Family Pact Contract | \$27,000 |
| | | | | | | | | |
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| Fund | U/So | Sta | Program | Subpro | Object | Type | Account Name | Amount in \$ |
|----------------|------|-----|---------|--------|---------|------|--------------------------------|--------------|
| EXPENSE | | | | | | | | |
| 01 | 00 | 02 | 8210 | 0337 | 2384.00 | 6440 | Classified Employee/Consultant | \$20,000 |
| 01 | 00 | 02 | 8210 | 0337 | 4500.00 | 6440 | Non-instructional supplies | 5,000 |
| 01 | 00 | 02 | 8210 | 0337 | 5120.00 | 0000 | Other Contracts | 2,000 |
| | | | | | | | | |
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JUSTIFICATION

Projected revenue from federally funded program that will reimburse the HWC for services currently provided for CHC students

| | | |
|-------------------------------------|------------|-------------------|
| Controller | Chancellor | Board Action Date |
| <i>C. [Signature]</i> | | 11/17/11 |
| Batch Transfer Number / Reference # | Posted By: | Date: |
| | | |

10/2/11

BUDGET ADJUSTMENT

| | | | |
|------|----------|-------------------------------|--|
| Date | Location | Responsibility Center Manager | President |
| | CHC | Michael Strong <i>MS</i> | <i>Gloria M. Harrison</i> Gloria Harrison |

ACCOUNT

| Fund | LfSp | Site | Program | Subpgm | Object | Type | Account Name | Amount in \$'s |
|---------------|------|------|---------|--------|---------|-----------------|--------------|----------------|
| INCOME | | | | | | | | |
| 01 | 00 | 02 | 9520 | 0241 | 8889.00 | 6199 | Other Income | 4760.00 |
| | | | | | | <i>0000</i> | | |
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| Fund | LfSp | Site | Program | Subpgm | Object | Type | Account Name | Amount in \$'s |
|----------------|------|------|---------|--------|---------|------|-------------------|----------------|
| EXPENSE | | | | | | | | |
| 01 | 00 | 02 | 9520 | 0241 | 5830.00 | 6199 | Medical Clearance | 4760.00 |
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JUSTIFICATION

To set up income/expenditure budget for Respiratory Medical Evaluations for Students in EMS, Fire, Respiratory and Anatomy.

| | | |
|-----------------------------------|------------|-------------------|
| Fiscal Services | | Board Action Date |
| <i>Crump</i> | | 11/17/11 |
| Batch Transfer Number/Reference # | Posted By: | Date: |
| | | |

Budget Adjustment 2012

| | | | |
|------------|----------|---|-------|
| Date | Location | Responsibility Center Manager | |
| 10/12/2010 | KVCR |  | _____ |

INCOME


| Fund | Lf Sp | Site | Program | Subpro | Object | Type | Account Name | Amount in \$'s |
|------|-------|------|---------|--------|---------|------|--------------|----------------|
| 76 | 00 | 00 | 0000 | 0000 | 9701.00 | 0000 | Fund Balance | \$ 338,928.61 |
| | | | | | | | | \$ 338,928.61 |

EXPENSES

| | | | | | | | | |
|----|----|----|------|------|---------|------|------------------------------------|---------------|
| 76 | 00 | 35 | 8110 | 0000 | 2100.00 | 7099 | Contract Classified Non-Instr. | \$ 140,648.00 |
| 76 | 00 | 35 | 8110 | 0000 | 2181.00 | 7099 | Class Unit Member Noninstructional | \$ 101,074.83 |
| 76 | 00 | 35 | 8110 | 0000 | 2380.00 | 7099 | Part-time/Overtime/Student | \$ 1,000.00 |
| 76 | 00 | 35 | 8110 | 0000 | 2382.00 | 7099 | Overtime - Contract Employee | \$ 2,000.00 |
| 76 | 00 | 35 | 8110 | 0000 | 2383.00 | 7099 | Work/Study Hourly | \$ 1,000.00 |
| 76 | 00 | 35 | 8110 | 0000 | 3220.00 | 7099 | Pers-Class/I.A.-Non-Ins Adm/Sup | \$ 15,362.96 |
| 76 | 00 | 35 | 8110 | 0000 | 3228.00 | 7099 | Pers Class/I.A.-Non-Inst-Other | \$ 10,367.88 |
| 76 | 00 | 35 | 8110 | 0000 | 3320.00 | 7099 | OASDI Clas/I.A.Non-Ins Adm/Sup | \$ 8,689.60 |
| 76 | 00 | 35 | 8110 | 0000 | 3328.00 | 7099 | OASDI Class/I.A.-Non-Inst Other | \$ 5,875.00 |
| 76 | 00 | 35 | 8110 | 0000 | 3346.00 | 7099 | Medicare Non-Instructional | \$ 3,406.28 |
| 76 | 00 | 35 | 8110 | 0000 | 3360.00 | 7099 | Pars-Non-Instructional | \$ - |
| 76 | 00 | 35 | 8110 | 0000 | 3420.00 | 7099 | Health & Welfare-Clas/I.A-N.I. | \$ - |
| 76 | 00 | 35 | 8110 | 0000 | 3421.00 | 7099 | Dental Class/I.A. Non-Instruct | \$ 1,716.64 |
| 76 | 00 | 35 | 8110 | 0000 | 3422.00 | 7099 | Bshield-POS Class/I.A.Non-Inst | \$ - |
| 76 | 00 | 35 | 8110 | 0000 | 3423.00 | 7099 | Kaiser-Class/I.A. Non-Instruct | \$ - |
| 76 | 00 | 35 | 8110 | 0000 | 3424.00 | 7099 | Bshield-HMO Class/I.A.Non-Inst | \$ 37,563.76 |
| 76 | 00 | 35 | 8110 | 0000 | 3425.00 | 7099 | Vision Class/I.A. Non-Inst | \$ 949.00 |
| 76 | 00 | 35 | 8110 | 0000 | 3426.00 | 7099 | A.S.Chiro Class/I.A.-Non-Instr | \$ 188.00 |
| 76 | 00 | 35 | 8110 | 0000 | 3520.00 | 7099 | SUI Class/I.A. Non-Ins Adm/Sup | \$ 2,256.48 |
| 76 | 00 | 35 | 8110 | 0000 | 3528.00 | 7099 | SUI Class/I.A. Non-Instr Other | \$ 1,525.68 |
| 76 | 00 | 35 | 8110 | 0000 | 3620.00 | 7099 | W/C Class/I.A.-Non-Ins-Adm/Sup | \$ 2,000.00 |
| 76 | 00 | 35 | 8110 | 0000 | 3628.00 | 7099 | W/C Class/I.A.-Non-Instr-Other | \$ 3,000.00 |
| 76 | 00 | 35 | 8110 | 0000 | 3920.00 | 7099 | Life-Class/I.A.-Non-Ins Adm/Sup | \$ 66.24 |
| 76 | 00 | 35 | 8110 | 0000 | 3928.00 | 7099 | Life-Class/I.A.-Non-Inst-Other | \$ 140.76 |
| 76 | 00 | 35 | 8110 | 0000 | 3982.00 | 7099 | HHRC-Class/I.A.-Non-Ins-Adm/Su | \$ 31.20 |
| 76 | 00 | 35 | 8110 | 0000 | 3983.00 | 7099 | HHRC-Class/I.A.-Non-Ins-Others | \$ 66.30 |
| | | | | | | | | \$ 338,928.61 |

JUSTIFICATION

To setup accounts for San Manuel from the Fund Balance.

| | | |
|---|------------|-------------------|
| Controller | Chancellor | Board Action Date |
|  | | 11/17/11 |
| Batch Transfer Number/Reference # | Posted By: | Date: |
| | | |

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Bruce Baron, Chancellor
PREPARED BY: Bruce Baron, Chancellor
DATE: November 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 2011-2012 budget.

DISTRICT

JESS C. VIZCAINO, JR. to Tampa, Florida, November 9-12, 2011 to attend the ACCT Governance Leadership Institute on Diversity, with expenses. This event is a unique opportunity for trustees to focus on proven practices that encourage engagement, examine values, promote respect and celebrate differences. Expenses will be paid from the District Chancellor's Office General Fund.

JEREMY SIMS to Los Angeles, California, December 5-9, 2011, to attend the Project Management Masters Certification Program, with time and expenses. By attending this program, Mr. Sims will learn to facilitate meeting expectations of the District Technology Strategic Plan. The Technology and Educational Support Services area is starting to implement Project Management methodologies. All expenses will be paid from the District Computing Services general fund.

EVERETT GARNICK and ANDREW CHANG to Los Angeles, California, December 5-9, 2011, to attend the Project Management Masters Certification Program, with time and expenses. By attending this program, Mr. Garnick will be learning to facilitate meeting expectations of the District Technology Strategic Plan. The Technology and Educational Support Services area is starting to implement Project Management methodologies. All expenses for Mr. Garnick will be paid from the District Computing Services general fund. Expenses for Mr. Chang will be paid from the EduStream grant.

LARRY CIECALONE, CHARLES FOX and BEN HOLLAND to Memphis, Tennessee, November 8-12, 2011 to attend APT (American Public Television) Fall Marketplace Conference to preview programs and meet with producers and programmers for KVCR and FNX, for time only. KVCR Educational Foundation, Inc. will pay expenses.

SBVC

KEVIN EMERSON to San Antonio, Texas, January 8-11, 2012 to attend the American Football Coaches Association Convention, with time and expenses. Mr. Emerson will be attending clinics and professional development activities during this convention. Funding sources are the professional development general fund and football trust account fund.

NORI SOGOMONIAN to Orlando, Florida, January 22-28, 2012 to attend the Avatar® Wizard Course with time only. This course is the third in a series of courses that may be repeated many times to deepen ones level of personal and professional responsibility. The international setting allows Ms. Sogomonian to interact and collaborate with Spanish speakers (as well as 20 other languages) from all over the world. The skills and techniques acquired via participation in and repetition of these courses are what have aided her in developing confidence to take on new and additional responsibilities at work. No funding source is needed as it is a time only request.

GLORIA FISHER to San Antonio, Texas, January 22-28, 2012 to attend the Campus Title IX Coordinator Comprehensive Training Seminar, with time and expenses. All colleges are required by the Department of Education to have a campus Title IX Coordinator. This four-day training program will address expectations and answer questions about the responsibilities of a campus Title IX Coordinator. Expenses will be paid from the District Chancellor's General Fund.

CHC

CHERYL BARDOWELL to San Antonio, Texas, November 15-18, 2011, to attend the National Association of Estate Planners & Councils Conference, with time only. As a board member of the San Bernardino Estate Planning Council, Ms. Bardowell has been asked to attend this conference to further her planned giving professional development. This is submitted as a ratification.

VERONICA LEHMAN, JOHN MUSKAVITCH, FERMIN RAMIREZ to Sacramento, CA, December 8-11, 2011, to attend the California Community College Student Financial Aid Administrators Association Conference, with time and expenses. This conference will provide training on new regulations and trends in state and federal financial aid programs. All expenses will be paid from the financial aid categorical fund account.

VERONICA LEHMAN & JOHN MUSKAVITCH to Sacramento, CA, December 11-13, 2011, to attend the California Association of Student Financial Aid Administrators Conference, with time and expenses. This conference will provide training on new regulations and trends in state and federal financial aid programs. All expenses will be paid from the financial aid categorical fund account.

JEFFREY SCHMIDT to Havana, Cuba, December 30, 2011-January 16, 2012 to Cuba Education and Culture Tour, with time only. The purpose of the tour is to gain a first-hand experience with Cuban culture of today and to visit a myriad of educational and cultural facilities. As an instructor of Spanish, Mr. Schmidt hopes capture on film much of his experiences and bring it back to be used in the classroom.

REBECCA WARREN-MARLATT to San Antonio, Texas, January 22-28, 2012 to attend the Campus Title IX Coordinator Comprehensive Training Seminar, with time and expenses. All colleges are required by the Department of Education to have a campus Title IX Coordinator. This four-day training program will address expectations and answer questions about the responsibilities of a campus Title IX Coordinator. Expenses will be paid from the District Chancellor's General Fund.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Bruce Baron, Chancellor
PREPARED BY: Bruce Baron, Chancellor
DATE: November 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 2011-2012 budget.

DISTRICT

EVENT: Chancellor's Holiday Open House
DATE: December 6, 2011
AMOUNT: \$2,000
ITEM: Refreshments
The annual Chancellor's Holiday Open House will be funded by the SBCCD Hospitality Trust Fund..

EVENT: Alternate Text Production Center (ATPC) Advisory Committee Meeting
DATE: February 2, 2012
AMOUNT: \$150.00
ITEM: Food & Refreshments
ATPC grant-mandated statewide Advisory Committee meetings are held regularly throughout the year to optimize program performance and to enhance statewide coordination to increase production capabilities. Funding source is the ATPC Grant Fund.

SBVC

EVENT: Associated Student Government/Office of Student Life Thanksgiving Bingo
DATE: November 21, 2011
AMOUNT: \$500.00
ITEM: Refreshments, Prizes, Giveaways, Decorations, Supplies and Advertising/Flyers
Sponsored by the Associated Student Government, this event will provide entertainment before Thanksgiving for approximately 200 faculty, staff and students. Funding source is the Associated Student Government Student Rep Fee account.

EVENT: Associated Student Government/Office of Student Life Thanksgiving Mid-Term Shake Off
DATE: November 23, 2011
AMOUNT: \$1,000.00
ITEM: Refreshments and Gift Certificates
Sponsored by the Associated Student Government, this event will provide gift certificates for approximately 40 needy students for Thanksgiving. Funding source is the Associated Student Government Student Rep Fee account.

EVENT: Associated Student Government/Office of Student Life Karaoke Faceoff
DATE: November 29, 2011
AMOUNT: \$200.00
ITEM: Refreshments and Gift Certificates
Sponsored by the Associated Student Government, this event will provide entertainment for approximately 200 faculty, staff and students. Funding source is the Associated Student Government Student Rep Fee account.

EVENT: University of California Santa Barbara
DATE: December 2, 2011
AMOUNT: \$1,700.00
ITEM: Bus rental
Sponsored by the Transfer Center, this event will give students insight into transfer requirements, exposure to campus culture and first-hand look at UCSB unique programs, degree options and services. Students will participate in an informational session and guided campus tour. Anticipated attendance is 45 students and three faculty members. Kathy Kafela, Gina Curasi, and Laura Gomez-Guillen will be chaperoning. Funding source is the transfer and career services general fund account.

EVENT: Associated Student Government/Office of Student Life Holiday Party
DATE: December 8, 2011
AMOUNT: \$9,400.00
ITEM: Decorations, Refreshments, Tree and Ice Rink Rental
Sponsored by the Associated Student Government and Office of Student Life, this event will provide special entertainment for approximately 200 faculty, staff, students, and will be open to the public. It will also promote ASG on campus and in the community. Funding source is the Associated Student Government Student Rep Fee account.

EVENT: Youth Empowerment Strategies for Success/Independent Living Program (YESS/ILP) Graduation Ceremony
DATE: December 13, 2011
AMOUNT: \$502.72
ITEM: Refreshments and Video-Play
Sponsored by the YESS/ILP, this event will be held as a graduation celebration for the foster youth who have successfully completed the fourteen-week Independent Living Program. These classes consist of four modules: Daily Living Skill, Employment, Education and Financial Literacy. Anticipated attendance is 32 students, staff, YESS/ILP instructors and graduating youth. Funding source is the Youth Empowerment Strategies for Success/Independent Living Program grant.

CHC

EVENT: CHC Holiday Gathering
DATE: December 7, 2011
AMOUNT: \$1,000.00
ITEM: Refreshments
The annual CHC Holiday Gathering will be funded by the President's Office general fund account.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Bruce Baron, Chancellor
PREPARED BY: Bruce Baron, Chancellor
DATE: November 17, 2011
SUBJECT: Consideration of Approval of Individual Memberships

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached request for individual memberships.

OVERVIEW

ANALYSIS

Individual memberships related to job duties are submitted when institutional memberships are not available.

BOARD IMPERATIVE

- I. Institutional Effectiveness
- IV. Enhanced and Informed Governance and Leadership

FINANCIAL IMPLICATIONS

Included in the 2011-2012 budget.

CHC

EMPLOYEE: Karen Childers

DUES: Council for Resource Development

AMOUNT: \$285.00

CRD is the only professional organization concerned exclusively with fundraising for community colleges. Through education, advocacy and mentoring, CRD supports professionals and leaders engaged in community college resource development. Funding source is the President's Office general fund account.

EMPLOYEE: Larry Cook, Patrick Kirkhart, Richard Kirkhart, John Boatman,
Javier Davila, Antonio Carrillo

DUES: Pesticide Applicators Professional Association

AMOUNT: \$40 Each

The State of California requires all individuals who handle pesticides to be certified to ensure that pesticides are used properly, all applicable regulations are adhered to and all required reports are submitted. The state requires the individual to be certified, not the institution. Funding source is the Grounds Department general fund account.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Charlie Ng, Vice Chancellor, Fiscal Services
PREPARED BY: Steven Sutorus, Business Manager
DATE: November 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.

Fixed Asset Surplus

November 17, 2011

| Asset No. | Date Retired | Location | Description | Date In Service | Initial Value | Current Value |
|-----------|--------------|-----------------------|-----------------|-----------------|---------------|---------------|
| 0008890 | 10/24/2011 | CRAFTON HILLS COLLEGE | PRINTER LASER | 7/1/1998 | \$1,800.00 | \$0.00 |
| 0016376 | 10/24/2011 | CRAFTON HILLS COLLEGE | COMPUTER | 6/15/2001 | \$4,526.85 | \$0.00 |
| 0016450 | 10/14/2011 | CRAFTON HILLS COLLEGE | CPU | 7/1/2011 | \$1.00 | \$1.00 |
| 0016473 | 10/14/2011 | CRAFTON HILLS COLLEGE | CPU | 7/1/2011 | \$1.00 | \$1.00 |
| 0016475 | 10/14/2011 | CRAFTON HILLS COLLEGE | CPU | 7/1/2011 | \$1.00 | \$1.00 |
| 0016557 | 10/24/2011 | CRAFTON HILLS COLLEGE | CPU | 7/1/2011 | \$1.00 | \$1.00 |
| 0016629 | 10/14/2011 | CRAFTON HILLS COLLEGE | CPU | 7/1/2011 | \$1.00 | \$1.00 |
| 0016637 | 10/24/2011 | CRAFTON HILLS COLLEGE | Deskjet printer | 7/1/2011 | \$1.00 | \$1.00 |
| 0016710 | 10/24/2011 | CRAFTON HILLS COLLEGE | CPU | 7/1/2011 | \$1.00 | \$1.00 |
| 0016725 | 10/14/2011 | CRAFTON HILLS COLLEGE | CPU | 7/1/2011 | \$1.00 | \$1.00 |
| 0016731 | 10/14/2011 | CRAFTON HILLS COLLEGE | CPU | 7/1/2011 | \$1.00 | \$1.00 |
| 0016736 | 10/14/2011 | CRAFTON HILLS COLLEGE | CPU | 7/1/2011 | \$1.00 | \$1.00 |
| 0016831 | 10/14/2011 | CRAFTON HILLS COLLEGE | Comp. w/mon. | 11/7/2003 | \$1,656.00 | \$0.00 |
| 0016836 | 10/24/2011 | CRAFTON HILLS COLLEGE | Comp. w/monitor | 11/7/2003 | \$1,656.00 | \$0.00 |
| 0016858 | 10/14/2011 | CRAFTON HILLS COLLEGE | Compw/e171fp | 11/7/2003 | \$1,750.00 | \$0.00 |
| 0016873 | 10/14/2011 | CRAFTON HILLS COLLEGE | CPU | 11/7/2003 | \$1,227.00 | \$0.00 |
| 0016882 | 10/24/2011 | CRAFTON HILLS COLLEGE | Comp.w/mon. | 12/4/2003 | \$1,227.00 | \$0.00 |
| 0016883 | 10/14/2011 | CRAFTON HILLS COLLEGE | Comp.w/e171fp | 12/4/2003 | \$1,227.00 | \$0.00 |
| 0017084 | 10/24/2011 | CRAFTON HILLS COLLEGE | CPU | 7/5/2005 | \$1,404.23 | \$0.00 |
| 0017095 | 10/24/2011 | CRAFTON HILLS COLLEGE | CPU | 7/5/2005 | \$1,404.23 | \$0.00 |
| 0017097 | 10/24/2011 | CRAFTON HILLS COLLEGE | CPU | 7/5/2005 | \$1,404.23 | \$0.00 |
| 0017105 | 10/14/2011 | CRAFTON HILLS COLLEGE | Comp w/mon | 7/1/2005 | \$0.00 | \$0.00 |
| 0017107 | 10/14/2011 | CRAFTON HILLS COLLEGE | Comp w/mon | 7/1/2005 | \$1,404.22 | \$0.00 |
| 0017124 | 10/24/2011 | CRAFTON HILLS COLLEGE | Printer | 1/3/2005 | \$1,554.00 | \$0.00 |
| 0017126 | 10/24/2011 | CRAFTON HILLS COLLEGE | CPU | 11/24/2004 | \$0.00 | \$0.00 |
| 0017138 | 10/14/2011 | CRAFTON HILLS COLLEGE | Workstation | 11/30/2004 | \$3,580.49 | \$0.00 |
| 0017170 | 10/24/2011 | CRAFTON HILLS COLLEGE | Printer | 2/15/2005 | \$3,754.00 | \$782.08 |
| 0017171 | 10/24/2011 | CRAFTON HILLS COLLEGE | FAX | 3/16/2005 | \$366.00 | \$0.00 |
| 0017178 | 10/24/2011 | CRAFTON HILLS COLLEGE | CPU | 7/1/2005 | \$2,453.21 | \$0.00 |
| 0017185 | 10/14/2011 | CRAFTON HILLS COLLEGE | CPU | 7/5/2005 | \$1,273.65 | \$0.00 |
| 0017187 | 10/14/2011 | CRAFTON HILLS COLLEGE | CPU | 7/5/2005 | \$1,273.65 | \$0.00 |
| 0017193 | 10/14/2011 | CRAFTON HILLS COLLEGE | CPU | 1/3/2005 | \$1,273.65 | \$0.00 |
| 0020077 | 10/24/2011 | CRAFTON HILLS COLLEGE | PRINTER LASER | 7/1/1997 | \$1,525.00 | \$0.00 |

Fixed Asset Surplus

November 17, 2011

| Asset No. | Date Retired | Location | Description | Date In Service | Initial Value | Current Value |
|------------------|---------------------|-----------------------|--------------------|------------------------|----------------------|----------------------|
| 0020359 | 10/24/2011 | CRAFTON HILLS COLLEGE | PRINTER LASER | 7/1/1999 | \$1,149.00 | \$0.00 |
| 0020483 | 10/24/2011 | CRAFTON HILLS COLLEGE | PHOTOCOPIER | 7/1/1999 | \$1,200.00 | \$0.00 |
| 0020959 | 10/24/2011 | CRAFTON HILLS COLLEGE | CPU W/MONITOR | 7/1/1999 | \$1,599.00 | \$0.00 |
| Total: | | | | | \$41,698.41 | |

Non-Fixed Asset Surplus

November 17, 2011

| | |
|---|--------|
| 1. Monitor, Dell, Model #1707FP | 55 ea. |
| 2. Printer, HP, various | 19 ea. |
| 3. Scanner, HP, various | 15 ea. |
| 4. Overhead projector, 3M, various | 10 ea. |
| 5. Drive, network, various | 6 ea. |
| 6. Five-drawer filing cabinet, steel | 4 ea. |
| 7. Table, various | 4 ea. |
| 8. Computer, Dell (no asset no.), various | 3 ea. |
| 9. Desk, metal | 2 ea. |

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Dr. Debra S. Daniels, President, SBVC
PREPARED BY: Dr. Larry Buckley, Vice President, Instruction, SBVC
DATE: November 17, 2011
SUBJECT: Consideration of Approval of Donation - SBVC

RECOMMENDATION

It is recommended that the Board of Trustees accept the donation of automotive paint and related supplies to the Automotive Department in the Applied Technology Division.

OVERVIEW

Contributors can support SBVC programs through various donations to be used in the education of students in our programs. Such donations will enhance services by these departments to the campus as a whole.

ANALYSIS

Genuine Auto Parts & Paint Supply has donated paint and supplies valued at \$225.00 to our Automotive Department.

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, Chancellor
REVIEWED BY: Dr. Debra S. Daniels, President, SBVC
PREPARED BY: James Hansen, Vice President of Administrative Services, SBVC
DATE: November 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 San Bernardino Pop Warner Football on Sundays, September 25, 2011 through October 30, 2011. This event is sponsored by Kevin Emerson for San Bernardino Pop Warner Football.

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, Chancellor
REVIEWED BY: Dr. Debra S. Daniels, President, SBVC
PREPARED BY: James Hansen, Vice President of Administrative Services, SBVC
DATE: November 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 CYSL – “So Cal Fire Soccer Club” California State Soccer Association on Tuesdays and Thursday, November 22, 2011 through June 28, 2012. This event is sponsored by Marvellee Diaz for the California State Soccer Association.

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, Chancellor
REVIEWED BY: Dr. Debra S. Daniels, President, SBVC
PREPARED BY: James Hansen, Vice President of Administrative Services, SBVC
DATE: November 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 T.J. Striders Youth Track & Field Club on Mondays, Tuesdays, Wednesdays and Thursdays (excluding holidays) January 17, 2011 through August 2, 2012. This event is sponsored by Jerry Mason for T.J. Striders Youth Track & Field Club.

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, Chancellor
REVIEWED BY: Bruce Baron, Chancellor
PREPARED BY: Bruce Baron, Chancellor
DATE: November 17, 2011
SUBJECT: Consideration of Approval to Provide Compensation to Board Members for Absence from a Board Meeting

RECOMMENDATION

It is recommended that the Board of Trustees approve the absence and compensation for Trustees Futch and Singer on November 17, 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

Trustee Futch and Singer will be attending the CCLC Convention and Partnerships Conferences November 16-19, 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

Included in the 2011-2012 budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Charlie Ng, Vice Chancellor, Fiscal Services
PREPARED BY: Diana Johnson, Bond Program Manager, Kitchell/BRj/Seville
DATE: November 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. These changes are required and necessary, benefit the District, and reflect the most favorable negotiated costs.

| 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> |
| Fischer, Inc. | CO-04 | 1,546,235 | 87,821 | 7,431.00 | 1,641,487 | 2.60% |
| Miller Environmental | CO-01 | 381,000 | 0 | -33,000 | 348,000 | -8.66% |
| Total Proposed Changes | | | | -25,569 | | |

OVERVIEW

Construction change orders may be generated by a number of circumstances. These include changes directed by the District to address contractor or architect recommendations for efficiency, occupant needs, or to improve future building or space usability. California Public Contract Code 20118.4 establishes a guideline that limits construction contract change orders to 10% of the base contract amount.

A construction contract is amended when there is a change in the scope of work due to unforeseen conditions that must be corrected in order for work to proceed. Amendments alter the base contract amount and are not limited to the 10% guideline.

All change orders and amendments are approved following a specific process of review by the construction manager, architect, program/project managers, and District staff. Nonessential changes are rejected and never receive approval. Any changes determined to be essential to the health of the project and of major benefit to the District are approved and implemented.

ANALYSIS

Construction contract amendments and change orders submitted for approval this month total -\$25,569. The percentage for this month's change orders is -0.024% of the total Measure P construction contracts of \$106,609,566.19.

The overall impact of amendments and change orders increases the Bond Measure P CIP construction contracts by \$6,224,092.71. The new overall Measure P change order percentage is 5.84%. 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

Included in the 2011-2012 Budget for Measure P.



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: Fischer, Inc. Amount \$ 7,431.00

Campus: San Bernardino Valley Community College Project: New Chemistry & Physical Building

This Change is a(n):

Amendment (not subject to 10% limitation) Change Order (subject to 10% limitation)

Unforeseen Conditions Design Omission Design Conflict
 Campus Recommended Contractor Recommended Agency Required
 Contractor Transfer (no cost to District)

Explanation of Change: Pothole existing site; revision of storm drain lines; no relocation of backflow; relocate existing waterline

Accountability

This Change was not part of the original design scope because: Potholing for location of underground utilities; in order to match existing inverts - storm drain revision had to be made; credit given for no relocation of backflow; relocation of existing waterline to coordinate with new site lighting.

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 this project.

Impact

| | | |
|--|----|---------------------|
| Original contract was Board approved on <u>12/11/08</u> in the amount of | \$ | <u>1,546,235.00</u> |
| Total Board approved amendments to date | \$ | <u>53,704</u> |
| Requested amendment amount | \$ | <u>-</u> |

This request is an amendment and results in a revised contract amount of \$ 1,599,939.00
 (Note: This revised contract amount basis for 10% rule)

| | | |
|--|----|------------------|
| Total Board approved change orders to date | \$ | <u>34,117.00</u> |
| Requested Change Order amount | \$ | <u>7,431.00</u> |

This request is a change order and results in a revised contract amount of \$ 1,641,487.00

This change order is subject to the 10% rule. It results in a 0.46% % change to the contract

The cumulative amount of change orders for this contract equals \$ 41,548.00

Or 2.60% % of the contract amount.

TOTAL CONTRACT AMOUNT TO DATE INCL. CHANGE ORDERS \$ 1,641,487.00

Signatures

Bond Program Manager:

Diana Johnson

Diane Johnson
(Signature)

10/28/11
(Date)

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Capital Facilities Program Management

3347A4
Project Number

CS-BC17-CO4

CHANGE ORDER

Original Contract Amount: **\$1,546,235.00**
 Amount of Previous Contract Amendments: **\$53,704.00**
 Amount of Previous Change Orders: **\$34,117.00**

DSA No.:
CS-BC17-CO4

| | | | |
|----------------------|--|---------------|------------------------|
| School Name: | <u>San Bernardino Valley College</u> | Date: | <u>10/20/11</u> |
| Project Description: | <u>New Chemistry & Physical Science Building</u> | Contract No.: | <u>Bid Category 17</u> |
| To (Contractor): | <u>Fischer, 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 10/20/11 for
 Change Order No. CS-BC17-CO4 Item(s): 3.1 to 3.2**

TOTAL COST OF CHANGE ORDER CS-BC17-CO4 \$7,431.00

Reason for Change:

Refer to attached Change Order No. CS-BC17-CO4 summary dated 10/20/11

Initiator of Change:

Refer to attached Change Order No. CS-BC17-CO4 summary dated 10/20/11

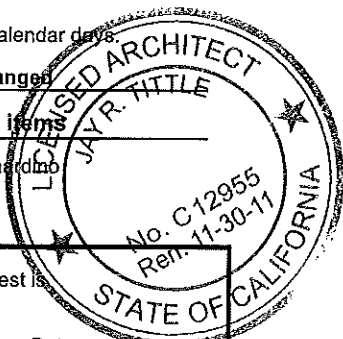
| | |
|--|-----------------------|
| The original Base Contract Sum was: | <u>\$1,546,235.00</u> |
| Net change by previous authorized Contract Amendment (s): | <u>\$53,704.00</u> |
| The revised BASE Contract Sum: | <u>\$1,599,939.00</u> |
| Net change by previous authorized Change Order(s): | <u>\$34,117.00</u> |
| The Contract Sum including previous authorized Change Orders: | <u>\$1,634,056.00</u> |
| The contract AMOUNT due to C.O. No. CS-BC17-CO4 will be increased by: | <u>\$7,431.00</u> |
| The revised Contract Amount, including this change order is, therefore: | <u>\$1,641,487.00</u> |

The contract TIME due to C.O. No. **CS-BC17-CO4** will be unchanged by: 0 calendar days
 The revised Contract Completion Date, including this Change Order is, therefore unchanged

SBCCD Change Order # **CS-BC17-CO4** includes Item Number(s): Five (5) items

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

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



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

| | | | | | |
|---------------|--------------------|----------------|--|------|-------------------|
| Architect: | <u>[Signature]</u> | Name (printed) | <u>Jay R. Tittle, C-12955</u> | Date | <u>10/20/2011</u> |
| Constr. Mgr.: | <u>[Signature]</u> | | <u>DAVID Schermeyer</u> | | <u>10.21.2011</u> |
| District: | | | <u>Mr. Charlie Ng, Interim Vice Chancellor Fiscal Services</u> | | |
| Contractor: | <u>[Signature]</u> | | <u>ROBERT MCBINLEY P.M.</u> | | |
| | | | <u>Printed Name/Title</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-BC17-CO4

| REF. | DESCRIPTION OF ITEM | CODE | % | CREDIT | COST | BALANCE |
|-----------------------------|--|--------------------|---|--------|--------------|-------------------|
| Item 4.1 | Pothole existing site to locate underground utilities. (COP 04) | A1 | | | \$1,635.00 | \$1,635.00 |
| Item 4.2 | Revise storm drain lines to match existing inverts. (COR17) | A1 | | | \$3,624.00 | \$3,624.00 |
| Item 4.3 | Replace existing storm drain grate in path of travel with ADA compliant grate. (COR18) | D5 | | | \$1,150.00 | \$1,150.00 |
| Item 4.4 | Credit to not relocate backflow. (COR18) | C1 | | | (\$1,098.00) | (\$1,098.00) |
| Item 4.5 | Relocate existing waterline to coordinate with new site lighting. (COR18) | A1 | | | \$2,120.00 | \$2,120.00 |
| Subtotal | | | | | | \$7,431.00 |
| TOTAL CHANGE ORDER # | | CS-BC17-CO4 | | | | \$7,431.00 |

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



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: Miller Environmental, Inc. Amount \$ (33,000.00)

Campus: San Bernardino Valley Community College Project: New Chemistry & Physical Building

This Change is a(n):

Amendment (not subject to 10% limitation) Change Order (subject to 10% limitation)

Unforeseen Conditions Design Omission Design Conflict
 Campus Recommended Contractor Recommended Agency Required
 Contractor Transfer (no cost to District)

Explanation of Change: Credit of unused allowances.

Accountability

This Change was not part of the original design scope because: Allowances were placed in the Contract and the credit is based on allowances that were unused.

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 this project.

Impact

| | | |
|---|---|----------------------|
| Original contract was Board approved on <u>12/11/08</u> | In the amount of | \$ <u>381,000.00</u> |
| | Total Board approved amendments to date | \$ <u>-</u> |
| | Requested amendment amount | \$ <u>-</u> |
| <input type="checkbox"/> This request is an amendment and results in a revised contract amount of | | \$ <u>381,000.00</u> |
| (Note: This revised contract amount basis for 10% rule) | | |

| | | |
|--|--|-----------------------|
| | Total Board approved change orders to date | \$ <u>-</u> |
| | Requested Change Order amount | \$ <u>(33,000.00)</u> |
| <input checked="" type="checkbox"/> This request is a change order and results in a revised contract amount of | | \$ <u>348,000.00</u> |

This change order is subject to the 10% rule. It results in a -8.66% % change to the contract
The cumulative amount of change orders for this contract equals \$ (33,000.00)
Or -8.66% % of the contract amount.

TOTAL CONTRACT AMOUNT TO DATE INCL. CHANGE ORDERS \$ 348,000.00

Signatures

Bond Program Manager:

Diana Johnson

Diana Johnson
(Signature)

10/28/11
(Date)

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Capital Facilities Program Management

3347A4
Project Number

CS-BC21A-CO1

CHANGE ORDER

Original Contract Amount: **\$381,000.00**
Amount of Previous Contract Amendments: **\$0.00**
Amount of Previous Change Orders: **\$0.00**

DSA No.:
CS-BC21A-CO1

| | | | |
|----------------------|--|---------------|------------------|
| School Name: | <u>San Bernardino Valley College</u> | Date: | <u>17-Oct-11</u> |
| Project Description: | <u>New Chemistry & Physical Science Building</u> | Contract No.: | <u>N/A</u> |
| To (Contractor): | <u>Milner Environmental, 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 10/17/2011 for:
Change Order No. CS-BC21A-CO1 Item(s): 1.1
TOTAL COST OF CHANGE ORDER CS-BC21A-CO1 \$0.00

Reason for Change:
Refer to attached Change Order No. CS-BC21A-CO1 summary dated 10/17/11

Initiator of Change:
Refer to attached Change Order No. CS-BC21A-CO1 summary dated 17-Oct-11

| | |
|---|-------------------------|
| The original Base Contract Sum was: | <u>\$381,000.00</u> |
| Net change by previous authorized Contract Amendment (s): | <u>\$0.00</u> |
| The revised BASE Contract Sum: | <u>\$381,000.00</u> |
| Net change by previous authorized Change Order(s): | <u>\$0.00</u> |
| The Contract Sum including previous authorized Change Orders: | <u>\$381,000.00</u> |
| The contract AMOUNT due to C.O. No. <u>CS-BC21A-CO1</u> will be decreased by: | <u>(\$33,000.00)</u> |
| The revised Contract Amount, including this Change Order is, therefore: | <u>\$348,000.00</u> |
| The contract TIME due to C.O. No. <u>CS-BC21A-CO1</u> will be unchanged by: | <u>0</u> calendar days. |
| The revised Contract Completion Date, including this Change Order is, therefore | <u>unchanged</u> |

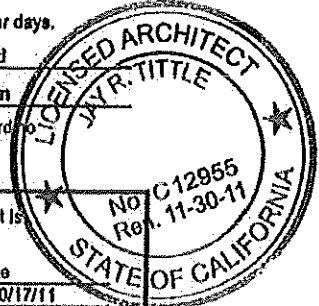
SBCCD Change Order # CS-BC21A-CO1 Includes Item Number(s): One (1) Item

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

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

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

| | | | | | |
|---------------|--------------------|----------------|--|------|-------------------|
| Architect: | <u>[Signature]</u> | Name (printed) | <u>Jay R. Tittle, C-12955</u> | Date | <u>10/17/11</u> |
| Constr. Mgr.: | <u>[Signature]</u> | | <u>DAVID Schiedmeyer</u> | | <u>10.20.2011</u> |
| District: | | | <u>Mr. Charles Ng, Interim Vice Chancellor Fiscal Services</u> | | |
| Contractor: | <u>[Signature]</u> | | <u>Arcene Muller / President</u> | | |



State of California - Division of the State Architect DSA Application No. 04-109148 File No. 38-C2
Approved _____ per Principal Structural Engineer: _____

SBVC New Chemistry & Physical Science Building
San Bernardino Community College District

10/17/11

DSA No.:

CS-BC21A-CO1

CHANGE ORDER NO.

CS-BC21A-CO1

| REF. | DESCRIPTION OF ITEM | CODE % | CREDIT | COST | BALANCE |
|----------|------------------------------|--------|---------------|---------------------|-----------------------|
| Item 2.1 | Credit of unused allowances. | | (\$33,000.00) | | (\$33,000.00) |
| | Subtotal | | | | \$ (33,000.00) |
| | TOTAL CHANGE ORDER # | | | CS-BC21A-CO1 | \$ (33,000.00) |

CODE LEGEND

- A
- B SITE COST, UNFORESEEN FIELD CONDITION
- C SITE COST, ERROR AND/OR OMISSION
- D SITE COST, DISTRICT ADDED OR DELETED/REDUCED SCOPE
- E SITE COST, AGENCY OR CODE REVISION
- F SITE COST, CONTRACTOR IMPACT TO ANOTHER CONTRACTOR
- G BUILDING COST, UNFORESEEN FIELD CONDITION
- H BUILDING COST, ERROR AND/OR OMISSION
- J BUILDING COST, DISTRICT ADDED OR DELETED/REDUCED SCOPE
- K BUILDING COST, AGENCY OR CODE REVISION
- L BUILDING COST, CONTRACTOR IMPACT TO ANOTHER CONTRACTOR
- * Note: " CONTRACT ADMINISTRATIVE ISSUE

- 1
- 2 CONTRACTOR GENERATED
- 3 CONSTRUCTION MANAGER GENERATED
- 4 ARCHITECT/ENGINEER GENERATED
- 5 DISTRICT GENERATED
- INSPECTOR OR AGENCY GENERATED

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Charlie Ng, Vice Chancellor, Fiscal Services
PREPARED BY: Diana Johnson, Bond Program Manager, Kitchell/BRj/Seville
DATE: November 17, 2011
SUBJECT: Consideration of Approval of Bond Measure M Construction Change Orders and Contract Amendments

RECOMMENDATION

It is recommended that the Board of Trustees approve this single action item for the Bond Measure M construction change orders and amendments. These changes are required and necessary, benefit the District, and reflect the most favorable negotiated costs.

| Crafton Hills College – Parking Lot/ADA/Lighting Improvements | | | | | | |
|--|-----------------|--------------------------|-------------------------|-------------------------|---------------------|-------------------|
| | <u>Change #</u> | <u>Original Contract</u> | <u>Previous Changes</u> | <u>Proposed Changes</u> | <u>New Contract</u> | <u>Total CO %</u> |
| Pierre Sprinkler & Landscape | CO-01 | 569,450 | 0.00 | 36,538 | 605,988 | 6.42% |
| Total Proposed Changes | | | | 36,538 | | |

Construction change orders may be generated by a number of circumstances. These include changes directed by the District to address contractor or architect recommendations for efficiency, occupant needs, or to improve future building or space usability. California Public Contract Code 20118.4 establishes a guideline that limits construction contract change orders to 10% of the base contract amount.

A construction contract is amended when there is a change in the scope of work due to unforeseen conditions that must be corrected in order for work to proceed. Amendments alter the base contract amount and are not limited to the 10% guideline.

All change orders and amendments are approved following a specific process of review by the construction manager, architect, program/project managers, and District staff. Nonessential changes are rejected and never receive approval. Any changes determined to be essential to the health of the project and of major benefit to the District are approved and implemented.

ANALYSIS

Construction contract amendments and change orders submitted for approval this month total \$36,538. The percentage for this month's change orders is 0.350% of the total Measure M currently awarded construction contracts of \$10,445,597.50.

The overall impact of amendments and change orders increases the Bond Measure M CIP construction contracts by \$771.474. The new overall Measure M change order percentage is 7.39%. 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

Included in the 2011-2012 Budget for Measure M.



Bond Measure M 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: Pierre Sprinkler & Landscape Amount \$ 36,538

Campus: Crafton Hills Community College Project: Parking Access & Lighting Improvements

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: Rerouted a 3" water line under the staircase; installation of alternate tree ties at the 36" box trees; addition tree bubblers at new trees; revision of landscaping near Eastern monument sign with installation of new plan material; reroute a 4" water line; rerouted a 2" water line; rerouted two 3" water lines; existing irrigation main lines rerouted for new scope of work.

Accountability

This Change was not part of the original design scope because: Unforeseen existing irrigation main line, which forced the rerouting of a 3" water line; better support was needed thus installation of alternate tree ties; campus requested addition of tree bubblers at all new trees; unforeseen existing irrigation mainline which resulted in rerouting of several irrigation lines on campus due to the conflicts.

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 this project.

Impact

| | |
|--|-------------------|
| Original contract was Board approved on <u>01/13/11</u> in the amount of | \$ <u>569,450</u> |
| Total Board approved amendments to date | \$ <u>-</u> |
| Requested amendment amount | \$ <u>-</u> |

This request is an amendment and results in a revised contract amount of \$ 569,450
 (Note: This revised contract amount basis for 10% rule)

| | |
|--|------------------|
| Total Board approved change orders to date | \$ <u>-</u> |
| Requested Change Order amount | \$ <u>36,538</u> |

This request is a change order and results in a revised contract amount of \$ 605,988

This change order is subject to the 10% rule. It results in a 6.42% % change to the contract

The cumulative amount of change orders for this contract equals \$ 36,538

Or 6.42% % of the contract amount.

TOTAL CONTRACT AMOUNT TO DATE INCL. CHANGE ORDERS \$ 605,988

Signatures

Bond Program Manager:

Diana Johnson

Diana Johnson
(Signature)

10/28/11
(Date)

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Capital Facilities Program Management

3860C2
Project Number

PAL-BC2-CO1

CHANGE ORDER

Original Contract Amount: \$569,450.00
Amount of Previous Contract Amendments: \$0.00
Amount of Previous Change Orders: \$0.00

| | | | |
|----------------------|--|---------------|--------------------------|
| School Name: | <u>Crafton Hills College</u> | Date: | <u>November 17, 2011</u> |
| Project Description: | <u>Parking, Access and Lighting Improvements</u> | Contract No.: | <u>Bid Category 2</u> |
| To (Contractor): | <u>Pierre Sprinkler and Landscape</u> | Attn: | <u>Rigo Sanchez</u> |

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

Item No.: Refer to attachments Reference RFP No.: Refer to attachments

Description of Work:

This change order includes additional scopes of work for the landscape trade contractor generated from Campus Change Requests for facility added and/or deleted scope improvements, unforeseen field conditions encountered and identified during construction operations that were required to be installed within the project. These items were not included in the original contract documents and noted after the bid and execution of the trade contract.

Refer to attached Project Memo No. 22
Contract Change Order No. PAL-BC2-CO1: Item 1.1 - 1.09.

TOTAL COST of CONTRACT CHANGE ORDER PAL-BC2-CO1: \$36,538.00

Reason for Change:

- 1 Site Cost, Unforeseen Field Condition
- 2 Site Cost, Error And/or Omission
- 3 Site Cost, District Added or Deleted/Reduced Scope
- 4 Refer to attached Change Order PAL-BC2-CO1 summary dated 11/17/2011

Initiator of Change:

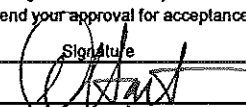
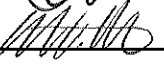

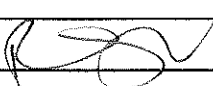
- 1 Trade Contractor Request for Information

| | |
|--|-------------------------|
| The original Base Contract Sum was: | <u>\$569,450.00</u> |
| Net change by previous authorized Contract Amendment(s): | <u>\$0.00</u> |
| The contract AMOUNT due to C.O. No. PAL-BC2-CO1 will be increased by: | <u>\$36,538.00</u> |
| The revised BASE Contract Sum: | <u>\$605,988.00</u> |
| Net change by previous authorized Change Order(s): | <u>\$0.00</u> |
| The Contract Sum including previous authorized Change Orders: | <u>\$605,988.00</u> |
| The revised Contract Amount, including this Contract Change Order is, therefore: | <u>\$605,988.00</u> |
| The contract TIME due to C.O. No. PAL-BC2-CO1 will be unchanged by: | <u>0</u> calendar days. |
| The revised Contract Completion Date, including this Contract Change Order is, therefore | <u>30-Nov-11</u> |
| SBCCD Change Order No. <u>PAL-BC2-CO1</u> includes Item Number(s): | <u>1.1 through 1.09</u> |

This Contract 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. Contractor waives any claim for further adjustments of the Contract Sum and the Contract Time related to the above described change in the Work.

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

| | | | | | |
|---------------|--|----------------|--|------|-------------------|
| Architect: | <u></u> | Name (printed) | <u>David Hart, Project Architect</u> | Date | <u>10/21/2011</u> |
| Constr. Mgr.: | <u></u> | Name (printed) | <u>Michael Vilegas, Construction Manager</u> | Date | <u>10/26/2011</u> |
| District: | <u></u> | Name (printed) | <u>Mr. Charlie Ng, Vice Chancellor Fiscal Services</u> | Date | |
| Contractor: | <u></u> | Name (printed) | <u>Rigo Sanchez, Project Manager</u> | Date | <u>10/26/2011</u> |

State of California - Division of the State Architect DSA Application No. 04-111143 File No. 36-C2

Approved _____ per Principal Structural Engineer: _____

CHANGE ORDER NO. PAL-BC2-CO1

| REF. | DESCRIPTION OF ITEM | CODE | % | CREDIT | COST | BALANCE |
|----------|--|------|-----|--------|----------|-----------------|
| CO | | | | | | |
| Item 1.1 | RFI No. 26 - Unforeseen existing Irrigation mainline. Rerouted a 3" water line under the staircase between Lot B and C. KBS PCO NO. 23 | A-1 | 100 | \$0 | \$1,871 | \$1,871 |
| Item 1.2 | RFI No. 28 - Installed alternate tree ties at the 36" box trees and larger to provide better support. KBS PCO NO. 24 | B-3 | 100 | \$0 | \$807 | \$807 |
| Item 1.3 | RFI No. 19/ASI No. 11 - Campus requested addition of tree bubblers at all new trees. KBS PCO NO. 30 | C-4 | 100 | \$0 | \$12,095 | \$12,095 |
| Item 1.4 | RFI No. 29/ASI No. 10 (CCD No. 13) - Eastern monument sign revised landscaping. Clear, grub and removal of plant material around new monument sign at east entrance. Install new landscape plant material and irrigation. KBS PCO NO. 31 | B-3 | 100 | \$0 | \$9,477 | \$9,477 |
| Item 1.5 | RFI No. 56 (CCD No. 8) - Adjusted Irrigation in Lot F planter after installation of curb. KBS PCO NO. 36 | C-4 | 100 | \$0 | \$1,191 | \$1,191 |
| Item 1.6 | RFI No. 59 - Unforeseen existing Irrigation mainline. Rerouted a 4" water line in conflict with new sewer line. KBS PCO NO. 45 | A-1 | 100 | \$0 | \$3,140 | \$3,140 |
| Item 1.7 | Unforeseen existing Irrigation main line. Rerouted a 2" water line under walkway in Gym Lot. KBS PCO NO. 46 | A-1 | 100 | \$0 | \$1,029 | \$1,029 |
| Item 1.8 | Unforeseen existing Irrigation mainline. Rerouted a 3" water line behind wall and flatwork in Lot C. KBS PCO NO. 48 | A-1 | 100 | \$0 | \$1,313 | \$1,313 |
| Item 1.9 | RFI No. 33 - Unforeseen existing Irrigation mainlines rerouting for new scope of work. KBS PCO NO. 53 | A-1 | 100 | \$0 | \$5,615 | \$5,615 |
| | Subtotal | | | | | \$36,538 |
| | TOTAL CONTRACT CHANGE ORDER # PAL-BC2-CO1 | | | | | \$36,538 |

CODE LEGEND

- A SITE COST, UNFORESEEN FIELD CONDITION
- B SITE COST, ERROR AND/OR OMISSION
- C SITE COST, DISTRICT ADDED OR DELETED/REDUCED SCOPE
- D SITE COST, AGENCY OR CODE REVISION
- E SITE COST, CONTRACTOR IMPACT TO ANOTHER CONTRACTOR
- F BUILDING COST, UNFORESEEN FIELD CONDITION
- G BUILDING COST, ERROR AND/OR OMISSION
- H BUILDING COST, DISTRICT ADDED OR DELETED/REDUCED SCOPE
- J BUILDING COST, AGENCY OR CODE REVISION
- K BUILDING COST, CONTRACTOR IMPACT TO ANOTHER CONTRACTOR
- L CONTRACT ADMINISTRATIVE ISSUE

* Note: "I" has been omitted not to be confused with "1"

- 1 CONTRACTOR GENERATED
- 2 CONSTRUCTION MANAGER GENERATED
- 3 ARCHITECT/ENGINEER GENERATED
- 4 DISTRICT GENERATED
- 5 INSPECTOR OR AGENCY GENERATED

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Charlie Ng, Vice Chancellor, Fiscal Services
PREPARED BY: Scott Stark, Facilities Project Manager
DATE: November 17, 2011
SUBJECT: Consideration to Approve Contract with Kitchell CEM, Inc. for Measure P Construction Management Services

RECOMMENDATION

It is recommended that the Board of Trustees approve a contract with Kitchell CEM, Inc. in the amount of \$425,638 for Measure P Construction Management services at San Bernardino Community College District.

OVERVIEW

Understanding the urgency and potential critical path schedule impact of halting the remaining Measure P construction at San Bernardino Valley College and Crafton Hills College when Tilden Coil's contract ended, Kitchell/BRJ proceeded with the bidding and construction oversight of the remaining Measure P projects.

ANALYSIS

The scope of services for this contract includes the following:

1. SBVC Chemistry Building
 - Auditorium Chiller Plant replacement
 - Audio visual project
 - Abatement and demolition of old Chemistry and Physical Science buildings
 - Abatement and demolition of old North Hall; decommissioning of old Chemistry building
 - New Chemistry & Physical Science site improvements
 - Media building Tech Core, NC-15, Tower Relocation, Move and Transition projects
2. CHC LEED landscaping and solar heating
3. CHC Learning Resource Center
 - Security/access change
 - HVAC controls

The negotiated fee for these services is \$425,638.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Included in 2011-12 Measure P budget .

AGREEMENT FOR CONSTRUCTION MANAGEMENT SERVICES
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

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AGREEMENT FOR CONSTRUCTION MANAGEMENT SERVICES

This Agreement for Construction Management (CM) Services is made as of November 17, 2011, between the San Bernardino Community College District, a public community college district, ("District") and Kitchell ("CM") (both collectively "Parties"), for the following project ("Project"):

Construction Management Services for the balance of Measure P projects at the Valley Campus and at the Crafton Hills Campus.

See Exhibit "A" for detailed scope of services.

That for and in consideration of the mutual covenants herein contained, the Parties hereto agree as follows:

Article 1. Definitions

- 1.1 In addition to the definitions above, the following definitions for words or phrases shall apply when used in this Agreement, including all Exhibits:
 - 1.1.1. **Agreement:** The Agreement consists exclusively of this document and all identified exhibits attached and incorporated by reference.
 - 1.1.2. **Architect:** The architect and/or engineer of record retained by the District for design of projects listed above.
 - 1.1.3. **As-Built Drawings ("As-Builts"):** A final set of drawings prepared by the Architect that incorporates all changes from all Record Drawings, sketches, details, and clarifications.
 - 1.1.4. **Bid Set:** The plans, drawings, and specifications at the end of the Construction Documents Phase that the Division of the State Architect ("DSA") has approved and that the District can use for the bidding for construction of the Project.
 - 1.1.5. **Conforming Set:** The plans, drawings, and specifications at the end of the Bidding Phase that incorporate all addenda, if any, issued during the Bidding Phase and approval by DSA if required.
 - 1.1.6. **Contractor:** The prime contractor or trade contractor awarded the construction contract by the District for each specific bid package for the Project.
 - 1.1.7. **Construction Cost:** The total cost to District of all elements of the Project designed or specified by the Architect and includes the CM's fees and general conditions costs. The Construction Cost does not include the compensation of the Architect and the Architect's consultants, the cost of the land, rights-of-way, financing or other costs which are the responsibility of the District, including

program management. The Construction Cost shall be the acceptable estimate of construction costs for the Project as prepared by the Architect and approved by the District pursuant to this Agreement until such time as bids have been received, whereupon the Construction Cost shall be the total accepted bid amount of the lowest responsive responsible bidder plus other costs as specified in this Paragraph.

- 1.1.8. **Construction Budget**: The total Construction Cost for the Project developed with the CM's assistance and approved by the District, and adjusted at the end of each design phase in accordance with this Agreement.
- 1.1.9. **Construction Manager**: The CM will be the District's representative during construction of the Project and will assist the District in the administration of the construction contracts. All instructions from the District to the bidders (and to the Contractors, when the contracts are awarded) shall be directed through the CM.
- 1.1.10. **Consultant(s)**: Any and all consultant(s), sub-consultant(s), subcontractor(s), or agent(s) to the Architect.
- 1.1.11. **District**: The San Bernardino Community College District.
- 1.1.12. **DSA**: The Division of the State Architect.
- 1.1.13. **Districts Authorized Representative**: The individual designate by the District to act on the District's behalf with respect to the Program or Project and who shall be authorized to render decisions on behalf of the District and to carry out the District's responsibilities under this Agreement.
- 1.1.14. **Project Budget**: The total amount indicated by the District for the entire Project plus all other costs, including construction, administration, financing, and all other costs.
- 1.1.15. **Record Drawings**: Any document prepared and submitted by District contractor(s) that record the changes made during the construction project on a Conforming Set, including changes necessitated by change orders.
- 1.1.16. **Responsibility Matrix**: An informational document that lays out the major activities in the program and details the responsibilities of individuals or groups involved in the program.
- 1.1.17. **Service(s)**: All labor, materials, supervision, services, tasks, and work that the CM is required to perform and that are required by,

or reasonably inferred from, the Agreement, and that are necessary for the design and completion of the Project.

1.1.18. **Visually Verify:** To verify to the fullest extent possible by physical inspection and reasonable investigation and without any destructive action.

Article 2. Scope, Responsibilities, and Services of Construction Manager

2.1 CM shall render the Services as described in Exhibit "A" commencing with receipt of a written Notice to Proceed signed by the District representative. CM's services will be completed in accordance with the schedule attached as Exhibit "C."

2.2 CM shall provide Services that shall comply with industry standards and applicable requirements of federal, state, and local laws, rules, regulations and ordinances applicable to the Project.

2.3 CM acknowledges that all California community college districts are now or will soon be obligated to develop and implement the following storm water requirements, without limitation:

2.3.1. A municipal Separate Storm Sewer System (MS4). An MS4 is a system of conveyances used to collect or convey storm water, including, without limitation, catch basins, curbs, gutters, ditches, man-made channels, and storm drains.

2.3.2. A Storm Water Pollution Prevention Plan (SWPPP) at:

2.3.2.1 Sites where the District engages in maintenance (e.g., fueling, cleaning, repairing) of transportation activities.

2.3.2.2 Construction sites where:

2.3.2.1.2. One (1) or more acres of soil will be disturbed, or

2.3.2.2.2. The project is part of a larger common plan of development that disturbs more than one (1) or more acres of soil.

2.3.3 CM shall confirm that applicable SWPPP requirements for the Projects are met and shall ensure that during the construction plan of all Projects that requirements of the SWPPP are enforced on the site.

2.4 CM shall coordinate with District personnel or its designated representatives as may be requested and desirable, including with other professionals employed by the District for the design, coordination or

management of other work related to the Project. This shall include, without limitation, coordination with the persons responsible for operation of the District's Labor Compliance Program, if any. If the CM employs subcontractor(s), the CM shall ensure that its contract(s) with its subcontractor(s) include language notifying the subcontractor(s) of the District's Labor Compliance Program, if any.

- 2.5 CM shall coordinate its services pursuant to this Agreement with the District's DSA Project Inspector(s) and other consultants including the Architect.
- 2.6 As part of the basic Services pursuant to this Agreement, CM is not responsible for:
 - 2.6.1. Ground contamination or hazardous material analysis.
 - 2.6.2. Any asbestos or lead testing, design or abatement; however, it shall coordinate and integrate its work with any such information provided by District.
 - 2.6.3. Historical significance report.
 - 2.6.4. Soils investigation.
 - 2.6.5. Geotechnical hazard report, except as indicated in Exhibit "A."

Article 3. Construction Manager's Staff

- 3.1 The CM has been selected to perform the Services herein because of the skills and expertise of key individuals.
- 3.2 The CM agrees that the following key people in CM's firm shall be associated with the Project in the following capacities:

Principal In Charge: Russell A. Fox, Kitchell
- 3.3 The CM shall not change any of the key personnel listed above without prior written approval by District, unless said personnel cease to be employed by CM. In either case, District shall be allowed to interview and approve replacement personnel.
- 3.4 If any designated lead or key person fails to perform to the satisfaction of the District, then upon written notice the CM shall have five (5) days to remove that person from the Project and replace that person with one acceptable to the District. All lead or key personnel for any consultant must also be designated by the consultant and are subject to all conditions previously stated in this paragraph.

- 3.5 CM represents that the CM has no existing interest and will not acquire any interest, direct or indirect, which could conflict in any manner or degree with the performance of Services required under this Agreement and that no person having any such interest shall be employed by CM.

Article 4. Schedule of Services

- 4.1 The CM shall commence Services under this Agreement upon submission of a Memo of Understanding and shall prosecute the Services diligently as described in Exhibit "A". Time is of the essence and failure of CM to perform Services on time as specified in this Agreement is a material breach of this Agreement. It shall not be a material breach if a delay is beyond the CM's reasonable control.

Article 5. Construction Budget

- 5.1 CM hereby accepts the District's established Construction Budget and Project scope. The District, CM, shall also have responsibility to develop, review, and reconcile the estimated Construction Cost and Construction Budget with the Architect.
- 5.2 CM shall complete all Services described in Exhibit "A" and confirm with the Architect and Program Manager that the cost to construct the work designed by the Architect will not exceed the Construction Budget.
- 5.3 If the lowest responsive base bid received is in excess of five percent (5%) of the Construction Budget, then the District, in its sole discretion, has one or a combination of the following alternatives:
 - 5.3.1. Give the Architect written approval on an agreed adjustment to the Construction Budget.
 - 5.3.2. Authorize the CM to re-negotiate, when appropriate, or re-bid the Project within a reasonable time of receipt of bids (exclusive of District and other agencies' review time) at no additional cost to the District.
 - 5.3.3. Terminate this Agreement if the Project is abandoned, without further obligation by either party in accordance with Article 9.6.
 - 5.3.4. Request the CM, at not additional cost, to make recommendations and assist the Architect in preparing deductive alternates which bring the Project within the Construction Budget.
 - 5.3.5. Request the CM make recommendations and assist the Architect cooperate in revising the Project scope and quality as required to meet the Construction Budget. If the District chooses to proceed

under this alternative, the CM without additional cost to the District shall provide appropriate redesign and rebid services.

Article 6. Fee and Method of Payment

- 6.1 District shall pay CM for all Services contracted for under this Agreement an amount of ("Fee"): as indicated in Exhibit "D".
- 6.2 District shall pay CM the Fee pursuant to the provisions of Exhibit "D."
- 6.3 CM shall bill its work under this Agreement in accordance with Exhibit "D."
- 6.4 No increase in Fee will be due from change orders generated during the construction period arising from the CM's errors or omissions.
- 6.5 The CM's Fee set forth in this Agreement shall be full compensation for all of CM's Services incurred in the performance hereof as indicated in Exhibit "D."
- 6.6 Said Fee is a fixed fee for CM services of the remaining Measure P project as defined in attachment "C".

Article 7. Payment for Extra Services or Changes

District-authorized services outside of the scope in Exhibit "A" or District-authorized reimbursables not included in CM's Fee are "Extra Services." Any charges for Extra Services shall be paid by the District as described in Exhibit "B" only upon certification that the claimed Extra Services was authorized as indicated herein and that the Extra Services have been satisfactorily completed. If any service is done by CM without prior written authorization by the District's authorized representative, the District will not be obligated to pay for such service. The foregoing provision notwithstanding, the CM will be paid by the District as described in Exhibit "B" for Extra Services that the District's authorized representative verbally requests, provided that the CM confirms such request in writing pursuant to the notice requirements of this Agreement, and proceeds with such Extra Services not earlier than two business days after the District receives confirmation of the request from the CM.

Article 8. Ownership of Documents and Data

- 8.1 This Agreement creates a non-exclusive and perpetual license for District to use, at its discretion, both hard copies and electronic copies of all documents, reports, schedules, cost estimates, plans, etc. that the CM or its subcontractors, prepares or causes to be prepared pursuant to this Agreement related to the Project.
- 8.2 Following the termination of this Agreement, for any reason whatsoever, the CM shall promptly deliver to the District upon written request and at no cost to the District the following items (hereinafter "Instruments of

Service”) which the District shall have the right to utilize in any way permitted by statute:

- 8.2.1. One set of the all documents related to the Project as set forth in Paragraph 8.1 above, in hard copy, electronic copy and reproducible format.
- 8.2.2. All finished or unfinished documents, studies, reports, calculations, drawings, maps, models, photographs, technology data and reports prepared by the CM under this Agreement related to the Project.

Article 9. Termination of Contract

- 9.1 If CM fails to perform CM’s duties to the satisfaction of the District, or if CM fails to fulfill in a timely and professional manner CM’s material obligations under this Agreement, or if CM shall violate any of the material terms or provisions of this Agreement, or if the CM becomes insolvent, the District shall have the right to terminate this Agreement, in all or in part, effective immediately upon the District giving written notice thereof to the CM. In the event of a termination pursuant to this subdivision, CM may invoice District for all Services performed supported by proper documentary evidence until the notice of termination, but District shall have the right to withhold payment and deduct any amounts equal to the District’s costs because of CM’s actions, errors, or omissions that caused the District to terminate the CM including, but not limited to, any increased costs associated with replacing the CM.
- 9.2 This Agreement may be terminated without cause, or for the District’s convenience upon seven (7) days written notice to the CM. In the event of a termination without cause, the District shall pay to the CM for all services performed and all expenses incurred under this Agreement supported by proper documentary evidence, including payroll records, and expense reports up until the date of notice of termination without cause plus any sums due the CM for approved Extra Services. In ascertaining the services actually rendered hereunder up to the date of termination without cause of this Agreement, consideration shall be given to both completed work and work in process of completion and to complete and incomplete drawings and other documents whether delivered to the District or in the possession of the Architect. Except as indicated in this Article, termination shall have no effect upon any of the rights and obligations of the Parties arising out of any transaction occurring prior to the effective date of such termination.
- 9.3 The CM has the right to terminate this Agreement if the District does not fulfill its material obligations under this Agreement. Such termination shall be effective after receipt of written notice from CM to the District. CM may invoice District and District shall pay all undisputed invoice(s)

for Services performed supported by proper documentary evidence until the CM's notice of termination.

Article 10. Indemnity / Construction Manager's Liability

10.1 To the fullest extent permitted by law, CM agrees to indemnify, defend and hold District entirely harmless from all liability arising out of:

10.1.1. Any and all claims under Workers' Compensation acts and other employee benefit acts with respect to CM's employees or CM's subcontractor's employees arising out of CM's work under this Agreement; and

10.1.2. Any loss, injury to, death or persons or damage to property caused by any act, neglect, default or omission of the CM, or any person, firm or corporation employed by the CM, either directly or by independent contract, including all damages due to loss or theft, sustained by any person, firm or corporation, arising out of, or in any way connected with the Project, including injury or damage either on or off District property.

Article 11. Responsibilities of District

11.1 The District shall examine the documents submitted by the CM and shall render decisions so as to avoid unreasonable delay in the process of the CM's Services.

11.2 The District shall verbally or in writing advise the CM if the District becomes aware of any fault or defect in the Project, including any errors, omissions or inconsistencies in the CM's documents or work products. Failure to provide such notice shall not relieve CM of any responsibilities pursuant to this Agreement.

Article 12. Liability of District

12.1 Other than as provided in this Agreement, District's financial obligations under this Agreement shall be limited to the payment of the compensation provided in this Agreement. Notwithstanding any other provision of this Agreement, in no event shall District be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of or in connection with this Agreement for the Services performed in connection with this Agreement.

12.2 District shall not be responsible for any damage to persons or property as a result of the use, misuse or failure of any equipment used by CM, or by its employees, even though such equipment be furnished or loaned to CM by District.

Article 13. Nondiscrimination

- 13.1 CM agrees that no discrimination shall be made in the employment of persons under this Agreement because of the race, national origin, ancestry, religion, age, physical or mental disability, sex, or sexual orientation of such person.
- 13.2 CM shall comply with any and all applicable regulations and laws governing nondiscrimination in employment.

Article 14. Insurance

- 14.1 CM shall comply with the insurance requirements for this Agreement, set forth in Exhibit "E."
- 14.2 CM shall provide certificates of insurance and endorsements to District prior to commencement of the work of this Agreement as required in Exhibit "E."

Article 15. Covenant Against Contingent Fees

CM warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the CM, to solicit or secure this Agreement, and that it has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the CM, any fee, commission, percentage, brokerage fee, gift, or any other consideration contingent on or resulting from the award or making of this Agreement. For breach or violation of this warranty, the District shall have the right to annul this Agreement without liability, or in its discretion, to deduct from the contract price or consideration or to recover in an action at law the full amount of such fee, commission, percentage fee, gift, or contingency.

Article 16. Entire Agreement/Modification

This Agreement, including the Exhibits hereto, supersedes all previous contracts and constitutes the entire understanding of the Parties hereto. CM shall be entitled to no other benefits than those specified herein. No changes, amendments or alterations shall be effective unless in writing and signed by both Parties. CM specifically acknowledges that in entering this Agreement, CM relies solely upon the provisions contained in this Agreement and no others.

Article 17. Non-Assignment of Agreement

In as much as this Agreement is intended to secure the specialized Services of the CM, CM may not assign, transfer, delegate or sublet any interest therein without the prior written consent of District and any such assignment, transfer, delegation or sublease without the District's prior written consent shall be considered null and void. Likewise, District may not assign, transfer, delegate or sublet any interest therein without the prior written consent of CM and any such assignment, transfer, delegation or sublease without CM's prior written consent shall be considered null and void.

Article 18. Law, Venue

- 18.1 This Agreement has been executed and delivered in the State of California and the validity, enforceability and interpretation of any of the clauses of this Agreement shall be determined and governed by the laws of the State of California.
- 18.2 To the fullest extent permitted by California law, San Bernardino County shall be the venue for any action or proceeding that may be brought or arise out of, in connection with or by reason of this Agreement.

Article 19. Alternative Dispute Resolution

- 19.1 All claims, disputes or controversies arising out of, or in relation to the interpretation, application or enforcement of this Agreement may be decided through mediation as the first method of resolution. If this method proves unsuccessful, then all claims, disputes or controversies as stated above may be submitted to binding arbitration, if agreed to by all Parties. If any party objects to binding arbitration, any dispute or controversy shall be submitted to a Court of competent jurisdiction in accordance with the conditions set forth in Article 19.2 below. If the Parties all agree to binding arbitration, such arbitration shall take place in a location closest to the District, and shall be conducted under the Construction Industry Rules of the American Arbitration Association in effect on the date hereof.
- 19.2 In the event of a dispute between the Parties as to performance of the work or the interpretation of this Agreement, or payment or nonpayment for work performed or not performed, the Parties shall attempt to resolve the dispute. Pending resolution of this dispute, CM agrees to continue the work diligently to completion. If the dispute is not resolved, CM agrees it will neither rescind this Agreement, nor stop the progress of the work, but CM's sole remedy shall be to submit such controversy to determination by a court having competent jurisdiction of the dispute, or other alternative dispute resolution proceedings in accordance with Article 19.1 above, after the Project has been completed, and not before.

Article 20. Severability

If any term, covenant, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the provisions hereof shall remain in full force and effect and shall in no way be affected, impaired or invalidated thereby.

Article 21. Employment Status

- 21.1 CM shall, during the entire term of Agreement, be construed to be an independent contractor and nothing in this Agreement is intended nor shall

be construed to create an employer-employee relationship, a joint venture relationship, or to allow District to exercise discretion or control over the professional manner in which the CM performs the Services which are the subject matter of this Agreement; provided always, however, that the Services to be provided by CM shall be provided in a manner consistent with all applicable standards and regulations governing such Services.

- 21.2 CM understands and agrees that the CM's personnel are not and will not be eligible for membership in or any benefits from any District group plan for hospital, surgical or medical insurance or for membership in any District retirement program or for paid vacation, paid sick leave or other leave, with or without pay or for other benefits which accrue to a District employee.
- 21.3 Should District, in its discretion, or a relevant taxing authority such as the Internal Revenue Service or the State Employment Development Department, or both, determine that CM is an employee for purposes of collection of any employment taxes, the amounts payable under this Agreement shall be reduced by amounts equal to both the employee and employer portions of the tax due (and offsetting any credits for amounts already paid by CM which can be applied against this liability). District shall then forward those amounts to the relevant taxing authority.
- 21.4 Should a relevant taxing authority determine a liability for past services performed by CM for District, upon notification of such fact by District, CM shall promptly remit such amount due or arrange with District to have the amount due withheld from future payments to CM under this Agreement (again, offsetting any amounts already paid by CM which can be applied as a credit against such liability).
- 21.5 A determination of employment status pursuant to the preceding two paragraphs shall be solely for the purposes of the particular tax in question, and for all other purposes of this Agreement, CM shall not be considered an employee of District. Notwithstanding the foregoing, should any court, arbitrator, or administrative authority determine that CM is an employee for any other purpose, then CM agrees to a reduction in District's liability resulting from this Agreement pursuant to principles similar to those stated in the foregoing paragraphs so that the total expenses of District under this Agreement shall not be greater than they would have been had the court, arbitrator, or administrative authority determined that CM was not an employee.
- 21.6 Nothing in this Agreement shall operate to confer rights or benefits on persons or entities not a party to this Agreement.

Article 22. Certificate of Construction Manager

- 22.1 CM certifies that it has the necessary qualifications and license for a CM as provided for in Government Code section 4525 et seq.; that it has expertise and experience in construction supervision, bid evaluation, project scheduling, cost-benefit analysis, claims review and negotiation, and general management and administration of construction projects. CM covenants to provide its best skill and judgment in furthering the interests of District in the management of the construction of the Project. CM agrees to furnish efficient business administration and management services and to perform in an expeditious and economical manner consistent with the interests of District.
- 22.2 CM certifies that it is aware of the provisions of the California Labor Code that require every employer to be insured against liability for workers compensation or to undertake self-insurance in accordance with the provisions of that code, and it certifies that it will comply with those provisions in commencing the performance of the Services of this Agreement.
- 22.3 CM certifies that it is aware of the provisions of California Labor Code that require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects ("Prevailing Wage Laws"). Since the CM is performing Services as part of an applicable "public works" or "maintenance" project, and since the total compensation is \$1,000 or more, the CM agrees to fully comply with and to require its subcontractor(s) to fully comply with all applicable prevailing wage requirements of the California Labor Code.

Article 23. Cost Disclosure - Documents and Written Reports

CM shall be responsible for compliance with California Government Code section 7550.

Article 24. Notice & Communications

Notice and communications between the Parties to this Agreement may be sent to the following addresses:

District:
San Bernardino Community
College District
114 South Del Rosa Drive
San Bernardino, CA 92408
Attn: Charlie Ng.
Interim Vice Chancellor, Fiscal
Services

Construction Manager:
Name: Kitchell CEM, Inc.
Address: 2910 E. Inland
Empire Blvd., Suite 100
Ontario, CA 91744
Attn: Domingo Camarano

Any notice personally given shall be effective upon receipt. Any notice sent by facsimile shall be effective the day after receipt. Any notice sent by overnight delivery service shall be effective the day after delivery. Any notice given by mail shall be effective three (3) days after deposit in the United States mail.

Article 25. Other Provisions

- 25.1 The CM shall be responsible for the cost of construction change orders arising from the CM's acts, errors or omissions beyond standard of care noted in 25.2. Any costs determined to be the responsibility of the CM shall be paid by CM to District or the District may withhold those costs from amounts owing to CM.

- 25.2 Neither the District's review, approval of, nor payment for, any of the Services required under this Agreement shall be construed to operate as a waiver of any rights under this Agreement, and CM shall remain liable to the District in accordance with this Agreement for all damages to the District caused by CM's failure to perform any of the Services furnished under this Agreement to the standard of care of the CM for its Services, which shall be, at a minimum, the standard of care of CM's performing similar work for California community college districts in or around the same geographic area of the District.

Each party warrants that it has had the opportunity to consult counsel and understands the terms of this Agreement and the consequences of executing it. In addition, each party acknowledges that the drafting of this Agreement was the product of negotiation, that no party is the author of this Agreement, and that this Agreement shall not be construed against any party as the drafter of the Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date(s) indicated below.

**SAN BERNARDINO COMMUNITY
COLLEGE DISTRICT**

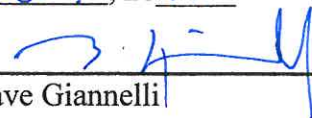
Date: _____, 20____

By: _____

Title: _____

Kitchell, CEM Inc.

Date: Nov 4, 2011

By: 
Dave Giannelli

Title: Vice President

EXHIBIT "A"

SERVICES OF THE CONSTRUCTION MANAGER

The CM shall provide all Services set forth in this Exhibit "A". The narrative of Services set forth below will be followed by a summary list of Services and responsibilities CM shall be required to fulfill under this Agreement. All information in this Exhibit "A" is intended to be complementary. Services required by the summary list Services set forth below and not by the narrative shall be done as if required by all. In the event of any inconsistencies or discrepancies in the information set forth in the Exhibit, the more stringent standard, Service or responsibility shall apply.

NARRATIVE OF SERVICES TO BE PROVIDED

Article 1. Construction Management Phase

- 1.1 Construction Budget. The CM shall provide a Construction Budget based upon the amounts provided by the District. This Construction Budget shall include: the anticipated total of all of the separate contracts for the Project pursuant to Article 1.11 below ("Construction Cost"); CM's compensation; and the General Conditions costs as provided in this Agreement. The CM shall review any Project requirements of District, the District's schedule goals, and existing budget data.
- 1.2 Construction Budget Reports. The CM shall make a report of the Project Budget to the District indicating: (1) shortfalls or surpluses in the budget, and (2) recommendations for cost reductions, value engineering, or revisions to the District's Project requirements. The CM shall consult with the Architect, and the District to suggest reasonable adjustments in the scope of the Projects, if any, and to suggest alternate Bids in construction documents to adjust the Construction Costs to conform to the Construction Budget.
- 1.3 Cost Management Procedures. The CM shall implement and maintain cost management procedures throughout the Construction Phase for the Project. When scope changes or programmatic changes are made and approved by the District, these changes shall be recorded and the cost effect shall be documented.
- 1.4 Assignment of Responsibility. The CM shall provide recommendations and information to the District regarding the assignment of responsibilities for safety precautions and programs; temporary Project facilities; and equipment, materials and services for common use of contractors. The CM shall verify that the requirements and assignment of responsibilities are included in the proposed contract documents.
- 1.5 Separate Contracts (Multi-Prime Contracting). The CM shall advise on the separation of the Project into separate contracts for various categories of work ("Contracts"). The CM shall advise on the method to be used for selecting

contractors and awarding individual bids. The CM shall prepare and revise contractor pre-qualification documents and identify potential contractors for District approval. The CM shall inspect, review, revise and assure proper delivery, assembly of the Project manuals and specifications and shall manage and coordinate the development of construction documents with the Architect. The CM shall review drawings and specifications for the Contracts to provide that (1) the work of the separate contractors is coordinated, (2) all requirements for the Project have been assigned to the appropriate separate Contract, (3) the likelihood of jurisdictional disputes has been minimized, and (4) proper coordination has been provided for phased construction.

- 1.6 Monthly Reports. With the District's assistance, CM shall provide a detailed cash flow tracking system for the Project. The system must be approved and accepted by the District. The CM shall update the cash flow spread sheet monthly or as required by the District.
- 1.7 Coordination of Relocation of District Property. If applicable, CM shall coordinate the moving, relocation, temporary housing and storing of District's property prior to the construction phase for the Project.
- 1.8 State Chancellor and Other Public Agencies. The CM, in cooperation with the District, and Architect, shall assist with the coordination and processing of all necessary paperwork and close-out documents with the State Chancellor, Division of the State Architect and any other applicable public agencies.
- 1.9 Professional Consultants. The CM shall assist the District, if required, in selecting and retaining the professional services of surveyors, special consultants and testing laboratories, and coordinate their services.

Article 2. Plan Check and Bidding Phase

- 2.1 Bidding Procedures. The CM shall develop and expedite bidding procedures for bid document issuance, bid tracking and receipt of proposals with regard to each of the Contracts. The CM shall also take the necessary procedures to administer any prequalification of potential contractors as directed by the District and ensure that all Contracts are competitively bid when required by law.
- 2.2 Public Relations Activities. The CM shall assist the District in all public relations including, but not limited to, preparation of Project information and attending internal and public meetings as required, including site meetings. The CM shall be the point of contact for the entire community during all phases of construction in regards to any complaints, questions, safety issues, noise problems, dust problems, etc.
- 2.3 Generate Bidder Interest. The CM shall develop bidder's interest in the Project and shall maintain contact with potential bidders for the Contracts on a regular

basis throughout the bid period. A telephone campaign shall be conducted by CM to stimulate and maintain interest in bidding on the Project.

2.4 Bid Advertisements. The CM shall coordinate the preparation and placement of the notices and advertisements to solicit bids for each of the Contracts as required by law in cooperation with the District.

2.5 Prepare and Expedite Bid Documents Delivery. The CM shall coordinate and expedite the preparation, assembly and delivery of bid documents and any addenda for each of the Contracts to the bidders including the following, as applicable:

- (a) Establish bid schedule by trade;
- (b) Prepare summaries of work bid packages;
- (c) Arranging for printing, binding and wrapping;
- (d) Arranging for delivery; and
- (e) Follow-up calls to the bidders.

Article 3. Bonds

3.1 The CM shall include the following requirements in all proposed Contract Documents:

(a) The following bonding requirements:

- (i) Performance bond at 100% of the contract amount.
- (ii) Labor and material bond at 100% of the contract amount.

(b) Insurance in amounts and coverage as directed by the District prior to bid.

(c) All bonds must be provided by a California admitted surety.

3.2 Pre-Bid Conference(s). In conjunction with the Architect, and District, the CM shall conduct the pre-bid conference(s). These conferences shall be a forum for the District, the CM, and Architect to present the District's Project requirements to the bidders, including prequalification requirements, as appropriate, and shall familiarize bidders with the particular Project, bid documents, management techniques and with any special systems, materials or methods.

3.3 Coordination and Inquiries. The CM shall coordinate communications related to bidder inquiries and seek resolution for the appropriate party and provide timely forwarding of such information to the bidders and District.

3.4 Addenda Review. The CM shall administer the addenda process and shall provide a review of each addendum during the bid phase for time, cost, or constructability impact, and make appropriate comments or recommendations.

- 3.5 Bidding of Work. All construction work for the Project shall be competitively bid as required by law. If the Project is funded with any State funds, CM shall comply with all applicable requirements. A bid phase summary shall be submitted with each bid phase package listing only the low bidders, their contract amounts, the CM's fee and General Conditions costs assigned to each bid phase, summed as a total committed cost. CM shall assist District, and Architect to ensure compliance with any Disabled Veteran Business Enterprise goals.
- 3.6 Bid Evaluation. The CM in cooperation with Architect shall assist the District in pre-qualification, the bid opening, evaluation of the bids for completeness, full responsiveness and price, including alternate prices and unit prices (if applicable), shall make a formal report to the District with regard to the potential award of a Contract, shall receive bids, prepare bids. The CM shall include a copy of the proposed Contract for each bidder recommended by the CM. If applicable, the summary of bids shall classify all bids according to cost allowance categories. When a bid includes work in more than one cost category, the summary shall assign an appropriate amount to each.
- 3.7 Contracts for all Work. CM shall certify in writing that the Contracts contained in the submittal for the District represents all the contracts required to perform the work in the plans and specifications for the Project, and that no additional contracts are foreseen to complete the necessary work for such Project. In the event the contracts and the work deferred for the future does not represent 100% of the work, the additional necessary work shall be offset by a reduction in the CM's fees.
- 3.8 Rebidding. In the event the bids exceed the Construction Budget and the District authorizes rebidding of all or portions of the Project, the CM shall cooperate in revising the scope and the quality of work as required to reduce the Construction Costs for the Project. The CM, without additional compensation, shall cooperate with the District, and Architect as necessary to bring Construction Costs within the Construction Budget.
- 3.9 Non-interest in Project. The CM shall not be a bidder, or perform work for any bidder on any individual Contract.
- 3.10 Purchase, Delivery and Storage of Materials and Equipment. If applicable, the CM shall investigate and recommend a schedule for the District's purchase of materials and equipment which are a part of the Project and require long lead time procurement, and coordinate the schedule with the early preparation of portions of the contract documents. The CM shall expedite and coordinate delivery of all purchases. If applicable, the CM shall arrange for delivery and storage, protection and security for District-purchased materials, systems and equipment which are a part of the Project, until such items are incorporated into the Project. The CM shall coordinate with or assign these activities to the appropriate contractor who is responsible for the installation of such materials, systems, and equipment.

- 3.11 Analysis of Labor. The CM shall provide an analysis of the types and quantities of labor required for the Project and review the availability of appropriate categories of labor required for critical phases. The CM shall make recommendations to minimize adverse effects of labor shortages.

Article 4. Construction Phase

- 4.1 Construction Phase Services. The Construction Phase for the Project shall commence with the award of the initial Contract and shall continue until sixty-five (65) days after the recording of a notice of completion for the Project or sixty-five (65) days after completion of the Project as defined in Public Contract Code section 7107 whichever is earlier. The Construction Phase consists of the coordination of all activities that are included in the construction of a particular Project. The CM shall be responsible for coordinating the work for the Project pursuant to the Master Project Schedule. The CM shall maintain communication with the District throughout the Construction Phase and shall provide responsible reporting and documentation prior to the contractors' pre-construction conference and shall be responsible for coordinating the site construction services provisions (general conditions items) including supervision and administration of the Project, conducting construction progress meetings, providing progress reports, processing contractors requests for information (RFI's), reviewing and recommending with the Architect the approval or disapproval of change orders and payments to the contractors, and maintaining record keeping to assist the District in negotiations, mediation or arbitration of claims or disputes.
- 4.2 Pre-Construction Conference(s). The CM shall conduct, in conjunction with the District, and the Architect, pre-construction orientation conference(s) for the benefit of the successful contractors and shall serve to orient the contractors to the various reporting procedures and site rules prior to the commencement of actual construction. The CM shall obtain the certificates of insurance and bonds from the contractors and forward such documents after approval by the CM to the District.
- 4.3 Contract Administration. The CM, in cooperation with the Architect, shall administer the construction Contracts as set forth herein and as provided in the General Conditions of the Contacts for construction. The CM shall coordinate the preparation of construction staging areas on-site for the Project and shall coordinate the preparation of the site for construction, including, but not limited to, coordinating fencing, barricades or other items reasonably necessary for efficient construction. The CM shall also coordinate the mobilization of all contractors and shall coordinate construction sequencing. In addition, the CM shall provide management and related services as required to coordinate work of the contractors with each other and the activities and responsibilities of the Architect, and District in order to complete the Project in accordance with the Contract Documents and this Agreement and within the Construction Budget. The CM shall provide sufficient organization, qualified and experienced personnel and management to carry out the requirements of this Agreement. The

CM shall maintain a competent full-time staff at the Project site for the purpose of coordinating and providing general direction for the work and progress of the contractors.

- 4.4 Submittal Procedures. The CM shall establish and implement procedures with the Architect and coordinate and review shop drawing submittals, requests for information, samples, product data, change orders, payment requests, material delivery dates and other procedures; and maintain logs, files and other necessary documentation. CM shall assist the Architect, District's inspector and District's Labor Compliance consultant, if any, with monitoring the certified payroll for the Project. The CM shall coordinate the dissemination of any information regarding submittals and consult with the Architect, and the District if any Contractor requests interpretations of the meaning and intent of the Contract Documents, and assist in the resolution of questions which may arise.
- 4.5 Meetings. The CM shall coordinate and conduct preconstruction, construction and weekly job-site progress meetings with the Contractors and shall work with the Architect to ensure that the Architect records, transcribes and distributes minutes to all attendees, the District, and all other appropriate parties. The CM shall assist in the resolution of any technical construction issues.
- 4.6 Coordination of Technical Inspection and Testing. The CM shall coordinate with the District's certified inspector all testing required by the Architect or other third parties. If requested, the CM shall assist the District in selecting any special consultants or testing laboratories. All inspection reports shall be provided to the CM on a regular basis.
- 4.7 Construction Observation. The CM shall assist the District's inspector in observing that the materials and equipment being incorporated into the work are handled, stored and installed properly and adequately and are in compliance with the contract documents for the Project. The CM shall report to the District regarding the status of such activity. The CM shall endeavor to guard against defects and deficiencies and shall advise the District of any deviations, defects or deficiencies the CM observes in the work. The CM's observation duties shall include reasonable diligence to discover work that is not in compliance with the contract documents. These observations shall not, however, cause the CM to be responsible for those duties and responsibilities which belong to the District's inspector.
- 4.8 Non-Conforming Work. The CM shall, in conjunction with the District's inspector, review contractor's recommendations for corrective action on observed non-conforming work. The CM shall make recommendations to the District, Program Manager, Architect and District's inspector in instances where the CM observes work that, in its opinion, is defective or not in conformance with the contract documents. The CM shall assist the District's inspector in observing the Contractor's work to verify that all authorized changes are properly incorporated

in the Project. The CM shall report to the District regarding the status of such activity and provide a written record of the same.

- 4.9 Exercise of Contract Prerogatives. The CM shall advise the District and make recommendations to the District for exercising the District's Contract prerogatives, such as giving the Contractor notice to accelerate the progress when the schedule goals are in jeopardy due to Contractor failings, withholding payment for cause and other prerogatives when required in an effort to achieve Contract compliance.
- 4.10 Implementation of Master Project Schedule. The CM shall implement the Master Project Schedule and shall regularly update and maintain the Master Project Schedule incorporating the activities of Contractors on the Project, including activity sequences and durations, allocation of labor and materials, processing of shop drawings, product data and samples, and delivery of products requiring long lead time procurement. The Master Project Schedule shall include the District's occupancy requirements showing portions of the Project having occupancy priority. The CM shall update, reissue and distribute the Master Project Schedule as required to show current conditions and revisions required by the actual experience.
- 4.11 Safety Programs. To the extent required by OSHA or any other public agency, CM shall obtain each Contractor's safety programs and monitor their implementation along with any necessary safety meetings. CM shall ensure that such safety programs are submitted to the District. CM shall not be deemed to have assumed responsibility for the adequacy or sufficiency of safety programs implemented by trade contractors.
- 4.12 Endorsements of Insurance, Performance/Payment Bonds. The CM shall receive and review Endorsements of Insurance, Performance/Payment Bonds from the Contractors and forward them to the District prior to commencement of any work by such contractors. CM shall inform the District of any noted deficiencies in insurance, or bonds submitted.
- 4.13 Changes in Construction Cost. The CM shall revise and refine the approved estimate of Construction Cost, incorporate approved changes as they occur, and develop cash flow reports and forecasts as needed. The CM shall provide regular monitoring of the approved estimate of Construction Cost, showing actual costs for activities in progress and estimates for uncompleted tasks. The CM shall identify variances between actual and budgeted or estimated costs and advise the District, and the Architect whenever the Project's costs appear to be exceeding budgets or estimates.
- 4.14 Construction Progress Review. The CM shall keep a daily log containing a record of weather, the Contractors working on the site, number of workers, work accomplished, problems encountered, and other relevant data or such additional data as the District may require. The CM shall make the log available to the

District upon request. The CM shall prepare and distribute the construction schedule updates to the Master Project Schedule on a monthly basis to maintain the Master Project Schedule. After an evaluation of the actual progress as observed by the CM, scheduled activities shall be assigned percentage-complete values. The report shall reflect actual progress as compared to scheduled progress and note any variances. The CM shall identify problems encountered in accomplishing the work and recommend appropriate action to the District to resolve these problems with a minimum effect on the timely completion of the Project. If requested by the District, the CM shall assist the Contractor(s) in preparing a recovery schedule. The recovery schedule shall reflect the corrective action costs (if any) and efforts to be undertaken by the contractor(s) to recapture lost time. This recovery schedule shall be distributed to the Contractor(s), the District, Architect and other appropriate parties.

- 4.15 Maintain On-Site Records. The CM shall develop and implement a comprehensive document management program. The CM shall maintain at the Project site, on a current basis: a record copy of all Contracts, drawings, specifications, addenda, change orders and other modifications, in good order and marked to record all changes made during construction; shop drawings; product data; samples; submittals; purchases; materials; equipment; applicable handbooks; Titles 21 and 24 of the California Code of Regulations; the California Uniform Building Code; maintenance and operating manuals and instructions; other related documents and revisions which arise out of the Contracts. The CM shall maintain records in duplicate, of principal building layout lines, elevations for the bottom of footings, floor levels and key site elevations certified by a qualified surveyor or professional engineer, if necessary. The CM shall make all records available to the District. At the completion of the Project, the CM shall deliver all such records to the Architect, so the Architect may complete the record as-built drawings.
- 4.16 Schedule of Values and Processing of Payments. The CM shall review and approve each Contractor's schedule of values for each of the activities included in that Contractor's schedule of events. The CM shall develop and maintain a master schedule of values. The CM shall develop and implement procedures for the review and processing of applications by Contractors for progress and final payments. As part of the evaluation of progress payments, the CM shall review all "as-built" documents and ensure that the Contractor's "as-built" documents are updated and current. The CM shall review with the Architect and make recommendations to the District pertaining to payments to the Contractors.
- 4.17 Evaluate Proposal Costs. The CM shall evaluate Contractors' proposal costs and make a formal recommendation to the District regarding the acceptance of any proposals for a change order.
- 4.18 Negotiations of Change Order Costs and Time Extensions. The CM shall assist the District, and the Architect in negotiating any change order costs and time extensions.

- 4.19 Change Order Reports. The CM shall not issue instructions contrary to the contract between District and a Contractor, or between the District and Architect . The CM shall ensure that all changes to the Contract between the District and a Contractor shall be by change order executed by the District. Any communication between the CM and the Contractors shall not in any way be construed as binding on the District, or releasing the Contractor from fulfillment of any of the terms of the Contract. For the Project, the CM shall prepare and distribute change order reports on a monthly basis throughout the Construction Phase. This report shall provide information pertaining to proposed and executed change orders and their effect on the Contract price and Master Project Schedule as of the date of the report. Pending approved change orders, a District signed construction change directive may be issued
- 4.20 Contractor Claims. The CM shall be given copies of all notices of claims by Contractors against the District for any alleged cause. The CM, jointly with Architect, shall perform evaluation of the contents of the claim within twenty-five (25) days, and make recommendations to the District. If requested by the District, the CM shall prepare estimates based on any alleged cause of claims submitted by the Contractor(s) and shall prepare alternate estimates based on varying scenarios of the claim cause. These estimates shall be transferred to the District and shall be used in claim rulings and negotiations. If requested by the District, the CM shall analyze the claims for extension of time and prepare an impact evaluation report which reflects the actual impact to the Master Construction Schedule. The report shall also provide a narrative including a recommendation for action to the District. If requested by the District, the CM shall negotiate claims with the Contractor(s) on behalf of the District. The CM shall make a written recommendation to the District concerning settlement or other appropriate action.
- 4.21 Project Status Reports. The CM shall prepare and distribute monthly a Project Status Report. The CM shall ensure that the Verified Reports required by Title 24 of the California Code of Regulations be completed quarterly by the contractors for the Project.
- 4.22 Equipment Instruction Manuals, Warranties and Releases. The CM shall obtain all written material such as operations and maintenance manuals, warranties, affidavits, releases, bonds, waivers and guarantees for all equipment installed in the Project. All such materials, including equipment instruction material, keys and documents shall be reviewed and delivered to appropriate District personnel.
- 4.23 Completion of Contracts and Project. When the CM considers a Contractor's work or a designated portion thereof complete, the CM shall prepare for the Architect a list of incomplete or unsatisfactory items ("Punch-list") and a schedule for their completion. The CM shall assist the Architect in conducting inspections. The CM shall coordinate the correction and completion of the work. The CM shall assist the Architect and Program Manager in determining when the Project or a designated portion thereof is complete. The CM shall prepare a summary of the status of the work of each contractor, listing changes in the

previously issued Punch-list and recommending the times within which contractors shall complete the uncompleted items on the Punch-list.

- 4.24 As-Built Documents. The CM shall perform coordination, supervisory and expediting functions in connection with the contractor's obligation to provide "as-built" documents and make recommendations for adequate withholding of retention in the event that a contractor fails to provide acceptable "as-built" documents.
- 4.25 Training Sessions. The CM shall coordinate and schedule training sessions, if necessary, for the District's personnel and shall require that the Contractor's obligation in providing this training is fulfilled.
- 4.26 Recommendations to District. The CM shall endeavor to achieve satisfactory performance from each Contractor. The CM shall recommend courses of action to the District when requirements of a Contract are not being fulfilled, and the nonperforming party shall not take satisfactory corrective action.
- 4.27 Accounting Records. The CM shall establish and administer an appropriate Project accounting system in conjunction with the District and shall maintain cost accounting records on authorized work performed under unit costs, additional work performed on the basis of actual costs of labor and materials, or other work requiring accounting records.
- 4.28 Permits. The CM shall assist the District in obtaining all necessary permits for the Project, including without limitation, building, grading, and occupancy permits. This task may encompass accompanying governmental officials (Fire Marshal, DSA, Health Department, etc.) during inspections, assisting in preparing and submitting proper documentation to the appropriate approving agencies, assisting in final testing and other necessary and reasonable activities.
- 4.29 Initial Start-up and Testing. With the Architect and the District's maintenance personnel, the CM shall observe the Contractors' proper installation of utilities, operational systems and equipment for readiness and assist in their initial start-up and testing for the Project. The CM shall coordinate and assist District in the move-in for the Project.
- 4.30 Final Completion and Project Report. The CM, in conjunction with the Architect, and the District's inspector, shall at the conclusion of all corrective action of Punch-list items, make a final comprehensive review of the Project, make a report to the District which indicates whether the CM and the Architect find the work performed acceptable under the Contract Documents and the relevant Project data, and make recommendations as to final payment and the notice of completion to the Contractor(s) for the Project. At the conclusion the Project, the CM shall prepare final accounting and close-out reports of all above indicated report systems. These reports shall summarize, for historical purposes, any items which are not self-explanatory.

Article 5. Time

- 5.1 The CM shall perform the services set forth in this Agreement as expeditiously as is consistent with reasonable skill and care and the orderly progress of the Projects.

- 5.2 CM shall be entitled to an extension of time for the time of completion and shall not be subject to a claim for liquidated damages for delays which may arise due to an Act of God as defined in Public Contract Code section 7105 if the act of God affects the governmental agency from which approvals are necessary for completion of the Project, but CM shall have no claim for any other compensation for such delay. Should the schedule for the Project be extended due to an act of God as discussed above, the CM's performance contract shall be extended and the CM shall be compensated for this extension under the provisions set forth in Exhibit "B".

EXHIBIT "B"
CRITERIA AND BILLING FOR EXTRA WORK

- A. CM shall not be entitled to additional compensation unless there are unusual and unanticipated circumstances and only when approved in writing by District, in advance of such services being provided. If the CM shall claim compensation for any damage sustained by reason of the acts of the District or its agents, CM shall, within ten (10) days after sustaining of such damage, make to the District a written statement of the damage sustained. On or before the 15th day of the month succeeding that in which such damage shall have been sustained, the CM shall file with the District an itemized statement of the details and amount of such damage in accordance with this Article, and unless such statement is submitted, any claims by CM shall be forfeited and invalidated and CM shall not be entitled to consideration for payment on account of any such damage.

- B. In the event extra compensation is approved, extra compensation shall be computed in accordance with the rates set forth below, which includes overhead, administrative costs, profit, and any other burdens and costs.

EXHIBIT "C"
SCHEDULE OF WORK TO BE COMPLETED

- A Promptly after the execution of this Agreement, the CM shall prepare and submit for approval to the District a Project Schedule. The Schedule shall be in the form of a progress chart clearly delineating all important increments and review dates. The CM shall update the Project Schedule on a monthly basis and deliver three (3) copies to the District along with the monthly billing.
- B The CM shall complete all work and services required per the Project schedules attached after written authorization from the District to proceed.
- C The durations stated in the attached schedules include the review periods required by the District and all other regulatory agencies.
- D All times to complete tasks set forth in this Exhibit are of the essence, as per the terms of the Agreement.

Project Schedule:

Scope of all work to be completed by April 30th of 2012.

EXHIBIT "D"
FEE

District shall compensate CM for services required under this Agreement as follows:

A. Basic Services

CM shall be paid in a lump sum amount of \$425,638 (Four Hundred Twenty Five Thousand and Three Hundred Sixty Eight Dollars) ("Basic Services Fee").

B. Method of Payment

1. Invoices shall be on a form and in the format provided by the District and are to be submitted in duplicate to the District.
2. CM shall submit to District on a monthly basis documentation showing proof that payments were made to his/her subcontractor(s).
3. CM will submit a retroactive invoice to bring the payment for service current and subsequent monthly payment request will be in a percent complete format.
4. Upon receipt and approval of CM's invoices, the District agrees to make payments within sixty (60) days of receipt of the invoice.

EXHIBIT "E"
INSURANCE

CM shall procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the CM, his agents, representatives, employees and sub-consultants.

A. Minimum Scope of Insurance: Coverage shall be at least as broad as:

1. Commercial General Liability coverage.
2. Commercial Automobile Liability, any auto.
3. Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.
4. Professional Liability Insurance.

B. Minimum Limits of Insurance

1. Within ten (10) days of signing of this Agreement the CM shall maintain limits no less than:
 - a. Commercial General Liability: Two million dollars (\$2,000,000) per occurrence for bodily injury, personal injury, blanket contractual, products/completed operations and broad form property damage. If Commercial General Liability or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
 - b. Automobile Liability: Two million dollars (\$2,000,000) per accident for bodily injury and property damage.
 - c. Workers' Compensation and Employer's Liability: statutory.
 - d. Professional Liability: CM shall provide project specific insurance covering the prime design professional and his/her subcontractors (if any) for three million dollars (\$3,000,000) aggregate limit. Such insurance shall be maintained during the term of this Agreement and renewed for a period of at least five (5) years thereafter and/or at rates consistent with the time of execution of this Agreement adjusted for inflation. Failure to maintain professional liability insurance is a material breach of this Agreement and grounds for immediate termination.
2. The District reserves the right to modify the limits and coverage's described herein, with appropriate credits or changes to be negotiated for such changes.

- C. Deductibles and Self-Insured Retention: Any deductibles or self-insured retention must be declared to and approved by the District. At the option of the District, either: the insurer shall reduce or eliminate such deductibles or self-insured retention as respects the District, its officers, officials, employees and volunteers; or the CM shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.
- D. Other Insurance Provisions: The general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:
1. The District, its representatives, independent contractors, consultants, trustees, officers, officials, employees, agents, and volunteers ("Additional Insureds") are to be covered as additional insured as respects liability arising out of activities performed by or on behalf of the CM; instruments of service and completed operations of the CM; premises owned, occupied or used by the CM; or automobiles owned, leased, hired or borrowed by the CM. The coverage shall contain no special limitations on the scope of protection afforded to the Additional Insured's and shall be evidenced by endorsements.
 2. For any claims related to this project, the CM's insurance coverage shall be primary insurance as respects the Additional Insured's. Any insurance or self-insurance maintained by the Additional Insured's shall be in excess of the CM's insurance and shall not contribute with it.
 3. Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to the Additional Insured's.
 4. Each insurance policy required by this clause shall waive all rights of subrogation, and shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the District.
- E. Acceptability of Insurers: Insurance is to be placed with insurers admitted in California with a current A.M. Best's rating of no less than A: VIII
- F. Verification of Coverage: CM shall furnish the District with:
1. Certificates of insurance showing maintenance of the required insurance coverage;
 2. Original endorsements affecting general liability and automobile liability coverage. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. All endorsements are to be received and approved by the District before work commences.

3. In the event CM fails to secure or maintain any policy of insurance required hereby, District may, at its sole discretion, secure such policy of insurance in the name of and for the account of CM, and in such event CM shall reimburse District upon demand for the cost thereof.

EXHIBIT "F"
PROJECT SCOPE AND PROJECT
SCOPE OVERVIEW

The project consists of

Valley College:

1. Chemistry/Physical Sciences:
 - a. Auditorium Chiller Plant Replacement
 - b. Chemistry and Physical Sciences Building A/V
 - c. Old Chemistry and Physical Sciences Buildings Abatement and Demolition
 - d. Old North Hall Building Abatement and Demolition, and Decommissioning of the Old Chemistry Building
 - e. New Chemistry and Physical Sciences Site Improvements
 - f. Media Building Projects (Tech. Core, NC-15, Tower Relocation, Move and Transition)

Crafton Hills College

1. LEED landscape and solar heating
2. Learning Resource Center:
 - a. Security/Access Change
 - b. Controls (HVAC)

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Charlie Ng, Vice Chancellor, Fiscal Services
PREPARED BY: Diana Johnson, Bond Program Manager, Kitchell/BRj/Seville
DATE: November 17, 2011
SUBJECT: Consideration of Approval of Proposal for Rosendin Electric

RECOMMENDATION

It is recommended that the Board of Trustees accept the attached proposal from Rosendin Electric in the amount of \$6,200,000 for design build services at CHC. It is further recommended that the Board of Trustees direct the Vice Chancellor of Fiscal Services, staff and legal counsel to negotiate and present to the Board at its next regular meeting, a final contract with Rosendin based on the attached proposal, with full and complete terms for final approval and ratification by the Board of Trustees.

OVERVIEW

In August of 2011 and under the provisions of California Government Code 4217 an updated Request for Qualification and Proposal was issued to manufacturers of Concentrated Photovoltaic systems. The selection of the Rosendin/Solfocus design build team for the CHC solar farm project was presented to the Board to initiate contract negotiations. We have come to acceptable terms.

As a result of this process, Rosendin Electric is being recommended to perform Design Build services for the Measure M Solar Farm Project at Crafton Hills College.

ANALYSIS

Under this proposal Rosendin Electric will provide the district a complete turnkey 1.3 MW concentrated photovoltaic system located at CHC. The system will be in operation in early June, 2012 due to the fact that the Notice to Proceed will not be issued until December 9, 2011.

The negotiated fee for these services is \$6,200,000.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Included in residual Measure P funds and the current Measure M budget

DATE: November 17, 2011

No -008 M CHC Solar Project

TO: Charlie Ng
Vice Chancellor Fiscal Services
San Bernardino Community College District (SBCCD)

FROM: Gary Weinstein
Project Manager
Kitchell/BRj/Seville

RE: Crafton Hills College (CHC)
Solar Farm Project Design Build Contract

SCOPE:

SBCCD to approve the design build proposal from Rosendin Electric for the Solar farm at Crafton Hills College

NARRATIVE:

With the completion of the RFQ/RFP process and the selection of the Rosendin/Solfocus team and the approval of the board on September 15th to start contract negotiations, we have come to an acceptable price. The total proposed price is \$6,200,000.00. This price includes Operations & Maintenance for 5 years. This keeps the project at \$4.47 per watt installed, almost .20 cents less than Victor Valley's solar farm.

RECOMMENDATION:

It is recommended that the Board of Trustees accept the attached proposal from Rosendin Electric in the amount of \$6,200,000 for design-build services at CHC. It is further recommended that the Board of Trustees direct the Vice Chancellor of Fiscal Services, staff and legal counsel to negotiate and present to the Board at its next regular meeting, a final contract with Rosendin based on the attached proposal, with full and complete terms for final approval and ratification by the Board of Trustees.

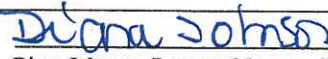
BUDGET INFORMATION/FISCAL IMPACT:

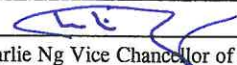
CHC Solar Farm Project -9618

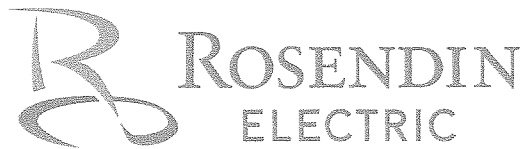
Revised Budget Amount: \$ 7,142,290.67 (Hard and soft costs)

Spent to date: \$ 10,000

Budget Line Item will be 6120.50 – Site Work

| | | |
|--|--|----------|
| <input checked="" type="radio"/> I concur with this recommendation |  | 11/17/11 |
| <input type="radio"/> I do not concur with this recommendation | Diana Johnson, Program Manager, Kitchell/BRj/Seville | |

| | | |
|--|--|----------|
| <input checked="" type="radio"/> I concur with this recommendation |  | 11/17/11 |
| <input type="radio"/> I do not concur with this recommendation | Charlie Ng Vice Chancellor of Fiscal Services, SBCCD | |



5572 Fresca Drive
La Palma, CA 90623
T: 714.521.8113
F: 714.562.8096

AHEAD OF THE CURRENT™
www.rosendin.com

November 16, 2011

San Bernardino Community College District
114 South Del Rosa Drive
San Bernardino, CA 92408-0108
Attention: Gary D. Weinstein

Re: **Crafton Hills College 1.3MW-DC Scenario – Best and Final**

We are pleased to offer our Revised Pricing Proposal for the installation of SolFocus concentrated photovoltaic system at Crafton Hills College. This price is for a 1.3MW-DC system.

I. SCOPE OF WORK

A. ITEMS INCLUDED IN PROPOSAL:

1. Furnish and Install the following Photovoltaic equipment:
 - 140 Engineered Steel Foundations.
 - DC Disconnects and Fuses (as required)
 - AC Disconnects and Fuses (as required)
 - Revenue grade metering (enclosure).
 - Medium voltage switchgear
 - Medium voltage transformers.
2. Install the following:
 - 140 SolFocus Dual-Axis Tracking Assemblies and panels.
 - (2) 500kW PV Inverters and (1) 250kW Inverter.
3. Direct burial of aluminum conductors inside of the array field utilizing conduit pathways when connecting to assemblies or equipment above finished grade.
4. Intercept of existing medium voltage conduit in the array area, and installation of medium voltage cabling through existing conduit to a medium voltage disconnect in the main electric room.
5. Distance from medium voltage disconnect mentioned in item 4 above to final utility tie in is estimated at 30 feet.

6. Trenching/Boring w/aluminum conductors in conduit outside of the array field.
7. System Engineering
8. Structural foundation engineering.
9. Site fencing.
10. Utility tie-in coordination.
11. Commissioning & Testing.
12. Operation and Maintenance Services (5 Years)

B. GENERAL CLARIFICATIONS AND QUALIFICATIONS:

1. Proposal is based on code approved conduit and wiring methods
2. Wiring from CPV panels to Combiners utilizes USE cable, not in conduit.
3. Aluminum Conductors are to be used for both DC collection and AC distribution.
4. All labor is based on straight time Monday thru Friday (no holidays).
5. Grounding as required by NEC.
6. Price reflects current COMEX pricing. Fluctuations in this index may result in a price increase.
7. Proposal is subject to party's execution of mutually acceptable contract that is substantially similar to the most current form of agreement circulated amongst the party's.

C. VARIABLE ITEMS EXCLUDED IN THE PROPOSAL TO BE OWNER AUTHORIZED EXPENSES AND/OR REIMBURSABLE LISTED IN LINE ITEMS 1 - 3:

1. Performance and payment bonds (If required add 0.7%).
2. Plan Check fees.
3. Site Surveying.
4. Site grading.
5. Tree removal.
6. Utility permits and fees.
7. Yucaipa city fees
8. Solfocus DAS
9. Clearing and grubbing of the array field.
10. Installation of aggregate base in/around Array field/yard.
11. Civil work or road construction.
12. Premium time except for tie in.
13. Parking fees.
14. Hazardous material abatement and/or removal of any kind.

- 15. Rehabilitation or repair of existing electrical infrastructure including meter and/or switchboard upgrades.
- 16. The fees associated with the utility shut down for the tie in procedure.
- 17. Environmental impact studies
- 18. On-site security.
- 19. Field painting - equipment and conduit painting, etc.
- 20. Demolition and replacement of irrigation lines.

Price for the above revised scope for 1.3MW-DC: \$1,966,272
Line Item #1- Purchase of the SolFocus system \$3,088,778
Consisting of:
140 SolFocus Dual-Axis Tracking Assemblies and panels.
(2) 500kW PV Inverters and (1) 250kW Inverter.

Line Item #2 - Removal of 118 trees \$ 67,018

Line Item #3 - Civil work per bridging documents consisting of:

- a. Over excavation & re-compaction of array areas \$ NIC
 - b. 8" straw waffle for SWPPS management \$ 49,949
 - c. Construction water costs for civil subcontractors scope of work only \$ 18,339
 - d. Demo and install partial irrigation system \$ 10,000 Allowance
 - e. PCC bases for school supplied fixtures \$ 26,022
 - f. Fencing adds from base bid \$ 93,233
 - g. Relocate 20 trees \$ 19,206
 - h. Site grading \$ 131,155
 - i. Balance of civil work not covered above \$ 40,580
- Total for Civil Work \$ 388,484
Total \$ ~~6,281,985~~

Total Best and Final Project Price \$6,200,000

If you should have any questions concerning this proposal please do not hesitate in contacting the undersigned.

Sincerely,



David S. Lincoln
Division Manager - Solar Operations

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Charlie Ng, Vice Chancellor, Fiscal Services
PREPARED BY: Diana Johnson, Bond Program Manager, Kitchell/BRj
DATE: November 17, 2011
SUBJECT: Consideration of Approval of Agreement for ECORP Consulting Inc.

RECOMMENDATION

It is recommended that the Board of Trustees approve an agreement with ECORP Consulting, Inc. in the not-to-exceed amount of \$300,000 for Environmental Services for the San Bernardino Community College District.

OVERVIEW

Services that may be provided shall include all environmental studies, monitoring, testing, coordination, reports, and other environmental related services, including Environmental Impact Reports.

ANALYSIS

Kitchell/BRj/Seville recommends approving and issuing a professional services agreement for ECORP. The fee for these services is a not-to-exceed amount of \$300,000.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Included the 2011-2012 Measure M budget.

Kitchell/BRj/Seville

701 S Mount Vernon, San Bernardino, CA 92410

Project Memo

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

DATE: November 4, 2011 **No – VC 054**

TO: Charlie Ng
Vice Chancellor
San Bernardino Community College District (SBCCD)

FROM: Brooke Duncan
Project Manager
Kitchell/BRj/Seville

RE: San Bernardino Valley College (SBVC)
ECORP
Agreement for Environmental Services

SCOPE:

SBCCD Approval to execute an agreement to ECORP for providing Environmental Services to the San Bernardino Community College District.

NARRATIVE:

ECORP will provide to the District all environmental studies, monitoring, testing, coordination, reports and all other related services as required by the District, and all agencies for the responsible construction, renovation and planning of District properties.

RECOMMENDATION:

Kitchell/BRj/Seville recommends that SBCCD grant approval of a professional services agreement in the not-to-exceed amount of \$300,000.00.

BUDGET INFORMATION:

The environmental services are budgeted within multiple bond projects and will be allocated to the appropriate funding source.

| | |
|--|---|
| <input checked="" type="radio"/> I concur with this recommendation | <i>Diana Johnson</i> <i>11/4/11</i> |
| <input type="radio"/> I do not concur with this recommendation | Diana Johnson, Program Manager, K/BRj/Seville |

| | |
|--|------------------------------------|
| <input checked="" type="radio"/> I concur with this recommendation | <i>Charlie Ng</i> <i>for Ch Ng</i> |
| <input type="radio"/> I do not concur with this recommendation | Charlie Ng, Vice Chancellor |

Attachments:

Cc: Felisa Whitfield – Kitchell/BRj
File



ENVIRONMENTAL SERVICES AGREEMENT

114 SOUTH DEL ROSA DRIVE
SAN BERNARDINO, CALIFORNIA, 92408

This agreement is made and entered into by and between the San Bernardino Community College District hereinafter referred to as "DISTRICT", and ECORP CONSULTING INC., 215 North 5th Street, Redlands, CA 92374, hereinafter referred to as "CONSULTANT".

RECITALS

WHEREAS, the DISTRICT needs professional environmental services; and,

WHEREAS, the CONSULTANT is professionally and specially trained and competent to provide these services; and,

WHEREAS, the authority for entering into this agreement is contained in Section 53060 of the Government Code and such other provisions of California Law as may be applicable,

NOW THEREFORE, the parties to this agreement do hereby mutually agree as follows:

AGREEMENT

1. DESCRIPTION OF SERVICES

Services that may be provided shall include all environmental studies, monitoring, testing, coordination, reports, and other environmental related services, including Environmental Impact Reports; that may be required by the DISTRICT, or other Federal, State, and local government agencies for the lawful and responsible construction, renovation, and planning of DISTRICT facilities and properties.

2. TERM

Services may be ordered on an as-needed basis by the DISTRICT during the term of this agreement, commencing June 1, 2011, and ending June 1, 2016. All work must be diligently prosecuted and completed by the CONSULTANT during the term of this agreement.

COMPENSATION

- a. Total compensation shall not exceed three hundred thousand and no/100 dollars (\$300,000) during the term of the Agreement. DISTRICT shall issue purchase orders to CONSULTANT for work specifying the scope of services to be performed, the schedule for work to be performed and the amount authorized to be expended for each portion of work. Work may not be performed by CONSULTANT without a purchase order.

b. DISTRICT shall determine, at its sole discretion, the method of consideration for each portion of work requested. Methods of consideration will be either lump sum fixed fee, or hourly fee with a maximum approved total based on the hourly rates identified in Exhibit A. The CONSULTANT shall prepare a proposal for services according to the method of consideration determined by DISTRICT. If the proposal is a fixed fee, it must include the scope and schedule for services and deliverables to be provided, and the fee, including any reimbursable items. The DISTRICT may accept, reject, or negotiate the proposal. Fixed fee proposals shall remain in effect for 3 months from the date of submission. If the proposal is negotiated to mutual agreement and/or accepted by the DISTRICT, the DISTRICT will issue a purchase order to the CONSULTANT. If the proposal is an hourly fee, the proposal must include the scope and schedule for services and deliverables to be provided, including any reimbursable items, according to the classification of professional services, and fee schedule in Exhibit A. The fee schedule allows for a range of fee within each classification, depending upon the experience of the individual(s) proposed for the services. The specific individual(s) and fee rate must be included in the proposal. The DISTRICT may accept, reject, or negotiate the proposal. If the proposal is negotiated to mutual agreement and/or accepted by the DISTRICT, the DISTRICT will issue a purchase order with a maximum not-to-exceed amount per the proposal, to the CONSULTANT.

c. Reimbursables:

- i. Reimbursable items must be stated in the proposal and pre-approved in the purchase order. Original receipts are required with invoicing.
- ii. A reimbursement rate of 110% will be applied to the direct billing of sub-consultants.
- iii. Special rental vehicles and fuel, for accessing rough terrain, may be billed at cost.
- iv. Other reimbursables, such as printing, copying, reproduction, and postage, must be billed at cost.
- v. There will be no reimbursement for food, lodging, mileage, or telephone.

d. Escalation of rate schedule for professional services:

Escalation of the rate schedule for professional services is capped at a maximum of 3% per annum and will be considered at each 1 year anniversary of the execution of this agreement. CONSULTANT must provide documentation acceptable to the DISTRICT, justifying any increase in professional hourly rates indicated in Exhibit A.

e. Invoicing :

CONSULTANT shall invoice DISTRICT in triplicate upon completion of each phase of services rendered and provide original receipts for all reimbursable expenses.

f. DISTRICT will not withhold federal or state income tax from payments made to CONSULTANT under this agreement, but will provide CONSULTANT with a statement of payments made by DISTRICT to CONSULTANT at the conclusion of each calendar year.

3. TERMINATION

This agreement may be canceled by either party without cause upon fifteen (15) calendar days written notice to the other party.

4. RELATIONSHIP OF PARTIES

DISTRICT and CONSULTANT hereby agree and acknowledge that CONSULTANT, in providing the services herein specified, is and at all times shall be acting as an independent CONSULTANT. CONSULTANT shall not be considered an agent or employee of DISTRICT and shall not be entitled to participate in any employee fringe benefits of DISTRICT. The relationship of the parties will be based on the IRS guidelines.

5. CONSULTANT'S STATUS

CONSULTANT expressly represents and covenants that he/she is a business duly licensed under the relevant rules and regulations of the State of California and that services provided to the DISTRICT are provided pursuant to such rules and regulations.

7. INSURANCE PROVISIONS

The commercial general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

- I. A. The DISTRICT, its officers, officials, employees and volunteers are to be covered as insured's as respects: liability arising out of work performed by or on behalf of CONSULTANT; or automobiles owned, leased, hired or borrowed by the CONSULTANT
- B. For any claims related to this project, the CONSULTANT's Insurance converge shall be primary insurance as respect the DISTRICT, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the DISTRICT, its officers, officials, employees or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.
- C. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled by either party, except after thirty (30) day's prior written notice has be proved to the DISTRICT.
- II. Professional liability, and/or Errors & Omissions coverages are written on a claims-made form:
 - A. The retroactive date must be shown, and must be before the date of the contract and/or the beginning of the contract work.
 - B. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of contracted work.
 - C. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a retroactive date prior to the contract effective date, the CONSULTANT must purchase an extended period coverage for a minimum of five (5) years after completion of contract work.
 - D. A copy of the claims reporting requirements must be submitted to the DISTRICT for review.
- III. Acceptability of Insurers: Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A-VII unless otherwise acceptable to the DISTRICT. Exception may be made for Stat Compensations Insurance Fund when no specifically rated.

- IV. Verification of Coverage: Consultant shall furnish the DISTRICT with original certificates and amendatory endorsements effecting coverage required by the clause. The Endorsement should be on in a forms that conform to DISTRICT requirements. All certificates and endorsements are to be received and approved by the DISTRICT before work commences. However, failure to do so shall not operate as a waiver of these insurance requirements. The DISTRICT reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage require by these specifications at any time.
- V. Waiver of Subrogation: CONSULTANT hereby agrees to waive subrogation which any insurer or CONSULTANT may acquire from vendor by virtue of the payment or any loss. CONSULTANT agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation.
- VI. Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the DISTRICT for all work performed by the CONSULTANT, its employees, agents and sub-consultants.

8. **CONSULTANT shall maintain Insurance with limits of no less than as stated below:**

General Liability shall have a limit no less than of \$1,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

Automobile Liability shall have a limit no less than \$1,000,000 per accident for bodily injury and property damage. The DISTRICT shall be endorsed as additional insured on the policy

Workers' Compensation shall have a limit no less that as required by the State of California.

Professional Liability shall have a limit no less than \$50,000 per occurrence with a \$2,000,000 aggregate limit..

9. **HOLD HARMLESS**

CONSULTANT agrees to defend, indemnify, save and hold DISTRICT, its officers, agents and employees harmless from any liability for any claims, accusations, or suits at law or in equity, or in any administrative proceeding, that may be brought by third persons on account of personal injury, death, or damage to property, or a property of business or personal interest, or for any fine, forfeiture or civil penalty arising from any act or omission by CONSULTANT, its officers, agents, or employees while performing operations under the Agreement.

10. **AMENDMENTS**

This Agreement may be amended or modified only by written agreement signed by both parties. Failure on the part of either party to enforce any provision of this Agreement shall not be construed as a continuous waiver of the right to compel enforcement of such provision or provisions, nor shall such waiver be construed as a release of any surety from its obligations under this Agreement.

11. **ATTORNEY'S FEES**

Should any party violate or breach any term or condition of this Agreement, any other party shall have, without limitation, the right to move for entry of judgment by a court of competent jurisdiction, to seek specific performance thereof, and otherwise exercise all remedies available

to him, her or it under the law to obtain redress from injury or damage resulting from any such violation or breach. In any such legal proceeding(s) brought to enforce the terms and conditions of this Agreement, the prevailing party shall be entitled to recover its reasonable attorney's fees and costs incurred as a consequence hereof.

12. ENTIRE AGREEMENT

There are no understandings or agreements except as herein expressly stated. Any modifications must be in writing.

13. INDEPENDENT CONSULTANT

CONSULTANT is an independent CONSULTANT and not an officer, agent, servant, or employee of DISTRICT. CONSULTANT is solely responsible for the acts and omissions of its officers, agents, employees, CONSULTANTS, and subgrantees, if any. Nothing in this Agreement shall be construed as creating a partnership or joint venture between DISTRICT and CONSULTANT. Neither CONSULTANT nor its officers, employees, agents, or subgrantees shall obtain any rights to retirement or other benefits that accrue to DISTRICT employees.

14. LAW TO GOVERN: VENUE

The law of the State of California shall govern this Agreement. In the event of litigation between the parties, venue in state trial courts shall lie exclusively in the County of San Bernardino. In the event of litigation in a U.S. District Court, exclusive venue shall lie in the Central District of California.

15. NOTICES

All notices herein required shall be in writing and delivered in person or sent by certified mail, postage prepaid, addressed as follows:

IF TO DISTRICT

Steven Sutorus, Business Services
San Bernardino Community College District
114 South Del Rosa Drive
San Bernardino CA 92408

IF TO CONSULTANT

Anne Surdzial
ECORP Consulting, Inc.
215 North 5th Street
Redlands, CA 92374

16. VALIDITY

If any terms, condition, provision, or covenant of this Agreement shall to any extent be judged invalid, unenforceable, void, or violable for any reason whatsoever by a court of competent jurisdiction, each and all remaining terms, conditions, promises and covenants of this Agreement shall be unaffected and shall be valid and enforceable to the fullest extent permitted by law.

17. EXHIBIT INCORPORATED

Exhibit "A" is attached hereto and incorporated into this Agreement by reference.

18. PUBLIC EMPLOYEE

If CONSULTANT is a regular employee of a public entity, all services which CONSULTANT renders under this agreement will be performed at times other than CONSULTANT'S regular assigned workday for said entity, or during periods of vacation or leave of absence from said entity.

19. ASSIGNMENT

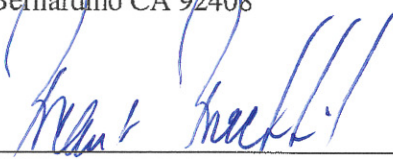
This Agreement is neither assignable nor transferable by either party or by operation of law without the consent in writing of the other party. Consent by either party to one or more assignments or transfers shall not constitute consent to a subsequent assignment or transfer.

IN WITNESS WHEREOF, the parties hereto have executed this agreement.

DISTRICT SIGNATURE

Steven Sutorus, Business Services
San Bernardino Community College District
114 South Del Rosa Drive
San Bernardino CA 92408

Date _____



CONSULTANT SIGNATURE

Date 11/7/2011

Brant Brechbiel

Name: Print or Type

1801 Park Court Place, B-103

Mailing Address

Santa Ana, CA 92701

City, State and Zip Code

(714) 648-0630

Telephone Number

68-0416814

Social Security No. or Tax Payer ID No.

EXHIBIT A

ECORP CONSULTING, INC. RATE SCHEDULE FOR PROFESSIONAL SERVICES

| | |
|---|-------------------|
| Principal | \$150.00 - 190.00 |
| Program Manager | \$145.00 - 165.00 |
| Project Manager..... | \$100.00 - 165.00 |
| Senior Ecologist / Biologist / Aquatics | \$110.00 - 150.00 |
| Staff Ecologist / Biologist / Aquatics | \$110.00 - 150.00 |
| Associate Ecologist / Biologist / Aquatics | \$100.00 - 110.00 |
| Assistant Ecologist / Biologist / Aquatics | \$70.00 - 100.00 |
| Senior Scientist..... | \$85.00 - 150.00 |
| Cultural / Biological Resources Manager | \$110.00 - 150.00 |
| Cultural / Biological Resources Crew Chief | \$85.00 - 115.00 |
| Cultural /Biological Resources Field / Lab Technician | \$65.00 - 100.00 |
| CAD / GIS Specialist..... | \$90.00 - 140.00 |
| Assistant Project Manager / Contracts Administrator | \$100.00 - 140.00 |
| Word Processing / Production Coordinator | \$50.00 - 85.00 |

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Charlie Ng, Vice Chancellor, Fiscal Services
PREPARED BY: Diana Johnson, Program Manager, Kitchell/BRj/Seville
DATE: November 17, 2011
SUBJECT: Consideration of Approval to Award Informal Bid and Approve Contract for Nature Tech Landscaping, Inc.

RECOMMENDATION

It is recommended that the Board of Trustees award an informal bid and approve contract for Nature Tech Landscaping, Inc. for the addition of four mature trees at SBVC in the amount of \$59,537.00.

OVERVIEW

Four mature trees are to be procured to create shade for the newly landscaped area surrounding the Chemistry Building which contains new seat walls for the students to sit and gather.

ANALYSIS

As part of the Uniform Construction Cost Accounting Program, the District maintains a pre-qualified list of contractors according to trade category for public works projects valued between \$30,000 and \$175,000. Informal bids were solicited from those qualified contractors and the lowest, most responsive was from Nature Tech Landscaping, Inc.

| Vendor | Total Bid Cost |
|-------------------------------|-----------------------------------|
| Jim Prathers Landscape, Inc. | (withdrawn) no longer in business |
| Valley Crest Landscape. | \$69,500 |
| Nature Tech Landscaping, Inc. | \$59,537 |

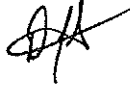
BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

Included in the 2011-12 budget for Measure P.

DATE: October 19, 2011

No. VC-222TO: Charlie Ng
Vice Chancellor, Fiscal Services
San Bernardino Community College District (SBCCD)FROM: David Schiermeyer
Project Manager
Kitchell/BRjRE: Valley College Science Bldg.
Short Form Contract to U-Cap vendor Nature Tech for \$59,537.00**SCOPE:**

Issue a short form contract to U-Cap vendor Nature Tech to furnish and install 4 mature trees at the science project site area known as the glade. Cost of contract for \$59,537.00

NARRATIVE:

The New Science Building project exterior site area created by the removal of the Old North Hall, Old Chemistry and Old Physical Science Bldg. has sidewalks and open grass areas with seating for students. To provide shade in this area, there are a few existing mature trees and the project will install numerous smaller trees which will provide limited shade until they mature. The Campus intent was to provide additional shade for faculty and students with the tree relocation project in the first quarter of 2012. The demo of the Tennis and Handball courts that will start in December 2011 was thought to have put these trees in danger of survivability, and would have incurred costs to the District in excess of \$350,000.00. Furthermore, the relocated trees would damage the completed landscape and irrigation system currently being installed. To avoid destruction of the finished landscape area at the exterior area, and avoid delaying the ongoing landscape for 6 months, mature trees from an alternate source can be provided immediately at a greatly reduced cost to the District.

The immediate use of our contracted landscaper on the Science Project to provide the alternate trees was not an option because the anticipated costs would exceed the 10% limit allowed under public contract law. To expedite the install of the additional mature trees, the District's U-Cap delivery method was used. The listed three (3) landscape contractors were contacted for pricing to provide and install four (4) large specimen trees as outlined in our request for pricing which is attached to this memo for reference. Of the three (3) U-Cap vendors, one (1) was no longer in business, and two (2) provided pricing. The pricing is noted as follows:

- | | |
|----------------------------------|--|
| 1. Jim Prathers Landscape, Incl | no longer in business |
| 2. Valley Crest Landscape | \$69,500.00 |
| 3. Nature Tech Landscaping, Inc. | \$59,537.00 * pricing includes the cost of a payment bond. |

RECOMMENDATION:

Issue a short form contract to nature Tech Landscaping, Inc. for \$59,537.00. Contractor will provide bonds and insurances per District requirements upon award of contract.

Budget Information:

Original Project Budget amount: \$ 51,258,985.19
Spent to Date: \$ 40,925,228.28
Project Current Estimate of Costs at Completion: \$ 43,035,155.24
Project Memo Forecast Cost: \$ 59,537.00
Project Change Amount: \$ 0.00

Budget Line Item: 42-56-31-4661-0000-6210.50-7100

Note: Funding for this purchase order will come from an Internal project budget adjustment. Furniture and Fixtures have an uncommitted amount of \$50K each for an uncommitted total of \$100K.

| | | |
|--|-------------------------------------|-----------------|
| <input checked="" type="radio"/> I concur with this recommendation | <u>Diana Johnson</u> | <u>10/20/11</u> |
| <input type="radio"/> I do not concur with this recommendation | Diana Johnson, Program Manager, KBS | |

| | | |
|--|--|-----------------|
| <input type="radio"/> I concur with this recommendation | <u>hmy</u> | <u>10/21/11</u> |
| <input type="radio"/> I do not concur with this recommendation | Charlie Ng, Vice Chancellor, Fiscal Services | |

Attachments:

1. U-Cap list dated 2/16/2011
2. Request for proposal and scope of work
3. Proposal from Valley Crest
4. Proposal from nature Tech with photos of proposed specimen trees, and draft insurance cert.

Cc: File

hmy
10/20/11

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Charlie Ng, Vice Chancellor, Fiscal Services
PREPARED BY: Diana Johnson, Bond Program Manager, Kitchell/BRj/Seville
DATE: November 17, 2011
SUBJECT: Consideration of Approval of Amendment 007 to Winzler & Kelly Contract

RECOMMENDATION

It is recommended that the Board of Trustees approve Amendment 007 to Winzler & Kelly contract in the amount of \$26,448.00.

OVERVIEW

The demolition of the Chemistry, Physical Sciences, and North Hall projects needed to occur prior to the start of the fall semester as indicated by the college. In order to complete the scope of services, the contractor performed overtime work that required additional oversight by Winzler & Kelly. Additionally, unforeseen asbestos pipe was encountered at various locations and Winzler & Kelly provided written procedures, testing, and oversight of removal as required by code.

ANALYSIS

The effect of this amendment will be an addition of \$26,448.00 to the Winzler & Kelly contract, resulting in a revised contract amount of \$499,851.05. There is no change to the project schedule.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Included in 2011-12 Measure M budget.

Kitchell/BRj

Project Memo

701 S Mount Vernon, San Bernardino, CA 92410

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

DATE: October 11, 2010

No - VC 218

TO: Charlie Ng
Vice Chancellor
San Bernardino Community College District (SBCCD)

FROM: Cade McMullin
Project Manager
Kitchell/BRj

RE: San Bernardino Valley College (SBVC)
Measure P Chemistry and Physical Sciences
Winzler & Kelly (WK) Additional Hazmat Services Request

SCOPE:

WK has requested fee for the additional hazmat oversight associated with demolition of the existing Chemistry, Physical Sciences, and North Hall buildings during the summer of 2011.

NARRATIVE:

The demolition of the Chemistry, Physical Sciences, and North Hall projects needed to occur prior to start of the fall semester as indicated by the college. In order to complete the scopes of services, the contractor performed overtime work that required additional oversight by WK.

Additionally, unforeseen asbestos pipe was encountered at various locations including the Auditorium Chiller project and North Hall demolition. WK provided written procedures, testing, and oversight of removal as required by code.

WK also identifies a credit of \$11,972 against the total for an error in the specifications that resulted in a change order to Environmental Construction, Inc. (ECI) last year in the same amount.

Attached is the WK request for additional fee and breakdown of the services provided.

RECOMMENDATION:

Kitchell/BRj has reviewed the additional fee request against daily field reports, and test data and found it to represent the scope of services provided. Kitchell/BRj recommends that SBCCD approve a contract amendment to WK for the additional services provided in the amount of \$26,448.00.

BUDGET INFORMATION:

| | |
|---------------------------------------|-----------------|
| Original Project Budget amount: | \$51,258,985.19 |
| Spent to Date: | \$40,384,778.25 |
| Project Current Estimate to Complete: | \$42,779,258.75 |
| Project Memo Forecast Cost: | \$26,448.00 |
| Project Change Amount: | \$0 |
| Budget Line Item: | 4661.6210.13 |

Project LEED documentation placeholder will be reduced by \$26,448.00. The overall forecast cost will not change.

| | | |
|---|---------------------------------------|----------|
| <input checked="" type="checkbox"/> I concur with this recommendation | <i>Diana Johnson</i> | 10/11/11 |
| <input type="checkbox"/> I do not concur with this recommendation | Diana Johnson, Program Manager, K/BRj | |

| | | |
|---|-----------------------------|----------|
| <input checked="" type="checkbox"/> I concur with this recommendation | <i>Charlie Ng</i> | 10/11/11 |
| <input type="checkbox"/> I do not concur with this recommendation | Charlie Ng, Vice Chancellor | |

Attachments: WK additional services request

Cc: Felisa Whitfield - Kitchell/BRj
File

AM
10/11/11

CONSULTANT CONTRACT AMENDMENT: 007

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: Winzler & Kelly
400 N. Tustin Ave., Suite 250
Santa Ana, CA 92705

Brief Description:

The demolition of the Chemistry, Physical Sciences, and North Hall projects needed to occur prior to start of the fall semester as indicated by the college. In order to complete the scopes of services, the contractor performed overtime work that required additional oversight by WK. Additionally, unforeseen asbestos pipe was encountered at various locations including the Auditorium Chiller project and North Hall demolition. WK provided written procedures, testing, and oversight of removal as required by code. WK also identifies a credit of \$11,972 against the total for an error in the specifications that resulted in a change order to Environmental Construction, Inc. (ECI) last year in the same amount.

Attachments:

Kitchell/BRJ Memo VC 218 dated 10/11/11, and WK Change Order request dated 9/21/11.

Costs:

\$26,448.00 = Grand Total of this requested Contract Amendment: 007

| | |
|--|-----------------|
| The original Contract Sum | \$90,545.00 |
| Net change by previous Amendments | \$382,858.00 |
| The Contract Sum prior to this Amendment | \$473,403.05 |
| The Contract Sum will be increased by this Amendment | \$26,448.00 |
| The new Contract Sum including this Amendment | \$499,851.05 |
| 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 Winzler & Kelly 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 the Winzler & Kelly contract with SBCCD.

Not valid until signed by all parties. Signature of consultant indicates agreement herewith, including any adjustment in the Contract Sum or Contract Schedule.

Authorized:

Consultant
Winzler & Kelly

By: T.B. L. Kelly, PE
DATE: 10-25-11

PROGRAM MANAGER
Kitchell/BRJ

By: Dwona Johnson
DATE: 10/28/11

OWNER
SBCCD

By: _____
DATE: _____

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Charlie Ng, Vice Chancellor, Fiscal Services
PREPARED BY: Diana Johnson, Bond Program Manager, Kitchell/BRj/Seville
DATE: November 17, 2011
SUBJECT: Consideration of Approval of Amendment 003 to Steinberg Architecture Contract at CHC

RECOMMENDATION

It is recommended that the Board of Trustees approve Amendment 003 to Steinberg Architecture contract for the Parking, Access & Lighting project at CHC in the amount of \$6,580.

OVERVIEW

Steinberg Architecture has been asked to provide additional design services associated with the required revisions to the striping plan on Campus Drive. To ensure adequate parking spaces for staff, students, and visitors, the striping plan has to be revised to allow for parallel parking on Campus Drive.

ANALYSIS

The effect of this amendment will be an addition of \$6,580 to the Steinberg Architecture contract, resulting in a revised contract amount of \$1,110,776. There is no change to the project schedule.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Included in 2011-12 Measure M budget.

Kitchell/BRj/Seville

11711 Sand Canyon Road, Yucaipa, CA 92399

Project Memo

Ph: 909.435.4159 - Fax: 909.794.8901

DATE: October 12, 2011

No - CHC PAL 021

TO: Charlie Ng
Vice Chancellor of Fiscal Services
San Bernardino Community College District (SBCCD)

FROM: Geoff Bachanas *GB*
Project Manager
Kitchell/BRj/Seville

RE: Crafton Hills College (CHC)
PROJECT #: Parking Lot / ADA / Lighting Improvement (PAL)
Approval for Steinberg Architects to proceed with work associated with ASA #5

SCOPE:

SBCCD approval for Steinberg Architects to proceed with the scope of work associated with ASA #5 as part of the PAL project. ASA #5 is additional design work associated with the required revisions to the striping plan on Campus Drive.

NARRATIVE:

The current Campus Drive striping plan shown in the contract documents for the PAL project eliminates all of the parallel parking along the north and south sides of Campus Drive. This plan was prepared with the idea that Parking Structure 1 was to be installed at CHC in the very near future and the necessary parking spaces lost on Campus Drive would be offset by the additional parking spaces planned for as part of the Parking Structure 1 project. In re-evaluating the CHC Measure M projects due to the bond not reaching the original level of funding CHC made the decision to put the Parking Structure 1 project on-hold indefinitely. Therefore, the necessary parking spaces lost on Campus Drive wouldn't be offset. The CHC campus can't afford to lose the current parking spaces along Campus Drive to ensure there are adequate parking spaces for staff, students and visitors. Due to this fact the striping plan has to be revised to allow for parallel parking on Campus Drive.

Kitchell/BRj/Seville has obtained and negotiated a proposal from Steinberg Architects, see attached, for the additional design work associated with revising the Campus Drive striping plan. The additional design work includes the following tasks: coordination and review with the CHC campus, significant revisions to the Campus Drive striping plan, and additional coordination with DSA for closeout. The original proposal received from Steinberg Architects was \$9,330.00 and through negotiations the final agreed upon amount is \$6,580.00 which we feel is a fair and responsible amount for this additional work.

RECOMMENDATION:

Kitchell/BRj/Seville recommends that SBCCD authorize Steinberg Architects to proceed with ASA #5 in the amount of \$6,580.00. Upon approval, Kitchell/BRj/Seville will direct Steinberg Architects to proceed with the additional design work in an effort to prepare the necessary information and have the additional work completed by the appropriate PAL contractor in a timeline that is in the process of being coordinated with the CHC campus. A formal contract amendment will be prepared and forwarded to the November 17, 2011 SBCCD board meeting for final approval.

BUDGET INFORMATION:

Parking Lot / ADA / Lighting Improvement Project - 9511

Info from Measure M Budget version 18

| | |
|---------------------------------------|---|
| Project Original Budget amount: | \$13,900,000.00 |
| Project Current Spent to Date: | \$7,514,713.03 |
| Project Current Estimate to Complete: | \$10,903,416.00 |
| Project Memo Forecast Cost: | \$6,580.00 - will come from soft cost contingency |
| Project Change Amount: | \$0.00 |
| Budget Line Item: | 9511.6210.10 - Architectural Fees |

M
10/17/11

I concur with this recommendation *Burn 10/12/11*
 I do not concur with this recommendation *Diana Johnson* 10/18/11
Diana Johnson, Program Manager, Kitchell/BR/Seville

I concur with this recommendation
 I do not concur with this recommendation *Charlie Ng* 10/21/11
Charlie Ng, Vice Chancellor of Fiscal Services

Attachments: Steinberg Architects ASA #5 dated September 26, 2011 (3 pages)

Cc: Diana Johnson; Bruce McDonald; Sheila Nelson; Felisa Whitfield – Kitchell/BR/Seville
File

10/17/11

CHC PAL
STEINBERG ARCHITECT CONTRACT AMENDMENT: 003

PROJECT: Crafton Hills College (CHC)
11711 Sand Canyon Road
Yucaipa, CA 92399

OWNER: San Bernardino Community College District (SBCCD)

TO: Steinberg Architects
523 West 6th Street, Suite 245
Los Angeles, CA 90014

Brief Description:

This amendment is for providing additional design services for the work associated with the required revisions to the striping plan on Campus Drive. See Kitchell/BRj/Seville project memo for further explanation.

Attachments:

- Kitchell/BRj/Seville project memo PAL 021 (2 pages)
- Steinberg Architects PAL ASA #5 (3 pages)

Costs:

\$6,580.00 = Total amount of this Amendment

| | |
|--|----------------|
| The original Contract Sum | \$1,069,500.00 |
| Net change by previous Amendments | \$34,696.00 |
| The Contract Sum prior to this Amendment | \$1,104,196.00 |
| The Contract Sum will be increased by this Amendment | \$6,580.00 |
| The new Contract Sum including this Amendment | \$1,110,776.00 |

The Contract Schedule as of this Amendment will be **unchanged**.

By signing this Amendment the 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 PAL project contract with SBCCD.

Not valid until signed by all parties. Signature of Architect indicates agreement herewith, including any adjustment in the Contract Sum or Construction Schedule.

Authorized:

ARCHITECT
Steinberg Architects

PROGRAM MANAGER
Kitchell/BRj/Seville

OWNER
SBCCD

By: _____

By: _____

By: _____

DATE: _____

10/21/2011

DATE: _____

10/28/11

DATE: _____

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Charlie Ng, Vice Chancellor, Fiscal Services
PREPARED BY: Steven Sutorus, Business Manager
DATE: November 17, 2011
SUBJECT: Consideration of Approval of Uniform Construction Cost Accounting Procedures (UCCAP) Agreements

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached list of UCCAP contracts and agreements.

OVERVIEW

In accordance with Board policy 6340, the attached list is submitted for board ratification and/or approval.

ANALYSIS

As part of adopting the UCCAP, the District maintains a pre-qualified list of contractors according to trade category. Qualified contractors from the list are solicited on informal bids for public works projects valued between \$30,000 and \$175,000. Contracts for projects are issued to the contractor submitting the lowest cost, responsible proposal. Adoption of the UCCAP allows the District to more efficiently and effectively manage small to medium sized projects.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

The contracts/agreements on the attached list are budgeted for via purchase orders or in the case of grants via budget adjustments.

UCCAP - Uniform Construction Cost Accounting Procedures

Scheduled Board Date 11/17/2011

| <i>Firm</i> | <i>Purpose and Information</i> | <i>Department / Location</i> | <i>Amount</i> | <i>Signed</i> |
|--------------------------------|---|-------------------------------------|----------------------|----------------------|
| Best Contracting Services, Inc | (7763) Roof repair project: Biology, Student Services B, Gym, Occupational Education, Performing Arts Center, LADM, CDC A & B, CDC Modular Term: 11/18/2011 - 6/30/2012 41-36-25-9520-0000-5640.00-7100 | Administrative Services/CHC | \$117,939.00 | SSutorus |

Grand Total Contracts for Board Date 11/17/2011: 1

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Charlie Ng, Vice Chancellor, Fiscal Services
PREPARED BY: Steven Sutorus, Business Manager
DATE: November 17, 2011
SUBJECT: Consideration of Approval of Contract to Community College League of California

RECOMMENDATION

It is recommended that the Board of Trustees approve the contract to the Community College League of California (CCLC) not to exceed \$35,000 for redistricting analysis services.

OVERVIEW

The California Voting Rights Act requires all local governments, including community colleges, to evaluate their current election processes. The release of new census data and the significant population changes over the past decade warrant consideration of the District's election processes.

ANALYSIS

The CCLC will conduct an analysis of district demographics and voter turnout patterns following the requirements of the California and Federal Voting Rights Acts. If a change in election processes is warranted according to the analysis, the CCLC will provide several redistricting options to the Board for consideration.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

Funded in the 2011-2012 budget.

**AGREEMENT BETWEEN
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
AND
COMMUNITY COLLEGE LEAGUE OF CALIFORNIA**

This agreement made and entered into by and between San Bernardino Community College District, hereafter referred to as "District," and Community College League of California hereafter referred to as the "League."

WHEREAS, the District is desirous of utilizing the League's Redistricting Program in order to evaluate the needs of the District in regards to its Trustee election process, and

WHEREAS, the League is qualified by experience, knowledge, and materials to assist with the coordination and supervision determining that need, and

WHEREAS, Pursuant to Government Code Section 53060, the governing board of the District may contract with persons experienced and competent to perform special services and provide advice in financial, economic, accounting, engineering, legal or administrative matters,

NOW, THEREFORE, the District and the League, for the considerations hereinafter named, agree as follows:

FIRST: The League agrees to perform the professional, technical and management services hereinafter set forth when and as assigned by the District, and

SECOND: The District agrees to pay the League a fee, together with such other payments and reimbursements as are hereinafter provided.

LEAGUE CONSULTANT'S SERVICES

The League agrees to assign a League-approved Consultant to provide professional services and consultation to assist the District in evaluating their current Trustee electoral process, census data and the impact that this data has on such processes.

Services will include, but may not be limited to, the following:

- Evaluation of existing district lines, residences of board members, population trends and the changes in subgroup concentration throughout the district.
- Presentation to the Board, or selected members of the Board and/or staff for the Consultant to suggest how lines could change and the board giving Consultant their preferences.
- Creation of three sets of new lines based on District input
- Completion of the redistricting process with a final map in appropriate file formats provided to the Board and County Registrar(s)

The League reserves the right to choose the Consultant and change the Consultant if necessary.

FEE STRUCTURE

The fee structure for the work conducted under this Agreement shall not exceed a total of \$35,000. If the work extends beyond March 1, 2012, this contract may be extended at the discretion of both the District and the League.

METHOD OF PAYMENT

The District will be invoiced for these services upon signing of this Agreement. The District may choose to pay in one payment, or may pay in four equal payments.

INDEMNIFICATION

To the extent allowed by law, the League must save, keep, bear harmless, and fully indemnify the District and any of its officers or agents from all damages, or claims for damages, costs or expenses in law or equity arising out of any activities in the performance of the Agreement.

To the extent allowed by law, the District must save, keep, bear harmless, and fully indemnify the League and any of its officers or agents from all damages, or claims for damages, costs or expenses in law or equity arising out of any activities in the performance of the Agreement.

The District must agree to have the final maps, recommendations and any other documents examined by legal counsel before final adoption to assure the contents are in compliance with legal requirements, legal advisements, or suggested good practice. The District may utilize legal counsel named under the terms of this Agreement to satisfy this requirement.

EMPLOYEE RELATIONSHIP

The League and Consultant are not employees of the District. It is understood that the Consultant is responsible for his/her actions and that the Consultant is not an employee or servant of the District regardless of the nature or extent of the acts performed by the Consultant. Therefore, since the Consultant has been deemed not to be an employee of the District, the District does not assume liability under the law for any act or performance pursuant to this Agreement.

CANCELLATION

Either party giving written notice to the other may cancel this Agreement at any time, with or without cause. In the event of such cancellation, the League shall be paid for authorized services. In ascertaining the services actually rendered hereunder up to the date of the termination of this Agreement, consideration shall be given to both completed work and work in process of completion and to complete and incomplete reports and other documents whether delivered to the District or in the possession of the Consultant or League.

OWNERSHIP OF DRAWINGS OR REPORTS

Services as represented on documents or reports are to become the property of the District whether the work is completed or not and may be used by them in any fashion they see fit. Notwithstanding the foregoing, however, the League reserves the right to use any documents or data prepared or

collected during the course of this work for other purposes as it sees fit, provided, however, that no such use shall allow the District to be identified without the consent of the District.

CONSULTANT PERSONAL SERVICES

It is agreed that the District is relying on the personal services of the Consultant and upon his/her technical ability and professional integrity. Such reliance is one of the chief considerations for the execution of this Agreement by the District.

It is further understood and agreed that the Consultant shall not assign nor transfer his/her duties under this Agreement, nor shall this Agreement be assignable or transferable by operation of law or otherwise without the written consent of the District.

CONFLICT OF INTEREST

The Consultant agrees to perform services exclusively for the District under this Agreement, and expressly agrees not to undertake any conflicting duties to others, with or without compensation, which could in any way compromise that responsibility. The Consultant shall not disclose to others any confidential information gained from this relationship without the prior, written permission from the District. Further, the Consultant shall not seek to use his/her position, the information gained thereby, nor any other aspect of the project or his/her relationship with others involved in it, for personal gain or other remuneration or benefit, beyond the compensation provided for herein.

TERM OF AGREEMENT

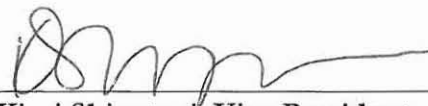
ARTICLE 10:

This Agreement shall be effective when signed by all parties. Services shall commence upon execution of this Agreement.

This Agreement may be amended but only by an instrument in writing signed by all parties.

By: _____
Steven J. Sutorus, Business Manager
San Bernardino Community College District

Date _____

By:  _____
Kimi Shigetani, Vice President
Community College League of California

Date: 10/17/11

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Bruce Baron, Chancellor
PREPARED BY: Bruce Baron, Chancellor
DATE: November 17, 2011
SUBJECT: Consideration of Approval to Adopt Resolution in Support of Senate Constitutional Amendment (SCA) 5

RECOMMENDATION

It is recommended that the Board of Trustees adopt a resolution in support of Senate Constitutional Amendment (SCA) 5.

OVERVIEW

State Senator S. Joseph Simitian authored Senate Constitutional Amendment 5 which would allow community college districts to pass a parcel tax with 55% majority vote rather than the currently required two-thirds vote.

ANALYSIS

Passage of SCA 5 will empower local voters to invest in their schools based on the needs in their communities, while protecting taxpayers and homeowners with accountability provisions that will ensure that funds generated from parcel taxes are not wasted or mismanaged.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

None

RESOLUTION

SUPPORT OF SENATE CONSTITUTIONAL AMENDMENT (SCA) 5

WHEREAS, Senate Constitutional Amendment 5 (Simitian), which reduces the two-thirds vote requirement on parcel taxes, will be acted on by the California State Legislature; and

WHEREAS, reductions in the state General Fund revenue have led to reduced school funding; and

WHEREAS, state General Fund revenue is unstable and erratic, which results in unpredictable funding levels for school districts and county offices of education; and

WHEREAS, parcel tax revenue can provide a stable, predictable source of school revenue; and

WHEREAS, passage of SCA 5 will empower local voters to invest in their schools based on the needs of their communities by requiring a tough, but fair 55 percent vote to pass local parcel taxes, while protecting taxpayers and homeowners with accountability provisions that will ensure that funds generated from parcel taxes are not wasted or mismanaged; and

WHEREAS, revenue from parcel taxes can be spent according to local priorities and are not subject to state control; and

WHEREAS, the two-thirds vote requirements results in minority rule by requiring two "yes" votes to cancel out one "no" vote; and

WHEREAS, passage of SCA 5 will allow local voters to decide to make investments in their neighborhood schools in addition to state funding; and

NOW, THEREFORE, BE IT RESOLVED that the Governing Board of the San Bernardino Community College strongly urges the California State Legislature to support and adopt SCA 5.

AYES:

NOES:

ABSENT:

ABSTENTIONS:

I, _____, Secretary of the Board of Trustees for the San Bernardino Community College District, hereby certify that the above and the foregoing resolution was duly and regularly adopted by the said Board at a regular meeting thereof on the 17th day of November, 2011, passed by a majority vote of said Board.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 17th day of November, 2011.

Secretary of Board of Trustees
San Bernardino Community College District

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Charlie Ng, Vice Chancellor, Fiscal Services
PREPARED BY: Tanya Rogers, Director of Internal Audits
DATE: November 17, 2011
SUBJECT: Consideration of Approval to Accept Independent Audit Report for 2010-11

RECOMMENDATION

It is recommended that the Board of Trustees accept the 2010-11 independent audit report.

OVERVIEW

Christy White Accountancy Corporation has conducted the yearly Districtwide independent audit for the period ending June 30, 2011.

ANALYSIS

Each year the District undergoes an independent audit, after which the auditing firm compiles a written report detailing its financial statements. This report reflects an unqualified opinion of District finances, which is the highest reporting standard. A representative from Christy White Accountancy will be available to discuss the report and answer questions.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

This board item has no financial implications.



October 29, 2011

To the Board of Trustees
San Bernardino Community College District

We have audited the financial statements of the San Bernardino Community College District (the "District") for the fiscal year ended June 30, 2011. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Results and Comments

State Award Findings and Questioned Costs

Management is responsible for compliance with applicable state program rules and regulations. During testwork we noted two findings affecting State Compliance as noted below:

- Overstatement of full time enrolled students (FTES) related to census date drops (see finding 2011-1 in the 2010-11 District Audit Report)
- Understatement of full time enrolled students (FTES) related to inaccurate contact hours used in the calculation of FTES (see finding 2011-2 in the 2010-11 District Audit Report)

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the District are described in Note 1 to the financial statements.

We noted no transactions entered into by the District during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate(s) affecting the financial statements was the reliance on the actuary's estimate of other postemployment benefit obligations that is based on expert opinion on a series of assumptions about future events. Another sensitive estimate was management's estimate of the accrued compensated absences liability, based on current hourly rates and policies regarding payment of sick and vacation banks

SAN DIEGO

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Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated October 29, 2011.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the District's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the District's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

We would like to take this opportunity to express our sincere appreciation to all personnel within the district for their cooperation and valuable assistance during the performance of this engagement.

This report is intended solely for the information and use of the Board of Trustees and the San Bernardino Community College District's management, and is not intended to be, and should not be, used by anyone other than these specified parties.

Chint White Accountancy Corporation
San Diego, California

**SAN BERNARDINO
COMMUNITY COLLEGE DISTRICT**

**FINANCIAL STATEMENTS
WITH INDEPENDENT AUDITORS' REPORTS**

June 30, 2011

**SAN BERNARDINO VALLEY COLLEGE
SAN BERNARDINO, CALIFORNIA**

**CRAFTON HILLS COLLEGE
YUCAIPA, CALIFORNIA**

**PROFESSIONAL DEVELOPMENT CENTER
SAN BERNARDINO, CALIFORNIA**

SAN BERNARDINO COUNTY



**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
AUDIT REPORT
For the Fiscal Year Ended June 30, 2011
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**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
AUDIT REPORT
For the Fiscal Year Ended June 30, 2011
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INDEPENDENT AUDITORS' REPORT

Board of Trustees
San Bernardino Community College District
San Bernardino, California

We have audited the accompanying basic financial statements of the San Bernardino Community College District (the District) as of and for the fiscal years ended June 30, 2011. These basic financial statements are the responsibility of the San Bernardino Community College District's management. Our responsibility is to express opinions on these financial statements based on our audits.

We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audits provide a reasonable basis for our opinions.

In our opinion, the financial statements referred to above, present fairly, in all material respects, the financial position of the San Bernardino Community College District as of June 30, 2011, and the respective changes in financial position and cash flows, for the fiscal years then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Governmental Auditing Standards*, we have also issued our report dated October 29, 2011, on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

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1

The Management's Discussion and Analysis and Schedule of Funding Progress, as listed in the table of contents, are not a required part of the basic financial statements, but are supplementary information required by the accounting principles generally accepted in the United States of America. This supplementary information is the responsibility of the District's management. We have applied certain limited procedures, consisting principally of inquiring of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

Our audits were performed for the purpose of forming opinions on the financial statements that collectively comprise San Bernardino Community College District's basic financial statements. The other supplementary information listed in the table of contents, including the Schedule of Expenditures of Federal Awards, which is required by U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

Christine White Accountancy Corporation

San Diego, California
October 29, 2011

**MANAGEMENT'S DISCUSSION
AND ANALYSIS**

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Management's Discussion and Analysis (Unaudited)
For the Fiscal Year Ended June 30, 2011

The San Bernardino Community College District was established in 1926 and serves most of the County of San Bernardino and a small portion of the County of Riverside. The District includes two comprehensive community colleges, a Professional Development Center, and a television and radio station. Students in our colleges may complete the freshman and sophomore years of a baccalaureate degree and transfer to upper division study at a university or complete a certified vocational program and move directly to the workforce.

As an independent division of San Bernardino Community College District, the Economic Development and Corporate Training Division carries out the economic and workforce development mission of the District through its two dedicated workforce training facilities: the Professional Development Center (PDC) and the Donald F. Averill Applied Technology Training Center (ATTC). The Division offers customized and short-term training programs to residents in the Inland Empire, including San Bernardino, Colton, Rialto, Highland, Bloomington, Grand Terrace, Redlands, Loma Linda, Yucaipa, and Big Bear.

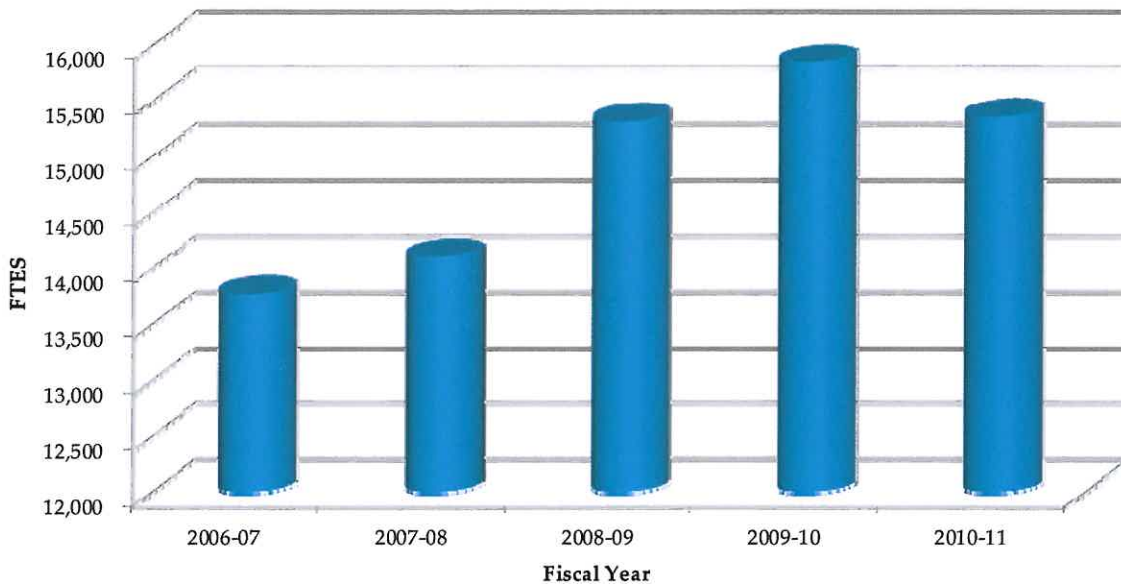
The following discussion and analysis provides an overview of the financial position and activities of the San Bernardino Community College District (the "District") for the year ended June 30, 2011. The discussion has been prepared by management and should be read in conjunction with the financial statements and notes thereto which follows this section.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Management's Discussion and Analysis (Unaudited)
For the Fiscal Year Ended June 30, 2011

SELECTED HIGHLIGHT

- During fiscal year 2010-11, total Full time Equivalent Students (FTES) declined by 446.95 students (2.84%) for credit courses and declined by 34.47 students (42.72%) for non-credit courses.

Trend of Full Time Equivalent Students as reported on the annual report



| Full Time Equivalent Students | 2006-07 | 2007-08 | 2008-09 | 2009-10 | 2010-11 |
|----------------------------------|------------------|------------------|------------------|------------------|------------------|
| Credit | 13,753.86 | 14,092.98 | 15,291.46 | 15,757.40 | 15,310.45 |
| Non-Credit | 20.64 | 9.80 | 22.12 | 80.69 | 46.22 |
| Totals | 13,774.50 | 14,102.78 | 15,313.58 | 15,838.09 | 15,356.67 |
| Credit % Increase (Decrease) | 3.59% | 2.47% | 8.50% | 3.05% | -2.84% |
| Non-Credit % Increase (Decrease) | 80.58% | -52.52% | 125.71% | 264.78% | -42.72% |
| Totals | 3.71% | 2.43% | 8.67% | 4.38% | -2.96% |

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Management's Discussion and Analysis (Unaudited)
For the Fiscal Year Ended June 30, 2011

OVERVIEW OF THE FINANCIAL STATEMENTS

The District was required to implement the reporting standards of Governmental Accounting Standards Board (GASB) Statement No. 34, as amended by GASB Statement No. 35 on July 1, 2002. This adoption changed the format and the content of the District's basic financial statements. The District is following the Business Type Activity (BTA) model. Rather than issuing fund-type financial statements, these Statements require the following components to be included in the District's financial statements:

- Management's Discussion and Analysis
- Basic financial statements including Statements of Net Assets, Statements of Revenues, Expenses, and Changes in Net Assets, and Statements of Cash Flows for the District as a whole
- Notes to financial statements

Additionally, fund balance is referred to as Net Assets, and the Statements of Cash Flows are presented using the direct method.

The basic financial statements are designed to provide readers with a broad overview of the District's finances, using accounting methods similar to those used by private sector companies. These statements offer short-term and long-term financial information about the District's activities.

Statement of Net Assets

The Statement of Net Assets presents the assets, liabilities, and net assets of the District as of the end of the fiscal year and is prepared using the accrual basis of accounting, which is similar to the accounting basis used by most private-sector organizations. The Statement of Net Assets is a point-of-time financial statement whose purpose is to present to the readers a fiscal snapshot of the District. The Statement of Net Assets presents end-of-year data concerning assets, liabilities, and net assets.

From the data presented, readers of the Statement of Net Assets are able to determine the assets available to continue operations of the District. Readers are also able to determine how much the District owes vendors and employees. Finally, the Statement of Net Assets provides a picture of the net assets and their availability for expenditure by the District.

The difference between total assets and total liabilities is one indicator of the current financial condition of the District: the change in net assets is an indicator of whether the overall financial condition has improved or worsened during the year. Assets and liabilities are generally measured using current values. One notable exception is capital assets, which are stated at historical cost less accumulated depreciation.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Management's Discussion and Analysis (Unaudited)
For the Fiscal Year Ended June 30, 2011

OVERVIEW OF THE FINANCIAL STATEMENTS (continued)

Statement of Net Assets (continued)

The Net Assets are divided into three major categories. The first category, invested in capital assets, net of related debt provides the equity amount in property, plant, and equipment owned by the District. The second category is expendable restricted net assets: these net assets are available for expenditure by the District, but must be spent for purposes as determined by external entities and/or donors that have placed time or purpose restrictions on the use of the asset. The final category is unrestricted net assets that are available to the District for any lawful purpose of the District.

A summary of the Statement of Net Assets as of June 30, 2011 and June 30, 2010 is shown below (amounts in thousands):

| | Governmental Activities | | |
|---|-------------------------|-------------------|------------------|
| | 2011 | 2010 | Net Change |
| ASSETS | | | |
| Current assets | \$ 360,083 | \$ 60,872 | \$ 299,211 |
| Non-current assets | 336,961 | 630,895 | (293,934) |
| Total Assets | 697,044 | 691,767 | 5,277 |
| LIABILITIES | | | |
| Current liabilities | 29,133 | 35,393 | (6,260) |
| Non-current liabilities | 463,110 | 463,511 | (401) |
| Total Liabilities | 492,243 | 498,904 | (6,661) |
| NET ASSETS | | | |
| Invested in capital assets, net of related debt | 161,019 | 153,872 | 7,147 |
| Restricted | 40,981 | 31,981 | 9,000 |
| Unrestricted | 2,800 | 7,010 | (4,210) |
| Total Net Assets | \$ 204,800 | \$ 192,863 | \$ 11,937 |

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Management's Discussion and Analysis (Unaudited)
For the Fiscal Year Ended June 30, 2011

OVERVIEW OF THE FINANCIAL STATEMENTS (continued)

Statement of Revenues, Expenses, and Changes in Net Assets

The Statements of Revenues, Expense, and Changes in Net Assets represent the operating results of the District. The purpose of the statements is to present the revenues received by the District, both operating and non-operating, the expenses paid by the District, operating and non-operating, and any other revenues, expenses, gains and losses. Thus, these statements present the District's results of operations.

Changes in total net assets, as indicated on the Statements of Net Assets are based on the activity presented in the Statements of Revenues, Expenses, and Changes in Net Assets.

Generally, operating revenues are earned for providing goods and services to the various customers and constituencies of the District. Operating expenses are those expenses incurred to acquire or produce the goods and services provided in return for the operating revenues and to fulfill the mission of the District. Non-operating revenues are those received or pledged for which goods and services are not provided. For example, State appropriations are non-operating revenues because they are provided by the State Legislature to the District without the Legislature directly receiving commensurate goods and services for the revenues.

The Statement of Revenues, Expenses, and Changes in Net Assets for the years ended June 30, 2011 and June 30, 2010 is summarized below (amounts in thousands):

| | Governmental Activities | | |
|---|-------------------------|------------------|--------------------|
| | 2011 | 2010 | Net Change |
| Revenues | | | |
| Tuition and fees (net) | \$ 7,103 | \$ 6,574 | \$ 529 |
| Grants and contracts, noncapital | 33,118 | 29,784 | 3,334 |
| Auxiliary enterprises sales | 4,806 | 5,292 | (486) |
| General revenues - property taxes | 36,693 | 31,776 | 4,917 |
| General revenues - unrestricted federal and state aid | 63,379 | 60,251 | 3,128 |
| General revenues - other | 21,465 | 55,688 | (34,223) |
| Total Revenue | 166,564 | 189,365 | (22,801) |
| Expenses | | | |
| Operating expenses | 128,634 | 129,232 | (598) |
| Interest | 24,617 | 19,712 | 4,905 |
| Total Expenses | 153,251 | 148,944 | 4,307 |
| Change in net assets | \$ 13,313 | \$ 40,421 | \$ (27,108) |

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Management's Discussion and Analysis (Unaudited)
For the Fiscal Year Ended June 30, 2011

OVERVIEW OF THE FINANCIAL STATEMENTS (continued)

Statement of Cash Flows

The Statement of Cash Flows provides information about cash receipts and cash payments during the fiscal year. This Statement also helps users assess the District's ability to generate positive cash flows, meet obligations as they come due, and the need for external financing.

The Statement of Cash Flows is divided into five parts. The first part reflects operating cash flows and shows the net cash used by the operating activities of the District. The second part details cash received for non-operating, non-investing, and non-capital financing purposes. The third part shows cash flows from capital and related financing activities. This part deals with the cash used for the acquisition and construction of capital and related items. The fourth part provides information from investing activities and the amount of interest received. The last section reconciles the net cash use by operating activities to the operating loss reflected on the Statement of Revenues, Expenses, and Changes in Net Assets.

The Statement of Cash Flows for the fiscal years ended June 30, 2011 and June 30, 2010 is summarized below (amounts in thousands):

| | <u>2011</u> | <u>2010</u> |
|---|-------------------|-------------------|
| Operating activities | \$ (80,961) | \$ (78,054) |
| Noncapital financing activities | 96,366 | 94,971 |
| Capital and related financing activities | (39,678) | (55,698) |
| Investing activities | <u>(80,948)</u> | <u>(49,280)</u> |
| Net Change in Cash and Cash Equivalents | (105,221) | (88,061) |
| Cash and Cash Equivalents - Beginning of Year | <u>295,249</u> | <u>383,311</u> |
| Cash and Cash Equivalents - End of Year | <u>\$ 190,028</u> | <u>\$ 295,250</u> |

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Management's Discussion and Analysis (Unaudited)
For the Fiscal Year Ended June 30, 2011

OVERVIEW OF THE FINANCIAL STATEMENTS (continued)

District Fiduciary Responsibility

The District is the trustee, or fiduciary, for certain amounts held on behalf of students, clubs, and donors for student loans and scholarships. The District's fiduciary activities are reported in separate Statements of Fiduciary Net Assets and Changes in Fiduciary Net Assets. Net assets of fiduciary activities are excluded from the District's net assets because the District cannot use fiduciary assets to finance its operations. The District is responsible for ensuring that the assets reported in these funds are used for their intended purposes.

Capital Assets

As of June 30, 2011, the District had approximately \$393.1 million invested in capital assets. Capital assets consist of land and land improvements, buildings and building improvements, construction in progress, vehicles, data processing equipment, and other equipment that met the capitalization threshold recommended by GASB Statement No. 35. These assets have accumulated depreciation of \$56.1 million, leaving a net asset amount of \$337.0 million.

Note 5 to the financial statements provides detail information on capital assets. A summary of capital assets net of accumulated depreciation and changes therein is presented below (amounts in thousands):

| | Governmental Activities | | |
|-----------------------------------|-------------------------|-------------------|------------------|
| | 2011 | 2010 | Net Change |
| Land and construction in progress | \$ 53,907 | \$ 145,806 | \$ (91,899) |
| Buildings and equipment | 339,154 | 204,887 | 134,267 |
| Accumulated depreciation | (56,100) | (50,660) | (5,440) |
| Total Capital Assets | \$ 336,961 | \$ 300,033 | \$ 36,928 |

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Management's Discussion and Analysis (Unaudited)
For the Fiscal Year Ended June 30, 2011

ECONOMIC FACTORS THAT MAY AFFECT THE FUTURE

State funding for community colleges is largely based upon the funding model designed by Prop 98, which establishes a minimum funding level for education. Currently the State of California is in the midst of a budget crisis with anticipated budget shortfalls through June 30, 2012. Since the Prop 98 funding model guarantees that 40% of the General Fund budget be allocated to schools, state funded education will continue to absorb reductions in funding. To date, funding for community colleges in California has been reduced by over \$700 million and San Bernardino Community College District's share of this reduction is approximately \$5 million, with about half of the cuts in the general fund and half in categorical programs. Based on revenue projections by the State, which are due to be released December 15, 2011, mid-year trigger cuts are likely. The District is anticipating budget cuts amounting to approximately \$1 million in funding. In addition to the expected funding reduction, the District is preparing for the deferral of monthly apportionment payments in 2011 through 2012.

The economic downturn that we are currently experiencing has increased the demand for our courses and services at our colleges. The District has continued to increase enrollment and served over 2,000 additional full-time equivalent students in 2009-2010 above our level of funding by the state. Another factor impacting our level of service is the workload reduction that has been imposed by the state. This current method of cutting general funding from colleges is likely to be permanent.

The District has already taken several steps to get through this fiscal year and survive current and future cuts. Budget reductions will be offset by a series of savings measures including salary savings from vacant positions due to the supplemental early retirement incentive and selective filling of vacant positions. Additional one-time savings will come from prior year unspent funds and will be used in part to support the cost of full-time permanent employees in the categorical programs. Temporary borrowing options are currently under exploration to cover any cash flow needs due to the possible implementation of state cash deferrals.

CONTACTING THE DISTRICT'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens, taxpayers, customers, investors and creditors with a general overview of the District's finances and to demonstrate the District's accountability for the money it receives. If you have any questions about this report or need additional financial information, contact the Vice Chancellor, Business Services, at San Bernardino Community College District, 114 South Del Rosa Drive, San Bernardino, California 92408.

FINANCIAL SECTION

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Statement of Net Assets
June 30, 2011

| | <u>2011</u> |
|---|-----------------------|
| ASSETS | |
| CURRENT ASSETS | |
| Cash and cash equivalents | \$ 190,028,034 |
| Investments | 143,191,642 |
| Accounts receivable | 25,971,930 |
| Prepaid expenses | 135,527 |
| Stores inventories | 755,920 |
| Total Current Assets | <u>360,083,053</u> |
| NONCURRENT ASSETS | |
| Nondepreciable capital assets | 53,906,937 |
| Depreciable assets, net of accumulated depreciation | 283,053,587 |
| Total Noncurrent Assets | <u>336,960,524</u> |
| TOTAL ASSETS | <u>697,043,577</u> |
| LIABILITIES | |
| CURRENT LIABILITIES | |
| Accounts payable | 20,905,064 |
| Deferred revenue | 3,154,976 |
| Bonds payable - current portion | 3,424,085 |
| SERP payable - current portion | 1,648,637 |
| Total Current Liabilities | <u>29,132,762</u> |
| NONCURRENT LIABILITIES | |
| Bonds payable - noncurrent portion | 439,226,517 |
| Premium on bonds - noncurrent portion | 17,393,546 |
| Other long-term obligations - noncurrent portion | 6,490,135 |
| Total Noncurrent Liabilities | <u>463,110,198</u> |
| TOTAL LIABILITIES | <u>492,242,960</u> |
| NET ASSETS | |
| Invested in capital assets, net of related debt | 161,018,605 |
| Restricted for: | |
| Debt service | 26,292,081 |
| Capital projects | 14,689,481 |
| Unrestricted | 2,800,450 |
| TOTAL NET ASSETS | <u>\$ 204,800,617</u> |

The notes to financial statements are an integral part of this statement.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Statement of Revenues, Expenses, and Changes in Net Assets
For the Fiscal Year Ended June 30, 2011

| | |
|---|-------------------------------------|
| | <u>2011</u> |
| OPERATING REVENUES | |
| Student Tuition and Fees | \$ 13,329,394 |
| Less: Scholarship discount & allowance | <u>(6,225,897)</u> |
| Net tuition & fees | <u>7,103,497</u> |
| Grants and Contracts, noncapital: | |
| Federal | 27,870,094 |
| State | 3,030,155 |
| Local | 2,218,039 |
| Internal Service Sales and Charges | <u>4,806,045</u> |
| Subtotal | <u>37,924,333</u> |
| TOTAL OPERATING REVENUES | <u>45,027,830</u> |
| OPERATING EXPENSES | |
| Salaries | 54,791,836 |
| Benefits | 14,712,950 |
| Financial aid | 23,356,593 |
| Supplies, materials, & other expenses | 21,666,458 |
| Utilities | 3,256,837 |
| Depreciation | <u>10,849,678</u> |
| TOTAL OPERATING EXPENSES | <u>128,634,352</u> |
| OPERATING LOSS | <u>(83,606,522)</u> |
| NONOPERATING REVENUES/(EXPENSES) | |
| State apportionments, non-capital | 60,341,932 |
| Local property taxes | 36,693,296 |
| State taxes & other revenues | 3,037,081 |
| Investment income - Non-capital | 2,241,628 |
| Other non-operating revenues | 2,407,173 |
| Interest expense | <u>(24,616,768)</u> |
| TOTAL NONOPERATING REVENUES | <u>80,104,342</u> |
| LOSS BEFORE OTHER REVENUES AND GAINS | (3,502,180) |
| OTHER REVENUES AND GAINS | |
| State apportionments, capital | 16,803,820 |
| Gain on disposal of equipment | <u>12,294</u> |
| TOTAL OTHER REVENUES AND GAINS | <u>16,816,114</u> |
| INCREASE IN NET ASSETS | 13,313,934 |
| NET ASSETS, BEGINNING OF YEAR | <u>192,862,681</u> |
| ADJUSTMENT FOR RESTATEMENT (see Note 12) | (1,375,998) |
| NET ASSETS, AS RESTATED | <u>191,486,683</u> |
| NET ASSETS, END OF YEAR | <u><u>\$ 204,800,617</u></u> |

The notes to financial statements are an integral part of this statement.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Statement of Cash Flows
For the Fiscal Year Ended June 30, 2011

| | <u>2011</u> |
|--|-----------------------|
| CASH FLOWS FROM OPERATING ACTIVITIES | |
| Tuition and fees | \$ 6,225,897 |
| Grants and contracts | 16,493,348 |
| Payments to or on behalf of employees | (64,799,162) |
| Payments to vendors for supplies and services | (19,470,110) |
| Payments to students for scholarships and grants | (23,842,593) |
| Internal service sales and charges | 4,432,011 |
| Net Cash Used in Operating Activities | <u>(80,960,609)</u> |
| CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES | |
| State apportionments | 56,208,239 |
| Property taxes | 37,810,512 |
| Grants and gifts noncapital | 2,346,732 |
| Net Cash Provided by Non-capital Financing Activities | <u>96,365,483</u> |
| CASH FLOWS FROM CAPITAL FINANCING ACTIVITIES | |
| Acquisition and construction of capital assets | (47,661,747) |
| State apportionments, capital projects | 28,473,511 |
| Principal paid on capital debt | (2,900,000) |
| Interest paid on capital debt | (19,061,170) |
| Interest received on capital debt | 1,471,734 |
| Net Cash Used by Capital Financing Activities | <u>(39,677,672)</u> |
| CASH FLOWS FROM INVESTING ACTIVITIES | |
| Investment income | 3,191,642 |
| Purchase of fixed income securities | (84,140,000) |
| Net Cash Provided/(Used) by Investing Activities | <u>(80,948,358)</u> |
| NET DECREASE IN CASH & CASH EQUIVALENTS | (105,221,156) |
| CASH & CASH EQUIVALENTS, BEGINNING OF YEAR | <u>295,249,190</u> |
| CASH & CASH EQUIVALENTS, END OF YEAR | <u>\$ 190,028,034</u> |

The notes to financial statements are an integral part of this statement.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Statement of Cash Flows, Continued
For the Fiscal Year Ended June 30, 2011

| | <u>2011</u> |
|---|-------------------------------|
| RECONCILIATION OF NET OPERATING LOSS TO NET CASH FLOWS FROM OPERATING ACTIVITIES | |
| Operating loss | \$ (83,606,522) |
| Adjustments to Reconcile Operating Loss to Net Cash Flows from Operating Activities: | |
| Depreciation expense | 10,849,678 |
| Changes in Assets and Liabilities: | |
| Receivables, net | (15,317,874) |
| Inventories | 156,518 |
| Prepaid items | (6,576) |
| Accounts payable and accrued liabilities | 8,571,753 |
| Deferred revenue | (777,855) |
| Compensated absences | (202,981) |
| Supplemental early retirement plan liability | (1,308,776) |
| Other post-employment benefits liability | 257,617 |
| Funds held for others | 424,409 |
| Total Adjustments | <u>2,645,913</u> |
| Net Cash Flows From Operating Activities | <u><u>\$ (80,960,609)</u></u> |
| CASH AND CASH EQUIVALENTS CONSIST OF THE FOLLOWING | |
| Cash in banks | \$ 4,259,046 |
| Cash in county treasury | 185,768,988 |
| Investments | 143,191,642 |
| Total Cash and Cash Equivalents | <u><u>\$ 333,219,676</u></u> |
| NONCASH TRANSACTIONS | |
| On behalf payments for benefits | <u><u>\$ 1,184,325</u></u> |

The notes to financial statements are an integral part of this statement.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Statement of Net Assets – Fiduciary Funds
June 30, 2011

| | <u>Fiduciary Funds Agency</u> | <u>Fiduciary Funds Trust</u> | <u>OPEB Trust</u> |
|---|---------------------------------------|--------------------------------------|-----------------------|
| ASSETS | | | |
| Cash and cash equivalents | \$ 424,409 | \$ 1,742,318 | \$ 1,583,875 |
| Accrued income | - | - | 1,725 |
| Total Assets | <u>424,409</u> | <u>1,742,318</u> | <u>1,585,600</u> |
| LIABILITIES | | | |
| Due to student groups | 424,409 | - | - |
| Total Liabilities | <u>424,409</u> | <u>-</u> | <u>-</u> |
| NET ASSETS | | | |
| Restricted Net Assets | - | 1,742,318 | 1,585,600 |
| Total Liabilities and Net Assets | <u>\$ 424,409</u> | <u>\$ 1,742,318</u> | <u>\$ 1,585,600</u> |

The notes to financial statements are an integral part of this statement.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Statement of Changes in Net Assets – Fiduciary Funds
June 30, 2011

| | Fiduciary Funds Trust | OPEB Trust |
|--|--------------------------------------|-----------------------|
| | <u> </u> | <u> </u> |
| Additions | | |
| Scholarship donations | \$ 132,372 | \$ - |
| Employer contributions | - | 342,000 |
| Investment income | - | 199,117 |
| | <u> </u> | <u> </u> |
| Total Additions | <u>132,372</u> | <u>541,117</u> |
| Deletions | | |
| Scholarship awards | 135,106 | - |
| Administrative expense | - | 20,628 |
| | <u> </u> | <u> </u> |
| Total Deletions | <u>135,106</u> | <u>20,628</u> |
| INCREASE/(DECREASE) IN NET ASSETS | <u>(2,734)</u> | <u>520,489</u> |
| NET ASSETS, BEGINNING OF YEAR | <u>1,745,052</u> | <u>1,065,111</u> |
| NET ASSETS, END OF YEAR | <u>\$ 1,742,318</u> | <u>\$ 1,585,600</u> |

The notes to financial statements are an integral part of this statement.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Notes to Financial Statements
June 30, 2011

NOTE 1 – ORGANIZATION

The San Bernardino Community College District (District) is a political subdivision of the State of California and provides educational services to the local residents of the surrounding area. The District, formed in 1926, operates two co-educational two-year community colleges, San Bernardino Valley College and Crafton Hills College, and a Professional Development Center. The colleges are tax supported and governed by a locally elected Board of Trustees acting through the administration of the District and the Presidents of the respective colleges. The school districts within the boundaries of the District include Bear Valley, Fontana, Redlands, Rialto, Rim of the World, and San Bernardino City Unified School Districts, and Colton and Yucaipa-Calimesa Joint Unified School Districts. The District is located in San Bernardino County, with the exception that portions of Colton Joint Unified School District and Yucaipa-Calimesa Joint Unified School District are located in Riverside County.

Financial Reporting Entity

The District has adopted GASB Statement No. 39, *Determining Whether Certain Organizations are Component Units*. This statement amends GASB Statement No. 14, *The Financial Reporting Entity*, to provide additional guidance to determine whether certain organizations, for which the District is not financially accountable, should be reported as component units based on the nature and significance of their relationship with the District.

In evaluating how to define the District for financial reporting purposes, management has considered all potential component units. The decision to include a potential component unit in the reporting entity was made by applying the criteria set forth in generally accepted accounting principles and GASB Statement No. 14 and Statement No. 39. The basic, but not the only, criterion for including a potential component unit within the reporting entity is the Board of Trustee's ability to exercise oversight responsibility. A second criterion used in evaluating potential component units is the scope of public service. A third criterion used to evaluate potential component units is the existence of special financing relationships, regardless of the whether the District is able to exercise oversight responsibilities.

Based on the application of the criteria listed above, one potential component unit has been included in the District's reporting entity as blended component unit.

KVCR Educational Foundation, Inc. is a 501 (c)(3) nonprofit organization formed to meet the funding requirements of KVCR-TV/FM, a wholly owned broadcasting affiliate of the District. KVCR Educational Foundation, Inc. has been included as blended component unit. The Foundation also issues a stand-alone audited financial report, which can be obtained from the District or the Foundation.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Notes to Financial Statements
June 30, 2011

NOTE 1 – ORGANIZATION (continued)

Financial Reporting Entity (continued)

Based on the application of the criteria listed above, the following potential component units have been excluded from the District's reporting entity:

- The San Bernardino Community College District Public Entity Investment Trust
- The San Bernardino Valley College Foundation
- The Crafton Hills College Foundation

The Foundations are separate, not-for-profit corporations. Their Board of Directors are appointed independent of any District Board of Trustee appointments. Their Boards are responsible for approving their own budgets and accounting and financing related activities.

Separate financial statements for the Foundations and Investment Trust may be obtained through the District.

Joint Powers Agencies and Public Entity Risk Pools

The District is associated with five joint powers agencies (JPAs). These organizations do not meet the criteria for inclusion as component units of the District. The JPAs are the School Alliance for Workers' Compensation Excess II Self-Funded Joint Powers Authority (SAWCZ II), the Schools Association For Excess Risk (SAFER), the California Community College Financing Authority (CCCFA), the San Bernardino Regional Emergency Training Center (SBRETC), and the Statewide Association of Community Colleges (SWACC).

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Measurement Focus, Basis of Accounting, and Financial Statement Presentation

For financial reporting purposes, the District is considered a special-purpose government engaged only in business-type activities as defined by GASB Statements No. 34 and No. 35 as amended by GASB Statements No. 37 and No. 38. Accordingly, the District's financial statements have been presented using the economic resources measurement focus and the accrual basis of accounting. Under the accrual basis, revenues are recognized when earned, and expenses are recorded when an obligation has been incurred. All significant intra-agency and intra-fund transactions have been eliminated.

Revenue resulting from exchange transactions, in which each party gives and receives essentially equal value, is recorded on the accrual basis when the exchange takes place and amounts are available. Available means that the resources will be collected within the current fiscal year or are expected to be collected soon enough thereafter to be used to pay liabilities of the current fiscal year. For the District, available means expected to be received within 90 days of fiscal year end.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Notes to Financial Statements
June 30, 2011

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Measurement Focus, Basis of Accounting, and Financial Statement Presentation (continued)

Nonexchange transactions, in which the District receives value without directly giving equal value in return, include State apportionments, property taxes, certain grants, entitlements, and donations. Revenue from State apportionments is generally recognized in the fiscal year in which it is apportioned from the State. Revenue from property taxes is recognized in the fiscal year in which the taxes are received. Revenue from certain grants, entitlements, and donations is recognized in the fiscal year in which all eligibility requirements have been satisfied. Eligibility requirements include time and purpose requirements.

The accounting policies of the District conform to accounting principles generally accepted in the United States of America (U.S. GAAP) as applicable to colleges and universities, as well as those prescribed by the California Community Colleges Chancellor's Office.

The District reports are based on all applicable GASB pronouncements, as well as applicable Financial Accounting Standards Board (FASB) pronouncements issued on or before November 30, 1989, now codified in the FASB Accounting Standards Codification, unless those pronouncements conflict with or contradict GASB pronouncements. When applicable, certain prior year amounts have been reclassified to conform to current year presentation. The budgetary and financial accounts of the District are maintained in accordance with the State Chancellor's Office Budget and Accounting Manual.

The financial statements are presented in accordance with the reporting model as prescribed in GASB Statement No. 34, *Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments*, and GASB Statement No. 35, *Basic Financial Statements and Management's Discussion and Analysis for Public Colleges and Universities*, as amended by GASB Statements No. 37 and No. 38. The Business type activities model followed by the District requires the following components of the District's financial statements:

- Management's Discussion and Analysis
- Basic Financial Statements for the District as a whole including:
 - Statements of Net Assets
 - Statements of Revenues, Expenses, and Changes in Net Assets
 - Statements of Cash Flows
- Notes to Financial Statements

Cash and Cash Equivalents

The District's cash and cash equivalents are considered to be cash on hand and demand deposits. Cash equivalents also include cash with county treasury balances for purposes of the statements of cash flows.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Notes to Financial Statements
June 30, 2011

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Investments

In accordance with GASB Statement No. 31, *Accounting and Reporting for Certain Investments and for External Investment Pools*, investments are stated at fair market value. Fair market value is estimated based on published market prices at year-end. Investments for which there are no quoted market prices are not material.

Accounts Receivable

Accounts receivable include amounts due from the Federal, State and/or local governments, or private sources, in connection with reimbursement of allowable expenditures made pursuant to the District's grant and contracts. Accounts receivable also consist of tuition and fee charges to students and auxiliary enterprise services provided to students, faculty, and staff, the majority of each residing in the State of California. Management has analyzed these accounts and believes all amounts are fully collectable.

Prepaid Expenditures

Prepaid expenditures or expenses represent payments made to vendors for services that will benefit periods beyond June 30, 2011.

Inventory

Inventory consists primarily of expendable supplies held for consumption. Inventories are stated at the lower of cost or market, utilizing the first-in, first-out method. The cost is recorded as an expense as the inventory is consumed.

Capital Assets and Depreciation

Capital assets are long-lived assets of the District as a whole and include land, construction-in-progress, buildings, leasehold improvements, and equipment. The District maintains an initial unit cost capitalization threshold of \$5,000. Assets are recorded at historical cost, or estimated historical cost, when purchased or constructed. The District does not possess any infrastructure. Donated capital assets are recorded at estimated fair market value at the date of donation. Improvements are capitalized; the costs of normal maintenance and repairs that do not add to the value of the asset or materially extend an asset's life are not capitalized. Major outlays for capital improvements are capitalized as construction-in-progress as the projects are constructed. Routine repairs and maintenance that do not extend the life of the building or equipment are charged as operating expenses in the year the expense is incurred.

Depreciation of capital assets is computed and recorded by the straight-line method. Estimated useful lives of the various classes of depreciable capital assets are as follows: buildings, 40 to 50 years; improvements, 20 to 25 years; equipment, 5 to 15 years.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Notes to Financial Statements
June 30, 2011

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Accrued Liabilities and Long-Term Obligations

All payables, accrued liabilities, and long-term obligations are reported in the entity-wide financial statements.

Deferred Issuance Costs, Premiums, and Discounts

Bond premiums and discounts, as well as issuance costs, are deferred and amortized over the life of the bonds using the straight line method.

Compensated Absences

Accumulated unpaid employee vacation benefits are accrued as a liability as the benefits are earned. The entire compensated absence liability is reported on the entity-wide financial statements. The amounts have been recorded in the fund from which the employees, who have accumulated the leave, are paid. The District also participated in "load-banking" with eligible academic employees whereby the employee may teach extra courses in one period in exchange for time off in another period.

Sick leave is accumulated without limit for each employee based upon negotiated contracts. Leave with pay is provided when employees are absent for health reasons; however, the employees do not gain a vested right to accumulated sick leave. Employees are never paid for any sick leave balance at termination of employment or any other time, therefore, the value of accumulated sick leave is not recognized as a liability in the District's financial statements. However, credit for unused sick leave is applicable to all classified school members who retire after January 1, 1999. At retirement, each member will receive .004 year of service credit for each day of unused sick leave.

Deferred Revenue

Deferred revenue arises when potential revenue does not meet both the "measurable" and "available" criteria for recognition in the current period or when resources are received by the District prior to the incurrence of qualifying expenditures. In subsequent periods, when both revenue recognition criteria are met, or when the District has a legal claim to the resources, the liability for deferred revenue is removed from the combined balance sheet and revenue is recognized. Deferred revenues include (1) amounts received for tuition and fees prior to the end of the fiscal year that are related to the subsequent fiscal year and (2) amounts received from Federal and State grants received before the eligibility requirements are met.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Notes to Financial Statements
June 30, 2011

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Net Assets

GASB Statements No. 34 and No. 35 report equity as “Net Assets.” Net assets are classified according to external donor restrictions or availability of assets for satisfaction of District obligations according to the following net asset categories:

- **Invested in Capital Assets, Net of Related Debt** – Capital Assets, net of accumulated depreciation and outstanding principal balances of debt attributable to the acquisition, construction, or improvement of those assets.
- **Restricted – Expendable** – Net assets whose use by the District is subject to externally imposed constraints that can be fulfilled by actions of the District pursuant to those constraints or by the passage of time.
- **Unrestricted** – Net assets that are not subject to externally imposed constraints. Unrestricted net assets may be designated for specific purposes by action of the Board of Trustees or may otherwise be limited by contractual agreements with outside parties.

When both restricted and unrestricted resources are available for use, it is the District’s practice to use restricted resources first and the unrestricted resources when they are needed. The entity-wide financial statements report \$40,981,562 of restricted net assets.

Operating Revenues and Expenses

Classification on Revenues – The District has classified its revenues as either operating or nonoperating according to the following criteria:

- **Operating revenues** – Operating revenues include activities that have the characteristics of exchange transactions, such as, (1) student tuition and fees, net of scholarship discounts and allowances, (2) sales and services of auxiliary enterprises, net of scholarship discounts and allowances, (3) most Federal, State, and local grants and contracts, and (4) interest on institutional student loans.
- **Nonoperating revenues** – Nonoperating revenues include activities that have the characteristics of nonexchange transactions, such as State apportionments, property taxes, investment income, gifts and contributions, and other revenue sources described in GASB Statement No. 34.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Notes to Financial Statements
June 30, 2011

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Operating Revenues and Expenses (continued)

Classification of Expenses – Nearly all the District’s expenses are from exchange transactions and are classified as either operating or nonoperating according to the following criteria:

- **Operating expenses** – Operating expenses are necessary costs to provide the services of the District and include employee salaries and benefits, supplies, operating expenses, and student financial aid.
- **Nonoperating expenses** – Nonoperating expenses include interest expense and other expenses not directly related to the services of the District.

State Apportionments

Certain current year apportionments from the State are based on financial and statistical information of the previous year. Any corrections due to the recalculation of the apportionment are made in February of the subsequent year and are recorded in the District’s financial records when received.

On-Behalf Payments

GASB Statement No. 24 requires direct on-behalf payments for fringe benefits and salaries made by one entity to a third party recipient for the employees for another legally separate entity be recognized as revenues and expenditures by the employer entity. The State of California makes direct on-behalf payments to the State Teachers and the Public Employees Retirement Systems (CalSTRS and CalPERS) on behalf of all community colleges in California. The amounts of on-behalf payments were \$1,184,325 and \$0 for CalSTRS and CalPERS, respectively.

Estimates

The preparation of the financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the amount reported in the financial statements and accompanying notes. Actual results may differ from those estimates.

Property Tax

Secured property taxes attach as an enforceable lien on property as of January 1. The County Assessor is responsible for assessment of all taxable real property. Taxes are payable in two installments on November 1 and February 1 and become delinquent on December 10 and April 10, respectively. Unsecured property taxes are payable in one installment on or before August 31. The County of San Diego bills and collects the taxes on behalf of the District. Local property tax revenues are recorded when received.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Notes to Financial Statements
June 30, 2011

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Scholarship Discounts and Allowances

Student tuition and fee revenue is reported net of scholarship discounts and allowances in the Statements of Revenues, Expenditures, and Changes in Net Assets. Scholarship discounts and allowances represent the difference between stated charges for enrollment fees and the amount that is paid by students or third parties making payment on the students' behalf. To the extent that fee waivers and discount have been used to satisfy tuition and fee charges, the District has recorded a scholarship discount and allowance.

Federal Financial Assistance Programs

The District participates in Federally funded Pell Grants, SEOG Grants, and Federal Work-Study. Financial aid to students is either reported as operating expenses or scholarship allowances, which reduce revenues. The amount reported as operating expense represents the portion of aid that was provided to the student in the form of cash. These programs are audited in accordance with the Single Audit Act Amendments of 1996, and the U.S. Office of Management and Budget's revised Circular A-133, *Audits of States, Local Governments and Non-Profit Organizations*, and the related *Compliance Supplement*. During the fiscal year ended June 30, 2011, the District distributed \$22,875,208 in the programs noted above through the U.S. Department of Education. These amounts have not been included as revenues or expenses within the accompanying financial statements as the amounts were passed directly to qualifying students; however, the amounts are included on the Schedule of Expenditures of Federal Awards.

Interfund Activity

Exchange transactions between funds of the District are reported as revenues and expenses within the statements of Revenues, Expenses, and Changes in Net Assets. Flows of cash or goods from one fund to another without a requirement for repayment are recognized as interfund transfers within the District's fund financial statements. Amounts owing between funds for both exchange and non-exchange transactions are recorded as interfund receivables and payables within the District's fund financial statements. Interfund transfers and interfund receivables and payables are eliminated during the consolidation process in the entity-wide financial statements.

New Accounting Pronouncement

In June 2010, the Governmental Accounting Standards Board ("GASB") issued Statement No. 59, Financial Instruments Omnibus. The objective of the statement is to update and improve existing standards regarding financial reporting and disclosure requirements of certain financial instruments and external investment pools for which significant issues have been identified in practice. The provisions of this statement are effective for the District's financial statements for periods beginning after June 15, 2010. The application of the revised guidance for investments financial reporting and disclosures is not expected to have a material impact to the District's financial statements.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Notes to Financial Statements
June 30, 2011

NOTE 3 – CASH AND INVESTMENTS

Policies and Practices

The District is authorized under California Government Code to make direct investments in local agency bonds, notes, or warrants within the State; U.S. Treasury instruments; registered State warrants or treasury notes; securities of the U.S. Government, or its agencies; bankers acceptances; commercial paper; certificates of deposit placed with commercial banks and/or savings and loan companies; repurchase or reverse repurchase agreements; medium term corporate notes; shares of beneficial interest issued by diversified management companies; medium term corporate notes; shares of beneficial interest issued by diversified management companies; certificates of participation; obligations with first priority security; and collateralized mortgage obligations.

Investment in County Treasury – The District is considered to be an involuntary participant in an external investment pool as the District is required to deposit all receipts and collections of monies with their County Treasurer (Education Code Section 41001). The fair market value of the District's investment in the pool is reported in the accompanying financial statements at amounts based upon the District's pro-rata share of the fair market value provided by the County Treasurer for the entire portfolio (in relation to the amortized cost of that portfolio). The balance available for withdrawal is based on the accounting records maintained by the County Treasurer, which is recorded on the amortized cost basis.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Notes to Financial Statements
June 30, 2011

NOTE 3 – CASH AND INVESTMENTS (continued)

General Authorizations

Limitations as they relate to interest rate risk, credit risk, and concentration of credit risk are indicated in the schedules below:

| Authorized Investment Type | Maximum Remaining Maturity | Maximum Percentage of Portfolio | Maximum Investment in One Issuer |
|---|----------------------------------|---------------------------------------|--|
| Local Agency bonds, Notes, Warrants | 5 years | None | None |
| Registered State Bonds, Notes, Warrants | 5 years | None | None |
| U.S. Treasury Obligations | 5 years | None | None |
| U.S. Agency Securities | 5 years | None | None |
| Banker's Acceptance | 180 days | 40% | 30% |
| Commercial Paper | 270 days | 40% | 10% |
| Negotiable Certificates of Deposit | 5 years | 40% | None |
| Repurchase Agreements | 1 year | None | None |
| Reverse Repurchase Agreements | 92 days | 20% of base | None |
| Medium-Term Corporate Notes | 5 years | 30% | None |
| Mutual Funds | N/A | 20% | 10% |
| Money Market Mutual Funds | N/A | 20% | 10% |
| Mortgage Pass-Through Securities | 5 years | 20% | None |
| County Pooled Investment Funds | N/A | None | None |
| Local Agency Investment Fund (LAIF) | N/A | None | None |
| Joint Powers Authority Pools | N/A | None | None |

Authorized Under Debt Agreements

Investments of debt proceeds held by bond trustees are governed by provisions of the debt agreements rather than the general provisions of the California Government Code. These provisions allow for the acquisition of investment agreements with maturities of up to 30 years.

Summary of Cash and Investments

Cash and investments as of June 30, 2011, consist of the following:

| | |
|---|----------------|
| Cash on hand and in banks | \$ 4,209,046 |
| Revolving cash fund | 50,000 |
| Investment in San Bernardino County Investment Pool | 185,768,988 |
| Investments | 143,191,642 |
| Total Cash and Investments | \$ 333,219,676 |

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Notes to Financial Statements
June 30, 2011

NOTE 3 – CASH AND INVESTMENTS (continued)

Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair market value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair market value to changes in market interest rates. The District manages its exposure to interest rate risk by primarily investing in the County Investment Pool and in other investment agreements.

Specific Identification and Credit Risk

Information about the sensitivity of the fair market values of the District's investments to market interest rate fluctuations is indicated by the following schedule that shows the distribution of the District's investment by maturity. Credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. The District's investment in the County pool is not required to be rated, nor has it been rated as of June 30, 2011. Presented below is the minimum rating required by the California Government Code, the District's investment policy, or debt agreements, and the actual rating as of the year-end for each investment type. Since all District investment holdings are governmental securities, per California Government Code there is no minimum legal rating.

| <u>Investment or Deposit Type</u> | <u>Fair Market Value</u> | <u>Days to Maturity</u> | <u>Minimum Legal Rating</u> | <u>Rating 6/30/2011</u> |
|---|--------------------------|-------------------------|-----------------------------|-------------------------|
| Dreyfus Tax Exempt Cash Mgmt 675, CUSIP:S99991920 | \$ 125,596,642 | N/A | Not Applicable | AAAm |
| San Bernardino County Investment Pool | 185,768,988 | 360 | Not Applicable | AA+ |
| Huntington Beach UHSD CTFS, CUSIP:440231AL6 | 635,000 | 1872 | Not Applicable | AA+ |
| Huntington Beach UHSD CTFS, CUSIP:446231AM4 | 5,190,000 | 4482 | Not Applicable | AA+ |
| Huntington Beach UHSD CFTS, CUSIP:446231AN2 | 10,260,000 | 6829 | Not Applicable | AA+ |
| Paramount Calif CTFS, CUSIP:699213BE3 | 490,000 | 1089 | Not Applicable | AA+ |
| Paramount Calif CTFS, CUSIP:699213BF0 | 1,020,000 | 4220 | Not Applicable | AA+ |
| | <u>\$ 328,960,630</u> | | | |

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Notes to Financial Statements
June 30, 2011

NOTE 3 – CASH AND INVESTMENTS (continued)

Custodial Credit Risk – Deposits

Custodial credit risk is the risk that in the event of a bank failure, the District’s deposits may not be returned to it. The California Government Code requires that a financial institution secure deposits made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law (unless so waived by the governmental unit). The market value of the pledged securities in the collateral pool must equal at least 110 percent of the total amount deposited by the public agencies. California law also allows financial institutions to secure public deposits by pledging first trust deed mortgage notes having a value of 150 percent of the secured public deposits and letters of credit issued by the Federal Home Loan Bank of San Francisco having a value of 105 percent of the secured deposits. As of June 30, 2011, the District’s bank balance of \$4,259,046 was not exposed to custodial credit risk because the first \$250,000 deposited per bank was covered under the FDIC insurance limit, and the remaining was collateralized with securities held by the pledging financial institution’s trust department or agency.

NOTE 4 – ACCOUNTS RECEIVABLE

Receivables for the District consisted primarily of intergovernmental grants, entitlements, interest, and other local sources. All receivables are considered collectible in full.

The accounts receivable balance as of June 30, 2011 is as follows:

| | <u>2011</u> |
|----------------------|----------------------|
| Grants and Contracts | |
| Federal | \$ 1,651,602 |
| State | 17,952,666 |
| Local | <u>6,367,662</u> |
| Total | <u>\$ 25,971,930</u> |

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Notes to Financial Statements
June 30, 2011

NOTE 5 – CAPITAL ASSETS

Capital asset activity for the District for the fiscal year ended June 30, 2011 was as follows:

| | Balance July 01, 2010 | Additions | Deductions | Balance June 30, 2011 |
|--|--------------------------|-----------------------|-----------------------|--------------------------|
| Capital Assets not being Depreciated | | | | |
| Land | \$ 3,084,176 | \$ 1,324,857 | \$ - | \$ 4,409,033 |
| Construction in progress | 142,722,217 | 46,061,781 | 139,286,094 | 49,497,904 |
| Total Capital Assets not Being Depreciated | <u>145,806,393</u> | <u>47,386,638</u> | <u>139,286,094</u> | <u>53,906,937</u> |
| Capital Assets being Depreciated | | | | |
| Land improvements | 25,549,239 | 22,431,806 | - | 47,981,045 |
| Buildings & improvements | 159,891,789 | 116,062,233 | 4,835,950 | 271,118,072 |
| Furniture & equipment | 19,445,591 | 1,067,164 | 458,013 | 20,054,742 |
| Total Capital Assets Being Depreciated | <u>204,886,619</u> | <u>139,561,203</u> | <u>5,293,963</u> | <u>339,153,859</u> |
| Total Capital Assets | <u>350,693,012</u> | <u>186,947,841</u> | <u>144,580,057</u> | <u>393,060,796</u> |
| Less Accumulated Depreciation | | | | |
| Land improvements | 11,558,138 | 3,920,750 | 4,967,998 | 10,510,890 |
| Buildings & improvements | 26,765,141 | 5,497,182 | - | 32,262,323 |
| Furniture & equipment | 12,336,853 | 1,431,746 | 441,540 | 13,327,059 |
| Total Accumulated Depreciation | <u>50,660,132</u> | <u>10,849,678</u> | <u>5,409,538</u> | <u>56,100,272</u> |
| Net Capital Assets | <u>\$ 300,032,880</u> | <u>\$ 176,098,163</u> | <u>\$ 139,170,519</u> | <u>\$ 336,960,524</u> |

Depreciation expense for the year was \$10,849,678.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Notes to Financial Statements
June 30, 2011

NOTE 6 – LONG-TERM LIABILITIES

A schedule of changes in long-term liabilities for the year ended June 30, 2011 is shown below:

| | Balance July 01, 2010 | Additions | Accretion | Deductions | Balance June 30, 2011 | Due Within One Year |
|-------------------------------|--------------------------|------------|---------------|--------------|--------------------------|------------------------|
| Long-Term Obligations | | | | | | |
| General obligation bonds | \$ 433,049,215 | \$ - | \$ 12,501,387 | \$ 2,900,000 | \$ 442,650,602 | \$ 3,424,085 |
| Premium on bonds | 18,339,615 | - | - | 946,069 | 17,393,546 | - |
| Capital leases | 27,596 | - | - | 27,596 | - | - |
| Compensated absences | 2,099,148 | 47,007 | - | 249,988 | 1,896,167 | - |
| SERP liability | 6,454,909 | - | - | 1,308,776 | 5,146,133 | 1,648,637 |
| Other postemployment benefits | 838,855 | 257,617 | - | - | 1,096,472 | - |
| Totals | \$ 460,809,338 | \$ 304,624 | \$ 12,501,387 | \$ 5,432,429 | \$ 468,182,920 | \$ 5,072,722 |

Bonds Payable

On November 5, 2002, voters within the boundaries of the District authorized the issuance and sale of general obligation bonds totaling \$190,000,000 (Measure P). In May 2003, \$50,000,00 of general obligation bonds were sold (Series A), and in February 2004, an additional \$20,000,000 of general obligation bonds were sold (Series B). In September 2006, \$100,000,000 of general obligation bonds were sold (Series C). On June 18, 2009 \$4,999,797 (Series D) and \$15,000,000 (Series E) general obligation bonds were sold. Proceeds from the sale of the bonds have been or will be used to finance the acquisition, construction, reconstruction, and modernization of certain property and District facilities.

On April 7, 2005, the District issued \$56,562,550 in general obligation bonds to advance refund \$52,690,000 of outstanding 2002 Series A and B bonds. The net proceeds of \$55,892,560 were used to purchase U.S government securities. These securities were deposited in an irrevocable trust with an escrow agent to provide for all future debt service payments on the 2002 Series A and B bonds maturing on or after August 1, 2014 and 2015, respectively. Accordingly, the trust account assets and the liability for the defeased bonds are not included in the District's statements.

On February 5, 2008, voters within the boundaries of the District authorized the issuance and sale of general obligation bonds totaling \$500,000,000 (Measure M). On December 30, 2008, \$140,000,000 of general obligation bonds was sold (Series A). On June 18, 2009, \$73,102,389 (Series B) and \$45,210,000 (Series C) general obligation bonds were sold.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Notes to Financial Statements
June 30, 2011

NOTE 6 – LONG-TERM OBLIGATIONS (continued)

Bonds Payable (continued)

The outstanding bonded debt for the San Bernardino Community College District was as follows:

| Issue Date | Maturity Date | Interest Rate | Original Issue | As Restated Bonds Outstanding, July 1, 2010 | Accreted Interest Addition | Redeemed | Bonds Outstanding, June 30, 2011 |
|---------------|---------------|---------------|----------------|--|----------------------------------|---------------------|--|
| 5/1/2003 | 8/1/2014 | 2.0-5.0% | \$ 50,000,000 | \$ 3,705,000 | \$ - | \$ 765,000 | \$ 2,940,000 |
| 2/12/2004 | 8/1/2015 | 2.25-5.25% | 20,000,000 | 1,470,000 | - | 205,000 | 1,265,000 |
| 3/22/2005 | 8/1/2023 | 12.0%* | 56,562,550 | 52,038,416 | 462,068 | 1,930,000 | 50,570,484 |
| 8/22/2006 | 8/1/2031 | 4.25-5.0% | 100,000,000 | 100,000,000 | - | - | 100,000,000 |
| 12/17/2008 | 8/1/2033 | 3.75-6.5% | 140,000,000 | 140,000,000 | - | - | 140,000,000 |
| 6/9/2009 | 8/1/2033 | 6.02-10.0% | 4,999,797 | 5,231,999 | 398,552 | - | 5,630,551 |
| 6/9/2009 | 8/1/2033 | 7.63% | 15,000,000 | 15,000,000 | - | - | 15,000,000 |
| 6/9/2009 | 8/1/2048 | 6.78-11.5% | 73,102,389 | 76,394,186 | 5,640,381 | - | 82,034,567 |
| 6/9/2009 | 8/1/2044 | 6.375-7.63% | 45,210,000 | 45,210,000 | - | - | 45,210,000 |
| Totals | | | | \$ 439,049,601 | \$ 6,501,001 | \$ 2,900,000 | \$ 442,650,602 |

*Effective interest rate - 5.07-5.14%

The annual requirements to amortize all bonds payable, outstanding as of June 30, 2011, are as follows:

| Year Ending June 30, | Principal | Interest | Total |
|-------------------------|-----------------------|-----------------------|-------------------------|
| 2012 | \$ 3,424,085 | \$ 20,599,328 | \$ 24,023,413 |
| 2013 | 4,055,926 | 20,614,962 | 24,670,888 |
| 2014 | 4,757,736 | 20,601,543 | 25,359,279 |
| 2015 | 5,011,848 | 20,533,406 | 25,545,254 |
| 2016 | 5,598,097 | 20,445,041 | 26,043,138 |
| 2017-2021 | 41,105,144 | 101,207,178 | 142,312,322 |
| 2022-2026 | 56,304,188 | 109,548,560 | 165,852,748 |
| 2027-2031 | 121,275,781 | 77,100,153 | 198,375,934 |
| 2032-2036 | 94,399,580 | 66,202,929 | 160,602,509 |
| 2037-2041 | 50,848,174 | 130,698,987 | 181,547,161 |
| 2042-2046 | 31,653,457 | 183,905,243 | 215,558,700 |
| 2047-2049 | 12,585,722 | 186,934,278 | 199,520,000 |
| Subtotal | 431,019,738 | 958,391,608 | 1,389,411,346 |
| Accreted Interest | 11,630,864 | (11,630,864) | - |
| Totals | \$ 442,650,602 | \$ 946,760,744 | \$ 1,389,411,346 |

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Notes to Financial Statements
June 30, 2011

NOTE 6 – LONG-TERM OBLIGATIONS (continued)

Supplemental Early Retirement Plan

In June 2003, San Bernardino Community College District offered a Supplemental Early Retirement Plan. This Plan allowed qualified individuals to retire at age 55. The Plan offered monetary incentives and health insurance benefits. The monetary incentives were paid in five equal yearly installments of \$487,957. The medical benefits are based on actual costs with a maximum of \$7,500 per year until the qualified individual reaches age 65.

During the year ended June 30, 2009, San Bernardino Community College District offered two Supplemental Early Retirement Plans. The Plans allowed qualified individuals to retire at age 55. The Plans offered monetary incentives and health insurance benefits. The monetary incentives will be funded through five equal yearly installments of \$606,232. The medical benefits are based on actual costs with a maximum of \$7,500 per year until the qualified individual reaches age 65.

During the year ended June 30, 2010, San Bernardino Community College District offered one Supplemental Early Retirement Plan. The Plan allowed qualified individuals to retire at age 55. The Plan offered monetary incentives and health insurance benefits. The monetary incentives will be funded through five equal yearly installments of \$758,399. The medical benefits are based on actual costs with maximum of \$7,500 per year until the qualified individual reaches age 65.

The estimated present values of the future payments are as follows:

| Years Ending June 30, | Payment |
|--------------------------|---------------------|
| 2012 | \$ 1,648,637 |
| 2013 | 1,554,446 |
| 2014 | 903,907 |
| 2015 | 828,456 |
| 2016 | 81,688 |
| 2017-2019 | <u>128,999</u> |
| Total | <u>\$ 5,146,133</u> |

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Notes to Financial Statements
June 30, 2011

NOTE 7 – POST-EMPLOYMENT BENEFITS

The District administers a single-employer defined benefit healthcare plan, which provides medical insurance benefits to eligible retirees in accordance with various labor agreements. The District reports the financial activity of the Plan as a trust fund, and no separate financial report is prepared. Faculty, classified, and management employees qualify at age 60 with 10 years of service. Classified employees qualify at age 55 with 20 years of service. Board members qualify for 5 years of benefits, but not before age 65, with 12 years of service. Membership of the Plan consisted of the following at August 1, 2009, the date of the latest actuarial valuation:

Plan Description and Contribution Information

| | <u>Amount</u> |
|-----------------------------|---------------|
| Retirees receiving benefits | 54 |
| Active plan members | <u>653</u> |
| Total | <u>707</u> |

Funding Policy

The District's annual other post-employment benefit (OPEB) cost is calculated based on the annual required contribution of the employer (ARC), an amount actuarially determined in accordance with the parameters of GASB Statement No. 45. The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover normal cost each year and amortized any unfunded actuarial liabilities (or funding excess) over a period not to exceed thirty years. The following table shows the components of the District's annual OPEB cost for the year, the amount actually contributed to the Plan, and changes in the District's net OPEB obligation:

| | |
|------------------------------------|----------------------------|
| Annual required contribution | \$ 998,149 |
| Interest on net OPEB contribution | 50,331 |
| Adjustment to annual ARC | <u>(29,087)</u> |
| Annual OPEB cost (expense) | 1,019,393 |
| Contributions made - pay as you go | 419,776 |
| Contributions made - trust | <u>342,000</u> |
| Increase in net OPEB obligation | 257,617 |
| Net OPEB obligation, Beg. of Year | 838,855 |
| Net OPEB obligation, End of Year | <u><u>\$ 1,096,472</u></u> |

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Notes to Financial Statements
June 30, 2011

NOTE 7 – POST-EMPLOYMENT BENEFITS (continued)

Annual OPEB Cost and Net OPEB Obligation

The District’s annual OPEB cost, the percentage of annual OPEB cost contribution to the Plan, and the net OPEB obligation for the year ended June 30, 2011 and the two preceding years were as follows:

| Fiscal Year Ended | Annual OPEB Cost | Percentage Contributed | Net OPEB Obligation |
|----------------------|---------------------|---------------------------|------------------------|
| 6/30/2009 | \$ 687,455 | 36.4% | \$ 437,208 |
| 6/30/2010 | 1,009,221 | 60.2% | 838,855 |
| 6/30/2011 | 1,019,393 | 74.7% | 1,096,472 |

Funded Status and Funding Progress

As of August 1, 2009, the most recent actuarial valuation date, the District had established a trust for post-employment benefits. The actuarial accrued liability for benefits was \$8,338,911. The covered payroll (annual payroll of active employees covered by the Plan) was \$42,707,577, and the ratio of the UAAL to the covered payroll was 16.79 percent. A pay-as-you-go contribution of \$419,776 was made during the year ended June 30, 2011. Additionally, a contribution of \$342,000 was made to the OPEB trust. See pages 15 and 16 for a summary of OPEB trust activity.

Actuarial valuations of an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about the future employment, mortality, and the healthcare cost trend. Amounts determined regarding the funded status of the Plan and the annual required contribution of the employer are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future. The schedule of funding progress, presented as required supplementary information following the notes to the financial statements, presents multiyear trend information about whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liabilities for benefits.

Actuarial Methods and Assumptions

Projections of benefits for financial reporting purposes are based on the substantive Plan (the Plan as understood by the employer and the Plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and the Plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations. The August 1, 2009 actuarial valuations used the entry age normal actuarial cost method. The actuarial assumptions included a 6% investment rate of return, a projected 3% increase in salaries, and a 4% annual healthcare cost trend rate. An annual inflation rate of 3% per year was used. The UAAL is being amortized as a level percentage of projected payroll over a period of 30 years.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Notes to Financial Statements
June 30, 2011

NOTE 8 – EMPLOYEE RETIREMENT SYSTEMS

Public Employees' Retirement System (CalPERS)

Plan Description

The District contributes to the School Employer Pool under the California Public Employees' System (CalPers), a cost-sharing multiple-employer public employee retirement system defined-benefit pension plan administered by CalPERS. The Plan provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to Plan members and beneficiaries. Benefit provision are established by statutes, as legislatively amended, within the Public Employees' Retirement Law. CalPERS issues a separate comprehensive annual financial report that includes financial statements and required supplementary information. Copies of the CalPERS annual financial report may be obtained from the CalPERS Regional Office, 400 "Q" Street, Room 1820, Lincoln Plaza East, Sacramento, California 95811.

Funding Policy

Active Plan members are required to contribute 10.707% of their salary and the District is required to contribute an actuarially determined rate. The actuarial methods and assumptions used for determining the rate are those adopted by the CalPERS Board of Administration. The required employer contribution rate for fiscal year 2009-2010 was 9.709% of annual payroll. The contribution requirements of the Plan members are established by state statute. The District's contributions to CalPERS for the years ended June 30, 2011, 2010, and 2009, were \$2,174,117, \$2,156,895, and \$2,017,044, respectively, and equal 100% of the required contributions for each year.

State Teachers Retirement System (CalSTRS)

Plan Description

The District contributes to the California State Teachers' Retirement System (CalSTRS), a cost sharing multiple-employer defined benefit pension plan administered by CalSTRS. The Plan provides retirement, disability, and survivor benefits to beneficiaries. Benefit provisions are established by State statutes, as legislatively amended, within the State Teachers' Retirement Law. CalSTRS issues a separate comprehensive annual financial report that includes financial statements and required supplementary information. Copies of the CalSTRS annual financial report may be obtained from CalSTRS, 7919 Folsom, Blvd., Sacramento, California 95826.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Notes to Financial Statements
June 30, 2011

NOTE 8 – EMPLOYEE RETIREMENT SYSTEMS (continued)

State Teachers Retirement System (CalSTRS) (continued)

Funding Policy

Active plan members are required to contribute 8.0% of their annual salary, and the District is required to contribute an actuarially determined rate. The actuarial methods and assumptions used for determining the rate are those adopted by CalSTRS Teacher's Retirement Board. The required employer contribution rate for fiscal year 2010-2011 was 8.25% of annual payroll. The contribution requirements of the Plan members are established by state statute. The District's contribution to CalSTRS for the years ended June 30, 2011, 2010, and 2009, were \$2,289,824, \$2,410,252, and \$2,644,828, respectively, and equal 100% of the required contributions for each year.

Accumulation Program for Part-Time and Limited (APPLE)

Plan Description

The District contributes to the Accumulation Program for Part-Time and Limited-Service Employees Plan (APPLE). All employees who do not participate in another retirement plan provided by the District are eligible to participate in the APPLE Plan, a multi-employer defined-contribution retirement program.

The District's payroll for employees covered by APPLE for the years ended June 30, 2011, 2010, and 2009, was \$3,331,759 \$4,273,548, and \$4,006,935, respectively.

Participants become 100% vested in the Employer Contribution Account at normal retirement age, total disability, or death. Participants are 100% vested in the Employee Contribution Account at all times.

Contribution Requirements and Contributions Made

The District is required under the Adoption Agreement to contribute 1.3% of each participant's gross wages. Participants are required to contribute 6.2% of their gross wages.

Total contributions for the years ended June 30, 2011, 2010, and 2009, were \$247,961 \$264,960, and \$248,430, respectively. The District contributed \$41,392 and employees contributed \$206,569 for the year ended June 30, 2011.

NOTE 9 – KVCR

The District operates a radio and television station and receives annual grants from the Corporation for Public Broadcasting (CPB). The CPB funded programs are audited under CPB guidelines, the report of which is presented separately in full.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Notes to Financial Statements
June 30, 2011

NOTE 10 – COMMITMENTS AND CONTIGENCIES

The District is exposed to various risks of loss related to: torts; theft of; damage to; and destruction of assets; injuries to students, campus visitors, or employees; errors and omissions; natural disasters; medical and dental claims of District employees; and employment-related liabilities. The District has Internal Service Funds to account for and finance its uninsured risks of loss.

Liability for Open Claims – Workers’ Compensation

The District maintains a self-insurance plan for workers’ compensation benefits as authorized by Section 81602 of the California Education Code. Claims are paid by a third party administrator acting on behalf of the District under the terms of a contractual agreement. The contract is renewable every three years and administrative fees are included within the provision of that agreement. Coverage for workers’ compensation claims is provided by a tiered system. The Worker’s Compensation Fund provides coverage for up to a maximum of \$500,000 per occurrence. In addition, the District participates in a Joint Powers Arrangement with the Schools Alliance for Workers’ Compensation Excess II (SAWCX II) that provides coverage for claims exceeding \$500,000 with a limit of \$25,000,000 per occurrence.

The recorded liability for the workers’ compensation benefits as of June 30, 2010, \$2,099,580, includes an estimate of incurred but no reported claims. This liability is reported in accrued liabilities as June 30, 2010, based on the requirements of GASB Statement No. 10, which requires that a liability for claims be reported if information available prior to the issuance of the financial statements indicates that it is probable that a liability has been incurred as the date of the financial statements and the amount of the loss can be reasonably estimated.

The District also maintains a property and liability self-insurance plan. The Plan is authorized by Section 81602 of the California Education Code. Coverage for liability and property claims is provided by a tiered system. The Self-Insurance – Liability and Property Fund provides coverage for up to a maximum of \$50,000 per occurrence for liability claims and \$5,000 per occurrence for property claims. The District purchases additional insurance from Joint Powers Arrangements for claims in excess of coverage provided by the fund. The Statewide Association for Excess Risk (SAFER) provided coverage for claims exceeding the District’s retention with a limit of \$25,000,000 per occurrence for liability and \$250,000,000 per occurrence for property. Settled claims have not exceeded this insurance in any of the past three fiscal years.

Because actual claim liabilities depend on such complex factors as inflation, changes in legal doctrines, and damage awards, the process used in computing claim liability does not necessarily result in an exact amount. Claim liabilities are reevaluated periodically to take into considered recently settled claims, the frequency of claims, the frequency of claims, and other economic and social factors.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Notes to Financial Statements
June 30, 2011

NOTE 10 – COMMITMENTS AND CONTIGENCIES (continued)

State and Federal Allowances, Awards, and Grants

The District has received state and federal funds for specific that are subject to review and audit by the grantor agencies. Although such audits could generate expenditure disallowances under terms of the grants, management believes that any required reimbursements would not be material to the District.

Lawsuits in the Normal Course of Business

The District is presently involved in certain matters of litigation that have arisen in the normal course of conducting business. District management believes, based on consultation with the Districts attorneys, that these cases, in the aggregate, are not expected to result in material adverse financial impact on the District. Additionally, District management believes that the District’s insurance programs are sufficient to cover any potential losses should an unfavorable outcome materialize.

Construction Commitments

The District had several outstanding or planned construction projects as of June 30, 2011. These projects are evidenced by contractual commitments with contractors; outstanding commitments as of June 30, 2011 were as follows:

| | Costs as of June 30, 2011 | Estimated Costs to Complete |
|-------------------------------------|------------------------------|--------------------------------|
| SBVC North Hall Building | \$ 29,011,992 | \$ 733,208 |
| SBVC Gymnasium and Pools | 1,359,981 | 12,576,053 |
| SBVC Business Bldg Renovation | 982,634 | 14,231,987 |
| SBVC Sitework/ADA | 258,275 | 4,516,195 |
| CHC Science Portable Classrooms | 2,893,912 | 778,233 |
| CHC Central Plant/Energy Systems | 404,617 | 540,395 |
| SBVC Central Plant/Infrastructure | 2,063,683 | 13,786,476 |
| CHC Parking Structure #1 | 2,103,275 | 402,045 |
| SBVC Parking Structure #1 | 3,062,309 | 211,357 |
| CHC Campuswide Parking/Lighting | 6,129,288 | 3,493,028 |
| CHC Wellness Pool | 284,642 | 16,459 |
| SBVC Stadium and Field Improvements | 55,646 | 2,404,354 |
| CHC Student Services Building | 593,606 | 33,597,312 |
| New District Building | 177,415 | 1,822,585 |
| SBVC Auditorium Renovation | 63,943 | 3,485,184 |
| SBVC Cafeteria HVAC Upgrades | 52,688 | 386,310 |
| TOTAL | \$ 49,497,904 | \$ 92,981,183 |

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Notes to Financial Statements
June 30, 2011

NOTE 11 – JOINT POWERS ARRANGEMENTS

The District is a member of several joint powers authorities. The relationship between the District and the joint powers authorities is such that they are not considered component units of the District for financial reporting purposes. The following is summary of these arrangements:

Schools Association For Excess Risk (SAFER)

SAFER's excess property and liability insurance program was established in 2002 to meet the needs of California K-12 schools and community college districts. The program provides their members with comprehensive coverage and competitive rates. SAFER's membership consists of one individual member district and three joint competitive rates. SAFER's membership consists of one individual member district and three joint powers authority members, which represent 547 school and college districts. A board comprised of two representatives from each member with an average daily attendance (ADA) of over 100,000 or one representative for ADAs with less than 100,000 governs SAFER. Each member is allowed votes based on weighted system based Average Daily Attendance.

Statewide Association of Community Colleges (SWACC)

SWACC arranges for and provides the broadest possible property and liability protection available to school districts. SWACC's membership consists of 44 Community College Districts and two joint powers authority members, which represent 20 districts. A board comprised of one representative from each member governs SWACC. Each member is allowed votes based on a weighted system based on Average Daily Attendance. The board controls the operations of SWACC and elects officers from its members.

Schools Alliance for Worker's Compensation Excess II Self Joint Powers Authority (SAWCX II)

SAWCX II arranges for and provides services necessary for members to establish, operate, and maintain a joint program of workers' compensation protection. SAWCX II membership consists of various educational districts and joint powers authorities statewide. A board comprised of one representative from each member governs SAWCX II.

California Community College Financing Authority (CCCFA)

CCCFA provides short-term financing for members. A board of 16 elected voting members elected alternates and two ex-officio members governs CCCFA. Membership consists of Community College Districts throughout California. A board comprised of one representative from each member governs CCCFA.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Notes to Financial Statements
June 30, 2011

NOTE 11 – JOINT POWERS ARRANGEMENTS (continued)

San Bernardino Regional Emergency Training Center (SBRETC)

SBRETC was formed to establish a live-fire aircraft, rescue, and fire-fighting training facility in Southern California. Membership consists of San Bernardino County Consolidated Fire District, City of San Bernardino, and San Bernardino Community College District. The governing board is comprised of representatives from each member agency.

Condensed Financial Information

| | SAFER (Audited) 6/30/2010 | SWACC (Audited) 6/30/2010 | SAWCX II (Audited) 6/30/2009 | SBRETC (Audited) 6/30/2009 |
|----------------------|---------------------------------|---------------------------------|------------------------------------|----------------------------------|
| Assets | \$ 147,570 | \$ 46,019,292 | \$ 24,767,123 | \$ 585,096 |
| Liabilities | 6,200 | 21,417,925 | 19,698,147 | - |
| Net assets | \$ 141,370 | \$ 24,601,367 | \$ 5,068,976 | \$ 585,096 |
| Revenues | \$ 39,269,801 | \$ 9,338,400 | \$ 30,836 | \$ 580,179 |
| Expenses | (39,284,942) | (12,547,315) | (2,126,846) | (338,027) |
| Operating income | (15,141) | (3,208,915) | (2,096,010) | 242,152 |
| Non-operating income | 26,118 | 1,779,679 | 940,987 | 1,461 |
| Change in net assets | \$ 10,977 | \$ (1,429,236) | \$ (1,155,023) | \$ 243,613 |

The financial information for CCCFA is not available.

NOTE 12 – ADJUSTMENT FOR RESTATEMENT

An adjustment was made to reduce the net assets beginning balance by \$1,375,998 in order to remove Fiduciary Fund net assets which had been improperly included in the entity-wide financials in the prior year. In the current year, all Fiduciary Funds balances have been presented in statements immediately following the entity-wide financials.

**REQUIRED SUPPLEMENTARY
INFORMATION**

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Schedule of Funding Progress
For the Fiscal Year Ended June 30, 2011

| Actuarial Valuation Date | Value of Assets | Actuarial Accrued Liability (AAL) | Unfunded AAL (UAAL) | Funded Ratio | Covered Payroll | UAAL as a Percentage of Covered Payroll |
|--------------------------------|--------------------|--|------------------------|-----------------|-----------------|--|
| 8/1/2006 | \$ - | \$ 5,110,498 | \$ 5,110,498 | 0% | \$ 33,678,675 | 15% |

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Child Development Center
Combining Statement of Activities
For the Fiscal Year Ended June 30, 2011

| | <u>CSPP 0443</u> | <u>CCTR 0244</u> | <u>Total CDE Contracts</u> |
|---------------------------------------|---------------------|-------------------|--------------------------------|
| REVENUE AND SUPPORT | | | |
| Government Contracts: | | | |
| Child care programs | \$ 1,065,959 | \$ 442,222 | \$ 1,508,181 |
| Child Care Food Program | 107,229 | 26,807 | 134,036 |
| Subtotal government contracts | <u>1,173,188</u> | <u>469,029</u> | <u>1,642,217</u> |
| Interest Income | 19,577 | 18,290 | 37,867 |
| Family fees - certified children | 114,396 | 58,038 | 172,434 |
| Total revenue and support | <u>1,307,161</u> | <u>545,357</u> | <u>1,852,518</u> |
| EXPENSES | | | |
| Salaries | 880,530 | 236,456 | 1,116,986 |
| Employee Benefits | 407,660 | 86,562 | 494,222 |
| Books and supplies | 93,332 | 34,576 | 127,908 |
| Rents and leases | - | 1,955 | 1,955 |
| Other operating expenses | 1,375 | 100 | 1,475 |
| Building repairs and maintenance | - | 4,569 | 4,569 |
| Equipment expense | - | 1,342 | 1,342 |
| General, administrative, and indirect | 84,348 | 28,264 | 112,612 |
| Total expenses | <u>1,467,245</u> | <u>393,824</u> | <u>1,861,069</u> |
| CHANGES IN NET ASSETS | <u>\$ (160,084)</u> | <u>\$ 151,533</u> | <u>\$ (8,551)</u> |

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Child Development Center
Schedule of Expenditures by State Category
For the Fiscal Year Ended June 30, 2011

| Expenditures | CSPP 0443 | CCTR 0244 | Total CD Contracts |
|--|---------------------|-------------------|-----------------------|
| Direct payments to providers | | | |
| 2000 Classified salaries | \$ 880,530 | \$ 236,456 | \$ 1,116,986 |
| 3000 Employee benefits | 407,660 | 86,562 | 494,222 |
| 4000 Books and supplies | 93,332 | 34,576 | 127,908 |
| 5000 Services and other operating expenses | 1,375 | 6,624 | 7,999 |
| Indirect costs | 84,348 | 28,264 | - |
| Total expenses claimed for reimbursement | 1,467,245 | 392,482 | 1,747,115 |
| Total supplemental expenses | - | 1,342 | - |
| Total expenditures | \$ 1,467,245 | \$ 393,824 | \$ 1,747,115 |

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Notes to Required Supplementary Information
For the Fiscal Year Ended June 30, 2011

PURPOSE OF SCHEDULES

A. Schedule of Funding Progress

This schedule is prepared to show information for the most recent actuarial valuation and in future years, the information from the three most recent actuarial valuations in accordance with Governmental Accounting Standards Board Statement No. 45, *Accounting and Financial Reporting by Employers for Post-employment Benefits Other Than Pensions*. The schedule is intended to show trends about the funding progress of the District's actuarially determined liability for post-employment benefits other than pensions.

B. Combining Statement of Activities

This schedule is prepared in accordance with California Department of Education Audit Guide. The schedule is intended to present revenue and expenses reported according to GAAP by Child Development Contract both individually and in the aggregate.

C. Schedule of Expenditures by State Category

This schedule is prepared in accordance with the California Department of Education Audit Guide. The schedule is intended to present expenditures for each Child Development program by category.

**SUPPLEMENTARY
INFORMATION SECTION**

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Local Educational Agency Organizational Structure
June 30, 2011

The San Bernardino Community College District was formed in 1926 and operates two colleges, San Bernardino Valley College and Crafton Hill College.

As of June 30, 2011, the school districts within the boundaries of the San Bernardino Community College District were as follows:

Bear Valley Unified School District
Colton Joint Unified School District
Fontana Unified School District
Redlands Unified School District
Rialto Unified School District
Rim of the World Unified School District
San Bernardino City Unified School District
Yucaipa-Calimesa Joint Unified School District

The San Bernardino Community College District is located in San Bernardino County, with the exception that portions of Colton Joint Unified School District and Yucaipa-Calimesa Joint Unified School District are located in Riverside County. No schools districts were added to the boundaries of the San Bernardino Community College District during the fiscal year ended June 30, 2011.

GOVERNING BOARD

| | |
|--------------------------|-----------------|
| Carleton W. Lockwood, Jr | President |
| Dr. Donald L. Singer | Vice President |
| John M. Futch | Clerk |
| Donna Ferracone | Member |
| John Longville | Member |
| James C. Ramos | Member |
| Jess Vizcaino, Jr. | Member |
| Christopher Walsh | Student Trustee |
| Jaime Sanchez | Student Trustee |

DISTRICT ADMINISTRATORS

| | |
|------------------------------|---|
| Bruce Baron, M.S..... | Chancellor |
| Debra Daniels, Ed.D..... | President – San Bernardino Valley College |
| Gloria M. Harrison, M.A..... | President – Crafton Hills College |

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Schedule of Expenditures of Federal Awards
For the Fiscal Year Ended June 30, 2011

| Federal Grantor/Pass-Through Grantor/Program Title | CFDA Number | Federal Expenditures |
|---|----------------|--------------------------|
| U.S. Department Of Education | | |
| Student Financial Aid Cluster | | |
| Federal Work-Study Program | 84.033 | \$ 310,384 |
| Federal Supplemental Education Opportunity Grant | 84.007 | 294,726 |
| Federal Pell Grant Program | 84.063 | 22,270,098 |
| Total Student Financial Aid | | <u>22,875,208</u> |
| Title V - HSI Strengthening Institutions | 84.031S | 534,763 |
| Title V - College Cost Reduction & Access Act - HSI | 84.031C | 325,066 |
| Title IV - Student Support Services | 84.042A | 293,767 |
| Total Direct Programs | | <u>24,028,804</u> |
| Passed Through California Department Of Education | | |
| Vocational And Applied Technology Education Act | | |
| Title IIC | 84.048 | 590,967 |
| Passed Through Riverside Community College | | |
| Vocational And Applied Technology Education Act | | |
| Region IX Community College Consortium | 84.048 | 1,130 |
| ARRA - Workability | 84.390A | 7,629 |
| ARRA - State Fiscal Stabilization Fund | 84.394 | 44,692 |
| Arra - Pass Through County Of San Bernardino, California | | |
| Workability, Recovery Act | 84.390A | 22,688 |
| Total Pass Through Programs | | <u>667,106</u> |
| Total U.S. Department Of Education | | <u>24,695,910</u> |
| U.S. Department Of Agriculture | | |
| Passed Through California Department Of Education | | |
| Child Care Food Program | 10.558 | 128,192 |
| Total U.S. Department Of Agriculture | | <u>128,192</u> |
| U.S. Department Of Labor | | |
| High Growth Job Training | 17.261 | 339,107 |
| So Cal Logistics Tech Collaborative | 17.275 | 1,346,815 |
| Total U.S. Department Of Labor | | <u>1,685,922</u> |
| U.S. Department Of Health And Human Services | | |
| Passed Through County Of San Bernardino, California | | |
| Temporary Assistance For Needy Families | 93.558 | 67,902 |
| Passed Through Yosemite Community College District | | |
| Child Development Consortium | 93.575 | 758 |
| Total U.S. Department Of Health And Human Services | | <u>68,659</u> |
| Total Expenditures Of Federal Awards | | <u><u>26,578,684</u></u> |

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Schedule of State Financial Assistance – Grants and Programs
For the Fiscal Year Ended June 30, 2011

| GENERAL FUND | PROGRAM ENTITLEMENTS | | |
|--|----------------------|---------------------|----------------------|
| | CURRENT YEAR | PRIOR YEAR | TOTAL |
| Grants: | | | |
| Independent Living Grant | \$ 20,627 | \$ - | \$ 20,627 |
| Career Advancement Academy | - | - | - |
| 3 C Media - CCC | 705,285 | 73,192 | 778,477 |
| Emergency Planning/Preparedness | 15,000 | - | 15,000 |
| CTE BESAC | 9,800 | - | 9,800 |
| Instructional Equipment | - | 374,944 | 374,944 |
| Block Grant | - | 559,149 | 559,149 |
| CSUSB Bridges Stem Cell Research | 24,900 | - | 24,900 |
| Faculty and Staff Diversity | 70,507 | 65,735 | 136,242 |
| Matriculation | 501,774 | 29,465 | 531,239 |
| CAHSE | - | 10,616 | 10,616 |
| Basic Skills | 367,841 | 411,384 | 779,225 |
| Faculty and Staff Development | 42,155 | 49,457 | 91,612 |
| Extended Opportunity Program | 430,404 | 11,891 | 442,295 |
| Cooperative Agencies Resources | 88,388 | 14,469 | 102,857 |
| Disabled Student Services | 779,057 | 43,132 | 822,189 |
| Workability III Grant | 144,359 | - | 144,359 |
| Economic Development Consortia | 20,000 | - | 20,000 |
| Economic Development - RTF Woodwork | 77,597 | 205,733 | 283,330 |
| Economic Development - IDRC Job Development | 14,086 | 34,015 | 48,101 |
| Employment Training Panel | 399,432 | - | 399,432 |
| Career Technical Education - Nursing Equipment | - | 708 | 708 |
| Career Technical Education - Community Collaborative | 692,446 | 562,938 | 1,255,384 |
| Telecommunications and Technology | 57,792 | 93,768 | 151,560 |
| SFAA-BFAP Administrative Allowance | 808,805 | 54,716 | 863,521 |
| CalWORKS | 515,481 | - | 515,481 |
| Temporary Assistance for Needy Families | 74,582 | - | 74,582 |
| California Articulation Number System | 633 | 6,136 | 6,769 |
| Transfer and Articulation Grant | 10,372 | 10,372 | 20,744 |
| Child Development - Foster Parent | 201,446 | - | 201,446 |
| Center for Business Excellence | 205,000 | 28,604 | 233,604 |
| Center for Business Excellence - Workforce Dev | 84,394 | 29,345 | 113,739 |
| RTF - Lean Processing Training | 406,760 | - | 406,760 |
| EWD - California Energy Commission | 181,951 | - | 181,951 |
| EDD - California Clean Energy Workforce Training | 785,739 | - | 785,739 |
| Lottery | 287,837 | - | 287,837 |
| Block Grant 98 | 676,086 | 368,810 | 1,044,896 |
| School to Career | - | 37,387 | 37,387 |
| Seismic Retrofit Project | 17,262,240 | - | 17,262,240 |
| Child Development - General Center Child Care | 395,055 | (11,570) | 383,485 |
| Program Supplies Grant | 1,781 | - | 1,781 |
| Child Development - State Preschool Grant | 1,439,245 | 2,288 | 1,441,533 |
| Child Development - Food Program | 9,927 | - | 9,927 |
| CDC Family Literacy Grant AB172 | 211,258 | - | 211,258 |
| Infant Toddler Resource | 1,026 | - | 1,026 |
| Cal Grants | - | - | - |
| Total State Programs | \$ 28,021,068 | \$ 3,066,684 | \$ 31,087,752 |

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Schedule of State Financial Assistance – Grants and Programs
For the Fiscal Year Ended June 30, 2011

| PROGRAM REVENUES | | | | PROGRAM EXPENDITURES | | | PROGRAM EXPENDITURES |
|----------------------|---------------------|---------------------|----------------------|----------------------|-------------------|----------------------|----------------------|
| CASH RECEIVED | ACCOUNTS RECEIVABLE | DEFERRED/PAYABLE | TOTAL | DIRECT | INDIRECT | TOTAL REVENUE | |
| \$ 14,393 | \$ 6,224 | \$ - | \$ 20,617 | \$ 20,617 | \$ - | \$ 20,617 | \$ 20,617 |
| - | - | 29,089 | (29,089) | 12,116 | - | 12,116 | 12,116 |
| 506,541 | - | - | 579,733 | 580,256 | - | 580,256 | 580,256 |
| 12,872 | - | - | 12,872 | 12,872 | - | 12,872 | 12,872 |
| 9,800 | - | - | 9,800 | 9,800 | - | 9,800 | 9,800 |
| - | - | 291,252 | 83,692 | 37,416 | - | 37,416 | 37,416 |
| - | - | 550,137 | 9,012 | 9,012 | - | 9,012 | 9,012 |
| - | - | - | - | - | - | - | - |
| 9,718 | - | 63,196 | 12,256 | 12,256 | - | 12,256 | 12,256 |
| 472,309 | - | - | 501,774 | 501,774 | - | 501,774 | 501,774 |
| (10,616) | - | - | - | - | - | - | - |
| (74,292) | - | 181,958 | 155,134 | 155,134 | - | 155,134 | 155,134 |
| 1,196 | - | 42,155 | 8,498 | 8,498 | - | 8,498 | 8,498 |
| 421,692 | - | - | 433,583 | 433,583 | - | 433,583 | 433,583 |
| 75,283 | - | 1,350 | 88,408 | 88,408 | - | 88,408 | 88,408 |
| 735,925 | - | - | 779,057 | 779,057 | - | 779,057 | 779,057 |
| 76,208 | 58,003 | - | 134,211 | 124,403 | 9,808 | 134,211 | 134,211 |
| 8,320 | - | - | 8,320 | 8,000 | 320 | 8,320 | 8,320 |
| (128,136) | - | - | 77,597 | 74,344 | 3,253 | 77,597 | 77,597 |
| (19,929) | - | - | 14,086 | 13,233 | 853 | 14,086 | 14,086 |
| (16,648) | - | - | (16,648) | (16,648) | - | (16,648) | (16,648) |
| (208,161) | 207,453 | - | - | - | - | - | - |
| (19,329) | - | 292,466 | 251,142 | 242,330 | 8,812 | 251,142 | 251,142 |
| (7,532) | - | 57,792 | 28,443 | 28,443 | - | 28,443 | 28,443 |
| 565,645 | - | - | 620,361 | 620,361 | - | 620,361 | 620,361 |
| 512,961 | - | - | 512,961 | 512,961 | - | 512,961 | 512,961 |
| - | 9,189 | 4,343 | 4,846 | 67,902 | - | 67,902 | 67,902 |
| (4,928) | - | 633 | 575 | 575 | - | 575 | 575 |
| 6,060 | - | 10,372 | 6,061 | 6,061 | - | 6,061 | 6,061 |
| 99,224 | 101,003 | - | 200,227 | 195,640 | 4,587 | 200,227 | 200,227 |
| 94,396 | 9,554 | - | 132,554 | 128,327 | 4,227 | 132,554 | 132,554 |
| 17,951 | 24,002 | 21,280 | 50,018 | 48,166 | 1,852 | 50,018 | 50,018 |
| 364,139 | - | 106,321 | 257,818 | 248,149 | 9,669 | 257,818 | 257,818 |
| (38,049) | 68,739 | - | 30,690 | 29,535 | 1,155 | 30,690 | 30,690 |
| 610,823 | 156,794 | - | 767,617 | 710,757 | 56,861 | 767,617 | 767,617 |
| - | 271,524 | - | 271,524 | 302,190 | - | 302,190 | 302,190 |
| 583,557 | - | 676,086 | 276,281 | 276,281 | - | 276,281 | 276,281 |
| - | - | 37,387 | - | - | - | - | - |
| 13,842,145 | 2,961,675 | - | 16,803,820 | 16,803,820 | - | 16,803,820 | 16,803,820 |
| 307,434 | 74,937 | - | 370,801 | 343,381 | 27,420 | 370,801 | 370,801 |
| - | - | - | - | - | - | - | - |
| 1,158,767 | 291,749 | 2,287 | 1,450,517 | 1,362,583 | 87,933 | 1,450,516 | 1,450,516 |
| 7,879 | 1,227 | - | 9,106 | - | 9,106 | 9,106 | 9,106 |
| 90,003 | 99,172 | - | 189,175 | 189,175 | - | 189,175 | 189,175 |
| 1,104 | - | - | 1,020 | 1,020 | - | 1,020 | 1,020 |
| 1,184,278 | - | - | 1,184,278 | 1,184,278 | - | 1,184,278 | 1,184,278 |
| <u>\$ 21,263,003</u> | <u>\$ 4,341,245</u> | <u>\$ 2,368,104</u> | <u>\$ 26,302,744</u> | <u>\$ 26,166,067</u> | <u>\$ 225,856</u> | <u>\$ 26,391,922</u> | <u>\$ 26,391,922</u> |

See accompanying note to supplementary information.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Schedule of Workload Measures for State General Apportionment – Annual/Actual
Attendance
For the Fiscal Year Ended June 30, 2011

| CATEGORIES | Reported Data | Audit Adjustments* | Audited Data |
|---|------------------|-----------------------|-----------------|
| Credit Full-Time Equivalent Student (FTES) | | | |
| 1. Summer | 708.05 | - | 708.05 |
| 2. Weekly census | 11,899.38 | - | 11,899.38 |
| 3. Daily census | 1,871.70 | - | 1,871.70 |
| 4. Actual hours of attendance | 810.35 | - | 810.35 |
| 5. Alternative Attendance Weekly census | 19.50 | - | 19.50 |
| 6. Alternative Attendance Daily census | 1.47 | - | 1.47 |
| Subtotal | 15,310.45 | - | 15,310.45 |
| Noncredit FTES | | | |
| 1. Actual hours of attendance | 46.22 | - | 46.22 |
| Subtotal | 46.22 | - | 46.22 |
| Total FTES | 15,356.67 | - | 15,356.67 |
| Basic Skills Courses | | | |
| 1. Credit | | | 999.94 |
| 2. Noncredit | | | - |
| Total Basic Skills FTES | | | 999.94 |

**No Audit Adjustments were booked, see findings #2011-1 through #2011-2*

See accompanying note to supplementary information.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Reconciliation of Annual Financial and Budget Report (CCFS-311) with Fund Financial
Statements
For the Fiscal Year Ended June 30, 2011

The audit resulted in adjustments to the fund balances reported on the June 30, 2011 Annual Financial and Budget Report (CCFS-311) based on governmental accounting principles. The adjustments were to recognize the current-year activity in the KVCR Educational Foundation, Inc., a component unit of the District.

See accompanying note to supplementary information.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Note to the Supplementary Information
June 30, 2011

NOTE 1 – PURPOSE OF SCHEDULES

Schedule of Expenditures of Federal Awards

The accompanying schedule of expenditures of Federal awards includes the federal grant activity of the District and is presented on the modified accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of the United States Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of the financial statements.

Schedule of Expenditures of State Awards

The accompanying schedule of expenditures of state awards includes the state grant activity of the District and is presented on the modified accrual basis of accounting. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of the financial statements.

Schedule of Workload Measures for State General Apportionment – Annual/Actual Attendance

Full-Time Equivalent Students (FTES) is a measurement of the number of pupils attending classes of the District. The purpose of attendance accounting from a fiscal standpoint is to provide the basis on which apportionments of state funds are made to community college districts. This schedule provides information regarding the attendance of students throughout the District.

Reconciliation of Annual Financial and Budget Report with Fund Financial Statements

This schedule provides the information necessary to reconcile the fund balance of all funds reported on the Form CCFS-311 to the fund financial statements.

OTHER INDEPENDENT AUDITORS' REPORTS

INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

Board of Trustees
San Bernardino Community College District
San Bernardino, California

We have audited the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the San Bernardino Community College District, as of and for the year ended June 30, 2011, which collectively comprise the San Bernardino Community College District's basic financial statements and have issued our report thereon dated October 29, 2011. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered San Bernardino Community College District's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of San Bernardino Community College District's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of San Bernardino Community College District's internal control over financial reporting.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

SAN DIEGO

RANCHO CUCAMONGA

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Compliance and Other Matters

As part of obtaining reasonable assurance about whether San Bernardino Community College District's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

This report is intended solely for the information and use of the Board of Trustees, management, federal and state awarding agencies, and others within the organization and is not intended to be and should not be used by anyone other than specified parties.

Chintalate Accountancy Corporation

San Diego, California

October 29, 2011



INDEPENDENT AUDITORS' REPORT ON STATE COMPLIANCE REQUIREMENTS

Board of Trustees
San Bernardino Community College District
San Bernardino, California

We have audited the financial statements of San Bernardino Community College District for the year ended June 30, 2010, and have issued our report thereon dated October 29, 2011. We conducted our audit in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial and compliance audits contained in Government Auditing Standards, issued by the Comptroller General of the United States and , accordingly, included such tests of the accounting records and such other auditing procedures as we considered necessary in the circumstances.

Our audit was conducted in accordance with auditing standards generally accepted in the United States of America, and the standards for financial and compliance audits contained in Governmental Auditing Standards, issued by the Comptroller General of the United States. An audit includes examining, on a test basis, evidence about the District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination on the District's compliance with specified requirements.

In connection with our audit referred to above, we selected and tested transactions and records to determine; the District's compliance with the following state laws, and regulations in accordance with the Contracted District Audit Manual issued by the California Community Colleges Chancellor's Office. Management is responsible for the District's compliance with those requirements. Our responsibility is to express an opinion on the District's compliance based on our examination.

In our opinion, except for findings 2011-1 through 2011-2 described in the accompanying schedule of findings and questioned costs, the San Bernardino Community College District complied, in all material respects, with the compliance requirements for state programs listed and tested above for the year ended June 30, 2011. Furthermore, nothing came to our attention as a result of the aforementioned procedures to indicate that the San Bernardino Community College District had not aforementioned procedures to indicate that the San Bernardino Community College District had not complied with the terms and conditions of state-assisted educational programs not selected for testing.

SAN DIEGO

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Our examination of compliance conducted for the purposes set forth above would not necessarily disclose all instances of noncompliance.

This report is intended solely for the information and use of the Board of Trustees, management federal and state awarding agencies, and others within the organization and is not intended to be and should not be used by anyone other than these specified parties.

Chintalvi Accountancy Corporation

San Diego, California

October 29, 2011

**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE WITH REQUIREMENTS WITH
REQUIREMENTS APPLICABLE TO EACH MAJOR PROGRAM AND ON INTERNAL CONTROL
OVER COMPLIANCE IN ACCORDANCE WITH OMB CIRCULAR A-133**

Board of Trustees
San Bernardino Community College District
San Bernardino, California

Compliance

We have audited San Bernardino Community College District's compliance with the types of compliance requirements described in the *OMB Circular A-133 Compliance Supplement* that could have a direct and material effect on each of San Bernardino Community College District's major federal programs for the year ended June 30, 2011. San Bernardino Community College District's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts, and grants applicable to each of its major federal programs is the responsibility of San Bernardino Community College District's management. Our responsibility is to express an opinion on San Bernardino Community College District's compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about San Bernardino Community College District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination of San Bernardino Community College District's compliance with those requirements.

In our opinion, San Bernardino Community College District complied, in all material respects, with the compliance referred to above that could have a direct and material effect on each of its major federal programs for the fiscal year ended June 30, 2011.

SAN DIEGO

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Internal Control Over Compliance

Management of San Bernardino Community College District is responsible for establishing and maintaining effective internal control over compliance with the requirements of laws, regulations, contracts, and grants applicable to federal programs. In planning and performing our audit, we considered San Bernardino Community College District's internal control over compliance with the requirements that could have a direct and material effect on a major federal program to determine the auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of San Bernardino Community College District's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control over compliance that we consider to be *material weaknesses*, as defined above.

This report is intended solely for the information and use of the Board of Trustees, District Management, others within the entity, the California Community Colleges Chancellor's Office, and the District's federal and state awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Chintalata Accountancy Corporation

San Diego, California
October 29, 2011

**SCHEDULE OF FINDINGS AND
QUESTIONED COSTS**

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Summary of Auditors' Results
For the Fiscal Year Ended June 30, 2011

FINANCIAL STATEMENTS

| | |
|--|--------------------|
| Type of auditors' report issued: | <u>Unqualified</u> |
| Internal control over financial reporting: | |
| Material weakness(es) identified? | <u>No</u> |
| Significant deficiency(ies) identified? | <u>No</u> |
| Non-compliance material to financial statements noted? | <u>No</u> |

FEDERAL AWARDS

| | |
|---|--------------------|
| Internal control over major program: | |
| Material weakness(es) identified? | <u>No</u> |
| Significant deficiency(ies) identified? | <u>No</u> |
| Type of auditors' report issued: | <u>Unqualified</u> |
| Any audit findings disclosed that are required to be reported in accordance with section .510(a) of OMB Circular A-133? | <u>No</u> |
| Identification of major programs: | |

| <u>CFDA Number(s)</u> | <u>Name of Federal Program of Cluster</u> |
|-------------------------------|---|
| <u>84.063, 84.033, 84.007</u> | <u>Student Financial Aid Cluster</u> |
| <u>17.275</u> | <u>SoCal Logistics Tech Collaborative</u> |

| | |
|--|-------------------|
| Dollar threshold used to distinguish between Type A and Type B programs: | <u>\$ 797,361</u> |
| Auditee qualified as low-risk auditee? | <u>Yes</u> |

STATE AWARDS

| | |
|---|------------------|
| Internal control over state programs: | |
| Material weaknesses identified? | <u>Yes</u> |
| Significant deficiency(ies) identified? | <u>No</u> |
| Type of auditors' report issued on compliance for state programs: | <u>Qualified</u> |

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Schedule of Audit Findings and Questioned Costs
For the Fiscal Year Ended June 30, 2011

Section II – Financial Statement Findings

This section identifies the significant deficiencies, material weaknesses, and instances of noncompliance related to the financial statements that are required to be reported in accordance with *Government Auditing Standards*.

There were no financial statement findings or questioned costs were noted during 2010-11.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Schedule of Audit Findings and Questioned Costs
For the Fiscal Year Ended June 30, 2011

Section III – Federal Award Findings and Questioned Costs

This section identifies the audit findings required to be reported by Circular A-133, Section .510(a) (e.g., deficiencies, significant deficiencies, material weaknesses, and instances of noncompliance, including questioned costs).

There were no audit findings and questioned costs related to Federal awards during 2010-11.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Schedule of Audit Findings and Questioned Costs
For the Fiscal Year Ended June 30, 2011

Section III – State Award Findings and Questioned Costs

This section identifies the audit findings pertaining to noncompliance with state program rules and regulations.

Finding: 2011-1 – Students Actively Enrolled (Section 426)

State Criteria:

Each district shall claim for apportionment purposes only the attendance of students actively enrolled in a course section as of the census date (if census procedures are used to record attendance on the course section).

- *CCR, Title 5, Sections 58003.1, 58004, 58005, and 58051*
- *Student Attendance Accounting Manual (SAAM), California Community Colleges*

Identified Condition:

During testwork performed to ensure the accuracy of the FTES per the 320 Report, we reviewed documentation supporting FTES claimed for 60 class sections. We noted that 4 students listed as either no-shows or inactives were dropped by the certificated faculty on the date of census, rather than the day immediately preceding the census date. The inclusion of these inactive students on the 320 report appears to have overstated FTES. We noted that the FTES impact of this finding was included in finding 2011-1, as such we will not include the FTES in the questioned cost of this finding.

Questioned Costs:

\$828.06 (.1814 FTES x \$4,564.83)

Recommendation:

We recommend the District strengthen its control process to help ensure that the number of FTES per the 320 report is accurate and complete. The District should also strengthen controls to ensure that inactive students were properly excluded from the final census count.

District Response:

The District will refine existing internal controls to ensure that students who should be dropped prior to the census date will not be included in the calculation of the 320 reporting function.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Schedule of Audit Findings and Questioned Costs
For the Fiscal Year Ended June 30, 2011

Section III – State Award Findings and Questioned Costs (continued)

Finding: 2011-2 – State General Apportionment Funding (Section 424)

State Criteria:

For daily and weekly census procedure courses the District is required to base the computation of attendance for full-time equivalent students (FTES) on the “class hour” (also referred to as contact hours).

A “class hour” is a period of not less than 50 minutes of scheduled instruction and/or examination. Multiple hour classes may count each fractions part of a class hour beyond the last full close hour for apportionment, starting from and including the 51st minute of the last full clock hour.

- *CCR, Title 5, Section 58003.1*
- *Student Attendance Accounting Manual (SAAM), California Community Colleges*

Identified Condition:

It was noted in our testing of 20 daily and weekly courses that 12 courses used the incorrect contact hour in the calculation of FTES. In 12 of 20 courses sampled the net impact to FTES was an understatement of 3.84.

Questioned Costs:

\$17,528.95 (3.84 FTES x \$4,564.83).

Recommendation:

We recommend that the District perform an in depth analysis of the impact on FTES from the correction in the contact hours and develop a control to ensure that future discrepancies do not occur.

District Response:

The District will review all calculations relating to the contact hours for purposes of the apportionment calculation to ensure we are maximizing all allowable claims as they relate to FTES.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Summary Schedule of Prior Audit Findings
For the Fiscal Year Ended June 30, 2011

| Original Finding No. | Finding | Recommendation | Current Status |
|--|--|--|-----------------------|
| <p><i>Finding; 2010-1 Students Accounts Receivable</i></p> | <p>Condition and Criteria: The District administrative regulation 5035AR states that specified college services, including registration for classes in a subsequent semester, access to student records, issuance of a diploma or certificate, transcripts requests and enrollment verification, and other services normally afforded to students in good standing, shall be withheld from the students whose liabilities and obligations are not cleared in a timely manner. In addition, the District enforces that students that do not pay enrollment fees within a given time period will be dropped for nonpayment. During the audit, we noted various cases where students enrolled due to prior nonpayment. The following circumstances were noted:</p> <ul style="list-style-type: none"> • In one instances, a student with account balances was not dropped for nonpayment of fees. • In one instances, the account hold was only effective for the first semester and the student was allowed to enroll in the subsequent semester with an existing account balance. <p>Effect: Students are enrolling in courses and not paying enrollment fees and tuition costs.</p> <p>Cause:</p> <ul style="list-style-type: none"> • Procedures are not being followed to drop students for nonpayment of fees greater than one semester past due. | <ul style="list-style-type: none"> • Policies with regards to enrollment and unpaid fees be reviewed and procedures to drop students for nonpayment be implemented. We noted that this policy is included in the campus schedule of classes. • We recommend that the District review their computer controls for loopholes that allow students to enroll in courses when prior debts have not been paid. | <p>Implemented</p> |

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Summary Schedule of Prior Audit Findings
For the Fiscal Year Ended June 30, 2011

| Original Finding No. | Finding | Recommendation | Current Status |
|--|---|---|-----------------------|
| <i>Finding; 2010-2 California Work Opportunities and Responsibilities to Kids (CalWORKs)</i> | <p>Condition and Criteria: The District is required to report students served for apportionment. Students served at Crafton Hills College for Summer 2009 were not entered into the District's record system and were not claimed for apportionment.</p> <p>Effect: The District underreported students served and apportionment may be affected.</p> <p>Cause: The students were not entered into the system and therefore not claimed for apportionment.</p> | <p>We recommend that the District exercise oversight to determine of CalWORKS is being reported properly.</p> | <p>Implemented</p> |

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Summary Schedule of Prior Audit Findings
For the Fiscal Year Ended June 30, 2011

| Original Finding No. | Finding | Recommendation | Current Status |
|---|---|---|-----------------------|
| <p><i>Finding; 2010-3 Child Development Program, Contract CSPP-9421</i></p> | <p>Condition and Criteria: The California Department of Education, Child Development Fiscal Services Division requires that Attendance and Fiscal Reports for Child Development Programs be filed quarterly. During our audit, we noted that there was a lack of supporting documentation for quarterly reports.</p> <p>Effect: We were unable to substantiate days of enrollment for the first quarter.</p> <p>Cause: The District does not have effective controls in place in regards to document retention. The attendance data for the first quarter could not be located. The binder containing all of the supporting documents is missing.</p> <p>Population and Items Tested: Requested supporting documentation for each of the quarterly reports. Information for the first quarter could not be located; therefore we were only able to test the period from October 1, 2009 through June 30, 2010. During our testing of the second quarter we noted errors on the spreadsheets used to summarize the enrollment data that resulted in an understatement of 866 days of enrollment. The second quarter error was corrected by filing a corrected fourth quarter report.</p> | <p>We recommend that all supporting documentation be kept in a secured area that is accessible only to authorize personnel.</p> | <p>Implemented</p> |

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Summary Schedule of Prior Audit Findings
For the Fiscal Year Ended June 30, 2011

| Original Finding No. | Finding | Recommendation | Current Status |
|---|---|---|-----------------------|
| <p><i>Finding; 2010-4 Residency Determination for Credits</i></p> | <p>Condition and Criteria: The California Code of Regulations, Title V, Sections 54000-54072 require each district to implement controls that ensure that state apportionment for credit courses is only claimed for student attendance by statute and regulation. Student residence as of the residence determination date and, therefore, must be charged nonresident fees and whose attendance is not allowed to be claimed for state apportionment. The residence determination date is that day immediately preceding the opening day of instruction of the quarter, semester, or other secession as set by the District governing board, during which the student proposes to attend a college. Each district must act to ensure that only the attendance of California residents is claimed for State support of credit courses. In our testing, we noted that attendance was being claimed for students who were not residents of California.</p> <p>Effect: The District overstated its FTES.</p> <p>Cause: The District’s controls that are in place to ensure that apportionment for non-California residents is not claimed have failed. Students who were not residents of California were improperly claimed for state apportionment.</p> <p>Population and Items Tested: Tested a sample 29 of the students coded as nonresidents two of which were claimed inappropriately on the 320 report.</p> | <p>We recommend that data collection for 320 reporting be reviewed and revised so that student residency status is collected properly and attendance is reported correctly.</p> | <p>Implemented</p> |

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Summary Schedule of Prior Audit Findings
For the Fiscal Year Ended June 30, 2011

| Original Finding No. | Finding | Recommendation | Current Status |
|--|---|--|-----------------------|
| <p><i>Finding:2010-5 State General Apportionment</i></p> | <p>Condition and Criteria: The California Code of Regulations, Title 5 require that each district governing board must adopt procedures to document all course enrollment, attendance, and disenrollment, to support timely, accurate, and complete information in the calculation of State General Apportionment. One original positive attendance instructor enrollment sheet could not be located.</p> <p>Similar instances were identified in the prior year and reported as finding 09-4.</p> <p>Effect: The District is not in compliance with State Regulations to maintain supporting documentation.</p> <p>Cause: The District's process of collecting instructor rosters does not include verification that all rosters once they had been collected.</p> <p>Population and Items Tested: We recommend that the District implement controls to detect noncompliance and strengthen controls for record retention.</p> | <p>We recommend that the District implement controls to detect noncompliance and strengthen controls for record retention.</p> | <p>Implemented</p> |

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Charlie Ng, Vice Chancellor, Fiscal Services
PREPARED BY: Tanya Rogers, Director of Internal Audits
DATE: November 17, 2011
SUBJECT: Consideration of Approval to Accept Proposition 39 Audit Report for 2010-11

RECOMMENDATION

It is recommended that the Board of Trustees accept the 2010-11 Proposition 39 audit report.

OVERVIEW

Christy White Accountancy Corporation has conducted an audit of the Proposition 39 Bond Construction Fund for the period ending June 30, 2011.

ANALYSIS

The Proposition 39 audit report contains SBCCD's audited financial statements, required supplemental schedules and compliance reports. Representatives from Christy White Accountancy will be available to make brief comments regarding the report and to answer any questions from Board members.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

This board item has no financial implications.



October 29, 2011

To the Citizens' Bond Oversight Committee and Governing Board Members
San Bernardino Community College District Measures P and M

We have audited the statement of revenues, expenditures and changes in fund balance of the Measure P and M Bond Building Fund of San Bernardino Community College District for the fiscal year ended June 30, 2011. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Results and Comments

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the District are described in Note 1 to the financial statements.

We noted no transactions entered into by the District during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

SAN DIEGO

RANCHO CUCAMONGA

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Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated October 29, 2011.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the District's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the District's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

We would like to take this opportunity to express our sincere appreciation to all personnel within the District for their cooperation and valuable assistance during the performance of this engagement.

This report is intended solely for the information and use of the Citizens' Bond Oversight Committee and Governing Board Members and is not intended to be, and should not be, used by anyone other than these specified parties.

Chintalvi Accountancy Corporation
San Diego, California

**PROPOSITION 39
BOND BUILDING FUND OF**

**SAN BERNARDINO
COMMUNITY COLLEGE DISTRICT**

AUDIT REPORT

**For the Fiscal Year Ended
June 30, 2011**

christy**white**
A PROFESSIONAL ACCOUNTANCY CORPORATION

**PROPOSITION 39 BOND BUILDING FUND
OF SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
AUDIT REPORT
For the Fiscal Year Ended June 30, 2011
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**PROPOSITION 39 BOND BUILDING FUND
OF SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Introduction and Citizens' Oversight Committee Member Listing
June 30, 2011**

The San Bernardino Community College District was established in 1926 and serves most of the County of San Bernardino and a small portion of the County of Riverside. The District includes two comprehensive community colleges, a Professional Development Center, and a television and radio station. Students in our colleges may complete the freshman and sophomore years of a baccalaureate degree and transfer to upper division study at a university or complete a certified vocational program and move directly to the workforce.

In November 2002, the District's voters approved by more than the required 55% favorable vote, Measure P, authorizing the issuance and sale of general obligation bonds, not to exceed \$190,000,000. Measure P was designed to provide funds to improve safety and infrastructure at San Bernardino Valley College and Crafton Hills College. Measure P will also provide funds for the construction of new classroom buildings and training centers.

- In May 2003, \$50,000,000 of Measure P general obligation bonds were sold (Series A), and in February 2004, an additional \$20,000,000 of general obligation bonds were sold (Series B). In September 2006, \$100,000,000 of general obligation bonds were sold (Series C). On June 18, 2009 \$4,999,797 (Series D) and \$15,000,000 (Series E) general obligation bonds were sold. Proceeds from the sale of the bonds have been or will be used to finance the acquisition, construction, reconstruction, and modernization of certain property and District facilities.
- On April 7, 2005, the District issued \$56,562,550 in general obligation bonds to advance refund \$52,690,000 of outstanding 2002 Series A and B bonds. The net proceeds of \$55,892,560 were used to purchase U.S government securities. These securities were deposited in an irrevocable trust with an escrow agent to provide for all future debt service payments on the 2002 Series A and B bonds maturing on or after August 1, 2014 and 2015, respectively. Accordingly, the trust account assets and the liability for the defeased bonds are not included in the District's financial statements.

In February 2008, the District's voters approved by more than the required 55% favorable vote, Measure M, authorizing the issuance and sale of general obligation bonds, not to exceed \$500,000,000 to continue the goals of Measure P.

- On December 30, 2008, \$140,000,000 of Measure M general obligation bonds was sold (Series A). On June 18, 2009, \$73,102,389 (Series B) and \$45,210,000 (Series C) general obligation bonds were sold.

Measures P and M are Proposition 39 bonds. The passage of Proposition 39 in November 2000 amended the California Constitution to include accountability provisions. Specifically, the District must conduct an annual independent performance audit to ensure that funds have been expended only on the specific projects listed as well as an annual, independent financial audit of the proceeds from the sale of the bonds until all of the proceeds have been expended for facilities projects.

**PROPOSITION 39 BOND BUILDING FUND
 OF SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
 Introduction and Citizens' Oversight Committee Member Listing
 June 30, 2011**

Upon passage of Proposition 39, an accompanying piece of legislation, AB 1908 (Chapter 44, Statutes of 2000), was also enacted, which amended the Education Code to establish additional procedures which must be followed if a District seeks approval of a bond measure pursuant to the 55% majority authorized in Measures P and M including formation, composition and purpose of the Citizens' Oversight Committee, and authorization for injunctive relief against the improper expenditure of bond revenues.

The Citizens' Oversight Committee had the following members as of June 30, 2011, all of whom were appointed by the District's Board of Education with two year terms of office:

| Name | Title | Representation |
|--------------------|--------------|--|
| Ronald Coats | Chairperson | Active in a Business Organization |
| James Booth | Member | Active in a Senior Citizens' Organization |
| Susan Nieblas | Member | Active in a Bona Fide Taxpayers' Organization |
| Aaron Contreras | Member | Student who is Currently Enrolled in the District and Active in a Community College Group |
| Judi Battey | Member | Active in the Support and Organization of the Community Colleges of the District |
| Larry Edmundson | Member | Community -at- Large |
| Richard Greenhagen | Member | Community -at- Large |
| William Martinez | Member | Community -at- Large |
| Ronald Peavy | Member | Community -at- Large |
| Kent Van Gelder | Member | Community -at- Large |



INDEPENDENT AUDITORS' REPORT

Governing Board Members and
Measures P and M Citizens' Oversight Committee
San Bernardino Community College District
San Bernardino, California

We have audited the accompanying balance sheet of the Proposition 39 Bond Building Fund of San Bernardino Community College District (the "District") as of June 30, 2011, and the related statement of revenues, expenditures and changes in fund balance for the fiscal year ended June 30, 2011. These financial statements are the responsibility of the District's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As discussed in Note 1A, the financial statements present only the individual Proposition 39 Bond Building Fund, consisting of the net construction proceeds of Measures P and M general obligation bonds as issued by the District, through the County of San Bernardino, and are not intended to present fairly the financial position of the District in conformity with generally accepted accounting principles.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Proposition 39 Bond Building Fund of San Bernardino Community College District as of June 30, 2011, and the results of its operations for the fiscal year ended June 30, 2011, in conformity with accounting principles generally accepted in the United States of America.

SAN DIEGO

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In accordance with *Government Auditing Standards*, we have also issued our report dated October 29, 2011 on our consideration of San Bernardino Community College District's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, grants agreements and other matters. The purpose of that report is to describe the scope of our testing of internal controls over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

In accordance with the requirements of Proposition 39, as incorporated in California Constitution Article 13A, we have also issued our performance audit report dated October 29, 2011 on our consideration of San Bernardino Community College District's compliance with the requirements of Proposition 39. That report is an integral part of our audit of the Proposition 39 Bond Building Fund for the fiscal year ended June 30, 2011 and should be considered in assessing the results of our financial audit.

Christine White Accountancy Corporation

San Diego, California
October 29, 2011

FINANCIAL SECTION

**PROPOSITION 39 BOND BUILDING FUND
OF SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Balance Sheet
June 30, 2011**

| | <u>MEASURE P</u> | <u>MEASURE M</u> | <u>TOTAL</u> |
|-------------------------------------|-----------------------------|-----------------------------|-----------------------------|
| ASSETS | | | |
| Cash in county treasury | \$ 21,296,569 | \$ 104,116,639 | \$ 125,413,208 |
| Investments | 5,252 | 143,186,390 | 143,191,642 |
| Accounts receivable | 1,059,213 | 217,954 | 1,277,167 |
| | <u> </u> | <u> </u> | <u> </u> |
| Total Assets | <u>\$ 22,361,034</u> | <u>\$ 247,520,983</u> | <u>\$ 269,882,017</u> |
| LIABILITIES AND FUND BALANCE | | | |
| LIABILITIES | | | |
| Accounts payable | \$ 3,328,583 | \$ 5,017,766 | \$ 8,346,349 |
| | <u> </u> | <u> </u> | <u> </u> |
| Total Liabilities | <u>3,328,583</u> | <u>5,017,766</u> | <u>8,346,349</u> |
| FUND BALANCE | | | |
| Unreserved | <u>19,032,451</u> | <u>242,503,217</u> | <u>261,535,668</u> |
| | <u> </u> | <u> </u> | <u> </u> |
| Total Fund Balance | <u>19,032,451</u> | <u>242,503,217</u> | <u>261,535,668</u> |
| | <u> </u> | <u> </u> | <u> </u> |
| Total Liabilities and Fund Balance | <u>\$ 22,361,034</u> | <u>\$ 247,520,983</u> | <u>\$ 269,882,017</u> |

The accompanying notes to financial statements are an integral part of this statement.

**PROPOSITION 39 BOND BUILDING FUND
OF SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balance
For the Fiscal Year Ended June 30, 2011**

| | <u>MEASURE P</u> | <u>MEASURE M</u> | <u>TOTAL</u> |
|------------------------------------|----------------------|-----------------------|-----------------------|
| REVENUES | | | |
| Interest income | \$ 297,460 | \$ 1,208,609 | \$ 1,506,069 |
| Other local revenue | 19,771 | - | 19,771 |
| Total Revenues | <u>317,231</u> | <u>1,208,609</u> | <u>1,525,840</u> |
| EXPENDITURES | | | |
| Capital outlay | 14,415,003 | 17,893,120 | 32,308,123 |
| Total Expenditures | <u>14,415,003</u> | <u>17,893,120</u> | <u>32,308,123</u> |
| Net Change in Fund Balance | (14,097,772) | (16,684,511) | (30,782,283) |
| Fund Balance, July 1, 2010 | <u>33,130,223</u> | <u>259,187,728</u> | <u>292,317,951</u> |
| Fund Balance, June 30, 2011 | <u>\$ 19,032,451</u> | <u>\$ 242,503,217</u> | <u>\$ 261,535,668</u> |

The accompanying notes to financial statements are an integral part of this statement.

**PROPOSITION 39 BOND BUILDING FUND
OF SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Notes to Financial Statements
June 30, 2011**

NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES

A. Reporting Entity

The San Bernardino Community College District was established in 1926 and serves most of the County of San Bernardino and a small portion of the County of Riverside. The District includes two comprehensive community colleges, a Professional Development Center, and a television and radio station.

In November 2002, the District's voters approved by more than the required 55% favorable vote, Measure P, authorizing the issuance and sale of general obligation bonds, not to exceed \$190,000,000. Measure P was designed to provide funds to improve safety and infrastructure at San Bernardino Valley College and Crafton Hills College. Measure P will also provide funds for the construction of new classroom buildings and training centers. In February 2008, the District's voters approved by more than the required 55% favorable vote, Measure M, authorizing the issuance and sale of general obligation bonds, not to exceed \$500,000,000 to continue the goals of Measure P.

An oversight committee to the District's Governing Board and Superintendent, called the Citizens' Oversight Committee (COC), was established pursuant to the requirements of state law and the provisions of the Measure P and M bonds. The COC is required by state law to actively review and report on the proper expenditure of taxpayers' money for school construction. The COC provides oversight and advises the public whether the District is spending the Measure P and M Bond funds for school capital improvements within the scope of projects outlined in the Measure P and M Bond project list. In fulfilling its duties, the COC reviews, among other things, the District's annual performance and financial audits of Measure P and M activity.

The statements presented are for the individual Proposition 39 Bond Building Fund of the District, consisting of the net construction proceeds of the Measure P and M general obligation bonds as issued by the District, through the County of San Bernardino, and are not intended to be a complete presentation of the District's financial position or results of operations. There are no related parties or component units included in this financial statement presentation.

B. Accounting Policies

The accounting policies of the District conform to generally accepted accounting principles as prescribed by the Governmental Accounting Standards Board (GASB) and the American Institute of Certified Public Accountants (AICPA).

**PROPOSITION 39 BOND BUILDING FUND
OF SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Notes to Financial Statements
June 30, 2011**

NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES (continued)

C. Basis of Accounting

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of measurement made, regardless of the measurement focus applied.

The financial statements are presented on the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual; i.e., both measurable and available. "Available" means collectible within the current period or within 60 days after year-end. Expenditures are generally recognized under the modified accrual basis of accounting when the related liability is incurred.

D. Encumbrances

Encumbrance accounting is used in all budgeted funds to reserve portions of applicable appropriations for which commitments have been made. Encumbrances are recorded for purchase orders, contracts, and other commitments when they are written. Encumbrances are liquidated when the commitments are paid.

E. Deposits and Investments

In accordance with Education Code Sections 15357 and 41001, the District maintains a portion of its cash in the San Bernardino County Treasury. The county pools these funds with those of other districts in the county and invests the cash. These pooled funds are carried at cost, which approximates market value. Interest earned is deposited quarterly into participating funds. Any investment losses are proportionately shared by all funds in the pool.

F. Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

**PROPOSITION 39 BOND BUILDING FUND
OF SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Notes to Financial Statements
June 30, 2011**

NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES (continued)

G. Budgets and Budgetary Accounting

Annual budgets are adopted on a basis consistent with generally accepted accounting principles for all government funds. By state law, the District's governing board must adopt a budget no later than July 1. A public hearing must be conducted to receive comments prior to adoption. The District's governing board satisfied these requirements.

These budgets are revised by the District's governing board during the year to give consideration to unanticipated income and expenditures. Formal budgetary integration was employed as a management control device during the year for all budgeted funds. The District employs budget control by minor object and by individual appropriation accounts. Expenditures cannot legally exceed appropriations by major object account.

NOTE 2 – CASH AND INVESTMENTS

Policies and Practices

The District is authorized under California Government Code to make direct investments in local agency bonds, notes, or warrants within the state; U.S. Treasury instruments; registered state warrants or treasury notes; securities of the U.S. Government, or its agencies; bankers acceptances; commercial paper; certificates of deposit placed with commercial banks and/or savings and loan companies; repurchase or reverse repurchase agreements; medium term corporate notes; shares of beneficial interest issued by diversified management companies, certificates of participation, obligations with first priority security; and collateralized mortgage obligations. Investments of debt proceeds held by trustees are governed by the provisions of debt agreements rather than the general provisions of the California Government Code. These provisions allow for the acquisition of investment agreements with maturities up to 30 years.

Cash in County Treasury – The District is considered to be an involuntary participant in an external investment pool as the District is required to deposit all receipts and collections of monies with their County Treasurer (Education Code Section 41001). The fair value of the District's investment in the pool is reported in the accounting financial statements at amounts based upon the District's pro-rata share of the fair value provided by the County Treasurer for the entire portfolio (in relation to the amortized cost of that portfolio). The balance available for withdrawal is based on the accounting records maintained by the County Treasurer, which is recorded on the amortized cost basis.

**PROPOSITION 39 BOND BUILDING FUND
OF SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Notes to Financial Statements
June 30, 2011**

NOTE 2 – CASH AND INVESTMENTS (continued)

General Authorizations

Limitations as they relate to interest rate risk, credit risk, and concentration of credit risk are indicated in the schedule below:

| Authorized Investment Type | Maximum Remaining Maturity | Maximum Percentage of Portfolio | Maximum Investment in One Issuer |
|---|----------------------------------|---------------------------------------|--|
| Local Agency bonds, Notes, Warrants | 5 years | None | None |
| Registered State Bonds, Notes, Warrants | 5 years | None | None |
| U.S. Treasury Obligations | 5 years | None | None |
| U.S. Agency Securities | 5 years | None | None |
| Banker's Acceptance | 180 days | 40% | 30% |
| Commercial Paper | 270 days | 40% | 10% |
| Negotiable Certificates of Deposit | 5 years | 40% | None |
| Repurchase Agreements | 1 year | None | None |
| Reverse Repurchase Agreements | 92 days | 20% of base | None |
| Medium-Term Corporate Notes | 5 years | 30% | None |
| Mutual Funds | N/A | 20% | 10% |
| Money Market Mutual Funds | N/A | 20% | 10% |
| Mortgage Pass-Through Securities | 5 years | 20% | None |
| County Pooled Investment Funds | N/A | None | None |
| Local Agency Investment Fund (LAIF) | N/A | None | None |
| Joint Powers Authority Pools | N/A | None | None |

Authorized Under Debt Agreements

Investments of debt proceeds held by bond trustees are governed by provisions of the debt agreements rather than the general provisions of the California Government Code. These provisions allow for the acquisition of investment agreements with maturities of up to 30 years.

**PROPOSITION 39 BOND BUILDING FUND
OF SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Notes to Financial Statements
June 30, 2011**

NOTE 2 – CASH AND INVESTMENTS (continued)

Summary of Cash and Investments

Cash and investments as of June 30, 2011, consist of the following:

| | MEASURE P | MEASURE M | TOTAL |
|----------------------------------|----------------------|-----------------------|-----------------------|
| Cash in county treasury, at cost | \$ 21,296,569 | \$ 104,116,639 | \$ 125,413,208 |
| Investments | 5,252 | 143,186,390 | 143,191,642 |
| Total Cash and Investments | <u>\$ 21,301,821</u> | <u>\$ 247,303,029</u> | <u>\$ 268,604,850</u> |

Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair market value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair market value to changes in market interest rates. The District manages its exposure to interest rate risk by primarily investing in the County Investment Pool and in other investment agreements.

Specific Identification and Credit Risk

Information about the sensitivity of the fair market values of the District's investments to market interest rate fluctuations is indicated by the following schedule that shows the distribution of the District's investment by maturity. Credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. The District's investment in the County pool is not required to be rated, nor has it been rated as of June 30, 2011. Presented below is the minimum rating required by the California Government Code, the District's investment policy, or debt agreements, and the actual rating as of the year-end for each investment type. Since all District investment holdings are governmental securities, per California Government Code there is no minimum legal rating.

| Investment or Deposit Type | Fair Market Value | Days to Maturity | Minimum Legal Rating | Rating 6/30/2011 |
|---|-----------------------|------------------|----------------------|------------------|
| Dreyfus Tax Exempt Cash Mgmt 675, CUSIP:599991920 | \$ 125,596,642 | N/A | Not Applicable | AAAm |
| San Bernardino County Investment Pool | 125,413,208 | 360 | Not Applicable | AA+ |
| Huntington Beach UHSD CTFS, CUSIP:440231AL6 | 635,000 | 1872 | Not Applicable | AA+ |
| Huntington Beach UHSD CTFS, CUSIP:446231AM4 | 5,190,000 | 4482 | Not Applicable | AA+ |
| Huntington Beach UHSD CFTS, CUSIP:446231AN2 | 10,260,000 | 6829 | Not Applicable | AA+ |
| Paramount Calif CTFS, CUSIP:699213BE3 | 490,000 | 1089 | Not Applicable | AA+ |
| Paramount Calif CTFS, CUSIP:699213BF0 | 1,020,000 | 4220 | Not Applicable | AA+ |
| | <u>\$ 268,604,850</u> | | | |

**PROPOSITION 39 BOND BUILDING FUND
OF SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Notes to Financial Statements
June 30, 2011**

NOTE 2 – CASH AND INVESTMENTS (continued)

Credit Risk

Credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. Investments within the San Bernardino County Investment Pool are rated at least A by Moody's Investors Service.

Concentration of Credit Risk

The investment policy of the District contains no limitations on the amount that can be invested in any one issuer beyond the amount stipulated by the California Government Code. District investments that are greater than 5 percent of total investments are in either an external investment pool or mutual funds and are therefore exempt.

NOTE 3 – ACCOUNTS RECEIVABLE

Accounts receivable amounting to \$1,059,213 and \$217,954 for Measures P and M, respectively, as of June 30, 2011 consists of interest earned on investments.

NOTE 4 – CONSTRUCTION COMMITMENTS

Construction commitments for Measures P and M consist of the following projects:

| | Costs as of June 30, 2011 | Estimated Costs to Complete |
|-------------------------------------|------------------------------|--------------------------------|
| SBVC North Hall Building | \$ 29,011,992 | \$ 733,208 |
| SBVC Gymnasium and Pools | 1,359,981 | 12,576,053 |
| SBVC Business Bldg Renovation | 982,634 | 14,231,987 |
| SBVC Sitework/ADA | 258,275 | 4,516,195 |
| CHC Science Portable Classrooms | 2,893,912 | 778,233 |
| CHC Central Plant/Energy Systems | 404,617 | 540,395 |
| SBVC Central Plant/Infrastructure | 2,063,683 | 13,786,476 |
| CHC Parking Structure #1 | 2,103,275 | 402,045 |
| SBVC Parking Structure #1 | 3,062,309 | 211,357 |
| CHC Campuswide Parking/Lighting | 6,129,288 | 3,493,028 |
| CHC Wellness Pool | 284,642 | 16,459 |
| SBVC Stadium and Field Improvements | 55,646 | 2,404,354 |
| CHC Student Services Building | 593,606 | 33,597,312 |
| New District Building | 177,415 | 1,822,585 |
| SBVC Auditorium Renovation | 63,943 | 3,485,184 |
| SBVC Cafeteria HVAC Upgrades | 52,688 | 386,310 |
| Totals | <u>\$ 49,497,906</u> | <u>\$ 92,981,181</u> |

**PROPOSITION 39 BOND BUILDING FUND
OF SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Notes to Financial Statements
June 30, 2011**

NOTE 5 – MEASURES P AND M GENERAL OBLIGATION BONDS

As of June 30, 2011, the principal balance outstanding on the District’s Measure P and M general obligation bonds is indicated as follows:

| Issue Date | Maturity Date | Interest Rate | Original Issue | As Restated Bonds Outstanding, July 1, 2010 | Accreted Interest Addition | Redeemed | Bonds Outstanding, June 30, 2011 |
|------------|---------------|---------------|----------------|---|----------------------------|--------------|----------------------------------|
| 5/1/2003 | 8/1/2014 | 2.0-5.0% | \$ 50,000,000 | \$ 3,705,000 | \$ - | \$ 765,000 | \$ 2,940,000 |
| 2/12/2004 | 8/1/2015 | 2.25-5.25% | 20,000,000 | 1,470,000 | - | 205,000 | 1,265,000 |
| 3/22/2005 | 8/1/2023 | 12.0%* | 56,562,550 | 52,038,416 | 462,068 | 1,930,000 | 50,570,484 |
| 8/22/2006 | 8/1/2031 | 4.25-5.0% | 100,000,000 | 100,000,000 | - | - | 100,000,000 |
| 12/17/2008 | 8/1/2033 | 3.75-6.5% | 140,000,000 | 140,000,000 | - | - | 140,000,000 |
| 6/9/2009 | 8/1/2033 | 6.02-10.0% | 4,999,797 | 5,231,999 | 398,552 | - | 5,630,551 |
| 6/9/2009 | 8/1/2033 | 7.63% | 15,000,000 | 15,000,000 | - | - | 15,000,000 |
| 6/9/2009 | 8/1/2048 | 6.78-11.5% | 73,102,389 | 76,394,186 | 5,640,381 | - | 82,034,567 |
| 6/9/2009 | 8/1/2044 | 6.375-7.63% | 45,210,000 | 45,210,000 | - | - | 45,210,000 |
| Totals | | | | \$ 439,049,601 | \$ 6,501,001 | \$ 2,900,000 | \$ 442,650,602 |

*Effective interest rate - 5.07-5.14%

2002 Election

In May 2003, \$50,000,00 of Measure P general obligation bonds were sold (Series A), and in February 2004, an additional \$20,000,000 of general obligation bonds were sold (Series B). In September 2006, \$100,000,000 of general obligation bonds were sold (Series C). On June 18, 2009 \$4,999,797 (Series D) and \$15,000,000 (Series E) general obligation bonds were sold. Proceeds from the sale of the bonds have been or will be used to finance the acquisition, construction, reconstruction, and modernization of certain property and District facilities.

2005 Refunding

On April 7, 2005, the District issued \$56,562,550 in general obligation bonds to advance refund \$52,690,000 of outstanding 2002 Series A and B bonds. The net proceeds of \$55,892,560 were used to purchase U.S government securities. These securities were deposited in an irrevocable trust with an escrow agent to provide for all future debt service payments on the 2002 Series A and B bonds maturing on or after August 1, 2014 and 2015, respectively. Accordingly, the trust account assets and the liability for the defeased bonds are not included in the District’s financial statements.

2008 Election

On December 30, 2008, \$140,000,000 of Measure M general obligation bonds was sold (Series A). On June 18, 2009, \$73,102,389 (Series B) and \$45,210,000 (Series C) general obligation bonds were sold.

**PROPOSITION 39 BOND BUILDING FUND
OF SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Notes to Financial Statements
June 30, 2011**

NOTE 5 – MEASURES P AND M GENERAL OBLIGATION BONDS (continued)

The annual requirements to amortize all Measure P and M general obligation bonds payable outstanding as of June 30, 2011, are as follows:

| Year Ending June 30, | Principal | Interest | Total |
|-------------------------|-----------------------|-----------------------|-------------------------|
| 2012 | \$ 3,424,085 | \$ 20,599,328 | \$ 24,023,413 |
| 2013 | 4,055,926 | 20,614,962 | 24,670,888 |
| 2014 | 4,757,736 | 20,601,543 | 25,359,279 |
| 2015 | 5,011,848 | 20,533,406 | 25,545,254 |
| 2016 | 5,598,097 | 20,445,041 | 26,043,138 |
| 2017-2021 | 41,105,144 | 101,207,178 | 142,312,322 |
| 2022-2026 | 56,304,188 | 109,548,560 | 165,852,748 |
| 2027-2031 | 121,275,781 | 77,100,153 | 198,375,934 |
| 2032-2036 | 94,399,580 | 66,202,929 | 160,602,509 |
| 2037-2041 | 50,848,174 | 130,698,987 | 181,547,161 |
| 2042-2046 | 31,653,457 | 183,905,243 | 215,558,700 |
| 2047-2049 | 12,585,722 | 186,934,278 | 199,520,000 |
| Subtotal | 431,019,738 | 958,391,608 | 1,389,411,346 |
| Accreted Interest | 11,630,864 | (11,630,864) | - |
| Totals | <u>\$ 442,650,602</u> | <u>\$ 946,760,744</u> | <u>\$ 1,389,411,346</u> |

SUPPLEMENTARY INFORMATION

**PROPOSITION 39 BOND BUILDING FUND
OF SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Schedule of Expenditures by Project for Measure P
June 30, 2011**

| Approved Measure P Bond Projects | Total Project Costs Through June 30, 2010 | Costs Incurred During Current Year | Total Project Costs Through June 30, 2011 |
|---|---|--|---|
| SBVC Football Field Refurbishment | \$ 981,167 | \$ - | \$ 981,167 |
| SBVC Retrofits & Modernization Projects | 2,401,987 | - | 2,401,987 |
| SBVC Student Health Services | 1,726,415 | - | 1,726,415 |
| SBVC Child Development Center | 5,479,091 | - | 5,479,091 |
| SBVC Infrastructure | 11,176,037 | - | 11,176,037 |
| SBVC FEMA Seismic Mitigation Project | 42,757,900 | - | 42,757,900 |
| SBVC FEMA Furniture | 2,108,502 | - | 2,108,502 |
| SBVC Demolition | 3,706,544 | - | 3,706,544 |
| SBVC Data Building | 459,081 | - | 459,081 |
| SBVC Campus Master Planning Services | 1,584,773 | - | 1,584,773 |
| SBVC - North Hall Seismic Replacement | 11,992,186 | 2,628,933 | 14,621,119 |
| SBVC - Chemistry/Physical Science Seismic Replacement | 12,166,224 | 5,502,959 | 17,669,183 |
| SBVC - North Hall Media Comm Seismic Replacement | 7,940,310 | 2,266,975 | 10,207,285 |
| SBVC - Maintenance & Operations Building Replacement | 5,423,474 | 931 | 5,424,405 |
| SBVC - Project Management | 2,896,545 | - | 2,896,545 |
| CHC Fire Training Facility | 150,000 | - | 150,000 |
| CHC Administrative Services | 2,392,864 | - | 2,392,864 |
| CHC Energy Updates | 6,365,614 | - | 6,365,614 |
| CHC Infrastructure | 19,266,032 | 236,732 | 19,502,764 |
| CHC Project Management | 4,356,541 | - | 4,356,541 |
| CHC Seismic Environmental Services | 467,827 | - | 467,827 |
| CHC Humanities Building | 114,414 | - | 114,414 |
| CHC Arts & Lecturers Building | 130,100 | - | 130,100 |
| CHC Campus Master Planning Services | 1,179,886 | - | 1,179,886 |
| CHC - Learning Resource Center | 16,547,796 | 2,858,867 | 19,406,663 |
| CHC - Community Recreation Facility | 10,700,355 | 880,078 | 11,580,433 |
| District - New Office building | - | 39,527 | 39,527 |
| District - Applied Technology Training Center | 3,357,706 | - | 3,357,706 |
| Totals | \$ 177,829,373 | \$ 14,415,002 | \$ 192,244,375 |

**PROPOSITION 39 BOND BUILDING FUND
OF SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Schedule of Expenditures by Project for Measure M
June 30, 2011**

| Approved Measure M Bond Projects | Total Project Costs Through June 30, 2010 | Costs Incurred During Current Year | Total Project Costs Through June 30, 2011 |
|--|---|--|---|
| SBVC Gymnasiums and Pools | \$ 8,686 | \$ 1,258,094 | \$ 1,266,780 |
| SBVC Business Building Renovation | 316,192 | 860,145 | 1,176,337 |
| SBVC Site Infrastructure/ ADA Compliance Project | 12,851 | 227,521 | 240,372 |
| SBVC Cafeteria | 600 | 49,083 | 49,683 |
| SBVC Central Plant/Infrastructure | 162,353 | 1,757,178 | 1,919,531 |
| SBVC Stadium & Field Improvements | - | 51,839 | 51,839 |
| SBVC Auditorium Renovation | - | 59,568 | 59,568 |
| SBVC Parking Structure #1 | 889,839 | 1,946,848 | 2,836,687 |
| District - New Office Building | - | 1,618,143 | 1,618,143 |
| CHC Science Portable Classroom | 78,534 | 2,930,507 | 3,009,041 |
| CHC Student Services Building | - | 618,316 | 618,316 |
| CHC Science Building | - | 2,997 | 2,997 |
| CHC Central Plant/Energy System | 60,672 | 356,670 | 417,342 |
| CHC Lighting/ADA Upgrades | 1,082,730 | 5,232,115 | 6,314,845 |
| CHC Parking Structure #1 | 1,444,863 | 657,805 | 2,102,668 |
| CHC Wellness Pool | 28,309 | 266,291 | 294,600 |
| Totals | \$ 4,085,629 | \$ 17,893,120 | \$ 21,978,749 |

**OTHER INDEPENDENT
AUDITORS' REPORTS**

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING
STANDARDS**

Governing Board Members and
Measures P and M Citizens' Oversight Committee
San Bernardino Community College District
San Bernardino, California

We have audited the financial statements of the Proposition 39 Bond Building Fund of San Bernardino Community College District (the "District") as of and for the fiscal year ended June 30, 2011, and have issued our report thereon dated October 29, 2011. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered San Bernardino Community College District's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the San Bernardino Community College District's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the San Bernardino Community College District's internal control over financial reporting.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

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Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Proposition 39 Bond Building Fund of San Bernardino Community College District's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

This report is intended solely for the information and use of the District's Governing Board, the Measures P and M Citizens' Oversight Committee, management, others within the entity, and the taxpayers of San Bernardino Community College District, and is not intended to be and should not be used by anyone other than these specified parties.

Christine White Accountancy Corporation

San Diego, California
October 29, 2011



INDEPENDENT AUDITORS' REPORT ON PERFORMANCE

Governing Board Members and
Measures P and M Citizens' Oversight Committee
San Bernardino Community College District
San Bernardino, California

We have audited the financial statements of the Proposition 39 Bond Building Fund of the San Bernardino Community College District (the "District") as of and for the fiscal year ended June 30, 2011 and have issued our report thereon dated October 29, 2011. Our audit was made in accordance with generally accepted auditing standards in the United States and, accordingly, included such tests of the accounting records and such other auditing procedures as we considered necessary in the circumstances.

We conducted this performance audit in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

In connection with our audit, we also performed an audit for compliance as required in the performance requirements for the Measure P and M General Obligation Bonds for the fiscal year ended June 30, 2011. The objective of the examination of compliance applicable to the District is to determine with reasonable assurance that:

- The proceeds of the sale of the Measure P and M Bonds were only used for the purposes set forth in the Measure P and M ballot language and not for any other purpose, such as teacher and administrative salaries.

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In performing our audit of compliance, we performed procedures including but not limited to those listed as follows:

| |
|------------------------------------|
| Internal Control Evaluation |
|------------------------------------|

Procedures Performed:

Inquiries were made of management regarding internal controls to:

- Prevent fraud or waste regarding Measure P and M projects, including budgetary controls
- Ensure adequate separation of duties exists in the fiscal services department for Measure P and M funds
- Prevent material misstatements in the financial statements
- Ensure expenditures are allocated to the proper fund(s)
- To follow applicable regulations, including regulations related to bidding and contract management

We then performed substantive tests of financial statement balances to determine whether the controls designed by management were operating effectively, and to provide reasonable assurance that the fiscal year 2010-11 financial statement balances for the Proposition 39 Bond Building Fund are not materially misstated.

Results of Procedures Performed:

The result of our audit tests show that internal control procedures appear to be working to meet the financial and compliance objectives required by generally accepted accounting standards and applicable laws and regulations. An unqualified opinion was expressed on the financial statements.

| |
|-----------------------------|
| Facilities Site Walk |
|-----------------------------|

Procedures Performed:

We performed a site walk to verify that Measure P and M funds expended for the fiscal year ended June 30, 2011 were for valid facilities acquisition and construction purposes. CWA toured multiple District construction sites at both campuses, where construction work had commenced: San Bernardino Valley College (chemistry and science building phases 1 and 2, auditorium chiller installation) and Crafton Hills College (parking lot and lighting upgrades, science and mathematics modular building project, data hub relocation).

Results of Procedures Performed:

Results of the site walks indicate that the major 2010-11 Measure P and M construction projects at San Bernardino Valley College and Crafton Hills College were successfully completed and advanced into 2011-12 expenditure/construction phases where applicable.

Test of Expenditures

Procedures Performed:

The following performance tests of expenditures and transfers were performed:

We tested approximately \$2.6 million (18.3%) of the 2010-11 Measure P expenditures (27 separate payments) and approximately \$3.4 million (19.0%) of the 2010-11 Measure M expenditures (30 separate payments) for validity, allowability and accuracy. Expenditures sampled in our test included payments made to contractors, consultants and other vendors.

Results of Procedures Performed:

We found the expenditures and transfers tested to be in compliance with the terms of the Measure P and M ballot measures, Facilities Plan, and applicable state laws and regulations without exception.

Test of Contracts and Bid Procedures

Procedures Performed:

For the fiscal year ended June 30, 2011, we performed testing of five contracts to determine compliance with District policy and the provisions of the California Public Contract Code. We determined in our testing whether proper bidding and approval procedures were followed for the contracts selected.

Results of Procedures Performed:

We found that the contracts tested followed proper bidding procedures, and were awarded in all cases to the lowest responsible bidder.

Our audit of compliance was made for the purposes set forth in the second and third paragraphs of this report would not necessarily disclose all instances of noncompliance.

In our opinion, the District complied, in all material respects, with the compliance requirements for the Measures P and M General Obligation Bonds as listed and tested above.

This report is intended solely for the information and use of the Measures P and M Citizens' Bond Oversight Committee, the District's Governing Board, management, and the taxpayers of San Bernardino Community College District and is not intended to be and should not be used by anyone other than these specified parties.

Christine V. Accendancy Corporation

San Diego, California
October 29, 2011

**SCHEDULE OF FINDINGS
AND RECOMMENDATIONS**

**PROPOSITION 39 BOND BUILDING FUND
OF SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Schedule of Findings and Recommendations
For the Fiscal Year Ended June 30, 2011**

There were no findings or recommendations related to the audit of the Proposition 39 Bond Building Fund for the fiscal year ended June 30, 2011.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Charlie Ng, Vice Chancellor, Fiscal Services
PREPARED BY: Diana Johnson, Bond Program Manager, Kitchell/BRj/Seville
DATE: November 17, 2011
SUBJECT: Summary of Bond Measure M 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 and San Bernardino Valley Colleges, including those on today's Board agenda.

ANALYSIS

Current submitted construction contract amendments and change orders for currently awarded Measure M projects total \$36,538 which is 0.350% change of the overall project cost.

The analysis shows that construction contract change orders and amendments for currently awarded Measure M projects have been held to a minimal amount of \$771,474 which is only 7.39% of the project cost of \$10,445,597.50.

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

Since this item is for information only, there are no financial implications.

Measure M Projects
CHANGE SUMMARY by PROJECT

November 17, 2011

(Including any contract amendments and change orders on the 11/17/11 agenda)

CONTRACT AMENDMENTS

| PROJECTS | Original Contract Amount | Contract Amendments | | Base Contract Amount | Cumulative Contract Amendments |
|--------------------------------------|--------------------------|----------------------|-------------|-------------------------|--------------------------------|
| | | Previous | Pending | | |
| CHC-Crafton Hills College | \$ 9,519,226.50 | \$ 402,801.00 | \$ - | \$ 9,922,027.50 | 4.23% |
| SBVC-San Bernardino Valley College | \$ 926,371.00 | \$ 42,746.00 | \$ - | \$ 969,117.00 | 4.61% |
| | | | | \$ - | |
| TOTAL for CONTRACT AMENDMENTS | \$ 10,445,597.50 | \$ 445,547.00 | \$ - | \$ 10,891,144.50 | 4.27% |

CHANGE ORDERS

| PROJECTS | Base Contract Amount | Change Orders | | New Contract Amount | Cumulative Change Orders |
|------------------------------------|-------------------------|----------------------|---------------------|-------------------------|--------------------------|
| | | Previous | Pending | | |
| CHC-Crafton Hills College | \$ 9,922,027.50 | \$ 262,583.00 | \$ 36,538.00 | \$ 10,221,148.50 | 3.01% |
| SBVC-San Bernardino Valley College | \$ 969,117.00 | \$ 26,806.00 | \$ - | \$ 995,923.00 | 2.77% |
| | | | | | |
| TOTAL for CHANGE ORDERS | \$ 10,891,144.50 | \$ 289,389.00 | \$ 36,538.00 | \$ 11,217,071.50 | 2.99% |

| | | |
|---|------------------|---------------|
| October 20, 11 Change Order Log Balance | \$ 10,192,526.50 | \$ 36,538.00 |
| E. Avico (Gym Demo) | \$ 253,071.00 | 0.350% |
| Change Order Log Balance | \$ 10,445,597.50 | \$ 771,474.00 |
| | | 7.39% |

CHANGE SUMMARY by PROJECT

(Including any contract amendments and change orders on the 11/17/11 agenda)

| PROJECTS | Original Contract Amount | Contract Amendments | | Change Orders | | New Contract Amount | Change Order % of Contract |
|--------------------------------------|--------------------------|----------------------|-------------|----------------------|---------------------|-------------------------|----------------------------|
| | | Previous | Pending | Previous | Pending | | |
| PARKING LOT/ADA/LIGHTING IMPRVMENTS. | \$ 6,146,450.00 | \$ 402,801.00 | \$ - | \$ 46,607.00 | \$ 36,538.00 | \$ 6,632,396.00 | 1.35% |
| MATH AND SCIENCE ANNEX | \$ 2,270,500.00 | \$ - | \$ - | \$ 189,545.00 | \$ - | \$ 2,460,045.00 | 8.35% |
| MPOE/DATA RELOCATION | \$ 527,700.00 | \$ - | \$ - | \$ 26,431.00 | \$ - | \$ 554,131.00 | 0.00% |
| OLD LIBRARY DEMOLITION | \$ 574,576.50 | \$ - | \$ - | \$ - | \$ - | \$ 574,576.50 | 0.00% |
| TOTAL | \$ 9,519,226.50 | \$ 402,801.00 | \$ - | \$ 262,583.00 | \$ 36,538.00 | \$ 10,221,148.50 | 3.01% |

NO NEW CHANGE ORDERS

\$ -

**CHANGE SUMMARY by PROJECT
PARKING LOT/ADA/LIGHTING IMPRVMENTS**

(Including any contract amendments and change orders on the 11/17/11 agenda)

| Contractors | Original Contract Amount | Contract Amendments | | Change Orders | | New Contract Amount | Change Order % of Contract |
|--------------------------------------|--------------------------|----------------------|-------------|---------------------|---------------------|------------------------|----------------------------|
| | | Previous | Pending | Previous | Pending | | |
| PAL-01: ASR Constructors, Inc. | \$ 3,058,000.00 | \$ 402,801.00 | \$ - | \$ - | \$ - | \$ 3,460,801.00 | 0.00% |
| PAL-02: Pierre Sprinkler & Landscape | \$ 569,450.00 | \$ - | \$ - | \$ - | \$ 36,538.00 | \$ 605,988.00 | 6.42% |
| PAL-03: RDM Electric Company, Inc. | \$ 2,519,000.00 | \$ - | \$ - | \$ 46,607.00 | \$ - | \$ 2,565,607.00 | 1.85% |
| | | | | | | | |
| TOTAL | \$ 6,146,450.00 | \$ 402,801.00 | \$ - | \$ 46,607.00 | \$ 36,538.00 | \$ 6,632,396.00 | 1.35% |

Crafton Hills College
CHANGE SUMMARY by PROJECT
MATH AND SCIENCE ANNEX

November 17, 2011

(Including any contract amendments and change orders on the 11/17/11 agenda)

| Contractors | Original Contract Amount | Contract Amendments | | Change Orders | | New Contract Amount | Change Order % of Contract |
|-------------------------------|--------------------------|---------------------|-------------|----------------------|-------------|------------------------|----------------------------|
| | | Previous | Pending | Previous | Pending | | |
| MODS-01: Conengr Corporation | \$ 539,500.00 | \$ - | \$ - | \$ 22,504.00 | \$ - | \$ 562,004.00 | 4.17% |
| MODS-02: Global Modular, Inc. | \$ 1,731,000.00 | \$ - | \$ - | \$ 167,041.00 | \$ - | \$ 1,898,041.00 | 9.65% |
| | | | | | | | |
| | | | | | | | |
| TOTAL | \$ 2,270,500.00 | \$ - | \$ - | \$ 189,545.00 | \$ - | \$ 2,460,045.00 | 8.35% |

| |
|-----------------------------|
| NO NEW CHANGE ORDERS |
|-----------------------------|

\$ -

Crafton Hills College
CHANGE SUMMARY by PROJECT
MPOE-DATA

November 17, 2011

(Including any contract amendments and change orders on the 11/17/11 agenda)

| Contractors | Original Contract Amount | Contract Amendments | | Change Orders | | New Contract Amount | Change Order % of Contract |
|---|--------------------------|---------------------|-------------|---------------------|-------------|----------------------|----------------------------|
| | | Previous | Pending | Previous | Pending | | |
| MPOE/DATA-01: Shanks Electric Corporation | \$ 527,700.00 | \$ - | \$ - | \$ 26,431.00 | \$ - | \$ 554,131.00 | 5.01% |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| TOTAL | \$ 527,700.00 | \$ - | \$ - | \$ 26,431.00 | \$ - | \$ 554,131.00 | 5.01% |

| |
|-----------------------------|
| NO NEW CHANGE ORDERS |
|-----------------------------|

\$ -

Crafton Hills College
CHANGE SUMMARY by PROJECT
LIBRARY DEMO

November 17, 2011

(Including any contract amendments and change orders on the 11/17/11 agenda)

| Contractors | Original Contract Amount | Contract Amendments | | Change Orders | | New Contract Amount | Change Order % of Contract |
|--|--------------------------|---------------------|-------------|---------------|-------------|----------------------|----------------------------|
| | | Previous | Pending | Previous | Pending | | |
| LIBRARY DEMO-01:Miller Environmental, Inc. | \$ 574,576.50 | \$ - | \$ - | \$ - | \$ - | \$ 574,576.50 | 0.00% |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| TOTAL | \$ 574,576.50 | \$ - | \$ - | \$ - | \$ - | \$ 574,576.50 | 0.00% |

NO NEW CHANGE ORDERS

\$ -

CHANGE SUMMARY by PROJECT

(Including any contract amendments and change orders on the 11/17/11 agenda)

| PROJECTS | Original Contract Amount | Contract Amendments | | Change Orders | | New Contract Amount | Change Order % of Contract |
|---------------------------------|--------------------------|---------------------|-------------|---------------------|-------------|----------------------|----------------------------|
| | | Previous | Pending | Previous | Pending | | |
| Central Plant / Infrastructure | \$ 348,300.00 | \$ 42,746.00 | \$ - | \$ 26,806.00 | \$ - | \$ 417,852.00 | 6.85% |
| HVAC Cafeteria & Health Science | \$ 325,000.00 | \$ - | \$ - | \$ - | \$ - | \$ 325,000.00 | 0.00% |
| Gym Demo | \$ 253,071.00 | \$ - | \$ - | \$ - | \$ - | \$ 253,071.00 | 0.00% |
| | | | | \$ - | | | |
| TOTAL | \$ 926,371.00 | \$ 42,746.00 | \$ - | \$ 26,806.00 | \$ - | \$ 995,923.00 | 2.77% |

NO NEW CHANGE ORDERS

\$ -

San Bernardino Valley College
CHANGE SUMMARY by PROJECT
CENTRAL PLANT / INFRASTRUCTURE

Nov. 17, 2011

(Including any contract amendments and change orders on the 11/17/11 agenda)

| Contractors | Original Contract Amount | Contract Amendments | | Change Orders | | New Contract Amount | Change Order % of Contract |
|--|--------------------------|---------------------|-------------|---------------------|-------------|----------------------|----------------------------|
| | | Previous | Pending | Previous | Pending | | |
| Infrastructure Sewer Improvements | | | | | | | |
| Kirtley Construction dba TK Construction | \$ 348,300.00 | \$ 42,746.00 | \$ - | \$ 26,806.00 | \$ - | \$ 417,852.00 | 6.85% |
| Central Plant | | | | | | | |
| | | | | \$ - | | | |
| | | | | | | | |
| | | | | | | | |
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| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| TOTAL | \$ 348,300.00 | \$ 42,746.00 | \$ - | \$ 26,806.00 | \$ - | \$ 417,852.00 | 6.85% |

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Charlie Ng, Vice Chancellor, Fiscal Services
PREPARED BY: Diana Johnson, Bond Program Manager, Kitchell/BRj/Seville
DATE: November 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 and San Bernardino Valley Colleges, including those on today's Board agenda.

ANALYSIS

Current submitted construction contract amendments and change orders for all Measure P projects total \$-25,569 which is a -0.024% 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 \$6,224,092.71 which is only 5.84% of the project cost of \$106,609,566.19.

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

Since this item is for information only, there are no financial implications.

**Measure P Projects
CHANGE SUMMARY by PROJECT**

November 17, 2011

(Including any contract amendments and change orders on the 11/17/11 agenda)

CONTRACT AMENDMENTS

| PROJECTS | Original Contract Amount | Contract Amendments | | Base Contract Amount | Cumulative Contract Amendments |
|--------------------------------------|--------------------------|------------------------|-------------|--------------------------|--------------------------------|
| | | Previous | Pending | | |
| CHC-Crafton Hills College | \$ 46,102,035.00 | \$ 176,064.00 | \$ - | \$ 46,278,099.00 | 0.38% |
| SBVC-San Bernardino Valley College | \$ 60,507,531.19 | \$ 1,284,573.48 | \$ - | \$ 61,792,104.67 | 2.12% |
| TOTAL for CONTRACT AMENDMENTS | \$ 106,609,566.19 | \$ 1,460,637.48 | \$ - | \$ 108,070,203.67 | 1.37% |

CHANGE ORDERS

| PROJECTS | Base Contract Amount | Change Orders | | New Contract Amount | Cumulative Change Orders |
|------------------------------------|--------------------------|------------------------|-----------------------|--------------------------|--------------------------|
| | | Previous | Pending | | |
| CHC-Crafton Hills College | \$ 46,278,099.00 | \$ 1,911,582.00 | \$ - | \$ 48,189,681.00 | 4.13% |
| SBVC-San Bernardino Valley College | \$ 61,792,104.67 | \$ 2,877,442.23 | \$ (25,569.00) | \$ 64,643,977.90 | 4.62% |
| TOTAL for CHANGE ORDERS | \$ 108,070,203.67 | \$ 4,789,024.23 | \$ (25,569.00) | \$ 112,833,658.90 | 4.41% |

\$ (25,569.00)
-0.024%
\$ 6,224,092.71

| | | |
|--|--------------------------|-------|
| May 19, Change Order Log Balance | \$ 105,846,169.19 | 5.84% |
| American Wrecking - Chemistry- Add | 354,770.00 | |
| Graebel - Relocation - Chemistry - Add | 23,974.00 | |
| Larry Jacinto Construction | 29,116.00 | |
| Bon Air, Inc. | 296,000.00 | |
| | <u>\$ 106,550,029.19</u> | |
| Nature Tech - Chemistry Add | 59,537.00 | |
| | \$ 106,609,566.19 | |

CHANGE SUMMARY by PROJECT

(Including any contract amendments and change orders on the 11/17/11 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) | \$ - | \$ 503,915.00 | \$ - | \$ 15,186,783.00 | 3.43% |
| CRF / INFRA PKG #5 | \$ 8,144,197.00 | \$ 73,186.00 | \$ - | \$ 469,332.00 | \$ - | \$ 8,686,715.00 | 5.71% |
| LEARNING RESOURCE CENTER | \$ 22,810,387.00 | \$ 146,461.00 | \$ - | \$ 942,612.00 | \$ - | \$ 23,899,460.00 | 4.11% |
| TOTAL | \$ 46,102,035.00 | \$ 176,064.00 | \$ - | \$ 1,911,582.00 | \$ - | \$ 48,189,681.00 | 4.13% |

Crafton Hills College
CHANGE SUMMARY by PROJECT
INFRASTRUCTURE #1

November 17, 2011

(Including any contract amendments and change orders on the 11/17/11 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

November 17, 2011

(Including any contract amendments and change orders on the 11/17/11 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 | \$ - | \$ 112,308.00 | \$ - | \$ 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 | \$ - | \$ - | \$ 37,192.00 | \$ - | \$ 1,660,792.00 | 2.29% |
| INFRA234-07: Inland Building Companies | \$ 526,900.00 | \$ - | \$ - | \$ 26,871.00 | \$ - | \$ 553,771.00 | 5.10% |
| | | | | | | | |
| | | | | | | | |
| TOTAL | \$ 14,726,451.00 | \$ (43,583.00) | \$ - | \$ 503,915.00 | \$ - | \$ 15,186,783.00 | 3.43% |

NO NEW CHANGE ORDERS

Crafton Hills College
CHANGE SUMMARY by PROJECT
INFRASTRUCTURE #2

November 17, 2011

(Including any contract amendments and change orders on the 11/17/2011 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 | 0.00% |
| INFRA2-02: Coutts Heating & Cooling | \$ 2,100,490.00 | | | | | \$ 2,100,490.00 | 0.00% |
| INFRA2-03: Fischer, Inc. | \$ 501,000.00 | | | \$ 2,412.00 | | \$ 503,412.00 | 0.48% |
| INFRA2-04: RIS Electric | \$ 438,000.00 | | | \$ 47,127.00 | | \$ 485,127.00 | 10.76% |
| INFRA2-05: Tidwell Concrete | \$ 444,537.00 | | | | | \$ 444,537.00 | 0.00% |
| INFRA2-06: Sierra Landscape | \$ 202,000.00 | | | | | \$ 202,000.00 | 0.00% |
| INFRA2-07: Inland Building Companies | \$ 107,600.00 | | | | | \$ 107,600.00 | 0.00% |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| 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

November 17, 2011

(Including any contract amendments and change orders on the 11/17/11 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 | | \$ 77,587.00 | | \$ 492,164.00 | 18.71% |
| INFRA3-02: Coutts Heating & Cooling | \$ 3,576,510.00 | \$ (141,161.00) | | \$ 756.00 | | \$ 3,436,105.00 | 0.02% |
| INFRA3-03: Fischer, Inc. | \$ 935,000.00 | | | \$ 94,741.00 | | \$ 1,029,741.00 | 10.13% |
| INFRA3-04: RIS Electric | \$ 1,222,000.00 | \$ 53,731.00 | | \$ 155,366.00 | | \$ 1,431,097.00 | 12.18% |
| INFRA3-05: Tidwell Concrete | \$ 252,979.00 | | | | | \$ 252,979.00 | 0.00% |
| INFRA3-06: Sierra Landscape | \$ 1,131,000.00 | | | \$ 5,612.00 | | \$ 1,136,612.00 | 0.50% |
| INFRA3-07: Inland Building Companies | \$ 45,200.00 | | | | | \$ 45,200.00 | 0.00% |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| TOTAL | \$ 7,533,419.00 | \$ (43,583.00) | \$ - | \$ 334,062.00 | \$ - | \$ 7,823,898.00 | |

NO NEW CHANGE ORDERS

Crafton Hills College
CHANGE SUMMARY by PROJECT
INFRASTRUCTURE #4

November 17, 2011

(Including any contract amendments and change orders on the 11/17/11 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 | 6.22% |
| INFRA4-03: Fischer, Inc. | \$ 55,000.00 | | | | | \$ 55,000.00 | 0.00% |
| INFRA4-04: RIS Electric | \$ 313,000.00 | | | | | \$ 313,000.00 | 0.00% |
| INFRA4-05: Tidwell Concrete | \$ 1,592,289.00 | | | \$ 27,142.00 | | \$ 1,619,431.00 | 1.70% |
| INFRA4-06: Sierra Landscape | \$ 290,600.00 | | | \$ 31,580.00 | | \$ 322,180.00 | 10.87% |
| INFRA4-07: Inland Building Companies | \$ 374,100.00 | | | \$ 26,871.00 | | \$ 400,971.00 | 7.18% |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| TOTAL | \$ 3,183,139.00 | \$ - | \$ - | \$ 120,314.00 | \$ - | \$ 3,303,453.00 | |

NO NEW CHANGE ORDERS

Crafton Hills College
CHANGE SUMMARY by PROJECT
CRF / INFRA PKG # 5

November 17, 2011

(including any contract amendments and change orders on the 11/17/11 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 | \$ - | \$ - | \$ 43,601.00 | \$ - | \$ 775,601.00 | 5.96% |
| 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 | \$ - | \$ - | \$ 57,280.00 | \$ - | \$ 632,379.00 | 9.96% |
| 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 | \$ 25,696.00 | \$ - | \$ 11,594.00 | \$ - | \$ 155,345.00 | 8.07% |
| CCRF-08: West Coast Painting & Drywall | \$ 32,331.00 | \$ - | \$ - | \$ - | \$ - | \$ 32,331.00 | 0.00% |
| CCRF-09: J. Kel Painting & Wallcovering, Inc. | \$ 63,020.00 | \$ - | \$ - | \$ (5,548.00) | \$ - | \$ 57,472.00 | -8.80% |
| 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 | \$ 45,246.00 | \$ - | \$ 75,614.00 | \$ - | \$ 980,860.00 | 8.35% |
| CCRF-14: Arrowhead Mechanical., Inc. | \$ 112,500.00 | \$ - | \$ - | \$ 7,194.00 | \$ - | \$ 119,694.00 | 6.39% |
| CCRF-15: Champion Electric, Inc. | \$ 749,000.00 | \$ - | \$ - | \$ 45,275.00 | \$ - | \$ 794,275.00 | 6.04% |
| CCRF-16: America West Landscape, Inc. | \$ 604,980.00 | \$ - | \$ - | \$ 16,610.00 | \$ - | \$ 621,590.00 | 2.75% |
| 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% |
| Larry Jacinto Construction | \$ 29,116.00 | \$ 2,244.00 | \$ - | \$ - | \$ - | \$ 31,360.00 | 0.00% |
| TOTAL | \$ 8,144,197.00 | \$ 73,186.00 | \$ - | \$ 469,332.00 | \$ - | \$ 8,686,715.00 | 5.71% |

Crafton Hills College
CHANGE SUMMARY by PROJECT
INFRASTRUCTURE #5/CRF SITE PREP
 (Including any contract amendments and change orders on the 11/17/11 agenda)

November 17, 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 | | | \$ 6,058.00 | | \$ 386,308.00 | |
| 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 | | \$ 5,468.00 | | \$ 448,948.00 | |
| INFRA5-16: America West Landscape, Inc. | \$ 37,581.00 | | | \$ 21,238.00 | | \$ 58,819.00 | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| TOTAL | \$ 1,380,513.00 | \$ 18,480.00 | \$ - | \$ 37,793.00 | \$ - | \$ 1,436,786.00 | |

NO NEW CHANGE ORDERS

**CHANGE SUMMARY by PROJECT
COMMUNITY RECREATION FACILITY**

(Including any contract amendments and change orders on the 11/17/11 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 | 10.67% |
| CCRF-03: Calcoast Concrete Const., Inc. | \$ 684,433.00 | | | \$ 9,311.00 | | \$ 693,744.00 | 1.36% |
| CCRF-04: Nuway, Inc. | \$ 803,860.00 | | | \$ 58,172.00 | | \$ 862,032.00 | 7.24% |
| CCRF-05: ACSS | \$ 575,099.00 | | | \$ 57,280.00 | | \$ 632,379.00 | 9.96% |
| 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 | \$ 25,696.00 | | \$ 11,594.00 | | \$ 155,345.00 | 8.07% |
| CCRF-08: West Coast Painting & Drywall | \$ 32,331.00 | | | | | \$ 32,331.00 | 0.00% |
| CCRF-09: J. Kel Painting & Wallcovering, Inc. | \$ 63,020.00 | | | \$ (5,548.00) | | \$ 57,472.00 | -8.80% |
| 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. | \$ 435,000.00 | \$ 26,766.00 | | \$ 70,146.00 | | \$ 531,912.00 | 15.19% |
| CCRF-14: Arrowhead Mechanical., Inc. | \$ 112,500.00 | | | \$ 7,194.00 | | \$ 119,694.00 | 6.39% |
| CCRF-15: Champion Electric, Inc. | \$ 749,000.00 | | | \$ 45,275.00 | | \$ 794,275.00 | 6.04% |
| CCRF-16: America West Landscape, Inc. | \$ 567,399.00 | | | \$ (4,628.00) | | \$ 562,771.00 | -0.82% |
| 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% |
| Knorr Systems | \$ 168,416.00 | | | | | \$ 168,416.00 | 0.00% |
| Larry Jacinto Construction | \$ 29,116.00 | \$ 2,244.00 | \$ - | | \$ - | \$ 31,360.00 | 0.00% |
| TOTAL | \$ 6,763,684.00 | \$ 54,706.00 | \$ - | \$ 431,539.00 | \$ - | \$ 7,249,929.00 | |

**CHANGE SUMMARY by PROJECT
LEARNING RESOURCE CENTER**

(Including any contract amendments and change orders on the 11/17/11 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 | \$ (23,439.00) | \$ - | \$ 56,188.00 | | \$ 3,307,449.00 | 1.73% |
| 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 | \$ 23,439.00 | \$ - | \$ 133,356.00 | | \$ 3,578,095.00 | 3.87% |
| CLRC-05: Lozano Caseworks, Inc. | \$ 509,300.00 | | | \$ 6,333.00 | | \$ 515,633.00 | 1.24% |
| CLRC-06: Western Bay Sheet Metal | \$ 1,349,000.00 | | | \$ 69,176.00 | | \$ 1,418,176.00 | 5.13% |
| CLRC-07: RGSLA | \$ 236,252.00 | | | \$ 16,659.00 | | \$ 252,911.00 | 7.05% |
| CLRC-08: E J Enterprises | \$ 293,175.00 | | | \$ 8,988.00 | | \$ 302,163.00 | 3.07% |
| CLRC-09: Padua Glass Enterprise, Inc. | \$ 1,940,700.00 | | | \$ 26,586.00 | | \$ 1,967,286.00 | 1.37% |
| CLRC-10: Caston Plastering & Drywall | \$ 1,415,585.00 | | | \$ 79,318.00 | | \$ 1,494,903.00 | 5.60% |
| CLRC-11: Mike's Custom Flooring | \$ 248,200.00 | | | \$ 11,963.00 | | \$ 260,163.00 | 4.82% |
| CLRC-12: Southcoast Acoustical Inters. | \$ 461,350.00 | | | \$ 16,929.00 | | \$ 478,279.00 | 3.67% |
| CLRC-13: Prime Painting Con. | \$ 192,000.00 | \$ 5,300.00 | \$ - | \$ 26,192.00 | | \$ 223,492.00 | 13.28% |
| CLRC-14: Inland Pacific Tile, Inc. | \$ 282,000.00 | | | \$ 2,402.00 | | \$ 284,402.00 | 0.85% |
| CLRC-15: RVH Construction | \$ 731,000.00 | | | \$ 13,171.00 | | \$ 744,171.00 | 1.80% |
| 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 | | | \$ 258,315.00 | | \$ 3,108,315.00 | 9.06% |
| CLRC-20: Marina Landscaping | \$ 247,300.00 | | | | | \$ 247,300.00 | 0.00% |
| CLRC-21: Inland Building Companies | \$ 648,000.00 | | | \$ 42,823.00 | | \$ 690,823.00 | 6.61% |
| CLRC-22: AVDB Group | \$ 518,979.00 | | | \$ 6,215.00 | | \$ 525,194.00 | 1.20% |
| | | | | | | | |
| | | | | | | | |
| TOTAL | \$ 22,810,387.00 | \$ 146,461.00 | \$ - | \$ 942,612.00 | \$ - | \$ 23,899,460.00 | 4.11% |

San Bernardino Valley College
CHANGE SUMMARY by PROJECT

November 17, 2011

(Including any contract amendments and change orders on the 11/17/11 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 | \$ 338,163.48 | \$ - | \$ 969,563.00 | \$ - | \$ 19,505,379.48 | 5.23% |
| 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 | \$ - | \$ 629,951.80 | \$ - | \$ 12,094,692.80 | 5.49% |
| Chemistry / Science | \$ 25,831,837.19 | \$ 399,563.00 | \$ - | \$ 1,176,621.43 | \$ (25,569.00) | \$ 27,382,452.62 | 4.39% |
| Student Health Services | \$ 1,047,967.00 | \$ - | \$ - | \$ 25,987.00 | \$ - | \$ 1,073,954.00 | 2.48% |
| TOTAL | \$ 60,507,531.19 | \$ 1,284,573.48 | \$ - | \$ 2,877,442.23 | \$ (25,569.00) | \$ 64,643,977.90 | 4.62% |

San Bernardino Valley College
CHANGE SUMMARY by PROJECT
NORTH HALL

November 17, 2011

(Including any contract amendments and change orders on the 11/17/11 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 | | \$ 221,664.00 | | \$ 2,702,469.00 | 8.94% |
| #4 - Blazing Industrial Steel | \$ 4,105,282.00 | | | \$ 107,639.00 | | \$ 4,212,921.00 | 2.62% |
| #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 | | | \$ 19,723.00 | | \$ 217,723.00 | 9.96% |
| #8 - Montgomery Hardware | \$ 411,740.00 | | | \$ 5,985.00 | | \$ 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 | | | \$ 22,476.00 | | \$ 1,968,061.00 | 1.16% |
| #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 | | \$ 22,820.00 | | \$ 337,678.00 | 7.25% |
| #13 - J. Kel Painting & Wallcovering | \$ 142,755.00 | | | \$ 6,982.00 | | \$ 149,737.00 | 4.89% |
| #14 - Inland Building Companies | \$ 1,264,000.00 | | | \$ 8,370.00 | | \$ 1,272,370.00 | 0.66% |
| #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 | \$ 134,797.48 | | \$ 18,284.00 | | \$ 916,369.48 | 2.04% |
| #18 - Arrowhead Mechanical | \$ 1,247,000.00 | | | \$ 104,978.00 | | \$ 1,351,978.00 | 8.42% |
| #19 - BEC Inc. | \$ 2,125,000.00 | \$ 42,892.00 | | \$ 312,106.00 | | \$ 2,479,998.00 | 14.40% |
| #20 - Sierra Landscape | \$ 185,900.00 | \$ 64,756.00 | | \$ 7,487.00 | | \$ 258,143.00 | 2.99% |
| AV - Spinitar | \$ 1,399,294.00 | | | \$ 25,798.00 | | \$ 1,425,092.00 | 1.84% |
| Misc Bid Package - RVH Contractors | \$ 5,750.00 | | | | | \$ 5,750.00 | 0.00% |
| TOTAL | \$ 18,197,653.00 | \$ 338,163.48 | \$ - | \$ 969,563.00 | \$ - | \$ 19,505,379.48 | 5.23% |

San Bernardino Valley College
CHANGE SUMMARY by PROJECT
MAINTENANCE and OPERATIONS
 (Including any contract amendments and change orders on the 11/17/11 agenda)

Nov. 17, 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 - Klasic 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 / COMM

November 17, 2011

(Including any contract amendments and change orders on the 11/17/11 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 | | | \$ 63,527.00 | | \$ 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 | \$ - | \$ 629,951.80 | \$ - | \$ 12,094,692.80 | 5.49% |

San Bernardino Valley College
CHANGE SUMMARY by PROJECT
CHEMISTRY / SCIENCE

November 17, 2011

(Including any contract amendments and change orders on the 11/17/11 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 | \$ 35,244.00 | | \$ 127,142.00 | | \$ 2,571,386.00 | 5.20% |
| #4 - ACSS, Inc. | \$ 3,398,000.00 | | | \$ 147,403.00 | | \$ 3,545,403.00 | 4.34% |
| #5 - Advanced Lab Concepts | \$ 1,130,171.00 | | | \$ 8,691.00 | | \$ 1,138,862.00 | 0.77% |
| #6 - Crowner Sheet Metal | \$ 386,300.00 | | | \$ (4,816.00) | | \$ 381,484.00 | -1.25% |
| #7 - Stone Roofing Co. | \$ 251,600.00 | | | \$ 17,127.00 | | \$ 268,727.00 | 6.81% |
| #8 - Montgomery Hardware | \$ 293,970.00 | | | \$ 6,118.00 | | \$ 300,088.00 | 2.08% |
| #9 - Perfection Glass | \$ 443,600.00 | | | \$ 5,520.00 | | \$ 449,120.00 | 1.24% |
| #10 - Caston Plastering & Drywall | \$ 1,985,585.00 | \$ 1,705.00 | | \$ (78,429.00) | | \$ 1,908,861.00 | -3.95% |
| #11 - Empire Floor Covering | \$ 305,750.00 | | | | | \$ 305,750.00 | 0.00% |
| #12 - Southcoast Acoustical Interiors | \$ 336,870.00 | | | \$ 9,057.00 | | \$ 345,927.00 | 2.69% |
| #13 - Prime Painting Contractors | \$ 143,750.00 | | | \$ (91.00) | | \$ 143,659.00 | -0.06% |
| #14 - Inland Building Construction | \$ 683,000.00 | | | \$ 6,175.00 | | \$ 689,175.00 | 0.90% |
| #15 - RVH Constructors | \$ 311,000.00 | | | \$ 77,500.00 | | \$ 388,500.00 | 24.92% |
| #16 - Fisher, Inc. | \$ 199,000.00 | | | \$ 1,915.00 | | \$ 200,915.00 | 0.96% |
| #17 - Fisher, Inc. | \$ 1,546,235.00 | \$ 53,704.00 | | \$ 34,117.00 | \$ 7,431.00 | \$ 1,641,487.00 | 2.60% |
| #18 - Coutts Heating & Cooling | \$ 3,347,000.00 | \$ 11,979.00 | | \$ 224,337.00 | | \$ 3,583,316.00 | 6.68% |
| #19 - RDM Electrical | \$ 2,311,800.00 | \$ 91,534.00 | | \$ 210,463.00 | | \$ 2,613,797.00 | 8.76% |
| #20 - Marina Landscaping | \$ 299,000.00 | | | \$ 19,815.00 | | \$ 318,815.00 | 6.63% |
| #21A - Miller Environmental | \$ 381,000.00 | | | | \$ (33,000.00) | \$ 348,000.00 | -8.66% |
| #21B - AMPCO Contracting | \$ 364,000.00 | | | | | \$ 364,000.00 | 0.00% |
| Western Audio Visual | \$ 818,310.19 | | | \$ (53,090.69) | | \$ 765,219.50 | -6.49% |
| Misc Bid Package - RVH Contractors | \$ 61,422.00 | | | | | \$ 61,422.00 | 0.00% |
| Nature Tech | \$ 59,537.00 | | | | | \$ 59,537.00 | 0.00% |
| American Wrecking | \$ 354,770.00 | | | | | \$ 354,770.00 | 0.00% |
| Graebel Relocation Services | \$ 23,974.00 | | | | | \$ 23,974.00 | 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% |
| Bon Air, Inc. | \$ 296,000.00 | \$ 10,802.00 | | | | \$ 306,802.00 | 0.00% |
| TOTAL | \$ 25,831,837.19 | \$ 399,563.00 | \$ - | \$ 1,176,621.43 | \$ (25,569.00) | \$ 27,382,452.62 | 4.39% |

San Bernardino Valley College
CHANGE SUMMARY by PROJECT
STUDENT HEALTH SERVICES

November 17, 2011

(Including any contract amendments and change orders on the 11/17/11 agenda)

| Contractors | Original Contract Amount | Contract Amendments | | Change Orders | | New Contract Amount | Change Order % of Contract |
|--------------------------------|--------------------------|---------------------|-------------|---------------------|-------------|------------------------|----------------------------|
| | | Previous | Pending | Previous | Pending | | |
| PCN3 | \$ 338,000.00 | | | \$ 19,282.00 | | \$ 357,282.00 | 5.70% |
| Modular Structures Int'l, Inc. | \$ 709,967.00 | | | \$ 6,705.00 | | \$ 716,672.00 | 0.94% |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| TOTAL | \$ 1,047,967.00 | \$ - | \$ - | \$ 25,987.00 | \$ - | \$ 1,073,954.00 | 2.48% |

NO NEW CHANGE ORDERS

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Charlie Ng, Vice Chancellor, Fiscal Services
PREPARED BY: Crispina Ongoco, Director of Fiscal Services
DATE: November 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 October 3, 2011 to October 30, 2011. It reflects summary information for all District funds, grouped by category within each fund.

As of October 30, 2011, we have spent or encumbered about 31.6% of our budgeted general funds and are 32.6% 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

Since this an information item, there are no financial implications.



Budget Revenue & Expenditure Summary Year to Date 10/30/11

| Revenues – All Funds | Budget | YTD Revenues | % Received | % of Year |
|---------------------------------------|------------|--------------|------------|-----------|
| 01 General Fund* | 90,156,559 | 27,333,894 | 30.3 | 32.6 |
| 21 Bond Interest & Redemption | 16,188,000 | 0 | 0.0 | 32.6 |
| 41 Capital Outlay Projects Fund | 1,153,670 | 823,343 | 71.4 | 32.6 |
| 42 Bond Construction Fund | 1,080,000 | 78,679 | 7.3 | 32.6 |
| 68 Retiree Benefit Fund | 1,624,468 | 1,600,468 | 98.5 | 32.6 |
| 69 Employee Load Banking Trust Fund | 850 | 0 | 0.0 | 32.6 |
| 72 Child Development Fund | 2,104,750 | 833,531 | 39.6 | 32.6 |
| 73 Student Body Center Fee Fund | 249,070 | 144,146 | 57.9 | 32.6 |
| 74 KVCR Fund | 3,057,854 | 1,833,517 | 60.0 | 32.6 |
| 76 Investment Trust Fund – San Manuel | 2,503,000 | 0 | 0.0 | 32.6 |
| 78 Self Insurance-Liability Fund | 753,500 | 750,000 | 99.5 | 32.6 |
| 84 Workers Compensation Fund* | 1,405,000 | 312,046 | 22.2 | 32.6 |

| Expenses – All Funds | Budget | YTD Expenses & Encumbrances | % Expensed & Encumbered | % of Year |
|---------------------------------------|-------------|--------------------------------|----------------------------|--------------|
| 01 General Fund* | 95,223,872 | 30,029,070 | 31.5 | 32.6 |
| 21 Bond Interest & Redemption | 22,437,353 | 0 | 0.0 | 32.6 |
| 41 Capital Outlay Projects Fund | 7,900,349 | 1,478,587 | 18.7 | 32.6 |
| 42 Bond Construction Fund | 123,318,933 | 30,728,030 | 24.9 | 32.6 |
| 68 Retiree Benefit Fund | 2,356,676 | 462,170 | 19.6 | 32.6 |
| 69 Employee Load Banking Trust Fund | 850 | 0 | 0.0 | 32.6 |
| 72 Child Development Fund* | 2,068,133 | 565,993 | 27.4 | 32.6 |
| 73 Student Body Center Fee Fund | 276,070 | 45,689 | 16.5 | 32.6 |
| 74 KVCR Fund* | 3,059,254 | 1,275,793 | 41.7 | 32.6 |
| 76 Investment Trust Fund – San Manuel | 740,592 | 123,560 | 16.7 | 32.6 |
| 78 Self Insurance-Liability Fund | 795,000 | 554,211 | 69.7 | 32.6 |
| 84 Workers Compensation Fund* | 1,358,000 | 469,966 | 34.6 | 32.6 |

*Regular patterns of activity throughout the year.

Fund: 01 GENERAL FUND

| SUMMARY BY OBJECT | WORKING | EXPENDED/RECEIVED | | | % | PENDED/ ENCUMBERED | UNENCUMBERED | |
|--|---------------|-------------------|---------------|---------|--------------|-----------------------|--------------|--|
| | BUDGET | CURRENT | YEAR TO DATE | BALANCE | | | % | |
| 8100.00 FEDERAL HEA REVENUES | 6,793,961.86 | 0.00 | 360,647.01 | 5.3 | 0.00 | 6,433,314.85 | 94.6 | |
| 8600.00 STATE REVENUES | 62,647,227.21 | 9,520,051.58 | 23,692,064.66 | 37.8 | 0.00 | 38,955,162.55 | 62.1 | |
| 8800.00 LOCAL REVENUES | 20,184,862.10 | 2,790,358.86 | 3,227,437.65 | 15.9 | 0.00 | 16,957,424.45 | 84.0 | |
| 8900.00 OTHER FINANCING SOURCES | 530,507.42 | 52,875.00 | 53,744.42 | 10.1 | 0.00 | 476,763.00 | 89.8 | |
| TOTAL: 8000 | 90,156,558.59 | 12,363,285.44 | 27,333,893.74 | 30.3 | 0.00 | 62,822,664.85 | 69.6 | |
| 1100.00 CONTRACT CLASSROOM INST. | 15,006,907.90 | 0.00 | 2,972,402.60 | 19.8 | 0.00 | 12,034,505.30 | 80.1 | |
| 1200.00 CONTRACT CERT. ADMINISTRATORS | 8,220,730.47 | 27,700.00 | 1,909,525.96 | 23.2 | 0.00 | 6,311,204.51 | 76.7 | |
| 1300.00 INSTRUCTORS DAY/HOURLY | 7,043,110.00 | 553,760.70 | 1,508,141.11 | 21.4 | 0.00 | 5,534,968.89 | 78.5 | |
| 1400.00 NON-INSTRUCTION HOURLY CERT. | 858,334.66 | 65,011.29 | 183,868.33 | 21.4 | 0.00 | 674,466.33 | 78.5 | |
| TOTAL: 1000 | 31,129,083.03 | 591,071.99 | 6,573,938.00 | 21.1 | 0.00 | 24,555,145.03 | 78.8 | |
| 2100.00 CONTRACT CLASSIFIED NON-INSTR. | 17,205,772.77 | 19,189.84 | 4,123,484.35 | 23.9 | 0.00 | 13,082,288.42 | 76.0 | |
| 2200.00 INSTRUCTIONAL AIDS | 1,306,406.40 | 19,652.07 | 311,035.83 | 23.8 | 0.00 | 995,370.57 | 76.1 | |
| 2300.00 NON-INSTRUCTION HOURLY CLASS. | 1,665,186.37 | 135,584.14 | 288,396.58 | 17.3 | 0.00 | 1,376,789.79 | 82.6 | |
| 2400.00 INST AIDES-HOURLY- DIR.INSTRUC | 896,114.00 | 58,704.28 | 93,293.56 | 10.4 | 0.00 | 802,820.44 | 89.5 | |
| TOTAL: 2000 | 21,073,479.54 | 194,750.65 | 4,816,210.32 | 22.8 | 0.00 | 16,257,269.22 | 77.1 | |
| 3100.00 CERTIFICATED RETIREMENT | 2,329,508.11 | 31,308.25 | 473,635.59 | 20.3 | 0.00 | 1,855,872.52 | 79.6 | |
| 3200.00 CLASSIFIED RETIREMENT | 2,269,860.78 | 3,176.07 | 539,230.37 | 23.7 | 0.00 | 1,730,630.41 | 76.2 | |
| 3300.00 OASDI/FICA | 2,006,836.83 | 17,295.57 | 467,971.99 | 23.3 | 0.00 | 1,538,864.84 | 76.6 | |
| 3400.00 HEALTH AND WELFARE BENEFITS | 7,002,926.74 | 5,455.79 | 1,647,677.48 | 23.5 | 0.00 | 5,355,249.26 | 76.4 | |
| 3500.00 STATE UNEMPLOYMENT INSURANCE | 884,886.34 | 11,904.41 | 190,594.58 | 21.5 | 0.00 | 694,291.76 | 78.4 | |
| 3600.00 WORKERS COMPENSATION INSURANCE | 981,369.00 | 750.00 | 237,400.93 | 24.1 | 0.00 | 743,968.07 | 75.8 | |
| 3900.00 OTHER BENEFITS | 212,331.18 | 36.54 | 54,587.21 | 25.7 | 0.00 | 157,743.97 | 74.2 | |
| TOTAL: 3000 | 15,687,718.98 | 69,926.63 | 3,611,098.15 | 23.0 | 0.00 | 12,076,620.83 | 76.9 | |
| 4100.00 TEXTBOOKS | 34,506.00 | 0.00 | 1,181.96 | 3.4 | 2,122.54 | 31,201.50 | 90.4 | |
| 4200.00 BOOK,MAGAZINE&PERIOD-DIST.USE | 103,684.58 | 1,338.85 | 4,377.86 | 4.2 | 21,213.32 | 78,093.40 | 75.3 | |
| 4300.00 INSTRUCTIONAL SUPPLIES | 447,406.69 | 41,749.87 | 140,248.38 | 31.3 | 55,801.14 | 251,357.17 | 56.1 | |
| 4400.00 MEDIA AND SOFTWARE-DISTRCT USE | 105,825.36 | 5,953.42 | 6,719.23 | 6.3 | 9,092.95 | 90,013.18 | 85.0 | |
| 4500.00 NONINSTRUCTIONAL SUPPLIES | 1,195,097.41 | 49,621.89 | 203,054.04 | 16.9 | 402,292.47 | 589,750.90 | 49.3 | |
| 4700.00 FOOD SUPPLIES | 30,400.00 | 170.82 | 791.57 | 2.6 | 28,508.43 | 1,100.00 | 3.6 | |
| TOTAL: 4000 | 1,916,920.04 | 98,834.85 | 356,373.04 | 18.5 | 519,030.85 | 1,041,516.15 | 54.3 | |
| 5100.00 PERSON&CONSULTANT SVC-DIST USE | 5,258,163.26 | 187,575.32 | 624,018.43 | 11.8 | 2,334,848.63 | 2,299,296.20 | 43.7 | |
| 5200.00 TRAVEL & CONFERENCE EXPENSES | 651,830.60 | 16,617.94 | 93,270.90 | 14.3 | 72,821.31 | 485,738.39 | 74.5 | |
| 5300.00 POST/DUES/MEMBERSHIPS-DIST.USE | 407,352.82 | 16,554.20 | 171,847.82 | 42.1 | 73,641.69 | 161,863.31 | 39.7 | |
| 5400.00 INSURANCES - DISTRICT USE | 127,643.00 | 0.00 | 126,357.00 | 98.9 | 0.00 | 1,286.00 | 1.0 | |
| 5500.00 UTILITIES & HOUSEKEEP-DIST.USE | 3,138,797.34 | 322,364.53 | 1,058,166.70 | 33.7 | 1,831,075.62 | 249,555.02 | 7.9 | |
| 5600.00 RENTS,LEASES&REPAIRS-DIST.USE | 2,309,031.03 | 388,628.64 | 621,286.61 | 26.9 | 954,506.56 | 733,237.86 | 31.7 | |
| 5700.00 LEGAL/ELECTION/AUDIT-DIST. USE | 792,250.00 | 30,223.35 | 2,980.80 | .3 | 386,451.65 | 402,817.55 | 50.8 | |
| 5800.00 OTHER OPERATING EXP-DIST. USE | 5,603,294.27 | 200,546.24 | 545,220.49 | 9.7 | 324,173.12 | 4,733,900.66 | 84.4 | |
| 5900.00 INTERPROGRAM CHARGES-DIST.USE | 180.00 | 0.00 | 0.00 | .0 | 0.00 | 180.00 | 100.0 | |
| TOTAL: 5000 | 18,288,542.32 | 1,162,510.22 | 3,243,148.75 | 17.7 | 5,977,518.58 | 9,067,874.99 | 49.5 | |

Fund: 01 GENERAL FUND

| SUMMARY BY OBJECT | WORKING BUDGET | EXPENDED/RECEIVED | | | % | PENDED/ ENCUMBERED | UNENCUMBERED | |
|--|-------------------|-------------------|---------------|-------|--------------|-----------------------|--------------|---|
| | | CURRENT | YEAR TO DATE | | | | BALANCE | % |
| TOTAL: 1000-5999 | 88,095,743.91 | 2,117,094.34 | 18,600,768.26 | 21.1 | 6,496,549.43 | 62,998,426.22 | 71.5 | |
| 6100.00 SITES & IMPROVEMENTS-DIST. USE | 240,467.00 | 0.00 | 0.00 | .0 | 30,246.00 | 210,221.00 | 87.4 | |
| 6200.00 BUILDINGS&IMPROVEMENT-DIST.USE | 88,787.50 | 1,022.03 | 1,022.03 | 1.1 | 0.00 | 87,765.47 | 98.8 | |
| 6300.00 LIBRARY BOOKS - EXPANSION | 64,295.63 | 2,273.71 | 12,401.34 | 19.2 | 34,888.08 | 17,006.21 | 26.4 | |
| 6400.00 ADDITIONAL/IMPROVED EQUIPMENT | 1,560,358.65 | 90,022.36 | 210,752.22 | 13.5 | 101,350.47 | 1,248,255.96 | 79.9 | |
| TOTAL: 6000 | 1,953,908.78 | 93,318.10 | 224,175.59 | 11.4 | 166,484.55 | 1,563,248.64 | 80.0 | |
| TOTAL: 1000-6999 | 90,049,652.69 | 2,210,412.44 | 18,824,943.85 | 20.9 | 6,663,033.98 | 64,561,674.86 | 71.6 | |
| 7200.00 INTRAFUND TRANSFERS OUT | 475,913.00 | 0.00 | 0.00 | .0 | 0.00 | 475,913.00 | 100.0 | |
| 7300.00 INTERFUND TRANSFERS | 4,159,960.00 | 3,592,501.00 | 4,159,960.00 | 100.0 | 0.00 | 0.00 | .0 | |
| 7500.00 OTHER OUTGO-STUDENT FIN AID | 44,100.00 | 0.00 | 0.00 | .0 | 7,000.00 | 37,100.00 | 84.1 | |
| 7600.00 OTHER STUDENT AID | 494,246.35 | 110,406.87 | 133,201.25 | 26.9 | 240,930.75 | 120,114.35 | 24.3 | |
| TOTAL: 7000 | 5,174,219.35 | 3,702,907.87 | 4,293,161.25 | 82.9 | 247,930.75 | 633,127.35 | 12.2 | |
| TOTAL: 1000-7999 | 95,223,872.04 | 5,913,320.31 | 23,118,105.10 | 24.2 | 6,910,964.73 | 65,194,802.21 | 68.4 | |

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Fund: 01 GENERAL FUND

SUMMARY

| SUMMARY BY OBJECT | WORKING BUDGET | EXPENDED/RECEIVED | | | % | PENDED/ ENCUMBERED | UNENCUMBERED | |
|------------------------------|-------------------|-------------------|---------------|------|--------------|-----------------------|--------------|---|
| | | CURRENT | YEAR TO DATE | | | | BALANCE | % |
| TOTAL INCOME (8000 - 8999) | 90,156,558.59 | 12,363,285.44 | 27,333,893.74 | 30.3 | 0.00 | 62,822,664.85 | 69.6 | |
| TOTAL: 1000-5999 | 88,095,743.91 | 2,117,094.34 | 18,600,768.26 | 21.1 | 6,496,549.43 | 62,998,426.22 | 71.5 | |
| TOTAL: 1000-6999 | 90,049,652.69 | 2,210,412.44 | 18,824,943.85 | 20.9 | 6,663,033.98 | 64,561,674.86 | 71.6 | |
| TOTAL: 1000-7999 | 95,223,872.04 | 5,913,320.31 | 23,118,105.10 | 24.2 | 6,910,964.73 | 65,194,802.21 | 68.4 | |
| TOTAL EXPENSES (1000 - 7999) | 95,223,872.04 | 5,913,320.31 | 23,118,105.10 | 24.2 | 6,910,964.73 | 65,194,802.21 | 68.4 | |

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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 | 260,000.00 | 0.00 | 0.00 | .0 | 0.00 | 260,000.00 | 100.0 | |
| 8800.00 LOCAL REVENUES | 15,928,000.00 | 0.00 | 0.00 | .0 | 0.00 | 15,928,000.00 | 100.0 | |
| TOTAL: 8000 | 16,188,000.00 | 0.00 | 0.00 | .0 | 0.00 | 16,188,000.00 | 100.0 | |
| 7100.00 DEBT RETIREMENT | 22,437,353.00 | 0.00 | 0.00 | .0 | 0.00 | 22,437,353.00 | 100.0 | |
| TOTAL: 7000 | 22,437,353.00 | 0.00 | 0.00 | .0 | 0.00 | 22,437,353.00 | 100.0 | |
| TOTAL: 1000-7999 | 22,437,353.00 | 0.00 | 0.00 | .0 | 0.00 | 22,437,353.00 | 100.0 | |

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Fund: 21 BOND INTEREST AND REDEMPTION SUMMARY

| SUMMARY BY OBJECT | | WORKING BUDGET | EXPENDED/RECEIVED | | % | PENDED/ ENCUMBERED | UNENCUMBERED | |
|-------------------|---------------|-------------------|-------------------|--------------|----|-----------------------|---------------|-------|
| | | | CURRENT | YEAR TO DATE | | | BALANCE | % |
| TOTAL INCOME | (8000 - 8999) | 16,188,000.00 | 0.00 | 0.00 | .0 | 0.00 | 16,188,000.00 | 100.0 |
| 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 | 22,437,353.00 | 0.00 | 0.00 | .0 | 0.00 | 22,437,353.00 | 100.0 |
| TOTAL EXPENSES | (1000 - 7999) | 22,437,353.00 | 0.00 | 0.00 | .0 | 0.00 | 22,437,353.00 | 100.0 |

Fund: 41 CAPITAL OUTLAY PROJECTS FUND

| SUMMARY BY OBJECT | WORKING BUDGET | EXPENDED/RECEIVED | | % | PENDED/ ENCUMBERED | UNENCUMBERED | |
|--|-------------------|-------------------|--------------|-------|-----------------------|--------------|-------|
| | | CURRENT | YEAR TO DATE | | | BALANCE | % |
| 8600.00 STATE REVENUES | 518,782.68 | 251,329.27 | 335,531.96 | 64.6 | 0.00 | 183,250.72 | 35.3 |
| 8800.00 LOCAL REVENUES | 634,887.00 | 342,697.29 | 487,810.76 | 76.8 | 0.00 | 147,076.24 | 23.1 |
| TOTAL: 8000 | 1,153,669.68 | 594,026.56 | 823,342.72 | 71.3 | 0.00 | 330,326.96 | 28.6 |
| 4500.00 NONINSTRUCTIONAL SUPPLIES | 305,120.00 | 1,770.36 | 11,046.43 | 3.6 | 4,203.31 | 289,870.26 | 95.0 |
| TOTAL: 4000 | 305,120.00 | 1,770.36 | 11,046.43 | 3.6 | 4,203.31 | 289,870.26 | 95.0 |
| 5100.00 PERSON&CONSULTANT SVC-DIST USE | 75,000.00 | 0.00 | 21,253.15 | 28.3 | 28,746.85 | 25,000.00 | 33.3 |
| 5600.00 RENTS,LEASES&REPAIRS-DIST.USE | 562,433.00 | 14,762.94 | 21,429.31 | 3.8 | 48,249.66 | 492,754.03 | 87.6 |
| 5800.00 OTHER OPERATING EXP-DIST. USE | 37,387.00 | 0.00 | 0.00 | .0 | 0.00 | 37,387.00 | 100.0 |
| TOTAL: 5000 | 674,820.00 | 14,762.94 | 42,682.46 | 6.3 | 76,996.51 | 555,141.03 | 82.2 |
| TOTAL: 1000-5999 | 979,940.00 | 16,533.30 | 53,728.89 | 5.4 | 81,199.82 | 845,011.29 | 86.2 |
| 6100.00 SITES & IMPROVEMENTS-DIST. USE | 100,039.66 | 0.00 | 5,985.11 | 5.9 | 0.00 | 94,054.55 | 94.0 |
| 6200.00 BUILDINGS&IMPROVEMENT-DIST.USE | 4,505,787.43 | 2,897.00 | 4,547.00 | .1 | 3,095.00 | 4,498,145.43 | 99.8 |
| 6400.00 ADDITIONAL/IMPROVED EQUIPMENT | 1,761,706.42 | 51,177.30 | 69,483.77 | 3.9 | 1,207,672.35 | 484,550.30 | 27.5 |
| TOTAL: 6000 | 6,367,533.51 | 54,074.30 | 80,015.88 | 1.2 | 1,210,767.35 | 5,076,750.28 | 79.7 |
| TOTAL: 1000-6999 | 7,347,473.51 | 70,607.60 | 133,744.77 | 1.8 | 1,291,967.17 | 5,921,761.57 | 80.5 |
| 7300.00 INTERFUND TRANSFERS | 52,875.00 | 52,875.00 | 52,875.00 | 100.0 | 0.00 | 0.00 | .0 |
| 7900.00 RESERVE FOR CONTINGENCIES | 500,000.00 | 0.00 | 0.00 | .0 | 0.00 | 500,000.00 | 100.0 |
| TOTAL: 7000 | 552,875.00 | 52,875.00 | 52,875.00 | 9.5 | 0.00 | 500,000.00 | 90.4 |
| TOTAL: 1000-7999 | 7,900,348.51 | 123,482.60 | 186,619.77 | 2.3 | 1,291,967.17 | 6,421,761.57 | 81.2 |

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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) | 1,153,669.68 | 594,026.56 | 823,342.72 | 71.3 | 0.00 | 330,326.96 | 28.6 |
| TOTAL: | 1000-5999 | 979,940.00 | 16,533.30 | 53,728.89 | 5.4 | 81,199.82 | 845,011.29 | 86.2 |
| TOTAL: | 1000-6999 | 7,347,473.51 | 70,607.60 | 133,744.77 | 1.8 | 1,291,967.17 | 5,921,761.57 | 80.5 |
| TOTAL: | 1000-7999 | 7,900,348.51 | 123,482.60 | 186,619.77 | 2.3 | 1,291,967.17 | 6,421,761.57 | 81.2 |
| TOTAL EXPENSES | (1000 - 7999) | 7,900,348.51 | 123,482.60 | 186,619.77 | 2.3 | 1,291,967.17 | 6,421,761.57 | 81.2 |

Fund: 42 REVENUE BOND CONSTRUCTION FU

| SUMMARY BY OBJECT | WORKING BUDGET | EXPENDED/RECEIVED | | | % | PENDED/ ENCUMBERED | UNENCUMBERED | |
|--|-------------------|-------------------|--------------|-------|---------------|-----------------------|--------------|---|
| | | CURRENT | YEAR TO DATE | | | | BALANCE | % |
| 8800.00 LOCAL REVENUES | 1,080,000.00 | 30,391.19 | 78,678.51 | 7.2 | 0.00 | 1,001,321.49 | 92.7 | |
| TOTAL: 8000 | 1,080,000.00 | 30,391.19 | 78,678.51 | 7.2 | 0.00 | 1,001,321.49 | 92.7 | |
| 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. | 43,960.00 | 0.00 | 5,779.20 | 13.1 | 0.00 | 38,180.80 | 86.8 | |
| TOTAL: 2000 | 43,960.00 | 0.00 | 5,779.20 | 13.1 | 0.00 | 38,180.80 | 86.8 | |
| 3200.00 CLASSIFIED RETIREMENT | 0.00 | 0.00 | 631.26 | 100.0 | 0.00 | 631.26- | .0 | |
| 3300.00 OASDHI/FICA | 0.00 | 0.00 | 442.11 | 100.0 | 0.00 | 442.11- | .0 | |
| 3400.00 HEALTH AND WELFARE BENEFITS | 0.00 | 0.00 | 803.80 | 100.0 | 0.00 | 803.80- | .0 | |
| 3500.00 STATE UNEMPLOYMENT INSURANCE | 0.00 | 0.00 | 93.05 | 100.0 | 0.00 | 93.05- | .0 | |
| 3600.00 WORKERS COMPENSATION INSURANCE | 0.00 | 0.00 | 100.00 | 100.0 | 0.00 | 100.00- | .0 | |
| 3900.00 OTHER BENEFITS | 0.00 | 0.00 | 4.87 | 100.0 | 0.00 | 4.87- | .0 | |
| TOTAL: 3000 | 0.00 | 0.00 | 2,075.09 | 100.0 | 0.00 | 2,075.09- | .0 | |
| 4500.00 NONINSTRUCTIONAL SUPPLIES | 4,000.00 | 0.00 | 0.00 | .0 | 0.00 | 4,000.00 | 100.0 | |
| TOTAL: 4000 | 4,000.00 | 0.00 | 0.00 | .0 | 0.00 | 4,000.00 | 100.0 | |
| 5100.00 PERSON&CONSULTANT SVC-DIST USE | 579,000.00 | 1,939.50 | 3,988.50 | .6 | 213,665.03 | 361,346.47 | 62.4 | |
| 5400.00 INSURANCES - DISTRICT USE | 39,000.00 | 0.00 | 0.00 | .0 | 0.00 | 39,000.00 | 100.0 | |
| 5600.00 RENTS,LEASES&REPAIRS-DIST.USE | 522,000.00 | 22,784.02 | 45,568.04 | 8.7 | 303,141.96 | 173,290.00 | 33.1 | |
| 5700.00 LEGAL/ELECTION/AUDIT-DIST. USE | 272,420.50 | 13,329.20 | 21,189.20 | 7.7 | 120,530.80 | 130,700.50 | 47.9 | |
| 5800.00 OTHER OPERATING EXP-DIST. USE | 21,787.50 | 5,750.00 | 5,750.00 | 26.3 | 7,825.00 | 8,212.50 | 37.6 | |
| TOTAL: 5000 | 1,434,208.00 | 43,802.72 | 76,495.74 | 5.3 | 645,162.79 | 712,549.47 | 49.6 | |
| TOTAL: 1000-5999 | 1,502,168.00 | 43,802.72 | 84,350.03 | 5.6 | 645,162.79 | 772,655.18 | 51.4 | |
| 6100.00 SITES & IMPROVEMENTS-DIST. USE | 21,313,323.00 | 1,136,684.02 | 2,283,729.51 | 10.7 | 3,303,892.63 | 15,725,700.86 | 73.7 | |
| 6200.00 BUILDINGS&IMPROVEMENT-DIST.USE | 92,738,192.00 | 1,122,731.40 | 4,627,851.89 | 4.9 | 19,393,049.50 | 68,717,290.61 | 74.0 | |
| 6400.00 ADDITIONAL/IMPROVED EQUIPMENT | 7,765,250.00 | 27,493.78 | 166,513.19 | 2.1 | 223,480.68 | 7,375,256.13 | 94.9 | |
| TOTAL: 6000 | 121,816,765.00 | 2,286,909.20 | 7,078,094.59 | 5.8 | 22,920,422.81 | 91,818,247.60 | 75.3 | |
| TOTAL: 1000-6999 | 123,318,933.00 | 2,330,711.92 | 7,162,444.62 | 5.8 | 23,565,585.60 | 92,590,902.78 | 75.0 | |

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Fund: 42 REVENUE BOND CONSTRUCTION FU SUMMARY

| SUMMARY BY OBJECT | | WORKING BUDGET | EXPENDED/RECEIVED | | % | PENDED/ ENCUMBERED | UNENCUMBERED BALANCE | % |
|-------------------|---------------|-------------------|-------------------|--------------|-----|-----------------------|-------------------------|------|
| | | | CURRENT | YEAR TO DATE | | | | |
| TOTAL INCOME | (8000 - 8999) | 1,080,000.00 | 30,391.19 | 78,678.51 | 7.2 | 0.00 | 1,001,321.49 | 92.7 |
| TOTAL: | 1000-5999 | 1,502,168.00 | 43,802.72 | 84,350.03 | 5.6 | 645,162.79 | 772,655.18 | 51.4 |
| TOTAL: | 1000-6999 | 123,318,933.00 | 2,330,711.92 | 7,162,444.62 | 5.8 | 23,565,585.60 | 92,590,902.78 | 75.0 |
| TOTAL: | 1000-7999 | 123,318,933.00 | 2,330,711.92 | 7,162,444.62 | 5.8 | 23,565,585.60 | 92,590,902.78 | 75.0 |
| TOTAL EXPENSES | (1000 - 7999) | 123,318,933.00 | 2,330,711.92 | 7,162,444.62 | 5.8 | 23,565,585.60 | 92,590,902.78 | 75.0 |

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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 | 24,000.00 | 0.00 | 0.00 | .0 | 0.00 | 24,000.00 | 100.0 | |
| 8900.00 OTHER FINANCING SOURCES | 1,600,468.00 | 1,600,468.00 | 1,600,468.00 | 100.0 | 0.00 | 0.00 | .0 | |
| TOTAL: 8000 | 1,624,468.00 | 1,600,468.00 | 1,600,468.00 | 98.5 | 0.00 | 24,000.00 | 1.4 | |
| 3300.00 OASDHI/FICA | 88.00 | 7.26 | 21.78 | 24.7 | 0.00 | 66.22 | 75.2 | |
| 3400.00 HEALTH AND WELFARE BENEFITS | 478,772.00 | 40,355.76 | 120,523.39 | 25.1 | 0.00 | 358,248.61 | 74.8 | |
| 3500.00 STATE UNEMPLOYMENT INSURANCE | 144.00 | 12.09 | 36.27 | 25.1 | 0.00 | 107.73 | 74.8 | |
| 3900.00 OTHER BENEFITS | 1,877,672.00 | 340,089.00 | 341,589.00 | 18.1 | 0.00 | 1,536,083.00 | 81.8 | |
| TOTAL: 3000 | 2,356,676.00 | 380,464.11 | 462,170.44 | 19.6 | 0.00 | 1,894,505.56 | 80.3 | |
| TOTAL: 1000-5999 | 2,356,676.00 | 380,464.11 | 462,170.44 | 19.6 | 0.00 | 1,894,505.56 | 80.3 | |

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Fund: 68 RETIREE BENEFIT FUND SUMMARY

| SUMMARY BY OBJECT | | WORKING BUDGET | EXPENDED/RECEIVED | | % | PENDED/ ENCUMBERED | UNENCUMBERED BALANCE | % |
|-------------------|---------------|-------------------|-------------------|--------------|------|-----------------------|-------------------------|------|
| | | | CURRENT | YEAR TO DATE | | | | |
| TOTAL INCOME | (8000 - 8999) | 1,624,468.00 | 1,600,468.00 | 1,600,468.00 | 98.5 | 0.00 | 24,000.00 | 1.4 |
| TOTAL: | 1000-5999 | 2,356,676.00 | 380,464.11 | 462,170.44 | 19.6 | 0.00 | 1,894,505.56 | 80.3 |
| TOTAL: | 1000-6999 | 2,356,676.00 | 380,464.11 | 462,170.44 | 19.6 | 0.00 | 1,894,505.56 | 80.3 |
| TOTAL: | 1000-7999 | 2,356,676.00 | 380,464.11 | 462,170.44 | 19.6 | 0.00 | 1,894,505.56 | 80.3 |
| TOTAL EXPENSES | (1000 - 7999) | 2,356,676.00 | 380,464.11 | 462,170.44 | 19.6 | 0.00 | 1,894,505.56 | 80.3 |

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Fund: 69 EMPL LOAD BANKING TRUST FUND

| SUMMARY BY OBJECT | WORKING BUDGET | EXPENDED/RECEIVED | | | % | PENDED/ ENCUMBERED | UNENCUMBERED | |
|-----------------------------|-------------------|-------------------|--------------|----|------|-----------------------|--------------|---|
| | | CURRENT | YEAR TO DATE | | | | BALANCE | % |
| 8800.00 LOCAL REVENUES | 850.00 | 0.00 | 0.00 | .0 | 0.00 | 850.00 | 100.0 | |
| TOTAL: 8000 | 850.00 | 0.00 | 0.00 | .0 | 0.00 | 850.00 | 100.0 | |
| 7300.00 INTERFUND TRANSFERS | 850.00 | 0.00 | 0.00 | .0 | 0.00 | 850.00 | 100.0 | |
| TOTAL: 7000 | 850.00 | 0.00 | 0.00 | .0 | 0.00 | 850.00 | 100.0 | |
| TOTAL: 1000-7999 | 850.00 | 0.00 | 0.00 | .0 | 0.00 | 850.00 | 100.0 | |

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Fund: 69 EMPL LOAD BANKING TRUST FUND SUMMARY

| SUMMARY BY OBJECT | | WORKING BUDGET | EXPENDED/RECEIVED | | % | PENDED/ ENCUMBERED | UNENCUMBERED | |
|-------------------|---------------|-------------------|-------------------|--------------|----|-----------------------|--------------|-------|
| | | | CURRENT | YEAR TO DATE | | | BALANCE | % |
| TOTAL INCOME | (8000 - 8999) | 850.00 | 0.00 | 0.00 | .0 | 0.00 | 850.00 | 100.0 |
| 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 | 850.00 | 0.00 | 0.00 | .0 | 0.00 | 850.00 | 100.0 |
| TOTAL EXPENSES | (1000 - 7999) | 850.00 | 0.00 | 0.00 | .0 | 0.00 | 850.00 | 100.0 |

Fund: 72 CHILD DEVELOPMENT FUND

| SUMMARY BY OBJECT | WORKING BUDGET | EXPENDED/RECEIVED | | | % | PENDED/ ENCUMBERED | UNENCUMBERED | |
|--|-------------------|-------------------|--------------|-------|------------|-----------------------|--------------|---|
| | | CURRENT | YEAR TO DATE | | | | BALANCE | % |
| 8100.00 FEDERAL HEA REVENUES | 146,820.00 | 10,910.91 | 25,849.86 | 17.6 | 0.00 | 120,970.14 | 82.3 | |
| 8600.00 STATE REVENUES | 1,599,526.00 | 473,035.42 | 650,311.78 | 40.6 | 0.00 | 949,214.22 | 59.3 | |
| 8800.00 LOCAL REVENUES | 208,676.00 | 7,641.65 | 7,641.65 | 3.6 | 0.00 | 201,034.35 | 96.3 | |
| 8900.00 OTHER FINANCING SOURCES | 149,728.00 | 0.00 | 149,728.00 | 100.0 | 0.00 | 0.00 | .0 | |
| TOTAL: 8000 | 2,104,750.00 | 491,587.98 | 833,531.29 | 39.6 | 0.00 | 1,271,218.71 | 60.3 | |
| 2100.00 CONTRACT CLASSIFIED NON-INSTR. | 1,103,292.00 | 12.32- | 256,681.86 | 23.2 | 0.00 | 846,610.14 | 76.7 | |
| 2300.00 NON-INSTRUCTION HOURLY CLASS. | 155,984.00 | 9,422.24 | 15,416.24 | 9.8 | 0.00 | 140,567.76 | 90.1 | |
| TOTAL: 2000 | 1,259,276.00 | 9,409.92 | 272,098.10 | 21.6 | 0.00 | 987,177.90 | 78.3 | |
| 3100.00 CERTIFICATED RETIREMENT | 16,637.00 | 0.00 | 4,050.63 | 24.3 | 0.00 | 12,586.37 | 75.6 | |
| 3200.00 CLASSIFIED RETIREMENT | 87,306.00 | 22.93 | 21,951.72 | 25.1 | 0.00 | 65,354.28 | 74.8 | |
| 3300.00 OASDHI/FICA | 71,885.00 | 191.49 | 15,778.60 | 21.9 | 0.00 | 56,106.40 | 78.0 | |
| 3400.00 HEALTH AND WELFARE BENEFITS | 352,176.00 | 0.00 | 87,573.27 | 24.8 | 0.00 | 264,602.73 | 75.1 | |
| 3500.00 STATE UNEMPLOYMENT INSURANCE | 18,831.00 | 23.09 | 4,060.84 | 21.5 | 0.00 | 14,770.16 | 78.4 | |
| 3600.00 WORKERS COMPENSATION INSURANCE | 58,500.00 | 0.00 | 14,375.00 | 24.5 | 0.00 | 44,125.00 | 75.4 | |
| 3900.00 OTHER BENEFITS | 5,192.00 | 0.00 | 1,298.10 | 25.0 | 0.00 | 3,893.90 | 74.9 | |
| TOTAL: 3000 | 610,527.00 | 237.51 | 149,088.16 | 24.4 | 0.00 | 461,438.84 | 75.5 | |
| 4300.00 INSTRUCTIONAL SUPPLIES | 27,725.00 | 689.91 | 4,652.20 | 16.7 | 20,597.80 | 2,475.00 | 8.9 | |
| 4500.00 NONINSTRUCTIONAL SUPPLIES | 42,970.00 | 4,255.02 | 8,327.72 | 19.3 | 28,345.12 | 6,297.16 | 14.6 | |
| 4700.00 FOOD SUPPLIES | 112,697.00 | 7,807.35 | 21,614.80 | 19.1 | 60,385.20 | 30,697.00 | 27.2 | |
| TOTAL: 4000 | 183,392.00 | 12,752.28 | 34,594.72 | 18.8 | 109,328.12 | 39,469.16 | 21.5 | |
| 5100.00 PERSON&CONSULTANT SVC-DIST USE | 2,100.00 | 0.00 | 0.00 | .0 | 0.00 | 2,100.00 | 100.0 | |
| 5200.00 TRAVEL & CONFERENCE EXPENSES | 268.00 | 0.00 | 139.00 | 51.8 | 0.00 | 129.00 | 48.1 | |
| 5600.00 RENTS,LEASES&REPAIRS-DIST.USE | 3,547.00 | 0.00 | 195.00 | 5.4 | 0.00 | 3,352.00 | 94.5 | |
| 5800.00 OTHER OPERATING EXP-DIST. USE | 7,678.00 | 0.00 | 0.00 | .0 | 550.00 | 7,128.00 | 92.8 | |
| TOTAL: 5000 | 13,593.00 | 0.00 | 334.00 | 2.4 | 550.00 | 12,709.00 | 93.4 | |
| TOTAL: 1000-5999 | 2,066,788.00 | 22,399.71 | 456,114.98 | 22.0 | 109,878.12 | 1,500,794.90 | 72.6 | |
| 6400.00 ADDITIONAL/IMPROVED EQUIPMENT | 1,345.00 | 0.00 | 0.00 | .0 | 0.00 | 1,345.00 | 100.0 | |
| TOTAL: 6000 | 1,345.00 | 0.00 | 0.00 | .0 | 0.00 | 1,345.00 | 100.0 | |
| TOTAL: 1000-6999 | 2,068,133.00 | 22,399.71 | 456,114.98 | 22.0 | 109,878.12 | 1,502,139.90 | 72.6 | |

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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) | 2,104,750.00 | 491,587.98 | 833,531.29 | 39.6 | 0.00 | 1,271,218.71 | 60.3 |
| TOTAL: | 1000-5999 | 2,066,788.00 | 22,399.71 | 456,114.98 | 22.0 | 109,878.12 | 1,500,794.90 | 72.6 |
| TOTAL: | 1000-6999 | 2,068,133.00 | 22,399.71 | 456,114.98 | 22.0 | 109,878.12 | 1,502,139.90 | 72.6 |
| TOTAL: | 1000-7999 | 2,068,133.00 | 22,399.71 | 456,114.98 | 22.0 | 109,878.12 | 1,502,139.90 | 72.6 |
| TOTAL EXPENSES | (1000 - 7999) | 2,068,133.00 | 22,399.71 | 456,114.98 | 22.0 | 109,878.12 | 1,502,139.90 | 72.6 |

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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 | 249,070.00 | 144,145.75 | 144,145.75 | 57.8 | 0.00 | 104,924.25 | 42.1 |
| TOTAL: 8000 | 249,070.00 | 144,145.75 | 144,145.75 | 57.8 | 0.00 | 104,924.25 | 42.1 |
| 2100.00 CONTRACT CLASSIFIED NON-INSTR. | 84,134.00 | 0.00 | 9,789.00 | 11.6 | 0.00 | 74,345.00 | 88.3 |
| 2300.00 NON-INSTRUCTION HOURLY CLASS. | 65,544.00 | 7,733.39 | 14,987.48 | 22.8 | 0.00 | 50,556.52 | 77.1 |
| TOTAL: 2000 | 149,678.00 | 7,733.39 | 24,776.48 | 16.5 | 0.00 | 124,901.52 | 83.4 |
| 3200.00 CLASSIFIED RETIREMENT | 9,190.00 | 0.00 | 1,069.26 | 11.6 | 0.00 | 8,120.74 | 88.3 |
| 3300.00 OASDHI/FICA | 6,669.00 | 90.79 | 910.89 | 13.6 | 0.00 | 5,758.11 | 86.3 |
| 3400.00 HEALTH AND WELFARE BENEFITS | 24,220.00 | 0.00 | 3,014.25 | 12.4 | 0.00 | 21,205.75 | 87.5 |
| 3500.00 STATE UNEMPLOYMENT INSURANCE | 1,510.00 | 53.15 | 251.54 | 16.6 | 0.00 | 1,258.46 | 83.3 |
| 3600.00 WORKERS COMPENSATION INSURANCE | 3,000.00 | 0.00 | 375.00 | 12.5 | 0.00 | 2,625.00 | 87.5 |
| 3900.00 OTHER BENEFITS | 146.00 | 0.00 | 18.27 | 12.5 | 0.00 | 127.73 | 87.4 |
| TOTAL: 3000 | 44,735.00 | 143.94 | 5,639.21 | 12.6 | 0.00 | 39,095.79 | 87.3 |
| 4200.00 BOOK,MAGAZINE&PERIOD-DIST.USE | 500.00 | 0.00 | 0.00 | .0 | 0.00 | 500.00 | 100.0 |
| 4500.00 NONINSTRUCTIONAL SUPPLIES | 6,100.00 | 0.00 | 1,906.75 | 31.2 | 2,500.00 | 1,693.25 | 27.7 |
| TOTAL: 4000 | 6,600.00 | 0.00 | 1,906.75 | 28.8 | 2,500.00 | 2,193.25 | 33.2 |
| 5100.00 PERSON&CONSULTANT SVC-DIST USE | 1,500.00 | 0.00 | 0.00 | .0 | 0.00 | 1,500.00 | 100.0 |
| 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 | 5,516.25 | 0.00 | 983.21 | 17.8 | 0.00 | 4,533.04 | 82.1 |
| 5800.00 OTHER OPERATING EXP-DIST. USE | 4,800.00 | 0.00 | 0.00 | .0 | 0.00 | 4,800.00 | 100.0 |
| TOTAL: 5000 | 12,816.25 | 0.00 | 983.21 | 7.6 | 0.00 | 11,833.04 | 92.3 |
| TOTAL: 1000-5999 | 213,829.25 | 7,877.33 | 33,305.65 | 15.5 | 2,500.00 | 178,023.60 | 83.2 |
| 6400.00 ADDITIONAL/IMPROVED EQUIPMENT | 20,243.75 | 0.00 | 0.00 | .0 | 9,883.69 | 10,360.06 | 51.1 |
| TOTAL: 6000 | 20,243.75 | 0.00 | 0.00 | .0 | 9,883.69 | 10,360.06 | 51.1 |
| TOTAL: 1000-6999 | 234,073.00 | 7,877.33 | 33,305.65 | 14.2 | 12,383.69 | 188,383.66 | 80.4 |
| 7900.00 RESERVE FOR CONTINGENCIES | 41,997.00 | 0.00 | 0.00 | .0 | 0.00 | 41,997.00 | 100.0 |
| TOTAL: 7000 | 41,997.00 | 0.00 | 0.00 | .0 | 0.00 | 41,997.00 | 100.0 |
| TOTAL: 1000-7999 | 276,070.00 | 7,877.33 | 33,305.65 | 12.0 | 12,383.69 | 230,380.66 | 83.4 |

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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) | 249,070.00 | 144,145.75 | 144,145.75 | 57.8 | 0.00 | 104,924.25 | 42.1 |
| TOTAL: | 1000-5999 | 213,829.25 | 7,877.33 | 33,305.65 | 15.5 | 2,500.00 | 178,023.60 | 83.2 |
| TOTAL: | 1000-6999 | 234,073.00 | 7,877.33 | 33,305.65 | 14.2 | 12,383.69 | 188,383.66 | 80.4 |
| TOTAL: | 1000-7999 | 276,070.00 | 7,877.33 | 33,305.65 | 12.0 | 12,383.69 | 230,380.66 | 83.4 |
| TOTAL EXPENSES | (1000 - 7999) | 276,070.00 | 7,877.33 | 33,305.65 | 12.0 | 12,383.69 | 230,380.66 | 83.4 |

Fund: 74 KVC R FUND

| SUMMARY BY OBJECT | WORKING | EXPENDED/RECEIVED | | | PENDED/ | UNENCUMBERED | |
|--|--------------|-------------------|--------------|-------|------------|--------------|-------|
| | BUDGET | CURRENT | YEAR TO DATE | % | ENCUMBERED | BALANCE | % |
| 8800.00 LOCAL REVENUES | 1,398,089.54 | 57,185.96 | 173,753.02 | 12.4 | 0.00 | 1,224,336.52 | 87.5 |
| 8900.00 OTHER FINANCING SOURCES | 1,659,764.00 | 1,242,033.00 | 1,659,764.00 | 100.0 | 0.00 | 0.00 | .0 |
| TOTAL: 8000 | 3,057,853.54 | 1,299,218.96 | 1,833,517.02 | 59.9 | 0.00 | 1,224,336.52 | 40.0 |
| 2100.00 CONTRACT CLASSIFIED NON-INSTR. | 1,402,152.00 | 4,077.40 | 290,912.07 | 20.7 | 0.00 | 1,111,239.93 | 79.2 |
| 2300.00 NON-INSTRUCTION HOURLY CLASS. | 84,300.00 | 6,785.08 | 14,275.85 | 16.9 | 0.00 | 70,024.15 | 83.0 |
| TOTAL: 2000 | 1,486,452.00 | 2,707.68 | 305,187.92 | 20.5 | 0.00 | 1,181,264.08 | 79.4 |
| 3200.00 CLASSIFIED RETIREMENT | 156,138.00 | 0.00 | 31,550.90 | 20.2 | 0.00 | 124,587.10 | 79.7 |
| 3300.00 OASDHI/FICA | 112,558.00 | 162.01 | 21,617.13 | 19.2 | 0.00 | 90,940.87 | 80.7 |
| 3400.00 HEALTH AND WELFARE BENEFITS | 231,232.00 | 0.00 | 50,742.28 | 21.9 | 0.00 | 180,489.72 | 78.0 |
| 3500.00 STATE UNEMPLOYMENT INSURANCE | 23,820.00 | 109.24 | 4,950.27 | 20.7 | 0.00 | 18,869.73 | 79.2 |
| 3600.00 WORKERS COMPENSATION INSURANCE | 31,500.00 | 0.00 | 7,000.00 | 22.2 | 0.00 | 24,500.00 | 77.7 |
| 3900.00 OTHER BENEFITS | 7,536.00 | 0.00 | 1,841.04 | 24.4 | 0.00 | 5,694.96 | 75.5 |
| TOTAL: 3000 | 562,784.00 | 271.25 | 117,701.62 | 20.9 | 0.00 | 445,082.38 | 79.0 |
| 4500.00 NONINSTRUCTIONAL SUPPLIES | 6,120.00 | 25.26 | 1,273.26 | 20.8 | 4,401.74 | 445.00 | 7.2 |
| TOTAL: 4000 | 6,120.00 | 25.26 | 1,273.26 | 20.8 | 4,401.74 | 445.00 | 7.2 |
| 5100.00 PERSON&CONSULTANT SVC-DIST USE | 5,000.00 | 3,000.00 | 3,000.00 | 60.0 | 2,000.00 | 0.00 | .0 |
| 5300.00 POST/DUES/MEMBERSHIPS-DIST.USE | 43,391.14 | 560.81 | 14,972.44 | 34.5 | 6,027.56 | 22,391.14 | 51.6 |
| 5400.00 INSURANCES - DISTRICT USE | 7,000.00 | 0.00 | 0.00 | .0 | 0.00 | 7,000.00 | 100.0 |
| 5500.00 UTILITIES & HOUSEKEEP-DIST.USE | 198,884.00 | 15,261.79 | 53,834.42 | 27.0 | 110,824.59 | 34,224.99 | 17.2 |
| 5600.00 RENTS,LEASES&REPAIRS-DIST.USE | 52,282.00 | 1,492.61 | 18,191.33 | 34.7 | 10,389.22 | 23,701.45 | 45.3 |
| 5700.00 LEGAL/ELECTION/AUDIT-DIST. USE | 78,000.00 | 6,841.00 | 11,628.22 | 14.9 | 41,369.78 | 25,002.00 | 32.0 |
| 5800.00 OTHER OPERATING EXP-DIST. USE | 614,340.40 | 27,306.00 | 41,297.87 | 6.7 | 533,692.77 | 39,349.76 | 6.4 |
| TOTAL: 5000 | 998,897.54 | 54,462.21 | 142,924.28 | 14.3 | 704,303.92 | 151,669.34 | 15.1 |
| TOTAL: 1000-5999 | 3,054,253.54 | 57,466.40 | 567,087.08 | 18.5 | 708,705.66 | 1,778,460.80 | 58.2 |
| 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 | 3,059,253.54 | 57,466.40 | 567,087.08 | 18.5 | 708,705.66 | 1,783,460.80 | 58.2 |

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SUMMARY

| SUMMARY BY OBJECT | | WORKING BUDGET | EXPENDED/RECEIVED | | % | PENDED/ ENCUMBERED | UNENCUMBERED BALANCE | % |
|-------------------|---------------|-------------------|-------------------|--------------|------|-----------------------|-------------------------|------|
| | | | CURRENT | YEAR TO DATE | | | | |
| TOTAL INCOME | (8000 - 8999) | 3,057,853.54 | 1,299,218.96 | 1,833,517.02 | 59.9 | 0.00 | 1,224,336.52 | 40.0 |
| TOTAL: | 1000-5999 | 3,054,253.54 | 57,466.40 | 567,087.08 | 18.5 | 708,705.66 | 1,778,460.80 | 58.2 |
| TOTAL: | 1000-6999 | 3,059,253.54 | 57,466.40 | 567,087.08 | 18.5 | 708,705.66 | 1,783,460.80 | 58.2 |
| TOTAL: | 1000-7999 | 3,059,253.54 | 57,466.40 | 567,087.08 | 18.5 | 708,705.66 | 1,783,460.80 | 58.2 |
| TOTAL EXPENSES | (1000 - 7999) | 3,059,253.54 | 57,466.40 | 567,087.08 | 18.5 | 708,705.66 | 1,783,460.80 | 58.2 |

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Fund: 76 INVSTMT TRUST FUND-SAN MANUE

| SUMMARY BY OBJECT | WORKING BUDGET | EXPENDED/RECEIVED | | | % | PENDED/ ENCUMBERED | UNENCUMBERED | |
|--|-------------------|-------------------|--------------|------|------|-----------------------|--------------|---|
| | | CURRENT | YEAR TO DATE | | | | BALANCE | % |
| 8800.00 LOCAL REVENUES | 2,503,000.00 | 0.00 | 0.00 | .0 | 0.00 | 2,503,000.00 | 100.0 | |
| TOTAL: 8000 | 2,503,000.00 | 0.00 | 0.00 | .0 | 0.00 | 2,503,000.00 | 100.0 | |
| 2100.00 CONTRACT CLASSIFED NON-INSTR. | 508,897.00 | 0.00 | 88,336.06 | 17.3 | 0.00 | 420,560.94 | 82.6 | |
| 2300.00 NON-INSTRUCTION HOURLY CLASS. | 32,000.00 | 140.00 | 380.00 | 1.1 | 0.00 | 31,620.00 | 98.8 | |
| TOTAL: 2000 | 540,897.00 | 140.00 | 88,716.06 | 16.4 | 0.00 | 452,180.94 | 83.5 | |
| 3200.00 CLASSIFIED RETIREMENT | 55,586.00 | 0.00 | 9,648.95 | 17.3 | 0.00 | 45,937.05 | 82.6 | |
| 3300.00 OASDHI/FICA | 40,231.00 | 0.00 | 6,739.00 | 16.7 | 0.00 | 33,492.00 | 83.2 | |
| 3400.00 HEALTH AND WELFARE BENEFITS | 84,399.00 | 0.00 | 15,071.25 | 17.8 | 0.00 | 69,327.75 | 82.1 | |
| 3500.00 STATE UNEMPLOYMENT INSURANCE | 8,467.00 | 0.00 | 1,418.26 | 16.7 | 0.00 | 7,048.74 | 83.2 | |
| 3600.00 WORKERS COMPENSATION INSURANCE | 10,500.00 | 0.00 | 1,875.00 | 17.8 | 0.00 | 8,625.00 | 82.1 | |
| 3900.00 OTHER BENEFITS | 512.00 | 0.00 | 91.35 | 17.8 | 0.00 | 420.65 | 82.1 | |
| TOTAL: 3000 | 199,695.00 | 0.00 | 34,843.81 | 17.4 | 0.00 | 164,851.19 | 82.5 | |
| TOTAL: 1000-5999 | 740,592.00 | 140.00 | 123,559.87 | 16.6 | 0.00 | 617,032.13 | 83.3 | |

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Fund: 76 INVSTMT TRUST FUND-SAN MANUE SUMMARY

| SUMMARY BY OBJECT | | WORKING BUDGET | EXPENDED/RECEIVED | | % | PENDED/ ENCUMBERED | UNENCUMBERED BALANCE | % |
|-------------------|---------------|-------------------|-------------------|--------------|------|-----------------------|-------------------------|-------|
| | | | CURRENT | YEAR TO DATE | | | | |
| TOTAL INCOME | (8000 - 8999) | 2,503,000.00 | 0.00 | 0.00 | .0 | 0.00 | 2,503,000.00 | 100.0 |
| TOTAL: | 1000-5999 | 740,592.00 | 140.00 | 123,559.87 | 16.6 | 0.00 | 617,032.13 | 83.3 |
| TOTAL: | 1000-6999 | 740,592.00 | 140.00 | 123,559.87 | 16.6 | 0.00 | 617,032.13 | 83.3 |
| TOTAL: | 1000-7999 | 740,592.00 | 140.00 | 123,559.87 | 16.6 | 0.00 | 617,032.13 | 83.3 |
| TOTAL EXPENSES | (1000 - 7999) | 740,592.00 | 140.00 | 123,559.87 | 16.6 | 0.00 | 617,032.13 | 83.3 |

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Fund: 78 SELF INSURANCE-LIABILITY&PRO

| SUMMARY BY OBJECT | WORKING BUDGET | EXPENDED/RECEIVED | | % | PENDED/ ENCUMBERED | UNENCUMBERED BALANCE | % |
|--|-------------------|-------------------|--------------|-------|-----------------------|-------------------------|-------|
| | | CURRENT | YEAR TO DATE | | | | |
| 8800.00 LOCAL REVENUES | 3,500.00 | 0.00 | 0.00 | .0 | 0.00 | 3,500.00 | 100.0 |
| 8900.00 OTHER FINANCING SOURCES | 750,000.00 | 750,000.00 | 750,000.00 | 100.0 | 0.00 | 0.00 | .0 |
| TOTAL: 8000 | 753,500.00 | 750,000.00 | 750,000.00 | 99.5 | 0.00 | 3,500.00 | .4 |
| 5100.00 PERSON&CONSULTANT SVC-DIST USE | 20,000.00 | 0.00 | 0.00 | .0 | 20,000.00 | 0.00 | .0 |
| 5400.00 INSURANCES - DISTRICT USE | 600,000.00 | 6,860.00 | 525,586.00 | 87.5 | 8,625.00 | 65,789.00 | 10.9 |
| 5800.00 OTHER OPERATING EXP-DIST. USE | 150,000.00 | 0.00 | 0.00 | .0 | 0.00 | 150,000.00 | 100.0 |
| TOTAL: 5000 | 770,000.00 | 6,860.00 | 525,586.00 | 68.2 | 28,625.00 | 215,789.00 | 28.0 |
| TOTAL: 1000-5999 | 770,000.00 | 6,860.00 | 525,586.00 | 68.2 | 28,625.00 | 215,789.00 | 28.0 |
| 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 | 795,000.00 | 6,860.00 | 525,586.00 | 66.1 | 28,625.00 | 240,789.00 | 30.2 |

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Fund: 78 SELF INSURANCE-LIABILITY&PRO SUMMARY

| SUMMARY BY OBJECT | | WORKING BUDGET | EXPENDED/RECEIVED | | % | PENDED/ ENCUMBERED | UNENCUMBERED BALANCE | % |
|-------------------|---------------|-------------------|-------------------|--------------|------|-----------------------|-------------------------|------|
| | | | CURRENT | YEAR TO DATE | | | | |
| TOTAL INCOME | (8000 - 8999) | 753,500.00 | 750,000.00 | 750,000.00 | 99.5 | 0.00 | 3,500.00 | .4 |
| TOTAL: | 1000-5999 | 770,000.00 | 6,860.00 | 525,586.00 | 68.2 | 28,625.00 | 215,789.00 | 28.0 |
| TOTAL: | 1000-6999 | 770,000.00 | 6,860.00 | 525,586.00 | 68.2 | 28,625.00 | 215,789.00 | 28.0 |
| TOTAL: | 1000-7999 | 795,000.00 | 6,860.00 | 525,586.00 | 66.1 | 28,625.00 | 240,789.00 | 30.2 |
| TOTAL EXPENSES | (1000 - 7999) | 795,000.00 | 6,860.00 | 525,586.00 | 66.1 | 28,625.00 | 240,789.00 | 30.2 |

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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 | 1,405,000.00 | 100,175.00 | 312,045.78 | 22.2 | 0.00 | 1,092,954.22 | 77.7 | |
| TOTAL: 8000 | 1,405,000.00 | 100,175.00 | 312,045.78 | 22.2 | 0.00 | 1,092,954.22 | 77.7 | |
| 5100.00 PERSON&CONSULTANT SVC-DIST USE | 168,000.00 | 0.00 | 89,429.50 | 53.2 | 77,729.50 | 841.00 | .5 | |
| 5400.00 INSURANCES - DISTRICT USE | 120,000.00 | 116,707.00 | 116,707.00 | 97.2 | 0.00 | 3,293.00 | 2.7 | |
| 5800.00 OTHER OPERATING EXP-DIST. USE | 570,000.00 | 48,400.93 | 177,698.00 | 31.1 | 8,401.89 | 383,900.11 | 67.3 | |
| TOTAL: 5000 | 858,000.00 | 165,107.93 | 383,834.50 | 44.7 | 86,131.39 | 388,034.11 | 45.2 | |
| TOTAL: 1000-5999 | 858,000.00 | 165,107.93 | 383,834.50 | 44.7 | 86,131.39 | 388,034.11 | 45.2 | |
| 7900.00 RESERVE FOR CONTINGENCIES | 500,000.00 | 0.00 | 0.00 | .0 | 0.00 | 500,000.00 | 100.0 | |
| TOTAL: 7000 | 500,000.00 | 0.00 | 0.00 | .0 | 0.00 | 500,000.00 | 100.0 | |
| TOTAL: 1000-7999 | 1,358,000.00 | 165,107.93 | 383,834.50 | 28.2 | 86,131.39 | 888,034.11 | 65.3 | |

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Fund: 84 WORKERS COMPENSATION FUND SUMMARY

| SUMMARY BY OBJECT | | WORKING BUDGET | EXPENDED/RECEIVED | | % | PENDED/ ENCUMBERED | UNENCUMBERED BALANCE | % |
|-------------------|---------------|-------------------|-------------------|--------------|------|-----------------------|-------------------------|------|
| | | | CURRENT | YEAR TO DATE | | | | |
| TOTAL INCOME | (8000 - 8999) | 1,405,000.00 | 100,175.00 | 312,045.78 | 22.2 | 0.00 | 1,092,954.22 | 77.7 |
| TOTAL: | 1000-5999 | 858,000.00 | 165,107.93 | 383,834.50 | 44.7 | 86,131.39 | 388,034.11 | 45.2 |
| TOTAL: | 1000-6999 | 858,000.00 | 165,107.93 | 383,834.50 | 44.7 | 86,131.39 | 388,034.11 | 45.2 |
| TOTAL: | 1000-7999 | 1,358,000.00 | 165,107.93 | 383,834.50 | 28.2 | 86,131.39 | 888,034.11 | 65.3 |
| TOTAL EXPENSES | (1000 - 7999) | 1,358,000.00 | 165,107.93 | 383,834.50 | 28.2 | 86,131.39 | 888,034.11 | 65.3 |

Fund: 01 GENERAL FUND

| SUMMARY BY OBJECT | WORKING | EXPENDED/RECEIVED | | | % | PENDED/ | UNENCUMBERED | |
|--|---------------|-------------------|--------------|------------|--------------|---------------|--------------|--|
| | BUDGET | CURRENT | YEAR TO DATE | ENCUMBERED | | BALANCE | % | |
| 8100.00 FEDERAL HEA REVENUES | 45,500.00 | 0.00 | 5,165.00 | 11.3 | 0.00 | 40,335.00 | 88.6 | |
| 8600.00 STATE REVENUES | 1,321,860.00 | 26,542.54 | 49,407.54 | 3.7 | 0.00 | 1,272,452.46 | 96.2 | |
| 8800.00 LOCAL REVENUES | 644,643.35 | 217,348.74 | 215,993.74 | 33.5 | 0.00 | 428,649.61 | 66.4 | |
| TOTAL: 8000 | 2,012,003.35 | 243,891.28 | 270,566.28 | 13.4 | 0.00 | 1,741,437.07 | 86.5 | |
| 1100.00 CONTRACT CLASSROOM INST. | 10,417,021.40 | 0.00 | 2,056,443.13 | 19.7 | 0.00 | 8,360,578.27 | 80.2 | |
| 1200.00 CONTRACT CERT. ADMINISTRATORS | 3,229,281.00 | 14,644.40 | 782,268.62 | 24.2 | 0.00 | 2,447,012.38 | 75.7 | |
| 1300.00 INSTRUCTORS DAY/HOURLY | 5,179,623.00 | 400,108.71 | 1,100,405.37 | 21.2 | 0.00 | 4,079,217.63 | 78.7 | |
| 1400.00 NON-INSTRUCTION HOURLY CERT. | 294,004.00 | 28,302.17 | 76,403.99 | 25.9 | 0.00 | 217,600.01 | 74.0 | |
| TOTAL: 1000 | 19,119,929.40 | 413,766.48 | 4,015,521.11 | 21.0 | 0.00 | 15,104,408.29 | 78.9 | |
| 2100.00 CONTRACT CLASSIFIED NON-INSTR. | 5,892,817.00 | 2,816.28 | 1,538,621.89 | 26.1 | 0.00 | 4,354,195.11 | 73.8 | |
| 2200.00 INSTRUCTIONAL AIDS | 768,394.40 | 2,026.83 | 182,346.80 | 23.7 | 0.00 | 586,047.60 | 76.2 | |
| 2300.00 NON-INSTRUCTION HOURLY CLASS. | 112,009.85 | 15,269.27 | 28,437.76 | 25.3 | 0.00 | 83,572.09 | 74.6 | |
| 2400.00 INST AIDES-HOURLY- DIR.INSTRUC | 331,173.00 | 13,511.75 | 28,323.40 | 8.5 | 0.00 | 302,849.60 | 91.4 | |
| TOTAL: 2000 | 7,104,394.25 | 33,624.13 | 1,777,729.85 | 25.0 | 0.00 | 5,326,664.40 | 74.9 | |
| 3100.00 CERTIFICATED RETIREMENT | 1,486,032.00 | 21,235.16 | 293,578.79 | 19.7 | 0.00 | 1,192,453.21 | 80.2 | |
| 3200.00 CLASSIFIED RETIREMENT | 849,864.00 | 3,268.74 | 215,095.13 | 25.3 | 0.00 | 634,768.87 | 74.6 | |
| 3300.00 OASDHI/FICA | 848,015.40 | 8,411.47 | 203,598.12 | 24.0 | 0.00 | 644,417.28 | 75.9 | |
| 3400.00 HEALTH AND WELFARE BENEFITS | 3,317,378.00 | 401.90 | 824,232.98 | 24.8 | 0.00 | 2,493,145.02 | 75.1 | |
| 3500.00 STATE UNEMPLOYMENT INSURANCE | 425,313.80 | 6,852.03 | 92,292.80 | 21.6 | 0.00 | 333,021.00 | 78.3 | |
| 3600.00 WORKERS COMPENSATION INSURANCE | 473,705.00 | 49.98 | 118,301.22 | 24.9 | 0.00 | 355,403.78 | 75.0 | |
| 3900.00 OTHER BENEFITS | 106,487.00 | 2.44 | 27,851.36 | 26.1 | 0.00 | 78,635.64 | 73.8 | |
| TOTAL: 3000 | 7,506,795.20 | 40,221.72 | 1,774,950.40 | 23.6 | 0.00 | 5,731,844.80 | 76.3 | |
| 4100.00 TEXTBOOKS | 0.00 | 0.00 | 211.04 | .0 | 0.00 | 211.04 | 100.0 | |
| 4200.00 BOOK,MAGAZINE&PERIOD-DIST.USE | 36,375.00 | 82.50 | 1,913.75 | 5.2 | 18,960.55 | 15,500.70 | 42.6 | |
| 4300.00 INSTRUCTIONAL SUPPLIES | 70,791.00 | 2,113.83 | 18,203.13 | 25.7 | 2,674.94 | 49,912.93 | 70.5 | |
| 4400.00 MEDIA AND SOFTWARE-DISTRCT USE | 7,526.00 | 0.00 | 430.95 | 5.7 | 103.90 | 6,991.15 | 92.8 | |
| 4500.00 NONINSTRUCTIONAL SUPPLIES | 400,310.76 | 24,736.92 | 86,794.46 | 21.6 | 187,599.11 | 125,917.19 | 31.4 | |
| 4700.00 FOOD SUPPLIES | 3,000.00 | 0.00 | 620.75 | 20.6 | 1,379.25 | 1,000.00 | 33.3 | |
| TOTAL: 4000 | 518,002.76 | 26,933.25 | 107,752.00 | 20.8 | 210,717.75 | 199,533.01 | 38.5 | |
| 5100.00 PERSON&CONSULTANT SVC-DIST USE | 802,845.00 | 19,229.16 | 51,298.34 | 6.3 | 446,156.69 | 305,389.97 | 38.0 | |
| 5200.00 TRAVEL & CONFERENCE EXPENSES | 95,524.80 | 2,057.53 | 8,505.41 | 8.9 | 8,619.22 | 78,400.17 | 82.0 | |
| 5300.00 POST/DUES/MEMBERSHIPS-DIST.USE | 116,089.59 | 10,303.50 | 39,818.48 | 34.2 | 46,737.11 | 29,534.00 | 25.4 | |
| 5400.00 INSURANCES - DISTRICT USE | 1,200.00 | 0.00 | 0.00 | .0 | 0.00 | 1,200.00 | 100.0 | |
| 5500.00 UTILITIES & HOUSEKEEP-DIST.USE | 1,715,768.00 | 178,143.93 | 682,638.82 | 39.7 | 955,082.80 | 78,046.38 | 4.5 | |
| 5600.00 RENTS,LEASES&REPAIRS-DIST.USE | 601,966.00 | 46,642.29 | 98,620.54 | 16.3 | 354,711.64 | 148,633.82 | 24.6 | |
| 5800.00 OTHER OPERATING EXP-DIST. USE | 198,813.00 | 7,061.24 | 14,265.87 | 7.1 | 56,359.15 | 128,187.98 | 64.4 | |
| 5900.00 INTERPROGRAM CHARGES-DIST.USE | 180.00 | 0.00 | 0.00 | .0 | 0.00 | 180.00 | 100.0 | |
| TOTAL: 5000 | 3,532,386.39 | 263,437.65 | 895,147.46 | 25.3 | 1,867,666.61 | 769,572.32 | 21.7 | |
| TOTAL: 1000-5999 | 37,781,508.00 | 777,983.23 | 8,571,100.82 | 22.6 | 2,078,384.36 | 27,132,022.82 | 71.8 | |

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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 | 48,703.00 | 2,273.71 | 12,401.34 | 25.4 | 34,888.08 | 1,413.58 | 2.9 | |
| 6400.00 ADDITIONAL/IMPROVED EQUIPMENT | 148,801.00 | 1,888.72 | 13,228.84 | 8.8 | 13,279.24 | 122,292.92 | 82.1 | |
| TOTAL: 6000 | 197,504.00 | 4,162.43 | 25,630.18 | 12.9 | 48,167.32 | 123,706.50 | 62.6 | |
| TOTAL: 1000-6999 | 37,979,012.00 | 782,145.66 | 8,596,731.00 | 22.6 | 2,126,551.68 | 27,255,729.32 | 71.7 | |
| 7300.00 INTERFUND TRANSFERS | 149,728.00 | 0.00 | 149,728.00 | 100.0 | 0.00 | 0.00 | .0 | |
| 7600.00 OTHER STUDENT AID | 35,576.35 | 0.00 | 0.00 | .0 | 15,100.00 | 20,476.35 | 57.5 | |
| TOTAL: 7000 | 185,304.35 | 0.00 | 149,728.00 | 80.8 | 15,100.00 | 20,476.35 | 11.0 | |
| TOTAL: 1000-7999 | 38,164,316.35 | 782,145.66 | 8,746,459.00 | 22.9 | 2,141,651.68 | 27,276,205.67 | 71.4 | |

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Fund: 01 GENERAL FUND

SUMMARY

| SUMMARY BY OBJECT | | WORKING BUDGET | EXPENDED/RECEIVED | | % | PENDED/ ENCUMBERED | UNENCUMBERED BALANCE | % |
|-------------------|---------------|-------------------|-------------------|--------------|------|-----------------------|-------------------------|------|
| | | | CURRENT | YEAR TO DATE | | | | |
| TOTAL INCOME | (8000 - 8999) | 2,012,003.35 | 243,891.28 | 270,566.28 | 13.4 | 0.00 | 1,741,437.07 | 86.5 |
| TOTAL: | 1000-5999 | 37,781,508.00 | 777,983.23 | 8,571,100.82 | 22.6 | 2,078,384.36 | 27,132,022.82 | 71.8 |
| TOTAL: | 1000-6999 | 37,979,012.00 | 782,145.66 | 8,596,731.00 | 22.6 | 2,126,551.68 | 27,255,729.32 | 71.7 |
| TOTAL: | 1000-7999 | 38,164,316.35 | 782,145.66 | 8,746,459.00 | 22.9 | 2,141,651.68 | 27,276,205.67 | 71.4 |
| TOTAL EXPENSES | (1000 - 7999) | 38,164,316.35 | 782,145.66 | 8,746,459.00 | 22.9 | 2,141,651.68 | 27,276,205.67 | 71.4 |

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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 | 25,886.00 | 639.08 | 0.00 | .0 | 0.00 | 25,886.00 | 100.0 | |
| 8900.00 OTHER FINANCING SOURCES | 149,728.00 | 0.00 | 149,728.00 | 100.0 | 0.00 | 0.00 | .0 | |
| TOTAL: 8000 | 175,614.00 | 639.08 | 149,728.00 | 85.2 | 0.00 | 25,886.00 | 14.7 | |
| 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 | 340.00 | 0.00 | 0.00 | .0 | 0.00 | 340.00 | 100.0 | |
| TOTAL: 3000 | 1,956.00 | 0.00 | 0.00 | .0 | 0.00 | 1,956.00 | 100.0 | |
| TOTAL: 1000-5999 | 23,086.00 | 0.00 | 0.00 | .0 | 0.00 | 23,086.00 | 100.0 | |

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Fund: 72 CHILD DEVELOPMENT FUND SUMMARY

| SUMMARY BY OBJECT | | WORKING BUDGET | EXPENDED/RECEIVED | | % | PENDED/ ENCUMBERED | UNENCUMBERED | |
|-------------------|---------------|-------------------|-------------------|--------------|------|-----------------------|--------------|-------|
| | | | CURRENT | YEAR TO DATE | | | BALANCE | % |
| TOTAL INCOME | (8000 - 8999) | 175,614.00 | 639.08 | 149,728.00 | 85.2 | 0.00 | 25,886.00 | 14.7 |
| TOTAL: | 1000-5999 | 23,086.00 | 0.00 | 0.00 | .0 | 0.00 | 23,086.00 | 100.0 |
| TOTAL: | 1000-6999 | 23,086.00 | 0.00 | 0.00 | .0 | 0.00 | 23,086.00 | 100.0 |
| TOTAL: | 1000-7999 | 23,086.00 | 0.00 | 0.00 | .0 | 0.00 | 23,086.00 | 100.0 |
| TOTAL EXPENSES | (1000 - 7999) | 23,086.00 | 0.00 | 0.00 | .0 | 0.00 | 23,086.00 | 100.0 |

Fund: 01 GENERAL FUND

| SUMMARY BY OBJECT | WORKING BUDGET | EXPENDED/RECEIVED | | | % | PENDED/ ENCUMBERED | UNENCUMBERED | |
|--|-------------------|-------------------|--------------|-------|------------|-----------------------|--------------|---|
| | | CURRENT | YEAR TO DATE | | | | BALANCE | % |
| 8100.00 FEDERAL HEA REVENUES | 14,500.00 | 0.00 | 1,310.00 | 9.0 | 0.00 | 13,190.00 | 90.9 | |
| 8600.00 STATE REVENUES | 571,893.00 | 11,375.65 | 21,175.65 | 3.7 | 0.00 | 550,717.35 | 96.2 | |
| 8800.00 LOCAL REVENUES | 248,471.00 | 107,881.44 | 111,483.52 | 44.8 | 0.00 | 136,987.48 | 55.1 | |
| 8900.00 OTHER FINANCING SOURCES | 869.42 | 0.00 | 869.42 | 100.0 | 0.00 | 0.00 | .0 | |
| TOTAL: 8000 | 835,733.42 | 119,257.09 | 134,838.59 | 16.1 | 0.00 | 700,894.83 | 83.8 | |
| 1100.00 CONTRACT CLASSROOM INST. | 4,518,468.50 | 0.00 | 898,104.91 | 19.8 | 0.00 | 3,620,363.59 | 80.1 | |
| 1200.00 CONTRACT CERT. ADMINISTRATORS | 2,576,544.00 | 8,800.00- | 616,819.76 | 23.9 | 0.00 | 1,959,724.24 | 76.0 | |
| 1300.00 INSTRUCTORS DAY/HOURLY | 1,835,075.00 | 153,651.99 | 407,735.74 | 22.2 | 0.00 | 1,427,339.26 | 77.7 | |
| 1400.00 NON-INSTRUCTION HOURLY CERT. | 76,020.00 | 3,480.16 | 10,542.60 | 13.8 | 0.00 | 65,477.40 | 86.1 | |
| TOTAL: 1000 | 9,006,107.50 | 148,332.15 | 1,933,203.01 | 21.4 | 0.00 | 7,072,904.49 | 78.5 | |
| 2100.00 CONTRACT CLASSIFIED NON-INSTR. | 3,317,922.06 | 17,625.24- | 832,707.59 | 25.0 | 0.00 | 2,485,214.47 | 74.9 | |
| 2200.00 INSTRUCTIONAL AIDS | 538,012.00 | 17,625.24 | 128,689.03 | 23.9 | 0.00 | 409,322.97 | 76.0 | |
| 2300.00 NON-INSTRUCTION HOURLY CLASS. | 127,538.14 | 16,950.29 | 30,006.60 | 23.5 | 0.00 | 97,531.54 | 76.4 | |
| 2400.00 INST AIDES-HOURLY- DIR.INSTRUC | 332,578.00 | 32,193.53 | 51,719.16 | 15.5 | 0.00 | 280,858.84 | 84.4 | |
| TOTAL: 2000 | 4,316,050.20 | 49,143.82 | 1,043,122.38 | 24.1 | 0.00 | 3,272,927.82 | 75.8 | |
| 3100.00 CERTIFICATED RETIREMENT | 670,707.90 | 8,546.43 | 141,846.69 | 21.1 | 0.00 | 528,861.21 | 78.8 | |
| 3200.00 CLASSIFIED RETIREMENT | 508,834.00 | 687.94 | 116,799.13 | 22.9 | 0.00 | 392,034.87 | 77.0 | |
| 3300.00 OASDHI/FICA | 458,535.60 | 3,991.40 | 107,597.53 | 23.4 | 0.00 | 350,938.07 | 76.5 | |
| 3400.00 HEALTH AND WELFARE BENEFITS | 1,722,220.10 | 966.58- | 413,506.43 | 24.0 | 0.00 | 1,308,713.67 | 75.9 | |
| 3500.00 STATE UNEMPLOYMENT INSURANCE | 215,555.00 | 2,973.58 | 47,474.16 | 22.0 | 0.00 | 168,080.84 | 77.9 | |
| 3600.00 WORKERS COMPENSATION INSURANCE | 248,758.00 | 125.00- | 61,077.50 | 24.5 | 0.00 | 187,680.50 | 75.4 | |
| 3900.00 OTHER BENEFITS | 54,814.40 | 6.09- | 14,036.45 | 25.6 | 0.00 | 40,777.95 | 74.3 | |
| TOTAL: 3000 | 3,879,425.00 | 15,101.68 | 902,337.89 | 23.2 | 0.00 | 2,977,087.11 | 76.7 | |
| 4200.00 BOOK,MAGAZINE&PERIOD-DIST.USE | 7,544.00 | 0.00 | 345.97 | 4.5 | 135.94 | 7,062.09 | 93.6 | |
| 4300.00 INSTRUCTIONAL SUPPLIES | 51,828.00 | 2,444.71 | 19,483.39 | 37.5 | 4,599.97 | 27,744.64 | 53.5 | |
| 4400.00 MEDIA AND SOFTWARE-DISTRCT USE | 2,596.00 | 0.00 | 0.00 | .0 | 19.13 | 2,576.87 | 99.2 | |
| 4500.00 NONINSTRUCTIONAL SUPPLIES | 156,296.00 | 8,474.47 | 40,177.54 | 25.7 | 72,981.77 | 43,136.69 | 27.5 | |
| TOTAL: 4000 | 218,264.00 | 10,919.18 | 60,006.90 | 27.4 | 77,736.81 | 80,520.29 | 36.8 | |
| 5100.00 PERSON&CONSULTANT SVC-DIST USE | 72,537.64 | 3,760.00 | 11,941.32 | 16.4 | 11,008.63 | 49,587.69 | 68.3 | |
| 5200.00 TRAVEL & CONFERENCE EXPENSES | 32,000.00 | 0.00 | 8,833.15 | 27.6 | 1,729.86 | 21,436.99 | 66.9 | |
| 5300.00 POST/DUES/MEMBERSHIPS-DIST.USE | 48,090.00 | 628.93 | 23,309.70 | 48.4 | 5,326.84 | 19,453.46 | 40.4 | |
| 5500.00 UTILITIES & HOUSEKEEP-DIST.USE | 837,287.00 | 105,445.59 | 263,836.48 | 31.5 | 533,024.55 | 40,425.97 | 4.8 | |
| 5600.00 RENTS,LEASES&REPAIRS-DIST.USE | 414,467.36 | 50,561.08 | 76,430.01 | 18.4 | 246,920.69 | 91,116.66 | 21.9 | |
| 5800.00 OTHER OPERATING EXP-DIST. USE | 239,525.30 | 5,137.54 | 14,250.55 | 5.9 | 8,302.23 | 216,972.52 | 90.5 | |
| TOTAL: 5000 | 1,643,907.30 | 165,533.14 | 398,601.21 | 24.2 | 806,312.80 | 438,993.29 | 26.7 | |
| TOTAL: 1000-5999 | 19,063,754.00 | 389,029.97 | 4,337,271.39 | 22.7 | 884,049.61 | 13,842,433.00 | 72.6 | |
| 6200.00 BUILDINGS&IMPROVEMENT-DIST.USE | 1,550.00 | 0.00 | 0.00 | .0 | 0.00 | 1,550.00 | 100.0 | |
| 6300.00 LIBRARY BOOKS - EXPANSION | 15,000.00 | 0.00 | 0.00 | .0 | 0.00 | 15,000.00 | 100.0 | |

BDX110
 CHC UNRESTRICTED
 72 San Bernardino Community Col

BEST NET CONSORTIUM
 BUDGET SUMMARY REPORT
 10/03/2011 TO 10/30/2011

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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 | 15,846.42 | 0.00 | 986.73 | 6.2 | 1,171.73 | 13,687.96 | 86.3 |
| TOTAL: 6000 | 32,396.42 | 0.00 | 986.73 | 3.0 | 1,171.73 | 30,237.96 | 93.3 |
| TOTAL: 1000-6999 | 19,096,150.42 | 389,029.97 | 4,338,258.12 | 22.7 | 885,221.34 | 13,872,670.96 | 72.6 |

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BEST NET CONSORTIUM
 BUDGET SUMMARY REPORT
 10/03/2011 TO 10/30/2011

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10/31/2011

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Fund: 01 GENERAL FUND

SUMMARY

| SUMMARY BY OBJECT | | WORKING BUDGET | EXPENDED/RECEIVED | | % | PENDED/ ENCUMBERED | UNENCUMBERED BALANCE | % |
|-------------------|---------------|-------------------|-------------------|--------------|------|-----------------------|-------------------------|------|
| | | | CURRENT | YEAR TO DATE | | | | |
| TOTAL INCOME | (8000 - 8999) | 835,733.42 | 119,257.09 | 134,838.59 | 16.1 | 0.00 | 700,894.83 | 83.8 |
| TOTAL: | 1000-5999 | 19,063,754.00 | 389,029.97 | 4,337,271.39 | 22.7 | 884,049.61 | 13,842,433.00 | 72.6 |
| TOTAL: | 1000-6999 | 19,096,150.42 | 389,029.97 | 4,338,258.12 | 22.7 | 885,221.34 | 13,872,670.96 | 72.6 |
| TOTAL: | 1000-7999 | 19,096,150.42 | 389,029.97 | 4,338,258.12 | 22.7 | 885,221.34 | 13,872,670.96 | 72.6 |
| TOTAL EXPENSES | (1000 - 7999) | 19,096,150.42 | 389,029.97 | 4,338,258.12 | 22.7 | 885,221.34 | 13,872,670.96 | 72.6 |

BDX110
 CHC UNRESTRICTED
 72 San Bernardino Community Col

BEST NET CONSORTIUM
 BUDGET SUMMARY REPORT
 10/03/2011 TO 10/30/2011

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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 | 3,000.00 | 0.00 | 0.00 | .0 | 0.00 | 3,000.00 | 100.0 |
| TOTAL: 8000 | 3,000.00 | 0.00 | 0.00 | .0 | 0.00 | 3,000.00 | 100.0 |
| 2300.00 NON-INSTRUCTION HOURLY CLASS. | 2,000.00 | 0.00 | 0.00 | .0 | 0.00 | 2,000.00 | 100.0 |
| TOTAL: 2000 | 2,000.00 | 0.00 | 0.00 | .0 | 0.00 | 2,000.00 | 100.0 |
| 3300.00 OASDHI/FICA | 153.00 | 0.00 | 0.00 | .0 | 0.00 | 153.00 | 100.0 |
| 3500.00 STATE UNEMPLOYMENT INSURANCE | 32.00 | 0.00 | 0.00 | .0 | 0.00 | 32.00 | 100.0 |
| TOTAL: 3000 | 185.00 | 0.00 | 0.00 | .0 | 0.00 | 185.00 | 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 | 2,685.00 | 0.00 | 0.00 | .0 | 0.00 | 2,685.00 | 100.0 |

BDX110
 CHC UNRESTRICTED
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BEST NET CONSORTIUM
 BUDGET SUMMARY REPORT
 10/03/2011 TO 10/30/2011

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Fund: 72 CHILD DEVELOPMENT FUND SUMMARY

| SUMMARY BY OBJECT | | WORKING BUDGET | EXPENDED/RECEIVED | | % | PENDED/ ENCUMBERED | UNENCUMBERED | |
|-------------------|---------------|-------------------|-------------------|--------------|----|-----------------------|--------------|-------|
| | | | CURRENT | YEAR TO DATE | | | BALANCE | % |
| TOTAL INCOME | (8000 - 8999) | 3,000.00 | 0.00 | 0.00 | .0 | 0.00 | 3,000.00 | 100.0 |
| TOTAL: | 1000-5999 | 2,685.00 | 0.00 | 0.00 | .0 | 0.00 | 2,685.00 | 100.0 |
| TOTAL: | 1000-6999 | 2,685.00 | 0.00 | 0.00 | .0 | 0.00 | 2,685.00 | 100.0 |
| TOTAL: | 1000-7999 | 2,685.00 | 0.00 | 0.00 | .0 | 0.00 | 2,685.00 | 100.0 |
| TOTAL EXPENSES | (1000 - 7999) | 2,685.00 | 0.00 | 0.00 | .0 | 0.00 | 2,685.00 | 100.0 |

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Charlie Ng, Vice Chancellor, Fiscal Services
PREPARED BY: Steven Sutorus, Business Manager
DATE: November 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 October 3, 2011 to October 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

As an information item, there are no financial implications.

Purchase Order Board Report

November 17, 2011

| PO No. | Vendor Name | Purchase Order Description | Amount |
|--------|--------------------------------|-------------------------------------|--------------|
| 121552 | STAPLES | Non-instructional Supplies | \$ 421.93 |
| 121553 | SHALIMAR INC | Bus Rentals | \$ 1,535.58 |
| 121554 | THE SUN | Magazines & Subscriptions | \$ 95.00 |
| 121555 | NCMPR NATIONAL OFFICE | Dues & Memberships | \$ 225.00 |
| 121556 | INLAND EMPIRE ECONOMIC PARTNER | Dues & Memberships | \$ 7,500.00 |
| 121557 | MIELE PROFESSIONAL | Repairs & Maintenance | \$ 1,000.00 |
| 121558 | UNITED STATES PLASTIC CORP | Instructional Supplies | \$ 505.94 |
| 121559 | GAMBOA, BENJAMIN | Conference | \$ 31.86 |
| 121560 | SKILLPATH SEMINARS | Conference | \$ 199.00 |
| 121561 | NAACP | Advertising | \$ 1,000.00 |
| 121562 | RIALTO CHAMBER OF COMMERCE | Dues & Memberships | \$ 200.00 |
| 121563 | DAILY JOURNAL CORPORATION | New Buildings | \$ 15,000.00 |
| 121564 | US BANK CORPORATE PMT SYSTEMS | Refreshments | \$ 34.97 |
| 121565 | CUSTOMLINK.COM | Other Expenses & Fees | \$ 379.82 |
| 121566 | SEHI COMPUTER PRODUCTS INC | Capital Equipment | \$ 6,121.71 |
| 121567 | GRAYBAR ELECTRIC CO INC | Instructional Supplies | \$ 61.29 |
| 121568 | LAB SAFETY SUPPLY | Instructional Supplies | \$ 25.24 |
| 121569 | NACUBO | Media | \$ 80.79 |
| 121570 | AMAZON.COM | Instructional Supplies | \$ 148.04 |
| 121571 | MONOPRICE | Instructional Supplies | \$ 418.13 |
| 121572 | DICK BLICK ART MATERIALS | Instructional Supplies | \$ 86.98 |
| 121573 | THREE PEAKS CORP | Outside Services | \$ 2,498.73 |
| 121574 | FAST SIGNS | Non-instructional Supplies | \$ 767.18 |
| 121575 | VERIZON CALIFORNIA | Phone Utilities | \$ 231.83 |
| 121576 | DONNHAUSER, MARC | Conference | \$ 200.00 |
| 121577 | MCCRARY, DENISE M | Conference | \$ 200.00 |
| 121578 | AIRCRAFT SPRUCE & SPECIALTY | Instructional Supplies | \$ 306.01 |
| 121579 | WEATHERITE CORPORATION | Repairs & Maintenance | \$ 5,090.00 |
| 121580 | ADVANCED PRACTICE EDU ASSOC | Reference Books | \$ 85.37 |
| 121581 | STAPLES | Non-instructional Supplies | \$ 722.55 |
| 121582 | PATTON SALES CORP | Instructional Supplies | \$ 318.60 |
| 121583 | SIGLER WHOLESALE DISTRIBUTOR | Equipment | \$ 1,524.95 |
| 121584 | HOBART INSTITUTE WELDING TECH | Media | \$ 1,322.24 |
| 121585 | TRANE | Equipment | \$ 855.64 |
| 121586 | NORTHERN TOOL & EQUIP | Capital Equipment | \$ 4,416.85 |
| 121587 | JOURNEYWORKS PUBLISHING | Non-instructional Supplies | \$ 213.30 |
| 121588 | STAPLES | Non-instructional Supplies | \$ 215.23 |
| 121589 | PACIFIC PARKING SYSTEMS INC | Capital Equipment | \$ 1,206.19 |
| 121590 | DATATEL INC | Contract Services | \$ 57,200.00 |
| 121591 | SYSTEMS TECHNOLOGY ASSOC INC | Computer Systems Maintenance Agrmts | \$ 60,903.00 |
| 121592 | EASTERN VAN LINES | Outside Services | \$ 10,100.00 |
| 121593 | COUTS HEATING AND COOLING INC | New Buildings | \$ 12,030.00 |
| 121594 | FISCHER INC | New Buildings | \$ 11,268.00 |
| 121595 | MCGOWAN, ARLENE | Conference | \$ 41.00 |
| 121596 | ABM BUSINESS MACHINES INC | Office Equipment Maintenance Agrmts | \$ 1,514.18 |
| 121597 | DOCUMENT SYSTEMS | Office Equipment Maintenance Agrmts | \$ 473.68 |
| 121598 | ROMERO, GABRIELA | Conference | \$ 38.55 |

Purchase Order Board Report

November 17, 2011

| PO No. | Vendor Name | Purchase Order Description | Amount |
|--------|--------------------------------|----------------------------|--------------|
| 121599 | BRAGGINS, ALAN | Conference | \$ 38.55 |
| 121600 | THREE PEAKS CORP | Repairs & Maintenance | \$ 3,946.00 |
| 121601 | COLLEGE & UNIV PROF ASSOC | Dues & Memberships | \$ 661.50 |
| 121602 | US BANK CORPORATE PMT SYSTEMS | Dues & Memberships | \$ 520.00 |
| 121603 | SBVC FOOD SERVICES | Conference | \$ 628.07 |
| 121604 | CHANG, ANDREW | Conference | \$ 250.00 |
| 121605 | US BANK CORPORATE PMT SYSTEMS | Conference | \$ 350.00 |
| 121606 | US BANK CORPORATE PMT SYSTEMS | Conference | \$ 5,500.00 |
| 121607 | LEMAY CONSTRUCTION | Repairs & Maintenance | \$ 3,922.10 |
| 121608 | LEMAY CONSTRUCTION | Repairs & Maintenance | \$ 1,319.94 |
| 121609 | ARROWHEAD CREDIT UNION | New Buildings | \$ 1,252.00 |
| 121610 | AVID TECHNOLOGY INC | New Buildings | \$ 18,662.30 |
| 121611 | US BANK CORPORATE PMT SYSTEMS | Non-instructional Supplies | \$ 346.94 |
| 121612 | COMPVIEW INC | Capital Equipment | \$ 20,143.55 |
| 121613 | CAMPUS MARKETING SPECIALISTS | Advertising | \$ 1,285.19 |
| 121614 | SPICERS PAPER INC | Non-instructional Supplies | \$ 2,298.31 |
| 121615 | PRESSMANS PRIDE | Non-instructional Supplies | \$ 1,055.94 |
| 121616 | STAPLES | Non-instructional Supplies | \$ 505.15 |
| 121617 | ULINE | Equipment | \$ 474.78 |
| 121618 | CCCCSSAA | Conference | \$ 50.00 |
| 121619 | BELL, DAMON A | Conference | \$ 165.00 |
| 121620 | PRESSMANS PRIDE | Non-instructional Supplies | \$ 1,000.00 |
| 121621 | TIME & ALARM SYSTEMS | Repairs & Maintenance | \$ 1,690.00 |
| 121622 | BELL, DAMON A | Conference | \$ 550.00 |
| 121623 | GREGORY, LESLIE | Conference | \$ 137.08 |
| 121624 | STAPLES | Non-instructional Supplies | \$ 495.30 |
| 121625 | STAPLES | Non-instructional Supplies | \$ 60.11 |
| 121626 | BELL, DAMON A | Conference | \$ 1,825.00 |
| 121627 | WEALTH ENGINE.COM | Contract Services | \$ 2,750.00 |
| 121628 | NELSON, WILLENE D | Conference | \$ 219.18 |
| 121629 | LOPEZ, ALMA | Conference | \$ 169.18 |
| 121630 | FLOWERS-BLACKMAN, SANDRA | Conference | \$ 169.18 |
| 121631 | FOUNDATION FOR CALIFORNIA COMM | Conference | \$ 315.00 |
| 121632 | EMBASSY SUITES SACRAMENTO | Conference | \$ 424.50 |
| 121633 | LOS ANGELES COMMUNITY COLLEGE | Conference | \$ 50.00 |
| 121634 | PRIORITY MAILING SYSTEMS LLC | Postage & Freight | \$ 50.94 |
| 121635 | STAPLES | Non-instructional Supplies | \$ 199.65 |
| 121636 | TEK TIME SYSTEMS INC | Non-instructional Supplies | \$ 28.94 |
| 121637 | STAPLES | Non-instructional Supplies | \$ 195.46 |
| 121638 | PRIVATE LINE | Non-instructional Supplies | \$ 349.02 |
| 121639 | AMAZON.COM | Reference Books | \$ 21.24 |
| 121640 | AMERICAN FENCE COMPANY | New Buildings | \$ 6,000.00 |
| 121641 | AU, ALGIE | Conference | \$ 223.31 |
| 121642 | US BANK CORPORATE PMT SYSTEMS | Refreshments | \$ 51.72 |
| 121643 | PRIME PAINTING CONTRACTORS INC | New Buildings | \$ 12,604.78 |
| 121644 | US BANK CORPORATE PMT SYSTEMS | Conference | \$ 1,698.00 |
| 121645 | US BANK CORPORATE PMT SYSTEMS | Conference | \$ 943.00 |

Purchase Order Board Report

November 17, 2011

| PO No. | Vendor Name | Purchase Order Description | Amount |
|--------|--------------------------------|-------------------------------------|--------------|
| 121646 | SCHWARTZ, DR CORENE | Conference | \$ 306.60 |
| 121647 | SOGOMONIAN, NORI | Conference | \$ 1,394.46 |
| 121648 | LAB SAFETY SUPPLY | Instructional Supplies | \$ 371.03 |
| 121649 | DOCUPRODUCTS | Office Equipment Maintenance Agrmts | \$ 500.00 |
| 121650 | CHC FOOD SERVICES | Conference | \$ 225.00 |
| 121651 | REVOLVING CASH | Officials | \$ 691.00 |
| 121652 | CALIFORNIA SURFACING | Repairs & Maintenance | \$ 23,050.00 |
| 121653 | OCCUPATIONAL SAFETY TRAINING | Conference | \$ 695.00 |
| 121654 | CALIFORNIA PLACEMENT ASSOC | Conference | \$ 50.00 |
| 121655 | ANATOMY WAREHOUSE | Instructional Supplies | \$ 141.18 |
| 121656 | SIGMA-ALDRICH INC | Instructional Supplies | \$ 1,113.01 |
| 121657 | STAPLES | Non-instructional Supplies | \$ 663.06 |
| 121658 | INSIGHT MEDIA | Media | \$ 103.90 |
| 121659 | SOCCER CENTER | Instructional Supplies | \$ 197.23 |
| 121660 | SNAP-ON INDUSTRIAL | Equipment | \$ 347.48 |
| 121661 | SEHI COMPUTER PRODUCTS INC | Equipment | \$ 265.68 |
| 121662 | STAPLES | Non-instructional Supplies | \$ 146.62 |
| 121663 | UNISOURCE MAINT SUPPLY SYSTEMS | Non-instructional Supplies | \$ 7,111.50 |
| 121664 | SPICERS PAPER INC | Non-instructional Supplies | \$ 3,545.98 |
| 121665 | REDLANDS GLASS | Repairs & Maintenance | \$ 742.80 |
| 121666 | SBVC CAMPUS BUSINESS OFFICE | Other Student Aid | \$ 3,500.00 |
| 121667 | CALIFORNIA DEPT OF EDUCATION | Outside Services | \$ 17,000.00 |
| 121668 | GRAINGER INC, W W | Instructional Supplies | \$ 69.17 |
| 121669 | SCANTRON CORPORATION | Instructional Supplies | \$ 304.89 |
| 121670 | STAPLES | Non-instructional Supplies | \$ 223.10 |
| 121671 | LESCO | Instructional Supplies | \$ 474.74 |
| 121672 | LESCO | Equipment | \$ 427.40 |
| 121673 | STAPLES | Non-instructional Supplies | \$ 115.83 |
| 121674 | DATA IMPRESSIONS | Equipment | \$ 451.47 |
| 121675 | MUSSON THEATRICAL | Instructional Supplies | \$ 62.75 |
| 121676 | COUNCIL FOR RESOURCE DEVELOP | Dues & Memberships | \$ 285.00 |
| 121677 | VILLASENOR, STEPHEN | Outside Services | \$ 7,500.00 |
| 121678 | EL POLLO LOCO | Other Expenses & Fees | \$ 1,671.68 |
| 121679 | RAYNE WATER CONDITIONING | Water Treatment | \$ 614.25 |
| 121680 | AHEAD | Rentals | \$ 900.00 |
| 121681 | PREPTECH CONSULTING INC | Outside Services | \$ 18,250.00 |
| 121682 | SOGOMONIAN, NORI | Refreshments | \$ 300.00 |
| 121683 | HOME DEPOT, THE | Instructional Supplies | \$ 1,000.00 |
| 121684 | NORCOM | Office Equipment Maintenance Agrmts | \$ 945.00 |
| 121685 | COUTS HEATING AND COOLING INC | HVAC Maintenance Agrmts | \$ 1,950.00 |
| 121686 | STAPLES | Non-instructional Supplies | \$ 641.37 |
| 121687 | AMERICAN SOCIETY OF | Instructional Supplies | \$ 840.44 |
| 121688 | STAPLES | Instructional Supplies | \$ 185.35 |
| 121689 | SBCCD PRINTING SERVICES | Non-instructional Supplies | \$ 462.25 |
| 121690 | STAPLES | Non-instructional Supplies | \$ 335.89 |
| 121691 | SABIO, NEOMI | Conference | \$ 145.00 |
| 121692 | HONORS TRANSFER COUNCIL OF CA | Dues & Memberships | \$ 90.00 |

Purchase Order Board Report

November 17, 2011

| PO No. | Vendor Name | Purchase Order Description | Amount |
|--------|-------------------------------|----------------------------|---------------|
| 121693 | STANLEY CONVERGENT SECURITY | Leases | \$ 150.00 |
| 121694 | CARMEN'S CUSTOM DRAPERY | Repairs & Maintenance | \$ 262.80 |
| 121695 | HARPER COLLEGE | Conference | \$ 975.00 |
| 121696 | SBVC BOOKSTORE | Other Student Aid | \$ 14,000.00 |
| 121697 | BURKE WILLIAMS & SORENSON LLP | Legal Expenses | \$ 10,000.00 |
| 121698 | CDW GOVERNMENT INC | Non-instructional Supplies | \$ 1,169.82 |
| 121699 | 3M OCCUPATIONAL HEALTH & | Contract Services | \$ 560.00 |
| 121700 | STAPLES | Non-instructional Supplies | \$ 88.29 |
| 121701 | STAPLES | Non-instructional Supplies | \$ 63.97 |
| 121702 | ECORP CONSULTING INC | New Buildings | \$ 55,407.50 |
| 121703 | US BANK CORPORATE PMT SYSTEMS | Conference | \$ 2,400.00 |
| 121704 | PROQUEST CSA | Magazines & Subscriptions | \$ 14,319.90 |
| 121705 | ATIXA | Dues & Memberships | \$ 1,999.00 |
| 121706 | LYNDA.COM INC | Contract Services | \$ 3,250.00 |
| 121707 | US BANK CORPORATE PMT SYSTEMS | Conference | \$ 607.90 |
| 121708 | US BANK CORPORATE PMT SYSTEMS | Other Expenses & Fees | \$ 70.00 |
| 121709 | RUBIO, DAVE | Conference | \$ 50.00 |
| 121710 | ANDERSON, JEFF | Independent Contractor | \$ 1,500.00 |
| 121711 | SBVC FOOD SERVICES | Refreshments | \$ 478.57 |
| 121712 | COMMUNITY COLLEGE LEAGUE | Election Expenses | \$ 35,000.00 |
| 121713 | COMM PRE TECH | Repairs & Maintenance | \$ 4,501.95 |
| 121714 | VERIZON CALIFORNIA | Phone Utilities | \$ 40,258.64 |
| 121715 | ALHAMBRA REPROGRAPHICS INC | New Buildings | \$ 2,500.00 |
| 121716 | LEMAY CONSTRUCTION | Repairs & Maintenance | \$ 1,445.00 |
| 121717 | US BANK CORPORATE PMT SYSTEMS | Conference | \$ 800.00 |
| 121718 | KUCK, GLEN | Conference | \$ 300.00 |
| 121719 | ALLIED REFRIGERATION INC | Capital Equipment | \$ 6,297.14 |
| 121720 | BOYS & GIRLS CLUB | Advertising | \$ 1,000.00 |
| 121721 | LEMAY CONSTRUCTION | Capital Equipment | \$ 6,680.00 |
| 121722 | APPLE COMPUTER INC | Capital Equipment | \$ 127,328.40 |
| 121723 | DELL COMPUTER COMPANY | Capital Equipment | \$ 28,395.05 |
| 121724 | DELL COMPUTER COMPANY | Capital Equipment | \$ 19,102.19 |
| 121725 | DELL COMPUTER COMPANY | Capital Equipment | \$ 202,153.74 |
| 121726 | APPLE COMPUTER INC | Capital Equipment | \$ 19,695.26 |
| 121727 | DELL COMPUTER COMPANY | Capital Equipment | \$ 10,694.17 |
| 121728 | DELL COMPUTER COMPANY | Capital Equipment | \$ 51,529.90 |
| 121729 | DELL COMPUTER COMPANY | Capital Equipment | \$ 172,672.99 |
| 121730 | DELL COMPUTER COMPANY | Capital Equipment | \$ 5,349.73 |
| 121731 | SPICERS PAPER INC | Non-instructional Supplies | \$ 1,278.54 |
| 121732 | APPLE COMPUTER INC | Capital Equipment | \$ 2,952.80 |
| 121733 | LEON, COLLEEN | Conference | \$ 1,150.00 |
| 121734 | COMMITTEE ON ACCREDITATION | Other Expenses & Fees | \$ 1,700.00 |
| 121735 | SBCCD PRINTING SERVICES | Printing, SBCCD | \$ 30.00 |
| 121736 | WESTMINSTER PRESS INC | Outside Services | \$ 4,128.13 |
| 121737 | AMERICAN PROJECT MGMT | Conference | \$ 995.00 |
| 121738 | AMERICAN PROJECT MGMT | Conference | \$ 995.00 |
| 121739 | GREEN BUILDING CERT INSTIT | New Buildings | \$ 4,813.34 |

Purchase Order Board Report

November 17, 2011

| PO No. | Vendor Name | Purchase Order Description | Amount |
|--------|--------------------------------|----------------------------|--------------|
| 121740 | BOUND TREE MEDICAL | Instructional Supplies | \$ 925.91 |
| 121741 | COLTON TRUCK TERMINAL | Capital Equipment | \$ 1,242.01 |
| 121742 | BIOPAC SYSTEMS INC | Instructional Supplies | \$ 82.42 |
| 121743 | INTERIOR OFFICE SOLUTIONS | Equipment | \$ 4,938.74 |
| 121744 | SPORTS IMPORTS | Equipment | \$ 572.08 |
| 121745 | AMERICAN COUNCIL ON EDUCATION | Reference Books | \$ 402.66 |
| 121746 | SPORTS IMPORTS | Instructional Supplies | \$ 373.02 |
| 121747 | MELROSEMAC BURBANK | Software | \$ 889.48 |
| 121748 | TIME & ALARM SYSTEMS | Repairs & Maintenance | \$ 5,768.54 |
| 121749 | BLACKBOARD INC | Contract Services | \$ 52,400.00 |
| 121750 | EDUCAUSE | Dues & Memberships | \$ 2,147.50 |
| 121751 | P A P A | Dues & Memberships | \$ 240.00 |
| 121752 | ECORP CONSULTING INC | Consultants | \$ 6,000.00 |
| 121753 | ZINN, WENDY | Conference | \$ 725.00 |
| 121754 | ECORP CONSULTING INC | Consultants | \$ 41,000.00 |
| 121755 | SMALL MANUFACTURERS' INSTITUTE | Outside Services | \$ 33,000.00 |
| 121756 | CAREER CRUISING | Contract Services | \$ 5,333.62 |
| 121757 | AMERIPRIDE UNIFORM SERVICES | Laundry | \$ 152.34 |
| 121758 | TECHNICAL ASSOCIATED SERVICE | Repairs & Maintenance | \$ 1,288.00 |
| 121759 | ALHAMBRA REPROGRAPHICS INC | New Buildings | \$ 2,250.00 |
| 121760 | CCCCIO | Dues & Memberships | \$ 300.00 |
| 121761 | BUCKLEY, LARRY | Conference | \$ 999.28 |
| 121762 | CA ORGANIZATION OF ASSOC. | Dues & Memberships | \$ 100.00 |
| 121763 | ZINN, WENDY | Conference | \$ 985.00 |
| 121764 | SCIAC | Dues & Memberships | \$ 75.00 |
| 121765 | STARK, SCOTT | Mileage Reimbursement | \$ 500.00 |
| 121766 | SBCCD PRINTING SERVICES | Printing, SBCCD | \$ 718.50 |
| 121767 | DIVISION OF STATE ARCHITECT | New Buildings | \$ 5,791.06 |
| 121768 | CHAVIRA, REJOICE C | Conference | \$ 65.00 |
| 121769 | US POSTAL SERVICE | Postage & Freight | \$ 1,800.00 |
| 121770 | AMERICAN PROJECT MGMT | Conference | \$ 995.00 |
| 121771 | SIMS, JEREMY | Conference | \$ 1,150.00 |
| 121772 | BUCKLEY, LARRY | Postage & Freight | \$ 46.48 |
| 121773 | CASTLE METALS AEROSPACE | Instructional Supplies | \$ 1,039.79 |
| 121774 | FLINN SCIENTIFIC INC | Instructional Supplies | \$ 579.97 |
| 121775 | STAPLES | Instructional Supplies | \$ 419.77 |
| 121776 | BRONSON INVESTMENTS INC | Equipment | \$ 804.85 |
| 121777 | CHANNING BETE COMPANY | Instructional Supplies | \$ 360.80 |
| 121778 | STAPLES | Non-instructional Supplies | \$ 919.57 |
| 121779 | VWR SARGENT WELCH | Instructional Supplies | \$ 221.85 |
| 121780 | GLOVE NATION | Instructional Supplies | \$ 640.15 |
| 121781 | STAPLES | Non-instructional Supplies | \$ 55.17 |
| 121782 | SCRIP-SAFE SECURITY PRODUCTS | Commencement Supplies | \$ 2,071.98 |
| 121783 | BADGE EXPRESS | Non-instructional Supplies | \$ 123.87 |
| 121784 | RIVERSIDE PUBLISHING CO | Non-instructional Supplies | \$ 547.54 |
| 121785 | AMAZON.COM | Software | \$ 187.15 |
| 121786 | LINDSEY, CAROLYN | Conference | \$ 410.20 |

Purchase Order Board Report

November 17, 2011

| PO No. | Vendor Name | Purchase Order Description | Amount |
|--------|-------------------------------|----------------------------|--------------|
| 121787 | BAHNER, DANIEL | Conference | \$ 975.00 |
| 121788 | BEITSCHER, JANE | Conference | \$ 975.00 |
| 121789 | SBCCD PRINTING SERVICES | Printing | \$ 7.50 |
| 121790 | SOUTH COAST AIR QUALITY | Other Expenses & Fees | \$ 116.27 |
| 121791 | EL POLLO LOCO | Other Expenses & Fees | \$ 250.00 |
| 121792 | MARSHALL, CHERYL A | Conference | \$ 712.00 |
| 121793 | SANDHU SUBWAY INC | Other Expenses & Fees | \$ 255.00 |
| 121794 | SANDHU SUBWAY INC | Other Expenses & Fees | \$ 250.00 |
| 121795 | SANDHU SUBWAY INC | Other Expenses & Fees | \$ 255.00 |
| 121796 | PINSON, DIANA | Instructional Supplies | \$ 26.40 |
| 121797 | PERCEPTIVE SOFTWARE INC | Contract Services | \$ 10,800.00 |
| 121798 | BASTINE, MICHAEL | Mileage Reimbursement | \$ 127.50 |
| 121799 | US BANK CORPORATE PMT SYSTEMS | Postage & Freight | \$ 8.80 |
| 121800 | AMERICAN PROJECT MGMT | Conference | \$ 995.00 |
| 121801 | AMERICAN PROJECT MGMT | Conference | \$ 995.00 |
| 121802 | CHANG, ANDREW | Conference | \$ 1,150.00 |
| 121803 | GARNICK, EVERETT | Conference | \$ 1,120.00 |
| 121804 | US BANK CORPORATE PMT SYSTEMS | Conference | \$ 200.00 |
| 121805 | KUCK, GLEN | Conference | \$ 350.00 |
| 121806 | MCCURRY, PAT | Conference | \$ 879.40 |
| 121807 | WILLIAMS, GARY | Conference | \$ 475.77 |
| 121808 | ROGERS, TANYA | Conference | \$ 96.50 |
| 121809 | CHC BOOKSTORE | Reference Books | \$ 429.92 |
| 121810 | DOWDEN ASSOCIATES INC | Outside Services | \$ 30,000.00 |
| 121811 | COUTS HEATING AND COOLING INC | HVAC Maintenance Agrmts | \$ 1,745.00 |
| 121812 | DEPARTMENT OF INDUSTRIAL | Other Expenses & Fees | \$ 2,025.00 |
| 121813 | DELL COMPUTER COMPANY | Capital Equipment | \$ 4,796.84 |
| 121814 | BRODART COMPANY | Non-instructional Supplies | \$ 974.60 |
| 121815 | UNIVERSAL HOSPITAL SERVICES | Rentals | \$ 1,328.00 |
| 121816 | STAPLES | Non-instructional Supplies | \$ 841.34 |
| 121817 | STAPLES | Non-instructional Supplies | \$ 1,431.58 |
| 121818 | STAPLES | Non-instructional Supplies | \$ 2,104.63 |
| 121819 | BOUND TREE MEDICAL | Capital Equipment | \$ 1,483.25 |
| 121820 | AR INDUSTRIES | Non-instructional Supplies | \$ 1,891.01 |
| 121821 | STAPLES | Non-instructional Supplies | \$ 380.87 |
| 121822 | AMAZON.COM | Media | \$ 19.13 |
| 121823 | LAB SAFETY SUPPLY | Instructional Supplies | \$ 143.47 |
| 121824 | HARDY DIAGNOSTICS | Instructional Supplies | \$ 416.16 |
| 121825 | AMAZON.COM | Equipment | \$ 371.73 |
| 121826 | CONNECT WIRELESS SOLUTIONS | Non-instructional Supplies | \$ 68.18 |
| 121827 | STAPLES | Non-instructional Supplies | \$ 86.40 |
| 121828 | ALLIED REFRIGERATION INC | Instructional Supplies | \$ 866.31 |
| 121829 | SQUIRES LUMBER COMPANY | Instructional Supplies | \$ 144.08 |
| 121830 | CLARIDGE PRODUCTS & EQUIP INC | Capital Equipment | \$ 5,610.88 |
| 121831 | STAPLES | Non-instructional Supplies | \$ 305.12 |
| 121832 | DEMCO SUPPLY INC | Non-instructional Supplies | \$ 108.45 |
| 121833 | GAYLORD BROS INC | Non-instructional Supplies | \$ 155.11 |

Purchase Order Board Report

November 17, 2011

| PO No. | Vendor Name | Purchase Order Description | Amount |
|-----------------------------|--------------------------------|-----------------------------------|------------------------|
| 121834 | DATAMAX ONEIL PRINTER SUPPLIES | Non-instructional Supplies | \$ 948.20 |
| 121835 | AMAZON.COM | Instructional Supplies | \$ 59.84 |
| 121836 | STAPLES | Non-instructional Supplies | \$ 469.72 |
| 121837 | TROXELL COMMUNICATIONS INC | Non-instructional Supplies | \$ 307.09 |
| 121838 | WESTERN BAY SHEET METAL INC | New Buildings | \$ 150,049.40 |
| 121839 | RVH CONSTRUCTORS INC | New Buildings | \$ 13,782.25 |
| 121840 | BARNES & NOBLE | Classroom Textbooks | \$ 1,560.50 |
| 121841 | DIAMOND ENVIROMENTAL SVC LP | New Buildings | \$ 4,000.00 |
| 121842 | NTDSTICHLER | New Buildings | \$ 1,950,661.00 |
| No. of Purchase Orders: 291 | | Total Encumbrances: | <u>\$ 3,648,141.60</u> |

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Charlie Ng, Vice Chancellor, Fiscal Services
PREPARED BY: Crispina Ongoco, Director Fiscal Services
DATE: November 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

There are no financial implications associated with this Board item.



Quarterly Investment and Deposit Report

Quarter Ending September 30, 2011

| Account | Amount | Interest | Type | Institution |
|--|------------------------|----------|--------------|---|
| General Fund | | | | |
| Clearing Account* | \$ 2,452,507.82 | 0.00 | Checking | Citizens Business Bank, San Bernardino |
| Revolving Cash/Flex Fund | 26,181.09 | 0.00 | Checking | Citizens Business Bank, San Bernardino |
| | <u>\$ 2,478,688.91</u> | | | |
| Enterprise Funds | | | | |
| Bookstores | \$ 749,442.37 | 0.00 | Checking | Bank of America, Colton |
| Cafeterias | 244,328.59 | 0.00 | Checking | Bank of America, Colton |
| Bookstore CD (<i>due 2/2/2012</i>) | 100,000.00 | (y)2.05 | CD | Inland Valley/So County Bank, Redlands |
| | <u>\$ 1,093,770.96</u> | | | |
| Internal Service Funds | | | | |
| Workers Comp (<i>Authorized @ \$120,000 Revolving Cash</i>) | \$ 105,202.53 | 0.10 | Checking | Union Bank, Los Angeles |
| Trust Funds | | | | |
| Financial Aid | \$ 8,091.44 | 0.00 | Checking | Citizens Business Bank, San Bernardino |
| Cal Grant Financial Aid | 6,484.74 | 0.05 | Checking | Citizens Business Bank, San Bernardino |
| NDSL/Perkins | 91,094.33 | 0.00 | Checking | Citizens Business Bank, San Bernardino |
| Scholarships | 37,922.08 | 0.20 | Checking | Community Bank, Redlands |
| Emergency Loan | 17,389.53 | 0.00 | Checking | Community Bank, Redlands |
| SBVC Clubs/Trusts | 133,142.71 | 0.00 | Checking | Wells Fargo, San Bernardino |
| SBVC ASB | 96,089.08 | 0.00 | Checking | Wells Fargo, San Bernardino |
| CHC Clubs/Trust & ASB | 27,889.52 | 0.00 | Checking | Bank of America, Yucaipa |
| Scholarships | 89,398.65 | 0.75 | Money Market | Inland Valley, Redlands |
| SBVC/CHC Student Rep Fee | 131,848.40 | 0.00 | Checking | Inland Valley, Redlands |
| SBVC ASB CD (<i>due 11/3/12</i>) | 47,066.42 | (y)0.6 | CD | Inland Valley/So County Bank, Redlands |
| Stock | 2,879.59 | n/a | Investment | Detroit Edison & Lounsbury Trust, Detroit |
| | <u>\$ 689,296.49</u> | | | |
| Total Checking, Savings & Investments | \$ 4,366,958.89 | | | |

*Unreconciled/Per Bank Statement

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Bruce Baron, Chancellor
PREPARED BY: Bruce Baron, Chancellor
DATE: November 17, 2011
SUBJECT: Administrative Procedure – 5030 Fees

RECOMMENDATION

This item is for information only and no action is required.

OVERVIEW

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

ANALYSIS

The attached Administrative Procedure is new and has gone through the collegial consultation process and is being forwarded for information.

BOARD IMPERATIVE

- I. Institutional Effectiveness
- II. Enhanced and Informed Governance and Leadership

FINANCIAL IMPLICATIONS

None.

3
4 FEES

5
6
7 **A. Associated Students Discount Sticker**

- 8 \$7.50 - CHC
9 \$7.50 - SBVC
10 \$4.00 - Replacement for lost card

11
12 **B. Breakage/Lost Property Fee**

13 Replacement cost of item(s) broken or lost

14
15 **C. Catalog**

16 \$6.00 - purchased on campus

17
18 **D. Credit by Examination**

19 \$20.00 plus class unit fee

20
21 ~~**E. Insufficient Funds Check**~~

22 ~~— \$15.00~~

23 **E. Document Fee Handling**

24 \$40.00 per hour for personnel time to find, retrieve, copy and re-file
25 requested documents; minimum charge of 1 hour
26 \$0.15 per side copy cost
27 Fee must be paid prior to document release

28
29 **F. Insufficient Funds Check**

30 \$15.00

31
32 **F.G. Key Deposit/Replacement**

33 \$15.00 plus cost of rekeying if needed (metal/electronic key)

34
35 **G.H. Learning Center Reproduction Fees, SBVC**

- 36 \$0.20 - Laser printout: text, black and white printer
37 \$0.50 - Laser printout: graphics, black and white printer (over ½ page)
38 \$1.00 - Laser printout: graphics and/or text, color
39 \$2.00 - Scan text or graphics to disk, per scan

40
41 **H.I. Library Fines – SBVC/CHC**

- 42 \$0.10 - Books: per day for 50 days; after 50 days, bill \$5 fine plus the
43 replacement value
44 \$0.25 - Reserve Books/Multimedia: per hour to a maximum of the replacement
45 value of the reserve materials; after 14 days, bill \$5 fine plus the replacement
46 value
47 \$0.50 - Videos: per day for 50 days; after 50 days, bill \$5 fine plus the
48 replacement value
49 \$0.10 - Per page for laser printout of Internet, CD ROM, Periodicals
50 \$2.00 - replacement for lost library card

51
52 **I.J. Parking Permit Fees (students, faculty, and staff)**

- 53 \$75.00 - annual permit
54 \$30.00 - one semester
55 \$15.00 - summer session
56 ~~\$1.00~~ \$21.00 -- daily

| | | |
|-----|--|---|
| 59 | | |
| 60 | | J.K. Parking Violation Fees |
| 61 | | \$ 50.00 - illegal parking |
| 62 | | \$ 50.00 - decal violation |
| 63 | | \$275.00 - handicap violation |
| 64 | | |
| 65 | | K.L. Refund Processing Charge |
| 66 | | A fee of \$10.00 will be charged for each refund transaction, not to exceed \$10.00 per |
| 67 | | student per semester as defined in the Fee Refund Policy. |
| 68 | | |
| 69 | | L.M. Replacement – Diploma/Certificate |
| 70 | | \$10.00 |
| 71 | | |
| 72 | | M.N. Replacement of Student Class Program |
| 73 | | \$1.00 - if purchased on campus |
| 74 | | |
| 75 | | N.O. Schedule of Classes |
| 76 | | \$ 3.00 - mailed in U.S. only |
| 77 | | |
| 78 | | O.P. Student Health and Accident Insurance |
| 79 | | \$18.00 - per semester (includes \$1.50 accident insurance) |
| 80 | | \$15.00 - summer session (includes \$1.50 accident insurance) |
| 81 | | \$1.50 - accident insurance only |
| 82 | | |
| 83 | | P.Q. Subpoenas |
| 84 | | \$15.00 |
| 85 | | |
| 86 | | Q.R. Supplemental Health Services Fee |
| 87 | | \$10.00 - TB skin test (one-step test) |
| 88 | | \$10.00 - TB skin test (two-step test) |
| 89 | | At cost - MMR Vaccine All Vaccines |
| 90 | | At cost - TD Vaccine |
| 91 | | At cost - Hepatitis B |
| 92 | | At cost - Hepatitis A |
| 93 | | \$25.00 - Physical Exams |
| 94 | | \$50.00 - DMV Physical Exams |
| 95 | | At cost - Prescription medications |
| 96 | | At cost - In-house Lab Tests |
| 97 | | At cost - Lab Test sent to external lab |
| 98 | | At cost - Optional Medical Procedures |
| 99 | | At cost - Optional Medical Supplies |
| 100 | | \$ 8.00 - Vision screening (Titmus vision tester) |
| 101 | | \$ 5.00 (50 minutes) - Psychotherapy |
| 102 | | \$ 2.00 per item - Duplication of medical records |
| 103 | | \$10.00 - Hearing Screening (Audiometer) |
| 104 | | At cost - Birth Control Pills |
| 105 | | |
| 106 | | R.S. Testing Fees |
| 107 | | \$200.00 - Paramedic National Registry Testing |
| 108 | | \$ 25.00 - Retest per skill |
| 109 | | \$ 5.00 - CPR card |
| 110 | | |
| 111 | | Repeat course from Career Tech Department |
| 112 | | 0.5 units - \$12.00 |
| 113 | | 1.0 units - \$23.00 |
| 114 | | 2.0 units - \$46.00 |
| 115 | | 3.0 units - \$70.00 |
| 116 | | |

- 117 | **S.T. Transcripts/Verification of Enrollment**
- 118 | No cost - First two transcripts
- 119 | \$10.00 - Additional transcripts
- 120 | \$8.00 - 24-hour requests for transcripts
- 121 | \$20.00 - Immediate requests for transcripts
- 122 | \$5.00 plus cost - Online transcripts
- 123 | \$3.00 - Enrollment verification
- 124 |
- 125 |
- 126 | ADOPTED; 10/20/11

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Charlie Ng, Vice Chancellor, Fiscal Services
PREPARED BY: Charlie Ng, Vice Chancellor, Fiscal Services
DATE: November 17, 2011
SUBJECT: SBCCD Emergency Operations Procedures Manual

RECOMMENDATION

This item is for information only and no action is required.

OVERVIEW

This SBCCD Emergency Operations Plan (EOP) was developed by Willdan Homeland Security Solutions under the direction of the District's EOP Working Group. Districtwide comment for this plan was solicited during the period October 17-28. The plan was revised by the EOP Working Group following this comment period.

ANALYSIS

The SBCCD EOP addresses the challenges and responsibilities of pre-event mitigation and post-event recovery in addition to preparedness and response. It conforms to the tenets of the National Incident Management System (ICS) and California State Emergency Plan and Standardized Emergency Management System. The EOP should assist the District in:

- Serving as the basis for effective response to any hazard that threatens the organization;
- Facilitating integration of mitigation into response and recovery activities; and
- Facilitating coordination with the local and federal government during catastrophic disaster situations.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Since this an information item, there are no financial implications.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Bruce Baron, Chancellor
PREPARED BY: Bruce Baron, Chancellor
DATE: November 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

DISTRICT

Maria Torres

SBVC

Stacy Garcia

CHC

Matt Adams

Daniel Bahner

Cindy Bidney

Kelly Boebinger

Wayne Bogh

Karen Childers

Larry Cook

Cheryl Cox

Tom Crane

Donna Ferracone

Fran Farrell

Jackie Ford-Wingler

Donna Garcia

Tina Gimple

Ruth Greyraven

Rosemarie Hansen-Barnes

Rick Hogrefe

Rich Hughes

Adam Lasad

Cheryl Marshall

Alisa Moore

Ericka Paddock

Ted Phillips

Michelle Riggs

Kim Salt

Renee Sanford

Amanda Saw

Blake Schultz

Lisa Shimeld

Kristi Simonson

Mike Strong

Ginger Sutphin

Sam Truong

Rebeccah Warren-Marlatt

David Williams

Betty Jo Wood

Keith Wurtz