

San Bernardino Community College District
Regular Meeting of the Board of Trustees
114 S. Del Rosa Drive, San Bernardino, CA 92408
Thursday, March 15, 2012 – 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 54957
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 – February 9, 2012 (p.1)
8. REPORTS
 - A. Board Members
 - B. Student Trustees
 - C. Chancellor
9. INSTITUTIONAL PRESENTATIONS
 - A. Southern California Edison Incentive Awards for the CHC Solar Farm Project
 - B. Student Testimonial – SBVC
 - C. Redevelopment Successor Agencies Presented by Dante Gumucio of Public Economics, Inc.

1. Consideration of Approval of Committee Assignments for Representation on Redevelopment Successor Agencies
10. Consideration of Approval of Candidates for 2012 CCCT Board of Directors (p.10)
11. 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.

Anyone who requires a disability-related modification or accommodation in order to participate in the public meeting should contact the Chancellor's Office at (909) 382-4091 as far in advance of the Board meeting as possible.

12. CONSENT AGENDA

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

- A. INSTRUCTIONAL/STUDENTSERVICES

1. Consideration of Approval of Curriculum – SBVC (p.13)
2. Consideration of Approval of Curriculum – CHC (p.15)
3. Consideration of Approval of Substantive Change Proposal for Distance Education/Distributed Education Programs – SBVC (p.47)

- B. HUMAN RESOURCES

1. Consideration of Approval to Accept Classified Resignation (p.279)
2. Consideration of Approval Revised Classified Job Descriptions (p.280)
3. Consideration of Approval of Short-Term, Substitute and Professional Expert Employees (p.287)
4. Consideration of Approval of Adjunct and Substitute Academic Employees (p.291)

5. Consideration of Approval of Non-Instructional Pay for Academic Employees (p.293)
6. Consideration of Approval to Grant Tenure to Academic Employees (p.296)
7. Consideration of Approval of One and Two Year Contracts to Academic Employees (p.298)
8. Consideration of Approval of Assistant Coach Stipend (p.300)
9. Consideration of Approval of 2012-2013 Sabbatical Leaves (p.301)
10. Consideration of Approval of Management Appointment (p.303)
11. Consideration of Approval to Accept Management Resignation (p.304)
12. Consideration of Approval for Management Tuition Reimbursement (p.305)
13. Consideration of Approval of New Management Job Descriptions (p.306)
14. Consideration of Approval of District Volunteers (p.320)

C. FISCAL SERVICES

1. Consideration of Approval of Routine Contracts and Agreements (p.322)
2. Consideration of Approval of Professional Services Contracts and Agreements (p.340)
3. Consideration of Approval of Budget Adjustments (p.343)
4. Consideration of Approval of Conference Attendance (p.357)
5. Consideration of Approval of District/College Expenses (p.363)
6. Consideration of Approval of Individual Memberships (p.368)
7. Consideration of Approval of Surplus Property and Authorize Disposal or Private Sale (p.370)
8. Consideration of Approval of Surplus Equipment and Authorize Donation (p.373)
9. Consideration of Approval to Accept Donation (p.374)
10. Consideration of Approval of Facility Use Fee Waiver (p.375)
11. Consideration of Approval to Reject Liability Claim #461765 (p.376)

13. ACTION AGENDA

A. INSTRUCTIONAL/STUDENT SERVICES

B. HUMAN RESOURCES

C. FISCAL SERVICES

1. Consideration of Approval of Bond Measure M Construction Change Orders and Contract Amendments (p.377)
2. Consideration of Approval to Award Bid and Approve Contract for Plumbing, Piping & Construction, Inc. (p.393)
3. Consideration of Approval of Contract with Three Peaks Corporation (p.439)

4. Consideration of Approval of Contract with Keenan & Associates (p.400)
5. Consideration of Approval of Proposal and Award Contract to LPA, Inc. (p.401)
6. Consideration of Approval of Agreement with Arup North America Ltd. (p.412)
7. Consideration of Approval to Award Invitation to Bid to Olympus America, Inc. (p.420)
8. Consideration of Approval of Release of Stop Notice Bond (p.421)
9. Consideration of Approval of Amendment 001 to the P2S Engineering Architects Contract – SBVC (p.423)
10. Consideration of Approval of Amendment 003 to the CHJ Incorporated Contract – SBVC (p.427)
11. Consideration of Approval of Amendment 003 to the Leighton Consulting, Inc. Contract – CHC (p.431)
12. Consideration of Approval of Amendment 004 to the AEI-CASC Consulting Contract – CHC (p.437)
13. Consideration of Approval of Amendment 004 to the DLR Group WWWCOT Contract – SBVC (p.443)
14. Consideration of Approval of Amendment 004 to the P2S Engineering, Inc., Central Plant & HVAC Contract – SBVC (p.447)
15. Consideration of Approval of Amendment 005 to the Converse Consultants Contract – SBVC (p.451)
16. Consideration of Approval of Board Policy 2060 Student Trustees (p.455)
17. Consideration of Approval to Adopt Resolution in Support of Latino Education and Advocacy Week (p.457)

14. INFORMATION ITEMS

- A. Summary of Bond Measure M Capital Improvement Program Change Orders and Amendments for Construction Contracts (p.459)
- B. Budget Report (p.472)
- C. Purchase Order Report (p.513)
- D. Applause Cards (p.522)

15. STAFF REPORTS

- A. CHC
 1. President
 2. Academic Senate
 3. Classified Senate
 4. Associated Students

- B. SBVC
 - 1. President
 - 2. Academic Senate
 - 3. Classified Senate
 - 4. Associated Students

 - C. KVCR

 - D. CTA

 - E. CSEA
16. ADJOURN - The next regular meeting of the Board of Trustees will be on Thursday, April 12, 2012 in the District Office Board Room.

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

Minutes of the Regular Meeting of the Board of Trustees
Thursday, February 9, 2012 - 4:00 p.m. – Assembly Room

1. CALL TO ORDER - PLEDGE OF ALLEGIANCE

Mr. Lockwood called the meeting to order at 4:01 p.m.

Members Present:

Carleton W. Lockwood, Jr., President
Dr. Singer L. Singer, Vice President
John Futch, Clerk
Donna Ferracone
John Longville
James C. Ramos
Jess C. Vizcaino, Jr.
Jaime Sanchez, Student Trustee, SBVC
Christopher Walsh, Student Trustee, CHC

Members Absent:

None.

Administrators Present:

Bruce Baron, Chancellor
Dr. Larry Buckley, Interim President, SBVC
Dr. Cheryl Marshall, Vice President Instruction, CHC
Larry Ciecalone, President, KVCR
Charlie Ng, Vice Chancellor Fiscal Services

Administrators Absent:

Gloria Harrison, President, CHC
Dr. Jack Miyamoto, Consultant, Human Resources

Pledge of Allegiance

Dr. Singer led the Pledge of Allegiance.

2. ANNOUNCEMENT OF CLOSED SESSION ITEMS

- A. CONFERENCE WITH LABOR NEGOTIATORS
Government Code 54957.6
Agency Negotiators: Jack Miyamoto and Bruce Baron
CTA
CSEA
Management/Supervisors
Confidential Employees
- B. CONFERENCE WITH LEGAL COUNSEL
EXISTING LITIGATION
Government Code 54956.9(a)
Case No. 427394
Case No. 437360
- C. CONFERENCE WITH LEGAL COUNSEL
ANTICIPATED LITIGATION
Government Code 54956.9(b)
(1 cases)
- D. PUBLIC EMPLOYMENT
President - SBVC
Vice President, Instruction - SBVC
- E. STUDENT DISCIPLINE HEARING
Pursuant to Education Code Section 72122

3. PUBLIC COMMENT ON CLOSED SESSION AGENDA ITEMS

None.

4. CONVENE CLOSED SESSION

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

5. RECONVENE PUBLIC MEETING

Mr. Lockwood reconvened the public meeting at 5:05 p.m.

6. REPORT OF ACTION IN CLOSED SESSION

Ms. Ferracone moved, Mr. Futch seconded, and the Board members voted as follows to approve the settlement authority of claim #427394 by way of stipulation with provision for future medical care. The permanent disability award is 0%. Permanent disability advance is \$0, leaving a final amount of \$0 to be paid out:

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

Mr. Longville moved, Ms. Ferracone seconded, and the Board members voted as follows to approve the settlement authority of claim #437360 by way of stipulation with provision for future medical care. The permanent disability award is 0%. Permanent disability advance is \$0, leaving a final amount of \$0 to be paid out:

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

Dr. Singer moved, Ms. Ferracone seconded, and the Board members voted as follows to deny the request for a paid leave of absence for employee #5983:

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

Mr. Futch moved, Mr. Ramos seconded, and the Board members voted as follows to permanently expel Stanley Raymond Roring, Student ID# 0504100 from San Bernardino Community College District for violation of Board Policy 5500, Standards of Conduct and Disciplinary Procedures:

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

7. APPROVAL OF MINUTES

Mr. Longville moved, Ms. Ferracone seconded and the Board members voted as follows to approve the minutes of January 9, 2012:

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

NOES: None

ABSENT: None

ABSTENTIONS: None

Mr. Futch moved, Mr. Longville seconded and the Board members voted as follows to approve the minutes of January 26, 2012:

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

NOES: None

ABSENT: None

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

8. REPORTS

A. Board Members

- Ms. Ferracone supported the CHC students by attending *Operation Glitter* which benefited the Foothill Aids Foundation.

B. Student Trustees

- Mr. Sanchez welcomed SBVC Interim President Dr. Larry Buckley.
- Mr. Walsh attended the first annual CHC principals' breakfast. He also participated in a user group field trip to visit 3 different colleges to view actual student center buildings.

C. Chancellor

- Mr. Baron welcomed Dr. Larry Buckley, recently appointed Interim President, SBVC and Dr. Cheryl Marshall, who was sitting in for CHC President, Gloria Harrison.
- The Chancellor reported both colleges received notification from the accrediting commission that their mid-year reports were accepted and accreditation was reaffirmed. The colleges now need to gear up for the next full report in 2014.

9. INSTITUTIONAL PRESENTATIONS

A. Countywide Vision Project

County CEO Greg Devereaux delivered a vision for the county.

B. Consideration of Approval to Adopt Resolution in Support of the Countywide Vision

Mr. Longville moved, Mr. Ramos seconded, and the Board members voted as follows to adopt a resolution in support of the Countywide Vision Plan:

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

C. Southern California Edison Incentive Awards for the CHC
Solar Farm Project

Tabled to the March 15, 2012 agenda.

D. Student Testimonial

Dr. Cheryl Marshall introduced three CHC students who shared how their experiences in the Human Cadaver Dissection class impacted their career choices. Dr. Marshall explained that this class offers an opportunity for career preparation and transfer. The program is supported by a STEM grant.

E. Accountability Reporting for the California Community
Colleges (ARCC) – SBVC and CHC

Institutional Researchers Keith Wurtz, CHC, and James Smith, SBVC, presented the 2011 Accountability Reporting (ARRC) of the colleges. Assembly Bill AB 1417 requires the California Community College System Office to develop a framework for evaluating community college performance. The goal of the framework is to provide information to help improve instruction and programs for students. The framework needs to reflect the breadth of the mission of the California community colleges.

Both colleges placed an emphasis on basic skills improvements and both had increases in the basic skills completion rates. Both colleges had two substantial improvements in the ARCC outcomes over the prior year. Both colleges have higher rates than two or more of their peer group averages, and both colleges are emphasizing learning communities as a way of improving next year's performance.

The Board actively discussed the 2011 Accountability Reporting for the Community Colleges reports for SBVC and CHC.

10. PUBLIC COMMENT

John Wurm, Lake Arrowhead resident and former SBVC student, spoke in opposition to curriculum approved at the last board meeting and urged the board to look closer at the items it is approving to be more cost efficient.

Albert Gutierrez, SBVC custodian, spoke in opposition to the recommendation to retain the SBVC custodial supervisor.

Captain Robert Wikum from the San Bernardino County Sheriff' Department training center invited the trustees to the March 8 basic academy graduation.

11. CONSENT AGENDA

The following changes were made in the Consent Agenda:

Item 11.B.7 – Consideration of Approval of New Academic Job Descriptions (STEM). The following job descriptions were added: STEM Pathways Coordinator and Alternative Learning Strategies Coordinator

Item 11.B.11 – Consideration of Approval of Non-Renewal of Administrator Employment Contracts for the 2012-2013 Academic Year. Deleted Custodial Supervisor, SBVC, ID# 529 from the list.

Dr. Singer moved, Mr. Longville 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

12. ACTION AGENDA

Consideration of Approval of Bond Measure M Construction Change Orders and Contract Amendments

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

Handball & Tennis Court Demolition - SBVC

E. Avico, Inc., CO-01, in the amount of (-\$15,000.00)

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

NOES: None

ABSENT: None

ABSTENTIONS: None

Approve Proposal and Award Contract to AEI CASC Consulting - CHC

Mr. Ramos moved, Mr. Futch seconded, and the Board members voted as follows to approve a proposal and award a contract to AEI CASC Consulting for consulting survey services, in the amount of \$9,500.00:

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

Approve Amendment 004 to the Steinberg Architects Contract - CHC

Mr. Ramos moved, Mr. Walsh seconded, and the Board members voted as follows to approve Amendment 004 to the Steinberg Architects Parking, Access & Lighting (PAL) contract, in the amount of \$26,115.00:

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

Approve Amendment 016 to the NTD Architects Contract – SBVC

Dr. Singer moved, Mr. Futch seconded, and the Board members voted as follows to approve Amendment 016 to the NTD Architect contract, in the amount of (-\$4,880.00):

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

Approve 2012-2013 Budget Directives

Mr. Futch moved, Mr. Ramos seconded, and the Board members voted as follows to approve the Board Budget Directives for 2012-2013:

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

Accept 2010-2011 Independent Audit Report for KVCR Educational Foundation

Mr. Futch moved, Mr. Vizcaino seconded, and the Board members voted as follows to accept the 2010-2011 Independent Audit Report for the KVCR Educational Foundation:

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

NOES: None

ABSENT: None

ABSTENTIONS: Ramos

13. INFORMATION ITEMS

- A. Summary of Bond Measure M Capital Improvement Program Change Orders and Amendments for Construction Projects
- B. Budget Report
- C. Purchase Order Report
- D. Quarterly Investment Report
- E. CCFS-320 Apportionment Attendance Report for FY 2012 Period 1
- F. Applause Cards

14. STAFF REPORTS

- A. SBVC President
 - A written report was submitted to the Board.
- B. SBVC Academic Senate
 - John Stankas thanked the trustees for their continued support of professional development. Dr. Stankas was glad to see that the ARCC data reflected how the college has been implementing student access and success.
- C. SBVC Classified Senate
 - Classified Week is in the planning stages. Cassandra Thomas thanked Chancellor Baron for assisting to bring the classified employees from the three sites together for Classified Staff Day.
- D. SBVC ASB
 - Kevin White congratulated Dr. Buckley and Dr. Kinde on their recent assignments. Forums for the transportation referendum will be held before voting takes place in May.

- E. CHC President
 - A written report was submitted to the Board.
- F. CHC Academic Senate
 - Absent.
- G. CHC Classified Senate
 - Absent.
- H. CHC ASB
 - *Operation Glitter* was a success. Proceeds of \$1,000 was donated to the Foothill Aids Foundation. CHC students will board a bus for Sacramento on March 8 to lobby for education. The senate is currently working on a transportation referendum.
- I. KVCR
 - A written report was submitted to the Board.
- J. CTA
 - Absent.
- K. CSEA
 - Absent.

15. ADJOURN

Mr. Lockwood adjourned the meeting at 7:15 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: Bruce Baron, Chancellor
PREPARED BY: Bruce Baron, Chancellor
DATE: March 15, 2012
SUBJECT: Consideration of Approval of Candidates for the 2012 CCCT
Board of Directors

RECOMMENDATION

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

OVERVIEW

The election of members of the CCCT Board of the League will take place between March 10 and April 25. There are eight vacancies on the board.

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

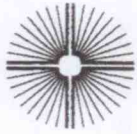
ANALYSIS

BOARD IMPERATIVE

IV. Enhanced and Informed Governance and Leadership

FINANCIAL IMPLICATIONS

No financial impact



COMMUNITY COLLEGE LEAGUE
OF CALIFORNIA

DATE: February 27, 2012
TO: California Community College Trustees
California Community College District Chancellors/Superintendents
FROM: Judy Centlivre, Executive Assistant
SUBJECT: CCCT BOARD ELECTION — 2012

Pursuant to the CCCT Board Governing Policies, the election of members of the CCCT board of the League will take place between March 10 and April 25. Although the election announcement and call for nominations indicated that there are seven seats to be filled, there are now eight seats due to the recent resignation from the board by Trustee Larwood.

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

The eleven trustees who have been nominated for election to the board are listed on the enclosed sheet in the order of the Secretary of State's random drawing. An official ballot for the election is also enclosed in this mailing to each community college district, as well as copies of the statement of candidacy and biographic sketch form of each of the eleven candidates.

Please remember that: *1) ballots must be signed by the board secretary and board president or vice-president; and 2) ballot return envelopes must have no identifying information or signatures.* Official ballots must be signed and returned to the League office, **postmarked no later than April 25.** Faxed ballots will **not** be accepted. The ballots will be opened and counted by three tellers appointed by the CCCT President and the results announced at the CCCT Annual Conference.

If you have any questions on the CCCT board election, please call the League office.

Attachments:

List of Candidates

CHANCELLORS/SUPERINTENDENTS ONLY:

Official Ballot and Return Envelope

Candidates' Biographic Sketches and Statements

2012 CCCT BOARD ELECTION
CANDIDATES IN RANDOM DRAWING ORDER

1. *Janet Chaniot, Mendocino-Lake CCD
2. Angela Acosta-Salazar, Rio Hondo CCD
3. *Doug Otto, Long Beach CCD
4. *Manny Ontiveros, North Orange County CCD
5. Tina Park, Los Angeles CCD
6. Ann H. Ransford, Glendale CCD
7. Deborah LeBlanc, Compton CCD
8. *Bernard "Bee Jay" Jones, Allan Hancock Joint CCD
9. *Marcia Zableckis, Barstow CCD
10. Greg Bonaccorsi, Ohlone CCD
11. *Chris Stampolis, West Valley-Mission CCD

* Incumbent

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Dr. Lawrence Buckley, Interim President, SBVC
PREPARED BY: Dr. Haragewen Kinde, Interim Vice President, Instruction SBVC
DATE: March 15, 2012
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 program name changes 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
March 15, 2012

NEW DISCIPLINE

In the process of creating two CIT certificates, Medical Billing and Coding and Medical Administrative Assistant, one of the courses, CIT 144 Medical Terminology, was identified to include health related topics. That is, the course covers application of technology in health related topics. As a result, according to the State's minimum qualifications, an instructor who teaches this type of course comes under a Health Information Technology discipline.

At present, we have this course under the CIT discipline which creates a conflict in hiring instructors. That is, any CIT faculty should be able to teach any course in the CIT department; however, since the content in CIT 144 includes use and/or application of technology in health related topics, the minimum qualification for this course comes under Health Information Technology discipline.

Therefore, in order to address the State's hiring requirement, we are requesting the creation of a Health Information Technology discipline under CIT, Computer Information Technology Department. The Curriculum Committee supports the name change request.

The courses identified below will be included in this discipline. Once the discipline name change is approved by the Board of Trustees, the course identification numbers will be modified to HIT.

CIT 045	Medical Insurance Forms	3 Units
CIT 048	Medical Office Procedures	3 Units
CIT 050	Medical Records and Health Information	3 Units
CIT 144	Medical Terminology	3 Units

Effective: FA13

PROGRAM NAME CHANGE

The Refrigeration Program would like to request a program name change to Heating, Ventilation, Air Conditioning and Refrigeration. After researching program titles at other community colleges and private training institutions, we find the Heating, Ventilation, Air Conditioning and Refrigeration title is more appropriate for the program as it is readily recognized by the industry. The words Heating, Ventilation, Air Conditioning and Refrigeration encompass the breadth of our curriculum and are reflective of what is being taught in the classroom. Course prefixes for transcripts will be HVAC/R. The Curriculum Committee and members of the Refrigeration Advisory Committee support the name change request.

Effective: FA13

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: March 15, 2012
SUBJECT: Consideration of Approval of Curriculum Modifications

RECOMMENDATION

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

OVERVIEW

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

ANALYSIS

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

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

None.

CRAFTON HILLS COLLEGE
SUBMITTED FOR BOARD OF TRUSTEES APPROVAL
March 15, 2012

NEW COURSES

DIVISION: Social Sciences
DEPARTMENT: Anthropology
COURSE ID: ANTHRO 102H
COURSE TITLE: Cultural Anthropology - Honors
UNITS: 3
LECTURE: 3 contact hours per week
48 – 54 contact hours per semester
PREREQUISITE: Acceptance into the College Honors Institute
COREQUISITE: None

DEPARTMENTAL RECOMMENDATION: None

CATALOG DESCRIPTION: Introduction to the study of human societies from a cross-cultural perspective. Examination of culture and culture change, communication and language, food-getting practices, economic systems, sex and gender, marriage, kinship, political organization, religion and art as well as an introduction to the history and theories of anthropological study. This course includes content and experiences appropriate for students wishing to earn honors credit.

SCHEDULE DESCRIPTION: Introduction to the study of human societies from a cross-cultural perspective. This course includes content and experiences appropriate for students wishing to earn honors credit.

Effective: FA12

Rationale: To increase Honors Program

DIVISION: Social Sciences
DEPARTMENT: Anthropology
COURSE ID: ANTHRO 106H
COURSE TITLE: Biological Anthropology - Honors
UNITS: 3
LECTURE: 3 contact hours per week
48 – 54 contact hours per semester
PREREQUISITE: Acceptance into the College Honors Institute
COREQUISITE: None

DEPARTMENTAL RECOMMENDATION: None

CATALOG DESCRIPTION: Introduction to humans as biological organisms from an evolutionary perspective. Study of evolutionary theory, primates and primate origins, early hominids, the origin and development of anatomically modern humans, human variation and evolution of the brain and behavior as well as contemporary issues in biological anthropology. This course includes content and experiences appropriate for students wishing to earn honors credit.

SCHEDULE DESCRIPTION: Introduction to humans as biological organisms from an evolutionary perspective. This course includes content and experiences appropriate for students wishing to earn honors credit.

Effective: FA12

Rationale: To increase Honors Program

DIVISION: Business, Economics and Information Technology
DEPARTMENT: Computer Information Systems
COURSE ID: CIS 172
COURSE TITLE: Digital Video Editing with Adobe Premiere and After Effects
UNITS: 3
LECTURE: 3 contact hours per week
48 – 54 contact hours per semester

PREREQUISITE: None

COREQUISITE: None

DEPARTMENTAL RECOMMENDATION: None

CATALOG DESCRIPTION: Introduction to digital video editing using Adobe Premiere and Adobe After Effects. Development of skills related to importing video from a variety of sources and applying professional edits such as cuts, transitions, lower-third overlays, color and tonal correction, and soundtrack integration. Basic audio editing techniques including reading and editing wave forms and applying a multi-band graphic equalizer. Development of compositions with professional animation effects and transitions.

SCHEDULE DESCRIPTION: Introduction to digital video editing using Adobe Premiere and Adobe After Effects. Topics include video cuts, transitions, lower-third overlays, color correction, special effects, and soundtrack integration.

Effective: FA12

Rationale: Digital media has quickly developed into a robust arena for communication and entertainment. The Internet, in particular, uses multimedia in a variety of forms by many commercial and news web sites. The inclusion of this course would enable our students to develop multimedia content for professional distribution via both the Internet and permanent mediums such as DVD and Blu-ray.

DIVISION: Business, Economics and Information Technology
DEPARTMENT: Computer Information Systems
COURSE ID: CIS 182
COURSE TITLE: Desktop Publishing with Adobe InDesign
UNITS: 1 – 3
LECTURE: 1 – 3 contact hours per week
16 – 48 contact hours per semester

PREREQUISITE: None

COREQUISITE: None

DEPARTMENTAL RECOMMENDATION: None

CATALOG DESCRIPTION: Introduction to desktop publishing and page layout using Adobe InDesign. Topics include tools and features used to produce professional publications including newspapers, magazines, flyers and books. Additional topics include color management, typography, and graphics integration.

SCHEDULE DESCRIPTION: Introduction to desktop publishing and page layout using Adobe InDesign. Topics covered include tools and features used to produce professional publications including newspapers, magazines, flyers and books.

Effective: FA12

Rationale: This course provides students with specialized tools used in the creation of professional print layouts using Adobe InDesign. Many major publishing companies including newspapers, magazines and book publishers use Adobe InDesign as their primary staple for printed materials. Students trained in this software package will have a significant advantage when seeking employment in many print publication and computer graphics fields.

DIVISION: Public Safety and Services
DEPARTMENT: Emergency Medical Services
COURSE ID: EMS 025
COURSE TITLE: Customer Service and Professionalism for the Emergency Services Worker
UNIT: .50
LECTURE: .50 contact hour per week
8 – 9 contact hours per semester

PREREQUISITE: None

COREQUISITE: EMS 020

DEPARTMENTAL RECOMMENDATION: None

CATALOG DESCRIPTION: Preparation of the Emergency Medical Services student in customer service, communication skills, hiring processes and career awareness within the emergency services field. Graded on a Pass or No Pass basis only.

SCHEDULE DESCRIPTION: Preparation of the Emergency Medical Services student in customer service, communication skills, hiring processes and career awareness within the emergency services field.

Effective: FA12

Rationale: Enrollment into this course helps the student build an understanding and the importance of positive customer service within the emergency medical services fields. This course will give the student the added emphasis to complete the most important part of their education dealing with the multicultural population and begin their public service.

DIVISION: Communication and Language
DEPARTMENT: French
COURSE ID: FRENCH 103
COURSE TITLE: College French III
UNITS: 4
LECTURE: 4 contact hours per week
64 – 72 contact hours per semester

PREREQUISITE: FRENCH 102

COREQUISITE: None

DEPARTMENTAL RECOMMENDATION: None

CATALOG DESCRIPTION: A continuation of FRENCH 102. Further development of the student's listening, speaking, reading and writing skills in French, and introduces more advanced grammar and vocabulary, with emphasis on oral and written communication in response to level appropriate cultural and literary readings. Formal compositional strategies are introduced.

SCHEDULE DESCRIPTION: A continuation of FRENCH 102. Further development of the student's listening, speaking, reading and writing skills in French.

Effective: FA12

Rationale: French is one of the most popular foreign languages among college students. FRENCH 103 allows students of FRENCH 101 and FRENCH 102 to continue their studies and is a necessary course for a French major.

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

DEPARTMENTAL RECOMMENDATION: None

CATALOG DESCRIPTION: A continuation of FRENCH 103, this course has further development of the students' listening, speaking, reading and writing skills in French, introduces more advanced grammar and vocabulary, with emphasis on oral and written communication in response to high intermediate level cultural and literary readings. Formal compositional strategies are introduced.

SCHEDULE DESCRIPTION: A continuation of FRENCH 103. Further development of the students' listening, speaking, reading and writing skills in French.

Effective: FA12

Rationale: French is one of the most popular foreign languages among college students. French meets the general interest demand within the community. FRENCH 104 is required for students majoring or minoring in French.

DIVISION: Physical and Biological Sciences
DEPARTMENT: Geography
COURSE ID: GEOG 111H
COURSE TITLE: Physical Geography Laboratory – Honors
UNITS: 1
LAB: 3 contact hours per week
48 – 54 contact hours per semester
PREREQUISITE: Acceptance into the College Honors Institute
COREQUISITE: GEOG 110 or GEOG 110H

DEPARTMENTAL RECOMMENDATION: None

CATALOG DESCRIPTION: Laboratory exercises designed to utilize the tools of geographic inquiry, including aerial photographs, topographic and geologic maps, Geographic Information Systems (GIS) and Global Positioning Systems (GPS), climographs and field studies. The laboratory studies are closely coordinated with the lecture topics. This course includes content and experiences appropriate for students wishing to earn honors credit.

SCHEDULE DESCRIPTION: Laboratory exercises designed to utilize the tools of geographic inquiry. The laboratory studies are closely coordinated with the lecture topics. This course includes content and experiences appropriate for students wishing to earn honors credit.

Effective: FA12

Rationale: To increase Honors Program

DIVISION: Physical and Biological Sciences
DEPARTMENT: Geology
COURSE ID: GEOL 177X4
COURSE TITLE: Geology of the High Desert and Western Mojave Desert Region
UNIT: 1
LECTURE: .50 contact hour per week
8 – 9 contact hours per semester
LAB: 2 contact hours per week
32 – 36 contact hours per semester
PREREQUISITE: None
COREQUISITE: None

DEPARTMENTAL RECOMMENDATIONS: Eligibility for ENGL 101. Eligibility for MATH 095.

CATALOG DESCRIPTION: Discussion and observation of the physical and historical geology and natural history of the Western Mojave Desert with emphasis in the high desert area of Rainbow Basin. Lectures prior to the field trip and geologic tools will be utilized to observe, explore and understand the geology of the region of study. Students must attend a field trip to successfully complete the course. This course may be taken four times.

SCHEDULE DESCRIPTION: Discussion and observation of the physical and historical geology and natural history of the Western Mojave Desert with emphasis in the high desert area of Rainbow Basin. Students must attend a field trip to successfully complete the course.

Effective: FA12

Rationale: A field trip course that includes lecture and laboratory experiences for students of physical geology and natural history. In this course, students will apply lecture material to field observations and study.

DIVISION: Health and Physical Education
DEPARTMENT: Health
COURSE ID: HEALTH 263H
COURSE TITLE: Nutrition and Health – Honors
UNITS: 3
LECTURE: 3 contact hours per week
48 – 54 contact hours per semester
PREREQUISITE: Acceptance into the College Honors Institute
COREQUISITE: None

DEPARTMENTAL RECOMMENDATION: None

CATALOG DESCRIPTION: Review of the literature on the basic nutrients: protein, fat, carbohydrate, vitamins, minerals and water. Development of the skills necessary to analyze, evaluate and prescribe a dietary intake for weight loss, weight maintenance and weight gain. Study of the relationship between nutrition and disease in America. This course includes content and experiences appropriate for students wishing to earn honors credit.

SCHEDULE DESCRIPTION: Review of the literature on the basic nutrients: protein, fat, carbohydrate, vitamins, minerals and water. Development of the skills necessary to analyze, evaluate and prescribe a dietary intake for weight loss, weight maintenance and weight gain. Study of the relationship between nutrition and disease in America. This course includes content and experiences appropriate for students wishing to earn honors credit.

Effective: FA12

Rationale: To increase Honors Program

DIVISION: Health and Physical Education
DEPARTMENT: Physical Education Individual and Group Activities
COURSE ID: PE/I 164X4
COURSE TITLE: Swimming
UNIT: .50 – 1
LAB: 1.5 – 3 contact hours per week
24 – 54 contact hours per semester

PREREQUISITE: None
COREQUISITE: None

DEPARTMENTAL RECOMMENDATION: None

CATALOG DESCRIPTION: Instruction in swimming skills and techniques for individuals of all levels and abilities. Comprehensive study of the history of swimming, swimming strokes and basic water safety. Development of cardiovascular fitness through swimming activities.

SCHEDULE DESCRIPTION: Instruction in swimming skills and techniques for individuals of all levels and abilities. Comprehensive study of the history of swimming, swimming strokes and basic water safety. Development of cardiovascular fitness through swimming activities.

Effective: FA12

Rationale: An aquatics program is an essential component of a comprehensive physical education program.

DIVISION: Health and Physical Education
DEPARTMENT: Physical Education Individual and Group Activities
COURSE ID: PE/I 173X4
COURSE TITLE: Water Aerobics and Deep Water Exercise
UNIT: .50 – 1
LAB: 1.5 – 3 contact hours per week
24 – 54 contact hours per semester

PREREQUISITE: None
COREQUISITE: None

DEPARTMENTAL RECOMMENDATION: None

CATALOG DESCRIPTION: Instruction in basic fitness concepts as well as basic exercise in the water. Development of strength, flexibility, movement memory, balance, coordination and cardiovascular fitness within a water aerobic format.

SCHEDULE DESCRIPTION: Instruction in basic fitness concepts as well as basic exercise in the water. Development of strength, flexibility, movement memory, balance, coordination and cardiovascular fitness within a water aerobic format.

Effective: FA12

Rationale: An aquatics program is an essential component of a comprehensive Physical Education program.

DIVISION: Social Sciences
DEPARTMENT: Political Science
COURSE ID: POLIT 100H
COURSE TITLE: American Politics – Honors
UNIT: 3
LECTURE: 3 contact hours per week
48 – 54 contact hours per semester
PREREQUISITE: Acceptance into the College Honors Institute
COREQUISITE: None

DEPARTMENTAL RECOMMENDATION: None

CATALOG DESCRIPTION: Introductory course in the fundamentals of American government and politics. Introduction to basic concepts in political science; key institutions in the American political system; the US Constitution and Bill of Rights; and political issues that confront the nation and state today. This course includes content and experiences appropriate for students wishing to earn honors credit.

SCHEDULE DESCRIPTION: Introductory course in the fundamentals of American government and politics. This course includes content and experiences appropriate for students wishing to earn honors credit.

Effective: FA12

Rationale: To increase Honors Program

DIVISION: Social Sciences
DEPARTMENT: Religious Studies
COURSE ID: RELIG 100H
COURSE TITLE: Introduction to Religious Studies – Honors
UNIT: 3
LECTURE: 3 contact hours per week
48 – 54 contact hours per semester
PREREQUISITE: Acceptance into the College Honors Institute
COREQUISITE: None

DEPARTMENTAL RECOMMENDATION: None

CATALOG DESCRIPTION: Study of the major components all religions have in common, exploring such elements as the holy sacred stories, ritual, iconography, religious leaders, scripture, morality and ethics, individual and community in religious tradition, the arts and media and phenomenology. Use of diverse methodologies to integrate historical research and practical application. This course includes content and experiences appropriate for students wishing to earn honors credit.

SCHEDULE DESCRIPTION: Study of the major components all religions have in common, exploring such elements as the holy sacred stories, ritual, iconography, religious leaders, scripture, morality and ethics, individual and community in religious tradition, the arts and media and phenomenology. This course includes content and experiences appropriate for students wishing to earn honors credit.

Effective: FA12

Rationale: To increase Honors Program

DIVISION: Fine Arts
DEPARTMENT: Theatre Arts
COURSE ID: THART 124X2
COURSE TITLE: Beginning Performance Workshop
UNIT: 3
LECTURE: 1 contact hour per week
16 – 18 contact hours per semester
LAB: 6 contact hours per week
96 – 108 contact hours per semester
PREREQUISITE: None
COREQUISITE: THART 134X4
DEPARTMENTAL RECOMMENDATION: None

CATALOG DESCRIPTION: Beginning preparation, rehearsal, production and performance of plays, musicals and dance performances. Participation in a variety of activities including performance or musical accompaniment. This course may be taken two times.

SCHEDULE DESCRIPTION: Beginning preparation, rehearsal, production and performance of plays, musicals and dance performances.

Effective: FA12

Rationale: This course is essential for the study of performance in the theater arts and is representative of the variety of course offerings necessary to maintain a comprehensive community college theatre arts program.

DIVISION: Fine Arts
DEPARTMENT: Theatre Arts
COURSE ID: THART 134X4
COURSE TITLE: Technical Theatre Workshop
UNIT: 1
LAB: 3 contact hours per week
48 – 54 contact hours per semester
PREREQUISITE: None
COREQUISITE: None
DEPARTMENTAL RECOMMENDATION: None

CATALOG DESCRIPTION: Supervised participation in technical theatre roles associated with the preparation, rehearsal and production of plays, musicals and dance performances. Execution of technical production work in areas of scenery, costumes, lighting, sound and stage management. Introduction to principles of theatre design. This course may be taken four times.

SCHEDULE DESCRIPTION: Supervised participation in technical theatre roles associated with the preparation, rehearsal and production of plays, musicals and dance performances.

Effective: FA12

Rationale: The course is essential for the study of technical production work in theatre arts and is representative of the variety of course offerings necessary to maintain a comprehensive community college theatre arts program.

MODIFIED COURSES

COURSE ID	COURSE TITLE
ANTHRO 100	Introduction to Archaeology

DEPARTMENTAL RECOMMENDATION: Eligibility for ENGL 101

CATALOG DESCRIPTION: General introduction to the history, objectives, methods and theory of modern archaeology. World prehistory and cultural development of human groups, processes of archaeological research and data acquisition, important archaeological discoveries throughout the world, contributions of archaeology to the understanding of the development of human culture from humankind's emergence to the beginning of written history and the social relevance of archaeology to today's world.

SCHEDULE DESCRIPTION: General introduction to the history, objectives, methods and theory of modern archaeology.

Effective: FA12

Rationale: Six-year revision

COURSE ID	COURSE TITLE
ANTHRO 102	Cultural Anthropology

DEPARTMENTAL RECOMMENDATION: Eligibility for ENGL 101

CATALOG DESCRIPTION: Introduction to the study of human societies from a cross-cultural perspective. Examination of culture and culture change, communication and language, food-getting practices, economic systems, sex and gender, marriage, kinship, political organization, religion and art as well as an introduction to the history and theories of anthropological study.

SCHEDULE DESCRIPTION: Introduction to the study of human societies from a cross-cultural perspective.

Effective: FA12

Rationale: Six-year revision

COURSE ID	COURSE TITLE
ANTHRO 106	Physical Anthropology

COURSE TITLE: Biological Anthropology

DEPARTMENTAL RECOMMENDATION: Eligibility for ENGL 101

CATALOG DESCRIPTION: Introduction to humans as biological organisms from an evolutionary perspective. Study of evolutionary theory, primates and primate origins, early hominids, the origin and development of anatomically modern humans, human variation and evolution of the brain and behavior as well as contemporary issues in biological anthropology.

SCHEDULE DESCRIPTION: Introduction to humans as biological organisms from an evolutionary perspective.

Effective: FA12

Rationale: Six-year revision

COURSE ID	COURSE TITLE
ANTHRO 110	Early Religions

COURSE TITLE: Tribal and Ethnic Religions

DEPARTMENTAL RECOMMENDATION: Eligibility for ENGL 101

CATALOG DESCRIPTION: Comparative study of supernaturalism in traditional societies, both past and present, including witchcraft, magic, totemism, mythology and ritual nativistic movements, and the religious context of drug usage and the social and symbolic functions of beliefs and rituals.

Examination of prehistoric religion as well as the belief systems of selected tribal peoples. This course is also offered as RELIG 110.

Effective: FA12

Rationale: Six-year revision. Course title is being changed to reflect course content and to align with course being taught at San Bernardino Valley College.

COURSE ID	COURSE TITLE
BUSAD 145	Business Communication

Effective: FA12

Rationale: Six-year revision

COURSE ID	COURSE TITLE
BUSAD 155	Human Relations in the Workplace

CATALOG DESCRIPTION: Examination of individual, group and organizational behavior as it affects performance and productivity in the workplace. Exploration of issues including diversity, leadership, teamwork, motivation, employee development, ethics, decision making and problem solving toward the goal of improving interpersonal effectiveness on the job. This course is also offered as SPEECH 155.

SCHEDULE DESCRIPTION: Examination of individual, group and organizational behavior as it affects performance and productivity in the workplace.

Effective: FA12

Rationale: Six-year revision

COURSE ID	COURSE TITLE
BUSAD 210	Business Law

DEPARTMENTAL RECOMMENDATION: Eligibility for ENGL 101

CATALOG DESCRIPTION: An introduction into the American legal system and principles of law as applied to businesses, specifically relating to contracts; formation, performance, discharge, breach of contract and breach of contract remedies; the Uniform Commercial Code; tort law; intentional torts, negligence, business torts, defenses to torts and remedies; products liability; and business ethics.

SCHEDULE DESCRIPTION: An introduction into the American legal system and principles of law as applied to businesses, specifically relating to contracts; formation, performance, discharge, breach of contract and breach of contract remedies; the Uniform Commercial Code; tort law; intentional torts, negligence, business torts, defenses to torts and remedies; products liability; and business ethics.

Effective: FA12

Rationale: Six-year revision

COURSE ID	COURSE TITLE
CD 132	Creative Experiences for Children Across the Curriculum

Curriculum Meeting: 12/12/11, 01/23/12, 02/13/12, 02/27/12

Conjoint Meeting: 02/29/12

Board of Trustees Meeting: 03/15/12

DEPARTMENTAL RECOMMENDATION: Successful completion of CD 105

CATALOG DESCRIPTION: In-depth study of creativity in children, including the rationale for creative development. General curriculum areas of art, music, language arts, science, math, social studies, gross and fine motor skill development and health and nutrition are explored. Emphasis on preparing developmentally appropriate creative experiences for children.

SCHEDULE DESCRIPTION: In-depth study of creativity in children, including the rationale for creative development. General curriculum areas are investigated, including art, music, science, math, language arts, social studies, health, nutrition and gross and fine motor development. Emphasis on preparing developmentally appropriate creative experiences/curriculum for children.

Effective: FA12

Rationale: Six-year revision

COURSE ID	COURSE TITLE
CD 185	Infant/Toddler Growth and Development

CATALOG DESCRIPTION: The study of physical, cognitive, social, emotional and creative development of children ages birth to 36 months. Includes developmental stages, systematic observation, parenting issues, identifying needs and services and identifying appropriate practices with infants and toddlers. Satisfies licensing requirement for infant/toddler units for child development staff.

Effective: FA12

Rationale: Six-year revision

COURSE ID	COURSE TITLE
CD 205X2	Child Growth and Development Laboratory

DEPARTMENTAL RECOMMENDATION: None

CATALOG DESCRIPTION: Supervised participation in a group program for preschool children. Emphasis on curriculum planning and evaluation, discipline, guidance techniques, instructional methods, cooperative relationships with staff, parents and children and professional ethics. This course may be taken two times.

SCHEDULE DESCRIPTION: Supervised participation in a group program for preschool children.

Effective: FA12

Rationale: Six-year revision

COURSE ID	COURSE TITLE
CD 244	Children with Special Needs

CATALOG DESCRIPTION: Study of the special-needs child to include the entire spectrum from gifted to handicapped during the formative years. Aids the parent or professional worker in teaching social, emotional, physical and cognitive curricula to special-needs children in an inclusive setting. Atypical development is explored. Special emphasis on the adjustment of the child to home, school and community.

Effective: FA12

Rationale: Six-year revision

COURSE ID	COURSE TITLE
CD 270	Mentor Teacher/Adult Supervision

UNITS: 2
LECTURE: 2 contact hours per week
 32 – 36 contact hours per semester
LAB: 0

Effective: FA12
Rationale: Six-year revision

COURSE ID	COURSE TITLE
CD 271	Administration: Management and Organization of Child Development Programs

LECTURE: 3 contact hours per week
 48 – 54 contact hours per semester
LAB: 0

Effective: FA12
Rationale: Six-year revision

COURSE ID	COURSE TITLE
CD 272	Administration: Human Relations in Child Development Programs

LECTURE: 3 contact hours per week
 48 – 54 contact hours per semester
LAB: 0

Effective: FA12
Rationale: Six-year revision

COURSE ID	COURSE TITLE
CD 295	Elementary Laboratory

DEPARTMENTAL RECOMMENDATION: Successful completion of CD 105

Effective: FA12
Rationale: Six-year revision

COURSE ID	COURSE TITLE
ECON 100	Introduction to Economics

DEPARTMENTAL RECOMMENDATIONS: Eligibility for ENGL 101. Eligibility for MATH 095
CATALOG DESCRIPTION: Economic analysis applied to issues and problems facing the U.S. economy. Economic problems are analyzed with the elementary tools of economics as a way of evaluating alternative choices with respect to actual or hypothetical courses of action. Topics include supply and demand, market structures, inflation, unemployment, fiscal policy, monetary policy and international trade.

SCHEDULE DESCRIPTION: Economic analysis applied to issues and problems facing the U.S. economy. Economic problems are analyzed with the elementary tools of economics as a way of evaluating alternative choices with respect to actual or hypothetical courses of actions.

Effective: FA12

Rationale: Six-year revision

COURSE ID	COURSE TITLE
EMS 020	Emergency Medical Technician – I/EMT-Basic

PREREQUISITE: READ 078X2 or reading competency as demonstrated by successful completion of ENGL 101 or ENGL 101H or eligibility for READ 100 as determined through the Crafton Hills College assessment process

Effective: FA12

Rationale: To provide clarity

COURSE ID	COURSE TITLE
ENGL 175	Literature and Religion of the Bible

Effective: FA12

Rationale: Six-year revision

COURSE ID	COURSE TITLE
ENGR 101	Introduction to Engineering

PREREQUISITE: MATH 095 or MATH 095C or eligibility for MATH 102 as determined through the Crafton Hills College assessment process

UNITS: 3

LECTURE: 2.5 contact hours per week
40 – 45 contact hours per semester

LAB: 1.5 contact hours per week
24 – 27 contact hours per semester

FIELD: 0

CATALOG DESCRIPTION: Introduction to field of engineering. Study of the history of engineering, engineering disciplines and related fields of study; educational requirements and career opportunities for engineers; and standards of professional practice including communication, ethics and safety. This course includes laboratory experiences to introduce students to the principles of engineering design and the basic processes by which engineers solve problems.

SCHEDULE DESCRIPTION: Introduction to field of engineering. Study of the history of engineering, engineering disciplines and related fields of study; educational requirements and career opportunities for engineers; and standards of professional practice including communication, ethics and safety.

Effective: FA12

Rationale: Course update

COURSE ID	COURSE TITLE
GEOG 111	Physical Geography Laboratory

PREREQUISITE: None

Curriculum Meeting: 12/12/11, 01/23/12, 02/13/12, 02/27/12

Conjoint Meeting: 02/29/12

Board of Trustees Meeting: 03/15/12

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CATALOG DESCRIPTION: Laboratory exercises designed to utilize the tools of geographic inquiry, including aerial photographs, topographic and geologic maps, Geographic Information Systems (GIS) and Global Positioning Systems (GPS), climographs and field studies. The laboratory studies are closely coordinated with the lecture topics.

Effective: FA12

Rationale: Modified course jointly with new Honors course.

COURSE ID	COURSE TITLE
GEOG 126	Geography of California

CATALOG DESCRIPTION: Historical study of each of California's physiographic provinces with respect to the people, geomorphic features and tectonics, biogeography, climate, energy, natural resources and human history. Field trips are required.

SCHEDULE DESCRIPTION: Historical study of each of California's physiographic provinces and their content. Field trips are required.

Effective: FA12

Rationale: Six-year revision

COURSE ID	COURSE TITLE
GEOG 175	Introduction to Information Mapping

DISCIPLINE: Geographic Information Systems

COURSE ID: GIS 175

CATALOG DESCRIPTION: Introduction to information mapping and Geographic Information Systems (GIS) using ArcGIS Desktop. Concepts and techniques of information mapping and data visualization.

SCHEDULE DESCRIPTION: Introduction to information mapping and Geographic Information Systems (GIS) using ArcGIS Desktop. Concepts and techniques of information mapping and data visualization.

Effective: FA12

Rationale: Six-year revision. The department is changing the discipline from Geography to Geographic Information Systems and the cross listed course, CIS 175, has been removed and deleted.

COURSE ID	COURSE TITLE
GEOL 112	Historical Geology

DEPARTMENTAL RECOMMENDATIONS: Successful completion of GEOL 100 or GEOL 100H or GEOL 101 and GEOL 160 or GEOL 101H and GEOL 160. Eligibility for ENGL 101. Eligibility for MATH 095.

CATALOG DESCRIPTION: Introduction to the study of geologic history. Evolution of the Earth both geologically and biologically from its inception through the present day and the geologic processes responsible for its constant reshaping and continued morphological change of the planet and its life forms. Emphasis on the historical geologic development of North America. Laboratory and field studies are required.

SCHEDULE DESCRIPTION: Introduction to the study of the geologic history of the Earth with emphasis on the development of North America. Laboratory and field studies are required.

Effective: FA12

Rationale: Six-year revision

COURSE ID	COURSE TITLE
HEALTH 263	Nutrition and Health

DEPARTMENTAL RECOMMENDATION: Eligibility for MATH 090

CATALOG DESCRIPTION: Review of the literature on the basic nutrients: protein, fat, carbohydrate, vitamins, minerals and water. Development of the skills necessary to analyze, evaluate and prescribe a dietary intake for weight loss, weight maintenance and weight gain. Study of the relationship between nutrition and disease in America.

SCHEDULE DESCRIPTION: Review of the literature on the basic nutrients: protein, fat, carbohydrate, vitamins, minerals and water. Development of the skills necessary to analyze, evaluate and prescribe a dietary intake for weight loss, weight maintenance and weight gain. Study of the relationship between nutrition and disease in America.

Effective: FA12

Rationale: Six-year revision. The department is adding an Honors Course and the cross listed course, PE 263, has been removed.

COURSE ID	COURSE TITLE
HIST 100	History of the United States to 1877

DEPARTMENTAL RECOMMENDATION: Eligibility for ENGL 101

Effective: FA12

Rationale: To comply with UC requirements

COURSE ID	COURSE TITLE
HIST 100H	History of the United States to 1877 – Honors

DEPARTMENTAL RECOMMENDATION: Successful completion of ENGL 101 or ENGL 101H

Effective: FA12

Rationale: To comply with UC requirements

COURSE ID	COURSE TITLE
HIST 101	History of the United States 1865 to Present

DEPARTMENTAL RECOMMENDATION: Eligibility for ENGL 101

Effective: FA12

Rationale: To comply with UC requirements

COURSE ID	COURSE TITLE
HIST 101H	History of the United States 1865 to Present – Honors

DEPARTMENTAL RECOMMENDATION: Successful completion of ENGL 101 or ENGL 101H

Curriculum Meeting: 12/12/11, 01/23/12, 02/13/12, 02/27/12

Conjoint Meeting: 02/29/12

Board of Trustees Meeting: 03/15/12

Effective: FA12

Rationale: To comply with UC requirements

COURSE ID	COURSE TITLE
HIST 135	Religion in America

DEPARTMENTAL RECOMMENDATION: Eligibility for ENGL 101

Effective: FA12

Rationale: Six-year revision

COURSE ID	COURSE TITLE
HIST 170	World Civilizations (3500 BCE-1500CE)

Effective: FA12

Rationale: To comply with UC requirements

COURSE ID	COURSE TITLE
HIST 170H	World Civilizations (3500 BCE-1500CE) – Honors

DEPARTMENTAL RECOMMENDATION: Successful completion of ENGL 101 or ENGL 101H

Effective: FA12

Rationale: To comply with UC requirements

COURSE ID	COURSE TITLE
HIST 171	World Civilizations (1500CE to the Present)

CATALOG DESCRIPTION: Study of cross-cultural history emphasizing the art and literature, philosophy and religion, family and society, as well as the political, economic and technological contributions of the world's civilizations from 1500CE to the present. This course focuses on modern western and non-western history, culture and socio-political structures and the effect of modern technology, colonialism and revolution in the world.

SCHEDULE DESCRIPTION: Study of cross-cultural history emphasizing the art and literature, philosophy and religion, family and society, as well as the political, economic and technological contributions of the world's civilizations from 1500CE to the present. This course focuses on modern western and non-western history, culture and socio-political structures and the effect of modern technology, colonialism and revolution in the world.

Effective: FA12

Rationale: To comply with UC requirements

COURSE ID	COURSE TITLE
HIST 171H	World Civilizations (1500CE to the Present) – Honors

DEPARTMENTAL RECOMMENDATION: Successful completion of ENGL 101 or ENGL 101H

CATALOG DESCRIPTION: Study of cross-cultural history emphasizing the art and literature, philosophy and religion, family and society, as well as the political, economic and technological contributions of the world's civilizations from 1500CE to the present. This course focuses on modern western and non-western history, culture and socio-political structures and the effect of modern technology, colonialism and revolution in the world. This course includes content and experiences appropriate for students wishing to earn honors credit.

SCHEDULE DESCRIPTION: Study of cross-cultural history emphasizing the art and literature, philosophy and religion, family and society, as well as the political, economic and technological contributions of the world's civilizations from 1500CE to the present. This course focuses on modern western and non-western history, culture and socio-political structures and the effect of modern technology, colonialism and revolution in the world. This course includes content and experiences appropriate for students wishing to earn honors credit.

Effective: FA12

Rationale: To comply with UC requirements

COURSE ID	COURSE TITLE
MATH 141	Calculus for Business

PREREQUISITE: MATH 102 or eligibility for MATH 160 as determined through the Crafton Hills College assessment process

CATALOG DESCRIPTION: Concepts of function and limit, differentiation, partial differentiation and integration of polynomial rational, exponential and logarithmic functions; an emphasis of applications of calculus in business. No UC credit granted for MATH 141 if taken after MATH 250 or MATH 251.

SCHEDULE DESCRIPTION: Concepts of function and limit, differentiation, partial differentiation and integration of polynomial rational, exponential and logarithmic functions; an emphasis of applications of calculus in business. No UC credit granted for MATH 141 if taken after MATH 250 or MATH 251.

Effective: FA12

Rationale: Six-year revision

COURSE ID	COURSE TITLE
MATH 943X2	Review Arithmetic Topics

COURSE TITLE: Arithmetic Topics

COURSE I.D.: MATH 943

UNITS: .50 – 1

LAB: 1.5 – 3 contact hours per week
24 – 48 contact hours per semester

CATALOG DESCRIPTION: Fundamental operations involving whole numbers, fractions, or decimals, as determined by diagnostic information. Open entry, open exit course. Graded on a Pass or No Pass basis only.

SCHEDULE DESCRIPTION: Fundamental operations involving whole numbers, fractions, or decimals, as determined by diagnostic information. Computer software will be used for this class. Graded on a Pass or No Pass basis only.

Effective: FA12

Rationale: Course update

COURSE ID	COURSE TITLE
MATH 953X2	Review of Selected Prealgebra Topics

Curriculum Meeting: 12/12/11, 01/23/12, 02/13/12, 02/27/12

Conjoint Meeting: 02/29/12

Board of Trustees Meeting: 03/15/12

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COURSE I.D.: MATH 953

UNITS: .50 – 1

LAB: 1.5 – 3 contact hours per week
24 – 48 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL RECOMMENDATION: Eligibility for MATH 952 as determined through the Crafton Hills College assessment process

CATALOG DESCRIPTION: Selected prealgebra topics including review of arithmetic operations, operations with signed rational numbers, solving one and two step single variable linear equations, combining like terms, percents, perimeter, area and volume of common geometric figures, right triangles and Pythagorean Theorem. Open entry, open exit course. Graded on a Pass or No Pass basis only.

SCHEDULE DESCRIPTION: Selected prealgebra topics including review of arithmetic operations, operations with signed rational numbers, solving one and two step single variable linear equations, combining like terms, percents, perimeter, area and volume of common geometric figures, right triangles and Pythagorean Theorem. Content will be delivered using computer software in a lab setting. Graded on a Pass or No Pass basis only.

Effective: FA12

Rationale: Course update

COURSE ID	COURSE TITLE
PHIL 103	Introduction to Logic: Argument and Evidence

DEPARTMENTAL RECOMMENDATION: Successful completion of ENGL 101 or ENGL 101H

Effective: FA12

Rationale: Six-year revision

COURSE ID	COURSE TITLE
POLIT 100	American Politics

DEPARTMENTAL RECOMMENDATION: Successful completion of ENGL 101 or ENGL 101H

CATALOG DESCRIPTION: Introductory course in the fundamentals of American government and politics. Introduction to basic concepts in political science; key institutions in the American political system; the US Constitution and Bill of Rights; and political issues that confront the nation and state today.

Effective: FA12

Rationale: Six-year revision

COURSE ID	COURSE TITLE
PSYCH 102	Personal and Social Adjustment

PREREQUISITE: PSYCH 100 or PSYCH 100H

Effective: FA12

Rationale: Honors course added to prerequisite

COURSE ID	COURSE TITLE
PSYCH 103	Theories of Personality

PREREQUISITE: PSYCH 100 or PSYCH 100H

DEPARTMENTAL RECOMMENDATION: Successful completion of ENGL 101 or ENGL 101H

SCHEDULE DESCRIPTION: Survey of personality theories including psychoanalytic, behavioral, humanistic and cognitive.

Effective: FA12

Rationale: Six-year revision

COURSE ID	COURSE TITLE
PSYCH 111	Developmental Psychology: Lifespan

PREREQUISITE: PSYCH 100 or PSYCH 100H

Effective: FA12

Rationale: Honors course added to prerequisite

COURSE ID	COURSE TITLE
PSYCH 112	Child and Adolescent Psychology

PREREQUISITE: PSYCH 100 or PSYCH 100H

Effective: FA12

Rationale: Honors course added to prerequisite

COURSE ID	COURSE TITLE
PSYCH 113	Adulthood and Old Age

PREREQUISITE: PSYCH 100 or PSYCH 100H

Effective: FA12

Rationale: Honors course added to prerequisite

COURSE ID	COURSE TITLE
PSYCH 116	Psychology of Gender Roles

PREREQUISITE: PSYCH 100 or PSYCH 100H

Effective: FA12

Rationale: Honors course added to prerequisite

COURSE ID	COURSE TITLE
PSYCH 118	Human Sexual Behavior

PREREQUISITE: PSYCH 100 or PSYCH 100H

Curriculum Meeting: 12/12/11, 01/23/12, 02/13/12, 02/27/12

Conjoint Meeting: 02/29/12

Board of Trustees Meeting: 03/15/12

Effective: FA12

Rationale: Honors course added to prerequisite

COURSE ID	COURSE TITLE
PSYCH 121	Forensic Psychology

PREREQUISITE: PSYCH 100 or PSYCH 100H

Effective: FA12

Rationale: Honors course added to prerequisite

COURSE ID	COURSE TITLE
PSYCH 150	Gerontology

DEPARTMENTAL RECOMMENDATIONS: Successful completion of SOC 100 or SOC 100H.
Eligibility for ENGL 101. Eligibility for MATH 090.

CATALOG DESCRIPTION: A comprehensive exploration of aging and the life course, looking at the social and psychological aspects of aging. This course is also offered as SOC 150.

Effective: FA12

Rationale: Six-year revision

COURSE ID	COURSE TITLE
RELIG 100	Introduction to Religious Studies

PREREQUISITE: ENGL 015 or eligibility for ENGL 101 as determined through the Crafton Hills College assessment process

DEPARTMENTAL RECOMMENDATION: None

Effective: FA12

Rationale: Six-year revision

COURSE ID	COURSE TITLE
RELIG 101	Introduction to World Religions

PREREQUISITE: ENGL 015 or eligibility for ENGL 101 as determined through the Crafton Hills College assessment process

DEPARTMENTAL RECOMMENDATION: None

Effective: FA12

Rationale: Course update

COURSE ID	COURSE TITLE
RELIG 101H	Introduction to World Religions – Honors

DEPARTMENTAL RECOMMENDATION: None

Effective: FA12

Rationale: Course update

Curriculum Meeting: 12/12/11, 01/23/12, 02/13/12, 02/27/12

Conjoint Meeting: 02/29/12

Board of Trustees Meeting: 03/15/12

COURSE ID	COURSE TITLE
RELIG 110	Early Religions

COURSE TITLE: Tribal and Ethnic Religions

DEPARTMENTAL RECOMMENDATION: Eligibility for ENGL 101

CATALOG DESCRIPTION: Comparative study of supernaturalism in traditional societies, both past and present, including witchcraft, magic, totemism, mythology and ritual nativistic movements, and the religious context of drug usage and the social and symbolic functions of beliefs and rituals.

Examination of prehistoric religion as well as the belief systems of selected tribal peoples. This course is also offered as ANTHRO 110.

Effective: FA12

Rationale: Six-year revision. Course title is being changed to reflect course content and to align with course being taught at San Bernardino Valley College.

COURSE ID	COURSE TITLE
RELIG 135	Religion in America

DEPARTMENTAL RECOMMENDATION: Eligibility for ENGL 101

Effective: FA12

Rationale: Six-year revision

COURSE ID	COURSE TITLE
RELIG 175	Literature and Religion of the Bible

Effective: FA12

Rationale: Six-year revision

COURSE ID	COURSE TITLE
RELIG 176	Jesus and His Interpreters

DEPARTMENTAL RECOMMENDATION: Eligibility for ENGL 101

Effective: FA12

Rationale: Six-year revision

COURSE ID	COURSE TITLE
SOC 130	Marriage, Family and Intimate Relationships

DEPARTMENTAL RECOMMENDATION: Successful completion of SOC 100 or SOC 100H.

Eligibility for ENGL 101. Eligibility for MATH 090.

CATALOG DESCRIPTION: A sociological exploration of the institution of marriage and family. Deconstructing traditional families and defining the family of the 21st century.

Effective: FA12

Rationale: Six-year revision

COURSE ID	COURSE TITLE
SOC 150	Gerontology

DEPARTMENTAL RECOMMENDATIONS: Successful completion of SOC 100 or SOC 100H.
Eligibility for ENGL 101. Eligibility for MATH 090.

CATALOG DESCRIPTION: A comprehensive exploration of aging and the life course, looking at the social and psychological aspects of aging. This course is also offered as PSYCH 150.

Effective: FA12

Rationale: Six-year revision

COURSE ID	COURSE TITLE
SPEECH 110	Voice and Diction

CATALOG DESCRIPTION: Techniques in voice production, including theory and practice in developing vocal skills for performance including breathing, rate, pitch, articulation and quality. Application of concepts for students preparing for careers in communication, broadcasting and theatre as well as non-native speakers of English. This course is also offered as THART 110.

SCHEDULE DESCRIPTION: Techniques in voice production, including theory and practice in developing vocal skills for performance including breathing, rate, pitch, articulation and quality.

Effective: FA12

Rationale: Six-year revision

COURSE ID	COURSE TITLE
SPEECH 145	Business Communication

Effective: FA12

Rationale: Six-year revision

COURSE ID	COURSE TITLE
SPEECH 155	Human Relations in the Workplace

CATALOG DESCRIPTION: Examination of individual, group and organizational behavior as it affects performance and productivity in the workplace. Exploration of issues including diversity, leadership, teamwork, motivation, employee development, ethics, decision making and problem solving toward the goal of improving interpersonal effectiveness on the job. This course is also offered as BUSAD 155.

SCHEDULE DESCRIPTION: Examination of individual, group and organizational behavior as it affects performance and productivity in the workplace.

Effective: FA12

Rationale: Six-year revision

COURSE ID	COURSE TITLE
THART 110	Voice and Diction

CATALOG DESCRIPTION: Techniques in voice production, including theory and practice in developing vocal skills for performance including breathing, rate, pitch, articulation and quality. Application of concepts for students preparing for careers in communication, broadcasting and theatre as well as non-native speakers of English. This course is also offered as SPEECH 110.

SCHEDULE DESCRIPTION: Techniques in voice production, including theory and practice in developing vocal skills for performance including breathing, rate, pitch, articulation and quality.

Effective: FA12

Rationale: Six-year revision

COURSE ID	COURSE TITLE
THART 120	Acting Fundamentals

COURSE TITLE: Beginning Acting

CATALOG DESCRIPTION: Introductory instruction in acting techniques. Exercises in improvisation, theatre games and exercises to develop flexibility, imagination, agility, expressiveness and awareness of body movement. Exploration of basic textual analysis of plays, characterization and scene work.

Effective: FA12

Rationale: Six-year revision

COURSE ID	COURSE TITLE
THART 133	Audition Techniques

LECTURE: 1 contact hour per week
16 – 18 contact hours per semester

LAB: 0

Effective: FA12

Rationale: Six-year revision

COURSE ID	COURSE TITLE
THART 140X4	Theatre Workshop

COURSE ID: THART 140X2

COURSE TITLE: Intermediate Performance Workshop

PREREQUISITE: THART 124X2

DEPARTMENTAL RECOMMENDATION: None

LECTURE: 1 contact hour per week
16 – 18 contact hours per semester

LAB: 6 contact hours per week
96 – 108 contact hours per semester

CATALOG DESCRIPTION: Intermediate preparation, rehearsal, production and performance of plays, musicals and dance performances. Participation in a variety of activities including playwriting, performance, musical accompaniment or directing. This course may be taken two times.

SCHEDULE DESCRIPTION: Intermediate preparation, rehearsal, production and performance of plays, musicals and dance performances.

Effective: FA12

Rationale: Course update

COURSE ID	COURSE TITLE
THART 145X4	Advanced Theatre Workshop

PREREQUISITE: THART 140X2 or THART 134X4

DEPARTMENTAL RECOMMENDATION: None

LECTURE: 1 contact hour per week
16 – 18 contact hours per semester

LAB: 6 contact hours per week
96 – 108 contact hours per semester

CATALOG DESCRIPTION: Advanced preparation, rehearsal, production and performance of plays, musicals and dance performances. Participation in a variety of activities including playwriting; performance; technical support including design and construction of scenery, costumes, lighting and sound; stage management; musical accompaniment; or directing. This course may be taken four times.

SCHEDULE DESCRIPTION: Advanced preparation, rehearsal, production and performance of plays, musicals and dance performances.

Effective: FA12

Rationale: Six-year revision

COURSE ID	COURSE TITLE
THART 150X4	Summer Theatre Workshop

Effective: FA12

Rationale: Six-year revision

COURSE ID	COURSE TITLE
THART 176X4	Fundamentals of Stagecraft I

COURSE ID: THART 176

LECTURE: 2.5 contact hours per week
40 – 45 contact hours per semester

LAB: 1.5 contact hours per week
24 – 27 contact hours per semester

CATALOG DESCRIPTION: Introduction to technical theatre. Study of the history, theory and practice of theatrical production in areas including stage management, properties, costume and make-up design and construction.

SCHEDULE DESCRIPTION: Introduction to technical theatre. Study of the history, theory and practice of theatrical production in areas including stage management, properties, costume and make-up design and construction.

Effective: FA12

Rationale: Course update

COURSE ID	COURSE TITLE
THART 179X4	Fundamentals of Stagecraft II

COURSE ID: THART 179

DEPARTMENTAL RECOMMENDATION: Successful completion of THART 176

LECTURE: 2.5 contact hours per week
40 – 45 contact hours per semester

Curriculum Meeting: 12/12/11, 01/23/12, 02/13/12, 02/27/12

Conjoint Meeting: 02/29/12

Board of Trustees Meeting: 03/15/12

LAB: 1.5 contact hours per week
24 – 27 contact hours per semester

CATALOG DESCRIPTION: A continuation of THART 176. Study of the history, theory and practice of theatrical production areas including lighting, sound and scene design and construction.

SCHEDULE DESCRIPTION: A continuation of THART 176. Study of the history, theory and practice of theatrical production areas including lighting, sound and scene design and construction

Effective: FA12

Rationale: Course update

COURSE ID	COURSE TITLE
THART 205	Play Directing

PREREQUISITE: THART 120

CATALOG DESCRIPTION: Introduction to the basics of directing plays, including analyzing the script, casting the play, rehearsal techniques, coaching the actor and staging techniques. Study of the methods of organizing a production and working with designers to decide design elements including lighting, sets and costumes.

SCHEDULE DESCRIPTION: Introduction to the basics of directing plays.

Effective: FA12

Rationale: Six-year revision

COURSE ID	COURSE TITLE
THART 220	Advanced Acting I

COURSE TITLE: Intermediate Acting

PREREQUISITE: THART 120

DEPARTMENTAL RECOMMENDATION: None

CATALOG DESCRIPTION: Study of intermediate acting techniques, including the use of scene study to develop skills in text analysis, characterization, body movement, vocal expression and ensemble playing. Introduction to the basics of poetic scansion and other techniques used in the performance of classical dramatic literature such as Shakespeare.

SCHEDULE DESCRIPTION: Study of intermediate acting techniques including scene study, text analysis and vocal expression.

Effective: FA12

Rationale: Six-year revision

COURSE ID	COURSE TITLE
THART 221	Advanced Acting II

COURSE TITLE: Advanced Acting

Effective: FA12

Rationale: Six-year revision

COURSE DELETIONS

COURSE ID	COURSE TITLE
ACCT 198	Accounting Worksite Learning
BUSAD 198	Business Administration Worksite Learning
CIS 198	Computer Information Systems Worksite Learning
MARKET 198	Marketing Worksite Learning

Effective: FA12

Rationale: Courses are no longer being offered

DISTANCE EDUCATION

COURSE ID	DE TYPE
CD 185	Hybrid, 100% Online
ECON 100	Hybrid, 100% Online
HEALTH 263	Hybrid, 100% Online
HIST 135	Hybrid, 100% Online
PHIL 103	Hybrid, 100% Online
RELIG 100	Hybrid, 100% Online
RELIG 101	Hybrid, 100% Online
RELIG 135	Hybrid, 100% Online
SOC 130	Hybrid, 100% Online

Effective Date: FA12

Rationale: To increase Distance Education course offerings

NEW DEGREES

ASSOCIATE IN ARTS IN HISTORY FOR TRANSFER

The Associate in Arts – Transfer (AA-T) degree in History at Crafton Hills College is designed to meet the needs of students transferring to a California State University who intend to major in history or a related field of study.

REQUIRED COURSES:	UNITS
HIST 100 History of the United States to 1877	(3.00)
OR	
HIST 100H History of the United States to 1877 – Honors	(3.00)
HIST 101 History of the United States 1865 to Present	(3.00)
OR	
HIST 101H History of the United States 1865 to Present – Honors	(3.00)
HIST 170 World Civilizations (3500 BCE-1500CE)	(3.00)
OR	
HIST 170H World Civilizations (3500 BCE-1500CE) – Honors	(3.00)
HIST 171 World Civilizations (1500 CE to the Present)	(3.00)
OR	
HIST 171H World Civilizations (1500 CE to the Present) – Honors	(3.00)
Students must complete at least three units from the following courses:	UNITS
HIST 107 The United States and the North American Indians	(3.00)
OR	
ANTHRO 107 The United States and the North American Indians	(3.00)
ARABIC 101 College Arabic I	5.00
ARABIC 102 College Arabic II	5.00
ARABIC 103 College Arabic III	4.00
ARABIC 104 College Arabic IV	4.00
ASL101 American Sign Language I	4.00
ASL102 American Sign Language II	4.00
ASL103 American Sign Language III	4.00
ASL104 American Sign Language IV	4.00
ENGL 160 Literature by Women	3.00
ENGL 163 Chicano/Latino Literature	3.00
ENGL 280 World Literature to the 17th Century	3.00
ENGL 281 World Literature from the 17th Century to the Present	3.00
FRENCH 101 College French I	5.00
FRENCH 102 College French II	5.00
FRENCH 103 College French III	4.00
FRENCH 104 College French IV	4.00
JAPN 101 College Japanese I	5.00
JAPN 102 College Japanese II	5.00
JAPN 103 College Japanese III	4.00
JAPN 104 College Japanese IV	4.00
MCS 110 The American Deaf Experience: Introduction to Deaf Studies	3.00
POLIT 104 Introduction to Comparative Politics	3.00
POLIT 106 Introduction to World Politics	3.00
RELIG 101 Introduction to World Religions	(3.00)
OR	
RELIG 101H Introduction to World Religions – Honors	(3.00)
RELIG 110 Tribal and Ethnic Religions	(3.00)

Curriculum Meeting: 12/12/11, 01/23/12, 02/13/12, 02/27/12

Conjoint Meeting: 02/29/12

Board of Trustees Meeting: 03/15/12

OR

ANTHRO 110	Tribal and Ethnic Religions	(3.00)
RUS 101	College Russian I	5.00
RUS 102	College Russian II	5.00
SOC 141	Minority Relations	3.00
SPAN 101	College Spanish I	5.00
SPAN 102	College Spanish II	5.00
SPAN 103	College Spanish III	4.00
SPAN 104	College Spanish IV	4.00
SPEECH 174	Communication in a Diverse World	3.00

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

UNITS

HIST 107	The United States and the North American Indians	(3.00)
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OR

ANTHRO 107	The United States and the North American Indians	(3.00)
HIST 135	Religion in America	(3.00)

OR

RELIG 135	Religion in America	(3.00)
HIST 145	California History	3.00
HIST 164	History of Great Britain from Prehistoric Times to 1688	3.00
ANTHRO 102	Cultural Anthropology	(3.00)

OR

ANTHRO 102H	Cultural Anthropology – Honors	(3.00)
ART 100	Art History I: Prehistoric Art to Medieval Art	3.00
ART 102	Art History II: Renaissance Art to Modern Art	3.00
ECON 100	Introduction to Economics	3.00
ECON 200	Principles of Macroeconomics	3.00
ECON 201	Principles of Microeconomics	3.00
GEOG 120	World Regional Geography	3.00
HUM 101	The Humanities I: Prehistoric to Medieval	3.00
HUM 102	The Humanities II: Renaissance to Post Modern	3.00
HUM 140	Humanities Through the Arts	3.00
JOUR 135	Mass Communication in Society	(3.00)

OR

SPEECH 135	Mass Communication in Society	(3.00)
MUSIC 103	Appreciation of American Popular Music	3.00
MUSIC 120	Appreciation of Musical Literature	(3.00)

OR

MUSIC 120H	Appreciation of Musical Literature – Honors	(3.00)
MUSIC 134	Jazz History	3.00
PHIL 101	Introduction to Philosophy	3.00
POLIT 100	American Politics	(3.00)

OR

POLIT 100H	American Politics – Honors	(3.00)
POLIT 102	California Politics and Culture	3.00
POLIT 104	Introduction to Comparative Politics	3.00
POLIT 106	Introduction to World Politics	3.00
POLIT 110	Introduction to Political Theory	3.00
PSYCH 100	General Psychology	(3.00)

OR

PSYCH 100H	General Psychology – Honors	(3.00)
RELIG 100	Introduction to Religious Studies	(3.00)

	OR	
RELIG 100H	Introduction to Religious Studies – Honors	(3.00)
RELIG 101	Introduction to World Religions	(3.00)
	OR	
RELIG 101H	Introduction to World Religions – Honors	(3.00)
RELIG 110	Tribal and Ethnic Religions	(3.00)
	OR	
ANTHRO 110	Tribal and Ethnic Religions	(3.00)
SOC 100	Introduction to Sociology	(3.00)
	OR	
SOC 100H	Introduction to Sociology – Honors	(3.00)
	TOTAL UNITS	18.00

Effective Date: FA12

Rationale: To comply with SB 1440 which requires community colleges develop and grant associate degrees for transfer.

ASSOCIATE IN ARTS IN THEATRE ARTS FOR TRANSFER

The Associate in Arts-Transfer (AA-T) degree in Theatre Arts at Crafton Hills College is designed to meet the needs of students transferring to a California State University who intend to major in theatre arts or a related field of study.

REQUIRED COURSES:		UNITS
THART 100	Introduction to Theatre	(3.00)
	OR	
THART 100H	Introduction to Theatre-Honors	(3.00)
	OR	
THART 108	World Drama I	(3.00)
	OR	
ENGL 108	World Drama I	(3.00)
THART 120	Beginning Acting	3.00
THART 124X2	Beginning Performance Workshop	(3.00)
	OR	
*THART 134X4 1	Technical Theatre Workshop	(3.00)

Students must complete at least nine units from the following courses:		UNITS
THART 124X2 2	Beginning Performance Workshop	3.00
THART 134X4 3	Technical Theatre Workshop	1.00
THART 176	Fundamentals of Stagecraft I	3.00
THART 179	Fundamentals of Stagecraft II	3.00
THART 220	Intermediate Acting	3.00
THART 226	Play and Screenplay Analysis	(3.00)
	OR	
ENGL 226	Play and Screenplay Analysis	(3.00)
	TOTAL UNITS	18.00

*1 must be taken three times

2 if not taken above

3 may be taken three times if not taken above

Effective Date: FA12

Rationale: To comply with SB 1440 which requires community colleges develop and grant associate degrees for transfer.

DEGREE MODIFICATION

ASSOCIATE OF ARTS DEGREE THEATRE ARTS

REQUIRED COURSES:		UNITS
THART 100	Introduction to Theatre	(3.00)
OR		
THART 100H	Introduction to Theatre-Honors	(3.00)
THART 120	Beginning Acting	3.00

Students must choose one area of emphasis from the following two options:

EMPHASIS IN PERFORMANCE		UNITS
THART 110	Voice and Diction	(3.00)
OR		
SPEECH 110	Voice and Diction	(3.00)
THART 220	Intermediate Acting	3.00
THART 221	Advanced Acting	3.00
*THART 124X2 1	Beginning Performance Workshop	6.00
*THART 134X4 2	Technical Theatre Workshop	2.00
THART 140X2	Intermediate Performance Workshop	3.00

RECOMMENDED COURSES:		UNITS
THART 140X2	Intermediate Performance Workshop	3.00
THART 145X4	Advanced Theatre Workshop	3.00
THART 226	Play and Screenplay Analysis	(3.00)
OR		
ENGL 226	Play and Screenplay Analysis	(3.00)

EMPHASIS IN THEATRE TECHNOLOGY		UNITS
THART 176	Fundamentals of Stagecraft I	3.00
THART 179	Fundamentals of Stagecraft II	3.00
*THART 134X4 3	Technical Theatre Workshop	2.00
*THART 145X4 4	Advanced Theatre Workshop	6.00
TOTAL UNITS		20.00 – 26.00

*1 must be taken two times

*2 must be taken two times

*3 must be taken two times

*4 must be taken two times

Effective Date: FA12

Rationale: Curriculum update

CERTIFICATE DELETIONS

Accounting Certificate

Effective Date: FA12

Rationale: Courses are no longer being offered

Office Assistant I Certificate

Effective Date: FA12

Rationale: Courses are no longer being offered

Office Assistant II Certificate

Effective Date: FA12

Rationale: Courses are no longer being offered

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Dr. Larry Buckley, Interim President
PREPARED BY: Dr. Haragewen Kinde, Interim Vice President
DATE: March 15, 2012
SUBJECT: Consideration of Approval of Substantive Change Proposal for Distance Education/Distributed Education Programs, SBVC

RECOMMENDATION

It is recommended that the Board of Trustees approve SBVC's Substantive Change Proposal for Distance Education/Distributed Education.

OVERVIEW

Guidelines set by the Accrediting Commission for Community and Junior Colleges (ACCJC), Western Association of Schools and Colleges (WSC), requires SBVC to file of a Substantive Change Proposal as related to our Distance Education/Distributed Education program offerings.

ANALYSIS

The Substantive Change Proposal is filed to report the 15 associate degrees and 20 certificates of which 50% or more required units are satisfied by courses that are approved by SBVC to be offered through "Distance Education". This report also includes the General Education programs that have more than 50% of the courses approved for Distance Education. Further, this report reflects that no course/program offered through SBVC is approved as a "correspondence course".

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

No financial implications.

Substantive Change Proposal: Distance Education

March 15, 2012



San Bernardino Valley College

**701 S. Mt. Vernon Avenue
San Bernardino, CA 92410**

Submitted by:

Dr. Larry Buckley, Interim President & Accreditation Liaison Officer

Submitted to:

**Accrediting Commission for Community and Junior Colleges,
Western Association of Schools and Colleges**

**Substantive Change Proposal:
Distance Education**

San Bernardino Valley College
701 S. Mt. Vernon Ave.
San Bernardino, CA 92410

March 15, 2012

**Submitted by:
Dr. Larry Buckley
Interim President
& Accreditation Liaison Officer**

To:
Accrediting Commission for Community and Junior Colleges,
Western Association of Schools and Colleges

CERTIFICATION OF THE SUBSTANTIVE CHANGE PROPOSAL

DATE: March 15, 2012


TO: Accrediting Commission for Community and Junior Colleges
Western Association of Schools and Colleges

FROM: San Bernardino Valley College

This Substantive Change Proposal is submitted in accordance with the guidelines set by the Accrediting Commission for Community and Junior Colleges (ACCJC), Western Association of Schools and Colleges (WASC). We certify that this Substantive Change Proposal accurately reflects the status of Distance Education/Distributed Education at San Bernardino Valley College.




Dr. Larry Buckley
Interim President, Accreditation Liaison
Officer, San Bernardino Valley College



Dr. Haragewen Kinde
Interim Vice President of Instruction



Dr. Glen Kuck
Executive Director, Technology and
Educational Support Services (San
Bernardino Community College District)



Dr. John Stankas
President, Academic Senate



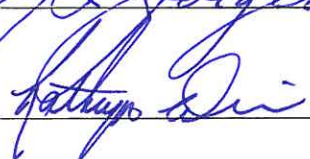
Rick Hrdlicka
Co-chair, Technology Committee



Dave Bastedo
Co-chair, Technology Committee



Judy Jorgensen
Co-chair, Online Program Committee



Dr. Kay Weiss
Co-chair, Online Program Committee
Accreditation Committee, Lead writer

Jack Jackson

Dr. Jack Jackson
Online Program Committee, Technology
Committee, Lead writer

Leticia Hector

Leticia Hector
Curriculum Committee Chair

Nicole Williams

Nicole Williams
Curriculum Secretary

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Diane Alblinger – Faculty, Speech (Online Program Committee)
Horace Alexander – Faculty, English (Accreditation Committee)
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Damon Bell – Vice President Student Services (Technology Committee)
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Nicole Williams – Administrative Assistant (Curriculum)

A. Description of the proposed change and its reasons

1. A brief description of the change

This Substantive Change Proposal is to report the 15 associate degrees and 20 certificates in which 50% or more of the required units are satisfied by courses that are approved by San Bernardino Valley College (SBVC) to be offered through "Distance Education" (DE). This proposal also includes the General Education programs that have more than 50% of the courses approved for Distance Education. Since SBVC is a California Community College, the approval process for DE delivery is initially driven by adherence to the Education Code of the State of California. However, "Distance Education" is defined differently by the California Code of Regulations, Title 5 and by ACCJC [See Appendix A]. With the understanding that no course at SBVC is approved as a "correspondence course" and that no such correspondence course is being offered at SBVC, it is stipulated for the purposes of this Substantive Change Proposal that the two definitions of "Distance Education"--Title 5 and ACCJC--are functionally equivalent. In addition to "Distance Education," the phrase "Distributed Education," is often used in the San Bernardino Community College District (SBCCD). For the purposes of this Substantive Change Proposal, it is further stipulated that "Distributed Education" as used at SBVC and in the SBCCD is functionally equivalent to "Distance Education" [See Appendix A].

Certificates of Achievement included in this Substantive Change Proposal with percentage of units that can be completed by taking courses approved for Distance Education Delivery. (Details for specific certificates are listed in Appendix B.)

- Accounting (85%)
- Bookkeeping (81%)
- Business Administration (59%)
- Administration of Justice (100%)
- CIT-Cisco Certified Network Associate (100%)
- CIT-Management Information Systems (69%)
- CIT-Administrative Assistant (60%)
- CIT-Computer Specialist (87%)
- CIT-Office/Clerical (53%)
- Computer Science (100%)
- Corrections (100%)
- Escrow (62%)
- Library Technician (100%)
- RTVF-Television (71%)
- RTVF-Radio (71%)
- Radio, Television & Film (85%)
- Real Estate (81%)

- Water Distribution (100%)
- Water Supply Technology (92%)
- Water Treatment (100%)

Associate Degrees included in this Substantive Change Proposal with percentage of units that can be completed by taking courses approved for Distance Education Delivery. (Details for specific degrees are listed in Appendix B.)

- Accounting (83%)
- Administration of Justice (100%)
- Business Administration (90%)
- Computer Information Technology (86%)
- CIT-Office Technology (73%)
- Computer Science (52%)
- Geography (84%)
- Liberal Studies (100%)
- Library Technology (83%)
- Radio, Television & Film (85%)
- RTVF-Television (71%)
- RTVF-Radio (71%)
- Real Estate/Escrow (75%)
- Sociology (AB1440 Transfer Degree) (100%)
- Water Technology (91%)

In addition to the degrees and certificates, this proposal is for the approval of SBVC's General Education Programs that have more than 50% of their courses approved for DE delivery.

General Education Programs included in this Substantive Change Proposal

- California State University General Education-Breadth Requirements (100%)
- Intersegmental General Education Transfer Curriculum (IGETC)--UC version (100%)
- Intersegmental General Education Transfer Curriculum (IGETC)--CSU version (100%)
- SBVC's "Associate Degree: Option #2" (the GE package for non-transfer students) (100%)

(See Appendix C for the specific courses approved for DE delivery that fulfill SBVC's General Education options, and the percentage of those General Education options that can be completed by taking courses approved for DE delivery.)

2. Evidence of a clear relationship to the institution's stated mission.

The district's Board of Trustees formally adopted SBVC's mission statement on June 13, 2002. It was last revised on February 28, 2007. SBVC's Mission Statement identifies the college's reason for being: "San Bernardino Valley College provides quality education and services that support a diverse community of learners." (This mission statement is found on the cover of the SBVC catalog and at this page in the college website: <http://www.valleycollege.edu/about-sbvc/missions-values.aspx>.)

Two of the college's strategic initiatives, initiatives that grow out of the mission, are "Access" and "Technology."

(<http://www.valleycollege.edu/~media/Files/SBCCD/SBVC/president/College%20Planning%20Documents/StrategicInitiativesandBenchmarksMasterFormFinal.ashx>) Distance Education offerings at SBVC do not alter or supplant the mission of the college; those offerings are a way of advancing SBVC's mission by using technology to increase student access to quality education and services that support a diverse community of learners. There is a clear correspondence between the mission of the college and the existence of courses approved for DE delivery.

SBVC has offered courses through Distance Education for over 40 years. Telecourses were taught for decades through the use of the District's Public Television Station, KVCR. Online courses were first offered in January of 1996. Online offerings have grown from two sections in that first semester to 175 sections of online and hybrid classes in the spring of 2011, generating approximately 12% of SBVC's duplicated head count ("seats for students in class"). But no matter the modality of Distance Education, the course offerings have always been intended to support the mission of the college. Students have found DE classes convenient in terms of both time and space. In fact, many students say those classes meet their needs better than on-campus courses. Online courses are usually the first to fill in the registration process. DE classes particularly appeal to single parents, working adults, students with disabilities that limit their mobility, and students who want to complete a degree without being limited to scheduling classes on specific days at specific times. Offering courses in the DE format assists students in gaining access to a high quality higher education. DE courses use technology to increase access to higher education for our students, thereby supporting the mission of the college: "San Bernardino Valley College provides quality education and services that support a diverse community of learners."

3. Discussion of the rationale for the change including but not limited to labor market analysis

In April, 2007, the Dean of Research, Planning and Development initiated the process of approving a Substantive Change Proposal because the number of online classes approved and offered at SBVC had grown significantly since the first offering of online classes in

1996. However, after that person's retirement, the new Vice President of Instruction discovered that the approval process was never completed. Upon learning the status of that proposal in the spring of 2011, the Vice President of Instruction immediately convened a task force of the college's Online Program Committee to devise a plan to complete and submit the Substantive Change Proposal to ACCJC.

In preparation of this version of the Substantive Change Proposal, SBVC conducted an analysis of its degrees, certificates, and GE programs using three sources of data:

1. The 2011-2012 San Bernardino Valley College Catalog (specifically the curricular requirements for degrees, certificates, and GE transfer programs)
2. The SBVC CurricUNET database (specifically the approval forms for courses to be offered through Distance Education)
3. The list of courses approved for DE delivery, which can be seen at: <http://www.valleycollege.edu/online-classes/browse-online-classes/all.aspx>

Using this information, each major and certificate and each GE program offered by SBVC was analyzed by the task force of the Online Program Committee and the Vice President of Instruction to determine which degrees, certificates, and programs met the criterion that 50% or more of the units can be completed by taking courses have been approved for DE delivery. That analysis was vetted by Faculty Chairs of appropriate departments as well as by Division Deans. The college Technology Committee, the Online Program Committee, and the Accreditation and SLO Committee also reviewed the analysis.

The results of this process have demonstrated that SBVC offers 15 degrees and 20 certificate programs in which 50% or more of the required units are satisfied by courses that are approved to be offered through Distance Education. In addition, all of the General Education programs are comprised of courses in which 50% or more are approved for DE delivery [See Appendices B and C].

There are no new certificates included in this proposal. Every certificate has already been approved through the normal, typical curriculum approval process at SBVC. For a certificate to be approved, the Curriculum Committee includes, as a necessary component, a labor market analysis. Moreover, in the periodic content review process for certificates, recent labor market analyses are required to continue offering a certificate. Appendix L includes the labor market analyses for corrections, escrow, library, accounting, and other certificates included in this Substantive Change Proposal.

Furthermore, there are no new degrees included in this proposal. In the curriculum approval process, there is no requirement for a labor market analysis for a degree. However, The Department of Education's National Center for Educational Statistics (NCES) shows that people with only a high school diploma earn significantly less than those people with an Associate degree or a Bachelor's degree (or higher). The table below shows the average annual salaries associated with levels of educational attainment. Clearly, there is an economic advantage to earning a college degree. Once again, there

are no new degrees included in this Substantive Change Proposal. But the economic advantage of a degree—whether obtained on campus or in a DE modality—is obvious.

Type of Degree	Annual Salary	Gender
High school diploma	\$39,010	Men
High school diploma	\$28,380	Women
College/no degree	\$45,820	Men
College/no degree	\$32,630	Women
Associate degree	\$50,150	Men
Associate degree	\$36,760	Women
Bachelor's degree	\$65,800	Men
Bachelor's degree	\$47,030	Women
Master's degree	\$80,960	Men
Master's degree	\$57,510	Women
Professional degree	\$100,000	Men
Professional degree	\$71,300	Women
Doctorate degree	\$100,000	Men
Doctorate degree	\$73,030	Women

<http://nces.ed.gov>

B. Description of the education programs to be offered if the substantive change involves a new educational program, or a change in delivery mode

1. The educational purposes of the change are clear and appropriate

Each course and program proposed for DE delivery has already been approved for traditional, on-campus delivery. There are no alterations in General Education requirements, major requirements, or certificate requirements for courses and programs offered via Distance Education. The Course Outline of Record, the official record of intent of instruction for each class offered by the college, is the same no matter what the delivery mode. And there is no differentiation of delivery mode on a student's transcript. Furthermore, the Student Learning Outcomes for each course are the same, regardless of delivery mode. Therefore, in this Substantive Change Proposal, there are no new programs or courses. This proposal merely identifies the degrees and certificates and programs that can be completed by students earning 50% of the credits through courses that have been approved for DE delivery. Each certificate, degree, or program in this proposal is part of an existing certificate, degree, or program offered by SBVC.

2. The proposed program meets Eligibility Requirements, Accreditation Standards and Commission policies related to Student Learning Programs and Services and Resources

Having stated that the courses are the same in content, rigor, and quality no matter what the mode of delivery, Title 5 of the California Education Code requires that if any of the instruction of a particular course is intended to be offered by Distance Education, then that course needs to undergo a separate review process.

[55206. Separate Course Approval. *If any portion of the instruction in a proposed or existing course or course section is designed to be provided through distance education in lieu of face-to-face interaction between instructor and student, the course shall be separately reviewed and approved according to the district's adopted course approval procedures.*

*NOTE: Authority cited: Sections 66700 and 70901, Education Code.
Reference: Sections 70901 and 70902, Education Code]*

All of the courses approved for DE delivery at SBVC have undergone such scrutiny. SBVC requires that all courses proposed for DE delivery be separately reviewed and approved by the Curriculum Committee, a standing committee of the Academic Senate, before being forwarded to the Board of Trustees for final approval.

In 2006, the college finished the transition from a paper process for course approval in the Curriculum committee to a process driven by CurricUNET, a state-wide database program designed to assist California Community Colleges with their curriculum development and approvals. As a part of this transition, the Online Program Committee realized that the required separate approval for DE courses needed clarification. Specifically, Title 5 of the California Education Code states that any course that is approved for Distance Education Delivery demonstrate that there will be "Regular Effective Contact" between instructor and students in the class.

[55211. Instructor Contact. *In addition to the requirements of section 55002 and any locally established requirements applicable to all courses, district-governing boards shall ensure that: (a) All approved courses offered as distance education include regular effective contact between instructor and students, through group or individual meetings, orientation and review sessions, supplemental seminar or study sessions, field trips, library workshops, telephone contact, correspondence, voice mail, e-mail, or other activities.]*

The Online Program Committee developed standard definitions that identified the types of contact included in DE courses. Although separate approval for DE courses has been in place for over 30 years, this clarification was a significant addition to the CurricUNET process. That process includes the initiating faculty having a conversation with a co-chair of the Online Program Committee, creating a detailed description of the rationale for Distance Education delivery, including sample assignments focusing on the appropriateness of DE delivery for the content of the course, and, finally, listing the appropriate contact types that constitute a minimum baseline for each section of the course offered in the Distance Education format. The identified contact types clearly identify the Regular Effective Contact that happens in each course and clearly states how the class will fulfill the quality control measures regarding Regular Effective Contact established in Title 5. The final review process for DE delivery includes one of the co-chairs of the SBVC's Online Program Committee and the District's Executive Director of Technology and Educational Support Services, thereby ensuring that approval for Distance Education Delivery meets the highest standards of the college and the District.

The definition of Distance Education by ACCJC includes a requirement that DE courses demonstrate that there is "Regular Substantive Interaction" between faculty and students. [See Appendix A.] This is one of the major distinctions between Distance Education and Correspondence Education drawn by the ACCJC. In 2011, the Online Program Committee discussed the Title 5 requirements and the ACCJC requirements and decided that at SBVC "Regular Effective Contact" is equivalent to "Regular Substantive Interaction." [See Appendix A.] When SBVC fulfills the Title 5 requirements of the State of California, the accreditation requirements of ACCJC are simultaneously being fulfilled. Thus, the rigorous approval processes in place at SBVC initially demonstrate that the relevant Commission Policies regarding DE are being addressed. [See Appendix D for the process for DE approval in the Curriculum Committee. See Appendix E for a sample course approval document listing the detailed contact types fulfilling regular effective contact/regular substantive interaction.] And since there is no new program being proposed here, SBVC's accreditation affirmation in 2009 demonstrates that SBVC

meets the standards of the ACCJC. Sections D and G of this proposal expand in detail the ways that SBVC's DE offerings address all the standards of ACCJC accreditation.

C. A description of the planning process which led to the request for the change, including:

1. The change's relationship to the institution's planning, evaluation and stated mission

SBVC's Mission Statement describes the college's reason for being: "San Bernardino Valley College provides quality education and services that support a diverse community of learners."

(<http://www.valleycollege.edu/about-sbvc/missions-values.aspx>)

Distance Education offerings at SBVC do not alter or supplant the mission of the college; those offerings are a way of advancing SBVC's mission by using technology to increase student access to quality education and services that support a diverse community of learners. There is a clear correspondence between the mission of the college and the existence of courses approved for DE delivery.

At the District level, the development and implementation of the Strategic Plan sets the parameters for all other planning at the District. Specifically, the District Technology Strategic Plan 2010-2013 sets the parameters for coordinating the technology services that support Distance Education at the college.

(District Strategic Plan: http://www.sbccd.org/About_the_District/Board_Imperatives_-_a-_Planning_Documents/District_Strategic_Planning.aspx

District Technology Plan:

http://www.sbccd.org/About_the_District/Board_Imperatives_-_a-_Planning_Documents/Technology_Planning.aspx

These are lengthy documents. But they can be supplied as hard copy upon request.)

There are two campus-level plans that impact Distance Education. The College's Technology plan addresses the broad technical and institutional issues regarding Distance Education.

(http://www.sbccd.org/~media/Files/SBCCD/District/Planning%20Imperatives%20and%20Documents/Technology%20Planning/Valley_Strategic_Documents/SBVC%20Campus%20Technology%20Strategic%20Plan%202010-2013.ashx This is a lengthy document. But it can be supplied as hard copy upon request.)

The Online Program Committee's "Online Learning Plan" addresses the more narrow issues dealing with online classes. [This plan is included in Appendix F of this proposal.]

2. The assessment of needs and resources which has taken place

As noted earlier in this proposal, assessment of the needs and resources for Distance Education has been divided between the District and the College. The District's Strategic Technology Plan addresses the servers and Learning Management systems needed for online instruction. Further, the connectivity of the District ensures adequate bandwidth for online classes as well as for EduStream, the District's national initiative to provide streaming video content for community colleges. At this point, one hundred seventy colleges are cooperating in this national collaborative.

Further, both the Office of Institutional Research of the college and the office of Distributed Education at the District level collect data on efficiency, success and retention from campus researchers and presents to the board of trustees. The latest report to the board of trustees took place in August 2011. The report is included in Appendix G.

At the college level, the campus technology plan includes an identification of the resources needed for the successful implementation of DE delivery. The Online Program Committee works closely with the curriculum committee to ensure high quality for any course approved for DE delivery. The latest draft of the Online Learning Plan includes the continued processes for the assessment of needs and resources. This plan identifies timelines and responsible parties for such assessment.

3. The anticipated effect of the proposed change on the rest of the institution

The offering of online classes has increased gradually since 1996. The key shift came in 2002 and 2003 with the imagining of an "Online College" (see item #5 below). This virtual packaging of courses was intended to increase the visibility of DE offerings while striving to improve the quality of telecourses by adding virtual interaction through discussion boards in a Learning Management system. In the spring of 2011, approximately 12% of the "student seats" in classes came from courses offered in the Distance Education format. Such gradual increases in DE offerings have not changed the rest of the institution. SBVC still provides quality education and services that support a diverse community of learners. The Online Program Committee monitors the percentage of online offerings as a percentage of the total enrollment.

4. A clear statement of the intended benefits that will result from the change

The benefits for SBVC of an increased offering of courses via Distance Education are that two of the college's strategic initiatives are supported--access and technology. Specifically, courses offered in a DE modality create the opportunity that more students

will be using technology to increase access to quality education. Once again, this reinforces and supports the mission of the college: "San Bernardino Valley College provides quality education and services that support a diverse community of learners."

In a more practical way, the benefit for students taking Distance Education courses is that difficulties with commuting, parking, and childcare are eliminated. And online courses often allow students to save on some typical educational expenses, such as gas money for commuting to campus. Michael Gray, a second-year SBVC student says this about saving money with online classes: "It costs me approximately ten dollars every time that I drive to campus, just in gas. This alone is a good reason to take classes online.... Coming to campus only twice per week would save me \$20.00 per week, and there are 18 weeks in a semester, so I figure that the actual monetary savings is roughly \$360 per semester, or \$720 per year." (For corroboration of Mr. Gray's statement, see <http://www.nesting.com/news/national/32151/Students-save-gas-money-by-taking-classes-online-colleges-professors-offer-more-courses.html>.) Such benefits also accrue to faculty who do not have to drive to campus as frequently, and in a broad context, less driving to campus benefits the environment by reducing carbon emissions.

5. A description of the preparation and planning process for the change

The San Bernardino Community College District operates KVCR, the local PBS television station. For over 40 years, ending in 2009, SBVC offered telecourses that have been broadcast from KVCR. The "Instructional Broadcasting Service" was, for years, the campus office that coordinated the offering of telecourses. This was staffed with a faculty member receiving approximately 50% reassigned time. In 1992, that office was replaced by a District Office of Distance Learning (with a full-time administrator and support staff), which served to coordinate telecourses for both colleges in the District—SBVC and Crafton Hills College (CHC). The motivations for offering telecourses were diverse, but the primary motivation was to increase access to educational opportunities for students in the Inland Empire. Instead of driving to campus three days each week, telecourses allowed students to receive educational content through the TV and come to campus approximately five times each semester for review sessions and exams. Planning for Distance Education consisted of coordinating the telecourse offerings between the two campuses of the District through the District Office of Distance Learning.

In 1995, KVCR was given a computer server and communications/collaboration software package—FirstClass. PBS's grant of hardware and software to KVCR was designed to improve communications within the television station and between the station and national PBS offices. One component of that grant was that faculty were allowed to use the software to experiment with the development and delivery of online education. In January of 1996, two online classes were offered at SBVC--physics and philosophy. Because the connectivity to the server was initially limited to 4 modems using 4 phone lines, the number of online classes was significantly limited. In 1998, the Internet

version of the FirstClass program was purchased with Title III grant monies. This expanded the number of simultaneous connections to the server from 4 to 250. So other departments began to develop and offer online classes. This was coordinated through the District Office of Distance Education and was packaged as a supplement to PBS's "Going the Distance" program. That program was intended to allow students to complete an AA degree by taking only telecourses. There were significant gaps in that curriculum, however, and the District Office imagined that the online classes being developed would complement and supplement the telecourses and thus fulfill the spirit of the "Going the Distance" program. Therefore, planning for Distance Education took place at the District level with participation from individual departments from both SBVC and CHC.

Between 1998 and 2002, the number of classes approved for online delivery at SBVC steadily increased. In the fall of 2002, a group of managers and faculty met to discuss the possibility of imagining and creating an "Online College." This online college would consist of a virtual packaging of online classes and telecourses (the telecourses would be supplemented with highly interactive discussion boards of a Course Management System). The idea of an "Online College" was a reversal of previous priorities. Online classes were being developed and offered; telecourses were declining in enrollments and in offering. When all the requirements of a degree were in place, then the student could get a degree by taking online classes that were supplemented with telecourses. However, it quickly became apparent that many of the degree requirements were already offered in the online format. Telecourses could be eliminated entirely from imagining an "Online College." Some requirements could not be offered in a completely online format because of articulation concerns (such as speech performance and science labs). But these were approved for delivery as "hybrid" classes, classes that required on-campus presence for some of the learning activities. There were just a few "bottlenecks" where a specific required class was not offered online. Under the banner of "increased access," those classes were developed and SBVC's "Online College" was born. A year-long process of planning, developing, and packaging information about online learning resulted in the foundational document for the "Online College" at SBVC. [See **Appendix H.**] The goal of this virtual collection of classes was to provide SBVC students with increased access to educational opportunities.

Between 2003 and 2006, the planning for online classes was centralized in the Office of the Vice President of Instruction. In 2002, the District hired a Director of Distributed Education. This position was eventually expanded to include Technology Services at the District. Thus the planning for the infrastructure and technology services was coordinated between the college and the District. During this time, online offerings continued to grow. In 2003 there were 41 sections of online classes offered at SBVC. By 2007 there were 110 sections of online and hybrid classes representing 23 different disciplines and 45 different faculty members teaching online.

Partly because of the increased growth, the President of the College and the President of the Academic Senate created a standing college committee to be the advisory body to the VPI. The Online Program Committee "Advises the Vice President of Instruction regarding all issues related to online learning at the College. The committee functions as

a visionary body, as a conduit for information between faculty/administration/students, and as a technology advisory body for issues related to online learning." [See Appendix I for the committee structure of the college, including the committee charges.]

The initial meetings of the committee, however, were reactionary in that the committee was reacting to issues and problems rather than proactively moving in an intentional way. Although there were "goals" for the committee, there was no overarching plan [See Appendix J for an example of goals from the committee's minutes]. In 2010, the committee took the task of developing a plan for online learning. That process continued through 2011. [See Appendix F].

D. Evidence that the institution has analyzed and provided for adequate human, administrative, financial, and physical resources and processes necessary to initiate, maintain, and monitor the change and to assure that the activities undertaken are accomplished with acceptable quality, including:

1. Adequate and accessible student support services; enumerate services as detailed as possible; provide electronic links where available

The college's Writing Center offers free online tutoring for students in all disciplines for courses at the 100 level and above. Students may submit their assignments for review by email. The service is "first come, first served." Assignments are read Monday through Thursday and the papers are returned within 24 to 48 hours. Students in many online classes are encouraged to use this online service.

<http://www.valleycollege.edu/student-services/tutoring-academic-support/writing-center.aspx>

An online advisor in Counseling is available to answer questions about majors, courses and requirements. Students can send an email request to the online counselors; replies are given within 3 working days.

<http://www.valleycollege.edu/student-services/counseling/counseling-services.aspx>

Students can order their textbooks online through the SBVC bookstore.

<https://bookstore.valleycollege.edu/Textbooks/order.aspx>

A Central Help Desk is available to students 24/7 to all faculty, staff, and students. This is especially valuable for online students. The Help Desk can be accessed by dialing a toll free number. And there is access to a knowledge base dealing with the most frequent computer issues for students. In addition, students can request a call back, submit a ticket online, or engage in a live chat with a service representative over the web. (<https://d2.parature.com/ics/support/default.asp?deptID=8293>)

SBVC provides assistance to disabled students, whether they are taking online or on ground classes, through the Disabled Student Program and Services (DSPS) Office. A full time "Assistive Technology Specialist" is available to assist students and faculty in order to meet the requirements mandated in the Americans with Disabilities Act and Section 504 of the Rehabilitation act of 1973. Assistive technology (AT) has been placed in computer labs throughout campus to ensure accessibility. Further, there is a fully equipped High Tech Center (HTC) for students with disabilities. This HTC makes available for specialized software programs that are unique to individuals with various disabilities. Jaws, Kurzweil 1000, Zoom Text and EasyReader are used for students with vision impairments. WYNN, OpenBook, Kurzweil 3000, Brain Fitness Program, Co:Writer, Math Talk, and Learning Ally are used with students with other disabilities. In addition to the software, the HTC has extensive hardware and equipment available for students with disabilities. (<http://www.valleycollege.edu/student-services/specialized-services/disability-services/assistive-technology.aspx>)

The course management system (Blackboard) meets ADA requirements and the campus provides faculty training on ADA and 508 compliance issues. (<http://access.blackboard.com>)

There are several Honors courses that have been approved for online delivery (psychology, sociology, philosophy, religious studies, anthropology, economics). A student in the Honors program can complete all the academic requirements of that program by taking online classes. (<http://www.valleycollege.edu/academic-career-programs/specialized-programs/honors-program.aspx>)

As a part of EduStream, the District's the District's video-on-demand service that is utilized by more than 170 colleges across the country, online students can participate in synchronous audio/video tutorials in math, American sign language, and biology. These synchronous sessions are archived, captioned, and maintained as a repository to be used asynchronously by other students at a later time. Other disciplines are being added to this tutorial service as the need arises and as staff time is available.

Over the last several years, many of the college's student support services have been made available online. Currently, students can apply to the college, request financial aid information, complete orientation, and register for classes through the internet. As a result, the need to distinguish students who take online classes has been minimized. All students may participate in the online services of the college. In fall of 2011, over 98% of all student registrations for classes were completed over the internet using

WebAdvisor.

<https://webadvisor.sbccd.cc.ca.us/WAProdSBVCSec/WebAdvisor?TYPE=M&PID=CO RE-XWMAIN&TOKENIDX=321300453>)

SBVC's library contains a collection of over 80,000 volumes, which are searchable through an online college catalog. In addition, there are 300 current print magazine subscriptions and an extensive back file of magazine volumes. A 16-workstation database network provides access to thousands of newspapers, magazines, journals, and other materials supporting research. SBVC students are provided a password giving them access to these databases online.

<http://www.valleycollege.edu/student-services/tutoring-academic-support/library.aspx>)

Furthermore, SBVC's library participates in a 24/7 reference librarian chat program. Chat reference through QuestionPoint is an online resource that will connect students to an academic librarian who can assist students with research needs at any time on any day.

The Library houses an open computer laboratory, with over 80 personal computers and multi-media equipment. Many online students also take classes on campus. This lab increases the opportunity for those students to participate in their online class.

2. Sufficient and qualified faculty, management, and support staffing

All faculty are hired under the same faculty hiring process. (SBCCD Administrative Procedure 7210, line 1135) Faculty who teach online classes are held to the same standards as faculty who teach traditional, face-to-face classes. Minimum qualifications must be met. Additionally, the needs of the department must be considered. Department Faculty Chairs recommend to Division Deans the faculty to teach certain sections. For online sections, both the Faculty Chair and the Division Dean affirm that the person selected for a specific section is qualified to teach that section. Various criteria are used to determine whether a faculty person can successfully teach online. Most faculty who want to teach online have either taken a course or a series of courses on online teaching/learning or have taught online before. In addition, SBVC has a self-paced "Learn to Teach Online" course, housed in the Blackboard Learning Management System, if faculty members want to begin the preparation for online teaching that way. Furthermore, some departments have created extensive, albeit informal, mentoring programs for online teaching. For example, the English department in 2002 would not allow any of their classes to be taught online. With a new Department Faculty Chair, however, one section was permitted. After that person was successful, another English faculty person paired with the online instructor to learn to teach online. In the fall of 2011, six different English faculty members are teaching nine different sections of Freshman Composition and Intermediate Composition. This successful mentoring program is mirrored in the Modern Languages Department with online Spanish classes. Record of such successful preparation for online teaching is a part of the Comprehensive Quality Control Process for online classes. [See Appendix K]

SBVC has a unique history in the development of online learning (see section C above). As such, the "management structure" is also unique. There is no distinct director or dean of Distance Education at SBVC. The District has an Executive Director of Technology and Educational Support Services. That position provides the support for the infrastructure for online learning. That is, internet connectivity, learning management systems, and software licenses are handled at the District level. Furthermore, the Blackboard Administrator, also a district position, provides extensive professional development and software support at both SBVC and Crafton Hills College. There is a campus network administrator at each campus to assist with software related issues. Management support at the campus level is in the office of the Vice President of Instruction. Managerial oversight and clerical support services are provided through that office. The Technology Committee and the Online Program Committee both provide the collegial support for the management and staff. The faculty and administrative co-chairs of the Online Program Committee are key in communicating to the Vice President of Instruction concerns and issues regarding online learning. And the Coordinator of Professional and Organizational Development provides for extensive training opportunities for faculty interested in teaching online.

<http://depts.valleycollege.edu/professional.aspx>

With faculty energy and enthusiasm and collegial encouragement from the Vice President of Instruction and support staff, the online offerings have grown from 2 sections in 1996 to 175 online and hybrid sections in the spring of 2011. SBVC has qualified faculty, management, and staff to support these offerings.

3. Professional development for faculty and staff to effect the change

SBVC's office of Professional and Organizational Development (POD) is committed to providing and supporting activities designed to enhance the job-related performance of all staff in order to effectively meet the needs of students. "San Bernardino Valley College is committed to providing and supporting activities designed to enhance the job-related performance of all staff in order to effectively meet the needs of students. The College provides for and encourages participation in activities that enable staff to grow both professionally and personally." Specifically related to online learning, POD offers workshops and seminars for faculty wanting to use Blackboard to deliver instructional content in their courses. The POD often uses the Blackboard Administrator to teach these workshops. The Blackboard Administrator is a district-funded position. An extensive list of technology training opportunities and teaching improvement opportunities is available at the office's website:

http://depts.valleycollege.edu/professional_old/index.php?page=activities.htm

A list of resources is available at this page:

http://depts.valleycollege.edu/professional_old/index.php?page=resources.htm

The Online Program Committee maintains two communities in Blackboard. One is designed to introduce the andragogy associated with online teaching and learning to faculty. The other is a clearinghouse for resources and "best practices" contributed by faculty.

Combining the resources of the office of Professional and Organizational Development, the District's Distributed Education Office, and the Online Program Committee has established a strong framework for professional development for faculty wishing to teach or improve teaching online

4. Appropriate equipment and facilities, including adequate control over any off-campus site

Most online classes currently use the Blackboard Learning Management System. The software for this system is funded and supported by the District's Office of Technology and Educational Support Services. Blackboard communicates with the DataTel student information system to maintain up-to-date enrollments. Each section taught at the college automatically has a Blackboard shell created for it. So there is no distinction between online and traditional classes at this level. Instructors can use Blackboard to supplement on-campus classes; instructors of online classes can use Blackboard to deliver 100% of the instruction. The District provides the universal Blackboard shells for both San Bernardino Valley College and Crafton Hills College.

Connectivity to the internet is also a function of the District's Office of Technology and Educational Support Services. There is a 1 gigabyte internet connection (soon to be 10 gigabytes) that is sufficient for all the technology needs of SBVC, CHC, the District, as well as EduStream, the District's video-on-demand service that is utilized by more than 170 colleges across the country.

The combination of connectivity, hardware, and software create a robust ecosystem to support online learning at SBVC.

5. Sustainable fiscal resources including the initial and long-term amount and sources of funding for the proposed change and an analysis of fiscal impact on the institution's budget

The costs of site licenses and learning management software along with costs for internet connectivity are budgeted at the District level. Costs for faculty teaching online courses

are distributed in the same way as any class offered at the college. As the demand for online courses has grown, a greater number of sections have been offered, and more and more faculty are teaching online sections. The FTES generated by online sections is approximately 12% in the spring of 2011. With few exceptions, the size of the online classes mirrors their on-ground counterparts. So the productivity of online classes is comparable to traditional delivery methods. SBVC has never envisioned Distance Education as a "cash cow" to utilize large class sizes to bring in large amounts of revenue with little expense. Online sections are treated very much like traditional classes in terms of cost/expense calculations. So online instruction is a generator of apportionment from the state and these funds are fully merged into the general fund of the college.

Again, with SBVC's unique history of online learning (see section C above), there was no college-level requirement for extensive seed monies. And with the District taking responsibility for much of the funding for the infrastructure for online learning, costs associated with Distance Education are more easily folded into the college budget. There are sufficient fiscal resources at the District Level and at the college level to maintain the DE offerings at SBVC.

6. A comparative analysis of the budget, enrollment and resources; identify new or reallocated funds

There are no new courses, programs, or degrees included in this Substantive Change Proposal. So there are no new or reallocated funds.

Online courses have been gradually approved and delivered over the last 15 years. They have been offered to meet the needs of students. So the monies necessary to staff the classes have been a part of the college's instructional budget. Since there is no differentiation in compensation between on campus and DE classes, as the percentage of DE classes increases, so too does the percentage of the instructional budget. The costs of the course management system, the help desk, and software are centralized at the District. The Executive Director of Technology and Educational Support Services is responsible for the District-level budget. The Vice President of Instruction is responsible for the instructional budget for faculty at the campus level.

The latest budget (2012) of the San Bernardino Community College District can be found at:

http://www.sbccd.org/District_News_and_Events/Annual_Reports.aspx

7. A plan for monitoring achievement of the desired outcomes of the proposed change.

The state Chancellor's Office requires that each California Community College maintain records and report data for course sections in which 51% or more of the instruction is provided through Distance Education. Further, SBVC is required to provide to the SBCCD Board of Trustees a report on all DE instruction. (Section 55219 of Title 5) This data included information on student enrollments, student retention, student success, and other elements of courses taught through DE delivery. This data helps guide the college administration in the planning process regarding offering courses via Distance Education.

Only very rarely has an online class had problems with enrollment. So there is high student demand for this format of learning across the disciplines.

Success and retention rates for online courses are lower than courses taught in a tradition classroom format. Online courses require that students possess greater self-motivation and more nuanced time-management skills. Sometimes technical difficulties create barriers to success in online classes, but anecdotal evidence suggests that these technical issues are decreasing. The latest draft of the SBVC's Online Learning Plan includes specific goals, objectives, and benchmarks regarding success and retention in online classes.

To improve the quality of online instruction, the Online Program Committee has created a Comprehensive Quality Control Process for online faculty. [See **Appendix K**] This process gathers information about preparation for online teaching, regular effective contact, student privacy issues, student authentication concerns, ADA and 508 compliance, and a checklist including elements considered to be consistent with high quality online learning. From the faculty perspective, this process helps monitor keep the policies and procedures unique to online learning in the forefront.

In the fall of 2011, SBVC's Online Program Committee created a student satisfaction survey that was piloted in 10 online classes. (Results of this pilot survey are included in Appendix M.) In the spring of 2012, this pilot survey will be expanded to include all online sections. In the fall of 2012, the survey will be expanded to include all online, hybrid, and ITV sections. This information will be combined with retention, success, and enrollment statistics to help in the planning process for online classes.

8. Evaluation and assessment of student success, retention and completion

Both the Office of Institutional Research of the college and the office of Distributed Education at the District level collect data on efficiency, success and retention from campus researchers and presents to the board of trustees. The latest report took place in August 2011. The report is included in **Appendix G**.

The Online Program Committee includes in its plan the necessity to review and analyze the data on student success and retention comparing the college statistics with the aggregate data from the California Community College system. Below is an example of the data on retention and success for one academic year.

	Retention	Retention	Success	Success
	Fall, 2010	Spring, 2011	Fall, 2010	Spring,2011
State Non-DE	85.42%	84.85%	69.32%	68.78%
State DE72 (= online)	77.40%	77.72%	56.92%	57.55%
State All DE	77.78%	77.91%	57.02%	57.34%
College Non-DE	84.02%	81.93%	66.58%	65.04%
College DE 72 (= online)	80.37%	75.63%	59.41%	54.14%
College All DE	80.37%	75.58%	59.34%	54.14%

The pattern of SBVC exceeding the retention and success rates of the state aggregate in the fall semester and then falling below the state rates in the spring semester has caused the Online Program Committee to request a longitudinal analysis of the last five years comparing similar data. If a consistent pattern is found, then the committee will look closely at the scheduling patterns for the fall semesters compared to the spring semesters. In addition, the committee will compare the results of the Student Satisfaction Survey from fall to spring semesters searching for any reason for the decline in the retention and success rates.

E. Evidence that the Institution Has Received All Necessary Internal and External Approvals

1. A clear statement of what faculty, administrative, governing board, or regulatory agency approvals are needed, and evidence that they have been obtained

Every degree, certificate of achievement, and course offered by SBVC has been approved by the SBVC Curriculum Committee, a standing committee of the Academic Senate, and then by the San Bernardino Community College District Board of Trustees. Each course using a DE delivery mode has been reviewed separately, according to the requirements of Title 5 of the California Code. This review process is extensive, focuses on "Regular Effective Contact" (which is functionally equivalent to ACCJC's "Regular Substantive Interaction"), and generates a separate document demonstrating that the criteria for quality and excellence have been met. The approval for Distance Education delivery is

voted on by the Curriculum Committee prior to being sent to the Board of Trustees for their approval. Documentation of approval for each request for Distance Education delivery is a matter of public record in the minutes of the District's meetings. Further, the approved Course Outlines of Record, including approval for DE delivery, are a part of the CurricUNET database. As such, the documents are available to a wider audience.(Access available on request from Governet at http://www.curricunet.com/cnet_home/curricusearch) Documentation of each approval for Distance Education delivery is available on request. A sample approval for Distance Education delivery is included in Appendix E of this proposal.

2. Legal requirements have been met

SBVC is a public two-year community college operating under the authority of the State of California, the board of governors of the California Community Colleges, and the Board of Trustees of the San Bernardino Community College District.

As a California Community College that is a part of a two-college district (the San Bernardino Community College District), SBVC derives its authority to operate as a degree-granting institution from California Education Code, section 70902.

The Accrediting Commission for Community and Junior Colleges (ACCJC), of the Western Association of Schools and Colleges (WASC), a regional accrediting body recognized the commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education has fully accredited SBVC.

In addition, SBVC is accredited by the California Board of Registered Nursing and by the National League for Nursing Accrediting Commission.

SBVC's accreditation status is described in the 2011-2012 college catalog on pages 11-12 as well as on the campus website. (<http://www.valleycollege.edu/accreditation.aspx>)

Therefore, SBVC meets all legal requirements to offer classes, certificates, and degrees in the state of California.

3. Governing board action to approve the change and any budget detail supporting the change

This Substantive Change Proposal was presented to the San Bernardino Community College Board of Trustees on March 15, 2012 and was approved unanimously.

As was stated earlier, there are no new programs, certificates, or degrees included in this proposal. So the existing budget for the District and the College supports all delivery modes, including DE. The latest budget (2012) of the San Bernardino Community

College District can be found at:

http://www.sbccd.org/District_News_and_Events/Annual_Reports.aspx

F. Evidence that the Eligibility Requirements will be fulfilled

ACCJC has prescribed 21 eligibility requirements for community colleges. Although there has not been drastic change since the last accreditation visit in 2008, this section constitutes a summary of the eligibility requirements and any impact of this Substantive Change Proposal on those eligibility requirements.

1. Authority (no change since last accreditation visit in 2008)

SBVC is a public two-year community college operating under the authority of the State of California, the board of governors of the California Community Colleges, and the Board of Trustees of the San Bernardino Community College District.

As a California Community College that is a part of a two-college district (the San Bernardino Community College District), SBVC derives its authority to operate as a degree-granting institution from California Education Code, section 70902.

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In addition, SBVC is accredited by the California Board of Registered Nursing and by the National League for Nursing Accrediting Commission.

SBVC's accreditation status is described in the 2011-2012 college catalog on pages 11-12 as well as on the campus website. (<http://www.valleycollege.edu/accreditation.aspx>)

2. Mission (no change since last accreditation visit in 2008)

The district's Board of Trustees formally adopted SBVC's mission statement on June 13, 2002. It was last revised on February 8, 2007. SBVC's Mission Statement describes the college's reason for being: "San Bernardino Valley College provides quality education and services that support a diverse community of learners." (This mission statement is found on the cover of the SBVC catalog and at this page in the college website: <http://www.valleycollege.edu/about-sbvc/missions-values.aspx>.)

3. Governing Board (no change since last accreditation visit in 2008)

The Board of Trustees of the San Bernardino Community College District is the governing body of the District. The Board is established by, and derives its power and duties from, the Constitution of the State of California and the Statutes of California as adopted by the Legislature and issued in the California Education Code, and the directives of the Board of Governors, California Community Colleges, listed in Title 5, California Code of Regulations.

The Board of Trustees consists of seven members elected at large for terms of four years. The terms of four members expire in every other even-numbered year and the terms of three members expire in the alternate even-numbered year. Trustee elections are held on even-numbered years in accordance with the provisions of the California Education Code. (SBCCD Board Policy 2050) The Board also includes two non-voting student members, one from each of the colleges in the District. The student representative from SBVC is elected in accordance with the administrative procedures adopted by the college student elections, except that all members of the student body shall be permitted to vote for the student member. (SBCCD Board Policy 2060)

4. Chief Executive Officer

SBVC's chief executive officer is the President of the college. Dr. Debra Daniels recently resigned as President of SBVC to take the Presidency of Joliet Junior College in Illinois. Currently, Dr. Larry Buckley, former Vice President of Instruction at SBVC, has been appointed as Interim President. The Board of Trustees of the San Bernardino Community College District has the power and authority to appoint the President of SBVC.

5. Administrative Capacity (no change since last accreditation visit in 2008)

SBVC is staffed by a sufficient number of administrators to supervise and provide the services necessary to support the college's mission. Administrators are selected through an open and competitive hiring process, and all possess the appropriate preparation and experience to fulfill their assigned roles. The administration is organized appropriately to provide the necessary oversight and support for Distance Education programs, with primary oversight for each program assigned at the division level.

6. Operational Status (no change since last accreditation visit in 2008)

SBVC is fully operational offering a comprehensive curriculum, with most of the approximately 12,000 students actively pursuing a degree and/ or certificate.

7. Degrees (no change since last accreditation visit in 2008)

SBVC offers Associate in Arts and Associate of Science degree programs in more than 50 different majors. In addition, SBVC offers over 80 certificates of achievement. The majority of students are enrolled in courses leading to degrees or certificates. SBVC annually publishes a college catalog that clearly lists and describes the requirements for these programs.

8. Educational Programs (no change since last accreditation visit in 2008)

SBVC offers transfer programs, vocational programs and certificates, and basic skills classes that are consistent with the mission of the California Community College system and the mission of the college. Each course offered by the college as well as each degree and certificate fulfills Title 5's demands regarding rigor and quality. This includes each course approved for Distance Education delivery.

9. Academic Credit (no change since last accreditation visit in 2008)

Academic credit for coursework is awarded in accordance with Title 5 of the California Code of Regulations, section 55002.5. Policies regarding academic credit are clearly described in the college catalog. (SBVC catalog, pages 10 through 15)

10. Student Learning and Achievement (no change since last accreditation visit in 2008)

SBVC has an Office of Research and Planning that analyzes and publishes information regarding student demographics and student achievement. Measures such as retention, graduation, success, persistence, and transfer are included. Furthermore, these measures are also available to Faculty Chairs through the EIS information system. Thus the analysis of student achievement is done at various levels.

SBVC affirms the importance of Student Learning Outcomes as a way to continually improve instruction. The college currently operates on a three-year cycle of assessment, whereby the assessment of SLOs of roughly one third of all classes happens each year. This process is clearly documented at the Division level and the data is housed in the Office of the Vice President of Instruction. The District has purchased a program--eLumen--to assist the campuses with the collection and tracking of SLO data.

11. General Education (no change since last accreditation visit in 2008)

Depending on the student's educational path, there are four different general education pathways. A complete list of these general education requirements is contained in the college catalog.

SBVC has identified college-wide core competencies that are embedded in the pattern of general education courses. These core competencies are also clearly identified in the college catalog. (2011-2012 SBVC catalog, page 39)

12. Academic Freedom (no change since last accreditation visit in 2008)

SBVC affirms academic freedom as defined by the SBCCD Board of Trustees in Board Policy 4030 and Administrative policy 4030. The introduction to those documents begins with this paragraph: "The San Bernardino Community College District is committed to the principle that the free expression of ideas is essential to the education of its students and to the effect governance of its colleges. The District recognizes that academic and intellectual freedom is best protected by a system of tenure, academic due process, and policies and procedures that provide faculty, students, and classified employees with the opportunity to freely express themselves in any campus venue, from the classroom to the board room. The District further subscribes to the principle that the free expression of ideas should be limited only by the responsibility to express ideas with fairness, and in a manner that respects the differing ideas of others and distinguishes between established fact and theories and one's own opinion." The following SBCCD policies and procedures amplify the respect for academic freedom demonstrated by the Board of Trustees.

http://www.sbccd.org/~media/Files/SBCCD/District/Board/Board%20Policies/4000/4030_Academic%20Freedom.ashx

and

http://www.sbccd.org/~media/Files/SBCCD/District/Board/Board%20Procedures/4000/4030_AP.ashx)

13. Faculty (no change since last accreditation visit in 2008)

SBVC has approximately 151 full-time faculty. (District's Long Range Staffing Plan, June 30, 2011) These faculty are screened and hired based on District policies and practices. These policies and practices help ensure that all full-time faculty are highly qualified and will contribute to the life of the college. SBVC faculty are represented by a

union--the California Teachers Association. The responsibilities of faculty members are clearly delineated in the union contract and clearly support the mission of the college.

14. Student Services (no change since last accreditation visit in 2008)

SBVC provides a wide variety of student services so that all students can achieve their educational goals. Such services are appropriate for the size of the institution. Further, such services are aware of and sensitive to the demographic characteristics of the student body.

15. Admissions (no change since last accreditation visit in 2008)

SBVC is a California Community College. As such, its admissions policy is consistent with California Education Code, Title 5, and the statewide mission for the California Community Colleges. Further, the admissions policy is consistent with the mission of the college: "San Bernardino Valley College provides quality education and services that support a diverse community of learners." Admissions policies are printed in the college catalog on pages 5-7 and are available at the SBVC website as well.

<http://www.valleycollege.edu/admissions-financial-aid.aspx>

16. Information and Learning Resources (no change since last accreditation visit in 2008)

Information and learning resources at SBVC include the library, the various computer labs, the tutorial center, the writing center, as well as other specialized programs on campus. Every student in every class, no matter what the delivery mode, has access to these resources. The library participates in a program that offers students 24/7 online access to reference librarian. Furthermore, any student--whether on or off campus--can access several of the library's database resources via the web.

17. Financial Resources (no change since last accreditation visit in 2008)

Although the California state budget has been challenging for California Community Colleges, the financial resources of the District have been prudently managed in recent years. Therefore, SBVC has sufficient financial resources to discharge its mission. Fiscal planning is done at both the District and college levels. A new budgeting model has recently been introduced in the District. This model increases the collegial process for allocating resources between the two colleges of the District.

18. Financial Accountability (no change since last accreditation visit in 2008)

As required by law, SBVC undergoes regular financial audits according to the policies of the San Bernardino Community College District. The audits are conducted by external auditors who are certified public accountants and who have no other relationship to the District or college. (SBCCD Board Policy 6400)

19. Institutional Planning and Evaluation

At the District level, the development and implementation of the Strategic Plan sets the parameters for all other planning at the District. Specifically, the District Technology Strategic Plan 2010-2013 sets the parameters for coordinating the technology services that support Distance Education at the college.

There are two campus-level plans that impact Distance Education. The College's Technology plan addresses the broad technical and institutional issues regarding Distance Education. The Online Program Committee's "Online Learning Plan" addresses the more narrow issues dealing with online classes [See Appendix F.]

SBVC has a robust program review process that encompasses all instructional units as well as student services. Although Distance Education is not singled out as an instructional or student services unit, it is the program review process that deals with evaluation campus wide.

20. Public Information (no change since last accreditation visit in 2008)

SBVC publishes a printed catalog every academic year. This catalog is current, accurate, and provides relevant information about SBVC for students, staff, faculty, and the public at large. This catalog is also available online. In addition, it is made available in Braille, large print, and e-text to accommodate persons with various disabilities.

21. Relations with Accrediting Commission

SBVC was visited by an ACCJC accreditation team in October, 2008. At the January, 2009 meeting of the ACCJC, the Commission took action to reaffirm SBVC's accreditation, with a requirement that the college complete a Follow-Up report.

At the January 2011 meeting, ACCJC took action saying that SBVC has resolved Recommendations 5, 6, and Commission Recommendation 1, as identified in the Commission's action letter of February 3, 2009.

The Midterm Report, which is required to be filed in the third year after each comprehensive evaluation, was filed on October 8, 2011. This report was reviewed and accepted at the January meeting of the Commission.

SBVC is fully accredited by ACCJC and is operating under no sanctions. Furthermore, SBVC will comply with Commission requests, directive, decisions, and policies, and will make complete, accurate, and honest disclosures in all communications concerning accreditation, as stipulated in Board Policy. (SBCCD Board Policy 3200)

G. Evidence that each Accreditation Standard will still be fulfilled specifically related to the change and that all relevant Commission policies are addressed

SBVC's accreditation was reaffirmed by ACCJC in 2009. A follow-up report was requested, submitted, and accepted. The Midterm Report was filed on October 8, 2011. SBVC is fully accredited by ACCJC and is operating under no sanctions.

Standard I: Institutional Mission and Effectiveness

The institution demonstrates strong commitment to a mission that emphasizes achievement of student learning and to communicating the mission internally and externally. The institution uses analyses of quantitative and qualitative data and analysis in an ongoing and systematic cycle of evaluation, integrated planning, implementation, and re-evaluation to verify and improve the effectiveness by which the mission is accomplished.

A. Mission:

SBVC's mission is to provide "quality education and services that support a diverse community of learners." DE formats fully support this mission by using technology to increase access to education for a diverse community.

There is no explicit or implied change in mission with this proposal. However, it will be the responsibility of the college to communicate to stakeholders the equivalency of online and traditional courses. Therefore, SBVC students and the general public realize that courses approved for Distance Education help fulfill the college's mission. In May of 2011, the college's revised website included a section for "Online Classes." There it clearly states the college's mission and clearly indicates that online classes support the mission of the college by using technology to increase access to quality education for a diverse community of learners. (<http://www.valleycollege.edu/online-classes/online->

[degree.aspx](#)). The college will continue to monitor how it communicates its mission and how courses and programs approved for DE delivery support and further that mission.

B. Improving Institutional Effectiveness

The college uses data to evaluate student success, student retention, and the achievement of student learning outcomes for all courses and programs. This includes all courses approved for Distance Education delivery. The data is folded into an extensive and thorough program review process to evaluate departments and programs, including those that offer classes in a DE format. Thus all courses, included those approved for DE delivery, are a part of regular cycles of evaluation. These cycles of data-driven evaluation lead to the improvement of institutional effectiveness.

It will be the responsibility of the college before the next accreditation visit to use the data on DE delivery to target improvement of effectiveness within subsets of programs and departments. For example, the retention rates for sections offered in the online format vary from department to department and from instructor to instructor. The college can use the data to identify successful strategies for departments or at the individual section levels that apply to individual faculty members. A commitment to gathering stable, relevant, and accurate information regarding DE Delivery is a priority of the Online Program Committee and the Office of Instruction before the next accreditation visit. Such data-driven instructional improvement is included in the Online Program Committee's plan (See Appendix F of this proposal.)

Standard II: Student Learning Programs and Services

The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate achievement of stated student learning outcomes. The institution provides and environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual aesthetic and personal development for all of its students

A. Instructional Programs

Student Learning Outcomes are written for classes and programs, irrespective of delivery mode. SLOs are assessed according to an established cycle in all classes as directed by the Office of the Vice President of Instruction. Records of SLO assessments are collected by the Division offices and housed in the Office of the Vice President of Instruction. The District has purchased a program--eLumen--to assist with the gathering of information about SLOs and analyzing that data.

SBVC follows Title 5's requirements for separate curriculum approval for any course that includes Distance Education delivery. This approval process guarantees regular effective contact between instructors and students.

All faculty are evaluated according to a negotiated collective bargaining agreement. The evaluation process includes class observation by peers and an administrator, as well as student evaluations. There is a separate form for evaluation of online instructors that acknowledges the difference in Distance Education delivery.

A Comprehensive Quality Control Process has been developed by the Online Program Committee to ensure that online faculty are aware of processes and procedures relevant to online learning. Further, this process identifies key elements of online instruction. A self/peer evaluation tool also has been identified to assist faculty in monitoring the quality of their online instruction. (See Appendix K for the Comprehensive Quality Control Process with embedded self/peer evaluation tool.)

One element of this Comprehensive Quality Control Process deals with student authentication. In the summer of 2008, the Congress passed legislation that includes language with implication for online classes. [As stated in Section 496 of August 14, 2008, Higher Education Opportunity Act (HEOA): *Accrediting agencies must require institutions that offer DE or correspondence education to have processes to establish that the student who registers is the same student who participates in and completes the work and gets the academic credit.*] The implementation of this law is being taken seriously by accrediting agencies such as ACCJC. The key issue is in knowing that the student who is doing the work in an online class is the student who is getting credit for doing the work in the online class. The language of the conference committee that drafted the compromise legislation is clear that using an authentication system with a student login, such as Blackboard, is sufficient to meet the spirit and letter of the law. All students enrolled at SBVC are issued a secure username and password for access to the Blackboard learning management system. Those usernames and passwords are unique to each individual. And students are encouraged to change their passwords after initial log in and frequently thereafter. But in addition to the secure log in, Comprehensive Quality Control Process for online classes includes a checklist of other ways to ensure student authentication (e.g. internal, instructor-controlled password protection for exams, techniques to limit cheating on exams, extensive writing and revision tasks through the semester, "plagiarism certificates," "ethics certificates," and informal Google checking for plagiarism). This is, then, an opportunity for faculty to reflect on other ways to make sure that the students who are getting credit for a class are, indeed, the students who are doing the work in the class as well as an opportunity to reflect on the pedagogy (andragogy) of online learning.

The District's Distributed Education Coordinating Council has explored more technology-intensive approaches to student authentication, such as Acxiom Identity-X Authenticate. However, such reliance on technology has been seen as a very narrow approach to solving the problem. The discussions at this point favor what WCET calls "Prevention" approaches to Academic integrity and student authentication. (<http://wcet.wiche.edu/learn/student-authentication>)

It will be the responsibility of the college before the next accreditation visit to monitor the curriculum approval process, to ensure that SLO assessment for online classes are no different from SLO assessment for on campus classes, and to develop more fully the Comprehensive Quality Control Process for online classes.

B. Student Support Services

The college's Writing Center offers free online tutoring for students in all disciplines for courses at the 100 level and above. Students may submit their assignments for review by email. The service is "first come, first served." Assignments are read Monday through Thursday and the papers are returned within 24 to 48 hours. Students in many online classes are encouraged to use this online service.

(<http://www.valleycollege.edu/student-services/tutoring-academic-support/writing-center.aspx>)

An online advisor in Counseling is available to answer questions about majors, courses and requirements. Students can send an email request to the online counselors; replies are given within 3 working days.

(<http://www.valleycollege.edu/student-services/counseling/counseling-services.aspx>)

Students can order their textbooks online through the SBVC bookstore.

(<https://bookstore.valleycollege.edu/Textbooks/order.aspx>)

A Central Help Desk is available to students 24/7 to all faculty, staff, and students. This is especially valuable for online students. The Help Desk can be accessed by dialing a toll-free number. And there is access to a knowledge base dealing with the most frequent computer issues for students. In addition, students can request a call back, submit a ticket online, or engage in a live chat with a service representative over the web.

(<https://d2.parature.com/ics/support/default.asp?deptID=8293>)

SBVC provides assistance to disabled students, whether they are taking online or on ground classes, through the Disabled Student Program and Services (DSPS) Office. A full time "Assistive Technology Specialist" is available to assist students and faculty in order to meet the requirements mandated in the Americans with Disabilities Act and Section 504 of the Rehabilitation act of 1973. Assistive technology (AT) has been placed in computer labs throughout campus to ensure accessibility. Further, there is a fully equipped High Tech Center (HTC) for students with disabilities. This HTC makes available for specialized software programs that are unique to individuals with various disabilities. Jaws, Kurzweil 1000, Zoom Text and EasyReader are used for students with vision impairments. WYNN, OpenBook, Kurzweil 3000, Brain Fitness Program, Co:Writer, Math Talk, and Learning Ally are used with students with other disabilities. In addition to the software, the HTC has extensive hardware and equipment available for students with disabilities.

(<http://www.valleycollege.edu/student-services/specialized-services/disability-services/assistive-technology.aspx>)

The course management system (Blackboard) meets ADA requirements and the campus provides faculty training on ADA and 508 compliance issues. (<http://access.blackboard.com>)

There are several Honors courses that have been approved for online delivery (psychology, sociology, philosophy, religious studies, anthropology, and economics). A student in the Honors program can complete all the academic requirements of that program by taking online classes. (<http://www.valleycollege.edu/academic-career-programs/specialized-programs/honors-program.aspx>)

As a part of EduStream, the District's video-on-demand service that is utilized by more than 170 colleges across the country, online students can participate in synchronous audio/video tutorials in math, American sign language, and biology. These synchronous sessions are archived, captioned, and maintained as a repository to be used asynchronously by other students at a later time. Other disciplines are being added to this tutorial service as the need arises and as staff time is available.

Over the last several years, many of the college's student support services have been made available online. Currently, students can apply to the college, request financial aid information, complete orientation, and register for classes via the internet. As a result, the need to distinguish students who take online classes has been minimized. All students may participate in the online services of the college. In fall of 2011, over 98% of all student registrations for classes were completed over the internet using WebAdvisor. (<https://webadvisor.sbced.cc.ca.us/WAProdSBVCSec/WebAdvisor?TYPE=M&PID=CO RE-XWMAIN&TOKENIDX=321300453>)

It will be the responsibility of the college before the next accreditation visit to assist the District's Distributed Education Coordinating Council to do a gap analysis regarding student services and online education. Then any identified gaps in service should be addressed in the Online Learning Plan. The overarching goal will be to ensure that services for students taking online classes are functionally equivalent to services provided for students taking classes on campus.

C. Library and Learning Support Services

SBVC's library contains a collection of over 80,000 volumes, which are searchable through an online college catalog. In addition, there are 300 current print magazine subscriptions and an extensive backfile of magazine volumes. A 16-workstation database network provides access to thousands of newspapers, magazines, journals, and other materials supporting research. SBVC students are provided a password giving them access to these databases online. (<http://www.valleycollege.edu/student-services/tutoring-academic-support/library.aspx>)

Furthermore, SBVC's library participates in a 24/7 reference librarian chat program. Chat reference through QuestionPoint is an online resource that will connect students to an academic librarian who can assist students with research needs at any time on any day.

The Library houses an open computer laboratory, with over 80 personal computers and multi-media equipment. Many online students also take classes on campus. This lab increases the opportunity for those students to participate in their online class.

It will be the responsibility of the college before the next accreditation visit to monitor the quality and accessibility of these services provided by the library.

Standard III: Resources

The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

A. Human Resources

The SBCCD board policies govern the hiring practices of faculty at SBVC. When appropriate, faculty job announcements include references to the possibilities of teaching online. Evaluation of all faculty is a product of a collective bargaining agreement with the CTA. And the evaluation process includes a separate form for online teaching to account for the differences in delivery from on-campus courses.

B. Physical Resources

As affirmed by the Accreditation visit in 2008, the facilities at SBVC are adequate for the classes scheduled and for the students enrolled. In terms of online classes, on-campus computer labs are available for students who are both on campus and enrolled in Distance Education courses. These labs are equipped with up-to-date hardware and software and are a part of the campus-wide computer rotation program. This ensures that the programs on campus that need the latest technology will have the necessary physical resources.

The college maintains a lab for faculty development that provides computers, cameras, whiteboards, microphones, and screen capture software (such as Camtasia Relay and ScreenFlow). Professional development seminars and training sessions utilize this faculty lab. In addition, these resources are used by faculty on a drop in basis.

C. Technology Resources

As a component of the Educational Master Plan, SBVC's Technology Plan focuses on the hardware necessary for the delivery of online classes as well as the support services for those classes.

(http://www.sbccd.org/~media/Files/SBCCD/District/Planning%20Imperatives%20and%20Documents/Technology%20Planning/Valley_Strategic_Documents/SBVC%20Campus%20Technology%20Strategic%20Plan%202010-2013.ashx This is a lengthy document. But it can be supplied as hard copy upon request.)

The Technology Committee is charged with monitoring the elements of the Technology Plan. And the Online Program Committee is represented on the Technology Committee. These connections provide direct channels of communication to ensure that the needs for online instruction are included in the overall technology plan for the campus.

However, most of the technical resources for online learning is provided by the District. The Blackboard learning management system is purchased and maintained by the District. Connectivity to the internet is ensured by the District. And the Blackboard system itself is used by both Crafton Hills College and SBVC to deliver online instruction. A Blackboard system administrator at the District is available to assist and train faculty. Further, the District is the home for "EduStream," a national repository of multimedia resources for education.

The link between the District and these technology resources is the Distributed Education Coordinating Council. Representation from both campuses in the district ensures that the technology needs of each campus are understood at the District level.

D. Financial Resources

Although the state of California has experienced severe budget reduction for all components of public higher education over the last three years, the SBCCD has been prudent with fiscal resources and has managed to maintain the level of financial support to support the mission of the college. A sizeable reserve fund at the District has been a buffer to the shifting priorities at the state level.

It will be the responsibility of the college before the next accreditation visit to monitor the financial resources of the District to ensure that monies for servers and technology are sufficient to create high quality opportunities for online learning.

Standard IV. Leadership and Governance

The institution recognizes and utilizes the contributions of leadership throughout the organization for continuous improvement of the institution. Governance roles are designed to facilitate decisions that support student learning programs and services and improve institutional effectiveness, while acknowledging the designated responsibilities of the governing board and the chief administrator.

A. Decision-Making Roles and Processes

There are several interconnected entities responsible for making decisions regarding Distance Education delivery. The Online Program Committee is a standing committee of the Academic Senate. Its charge is to advise the Vice President of Instruction regarding all issues related to online learning at the College. This committee is comprised of faculty, staff, and administrators. The committee seeks student representation as well. The Online Program Committee is not a part of College Council. So its concerns are reported through the Vice President of Instruction and other committees.

The college Technology Committee is a part of College Council. And the Online Program Committee is represented on the Technology Committee. Thus the concerns are reported through the Technology Committee to College Council.

The Curriculum Committee is a standing committee of the Academic Senate. The co-chairs of the Online Program Committee are responsible for helping faculty through the process of approval for Distance Education delivery. Further, the faculty co-chair is one of the reviewers both at the initial technical level of approval and throughout the process. A course cannot be approved for Distance Education delivery without approval from the co-chair of the Online Program Committee.

At the District level, the Distributed Education Coordinating Council is comprised of representatives both from SBVC and Crafton Hills College, as well as members of the District concerned with technology, such as the Blackboard administrator and web developer. The SBVC representation reports from and to the Online Program Committee. District concerns can be reported to the college and college concerns can be reported to the District.

Prior to the next accreditation visit, it will be the responsibility of the college to ensure that the lines of communication between these various bodies remain open, collegial, and efficient.

B. Board and Administrative Organization

The Mission Statement of the San Bernardino Community College District specifically includes Distance Education as a key instructional program (SBCCD Board Policy 1101). Board Policy 4108 and Administrative Procedure 4108 further describe the central place of Distance Education in the mission of the District. As such, the District supports the efforts of the college to increase access to high quality instructional programs through the online format.

Prior to the next accreditation visit, it will be the responsibility of the college to ensure that the board is continually aware of the status of Distance Education at SBVC, reaffirming its place in the mission of the district and its role in helping students achieve their educational goals.

Appendices

- Appendix A: Definitions of Distance Education/Distributed Education
- Appendix B: Certificates and Degrees with more than 50% DE Delivery
- Appendix C: General Education Patterns with more than 50% DE Delivery
- Appendix D: Distance Education Approval Process
- Appendix E: Sample SBVC Distance Education Report
- Appendix F: Online Program Committee's "Online Learning Plan"
- Appendix G: DE Retention and Success Report--Office of Institutional Advancement
- Appendix H: 2003 "Online College" planning document
- Appendix I: Academic Senate Committee Structure and Charges
- Appendix J: Sample minutes from the Online Program Committee
- Appendix K: Comprehensive Quality Control Process
- Appendix L: Sample Labor Market Analyses

Appendix A

Definitions of "Distance Education" and "Distributed Education"

Definitions of Distance Education/Distributed Education

1. Title 5 section 55200

55200. Definition and Application.

Distance education means instruction in which the instructor and student are separated by distance and interact through the assistance of communication technology. All distance education is subject to the general requirements of this chapter as well as the specific requirements of this article. In addition, instruction provided as distance education is subject to the requirements that may be imposed by the Americans with Disabilities Act (42 U.S.C. §12100 et seq.) and section 508 of the Rehabilitation Act of 1973, as amended, (29 U.S.C. §794d).

NOTE: Authority cited: Sections 66700 and 70901, Education Code.

Reference: Sections 70901 and 70902, Education Code; Title 29 United States Code Section 794d, and Title 42 United States Code Section 12100 et seq.

2. ACCJC page 11 of the June 30, 2011 Substantive Change Manual and page 5 of the Guide to Evaluating Distance and Correspondence Education, June 2011

Distance education is defined, for the purpose of accreditation review as a formal interaction which uses one or more technologies to deliver instruction to students who are separated from the instructor and which supports regular and substantive interaction between the students and instructor, either synchronously or asynchronously. Distance education often incorporates technologies such as the internet; one-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices; audio conferencing; or video cassettes, DVDs, and CD-ROMs, in conjunction with any of the other technologies.

3. SAN BERNARDINO COMMUNITY COLLEGE DISTRICT ADMINISTRATIVE PROCEDURE 4108

DISTRIBUTED EDUCATION

Definition: Distributed Education means instruction in which the instructor and student are separated by distance and interact through the assistance of communication technology.

Course Approval: Each proposed or existing course offered by distributed education shall be reviewed and approved separately. Separate approval is mandatory if any portion of the instruction in a course or a course section is designed to be provided through distributed education.

The review and approval of new and existing distributed education courses shall follow the curriculum approval procedures outlined in Administrative Regulation 4020, Program and Curriculum Development. Distributed education courses shall be approved under the same conditions and criteria as all other courses.

Certification: When approving distributed education courses, the Board will certify the following:

Course Quality Standards: The same standards of course quality are applied to the distributed education courses as are applied to traditional classroom courses.


Course Quality Determinations: Determinations and judgments about the quality of the distributed education course were made with the full involvement of the curriculum committee approval procedures.

Instructor Contact: Each section of the course that is delivered through distributed education will include regular effective contact between instructor and students.

Duration of Approval: All distributed education courses approved under this procedure will continue to be in effect unless there are substantive changes of the course outline.

APPROVED: 5/13/04

4. SBVC's Online Program Committee minutes containing stipulations regarding the definitions of Distance Education, Distributed Education, Regular Effective Contact, and Regular Substantive Interaction dated August 29, 2011

SBVC Online Programs Committee		MINUTES		8/29/11 3:00-4:00 pm President's Conference Room	
					
Members:	Judy Jorgensen		Faculty Co-Chair		
	Kay Weiss	X	Administrative Co-Chair		
	Dawn Adler	X			
	Diane Alblinger				
	Maha Al-Husseini				
	Michael Assumma				
	Quincy Brewer				
	Colleen Calderon				
	Jack Jackson	X			
	Kim Jefferson	X			
	Patricia Jones	X			
	Roger Sadler				
	Nori Sogomonian	X			
	Teri Strong				
	Michael Torrez	X			
GUEST(s):			David Bastedo, Courtney Hunter, Lydia Zapata, Cory Schwartz		

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"Oh no. An abacus virus!"

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SBVC provides quality education and services that support a diverse community of learners.

"The question is no longer IF the internet can transform learning in powerful ways."
- The Web-Based Education Commission

Agenda Items	
Welcome	Review of committee membership list. If you are not on the official list, but would like to be, or think you should be, please let Kay know.
Accreditation – Substantive Change Proposal Jackson/Weiss	Dr. Jackson described the process undertaken to date to move our substantive change proposal forward. At this point, we need a review and feedback from the committee. Dr. Jackson will forward an electronic copy to all members and guests. Please forward recommended changes, additions, corrections, etc. to Dr. Jackson by October 1. He will incorporate changes into a new draft to be disseminated further.
Planning Document Jackson/Weiss	Part of the requirements for both accreditation and for substantive change include a plan for online programs. Dr. Jackson has created a template for us to begin the work required for this plan to be developed. It includes planning principles which affirm the college mission, etc. and five primary sections. Each section includes benchmarks, objectives and dates. The committee will take this up in greater detail at our next meeting as we begin to populate the plan with our own activities.
Definitions: Regular Effective Contact and Regular Substantive Contact Jackson	In an effort to align terminology used at SBVC with that used by the state and by ACCJC, Dr. Jack Jackson moved that the Online Programs Committee stipulate that “regular effective contact” is functionally equivalent to “regular substantive interaction”. The motion was seconded by Kim Jefferson. The motion passed by a unanimous vote of the committee.
Definitions: Distance Education and Distributed Education Jackson	In an effort to align terminology used at SBVC and throughout the SBCCD with that used by both the state and ACCJC, Dr. Jack Jackson moved that the online programs committee stipulate that the definitions of distance education and distributed education as presented (see attached) are functionally equivalent. The motion was seconded by Michael Torrez. The motion passed by unanimous vote of the committee
Comprehensive Quality Control Process Jackson	The committee has talked frequently about efforts to ensure quality in online classes. It is in the best interest of the college to document the efforts towards this end. Therefore, the committee will be reviewing three areas of quality control, to include preparation, (are faculty prepared to teach online? How do we know this?) policy (what policies are in place to ensure that online offerings are conducted in accordance with district standards? How are authentication issues addressed?) and delivery (are online course offerings being delivered with expected quality?) The committee will explore this process this year.
Student Satisfaction Survey Jackson	Kay and Jack will work with James Smith (campus research) to include elements of satisfaction, awareness, perceptions, etc. of online education in the campus climate survey. Sample questions will be brought back to the committee. Michael Torrez offered to use his class to beta test the questions.

College impact – shift in learners moving from f2f to online (preliminary discussion)	This committee will be asked to address issues associated with shifts in learners from face-to-face classes to online environments as an ongoing agenda item.
Social Media Issues (preliminary discussion)	The committee will address this issue as an ongoing agenda item
Other Items	The committee has determined that it will meet the 2 nd Wednesday of each month at 3:00 PM.
Next Meeting: October 12 at 3:00	

Appendix B

**Certificates and Degrees with 50% or more of the courses approved for
Distance Education**

Certificates of Achievement included in this Substantive Change Proposal with percentage of credits that can be completed by taking courses approved for Distance Education Delivery. (Details for specific certificates listed on the following pages in this appendix.)

- Accounting (85%)
- Bookkeeping (81%)
- Business Administration (59%)
- Administration of Justice (100%)
- CIT-Cisco Certified Network Associate (100%)
- CIT-Management Information Systems (69%)
- CIT-Administrative Assistant (60%)
- CIT-Computer Specialist (87%)
- CIT-Office/Clerical (53%)
- Computer Science (100%)
- Corrections (100%)
- Escrow (62%)
- Library Technician (100%)
- RTVF-Television (71%)
- RTVF-Radio (71%)
- Radio, Television & Film (85%)
- Real Estate (81%)
- Water Distribution (100%)
- Water Supply Technology (92%)
- Water Treatment (100%)

Associate Degrees included in this Substantive Change Proposal with percentage of credits that can be completed by taking courses approved for Distance Education Delivery. (Details for specific degrees listed on the following pages in this appendix.)

- Accounting (83%)
- Administration of Justice (100%)
- Business Administration (90%)
- Computer Information Technology (86%)
- CIT-Office Technology (73%)
- Computer Science (52%)
- Geography (84%)
- Liberal Studies (100%)
- Library Technology (83%)
- Radio, Television & Film (85%)
- RTVF-Television (71%)
- RTVF-Radio (71%)
- Real Estate/Escrow (75%)
- Sociology (AB1440 Transfer Degree) (100%)
- Water Technology (91%)

Major Requirements for Certificates and Associates Degrees:
Distance Education Status

Certificate of Achievement in Accounting

Courses Required for the Certificate:

(* = approved for Distance Education delivery)

ACCT 200 "Financial Accounting" (4 units) *
ACCT 201 "Managerial Accounting" (4 units) *
ACCT 047 "Computerized Accounting" (3 units) *
BUSAD 100 "Introduction to business" (3 units)
BUSAD 210 "Business Law"
 OR BUSAD 211 "The Legal Environment of Business" (each = 3 units)
ECON 208 "Business and Economic Statistics"
 OR MATH 108 "Introduction to Probability and Statistics (each = 4 units) *
ECON 200 "Principles of Macroeconomics" *
 OR ECON 200H "Principles of Macroeconomics (Honors)" (each = 3 units) *
ECON 201 "Principles of Microeconomics" (3 units) *

(Also required are 8-10 units from the list of recommended courses)

Courses Recommended for the Certificate

ACCT 030 "Federal and State Taxation" (4 units) *
ACCT 090 "Payroll Accounting" (3 units) *
CIT 101 "Introduction to Computer Literacy" (3 units) *
CIT 114 "Spreadsheets: Excel" (3 units) *
MATH 102 "College Algebra" (4 units) *

Total required units for the certificate: 35-37

Total required units approved for Distance Education delivery: 30

85% of required units in this certificate in Accounting can be completed by taking courses that are approved for Distance Education delivery.

Major Requirements for Associate Degrees and Certificates:
Distance Education Status

Certificate of Achievement in Bookkeeping

Courses Required for the Certificate:

(* = approved for Distance Education delivery)

ACCT 010 "Bookkeeping" *

OR ACCT 047 "Computerized Accounting " (each = 3 units) *

ACCT 090 "Payroll Accounting" (3 units) *

ACCT 200 "Financial Accounting" (4 units) *

BUSCAL 050 "Quantitative Methods in Business" (3 units)

CIT 144 "Spreadsheets: Excel" (3 units)*

Total required units for the certificate: 16

Total required units approved for Distance Education delivery: 13

81% of required units in this certificate in Bookkeeping can be completed by taking courses that are approved for Distance Education delivery.

**Major Requirements for Associate Degrees and Certificates:
Distance Education Status**

Certificate of Achievement in Business Administration

Courses Required for the Certificate:

(* = approved for Distance Education delivery)

ACCT 010 "Bookkeeping" (4 units) *

OR BUSAD 013 "Marketing Principles" (3 units)

BUSAD 027 "Business Communication" (3 units)

BUSAD 100 "Introduction to business" (3 units) *

BUSAD 108 "Personal Finance and Investments"(3 units)

BUSCAL 050 "Quantitative Methods in Business" (3 units)

CIT 101 "Introduction to Computer Literacy" (3 units) *

SPEECH 100 "Elements of Public Speaking" (3 units) *

OR SPEECH 100H "Elements of Public Speaking (Honors)" (3 units)

(Also required are 6 units from the list of recommended courses)

Courses Recommended for the Certificate

BUSAD 011 "Human Resource Management" (3 units)

BUSAD 015 "Small Business Management/Entrepreneurship" (3 units) *

BUSAD 016 "Principles of Selling" (3 units)

BUSAD 020 "Business Management" (3 units)

BUSAD 052 "Introduction to Supervision" (3 units)

BUSAD 198 "Business Administration Work Experience" (1-4 units)

Total required units for the certificate: 27-29

Total required units approved for Distance Education delivery: 16

59% of required units in this certificate in Accounting can be completed by taking courses that are approved for Distance Education delivery.

**Major Requirements for Associate Degrees and Certificates:
Distance Education Status**

Certificate of Achievement in Administration of Justice

Courses Required for the Certificate:

(* = approved for Distance Education delivery)

- ADJUS 101 "Introduction to Administration of Justice" (3 units) *
- ADJUS 102 "Principles and Procedures of the Justice System" (3 units) *
- ADJUS 103 "Concepts of Criminal Law" (3 units) *
- ADJUS 104 "Legal Aspects of Evidence" (3 units) *
- ADJUS 105 "Community Relations" (3 units) *

(Also required are 6 units from the list of recommended courses)

Courses Recommended for the Certificate

- ADJUS 106 "Principles of Investigation" (3 units) *
- ADJUS 107 "Concepts of Enforcement Services" (3 units) *
- ADJUS 108 "Juvenile Procedures" (3 units) *
- CORREC 101 "Introduction to Corrections" (3 units) *
- CORREC 102 "Correctional Interviewing and Counseling" (3 units) *
- CORREC 103 "Gangs and Corrections" (3 units) *
- CORREC 104 "Control and Supervision in Corrections" (3 units) *
- CORREC 105 "Legal Aspects of Corrections" (3 units) *
- CORREC 106 "Probation and Parole" (3 units) *

Total required units for the certificate: 21

Total required units approved for Distance Education delivery: 21

100% of required units in this certificate in Administration of Justice can be completed by taking courses that are approved for Distance Education delivery.

**Major Requirements for Associate Degrees and Certificates:
Distance Education Status**

Certificate of Achievement in Cisco Certified Network Associate

Courses Required for the Certificate:

(* = approved for Distance Education delivery)

CIT 091 "Networking Fundamentals, Semester One" (3 units) *

CIT 092 " Networking Fundamentals, Semester Two " (3 units) *

CIT 093 "Fundamentals of LANS, Local Area Networks, Semester Three" (3 units) *

CIT 094 "Fundamentals of ANS, Local Area Networks, Semester Four " (3 units) *

Total required units for the certificate: 12

Total required units approved for Distance Education delivery: 12

100% of required units in this certificate in Cisco Certified Network Associate can be completed by taking courses that are approved for Distance Education delivery.

**Major Requirements for Associate Degrees and Certificates:
Distance Education Status**

Certificate of Achievement in CIT: Management Information Systems

Courses Required for the Management Information Certificate:

(* = approved for Distance Education delivery)

CIT 101 "Introduction to Computer Literacy" (3 units) *

CIT 105 "Windows" (2 units) *

CIT 114 "Spreadsheets: Excel" (3 units) *

CIT 116 "Database Management: Access" (3 units) *

CIT 120 "Internet" (2 units) *

CIT 200 "Business Programming Visual Basic" (3 units)

CIT 210 "Systems Analysis and Design" (3 units)

CIT 215 "Database Management Systems" (3 units)

CIT 232 "Data Communications and Networks" (3 units) *

CIT 031 "Business English" (3 units)

OR ENGL 015 (4 units)

OR ENGL 101 (4 units) *

Three units from the list of recommended courses below

CIT 020 "Word Processing: Microsoft Word" (3 units) *

CIT 222 "Independent Study in CIT (1-3 units)

Total required units for the certificate: 31-32

Total required units approved for Distance Education delivery: 23

69% of required units in this Certificate of Achievement in CIT: Office Information Systems (Office/Clerical) can be completed by taking courses that are approved for Distance Education delivery.

**Major Requirements for Associate Degrees and Certificates:
Distance Education Status**

**Certificate of Achievement in CIT: Office Information Systems
(Office/Clerical)**

Courses Required for the Certificate:

(* = approved for Distance Education delivery)

BUSAD 039 "Strategies for Successful Employment" (3 units)

CIT 013 "Intermediate Keyboarding" (3 units) *

CIT 020 "Word Processing: MS Word" (3 units) *

CIT 025 "Microsoft Office Outlook" (2 units)

CIT 031 "Business English" (3 units)

CIT 033 "Machine Calculations" (3 units)

CIT 060 "General Office Procedures" (3 units)

CIT 100 "Introduction to Personal Computers" (3 units) *

CIT 114 "Spreadsheets: Excel" (3 units) *

CIT 118 "Microsoft Powerpoint" (3 units) *

CIT 120 "Internet" (2 units) *

CIT 198 "CIT Work Experience (1-4 units)

Total required units for the certificate: 32-35

Total required units approved for Distance Education delivery: 17

53% of required units in this Certificate of Achievement in CIT: Office Information Systems (Office/Clerical) can be completed by taking courses that are approved for Distance Education delivery.

**Major Requirements for Associate Degrees and Certificates:
Distance Education Status**

**Certificate of Achievement in CIT: Office Information Systems
(Administrative Assistant)**

Courses Required for the Administrative Assistant Certificate:

(* = approved for Distance Education delivery)

BUSAD 039 "Strategies for Successful Employment" (3 units)
CIT 013 "Intermediate Keyboarding" (3 units) *
CIT 020 "Word Processing: MS Word" (3 units) *
CIT 025 "Microsoft Office Outlook" (2 units)
CIT 031 "Business English" (3 units)
CIT 033 "Machine Calculations" (3 units)
CIT 060 "General Office Procedures" (3 units)
CIT 100 "Introduction to Personal Computers" (3 units) *
CIT 114 "Spreadsheets: Excel" (3 units) *
CIT 118 "Microsoft Powerpoint" (3 units) *
CIT 120 "Internet" (2 units) *
CIT 198 "CIT Work Experience (1-4 units)

In addition to the 32-35 units from the courses listed above...

CIT 016 "Advanced Keyboarding" (3 units) *
CIT 021 "Word Processing: Adv Microsoft Word (3 units) *
CIT 116 "Database management: Access" (3 units) *

Total required units for the certificate: 40-43

Total required units approved for Distance Education delivery: 26

60% of required units in this Certificate of Achievement in CIT: Office Information Systems (Administrative Assistant) can be completed by taking courses that are approved for Distance Education delivery.

**Major Requirements for Associate Degrees and Certificates:
Distance Education Status**

Certificate of Achievement in CIT: Computer Specialist Certificate

Required Courses:

(* = approved for Distance Education delivery)

- CIT 101 "Introduction to Computer Literacy" (3 units) *
- CIT 102 "Advanced Computer Literacy" (3 units) *
- CIT 114 "Spreadsheets: Excel" (3 units) *
- CIT 116 "Database Management: Access" (3 units) *
- CIT 150 "Office Applications Development" (3 units) *
- CIT 215 "Database Management Systems" (3 units)
- CIT 232 "Data Communications and Networks" (3 units) *
- MATH 095 "Intermediate Algebra" (4 units) *

In addition, select two courses from the following:

- CIT 080 "Inside the Personal Computer" (3 units)
- CIT 091 "Networking Fundamentals Semester I (3 units) *
- CIT 110 "Fundamentals of Computer Science" (3 units)
- CIT 120 "Introduction to Visual Basic.Net (4 units) *
- CIT 190 Programming in C++" (4 units)
- CIT 220 "Advanced Visual BAsic.NET Programming" (4 units) *

Total required units for the certificate: 31-33

Total required units approved for Distance Education delivery: 29-30

87% of required units in this Certificate of Achievement in CIT: Computer Specialist Certificate can be completed by taking courses that are approved for Distance Education delivery.

**Major Requirements for Associate Degrees and Certificates:
Distance Education Status**

Certificate of Achievement in Computer Science

Courses Required for the Certificate:

(* = approved for Distance Education delivery)

CS 110 "Fundamentals of Computer Science" (3 units) *
CIT 100 "Introduction to Personal Computers" (3 units) *
CS120 "Introduction to Visual Basic.NET" (4 units) *
CS220 "Visual Basic.NET Programming II" (3 units) *

Select one of the following courses

CS 190 "Programming in C++" (4 units)
CS215 "Programming with Java" (4 units) *

Total required units for the certificate: 17

Total required units approved for Distance Education delivery: 17

100% of required units in this certificate in Computer Science can be completed by taking courses that are approved for Distance Education delivery.

**Major Requirements for Associate Degrees and Certificates:
Distance Education Status**

Certificate of Achievement in Corrections

Courses Required for the Certificate:

(* = approved for Distance Education delivery)

- CORREC 101 "Introduction to Corrections" (3 units) *
- CORREC 102 "Correctional Interviewing and Counseling" (3 units) *
- CORREC 103 "Gangs and Corrections" (3 units) *
- CORREC 104 "Control and Supervision in Corrections" (3 units) *
- CORREC 105 "Legal Aspects of Corrections" (3 units) *
- CORREC 106 "Probation and Parole" (3 units) *

Total required units for the certificate: 18

Total required units approved for Distance Education delivery: 18

100% of required units in this certificate in Corrections can be completed by taking courses that are approved for Distance Education delivery.

**Major Requirements for Associate Degrees and Certificates:
Distance Education Status**

Certificate of Achievement in Escrow

Courses Required for the Certificate:

(* = approved for Distance Education delivery)

ESCROW 001 "Escrow Procedures I" (3 units)
ESCROW 002 "Escrow Procedures II" (3 units)
ESCROW 003 "Escrow Procedures III" (3 units)
REALST 070 "Real Estate Finance" (3 units) *
REALST 074 "Legal Aspects of Real Estate" (3 units) *
REALST 100 "Real Estate Principles" (3 units) *

(Also required are 6 units from this list of recommended courses)

ACCT 200 "Financial Accounting" (4 units) *
BUSAD 011 "" (3 units)
BUSAD 100 "Introduction to Business" (3 units)
BUSAD 210 "Business Law" (3 units)
BUSCAL 050 "Quantitative Methods in Business" (3 units)
CIT 010 "Beginning Keyboarding" (3 units) *
CIT 031 "Business English" (3 units) *
REALST 062 "Real Estate Practice" (3 units) *
REALST 068 "Real Estate Appraisal: Residential" (3 units) *

Total required units for the certificate: 24

Total required units approved for Distance Education delivery: 15

62% of required units in this certificate in Real Estate can be completed by taking courses that are approved for Distance Education delivery.

**Major Requirements for Associate Degrees and Certificates:
Distance Education Status**

Certificate of Achievement in Library Technology

Courses Required for the Certificate:

(* = approved for Distance Education delivery)

CIT 010 "Beginning Keyboarding" (3 units) *

ENGL 055 "Children's Literature"

OR ENGL 155 "Children's Literature"

OR any other college-level literature course (3 units each) *

LIB 062 "Care and Repair of Library Materials" (1 unit) *

LIB 064 "Introduction to Libraries for Library Technicians" (1 unit) *

LIB 065 "Public Service for Library Technicians" (3 units) *

LIB 066 "Acquisitions for Library Technicians" (3 units) *

LIB 067 "Library Technical Services" (3 units) *

LIB 068 Library Media Services (2 units) *

LIB 069 "Library Automation for Library Technicians" (2 units) *

LIB 098 "Library Technology Work Experience" (1-4 units) *

Total required units for the certificate: 22-25

Total required units approved for Distance Education delivery: 25

100% of required units in this certificate in Library Technology can be completed by taking courses that are approved for Distance Education delivery.

**Major Requirements for Associate Degrees and Certificates:
Distance Education Status**

Certificate of Achievement in RTVF (Television)

Courses Required for the Certificate:

(* = approved for Distance Education delivery)

RTVF 100 "Introduction to electronic Media"

OR SPEECH 135 "Mass Media and Society" (each = 3 units) *

RTVF 130 "Introduction to Studio Production" (3 units)

RTVF 131 "Digital Video Editing " (3 units) *

RTVF 133 "Video Field Production" (3 units)

RTVF 104 "Basic Writing for Broadcasting" *

OR RTVF 106 "Writing for Television and Film (each = 3 units) *

RTVF 132 "Lighting for Stage and Screen"

OR RTVF 230 "Intermediate Studio Production" (each = 3 units) *

Select one course from the following

RTVF 134 "Acting and Directing for Television and Film" (3 units)

RTVF 221 "Broadcast Station Management" (3 units)

RTVF 231 "Advanced Video Production" (3 units) *

Total required units for the certificate: 21

Total required units approved for Distance Education delivery: 15

71% of required units in this certificate in RTVF (Television) can be completed by taking courses that are approved for Distance Education delivery.

**Major Requirements for Associate Degrees and Certificates:
Distance Education Status**

Certificate of Achievement in RTVF (Radio)

Courses Required for the Certificate:

(* = approved for Distance Education delivery)

RTVF 100 "Introduction to electronic Media"

OR SPEECH 135 "Mass Media and Society" (each = 3 units) *

RTVF 102 "Announcing and Performing in Electronic Media"

RTVF 104 "Basic Writing for Broadcasting" (3 units) *

RTVF 120 "Introduction to Audio Production" (3 units) *

RTVF 121 "Digital Audio Post Production" (3 units) *

RTVF 220 "Intermediate Radio Station Operations" (3 units)

RTVF 221 "Broadcast Station Management" (3 units) *

Total required units for the certificate: 21

Total required units approved for Distance Education delivery: 15

71% of required units in this certificate in RTVF (Radio) can be completed by taking courses that are approved for Distance Education delivery.

**Major Requirements for Associate Degrees and Certificates:
Distance Education Status**

Certificate of Achievement in RTVF

Courses Required for the Certificate:

(* = approved for Distance Education delivery)

RTVF 100 "Introduction to electronic Media"

OR SPEECH 135 "Mass Media and Society" (each = 3 units) *

RTVF 120 "Introduction to Audio Production" (3 units) *

RTVF 104 "Basic Writing for Broadcasting" (3 units) *

OR RTVG 106 "Media Writing" (3 units) *

RTVF 102 "Announcing and Performing in Electronic Media" (3 units)

OR RTVF 134 "Acting and Directing for Television and Film" (each = 3 units)

RTVF 220 "Intermediate Radio Station Operations"

OR RTVF 221 "Broadcast Station Management" (each = 3 units) *

Select two courses from the following

RTVF 101 "Introduction to Cinema" (3 units)

RTVF 130 "Introduction to Studio Production" (3 units)

RTVF 131 "Digital Video Editing" (3 units) *

RTVF 132 "Lighting for Stage and Screen" (3 units)

RTVF 240 "Motion Picture Production" (3 units) *

Select one course from the following

RTVF 220 "Intermediate Radio Station Operations"

RTVF 221 "Broadcast Station Management"

Total required units for the certificate: 21

Total required units approved for Distance Education delivery: 18

85% of required units in this certificate in RTVF can be completed by taking courses that are approved for Distance Education delivery.

**Major Requirements for Associate Degrees and Certificates:
Distance Education Status**

Certificate of Achievement in Real Estate

Courses Required for the Certificate:

(* = approved for Distance Education delivery)

ESCROW 001 "Escrow Procedures 1" (3 units)
REALST 062 "Real Estate Practice" (3 units) *
REALST 068 "Real Estate Appraisal: Residential" (3 units) *
REALST 070 "Real Estate Finance" (3 units) *
REALST 074 "Legal Aspects of Real Estate" (3 units) *
REALST 078 "Real Estate Economics" (3 units) (3 units)
OR ECON 100 "Introduction to Economics" (3 units) (3 units) *
REALST 100 "Real Estate Principles" (3 units) *

(Also required are 6 units from this list of recommended courses)

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

Total required units for the certificate: 27

Total required units approved for Distance Education delivery: 22

81% of required units in this certificate in Real Estate can be completed by taking courses that are approved for Distance Education delivery.

**Major Requirements for Associate Degrees and Certificates:
Distance Education Status**

Certificate of Achievement in Water Distribution

Courses Required for the Certificate:

(* = approved for Distance Education delivery)

WST 052 "Water Technology Math" (3 units) *

OR WST 052A "Water Technology Math I" (1 units) *

WST 052B "Water Technology Math II" (1 unit) *

WST 052C "Water Technology Math III" (1 unit) *

WST 061 "Water Distribution I" (3 units) *

WST 062 "Water Distribution II" (3 units) *

WST 063 "Water Distribution III" (3 units) *

Total required units for the certificate: 9-12

Total required units approved for Distance Education delivery: 15

100% of required units in this certificate in Water Distribution can be completed by taking courses that are approved for Distance Education delivery.

**Major Requirements for Associate Degrees and Certificates:
Distance Education Status**

Certificate of Achievement in Water Supply Technology

Courses Required for the Certificate:

(* = approved for Distance Education delivery)

CHEM 110 "Environmental and Consumer Chemistry" (3 units) *

CIT 031 "Business English" (3 units)

OR ENG 015 "Preparation for College Writing" (4 units)

WST 052 "Water Technology Math" (3 units) *

OR WST 052A "Water Technology Math I" (1 units) *

WST 052B "Water Technology Math II" (1 unit) *

WST 052C "Water Technology Math III" (1 unit) *

WST 074 "Water/Wastewater Analysis" (3 units) *

(Also required are 24 units from this list of water supply technology courses)

WST 061 "Water Distribution I" (3 units) *

WST 062 "Water Distribution II" (3 units) *

WST 063 "Water Distribution III" (3 units) *

WST 071 "Water Treatment I" (3 units) *

WST 072 "Water Treatment II" (3 units) *

WST 073 "Water Treatment III" (3 units) *

WST 081 "Wastewater Collection I" (3 units) *

WST 082 "Wastewater Collection II" (3 units) *

WST 091 "Wastewater Treatment I" (3 units) *

WST 092 "Wastewater Treatment II" (3 units) *

WST 093 "Wastewater Treatment III" (3 units) *

(At least one course from the list of recommended courses.)

Courses Recommended for the Certificate

CIT 101 "Introduction to Computer Literacy" (3 units) *

CIT 102 "Advanced Computer Literacy" (3 units) *

WST 098 "Water Supply Technology Work Experience" (1-4 units)

Total required units for the certificate: 33-39

Total required units approved for Distance Education delivery: 36

92% of required units in this certificate in Water Supply Technology can be completed by taking courses that are approved for Distance Education delivery.

**Major Requirements for Associate Degrees and Certificates:
Distance Education Status**

Certificate of Achievement in Water Treatment

Courses Required for the Certificate:

(* = approved for Distance Education delivery)

CHEM 110 "Environmental and Consumer Chemistry" (3 units) *

WST 052 "Water Technology Math" (3 units) *

OR WST 052A "Water Technology Math I" (1 units) *

WST 052B "Water Technology Math II" (1 unit1) *

WST 052C "Water Technology Math III" (1 unit) *

WST 071 "Water Treatment I" (3 units) *

WST 072 "Water Treatment II" (3 units) *

WST 073 "Water Treatment III" (3 units) *

Total required units for the certificate: 12-15

Total required units approved for Distance Education delivery: 15

100% of the required units in this certificate in Water Treatment can be completed by taking courses that are approved for Distance Education delivery.

Major Requirements for Associate Degrees and Certificates:

Distance Education Status

Associate of Arts Degree in Accounting

To graduate with a specialization in Accounting, students must complete all requirements for the Certificate in Accounting plus the general breadth requirements for the Associate Degree (minimum total = 60 units)

Courses Required for the Certificate:

(* = approved for Distance Education delivery)

ACCT 200 "Financial Accounting" (4 units) *
ACCT 201 "Managerial Accounting" (4 units) *
ACCT 047 "Computerized Accounting" (3 units) *
BUSAD 100 "Introduction to business" (3 units)
BUSAD 210 "Business Law"
 OR BUSAD 211 "The Legal Environment of Business" (each = 3 units)
ECON 208 "Business and Economic Statistics"
 OR MATH 108 "Introduction to Probability and Statistics (each = 4 units) *
ECON 200 "Principles of Macroeconomics" *
 OR ECON 200H "Principles of Macroeconomics (Honors)" (each = 3 units) *
ECON 201 "Principles of Microeconomics" (3 units) *

(Also required are 8-10 units from the list of recommended courses)

Courses Recommended for the Certificate

ACCT 030 "Federal and State Taxation" (4 units) *
ACCT 090 "Payroll Accounting" (3 units) *
CIT 101 "Introduction to Computer Literacy" (3 units) *
CIT 114 "Spreadsheets: Excel" (3 units) *
MATH 102 "College Algebra" (4 units) *

Total required units for the certificate: 35-37

Total required units approved for Distance Education delivery: 30

83% of required units in this certificate in Accounting can be completed by taking courses that are approved for Distance Education delivery.

General Education Breadth Requirements:

100% of the categories in the 4 GE patterns can be fulfilled by courses that have been approved for Distance Education Delivery [See Appendix C]

**Major Requirements for Associate Degrees and Certificates:
Distance Education Status**

Associate of Arts Degree in Administration of Justice

To graduate with a specialization in Administration of Justice, students must complete all requirements for the Certificate in Administration of Justice plus the general breadth requirements for the Associate Degree (minimum total = 60 units)

Courses Required for the Certificate:

(* = approved for Distance Education delivery)

ADJUS 101 "Introduction to Administration of Justice" (3 units) *
ADJUS 102 "Principles and Procedures of the Justice System" (3 units) *
ADJUS 103 "Concepts of Criminal Law" (3 units) *
ADJUS 104 "Legal Aspects of Evidence" (3 units) *
ADJUS 105 "Community Relations" (3 units) *

(Also required are 6 units from the list of recommended courses)

Courses Recommended for the Certificate

ADJUS 106 "Principles of Investigation" (3 units) *
ADJUS 107 "Concepts of Enforcement Services" (3 units) *
ADJUS 108 "Juvenile Procedures" (3 units) *
CORREC 101 "Introduction to Corrections" (3 units) *
CORREC 102 "Correctional Interviewing and Counseling" (3 units) *
CORREC 103 "Gangs and Corrections" (3 units) *
CORREC 104 "Control and Supervision in Corrections" (3 units) *
CORREC 105 "Legal Aspects of Corrections" (3 units) *
CORREC 106 "Probation and Parole" (3 units) *

Total required units for the certificate: 21

Total required units approved for Distance Education delivery: 21

100% of required units in this certificate in Administration of Justice can be completed by taking courses that are approved for Distance Education delivery.

General Education Breadth Requirements:

100% of the categories in the 4 GE patterns can be fulfilled by courses that have been approved for Distance Education Delivery [See Appendix C]

**Major Requirements for Associate Degrees and Certificates:
Distance Education Status**

Associate of Arts Degree in Business Administration

To graduate with a specialization in Accounting, students must complete all requirements for the Certificate in Accounting plus the general breadth requirements for the Associate Degree (minimum total = 60 units)

Courses Required for the Certificate:

(* = approved for Distance Education delivery)

ACCT 200 "Financial Accounting" (4 units) *
ACCT 201 "Managerial Accounting" (4 units) *
BUSAD 013 "Marketing Principles" (3 units) *
ECON 208 "Business and Economic Statistics"
OR MATH 108 "Introduction to Probability and Statistics (each = 4 units) *
BUSAD 100 "Introduction to business" (3 units) " *
BUSAD 210 "Business Law
 OR BUSAD 211 "The Legal Environment of Business" (each = 3 units)
CIT 101 "Introduction to Computer Literacy" (3 units) *
ECON 200 "Principles of Macroeconomics" *
 OR ECON 200H "Principles of Macroeconomics (Honors)" (each = 3 units)
ECON 201 "Principles of Microeconomics" (3 units) *

Total required units for the certificate: 30

Total required units approved for Distance Education delivery: 27

90% of required units in this certificate in Accounting can be completed by taking courses that are approved for Distance Education delivery.

General Education Breadth Requirements:

100% of the categories in the 4 GE patterns can be fulfilled by courses that have been approved for Distance Education Delivery [See Appendix C]

**Major Requirements for Associate Degrees and Certificates:
Distance Education Status**

Associate of Arts Degree in Computer Information Technology

To graduate with a specialization in Computer Information technology, students must complete the requirements below plus the general breadth requirements for the Associate Degree.

Required Courses:

(* = approved for Distance Education delivery)

- CIT 101 "Introduction to Computer Literacy" (3 units) *
- CIT 102 "Advanced Computer Literacy" (3 units) *
- CIT 114 "Spreadsheets: Excel" (3 units) *
- CIT 116 "Database Management: Access" (3 units) *
- CIT 120 "Internet" (2 units) *
- CIT 150 "Office Applications Development (3 units) *
- CIT 215 "Database Management Systems" (3 units)
- CIT 232 "Data Communication and Networks" (3 units) *

Total required units for the degree in Computer Information Technology: 23

Total required units approved for Distance Education delivery: 20

86% of required units in this degree in Computer Information Technology can be completed by taking courses that are approved for Distance Education delivery.

General Education Breadth Requirements:

100% of the categories in the 4 GE patterns can be fulfilled by courses that have been approved for Distance Education Delivery [See Appendix C]

**Major Requirements for Associate Degrees and Certificates:
Distance Education Status**

Associate of Arts Degree in Office Technology

To graduate with a specialization in Office Technology, students must complete the requirements below plus the general breadth requirements for the Associate Degree.

Required Courses:

(* = approved for Distance Education delivery)

BUSAD 039 "Strategies for Successful Employment" (3 units)

CIT 016 "Advanced Keyboarding" (3 units) *

CIT 020 "Word Processing: MS Word" (3 units) *

CIT 060 "General Office Procedures" (2 units)

CIT 101 "Introduction to Computer Literacy" (3 units) *

CIT 105 "Windows" (2 units) *

CIT 114 "Spreadsheets: Excel" (3 units) *

Total required units for the degree in Office Technology: 19

Total required units approved for Distance Education delivery: 14

73% of required units in this degree in Office Technology can be completed by taking courses that are approved for Distance Education delivery.

General Education Breadth Requirements:

100% of the categories in the 4 GE patterns can be fulfilled by courses that have been approved for Distance Education Delivery [See Appendix C]

**Major Requirements for Associate Degrees and Certificates:
Distance Education Status**

Associate of Science Degree in Computer Science

To graduate with a specialization in Computer Science, students must complete the requirements below plus the general breadth requirements for the Associate Degree.

Required Courses:

(* = approved for Distance Education delivery)

CS 110 "Fundamentals of Computer Science" (3 units) *

CIT 190 "Programming in C++" (4 units) *

CS 265 "Data Structures" (3 units) *

PHYSIC 200 "General Physics I" (6 units)

PHYSIC 201 "General Physics II" (6 units)

Select one of the following courses

CS 130 "Programming in C++" (3 units) *

CS 170 "Assembly Language" (4 units)

CS 215 "Programming with Java" (4 units)

Total required units for the certificate: 25-26

Total required units approved for Distance Education delivery: 13

52% of required units in this Associate of Science in Computer Science can be completed by taking courses that are approved for Distance Education delivery.

General Education Breadth Requirements:

100% of the categories in the 4 GE patterns can be fulfilled by courses that have been approved for Distance Education Delivery [See Appendix C]

**Major Requirements for Associate Degrees and Certificates:
Distance Education Status**

Associate of Science Degree in Geography

To graduate with a specialization in Geography, students must complete the requirements below plus the general breadth requirements for the Associate Degree.

(* = approved for Distance Education delivery)

Required Courses:

GEOG 102 "Cultural Geography" (3 units) *
GEOG 110 "Physical Geography" (3 units) *
GEOG 111 "Physical Geography Lab"
 OR GEOG 111H " Physical Geography Lab (Honors)" (each =1 unit)

Choose 12 units from the following courses

GEOG 106 "Geographic Perspectives on the Environment (3 units)
GEOG 114 "Weather and Climate" (4 units)
GEOG 120 "World Regional Geography" (3 units) *
GIS 131 "GIS Applications" (3 units) *
GIS133 "GIS Cartography and Base Map Development" (3 units)
MATH 108 "Introduction to Probability and Statistics" (4 units) *

Total required units for the degree: 19

Total required units approved for Distance Education delivery: 16

84% of required units in this Associate of Science in Geography can be completed by taking courses that are approved for Distance Education delivery.

General Education Breadth Requirements:

100% of the categories in the 4 GE patterns can be fulfilled by courses that have been approved for Distance Education Delivery [See Appendix C]

**Major Requirements for Associate Degrees and Certificates:
Distance Education Status**

Associate of Arts Degree in Liberal Arts

To graduate with a specialization in Liberal Arts, students must complete the general breadth requirements for the Associate Degree that satisfies either the IGETC or the CSUGEBreadth options.

In addition, students must complete 18 units in one "Area of Emphasis" listed below. In addition, for "Depth of Study" a minimum of two courses in one discipline is required.

(Every course listed below has been approved for Distance Education delivery. Therefore every Area of Emphasis can be completed by courses approved for Distance Education Delivery. A * indicates disciplines in which Depth of Study can be satisfied by courses approved for Distance Education delivery.)

Biological and Physical Sciences:

Anthropology 106, 106H
Astronomy 120
*Biology 104, 260
*Chemistry 101,104, 110
Geography 110
Geology 101
*Mathematics 102,108,115
Oceanography 101
Physics 101

Social and Behavioral Sciences

*Anthropology 100, 102, 106, 106H, 107, 109, 110
*Child Development 105, 105H, 126
*Economics 200, 200H, 201
*Geography 102, 120
*History 100, 101, 137, 170, 171
*Political Science 100, 204
*Psychology 101, 102, 111, 112, 118
*Religious Studies 110, 135
*Sociology 100, 100H, 110, 130, 141, 145, 150
*Speech 135, 174, 176

C. Humanities and Fine Arts

*Anthropology 107, 109, 110

*Architecture 145, 146

*Art 110, 111

*English 161, 175,

*History 100, 101, 137, 170, 171

*Philosophy 101,101H, 105, 112, 180

*Religious Studies 100, 100H, 101, 110, 135, 150, 175, 176, 180

*Spanish 101, 102, 157

100% of required units in this Associate of Arts Degree in Liberal Arts can be completed by taking courses that are approved for Distance Education delivery.

General Education Breadth Requirements:

100% of the categories in the 4 GE patterns can be fulfilled by courses that have been approved for Distance Education Delivery [See Appendix C]

**Major Requirements for Associate Degrees and Certificates:
Distance Education Status**

Associate of Arts Degree in Library Technology

To graduate with a specialization in Library Technology, students must complete the requirements below plus the general breadth requirements for the Associate Degree.

Courses Required for the Degree:

(* = approved for Distance Education delivery)

ENGL 055 "Children's Literature"

OR ENGL 155 "Children's Literature" (3 units)

LIB 062 "Care and Repair of Library Materials" (1 unit) *

LIB 064 "Introduction to Libraries for Library Technicians" (1 unit) *

LIB 065 "Public Service for Library Technicians" (3 units) *

LIB 066 "Acquisitions for Library Technicians" (3 units) *

LIB 067 "Library Technical Services" (3 units) *

LIB 068 Library Media Services (2 units) *

LIB 069 "Library Automation for Library Technicians" (2 units) *

Total required units for the degree: 18

Total required units approved for Distance Education delivery: 15

83% of required units in this Associate of Arts Degree in Library Technology can be completed by taking courses that are approved for Distance Education delivery.

General Education Breadth Requirements:

100% of the categories in the 4 GE patterns can be fulfilled by courses that have been approved for Distance Education Delivery [See Appendix C]

**Major Requirements for Associate Degrees and Certificates:
Distance Education Status**

Associate of Arts Degree in RTVF

To graduate with a specialization in RTVF, students must complete the requirements below plus the general breadth requirements for the Associate Degree.

(* = approved for Distance Education delivery)

Courses Required for the Degree:

RTVF 100 "Introduction to electronic Media"
OR SPEECH 135 "Mass Media and Society" (each = 3 units) *
RTVF 120 " Introduction to Audio Production" (3 units) *
RTVF 104 "Basic Writing for Broadcasting" (3 units) *
OR RTVG 106 "Media Writing" (3 units) *
RTVF 102 "Announcing and Performing in Electronic Media" (3 units)
OR RTVF 134 "Acting and Directing for Television and Film" (each = 3 units)
RTVF 220 "Intermediate Radio Station Operations"
OR RTVF 221 "Broadcast Station Management" (each = 3 units) *

Select two courses from the following

RTVF 101 "Introduction to Cinema" (3 units)
RTVF 130 "Introduction to Studio Production" (3 units)
RTVF 131 "Digital Video Editing" (3 units) *
RTVF 132 "Lighting for Stage and Screen" (3 units)
RTVF 240 "Motion Picture Production" (3 units) *

Select one courses from the following

RTVF 220 "Intermediate Radio Station Operations (3 units)
RTVF 221 "Radio Station Management" (3 units)

Total required units for the certificate: 21

Total required units approved for Distance Education delivery: 18

85% of required units in this degree in RTVF can be completed by taking courses that are approved for Distance Education delivery.

General Education Breadth Requirements:

100% of the categories in the 4 GE patterns can be fulfilled by courses that have been approved for Distance Education Delivery [See Appendix C]

**Major Requirements for Associate Degrees and Certificates:
Distance Education Status**

Associate of Arts Degree in RTVF (Radio)

To graduate with a specialization in RTVF (Film), students must complete the requirements below plus the general breadth requirements for the Associate Degree.

(* = approved for Distance Education delivery)

Courses Required for the Degree:

RTVF 100 "Introduction to electronic Media"

OR SPEECH 135 "Mass Media and Society" (each = 3 units) *

RTVF 102 "Announcing and Performing in Electronic Media"

RTVF 104 "Basic Writing for Broadcasting" (3 units) *

RTVF 120 "Introduction to Audio Production" (3 units) *

RTVF 121 "Digital Audio Post Production" (3 units) *

RTVF 220 "Intermediate Radio Station Operations" (3 units)

RTVF 221 "Broadcast Station Management" (3 units) *

Total required units for the degree: 21

Total required units approved for Distance Education delivery: 15

71% of required units in this degree in RTVF (Radio) can be completed by taking courses that are approved for Distance Education delivery.

General Education Breadth Requirements:

100% of the categories in the 4 GE patterns can be fulfilled by courses that have been approved for Distance Education Delivery [See Appendix C]

**Major Requirements for Associate Degrees and Certificates:
Distance Education Status**

Associate of Arts Degree in RTVF (Television)

To graduate with a specialization in RTVF (Television), students must complete the requirements below plus the general breadth requirements for the Associate Degree.

(* = approved for Distance Education delivery)

Courses Required for the Degree:

- RTVF 100 "Introduction to electronic Media"
 - OR SPEECH 135 "Mass Media and Society" (each = 3 units) *
- RTVF 130 "Introduction to Studio Production" (3 units)
- RTVF 131 "Digital Video Editing " (3 units) *
- RTVF 133 "Video Field Production" (3 units)
- RTVF 104 "Basic Writing for Broadcasting" *
 - OR RTVF 106 "Writing for Television and Film (each = 3 units) *
- RTVF 132 "Lighting for Stage and Screen"
 - OR RTVF 230 "Intermediate Studio Production" (each = 3 units) *

Select one course from the following

- RTVF 134 "Acting and Directing for Television and Film" (3 units)
- RTVF 221 "Broadcast Station Management" (3 units)
- RTVF 231 "Advanced Video Production" (3 units) *

Total required units for the certificate: 21

Total required units approved for Distance Education delivery: 15

71% of required units in this degree in RTVF (Television) can be completed by taking courses that are approved for Distance Education delivery.

General Education Breadth Requirements:

100% of the categories in the 4 GE patterns can be fulfilled by courses that have been approved for Distance Education Delivery [See Appendix C]

**Major Requirements for Associate Degrees and Certificates:
Distance Education Status**

Associate of Arts Degree in Real Estate/Escrow

To graduate with a specialization in Real Estate/Escrow, students must complete the requirements below plus the general breadth requirements for the Associate Degree.

Courses Required for the Degree:

(* = approved for Distance Education delivery)

ESCROW 001 "Escrow Procedures 1" (3 units)
REALST 100 "Real Estate Principles" (3 units) *
REALST 068 "Real Estate Appraisal: Residential" (3 units) *
REALST 070 "Real Estate Finance" (3 units) *
REALST 074 "Legal Aspects of Real Estate" (3 units) *
REALST 078 "Real Estate Economics" (3 units) (3 units)
OR ECON 100 "Introduction to Economics" (3 units) (3 units) *

(Also required are 6 units from one of the following areas of concentration listed below.)

1. Real Estate Concentration

REALST 062 "Real Estate Practice" (3 units) *
REALST 076 "Property Management" (3 units)

2. Escrow Concentration

ESCROW 002 "Escrow Procedures II" (3 units)
ESCROW 003 "Escrow Procedures III" (3 units)

Total required units for the degree: 24

Total required units approved for Distance Education delivery: 18 (Real Estate)

Total required units approved for Distance Education delivery: 15 (Escrow)

75% of required units in this Associate of Arts Degree in Real Estate and 62% in Escrow can be completed by taking courses that are approved for Distance Education delivery.

General Education Breadth Requirements:

100% of the categories in the 4 GE patterns can be fulfilled by courses that have been approved for Distance Education Delivery [See Appendix C]

**Major Requirements for Associate Degrees and Certificates:
Distance Education Status**

Associate of Arts Degree for Transfer in Sociology

To graduate with a specialization in Sociology for transfer, students must complete the requirements below plus the general breadth requirements for the Associate Degree.

Courses Required for the Degree: (* = approved for Distance Education delivery)

SOC 100 "Introduction to Sociology" (3 units) *

OR SOC 100H "Introduction to Sociology (Honors)" (3 units each) *

SOC 110 "Contemporary Social Issues" (3 units) *

ECON 208 "Business and Economics Statistics" (3 units)

OR MATH 108 "Introduction to Probability and Statistics" (4 units) *

OR PSYCH 105 "Statistics for the Behavioral Sciences" (3 units)

(Choose two courses from the recommended courses listed below.)

SOC 130 "Marriage and the Family" (3 units) *

SOC 135 "Sociology of Crime and Deviance" (3 units) *

SOC 141 "Race and Ethnic Relations" (3 units) *

SOC 145 "Sociology of Gender" (3 units) *

SOC 150 "Sociology of Aging and the Life Course" (3 units) *

(Choose one course from the courses listed below, or an additional recommended course from the courses listed above.)

ADJUS 101 "Introduction to Administration of Justice" (3 units) *

ANTHRO 102 "Cultural Anthropology" (3 units) *

ENGL 102 "Intermediate Composition and Critical Thinking" (4 units) *

OR ENGL 102H "Intermediate Composition and Critical Thinking (Honors)"
(4 units)

PHIL 102 "Critical Thinking and Writing" (3 units) *

OR PHIL 103 "Introduction to Logic: Argument and Evidence" (3 units) *

PSYCH 100 "General Psychology" (3 units) *

OR PSYCH 100H "General Psychology (Honors)" (3 units) *

SOC 120 "Health and Illness in Society" (3 units) *

Total required units for the degree: 18-20

Total required units approved for Distance Education delivery: 20

100% of required units in this Associate of Arts Degree in Sociology can be completed by taking courses that are approved for Distance Education delivery.

General Education Breadth Requirements:

100% of the categories in the 4 GE patterns can be fulfilled by courses that have been approved for Distance Education Delivery [See Appendix C]

**Major Requirements for Associate Degrees and Certificates:
Distance Education Status**

Associate of Science Degree in Water Technology

To graduate with a specialization in Water Technology, students must complete the requirements below plus the general breadth requirements for the Associate Degree.

Courses Required for the Degree:

(* = approved for Distance Education delivery)

CHEM 110 "Environmental and Consumer Chemistry" (3 units) *

CIT 031 "Business English" (3 units)

OR ENG 015 "Preparation for College Writing" (4 units)

WST 052 "Water Technology Math" (3 units) *

OR WST 052A "Water Technology Math I" (1 units) *

WST 052B "Water Technology Math II" (1 unit) *

WST 052C "Water Technology Math III" (1 unit) *

WST 074 "Water/Wastewater Analysis" (3 units) *

(Also required are 24 units from this list of water supply technology courses)

WST 031 "Water Conservation Practitioner I" (3 units) *

WST 061 "Water Distribution I" (3 units) *

WST 062 "Water Distribution II" (3 units) *

WST 063 "Water Distribution III" (3 units) *

WST 071 "Water Treatment I" (3 units) *

WST 072 "Water Treatment II" (3 units) *

WST 073 "Water Treatment III" (3 units) *

WST 081 "Wastewater Collection I" (3 units) *

WST 082 "Wastewater Collection II" (3 units) *

WST 091 "Wastewater Treatment I" (3 units) *

WST 092 "Wastewater Treatment II" (3 units) *

WST 093 "Wastewater Treatment III" (3 units) *

Also required is one course from the list of recommended courses.

CIT 101 "Introduction to Computer Literacy" (3 units) *

CIT 102 "Advanced Computer Literacy" (3 units) *

GIS 130 "Introduction to Geographic Information Systems" (3 units) *

Total required units for the certificate: 32-38

Total required units approved for Distance Education delivery: 35

91% of required units in this certificate in Water Supply Technology can be completed by taking courses that are approved for Distance Education delivery.

General Education Breadth Requirements:

100% of the categories in the 4 GE patterns can be fulfilled by courses that have been approved for Distance Education Delivery [See Appendix C]

Appendix C

***General Education Patterns with 50% or more of the courses
approved for Distance Education***

California State University

General Education Breadth Requirements

Each of the courses listed below has been approved for Distance Education delivery by SBVC. There may be other courses that fulfill the CSU General Education Breadth requirements, but this list identifies each category and the courses that have been approved for Distance Education delivery.

Category A: Communication in the English Language and Critical Thinking

A1: Oral Communication

SPEECH 100 "Elements of Public Speaking"

A2: Written Communication

ENGL 101 "Freshman Composition"

A3: Critical Thinking

Select one from the list of courses below:

ENGL 102 "Intermediate Composition and Critical Thinking"

PHIL 102 "Critical Thinking and Writing"

PHIL 103 "Introduction to Logic: Argument and Evidence"

READ 102 "Critical Reading as Critical Thinking"

Category B: Scientific Inquiry and Quantitative Reasoning

Minimum of 9 semester units. One course from B1, one course from B2, one course from B4. One of the three courses must be a laboratory course (indicated by underline)

B1: Physical Science

CHEM 101 "Introductory Chemistry"
CHEM 104 " Introduction to Organic Chemistry"
CHEM 110 "Environmental and Consumer Chemistry"
GEOG 110 "Physical Geography"
GEOL 101 "Introduction to Physical Geology"
OCEAN 101 "Elements of Oceanography"
PHYSICS 101 "Introductory Physics"

B2: Life Science

ANTHRO 106 "Physical Anthropology"
ANTHRO 106H "Physical Anthropology (Honors)"
BIOL 104 "Human Ecology"
BIOL 260 "Human Anatomy"

B3: Laboratory Activity

BIOL 260 "Human Anatomy"
CHEM 101 "Introductory Chemistry"
CHEM 104 " Introduction to Organic Chemistry"
PHYSICS 101 "Introductory Physics"

B4: Mathematics/Quantitative Reasoning

MATH 102 "College Algebra"
MATH 108 "Introduction to Probability and Statistics"
MATH 115 "Ideas of Mathematics"

Category C: Arts, Literature, Philosophy and Foreign Language

Complete three classes in Category C, as indicated below

Select one from the list of courses below:

ANTHRO109 "Tribal and Ethnic Art"
ART 110 "History of American Cinema"
ART 111 "Studies in Film Appreciation"
ARCH 145 "History of Architecture: Early Design"
ARCH 146 "History of Architecture: Renaissance to Modern"

Select two additional courses from the following courses listed below:

ANTHRO/RELIG 110 "Tribal and Ethnic Religions"
ENGL 161 "Women Writers"
ENGL/RELIG 175 "Literature and Religion of the Bible"
HIST 100 "United States History to 1877"
HIST 101 "United States History: 1865 to Present"
HIST 137 "Racial and Ethnic Groups in United States History"
HIST 170 "World History to 1500"
HIST 171 "World History since 1500"
PHIL 101 "Introduction to Philosophy"
PHIL 101H "Introduction to Philosophy (Honors)"
PHIL 105 "Introduction to Ethics"
PHIL 112 "Philosophy in Literature"
PHIL/RELIG 180 "Death and Dying"
RELIG100 "Introduction to Religious Studies"
RELIG 100H "Introduction to Religious Studies (Honors)"
RELIG101 "Introduction to World Religions"
RELIG 135 "Religion in America"
RELIG 150 "Introduction to Mythology"
RELIG 176 "Jesus and His Interpreters"
SPAN 101 "College Spanish I"
SPAN 102 "College Spanish II"
SPAN 157 "Spanish for Native Speakers I"

Category D: Social, Political, and Economic Institutions

Complete three classes in Category D, from the list of courses listed below. Select from a minimum of two disciplines.

D1: Anthropology and Archaeology

ANTHRO 100 "Introduction to Archaeology"
ANTHRO 102 "Cultural Anthropology"
ANTHRO 106 "Physical Anthropology"
ANTHRO 106H "Physical Anthropology (Honors)"
ANTHRO107 "North American Indians"
ANTHRO 109 "Tribal and Ethnic Art"
ANTHRO 110 "Tribal and Ethnic Religions"

D2: Economics

ECON 200 "Principles of Macroeconomics"
ECON 201 "Principles of Microeconomics"

D3: Ethnic studies

ANTHRO107 "North American Indians"
HIST 137 "Racial and Ethnic Groups in United States History"
SOC 141 "Race and Ethnic Relations"

D4: Gender Studies

SOC 145 "Sociology of Gender"
SPEECH 176 "Gender Differences in Communication"

D5: Geography

GEOG 120 "World Regional Geography"

D6: History

HIST 100 "United States History to 1877"
HIST 101 "United States History: 1865 to Present"
HIST 137 "Racial and Ethnic Groups in United States History"
HIST 170 "World History to 1500"
HIST 171 "World History since 1500"
RELIG 135 "Religion in America"

D7: Interdisciplinary Social or Behavioral Science

CD 105 "Child Growth and Development"
CD 126 "Child, Family and the Community"
SPEECH 135 "Mass Media and Society"
SPEECH 174 "Intercultural Communication"

D8: Political Science, Government, and Legal Institutions

POLIT 100 "American Politics"
POLIT 204 "Introduction to World Politics"

D9: Psychology

PSYCH 100 "General Psychology"
PSYCH 111 "Developmental Psychology: Lifespan"
PSYCH 112 "Developmental Psychology: Child and Adolescent Psychology"
PSYCH 118 "Human Sexual Behavior"

D10: Sociology and Criminology

SOC 100 "Introduction to Sociology"
SOC 100H "Introduction to Sociology (Honors)"
SOC 110 "Contemporary Social Issues"
SOC130 "Marriage and Family"
SOC 141 "Race and Ethnic Relations"
SOC 145 "Sociology of Gender"
SOC 150 "Sociology of Aging and the Life Course"

Category E: Lifelong Understanding and Self-Development

Complete one class in Category E, from the list of courses below:

CD 105 "Child Growth and Development"
HEALTH 101 "Health Education"
PSYCH 100 "General Psychology"
PSYCH 111 "Developmental Psychology: Lifespan"
SOC 130 "Marriage and the Family"

US History, Constitution, and American Ideals:

Complete two classes to meet the US History, Constitution and American Ideals requirement, as indicated below

Select one from the list of courses below:

HIST 100 "United States History to 1877"
HIST 101 "United States History: 1865 to Present"
HIST 137 "Racial and Ethnic Groups in United States History"

Select the following:

POLIT 100 "American Politics"

Complete four additional courses approved for Distance Education delivery in order to reach a minimum total of 60 semester units of college coursework.

There are over 50 courses to choose from, after all the specific CSUGEBreadth requirements have been fulfilled.

Therefore, 100% of the requirements for the CSU General Education Breadth requirements can be fulfilled by courses approved for Distance Education delivery.

Intersegmental General Education Transfer Curriculum (IGETC):

CSU version

Each of the courses listed below has been approved for Distance Education delivery by SBVC. There may be other courses that fulfill the IGETC (CSU version) requirements, but this list identifies the categories and the courses that have been approved for Distance Education delivery.

Area 1: English Communication

Three courses required, one from each group below

Group A: English Communication

ENGL 101 "Freshman Composition"

Group B: Critical Thinking--English Composition

Select one from the list of courses below:

ENGL 102 "Intermediate Composition and Critical Thinking"

PHIL 102 "Critical Thinking and Writing"

Group C: Oral Communication

SPEECH 100 "Elements of Public Speaking"

Area 2: Mathematical Concepts and Quantitative Reasoning

One course selected from the list of courses below:

MATH 102 "College Algebra"

MATH 108 "Introduction to Probability and Statistics"

MATH 115 "Ideas of Mathematics"

Area 3: Arts and Humanities

Complete three classes with at least one from the Arts and one from the Humanities.

Arts:

ANTHRO 109 "Tribal and Ethnic Art"
ART 110 "History of American Cinema"
ART 111 "Studies in Film Appreciation"
ARCH 145 "History of Architecture: Early Design"
ARCH 146 "History of Architecture: Renaissance to Modern"

Humanities:

ANTHRO 107 "North American Indians"
ANTHRO/RELIG 110 "Tribal and Ethnic Religions"
ENGL 161 "Women Writers"
ENGL/RELIG 175 "Literature and Religion of the Bible"
HIST 100 "United States History to 1877"
HIST 101 "United States History: 1865 to Present"
HIST 137 "Racial and Ethnic Groups in United States History"
HIST 170 "World History to 1500"
HIST 171 "World History since 1500"
PHIL 101 "Introduction to Philosophy"
PHIL 101H "Introduction to Philosophy (Honors)"
PHIL 105 "Introduction to Ethics"
PHIL 112 "Philosophy in Literature"
PHIL/RELIG 180 "Death and Dying"
RELIG100 "Introduction to Religious Studies"
RELIG 100H "Introduction to Religious Studies (Honors)"
RELIG101 "Introduction to World Religions"
RELIG 135 "Religion in America"
RELIG 150 "Introduction to Mythology"
RELIG 176 "Jesus and His Interpreters"

Area 4: Social and Behavioral Sciences

Complete three courses from at least two disciplines or an interdisciplinary sequence from the list of courses listed below:

ANTHRO 100 "Introduction to Archaeology"
ANTHRO 102 "Cultural Anthropology"
ANTHRO 106 "Physical Anthropology"
ANTHRO 106H "Physical Anthropology (Honors)"
ANTHRO107 "North American Indians"
ANTHRO 109 "Tribal and Ethnic Art"
ANTHRO 110 "Tribal and Ethnic Religions"
CD 105 "Child Growth and Development"
CD 126 "Child, Family and the Community"
ECON 200 "Principles of Macroeconomics"
ECON 201 "Principles of Microeconomics"
GEOG 120 "World Regional Geography"
HIST 100 "United States History to 1877"
HIST 101 "United States History: 1865 to Present"
HIST 137 "Racial and Ethnic Groups in United States History"
HIST 170 "World History to 1500"
HIST 171 "World History since 1500"
POLIT 100 "American Politics"
POLIT 204 "Introduction to World Politics"
PSYCH 100 "General Psychology"
PSYCH 101H "General Psychology (Honors)"
PSYCH 102 "Personal and Social Adjustment"
PSYCH 111 "Developmental Psychology: Lifespan"
PSYCH 112 "Developmental Psychology: Child and Adolescent Psychology"
PSYCH 118 "Human Sexual Behavior"
RELIG 110 "Tribal and Ethnic Religions"
SOC 100 "Introduction to Sociology"
SOC 100H "Introduction to Sociology (Honors)"
SOC 110 "Contemporary Social Issues"
SOC130 "Marriage and Family"
SOC 141 "Race and Ethnic Relations"
SOC 145 "Sociology of Gender"
SOC 150 "Sociology of Aging and the Life Course"
SPEECH 135 "Mass Media and Society"
SPEECH 174 "Intercultural Communication"
SPEECH 176 "Gender Differences in Communication"

Area 5: Physical and Biological Sciences

Two courses, one Physical Science course and one Biological science course. At least one must include a laboratory.

Physical Science

CHEM 101 "Introductory Chemistry"
CHEM 104 " Introduction to Organic Chemistry"
CHEM 110 "Environmental and Consumer Chemistry"
GEOG 110 "Physical Geography"
GEOL 101 "Introduction to Physical Geology"
OCEAN 101 "Elements of Oceanography"
PHYSICS 101 "Introductory Physics"

Biological Science

ANTHRO 106 "Physical Anthropology"
ANTHRO 106H "Physical Anthropology (Honors)"
BIOL 104 "Human Ecology"
BIOL 260 "Human Anatomy"

US History, Constitution, and American Ideals:

Complete two classes to meet the US History, Constitution and American Ideals requirement, as indicated below

Group 1: Select the following:

POLIT 100 "American Politics"

Group 2: Select one from the list of courses below:

HIST 100 "United States History to 1877"
HIST 101 "United States History: 1865 to Present"
HIST 137 "Racial and Ethnic Groups in United States History"

Complete five additional courses approved for Distance Education delivery in order to reach a minimum total of 60 semester units of college coursework.

There are over 50 courses to choose from, after all the specific IGETC (CSU version) requirements have been fulfilled.

Therefore, 100% of the requirements for the IGETC (CSU version) requirements can be fulfilled by courses approved for Distance Education delivery

Intersegmental General Education Transfer Curriculum (IGETC):

UC version

Each of the courses listed below has been approved for Distance Education delivery by SBVC. There may be other courses that fulfill the IGETC (UC version) requirements, but this list identifies the courses that have been approved for Distance Education delivery.

Area 1: English Communication

Two courses required, one from each group below

Group A: English Communication

ENGL 101 "Freshman Composition"

Group B: Critical Thinking--English Composition

Select one from the list of courses below:

ENGL 102 "Intermediate Composition and Critical Thinking"

PHIL 102 "Critical Thinking and Writing"

Area 2: Mathematical Concepts and Quantitative Reasoning

One course selected from the list of courses below:

MATH 102 "College Algebra"

MATH 108 "Introduction to Probability and Statistics"

MATH 115 "Ideas of Mathematics"

Area 3: Arts and Humanities

Complete three classes with at least one from the Arts and one from the Humanities.

Arts:

ANTHRO 109 "Tribal and Ethnic Art"
ART 110 "History of American Cinema"
ART 111 "Studies in Film Appreciation"
ARCH 145 "History of Architecture: Early Design"
ARCH 146 "History of Architecture: Renaissance to Modern"

Humanities:

ANTHRO 107 "North American Indians"
ANTHRO/RELIG 110 "Tribal and Ethnic Religions"
ENGL 161 "Women Writers"
ENGL/RELIG 175 "Literature and Religion of the Bible"
HIST 100 "United States History to 1877"
HIST 101 "United States History: 1865 to Present"
HIST 137 "Racial and Ethnic Groups in United States History"
HIST 170 "World History to 1500"
HIST 171 "World History since 1500"
PHIL 101 "Introduction to Philosophy"
PHIL 101H "Introduction to Philosophy (Honors)"
PHIL 105 "Introduction to Ethics"
PHIL 112 "Philosophy in Literature"
PHIL/RELIG 180 "Death and Dying"
RELIG100 "Introduction to Religious Studies"
RELIG 100H "Introduction to Religious Studies (Honors)"
RELIG101 "Introduction to World Religions"
RELIG 135 "Religion in America"
RELIG 150 "Introduction to Mythology"
RELIG 176 "Jesus and His Interpreters"

Area 4: Social and Behavioral Sciences

Complete three courses from at least two disciplines or an interdisciplinary sequence in Category D, from the list of courses listed below:

ANTHRO 100 "Introduction to Archaeology"
ANTHRO 102 "Cultural Anthropology"
ANTHRO 106 "Physical Anthropology"
ANTHRO 106H "Physical Anthropology (Honors)"
ANTHRO107 "North American Indians"
ANTHRO 109 "Tribal and Ethnic Art"
ANTHRO 110 "Tribal and Ethnic Religions"
CD 105 "Child Growth and Development"
CD 126 "Child, Family and the Community"
ECON 200 "Principles of Macroeconomics"
ECON 201 "Principles of Microeconomics"
GEOG 120 "World Regional Geography"
HIST 100 "United States History to 1877"
HIST 101 "United States History: 1865 to Present"
HIST 137 "Racial and Ethnic Groups in United States History"
HIST 170 "World History to 1500"
HIST 171 "World History since 1500"
POLIT 100 "American Politics"
POLIT 204 "Introduction to World Politics"
PSYCH 100 "General Psychology"
PSYCH 101H "General Psychology (Honors)"
PSYCH 102 "Personal and Social Adjustment"
PSYCH 111 "Developmental Psychology: Lifespan"
PSYCH 112 "Developmental Psychology: Child and Adolescent Psychology"
PSYCH 118 "Human Sexual Behavior"
RELIG 110 "Tribal and Ethnic Religions"
SOC 100 "Introduction to Sociology"
SOC 100H "Introduction to Sociology (Honors)"
SOC 110 "Contemporary Social Issues"
SOC130 "Marriage and Family"
SOC 141 "Race and Ethnic Relations"
SOC 145 "Sociology of Gender"
SOC 150 "Sociology of Aging and the Life Course"
SPEECH 135 "Mass Media and Society"
SPEECH 174 "Intercultural Communication"
SPEECH 176 "Gender Differences in Communication"

Area 5: Physical and Biological Sciences

Two courses, one Physical Science course and one Biological science course. At least one must include a laboratory. (Laboratory indicated by underline.)

Physical Science

CHEM 101 "Introductory Chemistry"
CHEM 104 " Introduction to Organic Chemistry"
CHEM 110 "Environmental and Consumer Chemistry"
GEOG 110 "Physical Geography"
GEOL 101 "Introduction to Physical Geology"
OCEAN 101 "Elements of Oceanography"
PHYSICS 101 "Introductory Physics"

Biological Science

ANTHRO 106 "Physical Anthropology"
ANTHRO 106H "Physical Anthropology (Honors)"
BIOL 104 "Human Ecology"
BIOL 260 "Human Anatomy"

Language other than English: Complete one of the following courses:

SPAN 101 "College Spanish I"
SPAN 157 "Spanish for Native Speakers I"

Complete five additional courses approved for Distance Education delivery in order to reach a minimum total of 60 semester units of college coursework.

There are over 50 courses to choose from, after all the specific IGETC (UC version) requirements have been fulfilled.

Therefore, 100% of the requirements for the IGETC (UC version) requirements can be fulfilled by courses approved for Distance Education delivery

"Associate Degree: Option #2"

Each of the courses listed below has been approved for Distance Education delivery by SBVC. There may be other courses that "Associate Degree: Option #2" requirements, but this identifies the courses that have been approved for Distance Education delivery.

1. ACAD 100 "Strategies for College Success"
2. **60 units of college coursework, with at least 12 units in residence at SBVC**
3. **Earn an overall grade point average of 2.0 or higher**
4. **Complete coursework for an Associate of Arts or an Associate of Science major (Liberal Arts Major is suggested--the Liberal Arts Major is a part of this Substantive Change Proposal with 100% of the required units being completed by taking courses that are approved for Distance Education delivery. See Appendix B.)**
5. **Demonstrate a competency in English, mathematics, and reading**
 - a. ENGL 101 "Freshman Composition"
OR ENGL 101H "Freshman Composition (Honors)"
 - b. MATH 095 "Intermediate Algebra" (or higher)
 - c. READ 015 "Preparation for College Reading"
6. **Complete 24-26 of the 60 semester units needed for graduation from the five subject categories as listed below**

Category I: Natural Science

(Minimum 6 units , or 4 if a laboratory is included)

ANTHRO 106 "Physical Anthropology"
ANTHRO 106H "Physical Anthropology (Honors)"
ASTRON 120 "Introduction to Astronomy"
BIOL 104 "Human Ecology"
BIOL 260 "Human Anatomy"
CHEM 101 "Introductory Chemistry"
CHEM 104 " Introduction to Organic Chemistry"
CHEM 110 "Environmental and Consumer Chemistry"
GEOG 110 "Physical Geography"
GEOL 101 "Introduction to Physical Geology"
OCEAN 101 "Elements of Oceanography"
PHYSICS 101 "Introductory Physics"

Category II: Social and Behavioral Science

(Minimum 6 units; two courses must be selected from different subject areas)

ANTHRO 100 "Introduction to Archaeology"
ANTHRO 102 "Cultural Anthropology"
ANTHRO107 "North American Indians"
ANTHRO 109 "Tribal and Ethnic Art"
CD 105 "Child Growth and Development"
CD 126 "Child, Family and the Community"
ECON 200 "Principles of Macroeconomics"
ECON 201 "Principles of Microeconomics"
GEOG 120 "World Regional Geography"
HIST 100 "United States History to 1877"
HIST 101 "United States History: 1865 to Present"
HIST 137 "Racial and Ethnic Groups in United States History"
HIST 170 "World History to 1500"
HIST 171 "World History since 1500"
PHIL 180 "Death and Dying"
POLIT 100 "American Politics"
POLIT 204 "Introduction to World Politics"
PSYCH 100 "General Psychology"
PSYCH 101H "General Psychology (Honors)"
PSYCH 102 "Personal and Social Adjustment"
PSYCH 111 "Developmental Psychology: Lifespan"
PSYCH 112 "Developmental Psychology: Child and Adolescent Psychology"
PSYCH 118 "Human Sexual Behavior"
RELIG 135 "Religion in America"
RELIG 180 "Death and Dying"
SOC 100 "Introduction to Sociology"
SOC 100H "Introduction to Sociology (Honors)"
SOC 110 "Contemporary Social Issues"
SOC130 "Marriage and Family"
SOC 141 "Race and Ethnic Relations"
SOC 145 "Sociology of Gender"
SOC 150 "Sociology of Aging and the Life Course"
SPEECH 135 "Mass Media and Society"
SPEECH 174 "Intercultural Communication"
SPEECH 176 "Gender Differences in Communication"

Category III: Humanities

(Minimum 6 units; two courses must be selected from different subject areas)

ANTHRO 109 "Tribal and Ethnic Art"
ARCH 145 "History of Architecture: Early Design"
ARCH 146 "History of Architecture: Renaissance to Modern"
ART 110 "History of American Cinema"
ART 111 "Studies in Film Appreciation"
ENGL 161 "Women Writers"
ENGL/RELIG 175 "Literature and Religion of the Bible"
HIST 100 "United States History to 1877"
HIST 101 "United States History: 1865 to Present"
HIST 137 "Racial and Ethnic Groups in United States History"
HIST 170 "World History to 1500"
HIST 171 "World History since 1500"
PHIL 101 "Introduction to Philosophy"
PHIL 101H "Introduction to Philosophy (Honors)"
PHIL 105 "Introduction to Ethics"
PHIL 112 "Philosophy in Literature"
PHIL/RELIG 180 "Death and Dying"
RELIG100 "Introduction to Religious Studies"
RELIG 100H "Introduction to Religious Studies (Honors)"
RELIG101 "Introduction to World Religions"
RELIG 135 "Religion in America"
RELIG 150 "Introduction to Mythology"
RELIG 176 "Jesus and His Interpreters"
SPAN 101 "College Spanish I"
SPAN 102 "College Spanish II"
SPAN 157 "Spanish for Native Speakers I"

**Category IV: Communication and Analytical Thinking
(Minimum 6 units)**

ENGL 101 "Freshman Composition"
ENGL 102 "Intermediate Composition and Critical Thinking"
MATH 102 "College Algebra"
MATH 108 "Introduction to Probability and Statistics"
MATH 115 "Ideas of Mathematics"
PHIL 102 "Critical Thinking and Writing"
PHIL 103 "Introduction to Logic: Argument and Evidence"
READ 102 "Critical Reading as Critical Thinking"
SPEECH 100 "Elements of Public Speaking"
SPEECH 130 "Introduction to Communication"

**Category V: Physical and Health Education
(Minimum 2 units)**

HEALTH 101 "Health Education"

Therefore, 100% of the requirements for the "SBVC Option #2) requirements for General Education can be fulfilled by courses approved for Distance Education delivery.

Appendix D

Process for Approving Courses for Distance Education Delivery

**This Appendix represents pages 60-67 of the SBVC Curriculum Handbook.
This is the process required in CurriCUNET for any course that is approved for
Distance Education delivery.**

Section 7: Distributed Education

[\(Return to CONTENT\)](#)

- **Request for Approval of Distributed Education (DE) Delivery**

Definition:

The California Education Code and Accrediting Commission for Community and Junior Colleges (AACJC), the accrediting body to which SBVC is accountable, have different definitions of "Distance Education." Further, data from the so-called "Distance Education Courses" gleaned over last seven years indicate that approximately 85% of SBVC students enrolled in "Distance Education" courses live within 10 miles of the campus and 95-98% live within 30 miles of the campus. In addition, the District changed the title of "Director of Distance Education" to "Director of Distributed Education" in 2002. Given these facts, all references to alternate delivery forms that utilize technology will be labeled "Distributed Education." The phrase implies that technology is being used to distribute educational opportunities in ways that transcend the typical limitations of time and space associated with traditional "on-ground" classes.

Process for Approval:

Steps 1-6 should be done in consultation with the co-chairs of the SBVC Online Program Committee (or designee). The initial steps attempt to align the desires and goals of the faculty with the needs and responsibilities of the college. The more time spent thinking through these first steps, the easier the entire process of curriculum approval will be.

The last step is entering (copying and pasting) the information into CurricUNET and should/could be done with the assistance of an appropriate member of the curriculum committee. Once the information is entered into CurricUNET, then the approval processes of the curriculum committee can begin.

Step 1: Rationale

If a faculty member wishes to gain approval for a course to be delivered via "distributed education," the first step is to decide and define which delivery methods will be used. This step could be very easy: "The course should be an entirely online course." "Delivering the course online would benefit our students." Or this step could be more complex and time consuming, forcing the faculty member to think through several variables. But this initial step is intended to clarify for the faculty member and for the members of the curriculum committee exactly what mode of Distributed Education will be considered in this proposal.

The delivery method options currently available are:

50-Computer assisted instruction (Independent study mediated by technology.)

51-Two-way video (Synchronous video of an instructor at a site being shared with students at another site, with synchronous video of the remote site being available to the instructor.)

52-One-way video (Synchronous video of an instructor and/or class being transmitted to a remote site with no reciprocal video from the remote site.)

71-Hybrid course (Defined as a course that has more than 51% of the instructional activities mediated through alternate delivery, usually online delivery. The rest of the instruction requires presence on campus. It is recommended that this delivery method option be used only when there are specific reasons why there must be on campus meetings. For example, speech performance classes and science lab classes are required to have on campus activities to ensure articulation with the CSU and UC systems.)

72-Online course (Defined as a course where the entire course can be delivered through online activities.)

When the faculty member has decided the delivery mode, write the rationale that will go into the "Cover" area of CurricUNET. It should be short and follow this model: "The proposal is for Sociology 101 to be approved for distributed education delivery, specifically delivery method 72, which is a course that is delivered completely online." If this approval for alternate delivery is a part of content review and the course has previously been approved for alternate delivery, then please add something like this:

"Sociology 101 has already been approved for online delivery and has been taught in that mode for the last 8 years. This DE approval is a part of the normal process of content review." Of course the content of the sentences above will change depending on the course and the mode of delivery. But the rationale should merely indicate what the rest of the DE proposal would flesh out. Type and save this rationale in digital form so it can be copied easily into CurricUNET.

Step 2: Methods of Instruction

Write a substantive paragraph that explains the methods of instruction used in the alternate delivery format and how those will impact students. Example methods of instruction include course management system discussion boards, instructor developed materials presented through the CMS or the web, power point presentation, digital video clips, graphics (such as charts, images, and annotated screen shots), digital animations, web quests, online internet resources, chat, e-mail, publisher prepared online materials, course cartridge materials, CD/DVD support materials, and textbook supplements. The descriptions are illustrative, but need to be substantively illustrative. That is, there needs to be specific references to the methods of instruction that will happen in the class. (Sample paragraphs can be found by consulting with the co-chairs of the Online Program Committee.) Type this paragraph and save in digital form so that it can be easily copied and pasted into CurricUNET.

Step 3: Explanation of the Need for Alternate Delivery

Write a substantive paragraph that explains the need for this class to be delivered via a mode of distributed education. The need should reflect the mission of the college, the division, and/or the department. The desire of a particular faculty member to have a modification of her or his teaching schedule is not a sufficient rationale for approval. Nor is some fantasy of generating "easy FTES" a sufficient rationale. The SBVC planning themes of "access" and "student success" should be seriously entertained when writing this paragraph. The Curriculum Committee will be looking for an alignment of the goals and the mission and the planning themes of the college with the need for a class to be delivered via distributed education. (Sample paragraphs can be found by consulting with the co-chairs of the Online Program Committee.) Type this paragraph and save in digital form so that it can be easily copied and pasted into CurricUNET.

Step 4: Methods of Evaluation

Write a substantive paragraph that describes the evaluation methods that could be used in the course when taught in the proposed distributed education mode. These methods need not be exhaustive, but they should give the curriculum committee a good idea that there exist ways of evaluating the learning of the students in the proposed delivery format. These methods are illustrative, but need to be substantively illustrative. That is, there needs to be specific references to the mode of interaction available for the evaluation. (Sample paragraphs can be found by consulting with the co-chairs of the Online Program Committee.) Type this paragraph and save in digital form so that it can be easily copied and pasted into CurricUNET.

Step 5: Sample Assignments

Write a paragraph that describes sample assignments if this class was to be offered via distributed education. These descriptions need not be exhaustive, but they should give the curriculum committee a good idea that there are specific assignments that can be used in this distributed education mode. Further, there must be a description of at least three sample assignments. These need not be perfected, but they should include sufficient detail to persuade the committee that the assignments are reasonable. (Sample paragraphs can be found by consulting with the co-chairs of the Online Program Committee.) Type this paragraph and save in digital form so that it can be easily copied and pasted into CurricUNET.

Step 6: Contact Types

California Education Code and the Accreditation Standards require that any course offered in a "Distance Education" [sic] mode be accountable for "regular effective contact" between student and instructor. This section of the approval process requires that the initiating faculty member identify typical patterns of regular effective contact in the proposed delivery method.

The Defined Contact Types are:

Asynchronous Office Hours:
Moderating a Discussion Board:
Synchronous Office Hours:
Announcements:
Individual Contact with Students via e-mail or phone:
Leading Threaded Discussions:
Creating and Moderating Virtual Small Groups:
Feedback on Student Work:
Posting Prepared Instructional Material:

(Definitions and descriptions of these can be found by consulting with the co-chairs of the Online Program Committee.)

The faculty member must identify the minimum contact types for the proposed delivery. The Curriculum Committee has determined that the following is a list of minimum contact types for online classes:

- 1. Asynchronous office hours**
- 2. Moderating a discussion board**
- 3. Announcements (unless course is designed as an independent study on a self-paced model)**
- 4. Threaded Discussions**
- 5. Feedback on Student Work**

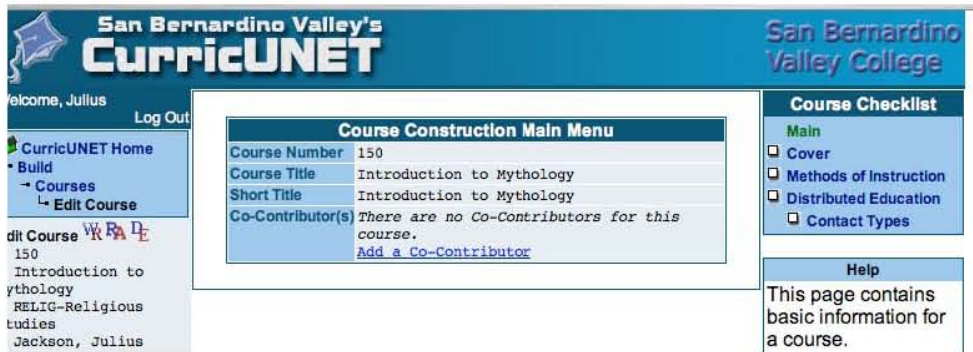
Future iterations of an online class approved for distributed education may include additional contact types, but no iteration should have fewer than the types identified in this curriculum process.

For each defined contact type, a short description of how that contact type will be regular and effective is required. (Sample paragraphs can be found by consulting with the co-chairs of the Online Program Committee.) All these short descriptions should be saved in electronic form for easy copy and pasting into CurricUNET.

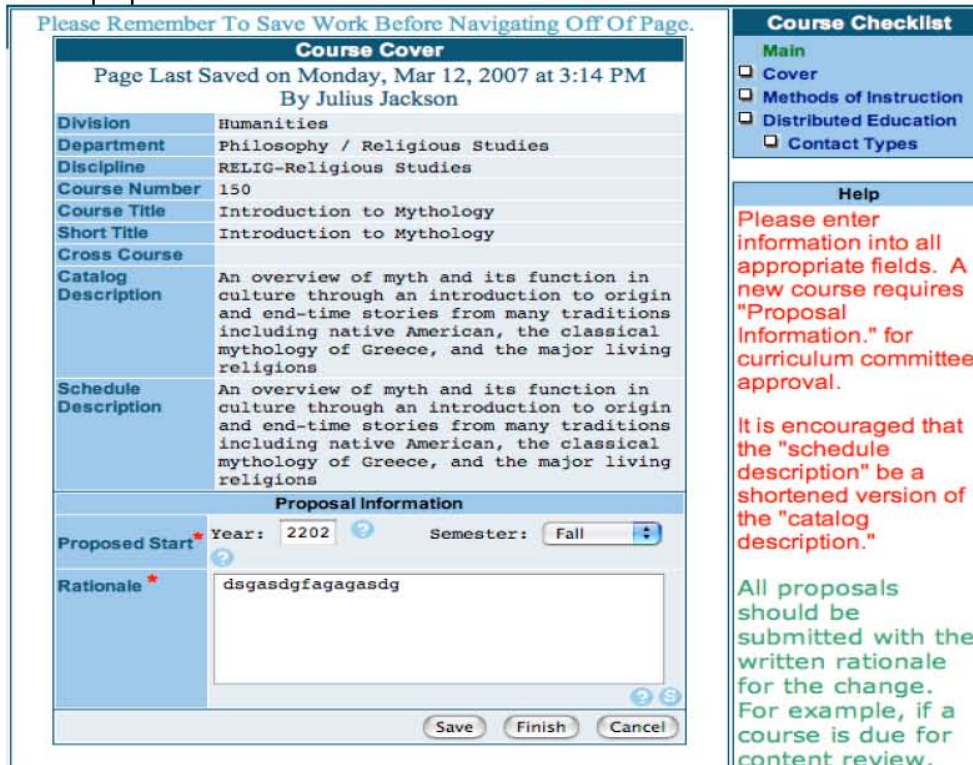
Step 7: Enter the information into CurricUNET

This begins the approval process through the curriculum committee.

When Distributed Education is checked in the course outline, the following DE screens appear as options in CurricUNET. The Course Checklist on the right of the screen indicates four areas to place material.



When the "Cover" is clicked, you will see a screen like the one below. Copy and paste the Rationale for the DE proposal in this area.



If this is a DE proposal, check the Distributed Education box, then click finish. The other parts of the DE proposal will then be available for you.

Please Remember To Save Work Before Navigating Off Of Page.

Course Methods of Instruction	
Methods	<input type="checkbox"/> Class and/or small group discussion <input type="checkbox"/> Classroom demonstrations <input type="checkbox"/> Clinical experience <input checked="" type="checkbox"/> Distributed education <input type="checkbox"/> Field trips <input type="checkbox"/> Guest speakers <input type="checkbox"/> Guided practice <input type="checkbox"/> Instructor generated handouts <input type="checkbox"/> Laboratory <input type="checkbox"/> Lecture <input type="checkbox"/> Use of films, videotapes, or other media <input type="checkbox"/> Use of written materials: texts, journals, etc.
Other Methods	Audio-Visuals, Reading of texts, both secondary and primary, Writing tasks appropriate for the material, Computer Tutorials (if applicable)

Save Finish Cancel

Course Checklist

Main

Cover

Methods of Instruction

Distributed Education

Contact Types

Help

If this is a Distributed Education proposal, check the Distributed Education box. Then click Finish. The "Distance Ed" selection will become active in the menu on the right of the screen. Proceed to that part of the menu.

More

Select the delivery method and then copy and paste the various paragraphs into these areas. Click save.

Please Remember To Save Work Before Navigating Off Of Page.

Page Last Saved on Monday, Mar 12, 2007 at 3:14 PM
By Julius Jackson

Delivery Methods [ctrl] + Click selects/deselects	50 - Computer Assisted Instruction (A sp 51 - Two-Way Video conferencing (Two-way 52 - One-Way Video Conferencing (One-way 63 - Television Course (Video one-way, 2 72 - Online Course (Internet) (Text one- 71 - Hybrid (Includes both on-campus and
Methods of Instruction	asdfsad
Explain Need	dfasfas
Evaluation Method	sadfsdf
Sample Assignments	sdfasdfas

Save Finish Cancel

Course Checklist

Main

Cover

Methods of Instruction

Distributed Education

Contact Types





Help

Please click on the help buttons (?) by each box for a more detailed description.






More

Click Contact Types, and then select the various required contacts types and copy and paste the paragraphs explaining how those contact types create "regular and effective contact" in the DE modality. Click **Save**.

Please Remember To Save Work Before Navigating Off Of Page.

Distributed Ed - Contact Types	
	Asynchronous Office Hours - vbcvbcvbxvbx
	Individual Contact w/Students via Email or Phone - Announcements: These are posts that update students on the content or the processes of the class. They can be in written, aural, or video format. This type of contact is effective because it demonstrates that the instructor is present in the class and is moderating the progress of the class as a whole and of individual students. This type of contact should be regular. At a minimum, these announcements should happen once each week, unless the course is structured on a self-paced, independent study model. More frequent posting of announcements would almost universally enhance the effectiveness of the contact.
Contact Type	<ul style="list-style-type: none"><input checked="" type="checkbox"/> Moderating a Bulletin Board<input type="checkbox"/> Synchronous Office Hours<input type="checkbox"/> Announcements<input type="checkbox"/> Leading Threaded Discussions<input type="checkbox"/> Creating and Moderating Virtual Small Groups<input type="checkbox"/> Feedback on Student Work<input type="checkbox"/> Facilitating Student-to-Student Contact<input type="checkbox"/> Posting Prepared Instructional Materials
Frequency	
 	
<input type="button" value="Save"/>	
<input type="button" value="Cancel"/> <input type="button" value="Finish"/>	

Please Remember To Save Work Before Navigating Off Of Page.

Distributed Ed - Contact Types	
	Asynchronous Office Hours - vbcvbcvbxvbxvbx
	Individual Contact w/Students via Email or Phone - Announcements: These are posts that update students on the content or the processes of the class. They can be in written, aural, or video format. This type of contact is effective because it demonstrates that the instructor is present in the class and is moderating the progress of the class as a whole and of individual students. This type of contact should be regular. At a minimum, these announcements should happen once each week, unless the course is structured on a self-paced, independent study model. More frequent posting of announcements would almost universally enhance the effectiveness of the contact.
Contact Type	<input type="text" value="Feedback on Student Work"/> 
Frequency	<input type="text" value="Instructors are responsible for verifying the participation of the students in the class as well as monitoring their performance status. When faculty give students feedback on their work, this type of contact is effective because it allows the student opportunities to adjust their"/>  
<input type="button" value="Save"/>	
<input type="button" value="Cancel"/> <input type="button" value="Finish"/>	

Click Finish and you are done.

Appendix E

SBVC Distance Education Report Generated in the Curriculum Approval Process

Sample: History 101

SBVC Distance Education Report

Cover

Division: Social Sciences, Human Development & Physical Education

Department: History

Discipline: HIST - History

Course Number: 101

Course Title: United States History: 1865 to Present

Short Title: United States History: 1865 to

Catalog Description:

This course covers a general survey of United States history with an emphasis on social, political, cultural and economic developments from the Reconstruction period to present times.

Schedule Description:

This course covers a general survey of United States history with an emphasis on social, political, cultural, and economic developments from the Reconstruction period to present times.

Proposed Start: Fall 2010

Rationale:

Methods of Instruction

Methods: Class and/or small group discussion

Other Methods:

Distributed Education

Delivery Methods:

Methods of Instruction: Using a District supported Course Management System, this course will distribute course material to students, receive coursework from students, and create opportunities for discussion between students and instructor, as well as between students themselves. Discussion forums, instructor developed material, presentations, and external links will be used for instruction. Materials from publishers, including graphics, presentations, and textbook supplements will also be used in the online format.

Additionally, material from television course materials (purchased by the District) may be used to augment the instructional materials created and presented by the instructor. The televised programs will be available on KVCR on specific dates and in specific time slots. The same material may be used as a course link where the televised programs will be available through streaming video (Edustream).

Explain Need: Offering this course through an online or telecourse format increases the availability of the course to individuals that cannot attend regular meetings on the college campus. Considering the variety of demands our student population has regarding time constraints and scheduling, this online course or telecourse will allow students to work on the course during the hours that are open to their individual schedule. History courses can be used to fulfill general education requirements for graduation and transfer; allowing this US history course to be presented in the online or telecourse format will help students to achieve their educational goals. The online and telecourse delivery of this class supports the mission of San Bernardino Valley College in that it provides access to education to a diverse community of learners.

Evaluation Method: Methods of evaluation can include objective assessments (such as multiple choice, matching, fill in the blanks, or true/false questions), written responses to short answer questions, formal essays, document analysis assignments, and student commentaries regarding historical analysis within a discussion format. Each of these methods is easily accomplished in the asynchronous online format using any number of technologies that are readily available. Telecourses have scheduled monthly meetings to discuss course materials, participate in class or group discussions, view multimedia presentations, or take in class exams. Hybrid classes with scheduled class meetings can use that time for the same purposes as described in the Telecourse meetings. Both telecourses and hybrid classes will be supported with additional materials available online to help support student learning.

Sample Assignments: 1. Students are asked to evaluate a primary source document reflecting the required readings, and then write an analysis of the document in the context of that time period. 2. Students will answer specific questions regarding the weekly course material in a Discussion forum. Students will end their response by posing a secondary question for other students to answer. The instructor will contribute to the discussion by evaluating the accuracy of the answers and commentary given by students within the discussion forum. 3. Students will be given specific documents to analyze that reflect the telecourse materials. In the monthly meeting, students will discuss their responses to the assignment and present their analysis to the class.

Contact Types

Contact Type & Frequency:

Asynchronous Office Hours - When contacted by voice mail or e-mails by students, the instructor will respond within a 24 hour period (except on weekends, holidays, and vacations) so the contact with the student will timely (but not instantaneous). The contact may include questions about grades or the need for help with specific assignments.

Moderating a Bulletin Board - Depending on the format and structure of the class, students should be able to post a message in an open, public space in an online class. The

instructor will respond within a 24 hour period of time (except on weekends, holidays, or vacations) so that the contact will be timely but not instantaneous. The posting of general questions is effective and useful for students, who will all benefit from the instructor (and in some cases, other students) clarifying course requirements.

Synchronous Office Hours - Synchronous office hours are specific hours of specific days when an instructor is available for student contact. This contact can include office hours on campus at a specific location. This contact can also include the availability of the instructor via technological mechanisms such as (but not limited to): telephone, email, audio or video conferencing, or chat rooms.

Announcements - These include posts that update students on assignments, reading requirements, and upcoming exams. They can include written, aural or a video format. This type of contact should regularly, at least once a week, as it reminds students of their responsibilities and the requirements for the course. Announcements can also include general feedback from assessments, including exams, written material, and content posted on the discussion board.

Leading Threaded Discussions - Leading Threaded Discussions are similar to the contact described in "Moderating a Bulletin Board." But more specifically, these leading threaded discussions are initiated by the instructor as they post a question on the discussion board and then moderate the ongoing discussion by students. These discussions are the online versions of discussions in the classroom where students can share their ideas with students and faculty. Additionally, the faculty have the opportunity to correct students if there are misconceptions or inaccuracies regarding their knowledge and understanding of the course material. Typically, there are due dates for these discussions which keep students up to date with the material as it progressed in the class.

Individual Contact w/Students via Email or Phone - Students may need to contact instructors via email or phone in order to discuss specific issues, such as grades. Students may also contact the professor for assistance in writing a specific assignment. In either case, the instructor will use this contact to meet the needs of that particular student. This type of contact is highly effective as it enhances the one-on-one interaction between student and instructor. The frequency of contact is completely dependent on the format created by the individual instructor and the needs of the individual student.

Creating and Moderating Virtual Small Groups - In an online class, instructors have the ability to create small groups for discussions and for completing collaborative assignments. The role of the instructor beyond creating groups, the instructor moderates the discussions while at the same time allowing the creation of more in depth discussions in these learning communities. Typically, there are specific due dates and time tables for these discussions which allow students to progress at a controlled rate through the course materials.

Feedback on Student Work - Instructors are responsible for monitoring student participation and providing feedback for discussions and assignments. Feedback may include comments in response to discussion postings, emails regarding written assignments, or commentary posted within a testing format. The timing of this feedback is at the discretion of the instructor and will reflect the format and schedule of that particular class. Computer generated exams will provide instantaneous feedback for objective exams. For subjective exams or written work, instructors will respond within a timely basis in order for students to make improvements on future assignments. This

feedback can consist of written, aural, or video material.

Facilitating Student-to-Student Contact - This contact can be synchronous or asynchronous, in person or mediated through technology, individual or group, and highly or lightly moderated. Instructors may pose specific questions about the course material for students to discuss with each other in a discussion forum. This allows students to bond with each other and see how students have different perspectives on the course material. The timing and frequency of this contact should reflect the course schedule created by the instructor.

Posting Prepared Instructional Materials - Posting Prepared Instructional Materials - Instructors will present material to students in numerous ways, not unlike the instructional methods in the classroom. Lectures (in written, aural, or video format), videos, presentations, outlines, and question-response assignments can all be used within this online format. Materials can be prepared by the instructor and publisher produced materials can supplement these materials. The timing and format of these postings should reflect the course schedule developed by the instructor.

Appendix F

Online Learning Plan of the Online Programs Committee

San Bernardino Valley College Online Learning Plan

Introduction:

Online classes were first offered at SBVC in January 1996. From those initial experimental sections--one section of physics, one section of philosophy--online learning has expanded dramatically. In the spring semester, 2011, fully 12% of all instruction at SBVC was delivered in an online or hybrid format. Online learning is no longer experimental; it is a major component of instruction at SBVC. But from the start, the motivation for offering online classes has always been to use technology to increase access to educational opportunities for a diverse community of learners.

As the online offerings grew at SBVC, the need for a formalized "institutionalization" of online learning became apparent. In the fall of 2002, a group of managers and faculty met to imagine the possibility of an "Online College" at SBVC. The Vice President of Instruction (VPI) at that time took the major leadership role and served as the institution's administrative oversight of online instruction, including the packaging of existing online classes into a viable way for students to complete an AA degree by taking online classes. After that VPI left the college for another position, a series of VPIs and interim VPIs demonstrated the need for another layer of institutionalization for online learning. So in 2006, the Online Program Committee (OPC) was established as a standing committee of the Academic Senate. The stated mission of the Online Program Committee is to advise "the Vice President of Instruction regarding all issues related to online learning at the College. The committee functions as a visionary body, as a conduit for information between faculty/administration/students, and as a technology advisory body for issues related to online learning." Initially, however, this committee was more reactive than proactive. That is, it responded to problems and issues rather than proactively, systematically constructing a trajectory for quality online instruction. But in the fall of 2010, it became clear that the Online Program Committee needed to construct an "Online Learning Plan" to systematically construct such a trajectory. Meeting both in person and online, the Online Program Committee began constructing such a plan. This document is a result of that planning process.

This plan presents a framework for what SBVC considers necessary for a high quality program of online learning. This plan should be viewed not as static, but as an ever-evolving document. Changes in Title 5, accreditation requirements, campus and district strategic plans, campus and district technology plans, as well as changes in technology itself demand that this plan be more the record of a process with a goal of continuous improvement of the online educational offerings at SBVC.

Planning Principles:

SBVC's Online Learning Plan is committed to creating and maintaining high quality online programs that demonstrate academic rigor and integrity. As such, the Online Learning Plan affirms the following principles:

A. SBVC's Online Learning Plan affirms the mission of the college: "San Bernardino Valley College provides quality education and services that support a diverse community of learners." Nothing in this plan is intended to change, in any way, the mission of the college. SBVC's Online Learning Plan supports the mission of the college by increasing access to high quality learning experiences through the use of technology.

B. SBVC's Online Learning Plan affirms the District's commitment to "Distributed Education." Board Policy 4108 and Administrative Procedure 4108 state that Distributed Education (equivalent to Distance Education in Title 5 and Accreditation standards) is a central component of the District's mission. The District's Strategic Plan, submitted in the spring of 2011, includes references to Distributed Education in its planning assumptions. SBVC's Online Learning Plan supports the mission of the District by guiding SBVC's online course offerings.

C. SBVC's Online Learning Plan affirms the requirements of Title 5 regarding Distance Education. As a California Community College, SBVC adheres to the education code of the state.

D. SBVC's Online Learning Plan affirms all accreditation requirements for Distance Education. SBVC is fully accredited by the Accrediting Commission for Community and Junior Colleges (ACCJC) of the Western Association of Schools and Colleges (WASC). There are special policies and requirements for programs and courses that use Distance Education as the delivery mode. SBVC's Online Learning Plan affirms the accrediting process and the policies of the ACCJC.

E. SBVC's Online Learning Plan affirms the college's Educational Master Plan. This Online Learning Plan intends to be fully aligned with relevant elements of SBVC's Educational Master Plan.

F. SBVC's Online Learning Plan affirms the campus Technology Plan. This Online Learning Plan intends to be fully aligned with relevant elements of SBVC's Technology Plan.

G. SBVC's Online Learning Plan affirms that the curriculum of the college and the instruction that delivers that curriculum should not be driven by technology but rather should be driven by sound principles of andragogy/pedagogy.

H. SBVC's Online Learning Plan recognizes the central place of the faculty in online learning and is committed to support the faculty in the discharge of their responsibilities

I. SBVC's Online Learning Plan affirms that online learning is in no way inferior to on campus learning. Further, students who are enrolled in online classes are entitled to student services that are functionally equivalent to on campus student services.

J. SBVC's Online Learning Plan affirms that a culture of evidence is a crucial component of any evaluation and assessment of the programs of the college, including online programs.

SBVC's Online Learning Plan is divided into five sections: Institutional Context and Commitment; Curriculum and Instruction; Faculty Support; Student Support; and Evaluation and Assessment. Each of these sections focuses on specific elements of online learning and then articulates goals, objectives, benchmarks, responsible parties, and timelines. Elements of this plan will be reviewed at each meeting of the Online Program Committee. These elements will also be addressed in a virtual format between the on-campus meetings of the committee.

I. Institutional Context and Commitment:

All learning takes place in specific social contexts. In terms of online learning at SBVC, the context is the college, the District of which the college is a part, the Community College system in the state of California, the education code of the state of California, regional and professional accrediting agencies, and the United States Department of Education. Regarding Institutional Context and Commitment, the Online Learning Plan includes the following goals, objectives, benchmarks, responsible parties and timelines.

Objective 1.1	Develop a comprehensive plan that supports the growth of online programs while maintaining academic integrity.		
Benchmarks		Responsible Party(ies)	date
	a. Draft written	Online Program Committee -Kay Weiss & Jack Jackson	Aug 15
	b. Draft circulated and approved	Online Program Committee, Technology Committee, Accreditation and SLO committee, relevant Faculty Chairs, relevant offices-- coordinated by Co-chairs and VPI	fall 2011
	c. Plan presented to Technology Committee		Spring 2012
	d. Plan presented to Academic Senate		Spring 2012

Objective 1.2	Coordinate planning processes to ensure standards of compliance and academic integrity with attention to District, state, and regional policies and procedures		
Benchmarks		Responsible Party(ies)	date
	a. Collect and monitor all relevant ACCJC docs	VPI	2011-2013
	b. Construct framework for collecting evidence regarding accreditation and DE	OPC -Jack Jackson	2011-2013

Objective 1.3	Monitor District services to ensure stable and consistent online learning and support environment		
Benchmarks		Responsible Party(ies)	date
	a. District supported Learning Management System (LMS)	DECC	2011-2013
	b. Support Services for online learning	DECC	2011-2013
	c. Digital repository for educational resources	DECC	2011-2013

II. Curriculum and Instruction

"San Bernardino Valley College provides quality education and services that support a diverse community of learners." Maintaining the quality of education is primary no matter what the delivery mode of the class. Further, all elements of curriculum and instruction should be driven by andragogy, not by technology. Regarding Curriculum and Instruction, the Online Learning Plan includes the following goals, objectives, benchmarks, responsible parties, and timelines.

Objective 2.1	Curriculum Review processes will be regularly reviewed and amended when necessary		
Benchmarks		Responsible Party(ies)	date
	a. Approval Process reviewed	Chair, Curriculum Committee, Co-Chairs Online Programs Committee	Spring, 2012
	b. Relevant Title 5 sections reviewed and reported	OPC, VPI	Annual, 2011-2013

	c. Processes updated as required by a and b	OPC	Annual, 2012, 2013

Objective 2.2	Create and maintain a high quality learning environment for online learning		
Benchmarks		Responsible Party(ies)	date
	a. "Regular Effective Contact" reviewed and expanded to exceed standards of Title 5 and ACCJC	OPC	Spring, 2012
	b. Develop a "Comprehensive Quality Control Process" to describe and guide the creation and maintenance of a high quality learning environment	Draft--Jack Jackson	August, 2011

Objective 2.3	All records of courses approved for DE delivery and offered in DE modalities will be maintained		
Benchmarks		Responsible Party(ies)	date
	a. Verify current records	Deans, VPI	Annual, Summer 2011-2013
	b. Maintain records as courses are approved for Distance Education delivery	Curriculum Committee, Co-Chairs Online Programs Committee, Faculty Chairs	

Objective 2.4	Conduct research to gather data relevant to maintaining a quality online program		
Benchmarks		Responsible Party(ies)	date
	a. Compare SLOs and/or alternate assessments in hybrid lecture/lab sections with on campus lecture/lab sections	Michael Torrez, OPC	2011-2012
	b. Research student success in subsequent courses for students who have taken introductory courses online	Institutional Research	Fall, 2011
	c. Research student success in online classes when compared to	Instructional Research	Annual, 2011-2013

	face-to-face sections		

III. Faculty Support

The faculty's crucial place in online learning is not questioned. However, various faculty roles in online learning may be transformed as technologies change and develop. SBVC's Online Learning Plan recognizes the central place of the faculty in online learning and is committed to support the faculty in the discharge of their responsibilities. Regarding Faculty Support, the Online Learning Plan includes the following goals, objectives, benchmarks, and timelines:

Objective 3.1	Faculty teaching online will demonstrate capabilities to teach online, including both the current CMS and applicable androgogical strategies		
Benchmarks		Responsible Party(ies)	date
	a. Survey faculty on how they learned to teach online and what professional development opportunities they desire	OPC	Fall, 2011
	b. Explore strategies for verifying faculty qualification for online teaching	OPC	Annual, 2011-2013
	c. Review of legal issues (local, state, federal) for online programs	VPI, Online Programs Committee	Annual, 2011-2013

Objective 3.2	Collaborate with the Professional and Organizational Development Office to provide relevant and timely training for online faculty		
Benchmarks		Responsible Party(ies)	date
	a. Training related to the Course Management System	OPC and POD	Annual, 2011-2013
	b. Investigation of additional technical tools for online learning	Jack Jackson	Annual, 2011-2013
	c. Investigate strategies for faculty to address increasing student success in online classes	DECC	Annual, 2011-2013

Objective 3.3	Create and maintain a collegial, nurturing environment for online faculty		
Benchmarks		Responsible Party(ies)	date
	a. Brown bag sharing sessions	OPC	Annual, 2011-2013
	b. Great Online Teachers Retreat	OPC	Annual, 2011-2013
	c. Collaboration between and among faculty	OPC	Annual, 2011-2013

IV. Student Support

Online learning is, at this point, not new. The growth of online offerings at SBVC and around the country has established this mode of delivery as "normal," rather than experimental. The need for adequate student support is the same as the need for on-campus classes. But there are special considerations because of the delivery format. The Online College Plan affirms one of the guiding principles of the foundational document for the Online College at SBVC that all student support services for online classes should be functionally equivalent to student support services for on-campus classes.

Objective 4.1	Students taking online classes will have access to library services		
Benchmarks		Party(ies) Responsible	date
	a. Reviews of library services (reference access, database access....) will be completed annually	Dean, Learning Resources	Annual, 2011-2013
	b. Campus climate surveys will include data from online students	Institutional Research	Annual, 2011-2013
	c. Ensure campus resources adequately support online classes	OPC	ongoing
	d. Explore alternate digital text resources (i.e. eBook rental of texts and material)	DECC	spring, 2012

Objective 4.2	Students taking online classes will have access to counseling services		
Benchmarks		Party(ies) Responsible	date
	a. Reviews access to counselors by	Patti Jones	Spring, 2012

	online students		
	b.		

Objective 4.3	Students taking online classes will have access to tutoring and student support services		
Benchmarks		Responsible Party(ies)	date
	a. Explore alternate means of offering tutoring services online (synchronous and asynchronous)	Rose King, Glen Kuck	February 2012
	b. Ensure that the student success center is available to online students	Rose King	February 2012
	c. Ensure that the writing center is available to online students	Dirksen Lee	February 2012
	d. Explore generic face to face orientations to online learning	Maha Al Hussein	February 2012

Objective 4.4	Explore options for developing modules to enhance student success in online classes		
Benchmarks		Responsible Party(ies)	date
	a. Modules dealing with technology	OPC	February 2012
	b. Modules dealing with "soft skills" that characterize increased student success	OPC	February 2012
	c. Including a link to a module in the Online Orientation session	OPC	February 2012
	d. Half-unit course on learning to learn online	OPC	February 2012

V. Evaluation and Assessment

SBVC affirms the need for a "culture of evidence" if the institution is to continuously improve in fulfilling its mission. The gathering of evidence is the necessary precursor to evaluation and assessment. SBVC's Online Learning Plan affirms the need to gather data relevant to online learning so that responsible evaluations and decisions can be made about the instructional programs of the college. This includes information that is presented yearly to the state of California, such as retention and success rates. But it also includes information about student satisfaction with online learning and faculty satisfaction with online learning.

Objective 5.1	Data on DE already reported to Board and State Chancellor's Office will be identified
----------------------	--

Benchmarks		Party(ies) Responsible	date
	a. Data reported to Chancellor's Office	OPC, DECC, Institutional Research	Spring, 2012
	b. Data reported to District	OPC, DECC, Institutional Research	Spring, 2012
	c. Create "electronic library" of recent data	OPC	Spring, 2012

Objective 5.2	Online Student Satisfaction Survey		
Benchmarks		Party(ies) Responsible	date
	a. Create survey	OPC, Institutional Research	September, 2011
	b. Send survey to DE72 students	Institutional Research	November, 2011
	c. Analyze results	Institutional Research	December, 2011
	d. Plan next round of OSSS	OPC, Institutional Research	January 2012

Objective 5.3	Online Faculty Satisfaction Survey		
Benchmarks		Party(ies) Responsible	date
	a. Create survey	OPC, Jack Jackson	November, 2011
	b. Send pilot survey to sample DE72 faculty	OPC, Jack Jackson	November, 2011
	c. Analyze results	OPC	December, 2011
	d. Plan next round of OFSS	OPC, Institutional Research	January 2012

Objective 5.3	Enrollment/Retention/Success Data Collection		
Benchmarks		Party(ies)	date

		Responsible	
	a. Decide what data to collect	Kay Weiss,	January, 2012
	b. Collect EIS data	OPC	January, 2012
	c. Analyze EIS data	OPC	March, 2012
	d. Plan next round of data collection	OPC	May, 2012

Appendix G

Report to the Board, August, 2011, from Dr. James Smith, Office of Institutional Research

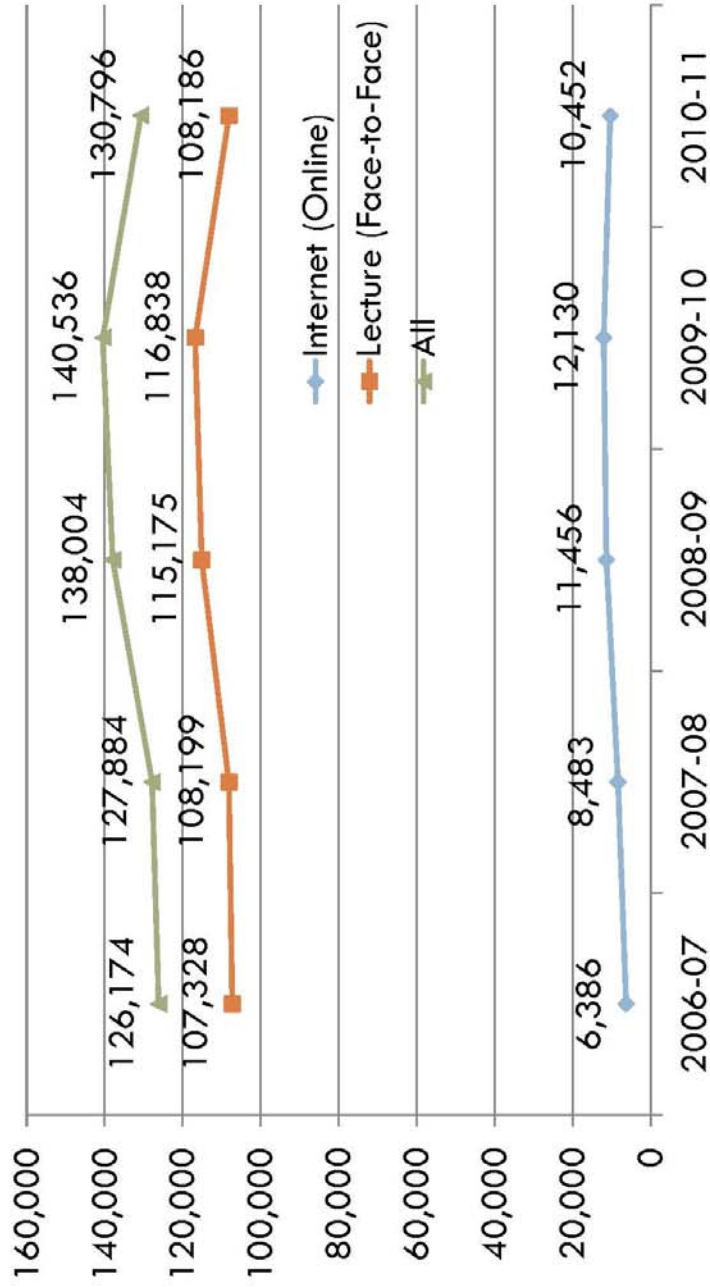
SBCCCD DISTANCE EDUCATION SUCCESS AND COMPLETION RATES 2010 - 2011

Prepared and Presented by:

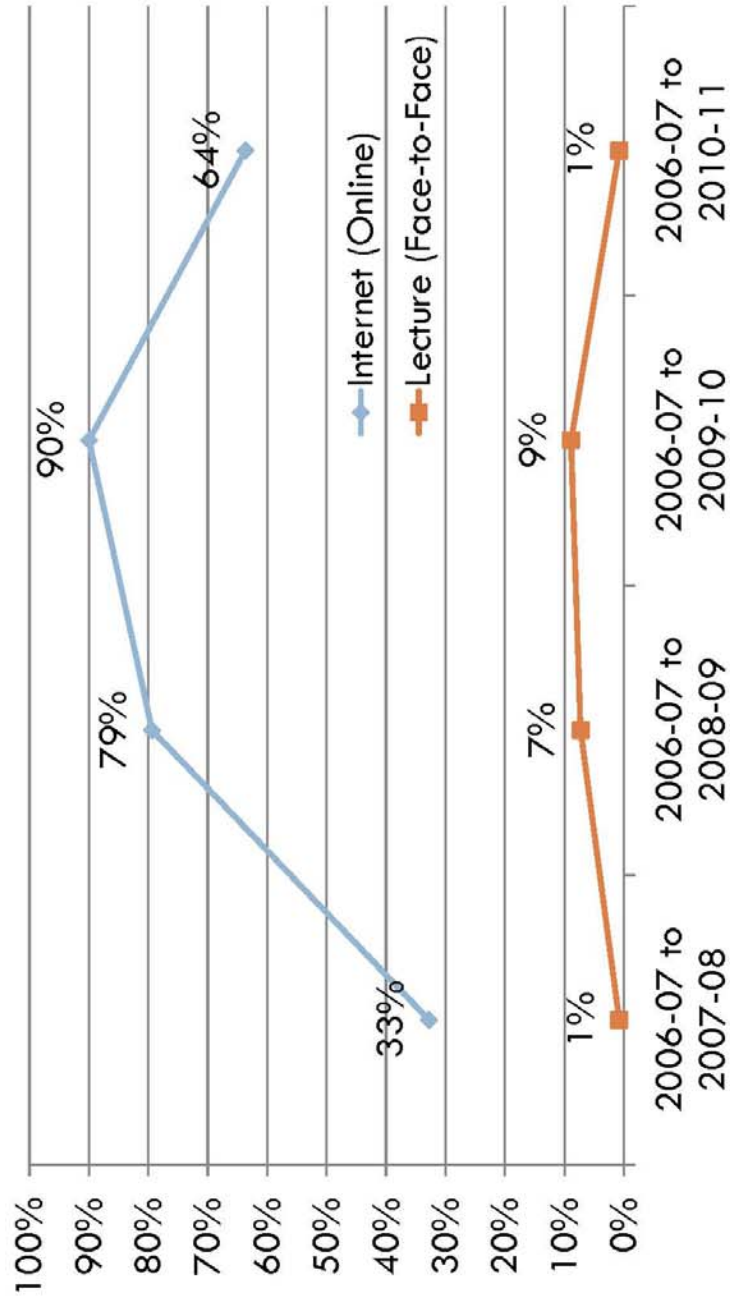
Keith Wurtz, CHC Director, Office of Research and Planning

Dr. James Smith, SBVC Director, Office of Research and Planning

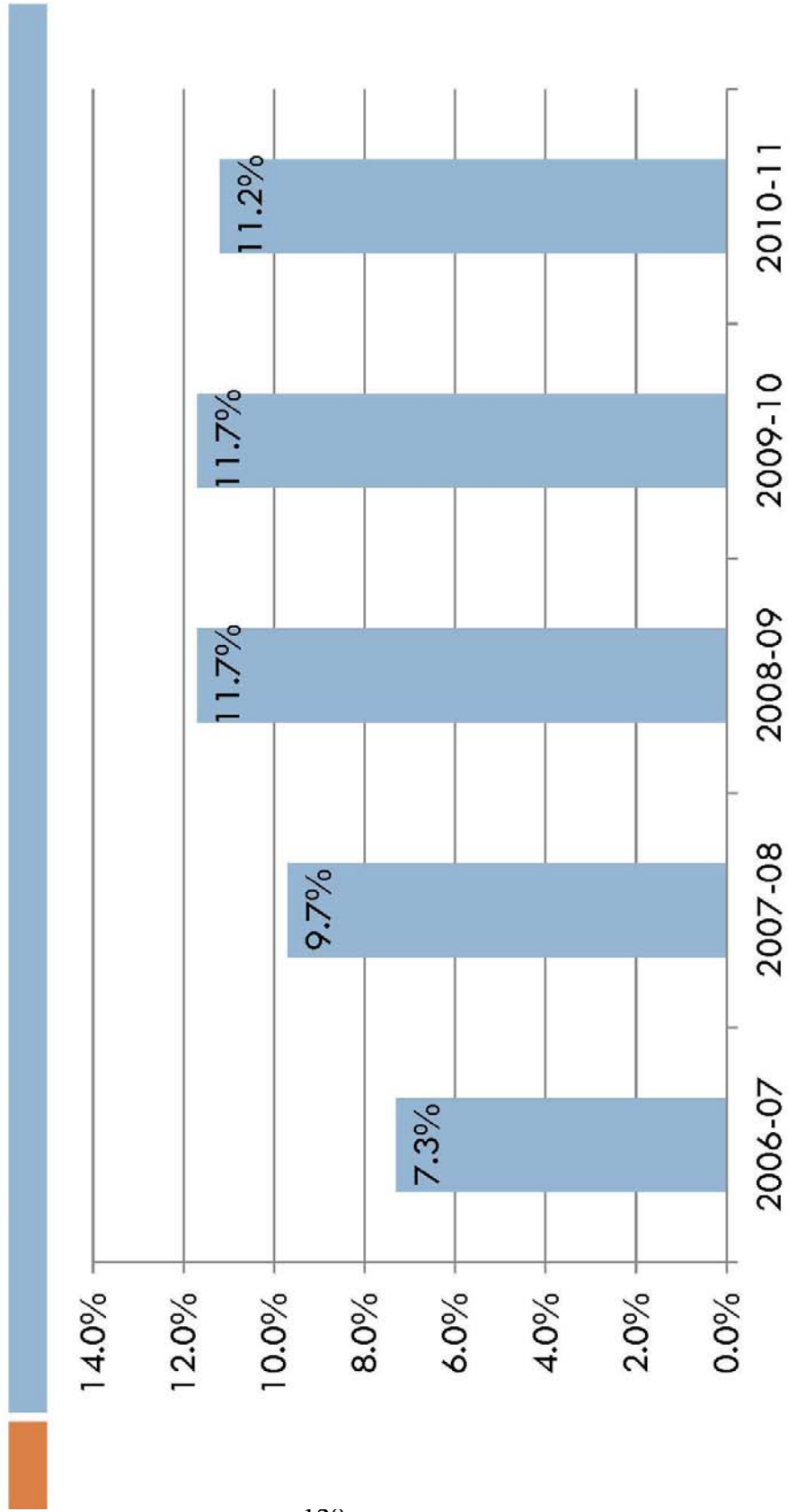
District Internet/Lecture Enrollments 2006-2007 to 2010-2011



Percentage Increase in Internet and Lecture Enrollments over the 2006-2007 Base Year



Percentage of Census Internet Enrollments Over Lecture and Internet Enrollments



SBCCCD Internet Courses Most Frequently Taken

Course	# of Enrollments	% of Enrollments
PSYCH-100	437	5.1
ENGL-101	406	4.7
SOC-100	374	4.3
HIST-101	322	3.7
HIST-100	264	3.1
ENGL-102	253	2.9
MATH-095	222	2.6
HEALTH-101	211	2.4
HIST-170	208	2.4
HIST-171	204	2.4

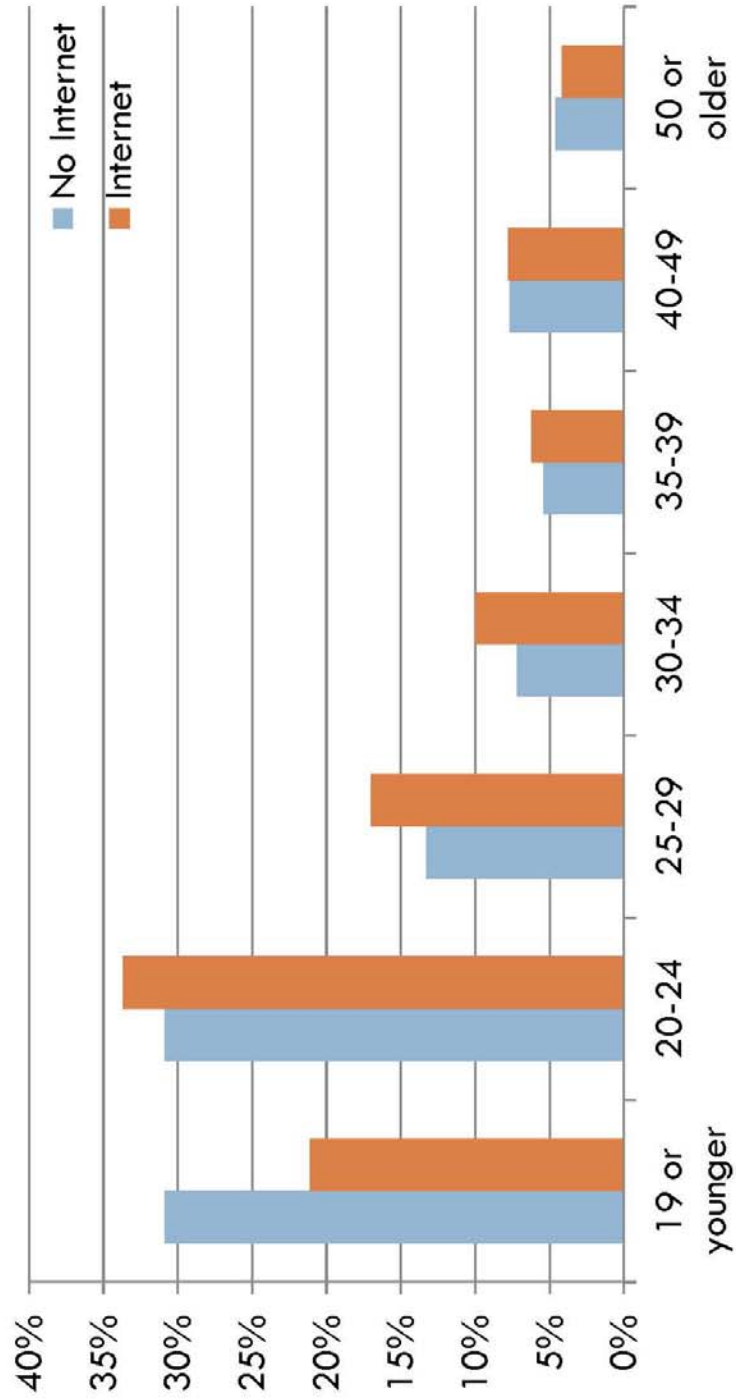
Valley Internet Courses Most Frequently Taken

Course	# of Valley Enrollments	# of CHC Enrollments
SOC-100	374	0
PSYCH-100	365	72
ENGL-101	322	84
HIST-101	322	0
HIST-100	264	0
MATH-095	222	0
HEALTH-101	211	0
HIST-170	208	0
HIST-171	204	0
MATH-090	195	0

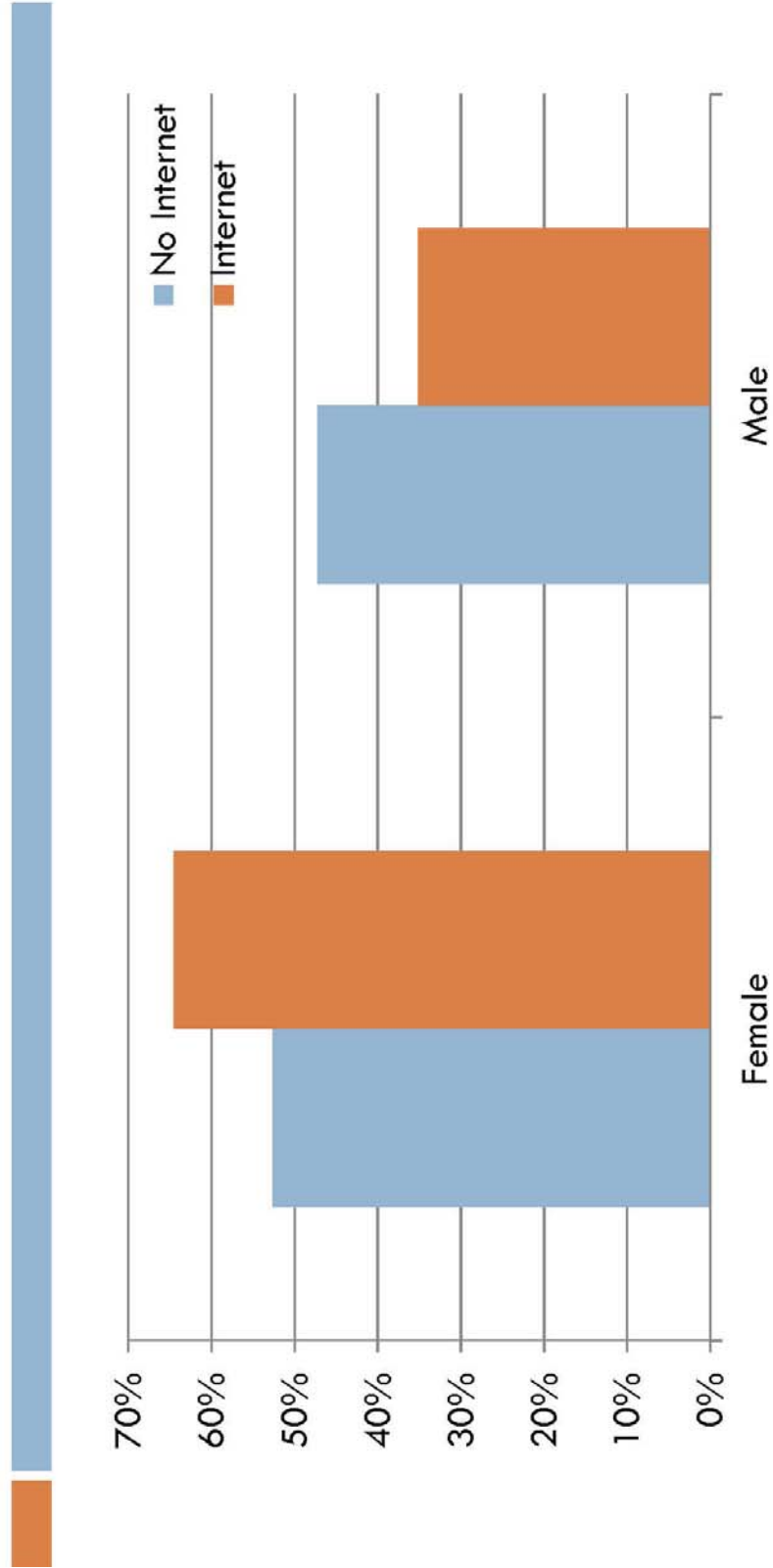
Crafton Internet Courses Most Frequently Taken

Course	# of CHC Enrollments	# of Valley Enrollments
MUSIC-103	197	0
CIS-101/BUSAD-230	112	0
ENGL-102	93	160
ENGL-101	84	322
MUSIC-120	84	0
PSYCH-100	72	365
HIST-135/RELIG-135	68	111
CD-105	64	0
PHIL-103	63	55
ART-102	58	0
RELIG-101	55	85

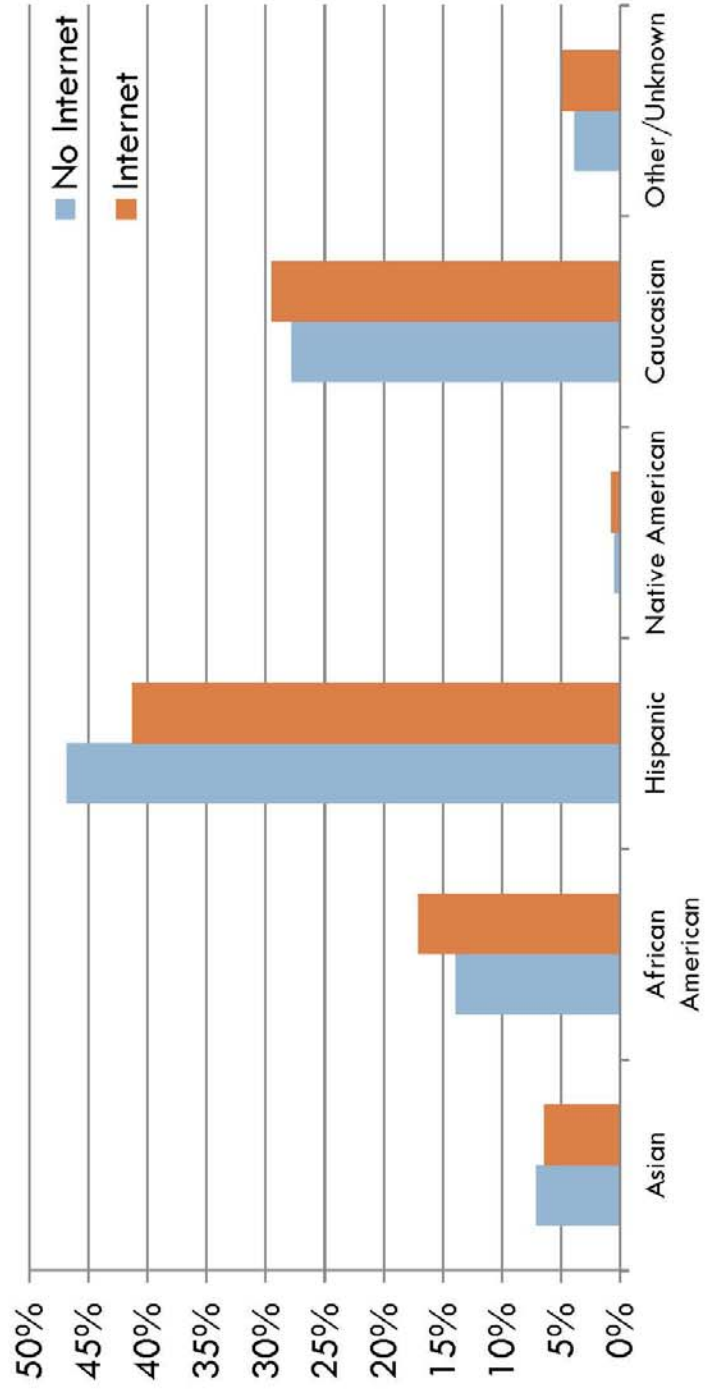
Age of Students in District by Internet Enrollments – 2010-2011



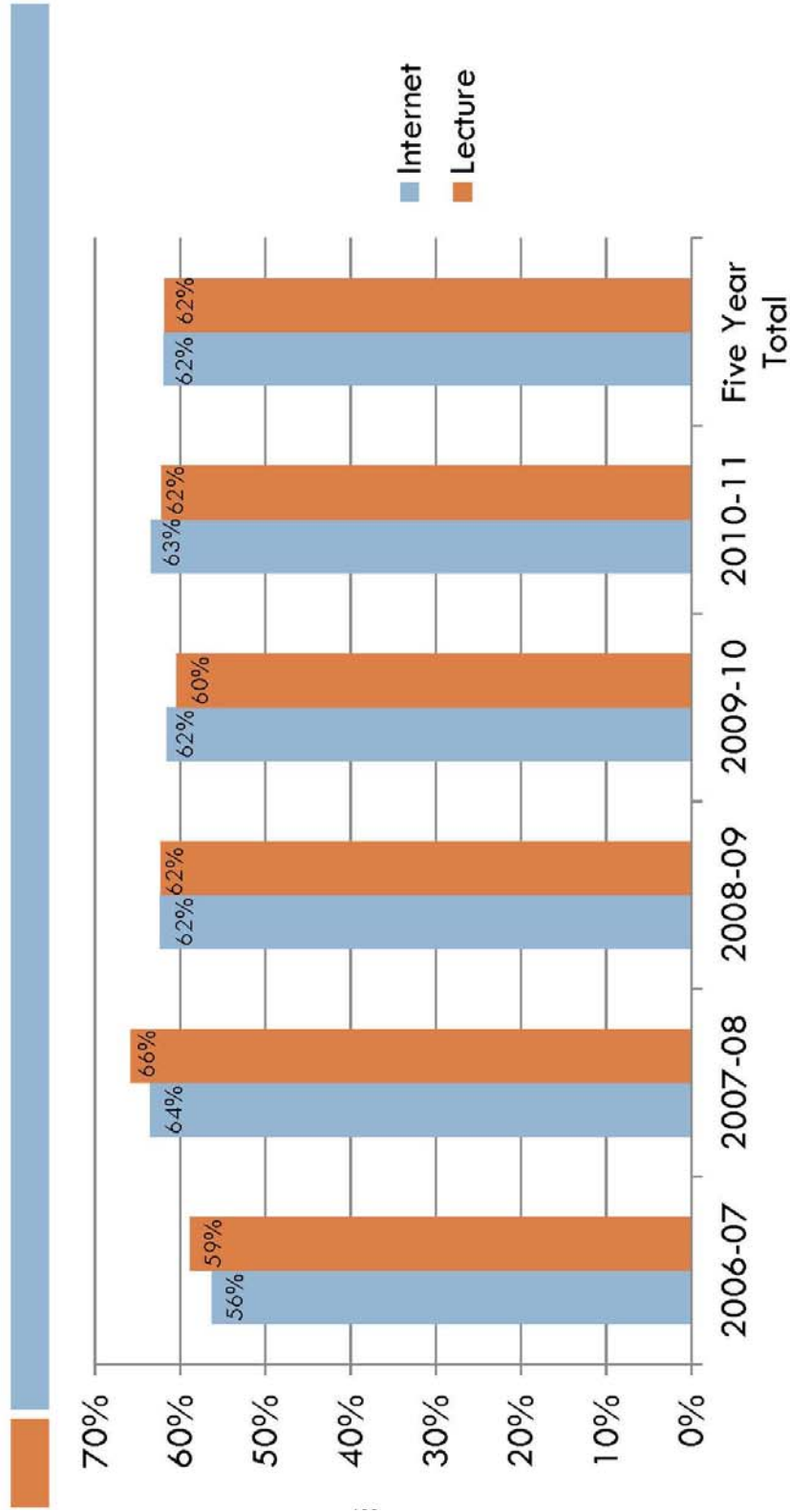
Gender of Students in District by Internet Enrollments – 2010-2011



Ethnicity of Students in District by Internet Enrollments – 2010-2011



District Internet and Lecture Success Rate Comparisons for courses taught by same instructor in the same term in both methodologies 2006-2007 to 2010-2011



Limitations: Of the 74 instructors who taught an online section in 2010-11 only 30 taught the same course in the same term in a face-to-face format and were included in the comparisons. In addition, differences can exist by course and by student characteristics. These were not explored here.

Summary

- Research indicates that students perform at same level in both internet and lecture sections when the same instructor teaches both courses in a given semester.
- Research on internet student performance factors should be expanded and best practices identified to insure student success.
- State-wide, California Community College internet course offerings increased 125% between 2005-2006 and 2009-2010.
- State Chancellor and Legislative Analyst are looking at Distance Education expansion into degree offerings, collaborations between districts, and meeting convenience needs of students.
- Set goals for distance education consistent with strategic plans and system-wide direction.

Questions



Appendix H

"Online College" Foundational Document—2003

Online College at SBVC
Instruction Office – October 2003

Background:

Student interest in online classes has increased significantly in the last two years. Online classes are often the first to fill up during registration, and courses that traditionally struggled to meet minimum enrollments in the on-campus format are easily filling to capacity in the online format. This proposal is an attempt to provide programmatic focus for the growing online program and to ensure that instruction in the online classroom meets or exceeds campus expectations for a quality learning experience. The intention is to introduce the program during the spring 2004 semester, and to offer the full contingent of courses and services beginning with the 2004-2005 academic year.

Mission:

The online degree program will provide a gateway to higher education and vocational training for those who cannot or choose not to attend the main campus. The mission of the online degree program will be to prepare students to transfer to four-year colleges and universities through the acquisition of associate degrees, and to provide students with the knowledge and skills needed to succeed in business, industry and the professions through the acquisition of vocational certificates. The faculty and staff working within the online program will share the campus commitment to student success and to teaching and service excellence.

Overview:

Associate degree component

- Courses meeting IGETC requirements will be offered in the online format to enable students to obtain their associate degrees under Option 1a and to transfer to the University of California and California State University systems.
- Courses meeting CSU breadth requirements will be offered in the online format to enable students to obtain their associate degrees under Option 1B and to transfer to the California State University system.

Certificate component

- Beginning in the fall 2004 semester, selected courses will be offered in the online and/or hybrid format to enable students to obtain their vocational certificates while spending less time on campus.

Services

- Students will receive critical campus services in alternative delivery formats. Online services covered will include:
 - Application

- Bookstore
- Career advisement
- Counseling
- Degree audit
- DSP&S
- EOPS
- Financial aid
- Library
- Orientation (to college resources and services)
- Orientation (to learning in an online format)
- Registration
- Transfer Center
- Tutoring
- Writing Center

Courses

- Courses have already been approved or are being developed in alternative delivery formats in all areas needed to cover IGETC and CSU breadth requirements.
- Existing telecourses will be converted to an online format, using DVDs distributed through the telecourse providers, websites and the Etudes delivery platform for instructor/student contact. (Television-based courses will continue to be offered through KVCR as well.)

Promotion

- Existing online courses already have a track record of filling up within the first few days of the registration period.
- While additional marketing efforts will promote the ability to obtain all courses required for the associate degree in an online/hybrid format, and will include:
 - A featured announcement on the cover of the spring 2004 *Schedule of Classes*.
 - A page describing the program in the spring 2004 *Schedule of Classes*.
 - Articles on the campus website.
 - A featured announcement on the college website.
 - A featured announcement in distributed education promotional brochures.
- College counselors will be oriented to the online college program.

Quality issues:

- Consistent with WASC standards, the faculty and administration will strive to maintain an instructional program of high quality and integrity.
- Consistent with WASC standards, the services provided for the online college students will be functionally equivalent to the services provided for on-campus students and will, at the same time, be of high quality and integrity.

- Initially, up to 10 members of the contract faculty will form the core of the online college-within-a-college.
- Faculty members who are teaching their full contract loads online will maintain campus presence through logging onto the campus server and the course management system five days per week. In addition, online contract faculty members will maintain an on-campus presence at least two days per week, will participate in department and division meetings, and will meet other responsibilities of full-time faculty members.
- The balance of the instructors will be adjunct faculty, drawn from both the local area (and, potentially, throughout the country).
- Contract and adjunct faculty will be selected to teach in the online program using the following guidelines:
 - Meets minimum standards to teach in the discipline as defined by the state of California
 - Minimum of two years of successful teaching experience in the discipline
 - Experience in or completion of training in teaching online classes
 - Effective written communication skills
 - Willingness to maintain standards for student contact and timely feedback
 - Willingness to use established technique requirements of the program, including either the Etudes or FirstClass operating systems
 - Willingness to teach to the established course outline of record
- All faculty teaching on-line will be certified through the SBVC professional development training process. Certification shall be granted upon completion of a course of study which includes, at a minimum, software application, pedagogy of teaching on-line, ADA Compliance, and Copyright Compliance. Certification may also be achieved through appropriate experience and demonstrated knowledge of the above.
- Faculty members teaching online will be evaluated in accordance with established district procedures. The administration and collective bargaining unit will work together to identify a student assessment instrument that will address the unique evaluation needs of online instruction.

Access issues:

- Instructional materials will be reviewed for Title 508 access compliance.
- Faculty will work with the DSP&S office to address the needs of students that need accommodations to access online instruction or to be assessed in an online environment.
- Minimum standards for hardware and operating systems will be identified for students.
- Faculty members teaching online will be provided access to hardware and operating systems that will enable them to support their classes.

- The college Technology Plan will be modified to address the need to maintain adequate equipment levels to support the development and improvement of online courses.
- Students will be oriented to the skills necessary to succeed in the online instructional format, and will be given an opportunity to conduct a self-assessment of whether online education is a good match for them before registering for classes.
- Students without home access to technology will be informed of the availability of the open computer lab in the Learning Center.
- College outreach efforts may eventually include the establishment of regional centers where students may access online classes and services. An initial regional center may be located in the mountain communities.

Courses to be offered:

Spring 2004 (and thereafter; all courses currently exist in online format)

Associate Degree:

ART 110
 ECON 201
 ENGL 101 (hybrid)
 ENGL/RELIG 175
 HIST/RELIG 135
 MATH 090
 MATH 095
 PHIL 101
 PHIL 102
 PHIL 103
 PHIL 105
 POLIT 100
 RELIG 101
 SOC 100
 SOC 110
 SOC 130
 SOC 141
 SOC 145
 SPEECH 174
 SPEECH 176

Fall 2004 (and thereafter; existing courses plus courses to be developed or to be converted from telecourses)

Associate Degree:

ASTRON 123
 BIOL 104
 ECON 100
 GEOL 101
 HEALTH 101
 HIST 100
 HIST 101
 HIST 160
 HIST 161
 MATH 102
 OCEAN 101
 PHIL 112
 PHYSIC 101
 PSYCH 100
 RELIG 150
 RELIG 176
 SPEECH 130 (hybrid)

Certificate: Library Technology

Appendix I

Academic Senate Committee Structure

SBVC Committee Structure 2012-2014

Each faculty member to serve on 1 committee for a 2-year cycle starting Fall 2012 and concluding Spring 2014.

Below are the committees, specific membership requirements, and tentative meeting times. Please use this as a guide as fall schedules are prepared in the next month. Senators are expected to call a faculty meeting of their division to determine the best allocation of the division's human resources to the committee work of the college.

Once all of the required faculty committee assignments are made (Accreditation, Matriculation, Basic Skills, Curriculum and Program Review), the division should assign no more than 20% of the remaining faculty to any one committee.

This recommendation of the division is delivered to the Executive Committee of the Academic Senate. The Executive Committee is responsible for preparing its recommendation to the President of the college regarding the assignment of faculty committee work.

ACCREDITATION AND STUDENT LEARNING OUTCOMES COMMITTEE

The Committee prepares the self-study, prepares for the accreditation team site visit, follows up on implementation of accreditation recommendations, performs assessments as needed, and prepares any follow-up reports or documentation. The committee monitors the development and assessment process for student learning outcomes in courses, programs, and general education requirements. The committee generates and regularly reviews guidelines and best practices for all aspects of the student learning process.

at least 1 faculty per division (2nd and 4th Thursdays, 1:00 -2:30)

ARTS , LECTURES, and DIVERSITY COMMITTEE

The Arts, Lectures, and Diversity Committee plans and promotes a series of lectures and cultural events designed to celebrate our diversity and enrich the instructional environment of the college. (Wednesdays, 12:00 – 1:00)

BASIC SKILLS COMMITTEE

The Committee prepares the college's basic skills report, planning documents, and oversees the implementation of the campus basic skills plan. ***at least 1 faculty per division*** (2nd and 4th Tuesdays, 2:30 – 3:30)

CAMPUS LIFE AND COMMENCEMENT

The committee monitors and serves as the primary clearing house for student activities on the campus, including Commencement. The committee develops a campus wide master calendar in coordination with the Director of Marketing. (Thursdays, 10:00 – 11:30)

CURRICULUM COMMITTEE

The Curriculum Committee is authorized by the Academic Senate to make recommendations about the curriculum of the college to the Board of Trustees, including approval of new courses, deletion of existing courses, proposed changes in courses, periodic review of course outlines, approval of proposed programs, deletion of programs, review of degree and certificate requirements, approval of prerequisites and co-requisites, and assessment of curriculum as needed. ***2 faculty per division*** (Mondays, 1:00 – 4:00)

ENROLLMENT MANAGEMENT AND STUDENT EQUITY COMMITTEE

The Enrollment Management and Student Equity Committee serves in an advisory capacity to the President's cabinet regarding enrollment. The Committee is responsible for reviewing internal and external assessment trend data as it applies to enrollment planning, researching and reviewing successful models of recruitment and retention programs, projecting enrollment

growth/decline, projecting academic and student support service needs based on enrollment trends. The committee makes recommendations regarding recruitment and retention strategies, in the annual updating of the Enrollment Management Plan. The committee reviews and regularly updates the Student Equity Plan. Both plans are forwarded to College Council for review. (*1st and 3rd Tuesdays, 2:00 – 3:30*)

FACILITIES & SAFETY COMMITTEE

The Facilities & Safety Committee serves as an advisory committee to college services and operations including, facilities, the appearance of the campus, emergency preparedness, and campus safety training. The committee reviews and submits the Facilities & Capital Outlay Plan to College Council. (*Mondays, 2:00 – 3:30*)

MATRICULATION COMMITTEE

The Matriculation Committee is authorized by the Academic Senate to annually review and update the College Matriculation Plan, propose the budget for categorical matriculation funds, provide advice on policies, procedures, and implementation of matriculation components including admission, orientation, assessment, counseling, prerequisites, follow-up, training, and research.

at least 1 faculty per division (*Thursdays, 3:00 – 4:30*)

ONLINE COMMITTEE

The OnLine Committee advises the Vice President of Instruction regarding issues related to online learning at the College. In addition, the committee assists discipline's faculty in the preparation of distance education requests to the Curriculum Committee. The committee serves as a conduit of information among faculty, administration, and students by providing technological vision for issues related to online learning. (*Fridays, 1:00 – 2:00*)

PROFESSIONAL DEVELOPEMENT COMMITTEE

The Professional Development Committee serves as an advisory committee for the college professional development programs, and as a resource for training needs across campus. The committee prepares and implements the state required three-year Human Resources Development Plan, and reviews it annually to assure that campus goals and objectives are being met. The committee allocates staff development funds based on criteria in the plan. Additionally, the committee is responsible for planning, programming and communication of campus professional development programs. The faculty members on the committee serve as the campus sabbatical leave committee and make recommendations to the college president for proposed leave recipients. The faculty members also serve as the campus flex committee. (*1st and 3rd Thursdays, 1:00 – 2:30*)

PROGRAM REVIEW COMMITTEE

The Institutional Program Review Committee is authorized by the Academic Senate to develop and monitor the college Program Review process, receive unit plans, utilize assessments as needed to evaluate programs, recommend program status to the college president, identify the need for faculty and instructional equipment, and interface with other college committees to ensure institutional priorities are met.

The purpose of Program Review is to:

- Provide a full examination of how effectively programs and services are meeting departmental, divisional, and institutional goals
- Aid in short-range planning and decision-making
- Improve performance, services, and programs
- Contribute to long-range planning
- Contribute information and recommendations to other college processes, as appropriate
- Serve as the campus' conduit for decision-making by forwarding information to appropriate committees

2 faculty per division (*Fridays, 9:00 – noon*)

SCHOLARSHIPS

This committee reviews applications for scholarships and makes awards according to guidelines. *(Thursdays 2:00-3:00)*

STUDENT POLICIES & SCHOLASTIC STANDARDS

The Student Policies and Scholastic Standards Committee serves as an advisory committee for the development and implementation of academic policies such as but not limited to petitions related to admissions, probation, disqualification, and graduation requirements. *(Fridays, 9:30 – 11:00)*

TECHNOLOGY COMMITTEE

The Technology Committee develops the Technology Plan for SBVC and submits it to the SBVC College Council. The Plan recommends methods to assess, purchase, install, and encourage use of new technology; technology funding priorities; and strategies for redistributing current resources. It sets standards and guidelines for the minimum specifications for new technology, for maintaining the current technology in new construction, and to maximize use of District network resources and instructional learning resources. Accessibility to technology will be considered when developing goals, methods, recommendations, guidelines, and standards. The members of this committee serve as liaisons to the District Technology Committees. *(1st and 3rd Wednesdays, 1:00 – 2:00)*

Appendix J

Sample minutes from early Online Program Committee meeting

Online Degree Program Committee Meeting

12-1-2006

10:30am--12:00pm

Minutes

Present:

Jan Noble, Co-chair

Jack Jackson, Co-Chair

Regi Metu, Cindy Parish, Lee Clauss, Michelle LaMasa-Schrader, Jan Pielke, Chuck

Dean, Lydia Zapata, Debby Wallace, Rafael Herrera

Topic	Discussion
Introductions	In the process of introducing everyone, the committee welcomed Debby Wallace, a student representative, to the committee. Chuck Dean's birthday was noted and appropriately applauded.
Minutes	The minutes were approved as distributed. Any corrections should be forwarded to one of the chairs of the committee.
"Percentage of Online Instruction" Discussion	The discussion was continued regarding the threshold when a curricular review would take place for alternate delivery. The state regulation now is that if 51% or more of a class is delivered in an alternate format, then it must undergo a review process through the curriculum committee. It was suggested by Vice President Stevens that that number might be lowered, for the purposes of quality control at SBVC (the state regulation would stay the same). 33%, 30%, 25%, and 20% were tossed around as possible thresholds. Some negative implications were discussed. Issues of curriculum committee workload and faculty creativity were added to the mix. The discussion will be continued in an asynchronous format in the new Blackboard Community created for this committee.
Essential Questions: What do we want to become? What are we here to do? What priorities do we want/need to accomplish this year? How do we want to get it done???	Jan Noble led the committee through the Strategic Planning Discussion Results. "Increase the technological skill set of students and faculty" was added to "What is the Online College here to do?" "Accreditation, retention, and research" were added to "What are our priorities of this academic year?" And "Educate ourselves" was added to "How shall we accomplish these priorities?"
Look How We Have	1. A Blackboard Community site has been created as a virtual to do the work

Improved	<p>of the committee. This was demonstrated for the committee.</p> <ol style="list-style-type: none"> 2. An "online sampler" class has been created. . This was demonstrated for the committee. 3. The Universal Access Point was demonstrated, showing the information for the spring, 2007 semester. 4. A "Blackboard Steering Committee" is being set up for SBVC with a separate, similar committee for CHC. Chuck Dean is the chair/convener. The first meeting will be in January. 5. Jackson reported on his presentation to the "mega-counselors" meeting. The need to disseminate relevant, accurate, and stable information regarding online classes was expressed.
Training Update	<p>Kay Weiss scheduled a "Blackboard Bootcamp" during the flex days in January (January 11 and 12). Kay also reserved the dates of April 26--28 for a Great Online Teachers' Retreat at the Quail's Inn in San Marcos. A "Technology Mediated Teaching" community has been created in Blackboard. This will be developed over the next several months. Jackson suggest that a half unit class title "Learning to Learn Online" be created in January and February, to be offered in the fall 2007 semester (or earlier as a pilot).</p>
Next Steps--Who will do what by when?	<ol style="list-style-type: none"> 1. List of Services Provided to Online Students 2. Task force to review schedule information 3. Task force on Accreditation 4. Task force on Online college web site 5. Task force on Curriculum 6. Task force on Communication 7. How to double check the UAP information? <p>Since the time was running short, information on these task forces will be distributed to the committee members via e-mail.</p>
Other Items	
Next Meeting	Will be decided via an electronic polling mechanism.
Meeting adjourned	12:10 PM

Appendix K

Comprehensive Quality Control Process for Online Classes

Comprehensive Quality Control Process for Online Instruction: "Preparation, Policy, Practice"

Online classes at SBVC have grown from two sections in January of 1996 to 175 sections in the spring of 2011. Initially there were two instructors teaching online classes. Now over 80 faculty members teach online. In order to ensure that this element of education at SBVC operates at the highest level of quality, the Online Program Committee has developed a Comprehensive Quality Control Process. There are three elements of this process. First, quality is preserved by making sure that the faculty who teach online classes have the requisite skill sets and aptitudes for such delivery. Second, faculty members need to be aware of various policies (from campus policies to accreditation issues to federal law) that need to be observed to maintain quality online instruction. Finally, faculty need to be aware of a rubric that is used for self and peer assessment for the delivery of online teaching. If faculty are prepared to teach online, aware of policies that need to be followed, and informed about "best practices" in the delivery of online education, then the odds increase that online instruction at SBVC will be of high quality across departments and across divisions.

I. Faculty Preparation for Online Instruction

Online teaching requires a different “skill set” than on-ground teaching. These skills and/or aptitudes can be acquired in a variety of ways. To document how our online professors prepare themselves to teach online, please check all of the boxes that apply. And if your preparation is not listed, please describe that preparation in the comment box at the end of the list.

- Formal Training in Online Teaching
 - Class
 - Certificate
 - Other
- Informal Training in Online Teaching
 - Mentored by an experienced online instructor
 - Self-taught
- Completed a course that was taught online
- Completed a degree that was taught online
- Have experience in teaching online
 - 1-5 classes (separate sections)
 - 6-10 classes (separate sections)
 - 11-20 classes (separate sections)
 - 21 or more classes (separate sections)

Other: _____

What professional development opportunities would you like to see available to online faculty? _____

How have your skills or aptitudes for online teaching been enhanced in the last year? _____

II. Policies Regarding Online Teaching/Learning

A. Regular Effective Contact = Regular Substantive Interaction

Title 5 is very much concerned with the quality of courses that use “alternate delivery.” The phrase that is key to quality in Title 5 is “regular effective contact.” That is, for quality education to happen in online classes there has to be evidence of “regular effective contact” between student and instructor and between the students in a class. For accreditation purposes, the Accrediting Commission for Community and Junior Colleges is very concerned that online classes include "regular substantive interaction" between instructors and students. The Online Program Committee at SBVC has stipulated that "regular effective contact" and "regular substantive interaction" are functionally equivalent.

To document how our online professors discharge the responsibility of “regular effective contact” and "regular substantive interaction," please check all of the boxes that apply. And if the contact type is not listed, please describe the kind of contact that you believe you include in your instruction. (The list of contact types below is a part of the curriculum approval process at SBVC.)

Student Initiated Contact:

Asynchronous Office Hours: When contacted via voice mail or e-mail by a student, the instructor usually responds within 24 hours (except weekends, holidays, and vacations) so the contact with the student will be timely, albeit not instantaneous. This contact is effective because it responds to specific concerns and questions of individual students.

Moderating a Bulletin Board: Depending on the structure of the class and the function of the specific virtual space, when a student posts a message in an open, public space in an online class, the instructor usually responds within 24 hours (except weekends, holidays, and vacations) so the contact will be timely, albeit not instantaneous. This contact is effective because it responds to specific concerns and questions of individual students, yet the responses are shared in a public arena. So all students can benefit from the question of one student. (There may be spaces created where the instructor will specifically **not** respond to students, where students can have their “own virtual space.” But these instances should be clearly communicated to the student.)

Synchronous Office Hours: These are specific hours of specific days when a student can interact with an instructor. These can be physical synchronous office hours where the instructor is present on campus in a specific office. But these synchronous office hours could also be times when the instructor is available via various technologies: telephone, e-mail, audio conferencing (i.e. CCCConfer), video conferencing, “chat rooms,” or multi-point multi-interactive programs (i.e. “Vyew” and “Vroom”).

Instructor Initiated Contact:

Announcements: These are posts that update students on the content or the processes of the class. They can be in written, aural, or video format. This type of contact is effective because it demonstrates that the instructor is present in the class and is moderating the progress of the class as a whole and of individual students. This type of contact should be regular. At a minimum, these announcements should happen once each week, unless the course is structured on a self-paced, independent study model. More frequent posting of announcements would almost universally enhance the effectiveness of the contact.

Individual Contact with Students via e-mail or phone: There may be times when individual students need to be contacted by the instructor. These contacts might be for the purposes of checking the status of the student in the institution, reminding the student of responsibilities, asking the student questions about the material, or increasing the role of an individual educator in the academic lives of a student. This type of contact is effective because it enhances the one-on-one interaction between student and instructor. And Chickering and Gamson's "Seven Principles for Good Practice in Undergraduate Education" indicate that this is a primary element in success. Although this type of contact may be regular and periodic, it happens more often on an *ad hoc* basis.

Leading Threaded Discussions: This type of interaction is very much like "Moderating a Bulletin Board," described above. However, leading a threaded discussion is initiated by the instructor and more directly moderated, directing the messages in the threads toward specific learning objectives. This kind of interaction is effective because it directly links the subject matter of the class with the individual students in the class. Usually there are time limits to these discussions, so the responses should be timely and regular, within those time constraints.

Creating and Moderating Virtual Small Groups: Instructors can intentionally create virtual small groups in an online class. Once these groups are created, the instructor can moderate the work and the discussions among the students. This type of interaction combines the general communal elements of Moderating a Bulletin Board and Leading Threaded Discussions (both described above) in a small groups setting where mutual interdependence can be fostered. Thus the contact is effective in creating a sense of social cohesiveness as well as creating a community within which the deepening the understanding of the subject matter can happen. Usually there are time limits and deadlines for group work, so the presence of the instructor should be timely and regular, within those time constraints.

Feedback on Student Work: Instructors are responsible for verifying the participation of the students in the class as well as monitoring their performance status. When faculty give students feedback on their work, this type of contact is effective because it allows the student opportunities to adjust their performance and adjust their understandings or misunderstandings of the material. As in the on-ground classroom, this

contact is crucial in the learning process. The timing of this feedback is at the discretion of the instructor and dependent on the type of learning that is being achieved. But timely appropriate feedback is essential. Computer generated exams can provide immediate feedback. Feedback on written work will not be instantaneous, but students should be made aware of the parameters of the feedback. The feedback can consist of written, aural, or video material.

__ Posting Prepared Instructional Material: In an on-ground class, much of the contact between instructors and students is the instructor presenting material to the class, in the form of lectures or handouts or other prepared instructional material. In an online class too, this is one mode of effective contact between the instructor and the student. These materials, combined with publisher produced material or material found on the Internet, create the functional equivalent of the content of the class. The timing of posting these materials is a function of the schedule of the course and should be regular within the parameters of the rhythm of the course.

__ Facilitating Student to Student Contact: This contact can be synchronous or asynchronous, in person or mediated through technology, individual or group, and highly moderated or lightly moderated. But instructors may facilitate conversations between students. Instead of the effective regular contact being between instructor and student, in this case the effective regular contact involves interaction between learners. As with on-ground classes, this type of communication is very effective in providing opportunities for students to bond with the material and with members of their class. The timing of this interaction is a function of the schedule of the course and should be regular within the parameters of the rhythm of the course.

__ Other: _____

B. Higher Education Opportunity Act of 2008

In the summer of 2008, the Congress passed legislation that includes language with implication for online classes. The implementation of this law is being taken seriously by accrediting agencies. The key issue is knowing that the student who is doing the work in an online class is the student who is getting credit for doing the work in the online class. Although the language of the conference committee that drafted the compromise legislation is clear that using an authentication system with a student login, such as Blackboard, is sufficient to meet the spirit and letter of the law, this checklist below is an opportunity for faculty to reflect on other ways to ensure that the students who are getting credit for a class are, indeed, the students who are doing the work in the class. The statewide Academic Senate has published articles warning of interpreting the law too narrowly at the same time that faculty can embrace the opportunity to reflect on the pedagogy (andragogy) of online learning.

To document how our online professors ensure that the students getting credit for online classes are the students who are doing the work, please check all of the boxes that apply. And if your methods are not listed, please describe them in the comment box at the end of the list.

Password secured (college and/or district controlled) Course Management Systems (e.g. Blackboard)

Internal, instructor controlled password protection for exams

Techniques to limit cheating on exams (i.e. randomized questions, multiple questions from pools, time limits on exams, limited availability of exams...)

Extensive writing tasks throughout the semester

Revision of writing tasks throughout the semester

"Plagiarism training" for students

"Plagiarism certificate" for students

"Ethics training" for students

"Ethics certificate" for students

Requiring students to use Turnitin

Informal checking for plagiarism

Other: _____

C. FERPA

"FERPA" is the acronym for the "Family Educational Rights and Privacy Act" of 1974. (Sometimes this is called the "Buckley Amendment.") FERPA requires that educational records be treated in a very specific way to ensure the privacy of students and their records. SBVC's policy regarding FERPA is included in the College Catalog and can be accessed online at SBVC's website.

What are the specific implications of FERPA for online faculty?

Notifying students of their grades via e-mail is a violation of FERPA. Confidentiality is not guaranteed by this means of communication. Further, the posting of grades in any public space on the internet (using the student's name, student number, or social security number) is also prohibited.

Online instructors should only use the Course Management System provided by the District (i.e. Blackboard) to post student grades. This is a password-protected site and is not a violation of FERPA. Final grades should be recorded using the college's protocols for online submission of grades.

Online instructors need to be aware of the students' rights to privacy regarding their educational records.

 I am aware of FERPA regulations and I do not send grades to students via e-mail

D. ADA /508

"Title 5, section 55200. Definition and Application. Distance education means instruction in which the instructor and student are separated by distance and interact through the assistance of communication technology. All distance education is subject to the general requirements of this chapter as well as the specific requirements of this article. In addition, instruction provided as distance education is subject to the requirements that may be imposed by the American with Disabilities Act (42 U.S.C. §12100 et seq.) and section 508 of the Rehabilitation Act of 1973, as amended."

As you can see, Title 5 is clear that online classes must fulfill the requirements of the Americans with Disability Act and section 508 of the Rehabilitation Act of 1973 (often abbreviated as "ADA" and "508"). These requirements deal with things such as media, format, alternate descriptions, color, tables, html code, and image maps.

The University of Central Florida has a nice resource for online faculty dealing with ADA and 508 compliance.

<http://teach.ucf.edu/pedagogy/accessibility/>

In addition, WebAim has created a checklist to see if your online classes are compliant.

<http://webaim.org/standards/508/checklist>

If you have questions or concerns about your online class meeting requirements for students with disabilities, please contact Ana Bojorquez, SBVC's Assistive Technology Specialist. (909-384-8543 or abojoarqu@valleycollege.edu)

- When I include images, I include alternative text or descriptions.
- I don't use images.
- When I use color, that color is not used to convey meaning.
- I don't use color.
- When I use tables, I include row and column headers
- I don't use tables.
- When I use audio files for instructional material, I include transcripts.
- I don't use audio files.
- When I use videos with audio, the audio is captioned.
- I don't use videos with audio.
- I know who to contact on campus to ask questions about ADA and 508 __compliance.
- I don't know who to contact on campus to ask questions about ADA and 508 compliance.

E. Intellectual Property

The District's policy and procedures regarding intellectual property can be found at these links:

Board Policy 3710:

http://www.sbccd.org/%7E/media/Files/SBCCD/District/Board/Board%20Policies/3000/3710_Intellectual%20Property%20Rights.ashx

Administrative Procedure 3710:

http://www.sbccd.org/%7E/media/Files/SBCCD/District/Board/Board%20Procedures/3000/3710_AP.ashx

The Administrative Procedure clearly articulates the rights and responsibilities of the faculty, the district, as well as staff and students. In terms of online faculty, the policy and procedure are clear. Faculty "own" and control the intellectual property created for any course except when the District provides that faculty member "substantial use of district resources" to create something. When requested, the District is responsible for obtaining a written agreement specifying ownership and control rights between the faculty and the District.

I was aware of the District's Intellectual Property policy before reading this

I was not aware of the District's Intellectual Property policy before reading this

F. Copyright/the TEACH Act

The TEACH Act was passed in 2002 to balance the perspectives of copyright owners and content users in an era where distance education was growing exponentially. Here is a summary of the TEACH act from the Copyright Clearance Center (<http://www.copyright.com/Services/copyrightoncampus/basics/teach.html>)

TEACH Requirements □ In exchange for unprecedented access to copyright-protected material for distance education, TEACH requires that the academic institution meet specific requirements for copyright compliance and education. For the full list of requirements, refer to the TEACH Act at www.copyright.gov/legislation/archive/.

In order for the use of copyrighted materials in distance education to qualify for the TEACH exemptions, the following criteria must be met:

The institution must be an accredited, non-profit educational institution.

The use must be part of mediated instructional activities.

The use must be limited to a specific number of students enrolled in a specific class.

The use must either be for 'live' or asynchronous class sessions.

The use must not include the transmission of textbook materials, materials "typically purchased or acquired by students," or works developed specifically for online uses.

Only "reasonable and limited portions," such as might be performed or displayed during a typical live classroom session, may be used.

The institution must have developed and publicized its copyright policies, specifically informing students that course content may be covered by copyright, and include a notice of copyright on the online materials.

The institution must implement some technological measures to ensure compliance with these policies, beyond merely assigning a password. Ensuring compliance through technological means may include user and location authentication through Internet Protocol (IP) checking, content timeouts, print-disabling, cut & paste disabling, etc.

What TEACH Does Not Allow - The new exemptions under TEACH specifically *do not* extend to:

Electronic reserves, coursepacks (electronic or paper) or interlibrary loan (ILL).

Commercial document delivery.

Textbooks or other digital content provided under license from the author, publisher, aggregator or other entity.

Conversion of materials from analog to digital formats, except when the converted material is used solely for authorized transmissions and when a digital version of a work is unavailable or protected by technological measures.

____ I was aware of the TEACH Act before reading this

____ I was not aware of the TEACH Act before reading this

G. District's Computer Use Policy

The District's Computer and Network use policy is found at:

http://www.sbccd.org/%7E/media/Files/SBCCD/District/Board/Board%20Policies/3000/3720_Computer%20Use%20Policy.ashx

The District's Administrative Procedure for computer and network use is found at:

http://www.sbccd.org/%7E/media/Files/SBCCD/District/Board/Board%20Procedures/3000/3720_AP.ashx

____ I was aware of the District's Computer Use policy before reading this

____ I was not aware of the District's Computer Use policy before reading this

III. "Best Practices"--Online Course Checklist

CSU Chico created a rubric for evaluating online instruction. Initially, this evaluation is a self-evaluation. A faculty member teaching online classes can use this checklist as a tool to ensure that the online class is meeting the high standards set by the rubric. Not every element will apply to every online class. But this checklist is one element in the process of reflecting about high quality online instruction. Next to each item, rate yourself on a scale of 1-10, with 10 being the highest quality. If an item is not applicable to your discipline or your method of online teaching, place "NA" next to the item.

Online Organization and Design

A. Course is well organized and easy to navigate. Students can clearly understand all components and structure of the course.

B. Course syllabus identifies and clearly delineates the role the online environment will play in the total course.

C. Aesthetic design presents and communicates course information clearly throughout the course.

D. All web pages are visually and functionally consistent throughout the course.

E. Accessibility issues are addressed throughout the course.

Instructional Design and Delivery

A. Course offers ample opportunities for interaction and communication student to student, student to instructor and student to content.

- B. Course goals are clearly defined and aligned to learning objectives.
- C. Learning objectives are identified and learning activities are clearly integrated.
- D. Course provides multiple visual, textual, kinesthetic and/or auditory activities to enhance student learning.
- E. Course provides multiple activities that help students develop critical thinking and problem-solving skills.

Learner Support and Resources

- A. Course contains extensive information about being an online learner and links to campus resources.
- B. Course provides a variety of course-specific resources, contact information for instructor, department and program.
- C. Course offers access to a wide range of resources supporting course content.

Assessment & Evaluation of Student Learning

- A. Course has multiple timely and appropriate activities to assess student readiness for course content and mode of delivery.
- B. Learning objectives, instructional and assessment activities are closely aligned.
- C. Ongoing multiple assessment strategies are used to measure content knowledge, attitudes and skills.
- D. Regular feedback about student performance is provided in a timely manner throughout the course.
- E. Students' self-assessments and peer feedback opportunities exist throughout the course.

Innovative Teaching with Technology

- A. Course uses a variety of technology tools to appropriately facilitate communication and learning.

B. New teaching methods are applied and innovatively enhance student learning, and interactively engage students.

C. A variety of multimedia elements and/or learning objects are used and are relevant to student learning throughout the course.

D. Course optimizes Internet access and effectively engages students in the learning process in a variety of ways throughout the course

Faculty Use of Student Feedback

A. Instructor offers multiple opportunities for students to give feedback on course content.

B. Instructor offers multiple opportunities for students to give feedback on ease of online technology in course.

C. Instructor uses formal and informal student feedback in an ongoing basis to help plan instruction and assessment of student learning throughout the semester.

Appendix L

Sample Labor Market Analyses



Back

Bookkeeping, Accounting, and Auditing Clerks (SOC Code : 43-3031) in California

Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. May also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers.

Employers usually expect an employee in this occupation to be able to do the job after Moderate-term on-the-job training (1-12 months) .

View a [Career Video](#) for this occupation from America's Career InfoNet (requires [Windows Media Player](#))

Occupational Wages [\[Top\]](#)

Area	Year	Period	Hourly Mean	Hourly by Percentile		
				25th	Median	75th
California	2011	1st Qtr	\$19.46	\$15.20	\$18.82	\$23.06

[View Wages for All Areas](#) [About Wages](#)

Occupational Projections of Employment (also called "Outlook" or "Demand") [\[Top\]](#)

Area	Estimated Year-Projected Year	Employment		Employment Change		Annual Avg Openings
		Estimated	Projected	Number	Percent	
California	2008 - 2018	221,600	237,700	16,100	7.3	4,270

[View Projections for All Areas](#) [About Projections](#)

Job Openings from JobCentral National Labor Exchange [\[Top\]](#)

Enter a Zip Code [Find a Zip code in California](#)

Within miles of Zip Code.

Industries Employing This Occupation (click on Industry Title to View Employers List) [\[Top\]](#)

Industry Title	Number of Employers in State of California	Percent of Total Employment for Occupation in State of California
Accounting and Bookkeeping Services	24,083	5.9%

Management of Companies and Enterprises	530	3.8%
Elementary and Secondary Schools	16,247	2.8%
Employment Services	7,273	2.5%
Depository Credit Intermediation	9,406	2.2%
Building Equipment Contractors	26,628	1.7%
Activities Related to Real Estate	6,962	1.7%
Electronic Markets and Agents/Brokers	3,443	1.4%
Residential Building Construction	14,741	1.4%
Accommodation	10,248	1.3%
Management & Technical Consulting Svc	21,586	1.3%
Office Administrative Services	1,578	1.3%
Legal Services	49,626	1.2%
Religious Organizations	27,054	1.2%
Building Finishing Contractors	21,812	1.2%
Grocery Product Merchant Wholesalers	6,951	1.1%
Grocery Stores	16,231	1.1%
Architectural and Engineering Services	24,146	1.1%
Automobile Dealers	9,399	1.1%
Computer Systems Design and Rel Services	10,628	1.1%
General Medical and Surgical Hospitals	1,388	1.0%
Insurance Agencies, Brokerages & Support	27,118	1.0%
Offices of Physicians	36,505	1.0%
Colleges and Universities	1,466	1.0%

[About Staffing Patterns](#)

Training Programs (click on title for more information)

[\[Top\]](#)

Program Title

[Accounting Technology/Technician and Bookkeeping](#)

[About Training & Apprenticeships](#)

About This Occupation (from O*NET - The Occupation Information Network)

[\[Top\]](#)

Top Tasks (Specific duties and responsibilities of this job.)

Operate computers programmed with accounting software to record, store, and analyze information.

Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes.

Comply with federal, state, and company policies, procedures, and regulations.

Debit, credit, and total accounts on computer spreadsheets and databases, using specialized accounting software.

Classify, record, and summarize numerical and financial data to compile and keep financial records, using journals and ledgers or computers.

Calculate, prepare, and issue bills, invoices, account statements, and other financial statements according to established procedures.

Code documents according to company procedures.

Compile statistical, financial, accounting or auditing reports and tables pertaining to such matters as cash

receipts, expenditures, accounts payable and receivable, and profits and losses.

Operate 10-key calculators, typewriters, and copy machines to perform calculations and produce documents.

Access computerized financial information to answer general questions as well as those related to specific accounts.

[More Tasks for Bookkeeping, Accounting, and Auditing Clerks](#)

Top Skills used in this Job

Speaking - Talking to others to convey information effectively.

Reading Comprehension - Understanding written sentences and paragraphs in work related documents.

Active Listening - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Time Management - Managing one's own time and the time of others.

Writing - Communicating effectively in writing as appropriate for the needs of the audience.

Mathematics - Using mathematics to solve problems.

Monitoring - Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Social Perceptiveness - Being aware of others' reactions and understanding why they react as they do.

Coordination - Adjusting actions in relation to others' actions.

[More Skills for Bookkeeping, Accounting, and Auditing Clerks](#)

Data for Tasks not available.

[More Abilities for Bookkeeping, Accounting, and Auditing Clerks](#)

Top Work Values (Aspects of this job that create satisfaction.)

Support - Occupations that satisfy this work value offer supportive management that stands behind employees.

Relationships - Occupations that satisfy this work value allow employees to provide service to others and work with co-workers in a friendly non-competitive environment.

[More Work Values for Bookkeeping, Accounting, and Auditing Clerks](#)

Top Interests (The types of activities someone in this job would like.)

Conventional - Conventional occupations frequently involve following set procedures and routines. These occupations can include working with data and details more than with ideas. Usually there is a clear line of authority to follow.

Enterprising - Enterprising occupations frequently involve starting up and carrying out projects. These occupations can involve leading people and making many decisions. Sometimes they require risk taking and often deal with business.

[More Interests for Bookkeeping, Accounting, and Auditing Clerks](#)

Alternate Titles

Accounting Clerks; Accounts Payables Clerks; Accounting Assistants; Bookkeepers; Accounts Receivable Clerks;

Accounting Associates; Fiscal Technicians; Accounting Representatives; Accounting Technicians, and Audit Clerks.

Related Links

[Career Information](#)

[Local Area Profile](#)

[Compare Occupations](#)

[View Similar Occupations](#)

[O*Net - The Occupation Information Network](#)

View a [Career Video](#) for this occupation from America's Career InfoNet (requires [Windows Media Player](#))

California									
Fastest Growing Occupations									
2008-2018									
SOC Code	Occupational Title	Annual Average Employment		Percent Change	2010-1st Quarter Wages		Education and Training Levels [3]		
		2008	2018		Median Hourly [1]	Median Annual [1]			
15-1081	Network Systems and Data Communications Analysts	35,000	52,600	50.3	\$38.94	\$80,995	5		
19-1042	Medical Scientists, Except Epidemiologists	26,200	38,500	46.9	\$38.90	\$80,928	2		
39-9021	Personal and Home Care Aides	346,500	504,700	45.7	\$10.41	\$21,651	11		
31-1011	Home Health Aides	54,300	78,000	43.6	\$10.25	\$21,317	11		
29-1071	Physician Assistants	8,100	11,500	42.0	\$43.60	\$90,679	5		
51-9012	Separating, Filtering, Clarifying, Precipitating, and Still Machine Setters, Operators, and Tenders	7,300	10,200	39.7	\$21.31	\$44,338	10		
31-2022	Physical Therapist Aides	5,900	8,100	37.3	\$12.63	\$26,254	11		
29-2056	Veterinary Technologists and Technicians	9,400	12,700	35.1	\$16.57	\$34,470	6		
29-1131	Veterinarians	5,600	7,500	33.9	\$44.43	\$92,424	1		
15-1031	Computer Software Engineers, Applications	80,900	106,100	31.1	\$48.75	\$101,414	5		
29-2041	Emergency Medical Technicians and Paramedics	14,300	18,700	30.8	\$15.06	\$31,329	7		
31-9092	Medical Assistants	76,100	99,400	30.6	\$14.41	\$29,962	10		
29-2055	Surgical Technologists	8,900	11,500	29.2	\$22.14	\$46,036	7		
29-1123	Physical Therapists	15,300	19,700	28.8	\$39.55	\$82,255	3		
29-2052	Pharmacy Technicians	27,800	35,700	28.4	\$17.62	\$36,632	10		
13-1041	Compliance Officers, Except Agriculture, Construction, Health and Safety, and Transportation	31,900	40,800	27.9	\$27.12	\$56,418	9		
39-9031	Fitness Trainers and Aerobics Instructors	31,700	40,400	27.4	\$18.83	\$39,166	7		
29-1126	Respiratory Therapists	12,400	15,700	26.6	\$31.32	\$65,135	6		
29-2021	Dental Hygienists	18,500	23,300	25.9	\$43.51	\$90,496	6		
29-1122	Occupational Therapists	8,100	10,200	25.9	\$40.49	\$84,214	3		
15-1032	Computer Software Engineers, Systems Software	73,300	92,200	25.8	\$51.95	\$108,067	5		
29-1111	Registered Nurses	236,400	297,200	25.7	\$40.22	\$83,653	6		
31-9091	Dental Assistants	46,300	58,200	25.7	\$16.25	\$33,808	10		
19-3021	Market Research Analysts	36,900	46,200	25.2	\$32.90	\$68,446	3		
43-6013	Medical Secretaries	88,000	109,100	24.0	\$15.19	\$31,594	7		
19-4021	Biological Technicians	10,600	13,100	23.6	\$20.65	\$42,961	6		

California						
Occupations With the Most Job Openings						
2008-2018						
SOC Code	Occupational Title	Total Job Openings [1]	2010-1st Quarter Wages		Education & Training Levels [4]	
			Median Hourly [2]	Median Annual [2]		
39-9021	Personal and Home Care Aides	201,410	\$10.41	\$21,651	11	
41-2031	Retail Salespersons	198,970	\$10.21	\$21,243	11	
41-2011	Cashiers	188,560	\$9.49	\$19,742	11	
35-3031	Waiters and Waitresses	169,820	\$9.18	\$19,104	11	
35-3021	Combined Food Preparation and Serving Workers, Including Fast Food	103,450	\$9.18	\$19,097	11	
29-1111	Registered Nurses	102,090	\$40.22	\$83,653	6	
43-4051	Customer Service Representatives	98,070	\$17.05	\$35,453	10	
43-9061	Office Clerks, General	85,620	\$14.07	\$29,261	11	
53-7062	Laborers and Freight, Stock, and Material Movers, Hand	83,350	\$11.64	\$24,203	11	
25-2021	Elementary School Teachers, Except Special Education	80,810	[3]	\$60,641	5	
43-5081	Stock Clerks and Order Fillers	77,270	\$10.85	\$22,570	11	
11-1021	General and Operations Managers	72,690	\$51.98	\$108,117	4	
45-2092	Farmworkers and Laborers, Crop, Nursery, and Greenhouse	67,760	\$8.99	\$18,680	11	
35-3022	Counter Attendants, Cafeteria, Food Concession, and Coffee Shop	66,400	\$9.35	\$19,438	11	
43-1011	First-Line Supervisors/Managers of Office and Administrative Support Workers	57,720	\$25.54	\$53,119	8	
25-9041	Teacher Assistants	55,790	N/A	\$29,139	11	
25-2031	Secondary School Teachers, Except Special and Vocational Education	52,890	[3]	\$63,722	5	
43-6011	Executive Secretaries and Administrative Assistants	51,360	\$22.21	\$46,187	10	
13-2011	Accountants and Auditors	50,660	\$32.13	\$66,821	5	
41-4012	Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products	47,790	\$27.23	\$56,649	10	
37-2011	Janitors and Cleaners, Except Maids and Housekeeping Cleaners	47,460	\$11.53	\$23,995	11	
33-9032	Security Guards	47,000	\$11.76	\$24,457	11	
41-1011	First-Line Supervisors/Managers of Retail Sales Workers	45,890	\$18.09	\$37,612	8	
35-2021	Food Preparation Workers	45,060	\$9.51	\$19,771	11	
35-2011	Cooks, Fast Food	43,910	\$9.07	\$18,864	11	
43-3031	Bookkeeping, Accounting, and Auditing Clerks	42,730	\$18.42	\$38,313	10	
53-3032	Truck Drivers, Heavy and Tractor-Trailer	41,690	\$19.82	\$41,218	10	
43-4171	Receptionists and Information Clerks	40,670	\$13.28	\$27,627	11	
35-9021	Dishwashers	40,590	\$9.13	\$19,000	11	
35-2014	Cooks, Restaurant	39,910	\$11.71	\$24,337	9	

California						
Occupations With the Most Job Openings						
2008-2018						
SOC Code	Occupational Title	Total Job Openings [1]	2010-1st Quarter Wages		Education & Training Levels [4]	
			Median Hourly [2]	Median Annual [2]		
37-3011	Landscaping and Groundskeeping Workers	39,200	\$12.13	\$25,234	11	
39-9011	Child Care Workers	37,610	\$10.77	\$22,403	11	
35-9031	Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop	34,490	\$9.26	\$19,253	11	
31-1012	Nursing Aides, Orderlies, and Attendants	33,510	\$12.58	\$26,150	11	
29-2061	Licensed Practical and Licensed Vocational Nurses	33,430	\$23.95	\$49,818	7	
35-9011	Dining Room and Cafeteria Attendants and Bartender Helpers	33,020	\$9.08	\$18,899	11	
43-6013	Medical Secretaries	32,940	\$15.19	\$31,594	7	
47-2061	Construction Laborers	32,370	\$17.55	\$36,487	10	
13-1111	Computer Software Engineers, Applications	31,980	\$48.75	\$101,414	5	
15-1031	Management Analysts	31,930	\$38.06	\$79,167	4	
31-9092	Medical Assistants	31,820	\$14.41	\$29,962	10	
49-9042	Maintenance and Repair Workers, General	30,760	\$18.76	\$39,019	9	
37-2012	Maids and Housekeeping Cleaners	29,470	\$9.98	\$20,775	11	
31-1011	Home Health Aides	29,110	\$10.25	\$21,317	11	
47-2031	Carpenters	27,430	\$25.19	\$52,383	9	
39-3091	Amusement and Recreation Attendants	27,310	\$9.41	\$19,564	11	
43-3071	Tellers	26,020	\$12.55	\$26,111	11	
53-7051	Industrial Truck and Tractor Operators	25,830	\$15.54	\$32,321	11	
53-3033	Truck Drivers, Light or Delivery Services	25,470	\$14.74	\$30,664	11	
43-5071	Shipping, Receiving, and Traffic Clerks	25,190	\$13.88	\$28,862	11	
	March 2009 Benchmark					
	Table includes the self-employed, unpaid family workers, private household workers, and farm employment.					
	N/A - Information is not available.					
	Excludes "All Other" categories.					
[1]	Total job openings are the sum of new jobs and replacement needs. Some occupations may have no growth (new jobs), however they have a substantial number of job openings due to the need for replacements. Replacement needs estimate of the number of job openings created when workers retire or permanently leave an occupation and need to be replaced.					

California					
Occupations With the Most Job Openings					
2008-2018					
SOC Code	Occupational Title	Total Job Openings [1]	2010-1st Quarter Wages		Education & Training Levels [4]
			Median Hourly [2]	Median Annual [2]	
[2]	Median Hourly and Annual Wages are the estimated 50th percentile of the distribution of wages; 50 percent of workers in an occupation earn wages below, and 50 percent earn wages above the median wage. The wages are from the 2010-1st quarter and do not include self-employed or unpaid family workers.				
[3]	In occupations where workers do not work full-time all year-round, it is not possible to calculate an hourly wage.				
[4]	Occupational training and education classifications were developed by the Bureau of Labor Statistics (BLS). For more information on the classifications, please see the BLS Training Definitions.				
	1 - First Professional Degree - LLD/MD				
	2 - Doctoral Degree				
	3 - Master's Degree				
	4 - Bachelor's Degree or Higher and Some Work Experience				
	5 - Bachelor's Degree				
	6 - Associate Degree				
	7 - Post-Secondary Vocational Education				
	8 - Work Experience in a Related Occupation				
	9 - Long-Term On-the-Job Training				
	10 - Moderate-Term On-the-Job Training				
	11 - Short-Term On-the-Job Training				

Labor market data

a significant portion of all jobs—35 percent and 31 percent, respectively.

Ambulatory healthcare services. Outpatient care centers employed workers like counselors and registered nurses. Medical and diagnostic lab laboratory and radiological technologists and technicians. Emergency medical technicians and paramedics were employed in ambulatory services.

Table 2. Employment of wage and salary workers in healthcare, 2018. (Employment in thousands)

Occupation	Em Nu
Occupations	14
Management, business, and financial occupations	
Professional and related occupations	6
Counselors	
Social workers	
Dietitians and nutritionists	
Pharmacists	
Physicians and surgeons	
Physician assistants	
Registered nurses	2
Clinical laboratory technologists and technicians	
Emergency medical technicians and paramedics	
Licensed practical and licensed vocational nurses	
Office and administrative support occupations	2
Billing and posting clerks and machine operators	
Receptionists and information clerks	
Secretaries and administrative assistants	

NOTE: Columns may not add to total due to omission of occupations with small employment.
SOURCE: BLS National Employment Matrix, 2008-18.

California									
Fastest Growing Occupations									
2008-2018									
SOC Code	Occupational Title	Annual Average Employment		Percent Change	2010-1st Quarter Wages		Education and Training Levels [3]		
		2008	2018		Median Hourly [1]	Median Annual [1]			
21-1022	Medical and Public Health Social Workers	10,900	13,400	22.9	\$27.61	\$57,447	5		
51-9023	Mixing and Blending Machine Setters, Operators, and Tenders	14,500	17,800	22.8	\$15.13	\$31,480	10		
31-9096	Veterinary Assistants and Laboratory Animal Caretakers	7,500	9,200	22.7	\$12.56	\$26,120	11		
25-9031	Instructional Coordinators	18,300	22,400	22.4	\$33.68	\$70,048	3		
29-1065	Pediatricians, General	5,400	6,600	22.2	\$75.65	\$157,359	1		
29-2071	Medical Records and Health Information Technicians	15,100	18,400	21.9	\$17.22	\$35,823	6		
13-2052	Personal Financial Advisors	28,400	34,600	21.8	\$30.73	\$63,910	5		
43-4081	Hotel, Motel, and Resort Desk Clerks	24,000	29,200	21.7	\$11.06	\$22,992	11		
37-3013	Tree Trimmers and Pruners	7,400	9,000	21.6	\$15.31	\$31,844	11		
27-3031	Public Relations Specialists	31,000	37,700	21.6	\$28.86	\$60,011	5		
29-2032	Diagnostic Medical Sonographers	5,100	6,200	21.6	\$36.11	\$75,102	6		
39-3011	Gaming Dealers	12,100	14,700	21.5	\$9.19	\$19,115	7		
29-2061	Licensed Practical and Licensed Vocational Nurses	63,300	76,900	21.5	\$23.95	\$49,818	7		
13-1071	Employment, Recruitment, and Placement Specialists	19,600	23,800	21.4	\$25.67	\$53,394	5		
17-2081	Environmental Engineers	5,600	6,800	21.4	\$40.85	\$84,976	5		
19-2041	Environmental Scientists and Specialists, Including Health	13,100	15,900	21.4	\$34.12	\$70,981	5		
29-1062	Family and General Practitioners	10,300	12,500	21.4	\$75.20	\$156,409	1		
29-2034	Radiologic Technologists and Technicians	16,000	19,400	21.2	\$30.43	\$63,301	6		
13-1073	Training and Development Specialists	18,400	22,300	21.2	\$30.04	\$62,471	5		
31-1012	Nursing Aides, Orderlies, and Attendants	108,100	130,800	21.0	\$12.58	\$26,150	11		
25-1191	Graduate Teaching Assistants	16,200	19,600	21.0	[2]	\$30,449	5		
25-2041	Special Education Teachers, Preschool, Kindergarten, and Elementary School	19,200	23,200	20.8	[2]	\$63,341	5		
15-1061	Database Administrators	13,500	16,300	20.7	\$37.26	\$77,494	5		
11-9121	Natural Sciences Managers	7,800	9,400	20.5	\$64.38	\$133,902	4		
	March 2009 Benchmark								
	Table includes the self-employed, unpaid family workers, private household workers, and farm employment.								
	N/A - Information is not available.								

California							
Fastest Growing Occupations							
2008-2018							
SOC Code	Occupational Title	Annual Average Employment		Percent Change	2010-1st Quarter Wages		Education and Training Levels [3]
		2008	2018		Median Hourly [1]	Median Annual [1]	
	Excludes "All Other" categories.						
	Occupations with employment below 5,000 in 2008 are excluded.						
[1]	Median Hourly and Annual Wages are the estimated 50th percentile of the distribution of wages; 50 percent of workers in an occupation earn wages below, and 50 percent earn wages above the median wage. The wages are from the 2010-1st quarter and do not include self-employed or unpaid family workers.						
[2]	In occupations where workers do not work full-time all year-round, it is not possible to calculate an hourly wage.						
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176	1 - First Professional Degree - LLD/MD						
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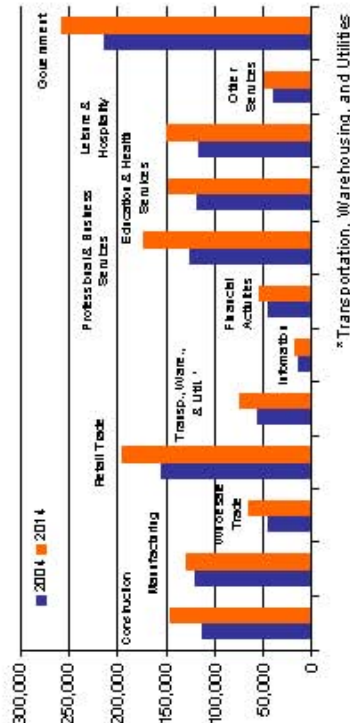
Riverside and San Bernardino Counties Projection Highlights

Industry

Nonfarm wage and salary employment in Riverside metropolitan statistical area is expected to grow at 2.5 percent annually between 2004 and 2014. Employment in 2014 is anticipated to reach nearly 1.5 million, an increase of 294,700 new jobs. The projected growth rate for this area is higher than the growth in California as a whole, which is expected to increase at about 1.8 percent annually. Nearly half of all new nonfarm wage and salary jobs are forecasted to occur in Professional and Business Services (47,000), Government (44,100), and Retail Trade (41,800).

Wholesale Trade is the fastest growing major industry sector with an annual growth rate of 4 percent. Other major industries growing much faster than the overall state annual average of 1.8 percent are: Professional and Business Services (3.8 percent), Transportation and Warehousing (3.6 percent), and Construction (3.0 percent). Except for the Information and Education and Health Services sectors, all other major industry sectors expect substantially higher job growth than for California as a whole largely due to continued population increases.

Below is a graph of the 2004 and projected 2014 employment for major industries of the Riverside-San Bernardino-Ontario MSA.



* Transportation, Warehousing, and Utilities



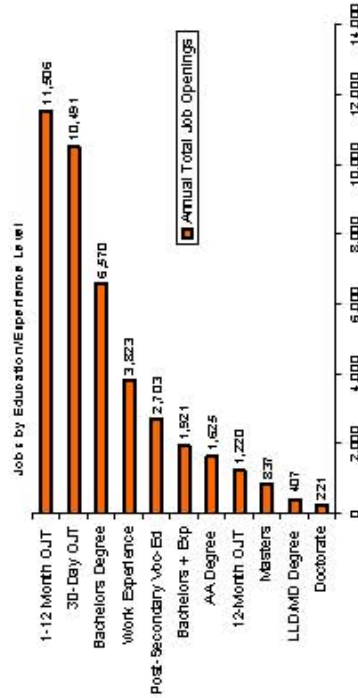
Occupations

Occupational projections (numbers include self-employed, unpaid family workers and farm employment) for the period 2004 to 2014 forecast:

- Almost 310,000 new jobs from industry growth,
- Over 312,000 job openings from Net Replacements,
- A combined total of just over 621,000 job openings.

The top 50 occupations with the most job openings will generate almost 59 percent of all job openings during this period. These occupations are expected to generate almost 364,000 total job openings. The majority (88.7%) of the occupations are typically lower paying, entry-level occupations such as Retail Salespersons, Cashiers and Combined Food Preparation and Serving Workers that require a years experience or less. Higher-skilled and higher paying occupations such as Registered Nurse, General & Operations Managers, and both Elementary and Secondary School Teachers are on this list. These higher paying jobs require an AA degree or better.

The 50 fastest growing occupations are all expected to grow at an annual rate of 3.6 percent or more. Occupations requiring 1-12 months on-the-job training or less make of 20 of the 50 listed but 78% of the fastest job openings. The higher paying jobs are found in the other 30 listed which require an AA or better but only makeup 22% of the fastest job totals.



For more information, visit our Web site: www.labormarketinfo.edd.ca.gov or contact the local labor market consultant at: (619) 266-4222

Occupational Employment Projections 2006-3rd Quarter to 2008-3rd Quarter										
California										
SOC Code	Occupational Title	Employment		Numerical	Employment Change		Average Annual Job Openings		Median Hourly Wage [3]	Education & Training Levels [5]
		2006	2008		Percent	New Jobs	Net Replacements [1]	Total [2]		
00-0000	Total, All Occupations	17,015,600	17,401,300	385,700	2.3	192,850	414,000	606,850	\$16.79	
15-0000	Computer and Mathematical Occupations	409,100	433,200	24,100	5.9	12,050	4,400	16,450	\$37.20	
15-1000	Computer Specialists	397,000	420,900	23,900	6.0	11,950	4,100	16,050	N/A	

**Occupations with the Most Job Openings
2004-2014
Riverside-San Bernardino-Ontario Metropolitan Statistical Area
(Riverside and San Bernardino Counties)**

SOC Code	Occupational Title	Job Opening [1]
41- 2031	Retail Salespersons	30,11
41- 2011	Cashiers	22,34
53- 7062	Laborers and Freight, Stock, and Material Movers, Hand	19,5C
43- 9061	Office Clerks, General	12,8E
43- 5081	Stock Clerks and Order Fillers	9,1E
25- 9041	Teacher Assistants	7,64
43- 4051	Customer Service Representatives	7,43
43- 4171	Receptionists and Information Clerks	5,0E
53- 3033	Truck Drivers, Light or Delivery Services	4,91
43- 6011	Executive Secretaries and Administrative Assistants	4,64
43- 3071	Tellers	3,94
41- 2021	Counter and Rental Clerks	3,91
35- 1012	First-Line Supervisors/Managers of Food Preparation and Serving Workers	3,84
43- 5071	Shipping, Receiving, and Traffic Clerks	3,57

[Back](#)

**Correctional Officers and Jailers
in California**

Guard inmates in penal or rehabilitative institution in accordance with established regulations and procedures. May guard prisoners in transit between jail, courtroom, prison, or other point. Include deputy sheriffs and police who spend the majority of their time guarding prisoners in correctional institutions.

[View a Career Video for this occupation from America's Career InfoNet](#)

Occupational Wages [\[Top\]](#)

Area	Year	Period	Hourly Mean	Hourly by Percentile		
				25th	Median	75th
California	2006	1st Qtr	\$26.57	\$22.46	\$28.07	\$31.71

[Get More Info \(Data Library\)](#)

Occupational Projections of Employment (also called "Outlook" or "Demand") [\[Top\]](#)

Area	Estimated Year-Projected Year	Employment		Employment Change		Annual Avg Openings
		Estimated	Projected	Number	Percent	
California	2004 - 2014	36,700	38,300	1,600	4.4	920

[Get More Info \(Data Library\)](#)

Search for Job Openings [\[Top\]](#)
 AJB job openings

Enter a Zip Code Find a Zip code in California

Within miles of Zip Code.

Data for California not available for Possible Licenses Required and Issuing Authority.

Top 15 Industries Employing This Occupation (click on Industry Title to View Employers) [\[Top\]](#)

Industry Title	Number of Employers in State of California	Percent of Total	
		Employment for Occupation in State of California	Percent
Public Administration	25,468		67.2%

Training Programs (click on Title for more information) [\[Top\]](#)

Program Title
 Corrections
 Corrections and Criminal Justice, Other
 Criminal Justice/Police Science

ONET Skills and Tasks [\[Top\]](#)

Skill	Importance	Competence Level
Social Perceptiveness	76	49

State of California
EMPLOYMENT DEVELOPMENT DEPARTMENT
Labor Market Information Division
1325 Spruce Street, Ste 100
Riverside, CA 92507

October 21, 2011

Contact: Frances Gines
(951) 955-3204

**RIVERSIDE-SAN BERNARDINO-ONTARIO METROPOLITAN STATISTICAL AREA (MSA)
(RIVERSIDE AND SAN BERNARDINO COUNTIES)**

Employment up 4,700 jobs over the month and 12,900 over the year

The unemployment rate in the Riverside-San Bernardino-Ontario MSA was 13.4 percent in September 2011, down from a revised 14.1 percent in August 2011, and below the year-ago estimate of 14.6 percent. This compares with an unadjusted unemployment rate of 11.4 percent for California and 8.8 percent for the nation during the same period. The unemployment rate was 14.0 percent in Riverside County, and 12.9 percent in San Bernardino County.

Between August 2011 and September 2011, total nonfarm employment increased from 1,106,800 to 1,111,500, a gain of 4,700 jobs. Agricultural employment added 300 jobs.

- Government saw the largest gain in employment from the previous month by adding 1,700 jobs. Local government improved by 1,400 jobs, almost 86 percent of the gains came from local government educational services (up 1,200). State government increased employment by 300. Federal government employment remained unchanged.
- Other industries recording increases in employment were trade, transportation, and utilities (up 1,500), professional and business services (up 1,100), construction (up 1,000), educational and health services (up 800) and other services (up 700).
- Financial activities reported the largest decline over the month, decreasing by 1,000 jobs. Finance and insurance contributed to 60 percent of the losses in the sector and real estate and rental and leasing accounted for the other 40 percent.
- Other industries that lost jobs over the month were manufacturing (down 600), leisure and hospitality (down 300), and information (down 200).

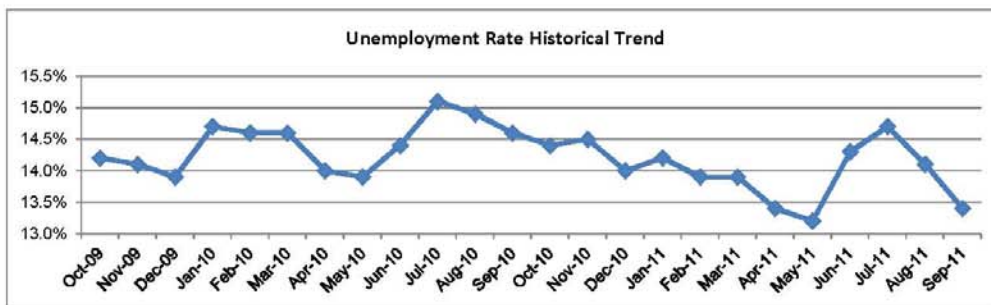
Between September 2010 and September 2011, total nonfarm employment gained 12,900 jobs. Agricultural employment dipped slightly by cutting 100 jobs the year-over.

- The largest year-over gain in employment was in the trade, transportation, and utilities industry, adding 6,300 jobs. Wholesale trade (up 3,100) and transportation and warehousing (up 2,000) contributed heavily to the sectors' gains. Retail trade furthered the improvements by adding an additional 1,000 jobs.
- Other industries reporting job gains were professional and business services (up 3,500), educational and health services (up 2,700), government (up 2,500), construction (up 900), and other services (up 800).
- Leisure and hospitality registered the largest drop over the year, losing 2,500 jobs. Accommodation and food services accounted for all the losses as it decreased by 2,700 jobs. Financial activities was the other industry reporting a loss, as it dropped 1,600 jobs.

#####

IMMEDIATE RELEASE
RIVERSIDE-SAN BERNARDINO-ONTARIO METROPOLITAN STATISTICAL AREA (MSA)
(Riverside and San Bernardino Counties)

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Industry	Aug-2011	Sep-2011	Change	Sep-2010	Sep-2011	Change
	Revised	Prelim			Prelim	
Total, All Industries	1,119,300	1,124,300	5,000	1,111,500	1,124,300	12,800
Total Farm	12,500	12,800	300	12,900	12,800	(100)
Total Nonfarm	1,106,800	1,111,500	4,700	1,098,600	1,111,500	12,900
Mining and Logging	1,100	1,100	0	1,000	1,100	100
Construction	59,500	60,500	1,000	59,600	60,500	900
Manufacturing	85,700	85,100	(600)	85,100	85,100	0
Trade, Transportation & Utilities	273,800	275,300	1,500	269,000	275,300	6,300
Information	16,300	16,100	(200)	15,900	16,100	200
Financial Activities	40,400	39,400	(1,000)	41,000	39,400	(1,600)
Professional & Business Services	125,300	126,400	1,100	122,900	126,400	3,500
Educational & Health Services	135,200	136,000	800	133,300	136,000	2,700
Leisure & Hospitality	117,400	117,100	(300)	119,600	117,100	(2,500)
Other Services	37,100	37,800	700	37,000	37,800	800
Government	215,000	216,700	1,700	214,200	216,700	2,500

Notes: Data not adjusted for seasonality. Data may not add due to rounding
 Labor force data are revised month to month
 Additional data are available on line at www.labormarketinfo.edd.ca.gov

October 21, 2011
Employment Development Department
Labor Market Information Division
(916) 262-2162

Riverside San Bernardino Ontario MSA
(Riverside and San Bernardino Counties)
Industry Employment & Labor Force
March 2010 Benchmark

Data Not Seasonally Adjusted

	Sep 10	Jul 11	Aug 11 Revised	Sep 11 Prelim	Percent Change	
					Month	Year
Civilian Labor Force (1)	1,753,700	1,749,400	1,748,200	1,753,800	0.3%	0.0%
Civilian Employment	1,498,000	1,492,700	1,502,200	1,518,100	1.1%	1.3%
Civilian Unemployment	255,700	256,700	246,000	235,700	-4.2%	-7.8%
Civilian Unemployment Rate	14.6%	14.7%	14.1%	13.4%		
(CA Unemployment Rate)	12.1%	12.4%	11.9%	11.4%		
(U.S. Unemployment Rate)	9.2%	9.3%	9.1%	8.8%		
Total, All Industries (2)	1,111,500	1,111,000	1,119,300	1,124,300	0.4%	1.2%
Total Farm	12,900	15,000	12,500	12,800	2.4%	-0.8%
Total Nonfarm	1,098,600	1,096,000	1,106,800	1,111,500	0.4%	1.2%
Total Private	884,400	888,000	891,800	894,800	0.3%	1.2%
Goods Producing	145,700	146,400	146,300	146,700	0.3%	0.7%
Mining and Logging	1,000	1,100	1,100	1,100	0.0%	10.0%
Construction	59,600	59,500	59,500	60,500	1.7%	1.5%
Construction of Buildings	10,100	9,500	9,500	10,500	10.5%	4.0%
Heavy & Civil Engineering Construction	8,200	7,800	7,600	7,900	3.9%	-3.7%
Specialty Trade Contractors	41,300	42,200	42,400	42,100	-0.7%	1.9%
Building Foundation & Exterior Contractors	11,300	10,600	10,400	10,200	-1.9%	-9.7%
Building Equipment Contractors	13,700	13,200	13,000	13,200	1.5%	-3.6%
Building Finishing Contractors	10,100	9,300	9,200	9,400	2.2%	-6.9%
Specialty Trade Contractors - Residual	6,200	9,100	9,800	9,300	-5.1%	50.0%
Manufacturing	85,100	85,800	85,700	85,100	-0.7%	0.0%
Durable Goods	55,400	56,300	56,800	56,000	-1.4%	1.1%
Fabricated Metal Product Manufacturing	11,500	11,800	11,800	11,700	-0.8%	1.7%
Durable Goods - Residual	43,900	44,500	45,000	44,300	-1.6%	0.9%
Nondurable Goods	29,700	29,500	28,900	29,100	0.7%	-2.0%
Food Mfg & Beverage & Tobacco Product Mfg	9,600	9,600	9,700	9,700	0.0%	1.0%
Non-Durable Goods - Residual	20,100	19,900	19,200	19,400	1.0%	-3.5%
Service Providing	952,900	949,600	960,500	964,800	0.4%	1.2%
Private Service Producing	738,700	741,600	745,500	748,100	0.3%	1.3%
Trade, Transportation & Utilities	269,000	272,700	273,800	275,300	0.5%	2.3%
Wholesale Trade	49,000	50,800	51,000	52,100	2.2%	6.3%
Merchant Wholesalers, Durable Goods	29,300	30,400	30,300	30,700	1.3%	4.8%
Merchant Wholesalers, Nondurable Goods	15,300	15,700	15,700	15,800	0.6%	3.3%
Wholesale Trade - Residual	4,400	4,700	5,000	5,600	12.0%	27.3%
Retail Trade	152,800	153,200	154,100	153,800	-0.2%	0.7%
Motor Vehicle & Parts Dealer	18,900	19,000	19,000	19,100	0.5%	1.1%
Automotive Parts, Accessories & Tire Stores	6,400	6,600	6,600	6,600	0.0%	3.1%
Motor Vehicle and Parts Dealers - Residual	12,500	12,400	12,400	12,500	0.8%	0.0%
Building Material & Garden Equipment Stores	12,100	12,100	12,000	11,800	-1.7%	-2.5%
Food & Beverage Stores	32,000	32,500	32,200	32,900	2.2%	2.8%
Health & Personal Care Stores	8,600	8,700	8,800	8,700	-1.1%	1.2%
Clothing & Clothing Accessories Stores	15,600	14,300	14,300	14,300	0.0%	-8.3%
Clothing Stores	12,100	10,700	10,100	9,400	-6.9%	-22.3%
Clothing and Clothing Accessories Stores - R	3,500	3,600	4,200	4,900	16.7%	40.0%
General Merchandise Stores	35,300	35,600	35,900	36,200	0.8%	2.5%
Department Stores	25,200	25,100	25,400	25,600	0.8%	1.6%
Other General Merchandise Stores	10,100	10,500	10,500	10,600	1.0%	5.0%
Retail Trade - Residual	30,300	31,000	31,900	30,800	-3.4%	1.7%
Transportation, Warehousing & Utilities	67,200	68,700	68,700	69,400	1.0%	3.3%
Utilities	5,800	5,900	5,900	6,000	1.7%	3.4%
Transportation & Warehousing	61,400	62,800	62,800	63,400	1.0%	3.3%
Transportation and Warehousing - Residual	15,300	15,200	15,100	15,400	2.0%	0.7%
Truck Transportation	21,300	21,700	21,800	21,900	0.5%	2.8%
General Freight Trucking	15,900	16,200	16,300	16,400	0.6%	3.1%
Truck Transportation - Residual	5,400	5,500	5,500	5,500	0.0%	1.9%
Couriers & Messengers	7,100	7,000	7,000	7,100	1.4%	0.0%

October 21, 2011
Employment Development Department
Labor Market Information Division
(916) 262-2162

Riverside San Bernardino Ontario MSA
(Riverside and San Bernardino Counties)
Industry Employment & Labor Force
March 2010 Benchmark

Data Not Seasonally Adjusted

	Sep 10	Jul 11	Aug 11 Revised	Sep 11 Prelim	Percent Change	
					Month	Year
Warehousing & Storage	17,700	18,900	18,900	19,000	0.5%	7.3%
Information	15,900	16,300	16,300	16,100	-1.2%	1.3%
Publishing Industries (except Internet)	1,900	1,900	1,900	1,900	0.0%	0.0%
Telecommunications	8,700	8,700	8,700	8,600	-1.1%	-1.1%
Information - Residual	5,300	5,700	5,700	5,600	-1.8%	5.7%
Financial Activities	41,000	40,800	40,400	39,400	-2.5%	-3.9%
Finance & Insurance	25,700	26,200	26,000	25,400	-2.3%	-1.2%
Credit Intermediation & Related Activities	15,100	15,500	15,400	15,100	-1.9%	0.0%
Depository Credit Intermediation	10,100	10,300	10,200	9,900	-2.9%	-2.0%
Nondepository Credit Intermediation	3,800	4,000	4,000	4,000	0.0%	5.3%
Credit Intermediation and Related Activities -	1,200	1,200	1,200	1,200	0.0%	0.0%
Insurance Carriers & Related	8,800	8,900	8,900	8,600	-3.4%	-2.3%
Insurance Carriers	4,100	4,000	3,900	3,800	-2.6%	-7.3%
Insurance Carriers and Related Activities - Re	4,700	4,900	5,000	4,800	-4.0%	2.1%
Finance and Insurance - Residual	1,800	1,800	1,700	1,700	0.0%	-5.6%
Real Estate & Rental & Leasing	15,300	14,600	14,400	14,000	-2.8%	-8.5%
Real Estate	10,500	10,200	10,100	9,800	-3.0%	-6.7%
Real Estate and Rental and Leasing - Residual	4,800	4,400	4,300	4,200	-2.3%	-12.5%
Professional & Business Services	122,900	121,300	125,300	126,400	0.9%	2.8%
Professional, Scientific & Technical Services	34,700	32,100	32,700	32,500	-0.6%	-6.3%
Management of Companies & Enterprises	8,700	8,200	8,100	8,200	1.2%	-5.7%
Administrative & Support & Waste Services	79,500	81,000	84,500	85,700	1.4%	7.8%
Administrative & Support Services	76,800	78,700	82,000	83,400	1.7%	8.6%
Employment Services	36,800	36,500	37,100	37,800	1.9%	2.7%
Investigation & Security Services	10,100	10,300	10,300	10,400	1.0%	3.0%
Services to Buildings & Dwellings	15,900	15,200	15,200	15,200	0.0%	-4.4%
Administrative and Support Services - Residual	14,000	16,700	19,400	20,000	3.1%	42.9%
Administrative and Support and Waste Manage	2,700	2,300	2,500	2,300	-8.0%	-14.8%
Educational & Health Services	133,300	134,400	135,200	136,000	0.6%	2.0%
Educational Services	15,500	12,900	13,200	13,900	5.3%	-10.3%
Colleges, Universities & Professional Schools	6,000	4,700	4,700	5,600	19.1%	-6.7%
Educational Services - Residual	9,500	8,200	8,500	8,300	-2.4%	-12.6%
Health Care & Social Assistance	117,800	121,500	122,000	122,100	0.1%	3.7%
Ambulatory Health Care Services	51,300	54,600	53,900	53,600	-0.6%	4.5%
Offices of Physicians	24,600	25,200	25,300	25,400	0.4%	3.3%
Ambulatory Health Care Services - Residual	26,700	29,400	28,600	28,200	-1.4%	5.6%
Hospitals	32,300	32,700	32,800	32,800	0.0%	1.5%
Nursing & Residential Care Facilities	20,700	21,200	21,300	21,300	0.0%	2.9%
Health Care and Social Assistance - Residual	13,500	13,000	14,000	14,400	2.9%	6.7%
Leisure & Hospitality	119,600	119,200	117,400	117,100	-0.3%	-2.1%
Arts, Entertainment & Recreation	14,300	15,100	14,900	14,500	-2.7%	1.4%
Accommodation & Food Services	105,300	104,100	102,500	102,600	0.1%	-2.6%
Accommodation	13,200	13,300	13,200	13,100	-0.8%	-0.8%
Food Services & Drinking Places	92,100	90,800	89,300	89,500	0.2%	-2.8%
Full-Service Restaurants	37,700	37,500	36,600	36,600	0.0%	-2.9%
Limited-Service Eating Places	51,100	50,100	49,500	49,600	0.2%	-2.9%
Food Services and Drinking Places - Residual	3,300	3,200	3,200	3,300	3.1%	0.0%
Other Services	37,000	36,900	37,100	37,800	1.9%	2.2%
Repair & Maintenance	12,500	12,400	12,300	12,300	0.0%	-1.6%
Personal & Laundry Services	9,600	9,500	9,500	9,500	0.0%	-1.0%
Other Services - Residual	14,900	15,000	15,300	16,000	4.6%	7.4%
Government	214,200	208,000	215,000	216,700	0.8%	1.2%
Federal Government	21,500	21,000	21,100	21,100	0.0%	-1.9%
Department of Defense	6,400	6,100	6,100	6,100	0.0%	-4.7%
Federal Government excluding Department of	15,100	14,900	15,000	15,000	0.0%	-0.7%
State & Local Government	192,700	187,000	193,900	195,600	0.9%	1.5%
State Government	27,300	28,500	27,900	28,200	1.1%	3.3%

October 21, 2011
 Employment Development Department
 Labor Market Information Division
 (916) 262-2162

Riverside San Bernardino Ontario MSA
(Riverside and San Bernardino Counties)
 Industry Employment & Labor Force
 March 2010 Benchmark

Data Not Seasonally Adjusted

	Sep 10	Jul 11	Aug 11 Revised	Sep 11 Prelim	Percent Change	
					Month	Year
State Government Education	8,800	10,100	9,600	10,000	4.2%	13.6%
State Government Excluding Education	18,500	18,400	18,300	18,200	-0.5%	-1.6%
Local Government	165,400	158,500	166,000	167,400	0.8%	1.2%
Local Government Education	86,700	81,100	87,900	89,100	1.4%	2.8%
County	36,300	35,000	35,300	35,700	1.1%	-1.7%
City	16,100	16,100	16,500	16,400	-0.6%	1.9%
Special Districts plus Indian Tribes	26,300	26,300	26,300	26,200	-0.4%	-0.4%

Notes:

(1) Civilian labor force data are by place of residence; include self-employed individuals, unpaid family workers, household domestic workers, & workers on strike. Data may not add due to rounding. The unemployment rate is calculated using unrounded data.

(2) Industry employment is by place of work; excludes self-employed individuals, unpaid family workers, household domestic workers, & workers on strike. Data may not add due to rounding.

These data are produced by the Labor Market Information Division of the California Employment Development Department (EDD). Questions should be directed to: Frances Gines 951/955-3204 or Michael Goss 909/481-6214

These data, as well as other labor market data, are available via the Internet at <http://www.labormarketinfo.edd.ca.gov>. If you need assistance, please call (916) 262-2162.

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\$30,000+ (239)
 \$50,000+ (15)
 \$70,000+ (4)
 \$90,000+ (1)

Title

Company

Location

Job Type

Employer/Recruiter

Title Assistant

Lender Processing Services - Irvine, CA
 Basic Title Assistant Job Description... Performs clerical tasks to support timely escrow closings... to customers, including escrow personnel, lenders...
 Lender Processing Services - 30+ days ago

Payoff Assistant

Lender Processing Services - Irvine, CA
 necessary to effectuate the completion of title and escrow transactions. Within this position you will... tax fees Disperse final escrow disbursement checks...
 Lender Processing Services - 30+ days ago

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Senior Escrow Assistant

First American Financial Corporation - Fremont, CA - [+2 locations](#)
 to Escrow department by assisting with customer service and administrative duties related to escrow... escrow files for closing. • Assists Escrow Offices...
 First American Financial Corporation - 1 day ago - [save job](#) - [block](#) - [email](#) - [more...](#)

Escrow Assistant

Lender Processing Services - Irvine, CA
 Core Functional Responsibilities: Organizes, records, processes and services the production output of the various servicing activities of the company...
 Lender Processing Services - 7 days ago - [save job](#) - [block](#) - [email](#) - [more...](#)

Escrow Assistant / Payoff Processor

Spencer Gray - Riverside, CA
 Payoff Processor / Escrow Assistant Details: Will... At least 2 years doing payoffs or as an escrow assistant(preferably at a title company). Knowledge of...
 Spencer Gray - 3 days ago - [save job](#) - [block](#) - [email](#) - [more...](#)

escrow assistant

Entitle Insurance Company - Corona, CA
 Escrow Assistant for its Corona office. The Assistant Escrow Officer will report to the Manager of Escrow... the Escrow Officer in managing the entire escrow...
 Bankingboard.com - 1 day ago - [save job](#) - [block](#) - [email](#) - [more...](#)

escrow assistant

Jobtracks - Los Angeles, CA - [+8 locations](#)
 of the transaction. Will assist an Escrow Officer to manage the escrow process from open to close. Must... in the escrow process. Must assist Escrow Officer in...
 Bankingboard.com - 6 days ago - [save job](#) - [block](#) - [email](#) - [more...](#)

Escrow Assistant

Marquee Staffing - Irvine, CA
 to Escrow department by assisting with customer service and administrative duties related to escrow... years experience as an Escrow Asst I or a minimum of...
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escrow assistant temp to perm

Jobtracks - Irvine, CA
 of Escrow Assistant, Junior Assistant and Escrow... is known for placing Escrow Processors, Escrow Assistants and Escrow Assistants on the right job every...
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Escrow Administrator

Williamson-Dickie Manufacturing Company - Irvine, CA
 Escrow Administrator JOB DESCRIPTION Responsibilities: Our client needs an Escrow Assistant for their... order distribution of escrow holdbacks Review HOA...
 Sales Careers Online - 8 hours ago - [save job](#) - [block](#) - [email](#) - [more...](#)

Escrow Assistant

First American Financial Corporation - Los Altos, CA - [+3 locations](#)
 to Escrow department by assisting with customer service and administrative duties related to escrow... a worksheet prepared by Escrow Officer • Prepares...
 First American Financial Corporation - 14 days ago - [save job](#) - [block](#) - [email](#) - [more...](#)

escrow processor

Jobtracks - Irvine, CA - [+2 locations](#)
 of Escrow Assistant, Junior Assistant and Escrow... is known for placing Escrow Processors, Escrow Assistants and Escrow Assistants on the right job every...
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Salary Estimate
\$30,000+ (239)
\$50,000+ (15)
\$70,000+ (4)
\$90,000+ (1)

Payoff Assistant

Lender Processing Services - Irvine, CA
necessary to effectuate the completion of title and **escrow** transactions. Within this position you will... tax fees Disperse final **escrow** disbursement checks...
Lender Processing Services - 30+ days ago

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Title
Company
Location
Job Type
Employer/Recruiter

Real Estate Law Attorney/Director

Ross Stores - Pleasanton, CA
directed when necessary, draft property deeds, **escrow** instructions, corporate resolutions, mechanic's... Administrative **Assistant** Real Estate Counsel...
Ross Stores - 17 days ago

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Escrow Assistant

AppleOne - Concord, CA - [+6 locations](#)
Immediate need for **escrow assistant** seeking a well... organization. As and **Escrow Assistant** you will be responsible for provide support to **escrow** department by...
\$52,000 a year
AppleOne - 2 days ago - [save job](#) - [block](#) - [email](#) - [more...](#)

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Escrow Assistant

Volt Workforce Solutions - Santa Ana, CA - [+1 location](#)
an experienced **Escrow Assistant** for a long term... REO and refinance. 2-4 years experience as an **Escrow Assistant** or a minimum of 3 years experience in a...
\$20.15 an hour
Volt Workforce Solutions - 7 days ago - [save job](#) - [block](#) - [email](#) - [more...](#)

escrow assistant - chula vista

Stewart Title - Mission Valley, CA
Performs other duties as assigned. Skills: * Must have minimum 3-5 years **escrow** experience in El Centro area. * High School Diploma or equivalent. * 7 year...
CreditUnionboard.com - 6 days ago - [save job](#) - [block](#) - [email](#) - [more...](#)

escrow officer

Entitle Insurance Company - Corona, CA
Escrow Officer will report to the Manager of **Escrow**... deed, powers of attorney, etc. - Train **assistant escrow** officers and monitor their performance. - provide...
Bankingboard.com - 1 day ago - [save job](#) - [block](#) - [email](#) - [more...](#)

escrow assistant - mission valley

Stewart Title - Mission Valley, CA - [+1 location](#)
Performs other duties as assigned. Skills: * Must have minimum 3-5 years **escrow** experience in El Centro area. * High School Diploma or equivalent. * 7 year...
MortgageBoard.com - 6 days ago - [save job](#) - [block](#) - [email](#) - [more...](#)

escrow manager- permanent

Jobtracks - Irvine, CA
of the **escrow** company • Complete real estate **escrow**... experience in any combination of **Escrow Assistant**, Junior Officer and **Escrow Officer**. • Proven track...
Bankingboard.com - 4 days ago - [save job](#) - [block](#) - [email](#) - [more...](#)

escrow assistant

A Team Staffing - Beverly Hills, CA - [+7 locations](#)
and versatile Lead **Escrow Assistant** to play a key... real estate, title, **escrow**, **escrow** officer, **escrow assistant**, **escrow** coordinator, **escrow** processor, REO...
\$15 - \$18 an hour
Escrowboard.com - 10 days ago - [save job](#) - [block](#) - [email](#) - [more...](#)

junior escrow officer- permanent

Jobtracks - Irvine, CA
of **Escrow Assistant**, Junior Assistant and **Escrow**... is known for placing **Escrow Processors**, **Escrow Assistants** and **Escrow Assistants** on the right job every...
Bankingboard.com - 4 days ago - [save job](#) - [block](#) - [email](#) - [more...](#)

escrow officer with following

Jobtracks - Santa Monica, CA - [+1 location](#)
for placing **Escrow Processors**, **Escrow Assistants** and **Escrow Officers** on the right job every time. **Escrow**... of **Escrow Assistant**, Junior Officer and **Escrow**...
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escrow manager with following

Jobtracks - Woodland Hills, CA

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 \$70,000+ (4)
 \$90,000+ (1)

Title
Company
Location
Job Type

Employer/Recruiter

Payoff Assistant

Lender Processing Services - Irvine, CA
 necessary to effectuate the completion of title and escrow transactions. Within this position you will... tax fees Disperse final escrow disbursement checks...
 Lender Processing Services - 30+ days ago

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Customer Service Representative

Randstad - San Jose, CA
Assistant --Executive Assistant --Accounting Clerk --Customer Service -- Receptionist --Inside Sales Representatives --Escrow Assistant/Officer We have... \$16.97 an hour
 Randstad - 28 days ago

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****\$40K/yr** Multiple Escrow Openings**

AppleOne - Irvine, CA
 Irvine and they are having a hiring boom. I need escrow closers, escrow assistants, title assistants, title officers, escrow officers, closing coordinators, doc...
 \$25,000 - \$39,000 a year
 AppleOne Corporate - 5 days ago - [save job](#) - [block](#) - [email](#) - [more...](#)

Escrow Specialist

Staffmark - Pasadena, CA
Escrow / Professional In the REO Escrow closing... of incoming/outgoing mail. **Escrow Officer** or Senior **Escrow Assistant** experience required. Requires at...
 \$23 - \$25 an hour
 Staffmark - 22 days ago - [save job](#) - [block](#) - [email](#) - [more...](#)

Escrow Administrator

Kforce - Huntington Beach, CA
 Our client is seeking an **Escrow Assistant** in the Irvine area to be responsible for processing escrows, titles... order distribution of escrow holdbacks * Review HOA...
 Kforce - 15 days ago - [save job](#) - [block](#) - [email](#) - [more...](#)

real estate, escrow, title, mortgage positions

A Team Staffing - Glendale, CA
 of experience as: -**Escrow Officer** -**Escrow Assistant** -**Escrow Processor** -**Title Assistant** -**Title Searcher**... **Assistant** -**Loan Processor** -**Loan Officer Assistant**...
 \$13 - \$22 an hour
 CreditUnionboard.com - 3 days ago - [save job](#) - [block](#) - [email](#) - [more...](#)

\$40,000-\$50,000 - Multiple Escrow & Title Opportunities -

AppleOne - Cypress, CA
 County Title and Escrow Companies are hiring! I need escrow closers, escrow assistants, title assistants, title officers, escrow officers, closing coordinators...
 \$40,000 - \$50,000 a year
 AppleOne Corporate - 5 days ago - [save job](#) - [block](#) - [email](#) - [more...](#)

escrow officer

A Team Staffing - Pasadena, CA - +3 locations
Escrow Officer or experienced **Lead Assistant** to play... real estate, title, **escrow**, **escrow officer**, **escrow assistant**, **escrow coordinator**, **escrow processor**, **REO**...
 \$22 an hour
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escrow assistants to \$5k per month

Jobtracks - Tustin, CA
 5 Experienced **Escrow Assistants** needed in Tustin. These positions are paying up to \$5,000 per month depending on experience. You must have worked in **Escrow**...
 Bankingboard.com - 19 days ago - [save job](#) - [block](#) - [email](#) - [more...](#)

Escrow Assistant

Westlake Village, CA
 to **Escrow** department by assisting with customer service and administrative duties related to **escrow**... experience as an **Escrow Assistant** or a minimum of 4...
 eBay Classifieds - 26 days ago - [save job](#) - [block](#) - [email](#) - [more...](#)

Contract Escrow Assistant

The Mergis Group - Roseville, CA
 Our client is seeking an **Escrow Assistant**. The potential candidate will provide support to **Escrow** department... experience as an **Escrow Assistant** or a minimum of 3...
 \$21 an hour
 The Mergis Group - 13 days ago - [save job](#) - [block](#) - [email](#) - [more...](#)

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\$30,000+ (239)
\$50,000+ (15)
\$70,000+ (4)
\$90,000+ (1)

Title

Company

Location

Job Type

Employer/Recruiter

Payoff Assistant

Lender Processing Services - Irvine, CA
necessary to effectuate the completion of title and escrow transactions. Within this position you will... tax fees Disperse final escrow disbursement checks...
Lender Processing Services - 30+ days ago

Title Administrator

Kforce - Huntington Beach, CA
Our client needs Escrow Assistant in Irvine area. Responsible for processing escrow, title, and HOA in an... order distribution of escrow holdbacks * Review HOA...
Kforce - 18 days ago

REAL ESTATE ESCROW TITLE

A Team Staffing - Santa Ana, CA
of experience as: Escrow Officer Escrow Assistant Escrow Processor Title Customer Service Title Assistant... escrow assistant, escrow officer, junior escrow...
\$13 - \$23 an hour
CareerBuilder - 5 days ago - [save job](#) - [block](#) - [email](#) - [more...](#)

REO - Escrow Assistant

Workway - Santa Ana, CA
ConniePosition: REO - Escrow AssistantLocation: Santa... to Escrow department by assisting with customer service and administrative duties related to escrow...
\$20 an hour
CareerBuilder - 17 days ago - [save job](#) - [block](#) - [email](#) - [more...](#)

Escrow Assistant NEEDED ASAP!

AppleOne - Campbell, CA
for Escrow Assistant in the Campbell and Walnut Creek areas. Looking for a candidate with a background in escrow that has some experience working with escrow in...
\$31,200 a year
AppleOne - 30+ days ago - [save job](#) - [block](#) - [email](#) - [more...](#)

Looking for Escrow Officers/Escrow Assistants!

Workway - Carlsbad, CA
Recent Escrow experience. Positions available:ESCROW... both on the phone and in person.Escrow Assistants or Assistant Escrow Officers - Assist the E/O on files...
\$14 - \$18 an hour
CareerBuilder - 18 days ago - [save job](#) - [block](#) - [email](#) - [more...](#)

Contract Escrow Assistant - Mortgage & Real Estate job

Mergis Group - Roseville, CA
Our client is seeking an Escrow Assistant. The potential candidate will provide support to Escrow department... experience as an Escrow Assistant or a minimum of 3...
FINS.com - 25 days ago - [save job](#) - [block](#) - [email](#) - [more...](#)

Now Hiring Escrow Assistants and Escrow Officers!

Workway - San Diego, CA
is now hiring Escrow Assistants and Escrow Officers... the Escrow Officer and Escrow Assistant Position are: 2+ years experience as an Escrow Assistant or Escrow... \$14 - \$28 an hour
CareerBuilder - 20 days ago - [save job](#) - [block](#) - [email](#) - [more...](#)

title assistant

Jobtracks - Los Angeles, CA
tasks to support timely escrow closings and title... Provides customer service to customers and field escrow offices. * Interprets and acts on instructions...
Bankingboard.com - 6 days ago - [save job](#) - [block](#) - [email](#) - [more...](#)

Title Assistant ,Assoc

First American Financial Corporation - Rancho Cucamonga, CA
Performs clerical tasks to support timely escrow closings and title recordings. Reviews commitments, title reports, examiners worksheets and search packages to...
First American Financial Corporation - 11 days ago - [save job](#) - [block](#) - [email](#) - [more...](#)

Commercial Escrow Assistant

Workway - San Diego, CA
support to Commercial Escrow department by assisting... duties related to escrow closings. Primarily same job description as Residential, except escrow process is...
\$16.35 an hour
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 \$90,000+ (1)

Title
Company
Location
Job Type
Employer/Recruiter

Payoff Assistant
 Lender Processing Services - Irvine, CA
 necessary to effectuate the completion of title and escrow transactions. Within this position you will... tax fees Disburse final escrow disbursement checks...
 Lender Processing Services - 30+ days ago

Junior Escrow Officer 1
 Stivers Staffing Services, Inc. - Irvine, CA
ESCROW OFFICERS / TALENTED ESCROW ASSISTANTS! Our... escrow office. They are in need of a talented Escrow Assistant that can also work as a Jr. Escrow officer...
 Net Temps - 6 days ago

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REAL ESTATE ESCROW TITLE AND MORTGAGE

A Team Staffing - Glendale, CA
 as: Escrow Officer Escrow Assistant Escrow Processor... 818-668-8395
 KEYWORDS: escrow assistant, escrow officer, junior escrow officer, escrow processor, REO... \$13 - \$23 an hour
 CareerBuilder - 8 days ago - [save job](#) - [block](#) - [email](#) - [more...](#)

Doc Drawer Funding Assistant
 Paramount Equity - Sacramento, CA

Drawer / Funding Assistant LOCATION: Roseville, CA... per day - Review title policy, appraisal and escrow instructions for correct property address, vesting...
 \$38,000 - \$44,000 a year
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Reverse Mortgage Escrow Assistant

Workway - Roseville, CA
 Reverse Mortgage Escrow AssistantLocation: Roseville... to Escrow department by assisting with customer service and administrative duties related to escrow...
 \$21 an hour
 CareerBuilder - 24 days ago - [save job](#) - [block](#) - [email](#) - [more...](#)

Escrow Officer

Workway - Irvine, CA
 handling escrow transactions as an escrow assistant.Education: High school diploma or equivalent Escrow... Escrow Association or completion of escrow officer...
 \$20 - \$22 an hour
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Mortgage Assistant

OfficeTeam - Chatsworth, CA
 email address. SA.CRM.LA@RHI.COM The Customer Assistant (CA) Operations Specialist is a back office non... information letters, escrow analysis, orders BPOs and...
 OfficeTeam - 4 days ago - [save job](#) - [block](#) - [email](#) - [more...](#)

reo assistant

Jobtracks - California
 with proper vesting Prepare and/or review Grant Deeds, Quitclaim Deeds, escrow instructions, and amendments as required. Work through and obtain proper POA...
 \$37,000 - \$43,000 a year
 TitleBoard.com - 8 days ago - [save job](#) - [block](#) - [email](#) - [more...](#)

Escrow Quality Control Specialist

Workway - Irvine, CA
 Title Assistants, Closing Manager, Closing Portfolio Manager, Closing Portfolio Senior Assistants, Closing Portfolio Intermediate Assistants, Business Analysts...
 \$22 - \$25 an hour
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Customer Assistant

Accountemps - Chatsworth, CA
 Customer Assistant positions with our client. We expect to be hiring 20+ employees at the end of November. Job Description: The Customer Assistant Operations...
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ADMINISTRATIVE ASSISTANT WITH MORTGAGE PROCESSING EXPERIENCE...

DM Stone JobsInBrokerage.com - San Francisco, CA
 real estate industry in positions such as processing in residential real estate, escrow or

real estate office administration. Requires proficiency in word...
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ADMINISTRATIVE ASSISTANT WITH MORTGAGE PROCESSING EXPERIENCE

DM Stone JobsInBrokerage.com - San Francisco, CA
real estate industry in positions such as processing in residential real estate, **escrow** or real estate office administration. Requires proficiency in word...
Net Temps - 1 day ago - [save job](#) - [block](#) - [email](#) - [more ..](#)

Title Assistant

Sponsored Job

Lender Processing Services - Irvine, CA
Basic Title **Assistant** Job Description... Performs clerical tasks to support timely **escrow** closings... to customers, including **escrow** personnel, lenders...
Lender Processing Services - 30+ days ago

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Escrow Account

Ads

www.cboe.com Visit CBOE.com, a resource for the latest options news and data.

Escrow Officer Jobs

www.careerbuilder.com/Escrow_Jobs Find Jobs in **Escrow Officer** & Apply New Real Estate Jobs Posted Daily.

California Guard Card

www.4sota.com **California** Guard Card Training and INSTANT Job Assistance. Start Today

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Salaries in California: [Administrative Assistant salary](#) - [Escrow Officer salary](#)

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Escrow Assistant jobs in California

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Jobs 61 to 70 of 282

- Salary Estimate**
- \$30,000+ (239)
- \$50,000+ (15)
- \$70,000+ (4)
- \$90,000+ (1)
- Title**
- Company**
- Location**
- Job Type**
- Employer/Recruiter**

Escrow Officer Sponsored Jobs
 The First American Corporation - Los Altos, CA
 escrow transactions as an **escrow assistant**. To... and geometry. **Escrow Officer** certification from the **Escrow Association** or completion of **escrow officer**...
 FinancialJobBank.com - 16 days ago

Sr. Escrow Assistant
 The First American Corporation - Irvine, CA
 Title Sr. **Escrow Assistant** Job Family **Escrow Job...** escrow transactions Job Qualifications ? 2-3 years experience as an **Escrow Assistant** ? High School Diploma...
 FinancialJobBank.com - 8 days ago

Sort by: [relevance](#) - [date](#)

Project Assistant - Irvine, CA - #3351540
 Workway - Irvine, CA
 Connie Position: Project **Assistant** Location: Irvine... Some routine office and **escrow** duties to include assisting with telephone calls for **escrow** operations and...
 \$15.70 an hour
 Workway - 10 days ago - [save job](#) - [block](#) - [email](#) - [more...](#)

Experienced Escrow, Title & Mortgage Professionals Needed!
 CORESTAFF Services - Santa Ana, CA
 We are currently hiring for the following positions- **Escrow Assistants** -\$15-\$22 p/h DOE • Title Searchers / Examiners - \$17-\$20 p/h DOE • Title...
 CORESTAFF - 30+ days ago - [save job](#) - [block](#) - [email](#) - [more...](#)

Title Assistant
 Kelly Services - Concord, CA
 tasks to support timely **escrow** closings and title... Provides customer **service** to customers and field **escrow** offices. - interprets and acts on instructions...
 Kelly Services - 15 days ago - [save job](#) - [block](#) - [email](#) - [more...](#)

Administrative Assistant
 Malibu, CA
 and **Escrow** Employees on the right job every time. We are currently seeking an **Administrative Assistant** to... The **Administrative Assistant** position is in internal...
 Barefoot Student - 28 days ago - [save job](#) - [block](#) - [email](#) - [more...](#)

Closing Portfolio Senior Assistant
 Workway - Irvine, CA
 statements for a sale **escrow** (with Closing Portfolio... interest, **escrow** charges, title charges, account for all bills, and consider terms of **escrow** instructions...
 Workway - 18 days ago - [save job](#) - [block](#) - [email](#) - [more...](#)

CLOSING PORTFOLIO INTERMEDIATE Assistant
 Workway - Irvine, CA
 PORTFOLIO INTERMEDIATE **Assistants** Needed- 4 immediate... a minimum of one year of experience as an **Escrow Assistant** or a minimum of 3 years experience in title... \$20 - \$22 an hour
 Workway - 18 days ago - [save job](#) - [block](#) - [email](#) - [more...](#)

CLOSING PORTFOLIO ASSISTANT ASSOCIATE
 Workway - Irvine, CA
 Title **Assistant**, Closing Manager, Closing Portfolio Manager, Closing Portfolio Senior **Assistant**, Closing Portfolio Intermediate **Assistant**, Business Analyst... \$20 an hour
 Workway - 18 days ago - [save job](#) - [block](#) - [email](#) - [more...](#)

Disbursement/ Funding Assistant
 Workway - Irvine, CA
 Disbursement/Funding **Assistant** \$17.00-\$20.00 per hour... vendors, financial institutions and depository banks on **escrow** account matters A- issue checks and wire...
 Workway - 18 days ago - [save job](#) - [block](#) - [email](#) - [more...](#)

jobtracks administrative assistant
 Jobtracks - Malibu, CA
 and **Escrow** Employees on the right job every time. We are currently seeking an **Administrative Assistant** to... The **Administrative Assistant** position is in internal...
 Escrowboard.com - 28 days ago - [save job](#) - [block](#) - [email](#) - [more...](#)

Assistant Community Association Manager

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- Click to Apply, New Jobs Everyday
- www.gotruckers.com
- [Post Your Resume](#)
- Let employers find you.
- It's free and only takes seconds.
- www.indeed.com
- Escrow**
- Escrow Jobs in California**
- Search from 10 Search Engines in 1.
- www.info.com
- Escrow**
- Search Only Professional Jobs.
- Make Your Next Career Move Today.
- www.TheLadders.com

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Albert Management - Palm Desert, CA
or (in collections) accounts; update and maintain documents required for **escrow** services vendor for assigned Associations; receive and process maintenance...
California Association of Community Managers - 27 days ago - [save job](#) - [block](#) - [email](#) - [more](#)...

Title Assistant Sponsored Job
Lender Processing Services - Irvine, CA
Basic **Title Assistant** Job Description... Performs clerical tasks to support timely **escrow** closings... to customers, including **escrow** personnel, lenders...
Lender Processing Services - 30+ days ago

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Escrow Assistant jobs in California

Salary Estimate
 \$30,000+ (239)
 \$50,000+ (15)
 \$70,000+ (4)
 \$90,000+ (1)

Title
Company
Location
Job Type
Employer/Recruiter

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[RSS Job Feed](#)

Escrow Assistant

The First American Corporation - Los Altos, CA
 Position Title **Escrow Assistant** Job Family **Escrow** Job... to **Escrow** department by assisting with customer service and administrative duties related to **escrow**...
 FinancialJobBank.com - 11 days ago

Real Estate Law Attorney/Director

Ross Stores - Pleasanton, CA
 directed when necessary, draft property deeds, **escrow** instructions, corporate resolutions, mechanic's... Administrative **Assistant** Real Estate Counsel...
 Ross Stores - 17 days ago

Sponsored Jobs

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Title Assistant

Volt Workforce Solutions - Santa Ana, CA
 an experienced Title **assistant** to support the Title Department with **escrow** closings and title recordings... previous Title, **Escrow**, Trustee, Asset Management...
 Volt Workforce Solutions - 26 days ago - [save job](#) - [block](#) - [email](#) - [more...](#)

SWAT Team Escrow/Title Assistant

First American Financial Corporation - Santa Ana, CA
 com. Provides support to **Escrow/Title** departments by... **escrow/title** closings. -Perform administrative and clerical duties to assist in the processing of **escrow**...
 First American Financial Corporation - 30+ days ago - [save job](#) - [block](#) - [email](#) - [more...](#)

real estate assistant

A Team Staffing - Glendale, CA
 title, **escrow**, brokerage, **escrow** officer, **escrow** assistant, receptionist, reception, front desk, **escrow**... executive **assistant**, administrative **assistant**, admin...
 \$14 - \$17 an hour
 Bankingboard.com - 25 days ago - [save job](#) - [block](#) - [email](#) - [more...](#)

Production Assistant/Loan Processor

IMORTGAGE - Roseville, CA
 Production **Assistants** and Loan Processors Imortgage is an established national retail mortgage correspondent who is currently seeking Production **Assistants** and...
 CareerBuilder - 14 days ago - [save job](#) - [block](#) - [email](#) - [more...](#)

loan officer assistant

A Team Staffing - Los Angeles, CA
 title, **escrow** and mortgage professionals into rewarding industry assignments. Skills: Requirements * 3 yrs of experience as a Loan Officer **assistant** *Calyx...
 \$14 - \$17 an hour
 Bankingboard.com - 25 days ago - [save job](#) - [block](#) - [email](#) - [more...](#)

Mortgage Closer Assistant

Spherion Staffing Services - Santa Ana, CA
 a Mortgage Closer **Assistant** in Santa Ana, CA, 92707... Description Maintain constant communication with **escrow** to provide client with current status of closing...
 \$14 - \$15 an hour
 Spherion - 28 days ago - [save job](#) - [block](#) - [email](#) - [more...](#)

escrow manager & officers needed!!!

Jobtracks - Woodland Hills, CA
 is seeking an **Escrow** Manager with a client following along with **Escrow** Officers and **Assistants** to start up... of **Escrow** Professionals or just an **Escrow** Manager...
 TitleBoard.com - 8 days ago - [save job](#) - [block](#) - [email](#) - [more...](#)

Real Estate Administrative Assistant

A Team Staffing - Sherman Oaks, CA
 Administrative **Assistant** We're looking for an experienced Real Estate **assistant** to keep things moving at... in rewarding careers in **Escrow**, Title, Mortgage and...
 \$12 - \$14 an hour
 CareerBuilder - 17 days ago - [save job](#) - [block](#) - [email](#) - [more...](#)

Title Assistant

Workway - Roseville, CA
 CoriPosition: Title **Assistant** Location: Roseville, CA... Provides customer service to customers and field **escrow** offices. Performs routine clerical duties such as...
 \$20 an hour
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Salary Estimate
\$30,000+ (239)
\$50,000+ (15)
\$70,000+ (4)
\$90,000+ (1)

Title
Company
Location
Job Type
Employer/Recruiter

Pavoff Assistant

Lender Processing Services - Irvine, CA
necessary to effectuate the completion of title and escrow transactions. Within this position you will... tax fees Dispense final escrow disbursement checks...
Lender Processing Services - 30+ days ago

Customer Service Representative

Randstad - San Jose, CA
Assistant --Executive Assistant --Accounting Clerk --Customer Service -- Receptionist --Inside Sales Representatives --Escrow Assistant/Officer We have... \$16.97 an hour
Randstad - 28 days ago

Closing Manager

Workway - Irvine, CA
Officer, Title Assistant, Closing Portfolio Manager, Closing Portfolio Senior Assistant, Closing Portfolio Intermediate Assistant, Business Analyst, Quality...
Workway - 18 days ago - [save job](#) - [block](#) - [email](#) - [more...](#)

Document Drawer / Funding Assistant (Mortgage)

Paramount Equity - Roseville, CA
15-20 sets of loan documents drawn per day Review title policy, appraisal and escrow instructions for correct property address, vesting and legal description...
Paramount Equity Mortgage - 30+ days ago - [save job](#) - [block](#) - [email](#) - [more...](#)

Real Estate Law Attorney/Director

Ross Stores - Pleasanton, CA
directed when necessary, draft property deeds, escrow instructions, corporate resolutions, mechanic's... Administrative Assistant Real Estate Counsel...
Ross Stores - 17 days ago - [save job](#) - [block](#) - [email](#) - [more...](#)

REO Closing Manager

Workway - Irvine, CA
Officer, Title Assistant, Closing Portfolio Manager, Closing Portfolio Senior Assistant, Closing Portfolio Intermediate Assistant, Business Analyst, Quality...
CareerBuilder - 19 days ago - [save job](#) - [block](#) - [email](#) - [more...](#)

Customer Service Representative

Randstad - San Jose, CA (Downtown area)
Assistant -- Executive Assistant -- Accounting Clerk -- Customer Service -- Receptionist -- Inside Sales Representatives -- Escrow Assistant/Officer We have... \$16.97 an hour
Randstad - 28 days ago - [save job](#) - [block](#) - [email](#) - [more...](#)

Jr. Title Curative Specialist

Routh Crabtree Olsen - Santa Ana, CA
to be considered would be Title Assistant experience, Title Abstracting, Title Searching, and Escrow Assistant experience. Additional skills required are...
Routh Crabtree Olsen - 30+ days ago - [save job](#) - [block](#) - [email](#) - [more...](#)

Acquisitions and Gift Administrator - 010677

University of Southern California - Los Angeles, CA
seeking an Assistant Director Acquisitions & Gifts to join its team. The Assistant Director, Acquisitions... Addresses title and escrow concerns relevant to...
Southern California HERC - 26 days ago - [save job](#) - [block](#) - [email](#) - [more...](#)

Title Assistant

Lender Processing Services - Irvine, CA
Basic Title Assistant Job Description... Performs clerical tasks to support timely escrow closings... to customers, including escrow personnel, lenders...
Lender Processing Services - 30+ days ago

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We have removed 185 job postings very similar to those already shown. To see these additional results, you may repeat your search with the omitted job postings included.

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Related Searches

- [Closer jobs in California](#) (about 752 jobs).
- [Receptionist jobs in California](#) (about 2,196 jobs).
- [Office Assistant jobs in California](#) (about 9,051 jobs).
- [Escrow jobs in California](#) (about 849 jobs).
- [Title Officer jobs in California](#) (about 1,336 jobs).
- [Escrow Assistant jobs in California](#) (about 283 jobs).

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Occupation Profile

Library Assistants, Clerical

(SOC Code : 43-4121)

in San Bernardino County

Compile records, sort and shelve books, and issue and receive library materials such as pictures, cards, slides and microfilm. Locate library materials for loan and replace material in shelving area, stacks, or files according to identification number and title. Register patrons to permit them to borrow books, periodicals, and other library materials.

Employers usually expect an employee in this occupation to be able to do the job after Short-term on-the-job training.

View a [Career Video](#) for this occupation from America's Career InfoNet (requires [Windows Media Player](#))

San Bernardino County is part of the Riverside-San Bernardino-Ontario MSA, which includes Riverside and San Bernardino counties.

Occupational Wages

[Top]

Area	Year	Period	Hourly Mean	Hourly by Percentile		
				25th	Median	75th
Riverside-San Bernardino-Ontario MSA	2009	1st Qtr	\$13.65	\$9.13	\$13.79	\$17.21

Data for San Bernardino County are not available. Data for Riverside-San Bernardino-Ontario MSA has been substituted.

[View Wages for All Areas](#) [About Wages](#)

Occupational Projections of Employment (also called "Outlook" or "Demand")

[Top]

Area	Estimated Year-Projected Year	Employment		Employment Change		Annual Avg Openings
		Estimated	Projected	Number	Percent	
Riverside-San Bernardino-Ontario MSA	2006 - 2016	790	940	150	19.0	40

Data for San Bernardino County are not available. Data for Riverside-San Bernardino-Ontario MSA has been substituted.

[View Projections for All Areas](#) [About Projections](#)

Job Openings from JobCentral National Labor Exchange

[Top]

Enter a Zip Code

[Find a Zip code in San Bernardino County](#)

Within 25 miles of Zip Code.

Library Assistants, Clerical
Estimated Employment and Projected Growth

Geographic Area (Estimated Year-Projected Year)	Estimated Employment	Projected Employment	Numeric Change	Percent Change	Additional Openings Due to Net Replacements
California (2006-2016)	9,400	11,300	1,900	20.2	3,000
Butte County (2006-2016)	50	60	10	20.0	20
East Bay Area (2006-2016)	770	780	10	1.3	200
Eastern Sierra Region (2004-2014)	20	20		.0	10
Fresno County (2006-2016)	140	140		.0	40
Inland Empire Area (2006-2016)	790	940	150	19.0	250
Kern County (2006-2016)	70	70		.0	20
Los Angeles County (2006-2016)	1,940	2,060	120	6.2	610
Merced County (2006-2016)	120	130	10	8.3	40
Monterey County (2006-2016)	90	90		.0	30
North Coast Region (2006-2016)	30	30		.0	10
North Valley Region (2006-2016)	60	70	10	16.7	20
Northern Counties Region	40	40		.0	10


[Back](#)

**Real Estate Sales Agents
(SOC Code : 41-9022)
in San Bernardino County**

Rent, buy, or sell property for clients. Perform duties, such as study property listings, interview prospective clients, accompany clients to property site, discuss conditions of sale, and draw up real estate contracts. Include agents who represent buyer.

Employers are usually looking for candidates with Post secondary vocational training .

View a [Career Video](#) for this occupation from America's Career InfoNet (requires [Windows Media Player](#))

San Bernardino County is part of the Riverside-San Bernardino-Ontario MSA, which includes Riverside and San Bernardino counties.

Occupational Wages

[\[Top\]](#)

Area	Year Period	Hourly Mean	Hourly by Percentile		
			25th	Median	75th
Riverside-San Bernardino-Ontario MSA	2009 1st Qtr	\$23.76	\$11.90	\$21.42	\$29.98

Data for San Bernardino County are not available. Data for Riverside-San Bernardino-Ontario MSA has been substituted.

[View Wages for All Areas](#) [About Wages](#)

Occupational Projections of Employment (also called "Outlook" or "Demand")

[\[Top\]](#)

Area	Estimated Year- Projected Year	Employment		Employment Change		Annual Avg Openings
		Estimated	Projected	Number	Percent	
Riverside-San Bernardino- Ontario MSA	2006 - 2016	2,410	2,650	240	10.0	62

Data for San Bernardino County are not available. Data for Riverside-San Bernardino-Ontario MSA has been substituted.

[View Projections for All Areas](#) [About Projections](#)

Job Openings from JobCentral National Labor Exchange

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Enter a Zip Code

[Find a Zip code in San Bernardino County](#)

Within 25 miles of Zip Code.

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Possible Licenses Required and Issuing Authority [\[Top\]](#)

License Title	License Authority
Real Estate Salesperson	Department of Real Estate http://www.dre.ca.gov/
Yacht and Ship Salesperson's License	Department of Boating and Waterways Yacht and Ship Broker Licensing http://www.dbw.ca.gov/

[About Licenses](#)

Industries Employing This Occupation (click on Industry Title to View Employers List) [\[Top\]](#)

Industry Title	Number of Employers in San Bernardino County	Percent of Total Employment for Occupation in State of California
Offices of Real Estate Agents & Brokers	2,087	16.4%
Activities Related to Real Estate	244	4.6%
Residential Building Construction	724	2.2%
Land Subdivision	106	1.5%

[About Staffing Patterns](#)

Training Programs (click on title for more information) [\[Top\]](#)

Program Title
Business Administration and Management, General
Crafts/Craft Design, Folk Art and Artisanry
Health/Health Care Administration/Management
Hospitality Administration/Management, General
Logistics and Materials Management

[About Training & Apprenticeships](#)

About This Occupation (from O*NET - The Occupation Information Network) [\[Top\]](#)

Top Tasks (Specific duties and responsibilities of this job.)

Present purchase offers to sellers for consideration.
 Confer with escrow companies, lenders, home inspectors, and pest control operators to ensure that terms and conditions of purchase agreements are met before closing dates.
 Interview clients to determine what kinds of properties they are seeking.
 Prepare documents such as representation contracts, purchase agreements, closing statements, deeds and leases.

Coordinate property closings, overseeing signing of documents and disbursement of funds.
Act as an intermediary in negotiations between buyers and sellers, generally representing one or the other.
Promote sales of properties through advertisements, open houses, and participation in multiple listing services.
Compare a property with similar properties that have recently sold to determine its competitive market price.
Display commercial, industrial, agricultural, and residential properties to clients and explain their features.
Generate lists of properties that are compatible with buyers' needs and financial resources.

[More Tasks for Real Estate Sales Agents](#)

Top Skills used in this Job

Active Listening - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Time Management - Managing one's own time and the time of others.

Negotiation - Bringing others together and trying to reconcile differences.

Speaking - Talking to others to convey information effectively.

Reading Comprehension - Understanding written sentences and paragraphs in work related documents.

Coordination - Adjusting actions in relation to others' actions.

Mathematics - Using mathematics to solve problems.

Service Orientation - Actively looking for ways to help people.

Social Perceptiveness - Being aware of others' reactions and understanding why they react as they do.

Writing - Communicating effectively in writing as appropriate for the needs of the audience.

[More Skills for Real Estate Sales Agents](#)

Top Abilities (Attributes of the person that influence performance in this job.)

Oral Expression - The ability to communicate information and ideas in speaking so others will understand.

Oral Comprehension - The ability to listen to and understand information and ideas presented through spoken words and sentences.

Written Comprehension - The ability to read and understand information and ideas presented in writing.

Near Vision - The ability to see details at close range (within a few feet of the observer).

Speech Recognition - The ability to identify and understand the speech of another person.

Inductive Reasoning - The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).

Speech Clarity - The ability to speak clearly so others can understand you.

Written Expression - The ability to communicate information and ideas in writing so others will understand.

Deductive Reasoning - The ability to apply general rules to specific problems to produce answers that make sense.

[More Abilities for Real Estate Sales Agents](#)

Top Work Values (Aspects of this job that create satisfaction.)

Achievement - Occupations that satisfy this work value are results oriented and allow employees to use their strongest abilities, giving them a feeling of accomplishment.

Relationships - Occupations that satisfy this work value allow employees to provide service to others and work with co-workers in a friendly non-competitive environment.

[More Work Values for Real Estate Sales Agents](#)

Top Interests (The types of activities someone in this job would like.)

Enterprising - Enterprising occupations frequently involve starting up and carrying out projects. These occupations can involve leading people and making many decisions. Sometimes they require risk taking and often deal with business.

Conventional - Conventional occupations frequently involve following set procedures and routines. These occupations can include working with data and details more than with ideas. Usually there is a clear line of authority to follow.

[More Interests for Real Estate Sales Agents](#)

Related Links

[Career Information](#)

[Local Area Profile](#)

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[View Similar Occupations](#)

[O*Net - The Occupation Information Network](#)

View a [Career Video](#) for this occupation from America's Career InfoNet (requires [Windows Media Player](#))


[Back](#)

Real Estate Brokers
 (SOC Code : 41-9021)
 in San Bernardino County

Operate real estate office, or work for commercial real estate firm, overseeing real estate transactions. Other duties usually include selling real estate or renting properties and arranging loans.

Employers are usually looking for candidates with Work experience in a related occupation .

View a [Career Video](#) for this occupation from America's Career InfoNet (requires [Windows Media Player](#))

San Bernardino County is part of the Riverside-San Bernardino-Ontario MSA, which includes Riverside and San Bernardino counties.

Occupational Wages

[\[Top\]](#)

Area	Year Period	Hourly Mean	Hourly by Percentile		
			25th	Median	75th
Riverside-San Bernardino-Ontario MSA	2009 1st Qtr	\$28.54	\$22.93	\$27.60	\$31.04

Data for San Bernardino County are not available. Data for Riverside-San Bernardino-Ontario MSA has been substituted.

[View Wages for All Areas](#) [About Wages](#)

Occupational Projections of Employment (also called "Outlook" or "Demand")

[\[Top\]](#)

Area	Estimated Year-Projected Year	Employment		Employment Change		Annual Avg Openings
		Estimated	Projected	Number	Percent	
Riverside-San Bernardino-Ontario MSA	2006 - 2016	860	890	30	3.5	17

Data for San Bernardino County are not available. Data for Riverside-San Bernardino-Ontario MSA has been substituted.

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Job Openings from JobCentral National Labor Exchange

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Enter a Zip Code [Find a Zip code in San Bernardino County](#)

Within 25 miles of Zip Code.

[Search Jobs](#)

Possible Licenses Required and Issuing Authority [\[Top\]](#)

License Title	License Authority
Real Estate Broker License	Department of Real Estate http://www.dre.ca.gov/
Broker-Dealer Certificate	Department of Corporations Sacramento Office http://www.corp.ca.gov/
Yacht and Ship Broker's License	Department of Boating and Waterways Yacht and Ship Broker Licensing http://www.dbw.ca.gov/

[About Licenses](#)

Industries Employing This Occupation (click on Industry Title to View Employers List) [\[Top\]](#)

Industry Title	Number of Employers in San Bernardino County	Percent of Total Employment for Occupation in State of California
Offices of Real Estate Agents & Brokers	2,087	30.3%

[About Staffing Patterns](#)

Training Programs (click on title for more information) [\[Top\]](#)

Program Title
[Real Estate](#)

[About Training & Apprenticeships](#)

About This Occupation (from O*NET - The Occupation Information Network) [\[Top\]](#)

Top Tasks (Specific duties and responsibilities of this job.)

Sell, for a fee, real estate owned by others.

Obtain agreements from property owners to place properties for sale with real estate firms.

Monitor fulfillment of purchase contract terms to ensure that they are handled in a timely manner.

Compare a property with similar properties that have recently sold, in order to determine its competitive market price.

Act as an intermediary in negotiations between buyers and sellers over property prices and settlement details, and during the closing of sales.

Check work completed by loan officers, attorneys, and other professionals to ensure that it is performed properly.

Maintain knowledge of real estate law, local economies, fair housing laws, and types of available mortgages, financing options and government programs.

Generate lists of properties for sale, their locations and descriptions, and available financing options, using computers.

Arrange for financing of property purchases.
Appraise property values, assessing income potential when relevant.

[More Tasks for Real Estate Brokers](#)

Top Skills used in this Job

Negotiation - Bringing others together and trying to reconcile differences.

Time Management - Managing one's own time and the time of others.

Active Listening - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Reading Comprehension - Understanding written sentences and paragraphs in work related documents.

Management of Financial Resources - Determining how money will be spent to get the work done, and accounting for these expenditures.

Judgment and Decision Making - Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Active Learning - Understanding the implications of new information for both current and future problem-solving and decision-making.

Speaking - Talking to others to convey information effectively.

Service Orientation - Actively looking for ways to help people.

[More Skills for Real Estate Brokers](#)

Top Abilities (Attributes of the person that influence performance in this job.)

Oral Expression - The ability to communicate information and ideas in speaking so others will understand.

Oral Comprehension - The ability to listen to and understand information and ideas presented through spoken words and sentences.

Written Comprehension - The ability to read and understand information and ideas presented in writing.

[More Abilities for Real Estate Brokers](#)

Top Work Values (Aspects of this job that create satisfaction.)

Independence - Occupations that satisfy this work value allow employees to work on their own and make decisions.

Achievement - Occupations that satisfy this work value are results oriented and allow employees to use their strongest abilities, giving them a feeling of accomplishment.

[More Work Values for Real Estate Brokers](#)

Top Interests (The types of activities someone in this job would like.)

Enterprising - Enterprising occupations frequently involve starting up and carrying out projects. These occupations can involve leading people and making many decisions. Sometimes they require risk taking and often deal with business.

Conventional - Conventional occupations frequently involve following set procedures and routines. These

occupations can include working with data and details more than with ideas. Usually there is a clear line of authority to follow.

[More Interests for Real Estate Brokers](#)

Related Links

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[O*Net - The Occupation Information Network](#)

View a [Career Video](#) for this occupation from America's Career InfoNet (requires [Windows Media Player](#))


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Real Estate Appraisers and Assessors
 (SOC Code : 13-2021)
 in San Bernardino County

Appraise real property to determine its fair value. May assess taxes in accordance with prescribed schedules.

Employers are usually looking for candidates with Post secondary vocational training .

View a [Career Video](#) for this occupation from America's Career InfoNet (requires [Windows Media Player](#))

San Bernardino County is part of the Riverside-San Bernardino-Ontario MSA, which includes Riverside and San Bernardino counties.

Occupational Wages

[\[Top\]](#)

Area	Year Period	Hourly Mean	Hourly by Percentile		
			25th	Median	75th
Riverside-San Bernardino-Ontario MSA	2009 1st Qtr	\$28.57	\$22.06	\$28.04	\$33.31

Data for San Bernardino County are not available. Data for Riverside-San Bernardino-Ontario MSA has been substituted.

[View Wages for All Areas](#) [About Wages](#)

Occupational Projections of Employment (also called "Outlook" or "Demand")

[\[Top\]](#)

Area	Estimated Year-Projected Year	Employment		Employment Change		Annual Avg Openings
		Estimated	Projected	Number	Percent	
Riverside-San Bernardino-Ontario MSA	2006 - 2016	730	840	110	15.1	26

Data for San Bernardino County are not available. Data for Riverside-San Bernardino-Ontario MSA has been substituted.

[View Projections for All Areas](#) [About Projections](#)

Job Openings from JobCentral National Labor Exchange

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Within 25 miles of Zip Code.

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Possible Licenses Required and Issuing Authority [\[Top\]](#)

License Title	License Authority
Property Taxes Appraiser Certification	State Board of Equalization Property Taxes Department Policy, Planning and Standards Division http://www.boe.ca.gov/
Real Estate Appraisal License	Office of Real Estate Appraisers http://www.orea.ca.gov/

[About Licenses](#)

Industries Employing This Occupation (click on Industry Title to View Employers List) [\[Top\]](#)

Industry Title	Number of Employers in San Bernardino County	Percent of Total Employment for Occupation in State of California
Activities Related to Real Estate	244	21.8%
Depository Credit Intermediation	329	4.2%
Nondepository Credit Intermediation	1,207	3.8%
Management of Companies and Enterprises	30	1.0%

[About Staffing Patterns](#)

Training Programs (click on title for more information) [\[Top\]](#)

Program Title
[Real Estate](#)

[About Training & Apprenticeships](#)

About This Occupation (from O*NET - The Occupation Information Network) [\[Top\]](#)

Top Tasks (Specific duties and responsibilities of this job.)

Determine taxability and value of properties, using methods such as field inspection, structural measurement, calculation, sales analysis, market trend studies, and income and expense analysis.

Inspect new construction and major improvements to existing structures to determine values.

Explain assessed values to property owners and defend appealed assessments at public hearings.

Inspect properties, considering factors such as market value, location, and building or replacement costs to determine appraisal value.

Prepare and maintain current data on each parcel assessed, including maps of boundaries, inventories of land and structures, property characteristics, and any applicable exemptions.

Identify the ownership of each piece of taxable property.

Conduct regular reviews of property within jurisdictions to determine changes in property due to construction or demolition.

Complete and maintain assessment rolls that show the assessed values and status of all property in a

municipality.

Issue notices of assessments and taxes.

Review information about transfers of property to ensure its accuracy, checking basic information on buyers, sellers, and sales prices and making corrections as necessary.

[More Tasks for Appraisers and Assessors of Real Estate](#), [More Tasks for Assessors](#), [More Tasks for Appraisers, Real Estate](#)

Top Skills used in this Job

Active Listening - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Writing - Communicating effectively in writing as appropriate for the needs of the audience.

Reading Comprehension - Understanding written sentences and paragraphs in work related documents.

Speaking - Talking to others to convey information effectively.

Mathematics - Using mathematics to solve problems.

Mathematics - Using mathematics to solve problems.

Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Reading Comprehension - Understanding written sentences and paragraphs in work related documents.

Time Management - Managing one's own time and the time of others.

Time Management - Managing one's own time and the time of others.

[More Skills for Appraisers and Assessors of Real Estate](#), [More Skills for Assessors](#), [More Skills for Appraisers, Real Estate](#)

Top Abilities (Attributes of the person that influence performance in this job.)

Oral Comprehension - The ability to listen to and understand information and ideas presented through spoken words and sentences.

Deductive Reasoning - The ability to apply general rules to specific problems to produce answers that make sense.

Inductive Reasoning - The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).

Written Comprehension - The ability to read and understand information and ideas presented in writing.

Oral Expression - The ability to communicate information and ideas in speaking so others will understand.

Written Comprehension - The ability to read and understand information and ideas presented in writing.

[More Abilities for Appraisers and Assessors of Real Estate](#), [More Abilities for Assessors](#), [More Abilities for Appraisers, Real Estate](#)

Top Work Values (Aspects of this job that create satisfaction.)

Independence - Occupations that satisfy this work value allow employees to work on their own and make decisions.

Support - Occupations that satisfy this work value offer supportive management that stands behind employees.

[More Work Values for Appraisers and Assessors of Real Estate](#), [More Work Values for Assessors](#), [More Work Values for Appraisers, Real Estate](#)

Top Interests (The types of activities someone in this job would like.)

Conventional - Conventional occupations frequently involve following set procedures and routines. These occupations can include working with data and details more than with ideas. Usually there is a clear line of authority to follow.

Enterprising - Enterprising occupations frequently involve starting up and carrying out projects. These occupations can involve leading people and making many decisions. Sometimes they require risk taking and often deal with business.

[More Interests for Appraisers and Assessors of Real Estate](#), [More Interests for Assessors](#), [More Interests for Appraisers, Real Estate](#)

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Occupation Profile

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Water and Liquid Waste Treatment Plant Workers in San Bernardino County

Operate or control an entire process or system of machines, often through the use of control boards, to transfer or treat water or liquid waste.

View a [Career Video](#) for this occupation from America's Career InfoNet (requires [Windows Media Player](#))

Occupational Wages

[\[Top\]](#)

Area	Year	Period	Annual Mean	Annual by Percentile		
				25th	Median	75th
Riverside-San Bernardino-Ontario MSA	2008	1st Qtr	\$48,713	\$39,213	\$49,273	\$58,875

Data for San Bernardino County is not available. Data for Riverside-San Bernardino-Ontario MSA has been displayed for Occupational Wages.
[Get More Info \(Data Library\)](#)

Occupational Projections of Employment (also called "Outlook" or "Demand")

[\[Top\]](#)

Area	Estimated Year-Projected Year	Employment		Employment Change		Annual Avg Openings
		Estimated	Projected	Number	Percent	
Riverside-San Bernardino-Ontario MSA	2006 - 2016	940	1,160	220	23.4	39

Data for San Bernardino County is not available. Data for Riverside-San Bernardino-Ontario MSA has been displayed for Occupational Projections of Employment (also called "Outlook" or "Demand").
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Job Openings from JobCentral National Labor Exchange

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Within 25 miles of Zip Code.

Possible Licenses Required and Issuing Authority

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License Title	License Authority
Water Treatment Operator Certification	Department of Health Services, Water Treatment Operator Program P.O. Box 942732 Sacramento, CA 94234-7320 Phone: 916-327-1140

Data for San Bernardino County is not available. Data for California has been displayed for Possible Licenses Required and Issuing Authority.

Top 15 Industries Employing This Occupation (click on Industry Title to View Employers)

[\[Top\]](#)

Industry Title	Number of Employers in San Bernardino County	Percent of Total Employment for Occupation in State of California
Water, Sewage and Other Systems	96	9.3%
Semiconductor and Electronic Components	30	0.6%
Coating, Engraving & Heat Treating Metal	80	0.6%
Machine Shops and Threaded Products	273	0.1%

Training Programs (click on Title for more information)

[\[Top\]](#)

Program Title
[Business Administration and Management, General](#)
[Water Quality & Wastewater Treatment Management & Recycling](#)

ONET Skills and Tasks

[\[Top\]](#)

Skill	Importance	Competence Level
Information Organization	76	37
Operation and Control	92	54
Operation Monitoring	84	51

Tasks

Adds chemicals, such as ammonia, chlorine, and lime, to disinfect and deodorize water and other liquids.
Cleans and maintains tanks and filter beds, using hand tools and power tools.
Collects and tests water and sewage samples, using test equipment and color analysis standards.
Directs and coordinates plant workers engaged in routine operations and maintenance activities.
Inspects equipment and monitors operating conditions, meters, and gauges to determine load requirements and detect malfunctions.

Related Links

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Related Articles and Publications

[Labor Market and Economic Analysis 2007 , 9/11/2008](#)
[Logistics Jobs in California, 3/16/2008](#)
[Why Manufacturing?, 9/30/2005](#)
[New Career Resources - Info on Good-Paying, Hands-On Jobs, 1/11/2007](#)
[Explore Nearly 300 Occupations with California Occupational Guides!, 11/18/2005](#)

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Job Openings from JobCentral National Labor Exchange

Enter a Zip Code [Find a Zip code in San Bernardino County](#)

Within miles of Zip Code.

Possible Licenses Required and Issuing Authority

License Title	License Authority
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[Water Quality & Wastewater Treatment Management & Recycling](#)

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Collects and tests water and sewage samples, using test equipment and color analysis standards.
Directs and coordinates plant workers engaged in routine operations and maintenance activities.
Inspects equipment and monitors operating conditions, meters, and gauges to determine load requirements and detect malfunctions.

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Appendix M

Student Satisfaction Survey, FALL 2012



We strive to provide a range of courses that enable our students to successfully reach their academic, career, and personal enrichment goals; therefore, your feedback with regards to online courses is greatly appreciated. Please take 10 minutes to complete this survey to help us gauge your satisfaction with regards to online courses.

Please choose the response that best represents your opinion(s).

1. How satisfied are you with the online courses you are taking presently?

<i>Very Satisfied</i>	<i>Satisfied</i>	<i>Neutral</i>	<i>Dissatisfied</i>	<i>Very Dissatisfied</i>
46 (59.7%)	24 (31.2%)	4 (5.2%)	1 (1.3%)	2 (2.6%)

2. If you answered 'Dissatisfied' or 'Very Dissatisfied' to question #1, please explain below. (200 character maximum length)

7 (100.0%)

3. If you answered 'Satisfied' or 'Very Satisfied' to question #1, please explain below. (200 character maximum length)

56 (100.0%)

4. Have you taken an online course BEFORE this semester?

53 (69.7%) *Yes*
23 (30.3%) *No*

5. Would you take another online course in the future?

73 (93.6%) *Yes*
5 (6.4%) *No*

- 6. If you answered 'No' to question #5, please explain below.** (200 character maximum length)
6 (100.0%)
- 7. Did your counselor speak to you about the advantages and disadvantages of taking an online course ?**
- 13 (16.9%) *Yes*
12 (15.6%) *No*
52 (67.5%) *I did not speak with a counselor .*
- 8. If this online course had only been offered on-campus, would you have taken it this semester?**
- 34 (44.7%) *Yes*
42 (55.3%) *No*
- 9. Which response best describes your primary motivation for taking this course online, as opposed to on-campus?**
- 36 (46.8%) *I have work or family commitments that would not allow me to attend an on-campus course.*
11 (14.3%) *I live too far from SBVC to attend an on-campus course.*
2 (2.6%) *I have a mental or physical disability that limits my ability to attend an on-campus course.*
17 (22.1%) *I was unable to find an on-campus section that would fit my class schedule.*
0 (0.0%) *All of the on-campus sections were full.*
3 (3.9%) *I needed extra units to be a full-time student.*
8 (10.4%) *Other*
- 10. If you answered 'Other' to question #9, please explain below.** (200 character maximum length)
10 (100.0%)
- 11. How would you compare an online course to an on-campus course with regards to the level of coursework difficulty?**
- 13 (16.9%) *More Difficult*
53 (68.8%) *Same Difficulty*
11 (14.3%) *Less Difficult*
- 12. How would you compare an online course to an on-campus course in terms of the time you spent working on the course?**
- 23 (30.3%) *More Work*
47 (61.8%) *Same Amount of Work*
6 (7.9%) *Less Work*

13. How has your online class experience met your expectations?

<i>Much Better Than I Expected</i>	<i>Better Than I Expected</i>	<i>About What I Expected</i>	<i>Worse Than I Expected</i>	<i>Much Worse Than I Expected</i>
26 (33.8%)	30 (39.0%)	17 (22.1%)	3 (3.9%)	1 (1.3%)

14. In general, how would you rate the AMOUNT of interaction with other STUDENTS in your SBVC online classes?

2 (2.6%) <i>Far Too Much Interaction</i>	9 (11.8%) <i>Not Enough Interaction</i>
2 (2.6%) <i>Too Much Interaction</i>	3 (3.9%) <i>Not Nearly Enough Interaction</i>
60 (78.9%) <i>About the Right Amount of Interaction</i>	

15. Please indicate your level of agreement with the following statement: "I would recommend SBVC's online courses to a prospective student."

45 (59.2%) <i>Strongly Agree</i>	1 (1.3%) <i>Disagree</i>
24 (31.6%) <i>Agree</i>	1 (1.3%) <i>Strongly Disagree</i>
5 (6.6%) <i>Neutral</i>	

16. Please select any option below that describes your preparation for taking online classes (check all that apply):

56 (82.4%) <i>I visited the SBVC web page for online classes.</i>
20 (29.4%) <i>I completed the self-assessment on the SBVC web page to see if online classes were for me.</i>
30 (44.1%) <i>I read the tips on being a successful online student on the SBVC web page for online classes.</i>
12 (17.6%) <i>I completed the suggested departmental advisories prior to enrolling in the class.</i>
5 (7.4%) <i>I would have benefited by taking a half unit course on online learning.</i>
5 (7.4%) <i>I would have benefited by taking a half unit course on Blackboard.</i>

17. What would you like to see SBVC do to help online students be more prepared for the online learning experience? (200 character maximum length)

43 (100.0%)

18. What is your gender?

28 (36.8%) <i>Male</i>	48 (63.2%) <i>Female</i>
------------------------	--------------------------

19. What is your age group?

27 (36.0%) <i>15-22 Years Old</i>	12 (16.0%) <i>31-40 Years Old</i>	3 (4.0%) <i>51-60 Years Old</i>
25 (33.3%) <i>23-30 Years Old</i>	8 (10.7%) <i>41-50 Years Old</i>	0 (0.0%) <i>61+ Years Old</i>

20. *What is your current work status?

26 (34.7%)	<i>Full-time Employment</i>	4 (5.3%)	<i>Self-Employed (Hours Vary)</i>
9 (12.0%)	<i>Part-time Employment</i>	9 (12.0%)	<i>Full-time Homemaker</i>
2 (2.7%)	<i>Work From Home Full-time</i>	24 (32.0%)	<i>Unemployed</i>
1 (1.3%)	<i>Work From Home Part-Time</i>	0 (0.0%)	<i>Retired</i>

21. Approximately how far do you live from the SBVC Campus?

12 (16.0%)	<i>0-5 Miles</i>	9 (12.0%)	<i>21-30 Miles</i>	0 (0.0%)	<i>51-100 Miles</i>
24 (32.0%)	<i>6-10 Miles</i>	3 (4.0%)	<i>31-40 Miles</i>	1 (1.3%)	<i>More than 100 Miles</i>
20 (26.7%)	<i>11-20 Miles</i>	6 (8.0%)	<i>41-50 Miles</i>		

22. How many ONLINE courses are you taking this semester?

	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>More than 5</i>
.	30 (41.1%)	19 (26.0%)	16 (21.9%)	6 (8.2%)	1 (1.4%)	1 (1.4%)

24. How many courses are you taking this semester (online AND on-campus)?

	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>More than 5</i>
.	8 (11.1%)	11 (15.3%)	12 (16.7%)	29 (40.3%)	8 (11.1%)	4 (5.6%)

27. Overall, what do you like MOST about taking SBVC's online classes? (200 character maximum length)
63 (100.0%)

28. Overall, what do you like LEAST about taking SBVC's online classes? (200 character maximum length)
56 (100.0%)

29. Please list any additional comments you would like to share about your online course experience? (200 character maximum length)
28 (100.0%)

Online Survey Open Responses (without grammar/spelling corrections)

2) If you answered Dissatisfied or Very dissatisfied to question #1, please explain below:

- Professors stink.
- The only reason I took the religion class online was because that was the only way it was offered
- My professor was very helpful and black board is very easy to access.
- Great Professor!
- Easy to navigate, and easy to communicate with instructor
- It provided me with not only convenience but also the means to take classes I needed to graduate that I would not have been able to take otherwise.
- Instructor was extremely slow to grade any assignments.

3) If you answered Satisfied or Very Satisfied to question #1, please explain below:

- Online courses enable me to continue my education while staying home with my kids. The course expectations are clear.
- Most present instructor I have ever had in an online course. Curriculum was excellent, covered everything I needed to know on a basic level
- I love the ease of being able to (basically) do my school work any time. I value the quality of instruction and the interaction with my classmates.
- I like that I can take classes from home, sence i LIVE 2 HOURS AWAY, AND TAKE CARE OF MY TWO YOUNG CHILDREN
- The teachers I had were actively involved with their online classes. They responded in a timely manner and the discussions were helpful.
- I got more support and help in my online classes than I have with my on-campus classes.
- I really feel like I learned a lot from this class it was challenging
- great time management
- Easily accessible. Instructors respond quickly to questions. Fits into my schedule.
- I believe that I was successful in completion of the class.
- It was such a good experience that I would consider taking another online course in a minute. Study just about any time? Great!
- The course ran smoothly, and I feel that even though I was not in a class room, I received more attention from my online instructor than my in class instructors.
- Teachers were very involved.
- I don't feel pressured like I do in class.
- satisfied because its detail what to do and when its due
- I believe that online courses are soothing that many student seem to be frightened of because they believe they will not learn the information they need to in order to progress in school and life, but with Mr. J I believe it is just the opposite. He created a class that was very well rounded and had many different and interesting ways to learn and expand the knowledge for the subject. This is one of the best online classes I have ever taken and I do recommend it to many other students.
- No technical issues or problems with any of my courses.
- It was a good class.
- I enjoy about half of the teachers I have in my online classes. Some are very difficult to get a hold of and they do not answer emails at all. Other teachers are great at responding. I also do not care for blackboards errors, and crashing, and being unavailable. Taking classes online is very convenient.

- I enjoyed the way it was set up and the way how Dr. _____ always let you know what was happening how you are never surprised by anything.
- Dr. _____ was there with us the whole way. He posted announcements on a regular basis. I really enjoyed his online class, and thanks to him I'm taking more on-line classes next semester.. I was nervous about taking an on-line class, because it was out of my comfort-zone. Mr. _____ make it easier by being there the whole way...
- The online courses allow me to work at my own pace and they are easy to understand.
- This instructor takes his time to communicate with students, offers online videos so we see and hear our instructor. This helps give a sense of accountability although online. Also there are many study tools, online assistance and many announcements, detailed syllabus and overall informative for an online course.
- Both professors are very efficient and clear as far as communication and direction- I have been in school for 4 yrs now and have come across some horrible online instructors- I am very pleased with their teaching skills and look forward to continuous courses with them!
- Overall, it was pretty simple. At times it got confusing, because this is my first online class.
- This class was very well done, I'm just not a fan of online classes period. I had to take it because it's the only option for honors students wanting to take philosophy.
- online classes give you more time to get homework done
- The class well very well organized to be able to succeed.
- The class was exceptional. Information was readily available and while it may have been an online course, the instructor was present throughout the entire time.
- It's hard to attend school when you are a full time worker, so the online class was a great because I did not have to attend class. Work was given every week so we could work on.
- It was very well organized and I felt like I got a lot out of it.
- The instructor kept us informed & responded to every question quickly. He even uploaded a few videos so we could see who he was. I was able to complete my work because of how he structured the class.
- Professor _____ explained expectations in detail at the start of the class. There was way to have questions asked/answered in a timely manner and the rest of the class had the benefit of the answered questions.
- Because of my schedule to work full time and being a parent full time, gives me flexibility to do online courses.
- I enjoy the flexibility of the online classes regardless if there is little or lots of work. It helps me to work around my work schedule and still be able to continue my education.
- I did not like that the blackboard or the college website was usually down for a long period of time at night
- I was very satisfied with this semester's group of instructors. I especially enjoyed _____, _____, _____, and _____. All were very organized and easy to get in contact with.
- I'm learning a lot
- The course was clear and in an easy to use format. I have taken several online courses and this course was the easiest to navigate.
- Very convenient. The professor provided all information required to complete all assignments in a timely manner.
- professors were very good, helped a lot
- The courses were educational and weren't any harder than I myself made them.
- For myself, working full time mom, my schedule is extremely busy. I love the online classes just so that I can do school on my schedule.

- I really enjoyed the online class I just finished. My professor made the class enjoyable, and a fun learning experience.
- I just like the structure of the classes and blackboard.
- The class was very simple and straight to the point. Every assignment was mapped out exactly which was beneficial to get everything done. I also liked that fact that deadlines never changed last minute. Overall it was organized well.
- The instructions are clear and easy to navigate. Communications between instructor and students was great.
- I was a new parent and it give me the opportunity to still learn while i had to stay home
- I find online classes to be flexible, convenient, and very compatible with my style of learning.
- very convenient
- I felt that I would have benefited more from an in person lecturer. I did learn a lot though.
- can do assignments any time of the day
- I enjoy being able to take classes around my schedule
- Very well organized and put together
- The professor was organized, clear, and consise
- Learned a lot

6) If you answered No to question #5, please explain below:

- My first online class instructor was much more helpful with my lack of computer skills that the current one-he acts like I should know what I am doing online within four months, and does not offer assistance
- The class is too demanding and not always blind accessible.
- I strongly dislike online classes. I need a teacher telling me in person about everything, but I'm happy I at least experienced it.
- It fits my schedule and I don't have to commit to be in class at a specific time twice a week.
- I need more social interaction I need to ask questions and get answers when I don't understand something

10) If you answered Other to question #9, please explain below:

- My answer is actually a combination of several of the options above; I do have work and family commitments that prohibit me from taking too many on-campus classes, I am physically disabled and do not drive and I live too far away to be able to easily make it to campus.
- I am pregnant and was due during finals. Rather than take the chance of going into labor while at school, or put myself into any danger I figured I would just take the class online from home.
- I was interested in learning about other religions but was hesitant about taking an online class since I am "old school" and not that proficient with "threads" and such
- My dad encouraged me to at least try an online class
- All classes were full and this was the only one left.
- I can't attend class on campus everyday
- I felt taking it online would be more convenient.
- I needed to take more classes than I had time available because I work and was already taking a full class load on campus.
- I have taken online classes before, and because of that experience, and the fact that I am a somewhat busy mother, I always keep my eye open for any online classes available first.

17) What would you like to see SBVC do to help online students be more prepared for the online learning experience?

- Require students to require self-assessment before taking online classes.
- Stress the fact that for many of the on-line courses, there is more college-level writing than usual
- I THINK FROM MY EXPERIENCE THAT ALL MY NEEDS WERE MET.
- Inform of DSPS accomidations in each class. If any.
- post the correct isbn numbers for their textbooks
- have longer hours for blackboard
- Be familiar with the computer and how to navigate around in it
- Make blackboard more accessable to blind students.
- require a self assessment test for prospective online students
- Insist and assist a tour on the hows
- Somehow make sure they know that it's not necessarily the easy way.
- Required information needs to be clearly located -- not in several places.
- I think for this class was very detail so as long as is detail no problem
- Intro needs to be a bit more clearly to the students.
- Everything was fine.
- Tell them it is more work!
- Have teachers have on campus orientations to explain what they desire from their students.
- They do what they can
- I notice on-line classes are alot more work...maybe a lil less work
- Remind students that the class should not be considered easier because it is online.
- depends on the instructor- most disclose enough-
- have teachers email every important comment they post on blackboard
- Everything that could be done has been done.
- Simply encourage them more.
- Give more information during the registration process. Meeting times listed as TBD, Days TBD.
- More online courses.
- There may be more work but it compensates for class time you miss.
- I'm a visual person, I think a visual tutorial on how to navigate blackboard would help.
- I would like SBVC to offer online courses in campus as well.
- workshops
- have hybrid dates listed at time of registration
- I can't think of anything because you do it already such as the self-assesment.
- I just think that more classes should be offered online.
- Require that each student read tips before enrolling
- Continue to furnish students with same amount of information on SBVC web.
- make sure the teachers grade on time
- have teachers respond quicker

27) Overall, what do you like MOST about taking SBVC's online classes?

- They were online.
- It works well with my schedule and I can work at my own pace.
- Flexibility to do and turn in work
- The ability to work at your own pace. Of course there are deadlines, but now you have a week to do what you need to do.
- ease of commitment
- THE AVAILABILITY AND FLEXABILITY TO DO CLASS WORK AND READING ON MY OWN SCHEDULE
- The amount of help and flexibility of hours.
- as a disabled student I am still able to take classes
- time management
- Nothing-but if the instructor were more likely to assist the students with the Blackboard system it might have been more enjoyable
- Fits into my and my family's schedule. I can work when I want to.
- We had a week to each set of assignments.
- you don't have to worry about being late to class
- Being able to do the work just about any time while keeping to a syllabus
- The freedom to 'attend class' whenever I want throughout the week, whether it 6 am or 11 pm.
- Convenient for my lack of transportation.
- you can choose the day of the week to work on your assignment
- It gives the students the ability to do work and learn on their own time which is very convenient for me because i do work a lot and taking classes on campus is very difficult.
- No specific time that I need to be there, I can get through my day and also work at my own pace.
- The ability to work on my own time.
- Staying home to do my schoolwork.
- Not having to go to campus.
- Being allowed to do the work when it's on blackboard and be finished with it.
- I'm a single mother, employed full time, so on-line was easier. With on-line you can work on your assignment during the course of a week...so in other words you get a week to complete your work..i was able to work on my time.
- You have more time to take care of other things.
- No wasted time, I work at my own pace except for deadlines, no wasted gas and sleep to get to school
- The workload was very flexible to my schedule.
- Convenience, but that does not out way the benefit of the class room experience
- it is easier to communicate with the instructors.
- Being able to work school around a job schedule.
- Very accommodating and still provides a quality course where learning can be had.
- You are able to do work while at home.
- I work on my random hour openings I have daily.
- The flexibility to do the work at my convenience
- The convenience. I can do other things and still earn a degree.

- Flexability with my work schedule.
- the flexibility
- that I am able to navigate with ease
- I liked the fact that I could work at my own pace and on my own time so it didn't interfere with my daily activities.
- I like online classes since I have a full time job and cannot take time off to attend class. I would like to see more classes to be offered online. human Services classes should be offered
- I enjoy the fact that I am able to work full time, still be a wife and mother and still attend school.
- More time to get things done.
- convenience
- ease of use not coming in for tests
- Convenience
- they are very convenient
- I don't have to spend time commuting to school.
- doing it from home
- I have a very full schedule just between work, home and my son's schedule. I love online classes just because i can work around all my schedules and when i have my evening time i can sit down and do my work. Another thing that I like is that I can reveiw the lectures over and over and not just hear them once in class. That is a benefit.
- The ability to work on the assignments when I want to within the given deadlines.
- I like the ability to stay home and work online at my leisure, or whenever I have a free moment.
- The Routine, and the fact that i can always check online for deadlines and instruction.
- Flexibility
- Enough time to work on my homework at my own convenient time.
- able to work with my schedule
- They are convenient.
- Flexibility
- the ease and convenience
- I liked the flexibility of doing the work at my availability.
- availability
- more convenient safe gas and time
- Not attending courses on campus.
- not having to travel to class

28) Overall, what do you like LEAST about taking SBVC's online classes?

- They were online.
- I miss the student/instructor interaction.
- More work is assigned overall.
- There is not anything in particular that I do not like. Everything is as expected.
- I WOULD LIKE WAY MORE OPTIONS IN CLASSES. MEANING, WISH THERE WAS MORE VARIETY AND MORE OF THE SAME CLASS AVAIBLE. EXPECIALLY WHEN I GO TO REGESTER AND THAT CLASS IS FULL.

- I miss interaction with the professor in the classroom
- Trying to open "threads" and figure them out to begin with, knowing how to download my classwork, not knowing how to interact with the other students-I prefer to see them and the teacher face-to-face, ask questions and get to know my fellow students better
- We had to use blackboard and QuickTime
- that the teacher isn't right in 'front of you teaching you in person
- Inadequate human interaction
- The only issue I have had was with an English 102 course, where the instructor overloaded the amount of work to be done every week, as though they did not consider the fact that we still need to live our lives in other areas.
- when the test have a little time to answer the questions
- Sometimes unclear about when black board worked and didn't.
- Not being able to talk to students and teachers in person.
- Too much work compared to a class on campus!
- Instructors that are difficult to get a hold of.
- When Blackboard goes down and you can't do the work.
- some of the on-line teachers are not as present as much as other teachers in an on-line class
- At times there seems to be a lot of reading.
- that you basically read a ton because you are teaching yourself the material- its great but a lot of work
- Sometimes my internet connection would act up ,which would make it frustrating sometimes when working on assignments.
- It just doesn't seem like school, its "paint by numbers." Other online colleges are pumping out degrees too cheap and too fast which harms all online classes to some extent.
- the exams are timed
- Nothing negative that I can think of.
- Some professors lay out their courses differently than others.
- When blackboard goes out it stress you out.
- Not enough courses offered.
- The glitches with Blackboard and the down times.
- Servers.
- waiting on my instructor to respond
- I pretty much like all about online courses...I can't think of anything bad.
- I don't like it when you attempt to contact an instructor and they take forever to respond if responding at all. And sometimes more feedback would be necessary. Pielke has a routine where she emails you back your work marked with the errors. I liked that a lot. It made it easier to understand what I was doing wrong.
- It's boring.
- The fact that they are online makes it a bit easier to procrastinate (but that isn't the courses' fault).
- not enough social interaction for me
- For myself, there is nothing I don't like about online classes.
- Not having the in class, face to face interactions with both the instructor and students
- Not enough availability of certain classes.
- Waiting for feedback from teachers

- Waiting for instructor feedback/grades.
- Level of teacher-student interaction.
- don't like how easy it is for some students to copy your work
- response time
- the time that is due at 5 am
- Lack of communication between instructor and students.
- nothing I wish all my classes could be online

29) Please list any additional comments you would like to share about your online course experience?

- keep them online and provide more classes
- If possible I would like to see an on-campus class held in addition to any online classes in the same category, it would be much easier for others in my situation
- It was far better than I expected and I hope they are all as good as the one I took
- It has been a great experience and i do enjoy taking online classes!
- I like taking on-line classes it was convient for me
- Students need to be able to make time for their online class.
- One of the points to getting a degree is to prove you can finish something that takes dedicated effort and planning. Online classes only prove a student can wrangle their way through a series of tasks.
- it is the best way to classes done faster and easier from home
- It is easier and faster to do that going into a class.
- I taking two more classes next semester because I enjoyed my experience.
- I am glad that SBVC offers online classes. If not for these online classes & night classes, I would not be able to attend college to attain my AA degree. This class & the instructor were wonderful!
- The professor did not give all lessons at the beginning of class. This required students to keep going to class (so to speak) This was great.
- This class was great compared to others I have had. I really like the new blackboard.
- My online experience was great.
- I think online courses are genius. You can learn a great deal. Work at your own pace. There are no class disruptions and you still have the opportunity to interact with other students. Without the accessibility of online courses I probably would not acheive my degree as fast as I need to.
- I really like valley colleges online courses
- I wish there was a way to do labs online. I also would like to see more online classes per semester.
- It would be good if more classes were available online, and if they are maybe more then just one classes. I was hoping to take PSYCH 111 next semester but there was only one available class that got filled like nothing by the time I could register, and I was priority B.
- It was a great experience.
- I wish your campus would offer more online courses.
- if they can offer all subject online classes

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: March 15, 2012

SUBJECT: Consideration of Acceptance of Classified Resignation

RECOMMENDATION

It is recommended that the Board of Trustees accept the resignation of Jeremiah McFarland, Human Resources Generalist, Confidential, District.

OVERVIEW

Jeremiah McFarland has submitted his letter of resignation effective at the end of the day on March 2, 2012.

ANALYSIS

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

BOARD IMPERATIVE

None.

FINANCIAL IMPLICATIONS

No financial impact.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron
Chancellor

REVIEWED BY: Dr. Jack Miyamoto
Human Resources Consultant

PREPARED BY: Dr. Jack Miyamoto
Human Resources Consultant

DATE: March 15, 2012

SUBJECT: Consideration of Approval of Revised Classified Job Descriptions

RECOMMENDATION

It is recommended that the Board of Trustees approve the revised job descriptions for Research Analyst and Research Assistant.

OVERVIEW

The job descriptions for Research Analyst and Research Assistant are being revised to reflect a change in position qualifications and Education/Experience Guidelines.

ANALYSIS

After a review of the job descriptions it was determined that an update of positions 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.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

RESEARCH ANALYST

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

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

SUMMARY DESCRIPTION

~~Under the direction of an assigned manager,~~ This position performs a variety of professional, technical and analytical activities involved in the research, collection, analysis, interpretation and reporting of data and statistics to provide information and assistance for institutional planning issues, decision-making, program planning and other measures of institutional effectiveness: designs, develops and conducts institutional research and analysis projects and activities.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Performs a variety of professional activities involved in the research, collection, analysis, interpretation and reporting of data and statistics to provide information and assistance for institutional planning issues, decision-making, program planning.
2. Receives and evaluates requests for data, statistical analysis, research projects and studies; prepares requests for processing; arranges and maintains project schedules and timelines; designs strategies to complete assignments; and analyzes and compares a variety of data.
3. Designs, develops and conducts institutional research and analysis projects and activities in support of areas such as instructional performance, program review, placement instruments, assessment and professional development: prepares and conducts related surveys and instruments.
4. Provides technical support and assistance to staff, faculty, administrators and others concerning institutional effectiveness and related data and statistics; responds to inquiries and provides technical information concerning related projects, reports, research, practices, policies and procedures.
5. Reviews, analyzes and arranges data according to project and study specifications and requirements; reviews a variety of data to assure accuracy and completeness; prepares statistics, researches data and reports for distribution and disseminates data ~~results~~ to appropriate personnel.
6. Collaborates with staff, faculty and administrators in the design, development and implementation of research projects; advises personnel and others concerning research design, survey development and test validation; assists C-college staff with conducting classroom research projects.
7. Reviews, analyzes and provides recommendations concerning orientation, pre-requisite and counselor evaluation data; provides research support for State-mandated matriculation projects and activities including assessment test instruments, evaluations, analysis and recommendations.
8. Inputs and codes a variety of data and information into an assigned computer system; creates queries, extracts and manipulates information, develops tables and spreadsheets, generates links to data and produces a variety of computerized data, records and reports data for use in projects studies and analysis.
9. Provides research support for academic departments and programs by designing appropriate surveys and other data collection instruments; designs and implements follow-up evaluation activities for various research projects.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Research Analyst (*Continued*)

10. Prepares a variety of narrative and statistical records, reports and files related to institutional planning, research projects, data analysis, analytical methods, findings, conclusions, decision-making and assigned activities; designs and produces related charts, tables and graphs.
11. Attends and participates in various meetings as assigned; prepares and delivers oral presentations concerning study and project data, findings and related reports.
12. Works collaboratively with instructional, Student Services, and administrative programs to design and conduct learning outcomes assessment; presents assessment options to programs and assists programs in reporting and integrating learning outcomes assessment findings.
13. Prepares written reports with accompanying tabular, graphic, and statistical contents; descriptions of analytical methods used; and narrative of results and conclusions.
14. Maintains and updates ~~the Office of Research and Planning Website~~, with minor changes as necessary on the department website.
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:

Principles, practices, procedures and techniques involved in the research, collection, analysis interpretation and reporting of statistical data.

Computerized data collection, management, manipulation and distribution requirements for analysis and reporting functions.

Principles, methods and procedures of operating computers and peripheral equipment.

Qualitative and quantitative analysis, and longitudinal and program evaluation studies.

Statistical procedures related to sampling, correlation analysis, projections and other quantitative measures applied to education research and design.

Survey, study, data collection and research project design, instruments, techniques and methodology.

Report writing and statistical record-keeping techniques.

Data verification and clean-up procedures.

District organization, operations, policies, and procedures.

Operational characteristics, services, and activities of the functions, programs, and operations of the assigned area.

English usage, grammar, spelling, punctuation, and vocabulary.

Interpersonal, oral and written communication skills.

Ability to:

Work independently and effectively ~~in the absence of a supervisor.~~

Provide technical assistance concerning institutional effectiveness and related data and statistics.

Review, analyze and arrange data according to project and study specifications and requirements.

Interpret findings and analyze data, and provide related recommendations.

Develop, maintain and enhance appropriate applications, software systems, databases, interactive-spreadsheets, data entry forms, report writers, and web-based systems.

Prepare a variety of narrative and statistical records and reports.

Keep accurate records and prepare statistical and narrative reports.

Meet schedules and timelines; plan and organize work.

Use correct English grammar, spelling, punctuation, and vocabulary.

Make arithmetic calculations quickly and accurately.

Understand and follow oral and written directions.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Research Analyst (*Continued*)

Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.

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

Communicate clearly and concisely, both orally and ~~in writing~~ written

~~Effectively use tact, patience and courtesy with those contacted in the course of work.~~

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:

A Bachelor's degree from an accredited college or university in Social Science, Psychology, Sociology, Behavioral Science, e-Computer Science, Statistics, Business, Mathematics, Economics or a related field.

Required Experience:

Four (4) years of research experience.

Preferred Experience:

1. Master's degree from an accredited college or university.
2. Experience in the California Community College environment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

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

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.

Classified Salary Schedule Range 54

Board Approved:

Revised: March 15, 2012

RESEARCH ASSISTANT

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

SUMMARY DESCRIPTION

~~Under direction,~~ This position performs a variety of duties related to the preparation and reporting of results on studies pertaining to the District's research agenda; assists in data collection, data review, data search, and other research as identified by the director; develops queries or programs to process data; analyzes data using statistical software ~~such as SPSS or other programs~~; and assists in the development of written reports and/or oral presentations.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

- I. Conducts a variety of studies for both instructional and non-instructional programs and services for the District.
2. Inputs, formats, and reports data and other appropriate information, ~~institutional information~~; runs statistical analysis as necessary.
3. Collects and inputs a variety of data, including survey development using scannable publishing software or online tools.
4. Conducts literature research; reviews and maintains current research literature.
5. Maintains accurate and confidential data files in both hard copy and electronic form.
6. Prepares a variety of tables, charts, and graphs in Excel, SPSS, and PowerPoint; writes and edits material as well as writing drafts of material and data for presentation and/or publication.
7. Assists in conducting focus group interviews.
8. Interprets, synthesizes, and analyzes data using scientific or statistical techniques.
9. Modifies and plans research procedures, tests, or survey instruments.
10. Assists in research design and applies appropriate computer tools, statistical measures, and data collection techniques.
11. Reports on status of research activities.
12. Perform 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;

Research design, data evaluation, and database ~~management as applicable~~ applications as used in higher education.

~~Institutional~~ Research methodology, statistics, statistical applications, collection and correlation of data.

SAN BERNARDINO COMMUNITY COLLEGE
DISTRICT Research Assistant (*Continued*)

~~Computer based management information systems.~~

Methods and techniques of technical analysis and report writing.

Principles and techniques of research and analysis.

Oral and written presentation techniques.

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

Ability to:

Perform statistical research and analysis work of a specialized nature involving the use of independent judgment and personal initiative.

Edit and evaluate research text.

Compile, organize and analyze data and prepare analytical reports and make recommendations.

Review and maintain current research literature

Assist in designing projects related to educational, ~~and~~ institutional and labor market research.

Perform appropriate statistical applications to research activities.

Create and maintain research files and records related to variety of research projects and studies.
~~undertaken by the Research & Planning Department.~~

Independently compose and prepare correspondence and memoranda.

Maintain complex and varied files and records.

~~Type or enter data at a speed necessary for successful job performance.~~

Plan and organize work to meet schedules and changing deadlines.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

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

~~Work independently and effectively in the absence of a supervisor.~~

~~Present complex technical information both orally and in writing.~~

~~Communicate clearly and concisely, both orally and in writing.~~

* Communicate complex technical information clearly both orally and written.

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 if notifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

A Bachelor's Degree from an accredited college or university with major course work in Social Sciences. Computer Science. Mathematics, Statistics, Business, Economics, or a related field

Experience:

~~Two years~~ One year of increasingly responsible experience in the collection, analysis, reporting, and presentation of research data.

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

**SAN BERNARDINO COMMUNITY COLLEGE
DISTRICT Research Assistant (*Continued*)**

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.

Classified Salary Schedule Range 46

Board Approved:
Johnson & Associates Revised: January 2007
Revised: March 15, 2012

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: March 15, 2012

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
Short-Term Hourly Employees
March 15, 2012

Name	Department	Site	Duties	Start Date	End Date	Hourly Rate
Durfield, Amber	English	SBVC	Tutor III	3/16/12	6/30/12	\$13.00
Jeide, William	Career Ed and Human Development	CHC	Project Assistant II	3/16/12	6/30/12	\$11.00
Melo, Isabella	Art	CHC	Model (Undraped)	3/16/12	6/30/12	\$15.00
O'Connell, Karen	English	SBVC	Tutor III	3/16/12	6/30/12	\$13.00
Odiakosa, Samuel	Art	CHC	Model (Undraped)	3/16/12	6/30/12	\$15.00
Taylor, Miles	Health and Physical Ed	CHC	Lifeguard	3/16/12	6/30/12	\$10.00

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Substitute Employees
March 15, 2012

Name	Department	Site	Duties	Start Date	End Date	Hourly Rate
Aguilar, Patricia	Admin Services	CHC	Clerical Assistant II	1/29/12	3/29/12	\$13.97
Arciero, Esther	Financial Aid	SBVC	Financial Aid Coordinator	2/1/12	4/1/12	\$22.33
Caudillo, Joe	Library	SBVC	Library Media Clerk	1/17/12	6/30/12	\$14.31
Covarrubias, Martha	Child Development Center	SBVC	Child Development Assistant	1/13/12	3/11/12	\$12.35
Espinoza, Clara	Payroll	Dist	Senior Payroll Accountant	1/15/12	3/15/12	\$21.78
Fonzi, Nick	Police	Dist	Dispatch Clerk	1/26/12	3/26/12	\$15.81
Griffin, Diana	Child Development Center	SBVC	Child Development Teacher	1/13/12	3/13/12	\$17.76

Hoang, Thu	Cafeteria	SBVC	Food Service Worker	12/1/11	12/31/12	\$11.75
Kowallis, Daniel	EDCT	Dist	Research Assistant	2/7/12	2/26/12	\$23.47
Lee, Takara	Admissions & Records	SBVC	Admissions & Records Technician	10/31/11	1/23/12	\$16.61
Lee, Takara	Admissions & Records	SBVC	Admissions & Records Technician	1/24/12	3/24/12	\$16.61
Lind, Rhonda	Library	CHC	Library Technical Assistant II	1/24/12	3/24/12	\$17.44
Lopez, Rosa	Facilities	Dist	Custodian	3/1/12	4/30/12	\$14.68
Lopez, Rosa	Facilities	Dist	Lead Custodian	3/1/12	4/30/12	\$16.20
Marrujo, Monique	CalWorks	CHC	Student Services Tech I	2/16/12	3/25/12	\$15.81
Marrujo, Monique	EOPS	CHC	Student Services Tech I	1/25/12	3/25/12	\$15.81
Medina, Miguel	Police	Dist	College Police Officer	1/3/12	3/3/12	\$22.33
Miozza, Michelle	Child Development Center	SBVC	Child Development Assistant	2/19/12	4/19/12	\$12.35
Sanchez, Veronica	Admissions & Records	SBVC	Admissions & Records Technician	12/18/11	1/23/12	\$16.61
Sanchez, Veronica	Admissions & Records	SBVC	Admissions & Records Technician	1/24/12	3/24/12	\$16.61
Scudder, Robert	Distributed Ed	Dist	Distributed Ed System Administrator	2/1/12	4/1/12	\$23.47
Silva, Veronica	Child Development Center	SBVC	Child Development Food Service Specialist	2/9/12	4/9/12	\$15.43
Solis, Marcelina	Child Development Center	SBVC	Child Development Food Service Specialist	1/26/12	3/26/12	\$15.43
Trujillo, Karla	Payroll	Dist	Payroll Accountant	2/23/12	4/23/12	\$18.78
Woods, Edward	Applied Technology	SBVC	Lab Technician, Culinary Arts	2/14/12	4/14/12	\$19.25
Zapien, Lorena	Human Resources	Dist	Clerical Assistant II	2/13/12	4/13/12	\$13.97

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Professional Expert Hourly Employees

Name	Department	Site	Duties	Start Date	End Date	Hourly Rate
Alder, Michael	Fire Technology	CHC	Fire Tech Specialist / Tactical Officer / Safety Officer	3/16/2012	6/30/12	\$30/ \$23/ \$22.50
Allen, Mark	Radiologic Technology	CHC	Radiological Tech Specialist	3/16/2012	6/30/12	\$30.00
Bohannon, Diane	Criminal Justice Division	SBVC	Facilitator / Evaluator/ Safety Facilitator	3/16/2012	6/30/2012	\$35/ \$105 (Per session)/ \$25
Boykin, Chirstopher	Public Safety & Emergency Services	CHC	Lab Instr / Primary Instr / EMS Specialist	3/16/12	6/30/12	\$20.00/ \$25.00/ \$30.00
Contreras, Rene	Professional Development Center	Dist	Workforce Development / PDC Trainer	3/19/12	6/30/12	\$45.00
Day, Benjamin	Professional Development Center	Dist	Workforce Development / PDC Trainer	3/19/12	6/30/12	\$50.00
Fairbanks, Doublas	Fire Technology	CHC	Fire Tech Specialist / Tactical Officer / Safety Officer	3/16/2012	6/30/12	\$30/ \$23/ \$22.50
Jackson, Sean	Public Safety & Emergency Services	CHC	Lab Instr / Primary Instr / EMS Specialist	3/16/12	6/30/12	\$20.00/ \$25.00/ \$30.00
Kowallis, Staci	Disabled Student Programs and Services	SBVC	Interpreting/ Transliterating Level IV	3/16/12	6/30/12	\$15.00
Nguyen, Phong	EMS	CHC	Medical Director	7/1/11	12/31/11	\$3,500.00/ semester
Reiter, Matthew	Public Safety & Emergency Services	CHC	Lab Instr / Primary Instr / EMS Specialist	3/16/12	6/30/12	\$20.00/ \$25.00/ \$30.00
Schlinkert, Tamara	Culinary Arts	SBVC	Assistant Instructor	3/16/2012	6/30/2012	\$20.00
Sheldon, Richard	Respiratory Care	CHC	Medical Director	3/16/2012	6/30/12	\$3,000 / semester
Timboe, Robert Lee	Fire Technology	CHC	Fire Tech Specialist / Tactical Officer / Safety Officer	3/16/2012	6/30/12	\$30/ \$23/ \$22.50

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron
Chancellor

REVIEWED BY: Dr. Jack Miyamoto
Human Resources Consultant

PREPARED BY: Gloria Harrison, President, CHC
Dr. Larry Buckley, Interim President, SBVC

DATE: March 15, 2012

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.

Crafton Hills College
Adjunct & Substitute Academic Employees
Spring 2012

NAME	DISCIPLINE
Gilbert, Laurie	Campus Nurse

San Bernardino Valley College
Adjunct & Substitute Academic Employees
Academic Year 2011-2012

NAME	DISCIPLINE
Bond, Lauren	English
Conrad, Paul	Computer Science
Tubbs, Michelle	Nursing
Whitfield, Rebecca	Nursing

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron
Chancellor

REVIEWED BY: Dr. Jack Miyamoto
Human Resources Consultant

PREPARED BY: Gloria M. Harrison, President, CHC
Dr. Larry Buckley, Interim President, SBVC

DATE: March 15, 2012

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

RECOMMENDATION

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

OVERVIEW

The attached list of employees is submitted for approval.

ANALYSIS

Non-instructional pay is requested on a periodical basis to assist departments with various events on campus or in the community.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2011-2012 budget.

**Crafton Hills College
Non Instructional Pay**

Amoui, Mehran	Title V/HSI Transfer Advocate	\$300	01/17/12 – 05/24/12
Bartlett, Ryan	Title V/HSI Faculty Transfer Advocate	\$600	01/17/12 – 05/24/12
Bedoya, Rosemary	Title V/HSI Part-time Counselor Training	\$600	01/17/12 – 05/24/12
Beitscher, Jane	Title V/HSI Faculty Transfer Advocate	\$600	01/17/12 – 05/24/12
Costello, Gerarda	Title V/HSI Transfer Advocate	\$300	01/17/12 – 05/24/12
Cummings, Lou'Rie	Developing Learning Communities	\$900	01/20/12
Cummings, Lou'Rie	Title V/HSI Part-time Counselor Training	\$600	01/17/12 – 05/24/12
Fry, Maureen	Title V/HSI Part-time Counselor Training	\$600	01/17/12 – 05/24/12
Greyraven, Cynthia (Ruth)	Title V/HSI Faculty Transfer Advocate	\$600	01/17/12 – 05/24/12
McClurg, Bruce	Title V/HSI Transfer Advocate	\$300	01/17/12 – 05/24/12
Pfahler, Diane	Title V/HSI Faculty Transfer Advocate	\$600	01/17/12 – 05/24/12
Purves, Dianne	Title V/HSI Transfer Advocate	\$300	01/17/12 – 05/24/12
Schoenfeld, Raquel	Title V/HSI Part-time Counselor Training	\$600	01/17/12 – 05/24/12
Shum, Cindy	Title V/HSI Part-time Counselor Training	\$600	01/17/12 – 05/24/12
Singh, Manika	Title V/HSI Part-time Counselor Training	\$600	01/17/12 – 05/24/12
Sternard, Evan	Title V/HSI Part-time Counselor Training	\$600	01/17/12 – 05/24/12
Truong, Sam	Title V/HSI Faculty Transfer Advocate	\$600	01/17/12 – 05/24/12
Urbanovich, James	Title V/HSI Faculty Transfer Advocate	\$600	01/17/12 – 05/24/12
Walker, Laura	Title V/HSI Transfer Advocate	\$300	01/17/12 – 05/24/12
Washburn, Ben	Title V/HSI Part-time Counselor Training	\$600	01/17/12 – 05/24/12
Williams, Gary	Developing Learning Communities	\$600	01/20/12
Williams, Gary	Title V/HSI Faculty Transfer Advocate	\$600	01/17/12 – 05/24/12
Wilson, Debbie	Title V/HSI Part-time Counselor Training	\$600	01/17/12 – 05/24/12
Wilson, Sherri	Title V/HSI Faculty Transfer Advocate	\$600	01/17/12 – 05/24/12
Winningham, Laura	Title V/HSI Faculty Transfer Advocate	\$600	01/17/12 – 05/24/12
Word, Dan	Title V/HSI Faculty Transfer Advocate	\$600	01/17/12 – 05/24/12
Yau, Margaret	Title V/HSI Faculty Transfer Advocate	\$600	01/17/12 – 05/24/12

**San Bernardino Valley College
Part-Time Non-Instructional Hourly
Academic Year 2011-2012**

Adebayo-Ige, Morenike, provide services for the Reading Lab/Writing Center, 03/26/12 to 06/30/12, not to exceed 170 hours, at \$43.16 per hour.

Larivee, Elizabeth, Disabled Student Programs & Services, 3-19-12 to 6-30-12, not to exceed 240 hours per semester, at \$43.16 per hour.

Ratcliff, Joseph, oversee additional lab time for Machine Trades classes, 03/26/12 to 05/16/12, not to exceed 24 hours, at \$43.16 per hour.

Rountree, Andrew, Disabled Student Programs & Services, 3-19-12 to 6-30-12, not to exceed 210 hours per semester, at \$43.16 per hour.

Van Osterhoudt, Patricia, provide services for the Reading Lab/Writing Center, 03/26/12 to 06/30/12, not to exceed 170 hours, at \$43.16 per hour.

Ratification:

Ariza, Earnest, review sessions to prepare students for the state licensing exam for the Water Supply Technology (WST) Program, 03/08/12 to 06/29/12, not to exceed 16 hours, at \$43.16 per hour.

Au, Algie, Facilitator for the Great Teachers Retreat, 02/09/12 to 02/11/12, flat rate pay of \$1,000.

Briggs, Stephanie, Facilitator for the Great Teachers Retreat, 02/09/12 to 02/11/12, flat rate pay of \$1,000.

Chatterjee, Achala, review sessions to prepare students for the state licensing exam for the Water Supply Technology (WST) Program, 03/08/12 to 06/29/12, not to exceed 16 hours, at \$43.16 per hour.

Recinos, Jose, Facilitator for the Great Teachers Retreat, 02/09/12 to 02/11/12, flat rate pay of \$1,000.

Robinson, James, Facilitator for the Great Teachers Retreat, 02/09/12 to 02/11/12, flat rate pay of \$1,000.

Sogomonian, Nori, Facilitator for the Great Teachers Retreat, 02/09/12 to 02/11/12, flat rate pay of \$1,000.

Voisard, Steven, Reference Librarian, 1-28-12 to 5-19-12, not to exceed 64 hours per semester, at \$43.16 per hour.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron
Chancellor

REVIEWED BY: Dr. Jack Miyamoto
Human Resources Consultant

PREPARED BY: Gloria Harrison, President, CHC
Dr. Larry Buckley, Interim President, SBVC

DATE: March 15, 2012

SUBJECT: Consideration of Approval to Grant Tenure to Academic Employees

RECOMMENDATION

It is recommended that the Board of Trustees approve tenure for academic employees.

OVERVIEW

The Tenure Review Committees at each respective campus met and are recommending approval of tenure to faculty members on the following list.

ANALYSIS

The Tenure Review Committees were convened as per Agreement between the San Bernardino Community College District and the San Bernardino Community College District Chapter CTA/NEA.

BOARD IMPERATIVE

I. Institutional Effectiveness

FINANCIAL IMPLICATIONS

None.

Crafton Hills College

McCambly, Jessica

Art

San Bernardino Valley College

Au, Algie

Avelar, Amy

Brewer, Quincy

Copeland, Mary

Hauge, Kristen

Jefferson, Kimberly

Marquis, Jeanne

Rossmann, Patricia

Spahn, Michelle

Biology

Chemistry

Physical Education

English

Physical Education

Reading

Counseling

Physical Education

Nursing

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron
Chancellor

REVIEWED BY: Dr. Jack Miyamoto
Human Resources Consultant

PREPARED BY: Gloria M. Harrison, President, CHC
Dr. Larry Buckley, Interim President, SBVC

DATE: March 15, 2012

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

RECOMMENDATION

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

OVERVIEW

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

ANALYSIS

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

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

Included in the 2010-2011 budget.

The following first-year contract employees have been recommended to receive second year probationary status:

Marino, Mariano	CHC	Transfer Center Coordinator
Yau, Margaret	CHC	Computer Information Systems

Backey, Joan	SBVC	Biology
Burnham, Lorrie	SBVC	Biology
Demsky, Jeffrey	SBVC	History
Mattson, Susan	SBVC	Speech

The following second-year contract employees have been recommended to enter into a two-year contract:

Bishop, Robin	CHC	Emergency Medical Services
Truong, Sam	CHC	Anatomy & Physiology

Fender, Rochelle	SBVC	Nursing
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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: March 15, 2012

SUBJECT: Consideration of Approval of Assistant Coach Stipend-SBVC

RECOMMENDATION

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

OVERVIEW

Troy Nelson will serve as Assistant Men's & Women's Track Coach for the Spring 2012 Season with a stipend of \$4,162.00.

ANALYSIS

Coaches are routinely hired for sports teams. Spring Assistant Coaches were hired prior to the beginning of the semester. The individual originally hired resigned prior to the beginning of the semester. Therefore, this is a replacement for the assistant coach who resigned.

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: March 15, 2012

SUBJECT: Consideration of Approval of Sabbatical Leaves for the 2012-2013
Academic Year

RECOMMENDATION

It is recommended that the Board of Trustees approve 2012-2013 sabbatical leaves for academic employees.

OVERVIEW

The instructors on the attached list are being recommended for Sabbatical Leaves.

ANALYSIS

On December 8, 2011, the Board of Trustees granted two sabbatical leaves for the 2012-2013 academic year. The Sabbatical Leave Committee at each campus met and forwarded their recommendations to the District. The District Sabbatical Leave Committee reviewed the requests and forwarded their recommendations to the Chancellor.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2012-2013 budget.

Dirksen, Lee, English Instructor, SBVC, One Semester-Spring 2013.

Conduct a qualitative study that explores and examines the factors that lead to persistence among Hispanic female basic skills students at San Bernardino Valley College. Findings will be used to improve the college by developing concrete strategies that assist in the promoting retention and increase the persistence of Hispanic female basic skills students. Work with various committees on the campus to implement institutional strategies to better aid in facilitating the academic advancement of these traditionally marginalized student.

McConnell, Mark, Music Instructor, CHC, One Semester- TBD-Fall 2012 or Spring 2013.

On site-research project and development of educational programs/curriculum. Writing of three textbooks to be used in Crafton Hills music classes to create practical instructional materials specifically designed to meet the academic needs of students, while addressing the financial reality student's face. The first class of students using the books will be part of the process of editing and proofing the materials to make them publishable future classes, and eventually distribution to other institutions.

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: March 15, 2012

SUBJECT: Consideration of Approval of Management Appointment

RECOMMENDATION

It is recommended that the Board of Trustees approve the employment of management employee.

OVERVIEW

Michael Strong, Vice President, Administrative Services, CHC, 12-month position, Management Salary Schedule, Range 23, Step B, \$10,672 per month effective March 16, 2012. Replacement for Charlie Ng.

ANALYSIS

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

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 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: March 15, 2012

SUBJECT: Consideration of Acceptance of Management Resignation

RECOMMENDATION

It is recommended that the Board of Trustees accept the resignation of Laura Lanier, Development & Planning Supervisor, KVCR.

OVERVIEW

Laura Lanier has submitted her letter of resignation effective at the end of day on March 2, 2012.

ANALYSIS

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

BOARD IMPERATIVE

None.

FINANCIAL IMPLICATIONS

No financial impact.

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: March 15, 2012

SUBJECT: Consideration of Approval for Management Tuition Reimbursement

RECOMMENDATION

It is recommended that the Board of Trustees approve the request for management tuition reimbursement for Shalita Tillman.

OVERVIEW

Shalita Tillman is requesting tuition reimbursement to obtain a Bachelor of Science Degree in Organizational Leadership from Azusa Pacific University.

ANALYSIS

This request is in compliance with Board Policy 7260 which states that management personnel shall be eligible for tuition cost and reimbursement from an accredited institution and no tuition cost paid by the District is to exceed 80% of a per unit basis cost of similar course work at the University of California.

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: March 15, 2012

SUBJECT: Consideration of Approval of New Management Job Descriptions

RECOMMENDATION

It is recommended that the Board of Trustees approve the new job descriptions for Administrative Application Systems, Technology & Educational Support Systems, District, Veterans Affairs Administrator, Director of Resource Development & Grants, CHC, and Assistant Director of Resource Development, CHC.

OVERVIEW

The Director of Administrative Application Systems, TESS, plans, organizes and manages the administrative applications; supports the division of Technology and Educational Support Services to provide sophisticated and effective applications and other technology solutions that support achievement of District-wide strategies and objectives. The Veterans Affairs Administrator will coordinate and administer the District's Veterans Educations Program and act as liaison with the San Bernardino County Department of Veterans Affairs. The Director of Resource Development and Grants and Assistant Director will provide leadership in generating external support of the college, fundraising, grants and CHC foundation

ANALYSIS

It is necessary to develop a job description to meet the needs of the District and colleges.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2011-2012 budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

DIRECTOR OF ADMINISTRATIVE APPLICATION SYSTEMS

*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 direction of the Executive Director of Technology and Educational Support Services, plans, organizes and manages the administrative applications; supports the division of Technology and Educational Support Services to provide sophisticated and effective applications and other technology solutions that support achievement of District-wide strategies and objectives; provides expert professional assistance, project management, and internal consulting on the design and development of technology solutions and business process improvements; participates in establishing plans for the strategic direction of information technology and in developing long and short-term plans and initiatives for their attainment.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Confers with and coordinates user groups regarding applications capabilities, feasibility in developing specific application systems and determining system requirements and modifications for assign application systems;
2. Maintains a liaison relationship with the District and college user community; acts as a user advocate in the Information Technology department; promotes new systems and services to these user communities;
3. Provides senior administrators and other District personnel with regular updates on projects and activities.
4. Communicates complex technology issues clearly to non-technical parties orally or in written format and makes effective presentations; ensures open communications between users and technical groups;
5. Coordinates and participates in the training of the users; performs regular workshops and in-services;
6. Participates in long-range planning efforts;
7. Participates in the evaluation, costing, selection, testing, and implementation of all applications-related software and hardware; advises on current application technology innovations
8. Plans, organizes, and monitors applications operations;
9. Provide on-site leadership, coordination, supervision and technical support for District – wide software applications, technology systems and services;
10. Evaluates emerging and innovative strategies related to area of assignment and makes

proposals regarding their strategic use in serving the needs of students, faculty and staff

11. Participates in the development, interpretation, and communication of departmental standards, goals, objectives, priorities, policies and procedures, within District quality guidelines, ensures all projects and assignments comply and are understood by all technical and user groups;
12. Participates in establishing and maintaining the creative vision and direction for online services, products and programs related to area of assignment; consults with students, faculty, staff and administration on the development and delivery use of assigned technology systems and services; convene or serve on design teams as appropriate;
13. Develops and schedules priorities, assigns responsibilities, ensures efficient and timely completion of projects, and prepares time and cost estimates and progress reports;
14. Trains, evaluates and provides work direction to assigned staff;
15. Anticipates, prevents and resolves problems and concerns.
16. Responsible for the documentation of systems;
17. Assists in reviewing, evaluating and selecting contract firms and conducts research on potential suppliers;
18. Confers with hardware and software vendors to obtain information, resolves problems, and arrange and conduct demonstrations and evaluations;
19. Represents the District at Information Technology department meetings related to area of assignment; promotes the District's position related to Information Technology;
20. Performs other 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 principles, practices and techniques of information systems management, including applications design, hardware and software options for administrative, business and academic functions and the cost-benefit of systems alternatives;

Knowledge of principles and methods of systems and business process analysis and project management;

Knowledge of applications design principles and development methodologies and tools.

Principles and practices of program development and administration.

Principles and practices of budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Pertinent federal, state, and local laws, codes, and regulations relating to information systems management

Ability to:

Ability to build team support;

Ability to develop cooperative working relationships in a highly diverse environment;
Ability to provide leadership in planning and implementing effective and efficient information management systems;
Ability to concurrently direct multiple projects related to applications, programming, and user training;
Ability to work effectively with user groups to determine and develop solution to administrative issues and information needs.
Oversee, direct, and coordinate the work of lower level staff.
Participate in the selection and recommendation, supervision, training, and evaluation of staff.
Participate in the development and administration of goals, objectives, and procedures for assigned area.
Gather and analyze data and situations and make appropriate decisions.
Prepare and present comprehensive, concise, clear oral and written reports.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Interpret and apply California Education Code, Title 5, federal, state, and local policies, laws, and regulations as it relates to the position.
Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties.

Education and Experience Guidelines

Education/Training:

A Bachelors degree from an accredited college or university.

Required Experience:

Four years of experience in information systems project management and system analysis, which should include two or more years of experience at a management level with supervisory, team leadership, and workload management responsibilities

Experience that indicates a sensitivity to and understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of staff and community college students and to staff and students with physical and learning disabilities..

Preferred Experience:

A Masters degree from an accredited college or university.

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: March 15, 2012

Range: 16

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

VETERANS AFFAIRS ADMINISTRATOR

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

SUMMARY DESCRIPTION

Under the direction of the Dean of Student Services and Student Development, the Veterans Affairs Administrator position develops, coordinates, and administers the District's Veterans Educational program and acts as the District's liaison with the San Bernardino County Department of Veterans Affairs, the colleges, and the community. This position co-chairs the District's Veterans Task Force Committee. Works in collaboration with the colleges' Veterans Certifying Officials and provides proactive financial aid outreach, orientation, and recruitment programs. This position coordinates and manages the delivery of services and support for students with military service. The responsibilities of the position include program development and implementation; budget monitoring review and generation of reports; development and coordination of all outreach efforts.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Develops, coordinates, and administers the District's Veterans Educational program.
2. Plans, coordinates and implements the campus-based veteran's events, activities and services.
3. Utilizes in-person, written and web-based/social networking resources to provide information and guidance to potential and current students and the college community in the areas of the veterans' educational benefits.
4. Serves as a liaison and resource for veterans' affairs with faculty and academic administration, and support staff; provides assistance in resolving problems in relation to veteran student issues.
5. Acts as the District's liaison between veterans and Offices of the Veterans Affairs.
6. Communicates with the appropriate state and federal agencies to resolve issues as they arise.
7. Conducts on and off-campus efforts by providing student orientations and information sessions.
8. Facilitates group discussions and workshops with the campus and local community to ascertain effective methods of involvement in veterans' issues.
9. Identifies and obtains for veterans all forms of veterans' benefits and services for which they are eligible including: medical care, pensions, education, housing and compensation on service disability.
10. Provides written reports to District management staff regarding the needs and issues affecting veterans on campus.
11. Coordinates activities recognizing Veteran's Day and Memorial Day or other patriotic holiday observances.
12. Provides information to the Director of Veterans Affairs regarding veterans' issues and concerns and coordinates and develops workshops, projects, and programs for veterans on District campuses.
13. Collaborates with the County of San Bernardino Department of Veterans Affairs, State Chancellor's Office and other community partners serving veterans and their families.

14. Serves on CalVet Inland Empire Veterans Educational Sub-Collaborative and represents the District at collaborative meeting or other events.
15. Anticipates, prevents and resolves difficult and sensitive inquiries, conflicts and complaints.
16. May supervise and coordinate the activities of other staff members, outside contractors, and/or agencies associated with the activities of the Veterans Affairs.
17. Performs related duties as required.

QUALIFICATIONS

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

Knowledge of:

Operational characteristics, services, and activities of the Veterans Educational program and Veterans Affairs.

Principles and practices of recordkeeping methods and techniques.

Principles and practices of program development and administration.

Principles and practices of budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Pertinent federal, state, and local laws, codes, and regulations relating to the Veterans Affairs.

Basic knowledge of word processing software, spreadsheets, social media, Internet, e-mail system, and PowerPoint software.

Ability to:

Oversee and participate in the management of a comprehensive Veterans Educational program.

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

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

Gather and analyze data and situations and make appropriate decisions.

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

Interpret and apply pertinent federal, state, and local policies, laws, and regulations as it relates to the position.

Prioritize work assignments in order to meet important deadlines.

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.

Exercise diplomacy, compassion and tact.

Establish and maintain full confidentiality of information and records of students and clients.

Communicate clearly and concisely, both orally and in writing.

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

Education and Experience Guidelines

Education/Training:

A Bachelor's degree from an accredited college or university.

Required Experience:

Five (5) years of increasingly responsible experience in financial aid, student services or Veterans Affairs office in a post-secondary institution.

Preferred Experience:

1. Experience in the California Community College System.
2. Two (2) years of leadership experience.

License or Certificate Requirement:

Possession of a current and valid California Driver's License (Class C).

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.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

DIRECTOR OF RESOURCE DEVELOPMENT AND GRANTS

*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 supervision of the College President, the Director of Resource Development and Grants is responsible for providing leadership in generating external support of the college, including fundraising and grants. The Director serves as a liaison with community members, elected officials, funding source program and contract officers, resource developers nationally, and community organizations. The Director provides leadership in the research and identification of external college priorities, and search requests.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Coordinate all grant applications on behalf of the college.
2. Provide leadership in the identification and solicitation of grants, donations, annual giving campaigns planned giving, capital campaigns, endowments, planned annuities, scholarships corporate giving, academic and campus program donations, foundation leadership and training, alumni development, and community involvement as it relates to generating external sources of income to support the campus.
3. Support, enhance, and supervise the efforts of Resource Development and Grants personnel.
4. Coordinate grant writing on behalf of the college, including recruitment and evaluation of contract help as needed.
5. Provide assistance in the planning, writing, program design, budget development, and evaluation of grant-funded project.
6. Assists faculty and staff in grant implementation and management, including instruction of internal procedures and funding agency compliance, grant documentation, and assistance with all issues of financial, personnel, payroll, purchasing, reporting and administration of funded awards.
7. Create, design and implement processes and procedures related to grant management and proposal development.
8. Conduct and coordinate research related to needs assessment and background information for proposal development and fundraising efforts.
9. Work with faculty and staff to identify and resolve budget and compliance issues. Provide guidance for internal and external program audits and reviews.
10. Ensure that grant expenditures are reasonable, allocable and allowable according to agency guidelines.
11. Serve as the Executive Director of the Foundation and manage the overall function of the Foundation, developing annual goals, training, preparing meeting agendas. Board handouts, minutes, and other relevant materials, and accountability for the overall operations of the Foundation.
12. Establish, maintain, and adhere to guidelines for maintaining the confidentiality and security of all Foundation matters, information, documents, reports, records, data, minutes or analysis including the information of all donors, donations, grants, contracts and agreements.
13. Prepare and disseminate the Resource Development Annual Report.
14. Develop strategies and direct activities to ensure the Foundation operates in accordance with its by-laws and with the rules and regulations governing non-profit, 501(c)(3) organizations.
15. Provide general support to the Foundation working directly with the Foundation President.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Director of Resource Development and Grants (*Continued*)

16. Ensure that the Foundation's Treasure oversees the Foundation's funds, maintains account payables and receivables, safeguards tax records, follows tax requirements, and satisfies the Foundation's insurance needs.
17. Maintain official records and documents of the Office of Resource Development and Grants, including corporate documents and federal (e.g. Internal Revenue Service (IRS)) and state filings, to ensure compliance with all federal, state, and local regulations and Foundation requirements.
18. Maintain knowledge of federal tax legislation as it affects educational philanthropy and communicate such information to the campus community, prospects and donors as it affects potential contributions.
19. Research current funding and planned giving trends and tools, tax laws, etc. Stay current with these trends by attending planned giving and grant development seminars and training, and through web based learning and appropriate literature.
20. Use appropriate technology and data systems to manage and monitor grants, gifting, donor databases, and donations for planning and recognition purposes.
21. Supervise the college scholarship program, scholarship awards, donor recognition, and student receipt of scholarship in conjunction with the campus recognition purposes.
22. Act as spokesperson for the Office of Resource Development and Grants and the Foundation at the college and at the community events.
23. Attend and participate in professional development opportunities. Ensure the ongoing professional development of assigned staff appropriate to maintaining and expending external support to the college.
24. Supervise, direct, train and evaluate assigned faculty and staff.
25. Anticipates, prevents and resolves difficult and sensitive inquiries, conflicts and complaints.
26. Performs related duties as required.

QUALIFICATIONS

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

Knowledge of:

Operational characteristics, services, and activities of a foundation, grant management program and fundraising.
Principles and practices of grant writing, fundraising and grants.
Principles and practices of program development and administration.
Principles and practices of budget preparation and administration.
Principles of supervision, training, and performance evaluation.
Pertinent federal, state, and local laws, codes, and regulations relating to grant writing, administration and management.

Ability to:

Oversee and participate in the management of a comprehensive resource development and grant management program.
Oversee, direct, and coordinate the work of lower level staff.
Participate in the selection and recommendation, supervision, training, and evaluation of staff.
Participate in the development and administration of goals, objectives, and procedures for assigned area.
Gather and analyze data and situations and make appropriate decisions.
Prepare and present comprehensive, concise, clear oral and written reports.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Interpret and apply California Education Code, Title 5, federal, state, and local policies, laws, and regulations as it relates to the position.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Director of Resource Development and Grants (*Continued*)

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

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

Provide leadership based on ethics and principles as they relate to resource development and grant functions and operations.

Communicate clearly and concisely, both orally and in writing.

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

Education and Experience Guidelines

Education/Training:

A Bachelor's degree from an accredited college or university.

Required Experience:

1. Five (5) years of recent grant development and monitoring experience, preferably in an educational setting; OR
2. Five (5) years of recent experience in marketing, finance, community relations, and/or fundraising and development, preferably in an educational setting; OR
3. Any combination of experience in the areas of grant development, grant monitoring, marketing, finance, community relations, fundraising or development equivalent to five (5) years.

Preferred Experience:

1. Experience in a higher educational setting.
2. Experience in non-profit organizations.
3. A Master's degree from an accredited college or university.

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.

ASSISTANT DIRECTOR OF RESOURCE DEVELOPMENT

*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 supervision of the Director of Resource Development and Grants, the Assistant Director of Resource Development contributes significantly to the overall success of Crafton Hills College and the Crafton Hills College Foundation. The position is responsible for generating external support for the college, including fundraising, alumni relations, individual major gifts, annual giving, planned giving, capital campaigns, endowments, planned annuities, scholarships, corporate giving, fundraising and donor appreciation events, and academic and campus program donations.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Build and nurture relationships, and solicit donations.
2. Participate in community groups and events related to generating external sources of income to support the College and Foundation.
3. Identify and analyze new fundraising opportunities, solicit funds and in-kind gifts, and identify and plan special events to support fundraising efforts.
4. Develop and implement donor recognition programs.
5. Evaluate and analyze resource development activities, and make recommendations for strengthening overall resource development efforts.
6. Assist in overall strategic planning for the Office of Resource Development and Grants.
7. Coordinate alumni program (research, outreach, events).
8. Maintain extensive knowledge of federal tax legislation as it affects educational philanthropy and communicate such information to the prospects and donors.
9. Research current funding and planned giving trends and tools, tax laws, etc. Stay current with these trends by attending planned giving and resource development seminars and training, and through web based learning and appropriate literature.
10. Work collaboratively with the Foundation, developing strategies and activities in accordance with Foundation by-laws and with the rules and regulations governing non-profit, 501(c)(3) organizations.
11. Conduct research related to fundraising efforts.
12. Adhere to guidelines for maintaining the confidentiality and security of all Foundation matters.
13. Assist with preparation and dissemination of the Resource Development Annual Report.
14. Use appropriate technology including donor databases for planning and recognition purposes.
15. Attend and participate in professional development opportunities.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Assistant Director of Resource Development (*Continued*)

16. Performs related duties as required.

QUALIFICATIONS

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

Knowledge of:

Operational characteristics, services, and activities of an external resource development program.
Principles, methods, procedures, and strategies of fundraising / resource development, Foundation, scholarship, and alumni development.
Planning and implementation of development programs using college and community resources
Pertinent federal and state regulations governing non-profit organizations
Principles of fundraising in major gifts, annual giving, planned giving, capital campaigns, endowments, planned annuities, scholarships, corporate giving, alumni relations, fundraising and donor appreciation events, and academic and campus program donations.
Use of technology in maintaining accurate resource development data.
English usage, spelling, grammar, and punctuation.
Principles of public and non-profit administration.
Applicable uses of word processing, spreadsheet and database software packages.
Principles and practices of program development and administration.

Ability to:

Participate in the development and administration of goals, objectives, and procedures for assigned area.
Gather and analyze data and situations and make appropriate decisions.
Prepare and present comprehensive, concise, clear oral and written reports.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Interpret and apply California Education Code, Title 5, federal, state, and local policies, laws, and regulations as it relates to the position.
Establish and maintain relationships with alumni, community members, corporations, and potential donors.
Establish and maintain cooperative relationships in a diverse learning environment.
Design, create, and implement use of resources.
Plan, organize, and coordinate multiple activities.
Renew and sustain giving.
Secure long term fundraising capabilities.
Lead volunteers as effective fundraisers and representatives of the institution.
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.

Education and Experience Guidelines

Education/Training:

A Bachelor's degree from an accredited college or university.

Required Experience:

Two (2) years of experience in fundraising, preferably in a higher educational setting or a non-profit organization.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Assistant Director of Resource Development (*Continued*)

Preferred Experience:

1. Experience in a higher educational setting.
2. Experience in business, marketing, finance, community relations, fundraising and/or event-planning.
3. Experience in a non-profit organizations.
4. A Master's degree from an accredited college or university.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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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.

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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: Gloria M. Harrison, President, CHC
Dr. Larry Buckley, Interim President, SBVC

DATE: March 15, 2012

SUBJECT: Consideration of Approval of District Volunteers

RECOMMENDATION

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

OVERVIEW

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

ANALYSIS

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

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

None.

CRAFTON HILLS COLLEGE

Volunteers

Board of Trustees Meeting: March 15, 2012

Lane, Travis	Fire Technology	3/16/2012-6/30/2012
Reynolds, Emily	Tutoring Center	3/16/2012-5/16/2012
Shibley, Paul	Tutoring Center	3/16/2012-5/24/2012

SAN BERNARDINO VALLEY COLLEGE

Volunteers

Academic Year 2011-2012

Board of Trustees Meeting: March 15, 2012

Brown, Bill	Athletics/Football	3/16/2012-6/30/2012
Campos, Ashley	Criminal Justice/Police Science	3/16/2012-6/30/2012
Canedo, Mario	Criminal Justice/Police Science	3/16/2012-6/30/2012
Castello, Rachel	Math/Business/Comp.Tech-Stud Suc Cntr	3/16/2012-6/30/2012
Davis, Theresa	Math/Business/Comp.Tech - Math	3/16/2012-5/23/2012
Fernandez, Jocelin	Math/Business/Comp.Tech-Stud Suc Cntr	3/16/2012-6/30/2012
Gilliams, Darryl	Athletics/Men's & Women's Track	3/16/2012-6/30/2012
Green, Patricia	Athletics/Men's & Women's Track	3/16/2012-6/30/2012
Griego, Joe	Criminal Justice/Police Science	3/16/2012-6/30/2012
Hill, Skip	Athletics/Athletic Training Room	3/16/2012-6/30/2012
Matsalia, Brandon	Arts & Humanities/English	3/16/2012-5/24/2012
Ortiz, Jr., Rubin	Criminal Justice/Police Science	3/16/2012-6/30/2012
Paine, Kristy	Criminal Justice/Police Science	4/01/2012-6/15/2012
Powell, Kevin	Athletics/Men's & Womens' Track	3/16/2012-6/30/2012
Ramirez, Steve	Science/Chemistry	3/16/2012-6/30/2012
Rodriguez, Luis	Arts & Humanities/Art	3/16/2012-5/31/2012
Sandoval, Araceli	Criminal Justice/Police Science	3/16/2012-6/30/2012
Schmidt, Danielle Rene	Athletics/Sports Information	3/16/2012-6/30/2012
Siliga, Jr., Siala Mou	Athletics/Football	3/16/2012-6/30/2012
Singer, Brian	Criminal Justice/Police Science	3/16/2012-6/30/2012
Stallings, Levette	Athletics/Men's & Women's Track	3/16/2012-6/30/2012
Stallings, Tony	Athletics/Men's & Women's Track	3/16/2012-6/30/2012
Tabor, Leon	Criminal Justice/Police Science	3/16/2012-6/30/2012
Turner, Charles	Athletics/Men's & Women's Track	3/16/2012-6/30/2012
Vera, Favian	Criminal Justice/Police Science	3/16/2012-6/30/2012

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: March 15, 2012
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.

Routine Contracts and Agreements***Scheduled Board Date 3/15/2012***

Contract Type

<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<i>CalWorks Child Care</i>				
Campa, Darlene	(7983) CalWorks Grant to cover cost of Childcare for participating Students - Parent - Madrigal, Mary Term: 2/13/2012 - 6/30/2012 01-46-01-8120-0266-7600.00-7320 Note - This is an acceptable use of categorical/grant/bond/trust funds Funding Source: CalWorks	Calworks/SBVC	\$275.90 Per Week	SSutorus
Cooper, Mitzi	(7953) CalWorks Grant to cover cost of Childcare for participating Students - Parent - Cooper, Katherine for FY 2011/2012 Term: 2/2/2012 - 6/30/2012 01-46-01-8120-0266-7600.00-7320 Notes - This is an acceptable use of categorical/grant/bond/trust funds Funding Source: CalWorks	Calworks/SBVC	\$181.28 Per Week	SSutorus
Kinder Care - Redlands	(7984) CalWorks Grant to cover cost of Childcare for participating Students - Parent - Santos, Sarah Term: 2/13/2012 - 6/30/2012 01-46-02-8120-0266-7600.00-7320 Note - This is an acceptable use of categorical/grant/bond/trust funds Funding Source: CalWorks	Calworks/CHC	\$259.00 Per Week	SSutorus

Contract Type

Firm	Purpose and Information	Department / Location	Amount	Signed
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CalWorks Child Care**SubTotal for CalWorks Child Care: 3**

Clinicals

Redlands USD	(7971) Clinical Site for Child Development and Teacher Prep program participants Term: 1/24/2012 - 6/30/2017	Program Development/CHC	No Cost	SSutorus
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Funding Source: N/A

SubTotal for Clinicals: 1

General

Apple Computers, Inc	(7977) iPad software general terms and conditions for App Store, IBookstore, iTunes Store, MAC App Store; this governs purchase of volume vouchers for use in connection with the volume purchase program Term: 2/16/2012 - 6/30/2013	Purchasing/SBCCD	Per Rate Schedule	SSutorus
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Funding Source: Grant & General Fund

Arrowhead Mechanical Inc	(8003) Repair of HVAC duct work on roof of 8th Street Annex Building as part of the roof repair project Term: 2/28/2012 - 6/30/2012 01-00-03-9514-0000-5640.00-6510	Facilities Planning/SBCCD	\$5,320.00	SSutorus
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Funding Source: General Funds

<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>				
Bauman, Autumn	(7982) Service to provide professionally recording interviews associated with script development project Term: 2/1/2012 - 6/30/2012 01-00-02-3576-0240-5113.00-6799 Note - This is an acceptable use of categorical/grant/bond/trust funds Funding Source: Grant Funded	Arts & Science/CHC	\$975.00	SSutorus
Best Contracting Services, Inc	(8002) Repair of the roof of the 8th Street Annex Building Term: 2/28/2012 - 6/30/2012 01-00-03-9514-0000-5640.00-6510 Funding Source: General Funds	Facilities Planning/SBCCD	\$11,976.00	SSutorus
Brian's Bee Removal Service	(7981) On demand bee removal services; rate schedule \$75 - \$150 for simple removal of swarm and \$150 - \$500 for removal of bee hive Term: 7/13/2011 - 6/30/2012 01-00-02-9504-0000-5560.00-6550 Funding Source: General Funds	Administrative Services/CHC Per Rate Schedule		SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>					
	California State University - San Bernardino	(7994) Service - Create and implement programs for "Creative After School Program for Success" project Term: 2/10/2012 - 3/27/2012 01-00-35-8115-0470-5120.00-6899 Note - This is an acceptable use of categorical/grant/bond/trust funds Funding Source: State Grant	PDC/SBCCD	\$8,500.00	SSutorus
	ComputerLand of Silicon Valley	(8005) Software license for FMS Interact Edition 4.5 UE CLP5L3 and Flash media Service Interact Edition 4.35 DVD Term: 3/15/2012 - 3/14/2013 01-00-35-8103-0236-5830.00-6150 Note - This is an acceptable use of categorical/grant/bond/trust funds Funding Source: State Grant	DETS/SBCCD	\$3,611.55	SSutorus
	ComputerLand of Silicon Valley	(7951) Software maintenance for SYMC backup EXEC 2010 server Term: 2/2/2012 - 2/1/2013 01-00-03-9010-0000-5639.00-8780 Funding Source: General Funds	DETS/SBCCD	\$475.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>				
Crafton Hills College Foundation	(7962) Advertisement - Quarter page ad in CHC Gala Dinner program to promote Nanotechnology Term: 3/31/2012 - 3/31/2012 01-00-35-8115-0465-5801.00-6840 Notes - This is an acceptable use of categorical/grant/bond/trust funds Funding Source: Federal Grant	PDC/SBCCD	\$250.00	SSutorus
David M. Bertino Manufacturing, Inc	(8001) Furnish and install new cabinetry in Student Health Center Term: 2/27/2012 - 6/30/2012 01-00-15-8210-0310-6220.00-6440 Note - This is an acceptable use of categorical/grant/bond/trust funds Funding Source: Other Non-General	Health Services/SBVC	\$3,110.00	SSutorus
Digicert, Inc	(7970) Software one year licenses for Wildcard certificate; one for each of the four UB-Domain names, one year SSL plus Certification for UB-Domains Term: 4/1/2012 - 3/31/2013 01-00-03-9010-0000-5839.00-6780 Funding Source: General Funds	DETS/SBCCD	\$2,524.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>				
Entrinsik, Inc	(7979) Software license - Informer Web Reporting annual licensing and support Term: 6/1/2012 - 5/31/2013 01-00-03-9010-0000-5830.00-6780 Funding Source: General Funds	DETS/SBCCD	\$5,400.00	SSutorus
FastSigns	(7991) Production of a 24" X 36" sign with signacade stand sign to post Transfer Center Hours Term: 3/1/2012 - 3/31/2012 01-00-01-8220-0000-5801.00-6330 Funding Source: General Funds	Transfer Center/SBVC	\$742.24	SSutorus
Graphic Solutions, The	(7952) Production of 250 T-Shirts for Nanotechnology program Term: 2/2/2012 - 6/30/2012 01-00-35-8115-0465-5801.00-6840 Notes - This is an acceptable use of categorical/grant/bond/trust funds Funding Source: Federal Grant	PDC/SBCCD	\$1,901.79	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>					
	Hanover Grants	(7954) Service - Institutional survey for strengths for grant climate and current funding trends Term: 2/4/2012 - 2/3/2013 01-00-03-8115-0305-5120.00-6820 Notes - This is an acceptable use of categorical/grant/bond/trust funds Funding Source: Other Non-General	PDC/SBCCD	\$35,000.00	SSutorus
	Inland Empire Tours & Trans	(7995) Bus rental for field trip to Crystal Cove State Park and Back Bay Newport Term: 4/20/2012 - 4/20/2012 01-00-01-4671-0000-5611.00-2206 Funding Source: General Funds	Science/SBVC	\$910.00	SSutorus
	Inland Empire Tours & Trans	(7989) Bus rental for field trip to water treatment plants in the area Term: 3/2/2012 - 3/2/2012 01-00-01-4641-0474-5611.00-0958 Note - This is an acceptable use of categorical/grant/bond/trust funds Funding Source: State Grant	Science/SBVC	\$910.00	SSutorus
	Inland Empire Tours & Trans	(7974) Bus rental for SBVC Student Government trip to Sacramento for March in March event Term: 3/4/2012 - 3/5/2012 Note - This is an acceptable use of categorical/grant/bond/trust funds Funding Source: Trust Account	Student Life/SBVC	\$5,916.00 Student Rep Fee	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u><i>General</i></u>					
	Inland Inspection & Consulting	(7950) Building inspection for roll-up door in the Transportation Building Term: 2/3/2012 - 3/31/2012 41-29-15-9508-0231-6220.00-7100 41-83-15-9508-0000-6220.00-7100 Funding Source: Capital Outlay	Maintenance/SBVC	\$1,165.50	SSutorus
	InteSolv	(8004) Software support for Acrobat Connect Solutions post deployment support Term: 3/15/2012 - 3/14/2013 01-00-35-8103-0236-5830.00-6150 Note - This is an acceptable use of categorical/grant/bond/trust funds Funding Source: State Grant	DETS/SBCCD	\$1,500.00	SSutorus
	Maintenance Connection, Inc	(7964) Three software licenses for Maintenance Connection Enterprise Edition Term: 12/1/2011 - 6/30/2012 01-00-01-9508-0000-5830.00-6770 Funding Source: General Funds	Maintenance/SBVC	\$7,137.45	SSutorus
	Medina, David	(7985) Service - provide sound system for SBVC 2012 Graduation event Term: 5/23/2012 - 5/25/2012 01-00-01-8211-0000-5120.00-6499 Funding Source: General Funds	Student Life/SBVC	\$3,800.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>				
Murillo, Enrique G. JR	(7949) Speaker and Facilitator for Southern California Regional Consortium of Hispanic Serving Institutions roundtable meeting Term: 3/29/2012 - 3/29/2012 01-00-01-8225-0268-5113.00-6499 Notes - This is an acceptable use of categorical/grant/bond/trust funds Funding Source: Federal Grant	Grants/SBVC	\$1,000.00	SSutorus
Network Solutions	(8010) Domain name licensing for cctutor.com Term: 2/24/2012 - 2/23/2015 01-00-03-8103-0236-5830.00-6150 Note - This is an acceptable use of categorical/grant/bond/trust funds Funding Source: State Grant	DETS/SBCCD	\$86.97	SSutorus
Nicholls-Ali, Gayle	(7986) Speaker - Topic Digital Storytelling as part of the Arts & Lecture program at SBVC Term: 4/3/2012 - 4/3/2012 01-00-01-3578-0000-5113.00-6010 Funding Source: General Funds	Arts & Lecture/SBVC	\$350.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>				
Perceptive Software, Inc	(7978) Software upgrade for ImageNow, eforms T3 and DataCapture server return with one year support and maintenance Term: 4/12/2012 - 4/11/2013 01-00-03-9010-0000-5830.00-6780 Funding Source: General Funds	DETS/SBCCD	\$27,990.00	SSutorus
Pomona College	(8006) Purchase of block theater tickets for the production of Othello, as part of an instructional activity Term: 4/13/2012 - 4/13/2012 01-00-01-8219-0000-5809.00-6010 Funding Source: General Funds	Honors/SBVC	\$300.00	SSutorus
Prep Tech Consulting, Inc	(7992) Service - Promote STEM project to middle schools and high schools in the area Term: 4/27/2012 - 5/4/2012 01-00-03-8115-0465-5120.00-6840 Note - This is an acceptable use of categorical/grant/bond/trust funds Funding Source: Federal Grant	PDC/SBCCD	\$2,000.00	SSutorus
Signature Party Rentals	(7959) Rental of staging, chairs and canopy for SBVC 2012 Graduation Term: 5/22/2012 - 5/25/2012 01-00-01-8211-0000-5611.00-6499 Funding Source: General Funds	Student Life/SBVC	\$12,795.28	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>					
	Softchoice Corporation	(8007) Software license for 10 copies of Securect Term: 3/15/2012 - 6/30/2012 01-00-03-9010-0000-5830.00-6780 Funding Source: General Funds	DETS/SBCCD	\$429.30	SSutorus
	SofterWare	(8000) Software license for DonorPerfect Online Essentials access Term: 3/15/2012 - 3/14/2013 01-00-01-9019-0000-5830.00-6750 Funding Source: General Funds	Foundation/SBVC	\$1,362.00	SSutorus
	SofterWare	(7987) Software license for Wealth Engine's Find Wealth online access for one year Term: 2/13/2012 - 2/12/2013 01-00-01-9019-0000-5830.00-6750 Funding Source: General Funds	Foundation/SBVC	\$4,750.00	SSutorus
	Studica, Inc	(7963) Software - 36 copies of Autodesk Building Design Suite for Education plus one year of updates and maintenance (Classroom License) Term: 2/2/2011 - 2/1/2013 01-73-01-4689-0235-5830.00-0201 Note - This is an acceptable use of categorical/grant/bond/trust funds Funding Source: Lottery Fund	Campus Tech/SBVC	\$22,950.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>				
United Site Services. Inc	(7972) Rental of nine portable toilets with sinks, two ADA compliant portable toilets and 2 hand sanitizers for SBVC 2012 Graduation Term: 5/25/2012 - 5/25/2012 01-00-01-8211-0000-5610.00-6499 Funding Source: General Funds	Student Life/SBVC	\$1,260.92	SSutorus
ViaTRON Systems, Inc	(7961) Service - Conversion of Paper Documents and Microfiche Images to Electronic Format Term: 2/13/2012 - 6/30/2012 01-00-15-8201-0000-5120.00-6200 Funding Source: General Funds	Admissions & Records/SBVC	\$40,320.00	SSutorus
ViaTRON Systems, Inc	(7960) Service - Conversion of Transcripts and Microfiche Rolls to Electronic Format Term: 2/7/2012 - 6/30/2012 01-00-15-8201-0000-5120.00-6200 Funding Source: General Funds	Admissions & Records/SBVC	\$29,795.00	SSutorus
ZSL, Inc	(7999) Service - Develop API programming of the EduStream website Term: 3/15/2012 - 3/14/2013 01-00-35-8103-0236-5120.00-6150 Note - This is an acceptable use of categorical/grant/bond/trust funds Funding Source: State Grant	DETS/SBCCD	\$26,300.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>					
<i>SubTotal for General: 37</i>					
<u>Income - Facilities Use</u>					
	CSEA - California School Employee Association	(7997) Use of Board Room for training of area members Term: 3/17/2012 - 3/17/2012 Funding Source: N/A	Facilities Planning/SBCCD	Waived	SSutorus
	San Bernardino, City of	(7967) Transitional Assistance Department to use rooms CC 205 CC 207, CC 209, and CC 210 for free Tax Prep services for students Term: 2/3/2012 - 2/13/2012 Funding Source: N/A	Administrative Services/SBVC	\$500.00	SSutorus
	Yucaipa Swim Team	(7968) Use of pool for March swim meet Term: 3/24/2012 - 3/25/2012 Funding Source: N/A	Administrative Services/CHC	\$1,226.61	SSutorus
	Yucaipa Swim Team	(7969) Use of pool for May swim meet Term: 5/26/2012 - 5/28/2012 Funding Source: N/A	Administrative Services/CHC	\$1,747.65	SSutorus
<i>SubTotal for Income - Facilities Use: 4</i>					

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Income - General</u>					
	Cabrillo Community College District	(7980) PDC is to acquire databases and software that will provide labor market information and reports for Santa Cruz County Term: 2/9/2012 - 2/29/2012 Funding Source: N/A	PDC/SBCCD	\$40,000.00	SSutorus
	GreenView Resource Management, Inc	(7955) Partnership agreement for E-Waste event sponsored by Alpha Gamma Sigma Club: Club to receive \$0.08 to \$0.11 per pound collected Term: 1/28/2012 - 1/29/2012 Funding Source: N/A	Student Life/SBVC	Per rate schedule	SSutorus
<i>SubTotal for Income - General: 2</i>					
<u>Maintenance Agreement</u>					
	Dell Computer Company	(7990) EduStream Storage network hardware phone support agreements for four units Term: 6/15/2012 - 6/14/2015 01-00-03-8103-0236-5639.00-6150 Note - This is an acceptable use of categorical/grant/bond/trust funds Funding Source: State Grant	DETS/SBCCD	\$46,735.92	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>				
Emergency Power Controls, Inc	(7956) Maintenance on automatic transfer switch Term: 2/7/2012 - 6/30/2012 41-00-03-9627-0000-5639.00-7100 Funding Source: Capital Outlay	DETS/SBCCD	\$800.00	SSutorus
Maintenance Connection, Inc	(7965) Software support for three licenses of Maintenance Connection Enterprise Term: 12/1/2011 - 6/30/2012 01-00-01-9508-0000-5830.00-6770 Funding Source: General Funds	Maintenance/SBVC	\$881.39	SSutorus
STA - Systems Technology Associates	(7966) Software and hardware maintenance for HP Data Protector Term: 1/1/2012 - 6/30/2012 01-00-03-9010-0000-5639.00-6780 Funding Source: General Funds	DETS/SBCCD	\$2,022.00	SSutorus
Three M (3M) Library Systems	(7993) Maintenance agreement on detection system Model 3501BC & 3502BS serial number 35112797 & 35212798 Term: 11/12/2011 - 11/11/2012 01-00-02-8106-0000-5637.00-6120 Funding Source: General Funds	Library/CHC	\$2,221.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
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Maintenance Agreement

SubTotal for Maintenance Agreement: 5

Sheriff On Site Supervisor

Jacome, Paul	(8011) Sheriff's On Site Supervisor - Supervisory services with regards to instruction for Police Science Courses Term: 7/1/2012 - 6/30/2017 Funding Source: N/A	Police Science/SBVC	No Cost	SSutorus
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Smith, Kaysle	(7973) Sheriff's On Site Supervisor - Supervisory services with regards to instruction for Police Science Courses Term: 7/1/2012 - 6/30/2017 Funding Source: N/A	Police Science/SBVC	No Cost	SSutorus
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SubTotal for Sheriff On Site Supervisor: 2

Grand Total Contracts for Board Date 3/15/2012: 54

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: March 15, 2012
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 contracts 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, consultants 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.

Contracts for Approval

Scheduled Board Date 3/15/2012

Contract Type

<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount Signed</i>
<i>Professional Services</i>			
Borboa, Saralyn	(7435) Braille Proofer II; Contract cancelled as of 02/24/2012 Term: 7/1/2011 - 2/24/2012 01-00-03-8103-0261-5113.00-6150 Funding Source: State Grant	DETS/ATPC/SBCCD	\$1.25 Per Page SSutorus
Borboa, Saralyn	(7438) Foreign Language Transcriber; Contact cancelled as of 02/24/2012 Term: 7/1/2011 - 6/30/2012 01-00-03-8103-0261-5113.00-6150	DETS/ATPC/SBCCD	\$3.00 Per Page SSutorus
McClure, Lisa	(8008) Foreign Language Transcriber - Braille transcription of learning materials into Foreign Language Braille format. Materials to be transcribed would be textbooks, handouts, tests, and workbooks for educational institutions. Transcribers use Braille translation software; Foreign Language Transcription Term: 7/1/2011 - 6/30/2012 01-00-03-9020-0000-5113.00-6199 Note - Contract authorized to start prior to Board Meeting per BP6340 Funding Source: General Funds	DETS/ATPS/SBCCD	\$3.00 Per Page SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
Torres-Bower, Ana	(8009) Consultant to do site visit and give recommendations to staff for development of Education Learning Communities project Term: 5/3/2012 - 5/4/2012 01-00-02-9002-0157-5113.00-1699 Note - This is an acceptable use of categorical/grant/bond/trust funds Funding Source: Federal Grant	Title V/CHC	\$1,500.00	SSutorus
Venuto, Louis	(7998) Consultant for external evaluation of CHC Title V Grant operations Term: 4/25/2012 - 5/11/2012 01-00-25-9002-0157-5113.00-6199 Note - This is an acceptable use of categorical/grant/bond/trust funds Funding Source: Federal Grant	Title V/CHC	\$11,100.00	SSutorus

SubTotal for Professional Services: 5

Grand Total Contracts for Board Date 3/15/2012: 5

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: March 15, 2012
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

Date	Location	Responsibility Center Manager	President
2/7/2012	SBVC Office of the President	Joseph Nguyen	Dr. Larry Buckley

Office of the President

FEB 10 2012

Joseph Nguyen

INCOME

WAM

J. Buckley

Fund	Lf Sp	Site	Program	Subpro	Object	Type	Account Name	Amount in \$'s
01	00	31	8301	0161	8629.00	0000	BFAP - Capacity	2,311

EXPENSES

01	00	31	8301	0161	5801.00	6460	Advertising	2,311

JUSTIFICATION

We received an adjustment to our BFAP-Capacity funding from the California Community Colleges Chancellor's Office

Controller	Chancellor	Board Action Date
<i>C. ...</i>		3/15/12
Batch Transfer Number/Reference #	Posted By:	Date:

BUDGET ADJUSTMENT

FEB 16 2012

Date	Location	Responsibility Center Manager	President
2/7/2012	SBVC/DSPS	<i>Kathi Pryor</i>	← <i>Marie West</i> <i>James Perry</i>

Account

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

FU	LS	SI	PROG	SUBP	OBJECT	TYPE	ACCOUNT NAME	AMOUNT IN \$'s
01	11	01	8204	0202	8621.00	6420	DSPS ALLOCATION	\$39,662.00
TOTAL								\$39,662.00

EXPENSE

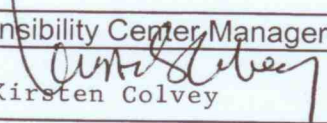
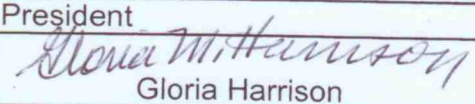
FU	LS	SI	PROG	SUBP	OBJECT	TYPE	ACCOUNT NAME	AMOUNT IN \$'s
01	11	01	8204	0202	2381.00	6420	NON-STUDENT HOURLY	\$37,967.00
01	11	01	8204	0202	4552.00	6420	WAREHOUSE SUPPLIES	\$700.00
01	11	01	8204	0202	6400.00	6420	ADDITIONAL EQUIPMENT	\$995.00
TOTAL								

JUSTIFICATION

INCREASE IN DSPS ALLOCATION, DHH AND ACCESS TO PRINT & ELECTRONIC INFORMATION FUNDING

Vice Chancellor, Fiscal Services	Chancellor	Board Action Date
<i>Cronjeau</i>		3/15/12
Batch Transfer Number/Reference #	Posted By:	Date:

BUDGET ADJUSTMENT

Date	Location	Responsibility Center Manager	President
1/19/12	CHC	 Kirsten Colvey	 Gloria Harrison

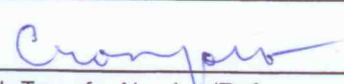
ACCOUNT


Fund	LfSp	Site	Program	Subpgm	Object	Type	Account Name	Amount in \$'s
INCOME								
01	11	02	8204	0202	8621.00	0000	INCOME	\$ 12,347

Fund	LfSp	Site	Program	Subpgm	Object	Type	Account Name	Amount in \$'s
EXPENSE								
01	11	02	8204	0202	5809.00	6420	Other Expenses's fees	\$ 12,347

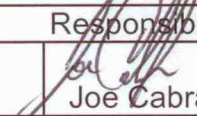

JUSTIFICATION

To adjust budget to reflect P-1 State Allocation from CCCC office

Fiscal Services		Board Action Date
		3/15/12
Batch Transfer Number/Reference #	Posted By:	Date:


1/26/12

BUDGET ADJUSTMENT

Date	Location	Responsibility Center Manager	President
2/24/2012	CHC-Financial Aid	 Joe Cabrales, John Muskavitch	 Gloria Harrison

ACCOUNT


Fund	LfSp	Site	Program	Subpgm	Object	Type	Account Name	Amount in \$'s
INCOME								
01	00	32	8301	0161	8629.00	0000	Other Categorical Appropriations	5,960.00


EXPENSE

01	00	32	8301	0161	5210.00	6460	Mileage	241.00
01	00	32	8301	0161	5120.00	6460	OTHER CONTRACTS/OUTSIDE SERVIC	2,762.30
01	00	32	8301	0161	4500.00	6460	NONINSTRUCTIONAL SUPPLIES	2,187.70
01	00	32	8301	0161	6400.00	6460	Add/Improved Equip	769.00



JUSTIFICATION

Budget Adjustment is necessary per Penny Ongoco to reflect our additional BFAP-SFAA allocations from the chancellors' office.

Fiscal Services	Board Action Date
	3/15/12

Batch Transfer Number/Reference #	Posted By:	Date:
		 2/29/12

BUDGET ADJUSTMENT


Date	Location	Responsibility Center Manager	President
2/28/12	SBCCD Annex	 Glen Kuck	

ACCOUNT

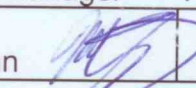
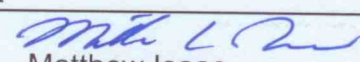
Fund	LfSp	Site	Program	Subpgm	Object	Type	Account Name	Amount in \$'s
INCOME								
01	00	03	9010	0000	8890.00	0000	income from SCE	34,500.00

Fund	LfSp	Site	Program	Subpgm	Object	Type	Account Name	Amount in \$'s
EXPENSE								
01	00	03	9010	0000	6410.00	6780	Capital Expense	34,500.00

JUSTIFICATION
<p style="text-align: center;">Financial Incentive from Southern California Edison for Power Saving Technology Solutions. DCS has Implemented 2 Power Saving Solutions.</p> <div style="background-color: black; width: 100px; height: 15px; margin-top: 10px;"></div>

Fiscal Services		Board Action Date
		3/15/12
Batch Transfer Number/Reference #	Posted By:	Date:

BUDGET ADJUSTMENT

Date	Location	Responsibility Center Manager	President
2/21/12	PDC	Wendy Zinn 	 Matthew Isaac

INCOME


Fund	LfSp	Site	Program	Subpgm	Object	Type	Account Name	Amount in \$'s
01	15	35	8115	0470	8629.00	0000	Other Categorical Appointment	\$ (5,000.00)
								\$ (5,000.00)

EXPENSE

01	15	35	8115	0470	5120.00	6899	Other Contracts/Outside Services	\$ (5,000.00)
								\$ (5,000.00)

JUSTIFICATION

Grant funds transferred to cover tutoring provided by San Bernardino Valley College faculty to middle and high school student at the Boys and Girls Club

Fiscal Services		Board Action Date
		3/15/12
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: March 15, 2012
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

ROBERT LEVESQUE to San Francisco, California, March 20-24, 2012, to attend the Spring Conference hosted by the California Community College Association for Occupational Education and to San Diego, California, April 4-6, 2012, to attend the California Workforce Association's Spring Conference, with time and expenses. Both conferences are offering networking opportunities, strategies for revenue enhancement and awareness of innovative best and promising practices. Funded with the Employment Training Panel and Workforce Development grants.

JOYCE BOND to National Harbor, Maryland, March 31-April 4, 2012, to attend the 2012 Datatel Users Group Conference and Expo, with time and expenses. By attending this program, Ms. Bond will participate in discussions and learn more about Datatel and enhance her personal and professional growth through networking with colleagues, vendors and Datatel staff. All expenses will be paid from the District Computing Services general fund.

MIKE TRAN to National Harbor, Maryland, March 31-April 4, 2012, to attend the 2012 Datatel Users Group Conference and Expo, with time and expenses. By attending this program, Mr. Tran will participate in discussions and learn more about Datatel and enhance his personal and professional growth through networking with colleagues, vendors and Datatel staff. All expenses will be paid from the SBVC and CHC categorical BFAP funding for financial aid support.

SANDRA GREENBERG to Saint Louis, Missouri, April 25-April 29, 2012, to attend the National Braille Association Professional Development conference, with time and expenses. By attending this program, Ms. Greenberg will participate in professional development of braille usage and production on a national level. The sessions will provide updates to the new braille code changes and formats and allow the Alternate Text Production Center to remain current with general practices of producing braille products. All expenses will be paid from the Alternate Text Production Center grant funds.

ALBERT MANIAOL to San Francisco, California, March 20–23, 2012, to attend the Spring 2012 Conference hosted by the California Community College Association for Occupational Education, with time and expenses. Mr. Maniaol is invited to give a presentation on the importance of nanotechnology programs for economic growth, and to learn additional leadership training principles for occupational and economic development programs. Funded with the nanotechnology grant.

WENDY ZINN to San Francisco, California, March 20–23, 2012, to attend the Spring 2012 Conference hosted by the California Community College Association for Occupational Education, with time and expenses. Ms. Zinn will receive training in leadership principles for occupational and economic development programs. Funded with the Senate Bill 70 grant.

EVGENIYA LINDSTROM to San Francisco, California, March 21–23, 2012, to attend the Spring 2012 Conference hosted by the California Community College Association for Occupational Education, with time and expenses. This is a networking opportunity with occupational deans and environmental scanning research. Funded with the Center of Excellence grant.

BRUCE BARON, JOHN M. FUTCH and DONALD L. SINGER to San Diego, California, May 4-6, 2012 to attend the CCLC Annual Trustees Conference, with time and expenses for Mr. Baron and expenses for Dr. Singer and Mr. Futch. Funded by the District Chancellor's General Fund.

CHARLES FOX to Las Vegas, Nevada and Tucson, Arizona February 28 – March 2, 2012 to attend the Reservation Economic Summit 2012 in Las Vegas, meet with the Arizona State University Museum of Anthropology in Tucson and the CEO of KUAT PBS station in Tucson about carriage of FNX. Details for these events were finalized the week of February 19 and thus ratification is requested. This request is for time only; expenses will be paid by the KVCR Educational Foundation, Inc./FNX.

LARRY CIECALONE and CHARLES FOX to Washington, DC, March 4-6, 2012 to meet with major donor, fundraising firm and PBS. Meetings are to explore funding partnerships and national transmission of FNX. These meetings were just confirmed the week of February 19 and, thus, ratification is requested. This request is for time only; expenses will be paid by the KVCR Educational Foundation, Inc./FNX.

CHARLIE NG to Sacramento, California, May 21-23, 2012, to attend the 2012 Association of Chief Business Officials Spring Conference, with time and expenses. This conference will allow the District's Vice Chancellor of Fiscal Services to meet with other chief business officers and business office administrators to gain essential knowledge and to discuss crisis management tactics in the current economy. All expenses will be paid from the General Fund.

SBVC

NORI SOGOMONIAN to Raleigh, North Carolina, February 29-March 3, 2012, to attend the Hispanic Association of Colleges and Universities (HACU) Walmart MSI Student Success Collaborative Meeting, sponsored by HACU, with time only. Ms. Sogomonian will obtain MSI updates and break out into community groups: discussions of effective strategies and challenges; theoretical foundations for student retention; faculty learning communities and faculty engagement presentations; program evaluation and data collection. This is a ratification. No funding source is needed as it is a time only request.

ERICKA PADDOCK to Washington, D.C., March 16-21, 2012, to attend the American Student Association of Community Colleges National Student Advocacy Conference sponsored by the Associated Student Government (ASG), with time and expenses. Ericka Paddock will be chaperoning the ASG leaders who will participate in the American Student Association of Community Colleges National Student Advocate Conference in Washington D.C. The anticipated attendance is three students: Joyce Green, Kevin White and Lawrence McCrary. Funding source is the Associated Student Government Student Rep Fee account. This is submitted as an amendment to the February 9, 2012 board date. Todd Heibel was unable to attend this conference and Ericka Paddock will be attending as chaperon in his place.

LARRY G. BUCKLEY to Denver, Colorado, March 19-21, 2012, to attend the Board of Advisors Meeting sponsored by the American Institute for Foreign Study (AIFS), with time only. Dr. Buckley is a board member of AIFS. This is a mandatory board of advisors meeting for board members of AIFS. No funding source is needed as it is a time only request.

JAMES SMITH to Atlanta, Georgia, March 25-30, 2012, to attend the Chair Academy 2012 International Leadership Conference sponsored by The Chair Academy, with time and expenses. Mr. Smith will meet and share ideas, issues, and challenges with participants from post-secondary institutions worldwide. He will gain important knowledge and tools for leadership role. Funding source is the President's general fund account.

JAMES DULGEROFF to Las Vegas, Nevada, April 1-3, 2012, to attend the National Social Science Association Technology in Education Conference Presenter sponsored by National Social Science Association, with time and expenses. Dr. Dulgeroff will be presenting results of his empirical study of the utility of Student Response Systems (Clickers) in teaching economic concepts in the college classroom. Paper will be submitted to the association's national refereed journal, and his results shared with colleagues at SBVC as well through Professional Development Activity. He will attend other sessions involving use of technology in teaching social sciences at the college level. Funding source is the Professional Development fund account.

LESLIE GREGORY to Monterey, California, April 15-18, 2012, to attend the California Community Colleges CalWORKs Association 3rd Annual Training Institute, sponsored by California Community Colleges CalWORKs Association, with time and expenses. Ms. Gregory will be attending training workshops on the following topics: best practices, statewide issues (advocacy), funding programs/projects, student learning outcomes, retention/completion/success, effective collaborations/leveraging resources, and what is next for CalWORKs. Funding source is the CalWORKs grant fund account.

HARAGEWEN KINDE to San Francisco, California, April 18-20, 2012, to attend the California Community College Chief Instructional Officers (CCCCIO) Spring Conference, sponsored by the CCCCIO, with time and expenses. Chief Instructional Officers from state-wide community colleges come together to discuss current topics. Topics include enrollment management, repeatability, SB 1440, student success and prerequisite implementation. Funding source is the Instructional general fund account.

JOHN STANSKAS and JEREMIAH GILBERT to Burlingame, California, April 18-21, 2012, to attend the Academic Senate for California Community Colleges (ASCCC) Spring Plenary Session, sponsored by the Academic Senate for California Community Colleges (ASCCC), with time and expenses. Mr. Stanskas as the Academic Senate President and Mr. Gilbert as the Academic Senate President elect are the voting delegates representing the college for the state-wide Academic Senate. They will assure the voice of our faculty is heard. Funding source is the Academic Senate general fund account and the President's general fund account.

EDWARD J. SZUMSKI to Springfield, Illinois, June 10-16, 2012, to attend the On-Site Avionics Maintenance Training (Basic), sponsored by the Global Jet Services, with time and expenses. This conference and workshop focuses on all of the commercial aircraft avionics systems, including the new "next generation" systems. The information and skills that he will receive will be applied to the Electronic 257C class, part of the Avionics Technology Certificate. Funding source is the Electronic trust fund account, Electronics general fund account, and Perkins Title I fund.

CHC

MONICA AGUILAR, AARON CONTRERAS, JASMINE CORZA, AGUSTIN EQUIHUA, CHRIS GOMEZ, KYLE HUNDLEY, SHARIFA KATO, IBRAHEEM LAWAL, LEANNE PERRAULT, BENJAMIN STARR, CHRISTOPHER WALSH (students) and ERICKA PADDOCK to Ontario, California, April 27-29, 2012, to attend the Spring General Assembly, with time and expenses. This conference will provide training of effective advocacy, shared governance, state and federal legislative updates. Students will have an opportunity to network and share information with other community college students. All expenses will be paid by the Student Rep Fee.

ROBIN BISHOP to Las Vegas, Nevada, April 22-24, 2012, to attend the Difficult Airway Course, with time and expenses. This course will provide training for advanced airway equipment and instructional techniques to integrate into paramedic program skills lab. All expenses will be paid by the Perkins grant.

T. L. BRINK to El Paso, Texas, February 29-March 4, 2012, to attend the Sun Education Conference, with time only. Dr. Brink has been invited to do a presentation on student generated content. This request is submitted for ratification.

KEN BRYSON and REYNALDO BELL to Monterey, California, April 29-May 2, 2012, to attend the California Society for Respiratory Care Conference, with time and expenses. This conference will provide information on new technologies, procedures and developments in the respiratory care field. All expenses will be paid by the Perkins grant.

REJOICE CHAVIRA and KIRSTEN COLVEY to Monterey, California, April 15-19, 2012, to attend the CalWORKs Association 3rd Annual Training Institute, with time and expenses. This conference will provide updated information on the policies and regulations of the California Community College CalWORKs Program. All expenses will be paid by the CalWORKs categorical fund.

JUSTIN DAVIS, CHANTAL GAGNON, ALINA GEANGU, STEPHEN KIRKLEY, REBECCA MAURUS, HANNAH MARKLEY, BRITTANY MILLER, TARAN RHODES, PAUL SHIBLEY, and LESLIE YOUNG, to La Verne, California, March 3, 2012, to attend the Southern California Writing Center Association Conference with time and expenses. This conference will provide training for student writing tutors. This request is submitted for ratification. All expenses will be paid by Basic Skills Initiative funds.

MANIKA SINGH to Menlo Park, California, May 22-25, 2012, to attend the On Course I Workshop, with time and expenses. This workshop will provide information on learner centered strategies for empowering CalWORKs students to become active, responsible, and successful learners. All expenses will be paid by the CalWORKs categorical fund.

DAN WORD to Millbrae, California, March 19-25, 2012, to attend the California Community College Association for Occupational Education Conference, with time and expenses. Courses offered at this conference will provide continued development in vocational leadership which supports current role as program director. All expenses will be paid by the Perkins grant.

JUNE YAMAMOTO to Millbrae, California, March 20-23, 2012, to attend the California Community College Association for Occupational Education Conference, with time and expenses. As administrator for Perkins Career and Technical Education Grant and CTE Dean, this conference provides pertinent information for grant administrators, information on legislation and CTE workshops. All expenses will be paid by Perkins and Regional Consortium grant.

JANE BEITSCHER to Albuquerque, New Mexico, April 11-15, 2012, to attend the Western Regional Honors Council Conference, with time and expenses. This conference will provide information to remain current on best practices in building and sustaining current honors program. All expenses will be paid by the Title V grant.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Bruce Baron, Chancellor
PREPARED BY: Bruce Baron, Chancellor
DATE: March 15, 2012
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: 2012 Latino Education & Advocacy Days (LEAD) Summit
DATE: March 28, 2012
AMOUNT: \$1,500 Sponsorship
ITEM: Cal State San Bernardino is hosting this one-day summit for educators, administrators, students, parents, civic leaders and advocates in support of a common interest and commitment to educational issues that impact Latinos.

EVENT: Inland Empire Scholarship Awards
DATE: May 12, 2012
AMOUNT: \$5,000 Sponsorship
ITEM: The Inland Empire Scholarship Fund supports Latino college students from the Inland Empire.

EVENT: 10th Anniversary, Economic Development & Corporate Training (EDCT)
DATE: April 10, 2012
AMOUNT: \$6,000.00
ITEM: Refreshments, supplies and promotional items. EDCT will celebrate with community business partners who have committed to the success of EDCT. Funded with the Community Services and Special Projects funds.

SBVC

EVENT: Mini Care Conference
DATE: March 15, 2012
AMOUNT: \$702.56
ITEM: Refreshments and Table Linen
Sponsored by the C.A.R.E program, meet and greet for new C.A.R.E. students, update county changes, educational motivation workshop and first Impression (job interview) workshop; update program information. The anticipated attendance is approximately 60 students, faculty and staff. This is a ratification. Funding source is the EOPS/C.A.R.E categorical fund.

EVENT: American Student Association of Community Colleges National Student Advocacy Conference
DATE: March 16-21, 2012
AMOUNT: \$15,000.00
ITEM: Transportation, Hotel, Registration and Meals
Sponsored by the Associated Student Government, the ASG leaders will participate in the American Student Association of Community Colleges National Student Advocate Conference in Washington, D.C. The anticipated attendance is three students: Joyce Green, Kevin White and Lawrence McCrary. Ericka Paddock will be chaperoning. Funding source is the Associated Student Government Student Rep Fee account. This is submitted as an amendment to the February 9, 2012 board date. Todd Heibel was unable to attend this conference and Ericka Paddock will be attending in his place.

EVENT: Visiting Professors from Community College of Denver
DATE: March 26 & 27, 2012
AMOUNT: \$290.00
ITEM: Lunch, Refreshments and Dinner
Valley College will host 2 visiting professors from Denver in relation to our HACU-Walmart grant. While here they will conduct various workshops as well as visit and observe in our basic skills and learning community classrooms. Funding source is the HACU-Walmart grant.

EVENT: Honors Transfer Council of California Student Research Conference
DATE: March 31, 2012
AMOUNT: \$60.00
ITEM: Registration fees
SBVC Honor's Program has selected two students within our Honors program to attend this annual conference and have their research accepted. The Honor's faculty advisor, Joel Lamore and the student's faculty mentor, Amy Avelar will be attending this conference with the students. Funding source is Honors Program general fund.

EVENT: Nursing Program Advisory Committee Meeting and Luncheon
DATE: April 2, 2012
AMOUNT: \$250.00
ITEM: Refreshments
As part of the requirements of the Career Technical Education (CTE) program SBVC Nursing Advisory Committee meets annually. This committee consists of staff, faculty and community members. Funded source is Perkins grant.

EVENT: Club Wars
DATE: April 10, 2012
AMOUNT: \$1,150.00
ITEM: Club Prizes, Individual Prizes, Refreshments and Supplies
Sponsored by the Inter-Club Council. The club Wars event will feature a fun and mildly competitive atmosphere in which clubs will compete against one another for prizes and overall bragging rights to be the winner of Club Wars in 2012. It will be an opportunity for students to renew school spirit, bring fun to campus, and for clubs to promote their respective organizations. The competitions are designed to encourage maximum participation of the clubs. The anticipated attendance is approximately 150 students and 25 faculty/staff. Funding source is the Inter-Club Council Club account.

EVENT: Spring Transfer/College Fair 2012
DATE: April 11, 2012
AMOUNT: \$1,950.00
ITEM: Decorations, Advertisement, Rentals, Printing, and Refreshments
Sponsored by the Transfer and Career Services, the purpose of the fair is to promote transfer opportunities and to increase retention and transfer rates by providing awareness of requirements for public and private 4-year college and universities for approximately 2,500 people (University Representatives, Students, Faculty, and Staff). Funding source is the Transfer Center general fund and Transfer Center trust account.

EVENT: San Diego State University
DATE: April 13, 2012
AMOUNT: \$2,006.96
ITEM: Bus Rental

This field trip is designed to provide Valley-Bound Students with a tour to San Diego State University. They will learn more about admissions, programs, and services offered at San Diego State University. Anticipated attendance is approximately 100 students and three faculty members. The chaperones will be Marc Donnhauser, Denise McCrary, and Maria del Carmen Rodriguez. Funding source is the SBVC Foundation grant fund.

EVENT: 2012 Foster and Kinship Care Education Program Conference
DATE: April 26, 2012
AMOUNT: \$3,500.00
ITEM: Food, Speakers, and Facilities Rental

This annual conference is presented to foster parents, relative caregivers, social workers and child development educators in San Bernardino County, so that they can network and share current information on regulations and current topics, which will help them provide better care for the children in their care. The anticipated attendance is 150 persons. Funding source is the Foster and Kinship Care Education (FKCE) Program account.

EVENT: California Association of Alcohol and Drug Educators Conference (CAADE),
Sponsored by Human Services Association
DATE: April 26-28, 2012
AMOUNT: \$4,122.10
ITEM: Registration, Lodging, and Food

Sponsored by the Humans Service Club, each year 20 students from the club earn points to attend the annual CAADE Conference. The CAADE conference is an educational and networking conference for professionals and students in the alcohol and drug treatment field and is attended by community college students and instructors, and treatment professionals from all over the State of California. It features workshops, speakers, displays and events that will give our students an opportunity to learn about the latest research and developments within the field of alcohol and drug studies. The anticipated attendance is 20 students and two faculty members. Professor James Robinson and Melinda Money maker will be chaperoning. Funding source is the Human Services Club account.

EVENT: Science and Technology Days
DATE: April 27 and May 4, 2012
AMOUNT: \$5,000.00
ITEM: Lunch, snack and water

These events will serve more than 100 eighth graders each date from Richardson Middle School, who will walk to campus and participate in workshops and various activities throughout the day. Funding source is ATTC Nanotechnology grant.

EVENT: End of the Year Ceremony
DATE: May 11, 2012
AMOUNT: \$2,110.90
ITEM: Decorations, Supplies, Food and Beverage, and Independent Contractor/Speaker
Sponsored by the Tumaini Program, this event is to celebrate the accomplishment of the student in the cohort. The anticipated attendance is approximately 75 students, faculty and staff. Funding source is the Tumaini categorical funds.

CHC

EVENT: CHC Commencement
DATE: May 25, 2012
AMOUNT: \$2,500.00
ITEM: Flowers
Funding source is the Student Trust account and the Marketing & Public Relations 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: March 15, 2012
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.

SBVC

EMPLOYEE: Joseph Nguyen
MEMBERSHIP: California Community Colleges Student Financial Aid Administrators Association (CCCSFAAA)
YEAR: January 1, 2012 – December 31, 2012
AMOUNT: \$50.00
Individual membership for the California Community Colleges Student Financial Aid Administration Association (CCCSFAAA) for Joseph Nguyen, who is the primary designated school official for SBVC.

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: March 15, 2012
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
March 15, 2012

Asset Number	Date Retired	Location	Description	Date In Service	Initial Value	Current Value
0016438	1/23/2012	CRAFTON HILLS COLLEGE	CPU	7/1/2011	\$1.00	\$0.00
0016444	1/23/2012	CRAFTON HILLS COLLEGE	CPU	7/1/2011	\$1.00	\$0.00
0016452	1/23/2012	CRAFTON HILLS COLLEGE	CPU	7/1/2011	\$1.00	\$0.00
0016453	1/23/2012	CRAFTON HILLS COLLEGE	CPU	7/1/2011	\$1.00	\$0.00
0016454	1/23/2012	CRAFTON HILLS COLLEGE	CPU	7/1/2011	\$1.00	\$0.00
0016458	1/23/2012	CRAFTON HILLS COLLEGE	CPU	7/1/2011	\$1.00	\$0.00
0016493	1/24/2012	CRAFTON HILLS COLLEGE	CPU	7/1/2011	\$1.00	\$0.00
0017139	1/24/2012	CRAFTON HILLS COLLEGE	CPU	11/30/2005	\$3,310.49	\$0.00
0017140	1/23/2012	CRAFTON HILLS COLLEGE	CPU	11/30/2004	\$3,310.49	\$0.00
0017143	1/24/2012	CRAFTON HILLS COLLEGE	CPU	11/30/2004	\$3,310.49	\$0.00
0017149	1/23/2012	CRAFTON HILLS COLLEGE	CPU	11/30/2004	\$3,310.49	\$0.00
0017153	1/23/2012	CRAFTON HILLS COLLEGE	CPU	11/30/2004	\$3,310.49	\$0.00
0017154	1/24/2012	CRAFTON HILLS COLLEGE	CPU	11/30/2004	\$3,310.49	\$0.00
0017159	1/24/2012	CRAFTON HILLS COLLEGE	CPU	11/30/2004	\$3,310.49	\$0.00
0017160	1/24/2012	CRAFTON HILLS COLLEGE	CPU	11/30/2004	\$3,310.49	\$0.00
0017165	1/23/2012	CRAFTON HILLS COLLEGE	CPU	11/30/2004	\$3,310.49	\$0.00
0017553	1/23/2012	CRAFTON HILLS COLLEGE	CPU	7/1/2011	\$1.00	\$0.00
0017554	1/23/2012	CRAFTON HILLS COLLEGE	CPU	7/1/2011	\$1.00	\$0.00
0017572	1/24/2012	CRAFTON HILLS COLLEGE	CPU	7/1/2011	\$1.00	\$0.00
0017573	1/23/2012	CRAFTON HILLS COLLEGE	CPU	7/1/2011	\$1.00	\$0.00
0017576	1/23/2012	CRAFTON HILLS COLLEGE	CPU	7/1/2011	\$1.00	\$0.00
0017584	1/23/2012	CRAFTON HILLS COLLEGE	CPU	7/1/2011	\$1.00	\$0.00
0017586	1/24/2012	CRAFTON HILLS COLLEGE	CPU	7/1/2011	\$1.00	\$0.00
0017589	1/23/2012	CRAFTON HILLS COLLEGE	CPU	7/1/2011	\$1.00	\$0.00
0017598	1/23/2012	CRAFTON HILLS COLLEGE	CPU	7/1/2011	\$1.00	\$0.00
0017599	1/23/2012	CRAFTON HILLS COLLEGE	CPU	7/1/2011	\$1.00	\$0.00
0019147	2/16/2012	SAN BERNARDINO VALLEY COLLEGE	FORKLIFT	7/1/1985	\$16,700.00	\$0.00
Total Values:						\$0.00

Non-Fixed Asset Surplus
March 15, 2012

1. File cabinet, metal	7 ea.
2. Microwave	1 ea.
3. Dewalt panel saw	1 ea.
4. Storage cabinet, metal	1 ea.
5. IBM Wheelwriter typewriter	1 ea.
6. Panasonic typewriter	1 ea.
7. Office desk, metal	2 ea.
8. Television, tube	4 ea.
9. Amplifier	3 ea.
10. Delta miter saw	1 ea.
11. Hand held radios	2 bx.
12. Student table, metal	23 ea.
13. Laserjet printer	2 ea.
14. Table, grey	9 ea.
15. Molded plastic chairs	26 ea.
16. Wire display shelf, metal	1 ea.
17. Bookshelf, metal	6 ea.
18. Dell monitor	2 ea.
19. Sony video camera	1 ea.
20. Caviar modems	2 ea.
21. Datsun forklift, model CFG103, serial 156620	1 ea.
22. Chair, office	1 ea.

END

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: March 15, 2012
SUBJECT: Consideration of Approval to Surplus Equipment and Donate to Adventist Health International of Loma Linda University

RECOMMENDATION

It is recommended that the Board of Trustees approve surplus of five manikins and donation to Adventist Health International of Loma Linda University.

OVERVIEW

Education Code 81452 provides that the governing board may, by a unanimous vote, declare items of insignificant value as surplus and for the items to be removed from the District inventory without advertising for sale. Loma Linda University's Adventist Health International program is seeking donations for the Liberia School of Nursing. The civil war in Liberia adversely impacted the schools of nursing as well as the health services for the populace.

ANALYSIS

The manikins no longer have instructional value in the SBVC Nursing program and have been replaced by more sophisticated simulators.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

Adventist Health International of Loma Linda University is covering all costs to transfer the items.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Dr. Larry Buckley, Interim President, SBVC
PREPARED BY: Dr. Haragewen Kinde, Interim Vice President, Instruction, SBVC
DATE: March 15, 2012
SUBJECT: Consideration of Approval of Donation - SBVC

RECOMMENDATION

It is recommended that the Board of Trustees accept the donation of solar panels to the Electricity/Electronics Department at SBVC.

OVERVIEW

Mr. Glen Graham is donating 12 solar panels to the SBVC Electricity/Electronics Department.

ANALYSIS

The donation of twelve (12) used BP Solar (Model BP-4175B), 175w, Photovoltaic modules of various quality and working ability, will be used for classroom instruction. They will assist in the instruction and demonstration of how to “rack and stack” similar solar panels onto rooftops.

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: Bruce Baron, Chancellor
PREPARED BY: Bruce Baron, Chancellor
DATE: March 15, 2012
SUBJECT: Consideration of Approval of Facility Use Fee Waiver - District

RECOMMENDATION

It is recommended that the Board of Trustees approve a facility use fee waiver for the California Schools Employees Association (CSEA) on March 17, 2012.

OVERVIEW

California Schools Employees Association (CSEA) has asked to use the SBCCD Board Room on March 17, 2012 to provide training workshops.

CSEA is a non-profit organization representing classified employees.

ANALYSIS

In line with supporting community outreach and services, the SBCCD requests that the facility use fee be waived for the California School Employees Association on March 17, 2012.

BOARD IMPERATIVE

- I. Enhanced and informed Governance and Leadership

FINANCIAL IMPLICATIONS

None

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: March 15, 2012
SUBJECT: Consideration to Reject Liability Claim #461765

RECOMMENDATION

It is recommended that the Board of Trustees reject liability claim #461765.

OVERVIEW

Claimant is seeking financial compensation for damages as a result of a minor auto accident involving a District owned police vehicle.

ANALYSIS

Claim #461765 was reviewed by the District's insurance carrier. It is their recommendation to reject this claim because the claimant is seeking reimbursement for unrelated damages.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

There are no financial implications.

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: March 15, 2012
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.

San Bernardino Valley College – Building Business Renovation						
	<u>Change #</u>	<u>Original Contract</u>	<u>Previous Changes</u>	<u>Proposed Changes</u>	<u>New Contract</u>	<u>Total CO %</u>
Janus Corporation	CO-1	417,600.00	0.00	5,127.52	422,727.52	1.23%
Total Proposed Changes				5,127.52		

Crafton Hills College – Parking, Access and 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-02	569,450.00	36,538.00	-278.00	605,710.00	6.37%
ASR Constructors, Inc.	CO-01	3,058,000.00	402,801.00	94,560.00	3,555,361.00	2.73%
RDM Electric	CO-02	2,519,000.00	46,607.00	83,325.00	2,648,932.00	5.16%
Total Proposed Changes				177,607.00		

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 \$182,734.52. The percentage for this month's change orders is 1.347% of the total Measure M currently awarded construction contracts of \$13,563,197.50.

The overall impact of amendments and change orders increases the Bond Measure M CIP construction contracts by \$991,207.01. The new overall Measure M change order percentage is 7.31%. 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: Janus Corporation Amount \$ 5,127.52
 Campus: SBVC Project: Business Building Renovation

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: Removal of seven trees on the south side of the business building to allow contractor access for equipment during the demolition phase.

Accountability

This Change was not part of the original design scope because: Business building renovation, which is anticipated to start in April 2012, will include the removal of the existing seven trees. To expedite the demolition process it was decided to remove the seven existing trees which were in the path of the trash containers being placed as close to the building as possible.

- 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>12/08/11</u> in the amount of	\$ <u>417,600.00</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 (Note: This revised contract amount basis for 10% rule)	\$ <u>417,600.00</u>
Total Board approved change orders to date	\$ <u>-</u>
Requested Change Order amount	\$ <u>5,127.52</u>
<input checked="" type="checkbox"/> This request is a change order and results in a revised contract amount of	\$ <u>422,727.52</u>

This change order is subject to the 10% rule. It results in a 1.23% change to the contract

The cumulative amount of change orders for this contract equals \$ 5,127.52
 Or 1.23% of the contract amount.

TOTAL CONTRACT AMOUNT TO DATE INCL. CHANGE ORDERS \$ 422,727.52

Signatures

Bond Program Manager:

Diana Johnson

Diana Johnson
(Signature)

2/22/12
(Date)



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 \$ (278)
 Campus: CHC 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: Existing staircase & landings at entrance ADA non-compliant; revision to gravity wall due to safety concerns; unforeseen existing 6" transite waterline encountered during excavation; revision of details for marquee footing, grades, landscape & irrigation due to topography; installation of 24" box sycamore tree; revision of sewer line routing to western landscape area; bid alternate credit.

Accountability

This Change was not part of the original design scope because: Existing staircase & landings were agency code revisions; district recommended revision to gravity wall due to safety and also an installation of 24" box sycamore tree; unforeseen conditions of an existing 6" transite waterline encountered during excavation and revision to sewer line routing due to exiting Redlands municipal water supply line; bid alternate credit taken.

- 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>1/13/11</u> in the amount of	\$ <u>569,450</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>569,450</u>
(Note: This revised contract amount basis for 10% rule)	
Total Board approved change orders to date	\$ <u>36,538</u>
Requested Change Order amount	\$ <u>(278)</u>
<input checked="" type="checkbox"/> This request is a change order and results in a revised contract amount of	\$ <u>605,710</u>

This change order is subject to the 10% rule. It results in a -0.05% change to the contract

The cumulative amount of change orders for this contract equals \$ 36,260

Or 6.37% of the contract amount.

TOTAL CONTRACT AMOUNT TO DATE INCL. CHANGE ORDERS \$ 605,710

Signatures

Bond Program Manager:

Diana Johnson

Diana Johnson
(Signature)

2/22/12
(Date)



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: ASR Constructors, Inc. Amount \$ 94,560

Campus: CHC 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)

Final Cleanup for project, including:
 Explanation of Change: Striping & stenciling of new curbs for designated parking stalls; removal & remediate oil clarifier tank; installation of mow curb along pedestrian pathway; removal and replacement of existing stairs & landings; revision for ramp elevations, wall chamfers, handrails & landings; removal & replacement of existing base; remove & remediate 4" transite irrigation water main; abatement & removal of 6" transite pipe; bid alternate credit

Accountability

This Change was not part of the original design scope because: District requested striping & stenciling of new curbs, installation of mow curb, removal & replacement of existing base, modifications to existing monument island, removal & replacement of existing concrete aprons, & revision to gravity wall; agency required existing stair & landings to be ADA compliant; design omission for striping & stenciling of new curbs, revisions of footing, grades & removal of trash & dirt.

- 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>1/13/11</u> in the amount of	\$	<u>3,058,000</u>
Total Board approved amendments to date	\$	<u>402,801</u>
Requested amendment amount	\$	<u>-</u>

This request is an amendment and results in a revised contract amount of \$ 3,460,801
 (Note: This revised contract amount basis for 10% rule)

Total Board approved change orders to date	\$	<u>-</u>
Requested Change Order amount	\$	<u>94,560</u>

This request is a change order and results in a revised contract amount of \$ 3,555,361

This change order is subject to the 10% rule. It results in a 2.73% change to the contract
 The cumulative amount of change orders for this contract equals \$ 94,560
 Or 2.73% of the contract amount.

TOTAL CONTRACT AMOUNT TO DATE INCL. CHANGE ORDERS	\$	<u>3,555,361</u>
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Signatures

Bond Program Manager:

Diana Johnson

Diana Johnson
(Signature)

2/22/12
(Date)



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: RDM Electric Amount \$ 83,325
 Campus: CHC 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: Installation of fuse holders & fuses in 256 light poles; City fees for installation of traffic loops; installation of a high gain receiving antenna to provide clear transmission pathway to marquee; installation of lighting fixtures with energy controls; installation of transformer to provide adequate power for the crosswalk system; removal of 11 existing parking identification signs; installation of power to Marquee; revised light pole footings; credit for bid alternate

Accountability

This Change was not part of the original design scope because: District recommended installation of fuse holders and installation of lighting fixtures with energy controls; error and omission for City fees, installation of a high gain receiving antenna, installation of a transformer to provide adequate power and removal of 11 existing parking identification signs; underground obstruction created an unforeseen condition; bid alternate credit for Trade Contractor delay damages.

- 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>1/13/11</u> in the amount of	\$	<u>2,519,000</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 \$ 2,519,000
 (Note: This revised contract amount basis for 10% rule)

Total Board approved change orders to date	\$	<u>46,607</u>
Requested Change Order amount	\$	<u>83,325</u>

This request is a change order and results in a revised contract amount of \$ 2,648,932

This change order is subject to the 10% rule. It results in a 3.31% change to the contract

The cumulative amount of change orders for this contract equals \$ 129,932

Or 5.16% of the contract amount.

TOTAL CONTRACT AMOUNT TO DATE INCL. CHANGE ORDERS	\$	<u>2,648,932</u>
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Signatures

Bond Program Manager:

Diana Johnson

Diana Johnson
(Signature)

2/22/12
(Date)

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Capital Facilities Program Management

3828.B1
Project Number

BBD-CO1

CHANGE ORDER

Original Contract Amount: **\$417,600.00**
 Amount of Previous Contract Amendments: **\$0.00**
 Amount of Previous Change Orders: **\$0.00**

School Name:	<u>San Bernardino Valley College</u>	Date:	<u>March 15, 212</u>
Project Description:	<u>Business Building - Demolition & Abatement (BBD)</u>	Contract No.:	<u>PO # 122295</u>
To (Contractor):	<u>Janus Corporation</u>	Attn:	<u>Chad Chandler</u>

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

Item No.: 1 Refer to BBD-CCD.01 (attached) Reference RFP No.: N/A

Description of Work:

Removal of seven (7) trees on the south side of the Business Bldg to grade level to allow access for demolition activities. The trees removed were scheduled for removal in the phase 2 renovation. Early removal allowed the demolition contractor to expedite work. Contractor was given construction change directive BBD.CCD-01 to perform this work pending issuance of change order.

Refer to attached Project Memo No. VC 066
 Contract Change Order No. BBD-CO1: Item 1.1

TOTAL COST of CHANGE ORDER BBD-CO1: \$5,127.00

Reason for Change:

- 1 Campus Change directive dated 01/23/2012
- 2 Refer to attached Change Order BBD-CO1 summary dated 2/7/2012

Initiator of Change:

- 1 Trade Contractor Request for Information

The original Base Contract Sum was:	<u>\$417,600.00</u>
Net change by previous authorized Contract Amendment(s):	<u>\$0.00</u>
The revised BASE Contract Sum:	<u>\$417,600.00</u>
Net change by previous authorized Change Order(s):	<u>\$0.00</u>
The Contract Sum including previous authorized Change Orders:	<u>\$417,600.00</u>
The contract amount due to C.O. No. BBD-CO1 will be increased by:	<u>\$5,127.00</u>
The revised Contract Amount, including this Change Order is, therefore:	<u>\$422,727.00</u>
The contract TIME due to C.O. No. BBD-CO1 will be increased by:	<u>0</u> calendar days.
The revised Contract Completion Date, including this Contract Amendment is, therefore	<u>unchanged</u>
SBCCD Change Order No. <u>BBD-CO1</u> includes Item Number(s):	<u>One (1) item</u>

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

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

	Signature	Name (printed)	Date
Architect:		Dennis Tanida - DLR Group WWCOT	2.15.2012
Constr. Mgr.:		David Schiermeyer - Kitchell/BRJ/Seville	2.10.2012
District:		Mr. Charlie Ng, - Vice Chancellor Fiscal Services	
Contractor:		Chad Chandler - Area Manager - Janus Corporation	2-7-12
		<i>Printed Name/Title</i>	

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

CHANGE ORDER NO.BBD-CO.1

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
Item 1.1	Removal of seven trees	C2	100	\$0	\$5,127	\$5,127
	Subtotal					\$5,127
	TOTAL CHANGE ORDER # BBD-CO.1					\$5,127

Change Order Codes

- 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

3860C2
Project Number

PAL-BC2-CO2

CHANGE ORDER

Original Contract Amount: \$569,450.00
Amount of Previous Contract Amendments: \$0.00
Amount of Previous Change Orders: \$36,538.00

School Name:	<u>Crafton Hills College</u>	Date:	<u>March 15, 2012</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. 26
Contract Change Order No. PAL-BC2-CO2: Item 1.1 - 1.8.

TOTAL COST of CONTRACT CHANGE ORDER PAL-BC2-CO2: (\$278.00)

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-CO2 summary dated 3/15/2012

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-CO2 will be decreased by:	<u>(\$278.00)</u>
The revised BASE Contract Sum:	<u>\$569,172.00</u>
Net change by previous authorized Change Order(s):	<u>\$36,538.00</u>
The Contract Sum including previous authorized Change Orders:	<u>\$605,710.00</u>
The revised Contract Amount, including this Contract Change Order is, therefore:	<u>\$605,710.00</u>
The contract TIME due to C.O. No. PAL-BC2-CO2 will be increased by:	<u>68</u> calendar days.
The revised Contract Completion Date, including this Contract Change Order is, therefore:	<u>February 6, 2012</u>
SBCCD Change Order No. <u>PAL-BC2-CO2</u> includes Item Number(s):	<u>1.1 through 1.8</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.

Signature	Name (printed)	Date
<u>[Signature]</u>	David Hart, Project Architect	<u>2/17/12</u>
<u>[Signature]</u>	Michael Villegas, Construction Manager	<u>2/8/12</u>
District:	Mr. Charlie Ng, Vice Chancellor Fiscal Services	
<u>[Signature]</u>	Rigo Sanchez, Project Manager	<u>2/9/12</u>
Contractor:	<u>Rigo Sanchez</u> Printed Name/Title	

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-CO2

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
CO						
Item 1.1	RFI No. 53/ASI No. 15 (CCD No. 09) - Existing staircase and landings at entrance to OE-1 are ADA non-compliant. Contractor to clear and grub existing irrigation and landscaping adjacent to staircase and replace in-kind upon completion of new work. KBS PCO NO. 37	D-5	100	\$0	\$1,276	\$1,276
Item 1.2	RFI No. 77 (CCD No. 15 & 16) - Campus requested revision to gravity wall due to concerns with safety and visibility of grade adjacent to new ADA parking stalls at the Gym Lot. KBS PCO NO. 58	C-4	100	\$0	\$3,696	\$3,696
Item 1.3	RFI No. 86 (CCD No. 17) - Unforeseen existing 6" transite waterline encountered during excavation of Lot E staircase footings. Contractor to reroute existing irrigation wiring and remove existing sycamore tree. KBS PCO NO. 59	A-1	100	\$0	\$5,774	\$5,774
Item 1.4	RFI No. 87 (CCD No. 21) - Revised details for eastern entrance marquee footing, grades, landscape and irrigation due to existing topography. KBS PCO NO. 62	B-3	100	\$0	\$2,064	\$2,064
Item 1.5	Campus requested installation of 24" box sycamore tree at Lot E. Contractor to install irrigation, root barrier and Campus provided tree. KBS PCO NO. 64	C-4	100	\$0	\$512	\$512
Item 1.6	RFI No. 46 - Revise sewer line routing to western landscape area at M&O road due to existing Redlands municipal water supply line. KBS PCO NO. 66	A-1	100	\$0	\$1,930	\$1,930
Item 1.7	Bid Alternate - Credit for Trade Contractor Delay Damages	L-4	100	(\$16,500)	\$0	(\$16,500)
Item 1.8	Upon excavation of light pole footing, Contractor discovered a 4" transite line and was directed to reroute. KBS PCO NO. 34	A-1	100	\$0	\$970	\$970
Subtotal						(\$278)
TOTAL CONTRACT CHANGE ORDER # PAL-BC2-CO2						(\$278)

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

3860C2
Project Number

PAL-BC1-CO1

CHANGE ORDER

Original Contract Amount: **\$3,058,000.00**
Amount of Previous Contract Amendments: **\$402,801.00**
Amount of Previous Change Orders: **\$0.00**

School Name:	<u>Crafton Hills College</u>	Date:	<u>March 15, 2012</u>
Project Description:	<u>Parking, Access and Lighting Improvements</u>	Contract No.:	<u>Bid Category 1</u>
To (Contractor):	<u>ASR Constructors, Inc.</u>	Attn:	<u>David Thompson</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. 27

Contract Change Order No. PAL-BC1-CO1: Item 1.1 - 1.17.

TOTAL COST of CONTRACT CHANGE ORDER PAL-BC1-CO1: \$94,560.00

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-BC1-CO1 summary dated 3/15/2012**

Initiator of Change:

- 1 **Trade Contractor Request for Information**

The original Base Contract Sum was:	<u>\$3,058,000.00</u>
Net change by previous authorized Contract Amendment(s):	<u>\$402,801.00</u>
The contract AMOUNT due to C.O. No. PAL-BC1-CO1 will be increased by:	<u>\$94,560.00</u>
The revised BASE Contract Sum:	<u>\$3,555,361.00</u>
Net change by previous authorized Change Order(s):	<u>\$0.00</u>
The Contract Sum including previous authorized Change Orders:	<u>\$3,555,361.00</u>
The revised Contract Amount, including this Contract Change Order is, therefore:	<u>\$3,555,361.00</u>
The contract TIME due to C.O. No. PAL-BC1-CO1 will be increased by:	<u>38</u> calendar days.
The revised Contract Completion Date, including this Contract Change Order is, therefore	<u>February 6, 2012</u>
SBCCD Change Order No. <u>PAL-BC1-CO1</u> includes Item Number(s):	<u>1.1 through 1.17</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.

	Signature	Name (printed)	Date
Architect:		David Hart, Project Architect	<u>2/17/12</u>
Constr. Mgr.:		Michael Villegas, Construction Manager	<u>2/16/12</u>
District:		Mr. Charlie Ng, Vice Chancellor Fiscal Services	
Contractor:		David Thompson, Project Manager	<u>2/16/12</u>
		<i>Printed Name/Title</i>	

CHANGE ORDER NO. PAL-BC1-CO1

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
Item 1.1	CCD No. 04 - Campus requested striping and stenciling of new curbs for designated parking stalls. KBS PCO No. 14	B-2	100	\$0	\$1,269	\$1,269
Item 1.2	RFI No. 48 (CCD No. 6) - Remove and remediate unforeseen oil clarifier tank encountered during excavation at OE-2 stairs. KBS PCO No. 20	A-1	100	\$0	\$2,956	\$2,956
Item 1.3	RFI No. 56 (CCD No. 08) - Campus requested installation of mow curb along pedestrian pathway at Parking Lot F. KBS PCO No. 36	C-4	100	\$0	\$3,878	\$3,878
Item 1.4	ASI No. 15 (CCD No. 9) - Existing stair and landings at entrance to OE-1 are ADA non-compliant. Remove and replace existing stairs, landings and associated site work. KBS PCO No. 37	D-5	100	\$0	\$57,746	\$57,746
Item 1.5	ASI No. 16 - Revised details for ramp elevations, wall chamfers, handrails and landing at Lot F. KBS PCO No. 40	B-3	100	\$0	\$3,190	\$3,190
Item 1.6	Remove and replace existing base at Lot D due to oversaturation by Campus Irrigation. KBS PCO No. 41	A-4	100	\$0	\$2,869	\$2,869
Item 1.7	RFI No. 65 (CCD No. 10) - Remove unforeseen granite bedrock encountered at new sewer line from Campus Drive to M&O. PCO No. 44	A-1	100	\$0	\$14,755	\$14,755
Item 1.8	RFI No. 59 - Remove and remediate 4" transite irrigation water main encountered at excavation for new sewer line from Campus Drive to M&O. KBS PCO No. 45	A-1	100	\$0	\$5,807	\$5,807
Item 1.9	ASI No. 23 (CCD No. 11) - Campus requested modifications to existing west entrance monument island to provide additional access for vehicular traffic. KBS PCO No. 49	C-4	100	\$0	\$6,184	\$6,184
Item 1.10	CCD No. 12 - Campus requested remove and replace of (3) existing concrete aprons at Parking Lot D, E and Fire Access Road. KBS PCO No. 52	C-4	100	\$0	\$14,574	\$14,574
Item 1.11	RFI No. 77 (CCD No. 15) - Campus requested revisions to gravity wall at new ADA parking stalls at the Gym Lot. KBS PCO No. 58	C-4	100	\$0	\$1,206	\$1,206
Item 1.12	RFI No. 89 (CCD No. 17) - Abatement, removal and reroute of an existing 6" transite waterline from within the stairwell footing in Lot E. KBS PCO No. 59	A-1	100	\$0	\$16,198	\$16,198
Item 1.13	RFI No. 24/ASI No. 21 (CCD No. 18) - Revised electronic marquee high gain antenna and system components. KBS PCO No. 60	B-3	100	\$0	\$1,208	\$1,208
Item 1.14	RFI No. 87 (CCD No. 21) - Revised footing, grades and landscaping at the East Monument Sign due to existing grade conditions. KBS PCO No. 62	B-3	100	\$0	\$7,069	\$7,069
Item 1.15	RFI No. 85 - Installed an electrical pad for new equipment at the M&O Yard. KBS PCO No. 67	B-3	100	\$0	\$2,405	\$2,405
Item 1.16	Removed trash and dirt not included in the Contractors scope of work. KBS PCO No. 68	B-2	100	\$0	\$3,246	\$3,246
Item 1.17	Bid Alternate - Credit for Trade Contractor Delay Damages	L-4	100	(\$50,000)	\$0	(\$50,000)
Subtotal						\$94,560
TOTAL CONTRACT CHANGE ORDER # PAL-BC1-CO1						\$94,560

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

I

3860C2
Project Number

PAL-BC3-CO2

CHANGE ORDER

Original Contract Amount: **\$2,519,000.00**
Amount of Previous Contract Amendments: **\$0.00**
Amount of Previous Change Orders: **\$46,607.00**

School Name:	<u>Crafton Hills College</u>	Date:	<u>March 15, 2012</u>
Project Description:	<u>Parking, Access and Lighting Improvements</u>	Contract No.:	<u>Bid Category 3</u>
To (Contractor):	<u>RDM Electric Co. Inc.</u>	Attn:	<u>Sam Joanou</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 electrical trade contractor generated from Campus Change Requests for facility added and/or deleted scope improvements, unforeseen field conditions encountered and identified during construction operations and Agency requirements 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. 25

Contract Change Order No. PAL-BC3-CO2: Item 1.1 - 1.9.

TOTAL COST of CONTRACT CHANGE ORDER PAL-BC3-CO2: \$83,325.00

Reason for Change:

- 1 Site Cost, Unforeseen Field Condition
- 2 Site Cost, Error And/or Omission
- 4 Building Cost, District Added or Deleted/Reduced Scope
- 5 Refer to attached Change Order PAL-BC3-CO2 summary dated 3/15/2012

Initiator of Change:


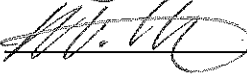
- 1 Trade Contractor Request for Information

The original Base Contract Sum was:	<u>\$2,519,000.00</u>
Net change by previous authorized Contract Amendment(s):	<u>\$0.00</u>
The contract AMOUNT due to C.O. No. PAL-BC3-CO2 will be increased by:	<u>\$83,325.00</u>
The revised BASE Contract Sum:	<u>\$2,602,325.00</u>
Net change by previous authorized Change Order(s):	<u>\$46,607.00</u>
The Contract Sum including previous authorized Change Orders:	<u>\$2,648,932.00</u>
The revised Contract Amount, including this Contract Change Order is, therefore:	<u>\$2,648,932.00</u>
The contract TIME due to C.O. No. PAL-BC3-CO2 will be increased by:	<u>68</u> calendar days.
The revised Contract Completion Date, including this Contract Change Order is, therefore	<u>February 6, 2012</u>
SBCCD Change Order No. <u>PAL-BC3-CO2</u> includes Item Number(s):	<u>1.1 through 1.9</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.

Signature	Name (printed)	Date
	David Hart, Project Architect	<u>2/17/12</u>
	Michael Villegas, Construction Manager	<u>2/21/12</u>
District:	Mr. Charlie Ng, Vice Chancellor Fiscal Services	
Contractor:	Sam Joanou, Project Manager	<u>2-8-12</u>
	<i>Printed Name/Title</i>	

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-BC3-CO2

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
CO						
Item 1.1	RFI No. 66 (CCD No. 14) - Installation of fuse holders and fuses in 256 light poles. KBS PCO NO. 50	C-4	100	\$0	\$13,819	\$13,819
Item 1.2	RFI No. 51 (CCD No. 07) - City fees for installation of traffic loops at West Campus Dr entrance. KBS PCO NO. 21	B-2	100	\$0	\$2,707	\$2,707
Item 1.3	ASI No. 21R (CCD No. 19) - Installation of a high gain and receiving antenna to provide a clear transmission pathway to the Marquee. KBS PCO NO. 60	B-3	100	\$0	\$4,879	\$4,879
Item 1.4	CCR No. 12 (CCD No. 22) - Installation of 12 BM1 lighting fixtures with Exergy controls. KBS PCO NO. 56	C-4	100	\$0	\$65,476	\$65,476
Item 1.5	RFI No. 78 - Installation of transformer to provide adequate power for the BX1 crosswalk system. KBS PCO NO. 63	B-1	100	\$0	\$949	\$949
Item 1.6	CCD No. 20 - Removal of 11 existing parking identification signs at lots A thru I. KBS PCO NO. 61	B-2	100	\$0	\$1,500	\$1,500
Item 1.7	RFI No. 24 - Installation of power to the Marquee at East Campus Dr. entrance. KBS PCO NO. 28	B-1	100	\$0	\$4,124	\$4,124
Item 1.8	RFI No. 14 - Revised light pole footings due to unforeseen underground obstruction. KBS PCO NO. 65	A-1	100	\$0	\$2,371	\$2,371
Item 1.9	Bid Alternate - Credit for Trade Contractor Delay Damages	L-4	100	(\$12,500)	\$0	(\$12,500)
Subtotal						\$83,325
TOTAL CONTRACT CHANGE ORDER # PAL-BC3-CO2						\$83,325

CODE LEGEND

- A SITE COST, UNFORESEEN FIELD CONDITION
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- 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: Diana Johnson, Program Manager, Kitchell/BRj/Seville
DATE: March 15, 2012
SUBJECT: Consideration of Approval to Award Bid and Approve Contract for Plumbing, Piping & Construction, Inc.

RECOMMENDATION

It is recommended that the Board of Trustees award bid and contract to Plumbing, Piping & Construction, Inc. for the SBVC Central Plant Project, in the amount of \$10,878,000.

OVERVIEW

Central Plant project sealed bids were received by the District and opened on February 28, 2012 as prescribed by the Invitation to Bidders. The bids were reviewed by Kitchell/BRj/Seville.

ANALYSIS

The District received three bids for the Central Plant project. The lowest most responsive three were:

Vendor	Total Bid Cost
Plumbing, Piping, & Construction, Inc.	\$10,878,000
R & S/A.O. Reed	\$13,329,710
ACCO Engineering Systems	\$14,180,710

The lowest, most responsive bid was received from Plumbing, Piping, & Construction, Inc. in the amount of \$10,878,000.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

Included in the 2011-12 budget for Measure M.

Kitchell/BRj/Seville

701 S Mount Vernon Ave, San Bernardino, CA 92410


Project Memo

Ph: 909.693.3160 Fax: 909.889.9952

DATE: February 28, 2012

No. VC 080

TO: Charlie Ng
Vice Chancellor
San Bernardino Valley College (SBVC)

FROM: Brooke Duncan 
Project Manager
Kitchell/BRj/Seville

RE: San Bernardino Valley College (SBVC) Measure M
Project: **Central Plant**
Subject: Recommendation to Award Contract to Plumbing Piping & Construction, Inc.

SCOPE:

SBCCD Approval to issue contract to Plumbing Piping & Construction, Inc., the lowest responsible bidder, at \$10,878,000.00

NARRATIVE:

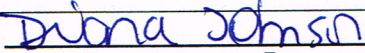
The above noted Contractor was the lowest responsible bidder for the SBVC – Central Plant Project. The Program Team is recommending approval to execute the contract for the scope of work.

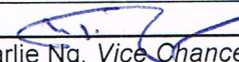
RECOMMENDATION:

Kitchell/BRJ/Seville recommends issuing the contract for the Central Plant Project to Plumbing Piping & Construction, Inc. for their proposal amount of 10,878,000.00

Budget Information:

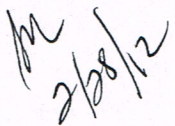
Original Project Budget amount:	\$21,200,000.
Spent to Date:	\$ 2,434,163.87
Project Current Estimate of Complete Costs:	\$16,310,531.98
Project Memo Forecast Cost:	\$10,878,000.
Project Change Amount:	\$0.00
Budget Line Item:	5230.6210.50

<input checked="" type="radio"/> I concur with this recommendation		2/20/12
<input type="radio"/> I do not concur with this recommendation	Diana Johnson, Program Manager, KBS	

<input checked="" type="radio"/> I concur with this recommendation	
<input type="radio"/> I do not concur with this recommendation	Charlie Ng, Vice Chancellor, Fiscal Services

Attachments: Bid Analysis, Bid Results, Letter of Intent

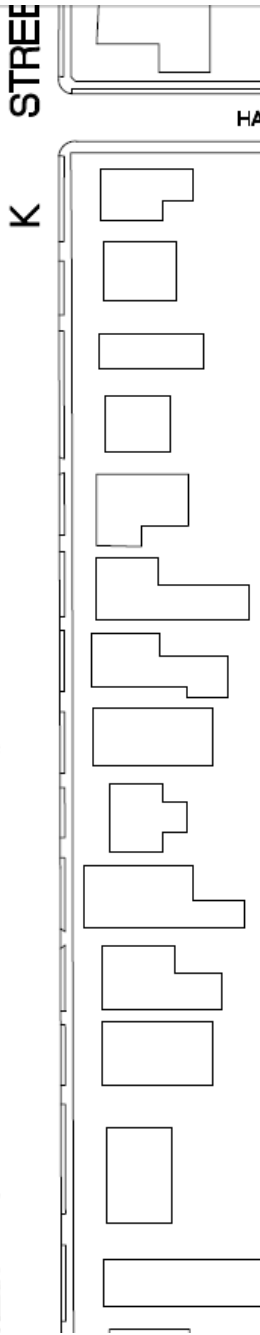
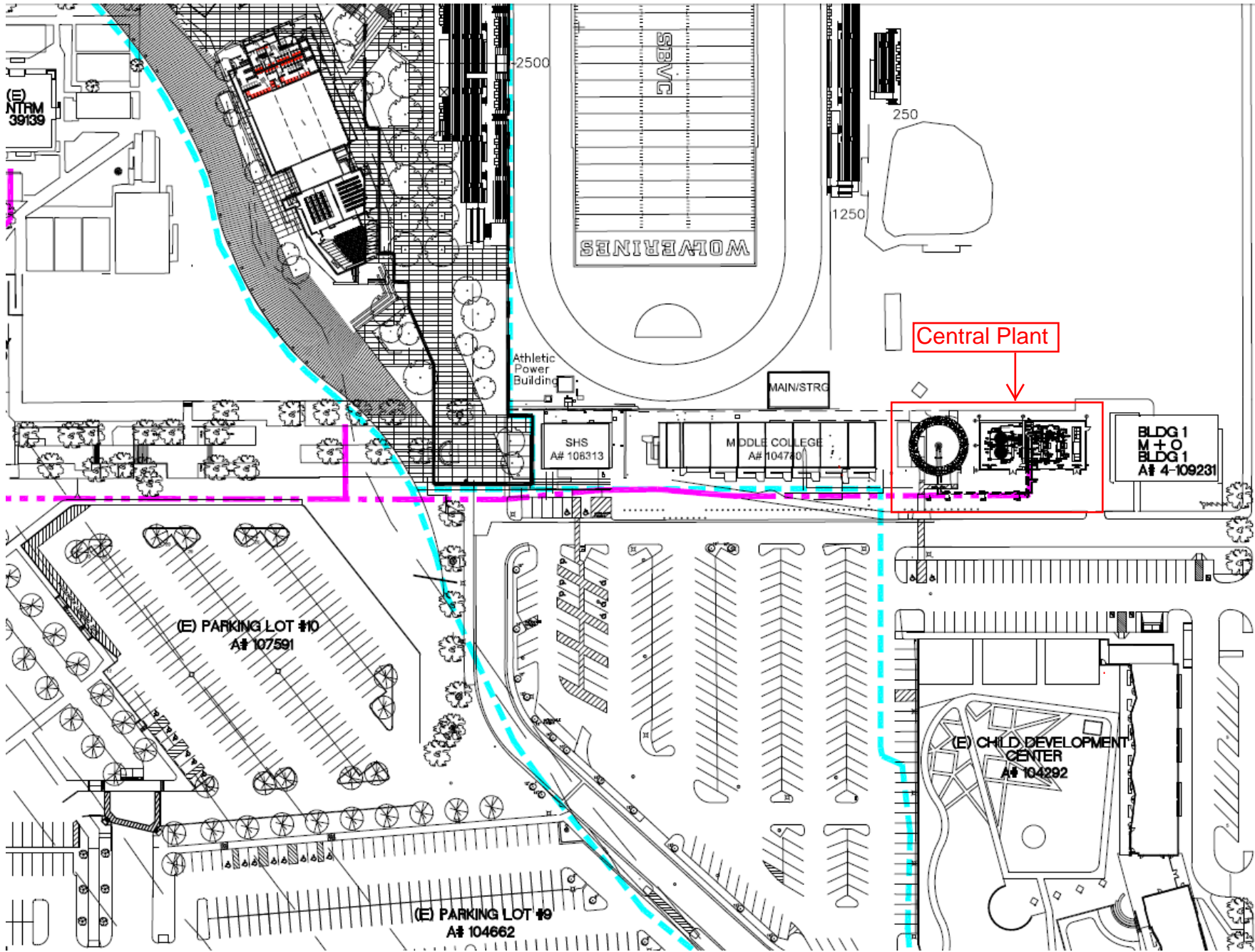
Cc: Sheila Nelson / File



Bid Proposal Evaluation Form

Bid Date: February 28, 2012

Contract Bid Form / Document Description	General Contractor (Central Plant Project)	General Contractor (Central Plant Project)	General Contractor (Central Plant Project)
	PLUMBING, PIPING & CONSTRUCTION, INC.	R&S / A.O. REED	ACCO ENGINEERED SYSTEMS
All Bid Forms must be printed in blue ink or typewritten (ITB-1)	Yes	Yes	Yes
Bid Envelopes - General Contractor(s) submitted separately with Name, Tel. #, Address, CA Lic #. (ITB)	No telephone or CA lic. number listed on bid envelope.	Yes	Yes
General Contractor Proposal Form	Yes	Yes	Yes
Addenda: 1, 2, 3 (Acknowledged & Dated)	Yes	Yes	Yes
Bid Amounts: Number & Written Matches (ITB-8)	Yes	Yes	Written number(s) not noted on proposal form.
Alternate Amounts: If Applicable, Number & Written Matches (ITB-4)	N/A	N/A	N/A
Names of Principals, Partners, Owners: However applies (CPF)	Yes	Yes	Yes
California Lic.#, Expirations, Name on Lic., Type of Lic. (CPF)	291740 Exp: 8/31/2013 License: A,B,C4,C16,C20,C36	7731 Exp: 3/31/2014 License: A,B,C4,C16,20,C36,C42,C43,C60,H AZ	120696 Exp: 12/31/2012 License: A,B,ASB,C4,C10,C20,C36,C38
Signature Lines Complete & Signed by Authorized Co., Officer, incl. Corporate Seal (CPF)	Yes	Yes	Yes
Bid Guarantee Form (CPF)	Yes	Yes	Yes
Bid Bond: Attached, 10% Bid Amount, Notarized (CPF)	Yes	Yes	Yes
Verify CA Admitted Surety on Bid Bond	Yes	Yes	Yes
Designation of Subcontractors: Must incl. Name, City, State, Type of Work: in excess of one-half of one percent of General Contractor's total bid (CPF)	Yes	Yes	Yes
Non-Collusion Affidavit: Signed and Notarized by General Contractor (CPF)	Yes	Yes	Yes
References (CPF)	N/A	N/A	N/A
General Contractor's Cert. Regarding Worker's Comp (CPF)	Yes	Yes	Yes
Acknowledgement of Bidding Practices Regarding Indemnity (CPF)	Yes	Yes	Yes
Bidders Acknowledgement of Project Duration (CPF)	Yes	Yes	Yes
List of Current Projects: Backlog (CPF)	N/A	N/A	N/A
List of Completed Projects: Last three years (CPF)	N/A	N/A	N/A
Experience and Technical Questionnaire (CPF)	N/A	N/A	N/A
Site Visit Certification (CPF)	Yes	Yes	Yes
Mandatory Attendance to Prebid Conference (NIB)	Yes	Yes	Yes
District Local Residency Preference Program Checklist & Form	Addendum No. 01 Form submitted in lieu of Addendum No. 02 Form	Yes	Yes
General Contractor meets Minimum OCIP Requirements (Keenan Report):	Yes	Yes	Yes
Total Bid Amount (Allowances Included)	\$10,878,000	\$13,329,710	\$14,180,710



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: March 15, 2011
SUBJECT: Consideration to Award a Contract to Three Peaks Corporation

RECOMMENDATION

It is recommended that the Board of Trustees award a contract to Three Peaks Corporation in the amount of \$34,923.95.

OVERVIEW

In compliance with state law a Storm Water Pollution Prevention Plan (SWPPP) was developed for the construction yard by the Kitchell/BRj/Seville trailers at SBVC. Approval of this contract will facilitate compliance with that SWPPP.

ANALYSIS

The District received three quotes. The lowest most responsive three were:

Vendor	Total Quote Cost
AEI CASC	\$55,650.00
TK Construction	\$40,500.00
Three Peaks Corporation	\$34,923.95

The lowest, most responsive quote was received from Three Peaks Corporation in the amount of \$34,923.95.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

Included in the 2011-12 budget for Measure M.

Kitchell/BRj/Seville

701 S Mount Vernon Ave, San Bernardino, CA 92410

Project Memo

Ph: 909.693.3160 Fax: 909.889.9952

DATE: February 07, 2012

No. VC 068

TO: Charlie Ng
Vice Chancellor
San Bernardino Valley College (SBVC)

FROM: David Schiermeyer
Project Manager
Kitchell/BRj/Seville

RE: San Bernardino Valley College (SBVC) Measure M
Project: Business Building Renovation.
Subject: Implementation of Storm Water Pollution Plan at Construction Yard

SCOPE:

Approve Contract / Purchase Order to Three Peaks Corp. to implement the requirements contained in the State required Storm Water Pollution Plan (SWPP) developed by the Qualified SWPP Designer (QSD), Snipes Dye Civil Engineering.

NARRATIVE:

The State Water Resources Board requires a SWPP be implemented for all project related construction sites on college campuses. This requirement extends to the construction yard at Valley College, which is used as a support yard for the campus projects. Snipes Dye has developed the SWPP for the construction yard which will be monitored by AEI-CASC who will be the state approved Qualified SWPP Person. The actual implementation of the SWPP Best Management Practices (BMPs) required in the SWPP plan will be performed by Three Peaks Corp, who provided the lowest cost proposal.

Three proposals were received for installation of the BMPs. AEI-CASC provided a cost proposal of \$55,650.00, TK Construction provided a cost proposal of \$40,500.00, and Three Peaks provided a cost proposal of \$34,923.95

RECOMMENDATION:

Kitchell/BRj/Seville recommends issuing a Contract / purchase order to Three Peaks Corp for \$34,923.95

Budget Information:

Original Project Budget amount:	\$15,600,000.00
Spent to Date:	\$ 1,729,442.30
Project Current Estimate of Complete Costs:	\$ 15,831,186.04
Project Memo Forecast Cost:	\$ 34,923.95
Project Change Amount:	\$ 0.00

Budget Line Item: 42-37-31-2520-0000-6120.5-7100

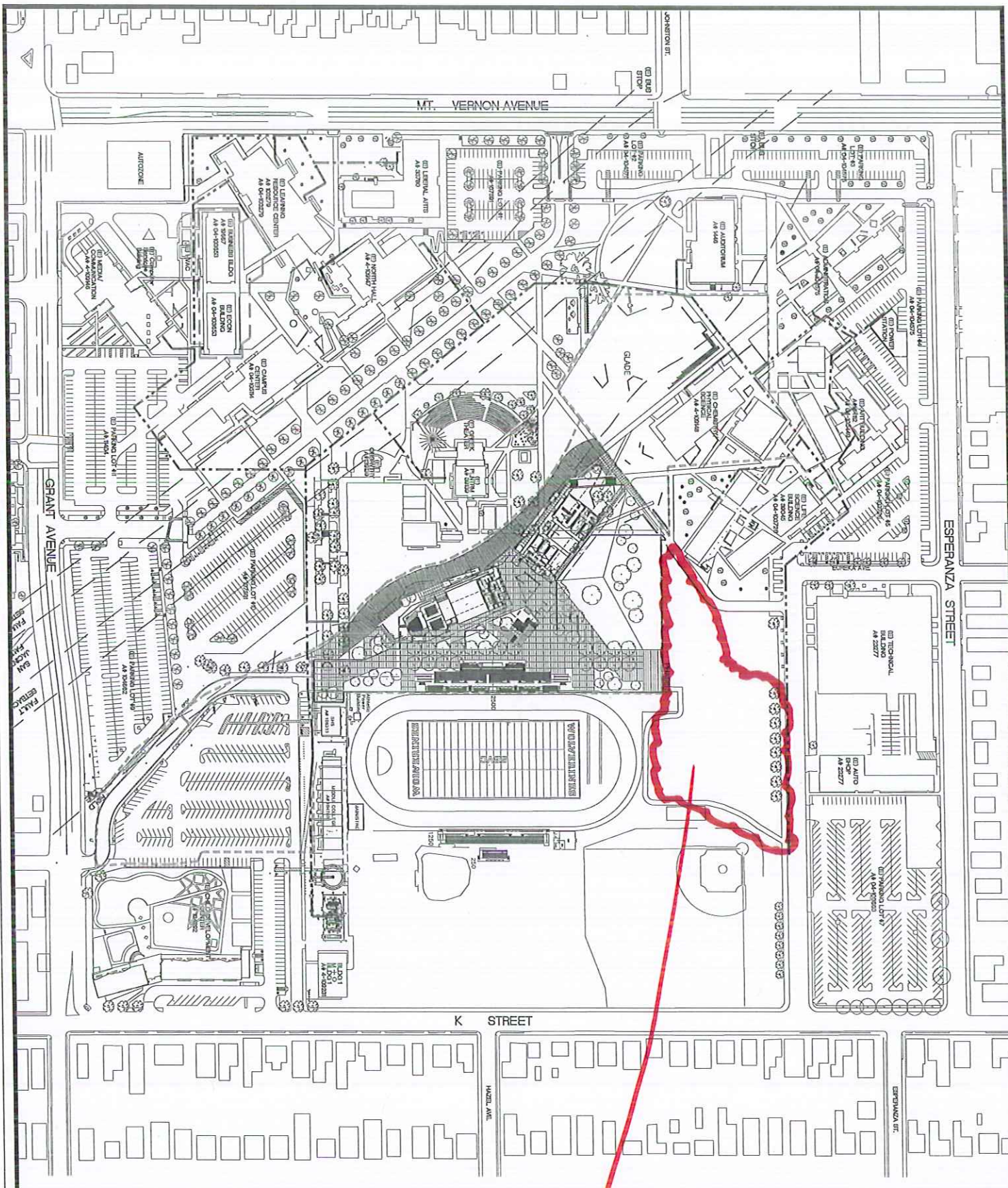
Note: There will be no increase to the overall project budget. The costs for this purchase order will be paid from project contingency.

<input checked="" type="radio"/> I concur with this recommendation	<u>Diana Johnson</u> 2/8/12
<input type="radio"/> I do not concur with this recommendation	Diana Johnson, Program Manager, KBS

<input checked="" type="radio"/> I concur with this recommendation	<u>Charlie Ng</u> 2/10/12
<input type="radio"/> I do not concur with this recommendation	Charlie Ng, Vice Chancellor, Fiscal Services

Attachments: Bid Proposals – Three Peaks Insurance, bonds and signed contract

[Handwritten signature and date]
2/8/12



**CONSTRUCTION YARD
THREE PEAKS CONTRACT**

SCALE
1" = 60'

LEGEND

PROJECT DASH & MARK

OR FINISH

San Bernardino Valley College
701 S. Mountain View
POMONA, CA 91768
www.sanberkeley.edu

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: March 15, 2012
SUBJECT: Consideration of Approval of Contract with Keenan & Associates

RECOMMENDATION

It is recommended that the Board of Trustees approve a contract with Keenan & Associates for employee benefit insurance broker and consulting services in the amount of \$93,000.

OVERVIEW

The District annually seeks broker and consulting services to market, develop and provide its employee insurance benefits. The District conducted the subject RFP to procure these services, and an evaluation committee comprised of District Human Resources, Payroll, and bargaining unit representatives reviewed the proposals and interviewed select vendors.

ANALYSIS

The District received five responsive and responsible proposals to RFP 2012-02. Of the proposals received, Keenan & Associates will best meet the needs of the District for broker and consulting services. Keenan & Associates has extensive experience with K-14 districts and offers their proprietary BenefitBridge enrollment system. Upon approval, the District will extend Keenan & Associates' current broker and consulting services contract for a fourth year.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

Funded through negotiated commissions on the Anthem Blue Cross benefits contract.

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: March 15, 2012
SUBJECT: Consideration of Approval of Proposal for LPA, Inc.

RECOMMENDATION

It is recommended that the Board of Trustees approve a proposal and award contract to LPA, Inc. for architectural services for the Americans with Disabilities Act (ADA) Upgrade project at SBVC in the amount of \$196,265.

OVERVIEW

The Site Work/Signage/ADA Upgrade project is on the approved Measure M project list adopted by the board in July of 2011. LPA's proposal addresses the campus-wide ADA compliance portion of that project, and includes development of a path of travel throughout the campus. Completion of this project is a voluntary effort on the part of the District to bring into compliance areas of the SBVC campus that are not otherwise under construction, and to enhance the comfort and safety of students. The project is valued at approximately \$1.4 million and is scheduled to be completed in January of 2013.

ANALYSIS

LPA, Inc. prepared the campus master study for ADA requirements under a separate agreement, and is best suited to provide design services for this project.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Included in 2011-12 Measure M budget.

Kitchell/BRj/Seville


701 S Mount Vernon Ave, San Bernardino, CA 92410

Project Memo

Ph: 909.693.3160 Fax: 909.889.9952

DATE: February 14, 2012

TO: Charlie Ng
Vice Chancellor
San Bernardino Valley College (SBVC)

FROM: Brooke Duncan
Project Manager
Kitchell/BRj/Seville 

RE: San Bernardino Valley College (SBVC) Measure M
Project: ADA
Subject: Execute contract to LPA

No. VC 076 77

SCOPE:

SBCCD approval to execute a contract to LPA for design services for the ADA project.

NARRATIVE:

ITEM 1 - ADA Voluntary Upgrade Project: includes access compliance corrections at the Campus approved Path of Travel. The attached proposal will initiate the correction of areas identified in the ADA Assessment report:

1. **Student Services/ Administration Building Courtyard:** will require intensive design efforts to flatwork in order to accommodate past construction restraints. Existing slopes and manholes will require demolition, grading, and re-design. This area will require a demolition plan, grading, irrigation and drainage details. Future contractor will be required to repair the flatwork at the courtyard within a 3-week window during December-January winter recess of 2012/2013. Contractor efficiency efforts will be identified to incorporate into construction costs for this specific area due to the fact that office access is only available from the courtyard. The Courtyard is populated with hundreds of students during registration and the Campus currently trucks in water during the hot summer months. The plan includes providing (2) drinking fountains to alleviate this need.
2. **Campus Center Bus Drop Off:** ADA corrections to the Path of Travel leading from the Campus Center to the Bus drop off waiting area. The plan will include the installation of a sheltered bus stop waiting area and AOR will coordinate details with Omni-trans.
3. **Arts Building:** ADA corrections to the Path of Travel surround the building.
4. **Tech Building:** ADA corrections to the Path of Travel surrounding the building.
5. **Parking Lot South of Bus Stop:** ADA corrections to the Path of Travel.

Inclusive of all areas:

1. SWPPP amendments
2. Civil: Field survey and smart level studies; no per diem will be included from the Civil Consultant. Any hand rails that are proposed; Consultant will utilize previous designs or available standards acceptable to the Campus.
3. All DSA processing
4. Construction Administration
5. Structural Engineering
6. Electrical Engineering
7. Landscape design in correction areas impacted
8. Irrigation design for correction areas impacted
9. All architectural design documents
10. Construction estimates at SD, DD and CD phases
11. Record documents in CAD and PDF formats
12. Construction Value ROM: \$1,491,602.00
Architect's fee: \$176,665.00 @ 11.8% of construction value

ITEM 2 - ADA DSA "A" – Number Exhibit: DSA pre-meeting was conducted in December 2011 (see attached meeting minutes). DSA instructions: Architect to create a document that identifies existing paths and the correlating DSA "A-numbers". This document will be used to show current conditions and coordinate improvement limits. The purpose is to understand provisions in relationship to DSA closeout. The item will require research and documentations. Architect's fee: \$12,200.00

ITEM 3 – Phasing and coordination of all projects into the Campus Master plan for Voluntary ADA upgrades: All Construction upgrades that are completed during Measure M including Business Bldg., Central Plant, Gym, and Auditorium will be added to the Master Plan through coordination with the Project Architect and LPA. Architect's fee: \$ 7,400.00

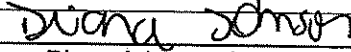
RECOMMENDATION:


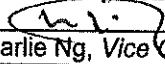
Kitchell/BRJ/Seville recommends issuing a contract to LPA in the amount of \$196,265.00

Budget Information:

Original Project Budget amount:	\$ 8,000,000.00
Spent to Date:	\$ 615,052.97
Project Current Estimate of Complete Costs:	\$ 5,414,668.75
Project Memo Forecast Cost:	\$ 196,265.00
Project Change Amount:	\$ 0.00

Budget Line Item: 42-37-31-4410-0000-6120.10-7100

<input checked="" type="checkbox"/> I concur with this recommendation		2/15/12
<input type="checkbox"/> I do not concur with this recommendation	Diana Johnson, Program Manager, KBS	

<input checked="" type="checkbox"/> I concur with this recommendation		
<input type="checkbox"/> I do not concur with this recommendation	Charlie Ng, Vice Chancellor, Fiscal Services	

Attachments: LPA Proposal, DSA Meeting Minutes



PROJECT SCOPE

LPA has completed an Existing Campus ADA Assessment Plan for the Valley College Campus which evaluated existing construction for the purposes of ensuring that the campus site access conforms to current accessibility regulations. LPA's report identified specific areas of concern that will require correction to meet ADA compliance. The projects included in this proposal will initiate the correction of the areas identified in the ADA Assessment Report as non-compliant and provide the plan for future corrections.

This proposal includes (3) three separate projects:

1. ADA Voluntary Upgrade Project - Phase 1 (Reference Exhibit 1A and 1B attached).
2. ADA DSA "A- Number" Exhibit.
3. Campus Master Plan For Voluntary ADA Upgrades - Phasing and Coordination of All Projects.

1 - ADA VOLUNTARY UPGRADE - PHASE 1 SCOPE OF WORK

The scope of work includes Design Documents (Schematic Design + Design Development), Construction Documents, Division of the State Architect submittal and processing, Bidding and Construction Support Services and DSA Closeout. See attached exhibits 1A + 1B for limits of work.

Services will include:

- Participate in (4) four meetings with the Program Manager and Valley College personnel during the design development phase (this includes a coordination meeting with Omnitrans).
- Participate in monthly Cabinet Meetings (thru July 2012) with the Program Manager and the Valley College personnel and other project architects for campus coordination.
- LPA will provide (2) two sets of prints and specifications at conclusion of design development and construction drawing phases for College review and acceptance.
- Perform field investigation to verify existing above ground conditions.
- Produce record documents using AutoCAD.
- Provide CSI format specifications in book form.
- Coordinate with DSA for submittal and approval.

1.01 DESIGN DOCUMENTS

- A. Landscape Design/Documentation
 - .01 Site Plan and Details
 - .02 Design Plans, Elevations and Sections as required
 - .03 Planting and Seating Concepts
- B. Civil Design/Documentation
 - .01 Topographic Survey
 - .02 Conceptual Grading & Drainage Plan(s)

1.02 CONSTRUCTION DOCUMENTS

- A. Upon the approval by the college of the Design Documents LPA will prepare drawings to construct the elements of the landscape architectural program consisting of:
 - .01 Demolition Plan
 - .02 Precise Grading Plan
 - .03 Layout and Materials Plan
 - .04 Construction Details
 - .05 Irrigation Plans
 - .06 Irrigation Details
 - .07 Planting Plans
 - .08 Planting Details
 - .09 Specifications
- B. CIVIL ENGINEERING CONSULTANT - Provide civil engineering construction documents.
- C. HARDSCAPE LAYOUT - Prepare labeled and dimensioned material and layout plans with detail call-outs.
- D. PLANTING - Prepare labeled planting plan with legend and call-outs.
- E. DETAILS - Prepare construction and installation details of hardscape elements, site furnishings and planting.
- F. IRRIGATION CONSULTANT - Provide irrigation construction documents.
- G. CONSTRUCTION SPECIFICATIONS - Specifications that describe style, materials, workmanship and finishes.
- H. IN-HOUSE REVIEW - Provide coordination, plan check and revisions.

1.03 CONSTRUCTION ADMINISTRATION

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

- A. Project manager will attend owner/contractor meetings during the construction period. (1) Mtg./ week
- B. Review contractor submittals.
- C. Respond to Request for Information (RFI).
- D. Completed project punch list after substantial completion of project.

2 - ADA DSA A# EXHIBIT SCOPE OF WORK

The scope of work includes research and documentation of all existing pedestrian paths at Valley College within the property boundaries and their corresponding DSA "A-numbers". LPA will create a document that identifies the existing paths and the correlating DSA "A-numbers" as recorded with DSA. This will be used by Valley College to demonstrate current conditions, coordinate improvement limits and to understand site provisions in relationship to DSA closeout.

2.01. EXHIBIT DOCUMENTS

- A. Campus ADA Route of Travel Plan:
(1) plan.

3 - CAMPUS MASTER PLAN FOR VOLUNTARY ADA UPGRADES - SCOPE OF WORK

(Phasing and Coordination of All Projects)

The scope of work includes creating a Campus Master Plan for Voluntary ADA Upgrades that will be completed over the next several years by the upcoming College Projects. LPA will create a Master Site Plan that will reflect the anticipated build out of the College with all improvements illustrated and identified by phase for submittal and review by DSA. This document shall be submitted to DSA with each new project as a reference document to demonstrate the College's plan to address campus wide ADA compliance.

3.01 VOLUNTARY ADA UPGRADES DOCUMENTS

- A. Campus ADA Route Phased Master Plan:
(1) plan encompassing complete phasing.

4 - EXPENSES

4.01 Expenses such as the following are included in the overall Project fee for Design services:

- A. Telephone charges
- B. Charges for materials relating to presentation boards, in-house models or in-house renderings of the project.
- C. Expenses for reproductions of drawings, plans and construction documents, including CAD plotting for coordination, checking, agency approvals, Record Documents and District Approval milestone sets as described below:
 - .01 One CD of electronic submittal files
 - .02 Two half size copies of submittal
 - .03 Two full size copies of submittal
 - .04 Two photocopy sets of specification
- D. Typical in-house expenses such as facsimile and photocopies.
- E. Travel expenses including mileage inside the Southern California area.
- F. Photographs and other special reproductions required for the project during the design and documentation phase.
- G. Miscellaneous expenses incurred at the discretion of the architect, during the programming, design, documentation and construction administration phases.
- H. Delivery of reproductions and submittals during the Construction Administration phase.

4.02 Expenses such as the following are excluded from the fee for design services and shall be reimbursed by the District at cost without additional mark-up:

- A. Expenses for CAD plotting of drawings, plans and construction documents beyond those described above or as described in the Architectural Services Agreement.
- B. Expenses for reproduction of drawings, plans, construction documents and specifications beyond those described above or as described in the Architectural Services Agreement.



- C. Expenses for reproduction of drawings, plans, renderings, construction documents and specifications for bidding purposes.
- D. Photographs, renderings and other special reproductions required for the project during construction.
- E. Travel expenses including mileage or travel outside the Southern California area.
- F. Miscellaneous Items not mentioned in the expenses included section during all phases of programming, design and construction.
- G. Agency and Plan Check submittal fee.
- H. Permit or construction fees.

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

The following services are excluded in this proposal:

- Geotechnical Services
- Underground Utility Verification
- Utility Locating / Mark-out
- Asbestos Abatement Survey
- Title Reports
- Construction Survey
- SWPPP Amendments
- As Built Drawings of Existing Conditions
- Specialty Lighting Design
- Vibration Control
- LEED Consulting & Processing
- ~~Cost Estimating~~ *BD*

FEE SCHEDULE

LPA is proposing a fixed fee of \$196,265 for Basic Services plus Expenses. We anticipate that the project will be limited to the Valley College campus and will be designed and constructed within the next two years. This fee assumes that the project will be documented in one phase, with (1) weekly CA visit during construction, for a period of two (2) months. Any CA required past that time will be billed at an hourly fee. LPA proposes Basic Services Fee as listed by phase below:

BASIC SERVICES FEE		
Phase	Fee%	Fee Amount
ADA Voluntary Upgrades - Phase 1		
Schematic Design	10%	\$ 17,667
Design Development	25%	\$ 44,166
Working Drawings	40%	\$ 70,666
Bidding	2%	\$ 3,533
Construction	20%	\$ 35,333
Close-Out	3%	\$ 5,300
Phase 1 TOTALS	100%	\$ 176,665
ADA DSA A# Exhibit	100%	\$ 12,200
Campus Master Plan For Voluntary ADA Upgrades -- Phasing and Coordination of ALL Projects	100%	\$ 7,400
TOTAL BASIC SERVICE FEE		\$ 196,265

LPA's BASIC HOURLY RATE SCHEDULE

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

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

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

- Civil Engineer Snipes-Dye
- Structural Engineer LPA
- Electrical Engineer LPA
- Landscape Design LPA
- Irrigation Sweeney

Architecture
Sustainability
Planning
Interior Design
Landscape Architecture
Engineering
Graphics



131 14th Street
San Diego, CA 92101
P 619 2555 5961
F 619 2552 6193
W www.lpa-inc.com

January 5, 2012

**MEETING MINUTES NO. 1
SAN BERNARDINO VALLEY COLLEGE – PATH OF TRAVEL
LPA PROJECT NO. 11082.10**

DATE: 12/12/11
TIME: 1:30 PM
PLACE: DSA San Diego

This report of the meeting's events, if not corrected within seven days of transmittal, shall be acknowledged as accurate and deemed as if accepted in writing by the addressee(s).

PRESENT

Doug Humphrey, DSA
Miki Golden, DSA
Wendy Robison, LPA
Jody Pountain, LPA
Alan Gonzalez, LPA
Brooke Duncan, BRJ Associates
Ron Reyes, BRJ Associates

DISTRIBUTION

All Present
James Hansen, SBCCD

DISCUSSION ITEMS

ITEM NO.

- 1.01 Project will consist of campus wide ADA Path of Travel upgrades.
- 1.02 Plan review fees including SS/FLS (not ACS only) will be due at project submittal because the District intends to achieve Certification.
- 1.03 DSA recommends submitting separate Application packages based on the construction phasing priorities, NOT incremental submittals.
- 1.04 The District intends for the first package to be submitted in March of 2012.
- 1.05 DSA recommends another meeting prior to Intake to ensure the phasing is appropriate.
- 1.06 District attendance is required at the Intake meetings.
- 1.07 ADA upgrades are voluntary therefore the District is not required to additionally upgrade the parking lots.
- 1.08 Alterations made up to a door sill only will not trigger further accessibility upgrades, however anything past the door threshold will trigger hardware, parking lots, public way, restrooms, etc.
- 1.09 Campus Master Plan shall clearly show the property line for all projects submitted.
- 1.10 Each leg of the accessible path of travel will be identified by its DSA A#.
- 1.11 DSA recommends the Architect responsible for the Business Building puts the required Accessible Path of Travel into their scope. To do this, they will need to contact the Access Plan Reviewer prior to backcheck for a possible resubmittal.

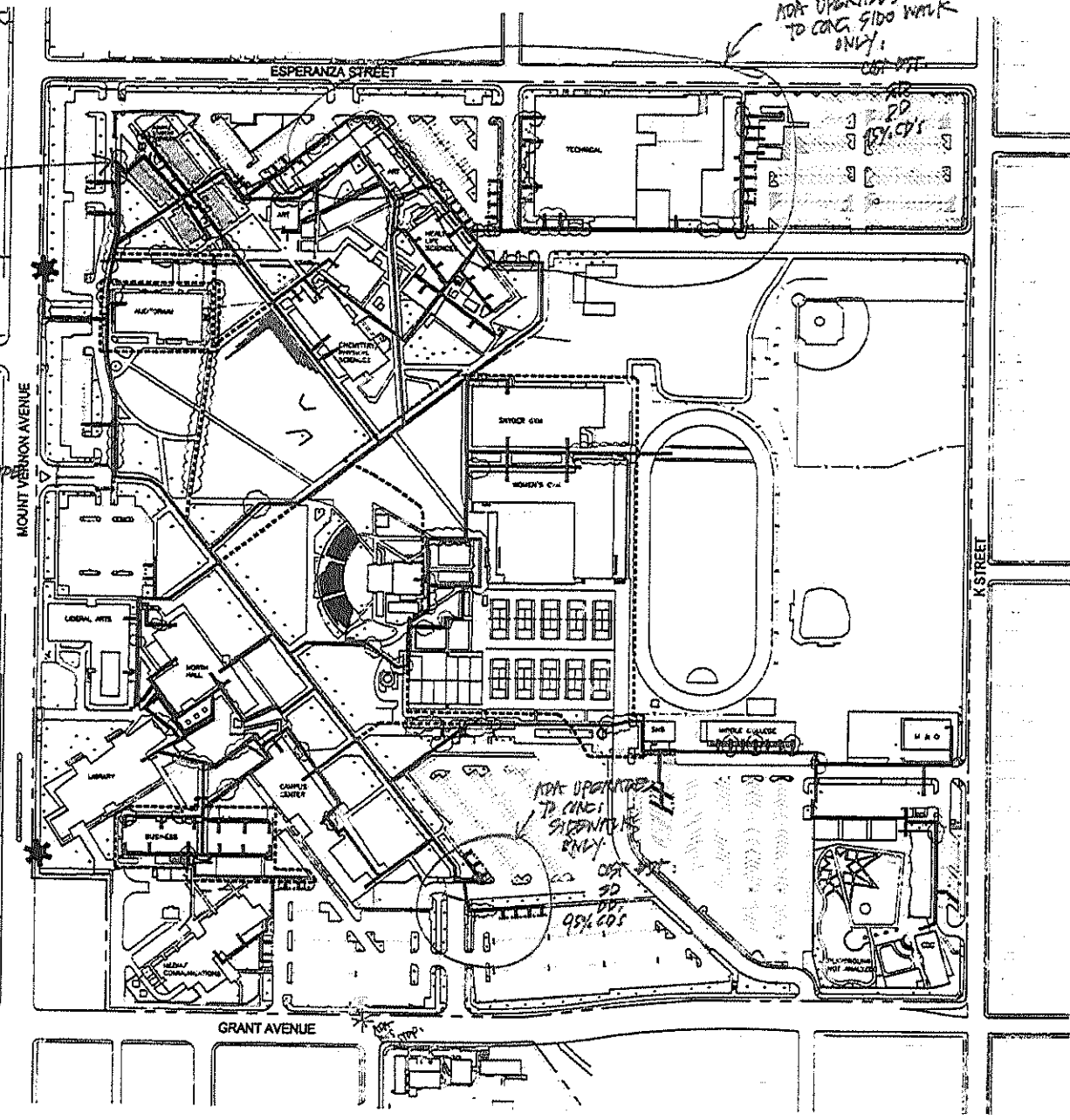
Submitted by: Jody Pountain

PAT
CONSTRUCTION
COST ESTIMATES
FOR
SD
DD
75% CD
COURTYARD @
EXISTING BUILDINGS
UPGRADES FOR
ADA COMPLIANCE,
GRADING, DRAINAGE
NEW VSCP W/
CONC. AND STEEL
SCAFF/SIDEWALKS.

AREA FOR
LPA LANDSCAPE
CONSTRUCTION
ON CAMPUS
PROPOSED
ADA PATH OF
TRAVEL.

ADA UPGRADES
TO CONC. SIDE WALK
ONLY!

ADA UPGRADES
TO CONC.
SIDEWALK
ONLY!



LEGEND

- CAMPUS PATH OF TRAVEL
- LPA RECOMMENDED ADDITIONAL WORK
- AREA ALONG THE PROPOSED PATH OF TRAVEL THAT WILL NOT COMPLIANT APPROX. = 2.748 LINEAR FEET
- EXISTING BUS STOP
- FUTURE PROJECT LIMIT OF WORK

LPA

Architecture
Sustainability
Planning
Interior Design
Landscape Architecture
Engineering
Operations

3161 California Ave, Suite 100
Palo Alto, California 94302

P 650 350-1001
F 650 350-1190
E info@lpa.com
W www.lpa.com



San Bernardino Valley College District
San Bernardino Valley College
111 South Red Road Drive
San Bernardino, CA

SAN BERNARDINO VALLEY COLLEGE ACCESSIBLE ROUTE
111 South Red Road Drive
San Bernardino, CA

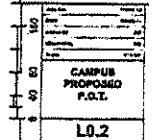
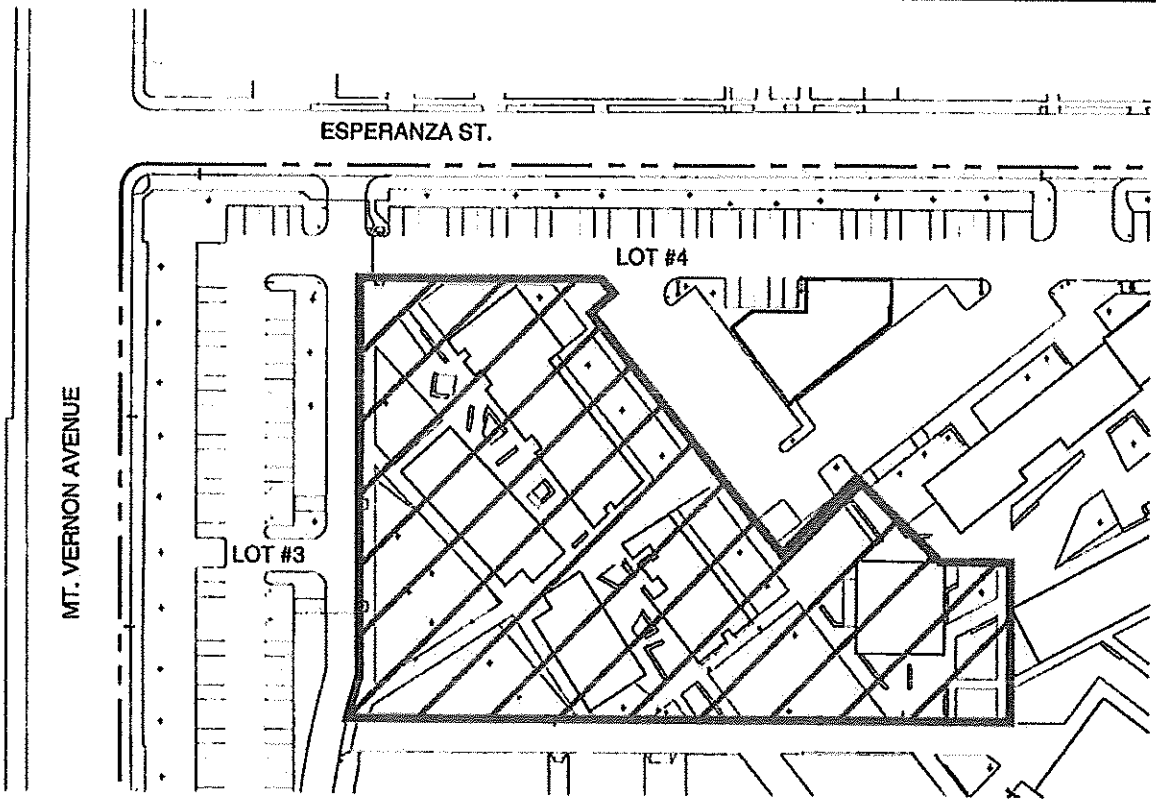


EXHIBIT 1A - PROJECT SCOPE
AT ADMINISTRATION / STUDENT
SERVICES BUILDING AND ART GALLERY
FEB 09 2012



SCOPE OF
WORK 

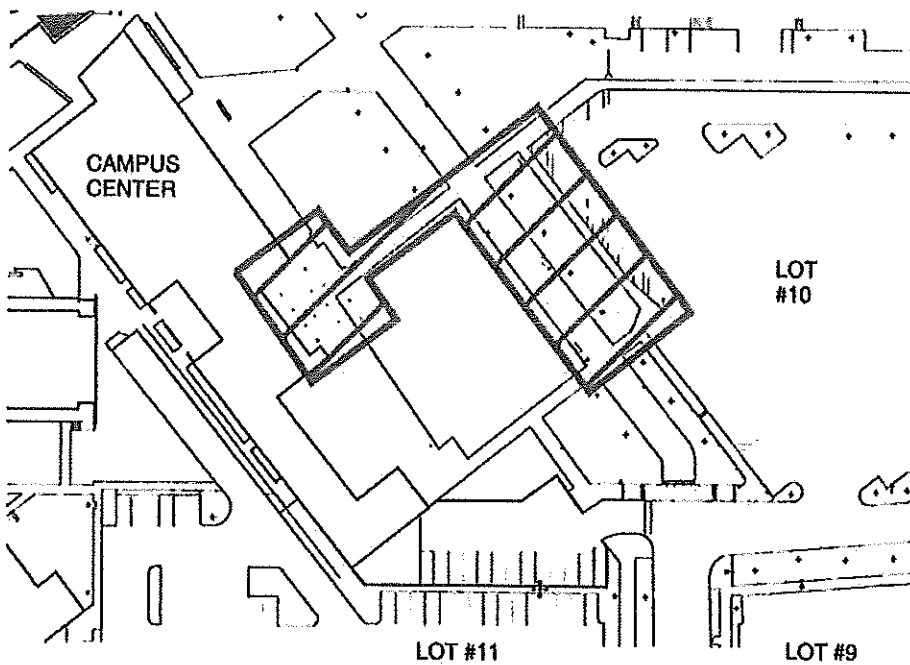
SAN BERNARDINO VALLEY COLLEGE
VOLUNTARY ADA UPGRADES



1" = 80'

EXHIBIT - '1A'

EXHIBIT 1B -- PROJECT SCOPE
AT CAMPUS CENTER AND
STUDENT DROP-OFF AREA
FEB 09 2012



SCOPE OF
WORK



SAN BERNARDINO VALLEY COLLEGE
VOLUNTARY ADA UPGRADES



1" = 80'

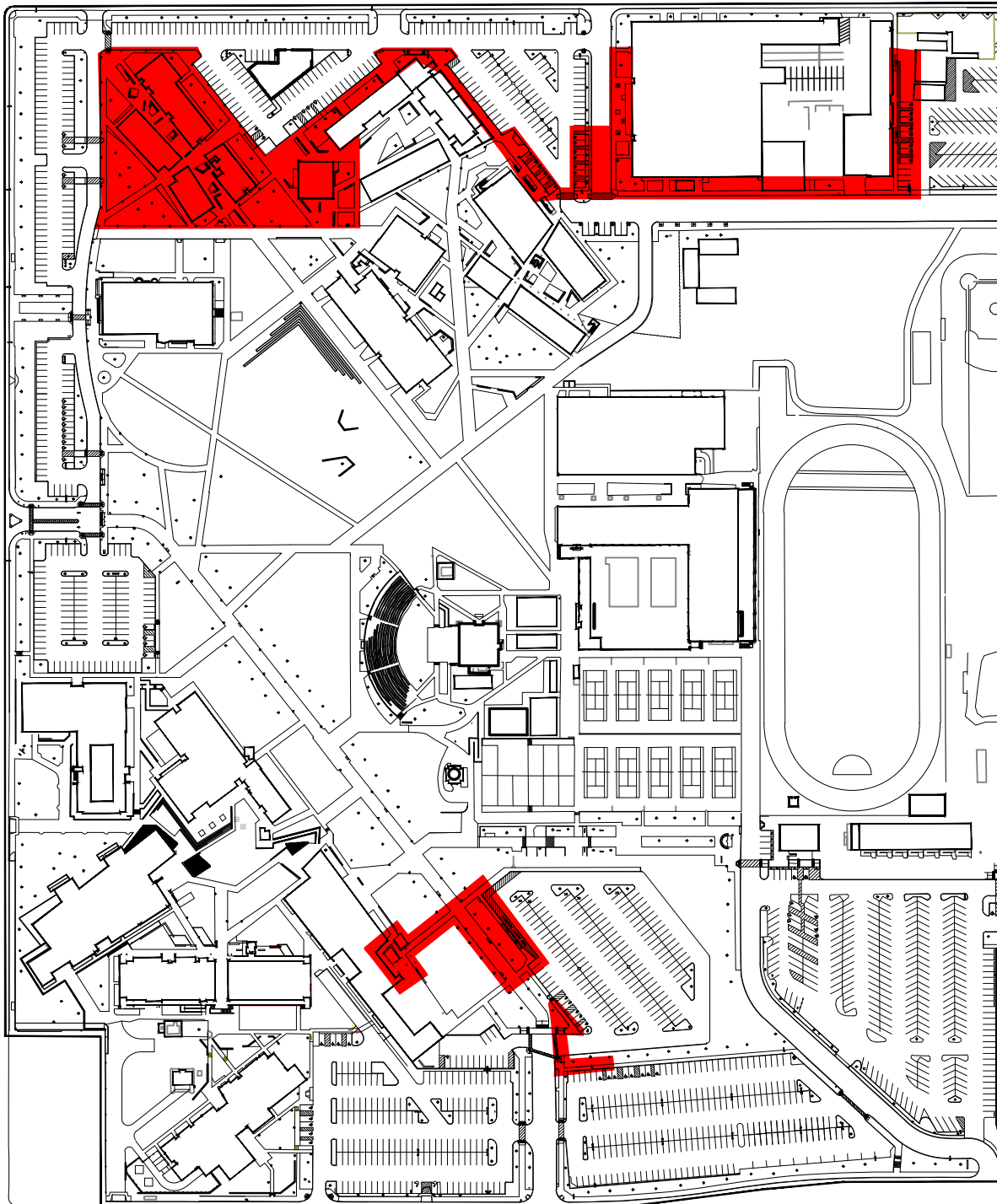
Plants + Seat walls to attain change
flow w/ ADA compliance

w/ seating

EXHIBIT - '1B'

ESPERANZA ST.

MT. VERNON AVENUE



GRANT AVENUE



= AREAS INCLUDED FOR SCOPE OF WORK

VOLUNTARY ADA UPGRADES

PHASE 1

FEB 15 2012

SAN BERNARDINO VALLEY COLLEGE
NTS



EXHIBIT - 1A

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: March 15, 2012
SUBJECT: Consideration for Approval of Agreement with Arup North America Ltd.

RECOMMENDATION

It is recommended that the Board of Trustees approve an agreement with Arup North America Ltd. in a not-to-exceed amount of \$900,000.

OVERVIEW

The District requires Leadership in Environmental and Energy Design (LEED) certification and building commissioning services for all Measure M projects. LEED certification includes all coordination, design review, construction monitoring, equipment testing and verification, and submittal of documentation to the United States Green Building Council for certification of our buildings in accordance with the District Sustainability Plan, approved by the Board of Trustees on January 19, 2012. Building commissioning is a systematic process, ensuring that all building systems perform interactively according to the design intent and the District's operational needs. The process begins at design, and culminates with actual verification of performance.

Consultants for these services were solicited with a publically advertised Request for Qualifications/Proposal (RFQ/P). Arup North America Ltd. was selected by committee after undergoing an extensive screening, proposal review, and interview process with other candidates.

ANALYSIS

The agreement term is for five years, effective beginning March 16, 2012 and ending March 15, 2017. The fee for these services as required throughout the Measure M Program, is a not-to-exceed amount of \$900,000.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

Included in the 2011-2012 Measure M Budget



FACILITY COMMISSIONING AND LEED CERTIFICATION 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 ARUP NORTH AMERICA LTD., 12777 West Jefferson Blvd, Suite 200, Los Angeles, CA 90066, hereinafter referred to as "CONSULTANT".

RECITALS

WHEREAS, the DISTRICT needs professional Facility Commissioning and LEED certification 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 Facility Commissioning and LEED Certification and Documentation services that may be required by the DISTRICT, through planning, design, construction and closeout phases of new construction, renovation, or any improvement projects the DISTRICT may pursue.

2. TERM

Services may be ordered on an as-needed basis by the DISTRICT during the term of this agreement, commencing March 16, 2012, and ending March 15, 2017. All work must be diligently prosecuted and completed by the CONSULTANT during the term of this agreement.

COMPENSATION

- a. Total compensation shall not exceed nine hundred thousand and no/100 dollars (\$900,000) 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 specific position(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. The DISTRICT may convert the proposal to a Lump-Sum Fixed-Fee agreement.

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. Reimbursable items shall be invoiced at cost. Markup will not be permitted.
- iii. Qualifying reimbursable items include printing, copying, reproduction, and postage.

d. Invoicing :

CONSULTANT shall invoice DISTRICT in triplicate upon completion of each phase of services rendered and provide original receipts for all reimbursable expenses.

e. 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 and DISTRICT'S Project Management Consultant shall be endorsed as additional insured on the policy by name.
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

Rick Lasser
ARUP North America Ltd.
12777 West Jefferson Blvd.
Suite 200, Los Angeles CA 90066

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

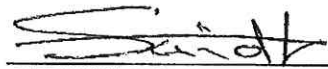
This Agreement is neither assignable nor transferable by either party or by operation of law without the consent in writing of the other party. Consent by either party to one or more assignments or transfers shall not constitute consent to a subsequent assignment or transfer.

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 2/22/2012

Said Gharbieh

Name: Print or Type

12777 W. Jefferson Blvd Suite 100

Mailing Address

Los Angeles Ca 90066

City, State and Zip Code

(310) 578-4400

Telephone Number

Social Security No. or Tax Payer ID No.

EXHIBIT A
FACILITY COMMISSIONING AND LEED CERTIFICATION SERVICES AGREEMENT

ARUP North America Ltd. Hourly Rates

	Position	Rate
1	Principal	\$190
2	Cx Authority	\$160
3	LEED Consultant	\$160
4	Cx Engineer	\$130
5	LEED Engineer	\$130
6	Electrical Engineer	\$150
7	Façade Engineer (Building Envelope)	\$150
8	Mechanical Engineer	\$150
9	Plumbing Engineer	\$150
10	A/V Engineer	\$150
11	Acoustics Engineer	\$150
12	Fire Engineer	\$150
13	IT Engineer	\$150
14	Administrative Assistant	\$70

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Charlie Ng, Vice Chancellor, Fiscal Services
PREPARED BY: Steve Sutorus, Business Manager
DATE: March 15, 2012
SUBJECT: Consideration of Approval to Award Bid to Olympus America Inc.

RECOMMENDATION

It is recommended that the Board of Trustees award Invitation for Bid (IFB) 2012-04, Laboratory Microscopes to Olympus America Inc. for \$273,984.01.

OVERVIEW

Crafton Hills College has established a need to procure laboratory-quality microscopes for the instruction of students enrolled at CHC in both lecture and laboratory settings under the Hispanic Serving Institution Science, Technology, Engineering and Mathematics (HSI-STEM) grant.

ANALYSIS

The District received three responsive and responsible bids, two non-responsive bids and one late bid to IFB 2012-04:

Vendor	Total Bid Cost
Olympus America Inc.	\$ 273,984.01
McBain Systems	\$ 277,151.91
Nikon Instruments Inc.	\$ 292,434.53
Diagnostic Instruments, Inc.	Late
SciencePurchase.com	Non-responsive
Southland Instruments, Inc.	Non-responsive

An evaluation committee consisting of science department faculty and staff determined Olympus America Inc. was responsive and proposed the lowest cost bid.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

Funded and included in the 2011-2012 HSI-STEM grant.

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: March 15, 2012
SUBJECT: Consideration of Approval of Release of Stop Notice Bond

RECOMMENDATION

It is recommended that the Board of Trustees approve the following Release of Stop Notice Bond:

<u>Bond #</u>	<u>SBCCD Contractor</u>	<u>Stop Notice Amount</u>	<u>Bond Amount</u>	<u>Claimant</u>
716941	Tidwell Concrete Construction	\$23,090.40	\$23,090.40	Robertson's Ready Mix
716941	Tidwell Concrete Construction	\$4,012.50	\$4,012.50	Industrial Masonry
716941	Tidwell Concrete Construction	\$8,666.91	\$8,666.91	Eduardo Calderon
716941	Tidwell Concrete Construction	\$1,08.78	\$1,08.78	Fidel Rodriguez
716941	Tidwell Concrete Construction	\$1,485.18	\$1,485.18	Miguel Ugalde

OVERVIEW

Tidwell Concrete Construction was one of the prime contractors on the Learning Resource Center project at CHC. Before the completion of the project, this contractor went out of business and failed to pay many of its subcontractor obligations. This resulted in several stop notices being filed.

At this time, it is recommended that the District release the stop notices, allowing Tidwell's subcontractors to be paid through Tidwell's surety company.

ANALYSIS

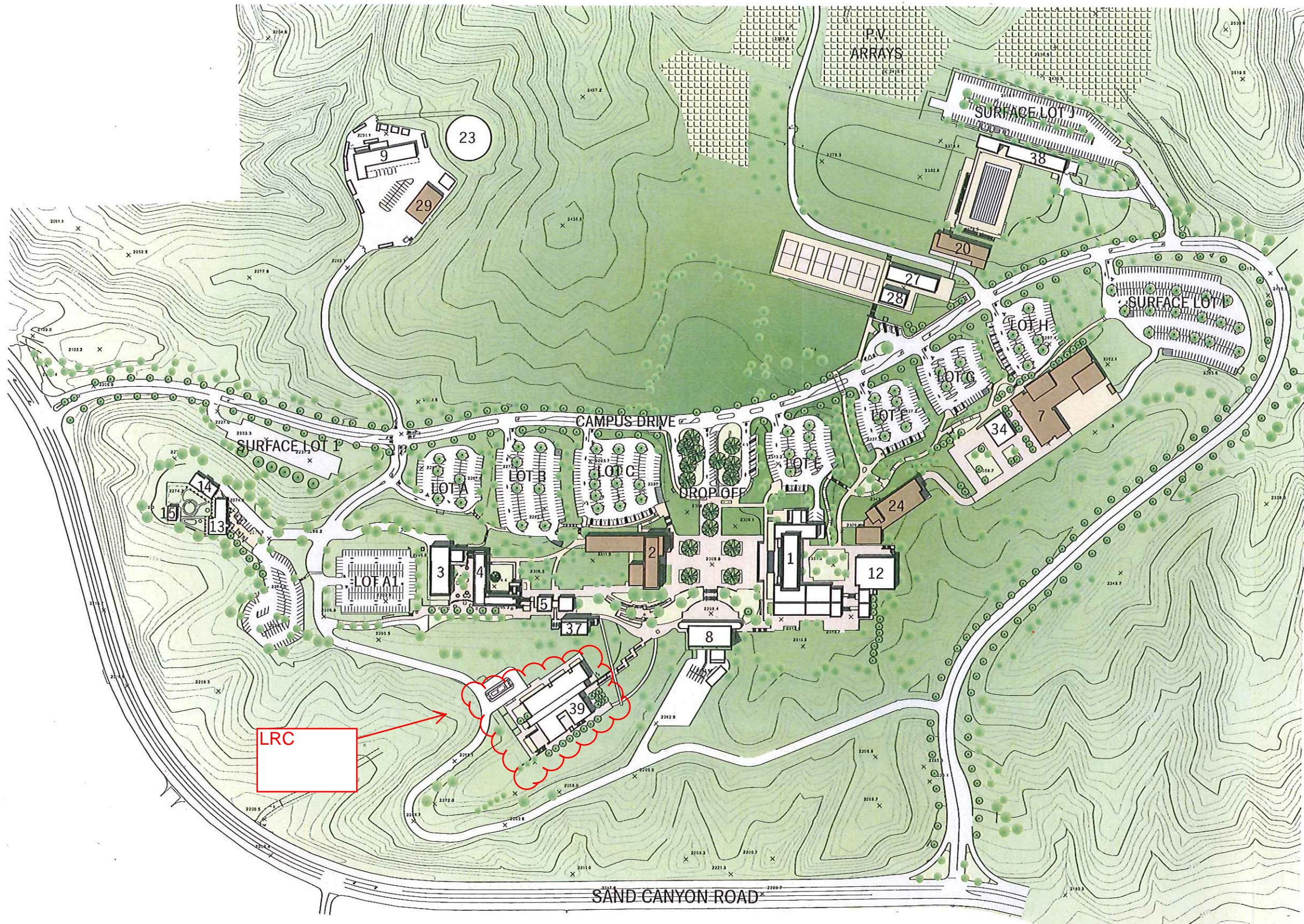
Approval of the Release of Stop Notice Bond will allow Tidwell's claimants to be paid for work completed.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

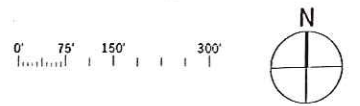
Action on this board item will not impact the budget.



- NO. BUILDING NAME**
- 1 LAB/ADMIN
 - 2 CRAFTON CENTER**
 - 3 CLASSROOM BUILDING 2
 - 4 STUDENT SERVICES A
 - 5 CLASSROOM BUILDING 1
 - 7 OCCUPATIONAL ED 2**
 - 8 PERFORMING ARTS CENTER
 - 9 MAINTENANCE & OPERATIONS
 - 12 CHEMISTRY
 - 13 CDC 1
 - 14 CDC 2
 - 15 CDC 3
 - 20 PHYS ED / ATHLETICS**
 - 23 WATER TANK
 - 24 SCIENCE**
 - 27 SCIENCE MODULAR
 - 28 MATH MODULAR
 - 29 OFFICES (REPURPOSED BOOKSTORE MODULAR)**
 - 34 BOOKSTORE CLASSROOMS
 - 37 STUDENT SERVICES B
 - 38 AQUATIC CENTER
 - 39 LEARNING RESOURCE CENTER

* BOLD INDICATES NEW BUILDING

MASTER PLAN - HORIZON 1



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: March 15, 2012
SUBJECT: Consideration of Approval of Amendment 001 to the P2S Engineering Architects Contract at SBVC

RECOMMENDATION

It is recommended that the Board of Trustees approve Amendment 001 to the P2S Engineering Architects contract in the amount of -\$23,750.

OVERVIEW

The infrastructure sewer improvement project from manhole 5 to manhole 16 was reduced in scope to manhole 14, which resulted in a credit from the design engineering firm, P2S.

ANALYSIS

The effect of this amendment will be a decrease of \$23,750 to the P2S Engineering Architects contract, resulting in a revised contract amount of \$101,250. 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

701 S Mount Vernon, San Bernardino, CA 92410

Project Memo

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

DATE: February 06, 2012

No - VC M-072

TO: Charlie Ng
Vice Chancellor
San Bernardino Community College District (SBCCD)

FROM: David Schliermeyer
Project Manager
Kitchell/BRj/Seville

RE: San Bernardino Valley College (SBVC) - Sewer replacement project.
Amendment to reduce P2S contract for deleted design scope.

SCOPE:

Approval of deductive amendment to P2S contract for sewer design due to a reduction in design scope.

NARRATIVE:

P2S was issued a contract for \$125,000.00 (PO 120657) to design the sewer replacement from manhole 05 through manhole 16. The actual design was from manhole 5 through manhole 14. P2S has agreed to a reduction in costs for the reduced design and to partner with the District in reducing overall project costs.

P2S has agreed to a reduction in their contract from the \$125,000.00 contracted amount to the paid to date amount of \$101,250.00. This is a savings to the district of \$23,750.00.

RECOMMENDATION:

Kitchell/BRj recommends issuance of an deductive amendment to P2S contract for \$ -23,750.00

BUDGET INFORMATION:

Project Original Budget amount:	\$ 21,200,000.00 (budget in review)
Project Current Spent to Date:	\$ 2,334,956.56
Project Current Estimate to Complete:	\$ 16,098,545.34
Project Memo Forecast Cost:	\$ -23,750.00
Project Change Amount:	\$ -23,750.00

Budget Line Item: 42-37-31-5230-0000-6210.10-7100

<input checked="" type="radio"/> I concur with this recommendation <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 <input type="radio"/> I do not concur with this recommendation	 Charlie Ng, Vice Chancellor, SBCCD
--	--

Attachments:

1. Amendment 01 to P2S.

CONSULTANT CONTRACT AMENDMENT to AGREEMENT OF PROFESSIONAL SERVICES CONTRACT: 001

DATE: 03/15/2012

PROJECT: San Bernardino Valley College
701 S. Mount Vernon Ave.
San Bernardino, CA 92410

OWNER: San Bernardino Community College District (SBCCD)
114 S. Del Rosa Avenue
San Bernardino, CA 92408

TO: P2S Engineering
5000 East Spring St. 8th floor
Long Beach, ca. 90815-5218

KITCHELL/BRJ/SEVILLE
FEB 08 2012
CODE # _____
APPROVAL _____ *KB*

Narrative:

P2S is the A/E for the sewer improvement project. Design requirements were for replacement of existing sewer line from manhole 05 – through manhole 16. Actual design was from manhole 05 through manhole 14, which resulted in a reduction of design scope. P2S has agreed to a reduction in fee for the reduced scope and a further reduction in fee as a gesture of goodwill to assist the District with budgetary constraints.

Attachments:

- Measure M - Project Memo VC - 072

Costs:

\$-23,750.00 = Total amount of this Amendment

The original Agreement for Professional Services Contract Sum	\$ 125,000.00
Net change by previous Amendment	\$ 0.00
The Agreement for Professional Services Contract Sum prior to this Amendment	\$125,000.00
The Agreement for Professional Services Contract Sum will be decreased by this Amendment	\$ -23,750.00
The new Agreement for Professional Services Contract Sum including this Amendment	\$101,250.00

By signing this Amendment the SBCCD authorizes P2S to reduce the scope of work listed above. SBCCD also authorizes and acknowledges that the amount of this Amendment will be paid via an amendment to P2S 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
P2S Engineering

PROGRAM MANAGER
Kitchell/BRj

OWNER
SBCCD

By: Thomas

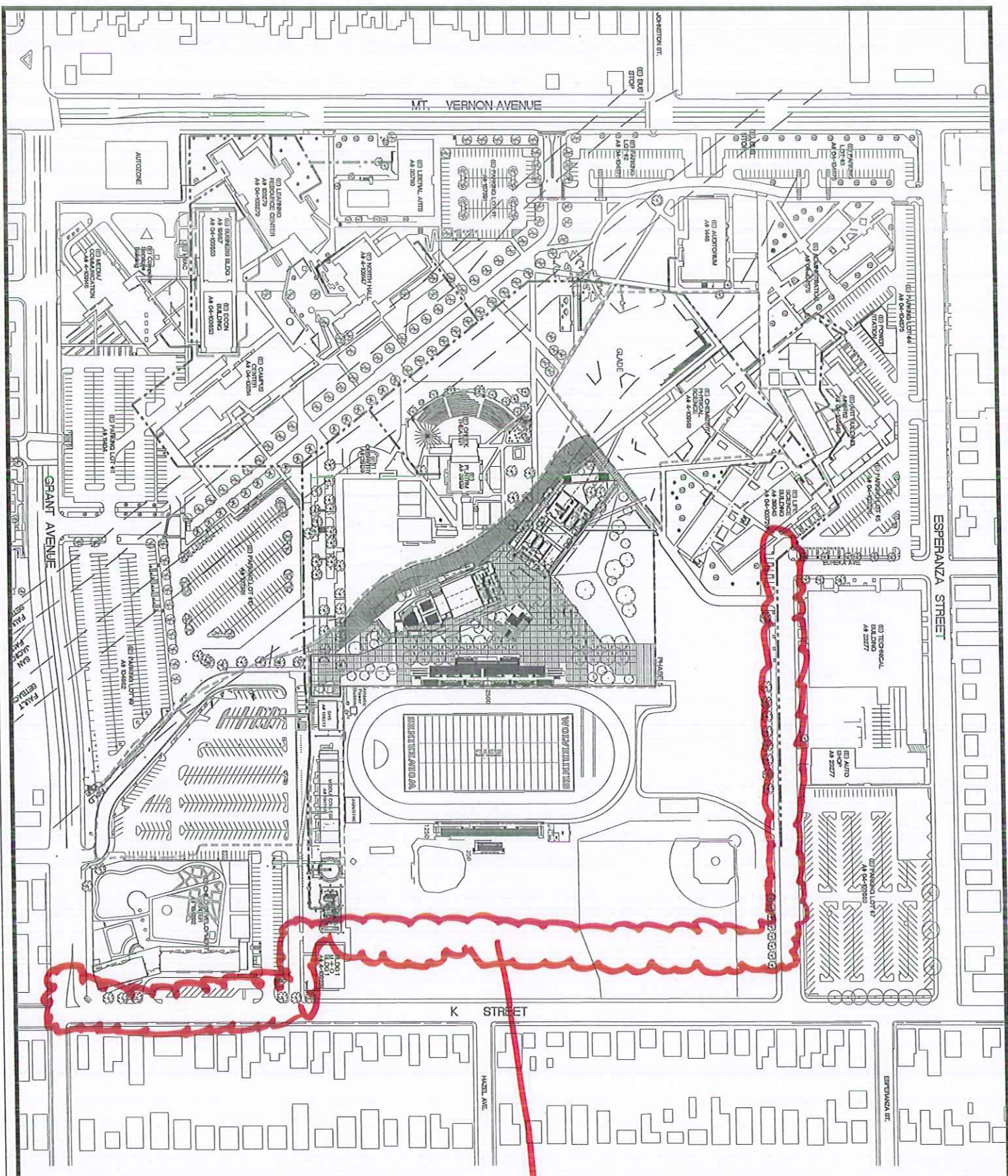
By: Dona Johnson

By: _____

DATE: 02-06-12

DATE: 2/14/12

DATE: _____



SEWER PROJECT
PLS AMENDMENT



LEGEND

PROJECT LIMITS OF WORK
 1" = 40'

SCALE

1" = 40'

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: March 15, 2012
SUBJECT: Consideration of Approval of Amendment 003 to the
CHJ Incorporated Contract at SBVC

RECOMMENDATION

It is recommended that the Board of Trustees approve Amendment 003 to the CHJ Incorporated contract in the amount of \$12,060.

OVERVIEW

A Division of the State Architect agency pre-meeting was conducted for the auditorium project which included a request for an additional Geotechnical Investigations and Hazards Analysis Report for the proposed elevator. The analysis will be forwarded to California Geological Survey for independent review.

ANALYSIS

The effect of this amendment will be an increase of \$12,060 to the CHJ Incorporated contract, resulting in a revised contract amount of \$496,150, and a contract extension for an additional two years.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Included in 2011-12 Measure M budget.

Kitchell/BRJ/Seville

701 S Mount Vernon Ave, San Bernardino, CA 92410

Project Memo

Ph: 909.693.3160 Fax: 909.889.9952

DATE: January 26, 2012

TO: Charle Ng
Vice Chancellor
San Bernardino Valley College (SBVC)

FROM: Brooke Duncan, Project Manager
Kitchell/BRJ/Seville

RE: San Bernardino Valley College (SBVC) Measure M
Auditorium: Geotechnical and Geologic Hazards Investigation

No. VC 071

KITCHELL/BRJ/SEVILLE
FEB 1, 2012
CODE#
APPROVAL

SCOPE:

Approve amendment to CHJ Consultants for additional requested work for geotechnical investigations by DSA at the Auditorium elevator addition at the east side of the building.

NARRATIVE:

The DSA pre-meeting that occurred on January 11, 2012 identified items of concern for DSA regarding structural retrofit and costs. The Design Team explained that a voluntary structural upgrade occurred in 2003 and that this current project would supplement the minor structural recommendations made in the Master Plan. A DSA follow-up meeting was requested for DSA Structural disciplines to meet with the Design Team, in addition to reviewing the cost budget for the 50% rule. As a result of the discussions at the follow-up meeting on February 1, 2012, DSA authorized the Design Team to proceed without additional retrofit requirements, but with the criteria of Geotechnical Investigation and Hazards Report to be submitted to CGS for the proposed elevator area at the east side of the Auditorium.

RECOMMENDATION:

Kitchell/BRJ/Seville recommends approval of amendment to CHJ for the cost of \$12,060.00

Budget Information:

Project Original Budget Amount:	\$3,200,000.00
Project Current Spent to Date:	\$ 283,655.93
Project Current Estimate to Complete:	\$ 9,312,910.73
Project Memo Forecast Cost:	\$12,060.00
Project Change Amount:	\$12,060.00
Budget Line Item: 6220.13	

I concur with this recommendation Diana Johnson 2/14/12
 I do not concur with this recommendation Diana Johnson, Program Manager, KBS

I concur with this recommendation 5/8
 I do not concur with this recommendation Charle Ng, Vice Chancellor, Fiscal Services

Attachments: CHJ Proposal

Cc: File

M
2/8/12

**CONSULTANT CONTRACT AMENDMENT
FOR GEOTECHNICAL SERVICES / SPECIAL TESTING: 003**

PROJECT: San Bernardino Valley College (SBVC)
701 S. Mount Vernon Avenue
San Bernardino, CA 92410

OWNER: San Bernardino Community College District
114 S. Del Rosa Avenue
San Bernardino, CA 92408

TO: CHJ INCORPORATED.
1355 East Cooley Drive
Colton, CA 92324

Brief Description:

This contract amendment is for additional geotechnical services requested by DSA via the Project Design Team for soil conditions and hazards analysis at the east side of the Auditorium to accommodate the designed elevator space. This contract is to be extended from 2/11/2012 to 2/11/2014.

1. Geotechnical Investigation Report
2. Geotechnical Hazards Report

Attachments:

Executed Project Memo and CHJ Proposal

Costs:

\$12,060.00 = Total of this requested Consultant Contract Amendment: 003

The original Contract Sum	\$195,700.00
Net change by previous Amendments	\$288,390.00
The Contract Sum prior to this Amendment	\$484,090.00
The Contract Sum will be increased by this Amendment	\$12,060.00
The new Contract Sum including this Amendment	\$496,150.00
The Contract Schedule as of this Amendment will be increased by:	0 calendar days

By signing this Amendment the San Bernardino Community College District (SBCCD) authorizes CHJ INCORPORATED, 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 CHJ INCORPORATED 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
CHJ INCORPORATED

PROGRAM MANAGER
Kitchell CEM

OWNER
SBCCD

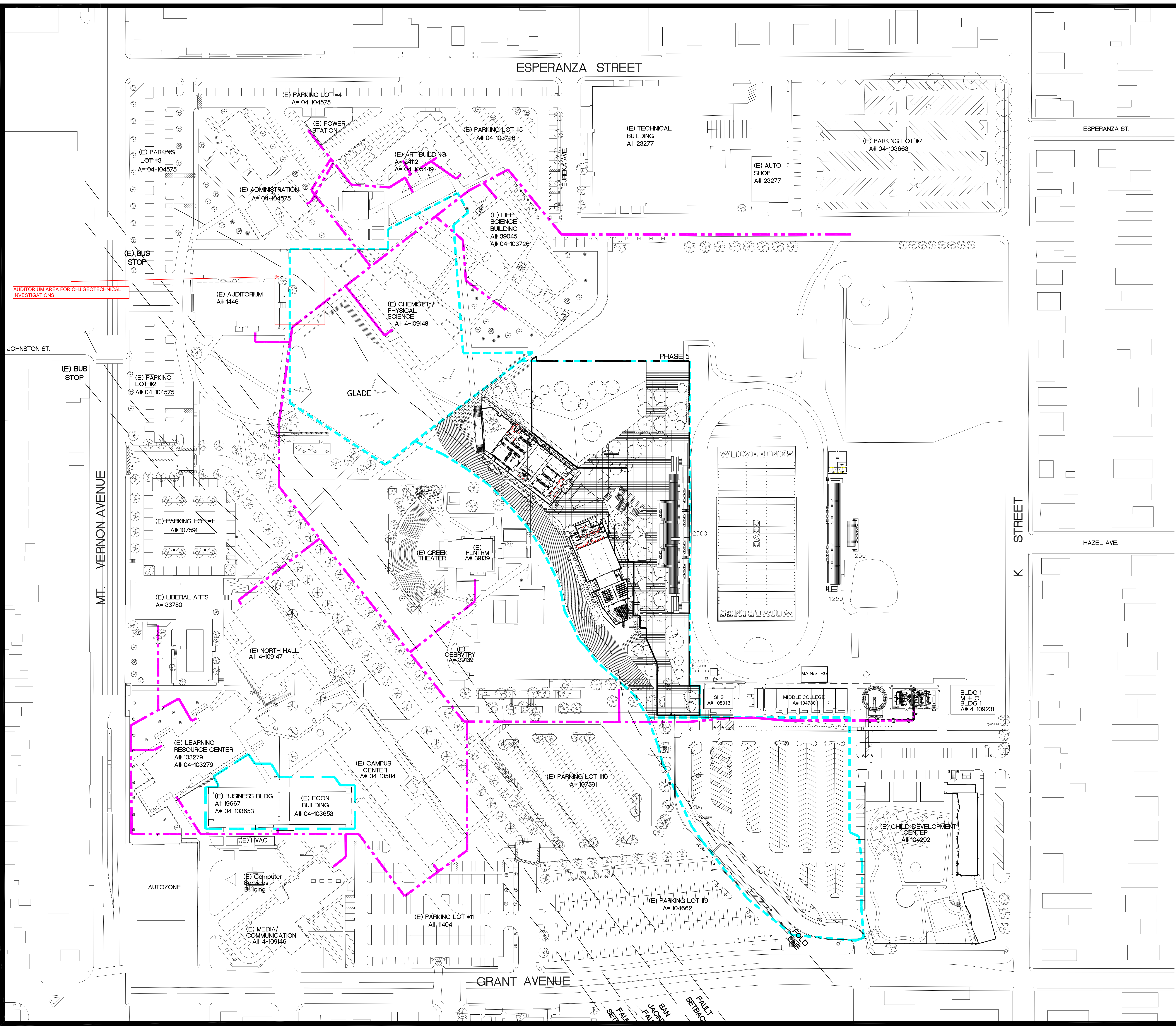
By: George P. Battley By: Diana Johnson
DATE: 2-27-12 DATE: 2/27/12

By: _____
DATE: _____

LEGEND

PROJECT LIMITS OF WORK - - - - -

CP PIPING - - - - -



SCALE

1" = 60'

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: March 15, 2012
SUBJECT: Consideration of Approval of Amendment 003 to the
Leighton Consulting, Inc. Contract at CHC

RECOMMENDATION

It is recommended that the Board of Trustees approve Amendment 003 to the Leighton Consulting, Inc. contract at CHC in the amount of \$48,600.

OVERVIEW

As part of the design process, specific geotechnical information is required in order for the architects and engineers to produce a solid, coordinated and verified design. This amendment is for adding geotechnical services to Leighton Consulting, Inc.'s existing contract for the recently started Occupational Education 2 and PE/Athletic Complex projects. Leighton Consulting, Inc. will be providing site visits, borings, laboratory testing, preparation of geotechnical reports, and coordination with the project team during the design phase and during Division of the State Architect/California Geological Survey review.

Leighton Consulting, Inc. was selected by the SBCCD and CHC selection committee through the SBCCD board approved consultant selection process to provide these geotechnical services on any and all Crafton Hills College Measure M bond projects.

ANALYSIS

The effect of this amendment will be an increase of \$48,600 to the Leighton Consulting contract, resulting in a revised contract amount of \$398,600 and also an extension of three years.

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: 909.436.4159 - Fax: 909.794.8901

DATE: February 15, 2012

No - M CHC OE2 Bldg 003

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 #: OE2 Building & PE/Athletic Complex
Leighton Consulting, Inc. Contract Amendment for Design Geotechnical Services

SCOPE:

SBCCD approval of Leighton Consulting, Inc. Contract Amendment 03 in the amount of \$48,600.00 for geotechnical services during the design process of the OE2 Building and PE/Athletic Complex.

NARRATIVE:

As part of the design process specific geotechnical information is required in order for the architects and engineers to produce a solid, coordinated and verified design. These geotechnical services are performed by an independent geotechnical engineer consultant. Leighton Consulting, Inc. was selected by the SBCCD and CHC selection committee through the SBCCD board approved consultant selection process to provide these geotechnical services on any and all Crafton Hills College Measure M bond projects.

Leighton Consulting, Inc. will be providing site visits, borings, laboratory testing, preparation of geotechnical report(s), and coordination with the project team during the design phase and during DSA/CGS review.

RECOMMENDATION:

Kitchell/BRj/Seville recommends that SBCCD approve Leighton Consulting, Inc. Contract Amendment 03 in the amount of \$48,600.00 for geotechnical services during the design process of the OE2 Building and PE/Athletic Complex. Leighton Consulting, Inc.'s new contract amount will be \$398,600.00.

With your concurrence with this recommendation Leighton Consulting, Inc. Contract Amendment 03 will be presented to the SBCCD board at the upcoming March 15, 2012 board meeting.

BUDGET INFORMATION/FISCAL IMPACT:

OE2 Building Project - 5625

Info from Measure M Budget version 25

Project Original Budget Amount:	\$ 23,790,316.74
Project Current Spent to date:	\$ 0.00
Project Current Estimate to Complete:	\$ 23,790,316.74
Project Memo Forecast Cost:	\$ 29,400.00
Project Change Amount:	\$ 0.00

Budget Line Item will be 6210.13 - Testing/Special Inspection

AW
1/15/12

PE/Athletic Complex Project - 1510

Info from Measure M Budget version 25

Project Original Budget Amount: \$ 6,348,306.77
Project Current Spent to date: \$ 0.00
Project Current Estimate to Complete: \$ 6,348,306.77
Project Memo Forecast Cost: \$ 19,200.00
Project Change Amount: \$ 0.00

Budget Line Item will be 6210.13 - Testing/Special Inspection

I concur with this recommendation
 I do not concur with this recommendation
Diana Johnson, Program Manager, KBS
Bm 2/15/2012
2/15/12

I concur with this recommendation
 I do not concur with this recommendation
Charlie Ng, VC of Fiscal Services, SBCCD
5/18

Attachments: Leighton Consulting, Inc. Proposal Details/Backup (5 pages)

Cc: Scott Stark - SBCCD
Diana Johnson; Bruce McDonald; Gary Weinstein - Kitchell/BRJ/Seville
Jason Hertzberg - Leighton Consulting, Inc.
File

LEIGHTON CONSULTING, INC. CONTRACT AMENDMENT: 003

PROJECT: Crafton Hills College (CHC)
11711 Sand Canyon Road
Yucaipa, CA 92399

OWNER: San Bernardino Community College District (SBCCD)

TO: Leighton Consulting, Inc.
10532 Acacia Street, Suite B-6
Rancho Cucamonga, CA 91730

Brief Description:

This amendment is for providing geotechnical design services for the OE2 Building and PE/Athletic Complex building at Crafton Hills College. Leighton Consulting, Inc. will be providing site visits, borings, laboratory testing, preparation of geotechnical report(s), and coordination with the project team during the design phase and during DSA/CGS review. Amendment also includes a contract extension of three years. With this extension contract will now expire February 10, 2015.

Attachments:

- Kitchell/BRj/Seville project memo (2 pages)
- Leighton Consulting, Inc. OE2 Bldg & PE/Athletic Complex proposal (5 pages)

Costs:

\$48,600.00 = Total amount of this Amendment

The original Contract Sum	\$107,000.00
Net change by previous Amendments	\$243,000.00
The Contract Sum prior to this Amendment	\$350,000.00
The Contract Sum will be increased by this Amendment	\$48,600.00
The new Contract Sum including this Amendment	\$398,600.00

The Contract Schedule as of this Amendment will be extended three years.

By signing this Amendment the SBCCD authorizes Leighton Consulting, Inc. to perform the scope of work listed above. SBCCD also authorizes and acknowledges that the amount of this Amendment will be paid via an amendment to Leighton Consulting, Inc. contract with SBCCD.

Not valid until signed by all parties. Signature of Consultant indicates agreement herewith, including any adjustment in the Contract Sum or Construction Schedule.

Authorized:

CONSULTANT
Leighton Consulting, Inc.

PROGRAM MANAGER
Kitchell/BRj/Seville

OWNER
SBCCD

By: 

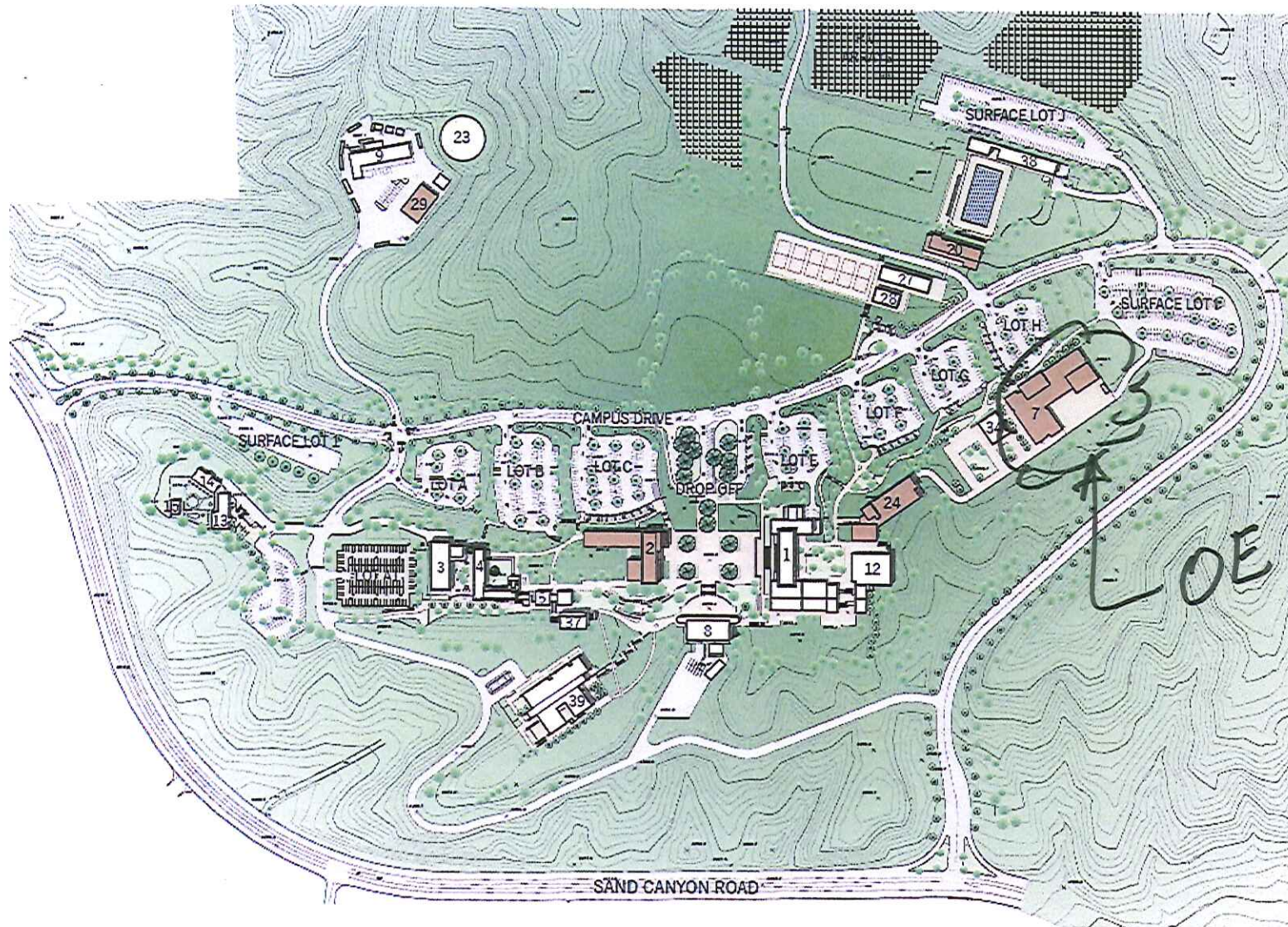
By: 

By: _____

DATE: 2/29/12

DATE: 2/29/12

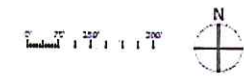
DATE: _____

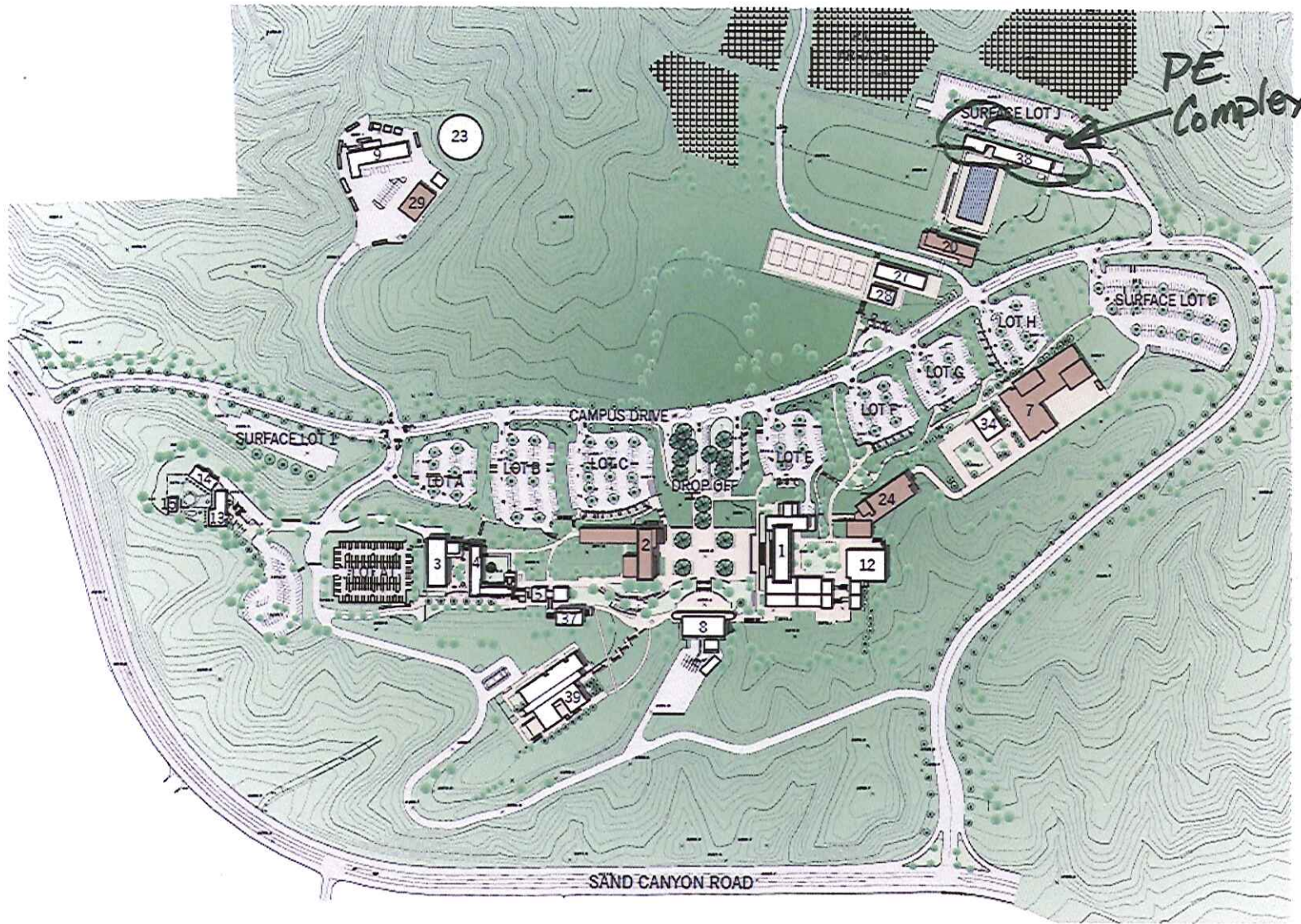


- | NO. | BUILDING NAME |
|-----|---|
| 1 | LAB/ADMIN |
| 2 | CRAFTON CENTER |
| 3 | CLASSROOM BUILDING 2 |
| 4 | STUDENT SERVICES A |
| 5 | CLASSROOM BUILDING 1 |
| 7 | OCCUPATIONAL ED 2 |
| 8 | PERFORMING ARTS CENTER |
| 9 | MAINTENANCE & OPERATIONS |
| 12 | CHEMISTRY |
| 13 | CDC 1 |
| 14 | CDC 2 |
| 15 | CDC 3 |
| 20 | PHYS ED / ATHLETICS |
| 23 | WATER TANK |
| 24 | SCIENCE |
| 27 | SCIENCE MODULAR |
| 28 | MATH MODULAR |
| 29 | OFFICES
(REPURPOSED BOOKSTORE
MODULAR) |
| 34 | BOOKSTORE CLASSROOMS |
| 37 | STUDENT SERVICES B |
| 38 | AQUATIC CENTER |
| 39 | LEARNING RESOURCE CENTER |

* BOLD INDICATES NEW BUILDING

MASTER PLAN - HORIZON 1





- NO. BUILDING NAME**
- 1 LAB/ADMIN
 - 2 CRAFTON CENTER**
 - 3 CLASSROOM BUILDING 2
 - 4 STUDENT SERVICES A
 - 5 CLASSROOM BUILDING 1
 - 7 OCCUPATIONAL ED 2**
 - 8 PERFORMING ARTS CENTER
 - 9 MAINTENANCE & OPERATIONS
 - 12 CHEMISTRY
 - 13 CDC 1
 - 14 CDC 2
 - 15 CDC 3
 - 20 PHYS ED / ATHLETICS**
 - 23 WATER TANK
 - 24 SCIENCE**
 - 27 SCIENCE MODULAR
 - 28 MATH MODULAR
 - 29 OFFICES (REPURPOSED BOOKSTORE MODULAR)**
 - 34 BOOKSTORE CLASSROOMS
 - 37 STUDENT SERVICES B
 - 38 AQUATIC CENTER
 - 39 LEARNING RESOURCE CENTER
- * BOLD INDICATES NEW BUILDING

MASTER PLAN - HORIZON 1



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: March 15, 2012
SUBJECT: Consideration of Approval of Amendment 004 to the
AEI-CASC Consulting Contract at CHC

RECOMMENDATION

It is recommended that the Board of Trustees approve Amendment 004 to the AEI-CASC Consulting contract at CHC in the amount of \$10,100.

OVERVIEW

As part of the design process, specific survey information is required in order for the architects and engineers to produce a solid, coordinated and verified design. This amendment is for additional survey services for the recently started Occupational Education 2 and PE/Athletic Complex projects. AEI-CASC Consulting will be providing field survey and office calculations to verify existing survey control and develop topographic mapping of the specific project sites. The survey will include cross sections at 50' intervals as well as existing features, grade breaks and visible utilities (manholes, water valves, utility vaults, etc.).

AEI-CASC Consulting was selected by the SBCCD and CHC selection committee through the SBCCD board-approved consultant selection process to provide these survey services on any and all Crafton Hills College Measure M bond projects.

ANALYSIS

The effect of this amendment will be an increase of \$10,100 to the AEI-CASC Consulting contract, resulting in a revised contract amount of \$185,159 and a contract extension for an additional three years.

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: February 15, 2012

No - M CHC OE2 Bldg 002

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 #: OE2 Building & PE/Athletic Complex
AEI-CASC Contract Amendment for Design Survey Services

SCOPE:

SBCCD approval of AEI-CASC Consulting Contract Amendment 04 in the amount of \$10,100.00 for survey services during the design process of the OE2 Building and PE/Athletic Complex.

NARRATIVE:

As part of the design process specific survey information is required in order for the architects and engineers to produce a solid, coordinated and verified design. These survey services are performed by an independent survey professional. AEI-CASC Consulting was selected by the SBCCD and CHC selection committee through the SBCCD board approved consultant selection process to provide these survey services on any and all Crafton Hills College Measure M bond projects.

AEI-CASC Consulting will be providing field survey and office calculations to verify existing survey control and develop topographic mapping of the specific project sites. The survey will include cross sections at 50' intervals as well as all existing features, grade breaks and visible utilities (manholes, water valves, utility vaults, etc.).

RECOMMENDATION:

Kitchell/BRj/Seville recommends that SBCCD approve AEI-CASC Consulting Contract Amendment 04 in the amount of \$10,100.00 for survey services during the design process of the OE2 Building and PE/Athletic Complex. AEI-CASC Consulting's new contract amount will be \$185,159.00.

With your concurrence with this recommendation AEI-CASC Consulting Contract Amendment 04 will be presented to the SBCCD board at the upcoming March 15, 2012 board meeting.

BUDGET INFORMATION/FISCAL IMPACT:

OE2 Building Project - 5625

Info from Measure M Budget version 25

Project Original Budget Amount:	\$ 23,790,316.74
Project Current Spent to date:	\$ 0.00
Project Current Estimate to Complete:	\$ 23,790,316.74
Project Memo Forecast Cost:	\$ 5,050.00 - needed \$50.00 will come from soft cost contingency
Project Change Amount:	\$ 0.00

Budget Line Item will be 6210.59 - Surveying

M
1/15/12

PE/Athletic Complex Project - 1510
Info from Measure M Budget version 25

Project Original Budget Amount: \$ 6,348,306.77
Project Current Spent to date: \$ 0.00
Project Current Estimate to Complete: \$ 6,348,306.77
Project Memo Forecast Cost: \$ 5,050.00
Project Change Amount: \$ 0.00
Budget Line Item will be 6210.59 - Surveying

I concur with this recommendation
 I do not concur with this recommendation

Bam 2/15/12
Diana Johnson
Diana Johnson, Program Manager, KBS

I concur with this recommendation
 I do not concur with this recommendation

4/8
Charlie Ng
Charlie Ng, VC of Fiscal Services, SBCCD

Attachments: ABI-CASC Consulting Proposal Details/Backup (3 pages)

Cc: Scott Stark - SBCCD
Diana Johnson; Bruce McDonald; Gary Weinstein - Kitchell/BRJ/Seville
Rick Furlong - ABI-CASC Consulting
File

AEI-CASC CONSULTING CONTRACT AMENDMENT: 004

PROJECT: Crafton Hills College (CHC)
11711 Sand Canyon Road
Yucaipa, CA 92399

OWNER: San Bernardino Community College District (SBCCD)

TO: AEI-CASC Consulting
937 South Via Lata, Suite 500
Colton, CA 92324

Brief Description:

This amendment is for providing survey services during the design phase of the OE2 Building and PE/Athletic Complex building at Crafton Hills College. AEI-CASC Consulting will be providing field survey and office calculations to verify existing survey control and develop topographic mapping of the specific project sites. The survey will include cross sections at 50' intervals as well as all existing features, grade breaks and visible utilities (manholes, water valves, utility vaults, etc.) Amendment also includes a contract extension of three years. With this extension contract will now expire February 10, 2015.

Attachments:

- Kitchell/BRj/Seville project memo OE2 Bldg 002 (2 pages)
- AEI-CASC Consulting OE2 Bldg & PE/Athletic Complex proposal (3 pages)

Costs:

\$10,100.00 = Total amount of this Amendment

The original Contract Sum	\$21,384.00
Net change by previous Amendments	\$153,675.00
The Contract Sum prior to this Amendment	\$175,059.00
The Contract Sum will be increased by this Amendment	\$10,100.00
The new Contract Sum including this Amendment	\$185,159.00

The Contract Schedule as of this Amendment will be extended three years.

By signing this Amendment the SBCCD authorizes AEI-CASC Consulting 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 AEI-CASC Consulting 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.

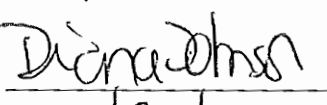
Authorized:

CONSULTANT
AEI-CASC Consulting

PROGRAM MANAGER
Kitchell/BRj/Seville

OWNER
SBCCD

By: 

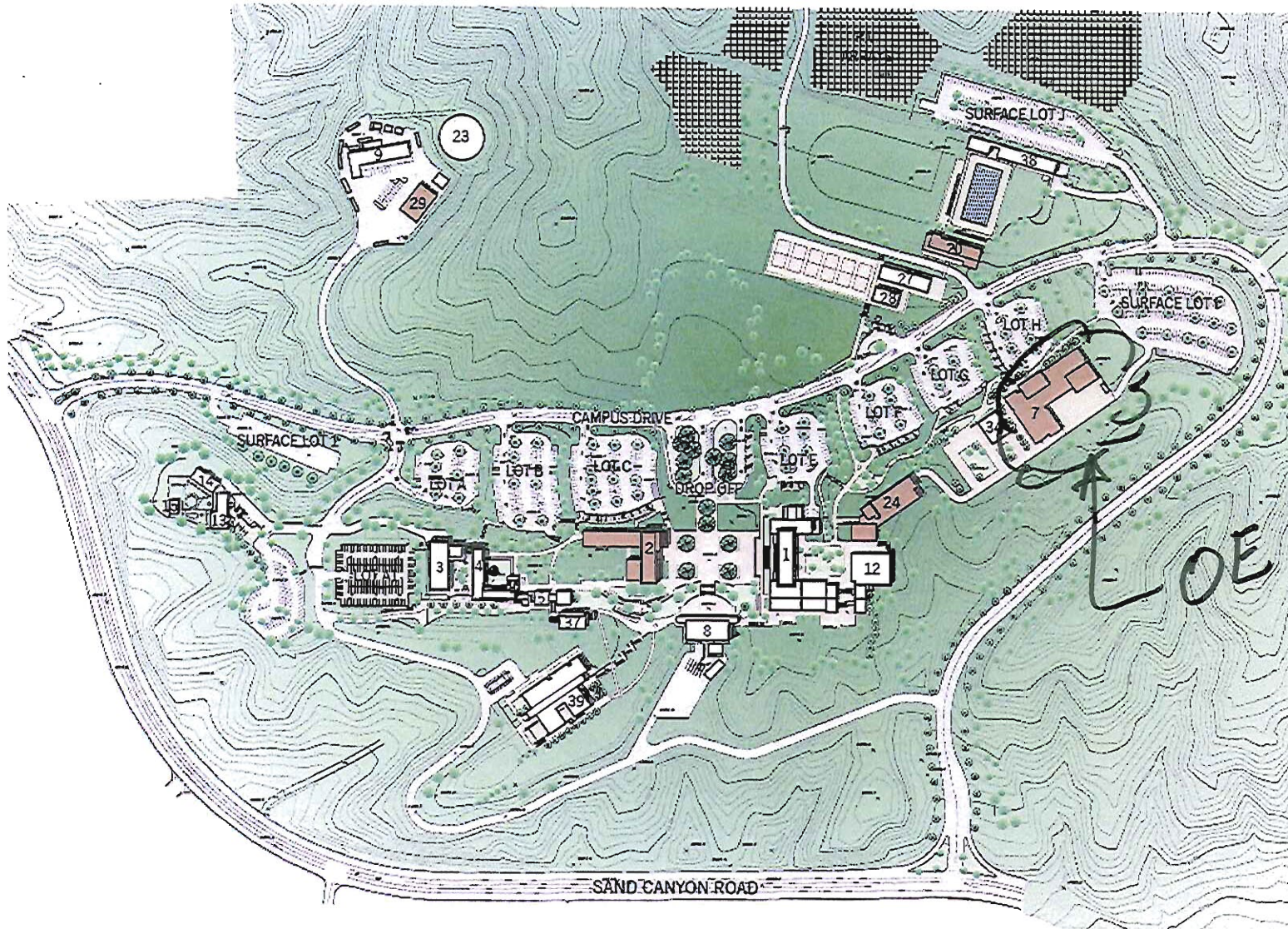
By: 

By: _____

DATE: 2.24.12

DATE: 2/29/12

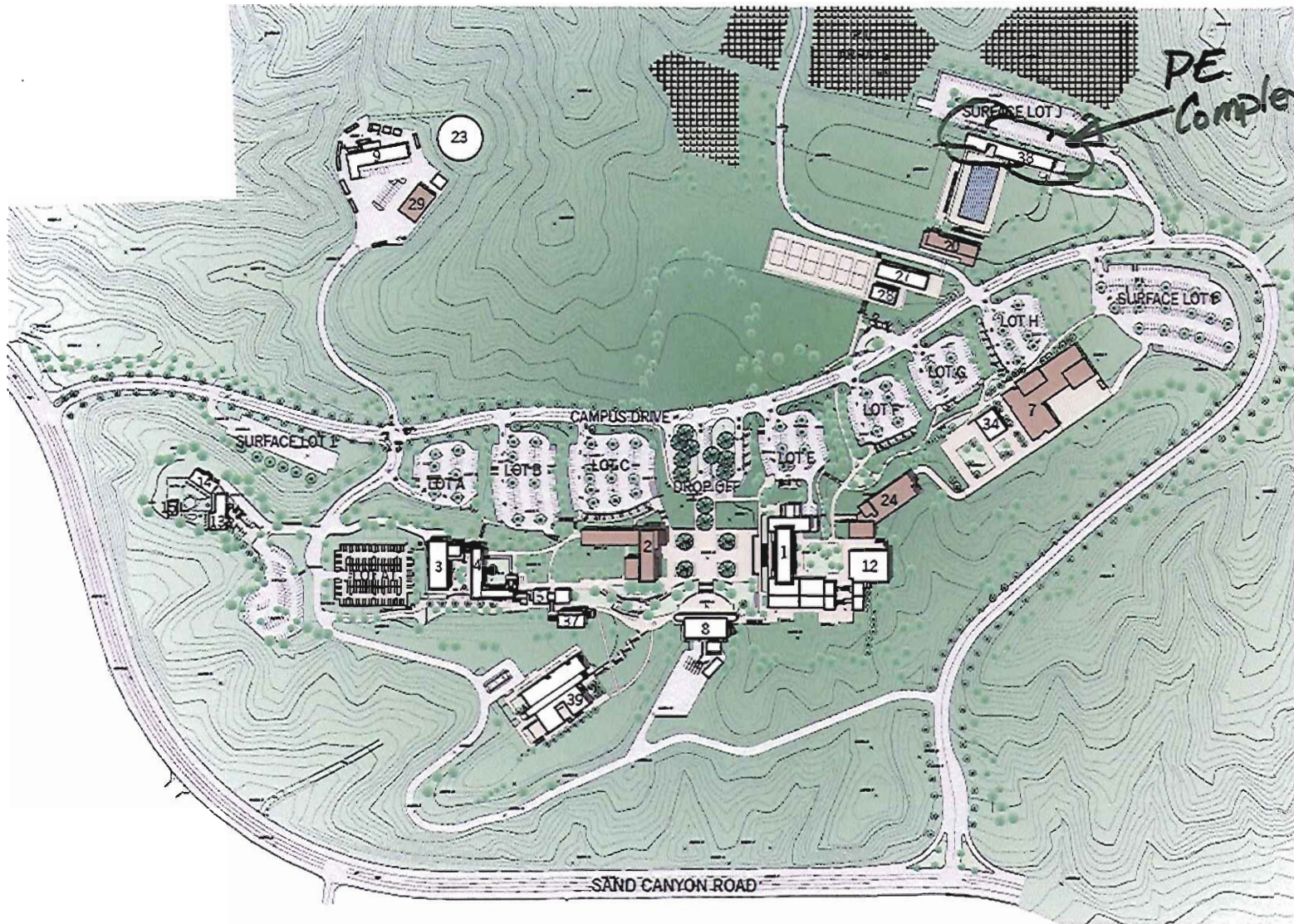
DATE:



MASTER PLAN - HORIZON 1

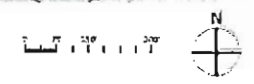
- | NO. | BUILDING NAME |
|-----|---|
| 1 | LAB/ADMIN |
| 2 | CRAFTON CENTER |
| 3 | CLASSROOM BUILDING 2 |
| 4 | STUDENT SERVICES A |
| 5 | CLASSROOM BUILDING 1 |
| 7 | OCCUPATIONAL ED 2 |
| 8 | PERFORMING ARTS CENTER |
| 9 | MAINTENANCE & OPERATIONS |
| 12 | CHEMISTRY |
| 13 | CDC 1 |
| 14 | CDC 2 |
| 15 | CDC 3 |
| 20 | PHYS ED / ATHLETICS |
| 23 | WATER TANK |
| 24 | SCIENCE |
| 27 | SCIENCE MODULAR |
| 28 | MATH MODULAR |
| 29 | OFFICES
(REPURPOSED BOOKSTORE
MODULAR) |
| 34 | BOOKSTORE CLASSROOMS |
| 37 | STUDENT SERVICES B |
| 38 | AQUATIC CENTER |
| 39 | LEARNING RESOURCE CENTER |

* BOLD INDICATES NEW BUILDING



- NO. BUILDING NAME**
- 1 LAB/ADMIN
 - 2 CRAFTON CENTER
 - 3 CLASSROOM BUILDING 2
 - 4 STUDENT SERVICES A
 - 5 CLASSROOM BUILDING 1
 - 7 **OCCUPATIONAL ED 2**
 - 8 PERFORMING ARTS CENTER
 - 9 MAINTENANCE & OPERATIONS
 - 12 CHEMISTRY
 - 13 CDC 1
 - 14 CDC 2
 - 15 CDC 3
 - 20 **PHYS ED / ATHLETICS**
 - 23 WATER TANK
 - 24 **SCIENCE**
 - 27 SCIENCE MODULAR
 - 28 MATH MODULAR
 - 29 **OFFICES (REPURPOSED BOOKSTORE MODULAR)**
 - 34 **BOOKSTORE CLASSROOMS**
 - 37 STUDENT SERVICES B
 - 38 AQUATIC CENTER
 - 39 LEARNING RESOURCE CENTER
- * BOLD INDICATES NEW BUILDING

MASTER PLAN - HORIZON 1



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: March 15, 2012
SUBJECT: Consideration of Approval of Amendment 004 to the
DLR Group WWCOT Contract at SBVC

RECOMMENDATION

It is recommended that the Board of Trustees approve Amendment 004 to the DLR Group WWCOT contract in the amount of \$69,590.

OVERVIEW

As architect of record for the Business Building Renovation project, DLR was requested to provide additional design services for a teleconference room, acoustical sound measures and an extended Americans with Disabilities Act path of travel from the Business Building to the bus stop. DLR has provided quotes with supporting documentation for these services in the amount of \$69,590.

ANALYSIS

The effect of this amendment will be an increase of \$69,590 to the DLR Group WWCOT contract, resulting in a revised contract amount of \$1,386,470. 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

701 S Mount Vernon Ave, San Bernardino, CA 92410

Project Memo

Ph: 909.693.3160 Fax: 909.889.9952

DATE: February 10, 2012

No. VC 074

TO: Charlie Ng
Vice Chancellor
San Bernardino Valley College (SBVC)

FROM: David Schiermeyer
Project Manager
Kitchell/BRj/Seville

RE: San Bernardino Valley College (SBVC) Measure M
Project: Business Building Renovation.
Subject: Amendment # 4 to DLR Contract

SCOPE:

Amendment 04 to authorize additional design fees to DLR for added scope services

NARRATIVE:

The District is requesting DLR to provide design services for teleconference capabilities in the new conference room, acoustic modifications to enhance the teleconference experience, and extending the ADA path of travel to the Bus Stop on Mt. Vernon Ave.

DLR has provided three proposals for the added services

• Added Service proposal # 4 – Video teleconference	\$ 7,570.00
• Added Service proposal # 5 – Acoustical upgrades	\$ 8,800.00
• <u>Added Service proposal # 6 – ADA POT upgrades</u>	<u>\$ 53,220.00</u>
Total	\$ 69,590.00

RECOMMENDATION:

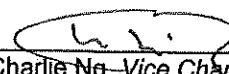
Kitchell/BRJ/Seville recommends issuing an amendment to DLR contract in the amount of \$69,590.00

Budget Information:

Original Project Budget amount:	\$15,600,000.00
Spent to Date:	\$ 1,729,442.30
Project Current Estimate of Complete Costs:	\$ 15,911,582.20
Project Memo Forecast Cost:	\$ 69,590.00
Project Change Amount:	\$ 0.00
Budget Line Item: 42-37-31-2520-0000-6220.10-7100	

Note: There will be no increase to the overall project budget. The costs for this Amendment will be taken from the Project Soft Cost Contingency

<input checked="" type="radio"/> I concur with this recommendation <input type="radio"/> I do not concur with this recommendation	 Diana Johnson, Program Manager, KBS
--	---

<input checked="" type="radio"/> I concur with this recommendation <input type="radio"/> I do not concur with this recommendation	 Charlie Ng, Vice Chancellor, Fiscal Services
--	--

Attachments: DLR Proposals 4, 5 & 6

AM
2/14/12

CONSULTANT CONTRACT AMENDMENT to AGREEMENT OF PROFESSIONAL SERVICES CONTRACT: 004

DATE: 03/15/2012

PROJECT: San Bernardino Valley College
701 S. Mount Vernon Ave.
San Bernardino, CA 92410

OWNER: San Bernardino Community College District (SBCCD)
114 S. Del Rosa Avenue
San Bernardino, CA 92408

TO: DLRGoup WWCOT
4280 Latham Street Suite H
Riverside, Ca. 92501

Narrative:

District requested A/E design services for video teleconference, acoustical improvements at the rooms used for teleconference rooms, and an extended ADA path of travel (POT) from the north side of the business building to the bus stop on Mt. Vernon Ave.

Attachments:

- Measure M - Project Memo VC - 074
- DLR additional service proposals 4, 5 & 6

Costs:

69,590.00 = Total amount of this Amendment

The original Agreement for Professional Services Contract Sum	\$ 1,240,000.00
Net change by previous Amendment	\$ 76,880.00
The Agreement for Professional Services Contract Sum prior to this Amendment	\$ 1,316,880.00
The Agreement for Professional Services Contract Sum will be increased by this Amendment	\$ 69,590.00
The new Agreement for Professional Services Contract Sum including this Amendment	\$ 1,386,470.00

By signing this Amendment the SBCCD authorizes DLR to increase the scope of work listed above. SBCCD also authorizes and acknowledges that the amount of this Amendment will be paid via an amendment to DLR 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
DLR Group WWCOT

PROGRAM MANAGER
Kitchell/BRj

OWNER
SBCCD

By: *Dean Formica*

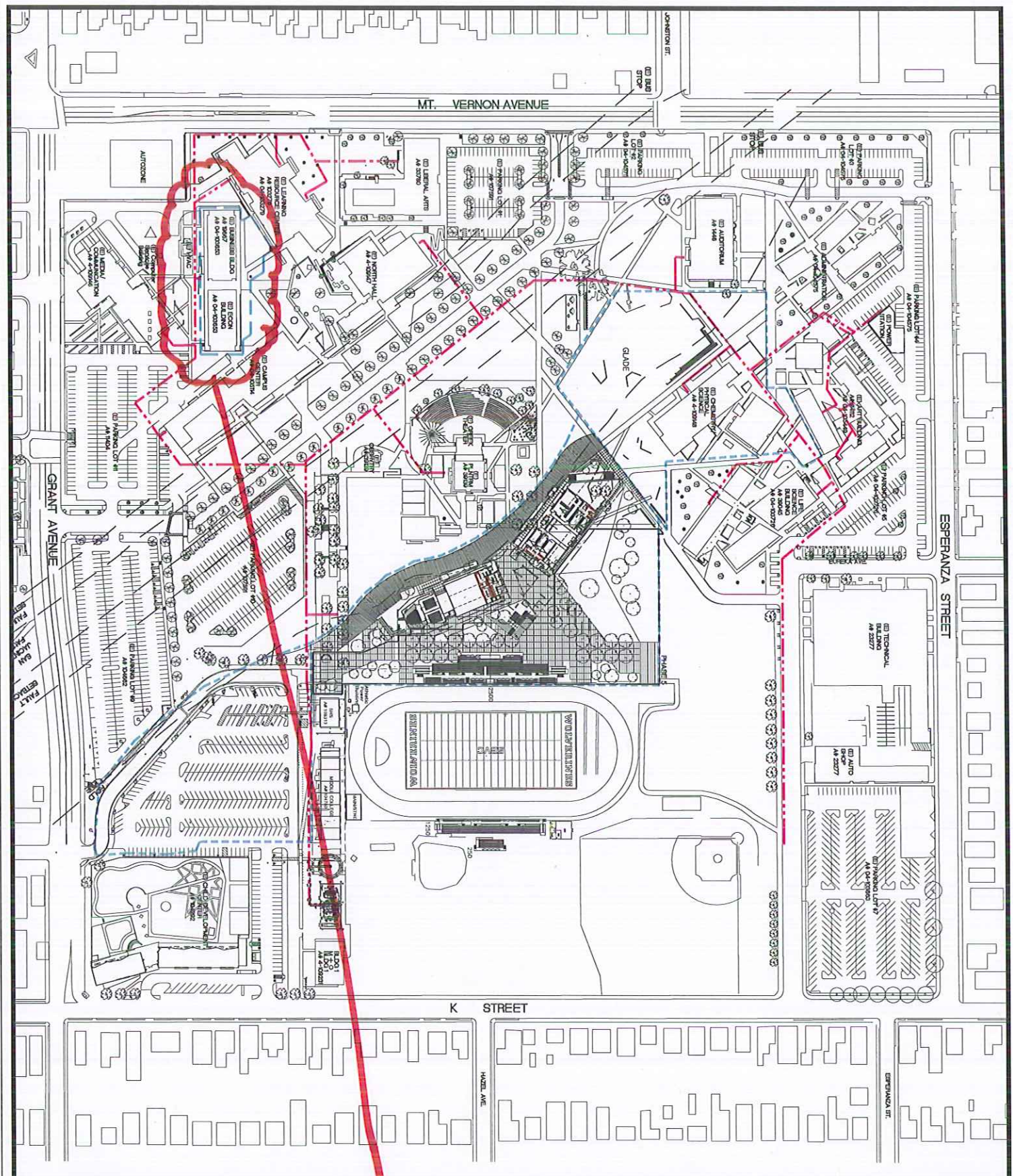
By: *Diana Johnson*

By: _____

DATE: 2-15-2012

DATE: 2/22/12

DATE: _____



BUSINESS BLDG.
DLR Amendment.

SCALE
1" = 60'

PROJECT NAME & NUMBER
DLR AMEND

LEGEND



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: March 15, 2012
SUBJECT: Consideration of Approval of Amendment 004 to the
P2S Engineering, Inc. Central Plant & HVAC Contract at SBVC

RECOMMENDATION

It is recommended that the Board of Trustees approve Amendment 004 to the P2S Engineering, Inc. Central Plant & HVAC contract at SBVC in the amount of \$3,750.

OVERVIEW

P2S is being asked to provide additional services to incorporate fall protection design at the Central Plant building, and to develop structural drawings and details for a permanent roof attachment. This will include coordination with Engineer of Record, Structural Consultants, Architectural Consultant disciplines and the Division of the State Architect.

ANALYSIS

The effect of this amendment will be an increase of \$3,750 to the P2S Engineering, Inc. Central Plant & HVAC contract, resulting in a revised amount of \$1,033,850. 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

701 S Mount Vernon Ave, San Bernardino, CA 92410

Project Memo

Ph: 909.693.3160 Fax: 909.889.9952

DATE: February 10, 2012

No. VC 076

TO: Charlie Ng
Vice Chancellor
San Bernardino Valley College (SBVC)

FROM: Brooke Duncan
Project Manager
Kitchell/BRj/Seville



RE: San Bernardino Valley College (SBVC) Measure M
Project: Central Plant.
Subject: Execute amendment to P2s

SCOPE:

SBCCD approval to execute an amendment to P2s for additional A/E scope for the Central Plant project.

NARRATIVE:

Additional service request is provided for the District's consideration to incorporate fall protection design at the Central Plant building; develop architectural and structural drawings and details for a permanent roof attachment, including coordination with disciplines and DSA.


RECOMMENDATION:

Kitchell/BRJ/Seville recommends issuing an amendment to P2s in the amount of \$3,750.00.

Budget Information:

Original Project Budget amount:	\$21,200,000.00
Spent to Date:	\$ 2,416,140.07
Project Current Estimate of Complete Costs:	\$15,724,787.98
Project Memo Forecast Cost:	\$ 3,750.00
Project Change Amount:	\$ 3,750.00
Budget Line Item: 42-37-31-5230-0000-6210.10-7100	
P.O. # 128654	

<input checked="" type="radio"/> I concur with this recommendation		2/15/12
<input type="radio"/> I do not concur with this recommendation	Diana Johnson, Program Manager, KBS	

<input checked="" type="radio"/> I concur with this recommendation		2/15/12
<input type="radio"/> I do not concur with this recommendation	Charlie Ng, Vice Chancellor, Fiscal Services	

Attachments: P2s Proposal

AD
2/15/12

**CONSULTANT CONTRACT AMENDMENT FOR ENGINEERING SERVICES
CONTRACT AMENDMENT: 004**

PROJECT: San Bernardino Valley College (SBVC)
701 S. Mount Vernon Avenue
San Bernardino, CA 92410

OWNER: San Bernardino Community College District
114 S. Del Rosa Avenue
San Bernardino, CA 92408

TO: P2S Engineering, Inc.
5000 East Spring Street, 8th Floor
Long Beach, CA 900815

Brief Description:

This contract amendment is for additional engineering services for the Measure M Central Plant Project

:

- Develop architectural and structural roof drawing and details showing quantity and location for permanent roof attachment hardware.
- Submit drawings to DSA for Structural and Life Safety review.

Attachment

P2S Engineering, Inc. proposal letter dated 2/8/2012

Costs:

\$3,750.00 = Total of this requested Consultant Contract Amendment: 004

The original Contract Sum	\$1,002,500.00
Net change by previous Amendments	\$27,600.00
The Contract Sum prior to this Amendment	\$1,030,100.00
The Contract Sum will be increased by this Amendment	\$3,750.00
The new Contract Sum including this Amendment	\$1,033,850.00
The Contract Schedule as of this Amendment will be increased by:	0 calendar days

By signing this Amendment the San Bernardino Community College District (SBCCD) authorizes P2S Engineering, Inc. to perform the scope of work listed above. SBCCD also authorizes and acknowledges that the amount of this Amendment will be paid via an amendment to P2s Engineering, Inc. engineering services contract with SBCCD.

Not valid until signed by all parties. Signature of Consultant indicates agreement herewith, including any adjustment in the Contract Sum or Contract Schedule.

Authorized:

CONSULTANT
P2S Engineering, Inc.

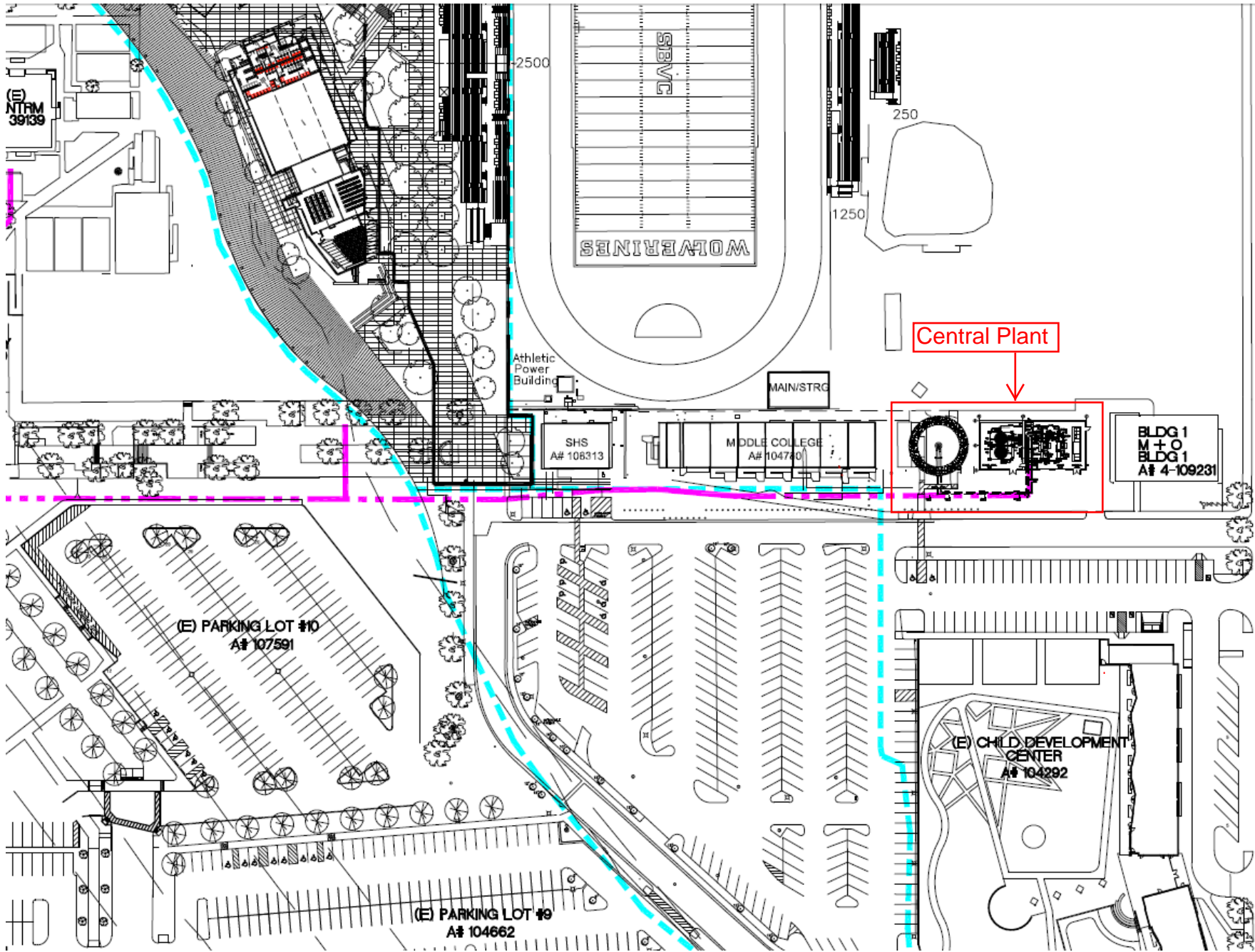
PROGRAM MANAGER
Kitchell CEM

OWNER
SBCCD

By: Thomas
DATE: 02-16-12

By: Diana Johnson
DATE: 2/22/12

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: March 15, 2012
SUBJECT: Consideration of Approval of Amendment 005 to the
Converse Consultants Contract at SBVC

RECOMMENDATION

It is recommended that the Board of Trustees approve Amendment 005 to the Converse Consultants contract at SBVC in the amount of \$854.76.

OVERVIEW

Converse is the testing consultant for the Measure P Chemistry/Physical Science Building. The Division of the State Architect has required additional testing of light fixture wires which increased Converse's cost beyond the remaining balance on their contract by \$854.76.

ANALYSIS

The effect of this amendment will be an increase of \$854.76 to the Converse Consultants contract, resulting in a revised contract amount of \$724,393.95. 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 P budget.

Kitchell/BRj/Seville

701 S Mount Vernon Ave, San Bernardino, CA 92410

Project Memo

Ph: 909.693.3160 Fax: 909.889.9952

DATE: February 10, 2012

No. VC-242

TO: Charlie Ng
Vice Chancellor, Fiscal Services
San Bernardino Community College District (SBCCD)

FROM: David Schiermeyer
Project Manager
Kitchell/BRj



RE: Measure P SBVC Chem/Sci Building
Issue amendment 05 to Converse for final invoice amount

SCOPE:

Issue amendment 05 to Converse Consultants for payment of final invoice

NARRATIVE:

Converse Consultant performed additional pull testing of wire supports to meet DSA requirements on the Measure P science project. The final invoice amount of \$1,260.65 exceeds their remaining PO balance of \$405.89 by \$854.76

RECOMMENDATION:

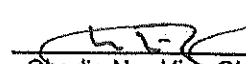
Kitchell/BRJ/Seville recommends issuing amendment 05 and increasing purchase order 120542 to Converse Consultants in the amount of \$854.76 to allow payment for the remaining invoice. The overall contract amount and project forecast will remain unchanged.

Budget Information:

Original Project Budget amount:	\$51,258,985.19
Spent to Date:	\$41,849,514.71
Project Current Estimate of Complete Costs:	\$42,859,697.45
Project Memo Forecast Cost:	\$ 854.76
Project Change Amount:	\$0
Budget Line Item:	42-56-31-4661-0000-6210.13

Note: Furniture line item forecasted costs to be reduced by 854.76

<input type="radio"/>	I do not concur with this recommendation		2/15/12
<input checked="" type="radio"/>	I concur with this recommendation	Diana Johnson, Program Manager, KBS	

<input type="radio"/>	I do not concur with this recommendation		2/15/12
<input checked="" type="radio"/>	I concur with this recommendation	Charlie Ng, Vice Chancellor, Fiscal Services	

Attachments: none



CONSULTANT CONTRACT AMENDMENT to AGREEMENT OF PROFESSIONAL SERVICES CONTRACT: 005

03.15.2012

PROJECT: San Bernardino Valley College (SBVC)
701 S. Mount Vernon Avenue
San Bernardino, CA 92410

OWNER: San Bernardino Community College District
114 S. Del Rosa Avenue
San Bernardino, CA 92408

TO: Converse Consultants (Converse)
109311 Corporate Drive
Redlands, CA 92374

Brief Description:

This contract amendment is for additional geotechnical and special testing inspection services for the Media/Communications and North Hall Replacement building projects. This proposal will cover the additional services for project close-out for the Media/Communications Building and project completion of June 2010 for the North Hall Replacement Building.

Attachments:

KBRJ Project Memo No. VC – 242, Converse Consultants invoice dated 01/30/2012

Costs:

\$854.76 = Total of this requested Consultant Contract Amendment: 005

The original Contract Sum	\$618,262.00
Net change by previous Amendments	\$105,277.19
The Contract Sum prior to this Amendment	\$723,539.19
The Contract Sum will be increased by this Amendment	\$854.76
The new Contract Sum including this Amendment	\$724,393.95
The Contract Schedule as of this Amendment will be increased by:	0 calendar days

By signing this Amendment the San Bernardino Community College District (SBCCD) authorizes Converse Consultants to perform the scope of work listed above. SBCCD also authorizes and acknowledges that the amount of this Amendment will be paid via an amendment to Converse Consultants professional services contract with SBCCD.

Not valid until signed by all parties. Signature of Consultant indicates agreement herewith, including any adjustment in the Contract Sum or Contract Schedule.


Authorized:

CONSULTANT
Converse Consultants

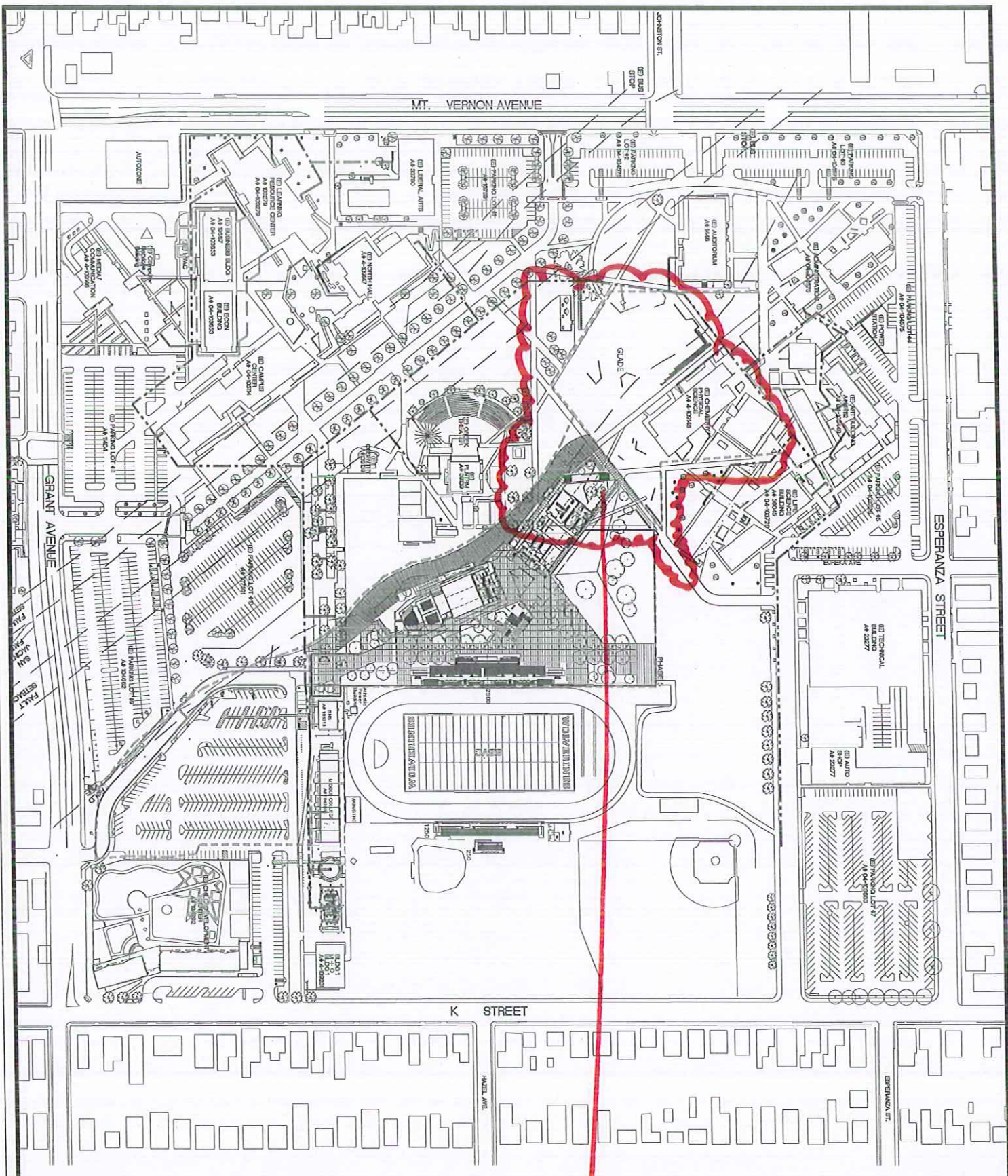
PROGRAM MANAGER
Kitchell CEM

OWNER
SBCCD

By: 
DATE: 2/15/12

By: 
DATE: 2/22/12

By: _____
DATE: _____



Physical Science
 CONVERSE AMENDMENT.



LEGEND

PROJECT LIMITS OR MARK

0' 1/2" = 1"

SCALE

1" = 60'

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Bruce Baron, Chancellor
PREPARED BY: Bruce Baron, Chancellor
DATE: April 12, 2012
SUBJECT: Consideration of Approval of Board Policy 2060 Student Trustees

RECOMMENDATION

It is recommended that the Board of Trustees approve Board Policy 2060 Student Trustees.

OVERVIEW

On or before May 15 of each year, the Board of Trustees must reconfirm the following student trustee privileges:

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

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

None.

3
4 **STUDENT TRUSTEES**
5

6 The Board shall include two (2) non-voting student members (one representing each college in
7 the District). The term of office shall be one year commencing at the first Board meeting in June
8 and terminating on the last Board meeting in May of each academic year. (In the event the Board
9 of Trustees extends the privileges of the student trustees, the term shall begin on May 15 of each
10 calendar year.)

11
12 The student member shall be a resident of California at the time of nomination, and during the
13 term of service, and shall be enrolled in and maintain a minimum of five (5) semester units in the
14 District at the time of nomination and throughout the term of service. The student member is not
15 required to give up employment with the District. The student shall maintain a 2.0 grade point
16 average (GPA) during the term of office.

17
18 The student members shall be chosen by the students enrolled in the district as follows:
19

20 The student member shall be elected by all the students enrolled in the respective college in a
21 general election held for that purpose. Normally an election will be held in the spring semester
22 so that the office is filled by June 1. Special elections shall be held if the office becomes vacant
23 by reason of the resignation or disqualification of an elected student member, or by any other
24 reasons. Special elections shall be held within thirty (30) days after notice of the vacancy comes
25 to the attention of the Chancellor provided the vacancy occurs in the first half of the term of
26 office. The ASB may appoint for the remainder of the term when a vacancy occurs in the last
27 half of the term of office. Candidates for the position may nominate themselves or be nominated
28 by others by the filing of an application at their campus of residence certifying that the candidate
29 is eligible for service under the criteria set forth in California law and these policies.

30 An election will be conducted at each college in accordance with the administrative procedures
31 adopted by the college student elections, except that all members of the student body shall be
32 permitted to vote for the student member. Each candidate from throughout the District who has
33 qualified shall be listed on the ballot at each college. The successful candidate must receive a
34 plurality of all votes cast.

35 The student member shall be seated with the Board and shall be recognized as a full member of
36 the Board at meetings. The student member is entitled to participate in discussion of issues and
37 receive all materials presented to members of the Board (except for closed session). The student
38 member shall be entitled to any mileage allowance necessary to attend Board meetings to the
39 same extent as publicly elected trustees.
40

41 On or before May 15 of each year, the Board must reconfirm the following student trustee
42 privileges:

- 43
- 44 • The privilege to receive compensation for meeting attendance at a level of \$100 per month.
 - 45 • The privilege to make and second motions.
 - 46 • The privilege to serve a term commencing on May 15.

47 If one or more of these privileges is granted, the term will commence on May 15 of each calendar
48 year.

49 Reference:

50 Education Code § 72023.5

APPROVED: 4/8/10

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Bruce Baron, Chancellor
PREPARED BY: Bruce Baron, Chancellor
DATE: March 15, 2012
SUBJECT: Consideration of Approval to Adopt Resolution in Support of a Latino Education and Advocacy Week in March 2012

RECOMMENDATION

It is recommended that the Board of Trustees adopt a resolution in support of Latino Education and Advocacy Week the last week of March, 2012.

OVERVIEW

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

ANALYSIS

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

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

None

3
4 **STUDENT TRUSTEES**
5

6 The Board shall include two (2) non-voting student members (one representing each college in
7 the District). The term of office shall be one year commencing at the first Board meeting in June
8 and terminating on the last Board meeting in May of each academic year. (In the event the Board
9 of Trustees extends the privileges of the student trustees, the term shall begin on May 15 of each
10 calendar year.)
11

12 The student member shall be a resident of California at the time of nomination, and during the
13 term of service, and shall be enrolled in and maintain a minimum of five (5) semester units in the
14 District at the time of nomination and throughout the term of service. The student member is not
15 required to give up employment with the District. The student shall maintain a 2.0 grade point
16 average (GPA) during the term of office.
17

18 The student members shall be chosen by the students enrolled in the district as follows:
19

20 The student member shall be elected by all the students enrolled in the respective college in a
21 general election held for that purpose. Normally an election will be held in the spring semester
22 so that the office is filled by June 1. Special elections shall be held if the office becomes vacant
23 by reason of the resignation or disqualification of an elected student member, or by any other
24 reasons. Special elections shall be held within thirty (30) days after notice of the vacancy comes
25 to the attention of the Chancellor provided the vacancy occurs in the first half of the term of
26 office. The ASB may appoint for the remainder of the term when a vacancy occurs in the last
27 half of the term of office. Candidates for the position may nominate themselves or be nominated
28 by others by the filing of an application at their campus of residence certifying that the candidate
29 is eligible for service under the criteria set forth in California law and these policies.

30 An election will be conducted at each college in accordance with the administrative procedures
31 adopted by the college student elections, except that all members of the student body shall be
32 permitted to vote for the student member. Each candidate from throughout the District who has
33 qualified shall be listed on the ballot at each college. The successful candidate must receive a
34 plurality of all votes cast.

35 The student member shall be seated with the Board and shall be recognized as a full member of
36 the Board at meetings. The student member is entitled to participate in discussion of issues and
37 receive all materials presented to members of the Board (except for closed session). The student
38 member shall be entitled to any mileage allowance necessary to attend Board meetings to the
39 same extent as publicly elected trustees.
40

41 On or before May 15 of each year, the Board must reconfirm the following student trustee
42 privileges:

- 43 • The privilege to receive compensation for meeting attendance at a level of \$100 per month.
- 44 • The privilege to make and second motions.
- 45 • The privilege to serve a term commencing on May 15.

46 If one or more of these privileges is granted, the term will commence on May 15 of each calendar
47 year.

48 Reference:

49 Education Code § 72023.5

50 APPROVED: 4/8/10

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: March 15, 2012
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 \$182,734.52 which is 1.347% 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 \$991,207.01 which is only 7.31% of the project cost of \$13,563,197.50.

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
 (Including any contract amendments and change orders on the 3/15/12 agenda)

March 15, 2012

CONTRACT AMENDMENTS

PROJECTS	Original Contract Amount	Contract Amendments		Base Contract Amount	Cumulative Contract Amendments
		Previous	Pending		
CHC-Crafton Hills College	\$ 12,219,226.50	\$ 402,801.00	\$ -	\$ 12,622,027.50	3.30%
SBVC-San Bernardino Valley College	\$ 1,343,971.00	\$ 83,941.49	\$ -	\$ 1,427,912.49	6.25%
				\$ -	
TOTAL for CONTRACT AMENDMENTS	\$ 13,563,197.50	\$ 486,742.49	\$ -	\$ 14,049,939.99	3.59%

CHANGE ORDERS

PROJECTS	Base Contract Amount	Change Orders		New Contract Amount	Cumulative Change Orders
		Previous	Pending		
CHC-Crafton Hills College	\$ 12,622,027.50	\$ 309,924.00	\$ 177,607.00	\$ 13,109,558.50	3.86%
SBVC-San Bernardino Valley College	\$ 1,427,912.49	\$ 11,806.00	\$ 5,127.52	\$ 1,444,846.01	1.19%
TOTAL for CHANGE ORDERS	\$ 14,049,939.99	\$ 321,730.00	\$ 182,734.52	\$ 14,554,404.51	3.59%

October 20, 11 Change Order Log Balance	\$ 10,192,526.50	\$ 182,734.52
E. Avico (Gym Demo)	253,071.00	1.347%
Janus Corporation (Business Bldg.)	417,600.00	\$ 991,207.01
Rosendin Electric, Inc. (Solar Farm)	<u>2,700,000.00</u>	
	\$ 13,563,197.50	7.31%

Measure M Projects

March 15, 2012

CHANGE SUMMARY by PROJECT

(Including any contract amendments and change orders on the 3/15/12 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	\$ -	\$ 83,145.00	\$ 177,607.00	\$ 6,810,003.00	4.24%
MATH AND SCIENCE ANNEX	\$ 2,270,500.00	\$ -	\$ -	\$ 189,545.00	\$ -	\$ 2,460,045.00	8.35%
MPOE/DATA RELOCATION	\$ 527,700.00	\$ -	\$ -	\$ 37,234.00	\$ -	\$ 564,934.00	7.06%
OLD LIBRARY DEMOLITION	\$ 574,576.50	\$ -	\$ -	\$ -	\$ -	\$ 574,576.50	0.00%
SOLAR FARM	\$ 2,700,000.00	\$ -	\$ -	\$ -	\$ -	\$ 2,700,000.00	0.00%
TOTAL	\$ 12,219,226.50	\$ 402,801.00	\$ -	\$ 309,924.00	\$ 177,607.00	\$ 13,109,558.50	3.86%

NO NEW CHANGE ORDERS

**CHANGE SUMMARY by PROJECT
PARKING LOT/ADA/LIGHTING IMPRVMENTS**

(Including any contract amendments and change orders on the 3/15/12 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	\$ -	\$ -	\$ 94,560.00	\$ 3,555,361.00	2.73%
PAL-02: Pierre Sprinkler & Landscape	\$ 569,450.00	\$ -	\$ -	\$ 36,538.00	\$ (278.00)	\$ 605,710.00	6.37%
PAL-03: RDM Electric Company, Inc.	\$ 2,519,000.00	\$ -	\$ -	\$ 46,607.00	\$ 83,325.00	\$ 2,648,932.00	5.16%
TOTAL	\$ 6,146,450.00	\$ 402,801.00	\$ -	\$ 83,145.00	\$ 177,607.00	\$ 6,810,003.00	4.24%

Crafton Hills College
CHANGE SUMMARY by PROJECT
MATH AND SCIENCE ANNEX

March 15, 2012

(Including any contract amendments and change orders on the 3/15/12 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

March 15, 2012

(Including any contract amendments and change orders on the 3/15/12 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	\$ -	\$ -	\$ 37,234.00	\$ -	\$ 564,934.00	7.06%
TOTAL	\$ 527,700.00	\$ -	\$ -	\$ 37,234.00	\$ -	\$ 564,934.00	7.06%

NO NEW CHANGE ORDERS

Crafton Hills College
CHANGE SUMMARY by PROJECT
LIBRARY DEMO

March 15, 2012

(Including any contract amendments and change orders on the 3/15/12 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

Crafton Hills College
CHANGE SUMMARY by PROJECT
SOLAR FARM

March 15, 2012

(Including any contract amendments and change orders on the 3/15/12 agenda)

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
Rosendin Electric, Inc.	\$ 2,700,000.00	\$ -	\$ -	\$ -	\$ -	\$ 2,700,000.00	0.00%
TOTAL	\$ 2,700,000.00	\$ -	\$ -	\$ -	\$ -	\$ 2,700,000.00	0.00%

NO NEW CHANGE ORDERS

San Bernardino Valley College
CHANGE SUMMARY by PROJECT
 (Including any contract amendments and change orders on the 3/15/12 agenda)

March 15, 2012

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	\$ 83,941.49	\$ -	\$ 26,806.00	\$ -	\$ 459,047.49	6.20%
HVAC Cafeteria & Health Science	\$ 325,000.00	\$ -	\$ -	\$ -	\$ -	\$ 325,000.00	0.00%
Gym Demo	\$ 253,071.00	\$ -	\$ -	\$ (15,000.00)	\$ -	\$ 238,071.00	-5.93%
Business Building Remodel	\$ 417,600.00	\$ -	\$ -	\$ -	\$ 5,127.52	\$ 422,727.52	1.23%
	\$ 1,343,971.00	\$ 83,941.49	\$ -	\$ 11,806.00	\$ 5,127.52	\$ 1,444,846.01	1.19%

NO NEW CHANGE ORDERS

San Bernardino Valley College
CHANGE SUMMARY by PROJECT
CENTRAL PLANT / INFRASTRUCTURE

Mar. 15, 2012

(Including any contract amendments and change orders on the 3/15/2012 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	\$ 83,941.49	\$ -	\$ 26,806.00	\$ -	\$ 459,047.49	6.20%
Central Plant							
				\$ -			
TOTAL	\$ 348,300.00	\$ 83,941.49	\$ -	\$ 26,806.00	\$ -	\$ 459,047.49	6.20%

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: March 15, 2012
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 Summary reflects activity for the 2012 fiscal year through March 1, 2012. It reflects summary information for all District funds, grouped by category within each fund.

As of March 1, 2012, we have spent and encumbered about 64.6% of our budgeted general funds and are 66.9% through the fiscal year. This slow rate of spending is attributable to under-spending in capital outlay.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

There are no financial implications.



Budget Revenue & Expenditure Summary Year to Date 3/1/12

Revenues by Fund	Budget	YTD Revenues	% Received	% of Year
01 General Fund*	91,530,122	48,571,740	53.1	66.9
21 Bond Interest & Redemption	16,188,000	11,209,493.25	69.2	66.9
41 Capital Outlay Projects Fund	2,353,670	2,418,940	102.8	66.9
42 Bond Construction Fund	1,080,000	446,577	41.3	66.9
68 Retiree Benefit Fund	1,624,468	1,604,334	98.8	66.9
69 Employee Load Banking Trust Fund	850	204.95	24.1	66.9
72 Child Development Fund	2,104,750	1,120,823	53.3	66.9
73 Student Body Center Fee Fund	249,070	201,183	80.8	66.9
74 KVCR Fund	3,763,071	2,563,033	68.1	66.9
76 Investment Trust Fund – San Manuel	2,503,000	157,704.31	6.3	66.9
78 Self Insurance-Liability Fund	753,500	751,225	99.7	66.9
84 Workers Compensation Fund*	1,405,000	672,184	47.8	66.9

Expenses by Fund	Budget	YTD Expenses & Encumbrances	% Expensed & Encumbered	% of Year
01 General Fund*	98,433,406	63,599,365	64.6	66.9
21 Bond Interest & Redemption	22,437,353	12,987,150.98	57.9	66.9
41 Capital Outlay Projects Fund	9,100,349	2,629,675	28.9	66.9
42 Bond Construction Fund	123,363,476	43,548,535	35.3	66.9
68 Retiree Benefit Fund	2,356,676	1,125,916	47.8	66.9
69 Employee Load Banking Trust Fund	850	0	0.0	66.9
72 Child Development Fund*	2,070,133	1,283,554	62.0	66.9
73 Student Body Center Fee Fund	276,070	133,065	48.2	66.9
74 KVCR Fund*	3,764,471	2,039,298	54.2	66.9
76 Investment Trust Fund – San Manuel	1,079,521	318,173	29.5	66.9
78 Self Insurance-Liability Fund	795,000	589,121	74.1	66.9
84 Workers Compensation Fund*	1,358,000	595,628	43.9	66.9

*Regular patterns of activity throughout the year.

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/CURRENT	RECEIVED YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8100.00 FEDERAL HEA REVENUES	7,907,545.67	700,112.00	1,771,347.26	22.4	0.00	6,136,198.41	77.5
8600.00 STATE REVENUES	62,699,841.71	8,567.27	33,618,294.55	53.6	0.00	29,081,547.16	46.3
8800.00 LOCAL REVENUES	20,392,227.60	2,272,950.07	12,636,516.87	61.9	0.00	7,755,710.73	38.0
8900.00 OTHER FINANCING SOURCES	530,507.42	0.00	545,581.25	100.0	0.00	15,073.83-	.0
TOTAL: 8000	91,530,122.40	2,981,629.34	48,571,739.93	53.0	0.00	42,958,382.47	46.9
1100.00 CONTRACT CLASSROOM INST.	14,997,077.90	1,415,297.47	10,172,366.44	67.8	0.00	4,824,711.46	32.1
1200.00 CONTRACT CERT. ADMINI STRATORS	8,223,274.47	648,912.33	5,118,757.21	62.2	0.00	3,104,517.26	37.7
1300.00 INSTRUCTORS DAY/HOURLY	7,210,843.00	665,837.81	4,418,976.47	61.2	0.00	2,791,866.53	38.7
1400.00 NON-INSTRUCTION HOURLY CERT.	1,045,861.95	32,328.38	462,462.43	44.2	0.00	583,399.52	55.7
TOTAL: 1000	31,477,057.32	2,762,375.99	20,172,562.55	64.0	0.00	11,304,494.77	35.9
2100.00 CONTRACT CLASSIFIED NON-INSTR.	16,901,676.25	1,351,865.12	11,145,685.66	65.9	0.00	5,755,990.59	34.0
2200.00 INSTRUCTIONAL AIDS	1,295,826.40	104,442.29	845,038.03	65.2	0.00	450,788.37	34.7
2300.00 NON-INSTRUCTION HOURLY CLASS.	2,001,958.14	108,483.78	885,103.62	44.2	0.00	1,116,854.52	55.7
2400.00 INST AIDS-HOURLY- DIR. INSTRUC	1,128,919.00	17,182.88	401,980.40	35.6	0.00	726,938.60	64.3
TOTAL: 2000	21,328,379.79	1,581,974.07	13,277,807.71	62.2	0.00	8,050,572.08	37.7
3100.00 CERTIFICATED RETIREMENT	2,332,178.04	201,675.05	1,461,979.64	62.6	0.00	870,198.40	37.3
3200.00 CLASSIFIED RETIREMENT	2,269,383.59	176,230.47	1,437,694.22	63.3	0.00	831,689.37	36.6
3300.00 OASDHI /FICA	2,020,880.45	163,522.63	1,291,538.20	63.9	0.00	729,342.25	36.0
3400.00 HEALTH AND WELFARE BENEFITS	6,995,079.15	546,021.07	4,343,715.57	62.0	0.00	2,651,363.58	37.9
3500.00 STATE UNEMPLOYMENT INSURANCE	884,591.93	81,478.16	577,065.70	65.2	0.00	307,526.23	34.7
3600.00 WORKERS COMPENSATION INSURANCE	977,965.00	78,025.00	626,525.93	64.0	0.00	351,439.07	35.9
3900.00 OTHER BENEFITS	217,315.99	17,404.99	143,240.78	65.9	0.00	74,075.21	34.0
TOTAL: 3000	15,697,394.15	1,264,357.37	9,881,760.04	62.9	0.00	5,815,634.11	37.0
4100.00 TEXTBOOKS	31,556.00	3,306.05	6,432.25	20.3	1,311.56	23,812.19	75.4
4200.00 BOOK, MAGAZI NE&PERI OD-DI ST. USE	102,778.58	1,927.20	26,607.03	25.8	26,938.54	49,233.01	47.9
4300.00 INSTRUCTIONAL SUPPLIES	478,405.10	41,347.99	243,407.00	50.8	55,435.36	179,562.74	37.5
4400.00 MEDIA AND SOFTWARE-DI STRCT USE	119,469.10	2,352.53	26,336.78	22.0	5,952.95	87,179.37	72.9
4500.00 NONI NSTRUCTI ONAL SUPPLIES	1,232,507.18	70,017.36	459,524.34	37.2	355,266.15	417,716.69	33.8
4700.00 FOOD SUPPLIES	30,400.00	165.88	17,514.69	57.6	11,882.41	1,002.90	3.2
TOTAL: 4000	1,995,115.96	119,117.01	779,822.09	39.0	456,786.97	758,506.90	38.0
5100.00 PERSON&CONSULTANT SVC-DI ST USE	6,105,279.55	417,012.42	1,768,360.49	28.9	2,979,963.36	1,356,955.70	22.2
5200.00 TRAVEL & CONFERENCE EXPENSES	727,800.29	33,741.01	247,256.41	33.9	106,290.03	374,253.85	51.4
5300.00 POST/DUES/MEMBERSHI PS-DI ST. USE	407,405.55	5,134.57	205,489.60	50.4	61,892.69	140,023.26	34.3
5400.00 INSURANCES - DI STRI CT USE	127,643.00	0.00	126,357.00	98.9	0.00	1,286.00	1.0
5500.00 UTI LI TI ES & HOUSEKEEP-DI ST. USE	3,134,297.34	84,887.95	1,719,920.02	54.8	1,197,705.77	216,671.55	6.9
5600.00 RENTS, LEASES&REPAI RS-DI ST. USE	2,407,448.42	141,258.85	1,269,531.94	52.7	600,986.60	536,929.88	22.3
5700.00 LEGAL/ELECTI ON/AUDI T-DI ST. USE	777,250.00	19,096.18	202,277.63	26.0	194,747.32	380,225.05	48.9
5800.00 OTHER OPERATI NG EXP-DI ST. USE	5,571,687.22	145,268.91	1,058,350.91	18.9	284,037.66	4,229,298.65	75.9
5900.00 INTERPROGRAM CHARGES-DI ST. USE	180.00	0.00	0.00	.0	0.00	180.00	100.0
TOTAL: 5000	19,258,991.37	846,399.89	6,597,544.00	34.2	5,425,623.43	7,235,823.94	37.5

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL: 1000-5999	89,756,938.59	6,574,224.33	50,709,496.39	56.4	5,882,410.40	33,165,031.80	36.9
6100.00 SITES & IMPROVEMENTS-DIST. USE	196,967.00	0.00	888.40	.4	0.00	196,078.60	99.5
6200.00 BUILDINGS&IMPROVEMENT-DIST. USE	66,887.50	12,589.69	13,611.72	20.3	9,410.80	43,864.98	65.5
6300.00 LIBRARY BOOKS - EXPANSION	96,703.00	1,452.49	25,599.56	26.4	65,486.34	5,617.10	5.8
6400.00 ADDITIONAL/IMPROVED EQUIPMENT	1,877,815.56	77,623.80	426,460.57	22.7	177,760.46	1,273,594.53	67.8
TOTAL: 6000	2,238,373.06	91,665.98	466,560.25	20.8	252,657.60	1,519,155.21	67.8
TOTAL: 1000-6999	91,995,311.65	6,665,890.31	51,176,056.64	55.6	6,135,068.00	34,684,187.01	37.7
7200.00 INTRAFUND TRANSFERS OUT	475,913.00	0.00	475,913.00	100.0	0.00	0.00	.0
7300.00 INTERFUND TRANSFERS	5,359,960.00	0.00	5,359,960.00	100.0	0.00	0.00	.0
7500.00 OTHER OUTGO-STUDENT FIN AID	45,600.00	1,680.00	19,206.00	42.1	12,354.00	14,040.00	30.7
7600.00 OTHER STUDENT AID	556,621.20	20,346.56	245,487.02	44.1	175,319.86	135,814.32	24.3
TOTAL: 7000	6,438,094.20	22,026.56	6,100,566.02	94.7	187,673.86	149,854.32	2.3
TOTAL: 1000-7999	98,433,405.85	6,687,916.87	57,276,622.66	58.1	6,322,741.86	34,834,041.33	35.3

Fund: 01 GENERAL FUND

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
			CURRENT	YEAR TO DATE				
TOTAL INCOME	(8000 - 8999)	91,530,122.40	2,981,629.34	48,571,739.93	53.0	0.00	42,958,382.47	46.9
TOTAL:	1000-5999	89,756,938.59	6,574,224.33	50,709,496.39	56.4	5,882,410.40	33,165,031.80	36.9
TOTAL:	1000-6999	91,995,311.65	6,665,890.31	51,176,056.64	55.6	6,135,068.00	34,684,187.01	37.7
TOTAL:	1000-7999	98,433,405.85	6,687,916.87	57,276,622.66	58.1	6,322,741.86	34,834,041.33	35.3
TOTAL EXPENSES	(1000 - 7999)	98,433,405.85	6,687,916.87	57,276,622.66	58.1	6,322,741.86	34,834,041.33	35.3

Fund: 21 BOND INTEREST AND REDEMPTION

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
		CURRENT	YEAR TO DATE				
8600.00 STATE REVENUES	260,000.00	116,619.83	116,619.83	44.8	0.00	143,380.17	55.1
8800.00 LOCAL REVENUES	15,928,000.00	11,092,873.42	11,092,873.42	69.6	0.00	4,835,126.58	30.3
TOTAL: 8000	16,188,000.00	11,209,493.25	11,209,493.25	69.2	0.00	4,978,506.75	30.7
7100.00 DEBT RETIREMENT	22,437,353.00	12,987,150.98	12,987,150.98	57.8	0.00	9,450,202.02	42.1
TOTAL: 7000	22,437,353.00	12,987,150.98	12,987,150.98	57.8	0.00	9,450,202.02	42.1
TOTAL: 1000-7999	22,437,353.00	12,987,150.98	12,987,150.98	57.8	0.00	9,450,202.02	42.1

Fund: 21 BOND INTEREST AND REDEMPTION SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT YEAR TO DATE		%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	16,188,000.00	11,209,493.25	11,209,493.25	69.2	0.00	4,978,506.75	30.7
TOTAL:	1000-5999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL:	1000-6999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL:	1000-7999	22,437,353.00	12,987,150.98	12,987,150.98	57.8	0.00	9,450,202.02	42.1
TOTAL EXPENSES	(1000 - 7999)	22,437,353.00	12,987,150.98	12,987,150.98	57.8	0.00	9,450,202.02	42.1

Fund: 41 CAPITAL OUTLAY PROJECTS FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8600.00 STATE REVENUES	518,782.68	194,135.73	529,667.69	100.0	0.00	10,885.01-	.0
8800.00 LOCAL REVENUES	634,887.00	50,840.00	689,272.21	100.0	0.00	54,385.21-	.0
8900.00 OTHER FINANCING SOURCES	1,200,000.00	0.00	1,200,000.00	100.0	0.00	0.00	.0
TOTAL: 8000	2,353,669.68	244,975.73	2,418,939.90	100.0	0.00	65,270.22-	.0
4500.00 NONINSTRUCTIONAL SUPPLIES	41,600.00	82.05	14,235.18	34.2	6,192.12	21,172.70	50.8
TOTAL: 4000	41,600.00	82.05	14,235.18	34.2	6,192.12	21,172.70	50.8
5100.00 PERSON&CONSULTANT SVC-DIST USE	85,000.00	1,545.05	49,765.37	58.5	234.63	35,000.00	41.1
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	588,233.00	14,170.22	79,004.19	13.4	150,759.95	358,468.86	60.9
5800.00 OTHER OPERATING EXP-DIST. USE	52,363.39	0.00	0.00	.0	14,976.39	37,387.00	71.3
TOTAL: 5000	725,596.39	15,715.27	128,769.56	17.7	165,970.97	430,855.86	59.3
TOTAL: 1000-5999	767,196.39	15,797.32	143,004.74	18.6	172,163.09	452,028.56	58.9
6100.00 SITES & IMPROVEMENTS-DIST. USE	85,039.66	0.00	5,985.11	7.0	0.00	79,054.55	92.9
6200.00 BUILDINGS&IMPROVEMENT-DIST. USE	5,685,787.43	0.00	444,353.04	7.8	0.00	5,241,434.39	92.1
6400.00 ADDITIONAL/IMPROVED EQUIPMENT	1,961,063.55	263,213.60	1,756,392.18	89.5	54,902.09	149,769.28	7.6
TOTAL: 6000	7,731,890.64	263,213.60	2,206,730.33	28.5	54,902.09	5,470,258.22	70.7
TOTAL: 1000-6999	8,499,087.03	279,010.92	2,349,735.07	27.6	227,065.18	5,922,286.78	69.6
7300.00 INTERFUND TRANSFERS	101,261.48	0.00	52,875.00	52.2	0.00	48,386.48	47.7
7900.00 RESERVE FOR CONTINGENCIES	500,000.00	0.00	0.00	.0	0.00	500,000.00	100.0
TOTAL: 7000	601,261.48	0.00	52,875.00	8.7	0.00	548,386.48	91.2
TOTAL: 1000-7999	9,100,348.51	279,010.92	2,402,610.07	26.4	227,065.18	6,470,673.26	71.1

Fund: 41 CAPITAL OUTLAY PROJECTS FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT YEAR TO DATE		%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	2,353,669.68	244,975.73	2,418,939.90	100.0	0.00	65,270.22-	.0
TOTAL:	1000-5999	767,196.39	15,797.32	143,004.74	18.6	172,163.09	452,028.56	58.9
TOTAL:	1000-6999	8,499,087.03	279,010.92	2,349,735.07	27.6	227,065.18	5,922,286.78	69.6
TOTAL:	1000-7999	9,100,348.51	279,010.92	2,402,610.07	26.4	227,065.18	6,470,673.26	71.1
TOTAL EXPENSES	(1000 - 7999)	9,100,348.51	279,010.92	2,402,610.07	26.4	227,065.18	6,470,673.26	71.1

Fund: 42 REVENUE BOND CONSTRUCTION FU

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	1,080,000.00	0.00	446,576.80	41.3	0.00	633,423.20	58.6
TOTAL: 8000	1,080,000.00	0.00	446,576.80	41.3	0.00	633,423.20	58.6
1200.00 CONTRACT CERT. ADMINSTRATORS	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.	67,752.00	5,779.20	34,675.20	51.1	0.00	33,076.80	48.8
TOTAL: 2000	67,752.00	5,779.20	34,675.20	51.1	0.00	33,076.80	48.8
3200.00 CLASSIFIED RETIREMENT	6,312.60	631.26	3,787.57	60.0	0.00	2,525.03	39.9
3300.00 OASDHI/FICA	4,421.10	442.11	2,652.66	60.0	0.00	1,768.44	40.0
3400.00 HEALTH AND WELFARE BENEFITS	8,038.00	803.80	4,822.80	60.0	0.00	3,215.20	40.0
3500.00 STATE UNEMPLOYMENT INSURANCE	930.50	93.05	558.30	60.0	0.00	372.20	40.0
3600.00 WORKERS COMPENSATION INSURANCE	1,000.00	100.00	600.00	60.0	0.00	400.00	40.0
3900.00 OTHER BENEFITS	48.70	4.87	29.22	60.0	0.00	19.48	40.0
TOTAL: 3000	20,750.90	2,075.09	12,450.55	60.0	0.00	8,300.35	39.9
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	825,000.00	0.00	55,348.08	6.7	379,928.13	389,723.79	47.2
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	0.00	86,694.07	16.6	262,015.93	173,290.00	33.1
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	272,420.50	5,830.75	95,747.52	35.1	45,972.48	130,700.50	47.9
5800.00 OTHER OPERATING EXP-DIST. USE	21,787.50	1,850.00	8,350.00	38.3	5,225.00	8,212.50	37.6
TOTAL: 5000	1,680,208.00	7,680.75	246,139.67	14.6	693,141.54	740,926.79	44.0
TOTAL: 1000-5999	1,792,710.90	15,535.04	293,265.42	16.3	693,141.54	806,303.94	44.9
6100.00 SITES & IMPROVEMENTS-DIST. USE	25,987,323.00	4,557,397.79	8,323,571.61	32.0	3,804,263.69	13,859,487.70	53.3
6200.00 BUILDINGS&IMPROVEMENT-DIST. USE	89,468,192.00	1,178,995.02	9,205,604.04	10.2	20,903,881.73	59,358,706.23	66.3
6400.00 ADDITIONAL/IMPROVED EQUIPMENT	6,115,250.00	8,752.74	320,210.52	5.2	4,596.68	5,790,442.80	94.6
TOTAL: 6000	121,570,765.00	5,745,145.55	17,849,386.17	14.6	24,712,742.10	79,008,636.73	64.9
TOTAL: 1000-6999	123,363,475.90	5,760,680.59	18,142,651.59	14.7	25,405,883.64	79,814,940.67	64.6

Fund: 42 REVENUE BOND CONSTRUCTION FU SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT YEAR TO DATE		%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	1,080,000.00	0.00	446,576.80	41.3	0.00	633,423.20	58.6
TOTAL:	1000-5999	1,792,710.90	15,535.04	293,265.42	16.3	693,141.54	806,303.94	44.9
TOTAL:	1000-6999	123,363,475.90	5,760,680.59	18,142,651.59	14.7	25,405,883.64	79,814,940.67	64.6
TOTAL:	1000-7999	123,363,475.90	5,760,680.59	18,142,651.59	14.7	25,405,883.64	79,814,940.67	64.6
TOTAL EXPENSES	(1000 - 7999)	123,363,475.90	5,760,680.59	18,142,651.59	14.7	25,405,883.64	79,814,940.67	64.6

Fund: 51 BOOKSTORE FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	0.00	0.00	248.32	100.0	0.00	248.32-	.0
TOTAL: 8000	0.00	0.00	248.32	100.0	0.00	248.32-	.0

Fund: 51 BOOKSTORE FUND

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/CURRENT	RECEIVED YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	0.00	0.00	248.32	100.0	0.00	248.32-	.0
TOTAL:	1000-5999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL:	1000-6999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL:	1000-7999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL EXPENSES	(1000 - 7999)	0.00	0.00	0.00	.0	0.00	0.00	.0

Fund: 68 RETIREE BENEFIT FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
		CURRENT	YEAR TO DATE				
8800.00 LOCAL REVENUES	24,000.00	0.00	3,866.21	16.1	0.00	20,133.79	83.8
8900.00 OTHER FINANCING SOURCES	1,600,468.00	0.00	1,600,468.00	100.0	0.00	0.00	.0
TOTAL: 8000	1,624,468.00	0.00	1,604,334.21	98.7	0.00	20,133.79	1.2
3300.00 OASDHI/FICA	88.00	3.63	47.18	53.6	0.00	40.82	46.3
3400.00 HEALTH AND WELFARE BENEFITS	478,772.00	39,401.40	281,449.58	58.7	0.00	197,322.42	41.2
3500.00 STATE UNEMPLOYMENT INSURANCE	144.00	8.06	80.58	55.9	0.00	63.42	44.0
3900.00 OTHER BENEFITS	1,877,672.00	500,500.00	844,339.00	44.9	0.00	1,033,333.00	55.0
TOTAL: 3000	2,356,676.00	539,913.09	1,125,916.34	47.7	0.00	1,230,759.66	52.2
TOTAL: 1000-5999	2,356,676.00	539,913.09	1,125,916.34	47.7	0.00	1,230,759.66	52.2

Fund: 68 RETIREE BENEFIT FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT YEAR TO DATE		%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	1,624,468.00	0.00	1,604,334.21	98.7	0.00	20,133.79	1.2
TOTAL:	1000-5999	2,356,676.00	539,913.09	1,125,916.34	47.7	0.00	1,230,759.66	52.2
TOTAL:	1000-6999	2,356,676.00	539,913.09	1,125,916.34	47.7	0.00	1,230,759.66	52.2
TOTAL:	1000-7999	2,356,676.00	539,913.09	1,125,916.34	47.7	0.00	1,230,759.66	52.2
TOTAL EXPENSES	(1000 - 7999)	2,356,676.00	539,913.09	1,125,916.34	47.7	0.00	1,230,759.66	52.2

Fund: 69 EMPL LOAD BANKING TRUST FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	850.00	0.00	204.95	24.1	0.00	645.05	75.8
TOTAL: 8000	850.00	0.00	204.95	24.1	0.00	645.05	75.8
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

Fund: 69 EMPL LOAD BANKING TRUST FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/CURRENT	RECEIVED YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	850.00	0.00	204.95	24.1	0.00	645.05	75.8
TOTAL:	1000-5999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL:	1000-6999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL:	1000-7999	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 BALANCE	%
		CURRENT	YEAR TO DATE				
8100.00 FEDERAL HEA REVENUES	146,820.00	9,477.61	66,575.14	45.3	0.00	80,244.86	54.6
8600.00 STATE REVENUES	1,599,526.00	91,064.51	830,824.24	51.9	0.00	768,701.76	48.0
8800.00 LOCAL REVENUES	208,676.00	18,101.25	73,695.41	35.3	0.00	134,980.59	64.6
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	118,643.37	1,120,822.79	53.2	0.00	983,927.21	46.7
2100.00 CONTRACT CLASSIFIED NON-INSTR.	1,091,038.00	81,731.68	691,829.59	63.4	0.00	399,208.41	36.5
2300.00 NON-INSTRUCTION HOURLY CLASS.	169,838.00	5,360.80	60,780.44	35.7	0.00	109,057.56	64.2
TOTAL: 2000	1,260,876.00	87,092.48	752,610.03	59.6	0.00	508,265.97	40.3
3100.00 CERTIFICATED RETIREMENT	16,637.00	1,364.07	11,187.14	67.2	0.00	5,449.86	32.7
3200.00 CLASSIFIED RETIREMENT	87,306.00	6,891.80	59,088.88	67.6	0.00	28,217.12	32.3
3300.00 OASDHI/FICA	71,885.00	4,999.54	42,532.81	59.1	0.00	29,352.19	40.8
3400.00 HEALTH AND WELFARE BENEFITS	352,176.00	27,181.59	228,504.97	64.8	0.00	123,671.03	35.1
3500.00 STATE UNEMPLOYMENT INSURANCE	18,831.00	1,317.23	11,131.71	59.1	0.00	7,699.29	40.8
3600.00 WORKERS COMPENSATION INSURANCE	58,500.00	4,500.00	37,500.00	64.1	0.00	21,000.00	35.8
3900.00 OTHER BENEFITS	5,192.00	420.52	3,431.15	66.0	0.00	1,760.85	33.9
TOTAL: 3000	610,527.00	46,674.75	393,376.66	64.4	0.00	217,150.34	35.5
4300.00 INSTRUCTIONAL SUPPLIES	27,725.00	421.06	5,123.26	18.4	15,297.80	7,303.94	26.3
4500.00 NONINSTRUCTIONAL SUPPLIES	43,470.00	2,168.36	17,017.87	39.1	20,170.71	6,281.42	14.4
4700.00 FOOD SUPPLIES	112,697.00	3,477.22	44,288.31	39.2	31,429.00	36,979.69	32.8
TOTAL: 4000	183,892.00	6,066.64	66,429.44	36.1	66,897.51	50,565.05	27.4
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	5,847.00	0.00	391.88	6.7	0.00	5,455.12	93.2
5800.00 OTHER OPERATING EXP-DIST. USE	5,378.00	0.00	1,862.03	34.6	0.00	3,515.97	65.3
TOTAL: 5000	11,493.00	0.00	2,392.91	20.8	0.00	9,100.09	79.1
TOTAL: 1000-5999	2,066,788.00	139,833.87	1,214,809.04	58.7	66,897.51	785,081.45	37.9
6400.00 ADDITIONAL/IMPROVED EQUIPMENT	3,345.00	0.00	0.00	.0	1,847.67	1,497.33	44.7
TOTAL: 6000	3,345.00	0.00	0.00	.0	1,847.67	1,497.33	44.7
TOTAL: 1000-6999	2,070,133.00	139,833.87	1,214,809.04	58.6	68,745.18	786,578.78	37.9

Fund: 72 CHILD DEVELOPMENT FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
			CURRENT	YEAR TO DATE				
TOTAL INCOME	(8000 - 8999)	2,104,750.00	118,643.37	1,120,822.79	53.2	0.00	983,927.21	46.7
TOTAL:	1000-5999	2,066,788.00	139,833.87	1,214,809.04	58.7	66,897.51	785,081.45	37.9
TOTAL:	1000-6999	2,070,133.00	139,833.87	1,214,809.04	58.6	68,745.18	786,578.78	37.9
TOTAL:	1000-7999	2,070,133.00	139,833.87	1,214,809.04	58.6	68,745.18	786,578.78	37.9
TOTAL EXPENSES	(1000 - 7999)	2,070,133.00	139,833.87	1,214,809.04	58.6	68,745.18	786,578.78	37.9

Fund: 73 STUDENT BODY CENTER FEE FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/CURRENT	RECEIVED YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	249,070.00	48,669.25	201,183.47	80.7	0.00	47,886.53	19.2
TOTAL: 8000	249,070.00	48,669.25	201,183.47	80.7	0.00	47,886.53	19.2
2100.00 CONTRACT CLASSIFIED NON-INSTR.	84,134.00	6,613.00	41,848.00	49.7	0.00	42,286.00	50.2
2300.00 NON-INSTRUCTION HOURLY CLASS.	65,544.00	3,488.00	34,452.48	52.5	0.00	31,091.52	47.4
TOTAL: 2000	149,678.00	10,101.00	76,300.48	50.9	0.00	73,377.52	49.0
3200.00 CLASSIFIED RETIREMENT	9,190.00	722.34	4,571.08	49.7	0.00	4,618.92	50.2
3300.00 OASDHI/FICA	6,669.00	505.90	3,428.83	51.4	0.00	3,240.17	48.5
3400.00 HEALTH AND WELFARE BENEFITS	24,220.00	2,009.50	12,057.00	49.7	0.00	12,163.00	50.2
3500.00 STATE UNEMPLOYMENT INSURANCE	1,510.00	106.47	806.06	53.3	0.00	703.94	46.6
3600.00 WORKERS COMPENSATION INSURANCE	3,000.00	250.00	1,625.00	54.1	0.00	1,375.00	45.8
3900.00 OTHER BENEFITS	146.00	12.18	73.08	50.0	0.00	72.92	49.9
TOTAL: 3000	44,735.00	3,606.39	22,561.05	50.4	0.00	22,173.95	49.5
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	580.62	3,807.65	62.4	1,680.34	612.01	10.0
TOTAL: 4000	6,600.00	580.62	3,807.65	57.6	1,680.34	1,112.01	16.8
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	1,180.47-	197.26-	.0	924.00	4,789.51	100.0
5800.00 OTHER OPERATING EXP-DIST. USE	4,800.00	200.00-	200.00-	.0	0.00	5,000.00	100.0
TOTAL: 5000	12,816.25	1,380.47-	397.26-	.0	924.00	12,289.51	100.0
TOTAL: 1000-5999	213,829.25	12,907.54	102,271.92	47.8	2,604.34	108,952.99	50.9
6400.00 ADDITIONAL/IMPROVED EQUIPMENT	58,800.75	18,456.42	28,188.88	47.9	0.00	30,611.87	52.0
TOTAL: 6000	58,800.75	18,456.42	28,188.88	47.9	0.00	30,611.87	52.0
TOTAL: 1000-6999	272,630.00	31,363.96	130,460.80	47.8	2,604.34	139,564.86	51.1
7900.00 RESERVE FOR CONTINGENCIES	3,440.00	0.00	0.00	.0	0.00	3,440.00	100.0
TOTAL: 7000	3,440.00	0.00	0.00	.0	0.00	3,440.00	100.0
TOTAL: 1000-7999	276,070.00	31,363.96	130,460.80	47.2	2,604.34	143,004.86	51.8

Fund: 73 STUDENT BODY CENTER FEE FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/CURRENT	RECEIVED YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	249,070.00	48,669.25	201,183.47	80.7	0.00	47,886.53	19.2
TOTAL:	1000-5999	213,829.25	12,907.54	102,271.92	47.8	2,604.34	108,952.99	50.9
TOTAL:	1000-6999	272,630.00	31,363.96	130,460.80	47.8	2,604.34	139,564.86	51.1
TOTAL:	1000-7999	276,070.00	31,363.96	130,460.80	47.2	2,604.34	143,004.86	51.8
TOTAL EXPENSES	(1000 - 7999)	276,070.00	31,363.96	130,460.80	47.2	2,604.34	143,004.86	51.8

Fund: 74 KVC R FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	2,103,306.54	397.84	903,269.05	42.9	0.00	1,200,037.49	57.0
8900.00 OTHER FINANCING SOURCES	1,659,764.00	0.00	1,659,764.00	100.0	0.00	0.00	.0
TOTAL: 8000	3,763,070.54	397.84	2,563,033.05	68.1	0.00	1,200,037.49	31.8
2100.00 CONTRACT CLASSIFIED NON-INSTR.	1,392,152.00	104,834.76	793,373.87	56.9	0.00	598,778.13	43.0
2300.00 NON-INSTRUCTION HOURLY CLASS.	94,300.00	7,003.35	45,612.07	48.3	0.00	48,687.93	51.6
TOTAL: 2000	1,486,452.00	111,838.11	838,985.94	56.4	0.00	647,466.06	43.5
3200.00 CLASSIFIED RETIREMENT	156,138.00	11,451.09	86,434.77	55.3	0.00	69,703.23	44.6
3300.00 OASDHI/FICA	112,558.00	8,331.45	58,476.37	51.9	0.00	54,081.63	48.0
3400.00 HEALTH AND WELFARE BENEFITS	231,232.00	17,249.01	133,973.08	57.9	0.00	97,258.92	42.0
3500.00 STATE UNEMPLOYMENT INSURANCE	23,820.00	1,787.03	13,470.82	56.5	0.00	10,349.18	43.4
3600.00 WORKERS COMPENSATION INSURANCE	31,500.00	2,500.00	18,625.00	59.1	0.00	12,875.00	40.8
3900.00 OTHER BENEFITS	7,536.00	615.71	4,901.32	65.0	0.00	2,634.68	34.9
TOTAL: 3000	562,784.00	41,934.29	315,881.36	56.1	0.00	246,902.64	43.8
4500.00 NONINSTRUCTIONAL SUPPLIES	6,120.00	72.43	2,198.83	35.9	3,476.17	445.00	7.2
TOTAL: 4000	6,120.00	72.43	2,198.83	35.9	3,476.17	445.00	7.2
5100.00 PERSON&CONSULTANT SVC-DIST USE	5,000.00	0.00	3,000.00	60.0	2,000.00	0.00	.0
5300.00 POST/DUES/MEMBERSHIPS-DIST USE	29,206.14	291.47	17,910.36	61.3	8,319.64	2,976.14	10.1
5400.00 INSURANCES - DISTRICT USE	7,000.00	0.00	6,485.00	92.6	0.00	515.00	7.3
5500.00 UTILITIES & HOUSEKEEP-DIST USE	212,485.00	12,407.80	105,627.87	49.7	59,031.14	47,825.99	22.5
5600.00 RENTS, LEASES&REPAIRS-DIST USE	52,282.00	1,495.52	27,942.71	53.4	9,912.30	14,426.99	27.5
5700.00 LEGAL/ELECTION/AUDIT-DIST USE	58,000.00	1,881.75	24,952.95	43.0	26,545.05	6,502.00	11.2
5800.00 OTHER OPERATING EXP-DIST USE	1,340,141.40	9,325.30	572,529.00	42.7	14,500.00	753,112.40	56.1
TOTAL: 5000	1,704,114.54	25,401.84	758,447.89	44.5	120,308.13	825,358.52	48.4
TOTAL: 1000-5999	3,759,470.54	179,246.67	1,915,514.02	50.9	123,784.30	1,720,172.22	45.7
6400.00 ADDITIONAL/IMPROVED EQUIPMENT	5,000.00	0.00	0.00	.0	0.00	5,000.00	100.0
TOTAL: 6000	5,000.00	0.00	0.00	.0	0.00	5,000.00	100.0
TOTAL: 1000-6999	3,764,470.54	179,246.67	1,915,514.02	50.8	123,784.30	1,725,172.22	45.8

Fund: 74 KVC R FUND

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
			CURRENT	YEAR TO DATE				
TOTAL INCOME	(8000 - 8999)	3,763,070.54	397.84	2,563,033.05	68.1	0.00	1,200,037.49	31.8
TOTAL:	1000-5999	3,759,470.54	179,246.67	1,915,514.02	50.9	123,784.30	1,720,172.22	45.7
TOTAL:	1000-6999	3,764,470.54	179,246.67	1,915,514.02	50.8	123,784.30	1,725,172.22	45.8
TOTAL:	1000-7999	3,764,470.54	179,246.67	1,915,514.02	50.8	123,784.30	1,725,172.22	45.8
TOTAL EXPENSES	(1000 - 7999)	3,764,470.54	179,246.67	1,915,514.02	50.8	123,784.30	1,725,172.22	45.8

Fund: 76 INVSTMT TRUST FUND-SAN MANUE

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	2,503,000.00	157,000.00	157,704.31	6.3	0.00	2,345,295.69	93.6
TOTAL: 8000	2,503,000.00	157,000.00	157,704.31	6.3	0.00	2,345,295.69	93.6
2100.00 CONTRACT CLASSIFIED NON-INSTR.	730,619.83	25,918.95	221,682.25	30.3	0.00	508,937.58	69.6
2300.00 NON-INSTRUCTION HOURLY CLASS.	46,000.00	389.65	5,804.99	12.6	0.00	40,195.01	87.3
TOTAL: 2000	776,619.83	26,308.60	227,487.24	29.2	0.00	549,132.59	70.7
3200.00 CLASSIFIED RETIREMENT	81,316.84	2,831.13	24,077.78	29.6	0.00	57,239.06	70.3
3300.00 OASDHI/FICA	58,201.88	1,993.98	17,081.24	29.3	0.00	41,120.64	70.6
3400.00 HEALTH AND WELFARE BENEFITS	124,816.40	4,019.00	36,171.00	28.9	0.00	88,645.40	71.0
3500.00 STATE UNEMPLOYMENT INSURANCE	12,249.16	419.65	3,636.16	29.6	0.00	8,613.00	70.3
3600.00 WORKERS COMPENSATION INSURANCE	15,500.00	500.00	4,500.00	29.0	0.00	11,000.00	70.9
3900.00 OTHER BENEFITS	816.50	24.36	219.24	26.8	0.00	597.26	73.1
TOTAL: 3000	292,900.78	9,788.12	85,685.42	29.2	0.00	207,215.36	70.7
5300.00 POST/DUES/MEMBERSHIPS-DI ST. USE	10,000.00	237.97	423.15	4.2	4,576.85	5,000.00	50.0
TOTAL: 5000	10,000.00	237.97	423.15	4.2	4,576.85	5,000.00	50.0
TOTAL: 1000-5999	1,079,520.61	36,334.69	313,595.81	29.0	4,576.85	761,347.95	70.5

Fund: 76 INVSTMT TRUST FUND-SAN MANUE SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/CURRENT	RECEIVED YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	2,503,000.00	157,000.00	157,704.31	6.3	0.00	2,345,295.69	93.6
TOTAL:	1000-5999	1,079,520.61	36,334.69	313,595.81	29.0	4,576.85	761,347.95	70.5
TOTAL:	1000-6999	1,079,520.61	36,334.69	313,595.81	29.0	4,576.85	761,347.95	70.5
TOTAL:	1000-7999	1,079,520.61	36,334.69	313,595.81	29.0	4,576.85	761,347.95	70.5
TOTAL EXPENSES	(1000 - 7999)	1,079,520.61	36,334.69	313,595.81	29.0	4,576.85	761,347.95	70.5

Fund: 78 SELF INSURANCE-LIABILITY&PRO

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	3,500.00	0.00	1,224.93	34.9	0.00	2,275.07	65.0
8900.00 OTHER FINANCING SOURCES	750,000.00	0.00	750,000.00	100.0	0.00	0.00	.0
TOTAL: 8000	753,500.00	0.00	751,224.93	99.6	0.00	2,275.07	.3
5100.00 PERSON&CONSULTANT SVC-DIST USE	20,000.00	0.00	10,600.93	53.0	8,024.07	1,375.00	6.8
5400.00 INSURANCES - DISTRICT USE	600,000.00	0.00	525,586.00	87.5	9,910.00	64,504.00	10.7
5800.00 OTHER OPERATING EXP-DIST. USE	150,000.00	0.00	10,871.51	7.2	24,128.49	115,000.00	76.6
TOTAL: 5000	770,000.00	0.00	547,058.44	71.0	42,062.56	180,879.00	23.4
TOTAL: 1000-5999	770,000.00	0.00	547,058.44	71.0	42,062.56	180,879.00	23.4
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	0.00	547,058.44	68.8	42,062.56	205,879.00	25.8

Fund: 78 SELF INSURANCE-LIABILITY&PRO SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	753,500.00	0.00	751,224.93	99.6	0.00	2,275.07	.3
TOTAL:	1000-5999	770,000.00	0.00	547,058.44	71.0	42,062.56	180,879.00	23.4
TOTAL:	1000-6999	770,000.00	0.00	547,058.44	71.0	42,062.56	180,879.00	23.4
TOTAL:	1000-7999	795,000.00	0.00	547,058.44	68.8	42,062.56	205,879.00	25.8
TOTAL EXPENSES	(1000 - 7999)	795,000.00	0.00	547,058.44	68.8	42,062.56	205,879.00	25.8

Fund: 84 WORKERS COMPENSATION FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	1,405,000.00	86,875.00	672,184.10	47.8	0.00	732,815.90	52.1
TOTAL: 8000	1,405,000.00	86,875.00	672,184.10	47.8	0.00	732,815.90	52.1
5100.00 PERSON&CONSULTANT SVC-DIST USE	168,000.00	5,100.00	143,609.00	85.4	9,150.00	15,241.00	9.0
5400.00 INSURANCES - DISTRICT USE	120,000.00	0.00	116,707.00	97.2	0.00	3,293.00	2.7
5800.00 OTHER OPERATING EXP-DIST. USE	570,000.00	21,510.09	325,412.92	57.0	748.70	243,838.38	42.7
TOTAL: 5000	858,000.00	26,610.09	585,728.92	68.2	9,898.70	262,372.38	30.5
TOTAL: 1000-5999	858,000.00	26,610.09	585,728.92	68.2	9,898.70	262,372.38	30.5
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	26,610.09	585,728.92	43.1	9,898.70	762,372.38	56.1

Fund: 84 WORKERS COMPENSATION FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT YEAR TO DATE		%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	1,405,000.00	86,875.00	672,184.10	47.8	0.00	732,815.90	52.1
TOTAL:	1000-5999	858,000.00	26,610.09	585,728.92	68.2	9,898.70	262,372.38	30.5
TOTAL:	1000-6999	858,000.00	26,610.09	585,728.92	68.2	9,898.70	262,372.38	30.5
TOTAL:	1000-7999	1,358,000.00	26,610.09	585,728.92	43.1	9,898.70	762,372.38	56.1
TOTAL EXPENSES	(1000 - 7999)	1,358,000.00	26,610.09	585,728.92	43.1	9,898.70	762,372.38	56.1

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/CURRENT	RECEIVED YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8100.00 FEDERAL HEA REVENUES	45,500.00	0.00	5,085.35	11.1	0.00	40,414.65	88.8
8600.00 STATE REVENUES	1,321,860.00	0.00	373,349.43	28.2	0.00	948,510.57	71.7
8800.00 LOCAL REVENUES	653,029.85	223,141.54	528,716.39	80.9	0.00	124,313.46	19.0
TOTAL: 8000	2,020,389.85	223,141.54	907,151.17	44.8	0.00	1,113,238.68	55.1
1100.00 CONTRACT CLASSROOM INST.	10,407,021.40	992,147.44	7,140,656.82	68.6	0.00	3,266,364.58	31.3
1200.00 CONTRACT CERT. ADMINI STRATORS	3,263,762.64	292,041.60	2,162,370.60	66.2	0.00	1,101,392.04	33.7
1300.00 INSTRUCTORS DAY/HOURLY	5,260,623.00	483,479.47	3,188,925.59	60.6	0.00	2,071,697.41	39.3
1400.00 NON-INSTRUCTION HOURLY CERT.	328,932.92	15,926.04	170,633.06	51.8	0.00	158,299.86	48.1
TOTAL: 1000	19,260,339.96	1,783,594.55	12,662,586.07	65.7	0.00	6,597,753.89	34.2
2100.00 CONTRACT CLASSIFIED NON-INSTR.	5,798,636.60	484,026.52	4,096,620.83	70.6	0.00	1,702,015.77	29.3
2200.00 INSTRUCTIONAL AIDS	757,814.40	60,676.21	493,654.44	65.1	0.00	264,159.96	34.8
2300.00 NON-INSTRUCTION HOURLY CLASS.	149,811.01	13,718.89	87,811.41	58.6	0.00	61,999.60	41.3
2400.00 INST AIDES-HOURLY- DIR. INSTRUC	332,473.00	7,373.00	110,395.58	33.2	0.00	222,077.42	66.7
TOTAL: 2000	7,038,735.01	565,794.62	4,788,482.26	68.0	0.00	2,250,252.75	31.9
3100.00 CERTIFICATED RETIREMENT	1,496,589.22	130,774.58	928,408.16	62.0	0.00	568,181.06	37.9
3200.00 CLASSIFIED RETIREMENT	855,070.88	70,153.89	569,104.95	66.5	0.00	285,965.93	33.4
3300.00 OASDHI /FICA	853,392.30	73,830.48	567,852.81	66.5	0.00	285,539.49	33.4
3400.00 HEALTH AND WELFARE BENEFITS	3,280,313.19	271,938.89	2,172,684.24	66.2	0.00	1,107,628.95	33.7
3500.00 STATE UNEMPLOYMENT INSURANCE	426,249.36	37,874.87	277,707.57	65.1	0.00	148,541.79	34.8
3600.00 WORKERS COMPENSATION INSURANCE	473,929.96	38,956.25	312,374.96	65.9	0.00	161,555.00	34.0
3900.00 OTHER BENEFITS	109,247.97	8,837.01	71,986.16	65.8	0.00	37,261.81	34.1
TOTAL: 3000	7,494,792.88	632,365.97	4,900,118.85	65.3	0.00	2,594,674.03	34.6
4100.00 TEXTBOOKS	0.00	0.00	211.04-	.0	0.00	211.04	100.0
4200.00 BOOK, MAGAZINE&PERIOD-DIST. USE	35,649.00	0.00	20,662.70	57.9	404.95	14,581.35	40.9
4300.00 INSTRUCTIONAL SUPPLIES	56,729.71	2,216.30	27,146.54	47.8	6,684.82	22,898.35	40.3
4400.00 MEDIA AND SOFTWARE-DISTRCT USE	10,873.93	129.19	3,272.07	30.0	0.00	7,601.86	69.9
4500.00 NONINSTRUCTIONAL SUPPLIES	426,976.69	25,332.01	189,044.72	44.2	136,778.75	101,153.22	23.6
4700.00 FOOD SUPPLIES	2,000.00	0.00	1,126.73	56.3	873.27	0.00	.0
TOTAL: 4000	532,229.33	27,677.50	241,041.72	45.2	144,741.79	146,445.82	27.5
5100.00 PERSON&CONSULTANT SVC-DIST USE	827,842.70	9,269.21	100,107.12	12.0	577,717.74	150,017.84	18.1
5200.00 TRAVEL & CONFERENCE EXPENSES	104,234.56	2,311.24	23,508.77	22.5	26,146.33	54,579.46	52.3
5300.00 POST/DUES/MEMBERSHIPS-DIST. USE	115,658.59	939.07	45,894.87	39.6	47,221.32	22,542.40	19.4
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	1,711,268.00	38,909.81	1,047,969.54	61.2	603,271.40	60,027.06	3.5
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	599,909.17	22,386.74	247,944.60	41.3	264,518.00	87,446.57	14.5
5800.00 OTHER OPERATING EXP-DIST. USE	186,882.87	30,486.86	79,747.69	42.6	31,582.94	75,552.24	40.4
5900.00 INTERPROGRAM CHARGES-DIST. USE	180.00	0.00	0.00	.0	0.00	180.00	100.0
TOTAL: 5000	3,547,175.89	104,302.93	1,545,172.59	43.5	1,550,457.73	451,545.57	12.7
TOTAL: 1000-5999	37,873,273.07	3,113,735.57	24,137,401.49	63.7	1,695,199.52	12,040,672.06	31.7

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
		CURRENT	YEAR TO DATE				
6300.00 LIBRARY BOOKS - EXPANSION	48,703.00	1,452.49	24,135.92	49.5	23,949.98	617.10	1.2
6400.00 ADDITIONAL/IMPROVED EQUIPMENT	144,535.93	1,171.98	28,576.03	19.7	0.01	115,959.89	80.2
TOTAL: 6000	193,238.93	2,624.47	52,711.95	27.2	23,949.99	116,576.99	60.3
TOTAL: 1000-6999	38,066,512.00	3,116,360.04	24,190,113.44	63.5	1,719,149.51	12,157,249.05	31.9
7300.00 INTERFUND TRANSFERS	149,728.00	0.00	149,728.00	100.0	0.00	0.00	.0
7600.00 OTHER STUDENT AID	31,462.85	0.00	4,678.56	14.8	0.00	26,784.29	85.1
TOTAL: 7000	181,190.85	0.00	154,406.56	85.2	0.00	26,784.29	14.7
TOTAL: 1000-7999	38,247,702.85	3,116,360.04	24,344,520.00	63.6	1,719,149.51	12,184,033.34	31.8

Fund: 01 GENERAL FUND

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
			CURRENT	YEAR TO DATE				
TOTAL INCOME	(8000 - 8999)	2,020,389.85	223,141.54	907,151.17	44.8	0.00	1,113,238.68	55.1
TOTAL:	1000-5999	37,873,273.07	3,113,735.57	24,137,401.49	63.7	1,695,199.52	12,040,672.06	31.7
TOTAL:	1000-6999	38,066,512.00	3,116,360.04	24,190,113.44	63.5	1,719,149.51	12,157,249.05	31.9
TOTAL:	1000-7999	38,247,702.85	3,116,360.04	24,344,520.00	63.6	1,719,149.51	12,184,033.34	31.8
TOTAL EXPENSES	(1000 - 7999)	38,247,702.85	3,116,360.04	24,344,520.00	63.6	1,719,149.51	12,184,033.34	31.8

Fund: 72 CHILD DEVELOPMENT FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	25,886.00	0.00	417.32	1.6	0.00	25,468.68	98.3
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	0.00	150,145.32	85.4	0.00	25,468.68	14.5
2300.00 NON-INSTRUCTION HOURLY CLASS.	21,130.00	0.00	0.00	.0	0.00	21,130.00	100.0
TOTAL: 2000	21,130.00	0.00	0.00	.0	0.00	21,130.00	100.0
3300.00 OASDHI/FICA	1,616.00	0.00	0.00	.0	0.00	1,616.00	100.0
3500.00 STATE UNEMPLOYMENT INSURANCE	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

Fund: 72 CHILD DEVELOPMENT FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/CURRENT	RECEIVED YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	175,614.00	0.00	150,145.32	85.4	0.00	25,468.68	14.5
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/CURRENT	RECEIVED YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED 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	0.00	160,008.60	27.9	0.00	411,884.40	72.0
8800.00 LOCAL REVENUES	251,192.00	118,215.01	278,892.85	100.0	0.00	27,700.85	.0
8900.00 OTHER FINANCING SOURCES	869.42	0.00	869.42	100.0	0.00	0.00	.0
TOTAL: 8000	838,454.42	118,215.01	441,080.87	52.6	0.00	397,373.55	47.3
1100.00 CONTRACT CLASSROOM INST.	4,515,638.50	415,958.59	2,981,617.62	66.0	0.00	1,534,020.88	33.9
1200.00 CONTRACT CERT. ADMINISTRATORS	2,576,544.00	195,834.04	1,628,891.43	63.2	0.00	947,652.57	36.7
1300.00 INSTRUCTORS DAY/HOURLY	1,914,808.00	179,528.86	1,227,221.40	64.0	0.00	687,586.60	35.9
1400.00 NON-INSTRUCTION HOURLY CERT.	76,420.00	847.40	31,407.76	41.0	0.00	45,012.24	58.9
TOTAL: 1000	9,083,410.50	792,168.89	5,869,138.21	64.6	0.00	3,214,272.29	35.3
2100.00 CONTRACT CLASSIFIED NON-INSTR.	3,285,572.06	275,502.34	2,239,683.09	68.1	0.00	1,045,888.97	31.8
2200.00 INSTRUCTIONAL AIDS	538,012.00	43,766.08	351,383.59	65.3	0.00	186,628.41	34.6
2300.00 NON-INSTRUCTION HOURLY CLASS.	157,738.14	11,669.12	88,457.84	56.0	0.00	69,280.30	43.9
2400.00 INST AIDS-HOURLY- DIR. INSTRUC	332,925.00	5,445.88	178,481.57	53.6	0.00	154,443.43	46.3
TOTAL: 2000	4,314,247.20	336,383.42	2,858,006.09	66.2	0.00	1,456,241.11	33.7
3100.00 CERTIFICATED RETIREMENT	670,707.90	58,609.61	429,980.65	64.1	0.00	240,727.25	35.8
3200.00 CLASSIFIED RETIREMENT	508,834.00	39,120.98	318,682.56	62.6	0.00	190,151.44	37.3
3300.00 OASDHI/FICA	464,705.60	37,824.29	301,387.71	64.8	0.00	163,317.89	35.1
3400.00 HEALTH AND WELFARE BENEFITS	1,716,103.10	133,352.27	1,084,621.61	63.2	0.00	631,481.49	36.7
3500.00 STATE UNEMPLOYMENT INSURANCE	215,555.00	17,987.54	139,084.06	64.5	0.00	76,470.94	35.4
3600.00 WORKERS COMPENSATION INSURANCE	248,758.00	19,713.13	159,968.15	64.3	0.00	88,789.85	35.6
3900.00 OTHER BENEFITS	54,814.40	4,524.55	36,419.47	66.4	0.00	18,394.93	33.5
TOTAL: 3000	3,879,478.00	311,132.37	2,470,144.21	63.6	0.00	1,409,333.79	36.3
4200.00 BOOK, MAGAZINE&PERIOD-DIST. USE	7,544.00	60.00	493.75	6.5	47.95	7,002.30	92.8
4300.00 INSTRUCTIONAL SUPPLIES	52,175.00	3,879.96	31,621.15	60.6	5,227.64	15,326.21	29.3
4400.00 MEDIA AND SOFTWARE-DISTRCT USE	2,596.00	0.00	441.70	17.0	0.00	2,154.30	82.9
4500.00 NONINSTRUCTIONAL SUPPLIES	156,013.37	10,268.10	79,425.03	50.9	49,534.24	27,054.10	17.3
TOTAL: 4000	218,328.37	14,208.06	111,981.63	51.2	54,809.83	51,536.91	23.6
5100.00 PERSON&CONSULTANT SVC-DIST USE	72,537.64	2,327.69	12,308.26	16.9	17,276.69	42,952.69	59.2
5200.00 TRAVEL & CONFERENCE EXPENSES	32,125.00	1,886.67	20,189.30	62.8	853.83	11,081.87	34.4
5300.00 POST/DUES/MEMBERSHIPS-DIST. USE	50,872.63	2,846.30	27,708.57	54.4	3,378.74	19,785.32	38.8
5500.00 UTILITIES & HOUSEKEEP-DIST. USE	837,287.00	31,308.73	470,238.15	56.1	324,875.75	42,173.10	5.0
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	414,863.36	17,126.51	231,045.41	55.6	116,950.30	66,867.65	16.1
5800.00 OTHER OPERATING EXP-DIST. USE	237,125.30	1,149.00	25,177.05	10.6	31,966.98	179,981.27	75.9
TOTAL: 5000	1,644,810.93	56,644.90	786,666.74	47.8	495,302.29	362,841.90	22.0
TOTAL: 1000-5999	19,140,275.00	1,510,537.64	12,095,936.88	63.1	550,112.12	6,494,226.00	33.9
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	10,000.00	5,000.00	33.3

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
6400.00 ADDITIONAL/IMPROVED EQUIPMENT	17,046.42	0.00	2,872.13	16.8	4,065.72	10,108.57	59.3
TOTAL: 6000	33,596.42	0.00	2,872.13	8.5	14,065.72	16,658.57	49.5
TOTAL: 1000-6999	19,173,871.42	1,510,537.64	12,098,809.01	63.1	564,177.84	6,510,884.57	33.9

Fund: 01 GENERAL FUND

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
			CURRENT	YEAR TO DATE				
TOTAL INCOME	(8000 - 8999)	838,454.42	118,215.01	441,080.87	52.6	0.00	397,373.55	47.3
TOTAL:	1000-5999	19,140,275.00	1,510,537.64	12,095,936.88	63.1	550,112.12	6,494,226.00	33.9
TOTAL:	1000-6999	19,173,871.42	1,510,537.64	12,098,809.01	63.1	564,177.84	6,510,884.57	33.9
TOTAL:	1000-7999	19,173,871.42	1,510,537.64	12,098,809.01	63.1	564,177.84	6,510,884.57	33.9
TOTAL EXPENSES	(1000 - 7999)	19,173,871.42	1,510,537.64	12,098,809.01	63.1	564,177.84	6,510,884.57	33.9

Fund: 51 BOOKSTORE FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	0.00	0.00	248.32	100.0	0.00	248.32-	.0
TOTAL: 8000	0.00	0.00	248.32	100.0	0.00	248.32-	.0

Fund: 51 BOOKSTORE FUND

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/CURRENT	RECEIVED YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	0.00	0.00	248.32	100.0	0.00	248.32-	.0
TOTAL:	1000-5999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL:	1000-6999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL:	1000-7999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL EXPENSES	(1000 - 7999)	0.00	0.00	0.00	.0	0.00	0.00	.0

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	259.81	8.6	0.00	2,740.19	91.3
TOTAL: 8000	3,000.00	0.00	259.81	8.6	0.00	2,740.19	91.3
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

Fund: 72 CHILD DEVELOPMENT FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/CURRENT	RECEIVED YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	3,000.00	0.00	259.81	8.6	0.00	2,740.19	91.3
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: March 15, 2012
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 January 23, 2012 to February 26, 2012 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

This is an information item. There are no financial implications.

Purchase Order Board Report

March 15, 2012

PO No.	Vendor Name	PO Board Description	Amount
122557	FARONICS TECHNOLOGIES INC	Computer Systems Maintenance Agmnts	\$ 4,499.26
122558	IPSWITCH	Computer Systems Maintenance Agmnts	\$ 1,870.00
122559	SALLIE MAE	Other Expenses & Fees	\$ 100.00
122560	PETINAK, CRAIG	Conference	\$ 652.24
122561	SYSTEMS TECHNOLOGY ASSOC INC	Computer Systems Maintenance Agmnts	\$ 25,535.47
122562	ROWLEY, KATHLEEN	Conference	\$ 1,328.36
122563	BODY POSITIVE, THE	Media	\$ 27.50
122564	STAPLES	Equipment	\$ 1,720.24
122565	CSUS FOUNDATION INC	Classroom Textbooks	\$ 1,055.95
122566	STAPLES	Non-instructional Supplies	\$ 193.28
122567	MONROE SYSTEMS FOR BUSINESS	Non-instructional Supplies	\$ 283.78
122568	CHC BOOKSTORE	Non-instructional Supplies	\$ 100.00
122569	OMNITRANS	Other Expenses & Fees	\$ 55,000.00
122570	MURRILLO JR, DR ENRIQUE G	Independent Contractor	\$ 1,000.00
122571	WESTERN REGIONAL HONORS	Dues & Memberships	\$ 75.00
122572	AMAZON.COM	Capital Equipment	\$ 1,847.67
122573	UNITED SITE SERVICES	Rentals	\$ 1,260.92
122574	MEDINA, DAVID	Rentals	\$ 3,800.00
122575	CAROLINA BIOLOGICAL SUPPLY CO	Instructional Supplies	\$ 319.87
122576	WARD'S NATURAL SCIENCE EST INC	Non-instructional Supplies	\$ 785.12
122577	NASCO WEST	Instructional Supplies	\$ 51.93
122578	VWR INTERNATIONAL	Non-instructional Supplies	\$ 111.96
122579	ALPHA SCIENTIFIC MEDICAL INC	Instructional Supplies	\$ 109.09
122580	CAROLINA BIOLOGICAL SUPPLY CO	Instructional Supplies	\$ 187.93
122581	FISCHER INC	Instructional Supplies	\$ 13.31
122582	HARDY DIAGNOSTICS	Instructional Supplies	\$ 70.13
122583	TIMELESS PLAQUES AND AWARDS	Other Expenses & Fees	\$ 161.62
122584	SBVC BOOKSTORE	Instructional Supplies	\$ 4,910.96
122585	DIGICERT	Computer Systems Maintenance Agmnts	\$ 2,524.00
122586	BEST GOLF SERVICE	Repairs & Maintenance	\$ 750.00
122587	AEI CASC	Consultant	\$ 5,975.00
122588	SANCHEZ, LORI	Conference	\$ 485.00
122589	CHAFFEY COMMUNITY COLLEGE	Other Expenses & Fees	\$ 5,000.00
122590	ZINN, WENDY	Conference	\$ 377.12
122591	ZINN, WENDY	Instructional Supplies	\$ 118.52
122592	INLAND INSPECTIONS/CONSULTING	Building Improvements	\$ 1,165.50
122593	COMPLETE FLOORS	Repairs & Maintenance	\$ 3,687.22
122594	SBVC FOOD SERVICES	Other Expenses & Fees	\$ 224.12
122595	US BANK CORPORATE PMT SYSTEMS	Conference	\$ 2,100.00
122596	COLLEGENET INC	Conference	\$ 750.00
122597	PARADA, OSMAN	Conference	\$ 2,320.00
122598	SYSTEMS TECHNOLOGY ASSOC INC	Computer Systems Maintenance Agmnts	\$ 2,022.00
122599	CSU SAN BERNARDINO	Advertising	\$ 1,250.00
122600	STEINBERG ARCHITECTS	New Buildings	\$ 22,750.00
122601	STAPLES	Instructional Supplies	\$ 277.68
122602	RIMROCK NETWORK SERVICES	Equipment	\$ 3,508.88

Purchase Order Board Report**March 15, 2012**

PO No.	Vendor Name	PO Board Description	Amount
122603	EINSTRUCTION	Instructional Supplies	\$ 14,569.97
122604	STAPLES	Non-instructional Supplies	\$ 77.57
122605	STAPLES	Non-instructional Supplies	\$ 158.63
122606	STAPLES	Non-instructional Supplies	\$ 105.93
122607	STAPLES	Non-instructional Supplies	\$ 443.92
122608	STAPLES	Non-instructional Supplies	\$ 171.61
122609	STAPLES	Non-instructional Supplies	\$ 235.08
122610	STAPLES	Non-instructional Supplies	\$ 711.98
122611	STAPLES	Non-instructional Supplies	\$ 158.40
122612	SIGNATURE PARTY RENTALS	Rentals	\$ 12,795.28
122613	ACUP	Conference	\$ 335.00
122614	CTEVBI	Rentals	\$ 250.00
122615	BRAGGINS, ALAN	Conference	\$ 100.00
122616	ROMERO, GABRIELA	Conference	\$ 100.00
122617	SANCHEZ, LORI	Conference	\$ 96.70
122618	COLLEGE OF THE CANYONS	Conference	\$ 250.00
122619	KSR ASSOC LLC	Equipment	\$ 282.61
122620	VIDEO COPILOT FINAL IMAGE INC	Software	\$ 538.70
122621	GRAPHIC SOLUTION, THE	Advertisement	\$ 1,901.78
122622	INMARK	Non-instructional Supplies	\$ 92.12
122623	STAPLES	Non-instructional Supplies	\$ 95.03
122624	REVOLVING CASH	Officials	\$ 1,857.00
122625	SBCCD PRINTING SERVICES	Non-instructional Supplies	\$ 400.00
122626	SBCCD PRINTING SERVICES	Printing, SBCCD	\$ 500.00
122627	SBCCD PRINTING SERVICES	Printing, SBCCD	\$ 75.00
122628	VIATRON SYSTEMS INC	Outside Services	\$ 29,795.00
122629	ACADEMIC SENATE, THE	Conference	\$ 505.00
122630	STANSKAS, PETER-JOHN	Conference	\$ 515.00
122631	CDW GOVERNMENT INC	Non-instructional Supplies	\$ 66.63
122632	BSN COLLEGIATE PACIFIC	Instructional Supplies	\$ 272.20
122633	HL CORPORATION	Instructional Supplies	\$ 155.46
122634	RAMIREZ, FERMIN	Mileage Reimbursement	\$ 766.00
122635	SESAC INC	Other Expenses & Fees	\$ 136.98
122636	HACU	Dues & Memberships	\$ 5,120.00
122637	COMPUTERLAND OF SILICON VALLEY	Computer Systems	\$ 475.00
122638	ACADEMIC IMPRESSIONS	Conference	\$ 1,095.00
122639	US BANK CORPORATE PMT SYSTEMS	Conference	\$ 1,680.00
122640	KUCK, GLEN	Conference	\$ 200.00
122641	RIVERSIDE CONSTRUCTION	New Buildings	\$ 5,999.00
122642	ENVIRONMENTAL MANAGEMENT TECH	Hazardous Materials	\$ 161.28
122643	PRINT & FINISHING SOLUTIONS	Repairs & Maintenance	\$ 3,091.52
122644	KONE INC	New Buildings	\$ 5,000.00
122645	STAPLES	Non-instructional Supplies	\$ 94.28
122646	ROTO ROOTER INC	Repairs & Maintenance	\$ 326.79
122647	SEHI COMPUTER PRODUCTS INC	Non-instructional Supplies	\$ 35.84
122648	STATE BOARD OF EQUALIZATION	New Buildings	\$ 20,129.00

Purchase Order Board Report

March 15, 2012

PO No.	Vendor Name	PO Board Description	Amount
122649	CALIFORNIA COMMUNITY COLLEGES	Conference	\$ 225.00
122650	CRAFTON HILLS COLLEGE	Advertising	\$ 2,500.00
122651	SIEMENS INDUSTRY INC	New Buildings	\$ 32,138.00
122652	SINGER, DONALD L	Conference	\$ 953.80
122653	US BANK CORPORATE PMT SYSTEMS	Conference	\$ 399.80
122654	AHSIE	Dues & Memberships	\$ 50.00
122655	CHRONICLE OF PHILANTHROPY	Magazines & Subscriptions	\$ 60.00
122656	HOEY, DENNIS M	Repairs & Maintenance	\$ 1,500.00
122657	SOUTH SEQUOIA LLC	Outside Services	\$ 21,446.00
122658	HELD, JAMES	Student Financial Aid	\$ 220.00
122659	HOLTEGAARD, ALISA	Student Financial Aid	\$ 220.00
122660	LESHKO, JULI	Student Financial Aid	\$ 60.00
122661	MALONEY, KEVIN	Student Financial Aid	\$ 120.00
122662	LOPEZ, STACIE	Student Financial Aid	\$ 240.00
122663	QUINTANA, RITA	Student Financial Aid	\$ 60.00
122664	RAGUSANO, KELLIE	Student Financial Aid	\$ 260.00
122665	RIVERA, VALERIE	Student Financial Aid	\$ 140.00
122666	WILLIAMS, DEBORAH	Student Financial Aid	\$ 180.00
122667	WISEMAN, ALYSSA	Student Financial Aid	\$ 120.00
122668	CAADE	Dues & Memberships	\$ 200.00
122669	US BANK CORPORATE PMT SYSTEMS	Conference	\$ 250.00
122670	TIME FOR CHANGE FOUNDATION	Advertising	\$ 1,750.00
122671	COOPER, MITZI INEZ	Other Student Aid	\$ 3,000.00
122672	STAPLES	Non-instructional Supplies	\$ 56.86
122673	DELL COMPUTER COMPANY	Equipment	\$ 177.18
122674	DELL COMPUTER COMPANY	Equipment	\$ 1,939.48
122675	RIVERSIDE WINNELSON CO	Capital Equipment	\$ 4,051.40
122676	CHATTERJEE, ACHALA	Other Expenses & Fees	\$ 865.00
122677	MITCHELL 1	Contract Services	\$ 1,939.50
122678	FOX OCCUPATIONAL MEDICAL CTR	Physicals & Fingerprinting	\$ 3,265.00
122679	TRUSSELL, DEANNA	Conference	\$ 325.12
122680	BOOK, PAULA	Student Financial Aid	\$ 60.00
122681	WESTERN AUDIO VISUAL	Repairs & Maintenance	\$ 5,457.27
122682	STUDICA INC	Contract Services	\$ 24,728.63
122683	CRAFTON HILLS COLLEGE	Advertising	\$ 250.00
122684	CARTER, JAMAIL	Conference	\$ 115.00
122685	COLTON CHAMBER OF COMMERCE	Dues & Membership	\$ 200.00
122686	US BANK CORPORATE PMT SYSTEMS	Non-Instructional Supplies	\$ 48.48
122687	CCLC	Conference	\$ 90.00
122688	SAN BERNARDINO COUNTY SHERIFF	Conference	\$ 370.00
122689	COLLEGIATE CAP & GOWN INC	Rentals	\$ 450.00
122690	MIDWEST LIBRARY SERVICE	Library Books Expansion	\$ 10,000.00
122691	STAPLES	Non-instructional Supplies	\$ 116.78
122692	STAPLES	Instructional Supplies	\$ 821.59
122693	RIDDELL/ALL AMERICAN SPORTS	Repairs & Maintenance	\$ 4,466.05
122694	GRAINGER INC, W W	Instructional supplies	\$ 1,155.40

Purchase Order Board Report

March 15, 2012

PO No.	Vendor Name	PO Board Description	Amount
122695	AIRCRAFT SPRUCE & SPECIALTY	Equipment	\$ 3,551.22
122696	STAPLES	Non instructional Supplies	\$ 236.15
122697	PITNEY BOWES	Non-instructional Supplies	\$ 444.10
122698	FAST SIGNS	Non-instructional Supplies	\$ 188.56
122699	SEHI COMPUTER PRODUCTS INC	Non-instructional Supplies	\$ 153.63
122700	SCANTRON CORPORATION	Non instructional Supplies	\$ 590.78
122701	STAPLES	Non-instructional Supplies	\$ 118.89
122702	DELL COMPUTER COMPANY	Capital Equipment	\$ 1,716.45
122703	RIDDELL/ALL AMERICAN SPORTS	Repairs & Maintenance	\$ 200.00
122704	CALIFORNIA CORPORATE COLLEGE	Conference	\$ 69.00
122705	CLARIDGE PRODUCTS & EQUIP INC	Repairs & Maintenance	\$ 2,678.44
122706	CONTRERAS, RENE	Conference	\$ 2,035.00
122707	LINDSEY, CAROLYN	Conference	\$ 651.00
122708	LINDSTROM, EVGENIYA	Conference	\$ 159.93
122709	SOFTER WARE INC	Contract Services	\$ 4,750.00
122710	THREE PEAKS CORP	Repairs & Maintenance	\$ 4,590.00
122711	VIATRON SYSTEMS INC	Outside Services	\$ 40,320.00
122712	B&H PHOTO VIDEO	Equipment	\$ 3,365.18
122713	BADGE EXPRESS	Non-instructional Supplies	\$ 10.50
122714	BLUEBERRY BRANDS	Non-instructional Supplies	\$ 21.01
122715	KONICA MINOLTA BUSINESS	Non-instructional Supplies	\$ 794.02
122716	STAPLES	Non-instructional Supplies	\$ 297.75
122717	DEPT OF PESTICIDE REGULATION	Other Expenses & Fees	\$ 797.05
122718	BAUMAN, AUTUMN	Independent Contractor	\$ 975.00
122719	NORTHERN NEW MEXICO COLLEGE	Conference	\$ 1,050.00
122720	GARZA, DIANA	Instructional Supplies	\$ 53.88
122721	ZUNIGA, RUBY	Conference	\$ 822.26
122722	MOYER INSTRUMENTS INC	Repairs & Maintenance	\$ 2,800.00
122723	AMERICAN ASSOCIATION OF	Conference	\$ 214.00
122724	AMERICAN ASSOC OF	Conference	\$ 810.00
122725	NATIONAL COLLEGIATE	Dues & Memberships	\$ 500.00
122726	ADVISEN LTD	Reference Books	\$ 273.30
122727	BLR	Reference Books	\$ 223.42
122728	HANOVER GRANTS	Outside Services	\$ 35,000.00
122729	BURST COMMUNICATIONS	New Buildings	\$ 6,600.00
122730	AMAZON.COM	Reference Books	\$ 241.95
122731	AIRCRAFT SPRUCE & SPECIALTY	Instructional Supplies	\$ 1,533.72
122732	SBVC BOOKSTORE	Classroom Textbooks	\$ 1,211.56
122733	AMAZON.COM	Reference Books	\$ 132.94
122734	ACCCA	Conference	\$ 1,000.00
122735	BAHNER, DANIEL	Conference	\$ 851.20
122736	BOGH, DEBRA	Conference	\$ 852.26
122737	COAST FITNESS REPAIR SHOP	Repairs & Maintenance	\$ 989.60
122738	CHILDERS, KAREN	Conference	\$ 786.76
122739	SAW, AMANDA	Conference	\$ 785.26
122740	MORENO, MARIANA	Conference	\$ 838.26

Purchase Order Board Report**March 15, 2012**

PO No.	Vendor Name	PO Board Description	Amount
122741	SCIAC	Conference	\$ 175.00
122742	YAU, MARGARET	Conference	\$ 1,080.00
122743	PARISH, CYNTHIA	Conference	\$ 517.04
122744	ICEMA	Other Expenses & Fees	\$ 1,000.00
122745	BOARD OF REGISTERED NURSING	Other Expenses & Fees	\$ 200.00
122746	AHSIE	Conference	\$ 250.00
122747	NELSON, WILLENE D	Conference	\$ 75.13
122748	US BANK CORPORATE PMT SYSTEMS	Reference Books	\$ 130.00
122749	WATSON BROS INC	Repairs & Maintenance	\$ 295.00
122750	BESTWAY LAUNDRY SOLUTIONS	Repairs & Maintenance	\$ 729.95
122751	SOFTER WARE INC	Contract Services	\$ 1,757.00
122752	LAMA BOOKS	Reference Books	\$ 285.53
122753	STAPLES	Non-instructional Supplies	\$ 426.41
122754	DICK BLICK	Instructional Supplies	\$ 658.47
122755	FISHER SCIENTIFIC	Instructional Supplies	\$ 19.96
122756	HARDY DIAGNOSTICS	Instructional Supplies	\$ 76.44
122757	DELTA BIOLOGICALS	Instructional Supplies	\$ 85.92
122758	CAROLINA BIOLOGICAL SUPPLY CO	Instructional Supplies	\$ 113.08
122759	FISHER SCIENTIFIC	Instructional Supplies	\$ 33.87
122760	FISHER SCIENTIFIC	Instructional Supplies	\$ 416.26
122761	SIERRA SCREENPRINT GRAPHICS	Advertising	\$ 1,179.66
122762	STAPLES	Non-instructional Supplies	\$ 627.30
122763	STAPLES	Non-instructional Supplies	\$ 110.20
122764	STAPLES	Non-instructional Supplies	\$ 198.17
122765	STAPLES	Non-instructional Supplies	\$ 306.79
122766	ELECTRONIX EXPRESS	Instructional Supplies	\$ 786.65
122767	BADGE EXPRESS	Non-instructional Supplies	\$ 17.15
122768	UNIVERSITY OF NEW MEXICO	Conference	\$ 525.00
122769	KNOWLEDGE UNIVERSE	Other Student Aid	\$ 4,662.00
122770	NICHOLLS- ALI, GAYLE	Independent Contractor	\$ 350.00
122771	HOGREFE JR, RICHARD K	Conference	\$ 1,250.00
122772	CAMPA, DARLENE	Other Student Aid	\$ 2,000.00
122773	STAPLES	Non-instructional Supplies	\$ 213.77
122774	STAPLES	Non-instructional Supplies	\$ 85.31
122775	RACQUET DEPOT	Equipment	\$ 263.79
122776	LAB SAFETY SUPPLY	Non-instructional Supplies	\$ 222.36
122777	SHALIMAR INC	Bus Rentals	\$ 663.03
122778	DELL COMPUTER COMPANY	Computer Systems Maintenance Agmnts	\$ 46,735.92
122779	CCLC	Conference	\$ 245.00
122780	SBVC FOOD SERVICES	Other Expense & Fees	\$ 115.84
122781	GREENBERG, SANDRA	Conference	\$ 1,425.00
122782	BASTINE, MICHAEL	Mileage Reimbursement	\$ 194.25
122783	FUTCH, JOHN M	Conference	\$ 51.55
122784	US BANK CORPORATE PMT SYSTEMS	Conference	\$ 55.28
122785	SHALIMAR INC	Bus Rentals	\$ 877.19
122786	SHALIMAR TOURS & CHARTER	Bus Rentals	\$ 926.89

Purchase Order Board Report

March 15, 2012

PO No.	Vendor Name	PO Board Description	Amount
122787	B&H PHOTO VIDEO	Software	\$ 537.67
122788	CALIFORNIA COMMUNITY COLLEGES	Conference	\$ 225.00
122789	4IMPRINT	Advertising	\$ 739.56
122790	SBVC BOOKSTORE	Non-instructional Supplies	\$ 500.00
122791	INMARK	Non-instructional Supplies	\$ 21.71
122792	STAPLES	Non-instructional Supplies	\$ 79.55
122793	TDATA CORPORATION	Magazines & Subscriptions	\$ 404.95
122794	SBVC BOOKSTORE	Other Expenses & Fees	\$ 3,471.19
122795	SOGOMONIAN, NORI	Dues & Memberships	\$ 50.00
122796	SOGOMONIAN, NORI	Conference	\$ 1,330.00
122797	AEI CASC	Consultants	\$ 9,500.00
122798	SBVC FOOD SERVICES	Other Expense & Fees	\$ 581.60
122799	SOGOMONIAN, NORI	Conference	\$ 546.50
122800	TROPHY STORE, THE	Other Expenses & Fees	\$ 500.00
122801	SHALIMAR INC	Bus Rentals	\$ 926.89
122802	PERCEPTIVE SOFTWARE INC	Contract Services	\$ 27,990.00
122803	MORENO, MARIANA	Conference	\$ 66.60
122804	CHAVIRA, LOUIS	Conference	\$ 1,194.00
122805	ONTIVEROS, ANGIE	Mileage Reimbursement	\$ 200.00
122806	STATE WATER RES CONTROL BOARD	New Buildings	\$ 427.00
122807	STATE WATER RES CONTROL BOARD	Site Improvements	\$ 659.00
122808	STATE WATER RES CONTROL BOARD	Building Improvements	\$ 505.00
122809	RIVERA-REZA, ROSEMARY	Conference	\$ 651.00
122810	STAPLES	Non-instructional Supplies	\$ 158.71
122811	PEARSON ASSESSMENT	Non-instructional Supplies	\$ 463.71
122812	STAPLES	Non-instructional Supplies	\$ 178.89
122813	SHENANDOAH ROBE CO	Instructional Supplies	\$ 1,297.59
122814	POCKET NURSE	Capital Equipment	\$ 5,003.20
122815	STAPLES	Non-instructional Supplies	\$ 431.62
122816	POCKET NURSE	Equipment	\$ 3,687.56
122817	VERNIER SOFTWARE	Instructional Supplies	\$ 132.84
122818	STAPLES	Non-instructional Supplies	\$ 515.74
122819	POSIT SCIENCE	Software	\$ 756.43
122820	PEARSON ASSESSMENT	Non-instructional Supplies	\$ 450.02
122821	MUSSON THEATRICAL	Instructional Supplies	\$ 255.74
122822	RIVERSIDE PUBLISHING CO	Media	\$ 81.11
122823	STAPLES	Non-instructional Supplies	\$ 85.15
122824	WARD'S NATURAL SCIENCE EST INC	Instructional Supplies	\$ 659.22
122825	SAN BERNARDINO COUNTY FIRE	Instructional Supplies	\$ 698.22
122826	SIGMA-ALDRICH INC	Instructional Supplies	\$ 137.77
122827	STAPLES	Non-instructional Supplies	\$ 1,171.82
122828	TROXELL COMMUNICATIONS INC	Capital Equipment	\$ 3,001.92
122829	SBCCD PRINTING SERVICES	Non-instructional Supplies	\$ 355.58
122830	TROXELL COMMUNICATIONS INC	Capital Equipment	\$ 2,752.80
122831	SOCCER CENTER	Instructional Supplies	\$ 183.74
122832	SPICERS PAPER INC	Non-instructional Supplies	\$ 6,491.98

Purchase Order Board Report

March 15, 2012

PO No.	Vendor Name	PO Board Description	Amount
122833	SBVC FOOD SERVICES	Refreshments	\$ 781.40
122834	HONORS TRANSFER COUNCIL OF CA	Other Expenses & Fees	\$ 120.00
122835	INLAND EMPIRE TOURS & TRANSPOR	Bus Rentals	\$ 910.00
122836	BOND, JOYCE	Conference	\$ 1,027.00
122837	FIRST STUDENT	Bus Rentals	\$ 443.29
122838	OCCUPATIONAL SAFETY TRAINING	Outside Services	\$ 750.00
122839	FIRST STUDENT	Bus Rentals	\$ 443.29
122840	FIRST STUDENT	Bus Rentals	\$ 573.61
122841	ENTRINSIK INC	Contract Services	\$ 5,400.00
122842	DART AIRCRAFT PARTS	Capital Equipment	\$ 2,655.41
122843	CUMMINS CAL PACIFIC	Software	\$ 488.11
122844	GRAINGER INC, W W	Equipment	\$ 5,894.88
122845	GRAINGER INC, W W	Instructional Supplies	\$ 916.15
122846	INSIGHT MEDIA	Media	\$ 3,254.20
122847	AIRGAS USA LLC	Instructional Supplies	\$ 296.31
122848	AMAZON.COM	Instructional Supplies	\$ 520.40
122849	DICK BLICK	Instructional Supplies	\$ 259.58
122850	HARDY DIAGNOSTICS	Instructional Supplies	\$ 1,055.02
122851	REVOLVING CASH	Non-instructional Supplies	\$ 95.58
122852	MIZUTANI, MARI	Independent Contractor	\$ 800.00
122853	3M LIBRARY SYSTEMS CONTRACTS	Maintenance Agmnts	\$ 2,221.00
122854	SBCCD PRINTING SERVICES	Printing, SBCCD	\$ 234.16
122855	DELL COMPUTER COMPANY	Conference	\$ 13,046.40
122856	CALIFORNIA STATE UNIVERSITY	Outside Services	\$ 8,500.00
122857	INLAND EMPIRE TOURS & TRANSPOR	Bus Rentals	\$ 910.00
122858	SBVC CAMPUS BUSINESS OFFICE	Other Expenses & Fees	\$ 700.00
122859	HOGREFE JR, RICHARD K	Conference	\$ 273.46
122860	CHC BOOKSTORE	Reference Books	\$ 511.28
122861	HRDLICKA, RICK	Mileage Reimbursement	\$ 29.42
122862	SBVC BOOKSTORE	Other Expenses & Fees	\$ 500.00
122863	LEMAY CONSTRUCTION	Repairs & Maintenance	\$ 1,465.00
122864	SBCCD PRINTING SERVICES	Printing, SBCCD	\$ 223.74
122865	SBCCD PRINTING SERVICES	Printing, SBCCD	\$ 177.31
122866	BEN'S LOCK AND KEY	Repairs & Maintenance	\$ 195.00
122867	CCCEOPSA	Conference	\$ 125.00
122868	CCCEOPSA	Conference	\$ 150.00
122869	CHAVIRA, REJOICE C	Conference	\$ 800.00
122870	MANIAOL, ALBERT	Conference	\$ 1,175.19
122871	CRAFTON HILLS COLLEGE	Other Student Aid	\$ 40.00
122872	CRAFTON HILLS COLLEGE	Other Student Aid	\$ 240.00
122873	PREPTECH CONSULTING INC	Outside Services	\$ 2,000.00
122874	LEMAY CONSTRUCTION	Repairs & Maintenance	\$ 1,680.00
122875	FAST SIGNS	Advertising	\$ 740.54
122876	PUBLIC HEALTH FOUNDATION	Reference Books	\$ 43.21
122877	STAPLES	Non-instructional Supplies	\$ 230.60
122878	STAPLES	Non-instructional Supplies	\$ 112.83

Purchase Order Board Report

March 15, 2012

PO No.	Vendor Name	PO Board Description	Amount
122879	SEHI COMPUTER PRODUCTS INC	Non-instructional Supplies	\$ 81.42
122880	DELL COMPUTER COMPANY	Non-instructional Supplies	\$ 77.57
122881	IDENTIFICATION AND SECURITY	Non-instructional Supplies	\$ 491.41
122882	STAPLES	Non-instructional Supplies	\$ 2,055.86
122883	GANDER PUBLISHING	Non-instructional Supplies	\$ 184.07
122884	STAPLES	Instructional Supplies	\$ 203.44
122885	SEHI COMPUTER PRODUCTS INC	Equipment	\$ 15,326.36
122886	CSUSB	Advertising	\$ 1,500.00
122887	VERNON GRAPHICS	Repairs & Maintenance	\$ 323.25
122888	SBVC SUN ROOM	Other Expenses & Fees	\$ 51.40
122889	SBVC SUN ROOM	Conference	\$ 180.31
122890	VENUTO, LOUIS	Independent Contractor	\$ 11,100.00
122891	MCLAREN, MERIDYTH	Conference	\$ 809.00
122892	TACO VILLAGE	Other Expenses & Fees	\$ 2,531.75
122893	THYSSENKRUPP ELEVATOR CORP	Repairs & Maintenance	\$ 1,190.00
122894	ZSL INC	Outside Services	\$ 26,300.00
122895	SHRED-IT	Outside Services	\$ 135.00
122896	THREE PEAKS CORP	Repairs & Maintenance	\$ 5,108.00
122897	GREEN, NANCY	Mileage Reimbursement	\$ 50.00
122898	EXECUTIVE ADVERTISING, THE	Advertising	\$ 798.42
122899	DELL COMPUTER COMPANY	Capital Equipment	\$ 6,994.82
122900	UNISOURCE PAPER	Non-instructional Supplies	\$ 7,111.50
122901	STAPLES	Non-instructional Supplies	\$ 277.35
Total Purchase Orders: 345		Total Encumbrances:	<u>\$ 825,965.33</u>

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Bruce Baron, Chancellor
PREPARED BY: Bruce Baron, Chancellor
DATE: March 15, 2012
SUBJECT: Applause Cards

RECOMMENDATION

This item is for information only. No action is required.

OVERVIEW

The attached individuals have received special recognition for extending that extra effort in providing quality service and valued assistance:

ANALYSIS

The *Caring Hands* Applause Card was developed so that employees, students, visitors and vendors would have the opportunity to recognize someone at SBCCD who provides outstanding quality and service.

BOARD IMPERATIVE

I. Institutional Effectiveness

FINANCIAL IMPLICATIONS

None

SBVC

Jose Alvarez
Abraham Fulgham
Ron Gordin
Gloria Kracher

CHC

Keith Wurtz