

San Bernardino Community College District
Regular Meeting of the Board of Trustees
114 S. Del Rosa Drive, San Bernardino, CA 92408
Thursday, May 17, 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
 - C. CONFERENCE WITH LEGAL COUNSEL
ANTICIPATED LITIGATION
Government Code 54956.9(b)
No. of Cases: 3
 - D. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Government Code 54957
Title: Chancellor
 - E. PUBLIC EMPLOYMENT
Government Code 54957
Title: CHC President
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 – April 12, 2012 (p.1)

8. REPORTS

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

9. PUBLIC COMMENT (REF: Board Policy 2140 and Administrative Procedure 2120)

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. Be advised that District personnel and processes are available for further communication.

No person may present orally or discuss at any Board meeting charges or complaints against individual employees at the District or the public. All such charges or complaints shall be presented to the Board through the Chancellor in writing and shall be signed and verified by the person making the charge or complaint. Remarks by any person addressing the Board, which reflects adversely upon the character or motives of any person, are out of order.

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.

10. INSTITUTIONAL PRESENTATIONS

A. Student Testimonial – SBVC

- B. 1. Omnitrans – Wendy Williams, Director of Marketing, will present “Go Smart” Program
- 2. Consideration of Approval of Agreements with Omnitrans to Continue the “Go Smart” Free Bus Pass Program (p.9)

- C. 1. Energy Education – Ed Graff, Energy Education Regional President, Marketing, will present on their Award-Winning Energy Savings Program

2. Conduct Public Hearing to Consider Adoption of a Resolution to Approve a Contract with Energy Education, Inc. (p.10)
3. Consideration of Approval to Adopt a Resolution and Approve a Contract with Energy Education, Inc.(p.11)

11. CONSENT AGENDA

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

A. INSTRUCTIONAL/STUDENTSERVICES

1. Consideration of Approval of Curriculum - SBVC (p.25)
2. Consideration of Approval of Curriculum – CHC (p.38)

B. HUMAN RESOURCES

1. Consideration of Approval of Classified Employee (p.44)
2. Consideration of Approval to Accept Classified Resignation (p.45)
3. Consideration of Approval to Increase Classified Employee Contracts (p.46)
4. Consideration of Approval of Short-Term, Substitute and Professional Expert Employees (p.47)
5. Consideration of Approval of Adjunct and Substitute Academic Employees (p.53)
6. Consideration of Approval of Non-Instructional Pay for Academic Employees (p.59)
7. Consideration of Approval of Academic Employee (p.62)
8. Consideration of Approval of Coordinator Stipend (p.63)
9. Consideration of Approval of Management Appointment (p. 64)
10. Consideration of Approval of Interim Management Appointment (p.65)
11. Consideration of Approval of Management Resignation (p.66)
12. Consideration of Approval of Revised Management Job Description (p.67)
13. Consideration of Approval of District Volunteers (p.72)

C. FISCAL SERVICES

1. Consideration of Approval of Routine Contracts and Agreements (p.74)
2. Consideration of Approval of Professional Services Contracts and Agreements (p.92)
3. Consideration of Approval of Budget Adjustments (p.113)
4. Consideration of Approval of Conference Attendance (p.123)
5. Consideration of Approval of District/College Expenses (p.130)
6. Consideration of Approval of Individual Memberships (p.137)

7. Consideration of Approval of Surplus Property and Authorize Disposal or Private Sale (p.139)
8. Consideration of Approval to Accept Donations - SBVC (p.142)
9. Consideration of Approval to Accept Donations – CHC (p.143)
10. Consideration of Approval of Facility Use Fee Waiver - SBVC (p.144)

12. ACTION AGENDA

A. INSTRUCTIONAL/STUDENT SERVICES

B. HUMAN RESOURCES

1. Consideration of Approval to Accept Classified Retirement (p.145)
2. Consideration of Approval to Accept Academic Retirements (p.146)
3. Consideration of Approval to Adopt Resolution to Recognize the Week of May 20-26, 2012 as Classified School Employee Week (p.147)
4. Consideration of Approval of Health and Welfare Benefits Tentative Agreement – CSEA (p.149)

C. FISCAL SERVICES

1. Measure A Program Management – Scott Stark, SBCCD Facilities Manager, will present on the new Kitchell CEM Measure M Program Management Services Agreement
2. Consideration of Approval of Agreement with Kitchell CEM for Program, Project and Construction Management Services for the Measure M and Measure P Bond Programs (p.151)
3. Consideration of Approval to Award Bid and Approve Contract for Site Signage - SBVC (p.213)
4. Consideration of Approval to Award Bid and Approve Contract for Interim Locker and Shower Room Project – SBVC (p.218)
5. Consideration of Approval to Award Bid for Theater Lighting – SBVC (p.223)
6. Consideration of Approval of Amendment 001 to the AEI CASC Consulting Contract - CHC (p.224)
7. Consideration of Approval of Amendment 001 to the Kishimoto Architects, Inc., Contract – CHC (p.228)
8. Consideration of Approval of Amendment 001 to the NTD Architecture Contract - CHC (p.233)
9. Consideration of Approval of Amendment 001 to the Steinberg Architects Contract – CHC (p.238)
10. Consideration of Approval of Amendment 003 to the Kitchell CEM, Inc. Contract – CHC (p.242)
11. Consideration of Approval of Amendment 005 to the DLR Group WWCOT Contract – SBVC (p.245)
12. Consideration of Approval of 2012-2013 Legislative

- Priorities (p.249)
13. Consideration of Approval to Amend Term of Loan to KVCR (p.252)
 14. Consideration of Approval to Accept Board Policies 2060 Student Trustees, 2070 Advisory Voting Student Member of the Board of Trustees and 3740 Emergency Notification System for First Reading (p.253)

13. INFORMATION ITEMS

- A. Budget Report (p.258)
- B. Purchase Order Report (p.299)
- C. Quarterly Investment (p.311)
- D. CCFS-320 Apportionment Attendance Report for FY 2012 Period 2 (p.313)
- E. Advancement in Rank – SBVC (p.317)
- F. Administrative Procedures (p.319)
 - 2260 Conflict of Interest
 - 3740 Emergency Notification System
 - 4233 Withdrawal/Military Withdrawal
 - 5030 Fees
- G. Applause Cards (p.331)

14. STAFF REPORTS

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

D. CTA

E. CSEA

F. MANAGEMENT ASSOCIATION

15. ADJOURN – The next regular meeting of the Board of Trustees will be a Study Session on Thursday, May 31, 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, April 12, 2012 - 4:00 p.m. – Board 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 M. Futch, Clerk
Donna Ferracone
John Longville
James C. Ramos
Jess C. Vizcaino, Jr. (left at 6:35 p.m.)
Christopher Walsh, Student Trustee, CHC

Members Absent:

Jaime Sanchez, Student Trustee, SBVC

Administrators Present:

Bruce Baron, Chancellor
Gloria Harrison, President, CHC
Dr. Larry Buckley, Interim President, SBVC
Charlie Ng, Vice Chancellor Fiscal Services
Dr. Jack Miyamoto, Consultant, Human Resources

Administrators Absent:

Larry Cicalone, President, KVCR

Pledge of Allegiance

Mr. Futch 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. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE
Government Code 54957
- C. CONFERENCE WITH LEGAL COUNSEL
EXISTING LITIGATION
Government Code 54956.9(a)
Case No. #450369
Case No. #461765
- D. CONFERENCE WITH LEGAL COUNSEL
ANTICIPATED LITIGATION
Government Code 54956.9(b)
No. of Cases: 1
- E. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Government Code 54957
Title: Chancellor
- F. PUBLIC EMPLOYMENT
Government Code 54957
Title: College Presidents

3. PUBLIC COMMENT ON CLOSED SESSION AGENDA ITEMS

SBVC classified employee Sarah Miller addressed the Board regarding her issues with a former employee. She urged the Board to stand with her when they respond to her appeal.

Trustee Longville asked her what she would like the Board to do. She responded she has sought legal counsel to decide what is appropriate.

4. CONVENE CLOSED SESSION

The Board convened to closed session at 4:10 p.m.

5. RECONVENE PUBLIC MEETING

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

6. REPORT OF ACTION IN CLOSED SESSION

Dr. Singer moved, Mr. Vizcaino seconded, and the Board members voted as follows to approve the settlement authority of claim #450369 by way of stipulation with provision for future care. The permanent disability award is 0%. Permanent disability advance of \$0, leaving a final amount of \$0 to be paid out:

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

NOES: None

ABSENT: Sanchez (advisory)

ABSTENTIONS: Walsh (advisory)

Mr. Futch moved, Mr. Longville seconded, and the Board members voted as follows to approve the settlement authority of liability claim #461765 by way of compromise and release, in the amount of \$675.14:

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

NOES: None

ABSENT: Sanchez (advisory)

ABSTENTIONS: Walsh (advisory)

Ms. Ferracone moved, Mr. Futch seconded, and the Board members voted as follows to approve a claim resolution settlement for RVH Constructors, Inc., in the amount of \$25,000.00:

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

NOES: None

ABSENT: Sanchez (advisory)

ABSTENTIONS: Walsh (advisory)

7. APPROVAL OF MINUTES

Mr. Walsh moved, Mr. Longville seconded and the Board members voted as follows to approve the minutes of March 15, 2012:

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

NOES: None

ABSENT: Sanchez (advisory)

ABSTENTIONS: Lockwood

8. REPORTS

A. Board Members

- Ms. Ferracone attended the Cesar Chavez celebration at SBVC, the Golden Apple Awards honoring faculty and staff, the CHC Foundation Gala, the Student Success Summit at SBVC, and the Region 9 meeting of Associated Students at CHC. She said she was impressed with the students' ability to manage the meeting and discuss issues in a very informed way.
- Mr. Vizcaino attended the ATTC ten-year anniversary celebration.
- Mr. Longville reported that SBVC students were singled out in a positive way for their testimony at the meetings related to a regional transportation plan.
- Mr. Futch attended the Tumiani fundraiser, the Golden Apple Awards, the CHC Foundation Gala, and the ATTC ten-year anniversary celebration

B. Student Trustees

- Mr. Walsh thanked Trustee Ferracone for attending the Region 9 meetings. Students were surprised and pleased to see that a trustee cared enough to attend. Mr. Walsh will be chairing an ad hoc committee on hiring policies for District Assembly.

C. Chancellor

- Mr. Baron thanked the trustees for their attendance at the 10-year anniversary celebration of the ATTC. The district was honored to have Congressman Baca as the key note speaker. Other political leaders sent greetings and resolutions. He congratulated Dr. Matthew Isaac. "When you consider the economic benefit to this community, the ATTC is worth several times its value and is truly a gem." The chancellor was impressed with his visit to the EMS evolutions which is the students' practicum where they actually go through the exercises accompanied by amazing technology.

9. INSTITUTIONAL PRESENTATIONS

A. *March in March and Washington DC Trip*

Over 100 students from both campuses arrived in Sacramento to join 800 students from other areas of California to lobby legislators in support of education. Students stayed unified and focused. The students thanked faculty members Ed Millican and Todd Heibel and staff members Rose Garcia and Mary Valdemar for their assistance and support. A special thank you went to Trustee Longville for his help and support.

Three SBVC students attended the National Student Advocacy Conference in Washington DC. where they had the opportunity to meet

with several legislators to advocate and discuss various issues. Students thanked the trustees and Bruce Baron for their support with this endeavor.

B. Student Testimonials - CHC

Debra Bogh, who has responsibility for Title V, gave a brief history of the honors program. CHC now has 17 honors courses, and 11 more courses are awaiting approval. Two students presented their research projects which were showcased at a recent conference. Both students indicated they appreciated the program which gave them an opportunity to advance academically.

10. PUBLIC COMMENT

Community resident John Wurm urged the Board to take a look at some of the classes in the SBVC spring catalog to see if they fit into the core training. He thanked the chancellor and the trustees for providing the additional information for conference requests. He added that the descriptions of purchase order requests are vague and should be more specific.

11. CONSENT AGENDA

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

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

NOES: None

ABSENT: Sanchez (advisory)

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:

Business Building Renovation - SBVC

Janus Corporation, CA-01, in the amount of \$12,209.00

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

Approve Amendment 003 to the Citadel Environmental Services Contract - SBVC

Mr. Ramos moved, Mr. Futch seconded, and the Board members voted as follows to approve Amendment 003 to the Citadel Environmental Services contract, SBVC, in the amount of \$17,450.00:

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

Approve Reduction of Retention

Ms. Ferracone moved, Mr. Futch seconded, and the Board members voted as follows to approve the reduction of retention to 5% for the RDM Electric contract for the Parking Lot/ADA/Lighting Improvement Project, CHC:

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

Approve Constitutional Advance

Dr. Singer moved, Mr. Walsh seconded, and the Board members voted as follows to approve a Constitutional Advance from the County of San Bernardino in the amount of \$10,000,000:

Mr. Ramos asked that in the future the district provide more information regarding the interest from borrowing these funds.

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

Approve Interfund Borrowing and Adopt Resolution

Mr. Walsh moved, Ms. Ferracone seconded, and the Board members voted as follows to approve and authorize interfund borrowing between all funds to meet cash flow needs in the fiscal year 2012-2013 and adopt a resolution to authorize temporary borrowing between funds:

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

NOES: None

ABSENT: Sanchez (advisory)

ABSTENTIONS: None

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. Applause Cards

14. STAFF REPORTS

- A. SBVC President
 - A written report was submitted to the Board.
- B. SBVC Academic Senate
 - Dr. Stanskas reported faculty are concerned about the number of interim assignments and are anxious to hear about the search procedures to permanently fill these positions. Faculty is also concerned about the budget. It is hard for them to understand why so much money is spent at the district level when everything has been done to protect instruction and student services on the campuses.
- C. SBVC Classified Senate
 - Cassandra Thomas thanked Dr. Buckley for the invitation to the Golden Apple Awards. She added her appreciation to the classified staff who worked with and supported the students with the *March in March*.
- D. SBVC ASB
 - Joyce Green said she was proud of the students who reported on the advocacy trips. She thanked the Board and the Chancellor for their support, and added students are grateful and humbled to be included in the operation of education. The students wish Dr. Fisher success in her new position.

Trustee Vizcaino left the meeting at 6:35 p.m.

- E. CHC President
 - A written report was submitted to the Board.
- F. CHC Academic Senate
 - Absent.
- G. CHC Classified Senate
 - Absent.
- H. CHC ASB
 - The students are forming a referendum committee to be sure accurate information regarding the transportation issue gets to the students. The election is April 18-19.
- I. KVCR
 - A written report was submitted to the Board.
- J. CTA
 - Absent.
- K. CSEA
 - Colleen Gamboa expressed the unit's concern about management's interpretation of the union contract. Mr. Ramos asked for a report.
- L. MANAGEMENT
 - Dr. Cory Schwartz thanked Chancellor Baron who is providing the managers with regular opportunities to meet and confer with him and also to report to the Board on a regular basis.

15. ADJOURN

Mr. Lockwood adjourned the meeting at 6:55 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: Charlie Ng, Vice Chancellor, Fiscal Services
PREPARED BY: Scott Stark, Facilities Project Manager
DATE: May 17, 2012
SUBJECT: Consideration of Approval of Agreements with Omnitrans

RECOMMENDATION

It is recommended that the Board of Trustees approve agreements with Omnitrans in an amount not to exceed \$7.50 per student each fall and spring semester for the "Go Smart" Program.

OVERVIEW

The District partnered with Omnitrans to implement a "Go Smart" Free Pass Pilot Program, for the 2011-12 school year, allowing students attending class to ride Omnitrans fixed-route buses at no cost during the fall 2011 and spring 2012 semesters. During this period, the system was well subscribed, averaging over 14,000 trips per week for our students. The pilot, funded by a partnership of local municipalities and educational systems, ends in June 2012. To continue the program, students on both campuses voted and approved a referendum in April 2012 to establish a transportation fee to fund the program on a long-term basis. Other community college districts, including Riverside, have successfully implemented similar programs.

ANALYSIS

The "Go Smart" program will continue to have a positive impact upon the San Bernardino region. In alignment with our Sustainability Plan, both highway traffic and campus parking lots are reduced by approximately 1,200 cars per day, lessening congestion and helping meet air pollution and greenhouse gas emission reduction goals. Most significantly, affordable transportation to San Bernardino Valley College, Crafton Hills College, and District facilities will continue to provide District residents with an enhanced opportunity to participate in higher education and training programs.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

These contracts will be funded by Associated Student Fees at each respective campus. No General Funds will be used.

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: May 17, 2012
SUBJECT: Consideration of Approval to Conduct a Public Hearing

RECOMMENDATION

It is recommended that the Board of Trustees conduct a public hearing to consider adopting a resolution to approve a contract with Energy Education, Inc. for energy conservation services in accordance with Government Code 4217 et seq.

OVERVIEW

Government Code 4217 et seq. provides that public agencies may contract for energy conservation services to reduce or make more efficient use of energy, without the bidding process, provided that the District hold a public hearing on the matter at a regularly scheduled board meeting and make a finding that the anticipated cost of the conservation services contract will be less than the marginal cost of the energy used in the absence of a contract, i.e. that the District will be saving more than the cost of the contract.

ANALYSIS

It is required that the Board of Trustees conduct a public hearing prior to the adoption of a resolution to approve an energy services contract under the provisions of Government Code 4217 et seq.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

There are no financial implications associated with this item.

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: May 17, 2012
SUBJECT: Consideration of Approval to Adopt a Resolution to Approve a Contract with Energy Education, Inc.

RECOMMENDATION

It is recommended that the Board of Trustees adopt a resolution to approve an energy service contract with Energy Education, Inc. for delivering a districtwide energy conservation program.

OVERVIEW

The district's electrical energy consumption and costs have continued to escalate, yielding an expense of \$1.9 million in FY 2010-11, almost 3% our Unrestricted General Fund. This is particularly significant when considering the current economic crisis in our state and its erosive effects on our educational program and district operations. The proposed energy conservation program implements behavioral and cultural changes that substantially reduce energy consumption without compromising our educational program, operations, or comfort. The program requires no capital expense or installation of equipment, and is funded solely by the savings it generates. This program has a proven track record with numerous K-14 districts, both across the country and in San Bernardino and Riverside Counties. The forecast potential net savings to the district are approximately \$7.2 million over ten years.

ANALYSIS

The contract term is five years, and requires board approval of a new energy policy; hiring of an energy conservation specialist; employment of energy management software; and implementation of the program's essential energy conservation measures. All program costs, including a fee of 45 percent of gross savings for years one through five to Energy Education, Inc., will be funded through guaranteed savings of the contract. The district may continue the program beyond the term of the contract with no fee to Energy Education, Inc. The contract includes significant termination fees if the district terminates early for convenience. The Board of Trustees may enter into this energy service contract under provisions of Government Code 4217 et seq.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Program costs are funded by energy savings.

Resolution of the Board of Trustees of the San Bernardino Community College District

WHEREAS, the San Bernardino Community College District (“District”) desires to promote energy efficiency and achieve reductions in the District’s electrical energy expenditures;

WHEREAS, Government Code sections 4217.10 through 4217.18 authorize the District’s Board of Trustees (“Board”), without advertising for bids, to enter into one or more energy service contracts with any person or entity, pursuant to which that person or entity will provide electrical or thermal energy or conservation services, which may include energy from conservation facilities, to the District, and the anticipated cost for electrical energy or conservation services provided by the energy conservation services, including any energy conservation facility, under the contract will be less than the anticipated marginal cost to the District of electrical energy that would have been consumed by the District in the absence of the contract;;

WHEREAS, Energy Education Inc. (EEI) is a recognized national leader with a proven track record in providing energy conservation services to K-12 and Community College Districts;

WHEREAS, District staff has determined that the anticipated cost to the District for conservation services under the (“Contract”) with EEI will be less than the anticipated marginal cost of electrical energy that would have been consumed by the District in the absence of the Contract;

WHEREAS, District staff has reviewed the anticipated/projected savings set forth in Exhibit “A” attached hereto which form the basis for the findings set forth in this Resolution;

WHEREAS, the Board finds it in the best interest of the District to enter into the Contract in order to realize the resulting anticipated savings on costs for electrical energy over the course of the Contract and beyond, and reduce the carbon emissions caused by the District’s consumption of electrical energy;

NOW, THEREFORE, THE BOARD OF TRUSTEES OF THE SAN BERNARDINO COMMUNITY COLLEGE DISTRICT DOES HEREBY FIND, RESOLVE, DETERMINE, AND ORDER AS FOLLOWS:

Section 1. Recitals. All of the recitals contained herein above are true and correct.

Section 2. Energy Conservation Savings. Based on the projections set forth in Exhibit “A”, the anticipated cost for conservation services provided by EEI under the Contract will be less than the anticipated marginal cost to the District of electrical energy that would have been consumed by the District in the absence of the Contract.

Section 3. Approval of Contract. The Contract is hereby approved by the Board, who shall execute and deliver the Contract to EEI, and who shall direct and authorize District staff to take all reasonably necessary steps to perform the District's obligations and to secure performance of EEI's obligations under the Contract.

Section 4. Effective Date. This Resolution shall take effect upon adoption.

ADOPTED, SIGNED AND APPROVED this 17th day of May, 2012.

Bruce Baron, Chancellor
Secretary to the Board of Trustees of the
San Bernardino Community College District



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

San Bernardino, California

Valid until July 6, 2012

Energy Savings Plan

	Fast Track ⁴	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 6	YEAR 7	YEAR 8	YEAR 9	YEAR 10	TOTAL
GROSS SAVINGS	\$ 143,000	\$ 574,000	\$ 632,000	\$ 695,000	\$ 764,000	\$ 841,000	\$ 925,000	\$ 1,017,000	\$ 1,119,000	\$ 1,231,000	\$ 1,354,000	\$ 9,295,000
ENERGY EDUCATION SPECIALIST ESTIMATED SALARY RANGE ¹ \$74,000 to \$84,000	Reimbursed by EEI	Reimbursed by EEI	Reimbursed by EEI	Reimbursed by EEI	Reimbursed by EEI	Reimbursed by EEI	79,000	81,000	83,000	85,100	87,200	415,300
ESTIMATED CONFERENCE TRAVEL ²	Reimbursed by EEI	Reimbursed by EEI	Reimbursed by EEI	Reimbursed by EEI	Reimbursed by EEI	Reimbursed by EEI	3,000	3,000	3,000	3,000	3,000	15,000
ENERGY ACCOUNTING SOFTWARE ³	0	6,650	6,650	6,650	2,593	2,593	2,593	2,593	2,593	2,593	2,593	38,101
TOTAL INVESTMENT (BEFORE SAVINGS SHARE) ⁵	0	6,650	6,650	6,650	2,593	2,593	84,593	86,593	88,593	90,693	92,793	468,401
TRANSFORMATIONAL ENERGY MANAGEMENT [®] PROCESS ⁵ (ENERGY EDUCATION SAVINGS SHARE)		45%	45%	45%	45%	45%						
NET SAVINGS TO CLIENT ⁶	\$ 143,000	\$ 309,050	\$ 340,950	\$ 375,600	\$ 417,607	\$ 459,957	\$ 840,407	\$ 930,407	\$ 1,030,407	\$ 1,140,307	\$ 1,261,207	\$ 7,248,899
RETURN ON ANNUAL INVESTMENT	N/A	117%	117%	118%	121%	121%	993%	1074%	1163%	1257%	1359%	354%

ENERGY SAVINGS PLAN TERMS:

¹ Salary for Full-Time Energy Education Specialist(s) reimbursed by Energy Education on a quarterly basis during the 5-year term of the contract.

² Travel costs for company seminars reimbursed on a quarterly basis by Energy Education during the 5-year term of the contract.

³ Based on current product pricing.

⁴ Assumes 6-month **Fast Track** period with Energy Education Specialist(s) hired and active by the end of the 2nd month. EEI does not share in savings during **Fast Track**.

⁵ Energy Education's savings share is 45% of actual gross savings for Years 1 through 5.

⁶ Net savings to client is an estimate assuming gross savings projections for years 1-5 are realized. Actual net savings will vary based on the level of gross savings achieved.

Number of Energy Education Specialists 1
Full-time

TOTAL NET SAVINGS OVER 10 YEARS

\$7,248,899

Energy Savings Contract

This energy savings contract is between the San Bernardino Community College District (including all facilities but specifically including facilities for San Bernardino Valley College, Crafton Hills College, Professional Development Center, and KCVR Public Broadcast System) (the "College") and Energy Education, Inc. ("EEI"). This contract is subject to all applicable state and federal laws.

EEI delivers customized, comprehensive people-driven energy conservation programs that focus on changing human behavior to help school districts, churches and higher education clients reduce their consumption of energy and water without any equipment upgrades. Implementation of these programs is guided by EEI's team of energy consultants - together representing several hundred years of energy conservation experience. EEI's clients can invest the financial savings that result in the lives of the people they serve, rather than in utility companies. To date EEI has served more than 1,200 clients in 48 states.

The College was founded in 1972 and currently serves more than 6,200 students at its Crafton campus. The College is committed to its mission: "To promote the discovery and application of knowledge, the acquisition of skills, and the development of intellect and character in a manner that prepares students to contribute effectively and ethically as citizens of a rapidly changing and increasingly technological world."

The College uses gas, oil, water and sewer (collectively "energy") to fulfill its mission. As one of 112 community colleges with the California Community College system, the College has a 39-year history of providing quality and affordable vocational, occupational, and workforce training programs to the community.

EEI has offered to build and provide a customized energy conservation program that is focused on organizational and behavioral change and is designed with the following goals:

- Save dollars that the College can reinvest in the people it serves,
- Preserve a quality learning environment for the College's students,
- Conserve energy for a positive impact on the environment, and
- Increase awareness to empower energy users to be energy savers.

EEI will help the College pursue these goals through implementation of its energy conservation program. Central to the success of this program is the recognition of shared responsibility between EEI and the College as the program is initiated and implemented. EEI provides extensive resources, education and onsite training, action planning, and other conservation-related services, while the College works cooperatively to implement EEI's program.

Shared responsibility also extends into the way EEI is compensated for its services. With this in mind, EEI is offering a "Shared Savings" billing arrangement. This "Shared Savings" approach means 100% of EEI's compensation is paid from the savings realized by the College. EEI's fee is contingent on the successful implementation of EEI's conservation program.

As a part of this shared responsibility, EEI offers a *Fast Track* during the early months. During the *Fast Track* the College does not pay any Shared Savings to EEI; at the same time EEI delivers focus on priority elements of its Transformational Energy Management® process for a quick start. The *Fast Track* accelerates net savings for the College.

This shared responsibility extends even further. EEI has agreed to reimburse the College for the expenses that it incurs related to the energy specialists required for this program, including: compensation and reasonable out-

of- pocket benefits paid to or on behalf of the College's energy specialists and travel expenses for the energy specialists attending EEI's National Training Conferences.

The parties therefore agree as follows:

1. Program. On _____ ("Start Date") EEI shall begin its work on this contract. EEI shall take immediate actions to facilitate the College's search for an Energy Education Specialist ("energy specialist") and shall provide the College with a people-driven energy management program that is customized to enable the College to reduce consumption of energy ("Program"). The Program shall include specific recommendations for actions to be taken by the College to reduce consumption of energy without requiring capital improvements or payment of expenses other than those set out in this contract.

2. Program Consultants. An EEI team of energy consultants shall deliver the Program to the College ("Program Consultants"), as follows:

- Through EEI's on-site and ongoing assessments of the College's facilities and based on EEI's experience in having assessed thousands of client facilities, EEI's Program Consultants shall deliver hundreds of recommendations that are specific to the College's environment.
- EEI's Program Consultants shall guide and assist the College's Program implementation following EEI's proven methodology, the Transformational Energy Management® process. The attached Supplement describes areas of emphasis for EEI's Program Consultants as they guide and assist the College's Program implementation using EEI's Transformational Energy Management® process.

3. Energy Education Specialist. (a) *Position and Compensation*. Program implementation requires a daily focused effort that is led by one of the College's own people – an energy specialist who can make conservation a priority while positively engaging people to conserve energy. The energy specialist position must be full-time and dedicated exclusively to the Program. The College shall pay the energy specialists at a level that is mutually agreeable, will attract and retain qualified people and is consistent with College salary schedules, policies and guidelines ("Compensation").

(b) *College Hiring*. EEI shall serve an active and key role to assist and guide the College through its energy specialist search process - from posting the positions through interviewing candidates. On the Start Date the College shall promptly begin and then continue this search process until mutually acceptable people are identified and hired for the energy specialist position. Due to the unique nature of the position, it is desirable the energy specialist be current or retired College employee and typically will have teaching experience. EEI's recommendations for the energy specialist position will follow the conclusion of the posting and interview processes and are subject to the College's approval and decision to hire or not hire. Likewise, the College will not employ any person as energy specialist that is unacceptable to EEI.

(c) *Education and Training*. EEI's Program Consultants shall train the energy specialists with the skills essential for Program implementation. EEI's comprehensive training will primarily be on-site and on-the-job. The energy specialist must attend the on-site appointments scheduled by EEI and must be receptive and responsive to EEI. EEI shall provide written education and training materials. Furthermore, EEI shall host and the energy specialists shall attend three National Training Conferences each year. The College is not required to pay any additional fees to EEI for the materials or the conferences, which are an integral part of the energy specialist's education and training and the College's Program implementation. EEI's Program Consultants will be available and on-call to respond to special problems or questions through the end of the Term (as defined below).

(d) *Observation and Communication.* The College is the energy specialist's supervisor and maintains full and final employment authority, e.g. hiring and firing, for these important positions that are subject to high standards and performance expectations. For example, the Transformational Energy Management® process calls for routine data entry which is monitored through weekly accountability reporting. EEI shall regularly observe the energy specialists' fit, skills, tenacity, hard work, leadership, interpersonal relationships, and performance level and results. Designating a high ranking College business official as the energy specialists' supervisor directly and positively impacts Program implementation. EEI shall communicate with the energy specialist's supervisor concerning the observed performance of the energy specialists. As a part of these obligations, during the first twelve months of each energy specialist's service, EEI shall periodically advise the energy specialists' supervisor whether that person has shown the qualities to be successful in the position. If EEI and the energy specialist's supervisor agree that a person serving as energy specialist does not have the qualities to be successful in the position, a replacement energy specialist will be recruited and hired using the collaborative process and guidelines described in paragraph 3(b).

(e) *Leave Scheduling.* The energy specialists are expected to spend a majority of time out in the College facilities to drive energy savings; with times outside the instructional day being particularly valuable for the energy specialists to identify and capture savings opportunities. It is critically important (especially during the first two years of the Program) that the energy specialists be available for work during times when buildings are unoccupied and have flexibility to work nights, weekends and holidays. To allow for appropriate dialogue, the College will notify and consult with EEI before approving any requests for the energy specialist's vacation leave or other leave that (1) is in conjunction with school holidays or break periods, or (2) requires an extended absence of more than one week.

(f) *Duties.* The College's utility cost data will be entered at EEI's expense using the EnergyCAP® software ("Software") licensed to the College. The energy specialists' primary duties will be to spend time in the College's facilities to identify savings opportunities and to work closely with the College's people to execute proven implementation strategies to change behavior linked to energy consumption. The savings shall be determined by the energy specialists and EEI using the Software to determine the Savings as outlined in paragraph 5 below.

(g) *Local Resources.* The College will provide the energy specialist with internet access, email address, on-campus parking pass at the same cost as other College employees, building keys and alarm codes. Use of these resources is subject at all times to the College policies and procedures. If requested due to safety or security concerns, the College will provide a commissioned security officer to accompany the energy specialist while performing facilities assessments outside of normal business hours.

4. Program Implementation. (a) *Quick Start.* Once the energy specialists have been hired, the College will promptly begin and then continue to implement the Program at its expense, subject to reimbursement of expenses as set forth in paragraph 7 below.

(b) *Commitment and Communication.* In EEI's experience, the success of the Colleges' Program implementation will be a function of the demonstrated commitment of the governing board, president and other administrators, e.g. through timely communication of high level support for the Program. More specifically, no later than 120 days after the Start Date, the governing board must adopt an appropriate policy and the administration must adopt appropriate administrative guidelines reflecting the College's commitment to the Program. The College shall communicate these guidelines to its people, construction contractors and on-site management service providers, if any. EEI will work with the energy specialists to facilitate semi-annual progress reports for the governing board. The College will make its operational records (e.g. energy and utilities supply and demand records) available for review and copying on request of the energy specialists or EEI.

(c) *Software Tool.* The effective management of energy information is a first step to achieving positive results through accountability. The College will account for energy consumption using a third party software program, EnergyCAP[®], with which EEI's Program Consultants are knowledgeable and trained to provide support to the College. No later than 90 days after the Start Date, the College must license the EnergyCAP[®] energy accounting software program from EnergyCAP, Inc., or, if later recommended by EEI to its clients (e.g. because EnergyCAP[®] ceased to be available), an alternative software program ("Software").

(d) *Access, Authority and Control.* The energy specialists need to have access to the College's systems controls, including the energy management systems ("EMS"), and the authority (in communication and coordination with other the College personnel) to make changes so that facilities are not operated outside of the established policy and guidelines. The energy specialist needs the authority to: (1) program the EMS including changes in the temperature settings and run times of EMS controlled equipment (e.g. HVAC, water, heating and lighting systems), and (2) change settings and run times for each facility's equipment and systems (e.g. lighting, sewer and water systems, time clocks and thermostats) that are not controlled by the EMS. The College shall provide such access and authority to the energy specialist within 30 days of the energy specialist's first day of on-site work. Per this contract, EEI will be fully engaged as a consultant to the College to provide the Program and to guide and assist the College's Program implementation. EEI's role as a consultant necessarily means that, as it should be, the College will maintain exclusive control over and responsibility for the College personnel and the operation and condition of all the College facilities, areas, and equipment. This contract does not alter the College's exclusive right of control over its people and facilities and its pre-existing responsibility, if any, to provide reasonable premises safety.

(e) *No Third Party Interference.* To the extent known by the College, and within its authority to act, the College shall make a good faith effort to not allow any third party to interfere with the College's Program implementation.

(f) *Safety and Security.* If requested due to safety or security concerns, the College will provide a commissioned security officer to accompany the energy specialist while performing facilities assessments outside of normal business hours.

5. Savings Determination. (a) *General.* Energy savings are determined by comparing measured use at the building level (as defined below) before and after the start of Program implementation, after making appropriate adjustments for changes in conditions that are independent of the Program. The simple formulaic expression is:

$$\text{energy savings} = (\text{baseline period use} \pm \text{appropriate adjustments}) - (\text{reporting period use})$$

The College's savings shall be determined by the College's energy specialists and EEI using the Software to subtract the energy actually used (i.e. consumption: kWh, BTUs, gallons, etc.) in each Performance Year (as defined below) from the use in the Base Year (as defined below), plus or minus any Adjustment Variables (as defined below), and applying the price (based on the blended rate to the College for each type of energy purchased by the College) for each type of energy and other utilities used by the College (based on the blended rate for each type of energy purchased by the College) for each corresponding period ("Savings"). The "Total Savings" means the Savings and any additional verifiable cost containment or avoidances resulting from the Program (e.g. utility refunds received as a result of a Program billing audit). EEI's projections of Total Savings when using the Program are based upon energy consumption and other data furnished by the College.

(b) *Baseline Period.* EEI and the energy specialists shall use the Software to establish a baseline period consisting of 12 consecutive months that precede the Start Date ("Base Year"). The College represents that the historical utility usage data provided to EEI for the purpose of savings projections is accurate.

If it is later determined that either: 1) there is a variation between the data provided and the accurate utility usage of $\pm 5\%$ or more or, 2) changes in the 12 months preceding the Start Date would cause those 12 months to not accurately reflect actual pre-program usage by the College ("variation"), EEI may select as the Base Year an alternate 12-month period from the 24 months preceding the Start Date. Additionally, in the event of a variation as defined above, EEI may in its discretion, adjust the savings projections based upon the accurate historical utility usage. For new construction, the energy specialist and EEI can use detailed, calibrated simulation analysis to compile the Base Year.

(c) *Reporting Period.* Each reporting period will be a 12 month period ("Performance Year"). The first Performance Year will begin after the energy specialists start work and the *Fast Track* (as defined below) ends ("First Year") and each Performance Year is consecutively named. The "Second Year" means the 12 month reporting period following the end of the First Year, the "Third Year" follows the Second Year, and so on. Using the Software, Savings shall be calculated for each Performance Year in comparison to the Base Year.

(d) *Appropriate Adjustments.* (i) Adjustments to the baseline recognize that the operating environment changes in ways that impact energy use but are independent of the Program (e.g. the weather) and function simply to bring energy use in the two time periods to an equivalent set of conditions.

(ii) The Software allows appropriate adjustments to the Base Year, using available data to account for the following factors occurring during the Performance Year that affect the energy used in facilities ("Adjustment Variables"): outside temperature; floor space; occupancy type or schedule; amount, type or use of equipment; number of days in the billing period; energy rates; and reasonably estimated energy loads added or reduced after Program implementation.

(iii) The Software also allows other appropriate adjustments for a more accurate Savings calculation. If the College has experienced abnormal temperatures during the Base Year, a total of 36 months of billing information will be used to create a more accurate statistical model for the College. The College shall communicate the College's energy conservation guidelines to its construction contractors and on-site management service providers, if any. If the guidelines are not substantially followed by these third parties, the Savings will be determined with appropriate adjustments. If the College chooses not to substantially implement EEI's water conservation recommendations, the Savings may be determined without including water use. If a remote facility or area is on a single meter with less than 0.05% of the College's costs for that type of energy for any 12 consecutive months, it need not be tracked in the Software and may be excluded from the determination of Total Savings. If an energy specialist position is vacant or an energy specialist is off-the-job for more than 30 days, EEI may require that the Performance Year be suspended until an energy specialist (with at least initial training) is on-the-job. If a Performance Year is suspended, it will consist of twelve non-consecutive months.

6. Term. This contract shall be for a term beginning on the Start Date and ending on the due date for the Shared Savings payment for the last quarter of the Fifth Year ("Term").

7. Fast Track Shared Savings. (a) *Fast Track.* The College shall not pay any Shared Savings to EEI during the *Fast Track* period, beginning on the Start Date and ending six months after the Start Date, or on such later date as determined by EEI ("Fast Track").

(b) *Shared Savings.* EEI's Shared Savings are based on the Total Savings the Program achieves during the first five Performance Years ("Shared Savings Period"). For each quarter-year during the Shared Savings Period, the College shall pay EEI a Shared Savings in an amount equal to 45% multiplied by the Total Savings for that quarter ("Shared Savings"). EEI shall submit a Shared Savings billing statement to the

College following the close of each quarter-year during the Shared Savings Period. Payment is due no later than 30 days after the College receives the billing statement.

(c) *Reimbursable Expenses.* Through the end of the Fifth Year, EEI will reimburse the College for ("reimbursable expenses"): (1) the Compensation paid to the energy specialists, (2) the reasonable and customary out-of-pocket benefits that are incurred related to the energy specialist positions, and (3) the reasonable Travel Expenses that are incurred for the energy specialists to attend Energy Education's National Training Conferences. Travel Expenses in excess of \$1,000 for any National Training Conference are not eligible for reimbursement unless approved by EEI before they are incurred. Salary reimbursement (excluding reasonable and customary benefits) for the energy specialists is limited to the lesser of (1) current salary plus 20%, or (2) \$78,000 per year unless a greater amount is approved by EEI in writing before such expenses are incurred. EEI will pay the College for reimbursable expenses after they are incurred in the form of a credit against the Shared Savings amount due from the College for the previous quarter. Reimbursable expenses incurred during the *Fast Track* period shall be credited to the College no later than the invoice for the fourth quarterly Shared Savings billing at the end of the first Performance Year.

(d) *Billing Audit Contingent Shared Savings.* As indicated above, the College shall not pay any Shared Savings during the *Fast Track*. However, except for savings that result from a billing audit performed by Southern California Edison, the College shall pay EEI Shared Savings in an amount equal to 45% multiplied by the amount of any refund or credit that the College receives during the *Fast Track* from a third party provider of energy as a result of a Program billing audit ("Billing Audit Contingent Shared Savings"). Any such credit or refund received during the Shared Savings Period shall be payable according to paragraph 7(b). EEI shall submit a Billing Audit Contingent Shared Savings billing statement at the start of the Shared Savings Period. Payment is due no later than 30 days after the College receives the billing statement.

(e) *Additional Colleges.* In the event the College acquires, contracts with, or otherwise becomes responsible for educational services for another Community College ("acquired Community College"), or is requested by another Community College ("requesting Community College") to allow the energy specialist to provide energy management support, the College agrees to not share, utilize, or include the Program (including the use or services of the energy specialist trained by EEI) to any extent, in any facilities in the acquired or requesting Community College without EEI's express written consent and payment of additional Shared Savings as mutually agreed.

8. Contract Continuation. (a) *No More Shared Savings.* Once the College has paid all Shared Savings amounts owed to EEI for the Shared Savings Period and so long as the College continues to substantially implement the Program, this contract shall continue with no additional Shared Savings payments to EEI. During this continuation the College may continue to implement and utilize the Program but always subject to the College's continuing obligations in this contract regarding the Proprietary Information (as defined below).

9. Savings Guarantee. (a) EEI's commitment to the quality of the Program is evidenced by EEI's Savings Guarantee (as defined below). EEI shall reimburse the College for the difference if the College's Costs (as defined below) exceed its Total Savings, computed from the Start Date to the end of any Performance Year during the Term ("Savings Guarantee"). Due to the cumulative nature of the Savings Guarantee it is necessary to specify that EEI shall not make reimbursement for amounts that EEI has already reimbursed for a prior Performance Year. To be eligible for the Savings Guarantee the College must have employed an energy specialist as required and substantially implemented the Program. "The College's Costs" means the total amounts paid for the energy specialists' Compensation and Travel Expenses (reduced by any reimbursements by EEI), initial and renewal costs of the Software, the Shared Savings and the Billing Audit Contingent Shared Savings, if any. EEI shall pay The College a required reimbursement no later than 90 days after the results for the

prior Performance Year have been finalized by EEI and the College's energy specialists. If EEI fails to make a required reimbursement, the College may terminate this contract and recover the amount of the required reimbursement from EEI.

(b) The College shall refund prior reimbursements on the Savings Guarantee to EEI if (1) the Total Savings exceed the College's Costs, computed from the Start Date to the end of a later quarter-year during the Term, or (2) The College exercises its right of Termination for Convenience (as defined below). The College shall pay EEI a required refund: (1) no later than 90 days after the results for such later quarter-year have been finalized by EEI and the College's energy specialist, or (2) on the effective date of a Termination for Convenience.

(c) *Substantial Implementation.* If EEI determines that the College is not substantially implementing the Program, EEI shall give the College written notice of its determination (including specific details supporting EEI's determination and specific recommendations for appropriate College action) and, at EEI's election, the Performance Year and payment of the Shared Savings shall be suspended for a period of up to four months as time to remedy. For purposes of determining savings, savings shall continue to accrue through any suspension period. If the College fails or refuses to substantially implement the Program following such notice and opportunity to remedy, then EEI may exercise this right to terminate during the Term on written notice and the College shall promptly pay EEI: (1) a Termination Fee in the amount stated in paragraph 10 below, plus (2) an amount equal to the unpaid Shared Savings and Billing Audit Contingent Shared Savings, if any, but only through the termination effective date, plus (3) 45% multiplied by the Total Savings for the *Fast Track*.

10. College Termination for Convenience or Lack of Substantial Implementation. (a) As provided in this contract EEI anticipates a long-term relationship and remains committed to the College through the Term and beyond. However, the College may terminate this contract for any reason and without cause as provided in this paragraph. Also, EEI may terminate this contract in the event that even after notice and an opportunity to remedy the College is not substantially implementing the Program. In either instance, the College must pay a termination fee that is the greater of ("Termination Fee"):

(1) as set out in the following schedule:

- (i) During or at the end of Performance Year One, \$322,875;
- (ii) During or at the end of Performance Year Two, \$258,300;
- (iii) During or at the end of Performance Year Three, \$232,470;
- (iv) During or at the end of Performance Year Four, \$206,640;
- (v) During or at the end of Performance Year Five, \$154,900; or

(2) an amount equal to the sum of the four Shared Savings payments payable to EEI before the termination effective date.

(b) To validly exercise its right to terminate during the Term for any reason and without cause (including if there is no appropriation of funding or for any other termination that is not based on EEI's failure to perform its material obligations under this contract) (a "Termination for Convenience"), The College shall provide EEI with at least 60 days prior written notice and shall promptly pay EEI (1) a Termination Fee, plus (2) an amount equal to the unpaid Shared Savings and Billing Audit Contingent Shared Savings, if any, but only through the termination effective date, plus 45% multiplied by the Total Savings for the *Fast Track*, less all reimbursable expenses incurred through the termination effective date that have not been previously reimbursed. A Termination for Convenience voids the Savings Guarantee. The College's right to terminate for convenience does not limit the rights and remedies of the College. More specifically, if EEI fails to perform its

material obligations under this contract, the College's legal rights and remedies are not limited by the terms of this paragraph. If the College contends EEI has committed a material breach of the contract, the College will provide written notice to EEI specifically describing the breach and giving EEI a reasonable opportunity and time (not less than 30 days) to cure the claimed breach before taking other action.

(c) *Substantial Implementation.* If EEI determines that the College is not substantially implementing the Program, EEI shall give the College written notice of its determination (including specific details supporting EEI's determination and specific recommendations for appropriate the College action) and time to remedy. At EEI's election, the Performance Year and payment of the Shared Savings shall be suspended for a period of up to four months as time to remedy. For purposes of determining savings, savings shall continue to accrue through any suspension period. If the College fails or refuses to substantially implement the Program following such notice and opportunity to remedy, then EEI may exercise this right to terminate during the Term on written notice and the College shall promptly pay EEI: (1) a Termination Fee in the amount stated in this paragraph 9 above, plus (2) an amount equal to the unpaid Shared Savings and Billing Audit Contingent Shared Savings, if any, but only through the termination effective date, plus (3) 45% multiplied by the Total Savings for the *Fast Track*, less all reimbursable expenses incurred through the termination effective date that have not been previously reimbursed.

11. Termination Event. Upon termination of this contract the College shall promptly: (a) return to EEI all materials and Proprietary Information previously furnished by EEI or accumulated by the College in connection with the Program, including all copies thereof; (b) cease using the Proprietary Information and implementing the Program; and (c) discontinue the employment of any College energy specialist trained by EEI in that position, (provided the College may continue to employ that person in a different role with the College that does not include any energy conservation duties). The College is not prohibited from using energy conservation information that is in the public domain, is lawfully obtained from sources other than EEI, or is developed by the College entirely on its own without use of EEI's Proprietary Information.

12. Proprietary Program and Information. (a) the College will have access to and use of EEI's Transformational Energy Management® process as well as materials that are copyrighted, trade secrets and other information that is proprietary to EEI (collectively "Proprietary Information"). Furthermore, the Proprietary Information also includes all database files created using the Software, but does not include the College's source documents (e.g. utility bills), except that, upon termination, the College may retain one archival copy of the database files for purposes of College recordkeeping, which may not be used actively as they were prior to termination. If requested, upon termination EEI will export the raw source data (which shall not include any formulas or proprietary information of EEI) that has been accumulated (price, expenditures for utilities, historical consumption information, etc.) into a spreadsheet to be provided to the College.

(b) The College agrees that the Proprietary Information (including all copies) continues to be EEI's property and should be kept confidential to the full extent permitted by law. The College shall give EEI written notice and an opportunity to respond if the College receives a third party request for Proprietary Information. The College shall not disclose the Proprietary Information to any unauthorized person or use it outside of the College or this contract. The College shall assist EEI in the protection of the Proprietary Information. The College's obligations under this paragraph survive termination of this contract.

(c) In consideration of the education and training provided by EEI, the College's energy specialists must agree not to disclose Proprietary Information to third parties or to compete with EEI. This agreement with each energy specialist must be in writing and acceptable to EEI. The College shall have no responsibility or liability for the compliance by the energy specialist with the agreement referenced in this paragraph. Due to the inherent risk for disclosure of Proprietary Information, the energy specialist must not

participate in any energy specialist user group meeting that is not sponsored by EEL, provided that the energy specialist is not prohibited from attending other conferences or meetings where attendance does not involve the energy specialist contributing to group discussions or sharing proprietary information.

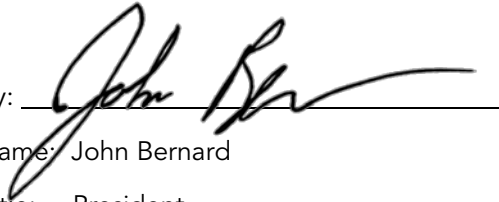
13. Miscellaneous. This contract constitutes the entire agreement of the parties with respect to the subject matter of this contract. This contract supersedes the parties' prior communications, requests, responses, proposals, offers and agreements, if any. This contract may be modified only by a writing signed by the parties. Invalidation or unenforceability of one or more provisions of this contract shall not affect any other provision of this contract.

Each party is signing this contract on the date stated under that party's signature.

SAN BERNARDINO COMMUNITY
COLLEGE DISTRICT

ENERGY EDUCATION, INC.

By: _____
Name: _____
Title: _____
Date: _____

By:  _____
Name: John Bernard
Title: President
Date: April 24, 2012

San Bernardino CCD TKS contract v 6 042412.doc

Supplement - Implementation Methodology

EEl's Transformational Energy Management® process involves four very specific and incredibly involved components. A brief overview of each one follows:

Assessment + Planning. After the energy specialist has commenced performing duties, EEl shall work with the energy specialist to conduct on-site assessments that include examining every facility and area on THE COLLEGE's campuses and analyzing use and requirements at all hours of the day and night. EEl shall train the energy specialist to compile temperature and humidity data, to understand many other conditions important to facility and equipment use in THE COLLEGE and to document THE COLLEGE's environment. Based on the data that is collected, EEl shall help the energy specialist construct an action plan that identifies priorities, savings opportunities, points of responsibility, optimized building scheduling profiles, proven implementation strategies and other elements critical to successful implementation and changing behavior linked to energy consumption;

Coordination + Communication. EEl knows that a decentralized campus environment supports people with very different backgrounds, areas of focus, personal concerns, levels of education, personalities, preferences, and so forth. These differences between people make coordination and communication efforts more difficult but critically important. EEl's focus is on coordination efforts that positively engage people and communication efforts that involve constant reinforcement, generating customized messages on a broad and personal level, employing various modes of communication (print, digital and face-to-face), and facilitating effective meetings, to name a few examples. Maximizing THE COLLEGE's savings requires that every person in THE COLLEGE who consumes energy be engaged in understanding how to also save it;

Leadership + Focus. Executing an effective energy conservation program that transforms organizational behavior requires daily focused effort that involves the organization's people. EEl will find the correct people to serve as THE COLLEGE's energy specialists. EEl will immerse THE COLLEGE's energy specialists in the Program and will provide both education and training to the energy specialists; and,

Measurement + Verification. Energy accounting software is a key tool for THE COLLEGE to evaluate its consumption and verify the results of the Program. The energy specialists will use a third party software program for energy accounting. EEl's Program Consultants shall make routine on-site visits and provide off-site support for the software and to guide and assist the energy specialists in collecting and recording relevant data and using the software to create and maintain energy consumption and savings databases.

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: May 17, 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 courses, certificates and degrees have been approved by the Curriculum Committee of the Academic Senate and will be included in the 2013-2014 College Catalog.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

None

SAN BERNARDINO VALLEY COLLEGE
SUBMITTED FOR BOARD OF TRUSTEE APPROVAL
May 17, 2012

NEW COURSE

Department: Pharmacy Technology
Course ID: PHT 060
Course Title: PHARMACY SYSTEMS I
Units: 3
Lecture: 2 contact hour(s) per week
32 - 36 contact hours per semester
Laboratory: 3 contact hour(s) per week
48 - 54 contact hours per semester
Prerequisites: BIOL 155 or BIOL 250 and BIOL 251 or BIOL 260 and BIOL 261
Corequisite: MATH 090

Catalog Description: This class introduces the student to the field of pharmacy, its history, environment, and processes. It emphasizes out-patient/community service pharmacy settings in issues of prescription processing, pharmacy business management, federal laws/regulation, protocol procedures, and pharmacy references/associations for assistance.

Schedule Description: The student will learn to read and process prescriptions in out-patient/community pharmacy settings.

Rationale: The Pharmacy Technology program is creating the curriculum due to changes in requirements designated by the Pharmacy Technician Certification Board.

Effective: FA13

Department: Pharmacy Technology
Course ID: PHT 063
Course Title: PHARMACOLOGY FOR PRE-HEALTH CARE PROFESSIONALS
Units: 3
Lecture: 2 contact hour(s) per week
32 - 36 contact hours per semester
Laboratory: 3 contact hour(s) per week
48 - 54 contact hours per semester
Prerequisite: BIOL 155 or BIOL 250 and BIOL 251 or BIOL 260 and BIOL 261

Catalog Description: This is an introductory pharmacology course for the pre-health care student. Topics include the therapeutic uses of medications as they are administered to the body systems and their classifications. The medication's basic indications, drug dosages, dosage forms, routes of administration, side effects, special directions of use, and drug interactions will be distinguished. Emphasis will be placed on the biological mechanisms of the medication's interactions in the physiology of the human body.

Schedule Description: Topics include therapeutic uses of medications as they are administered to the body systems and their classifications. Emphasis will be placed on the biological mechanisms of the medication's interactions in the physiology of the human body.

Stand Alone Course: APPROVED

Rationale: The Pharmacy Technology program is creating the curriculum due to changes in requirements designated by the Pharmacy Technician Certification Board.

Effective: FA13

Curriculum Meetings: 04-02-12; 04-16-12

Conjoint Meeting: 04-23-12

Board of Trustees Meeting: May 17, 2012

NEW COURSE

Department: Reading & Study Skills
Course ID: READ 951
Course Title: READING SKILLS I AND II
Units: 4
Lecture: 4 contact hour(s) per week
64 - 72 contact hours per semester

Prerequisite: A score of 48 or above in SBVC Reading Assessment.

Catalog Description: This course is a basic skills reading course that prepares students for READ 015 and ENG 914. It is designed to assist students in improving reading through an emphasis on word attack skills, vocabulary development, general comprehension skills, and basic writing conventions. Study strategies, specific to identified learning styles and strengths will be incorporated. READ 951 is an accelerated program, meant to develop skills normally taught in READ 920 and READ 950.

Schedule Description: This course is a basic skills reading course that prepares students for READ 015 and ENG 914. It is designed to assist students in improving reading through an emphasis on word attack skills, vocabulary development, general comprehension skills, and basic writing conventions. Study strategies, specific to identified learning styles and strengths will be incorporated. READ 951 is an accelerated program, meant to develop skills normally taught in READ 920 and READ 950.

Rationale: The Reading and Study Skills program is creating the accelerated model curriculum to allow students to complete both READ 920 and READ 950 in 18 weeks. With the shortage of reading courses, this accelerated model will allow students to access ENGL 914 sooner.

Effective: FA12

MODIFY COURSE

COURSE ID	COURSE TITLE
AERO 124	AIRCRAFT POWER PLANTS

Course Title: AIRCRAFT POWERPLANTS

Catalog Description: This course is a study of the operating principles and construction highlights of both reciprocating and jet aircraft engines. It is appropriate for both the aviator and prospective pilot.

Schedule Description: This course is a study of the operating principles and construction highlights of both reciprocating and jet aircraft engines. It is appropriate for both the aviator and prospective pilot.

Rationale: Content review

Effective: FA13

Curriculum Meetings: 04-02-12; 04-16-12

Conjoint Meeting: 04-23-12

Board of Trustees Meeting: May 17, 2012

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MODIFY COURSE

COURSE ID	COURSE TITLE
AERO 125	FLIGHT SAFETY

Catalog Description: This course provides an in-depth study of flight safety. Topics include flight safety records, aircraft accident prevention, causal factors, agencies and organizations contributing to flight safety, pilot and command responsibilities, liability and litigation.

Schedule Description: This course provides an in-depth study of flight safety. Topics include flight safety records, aircraft accident prevention, causal factors, agencies and organizations contributing to flight safety, pilot and command responsibilities, liability and litigation.

Rationale: Content review

Effective: FA13

COURSE ID	COURSE TITLE
AERO 134	CIVIL AVIATION MANAGEMENT AND LAWS

Catalog Description: This course covers the history of civil aviation in the United States including federal legislation, international treaties and agreements, and regulations pertaining to the management of airports and airplane companies.

Schedule Description: This course covers the history of civil aviation in the United States including federal legislation, international treaties and agreements, and regulations pertaining to the management of airports and airplane companies.

Rationale: Content review

Effective: FA13

COURSE ID	COURSE TITLE
AERO 144	AVIATION WEATHER

Catalog Description: This course includes the study of aviation weather and covers basic and hazardous weather, analysis of development and interpretation of weather reports, forecasts, and charts as they relate to aircraft operation and flight safety.

Schedule Description: This course includes the study of aviation weather and covers basic and hazardous weather, analysis of development and interpretation of weather reports, forecasts, and charts as they relate to aircraft operation and flight safety.

Rationale: Content review

Effective: FA13

Curriculum Meetings: 04-02-12; 04-16-12

Conjoint Meeting: 04-23-12

Board of Trustees Meeting: May 17, 2012

MODIFY COURSE

COURSE ID	COURSE TITLE
AUTO 067	BASIC AND ADVANCED CLEAN AIR CAR COURSE

Course Title: EMISSION/SMOG CHECK TECHNICIAN TRAINING

Catalog Description: This course provides students with the information and skills necessary to complete a smog inspection and perform repairs in the basic and advanced inspection areas according to the Bureau of Automotive Repair (BAR) guidelines. The course includes engine and emission controls (Level 1) and smog check (Level 2) training in inspection procedures. Upon satisfactory completion of the course, students receive a state certificate for both Level 1 and Level 2.

Schedule Description: This course provides students with the information and skills necessary to complete a smog inspection and perform repairs in the basic and advanced inspection areas according to the Bureau of Automotive Repair (BAR) guidelines. The course includes engine and emission controls (Level 1) and smog check (Level 2) training in inspection procedures. Upon satisfactory completion of the course, students receive a state certificate for both Level 1 and Level 2.

Rationale: The Automotive program is modifying the curriculum due to changes in requirements designated by the Bureau of Automotive Repair (BAR) guidelines.

Effective: FA13

COURSE ID	COURSE TITLE
DANCE 206X4	DANCE PRODUCTION

Lecture: None

Laboratory: 12 contact hour(s) per week
192 - 216 contact hours per semester

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

Catalog Description: This course provides instruction and analysis of all aspects of dance production including organizing a dance production; publicity and marketing; budget; theatrical and dance lighting; set design; costumes and makeup; and instruction in elements of physical theater, such as stage terminology, stage directions, and roles of theatre personnel. This course may be taken four times.

Schedule Description: This course provides instruction and analysis of all aspects of dance production, including choreography, budget, publicity, costumes, stage directions, and set design. This course may be taken four times.

Rationale: Content review

Effective: FA13

Curriculum Meetings: 04-02-12; 04-16-12

Conjoint Meeting: 04-23-12

Board of Trustees Meeting: May 17, 2012

MODIFY COURSE

COURSE ID	COURSE TITLE
PE 232	PREVENTION AND CARE OF ATHLETIC INJURIES

Prerequisite: None

Departmental Advisory: PE 231

Catalog Description: This is an introductory course in the recognition, assessment, management, care, and prevention of injuries occurring during physical activities. Basic taping techniques, as well as the proper selection and use of treatment modalities, are included.

Schedule Description: This is an introductory course in the recognition, assessment, management, care, and prevention of injuries occurring during physical activities. Basic taping techniques, as well as the proper selection and use of treatment modalities, are included.

Rationale: Content review

Effective: FA13

COURSE ID	COURSE TITLE
PHT 030	PHARMACOLOGY

Course ID: PHT 062

Prerequisite: BIOL 155 or BIOL 250 and BIOL 251 or BIOL 260 and BIOL 261

Catalog Description: This course applies the therapeutic uses of medications as they are administered to the body systems and its classifications emphasizing basic indications, drug dosages, dosage forms, routes of administration, side effects, special directions of use, and drug interactions. *(Formerly PHT 030)*

Schedule Description: This course applies the therapeutic uses of medications as they are administered to the body systems and its classifications emphasizing basic indications, drug dosages, dosage forms, routes of administration, side effects, special directions of use, and drug interactions. *(Formerly PHT 030)*

Rationale: The Pharmacy Technology program is creating the curriculum due to changes in requirements designated by the Pharmacy Technician Certification Board.

Effective: FA13

COURSE ID	COURSE TITLE
PHT 031	PHARMACY CALCULATIONS

Course ID: PHT 064

Prerequisite: MATH 090 or eligibility for MATH 095 as determined through the SBVC assessment process

Catalog Description: In this course students apply mathematical skills to the calculation of medication dosages, intravenous solutions, and pharmacy operations. *(Formerly PHT 031)*

Schedule Description: In this course students apply mathematical skills to the calculation of medication dosages, intravenous solutions, and pharmacy operations. *(Formerly PHT 031)*

Rationale: The Pharmacy Technology program is creating the curriculum due to changes in requirements designated by the Pharmacy Technician Certification Board.

Effective: FA13

Curriculum Meetings: 04-02-12; 04-16-12

Conjoint Meeting: 04-23-12

Board of Trustees Meeting: May 17, 2012

MODIFY COURSE

COURSE ID	COURSE TITLE
PHT 041	PHARMACY SYSTEMS

Course ID: PHT 070

Course Title: PHARMACY SYSTEMS II

Prerequisite: PHT 060 and PHT 062 and PHT 064

Catalog Description: This course covers the application of advanced distribution and methods for dispensing medications within a laboratory setting. It emphasizes advanced concepts of pharmacy inventory control, data input, and repackaging systems. *(Formerly PHT 041)*

Schedule Description: This course covers the application of advanced distribution and methods for dispensing medications within a laboratory setting. It emphasizes advanced concepts of pharmacy inventory control, data input, and repackaging systems. *(Formerly PHT 041)*

Rationale: The Pharmacy Technology program is creating the curriculum due to changes in requirements designated by the Pharmacy Technician Certification Board.

Effective: FA13

COURSE ID	COURSE TITLE
PHT 042	PHARMACY INTERN SEMINAR

Course ID: PHT 074

Course Title: PHARMACY SEMINAR

Units: 2

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

Prerequisites: PHT 060 and PHT 062 and PHT 064 and PHT 070 or

Corequisites: PHT 070 and PHT 072

Catalog Description: This course reviews the duties of a pharmacy technician in the out-patient/community and the in-patient/institutional setting in the areas of pharmacy management/administration, pharmacy federal laws/regulation, and pharmacology. *(Formerly PHT 042)*

Schedule Description: This course reviews the duties of a pharmacy technician in the out-patient/community and the in-patient/institutional setting in the areas of pharmacy management/administration, pharmacy federal laws/regulation, and pharmacology. *(Formerly PHT 042)*

Rationale: The Pharmacy Technology program is creating the curriculum due to changes in requirements designated by the Pharmacy Technician Certification Board.

Effective: FA13

Curriculum Meetings: 04-02-12; 04-16-12

Conjoint Meeting: 04-23-12

Board of Trustees Meeting: May 17, 2012

MODIFY COURSE

COURSE ID	COURSE TITLE
PHT 043	PHARMACY CLINICAL EXPERIENCE

Course ID: PHT 072

Units: 3

Laboratory: 9 contact hour(s) per week
144 - 162 contact hours per semester

Prerequisites: PHT 060 and PHT 062 and PHT 064 and PHT 070 or

Corequisites: PHT 070 and PHT 074

Catalog Description: In this course, students study the application of prescription processing, inventory management and dispensing of medications in a pharmacy under the direct supervision of a pharmacist. It emphasizes use of a pharmacy data base, customer service, communication and professional ethics.
(Formerly PHT 043)

Schedule Description: In this course, students study the application of prescription processing, inventory management and dispensing of medications in a pharmacy under the direct supervision of a pharmacist. It emphasizes use of a pharmacy data base, customer service, communication and professional ethics.
(Formerly PHT 043)

Rationale: The Pharmacy Technology program is creating the curriculum due to changes in requirements designated by the Pharmacy Technician Certification Board.

Effective: FA13

COURSE ID	COURSE TITLE
PS 101	INTRODUCTION TO PHYSICAL SCIENCE

Prerequisites: MATH 952 or eligibility for MATH 090 as determined by the SBVC assessment process and ENGL 914 or eligibility for ENGL 015 as determined by the SBVC assessment process

Catalog Description: This course introduces students to the contribution of chemistry, physics, astronomy, geology and oceanography in understanding the basic principles of physical science in our everyday life.

Schedule Description: This course introduces students to the contribution of chemistry, physics, astronomy, geology and oceanography in understanding the basic principles of physical science in our everyday life.

Rationale: Prerequisites have been added in order to improve student success.

Effective: FA13

Curriculum Meetings: 04-02-12; 04-16-12

Conjoint Meeting: 04-23-12

Board of Trustees Meeting: May 17, 2012

DISTRIBUTED EDUCATION

PHT 060	100% ONLINE	Effective Date: FA13
PHT 062	100% ONLINE	Effective Date: FA13
PHT 063	100% ONLINE	Effective Date: FA13
PHT 064	100% ONLINE	Effective Date: FA13
PHT 070	100% ONLINE	Effective Date: FA13
PHT 072	100% ONLINE	Effective Date: FA13
PHT 074	100% ONLINE	Effective Date: FA13

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

DELETE COURSES

CD 050A-Z
DANCE 203
ESL 906
WELD 062
WELD 063
WELD 064X4

Effective: FA12

Rationale: Courses are no longer offered

MODIFY DEGREE

Pharmacy Technology A.S. Degree Major

To earn an Associate Degree with a specialization in Pharmacy Technology, students must complete the required courses plus the general breadth requirements (minimum total = 60 units).

REQUIRED COURSES:

Complete the following courses with a grade of C or higher:

		Units
PHT 060	Pharmacy Systems I	3
PHT 062	Pharmacology	3
PHT 064	Pharmacy Calculations	3
PHT 070	Pharmacy Systems II	3
PHT 072	Pharmacy Clinical Experience	3
PHT 074	Pharmacy Seminar	2
Choose one of the following:		0
BIOL 155	Introductory Anatomy and Physiology	4
	or	
BIOL 250	Human Anatomy and Physiology I	4
	and	
BIOL 251	Human Anatomy and Physiology II	4
	or	
BIOL 260	Human Anatomy	4
	and	
BIOL 261	Human Physiology	4

Total Units

21 - 25

Effective: FA13

Rationale: Content Review; course renumbering.

DELETE DEGREE

CONSOLIDATED WELDING A.S. DEGREE

Effective: FA12

Rationale: The required Consolidated Welding courses are being deleted.

Curriculum Meetings: 04-02-12; 04-16-12

Conjoint Meeting: 04-23-12

Board of Trustees Meeting: May 17, 2012

MODIFY CERTIFICATE

Pharmacy Technology Certificate

This certificate is designed to prepare the student for entry-level employment as a pharmacy technician, assisting pharmacists to provide medication and other healthcare products to patients; receiving and verifying written prescriptions, requests for prescription refills from patients, or electronic prescriptions sent from doctors' offices; retrieving, counting, pouring, weighing, measuring, and sometimes mixing medications; and preparing containers and labels for medications. Technicians may also establish and maintain patient profiles, prepare insurance claim forms, and stock and take inventory of prescription and over-the-counter medications. Students working for certificates must have a basic knowledge of elementary algebra, reading and writing in order to learn and work in the occupations they select.

REQUIRED COURSES:

Complete the following courses with a grade of C or better:

		Units
ENGL 015	Preparation for College Writing	0 - 4
or eligibility for ENGL 101 or ENGL 101H as determined by the SBVC assessment process		0
MATH 090	Elementary Algebra	0 - 4
or eligibility for MATH 095 as determined by the SBVC assessment process		0
PHT 060	Pharmacy Systems I	3
PHT 062	Pharmacology	3
PHT 064	Pharmacy Calculations	3
PHT 070	Pharmacy Systems II	3
PHT 072	Pharmacy Clinical Experience	3
PHT 074	Pharmacy Seminar	2
Choose one of the following:		0
BIOL 155	Introductory Anatomy and Physiology	4
or		
BIOL 250	Human Anatomy and Physiology I	4
and		
BIOL 251	Human Anatomy and Physiology II	4
or		
BIOL 260	Human Anatomy	4
and		
BIOL 261	Human Physiology	4

Total Units

21 - 33

Effective: FA13

Rationale: Content Review; course renumbering.

Curriculum Meetings: 04-02-12; 04-16-12

Conjoint Meeting: 04-23-12

Board of Trustees Meeting: May 17, 2012

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MODIFY CERTIFICATE

RTVF Film Certificate

To complete a Film certificate, students must complete the following courses for a total of 21 units.

Students pursuing a certificate in film production explore opportunities in film and narrative television (e.g., dramatic series) and are eligible for entry level work in television or film after completion of the certificate.

Required Course:

		Units
RTVF 100	Introduction to Electronic Media	3
	or	
COMMST 135	Mass Media and Society	3

Required Film Concentration Courses:

		Units
RTVF 101	Introduction to Cinema	3
RTVF 106	Media Writing	3
RTVF 131	Digital Video Editing	3
RTVF 240	Motion Picture Production	3

Choose two (2) courses from the following:

		Units
RTVF 132	Lighting and Cinematography	3
RTVF 134	Acting and Directing for Television and Film	3
RTVF 232	News and Film-Style Digital Video Editing	3

Total Units

21

Effective: FA13

Rationale: Content Review

Curriculum Meetings: 04-02-12; 04-16-12

Conjoint Meeting: 04-23-12

Board of Trustees Meeting: May 17, 2012

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MODIFY CERTIFICATE

RTVF Television Certificate

To complete a Television certificate, students must complete the following courses for a total of 21 units.

Students pursuing a certificate in television production explore opportunities in live and produced video production, including broadcasting, cable, business, education, and new media and are eligible for entry level work in television or video production after completion of the certificate.

Required Course:

		Units
RTVF 100	Introduction to Electronic Media	3
	or	
COMMST 135	Mass Media and Society	3

Required Television Concentration Courses:

		Units
RTVF 130	Introduction to Studio Production	3
RTVF 131	Digital Video Editing	3
RTVF 133	Video Field Production	3

Choose one (1) course from the following:

		Units
RTVF 104	Basic Writing for Broadcasting	3
RTVF 106	Media Writing	3

Choose one (1) course from the following:

		Units
RTVF 132	Lighting and Cinematography	3
RTVF 230	Intermediate Studio Production	3

Choose one (1) course from the following:

		Units
RTVF 221	Broadcast Station Management	3
RTVF 231	Advanced Video Production	3
RTVF 232	News and Film-Style Digital Video Editing	3

Total Units

21

Effective: FA13

Rationale: Content Review

DELETE CERTIFICATE

CONSOLIDATED WELDING CERTIFICATE

Effective: FA12

Rationale: The required Consolidated Welding courses are being deleted.

CORRECTION

The effective date for the Graduation Requirements was incorrect on the April 15, 2012 Board of Trustees document. The correct effective date is FA12 not FA13.

Curriculum Meetings: 04-02-12; 04-16-12

Conjoint Meeting: 04-23-12

Board of Trustees Meeting: May 17, 2012

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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: May 17, 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
May 17, 2012

The following information will be included in the 2012-2013 college catalog.

NEW COURSES

COURSE ID: PE 200
COURSE TITLE: Introduction to Kinesiology
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 the interdisciplinary study of human movement. Study of the historical development, philosophies and methods of the discipline, and career opportunities in the areas of teaching, coaching, athletic training, exercise science, fitness and health promotion professions.

SCHEDULE DESCRIPTION: Introduction to the interdisciplinary study of human movement.

Effective: FA12

Rationale: PE 200 is an introductory course essential for those wishing to pursue degrees in kinesiology, exercise science and physical education and is representative of the courses necessary to maintain a comprehensive community college physical education curriculum.

COURSE DELETIONS

COURSE ID	COURSE TITLE
MUSIC 140X4	Theatre Workshop

NOTE: MUSIC 140X4 is being removed as a crosslisted course of THART 140X4

Effective: FA12

Rationale: Courses are no longer being offered.

The following information will be included in the 2013-2014 college catalog.

NEW COURSES

COURSE ID: BIOL 130H
COURSE TITLE: Cell and Molecular Biology - Honors
UNITS: 4
LECTURE: 3 contact hours per week
48 – 54 contact hours per semester
LAB: 3 contact hours per week
48 – 54 contact hours per semester
PREREQUISITE: Acceptance into the College Honors Institute. CHEM 101 or CHEM 150.
MATH 095 or MATH 095C or eligibility for MATH 102 as determined through the Crafton Hills College assessment process
COREQUISITE: None
DEPARTMENTAL RECOMMENDATION: None
CATALOG DESCRIPTION: Study of the processes of life at the molecular and cellular level emphasizing cell functions of transport, respiration, photosynthesis, reproduction, genetics, gene expression, and regulation and applications in biotechnology. This course includes content and experiences appropriate for students wishing to earn honors credit.
SCHEDULE DESCRIPTION: Study of the processes of life at the molecular and cellular level emphasizing cell functions of transport, respiration, photosynthesis, reproduction, genetics, gene expression, and regulation and applications in biotechnology. This course includes content and experiences appropriate for students wishing to earn honors credit.

Effective: FA13
Rationale: To increase Honors Program

MODIFIED COURSES

COURSE ID	COURSE TITLE
BIOL 130	Cell and Molecular Biology

PREREQUISITE: CHEM 101 or CHEM 150. MATH 095 or MATH 095C or eligibility for MATH 102 as determined through the Crafton Hills College assessment process
DEPARTMENTAL RECOMMENDATION: Eligibility for ENGL 101
CATALOG DESCRIPTION: Study of the process of life at the molecular and cellular level, emphasizing cell functions of transport, respiration, photosynthesis, reproduction, genetics, gene expression, and regulation and applications in biotechnology.
SCHEDULE DESCRIPTION: Study of the process of life at the molecular and cellular level, emphasizing cell functions of transport, respiration, photosynthesis, reproduction, genetics, gene expression, and regulation and applications in biotechnology.

Effective: FA13
Rationale: Six-year revision

COURSE ID	COURSE TITLE
CD 211	Observations and Methods in School-Age Development

DEPARTMENTAL RECOMMENDATION: Eligibility for ENGL 101

SCHEDULE DESCRIPTION: Observational methodologies and techniques used in the study of school age children and their behavior. Students will observe, record, analyze and interpret school age children and their behavior.

Effective: FA13

Rationale: Six-year revision

COURSE ID	COURSE TITLE
CD 212	Observation and Methods in Early Child Development

DEPARTMENTAL RECOMMENDATION: Eligibility for ENGL 101

Effective: FA13

Rationale: Six-year revision

COURSE ID	COURSE TITLE
EMS 150	Patient Assessment for Paramedics

CATALOG DESCRIPTION: Overview of pre-hospital patient assessment and pathophysiology for the Paramedic. Provides the foundational knowledge and skills to effectively assess and treat patients in the pre-hospital setting and make effective clinical care decisions.

SCHEDULE DESCRIPTION: Overview of pre-hospital patient assessment and pathophysiology for the Paramedic. Provides the foundational knowledge and skills to effectively assess and treat patients in the pre-hospital setting and make effective clinical care decisions.

Effective: FA13

Rationale: Six-year revision

COURSE ID	COURSE TITLE
EMS 152	Cardiology for the EMT-Paramedic

COURSE TITLE: Cardiology for the Paramedic

PREREQUISITE: Admission into the Paramedic Program

CATALOG DESCRIPTION: Cardiac dysrhythmias and electrophysiology for the paramedic. Review of pertinent anatomy and physiology and recognition and treatment of myocardial injury and cardiovascular disorders.

SCHEDULE DESCRIPTION: Cardiac dysrhythmias and electrophysiology for the paramedic. Review of pertinent anatomy and physiology and recognition and treatment of myocardial injury and cardiovascular disorders.

Effective: FA13

Rationale: Six-year revision

COURSE ID	COURSE TITLE
EMS 154	Emergency Medical Services Theory for the Paramedic

Effective: FA13

Rationale: Six-year revision

COURSE ID	COURSE TITLE
EMS 155	Skills Development for Paramedics

CATALOG DESCRIPTION: Paramedic skills and the equipment used in the treatment of pre-hospital advanced life support. This course will enhance the student's knowledge of and ability to treat various traumatic and medical emergencies in the pre-hospital setting.

SCHEDULE DESCRIPTION: Paramedic skills and the equipment used in the treatment of pre-hospital advanced life support. This course will enhance the student's knowledge of and ability to treat various traumatic and medical emergencies in the pre-hospital setting.

Effective: FA13

Rationale: Six-year revision

COURSE ID	COURSE TITLE
EMS 156	Clinical Externship for the Paramedic

Effective: FA13

Rationale: Six-year revision

COURSE ID	COURSE TITLE
EMS 157	Field Externship for the Paramedic

Effective: FA13

Rationale: Six-year revision

COURSE ID	COURSE TITLE
PSYCH 101	Research Methods

PREREQUISITE: PSYCH 100 or PSYCH 100H

CATALOG DESCRIPTION: Introduction to the methodology of correlational and experimental research in psychology and related disciplines. This course covers the design, data gathering, data analysis and write-up of quantitative research. Designed primarily for psychology and other social and behavioral science majors.

SCHEDULE DESCRIPTION: Introduction to the methodology of correlational and experimental research in psychology and related disciplines. This course covers the design, data gathering, data analysis and write-up of quantitative research. Designed primarily for psychology and other social and behavioral science majors.

Effective: FA13

Rationale: Six-year revision

COURSE ID	COURSE TITLE
PSYCH 110	Abnormal Psychology

PREREQUISITE: PSYCH 100 or PSYCH 100H

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

Effective: FA13

Rationale: Six-year revision

Curriculum Meeting: 03/12/12, 03/26/12

Conjoint Meeting: 05/01/12

Board of Trustees Meeting: 05/17/12

COURSE ID	COURSE TITLE
PSYCH 132	Counseling and Interviewing Techniques

PREREQUISITE: PSYCH 100 or PSYCH 100H

DEPARTMENTAL RECOMMENDATION: Successful completion of or concurrent enrollment in ENGL 101 or ENGL 101H

Effective: FA13

Rationale: Six-year revision

NEW DEGREE

ASSOCIATE IN ARTS IN PSYCHOLOGY FOR TRANSFER

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

REQUIRED		UNITS
PSYCH 100	General Psychology	(3.00)
	OR	
PSYCH 100H	General Psychology – Honors	(3.00)
MATH 108	Statistics	(4.00)
	OR	
PSYCH 108	Statistics	(4.00)
PSYCH 101	Research Methods	3.00
PSYCH 111	Developmental Psychology: Lifespan	3.00
Students must take one of the following courses		UNITS
BIOL 100	General Biology	4.00
	OR	
ANAT 101	Essentials of Human Anatomy and Physiology	4.00
	OR	
ANAT 150	Human Anatomy and Physiology I	4.00
	OR	
ANAT 151	Human Anatomy and Physiology II	4.00
One course from the following list:		UNITS
PSYCH 102	Personal and Social Adjustment	3.00
	OR	
PSYCH 103	Theories of Personality	3.00
	OR	
PSYCH 110	Abnormal Psychology	3.00
	OR	
PSYCH 118	Human Sexual Behavior	3.00
	TOTAL UNITS	20.00

Effective: FA13

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

Curriculum Meeting: 03/12/12, 03/26/12

Conjoint Meeting: 05/01/12

Board of Trustees Meeting: 05/17/12

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: May 17, 2012

SUBJECT: Consideration of Approval of Classified Employee

RECOMMENDATION

It is recommended that the Board of Trustees approve the employment of Michelle Tinoco, Admissions & Records Technician, CHC.

OVERVIEW

Michelle Tinoco, Admissions & Records Technician, CHC, full-time, 12-month position, Classified Salary Schedule, Range 32, Step A, \$2,891 per month effective May 21, 2012. Replacement for June Wagner. Hiring from the general fund with hiring freeze waived.

ANALYSIS

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

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2011-2012 budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron
Chancellor
REVIEWED BY: Dr. Jack Miyamoto
Human Resources Consultant
PREPARED BY: Dr. Jack Miyamoto
Human Resources Consultant
DATE: May 17, 2012
SUBJECT: Consideration of Acceptance of Classified Resignation

RECOMMENDATION

It is recommended that the Board of Trustees accept the resignation of Sergio Trujillo, HVAC/R Technician, SBVC.

OVERVIEW

Sergio Trujillo has submitted his letter of resignation effective at the close of business on April 19, 2012.

ANALYSIS

The Human Resources Department has provided Mr. Trujillo 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: Gloria M. Harrison, President CHC

DATE: May 17, 2012

SUBJECT: Consideration of Increase in Classified Employee Contracts

RECOMMENDATION

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

OVERVIEW

Christina Johle, Alisa Holtegaard, and Stephanie Carlson, Child Development Teachers, CHC, contract days for the 2011-12 academic year will end on June 19, 2012. It is requested that they work additional days (June 20, 21, 22, & 25) beyond their work calendar at the following rates: Christina Johle, \$21.58; Stephanie Carlson, \$18.65; Alisa Holtegaard, \$18.65.

Francis Farrell, Lab Technician Science, CHC, increase in classified contract from 11 months to 12 months effective July 1, 2012.

ANALYSIS

The Child Development program calendar for children runs through June 22, 2012. It is essential that the appropriate teacher/child ratios are met at all times. The additional time on June 25 will allow the teachers to clean and close down their classrooms.

Due to the increased workload in the Science Lab and the support this position provides, it is recommended that the employee's contract be increased to accommodate the needs of the Department.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2011-12 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: May 17, 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
May 17, 2012

Name	Department	Site	Duties	Start Date	End Date	Hourly Rate
Melgoza, Jorge G	Alternative Text Production	DIST	Project Assistant II	5/18/12	6/30/12	\$11.00
McGowan, Danielle M	Health and Physical Education	CHC	Lifeguard	5/18/12	6/30/12	\$10.00
Prado, Vanessa	Alternative Text Production	DIST	Project Assistant II	5/18/12	6/30/12	\$11.00
Walker, Laura S	Tutoring Center	CHC	Project Assistant III	6/1/12	6/30/12	\$13.00

Correction to April 12, 2011 Board to read as follows: Incorrect hourly rate of \$11.00 was submitted

Fellenz, Joshua	Health and Physical Education	CHC	Lifeguard	4/13/12	6/30/12	\$10.00
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SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Substitute Employees
May 17, 2012

Name	Department	Site	Duties	Start Date	End Date	Hourly Rate
Aguilar, Patricia	Admin Services	CHC	Clerical Assistant II	3/30/12	5/30/12	\$13.97
Bailey-Hudson, Traci	Human Resources	DIST	Human Resources Generalist	3/4/12	5/4/12	\$25.63
Bailey-Hudson, Traci	Human Resources	DIST	Human Resources Generalist	5/5/12	6/30/12	\$25.63
Beccacio, Jacqueline	Biology	CHC	Laboratory Technician	3/4/12	5/24/12	\$19.25
Book, Paula	Child Development Center	CHC	Child Development Assistant	2/17/12	4/17/12	\$12.35
Book, Paula	Child Development Center	CHC	Child Development Assistant	4/18/12	6/18/12	\$12.35
Brown, Clemon	Tool Room	SBVC	Tool Room Specialist	3/10/12	5/10/12	\$14.31
Brown, Clemon	Tool Room	SBVC	Tool Room Specialist	5/10/12	6/30/12	\$14.31
Firek, Matthew	Biology	CHC	Laboratory Technician	3/4/12	5/24/12	\$19.25
Hall, Suzan	STAR Program	SBVC	Secretary I	2/17/12	4/17/12	\$15.43
Hall, Suzan	STAR Program	SBVC	Secretary I	4/18/12	6/30/12	\$15.43
Lara, Naomi	Child Development Center	CHC	Secretary II	3/23/12	5/23/12	\$17.02
Lind, Rhonda	Library	CHC	Library Technical Assistant II	3/24/12	5/24/12	\$17.44
Lopez, Rosa	Facilities	DIST	Custodian	5/1/12	6/30/12	\$14.68
Lopez, Rosa	Facilities	DIST	Lead Custodian	5/1/12	6/30/12	\$16.20
Luther, Lorie	Child Development Center	CHC	Child Development Assistant	2/17/12	4/17/12	\$12.35
Luther, Lorie	Child Development Center	CHC	Child Development Assistant	4/18/12	6/18/12	\$12.35
Miller, Melissa	Admissions and Records	CHC	Admissions and Records Technician	4/5/12	6/4/12	\$16.61

Quadri, Samina	Child Development Center	CHC	Child Development Assistant	2/17/12	4/17/12	\$12.35
Quadri, Samina	Child Development Center	CHC	Child Development Assistant	4/18/12	6/18/12	\$12.35
Tafoya-Bryson, Patricia	Admin Services	CHC	Switchboard Operator	4/10/12	6/10/12	\$13.97
Tinoco, Michelle	Admissions and Records	CHC	Admissions and Records Technician	4/5/12	6/4/12	\$16.61
Trujillo, Karla	Payroll	DIST	Payroll Accountant	4/24/12	6/30/12	\$18.78
Webber, Ian	Applied Technology	SBVC	Lab Technician, Culinary Arts	4/16/12	6/16/12	\$19.25
Zapien, Lorena	Human Resources	DIST	Clerical Assistant II	4/14/12	6/14/12	\$13.97
Zapien, Lorena	Human Resources	DIST	Clerical Assistant II	6/15/12	6/30/12	\$13.97

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Professional Expert Hourly Employees
May 17, 2012

Name	Department	Site	Duties	Start Date	End Date	Hourly Rate
Arteaga, Elisa	Student Success & Special Services	SBVC	Foster & Kinship Care Education	5/18/12	6/30/12	\$45.00
Denlinger, Adam J	Professional Development Center	DIST	Workforce Development /PDC Trainer	5/18/12	6/30/12	\$44.00
Hora-Elliott, Mary E	Professional Development Center	DIST	Workforce Development /PDC Trainer	5/18/12	6/30/12	\$44.00
Kallner, Kelly E	Professional Development Center	DIST	Workforce Development /PDC Trainer	5/18/12	6/30/12	\$44.00
Lala, Bharti	Professional Development Center	DIST	Workforce Development /PDC Trainer	5/18/12	6/30/12	\$44.00
Levy, Alissa Beth	Professional Development Center	DIST	Workforce Development /PDC Trainer	5/18/12	6/30/12	\$44.00
Lopez, Brian J	Criminal Justice Division	SBVC	Facilitator/Evaluator/Safety Facilitator	5/18/12	6/30/12	\$35/ \$105 (Per session)/\$25
Mascetti, David Michael	Criminal Justice Division	SBVC	Facilitator/Evaluator/Safety Facilitator	5/18/12	6/30/12	\$35/ \$105 (Per session)/\$25
Newson, Helen	Student Health Services	SBVC	Nurse Practitioner	5/29/12	6/29/12	\$50.00
Nollet, Karen	Criminal Justice Division	SBVC	Facilitator/Evaluator/Safety Facilitator	5/18/12	6/30/12	\$35/\$105 (Per session)/\$25
Ortiz, Miguel	Professional Development Center	DIST	Workforce Development/PDC Trainer	5/18/12	6/30/12	\$45.00
Paulino, Joseph G	Criminal Justice Division	SBVC	Facilitator/Evaluator/Safety Facilitator	5/18/12	6/30/12	\$35/ \$105 (Per session)/\$25

Pilz, Anke	Professional Development Center	DIST	Workforce Development /PDC Trainer	5/18/12	6/30/12	\$44.00
Smolenski, Stephen A	Public Safety & Emergency Services	CHC	Lab Instructor/Primary Instructor/EMS Specialist	5/18/12	6/30/12	\$20.00/\$25.00/\$30.00
Stanzione, Charles	Student Success & Special Services	SBVC	Foster Parenting Education	5/18/12	6/30/12	\$45.00
Traver, Brenda G	Student Success & Special Services	SBVC	Foster Parenting Education	5/18/12	6/30/12	\$45.00

Ratification is requested to approve employment for the employee below.						
Day, Ruth	Professional Development Center	DIST	Workforce Development / PDC Trainer	5/4/12	6/30/12	\$40.00

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: May 17, 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
Summer 2012

Antone, Letitia	Counselor
Bedoya, Rosemary	Counselor, College Life
Bell, Judith	Campus Nurse
Bell, Reynaldo	Respiratory Care
Bishop, Robin	Emergency Medical Services
Booth, Marsha	Campus Nurse
Bryson, Kenneth	Respiratory Care
Camp, Brad	Counselor
Chase, Kristina	Campus Nurse
Chavira, Rejoice	Counselor, Personal Career Development
Chaks, Leslie	Learning Disabilities Specialist
Colvey, Kirsten	Counselor, Personal Career Development
Contreras, Amber	Respiratory Care
Craw, Hillary	Counselor, College Life
Cummings, Lou'Rie	Counselor, College Life
Davis, Joyce	Librarian
Dial, Troylynn	Counselor, College Life, Personal Career Development
Donnhausner, Marc	Counselor
Douthit, Milly	Counselor, Learning Resources, Personal Career Development
Elliott, Verlingia	Librarian
Estrada, Laura	Campus Nurse
Franklin, Bradley	Respiratory Care
Fry, Maureen	Counselor, Learning Disabilities Specialist, Learning Resources
Garcia, Claudia	Counselor
Garcia, Eddie	Counselor
Gilbert, Laurie	Campus Nurse
Gist, John	Counselor, College Life
Griffith, Barbara	Counselor, College Life
Hawkins, John	Counselor
Horn, Chuck	Counselor
Johns, Karl	Librarian
Knudsen, Arin	Counselor
Lakatos, Catherine	Counselor
Lee, Young Pyo	Learning Disabilities Specialist
Licerio, Marty	Counselor
Madrigal, Javier	Counselor
McAtee, Robert	Counselor, Personal Career Development
Molino, Gloria	Counselor
Moreno, Mariana	Counselor
Newson, Helen	Nurse Practitioner
Ruiz, Sabrina	Librarian
Saldana, Katherine	Counselor
Sanchez, Paul	Librarian
Schoenfeld, Racquel	Counselor
Schwartz, Christine	Librarian
Sheahan, Michael	Respiratory Care
Shum, Cindy	Counselor

Crafton Hills College
Adjunct & Substitute Academic Employees
Summer 2012

Singh, Manika	Counselor
Sternard, Evan	Counselor
Thurston, Omyia	Counselor
Washburn, Ben	Counselor, College Life
Wilson, Debbie	Counselor, College Life

San Bernardino Valley College
Part-Time Hourly & Substitute Faculty
Academic Year 2011-2012

Adler, Dawn	Physical Education
Alexander, Horace	English
Allen Roper, Carolyn D.	Reading & Study Skills
Alvarez, Vicente	Mathematics
Anderson-Jefferson, Kimberly	Reading & Study Skills
Anemelu, Victoria	Mathematics
Ashford, Wesley	Physical Education
Assumma, Michael	Business Administration
Au, Algje	Biology
Avelar, Amy	Chemistry
Bachman, Bruce	Art
Barajas-Zapata, Lydia	Modern Languages
Becker, Paul	Psychiatric Technology
Birmingham, Kevin	Welding Technology
Blumenthal, Kenneth	Physical Education
Boccumini, Paul	Psychology
Brewer, Quincy	Physical Education
Briggs, Stephanie	Mathematics
Brown, Joshua	Physical Education
Burnham, Lorrie A.	Biology
Calderon, Colleen	History
Chitrathorn, Puttachart	Nursing
Copeland, Mary	English
Crebbin, Susan	Physical Education
Danley, Jay C.	Speech
Demsky, Jeffrey	History
Donnhausner, Marc	Student Development
Dulgeroff, James E.	Economics
Dunn, Natalia	Chemistry
Emerson, Kevin	Physical Education
Etherton, Debra	Psychiatric Technology
Fender, Rochelle	Nursing
Ferri-Milligan, Paula	English
Free, Sheela	English
Gelenchi, Fantahun	Mathematics
Gibbons, Ann F.	Mathematics
Gilbert, Jeremiah	Mathematics
Gomez, Edward	History
Grossman, Walter	Geology
Hadden, Jay	Anthropology
Hauge, Kristin	Physical Education
Hector, Leticia	Speech
Holstrom, Geoffrey	Physics/Astronomy
Jackson, Dennis	Psychiatric Technology
Jacobo, Magdalena	Reading & Study Skills
Jones, Edward	English
Kanawati, Moustafa	Mathematics

San Bernardino Valley College
Part-Time Hourly & Substitute Faculty
Academic Year 2011-2012

Klingstrand, Marianne	Psychiatric Technology
Knight, Denise	Child Development
Lavruk, Alexander	Music
Lawton, Phillip	Refrigeration/Air Conditioning
Lee, Chongui Keith	Mathematics
Lee, Steven	Business Administration
Lillard, Sheri	Chemistry
Lopez, Leonard	Philosophy/Religious Studies
Lysak, Michael J.	Physics/Astronomy
Massey, John W.	Administration of Justice
Mattson, Susan	Speech
Maurizi, Tamara	Nursing
Mayne, Michael	Mathematics
McCrary, Denise	Student Devevelopment
Meech, Patrick	Physical Education
Metu, Reginald	Computer Information Technology
Meyer, Stacy	Culinary Arts
Miller, Frank J.	Mathematics
Moneymaker, Melinda	Human Services
Murillo, Joan	Biology
Ngobi, Said	Mathematics
Notarangelo, Joseph	English
Ogbuchiekwe, Edmund	Geography
Paine, Kristy K.	Administration of Justice
Perez, Edward R.	English
Perkins, Leo	Political Science
Phillips, Anthony W.	Psychiatric Technology
Pielke, Janet	Sociology
Pires, Romana	Sociology
Powell, Michael L.	Physical Education
Price, Brandi	Child Development
Ravanzo, Hudell J.	Psychiatric Technology
Reid, Zadock	Mathematics
Rossman, Patricia	Physical Education
Ruiz-Rodriguez, Maria	Nursing
Sabio, Neomi	Psychiatric Technology
Sadler, Roger	Biology
Schneider, Nicholas	Water Supply Technology
Smith, David	Mathematics
Stanskas, Peter-John	Chemistry
Stauble, Vernon	Business Administration
Stewart, James	Art
Strom, Ann	Modern Languages
Strong, Teri	Mathematics
Ting, Lycretia	Mathematics

San Bernardino Valley College
Part-Time Hourly & Substitute Faculty
Academic Year 2011-2012

Valdez, Maria

Valle, Samuel

Vasquez, Mary Lou C.

Wilhite, Cynthia

Williams, Mark S.

Zografos, Peter

Psychiatric Technology

Electricity/Electronics

Computer Information Technology

Human Services

Automotive

Psychiatric Technology

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: May 17, 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.

CHC – Non Instructional Pay

Allen, Denise, Update and gain approval of high school articulation agreements, CRY-ROP – Internetworking CISCO I, \$500, May 18 – June 30, 2012

Allen, Denise, Update and gain approval of high school articulation agreements, CRY-ROP – Internetworking CISCO II, \$500, May 18 – June 30, 2012

Allen, Denise, Update and gain approval of high school articulation agreements, CRY-ROP – Internetworking CISCO III, \$500, May 18 – June 30, 2012

Franklin, Brad, Update and gain approval of high school articulation agreements, SBCSS ROP – Medical Terminology, \$500, May 18 – June 30, 2012

Franklin, Brad, Update and gain approval of high school articulation agreements, River Springs Charter School – Medical Terminology, \$500, May 18 – June 30, 2012

Jones, JoAnn, Update and gain approval of high school articulation agreements, SBCSS ROP – Careers w/Children, \$500, May 18 – June 30, 2012

Jones, JoAnn, Update and gain approval of high school articulation agreements, Rialto Unified School District – Careers w/Children, \$500, May 18 – June 30, 2012

Jones, JoAnn, Update and gain approval of high school articulation agreements, CRY-ROP – Child Care Occupations, \$500, May 18 – June 30, 2012

Koeper, Terry, Update and gain approval of high school articulation agreements, CRY-ROP – Fire Science and Technology, \$500, May 18 – June 30, 2012

Koeper, Terry, Update and gain approval of high school articulation agreements, SBCSS ROP – Fire Technology, \$500, May 18 – June 30, 2012

DISTRICT

Adler, Dawn, Classified Staff Appreciation Day Workshop, May 30, 2012, three hours at the rate of \$43.16 per hour.

Stewart, James, Classified Staff Appreciation Day Workshop, May 30, 2012, three hours at the rate of \$43.16 per hour.

San Bernardino Valley College
Non-Instructional Hourly Employee's
Academic Year 2011-2012
May 17, 2012

Avelar, Amy, developing learning communities for Chemistry/English cohort, 05-18-12 to 06-30-12, at a flat rate of \$500.

Copeland, Mary, developing learning communities for Reading/English cohort, 05-18-12 to 06-30-12, at a flat rate of \$500.

Ferri-Milligan, Paula, developing learning communities for English/Spanish cohort, 05-18-12 to 06-30-12, at a flat rate of \$500.

Jefferson, Kimberly, developing learning communities for Reading/English cohort, 05-18-12 to 06-30-12, at a flat rate of \$500.

Lamore, Joel, developing learning communities for Chemistry/English cohort, 05-18-12 to 06-30-12, at a flat rate of \$500.

Sogomonian, Nori, developing learning communities for English/Spanish cohort, 05-18-12 to 06-30-12, at a flat rate of \$500.

Stuart, Doris, Back-Up Academy Coordinator, 5/18/2012-12/31/2012, not to exceed 422 hours per semester, \$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: Dr. Jack Miyamoto
Human Resources Consultant

DATE: May 17, 2012

SUBJECT: Consideration of Approval of Academic Employee

RECOMMENDATION

It is recommended that the Board of Trustees approve the employment of Daniele Ramsey, HSI STEM PASS GO Counselor, SBVC.

OVERVIEW

Daniele Ramsey, HSI STEM PASS GO Counselor, SBVC, 200 days of service, salary pending receipt of work experience and official transcripts, effective July 2, 2012. New position. Funding from HSI STEM PASS GO Grant.

ANALYSIS

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

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

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

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

DATE: May 17, 2012

SUBJECT: Consideration of Approval of Coordinator Stipend

RECOMMENDATION

It is recommended that the Board of Trustees approve Coordinator Stipend for Mariana Moreno, CHC Transfer Center for the 2011-2012 academic year.

OVERVIEW

On April 21, 2011, the Board approved Mariana Moreno as Coordinator, CHC Transfer Center. Due to an oversight, Ms. Moreno's coordinator stipend of \$120.00 per month for the 2011-2012 academic year was not submitted for board approval.

ANALYSIS

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

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

Included in the 2011-12 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: May 17, 2012
SUBJECT: Consideration of Approval of Management Appointment

RECOMMENDATION

It is recommended that the Board of Trustees approve the management appointment of Andrew Chang, Project Director, EduStream, District.

OVERVIEW

Andrew Chang, Project Director, EduStream-TESS, District, full-time, 12-month position, Management Salary Schedule Range 14, Step C, \$7,224 per month effective May 18, 2012. New position. This position is funded by the EduStream Grant.

ANALYSIS

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

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

This position is funded by the EduStream Grant and is contingent upon the "life of the grant".

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: May 17, 2012
SUBJECT: Consideration of Approval of Interim Management Appointment

RECOMMENDATION

It is recommended that the Board of Trustees approve the appointment of Dr. Cheryl Marshall, Interim President, CHC.

OVERVIEW

Dr. Cheryl Marshall, Interim President, CHC, full-time, 12-month position, Management Salary Schedule, Range 26, Step C, \$12,972 per month, plus doctorate stipend and \$1,000.00 per month presidential expense allowance effective June 1, 2012 through December 31, 2012. Replacement for Gloria Harrison.

ANALYSIS

Due to the retirement of Gloria Harrison, Dr. Marshall will serve as Interim President, until the position is filled on a permanent basis.

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: May 17, 2012
SUBJECT: Consideration of Acceptance of Management Resignation

RECOMMENDATION

It is recommended that the Board of Trustees accept the resignation of Alisa Moore, District Director Marketing/Public Relations.

OVERVIEW

Alisa Moore, District Director Marketing/Public Relations, has submitted her letter of resignation effective at the close of business on May 31, 2012.

ANALYSIS

The Human Resources Department provided the employee 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: May 17, 2012

SUBJECT: Consideration of Approval of Revised Management Job Description

RECOMMENDATION

It is recommended that the Board of Trustees approve the revision to the E-Text Production Manager job description.

OVERVIEW

The E-Text Production Manager is responsible for managing the reformatting of books and other learning materials produced into accessible digital formats for students within the California Community College system. The E-Text Production Manager is also responsible for assigning and overseeing contracts with the E-Text production workforce; and coordinating the production, archiving, and timely distribution of the E-Text books for customers in the California Community College system; recruits qualified independent contractors, volunteers, and others in producing E-Text products.

ANALYSIS

After a review of the job description, it was determined that an update of representative duties would more accurately reflect the duties and responsibilities necessary to meet the needs of the District.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

None.

E-TEXT PRODUCTION MANAGER

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

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

SUMMARY DESCRIPTION

Under the direction of the Director, Alternate Text Production Center (ATPC), the E-Text ~~Specialist~~ Production Manager is responsible for managing the getting reformatting books and other learning materials produced into accessible digital formats for students within the California Community College system. The E-Text Production Manager is also responsible for assigning and overseeing contracts with the E-Text production specialists workforce; and ~~arranging, coordinating, and overseeing to~~ the production, archiving, ~~the~~ and timely distribution of the E-Text books for customers in the California Community College system; recruits qualified independent contractors, volunteers, and others in producing E-Text products.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. ~~Serve as the ATPC focal point for~~ Manages the E-Text production unit; provides detailed information and technical assistance to internal and external staff and customers.
2. Receive, evaluate, and oversee filling of book orders/requests; may assign book orders/requests to one or more contract transcribers; oversee timely completion of work.
3. Implement E-Text work plans to meet established ATPC goals and objectives; achieve performance standards in alignment with program objectives and available resources; develop outcome measures, success indicators, and evaluation mechanisms for the center's E-Text services and quality.
4. ~~Oversee~~ Assist with the development of a E-Text database to capture comprehensive client and service data; cataloging of all completed E-Text production for future use.
5. Advise/consult with California Community Colleges and "fee for service" customers on how best to serve their students with print disabilities and visually impaired students.
6. Work statewide with campus faculty, academic senates and committees, and community organizations; provide information regarding access guidelines and alternate media, and technology requirements for persons with disabilities.

7. Coordinate State Prison E-Text production units and interact with several additional prison units, including paroled inmates; develop, maintain and participate in training within the prison E-Text unit.
8. Provide work direction, guidance and training to appropriate independent contractors, volunteers, and student workers.
9. Manage ~~money allocations~~ and disburse funds appropriately to contractors to maximize the number of E-Text books provided.
10. Develop and periodically modify a rate schedule for E-Text production contractors.
11. Manage a “fee for service” operation to generate supplemental funding to serve additional California Community College students.
12. Develop E-Text productivity procedures for new and state of the art technology; optimize hardware and software capabilities.
13. Consult with and provide input and recommendations to ATPC Director on various ATPC matters.
14. Assist in generating reports and surveys for E-Text production.
15. Represent ATPC at or in several E-Text related/visually impaired organizations,
16. Represent ATPC at various conferences to stay abreast of new industry developments.
17. Coordinate facility design and layout of E-Text equipment; support E-Text maintenance/procurement plan for new and replacement equipment; order E-Text equipment; and troubleshoot all production equipment and materials.
18. Leads and supervises the work of employees and those involved in the E-Text production units.
19. Anticipates, prevents, and resolves difficult and sensitive inquiries, conflicts and complaints.
20. Perform related duties as assigned.

QUALIFICATIONS

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

Knowledge of:

Operational characteristics, services, and activities of business elements involved in creating a tangible product for a customer.

E-Text formats and various applications, software and hardware available for use by students with disabilities.

Principles, practices, and procedures involved the production process consisting of multiple components and contractors.

Principles and practices of program development and administration.

Principles and practices of budget preparation and administration, including contract management.

Principles of supervision, training, and performance management.
Pertinent federal, state, and local laws, codes, and regulations relating to disabled students programs and services.

Ability to:

Oversee and participate in the management of a comprehensive production process consisting of multiple components and numerous contractors.

Coordinate various aspects to complete an entire product in a manner that meets deadlines.

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.

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 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.

Keep abreast of current trends in E-Text technologies.

MINIMUM REQUIREMENTS

Education/Training:

A Bachelor's degree from an accredited college or university.

Required Experience:

~~Five (5) years of service-related experience with alternate media production for the visually impaired and print disabled populations.~~ Five (5) years of electronic media experience relating to producing, reformatting, converting, and/or disseminative numerous computer file formats.

Desirable Experience:

1. Management experience in time critical production environments.
2. Experience with alternative media for individuals with print and reading disabilities.
3. Experience with optimizing production efficiency and capacity.

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: June 16, 2011

Revised: February 9, 2012

May 17, 2012

Range: 9

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: May 17, 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

Nguyen, Khanhvy	Counseling Center	5/18/2012-7/30/2012
Seek, Gabriel	Public Safety & Emergency Services	5/18/2012-6/30/2012
Young, Pyo Lee	Disabled Student Services	5/18/2012-6/30/2012

SAN BERNARDINO VALLEY COLLEGE

Volunteers

Academic Year 2011-2012

Davis, Kenneth	Science/Chemistry	5/18/2012-6/30/2012
Kotsay, Sr., Wayne	Student Services/DSP&S	5/24/2012-6/30/2012
Lopez, Brian	Criminal Justice/Training-Basic Academy	5/18/2012-6/30/2012
Mascetti, David	Criminal Justice/Sheriff's Dept.	5/18/2012-6/30/2012
Terrell, Jimmie	Student Services/Student Life	5/24/2012-5/25/2012

DISTRICT

Volunteers

Smith, Terria	KVCR-TV/FM	6/11/2012-6/30/2012
Evans, John (Vanya)	KVCR-TV/FM	6/04/2012-6/30/2012

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: May 17, 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 5/17/2012

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>				
Kinder Care - Bloomington	(8152) CalWorks Grant to cover cost of Childcare for participating Students - Parent – Torres, Angela Term: 4/4/2012 - 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: State Grant	Calworks/SBVC	\$418.00 per week	SSutorus

SubTotal for CalWorks Child Care: 1

Clinicals

Riverside Community Hospital	(8177) Clinical experience agreement - clinical site for EMS and Respiratory Care program participants Term: 7/1/2012 - 6/30/2017 Funding Source: N/A	Program Development/CHC	No Cost	SSutorus
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SubTotal for Clinicals: 1

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>				
Allen, Michelle	(8179) Keynote speaker for Classified Apprecation Day - topic "Zumba Fitness" Term: 5/30/2012 - 5/30/2012 01-00-01-9018-0000-5200.00-6750 Funding Source: General Funds	Staff Development/SBVC	\$100.00	SSutorus
B & G Equipment Rentals	(8132) Rental of 32 foot scissor lift Term: 5/1/2012 - 6/30/2012 01-29-15-9508-0231-5610.00-7100 This is an acceptable use of categorical/grant/bond/trust funds Funding Source: State Grant	Maintenance/SBVC	\$800.00 Not to Exceed	SSutorus
California School of the Deaf Riverside	(8136) Speaker for deaf awareness Term: 4/24/2012 - 4/24/2012 01-00-01-3578-0000-5113.00-6010 Funding Source: General Funds	Humanities/SBVC	\$500.00	SSutorus
California State University - San Bernardino	(8143) Create and assist in the implementation of science program for the Science, Technology, Engineering, and Mathematics (STEM) and Career Technical Education (CTE) creativity fair Term: 3/24/2012 - 3/24/2012 01-15-35-8115-0470-5120.00-6899 Note - This is an acceptable use of categorical/grant/bond/trust funds Funding Source: State Grant	Economic Development/PDC	\$4,300.00	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>					
	California State University - San Bernardino	(8135) SBVC to serve as a clinical site for university students Term: 7/1/2011 - 6/30/2013 Funding Source: N/A	Health Services/SBVC	No Cost	SSutorus
	Champion Electric, Inc.	(8182) Install six new outlets in the Bio Lab work station counters Term: 5/14/2012 - 6/30/2012 01-29-25-9002-0231-6220.00-7100 Note - This is an acceptable use of categorical/grant/bond/trust funds Funding Source: State Grant	Administrative Services/CHC	\$845.00	SSutorus
	Citadel Environmental Services, Inc	(8188) Prepare a formaldehyde exposure plan for CHC as part of the District wide safety program Term: 5/14/2012 - 6/30/2012 01-00-03-9005-0000-5120.00-6770 Funding Source: General Funds	Fiscal Services/SBCCD	\$2,836.00	SSutorus
	Citadel Environmental Services, Inc	(8187) Prepare a hazardous waste management plan for the San Bernardino Valley College Campus Term: 5/14/2012 - 6/30/2012 01-29-15-9508-0231-5120.00-7100 Note - This is an acceptable use of categorical/grant/bond/trust funds Funding Source: State Grant	Fiscal Services/SBVC	\$3,580.00	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>				
Community College League of CA	(8137) Master renewal for periodicals database for library Term: 7/1/2012 - 6/30/2013 01-73-01-9002-0235-5830.00-6120 Note - This is an acceptable use of categorical/grant/bond/trust funds Funding Source: General Funds	Library/SBVC	\$44,954.00	SSutorus
ComputerLand of Silicon Valley	(8169) Software license renewal for "Adobe Acrobat Pro 10" educational site license for one year Term: 4/19/2012 - 4/18/2013 01-00-03-9010-0000-5830.00-6780 Funding Source: General Funds	DETS/SBCCD	\$7,632.00	SSutorus
Corporation for Education Network in California (CENIC)	(8159) One time access fee for the upgrade of network services to broadband system to accommodate a ten gigabit access connection Term: 5/18/2012 - 6/30/2012 01-00-03-9627-0000-5830.00-6150 Funding Source: General Funds	Computing Services/SBCCD	\$56,116.00	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>				
Crimestar Corp	(8181) Software License for "RMS Records Management System" for the District Police Department Term: 5/29/2010 - 6/28/2013 01-00-03-9503-0000-5830.00-6770 Funding Source: General Funds	District Police/SBCCD	\$3,000.00	SSutorus
Facilities Planning and Consulting Services	(8189) Service to help District with the State Chancellor's Office web-based facilities management and reporting system "FUSION" Term: 5/1/2012 - 6/30/2013 01-00-03-9014-0000-5113.00-6600 Funding Source: General Funds	Fiscal Services/SBCCD	\$7,500.00	SSutorus
Herff Jones Inc	(8172) Rental of faculty regalia for San Bernardino Valley College 2012 graduation Term: 5/24/2012 - 5/25/2012 01-00-01-8211-0000-5610.00-6499 Funding Source: General Funds	Counseling/SBVC	\$5,000.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>					
	Hill, Erika	(8171) Provide Manufacturing Skills Standards Council certified instruction for logistics technology program Term: 6/1/2012 - 6/30/2012 01-00-35-8115-0476-5120.00-6840 Note - This is an acceptable use of categorical/grant/bond/trust funds Funding Source: State Grant	PDC/SBCCD	\$4,800.00	SSutorus
	ICF Incorporated, LLC	(8154) Teaming Agreement as part of U.S. Department of Labor, Employment and Training Administration grant application Term: 5/18/2012 - 6/30/2013 Funding Source: N/A	EDCT/SBCCD	No Cost	SSutorus
	Inland Empire Tours & Transportation	(8178) Bus rental for field trip to Palos Verdes and San Pedro Term: 6/21/2012 - 6/21/2012 01-00-01-4671-0000-5611.00-2206 Funding Source: General Funds	Science/SBVC	\$1,000.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>					
	InteSolv	(8155) Software license - "Hosted Platform Meeting Licensee" this software allows the ability to host up to 100 names for online meetings Term: 4/3/2012 - 4/2/2013 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	\$3,000.00	SSutorus
	Kater-Crafts Bookbinders	(8153) Service agreement for book binding of magazines Term: 7/1/2012 - 6/30/2013 01-00-00-8106-0000-5120.00-6120 Funding Source: General Funds	Support Services/SBVC	\$2,000.00	SSutorus
	Murray, Carolyn	(8170) Speaker for Tumaini end of the year event Term: 5/11/2012 - 5/11/2012 01-00-31-8213-0228-5113.00-6310 Note - This is an acceptable use of categorical/grant/bond/trust funds Funding Source: State Grant	Counseling/SBVC	\$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>					
	New Horizons	(8158) Computer training service for Vmware software for two computer technicians at San Bernardino Valley College Term: 4/1/2012 - 6/30/2012 01-00-01-8119-0000-5200.00-6150 Funding Source: General Funds	Technology Services/SBVC	\$13,046.40	SSutorus
	Pepe's Towing Service	(8163) Service - Towing Services at request of District Police Term: 3/1/2012 - 6/30/2012 01-00-03-9503-0000-5120.00-6770 Funding Source: General Funds	District Police/SBCCD	\$170.00	SSutorus
	Pepe's Towing Service	(7502) Service - Towing Services at request of District Police: Amendment 1 - Change ending date to 02/29/2012 Term: 7/1/2011 - 2/29/2012 01-00-03-9503-0000-5120.00-6770 Funding Source: General Funds	District Police/SBCCD	\$300.00 Not to Exceed	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>					
	PyraMed Health Systems	(7222) Service - Online Student Health Center Medical Record services for digital health records conversion with maintenance and support; software and off-site digital data storage annually: Amendment 1 contract to include Crafton Hills College Health Center starting FY 12-13 at a cost of \$4,800 annual fee plus the one time start up cost for Crafton Hills College in amount of \$7,424.60, the annual cost for FY 13-14 and FY 14-15 will increase to \$10,244 annually Term: 3/21/2011 - 6/30/2015 01-00-01-8210-0310-5830.00-6440 Note - This is an acceptable use of categorical/grant/bond/trust funds Funding Source: Student Health Fee	Health Centers/SBVC/CHC	\$32,172.60 Total Contract Value	SSutorus
	Redlands Plumbing, Heating and Air Conditioning Inc	(8183) Provide and install two Chicago gas turrets and drill counter top Term: 5/18/2012 - 6/30/2012 01-29-25-9002-0231-6220.00-7100 Note - This is an acceptable use of categorical/grant/bond/trust funds Funding Source: State Grant	Administrative Services/CHC	\$970.00	SSutorus
	San Bernardino City USD	(8157) San Bernardino Valley College to serve as work study site for San Bernardino City Unified School District's special education students Term: 7/1/2012 - 6/30/2017 Funding Source: N/A	Student Services/SBVC	No Cost	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>					
	San Francisco Paramedic Association	(8150) Software license- "Empact Training Materials" online subscription for video assessment used by CHC paramedics program participants Term: 3/5/2012 - 3/8/2012 01-00-25-8100-0237-5830.00-6799 Note - This is an acceptable use of categorical/grant/bond/trust funds Funding Source: State Grant	Instruction/CHC	\$250.00	SSutorus
	Shred-It	(8142) Document shredding service Term: 5/18/2012 - 6/30/2012 01-00-03-9503-0000-5120.00-6770 Funding Source: General Funds	District Police/SBVC	\$135.00	SSutorus
	Signature Party Rentals	(8134) Rental of Canopies and Lighting for SBVC's 2012 Graduation Term: 5/25/2012 - 5/25/2012 01-00-01-8211-0000-5610.00-6499 Funding Source: General Funds	Student Life/SBVC	\$319.21	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>	Sirk Tek, Inc	(8148) Software license upgrade to existing "JAMEX" systems to support printing Term: 4/3/2012 - 6/30/2015 01-00-01-8119-0000-6400.00-6150 01-00-01-8119-0000-5830.00-6150 Funding Source: General Funds	Technology Services/SBVC	\$5,379.96	SSutorus
	SixTen and Associates	(8176) Service - State Mandated Cost Reimbursement Reporting and Services - Rate Schedule: Services Performed by President \$125 Per Hour; Services Performed by Senior Associates \$110 Per Hour; Services Performed by Associates \$90 Per Hour; Services Performed by Employees \$70 Per Hour Term: 7/1/2012 - 6/30/2013 01-00-03-9301-0000-5120.00-6720 Funding Source: General Funds	Fiscal Services/SBCCD	\$24,000.00 Not to Exceed	SSutorus
	Smartsheet.com, Inc	(8130) One year software licences for online subscription to Smartsheet.com Term: 3/10/2012 - 3/9/2013 01-12-03-8115-0448-5830.00-6840 Note - This is an acceptable use of categorical/grant/bond/trust funds Funding Source: State Grant	PDC/SBCCD	\$249.00	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>					
	Spectraturf Global Surfacing	(8184) Repair of playground surfacing Term: 5/14/2012 - 6/30/2012 72-00-01-8306-0203-5640.00-6920 Note - This is an acceptable use of categorical/grant/bond/trust funds Funding Source: State Grant	Child Care Center/SBVC	\$685.32	SSutorus
	Studica, Inc	(8133) Software License - 18 copies of Autodesk Entertainment Creation Suite for education 2012 with one year technical support Term: 5/1/2012 - 4/30/2013 01-12-02-4633-0457-5830.00-0702 Note - This is an acceptable use of categorical/grant/bond/trust funds Funding Source: State Grant	Computer & Information/CHC	\$1,296.00	SSutorus
	Three M (3M) Occupational Health	(8161) Software License for online respirator medical evaluation as part of campus safety program Term: 5/1/2012 - 4/30/2013 01-00-02-9520-0241-5830.00-6199 Funding Source: General Funds	Administrative Services/CHC	\$4,760.00	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>					
	Verizon Communications	(8160) Agreement to provide Centranet Services: Amendment 1 to extend services beyond 04/30/2012 on a month to month basis at the current rate schedule Term: 4/30/2009 - 12/31/2012 01-00-03-9010-0000-5540.00-6570 Funding Source: General Funds	Computing Services/SBCCD	Per Rate Schedule	SSutorus
	Votenet Solutions	(8156) Renewal of service license agreement for online vote service for Associated Student Body elections Term: 3/8/2012 - 3/8/2014 Note - This is an acceptable use of categorical/grant/bond/trust funds Funding Source: Trust Account	Student Life/SBVC	\$8,250.00 Trust Account ASB	SSutorus
<i>SubTotal for General: 37</i>					
<u>Income - Facilities Use</u>					
	So Cal Fire Soccer Club - Colton YSO	(8164) Use of Football Field for soccer practices Term: 7/3/2012 - 6/27/2013 Funding Source: N/A	Administrative Services/SBVC	\$1,000.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Income - Facilities Use</u>				
Yucaipa-Calimesa Joint USD	(8131) Use of parking lot for overflow parking for high school graduation event Term: 6/6/2012 - 6/6/2012 Funding Source: N/A	Administrative Services/CHC	Fee Waived	SSutorus
<u>SubTotal for Income - Facilities Use: 2</u>				
<u>Income - General</u>				
Los Angeles SMSA Limited Partnership dba Verizon Wireless	(8175) License for Use of Property for the purpose of a Verizon Cell Tower with a \$5,000 Administrative Fee payment due with in 45 days of execution of agreement with monthly payment of \$1,750 payable to District Term: 7/1/2012 - 6/30/2017 Funding Source: N/A	Administrative Services/CHC	\$110,000.00 Total Contract Value	SSutorus
Moreno Valley Unified SD	(8180) Cisco Networking Academy Program to be offered at Vista del Lago High School Term: 7/1/2011 - 6/30/2012 01-00-02-4633-0173-8839.00-0000 Funding Source: N/A	Science/CHC	\$1,700.00	SSutorus
San Bernardino City USD	(8149) Affiliation agreement for use of facilities for middle college program Term: 7/1/2012 - 6/30/2017 Funding Source: N/A	Police Science/SBVC	Reimbursement of facility cost	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Income - General</u>					
<i>SubTotal for Income - General: 3</i>					
<u>Income - Grant</u>					
	California, State of	(8144) Department of Rehabilitation - Grant for Workability III program Term: 7/1/2012 - 6/30/2013 01-11-01-8204-0212-8621.00-0000 Funding Source: N/A	Calworks/SBVC	\$142,762.00	SSutorus
	Google, Inc	(8140) Computer Science Workshop Term: 7/27/2012 - 8/3/2012 01-00-02-4633-0000-8820.00-0000 Funding Source: N/A	Computer & Information/CHC	\$15,000.00	SSutorus
<i>SubTotal for Income - Grant: 2</i>					
<u>Maintenance Agreement</u>					
	Advanced Copy Systems, Inc	(8146) Maintenance agreement for Student Life copier used by Associated Student Body Term: 4/1/2012 - 6/30/2012 Note - This is an acceptable use of categorical/grant/bond/trust funds Funding Source: Trust Account	Student Services/SBVC	\$144.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Maintenance Agreement</u>				
SiteCore USA, Inc.	(8167) Software maintenance agreement for Sitecore Software Term: 5/6/2012 - 5/6/2013 01-00-03-9010-0000-5639.00-6780 Funding Source: General Funds	DETS/SBCCD	\$8,600.00	SSutorus
TechSmith	(8168) Maintenance agreement for "Camtasia Studio" and "Snagit" software services includes all software upgrades Term: 5/19/2012 - 5/19/2015 01-00-03-9010-0000-5830.00-6780 Funding Source: General Funds	DETS/SBCCD	\$545.85	SSutorus
Three M (3M) Library Systems	(8147) Maintenance covers labor, parts and equipment modifications if necessary on Detection Systems 3804BC, Serial Number 3848440 Term: 7/1/2012 - 6/30/2013 01-00-01-8106-0000-5630.00-6120 Funding Source: General Funds	Support Services/SBVC	\$2,079.00	SSutorus
<i>SubTotal for Maintenance Agreement: 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>Sheriff On Site Supervisor</u>					
	Lopez, Brian	(8173) Sheriff's On Site Supervisor - Supervisory services with regards to instruction for Police Science Courses Term: 4/17/2012 - 6/30/2017 Funding Source: N/A	Administration of Justice/SBVC	No Cost	SSutorus
	Mascetti, David	(8174) Sheriff's On Site Supervisor - Supervisory services with regards to instruction for Police Science Courses Term: 2/27/2012 - 6/30/2017 Funding Source: N/A	Administration of Justice/SBVC	No Cost	SSutorus
<i>SubTotal for Sheriff On Site Supervisor: 2</i>					
<u>Subgrantee</u>					
	San Bernardino, County of	(8165) Subgrantee to provide recruitment, assessment and registration, data collection and support services to 90 trainees in the green innovation jobs training program Term: 10/1/2011 - 3/31/2013 01-00-03-8115-0474-5120.00-6840 Note - This is an acceptable use of categorical/grant/bond/trust funds Funding Source: State Grant	PDC/SBCCD	\$33,000.00	SSutorus
<i>SubTotal for Subgrantee: 1</i>					
<i>Grand Total Contracts for Board Date 5/17/2012: 53</i>					

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: May 17, 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 5/17/2012

Contract Type

Firm

Purpose and Information

Department / Location

Amount Signed

Professional Services

Allison, Nancy

(8120) Braille transcribing and/or embossing services to cover any or all of the following:
Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring
Term: 7/1/2012 - 6/30/2013
01-00-03-9020-0511-5113.00-6799

DETS/ATPC/SBCCD

Per Rate
Schedule

SSutorus

01-00-03-9020-0261-5113.00-6150
Note - This is an acceptable use of categorical/grant/bond/trust funds
Funding Source: State Grant

Anderson, James

(8121) Braille transcribing and/or embossing services to cover any or all of the following:
Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring
Term: 7/1/2012 - 6/30/2013
01-00-03-9020-0511-5113.00-6799

DETS/ATPC/SBCCD

Per Rate
Schedule

SSutorus

01-00-03-9020-0261-5113.00-6150
Note - This is an acceptable use of categorical/grant/bond/trust funds
Funding Source: State Grant

Contract Type

<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
Anderson, Jeff	(8138) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring Term: 7/1/2012 - 6/30/2013 01-00-03-9020-0261-5113.00-6150 01-00-03-9020-0511-5113.00-6799 Note - This is an acceptable use of categorical/grant/bond/trust funds Funding Source: State Grant	DETS/ATPC/SBCCD	Per Rate Schedule	SSutorus
Apalakis, Dana	(8097) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring Term: 7/1/2012 - 6/30/2013 01-00-03-9020-0511-5113.00-6799 01-00-03-9020-0261-5113.00-6150 Note - This is an acceptable use of categorical/grant/bond/trust funds Funding Source: State Grant	DETS/ATPC/SBCCD	Per Rate Schedule	SSutorus

Contract Type

<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
Bach to Braille, Inc	(8122) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring Term: 7/1/2012 - 6/30/2013 01-00-03-9020-0511-5120.00-6799 01-00-03-9020-0261-5120.00-6150 Note - This is an acceptable use of categorical/grant/bond/trust funds Funding Source: State Grant	DETS/ATPC/SBCCD	Per Rate Schedule	SSutorus
Barker, Jim	(8098) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring Term: 7/1/2012 - 6/30/2013 01-00-03-9020-0511-5113.00-6799 01-00-03-9020-0261-5113.00-6150 Note - This is an acceptable use of categorical/grant/bond/trust funds Funding Source: State Grant	DETS/APTC/SBCCD	Per Rate Schedule	SSutorus

<i>Contract Type</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<i>Firm</i>				
Beckley, Sally	(8099) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring Term: 7/1/2012 - 6/30/2013 01-00-03-9020-0511-5113.00-6799 01-00-03-9020-0261-5113.00-6150 Note - This is an acceptable use of categorical/grant/bond/trust funds Funding Source: State Grant	DETS/APTC/SBCCD	Per Rate Schedule	SSutorus
Borboa, Saralyn	(8100) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring Term: 7/1/2012 - 6/30/2013 01-00-03-9020-0511-5113.00-6799 01-00-03-9020-0261-5113.00-6150 Note - This is an acceptable use of categorical/grant/bond/trust funds Funding Source: State Grant	DETS/APTC/SBCCD	Per Rate Schedule	SSutorus

<i>Contract Type</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<i>Firm</i>				
California Department of Corrections & Rehabilitation	(8145) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring Term: 7/1/2012 - 6/30/2013 01-00-03-9020-0261-5120.00-6150 Note - This is an acceptable use of categorical/grant/bond/trust funds Funding Source: State Grant	DETS/ATPC/SBCCD	\$27,750.00	SSutorus
Chandler, Denise	(8101) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring Term: 7/1/2012 - 6/30/2013 01-00-03-9020-0511-5113.00-6799 01-00-03-9020-0261-5113.00-6150 Note - This is an acceptable use of categorical/grant/bond/trust funds Funding Source: State Grant	DETS/ATPC/SBCCD	Per Rate Schedule	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
	Czephyra, Mary	(8102) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring Term: 7/1/2012 - 6/30/2013 01-00-03-9020-0511-5113.00-6799 01-00-03-9020-0261-5113.00-6150 Note - This is an acceptable use of categorical/grant/bond/trust funds Funding Source: State Grant	DETS/ATPC/SBCCD	Per Rate Schedule	SSutorus
	Denault, Mary	(8103) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring Term: 7/1/2012 - 6/30/2013 01-00-03-9020-0511-5113.00-6799 01-00-03-9020-0261-5113.00-6150 Note - This is an acceptable use of categorical/grant/bond/trust funds Funding Source: State Grant	DETS/ATPC/SBCCD	Per Rate Schedule	SSutorus

<i>Contract Type</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<i>Firm</i>				
Gottschalk, Dennis	(8123) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring Term: 7/1/2012 - 6/30/2013 01-00-03-9020-0511-5113.00-6799 01-00-03-9020-0261-5113.00-6150 Note - This is an acceptable use of categorical/grant/bond/trust funds Funding Source: State Grant	DETS/ATPC/SBCCD	Per Rate Schedule	SSutorus
Grimm, Bonnie L.	(8124) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring Term: 7/1/2012 - 6/30/2013 01-00-03-9020-0511-5113.00-6799 01-00-03-9020-0261-5113.00-6150 Note - This is an acceptable use of categorical/grant/bond/trust funds Funding Source: State Grant	DETS/ATPC/SBCCD	Per Rate Schedule	SSutorus

<i>Contract Type</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<i>Firm</i>				
Gross, Dawn	(8104) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring Term: 7/1/2012 - 6/30/2013 01-00-03-9020-0511-5113.00-6799 01-00-39-9020-0261-5113.00-6150 Note - This is an acceptable use of categorical/grant/bond/trust funds Funding Source: State Grant	DETS/ATPC/SBCCD	Per Rate Schedule	SSutorus
Hathaway, Sailaja	(8105) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring Term: 7/1/2012 - 6/30/2013 01-00-03-9020-0511-5113.00-6799 01-00-03-9020-0261-5113.00-6150 Note - This is an acceptable use of categorical/grant/bond/trust funds Funding Source: State Grant	DETS/ATPC/SBCCD	Per Rate Schedule	SSutorus

<i>Contract Type</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<i>Firm</i>				
Jackson, Margaret	(8106) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring Term: 7/1/2012 - 6/30/2013 01-00-03-9020-0511-5113.00-6799 01-00-03-9020-0261-5113.00-6150 Note - This is an acceptable use of categorical/grant/bond/trust funds Funding Source: State Grant	DETS/ATPC/SBCCD	Per Rate Schedule	SSutorus
Losey, Jill Marie	(8119) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring Term: 7/1/2012 - 6/30/2013 01-00-03-9020-0511-5113.00-6799 01-00-03-9020-0261-5113.00-6150 Note - This is an acceptable use of categorical/grant/bond/trust funds Funding Source: State Grant	DETS/ATPC/SBCCD	Per Rate Schedule	SSutorus

<i>Contract Type</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<i>Firm</i>				
Lucic, Roger	(8107) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring Term: 7/1/2012 - 6/30/2013 01-00-03-9020-0511-5113.00-6799 01-00-03-9020-0261-5113.00-6150 Note - This is an acceptable use of categorical/grant/bond/trust funds Funding Source: State Grant	DETS/ATPC/SBCCD	Per Rate Schedule	SSutorus
McClure, Lisa	(8125) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring Term: 7/1/2012 - 6/30/2013 01-00-03-9020-0511-5113.00-6799 01-00-03-9020-0261-5113.00-6150 Note - This is an acceptable use of categorical/grant/bond/trust funds Funding Source: State Grant	DETS/ATPC/SBCCD	Per Rate Schedule	SSutorus

<i>Contract Type</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<i>Firm</i>				
McGovern, Linda	(8108) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring Term: 7/1/2012 - 6/30/2013 01-00-03-9020-0511-5113.00-6799 01-00-03-9020-0261-5113.00-6150 Note - This is an acceptable use of categorical/grant/bond/trust funds Funding Source: State Grant	DETS/ATPC/SBCCD	Per Rate Schdule	SSutorus
Nigro & Nigro, PC	(8151) Special audit services for KVCR programs Term: 4/17/2012 - 6/30/2012 01-00-03-9006-0000-5730.00-6720 Funding Source: General Funds	Fiscal Services/SBCCD	\$10,000.00 Not to Exceed	SSutorus

<i>Contract Type</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<i>Firm</i>				
Nord, Marlene	(8126) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring Term: 7/1/2012 - 6/30/2013 01-00-03-9020-0511-5113.00-6799 01-00-03-9020-0261-5113.00-6150 Note - This is an acceptable use of categorical/grant/bond/trust funds Funding Source: State Grant	DETS/ATPC/SBCCD	Per Rate Schedule	SSutorus
Ostby, Kathrina	(8118) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring Term: 7/1/2012 - 6/30/2013 01-00-03-9020-0511-5113.00-6799 01-00-03-9020-0261-5113.00-6150 Note - This is an acceptable use of categorical/grant/bond/trust funds Funding Source: State Grant	DETS/ATPC/SBCCD	Per Rate Schedule	SSutorus

Contract Type

<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
Patterson, Ernestine	(8127) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring Term: 7/1/2012 - 6/30/2013 01-00-03-9020-0511-5113.00-6799 01-00-03-9020-0261-5113.00-6150 Note - This is an acceptable use of categorical/grant/bond/trust funds Funding Source: State Grant	DETS/ATPC/SBCCD	Per Rate Schedule	SSutorus
Pember, Sharon	(8109) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring Term: 7/1/2012 - 6/30/2013 01-00-03-9020-0511-5113.00-6799 01-00-03-9020-0261-5113.00-6150 Note - This is an acceptable use of categorical/grant/bond/trust funds Funding Source: State Grant	DETS/ATPC/SBCCD	Per Rate Schedule	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
	Prado, Viviana	(8141) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring Term: 7/1/2012 - 6/30/2013 01-00-03-8103-0261-5113.00-6150 01-00-03-9020-0261-5113.00-6150 Note - This is an acceptable use of categorical/grant/bond/trust funds Funding Source: State Grant	DETS/ATPC/SBCCD	Per Rate Schedule	SSutorus
	Roldan, Robert G.	(8110) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring Term: 7/1/2012 - 6/30/2013 01-00-03-9020-0511-5113.00-6799 01-00-03-9020-0261-5113.00-6150 plus \$5,800 annually Funding Source: State Grant	DETS/ATPC/SBCCD	Per Rate Schedule	SSutorus

<i>Contract Type</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<i>Firm</i>				
Shubb, Bonnie	(8111) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring Term: 7/1/2012 - 6/30/2013 01-00-03-9020-0511-5113.00-6799 01-00-03-9020-0261-5113.00-6150 Note - This is an acceptable use of categorical/grant/bond/trust funds Funding Source: State Grant	DETS/ATPC/SBCCD	Per Rate Schedule	SSutorus
Smith, Karen	(8112) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring Term: 7/1/2012 - 6/30/2013 01-00-03-9020-0511-5113.00-6799 01-00-03-9020-0261-5113.00-6150 Note - This is an acceptable use of categorical/grant/bond/trust funds Funding Source: State Grant	DETS/ATPC/SBCCD	Per Rate Schedule	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
	Taesch, Richard	(8113) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring Term: 7/1/2012 - 6/30/2013 01-00-03-9020-0511-5113.00-6799 01-00-03-9020-0261-5113.00-6150 Note - This is an acceptable use of categorical/grant/bond/trust funds Funding Source: State Grant	DETS/ATPC/SBCCD	Per Rate Schedule	SSutorus
	Talley, Kathleen	(8114) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring Term: 7/1/2012 - 6/30/2013 01-00-03-9020-0511-5113.00-6799 01-00-03-9020-0261-5113.00-6150 Note - This is an acceptable use of categorical/grant/bond/trust funds Funding Source: State Grant	DETS/ATPC/SBCCD	Per Rate Schedule	SSutorus

<i>Contract Type</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<i>Firm</i>				
Tuley, Casey	(8128) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring Term: 7/1/2012 - 6/30/2013 01-00-03-9020-0511-5113.00-6799 01-00-03-9020-0261-5113.00-6150 Note - This is an acceptable use of categorical/grant/bond/trust funds Funding Source: State Grant	DETS/ATPC/SBCCD	Per Rate Schedule	SSutorus
Velo, Alicia	(8115) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring Term: 7/1/2012 - 6/30/2013 01-00-03-9020-0511-5113.00-6799 01-00-03-9020-0261-5113.00-6150 Note - This is an acceptable use of categorical/grant/bond/trust funds Funding Source: State Grant	DETS/ATPC/SBCCD	Per Rate Schedule	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
VSConsulting, Inc	(8185) Business development agreement to consult, advise and find funding opportunities in support of FNX station Term: 4/10/2012 - 11/9/2012 76-00-03-8110-0000-5113.00-7099 Note - Contract authorized to start prior to Board Meeting per BP6340; This is an acceptable use of categorical/ grant/bond/trust funds Funding Source: Local Grant	KVCR/FNX/SBCCD	\$6,500.00 Per Month	SSutorus
VSConsulting, Inc	(8186) To act as a consultant and advisor to assist station with various federal agencies and legislative issues related to FNX station Term: 4/10/2012 - 11/9/2012 76-00-03-8110-0000-5113.00-7099 Note - Contract authorized to start prior to Board Meeting per BP6340: This is an acceptable use of categorical/ grant/bond/trust funds	KVCR/FNX/SBCCD	\$3,500.00 Per Month	SSutorus

<i>Contract Type</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<i>Firm</i>				
Walker, Jacquelyn	(8129) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring Term: 7/1/2012 - 6/30/2013 01-00-03-9020-0511-5113.00-6799 01-00-03-9020-0261-5113.00-6150 Note - This is an acceptable use of categorical/grant/bond/trust funds Funding Source: State Grant	DETS/ATPS/SBCCD	Per Rate Schedule	SSutorus
Walker, Kathleen	(8117) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring Term: 7/1/2012 - 6/30/2013 01-00-03-9020-0511-5113.00-6799 01-00-03-9020-0261-5113.00-6150 Note - This is an acceptable use of categorical/grant/bond/trust funds Funding Source: State Grant	DETS/ATPC/SBCCD	Per Rate Schedule	SSutorus

<i>Contract Type</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<i>Firm</i>				
Walling, Joyce	(8116) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring Term: 7/1/2012 - 6/30/2013 01-00-03-9020-0511-5113.00-6799 01-00-03-9020-0261-5113.00-6150 Note - This is an acceptable use of categorical/grant/bond/trust funds Funding Source: State Grant	DETS/ATPC/SBCCD	Per Rate Schedule	SSutorus
Walton, Lindy	(8166) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring Term: 7/1/2012 - 6/30/2013 01-00-03-9020-0511-5113.00-6799 01-00-03-9020-0261-5113.00-6150 Note - This is an acceptable use of categorical/grant/bond/trust funds Funding Source: State Grant	DETS/ATPC/SBCCD	Per Rate Schedule	SSutorus
<i>SubTotal for Professional Services: 40</i>				
<i>Grand Total Contracts for Board Date 5/17/2012: 40</i>				

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: May 17, 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
3/19/12	CHC	Cheryl A. Marshall	Gloria M. Harrison <i>Gloria M. Harrison</i>

INCOME

Fund	Lf Sp	Site	Program	Subpro	Object	Type	Account Name	Amount in \$'s
01	00	02	8100	0172	8890	0000	Other Local Revenue	\$12,500.00

EXPENSE

01	00	02	8100	0172	1300.00	1501	Instructors/Hourly	\$12,500.00

JUSTIFICATION

Funds provided by the Crafton Hills College Foundation to pay for CHC classes (Learning Communities Classes).

Controller	Chancellor	Board Action Date
<i>Crompewell</i>		5/17/12

Batch Transfer #/Ref #	Posted By	Date

BUDGET ADJUSTMENT

Date	Location	Responsibility Center Manager	President
	CHC	Mike Strong NS	<i>Gloria M Harrison</i> Gloria Harrison

ACCOUNT

Fund	LfSp	Site	Program	Subpgm	Object	Type	Account Name	Amount in \$'s
8820								
01	00	02	9520	0237	8820.00	0000	Grant Income	1,500.00

EXPENSE

01	00	02	9520	0237	4500.00	6599	Noninstructional Supplies	1,500.00

JUSTIFICATION

Income to be used for Cert training supplies.

Fiscal Services		Board Action Date
<i>Crompewell</i>		5/17/12
Batch Transfer Number/Reference #	Posted By:	Date:

BUDGET ADJUSTMENT

Date	Location	Responsibility Center Manager	President
04/10/12	PDC	Wendy Zinn	 Matthew Isaac

ACCOUNT

Fund	LfSp	Site	Progra	Subpgr	Object	Type	Account Name	Amount in \$'s
01	00	03	8115	0470	8629.00	0000	SB-70 Comm Tech Educ- Collaborative	\$ 348,000.00
Total:								\$ 348,000.00

EXPENSE

01	00	03	8115	0470	2100.00	6899	Contract Class	\$ 118,860.00
01	00	03	8115	0470	2181.00	6899	Class Unit Member Non-Instructors	\$ 62,076.00
01	00	03	8115	0470	3220.00	6899	Pers-Class/I.A.	\$ 12,983.35
01	00	03	8115	0470	3228.00	6899	PERS Class/I.A. Non Instr Other	\$ 6,781.25
01	00	03	8115	0470	3320.00	6899	OASDI Class/ I.A.	\$ 7,369.25
01	00	03	8115	0470	3328.00	6899	OASDI Class/I.A. Non Instr Other	\$ 3,848.25
01	00	03	8115	0470	3346.00	6899	Medicare Non-Instr	\$ 2,623.24
01	00	03	8115	0470	3421.00	6899	Dental Class/I.A.	\$ 3,871.00
01	00	03	8115	0470	3422.00	6899	Bshield-Pos	\$ 18,686.50
01	00	03	8115	0470	3424.00	6899	Bshield-HMO	\$ 18,686.50
01	00	03	8115	0470	3425.00	6899	Vision	\$ 798.00
01	00	03	8115	0470	3426.00	6899	A.S. Chiro	\$ 157.50
01	00	03	8115	0470	3520.00	6899	SUI Class/IA Non-Instr ADM	\$ 1,307.25
01	00	03	8115	0470	3528.00	6899	SUI Class/IA Non-Instr Other	\$ 682.50
01	00	03	8115	0470	3620.00	6899	W/C Class/IA-Non-Ins-Adm/Sup	\$ 2,626.00
01	00	03	8115	0470	3628.00	6899	W/C Class/IA-Non-Ins-Other	\$ 2,625.00
01	00	03	8115	0470	3920.00	6899	Life Class/IA Non-Ins Adm	\$ 87.50
01	00	03	8115	0470	3928.00	6899	Life Class/IA Non-Ins Other	\$ 87.50
01	00	03	8115	0470	3982.00	6899	HHRC-Class/IA Non-Ins-Adm	\$ 40.25
01	00	03	8115	0470	3983.00	6899	HHRC-Class/IA Non-Ins-Other	\$ 40.25
01	00	03	8115	0470	4300.00	6899	Instructional Supplies	\$ 3,000.00
01	00	03	8115	0470	4500.00	6899	Non-instructional Supplies	\$ 500.00
01	00	03	8115	0470	4551.00	6899	Printing	\$ 1,000.00
01	00	03	8115	0470	5120.00	6899	Outside Services/Other Contracts	\$ 36,578.91
01	00	03	8115	0470	5200.00	6899	Travel/Refreshments/Conference	\$ 3,000.00
01	00	03	8115	0470	5210.00	6899	Personal Mileage	\$ 2,500.00
01	00	03	8115	0470	5350.00	6899	Postage and Freight	\$ 500.00
01	00	03	8115	0470	5540.00	6899	Telephone	\$ 800.00
01	00	03	8115	0470	5637.00	6899	Maintenance	\$ 1,500.00
01	00	03	8115	0470	5809.00	6899	Other Expenses & Fees	\$ 3,000.00
01	00	03	8115	0470	5819.00	6899	Indirect	\$ 13,384.00
01	00	03	8115	0470	5830.00	6899	Software/On-Site/Internet Service	\$ 6,000.00
01	00	03	8115	0470	6400.00	6899	Additional Improved Equipment	\$ 12,000.00
Total:								\$ 348,000.00

JUSTIFICATION

Budget adjustment to create budget

Fiscal Services		Board Action Date
		5/17/12
Batch Transfer Number/Reference #	Posted By:	Date:

BUDGET ADJUSTMENT

Date	Location	Responsibility Center Manager	President
4/27/2012	District	Charlie Ng, Jr.	(CN)

INCOME

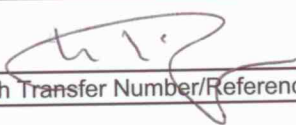
Fund	Lf Sp	Site	Program	Subpro	Object	Type	Account Name	Amount in \$'s

EXPENSES

01	00	00	0000	0000	9790.00	0000	Unassigned fund balance	(3,177,000.00)
01	00	03	9750	0000	7390.00	7310	Interfund Transfer Out	3,177,000.00

JUSTIFICATION

Fund the balance of the FY 2010 SERP (3 years)

Controller	Chancellor	Board Action Date
		5/17/12
Batch Transfer Number/Reference #	Posted By:	Date:

BUDGET ADJUSTMENT

Date	Location	Responsibility Center Manager	President
4/27/2012	District	Charlie Ng,Jr.	<i>CN</i>

INCOME

Fund	Lf Sp	Site	Program	Subpro	Object	Type	Account Name	Amount in \$'s
68	00	03	9750	0000	8980.00	0000	Incoming Transfer	3,177,000.00

EXPENSES

68	00	03	9750	0000	3940.00	6740	Retiree Incentive-Classified	1,737,430.00
68	00	03	9750	0000	3941.00	5900	Retiree Incentive- Academic	1,439,570.00

JUSTIFICATION

Transfer from General Fund to cover the balance of the FY 2010 SERP

Controller	Chancellor	Board Action Date
<i>[Signature]</i>		6/17/12
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: May 17, 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

NAME: Albert Maniaol
DEPARTMENT: Economic Development & Corporate Training (EDCT)
CONFERENCE: TechConnect World Summit & Innovation Showcase 2012
DATES: June 17-21, 2012
LOCATION: Santa Clara, California
PURPOSE: To forge partnerships with nanotechnology employers
BENEFIT: Employment opportunities for participants who have completed the EDCT Nanotechnology Training program.
ESTIMATED COST: \$2,600.00
FUNDING SOURCE: Nanotechnology grant funds

NAME: Lori Sanchez
DEPARTMENT: Economic Development & Corporate Training
CONFERENCE: C2ER 52nd Annual Conference
DATES: June 4-7, 2012
LOCATION: Oklahoma City, Oklahoma
PURPOSE: To learn innovative approaches to data and research
BENEFIT: Improvement in the quality of Center of Excellence products when promoting services to economic and workforce researchers.
ESTIMATED COST: \$2,600.00
FUNDING SOURCE: Center of Excellence Hub grant funds

NAME OF ATTENDEE: Jeanne Marquis
DEPARTMENT: Counseling
CONFERENCE: National Association of International Educators
DATES: May 27-29, 2012
LOCATION: Houston, Texas
PURPOSE: To learn to identify strategies for advancing International Enrollment Management and to create a framework advocating for the crucial role of IEM in campus internationalization and learn how to effectively connect with international students and recruit them.
BENEFIT: To learn about possibilities for developing institutional partnerships with non-U.S.-based international educational agencies.
ESTIMATED COST: \$2800.00
FUNDING SOURCE: International Studies Program

NAME: Osman Parada and Andrew Chang
DEPARTMENT: EduStream
CONFERENCE: On-Line Teaching Conference 2012
DATES: June 12-16, 2012
LOCATION: San Jose, California
PURPOSE: To present EduStream and expand the EduStream user base
BENEFIT: Expanding the EduStream user base and learning and investigating the latest trends in on-line learning and teaching
ESTIMATED COST: \$2,075 each
FUNDING SOURCE: EduStream grant funds

NAME: Evgeniya Lindstrom
DEPARTMENT: Economic Development & Corporate Training
CONFERENCE: C2ER 52nd Annual Conference
DATES: June 4-7, 2012
LOCATION: Oklahoma City, Oklahoma
PURPOSE: To learn innovative approaches to data and research
BENEFIT: Improvement in the quality of Center of Excellence products when promoting services to economic and workforce researchers.
ESTIMATED COST: \$2,600
FUNDING SOURCE: Center of Excellence Hub grant funds

NAME: Charles Fox
DEPARTMENT: KVCR-TV/FM
CONFERENCE: Gathering of Wisdom Keepers of Indigenous Peoples of the Americas
DATES: May 24-25, 2012
LOCATION: Manitoba, Canada
PURPOSE: Guest of Dave Courchene Aboriginal faithkeeper
BENEFIT: First Nations Experience will receive special prayers by Dave Courchen as a tool of bringing prophecies and wisdom for peace and healing to the world.
ESTIMATED COST: \$1,900
FUNDING SOURCE: First Nations Experience

NAME: Kenn Couch, Frank Blanquet, Eli Semitouk, & Bobby Mondalvo II
DEPARTMENT: KVCR-TV/FM
CONFERENCE: Banff International Television Festival
DATES: June 9-13, 2012
LOCATION: Banff, Canada
PURPOSE: This conference puts producers from all over the world into one market. With over 100 workshops offered producers are updated on current production material. Also provides an opportunity to meet with key people at major networks, cable, independent and PBS stations.
BENEFIT: Programs from all over the world are showcased. KVCR has the opportunity to acquire quality programming for the stations at no cost.
ESTIMATED COST: \$2500 per person
FUNDING SOURCE: KVCR Educational Foundation, Inc.

NAME: Kenn Couch & Lillian Vasquez
DEPARTMENT: KVCR-TV/FM
CONFERENCE: Tape National Fundraising Breaks
DATES: June 19-21, 2012
LOCATION: Boston, Massachusetts
PURPOSE: Invited by Greek tenor Mario Frangoulis to tape National fundraising breaks for use by all PBS stations.
BENEFIT: Mr. Frangoulis will perform a concert in May 2013 with 50% of the proceeds allocated to KVCR.
ESTIMATED COST: \$0
FUNDING SOURCE: Horatio Algiers Foundation

SBVC

NAME: Dave Rubio
DEPARTMENT: Athletics Department
CONFERENCE: Athletic Directors Association Conference
DATES: June 5-7, 2012
LOCATION: Lake Tahoe, Nevada
PURPOSE: Mr. Rubio will be attending several workshops and seminars within this conference and vote on state legislation.
BENEFIT: This will allow him as the Director of Athletics of San Bernardino Valley College to stay abreast of the latest changes in athletic policies and procedures within the state of California.
ESTIMATED COST: \$661.14
FUNDING SOURCE: Professional Development funds

NAME: Donna Hoffmann
DEPARTMENT: Resource Development
CONFERENCE: CRD Resource Development Specialist Training
DATES: June 9-17, 2012
LOCATION: Fort Pierce, Florida
PURPOSE: An overview of fundamentals and advanced training emphasizing skill development in private fundraising, grantsmanship, and alumni relationship building.
BENEFIT: To learn methods in securing private funds for SBVC.
ESTIMATED COST: \$2,650
FUNDING SOURCE: Resource Development general fund and SBVC Foundation funds

NAME: Vicente Alvarez and Moustafa Kanawati
DEPARTMENT: Mathematics Department
CONFERENCE: Supplemental Instruction (SI) Supervisor Training
DATES: July 30-August 4, 2012
LOCATION: Kansas City, Missouri
PURPOSE: Cohort Project 2012-2013
BENEFIT: The training will prepare faculty in the method of intensive tutoring called "supplemental instruction". Students will gain extra support for their STEM CLASSES.
ESTIMATED COST: \$2,455.00 per person
FUNDING SOURCE: HSI STEM PASSGO grant fund

NAME: Rose King
DEPARTMENT: Math, Business & Computer Technology/Student Success Center
CONFERENCE: Supplemental Instruction (SI) Supervisor Training
DATES: July 30-August 4, 2012
LOCATION: Kansas City, Missouri
PURPOSE: To receive training to support Supplement Instruction at SBVC.
BENEFIT: The training will prepare faculty in the method of intensive tutoring called "supplemental instruction". Students will gain extra support for their STEM CLASSES.
ESTIMATED COST: \$2,455.00
FUNDING SOURCE: HSI STEM PASSGO grant fund

CHC

NAME: Karen Childers
DEPARTMENT: Grant Management & Resource Development
CONFERENCE: CASE Summer Institute in Educational Fundraising
DATES: July 21-27, 2012
LOCATION: Hanover, New Hampshire
PURPOSE: To learn essential principles and best-practice methods to execute a variety of fundraising programs from planned giving to organized campaigns.
BENEFIT: To increase fundraising capabilities.
ESTIMATED COST: \$4,050
FUNDING SOURCE: President's General Fund

NAME: Karen Childers
DEPARTMENT: Grant Management & Resource Development
CONFERENCE: Crescendo Comprehensive Seminar
DATES: June 10-12, 2012
LOCATION: Camarillo, California
PURPOSE: To receive Crescendo training.
BENEFIT: This training will review Charitable Gift Annuities and other planned gifts to increase the office's capability for receiving planned gifts.
ESTIMATED COST: \$1,000
FUNDING SOURCE: Grant's General Fund

NAME: Troy Dial & Mariana Moreno
DEPARTMENT: Title V
CONFERENCE: 2012 America Association of Collegial Registrars & Admissions Officers Transfer Conference
DATES: June 30-July 4, 2012
LOCATION: Chicago, Illinois
PURPOSE: To remain current on transfer policy.
BENEFIT: This conference will bring together experts and leaders in the field to discuss their work, along with policy experts to explicate key issues in transfer policy.
ESTIMATED COST: \$2,230
FUNDING SOURCE: Perkin's Grant

NAME: Jim Holbrook
DEPARTMENT: Public Safety & Services
CONFERENCE: Fire & Emergency Services Higher Education Conference
DATES: May 30-June 3, 2012
LOCATION: Emmitsburg, Maryland
PURPOSE: To remain current on new trends and emergency services curriculum.
BENEFIT: Information acquired will be used in the classroom to enhance student success.
ESTIMATED COST: \$850
FUNDING SOURCE: Perkins Grant

NAME: Racquel Schoenfeld
DEPARTMENT: Student Services
CONFERENCE: On Course Workshop I
DATES: May 22-25, 2012
LOCATION: Menlo Park, California
PURPOSE: To acquire learner centered strategies for empowering EOPS students to become active, responsible, and successful learners.
BENEFIT: The strategies learned will be used to offer academic success workshops to EOPS students
ESTIMATED COST: \$1,000
FUNDING SOURCE: Perkins 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: May 17, 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: Blue Ribbon Breakfast
DATE: May 15, 2012
AMOUNT: \$160 (table of 8)
ITEM: This annual event is designed as a tribute to honor the men and women in law enforcement. The event is sponsored by the Inland Empire Chapter 67 International Footprint Association. Funded by District Police Department's General Fund budget.

EVENT: Joe Baca Foundation Scholarship Awards & Reception
DATE: May 4, 2012
AMOUNT: \$2,500.00 sponsorship
ITEM: This organization provides academic scholarships for underserved children in the Inland Empire. The foundation requires that each scholarship recipient complete a community service program. Funded by District Chancellor's General Fund budget.

EVENT: Citizens Bond Oversight Committee Meeting
DATE: August 14, 2012
AMOUNT: \$75
ITEM: This committee provides oversight for the bond construction program. Light refreshments are served to attendees and the citizen volunteers, and certificates of appreciation are awarded to outgoing members. Funded by Fiscal Services General Fund budget.

EVENT: Human Services Annual Recognition Graduation Dinner/Dance
DATE: May 12, 2012
AMOUNT: \$200 sponsorship
ITEM: This is the annual SBVC Human Resources Alcohol/Drug Studies Program Graduation and dinner/dance. Funded by District Chancellor's General Fund Budget.

SBVC

EVENT: Men's Soccer Banquet
DATE: November 23, 2011
AMOUNT: \$690.00
ITEM: Dinner and Awards
These events are held annually to recognize the contributions of our outstanding athletes, coaches and staff at the close of their season. Attendance was approximately 35. This is a ratification. Funding source is the Men's Soccer trust fund.

EVENT: Football Banquet
DATE: November 30, 2011
AMOUNT: \$1,000.00
ITEM: Dinner and Awards
These events are held annually to recognize the contributions of our outstanding athletes, coaches and staff at the close of their season. Attendance was approximately 100. This is a ratification. Funding source is the Football trust fund.

EVENT: Women's Soccer Banquet
DATE: December 2, 2011
AMOUNT: \$810.00
ITEM: Dinner, Awards and Supplies
These events are held annually to recognize the contributions of our outstanding athletes, coaches and staff at the close of their season. Attendance was approximately 40. This is a ratification. Funding source is the Women's Soccer trust fund.

EVENT: Men's Cross Country Banquet
DATE: December 9, 2011
AMOUNT: \$540.00
ITEM: Dinner and Awards
These events are held annually to recognize the contributions of our outstanding athletes, coaches and staff at the close of their season. Attendance was approximately 35. This expense is a ratification. Funding source is the Track/Cross Country trust fund.

EVENT: Women's Cross Country Banquet
DATE: December 9, 2011
AMOUNT: \$420.00
ITEM: Dinner and Awards
These events are held annually to recognize the contributions of our outstanding athletes, coaches and staff at the close of their season. Attendance was approximately 30. This is a ratification. Funding source is the Track/Cross Country trust fund.

EVENT: Volleyball Banquet
DATE: December 16, 2011
AMOUNT: \$420.00
ITEM: Dinner and Awards
These events are held annually to recognize the contributions of our outstanding athletes, coaches and staff at the close of their season. Attendance was approximately 30. This is a ratification. Funding source is the Volleyball trust fund.

EVENT: Women's Basketball Banquet

DATE: March 9, 2012

AMOUNT: \$400.00

ITEM: Dinner and Awards

These events are held annually to recognize the contributions of our outstanding athletes, coaches and staff at the close of their season. Attendance was approximately 35. This is a ratification. Funding source is the Women's Basketball trust fund.

EVENT: Student Appreciation Day

DATE: April 17, 2012

AMOUNT: \$14,377.52

ITEM: Refreshments, Decorations, Supplies, Prizes and Awards

Sponsored by the Associated Student Government, this event will show appreciation to students and the support provided by faculty and staff to SBVC students. In addition to the BBQ, music will be provided by Radio Station 96.1. Anticipated attendance will be 500 students, staff and faculty. Funding source is the Associated Student Body Funds. This item was board approved on April 12, 2012 and is being amended to include decorations, supplies, prizes and awards.

EVENT: Meet and Greet

DATE: April 30, 2012

AMOUNT: \$1,500.00

ITEM: Refreshments

Sponsored by the Associated Student Government, this event will allow for faculty, staff and students to meet the new Interim President, Interim Vice President of Instruction and Interim Vice President of Student Services of SBVC. Anticipated attendance was approximately 200 faculty, staff and students. This item is a ratification. Funding source is the Associated Student Body Funds.

EVENT: Transfer Celebration and Reception

DATE: May 9, 2012

AMOUNT: \$1,300.00

ITEM: Awards, Printing and Refreshments

Sponsored by the Transfer and Career Services Department, this event will recognize and celebrate SBVC students who have been accepted and will be transferring to four year institutions. The Transfer and Career Services will work with the four year University/College representatives in recognizing students. Anticipated attendance is 100 students, faculty and staff. Funding source is the Transfer and Career Services general fund account. This item was board approved on April 12, 2012 and is being amended as the catering services, expense amount and date of event changed.

EVENT: STAR Program Graduate and Outstanding Academic Achievers Recognition

DATE: May 11, 2012

AMOUNT: \$1,450.00

ITEM: Refreshments, Decorations and Awards

Sponsored by the STAR Program/TRIO, this event will be held at San Bernardino Valley College/STAR Program Office and is an annual celebration, to recognize graduating STAR Program students as well as those students with a GPA of 3.0 and above. Anticipated attendance is 100 guests, faculty, staff and guest speakers. Funding source is the STAR Program/TRIO grant fund. This item was board approved on April 12, 2012 and is being amended as the event will be held on the SBVC campus, therefore reducing the cost of the event and adding faculty and staff.

EVENT: WST and GIS Advisory Committee Meeting

DATE: May 18, 2012

AMOUNT: \$300.00

ITEM: Refreshments

As part of the requirements of the Career Technical Education (CTE) program, SBVC WST and GIS Advisory Committee meets annually. This committee consists of staff, faculty and community members. Funding source is the American Recovery and Reinvestment Act (ARRA) fund.

EVENT: Baseball Banquet

DATE: May 18, 2012

AMOUNT: \$780.00

ITEM: Dinner and Awards

These events are held annually to recognize the contributions of our outstanding athletes, coaches and staff at the close of their season. Attendance is anticipated to be approximately 50. Funding source is the Men's Baseball trust fund.

EVENT: EOP&S/CARE Graduation Ceremony

DATE: May 18, 2012

AMOUNT: \$1,503.00

ITEM: Refreshments

Sponsored by the EOP&S/CARE program, this event will be an end of the year celebration for the EOP&S/CARE graduates for their accomplishments and achievements at San Bernardino Valley College for the year 2012. Anticipated attendance is approximately 60 students, faculty and staff. Funding source is the EOP&S/CARE categorical funds.

EVENT: Classified Employee Appreciation/Development Week
DATE: May 29 – June 1, 2012
AMOUNT: \$4000.00
ITEM: Facilitator and Refreshments
As part of the recognition of SBVC's Classified Employees, SBVC will hold the annual Classified Staff Development Program. Some of this year's activities will include workshops, exercise activities and guest speakers. Funding sources are the Professional Development fund and Pepsi fund accounts.

EVENT: RTVF (Radio Television and Film) Film Showcase
DATE: June 2, 2012
AMOUNT: \$1,500.00
ITEM: Awards, Supplies, Printing, Refreshments, and Honorarium
This event is a component of the recently implemented media academy project. Projects from area high school students, CSUSB (California State University, San Bernardino) and SBVC will be screened. Prizes will be awarded to various categories from the many education levels which will be represented. Funding sources are the RTVF general fund and Pepsi fund accounts.

EVENT: Associated Student Government Leadership Retreat
DATE: June 7-10, 2012
AMOUNT: \$20,000.00
ITEM: Facilities, Refreshments, Transportation, Supplies and Facilitators
Sponsored by the Associated Student Government, this event will be held at Lake Gregory Thousand Pines Christian Camp and Conference Center. This will be a weekend retreat for Student Government Leaders to receive training on the rules and regulations pertaining to their roles. Anticipated attendance is 40 students and three facilitators/chaperones. The chaperones are Ed Gomez, Todd Heibel and Stephanie Briggs. Funding source is the Student Representation Fee account.

CHC

EVENT: Multicultural Day
DATE: May 9, 2012
AMOUNT: \$2,400.00
ITEM: Refreshments
This event is to celebrate unity and highlight cultural diversity through music, food, poetry, dance, and art. Funding source is Student Senate Activities budget.

EVENT: Faculty and Staff Appreciation Luncheon
DATE: May 18, 2012
AMOUNT: \$1,800.00
ITEM: Refreshments
A day to celebrate faculty and staff contributions to the Student Senate. Funding source is Student Senate Activities budget.

EVENT: Partnership Meeting with the County of San Bernardino and County of Riverside
Department of Social Services
DATE: May 18, 2012
AMOUNT: \$500.00
ITEM: Refreshments
TANF staff to discuss processes and procedures and Career Tech presentation for CalWORKs students. Funding source is CalWORKS categorical budget.

EVENT: EOPS/DSPS Advisory Committee Meeting
DATE: June 1, 2012
AMOUNT: \$500.00
ITEM: Refreshments
CalWORKs Categorical funds

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Bruce Baron, Chancellor
PREPARED BY: Bruce Baron, Chancellor
DATE: May 17, 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.

DISTRICT

EMPLOYEE: Pierre Galvez
MEMBERSHIP: California College and University Police Chief's Association
AMOUNT: \$125.00
To receive updates on all college and university policies and procedures.

EMPLOYEE: Pierre Galvez
MEMBERSHIP: International Association of Campus Law Enforcement Administrators
AMOUNT: \$100.00
To receive current updates on public safety issues.

SBVC

EMPLOYEE: Ronald Gordin and Guillermo Parra
MEMBERSHIP: Department of Pesticide Regulation
AMOUNT: \$140.00 each
Membership required for being in compliance with state regulations for pesticide applications; membership good through December 31, 2012. Funding source is the grounds general fund account.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Charlie Ng, Vice Chancellor, Fiscal Services
PREPARED BY: Steven Sutorus, Business Manager
DATE: May 17, 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 Report
May 17, 2012**

Asset Number	Date Retired	Location	Description	Date In Service	Initial Value	Current Value
0029053	4/19/2012	SAN BERNARDINO VALLEY COLLEGE	Colleague CX Infusion Pump (Single Channel)	1/23/2008	\$2,046.18	\$959.15

Non-Fixed Asset List
May 17, 2012

1. Chair	12 ea.
2. Power supply, various	5 ea.
3. Desk	3 ea.
4. Amp	1 ea.
5. Metal cabinet	1 ea.
6. Shredder	1 ea.
7. File cabinet	6 ea.
8. Elite disk maker	1 ea.
9. Monitor	5 ea.
10. Trompeter patch panel	1 ea.

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: May 17, 2012
SUBJECT: Consideration of Approval of Donation - SBVC

RECOMMENDATION

It is recommended that the Board of Trustees accept the donation to the Welding Department at SBVC.

OVERVIEW

Hobart Brothers Warehouse is donating 1,200 pounds of steel wire to the SBVC Welding Department.

ANALYSIS

The donation of 1,200 pounds of steel wire will be used for classroom instruction. It will assist in the instruction and demonstration within the Welding Department.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

None

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Gloria Macias Harrison, President, CHC
PREPARED BY: Gloria Macias Harrison, President, CHC
DATE: May 17, 2012
SUBJECT: Consideration of Approval of Donation - CHC

RECOMMENDATION

It is recommended that the Board of Trustees accept the donation of golf equipment to the CHC Physical Education Department.

OVERVIEW

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

ANALYSIS

Chester Axthlem has donated golf clubs, golf bags, golf balls and golf tees to the CHC Physical Education Department.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

None.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Dr. Larry Buckley, Interim President, SBVC
PREPARED BY: James Hansen, Vice President of Administrative Services, SBVC
DATE: May 17, 2012
SUBJECT: Consideration of Approval of a Facility Use Fee Waiver - SBVC

RECOMMENDATION

It is recommended that the Board of Trustees approve a facility use fee waiver for Rialto High School Dual Track Meet in partnership with San Bernardino Valley College to be held on Tuesday, April 17, 2012.

OVERVIEW

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

ANALYSIS

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

None.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron
Chancellor
REVIEWED BY: Dr. Jack Miyamoto
Human Resources Consultant
PREPARED BY: Dr. Jack Miyamoto
Human Resources Consultant
DATE: May 17, 2012
SUBJECT: Consideration of Acceptance of Classified Retirement

RECOMMENDATION

It is recommended that the Board of Trustees accept the retirement of Betty Jo Wood, Administrative Secretary, CHC.

OVERVIEW

Betty Jo Wood, Administrative Secretary, CHC, has submitted her letter of retirement effective July 3, 2012 after six years of employment with the District. Her last day of employment will be July 2, 2012.

ANALYSIS

The Human Resources Department provided the employee acceptance of her retirement 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: May 17, 2012
SUBJECT: Consideration of Acceptance of Academic Retirements

RECOMMENDATION

It is recommended that the Board of Trustees accept the retirement of Thomas Kinnaird, Asst. Professor of English/ESL, SBVC, Sandra F. Waters, Professor of Nursing, SBVC, Samuel Job, Librarian, CHC and Bret Scaliter, Professor of English, CHC.

OVERVIEW

Thomas Kinnaird, Assistant Professor, English/ESL, SBVC, has submitted his letter of retirement with an effective date of May 28, 2012, after 23 years of service to the District.

Sandra F. Waters, Professor, Nursing, SBVC, has submitted her letter of retirement effective at the close of business on May 25, 2012, after 27 years of service to the District.

Samuel E. Job, Librarian, CHC, has submitted his letter of retirement effective at the close of business on June 15, 2012, after 28 years of service to the District.

Bret L. Scaliter, Professor, English, CHC, has submitted her letter of retirement effective at the close of business on May 31, 2012, after 19 years of service to the District.

ANALYSIS

The Human Resources Department provided the employees acceptance of their retirement 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: May 17, 2012

SUBJECT: Consideration of Approval of Board Resolution to Recognize the Week of May 20-26, 2012 as Classified School Employee Week in California, as Designated by the California School Employees Association and the California State Legislature

RECOMMENDATION

It is hereby recommended that the Board of Trustees adopt the attached Resolution and designate the week of May 20, through May 26, 2012, to recognize and honor the contribution of the classified school employees of the San Bernardino Community College District.

OVERVIEW

The third full week of May (May 20 through May 26) has been designated as Classified School Employee Week in California by the California School Employees Association and the California State Legislature.

ANALYSIS

Classified personnel employed by the District provide valuable services and strive for excellence in all areas relative to the educational community. The Board may elect to designate the week of May 20 through May 26, 2012, to recognize the efforts of the classified school employees of the San Bernardino Community College District.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

No additional financial impact.

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
RESOLUTION # _____**

**RESOLUTION RECOGNIZING THE WEEK OF MAY 20-26, 2012 AS
CLASSIFIED SCHOOL EMPLOYEE WEEK IN CALIFORNIA, AS
DESIGNATED BY THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
AND THE CALIFORNIA STATE LEGISLATURE**

- WHEREAS,** Classified professionals provide valuable instructional and support services to the colleges and students of the San Bernardino Community College District; and
- WHEREAS,** Classified professionals contribute to the establishment and promotion of a positive instructional environment; and
- WHEREAS,** Classified professionals serve a vital role in providing for the welfare and safety of San Bernardino Community College District's students; and
- WHEREAS,** Classified professionals employed by the San Bernardino Community College District strive for excellence in all areas relative to the educational community; and
- WHEREAS,** The State of California has declared the third week of May as Classified School Employee Week since 1986 to recognize the important role classified professionals play in the education of students;
- RESOLVED,** That the San Bernardino Community College District hereby recognizes and enthusiastically wishes to honor the contribution of classified professionals to quality education in the State of California and in the San Bernardino Community College District and declares the week of May 20 through May 26, 2012, as Classified School Employee Week in the San Bernardino Community College District.

Adopted at a regular meeting of the Board of Trustees of the San Bernardino Community College District at San Bernardino, California this 17th day of May 2012;

Signed: _____
President, Board of Trustees

Attest: _____
Secretary to Board of Trustees

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: May 17, 2012

SUBJECT: Consideration of Approval of Ratification of CSEA Tentative Agreement

RECOMMENDATION

It is recommended that the Board of Trustees ratify the CSEA Tentative Agreement on Article 10: Health & Welfare Benefits.

OVERVIEW

The District and CSEA #291 reached tentative agreement on Article 10: Health & Welfare Benefits on April 10, 2012. The CSEA held a vote and ratified the tentative agreement on April 27, 2012.

ANALYSIS

The premium cost for our medical plans have risen by ten percent. The District, with no changes to current plans, will absorb the additional cost. Plans are identical to the previous year.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2010-2011 budget.

2011-12 vs. 2012-13 Health Benefit Comparison

Benefit	HMO w/Delta Care		HMO w/Delta PPO		PPO w/Delta Care		PPO with Delta PPO		Low Kaiser w/Delta Care		Low Kaiser w/Delta PPO		High Kaiser w/Delta Care		High Kaiser w/Delta PPO		Opt Out w/Delta Care		Opt Out w/PPO		
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
2011-12																					
Anthem Blue Cross HMO	\$11,416.92	\$11,416.92	\$14,189.64	\$14,189.64	\$14,189.64	\$14,189.64	\$14,189.64	\$14,189.64	\$14,189.64	\$14,189.64	\$14,189.64	\$14,189.64	\$14,189.64	\$14,189.64	\$14,189.64	\$14,189.64	\$14,189.64	\$14,189.64	\$14,189.64	\$14,189.64	\$14,189.64
Anthem Blue Cross PPO																					
Kaiser High																					
Kaiser Low																					
Dental PPO	\$367.20	\$953.16	\$367.20	\$953.16	\$367.20	\$953.16	\$367.20	\$953.16	\$367.20	\$953.16	\$367.20	\$953.16	\$367.20	\$953.16	\$367.20	\$953.16	\$367.20	\$953.16	\$367.20	\$953.16	\$367.20
Delta Care	\$227.76	\$227.76	\$227.76	\$227.76	\$227.76	\$227.76	\$227.76	\$227.76	\$227.76	\$227.76	\$227.76	\$227.76	\$227.76	\$227.76	\$227.76	\$227.76	\$227.76	\$227.76	\$227.76	\$227.76	\$227.76
MES Vision	\$45.12	\$45.12	\$45.12	\$45.12	\$45.12	\$45.12	\$45.12	\$45.12	\$45.12	\$45.12	\$45.12	\$45.12	\$45.12	\$45.12	\$45.12	\$45.12	\$45.12	\$45.12	\$45.12	\$45.12	\$45.12
ASCH Chiro	\$23.40	\$23.40	\$23.40	\$23.40	\$23.40	\$23.40	\$23.40	\$23.40	\$23.40	\$23.40	\$23.40	\$23.40	\$23.40	\$23.40	\$23.40	\$23.40	\$23.40	\$23.40	\$23.40	\$23.40	\$23.40
EAP	\$49.68	\$49.68	\$49.68	\$49.68	\$49.68	\$49.68	\$49.68	\$49.68	\$49.68	\$49.68	\$49.68	\$49.68	\$49.68	\$49.68	\$49.68	\$49.68	\$49.68	\$49.68	\$49.68	\$49.68	\$49.68
Prudential Basic Life																					
CSEA/Management																					
Cost	\$12,130.08	\$12,716.04	\$14,902.80	\$15,488.76	\$15,447.96	\$16,033.92	\$14,473.80	\$15,059.76	\$15,447.96	\$16,033.92	\$14,473.80	\$15,059.76	\$15,447.96	\$16,033.92	\$14,473.80	\$15,059.76	\$15,447.96	\$16,033.92	\$14,473.80	\$15,059.76	\$15,447.96
Contribution	\$12,130.08	\$12,130.08	\$12,130.08	\$12,130.08	\$12,130.08	\$12,130.08	\$12,130.08	\$12,130.08	\$12,130.08	\$12,130.08	\$12,130.08	\$12,130.08	\$12,130.08	\$12,130.08	\$12,130.08	\$12,130.08	\$12,130.08	\$12,130.08	\$12,130.08	\$12,130.08	\$12,130.08
Employee Cost	\$0.00	\$585.96	\$2,772.72	\$3,358.68	\$3,317.88	\$3,903.84	\$2,343.72	\$2,929.68	\$3,317.88	\$3,903.84	\$2,343.72	\$2,929.68	\$3,317.88	\$3,903.84	\$2,343.72	\$2,929.68	\$3,317.88	\$3,903.84	\$2,343.72	\$2,929.68	\$3,317.88
Employee Monthly Cost	\$0.00	\$48.83	\$231.06	\$279.89	\$276.49	\$325.32	\$195.31	\$244.14	\$276.49	\$325.32	\$195.31	\$244.14	\$276.49	\$325.32	\$195.31	\$244.14	\$276.49	\$325.32	\$195.31	\$244.14	\$276.49
CTA																					
Cost	\$12,130.08	\$12,716.04	\$14,902.80	\$15,488.76	\$15,447.96	\$16,033.92	\$14,473.80	\$15,059.76	\$15,447.96	\$16,033.92	\$14,473.80	\$15,059.76	\$15,447.96	\$16,033.92	\$14,473.80	\$15,059.76	\$15,447.96	\$16,033.92	\$14,473.80	\$15,059.76	\$15,447.96
Contribution	\$12,130.08	\$11,672.04	\$10,522.92	\$10,522.92	\$10,522.92	\$10,522.92	\$10,522.92	\$10,522.92	\$10,522.92	\$10,522.92	\$10,522.92	\$10,522.92	\$10,522.92	\$10,522.92	\$10,522.92	\$10,522.92	\$10,522.92	\$10,522.92	\$10,522.92	\$10,522.92	\$10,522.92
Employee Cost	\$0.00	\$1,044.00	\$4,379.88	\$4,965.84	\$4,925.04	\$5,511.00	\$3,950.88	\$4,536.84	\$4,925.04	\$5,511.00	\$3,950.88	\$4,536.84	\$4,925.04	\$5,511.00	\$3,950.88	\$4,536.84	\$4,925.04	\$5,511.00	\$3,950.88	\$4,536.84	\$4,925.04
Employee Monthly Cost	\$0.00	\$87.00	\$364.99	\$413.82	\$410.42	\$459.25	\$329.24	\$378.07	\$410.42	\$459.25	\$329.24	\$378.07	\$410.42	\$459.25	\$329.24	\$378.07	\$410.42	\$459.25	\$329.24	\$378.07	\$410.42
Retirees																					
Cost	\$443.51	\$782.06	\$782.06	\$782.06	\$663.61	\$663.61	\$619.65	\$619.65	\$663.61	\$663.61	\$619.65	\$619.65	\$663.61	\$663.61	\$619.65	\$619.65	\$663.61	\$663.61	\$619.65	\$619.65	\$663.61
Contribution	\$443.51	\$782.06	\$782.06	\$782.06	\$663.61	\$663.61	\$619.65	\$619.65	\$663.61	\$663.61	\$619.65	\$619.65	\$663.61	\$663.61	\$619.65	\$619.65	\$663.61	\$663.61	\$619.65	\$619.65	\$663.61
2012-13																					
Anthem Blue Cross HMO	\$12,776.88	\$12,776.88	\$16,498.20	\$16,498.20	\$15,719.64	\$15,719.64	\$14,696.28	\$14,696.28	\$15,719.64	\$15,719.64	\$14,696.28	\$14,696.28	\$15,719.64	\$15,719.64	\$14,696.28	\$14,696.28	\$15,719.64	\$15,719.64	\$14,696.28	\$14,696.28	\$15,719.64
Anthem Blue Cross PPO																					
Kaiser High																					
Kaiser Low																					
Dental PPO	\$378.24	\$1,139.76	\$378.24	\$1,139.76	\$378.24	\$1,139.76	\$378.24	\$1,139.76	\$378.24	\$1,139.76	\$378.24	\$1,139.76	\$378.24	\$1,139.76	\$378.24	\$1,139.76	\$378.24	\$1,139.76	\$378.24	\$1,139.76	\$378.24
Delta Care	\$217.32	\$217.32	\$217.32	\$217.32	\$217.32	\$217.32	\$217.32	\$217.32	\$217.32	\$217.32	\$217.32	\$217.32	\$217.32	\$217.32	\$217.32	\$217.32	\$217.32	\$217.32	\$217.32	\$217.32	\$217.32
MES Vision	\$57.00	\$57.00	\$57.00	\$57.00	\$57.00	\$57.00	\$57.00	\$57.00	\$57.00	\$57.00	\$57.00	\$57.00	\$57.00	\$57.00	\$57.00	\$57.00	\$57.00	\$57.00	\$57.00	\$57.00	\$57.00
ASCH Chiro	\$23.40	\$23.40	\$23.40	\$23.40	\$23.40	\$23.40	\$23.40	\$23.40	\$23.40	\$23.40	\$23.40	\$23.40	\$23.40	\$23.40	\$23.40	\$23.40	\$23.40	\$23.40	\$23.40	\$23.40	\$23.40
EAP	\$49.68	\$49.68	\$49.68	\$49.68	\$49.68	\$49.68	\$49.68	\$49.68	\$49.68	\$49.68	\$49.68	\$49.68	\$49.68	\$49.68	\$49.68	\$49.68	\$49.68	\$49.68	\$49.68	\$49.68	\$49.68
Prudential Basic Life																					
CSEA/Management																					
Cost	\$13,502.52	\$14,264.04	\$17,223.84	\$17,985.36	\$16,227.96	\$16,989.48	\$15,204.60	\$15,966.12	\$16,227.96	\$16,989.48	\$15,204.60	\$15,966.12	\$16,227.96	\$16,989.48	\$15,204.60	\$15,966.12	\$16,227.96	\$16,989.48	\$15,204.60	\$15,966.12	\$16,227.96
Contribution	\$13,502.52	\$13,502.52	\$13,502.52	\$13,502.52	\$13,502.52	\$13,502.52	\$13,502.52	\$13,502.52	\$13,502.52	\$13,502.52	\$13,502.52	\$13,502.52	\$13,502.52	\$13,502.52	\$13,502.52	\$13,502.52	\$13,502.52	\$13,502.52	\$13,502.52	\$13,502.52	\$13,502.52

TA Colleen Gamble Chapter President 4/10/12
 TA AM-GH 4/16/12

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: May 17, 2012
SUBJECT: Consideration of Approval of Agreement with Kitchell CEM for Measure M Program Management Services

RECOMMENDATION

It is recommended that the Board of Trustees approve the Agreement with Kitchell CEM for Program, Project, and Construction Management Services for the Measure M and P Bond Programs in a not-to-exceed amount of \$23,370,255.00.

OVERVIEW

On October 5, 2009, the Board of Trustees approved the initial agreement for program management services related to the district's Measure M Bond Program, and on September 9, 2010, this agreement was amended to include construction management and expanded program management services for an additional two year term in the amount of \$20,620,439.00. At that time, the bond program was valued at \$500 million and comprised 41 projects identified for both campuses as well as the District Office. This translated to approximately \$10 million per year for these services over a 10 year delivery schedule.

In 2011, it became apparent that the assessed property valuation within our district boundaries could not support the sale of additional bonds beyond the \$258 million that was already issued in Series A through C. Accordingly, projects at the Crafton Hills and Valley colleges were reprioritized and numerous projects were postponed pending an economic upturn in future years.

A significantly reduced program scope and schedule, as well as changes in the economy, provided an opportunity to align the program/construction management agreement with the reduced and reconfigured Measure M program. In addition, we reviewed and streamlined the agreement for greater effectiveness and efficiency for the delivery of these services.

The program staffing was reviewed on a project by project basis and adjusted for the specific requirements, complexity, and duration of each project. Overall staff loading now shifts and varies as a function of the program intensity at each campus, allowing for the sharing of positions between sites during transitions, cost avoidance during slow phases, and a ramp down of staffing and associated costs as the program ramps down at each site. This level of analysis provides for maximum efficiency and use of program management staff throughout the program.

The economic downturn has eliminated the financial advantage of the multi-prime delivery method. Because multi-prime contracting requires significantly more resources and expense to manage the construction, the new agreement staffing plan is predicated on the general contracting delivery method, but has built-in flexibility to allow for multi-prime or other delivery methods if it is determined there is advantage to the district.

Reimbursible expenses, executive fees, and engineering support were also tightened up with additional controls on these costs. The Program, Project, and Construction Management functions of the previous contract and its amendments were reconciled and consolidated to provide for a comprehensive, well-coordinated agreement.

ANALYSIS

The new agreement provides for an initial two year term with options to renew annually for three additional years. It includes a management plan for the life of the bond program with a total not-to-exceed fee of \$23,370,225.00 to deliver all of the projects in the program.

The new agreement provides for increased oversight, control, and accountability for consultant costs; modified delivery methods and an optimized staffing plan; as well as allowance for contingency and flexibility to adapt to changes and unforeseen circumstances during the life of the program.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

Budgeted with Measure M and P funds.

AGREEMENT BETWEEN

THE SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

AND

KITCHELL CEM, Inc.

FOR

**PROGRAM, PROJECT AND CONSTRUCTION MANAGEMENT
SERVICES**

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EXHIBIT “A” – RESPONSIBILITIES AND SERVICES OF PROGRAM, PROJECT AND CONSTRUCTION MANAGER

EXHIBIT “A-1” – SBCCD PROGRAM PROJECT LIST

EXHIBIT “A-2” – SBCCD PROGRAM, PROJECT AND CONSTRUCTION MANAGEMENT LABOR SUMMARY

EXHIBIT “A-3” – SBCCD PROGRAM, PROJECT AND CONSTRUCTION MANAGEMENT FEE SUMMARY

EXHIBIT “A-4” – SBCCD PROGRAM, CONSTRUCTABILITY REVIEWS/ ESTIMATES/SCHEDULING

EXHIBIT “A-5” – PROGRAM CONNECT

EXHIBIT “A-6” – SBCCD PROGRAM REIMBURSABLES

EXHIBIT “B” – CRITERIA AND BILLING FOR EXTRA WORK

EXHIBIT “B-1” – BID ENHANCEMENT SERVICES

EXHIBIT “B-2” – DOCUMENT MANAGEMENT SERVICES

EXHIBIT “C” – INSURANCE REQUIREMENTS

**EXHIBIT “D” – TOTAL “NOT TO EXCEED” FEE BREAKDOWN FOR FOUR
(4) YEARS**

**AGREEMENT FOR PROGRAM, PROJECT
AND CONSTRUCTION MANAGEMENT SERVICES**

This Agreement for Program, Project and Construction Management Services (“Agreement”) is made on May 17, 2012, effective as of June 1, 2012 (“Effective Date”), between the **San Bernardino Community College District** (“**DISTRICT**”), and **Kitchell CEM, Inc.** (“**PM**”). The **DISTRICT** and **PM** are sometimes referred to singularly as a “Party” and collectively as the “Parties”. This Agreement shall include all terms and conditions set forth herein, as well as Exhibits “A”, “B”, “C” and “D” attached hereto and incorporate by reference.

WHEREAS, the **DISTRICT** desires to obtain program, project and construction management services relating to various Capital Outlay construction projects funded by the **DISTRICT**’s Bond Programs at San Bernardino Valley College and Crafton Hills College located in the **DISTRICT** (“Program”). A list of Projects in the Bond Program is set forth in **Exhibits “A-1”** (collectively “Projects” or “Project”);

WHEREAS, any references in this Agreement to “**PM**” shall collectively mean Kitchell CEM, Inc. as the prime consultant and the following “Stipulated Sub-consultants”: BRJ & Associates, LLC and Seville Construction Services, Inc.

WHEREAS, the Parties previously entered into a Program Management Services Agreement dated October 5, 2009 and subsequent Amendments related to the Program (collectively, “Prior Agreement”);

WHEREAS, all services performed by the **PM** related to the Program shall hereafter be performed pursuant to this Agreement with the exception of the following projects which will continue under Prior Agreements:

Crafton Hills College:

Parking and Lighting (PAL)
Science Portables
Data Relocation
Solar Farm

Valley College:

HVAC
Media & Communications – AV Additions

WHEREAS, once the projects listed above that are governed by the Prior Agreement are completed, or once the Prior Agreement expires on October 1, 2012 (whichever is sooner), this Agreement shall govern the Parties rights and responsibilities as it relates to the Program and Projects.

WITNESSETH:

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

1. RESPONSIBILITIES AND SERVICES OF PROGRAM, PROJECT AND CONSTRUCTION MANAGER

- 1.1. Scope: The **PM** shall provide the services described herein and under **Exhibit "A"** for the Projects, including, without limitation, all work necessary to develop a Program Management Plan for the building program funded by Measure M and **DISTRICT** designated additional funds from other sources. Services of the **PM** are for comprehensive program, project and construction management services involving pre-construction and construction activities, as described in **Exhibit "A" Responsibilities and Services of Program, Project and Construction Manager**.
- 1.2. Coordination: In the performance of the **PM's** services under this Agreement, the **PM** agrees that it will accept **DISTRICT** direction only through the **DISTRICT'S** designated representatives, keep the **DISTRICT** designated representatives informed and maintain coordination with **DISTRICT** personnel through the **DISTRICT'S** designated representatives as may be requested and desirable. The **PM** shall cooperate and coordinate all services required pursuant to this Agreement with any architects, inspectors or other consultants retained by the **DISTRICT** in connection with the Program.
- 1.3. PM's Services: The **PM** shall act as the **DISTRICT'S** agent to render the services and furnish the work as described in **Exhibit "A"** commencing with receipt of a written Notice-to-Proceed signed by the **DISTRICT** representative.
 - 1.3.1. **Program Management** is the systematic oversight of the means and methods used to create one or more complex, multi-phased, or large projects.

Distinctions: Over-arching management for the entire life of a complex system, organizational and project planning and controls.
 - 1.3.2. **Project Management** is the systematic oversight of the means and methods used to create a single design and construction process.

Distinctions: Single, project-by-project management, starting earlier in the design process.
 - 1.3.3. **Construction Management** is the systematic oversight of the means and methods used to create the coordinated application of equipment, labor, and material to complete a designed Project.

Distinctions: Some pre-construction, but most often construction phase only.

- 1.4. Standard of Care: The **PM** shall perform its services in accordance with the standard of care normally practiced by program management and construction management firms in performing services of a similar nature for California Community College Districts. The services (or any product thereof) shall, without limitation, comply with applicable laws, codes, standards, rules, and regulations that the **DISTRICT** and its professional consultants must comply with.

2. PROGRAM, PROJECT AND CONSTRUCTION MANAGEMENT STAFF

- 2.1. The **PM** agrees that the following personnel in the **PM's** firm and Stipulated Sub-consultants' firms shall be designated as "key personnel", associated with the Project in the following capacities:

Principal-In-Charge:	Russell Fox
Program Executive:	Domingo Camarano (Kitchell) Bonnie James (BRJ) Jeff Flores (Seville)
Program Manager:	Diana Johnson

- 2.2. The **PM** shall not change any of the key personnel listed above without prior written approval by **DISTRICT**, unless said personnel cease to be employed by the **PM**. In either case, the **DISTRICT** shall be allowed to interview and recommend approval of replacement personnel. If there shall be any approved change in the key personnel listed above, the **PM** shall not charge the **DISTRICT** any fees or other costs to bring any replacement personnel "up to speed" on the Program or any Project.
- 2.3. If any key personnel fail to perform to the satisfaction of the **DISTRICT**, then upon written notice by the **DISTRICT**, the **PM** shall immediately remove that person from the Project and provide a temporary replacement. The **PM** shall, within thirty (30) calendar days, provide a permanent replacement person acceptable to the **DISTRICT**.
- 2.4. The **PM** represents that it has no existing interest and will not acquire any interest, direct or indirect, which could conflict in any manner or degree with the performance of services required under this Agreement and that no person having any such interest shall be employed by the **PM**.
- 2.5. The **PM's** primary representative and immediate support staff shall perform their work at an office of the **DISTRICT** located at the San Bernardino Community College District Office, San Bernardino Valley College campus and/or the Crafton Hills College campus for the duration of the term of this contract.
- 2.6. Basic furniture, office equipment, office supplies, internet and phone service will be reimbursed by the **DISTRICT**. Any other reimbursable or general conditions costs

shall first be approved by the **DISTRICT** in writing; otherwise, such costs shall be borne by the **PM**.

3. TERM OF AGREEMENT AND SCHEDULE OF WORK

The **PM** shall commence work under this Agreement on the Effective Date set forth above and shall prosecute the work diligently as described in **Exhibit "A"**. Time is of the essence and failure of the **PM** to perform work on time as specified in this Agreement is a material breach of this Agreement. The **PM** shall be entitled to additional time to complete its work for delays caused by action or inaction of **DISTRICT** or other delays beyond the **PM's** reasonable control. The initial term of this Agreement shall be for two (2) years from the Effective Date. In the **DISTRICT'S** sole and absolute discretion, the **DISTRICT** may approve up to three, one (1) year extensions. In no event shall the total term of this Agreement exceed five (5) years from the Effective Date. Any extensions to the initial two (2) year term of this Agreement shall be in writing, approved by the **DISTRICT** Board of Trustees, and executed by the Parties.

4. MASTER BUDGET

- 4.1. The **PM** shall work with the **DISTRICT** to establish Program scope and schedule to establish the Master Budget.
- 4.2. Evaluations of the **DISTRICT'S** preliminary budget and cost estimates and the cost estimates prepared by the **PM**, represent the **PM's** best judgment as a professional familiar with the construction industry.
- 4.3. The Master Budget shall represent the total cost to **DISTRICT** of all elements of the Program.
- 4.4. The Master Budget shall be established by the **PM** with the **DISTRICT** as part of work on the San Bernardino Community College **DISTRICT** Measure M Bond Program as described in **Exhibit "A"**. This budget includes building construction costs ("hard costs"), "soft costs," Program support costs, allowed contingencies, and escalation per the Master Schedule.
- 4.5. The **PM** shall reconcile projected expenditure cash flow with projected revenue cash flow.

5. FEE AND METHOD OF PAYMENT

- 5.1. The **PM's** total compensation for the services described in this Agreement shall not exceed the total of \$23,370,255.00 payable monthly for services actually rendered and costs incurred. The total not to exceed fee consists of the categories and not to exceed amounts indicated in **Exhibit "D"**. These amounts shall not be exceeded without an Amendment to this Agreement approved by the **DISTRICT'S** Board of Trustees and executed by the Parties. **PM** acknowledges and agrees that the **DISTRICT** makes no

guarantees or warranties of the total fees and costs that will be paid to the **PM** under this Agreement and all attached Exhibits. All services under this Agreement shall be provided only as authorized in writing by the **DISTRICT**, and the amounts set forth in **Exhibit “D”** or any other Exhibit represents a not to exceed amount that the **DISTRICT** may pay to the **PM**.

- 5.2. Invoices shall be submitted by the 10th day of the month for services provided within the previous month. Invoices shall include: labor hours per position per campus in accordance with the hourly rates set forth in **Exhibit “A”**, authorization from the **DISTRICT** for any allowances included in the monthly billing, a detailed description of services actually provided or tasks performed by all **PM** personnel with the time spent for such services or tasks, invoices for any reimbursable(s) being billed and relevant backup information and documents as requested by the **DISTRICT**. The **PM** shall not provide any services set forth in this Agreement without prior written authorization or approval by the **DISTRICT’S** representatives, otherwise, payment for such services shall not be made by the **DISTRICT**. Undisputed payments for **PM’s** services shall be due and payable within thirty (30) days following the **DISTRICT’S** receipt of the **PM’s** monthly invoice. The hours and costs set forth in **Exhibits “A-2” and “A-3”** are estimated not to exceed projections for reference only and shall not be construed as a guarantee of hours to be expended by the **PM** or costs to be paid by the **DISTRICT**. The **PM**, however, shall not expend more hours or incur more staffing costs than those set forth in **Exhibits “A-2” and “A-3”** on a monthly basis unless authorized in writing by the **DISTRICT**.
- 5.3. Any Additional Services as identified in **Exhibit “B”** authorized in writing by the **DISTRICT** shall be payable on a time and materials basis per the rates as indicated in **Exhibit “A”**. A written proposal describing the proposed scope of Additional Services and listing the personnel, labor duration, rates, and cost shall be submitted by the **PM** to the **DISTRICT** for negotiation and/or written approval before proceeding with any Additional Services work.
- 5.4. If there exist any causes beyond the **PM’s** reasonable control delay, extend, or change the time for performance of the Program Management Services, the **PM** shall notify the **DISTRICT** in writing within ten days of becoming aware of such cause. Upon receipt of **PM’s** written notice, the Parties shall meet to discuss and mutually agree upon any changes to the **PM’s** not to exceed compensation, if any. If the Parties are unable to mutually agree on any changes to the **PM’s** not to exceed compensation, the **PM** shall be paid based upon the hourly rates as set forth in the Program Hourly Rates listed in **Exhibit “A”**.
- 5.5. If the **DISTRICT** suspends a Project or the entire Program for more than sixty (60) consecutive days, the **PM** shall be compensated for services performed prior to notice of such suspension. When the Project is resumed, the **PM** may be compensated for actual and reasonable expenses incurred in the interruption and resumption of the **PM’s** services. The **PM** shall provide any documents or information reasonably requested by

the **DISTRICT** to support such costs arising from the interruption and resumption of the **PM's** services.

- 5.6. The **PM's** fee set forth in this Agreement shall be the maximum, full compensation for all of the **PM's** work incurred in the performance hereof, including, without limitation, all costs for personnel, travel (except for travel outside of San Bernardino County) and per diem expenses.
- 5.7. Direct reimbursable expenses shall be billed at **PM's** actual costs without mark-ups and paid based on documentation and supporting information sufficient to the **DISTRICT**.

Direct reimbursable expenses for which the **PM** holds a contract with any sub-consultant(s) (except BRJ and Seville), shall be billed at **PM's** actual costs plus ten percent (10%). The **PM** shall only be paid based on documentation and supporting information sufficient to the **DISTRICT**. **PM** must have prior **DISTRICT** written authorization for management or administration of any sub-consultant contracts except for contracts with the Stipulated Sub-consultants.

- 5.8. Reimbursable expenses for both categories described above shall be reimbursed up to the not to exceed amount as identified in **Exhibit "A-6"**.
- 5.9. All allowances set forth in **Exhibits "A-6" and "D"** are for the **DISTRICT'S** sole use and under the **DISTRICT'S** sole discretion. The **DISTRICT** shall determine if and when any allowances shall be used for a Project or for the Program. No costs incurred by the **PM** shall be allocated against any allowance without prior written authorization from the **DISTRICT**.

6. OWNERSHIP OF DATA AND SYSTEMS

- 6.1. After completion of each Project or after termination of this Agreement, the **PM** shall deliver to the **DISTRICT** a complete set of all documents generated by the **PM** and copies of all documents exchanged with or copied to or from all other Program and Project participants. Said Program and Project records are, and shall remain the property of the **DISTRICT** and shall be indexed and appropriately organized for use by **DISTRICT** personnel. The **PM** shall be entitled to keep copies of all documents submitted to the **DISTRICT**. **PM** shall provide all documents within 15 days of a written request by the **DISTRICT**. Failure to provide such documents in accordance with this paragraph shall constitute a material breach of this Agreement and shall be considered grounds for termination for cause under Section 7 of this Agreement.
- 6.2. The **DISTRICT** and/or the **PM** shall each have the right to use, without restriction, any information systems (including cost tracking system) developed by the **PM**.

7. CONTRACT TERMINATION

- 7.1. This Agreement may be terminated by either Party upon ten (10) days written notice to the other Party in the event of a substantial failure of performance by such other Party, including insolvency of **PM**; or if the **DISTRICT** should decide, for any reason, to abandon or indefinitely postpone the services provided pursuant to this Agreement. In the event termination is for a substantial failure of performance by the **PM**, all damages and costs associated with the termination, including increased consultant and replacement consultant costs, shall be deducted from payments owed to the **PM**.
- 7.2. In the event a termination for cause is determined to have been made wrongfully or without cause, then such termination shall be treated as a termination for convenience in accordance with Section 7.3 below, and **PM** shall have no greater rights than it would have had if a termination for convenience had been effected in the first instance. No other loss, cost, damage, expense or liability may be claimed, requested or recovered by **PM**.
- 7.3. This Agreement may be terminated without cause by **DISTRICT** upon thirty (30) days written notice to the **PM**. In the event of a termination without cause, the **DISTRICT** shall pay **PM** for all approved services performed and all approved expenses incurred under this Agreement supported by documentary evidence, including payroll records, and expense reports up until the date of notice of termination for convenience.
- 7.4. This Agreement may be terminated in accordance with Section 7.3 above upon (30) days written notice to the **PM** in the event any Stipulated Sub-consultant is removed, replaced or transferred without prior written consent of the **DISTRICT**.
- 7.5. In the event of a dispute between the Parties as to performance of the services or the interpretation of this Agreement, or payment or nonpayment for work performed or not performed, the Parties shall attempt to resolve the dispute. Pending resolution of this dispute, **PM** agrees to continue to diligently perform its services. If the dispute is not resolved, **PM** agrees it will neither rescind this Agreement nor stop performing the services, but **PM's** sole remedy shall be to submit such controversy to determination by a court having competent jurisdiction of the dispute, after the Projects have been completed, and not before.
- 7.6. Without invalidating the Agreement, the **DISTRICT** may at any time order the **PM** to suspend all or a portion of the services under this Agreement. The foregoing provisions are in addition to and not in limitation of any other rights or remedies available to the **DISTRICT**.

8. INDEMNITY/ HOLD HARMLESS

- 8.1. To the fullest extent permitted by law (including, without limitation, California Civil

Code Section 2782), **PM** and its sub-consultants agree to indemnify, defend and hold **DISTRICT** entirely harmless from all liability arising out of:

- 8.1.1. Any and all claims under workers' compensation acts and other employee benefit acts with respect to **PM's** employees or **PM's** sub-consultants' employees arising out of **PM's** work under this Agreement;
- 8.1.2. Liability for damages for (1) death or bodily injury to person; (2) injury to, loss or theft of property; (3) any failure or alleged failure to comply with any provision of the law; or (4) any other loss, damage or expense arising under either (1) (2), or (3) above, sustained by the **PM** or any person, firm or corporation employed by the **PM** upon or in connection with the Program or Projects, except for liability resulting from the sole or active negligence, or willful misconduct of the **DISTRICT**, its officers, employees, agents or independent contractor's who are directly employed by the **DISTRICT**.
- 8.1.3. Any loss, injury to or death of persons, or damage to property caused by any act, neglect, default or omission of the **PM**, or any person, firm or corporation employed by the **PM**, either directly or by independent contract, including all damages due to loss or theft, sustained by any person, firm or corporation including the **DISTRICT**, arising out of, or in any way connected with the Program or Projects, including injury or damage either on or off **DISTRICT** property; but not for any loss, injury, death or damages caused by the sole or active negligence, or willful misconduct of the **DISTRICT**.
- 8.2. The **PM** and its sub-consultants at their own expense, cost, and risk, shall defend any and all claims, actions, suits, or other proceedings that may be brought or instituted against the **DISTRICT**, its officers, agents or employees, on any such claim or liability, and shall pay or satisfy any judgment that may be rendered against the **DISTRICT**, its officers, agents or employees in any action, suit or other proceedings as a result thereof.
- 8.3. The **PM** shall place in its sub-consulting agreements and cause its sub-consultants to agree to the indemnity and insurance obligations in favor of **DISTRICT** and other indemnities in the exact form and substance of those contained in this Agreement.

9. **DISTRICT RESPONSIBILITIES**

The Vice Chancellor of Fiscal Services serves as the **DISTRICT'S** authorized representative and shall examine the documents submitted by the **PM** and shall render decisions so as to avoid unreasonable delay in the process of the **PM's** services as follows:

- 9.1. The **DISTRICT** shall provide to the **PM** complete information regarding the **DISTRICT'S** requirements for the Program.

- 9.2. The **DISTRICT** shall furnish legal, accounting, contract review and insurance counseling services as may be necessary to protect the **DISTRICT'S** interests for the Program.
- 9.3. If the **DISTRICT** observes or otherwise becomes aware of any fault or defect in the Program or the **PM's** services, the **DISTRICT** shall give prompt written notice thereof to the **PM**. The **DISTRICT'S** failure or omission to do so, however, shall not relieve the **PM** of its responsibilities and services under this Agreement.
- 9.4. The **DISTRICT** shall designate an officer, employee or other authorized representatives to act on the **DISTRICT'S** behalf with respect to the Program. The **DISTRICT'S** representative for the Program shall be available during working hours and as often as may be required to render decisions and to furnish information in a timely manner.
- 9.5. Unless otherwise agreed in writing, the **DISTRICT** shall contract directly for the provision of design, construction, and other services, work, and goods to implement the Program and subsequent building program that are not provided by the **PM** under this Agreement. In some instances, the **DISTRICT** may direct that communications with the **DISTRICT'S** other contractors shall be through the **PM**, which may be considered an Additional Service.
- 9.6. **DISTRICT** shall provide hazardous materials consultant(s) (asbestos material, PCBs, mold, lead and any other substance or material categorized as hazardous) responsible for surveying and abatement of such substances.
- 9.7. **DISTRICT** will require all Program and Project related consultants to name **PM** as additionally insured on all Program or Project related insurance policies. **PM** shall review all agreements between other Program or Project consultants and contractors to confirm the **PM** is required to be an additionally insured on all applicable insurance policies. The **DISTRICT'S** Owner Controlled Insurance Program (OCIP) shall name Kitchell CEM as an additional insured on each project.

10. DISTRICT LIABILITY

- 10.1. Other than as provided in this Agreement, **DISTRICT'S** obligations under this Agreement shall be limited to the payment of the compensation provided in this Agreement. Notwithstanding any other provision of this Agreement, in no event shall **DISTRICT** be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of or in connection with this Agreement for the services performed in connection with this Agreement.
- 10.2. The **DISTRICT** shall not be responsible for any damage to persons or property as a result of the use, misuse or failure of any equipment used by **PM**, or by its employees, even though such equipment be furnished or loaned to **PM** by the **DISTRICT**.

10.3. Nothing in this Agreement shall constitute a waiver or limitation of any right or remedy, whether in equity or at law, which the **DISTRICT** may have under this Agreement or any applicable law. All rights and remedies of the **DISTRICT**, whether under this Agreement or other applicable law shall be cumulative, except as expressed or inferred herein.

11. INSURANCE

11.1. The **PM** and any sub-consultants shall comply with the insurance requirements for this Agreement, set forth in **Exhibit "C"**.

11.2. The **PM** shall notify the **DISTRICT** in writing at least thirty (30) days prior to cancellation or reduction of coverage amounts of any of the insurance.

11.3. The **PM** shall provide certificates of insurance and endorsements to **DISTRICT** prior to commencement of the work of this Agreement as required in **Exhibit "C"**.

11.4. The **DISTRICT** and **PM** each shall provide the other with copies of certificates for all policies obtained for the Project. Each Party shall provide the other thirty (30) days notice of cancellation, non-renewal or endorsement reducing or restricting coverage.

12. NONDISCRIMINATION

12.1. The **PM** agrees that no discrimination shall be made in the employment of persons under this Agreement because of the race, national origin, ancestry, religion, age, physical disability, sex, or sexual orientation of such person.

12.2. The **PM** shall comply with any and all regulations and laws governing nondiscrimination in employment.

13. COVENANT AGAINST CONTINGENT FEES

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

14. ENTIRE AGREEMENT/MODIFICATION

This Agreement, including the Exhibits hereto, supersedes all previous contracts with the exception of the document management system, Measure P contract, purchase order for Media and the projects listed in the recitals that are subject to the Prior Agreement, and constitutes the entire understanding of the Parties hereto. The **PM** shall be entitled to no other benefits than those specified herein. No changes, amendments or alterations shall be effective unless in writing and signed by both Parties. The **PM** specifically acknowledges that in entering this Agreement, the **PM** relies solely upon the provisions contained in this Agreement and no others.

15. NON-ASSIGNMENT OF AGREEMENT

- 15.1. In as much as this Agreement is intended to secure the specialized services of the **PM**, the **PM** may not assign, transfer, delegate or sublet any interest therein without the prior written consent of the **DISTRICT** and any such assignment, transfer, delegation or sublease without the **DISTRICT'S** prior written consent shall be considered null and void.
- 15.2. **PM's** services will be performed by **Kitchell CEM's** principals and staff, **BRJ & Associates** principals and staff and **Seville Construction Services, Inc.** principals and staff. **PM** shall not utilize additional sub-consultants unless approved in writing by **DISTRICT**.

16. LAW, VENUE

- 16.1. This Agreement has been executed and delivered in the State of California and the validity, enforceability and interpretation of any of the clauses of this Agreement shall be determined and governed by the laws of the State of California.
- 16.2. The county in which the **DISTRICT** office is located shall be the venue for any action or proceeding that may be brought or arise out of, in connection with or by reason of this Agreement.

17. DISPUTE RESOLUTION

- 17.1. **PM** shall provide **DISTRICT** with written notice of all claims and disputes arising from the performance of this Agreement within a reasonable time (not exceeding thirty (30) days) from their first occurrence. Upon **DISTRICT'S** request, **PM** shall then provide a complete written summary of the dispute, including without limitation cost calculations and contractual justifications. Prior to any other action or resort to any other legal remedy, the matter shall be referred to the **DISTRICT'S** representative and a principal of the **PM** who shall attempt, in good faith, to resolve the dispute. Such referral may be initiated by written request from either Party and a meeting between the **DISTRICT'S** representative and principal of the **PM** shall then take place within five (5) days of the request. The procedures described in this Section are the mandatory, exclusive means by which **PM** may assert claims or disputes against **DISTRICT** for any matter arising from or relation to this Agreement, and any **PM** failure to

comply strictly with these requirements shall waive **PM's** right to assert any dispute or claim on any matter not administered as required herein.

- 17.2. Provided the **DISTRICT** continues to compensate **PM** for all undisputed invoices in accordance with this Agreement, **PM** shall continue its services throughout the course of any and all disputes. Nothing in this Agreement shall allow **PM** to discontinue services during the course of any dispute and **PM's** failure to continue services during any and all disputes shall be considered a material breach of this Agreement. **PM** agrees that the existence or continued existence of a dispute does not excuse performance under any provision of this Agreement, including but not limited to, the time to complete the services. **PM** also agrees that should **PM** discontinue services due to a dispute or disputes, **DISTRICT** may terminate this Agreement for cause as provided herein.
- 17.3. In the event of claims exceeding \$50,000, as a precondition to litigation, the Parties shall first participate in non-binding mediation pursuant to the construction mediation procedures of the American Arbitration Association ("AAA"), in San Bernardino, California, before a mediator mutually agreeable to the Parties, and in the event the Parties are unable to agree, selected by a judge of the San Bernardino County Superior Court from an approved list of AAA qualified construction mediators. The mediation will occur at a time agreeable to the **DISTRICT** that will not adversely impact completion of a Project or the Program.

18. SEVERABILITY

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

19. EMPLOYMENT STATUS

- 19.1. The **PM** shall, during the entire term of Agreement, be construed to be an independent contractor and nothing in this Agreement is intended nor shall be construed to create an employer-employee relationship, a joint venture relationship, or to allow the **DISTRICT** to exercise discretion or control over the professional manner in which the **PM** performs the services which are the subject matter of this Agreement; provided always, however, that the services to be provided by the **PM** shall be provided in a manner consistent with all applicable standards and regulations governing such services.
- 19.2. The **PM** understands and agrees that the **PM's** personnel are not and will not be eligible for membership in or any benefits from any **DISTRICT** group plan for hospital, surgical or medical insurance or for membership in any **DISTRICT** retirement program or for paid vacation, paid sick leave or other leave, with or without pay or for other benefits which accrue to a **DISTRICT** employee.

- 19.3. If a relevant taxing authority such as the Internal Revenue Service or the State Employment Development Department, or both, determine that **PM** is an employee for purposes of collection of any employment taxes, the amounts payable under this Agreement shall be reduced by amounts equal to both the employee and employer portions of the tax due (and offsetting any credits for amounts already paid by the **PM** which can be applied against this liability). The **DISTRICT** shall then forward those amounts to the relevant taxing authority.
- 19.4. Should a relevant taxing authority determine a liability for past services performed by the **PM** for **DISTRICT**, upon notification of such fact by the **DISTRICT**, the **PM** shall promptly remit such amount due or arrange with the **DISTRICT** to have the amount due withheld from future payments to the **PM** under this Agreement (again, offsetting any amounts already paid by the **PM** which can be applied as a credit against such liability).
- 19.5. A determination of employment status pursuant to the preceding two paragraphs shall be solely for the purposes of the particular tax in question, and for all other purposes of this Agreement, the **PM** shall not be considered an employee of the **DISTRICT**. Notwithstanding the foregoing, should any court, arbitrator, or administrative authority determine that the **PM** is an employee for any other purpose, then the **PM** agrees to a reduction in the **DISTRICT'S** liability resulting from this Agreement pursuant to principles similar to those stated in the foregoing paragraphs so that the total expenses of the **DISTRICT** under this Agreement shall not be greater than they would have been had the court, arbitrator, or administrative authority determined that the **PM** was not an employee.
- 19.6. Nothing in this Agreement shall operate to confer rights or benefits on persons or entities not a party to this Agreement.
- 19.7. The **PM** shall be solely responsible for payment of any required taxes including California sales and use taxes, city business taxes and United States income tax withholding and social security taxes, levied upon this Agreement, the transaction, or the services delivered pursuant hereto.

20. WARRANTY OF PM

- 20.1. The **PM** warrants that the **PM** is properly licensed and/or certified under the laws and regulations of the State of California to provide the special services that it has herein agreed to perform including, but not limited to Government Code section 4525 et seq.
- 20.2. The **PM** certifies that it is aware of the provisions of the Labor Code of the State of California, which require every employer to be insured against liability for workers compensation or to undertake self-insurance in accordance with the provisions of that

code, and it certifies that it will comply with those provisions before commencing the performance of the work of this Agreement.

20.3. The **PM** warrants that, to extent California or Federal law relating to prevailing wages apply to it on the Project or for the services under this Agreement, it will comply with the said law and indemnify the **DISTRICT** for the **PM's** failure to do so.

21. COST DISCLOSURE - DOCUMENTS AND WRITTEN REPORTS

The **PM** shall be responsible for compliance with California Government Code section 7550, if the total cost of the Contract is over five thousand dollars (\$5,000).

22. COMMUNICATIONS

Communications between the Parties to this Agreement may be sent to the following addresses:

DISTRICT:

PROGRAM MANAGER

Charlie Ng, Vice Chancellor of Fiscal Services
San Bernardino Community College District
114 S. Del Rosa Drive
San Bernardino, CA 92408

Russell Fox, President
Kitchell
2750 Gateway Oaks Drive, Suite 300
Sacramento, CA 95833

23. OTHER PROVISIONS

23.1. Neither the **DISTRICT'S** review of, approval of, nor payment for, any of the services required under this Agreement shall be construed to operate as a waiver of any rights under this Agreement.

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

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the date indicated below.

San Bernardino Community College District Kitchell CEM, Inc.

Dated: _____, 2012

Dated: May 3rd, 2012

By: _____

By: [Signature]

Title: Vice Chancellor of Fiscal Services

Title: President

EXHIBIT "A"

RESPONSIBILITIES AND SERVICES OF PROGRAM, PROJECT AND CONSTRUCTION MANAGER

PM shall provide professional services necessary for completing the following:

BASIC SERVICES

1. General Services

- 1.1. The PM shall provide and maintain a management team for the Program.
- 1.2. Provide work which shall comply with professional standards and applicable requirements of federal, state, and local laws.
- 1.3. Advise the DISTRICT as to the regulatory agencies that have jurisdiction over the Project, and as to coordination with and implementation of the requirements of the regulatory agencies, including without limitation the Division of the State Architect.
- 1.4. Contract for or employ, at PM'S expense, sub-consultants to the extent deemed necessary for PM'S services. Nothing in the foregoing shall create any contractual relationship between the DISTRICT and any sub-consultant employed by the PM under terms of this Agreement.
- 1.5. Cooperate with other professionals employed by the DISTRICT for the design, coordination or management of other work related to the Projects.
- 1.6. Chair, conduct and take minutes of periodic meetings with Design Professionals, consultants, and contractors during the course of the Projects. PM shall invite the DISTRICT and/or its representative to participate in these meetings. PM shall keep meeting minutes to document comments generated in these meetings, but shall not be responsible for analyzing design issues raised in said meetings.
- 1.7. Assist with the development of Program design standards, including consideration of life cycle cost as the DISTRICT requires. Be responsible for the professional quality and technical accuracy of all cost estimates, constructability reviews, studies, reports, projections, and other services furnished by PM under this Agreement as well as coordination with all Master Plans, studies, reports and other information provided by DISTRICT to PM. PM shall, without additional compensation, correct or revise any errors or omissions in materials it generates.
- 1.8. Maintain a log of all meetings, site visits or discussions held in conjunction with the work of Projects, with documentation of major discussion points, observations, decisions, questions or comments. These shall be furnished to the DISTRICT and/or its representative for inclusion in the overall Project documentation.

1.9. The **PM** shall implement a Program Financial Management system for purposes of assisting the **DISTRICT**. Services shall consist of accounting, budgeting, contract payment, cash flow forecasting and analysis and financial reporting.

1.10. The **PM** shall coordinate transmittal of documents to regulatory agencies for review and shall advise the **DISTRICT** of potential problems in completion of such reviews.

1.11. The **PM** shall assist the **DISTRICT** in developing lists of possible bidders and in prequalifying bidders if prequalification is permitted by the **DISTRICT**. This service shall include the following: development and implementation of a Program-wide prequalification procedure; preparation and distribution of prequalification questionnaires; receiving and analyzing completed questionnaires; interviewing possible bidders, bonding agents and financial institutions; and preparing recommendations for the **DISTRICT**. The **PM** shall prepare a bidders list for each bid package for approval by **DISTRICT**.

1.12. The **PM** shall conduct a telephonic and correspondence campaign to attempt to increase interest among qualified bidders.

1.13. The **PM** shall assist the **DISTRICT** in preparing and placing notices and advertisements to solicit bids for the Project.

1.14. The **PM** shall coordinate the delivery of Bid Documents to the bidders. The **PM** shall obtain the **DISTRICT**-approved contract documents from the Design Professional and the **PM** shall arrange for printing, binding, wrapping and delivery to the bidders. The **PM** shall coordinate a list of bidders receiving Bid Documents.

1.15. The **PM** shall assist the **DISTRICT** and any consultants with meeting the Department of Industrial Relations' Compliance Monitoring Unit and related requirements for Projects, if applicable.

1.16. The **PM** shall provide planning and management oversight of the **DISTRICT'S** design teams for their integration of applicable environmental requirements such as those emanating from the Environmental Protection Agency (EPA), Cal/EPA, the California Environmental Quality Act (CEQA), Air Quality Management District and State of California and Regional Water Quality Control Board laws, regulations and rules. This shall also include any storm water pollution prevention plans (SWPPP), other storm water management programs and other environmental impact mitigation requirements that are approved by the **DISTRICT** and applicable to the Program.

1.17. The **PM** shall provide management, oversight, and coordination for the items listed below, and require all listed reports and recommendations be made available to the Architects. However, **PM** is not responsible to perform, produce or develop any of those analysis, tests, reports, surveys or investigations, nor is **PM** responsible for the accuracy of the content of any such items.

- 1.17.1. Ground contamination or hazardous material analysis.
- 1.17.2. Any hazardous materials, asbestos testing, design or abatement.
- 1.17.3. Coordination with CEQA consultants retained by the **DISTRICT** for implementation in contract documents.
- 1.17.4. Historical significance report.
- 1.17.5. Soils investigation.
- 1.17.6. Geotechnical hazard report.
- 1.17.7. Topographic survey, including utility locating services.
- 1.17.8. Other items specifically designated as the **DISTRICT'S** responsibilities under this Agreement.

Architects, engineers, and specialty consultants shall be contracted to the **DISTRICT** and solely responsible to provide the master plan, design, engineering, and construction reports and recommendations. The Architect shall be responsible for integration of all such reports and recommendations into the construction documents.

1.18. The **PM** is to obtain and secure all necessary Certificates of Insurance (COI) from all prime contractors and prime suppliers. **PM** will review COI's to make sure coverage limits comply with contract requirements. **PM** will monitor prime contractor's and prime supplier's contractual requirement to obtain and submit to **DISTRIC**T all required COI's from their subcontractors and/or suppliers. **PM** will ensure that the **DISTRICTS** Risk Management Department gets a list of each project's prime contractors and prime suppliers, as well as original copies of the COI's from each of the entities. **PM** is to ensure that the **DISTRICT** is the certificate holder and is also listed as additional insured on the COI.

1.19. **PM** will implement Program Connect for all Projects under this contract. This will include discovery, customization and deployment for each Project; software maintenance support and ongoing development. Program Connect consists of displaying the following Program Level components: Program Finances, Program Cash Flow, Program Progress, Project Budget Status, Change Order Management, Business Participation, and Program Summary. Schedule. Program Connect will also display the following Project Level Components: Project Summary, Schedule Summary, Project Budget, Project Cash Flow, and Project Level Business Participation.

The intent of Program Connect is to provide a comprehensive program management tool that will seamlessly connect all sources of Program data and display them on the

Program Connect Dashboards at both Program Level and Project Level.

See Exhibit "A-5" for Program Connect fees.

2. Program, Project and Construction Management Services

- 2.1. General: PM shall monitor and advise the **DISTRICT** as to all material developments in the Program and Projects. PM shall develop and implement, with **DISTRICT** approval, reporting methods for schedules, cost and budget status, and projections for each Project in the **DISTRICT'S** Program. PM shall be the focal point of all communication to and from construction contractors, consultants and Design Professionals and shall be copied on all communications directed to the **DISTRICT** by any of the aforementioned.
- 2.2. Scheduling: PM shall prepare methods to track and report on schedule status for each Project and for the overall Program. PM shall develop master schedules and milestone schedules for each Project, and shall report on same each month to the **DISTRICT**.
- 2.3. Cost Controls: PM shall prepare reports to track all expenditures on each Project in the Program and forecast pending costs. PM shall generate monthly reports to the **DISTRICT** reflecting this information.
- 2.4. Communications to Board: The PM is required to attend each monthly meeting of the **DISTRICT'S** Board of Trustees, and to provide updates for each meeting.
- 2.5. Pre-Design and Programming Phase Services

2.5.1. Program Implementation Plan

Upon final execution of the Agreement with **DISTRICT**, the PM shall:

- 2.5.1.1. Program Schedule: Provide monthly updates to Program Schedule. Develop with **DISTRICT** and Architect(s)" input, the overall Program schedule and milestone schedules for each Project. Schedules will include phasing plans and other approaches developed with **DISTRICT**, Architect, and public input through public meetings.
- 2.5.1.2. Community Meetings: PM shall participate in periodic community meetings as request by **DISTRICT**.
- 2.5.1.3. Program Budget: The PM shall assist the **DISTRICT** in balancing the intent and purpose of the Projects and the Program with the funds initially budgeted.

- 2.5.1.4. Program Implementation Plan: Provide annual updates to Program Implementation Plan. The Program Implementation Plan will incorporate Project scopes, budget, and schedule as developed with input from the **DISTRICT**. The Program Implementation Plan shall set forth in detail preliminary scopes of work at each site, cost estimates for each Project, phasing plan(s) and schedules, and ranking of priorities. **PM** shall provide to the **DISTRICT** on an annual basis ten hard copies of the Program Implementation Plan and one electronic copy.
- 2.5.1.5. **PM** shall attend all meetings at the direction of the **DISTRICT** necessary to carry out this phase of the Program.
- 2.5.1.6. **PM** along with any involved sub-consultants shall present and review with the **DISTRICT** and the Board the Program Implementation Plan annually.

2.6. Preconstruction Phase

- 2.6.1. Provide overall coordination of the Program; serve as the focal point of communication, transmitting information to the **DISTRICT** and Project teams on general aspects of the Projects, including planning, scheduling, cost management, progress reporting, design review, dispute resolution, and documentation. Communications from the design team to the **DISTRICT** shall be through the **PM**.
- 2.6.2. Support the **DISTRICT** through a Request for Qualification process for the selection of Project Architects, Inspectors, engineers, surveyors, environmental consultants and other Project Design Professionals as needed throughout the Program.
- 2.6.3. Develop and implement a **DISTRICT** Project Management Manual containing but not limited to implementation procedures, forms, reporting requirements and dispute resolution procedures for the Program that involve all members of the Project teams, including **DISTRICT**, Design Professionals, and construction contractors.
- 2.6.4. Perform value engineering of each Project upon prior written approval by the **DISTRICT** and coordinate with **DISTRICT** and Architects. Forward recommendations to the **DISTRICT** concerning revisions to the Project construction budgets that may result from design changes and construction.

- 2.6.5. Perform peer and constructability reviews of each Project upon prior written approval by the **DISTRICT**. The **PM** shall review the design documents for clarity, consistency, constructability and coordination. The results of the review shall be provided in writing and as notations on the documents to the **DISTRICT**. The **PM** shall confirm that any peer and constructability review comments are incorporated into the final construction documents before they are issued to bidders. The **PM** shall also make recommendations to the **DISTRICT** with respect to constructability, construction cost, sequencing of construction, construction duration. However, the **PM** is not responsible for providing, nor does the **PM** control, the Project design or the contents of the design documents. The **PM**'s actions in reviewing the Project design and the documents reflecting that design and in making recommendations as provided herein are advisory only to the **DISTRICT**. The Architect remains solely responsible for the contents of design drawings and design documents. See **Exhibit "A-4"** for estimated constructability fee.
- 2.6.6. Develop Program and Project schedules through the completion of construction, for the **DISTRICT**'s approval, in coordination with Architect(s) and advise and consult with **DISTRICT**.
- 2.6.7. Establish schedules for all consultants. Review costs of consultants' contract, estimates and invoices.
- 2.6.8. Develop and implement a management control system for the Program to support functions such as planning, organizing, scheduling, budgeting, reporting progress and identifying and documenting problems and solutions for the Program. This system will allow for monthly progress reports to the **DISTRICT** regarding the schedule for the Program and the Projects.
- 2.6.9. Organize an initial planning workshop to create baseline parameters for the Projects, to define overall building requirements, Project strategy, conceptual budget and schedule. Pursuant to understandings reached at these meetings, **PM** will develop a work plan that identifies the various phases of the Projects, coordination among phases, and budget and time constraints for each phase of the Projects. The plan will include a detailed strategy, master budget and master schedule as well as identification of critical events and milestone activities.
- 2.6.10. Attend all planning, programming and master site planning meetings relating to the Program as directed by the **DISTRICT**.
- 2.6.11. Provide updated cost estimates for each Project at agreed upon phases of design upon approval by **DISTRICT**. Deliver documents and electronic files to **DISTRICT**. See **Exhibit "A-4"** for approximate estimating fee.

2.7. Pre-Bid Phase

- 2.7.1. Develop a master schedule and a construction milestone schedule for the Projects, and conduct all pre-bid activities and processes.
- 2.7.2. In consultation with **DISTRICT** and according to **DISTRICT** approved policies, procedures, and standards, implement procedures, forms, and reporting requirements for the Program. Establish a communications procedure for the Program that allows for decision-making at appropriate levels of responsibility and accountability.
- 2.7.3. Work with the **DISTRICT** to develop standard, special, or general conditions for Contracts(s).

2.8. Bidding Phase

- 2.8.1. Conduct pre-bid conferences to familiarize bidders with the bidding documents, and any special systems, materials or methods and with Project procedures. Field questions from bidders, referring questions to Architect(s) and **DISTRICT** as required. Respond to bidder questions by addenda, with Architect(s) input.
- 2.8.2. Prepare bid analysis. Advise **DISTRICT** on compliance of bidders with **DISTRICT** requirements and of bids with bid requirements. Report and recommend to **DISTRICT** after review and evaluation. Make recommendations to **DISTRICT** for prequalification of bidders and award of contracts or rejection of bids.
- 2.8.3. Conduct pre-award conferences with successful bidders.
- 2.8.4. Schedule and conduct preconstruction meetings, then maintain, prepare, and distribute minutes.

2.9. Construction Phase

- 2.9.1. Administer the construction contracts. Provide management oversight of the construction contracts as an agent of the **DISTRICT**. Such construction contracts, for the purpose of this Agreement, are assumed to be traditional design-bid-build contracts employing a single general contractor for each Project. The application of other Project delivery methods, at the **DISTRICT'S** discretion, shall require a re-examination of the **PM's** fee and a corresponding amendment to the Agreement.

- 2.9.2. Monitor the work of the construction contractor(s) and effectively manage the Program to achieve the **DISTRICT'S** objectives in relation to cost, time and quality. **PM** shall not, however, be responsible for directing construction contractor(s)' means and methods.
- 2.9.3. Conduct Program-wide meetings as needed to discuss and resolve such matter as progress, quality and scheduling. Prepare and promptly distribute minutes. When required by field or other conditions, construction progress, or the quality of workmanship, conduct special construction meetings; record, prepare, and distribute minutes of these meetings to the **DISTRICT**, contractors, and Architect(s) and make recommendations for methodologies to resolve issues.
- 2.9.4. Integrate construction schedules provided by construction contractors into the Program schedule, verify that they are compatible with the Program schedule and report to the **DISTRICT** if they are not. **PM** shall review Program construction schedule for conformity with the Master schedule for the Project. Where Project construction schedules do not conform, **PM** will inform the construction contractor to conform to the Program schedule.
- 2.9.5. **PM** shall incorporate construction contractor(s)' construction schedule updates and revisions into the Program construction schedule.
- 2.9.6. Ensure consultant(s) in the Program comply with all **DISTRICT** requirements and recommend courses of action to the **DISTRICT** when consultant(s) fails to fulfill Program and **DISTRICT** requirements.
- 2.9.7. The **PM** shall track and prepare financial reports on a Program-wide basis reporting the relationship between budget and costs. The **PM** shall analyze and recommend measures to take if costs exceed the Program or Project budget and provide the **DISTRICT** timely notice of any potential increase in costs in excess of approved budgets provided to **PM**.
- 2.9.8. The **PM** shall facilitate Project change management in coordination with the **DISTRICT**.
- 2.9.9. Negotiate contractor's proposals and review change orders with Architect(s)' input as needed, for approval by the **DISTRICT'S** Governing Board.
- 2.9.10. The **PM** shall maintain a change order log for Projects and implement procedures to expedite processing of change orders.

- 2.9.11. The **PM** shall implement procedures for issues identification and resolution of actual or potential claims of the consultants and/or contractors, and endeavor to ensure that all claims against **DISTRICT** are mitigated, eliminated, or settled.
- 2.9.12. The **PM** shall develop and implement procedures with assistance and confirmation of the Architect(s), **DISTRICT**, and Inspectors for the review and processing of construction contractor(s) applications for progress and final payments for all Construction Contracts. Coordinate the submittal, review, verification and processing of payment applications for progress and final payment for all construction contracts and consultants.
- 2.9.13. The **PM** shall assist the **DISTRICT** in selecting and retaining special consultants and testing laboratories and coordinate their services.
- 2.9.14. In conjunction with the Project Inspector (“IOR” or “Inspector”) and the Architect(s), monitor work of the construction to determine that the work is being performed in accordance with the requirements of the respective construction contracts. As appropriate, with assistance of Architect(s) and IOR, make recommendations to **DISTRICT** regarding special inspection of testing of work that is not in accordance with the provisions of the construction contract documents.
- 2.9.15. The **PM** shall maintain logs of requests for information from construction contractor(s).
- 2.9.16. The **PM** shall establish procedures, in collaboration with the Architect(s), for the processing and approval of shop drawings, product data, samples, and other submittals for each contract, including receipt and transmittal of all submittals from the construction contractor(s) to the Architect(s) for review and approval and maintenance of submittal and shop drawing logs.
- 2.9.17. **PM** shall prepare and distribute monthly Project status reports for the Program, including updates on Project activities, progress of work, outstanding issues, potential problems, schedule, status of requests for information (“RFI’s”), change orders and submittals.
- 2.9.18. Provide management oversight of **DISTRICT** commissioning agents, LEED certification and documentation.

- 2.9.19. The **PM** shall maintain at the **PM's** office, a current copy of all approved documents, drawings, specifications, addenda, change orders and other modifications, and drawings marked by the construction contractor(s) to record all changes made during construction. These shall include shop drawings, product data, samples, submittals, applicable handbooks, maintenance and operating manuals and instructions, and other related documents and revisions which are relevant to the contract work. At the completion of the Project the **PM** shall deliver all such records to **DISTRICT**. Contractor shall bear responsibility for formal record set drawings.
- 2.9.20. Determine, with the Architect(s) and **DISTRICT**, when the Project or designated portions thereof are substantially complete.
- 2.9.21. Conduct, with the Architect(s) and **DISTRICT**, final inspections of the Project or designated portions thereof. Notify **DISTRICT** of final completion.
- 2.9.22. Maintain a typical industry standard photo and video file for each Project to be turned over to the **DISTRICT** at the end of the Program and/or Projects.

2.10. Project Completion

- 2.10.1. The **PM** shall review record of observations, with **DISTRICT'S** maintenance personnel, of the construction contractor's check-outs of utilities, operational systems and equipment, and start-up and testing. The **PM** shall coordinate records of start-up and, ensure **DISTRICT** of compliance with applicable provisions of the contract(s), that all work has been performed and accepted, and that all systems are complete and operative.
- 2.10.2. At the punch list phase of the Project or designated portions thereof, the **PM** shall, in consultation with the Architect(s) and IOR, ensure the preparation of a list of incomplete or unsatisfactory work or work which does not conform to the requirements of the contract documents ("punch list work") and a schedule for the completion of the punch list work. The **PM** shall review and monitor the preparation and implementation of this list.
- 2.10.3. On the basis of reports provided by the construction contractor(s), the **PM** in conjunction with the Architect(s) shall notify **DISTRICT** of final completion.

2.10.4. The **PM** shall consult with Architect(s), IOR and the **DISTRICT** and shall determine when the Project and contractor's work are finally completed. The **PM** shall assist with the issuance of a Certificate of Final Completion, and shall provide to the **DISTRICT** a written recommendation regarding payment to the contractors.

2.11. Final Documents

2.11.1. The **PM** shall review and monitor all as built drawings, maintenance and operations manuals, and other closeout documents to be sure all required documents meeting contract requirements are provided, and shall secure and transmit to the **DISTRICT** those documents and all required guarantees, keys, manuals, record drawings, and daily logs. The **PM** shall also forward all documents and plans to the **DISTRICT** upon completion of the Program and ensure all such plans and documents are well organized for any appropriate audit or review of the Program.

2.11.2. As part of the Project close-out process, the **PM** shall confirm that all required DSA forms required to obtain DSA close-out and certification for the Projects are completed and submitted by the construction contractors, Architect, engineers, Inspector or other required parties. The **PM** shall compile all such forms and notify the **DISTRICT** in writing if any party fails to provide the required forms.

2.12. Warranty

2.12.1. The **PM** shall develop and manage, through the duration of this contract, a Warranty Inspection and Work procedure with all construction contractor(s). The procedure shall include a twelve (12) month warranty request period and a final warranty inspection eleven (11) months after Project completion to identify final warranty items. The (12) month warranty period will commence upon the date of individual Project Substantial Completion and conclude (12) months to the date thereafter. The Warranty Inspection and Work will be coordinated by the **PM** until completion of the contract; requests generated beyond contract expiration shall be sent directly to the construction contractor(s) or require an additional services agreement.

Program Hourly Rates

	2012	3.00% 2013 *	2.00% 2014 *	2.00% 2015 *	2.00% 2016 *
Program Executives	\$212	\$218	\$222	\$226	\$231
Program Manager	\$197	\$203	\$207	\$211	\$215
Director of Construction	\$195	\$201	\$205	\$209	\$213
Contracts Manager	\$151	\$156	\$159	\$162	\$165
Accounting Specialist	\$77	\$79	\$81	\$83	\$84
Administrative Assistant	\$73	\$75	\$77	\$78	\$80
Senior Project Manager	\$176	\$181	\$185	\$189	\$192
Project Manager	\$175	\$180	\$184	\$188	\$191
Project Engineer	\$105	\$108	\$110	\$113	\$115
Project Coordinator	\$73	\$75	\$77	\$78	\$80

Project Estimating	\$140	\$144	\$147	\$150	\$153
Peer / Constructability Review	\$140	\$144	\$147	\$150	\$153

Additional Services

Campus Liason	\$172	\$177	\$181	\$184	\$188
Superintendent	\$155	\$160	\$163	\$166	\$169
Scheduler	\$130	\$134	\$137	\$139	\$142
Bid Enhancement Coordinator	\$120	\$124	\$126	\$129	\$131
Website Specialist	\$135	\$139	\$142	\$145	\$148
Document Management Specialist	\$100	\$103	\$105	\$107	\$109

*Includes yearly escalation of 3%, 2%, 2%, 2%. It is understood these are not-to-exceed increases and the actual increase will be negotiated yearly on the Effective Date anniversary. If the Parties are not able to mutually agree on an increase percentage, the District will use any reasonable information or documents to unilaterally determine the increase including, but not limited to, the Consumer Price Index for San Bernardino County.

EXHIBIT "A-1"

SBCCD PROGRAM PROJECT LIST

<u>CRAFTON HILLS COLLEGE</u>	<u>TOTAL PROJECT BUDGET</u>
NEW SCIENCE BUILDING	\$25,632,587
CRAFTON CENTER	\$30,103,168
OCCUPATIONAL ED 2	\$24,136,420
PHYSICAL ED/ATHLETICS	\$5,907,259
LADM RENOVATIONS	\$15,546,403
STUDENT SERVICES „A“	\$3,780,706
PERFORMING ARTS RENOVATION	\$4,618,355
COLLEGE CENTER RENOVATION	\$3,131,655
MAINTENANCE AND OPERATIONS	\$959,480
TOTAL	\$113,816,033
<u>VALLEY COLLEGE</u>	<u>TOTAL PROJECT BUDGET</u>
GYMNASIUM	\$61,059,642
BUSINESS BUILDING RENOVATION	\$17,448,400
ADA UPGRADE/ SIGNAGE	\$4,117,674
CENTRAL PLANT	\$16,087,672
AUDITORIUM RENOVATION	\$10,740,891
TOTAL	\$109,454,279

*Fee estimates and projections in Exhibits "A-2" through "A-6" and the not-to-exceed fee in Exhibit "D" are for the above-listed Projects only.

EXHIBIT "A-2"

SBCCD PROGRAM, PROJECT AND CONSTRUCTION MANAGEMENT LABOR
SUMMARY BY YEAR

This labor summary is a planning document that estimates monthly labor hours, by position, to deliver the Program and Projects identified in Exhibit "A-1" using a General Contractor delivery method. While this Exhibit may be used as a guide to forecast and track estimated monthly staffing requirements, invoicing will be based upon actual hours and services delivered for each Project pursuant to Section 5 of the Agreement.

"See attached"

	2012							2013				
	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Project Manager 1	200	160	160	200	160	160	200	160	160	200	160	160
Project Manager 2	200	160	160	200	160	160	200	160	160	200	160	160
Project Manager 3	200	160	160	200	160	160	200	160	160	200	160	160
Project Engineer 1	40	32	32	40	32	32	40	32	32	40	32	8
Project Engineer 2	200	160	160	200	160	160	200	160	160	200	160	160
Project Engineer 3	200	160	160	200	160	160	200	160	160	200	160	160
Director of Construction	200	160	160	200	160	160	200	160	160	200	160	160
Program Manager	40	32	32	40	32	32	40	32	32	40	32	32
Contract Manager	100	80	80	100	80	80	100	40	40	50	40	40
Project Coordinator	200	160	160	200	160	160	200	160	160	200	160	160
Admin Assistant	40	32	32	40	32	32	40	32	32	40	32	32
Account Specialist	100	80	80	100	80	80	100	40	40	50	40	40
Total	1720	1376	1376	1720	1376	1376	1720	1296	1296	1620	1296	1272
Executives	15	15	15	15	15	15	15	15	15	15	15	15

	2013							2014				
	June	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Project Manager 1	200	160	200	160	160	160	200	160	160	200	160	200
Project Manager 2	200	160	200	160	160	160	200	160	0	0	0	0
Project Manager 3	100	60	0	0	0	0	0	0	0	0	0	0
Project Engineer 1	0	0	0	0	0	0	0	0	0	0	0	0
Project Engineer 2	200	160	200	160	160	160	200	80	80	0	0	0
Project Engineer 3	200	160	200	160	160	160	200	160	160	200	160	200
Director of Construction	200	80	100	80	80	80	100	64	64	80	64	80
Program Manager	40	16	20	16	16	16	20	8	8	10	8	10
Contract Manager	50	40	50	40	40	40	50	20	20	25	20	25
Project Coordinator	200	160	200	160	160	160	200	160	160	200	160	200
Admin Assistant	40	16	20	16	16	16	20	8	8	10	8	10
Account Specialist	50	40	50	40	40	40	50	20	20	25	20	25
Total	1480	1052	1240	992	992	992	1240	840	680	750	600	750
Executives	15	15	15	15	15	15	15	15	15	15	15	15

	2014							2015				
	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Project Manager 1	160	160	160	200	160	200	160	200	160	160	160	200
Project Manager 2	0	0	0	0	0	0	0	0	0	0	0	0
Project Manager 3	0	0	0	0	0	0	0	0	0	0	0	0
Project Engineer 1	0	0	0	0	0	0	0	0	0	0	0	0
Project Engineer 2	0	0	0	0	0	0	0	0	0	0	0	0
Project Engineer 3	160	160	160	200	160	200	160	200	160	160	160	200
Director of Construction	64	64	64	80	64	80	64	10	8	8	8	10
Program Manager	8	8	8	10	8	10	8	10	8	8	8	10
Contract Manager	20	20	20	25	20	25	20	25	20	20	20	25
Project Coordinator	160	160	160	200	160	200	160	0	0	0	0	0
Admin Assistant	8	8	8	10	8	10	8	100	80	80	80	100
Account Specialist	20	20	20	25	20	25	20	25	20	20	20	25
Total	600	600	600	750	600	750	600	570	456	456	456	570
Executives	5	5	5	5	5	5	5	5	5	5	5	5

	2015					Total
	Jun	Jul	Aug	Sept	Oct	
Project Manager 1	160	160	200	80	0	6880
Project Manager 2	0	0	0	0	0	3480
Project Manager 3	0	0	0	0	0	2240
Project Engineer 1	0	0	0	0	0	392
Project Engineer 2	0	0	0	0	0	3480
Project Engineer 3	160	160	200	160	80	7040
Director of Construction	8	8	10	8	4	3714
Program Manager	8	8	10	8	4	746
Contract Manager	20	20	25	20	10	1605
Project Coordinator	0	0	0	0	0	5400
Admin Assistant	80	80	100	80	40	1484
Account Specialist	20	20	25	20	10	1605
Total	456	456	570	376	148	38066
Executives	5	5	5	5	5	445

	2012							2013				
	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Project Manager 1	200	160	160	200	160	160	200	160	160	200	160	160
Project Manager 2	200	160	160	200	160	160	200	160	160	200	160	160
Project Manager 3	200	160	160	200	160	160	200	160	160	200	160	160
Project Manager 4	0	0	0	0	0	0	0	0	0	0	0	0
Project Engineer 1	160	128	128	160	128	128	160	128	128	160	128	152
Project Engineer 2	200	160	160	200	160	160	200	160	160	200	160	160
Project Engineer 3	0	0	0	0	0	0	0	0	0	0	0	0
Project Engineer 4	0	0	0	0	0	0	0	0	0	0	0	0
Program Manager	160	128	128	160	128	128	160	128	128	160	128	128
Contract Manager	100	80	80	100	80	80	100	120	120	150	120	120
Admin Assistant	160	128	128	160	128	128	160	128	128	160	128	128
Account Specialist	100	80	80	100	80	80	100	120	120	150	120	120
Project Coordinator	200	160	160	200	160	160	200	160	160	200	160	160
Director of Construction	0	0	0	0	0	0	0	0	0	0	0	0
Total	1680	1344	1344	1680	1344	1344	1680	1424	1424	1780	1424	1448

Executives	15	15	15	15	15	15	15	15	15	15	15	15
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	2013							2014				
	June	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Project Manager 1	200	160	160	200	160	160	200	160	160	200	160	160
Project Manager 2	200	160	160	200	160	160	200	160	160	200	160	160
Project Manager 3	200	160	160	200	160	160	200	160	160	200	160	160
Project Manager 4	100	100	160	200	160	160	200	160	160	200	160	160
Project Engineer 1	200	160	160	200	160	160	200	160	160	200	160	160
Project Engineer 2	200	160	160	200	160	160	200	160	160	200	160	160
Project Engineer 3	0	0	0	0	0	0	0	80	80	200	160	160
Project Engineer 4	200	160	160	200	160	160	200	160	160	200	160	160
Program Manager	160	144	144	180	144	144	180	152	152	190	152	152
Contract Manager	150	120	120	150	120	120	150	140	140	175	140	140
Admin Assistant	160	144	144	180	144	144	180	152	152	190	152	152
Account Specialist	150	120	120	150	120	120	150	140	140	175	140	140
Project Coordinator	200	160	160	200	160	160	200	160	160	200	160	160
Director of Construction	0	80	80	100	80	80	100	96	96	120	96	96
Total	2120	1828	1888	2360	1888	1888	2360	2040	2040	2650	2120	2120

Executives	15	15	15	15	15	15	15	15	15	15	15	15
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	2014							2015				
	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Project Manager 1	200	160	160	200	160	160	200	160	160	200	160	0
Project Manager 2	200	160	160	200	160	160	200	160	160	200	0	0
Project Manager 3	200	160	160	200	160	160	200	160	160	200	160	160
Project Manager 4	200	160	160	200	160	160	200	160	160	200	160	0
Project Engineer 1	200	160	160	200	160	160	200	160	160	200	0	0
Project Engineer 2	200	160	160	200	160	160	200	160	160	200	160	0
Project Engineer 3	200	160	160	200	160	160	200	160	160	200	160	160
Project Engineer 4	200	160	160	200	160	160	200	160	160	200	160	0
Program Manager	190	152	152	190	152	152	190	152	152	190	152	152
Contract Manager	175	140	140	175	140	140	175	140	140	175	140	140
Admin Assistant	190	152	152	190	152	152	190	152	152	190	152	152
Account Specialist	175	140	140	175	140	140	175	140	140	175	140	140
Project Coordinator	200	160	160	200	160	160	200	160	160	200	160	160
Director of Construction	120	96	96	120	96	96	120	152	152	190	152	152
Total	2650	2120	2120	2650	2120	2120	2650	2176	2176	2720	1856	1216

Executives	15	15	15	15	15	15	15	15	15	15	15	15
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	2015							2016			Total
	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	
Project Manager 1	0	0	0	0	0	0	0	0	0	0	6080
Project Manager 2	0	0	0	0	0	0	0	0	0	0	5920
Project Manager 3	200	160	160	200	80	0	0	0	0	0	7040
Project Manager 4	0	0	0	0	0	0	0	0	0	0	3840
Project Engineer 1	0	0	0	0	0	0	0	0	0	0	5528
Project Engineer 2	0	0	0	0	0	0	0	0	0	0	6080
Project Engineer 3	200	160	160	200	160	160	200	160	160	200	4520
Project Engineer 4	0	0	0	0	0	0	0	0	0	0	4000
Program Manager	190	152	152	190	116	80	100	80	80	100	6774
Contract Manager	175	140	140	175	150	160	200	160	160	200	6395
Admin Assistant	190	152	152	190	156	160	200	160	160	200	7254
Account Specialist	175	140	140	175	150	160	200	160	160	200	6395
Project Coordinator	200	160	160	200	0	0	0	0	0	0	6960
Director of Construction	190	152	152	190	156	160	200	160	160	200	4286
Total	1520	1216	1216	1520	968	880	1100	880	880	1100	81072

Executives	5	5	5	5	5	5	5	5	5	5	590
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EXHIBIT "A-3"

SBCCD PROGRAM, PROJECT AND CONSTRUCTION MANAGEMENT FEE
SUMMARY

This fee summary is a planning document that estimates monthly fees, by position, to deliver the Program and Projects identified in Exhibit "A-1" using a General Contractor delivery method. While this Exhibit may be used as a guide to forecast and track estimated monthly PM cash-flow requirements, invoicing will be based upon actual hours and services delivered for each Project pursuant to Section 5 of the Agreement.

"See attached"

	Jun	Jul	Aug	Sept	Oct	Nov	Dec	2013				
	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Project Manager 1	\$ 35,000	\$ 28,000	\$ 28,000	\$ 35,000	\$ 28,000	\$ 28,000	\$ 35,000	\$ 28,000	\$ 28,000	\$ 35,000	\$ 28,000	\$ 28,000
Project Manager 2	\$ 35,000	\$ 28,000	\$ 28,000	\$ 35,000	\$ 28,000	\$ 28,000	\$ 35,000	\$ 28,000	\$ 28,000	\$ 35,000	\$ 28,000	\$ 28,000
Project Manager 3	\$ 35,000	\$ 28,000	\$ 28,000	\$ 35,000	\$ 28,000	\$ 28,000	\$ 35,000	\$ 28,000	\$ 28,000	\$ 35,000	\$ 28,000	\$ 28,000
Project Engineer 1	\$ 4,200	\$ 3,360	\$ 3,360	\$ 4,200	\$ 3,360	\$ 3,360	\$ 4,200	\$ 3,360	\$ 3,360	\$ 4,200	\$ 3,360	\$ 840
Project Engineer 2	\$ 21,000	\$ 16,800	\$ 16,800	\$ 21,000	\$ 16,800	\$ 16,800	\$ 21,000	\$ 16,800	\$ 16,800	\$ 21,000	\$ 16,800	\$ 16,800
Project Engineer 3	\$ 21,000	\$ 16,800	\$ 16,800	\$ 21,000	\$ 16,800	\$ 16,800	\$ 21,000	\$ 16,800	\$ 16,800	\$ 21,000	\$ 16,800	\$ 16,800
Director of Construction	\$ 39,000	\$ 31,200	\$ 31,200	\$ 39,000	\$ 31,200	\$ 31,200	\$ 39,000	\$ 31,200	\$ 31,200	\$ 39,000	\$ 31,200	\$ 31,200
Program Manager	\$ 7,880	\$ 6,304	\$ 6,304	\$ 7,880	\$ 6,304	\$ 6,304	\$ 7,880	\$ 6,304	\$ 6,304	\$ 7,880	\$ 6,304	\$ 6,304
Contract Manager	\$ 15,100	\$ 12,080	\$ 12,080	\$ 15,100	\$ 12,080	\$ 12,080	\$ 15,100	\$ 12,080	\$ 12,080	\$ 15,100	\$ 12,080	\$ 6,040
Project Coordinator	\$ 14,600	\$ 11,680	\$ 11,680	\$ 14,600	\$ 11,680	\$ 11,680	\$ 14,600	\$ 11,680	\$ 11,680	\$ 14,600	\$ 11,680	\$ 11,680
Admin Assistant	\$ 2,920	\$ 2,336	\$ 2,336	\$ 2,920	\$ 2,336	\$ 2,336	\$ 2,920	\$ 2,336	\$ 2,336	\$ 2,920	\$ 2,336	\$ 2,336
Account Specialist	\$ 7,700	\$ 6,160	\$ 6,160	\$ 7,700	\$ 6,160	\$ 6,160	\$ 7,700	\$ 6,160	\$ 3,080	\$ 3,080	\$ 3,080	\$ 3,080
Total	\$ 238,400	\$ 190,720	\$ 190,720	\$ 238,400	\$ 190,720	\$ 190,720	\$ 238,400	\$ 181,600	\$ 181,600	\$ 227,000	\$ 181,600	\$ 179,080
Executives	\$ 3,180	\$ 3,180	\$ 3,180	\$ 3,180	\$ 3,180	\$ 3,180	\$ 3,180	\$ 3,180	\$ 3,180	\$ 3,180	\$ 3,180	\$ 3,180
Total with Executives	\$ 241,580	\$ 193,900	\$ 193,900	\$ 241,580	\$ 193,900	\$ 193,900	\$ 241,580	\$ 184,780	\$ 184,780	\$ 230,180	\$ 184,780	\$ 182,260

	2013												2014				
	June	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May					
Project Manager 1	\$ 36,050	\$ 28,840	\$ 36,050	\$ 28,840	\$ 28,840	\$ 28,840	\$ 36,050	\$ 28,840	\$ 28,840	\$ 36,050	\$ 28,840	\$ 36,050					
Project Manager 2	\$ 36,050	\$ 28,840	\$ 36,050	\$ 28,840	\$ 28,840	\$ 28,840	\$ 36,050	\$ 28,840	\$ 28,840	\$ 36,050	\$ 28,840	\$ 36,050					
Project Manager 3	\$ 18,025	\$ 10,815	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					
Project Engineer 1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					
Project Engineer 2	\$ 21,630	\$ 17,304	\$ 21,630	\$ 17,304	\$ 17,304	\$ 17,304	\$ 21,630	\$ 8,652	\$ 8,652	\$ -	\$ -	\$ -					
Project Engineer 3	\$ 21,630	\$ 17,304	\$ 21,630	\$ 17,304	\$ 17,304	\$ 17,304	\$ 21,630	\$ 17,304	\$ 17,304	\$ 21,630	\$ 17,304	\$ 21,630					
Director of Construction	\$ 40,170	\$ 16,068	\$ 20,085	\$ 16,068	\$ 16,068	\$ 16,068	\$ 20,085	\$ 12,854	\$ 12,854	\$ 16,088	\$ 12,854	\$ 16,088					
Program Manager	\$ 8,116	\$ 3,247	\$ 4,058	\$ 3,247	\$ 3,247	\$ 3,247	\$ 4,058	\$ 1,623	\$ 1,623	\$ 2,029	\$ 1,623	\$ 2,029					
Contract Manager	\$ 7,777	\$ 6,221	\$ 7,777	\$ 6,221	\$ 6,221	\$ 6,221	\$ 7,777	\$ 3,111	\$ 3,111	\$ 3,888	\$ 3,111	\$ 3,888					
Admin Assistant	\$ 15,038	\$ 12,030	\$ 15,038	\$ 12,030	\$ 12,030	\$ 12,030	\$ 15,038	\$ 12,030	\$ 12,030	\$ 15,038	\$ 12,030	\$ 15,038					
Account Specialist	\$ 3,966	\$ 3,172	\$ 3,966	\$ 3,172	\$ 3,172	\$ 3,172	\$ 3,966	\$ 602	\$ 602	\$ 752	\$ 602	\$ 752					
Total	\$ 211,459	\$ 145,045	\$ 167,787	\$ 134,230	\$ 134,230	\$ 134,230	\$ 167,787	\$ 115,442	\$ 86,602	\$ 97,438	\$ 77,950	\$ 97,438					
Executives	\$ 3,275	\$ 3,275	\$ 3,275	\$ 3,275	\$ 3,275	\$ 3,275	\$ 3,275	\$ 3,275	\$ 3,275	\$ 3,275	\$ 3,275	\$ 3,275					
Total with Executives	\$ 214,734	\$ 148,320	\$ 171,062	\$ 137,505	\$ 137,505	\$ 137,505	\$ 171,062	\$ 118,718	\$ 89,878	\$ 100,713	\$ 81,226	\$ 100,713					

	2014												2015				
	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May					
Project Manager 1	\$ 29,400	\$ 29,400	\$ 29,400	\$ 36,750	\$ 29,400	\$ 36,750	\$ 29,400	\$ 36,750	\$ 29,400	\$ 29,400	\$ 29,400	\$ 29,400	\$ 29,400	\$ 36,750	\$ -	\$ -	
Project Manager 2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Project Manager 3	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Project Engineer 1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Project Engineer 2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Project Engineer 3	\$ 17,640	\$ 17,640	\$ 17,640	\$ 22,050	\$ 17,640	\$ 22,050	\$ 17,640	\$ 22,050	\$ 17,640	\$ 17,640	\$ 17,640	\$ 17,640	\$ 17,640	\$ 22,050	\$ -	\$ -	
Director of Construction	\$ 13,104	\$ 13,104	\$ 13,104	\$ 16,380	\$ 13,104	\$ 16,380	\$ 13,104	\$ 2,048	\$ 1,638	\$ 1,638	\$ 1,638	\$ 1,638	\$ 1,638	\$ 2,048	\$ -	\$ -	
Program Manager	\$ 1,655	\$ 1,655	\$ 1,655	\$ 2,069	\$ 1,655	\$ 2,069	\$ 1,655	\$ 2,069	\$ 1,655	\$ 1,655	\$ 1,655	\$ 1,655	\$ 1,655	\$ 2,069	\$ -	\$ -	
Contract Manager	\$ 3,171	\$ 3,171	\$ 3,171	\$ 3,964	\$ 3,171	\$ 3,964	\$ 3,171	\$ 3,964	\$ 3,171	\$ 3,171	\$ 3,171	\$ 3,171	\$ 3,171	\$ 3,964	\$ -	\$ -	
Project Coordinator	\$ 12,264	\$ 12,264	\$ 12,264	\$ 15,330	\$ 12,264	\$ 15,330	\$ 12,264	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Admin Assistant	\$ 613	\$ 613	\$ 613	\$ 767	\$ 613	\$ 767	\$ 613	\$ 765	\$ 613	\$ 613	\$ 613	\$ 613	\$ 613	\$ 765	\$ -	\$ -	
Account Specialist	\$ 1,617	\$ 1,617	\$ 1,617	\$ 2,021	\$ 1,617	\$ 2,021	\$ 1,617	\$ 2,021	\$ 1,617	\$ 1,617	\$ 1,617	\$ 1,617	\$ 1,617	\$ 2,021	\$ -	\$ -	
Total	\$ 79,464	\$ 79,464	\$ 79,464	\$ 99,330	\$ 79,464	\$ 99,330	\$ 79,464	\$ 76,566	\$ 61,253	\$ 61,253	\$ 61,253	\$ 61,253	\$ 61,253	\$ 76,566	\$ -	\$ -	
Executives	\$ 1,113	\$ 1,113	\$ 1,113	\$ 1,113	\$ 1,113	\$ 1,113	\$ 1,113	\$ 1,113	\$ 1,113	\$ 1,113	\$ 1,113	\$ 1,113	\$ 1,113	\$ 1,113	\$ -	\$ -	
Total with Executives	\$ 80,577	\$ 80,577	\$ 80,577	\$ 100,443	\$ 80,577	\$ 100,443	\$ 80,577	\$ 77,679	\$ 62,366	\$ 62,366	\$ 62,366	\$ 62,366	\$ 62,366	\$ 77,679	\$ -	\$ -	

	2015						Total
	Jun	Jul	Aug	Sept	Oct		
Project Manager 1	\$ 29,960	\$ 29,960	\$ 37,450	\$ 14,980	\$ -	\$ -	\$ 1,240,680
Project Manager 2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 616,350
Project Manager 3	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 392,840
Project Engineer 1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 41,160
Project Engineer 2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 369,810
Project Engineer 3	\$ 17,976	\$ 17,976	\$ 22,470	\$ 17,976	\$ 8,988	\$ -	\$ 762,384
Director of Construction	\$ 1,689	\$ 1,689	\$ 2,087	\$ 1,689	\$ 835	\$ -	\$ 735,129
Program Manager	\$ 1,686	\$ 1,686	\$ 2,108	\$ 1,686	\$ 843	\$ -	\$ 149,622
Contract Manager	\$ 3,231	\$ 3,231	\$ 4,039	\$ 3,231	\$ 1,616	\$ -	\$ 247,225
Project Coordinator	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 403,223
Admin Assistant	\$ 6,249	\$ 6,249	\$ 7,811	\$ 6,249	\$ 3,124	\$ -	\$ 112,511
Account Specialist	\$ 1,648	\$ 1,648	\$ 2,060	\$ 1,648	\$ 824	\$ -	\$ 126,068
Total	\$ 62,420	\$ 62,420	\$ 78,024	\$ 47,440	\$ 16,230	\$ -	\$ 5,199,001
Executives	\$ 1,134	\$ 1,134	\$ 1,134	\$ 1,134	\$ 1,134	\$ 1,134	\$ 96,492
Total with Executives	\$ 63,554	\$ 63,554	\$ 79,159	\$ 48,574	\$ 17,364	\$ -	\$ 5,294,493

	2012												2013				
	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May					
Project Manager 1	\$35,000	\$28,000	\$28,000	\$35,000	\$28,000	\$28,000	\$35,000	\$28,000	\$28,000	\$35,000	\$28,000	\$28,000					
Project Manager 2	\$35,000	\$28,000	\$28,000	\$35,000	\$28,000	\$28,000	\$35,000	\$28,000	\$28,000	\$35,000	\$28,000	\$28,000					
Project Manager 3	\$35,000	\$28,000	\$28,000	\$35,000	\$28,000	\$28,000	\$35,000	\$28,000	\$28,000	\$35,000	\$28,000	\$28,000					
Project Manager 4	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0					
Project Engineer 1	\$16,800	\$13,440	\$13,440	\$16,800	\$13,440	\$13,440	\$16,800	\$13,440	\$13,440	\$16,800	\$13,440	\$15,960					
Project Engineer 2	\$21,000	\$16,800	\$16,800	\$21,000	\$16,800	\$16,800	\$21,000	\$18,800	\$16,800	\$21,000	\$16,800	\$16,800					
Project Engineer 3	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0					
Project Engineer 4	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0					
Program Manager	\$31,520	\$25,216	\$25,216	\$31,520	\$25,216	\$25,216	\$31,520	\$25,216	\$25,216	\$31,520	\$25,216	\$25,216					
Contract Manager	\$15,100	\$12,080	\$12,080	\$15,100	\$12,080	\$12,080	\$15,100	\$18,120	\$18,120	\$22,650	\$18,120	\$18,120					
Admin Assistant	\$11,680	\$9,344	\$9,344	\$11,680	\$9,344	\$9,344	\$11,680	\$9,344	\$9,344	\$11,680	\$9,344	\$9,344					
Account Specialist	\$7,700	\$6,160	\$6,160	\$7,700	\$6,160	\$6,160	\$7,700	\$9,240	\$9,240	\$11,550	\$9,240	\$9,240					
Project Coordinator	\$14,600	\$11,680	\$11,680	\$14,600	\$11,680	\$11,680	\$14,600	\$11,680	\$11,680	\$14,600	\$11,680	\$11,680					
Director of Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0					
Total	\$223,400	\$178,720	\$178,720	\$223,400	\$178,720	\$178,720	\$223,400	\$187,840	\$187,840	\$234,800	\$187,840	\$190,360					
Executives	\$ 3,180	\$ 3,180	\$ 3,180	\$ 3,180	\$ 3,180	\$ 3,180	\$ 3,180	\$ 3,180	\$ 3,180	\$ 3,180	\$ 3,180	\$ 3,180					
Total with Executives	\$226,580	\$181,900	\$181,900	\$226,580	\$181,900	\$181,900	\$226,580	\$191,020	\$191,020	\$237,980	\$191,020	\$193,540					

	2013												2014				
	June	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May					
Project Manager 1	\$36,050	\$28,840	\$28,840	\$36,050	\$28,840	\$28,840	\$36,050	\$28,840	\$28,840	\$36,050	\$28,840	\$28,840					
Project Manager 2	\$36,050	\$28,840	\$28,840	\$36,050	\$28,840	\$28,840	\$36,050	\$28,840	\$28,840	\$36,050	\$28,840	\$28,840					
Project Manager 3	\$36,050	\$28,840	\$28,840	\$36,050	\$28,840	\$28,840	\$36,050	\$28,840	\$28,840	\$36,050	\$28,840	\$28,840					
Project Manager 4	\$18,025	\$18,025	\$28,840	\$36,050	\$28,840	\$28,840	\$36,050	\$28,840	\$28,840	\$36,050	\$28,840	\$28,840					
Project Engineer 1	\$21,630	\$17,304	\$17,304	\$21,630	\$17,304	\$17,304	\$21,630	\$17,304	\$17,304	\$21,630	\$17,304	\$17,304					
Project Engineer 2	\$21,630	\$17,304	\$17,304	\$21,630	\$17,304	\$17,304	\$21,630	\$17,304	\$17,304	\$21,630	\$17,304	\$17,304					
Project Engineer 3	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,652	\$8,652	\$21,630	\$17,304	\$17,304					
Project Engineer 4	\$21,630	\$17,304	\$17,304	\$21,630	\$17,304	\$17,304	\$21,630	\$17,304	\$17,304	\$21,630	\$17,304	\$17,304					
Program Manager	\$32,466	\$29,219	\$29,219	\$35,103	\$29,219	\$29,219	\$36,524	\$30,842	\$30,842	\$38,553	\$30,842	\$30,842					
Contract Manager	\$23,330	\$18,664	\$18,664	\$23,330	\$18,664	\$18,664	\$23,330	\$21,774	\$21,774	\$27,218	\$21,774	\$21,774					
Admin Assistant	\$12,030	\$10,827	\$10,827	\$13,534	\$10,827	\$10,827	\$13,534	\$11,429	\$11,429	\$14,286	\$11,429	\$11,429					
Account Specialist	\$11,897	\$9,517	\$9,517	\$11,897	\$9,517	\$9,517	\$11,897	\$11,103	\$11,103	\$13,879	\$11,103	\$11,103					
Project Coordinator	\$15,038	\$12,030	\$12,030	\$15,038	\$12,030	\$12,030	\$15,038	\$12,030	\$12,030	\$15,038	\$12,030	\$12,030					
Director of Construction	\$0	\$16,068	\$16,068	\$20,085	\$16,068	\$16,068	\$20,085	\$19,282	\$19,282	\$24,102	\$19,282	\$19,282					
Total	\$285,825	\$252,783	\$263,598	\$328,077	\$263,598	\$263,598	\$329,497	\$282,385	\$282,385	\$363,796	\$291,037	\$291,037					
Executives	\$ 3,275	\$ 3,275	\$ 3,275	\$ 3,275	\$ 3,275	\$ 3,275	\$ 3,275	\$ 3,275	\$ 3,275	\$ 3,275	\$ 3,275	\$ 3,275					
Total with Executives	\$289,100	\$256,058	\$266,873	\$331,352	\$266,873	\$266,873	\$332,772	\$285,660	\$285,660	\$367,071	\$294,312	\$294,312					

	2014												2015				
	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May					
Project Manager 1	\$36,750	\$29,400	\$29,400	\$36,750	\$29,400	\$29,400	\$36,750	\$29,400	\$29,400	\$36,750	\$29,400	\$0					
Project Manager 2	\$36,750	\$29,400	\$29,400	\$36,750	\$29,400	\$29,400	\$36,750	\$29,400	\$29,400	\$36,750	\$0	\$0					
Project Manager 3	\$36,750	\$29,400	\$29,400	\$36,750	\$29,400	\$29,400	\$36,750	\$29,400	\$29,400	\$36,750	\$29,400	\$29,400					
Project Manager 4	\$22,050	\$17,640	\$17,640	\$22,050	\$17,640	\$17,640	\$22,050	\$17,640	\$17,640	\$22,050	\$0	\$0					
Project Engineer 1	\$22,050	\$17,640	\$17,640	\$22,050	\$17,640	\$17,640	\$22,050	\$17,640	\$17,640	\$22,050	\$0	\$0					
Project Engineer 2	\$22,050	\$17,640	\$17,640	\$22,050	\$17,640	\$17,640	\$22,050	\$17,640	\$17,640	\$22,050	\$0	\$0					
Project Engineer 3	\$22,050	\$17,640	\$17,640	\$22,050	\$17,640	\$17,640	\$22,050	\$17,640	\$17,640	\$22,050	\$0	\$0					
Project Engineer 4	\$22,050	\$17,640	\$17,640	\$22,050	\$17,640	\$17,640	\$22,050	\$17,640	\$17,640	\$22,050	\$0	\$0					
Program Manager	\$39,302	\$31,441	\$31,441	\$39,302	\$31,441	\$31,441	\$39,302	\$31,441	\$31,441	\$39,302	\$31,441	\$31,441					
Contract Manager	\$27,746	\$22,197	\$22,197	\$27,746	\$22,197	\$22,197	\$27,746	\$21,794	\$22,197	\$27,746	\$22,197	\$31,441					
Admin Assistant	\$14,564	\$11,651	\$11,651	\$14,564	\$11,651	\$11,651	\$14,564	\$11,903	\$11,651	\$14,564	\$11,651	\$11,651					
Account Specialist	\$14,149	\$11,319	\$11,319	\$14,149	\$11,319	\$11,319	\$14,149	\$11,319	\$11,319	\$14,149	\$11,319	\$11,319					
Project Coordinator	\$15,330	\$12,264	\$12,264	\$15,330	\$12,264	\$12,264	\$15,330	\$12,264	\$12,264	\$15,330	\$12,264	\$12,264					
Director of Construction	\$24,570	\$19,656	\$19,656	\$24,570	\$19,656	\$19,656	\$24,570	\$31,122	\$31,122	\$38,903	\$31,122	\$31,122					
Total	\$370,860	\$296,688	\$296,688	\$370,860	\$296,688	\$296,688	\$370,860	\$308,003	\$308,154	\$385,193	\$261,114	\$167,034					
Executives	\$ 3,339	\$ 3,339	\$ 3,339	\$ 3,339	\$ 3,339	\$ 3,339	\$ 3,339	\$ 3,339	\$ 3,339	\$ 3,339	\$ 3,339	\$ 3,339					
Total with Executives	\$374,199	\$300,027	\$300,027	\$374,199	\$300,027	\$300,027	\$374,199	\$311,342	\$311,493	\$388,532	\$264,453	\$170,373					

	2015												2016			Total
	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar						
Project Manager 1	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,091,720	
Project Manager 2	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,062,320	
Project Manager 3	\$37,450	\$29,960	\$29,960	\$37,450	\$14,980	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,270,920	
Project Manager 4	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$698,880	
Project Engineer 1	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$596,232	
Project Engineer 2	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$655,032	
Project Engineer 3	\$22,470	\$17,976	\$17,976	\$22,470	\$17,976	\$17,976	\$22,470	\$17,976	\$17,976	\$17,976	\$17,976	\$22,470	\$0	\$0	\$500,598	
Project Engineer 4	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$436,632	
Program Manager	\$40,050	\$32,040	\$32,040	\$40,050	\$24,452	\$16,863	\$21,079	\$16,863	\$16,863	\$21,079	\$16,863	\$21,079	\$0	\$0	\$1,380,814	
Contract Manager	\$28,275	\$22,620	\$22,620	\$28,275	\$24,236	\$25,851	\$32,314	\$26,851	\$25,851	\$32,314	\$25,851	\$32,314	\$0	\$0	\$1,004,071	
Admin Assistant	\$14,841	\$11,873	\$11,873	\$14,841	\$12,185	\$12,498	\$15,622	\$12,498	\$12,498	\$15,622	\$12,498	\$15,622	\$0	\$0	\$549,943	
Account Specialist	\$14,418	\$11,535	\$11,535	\$14,418	\$12,358	\$13,182	\$16,478	\$13,182	\$13,182	\$16,478	\$13,182	\$16,478	\$0	\$0	\$512,216	
Project Coordinator	\$15,622	\$12,498	\$12,498	\$15,622	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$523,906	
Director of Construction	\$39,644	\$31,715	\$31,715	\$39,644	\$32,549	\$33,384	\$41,730	\$33,384	\$33,384	\$41,730	\$33,384	\$41,730	\$0	\$0	\$880,273	
Total	\$212,770	\$170,216	\$170,216	\$212,770	\$138,736	\$119,754	\$149,693	\$119,754	\$119,754	\$149,693	\$119,754	\$149,693	\$0	\$0	\$11,163,558	
Executives	\$ 1,134	\$ 1,134	\$ 1,134	\$ 1,134	\$ 1,134	\$ 1,134	\$ 1,134	\$ 1,134	\$ 1,134	\$ 1,134	\$ 1,134	\$ 1,134	\$ 1,134	\$ 1,134	\$ 128,875	
Total with Executives	\$213,904	\$171,350	\$171,350	\$213,904	\$139,870	\$120,889	\$150,827	\$120,889	\$120,889	\$150,827	\$120,889	\$150,827	\$0	\$0	\$11,292,433	

EXHIBIT "A-4"

SBCCD PROGRAM, CONSTRUCTABILITY REVIEWS/ ESTIMATES/ SCHEDULING

PRE-CONSTRUCTION

Constructability review and estimate fees are approximate. The not to exceed amounts are allocated by campus (SBVC/CHC). All constructability reviews and estimates must be pre-approved in writing (Project Memo) by the **DISTRICT** prior to initiation. Though exceptions for smaller Projects may occur, the milestones for which reviews and estimates are recommended as follows: 100% Design Development (DD) and Value Engineering (VE), 50% Construction Documents (CD), and back-check only at 95% Construction Documents. Fees will be billed as they are requested/occur with appropriate deliverables.

Not to exceed fee:

San Bernardino Valley College (SBVC)	\$111,895.00
Crafton Hills College (CHC)	\$729,004.00

CONSTRUCTION

Estimating and scheduling support during construction will be provided on an as needed basis and will also be preapproved by the **DISTRICT**. Estimating and scheduling support will be provided in accordance with the rates in **Exhibit "A"**.

EXHIBIT "A-5"

SBCCD PROGRAM CONNECT, ENHANCED PROGRAM/PROJECT REPORTING

The fees outlined below are estimates and will vary based on the level of customization and level of reporting requested. The fee below consists of Program Connect displaying the following Program Level components: Program Finances, Program Cash Flow, Program Progress, Project Budget Status, Change Order Management, Business Participation, and Program Summary Schedule. The fee also consists of the following Project Level Components: Project Summary, Schedule Summary, Project Budget, Project Cash Flow, and Project Level Business Participation.

The intent of Program Connect is to provide a comprehensive program management tool that will seamlessly connect all sources of Program data and display them on the Program Connect Dashboards at both Program Level and Project Level.

Fee Description	Estimated Amount
Discovery, Customization & Deployment	\$10,000.00
Software Maintenance, Support and ongoing Development (\$2000.00 Per Month) <i>The monthly fee is an all-inclusive fee; there are no additional charges for hosting, infrastructure costs, maintenance, support or for user licenses.</i>	\$96,000.00
Total Cost	\$106,000.00

EXHIBIT "A-6"

SBCCD PROGRAM REIMBURSABLES

Measure M Reimbursable Expenses (Not to Exceed Estimates for Four (4) Years)

<u>EXPENSE</u>	<u>TOTAL</u>
Office Supplies	180,500.00
Shipping	20,000.00
Fax	23,000.00
Janitorial Services	79,000.00
Security	12,000.00
Building Rent	95,000.00
Mobilization and Demobilization	75,000.00
Utilities	25,000.00
Repairs	55,340.00
Printing & Monthly Reports	68,500.00
Equipment Rent	85,550.00
Toner	29,810.00
Ink Cartridge	22,200.00
Toner/ink for Plotter	24,000.00
Computer Program Licenses	220,550.00
Telephone	120,750.00
Cell Phones	<u>63,800.00</u>
Total	\$ 1,200,000.00
 <u>Sub-consultant Agreements</u>	
QSP Services (4 years, SBVC)	<u>136,400.00</u>
 <u>*Allowance for Unforeseen Reimbursables</u>	 <u>200,000.00</u>
TOTAL	\$ 1,536,400.00

Exceptions:

1) All costs are estimates only and not to exceed

* Use of any Allowance must be pre-approved by the District. See Section 5.9 of the Agreement.

EXHIBIT "B"

CRITERIA AND BILLING FOR EXTRA WORK

- A. The following extra services to this Agreement shall be performed by **PM** if needed and requested by **DISTRICT** in writing. Fees for additional services will be based on the hourly rates established in **Exhibit "A"**. Number of hours for specific service will be negotiated and approved by **the DISTRICT**.
1. Providing services required because of significant documented changes in the Project initiated by the **DISTRICT**, including but not limited to size, quality, complexity, the **DISTRICT'S** schedule, or method of bidding or negotiating and contracting for construction.
 2. Providing consultation concerning replacement of work damaged by fire or other cause during construction and furnishing services required in connection with replacement of such work.
 3. Providing services made necessary by the default of contractors, or by major defects or deficiencies in the work of the contractor, or by failure of performance of the **DISTRICT'S** consultants, or in the absence of a final Certificate of Payment, more than sixty (60) days after the date of completion of work on the Project involved.
 4. The selection, layout, procurement or specification at the **DISTRICT'S** request of movable furniture, furnishings, equipment or other articles which are not included in the construction contract.
 5. Determining the accuracy of existing drawings.
 6. Providing surveys relative to future facilities, systems or equipment which are not intended to be constructed during the Construction Phase.
 7. Preparation of applications and supporting documents for governmental grants and permits other than as required in this Agreement.
 8. Providing coordination of work or providing services related to work performed by the **DISTRICT'S** own forces.
 9. Preparing to serve or serving as a witness in connection with any public hearing, dispute resolution proceeding or legal proceeding, other than that necessitated by the negligent acts, errors or omissions of **PM** or where the **PM** is party thereto, except for a contractor's hearing necessitated by its request to substitute a subcontractor.
 10. Performing technical inspection and testing.

11. Providing additional construction administration services necessitated by changes in the Architect(s)' firm or key personnel.
12. Providing any other services not otherwise included in this Agreement or not customarily furnished in accordance with generally accepted scope of Program, Project and Construction management practice.
13. Warranty requests generated beyond contract expiration.
14. Providing **PM** services on Project(s) in which the **DISTRICT** utilizes a delivery method other than one general contractor.
15. Provide a full or part-time Campus Liaison to Crafton Hills College or San Bernardino Valley College.
16. Provide a Bid Enhancement Services Coordinator. See **Exhibit "B-1"**.

EXHIBIT “B-1”

BID ENHANCEMENT SERVICES

PM understands and recommends a diverse and intensive Bid Enhancement program as an approach to good stewardship of public funds. This scope will serve as a marker of SBCCD’s commitment to utilizing local labor where applicable and appropriate, as well as a potential reduction of overall construction costs.

The **PM** will provide, coordinate and manage a comprehensive Bid Enhancement services program, which shall consist of project specific efforts by **PM** to contact general and trade contractors in the bidding community using all current forms of written and electronic communications. The purpose of this program is as indicated below:

- Identify and notify local qualified contractors and vendors as to upcoming projects
- Making contractors aware of project specific bid opportunities
- Generating local awareness, preparation, synergy and engagement as it relates to the qualified trades in the areas within the San Bernardino Community College Districts general service area

In promoting the awareness of projects, some of the desired results anticipated are as follows:

- Establish larger program level contractor bidding pools for all Measure M projects
- Gaging and evaluate local contractor qualifications available to the program
- Gain a detailed understanding and sense of the local bidding environment
- Garnering contractor feedback as to bid durations and current engineer estimates
- Increase overall contractor participation and competition in project bids while reducing construction costs

The Bid Enhancement methods and efforts will include:

- Utilizing a database of general and trade contractors in San Bernardino and Riverside Counties
- Phone banking
- Advertisement in local publications
- Mass email and flyers
- Pre-bid meeting information, general question and answer regarding the bid process
- Tracking the efforts implemented

The duration of these services will be determined by the **PM** and authorized by the **DISTRICT** on a per Project basis. The rate for this service is indicated in **Exhibit “A”**.

EXHIBIT "B-2"

DOCUMENT MANAGEMENT SERVICES

PM will provide Document Management Services including the purchase and renewal of all required software and licenses, reporting, management, and uploading of electronic documentation to the **DISTRICT'S** document control server. Materials, software and license purchases will be reimbursed by the **DISTRICT**.

PM will not provide document scanning, management or maintenance of necessary hardware or software, or procurement processing services.

Scanning will be coordinated by **PM** and paid for directly by the **DISTRICT** through Measure M project budget allocations. Document Management Services shall be provided for the Projects described in this Agreement only. Document Management Services will be coordinated by the **PM** until completion of this contract; requests generated beyond contract expiration shall be processed directly by the **DISTRICT** or require a separate Agreement. The rate for this service is indicated in **Exhibit "A"**.

EXHIBIT "C"
INSURANCE REQUIREMENTS

MINIMUM REQUIREMENTS

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

Within ten (10) days of execution of this Agreement, PM and all its sub-consultants shall furnish to DISTRICT Certificates of Insurance showing satisfactory proof that PM and all its sub-consultants carry the following insurance in a form consistent with its standard insurance portfolio, contingent upon approval by the DISTRICT. All (Commercial General Liability and Excess Liability) insurance carriers must be admitted or authorized surplus line carriers in the state of California.

I. General Liability:

- A. Commercial General Liability with a \$5,000,000 Combined Single Limit of Liability per occurrence for Bodily Injury and Property Damage including Blanket Contractual Liability, Products Liability, Completed Operations and all Broad Form comprehensive General Liability enhancements.
- B. PM's insurance to be primary.
- C. Written notice of intent to cancel, non-renew, or make material change in coverage.

II. Automobile Liability:

- A. \$1,000,000 Combined Single Limit of Liability for Bodily Injury and Property Damage per accident.
- B. Coverage to include "Owned, Non-Owned, and Hired" automobiles.
- C. Written notice of intent to cancel, non-renew, or make material change in coverage.

III. Workers' Compensation/Employers Liability:

- A. Certificate of Insurance indicating "statutory" limits.
- B. Written notice of intent to cancel, non-renew, or make material change in coverage.
- C. PM's Worker's Compensation Insurance policy shall contain a Waiver of Subrogation.

IV. Professional Liability:

Professional Liability Insurance, with limits of not less than \$3,000,000 per claim, all with respect to negligent acts, errors, or omissions in connection with services to be provided under this Agreement, and with certificates of insurance being provided annually upon renewal for a period of five (5) years after completion of the services.

V. Minimum Scope of Insurance

Coverage shall be at least as broad as:

1. Insurance Services Office Commercial General Liability coverage (occurrence Form CG 00 01) or Insurance Services Office Form (CG 00 09 11 88 Owners and Contractor's Protective Liability Coverage Form - Coverage for Operations of Designated Contractor).
2. Insurance Services Office Form Number CA 0001 covering Automobile Liability, Code 1 (any auto).
3. Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.

Minimum Limits of Insurance

PM shall maintain limits no less than:

1. General Liability:

\$5,000,000

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.

2. Automobile Liability: \$1,000,000

Per accident for bodily injury and property damage.

3a. Workers' Compensation:

As required by the State of California.

3b. Employer's Liability: \$1,000,000

Per accident for bodily injury or disease. If the PM maintains higher limits

than the minimums shown above, then, their **DISTRICT** shall be entitled to coverage for the higher limits maintained by the **PM**.

4. Professional Liability: \$3,000,000 As needed for services provided.

Other Insurance Provisions

The General Liability and Automobile Liability policies are to contain, or be endorsed to contain, the following provisions:

1. The **DISTRICT**, its officers, officials, employees, and volunteers are to be covered as insured with respect to liability arising out of automobiles owned, leased, hired or borrowed by or on behalf of the **PM**; and with respect to liability arising out of work or operations performed by or on behalf of the **PM** including materials, parts or equipment furnished in connection with such work or operations. General Liability coverage can be provided in the form of an endorsement to the **PM**'s insurance, or as a separate owner's policy.
2. San Bernardino Community College **DISTRICT** and SWACC and their officers, agents and employees to be named as "Additional Insureds."
3. For any claims arising from **PM**'s work or services on the Program or Projects, the **PM**'s insurance coverage shall be primary insurance with respect to 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 **PM**'s insurance and shall not contribute with it.
4. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled by **PM**, and shall state that written notice shall be given to the **DISTRICT** prior to cancellation.
5. If General Liability, and/or Professional Liability coverages are written on a claims-made form:
 - a. The retroactive date must be shown, and must be before the date of the contract or the beginning of contract work.
 - b. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of contract 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 **PM** 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.

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 by **DISTRICT**.

Verification of Coverage

PM shall furnish the **DISTRICT** with original certificates and amendatory endorsements effecting coverage required by this clause. The endorsements should be on forms provided by the **DISTRICT** or on other than the **DISTRICT**'s forms, provided those endorsements or policies conform to the 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 required by these specifications at any time.

Waiver of Subrogation

PM hereby agrees to waive subrogation which any insurer or contractor may acquire from **PM** by virtue of the payment of any loss. **PM** agrees to obtain any endorsement that may be necessary to effect this waiver of subrogation.

The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the **DISTRICT** for all work performed by the **PM**, its employees, agents and subcontractors.

Subcontractors/ Sub-consultants

PM shall require and verify that all subcontractors/sub-consultants maintain insurance meeting all the requirements stated herein.

Exhibit "D" - Total 'Not To Exceed' Fee Breakdown for Four (4) Years

PM Staffing Fees (Exhibit A-3)

Crafton	
New Science Building	\$ 2,326,755
Crafton Center	\$ 2,325,918
Occupational Ed 2	\$ 2,218,453
Physical Ed / Athletics	\$ 720,874
LADM Renovation	\$ 1,731,126
Student Services 'A'	\$ 556,996
Performing Arts Renovation	\$ 708,070
Maintenance and Operations	\$ 98,334
College Center Renovation	\$ 477,032
	\$ 11,163,558

Valley College	
Gymnasium	\$ 2,982,413
Business Bldg Renovation	\$ 734,927
ADA Upgrade / Signage	\$ 115,863
Central Plant	\$ 423,403
Auditorium Renovation	\$ 941,395
	\$ 5,198,001

Executive Fees (Exhibit A-3)

Crafton	\$ 128,875.00
Valley College	\$ 96,492.00
	\$ 225,367

Constructability Reviews/ Estimates/Schedules (Exhibit A-4)

Preconstruction Phase	
Crafton Hills	\$ 729,004
Valley College	\$ 111,895
	\$ 840,899

Construction Phase Allowance	
Estimating Support	\$ 150,000
Scheduling	\$ 150,000
	\$ 300,000

Program Connect (Exhibit A-5)

Discovery, Customization & Deployment	\$ 10,000
Maintenance, Support	\$ 96,000
	\$ 106,000

PM Reimbursables (Exhibit A-6)

General Not to Exceed	\$ 1,200,000
QSP Services	\$ 136,400
Allowance	\$ 200,000
	\$ 1,536,400

Allowance for Add'l Services (included in Exhibit B)

Allowance	\$ 4,000,000
	\$ 4,000,000

Total Not To Exceed Fee	\$ 23,370,225
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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: May 17, 2012
SUBJECT: Consideration of Approval to Award Bid and Contract to Braughton Construction, Inc.

RECOMMENDATION

It is recommended that the Board of Trustees award Bid 04-27-12 and contract to Braughton Construction, Inc. for Site Signage at SBVC in the amount of \$1,170,000.00.

OVERVIEW

The Valley College Site Signage project provides campus directional signage, parking lot signage, monument signage and marquee / LED messaging boards. There are a total of 45 signs / monuments / marquees which will provide identification of the campus on the perimeter roads and directional signage within. The Site Signage project will update existing signage and add a modern theme to the campus which will capture the new buildings being constructed.

ANALYSIS

The District received four responsive and responsible bids. The lowest most responsive three were:

Vendor	Total Bid Cost
De La Riva Construction	\$ 929,800.00
Braughton Construction, Inc.	\$1,170,000.00
Inland Building Construction	\$1,178,000.00

An analysis of the bids received indicates that although De La Riva Construction is the lowest responsive bidder, they are requesting relief from their bid due to a clerical error. Based on information received, Kitchell/BRj/Seville is recommending awarding the contract to Braughton Construction, Inc.

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 South Mount Vernon, San Bernardino, CA 92410

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

April 30, 2012

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

**RE: BID ANALYSIS AND RECOMMENDATION
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT - VALLEY COLLEGE
Site Signage**

Dear Ms. Johnson:

Kitchell/BRJ/Seville is pleased to provide this analysis of the bid results for the Site Signage Project

Bids were accepted until 11:00 AM PM on Friday April 27, 2012. Upon closing of the bid period, the contractor proposals were opened and publicly read aloud at the San Bernardino Community College District Office, Board Room located at 114 S. Del Rosa Drive in San Bernardino, CA. Four (4) plan holders submitted bids for the Site Signage project.

The lowest responsive bidder was De La Riva Construction, Inc. with a bid proposal of \$929,800.00. On Monday, 4/30/2012 Del La Riva Construction requested relief from their bid due to a clerical error. Based on the information provided by De La Riva Construction, and public contract code section 05100-05110, Kitchell /BRJ / Seville is recommending granting De La Riva Construction relief from their bid proposal.

The second lowest bidder is Braughton Construction, Inc. (BCI) with a bid proposal of \$1,170,000.00. Kitchell / BRJ / Seville is recommending issuing a contract to Braughton Construction, Inc for the Site Signage Project in the amount of \$1,170,000.00.

Bid Analysis

The following items were considered in our bid analysis:

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

I. Comparative Pricing

A.	Low bid	\$ 929,800 (contractor clerical error)
B.	Lowest responsive bid	\$ 929,800
C.	Average responsive bid	\$1,116,950
D.	High responsive bid	\$1,190,800
E.	Number of responsive bidders	4

Please refer to the attached bid tally summary for a list of all the bidders.

II. Bond Review

- A. Sure Tec Insurance Company is the surety for Braughton Construction, Inc. and is a surety company authorized to transact the business of insurance in the State of California.
- B. Contractor's License Board: All California contractors are required to file a bond or cash deposit with the State in the amount of 10%. The Contractor bond number is 100001109 in the amount of \$12,500 with an effective date of 1/1/2007.

III. Company History

Braughton Construction, Inc. is based in Rancho Cucamonga, California. They are a general contracting firm. Sample projects of a similar dollar value include

- \$ 550,108 – modernization – Metropolitan Water District, Los Angeles
- \$ 832,214 – Walnut Valley USD
- \$ 247,283 – Santa Ana USD

Note: Braughton Construction, Inc. is using A Good Sign as the signage subcontractor, which has similar project experience in installing Marquee's and other project signage and who carries a valid C-45 license.

IV. Bid Form Review

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

V. Client Reference Check

Client references reviewed

- Metropolitan Water District (Terry Wallace 951.237.2220) gave a good reference
- Sana Ana USD gave a good reference.

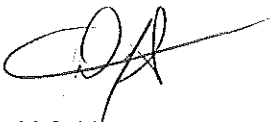
VI. Contractor License Check

- | | |
|----------------------------|---|
| A. License # and Status: | License #558387 Current and Active |
| B. Type of company: | Corporation |
| C. Expiration date: | 9/30/2013 |
| D. State of Incorporation: | California |
| E. Claims Against License | No Current Citations or Cases on Record |
| F. Type of license | A, B, C-8, C-53 |

Based on the information available at this time, Kitchell/BRJ/Seville is recommending Braughton Construction, Inc be awarded a contract for the SBVC Site Signage project.

Sincerely,

Kitchell/BRJ/Seville



David Schiermeyer
Project Manager



April 30, 2012

Proposal Submitted To:

San Bernardino Community College District
C/O: Kitchell/BRJ/Seville
701 S. Mount Vernon Avenue
San Bernardino, CA 92410

General Contractor:

De La Riva Construction, Inc.
Jose De La Riva, President
714-871-9561 Phone
714-326-6689 Cell Phone
714-871-9210 Fax

Project Site:

San Bernardino Valley College - Site Signage
701 S. Mount Vernon Avenue
San Bernardino, CA 92410

RE: Clerical Error

Mr. Schiermeyer,

Attached, please find the original spread sheet with the amount that was included in our price for the demolition portion of the work. We originally did the takeoff with the quantities marked on the drawings. Due to an estimating clerical error, not all of the quantities were transferred to the computer spread sheet; therefore, what should have been \$92,580 for demolition was calculated as \$4,464, resulting in a critical error of \$88,116.

Best Regards,

De La Riva Construction, Inc.
Jose De La Riva, President

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: May 17, 2012
SUBJECT: Consideration of Approval to Award Bid and Contract to JM Builders, Inc.

RECOMMENDATION

It is recommended that the Board of Trustees award Bid 04-18-12 and contract to JM Builders, Inc. for the Interim Locker and Shower Room project at SBVC in the amount of \$256,000.00.

OVERVIEW

Due to site and program restraints, and in preparation for construction of the new Gymnasium structure, the existing women's locker room will be demolished. The Interim Locker and Shower Rooms project will provide a dividing wall in the men's locker room and allow temporary use of a portion of the facility by women for approximately two years. Toilet rooms and emergency pathways will also be updated to comply with current construction code. The project is temporary and will be demolished upon completion of the new Gymnasium.

ANALYSIS

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

Vendor	Total Bid Cost
JM Builders, Inc.	\$256,000.00
Inland Building Construction Co.	\$267,700.00
De La Riva Construction, Inc.	\$289,000.00

An analysis of the bids received indicates that JM Builders, Inc. is the lowest, most responsive bidder.

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 South Mount Vernon, San Bernardino, CA 92410

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

April 19, 2012

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

**RE: BID ANALYSIS AND RECOMMENDATION
GYM/FIELD FACILITIES PROJECT
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT - VALLEY COLLEGE
INTERIM LOCKER AND SHOWER ROOM BID**

Dear Ms. Johnson:

Kitchell/BRJ/Seville is pleased to provide this analysis of the bid results for the Interim Locker and Shower Rooms bid for the Gym and Stadium project.

Bids were accepted until 2:00 PM on April 18, 2012. Upon closing of the bid period, the contractor proposals were opened and publicly read aloud at the San Bernardino Community College District Office, Board Room located at 114 S. Del Rosa Drive in San Bernardino, CA. Five (8) plan holders submitted bids for the Interim Locker and Shower Rooms project. The responsive low bidder is JM Builders, Inc. with a total bid amount of \$256,000.

Bid Analysis

The following items were considered in our bid analysis:

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

I. Comparative Pricing

A.	Low bid	\$256,000
B.	Low responsive bid	\$256,000
C.	Average bid	\$326,347
D.	High bid	\$480,000
E.	Number of Bidders	8

Please refer to the attached bid tally summary for a list of all the bidders.

II. Bond Review

- A. SureTec Insurance Company is the surety for JM Builders, Inc. and is a surety company authorized to transact the business of insurance in the State of California.

- B. Contractor's License Board: All California contractors are required to file a bond or cash deposit with the State in the amount of 10%. The Contractor has acknowledged the bond and it has been in place since April 17, 2012.

III. Company History

JM Builders, Inc. serves in Redlands, Southern California. They are a general contracting firm. Similar sample projects include

- \$911,900 – Modernization – Suzanne Middle School
- \$568,000 – Modernization – Bear Valley ES
- \$850,000 – Modernization – Chino Police Dept.
- \$653,000 – Renovation – Public Guardian Relocation

IV. Bid Form Review

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

V. Client Reference Check

Client references review and verified.

VI. Contractor License Check

- | | |
|----------------------------|---|
| A. License # and Status: | License #843561 Current and Active |
| B. Type of company: | Corporation |
| C. Expiration date: | 09/2012 |
| D. State of Incorporation: | California |
| E. Claims Against License | No Current Citations or Cases on Record |
| F. Type of license | B – General Building |

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

Sincerely,

Kitchell/BRJ/Seville

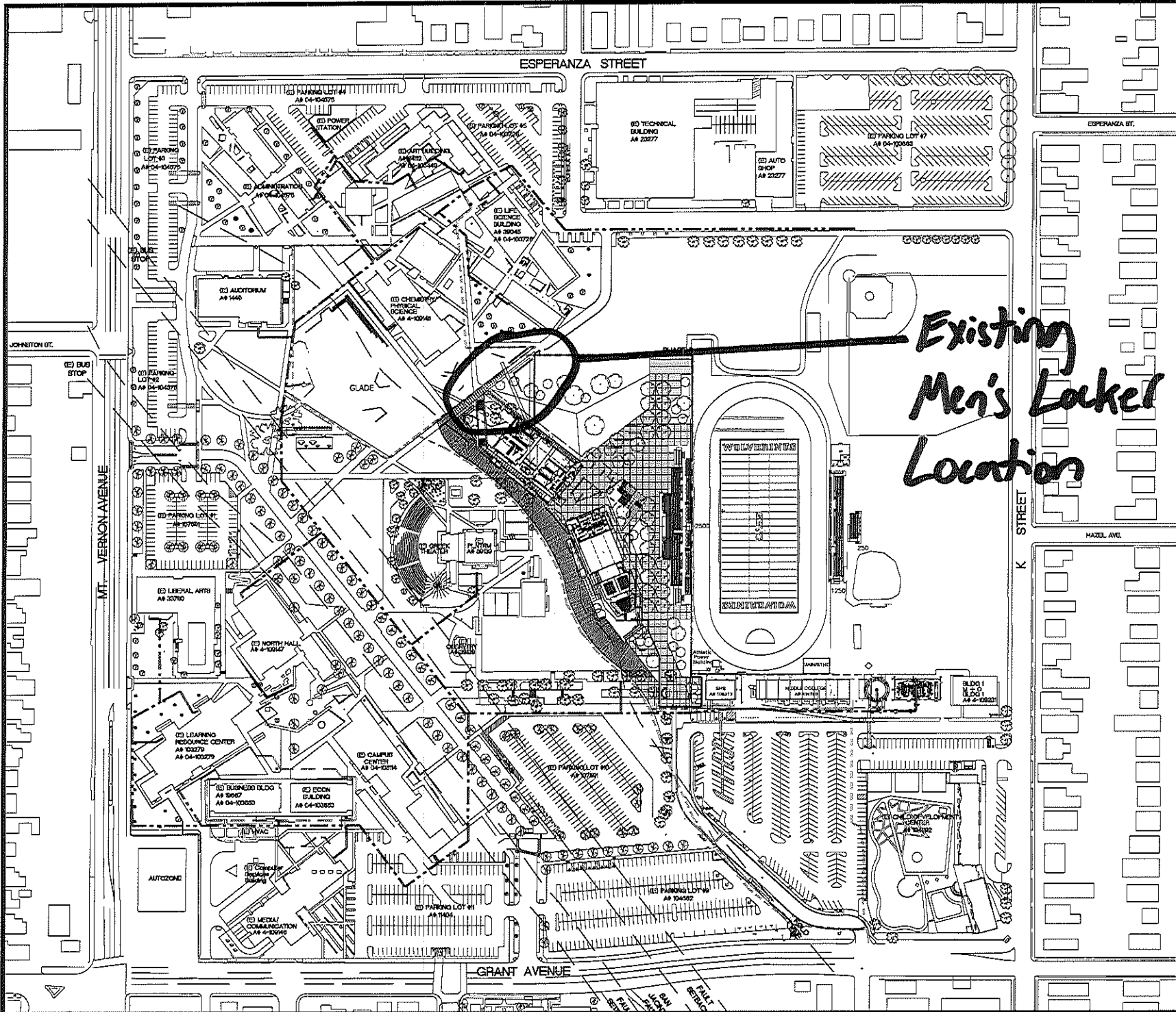


Cade McMullin
Project Manager

cc: Job File

LEGEND

PROJECT LIMITS OF WORK: - - - - -
 OFFICE: - - - - -



Existing
 Men's Locker Room
 Location

SCALE

1" = 50'

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: May 17, 2012
SUBJECT: Consideration of Approval to Award Bid to Production Resource Group

RECOMMENDATION

It is recommended that the Board of Trustees award Invitation for Bid (IFB) 2012-05, Theater Lighting, to Production Resource Group for \$105,989.20.

OVERVIEW

San Bernardino Valley College identified a need to procure plug-and-play theater lighting for the Multiple Activity Center (MAC) room in the new North Hall Building. The equipment was a part of the original design but was removed from the construction project as a standalone purchase.

ANALYSIS

The District received one responsive and responsible bid and two non-responsive bids to IFB 2012-05:

Vendor	Total Bid Cost
Production Resource Group	\$ 105,989.20
Entertainment Lighting Services	Non-responsive
BMI Supply	Non-responsive

An evaluation was conducted by purchasing department staff who determined Production Resource Group 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 North Hall building Measure P construction bond program budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Charlie Ng, Vice Chancellor, Fiscal Services
PREPARED BY: Diana Johnson, Bond Program Manager, Kitchell/BRj/Seville
DATE: May 17, 2012
SUBJECT: Consideration of Approval of Amendment 001 to the
AEI CASC Consulting Contract

RECOMMENDATION

It is recommended that the Board of Trustees approve Amendment 001 to the AEI CASC Consulting contract in the amount of \$2,000.00.

OVERVIEW

On January 16, 2012, the Board of Trustees approved a contract with AEI CASC Consulting for Civil Engineering/Stormwater Pollution Prevention Plan (SWPPP) services for the Solar Farm Project at CHC.

ANALYSIS

This amendment covers the additional scope of preparing and maintaining the SWPPP design for the adjacent Aquatic Center Solar Heating Panel project. With these projects so close together in schedule and proximity, it makes better sense to combine them into one SWPPP design and implementation plan.

The effect of this amendment will be an addition of \$2,000.00 to the AEI CASC Consulting contract, resulting in a revised contract amount of \$7,975.00. There is no increase in length of contract.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Included in 2011-12 Measure M budget.

AEI-CASC Inc.CONTRACT AMENDMENT: 01

PROJECT: Crafton Hills College (CHC) Solar Farm
11711 Sand Canyon Road
Yucaipa, CA 92399

OWNER: San Bernardino Community College District (SBCCD)

TO: AEI CASC Inc.
937 S. Via Lata, Suite 500
Colton, CA 92324

KITCHELL/BRJ/SEVILLE
APR 27 2012

KB

Brief Description:

This amendment is for the added scope of the SWPPP design for the adjacent Aquatic Center Solar Water heater project in the amount of \$1,550.00. AEI CASC Inc. was selected by the SBCCD and CHC selection committee through the SBCCD board approved consultant selection process.

Attachments:

- Kitchell/BRJ/Seville project memo's CHC Solar Farm (1 pages)
- AEI CASC , Inc. CHC Solar Farm proposal (4 pages)

Costs:

\$2,000.00 = Total amount of this Amendment (\$450.00 added from proposal for anticipated government fees.....Task# 3)

The original Contract Sum	\$5,975.00
Net change by previous Amendments	\$0.00
The Contract Sum prior to this Amendment	\$5,975.00
The Contract Sum will be increased by this Amendment	\$2,000.00
The new Contract Sum including this Amendment	\$7,975.00

The Contract Schedule as of this Amendment will be unchanged.

By signing this Amendment the SBCCD authorizes AEI CASC, 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 AEI CASC, 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
AEI CASC Inc.

PROGRAM MANAGER
Kitchell/BRJ/Seville

OWNER
SBCCD

By: *[Signature]*

By: *[Signature]*

By: _____

DATE: 4/26/12

DATE: 4/30/12

DATE: _____

Kitchell/BRj/Seville

11711 Sand Canyon Road, Yucaipa, CA 92399

Project Memo

Ph: 909.435.4169 - Fax: 909.794.8901

DATE: March 20, 2012

No -015 M CHC Solar Project

TO: Charlie Ng
Vice Chancellor Fiscal Services
San Bernardino Community College District (SBCCD)

FROM: Gary Weinstein
Project Manager
Kitchell/BRj/Seville

RE: Crafton Hills College (CHC)
Solar Farm Project SWPPP Contract amendment

SCOPE:

SBCCD to approve the contract amendment with AEI CASC for the SWPPP design and preparation for the Solar Farm at Crafton Hills College in the amount of \$2,000.00 dollars.

NARRATIVE:

This amendment covers the additional scope of preparing and maintaining the SWPPP design for the adjacent Aquatic Center Solar Heating panel project. With these projects so close together in schedule and proximity it makes better sense to combine the two projects into one SWPPP design and implementation plan.

RECOMMENDATION:

Kitchell/BRj/Seville recommends that SBCCD approve the contract amendment with AEI CASC in the amount of \$2,000.00 for SWPPP design services for the solar farm at CHC.

BUDGET INFORMATION/FISCAL IMPACT:

Solar Farm Project - 9618

Info from Measure M Budget version 27

Project Original Budget Amount:	\$ 7,142,290.67
Project Current Spent to date:	\$ 514,172.25
Project Current Estimate to Complete:	\$ 7,142,290.67
Project Memo Forecast Cost:	\$ 2,000.00
Project Change Amount:	\$ 0.00

Budget Line Item is 5112-01 Funding Source is 7900.00 - soft cost contingency.

<input checked="" type="checkbox"/> I concur with this recommendation	<i>Diana Johnson</i>	<i>4/26/12</i>
<input type="checkbox"/> I do not concur with this recommendation	Diana Johnson, Program Manager, Kitchell/BRj/Seville	

<input type="checkbox"/> I concur with this recommendation	<i>gmg</i>	<i>4/26/12</i>
<input type="checkbox"/> I do not concur with this recommendation	Charlie Ng Vice Chancellor of Fiscal Services, SBCCD	

M
4/26/12

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: May 17, 2012
SUBJECT: Consideration of Approval of Amendment 001 to the
Kishimoto Architects, Inc. Contract

RECOMMENDATION

It is recommended that the Board of Trustees approve Amendment 001 to the Kishimoto Architects, Inc. contract in the amount of -\$489,235.00.

OVERVIEW

On October 20, 2011, the Board of Trustees approved a contract with Kishimoto Architects, Inc. for architectural services on the New Crafton Center project at CHC. The project, which includes a Bookstore, Food Service, Student Life/Welcome Center, Administration, Financial Aid, Admissions & Records, Counseling, and Health Services, is nearing the end of schematic design.

ANALYSIS

The architect's contract was initially executed for \$2,333,500.00 and was based on a construction value of \$24 million. The project scope has since been analyzed and reduced to \$21.4 million, thereby reducing the architectural fees. In addition, this amendment also reflects a \$130,000.00 additive change for programming services not originally included in the first contract due to the changing nature of the master plan update.

The effect of this amendment will be a deduction of \$489,235.00 to the Kishimoto Architects, Inc. contract, resulting in a revised contract amount of \$1,844,265.00. There is no increase in length of contract.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Included in the 2011-12 Measure M budget.

KISHIMOTO ARCHITECTURE INC. CONTRACT AMENDMENT: 001

PROJECT: Crafton Hills College (CHC) Crafton Center
11711 Sand Canyon Road
Yucaipa, CA 92399

OWNER: San Bernardino Community College District (SBCCD)

TO: Kishimoto Architecture Inc.
3002 Dow Ave, Suite 106
Tustin, CA 92780

Brief Description:

This amendment is for the adjustment in consultant fees due to the reduction in estimated construction costs (24,062,807.00 dollars down to 21,428,322.65) and the reduction in total percentage of fees (10.2% down to 8%) . This amendment also covers the additional services (\$130,000.00) required to complete the programming for the new student center building. Kishimoto Architects Inc. was selected by the SBCCD and CHC selection committee through the SBCCD board approved consultant selection process.

Attachments:

- Kitchell/BRJ/Seville project memo's CHC New Crafton Center (1 pages)
- Kishimoto Architects, Inc. CHC New Crafton Center proposal (2 pages)

Costs:

-\$489,235.00 = Total amount of this Amendment

The original Contract Sum	\$2,333,500.00
Net change by previous Amendments	\$0.00
The Contract Sum prior to this Amendment	\$2,333,500.00
The Contract Sum will be decreased by this Amendment	-\$489,235.00
The new Contract Sum including this Amendment	\$1,844,265.00

The Contract Schedule as of this Amendment will be **unchanged**.

By signing this Amendment the SBCCD authorizes Kishimoto Architects, 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 Kishimoto Architects, Inc. contract with SBCCD.

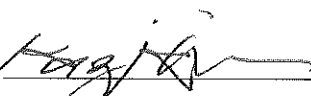
Not valid until signed by all parties. Signature of Consultant indicates agreement herewith, including any adjustment in the Contract Sum or Construction Schedule.

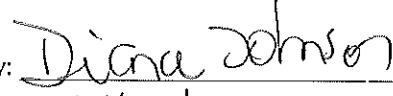
Authorized:

CONSULTANT
Kishimoto Architects Inc.

PROGRAM MANAGER
Kitchell/BRJ/Seville

OWNER
SBCCD

By: 

By: 

By: _____

DATE: 4/9/12

DATE: 4/30/12

DATE: _____

Kitchell/BRj/Seville

11711 Sand Canyon Road, Yucaipa, CA 92399


Project Memo

Ph: 909.435.4159 - Fax: 909.794.8901

DATE: April 17, 2012

No -02 M CHC Crafton Center

TO: Charlie Ng
Vice Chancellor Fiscal Services
San Bernardino Community College District (SBCCD)

FROM: Brooke Duncan
Project Manager 
Kitchell/BRj/Seville

RE: Crafton Hills College (CHC)
Project: New Crafton Center
Architects Contract: Kishimoto Architecture Inc.

SCOPE:

SBCCD to approve Kishimoto Architecture Inc. Contract Amendment # 1 for the design of the New Crafton Center at Crafton Hills College in the deductive amount of (\$489,235.00)

NARRATIVE:

This contract amendment negotiates the following fees to the Architect's contract:

Original contact amount: \$ 2,333,500.00
Amendment #1 deductive (\$489,235.00)
New Contract amount: \$1,844,265.00

Breakdown of (\$489,235.00):

1. Additional scope of services: ADD \$130,000.00 for Programming process for the Crafton Center project.
2. Deductive scope of services: DEDUCT: (\$619,235.00) which represents an 8% fee calculated against a reduced construction estimate
3. Total value of item 1 and 2 combined: DEDUCT (\$489,235.00)

Deductive scope: Design fees were originally based upon an estimated construction value of \$24,062,807.00. Updated construction estimate reflects a revised construction estimate at \$21,428,322.00. Architects fee was reduced as a result. The calculation is based on an 8% fee against the updated and revised construction estimate.

Additional Scope: The amendment also reflects a \$130,000.00 additive change to the contract for the programming services required for initiating design. This was not originally included in the first contract due to the changing nature of the master plan update.

RECOMMENDATION:

Kitchell/BRj/Seville recommends that SBCCD approve the attached contract amendment with Kishimoto Architects Inc. in the deductive amount of (\$489,235.00) for design services at CHC.


4/17/12

BUDGET INFORMATION/FISCAL IMPACT:

Crafton Center - 8208

Info from Measure M Budget version 28

Project Original Budget Amount: \$ 30,300,000
Project Current Spent to date: \$ 1,370,508.03
Project Current Estimate to Complete: \$ 30,872,889.26
Project Change Amount: (\$ 489,235.00)

Budget Line Item 6210.10 - Crafton Center

<input checked="" type="radio"/> I concur with this recommendation	<i>Diana Johnson</i> <u>4/19/12</u>
<input type="radio"/> I do not concur with this recommendation	Diana Johnson, Program Manager, Kitchell/BR/Seville

<input checked="" type="radio"/> I concur with this recommendation	<i>Charlie Ng</i> <u>4/20/12</u>
<input type="radio"/> I do not concur with this recommendation	Charlie Ng, Vice Chancellor of Fiscal Services, SBCCD

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: May 17, 2012
SUBJECT: Consideration of Approval of Amendment 001 to the
NTD Architecture Contract

RECOMMENDATION

It is recommended that the Board of Trustees approve Amendment 001 to the NTD Architecture contract in the amount of -\$128,872.50.

OVERVIEW

On October 20, 2011, the Board of Trustees approved a contract with NTD Architecture for architectural services on the New Science Building project at CHC. The project is currently in the schematic phase of the design process.

ANALYSIS

The construction value of the building was initially set higher than the current construction value. The cost of the design associated is thereby being reduced to align with the cost of construction. The effect of this amendment will be a deduction of \$128,872.50 to the NTD Architecture contract, resulting in a revised contract amount of \$1,821,788.50. There is no increase in length of contract.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Included in the 2011-12 Measure M budget.

**CHC NEW SCIENCE BUILDING
NTD ARCHITECTURE CONTRACT AMENDMENT: 001**

PROJECT: Crafton Hills College (CHC)
11711 Sand Canyon Road
Yucaipa, CA 92399

OWNER: San Bernardino Community College District (SBCCD)

TO: NTD Architecture
955 Overland Court, Suite 100
San Dimas, CA 91773

Brief Description:

NTD Architecture's Contract Amendment 001 for the CHC New Science Building is for the revised construction budget of \$17,649,999.00 and a reduction of fee in the amount of (\$128,872.50). See Kitchell/BRj/Seville Project Memo for additional information.

Attachments:

- Kitchell/BRj/Seville Project Memo New Science Bldg 002 (2 pages)
- NTD Architecture Quote/Proposal (3 pages)

Costs:

(\$128,872.50) = Total amount of this Amendment

The original Contract Sum	\$1,950,661.00
Net change by previous Amendments	\$0.00
The Contract Sum prior to this Amendment	\$1,069,500.00
The Contract Sum will be decreased by this Amendment	(\$128,872.50)
The new Contract Sum including this Amendment	\$1,821,788.50

The Contract Schedule as of this Amendment will be unchanged.

By signing this Amendment the SBCCD authorizes NTD Architecture 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 NTD Architecture's New Science Building project contract with SBCCD.

Not valid until signed by all parties. Signature of Architect indicates agreement herewith, including any adjustment in the Contract Sum or Construction Schedule.

Authorized:

ARCHITECT
NTD Architecture

PROGRAM MANAGER
Kitchell/BRj/Seville

OWNER
SBCCD

By: 

By: Debra Johnson

By: _____

DATE: 4/30/12

DATE: 4/30/12

DATE: _____

Kitchell/BRJ/Seville

11711 Sand Canyon Road, Yucaipa, CA 92389

Project Memo

Ph: 809.435.4159 - Fax: 809.704.8901

DATE: April 20, 2012 No -- M CHC New Science Bldg 002

TO: Charlo 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 #1 New Science Building
NTD Architecture Contract Amendment 001

SCOPE:

SBCCD approval of NTD Architecture's Contract Amendment 001 for the CHC New Science Building revised construction budget of \$17,649,999.00 and a reduction of fee in the amount of (\$128,872.50).

NARRATIVE:

At the time of contract negotiations and approval the CHC New Science Building construction estimate/budget was \$20,008,257.00. Through the course of finalizing the updated master plan and finalizing initial programming efforts the CHC New Science Building construction estimate/budget was revised to \$17,649,999.00. With the approval of this contract amendment the revised construction estimate/budget in NTD Architecture's architectural contract for the CHC New Science Building will be \$17,649,999.00.

With the revised construction estimate/budget Kitchell/BRJ/Seville requested and negotiated a reduction in NTD Architecture's architectural fee of (\$128,872.50). This value includes reductions in the fees associated with the design and construction portions of NTD Architecture's fee and a reduction in the programming fee.

RECOMMENDATION:

Kitchell/BRJ/Seville recommends that SBCCD approve NTD Architecture's Contract Amendment for the CHC New Science Building in the amount of (\$128,872.50). With this deductive amendment NTD Architecture's revised fee will be \$1,821,788.50. With your concurrence with this recommendation NTD Architecture's Contract Amendment 001 will be presented to the SBCCD board at the upcoming May 17, 2012 board meeting.

BUDGET INFORMATION/FISCAL IMPACT:

New Science Building Project - 4625

Info from Measure M Budget version 28

Project Original Budget Amount:	\$ 34,200,000.00
Project Current Spent to date:	\$ 875,110.12
Project Current Estimate to Complete:	\$ 25,578,812.25
Project Memo Forecast Cost:	(\$ 128,872.50)
Project Change Amount:	\$ 0.00
Budget Line Item will be 6210.10 -- Architectural Fees	

I concur with this recommendation
 I do not concur with this recommendation

Bem 4/20/12
Diana Johnson 4/20/12
Diana Johnson, Program Manager, Kitchell/BRJ/Seville

I concur with this recommendation
 I do not concur with this recommendation

Charlie Ng 4/20/12
Charlie Ng, VC of Fiscal Services, SBCCD

Attachments: NTD Architecture Proposal Details/Backup (3 pages)

Cc: Diana Johnson; Bruce McDonald - Kitchell/BRJ/Seville
Jay Tittle; Leigh Anne Jones -- NTD Architects
File

BM
4/20/12

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: May 17, 2012
SUBJECT: Consideration of Approval of Amendment 001 to the
Steinberg Architects Contract

RECOMMENDATION

It is recommended that the Board of Trustees approve Amendment 001 to the Steinberg Architects contract in the amount of -\$450,500.00.

OVERVIEW

On June 11, 2009, the Board of Trustees approved a contract with Steinberg Architects for architectural services on the Parking Structure project at CHC. This project is on hold at the request of the district. The final back check with the Division of the State Architect (DSA) has been done, documents are DSA approved and stamped, and the project is now being archived.

ANALYSIS

Steinberg Architects was contracted to design this project. However, since the project is not currently moving into construction phase, it is suggested that this contract be amended. The effect of this amendment will be a deduction of \$450,500.00 to the Steinberg Architects contract, resulting in a revised contract amount of \$1,351,500.00. There is no increase in length of contract.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Included in the 2011-12 Measure M budget.

STEINBERG ARCHITECTS CONTRACT AMENDMENT: 001

PROJECT: Crafton Hills College (CHC) Parking Structure #1
11711 Sand Canyon Road
Yucaipa, CA 92399

OWNER: San Bernardino Community College District (SBCCD)

TO: Steinberg Architects
523 W 6th Street, Suite 245
Los Angeles, CA 90014

Brief Description:

This amendment is for the termination of Steinberg Architects contract on the Parking Structure # 1 project. This project has formal DSA approval but is no longer on the horizon I master plan. The scope being terminated is, bid and award, construction and closeout.

Attachments:

- Kitchell/BRj/Seville project memo's CHC Parking Structure # 1 (1 pages)
- Steinberg Architects, CHC final billing (2 pages)
- Steinberg Architects corospondence (1 page)

Deductve Costs:

-\$450,500.00 = Total amount of this Amendment

The original Contract Sum	\$1,802,000.00
Net change by previous Amendments	\$0.00
The Contract Sum prior to this Amendment	\$1,802,000.00
The Contract Sum will be decreased by this Amendment	\$450,500.00
The new Contract Sum including this Amendment	\$1,351,500.00

The Contract Schedule as of this Amendment will be not be affected.

By signing this Amendment the SBCCD authorizes Steinberg Architects to perform the scope of work listed above. SBCCD also authorizes and acknowledges that the amount of this Amendment will be paid via a final payment to Steinberg Architects contract with SBCCD.

Not valid until signed by all parties. Signature of Consultant indicates agreement herewith, including any adjustment in the Contract Sum or Construction Schedule.

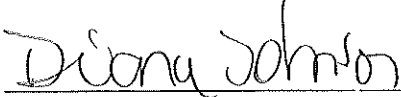
Authorized:

CONSULTANT
Steinberg Architects

PROGRAM MANAGER
Kitchell/BRJ/Seville

OWNER
SBCCD

By: 

By: 

By: _____

DATE: 4/20/2012

DATE: 4/30/12

DATE: _____

Kitchell/BRj/Seville

11711 Sand Canyon Road, Yucaipa, CA 92399

Project Memo

Ph: 909.435.4159 -- Fax: 909.794.8901

DATE: April 1, 2012

No - M Parking Structure # 1 -003

TO: Charlie Ng
Vice Chancellor Fiscal Services
San Bernardino Community College District (SBCCD)

FROM: Gary Weinstein
Project Manager
Kitchell/BRj/Seville

RE: Crafton Hills College (CHC)
PROJECT #: Parking Structure #1
Steinberg Architects amendment #1

SCOPE:

SBCCD to approve the amendment to Steinberg Architects contract for the CHC Parking Structure #1 project.

NARRATIVE:

Direction has been received from SBCCD and CHC that the Parking Structure #1 project is to be put on hold. The design is complete and we have DSA approval. This amendment will terminate the contract with Steinberg Architects. Steinberg has billed 100% of their design fees and we have received a written request to terminate the contract with no other monies required or requested by Steinberg Architects. The remaining funds for Contract Administration will be folded into other measure M projects.

This project is on hold with DSA approval and that approval will need to be renewed about every 2 years until the project is constructed.

RECOMMENDATION:

Kitchell/BRj/Seville recommends that SBCCD approve the contract amendment terminating Steinberg Architects contract for the CHC Parking Structure #1 project in the deductive amount of -\$450,500.00.

BUDGET INFORMATION/FISCAL IMPACT:

Parking Structure # 1 Project - 5245

Info from Measure M Budget version 28

Project Original Budget Amount: \$ 28,233,245.48

Project Current Spent to date: \$ 2,928,032.69

Project Current Estimate to Complete: \$ 0.00

Project Change Amount: \$ -450,500.00

Budget Line Item will be 6210.10 - Architectural Fees

<input checked="" type="checkbox"/> I concur with this recommendation	<i>Diana Johnson</i> 4/11/12
<input type="checkbox"/> I do not concur with this recommendation	Diana Johnson, Program Manager, Kitchell/BRj/Seville

<input checked="" type="checkbox"/> I concur with this recommendation	<i>Charlie Ng</i> 4/12/12
<input type="checkbox"/> I do not concur with this recommendation	Charlie Ng, VC of Fiscal Services, SBCCD

Attachments: Steinberg Architects final billing Details/Backup (1 page)

Steinberg Architects correspondence (1 page)

Cc: Diana Johnson; Bruce McDonald - Kitchell/BRj/Seville
David Hart; - Steinberg Architects
File

AM
4/9/12

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: May 17, 2012
SUBJECT: Consideration of Approval of Amendment 003 to the Kitchell CEM, Inc. Contract

RECOMMENDATION

It is recommended that the Board of Trustees approve Amendment 003 to the Kitchell CEM, Inc. contract in the amount of \$6,020.00.

OVERVIEW

In October of 2009, the Board of Trustees approved a contract with Kitchell CEM, Inc. for program management services for the Measure M bond program. This agreement was amended September 9, 2010 to include construction management services, and then again on August 11, 2011 to add program and construction management services for the Solar Farm project at Crafton Hills College.

The Parking and Lighting (PAL) project at Crafton Hills College was expanded to include parking and lighting enhancements at the Child Development Center, resulting in additional construction management services to oversee construction and project closeout.

ANALYSIS

The existing contract with Kitchell CEM Inc. does not include construction management services for the additional construction work on the PAL project.

The effect of this amendment will be an addition of \$6,020.00 to the Kitchell CEM, Inc. contract, resulting in a revised contract amount of \$ 21,004,793.50. This amendment will not change the term of the contract.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

This cost is included in the 2011-12 Measure M budget.

**AMENDMENT TO AGREEMENT BETWEEN
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT AND KITCHELL CEM, INC.
FOR CONSTRUCTION MANAGEMENT SERVICES FOR ADDITIONAL WORK ON THE
PARKING AND LIGHTING IMPROVEMENT PROJECT**

AMENDMENT 003

This AMENDMENT is made and entered into on the 18th day of May, 2012 by and between San Bernardino Community College District and Kitchell CEM, Inc. (collectively, "parties") This Amendment shall be considered attached to and incorporated in that certain document dated October 1, 2009 entitled "Agreement for Program Management Services" and amendments 01 and 02 of that document collectively, entered into by and between the Parties, as the Parties desire to amend said document as follows:

Add project scope:

Provide construction management services for additional work on the Parking and Lighting Improvement Project related to Construction Change Request No. 13 and Project Memo No. M-CHC PAL 028 at Crafton Hills College. All articles in the original agreement and amendments 001 and 002 of that agreement remain in effect.

Costs:


\$6,020.00 =Total amount of this Amendment

Original Contract Sum Term 01: 10/01/2009 – 9/30/2010	\$2,279,084.00
Amendment 01 , Contract Extension & Scope Increase Term 02: 10/01/2010 – 9/30/2012	\$20,620,439.00
Amendment 02 , Scope Increase, No Change to Term Revised Contract Sum for Term 02	\$378,334.50 \$20,998,773.50
Amendment 03 , Scope increase, No Change to Term Revised Contract Sum for Term 02	\$6,020.00 \$21,004,793.50

By signing this Amendment SBCCD authorizes Kitchell CEM, 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 the Kitchell CEM, 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:

<p>By:  _____ Name: <u>Domingo Camarano</u> _____ Title: <u>REGIONAL EXECUTIVE</u> _____ Date: <u>4/6/2012</u> _____</p>	<p style="text-align: center;">KITCHELL CEM, INC.</p> <p style="text-align: center;">SAN BERNARDINO COMMUNITY COLLEGE DISTRICT</p> <p>By: _____ Name: _____ Title: _____ Date: _____</p>
--	---

Kitchell/BRj/Seville

Project Memo

11711 Sand Canyon Road, Yucaipa, CA 92399

Ph: 909.435.4159 – Fax: 909.794.8901

DATE: March 16, 2012

No – M CHC PAL 028

TO: Scott Stark
Facilities Project Manager
San Bernardino Community College District (SBCCD)

FROM: Diana Johnson
Program Manager
Kitchell/BRj/Seville

RE: Crafton Hills College (CHC)
PROJECT #: Parking Lot / ADA / Lighting Improvement (PAL)
Kitchell/BRj/Seville labor hours associated with CCR #13

SCOPE:

Additional labor hours and cost incurred by Kitchell/BRj/Seville for the management and oversight of the additional work associated with Construction Change Request (CCR) #13 as part of the PAL project.

NARRATIVE:

CCR #13 was a request from the CHC campus to add the upgrading of the CDC parking lot and walkway exterior light fixtures to the PAL project scope of work. This area was originally going to be addressed within the Parking Structure 1 (PS1) project, but with the PS1 project being put on-hold due to the current reduction in funding for the Measure M bond program these exterior light fixtures weren't scheduled to be upgraded and/or addressed.

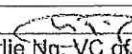
CCR #13 was prepared by the CHC campus and approved by SBCCD as additional work to the PAL project in late December 2011. After such approval Kitchell/BRj/Seville worked with Steinberg Architects in obtaining and negotiating a proposal, which was approved by the SBCCD board at the February 9, 2012 board meeting. Since this approval Kitchell/BRj/Seville has managed and overseen the production of ASI #27, which was recently received March 12, 2012, in collaboration with Steinberg Architects, P2S Engineering, and the CHC campus. Remaining activities left to manage and oversee associated with this additional work are as follows: working with PAL electrical contractor, RDM Electric Company, Inc., in obtaining and negotiating a change amendment/order, preparing change amendment/order for SBCCD board approval, and installation of the additional work as noted in ASI #27. The anticipation is that this work will be completed at the end of April 2012.

Kitchell/BRj/Seville has estimated the following additional labor hours associated with managing and overseeing this additional work that we have already spent and/or estimate on spending: design – 20 hours, change amendment/order & procurement – 5 hours, and installation – 10 hours. With an estimated total of 35 additional hours multiplied by the Project Manger's billing rate in our existing contract of \$172/hour the additional cost associated with managing and overseeing this additional work comes to a total of \$6,020.00.

RECOMMENDATION:

With the submission of this project memo Kitchell/BRj/Seville is requesting that SBCCD acknowledge and approve the additional 35 labor hours and \$6,020.00 cost associated with the management and oversight of the additional work associated with CCR #13 as part of the PAL project.

<input checked="" type="radio"/> I concur with this recommendation	
<input type="radio"/> I do not concur with this recommendation	Scott Stark, Facilities Project Manager, SBCCD

<input checked="" type="radio"/> I concur with this recommendation	
<input type="radio"/> I do not concur with this recommendation	Charlie Ng, VC of Fiscal Services, SBCCD

Attachments: CCR #13 (1 page)
Steinberg Architects Contract Amendment #4 (1 page)
PAL ASI #27 (3 pages)


3/16/12

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: May 17, 2012
SUBJECT: Consideration of Approval of Amendment 005 to the
DLR Group WWCOT Contract

RECOMMENDATION

It is recommended that the Board of Trustees approve Amendment 005 to the DLR Group WWCOT contract in the amount of \$6,440.00.

OVERVIEW

On April 9, 2010, the Board of Trustees approved a contract with the DLR Group WWCOT for architectural services on the Business Building Renovation Project at SBVC. DLR submitted the project drawings to the Division of the State Architect for approval in August, 2011. In February 2012, the district developed standards which were sent to DLR for incorporation in the project documents.

ANALYSIS

The contract to DLR is being amended to cover the costs of incorporating district standards into the project design after the design was completed. The effect of this amendment will be an addition of \$6,440.00 to the DLR Group WWCOT contract, resulting in a revised contract amount of \$1,392,910.00. There is no increase in length of contract.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Included in the 2011-12 Measure M budget.

CONSULTANT CONTRACT AMENDMENT to AGREEMENT OF PROFESSIONAL SERVICES CONTRACT: 005

DATE: 4/26/2012

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 the Business Building Architect, DLR Group WWCOT (DLR), to incorporate District Standards being developed. The original design requirements had been completed, and DLR incurred additional design costs to incorporate the District Standards. DLR proposal # 08 carried costs of \$6,440.00 to provide this service.

Attachments:

- Measure M - Project Memo VC - 090
- DLR additional service proposal 08

Costs:

\$6,440.00 = Total amount of this Amendment

The original Agreement for Professional Services Contract Sum	\$ 1,240,000.00
Net change by previous Amendments	\$ 146,470.00
The Agreement for Professional Services Contract Sum prior to this Amendment	\$ 1,386,470.00
The Agreement for Professional Services Contract Sum will be increased by this Amendment	\$ 6,440.00
The new Agreement for Professional Services Contract Sum including this Amendment	\$ 1,392,910.00

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: 

By: 

By: _____

DATE: 4/26/2012

DATE: 4/30/12

DATE: _____

Kitchell/BRJ/Seville

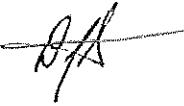
701 S Mount Vernon Ave, San Bernardino, CA 92410

Project Memo

Ph: 909.693.3160 Fax: 909.889.9952

DATE: 4/19/2012 No. VC 090

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: Authorize DLR to proceed with Add'l Service # 08

SCOPE:

Authorize DLR to proceed with added service proposal # 08 for the incorporation of District Standards in the Business Building Renovation Project

NARRATIVE:

The District Standards were developed after DLR submitted their drawings to DSA for approval. The District requested DLR to incorporate the District Standards into the Business Building Renovation documents. DLR has provided added service proposal # 8 for \$6,440.00 to provide this service.

RECOMMENDATION:

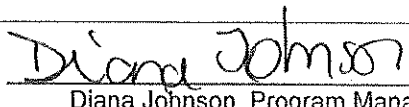
Kitchell/BRJ/Seville recommends authorizing DLR to proceed with scope in proposal # 8 and issue an amendment for approval at the May 2012 Board.

Budget Information:

Original Project Budget amount:	\$15,600,000.00
Spent to Date:	\$ 1,995,201.72
Project Current Estimate of Complete Costs:	\$ 16,120,056.79
Project Memo Forecast Cost:	\$ 6,440.00
Project Change Amount:	\$ 0.00

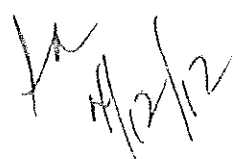
Budget Line Item: 42-37-31-2520-0000-6220.10-7100

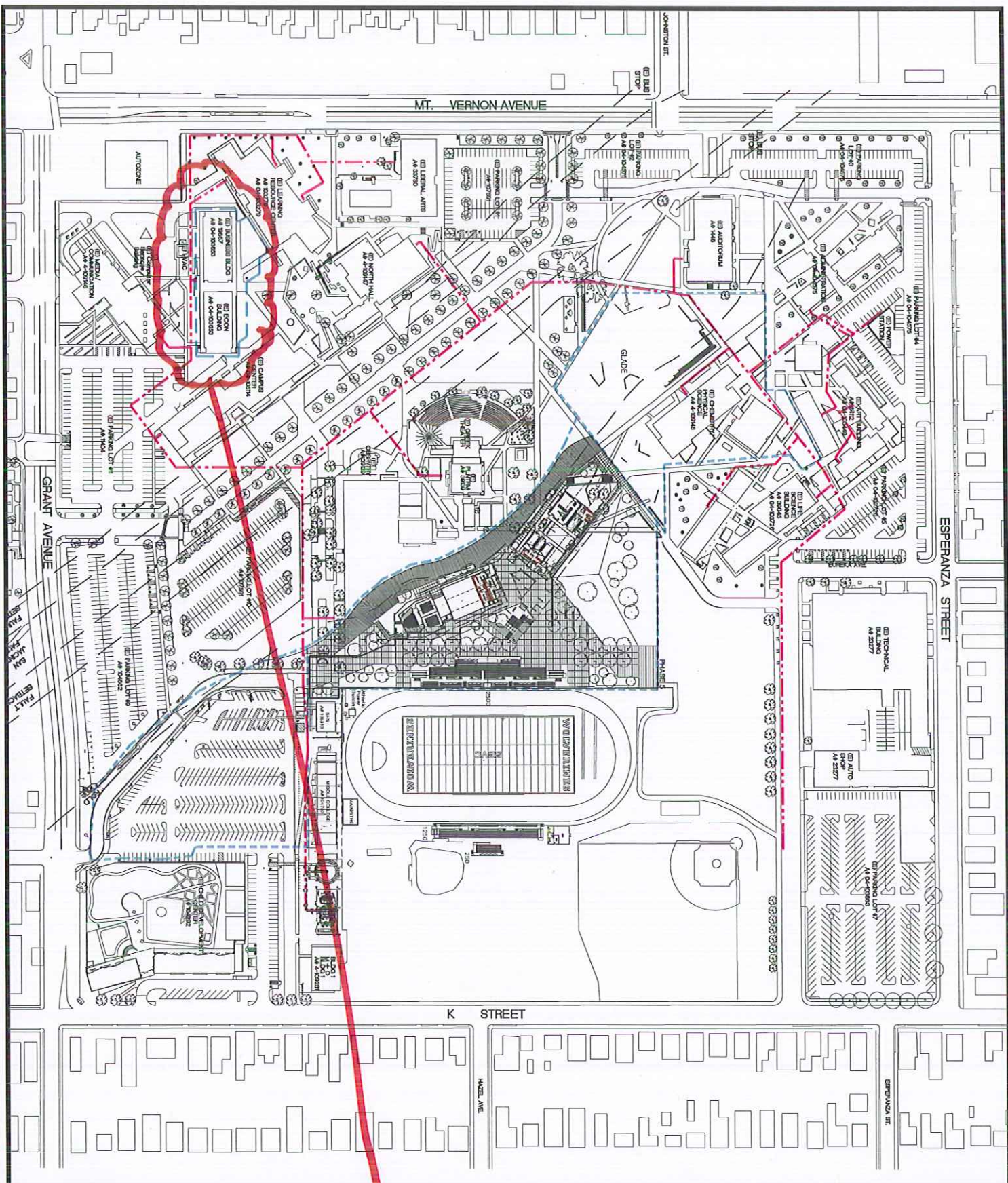
Note: There will be no increase to the overall project budget. The costs for this added service proposal will be paid from extra monies in the architect line item budget.

<input checked="" type="radio"/> I concur with this recommendation <input type="radio"/> I do not concur with this recommendation	 Diana Johnson, Program Manager, KBS	4/23/12
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<input type="radio"/> I concur with this recommendation <input type="radio"/> I do not concur with this recommendation	 Charlie Ng, Vice Chancellor, Fiscal Services	4/24/12
---	--	---------

Attachments: DLR additional Service # 08 proposal dated 4/13/2012.


4/12/12



BUSINESS BLDG.
DLR Amendment.

SCALE
1" = 60'

LEGEND
 --- Dotted line
 --- Dashed line
 --- Solid line



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Bruce Baron, Chancellor
PREPARED BY: Bruce Baron, Chancellor
DATE: May 17, 2012
SUBJECT: Consideration of Approval of the 2012-2013 Legislative Priorities

RECOMMENDATION

It is recommended that the Board of Trustees approve the 2012-2013 Legislative Priorities.

OVERVIEW

The District supports legislation and other efforts to identify and address issues related to adequately fund California Community Colleges, increasing access, promoting student success and improving completion rates.

ANALYSIS

SBCCD is committed to supporting legislative initiatives that will enhance the California Community Colleges. The 2012-2013 Legislative Priorities provides a framework to identify potential areas for this support.

BOARD IMPERATIVE

- I. Institutional Effectiveness
- II. Resource management for efficiency, effectiveness, and excellence
- III. Enhanced and Informed Governance and Leadership

FINANCIAL IMPLICATIONS

No direct financial implications. Successful legislation may result in improved funding for California Community Colleges.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT 2012 LEGISLATIVE PRIORITIES

The San Bernardino Community College District (SBCCD) looks forward to working with the San Bernardino area legislative delegation and the Brown Administration on key issues and priorities of the district. We are cognizant of the extraordinary fiscal challenges facing the state, and it is our hope that the final 2012-13 State Budget will reflect the highest level of support and commitment to California's Community Colleges.

SBCCD has an 85-year history of providing its community and students with quality and affordable vocational certificates, associate's degrees, and preparation for transfer to a four year college or university. The mission of SBCCD is to promote the discovery and application of knowledge, the acquisition of skills, and the development of intellect and character in a manner that prepares students to contribute effectively and ethically as citizens of a rapidly changing and increasingly technological world. To help achieve that goal, the District takes a proactive approach to the legislative process and has established the following legislative priorities for the 2011-12 legislative session.

PROTECT FUNDING FOR CALIFORNIA'S COMMUNITY COLLEGES

SBCCD's top priority in the 2012-13 State Budget is the preservation of the highest level of funding possible for California Community Colleges. We call for community colleges to receive 10.93% of the funds guaranteed for K-14 education under Proposition 98, which has rarely been honored.

We believe the Governor's proposal to remove the Health Fees/Services maintenance of effort funding and replace it with a student election will cause harm to students who rely on our Student Health Services to remain healthy and able to attend class. Aside from using all-too-scarce resources for an election, we are concerned that a majority of students may decide they would rather not pay a fee necessary to maintain these services and a minority would be left without access to the health services on which they have come to rely.

The District opposes legislative proposals to defer payments to community colleges and reforms that are not properly vetted through the stakeholder groups in the System. Also, to the extent funding reductions to community colleges are made, we ask the Legislature and Governor to give maximum local flexibility on where to direct those cuts.

Despite the fiscal challenges that the CCC have faced for the last several years, San Bernardino Community College District has maintained its commitment to students by maximizing the number of course sections it provides and seeking to minimize the impact of cuts to categorical programs that support our students' success. However, when the annual State Budget does not provide adequate funding to support an increase in district full-time faculty hiring obligations, we support the Board of Governors' decision to freeze the faulty obligation number.

LEGISLATIVE PROPOSALS

The District supports legislation and other efforts to identify and address issues related to adequately funding California Community Colleges, increasing access, promoting student success, and improving completion rates.

Midyear Funding Shortfall Backfill

When State Budget assumptions come up short, California Community College Districts deserve the same protection as K-12 school districts. The District calls for the California Community Colleges to be provided with an automatic funding backfill when property tax and fee revenues fall short of the amounts estimated in the State Budget. By providing a local revenue backfill funding mechanism along similar lines to the property tax backfill currently benefitting K-12 districts, our colleges will no longer face funding uncertainty and destructive midyear cuts to our community colleges.

College Access

SBCCD believes California Community Colleges must remain an affordable option for California's students. Strategies must be developed that address financial and other barriers facing community college students, including access to scholarships, financial aid, and affordable textbooks.

Student Success

SBCCD is committed to student success and completion, and welcomes the examination of practices and models for further improving student success and completion. There are many components that affect the likelihood of student success, particularly for the many students who enter community college without the basic skills needed for college-level work. SBCCD supports the recommendations of the Student Success Task Force, which has developed a plan for promoting and improving student success within the California Community Colleges.

Economic and Workforce Development

The Inland Empire has been particularly hard hit by the current economic downturn. Through close collaboration, California's schools, postsecondary institutions, and regional business and labor organizations have a unique opportunity to increase student readiness for and success in postsecondary education and training and contribute to the state's job growth and economic vitality. The District strongly supports legislation that contributes to these goals.

Support for a Kindergarten-University Facilities Bond

SBCCD is in strong support of legislation to place a school facility construction, modernization, and career-technical education bond on the next statewide ballot. This will have a positive impact on our colleges and our community by stimulating our local economy and ensuring our campuses remain state-of-the-art and in good repair.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Charlie Ng, Vice Chancellor, Fiscal Services
PREPARED BY: Kenn Couch, Station Manager, KVCR
DATE: May 17, 2012
SUBJECT: Consideration of Approval to Amend Terms of Loan to KVCR

RECOMMENDATION

It is recommended that the Board of Trustees extend the \$1,815,000 loan made to KVCR for an additional one year at zero percent interest, with the first payment due in May 2013 to allow for additional annual operations funds from KVCR to relieve district General Fund allocations.

OVERVIEW

By Fiscal Year 2003-2004 the District had loaned KVCR a total of \$1,815,000, at zero percent interest, to pay for the digital conversion of the radio and television stations. The terms of that loan provided for no payments to the District for seven years. Based on the amended terms of the agreement, repayment of the loan would begin this year and continue for the next five years. KVCR is in the financial position to begin this repayment. However, after negotiating with the District, it was determined that the funds earmarked for repayment of the loan could be better used to reduce the operational costs of KVCR charged to the district's General Fund.

ANALYSIS

All of the funding from the district's General Fund in support of KVCR covers staffing and benefits. In an effort to relieve some of the fiscal pressure on the General Fund and the campuses, the Chancellor and KVCR Station Manager elected to direct funds that would have been used to make payments on the loan to cover the costs of six district-funded staff members and any additional jobs within the KVCR structure. The Chancellor and the Station Manager do not feel KVCR is in a position to cover these costs and also make a loan payment this year. Therefore, we would like to amend the terms of the loan agreement and extend the term an additional one year, still at zero percent interest. The first payment will be due on May 2013.

BOARD IMPERATIVE

- I. Institutional Effectiveness
- III. Resource Management of Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

There are no financial implications associated with this item.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Bruce Baron, Chancellor
PREPARED BY: Bruce Baron, Chancellor
DATE: May 17, 2012
SUBJECT: Consideration of Approval to Accept Board Policies 2060 Student Trustees, 2070 Advisory Voting Student Member of the Board of Trustees and 3740 Emergency Notification System for First Reading

RECOMMENDATION

It is recommended that the Board of Trustees accept Board Policy 2060 Student Trustees, 2070 Advisory Voting Student Member of the Board of Trustees, and 3740 Emergency Notification System for First Reading.

OVERVIEW

At its April 17, 2012 meeting, District Assembly approved Board Policy 3740 Emergency Notification System and requested that this policy be submitted to the Board for first reading.

At its May 1, 2012 meeting, District Assembly approved Board Policy 2060 Student Trustees and 2070 Advisory Voting Student Member of the Board of Trustees and requested that these policies be submitted to the Board for first reading.

ANALYSIS

The Board may adopt policies authorized by law or determined to be necessary for the efficient operation of the district.

BOARD IMPERATIVE

- I. Institutional Effectiveness
- II. 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 • 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 vote in an advisory capacity.**
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

3
4 ADVISORY VOTING STUDENT MEMBER OF THE BOARD OF TRUSTEES
5

6
7 In compliance with Education Code Section 72023.5, the Board of Trustees of the San
8 Bernardino Community College District may include two advisory voting student members who
9 are enrolled in and maintain at least 5 (five semester units) ~~full-time students~~ of in the District.
10

11 The student members of the Board shall be entitled to all privileges and rights provided elected
12 members of the Board, including receiving of materials and participating in the questioning of
13 witnesses and the discussion of issues, with the following exceptions:
14

- 15 1. The student member shall not have the right or be afforded the opportunity to either
16 attend closed sessions of the Governing Board or receive materials related thereto.
17
- 18 2. The student member may be entitled to compensation of ~~\$50~~ **\$100** per month as
19 prescribed by Education Code Section 72425. In the event a student Board member has
20 an unexcused absence to a required meeting, the compensation shall be pro rated for the
21 pay period.
22
- 23 3. The student member shall not be entitled to vote on matters being considered by the
24 Board of Trustees except in an advisory capacity that will not be tallied into the official
25 vote.
26

27 The term of the student member shall be one year, commencing on, May 15 each fiscal year.
28 The student will be seated at the next regular Board meeting following the beginning of their one-
29 year term of office.
30

31 The student Board member shall meet the eligibility requirements as outlined in Board
32 Policy ~~1245-~~ 2060.
33

34
35
36
37
38
39
40 Reference:

41
42 Education Code §§ 72023.5, 72425
43

44 ADOPTED: 01/11/01

45 AMENDED: 04/08/04
46
47

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Bruce Baron, Chancellor
PREPARED BY: Bruce Baron, Chancellor
DATE: May 17, 2012
SUBJECT: Consideration of Approval to Accept Board Policies 2060 Student Trustees, 2070 Advisory Voting Student Member of the Board of Trustees and 3740 Emergency Notification System for First Reading

RECOMMENDATION

It is recommended that the Board of Trustees accept Board Policy 2060 Student Trustees, 2070 Advisory Voting Student Member of the Board of Trustees, and 3740 Emergency Notification System for First Reading.

OVERVIEW

At its April 17, 2012 meeting, District Assembly approved Board Policy 3740 Emergency Notification System and requested that this policy be submitted to the Board for first reading.

At its May 1, 2012 meeting, District Assembly approved Board Policy 2060 Student Trustees and 2070 Advisory Voting Student Member of the Board of Trustees and requested that these policies be submitted to the Board for first reading.

ANALYSIS

The Board may adopt policies authorized by law or determined to be necessary for the efficient operation of the district.

BOARD IMPERATIVE

- I. Institutional Effectiveness
- II. 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: Crispina Ongoco, Director of Fiscal Services
DATE: May 17, 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 May 1, 2012. It reflects summary information for all District funds, grouped by category within each fund.

As of May 1, 2012, we have spent and encumbered about 77.3% of our budgeted general funds and are 83.6% through the fiscal year. This slow rate of spending is attributable to under-spending in capital outlay and other operating expenses.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

There are no financial implications.



Budget Revenue & Expenditure Summary Year to Date 5/1/12

Revenues by Fund	Budget	YTD Revenues	% Received	% of Year
01 General Fund*	91,813,772	57,846,349	63.0	83.6
21 Bond Interest & Redemption	16,188,000	12,645,130	78.1	83.6
41 Capital Outlay Projects Fund	2,353,670	2,491,105	105.8	83.6
42 Bond Construction Fund	1,080,000	577,066	53.4	83.6
68 Retiree Benefit Fund	1,624,468	1,606,530	98.9	83.6
69 Employee Load Banking Trust Fund	850	290	34.2	83.6
72 Child Development Fund	2,104,750	1,618,700	76.9	83.6
73 Student Body Center Fee Fund	249,070	204,005	81.9	83.6
74 KVCR Fund	3,763,071	2,704,365	71.9	83.6
76 Investment Trust Fund – San Manuel	2,503,000	157,870	6.3	83.6
78 Self Insurance-Liability Fund	753,500	752,067	99.8	83.6
84 Workers Compensation Fund*	1,405,000	912,345	64.9	83.6

Expenses by Fund	Budget	YTD Expenses & Encumbrances	% Expensed & Encumbered	% of Year
01 General Fund*	98,717,055	76,301,929	77.3	83.6
21 Bond Interest & Redemption	22,437,353	23,230,382	103.5	83.6
41 Capital Outlay Projects Fund	9,100,349	2,824,034	31.0	83.6
42 Bond Construction Fund	123,363,476	56,128,494	45.5	83.6
68 Retiree Benefit Fund	2,356,676	1,191,696	50.6	83.6
69 Employee Load Banking Trust Fund	850	0	0.0	83.6
72 Child Development Fund*	2,070,133	1,602,907	77.4	83.6
73 Student Body Center Fee Fund	276,070	163,110	59.1	83.6
74 KVCR Fund*	3,764,471	2,299,019	61.1	83.6
76 Investment Trust Fund – San Manuel	1,079,521	426,324	39.5	83.6
78 Self Insurance-Liability Fund	795,000	589,333	74.1	83.6
84 Workers Compensation Fund*	1,358,000	714,099	52.6	83.6

*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	7,922,545.67	271,179.50	2,204,747.10	27.8	0.00	5,717,798.57	72.1
8600.00 STATE REVENUES	62,772,323.71	2,381,092.60	38,523,262.19	61.3	0.00	24,249,061.52	38.6
8800.00 LOCAL REVENUES	20,540,008.57	2,858,880.46	16,523,339.58	80.4	0.00	4,016,668.99	19.5
8900.00 OTHER FINANCING SOURCES	578,893.90	0.00	595,000.10	100.0	0.00	16,106.20-	.0
TOTAL: 8000	91,813,771.85	5,511,152.56	57,846,348.97	63.0	0.00	33,967,422.88	36.9
1100.00 CONTRACT CLASSROOM INST.	14,999,718.46	1,416,990.71	13,006,627.50	86.7	0.00	1,993,090.96	13.2
1200.00 CONTRACT CERT. ADMINSTRATORS	8,165,428.87	616,954.52	6,352,770.45	77.8	0.00	1,812,658.42	22.1
1300.00 INSTRUCTORS DAY/HOURLY	7,246,822.87	726,009.91	5,850,272.63	80.7	0.00	1,396,550.24	19.2
1400.00 NON-INSTRUCTION HOURLY CERT.	1,142,181.52	87,252.89	657,680.28	57.5	0.00	484,501.24	42.4
TOTAL: 1000	31,554,151.72	2,847,208.03	25,867,350.86	81.9	0.00	5,686,800.86	18.0
2100.00 CONTRACT CLASSIFIED NON-INSTR.	16,883,362.04	1,217,767.50	13,668,297.61	80.9	0.00	3,215,064.43	19.0
2200.00 INSTRUCTIONAL AIDS	1,280,864.40	104,489.69	1,054,208.33	82.3	0.00	226,656.07	17.6
2300.00 NON-INSTRUCTION HOURLY CLASS.	2,093,394.59	166,845.74	1,223,490.94	58.4	0.00	869,903.65	41.5
2400.00 INST AIDES-HOURLY- DIR. INSTRUC	1,124,175.95	100,119.99	585,618.01	52.0	0.00	538,557.94	47.9
TOTAL: 2000	21,381,796.98	1,589,222.92	16,531,614.89	77.3	0.00	4,850,182.09	22.6
3100.00 CERTIFICATED RETIREMENT	2,355,261.56	207,291.38	1,871,980.94	79.4	0.00	483,280.62	20.5
3200.00 CLASSIFIED RETIREMENT	2,243,673.96	157,146.48	1,767,635.30	78.7	0.00	476,038.66	21.2
3300.00 OASDHI/FICA	2,020,651.43	155,286.12	1,611,316.85	79.7	0.00	409,334.58	20.2
3400.00 HEALTH AND WELFARE BENEFITS	7,000,749.91	505,289.71	5,387,255.94	76.9	0.00	1,613,493.97	23.0
3500.00 STATE UNEMPLOYMENT INSURANCE	884,737.19	69,572.56	718,214.80	81.1	0.00	166,522.39	18.8
3600.00 WORKERS COMPENSATION INSURANCE	977,642.91	72,337.50	775,762.50	79.3	0.00	201,880.41	20.6
3900.00 OTHER BENEFITS	217,230.99	15,640.31	175,484.66	80.7	0.00	41,746.33	19.2
TOTAL: 3000	15,699,947.95	1,182,564.06	12,307,650.99	78.3	0.00	3,392,296.96	21.6
4100.00 TEXTBOOKS	71,491.60	874.18	8,520.71	11.9	7,957.90	55,012.99	76.9
4200.00 BOOK,MAGAZINE&PERIOD-DIST. USE	95,500.23	1,060.11	48,310.76	50.5	2,638.30	44,551.17	46.6
4300.00 INSTRUCTIONAL SUPPLIES	496,490.95	22,252.25	288,936.11	58.1	71,375.90	136,178.94	27.4
4400.00 MEDIA AND SOFTWARE-DISTRCT USE	109,837.79	9,940.78	41,578.93	37.8	3,348.21	64,910.65	59.0
4500.00 NONINSTRUCTIONAL SUPPLIES	1,223,873.28	100,845.27	590,045.51	48.2	349,783.90	284,043.87	23.2
4700.00 FOOD SUPPLIES	33,961.00	1,095.17	25,818.47	76.0	8,139.63	2.90	.0
TOTAL: 4000	2,031,154.85	136,067.76	1,003,210.49	49.3	443,243.84	584,700.52	28.7
5100.00 PERSON&CONSULTANT SVC-DIST USE	6,171,567.15	566,018.61	2,449,010.15	39.6	2,362,355.54	1,360,201.46	22.0
5200.00 TRAVEL & CONFERENCE EXPENSES	740,059.69	54,243.81	353,939.78	47.8	96,721.75	289,398.16	39.1
5300.00 POST/DUES/MEMBERSHIPS-DIST. USE	378,741.49	47,055.50	264,504.66	69.8	16,315.88	97,920.95	25.8
5400.00 INSURANCES - DISTRICT USE	127,643.00	0.00	126,357.00	98.9	0.00	1,286.00	1.0
5500.00 UTILITIES & HOUSEKEEP-DIST. USE	3,048,106.37	158,113.33	2,158,393.02	70.8	669,589.99	220,123.36	7.2
5600.00 RENTS,LEASES&REPAIRS-DIST. USE	2,362,713.51	138,642.83	1,529,136.47	64.7	376,440.63	457,136.41	19.3
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	777,250.00	69,859.05	299,989.93	38.5	175,028.84	302,231.23	38.8
5800.00 OTHER OPERATING EXP-DIST. USE	5,398,872.24	107,892.78	1,306,991.04	24.2	230,588.38	3,861,292.82	71.5
5900.00 INTERPROGRAM CHARGES-DIST. USE	180.00	0.00	0.00	.0	0.00	180.00	100.0
TOTAL: 5000	19,005,133.45	1,141,825.91	8,488,322.05	44.6	3,927,041.01	6,589,770.39	34.6

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
		CURRENT	YEAR TO DATE				
TOTAL: 1000-5999	89,672,184.95	6,896,888.68	64,198,149.28	71.5	4,370,284.85	21,103,750.82	23.5
6100.00 SITES & IMPROVEMENTS-DIST. USE	186,967.00	0.00	888.40	.4	0.00	186,078.60	99.5
6200.00 BUILDINGS&IMPROVEMENT-DIST. USE	65,587.50	0.00	18,774.22	28.6	7,697.30	39,115.98	59.6
6300.00 LIBRARY BOOKS - EXPANSION	96,703.00	8,127.32	62,922.47	65.0	28,425.54	5,354.99	5.5
6400.00 ADDITIONAL/IMPROVED EQUIPMENT	2,048,549.66	115,682.66	603,654.60	29.4	624,628.35	820,266.71	40.0
TOTAL: 6000	2,397,807.16	123,809.98	686,239.69	28.6	660,751.19	1,050,816.28	43.8
TOTAL: 1000-6999	92,069,992.11	7,020,698.66	64,884,388.97	70.4	5,031,036.04	22,154,567.10	24.0
7200.00 INTRAFUND TRANSFERS OUT	675,913.00	0.00	475,913.00	70.4	0.00	200,000.00	29.5
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	50,191.59	0.00	28,086.00	55.9	6,074.00	16,031.59	31.9
7600.00 OTHER STUDENT AID	560,998.60	26,281.91	333,329.93	59.4	183,140.97	44,527.70	7.9
TOTAL: 7000	6,647,063.19	26,281.91	6,197,288.93	93.2	189,214.97	260,559.29	3.9
TOTAL: 1000-7999	98,717,055.30	7,046,980.57	71,081,677.90	72.0	5,220,251.01	22,415,126.39	22.7

Fund: 01 GENERAL FUND

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
			CURRENT	YEAR TO DATE				
TOTAL INCOME	(8000 - 8999)	91,813,771.85	5,511,152.56	57,846,348.97	63.0	0.00	33,967,422.88	36.9
TOTAL:	1000-5999	89,672,184.95	6,896,888.68	64,198,149.28	71.5	4,370,284.85	21,103,750.82	23.5
TOTAL:	1000-6999	92,069,992.11	7,020,698.66	64,884,388.97	70.4	5,031,036.04	22,154,567.10	24.0
TOTAL:	1000-7999	98,717,055.30	7,046,980.57	71,081,677.90	72.0	5,220,251.01	22,415,126.39	22.7
TOTAL EXPENSES	(1000 - 7999)	98,717,055.30	7,046,980.57	71,081,677.90	72.0	5,220,251.01	22,415,126.39	22.7

Fund: 21 BOND INTEREST AND REDEMPTION

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ ENCUMBERED	UNENCUMBERED	
		CURRENT	YEAR TO DATE			BALANCE	%
8600.00 STATE REVENUES	260,000.00	0.00	116,619.83	44.8	0.00	143,380.17	55.1
8800.00 LOCAL REVENUES	15,928,000.00	0.00	12,528,509.83	78.6	0.00	3,399,490.17	21.3
TOTAL: 8000	16,188,000.00	0.00	12,645,129.66	78.1	0.00	3,542,870.34	21.8
7100.00 DEBT RETIREMENT	22,437,353.00	0.00	23,230,382.49	100.0	0.00	793,029.49-	.0
TOTAL: 7000	22,437,353.00	0.00	23,230,382.49	100.0	0.00	793,029.49-	.0
TOTAL: 1000-7999	22,437,353.00	0.00	23,230,382.49	100.0	0.00	793,029.49-	.0

Fund: 21 BOND INTEREST AND REDEMPTION SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
			CURRENT	YEAR TO DATE				
TOTAL INCOME	(8000 - 8999)	16,188,000.00	0.00	12,645,129.66	78.1	0.00	3,542,870.34	21.8
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	22,437,353.00	0.00	23,230,382.49	100.0	0.00	793,029.49-	.0
TOTAL EXPENSES	(1000 - 7999)	22,437,353.00	0.00	23,230,382.49	100.0	0.00	793,029.49-	.0

Fund: 41 CAPITAL OUTLAY PROJECTS FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
		CURRENT	YEAR TO DATE				
8600.00 STATE REVENUES	518,782.68	0.00	529,667.69	100.0	0.00	10,885.01-	.0
8800.00 LOCAL REVENUES	634,887.00	71,636.79	761,437.00	100.0	0.00	126,550.00-	.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	71,636.79	2,491,104.69	100.0	0.00	137,435.01-	.0
4500.00 NONINSTRUCTIONAL SUPPLIES	26,600.00	545.43	14,780.61	55.5	5,646.69	6,172.70	23.2
TOTAL: 4000	26,600.00	545.43	14,780.61	55.5	5,646.69	6,172.70	23.2
5100.00 PERSON&CONSULTANT SVC-DIST USE	74,000.00	2,086.75	51,852.12	70.0	18,147.88	4,000.00	5.4
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	363,033.00	3,280.00	215,175.19	59.2	28,097.49	119,760.32	32.9
5800.00 OTHER OPERATING EXP-DIST. USE	52,363.39	0.00	14,470.46	27.6	0.00	37,892.93	72.3
TOTAL: 5000	489,396.39	5,366.75	281,497.77	57.5	46,245.37	161,653.25	33.0
TOTAL: 1000-5999	515,996.39	5,912.18	296,278.38	57.4	51,892.06	167,825.95	32.5
6100.00 SITES & IMPROVEMENTS-DIST. USE	135,039.66	8,590.00	14,575.11	10.7	0.00	120,464.55	89.2
6200.00 BUILDINGS&IMPROVEMENT-DIST. USE	5,885,787.43	0.00	444,353.04	7.5	12,530.00	5,428,904.39	92.2
6400.00 ADDITIONAL/IMPROVED EQUIPMENT	1,962,263.55	49,736.70	1,817,368.73	92.6	85,775.63	59,119.19	3.0
TOTAL: 6000	7,983,090.64	58,326.70	2,276,296.88	28.5	98,305.63	5,608,488.13	70.2
TOTAL: 1000-6999	8,499,087.03	64,238.88	2,572,575.26	30.2	150,197.69	5,776,314.08	67.9
7300.00 INTERFUND TRANSFERS	101,261.48	0.00	101,261.48	100.0	0.00	0.00	.0
7900.00 RESERVE FOR CONTINGENCIES	500,000.00	0.00	0.00	.0	0.00	500,000.00	100.0
TOTAL: 7000	601,261.48	0.00	101,261.48	16.8	0.00	500,000.00	83.1
TOTAL: 1000-7999	9,100,348.51	64,238.88	2,673,836.74	29.3	150,197.69	6,276,314.08	68.9

Fund: 41 CAPITAL OUTLAY PROJECTS FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
			CURRENT	YEAR TO DATE				
TOTAL INCOME	(8000 - 8999)	2,353,669.68	71,636.79	2,491,104.69	100.0	0.00	137,435.01-	.0
TOTAL:	1000-5999	515,996.39	5,912.18	296,278.38	57.4	51,892.06	167,825.95	32.5
TOTAL:	1000-6999	8,499,087.03	64,238.88	2,572,575.26	30.2	150,197.69	5,776,314.08	67.9
TOTAL:	1000-7999	9,100,348.51	64,238.88	2,673,836.74	29.3	150,197.69	6,276,314.08	68.9
TOTAL EXPENSES	(1000 - 7999)	9,100,348.51	64,238.88	2,673,836.74	29.3	150,197.69	6,276,314.08	68.9

Fund: 42 REVENUE BOND CONSTRUCTION FU

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/CURRENT	RECEIVED YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	1,080,000.00	122,421.49	577,065.60	53.4	0.00	502,934.40	46.5
TOTAL: 8000	1,080,000.00	122,421.49	577,065.60	53.4	0.00	502,934.40	46.5
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	46,233.60	68.2	0.00	21,518.40	31.7
TOTAL: 2000	67,752.00	5,779.20	46,233.60	68.2	0.00	21,518.40	31.7
3200.00 CLASSIFIED RETIREMENT	6,312.60	631.26	5,050.09	80.0	0.00	1,262.51	19.9
3300.00 OASDHI/FICA	4,421.10	442.11	3,536.88	80.0	0.00	884.22	20.0
3400.00 HEALTH AND WELFARE BENEFITS	8,038.00	803.80	6,430.40	80.0	0.00	1,607.60	20.0
3500.00 STATE UNEMPLOYMENT INSURANCE	930.50	93.05	744.40	80.0	0.00	186.10	20.0
3600.00 WORKERS COMPENSATION INSURANCE	1,000.00	100.00	800.00	80.0	0.00	200.00	20.0
3900.00 OTHER BENEFITS	48.70	4.87	38.96	80.0	0.00	9.74	20.0
TOTAL: 3000	20,750.90	2,075.09	16,600.73	80.0	0.00	4,150.17	19.9
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	1,686,000.00	12,901.50	82,613.33	4.8	1,216,707.88	386,678.79	22.9
5400.00 INSURANCES - DISTRICT USE	344,000.00	0.00	0.00	.0	0.00	344,000.00	100.0
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	469,000.00	11,392.01	98,086.08	20.9	250,623.92	120,290.00	25.6
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	272,420.50	2,527.70	101,888.97	37.4	39,831.03	130,700.50	47.9
5800.00 OTHER OPERATING EXP-DIST. USE	21,787.50	750.00	9,100.00	41.7	4,475.00	8,212.50	37.6
TOTAL: 5000	2,793,208.00	27,571.21	291,688.38	10.4	1,511,637.83	989,881.79	35.4
TOTAL: 1000-5999	2,905,710.90	35,425.50	354,522.71	12.2	1,511,637.83	1,039,550.36	35.7
6100.00 SITES & IMPROVEMENTS-DIST. USE	25,868,323.00	1,147,190.05	9,766,317.84	37.7	2,878,305.94	13,223,699.22	51.1
6200.00 BUILDINGS&IMPROVEMENT-DIST. USE	88,426,192.36	1,521,763.89	11,986,807.04	13.5	29,284,577.40	47,154,807.92	53.3
6400.00 ADDITIONAL/IMPROVED EQUIPMENT	6,163,249.64	0.00	320,210.52	5.1	26,114.49	5,816,924.63	94.3
TOTAL: 6000	120,457,765.00	2,668,953.94	22,073,335.40	18.3	32,188,997.83	66,195,431.77	54.9
TOTAL: 1000-6999	123,363,475.90	2,704,379.44	22,427,858.11	18.1	33,700,635.66	67,234,982.13	54.5

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	122,421.49	577,065.60	53.4	0.00	502,934.40	46.5
TOTAL:	1000-5999	2,905,710.90	35,425.50	354,522.71	12.2	1,511,637.83	1,039,550.36	35.7
TOTAL:	1000-6999	123,363,475.90	2,704,379.44	22,427,858.11	18.1	33,700,635.66	67,234,982.13	54.5
TOTAL:	1000-7999	123,363,475.90	2,704,379.44	22,427,858.11	18.1	33,700,635.66	67,234,982.13	54.5
TOTAL EXPENSES	(1000 - 7999)	123,363,475.90	2,704,379.44	22,427,858.11	18.1	33,700,635.66	67,234,982.13	54.5

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	104.31	352.63	100.0	0.00	352.63-	.0
TOTAL: 8000	0.00	104.31	352.63	100.0	0.00	352.63-	.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	104.31	352.63	100.0	0.00	352.63-	.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	
		CURRENT	YEAR TO DATE			BALANCE	%
8800.00 LOCAL REVENUES	24,000.00	2,195.62	6,061.83	25.2	0.00	17,938.17	74.7
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	2,195.62	1,606,529.83	98.8	0.00	17,938.17	1.1
3300.00 OASDHI/FICA	88.00	7.25	61.69	70.1	0.00	26.31	29.8
3400.00 HEALTH AND WELFARE BENEFITS	478,772.00	24,839.57	345,690.55	72.2	0.00	133,081.45	27.7
3500.00 STATE UNEMPLOYMENT INSURANCE	144.00	12.10	104.77	72.7	0.00	39.23	27.2
3900.00 OTHER BENEFITS	1,877,672.00	750.00	845,839.00	45.0	0.00	1,031,833.00	54.9
TOTAL: 3000	2,356,676.00	25,608.92	1,191,696.01	50.5	0.00	1,164,979.99	49.4
TOTAL: 1000-5999	2,356,676.00	25,608.92	1,191,696.01	50.5	0.00	1,164,979.99	49.4

Fund: 68 RETIREE BENEFIT FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
			CURRENT	YEAR TO DATE				
TOTAL INCOME	(8000 - 8999)	1,624,468.00	2,195.62	1,606,529.83	98.8	0.00	17,938.17	1.1
TOTAL:	1000-5999	2,356,676.00	25,608.92	1,191,696.01	50.5	0.00	1,164,979.99	49.4
TOTAL:	1000-6999	2,356,676.00	25,608.92	1,191,696.01	50.5	0.00	1,164,979.99	49.4
TOTAL:	1000-7999	2,356,676.00	25,608.92	1,191,696.01	50.5	0.00	1,164,979.99	49.4
TOTAL EXPENSES	(1000 - 7999)	2,356,676.00	25,608.92	1,191,696.01	50.5	0.00	1,164,979.99	49.4

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	85.48	290.43	34.1	0.00	559.57	65.8
TOTAL: 8000	850.00	85.48	290.43	34.1	0.00	559.57	65.8
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	85.48	290.43	34.1	0.00	559.57	65.8
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	10,327.57	88,935.61	60.5	0.00	57,884.39	39.4
8600.00 STATE REVENUES	1,599,526.00	122,766.20	1,264,363.69	79.0	0.00	335,162.31	20.9
8800.00 LOCAL REVENUES	208,676.00	31,741.74	115,672.35	55.4	0.00	93,003.65	44.5
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	164,835.51	1,618,699.65	76.9	0.00	486,050.35	23.0
2100.00 CONTRACT CLASSIFIED NON-INSTR.	1,091,038.00	81,890.08	856,488.13	78.5	0.00	234,549.87	21.4
2300.00 NON-INSTRUCTION HOURLY CLASS.	175,338.00	23,592.24	100,175.33	57.1	0.00	75,162.67	42.8
TOTAL: 2000	1,266,376.00	105,482.32	956,663.46	75.5	0.00	309,712.54	24.4
3100.00 CERTIFICATED RETIREMENT	16,637.00	1,279.52	13,820.40	83.0	0.00	2,816.60	16.9
3200.00 CLASSIFIED RETIREMENT	87,306.00	7,137.30	73,509.92	84.1	0.00	13,796.08	15.8
3300.00 OASDHI/FICA	71,885.00	5,894.16	53,686.00	74.6	0.00	18,199.00	25.3
3400.00 HEALTH AND WELFARE BENEFITS	352,176.00	27,181.59	282,868.15	80.3	0.00	69,307.85	19.6
3500.00 STATE UNEMPLOYMENT INSURANCE	18,831.00	1,534.42	14,055.94	74.6	0.00	4,775.06	25.3
3600.00 WORKERS COMPENSATION INSURANCE	58,500.00	4,500.00	46,500.00	79.4	0.00	12,000.00	20.5
3900.00 OTHER BENEFITS	5,192.00	420.52	4,272.19	82.2	0.00	919.81	17.7
TOTAL: 3000	610,527.00	47,947.51	488,712.60	80.0	0.00	121,814.40	19.9
4300.00 INSTRUCTIONAL SUPPLIES	26,925.00	648.00	19,585.63	72.7	4,811.87	2,527.50	9.3
4500.00 NONINSTRUCTIONAL SUPPLIES	46,470.00	6,500.24	29,846.60	64.2	15,529.22	1,094.18	2.3
4700.00 FOOD SUPPLIES	107,697.00	8,107.13	62,146.42	57.7	19,345.55	26,205.03	24.3
TOTAL: 4000	181,092.00	15,255.37	111,578.65	61.6	39,686.64	29,826.71	16.4
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	2,025.05	3,430.07	58.6
5800.00 OTHER OPERATING EXP-DIST. USE	2,678.00	9,581.89-	1,862.03	69.5	0.00	815.97	30.4
TOTAL: 5000	8,793.00	9,581.89-	2,392.91	27.2	2,025.05	4,375.04	49.7
TOTAL: 1000-5999	2,066,788.00	159,103.31	1,559,347.62	75.4	41,711.69	465,728.69	22.5
6400.00 ADDITIONAL/IMPROVED EQUIPMENT	3,345.00	0.00	1,847.75	55.2	0.00	1,497.25	44.7
TOTAL: 6000	3,345.00	0.00	1,847.75	55.2	0.00	1,497.25	44.7
TOTAL: 1000-6999	2,070,133.00	159,103.31	1,561,195.37	75.4	41,711.69	467,225.94	22.5

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	164,835.51	1,618,699.65	76.9	0.00	486,050.35	23.0
TOTAL:	1000-5999	2,066,788.00	159,103.31	1,559,347.62	75.4	41,711.69	465,728.69	22.5
TOTAL:	1000-6999	2,070,133.00	159,103.31	1,561,195.37	75.4	41,711.69	467,225.94	22.5
TOTAL:	1000-7999	2,070,133.00	159,103.31	1,561,195.37	75.4	41,711.69	467,225.94	22.5
TOTAL EXPENSES	(1000 - 7999)	2,070,133.00	159,103.31	1,561,195.37	75.4	41,711.69	467,225.94	22.5

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	1,859.06	204,005.03	81.9	0.00	45,064.97	18.0
TOTAL: 8000	249,070.00	1,859.06	204,005.03	81.9	0.00	45,064.97	18.0
2100.00 CONTRACT CLASSIFIED NON-INSTR.	84,134.00	6,613.00	55,074.00	65.4	0.00	29,060.00	34.5
2300.00 NON-INSTRUCTION HOURLY CLASS.	65,544.00	4,382.00	44,058.48	67.2	0.00	21,485.52	32.7
TOTAL: 2000	149,678.00	10,995.00	99,132.48	66.2	0.00	50,545.52	33.7
3200.00 CLASSIFIED RETIREMENT	9,190.00	722.34	6,015.76	65.4	0.00	3,174.24	34.5
3300.00 OASDHI/FICA	6,669.00	505.90	4,440.63	66.5	0.00	2,228.37	33.4
3400.00 HEALTH AND WELFARE BENEFITS	24,220.00	2,009.50	16,076.00	66.3	0.00	8,144.00	33.6
3500.00 STATE UNEMPLOYMENT INSURANCE	1,510.00	106.47	1,019.00	67.4	0.00	491.00	32.5
3600.00 WORKERS COMPENSATION INSURANCE	3,000.00	250.00	2,125.00	70.8	0.00	875.00	29.1
3900.00 OTHER BENEFITS	146.00	12.18	97.44	66.7	0.00	48.56	33.2
TOTAL: 3000	44,735.00	3,606.39	29,773.83	66.5	0.00	14,961.17	33.4
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	109.66	4,993.62	81.8	494.16	612.22	10.0
TOTAL: 4000	6,600.00	109.66	4,993.62	75.6	494.16	1,112.22	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	0.00	197.26-	.0	924.00	4,789.51	100.0
5800.00 OTHER OPERATING EXP-DIST. USE	4,800.00	0.00	200.00-	.0	0.00	5,000.00	100.0
TOTAL: 5000	12,816.25	0.00	397.26-	.0	924.00	12,289.51	100.0
TOTAL: 1000-5999	213,829.25	14,711.05	133,502.67	62.4	1,418.16	78,908.42	36.9
6400.00 ADDITIONAL/IMPROVED EQUIPMENT	58,800.75	0.00	28,188.88	47.9	0.00	30,611.87	52.0
TOTAL: 6000	58,800.75	0.00	28,188.88	47.9	0.00	30,611.87	52.0
TOTAL: 1000-6999	272,630.00	14,711.05	161,691.55	59.3	1,418.16	109,520.29	40.1
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	14,711.05	161,691.55	58.5	1,418.16	112,960.29	40.9

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	1,859.06	204,005.03	81.9	0.00	45,064.97	18.0
TOTAL:	1000-5999	213,829.25	14,711.05	133,502.67	62.4	1,418.16	78,908.42	36.9
TOTAL:	1000-6999	272,630.00	14,711.05	161,691.55	59.3	1,418.16	109,520.29	40.1
TOTAL:	1000-7999	276,070.00	14,711.05	161,691.55	58.5	1,418.16	112,960.29	40.9
TOTAL EXPENSES	(1000 - 7999)	276,070.00	14,711.05	161,691.55	58.5	1,418.16	112,960.29	40.9

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	133,435.45	1,044,601.34	49.6	0.00	1,058,705.20	50.3
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	133,435.45	2,704,365.34	71.8	0.00	1,058,705.20	28.1
2100.00 CONTRACT CLASSIFIED NON-INSTR.	1,392,152.00	92,742.45	966,607.60	69.4	0.00	425,544.40	30.5
2300.00 NON-INSTRUCTION HOURLY CLASS.	94,300.00	1,817.59	48,668.65	51.6	0.00	45,631.35	48.3
TOTAL: 2000	1,486,452.00	94,560.04	1,015,276.25	68.3	0.00	471,175.75	31.6
3200.00 CLASSIFIED RETIREMENT	156,138.00	10,130.24	105,357.06	67.4	0.00	50,780.94	32.5
3300.00 OASDHI/FICA	112,558.00	7,145.89	71,797.10	63.7	0.00	40,760.90	36.2
3400.00 HEALTH AND WELFARE BENEFITS	231,232.00	16,244.26	165,456.85	71.5	0.00	65,775.15	28.4
3500.00 STATE UNEMPLOYMENT INSURANCE	23,820.00	1,503.91	16,274.27	68.3	0.00	7,545.73	31.6
3600.00 WORKERS COMPENSATION INSURANCE	31,500.00	2,250.00	23,000.00	73.0	0.00	8,500.00	26.9
3900.00 OTHER BENEFITS	7,536.00	609.62	6,114.47	81.1	0.00	1,421.53	18.8
TOTAL: 3000	562,784.00	37,883.92	387,999.75	68.9	0.00	174,784.25	31.0
4500.00 NONINSTRUCTIONAL SUPPLIES	6,120.00	442.72	3,077.07	50.2	2,597.93	445.00	7.2
TOTAL: 4000	6,120.00	442.72	3,077.07	50.2	2,597.93	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	460.23	18,802.36	64.3	7,427.64	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	210,585.98	13,634.51	132,159.28	62.7	32,499.73	45,926.97	21.8
5600.00 RENTS, LEASES&REPAIRS-DIST USE	54,365.90	13,738.99	43,234.01	79.5	5,933.24	5,198.65	9.5
5700.00 LEGAL/ELECTION/AUDIT-DIST USE	58,252.00	1,524.00	29,036.79	49.8	22,461.21	6,754.00	11.5
5800.00 OTHER OPERATING EXP-DIST USE	1,339,704.52	2,222.00	576,973.00	43.0	10,056.00	752,675.52	56.1
TOTAL: 5000	1,704,114.54	31,579.73	809,690.44	47.5	80,377.82	814,046.28	47.7
TOTAL: 1000-5999	3,759,470.54	164,466.41	2,216,043.51	58.9	82,975.75	1,460,451.28	38.8
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	164,466.41	2,216,043.51	58.8	82,975.75	1,465,451.28	38.9

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	133,435.45	2,704,365.34	71.8	0.00	1,058,705.20	28.1
TOTAL:	1000-5999	3,759,470.54	164,466.41	2,216,043.51	58.9	82,975.75	1,460,451.28	38.8
TOTAL:	1000-6999	3,764,470.54	164,466.41	2,216,043.51	58.8	82,975.75	1,465,451.28	38.9
TOTAL:	1000-7999	3,764,470.54	164,466.41	2,216,043.51	58.8	82,975.75	1,465,451.28	38.9
TOTAL EXPENSES	(1000 - 7999)	3,764,470.54	164,466.41	2,216,043.51	58.8	82,975.75	1,465,451.28	38.9

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	165.35	157,869.66	6.3	0.00	2,345,130.34	93.6
TOTAL: 8000	2,503,000.00	165.35	157,869.66	6.3	0.00	2,345,130.34	93.6
2100.00 CONTRACT CLASSIFIED NON-INSTR.	730,619.83	31,861.95	299,893.35	41.0	0.00	430,726.48	58.9
2300.00 NON-INSTRUCTION HOURLY CLASS.	46,000.00	0.00	6,337.39	13.7	0.00	39,662.61	86.2
TOTAL: 2000	776,619.83	31,861.95	306,230.74	39.4	0.00	470,389.09	60.5
3200.00 CLASSIFIED RETIREMENT	81,316.84	3,480.28	32,620.77	40.1	0.00	48,696.07	59.8
3300.00 OASDHI/FICA	58,201.88	2,426.50	23,058.06	39.6	0.00	35,143.82	60.3
3400.00 HEALTH AND WELFARE BENEFITS	124,816.40	5,023.75	48,228.00	38.6	0.00	76,588.40	61.3
3500.00 STATE UNEMPLOYMENT INSURANCE	12,249.16	510.67	4,894.02	39.9	0.00	7,355.14	60.0
3600.00 WORKERS COMPENSATION INSURANCE	15,500.00	625.00	6,000.00	38.7	0.00	9,500.00	61.2
3900.00 OTHER BENEFITS	816.50	30.45	292.32	35.8	0.00	524.18	64.1
TOTAL: 3000	292,900.78	12,096.65	115,093.17	39.2	0.00	177,807.61	60.7
5300.00 POST/DUES/MEMBERSHIP-SIDEST. USE	10,000.00	169.23	658.71	6.5	4,341.29	5,000.00	50.0
TOTAL: 5000	10,000.00	169.23	658.71	6.5	4,341.29	5,000.00	50.0
TOTAL: 1000-5999	1,079,520.61	44,127.83	421,982.62	39.0	4,341.29	653,196.70	60.5

Fund: 76 INVSTMT TRUST FUND-SAN MANUE SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
			CURRENT	YEAR TO DATE				
TOTAL INCOME	(8000 - 8999)	2,503,000.00	165.35	157,869.66	6.3	0.00	2,345,130.34	93.6
TOTAL:	1000-5999	1,079,520.61	44,127.83	421,982.62	39.0	4,341.29	653,196.70	60.5
TOTAL:	1000-6999	1,079,520.61	44,127.83	421,982.62	39.0	4,341.29	653,196.70	60.5
TOTAL:	1000-7999	1,079,520.61	44,127.83	421,982.62	39.0	4,341.29	653,196.70	60.5
TOTAL EXPENSES	(1000 - 7999)	1,079,520.61	44,127.83	421,982.62	39.0	4,341.29	653,196.70	60.5

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	842.32	2,067.25	59.0	0.00	1,432.75	40.9
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	842.32	752,067.25	99.8	0.00	1,432.75	.1
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	3,485.49	25,857.00	17.2	9,355.41	114,787.59	76.5
TOTAL: 5000	770,000.00	3,485.49	562,043.93	72.9	27,289.48	180,666.59	23.4
TOTAL: 1000-5999	770,000.00	3,485.49	562,043.93	72.9	27,289.48	180,666.59	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	3,485.49	562,043.93	70.6	27,289.48	205,666.59	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	842.32	752,067.25	99.8	0.00	1,432.75	.1
TOTAL:	1000-5999	770,000.00	3,485.49	562,043.93	72.9	27,289.48	180,666.59	23.4
TOTAL:	1000-6999	770,000.00	3,485.49	562,043.93	72.9	27,289.48	180,666.59	23.4
TOTAL:	1000-7999	795,000.00	3,485.49	562,043.93	70.6	27,289.48	205,666.59	25.8
TOTAL EXPENSES	(1000 - 7999)	795,000.00	3,485.49	562,043.93	70.6	27,289.48	205,666.59	25.8

Fund: 84 WORKERS COMPENSATION FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
		CURRENT	YEAR TO DATE				
8800.00 LOCAL REVENUES	1,405,000.00	91,708.48	912,344.83	64.9	0.00	492,655.17	35.0
TOTAL: 8000	1,405,000.00	91,708.48	912,344.83	64.9	0.00	492,655.17	35.0
5100.00 PERSON&CONSULTANT SVC-DIST USE	168,000.00	0.00	145,049.00	86.3	15,990.00	6,961.00	4.1
5400.00 INSURANCES - DISTRICT USE	121,025.00	0.00	116,707.00	96.4	4,318.00	0.00	.0
5800.00 OTHER OPERATING EXP-DIST. USE	568,975.00	89,236.87	430,923.83	75.7	1,111.02	136,940.15	24.0
TOTAL: 5000	858,000.00	89,236.87	692,679.83	80.7	21,419.02	143,901.15	16.7
TOTAL: 1000-5999	858,000.00	89,236.87	692,679.83	80.7	21,419.02	143,901.15	16.7
7900.00 RESERVE FOR CONTINGENCIES	500,000.00	0.00	0.00	.0	0.00	500,000.00	100.0
TOTAL: 7000	500,000.00	0.00	0.00	.0	0.00	500,000.00	100.0
TOTAL: 1000-7999	1,358,000.00	89,236.87	692,679.83	51.0	21,419.02	643,901.15	47.4

Fund: 84 WORKERS COMPENSATION FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/CURRENT	RECEIVED YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	1,405,000.00	91,708.48	912,344.83	64.9	0.00	492,655.17	35.0
TOTAL:	1000-5999	858,000.00	89,236.87	692,679.83	80.7	21,419.02	143,901.15	16.7
TOTAL:	1000-6999	858,000.00	89,236.87	692,679.83	80.7	21,419.02	143,901.15	16.7
TOTAL:	1000-7999	1,358,000.00	89,236.87	692,679.83	51.0	21,419.02	643,901.15	47.4
TOTAL EXPENSES	(1000 - 7999)	1,358,000.00	89,236.87	692,679.83	51.0	21,419.02	643,901.15	47.4

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	28,825.00	33,910.35	74.5	0.00	11,589.65	25.4
8600.00 STATE REVENUES	1,321,860.00	434,404.45	823,466.88	62.2	0.00	498,393.12	37.7
8800.00 LOCAL REVENUES	663,029.85	9,758.68	513,762.85	77.4	0.00	149,267.00	22.5
TOTAL: 8000	2,030,389.85	472,988.13	1,371,140.08	67.5	0.00	659,249.77	32.4
1100.00 CONTRACT CLASSROOM INST.	10,406,462.36	993,840.68	9,129,425.72	87.7	0.00	1,277,036.64	12.2
1200.00 CONTRACT CERT. ADMINISTRATORS	3,263,762.64	259,909.77	2,681,478.24	82.1	0.00	582,284.40	17.8
1300.00 INSTRUCTORS DAY/HOURLY	5,255,428.87	537,733.56	4,242,617.25	80.7	0.00	1,012,811.62	19.2
1400.00 NON-INSTRUCTION HOURLY CERT.	354,648.40	38,692.94	244,674.04	68.9	0.00	109,974.36	31.0
TOTAL: 1000	19,280,302.27	1,830,176.95	16,298,195.25	84.5	0.00	2,982,107.02	15.4
2100.00 CONTRACT CLASSIFIED NON-INSTR.	5,736,492.60	411,195.27	4,912,227.15	85.6	0.00	824,265.45	14.3
2200.00 INSTRUCTIONAL AIDS	750,479.40	60,723.61	615,171.26	81.9	0.00	135,308.14	18.0
2300.00 NON-INSTRUCTION HOURLY CLASS.	192,788.21	7,922.33	105,862.79	54.9	0.00	86,925.42	45.0
2400.00 INST AIDES-HOURLY- DIR. INSTRUC	339,804.45	21,770.43	157,263.99	46.2	0.00	182,540.46	53.7
TOTAL: 2000	7,019,564.66	501,611.64	5,790,525.19	82.4	0.00	1,229,039.47	17.5
3100.00 CERTIFICATED RETIREMENT	1,512,642.22	133,432.32	1,189,579.56	78.6	0.00	323,062.66	21.3
3200.00 CLASSIFIED RETIREMENT	833,344.31	56,565.41	688,678.39	82.6	0.00	144,665.92	17.3
3300.00 OASDHI/FICA	850,636.64	66,990.11	704,982.63	82.8	0.00	145,654.01	17.1
3400.00 HEALTH AND WELFARE BENEFITS	3,264,320.11	244,618.99	2,671,156.62	81.8	0.00	593,163.49	18.1
3500.00 STATE UNEMPLOYMENT INSURANCE	425,167.77	37,236.42	352,426.53	82.8	0.00	72,741.24	17.1
3600.00 WORKERS COMPENSATION INSURANCE	472,929.96	34,831.25	384,162.46	81.2	0.00	88,767.50	18.7
3900.00 OTHER BENEFITS	109,247.97	8,160.42	88,892.24	81.3	0.00	20,355.73	18.6
TOTAL: 3000	7,468,288.98	581,834.92	6,079,878.43	81.4	0.00	1,388,410.55	18.5
4100.00 TEXTBOOKS	211.00-	0.00	211.04-	.0	0.00	0.04	100.0
4200.00 BOOK, MAGAZINE&PERIOD-DIST. USE	36,199.00	0.00	20,587.88	56.8	937.61	14,673.51	40.5
4300.00 INSTRUCTIONAL SUPPLIES	61,470.98	2,359.05	32,949.52	53.6	17,048.80	11,472.66	18.6
4400.00 MEDIA AND SOFTWARE-DISTRCT USE	8,028.93	91.28	3,363.35	41.8	1,654.25	3,011.33	37.5
4500.00 NONINSTRUCTIONAL SUPPLIES	424,577.49	30,917.51	240,259.08	56.5	120,300.18	64,018.23	15.0
4700.00 FOOD SUPPLIES	2,000.00	0.00	1,126.73	56.3	873.27	0.00	.0
TOTAL: 4000	532,065.40	33,367.84	298,075.52	56.0	140,814.11	93,175.77	17.5
5100.00 PERSON&CONSULTANT SVC-DIST USE	832,792.70	259,901.00	374,094.65	44.9	336,242.04	122,456.01	14.7
5200.00 TRAVEL & CONFERENCE EXPENSES	99,308.26	6,618.20	34,812.18	35.0	32,218.68	32,277.40	32.5
5300.00 POST/DUES/MEMBERSHIP S-DIST. USE	131,114.59	44,270.37	98,886.20	75.4	3,498.73	28,729.66	21.9
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	1,710,448.00	96,476.47	1,315,212.14	76.8	365,810.64	29,425.22	1.7
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	566,270.27	73,534.86	351,851.29	62.1	182,055.82	32,363.16	5.7
5800.00 OTHER OPERATING EXP-DIST. USE	228,369.83	4,025.00	100,196.85	43.8	50,025.00	78,147.98	34.2
5900.00 INTERPROGRAM CHARGES-DIST. USE	180.00	0.00	0.00	.0	0.00	180.00	100.0
TOTAL: 5000	3,569,683.65	484,825.90	2,275,053.31	63.7	969,850.91	324,779.43	9.0
TOTAL: 1000-5999	37,869,904.96	3,431,817.25	30,741,727.70	81.1	1,110,665.02	6,017,512.24	15.8

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	4,163.45	33,422.52	68.6	14,663.38	617.10	1.2
6400.00 ADDITIONAL/IMPROVED EQUIPMENT	178,692.04	9,633.62	34,962.09	19.5	47,236.49	96,493.46	53.9
TOTAL: 6000	227,395.04	13,797.07	68,384.61	30.0	61,899.87	97,110.56	42.7
TOTAL: 1000-6999	38,097,300.00	3,445,614.32	30,810,112.31	80.8	1,172,564.89	6,114,622.80	16.0
7300.00 INTERFUND TRANSFERS	149,728.00	0.00	149,728.00	100.0	0.00	0.00	.0
7600.00 OTHER STUDENT AID	30,374.85	0.00	4,678.56	15.4	0.00	25,696.29	84.5
TOTAL: 7000	180,102.85	0.00	154,406.56	85.7	0.00	25,696.29	14.2
TOTAL: 1000-7999	38,277,402.85	3,445,614.32	30,964,518.87	80.8	1,172,564.89	6,140,319.09	16.0

Fund: 01 GENERAL FUND

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
			CURRENT	YEAR TO DATE				
TOTAL INCOME	(8000 - 8999)	2,030,389.85	472,988.13	1,371,140.08	67.5	0.00	659,249.77	32.4
TOTAL:	1000-5999	37,869,904.96	3,431,817.25	30,741,727.70	81.1	1,110,665.02	6,017,512.24	15.8
TOTAL:	1000-6999	38,097,300.00	3,445,614.32	30,810,112.31	80.8	1,172,564.89	6,114,622.80	16.0
TOTAL:	1000-7999	38,277,402.85	3,445,614.32	30,964,518.87	80.8	1,172,564.89	6,140,319.09	16.0
TOTAL EXPENSES	(1000 - 7999)	38,277,402.85	3,445,614.32	30,964,518.87	80.8	1,172,564.89	6,140,319.09	16.0

Fund: 72 CHILD DEVELOPMENT FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	25,886.00	16,056.15	10,709.47	41.3	0.00	15,176.53	58.6
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	16,056.15	160,437.47	91.3	0.00	15,176.53	8.6
2300.00 NON-INSTRUCTION HOURLY CLASS.	21,130.00	9,400.00	9,400.00	44.4	0.00	11,730.00	55.5
TOTAL: 2000	21,130.00	9,400.00	9,400.00	44.4	0.00	11,730.00	55.5
3300.00 OASDHI/FICA	1,616.00	524.91	524.91	32.4	0.00	1,091.09	67.5
3500.00 STATE UNEMPLOYMENT INSURANCE	340.00	147.47	147.47	43.3	0.00	192.53	56.6
TOTAL: 3000	1,956.00	672.38	672.38	34.3	0.00	1,283.62	65.6
5800.00 OTHER OPERATING EXP-DIST. USE	0.00	9,581.89-	0.00	.0	0.00	0.00	.0
TOTAL: 5000	0.00	9,581.89-	0.00	.0	0.00	0.00	.0
TOTAL: 1000-5999	23,086.00	490.49	10,072.38	43.6	0.00	13,013.62	56.3

Fund: 72 CHILD DEVELOPMENT FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT YEAR TO DATE		%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	175,614.00	16,056.15	160,437.47	91.3	0.00	15,176.53	8.6
TOTAL:	1000-5999	23,086.00	490.49	10,072.38	43.6	0.00	13,013.62	56.3
TOTAL:	1000-6999	23,086.00	490.49	10,072.38	43.6	0.00	13,013.62	56.3
TOTAL:	1000-7999	23,086.00	490.49	10,072.38	43.6	0.00	13,013.62	56.3
TOTAL EXPENSES	(1000 - 7999)	23,086.00	490.49	10,072.38	43.6	0.00	13,013.62	56.3

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	7,315.00	8,625.00	59.4	0.00	5,875.00	40.5
8600.00 STATE REVENUES	571,893.00	182,173.90	345,135.50	60.3	0.00	226,757.50	39.6
8800.00 LOCAL REVENUES	251,192.00	13,608.23	282,075.90	100.0	0.00	30,883.90-	.0
8900.00 OTHER FINANCING SOURCES	869.42	0.00	869.42	100.0	0.00	0.00	.0
TOTAL: 8000	838,454.42	203,097.13	636,705.82	75.9	0.00	201,748.60	24.0
1100.00 CONTRACT CLASSROOM INST.	4,515,638.50	415,958.59	3,812,726.90	84.4	0.00	702,911.60	15.5
1200.00 CONTRACT CERT. ADMINI STRATORS	2,576,544.00	195,834.04	2,021,375.62	78.4	0.00	555,168.38	21.5
1300.00 INSTRUCTORS DAY/HOURLY	1,915,300.00	188,276.35	1,601,996.42	83.6	0.00	313,303.58	16.3
1400.00 NON-INSTRUCTION HOURLY CERT.	77,031.00	6,951.64	42,320.10	54.9	0.00	34,710.90	45.0
TOTAL: 1000	9,084,513.50	807,020.62	7,478,419.04	82.3	0.00	1,606,094.46	17.6
2100.00 CONTRACT CLASSIFIED NON-INSTR.	3,281,022.06	234,823.53	2,729,372.32	83.1	0.00	551,649.74	16.8
2200.00 INSTRUCTIONAL AIDS	530,385.00	43,766.08	439,037.07	82.7	0.00	91,347.93	17.2
2300.00 NON-INSTRUCTION HOURLY CLASS.	163,288.14	4,229.73	105,870.24	64.8	0.00	57,417.90	35.1
2400.00 INST AIDES-HOURLY- DIR. INSTRUC	338,250.50	36,826.81	236,965.02	70.0	0.00	101,285.48	29.9
TOTAL: 2000	4,312,945.70	319,646.15	3,511,244.65	81.4	0.00	801,701.05	18.5
3100.00 CERTIFICATED RETIREMENT	670,707.90	60,230.92	549,775.39	81.9	0.00	120,932.51	18.0
3200.00 CLASSIFIED RETIREMENT	508,834.00	34,606.59	389,715.18	76.5	0.00	119,118.82	23.4
3300.00 OASDHI/FICA	464,705.60	35,415.99	373,438.20	80.3	0.00	91,267.40	19.6
3400.00 HEALTH AND WELFARE BENEFITS	1,716,103.10	124,366.61	1,336,986.37	77.9	0.00	379,116.73	22.0
3500.00 STATE UNEMPLOYMENT INSURANCE	215,555.00	17,973.19	175,202.90	81.2	0.00	40,352.10	18.7
3600.00 WORKERS COMPENSATION INSURANCE	248,758.00	18,388.13	197,056.30	79.2	0.00	51,701.70	20.7
3900.00 OTHER BENEFITS	54,814.40	3,703.89	44,104.65	80.4	0.00	10,709.75	19.5
TOTAL: 3000	3,879,478.00	294,685.32	3,066,278.99	79.0	0.00	813,199.01	20.9
4200.00 BOOK, MAGAZINE&PERIOD-DIST. USE	1,544.00	0.00	493.75	31.9	47.95	1,002.30	64.9
4300.00 INSTRUCTIONAL SUPPLIES	53,282.73	2,344.10	36,811.72	69.0	7,360.06	9,110.95	17.0
4400.00 MEDIA AND SOFTWARE-DISTRCT USE	2,189.27	616.57	1,058.27	48.3	0.00	1,131.00	51.6
4500.00 NONINSTRUCTIONAL SUPPLIES	158,106.99	20,135.84	102,659.78	64.9	33,201.87	22,245.34	14.0
TOTAL: 4000	215,122.99	23,096.51	141,023.52	65.5	40,609.88	33,489.59	15.5
5100.00 PERSON&CONSULTANT SVC-DIST USE	68,037.64	750.00	13,698.26	20.1	15,886.69	38,452.69	56.5
5200.00 TRAVEL & CONFERENCE EXPENSES	33,250.00	1,441.67	23,163.04	69.6	306.08	9,780.88	29.4
5300.00 POST/DUES/MEMBERSHIPS-DIST. USE	49,972.63	138.71	28,512.81	57.0	3,394.50	18,065.32	36.1
5500.00 UTILITIES & HOUSEKEEP-DIST. USE	846,716.03	45,491.04	591,781.21	69.8	182,967.07	71,967.75	8.4
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	404,063.36	24,887.83	274,274.27	67.8	78,587.90	51,201.19	12.6
5800.00 OTHER OPERATING EXP-DIST. USE	243,022.30	29,993.47	50,216.78	20.6	6,946.18	185,859.34	76.4
TOTAL: 5000	1,645,061.96	102,702.72	981,646.37	59.6	288,088.42	375,327.17	22.8
TOTAL: 1000-5999	19,137,122.15	1,547,151.32	15,178,612.57	79.3	328,698.30	3,629,811.28	18.9
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	615.16	615.16	4.1	9,884.84	4,500.00	30.0

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
6400.00 ADDITIONAL/IMPROVED EQUIPMENT	20,199.27	3,341.33	6,213.46	30.7	4,984.41	9,001.40	44.5
TOTAL: 6000	36,749.27	3,956.49	6,828.62	18.5	14,869.25	15,051.40	40.9
TOTAL: 1000-6999	19,173,871.42	1,551,107.81	15,185,441.19	79.1	343,567.55	3,644,862.68	19.0
7200.00 INTRAFUND TRANSFERS OUT	200,000.00	0.00	0.00	.0	0.00	200,000.00	100.0
TOTAL: 7000	200,000.00	0.00	0.00	.0	0.00	200,000.00	100.0
TOTAL: 1000-7999	19,373,871.42	1,551,107.81	15,185,441.19	78.3	343,567.55	3,844,862.68	19.8

Fund: 01 GENERAL FUND

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
			CURRENT	YEAR TO DATE				
TOTAL INCOME	(8000 - 8999)	838,454.42	203,097.13	636,705.82	75.9	0.00	201,748.60	24.0
TOTAL:	1000-5999	19,137,122.15	1,547,151.32	15,178,612.57	79.3	328,698.30	3,629,811.28	18.9
TOTAL:	1000-6999	19,173,871.42	1,551,107.81	15,185,441.19	79.1	343,567.55	3,644,862.68	19.0
TOTAL:	1000-7999	19,373,871.42	1,551,107.81	15,185,441.19	78.3	343,567.55	3,844,862.68	19.8
TOTAL EXPENSES	(1000 - 7999)	19,373,871.42	1,551,107.81	15,185,441.19	78.3	343,567.55	3,844,862.68	19.8

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	104.31	352.63	100.0	0.00	352.63-	.0
TOTAL: 8000	0.00	104.31	352.63	100.0	0.00	352.63-	.0

Fund: 51 BOOKSTORE FUND

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
			CURRENT	YEAR TO DATE				
TOTAL INCOME	(8000 - 8999)	0.00	104.31	352.63	100.0	0.00	352.63-	.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	2,843.24	3,103.05	100.0	0.00	103.05-	.0
TOTAL: 8000	3,000.00	2,843.24	3,103.05	100.0	0.00	103.05-	.0
2300.00 NON-INSTRUCTION HOURLY CLASS.	2,000.00	3,343.02	5,385.41	100.0	0.00	3,385.41-	.0
TOTAL: 2000	2,000.00	3,343.02	5,385.41	100.0	0.00	3,385.41-	.0
3200.00 CLASSIFIED RETIREMENT	0.00	94.81	317.90	100.0	0.00	317.90-	.0
3300.00 OASDHI /FICA	153.00	252.76	409.00	100.0	0.00	256.00-	.0
3500.00 STATE UNEMPLOYMENT INSURANCE	32.00	53.21	86.09	100.0	0.00	54.09-	.0
TOTAL: 3000	185.00	400.78	812.99	100.0	0.00	627.99-	.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	3,743.80	6,198.40	100.0	0.00	3,513.40-	.0

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)	3,000.00	2,843.24	3,103.05	100.0	0.00	103.05-	.0
TOTAL:	1000-5999	2,685.00	3,743.80	6,198.40	100.0	0.00	3,513.40-	.0
TOTAL:	1000-6999	2,685.00	3,743.80	6,198.40	100.0	0.00	3,513.40-	.0
TOTAL:	1000-7999	2,685.00	3,743.80	6,198.40	100.0	0.00	3,513.40-	.0
TOTAL EXPENSES	(1000 - 7999)	2,685.00	3,743.80	6,198.40	100.0	0.00	3,513.40-	.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: May 17, 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 March 26, 2012 to April 29, 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

May 17, 2012

PO No.	Vendor Name	Purchase Order Description	Amount
123256	HALLEX, ALICIA	Conference	\$ 25.00
123257	SBACC	Advertising	\$ 500.00
123258	QUICK SHOTS PHOTO AND	Outside Services	\$ 177.73
123259	SCHWARTZ, DR CORENE	Conference	\$ 1,640.56
123260	RVH CONSTRUCTORS INC	New Buildings	\$ 7,887.00
123261	ASW DIAMOND PRODUCTS	Instructional Supplies	\$ 384.45
123262	STATE OF CALIF DEPT OF CONSERV	Building Improvements	\$ 3,600.00
123263	EARTH CONSULTANTS INT'L INC	Consultant	\$ 3,120.00
123264	SIMPSON GRUMPERTZ & HEGER INC	Outside Services	\$ 1,600.00
123265	MBA DESIGN & DISPLAY PRODUCTS	Equipment	\$ 2,439.40
123266	AEI CASC	Outside Services	\$ 2,860.00
123267	US BANK CORPORATE PMT SYSTEMS	Conference	\$ 1,450.00
123268	CHICANO/ LATINO CAUCUS	Advertising	\$ 1,000.00
123269	TEXTHELP SYSTEMS INC	Contract Services	\$ 2,890.39
123270	FISHER SCIENTIFIC	Instructional Supplies	\$ 321.55
123271	STAPLES	Non-instructional Supplies	\$ 434.43
123272	STAPLES	Non-instructional Supplies	\$ 627.46
123273	STAPLES	Non-instructional Supplies	\$ 240.15
123274	GBC DOCUMENT FINISHING	Non-instructional Supplies	\$ 104.78
123275	AIRGAS USA LLC	Instructional Supplies	\$ 1,148.14
123276	STAPLES	Non-instructional Supplies	\$ 299.94
123277	STAPLES	Non-instructional Supplies	\$ 85.07
123278	STAPLES	Non-instructional Supplies	\$ 668.99
123279	STAPLES	Non-instructional Supplies	\$ 175.62
123280	STAPLES	Non-instructional Supplies	\$ 381.82
123281	GBC DOCUMENT FINISHING	Non-instructional Supplies	\$ 404.02
123282	KELLY PAPER COMPANY	Non-instructional Supplies	\$ 651.66
123283	VIRCO MFG CORPORATION	Non-instructional Supplies	\$ 114.75
123284	KIRK XPEDEX	Non-instructional Supplies	\$ 2,589.41
123285	HOGREFE JR, RICHARD K	Conference	\$ 112.11
123286	BECCACIO, JACQUELINE	Instructional Supplies	\$ 13.99
123287	HANSEN, ROSEMARIE	Instructional Supplies	\$ 20.98
123288	HOGREFE JR, RICHARD K	Conference	\$ 65.99
123289	SAW, AMANDA	Conference	\$ 52.25
123290	LEARN IT	Conference	\$ 2,785.35
123291	TACO VILLAGE	Other Expenses & Fees	\$ 800.00
123292	HARDY DIAGNOSTICS	Instructional Supplies	\$ 83.35
123293	BADGE EXPRESS	Non-instructional Supplies	\$ 17.50
123294	AMAZON.COM	Non-instructional Supplies	\$ 283.98
123295	YOGAACCESSORIES.COM	Instructional Supplies	\$ 75.69
123296	INTERSTATE BATTERY SYSTEM OF	Non-instructional Supplies	\$ 1,887.13
123297	FLINN SCIENTIFIC INC	Non-instructional Supplies	\$ 211.89
123298	UC REGENTS	Conference	\$ 250.00
123299	AMERICA'S XPRESS RENT A CAR	Bus/Car Rentals	\$ 253.46
123300	LINDSTROM, EVGENIYA	Conference	\$ 101.16
123301	SNAP SURVEYS LTD	Conference	\$ 75.00

Purchase Order Board Report

May 17, 2012

PO No.	Vendor Name	Purchase Order Description	Amount
123302	SANCHEZ, LORI	Conference	\$ 84.36
123303	MCSHERRY, LAUREN	Independent Contractor	\$ 10,000.00
123304	KINDE, HARAGWEN A	Conference	\$ 779.73
123305	CYNOSURE NEW MEDIA INC	Contract Services	\$ 2,771.25
123306	SCHROEDERS PIANOS	Repairs & Maintenance	\$ 3,500.00
123307	PARTNERSHIP FOR PHILANTHROPIC	Dues & Memberships	\$ 170.00
123308	CALIFORNIA WORKFORCE ASSOC	Conference	\$ 495.00
123309	LINDSTROM, EVGENIYA	Conference	\$ 686.99
123310	JONES, JOANN	CDC Food Supplies	\$ 274.66
123311	HIPERMATH	Outside Services	\$ 12,000.00
123312	SARS SOFTWARE PRODUCTS INC	Contract Services	\$ 675.00
123313	SMARTSHEET.COM INC	Contract Services	\$ 249.00
123314	HILTON HOTEL - SAN BERNARDINO	Other Expenses & Fees	\$ 2,337.65
123315	UC REGENTS	Conference	\$ 250.00
123316	COLLEGE OF THE CANYONS	Conference	\$ 200.00
123317	SANCHEZ, LORI	Conference	\$ 47.51
123318	CCCCIO	Conference	\$ 355.00
123319	WILLDAN HOMELAND SOLUTIONS	Outside Services	\$ 8,280.00
123320	LEARN IT	Conference	\$ 2,785.35
123321	SBVC FOOD SERVICES	Other Expenses & Fees	\$ 172.21
123322	SEHI COMPUTER PRODUCTS INC	Capital Equipment	\$ 5,661.46
123323	DELL COMPUTER COMPANY	Capital Equipment	\$ 11,708.85
123324	FISHER SCIENTIFIC	Instructional Supplies	\$ 1,072.47
123325	GARZA, DIANA	Instructional Supplies	\$ 68.48
123326	STAPLES	Non-instructional Supplies	\$ 1,237.26
123327	STORAGE SHEDSOUTLET	Capital Equipment	\$ 1,000.00
123328	APPLE COMPUTER INC	Equipment	\$ 1,938.58
123329	POCKET NURSE	Capital Equipment	\$ 12,748.73
123330	NORTHWEST IRON WORKS	Instructional Supplies	\$ 149.80
123331	STAPLES	Non-instructional Supplies	\$ 86.11
123332	FISHER SCIENTIFIC	Instructional Supplies	\$ 563.89
123333	CENIC	Contract Services	\$ 56,116.00
123334	ALL STAR ENGRAVING	Other Expenses & Fees	\$ 621.85
123335	CSUSB	Outside Services	\$ 4,300.00
123336	VOCAL MUSIC TRUST ASB	Other Expenses & Fees	\$ 50.00
123337	NURSE BOOK LLC	Capital Equipment	\$ 2,111.55
123338	SPRI	Instructional Supplies	\$ 478.10
123339	DELL COMPUTER COMPANY	Capital Equipment	\$ 2,807.57
123340	GOPHER PERFORMANCE	Instructional Supplies	\$ 654.55
123341	FITNESS VENTURES INTERNATIONAL	Capital Equipment	\$ 11,777.38
123342	ALL AMERICAN EQUIPMENT &	Repairs & Maintenance	\$ 781.88
123343	BEST GOLF CARTS INC	Repairs & Maintenance	\$ 88.00
123344	BURKE, RICHARD	Conference	\$ 450.00
123345	VOLUNTEERS OF VACAVILLE	Repairs & Maintenance	\$ 1,061.05
123346	GHD	New Buildings	\$ 2,054.80
123347	ZINN, WENDY	Conference	\$ 150.00

Purchase Order Board Report

May 17, 2012

PO No.	Vendor Name	Purchase Order Description	Amount
123348	TONE, ASHLEY	Mileage Reimbursement	\$ 300.00
123349	ZINN, WENDY	Other Expenses & Fees	\$ 80.74
123350	HANIFIN, PATRICK WILLIAM	Independent Contractor	\$ 400.00
123351	RVH CONSTRUCTORS INC	New Buildings	\$ 25,000.00
123352	CRAFTON HILLS COLLEGE	Conference	\$ 1,500.00
123353	INTESOLV	Contract Services	\$ 3,000.00
123354	CHAMPION ELECTRIC INC	New Buildings	\$ 4,995.00
123355	VALDEMAR, MARY	Conference	\$ 698.76
123356	ZAHOUREK SYSTEMS INC	Equipment	\$ 4,961.18
123357	EDMUND SCIENTIFIC'S	Instructional Supplies	\$ 47.05
123358	WABASH INSTRUMENT CORP	Instructional Supplies	\$ 409.77
123359	CYNMAR CORPORATION	Instructional Supplies	\$ 123.46
123360	JOURNEY ED.COM	Software	\$ 220.20
123361	DELL COMPUTER COMPANY	Computer Systems Maintenance Agmnts	\$ 3,799.26
123362	LEARNING ALLY INC	Equipment	\$ 5,147.35
123363	ENABLING TECHNOLOGIES	Equipment	\$ 981.61
123364	SARGENT-WELCH SCIENTIFIC	Non-instructional Supplies	\$ 517.37
123365	STAPLES	Non-instructional Supplies	\$ 80.65
123366	ANDRADE, VERONICA	Mileage Reimbursement	\$ 192.14
123367	SCIENCE SOURCE CO, THE	Capital Equipment	\$ 2,069.86
123368	HERNANDEZ, ANITA	Mileage Reimbursement	\$ 500.00
123369	ALL AMERICAN EQUIPMENT &	Repairs & Maintenance	\$ 1,134.84
123370	ALL AMERICAN EQUIPMENT &	Repairs & Maintenance	\$ 838.76
123371	US BANK CORPORATE PMT SYSTEMS	Reference Books	\$ 91.00
123372	US BANK CORPORATE PMT SYSTEMS	Reference Books	\$ 36.87
123373	VISTA ENVIROMENTAL CONSULTING	Outside Services	\$ 650.00
123374	SBVC FOOD SERVICES	Other Expenses & Fees	\$ 1,000.00
123375	SBVC FOOD SERVICES	Other Expenses & Fees	\$ 510.00
123376	ABC DRIVE IN CLEANERS	Laundry	\$ 41.00
123377	FUN CORNER	Instructional Supplies	\$ 10.67
123378	BARNES & NOBLE INC	Reference Books	\$ 132.94
123379	DISTRIBUTION MANAGEMENT ASSOC	Dues & Memberships	\$ 975.00
123380	US BANK CORPORATE PMT SYSTEMS	Conference	\$ 531.00
123381	CITY OF SAN BERNARDINO	Advertising	\$ 320.00
123382	SEHI COMPUTER PRODUCTS INC	Non-instructional Supplies	\$ 2,650.65
123383	AS HANGING SYSTEMS	Non-instructional Supplies	\$ 244.09
123384	STAPLES	Non-instructional Supplies	\$ 214.11
123385	STAPLES	Non-instructional Supplies	\$ 69.14
123386	STAPLES	Non-instructional Supplies	\$ 400.13
123387	STAPLES	Non-instructional Supplies	\$ 185.10
123388	FLINN SCIENTIFIC INC	Instructional Supplies	\$ 576.21
123389	STAPLES	Instructional Supplies	\$ 670.56
123390	LAGUNA CLAY CO AXNER POTTERY	Equipment	\$ 348.19
123391	MOORE MEDICAL CORPORATION	Capital Equipment	\$ 10,300.64
123392	BRONSON INVESTMENTS INC	Capital Equipment	\$ 4,698.72
123393	BOARD OF GOVERNORS	Conference	\$ 200.00

Purchase Order Board Report

May 17, 2012

PO No.	Vendor Name	Purchase Order Description	Amount
123394	COLVEY, KIRSTEN	Conference	\$ 909.00
123395	SINGH, MANIKA	Conference	\$ 1,075.00
123396	CHAVIRA, REJOICE C	Conference	\$ 909.00
123397	BAUDVILLE	Other Expenses & Fees	\$ 471.48
123398	3M HEALTH & SAFETY SERVICES	Contract Services	\$ 4,760.00
123399	TOWNSEND, JONATHAN	Conference	\$ 225.00
123400	REID, RENEE	Conference	\$ 124.96
123401	STAPLES	Non-instructional Supplies	\$ 63.68
123402	STAPLES	Non-instructional Supplies	\$ 2,887.84
123403	STAPLES	Non-instructional Supplies	\$ 891.69
123404	MICROSCOPE.COM	Equipment	\$ 1,240.20
123405	AMAZON.COM	Reference Books	\$ 758.09
123406	VERNIER SOFTWARE & TECHNOLOGY	Capital Equipment	\$ 9,562.66
123407	TRI-ANIM HEALTH SERVICES	Instructional Supplies	\$ 3,133.68
123408	MEDLINEINDUSTRIES INC	Equipment	\$ 590.00
123409	ASTROSHOP	Reference Books	\$ 36.83
123410	SEHI COMPUTER PRODUCTS INC	Equipment	\$ 805.97
123411	FISHER SCIENTIFIC	Instructional Supplies	\$ 2,537.88
123412	ABC SCHOOL EQUIPMENT	Equipment	\$ 338.17
123413	VIDACARE DEPT 2474	Instructional Supplies	\$ 403.58
123414	STAPLES	Non-instructional Supplies	\$ 218.12
123415	CRESCENDO INTERACTIVE INC	Software	\$ 618.06
123416	FISHER SCIENTIFIC	Instructional Supplies	\$ 190.93
123417	AMAZON.COM	Instructional Supplies	\$ 24.91
123418	BECCACIO, JACQUELINE	Instructional Supplies	\$ 61.29
123419	AMAZON.COM	Non-instructional Supplies	\$ 83.10
123420	STAPLES	Non-instructional Supplies	\$ 1,285.89
123421	BAHNER, DANIEL	Refreshments	\$ 79.83
123422	SBVC BOOKSTORE	Other Expenses & Fees	\$ 484.88
123423	PARISH, CYNTHIA	Mileage Reimbursement	\$ 235.40
123424	SBVC FOOD SERVICES	Conference	\$ 445.75
123425	ENGSTROM, VANESSA	Conference	\$ 594.00
123426	STAPLES	Non-instructional Supplies	\$ 1,270.46
123427	AWARDS & SPECIALTIES	Non-instructional Supplies	\$ 73.11
123428	NORM DOUTHIT AERO	Instructional Supplies	\$ 820.92
123429	INTERIOR OFFICE SOLUTIONS	Equipment	\$ 6,036.15
123430	AMAZON.COM	Instructional Supplies	\$ 143.87
123431	GRAINGER INC, W W	Non-instructional Supplies	\$ 344.77
123432	KI INCORPORATED	Instructional Supplies	\$ 2,078.85
123433	TILDEN COIL CONSTRUCTION INC	Other Expenses & Fees	\$ 600.00
123434	US BANK CORPORATE PMT SYSTEMS	Non-instructional Supplies	\$ 164.30
123435	TROXELL COMMUNICATIONS INC	Capital Equipment	\$ 8,005.40
123436	TROXELL COMMUNICATIONS INC	Capital Equipment	\$ 8,607.26
123437	HENRY BROADCASTING CO INC	Leases	\$ 11,314.24
123438	AUDIO VISUAL INNOVATIONS INC	Capital Equipment	\$ 4,786.70
123439	ANGELO, DAN	Conference	\$ 874.25

Purchase Order Board Report

May 17, 2012

PO No.	Vendor Name	Purchase Order Description	Amount
123440	LEHMAN, VERONICA	Mileage Reimbursement	\$ 241.00
123441	SZUMSKI, EDWARD	Conference	\$ 2,812.94
123442	HERFF JONES INC	Rentals	\$ 5,000.00
123443	MATTHEWS, DAMARIS	Conference	\$ 443.76
123444	SAN DIEGO CITY COLLEGE	Conference	\$ 990.00
123445	SBVC FOOD SERVICES	Other Expenses & Fees	\$ 181.84
123446	TECHSMITH	Contract Services	\$ 1,248.75
123447	WEISS, KAY	Refreshments	\$ 55.62
123448	RIGGS, MICHELLE A	Conference	\$ 187.12
123449	WURTZ, KEITH	Conference	\$ 48.77
123450	CHILDERS, KAREN	Conference	\$ 75.00
123451	MORENO, MARIANA	Conference	\$ 158.00
123452	ALL STAR ENGRAVING	Other Expense & Fees	\$ 75.42
123453	US POSTAL SERVICE	Postage & Freight	\$ 190.00
123454	HILL, JUNE	Conference	\$ 725.65
123455	KINDERCARE LEARNING CENTERS	Other Student Aid	\$ 4,600.00
123456	CRAFTON HILLS COLLEGE	Other Student Aid	\$ 20.00
123457	SOUTHERN CALIFORNIA GAS CO	Gas Utilities	\$ 59,997.16
123458	SBVC FOOD SERVICES	Other Expenses & Fees	\$ 431.00
123459	BANGASSER,SUSAN	Instructional Supplies	\$ 112.00
123460	SBCCD PRINTING SERVICES	Printing, SBCCD	\$ 37.29
123461	SAN BERNARDINO COUNTY SCHOOL	Conference	\$ 10.00
123462	TACO VILLAGE	Other Expenses & Fees	\$ 1,508.50
123463	SAN BERNARDINO COUNTY SHERIFF	Conference	\$ 370.00
123464	NLNAC	Other Expenses & Fees	\$ 1,000.00
123465	WEATHERPROOFING TECH INC	Repairs & Maintenance	\$ 560.00
123466	DIVISION OF STATE ARCHITECT	Building Improvements	\$ 37,800.00
123467	AMAZON.COM	Reference Books	\$ 43.55
123468	GAYLORD BROS INC	Capital Equipment	\$ 1,399.67
123469	DELL COMPUTER COMPANY	Equipment	\$ 1,247.08
123470	STAPLES	Non-instructional Supplies	\$ 779.97
123471	SEHI COMPUTER PRODUCTS INC	Equipment	\$ 959.89
123472	SVM LP	Other Student Aid	\$ 5,889.87
123473	STAPLES	Non-instructional Supplies	\$ 120.88
123474	STAPLES	Non-instructional Supplies	\$ 761.80
123475	AMAZON.COM	Non-instructional Supplies	\$ 197.70
123476	FISHER SCIENTIFIC	Instructional Supplies	\$ 594.91
123477	LIFE ASSIST COMPANY	Instructional Supplies	\$ 1,568.54
123478	KELLY PAPER COMPANY	Non-instructional Supplies	\$ 7,031.98
123479	STAPLES	Non-instructional Supplies	\$ 133.77
123480	STAPLES	Non-instructional Supplies	\$ 490.18
123481	GANS INK & SUPPLY CO	Non-instructional Supplies	\$ 1,499.17
123482	CM SCHOOL SUPPLY CO	Instructional Supplies	\$ 2,021.19
123483	LAKESHORE LEARNING MATERIALS	Instructional Supplies	\$ 1,969.66
123484	AMOUI, MEHRAN	Conference	\$ 95.00
123485	STAPLES	Non-instructional Supplies	\$ 609.28

Purchase Order Board Report**May 17, 2012**

PO No.	Vendor Name	Purchase Order Description	Amount
123486	CARBIDE SAW & TOOL INC	Instructional Supplies	\$ 294.37
123487	BLACKBOARD INC	Conference	\$ 920.00
123488	KUCK, GLEN	Conference	\$ 1,380.00
123489	FAST SIGNS	Non-instructional Supplies	\$ 245.67
123490	STAPLES	Non-instructional Supplies	\$ 70.47
123491	CHC BOOKSTORE	Other Student Aid	\$ 1,134.61
123492	CRAFTON HILLS COLLEGE	Refreshments	\$ 350.00
123493	BAILEY-HUDSON, TRACI	Mileage Reimbursement	\$ 300.00
123494	CALIFORNIA SCHOOL FOR THE DEAF	Independent Contractor	\$ 500.00
123495	ISLAND ADVERTISING SPECIALTIES	Other Student Aid	\$ 9,387.00
123496	SCHOOL DATEBOOKS	Other Student Aid	\$ 904.32
123497	ISLAND ADVERTISING SPECIALTIES	Other Student Aid	\$ 165.46
123498	MILLER, SARAH	Non-instructional Supplies	\$ 30.11
123499	HEALTH CARE LOGISTICS	Instructional Supplies	\$ 1,855.04
123500	VOIGT GLOBAL DIST	Instructional Supplies	\$ 404.80
123501	BOUND TREE MEDICAL	Instructional Supplies	\$ 945.92
123502	SEHI COMPUTER PRODUCTS INC	Non-instructional Supplies	\$ 997.51
123503	CDW GOVERNMENT INC	Equipment	\$ 1,099.52
123504	SOUTH COAST AQMD	Other Expenses & Fees	\$ 2,504.00
123505	EWD COORDINATION SERVICES	Conference	\$ 200.00
123506	STAPLES	Non-instructional Supplies	\$ 273.10
123507	MORENO, MARIANA	Conference	\$ 180.70
123508	MCATEE, ROBERT	Conference	\$ 147.00
123509	DIAL, TROY LYNN	Conference	\$ 176.00
123510	GIST, JOHN	Conference	\$ 176.00
123511	CYNMAR CORPORATION	Capital Equipment	\$ 1,781.08
123512	VERON GRAPHICS	Repairs & Maintenance	\$ 1,502.10
123513	BASTINE, MICHAEL	Mileage Reimbursement	\$ 550.00
123514	4IMPRINT	Other Student Aid	\$ 15,265.61
123515	PRINT & FINISHING SOLUTIONS	Repairs & Maintenance	\$ 350.00
123516	PARADA, OSMAN	Conference	\$ 1,950.00
123517	US BANK CORPORATE PMT SYSTEMS	Conference	\$ 1,825.00
123518	CHANG, ANDREW	Conference	\$ 250.00
123519	SBCCD PRINTING SERVICES	Printing, SBCCD	\$ 53.40
123520	CYNOSURE NEW MEDIA INC	Outside Services	\$ 13,687.50
123521	THREE PEAKS CORP	New Buildings	\$ 5,722.32
123522	STUDICA INC	Contract Services	\$ 1,296.00
123523	CYNOSURE NEW MEDIA INC	Outside Services	\$ 2,771.25
123524	HILL, ERIKA	Outside Services	\$ 4,800.00
123525	STAPLES	Non-instructional Supplies	\$ 156.01
123526	LINDSTROM, EVGENIYA	Conference	\$ 66.30
123527	MUSICIAN'S FRIEND	Instructional Supplies	\$ 4,124.03
123528	AMAZON.COM	Non-instructional Supplies	\$ 617.02
123529	FLOERKE, JENNIFER	Conference	\$ 590.94
123530	DELL COMPUTER COMPANY	Equipment	\$ 2,487.10
123531	PRESSMANS PRIDE	Non-instructional Supplies	\$ 100.92

Purchase Order Board Report

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PO No.	Vendor Name	Purchase Order Description	Amount
123532	SEHI COMPUTER PRODUCTS INC	Equipment	\$ 380.08
123533	SEHI COMPUTER PRODUCTS INC	Equipment	\$ 399.29
123534	CAL MESA STEEL	Instructional Supplies	\$ 1,961.90
123535	NIGRO & NIGRO PC	Outside Services	\$ 10,000.00
123536	HOLBROOK, JAMES	Conference	\$ 805.00
123537	FLOERKE, JENNIFER	Conference	\$ 45.95
123538	FLOERKE, JENNIFER	Conference	\$ 39.85
123539	WEATHERPROOFING TECH INC	Repairs & Maintenance	\$ 1,665.00
123540	AU, ALGIE	Conference	\$ 34.00
123541	GROTKE, ANGELA	Conference	\$ 750.00
123542	METU, REGINALD	Conference	\$ 750.00
123543	THOMAS, CASSANDRA	Conference	\$ 750.00
123544	B & G EQUIPMENT RENTALS	Rentals	\$ 500.00
123545	CARTER, JAMAIL	Conference	\$ 138.76
123546	UNITED STATES PLASTIC CORP	Non-instructional Supplies	\$ 24.40
123547	GENUINE AUTO PARTS	Instructional Supplies	\$ 454.92
123548	GENUINE AUTO PARTS	Non-instructional Supplies	\$ 197.70
123549	SIMPLER LIFE EMERGENCY	Non-instructional Supplies	\$ 2,843.57
123550	ABM BUSINESS MACHINES INC	Capital Equipment	\$ 8,135.12
123551	STAPLES	Non-instructional Supplies	\$ 666.65
123552	B&H PHOTO VIDEO	Non-instructional Supplies	\$ 260.73
123553	SEHI COMPUTER PRODUCTS INC	Capital Equipment	\$ 4,212.17
123554	AMAZON.COM	Software	\$ 743.48
123555	INTERNATIONAL FOOTPRINT ASSOC.	Conference	\$ 140.00
123556	SAN BERNARDINO AREA CHAMBER	Conference	\$ 250.00
123557	CRIMESTAR CORP	Contract Services	\$ 3,000.00
123558	PEPES TOWING SERVICE	Outside Services	\$ 170.00
123559	SAWCX II	Liability Insurance	\$ 4,318.00
123560	BASTINE, MICHAEL	Conference	\$ 250.00
123561	STAPLES	Non-instructional Supplies	\$ 265.55
123562	BASTINE, MICHAEL	Conference	\$ 150.00
123563	BASTINE, MICHAEL	Conference	\$ 175.00
123564	BAUGHER, JEFF	Conference	\$ 150.00
123565	GREENBERG, SANDRA	Conference	\$ 200.00
123566	ALL STAR GLASS	Liability Claim	\$ 212.41
123567	CDW GOVERNMENT INC	Non-instructional Supplies	\$ 638.27
123568	LIFETIME MEMORY PRODUCTS	Non-instructional Supplies	\$ 2,045.32
123569	DELL COMPUTER COMPANY	Capital Equipment	\$ 2,112.75
123570	GABRIEL-MILLETTE, CHRISTIE	Conference	\$ 337.64
123571	BEDOYA, ROSEMARY	Conference	\$ 176.00
123572	WILSON, DEBBIE	Conference	\$ 176.00
123573	SIGNATURE PARTY RENTALS	Rentals	\$ 319.21
123574	WILLIAMS, MARK	Conference	\$ 750.00
123575	SPICERS PAPER INC	Non-instructional Supplies	\$ 6,420.46
123576	STAPLES	Non-instructional Supplies	\$ 152.99
123577	STAPLES	Non-instructional Supplies	\$ 1,896.22

Purchase Order Board Report

May 17, 2012

PO No.	Vendor Name	Purchase Order Description	Amount
123578	AMAZON.COM	Reference Books	\$ 60.09
123579	4IMPRINT	Advertising	\$ 196.70
123580	STAPLES	Non-instructional Supplies	\$ 72.36
123581	REVOLVING CASH	Conference	\$ 153.30
123582	VASQUEZ, TATIANA	Non-instructional Supplies	\$ 210.65
123583	MILLER, SARAH	Non-instructional Supplies	\$ 23.95
123584	SZUMSKI, EDWARD	Instructional Supplies	\$ 89.11
123585	SBVC BOOKSTORE	Other Expenses & Fees	\$ 2,833.00
123586	SBVC BOOKSTORE	Other Expenses & Fees	\$ 825.28
123587	STAPLES	Non-instructional Supplies	\$ 432.86
123588	STAPLES	Instructional Supplies	\$ 163.23
123589	NEW YEN ENTERPRISES CO	Instructional Supplies	\$ 1,054.76
123590	STAPLES	Non-instructional Supplies	\$ 402.00
123591	MICROSOFT ACADEMIC ALLIANCE	Software	\$ 537.67
123592	GENUINE AUTO PARTS	Equipment	\$ 1,967.52
123593	TOMARK INC	Instructional Supplies	\$ 465.95
123594	SEHI COMPUTER PRODUCTS INC	Equipment	\$ 1,915.79
123595	QUANTUM GROUP, THE	Other Expenses & Fees	\$ 363.17
123596	STAPLES	Non-instructional Supplies	\$ 185.94
123597	STAPLES	Non-instructional Supplies	\$ 172.29
123598	AMAZON.COM	Non-instructional Supplies	\$ 246.02
123599	STAPLES	Non-instructional Supplies	\$ 106.75
123600	STAPLES	Non-instructional Supplies	\$ 443.53
123601	KELLY PAPER COMPANY	Instructional Supplies	\$ 357.79
123602	GRAINGER INC, W W	Non-instructional Supplies	\$ 1,685.40
123603	SCANTRON CORPORATION	Non-instructional Supplies	\$ 173.80
123604	STAPLES	Non-instructional Supplies	\$ 120.93
123605	REVOLVING CASH	Officials	\$ 200.00
123606	CHAMPION ELECTRIC INC	Building Improvements	\$ 845.00
123607	REDLANDS PLUMBING & A/C INC	Building Improvements	\$ 970.00
123608	PUBLIC RELATIONS SOCIETY	Dues & Memberships	\$ 305.00
123609	LINDSEY, CAROLYN	Conference	\$ 510.00
123610	US BANK CORPORATE PMT SYSTEMS	Conference	\$ 1,590.00
123611	SIMS, JEREMY	Conference	\$ 1,200.00
123612	CALIFORNIA DEPARTMENT OF	Other Expenses & Fees	\$ 100.00
123613	LOUKEH, ALISON	Other Expenses & Fees	\$ 96.00
123614	PATON GROUP	Contract Services	\$ 3,137.00
123615	SBVC BOOKSTORE	Other Student Aid	\$ 1,767.00
123616	SITCORE USA INC	Computer Systems Maintenance Agmnts	\$ 8,600.00
123617	CORTEZ ORNAMENTAL IRON	Repairs & Maintenance	\$ 505.76
123618	WATSON BROS INC	Repairs & Maintenance	\$ 500.00
123619	TECHSMITH	Contract Services	\$ 545.85
123620	RUBIO, DAVE	Conference	\$ 661.14
123621	INLAND EMPIRE TOURS & TRANSPOR	Bus Rentals	\$ 1,000.00
123622	KEN'S SPORTING GOODS	Outside Services	\$ 18,400.01
123623	HOFFMANN, DONNA	Conference	\$ 771.56

Purchase Order Board Report

May 17, 2012

PO No.	Vendor Name	Purchase Order Description	Amount
123624	COUNCIL FOR RESOURCE DEVELOP	Conference	\$ 1,000.00
123625	SBCCD PRINTING SERVICES	Printing, SBCCD	\$ 21.54
123626	REVOLVING CASH	Officials	\$ 200.00
123627	REVOLVING CASH	Other Expenses & Fees	\$ 104.00
123628	REVOLVING CASH	Other Expenses & Fees	\$ 128.00
123629	ACCREDITING COMMISSION FOR	Dues & Memberships	\$ 500.00
123630	NATIONAL SEMINARS GROUP	Conference	\$ 149.00
123631	APPLE COMPUTER INC	Capital Equipment	\$ 1,365.34
123632	SEHI COMPUTER PRODUCTS INC	Equipment	\$ 579.85
123633	AIRCRAFT SPRUCE & SPECIALTY	Instructional Supplies	\$ 548.36
123634	HYDROSCAPE PRODUCTS INC	Non-instructional Supplies	\$ 290.05
123635	DELL COMPUTER COMPANY	Capital Equipment	\$ 1,302.28
123636	ATCOM SERVICES INC	Equipment	\$ 628.77
123637	CSUS FOUNDATION INC	Textbooks	\$ 2,111.90
123638	CARMEN'S CUSTOM DRAPERY	Non-instructional Supplies	\$ 482.88
123639	NEXUS IS INC	Equipment	\$ 638.87
123640	MILLER, SARAH	Non-instructional Supplies	\$ 62.84
123641	MILLER, SARAH	Non-instructional Supplies	\$ 29.66
123642	VALLEY ANATOMICAL PREPARATIONS	Instructional Supplies	\$ 865.23
123643	STAPLES	Non-instructional Supplies	\$ 59.20
123644	CONSOLIDATED PLASTICS	Non-instructional Supplies	\$ 983.50
123645	VERNIER SOFTWARE	Non-instructional Supplies	\$ 488.41
123646	CYNMAR CORPORATION	Instructional Supplies	\$ 2,531.35
123647	FLINN SCIENTIFIC INC	Instructional Supplies	\$ 747.40
123648	FISHER SCIENTIFIC	Instructional Supplies	\$ 1,334.03
123649	D & D SECURITY ENTERPRISES	Non-instructional Supplies	\$ 1,305.96
123650	P & P UNIFORMS	Equipment	\$ 4,486.71
123651	B&H PHOTO VIDEO	Instructional Supplies	\$ 1,603.36
123652	BIG 5 SPORTING GOODS #142	Equipment	\$ 1,036.54
123653	STAPLES	Non-instructional Supplies	\$ 229.97
123654	DELL COMPUTER COMPANY	Capital Equipment	\$ 15,530.68
123655	WARD'S NATURAL SCIENCE EST INC	Non-instructional Supplies	\$ 113.76
123656	STAPLES	Non-instructional Supplies	\$ 662.52
123657	POCKET NURSE	Instructional Supplies	\$ 650.48
123658	INSIGHT MEDIA	Media	\$ 373.10
123659	AMAZON.COM	Equipment	\$ 563.74
123660	TROXELL COMMUNICATIONS INC	Equipment	\$ 946.04
123661	STAPLES	Non-instructional Supplies	\$ 93.10
123662	FOX OCCUPATIONAL MEDICAL CTR	Self Insurance Claims	\$ 256.12
123663	STAPLES	Non-instructional Supplies	\$ 189.27
123664	DELL COMPUTER COMPANY	Capital Equipment	\$ 2,529.19
123665	STAPLES	Non-instructional Supplies	\$ 175.12
123666	STAPLES	Equipment	\$ 1,512.81
123667	STAPLES	Non-instructional Supplies	\$ 694.47
123668	STAPLES	Non-instructional Supplies	\$ 305.64
123669	HAMPTON TEDDER ELECTRIC CO INC	Site Improvements	\$ -

Purchase Order Board Report

May 17, 2012

PO No.	Vendor Name	Purchase Order Description	Amount
123670	ABOYTES, ALFONSO	Student Financial Aid	\$ 242.00
123671	ALDEEN, BRIANA	Student Financial Aid	\$ 132.00
123672	BUFFINGTON, KATHY	Student Financial Aid	\$ 66.00
123673	CASTELLANOS, MARGARITA	Student Financial Aid	\$ 154.00
123674	WATER DEPARTMENT	Water Utilities	\$ 35,180.19
123675	GOMEZ, JACQUELINE	Student Financial Aid	\$ 154.00
123676	HERNANDEZ, NANCY	Student Financial Aid	\$ 154.00
123677	RODRIGUEZ, GRICELDA	Student Financial Aid	\$ 66.00
123678	MURRAY, CAROLYN B	Independent Contractor	\$ 300.00
123679	COMPUTERLAND OF SILICON VALLEY	Contract Services	\$ 7,632.00
123680	BMI GENERAL LICENSING	Other Expenses & Fees	\$ 1,760.98
123681	COUNTY OF SAN BERNARDINO	Other Expenses & Fees	\$ 605.00
123682	SOGOMONIAN, NORI	Non-instructional Supplies	\$ 134.20
123683	REVOLVING CASH	Athletic Entry Fees	\$ 805.00
123684	CITADEL ENVIROMENTAL SERV INC	Outside Services	\$ 3,580.00
123685	SBCCD PRINTING SERVICES	Printing, SBCCD	\$ 65.57
123686	TIMELESS PLAQUES AND AWARDS	Other Expenses & Fees	\$ 588.85
123687	SOGOMONIAN, NORI	Mileage Reimbursement	\$ 10.00
123688	SBVC BOOKSTORE	Other Expenses & Fees	\$ 269.56
123689	SBVC FOOD SERVICES	Other Expenses & Fees	\$ 860.50
123690	CHEMCO PRODUCTS CO	Repairs Boilers	\$ 3,200.00
123691	TUFFSTUFF FITNESS EQUIP	Capital Equipment	\$ 9,709.35
123692	VS ATHLETICS	Instructional Supplies	\$ 572.97
123693	DESERT BUSINESS INTERIORS	Capital Equipment	\$ 14,865.21
123694	WARD'S NATURAL SCIENCE EST INC	Non-instructional Supplies	\$ 1,131.37
123695	ACCUPLACER ORDERS	Non-instructional Supplies	\$ 36,899.30
123696	STAPLES	Non-instructional Supplies	\$ 660.68
123697	HAND IN HAND PROMOTIONS	Advertising	\$ 4,503.95
123698	ELECTRONICS WAREHOUSE	Instructional Supplies	\$ 272.62
123699	CDW GOVERNMENT INC	Non-instructional Supplies	\$ 2,422.56
123700	SENSTAR INC	Non-instructional Supplies	\$ 911.56
123701	STAPLES	Non-instructional Supplies	\$ 458.31
123702	STAPLES	Instructional Supplies	\$ 222.57
123703	JORGENSEN, JUDY	Non-instructional Supplies	\$ 1,200.00
123704	STAPLES	Non-instructional Supplies	\$ 383.20
123705	ANDRADE, CINTIA R	Student Financial Aid	\$ 66.00
123706	WILLIAMS, SOPHIA	Student Financial Aid	\$ 66.00
123707	SBCCD PRINTING SERVICES	Printing, SBCCD	\$ 49.68
123708	SBCCD PRINTING SERVICES	Printing SBCCD	\$ 188.57
123709	BANGASSER,SUSAN	Other Expenses & Fees	\$ 161.75
123710	CROWN AWARDS	Other Expenses & Fees	\$ 614.66
123711	SBVC FOOD SERVICES	Other Expenses & Fees	\$ 694.44
123712	SBVC FOOD SERVICES	Other Expenses & Fees	\$ 250.00
123713	TIMELESS PLAQUES AND AWARDS	Other Expenses & Fees	\$ 161.62
123714	SBVC BOOKSTORE	Other Expenses & Fees	\$ 495.65
123715	CHATTERJEE, ACHALA	Non-instructional Supplies	\$ 1,000.00

Purchase Order Board Report

May 17, 2012

PO No.	Vendor Name	Purchase Order Description	Amount
123716	DUSICK, DIANE M	Non-instructional Supplies	\$ 100.00
123717	MERJIL, MARK	Conference	\$ 750.00
123718	NELSON, WILLENE D	Conference	\$ 640.38
123719	FLOWERS-BLACKMAN, SANDRA	Conference	\$ 640.38
123720	SIGMANET INC	Computer Systems Maintenance Agmnts	\$ 20,514.24
123721	SBVC BOOKSTORE	Classroom Textbooks	\$ 5,746.00
123722	JOE BACA FOUNDATION	Advertising	\$ 2,500.00
123723	TIMELESS PLAQUES AND AWARDS	Other Expenses & Fees	\$ 220.03
123724	BRODART COMPANY	Non-instructional Supplies	\$ 1,696.03
123725	DEMCO SUPPLY INC	Non-instructional Supplies	\$ 1,874.95
123726	STAPLES	Non-instructional Supplies	\$ 909.91
123727	STAPLES	Non-instructional Supplies	\$ 410.68
123728	STAPLES	Non-instructional Supplies	\$ 425.79
123729	STAPLES	Non-instructional Supplies	\$ 316.41
123730	SBVC BOOKSTORE	Non-instructional Supplies	\$ 323.25
123731	STAPLES	Non-instructional Supplies	\$ 471.16
123733	POCKET NURSE	Instructional Supplies	\$ 1,773.83
123734	AIRCRAFT SPRUCE & SPECIALTY	Instructional Supplies	\$ 385.81
123735	CAL MESA STEEL	Instructional Supplies	\$ 4,009.74
123736	APPLE COMPUTER INC	Equipment	\$ 6,964.87
123737	SNAP-ON INDUSTRIAL	Equipment	\$ 2,203.92
123738	MATHESON TRI-GAS INC	Equipment	\$ 2,513.30
123739	DELL COMPUTER COMPANY	Equipment	\$ 331.24
123740	TROPHY HOUSE	Commencement Supplies	\$ 299.54
123741	DELL COMPUTER COMPANY	Capital Equipment	\$ 3,958.74
123742	QUANTUM GROUP, THE	Advertising	\$ 5,854.71
	Total Purchase Orders: 486	Total Encumbrances:	<u>\$ 971,863.85</u>

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Charlie Ng, Vice Chancellor, Fiscal Services
PREPARED BY: Crispina Ongoco, Director Fiscal Services
DATE: May 17, 2012
SUBJECT: Quarterly Investment Report

RECOMMENDATION

This item is for information only and no action is required.

OVERVIEW

This report is submitted to the Board of Trustees pursuant to Government Code section 53646(b)(1) which states in part: "The treasurer or chief fiscal officer shall render a quarterly report to the chief executive officer, and/or the internal auditor and/or the legislative body of the local agency."

ANALYSIS

The report does not include funds deposited with the County of San Bernardino. Funds deposited with the County are subject to the County of San Bernardino Treasurer's Statement of Investment Policy and are available for review in the San Bernardino Community College District Fiscal Services office.

All other funds are managed in accordance with the District Investment Policy. Sufficient funds and projected incomes are available to meet the cash flow and expenditure needs of the District for the next six months.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

There are no financial implications associated with this item.



Quarterly Investment and Deposit Report

Quarter Ending March 31, 2012

Account	Amount	Interest	Type	Institution
General Fund				
Clearing Account	\$ 142,330.85	0.00	Checking	Citizens Business Bank, San Bernardino
Revolving Cash/Flex Fund	35,999.00	0.00	Checking	Citizens Business Bank, San Bernardino
	<u>\$ 178,329.85</u>			
Enterprise Funds				
Bookstores	\$ 921,340.02	0.00	Checking	Bank of America, Colton
Cafeterias	145,849.62	0.00	Checking	Bank of America, Colton
Bookstore CD <i>(due 2/2/2014)</i>	104,140.01	(y)0.80	CD	Inland Valley/So County Bank, Redlands
	<u>\$ 1,171,329.65</u>			
Internal Service Funds				
Workers Comp <i>(Authorized @ \$120,000 Revolving Cash)</i>	\$ 96,771.02	0.10	Checking	Union Bank, Los Angeles
Trust Funds				
Financial Aid	\$ 3,788.31	0.00	Checking	Citizens Business Bank, San Bernardino
Cal Grant Financial Aid	65,006.20	0.05	Checking	Citizens Business Bank, San Bernardino
NDSL/Perkins	85,496.10	0.00	Checking	Citizens Business Bank, San Bernardino
Scholarships	28,172.61	0.20	Checking	Community Bank, Redlands
Emergency Loan	17,394.53	0.00	Checking	Community Bank, Redlands
SBVC Clubs/Trusts	148,820.79	0.00	Checking	Wells Fargo, San Bernardino
SBVC ASB	185,704.23	0.00	Checking	Wells Fargo, San Bernardino
CHC Clubs/Trust & ASB	63,137.48	0.00	Checking	Bank of America, Yucaipa
Scholarships	89,733.50	0.75	Money Market	Inland Valley, Redlands
SBVC/CHC Student Rep Fee	116,625.75	0.00	Checking	Inland Valley, Redlands
SBVC ASB CD <i>(due 11/3/12)</i>	47,066.42	(y)0.60	CD	Inland Valley/So County Bank, Redlands
	<u>\$ 850,945.92</u>			
Total Checking, Savings & Investments	\$ 2,297,376.44			

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Charlie Ng, Vice Chancellor, Fiscal Services
PREPARED BY: Steven J. Sutorus, Business Manager
DATE: May 17, 2012
SUBJECT: CCFS-320 Apportionment Attendance Report for FY 2012 Period 2

RECOMMENDATION

This item is for information only and no action is required.

OVERVIEW

The CCFS-320 Apportionment Attendance Report for FY 2012 Period 2 has been submitted to the State Chancellor's Office.

ANALYSIS

The Period 2 report includes preliminary figures for the period July 1, 2011 – April 20, 2012 and uses annualizers to forecast fiscal year ending data. The chart below summarizes the District's status as of P2 and provides comparison data.

Comparison – FY11 P3 vs FY12 P2						
FY 11 at Year-End (P3)			FY 12 at P2		# Change	% Change
CHC	4,683		CHC	4,029	-654	-13.97%
SBVC	10,506		SBVC	9,320	-1,186	-11.29%
Total	15,189		Total	13,349	-1,840	-12.11%
FTES at P2			13,349			
Base FTES			13,064			
FTES over funded base			285			

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

There are no financial implications.

CERTIFICATION
2011-12 APPORTIONMENT ATTENDANCE
Second Period

I, the District Chief Executive Officer, hereby certify that, to the best of my knowledge and belief (1) this report is true and correct, and (2) all data have been reported and compiled in accordance with provisions of the Education Code and Title 5 regulations adopted by the Board of Governors and instructions on this form.

I further certify that I have determined through consultation with staff directly responsible that (1) FTES reported on this form for State apportionments includes only courses which had received individual prior approval or were part of programs with prior approval by the governing board of the district and the Chancellor's Office; (2) no attendance has been reported for: (a) courses which do not fully comply with Title 5 Section 58051.5 relative to open enrollment and participation by any person who is otherwise qualified and eligible for admission to the college, except for inmate education courses maintained pursuant to Title 5 Section 58051.6, or (b) courses excluded from State apportionments by Education Code Section 8538 or, (c) indentured apprentices in courses of related and supplemental instruction maintained pursuant to Section 3074 of the Labor Code; and (3) all FTES eligible for State support have been reported whether or not funding is available.

The original signature of the district Chief Executive Officer is required.

San Bernardino CCD
Chief Executive Officer

Signature:  _____

Typed Name: Bruce Baron _____

Signature Date: _____

Electronic Certification Date: Thursday, April 19, 2012 _____

For Supplemental Information, contact	
Name:	Steve Sutorus
Title:	Business Manager
Phone Number:	(909) 382-4031
Phone Extension:	_____
E-Mail:	ssutorus@sbccd.edu

Please return completed form to:
Chancellor's Office
California Community Colleges
Fiscal Services Unit
1102 Q Street, 4th Floor
Sacramento, CA 95811

California Community Colleges
2011-12 APPORTIONMENT ATTENDANCE REPORT
COMPOSITE - State Residents

Second Period

Date Due in Chancellor's Office: April 20, 2012

San Bernardino CCD

Part I. Full-Time Equivalent Student	Attendance FTES* of State Residents (and Nonresidents Attending Noncredit Courses)	Factored FTES
A. Summer Intersession (Summer 2011 Only)		
1. Noncredit (Parts IV.A.1 + VII.A.3.)	0.00	0.00
2. Credit (Parts III.A.1. + IV.A.1. + VI.A.1.)	494.27	494.27
B. Summer Intersession (Summer 2012 - Prior to July 1, 2012)		
1. Noncredit (Parts IV.B.1 + VII.B.3.)	0.00	0.00
2. Credit (Parts III.B.1. + IV.B.2. + VI.B.1.)	110.36	110.36
C. Primary Terms (Exclusive of Summer Intersession)		
1. Census Procedure Courses		
(a) Weekly Census Contact Hours (Part II.)	10, 559.16	10, 559.16
(b) Daily Census Contact Hours (Part III)	1, 609.67	1, 609.67
2. Actual Hours of Attendance Procedure Courses		
(a) Noncredit (Part IV.C.)	8.06	8.06
(b) Credit (Part IV.D.)	548.84	548.84
3. Alternative Attendance Accounting Procedure		
(a) Weekly Census Procedure Courses (Part V.)(Credit)	18.90	18.90
(b) Daily Census Procedure Courses (Part VI.)(Credit)	0.11	0.11
(c) Noncredit Independent Study/Distance Education Courses (Part VII.C.)	0.00	0.00
D. Total FTES	13, 349.37	13, 349.37

SUPPLEMENTAL INFORMATION ***	
In-service Training Courses (FTES)	0.00
Basic Skills Courses and Immigrant Education ** (FTES)	
1. Non-Credit	0.00
2. Credit	865.30

California Community Colleges
2011-12 APPORTIONMENT ATTENDANCE REPORT
COMPOSITE - Non-Residents

Second Period

Date Due in Chancellor's Office: April 20, 2012

San Bernardino CCD

Part I. Full-Time Equivalent Student	Attendance FTES* of Non-Residents	Factored FTES
A. Summer Intersession (Summer 2011 Only)		
1. Noncredit (Parts IV.A.1 + VII.A.3.)	0.00	0.00
2. Credit (Parts III.A.2. + IV.A.2. + VI.A.2.)	6.25	6.25
B. Summer Intersession (Summer 2012 - Prior to July 1, 2012)		
1. Noncredit (Parts IV.B.1 + VII.B.3.)	0.00	0.00
2. Credit (Parts III.B.1. + IV.B.2. + VI.B.1.)	0.74	0.74
C. Primary Terms (Exclusive of Summer Intersession)		
1. Census Procedure Courses		
(a) Weekly Census Contact Hours (Part II.)	123.46	123.46
(b) Daily Census Contact Hours (Part III)	20.50	20.50
2. Actual Hours of Attendance Procedure Courses		
(a) Noncredit (Part IV.C.)	0.00	0.00
(b) Credit (Part IV.D.)	7.56	7.56
3. Alternative Attendance Accounting Procedure		
(a) Weekly Census Procedure Courses (Part V.)(Credit)	0.07	0.07
(b) Daily Census Procedure Courses (Part V.)(Credit)	0.00	0.00
(c) Non-credit Independent Study/Distance Education Courses (Part VII.C.)	0.00	0.00
D. Total FTES	158.58	158.58

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Dr. Lawrence Buckley, Interim President, SBVC
PREPARED BY: Dr. Lawrence Buckley, Interim President, SBVC
DATE: May 17, 2012
SUBJECT: Advancement in Rank - SBVC

RECOMMENDATION

This item is for information only and no action is required.

OVERVIEW

In accordance with the SBVC Advancement in Rank Policy, the faculty members listed on the attached memo have received advancement in rank.

ANALYSIS

BOARD IMPERATIVE

FINANCIAL IMPLICATIONS

None.



San Bernardino
Valley College

MEMORANDUM

TO: Dr. Larry Buckley, Interim President
FROM: Dr. John Stanskas, Academic Senate President
Date: April 4, 2012
Re: Advancement in Rank

Per the SBCCD Administrative Procedure 7210, the Advancement in Rank committee was convened to consider nominations for advancement. The committee was comprised of six faculty (Ailsa Aguilar-Kitibutr, Leticia Hector, Celia Huston, Mark Ikeda, Paula Milligan, and Ed Szumski) and one manager (Haragewen Kinde).

We recommend the following faculty advance from Assistant Professor to Associate Professor:

- Jeremiah Gilbert, Mathematics
- Nori Sogomonian, Modern Languages
- Kellie Barnett, Child Development
- Dennis Jackson, Psych Tech

We recommend the following faculty advance from Associate Professor to Professor:

- Joel Lamore, English

We recommend the following faculty have achieved the title of Professor Emeritus:

- Ingrid Dalgren, Physical Education
- Cynthia Runyon, Physical Education

Please forward this as information to the SBCCD 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: May 17, 2012
SUBJECT: Administrative Procedures
2260 Conflict of Interest
3740 Emergency Notification System
4233 Withdrawal/Military Withdrawal
5030 Fees

RECOMMENDATION

This item is for information only and no action is required.

OVERVIEW

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

ANALYSIS

The attached Administrative Procedure has been modified and has gone through the collegial consultation process and is being forwarded for information.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

None.

3
4 **CONFLICT OF INTEREST**

5 A. General

6 In order to merit the respect and confidence of the public trust, the District is governed by
7 the highest ideals of honesty and integrity in all public and personal relationships.
8 Personal profit or any benefit obtained through misuse of public or personal relationships
9 is dishonest and will not be tolerated. District faculty and staff should at no time, or under
10 any circumstances, accept directly or indirectly, any form of gift, gratuity, honorarium,
11 loan, favors or service, entertainment, prejudicial discounts, preferential treatment or
12 other things of value or benefit, which might influence or appear to influence any
13 business or operation of the District.

14 Outside professional, private financial interests or arrangements, or the receipt of benefits
15 from third parties can create an actual or perceived appearance of impropriety. District
16 faculty and staff must at all times avoid the appearance of unethical or compromising
17 practices in relationships, actions and communications. In order to maintain the highest
18 standard of ethical conduct, District faculty and staff with other professional or financial
19 interests shall disclose them in compliance with applicable conflict of interest/conflict of
20 commitment policies, and shall not engage in any activity or transaction which is in
21 violation of those policies. It is the responsibility of each District faculty and staff member
22 to remain free of financial interests and activities which are, or could be, detrimental or in
23 conflict with the best interests of the District.

24 B. Designated Employees

25 Persons holding positions listed below are considered designated employees. It has
26 been determined that these persons make or participate in the making of decisions which
27 may have a foreseeable material effect on financial interest.

28 **Disclosure**
29 **Categories**

31	Board of Trustees	1,2,3,4,5,6
32	Chancellor	1,2,3,4,5,6
33	President, CHC	1,2,3,4,5,6
34	President, SBVC	1,2,3,4,5,6
35	President & General Manager, KVCR TV/FM	1
36	Vice Chancellor Fiscal Services	1,2,3,4,5,6
37	Vice Chancellor Human Resources	1,6
38	Vice President of Instruction	1,5,6
39	Vice President of Student Services	1,5,6
40	Vice President of Administrative Services	1
41	Retirement Board Authority	1
42	Business Manager	4,2,4,5
43	Executive Director, TESS Facilities and Planning	2 1,2,3,4
44	Executive Director, EDCT	2,4
45	Executive Director, Facilities & Planning	2
46	Director, Human Resources	2
47	Director, Fiscal Services	1,2,4,5
48	Director, District Computing Services	2
49	Police Chief	3,5,6

50	Deans	3,6
51	Associate Deans	3,6
52	Cafeteria/Snack Bar Manager	3,6
53	Director, Bookstore Manager	3,6
54	Director of Maintenance & Operations	2,3,6
55	Consultants/ New Positions*	
56	1,2,3,4,5,6	

- Consultants are defined in Board Policy. The Chancellor may determine in writing that a particular consultant, although a "designated person," is hired to perform a range of duties that are limited in scope and thus is not required to comply with the disclosure requirements of one or more categories. Such determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The Chancellor determination is public record and shall be retained for public inspection in the same manner and location as this conflict of interest code. (Gov. Code 81008). Nothing herein excuses any such consultant from any other provisions of the Conflict of Interest Code.

C. Disclosure Categories

Category 1

~~All investments and business positions and sources of income from business (including gifts, loans, and travel payments), and interests in real property entities that do business with the District or own real property within the boundaries of the District, plan to do business or own real property within the boundaries of the District within the next year, or have done business with or owned real property within the boundaries of the District within the past two (2) years.~~

Category 2

~~Investments and business positions in business entities, and sources of income (including gifts, loans, and travel payments) of the type which contract with the San Bernardino Community College District to provide services, supplies, materials, machinery or equipment utilized by the District. All interest in real property which is located in whole or in part within, or not more than two (2) miles outside, the boundaries of the District.~~

Category 3

~~All investments and business positions in, and sources of income from, business entities (including gifts, loans, and travel payments) of the type which contract with the designated position's department to provide services, supplies, materials, machinery or equipment utilized by the department. that are engaged in land development, construction, or the acquisition or sale of real property within the jurisdiction of the District, plan to engage in such activities within the jurisdiction of the District within the next year, or have engaged in such activities within the jurisdiction of the District within the past two (2) years.~~

Category 4

~~All investments and business positions in, and sources of income (including gifts, and travel payments) from, a business entity/entities or nonprofit organization, if the source is of the type to receive grants or other monies from or through the San Bernardino Community College District that are banking, savings and loan, or other financial institutions.~~

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Category 5

~~All investments and business positions in, and sources of income from, business entities that provide services, supplies, materials, machinery, vehicles or equipment of a type purchased or leased by the District.~~

Category 6

~~All investments and business positions in, and sources of income from, business entities that provide services, supplies, materials, machinery, vehicles or equipment of a type purchased or leased by the Designated Employee's Department.~~

D. Gifts and Honoraria

1. Gifts

~~If the member or employee would be required to report the receipt to report the receipt of income or gifts from that sources on his or her statement of economic interests. No no member of the Board or Designated Employee shall accept gifts with a total value of more than \$390.00 in a calendar year from any single source, if the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests.~~

2. Honoraria

For purposes of the application of this section, an honorarium is a payment received for making a speech, publishing an article, or attending any public or private conference, convention, meeting, social event, meal or similar gathering.

~~If the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests. No no member of the Board or Designated Employee shall accept any honorarium from any source, if the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests.~~

Reference:

Government Code §§ 1090, ET SEQ.; 1126, 87200 et seq.
California Code of Regulations, Title 2, § 18730 et seq.

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Approved: March, 2008

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4 EMERGENCY NOTIFICATION SYSTEM

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6 **Emergency Notification**

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8 Federal law requires colleges to “immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on the campus, unless issuing a notification will compromise efforts to contain the emergency”. The SBCCD Police Department is the department within the District that is responsible for issuing timely warnings and emergency notification in compliance with the Student Right-to-Know and Campus Security Act, (the Jeanne Clery Act), 20 U.S.C. §1092 (f) et seq. The SBCCD Police Department will, without delay, make the decision of whether to issue a timely campus safety/crime warning or emergency notification on a case-by-case basis considering the information surrounding a crime, including factors such as the nature of the crime, the continuing danger to the campus community and the possible risk of compromising law enforcement efforts. Information for timely campus safety/crime warnings and emergency notifications may also come from other law enforcement agencies. The SBCCD Police Department will also determine the appropriate segment or segments of the campus community which will receive the notice, and whether to disseminate the emergency information to the larger community based on the above-described analysis.

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24
25 **Timely Warning**

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27 Crimes for which a timely warning may be appropriate include, but are not limited to: murder, manslaughter, sex offenses, robbery, aggravated assault, burglar, arson, motor vehicle theft, and hate crimes. Timely warnings will typically include the following information, if known:

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31 1. A succinct statement of the incident, including the nature and severity of the threat and locations or persons who might be affected;
- 32
33 2. Any connection to previous incidents;
- 34
35 3. Physical description and/or composite drawing of the suspect;
- 36
37 4. Date and time the warning was issued;
- 38
39 5. Other relevant and important information, such as any bias motive, the gender of the victim, and/or student/non-student status;
- 40
41 6. Appropriate safety tips.
- 42
43 7. Instructions

44
45 Depending on the particular circumstances of the incident, timely campus safety/crime warnings and emergency notifications may be distributed under systems established by Board Policy 3740.

46
47 SBCCD will test the emergency response and evacuation procedures on at least an annual basis. Tests may be announced or unannounced. The tests will be documented, including the date and time and whether it is announced or unannounced. Results of the testing are available for review by contacting the SBCCD Police Department.

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49
50 The District will utilize the Emergency Notification system(s) as appropriate. They may include
51 email, phone calls, text messaging, campus public address broadcast (if available), radio
52 (91.9FM) and/or television (Channel 24) broadcast.

53
54 In case of a campus or District emergency:
55

- 56 | 1. The Chancellor, Vice-Chancellors, and College Presidents, or other designated individual
57 | as appropriate per site of emergency, have the authority and responsibility of directing
58 | messages for emergency notification and identifying the notification system(s) as
59 | appropriate and necessary.
60 |
61 | 2. If there is a need to delegate authority, the following positions may be delegated this
62 | authority: Police Chief, College Vice-Presidents, Executive Director of Distributed
63 | Education and Technology Services, Director of District Computing Services, and
64 | Directors of Marketing and Public Relations, ~~and the Director of Human Resources.~~
65 |
66 | 3. Information for messaging of the emergency shall originate directly from the authorized
67 | agent of the District, source of information (in charge capacity) to the person responsible
68 | for messaging (Chancellor, Vice Chancellor and College President).
69 |
70 | 4. In certain situations, the dispatcher/switchboard operator may receive emergency
71 | information from the appropriate source and communicate it to the person responsible for
72 | messaging.
73 |

74 | The procedures to implement the Emergency Notification Systems can be found at the District
75 | Safety Committee Web-site: <http://www.sbccd.org/ehs->
76 | http://www.sbccd.org/District_Police_Department/Clery_Act.aspx
77 |

3
4 WITHDRAWAL/MILITARY WITHDRAWAL
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6

7 | **A. Withdrawal Prior to ~~Fourth~~ Third Week (~~30%~~20%)**
8

9 Students who withdraw or are withdrawn from class(es) prior to the completion of the
10 | ~~fourth~~third week of instruction (or ~~30%~~20% of the instructional time frame, whatever is less)
11 shall have no notation made to the permanent record.
12

13 | **B. Withdrawal, Weeks ~~Five~~ Four Through ~~Fourteen~~ Eleven (~~30%-75%~~ 20% - 60%)**
14

15 Students who withdraw or are withdrawn from class(es) after the end of the ~~fourth~~ third week
16 | (or ~~30%~~ 20% of the instructional time frame) and before the end of the ~~fourteenth~~ eleventh
17 | week (or ~~75%~~ 60% of the instructional time frame) shall have W posted to the permanent
18 record.
19

20 | **C. Withdrawal After Week ~~Fourteen~~ (~~75%~~) Eleven (60%)**
21

22 The permanent record of students who remain in class beyond the ~~fourteenth~~ eleventh week
23 | of the term (or ~~75%~~ 60% of the instructional time frame) must reflect a grade symbol other
24 than W.
25

26 | **D. Extenuating Circumstances**
27

28 Students who withdraw from class(es) after the ~~fourteenth~~ eleventh week of the term (or
29 | ~~75%~~ 60% of the instructional time frame) may, in the case of extenuating circumstances, be
30 assigned the W. Such cases will require verification and will be handled by the appropriate
31 college official in consultation with the instructor(s). Extenuating circumstances are defined
32 as illness, accident, unforeseen job shift change, job assignment outside of the attendance
33 area and extreme weather conditions.
34

35 | **E. Military Withdrawal**
36

37 An MW (Military Withdrawal) shall be assigned for students who are members of an active
38 | or reserve United States military service ~~and who~~ who receive orders compelling a
39 withdrawal from courses. Upon verification of such orders, the symbol may be assigned at
40 any time. The MW shall not be counted in progress probation and dismissal calculations.
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57 Approved: April, 1991

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4 FEES

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7 **A. Associated Students Discount Sticker**

- 8 \$7.50 - CHC
9 \$7.50 - SBVC
10 \$4.00 - Replacement for lost card

11
12 **B. Breakage/Lost Property Fee**

13 Replacement cost of item(s) broken or lost

14
15 **C. Catalog**

16 \$6.00 - purchased on campus

17
18 **D. Credit by Examination**

19 \$20.00 plus class unit fee

20
21 **E. Document Fee Handling**

22 \$40.00 per hour for personnel time to find, retrieve, copy and re-file
23 requested documents; minimum charge of 1 hour
24 \$0.15 per side copy cost
25 Fees must be paid prior to document release

26
27 **F. Insufficient Funds Check**

28 \$15.00

29
30 **G. Key Deposit/Replacement**

31 \$15.00 plus cost of rekeying if needed (metal/electronic key)

32
33 **H. Learning Center Reproduction Fees, SBVC**

34 \$0.20 - Laser printout: text, black and white printer
35 \$0.50 - Laser printout: graphics, black and white printer (over ½ page)
36 \$1.00 - Laser printout: graphics and/or text, color
37 \$2.00 - Scan text or graphics to disk, per scan

38
39 **I. Library Fines – SBVC/CHC**

40 \$0.10 - Books: per day for 50 days; after 50 days, bill \$5 fine plus the
41 replacement value
42 \$0.25 - Reserve Books/Multimedia: per hour to a maximum of the replacement
43 value of the reserve materials; after 14 days, bill \$5 fine plus the replacement
44 value
45 \$0.50 - Videos: per day for 50 days; after 50 days, bill \$5 fine plus the
46 replacement value
47 \$0.10 - Per page for laser printout of Internet, CD ROM, Periodicals
48 \$2.00 - replacement for lost library card

49
50 **J. Parking Permit Fees (students, faculty, and staff)**

51 \$75.00 - annual permit
52 \$30.00 - one semester (\$20 BOGG student)
53 \$15.00 - summer session
54 \$2.00 - daily

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58	K. Parking Violation Fees
59	\$ 50.00 - illegal parking
60	\$ 50.00 - decal violation
61	\$275.00 - handicap violation
62	
63	L. Refund Processing Charge
64	A fee of \$10.00 will be charged for each refund transaction, not to exceed \$10.00 per
65	student per semester as defined in the Fee Refund Policy.
66	
67	M. Replacement – Diploma/Certificate
68	\$10.00
69	
70	N. Replacement of Student Class Program
71	\$1.00 - if purchased on campus
72	
73	O. Schedule of Classes
74	\$ 3.00 - mailed in U.S. only
75	
76	P. Student Health and Accident Insurance
77	\$18.00 \$19.00 - per semester (includes \$1.50 accident insurance)
78	\$15.00 \$16.00 - summer session (includes \$1.50 accident insurance)
79	\$1.50 - accident insurance only
80	
81	Q. Subpoenas
82	\$15.00
83	
84	R. Supplemental Health Services Fee
85	\$10.00 - TB skin test (one-step test)
86	\$10.00 - TB skin test (two-step test)
87	At cost - All Vaccines
88	\$25.00 - Physical Exams
89	\$50.00 - DMV Physical Exams
90	At cost - Prescription medications
91	At cost - In-house Lab Tests
92	At cost - Lab Test sent to external lab
93	At cost - Optional Medical Procedures
94	At cost - Optional Medical Supplies
95	\$ 8.00 - Vision screening (Titmus vision tester)
96	\$ 5.00 (50 minutes) - Psychotherapy
97	\$ 2.00 per item - Duplication of medical records
98	\$10.00 - Hearing Screening (Audiometer)
99	At cost - Birth Control Pills
100	
101	S. Testing Fees
102	\$200.00 - Paramedic National Registry Testing
103	\$ 25.00 - Retest per skill
104	\$ 5.00 - CPR card
105	
106	Repeat course from Career Tech Department
107	0.5 units - \$12.00
108	1.0 units - \$23.00
109	2.0 units - \$46.00
110	3.0 units - \$70.00
111	
112	T. Transcripts/Verification of Enrollment
113	No cost - First two transcripts
114	\$10.00 - Additional transcripts
115	\$8.00 - 24-hour requests for transcripts

116 \$20.00 - Immediate requests for transcripts
117 \$5.00 plus cost - Online transcripts
118 \$3.00 - Enrollment verification
119

120 **U. Transportation Fee**

121 **Students registering for Spring or Fall semester to pay:**

122 **\$7.50 for 6 or more credits**

123 **\$7.00 for less than 6 credits**

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ADOPTED: 11/17/11

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Bruce Baron, Chancellor
PREPARED BY: Bruce Baron, Chancellor
DATE: May 17, 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

Adams, Matt
Alfano-Wyatt, Marcia
Avelar, Amy
Baber, Corrina
Cardenas, Marcial
Chavira, Louis
Clarke, Chris
Dunn, Natalia
Engstrom, Vanessa
Escobedo, Anselmo
Feist, John
Ferguson, Craig
Gallagher, Debby
Goodrich, Kelly
Hall, Suzan
Heibel, Todd
Hollis Patrice (2)
Hrdlicka, Rick
Jollie, Melodie
Jorgenson, Judy
Kates, Johnny
Kinde, Dr. Haragewen
McGowan, Arlene
Murillo-Peter, Dena
Petinak, Craig
Prater, Rhonda
Reid, Renee
Sadler, Roger
Schmidt, Lisa
Smith, Mary (2)
Williams, Nicole

CHC

Aguilar, Patricia
Baldi, Lynn
Brown, Destinique
Chaure, Miguel
Childers, Karen
Felix, Amanda
Felix, Julian
Fletcher, Ashley
Marshall, Cheryl
Moore, Alisa
Moreno, Joe
Paddock, Ericka
Perrault, LeeAnn
Record, Laura
Riggs, Michelle

Sousa, Juanita
Wood, Betty Jo
Wurtz, Keith
Zuniga, Ruby