#### San Bernardino Community College District Regular Meeting of the Board of Trustees 114 S. Del Rosa Drive, San Bernardino, CA 92408 Thursday, July 12, 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. CONFERENCE WITH LEGAL COUNSEL ANTICIPATED LITIGATION
  Government Code 54956.9(b)
  (1 case)
- C. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
  Government Code 54957

Title: Chancellor

- 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 June 14, 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. Redistricting by Paul Mitchell

#### B. Public Hearing to Consider Redistricting Proposal

#### 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

#### B. HUMAN RESOURCES

- 1. Consideration of Approval of Classified Contract Reduction (p.10)
- 2. Consideration of Approval of Short-Term, Substitute and Professional Expert Employees (p.11)
- 3. Consideration of Approval of Adjunct and Substitute Academic Employees (p.20)
- 4. Consideration of Approval of Non-Instructional Pay for Academic Employees (p.27)
- 5. Consideration of Approval of Revision to Professional Expert Rate of Pay Schedule (p.32)

- 6. Consideration of Approval of Academic Employees (p.35)
- 7. Consideration of Approval to Accept Management Resignations (p.36)
- 8. Consideration of Approval of New Management Job Descriptions (p.37)
- 9. Consideration of Approval of New Management Job Descriptions for Interim Management Appointments (p.49)
- 10. Consideration of Approval of Revision to Interim Management Appointments (p.60)
- 11. Consideration of Approval to Provide Compensation to Board Member for Absence from Board Meetings (p.61)
- 12. Consideration of Approval of District Volunteers (p.62)

C. FISCAL SERVICES

- 1. Consideration of Approval of Routine Contracts and Agreements (p.65)
- 2. Consideration of Approval of Professional Services Contracts and Agreements (p.86)
- 3. Consideration of Approval of Conference Attendance (p.89)
- 4. Consideration of Approval of District/College Expenses (p.92)
- 5. Consideration of Approval of Individual Memberships (p.95)
- 6. Consideration of Approval of Facility Use Fee Waivers SBVC (p.97)
- 7. Consideration of Approval Surplus Property and Authorize Disposal or Private Sale (p.100)
- 8. Consideration of Approval District Bank Accounts (p.113)

#### 12. ACTION AGENDA

#### A. INSTRUCTIONAL/STUDENT SERVICES

#### B. HUMAN RESOURCES

- 1. Consideration of Approval to Accept Classified Retirement (p.117)
- 2. Consideration of Approval of Interim Management Appointments (p.118)
- 3. Consideration of Approval to Accept the District-wide Reorganization Plan for First Reading (p.120)

#### C. FISCAL SERVICES

- 1. Consideration of Approval of Bond Measure M Construction Change Orders and Contract Amendments (p.171)
- 2. Consideration of Approval of Contract with Snipes-Dye Associates (p.185)
- 3. Consideration of Approval of Contract with PMSM Architects (p.189)
- 4. Consideration of Approval of Contract with LPA, Inc. (p.193)
- 5. Consideration of Approval of Amendment 001 to the Steinberg Architects Contract (p.196)

- 6. Consideration of Approval of Amendment 003 to the NTD Architects Contract (p.200)
- 7. Consideration of Approval to Reduce Retention (p.204)
- 8. Consideration of Approval of Multi-Jurisdictional Hazardous Mitigation Plan (p.205)
- 9. Consideration of Approval of Five-Year Construction Plan (p.297)

#### 13. INFORMATION ITEMS

- **A.** Summary of Bond Measure M Capital Improvement Program Change Orders and Amendments for Construction Contracts (p.303)
- **B.** Budget Report (p.315)
- **C.** Purchase Order Report (p.356)
- **D.** General Fund Cash Flow Analysis (p.359)
- **E.** Applause Cards (p.361)

#### 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 Thursday, August 9, 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, June 14, 2012 - 5:00 p.m. - Board Room

#### 1. CALL TO ORDER - PLEDGE OF ALLEGIANCE

Mr. Lockwood called the meeting to order at 5:05 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 (left at 6:20 p.m.) Eric Owen, Student Trustee, SBVC Kyle Hundley, Student Trustee, CHC

#### Members Absent:

Jess C. Vizcaino, Jr. (absent-excused)

#### 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:

None.

#### Pledge of Allegiance

Mr. Longville led the Pledge of Allegiance.

#### 2. OATH OF OFFICE - 2012-2013 STUDENT TRUSTEES

Mr. Futch administered the Oath of Office to newly elected student trustees Eric Owen, SBVC, and Kyle Hundley, CHC.

#### 3. APPROVAL OF MINUTES

<u>Dr. Singer moved</u>, Mr. Futch seconded and the Board members voted as follows to approve the minutes of May 31,2012:

AYES: Ferracone, Futch, Lockwood, Longville, Singer

NOES: None ABSENT: Vizcaino

ABSTENTIONS: Ramos, Hundley (advisory), Owen (advisory)

#### 4. REPORTS

#### A. Board Members

 Mr. Futch joined about 550 students and parents at the County Department of Child and Family Services Foster Care Youth Sports Faire at SBVC on June 9. Sports equipment was distributed to each student attending.

#### B. <u>Student Trustees</u>

- Eric Owen said he is happy to serve the SBVC students and excited to see what this year brings. He looks forward to working with Robert Shields, the AS president at SBVC, and with Kyle Hundley to unite the campuses.
- Kyle Hundley is looking forward to working with Eric Owen and hopes to have a few joint ventures this year. He met with members of the Inland Congregations United for Change to discuss a voter drive on campus. He plans to work hard to be the best representative to students as he can possibly be.

#### C. Chancellor

- Mr. Baron welcomed the new student trustees. He met with them twice and publicly stated he "is very impressed with these gentlemen."
- The Chancellor congratulated Charlie Ng who was selected to serve as a member of the design team for CASBO. The design team will launch a strategic planning process to create a new organizational plan for CASBO. He added that these efforts are all about partnerships and involvement and sharing expertise.
- SBVC's psych tech program was recognized for ranking number one for the number of students passing their licensing exam in California.
- He had the opportunity to attend the first annual student film festival at SBVC, where there were over 65 entries. It was a great opportunity for the radio, TV and film program. The winning films will be featured on KVCR.

#### 5. PUBLIC COMMENT

Community members and several students spoke in support of the SBVC scholarship program, specifically urging the Board to fund a position to assist students with the scholarship application process. The speakers asked the Board to place their request on the next Board agenda.

SBVC classified employee, Mary Valdemar, distributed a statement detailing her intent and purpose for advocating for scholarships.

Local resident John Wurm questioned the amount of money spent on salaries for interim management positions, urged the Board to discontinue curriculum items which are "enrichment" activities instead of transfer or degree-type courses, and determine the cost of tuition reimbursement for staff before approval. He said he intends to be a candidate for the Board of Trustees.

Responding to the issue of scholarships, Dr. Buckley stated he recognizes the challenges and is concerned about the same things. A plan will be in place before October when scholarship applications become available. The Financial Aid Coordinator will be handling scholarships.

Mr. Ramos said he is interested in how scholarships were handled then and how they are done now.

Mr. Lockwood asked that a report be brought back to the Board in August.

#### 6. CONSENT AGENDA

The following changes were made to the Consent Agenda:

Item 6.C.1. Consideration of Approval of Routine Contracts and Agreements

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

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

Hundley (advisory), Owen (advisory)

NOES: None ABSENT: Vizcaino ABSTENTIONS: None

#### 7. ACTION AGENDA

#### Approve Community Services Summer High School Skills Program

Mr. Longville moved, Mr. Ramos seconded, and the Board members voted as follows to approve the Community Services Summer High School Skills Program:

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

NOES: None ABSENT: Vizcaino

#### **Approve Routine Contracts and Agreements**

Mr. Longville moved, Mr. Ramos seconded, and the Board members voted as follows to approve Routine Contracts and Agreements:

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

Hundley (advisory), Owen (advisory)

NOES: None ABSENT: Vizcaino

#### **Accept Management Resignation**

Mr. Futch moved, Ms. Ferracone seconded, and the Board members voted as follows to accept the resignation of Gloria M. Harrison, President, CHC, effective July 2, 2012:

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

Hundley (advisory), Owen (advisory)

NOES: None ABSENT: Vizcaino

#### **Accept Academic Retirements**

<u>Dr. Singer moved</u>, Mr. Futch seconded, and the Board members voted as follows to accept the retirement of Merrill Deming, Mathematics Instructor, CHC, and Bert Reins, American Sign Language Instructor, SBVC:

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

Hundley (advisory), Owen (advisory)

NOES: None ABSENT: Vizcaino

#### **Accept Classified Retirement**

Mr. Futch moved, Ms. Ferracone seconded, and the Board members voted as follows to accept the retirement of James Young, Lab Technician, Aeronautics, SBVC, effective May 31, 2012:

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

Hundley (advisory), Owen (advisory)

NOES: None ABSENT: Vizcaino

Adopt Resolution Ordering School District Election for Governing Board Members Whose Terms Expire December 7, 2012

Mr. Futch moved, Mr. Longville seconded, and the Board members voted as follows to adopt a resolution ordering a school district election for governing board members whose terms expire December 7, 2012:

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

Hundley (advisory), Owen (advisory)

NOES: None ABSENT: Vizcaino

#### <u>Approve Bond Measure M Construction Change Orders and Contract</u> Amendments

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

#### Parking Lot/ADA/Lighting Improvement - CHC

RDM Electric, CO-3, in the amount of \$16,082.00

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

Hundley (advisory), Owen (advisory)

NOES: None ABSENT: Vizcaino

## Award Bid and Approve Contract for the Business Building Renovation - SBVC

Mr. Longville moved, Mr. Futch seconded, and the Board members voted as follows to award Bid #06-05-2012 and approve contract with Doug Wall Construction, Inc. for the Business Building Renovation project, SBVC, in the amount of \$9,250,000.00:

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

Hundley (advisory), Owen (advisory)

NOES: None

ABSENT: Vizcaino

Mr. Longville expressed his appreciation to Bruce Baron and Charlie Ng for their efforts to increase the amount of work going to local contractors. He said this was one of his top priorities and is happy to see the effort to ensure the buildings paid for by our taxpayers are being constructed by local labor.

Mr. Futch added that the participation in the bidding process was outstanding.

#### Approve Amendment 002 to the NTD Architecture Contract - SBVC

Mr. Longville moved, Mr. Futch seconded, and the Board members voted as follows to approve Amendment 002 to the NTD Architecture contract, in the amount of \$9,575.00:

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

Hundley (advisory), Owen (advisory)

NOES: None ABSENT: Vizcaino

#### Approve Amendment 003 to the Vista Environmental Contract - CHC

Mr. Longville moved, Mr. Futch seconded, and the Board members voted as follows to approve Amendment 003 to the Vista Environmental contract, in the amount of (-\$180,500.00):

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

Hundley (advisory), Owen (advisory)

NOES: None ABSENT: Vizcaino

#### Approve Amendment 005 to the P2S Engineering, Inc. Contract - SBVC

Mr. Longville moved, Mr. Futch seconded, and the Board members voted as follows to approve Amendment 005 to the P2S Engineering, Inc. contract, in the amount of \$19,300.00:

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

Hundley (advisory), Owen (advisory)

NOES: None ABSENT: Vizcaino

### Approve Uniform Construction Cost Accounting Procedures (UCCAP) Contracts and Agreements

<u>Dr. Singer moved</u>, Ms. Ferracone seconded, and the Board members voted as follows to approve Uniform Construction Cost Accounting Procedures (UCCAP) contracts and agreements:

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

Hundley (advisory), Owen (advisory)

NOES: None ABSENT: Vizcaino

#### Adopt Resolutions and Signature Authorizations for State of California

Mr. Ramos moved, Ms. Ferracone seconded, and the Board members voted as follows to adopt resolutions and signature authorizations for the State of California Departments of Rehabilitation, Education and Correction/Rehabilitation, and Social Services:

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

Hundley (advisory), Owen (advisory)

NOES: None ABSENT: Vizcaino

## Approve Board Policies 2060 Student Trustees, 2070 Advisory Voting Student Member of the Board of Trustees and 3740 Emergency Notification System

Mr. Hundley moved, Mr. Owen seconded, and the Board members voted as follows to approve Board Policies 2060 Student Trustees, 2070 Advisory Voting Student Member of the Board of Trustees and 3740 Emergency Notification System:

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

Hundley (advisory), Owen (advisory)

NOES: None ABSENT: Vizcaino

#### Approve 2012-2013 Tentative Budget

Mr. Ng presented the 2012-2013 Tentative Budget stating that the budget situation has worsened.

Dr. Singer recognized that we are all operating in the dark and that the tax initiative may not pass but realized that the district is doing a good job balancing everything. He added that the Board took the position to not drop the fund balance below 15%, and if we do end up with anything over 15% that he hoped the staff would consider adding as many sections as possible.

Ms. Ferracone agreed to keeping as many sections as possible while still maintaining a healthy reserve balance.

Mr. Futch moved, Dr. Singer seconded, and the Board members voted as follows to approve the 2012-2013 Tentative Budget:

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

Hundley (advisory), Owen (advisory)

NOES: None ABSENT: Vizcaino

#### 8. INFORMATION ITEMS

A. Summary of Bond Measure M Capital Improvement Program Change

#### Orders and Amendments for Construction Contracts

B. Budget Report

#### Mr. Ramos left at 6:20 p.m.

- C. Purchase Order Report
- D. General Fund Cash Flow Analysis
- E. Applause Cards

#### 9. STAFF REPORTS

- A. SBVC President
  - A written report was submitted to the Board.
- B. <u>SBVC Academic Senate</u>
  - Absent.
- C. SBVC Classified Senate
  - Mary Valdemar reported that classified appreciation day was well received and thanked Chancellor Baron for his support. The Classified Senate has made a commitment to participate in the accreditation process.
- D. SBVC ASB
  - Robert Shields will be sending an email to students in an attempt to fill
    the vacant senate positions. He said he will be pushing for a career
    week and looks forward to working with everyone.
- E. CHC President
  - A written report was submitted to the Board.
- F. <u>CHC Academic Senate</u>
  - Absent.
- G. CHC Classified Senate
  - Absent.
- H. CHC ASB
  - Chris Robles thanked President Harrison for her service to the district. Students will hold a planning retreat in the summer to learn parliamentary procedures and events training.
- I. KVCR
  - A written report was submitted to the Board.

- J. CTA
  - Absent.
- K. CSEA
  - Colleen Gamboa reported management has reached out in an attempt to work with the union on contract issues.
- L. <u>Management</u>
  - Absent.

#### 10. ADJOURN

Mr. Lockwood adjourned the meeting at 6:45 p.m. in honor of Gloria Harrison and her 46 years of dedicated service to the district and its students.

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

#### SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

**TO:** Board of Trustees

FROM: Bruce Baron

Chancellor

**REVIEWED BY:** Dr. Jack Miyamoto

**Human Resources Consultant** 

PREPARED BY: Dr. Larry Buckley

Interim President, SBVC

**DATE:** July 12, 2012

**SUBJECT:** Consideration of Approval of Classified Contract Reduction - SBVC

#### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the reduction of the classified contract of Mike Sola for the Fall 2012 Semester.

#### **OVERVIEW**

Mike Sola is a full time classified employee will be teaching one class, PE 232, for the Physical Education Department in the Fall 2012 semester, for a total of five hours a week. Mike agrees to have his work schedule reduced by five hours to perform these duties.

#### **ANALYSIS**

It is necessary to reduce Mike Sola's contract to accommodate an academic hourly assignment. This classified contract reduction was "grandfathered" in before the limitation on classified contract reduction was put into effect.

#### **BOARD IMPERATIVE**

III. Resource Management for Efficiency, Effectiveness and Excellence

#### FINANCIAL IMPLICATIONS

Included in the 2012-2013 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:** July 12, 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 2012-2013 budget.

# SAN BERNARDINO COMMUNITY COLLEGE DISTRICT Short-Term Hourly Employees

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	T	July 12,	2012	_		
Name	Department	Site	Duties	Start Date	End Date	Hourly Rate
Arroyo, John T	Health & Physical Education	CHC	Lifeguard	8/13/12	12/31/12	\$10.00
Calderon, Gloria	Science Division	SBVC	Project Assistant I	7/12/12	12/18/12	\$9.00
Davis, Theresa	Science - Water Supply Technology	SBVC	Tutor II	7/12/12	12/18/12	\$11.00
Duenas, Kevin A	Alternative Text Production	DIST	Project Assistant II	7/13/12	12/31/12	\$11.00
Franklin, Rebecca	Art	SBVC	Model (Undraped)	8/13/12	12/7/12	\$15.00
Frost, Richard	Art	CHC	Model (Undraped)	8/13/12	12/14/12	\$15.00
Fry, Sara	Art	СНС	Model (Undraped)	8/13/12	12/14/12	\$15.00
Furness, Alexandra	Art	SBVC	Model (Undraped)	8/13/12	12/7/12	\$15.00
Grant, Diane	Art	SBVC	Tutor II	8/13/12	12/7/12	\$11.00
Guerrero, Salina C	Health & Physical Education	СНС	Tutor II	8/13/12	12/31/12	\$11.00
Hallex, Alicia	DSPS	СНС	Tutor III	8/13/12	12/31/12	\$13.00
Harrison, Rebekah	Alternative Text Production	Dist	Project Assistant II	7/13/12	12/31/12	\$11.00
Hergert, Steven M	CIS	СНС	Project Assistant II	7/13/12	12/24/12	\$11.00
Keyes, Sara	Art	SBVC	Model (Undraped)	8/13/12	12/7/12	\$15.00
Lovell, Jeanne-Marie	Art	SBVC	Model (Undraped)	8/13/12	12/7/121	\$15.00
Manzanida, Norbert	CIS	CHC	Tutor II	8/12/12	12/24/12	\$11.00
Melgoza, Jorge G	Alternative Text Production	DIST	Project Assistant II	7/13/12	12/31/12	\$11.00

Meses, Venesa	Art	CHC	Model (Undraped)	8/13/12	12/14/12	\$15.00
Weses, Venesa	AIT	CHC		0/13/12	12/14/12	φ13.00
Neuharth, Rose	Art	SBVC	Model (Undraped)	8/13/12	12/7/12	\$15.00
Odiakosa, Samuel	Art	СНС	Model (Undraped)	8/13/12	12/14/12	\$15.00
Ohair, Sean M	STEM/Microbiology	CHC	Tutor II	7/13/12	12/24/12	\$11.00
Pardo, Pearl Mae	Art	SBVC	Model (Undraped)	8/13/12	12/7/12	\$15.00
Prado, Vanessa	Alternative Text Production	DIST	Project Assistant II	7/13/12	12/31/12	\$11.00
Rossi, Joseph V	Theatre Arts	СНС	Project Assistant III	8/1/12	12/31/12	\$13.00
Ruiz, Xavier	Art	SBVC	Tutor II	8/13/12	12/7/12	\$11.00
Temby, Leonard	CIS	CHC	Tutor II	8/12/12	12/24/12	\$11.00
Torner, Luis	Science - Water Supply Technology	SBVC	Tutor II	7/12/12	12/18/12	\$11.00
Vazquez, Fernando G	Art	SBVC	Tutor II	8/13/12	12/7/12	\$11.00

Ratification is request By CHC Bookstore Department to ratify employment for the employees listed below who worked prior to being approved by the Board of Trustees.									
Davila, Robert	Bookstore	CHC	Project Assistant I	7/9/12	8/3/12	\$9.00			
Smith, Sally	Bookstore	CHC	Project Assistant I	7/9/12	8/3/12	\$9.00			
Torrence, Danielle	Bookstore	СНС	Project Assistant I	7/9/12	8/3/12	\$9.00			

Ratification is request By CHC Computer Information Systems to ratify employment of the employees listed below who worked prior to being approved by the Board of Trustees								
Chavez Jr, Arturo	CIS	CHC	Project Assistant II	7/1/12	12/24/12	\$11.00		
Poluan, Quiet M	CIS	CHC	Project Assistant II	7/1/12	12/24/12	\$11.00		
Hergert, Steven M	CIS	CHC	Project Assistant II	7/1/12	12/24/12	\$11.00		

Ratification is request By CHC Title V Department to ratify employment for the employees listed below who worked prior to being approved by the Board of Trustees.									
Johnson, Alexandra	Title V	CHC	Tutor II	7/1/12	12/24/12	\$11.00			
Lair, Helen J	Title V	CHC	Tutor II	7/1/12	12/24/12	\$11.00			
Miller, Kimberly S	Title V	CHC	Tutor II	7/1/12	12/24/12	\$11.00			
Morro, Holliann M	Title V	CHC	Tutor II	7/1/12	12/24/12	\$11.00			
Stolp, Daniel	Title V	CHC	Tutor II	7/1/12	12/24/12	\$11.00			
Tuttle, Diana L	Title V	CHC	Tutor II	7/1/12	12/24/12	\$11.00			

Ratification is request By SBVC English Department to ratify employment for the employees listed below who worked prior to being approved by the Board of Trustees.									
Diaz, Steven	English	SBVC	Tutor III	7/1/12	12/21/12	\$13.00			
Fehr, Jody M	English	SBVC	Tutor III	7/1/12	12/21/12	\$13.00			

# SAN BERNARDINO COMMUNITY COLLEGE DISTRICT Substitute Employees July 12, 2012

Name	Department	Site	Duties	Start Date	End Date	Hourly Rate
Aguilar, Patricia	Admin Services	CHC	Clerical Assistant II	7/1/12	9/1/12	\$13.97
Galvez, Daniel M	Custodial	SBVC	Custodian	7/2/12	9/2/12	14.68/Day 15.05/Swing
Glazatov, Trelisa	Distributed Education	DIST	Instructional Support Specialist	7/1/12	9/1/12	\$28.52
Hall, Suzan	STAR Program	SBVC	Secretary I	7/2/12	8/17/12	\$15.43
Hoang, Thu	Food Service	SBVC	Food Service Worker	6/25/12	6/30/12	\$11.75
Hoang, Thu	Food Service	SBVC	Food Service Worker	7/1/12	8/31/12	\$11.75
Lee, Takara	Admissions & Records	SBVC	Admissions & Records Technician Admissions &	5/26/12	6/30/12	\$16.61
Lee, Takara	Admissions & Records	SBVC	Records Technician	7/1/12	9/1/12	\$16.61
Lopez, Rosa	Facilities	DIST	Custodian	7/1/12	9/1/12	\$14.68
Lopez, Rosa	Facilities	DIST	Lead Custodian	7/1/12	9/1/12	\$16.20
Marrujo, Monique	EOPS/CARE/ CalWORKs	CHC	Student Services Tech I	7/2/12	9/2/12	\$15.81
Miller, Beth	Switchboard	SBVC	Switchboard Operator	7/1/12	9/1/12	\$13.97
Molina, Liliana	СВО	SBVC	Account Clerk I	7/1/12	9/1/12	\$14.31
Najar, Juan M	Custodial	SBVC	Custodian	7/2/12	9/2/12	14.68/Day 15.05/Swing
Sanchez, Veronica	Admissions & Records	SBVC	Admissions & Records Technician Admissions &	5/26/12	6/30/12	\$16.61
Sanchez, Veronica	Admissions & Records	SBVC	Records Technician	7/1/12	9/1/12	\$16.61
Scudder, Robert	Distributed Education	DIST	Instructional Support Specialist	7/1/12	9/1/12	\$23.47

# SAN BERNARDINO COMMUNITY COLLEGE DISTRICT Professional Expert Hourly Employees

July 12, 2012

		T	July 12, 2012	Ctant	Trad	
Name	Department	Site	Duties	Start Date	End Date	Hourly Rate
Aguilar Jr., Edward	Public Safety & Emergency Services	СНС	Lab Instructor/Primary Instructor/EMS Specialist	8/13/12	12/14/12	\$20.00/\$25.00/ \$30.00
Anderson, Chris	Public Safety & Emergency Services	СНС	Lab Instructor/Primary Instructor/EMS Specialist	8/13/12	12/14/12	\$20.00/\$25.00/ \$30.00
Baker, William	Public Safety & Emergency Services	СНС	Lab Instructor/Primary Instructor/EMS Specialist	8/13/12	12/14/12	\$20.00/\$25.00/ \$30.00
Boucher, Nate	Public Safety & Emergency Services	СНС	Lab Instructor/Primary Instructor/EMS Specialist	8/13/12	12/14/12	\$20.00/\$25.00/ \$30.00
Boykin, Chirstopher	Public Safety & Emergency Services	СНС	Lab Instructor/Primary Instructor/EMS Specialist	8/13/12	12/14/12	\$20.00/\$25.00/ \$30.00
Brooks, Nathan W	Public Safety & Emergency Services	СНС	Lab Instructor/Primary Instructor/EMS Specialist	8/13/12	12/14/12	\$20.00/\$25.00/ \$30.00
Clements, Kristen	Public Safety & Emergency Services	СНС	Lab Instructor/Primary Instructor/EMS Specialist	8/13/12	12/14/12	\$20.00/\$25.00/ \$30.00
Commander, John	Public Safety & Emergency Services	СНС	Lab Instructor/Primary Instructor/EMS Specialist	8/13/12	12/14/12	\$20.00/\$25.00/ \$30.00
Craig, Jason	Public Safety & Emergency Services	СНС	Lab Instr / Primary Instr / EMS Specialist	8/13/12	12/14/12	\$20.00/ \$25.00/ \$30.00
Danser, David	Public Safety & Emergency Services	CHC	Lab Instr / Primary Instr / EMS Specialist	8/13/12	12/14/12	\$20.00/ \$25.00/ \$30.00
DeWoody, Victoria	Student Health Services	SBVC	Counseling Trainee	8/13/12	12/24/12	\$12.00
Dragan, Nicoleta	Student Health Services	SBVC	Counseling Trainee	8/13/12	12/24/12	\$12.00
Edmonson, Kindra	Student Health Services	SBVC	Mental Health Educator/ Counseling Intern	8/13/12	12/24/12	\$12.00
Estrada, Sandra D	Student Health Services	SBVC	Nurse Practioner	8/13/12	12/24/12	\$50.00
Gardner, Jennifer	Public Safety & Emergency Services	СНС	Lab Instr / Primary Instr / EMS Specialist	8/13/12	12/14/12	\$20.00/ \$25.00/ \$30.00
Gasca, Susan	Student Services	SBVC	Facilitator	7/13/12	12/24/12	\$50.00
Glaze, Nick	Public Safety & Emergency Services	СНС	Lab Instr / Primary Instr / EMS Specialist	8/13/12	12/14/12	\$20.00/ \$25.00/ \$30.00

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Gradias, Ben	Public Safety & Emergency Services	CHC	Lab Instr / Primary Instr / EMS Specialist	8/13/12	12/14/12	\$20.00/ \$25.00/ \$30.00
Grindle, Gail	Public Safety & Emergency Services	СНС	Lab Instr / Primary Instr / EMS Specialist	8/13/12	12/14/12	\$20.00/ \$25.00/ \$30.00
Gustafson, Jared	Public Safety & Emergency Services	СНС	Lab Instr / Primary Instr / EMS Specialist	8/13/12	12/14/12	\$20.00/ \$25.00/ \$30.00
Ingalls, Thomas	Public Safety & Emergency Services	СНС	Lab Instr / Primary Instr / EMS Specialist	8/13/12	12/14/12	\$20.00/ \$25.00/ \$30.00
Jeide, William	Public Safety & Emergency Services	СНС	Lab Instr / Primary Instr / EMS Specialist	8/13/12	12/14/12	\$20.00/ \$25.00/ \$30.00
Kendall, Holly	Public Safety & Emergency Services	CHC	Lab Instr / Primary Instr / EMS Specialist	8/13/12	12/14/12	\$20.00/ \$25.00/ \$30.00
Kennedy, Veronica	Public Safety & Emergency Services	СНС	Lab Instr / Primary Instr / EMS Specialist	8/13/12	12/14/12	\$20.00/ \$25.00/ \$30.00
Khan, Shahid H	Respiratory Care Program	СНС	Respiratory Care Clinical	8/6/12	12/31/12	\$40.00
Landa, Cristina V	Respiratory Care Program	CHC	Respiratory Care Clinical	8/6/12	12/31/12	\$40.00
Long, Brandie	Public Safety & Emergency Services	СНС	Lab Instr / Primary Instr / EMS Specialist	8/13/12	12/14/12	\$20.00/ \$25.00/ \$30.00
Marini, John	Public Safety & Emergency Services	СНС	Lab Instr / Primary Instr / EMS Specialist	8/13/12	12/14/12	\$20.00/ \$25.00/ \$30.00
McCoy, Kerry	Student Health Services	SBVC	Counseling Intern	8/13/12	12/24/12	\$12.00
McKee, Kyle	Public Safety & Emergency Services	CHC	Lab Instr / Primary Instr / EMS Specialist	8/13/12	12/14/12	\$20.00/ \$25.00/ \$30.00
McSherry, Lauren	Grant Development	SBVC	Grant Writer	7/16/12	12/31/12	\$30.00
Medicus, Bryce	Public Safety & Emergency Services	CHC	Lab Instr / Primary Instr / EMS Specialist	8/13/12	12/14/12	\$20.00/ \$25.00/ \$30.00
Medina, Chris	Public Safety & Emergency Services	СНС	Lab Instr / Primary Instr / EMS Specialist	8/13/12	12/14/12	\$20.00/ \$25.00/ \$30.00
Moledor, Kevin	Public Safety & Emergency Services	CHC	Lab Instr / Primary Instr / EMS Specialist	8/13/12	12/14/12	\$20.00/ \$25.00/ \$30.00
Molloy, David	Public Safety & Emergency Services	СНС	Lab Instr / Primary Instr / EMS Specialist	8/13/12	12/14/12	\$20.00/ \$25.00/ \$30.00
Moore, Alisa	Public Information Specialist	DIST	Public Relations	7/13/12	12/31/12	\$60.00

Nousem Helen D	Student Health	SDVC	Nursa Practitionar	0/12/12	12/24/12	¢E0.00
Newsom, Helen D	Services  Dublic Safety 8	SBVC	Nurse Practitioner	8/13/12	12/24/12	\$50.00 \$20.00/ \$25.00/
Nguyen, Phong	Public Safety & Emergency Services	CHC	Lab Instr / Primary Instr / EMS Specialist	8/13/12	12/14/12	\$30.00
Nyirady, Laura	Student Health Services	SBVC	Nurse Practitioner	8/13/12	12/24/12	\$50.00
Olson, Henry	Public Safety & Emergency Services	СНС	Lab Instr / Primary Instr / EMS Specialist	8/13/12	12/14/12	\$20.00/ \$25.00/ \$30.00
O'Neil, Nick	Public Safety & Emergency Services	CHC	Lab Instr / Primary Instr / EMS Specialist	8/13/12	12/14/12	\$20.00/ \$25.00/ \$30.00
Parrish, Stephan	Public Safety & Emergency Services	СНС	Lab Instr / Primary Instr / EMS Specialist	8/13/12	12/14/12	\$20.00/ \$25.00/ \$30.00
Pope, Nick	Public Safety & Emergency Services	CHC	Lab Instr / Primary Instr / EMS Specialist	8/13/12	12/14/12	\$20.00/ \$25.00/ \$30.00
Reiter, Matthew	Public Safety & Emergency Services	CHC	Lab Instr / Primary Instr / EMS Specialist	8/13/12	12/14/12	\$20.00/ \$25.00/ \$30.00
Reynolds, Raymond	Criminal Justice	SBVC	Training Specialist	7/13/12	12/24/12	\$19.00
Rives, Lori R	Respiratory Care Program	СНС	Respiratory Care Clinical	8/6/12	12/31/12	\$40.00
Sandez, Ann	Public Safety & Emergency Services	СНС	Lab Instr / Primary Instr / EMS Specialist	8/13/12	12/14/12	\$20.00/ \$25.00/ \$30.00
Sandy, Hannah	Student Health Services	SBVC	Nurse Practitioner	8/13/12	12/24/12	\$50.00
Seek, Gabriel	Public Safety & Emergency Services	СНС	Lab Instr / Primary Instr / EMS Specialist	8/13/12	12/14/12	\$20.00/ \$25.00/ \$30.00
Singer, Orrine	Public Safety & Emergency Services	СНС	Lab Instr / Primary Instr / EMS Specialist	8/13/12	12/14/12	\$20.00/ \$25.00/ \$30.00
Smith, Alexandria A	Counseling	CHC	Counseling Intern	7/16/12	12/12/12	\$12.00
Smolenski, Stephen	Public Safety & Emergency Services	СНС	Lab Instr / Primary Instr / EMS Specialist	8/13/12	12/14/12	\$20.00/ \$25.00/ \$30.00
Sowder, Susan L	Respiratory Care Program	СНС	Respiratory Care Clinical	8/6/12	12/31/12	\$40.00
Steslicki, Ryan	Public Safety & Emergency Services	СНС	Lab Instr / Primary Instr / EMS Specialist	8/13/12	12/14/12	\$20.00/ \$25.00/ \$30.00
Strain, Brian	Public Safety & Emergency Services	СНС	Lab Instr / Primary Instr / EMS Specialist	8/13/12	12/14/12	\$20.00/ \$25.00/ \$30.00
Stull, Dennis	Public Safety & Emergency Services	СНС	Lab Instr / Primary Instr / EMS Specialist	8/13/12	12/14/12	\$20.00/ \$25.00/ \$30.00

Trovato, Jonathan	Public Safety & Emergency Services	СНС	Lab Instr / Primary Instr / EMS Specialist	8/13/12	12/14/12	\$20.00/ \$25.00/ \$30.00
Vanderbrug, Lucas R	Public Safety & Emergency Services	СНС	Lab Instr / Primary Instr / EMS Specialist	8/13/12	12/14/12	\$20.00/ \$25.00/ \$30.00
Vasquez, Henry	Public Safety & Emergency Services	СНС	Lab Instr / Primary Instr / EMS Specialist	8/13/12	12/14/12	\$20.00/ \$25.00/ \$30.00
Vega, Jennifer	Public Safety & Emergency Services	СНС	Lab Instr / Primary Instr / EMS Specialist	8/13/12	12/14/12	\$20.00/ \$25.00/ \$30.00
Verosik, Eileen	Public Safety & Emergency Services	СНС	Lab Instr / Primary Instr / EMS Specialist	8/13/12	12/14/12	\$20.00/ \$25.00/ \$30.00
Walton, Branden	Public Safety & Emergency Services	СНС	Lab Instr / Primary Instr / EMS Specialist	8/13/12	12/14/12	\$20.00/ \$25.00/ \$30.00
Xayaphanthong, Soutsakhone	Counseling	СНС	Counseling Intern	7/16/12	12/12/12	\$12.00

Amend Board of June 14, 2012 to read as follows; Last Name was submitted incorrectly missing the "e".						
Harville-Washington, Gwendolyn	Student Success & Special Services	SBVC	Foster Parenting Education			

Ratification is request By CHC CIS Department to ratify employment for the employees listed below who worked prior to being approved by the Board of Trustees.							
Cutz, Alexis R	Computer Information System	CHC	Interpreting/Transliterating Level IV	7/10/12	12/31/12	\$15.00	
Campbell, Carmen E	Computer Information System	CHC	Interpreting/Transliterating Level II	7/10/12	12/31/12	\$21.00	

Amend Board of June 14, 2012 to read as follows; Department name was submitted incorrectly should be Student Success & Special Services								
	Student Health							
Hosea, Keith	Services	SBVC	Foster Parenting Education					

#### SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

**TO:** Board of Trustees

FROM: Bruce Baron

Chancellor

**REVIEWED BY:** Dr. Jack Miyamoto

**Human Resources Consultant** 

**PREPARED BY**: Dr. Larry Buckley, Interim President, SBVC

Dr. Cheryl Marshall, Interim President, CHC

**DATE:** July 12, 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 2012-2013 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 2012-2013 academic years.

#### **BOARD IMPERATIVE**

III. Resource Management for Efficiency, Effectiveness and Excellence.

#### FINANCIAL IMPLICATIONS

Included in the 2012-2013 budget.

San Bernardino Valley College Adjunct & Substitute Employees Academic Year 2012-2013 July 12, 2012

#### NAME DISCIPLINE

Anderson, Elisabeth Biology

Aston, David Machine Trades
Avila, Rene Inspection

Burns-Peters, Davena Modern Languages

**Butris, Nabil** Welding Chaney, Nikia English Collins, Mark Aeronautics Cook, Carol **Biology** Croft, Gary Geography Dickens. Kenneth Automotive Frankini. Armida Chemistry Grossman, Walter Geology

Haan, Keith Machine Trades
Henry, Craig Welding & Inspection

Hernandez, Ramon Inspection

Hurst, Michael Water Supply Technology

Kupecz, KirklenChemistryLewis, StevenRefrigerationLuu, TonyEnglish

Mansell, Clarence Water Supply Technology

McCarthy, Patrick Welding McMullen, Martin Automotive Merrick, Howard **Culinary Arts** Montgomery, Bill Electronics Moore, Allen Aeronautics Okamura, Judy Chemistry Petersen, Neil Automotive Rice, Larry Aeronautics

Schneider, Nicholas Water Supply Technology

Sessions, DouglasElectronicsSievers, JerryAutomotiveThrush, GeraldBiologyVelitis, MichaelRefrigerationVerrett, MichaelMachine Trades

Waters, Sandra Nursing Whitfield, Rebecca Nursing

CHC

**Adjunct & Substitute Academic Employees** 

Fall 2012

Abad, Jeremy J.

Ali, Kenshaka,

Allison, George

Amaral, Dusti

Amoui, Mehran

Anderson, Jonathan B.

English

Theatre Arts

Accounting

Allied Health

Biology

English

Andrews, Breanna American Sign Language Aniello, Lisa Physical Education

Antone, Letitia Counselor

**Ashton, Patricia** English, Reading and Study Skills

Atkinson, Anne Health Education

Baker, DeenaEnglishBallester, MariaSpanishBaird, EricPhysics

Baron, Patricia Health Education Bean, Steve Theatre Arts

Bedoya, Rosemary Counselor, College Life

Begley, David S. Mathematics
Bell, Judith Campus Nurse

Berube, Melissa Biology
Blanck, Robert English

Bogh, Debbie Personal and Career Development

Booth, Marsha
Campus Nurse
Bradford, Deborah
Theatre Arts
Branson, Joanna
English
Bray, Linda L.
Allied Health
Mathematics
Burke, Jeffrey
Mathematics
Burnett-Kurie, Laura
Physical Education

Burns, Carole A. Microbiology

Burns-Peters, Davena American Sign Language

Byrnes, Anthony Theatre Arts

Camp, Brad Counselor, Personal and Career Development

Cannon, Judy K. English Carp, Robert Chemistry

Carroll, La Mont Computer Information Systems

Carroll, Marian Speech Communication

Chairez, Octavio Mathematics

Chaks, Leslie Learning Disabilities Specialist

Chapman, Dee Counseling, CALWorks

Chase, Kristina Campus Nurse

Chavira, Rejoice Counselor, Personal Career Development

Clark, Catherine Anatomy
Clark, Sally Allied Health

Colvey, Kirsten Counselor, Personal Career Development

Commander, John Emergency Medical Services

Cork, Daniel Theatre Arts

Costello, GerardaHistoryCowles, Randee TeresaEnglish

Craw, Hillary
Counselor, College Life
Emergency Medical Services
Cruz, Jason
Business Administration
Cummings, Lou'Rie
Counselor, College Life

Davis, Joyce Librarian

De Borba-Silva, Maria Health Education Delaossa, Ralph K. Fire Technology

**Deng, Yuwen** Computer Information Systems

**Denson, Tommie** Mathematics

Dial, Troylynn Counselor, College Life, Personal Career Development

Diaz, Maria Elena Speech Communication

Dobbs, Anne English

Dolson-Andrew, Stephen Political Science

**Douthit, Milly** Counselor, Learning Resources, Personal Career

Development

Downey, Jennifer R. Psychology

Drake-Green, Penny MarieSpeech CommunicationDucey, JamesPhysical EducationDurban, MarkFire Technology

Eastmond, ElizabethEnglishElliott, VerlingiaLibrarianEnright, EvanMathematicsEstrada, ColleenFire TechnologyEstrada, LauraCampus Nurse

Estus, Steven English

Faulkner, MarkFire TechnologyFavela, HannahTheatre ArtsFike, LarryPhilosophy

Floerke, Jennifer Speech Communication

Flynn, Theresa English

Franko, Karla J. Religious Studies

Fry, Maureen Counselor, Learning Disabilities Specialist, Learning

Resources

Gaddy, Duran Fire Technology
Garcia, Claudia Counselor

Garcia, Eddie Counselor
Gilbert, Laurie Campus Nurse

Gist, John Counselor, College Life

Gough, Allan Mathematics
Grazhdansky, Anna Theatre Arts
Greene, Robert Mathematics
Griffin, Alice English

Griffith, Barbara Counselor, College Life

Gross, Molly
Gross, Nathan
Gutierrez, Mark
Hadden, Jay

Theatre Arts
Mathematics
Anthropology

Hale, Sara American Sign Language

Hamlett, Cynthia English

Hansler, Kathryn English

Harris, Joel English, Reading and Study Skills

Harter-Speer, Joan E. Psychology
Hausman, Edward Fire Technology
Hawkins. John Counselor

Hayes, Chauncey Health Education

Henriquez, AjaEnglishHenson, BeattyEnglishHerbert, SheltonAnatomyHohman, ZacharyPsychology

**Holder, Amber** Reading and Study Skills

Hollow, Anthony Chemistry
Horn, Chuck Counselor
Howard, Kristy Biology

Hunter, Morris Radiologic Technology
Janssen, Joshua Fire Technology

Jensen, DeAnna English Johns, Karl Librarian Johnsen, Torgeir Anatomy

Johnson, David L.

Kalsi, Amandeep

Kalendar, Volkan

Kapoor, Anil

Kelsey, David

Ketcherside, David

Kibbe, Mark

Physics/Astronomy

Health Education

Political Science

Microbiology

Philosophy

Fire Technology

Respiratory Care

Kim, GinaSociologyKimbrough, PamelaChemistryKnudsen, ArinCounselorKosmatka, ArnieAllied HealthLakatos, CatherineCounselorLam, DaisyMathematics

Larsen, AmberReading and Study SkillsLeahy, JulieRadiologic Technology

Lee, Young Pyo Learning Disabilities Specialist

Leon, Cynthia Allied Health Leon, Ralph Mathematics Levy, Steven Theatre Arts Licerio, Marty Counselor Lieser, Josh History Linfield, Leon Philosophy Lockridge, Henry V. Respiratory Care Lopez, Bibiana Mathematics Madrigal, Ea History Madrigal, Javier Counselor

Malik, NealHealth EducationMaloney-Hinds, ColleenHealth Education

McAtee, Robert Counselor, Personal Career Development

McClurg, Bruce Music

McCoy, DanielleMathematicsMcLoughlin, PeterMathematics

McNamara, LaurenceArtMcNaughton, BarryMusicMillan, ChristopherEnglishMitchell, EmilyTheatre ArtsMolino, GloriaCounselor

Molloy, David Emergency Medical Services

Mondragon, Luis Mathematics

Moreno, Mariana Counselor, Personal and Career Development

Morse, CurtisFire TechnologyMuir, WilliamOceanographyMukundan, RamaaGeographyMunz, KristinaEnglish

Musch, German Anatomy, Biology

Nakamura, Aki Japanese

Namekata, JamesPhysical EducationNewman, RonaldBusiness AdministrationNewsom, HelenNurse Practitioner

Nguyen, Cu French

Nguyen, Khanhvy Faculty Intern, Counseling Nicholson, Karl Emergency Medical Services

Niessen, Amy English Olteanu, Marta Chemistry

O'Shaughnessy, Vonda Speech Communication

Overstreet-Murphy, Penni Fire Technology

Pace-Pequeno, CatherineComputer Information SystemsPapp, EdwardComputer Information Systems

Piamonte, RennardMathematicsPierce, Leah C.MathematicsPierson, JohnFire TechnologyPoffek, ChristinePhysical Education

Porritt, Mark Psychology

Price, Raychel Physical Education

Pritchard, Bekki Jo
Purves, Dianne
Ramirez, Robert
Ramirez, Stephen
Raney, Bret
Sociology
Mathematics
Mathematics
Fire Technology

Regalado, SeanArtReid, MaryBiologyReid, ReneeBiology

Roberts, Charles Oceanography
Roche, Joshua Mathematics

Romano, Nicholas M. Computer Information Systems

Romero, Brian Philosophy Ruiz, Sabrina Librarian

Ruiz, Sandra Computer Information Systems

Rush, Adam Political Science
Saldana, Katherine Counselor
Sanchez, Paul Librarian

Schmidt, Lisa Physical Education

Schoenfeld, Racquel Counselor

Schwartz, Christine Librarian

Scott, Jerica Physical Education
Seager, Elena Mathematics
Shelby, Patricia A. Sociology

Shelton II, Stephen A. Speech Communication

Shum, Cindy Counselor Singh, Manika Counselor

Smith, Alexandria Faculty Intern, Counseling

Smith, JamesPolitical ScienceSmyth, NathanielChemistrySnowhite, Mark S.EnglishSternard, EvanCounselor

**Stevens, Alfred** Fire Technology

Stone, Harry Emergency Medical Services

Stone, HenryMathematicsStrong-Millsap, JoannaEnglishStupin, MaryMusicSuderman, FrancesEnglishSwanson, William E.EnglishTa, Canh VanAnatomy

**Teter, James** Fire Technology

Tinoco, Michelle Personal and Career Development

Tortoro, Jennifer English
Thurston, Omyia Counselor

**Urbanovich, Renee** Reading and Study Skills

Vazquez, Dana Theatre Arts

Verosik, Eileen Emergency Medical Services

Vinciullo, FrancesPsychologyWagner, AaronMathematicsWalker, LauraEnglish

Walter, Michael D. Computer Information Systems

Washburn, Ben Counselor, College Life

White-Elliott, Cassundra English

Wigginton, Melissa Health Education

Williams, Carolyn English

Wilson, Debra
Wise, Louise
Xayaphanthong, Soutsakhone
Counselor, College Life
Reading and Study Skills
Faculty Intern, Counseling

Yamada, Ryan Mathematics

Yamashiro, Sabrina Emergency Medical Services

Zeeb, John L. Psychology

#### SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

**TO:** Board of Trustees

FROM: Bruce Baron

Chancellor

**REVIEWED BY:** Dr. Jack Miyamoto

**Human Resources Consultant** 

PREPARED BY: Dr. Larry Buckley, Interim President, SBVC

Dr. Cheryl Marshall, Interim President, CHC

**DATE:** July 12, 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.

#### <u>ANALYSIS</u>

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 & 2012-2013 budgets.

San Bernardino Valley College Non-Instructional Hourly Employee's Academic Year 2012-2013 July 12, 2012

**Briggs, Stephanie**, to develop, plan and create processes for activities supporting the HSI STEM PASS GO grant, 07-16-12 to 07-31-12, not to exceed 90 hours at \$43.16 per hour.

**Burnham, Lorrie**, Super Saturday outreach and one-stop registration and assessment events in Big Bear, 07-13-12 to 06-30-13, not to exceed 20 hours at \$43.16 per hour.

**Dusick, Diane**, Media Academy, 07-16-12 to 08-09-12, to be paid a total stipend in the amount of \$2000 for work performed during this time period. (Stipend will not exceed this amount).

**Sogomonian, Nori,** improve success and retention for target populations as part of the HACU grant, 07-16-12 to 08-06-12, not to exceed 100 hours at \$43.16 per hour.

#### CHC - Non Instructional Pay, Spring 2012

Ratification request for an additional 15 hours for Kristy Howard:

**Howard, Kristy**, EduStream Tutoring Project, \$43.16 per hour not to exceed 15 hours, 01/17/12 – 05/24/12

#### CHC – Non Instructional Pay, Summer 2012

**Crow, Kathy,** Coordinate American Heart Association CPR Training, \$2,900.00, 07/16/12 – 08/09/12

#### CHC - Non Instructional Pay, Fall 2012

**Amoui, Mehran,** Title V/HSI Transfer Advocate, \$300.00, 08/13/12 – 12/14/12

Anderson, Jonathan, Developing Learning Communities, \$600.00, 08/13/12

Bartlett, Ryan, Developing Learning Communities, \$600.00, 08/13/12

Bartlett Ryan, Title V/HSI Faculty Transfer Advocate, \$600.00, 08/13/12 - 12/14/12

Bedoya, Rosemary, Title V/HSI Part-Time Counselor Training, \$600.00, 08/13/12 – 12/14/12

Beitscher, Jane, Developing Learning Communities, \$600.00, 08/13/12

Beitscher Jane, Title V/HSI Faculty Transfer Advocate, \$600.00, 08/13/12 - 12/14/12

Boebinger, Kelly, Developing Learning Communities, \$600.00, 10/01/12

Bryant, Tom, Developing Learning Communities, \$600.00, 08/13/12

Cannon, Judy, Developing Learning Communities, \$600.00, 08/13/12

Costello, Gerarda, Developing Learning Communities, \$600.00, 08/13/12

Costello, Gerarda, Title V/HSI Transfer Advocate, \$300.00, 08/13/12 – 12/14/12

Cummings, Lou'Rie, Developing Learning Communities, \$900.00, 08/13/12

Cummings, Lou'Rie, Title V/HSI Part-Time Counselor Training, \$600.00, 08/13/12 – 12/14/12

**De Borba-Silva, Maria,** Developing Learning Communities, \$600.00, 08/13/12

**Floerke, Jennifer,** Coordinate Honors Program, \$43.16 per hour not to exceed 422 hours, 08/13-12-12/14/12

Fry, Maureen, Title V/HSI Part-Time Counselor Training, \$600.00, 08/13/12 – 12/14/12

Gibson, Kathy, Developing Learning Communities, \$900.00, 08/13/12

**Greyraven, Cynthia (Ruth)**, Title V/HSI Faculty Transfer Advocate, \$600.00, 08/13/12 – 12/14/12

Gutierrez, Mark, Developing Learning Communities, \$600.00, 08/13/12

Harris, Joel, Developing Learning Communities, \$600.00, 08/13/12

Henriquez, Aja, Developing Learning Communities, \$900.00, 08/13/12

Holder-Larsen, Amber, Developing Learning Communities, \$600.00, 08/13/12

Hughes, Richard, Developing Learning Communities, \$600.00, 08/13/12

Hunter, Morris, Coordinate Radiologic Technology Program, \$1,000.00, 08/06/12 – 12/21/12

Lowe, Lynn, Developing Learning Communities, \$600.00, 08/13/12

Madrigal, Ea, Developing Learning Communities, \$600.00, 08/13/12

**McClurg, Bruce,** Title V/HSI Transfer Advocate, \$300.00, 08/13/12 – 12/14/12

McKee, Julie, Developing Learning Communities, \$600.00, 08/13/12

Millan, Christopher, Developing Learning Communities, \$600.00, 08/13/12

Moreno, Mariana, Developing Learning Communities, \$600.00, 08/13/12

Munz, Kristina, Developing Learning Communities, \$600.00, 08/13/12

**Peters, Davena**, EduStream Tutoring Project, \$43.16 per hour not to exceed 30 hours, 08/27/12 – 12/07/12

**Pfahler, Diane,** Title V/HSI Faculty Transfer Advocate, \$600.00, 08/13/12 – 12/14/12

Purves, Dianne, Developing Learning Communities, \$600.00, 08/13/12

**Purves, Dianne, Title V/HSI Transfer Advocate, \$300.00, 08/13/12 – 12/14/12** 

Ramirez, Steve, Developing Learning Communities, \$600.00, 10/01/12

Rippy, Scott, Developing Learning Communities, \$600.00, 08/13/12

Schoenfeld, Raquel, Title V/HSI Part-Time Counselor Training, \$600.00, 08/13/12 – 12/14/12

Shum, Cindy, Title V/HSI Part-Time Counselor Training, \$600.00, 08/13/12 – 12/14/12

Singh, Manika, Title V/HSI Part-Time Counselor Training, \$600.00, 08/13/12 – 12/14/12

Sternard, Evan, Title V/HSI Part-Time Counselor Training, \$600.00, 08/13/12 – 12/14/12

Suderman, Frances, Developing Learning Communities, \$600.00, 08/13/12

Truong, Sam, Title V/HSI Faculty Transfer Advocate, \$600.00, 08/13/12 – 12/14/12

Urbanovich, James, Title V/HSI Faculty Transfer Advocate, \$600.00, 08/13/12 – 12/14/12

Walker, Laura, Developing Learning Communities, \$600.00, 08/13/12

Walker, Laura, Title V/HSI Transfer Advocate, \$300.00, 08/13/12 – 12/14/12

Washburn, Ben, Title V/HSI Part-Time Counselor Training, \$600.00, 08/13/12 – 12/14/12

Williams, Gary, Developing Learning Communities, \$1,200.00, 08/13/12

Williams, Gary, Title V/HSI Faculty Transfer Advocate, \$600.00, 08/13/12 – 12/14/12

Wilson, Debbie, Developing Learning Communities, \$600.00, 08/13/12

Wilson, Sherri, Developing Learning Communities, \$900.00, 08/13/12

Wilson, Sherri, Title V/HSI Faculty Transfer Advocate, \$600.00, 08/13/12 – 12/14/12

Winningham, Laura, Title V/HSI Faculty Transfer Advocate, \$600.00, 08/13/12 – 12/14/12

Word, Dan, Title V/HSI Faculty Transfer Advocate, \$600.00, 08/13/12 – 12/14/12

Yau, Margaret, Title V/HSI Faculty Transfer Advocate, \$600.00, 08/13/12 – 12/14/12

**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:** July 12, 2012

**SUBJECT:** Consideration of Revision to Professional Expert Rate of Pay Schedule

#### RECOMMENDATION

It is recommended that the Board of Trustees approve the revision to the Professional Expert Rate of Pay Schedule.

# **OVERVIEW**

The classifications of Grant Writer, Mental Health Educator/Counselor Intern and Training Specialist, have been added to the Professional Expert Rate of Pay Schedule. The Counseling Intern title will be changed to Counseling Trainee with no change in rate of pay.

# **ANALYSIS**

The Student Health Services at SBVC has seen an increasing demand for mental health services due to the current economic situation, the decrease in options available to students and the influx of additional new students. A new professional expert classification will enable Student Health Services to provide education as well as individual counseling for students.

The Grant Development & Management Department, SBVC, is requesting to add the classification of Grant Writer. The Grant Writer will work on a S-STEM Grant proposal to be submitted to the National Science Foundation by August 2012.

The Training Specialist will act as an on-site liaison with various law enforcement agencies to ensure smooth operation of the partnership with SBVC to provide the Basic Law Enforcement Academy, Advanced Officer and Reserve courses.

After reviewing the Counseling Intern classification it was determined, Counseling Trainee is a more appropriate title for this classification.

# **BOARD IMPERATIVE**

III. Resource Management for Efficiency, Effectiveness and Excellence.

#### FINANCIAL IMPLICATIONS

Included in the 2012-2013 budget.

# **PROFESSIONAL EXPERT RATES OF PAY**

PROFESSIONAL EXPERT ASSIGNMENT	HOURLY RATE
Assistant Instructor	\$20.00
Background Investigator	\$30.00
Bilingual Translator/Interviewer	\$20.00
CAHSEE Facilitator	\$50.00
Clinical Instructor	\$20.00
Counseling-Intern-Trainee	\$12.00
Criminal Justice Academy Liaison	\$30.00
EMT-1 Skills Laboratory Assistant	\$12.00
Fire Agility Group Leader/Proctor	\$12.50
Fire Agility Instructor	\$30.00
Flight Simulator Repair	\$30.00
Foster Parenting Education	\$45.00
GIS Technician	\$18.00 to \$24.00
Grant Writer	\$30.00
Interpreting/Transliterating Level I	\$24.00
Interpreting/Transliterating Level II	\$21.00
Interpreting/Transliterating Level III	\$18.00
Interpreting/Transliterating Level IV	\$15.00
Laboratory Instructor	\$20.00
Mental Health Educator/Counselor Intern	\$35.00
Nurse Practitioner	\$50.00
Physician/EMT(EMS)/Respiratory Care/Fire Tech	
PE/ASL Specialist	\$30.00
Police Science Facilitator/Instructor	\$35.00
Primary Instructor	\$25.00
Public Information Specialist	\$60.00
Radiologic Technology Specialist	\$30.00
Respiratory Care Clinical	\$40.00
Safety Facilitator	\$19.00 to \$25.00
Safety Officer	\$22.50
Special Events Planner	\$25.00 to \$35.00
Staff Writer/Photographer	\$16.00 to \$20.00
Tactical Officer/Police	\$28.00
Tactical Officer/Fire	\$23.00
Tech Prep	\$30.00
Training Specialist	\$19.00
Workforce Development /PDC Trainer	\$15.00 to \$100.00 or up to 85% of
	Enrollment or up to 60% of net

# PROFESSIONAL EXPERT ASSIGNMENT

Foster Parent Host Musician

Evaluator (per scenario)
Theatre Production Assistant
CPR/Lifeguard Certification Facilitator
Consultant

Faculty Intern
Future Teacher Intern
Grant Assignment
Medical Director (EMT)
Medical Director (Respiratory Care)

Board Approved: June 14, 2012 Revised: July 12, 2012

#### **SESSION RATE**

\$25.00 \$75.00

# **DAILY RATE**

\$105.00 \$500.00 \$200.00 to \$300.00 \$300.00 to \$500.00

# **SEMESTER RATE**

\$600.00 \$300.00 \$300.00 \$3,500.00 \$3,000.00

**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:** July 12, 2012

**SUBJECT:** Consideration of Approval of Academic Employee

# RECOMMENDATION

It is recommended that the Board of Trustees approve the employment of Melinda Fogle Oliver, Theatre Arts Instructor, SBVC.

#### **OVERVIEW**

Melinda Fogle Oliver, Instructor, Theater Arts, SBVC, 177 days of service, salary pending receipt of work experience and official transcripts. Effective August 1, 2012. Replacing Denise Jacobs.

# **ANALYSIS**

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

# **BOARD IMPERATIVE**

III. Resource Management for Efficiency, Effectiveness and Excellence.

# **FINANCIAL IMPLICATIONS**

Included in the 2012-2013 budget.

**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:** July 12, 2012

**SUBJECT:** Consideration of Acceptance of Management Resignations

# **RECOMMENDATION**

It is recommended that the Board of Trustees accept the resignation of James Hansen, Vice President, Administrative Services, SBVC, and Corene (Cory) Schwartz, Dean, Social Sciences, Human Development and Physical Education, SBVC.

# **OVERVIEW**

James Hansen, Vice President, Administrative Services, SBVC, has submitted his letter of resignation effective September 5, 2012. Cory Schwartz, has submitted her letter of resignation effective July 16, 2012.

# **ANALYSIS**

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

# **BOARD IMPERATIVE**

None.

# FINANCIAL IMPLICATIONS

No financial impact.

**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:** July 12, 2012

**SUBJECT:** Consideration of Approval of New Management Job Descriptions

# **RECOMMENDATION**

It is recommended that the Board of Trustees approve the new management job descriptions for Aquatics Director-CHC, Energy Education Administrator-District, and Emergency Preparedness Manager-District.

# **OVERVIEW**

The Aquatics Director will be responsible for the daily operation, planning, organization and administration of the CHC Aquatics Center. This position will be responsible for developing a revenue-generating community service program for use of the Aquatics Center. The Energy Education Administrator will establish accountability for energy consumption within the District This is part of our contract with Energy Education to generate savings through reduced consumption of energy. This position will be self-supporting through budgetary savings. The Emergency Preparedness Manager oversees, coordinates, develops, implements, promotes, evaluates and manages the District's disaster, emergency preparedness and response program and activities. This position will be created by converting a funded, but vacant police officer position.

#### **ANALYSIS**

It is necessary to develop new management job descriptions to meet the needs of the campuses and District.

# **BOARD IMPERATIVE**

III. Resource Management for Efficiency, Effectiveness and Excellence.

#### FINANCIAL IMPLICATIONS

Included in the 2012-2013 budget.

#### **AQUATICS DIRECTOR**

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

#### **SUMMARY DESCRIPTION**

Under the general direction of the Vice President of Administrative Services, the Aquatics Director is responsible for the daily operation, planning, organization, and administration of the Crafton Hills College Aquatics Center.

# REPRESENTATIVE DUTIES

The following duties are typical for this classification.

- 1. Plans, directs, supervises and assumes primary responsibility for the safe and efficient conduct of all events in the Aquatics Center.
- 2. Develops, implements, and market aquatic programming, which may include: swimming lessons, competitions, private lessons, arthritis aquatics, water fitness, lifeguard classes, special events, and the summer activity.
- 3. Manages and maintains required training for Aquatics Center staff.
- 4. Supervises aquatic staff including pool attendants, lifeguards, seasonal employees, maintenance staff and volunteers.
- 5. Plans and organizes workloads and staff assignments.
- 6. Selects, trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.
- 7. Directs the patrolling of the pool and the enforcement of safety rules and regulations.
- 8. Develops, maintains, revises, and enforces pool policies and procedures.
- 9. Provides leadership and direction in the development of short and long range plans. Gathers, interprets, and prepares data for studies, reports and recommendations.
- 10. Assures that assigned areas of responsibility are performed within budget, and performs cost control activities.
- 11. Monitors revenues and expenditures in assigned area to assure sound fiscal control and prepares annual budget requests.
- 12. Assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- 13. Researches, plans and implements fee structures for aquatic facilities.
- 14. Plans, develops and implements aquatic programs and coordinates staff in the implementation of the programs.
- 15. Prepares for publication a variety of brochures, calendars, letters, posters, news releases, flyers, and related communications promoting aquatic programs and facilities.
- 16. Reviews existing aquatic programs and revises or changes programs as needed.

- 17. Approves the scheduling of all aquatic activities in accordance with the District Civic Center Policy through the Facilities Use office.
- 18. Responds to public inquiries about aquatics programs made by telephone, correspondence, or during public meetings.
- 19. Promotes interest and provides information regarding aquatics programs to District and campus administration and management, community organizations, community service groups, other departments, and the general public.
- 20. Assures the facility is in compliance with local, state, and federal regulations.
- 21. Collects and provide statistical data related to aquatics and facilities.
- 22. Develops and implements the master pool schedule with campus departments and community users of the aquatics facilities.
- 23. Oversees daily physical operation of the pool, including pool chemistry, maintenance, pool cleaning and chemical purchases.
- 24. Maintains regular communication with Maintenance and Operations regarding mechanical issues and cleaning of the facility.
- 25. Spends time on pool deck as necessary (i.e. fill in for pool attendants, during large events, etc.).
- 26. Develops, maintains, and improves aquatics portion of the CHC website in collaboration with web development staff.
- 27. Oversees the scheduling of lifeguards, aquatic staff, and facility supervisors as necessary.
- 28. Works cooperatively with college departmental user groups, clubs, local municipalities, and community organizations to logistically schedule the pool facility.
- 29. Informs appropriate parties of rental groups, special events, etc. Coordinate such activities as required.
- 30. Works closely with the Crafton Hills College Foundation to plan, organize and conduct a variety of special events and fundraising efforts on behalf of the campus.
- 31. Performs a variety of miscellaneous duties such as answering phone, typing correspondence, running errands, picking up supplies needed for activities, helping set up for classes, events, etc.
- 32. Supports the mission, vision, and goals of the campus, participating in professional development activities, campus governance by serving on college committees, and participating in and attending all department and division meetings in accordance with college policies.
- 33. Performs other related duties as assigned.
- 34. Anticipates, prevents and resolves difficult and sensitive inquiries, conflicts and complaints.
- 35. Performs related duties as required.

# **QUALIFICATIONS**

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

# Knowledge of:

Operational characteristics, services, and activities of an aquatics program.

Pool equipment, mechanical equipment, and chemical treatment systems.

Principles and practices of program development and administration.

Principles and practices of budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Pertinent federal, state, and local laws, codes, and regulations related to health and safety.

# **Ability to:**

Oversee and participate in the management of a comprehensive aquatics program.

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

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

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

Gather and analyze data and situations and make appropriate decisions.

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

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

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

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 the assigned functions and operations.

Communicate clearly and concisely, both orally and in writing.

Respond immediately to critical incidents and physical ability to act swiftly in an emergency situation.

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

# **Education and Experience Guidelines**

# **Education/Training:**

A Bachelor's degree in recreation, physical education, sports administration or related field from an accredited college or university.

# **Required Experience:**

Two (2) years of aquatics work experience and two (2) years of administrative and supervisory responsibility in an aquatics facility.

#### **License or Certification:**

- 1. Current lifeguard certification.
- 2. Current lifeguard instructor or water safety instructor or swim coach certification from a nationally recognized program.
- 3. Current CPR and First Aid certifications.

4. Ability to obtain a Certified Pool Operator or Aquatics Facility Operator within the first four (4) months of employment.

# **Preferred Experience:**

1. Experience in facility management or pool operations.

# 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 an outdoor setting.

<u>Physical</u>: 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.

<u>Vision</u>: 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: July 12, 2012

Range: 9

# **ENERGY EDUCATION ADMINISTRATOR**

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

# **SUMMARY DESCRIPTION**

Under the general direction of an appropriate administrator, the Energy Education Administrator establishes accountability for energy consumption within the District. This position develops and monitors the District's energy management program for the purpose of reducing utility consumption. Basic areas of responsibility include: administration and record keeping, accountability, reporting, program implementation, promoting employee involvement, and validating energy management system compliance to the District's energy policies and procedures. The Energy Education Administrator works closely with facilities personnel and Vice President of Administrative Services to provide leadership, expertise and professional consultation to the District.

# **REPRESENTATIVE DUTIES**

The following duties are typical for this classification.

- 1. Establishes a program to promote energy conservation through positive feedback throughout the District and involve all personnel in taking ownership of the District's energy management program.
- 2. Coordinates with internal and external public relations support to utilize all media opportunities to promote successes of the District's energy management program.
- 3. Develops educational, technical and promotional materials, posters, brochures, newsletters etc. to create and increase the District's energy management and conservation awareness.
- 4. Serves as the District's representative at management-level meetings, seminars and conferences relating to energy use and conservation.
- 5. Advises, assists and makes recommendations to management on alternate energy sources, consumption and general energy conservation measures.
- 6. Develops and maintains contact with federal and state agencies and monitor state and national energy policy trends.
- 7. Serves as the District's liaison with governmental and regulatory agencies; participates in county, regional and state energy management and conservation activities
- 8. Identifies availability of state and federal funds; research, prepare and write grant proposals and reports.
- 9. Provides input on capital projects related to energy management and the purchase of any products that affect energy consumption.
- 10. Prepares energy requirement estimates and budget allotments for all District facilities and develop procedures for efficient utilization of energy sources.

- 11. Maintains all energy and water consumption records and data. Maintain records of federal energy conservation grants received by the District.
- 12. Provides reports on the status of the District's energy consumption and the success of the program as directed to management and the District's Board of Trustees.
- 13. Provides regular communication to management and facilities personnel as to the status of their facilities energy consumption.
- 14. Report to management any safety hazards observed.
- 15. Conducts regular "walk-through" audits of all District facilities to insure operating efficiency, optimum educational environment, and compliance with the District's energy policies and procedures.
- 16. Coordinates usage of facilities and insure proper space utilization consistent with energy conservation.
- 17. Implements a weekday, weekend, holiday, and summer shutdown checklists for all district buildings and facilities.
- 18, Coordinates with appropriate personnel and utility companies all meter reads.
- 19. Implements night setback program for all District buildings and facilities on weeknights, weekends, holidays, and summer.
- 20. Insures that the District is on the proper utility rate schedule and is receiving correct billing.
- 21. Insures the District's participation in any eligible rebate program offered by utility companies and vendors.
- 22. Coordinates with facilities personnel the installation and/or repairs of energy management systems. Maintain wiring and installation diagrams of systems.
- 23. Assists with the design of maintenance of the programming for computerized energy management systems to insure operating efficiency. Update programs as necessary.
- 24. Works with facilities personnel on proper operation of systems and equipment. Attend scheduled in-services training on the energy management system.
- 25. Develops, coordinates, facilitates and conducts all energy management and conservation related trainings and workshops/seminars for District staff, faculty and students.
- 26. Performs related duties as required.

# **QUALIFICATIONS**

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

#### **Knowledge of:**

Principles and practices of energy management and conservation programs.

Principles and practices of energy program development and administration.

Principles and practices of budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Pertinent federal, state, and local laws, codes, and regulations relating to energy management.

# Ability to:

Oversee and participate in the management of a comprehensive energy management program.

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

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

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

Communicate clearly and concisely, both orally and in writing.

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

Gather and analyze data, interpret technical data, identify alternative solutions, project consequences of proposed actions, make appropriate decisions, communicate issues to non-technical individuals, and implement recommendations in support of goals.

Read various forms of written materials and must be able to recognize different signs and symbols.

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

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

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

Provide leadership and being persuasive based on ethics and principles as they relate to the functions and operations of the position.

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

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

# **Education/Training:**

An Associate's degree from an accredited college or university.

# **Required Experience:**

Two (2) years of HVAC related experience or two (2) years teaching experience in higher education.

# **License and Certification:**

Possession of a valid California driver's license.

# **Preferred Experience:**

Three (3) years experience working in a California community college.

# 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 in an office (20%) and in the field (80%) with a commitment to work irregular hours (night, weekend, holiday, and summer audits); work in confined spaces is sometimes required.

<u>Physical</u>: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand, sit, or walk for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, climb, and twist; to lift, carry, push, and/or pull at least 25

pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

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

**<u>Hearing</u>**: Hear in the normal audio range with or without correction.

Board Approved: July 12, 2012

Range: 12

#### **EMERGENCY PREPAREDNESS MANAGER**

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

# **SUMMARY DESCRIPTION**

Under the direction of the Chief of Police, the Emergency Preparedness Manager oversees, coordinates, develops, implements, promotes, evaluates and manages the District's disaster, emergency preparedness and response program and activities. This position works closely with the District's Environmental Health & Safety Administrator and Campus/District Safety Officers. The Emergency Preparedness Manager provides leadership, expertise and professional consultation to the District in all phases of emergency management, which includes mitigation, preparedness, response and recovery.

#### REPRESENTATIVE DUTIES

The following duties are typical for this classification.

- 1. Develops, implements, promotes, evaluates and manages the District's emergency preparedness and response program and activities to comply with federal, state, and local regulations.
- 2. Develops, coordinates, facilitates and conducts all disaster, emergency preparedness and response related trainings and workshops/seminars for staff, faculty and students.
- 3. Develops educational, technical and promotional materials, posters, brochures, newsletters etc. to create and increase the District's emergency preparedness awareness.
- 4. Advises management on technical and administrative matters related to disaster, emergency preparedness and response management programs.
- 5. Conduct assessments of all disaster equipment and supplies; and implement a system to maintain adequate inventory of equipment and supplies.
- 6. Recommend resource allocations and prepare budget proposals for funding, staffing, and supplies.
- 7. Identifies availability of state and federal funds; research, prepare and write grant proposals and reports.
- 8. Coordinate all emergency planning efforts with medical, health, and public safety agencies throughout the city, county, state, and federal governments.
- 9. Participates in the assignment of campus/District Office Community Emergency Response Training (CERT) teams and building captains for each site; coordinate and facilitate training and exercises.
- 10. Responds to and assists in the management of events leading up to and including Emergency Operations Center (EOC) activations, and when needed, serves as EOC Coordinator in an advisory capacity providing technical assistance and support for the Chancellor or designee during emergency and EOC operations.

- 11. Serves on the District's Safety Committee; participates as needed in campus Safety Committee meetings; and assists in safety planning and preparation.
- 12. Serves as the District's liaison with governmental and regulatory agencies; participates in county, regional and state disaster, emergency preparedness and responses.
- 13. Anticipates, prevents and resolves difficult and sensitive inquiries, conflicts and complaints.
- 14. Performs related duties as required.

# **QUALIFICATIONS**

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

# Knowledge of:

Operational characteristics, services, and activities of a disaster, emergency preparedness and response program, including Incident Command System (ICS), Statewide Emergency Management System (SEM), and National Incident Management System (NIMS).

Principles and practices of disaster and emergency management.

Methods, techniques and practices of emergency response master plans required for public safety.

Principles, procedures and practices relating to building and campus safety and security.

Principles and practices of program development and administration.

Principles and practices of budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Pertinent federal, state, and local laws, codes, and regulations relating to public safety, disaster, and emergency preparedness and response.

Reporting protocols and deadlines associated with the California Office of Emergency Services (OES) and Federal Emergency Management Agency (FEMA).

# Ability to:

Oversee and participate in the management of a comprehensive public safety, disaster, and emergency preparedness and response program.

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

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

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

Gather and analyze data and situations and make appropriate decisions.

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

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

Interpret and apply California Education Code, Title 5, Occupation Safety and Health Administration (OSHA) federal, state, and local policies, laws, and regulations as it relates to the position.

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

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

Provide leadership based on ethics and principles as they relate to disaster, emergency preparedness and response functions and operations.

Communicate clearly and concisely, both orally and in writing.

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

# **Education and Experience Guidelines**

# **Education/Training:**

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

# **Required Experience:**

Two (2) years of responsible disaster, emergency preparedness and/or response experience.

# Certificate, License or Registration:

1. A valid California Driver's License and proof of a good driving record upon appointment.

# **Preferred Experience:**

- 1. 2 (two) years experience working in a California community college.
- 2. Experience in developing emergency preparedness and/or multi-jurisdictional hazard mitigation plans.
- 3. Experience in writing and managing emergency preparedness grants.
- 4. Certified Emergency Manager (CEM) certification is desirable.

# 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.

<u>Physical</u>: 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 up to 25 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

<u>Vision</u>: 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: July 12, 2012

Range: 10

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:** July 12, 2012

**SUBJECT:** Consideration of Approval of New Management Job Descriptions

For Interim Management Appointments

#### RECOMMENDATION

It is recommended that the Board of Trustees approve the new management job descriptions for Executive Vice President, Instruction and Student Services, CHC, Executive, Dean, Instruction, CHC, and Occupational Advancement Department Manager, SBVC.

# **OVERVIEW**

Job Descriptions have been developed for Executive Vice President, Instruction & Student Services, CHC, Executive Dean, Instruction, CHC, and Occupational Advancement Department Manager, SBVC.

#### **ANALYSIS**

As a result of vacancies in the management staff, job descriptions have been developed to meet the needs of the District until the positions are filled on a permanent basis

# **BOARD IMPERATIVE**

III. Resource Management for Efficiency, Effectiveness and Excellence.

#### FINANCIAL IMPLICATIONS

Included in the 2012-2013 budget.

# EXECUTIVE VICE PRESIDENT, INSTRUCTION AND STUDENT SERVICES (CHC)

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

# **SUMMARY DESCRIPTION**

Under the direction of the College President, the Executive Vice President, Instruction and Student Services (CHC), provides strategic direction and leadership for the Offices of Instruction and Student Services in supporting the mission of the college. The Executive Vice President serves on the senior management team as a member of the President's Cabinet and contributes to the strategic planning for the College. This position requires a commitment to excellence in the instructional programs and the service areas that comprise the Offices of Instruction and Student Services; to fulfill the comprehensive mission of the community college; to increase student retention, diversity and equity; and to support institutional and student learning outcomes. The major areas of responsibility for this position are planning, developing, coordinating, and evaluating the College's Instructional and Student Services programs.

# REPRESENTATIVE DUTIES

The following duties are typical for this classification.

- 1. Supervises the Offices of Instruction and Student Services, instructional programs, and the deans and/or department managers.
- 2. Provides administrative leadership the Educational Master Plan, Student Learning Outcomes, Program Review, and for the improvement of instructional and student services programs.
- 3. Provides leadership and direction for enrollment management and matriculation; and technological enhancement in instructional and student services programs and services.
- 4. Coordinates continuous review and appraisal of curriculum adequacy and effectiveness; assists academic deans in the development of new programs, courses, and curriculum revisions; and initiates feasibility studies in new curriculum areas.
- 5. Directs the college's student discipline and Title IX compliance program in accordance with state and federal laws, rules, regulations and District policies and procedures.
- 6. Works collegially with participator governance committees and all college personnel and constituencies in accordance with the participatory governance policy.
- 7. Participates and works effectively in the collective bargaining process.
- 8. Develops the school calendar in consultation with the collective bargaining agents and campus constituent groups.
- 9. Manages the utilization of instructional and student services programs, facilities and office space, and participates in master planning for the campus.
- 10. Represents the college in economic development and community-based instructional partnerships, working closely with community leaders and special interest groups to maintain and enhance the partnerships between the college and the community.
- 11. Coordinates the preparation and submission all applicable state compliance reports for the Offices of

Instruction and Student Services.

- 12. Assists in resolving faculty, staff and student grievances and complaints in accordance with District policies.
- 13. Reviews, recommends, and coordinates grant-funded projects for the Instructional and Student Services programs.
- 14. Provides leadership and support for the Associated Student Senate.
- 15. Serves as the Accreditation Liaison Officer for the college.
- 16. Serves as the Acting College President when appropriate.
- 17. Anticipates, prevents and resolves difficult and sensitive inquiries, conflicts and complaints.
- 18. Performs related duties as required or assigned by the College President.

# **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:**

Comprehensive community college mission which includes transfer education, career and technical education, basic skills, economic development of the community, contract education and community service.

Operational characteristics, services, and activities of an instructional and student services programs.

Principles and practices of student development and student services programs; curriculum development, instructional technology, and staff development; and participatory governance philosophy for California community colleges.

Principles and practices of program development and administration as it relates to instruction and student services.

Principles and practices of budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Pertinent federal, state, and local laws, codes, and regulations relating to California community colleges.

# **Ability to:**

Oversee and participate in the management of a comprehensive instructional and student services program.

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

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

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

Gather and analyze data and situations and make appropriate decisions.

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

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

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

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 instructional and student services functions and operations.

Communicate clearly and concisely, both orally and in writing.

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

# **Education and Experience:**

# **Required:**

- 1. A Master's degree from an accredited college or university.
- 2. Three (3) years of teaching experience in higher education.
- 3. Experience that indicates a sensitivity to, and an understanding of, the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and personnel, including those with physical and/or learning disabilities.

# **Preferred:**

- 1. Five (5) years of progressively responsible administrative experience in Academic Affairs, Instruction, and/or Student Services, with at least two (2) years at the vice president, dean director or equivalent administrative level.
- 2. Experience in the California Community College System.
- 3. A Doctorate degree from an accredited college or university is preferred.

#### 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.

<u>Vision</u>: 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: May 17, 2012

Range: 24

#### **EXECUTIVE DEAN, INSTRUCTION (CHC)**

# **SUMMARY DESCRIPTION:**

Under the administrative direction of the Executive Vice President of Instruction and Student Services (CHC), the Executive Dean of Instruction is responsible for ensuring that the learning-centered programs and services offered by the departments under his/her supervision meet the needs of a diverse student population, comply with all state and federal regulations and comply with the budget goals of the college and the district. In addition, this position provides administrative oversight and leadership for curriculum, schedule and catalog development, new programs development and alternative course and program offerings.

# **REPRESENTATIVE DUTIES:**

The following duties are typical for this classification.

- 1. Provides leadership, direction and commitment to student-centered learning by assessing local and national trends, and by working with others to identify programs and services that will meet the needs of a diverse community.
- 2. Works with the Executive Vice President of Instruction and Student Services to provide effective orientation and progressive in-service training for faculty chairs.
- 3. Works with the faculty chairs to provide effective orientation and progressive in-service training for all full- and part-time faculty and staff in the division.
- 4. Works together with faculty chairs and other deans as a team to develop and implement strategies to improve transfer rates, vocational certificate completion rates, basic skills acquisition rates, and other college-wide goals.
- 5. Works cooperatively with college staff, coordinators and administrators to achieve established goals and objectives for all programs within the division.
- 6. Coordinates one or more college-wide initiatives for the improvement of programs or services.
- 7. Works to address and resolve student, staff and faculty complaints and grievances on both an informal and formal basis, following adopted district procedures.
- 8. Works together with faculty chairs as a team to coordinate class and service schedules on a division-wide basis to ensure maximum utilization of facilities, to facilitate student access to a cross-section of courses throughout the day and evening, and to enable the college to meet its FTES and service goals.
- 9. Prepares program review documents and division-wide planning and budgeting priorities, working in consultation with faculty chairs in accordance with the campus budget process.
- 10. Stays abreast of leading instructional technology changes, and works to incorporate technology as applicable to the classroom curriculum or to the service area.

- 11. Develops and generates statistical data and reports.
- 12. Develops and implements accountability procedures and systems.
- 13. Serves as the line supervisor for all faculty in the division and all classified staff reporting to the division office.
- 14. Evaluates all faculty in the division and all classified staff assigned to the division office, maintaining strict adherence to scheduled evaluation intervals.
- 15. Serves as the administrative representative on screening committees for new contract faculty and classified staff, and oversees the hiring of adjunct faculty and hourly support staff, adhering to District employment policies.
- 16. Reviews the work of faculty chairs for compliance with administrative procedures.
- 17. Electronically approves purchase requisitions.
- 18. Serves as categorical fund manager for all grants procured by division personnel.
- 19. Provides information to students and to members of a diverse public who may be interested in enrolling in a program or service offered by the division.
- 20. Represents the perspectives of the division when attending college meetings and shares information obtained in college meetings with departmental faculty and staff.
- 21. Maintains accessibility and strong lines of communication with students and departmental faculty and staff.
- 22. Participates in and/or attends institutional functions related to the instructional and student services programs, such as convocations, student performances, sporting competitions, and other related events.
- 23. Upholds professional standards of behavior and ethics in support of the institution's published mission, tenets and values.
- 24. Serves as a member of the Curriculum Committee and assists faculty from through the college in revising current curriculum and developing new curriculum.
- 25. Provides supervision, administrative direction and leadership in coordinating and encouraging efforts to plan and implement new academic programs to better meet the needs of students.
- 26. Works cooperatively with other instructional staff and management to secure state approval of new and revised academic programs.
- 27. Works cooperatively with the Schedule/Catalog Data Specialist and District Computing Services to ensure the accuracy of MIS data for all academic course and programs.
- 28. Assists the Vice President of Instruction and Student Services with the organization and preparation of necessary reports and budgets.

- 29. Works cooperatively with faculty, faculty chairs, deans and the Vice President of Instruction and Student Services to evaluate enrollment data and budgets in order to develop a schedule of classes that meets the needs of students.
- 30. Develops and/or assists in the creation of procedures for schedule development.
- 31. Provides administrative oversight and leadership in development of the schedule of classes and college catalog.
- 32. Ensures curriculum data and information in the schedule and college catalog are accurate and consistent.
- 33. Provides administrative leadership of the College's alternative course and program offerings, including distance education, weekend college, etc.
- 34. Coordinates special projects as assigned by the Vice President of Instruction & Student Services.
- 35. Other related duties as assigned or as unique to the division.

# **QUALIFICATIONS**:

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

# Knowledge of

Principles, practices, and theories of higher education; and the philosophy, objectives, and functions of California community college instructional programs.

Appropriate sections of the Education Code and Title 5; federal, state, and county regulations as they relate to community college programs.

Principles and practices in budget development and management; program planning and evaluation.

Applicable state reporting systems and procedures.

# Ability to

Plan, organize, and coordinate multiple activities; design, create, and implement use of resources.

Develop and evaluate comprehensive plans to satisfy present and future college and community needs.

Prioritize and execute a wide range of projects simultaneously.

Work independently, assume responsibility, and take initiative in carrying out assignments.

Communicate effectively both orally and in writing.

Establish and maintain cooperative relationships between the College, community, and key individuals, and with all persons contacted in the course of work.

# **Education/Training**

# **Required Education and Experience:**

1. A Master's degree from an accredited institution or equivalent.

- 2. One year of formal training, internship or leadership experience reasonably related to the administrative assignment.
- 3. Experience that indicates a sensitivity to, and an understanding of, the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and personnel, including those with physical and/or learning disabilities.

# **Desired Experience:**

1. Three (3) years experience as a faculty member at the community college level.

# **Special Requirement:**

Depending on division, additional minimum qualifications may be required in order to meet program accreditation requirements.

# 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/classroom 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.

<u>Vision</u>: 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: May 17, 2012

Range: 20

#### OCCUPATIONAL ADVANCEMENT DEPARTMENT MANAGER

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

#### SUMMARY DESCRIPTION

Under the direction of the appropriate Dean, the Occupational Advancement Department Manager is responsible for the supervision, development, and implementation of the CalWORKs Program and the WorkAbility III Program. The Occupational Advancement Department Manager position will coordinate duties in support of CalWORKs and WorkAbility III students in meeting educational goals and securing meaningful employment; job development and placement programs; outreach and recruitment; expanding supportive services, developing effective job placement methods; maintain relationships with placement sites; training and supervising assigned staff.

#### REPRESENTATIVE DUTIES

The following duties are typical for this classification.

- 1. Provides leadership and administrative direction to the Occupational Advancement Department (CalWORKs and WorkAbility III Programs) and all other functional areas of assignment and responsibility.
- Supervises, directs and trains assign staff.
- 3. Assesses overall student needs to discover barriers to success.
- 4. Works with CalWORKs counselors, CalWORKs/WorkAbility III Job Developers, Transitional Assistance Department and the Department of Vocational Rehabilitation to ensure that the student's job placement matches educational plans and employment objectives.
- 5. Represents the department or campus at meetings, conferences, and training programs related to employment and work search programs.
- 6. Assures compliance with district, federal state, and local laws, codes, and regulations in relation to assigned programs.
- 7. Coordinates services with college departments and programs such as EOPS/CARE, Tutorial Services, DSP&S, and Financial Aid, and with public and private agencies serving CalWORKs and WorkAbility III students.
- 8. Provides guidance for internal and external program audits and reviews.
- 9. Serves as the liaison to the County CalWORKs/TANF, Department of Vocational Rehabilitation, and Workforce Development Departments in the development of job training programs.
- 10. Manages budgets for areas of assignment and responsibility and serves as categorical fund manager for all grants procured and managed within assigned programs.
- 11. Develops and generates statistical data and reports for the completion of annual and program reports as required by the funding agencies.
- 12. Develops and implements accountability procedures and systems.
- 13. Serves as the line supervisor and evaluator for all classified staff reporting to the assigned programs maintaining strict adherence to scheduled evaluation intervals.
- 14. Serves as the administrative representative on screening committees for new contract faculty and classified staff assigned full-time to the program, and oversee the hiring of hourly support staff adhering to District employment policies.

- 15. Provides information to students and to members of a diverse public who may be interested in enrolling in a program or service offered by the department.
- 16. Represents the perspectives of the department when attending college meetings and shares information obtained in college meetings with departmental faculty and staff.
- 17. Directs office record-keeping and filing activities; assemble data and prepare reports.
- 18. Maintains current knowledge of procedures, regulations, and laws related to areas supervised.
- 19. Serves on campus-wide committees as assigned.
- 20. Anticipates, prevents and resolves difficult and sensitive inquiries, conflicts and complaints.
- 21. Performs related duties as required.

#### **QUALIFICATIONS**

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

#### Knowledge of:

Operational characteristics, services, and activities of the Occupational Advancement Department programs.

Principles and practices of program development and administration.

Principles and practices of budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Pertinent federal, state, and local laws, codes, and regulations relating to job placement.

#### Ability to:

Oversee and participate in the management of a comprehensive job development and placement program.

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

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

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

Gather and analyze data and situations and make appropriate decisions.

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

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

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

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 job development and placement functions and operations.

Communicate clearly and concisely, both orally and in writing.

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

# **Education and Experience Guidelines**

#### **Education/Training:**

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

# **Required Experience:**

Three (3) years of experience in program and job development, including job placement with state, county, and city agencies and one year of administrative and supervisory responsibility.

# **Preferred Experience:**

1. Experience in the California Community College System.

# 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.

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<u>Vision</u>: 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: July 12, 2012

Range: 11

**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:** July 12, 2012

**SUBJECT:** Consideration of Approval of Revision to Interim Management

Appointment

# **RECOMMENDATION**

It is recommended that the Board of Trustees approve the assignment revision for Jeff Klug, Interim Director, Police Academy, SBVC, half-time position.

# **OVERVIEW**

Jeff Klug, Interim Director, Police Academy, SBVC, Management Salary Schedule, Range 15, Step B, half-time (50%), effective July 1, 2012 through December 31, 2012.

# **ANALYSIS**

On June 14, 2012, Jeff Klug was approved as Interim Director, Police Academy, SBVC, on a full-time basis. His assignment as Interim Director is on a half-time, (50%) basis.

# **BOARD IMPERATIVE**

III. Resource Management for Efficiency, Effectiveness and Excellence

# **FINANCIAL IMPLICATIONS**

Included in the 2012-2013 budget.

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

**REVIEWED BY:** Bruce Baron, Chancellor

PREPARED BY: Bruce Baron, Chancellor

**DATE:** July 12, 2012

**SUBJECT:** Consideration of Approval to Provide Compensation to Board

Member for Absence from a Board Meeting

# **RECOMMENDATION**

It is recommended that the Board of Trustees approve the absence and compensation for Trustee Vizcaino on May 31 and June 14, 2012.

# **OVERVIEW**

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

# **ANALYSIS**

Trustee Vizcaino missed the May 31 and June 14, 2012 meetings.

# **BOARD IMPERATIVES**

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

# FINANCIAL IMPLICATIONS

Included in the 2011-2012 budget.

**TO:** Board of Trustees

FROM: Bruce Baron

Chancellor

**REVIEWED BY:** Dr. Jack Miyamoto

**Human Resources Consultant** 

PREPARED BY: Dr. Larry Buckley, Interim President, SBVC

Dr. Cheryl Marshall, Interim President, CHC

**DATE:** July 12, 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.

San Bernardino Valley College Volunteers Academic Year 2012-2013 July 12, 2012

NAME	ASSIGNMENT	DATE
Bransford, Sarahi	Athletics/Women's Soccer	7/13/2012-12/20/2012
Galindo, Álicia	Athletics/Women's Soccer	7/13/2012-12/20/2012
Guerra, Bertha A.	Science/Biology	8/14/2012-12/13/2012
Hall, Suzan	Science Division	8/20/2012-12/20/2012
Makamure, Moirah	Science/Biology	8/14/2012-12/13/2012
Mayorga, Jasmin	Science/Biology	8/14/2012-12/13/2012
Mayorga, Marcos	Science/Biology	8/14/2012-12/13/2012
Mitchell, Jordan Alex	Athletics/Softball	7/13/2012-12/30/2012
Nwakansi, Amarachi	Science/Biology	8/14/2012-12/13/2012
Oliver, Laura	President's Office/Marketing & PR	7/16/2012-12/30/2012
Sanchez, Jenna	Athletics/Women's Soccer	7/13/2012-12/20/2012
Sheppard, RobEisha	Athletics/Women's Basketball	7/13/2012-12/20/2012
Thomas, Denise	Athletics/Women's Soccer	7/13/2012-12/20/2012
Vascones, Yvette	Athletics/Women's Soccer	7/13/2012-12/20/2012
Walker, David	President's Office/Research & Planning	7/13/2012-12/31/2012

# **CRAFTON HILLS COLLEGE**

Volunteers

**Board of Trustees Meeting: July 12, 2012** 

Aragon, Jeremy Basbas, Dustin Brandstetter, Chris Cortes, Carlos Enciso, Cesar Gonzales, Joshua Grounds, John Gutierrez, Eduardo Hennessey, Melanie Humphries, Bart Lane, Russell Lee, Young Lentz, Michael Munoz, Claudia Spillman, Ryan	Public Safety & Emergency Services Public Safety & Emergency Services Fire Technology Public Safety & Emergency Services Fire Technology DSPS Public Safety & Emergency Services	7/16/12-12/31/12 7/16/12-12/31/12 8/1/12-12/31/12 7/16/12-12/31/12 7/16/12-12/31/12 7/16/12-12/31/12 7/16/12-12/31/12 7/16/12-12/31/12 7/16/12-12/31/12 7/16/12-12/31/12 7/16/12-12/31/12 7/16/12-12/31/12 7/16/12-12/31/12 7/16/12-12/31/12
Vasquez, Violeta Wafford, Ryan	Counseling Public Safety & Emergency Services	7/16/12-8/30/12 7/16/12-12/31/12
Witter, Cameron	Public Safety & Emergency Services	7/16/12-12/31/12

Ratification Xayaphanthong, Soutsakhone

Counseling Intern Assignment University of Redlands

7/2/12-12/30/12

# DISTRICT Volunteers

Akinpelu, Jide	KVCR-TV/FM	7/1/2012-8/30/2012
Dozier, Monica	KVCR-TV/FM	7/13/2012-12/31/2012
Hendricks, Allison	KVCR-TV/FM	7/13/2012-8/31/2012
Moreno, Karen	KVCR-TV/FM	7/13/2012-12/31/2012
Smith, Terria	KVCR-TV/FM	7/13/2012-12/31/2012
Stipe, Charles	KVCR-TV/FM	7/13/2012-12/1/2012
Wisegarver, Lindsey	KVCR-TV/FM	7/13/2012-12/31/2012

**TO:** Board of Trustees

**FROM:** Bruce Baron, Chancellor

**REVIEWED BY:** Charlie Ng, Vice Chancellor, Fiscal Services

PREPARED BY: Steven Sutorus, Business Manager

**DATE:** July 12, 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 7/12/2012

Contract Type		<b></b>		a
Firm	Purpose and Information	Department / Location	Amount	Signed
<u>CalWorks Child Care</u>				
Rios, Norma	(8354) CalWorks Grant to cover cost of Childcare for participating Students - Parent – Lockhart, Michelle	Calworks/SBVC	\$159.37 Per Week	SSutorus
	Term: 7/2/2012 - 6/30/2013 01-46-01-8120-0266-7600.00-7320			
	Note - This is an acceptable use of categorical/grant/bond/trust funds			
	Funding Source: State Grant			
SubTotal for CalWorks Child Care	: 1			
<u>Clinicals</u>				
San Antonio Community Hospital	(8337) Affiliation Agreement - Clinical Site for EMS Program Term: 6/1/2012 - 5/31/2013	Program Development/CH	IC Not Cost	SSutorus
	Funding Source: N/A			
San Bernardino, County of, Sheriff's Department	(6711) Clinical/Training Agreement for Police Science Program: Rate \$3.93 Per Student Per Instructional Hour: Amendment 3 - Extension of term date to 6/30/2013 and sets the fiscal year 2012/2013 not to exceed student contact hours at 105,000 hours Term: 7/1/2010 - 6/30/2013 01-00-01-7601-0000-5120.00-2105	Police Science/SBVC	\$3.93 Per Instructional Hour	SSutorus
	Funding Source: General Funds			

Monday, July 02, 2012 Page 1 of 20

Contract Type Firm	Purpose and Information	Department / Location	Amount	Signed
<u>Clinicals</u>	1 urpose ана 1нјогтаноп	Берантен / Евсиюн	Amount	Signeu
SubTotal for Clinicals: 2				
<u>General</u>				
American Public Television	(8300) Program exchange for KVCR-TV station	KVCR/SBCCD	\$67,500.00	SSutorus
	Term: 7/1/2012 - 6/30/2013 74-00-03-8110-0303-5831.80-8099			
	Note - This is an acceptable use of categorical/grant/bond/trust funds			
	Funding Source: KVCR Funds			
Armada Towing Service	(7400) On-demand tow service for District Police Department Term: 7/1/2012 - 6/30/2013 01-00-03-9503-0000-5113.00-6770	District Police/SBCCD	\$300.00 Not to Exceed	SSutorus
	Funding Source: General Funds			
Arrow Power Sweeping Inc	(8315) Sweeping of campus parking lots and streets Term: 7/1/2012 - 6/30/2013 01-00-15-9511-0304-5113.00-7100	Maintenance/SBVC	\$10,800.00	SSutorus
	Funding Source: Parking Fee			

Monday, July 02, 2012

Contract Type	Duran or a must be form action	Dan material / La antica	A	Ciorro I
Firm General	Purpose and Information	Department / Location	Amount	Signed
Balderas, Angelica	(8332) Performance - Musical multi-cultural performers for Unity Week Tribute Term: 5/2/2012 - 5/2/2012 01-00-01-9021-0000-5113.00-8673	Arts & Lecture/SBVC	\$1,000.00	SSutorus
	Funding Source: General Funds			
BioData Medical Laboratories and Radiology	(8307) Provide laboratory and radiology services for CHC Health Center Term: 7/1/2012 - 6/30/2015 07-73-02-2526-0235-5113.00-1225 Note - This is an acceptable use of categorical/grant/bond/trust funds Funding Source: Other Non-General	Health Center/CHC	\$3,000.00 Not to Exceed Annually	SSutorus
Brinks, Inc	(8302) Armored car service for District and PDC/ATTC Term: 7/1/2012 - 6/30/2015 01-00-03-9303-0000-5113.00-6720 01-00-03-8115-0305-5113.00-6820 Funding Source: General Funds	Fiscal Services/SBCCD	\$12,500.00 Total Value	SSutorus
Cintas Document Management	(8343) Document shredding services Term: 7/1/2012 - 6/30/2013 01-00-02-9520-0000-5113.00-6599	Administrative Services/0	CHC \$275.00	SSutorus
	Funding Source: General Funds			

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Contract Type Firm	Purpose and Information	Donastmont / Location	Amount	Signed
<u>General</u>	1 urpose and Information	Department / Location	Amount	Signea
Columbia Cascade Company	(8323) Purchase agreement for Americans with Disabilities Act compliance equipment; body-pull apparatus and arm-walk apparatus Term: 6/1/2012 - 6/30/2012 41-35-15-9508-0000-6410.00-7100	Maintenance/SBVC	\$4,490.48	SSutorus
	Funding Source: Capital Outlay			
Dewey Pest Control	(8314) Pest Control for the CHC Campus Term: 7/1/2012 - 6/30/2013 01-00-02-9504-0000-5560.00-6550	Maintenance/CHC	\$2,500.00	SSutorus
	Funding Source: General Funds			
Environmental Management Technologies	(8345) Service - Hazardous waste collection, removal and disposal for the Maintenance Departments and Science Labs Term: 7/1/2012 - 6/30/2013 01-00-01-9508-0000-5536.00-6770	Maintenance/SBVC	Per Rate Schedule	SSutorus
	01-00-01-9508-0000-4500.00-6770			
	Funding Source: General Funds			
First Student Charter	(8355) Bus rental for Hardy Brown Charter School to visit SBVC for an outreach event Term: 6/11/2012 - 6/11/2012 01-00-01-9002-0000-5611.00-6600	President/SBVC	\$875.00	SSutorus
	Funding Source: General Funds			

Monday, July 02, 2012

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Contract Type Firm	Purpose and Information	Department / Location	Amount	Signed
<u>General</u>	- mpesse and engermanes.			
Inland Empire Tours & Transportation	(8299) Bus rental for Water Supply and Engineering program field trip to Orange County's Sanitation Department and Peter & Mary Muth Center Term: 7/20/2012 - 7/20/2012 01-00-15-4641-0474-5611.00-0958	Science/SBVC	\$910.00	SSutorus
	Note - This is an acceptable use of categorical/grant/bond/trust funds			
	Funding Source: State Grant			
Keenan & Associates	(6195) Bid - Service - Loss Control & Emergency Plan Compliance Services: Amendment 4 - Revise work plan to eliminate the Willdan Homeland Solutions services for the remainder of the contract; total contract value is reduced by \$28,800  Term: 7/1/2009 - 6/30/2014  84-00-03-9011-0000-5113.00-6770	Human Resources/SBCCD	\$261,280.00 Revised value	SSutorus
	Funding Source: General Funds			
Law Enforcement Medical	(8329) Blood Draw Services for District Police Department Term: 7/1/2012 - 6/30/2013 01-00-03-9503-0000-5113.00-6770	District Police/SBCCD	\$125.00 Not to Exceed	SSutorus
	Funding Source: General Funds			

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Contract Type				
Firm	Purpose and Information	Department / Location	Amount	Signed
<u>General</u>				
Ledezma, Jose	(8349) Performance - Musical mutli-cultural performers for Unity Week Tribute Term: 5/2/2012 - 5/2/2012 01-00-01-9021-0000-5113.00-6760	Arts & Lecture/SBVC	\$1,300.00	SSutorus
	Funding Source: General Funds			
Liebert Cassidy Whitmore	(8356) Service - Human Resources management training sessions Term: 7/1/2012 - 6/30/2013 01-00-03-9004-0000-5113.00-6730	Human Resources/SBCCD	\$2,600.00	SSutorus
	Funding Source: General Funds			
Lighthouse Services, Inc	(8301) Service - Provide anonymous hotline services Term: 7/1/2012 - 6/30/2013 01-00-03-9301-0000-5113.00-6720	Fiscal Services/SBCCD	\$2,720.00	SSutorus
	Funding Source: General Funds			
Magnum Range Inc	(8330) Firearm range services for District Police Officers  Term: 7/1/2012 - 6/30/2013 01-00-03-9503-0000-5113.00-6770	District Police/SBCCD	\$250.00 Not to Exceed	SSutorus
	Funding Source: General Funds			

Monday, July 02, 2012

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Contract Type				
Firm	Purpose and Information	Department / Location	Amount	Signed
<u>General</u>				
Nielsen Company (US), LLC, The	(7724) Service - Local audience measuring service; Amendment 1 - add KVCR-DT2 (FNX Sister Station) to the services; increases contract by \$712.52 Term: 7/1/2011 - 6/30/2015 74-00-03-8110-0113-5809.00-7099	KVCR/SBCCD	\$47,325.80 Revised Contract Value	SSutorus
	Funding Source: KVCR Funds			
Ohlone Community College District	(8322) CISCO Networking software support for CHC CISCO Academy; CHC is the regional hub for the CISCO System Academies offered to local high schools and community colleges and needs software support; this includes 10 hours of operational support; additional support hours at a rate of \$100 per hour  Term: 7/1/2012 - 6/30/2013 01-00-25-4633-0173-5113.00-0701  Note - This is an acceptable use of categorical/grant/bond/trust funds  Funding Source: Other Non-General	Science/CHC	\$500.00	SSutorus
Pepe's Towing Service	(8328) On-demand tow service for District Police Department Term: 7/1/2012 - 6/30/2013 01-00-03-9503-0000-5113.00-6770	District Police/SBCCD	\$300.00 Not to Exceed	SSutorus
	Funding Source: General Funds			

Monday, July 02, 2012

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Contract Type				
Firm	Purpose and Information	Department / Location	Amount	Signed
<u>General</u>				
Perceptive Software, Inc	(8317) Technical consultant to set up and run a program that will provide a report to determine the following: the number of missing images with associated records and the number of images that have no associated records in the database Term: 7/1/2012 - 7/12/2012 01-00-03-9010-0000-5113.00-6780	DETS/SBCCD	\$2,850.12	SSutorus
	Funding Source: General Funds			
Prudential Overall Supply, Inc	(8319) Service - Uniform Rental Service for Maintenance, Custodial, Grounds Staff: Rate Schedule is \$4.95 Per Week Per Employee Term: 7/1/2012 - 6/30/2015 01-00-01-9506-0000-5550.00-6510 01-00-01-9504-0000-5550.00-6550	Administrative Services/SBVC	\$16,500.00 annually	SSutorus
	Funding Source: General Funds			

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Contract Type				
Firm	Purpose and Information	Department / Location	Amount	Signed
<u>General</u>				
Rayne Water Conditioning	(8353) Service/Rental - Tank Rental and Water Treatment Services for Biology Labs Term: 7/1/2012 - 6/30/2013 01-00-01-4690-0000-5610.00-0403	Biology/SBVC	\$849.60	SSutorus
	01-00-01-4690-0000-5531.00-0403			
	Funding Source: General Funds			
Rayne Water Conditioning	(8298) Service/Rental - Tank Rental and Water Treatment Services for Chemistry Labs Term: 7/1/2012 - 6/30/2013 01-00-01-4640-0000-5531.00-1905	Chemistry/SBVC	\$1,656.00	SSutorus
	01-00-01-8112-0000-5610.00-6010			
	Funding Source: General Funds			
Rayne Water Conditioning	(8313) Service/Rental - Tank Rental and Water Treatment Services for Chemistry Labs Term: 7/1/2012 - 6/30/2013 01-00-02-4640-0000-5531.00-1905	Chemistry/CHC	\$579.00	SSutorus
	01-00-02-4640-0000-5610.00-1905			
	Funding Source: General Funds			

Monday, July 02, 2012

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Contract Type Firm	Purpose and Information	Department / Location	Amount	Signed
<u>General</u>	1 urpose una injormation	Беринтені / Ебсинон	Amount	Signea
Red Star Fire Protection	(8303) Annual fire hydrant testing with reports Term: 7/1/2012 - 6/30/2013 01-00-02-9506-0000-5630.00-6510	Maintenance/CHC	\$1,056.00	SSutorus
	Funding Source: General Funds			
San Bernardino, County of	(8305) Clinicals - Affiliation Agreement for Clinical Site at Arrowhead Community Hospital for Radiology Program Participants: Rate Schedule \$11,500 per quarter Term: 7/1/2012 - 6/30/2015 01-73-02-5626-0235-5113.00-1225 Note - This is an acceptable use of categorical/grant/bond/trust funds Funding Source: Lottery Fund	Radiological Technology/CHC	\$46,000.00 Annually	SSutorus
San Bernardino, County of, Sheriff's Department	(7592) Service - Dispatch services for District Police Department; Amendment 1 - updated costs for services; this increases contract by \$380 annually Term: 7/1/2011 - 6/30/2014 01-00-03-9503-0000-5120.00-6770  Funding Source: General Funds	District Police/SBCCD	\$12,678.00 Annual Cost	SSutorus
Shred-It	(8326) Document shredding service Term: 7/1/2012 - 6/30/2013 01-00-03-9503-0000-5113.00-6770	District Police/SBCCD	\$500.00	SSutorus
	Funding Source: General Funds			

Monday, July 02, 2012

Contract Type Firm	Purpose and Information	Department / Location	Amount	Signed
<u>General</u>	1	•		
Signature Party Rentals	(7959) Rental of staging, chairs and canopy for SBVC 2012 Graduation Term: 5/22/2012 - 5/25/2012 01-00-01-8211-0000-5611.00-6499	Student Life/SBVC	\$13,279.30 Revised Amount	SSutorus
	Funding Source: General Funds			
Trewhella, Donna	(8306) Provide technical assistance for "Film Festival" highlight video and set up of master control Term: 7/13/2012 - 8/9/2012 01-00-01-9002-0000-5113.00-6600	Broadcasting/SBVC	\$400.00	SSutorus
	Funding Source: General Funds			
Yucaipa Valley Golf Club	(8336) Rental - golf course and driving range rental for CHC golf classes; rate schedule: range is \$9 per day for 2 hours per student and \$13.50 per day for 3 hours per student; green fees are \$21 per day per student Term: 7/1/2012 - 6/30/2013 01-00-02-1510-0000-5610.00-0835	Physical Education/CHC	\$25,000.00 Not to Exceed	SSutorus
	Funding Source: General Funds			

Monday, July 02, 2012

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Contract Type				
Firm	Purpose and Information	Department / Location	Amount	Signed
<u> Income - General</u>				
Foundation for California CC	(8311) Interagency Agreement - SBVC's Automotive Smog Lab to be used for State of California's BAR Smog Referee and Student Technician Training Program Term: 7/1/2012 - 6/30/2013 01-27-01-6683-0000-8839.00-0000	Technical Training/SBVC	\$1,000.00	SSutorus
	Funding Source: N/A			
SubTotal for Income - General: 1	1			
Income - Grant				
California Department of Education	(8309) Grant - General Child Care and Developmental Programs FY 2012-2013 Term: 7/1/2012 - 6/30/2013 72-00-01-8306-0203-8624.00-0000	Child Care Center/SBVC	\$235,370.00	SSutorus
	Funding Source: N/A			
CCC Chancellor's Office	(8335) Grant - California Energy Commission - Environmental Scan to identify advanced transportation course to improve energy efficiency Term: 7/1/2012 - 6/30/2013 01-00-03-9022-0473-8629.00-0000	COE/SBCCD	\$220,000.00	SSutorus
	Funding Source: N/A			

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Contract Type Firm	Purpose and Information	Department / Location	Amount	Signed
Maintenance Agreement		_ op		2.9
Air Conditioning Control Systems, Inc.	(8318) Maintenance agreement for air handling controls equipment and software Term: 7/1/2012 - 6/30/2013 01-00-01-9508-0000-5631.00-6770	Maintenance/SBVC	\$8,200.00	SSutorus
	01-00-01-9508-0000-5660.00-6770			
	Funding Source: General Funds			
Chemco Products Company	(8325) Water treatment/energy management program for Heating Ventilation Air Conditioning Systems on the SBVC Campus: to provide scale, corrosion and biological control  Term: 7/1/2012 - 6/30/2013 01-00-01-9508-0000-5531.00-6770  O1-00-01-9508-0000-5660.00-6770  Funding Source: General Funds		\$12,120.00	SSutorus
Computer Protection Technologies, Inc. (CPT)	(8338) Maintenance of computer data center battery cabinets at SBVC and CHC; Cabinets at \$1,850 each; on-demand repairs not to exceed \$500 Term: 7/1/2012 - 6/30/2013 01-00-03-9010-0000-5639.00-6780 Funding Source: General Funds	DETS/SBCCD	\$4,200.00	SSutorus

Monday, July 02, 2012

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Contract Type Firm	Dumas and Information	Donautus out / Location	Amount	Signad
Maintenance Agreement	Purpose and Information	Department / Location	Amount	Signed
Couts Heating and Cooling, Inc	(8304) Maintenance on heating, ventilation and air conditioning equipment Term: 7/1/2012 - 6/30/2013 01-00-02-9506-0000-5631.00-6510	Maintenance/CHC	\$1,345.00	SSutorus
	Funding Source: General Funds			
Dewey Pest Control	(8347) Pest Control for the SBVC Campus: covered pest are rodents and insects: \$1,315 per month for 36 months  Term: 7/1/2012 - 6/30/2015 01-00-01-9508-0000-5560.00-6770	Maintenance/SBVC	\$47,340.00	SSutorus
	Funding Source: General Funds			
EMCOR Service	(8344) Building service agreement for mechanical and heating ventilation air conditioning program  Term: 7/1/2012 - 6/30/2013 01-00-02-9506-0000-5631.00-6510	Maintenance/CHC	\$23,324.00	SSutorus
	Funding Source: General Funds			
Facilities Protection Systems	(8324) Maintenance on clean air system for data building Term: 7/1/2012 - 6/30/2013 01-00-03-9010-0000-5639.00-6780	DETS/SBCCD	\$1,786.00	SSutorus
	Funding Source: General Funds			

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Contract Type Firm	Purpose and Information	Department / Location	Amount	Signed
Maintenance Agreement	1 arpose and Information	Department / Document	1111000111	515.1104
Harland Technology Services	(8289) Onsite Maintenance for scanner read head serial number 0604176 for one year: This is a heavy duty scanner used to process instructor evaluation forms  Term: 7/1/2012 - 6/30/2013 01-00-03-9010-0000-5639.00-6780	DETS/SBCCD	\$1,308.00	SSutorus
	Funding Source: General Funds			
Kone, Inc	(8346) Maintenance agreement on SBVC elevators: \$2,035 per month for 36 months Term: 7/1/2012 - 6/30/2015 01-00-01-9508-0000-5630.00-6770 01-00-01-9508-0000-5640.00-6770	Maintenance/SBVC	\$73,260.00	SSutorus
	Funding Source: General Funds			
Konica Minolta	(8340) Maintenance on supplies for Copier C360 Serial Number AOE0010074130356526 Term: 7/1/2012 - 6/30/2013 01-00-35-8115-0476-5637.00-6840 Note - This is an acceptable use of categorical/grant/bond/trust funds	PDC/SBCCD	\$1,277.84	SSutorus
	Funding Source: State Grant			

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Contract Type Firm	Purpose and Information	Department / Location	Amount	Signed
Maintenance Agreement	2 an pose and Injornation	Department / Eccusion	111100000	Signed
Pacific Parking Systems, Inc	(8348) Maintenance on parking vending machines at SBVC	Maintenance/SBVC	\$5,500.00	SSutorus
	Term: 7/1/2012 - 6/30/2013 01-00-15-9511-0304-5630.00-7100			
	Note - This is an acceptable use of categorical/grant/bond/trust funds			
	Funding Source: Parking Fee			
Pitney Bowes Inc	(8320) Maintenance agreement and rental for SBVC Postage Meter DM900 Series with scale, power stacker, laser printer, postage meter, intellilink  Term: 7/1/2012 - 6/30/2013 01-00-01-9502-0000-5610.00-6770	Administrative Services/SBVC	\$4,848.95	SSutorus
	01-00-01-9502-0000-5630.00-6770			
	Funding Source: General Funds			
TypeCare	(8312) Maintenance Agreement - CHC Typewriter Maintenance for FY 2012-2013 Term: 7/1/2012 - 6/30/2013 01-00-02-9520-0000-5637.00-6770	Administrative Services/CHC	\$1,770.00	SSutorus
	Funding Source: General Funds			

Monday, July 02, 2012

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Contract Type Firm	Purpose and Information	Department / Location	Amount	Signed
Maintenance Agreement	2 mp ose mm 2 njormanon	zepanom, zeomen	72000 0000	Signed
TypeCare	(8296) On-demand repair and maintenance of typewriters District wide - Each site and/or department to cover their own cost of services Term: 7/1/2012 - 6/30/2013	Business Services/SBCCD	\$60.00 Per Hour	SSutorus
	Funding Source: General Funds			
Yale/Chase Material Handling	(8321) Forklift maintenance agreement on three Taylor Dunn Lifts, one Toyota, two Genies, one Skyjack; preventive maintenance every 12 weeks at a cost of \$50 per forklift with prevailing prices for parts, consumables (oils, lubricants) and additional labor on additional service requests; emergency breakdown service rate of \$96 per hour and \$161 service call fee, plus parts and consumables  Term: 7/1/2012 - 6/30/2013 01-00-01-9008-0000-4500.00-6770	Maintenance/SBVC	\$7,500.00	SSutorus
	01-00-01-9008-0000-5630.00-6770			
	01-00-01-0900-8000-0564.00-6770			
	Funding Source: General Funds			

Monday, July 02, 2012

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Contract Type Firm	Purpose and Information	Department / Location	Amount	Signed
Software/Online Services	1 arpose and Information	Department / Location	11mount	Signed
Community College League of CA	(8310) Software license for online library database: This service provides access to art and music references, eBooks and journal articles through an online subscription database  Term: 7/1/2012 - 6/30/2013 01-73-02-8106-0000-5830.00-6120	Library/CHC	\$21,197.50	SSutorus
	Funding Source: General Funds			
Dell Computer Company	(8308) Upgrade of eight existing VMWare Vspher 5 Licenses and maintenance agreement for one year; This software manages the servers used to run the SBVC computers in the computer labs campus wide; these labs are used by both faculty and students  Term: 7/1/2012 - 6/30/2013 01-00-01-8119-0000-5830.00-6150	Campus Tech/SBVC	\$6,389.44	SSutorus
	Funding Source: General Funds			
eLumen Collaborative LLC	(8225) eLumen software; This is assessment software that uses student learning outcomes as its unit of measurement as required by state mandates; This software is used by both faculty and students  Term: 7/1/2011 - 6/30/2012 01-00-03-9010-0000-5830.00-6780	DETS/SBCCD	\$11,180.00	SSutorus
	Funding Source: General Funds			

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Contract Type				
Firm	Purpose and Information	Department / Location	Amount	Signed
Software/Online Services				
eLumen Collaborative LLC	(8331) eLumen software; This is assessment software that uses student learning outcomes as its unit of measurement as required by state mandates; This software is used by both faculty and students  Term: 7/1/2012 - 6/30/2013 01-00-03-9010-0000-5830.00-6780	DETS/SBCCD	\$12,289.00	SSutorus
	Funding Source: General Funds			
Foundation for California CC	(8342) Renewal of the Blackboard Learning content management software; an online learning system that allows students and faculty to manage their online courses  Term: 7/1/2012 - 6/30/2013 01-00-03-8103-0000-5830.00-6150	DETS/SBCCD	\$95,869.00	SSutorus
	Funding Source: General Funds			
Innovative Interfaces Inc	(8341) Millennium system software maintenance and software upgrade; Library management software for inventory management and billing  Term: 7/1/2012 - 6/30/2013 01-00-03-9010-0000-5639.00-6780	DETS/SBCCD	\$38,256.00	SSutorus
	Funding Source: General Funds			

Monday, July 02, 2012

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Contract Type				
Firm	Purpose and Information	Department / Location	Amount	Signed
<u>Software/Online Services</u>				
Maintenance Connection, Inc	(8297) Scheduling software system that maintains and tracks all work orders for grounds, maintenance, and custodial departments for both CHC and SBVC Term: 7/1/2012 - 6/30/2013 01-00-01-9508-0000-5830.00-6770	Administrative Services/SBVC	\$4,184.64	SSutorus
	01-00-02-8119-0000-5830.00-6799			
	Funding Source: General Funds			
SubTotal for Software/Online Se	ervices: 7			
<u>Subgrantee</u>				
Los Angeles CCD	(8352) Sub-grantee to develop Southern California Logistics Technology Collaborative in the Los Angeles County area Term: 7/1/2012 - 2/28/2013 01-00-35-8115-0467-5113.00-6840	PDC/SBCCD	\$190,000.00	SSutorus
	Note - This is an acceptable use of categorical/grant/bond/trust funds			
	Funding Source: Federal Grant			

Grand Total Contracts for Board Date 7/12/2012: 62

Monday, July 02, 2012

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**TO:** Board of Trustees

**FROM:** Bruce Baron, Chancellor

**REVIEWED BY:** Charlie Ng, Vice Chancellor, Fiscal Services

PREPARED BY: Steven Sutorus, Business Manager

**DATE:** July 12, 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 7/12/2012

Contract Type Firm	Purpose and Information	Department / Location	Amount	Signed
Professional Services				
C.E.G. Investigations	(8327) Service - Hearing Appeals Officer as required under California Vehicle Code 40215 and 21113(a); all calls are a three hour minimum  Term: 7/1/2012 - 6/30/2013 01-00-03-9503-0000-5113.00-6770  Funding Source: General Funds	District Police/SBCCD	\$60.00 Per Hou	r SSutorus
Crispin, Cynthia	(8333) 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 Note - Contract authorized to start prior to Board Meeting per BP6340: This is an acceptable use of categorical/grant/bond/trust funds Funding Source: State Grant	DETS/ATPC/SBCCD	Per Rate Schedule	SSutorus

Wednesday, June 27, 2012

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Contract Type				
Firm	Purpose and Information	Department / Location	Amoi	unt Signed
Gonzalez, Adrian	(8334) 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  Note - Contract authorized to start prior to Board Meeting per BP6340; Note - This is an acceptable use of categorical/ grant/bond/trust funds  Funding Source: State Grant	DETS/ATPC/SBCCD	Per Rate Schedule	SSutorus
Martinez, Bayardo	<del>_</del>		Per Rate Schedule	SSutorus

SubTotal for Professional Services: 4

Grand Total Contracts for Board Date 7/12/2012: 4

Wednesday, June 27, 2012

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TO: Board of Trustees

FROM: Bruce Baron, Chancellor

**REVIEWED BY:** Bruce Baron, Chancellor

**PREPARED BY:** Bruce Baron, Chancellor

**DATE:** July 12, 2012

**SUBJECT:** Consideration of Approval of Conference Attendance

#### RECOMMENDATION

It is recommended that the Board of Trustees approve the attached conference attendance requests.

#### <u>OVERVIEW</u>

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 2012-2013 budget.

### **DISTRICT**

**NAME:** Donald L. Singer and John M. Futch

**DEPARTMENT:** Board of Trustees

**CONFERENCE:** Association of Community College Trustees 43<sup>rd</sup> Annual

Leadership Congress

**DATES:** October 9-13, 2012 **LOCATION:** Boston, Massachusetts

**PURPOSE:** Trustees will join presidents, federal officials and other

community college leaders and supporters to focus on

student success.

**BENEFIT:** This Congress will focus on leveraging student success

through partnerships and innovation.

**ESTIMATED COST:** \$3,200.00 each

**FUNDING SOURCE:** Board of Trustees General Fund Budget

**NAME:** Alan Braggins

**DEPARTMENT:** Economic Development & Corporation Training **CONFERENCE:** 2012 North American Workforce Symposium

**DATES:** April 25-28, 2012 **LOCATION:** Fort Worth, Texas

**PURPOSE:** To network and gain information on education reform, workforce

development and innovative solutions.

**BENEFIT:** Gain insight in the effectiveness of economic development to

produce certified logistic workers in the Inland Empire.

**ESTIMATED COST:** \$1,200.00

**FUNDING SOURCE:** So California Logistics Technology Collaborative Grant

NAME: Charles Fox DEPARTMENT: KVCR-TV/FM

**CONFERENCE:** World Indigenous Television Broadcast Network commemoration

ceremony

**DATES:** August 8-10, 2012 **LOCATION:** New York, New York

**PURPOSE:** United Nations commemoration of the World's Indigenous

People's presentation

**BENEFIT:** As Chair of the FNX Operation Board an invitation was extended

to participate as a member network.

**ESTIMATED COST:** \$1,500.00

**FUNDING SOURCE:** First Nations Experience

#### CHC

**NAME:** Matt Adams

**DEPARTMENT:** Physical & Biological Sciences

**CONFERENCE**: National Meeting on Science Education & Communication

**DATES:** August 3-9, 2012 **LOCATION:** Tucson, Arizona

**PURPOSE:** To explore the challenges of communicating our understanding of

the universe and science in general.

**BENEFIT:** Information acquired will be used in the classroom to enhance

student success.

**ESTIMATED COST:** \$1,625.00

FUNDING SOURCE: STEM Pathways Grant

NAME: Kristi Simonson

DEPARTMENT: President's Office

**CONFERENCE**: Sitecore

DATES: October 21-25, 2012
LOCATION: Las Vegas, Nevada
PURPOSE: To be on Sitecore.

**BENEFIT:** Information will be used to enhance functionality to the Crafton

site.

**ESTIMATED COST:** \$1,866.00

**FUNDING SOURCE:** District Computing Services General Fund

NAME: Kristi Simonson

DEPARTMENT: President's Office

CONFERENCE: An Event Apart

**DATES:** November 11-15, 2012 **LOCATION:** San Francisco, California

**PURPOSE:** To learn about best practices in coding, design, and usability.

**BENEFIT:** Information will be used to enhance the Crafton site.

**ESTIMATED COST:** \$2,416.00

**FUNDING SOURCE:** District Computing Services General Fund

**TO:** Board of Trustees

FROM: Bruce Baron, Chancellor

**REVIEWED BY:** Bruce Baron, Chancellor

**PREPARED BY:** Bruce Baron, Chancellor

**DATE:** July 12, 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.

### <u>ANALYSIS</u>

### **BOARD IMPERATIVE**

IV. Enhanced and Informed Governance and Leadership

#### FINANCIAL IMPLICATIONS

Included in the 2012-2013 budget.

#### **SBVC**

**EVENT:** Super Saturdays in Big Bear **DATE:** July 28 and December 1, 2012

**AMOUNT:** \$200.00

**ITEM:** Refreshments

As part of the promotion of programs offered remotely in Big Bear, we routinely hold one-stop registration and assessment events. The funding will support refreshments for staff and/or faculty who work these events. Funded source is

the Big Bear general fund account.

**EVENT:** Fall Transfer Fair 2012 **DATE:** October 17, 2012

**AMOUNT:** \$2,100.00

**ITEM:** Rentals, Advertisements, Decorations, Printing and Refreshments

Sponsored by the Transfer and Career Services Department, this event will recognize/celebrate SBVC students who have been accepted and will be transferring to four-year institutions. Transfer and Career Services will work with the four-year university/college representatives in recognizing students. Anticipated attendance is approximately 100 students, faculty and staff members. Funding source is the Transfer and Career Services general fund account and

the Transfer Center trust account.

**EVENT:** Spring Transfer Fair 2013

**DATE**: April 10, 2013 **AMOUNT**: \$2,100.00

**ITEM:** Rentals, Advertisements, Decorations, Printing and Refreshments

Sponsored by the Transfer and Career Services Department, this event will recognize/celebrate SBVC students who have been accepted and will be transferring to four-year institutions. Transfer and Career Services will work with the four-year university/college representatives in recognizing students. Anticipated attendance is approximately 100 students, faculty and staff members. Funding source is the Transfer and Career Services general fund account and

the Transfer Center trust account.

**EVENT:** Transfer Celebration and Reception 2013

**DATE:** May 10, 2013 **AMOUNT:** \$1,150.00

**ITEM:** Awards, Printing and Refreshments

Sponsored by the Transfer and Career Services Department, this event will recognize/celebrate SBVC students who have been accepted and will be transferring to four-year institutions. Transfer and Career Services will work with the four-year university/college representatives in recognizing students. Anticipated attendance is approximately 100 students, faculty and staff members. Funding source is the Transfer and Career Services general fund account and

the Transfer Center Trust account.

**EVENT:** All Staff Campus Meeting

**DATE:** August 10, 2012

**AMOUNT:** \$3,000

**ITEM:** Refreshments and supplies

Annual meeting to kick off the Fall semester. Funding source is the President's

Office general fund account.

### <u>CHC</u>

**EVENT:** Fall In-Service Day **DATE:** August 10, 2012

**AMOUNT:** \$800.00

**ITEM:** Refreshments

This event is CHC's annual meeting to kick off the Fall semester. Funding

source is the President's Office General Fund.

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

**REVIEWED BY:** Bruce Baron, Chancellor

**PREPARED BY:** Bruce Baron, Chancellor

**DATE:** July 12, 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 2012-2013 budget.

### **SBVC**

**EMPLOYEE:** Abe Fulgham, Ronald Gordin, Guillermo Parra and Cesar Rojas

**MEMBERSHIP:** Pesticide Applicators Professional Association

**AMOUNT:** \$40.00 each

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

source is the grounds general fund account.

**EMPLOYEE:** Abe Fulgham, Ronald Gordin and Guillermo Parra

**MEMBERSHIP:** Department of Pesticide Regulation

**AMOUNT:** \$60.00 each

Membership required for being in compliance with state regulations for pesticide applications. Funding source is the grounds general fund

account.

**EMPLOYEE:** Jimmy King

**MEMBERSHIP:** Refrigeration Service Engineer's Society (RSES)

**AMOUNT:** \$108.50 each

Membership required for remaining current in HVACR training. Funding

source is the maintenance general fund account.

**EMPLOYEE:** Kevin Emerson

**MEMBERSHIP:** California Community Colleges Football Coaches Association

**AMOUNT:** \$145.00 each

This allows the SBVC Head Football Coach access to recruiting information for our sophomores, and allows him to nominate student athletes as All State/All American. Funding source is the Football trust

account.

**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:** July 12, 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 the Foster & Kinship Youth Sports Faire in partnership with San Bernardino Valley College to be held on Saturday, June 9, 2012.

#### **OVERVIEW**

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

#### **ANALYSIS**

#### **BOARD IMPERATIVE**

III. Resource Management for Efficiency, Effectiveness and Excellence.

### FINANCIAL IMPLICATIONS

None.

**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:** July 12, 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 the Human Services Alumni Association in partnership with San Bernardino Valley College to be held on Saturday, May 12, 2012.

#### **OVERVIEW**

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

#### **ANALYSIS**

#### **BOARD IMPERATIVE**

III. Resource Management for Efficiency, Effectiveness and Excellence.

### FINANCIAL IMPLICATIONS

None.

**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:** July 12, 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, excluding the Threatre Technician reimbursement, for Keys to a Brighter Future event in partnership with San Bernardino Valley College with a rehearsal to be held on Monday, June 4, 2012 and recital on Tuesday, June 5, 2012.

### **OVERVIEW**

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

#### **ANALYSIS**

#### **BOARD IMPERATIVE**

III. Resource Management for Efficiency, Effectiveness and Excellence.

#### **FINANCIAL IMPLICATIONS**

None.

**TO:** Board of Trustees

**FROM:** Bruce Baron, Chancellor

**REVIEWED BY:** Charlie Ng, Vice Chancellor, Fiscal Services

**PREPARED BY:** Steven Sutorus, Business Manager

**DATE:** July 12, 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 July 12, 2012

Asset No.	Date Retired	Location	Description	Date In Service	Initial Value	<b>Current Value</b>
0015657	6/13/2012	SAN BERNARDINO VALLEY COLLEGE	SERVER	7/1/2000	\$3,959.00	\$0.00
0015898	6/13/2012	SAN BERNARDINO VALLEY COLLEGE	COMPUTER	11/15/2000	\$1,279.00	\$0.00
0016470	6/20/2012	CRAFTON HILLS COLLEGE	CPU	7/1/2011	\$1.00	\$0.00
0016862	6/12/2012	CRAFTON HILLS COLLEGE	CPU	11/7/2003	\$1,227.00	\$0.00
0016869	6/12/2012	CRAFTON HILLS COLLEGE	CPU	11/7/2003	\$1,227.00	\$0.00
0016914	6/12/2012	CRAFTON HILLS COLLEGE	Laptop	4/15/2004	\$1,713.00	\$0.00
0016918	6/12/2012	CRAFTON HILLS COLLEGE	Laptop	4/15/2004	\$1,713.00	\$0.00
0016990	6/12/2012	CRAFTON HILLS COLLEGE	Laptop	7/1/2005	\$1,542.00	\$0.00
0017071	6/12/2012	CRAFTON HILLS COLLEGE	CPU	7/5/2005	\$1,404.23	\$0.00
0017076	6/12/2012	CRAFTON HILLS COLLEGE	CPU	7/1/2005	\$1,715.00	\$0.00
0017077	6/14/2012	CRAFTON HILLS COLLEGE	CPU	7/5/2005	\$1,404.23	\$0.00
0017081	6/12/2012	CRAFTON HILLS COLLEGE	CPU	7/5/2005	\$1,404.23	\$0.00
0017088	6/12/2012	CRAFTON HILLS COLLEGE	CPU	7/5/2005	\$1,404.23	\$0.00
0017184	6/12/2012	CRAFTON HILLS COLLEGE	CPU	7/5/2005	\$1,710.06	\$0.00
0017186	6/12/2012	CRAFTON HILLS COLLEGE	CPU	7/5/2005	\$1,273.65	\$0.00
0017189	6/12/2012	CRAFTON HILLS COLLEGE	CPU	7/5/2005	\$1,273.65	\$0.00
0017194	6/14/2012	CRAFTON HILLS COLLEGE	CPU	1/3/2005	\$1,273.65	\$0.00
0017200	6/14/2012	CRAFTON HILLS COLLEGE	CPU	1/3/2005	\$1,273.65	\$0.00
0017201	6/14/2012	CRAFTON HILLS COLLEGE	CPU	7/5/2005	\$1,273.65	\$0.00
0017203	6/12/2012	CRAFTON HILLS COLLEGE	CPU	7/5/2005	\$1,273.65	\$0.00
0017237	6/18/2012	CRAFTON HILLS COLLEGE	CPU	6/30/2006	\$1,172.44	\$0.00
0017240	6/20/2012	CRAFTON HILLS COLLEGE	CPU	5/30/2006	\$1,258.41	\$0.00
0017241	6/20/2012	CRAFTON HILLS COLLEGE	CPU	5/30/2006	\$1,258.41	\$0.00
0017243	6/18/2012	CRAFTON HILLS COLLEGE	CPU	7/1/2011	\$1.00	\$0.00
0017244	6/14/2012	CRAFTON HILLS COLLEGE	CPU	7/1/2011	\$1.00	\$0.00
0017245	6/14/2012	CRAFTON HILLS COLLEGE	CPU	7/1/2011	\$1.00	\$0.00
0017247	6/20/2012	CRAFTON HILLS COLLEGE	CPU	7/1/2011	\$1.00	\$0.00
0017248	6/20/2012	CRAFTON HILLS COLLEGE	CPU	7/1/2011	\$1.00	\$0.00
0017250	6/20/2012	CRAFTON HILLS COLLEGE	CPU	7/1/2011	\$1.00	\$0.00
0017252	6/14/2012	CRAFTON HILLS COLLEGE	CPU	7/1/2011	\$1.00	\$0.00
0017254	6/14/2012	CRAFTON HILLS COLLEGE	CPU	7/1/2011	\$1.00	\$0.00
0017255	6/20/2012	CRAFTON HILLS COLLEGE	CPU	7/1/2011	\$1.00	\$0.00
0017256	6/20/2012	CRAFTON HILLS COLLEGE	CPU	7/1/2011	\$1.00	\$0.00

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# Fixed Asset Surplus July 12, 2012

Asset No.	Date Retired	Location	Description	Date In Service	Initial Value	<b>Current Value</b>
0017257	6/20/2012	CRAFTON HILLS COLLEGE	CPU	7/1/2011	\$1.00	\$0.00
0017258	6/20/2012	CRAFTON HILLS COLLEGE	CPU	7/1/2011	\$1.00	\$0.00
0017259	6/14/2012	CRAFTON HILLS COLLEGE	CPU	7/1/2011	\$1.00	\$0.00
0017262	6/18/2012	CRAFTON HILLS COLLEGE	CPU	7/1/2011	\$1.00	\$0.00
0017265	6/14/2012	CRAFTON HILLS COLLEGE	CPU	7/1/2011	\$1.00	\$0.00
0017266	6/14/2012	CRAFTON HILLS COLLEGE	CPU	7/1/2011	\$1.00	\$0.00
0017267	6/18/2012	CRAFTON HILLS COLLEGE	CPU	7/1/2011	\$1.00	\$0.00
0017268	6/14/2012	CRAFTON HILLS COLLEGE	CPU	7/1/2011	\$1.00	\$0.00
0017269	6/18/2012	CRAFTON HILLS COLLEGE	CPU	7/1/2011	\$1.00	\$0.00
0017270	6/20/2012	CRAFTON HILLS COLLEGE	CPU	5/30/2006	\$1,258.41	\$0.00
0017312	6/20/2012	CRAFTON HILLS COLLEGE	CPU	5/31/2006	\$1,172.44	\$0.00
0017313	6/20/2012	CRAFTON HILLS COLLEGE	CPU	5/31/2006	\$1,172.44	\$0.00
0017314	6/14/2012	CRAFTON HILLS COLLEGE	CPU	5/31/2006	\$1,172.44	\$0.00
0017316	6/14/2012	CRAFTON HILLS COLLEGE	CPU	5/30/2006	\$1,172.44	\$0.00
0017317	6/14/2012	CRAFTON HILLS COLLEGE	CPU	5/30/2006	\$0.00	\$0.00
0017319	6/18/2012	CRAFTON HILLS COLLEGE	CPU	5/30/2006	\$1,172.44	\$0.00
0017320	6/14/2012	CRAFTON HILLS COLLEGE	CPU	5/30/2006	\$1,172.44	\$0.00
0017322	6/14/2012	CRAFTON HILLS COLLEGE	CPU	5/30/2006	\$1,172.44	\$0.00
0017323	6/20/2012	CRAFTON HILLS COLLEGE	CPU	5/30/2006	\$1,172.44	\$0.00
0017324	6/20/2012	CRAFTON HILLS COLLEGE	CPU	5/30/2006	\$1,172.44	\$0.00
0017329	6/14/2012	CRAFTON HILLS COLLEGE	CPU	5/30/2006	\$1,172.44	\$0.00
0017330	6/20/2012	CRAFTON HILLS COLLEGE	CPU	5/30/2006	\$1,172.44	\$0.00
0017332	6/14/2012	CRAFTON HILLS COLLEGE	CPU	5/30/2006	\$1,172.44	\$0.00
0017333	6/20/2012	CRAFTON HILLS COLLEGE	CPU	5/30/2006	\$1,172.44	\$0.00
0017334	6/20/2012	CRAFTON HILLS COLLEGE	CPU	5/30/2006	\$1,172.44	\$0.00
0017335	6/14/2012	CRAFTON HILLS COLLEGE	CPU	7/1/2011	\$1.00	\$0.00
0017336	6/14/2012	CRAFTON HILLS COLLEGE	CPU	5/30/2006	\$1,172.44	\$0.00
0017337	6/20/2012	CRAFTON HILLS COLLEGE	CPU	5/30/2006	\$1,172.44	\$0.00
0017338	6/20/2012	CRAFTON HILLS COLLEGE	CPU	5/30/2006	\$1,172.44	\$0.00
0017339	6/14/2012	CRAFTON HILLS COLLEGE	CPU	5/30/2006	\$1,172.44	\$0.00
0017444	6/20/2012	CRAFTON HILLS COLLEGE	CPU	7/1/2011	\$1.00	\$0.00
0017445	6/20/2012	CRAFTON HILLS COLLEGE	CPU	7/1/2011	\$1.00	\$0.00
0017446	6/20/2012	CRAFTON HILLS COLLEGE	CPU	7/1/2011	\$1.00	\$0.00

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# Fixed Asset Surplus July 12, 2012

Asset No.	Date Retired	Location	Description	Date In Service	Initial Value	<b>Current Value</b>
0017447	6/20/2012	CRAFTON HILLS COLLEGE	CPU	7/1/2011	\$1.00	\$0.00
0017450	6/14/2012	CRAFTON HILLS COLLEGE	CPU	7/1/2011	\$1.00	\$0.00
0017453	6/20/2012	CRAFTON HILLS COLLEGE	CPU	7/1/2011	\$1.00	\$0.00
0017454	6/20/2012	CRAFTON HILLS COLLEGE	CPU	7/1/2011	\$1.00	\$0.00
0017456	6/18/2012	CRAFTON HILLS COLLEGE	CPU	7/1/2011	\$1.00	\$0.00
0017457	6/20/2012	CRAFTON HILLS COLLEGE	CPU	7/1/2011	\$1.00	\$0.00
0017458	6/20/2012	CRAFTON HILLS COLLEGE	CPU	7/1/2011	\$1.00	\$0.00
0017460	6/14/2012	CRAFTON HILLS COLLEGE	CPU	7/1/2011	\$1.00	\$0.00
0017462	6/14/2012	CRAFTON HILLS COLLEGE	CPU	7/1/2011	\$1.00	\$0.00
0017463	6/14/2012	CRAFTON HILLS COLLEGE	CPU	7/1/2011	\$1.00	\$0.00
0017480	6/14/2012	CRAFTON HILLS COLLEGE	CPU	7/1/2011	\$1.00	\$0.00
0017489	6/14/2012	CRAFTON HILLS COLLEGE	CPU	8/1/2007	\$1,340.06	\$0.00
0017525	6/18/2012	CRAFTON HILLS COLLEGE	CPU	7/1/2011	\$1.00	\$0.00
0017527	6/18/2012	CRAFTON HILLS COLLEGE	CPU	7/1/2011	\$1.00	\$0.00
0017529	6/18/2012	CRAFTON HILLS COLLEGE	CPU	7/1/2011	\$1.00	\$0.00
0017539	6/12/2012	CRAFTON HILLS COLLEGE	CPU	4/5/2007	\$1,229.27	\$0.00
0017610	6/12/2012	CRAFTON HILLS COLLEGE	Latitude D620	4/3/2007	\$1,844.25	\$0.00
0017828	6/20/2012	CRAFTON HILLS COLLEGE	OptiPlex 755 Small Form	5/21/2008	\$1,279.96	\$0.00
0021434	6/13/2012	SAN BERNARDINO VALLEY COLLEGE	Monitor, pc	7/1/2003	\$1.00	\$0.00
0021438	6/13/2012	SAN BERNARDINO VALLEY COLLEGE	Computer	6/14/2001	\$1,073.00	\$0.00
0021455	6/13/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	7/1/2003	\$1.00	\$0.00
0021465	6/13/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	7/1/2003	\$1.00	\$0.00
0021485	6/13/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	7/1/2003	\$1.00	\$0.00
0021497	6/13/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	7/1/2003	\$1.00	\$0.00
0021511	6/13/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	7/1/2003	\$1.00	\$0.00
0021513	6/13/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	7/1/2003	\$1.00	\$0.00
0021523	6/13/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	7/1/2003	\$1.00	\$0.00
0021525	6/13/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	7/1/2003	\$1.00	\$0.00
0021622	6/13/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	7/1/2003	\$1.00	\$0.00
0021687	6/13/2012	SAN BERNARDINO VALLEY COLLEGE	COMPUTER	8/15/2001	\$2,103.00	\$0.00
0023191	6/13/2012	SAN BERNARDINO VALLEY COLLEGE	Computer monitor	6/26/2002	\$1,310.00	\$0.00
0023262	6/13/2012	SAN BERNARDINO VALLEY COLLEGE	Computer tower w/monitor	9/9/2002	\$2,493.98	\$0.00
0023564	6/13/2012	SAN BERNARDINO VALLEY COLLEGE	Desktop computer w/monitor	4/30/2003	\$1,072.00	\$0.00

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Asset No.	Date Retired	Location	Description	Date In Service	Initial Value	<b>Current Value</b>
0023681	6/13/2012	SAN BERNARDINO VALLEY COLLEGE	CPU W/MONITOR	7/1/2000	\$1,599.00	\$0.00
0023685	6/13/2012	SAN BERNARDINO VALLEY COLLEGE	CPU W/MONITOR	7/1/2000	\$1,599.00	\$0.00
0023691	6/13/2012	SAN BERNARDINO VALLEY COLLEGE	CPU W/MONITOR	7/1/2000	\$1,599.00	\$0.00
0024218	6/13/2012	SAN BERNARDINO VALLEY COLLEGE	PacketShaper	3/3/2003	\$19,366.55	\$0.00
0024264	6/13/2012	SAN BERNARDINO VALLEY COLLEGE	PowerEdge Server	9/25/2003	\$8,032.00	\$0.00
0024289	6/13/2012	SAN BERNARDINO VALLEY COLLEGE	Switch, Procurve	10/22/2003	\$1,548.00	\$0.00
0024373	6/13/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	12/1/2003	\$1,487.00	\$0.00
0024375	6/13/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	12/1/2003	\$1,487.00	\$0.00
0024377	6/13/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	12/1/2003	\$1,487.00	\$0.00
0024381	6/18/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	12/1/2003	\$1,487.00	\$0.00
0024383	6/18/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	12/1/2003	\$1,487.00	\$0.00
0024392	6/18/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	12/1/2003	\$1,487.00	\$0.00
0024393	6/18/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	12/1/2003	\$1,487.00	\$0.00
0024418	6/18/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	12/1/2003	\$1,235.00	\$0.00
0024424	6/18/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	12/1/2003	\$1,235.00	\$0.00
0024425	6/18/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	12/1/2003	\$1,235.00	\$0.00
0024483	6/18/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	1/1/2004	\$1,363.00	\$0.00
0024485	6/18/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	1/1/2004	\$1,363.00	\$0.00
0024487	6/18/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	1/1/2004	\$1,202.00	\$0.00
0024499	6/18/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	1/1/2004	\$1,433.00	\$0.00
0024502	6/18/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	1/1/2004	\$1,433.00	\$0.00
0024503	6/18/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	1/1/2004	\$1,433.00	\$0.00
0024506	6/18/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	1/1/2004	\$1,433.00	\$0.00
0024507	6/18/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	1/1/2004	\$1,433.00	\$0.00
0024509	6/18/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	1/1/2004	\$1,433.00	\$0.00
0024515	6/18/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	1/1/2004	\$1,460.00	\$0.00
0024516	6/18/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	1/1/2004	\$1,460.00	\$0.00
0024518	6/18/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	1/1/2004	\$1,460.00	\$0.00
0024520	6/18/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	1/1/2004	\$1,460.00	\$0.00
0024522	6/18/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	1/1/2004	\$1,460.00	\$0.00
0024530	6/18/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	1/1/2004	\$1,460.00	\$0.00
0024531	6/18/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	1/1/2004	\$1,460.00	\$0.00
0024537	6/18/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	1/1/2004	\$1,460.00	\$0.00

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Asset No.	Date Retired	Location	Description	Date In Service	Initial Value	<b>Current Value</b>
0024538	6/18/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	1/1/2004	\$1,460.00	\$0.00
0024539	6/18/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	1/1/2004	\$1,460.00	\$0.00
0024540	6/18/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	1/1/2004	\$1,460.00	\$0.00
0024542	6/18/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	1/1/2004	\$1,460.00	\$0.00
0024545	6/18/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	1/1/2004	\$1,460.00	\$0.00
0024546	6/18/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	1/1/2004	\$1,460.00	\$0.00
0024547	6/18/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	1/1/2004	\$1,460.00	\$0.00
0024549	6/18/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	1/1/2004	\$1,460.00	\$0.00
0024552	6/18/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	1/1/2004	\$1,460.00	\$0.00
0024553	6/18/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	1/1/2004	\$1,460.00	\$0.00
0024556	6/18/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	1/1/2004	\$1,460.00	\$0.00
0024557	6/18/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	1/1/2004	\$1,460.00	\$0.00
0024560	6/18/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	1/1/2004	\$1,460.00	\$0.00
0024561	6/18/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	1/1/2004	\$1,460.00	\$0.00
0024562	6/18/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	1/1/2004	\$1,460.00	\$0.00
0024570	6/18/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	1/1/2004	\$1,460.00	\$0.00
0024573	6/18/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	1/1/2004	\$1,460.00	\$0.00
0024574	6/18/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	1/1/2004	\$1,460.00	\$0.00
0024577	6/18/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	1/1/2004	\$1,460.00	\$0.00
0024578	6/18/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	1/1/2004	\$1,460.00	\$0.00
0024580	6/18/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	1/1/2004	\$1,460.00	\$0.00
0024585	6/18/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	1/1/2004	\$1,460.00	\$0.00
0024589	6/18/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	1/1/2004	\$1,460.00	\$0.00
0024590	6/18/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	1/1/2004	\$1,460.00	\$0.00
0024595	6/18/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	1/1/2004	\$1,460.00	\$0.00
0024604	6/18/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	1/1/2004	\$1,073.00	\$0.00
0024610	6/18/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	1/1/2004	\$1,073.00	\$0.00
0024615	6/18/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	1/1/2004	\$1,073.00	\$0.00
0024616	6/18/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	1/1/2004	\$1,073.00	\$0.00
0024641	6/18/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	1/1/2004	\$1,363.00	\$0.00
0024642	6/18/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	1/1/2004	\$1,363.00	\$0.00
0024644	6/18/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	1/1/2004	\$1,363.00	\$0.00
0024647	6/18/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	1/1/2004	\$1,363.00	\$0.00

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Asset No.	Date Retired	Location	Description	Date In Service	Initial Value	<b>Current Value</b>
0024663	6/18/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	1/1/2004	\$1,363.00	\$0.00
0024673	6/18/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	1/1/2004	\$1,363.00	\$0.00
0024675	6/18/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	1/1/2004	\$1,363.00	\$0.00
0024677	6/18/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	1/1/2004	\$1,363.00	\$0.00
0024678	6/18/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	1/1/2004	\$1,363.00	\$0.00
0024681	6/18/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	1/1/2004	\$1,363.00	\$0.00
0024682	6/18/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	1/1/2004	\$1,363.00	\$0.00
0024684	6/18/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	1/1/2004	\$1,363.00	\$0.00
0024685	6/18/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	1/1/2004	\$1,363.00	\$0.00
0024686	6/18/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	1/1/2004	\$1,363.00	\$0.00
0024688	6/18/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	1/1/2004	\$1,363.00	\$0.00
0024689	6/18/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	1/1/2004	\$1,363.00	\$0.00
0024690	6/18/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	1/1/2004	\$1,363.00	\$0.00
0024691	6/18/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	1/1/2004	\$1,363.00	\$0.00
0024694	6/18/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	1/1/2004	\$1,363.00	\$0.00
0024695	6/18/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	1/1/2004	\$1,363.00	\$0.00
0024783	6/18/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	4/1/2004	\$1,837.00	\$0.00
0024805	6/18/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	4/1/2004	\$1,811.00	\$0.00
0024811	6/13/2012	SAN BERNARDINO VALLEY COLLEGE	Laptop	4/1/2004	\$2,772.00	\$0.00
0024836	6/18/2012	SAN BERNARDINO VALLEY COLLEGE	Laptop	5/1/2004	\$2,840.00	\$0.00
0024864	6/12/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	5/1/2004	\$1,781.00	\$0.00
0024865	6/18/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	5/1/2004	\$1,781.00	\$0.00
0025014	6/18/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	6/23/2004	\$1,854.38	\$0.00
0025015	6/18/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	6/23/2004	\$1,854.38	\$0.00
0025043	6/18/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	10/1/2004	\$1,573.00	\$0.00
0025044	6/18/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	10/1/2004	\$1,573.00	\$0.00
0025046	6/18/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	10/1/2004	\$1,573.00	\$0.00
0025047	6/18/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	10/1/2004	\$1,573.00	\$0.00
0025048	6/18/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	10/1/2004	\$1,573.00	\$0.00
0025129	6/18/2012	SAN BERNARDINO VALLEY COLLEGE	Server	12/1/2004	\$3,825.00	\$0.00
0025133	6/18/2012	SAN BERNARDINO VALLEY COLLEGE	Server	12/1/2004	\$3,825.00	\$0.00
0025135	6/18/2012	SAN BERNARDINO VALLEY COLLEGE	Server	12/1/2004	\$3,825.00	\$0.00
0025164	6/18/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	12/1/2004	\$1,200.00	\$0.00

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Asset No.	Date Retired	Location	Description	Date In Service	Initial Value	<b>Current Value</b>
0025176	6/18/2012	SAN BERNARDINO VALLEY COLLEGE	Scanner	12/1/2004	\$4,310.00	\$0.00
0025230	6/18/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop w/mon.	1/1/2005	\$1,588.00	\$0.00
0025232	6/18/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop w/mon.	1/1/2005	\$1,588.00	\$0.00
0025290	6/19/2012	SAN BERNARDINO VALLEY COLLEGE	COMPUTER	12/23/2004	\$1,214.34	\$0.00
0025291	6/19/2012	SAN BERNARDINO VALLEY COLLEGE	COMPUTER	12/23/2004	\$1,214.34	\$0.00
0025292	6/19/2012	SAN BERNARDINO VALLEY COLLEGE	COMPUTER	12/23/2004	\$1,214.34	\$0.00
0025293	6/19/2012	SAN BERNARDINO VALLEY COLLEGE	COMPUTER	12/23/2004	\$1,214.34	\$0.00
0025294	6/19/2012	SAN BERNARDINO VALLEY COLLEGE	COMPUTER	12/23/2004	\$1,214.34	\$0.00
0025295	6/19/2012	SAN BERNARDINO VALLEY COLLEGE	COMPUTER	12/23/2004	\$1,214.34	\$0.00
0025296	6/19/2012	SAN BERNARDINO VALLEY COLLEGE	COMPUTER	12/23/2004	\$1,214.34	\$0.00
0025297	6/19/2012	SAN BERNARDINO VALLEY COLLEGE	COMPUTER	12/23/2004	\$1,214.34	\$0.00
0025298	6/19/2012	SAN BERNARDINO VALLEY COLLEGE	COMPUTER	12/23/2004	\$1,214.34	\$0.00
0025299	6/19/2012	SAN BERNARDINO VALLEY COLLEGE	COMPUTER	12/23/2004	\$1,214.34	\$0.00
0025300	6/19/2012	SAN BERNARDINO VALLEY COLLEGE	COMPUTER	12/23/2004	\$1,214.34	\$0.00
0025301	6/19/2012	SAN BERNARDINO VALLEY COLLEGE	COMPUTER	12/23/2004	\$1,214.34	\$0.00
0025302	6/19/2012	SAN BERNARDINO VALLEY COLLEGE	COMPUTER	12/23/2004	\$1,214.34	\$0.00
0025303	6/19/2012	SAN BERNARDINO VALLEY COLLEGE	COMPUTER	12/23/2004	\$1,214.34	\$0.00
0025304	6/19/2012	SAN BERNARDINO VALLEY COLLEGE	COMPUTER	12/23/2004	\$1,214.34	\$0.00
0025305	6/19/2012	SAN BERNARDINO VALLEY COLLEGE	COMPUTER	12/23/2004	\$1,214.34	\$0.00
0025306	6/19/2012	SAN BERNARDINO VALLEY COLLEGE	COMPUTER	12/23/2004	\$1,214.34	\$0.00
0025307	6/19/2012	SAN BERNARDINO VALLEY COLLEGE	COMPUTER	12/23/2004	\$1,214.34	\$0.00
0025308	6/19/2012	SAN BERNARDINO VALLEY COLLEGE	COMPUTER	12/23/2004	\$1,214.34	\$0.00
0025309	6/19/2012	SAN BERNARDINO VALLEY COLLEGE	COMPUTER	12/23/2004	\$1,214.34	\$0.00
0025310	6/19/2012	SAN BERNARDINO VALLEY COLLEGE	COMPUTER	12/23/2004	\$1,214.34	\$0.00
0025311	6/19/2012	SAN BERNARDINO VALLEY COLLEGE	COMPUTER	12/23/2004	\$1,214.34	\$0.00
0025313	6/19/2012	SAN BERNARDINO VALLEY COLLEGE	COMPUTER	12/23/2004	\$1,214.34	\$0.00
0025320	6/19/2012	SAN BERNARDINO VALLEY COLLEGE	COMPUTER	12/23/2004	\$1,214.34	\$0.00
0025322	6/19/2012	SAN BERNARDINO VALLEY COLLEGE	COMPUTER	12/23/2004	\$1,214.34	\$0.00
0025323	6/19/2012	SAN BERNARDINO VALLEY COLLEGE	COMPUTER	12/23/2004	\$1,214.34	\$0.00
0025326	6/19/2012	SAN BERNARDINO VALLEY COLLEGE	COMPUTER	12/23/2004	\$1,214.34	\$0.00
0025334	6/19/2012	SAN BERNARDINO VALLEY COLLEGE	COMPUTER	12/23/2004	\$1,214.34	\$0.00
0025335	6/19/2012	SAN BERNARDINO VALLEY COLLEGE	COMPUTER	12/23/2004	\$1,214.34	\$0.00
0025336	6/19/2012	SAN BERNARDINO VALLEY COLLEGE	COMPUTER	12/23/2004	\$1,214.34	\$0.00

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Asset No.	Date Retired	Location	Description	Date In Service	Initial Value	<b>Current Value</b>
0025337	6/19/2012	SAN BERNARDINO VALLEY COLLEGE	COMPUTER	12/23/2004	\$1,214.34	\$0.00
0025484	6/20/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	1/1/2005	\$1,559.00	\$0.00
0025618	6/20/2012	SAN BERNARDINO VALLEY COLLEGE	Dig. Presenter	2/1/2005	\$2,316.00	\$0.00
0025632	6/20/2012	SAN BERNARDINO VALLEY COLLEGE	Dig. Presenter	2/1/2005	\$2,316.00	\$0.00
0025712	6/20/2012	SAN BERNARDINO VALLEY COLLEGE	VT470 LCD Value Projector VGA 800x600 MFG Part# VT470	3/30/2005	\$1,136.76	\$0.00
0025728	6/20/2012	SAN BERNARDINO VALLEY COLLEGE	450E Laptops Configured	4/11/2005	\$1,527.00	\$0.00
0025731	6/20/2012	SAN BERNARDINO VALLEY COLLEGE	450E Laptops Configured	4/11/2005	\$1,527.00	\$0.00
0025738	6/20/2012	SAN BERNARDINO VALLEY COLLEGE	Latitude 100L, 2.80ghz, pentium 4, 14.1 xga, English	4/14/2005	\$1,388.80	\$0.00
0025884	6/20/2012	SAN BERNARDINO VALLEY COLLEGE	Monitor, FP	10/1/2005	\$1,177.00	\$0.00
0025921	6/20/2012	SAN BERNARDINO VALLEY COLLEGE	OptiPlex GX520 Mini Tower	12/9/2005	\$1,484.33	\$0.00
0025929	6/20/2012	SAN BERNARDINO VALLEY COLLEGE	PC desktop	12/1/2005	\$1,639.00	\$0.00
0025940	6/20/2012	SAN BERNARDINO VALLEY COLLEGE	FP Monitor	12/1/2005	\$1.00	\$0.00
0025941	6/20/2012	SAN BERNARDINO VALLEY COLLEGE	FP Monitor	12/1/2005	\$1.00	\$0.00
0025975	6/20/2012	SAN BERNARDINO VALLEY COLLEGE	FP monitor	1/1/2006	\$0.00	\$0.00
0025989	6/20/2012	SAN BERNARDINO VALLEY COLLEGE	E-4300 4-Bay System	1/25/2006	\$1,131.38	\$0.00
0026039	6/20/2012	SAN BERNARDINO VALLEY COLLEGE	OptiPlex GX280 Small Mini-Tower computer	5/23/2005	\$1,519.34	\$0.00
0026074	6/20/2012	SAN BERNARDINO VALLEY COLLEGE	Gateway E4300	5/25/2005	\$1,249.89	\$0.00
0026076	6/20/2012	SAN BERNARDINO VALLEY COLLEGE	Gateway E4300	5/25/2005	\$1,249.89	\$0.00
0026087	6/20/2012	SAN BERNARDINO VALLEY COLLEGE	Monitor	5/1/2005	\$1.00	\$0.00
0026093	6/20/2012	SAN BERNARDINO VALLEY COLLEGE	Gateway 460E Laptops	5/25/2005	\$1,580.69	\$0.00
0026202	6/20/2012	SAN BERNARDINO VALLEY COLLEGE	Gateway 4300 Computer	6/1/2005	\$1,438.46	\$0.00
0026206	6/20/2012	SAN BERNARDINO VALLEY COLLEGE	Gateway 4300 Computer	6/1/2005	\$1,438.46	\$0.00
0026213	6/20/2012	SAN BERNARDINO VALLEY COLLEGE	Scanner, Fujitsu fi4340c	5/26/2005	\$4,202.25	\$0.00
0026221	6/20/2012	SAN BERNARDINO VALLEY COLLEGE	iMAC G5 17' 1.6GHz	6/8/2005	\$1,291.92	\$0.00
0026227	6/20/2012	SAN BERNARDINO VALLEY COLLEGE	iMAC G5 17' 1.6GHz	6/8/2005	\$1,291.92	\$0.00
0026229	6/20/2012	SAN BERNARDINO VALLEY COLLEGE	iMAC G5 17' 1.6GHz	6/8/2005	\$1,291.92	\$0.00
0026231	6/20/2012	SAN BERNARDINO VALLEY COLLEGE	iMAC G5 17' 1.6GHz	6/8/2005	\$1,291.92	\$0.00
0026232	6/20/2012	SAN BERNARDINO VALLEY COLLEGE	iMAC G5 17' 1.6GHz	6/8/2005	\$1,291.92	\$0.00
0026235	6/20/2012	SAN BERNARDINO VALLEY COLLEGE	iMAC G5 17' 1.6GHz	6/8/2005	\$1,291.92	\$0.00
0026236	6/20/2012	SAN BERNARDINO VALLEY COLLEGE	iMAC G5 17' 1.6GHz	6/8/2005	\$1,291.92	\$0.00

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Asset No.	Date Retired	Location	Description	Date In Service	Initial Value	<b>Current Value</b>
0026237	6/20/2012	SAN BERNARDINO VALLEY COLLEGE	iMAC G5 17' 1.6GHz	6/8/2005	\$1,291.92	\$0.00
0026238	6/20/2012	SAN BERNARDINO VALLEY COLLEGE	iMAC G5 17' 1.6GHz	6/8/2005	\$1,291.92	\$0.00
0026239	6/20/2012	SAN BERNARDINO VALLEY COLLEGE	iMAC G5 17' 1.6GHz	6/8/2005	\$1,291.92	\$0.00
0026240	6/20/2012	SAN BERNARDINO VALLEY COLLEGE	iMAC G5 17' 1.6GHz	6/8/2005	\$1,291.92	\$0.00
0026242	6/20/2012	SAN BERNARDINO VALLEY COLLEGE	iMAC G5 17' 1.6GHz	6/8/2005	\$1,291.92	\$0.00
0026243	6/20/2012	SAN BERNARDINO VALLEY COLLEGE	iMAC G5 17' 1.6GHz	6/8/2005	\$1,291.92	\$0.00
0026244	6/20/2012	SAN BERNARDINO VALLEY COLLEGE	iMAC G5 17' 1.6GHz	6/8/2005	\$1,291.92	\$0.00
0026245	6/20/2012	SAN BERNARDINO VALLEY COLLEGE	iMAC G5 17' 1.6GHz	6/8/2005	\$1,291.92	\$0.00
0026320	6/20/2012	SAN BERNARDINO VALLEY COLLEGE	Monitor, FP	6/1/2005	\$1,792.00	\$0.00
0026321	6/20/2012	SAN BERNARDINO VALLEY COLLEGE	OptiPlex GX280 Small Mini-Tower	6/30/2005	\$1,792.36	\$0.00
0026367	6/20/2012	SAN BERNARDINO VALLEY COLLEGE	FP monitor, PC	4/1/2006	\$1.00	\$0.00
0026410	6/20/2012	SAN BERNARDINO VALLEY COLLEGE	E-4500S Desktop	3/27/2006	\$1,184.17	\$0.00
0026470	6/20/2012	SAN BERNARDINO VALLEY COLLEGE	FP Monitor	4/1/2006	\$1.00	\$0.00
0026506	6/20/2012	SAN BERNARDINO VALLEY COLLEGE	Monitor, PC	6/1/2006	\$0.00	\$0.00
0026507	6/20/2012	DISTRICT OFFICE	Projector digital	6/1/2006	\$1,317.00	\$0.00
0026535	6/20/2012	DISTANCE EDUCATION	Intrusion Prev. System	5/1/2006	\$14,541.00	\$3,332.31
0026562	6/20/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	6/1/2006	\$1,010.00	\$0.00
0026570	6/20/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	6/1/2006	\$1,010.00	\$0.00
0026571	6/20/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	6/1/2006	\$1,010.00	\$0.00
0026572	6/20/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	6/1/2006	\$1,010.00	\$0.00
0026575	6/20/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	6/1/2006	\$1,010.00	\$0.00
0026577	6/20/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	6/1/2006	\$1,010.00	\$0.00
0026584	6/20/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	6/1/2006	\$1,010.00	\$0.00
0026585	6/20/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	6/1/2006	\$1,010.00	\$0.00
0026590	6/20/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	6/1/2006	\$1,010.00	\$0.00
0026591	6/20/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	6/1/2006	\$1,010.00	\$0.00
0026609	6/20/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	7/1/2006	\$1,046.00	\$0.00
0026633	6/20/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	7/1/2006	\$1,046.00	\$0.00
0026634	6/20/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	7/1/2006	\$1,046.00	\$0.00
0026636	6/20/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	7/1/2006	\$1,046.00	\$0.00
0026638	6/20/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	7/1/2006	\$1,046.00	\$0.00
0026639	6/20/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	7/1/2006	\$1,046.00	\$0.00

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Asset No.	Date Retired	Location	Description	Date In Service	Initial Value	<b>Current Value</b>
0026655	6/20/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	9/1/2006	\$2,693.00	\$0.00
0026668	6/20/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	6/1/2006	\$1,010.00	\$0.00
0026672	6/20/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	6/1/2006	\$1,010.00	\$0.00
0026735	6/20/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	7/1/2006	\$1,270.00	\$0.00
0026811	6/20/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	10/1/2006	\$1,007.00	\$0.00
0026820	6/20/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	10/1/2006	\$1,007.00	\$0.00
0026825	6/21/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	10/1/2006	\$1,007.00	\$0.00
0026898	6/21/2012	SAN BERNARDINO VALLEY COLLEGE	iMac 17-inch Intel Core 2 duo	12/1/2006	\$1,436.00	\$0.00
0026900	6/21/2012	SAN BERNARDINO VALLEY COLLEGE	iMac 17-inch Intel Core 2 duo	12/1/2006	\$1,436.00	\$0.00
0026904	6/21/2012	SAN BERNARDINO VALLEY COLLEGE	iMac 17-inch Intel Core 2 duo	12/1/2006	\$1,436.00	\$0.00
0026906	6/21/2012	SAN BERNARDINO VALLEY COLLEGE	iMac 17-inch Intel Core 2 duo	12/1/2006	\$1,436.00	\$0.00
0026907	6/21/2012	SAN BERNARDINO VALLEY COLLEGE	iMac 17-inch Intel Core 2 duo	12/1/2006	\$1,436.00	\$0.00
0026909	6/21/2012	SAN BERNARDINO VALLEY COLLEGE	iMac 17-inch Intel Core 2 duo	12/1/2006	\$1,436.00	\$0.00
0026911	6/21/2012	SAN BERNARDINO VALLEY COLLEGE	iMac 17-inch Intel Core 2 duo	12/1/2006	\$1,436.00	\$0.00
0026913	6/21/2012	SAN BERNARDINO VALLEY COLLEGE	iMac 17-inch Intel Core 2 duo	12/1/2006	\$1,436.00	\$0.00
0026914	6/21/2012	SAN BERNARDINO VALLEY COLLEGE	iMac 17-inch Intel Core 2 duo	12/1/2006	\$1,436.00	\$0.00
0026915	6/21/2012	SAN BERNARDINO VALLEY COLLEGE	iMac 17-inch Intel Core 2 duo	12/1/2006	\$1,436.00	\$0.00
0026916	6/21/2012	SAN BERNARDINO VALLEY COLLEGE	iMac 17-inch Intel Core 2 duo	12/1/2006	\$1,436.00	\$0.00
0026917	6/21/2012	SAN BERNARDINO VALLEY COLLEGE	iMac 17-inch Intel Core 2 duo	12/1/2006	\$1,436.00	\$0.00
0026918	6/21/2012	SAN BERNARDINO VALLEY COLLEGE	iMac 17-inch Intel Core 2 duo	12/1/2006	\$1,436.00	\$0.00
0026922	6/21/2012	SAN BERNARDINO VALLEY COLLEGE	iMac 17-inch Intel Core 2 duo	12/1/2006	\$1,436.00	\$0.00
0026923	6/21/2012	SAN BERNARDINO VALLEY COLLEGE	iMac 17-inch Intel Core 2 duo	12/1/2006	\$1,436.00	\$0.00
0026925	6/21/2012	SAN BERNARDINO VALLEY COLLEGE	iMac 17-inch Intel Core 2 duo	12/1/2006	\$1,436.00	\$0.00
0026926	6/21/2012	SAN BERNARDINO VALLEY COLLEGE	iMac 17-inch Intel Core 2 duo	12/1/2006	\$1,436.00	\$0.00
0026928	6/21/2012	SAN BERNARDINO VALLEY COLLEGE	iMac 17-inch Intel Core 2 duo	12/1/2006	\$1,436.00	\$0.00
0026929	6/21/2012	SAN BERNARDINO VALLEY COLLEGE	iMac 17-inch Intel Core 2 duo	12/1/2006	\$1,436.00	\$0.00
0026930	6/21/2012	SAN BERNARDINO VALLEY COLLEGE	iMac 17-inch Intel Core 2 duo	12/1/2006	\$1,436.00	\$0.00
0026931	6/21/2012	SAN BERNARDINO VALLEY COLLEGE	iMac 17-inch Intel Core 2 duo	12/1/2006	\$1,436.00	\$0.00
0026932	6/21/2012	SAN BERNARDINO VALLEY COLLEGE	iMac 17-inch Intel Core 2 duo	12/1/2006	\$1,436.00	\$0.00
0026933	6/21/2012	SAN BERNARDINO VALLEY COLLEGE	iMac 17-inch Intel Core 2 duo	12/1/2006	\$1,436.00	\$0.00
0026934	6/21/2012	SAN BERNARDINO VALLEY COLLEGE	iMac 17-inch Intel Core 2 duo	12/1/2006	\$1,436.00	\$0.00
0026935	6/21/2012	SAN BERNARDINO VALLEY COLLEGE	iMac 17-inch Intel Core 2 duo	12/1/2006	\$1,436.00	\$0.00
0027095	6/21/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	2/1/2007	\$1,840.00	\$0.00

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0027122         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         Optiplex745 SmallformFactoryPentium         2/21/2007         \$1,159.84         \$0.00           0027132         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         Optiplex745 SmallformFactoryPentium         2/21/2007         \$1,159.84         \$0.00           0027141         6/21/2012         SAN BERNARDINO VALLEY COLLEGE SMALEY COLLEGE         SmallformFactoryPentium Optiplex745         2/21/2007         \$1,159.84         \$0.00           0027161         6/21/2012         SAN BERNARDINO VALLEY COLLEGE SMALEY COLLEGE         SmallformFactoryPentium Optiplex745         2/21/2007         \$1,159.84         \$0.00           0027169         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         SmallformFactoryPentium Optiplex745         2/21/2007         \$1,159.84         \$0.00           0027187         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         Optiplex745         2/21/2007         \$1,159.84         \$0.00           0027410         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         Transmission Jack, Truck 1-1/2 Ton         3/13/2007         \$1,159.84         \$0.00           0027410         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         Transmission Jack, Truck 1-1/2 Ton         3/13/2007         \$1,159.84         \$0.00           0027956         6/21/2012<	Asset No.	<b>Date Retired</b>	Location	Description	Date In Service	Initial Value	<b>Current Value</b>
O027132   6/21/2012   SAN BERNARDINO VALLEY COLLEGE   Optiple: 745   SmallFormFactoryPentium   SmallFormFactoryPentium   Optiple: 745   Optiple: 745   Optiple: 745   SmallFormFactoryPentium   Optiple: 745   Optiple: 745   Optiple: 745   Optiple: 740   O	0027122	6/21/2012	SAN BERNARDINO VALLEY COLLEGE	• •	2/21/2007	\$1,159.84	\$0.00
00271315         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         SmallFormFactoryPentium         2/21/2007         \$1,159.84         \$0.00           0027161         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         Optiplex745         \$2/21/2007         \$1,159.84         \$0.00           0027169         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         Optiplex745         \$50.00         \$50.00           0027187         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         Optiplex745         \$50.00         \$51,159.84         \$0.00           0027410         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         Transmission Jack, Truck 1-1/2 Ton         3/13/2007         \$1,159.84         \$0.00           0027452         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         Transmission Jack, Truck 1-1/2 Ton         3/13/2007         \$1,060.26         \$0.00           0027546         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         Optiplex 740 Desktop, Athlon 643500+(2.20GHz,512KB)         3/21/2007         \$1,155.97         \$0.00           0027962         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         Optiplex 745 Small Form factor         5/7/2007         \$3,784.45         \$0.00           0027962         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         Optiplex 745 Small Form factor	0027132	6/21/2012	SAN BERNARDINO VALLEY COLLEGE	• •	2/21/2007	\$1,159.84	\$0.00
0027141         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         SmallFormFactoryPentium         2/21/2007         \$1,159.84         \$0.00           0027169         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         SmallFormFactoryPentium         2/21/2007         \$1,159.84         \$0.00           0027187         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         Optiplex745         \$1,159.84         \$0.00           0027187         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         Optiplex745         \$1,159.84         \$0.00           0027410         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         Transmission Jack, Truck 1-1/2 Ton         3/13/2007         \$1,060.26         \$0.00           0027452         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         OptiPlex 740 Desktop,Athlon 643500+(2.20GHz,512KB)         3/21/2007         \$1,155.97         \$0.00           0027802         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         OptiPlex 740 Desktop,Athlon 643500+(2.20GHz,512KB)         3/21/2007         \$1,155.97         \$0.00           0027802         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         OptiPlex 740 Desktop,Athlon 643500+(2.20GHz,512KB)         3/21/2007         \$1,25.97         \$0.00           0027962         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         OptiPlex 745 Small Form	0027135	6/21/2012	SAN BERNARDINO VALLEY COLLEGE	• •	2/21/2007	\$1,159.84	\$0.00
0027161         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         SmallFormFactoryPentium         2/21/2007         \$1,159.84         \$0.00           0027169         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         SmallFormFactoryPentium         2/21/2007         \$1,159.84         \$0.00           0027187         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         SmallFormFactoryPentium         2/21/2007         \$1,159.84         \$0.00           0027410         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         Transmission Jack, Truck 1-1/2 Ton         3/13/2007         \$1,060.26         \$0.00           0027452         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         OptiPlex 740 Desktop,Athlon         \$3/21/2007         \$1,155.97         \$0.00           0027802         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         PowerEdge 840 Server         5/7/2007         \$3,784.45         \$0.00           0027962         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         Optiplex 745 Small Form factor         10/9/2007         \$1,248.82         \$0.00           0027965         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         FP Monitor, Ultrasharp         8/1/2007         \$1.00         \$0.00           0027976         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         FP Monitor, Ultrasharp<	0027141	6/21/2012	SAN BERNARDINO VALLEY COLLEGE	• •	2/21/2007	\$1,159.84	\$0.00
0027169         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         SmallFormFactoryPentium         2/21/2007         \$1,159.84         \$0.00           0027187         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         Transmission Jack, Truck 1-1/2 Ton         3/13/2007         \$1,060.26         \$0.00           0027452         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         OptiPlex 740 Desktop,Athlon 643500+(2.20GHz,512KB)         3/21/2007         \$1,155.97         \$0.00           0027546         6/21/2012         SAN BERNARDINO VALLEY COLLEGE PowerEdge 840 Server         5/7/2007         \$3,784.45         \$0.00           0027962         6/21/2012         SAN BERNARDINO VALLEY COLLEGE Optiplex 740         6/20/2007         \$1,027.04         \$0.00           0027965         6/21/2012         SAN BERNARDINO VALLEY COLLEGE Optiplex 745 Small Form factor         10/9/2007         \$1,248.82         \$0.00           0027968         6/21/2012         SAN BERNARDINO VALLEY COLLEGE FP Monitor, Ultrasharp         8/1/2007         \$1.00         \$0.00           0027970         6/21/2012         SAN BERNARDINO VALLEY COLLEGE FP Monitor, Ultrasharp         8/1/2007         \$1.00         \$0.00           0027975         6/21/2012         SAN BERNARDINO VALLEY COLLEGE FP Monitor, Ultrasharp         8/1/2007         \$1.00         \$0.00	0027161	6/21/2012	SAN BERNARDINO VALLEY COLLEGE	• •	2/21/2007	\$1,159.84	\$0.00
0027187         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         SmallFormFactoryPentium         2/21/2007         \$1,159.84         \$0.00           0027410         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         Transmission Jack, Truck 1-1/2 Ton         3/13/2007         \$1,060.26         \$0.00           0027452         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         OptiPlex 740 Desktop,Athlon 643500+(2.20GHz,512KB)         3/21/2007         \$1,155.97         \$0.00           0027546         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         PowerEdge AvO Server         5/7/2007         \$3,784.45         \$0.00           0027962         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         Optiplex 740         6/20/2007         \$1,027.04         \$0.00           0027965         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         Optiplex 745 Small Form factor         10/9/2007         \$1,00         \$0.00           0027976         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         FP Monitor, Ultrasharp         8/1/2007         \$1.00         \$0.00           0027971         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         FP Monitor, Ultrasharp         8/1/2007         \$1.00         \$0.00           0027975         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         FP Monitor, Ultrasharp	0027169	6/21/2012	SAN BERNARDINO VALLEY COLLEGE	• •	2/21/2007	\$1,159.84	\$0.00
0027452         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         OptiPlex 740 Desktop,Athlon 643500+(2.20GHz,512KB)         3/21/2007         \$1,155.97         \$0.00           0027546         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         PowerEdge 840 Server         5/7/2007         \$3,784.45         \$0.00           0027802         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         Optiplex 740         6/20/2007         \$1,027.04         \$0.00           0027962         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         Optiplex 745 Small Form factor         10/9/2007         \$1,027.04         \$0.00           0027965         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         FP Monitor, Ultrasharp         8/1/2007         \$1.00         \$0.00           0027968         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         FP Monitor, Ultrasharp         8/1/2007         \$1.00         \$0.00           0027970         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         FP Monitor, Ultrasharp         8/1/2007         \$1.00         \$0.00           0027971         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         FP Monitor, Ultrasharp         8/1/2007         \$1.00         \$0.00           0029982         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         FP Monitor, Ultrasharp         3	0027187	6/21/2012	SAN BERNARDINO VALLEY COLLEGE	• •	2/21/2007	\$1,159.84	\$0.00
0027452         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         643500+(2.20GHz,512KB)         3/21/2007         \$1,155.97         \$0.00           0027546         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         PowerEdge 840 Server         5/7/2007         \$3,784.45         \$0.00           0027802         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         Optiplex 740         6/20/2007         \$1,027.04         \$0.00           0027962         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         Optiplex 745 Small Form factor         10/9/2007         \$1,248.82         \$0.00           0027965         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         FP Monitor, Ultrasharp         8/1/2007         \$1.00         \$0.00           0027968         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         FP Monitor, Ultrasharp         8/1/2007         \$1.00         \$0.00           0027970         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         FP Monitor, Ultrasharp         8/1/2007         \$1.00         \$0.00           0027971         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         FP Monitor, Ultrasharp         8/1/2007         \$1.00         \$0.00           0029982         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         FP Monitor, Ultrasharp         3/4/2008         \$1.	0027410	6/21/2012	SAN BERNARDINO VALLEY COLLEGE	Transmission Jack, Truck 1-1/2 Ton	3/13/2007	\$1,060.26	\$0.00
0027802         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         Optiplex 740         6/20/2007         \$1,027.04         \$0.00           0027962         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         Optiplex 745 Small Form factor         10/9/2007         \$1,248.82         \$0.00           0027965         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         FP Monitor, Ultrasharp         8/1/2007         \$1.00         \$0.00           0027968         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         FP Monitor, Ultrasharp         8/1/2007         \$1.00         \$0.00           0027970         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         FP Monitor, Ultrasharp         8/1/2007         \$1.00         \$0.00           0027975         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         FP Monitor, Ultrasharp         8/1/2007         \$1.00         \$0.00           0029082         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         FP Monitor, Ultrasharp         3/4/2008         \$1.00         \$0.00           0029567         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         Dell 1708FP display         6/1/2008         \$1.00         \$0.00           0029695         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         PC, desktop         4/16/2009         \$824.00 <t< td=""><td>0027452</td><td>6/21/2012</td><td>SAN BERNARDINO VALLEY COLLEGE</td><td>• • • • • • • • • • • • • • • • • • • •</td><td>3/21/2007</td><td>\$1,155.97</td><td>\$0.00</td></t<>	0027452	6/21/2012	SAN BERNARDINO VALLEY COLLEGE	• • • • • • • • • • • • • • • • • • • •	3/21/2007	\$1,155.97	\$0.00
0027962         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         Optiplex 745 Small Form factor         10/9/2007         \$1,248.82         \$0.00           0027965         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         FP Monitor, Ultrasharp         8/1/2007         \$1.00         \$0.00           0027968         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         FP Monitor, Ultrasharp         8/1/2007         \$1.00         \$0.00           0027970         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         FP Monitor, Ultrasharp         8/1/2007         \$1.00         \$0.00           0027971         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         FP Monitor, Ultrasharp         8/1/2007         \$1.00         \$0.00           0027975         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         FP Monitor, Ultrasharp         8/1/2007         \$1.00         \$0.00           0029082         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         FP Monitor, Ultrasharp         3/4/2008         \$1.00         \$0.00           0029567         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         Dell 1708FP display         6/1/2008         \$1.00         \$0.00           0029695         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         Optiplex 755 Small Form Factory         6/23/2008 <t< td=""><td>0027546</td><td>6/21/2012</td><td>SAN BERNARDINO VALLEY COLLEGE</td><td>PowerEdge 840 Server</td><td>5/7/2007</td><td>\$3,784.45</td><td>\$0.00</td></t<>	0027546	6/21/2012	SAN BERNARDINO VALLEY COLLEGE	PowerEdge 840 Server	5/7/2007	\$3,784.45	\$0.00
0027965         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         FP Monitor, Ultrasharp         8/1/2007         \$1.00         \$0.00           0027968         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         FP Monitor, Ultrasharp         8/1/2007         \$1.00         \$0.00           0027970         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         FP Monitor, Ultrasharp         8/1/2007         \$1.00         \$0.00           0027971         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         FP Monitor, Ultrasharp         8/1/2007         \$1.00         \$0.00           0027975         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         FP Monitor, Ultrasharp         8/1/2007         \$1.00         \$0.00           0029082         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         FP Monitor, Ultrasharp         3/4/2008         \$1.00         \$0.00           0029567         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         Dell 1708FP display         6/1/2008         \$1.00         \$0.00           0029695         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         Optiplex 755 Small Form Factory Core2         6/23/2008         \$1,174.00         \$0.00           0029946         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         PC, desktop         4/16/2009         \$824.00 <td>0027802</td> <td>6/21/2012</td> <td>SAN BERNARDINO VALLEY COLLEGE</td> <td>Optiplex 740</td> <td>6/20/2007</td> <td>\$1,027.04</td> <td>\$0.00</td>	0027802	6/21/2012	SAN BERNARDINO VALLEY COLLEGE	Optiplex 740	6/20/2007	\$1,027.04	\$0.00
0027968         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         FP Monitor, Ultrasharp         8/1/2007         \$1.00         \$0.00           0027970         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         FP Monitor, Ultrasharp         8/1/2007         \$1.00         \$0.00           0027971         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         FP Monitor, Ultrasharp         8/1/2007         \$1.00         \$0.00           0027975         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         FP Monitor, Ultrasharp         8/1/2007         \$1.00         \$0.00           0029082         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         FP Monitor, Ultrasharp         3/4/2008         \$1.00         \$0.00           0029567         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         Dell 1708FP display         6/1/2008         \$1.00         \$0.00           0029695         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         Optiplex 755 Small Form Factory Core2         6/23/2008         \$1,174.00         \$0.00           0029946         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         PC, desktop         4/16/2009         \$824.00         \$0.00	0027962	6/21/2012	SAN BERNARDINO VALLEY COLLEGE	Optiplex 745 Small Form factor	10/9/2007	\$1,248.82	\$0.00
0027970         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         FP Monitor, Ultrasharp         8/1/2007         \$1.00         \$0.00           0027971         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         FP Monitor, Ultrasharp         8/1/2007         \$1.00         \$0.00           0027975         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         FP Monitor, Ultrasharp         8/1/2007         \$1.00         \$0.00           0029082         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         FP Monitor, Ultrasharp         3/4/2008         \$1.00         \$0.00           0029567         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         Dell 1708FP display         6/1/2008         \$1.00         \$0.00           0029695         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         Optiplex 755 Small Form Factory Core2         6/23/2008         \$1,174.00         \$0.00           0029946         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         PC, desktop         4/16/2009         \$824.00         \$0.00	0027965	6/21/2012	SAN BERNARDINO VALLEY COLLEGE	FP Monitor, Ultrasharp	8/1/2007	\$1.00	\$0.00
0027971         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         FP Monitor, Ultrasharp         8/1/2007         \$1.00         \$0.00           0027975         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         FP Monitor, Ultrasharp         8/1/2007         \$1.00         \$0.00           0029082         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         FP Monitor, Ultrasharp         3/4/2008         \$1.00         \$0.00           0029567         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         Dell 1708FP display         6/1/2008         \$1.00         \$0.00           0029695         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         Optiplex 755 Small Form Factory Core2         6/23/2008         \$1,174.00         \$0.00           0029946         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         PC, desktop         4/16/2009         \$824.00         \$0.00	0027968	6/21/2012	SAN BERNARDINO VALLEY COLLEGE	FP Monitor, Ultrasharp	8/1/2007	\$1.00	\$0.00
0027975         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         FP Monitor, Ultrasharp         8/1/2007         \$1.00         \$0.00           0029082         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         FP Monitor, Ultrasharp         3/4/2008         \$1.00         \$0.00           0029567         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         Dell 1708FP display         6/1/2008         \$1.00         \$0.00           0029695         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         Optiplex 755 Small Form Factory Core2         6/23/2008         \$1,174.00         \$0.00           0029946         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         PC, desktop         4/16/2009         \$824.00         \$0.00	0027970	6/21/2012	SAN BERNARDINO VALLEY COLLEGE	FP Monitor, Ultrasharp	8/1/2007	\$1.00	\$0.00
0029082         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         FP Monitor, Ultrasharp         3/4/2008         \$1.00         \$0.00           0029567         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         Dell 1708FP display         6/1/2008         \$1.00         \$0.00           0029695         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         Optiplex 755 Small Form Factory Core2         6/23/2008         \$1,174.00         \$0.00           0029946         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         PC, desktop         4/16/2009         \$824.00         \$0.00	0027971	6/21/2012	SAN BERNARDINO VALLEY COLLEGE	FP Monitor, Ultrasharp	8/1/2007	\$1.00	\$0.00
0029567         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         Dell 1708FP display         6/1/2008         \$1.00         \$0.00           0029695         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         Optiplex 755 Small Form Factory Core2         6/23/2008         \$1,174.00         \$0.00           0029946         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         PC, desktop         4/16/2009         \$824.00         \$0.00	0027975	6/21/2012	SAN BERNARDINO VALLEY COLLEGE	FP Monitor, Ultrasharp	8/1/2007	\$1.00	\$0.00
0029695         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         Optiplex 755 Small Form Factory Core2         6/23/2008         \$1,174.00         \$0.00           0029946         6/21/2012         SAN BERNARDINO VALLEY COLLEGE         PC, desktop         4/16/2009         \$824.00         \$0.00	0029082	6/21/2012	SAN BERNARDINO VALLEY COLLEGE	FP Monitor, Ultrasharp	3/4/2008	\$1.00	\$0.00
0029695 6/21/2012 SAN BERNARDINO VALLEY COLLEGE Core2 6/23/2008 \$1,174.00 \$0.00 Core2 0029946 6/21/2012 SAN BERNARDINO VALLEY COLLEGE PC, desktop 4/16/2009 \$824.00 \$0.00	0029567	6/21/2012	SAN BERNARDINO VALLEY COLLEGE	Dell 1708FP display	6/1/2008	\$1.00	\$0.00
	0029695	6/21/2012	SAN BERNARDINO VALLEY COLLEGE	• •	6/23/2008	\$1,174.00	\$0.00
Totals: <b>\$442,917.84 \$3,332.31</b>	0029946	6/21/2012	SAN BERNARDINO VALLEY COLLEGE	PC, desktop	4/16/2009	\$824.00	\$0.00
					Totals:	\$442,917.84	\$3,332.31

Fixed Asset Surplus.xlsx bgamboa Page 11 of 11

1.	Audio visual equipment cart, various	. 7	ea.
2.	Braille machine, Juliet		ea.
3.	Cabinet with 2 burners		ea.
4.	Cabinet with 2 sinks		ea.
5.	Chair, various		ea.
6.	CPU, various		ea.
7.	DVD recorder, Phillips		ea.
	Exhaust hood		ea.
9.	Fax machine, Brother	1	ea.
	File cabinet, various	7	ea.
11.	Flood light	2	ea.
12.	Floppy disk drive, various	47	ea.
13.	Fryer, fry master	1	ea.
14.	Graft board	1	ea.
15.	Grill, Wolf	1	ea.
16.	Keyboard, various	15	ea.
17.	Maps, classroom	3	ea.
18.	Monitor, various	207	ea.
19.	Office system piece, various	15	ea.
20.	Oven, Blodgett	1	ea.
21.	Power control unit, various	2	ea.
22.	Power strip, various	32	ea.
23.	Printer, HP	2	ea.
24.	Projector, various	2	ea.
25.	Remote receiver	1	ea.
26.	Scanner, various	2	ea.
27.	Speakers, various	31	ea.
28.	Stander block down converter	2	ea.
29.	Switch, various	3	ea.
30.	Symphonic	1	ea.
	Table		ea.
	Television, various		ea.
	Tripod,		ea.
	Typewriter, IBM		ea.
	Utility fan, Trane		ea.
	VCR, JVC		ea.
37.	White board, portable	1	ea.

END

#### SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

**TO:** Board of Trustees

FROM: Bruce Baron, Chancellor

**REVIEWED BY:** Charlie Ng, Vice Chancellor, Fiscal Services

**PREPARED BY:** Crispina Ongoco, Director, Fiscal Services

**DATE:** July 12, 2012

**SUBJECT:** Consideration of Approval of District Bank Accounts

#### RECOMMENDATION

It is recommended that the Board of Trustees approve the district's existing bank accounts.

#### **OVERVIEW**

According to the California Budget and Accounting Manual, it is the intent of the California Board of Governors and the Chancellor's Office to encourage sound fiscal management practices among community college districts to facilitate the most efficient and effective use of funds under district control. To that end, the district may, for the purpose of expediting business transactions in accordance with sound business practices, establish separate bank accounts for functions or revenue-producing activities or operations not directly associated with, but complementary to, the regular instructional and non-instructional functions of the district and colleges.

All such authorized separate bank accounts are to be annually presented to the governing board for its review and confirmation of continuing need.

#### **ANALYSIS**

The list of bank accounts currently held by the district is attached.

#### **BOARD IMPERATIVE**

III. Resource Management for Efficiency, Effectiveness, and Excellence

#### FINANCIAL IMPLICATIONS

There are no financial implications connected with the approval of this item.



# **Bank Accounts** Fiscal Year 2012-13

Account	Туре	Location	Number	<b>Authorized Signers</b>
SBCCD (01, 21, 41, 42, 68, 69, 72, 73, 74, 76, 78, 84)	Checking	SB County Treasurer	272	Gary Thomas and Larry Walker
SBCCD (01) Cash Clearing	Checking	Citizens Business Bank 1555 E. Highland Ave. San Bernardino CA 92404 909-381-5561	238-103827	Bruce Baron, Charlie Ng, Crispina R. Ongoco, or Steve Sutorus
SBCCD (88) Revolving Cash Fund	Checking	Citizens Business Bank 1555 E. Highland Ave. San Bernardino CA 92404 909-381-5561	238-116228	Charlie Ng, Crispina R. Ongoco, or Steve Sutorus
SBCCD (40) Financial Aid	Checking	Citizens Business Bank 1555 E. Highland Ave. San Bernardino CA 92404 909-381-5561	238-115655	Bruce Baron, Charlie Ng, Crispina R. Ongoco, or Steve Sutorus
SBCCD (40) NDSL – SBCCD	Checking	Citizens Business Bank 1555 E. Highland Ave. San Bernardino CA 92404 909-381-5561	238-125855	Bruce Baron, Charlie Ng, Crispina R. Ongoco, or Steve Sutorus
SBCCD (40) Perkins (Mailbox)	Checking	US Bank P. O. Box 1800 St. Paul MN 55101-0800	0 007 5484 8828	Charlie Ng, Crispina R. Ongoco, or Steve Sutorus
SBCCD (60) Emergency Loan	Checking	Community Bank 200 E. Citrus Ave. Redlands CA 92373 909-307-8100	21 215000	Charlie Ng, Crispina R. Ongoco, or Steve Sutorus
SBVC & CHC Student Rep Fee	Checking	Inland Valley Bank 2 Venture Plaza, Suite 120 Irvine CA 92618 949-766-3000	826001521	Charlie Ng, Crispina R. Ongoco, or Steve Sutorus

1 July 3, 2012



# **Bank Accounts** Fiscal Year 2012-13

Account	Туре	Location	Number	<b>Authorized Signers</b>
SBCCD (60) Scholarship/Loan	Money Market	Inland Valley Bank 2 Venture Plaza, Suite 120 Irvine CA 92618 949-766-3000	816001481	Charlie Ng, Crispina R. Ongoco, or Steve Sutorus
SBCCD (60) Scholarship/Loan	Checking	Community Bank 200 E. Citrus Ave. Redlands CA 92373 909-307-8100	21-825646	Charlie Ng, Crispina R. Ongoco, or Steve Sutorus
State Funds (40) EOPS/CARE Cal Grants	Checking	Citizens Business Bank 1555 E. Highland Ave. San Bernardino CA 92404 909-381-5561	238-125863	Charlie Ng, Crispina R. Ongoco, or Steve Sutorus
SBCCD (04) Bookstore	Checking	Bank of America 395 N. La Cadena Dr. Colton CA 92324 909-383-6561	09943-06287	Charlie Ng, Crispina R. Ongoco, or Steve Sutorus
SBCCD Bookstore	CD	Inland Valley Bank 2 Venture Plaza, Suite 120 Irvine CA 92618 949-766-3000	829000078	Charlie Ng, Crispina R. Ongoco, or Steve Sutorus
SBCCD (03) Cafeteria	Checking	Bank of America 395 N. La Cadena Dr. Colton CA 92324 909-383-6561	09942/71400	Charlie Ng, Crispina R. Ongoco, or Steve Sutorus
CHC (26, 27) Associated Students/ Club Trusts	Checking	Bank of America 35120 W. Yucaipa Blvd. Yucaipa CA 92399 909-795-3166	09363-02384	Charlie Ng, Crispina R. Ongoco, or Steve Sutorus
SBVC (22) Associated Students	Checking	Wells Fargo Bank 334 W. 3 <sup>rd</sup> St. San Bernardino CA 92401 909-384-4805	0623-100211	Charlie Ng, Crispina R. Ongoco, or Steve Sutorus

2 July 3, 2012



# **Bank Accounts** Fiscal Year 2012-13

Account	Туре	Location	Number	<b>Authorized Signers</b>
SBVC (22) Associated Students	Money Market	Inland Valley Bank 2 Venture Plaza, Suite 120 Irvine CA 92618 949-766-3000	826000739	Charlie Ng, Crispina R. Ongoco, or Steve Sutorus
SBVC (23) Club Trusts	Checking	Wells Fargo Bank 334 W. 3 <sup>rd</sup> St. San Bernardino CA 92401 909-384-4805	0623-100617	Charlie Ng, Crispina R. Ongoco, or Steve Sutorus
Workers Comp Keenan & Associates	Checking	Union Bank Harbor Gateway Commercial Banking 335 P. O. Box 513840 Los Angeles CA 90051-3840	250600-2853	Contracted Out
Property & Liability Keenan & Associates	Checking	Bank of America 1655 Grant Street Building A, 10 <sup>th</sup> Floor Concord CA 94520-2445	1459222425	Contracted Out

3 July 3, 2012

#### SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

**TO:** Board of Trustees

FROM: Bruce Baron

Chancellor

**REVIEWED BY:** Dr. Jack Miyamoto

**Human Resources Consultant** 

**PREPARED BY:** Dr. Jack Miyamoto

**Human Resources Consultant** 

**DATE:** July 12, 2012

**SUBJECT:** Consideration of Acceptance of Classified Retirement

#### **RECOMMENDATION**

It is recommended that the Board of Trustees accept the retirement of Sue Breazile, Secretary II, Fire Technology, CHC.

#### **OVERVIEW**

Ms. Breazile has submitted her letter of intent to retire effective July 3, 2012, after 29 years of service to the District. Her last day worked will be July 2, 2012.

#### **ANALYSIS**

The Human Resources Department has provided Ms. Breazile acceptance of her retirement.

#### **BOARD IMPERATIVE**

None.

### **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:** July 12, 2012

**SUBJECT:** Consideration of Approval of Interim Management Appointments

#### RECOMMENDATION

It is recommended that the Board of Trustees approve the appointment of Guillermo Parra, Interim Maintenance & Operations Coordinator, SBVC, Carolyn Lindsey, Interim Director of Student Life, SBVC, Scott Stark, Interim Vice President, Administrative Services, SBVC, Pierre Galvez, Interim Chief of Police, Rebeccah Warren-Marlatt, Interim Executive Vice President, CHC, Richard Hogrefe, Interim Executive Dean of Instruction, CHC, and Shalita Tillman, Interim Occupational Advancement Department Manager, SBVC,

#### **OVERVIEW**

The management employees on the following list are being recommended for interim appointment.

#### **ANALYSIS**

Due to resignations and or vacancies in the management staff, it is necessary to appoint replacements on an interim basis.

#### **BOARD IMPERATIVE**

III. Resource Management for Efficiency, Effectiveness and Excellence

#### **FINANCIAL IMPLICATIONS**

Included in the 2012-2013 budget.

**Guillermo Parra,** Interim Maintenance & Operations Coordinator, SBVC, full-time, 12-month position, Management Salary Schedule, Range 12, Step A, \$5943 per month, effective July 13, 2012 through December 31, 2012. Replacement for Fernando Martinez.

**Carolyn Lindsey,** Interim Director of Student Life, SBVC, full-time, 12-month position, Management Salary Schedule, Range 15, Step E, \$8,362 per month, effective July 13, 2012 through December 31, 2012. Replacement for Fernando Poveda.

**Scott Stark,** Interim Vice President, Administrative Services, SBVC, full-time, 12-month position, Management Salary Schedule, Range 23, Step A, \$10,164 per month, effective July 13, 2012 through December 31, 2012. Replacement for James Hansen.

**Pierre Galvez,** Interim Chief of Police, District, full-time, 12-month position, Management Salary Schedule, Range 19, Step A, \$8,362 per month, effective July 13, 2012 through December 31, 2012. Replacement for Patrick McCurry.

**Rebeccah Warren-Marlatt,** Interim Executive Vice President, CHC, full-time, 12-month position, Management Salary Schedule, Range 24, Step D, \$12,354 per month, effective July 13, 2012 through December 31, 2012. Replacement for Cheryl Marshall.

**Richard Hogrefe,** Interim Executive Dean of Instruction, CHC, full-time, 12-month position, Management Salary Schedule, Range 20, Step D, \$10,164 per month, effective July 13, 2012 through December 31, 2012. Replacement for Rebeccah Warren-Marlatt.

**Shalita Tillman,** Interim Occupational Advancement Department Manager, SBVC, full-time, 12-month position, Management Salary Schedule, Range 11, Step A, \$5,660 per month, effective July 13 2012 through December 31, 2012. New position.

#### SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron

Chancellor

**REVIEWED BY:** Dr. Jack Miyamoto

**Human Resources Consultant** 

PREPARED BY: Charlie Ng

Vice Chancellor, Fiscal Services

**DATE:** July 12, 2012

SUBJECT: Consideration to Accept District Wide Reorganization Plan for

First Reading

#### RECOMMENDATION

It is recommended that the Board of Trustees approve the reorganization plan for San Bernardino Valley College, Crafton Hills College and the District Office.

#### **OVERVIEW**

This reorganization plan is designed to accomplish several goals. (1) To provide savings by consolidation of functions and streamlining the organization. (2) To provide job descriptions that are properly matched to actual duties and move employees into the appropriate position within the guidelines of Title V.

#### **ANALYSIS**

The District-Wide reorganization plan addresses administrative needs and represents the best approach to providing services while saving funds to deal with the ongoing budgetary constraints facing the District. This plan also provides for the correct position classification to match staff work.

#### **BOARD IMPERATIVE**

III. Resource Management for Efficiency, Effectiveness and Excellence.

#### **FINANCIAL IMPLICATIONS**

Included in the 2012-2013 budget.

## **Crafton Hills College**

Interim Positions	Changes and Rationale	Salary Cost/(Savings)	Salary Cost (Salary Savings)
*Interim Executive Vice President	Interim oversight of both Instruction and Student Services and will serve as Accreditation Liaison Officer.	Temporary reduction of one VP's salary – Savings of (\$149,000) Increase in EVP salary – Cost of approximately \$7,000	(\$142,000)
*Interim Executive Dean of Instruction	In addition to division responsibilities, provides interim administrative oversight and leadership for curriculum, schedule and catalog development, and development of alternative course and program offerings.	Temporary increase of approximately \$5,800	\$5,800

<sup>\*</sup>This organization is on an interim basis pending the results of the CHC President recruitment; further decisions will be made upon a successful recruitment

Permanent Positions	Changes and Rationale	Salary Cost/(Savings)	Salary Cost (Salary Savings)
Dean of Research, Planning and Institutional Effectiveness	Recognize expanded responsibilities including support for accreditation (evidence gathering, integrated planning and continuous assessment).  Dean would provide leadership to key committees.	Increase of approximately \$5,300	\$5,300
Director of Grants and Resource Development	Combines Grants and Resource Development into one area with oversight by one manager.  Provides leadership in the identification of external opportunities and matches to district and college goals and priorities.  Serves as liaison with community members, elected officials, and grant officers.	Reduction of one manager – Savings of (\$100,300) Increase in salary – Cost of approximately \$9,300 .5 of salary is covered under grant funds during 2012-2013 (additional savings of \$45,500) and .25 during 2013-2014 Creates opportunities for	(\$91,000)

revenue generation

# **Crafton Hills College**

Position	Changes and Rationale	Cost/(Savings)	Cost (Savings)
Assistant Director of Grants and Resource Development	Generates external support for the college including fundraising, alumni relations, and donations	Cost of approximately \$71,000 Creates opportunities for revenue generation	\$71,000
Director of Facilities	Fills the vacant Facility Director position by combining the role of the Director with the Maintenance and Grounds Supervisor; thus, increasing the manager's span of authority to support and provide management oversight for Custodial—assisting in improved management for the custodial day shift and custodial supervisor.  Improves CHC participation in construction coordination and works directly with District Bond Project Manager	Reduction of one manager (Maint and Grounds Supervisor) – Salary Savings of (\$71,000).	(\$71,000)
Community Education/Aquatics Director	Develops community fee-based programs/classes to generate revenue and build community partnerships. Provides support and direction to manage the pool facility for campus programs as well as for the community.  Coordinates use and maintenance of the pool facility and the pool attendants; develops the master calendar for the pool use.	Increase of approximately \$61,500 Creates opportunities for revenue generation	\$61,500
		CHC Savings:	(\$160,400)

### **District Services**

Position	Changes and Rationale	Cost/(Savings)	Net Cost/ (Savings)
Accounting Manager	Reclassify Senior Supervising Accountant (Accounting). Assume responsibility for all accounting staff and a portion of the duties for the Director of Fiscal Services. This provides the accounting manager the authority to review and approve the work of the staff, sign checks, and release payment batches.	Increase in salary – \$5,000	\$4,000
Payroll Supervisor	Reclassify Senior Supervising Accountant (Payroll). Remove accounts payable staff responsibilities and allow the Payroll Supervisor to focus all of her available time and resources on payroll staff and duties.	No change in salary or benefits	
Lieutenant, Police	<u>Abolish position</u> . The duties of the Police Lieutenant will be assumed by the Chief of Police.	Abolish Police Lieutenant – (\$115,000)	(\$115,000)
Officer, Police	Reclassify position to Emergency Preparedness Coordinator. The duties of the police officer will be assumed by other police officers in the department. The position will be used to fund a Emergency Management Coordinator	Increase in salary – \$20,000	\$20,000
President, KVCR	Downgrade the KVCR President position to KVCR General Manager. The duties of the KVCR President will be assumed by the General Manager. Eliminate Station Manager with duties assumed by the General Manager.	Reduction of KVCR President – (\$212,000); interim reclassification of Station Manager to General Manager \$6,000	(\$198,000)

### **District Services**

Position	Changes and Rationale	Cost/(Savings)	Net Cost/ (Savings)
Associate Vice-Chancellor, Technology and Educational Support Services	Reclassify Executive Director of Technology and Support Services. Assume responsibility for all information technology functions including all applications and technical infrastructure.	Increase in salary	\$7,500
Director of Marketing, District/CHC	Abolish position. The duties of the Director of Marketing/Public Information Officer will be assumed by contracting with a professional expert, part-time.	Abolish Director of Marketing – (\$56,500); increase cost for professional expert \$40,000	(\$16,500)
		District Savings	(\$298,000)

# San Bernardino Valley College

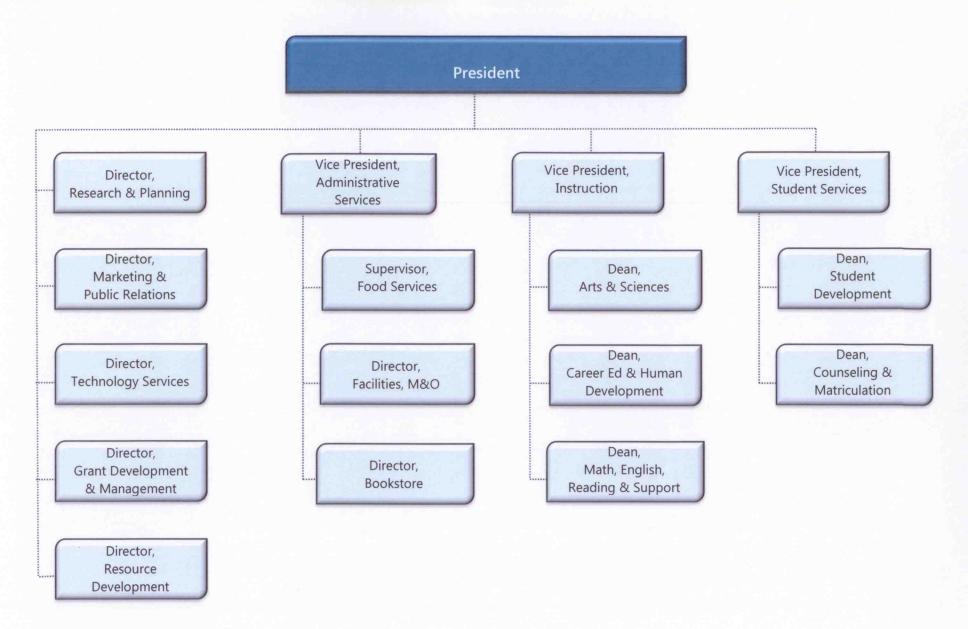
Permanent Positions	Changes and Rationale	Salary Cost/(Savings)	Salary Cost (Salary Savings)
Dean, Student Success	Abolish position. The duties of the Dean of Student Success will be assumed by Dean, Counseling and Matriculation and CalWorks/ Workability III, and Occupational Advancement Department Manager.	Salary savings for Dean (\$122,000) Increase in salary of \$10,000	(\$112,000)
Maintenance & Grounds Supervisor	Position to remain vacant pending review and permanent appointment of M&O) Coordinator	Net Savings of \$67,920	(\$67,920)
Maintenance & Operations Coordinator	Vacant M&O Coordinator to be filled on interim basis by Maintenance & Grounds Supervisor	Net savings of \$7,308 due to differing pay scales based on experience	(\$7,308)
Dean of Research, Planning and Institutional Effectiveness	Expand responsibilities of existing Director of Institutional Research position to include support for accreditation such as evidence gathering, integrated planning and continuous assessment Dean would provide leadership to key committees	Increase of approximately \$5,300	\$5,300
Foundation Secretary II	Moved Foundation Accountant and Administrative Secretary to 80% Grants Office and 80% Research Office respectively and established full-time assistance for Foundation.	Increase of total costs of approximately \$42,000	\$42,000
Director of Police Academies	Interim position to assume a part of the duties of the Dean, Criminal Justice.	Increase of total costs of \$21,672	\$21,672

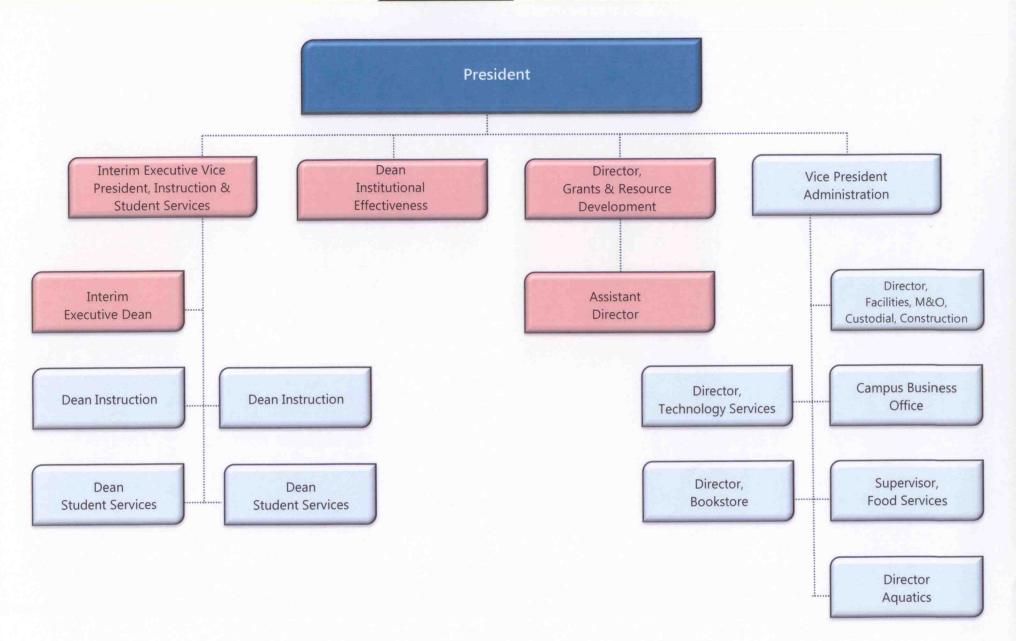
# July 3, 2012 PROPOSED REORGANIZATION

Occupational Advancement Department Manager	New job description taking some duties of abolished Dean of Student Success	Increase of total costs of \$69,014	\$69,014
	Eliminated position to be replaced by Occupational Advancement Department Manager	Savings of \$63,909	(\$63,909)
Middle College High School	Professional Expert to assume part of the duties of the Dean, Criminal Justice.	Increase of total costs of \$15,400	\$15,400
Dean of Administration of Justice	The duties of the Dean of Administration of Justice will be assumed by Dean, Social and Behavioral Sciences, and Physical Education and Director of Police Academies.	Salary savings for Dean (\$128,000)	(\$122,000)
		SBVC Savings	(\$219,751)
		Total District-wide Savings	(\$678,151)



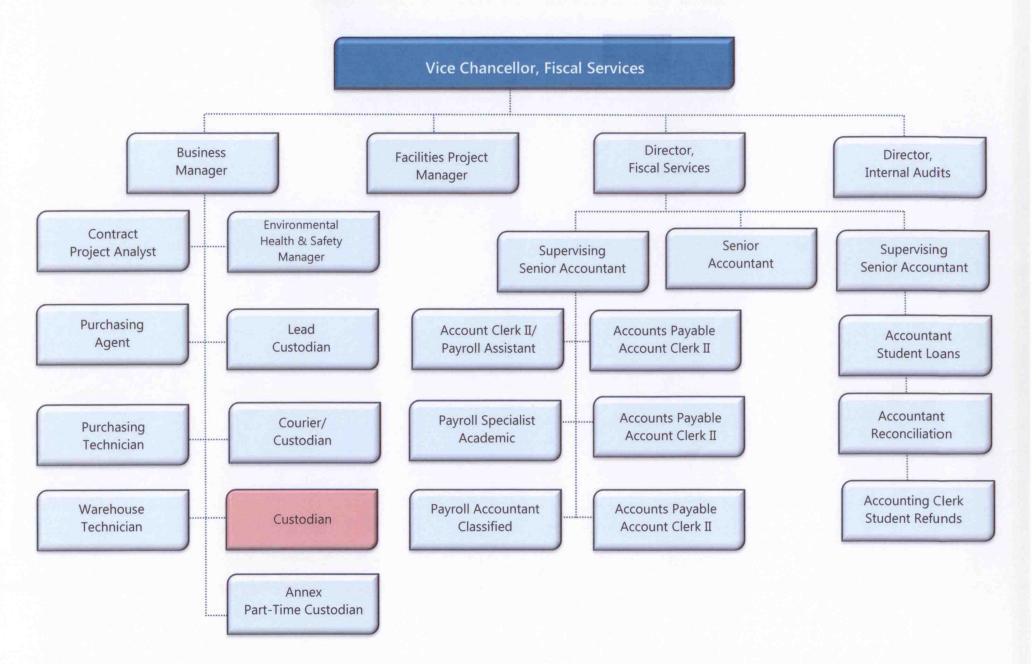
# **Existing**





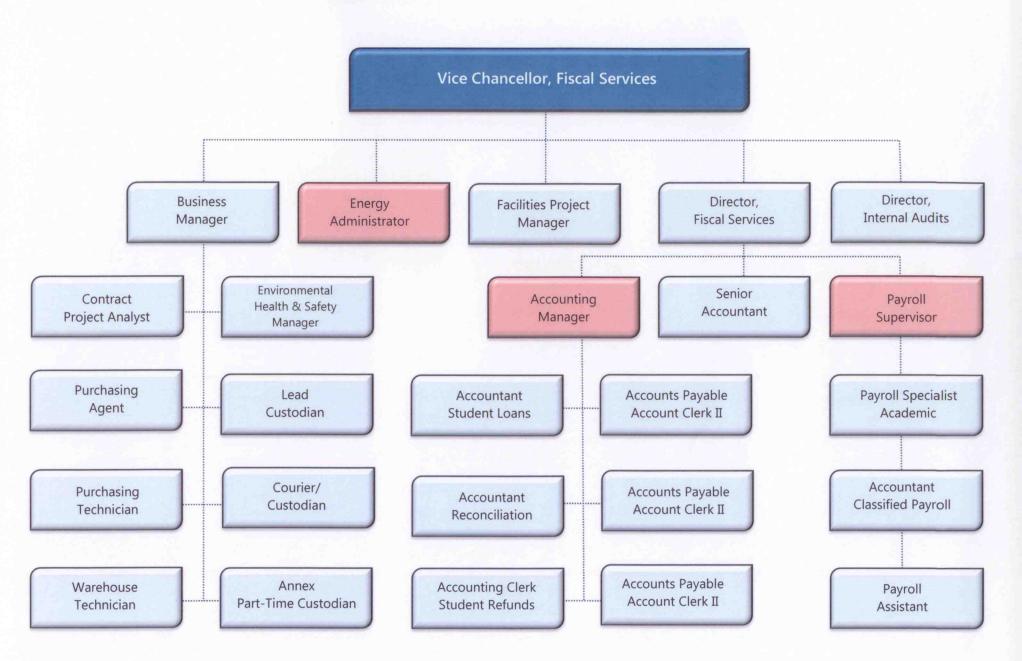


## Fiscal Services - Existing



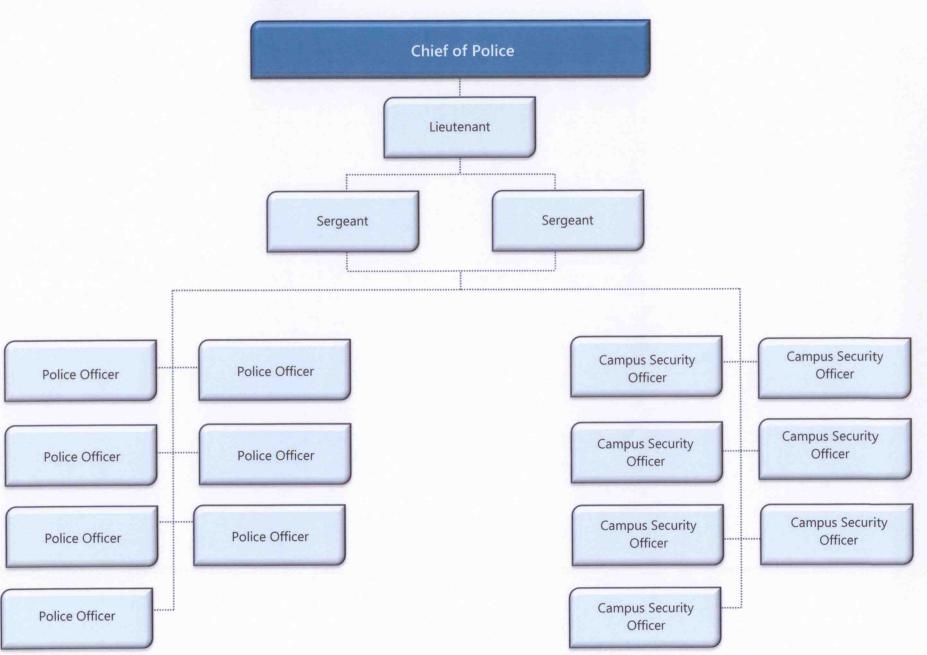


# Fiscal Services - Proposed



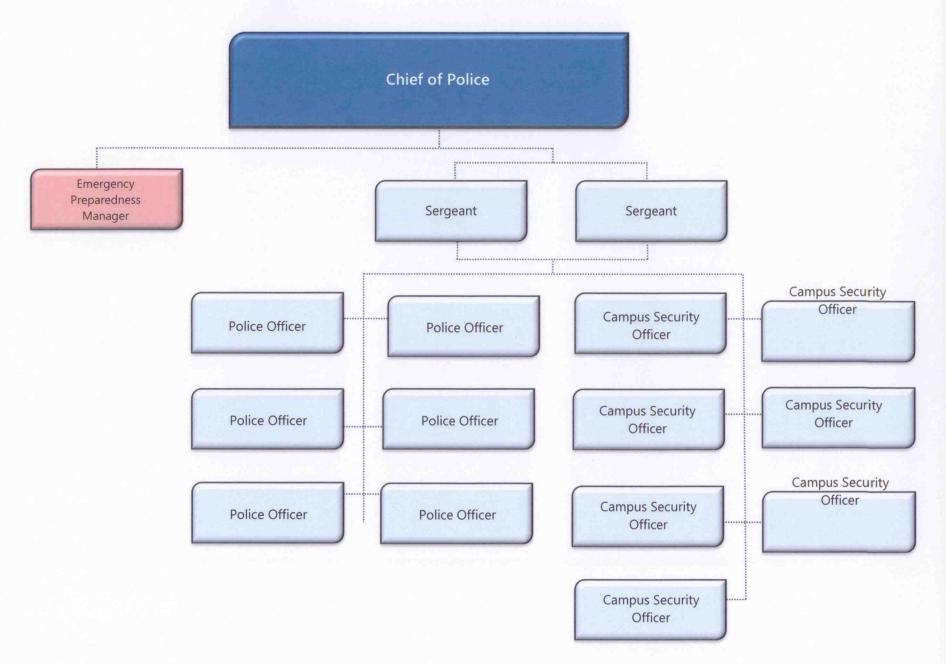


# Police Department - Existing

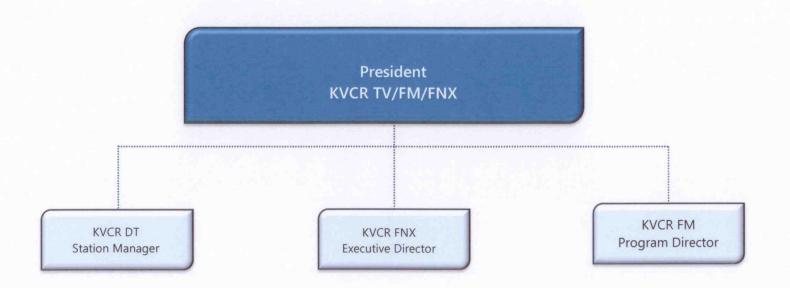




# Police Department - Proposed

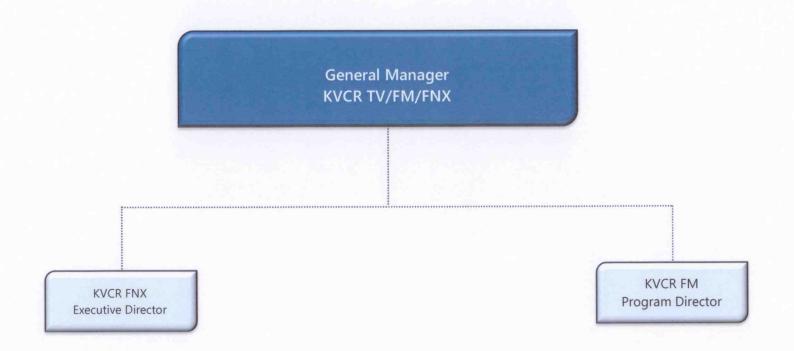








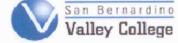
# **Proposed**



Multimedia Specialist Steve Race

Multimedia Specialist

Jonathan Flaa

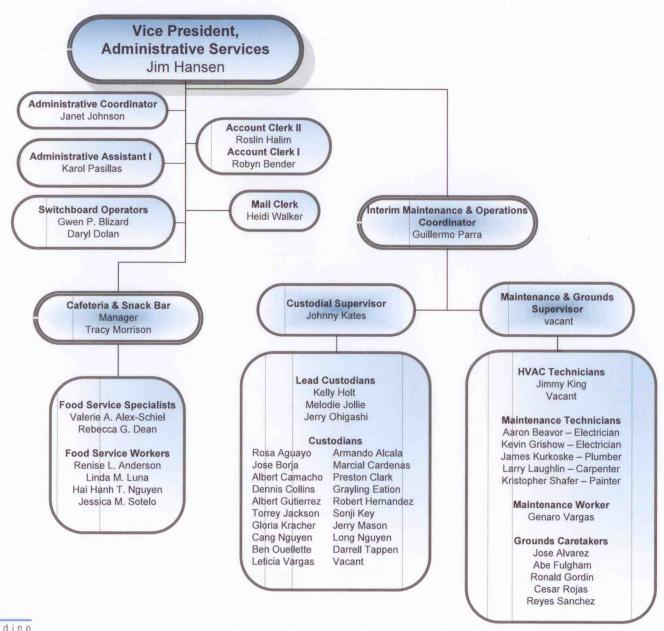


Romero Ongoco

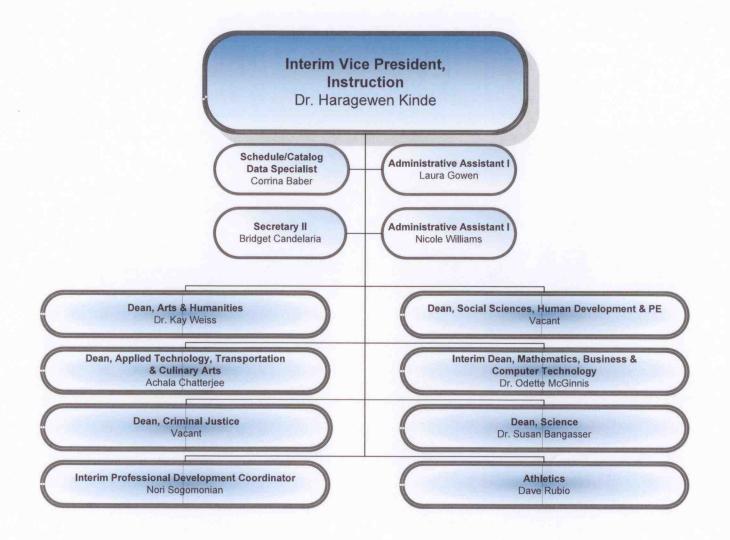
Bookstore Customer Service Assistants

Noel Arciero

Carol Wingson









### Interim Vice President. Instruction Dr. Haragewen Kinde

Dean, Arts & **Humanities** Dr. Kay Weiss

> Administrative Secretary Linda Tymchek

Dr. Horace Alexander

Dean, Criminal Justice Vacant

> Administrative Secretary Vacant

Dean, Science Dr. Susan Bangasser

Secretary I Mary Gutierrez Administrative Secretaries Rose Garcia Judy Velazquez

Secretary I Angela Grotke Administrative Secretary Karen Deck

**Faculty Chairs** 

Mandi Batalo Paula Ferri-Milligan Leticia Hector Diane Hunter Dr. Jose Recinos Matie Scully

Faculty

Diana Alblinger Carolyn Allen-Roper Lydia Barajas-Zapata Yon Che Jay Danley Dr. Sheela Free Magdalena Jacobo Joel Lamore Yvette Lee William McKie

Secretary I

**Emily McNichols** 

Kimberly Anderson-Jefferson Sharon Chapman Mary Copeland Dr. Diane Dusick Dr. Helen Garcia **Edward Jones** Dirkson Lee Susan Mattson Dolores Moreno Dr. Edward Perez Joseph Notarangelo David Rosales Michael Slusser Dr. Nori Sogomonian James Stewart Julie Tilton

**Laboratory Technician** Rance Freeman

**Assessment Technician** Caleab Losee

**Theater Technicians** Ryan Bethke Michael Gonzales

Interim Professional **Development Coordinator** Nori Sogomonian

**Faculty Chairs** 

Dr. Susan Bangasser **David Bastedo** Vanessa Engstrom Dr. Todd Heibel Dennis Jackson Dr. Michael Lysak Tamara Maurizi Dr. John Stanskas

**Nursing Director** Priscilla Taylor

Faculty

Maricia Alfano-Wyatt Dr. Amy Avelar Glenn Drewes Rochelle Fender Mark Ikeda Marianne Klinstrand Dr. Sheri Lilliard **Marion Meines** Violeta Obra Roger Sadler Yolanda Simental Michael Torrez

Algie Au Lorrie Burnham Natalia Dunn June Hill Judy Jorgensen Dr. Laura Leedahl Gail Mack Joan Murillo Neomi Sabio Geoffrey Schroder Michele Spahn Alicia Tuvida Christie Winter

Lab Technicians

Aurora Casas Jessica Joneson Diana Pinson Nancy Zapien

Tatiana Vasquez

Patricia Jenkins Sarah Miller Cassandra Thomas

**Planetarium Specialist** Chris Clarke

**Faculty Chairs** 

Dean, Social Sciences, Human

Development & Physical Education

Vacant

Kathy Adams John Banola Patrick Buckley Colleen Calderon Dr. Walter Chatfield Dr. Jack Jackson Denise Knight Dr. Edward Millican Romana Pires James Robinson Dr. Sandra Moore

Faculty

Kellie Barnett Dawn Adler Kenneth Blumenthal Quincy Brewer Dr. Jeffrey Demsky Susan Crebbin Dr. James Dulgeroff Kevin Emerson Ed Gomez Kristin Hauge Pat Meech Dr. Leonard Lopez

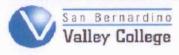
Melinda Moneymaker Michael Powell Tricia Rossman

**Physical Education** Secretary I/Eligibility Clerk Josephine Save

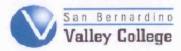
PE/Athletics Equipment Specialists

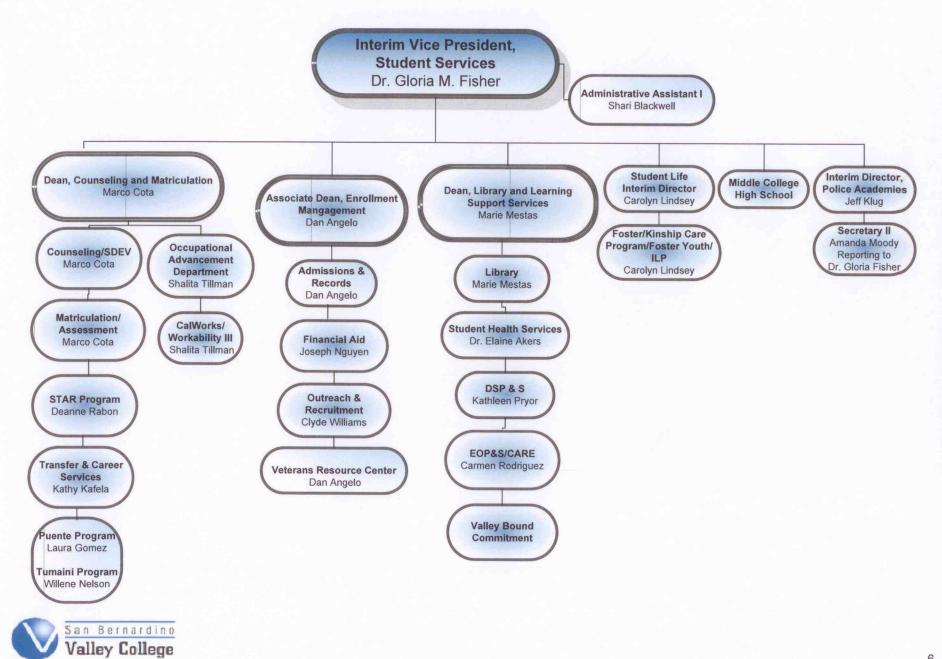
Jacqueline Moore Mark Wall

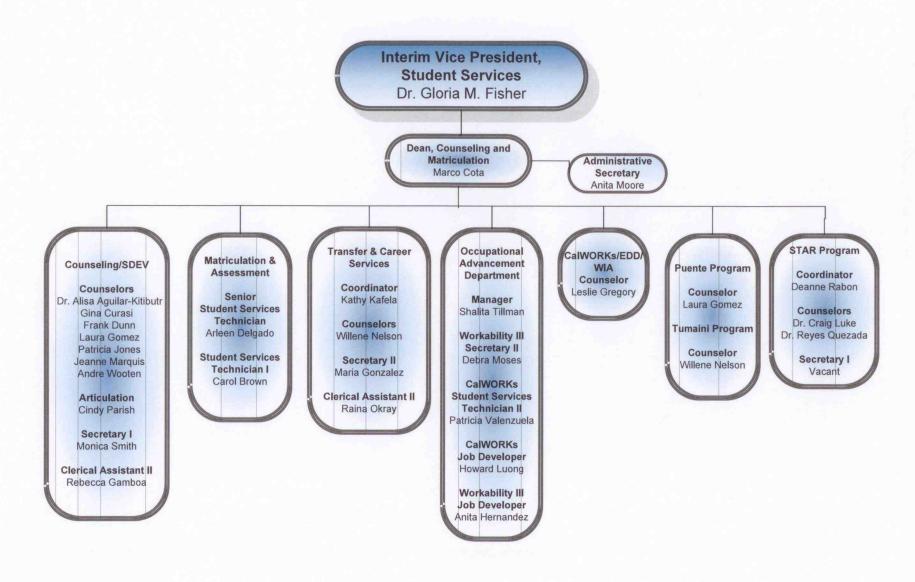
**Sports Information Specialist** Brian Sylva



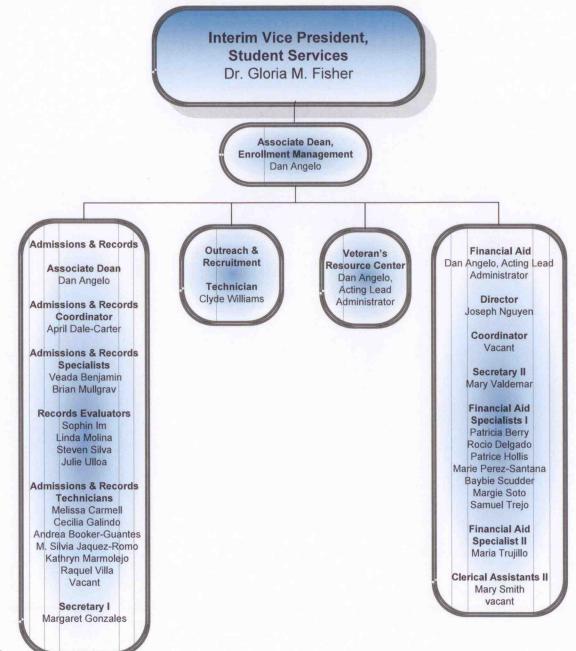
#### Interim Vice President, Instruction Dr. Haragewen Kinde Dean, Applied Interim Dean, Mathematics, **Athletics** Technology, Transportation & **Business & Computer** Dean, Social Sciences, Human Director **Culinary Arts Development & Physical Education** Technology Dave Rubio Achala Chatterjee Odette McGinnis Vacant Administrative Administrative Secretary Secretary I Secretary Coaches Cecile Smith Melissa Heredia Vivian Marquez Ken Blumenthal Secretary II Quincy Brewer Nan Meechubot **Child Development Center** Sue Crebbin Director Kevin Emerson Mark Merjil Kristin Hauge **Faculty Chairs** Pat Meech Michael Assumma **Faculty Chair** Secretary II Mike Powell Student Success Roger Powell Richard Jaramillo Bonnie Rodriguez-Cruz Tricia Rossman Center Dr. Teri Strong Kevin Kammer **Project Director** Chef Stacy Meyer Senior Teacher **Athletic Trainer** Dr. Stephanie Faculty Edward J. Szumski Mike Sola Sandy Karge Briggs Maha Al-Husseini Dr. Vicente Alvarez Dr. Victoria Anemelu Yvonne Beebe Faculty **Child Development** PE/Athletics/ Counselor Lori Blecka Janet Courts Jesse Galaviz **Teachers Equipment Specialist** Daniele Ramsey Kristin Dillard Michael Durrett **Guy Hinrichs** Jacquiline Moore Rosa Maria Beck **Audrey Davis** Ann Gibbons Jeremiah Gilbert Daniel Hook Sophia Gillyard Erica Hrdlicka Mark Wall **Tutorial** Dr. Abeir Israeil Mona Jackson Manuel Loera Blanca Perez Dora Penn Coordinator Moustafa Kanawati Chongui Keith Lee Mark Williams Rosario Pulido Diane Roque Rose King Michael Mayne Dr. Reginald Metu **Donald Wilson** Karen Taylor Frances Torres David Smith Dr. Zodock Reid Nancy Vasquez Secretary I Lycretia Ting Mary Lou Vasquez Lab Assistant Natalie Minucci James Young **Child Development Assistants** Margaret Cox Doris Bolds **Tool Room Supervisor** Yolanda Holman Raquel Garcia Gary Holman Melissa Huckaby Meghan Kuhi Rena Lopez Norma Luna-Joanis **Tool Room Specialists** Gloria Pinon Jessica Rodriguez Jerry Donnelly Nancy Salas Rosa Treacy Moses ValenzuelaGonzalez Brian Warner Sophia Williams **CTE Transition Nutrition Specialist** Achala Chatterjee Lisa Archuletta **Perkins Food Service Workers** Achala Chatterjee Richard Garcia Maria Sanchez



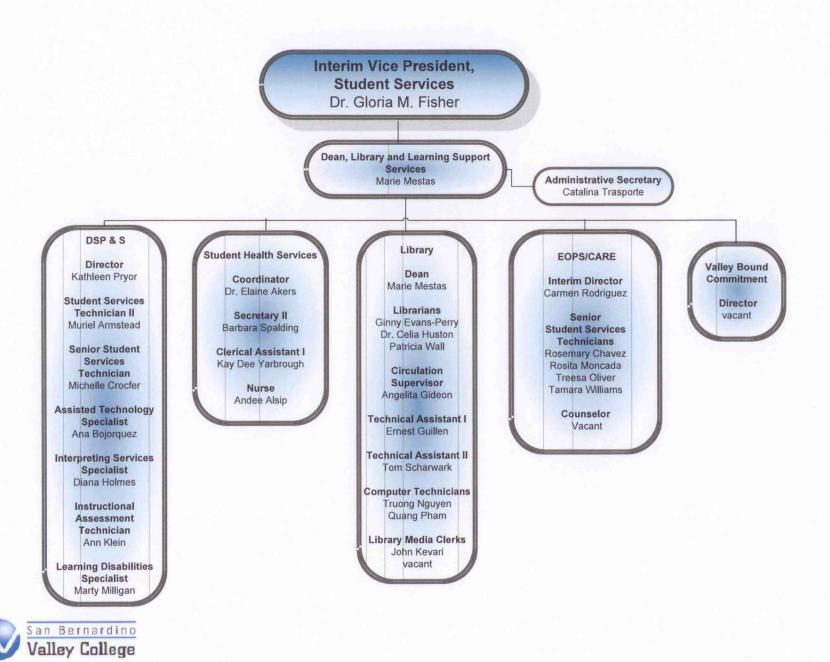


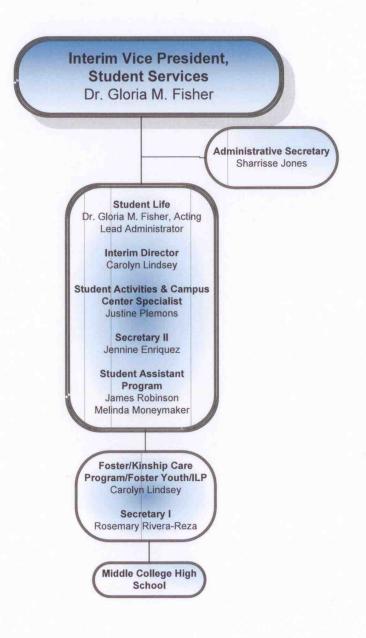


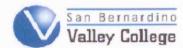












#### **EMERGENCY PREPAREDNESS MANAGER**

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

#### **SUMMARY DESCRIPTION**

Under the direction of the Chief of Police, the Emergency Preparedness Manager oversees, coordinates, develops, implements, promotes, evaluates and manages the District's disaster, emergency preparedness and response program and activities. This position works closely with the District's Environmental Health & Safety Administrator and Campus/District Safety Officers. The Emergency Preparedness Manager provides leadership, expertise and professional consultation to the District in all phases of emergency management, which includes mitigation, preparedness, response and recovery.

#### REPRESENTATIVE DUTIES

The following duties are typical for this classification.

- Develops, implements, promotes, evaluates and manages the District's emergency preparedness and response program and activities to comply with federal, state, and local regulations.
- 2. Develops, coordinates, facilitates and conducts all disaster, emergency preparedness and response related trainings and workshops/seminars for staff, faculty and students.
- 3. Develops educational, technical and promotional materials, posters, brochures, newsletters etc. to create and increase the District's emergency preparedness awareness.
- 4. Advises management on technical and administrative matters related to disaster, emergency preparedness and response management programs.
- 5. Conduct assessments of all disaster equipment and supplies; and implement a system to maintain adequate inventory of equipment and supplies.
- 6. Recommend resource allocations and prepare budget proposals for funding, staffing, and supplies.
- 7. Identifies availability of state and federal funds; research, prepare and write grant proposals and reports.
- 8. Coordinate all emergency planning efforts with medical, health, and public safety agencies throughout the city, county, state, and federal governments.
- Participates in the assignment of campus/District Office Community Emergency Response Training (CERT) teams and building captains for each site; coordinate and facilitate training and exercises.
- 10. Responds to and assists in the management of events leading up to and including Emergency Operations Center (EOC) activations, and when needed, serves as EOC Coordinator in an advisory capacity providing technical assistance and support for the Chancellor or designee during emergency and EOC operations.
- 11. Serves on the District's Safety Committee; participates as needed in campus Safety Committee meetings; and assists in safety planning and preparation.

- 12. Serves as the District's liaison with governmental and regulatory agencies; participates in county, regional and state disaster, emergency preparedness and responses.
- 13. Anticipates, prevents and resolves difficult and sensitive inquiries, conflicts and complaints.
- 14. Performs related duties as required.

#### **QUALIFICATIONS**

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

#### Knowledge of:

Operational characteristics, services, and activities of a disaster, emergency preparedness and response program, including Incident Command System (ICS), Statewide Emergency Management System (SEM), and National Incident Management System (NIMS).

Principles and practices of disaster and emergency management.

Methods, techniques and practices of emergency response master plans required for public safety.

Principles, procedures and practices relating to building and campus safety and security.

Principles and practices of program development and administration.

Principles and practices of budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Pertinent federal, state, and local laws, codes, and regulations relating to public safety, disaster, and emergency preparedness and response.

Reporting protocols and deadlines associated with the California Office of Emergency Services (OES) and Federal Emergency Management Agency (FEMA).

#### Ability to:

Oversee and participate in the management of a comprehensive public safety, disaster, and emergency preparedness and response program.

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

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

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

Gather and analyze data and situations and make appropriate decisions.

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

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

Interpret and apply California Education Code, Title 5, Occupation Safety and Health Administration (OSHA) federal, state, and local policies, laws, and regulations as it relates to the position.

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

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

Provide leadership based on ethics and principles as they relate to disaster, emergency preparedness and response functions and operations.

Communicate clearly and concisely, both orally and in writing.

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

#### **Education and Experience Guidelines**

#### Education/Training:

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

#### Required Experience:

Two (2) years of responsible disaster, emergency preparedness and/or response experience.

#### Certificate, License or Registration:

1. A valid California Driver's License and proof of a good driving record upon appointment.

#### **Preferred Experience:**

- 1. 2 (two) years experience working in a California community college.
- 2. Experience in developing emergency preparedness and/or multi-jurisdictional hazard mitigation plans.
- 3. Experience in writing and managing emergency preparedness grants.
- 4. Certified Emergency Manager (CEM) certification is desirable.

#### 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.

<u>Physical</u>: 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 up to 25 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

<u>Vision</u>: 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: July 12, 2012

Range: 10

#### **ACCOUNTING MANAGER**

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

#### SUMMARY DESCRIPTION

Under direction of the appropriate administrator, the Accounting Manager is responsible for all areas related to accounting and financial reporting including preparation and analysis of general ledger, bank reconciliations, financial reporting, year-end audit, commercial warrants and other check disbursements, collection of accounts receivable, and deposits of funds. The Accounting Manager is responsible for ensuring that work is properly allocated, completed in a timely and accurate manner, and adheres to established policies and procedures.

#### REPRESENTATIVE DUTIES

The following duties are typical for this classification.

Plans, prioritizes, assigns, supervises, reviews, analyzes, advises, and approves the work of staff responsible for performing complex and highly technical financial record keeping and accounting duties for a variety of district operations and services including the preparation and maintenance of general ledger, bank reconciliations, financial reporting, year-end audit, commercial warrants and other check disbursements, collection of accounts receivable, and deposits of funds.

- 1. Prepares reports for governmental jurisdiction including state and federal reports, retirement reports, use tax reports, Department of Education reports.
- 2. Reviews and implements changes in state and federal laws.
- 3. Establishes schedules and methods for providing technical accounting and financial record keeping services; identifies resource needs; reviews needs with appropriate management staff; allocates resources accordingly.
- 4. Ensure an accurate and timely reporting of all monthly, quarterly, and year-end close financial information.
- 5. Participates in the development of goals and objectives as well as policies and procedures to support campus fiscal and business operations; makes recommendations for changes and improvements to existing standards, policies, and procedures; participates in the implementation of approved policies and procedures; monitors work activities to ensure compliance with established policies and procedures.
- 6. Participates in the preparation and administration of the assigned budget; submits budget recommendations; monitors expenditures.
- 7. Participates in the selection of assigned staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.
- 8. Provides accounting information and assistance to administrators and staff, responds to financial questions/concerns to meet district needs, coordinates communications with other departments and a variety of outside governmental offices and agencies.
- 9. Performs department audits; checks and reviews a variety of records, accounts, and reports for accuracy; assists with calculations; inspects for proper transactions,

- encumbrances, and allocation of categorical funds related to campus accounting functions.
- 10. Coordinates annual audit with internal and external auditors; ensures audit is completed within District timelines.
- 11. Maintains records concerning operations and programs; prepares reports on operations and activities.
- 12. Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of accounting and financial record keeping; incorporates new developments as appropriate into programs.
- 13. Supports the appropriate administrator with special projects and workflow process improvements
- 14. Performs other related duties as assigned.

#### **QUALIFICATIONS**

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

#### Knowledge of:

Operations, services, and activities of a technical accounting and financial record keeping program.

Principles and practices of accounting as related to a community college district.

Application of electronic data processing to accounting practices and reporting requirements.

Principles of supervision, training, and performance evaluation.

Basic principles and practices of budget preparation and administration.

Principles and procedures of record keeping and internal control.

Principles of business letter writing and basic report preparation.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Generally Accepted Accounting Principles (GAAP), California Community Colleges Budget and Accounting Manual (BAM)

Pertinent federal, state, and local laws, codes, and regulations.

#### Ability to:

Supervise, organize, and review the work of assigned staff involved in performing complex and highly technical financial record keeping and accounting duties for various campus operations and services.

Analyze and solve problems

Understand financial reporting and general ledger structure

Recommend and implement goals, objectives, policies and procedures for providing technical accounting and financial record keeping services.

Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.

Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.

Prepare clear and concise reports.

Perform difficult and complex accounting work in the preparation, maintenance and review of all financial records, accounts and reports.

Plan, organize and participate in financial and statistical record-keeping activities.

Participate in the preparation and administration of assigned budgets.

Maintain and audit fiscal records and accounts within the accounting office.

Analyze and interpret computerized data reports related to accounting and financial record keeping.

Plan and organize work to meet changing priorities and deadlines.

Select, train, and evaluate staff.

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.

Communicate clearly and concisely, both orally and in writing.

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

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

#### Education/Training:

An Associate's degree with in accounting or business administration.

#### **Experience:**

Three years of responsible accounting and/or bookkeeping experience related to area of assignment including one year of administrative and/or lead supervisory experience.

#### 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.

<u>Physical</u>: 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 up to 25 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

<u>Vision</u>: 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: July 12, 2012

Range: 11

#### PAYROLL SUPERVISOR

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

#### **SUMMARY DESCRIPTION**

Under direction of the Director, Fiscal Services, supervises, assigns, reviews, and participates in the work of staff responsible for processing District-wide payroll including preparing, monitoring, reconciling, analyzing and maintaining fiscal records; ensures work quality and adherence to established policies and procedures; and performs the more technical and complex tasks relative to assigned area of responsibility.

#### REPRESENTATIVE DUTIES

The following duties are typical for this classification.

- 1. Plans, prioritizes, assigns, supervises, reviews, and participates in the work of staff responsible for processing District-wide payroll including check disbursements, preparing, monitoring, reconciling, analyzing and maintaining fiscal records.
- Audits academic and classified contracts and hourly payrolls; oversees the compilation, maintenance and updating of payroll documents and related records for accuracy.
- 3. Monitors and adjusts employee annual wage statements for overpayment, third-party sick pay and workers' compensation payments.
- Monitors compliance of legislative changes and District contract revisions; recommends
  procedural changes as necessary; designs and implements the use of payroll-related
  forms.
- 5. Prepares and submits various reports and statements for governmental jurisdiction, including retirement, health insurance, PERS and STRS, and Department of Education.
- Develops payroll services goals and objectives, establish schedules and methods for providing payroll processing services; identifies resource needs; reviews needs with appropriate management staff; allocates resources accordingly.
- 7. Maintains records concerning operations and programs; prepares reports on operations and activities.
- Participates in the development and implementation of policies and procedures; makes r
  recommendations for changes and improvements to existing standards, policies, and
  procedures; monitors work activities to ensure compliance with established policies and
  procedures.
- 9. Participates in the selection of assigned staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.
- 10. Participates in the preparation and administration of the payroll processing budget; submits budget recommendations; monitors expenditures.
- 11. Researches and responds to questions regarding payroll related issues; coordinates communications with other departments and a variety of outside governmental offices

- and agencies; prepares responses to court or arbitration-ordered payroll data.
- 12. Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of payroll related accounting operations; incorporates new developments as appropriate into programs.
- 13. Performs related duties as required.

#### QUALIFICATIONS

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

#### Knowledge of:

Operations, services, and activities of a community college district payroll processing program.

Principles and practices of accounting as related to a community college district.

Methods and techniques of payroll processing for classified and certificated employees.

Application of electronic data processing to accounting practices and reporting requirements.

Principles of supervision, training, and performance evaluation.

Basic principles and practices of budget preparation and administration.

Principles and procedures of record keeping.

Principles of business letter writing and basic report preparation.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Pertinent federal, state, and local laws, codes, and regulations.

#### Ability to:

Coordinate and direct District payroll processing operations.

Supervise, organize, and review the work of assigned staff involved in preparing and processing District payroll.

Select, train, and evaluate staff.

Recommend and implement goals, objectives, policies and procedures for providing payroll processing services.

Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.

Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.

Prepare clear and concise reports.

Participate in the preparation and administration of assigned budgets.

Audit, reconcile, verify, balance and adjust complex and detailed payroll accounts.

Analyze and interpret computerized data reports related to payroll and record keeping.

Assure compliance with applicable policies, procedures and governmental regulations.

Plan and organize work to meet changing priorities and deadlines.

Respond to questions and inquiries from employees and resolve payroll problems with tact and proficiency.

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.

Communicate clearly and concisely, both orally and in writing.

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

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

#### **Education/Training:**

Associate's Degree with a major in accounting or business administration.

#### **Experience:**

Four (4) years of increasingly responsible accounting and/or bookkeeping experience that includes preparation of a large payroll and one year of administrative and/or lead supervisory experience.

#### **Preferred Experience:**

Three (3) years experience working in a California community college.

#### 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.

<u>Physical</u>: 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 up to 25 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

<u>Vision</u>: 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: July 12, 2012

Range: 9

# ASSOCIATE VICE-CHANCELLOR TECHNOLOGY AND EDUCATIONAL SUPPORT SERVICES

#### **DEFINITION:**

Under the administrative direction of the Chancellor, the Associate Vice-Chancellor of Technology and Educational Support Services serves as the District's Chief Information Officer and is responsible for all information technology functions including all administrative applications and technical infrastructure (telecommunication services, networks, and security and emergency systems). Responsibilities include the planning, budgeting, acquisition, allocation of information technology services and educational support services throughout the District. The Associate Vice-Chancellor of Technology and Educational Support Services will provide broad vision and leadership and be responsible for the development and instructional integrity of distance education, instructional and administrative technology, printing services, and District-level grant projects.

#### **EXAMPLES OF DUTIES:**

- Interpret, refine, update, and implement the District Technology Strategic Plan in consultation with appropriate administrators, faculty, and staff;
- Develops and recommends short and long term plans, policies and procedures covering all areas of Information Technologies Services in the District;
- Develop, maintain, and support computing and communications services that balance centralized and decentralized approaches to meeting the technology needs of academic and administrative users;
- Advise the Chancellor and the Board on how technology supports and complements strategic decisions and the direction of the District to achieve its mission;
- Develop and implement strategies for disaster security and recovery for technology; interface plan with the District's Disaster Preparedness Plan;
- Work collaboratively with faculty, staff, and administrators to develop, maintain, and support computing and communications services to facilitate student access and success;
- Initiate partnerships and linkages to business and industry to enhance the acquisition, access, and efficient use of technology resources;
- Directs through subordinate directors, the District's telecommunications programs and other centralized computer services functions;
- Coordinates and provides strategic direction to the ongoing development rollout of a central administrative application (Datatel);
- Through subordinate managers, manages the central help desk for the District;

Board Approved: Revised:

- Oversees the state funded projects and grants, including the Alternate Text Production Center and EduStream;
- Maintains a comprehensive Catalog of Services for all services provides by the technical areas of the District including service level agreements;
- Develops and maintains technology related planning documents of the District, including the IT Communication Plan and Security Plan;
- Ensures effective project management methodologies are used in the selection, prioritization, and implementation of all technology related projects;
- Ensures the effective use of an IT participatory governance model for all aspects of planning that is related to the District Technology Strategic Plan and other IT related planning initiatives;
- Oversees the development and maintenance of District web-sites;
- Implements District and State policies regarding technology and educational services to ensure that the services offered are of the highest possible quality, meet the educational needs of the greatest number of students, and are provided at the most reasonable cost.
- Coordinates and provides direction liaison with educators, administrators, funding agencies, students, faculty, staff, administration, alumni, industry and the community to facilitate effective utilization of technology and educational services.
- Chairs and/or serves as a member of appropriate instructional committees working with SBVC and CHC including faculty senates in the development and administration of longrange strategic, fiscal and educational plans for technology and educational services.
- Represents the District in relationships and associations with other agencies and institutions
  regarding college-level technology and educational services including evaluation and
  development of proposals for the effective use of technologies to further the mission and
  goals of the District and its campuses with its community partners.
- Performs other related duties as assigned.

## **MINIMUM QUALIFICATIONS**:

#### **Education and Experience**

- Possession of a Master's Degree from an accredited institution of higher education in education, instructional technology, or a related area.
- Four years of experience in administration of post-secondary education at least at a level equivalent to a large department;
- Four years of experience in full time teaching at the post-secondary level;

Board Approved:

Revised:

• Demonstrated sensitivity to and understanding of the diverse academic, socio-economic, cultural, disability, and ethnic backgrounds of community college students.

#### **DESIRABLE QUALIFICATIONS**

Experience in the development and monitoring of budgets Experience in developing funding sources and/or partnerships

#### Knowledge

Knowledge of current technologies utilized in distributed education, current and emerging distributed education modalities, California Community College philosophy and mission, management and supervision principles, budgetary management.

#### **Abilities**

Ability to communicate effectively both orally and in writing, work collaboratively with faculty, staff, and administrators; supervise and direct staff, manage the budget effectively, work with students, faculty, and staff from diverse academic, cultural, ethnic, and socioeconomic backgrounds.



Board Approved: Revised:

# SAN BERNARDINO COMMUNITY COLLEGE DISTRICT DIRECTOR, FACILITIES, OPERATIONS, & MAINTENANCE

#### **DEFINITION**

Under the direction of the Vice President, Administrative Services, the Director, Facilities, Operations, & Maintenance is responsible for planning, coordinating, and directing the maintenance and operations activities of the college, including responsibility for the physical condition of the buildings, grounds, and equipment, and participates in the design, review, and integration of construction projects. Maintains compliance with District policies and local, state, and federal laws and regulations.

#### **EXAMPLES OF DUTIES**

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

Provides administrative direction to personnel engaged in the maintenance and repair of buildings and equipment, the care and cleaning of buildings and grounds.

Evaluates the performance of assigned staff, participates in the employee selection process, and recommends necessary personnel actions.

Approves requisitions for materials and labor related to maintenance and operation activities, assigns workers, and is responsible for immediate emergency repairs.

Prepares sketches for proposed minor alterations and improvements or maintenance work, requests preparation of plans, and secures copies of available plans from appropriate District offices.

Prepares requests for contracts, including scope of work for maintenance work by contract.

Assists with the application of state and federal construction grants.

Coordinates, prepares, and monitors budgets for maintenance, grounds, and custodial departments.

Inspects, reviews, and approves all work orders for facilities contract work and recommends approval of payments to contractors, including final acceptance upon satisfactory completion of the contract work.

Coordinates construction to minimize disruptions with campus operations in cooperation with District, architect, and engineering consultants, inspectors, and necessary state and local agencies.

Confers with administrators and other officials, and advises them as to the practicability and approximate cost of all types of maintenance and capital outlay work.

Prepare and manage the campus deferred maintenance program, space inventory program, energy conservation projects, and 5-year construction plan.

Maintains environmental, health, and safety compliance for the campus in accordance with District policies, local, state, and federal laws and regulations including OSHA, EPA, and DTSC.

Directs the hazardous materials removal and other related programs at the campus level.

Represents the campus at meetings involving construction, maintenance and operations activities.

Board Approved: 1/18/2007

Estimates maintenance, grounds, custodial and other operational costs for the college facilities.

Directs and coordinates the inspection of facilities and grounds for fire, safety, and health hazards on the campus plant.

Participates in professional organizations, maintains an understanding of current ideas, research, and practices pertaining to the areas of responsibility for this position.

Participates in local, regional, and State activities to promote the San Bernardino Valley College District and community college movement.

Performs related duties as assigned.

## MINIMUM QUALIFICATIONS

Education and experience equivalent to a Bachelor's Degree in business or public administration, architecture, engineering, construction management or a field closely related to facilities management and three (3) years of full time paid experience in supervising the operations and/or maintenance of large commercial or public building complexes or in designing or planning the construction of commercial or public buildings, including maintenance of construction budgets.

Evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

#### DESIRABLE QUALIFICATIONS

Supervisory experience over a variety of craft or construction workers.

Familiarity with the California Community College and Department of State architecture process.

#### SPECIAL REQUIREMENT

A valid Class "C" California driver's license and ability to provide own transportation between sites.

#### **KNOWLEDGE AND ABILITIES**

#### Knowledge of:

Principles, practices, and procedures pertaining to construction, maintenance, repair, and operation of buildings and grounds

Principles of management, budgeting, and supervision

Principles of construction management and project management

Preventative maintenance methods and procedures

Painting methods, materials, and techniques

Heating, ventilating, air conditioning, electrical, and plumbing systems

Fire, safety, and health regulations

Record and reporting systems

Capabilities of computer applications, systems, and hardware in facilities management

Knowledge of local, state, and federal building codes, regulations, and laws pertaining to construction, environment and energy conservation.

#### Ability to:

Coordinate and administer a complex and diverse maintenance and operations program for a college Effectively direct the work of others through subordinates

Coordinate and supervise the work of crafts workers, technicians, and other skilled, semi-skilled, and unskilled workers

Board Approved: 1/18/2007

Analyze problems and determine effective solutions

Evaluate, advise, and assist employees with job-related deficiencies

Act quickly in emergencies

Establish and maintain effective relationships with administrators and staff throughout the District, officials of public and private organizations and the general public

Collect and analyze data and present effective oral and written reports

Analyze and interpret technical manuals

Act independently and promptly to situations and events

Learn all applicable state and local codes and regulations

Learn general and specific computer applications

#### **WORKING CONDITIONS**

Indoor and outdoor environment. Incumbent is subject to occasional hazards encountered at construction sites and maintenance shops. Position may require sitting or standing for long periods of time, walking short distances on a regular basis, travel between sites, use of hands and fingers to operate facility and grounds equipment and tools, reach with hands and arms, stoop or kneel, speak clearly to answer telephones and provide information; see to read fine print and operate computer; hear and understand voices over the telephone and in person; lift, carry and/or move objects weighing up to 35 lbs.

Board Approved: 1/18/2007

#### DEAN OF RESEARCH, PLANNING & INSTITUTION EFFECTIVENESS

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

#### **SUMMARY DESCRIPTION:**

Under the general direction of the College President, the Dean of Research, Planning & Institutional Effectiveness, is responsible of organizing and directing operations and activities involved in the review, analysis, interpretation, and reporting of a variety of data and information used in assessing institutional effectiveness, assisting with college planning, accreditation, decision-making, program reviews, student learning outcomes, and determining implications of college practices, policies, measures and procedures. This position also provides information and direction which will assist the college in understanding and improving student outcomes, success and ultimately recommending methods of continuous improvement and institutional effectiveness.

#### REPRESENTATIVE DUTIES:

The following duties are typical for this classification.

- 1. Directs the institutional research program and the reporting of information about the college.
- 2. Selects, adapts, and applies appropriate quantitative and qualitative research design and statistical tools and techniques to all areas of study.
- 3. Develops and generates statistical data and reports.
- 4. Provides leadership in major planning efforts; ensures alignment of college planning initiatives to maximize the benefits that can be achieved with available resources; facilitates identification of priorities; and coordinates the research and analysis of planning alternatives.
- 5. Coordinates and provides conceptual leadership in the assessment of educational institutional effectiveness and outcomes for the College.
- 6. Directs the development and implementation of effectiveness and outcome measures and techniques.
- 7. Assists in analyzing educational research to identify implications for college program planning.
- 8. Plans, organizes and conducts meetings related to educational and college-wide planning, institutional effectiveness and outcomes.
- 9. Coordinates the development and implementation of a comprehensive and sustained planning program; provides planning assistance to college staff; oversees special studies, projects and analyses related to program evaluation, master planning activities and outcome measures.
- 10. Facilitates the development of goals, objectives, and action plans for the college on an institutional program level; and supports college-wide planning including aspects of staffing, facilities, technology and educational and support programs.

- 11. Facilitates the implementation of improvement initiatives by providing evidence and training on how to use evidence.
- 12. Acts as a facilitator with groups assigned with the responsibility for developing processes related to the accomplishment and measurement of institutional effectiveness goals and outcomes using continuous quality improvement techniques.
- 13. Provides administrative direction and leadership to the Program Review Committee and the accreditation process for the college; including college-wide leadership to committees and groups charged with accomplishing a variety of goals and/or tasks.
- 14. Conducts training on and facilitates Institutional Effectiveness Processes.
- 15. Works directly with faculty on classroom research.
- 16. Serves as a technical research consultant to the college administration, faculty and staff.
- 17. Provides supervision and administrative direction for all academic and classified staff reporting to the administrative offices including the Office of Institutional Research.
- 18. Monitors budget and authorizes budget expenditures.
- 19. Maintains accessibility and strong lines of communication with administrators, faculty, and staff.
- 20. Performs other duties as assigned.

#### **OUALIFICATIONS:**

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

#### Knowledge of

Principles, practices, and theories of higher education; and the philosophy, objectives, and functions of California community college instructional programs.

Appropriate sections of the Education Code and Title 5; federal, state, and county regulations as they relate to community college programs.

Principles and practices in budget development and management; program planning and evaluation.

Applicable state reporting systems and procedures.

Principles and practices of program development and administration.

Principles of supervision, training, and performance management.

Conducting student outcomes assessment.

#### Ability to

Plan, organize, and coordinate multiple activities; design, create, and implement use of resources.

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.

Prioritize and execute a wide range of projects simultaneously.

Work independently, assume responsibility, and take initiative in carrying out assignments.

Communicate effectively both orally and in writing.

Establish and maintain cooperative relationships between the College, community, and key individuals, and with all persons contacted in the course of work.

#### **Education/Training**

#### **Required Education and Experience:**

- 1. A Master's degree from an accredited institution or equivalent.
- 2. One year of formal training, internship or leadership experience reasonably related to the administrative assignment.
- 3. Experience that indicates a sensitivity to, and an understanding of, the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and personnel, including those with physical and/or learning disabilities.

#### **Desired Experience:**

1. Three (3) years of increasingly responsible experience, at least one year which demonstrates administrative responsibilities as a department head or division dean.

#### 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/classroom 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.

<u>Vision</u>: 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: May 17, 2012

Range: 19

#### **AQUATICS DIRECTOR**

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

#### SUMMARY DESCRIPTION

Under the general direction of the Vice President of Administrative Services, the Aquatics Director is responsible for the daily operation, planning, organization, and administration of the Crafton Hills College Aquatics Center.

#### REPRESENTATIVE DUTIES

The following duties are typical for this classification.

- 1. Plans, directs, supervises and assumes primary responsibility for the safe and efficient conduct of all events in the Aquatics Center.
- 2. Develop, implement, and market aquatic programming, which may include: swimming lessons, competitions, private lessons, arthritis aquatics, water fitness, lifeguard classes, special events, and the summer activity.
- 3. Manage and maintain required training for Aquatics Center staff.
- 4. Supervises aquatic staff including pool attendants, lifeguards, seasonal employees, maintenance staff and volunteers.
- 5. Plans and organizes workloads and staff assignments.
- 6. Selects, trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.
- 7. Directs the patrolling of the pool and the enforcement of safety rules and regulations.
- 8. Develop, maintain, revise, and enforce pool policies and procedures.
- 9. Provides leadership and direction in the development of short and long range plans. Gathers, interprets, and prepares data for studies, reports and recommendations.
- 10. Assures that assigned areas of responsibility are performed within budget, and performs cost control activities.
- 11. Monitors revenues and expenditures in assigned area to assure sound fiscal control and prepares annual budget requests.
- 12. Assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- 13. Researches, plans and implements fee structures for aquatic facilities.
- 14. Plans, develops and implements aquatic programs and coordinates staff in the implementation of the programs.
- 15. Prepares for publication a variety of brochures, calendars, letters, posters, news releases, flyers, and related communications promoting aquatic programs and facilities.

# SAN BERNARDINO COMMUNITY COLLEGE DISTRICT Aquatics Director (Continued)

- 16. Reviews existing aquatic programs and revises or changes programs as needed.
- 17. Approves the scheduling of all aquatic activities in accordance with the District Civic Center Policy through the Facilities Use office.
- 18. Responds to public inquiries about aquatics programs made by telephone, correspondence, or during public meetings.
- 19. Promotes interest and provides information regarding aquatics programs to District and campus administration and management, community organizations, community service groups, other departments, and the general public.
- 20. Assures the facility is in compliance with local, state, and federal regulations.
- 21. Collect and provide statistical data related to aquatics and facilities.
- 22. Develop and implement the master pool schedule with campus departments and community users of the aquatics facilities.
- 23. Oversee daily physical operation of the pool, including pool chemistry, maintenance, pool cleaning and chemical purchases.
- 24. Maintain regular communication with Maintenance and Operations regarding mechanical issues and cleaning of the facility.
- 25. Spend time on pool deck as necessary (i.e. fill in for pool attendants, during large events, etc.).
- 26. Develop, maintain, and improve aquatics portion of the CHC website in collaboration with web development staff.
- 27. Oversee the scheduling of lifeguards, aquatic staff, and facility supervisors as necessary.
- 28. Work cooperatively with college departmental user groups, clubs, local municipalities, and community organizations to logistically schedule the pool facility.
- 29. Inform appropriate parties of rental groups, special events, etc. Coordinate such activities as required.
- 30. Works closely with the Crafton Hills College Foundation to plan, organize and conduct a variety of special events and fundraising efforts on behalf of the campus.
- 31. Performs a variety of miscellaneous duties such as answering phone, typing correspondence, running errands, picking up supplies needed for activities, helping set up for classes, events, etc.
- 32. Supports the mission, vision, and goals of the campus, participating in professional development activities, campus governance by serving on college committees, and participating in and attending all department and division meetings in accordance with college policies.
- 33. Performs other related duties as assigned.
- 34. Anticipates, prevents and resolves difficult and sensitive inquiries, conflicts and complaints.
- 35. Performs related duties as required.

Aquatics Director (Continued)

#### **QUALIFICATIONS**

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

#### Knowledge of:

Operational characteristics, services, and activities of an aquatics program.

Pool equipment, mechanical equipment, and chemical treatment systems.

Principles and practices of program development and administration.

Principles and practices of budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Pertinent federal, state, and local laws, codes, and regulations related to health and safety.

#### Ability to:

Oversee and participate in the management of a comprehensive aquatics program.

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

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

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

Gather and analyze data and situations and make appropriate decisions.

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

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

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

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 the assigned functions and operations.

Communicate clearly and concisely, both orally and in writing.

Respond immediately to critical incidents and physical ability to act swiftly in an emergency situation.

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

## **Education and Experience Guidelines**

#### Education/Training:

A Bachelor's degree in recreation, physical education, sports administration or related field from an accredited college or university.

#### Required Experience:

Two (2) years of aquatics work experience and two (2) years of administrative and supervisory responsibility in an aquatics facility.

#### **License or Certification:**

- Current lifeguard certification.
- Current lifeguard instructor or water safety instructor or swim coach certification from a nationally recognized program.
- 3. Current CPR and First Aid certifications.
- 4. Ability to obtain a Certified Pool Operator or Aquatics Facility Operator within the first four (4) months of employment.

# SAN BERNARDINO COMMUNITY COLLEGE DISTRICT Aquatics Director (Continued)

## **Preferred Experience:**

1. Experience in facility management or pool operations.

#### 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 an outdoor setting.

<u>Physical</u>: 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.

<u>Vision</u>: 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: July 12, 2012

Range: 9

#### DIRECTOR OF RESOURCE DEVELOPMENT AND GRANTS

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

#### SUMMARY DESCRIPTION

Under the general supervision of the College President, the Director of Resource Development and Grants is responsible for providing leadership in generating external support of the college, including fundraising and grants. The Director serves as a liaison with community members, elected officials, funding source program and contract officers, resource developers nationally, and community organizations. The Director provides leadership in the research and identification of external college priorities, and search requests.

#### REPRESENTATIVE DUTIES

The following duties are typical for this classification.

- 1. Coordinate all grant applications on behalf of the college.
- 2. Provide leadership in the identification and solicitation of grants, donations, annual giving campaigns planned giving, capital campaigns, endowments, planned annuities, scholarships corporate giving, academic and campus program donations, foundation leadership and training, alumni development, and community involvement as it relates to generating external sources of income to support the campus.
- 3. Support, enhance, and supervise the efforts of Resource Development and Grants personnel.
- 4. Coordinate grant writing on behalf of the college, including recruitment and evaluation of contract help as needed.
- 5. Provide assistance in the planning, writing, program design, budget development, and evaluation of grant-funded project.
- 6. Assists faculty and staff in grant implementation and management, including instruction of internal procedures and funding agency compliance, grant documentation, and assistance with all issues of financial, personnel, payroll, purchasing, reporting and administration of funded awards.
- 7. Create, design and implement processes and procedures related to grant management and proposal development.
- 8. Conduct and coordinate research related to needs assessment and background information for proposal development and fundraising efforts.
- 9. Work with faculty and staff to identify and resolve budget and compliance issues. Provide guidance for internal and external program audits and reviews.
- 10. Ensure that grant expenditures are reasonable, allocable and allowable according to agency guidelines.
- 11. Serve as the Executive Director of the Foundation and manage the overall function of the Foundation, developing annual goals, training, preparing meeting agendas. Board handouts, minutes, and other relevant materials, and accountability for the overall operations of the Foundation.
- 12. Establish, maintain, and adhere to guidelines for maintaining the confidentiality and security of all Foundation matters, information, documents, reports, records, data, minutes or analysis including the

# SAN BERNARDINO COMMUNITY COLLEGE DISTRICT Director of Resource Development and Grants (Continued)

information of all donors, donations, grants, contracts and agreements.

- 13. Prepare and disseminate the Resource Development Annual Report.
- 14. Develop strategies and direct activities to ensure the Foundation operates in accordance with its by-laws and with the rules and regulations governing non-profit, 501(c)(3) organizations.
- 15. Provide general support to the Foundation working directly with the Foundation President.
- 16. Ensure that the Foundation's Treasure oversees the Foundation's funds, maintains account payables and receivables, safeguards tax records, follows tax requirements, and satisfies the Foundation's insurance needs.
- 17. Maintain official records and documents of the Office of Resource Development and Grants, including corporate documents and federal (e.g. Internal Revenue Service (IRS)) and state filings, to ensure compliance with all federal, state, and local regulations and Foundation requirements.
- 18. Maintain knowledge of federal tax legislation as it affects educational philanthropy and communicate such information to the campus community, prospects and donors as it affects potential contributions.
- 19. Research current funding and planned giving trends and tools, tax laws, etc. Stay current with these trends by attending planned giving and grant development seminars and training, and though web based learning and appropriate literature.
- 20. Use appropriate technology and data systems to manage and monitor grants, gifting, donor databases, and donations for planning and recognition purposes.
- 21. Supervise the college scholarship program, scholarship awards, donor recognition, and student receipt of scholarship in conjunction with the campus recognition purposes.
- 22. Act as spokesperson for the Office of Resource Development and Grants and the Foundation at the college and at the community events.
- 23. Attend and participate in professional development opportunities. Ensure the ongoing professional development of assigned staff appropriate to maintaining and expending external support to the college.
- 24. Supervise, direct, train and evaluate assigned faculty and staff.
- 25. Anticipates, prevents and resolves difficult and sensitive inquiries, conflicts and complaints.
- 26. Performs related duties as required.

#### **QUALIFICATIONS**

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

#### Knowledge of:

Operational characteristics, services, and activities of a foundation, grant management program and fundraising.

Principles and practices of grant writing, fundraising and grants.

Principles and practices of program development and administration.

Principles and practices of budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Director of Resource Development and Grants (Continued)

Pertinent federal, state, and local laws, codes, and regulations relating to grant writing, administration and management.

#### Ability to:

Oversee and participate in the management of a comprehensive resource development and grant management program.

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

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

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

Gather and analyze data and situations and make appropriate decisions.

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

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

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

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

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

Provide leadership based on ethics and principles as they relate to resource development and grant functions and operations.

Communicate clearly and concisely, both orally and in writing.

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

#### **Education and Experience Guidelines**

#### **Education/Training:**

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

#### **Required Experience:**

- 1. Five (5) years of recent grant development and monitoring experience, preferably in an educational setting; OR
- 2. Five (5) years of recent experience in marketing, finance, community relations, and/or fundraising and development, preferably in an educational setting; OR
- 3. Any combination of experience in the areas of grant development, grant monitoring, marketing, finance, community relations, fundraising or development equivalent to five (5) years.

#### **Preferred Experience:**

- 1. Experience in a higher educational setting.
- 2. Experience in non-profit organizations.
- 3. A Master's degree from an accredited college or university.

#### PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

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

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift,

# SAN BERNARDINO COMMUNITY COLLEGE DISTRICT Director of Resource Development and Grants (Continued)

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.

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

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

Board Approved: March 15, 2012

Range: 16

**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:** July 12, 2012

**SUBJECT:** Consideration of Approval of Bond Measure M Construction

Change Orders and Contract Amendments

#### **RECOMMENDATION**

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

Crafton Hills College – Parking Lot/ADA/Lighting Improvement (PAL)							
	Change #	Original <u>Contract</u>	Previous <u>Changes</u>	Proposed <u>Changes</u>	New Contract	Total CO %	
RDM Electric	CO #4	2,519,000.00	146,014.00	19,510.00	2,684,524.00	6.57%	

San Bernardino Valley College – Business Building							
	Change #	Original <u>Contract</u>	Previous <u>Changes</u>	Proposed Changes	New Contract	Total CO %	
Janus Construction	CO #2	417,600.00	17,336.00	0.00	434,936.00	1.19%	

San Bernardino Va	lley College	- Central Plant				
	Change #	Original <u>Contract</u>	Previous <u>Changes</u>	Proposed Changes	New Contract	Total CO %
Plumbing Piping	CO #1	10,878,000.00	0.00	25,162.00	10,903,162.00	0.23%

#### **OVERVIEW**

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

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

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

#### **ANALYSIS**

Construction contract amendments and change orders submitted with this board item total \$44,672.00, which is 0.127% of the total Measure M construction contracts of \$35,152,121.45.

The total of all Measure M amendments and change orders, including those submitted this month, increases the Bond Measure M construction contracts by \$1,064,169.49. The new overall Measure M change order percentage is 3.03%. The cost of these changes will be absorbed by bid savings; the construction projects remain within the approved budget.

#### **BOARD IMPERATIVE**

III. Resource Management for Efficiency, Effectiveness, and Excellence

#### FINANCIAL IMPLICATIONS

Included in the 2012-2013 Budget for Measure M.



# Bond Measure M Construction Change Summary

This form must accompany all Construction Change Requests to verify that all steps of review and accountability have been met prior to submission for approval by the Board of Trustees.

Contractor:	RDM Electric		Amount	19,510.00		
Campus:	СНС		Project:	Parking, Access & Lig	ghting I	mprovements
This Change i	s a(n):					
Amendme	nt (not subject to 10%	limitation) X	Change O	rder (subject to 10%	limita	tion)
No. of Section		Reas	on for Cho	inge		are religious and a
X Campus Re Contractor Explanation of	Transfer (no cost to D		ommended		n Conf cy Req rcuits	flict uired and remove site lighting from
0 <b></b>						
		Ac	countabil	ity		
	was not part of the ori	3200 002100 3021				pus and approved by the
	became added scope					and identified during
construction	pperations within the p	roject and not include	a in the or	iginai contract docun	ients.	
v The cost of	this change has been	validated and is the	best possi	ble price available to	the D	istrict.
_	e has been reviewed a					
X Triis Change	e ilas peeli reviewed a	nd is necessary to th	Impact	ion this project.		
			mpaci			
Original contr	act was Board approv		roved ame	in the amount of endments to date	\$ <u>-</u>	2,519,000.00
		Requested ame			\$-	
This reques	st is an amendment an				\$	2,519,000.00
(Note: Th	is revised contract a	mount basis for 1	0% rule)			
		Total Board app	roved char	nge orders to date	\$	146,014.00
		Requested Chan	nge Order a	amount	\$	19,510.00
X This reques	st is a change order an	d results in a revised	contract a	mount of	\$ _	2,684,524.00
This	change order is subjec	t to the 10% rule. It	results in a	<b>0.77</b> % change	to the	contract
Ī	The cumulative amour	nt of change orders f	or this con	tract equals	\$_	165,524.00
Oi	6.57% of the co	ntract amount.				
TOTAL CO	NTRACT AMOUNT TO	O DATE INCL. CHAI	NGE ORD	ERS	\$	2,684,524.00
S-SCHOOL ST		S	ignatures			
Bond Program	n Manager:	Diana Johnson	Dia	na Domo	<u> </u>	6/22/12
				(Signature)		(Date)

3860C2 Project Number Capital Facilities Program Management

PAL-BC3-CO4

## **CHANGE ORDER**

Original Contract Amount:

Amount of Previous Contract Amendments:

Amount of Previous Change Orders:

\$2,519,000.00 \$0.00 \$146,014.00

School Name:	Crafton Hills College			Date: _	July 12, 2012
Project Description:	Parking, Access and L	ighting Improvements	Con	tract No.:	Bld Category 3
To (Contractor):	RDM Electric Co. Inc.			Attn:	Sam Joanou
You are hereby directe	d to make the following cha	inges in the above referen	ice contract for:		
Item No.:	Refer to attachments		Reference RFP No	.: Refer to	attachments
added and/or deleted scor included in the original cor Refer to attached Proj	is additional scopes of work for the improvements encountered intract documents and noted af the the importance of the income the income income income income income the income i	and identified during constru ter the bid and execution of th	ction operations within	npus Change n the project.	Requests for facility These items were not
TOTAL COST of CON	TRACT CHANGE ORDER	PAL-BC3-CO4:		\$19,510	00
Reason for Change:			-	V10,010	
<ul><li>Site Cost, Unfores</li><li>Site Cost, Error ar</li></ul>	Added or Deleted/Reduce seen Field Condition, Dist nd/or Omission, Architect Change Order PAL-BC3-C	rict Generated /Engineer Generated			
	Sum was			•	
The original Base Contract		/a\·		\$2,6	519,000.00
	thorized Contract Amendment				\$0.00
The contract AMOUNT due The revised BASE Contrac		will be increased by:			9,510.00
Net change by previous au			13	0.74	538,510.00
	g previous authorized Change	Ordara	19		16,014.00
	The second of th				84,524.00
	ont, including this Contract Cha		-		84,524.00
The contract TIME due to C		will be increased by:		0	calendar days.
TO A	eletion Date, including this Con		PART NO SOAR	Jun	9 30, 2012
Community College District  Contractor's signature indica	r is not valid until signed by bo	oth the Architect and the Distr	ontract amount or con	tract time. C	ontractor waives any
I have reviewed the figure	es submitted by the Contractor or approval for acceptance.				
	Signature	Name (p	rinted)		Date
Architect:	Man,	David Hart, Project Archit	lect	6	120 /2012
Constr. Mgr.:		Michael Villegas, Constru	ction Manager	6/2	1/2012
District:	1	Mr. Charlie Ng, Vice Char	ncellor Fiscal Services	3	
Contractor:	ho	Sam Joanou, Project Man Printed N	nager lame/Tille	6.	21.12
ate of California - Division	of the State Architect	DSA Application No	04-111143		File No36-C2
Approved		per Principal Structural	Engineer:		-

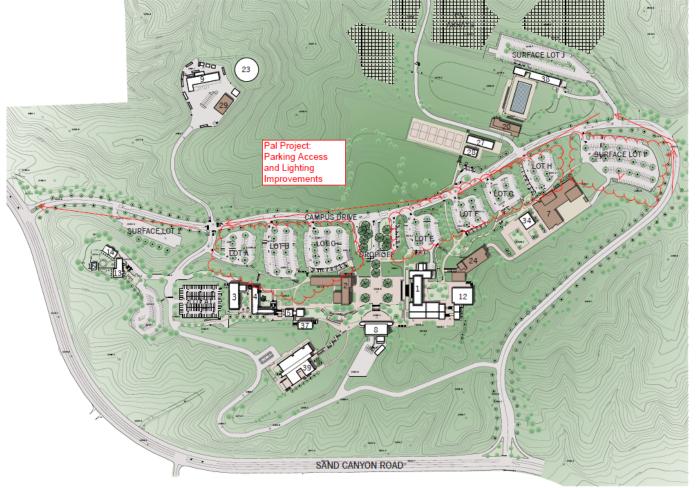
San Bernardino Community College District

#### CHANGE ORDER NO. PAL-BC3-CO4

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
CO						2.12.1102
llem 1.1	ASI No. 28 and 29 (CCD No. 24) - Reinstate sport lighting, retrofit Lot M lighting, separate site lighting onto dedicated circuits and remove site lighting from existing lighting control systems. KBS PCO NO. 70	C-4 A-4 B-3	100	\$0	\$19,510	\$19,510
					1	
					1	
					1	
					1	
	Subtotal					\$19,510
9	TOTAL CONTRACT CHANGE ORDER # PAL-BC3-CO4					\$19,510

#### CODE LEGEND

- SITE COST, UNFORESEEN FIELD CONDITION
- 8 SITE COST, ERROR AND/OR OMISSION
- SITE COST, DISTRICT ADDED OR DELETED/REDUCED SCOPE C
- SITE COST, AGENCY OR CODE REVISION D
- Ε SITE COST, CONTRACTOR IMPACT TO ANOTHER CONTRACTOR
- BUILDING COST, UNFORESEEN FIELD CONDITION F
- BUILDING COST, ERROR AND/OR OMISSION G
- BUILDING COST, DISTRICT ADDED OR DELETED/REDUCED SCOPE H
- BUILDING COST, AGENCY OR CODE REVISION J
- BUILDING COST, CONTRACTOR IMPACT TO ANOTHER CONTRACTOR K
- CONTRACT ADMINISTRATIVE ISSUE
- \* Note: "I" has been omitted not to be confused with "1"
- CONTRACTOR GENERATED
- CONSTRUCTION MANAGER GENERATED 2
- 3 ARCHITECT/ENGINEER GENERATED
- 4 5 DISTRICT GENERATED
- INSPECTOR OR AGENCY GENERATED



#### NO. BUILDING NAME

- 1 LAB/ADMIN
- 2 CRAFTON CENTER
- 3 CLASSROOM BUILDING 2
- 4 STUDENT SERVICES A
- 5 CLASSROOM BUILDING 1
- 7 OCCUPATIONAL ED 2
- 8 PERFORMING ARTS CENTER
- 9 MAINTENANCE & OPERATIONS
- 12 CHEMISTRY
- 13 CDC 1
- 14 CDC 2
- 15 CDC 3
- 20 PHYS ED / ATHLETICS
- 23 WATER TANK
- 24 SCIENCE
- 27 SCIENCE MODULAR
- 28 MATH MODULAR
- 29 OFFICES (REPURPOSED BOOKSTORE MODULAR)
- 34 BOOKSTORE CLASSROOMS
- 37 STUDENT SERVICES B
- 38 AQUATIC CENTER
- 39 LEARNING RESOURCE CENTER

MASTER PLAN - HORIZON 1

<sup>\*</sup> BOLD INDICATES NEW BUILDING



# Bond Measure M Construction Change Summary

This form must accompany all Construction Change Requests to verify that all steps of review and accountability have been met prior to submission for approval by the Board of Trustees.

Contractor:	Janus Corporation	n	_ Amount \$	0.00			
Campus:	SBVC		Project:	Business Building I	Renovati	on	
	nt (not subject to 1	Reaso	n for Chang				
Contractor Explanation of identified for a	ecommended Transfer (no cost to of Change: <u>Durin</u> asbestos removal w	Design Omissio X Contractor Rec o District) g demolition several undere not required to be to the phase 2 constructio	ommended foreseen item eated as haz	Age s added scope co ardous materials	ign Con ency Rec est for the provided	quired ne contractor, s	several areas e District, &
scope to the c	contractor and sevel sulted in a zero dolla	original design scope b ral items that added a cr	edit for the D		ng all th	ese afore ment	
χ This change	e has been reviewe	d and is necessary to the		n this project.			
			Impact				
This reques		Total Board app Requested ame and results in a revise t amount basis for 1	oroved amen endment amo d contract ar	ount	\$ \$ \$ \$	417,600.00 12,209.00 - 429,809.00	
X This reques	it is a change order	Total Board app Requested Char and results in a revised	nge Order an		\$ \$ \$	5,127.00 - 434,936.00	
	The cumulative am	ject to the 10% rule. It ount of change orders e contract amount.		0.00% chang ract equals	e to the		
TOTAL CO	NTRACT AMOUN	T TO DATE INCL. CHA	NGE ORDE	RS	\$	434,936.00	
		Sign	gnatures				
Bond Program	n Manager:	Diana Johnson	Dia	(Signature)	N&	) 6/	26/12

Capital Facilities Program Management

Project Number

BBD-CO2

#### **CHANGE ORDER**

Original Contract Amount

3828.B1

Amount of Previous Contract Amendments:

\$417,600.00 \$12,209.00

Amount of Previous Change Orders:

\$5,127.52 \$434,936.52

School Name:	San Bernardino Valley College	Date:	July 12, 2012
Project Description.	Business Building - Demolition & Abatement (BBD)	Contract No.:	PO # 122295
To (Contractor):	Janus Corporation	Attn:	Chad Chandler

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

#### Description of Work:

During demolition several unforeseen items added scope cost for the contractor, several areas identified for asbestos removal were not required to be treated as hazardous materials provided credits for the District, and several items were postponed to the phase 2 Construction for safety considerations. Change order BBD-CO.2 captures these items for resolution.

3,354.00 (500.00) (1,000.00)
3,354.00
(997 00)
(2,730 00)
1 0 0
200.00
(4,700.00)
(257.25)
1,600.00
1,809.39
2,000.00
1,220.86

Reason for Change:

#### 1 Refer to attached Change Order BBD-CO2 summary dated 6/14/2012

Initiator of Change:

Trade Contractor & Construction Manager

The original Base Contract Sum was:			\$4	17,600.00
Net change by previous authorized Contract Ar	mendment(s)		\$1	2,209.00
The revised BASE Contract Sum:				29,809.00
Net change by previous authorized Change Ore	der(s):	<del></del>		5,127.52
The Contract Sum including previous authorize	ed Change Or	ders:		34,936.52
The contract amount due to C.O. No. BBD-CO2		will be increased by:		\$0.00
The revised Contract Amount, including this Ch	nange Order i	s, therefore:		34,936.52
The contract TIME due to C.O. No. BBD-CO2		will be increased by:	78	calendar days
The revised Contract Completion Date, including	ng this Contra	act Amendment is, therefore	30	-Jun-12
SBCCD Change Order No.	BD-CO2	includes Item Number(s):	3 892 1753	e (12) items
This Change Order Is and the state of the st				c (IL) Items

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

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

	of the Contract Sum and the Contract Time related to the above describy the Contractor and they have been reviewed by the District, I believe acceptance.	
Signature	Name (printed)	Date
Architect:	Michael Stephens - DLR Group WWCOT	6.20.12
Constr. Mgr.:	David Schiermeyer - Kitchell/BRJ/Seville	6.20.12
District:	Mr. Charlie Ng Vice Chancellor Fiscal Services	6/21/12
Contractor:	Chad Chandler - Area Manager - Janus Corporation  Printed Name/Title	n
State of California - Division of the State Approved	DOTT PPRODUCTION	File No.
Approved	per Principal Structural Engineer.	

San Bernardino Community College District

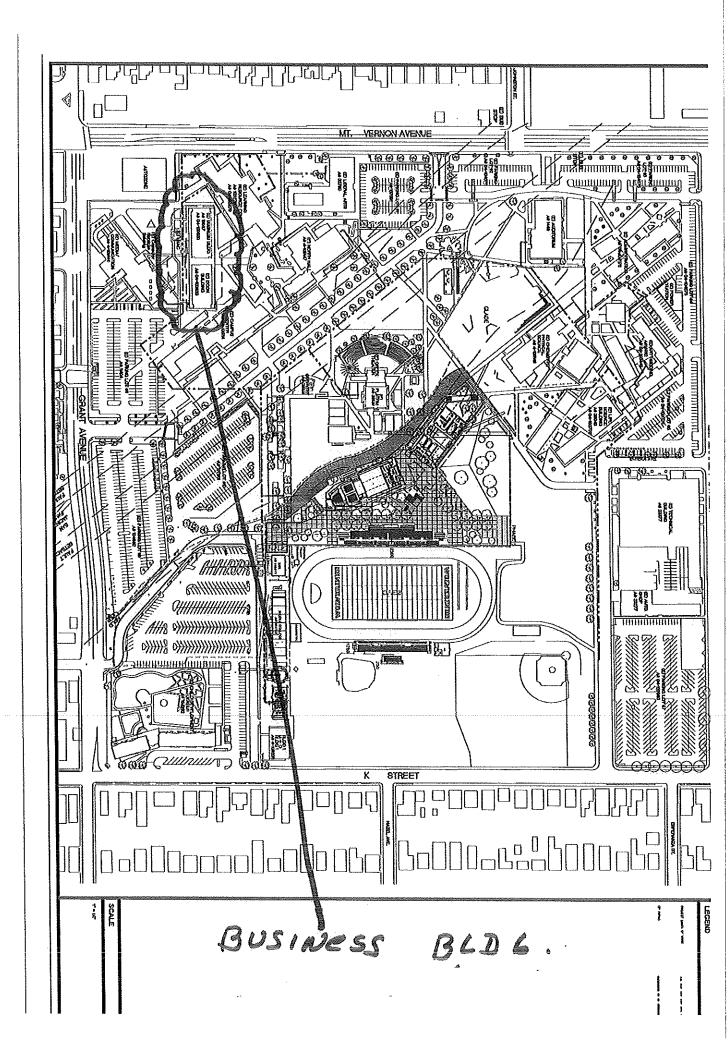
3828B1

#### CHANGE ORDER NO.BBD-CO.2

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
Item 2 01	Add - Provide Temporary Fence and BMP's to June 30, 2012, Provide scaffold for roof access to May 30, 2012. Project schedule to be extended by 78 calendar days until June 30, 2012. Price includes all GC, Overhead & Profit (Janus COP.04-revised)	C2	100	0.00	1,220.86	1,220 86
Item 2.02	Add - costs to remove wires at 2nd floor west after demo was completed (Janus COP.06-revised)	F2	100	0.00	2,000.00	2,000.00
Item 2.03	Add - removal of Basement Pibg lines not called out on plans (Janus COP.07)	B2	100	0.00	1,809.39	1,809.39
Item 2.04	Add - disposal of E-Waste not called out on drawings (Janus COP.09-revised)	B2	100	0.00	1,600.00	1,600.00
Item 2.05	Credit removal of water vault. This was left in place to support the existing valve. (Janus COP.10)	C2	100	(257.25)	0.00	(257.25)
Item 2.06	Credit - removal of plaster at elevator. This was moved to phase 2 construction for weather protection (Janus COP.12-revised)	F2	100	(4,700.00)	0.00	(4,700.00)
Item 2.07	Add - removal of additional 60 square feet of ceramic tile with lead paint	F5	100	0.00	200 00	200.00
Item 2.08	Credit - additional Citadel inspection costs beyond the allowed 160 hours	L2	100	(2,730 00)	0.00	(2,730.00)
Item 2.09	Credit - deletion of asbestos removal in storefront transom panels, from Citadel survey.	F5	100	(997.00)	0.00	(997.00)
Item 2.10	Add - removal of unforeseen transite chalk boards not indicated in the Citadel Survey	F1	100	0.00	3,354.00	3,354.00
Item 2.11	Credit - delete removal of fire core doors as asbestos per Citadel report Doors did not contain asbestos	F5	100	(500 00)	0.00	(500.00)
Item 2 12	Credit - removal of handrails at basement stainwell and exterior stairs. To be performed in phase 2 for interim site safety	C2	100	(1,000.00)	0.00	(1,000 00)
	Subtotal					\$0
	TOTAL CHANGE ORDER # BBD-CO.2					\$0

#### Change Order Codes

- A SITE COST, UNFORESEEN FIELD CONDITION
- B SITE COST, ERROR AND/OR OMISSION
- C SITE COST, DISTRICT ADDED OR DELETED/REDUCED SCOPE
- D SITE COST, AGENCY OR CODE REVISION
- E SITE COST, CONTRACTOR IMPACT TO ANOTHER CONTRACTOR
- BUILDING COST, UNFORESEEN FIELD CONDITION
- G BUILDING COST, ERROR AND/OR OMISSION
- H BUILDING COST, DISTRICT ADDED OR DELETED/REDUCED SCOPE
- J BUILDING COST, AGENCY OR CODE REVISION
- K BUILDING COST, CONTRACTOR IMPACT TO ANOTHER CONTRACTOR
- CONTRACT ADMINISTRATIVE ISSUE
- \* Note: "I" has been omitted not to be confused with "1"
- CONTRACTOR GENERATED
- 2 CONSTRUCTION MANAGER GENERATED
- 3 ARCHITECT/ENGINEER GENERATED
- 4 DISTRICT GENERATED
- 5 INSPECTOR OR AGENCY GENERATED





# Bond Measure M Construction Change Summary

This form must accompany all Construction Change Requests to verify that all steps of review and accountability have been met prior to submission for approval by the Board of Trustees.

Contractor:	Plumbing, Piping, & C	onstruction, Inc.	Amount	25,162.00			1)
Campus:	SBVC		Project:	Central Plant			
This Change i	s a(n):	_	•				
Amendme	nt (not subject to 10%	limitation) 🛛 🗶	Change O	rder (subject t	to 10% li	mita	tion)
		Reas	on for Ch	ange _			
X Unforesee	THE RESPONSE THE LOCAL PARTIES AND ADDRESS OF THE PARTIES AND ADDRESS.	X Design Omission			Design		
X Campus Re		Contractor Reco	ommended	l x	Agency	Req	uired
	Transfer (no cost to D					1141	
	of Change: Additiona						s encountered and valves and relocation of
							ent Center during utility
shutdown.	i iliic at ochtar i iant b	unung excuvation in	into ana go	norator for on	na bever	opini	one contor during dunity
		Ac	countabi	lity			
This Change	was not part of the orig	ginal design scope b	ecause:	District stand	dards, uti	lity c	oordination with the Bond
	ojects and Agency requ						
contract docu	ments and were noted	after the bid and exe	cution of th	e general conf	tractor co	ontra	ct.
					1 7475	n e	
X The cost of	this change has been	validated and is the	best possi	ble price avail	able to t	he D	istrict.
χ This change	e has been reviewed a	nd is necessary to th	ne complet	ion this projec	ct.		
			Impact				
Original cont	act was Board approv	ed on <b>3/15/11</b>		in the amou	int of	Ś	10,878,000.00
Original cont	act was board approv	Total Board app	roved ame	-		\$ -	-
		Requested ame				\$	<b>i.</b>
This reques	st is an amendment an	d results in a revised	d contract	amount of		\$	10,878,000.00
(Note: Th	is revised contract a	mount basis for 1	0% rule)				
		Total Board app	roved chai	nge orders to	date	\$	-
		Requested Char				; -	25,162.00
X This reques	st is a change order an		_			\$ _	10,903,162.00
— This	change order is subjec	t to the 10% rule. It	results in a	0.23%	change to	o the	contract
	The cumulative amour					200	25,162.00
0							
TOTAL CO	NTRACT AMOUNT T	O DATE INCL. CHA	NGF ORD	FRS		\$	10,903,162.00
TOTAL OC	The state of the s					· .	
THE STATE OF THE			Signatures	2			
Bond Program	n Manager:	Diana Johnson	Da	101	MST	)	6/25/12
		<del></del>		(Signature)			(Date)

Capital Facilities Program Management

CUP-GC-CO1

4629A1 **Project Number** 

#### **CHANGE ORDER**

Original Contract Amount:

\$10,878,000.00

Amount of Previous Contract Amendments:

\$0.00

Amount of Previous Change Orders: \$0.00

School Name:	San Bernardino Valley C	ollege	Date:	July 12, 2012		
Project Description:	Central Plant Project		Contract No.:	General Contractor		
To (Contractor):	Plumbing, Piping & Con	struction, Inc.	Attn:	Bill Collins		
You are hereby directed	to make the following change	es in the above reference contrac	t for:			
Item No.:	Refer to attachments	Reference	e RFP No.: Ref	er to attachments		
Description of Work: This change order includes additional scopes of work for the general contractor generated from unforeseen field conditions encountered and identified during construction operations, District Standards, utility coordination with on the Bond Measure M projects and Agency requirements that were required to be installed within the project. These items were not included in the original contract documents and noted after the bid and execution of the general contractor contract.						
Refer to attached Project Contract Change Order	ct Memo No. 108 No. CUP-GC-CO1: Item 1.1	- 1.8.				
TOTAL COST of CONTR	RACT CHANGE ORDER CUI	P-GC-CO1:	\$25,162	2.00		
Reason for Change:  1 Site Cost, Contractor Impact to Another Contractor  2 Site Cost, Error And/or Omission  4 Building Cost, District Added or Deleted/Reduced Scope  5 Refer to attached Change Order CUP-GC-CO1 summary dated 7/12/2012						
1 A&E Project Coordi	nation/Bulletins					
The original Base Contract S	Sum was:	-	۱ \$10	0,878,000.00		
	norized Contract Amendment(s):	-		\$0.00		
The contract AMOUNT due t	to C.O. No. CUP-GC-CO1	will be increased by:	\$	25,162.00		
The revised BASE Contract	Sum:	3 <del>-</del>	\$10	,903,162.00		
Net change by previous auth	orized Change Order(s):	: <del>-</del>		\$0.00		
The Contract Sum including	previous authorized Change Ord	ders:	\$10	,903,162.00		
The revised Contract Amoun	t, including this Contract Change	Order is, therefore:	\$10	,903,162.00		
The contract TIME due to C.0	O. No. CUP-GC-CO1	will be unchanged by:	0	calendar days.		
The revised Contract Comple	etion Date, including this Contrac	ct Change Order is, therefore		2-Mar-13		
SBCCD Change Order N	o. CUP-GC-CO1	includes Item Number(s):	1.1 (	hrough 1.8		
This Contract Change Order Community College District E	is not valid until signed by both t Board of Education)	he Architect and the District Represe	ntative (on behalf	of the San Bernardino		
Contractor's signature indicat claim for further adjustments	tes agreement herewith, includin of the Contract Sum and the Co	g any adjustment in the contract amo ntract Time related to the above desc	ount or contract time cribed change in the	ne. Contractor waives any ne Work.		
I have reviewed the figures valid and recommend your	s submitted by the Contractor and approval for acceptance.	d they have been reviewed by the Dis	strict, I believe this	s request is		
	Signature	Name (printed)		Date		
Proj. Engineer:	homas	Ivan Thomas, Engineer of Record		06-13-12		
Project Mgr.:	22	Michael Villegas, Project Manager		6/13/12		
District:	11 / 11	Mr. Charlie Ng, Vice Chancellor Fis	scal Services			
Contractor: Well	hir Colline	Bill Collins, Vice President  Printed Name/Title		6/14/12		
tate of California - Division o	of the State Architect	DSA Application No. 04-1	11874	File No36-C2		
Annroyed		nor Dringing State and Facing		::		

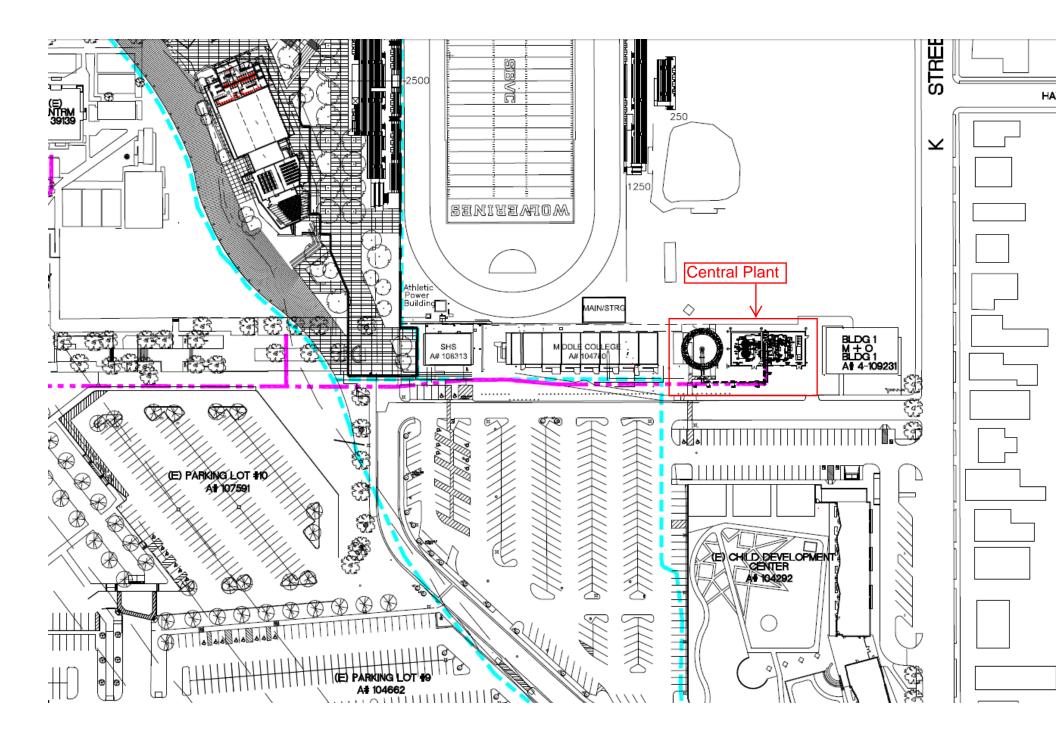
San Bernardino Community College District

#### CHANGE ORDER NO. CUP-GC-CO1

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
co						
Item 1.1	Bulletin No. 01 - Revised electrical conduit routing required for coordination of future Gym support buildings. KBS PCO NO. 01.	E-3	100	\$0	\$0	\$0
Item 1.2	Bulletin No. 02 - Modifications to underground chilled water piping and valve box required for coordination of future Gymbuilding. KBS PCO NO. 02.	E-3	100	-\$4,665	\$0	(\$4,665)
Item 1.3	Bulletin No. 03 - Modifications to underground chilled water piping, valves and sensors required for coordination of future Gym building. KBS PCO No. 03.	E-3	100	-\$3,254	\$0	(\$3,254)
Item 1.4	Bulletin No. 04 - Modifications to electrical substation 'SS-CS' and conduit routing for future Gym building. KBS PCO No. 04	E-3	100	\$0	\$2,650	\$2,650
Item 1.5	Bulletin No. 05 - Revised chilled water piping balancing valves to District Standards. KBS PCO No. 05.	Н-3	100	\$0	\$12,520	\$12,520
Item 1.6	Bulletin No. 06 - Modifications to underground chilled water piping, valves, BTU meter and sensors required for coordination of Auditorium Renovation Project. KBS PCO No. 07.	E-3	100	-\$7,868	\$0	(\$7,868)
Item 1.7	RFI No. 15R1 - Relocation of existing sewer line at Central Plant Building excavation limits. KBS PCO No. 08.	B-1	100	\$0	\$21,335	\$21,335
Item 1.8	Provide generator for Child Development Center during utility shutdown. KBS PCO No. 09.	C-1	100	\$0	\$4,444	\$4,444
	Subtotal					\$25,162
	TOTAL CONTRACT CHANGE ORDER # CUP-GC-CO1					\$25,162

#### CODE LEGEND

- SITE COST, UNFORESEEN FIELD CONDITION A
- В SITE COST, ERROR AND/OR OMISSION
  - SITE COST, DISTRICT ADDED OR DELETED/REDUCED SCOPE
- С D SITE COST, AGENCY OR CODE REVISION
- E SITE COST, CONTRACTOR IMPACT TO ANOTHER CONTRACTOR
- BUILDING COST, UNFORESEEN FIELD CONDITION
- G BUILDING COST, ERROR AND/OR OMISSION
- H BUILDING COST, DISTRICT ADDED OR DELETED/REDUCED SCOPE
- BUILDING COST, AGENCY OR CODE REVISION J
- K BUILDING COST, CONTRACTOR IMPACT TO ANOTHER CONTRACTOR
- CONTRACT ADMINISTRATIVE ISSUE
- \* Note: "I" has been omitted not to be confused with "1"
- CONTRACTOR GENERATED 1
- 2 CONSTRUCTION MANAGER GENERATED
- 3 ARCHITECT/ENGINEER GENERATED
- DISTRICT GENERATED
- INSPECTOR OR AGENCY GENERATED



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:

July 12, 2012

SUBJECT:

Consideration of Approval of Contract with Snipes-Dye

#### RECOMMENDATION

It is recommended that the Board of Trustees approve a contract with Snipes-Dye Associates for consultant services on the New Science building, the Occupational Educational 2 building, the New Crafton Center, and the New Physical Education Complex projects at CHC in the amount of \$43,000.00.

#### **OVERVIEW**

The California State Water Resources Control Board requires General Permit for Discharges of Storm Water Associated with Construction Activity. Construction activity subject to this permit includes clearing, grading and disturbances to the ground such as stockpiling or excavation. The Construction General Permit requires the development and implementation of a Storm Water Pollution Prevention Plan (SWPPP).

This new contract is to provide for consultant services associated with the development of SWPPPs for the four new construction projects at Crafton Hills College which are funded through Measure M.

#### **ANALYSIS**

Snipes-Dye Associates is the consultant contracted for SWPPP services at SBVC. For consistency, it is recommended that this firm also be used for Crafton Hills. The consultant shall include post construction-Best Management Practices as incorporated in the project design documents and as required by state and local agencies.

#### **BOARD IMPERATIVE**

III. Resource Management for Efficiency, Effectiveness, and Excellence

#### **FINANCIAL IMPLICATIONS**

Included in 2012-13 Measure M budget.

#### Kitchell/BRj/Seville

11711 Sand Canyon Rd., Yucaipa, CA 92399

DATE:

June 8, 2012

No. 04 - New Crafton Center- Various Projects

TO:

Charlie Ng

Vice Chancellor, Fiscal Services

San Bernardino Community College District (SBCCD)

FROM:

Brooke Duncan

Project Manager

Kitchell/BRi/Seville

RECEIVED KITCHELL/BRJ/SEVILLE

CHC

RE:

Measure M New Construction Projects at Crafton Hills College: (1) New Science,

(2) OE2, (3) New Crafton Center, (4) New PE Complex

Snipes-Dye Contract for SWPPP Storm Water Pollution Prevention Plans

Snipes-Dye proposal to provide SWPPP consultant services for the Measure M New Construction projects at CHC.

NARRATIVE:

The new contract is to provide consultant services associated with construction for Storm Water Pollution Prevention Plan (SWPPP) preparation in accordance with State and Regional Water Quality Board guidelines and requirements. The CHC New Science Bldg., New Crafton Center, New PE Complex and New OE2 projects are included. SWPPP is required by the State for all projects during the construction phase. Consultant shall assemble Notice of Intent to comply with the permit, assemble submittal package and assist client in making the plan submittal. Consultant shall include required post-Best Management Practices (BMP) as incorporated in the project design documents in the plan. The consultant will not be responsible to act as the Qualified SWPPP Practitioner (QSP) or implement the SWPPP documents.

RECOMMENDATION:

To comply with current SWPPP regulations, Kitchell/BRJ/Seville recommends approving the proposed fee of \$43,000.00 provided by Snipes-Dye.

**Budget Information:** 

The SWPPP contract covers all new projects to be constructed at CHC under the current project prioritization list and is budgeted within each project (5112.001). The budget breakdown is as follows:

NEW CRAFTON CENTER: Original Project Budget amount:

Project Current Spent to Date:

Project Current Estimate to Complete:

Project Memo Forecast Cost:

Project Change Amount:

\$30,300,000.00

\$1,398,923.12

\$23,677,791.51

\$10,750.00

\$0.00

Budget Line Item: 5112.001 (can be accounted for in overall forecasted project budgets)

PE COMPLEX: Original Project Budget amount:

Project Current Spent to Date:

Project Current Estimate to Complete:

Project Memo Forecast Cost:

Project Change Amount:

\$ 5,907,259.11

\$ 5,769,028.83

\$10,750.00

\$0.00

NEW SCIENCE BLDG: Original Project Budget amount:

Project Current Spent to Date:

Project Current Estimate to Complete:

Project Memo Forecast Cost:

Project Change Amount:

OE2: Original Project Budget amount:

\$ 138,230.28

\$34,200,000.00 \$ 954,017.21

\$ 24,721,931.99/

\$10,750.00

\$0.00

\$23,790,316,74

Project Project	Current Spent to Date: Current Estimate to Complete: Memo Forecast Cost: Change Amount:		\$282,511.06 \$23,881,135.88 \$10,750.00 \$0.00	ph 4/1/12
0	I concur with this recommendation I do not concur with this recommendation	Diana J	Johnson, Program	6   13   12 Manager, KBS
0	I concur with this recommendation I do not concur with this recommendation	Charlie N	lg, Vice Chancello	r, Fiscal Services

Attachments: Snipes-Dye proposal dated 5/8/12

Cc: File

# NO. BUILDING NAME

- LAB/ADMIN
- CRAFTON CENTER

SURFACELOT

E COMPLEX

- CLASSROOM BUILDING 2 STUDENT SERVICES A
- CLASSROOM BUILDING 1
- OCCUPATIONAL ED 2
- PERFORMING ARTS CENTER
- MAINTENANCE & OPERATIONS
  - CHEMISTRY 12
- CDC 1
- CDC 2
- CDC 3
- PHYS ED / ATHLETICS 20
- WATER TANK 23
- SCIENCE
- SCIENCE MODULAR 27
- MATH MODULAR 28
- OFFICES (REPURPOSED BOOKSTORE MODULAR) 29
- BOOKSTORE CLASSROOMS 34
- STUDENT SERVICES B 37
  - AQUATIC CENTER 38
- LEARNING RESOURCE CENTER 39

\* BOLD INDICATES NEW BUILDING

Crafton Hills College | Master Plan Update | Steinberg Archatech

300

MASTER PLAN - HORIZON 1

SAND CANYON ROAD

**TO:** Board of Trustees

**FROM:** Bruce Baron, Chancellor

**REVIEWED BY:** Charlie Ng, Vice Chancellor, Fiscal Services

PREPARED BY: Diana Johnson, Bond Program Manager, Kitchell/BRi/Seville

**DATE:** July 12, 2012

**SUBJECT:** Consideration of Approval of Contract with PMSM Architects

#### **RECOMMENDATION**

It is recommended that the Board of Trustees approve a contract with PMSM Architects for architectural services on the Student Services, Performing Arts Center, and College Center renovation projects at CHC in the amount of \$693,661.00.

#### **OVERVIEW**

These renovation projects incorporate seismic retrofit recommendations for the existing Student Services building, the Performing Arts Center and the College Center. They include reconfiguration of available space into labs, lecture rooms, primary instructional spaces and office spaces. In addition, the renovations will address code compliance and the replacement of aging mechanical, electrical and plumbing systems. The total project cost for all three combined is estimated at \$6.7 million.

#### **ANALYSIS**

The District advertised for architect registration in local papers and on the District website, as well as conducting an outreach to local architects to obtain a request for qualification for architectural services for the five renovation projects at CHC. A committee was selected and assembled representing the District office, Crafton faculty and staff, and the program manager. The committee screened the registrations, scored the subsequent submittals, and conducted nine interviews in order to select a pool of five qualified architects. PMSM Architects was selected from the pool and assigned to three of the five projects.

#### **BOARD IMPERATIVE**

III. Resource Management for Efficiency, Effectiveness, and Excellence

#### FINANCIAL IMPLICATIONS

Included in 2012-13 Measure M budget.

#### Kitchell/BRj/Seville

Project Memo

11711 Sand Canyon Rd., Yucaipa, CA 92399

ph: 909-435-4159 fx: 909-794-8901

DATE:

June 19, 2012

No. 01 – Renovation Projects - Multiple

TO:

Charlie Ng

Vice Chancellor, Fiscal Services

San Bernardino Community College District (SBCCD)

FROM:

Brooke Duncan
Project Manager
Kitchell/BRj/Seville

RE:

Measure M Renovation Projects at Crafton Hills College:

(1) SSA Renovation, (2) Performing Arts Center Renovation, (3) College Center Renovation

**Architectural Services Contract** 

#### SCOPE:

SBCCD approval to execute an architectural contract to PMSM Architects to provide architectural services for (3) CHC renovation projects: Student Services A (SSA), Performing Arts Center (PAC) and College Center.

#### NARRATIVE:

The District RFQ process resulted in the selection of (5) Architect's for the District's approved pool for future consideration of award of architectural services.

The Architect Selection Committee assigned the three renovation projects noted in this project memo to PMSM Architects to perform design inclusive of Programming to DSA Close-out. Architect to perform Code Analysis, Building Evaluation, Scope of Work and Cost Estimating to ensure the projects are within budget of renovation scope.

#### **RECOMMENDATION:**

Kitchell/BRJ/Seville recommends approving the proposed Architectural fees of:

SSA: \$ 210,895.00
 PAC: \$ 294,612.00

3. College Center: \$ 173,154.00

Total Fee for (3) Projects: \$ 678,661.00 Total Allowance for (3) Projects; \$15,000.00

Total Compensation: \$693,661.00

#### **Budget Information:**

Budget Version 30, 6/12/12

#### <u>SSA:</u>

Original Project Budget amount:\$ 3,649,455.91Project Current Spent to Date:\$ 114,425.86Project Current Estimate to Complete:\$ 3,649,455.91Project Memo Forecast Cost:\$ 210,895.00Project Change Amount:\$ 0.00

\$5,000.00 for Allowance to be taken from project soft costs object code 5800.00

Budget Line Item: 42-37-32-8222-0000-6220.10-7100

1/2/12

PAC:

Original Project Budget amount: \$ 4,618,355.05

Project Current Spent to Date: \$ 0.00

Project Current Estimate to Complete: \$ 4,618,355.05
Project Memo Forecast Cost: \$ 294,612.00

Project Change Amount: \$ 0.00

\$5,000.00 for Allowance to be taken from project soft costs object code 5800.00

Budget Line Item: 42-37-32-3581-0000-6220.10-7100

College Center:

Original Project Budget amount: \$ 3,131,655.37

Project Current Spent to Date: \$ 0.00

Project Current Estimate to Complete: \$ 3,131,655.37 Project Memo Forecast Cost: \$ 173,154.00

Project Change Amount: \$ 0.00

\$5,000.00 for Allowance to be taken from project soft costs object code 5800.00

Budget Line Item: 42-37-32-8221-0000-6220.10-7100

I concur with this recommendation

I do not concur with this recommendation

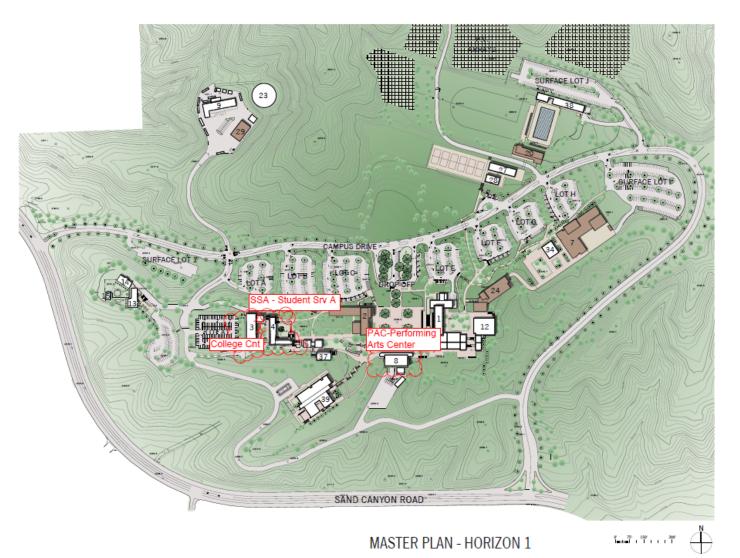
Diana Johnson, Program Manager, KBS

o I do not concur with this recommendation

Charlie Ng, Vice Chancellor, Fiscal Services

Attachments: Proposal

Cc: File



#### NO. BUILDING NAME

- 1 LAB/ADMIN
- 2 CRAFTON CENTER
- 3 CLASSROOM BUILDING 2
- 4 STUDENT SERVICES A
- 5 CLASSROOM BUILDING 1
- 7 OCCUPATIONAL ED 2
- 8 PERFORMING ARTS CENTER
- 9 MAINTENANCE & OPERATIONS
- 12 CHEMISTRY
- 13 CDC 1
- 14 CDC 2
- 15 CDC 3
- 20 PHYS ED / ATHLETICS
- 23 WATER TANK
- 24 SCIENCE
- 7 SCIENCE MODULAR
- 28 MATH MODULAR
- 29 OFFICES (REPURPOSED BOOKSTORE MODULAR)
- 34 BOOKSTORE CLASSROOMS
- 37 STUDENT SERVICES B
- 38 AQUATIC CENTER
- 39 LEARNING RESOURCE CENTER

\* BOLD INDICATES NEW BUILDING

**TO:** Board of Trustees

**FROM:** Bruce Baron, Chancellor

**REVIEWED BY:** Charlie Ng, Vice Chancellor, Fiscal Services

PREPARED BY: Scott Stark, Facilities Project Manager, Fiscal Services

**DATE:** July 12, 2012

**SUBJECT:** Consideration of Approval of Contract with LPA Inc.

#### **RECOMMENDATION**

It is recommended that the Board of Trustees approve a contract with LPA Inc. to provide a space utilization and code analysis review of the Vocational Technical building at SBVC in the amount of \$30,000.00.

#### **OVERVIEW**

The Vocational Technical building is now one of the older buildings on the SBVC campus. Included in the master plan for SBVC, it was scheduled to be replaced with a new building, but this project was cancelled when the Measure M bond program was adjusted from \$500 million to \$258 million due to the decline in assessed property values. However, access, and various facilities systems deficiencies are being addressed across the campus and this study will inform the District of any code or functional issues with this building that may require attention as part of the Measure M bond program.

#### **ANALYSIS**

The scope of service includes fire, life safety, access, structural, space utilization, and general code analysis of the Vocational Technical building. LPA Inc. was originally selected as the architect for the new Vocational Technical building, and is most familiar and suitable to provide this analysis. The term of this agreement is July 1, 2012 through September 30, 2012.

#### **BOARD IMPERATIVE**

III. Resource Management for Efficiency, Effectiveness, and Excellence

#### FINANCIAL IMPLICATIONS

Budgeted with Measure M Funds.

LPA

#### EXHIBIT "A"

#### **FEE PROPOSAL**

LPA is pleased to provide this proposal for Fire Life Safety and Structural Code Analysis and Consulting Services to San Bernardino Valley College District for the existing Vocational Technical Building at San Bernardino Valley College (SBVC).

#### **SCOPE OF SERVICES**

The following scope will be provided:

- REVIEW LPA will conduct a visual survey and review existing drawings for fire protection, life safety, interior ADA issues and structural compliance as regulated by the 2010 California Building and Fire Codes.
- SITE VISIT LPA will provide one day of onsite review to verify existing conditions against the owner provided floor plans. (Three LPA Personnel – Architect, Structural Engineer, Technical Designer)
- ASSESSMENT LPA will provide applicable code analysis for fire, life safety, and interior ADA requirements. LPA will perform ASCE 31 Tier 1 Analysis and deficiency only Tier 2 Analysis, if required, for Structural Review.
- 4. DELIVERABLE LPA will provide a brief code analysis report and schematic plan drawings indicating space utilization information, identifying code related items requiring correction and structural analysis / recommendations.
- MEETING LPA will attend one meeting with SBCCD/SBVC to review the findings and recommendations.

#### **CLIENT RESPONSIBILITIES**

San Bernardino Community College District shall provide:

- (1) Half Size Set of existing As-Built Drawings to the Architect for use in the review and generation of the Schematic Code Analysis Plans.
- 2. (1) CD containing PDF's of the existing As-Built Drawings provided above.

If the owner has access to AutoCAD files of the existing Technical Building these shall also be provided to the architect prior to commencement of contract work.

#### ADDITIONAL SERVICES

LPA will work up to the budgeted amount as noted in the Scope of Services. Any services requested beyond the approved Scope of Services will be considered an additional service. Additional services can be provided after a scope and fee have been agreed upon by SBVC and LPA.

#### **FEE SCHEDULE**

LPA is proposing a time and expense basis with a not to exceed budget of \$30,000. All work will be performed in accordance with our Standard Terms and Conditions.

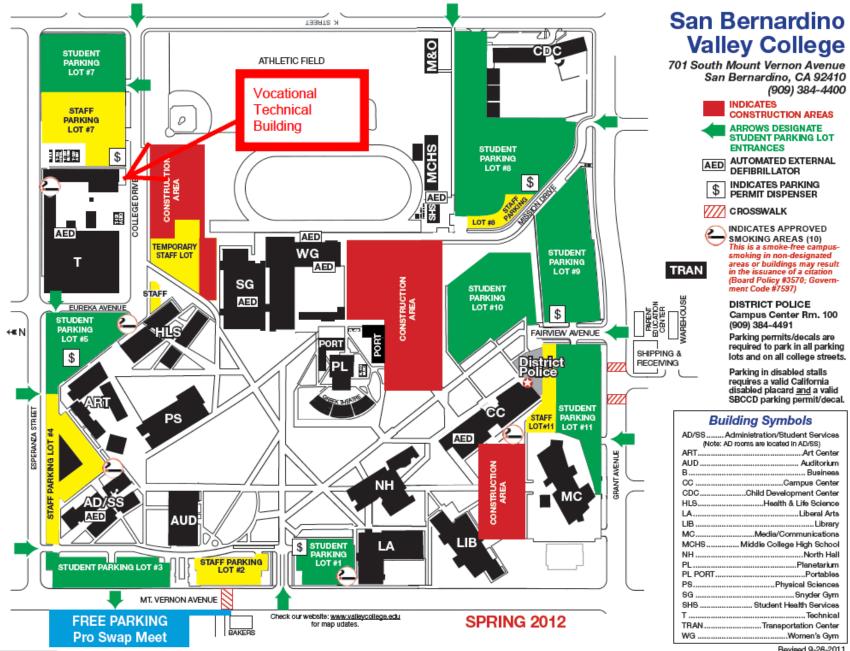
The estimated effort for each task outlined in the scope of services is listed below:

	ESTIMATED EFFORT	
	Task	Hours
1	Drawing Review for Fire Protection, Life Safety, ADA and Structural Issues	36
2	On Site Review of Facility	24
3	Code Research, Assessment and Analysis	70
4	Reports and Plans	58
5	Meeting	12
	ESTIMATED HOURS	200
	Time and Expense Basis Not to Ex	ceed \$30.000

#### LPA'S BASIC HOURLY RATE SCHEDULE

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

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



**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:** July 12, 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 \$70,720.00.

#### **OVERVIEW**

Leadership in Energy and Environmental Design (LEED) is an internationally recognized standard for the design, construction, and operation of high performance green buildings. LEED certification is a rating system for how the building will impact the environment and perform in areas of site development, water savings, energy efficiency, materials selection, and indoor environment quality. The highest LEED rating is platinum, followed by gold, silver and certified.

On December 8, 2011, the Board of Trustees approved a contract with Steinberg Architects to provide architectural services for the design and construction of the new PE building at CHC. The original contract includes the requirement to attain a certification of LEED Silver for this building as recommended in the District's Sustainability Plan. Subsequently, after a thorough review of all of the proposed new construction in the District, this building was selected as the most appropriate to obtain a LEED Platinum rating.

#### **ANALYSIS**

This Amendment includes the architectural design services to achieve a LEED Platinum certification for the new PE building at CHC.

The effect of this amendment will be an addition of \$70,720.00 to the Steinberg Architects contract, resulting in a revised contract amount of \$498,885.00. There is no increase in length of contract.

#### **BOARD IMPERATIVE**

III. Resource Management for Efficiency, Effectiveness, and Excellence

#### FINANCIAL IMPLICATIONS

Included in 2012-13 Measure M budget.

#### Kitchell/BRi/Seville

11711 Sand Canyon Rd., Yucaipa, CA 92399

ph: 909-435-4159 fx: 909-794-8901

DATE:

June 19, 2012

No. 04 - CHC PE Complex

TO:

Charlie No.

Vice Chancellor, Fiscal Services

San Bernardino Community College District (SBCCD)

FROM:

Brooke Duncan Project Manager Kitchell/BRi/Seville

RE:

Measure M Crafton Hills College: New PE Complex

Architect Amendment 01 - Steinberg Architect's

LEED Status from Silver to Platinum

SBCCD approval of an add service amendment to architect's contract for professional services for the PE Complex

#### NARRATIVE:

Direction has been received from SBCCD and CHC to elevate the status of LEED silver to LEED platinum. Negotiation of fee has been concluded between the Architect, District, Project Manager and ARUP LEED Consultant. The proposal includes architectural and consultant fees with all administrative support attaining the LEED Platinum certification; preparation of documents, calculations, uploads to agency and final submission.

A subsequent amendment will be executed once the Construction Budget has been refined to include construction costs that impact this scope of work, if applicable.

#### RECOMMENDATION:

Kitchell/BRj/Seville recommends that SBCCD approve the add service amendment to Steinberg's contract for the amount of \$70,720.00

#### **Budget Information:**

Budget Version 30, 6/12/12

PE Complex: Original Project Budget amount:

\$810,000.00

Project Current Spent to Date:

\$ 0.00

**Project Current Estimate to Complete:** 

\$810,000.00

Project Memo Forecast Cost:

\$ 70,720.00

**Project Change Amount:** 

\$ 0.00

LEED PE Complex Budget Line Item: 42-56-32-1510-0000-6220.10-7100

I concur with this recommendation I do not concur with this recommendation

Jona Diana Johnson, Program Manager, KBS

I concur with this recommendation

I do not concur with this recommendation

6/20/12

Charlie Ng, Vice Chancellor, Fiscal Services

Attachments:

Steinberg Proposal - revised date 6/18/12

Cc:

File

#### ARCHITECT CONTRACT AMENDMENT: 001

PROJECT: Crafton Hills College (CHC)

New P.E. Complex

11711 Sand Canyon Road, Yucaipa, CA 92399

OWNER:

San Bernardino Community College District

114 S. Del Rosa Avenue San Bernardino, CA 92408

TO:

Steinberg Architects

523 West 6<sup>th</sup> Street, Ste 245 Los Angeles, CA 90014

#### **Brief Description:**

This contract amendment is for additional architectural services associated with elevating the status of the PE Complex Project from LEED Silver to LEED Platinum certification. The fees include architectural and consultant fees with all administrative support attaining the LEED Platinum certification; preparation of documents, calculations, uploads to agency and final submission:

•	LEED Architectural Design Development	\$20,000.00
•	LEED Architectural	\$21,420.00
•	LEED Mechanical, Electrical and Plumbing	\$20,700.00
•	LEED Civil	\$8,600.00

#### Costs:

\$70,720.00 = Total of this requested Consultant Contract Amendment: 001

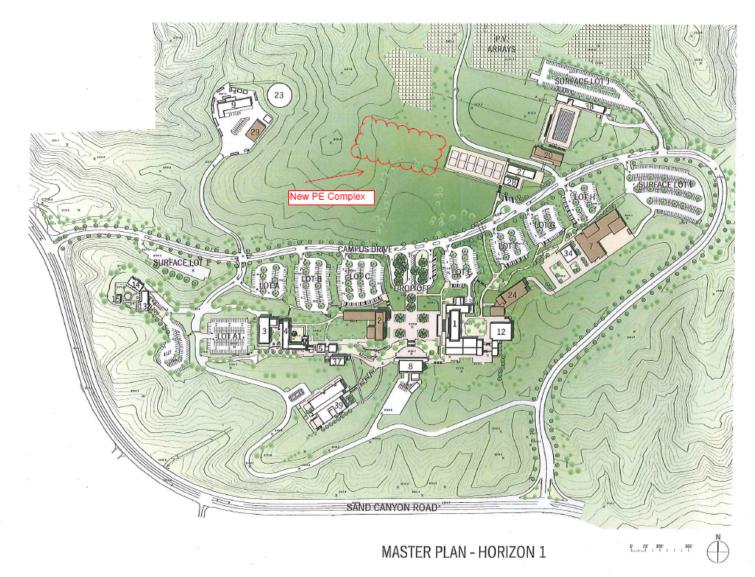
The original Contract Sum	\$428,165.00
Net change by previous Amendments	\$0.00
The Contract Sum prior to this Amendment	\$428,165.00
The Contract Sum will be increased by this Amendment	\$70,720.00
The new Contract Sum including this Amendment	\$498,885.00
The Contract Schedule as of this Amendment will be increased by:	0 calendar days

By signing this Amendment the San Bernardino Community College District (SBCCD) authorizes Steinberg Architects to perform the scope of work listed above. SBCCD also authorizes and acknowledges that the amount of this Amendment will be paid via an amendment to Steinberg Architects architectural services contract with SBCCD.

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

Authorized:

CONSULTANT	PROGRAM MANAGER	OWNER
Steinberg Arctitects	Kitchell/BRj/Seville	SBCCD
ву:	By: Drong 20min	Ву:
DATE: //a / /2	DATE: 6/22 17	DATE:
0/11/10	0,00,10	



#### NO. BUILDING NAME

- 1 LAB/ADMIN
- 2 CRAFTON CENTER
- CLASSROOM BUILDING 2
- 4 STUDENT SERVICES A
- 5 CLASSROOM BUILDING 1
- 7 OCCUPATIONAL ED 2
- 8 PERFORMING ARTS CENTER
- 9 MAINTENANCE & OPERATIONS
- 12 CHEMISTRY
- 13 CDC 1
- 14 CDC 2
- IS CDC
- 20 PHYS ED / ATHLETICS
- 23 WATER TANK
- 24 SCIENCE
- 27 SCIENCE MODULAR
- 28 MATH MODULAR
- 29 OFFICES (REPURPOSED BOOKSTORE MODULAR)
- 4 BOOKSTORE CLASSROOMS
- 37 STUDENT SERVICES B
- 38 AQUATIC CENTER
- 39 LEARNING RESOURCE CENTER

\* BOLD INDICATES NEW BUILDING

Steinberg Architects

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:** July 12, 2012

**SUBJECT:** Consideration of Approval of Amendment 003 to the

NTD Architecture Contract

#### RECOMMENDATION

It is recommended that the Board of Trustees approve Amendment 003 to the NTD Architecture contract in the amount of \$27,500.00.

#### **OVERVIEW**

On February 17, 2011, the Board of Trustees approved a contract with NTD Architecture for architectural and engineering services on the SBVC Auditorium Renovation project. The Division of the State Architect (DSA) required independent cost estimates for:

- proposed construction budget
- 50% building replacement cost

#### **ANALYSIS**

Additional services were required for NTD to obtain the necessary independent costs estimates for the above validation.

The effect of this amendment will be an addition of \$27,500.00 to the NTD Architecture contract, resulting in a revised contract amount of \$822,575.00. There is no increase in length of contract.

#### **BOARD IMPERATIVE**

III. Resource Management for Efficiency, Effectiveness, and Excellence

#### FINANCIAL IMPLICATIONS

Included in 2012-13 Measure M budget.

#### Kitchell/BRj/Seville

701 S Mount Vernon Ave, San Bernardino, CA 92410

**Project Memo** 

Ph: 909.693.3160 Fax: 909.8

DATE:

May 31, 2012

No. VC 105

TO:

Charlie Ng

Vice Chancellor

San Bernardino Valley College (SBVC)

FROM:

Michael Villegas
Project Manager
Kitchell/BRj/Seville

RE:

San Bernardino Valley College (SBVC) Measure M

**Auditorium Renovation Project** 

DSA Required Independent Cost Estimate

#### SCOPE:

SBCCD review and approve NTD Architecture additional services proposal for two additional independent cost estimates for the Valley College Auditorium Renovation Project.

#### NARRATIVE:

The Division of State Architect (DSA) has placed the Auditorium Renovation Project intake submittal "on hold" pending an independent cost estimate validation of the proposed construction budget and 50% building replacement threshold cost for mandatory trigger of seismic upgrades. A meeting with DSA, NTD, District and Kitchell/BRj/Seville is scheduled for May 31, 2012 to review the estimate parameters and document the continuing impact to the project schedule. NTD Architecture has provided a proposal for the necessary independent cost estimates totaling \$27, 500.

#### RECOMMENDATION:

Kitchell/BRj/Seville recommends SBCCD approving the NTD Architecture additional services proposal for the amount of \$27,500.

#### **BUDGET INFORMATION:**

Original Project Budget amount:

Spent to Date:

Project Current Estimate of Complete Costs:

Spent to Date:

Budget Line Item: 42-37-31-9517-0000-6210.10-7100

I concur with this recommendation
I do not concur with this recommendation
Diana Johnson, Program Manager, KBS

I concur with this recommendation
I do not concur with this recommendation
Charlie Ng, Vice Chancellor, Fiscal Services

Attachments:

NTD Additional Services Proposal, dated 5/29/12

NTD email correspondence, dated 5/24/12

1 3 3 1 N

#### ARCHITECT CONTRACT AMENDMENT 003

PROJECT: Auditorium Renovation

Measure M

San Bernardino Valley College (SBVC)

701 S. Mount Vernon Avenue San Bernardino, CA 92410

OWNER: San Bernardino Community College District

114 S. Del Rosa Avenue San Bernardino, CA 92408

TO:

NTD Architecture

955 Overland Court

Ste 100

San Dimas, CA 91773

#### **Brief Description:**

This contract amendment is for additional scope services for the Measure M Auditorium Project for San Bernardino Valley College. Additional services include the Division of State Architect intake requirement for an independent cost estimate validation of proposed construction budget and mandatory seismic 50% building replacement cost threshold of new construction.

#### Attachments:

Proposal dated 5/29/2012

#### Costs:

\$27,500.00 = Total of this requested Architect Contract Amendment: 003

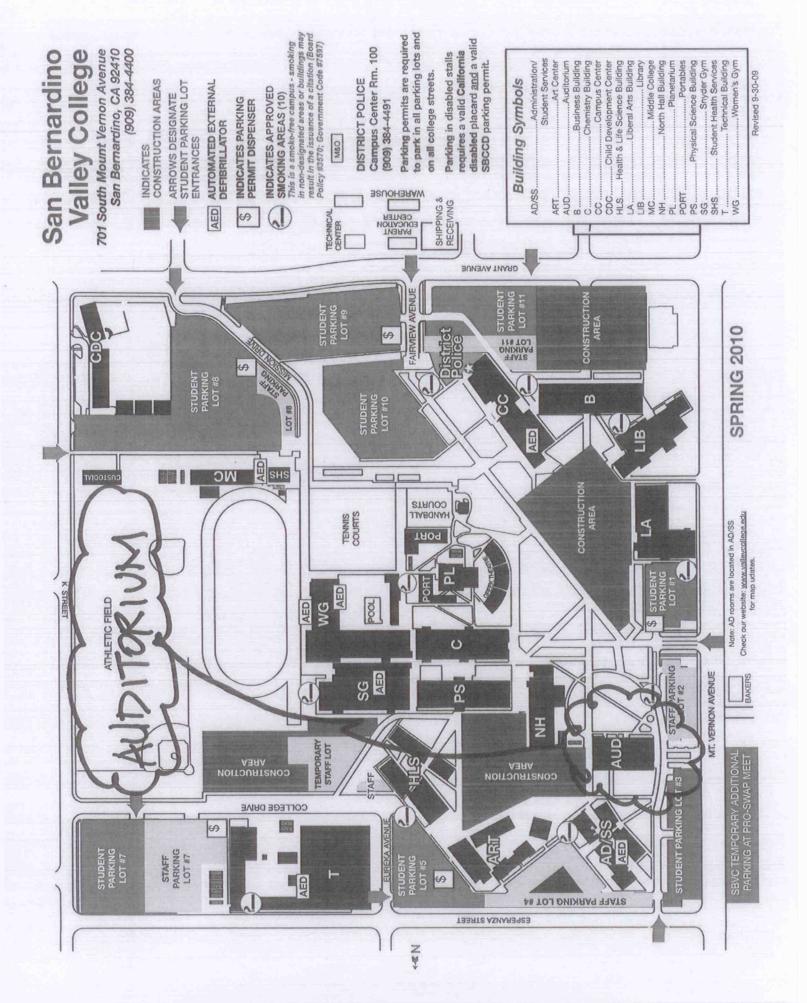
The original Contract Sum	\$458,400.00
Net change by previous Amendments	\$336,675.00
The Contract Sum prior to this Amendment	\$795,075.00
The Contract Sum will be increased by this Amendment	\$27,500.00
The new Contract Sum including this Amendment	\$822,575.00
The Contract Schedule as of this Amendment will be increased by:	0 calendar days

By signing this Amendment the San Bernardino Community College District (SBCCD) authorizes 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 contract with SBCCD for the Auditorium Project.

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

ARCHITECT	PROGRAM MANAGER	OWNER
NTD Architecture	Kitchell CEM	SBCCD
By:	By: Diana Johnson	By:
DATE:	DATE: 6/22 12	DATE:

elley-nasi-jobs|Measure 📝 SBCCD - VALLEY COLLEGE -NEW Project Contracts & Financials|Auditorium Renovation|AE Contract|Contract & Amendments-Proposals|003 Amendment.doc



**TO:** Board of Trustees

FROM: Bruce Baron, Chancellor

**REVIEWED BY:** Charlie Ng, Vice Chancellor, Fiscal Services

PREPARED BY: Diana Johnson, Bond Program Manager, Kitchell/BRi/Seville

**DATE:** July 12, 2012

**SUBJECT:** Consideration of Approval to Reduce Retention

#### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the reduction of retention for the following contract to the amount shown below:

<u>Vendor</u>	<u>Project</u>	% Completion	Retention Amount
Riverside Construction, Inc.	CHC – CRF LEED* Solar Heating Panels	95%	5%
*Leadership in Energy and Environmental Design			

#### **OVERVIEW**

This company is requesting a reduction of retention on their contract. In compliance with California Public Contract Code 9203, when 50% of the work on a contract has been completed, payments on the contract may be made in full for actual work completed.

#### <u>ANALYSIS</u>

The work for this contract is more than 50% complete and is progressing satisfactorily. Therefore, the suggested retention amount is sufficient.

#### **BOARD IMPERATIVE**

III. Resource Management for Efficiency, Effectiveness, and Excellence

#### FINANCIAL IMPLICATIONS

This board action will not impact the budget.

**TO:** Board of Trustees

**FROM:** Bruce Baron, Chancellor

**REVIEWED BY:** Charlie Ng, Vice Chancellor, Fiscal Services

**PREPARED BY:** Whitney Fields, Environmental Health & Safety Administrator

**DATE:** July 12, 2012

**SUBJECT:** Consideration of Approval of the District's Multi-Jurisdictional Hazard

Mitigation Plan

#### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the District's Multi-Jurisdictional Hazard Mitigation Plan.

#### **OVERVIEW**

The Multi-Jurisdictional Hazard Mitigation Plan identifies risks and ways to minimize damage by natural and manmade disasters. It is a comprehensive resource document that serves many purposes such as enhancing public awareness, creating a decision tool for management, promoting compliance with State and Federal requirements, enhancing local policies for hazard mitigation capability, and providing inter-jurisdictional coordination.

The Federal Disaster Mitigation Act of 2000 requires all local governments to create a disaster plan in order to qualify for funding in the future.

#### **ANALYSIS**

Board approval of the Multi-Jurisdictional Hazard Mitigation Plan is required to attain final approval of the plan from the California Office of Emergency Management Services.

#### **BOARD IMPERATIVE**

III. Resource Management for Efficiency, Effectiveness, and Excellence

#### FINANCIAL IMPLICATIONS

The Multi-Jurisdictional Hazard Mitigation Plan will provide SBCCD with a tool that can be utilized to apply for emergency preparedness grants to assist in preparing for a natural disaster.



# San Bernardino Community College District Hazard Mitigation Plan

July 12, 2012





#### Recognition

#### **Special Thanks**

#### Hazard Mitigation Planning Team:

Name	Position	Department
Pierre Galvez	Acting Police Chief	District Police Department
Whitney Fields	Environmental Health and Safety Administrator	Fiscal Services
Charlie Ng	Vice Chancellor	Fiscal Services
Mike Strong	Vice President	CHC Administrative Services
Steve Sutorus	Business Manager	Fiscal Services
James Hansen	Vice President	SBVC Administrative Services
Rosalind Lee	Administrative Secretary	District Police Department
Krysten Newbury	Police Officer	District Police Department

#### Acknowledgements

#### San Bernardino Community College District Board of Trustees

- Carleton W. Lockwood, Jr., President
- Dr. Donald L. Singer, Vice President
- John M. Futch, Clerk
- Donna Ferracone
- John Longville
- James C. Ramos
- Jess C. Vizcaino, Jr.
- Kyle Hundley, CHC Student Trustee
- Eric Owen, SBVC Student Trustee

#### **Consulting Services**

#### Willdan Homeland Solutions

✓ Program Manager: Russ Sutter

#### **Emergency Planning Consultants**

- ✓ Project Manager: Carolyn J. Harshman, CEM
- ✓ Research Assistant: Timothy W. Harshman





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Note: The maps in this plan were provided by the San Bernardino Community College District, the County of San Bernardino, the Federal Emergency Management Agency (FEMA), or were acquired from public internet sources. Care was taken in the creation of the maps contained in this Plan, however they are provided "as is". The San Bernardino Community College District does not accept any responsibility for any errors, omissions or positional accuracy, and therefore, there are no warranties that accompany these (the maps). Although information from land surveys may have been used in the creation of these products, in no way does this product represent or constitute a land survey. Users are cautioned to field verify information on this product before making any decisions.





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#### **Executive Summary**

The Mitigation Plan was prepared in response to the Disaster Mitigation Act of 2000 (DMA 2000). DMA 2000 (also known as Public Law 106-390) requires state and local governments to prepare Mitigation Plans to document their Mitigation Planning process, and to identify hazards, potential losses, mitigation needs, goals, and strategies. This type of planning supplements the District's comprehensive emergency management program.

Under DMA 2000, each state and local government must have a federally approved Mitigation Plan to be eligible for hazard mitigation grant funding. To comply with that obligation, the San Bernardino Community College District (SBCCD or District) developed its first Mitigation Plan in 2005. This Plan represents an update to that version.

The Disaster Mitigation Act of 2000 (DMA 2000) is intended to facilitate cooperation between state and local governments, prompting them to work together. Through collaboration, mitigation needs can be identified before disasters strike, resulting in faster allocation of resources and more effective risk reduction projects.

The following FEMA definitions are used throughout this plan:

**Hazard Mitigation** – "Any sustained action taken to reduce or eliminate the long-term risk to human life and property from hazards".

**Planning** – "The act or process of making or carrying out plans; specifically, the establishment of goals, policies, and procedures for a social or economic unit."

(Source: FEMA, 2002, Getting Started, Building Support for Mitigation Planning, FEMA 386-1)

#### Mitigation Planning Benefits

Planning ahead helps residents, businesses, and government agencies effectively respond when disasters strike, and keeps public agencies eligible for Hazard Mitigation Grant Program funding. The long-term benefits of mitigation planning include:

- ✓ Greater understanding of hazards faced by a community
- ✓ Use of limited resources on hazards with the greatest effect on a community.
- ✓ Financial savings through partnerships for planning and mitigation
- ✓ Reduced long-term impacts and damages to human health and structures, and lower repair costs
- ✓ More sustainable, disaster-resistant communities.

#### Hazard Land Use Policy in California

Planning for hazards should be an integral element of any District's land use planning program. All California cities and counties have General Plans and the implementing ordinances that are required to comply with the statewide land use planning regulations.

The continuing challenge faced by local and state government officials is to keep the network of local plans effective in responding to the changing conditions and needs of California's diverse





communities, particularly in light of the very active seismic region in which we live. Planning for hazards requires a thorough understanding of the various hazards facing the District and the region as a whole.

Additionally, it is important to take an inventory of the structures and contents of various District holdings. These inventories should include the compendium of hazards facing the district, the built environment at risk, the personal property that may be damaged by hazard events and most of all, the risks to the people who live in the shadow of such hazards.

# **Support for Hazard Mitigation**

All mitigation is local. The primary responsibility for development and implementation of risk reduction strategies and policies lies with each local jurisdiction. Local jurisdictions, however, are not alone. Partners and resources exist at the regional, state and federal levels. Numerous California state agencies have a role in hazards and hazard mitigation.

Some of the key agencies include:

- ✓ The California Emergency Management Agency (Cal EMA) is responsible for disaster mitigation, preparedness, response, recovery, and the administration of federal funds after a major disaster declaration.
- ✓ The Southern California Earthquake Center (SCEC) gathers information about earthquakes, integrates information on earthquake phenomena, and communicates this to end-users and the general public to increase earthquake awareness, reduce economic losses, and save lives.
- ✓ The California Department of Forestry and Fire Protection (CalFIRE) is responsible for all aspects of wildland fire protection on private and state properties, and administers forest practices regulations, including landslide mitigation, on non-federal lands.
- ✓ The California Division of Mines and Geology (DMG) is responsible for geologic hazard characterization, public education, and the development of partnerships aimed at reducing risk.
- ✓ The California Division of Water Resources (DWR) plans, designs, constructs, operates, and maintains the State Water Project; regulates dams; provides flood protection and assists in emergency management. It also educates the public and serves local water needs by providing technical assistance.
- ✓ Federal Emergency Management Agency (FEMA) provides hazard mitigation guidance, resource materials, and educational materials to support implementation of the capitalized DMA 2000.
- ✓ The United States Census Bureau (USCB) provides demographic data on the
  populations affected by natural disasters.
- ✓ The United States Department of Agriculture (USDA) provides data on matters pertaining to land management.

A Hazard Mitigation Planning Team (Planning Team) consisting of SBCCD staff from various departments used the following approach to update the mitigation plan:

- ✓ Develop a Planning Team
- ✓ Identify hazards posing a significant threat





- ✓ Profile these hazards
- ✓ Estimate inventory at risk and potential losses associated with these hazards
- ✓ Develop mitigation strategies and goals that address these hazards
- ✓ Develop Plan maintenance procedures for implementation after the California Emergency Management Agency (Cal EMA) and the Federal Emergency Management Agency (FEMA) approve the Mitigation Plan

Although the requirements of DMA 2000 only apply to natural hazards, which are the primary focus of this Plan, the Planning Team felt it was important to also identify profile, assess, and mitigate technological and human-caused hazards.

As required by DMA 2000, the SBCCD informed the public about the planning process and provided opportunities for public input. In addition, key agencies and stakeholders shared their expertise during the planning process. This Mitigation Plan documents the process, outcome, and future of the District's mitigation planning efforts.

# How is the Plan Organized?

The structure of the Plan enables people to use a section of interest to them and allows the District to review and update sections when new data is available. The ease of incorporating new data into the plan will result in a Mitigation Plan that remains current and relevant to the District.

Part I of the SBCCD's Mitigation Plan consists of three sections: Executive Summary, Introduction, and District Profile.

Part II of the Mitigation Plan consists of Mitigation Strategies, Planning Process, Plan Maintenance, and Risk Assessment.

Part III of the SBCCD's Mitigation Plan consists of Earthquake, Flood, and Wildfire hazard-specific analyses.

Part IV is a collection of Appendices supporting the Plan.

Following is a description of each of the sections:

#### Part I: Background

#### **Executive Summary**

The executive summary provides an overview of the planning process.

#### **Section 1: Introduction**

The Introduction describes the background and purpose of developing the Mitigation Plan for the San Bernardino Community College District service area.

#### **Section 2: District Profile**

The section presents the history, geography, demographics, and socioeconomics of the San Bernardino Community College District service area. It provides relevant information on the demographics and history of the region.





## **Part II: Mitigation Planning**

#### **Section 3: Mitigation Strategies**

This section highlights

- 1) Mitigation Actions Matrix,
- 2) the planning approach taken,
- 3) how the action items are organized, and
- 4) the goals and objectives of the Plan

## **Section 4: Planning Process**

This section describes the mitigation planning process, including

- 1) Planning Team involvement,
- 2) public and other stakeholder involvement; and
- 3) integration of existing data and plans.

#### **Section 5: Plan Maintenance**

This section provides information on Plan implementation, monitoring and evaluation.

#### Section 6: Risk Assessment

This section provides information on hazard identification, vulnerability and risk associated with hazards in the San Bernardino Community College District service area.

## Part III: Hazard Analysis

Hazard-specific analysis on three persistent hazards is addressed in this Plan. Persistent hazards occur with some regularity and may be predicted through historic evidence and scientific methods. The persistent hazards addressed in the Plan include:

Section 7: Earthquake

Section 8: Flood

Section 9: Wildfire/Urban Fire

#### Part IV: Appendix

The Plan Appendix is designed to provide users of the Mitigation Plan with additional information to assist them in understanding the contents of the Mitigation Plan, and includes potential resources to assist them with implementation.

Resource Directory: The resource directory includes city, local, regional, state, and national resources and programs that may be of technical and/or financial assistance to the Staff of the SBCCD during Plan implementation.

# **Mitigation Measure Categories**

The following is FEMA's list of mitigation categories. The activities identified by the Planning Team are consistent with the six broad categories of mitigation actions outlined in FEMA





publication 386-3, Developing the Mitigation Plan: Identifying Mitigation Actions and Implementing Strategies.

- ✓ Prevention: These include government administrative or regulatory actions or processes that influence the way land and buildings are developed and built. These actions also include public activities to reduce hazard losses. Examples include planning and zoning, building codes, capital improvement programs, open space preservation, and storm water management regulations.
- ✓ Property Protection: This refers to actions that involve modification of existing buildings
  or structures to protect them from a hazard, or removal from the hazard area. Examples
  include acquisition, elevation, relocation, structural retrofits, storm shutters, and shatterresistant glass.
- ✓ Public Education and Awareness: These include actions to inform and educate citizens, property owners, and elected officials about hazards and potential ways to mitigate them. Such actions include outreach projects, real estate disclosure, hazard information centers, and school-age and adult education programs.
- ✓ Natural Resource Protection: These are defined as actions that, in addition to minimizing hazard losses, preserve or restore the functions of natural systems. Examples include sediment and erosion control, stream corridor restoration, watershed management, forest and vegetation management, and wetland restoration and preservation.
- ✓ **Emergency Services:** Included in this list are actions that protect people and property during and immediately following a disaster or hazard event. Such services include warning systems, emergency response services, and protection of critical facilities.
- ✓ Structural Projects: This includes actions that involve the construction of structures to reduce the impact of a hazard, such as dams, levees, floodwalls, retaining walls, and safe rooms.

## Plan Mission

The mission of the Mitigation Plan is to promote sound public policy designed to protect people, critical facilities, infrastructure, private property, and the environment from natural hazards. This is achieved by increasing public awareness, documenting the resources for risk reduction and loss-prevention, and identifying activities to guide the District in creating a more sustainable community.

# **Mitigation Planning Process**

The process for updating the 2005 Mitigation Plan started with identifying members for the Planning Team. Each team member represented different District departments and specific divisions within those departments that have a role in mitigation efforts. The Planning Team met over a period of six months, and identified characteristics and consequences of those natural hazards that have a significant potential to affect the District.

The Team developed the hazard mitigation strategy and goals by utilizing an understanding of the various risks posed by the identified hazards. The group also determined hazard mitigation activities and priorities that included scenarios for both present and future conditions. The final Mitigation Plan will be implemented through various projects, changes in day-to-day District operations, and through continued hazard mitigation development.





# **Public Input**

The Plan will be made available to the public through different venues and will engage the public, involve them in ongoing planning and evaluation, and facilitate communication. The Planning Team recognizes that community involvement increases the likelihood that hazard mitigation will become a standard consideration for the District.

The Planning Team posted a public notice in October 2011. The resources and information cited in the Mitigation Plan provide a strong local perspective and help identify strategies and activities to make the San Bernardino Community College District more disaster-resistant.

# **Participating Organizations**

Successful mitigation planning, like all community planning, requires collaboration with, and support from, federal, state, local, and regional governments, citizens, the private sector, universities, and non-profit organizations. The Planning Team consulted with a variety of sources to ensure that the planning process resulted in practicable actions tailored to local needs and circumstances.

# Planning Approach

The four-step planning approach outlined in the FEMA publication, *Developing the Mitigation Plan: Identifying Mitigation Actions and Implementing Strategies* (FEMA 386-3) was used to develop this plan:

- ✓ **Develop mitigation goals and objectives -** The risk assessment (hazard characteristics, inventory, and findings), along with municipal policy documents, were utilized to develop mitigation goals and objectives.
- ✓ **Identify and prioritize mitigation actions** Mitigation activities were identified for each hazard based on the risk assessment, goals and objectives, existing literature/resources, and input from participating entities. Activities were 1) qualitatively evaluated against the goals and objectives, and other criteria; 2) identified as high, medium, or low priority; and 3) presented in a series of hazard-specific tables.
- ✓ Prepare implementation strategy Generally, high priority activities are recommended for implementation first.
  - However, based on community needs and goals, project costs, and available funding, some medium or low priority activities may be implemented before some high priority items.
- ✓ Document mitigation planning process The mitigation planning process is documented throughout this Plan.

# **Mitigation Planning**

As the cost of damage from disasters continues to increase nationwide, the San Bernardino Community College District recognizes the importance of identifying effective ways to reduce vulnerability to disasters. Mitigation Plans assist communities in reducing risk from hazards by identifying resources, information, and strategies for risk reduction, while helping guide and coordinate mitigation activities throughout the District.





The Plan provides a set of action items designed to reduce risk from hazards, such as education and outreach programs and the development of partnerships. The Plan also provides for the implementation of preventative activities, including programs that restrict and control development in areas subject to damage from hazards.

The Mitigation Plan is integrated with other plans, including the San Bernardino Community College District Emergency Operations Plan, the Five Year Construction Plan, and the Sewer System Maintenance Plan.

## Scope

The Mitigation Plan addresses the needs of the District-owned facilities within the District's boundaries.

## Risk Assessment

Risk assessment is the identification of risks posed by a hazard and the corresponding impacts to the community. This process involves five steps: identify hazards, profile hazards, inventory critical assets, assess risks, and assess vulnerability of future development. The potential impact of hazards associated with the District's location and varying terrain make the environment and population vulnerable to a wide spectrum of natural disaster situations. Any disaster scenario can only be assessed through careful planning and collaboration between public agencies, private sector organizations, and the District community, to make it possible to minimize loss.

## Mitigation Strategy Goals

The Planning Team confirmed the five mitigation goals from the 2005 Plan:

- ✓ Protect Life and Property
- ✓ Enhance Public Awareness
- ✓ Preserve Natural Systems
- ✓ Encourage Partnerships and Implementation
- ✓ Strengthen Emergency Services

These goals guided the development and implementation of specific mitigation activities. Many of the mitigation objectives and action items come from current programs. Emphasis was placed on the effectiveness of the activities with respect to their estimated cost.

# **Plan Adoption**

The Mitigation Plan was reviewed and adopted by the Board of Trustees after approval by Cal EMA and FEMA. A copy of the Resolution appears in Section 3: Planning Process.





## Plan Maintenance

Mitigation Planning is an ongoing process involving changes as new hazards occur, as the area develops, and as more is learned about hazards and their impacts. The Planning Team will monitor changing conditions, help implement mitigation activities, annually review the plan to determine if District goals are being met, and provide an update to Cal EMA and FEMA every five years. In addition, the Planning Team will review After-Action Reports generated after any disaster that impacts the District, and revise the mitigation plan if needed.

# **Summary of Updates**

The Planning Team reviewed each section of the 2005 Plan and decided to extensively reformat the original Plan. It was agreed that the "template" approach used in the original plan lacked details and descriptions critical to preparing an effective mitigation plan.

Following is a summary of the changes made to the 2005 Plan:

- The 2005 Plan included a broad range of natural, technological, and human-caused hazards. The Planning Team agreed to eliminate the hazards with low-risk and/or lowimpact.
- 2. Extensive changes were made to the hazard sections.
- 3. The 2005 plan was updated to incorporate FEMA's regulatory changes dated July 1, 2008.
- 4. In the 2005 planning process, the District's plan was part of a multi-jurisdictional plan. During the 2011 update, the Plan was designed as a stand-alone document.
- 5. Due to changes in staffing and new assignments, it was necessary to update the composition of the Planning Team.
- References to California Governor's Office of Emergency Services (OES) have been revised to reflect the new name of California Emergency Management Agency (Cal EMA).
- 7. Revisions to the document format, including graphic enhancements were made (e.g. District logos, text boxes, graphics, reorganization of electronic format, and web references)
- 8. The Planning Team discussed the plan's organizational structure and decided to supplement the Executive Summary in order to provide the reader with additional clarification.
- 9. The Planning Team eliminated redundant or unnecessary data and content not required by DMA 2000 regulations.





## **Section 1: Introduction**

# Why Develop a Mitigation Plan?

As the costs of damage from disasters continue to increase, the District realizes the importance of identifying effective ways to reduce vulnerability to disasters. Mitigation plans assist communities in reducing risk from hazards by identifying resources, information, and strategies for risk reduction, while helping to guide and coordinate mitigation activities throughout the District.

The Plan provides a set of action items designed to reduce risks from hazards through education and outreach programs and to foster the development of partnerships, and to encourage implementation of preventative activities such as land use programs that restrict and control development in areas subject to damage from hazards.

The resources and information within the Mitigation Plan:

- ✓ Establish a basis for coordination and collaboration among agencies and the shareholders of the San Bernardino Community College District;
- ✓ Identify and prioritize future mitigation projects; and
- ✓ Assist in meeting the requirements of federal assistance programs.

The Plan works in conjunction with other District plans, including the Emergency Operations Plan, the Five Year Construction Plan, and the Sewer System Management Plan.

A thorough review of existing documents revealed that the District has previously experienced or could be vulnerable to the following natural hazards: earthquake, flood, wildfire, landslide, dam failure, windstorm, terrorism, and drought. The planning team utilized the FEMA recommended Calculated Priority Risk Index to identify the most significant threats facing the District: earthquake; flood; and wildfire.

It is impossible to predict exactly when these disasters will occur, or the extent to which they will affect the District. However, with careful planning and collaboration among public agencies, private sector organizations, and those within the District, it is possible to minimize the losses that might result from these natural disasters. As the population of

"Floods and hurricanes
happen. The hazard itself
is not the disaster – it's our
habits, it's how we build
and live in those
areas...that's the disaster."

**Hazard Mitigation Legislation** 

Relevant hazard mitigation legislation and grants are highlighted below.

the region continues to increase, the exposure to hazards creates

an even higher possible risk than previously experienced.

## **Hazard Mitigation Grant Program**

Craig Fugate, FEMA Administrator

In 1974, Congress enacted the Robert T. Stafford Disaster Relief and Emergency Act, commonly referred to as the Stafford Act. In 1988, Congress established the Hazard Mitigation Grant Program (HMGP) via Section 404 of the Stafford Act. Regulations regarding





HMGP implementation based on the DMA 2000 were initially changed by an Interim Final Rule (44 CFR Part 206, Subpart N) published in the Federal Register on February 26, 2002. A second Interim Final Rule was issued on October 1, 2002.

The HMGP helps states and local governments implement long-term hazard mitigation measures for natural hazards by providing federal funding following a federal disaster declaration. Eligible applicants include state and local agencies, Indian tribes or other tribal organizations, and certain nonprofit organizations.

In California, the HMGP is administered by Cal EMA. Examples of typical HMGP projects include:

- ✓ Property acquisition and relocation projects
- ✓ Structural retrofitting to minimize damages from earthquake, flood, high wind, wildfire, or other natural hazards
- ✓ Elevation of flood-prone structures
- ✓ Vegetative management programs, such as:
  - o Brush control and maintenance
  - Fuel break lines in shrubbery
  - Fire-resistant vegetation in potential wildland fire areas

## **Pre-Disaster Mitigation Program**

The Pre-Disaster Mitigation Program (PDM) was authorized by §203 of the Stafford Act, 42 United States Code (USC), as amended by §102 of the DMA 2000. Funding is provided through the National Pre-Disaster Mitigation Fund to help state and local governments (including Indian tribal governments) implement cost-effective hazard mitigation activities that complement a comprehensive mitigation program.

In Fiscal Year 2012, two types of grants (planning and competitive) are offered under the PDM Program. Planning grants allocate funds to each state for Mitigation Plan development. Competitive grants distribute funds to states, local governments, and federally recognized Indian tribal governments via a competitive application process. FEMA reviews and ranks the submittals based on pre-determined criteria. The minimum eligibility requirements for competitive grants include participation in good standing in the National Flood Insurance Program (NFIP) and a FEMA-approved Mitigation Plan. (Source: http://www.fema.gov/government/grant/pdm/)

## Flood Mitigation Assistance Program

The Flood Mitigation Assistance (FMA) Program was created as part of the National Flood Insurance Reform Act (NFIRA) of 1994 (42 U.S.C. 4101). Financial support is provided through the National Flood Insurance Fund to help states and communities implement measures to reduce or eliminate the long-term risk of flood damage to buildings, manufactured homes, and other structures insurable under the NFIP.

Three types of grants are available under FMA: planning; project; and technical assistance. Planning grants are available to states and communities to prepare Flood Mitigation Plans.





NFIP-participating communities with approved Flood Mitigation Plans can apply for project grants to implement measures to reduce flood losses. Technical assistance grants in the amount of 10 percent of the project grant are available to the state for program administration. Communities that receive planning and/or project grants must participate in the NFIP. Examples of eligible projects include elevation, acquisition, and relocation of NFIP-insured structures. (Source: http://www.fema.gov/fima/fma.shtm)

## Disaster Mitigation Act of 2000

DMA 2000 (DMA 2000) was signed by President Clinton on October 30, 2000 (Public Law 106-390). Section 322 primarily deals with the development of Mitigation Plans. The Interim Final Rule for planning provisions (44 CFR Part 201) was published in the Federal Register twice: February 26, 2002 and October 1, 2002. The Mitigation Planning requirements are implemented via 44 CFR Part 201.6.

Under DMA 2000, state and local governments (each city, county, and special district), and tribal governments must each develop a Mitigation Plan to be eligible to receive HMGP funds. Every mitigation plan, which must be reviewed by the state and approved by FEMA, should include a description of the type, location, and extent of all natural hazards that can affect the jurisdiction.

DMA 2000 was designed to establish a national program for pre-disaster mitigation, streamline disaster relief at the federal and state levels, and control federal disaster assistance costs. Congress believed that meeting these requirements would produce the following benefits:

- ✓ Reduce loss of life and property, human suffering, economic disruption, and disaster costs
- ✓ Prioritize hazard mitigation at the local level with increased emphasis on
  - o planning and public involvement,
  - o assessing risks,
  - o implementing loss reduction measures, and
  - o ensuring critical facilities/services survive a disaster
- ✓ Promote education and economic incentives to form community-based partnerships and leverage non-federal resources to commit to and implement long-term hazard mitigation activities

## State and Federal Support

While local jurisdictions have primary responsibility for developing and implementing hazard mitigation strategies, they are not operating in a vacuum. Various state and federal partners and resources can help local agencies with mitigation planning.

Cal EMA is the lead agency for mitigation planning support to local governments. In addition, FEMA offers grants, tools, and training.

This Mitigation Plan was prepared in accordance with the following regulations and guidance:

✓ DMA 2000 (Public Law 106-390, October 10, 2000)





- √ 44 CFR Parts 201 and 206, Mitigation Planning and Hazard Mitigation Grant Program, Interim Final Rule, October 1, 2002
- √ 44 CFR Parts 201 and 206, Mitigation Planning and Hazard Mitigation Grant Program, Interim Final Rule, February 26, 2002
- ✓ How-To Guide for Using HAZUS-MH for Risk Assessment, (FEMA 433), February 2004
- ✓ Mitigation Planning "How-to" Series (FEMA 386-1 through 9 available at: http://www.fema.gov/fima/planhowto.shtm)
- ✓ Getting Started: Building Support For Mitigation Planning (FEMA 386-1)
- ✓ Understanding Your Risks: Identifying Hazards and Estimating Losses (FEMA 386-2)
- ✓ Developing the Mitigation Plan: Identifying Mitigation Actions and Implementing Strategies (FEMA 386-3)
- ✓ Bringing the Plan to Life: Implementing the Mitigation Plan (FEMA 386-4)
- ✓ Using Benefit-Cost Review in Mitigation Planning (FEMA 386-5)
- ✓ Integrating Historic Property and Cultural Resource Considerations into Mitigation Planning (FEMA 386-6)

HAZUS-MH uses
Geographic Information
System technology to
produce detailed maps and
analytical reports on
physical damage to
building stock, critical
facilities, transportation
systems, and utilities.

✓ Integrating Manmade Hazards Into Mitigation Planning (FEMA 386-7)

- ✓ Multi-Jurisdictional Mitigation Planning (FEMA 386-8)
- ✓ Using the Mitigation Plan to Prepare Successful Mitigation Projects (FEMA 386-9)
- ✓ State and Local Plan Interim Criteria Under the DMA 2000, July 11, 2002, FEMA
- ✓ Mitigation Planning Workshop For Local Governments-Instructor Guide, July 2002, FEMA
- ✓ Report on Costs and Benefits of Natural Hazard Mitigation, Document #294, FEMA
- ✓ LHMP Development Guide Appendix Resource, Document, and Tool List for Local Mitigation Planning, December 2, 2003, Cal EMA

## Hazards U.S. - Multi-Hazard

In 1997, FEMA developed a standardized model for estimating losses caused by an earthquake. Hazards U.S. (HAZUS) addressed the need for more effective national, state, and local planning and the need to identify areas that face the highest risk and potential for loss.

Hazards U.S. Multi-Hazard (HAZUS-MH) provides models to estimate potential losses from floods (coastal and riverine) and winds (hail, hurricane, tornado, tropical cyclone, and thunderstorm). HAZUS-MH applies engineering and scientific risk calculations developed by hazard and information technology experts to provide defensible damage and loss estimates. This methodology provides a consistent framework for assessing risk across a variety of hazards.

HAZUS-MH uses Geographic Information System technology to produce detailed maps and analytical reports on physical damage to building stock, critical facilities, transportation systems, and utilities. The damage reports cover induced damage (debris, fire, hazardous material, and





inundation) and direct economic and social losses (casualties, shelter requirements, and economic impacts) promoting standardization.

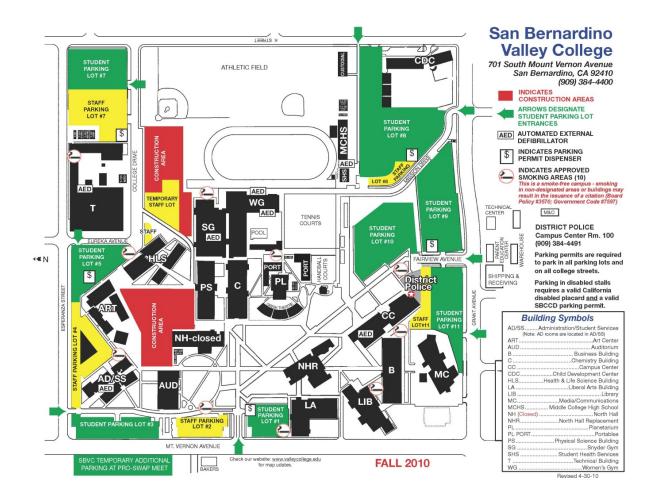
# Who Does the Mitigation Plan Affect?

The Mitigation Plan affects the areas within the San Bernardino Community College District boundaries and District-owned facilities and land. This plan provides a framework for planning for natural hazards. The following maps depict the layouts of the two college campuses.





Map 1-1: Map of San Bernardino Valley College (Source: San Bernardino Community College District)



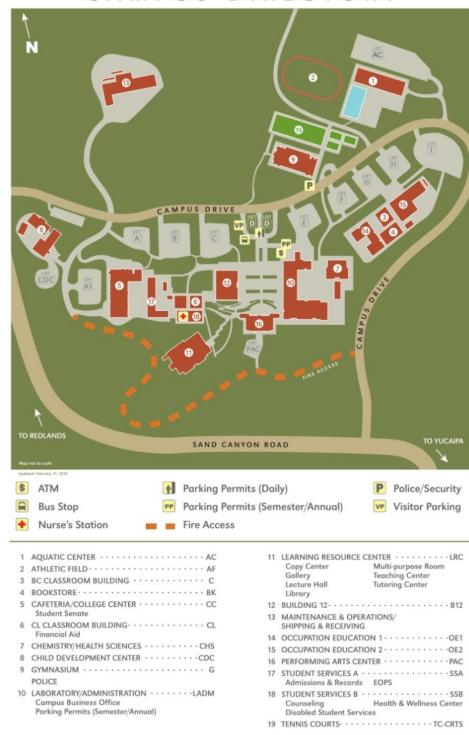




## Map 1-2: Map of Crafton Hills College

(Source: San Bernardino Community College District)

## CAMPUS DIRECTORY







## **Section 2: District Profile**

## Setting

The San Bernardino Community College District (SBCCD) was formed in 1926, originally as the San Bernardino Valley Union Junior College District and the first union district formed in the state.

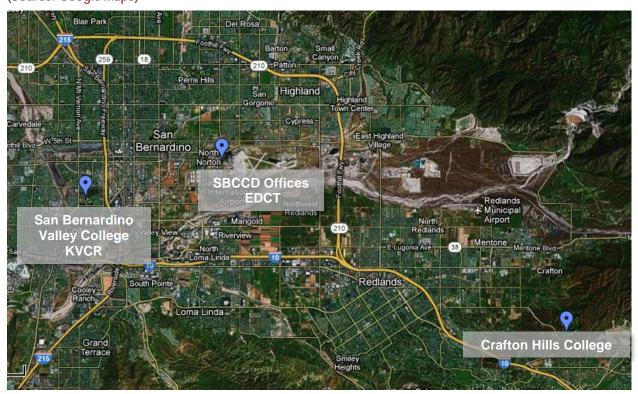
A union district was defined as one made up of two or more contiguous high school districts. The San Bernardino district was formed from the San Bernardino and Colton high school districts, which then joined forces to create the junior college district, elect trustees, establish curriculum and provide facilities and instructors for San Bernardino Valley College (SBVC).

In 1967, the district office began the development of a new campus in Yucaipa. Crafton Hills College (CHC) opened in 1972, serving the East Valley.

Currently, the SBCCD oversees San Bernardino Valley College, Crafton Hills College, the Professional Development Center (PDC), and its own public television and radio station (KVCR TV-FM).

The District estimates that there are approximately 13,000 students attending San Bernardino Valley College campus and approximately 5,500 students attending Crafton Hills College campus as of Fall 2011.

Map 2-1: Aerial Map of District Service Area (Source: Google Maps)





## Topography

The San Bernardino Community College District service area is located in the southwestern quadrant of San Bernardino County at the base of the San Bernardino mountains, approximately 59 miles east of downtown Los Angeles, approximately 58 miles west of Palm Springs, and approximately 11 miles north of the City of Riverside. A regional map is located in Section 6: Risk Assessment. The District encompasses 500 square miles. The District's service area includes a variety of cities and communities, as outlined below.

## Climate

The District's service area has a very temperate climate. The average annual rainfall is 15.9 inches per year. The temperatures in the service area range from 17 °F to 117 °F.

# Major River/Watersheds

The major waterway with the greatest potential to impact the service area is the Santa Ana River.

Flooding in this area occurs during summer and winter storms. Isolated flooding can also occur in areas ravaged by wildfire that have burned away absorbent landscape.

## **Future Development**

San Bernardino Valley College is currently undergoing extensive construction. SBVC is unusual in its extraordinary vulnerability to fault rupture and related ground deformation. The campus straddles the San Jacinto fault zone, the most active fault in Southern California this century in terms of moderate to major earthquakes. Within the boundaries of the SBVC Campus, seven school buildings set in the main fault zone or within a 50 foot setback zone. Five of these were constructed prior to 1973 and severely lacking in their lateral force resisting systems. The other two were built or added onto in 1976, but given the standards in affect then and the current seismic data, these were also severely lacking. The District was given a grant through FEMA and the California Community Colleges Chancellor's Office and the five non-compliant buildings have since been replaced and the older buildings demolished as new facilities have come online. The last three non-compliant buildings were demolished in summer 2011. New facilities are currently in design to replace the Physical Education and Athletic facilities. Renovation projects are also being planned for the older Business Building and the Auditorium, both of which received voluntary seismic upgrades within the past eight years.

At Crafton Hills College, the District is anticipating new buildings and some remodeling. To date, Crafton Hills College has completed an Aquatic Center and a 53,000 square foot Learning Resource Center (Library), a Math/Science Annex and a solar farm. A new Science complex, Occupational Educational building and other buildings are also planned.



## PART II: MITIGATION PLANNING

# **Section 3: Mitigation Strategies**

## Goals

The Planning Team reviewed the goals from the 2005 Mitigation Plan and decided to realign the goals from hazard-specific to be more general. The new mitigation goals focus on avoiding or reducing long-term vulnerabilities to hazards. The goals are based on the updated risk assessment, and represent a long-term vision for hazard reduction or enhanced mitigation capabilities. They are compatible with the needs and goals expressed in other planning documents prepared by the District.

FEMA defines **Goals** as general guidelines that explain what you want to achieve. They are usually broad policy-type statements, long-term, and represent global visions.

FEMA defines Mitigation
Activities as specific actions
that help you achieve your
goals and objectives.

Each mitigation action item is associated with one of the identified goals (see Mitigation Actions Matrix). The Planning Team developed these action items through its knowledge of the local area, risk assessment, review of past efforts, identification of mitigation activities, and qualitative analysis.

The five mitigation goals and descriptions are listed below.

## Protect Life and Property

Implement activities that assist in protecting lives by making infrastructure, critical facilities, and other property more resistant to losses from natural, human-caused, and technological hazards.

Improve hazard assessment information to make recommendations for avoiding new development in high hazard areas and encouraging preventative measures for existing development in areas vulnerable to natural, human-caused, and technological hazards.

## Enhance Public Awareness

Develop and implement education and outreach programs to increase public awareness of the risks associated with natural, human-caused, and technological hazards.

Provide information on tools, partnership opportunities, and funding resources to assist in implementing mitigation activities.

# Preserve Natural Systems

Support management and land use planning practices with hazard mitigation to protect life.

Preserve, rehabilitate, and enhance natural systems to serve hazard mitigation functions.



## Encourage Partnerships and Implementation

Strengthen communication and coordinate participation with public agencies, students, faculty/staff, non-profit organizations, business, and industry to support implementation.

Encourage leadership within the District and public organizations to prioritize and implement local and regional hazard mitigation activities.

## Strengthen Emergency Services

Establish policy to ensure mitigation projects for critical facilities, services, and infrastructure.

Strengthen emergency operations by increasing collaboration and coordination among public agencies, non-profit organizations, business, and industry.

Coordinate and integrate hazard mitigation activities where appropriate, with Emergency Operations Plans and Standard Operating Procedures.

# How are the Mitigation Action Items Organized?

The action items are a list of activities in which District agencies, students, and staff can be engaged to reduce risk. Each action item includes an estimated implementation timeline.

The action items are organized within the following Mitigation Actions Matrix, which lists all of the multi-hazard (actions that reduce risks for more than one specific hazard) and hazard-specific action items included in the Mitigation Plan. Data collection, research, and the public participation process resulted in the development of these action items (Section 3: Planning Process). The Matrix includes the following information for each action item:

# Funding Source

The action items can be funded through a variety of sources, possibly including operating budget/general fund, development fees, Community Development Block Grant (CDBG), Hazard Mitigation Grant Program (HMGP), other grants, private funding, and other funding opportunities.

# Coordinating Organization

The Mitigation Actions Matrix (Table 3-1) assigns primary responsibility for each of the action items. The hierarchies of the assignments vary – some are positions, others departments, and include other committees. The primary responsibility for implementing an action item falls to the entity shown as the "Coordinating Organization". The coordinating organization is the agency with regulatory responsibility to address hazards, or that is willing and able to organize resources, find appropriate funding, or oversee activity implementation, monitoring, and evaluation. Coordinating organizations may include local, county, or regional agencies that are capable of or responsible for implementing activities and programs.

## Plan Goals Addressed

The Plan goals addressed by each action item are included as a way to monitor and evaluate how well the Mitigation Plan is achieving its goals, once implementation begins.



## **Comments**

Department representatives provided status updates on each of the mitigation action items identified in the 2005 plan. The status was indicated in the comments column using the following categories: New, Revised, Completed, Deleted, and Deferred.

## Prioritizing Mitigation Action Items

The Planning Team used the following tool to rank the various mitigation action items.

Mitigation Action Item Number
Instructions: If the answer is yes, check the box.
Does the Action:  solve the problem? address Vulnerability Assessment? reduce the exposure or vulnerability to the highest priority hazard? address multiple hazards? benefits equal or exceed costs? implement a goal, policy, or project identified in the General Plan or Capital Improvement Plan?
Can the Action:  be implemented with existing funds? be implemented by existing state or federal grant programs? be completed within the 5-year life cycle of the Local Hazard Mitigation Plan? be implemented with currently available technologies?
Will the Action:    be accepted by the community?   be supported by community leaders?   adversely impact segments of the population or neighborhoods?   require a change in local ordinances or zoning laws?   positive or neutral impact on the environment?   comply with all local, state and federal environmental laws and regulations?
Is there:  ultraggleright staffing to undertake the project? ultraggleright existing authority to undertake the project?
Now tally the total number of "checks".
Number of checks:
Now using the following scale determine the priority level:  1-6 = Low priority  7-12 = Medium priority  13-18 = High priority



Table 3-1: Mitigation Actions Matrix (identifies the existing and future mitigation activities developed by the Planning Team. Also note the 2005 Mitigation Plan did not include any mitigation action items. That's why all the 2012 items are identified as "new")

		Mitiga	ation Actions	s Matrix	<b>(</b>						
_				Plan	Goa	als A	ddres	sed		ons High,	
Action Item Identifier	Action Item	Coordinating Organization	Timeline	Protect Life and Property	Public Awareness	Natural Systems	Partnerships and Implementation	<b>Emergency Services</b>	Cost and Funding Source (*=not yet identified)	Ranking future actions (L=Low, M=Med, H=High, n/a=not applicable)	Comments (New, Completed, Deleted Revised, Deferred)
		Multi-	Hazard Action	n Item	S				•		
MH #1	Identify and pursue funding opportunities to develop and implement district mitigation activities.	Vice Chancellor – Fiscal Services	Ongoing				X		*	M	New
MH #2	Develop inventories of at-risk buildings and infrastructure and prioritize mitigation projects.	Administrative Services	1-2 Years	Х			Х		*	М	New, Completed in 1999
MH #3	Develop, enhance, and implement education programs aimed at mitigating natural hazards, and reducing the risk to students, faculty, and staff.	Public Information	Ongoing	X	Х				*	М	New
MH #4	Retrofit or relocate utility and communications systems supporting emergency services operations to withstand the impacts of disasters.	Hazard Mitigation Planning Team	1 year	Х	Х			X	*	M	New
MH #5	Familiarize district officials with requirements regarding public assistance for disaster response.	Hazard Mitigation Planning Team	1-2 years				X		*	M	New



		Mitig	ation Actions	s Matrix	(						
_		J				ıls A	ddres	sed		ons High,	
Action Item Identifier	Action Item	Coordinating Organization	Timeline	Protect Life and Property	Public Awareness	Natural Systems	Partnerships and Implementation	<b>Emergency Services</b>	Cost and Funding Source (*=not yet identified)	Ranking future actions (L=Low, M=Med, H=High, n/a=not applicable)	Comments (New, Completed, Deleted, Revised, Deferred)
MH #6	Assess availability of backup power resources (generators) of facilities and upgrade resources as necessary.	Hazard Mitigation Planning Team	Ongoing					Х	*	M	New
MH #7	Monitor trees and branches at district facilities in risk of breaking or falling in stormy or high wind conditions. Prune or thin trees or branches when they would pose an immediate threat to property, utility lines or other significant structures or critical facilities in the district.	Maintenance and Operations	Ongoing	X			X		General Fund	М	New
MH #8	Purchase and deliver a NOAA Weather Radio in District Police Dispatch and each campus and administrative facility.	District Police	1 year		Х			Х	General Fund	M	New
MH #9	Ensure communications capability between the agencies in the EOC and all district campuses and administrative facilities.	District Police	Ongoing	Х			X	Х	General Fund	M	New
MH #10	Establish EOC redundant backups in voice and data communications.	District Police	Ongoing	Х			Х	Х	General Fund	М	New
MH #11	Prepare a Recovery Plan. The Plan will include guidelines and authorities to make determination on the future of damaged buildings (i.e. which	Hazard Mitigation Planning Team	5 years	Х			X		*	M	New



		Mitig	ation Actions	Matrix	ζ						
<u>_</u>		9				ıls Ad	ddress	sed		ons High,	
Action Item Identifier	Action Item	Coordinating Organization	Timeline	Protect Life and Property	Public Awareness	Natural Systems	Partnerships and Implementation	Emergency Services	Cost and Funding Source (*=not yet identified)	Ranking future actions (L=Low, M=Med, H=High, n/a=not applicable)	Comments (New, Completed, Deleted, Revised, Deferred)
	structures and/or facilities will not be allowed to be repaired/reconstructed).										
MH #12	Post the District's Hazard Mitigation Plan on the website	Public Information	1 year	Х	Х	Х	X	Х	General Fund	M	New
MH #13	In the event of damage, conduct a study of vital district facilities and utilities and determine if they should be redesigned or relocated to avoid future disruptions.	Administrative Services	As needed	Х					*	M	New
MH #14	Develop proactive strategies for debris management following major disasters	Maintenance and Operations	1 year	Х		Х		Х	*	M	New
MH #15	Provide training to Facilities Management inspectors, engineers, and architects regarding identification of potential of structural failures to buildings following a disaster. This training is critical because the District's inspectors, engineers, and architects are expected to determine safety of occupancy following a disaster.	Maintenance and Operations	Ongoing	X			X	X	*	M	New
MH #16	Encourage the water providers to maintain water systems that will	Maintenance and	Ongoing	Х		Х	Х	Х	General Fund	М	New



		Mitig	ation Actions	s Matrix	(						
Ļ.		9				ls A	ddres	sed		ins High,	_
Action Item Identifier	Action Item	Coordinating Organization	Timeline	Protect Life and Property	Public Awareness	Natural Systems	Partnerships and Implementation	Emergency Services	Cost and Funding Source (*=not yet identified)	Ranking future actions (L=Low, M=Med, H=High, n/a=not applicable)	Comments (New, Completed, Deleted, Revised, Deferred)
	assist during fire fighting and other emergencies demanding significant water resources.	Operations									
MH #17	Maintain familiarity with the ongoing research efforts of the Department of the State Architect (DSA).	Fiscal Services	Ongoing				Х	X	General Fund	M	New
MH #18	Encourage the development of mutual aid or other assistance agreements with local governments and other educational institutions in the region.	Administrative Services	Ongoing				X	X	General Fund	М	New
MH #19	Monitor opportunities for pre-disaster and post-disaster hazard mitigation grant funding.	Hazard Mitigation Planning Team	Ongoing	Х	Х	Х	X	Х	General Fund	M	New
MH #20	Maintain defensible space around Crafton Hills College	Maintenance and Operations	Ongoing	X	X	Х			General Fund	M	New
MH #21	Purchase Blackboard emergency notification system.	Hazard Mitigation Planning Team	1 year		Х			X	*	M	New, Completed
MH #22	Inspect, test and maintain existing fire hydrants per applicable Fire Codes.	Maintenance and Operations	1 year	Х	Х			Х	General Fund	M	New
MH	Maintain existing fire protection	Maintenance	Ongoing	Χ	_			_	General	М	New



		Mitia	ation Actions	Matrix	ζ						
<u>.</u>		9				ıls Ad	ddress	sed		ons High,	
Action Item Identifier	Action Item	Coordinating Organization	Timeline	Protect Life and Property	Public Awareness	Natural Systems	Partnerships and Implementation	<b>Emergency Services</b>	Cost and Funding Source (*=not yet identified)	Ranking future actions (L=Low, M=Med, H=High, n/a=not applicable)	Comments (New, Completed, Deleted, Revised, Deferred)
#23	systems such as building fire sprinklers, extinguishing systems, hood suppression systems, extinguishers in accordance with applicable fire codes.	and Operations							Fund		
		Earthqua	ike Hazard A	ction It	ems						
EQ #1	Encourage reduction of nonstructural and structural earthquake hazards on campuses and administrative facilities.	Maintenance & Operations	Ongoing	X	X				*	M	New
EQ #2	Retrofit buildings to highest earthquake standard (Uniform Building Code/Field Act).	Administrative Services	5 years	Х					*	M	New
EQ #3	Retrofit San Bernardino Valley College (Campus Center, Arts Center, Business Building, Auditorium, Technical Building, Learning Resource) for earthquakes. Business is undergoing renovation within the next year, as is the Auditorium. Both the Business Building and Auditorium received voluntary seismic upgrades within the past 8 years. New PE and Athletic facilities are currently in planning and will replace existing	Maintenance and Operations	Completed	X					*	M	New, Completed



		Mitia	ation Actions	s Matrix	(						
_		9				als Ac	ddres	sed		ons High,	
Action Item Identifier	Action Item	Coordinating Organization	Timeline	Protect Life and Property	Public Awareness	Natural Systems	Partnerships and Implementation	<b>Emergency Services</b>	Cost and Funding Source (*=not yet identified)	Ranking future actions (L=Low, M=Med, H=High, n/a=not applicable)	Comments (New, Completed, Deleted, Revised, Deferred)
	structures.										
		Flood	Hazard Action	on Item	S						
FLD #1	Identify and maintain temporary protection measures for at risk structures: install plastic sheeting on roofs; cover exterior openings such as windows or doors; drain trapped water in ceilings or drain accumulated flood waters; temporary shoring to avoid imminent building collapse or damage; and install barricades.	Maintenance & Operations	Ongoing	X				X	*	M	New
FLD #2	Assess the effectiveness of the storm drain systems at all facilities.	Maintenance and Operations	1 year	Х		Х		Х	*	M	New
			e Hazard Act	ion Iter	ns						
WF #1	Develop education programs aimed at mitigating wildfire hazards and reduce or prevent the exposure of students, faculty, and staff to dangers associated with wildfires.	Public Information/ Government Relations	Ongoing	X	X				General Fund	M	New
WF #2	Create a defensible space around the maintenance shed at the San Bernardino Valley College campus.	Maintenance and Operations	1 year	X	Х	X			General Fund	M	New





# **Section 4: Planning Process**

# Plan Methodology

DMA 2000 emphasizes the importance of participatory planning in the development of Mitigation Plans. This Mitigation Plan was written using the best available information from a wide variety of sources.

Throughout the planning process, the District made a concerted effort to gather information from District and County of San Bernardino resources, as well as state and federal agencies, the local business community, and other stakeholders.

# Disaster Mitigation Act of 2000

Requirement §201.6(c) (1)

[The plan shall include...:] the planning process used to develop the plan, including how it was prepared, who was involved in the process, and how the public was involved.

The Planning Team solicited information from agencies and people with specific knowledge of natural hazards and past historical events, as well as planning and zoning codes, ordinances, and recent planning decisions. The hazard mitigation strategies contained in this Plan were developed through a planning process involving local public agencies and the public.

The rest of this section describes the mitigation planning process including 1) Planning Team involvement, 2) extended Planning Team support, 3) public and other stakeholder involvement; and 4) integration of existing data and plans.

# **Planning Team Involvement**

The Executive Summary included a detailed chronological list of planning process tasks. Following is an accounting of specific participation. (Sign in sheets are attached to this section).





Table 4-1: Planning Team Timeline

Table 4-1: I	201		am i				201	1											201	2			
	July	August	September	October	November	December	January	February	March	April	Мау	June	July	August	September	October	November	December	January	February	March	April-June	July
Planning Team meeting with Consultant			Х																				
Consultant prepared the draft plan update			Х	Х																			
Planning Team reviewed draft plan					Х																		
Submit draft plan to San Bernardino County Operational Area						X																	
Submittal of the Final plan to San Bernardino County Operational Area							X																
County submits Multi-Jurisdictional Hazard Mitigation Plan to Cal EMA and FEMA for approval							X																
Cal EMA and FEMA review							Х	Х	Х	Х	Х	Х	Х										





	201	0					201	1											201	2			
	July	August	September	October	November	December	January	February	March	April	May	June	July	August	September	October	November	December	January	February	March	April-June	July
Consultant revises plan as necessary														X									
Plan approved by FEMA														X									
Planning Team prepares for Board Meeting															Х	Х	Х	X	Х	Х	Х	Х	
Submit approved plan to Board of Trustees for adoption																							X





Table 4-2: Planning Team Level of Participation

Table 4-2. I failing Team Level C	n i uitici	pution								
	Patrick McCurry (Police Chief)	Whitney Fields (Environmental Health and Safety Administrator)	Charlie Ng (Vice Chancellor)	Mike Strong (I Vice President)	Steve Sutorus (Business Manager)	James Hansen (Vice President)	Rosalind Lee (Administrative Secretary)	Krysten Newbury (Police Officer)	Russ Sutter (Consultant)	Carolyn Harshman (Consultant)
Planning Team meeting with Consultant	Х		X	X	Х	X	X		X	X
Consultant prepared the draft plan update										X
Planning Team reviewed draft plan	X		X	X	Х	X	X	X	X	
Draft Plan submitted to San Bernardino County Operational Area	X									X
Submitted Final Plan to San Bernardino County Operational Area	X									X
CalEMA and FEMA review										
Consultant revises Plan as necessary										X
Planning Team prepares for Board Meeting		Х	X							
FEMA Approved Plan submitted to Board of Trustees for adoption		X								

The Planning Team was responsible for the following tasks:

- ✓ Establish plan development goals
- ✓ Prepare timetable for plan completion
- ✓ Ensure plan meets DMA 2000 requirements, and federal and state guidelines
- ✓ Organize and oversee public involvement
- ✓ Solicit participation of government agencies, businesses, residents, and other stakeholders
- ✓ Gather information (such as existing data and reports)
- ✓ Develop, revise, adopt, and maintain Plan





The Planning Team, with support from other staff and local organizations, identified and profiled hazards, determined hazard rankings, estimated potential exposure or losses, evaluated development trends and specific risks, and developed mitigation goals, objectives, and activities.

During its meetings the Planning Team gathered and shared information, assessed risks, identified critical facilities, developed mitigation strategies, and provided continuity throughout the Plan development process to ensure the Plan addresses jurisdiction-specific hazard vulnerabilities and mitigation strategies. Members communicated regularly by phone and email between group meetings.

The Planning Team will meet annually after the plan is adopted. Members will provide project direction and oversight, assist with Plan evaluation, and convene supplementary meetings asneeded.

# Outside Agency Involvement

A variety of agencies and individuals provided data and expertise during Plan development. The agencies were informed of the availability of the draft Mitigation Plan. Any comments received have been incorporated into the final document. A list of external reviewers is included at the end of this section. Following is a summary of input gathered from the review process.

Table 4-3: Existing Processes and Programs

Process	Action	Implementation of Plan
Administrative	Departmental or organizational work plans, policies, and procedural changes	<ul> <li>✓ Chancellor's Office</li> <li>✓ Planning Department</li> <li>✓ Maintenance &amp; Operations Department</li> <li>✓ Other departments as appropriate</li> </ul>
Administrative	Other plans	✓ Reference Plan in Emergency Operations Plan
Budgetary	Capital and operational budgets	✓ Include line item mitigation measures in budget as appropriate
Regulatory	Executive orders, ordinances, and other directives	<ul> <li>✓ Building Code</li> <li>✓ Five-Year Construction Plan (Require hazard mitigation in design of new construction)</li> <li>✓ Comprehensive Planning (Institutionalize hazard mitigation in land use and new construction)</li> <li>✓ National Flood Insurance Program</li> </ul>
Funding	Traditional and nontraditional sources	<ul> <li>✓ Once plan is approved, seek authority to use bonds, fees, loans, and taxes to finance projects</li> <li>✓ Seek assistance from federal and state government, foundation, nonprofit, and private sources, such as Hazard Mitigation Grant Program</li> <li>✓ Research grant opportunities through U.S. Department of Housing and Urban Development, Community Development Block Grant</li> </ul>





Process	Action	Implementation of Plan
Partnerships	Creative funding and initiatives	<ul> <li>✓ Community volunteers</li> <li>✓ In-kind resources</li> <li>✓ Public-private partnerships</li> <li>✓ State support</li> </ul>
Partnerships	Advisory bodies and committees	<ul> <li>✓ Emergency Management Ad Hoc Committee</li> <li>✓ Inter-Agency Coordination Group</li> <li>✓ Safety Committee</li> </ul>

## **Use of Existing Documents**

The Planning Team gathered and reviewed existing data and plans during Plan development:

- ✓ San Bernardino Community College District Five-Year Construction Plan (2010-2015)
- ✓ County of San Bernardino Multi-Jurisdictional Mitigation Plan (2010)
- ✓ HAZUS reports
- ✓ Historic GIS maps and local inventory data
- ✓ Local Flood Insurance Rate Maps
- ✓ Census data
- ✓ FEMA "How To" Mitigation Series (386-1 to 386-9)
- ✓ National Oceanic and Atmospheric Administration statistics

# **Plan Adoption**

Adoption of the Plan by the local governing body demonstrates the SBCCD's commitment to meeting mitigation goals and objectives. Governing body approval legitimizes the Plan and authorizes responsible departments to execute their responsibilities.

The Board of Trustees must adopt the Mitigation Plan following review by Cal EMA and approval by FEMA. The resolution of adoption by the Board of Trustees is in Section 3: Planning Process.

## **Board of Trustees Public Meeting**

The Mitigation Plan was presented to the San Bernardino Community College Board of Trustees on 02/09/12 as an informational item and on 07/12/12 for adoption.

## **Invitation Process**

The San Bernardino Community College District Hazard Mitigation Plan was posted on the District website on October 2011. The Board meeting agenda was posted at the District offices and on the District's website in July 2012.





## Results

The Board was supportive of the overall goal established by the Planning Team to become a more disaster-resistant community. The Board of Trustees was presented with the San Bernardino Community College District Hazard Mitigation Plan as an informational item on the 02/09/12 Board agenda and adopted the plan on July 12, 2012.





## Attachment 4-1: Board of Trustees Meeting Minutes 02/09/12 (Informational Item Page)

- Summary of Bond Measure P Capital Improvement Program Change Orders and Amendments for Construction Projects
- C. Budget Report
- D. Purchase Crder Report
- E. Multi-Jurisdictional Hazardous Mitigation Plan Manual.
- AP 2225 Collegial Consultation and AP 2260 Naming of Buildings and Other Properties
- G. Applause Cards

## STAFF REPORTS

- A. CHC President
  - · A written report was submitted to the Board.
- B. <u>GHC Academic Senate</u>
  - Absent.
- CHC Classified Senate
  - Absent.
- D. <u>CHC ASB</u>
  - The student senate held a retreat to plan for the year. Everyone was invited to attend the production of Operation Gitter on January 28. Proceeds will benefit the Foothill AIDS Foundation.
- E. SBVC President
  - A written report was submitted to the Board.
- F. SBVC Academic Senate
  - Absent.
- G. <u>SBVC Classified Senate</u>
  - Cassandra Thomas thanked Dr. Daniels for her work at SBVC, and welcomed Dr. Buckley. She emphasized collegiality in the decision to select the next college president.
- H. SBVC ASB
  - Joyce Green and Kevin White said the changes in the student services area have been good and the AS is optimistic for this spring semoster. They thanked Trustee Futch for speaking to the students on the student bus pass proposal. Students are planning a trip to Washington DC to lobby for education. Joyce and Kevin thanked Dr.





## Attachment 4-2: Planning Team Sign-In Sheets

	- 1000 1000
9/10/10 - 4/mand m.	Figution Plan Meeting
1 Pat M Casa	Dona Co
1 PAT McCURRY	Farm Seery SBOOD 180
2 CHARLIE NG	July ( ) ISBUD / FS
3 MIKE STRONG	Mindo Strong TCHC/ ACM
4 STEVE SUTURUS	State OlsBecolBS
5 GREG FIFE	Ling Fife ISBUCIMAO
6 ROSALINO LEE	Roaling Lee/sBCCD 180
7 RUSS SUTTER	170 HOLLING WELLS BEED THO
8. CAROLYN HARSHMAN	
4	
, and the second	



## **Attachment 4-3: Planning Team Sign-In Sheets**

	IT FALL TINKS IN
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SIGN IN	
51GN IN 11-22-10 / 1500 HRS	
KRYSTEN NEWBURY -	DISTRICT POLICE SEND TO SEND T
Janail Carter (Rep. 1	or Matthew Isaac & JANAILATO
PATIME CUTTY	L
19455 SUTTION	WILLIAM
Steve Storus - F	RVCR
	SIST OFC
Charlie Ng	Charles and the Control of the Contr





#### Attachment 4-4: Board Item Agenda (Hazardous Mitigation Plan Adoption)

#### SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Charlie Ng, Vice Chancellor, Fiscal Services

PREPARED BY: Whitney Fields, Environmental Health & Safety Administrator

**DATE:** July 12, 2012

SUBJECT: Consideration of Approval of the District's Multi-Jurisdictional Hazard

Mitigation Plan

#### RECOMMENDATION

It is recommended that the Board of Trustees approve the District's Multi-Jurisdictional Hazard Mitigation Plan.

#### **OVERVIEW**

The Multi-Jurisdictional Hazard Mitigation Plan identifies risks and ways to minimize damage by natural and manmade disasters. It is a comprehensive resource document that serves many purposes such as enhancing public awareness, creating a decision tool for management, promoting compliance with State and Federal requirements, enhancing local policies for hazard mitigation capability, and providing inter-jurisdictional coordination.

The Federal Disaster Mitigation Act of 2000 requires all local governments to create a disaster plan in order to qualify for funding in the future.

#### **ANALYSIS**

Board approval of the Multi-Jurisdictional Hazard Mitigation Plan is required to attain final approval of the plan from the California Office of Emergency Management Services.

#### **BOARD IMPERATIVE**

III. Resource Management for Efficiency, Effectiveness, and Excellence

#### FINANCIAL IMPLICATIONS

The Multi-Jurisdictional Hazard Mitigation Plan will provide SBCCD with a tool that can be utilized to apply for emergency preparedness grants to assist in preparing for a natural disaster.





#### **Section 5: Plan Maintenance**

The Plan Maintenance section of this document details the formal process that will ensure that the Mitigation Plan remains an active and relevant document. The Plan maintenance process includes a schedule for monitoring and evaluating the Plan annually and producing a Plan revision every five years. This section describes how the District will integrate public participation throughout the Plan maintenance process.

#### Monitoring the Plan

#### Convener

The Board of Trustees will adopt the Mitigation Plan and the Chancellor will take responsibility for Plan maintenance and implementation. The Planning Team Chair will serve as a Chief of Police to facilitate the Planning Team meetings, and will assign tasks such as updating and presenting the Plan to the members of the Planning Team. Plan implementation and evaluation will be a shared responsibility among all of the Planning Team members.

#### Planning Team

The Planning Team will be responsible for coordinating implementation of Plan action items and undertaking the formal review process. The Chief of Police will assign representatives from District departments, divisions, and agencies, including but not limited to, the current Planning Team.

In order to make the Planning Team as broad and useful as possible, the Chancellor may choose to involve other relevant organizations and agencies in hazard mitigation. These additional appointments could include:

- ✓ A representative from the American Red Cross
- ✓ A representative from a county government emergency response agency

The Planning Team will meet at least once a year. Meeting dates will be scheduled once the final Planning Team has been established. These meetings will provide an opportunity to discuss the progress of the action items and maintain the partnerships that are essential for the sustainability of the Mitigation Plan.

#### Implementation through Existing Programs

San Bernardino Community College District addresses statewide planning goals and legislative requirements through its Five Year Construction Plan. The San Bernardino Community College District will have the opportunity to implement recommended mitigation action items through existing programs and procedures during annual updates to the Five Year Construction Plan. That plan guides all major budgeted infrastructure and facility development projects.

The San Bernardino Community College District Fiscal Services is responsible for adhering to the State of California's Building and Safety Codes. In addition, the Planning Team will work with other agencies at the state level to review, develop and ensure building and safety codes





are adequate to mitigate or prevent damage by hazards. This is to ensure that life-safety criteria are met for new construction.

Some of the goals and action items in the Mitigation Plan may be achieved through activities recommended in the Five Year Construction Plan. Various district departments develop the Five Year Construction Plan and review it on an annual basis. Upon annual review of the Five Year Construction Plan, the Planning Team will work with the various departments to identify areas where the Mitigation Plan action items are consistent with the goals set out in the Five Year Construction Plan, and to integrate them where appropriate.

Within a year of formal adoption of the Mitigation Plan, the recommendations listed above will be incorporated into the process of existing planning mechanisms at the District level. The meetings of the Planning Team will provide an opportunity for Planning Team members to report back on the progress made on the integration of mitigation planning elements into District planning documents and procedures.

#### Economic Analysis of Mitigation Projects

FEMA's approach to identify the costs and benefits associated with hazard mitigation strategies, measures, or projects fall into two general categories: benefit/cost analysis and cost-effectiveness analysis.

Benefit/cost analysis for a mitigation activity can assist communities in determining whether a project is worth undertaking now, in order to avoid disaster-related damages later.

Cost-effectiveness analysis evaluates how best to spend a given amount of money to achieve a specific goal. Determining the economic feasibility of mitigating hazards can provide decision-makers with an understanding of the potential benefits and costs of an activity, as well as a basis upon which to compare alternative projects.

Given federal funding, the Planning Team will use a FEMA-approved benefit/cost analysis approach to identify and prioritize mitigation action items. For other projects and funding sources, the Planning Team will use other approaches to understand the costs and benefits of each action item and to develop a prioritized list.

# **Evaluating and Updating the Plan**

#### Formal Review Process

The Mitigation Plan will be evaluated on an annual basis to determine the effectiveness of its programs, and to reflect changes in land development or programs that may affect mitigation priorities. The evaluation process includes a firm schedule and timeline, and identifies the agencies and organizations participating in Plan evaluation. The Chief of Police or designee will be responsible for contacting the Planning Team members and organizing the annual meeting. Planning Team members will be responsible for monitoring and evaluating the progress of the mitigation strategies in the Plan.

The Planning Team will review the goals and action items to determine their relevance to changing situations in the District, as well as changes in State or Federal policy, and to ensure they are addressing current and expected conditions. The Planning Team will also review Section 3: Risk Assessment to determine if this information should be updated or modified,





given any new available data. Individuals assigned the responsibility for the various action items will report on the status of their projects, the success of various implementation processes, difficulties encountered, success of coordination efforts, and which strategies should be revised.

The Chief of Police will assign the duty of updating the Plan to one or more of the Planning Team members. The designated Planning Team members will have three months to make appropriate changes to the Plan before submitting them to the Planning Team members. The Planning Team will also notify all holders of the District plan when changes have been made. Every five years the updated plan will be submitted to the State Hazard Mitigation Officer at the California Emergency Management Agency and the Federal Emergency Management Agency for review. The Chancellor is authorized to approve future updates and amendments to the Mitigation Plan.

#### Continued Public Involvement

The San Bernardino Community College District is dedicated to involving the public directly in the continual review and updates to the Mitigation Plan. Copies of the Plan will be available at the San Bernardino Community College District Office of the Vice Chancellor of Fiscal Services, San Bernardino Valley College Library, and Crafton Hills College Library. Each year, after the Planning Team evaluates the mitigation activities, a notice regarding the location of copies of the Plan will be publicized via the District's website (www.sbccd.org). This site will also contain an email address and telephone number where people can direct their comments and concerns. A public meeting will be held after each evaluation or when deemed necessary by the Planning Team. The meetings will provide the public a forum in which they may express their concerns, opinions, or ideas about the Plan.

The Chief of Police will be responsible for using District resources to publicize the annual public meetings and maintain public involvement through the public access channel, web page, and newspapers.





#### **Section 6: Risk Assessment**

#### What is a Risk Assessment?

Conducting a risk assessment can provide information regarding: the location of hazards; the value of existing land and property in hazard locations; and an analysis of risk to life, property, and the environment that may result from natural hazard events. Specifically, the five levels of a risk assessment are:

- 1. Hazard Identification
- 2. Profiling Hazard Events
- 3. Vulnerability Assessment/Inventory of Existing Assets
- 4. Risk Analysis
- 5. Assessing Vulnerability/Analyzing Development Trends

#### 1) Hazard Identification

This section is the description of the geographic extent, potential intensity, and the probability of occurrence of a given hazard. Maps are used in this Plan to display hazard identification data. The San Bernardino Community College District identified three major hazards that affect this geographic area. These hazards - earthquake, flood, and wildfire - were identified through an extensive process involving research of existing documents and input from the Planning Team. The geographic extent of each of the identified hazards has been identified by the San Bernardino Community College District utilizing the maps and data contained in the County's General Plan and Multi-Jurisdictional Hazard Mitigation Plan. Utilizing FEMA's Calculated Priority Risk Index (CPRI), the Planning Team concluded that all of the identified hazards posed a significant threat against the District. The hazard ranking system is described in Table 6-1: Calculated Priority Risk Index, while the actual ranking is shown in Table 6-2: Calculated Priority Risk Index Ranking.

Table 6-1: Calculated Priority Risk Index (Source: Federal Emergency Management Agency)

CPRI		Degree of Risk Chart		Assigned
Category	Level ID	Description	Index Value	Weight Factor
	Unlikely	<ul> <li>Extremely rare with no documented history of occurrences or events</li> <li>Annual probability of less than 1 in 1,000 years.</li> </ul>	1	
Probability	Possible	<ul> <li>Extremely rare with no documented history of occurrences or events.</li> <li>Annual probability of between 1 in 100 years and 1 in 1,000 years.</li> </ul>	2	45%
P	Likely	<ul> <li>Occasional occurrence with at least two or more documented historic events.</li> <li>Annual probability of between 1 in 10 years and 1 in 100 years.</li> </ul>	3	
	Highly Likely	Frequent events with a well-documented	4	





		history of accurrance		
		history of occurrence.		
	Negligible	<ul> <li>Annual probability of greater than 1 every year.</li> <li>Negligible property damages (less than 5% of critical and non-critical facilities and infrastructure).</li> <li>Injuries or illnesses are treatable with first aid and there are no deaths.</li> <li>Negligible quality of life lost.</li> <li>Shut down of critical facilities for less than 24 hours.</li> </ul>	1	
Magnitude / Severity	Limited	<ul> <li>Slight property damages (greater than 5% and less than 25% of critical and non-critical facilities and infrastructures)</li> <li>Injuries and illnesses do not result in permanent disability and there are no deaths.</li> <li>Moderate quality of life lost.</li> <li>Shut down of critical facilities for more than 1 day and less than 1 week.</li> </ul>	2	30%
Magnit	Critical	<ul> <li>Moderate property damages (greater than 25% and less than 50% of critical and non-critical facilities and infrastructures)</li> <li>Injuries or illnesses result in permanent disability and at least one death.</li> <li>Shut down of critical facilities for more than 1 week and less than 1 month.</li> </ul>	3	
	Catastrophic	<ul> <li>Severe property damages (greater than 50% of critical and non-critical facilities and infrastructure).</li> <li>Injuries or illnesses result in permanent disability and multiple deaths.</li> <li>Shut down of critical facilities for more than 1 month.</li> </ul>	4	
ЭС	More than 24 hours	Population will receive more than 24 hours of warning.	1	
Ţ	12 to 24 hours	<ul> <li>Population will receive between 12-24 hours of warning.</li> </ul>	2	
Warning Time	6 to 12 hours	Population will receive between 6-12 hours of warning.	3	15%
>	Less than 6 hours	Population will receive less than 6 hours of warning.	4	
	Less than 6 hours	Disaster event will last less than 6 hours.	1	
Duration	Less than 24 hours	Disaster event will last between 6-24 hours.	2	10%
Dura	Less than one week	Disaster event will last between 24 hours and 1 week.	3	1070
	More than one week	Disaster event will last more than 1 week.	4	







	Table 6-2.	Calculated Prior	ity Risk Index	Rankina fa	or San Be	rnardino Valle	v College
ı	Table 0-2.	Calculated I Hol	ILY INION IIIUUU	i Narikiriy i	ui Saii De	THAI WILLO VALLE	y Concuc

Hazard	Probability	Weighted 45%	Magnitude Severity	Weighted 30%	Warning Time	Weighted 15%	Duration	Weighted 10%	CPRI Ranking
Earthquake - South San Andreas Fault	4	1.8	2	.6	4	.6	2	.2	3.2
Wildland Fire	1	.45	1	.3	4	.6	1	.1	1.45
Flood	1	.45	1	.3	4	.6	1	.1	1.45

Table 6-3: Calculated Priority Risk Index Ranking for Crafton Hills College

rable of the calculated riversty rivers make that make t									
Hazard	Probability	Weighted 45%	Magnitude Severity	Weighted 30%	Warning Time	Weighted 15%	Duration	Weighted 10%	CPRI Ranking
Wildland Fire	4	1.8	3	.9	4	.6	1	.1	3.4
Earthquake - South San Andreas Fault	4	1.8	2	.6	4	.6	2	.2	3.2
Flood	2	.9	1	.3	4	.6	1	.1	1.45

Table 6-4: Calculated Priority Risk Index Ranking for San Bernardino Community College District Offices

Hazard	Probability	Weighted 45%	Magnitude Severity	Weighted 30%	Warning Time	Weighted 15%	Duration	Weighted 10%	CPRI Ranking
Earthquake - South San Andreas Fault	4	1.8	2	.6	4	.6	2	.2	3.2
Wildland Fire	1	.45	1	.3	4	.6	1	.1	1.45
Flood	1	.45	1	.3	4	.6	1	.1	1.45





#### 2) Profiling Hazard Events

This process describes the causes and characteristics of each hazard and what part of the District's facilities, infrastructure, and environment may be vulnerable to each specific hazard. A profile of each identified hazard discussed in this Plan is provided in the Risk Assessment. Table 6-5 indicates a generalized perspective of the District's vulnerability of the various hazards according to extent (or degree), location, and probability.

Table 6-5: Vulnerability: Location, Extent, and Probability for San Bernardino Community College District							
Hazard	Location (Where)	Extent (How Big an Event)	Probability (Unlikely, Possible, Likely, Highly Likely)				
Earthquake	Entire Project Area	The Southern California Earthquake Center (SCEC) in 2007 concluded that there is a 99.7 % probability that an earthquake of M6.7 or greater will hit California within 30 years. <sup>1</sup>	Moderate				
Flood	Throughout Project Area	Urban Flooding from Severe Weather	Moderate				
Wildfire	Throughout Project Area	Severe FRAP Ratings	High				
<sup>1</sup> Uniform Califor	nia Earthquake Rupt	ure Forecast					

#### 3) Vulnerability Assessment/Inventory of Existing Assets

This is a combination of hazard identification with an inventory of the existing (or planned) property development(s) and population(s) exposed to a hazard. Critical facilities are of particular concern because these locations provide essential equipment or services to the general public that are necessary to preserve important public safety, emergency response, and/or disaster recovery functions. The critical facilities have been identified and are illustrated in Table 6-5: San Bernardino Community College District Critical Facilities Vulnerable to Hazards.

## 4) Risk Analysis

Estimating potential losses involves assessing the damage, injuries, and financial costs likely to be sustained in a geographic area over a given period of time. This level of analysis involves using mathematical models. The two measurable components of risk analysis are the magnitude of the harm that may result and the likelihood of the harm occurring. Describing vulnerability in terms of dollar losses provides the District and the State with a common framework with which to measure the effects of hazards on assets. For each hazard where data was available, quantitative estimates for potential losses have been included in the hazard assessment. Data was not available to make vulnerability determinations in terms of dollar





losses for all of the identified hazards. The Mitigation Actions Matrix (Section 3: Mitigation Strategies) includes an action item to conduct such an assessment in the future.

#### 5) Assessing Vulnerability/ Analyzing Development Trends

This step provides a general description of District facilities and contents in relation to the identified hazards so that mitigation options can be considered in land use planning and future land use decisions. This Mitigation Plan provides a comprehensive description of the character of the San Bernardino Community College District in Section 2: District Profile. This description includes the geography and environment, population and demographics, land use and development, housing and community development, employment and industry, and transportation and commuting patterns. Analyzing these components of the San Bernardino Community College District can help in identifying potential problem areas and can serve as a guide for incorporating the goals and ideas contained in this mitigation plan into other community development plans.

#### Critical and Essential Facilities

Facilities critical to government response activities (i.e., life safety and property and environmental protection) include: local government 9-1-1 dispatch centers; local government emergency operations centers; local police and fire stations, local public works facilities, local communications centers, schools (shelters); and hospitals. Facilities that, if damaged, could cause serious secondary impacts are also considered "critical". A hazardous materials facility is an example of this type of critical facility.

Essential facilities are those facilities that are vital to the continued delivery of key District services or that may significantly impact the District's ability to recover from the disaster.

Table 6-6: San Bernardino Community College District Critical Facilities Vulnerable to Hazards illustrates the critical facilities and the vulnerability of those facilities to the identified hazards.

Table 6-6: San Bernardino Community College District Critical Facilities Vulnerable to Hazards							
Name of Facility	Earthquake	Flood	Wildfire				
San Bernardino Community College District Offices	Х						
Crafton Hills College	X		Х				
Economic Development and Corporate Training Center (EDCT)	Х						
San Bernardino Valley College	Х						
KVCR Public Broadcast System	Х						



(259) (18) (210) Patton (210) Perris Hills W 16th St Highland San Gorgonio W Baseline Rd Town Center Cypress 3 Carvedale San East Highland E 3rd St Village Bernardino North SBCCD Offices **EDCT** San Bernardino International San Bernardino Redlands Airport Northwest → Municipal Redlands Valley College Airport Marigold North (210) KVCR Colton Redlands Valley View Riverview Mentone North Loma Linda Crafton Redlands South Pointe Cooley Loma Linda Crafton Hills College Grand Heights Live Oak

Map 6-1: San Bernardino Community College District Facility Map (Source: Google Maps)

# **Summary**

Hazard mitigation strategies can reduce the impacts concentrated at large employment and industrial centers, public infrastructure, and critical facilities. Hazard mitigation for industries and employers may include developing relationships with emergency management services and their employees before disaster strikes, and establishing mitigation strategies together. Collaboration among the public and private sectors to create mitigation plans and actions can reduce the impacts of hazards.





# **Section 7: Earthquake Hazards**

# Why Are Earthquakes a Threat to the San Bernardino Community College District?

The San Bernardino Community College District was most recently impacted by the Big Bear/Landers Earthquake in 1992, resulting in minor damage at Crafton Hills College.

#### **Local Conditions**

Earthquakes are considered a major threat to the San Bernardino Community College District due to the proximity of several fault zones, notably including the Southern San Andreas Fault. A recent Southern California Earthquake Center (SCEC) report (SCEC, 1995) indicated that the probability of an earthquake of Magnitude 7 or larger in southern California before the year 2024 is 80 to 90%. A significant earthquake along one of the major faults could cause substantial casualties, extensive damage to buildings, roads and bridges, fires, and other threats to life and property. The effects could be aggravated by aftershocks and by secondary effects such as fire, landslides and dam failure. A major earthquake could be catastrophic in its effect on the population, and could exceed the response capability of the local communities and even the State.

# Impact of Earthquakes in the San Bernardino Community College District

Based on the risk assessment, it is evident that earthquakes will continue to have potentially devastating economic impacts to certain areas of the District. Impacts that are not quantified, but can be anticipated in future events, include:

- ✓ Injury and loss of life;
- ✓ Commercial and residential structural damage;
- ✓ Disruption of and damage to public infrastructure;
- ✓ Secondary health hazards, e.g. mold and mildew;
- ✓ Damage to roads and bridges resulting in loss of mobility;
- ✓ Significant economic impact (jobs, sales, tax revenue) upon the District;
- ✓ Negative impact on commercial and residential property values; and
- ✓ Significant disruption to students and teachers as temporary facilities and relocations would likely be needed

## Historic Events in the Region

Refer to Section 3: Risk Assessment of the 2010 San Bernardino County Operational Area Multi-Jurisdictional Hazard Mitigation Plan (separate document). The update process information is currently linked at https://tmsprojects.icfi.com/sbhmpupdate/default.aspx and the current plan is located at

http://hazardmitigation.calema.ca.gov/docs/lhmp/San\_Bernardino\_County\_LHMP.pdf

# Regulatory Background

The State regulates development within California to reduce or mitigate potential hazards from earthquakes or other geologic hazards. Development in potentially seismically active areas is





also governed by the Alquist-Priolo Earthquake Fault Zoning Act and the Seismic Hazards Mapping Act.

Chapter 16A, Division IV of the California Building Code (CBC), titled "Earthquake Design." states that "The purpose of the earthquake provisions herein is primarily to safeguard against major structural failures or loss of life." The CBC and the Uniform Building Code (UBC) regulate the design and construction of excavations, foundations, building frames, retaining walls, and other building elements to mitigate the effects of seismic shaking and adverse soil conditions. The procedures and limitations for the design of structures are based on site characteristics, occupancy type, configuration, structural system, height, and seismic zonation. Seismic zones are mapped areas (Figure 16A-2 of the CBC and Figure 16-2 of the UBC) that are based on proximity to known active faults and the potential for future earthquakes and intensity of seismic shaking. Seismic zones range from 0 to 4, with areas mapped as Zone 4 being potentially subject to the highest accelerations due to seismic shaking and the shortest recurrence intervals.

The 1933 Long Beach Earthquake resulted in the Field Act, affecting school construction. The 1971 Sylmar Earthquake brought another set of increased structural standards. Similar reevaluations occurred after the 1989 Loma Prieta Earthquake and 1994 Northridge Earthquake. These code changes have resulted in stronger and more earthquake resistant structures.

The purpose of the Alquist-Priolo Earthquake Fault Zoning Act of 1972 (renamed in 1994) is "to regulate development near active faults so as to mitigate the hazard of surface fault rupture." The State Geologist (chief of the Division of Mines and Geology) is required to delineate Earthquake Fault Zones (formerly known as "Special Studies Zones") along known active faults. As defined by the California Division of Mines and Geology (DMG), an active fault is one which has had surface displacement within Holocene time (roughly the last 11,000 years) and/or has an instrumental record of seismic activity. Potentially active faults are those which show evidence of surface displacement during Quaternary time (roughly the last 2 million years), but for which evidence of Holocene movement has not been established. The DMG evaluates faults on an individual basis to determine whether a fault will be classified as an Alguist-Prioto Earthquake Fault Zone. In general, faults must meet certain DMG criteria, including seismic activity, historic rupture, and geologic evidence to be zoned as an Earthquake Fault Zone. Cities and counties affected by the zones must regulate certain development within the zones. They must withhold development permits for sites within the zones until geologic investigations demonstrate that the sites are not threatened by surface displacement from future faulting. Typically, structures for human occupancy are not allowed within 50 feet of the trace of an active fault.

The Seismic Hazard Mapping Act was adopted in 1990 for the purpose of protecting public safety from the effects of strong ground shaking, liquefaction, landslides, or other ground failure caused by earthquakes. The Seismic Hazard Mapping Act requires that the State Geologist delineate the various seismic hazard zones. Cities, counties, or other permitting authorities are required to regulate certain development projects within the zones. They must withhold development permits for a site within a zone until the geologic conditions are investigated and appropriate mitigation measures, if any, are incorporated into the development plans. In addition, sellers (and their agents) of real property within a mapped hazard zone must disclose that the property lies within such a zone at the time of sale.





## **Earthquake Characteristics**

#### Measuring and Describing Earthquakes

An earthquake is a sudden motion or trembling that is caused by a release of strain accumulated within or along the edge of the Earth's tectonic plates. The effects of an earthquake can be felt far beyond the site of its occurrence. They usually occur without warning and, after just a few seconds, can cause massive damage and extensive casualties. Common effects of earthquakes are ground motion and shaking, surface fault ruptures, and ground failure. Ground motion is the vibration or shaking of the ground during an earthquake. When a fault ruptures, seismic waves radiate, causing the ground to vibrate. The severity of the vibration increases with the amount of energy released and decreases with distance from the causative fault or epicenter. Soft soils can further amplify ground motions. The severity of these effects is dependent on the amount of energy released from the fault or epicenter. One way to express an earthquake's severity is to compare its acceleration to the normal acceleration due to gravity. The acceleration due to gravity is often called "g". A ground motion with a peak ground acceleration of 100%g is very severe. Peak Ground Acceleration (PGA) is a

When a fault ruptures, seismic waves radiate, causing the ground to vibrate. The severity of the vibration increases with the amount of energy released and decreases with distance from the causative fault or epicenter.

measure of the strength of ground motion. PGA is used to project the risk of damage from future earthquakes by showing earthquake ground motions that have a specified probability (10%, 5%, or 2%) of being exceeded in 50 years. These ground motion values are used for reference in construction design for earthquake resistance. The ground motion values can also be used to assess relative hazard between sites when making economic and safety decisions.

Another tool used to describe earthquake intensity is the Magnitude Scale. The Magnitude Scale is sometimes referred to as the Richter Scale. The two are similar but not exactly the same. The Magnitude Scale was devised as a means of rating earthquake strength and is an indirect measure of seismic energy released. The Scale is logarithmic with each one-point increase corresponding to a 10-fold increase in the amplitude of the seismic shock waves generated by the earthquake. In terms of actual energy released however, each one-point increase on the Richter

scale corresponds to about a 32-fold increase in energy released. Therefore, a Magnitude 7 (M7) earthquake is 100 times (10 X 10) more powerful than a M5 earthquake and releases 1,024 times (32 X 32) the energy.

An earthquake generates different types of seismic shock waves that travel outward from the focus or point of rupture on a fault. Seismic waves that travel through the Earth's crust are called body waves and are divided into primary (P) and secondary (S) waves. Because P waves move 1.7 times faster than S waves, they arrive at the seismograph first. By measuring the time delay between arrival of the P and S waves and knowing the distance to the epicenter, seismologists can compute the magnitude for the earthquake.

The Modified Mercalli Scale (MMI) is another means for rating earthquakes, but one that attempts to quantify intensity of ground shaking. Intensity under this scale is a function of distance from the epicenter (the closer to the epicenter, the greater the intensity), ground acceleration, duration of ground shaking, and degree of structural damage. This rates the level





of severity of an earthquake by the amount of damage and perceived shaking (Table 4-3: Modified Mercalli Intensity Scale).

Table 7	-1: Modified Me	ercalli Intensity Scal	le
MMI Value	Description of Shaking Severity	Summary Damage Description Used on 1995 Maps	Full Description
I			Not Felt
II			Felt by persons at rest, on upper floors, or favorably placed.
III			Felt indoors. Hanging objects swing. Vibration like passing of light trucks. Duration estimated. May not be recognized as an earthquake.
IV			Hanging objects swing. Vibration like passing of heavy trucks; or sensation of a jolt like a heavy ball striking the walls. Standing motorcars rock. Windows, dishes, doors rattle. In the upper range of IV, wooden walls and frame creak.
V	Light	Pictures Move	Felt outdoors; direction estimated. Sleepers wakened. Liquids disturbed, some spilled. Small unstable objects displaced or upset. Doors swing, close, open. Shutters, pictures move. Pendulum clocks stop, start, change rate.
VI	Moderate	Objects Fall	Felt by all. Many frightened and run outdoors. Persons walk unsteadily. Windows, dishes, glassware broken. Knickknacks, books, etc., fall off shelves. Pictures fall off walls. Furniture moved or overturned. Weak plaster and masonry D cracked.
VII	Strong	Nonstructural Damage	Difficult to stand. Noticed by drivers of motorcars. Hanging objects quiver. Furniture broken. Damage to masonry, including cracks. Weak chimneys broken at roofline. Fall of plaster, loose bricks, stones, tiles, cornices. Some cracks in masonry C. Small slides and caving in along sand or gravel banks. Concrete irrigation ditches damaged.
VIII	Very Strong	Moderate Damage	Steering of motorcars affected. Damage to masonry C, partial collapse. Some damage to masonry B; none to masonry A. Fall of stucco and some masonry walls. Twisting, fall of chimneys, factory stacks, monuments, towers, and elevated tanks. Frame houses moved on foundations if not bolted down; loose panel walls thrown out. Cracks in wet ground and on steep slopes.
IX	Very Violent	Extreme Damage	Most masonry and frame structures destroyed with their foundations. Some well-built wooden structures and bridges destroyed. Serious damage to dams, dikes, embankments. Large landslides. Water thrown on banks of canals, rivers, lakes, etc. Sand and mud shift horizontally on beaches and flat land.
Χ			Rails bent greatly. Underground pipelines completely out of



Table 7-	Table 7-1: Modified Mercalli Intensity Scale								
MMI Value	Description of Shaking Severity	Summary Damage Description Used on 1995 Maps	Full Description						
			service.						
XII			Damage nearly total. Large rock masses displaced. Lines of sight and level distorted. Objects thrown into air.						

# Severity

A major earthquake occurring in or near the San Bernardino Community College District could cause many deaths and injuries, extensive property damage, fires, hazardous material spills, and other dangers. Aftershocks and the secondary effects of fire, hazardous material/chemical accidents, and possible failure of dams and waterways could aggravate the situation.

The time of day and season of the year would have a profound impact on the number of dead and injured and the amount of property damage. Such an earthquake could exceed the response capabilities of the individual cities, San Bernardino County Operational Area, and the State of California Emergency Management Agency. Support of damage control and disaster relief could be required from other local governments and private organizations, as well as the state and federal governments.

Extensive search and rescue operations could be required to assist trapped persons. Mass evacuation could be essential to save lives, particularly in areas downwind from hazardous material releases. Emergency medical care, food, and temporary shelter could be required by injured or displaced persons.

Many families could be separated, particularly if the earthquake occurs during working hours. A personal inquiry or locator system could be essential to maintain morale. Emergency operations could be seriously hampered by a loss of communications, damage to transportation routes, and/or disruption of public utilities and services.

The economic impact on the District could be considerable in terms of lost employment and lost tax base. A major earthquake could disrupt, damage, or destroy computer facilities, which could curtail the operations of banks, insurance companies, and other elements of the financial community for several days or weeks. This could affect the ability of local government, business, and residents to make payments and purchases. (Source: California Division of Mines and Geology, Special Publication 60, *Earthquake Planning Scenario for a Magnitude 8.3 Earthquake on the San Andreas Fault in Southern California*, 1982)

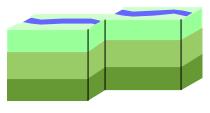




# Causes of Earthquakes in the Region

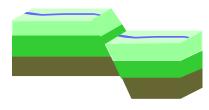
#### Earthquake Faults

A fault is a fracture between blocks of the earth's crust where either side moves relative to the other along a parallel plane to the fracture.



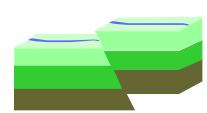
#### Strike-slip Faults

Strike-slip faults are vertical or almost vertical rifts where the Earth's plates move mostly horizontally. From the observer's perspective, if the opposite block looking across the fault moves to the right, the slip style is called a right lateral fault; if the block moves left, the shift is called a left lateral fault.



#### Dip-slip Faults

Dip-slip faults are slanted fractures where the blocks mostly shift vertically. If the earth above an inclined fault moves down, the fault is called a normal fault, but when the rock above the fault moves up, the fault is called a reverse fault.



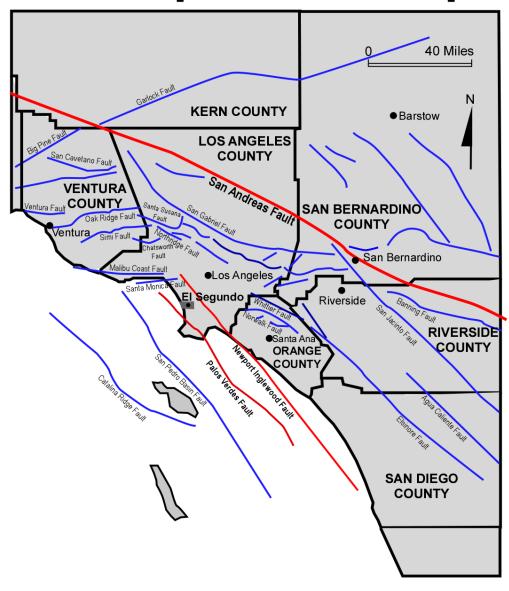
#### Thrust Faults

Thrust faults have a reverse fault with a dip of 45 ° or less.



Map 7-1: Regional Fault Location Map

# Southern California Earthquake Fault Map







#### Earthquake Related Hazards

Ground shaking, landslides, liquefaction, and amplification are the specific hazards associated with earthquakes. The severity of these hazards depends on several factors, including soil and slope conditions, proximity to the fault, earthquake magnitude, and the type of earthquake.

#### Ground Shaking

Ground shaking is the motion felt on the earth's surface caused by seismic waves generated by the earthquake. It is the primary cause of earthquake damage. The strength of ground shaking depends on the magnitude of the earthquake, the type of fault, and distance from the epicenter (where the earthquake originates). Buildings on poorly consolidated and thick soils will typically see more damage than buildings on consolidated soils and bedrock.

Seismic activity along nearby or more distant fault zones are likely to cause ground shaking within the District. Based on a Probabilistic Seismic Hazard Assessment for the Western United States, issued by the United States Geological Survey (1999), the horizontal peak ground acceleration having a 10 percent probability of being exceeded in 50 years ranges from approximately (0.35g to 0.56g within the limits of the mapped area).

Soil liquefaction is a seismically induced form of ground failure, which has been a major cause of earthquake damage in southern California.

#### Fault Rupture

The potential for ground rupture due to fault movement is related to the seismic activity of known fault zones. Recognized active fault zones are generally located outside the San Bernardino Community College District. Faults such as the El Modeno Fault or the Peralta Hills Fault could conceivably cause ground rupture within the District. Compared with the more active recognized fault zones, the potential for ground rupture due to seismic activity in the District is considered low.

#### Earthquake-Induced Landslides

Earthquake-induced landslides are secondary earthquake hazards that occur from ground shaking. They can destroy the roads, buildings, utilities, and other critical facilities necessary to respond and recover from an earthquake. Many communities in Southern California have a high likelihood of encountering such risks, especially in areas with steep slopes.

# Liquefaction

Liquefaction occurs when ground shaking causes wet granular soils to change from a solid state to a liquid state. This results in the loss of soil strength and the soil's ability to support weight. Buildings and their occupants are at risk when the ground can no longer support these structures. Liquefaction generally occurs during significant earthquake activity, and structures located on soils such as silt or sand may experience significant damage during an earthquake due to the instability of structural foundations and the moving earth. Many communities in Southern California are built on ancient river bottoms and have sandy soil. In some cases this ground may be subject to liquefaction, depending on the depth of the water table.





Soil liquefaction is a seismically-induced form of ground failure, which has been a major cause of earthquake damage in southern California. During the 1971 San Fernando and 1994 Northridge earthquakes, significant damage to roads, utility pipelines, buildings, and other structures in the Los Angeles area were caused by liquefaction. Research and historical data indicate that loose, granular materials situated at depths of less than 50 feet with fines (silt and clay) contents of less than 30 percent, which are saturated by a relatively shallow groundwater table are most susceptible to liquefaction. These geological and groundwater conditions exist in parts of southern California and the San Bernardino Community College District, typically in valley regions and alluviated floodplains. See Maps 7.2 and 7.3 for specifics areas in the District subject to this concern.

For liquefaction to occur, three general conditions must be met. The first condition – strong ground shaking of relatively long duration – can be expected to occur in the San Bernardino Community College District area as a result of an earthquake on any of the several active faults in the region. The second condition – loose, or unconsolidated, recently deposited sediments consisting primarily of silt and sand – occurs in a large portion of the valley floors, and in the larger canyon bottoms prevalent throughout San Bernardino County. The third condition is water saturated sediments within about 50 feet of the surface.

The California Geological Survey has identified areas most vulnerable to liquefaction. Liquefaction occurs when ground shaking causes wet granular soils to change from a solid state to a liquid state. This results in the loss of soil strength and the soil's ability to support weight. Buildings and their occupants are at risk when the ground can no longer support these buildings and structures. Liquefaction and Earthquake Landslide-Induced Areas in the San Bernardino Community College District are identified areas in the vicinity subject to liquefaction and landslides associated with earthquake activities.

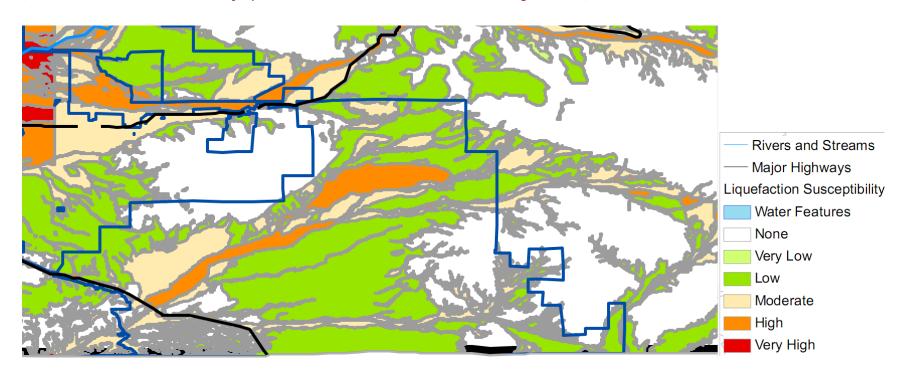
#### **Amplification**

Soils and soft sedimentary rocks near the Earth's surface can modify ground shaking caused by earthquakes. One of these modifications is amplification. Amplification increases the magnitude of the seismic waves generated by the earthquake. The amount of amplification is influenced by the thickness of geologic materials and their physical properties. Buildings and structures built on soft and unconsolidated soils can face greater risk. Amplification can also occur in areas with deep sediment filled basins and on ridge tops.





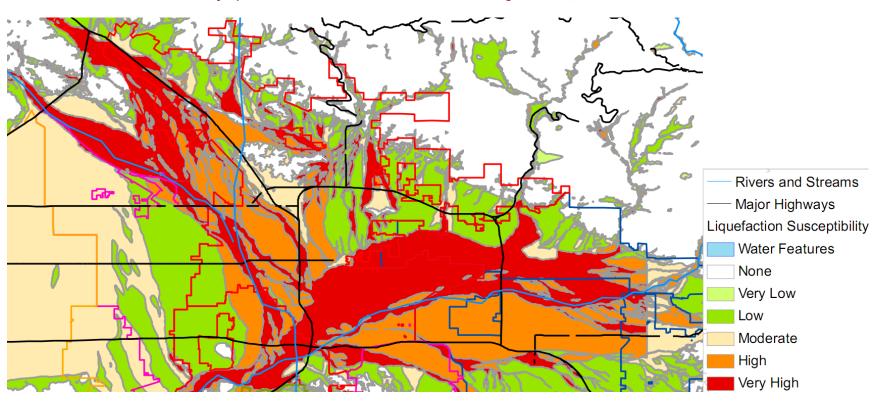
Map 7-2: Liquefaction and Earthquake Landslide-Induced Areas (Yucaipa) (Source: 2010 San Bernardino County Operational Area Multi-Jurisdictional Hazard Mitigation Plan)







Map 7-3: Liquefaction and Earthquake Landslide-Induced Areas (San Bernardino) (Source: 2010 San Bernardino County Operational Area Multi-Jurisdictional Hazard Mitigation Plan)



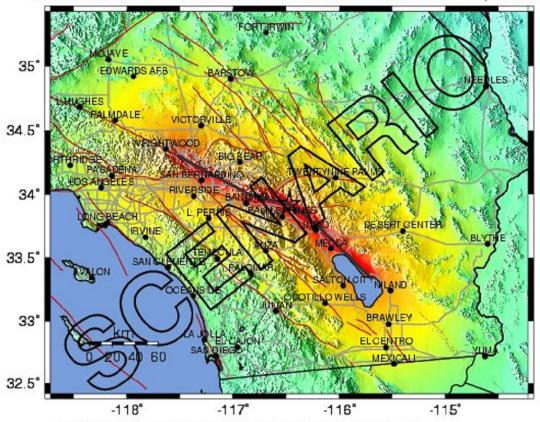




Map 7-4: Seismic Shaking Intensities for the Southern San Andreas Fault (Source: State of California Department of Conservation, http://www.consrv.ca.gov/cgs/rghm/loss/index.htm)

#### -- Earthquake Planning Scenario --

Rapid Instrumental Intensity Map for San Andreas southern rupture Scenario Scenario Date: Wed Nov 14, 2001 04:00:00 AM PST M 7.4 N33.92 W116.47 Depth: 10.0km



PLANNING SCENARIO ONLY -- Processed: Mon Jan 12, 2004 10:55:42 AM PST

INSTRUMENTAL INTENSITY	1	11-111	IV	٧	VI	VII	VIII	IX	X+
PEAK VEL (cm/s)	<0.1	0.1-1.1	1.1-3.4	3.4-8.1	8.1-16	16-31	31-60	60-116	>116
PEAK ACC (%g)	<.17	.17-1.4	1.4-3.9	3.9-9.2	9.2-18	18-34	34-65	65-124	>124
POTENTIAL DAMAGE	none	none	none	Very light	Light	Moderate	Moderate/Heavy	Heavy	Very Heavy
PERCEIVED SHAKING	Notifelt	Weak	Light	Moderate	Strong	Very strong	Severe	Violent	Extreme

S15 San Andreas Fault - Southern Scenario M 7.4







#### **Section 8: Flood Hazards**

# Why are Floods a Threat to the San Bernardino Community College District?

The San Bernardino Community College District has been impacted on several occasions with flooding over the past 20 years. The District was impacted by the August 25<sup>th</sup>, 1993 rains. Three to four inches of rain fell in two hours resulting in flash flooding in Yucaipa. In January 1995, when the Inland Empire received eight to nine inches of rain, there was extensive flooding in Yucaipa. In September 1997, the El Nino rain and winds brought flooding damage at Oak Glen, outside Yucaipa and in October to San Bernardino and Highland. Late February, 1998 brought similar heavy rainfall (two to five inches) over all of Southern California. July 1999 brought flooding and mud slides to Big Bear City, Oak Glen and Apple Valley. September and October 2001 rains brought flooding to Beaumont, served by Crafton Hills College and in December, deadly mudslides in the Canyons north of San Bernardino. Mud slides closed Hwy. 138 and Hwy. 18 in the San Bernardino Mountains in December 2004. Five days of heavy rains in January 2005 brought more than 30 inches of precipitation to the mountains caused deaths, flooding, mudslides, evacuations and highway closures.

Urban flooding could pose a threat to life and safety, and possibly can cause damage to public and private property. There is the potential for localized flooding in natural depressions within the District's service area; however none of the District-owned facilities are located within an identified 100-year floodplain.

#### **Local Conditions**

The size and frequency of a flood in a particular area, depends on a complex combination of conditions, including the amount, intensity, and distribution of rainfall, previous moisture conditions and drainage patterns.

The magnitude of a flood is measured in terms of its peak discharge, which is the maximum volume of water passing a point along a channel in a given amount of time, usually expressed in cubic feet per second (cfs). Floods are usually referred to in terms of their chance of occurrence. For example, a 100-year flood has a 1% chance of occurring in any given year.

The Federal Emergency Management Agency (FEMA) establishes base flood heights and inundation areas for 100-year and 500-year flood zones. The 100-year flood zone is defined as the area that could be inundated by the flood which has a one percent probability of occurring in any given year. The 500-year flood is defined as the flood which has a 0.2 percent probability of occurring in any given year.

The City of San Bernardino and City of Yucaipa both participate in the National Flood Insurance Program (NFIP). Created by Congress in 1968, the NFIP makes flood insurance available in communities that enact minimum floodplain management rules consistent with the Code of Federal Regulations §60.3.

#### Local Mapping

FEMA flood maps are not entirely accurate. These studies and maps represent flood risk at the point in time when FEMA completed the studies, and do not incorporate planning for floodplain





changes in the future due to new development. Although FEMA is considering changing that policy, it is optional for local communities. The FEMA FIRM maps for the District were last updated August 28, 2008.

#### Repetitive Loss Properties

According to FEMA records there are no repetitive loss properties located within the boundaries of the district. A definition for repetitive loss properties is available from FEMA at http://www.fema.gov/government/grant/srl/.

# Impact of Flooding in the San Bernardino Community College District

Floods and their impacts vary by the location and severity of any given flood event, and likely only affect certain areas of the county during specific times. Based on the risk assessment, it is evident that floods will continue to have devastating economic impact to certain portions of the District's service area.

Impact that is not quantified, but anticipated in future events includes:

- ✓ Injury and loss of life;
- ✓ Commercial and residential structural damage;
- ✓ Disruption of and damage to public infrastructure;
- ✓ Secondary health hazards, e.g. mold and mildew
- ✓ Damage to roads/bridges resulting in loss of mobility
- ✓ Significant economic impact (jobs, sales, tax revenue) upon the community
- ✓ Negative impact on commercial and residential property values and
- ✓ Significant disruption to students and teachers as temporary facilities and relocations would likely be needed.

#### Historic Flooding in the Region

Refer to Section 3: Risk Assessment of the 2010 San Bernardino County Operational Area Multi-Jurisdictional Hazard Mitigation Plan (separate document): http://hazardmitigation.calema.ca.gov/docs/lhmp/San\_Bernardino\_County\_LHMP.pdf

#### Flood Risk Factors

#### FI Niño

El Niño is a disruption of the ocean-atmosphere system in the tropical Pacific having important consequences. Among these consequences is increased rainfall across the southern tier of the US and in Peru, which has caused destructive flooding, and drought in the West Pacific, sometimes associated with devastating brush fires in Australia. Observations of conditions in the tropical Pacific are considered essential for the prediction of short term (a few months to 1 year) climate variations.





El Niño (Spanish name for the male child), initially referred to a weak, warm current appearing annually around Christmas time along the coast of Ecuador and Peru, and lasting only a few weeks, to a month or more. Every three to seven years, an El Niño event can last for many months, having significant economic and atmospheric consequences worldwide. During the past forty years, ten of these major El Niño events have been recorded, the worst of which occurred in 1997-1998. Previous to this, the El Niño event in 1982-1983 was the strongest. Some of the El Niño events have persisted more than one year.

Table 8-1: El Niño Storm Event Years

(Source: Stormfax.com)

El Nino Years				
1902-1903	1925-1926	1953-1954	1982-1983	2002-2003
1905-1906	1930-1931	1957-1958	1986-1987	2004-2005
1911-1912	1932-1933	1965-1966	1991-1992	2006-2007
1914-1915	1939-1940	1969-1970	1992-1993	2009-2010
1918-1919	1941-1942	1972-1973	1994-1995	
1923-1924	1951-1952	1976-1977	1997-1998	

# Severity

Floods threaten life and property. People and animals can drown; structures and their contents destroyed; roads, bridges, and railroad tracks can be washed out; and crops ruined. Floods can create health hazards due to the discharge of raw sewage from damaged septic tank leach fields, sewer lines, and sewage treatment plants; or due to hazardous materials carried off by raging waters. Vital public services are disrupted.

# Geography and Geology

The region is the product of rainstorms and erosion occurring over millennia. Most of the mountains surrounding the valleys and coastal plain are deeply fractured faults. As the mountains grew taller, their brittle slopes eroded. Rivers and streams carried boulders, rocks, gravel, sand, and silt down these slopes to the valleys and coastal plain. Today, much of the coastal plain rests on the ancient rock debris and sediment washed down from the mountains.

This sediment can act like a sponge, absorbing vast quantities of rain in years when heavy rains follow a dry period. Like a sponge near saturation, the same soil fills up rapidly when heavy rain follows a period of relatively wet weather. Even so, in some years of heavy rain, flooding is minimal because the ground is relatively dry, yet the same amount of rain following a wet period causes extensive flooding.

The built out portions of the communities within the District's service area leave little open land to absorb rainfall. The lack of open land forces water to remain on the surface rapidly accumulating. If it were not for the massive flood control system with its concrete lined river and streambeds, flooding would occur more frequently.





Another potential source of flooding is "asphalt creep". The street space between the curbs of a street is a part of the flood control system. When water leaves property and accumulates in the street, it is directed toward the underground portion of the flood control system. The carrying capacity of the street is determined by the width of the street and the height of the curbs along the street. Often, when resurfacing streets, a one to two inch layer of asphalt is laid over the existing asphalt. This added layer of asphalt subtracts from the rated capacity of the street to carry water. Thus, the original engineered capacity of the entire storm drain system is marginally reduced over time. Subsequent re-paving of the street will further reduce the engineered capacity even more.

The 100-year flooding event is the flood having a 1% chance of being equaled or exceeded in magnitude in any given year.

Contrary to popular belief, it is not a flood occurring once every 100 years.

# Flood Terminology

#### Floodplain

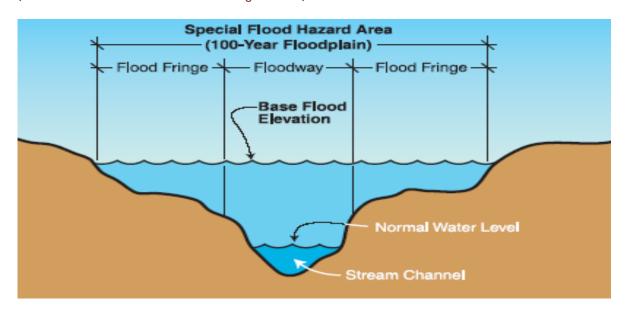
A floodplain is a land area adjacent to a river, stream, lake, estuary, or other water body that is subject to flooding. This area, if left undisturbed, acts to store excess flood water. The floodplain is made up of two sections: the floodway and the flood fringe.

#### 100-Year Flood

The 100-year flooding event is the flood having a one percent chance of being equaled or exceeded in magnitude in any given year. Contrary to popular belief, it is not a flood occurring once every 100 years. The 100-year floodplain is the area adjoining a river, stream, or watercourse covered by water in the event of a

100-year flood. Schematic 8-1: Floodplain and Floodway shows the relationship of the floodplain and the floodway.

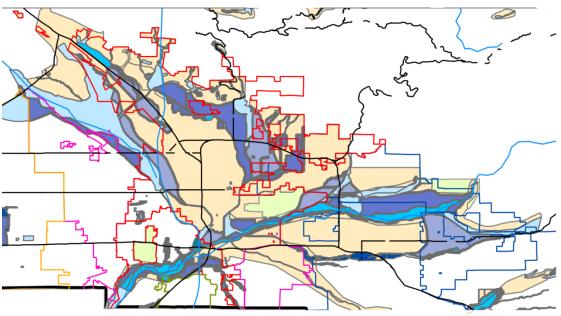
Schematic 8-1: Floodplain and Floodway (Source: FEMA How-To-Guide Assessing Hazards)







Map 8-1: Flood Hazard Areas (San Bernardino) (Source: 2010 San Bernardino Operational Area Multi-Jurisdictional Hazard Mitigation Plan)



- Rivers and Streams
- Major Highways

#### **Special Flood Hazard Areas**

Subject to Inundation by the 1% Annual Chance Flood

- Zone A (No Base Flood Elevations Determined)
- Zone AE (Base Flood Elevations Determined)
- Zone AH (Flood Depths of 1 to 3 feet, usually areas of ponding; Base Flood Elevations Determined)
- Zone AO (Flood Depths of 1 to 3 feet, usually sheet flow on sloping terrain; Average depths determined)

#### Other Flood Areas

- Zone X (Shaded) 0.2% Annual chance (500yr) Flood
- Zone X Protected by Levee areas protected from the 1% annual chance flood

#### Other Areas

- Zone D areas in which flood hazards are undetermined, but possible
- Zone X (unshaded) areas determined to be outside the 0.2% annual chance (500-year) floodplain





Map 8-2: Flood Hazard Areas (Yucaipa) (Source: 2010 San Bernardino Operational Area Multi-Jurisdictional Hazard Mitigation Plan)

- ---- Rivers and Streams
- Major Highways

#### **Special Flood Hazard Areas**

Subject to Inundation by the 1% Annual Chance Flood

- Zone A (No Base Flood Elevations Determined)
- Zone AE (Base Flood Elevations Determined)
- Zone AH (Flood Depths of 1 to 3 feet, usually areas of ponding; Base Flood Elevations Determined)
- Zone AO (Flood Depths of 1 to 3 feet, usually sheet flow on sloping terrain; Average depths determined)

#### Other Flood Areas

- Zone X (Shaded) 0.2% Annual chance (500yr) Flood
- Zone X Protected by Levee areas protected from the 1% annual chance flood

#### **Other Areas**

- Zone D areas in which flood hazards are undetermined, but possible
- Zone X (unshaded) areas determined to be outside the 0.2% annual chance (500-year) floodplain





# Floodway

The floodway is one of two main sections that make up the floodplain. Floodways are defined for regulatory purposes. Unlike floodplains, floodways do not reflect a recognizable geologic feature. For NFIP purposes, floodways are defined as the channel of a river or stream, and the overbank areas adjacent to the channel. The floodway carries the bulk of the flood water downstream and is usually the area where water velocities and forces are the greatest. NFIP regulations require that the floodway be kept open and free from development or other structures that would obstruct or divert flood flows onto other properties.

The San Bernardino Community College District regulations prohibit all development in the floodway. The NFIP floodway definition is "the channel of a river or other watercourse and adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one foot. Floodways are not mapped for all rivers and streams but are generally mapped in developed areas.

# Base Flood Elevation (BFE)

The term "Base Flood Elevation" refers to the elevation (normally measured in feet above sea level) that the base flood is expected to reach. Base flood elevations can be set at levels other than the 100-year flood. Some communities use higher frequency flood events as their base flood elevation for certain activities, while using lower frequency events for others. For example, for the purpose of storm water management, a 25-year flood event might serve as the base flood elevation; while the 500-year flood event serves as base flood elevation for the tie down of mobile homes. The regulations of the NFIP focus on development in the 100-year floodplain.

# Types of Flooding

#### Urban Flooding

As land is converted from fields or woodlands to roads and parking lots, it loses its ability to absorb rainfall. Urbanization of a watershed changes the hydrologic systems of the basin. Heavy rainfall collects and flows faster on impervious concrete and asphalt surfaces. The water moves from the clouds to the ground and into streams at a much faster rate in urban areas. Adding these elements to the hydrological systems can result in flood waters that rise very rapidly and peak with violent force.

The San Bernardino Community College District has a high concentration of impermeable surfaces that either collect water, or concentrate the flow of water in unnatural channels. During periods of urban flooding, streets can become swift moving rivers and basements can fill with water. Storm drains often back up with vegetative debris causing additional, localized flooding.

#### Riverine Flooding

Riverine flooding is the overbank flooding of rivers and streams. The natural processes of riverine flooding add sediment and nutrients to fertile floodplain areas. Flooding in large river systems typically results from large-scale weather systems that generate prolonged rainfall over a wide geographic area. This causes flooding in hundreds of smaller streams, which then drain into the major rivers.





Shallow area flooding is a special type of riverine flooding. FEMA defines shallow flood hazards as areas that are inundated by the 100-year flood with flood depths of only one to three feet. These areas are generally flooded by low velocity sheet flows of water.

#### Dam Failure Flooding

Loss of life and damage to structures, roads, and utilities may result from a dam failure. Economic losses can also result from a lowered tax base and lack of utility profits. These effects would certainly accompany the failure of one of the major dams in the San Bernardino Community College District (See Map 8-3 below). Because dam failure can have severe consequences, FEMA requires that all dam owners develop Emergency Action Plans (EAP) for warning, evacuation, and post-flood actions. Although there may be coordination with county officials in the development of the EAP, the responsibility for developing potential flood inundation maps and facilitation of emergency response is the responsibility of the dam owner.

Dam failure results from a number of natural or human causes, including earthquakes, erosion of the face or foundation, rapidly rising flood waters, improper sitting, and structural/design flaws. The Planning Team categorized dam failure as a natural hazard for purposes of this

plan. Should a dam failure occur, it will likely be the result of natural causes, such as an earthquake.

Flood Insurance Rate Maps
(FIRM) and Flood
Insurance Studies (FIS)
Floodplain maps are the
basis for implementing
floodplain regulations and
for delineating flood
insurance purchase
requirements.

Since 1929, the State of California is responsible for overseeing dams to safeguard life and property (California Department of Resources, 1995). This legislation was prompted by the 1928 failure of St. Francis Dam. In 1965, the law was amended to include off stream storage reservoirs, due to the 1963 failure of Baldwin Hill Reservoir. In 1973, Senate Bill 896 was enacted to require dam owners, under the direction of Cal EMA, to show the possible inundation path in the event of a dam failure.

Governmental assistance could be required and continued for an extended period in the event of dam failure flooding. These efforts would be required to remove debris and clear roadways, demolish unsafe structures, assist in reestablishing public services and utilities, and provide continuing care and welfare for the affected

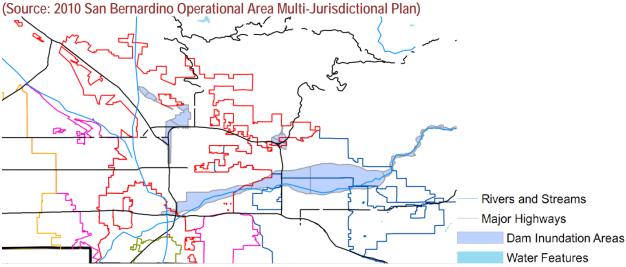
population including, as required, temporary housing for displaced persons.

The dams in San Bernardino County hold billions of gallons of water in reservoirs. Releases of water from the major reservoirs are designed to protect Southern California from flood waters and to store domestic water. Seismic activity can compromise the dam structures, and the resultant flooding could cause catastrophic flooding. Following the 1971 Sylmar Earthquake, the Lower Van Norman Dam showed signs of structural compromise, and tens of thousands of persons had to be evacuated until the dam could be drained. The dam has never been refilled.



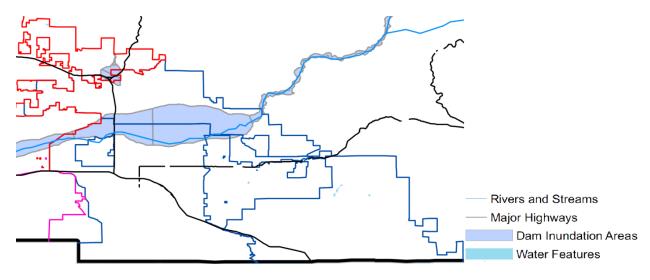


Map 8-3: Dam Inundation Map (San Bernardino)



Map 8-4: Dam Inundation Map (Yucaipa)

(Source: 2010 San Bernardino Operational Area Multi-Jurisdictional Plan)



# What is the Effect of Development on Floods?

When structures or fill are placed in the floodway or floodplain, water is displaced. Development raises the river levels by forcing the river to compensate for the flow space obstructed by the inserted structures and/or fill. When structures or materials are added to the floodway or floodplain and no fill is removed to compensate, serious problems can arise. Flood waters may be forced away from historic floodplain areas. As a result, other existing floodplain areas may experience flood waters that rise above historic levels. Displacement of only a few inches of water can mean the difference between no structural damage occurring in a given flood event, and the inundation of many homes, businesses, and other facilities. Careful attention should be given to development that occurs within the floodway to ensure that structures are prepared to withstand base flood events. In highly urbanized areas, increased paving can lead to an increase in volume and velocity of runoff after a rainfall event, exacerbating the potential flood





hazards. Care should be taken in the development and implementation of storm water management systems to ensure that these runoff waters are dealt with effectively.

#### How are Flood-Prone Areas Identified?

Flood maps and Flood Insurance Studies (FIS) are often used to identify flood-prone areas. The NFIP was established in 1968 as a means of providing low-cost flood insurance to the nation's flood-prone communities. The NFIP also reduces flood losses through regulations that focus on building codes and sound floodplain management. NFIP regulations (44 Code of Federal Regulations Chapter 1, Section 60, 3) require that all new construction in floodplains must be elevated at or above base flood level.

FIRM and FIS Floodplain maps are the basis for implementing floodplain regulations and for delineating flood insurance purchase requirements. A FIRM is the official map produced by FEMA which delineates Special Flood Hazard Area (SFHA) in communities where NFIP regulations apply.

Water surface elevations are combined with topographic data to develop FIRMs. FIRMs illustrate areas that would be inundated during a 100-year flood, floodway areas, and elevations marking the 100-year-flood level. In some cases, they also include BFEs and areas located within the 500-year floodplain.

Flood Insurance Studies and FIRMs produced for the NFIP provide assessments of the probability of flooding at a given location. FEMA conducted many Flood Insurance Studies in the late 1970s and early 1980s. These studies and maps represent flood risk at the point in time when FEMA completed the studies. However, it is important to note that not all 100-year or 500-year floodplains have been mapped by FEMA.

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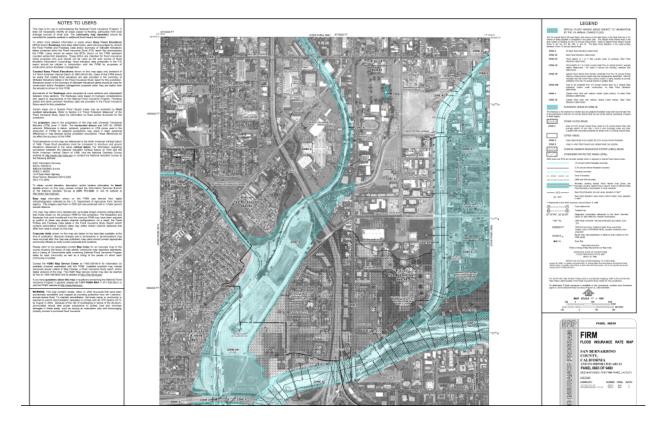
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Map 8-5: Crafton Hills College FIRM Map

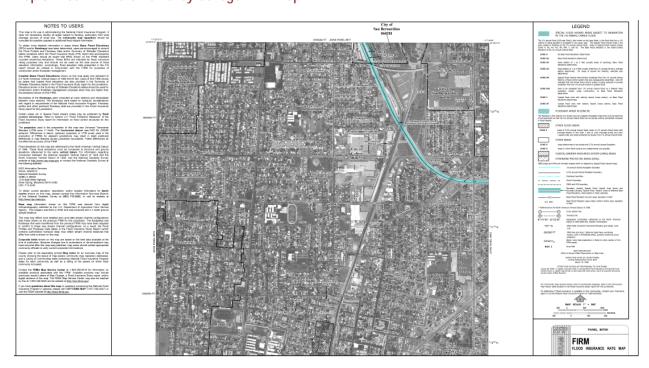




#### Map 8-6: San Bernardino Valley College FIRM Map 1



#### Map 8-7: San Bernardino Valley College FIRM Map 2









Map 8-8: District Offices FIRM Map (Source: FEMA)







#### **Section 9: Wildland Fire Hazards**

# Why are Wildfires a Threat to the San Bernardino Community College District?

On September 24, 2006 a 52-acre fire that burned on a Yucaipa hillside could have been worse - *Santa Ana* winds threatened to spread flames across the dry grass - but firefighters managed to control the blaze in about one hour.

Fires can occur in urban environments and can also impact unpopulated areas that may contain brush or grasslands. The central and western portions of San Bernardino Community College District are highly urbanized and relatively built out. As a result, the District must continue to address the growing need to defend both persons and property from urban and wildland fires.

In urban areas, the effectiveness of fire protection efforts is based upon several factors, including the age of structures, efficiency of circulation routes that ultimately affect response times and availability of water resources to combat fires. In wildland areas, taking the proper precautions, such as the use of fire resistant building materials, a pro-active Fire Prevention inspection program, and the development of defensible space around structures where combustible vegetation is controlled, can protect developed lands from fires and, therefore, reduce the potential loss of life and property.

Other factors including weather and winds contribute to the severity of fires. Specifically, winds commonly referred to as *Santa Ana* winds, which occur during fire season (typically from June to the first significant rain in November) are particularly significant. Such "fire weather" is characterized by several days of hot dry weather and high winds, resulting in low fuel moisture in vegetation.

California experiences large, destructive wildland fires almost every year, and San Bernardino County is no exception. Wildland fires occur within the county, particularly in the fall of the year, and range from small, localized fires to disastrous fires covering thousands of acres. The most severe fire protection problem in the area is wildland fire during *Santa Ana* wind conditions.

A wildfire is an uncontrolled fire spreading through vegetative fuels and exposing or possibly consuming structures. They often begin unnoticed and spread quickly. Naturally occurring and non-native species of grasses, brush, and trees fuel wildfires. A Wildland Fire is a wildfire in an area in which development is essentially nonexistent, except for roads, railroads, power lines and similar facilities. A Wildland/Urban Interface Fire is a wildfire in a geographical area where structures and other human development meet or intermingle with wildland or vegetative fuels. Significant development in Yucaipa is located along canyon ridges at the wildland/urban interface. Areas that have experienced prolonged droughts or are excessively dry are at risk of wildfires.

People start more than 80 percent of wildfires, usually by debris burns, arson, or carelessness. Lightning strikes are the next leading cause of wildfires. Wildfire behavior is based on three primary factors: fuel, topography, and weather. The type, and amount of fuel, as well as its burning qualities and level of moisture affect wildfire potential and behavior. The continuity of fuels, expressed in both horizontal and vertical components, is also a determinant of wildfire potential and behavior. Topography is important because it affects the movement of air (and thus the fire) over the ground surface. The slope and shape of terrain can change the speed at





which the fire travels, and the ability of firefighters to reach and extinguish the fire. Weather affects the probability of wildfire and has a significant effect on its behavior. Temperature, humidity and wind (both short and long term) affect the severity and duration of wildfires. San Bernardino County's topography, consisting of semi-arid coastal plain and rolling highlands, combined with shrub overgrowth, occasional *Santa Ana* winds and high temperatures, creates an ever-present threat of wildland fire. Extreme weather conditions such as high temperature, low humidity, and/or winds of extraordinary force may cause an ordinary fire to expand into one of massive proportions.

#### **Local Conditions**

Fire hazards threaten lives, property, and natural resources, and impact vegetation and wildlife habitats.

#### Weather

Weather conditions have many complex and important effects on fire intensity and behavior. Wind is of prime importance; as wind increases in velocity, the rate of fire spread also increases. Relative humidity (i.e., relative dryness of the air) also has a direct effect, the drier the air, and the drier the vegetation' the more likely the vegetation will ignite and burn. Precipitation (annual total, seasonal distribution and storm intensity) further affects the moisture content of dead and living vegetation, which influences fire ignition and behavior.

In addition to winds, structural development within or adjacent to wildland exposures represents an extreme fire protection problem due to flying embers and the predominance of combustible roof coverings.

#### **Topography**

Topography affects wildland fire behavior, and the ability of firefighters and their equipment to take action to suppress those fires. An example is a fire that starts in the bottom of a canyon that expands to the ridge top before initial attack forces can arrive. Rough topography greatly limits road construction, road standards, and accessibility by ground equipment. Steep topography also channels airflow, creating extremely erratic winds on lee slopes and in canyons. Water supply for fire protection to structures at higher elevations is frequently dependent on pumping units. The source of power for such units is usually from overhead distribution lines, which are subject to destruction by wildland fires.

#### Vegetation

A key to effective fire control and the successful accommodation of fire in wildland management is the understanding of fire and its environment. Fire environment is the complex of fuel, topographic, and air mass factors, that influence the fire's inception, growth, and behavior. The topography and weather components are, for all practical purposes, beyond man's control, but it is a different story with fuels, which can be controlled before the outbreak of fires. In terms of future urban expansion, finding new ways to control and understand these fuels can lead to possible fire reduction.





Of these different vegetation types, coastal sage scrub, chaparral, and grasslands reach some degree of flammability during the dry summer months and, under certain conditions, during the winter months. For example, as chaparral gets older, twigs and branches within the plants die and are held in place. A stand of brush 10- to 20-years of age usually has enough dead material to produce rates of spread about the same as in grass fires when the fuels have dried out. In severe drought years, additional plant material may die, contributing to the fuel load. There will normally be enough dead fuel accumulated in 20- to 30-year old brush to give rates of spread about twice as fast as in a grass fire. Under moderate weather conditions that produce a spread rate of one-half foot per second in grass, a 20- to 30-year old stand of chaparral may have a rate of fire spread of about one foot per second. Fire spread in old brush (40 years or older) has been measured at eight times as fast as in grass, about four feet per second. Under extreme weather conditions, the fastest fire spread in grass is 12 feet per second or about eight miles per hour.

#### Impact of Wildfire in the San Bernardino Community College District

Wildfires and their impacts vary by location and severity of the wildfire event, and will likely only affect certain areas of the county during specific times. Based on the risk assessment, it is evident that wildfires will have potentially devastating economic impact to certain portions of the District's service area. Impact that is not quantified, but can be anticipated in future events, includes:

- ✓ Injury and loss of life
- ✓ Commercial and residential structural damage
- ✓ Disruption of and damage to public infrastructure
- ✓ Secondary health hazards, e.g. mold and mildew
- ✓ Damage to roads/bridges resulting in loss of mobility
- ✓ Significant economic impact (jobs, sales, tax revenue) upon the community
- ✓ Negative impact on commercial and residential property values
- ✓ Significant disruption to students and teachers as temporary facilities and relocations would likely be needed

# Historic Events in the Region

Refer to Section 3: Risk Assessment of the 2010 San Bernardino County Operational Area Multi-Jurisdictional Hazard Mitigation Plan (separate document http://hazardmitigation.calema.ca.gov/docs/lhmp/San\_Bernardino\_County\_LHMP.pdf







Table 9-1: 20 Largest California Wildland Fires (By Acreage Burned) (Source: www.fire.ca.gov)

Fire Name (Cause)	Date	County	Acres	Structures	Deaths
CEDAR (HUMAN)	October 2003	SAN DIEGO	273	2,820	15
ZACA (HUMAN)	July 2007	SANTA BARBARA	240	1	0
MATILIJA (UNDETERMINED)	September 1932	VENTURA	220	0	0
WITCH (POWERLINES)	October 2007	SAN DIEGO	197	1,650	2
KLAMATH THEATER COMPLEX(LIGHTNING)	June 2008	SISKIYOU	192	0	2
MARBLE CONE (LIGHTNING)	July 1977	MONTEREY	177	0	0
LAGUNA (POWERLINES)	September 1970	SAN DIEGO	175	382	5
BASIN COMPLEX (LIGHTNING)	June 2008	MONTEREY	162	58	0
DAY FIRE (HUMAN)	September 2006	VENTURA	162	11	0
STATION FIRE (HUMAN)	August 2009	LOS ANGELES	160	209	2
MCNALLY (HUMAN)	July 2002	TULARE	150	17	0
STANISLAUS COMPLEX (LIGHTNING)	August 1987	TUOLUMNE	145	28	1
BIG BAR COMPLEX (LIGHTNING)	August 1999	TRINITY	140	0	0





CAMPBELL COMPLEX (POWERLINES)	August 1990	TEHAMA	125	27	0
WHEELER (ARSON)	July 1985	VENTURA	118	26	0
SIMI (UNDER INVESTIGATION)	October 2003	VENTURA	108	300	0
HWY. 58 (VEHICLE)	August 1996	SAN LUIS OBISPO	106	13	0
IRON ALPS COMPLEX (LIGHTNING)	June 2008	TRINITY	105	2	10
CLAMPITT (POWERLINES)	September 1970	LOS ANGELES	105	86	4
BAR COMPLEX (LIGHTNING)	July 2006	TRINITY	100	0	0

### Wildfire Characteristics

There are three categories of wildland/urban interface fire:

- The classic wildland/urban interface exists where well-defined urban and suburban development presses up against open expanses of wildland areas.
- The mixed wildland/urban interface is characterized by isolated homes, subdivisions, and small communities situated predominantly in wildland settings.
- The occluded wildland/urban interface exists where islands of wildland vegetation occur inside a largely urbanized area.

Certain conditions must be present for significant interface fires to occur. The most common conditions include: hot, dry and windy weather; the inability of fire protection forces to contain or suppress the fire; the occurrence of multiple fires that overwhelm committed resources; and a large fuel load (dense vegetation). Once a fire has started, several conditions influence its behavior, including fuel topography, weather, drought, and development.

Southern California has two distinct areas of risk for wildland fire:

- The foothills and lower mountain areas are most often covered with scrub brush or chaparral.
- The higher elevations of Southern California's mountains are typically heavily forested.

The magnitude of the 2003 fires is the result of three primary factors: (1) severe drought, accompanied by a series of storms that produce thousands of lightning strikes and windy conditions; (2) an infestation of bark beetles that has killed thousands of mature trees; and (3) the effects of wildfire suppression over the past century that led to buildup of brush and small diameter trees in the forests.

#### The Interface

Southern California faces a major challenge regarding the wildfire hazard from the increasing number of houses being built on the urban/wildland interface. Every year the growing population expands further into the hills and mountains, including forest lands. The increased "interface" between urban/suburban areas, and the open spaces created by this expansion, produces a significant increase in threats to life and property from fires. This pushes existing





fire protection systems beyond their original or current design and capability. Property owners in the interface are not aware of the problems and fire hazards or risks on their own property. Furthermore, human activities increase the incidence of fire ignition and potential damage.

#### Fuel

Fuel is the material that feeds a fire and is a key factor in wildfire behavior. Fuel is classified by volume and by type. Volume is described in terms of "fuel loading," or the amount of available vegetative fuel.

The type of fuel also influences wildfire. Chaparral is a primary fuel of Southern California wildfires. Chaparral habitat ranges in elevation from near sea level to over 5,000' in Southern California. Chaparral communities experience long, dry summers and receive most of their annual precipitation from winter rains. Although chaparral is often considered as a single species, there are two distinct types, hard chaparral and soft chaparral. Within these two types are dozens of different plants, each with its own particular characteristics.

### **Topography**

Topography influences the movement of air, thereby directing a fire's course. For example, if the percentage of uphill slope doubles, the rate of spread in wildfire will likely double. Gulches and canyons can funnel air and act as chimneys, which intensify fire behavior and cause the fire to spread faster. Solar heating of dry, south-facing slopes produces up-slope drafts that can complicate fire behavior. Unfortunately, hillsides with hazardous topographic characteristics are also desirable residential areas in many communities. This underscores the need for wildfire hazard mitigation and increased education and people who work, live and play in interface areas.

#### Weather

Weather patterns combined with certain geographic locations can create a favorable climate for wildfire activity. Areas where annual precipitation is less than 30 inches per year are extremely fire susceptible. High-risk areas in Southern California share a hot, dry season in late summer and early fall when high temperatures and low humidity favor fire activity. The so-called *Santa Ana* winds, which are heated by compression as winds flow down to Southern California from Utah, create a particularly high risk, as they can rapidly spread what might otherwise be a small fire.

# Drought

Recent concerns about the effects of climate change, particularly drought, are contributing to concerns about wildfire vulnerability. The term 'drought' is applied to a period in which an unusual scarcity of rain causes a serious hydrological imbalance. Unusually dry winters or significantly less rainfall than normal can lead to relatively drier conditions and leave reservoirs and water tables lower. Drought leads to problems with irrigation which contributes to additional fires, or can increase difficulty in fighting fires.





#### **Development**

Growth and development in scrubland and forested areas is increasing the number of humancaused structures in Southern California interface areas. Wildfire affects development, yet development can also influence wildfire. Owners often prefer homes that are private with scenic views, are nestled in vegetation, and that use natural materials. A private setting is one usually far from public roads or hidden behind a narrow, curving driveway. These conditions, however, make evacuation and firefighting difficult. The scenic views found along mountain ridges can also mean areas of dangerous topography. Natural vegetation contributes to scenic beauty, but it may also provide a ready trail of fuel leading a fire directly to the combustible fuels of the home itself.

Map 9-1: Fire Hazard Severity Zone Map (Yucaipa) (Source: To enlarge the map for better viewing, go to the following weblink: http://www.fire.ca.gov/fire\_prevention/fire\_prevention\_wildland\_zones\_maps.php)







Map 9-2: Fire Hazard Severity Zone Map (San Bernardino) (Source: To enlarge the map for better viewing, go to the following weblink: http://www.fire.ca.gov/fire\_prevention/fire\_prevention\_wildland\_zones\_maps.php)



# Severity

The primary effects of fire, such as loss of life, injury, and the destruction of buildings and wildlife, are generally well known. Fire also has a number of secondary effects, such as strained public utilities, depleted water supplies, downed power lines, disrupted telephone systems, and closed roads. In addition, flood control facilities are overtaxed by the increased flow from bare hillsides, and the resulting debris that washes down. Affected recreation areas may have to close or restrict operations. Moreover, buildings destroyed by fire are usually eligible for property tax reassessment, which reduces revenue to local government.

A fire is usually extinguished within a few days, but its effects last much longer. Grassland resprouts the following spring, a chaparral community regenerates in three to five years, and oak woodland with most of its seedlings and saplings destroyed will start a new crop within five to ten years. Coniferous timber stands are most susceptible to long-term damage, taking as much as 50 to 100 years to reestablish a forest.

Fire destroys surface vegetation, leaving the soil bare and subject to erosion, when the rains begin in the fall and winter. Raindrops hit the surface with undiminished impact, splashing



particles of soil loose that move downhill and are carried away by running water. Fire also destroys most of the roots that hold the soil in place, allowing running water to wash the soil away. Mudslides and mudflows can result from these processes.

### Growth and Development in the Interface

The hills and mountainous areas of Southern California are considered to be interface areas. The development of homes and other structures is encroaching onto the wildlands and is expanding the wildland/urban interface. The interface neighborhoods are characterized by a diverse mixture of varying housing structures, development patterns, ornamental and natural vegetation, and natural fuels.

In the event of a wildfire, vegetation, structures and other flammables can merge into unwieldy and unpredictable events. Factors important to the fighting of such fires include access, firebreaks, proximity of water sources, distance from a fire station and available firefighting personnel and equipment. Reviewing past wildland/urban interface fires shows that many structures are destroyed or damaged for one or more of the following reasons:

- ✓ Combustible roofing material
- ✓ Wood construction
- ✓ Structures with no defensible space
- ✓ Fire department has poor access to structures
- ✓ Subdivisions located in heavy natural fuel types
- ✓ Structures located on steep slopes covered with flammable vegetation
- ✓ Limited water supply
- ✓ Winds over 30 miles per hour



### **PART IV: APPENDIX**

# **Resource Directory**

The Resource Directory provides contact information for local, regional, state, and federal programs that are currently involved in hazard mitigation activities. The Planning Team may look to the organizations on these pages for resources and technical assistance. The Resource Directory provides a foundation for potential partners in action item implementation.

The Planning Team will continue to add contact information for organizations currently engaged in hazard mitigation activities. This section may also be used by various District members interested in hazard mitigation information and projects.

#### American Public Works Association (APWA)

Level: National Hazard: Multi <a href="http://www.apwa.net">http://www.apwa.net</a>

2345 Grand Boulevard, Suite 500 Kansas City, MO 64108-2641

Notes: The American Public Works Association is an international educational and professional association of public agencies, private sector companies, and individuals dedicated to providing high quality public works goods and services.

#### Association of State Floodplain Managers (ASFM)

Level: Federal Hazard: Flood <u>www.floods.org</u>

2809 Fish Hatchery Road

Madison, WI 53713

Notes: The Association of State Floodplain Managers is an organization of professionals involved in floodplain management, flood hazard mitigation, the National Flood Insurance Program, and flood preparedness, warning and recovery

#### **Building Seismic Safety Council (BSSC)**

Level: National Hazard: www.bssconline.org
Earthquake

1090 Vermont Ave., NW, Suite 700

Washington, DC 20005

Notes: The Building Seismic Safety Council (BSSC) develops and promotes building earthquake risk mitigation regulatory provisions for the nation.

#### California Department of Conservation: Southern California Regional Office

Level: State Hazard: Multi www.consrv.ca.gov

655 S. Hope Street, #700 Los Angeles, CA 90017-2321

Notes: The Department of Conservation provides services and information that promote environmental health, economic vitality, informed land-use decisions and sound management of our state's natural resources.

California Department of Forestry and Fire Protection (CalFIRE)



Level: State Hazard: Multi <a href="http://www.fire.ca.gov/php/index.php">http://www.fire.ca.gov/php/index.php</a>

210 W. San Jacinto Perris. CA 92570

Notes: The California Department of Forestry and Fire Protection (CalFIRE) protects over 31 million acres of California's privately-owned wildlands. CalFIRE emphasizes the management and protection of California's natural resources.

#### California Department of Transportation (CalTrans)

Level: State Hazard: Multi <a href="http://www.dot.ca.gov/">http://www.dot.ca.gov/</a>

120 S. Spring Street Los Angeles, CA 90012

Notes: CalTrans is responsible for the design, construction, maintenance, and operation of the California State Highway System, as well as that portion of the Interstate Highway System within the state's boundaries. Alone and in partnership with Amtrak, CalTrans is also involved in the support of intercity passenger rail service in California.

#### California Department of Water Resources (DWR)

Level: State Hazard: Flood <u>www.dwr.water.ca.gov</u>

1416 9th Street

Sacramento, CA 95814

Notes: The Department of Water Resources manages the water resources of California in cooperation with other agencies, to benefit the State's people, and to protect, restore, and enhance the natural and human environments.

#### California Division of Mines and Geology (DMG)

Level: State Hazard: Multi www.consrv.ca.gov/cgs/index.htm

801 K Street, MS 12-30 Sacramento, CA 95814

Notes: The California Geological Survey develops and disseminates technical information and advice on California's geology, geologic hazards, and mineral resources.

#### California Emergency Management Agency (Cal EMA)

Level: State Hazard: Multi <u>www.calema.ca.gov</u>

3650 Schriever Ave Mather, CA 95655

Notes: California Emergency Management Agency coordinates overall state agency response to major disasters in support of local government. The office is responsible for assuring the state's readiness to respond to and recover from natural, manmade, and war-caused emergencies, and for assisting local governments in their emergency preparedness, response and recovery efforts.

#### California Environmental Resources Evaluation System (CERES)

Level: State Hazard: Multi http://ceres.ca.gov/

900 N St., Suite 250 Sacramento, CA 95814

Notes: CERES is an excellent website for access to environmental information and websites.



#### California Planning Information Network

Level: State Hazard: Multi www.calpin.ca.gov

Notes: The Governor's Office of Planning and Research (OPR) publishes basic information on local planning agencies, known as the California Planners' Book of Lists. This local planning information is available on-line with new search capabilities and up-to-the- minute updates.

#### California Resources Agency

Level: State Hazard: Multi <a href="http://resources.ca.gov/">http://resources.ca.gov/</a>

1416 Ninth Street, Suite 1311 Sacramento, CA 95814

Notes: The California Resources Agency restores, protects and manages the state's natural, historical and cultural resources for current and future generations using solutions based on science, collaboration and respect for all the communities and interests involved.

#### Community Rating System (CRS)

Level: Federal Hazard: Flood www.fema.gov/nfip/crs.shtm

500 C Street, S.W. Washington, D.C. 20472

Notes: The Community Rating System (CRS) recognizes community floodplain management efforts that go beyond the minimum requirements of the NFIP. Property owners within the County would receive reduced NFIP flood insurance premiums if the County implements floodplain management practices that qualify it for a CRS rating. For further information on the CRS, visit FEMA's website.

#### Environmental Protection Agency (EPA), Region 9

Level: Regional Hazard: Multi http://www.epa.gov/region9/

75 Hawthorne Street San Francisco, CA 94105

Notes: The mission of the U.S. Environmental Protection Agency is to protect human health and to safeguard the natural environment through the themes of air and global climate change, water, land, communities and ecosystems, and compliance and environmental stewardship.

#### Federal Emergency Management Agency (FEMA), Region IX

Level: Federal Hazard: Multi www.fema.gov

1111 Broadway, Suite 1200

Oakland, CA 94607

Notes: The Federal Emergency Management Agency is tasked with responding to, planning for, recovering from and mitigating against disasters.

#### Federal Emergency Management Agency (FEMA), Mitigation Division

Level: Federal Hazard: Multi <u>www.fema.gov/fima/planhowto.shtm</u>

500 C Street, S.W. Washington, D.C. 20472



Notes: The Mitigation Division manages the National Flood Insurance Program and oversees FEMA's mitigation programs. It has of a number of programs and activities of which provide citizens Protection, with flood insurance; Prevention, with mitigation measures and Partnerships, with communities throughout the country.

#### Floodplain Management Association

Level: Federal Hazard: Flood www.floodplain.org

P.O. Box 50891

Sparks, NV 89435-0891

Notes: The Floodplain Management Association is a nonprofit educational association. It was established in 1990 to promote the reduction of flood losses and to encourage the protection and enhancement of natural floodplain values. Members include representatives of federal, state and local government agencies as well as private firms.

#### Landslide Hazards Program, USGS

Level: Federal Hazard: <a href="http://landslides.usgs.gov/index.html">http://landslides.usgs.gov/index.html</a>

12201 Sunrise Valley Drive, MS 906

Reston, VA 20192

Notes: The NLIC website provides good information on the programs and resources regarding landslides. The page includes information on the National Landslide Hazards Program Information Center, a bibliography, publications, and current projects. USGS scientists are working to reduce long-term losses and casualties from landslide hazards through better understanding of the causes and mechanisms of ground failure both nationally and worldwide.

#### National Fire Protection Association (NFPA)

Level: National	Hazard: Wildfire	www.nfpa.org/catalog/home/index.asp

1 Batterymarch Park Quincy, MA 02169-7471

Notes: The mission of the international nonprofit NFPA is to reduce the worldwide burden of fire and other hazards on the quality of life. It does this by providing and advocating scientifically-based consensus codes and standards, research, training, and education.

#### National Floodplain Insurance Program (NFIP)

Level: Federal Hazard: Flood <u>www.fema.gov/nfip/</u>

500 C Street, S.W.

Washington, D.C. 20472

Notes: The Mitigation Division manages the National Flood Insurance Program and oversees FEMA's mitigation programs. It has of a number of programs and activities of which provide citizens Protection, with flood insurance; Prevention, with mitigation measures and Partnerships, with communities throughout the country.

#### National Oceanic and Atmospheric Administration (NOAA)

Level: Federal Hazard: Multi www.noaa.gov

14th Street and Constitution Ave NW, Rm. 6013

Washington, DC 20230



Notes: NOAA's historic role has been to predict environmental changes, protect life and property, provide decision makers with reliable scientific information, and foster global environmental stewardship.

#### National Resources Conservation Service (NRCS)

Level: Federal Hazard: Multi www.nrcs.usda.gov/

14th and Independence Ave., SW, Room 5105-A

Washington, DC 20250

Notes: NRCS assists owners of America's private land with conserving their soil, water, and other natural resources, by delivering technical assistance based on sound science and suited to a customer's specific needs. Cost shares and financial incentives are available in some cases.

#### **National Weather Service (NWS)**

Level: Federal Hazard: Multi www.nws.noaa.gov/

520 North Elevar Street Oxnard, CA 93030

Notes: The National Weather Service is responsible for providing weather service to the nation. It is charged with the responsibility of observing and reporting the weather and with issuing forecasts and warnings of weather and floods in the interest of national safety and economy. Briefly, the priorities for service to the nation are: 1. protection of life, 2. protection of property, and 3. promotion of the nation's welfare and economy.

#### National Weather Service, Office of Hydrologic Development (OHD)

Level: Federal Hazard: Flood http://www.nws.noaa.gov/

1325 East West Highway, SSMC2

Silver Spring, MD 20910

Notes: The Office of Hydrologic Development (OHD) enhances National Weather Service products by infusing new hydrologic science, developing hydrologic techniques for operational use, managing hydrologic development by NWS field office, providing advanced hydrologic products to meet needs identified by NWS customers.

#### Southern California Association of Governments (SCAG)

Level: Regional Hazard: Multi <u>www.scag.ca.gov</u>

818 W. Seventh Street, 12th Floor

Los Angeles, CA 90017

Notes: The Southern California Association of Governments functions as the Metropolitan Planning Organization for six counties: Los Angeles, Orange, San Bernardino, Riverside, Ventura and Imperial. As the designated Metropolitan Planning Organization, the Association of Governments is mandated by the federal government to research and draw up plans for transportation, growth management, hazardous waste management, and air quality.

#### Southern California Earthquake Center (SCEC)

Level: Regional Hazard: www.scec.org
Earthquake

3651 Trousdale Parkway, Suite 169 Los Angeles, CA 90089-0742



Notes: The Southern California Earthquake Center (SCEC) gathers new information about earthquakes in Southern California, integrates this information into a comprehensive and predictive understanding of earthquake phenomena, and communicates this understanding to end-users and the general public in order to increase earthquake awareness, reduce economic losses, and save lives.

#### State Fire Marshal (SFM)

Level: State Hazard: Wildfire <a href="http://osfm.fire.ca.gov">http://osfm.fire.ca.gov</a>

1131 "S" Street

Sacramento, CA 95814

Notes: The Office of the State Fire Marshal (SFM) supports the mission of the California Department of Forestry and Fire Protection (CalFIRE) by focusing on fire prevention. SFM regulates buildings in which people live, controls substances which may, cause injuries, death and destruction by fire; provides statewide direction for fire prevention within wildland areas; regulates hazardous liquid pipelines; reviews regulations and building standards; and trains and educates in fire protection methods and responsibilities.

#### **US Army Corps of Engineers (USACE)**

Level: Federal Hazard: Multi www.usace.army.mil

P.O. Box 532711

Los Angeles CA 90053-2325

Notes: The United States Army Corps of Engineers work in engineering and environmental matters. A workforce of biologists, engineers, geologists, hydrologists, natural resource managers and other professionals provide engineering services to the nation including planning, designing, building, and operating water resources and other civil works projects.

#### US Geological Survey (USGS)

Level: Federal Hazard: Multi www.usgs.gov

345 Middlefield Road

Menlo Park, CA 94025

Notes: The USGS provides reliable scientific information to describe and understand the Earth; minimize loss of life and property from natural disasters; manage water, biological, energy, and mineral resources; and enhance and protect our quality of life.

#### US Geological Survey (USGS), Water Resources

Level: Federal Hazard: Multi http://water.usgs.gov

6000 J Street, Placer Hall

Sacramento, CA 95819-6129

Notes: The USGS Water Resources mission is to provide water information that benefits the Nation's citizens: publications, data, maps, and applications software.

#### Western States Seismic Policy Council (WSSPC)

Level: Regional Hazard: www.wsspc.org/home.html
Earthquake

125 California Avenue, Suite D201, #1

Palo Alto, CA 94306



Notes: WSSPC is a regional earthquake consortium funded mainly by FEMA. Its website is a great resource, with information clearly categorized – from policy to engineering to education.

#### Westside Economic Collaborative c/o Pacific Western Bank

Level: Regional Hazard: Multi www.westside-la.or

120 Wilshire Boulevard Santa Monica, CA 90401

Notes: The Westside Economic Development Collaborative is the first Westside regional economic development corporation. The Westside EDC functions as an information gatherer and resource center, as well as a forum, through bringing business, government, and residents together to address issues affecting the region: economic diversity, transportation, housing, workforce training and retraining, lifelong learning, tourism, and embracing diversity.



#### 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, Fiscal Services

**DATE:** July 12, 2012

**SUBJECT:** Consideration of Approval of 2014-18 Five Year Construction Plan

#### RECOMMENDATION

It is recommended that the Board of Trustees approve the 2014-2018 Five Year Construction Plan.

#### **OVERVIEW**

Each year the District is required to submit a Five Year Construction Plan to the California Community Colleges Chancellor's Office. The Plan provides a list of proposed capital construction projects, including those supported by local funds like Measure M, and those supported with a combination of State and local funds. The Plan summary is attached.

#### **ANALYSIS**

The Five-Year Construction Program addresses the highest priority capital construction needs throughout the District. These needs were identified through planning and development activities with each college. Notable projects for SBVC include a new gymnasium and sports field complex, a new central plant, and renovations to the auditorium and business buildings. Notable projects for CHC include new science, emergency services, administrative center, and physical education buildings, as well as renovations to the Lab/Administration, College Center, Student Services, Performing Arts, and Maintenance/Operations buildings.

#### **BOARD IMPERATIVE**

III. Resource Management for Efficiency, Effectiveness, and Excellence

#### **FINANCIAL IMPLICATIONS**

Approval of the Five Year Construction Plan will not impact the budget.

Date: 6/21/2012 Page: 1

# 2014-18 FIVE YEAR CONSTRUCTION PLAN (2014-15 FIRST FUNDING YEAR)

#### San Bernardino CCD

Prepared in reference to the Community College Construction Act of 1980 and approved on behalf of the local governing board for submission to

the office of the Chancellor, California Community Colleges

Date Received at Chancellor's Office

Chancellor's Office reviewed by

Notice of Approval

Calif. Comm. Colleges	Five Year Construction Plan	6/21/2012
	Inventory of Land	
	San Bernardino CCD	Page 3

List the address and acreage of every land unit owned by the district (Education Code 81821(e)). Please identify all locations, both on-campus and off-campus, grouped according to their "parent" institution. In the event the list is long or complicated, please substitute copies of college bulletins or other notices to the public which display similar information. The list should be current as of October the prior year

Address	Acreage	_
Crafton Hills College 11711 Sand Canyon Road Yucapia, CA 92399	527.0	
San Bernardino District Office 114 South Del Rosa Drive San Bernardino, CA 92408	5.0	
San Bernardino Valley College 701 South Mt. Vernon Avenue San Bernardino, CA 92410	87.0	

	Legislative			
Campus	Assembly	Senate	House	
Crafton Hills College	65	31	0	
San Bernardino Valley College	62	32	0	
San Bernardino District Office*	76	39	49	

#### **Instructional Delivery Locations**

San Bernardino CCD

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#### Address

Crafton Hills College 11711 Sand Canyon Road Yucapia, CA 92399

San Bernardino District Office 114 South Del Rosa Drive San Bernardino, CA 92408

San Bernardino Valley College 701 South Mt. Vernon Avenue San Bernardino, CA 92410

Arrowhead Regional Medical Center 400 North Pepper Avenue Colton, CA 92324

Big Bear High School 351 Maple Lane Big Bear Lake, CA

San Bernardino Sheriff's Dept. 18000 Institution Road San Bernardino, CA

Stater Brother's Corporation Office 301 South Tippecanoe Avenue San Bernardino, CA

### **District Projects Priority Order**

San Bernardino CCD

Page 5

No	Project	Occupancy				C	chedule of Fun	ds		
No.	ASF	Occupancy Total Cost	Source	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019
	ASI	Total Cost	Source	2012/2013	2013/2011	2011/2015	2013/2010	2010/2017	2017/2010	12010/2013
1	Energy/Ce 0	ntral Plant 2012/2013 \$16,100,000	NonState	San Bernardin	o Valley College					
2	Campus-w	ide Site Work/Sig 2012/2013 \$4,200,000		San Bernardine (C) \$3,900,000	o Valley College					
3	Business B	3uilding Renovation 2012/2013 \$17,400,000		San Bernarding (E) \$725,000	o Valley College					
4	Auditorium	Renovation 2013/2014 \$10,700,000	NonState	San Bernardine (C)(E) \$9,700,000	o Valley College					
5	Solar Farm	2012/2013 \$7,200,000		Crafton Hills C	ollege					
6	New Physi 7,540	cal Education Bui 2013/2014 \$5,900,000		Crafton Hills C (W)(C)(E) \$5,700,000	ollege					
7	Replace G	ymnasium 2014/2015 \$61,000,000	NonState	San Bernardin (W) \$4,014,000	(C)(E) \$53,736,000					
8	Maintenan	ce and Operation 2014/2015 \$960,000	ns Renovati NonState	Crafton Hills C (P) \$50,000	ollege (W) \$50,000	(C)(E) \$860,000				
9	Performing	2014/2015 \$4,600,000		Crafton Hills C (W) \$300,000	ollege (C)(E) \$4,100,000					
10	Student Se	2015/2016 \$3,800,000		Crafton Hills C (W) \$200,000	ollege (C) \$3,200,000	(E) \$200,000				
11	New Scien 23,803	ce Building 2015/2016 \$25,600,000	NonState	Crafton Hills C (W) \$1,200,000	ollege (C) \$21,800,000	(E) \$1,600,000				
12	College Ce	enter Renovation 2015/2016 \$3,100,000	NonState	Crafton Hills C (P) \$100,000	ollege (W) \$250,000	(C) \$2,500,000	(E) \$250,000			
13	New Emer 13,112	gency Services (0 2015/2016 \$24,100,000		Crafton Hills C	ollege (P)(W) \$2,400,000	(C)(E) \$21,700,000				
14	New Crafto 28,582	on Center 2015/2016 \$30,100,000	NonState	Crafton Hills C (P)(W) \$2,400,000	(C) \$26,700,000	(E) \$1,000,000				

Calif. Comm. Colleges

### Five Year Construction Plan

# **District Projects Priority Order**

San Bernardino CCD

Page 6

6/21/2012

No.	Project	Occupancy				S	chedule of Fun	ds		
	ASF	Total Cost	Source	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019
15	Lab./Admir	n. Renovation		Crafton Hills C	ollege					
		2016/2017			(P)	(W)	(C)(E)			
		\$15,500,000	NonState		\$600,000	\$800,000	\$14,100,000			
16	North Hall-	-Media Communio	cations, Sei	San Bernardin	o Valley College					
		2009/2010								
		\$7,689,000	State							
		\$2,410,000	NonState							
17	17 North Hall Seismic Replacement		San Bernardin	o Valley College						
		2010/2011								
		\$14,433,000	State							
		\$7,274,000	NonState							
18	Chemistry/	Physical Science	Seismic Re	San Bernardin	o Valley College					
		2010/2011	102000							
		\$24,486,000	State							
		\$3,095,000	NonState							
19	Learning R	Resource/Technol	ogy Center	Crafton Hills C	ollege					
		2010/2011								
		\$15,545,000	State							
		\$12,043,000	NonState							

#### 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/BRi/Seville

**DATE:** July 12, 2012

**SUBJECT:** Summary of Bond Measure M Capital Improvement Program

Change Orders and Amendments for Construction Contracts

#### **RECOMMENDATION**

This item is for information only and no action is required.

#### **OVERVIEW**

As an informational item to the San Bernardino Community College District Board of Trustees, this report is a summary of all construction change orders and amendments to date for projects at Crafton Hills and San Bernardino Valley Colleges, including those on today's Board agenda.

#### **ANALYSIS**

Current submitted construction contract amendments and change orders for currently awarded Measure M projects total \$44,672.00 which is 0.127% change of the overall project cost.

The analysis shows that construction contract change orders and amendments for currently awarded Measure M projects have been held to a minimal amount of \$1,064,169.49 which is only 3.03% of the project cost of \$35,152,121.45.

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

#### **BOARD IMPERATIVE**

III. Resource Management for Efficiency, Effectiveness, and Excellence

#### FINANCIAL IMPLICATIONS

This item is for information only. There are no financial implications.

# Measure M Projects CHANGE SUMMARY by PROJECT

(Including any contract amendments and change orders on the 7/12/12 agenda)

#### **CONTRACT AMENDMENTS**

PROJECTS	Original Contract Amount	Contract A	Amendments	Base Contract Amount	Cumulative Contract Amendments	
		Previous	Pending		Amendments	
CHC-Crafton Hills College	\$ 12,219,226.50	\$ 402,801.00	\$ -	\$ 12,622,027.50	3.30%	
SBVC-San Bernardino Valley College	\$ 22,932,894.95	\$ 96,150.49	\$ -	\$ 23,029,045.44	0.42%	
				\$ -		
TOTAL for CONTRACT AMENDMENTS	\$ 35,152,121.45	\$ 498,951.49	\$ -	\$ 35,651,072.94	1.42%	

#### **CHANGE ORDERS**

PROJECTS		Base Contract Amount		Change	e Ord	lers	New Contract Amount		Cumulative Change Orders	
				Previous		Pending				
CHC-Crafton Hills College	\$	12,622,027.50	\$	503,613.00	\$	19,510.00	\$	13,145,150.50	4.14%	
SBVC-San Bernardino Valley College	\$	23,029,045.44	\$	16,933.00	\$	25,162.00	\$	23,071,140.44	0.18%	
TOTAL for CHANGE ORDERS	\$	35,651,072.94	\$	520,546.00	\$	44,672.00	\$	36,216,290.94	1.59%	

October 20, 11 Change Order Log Balance E. Avico (Gym Demo)	\$ 10,192,526.50 253,071.00	\$	44,672.00 0.127%
Janus Corporation (Business Bldg.)	417,600.00	\$	1,064,169.49
Rosendin Electric, Inc. (Solar Farm)	2,700,000.00		3.03%
Three Peaks (Business Bldg.)	34,923.95		
Plumbing, Piping & Construction (Central Plant)	10,878,000.00		
Braughton Construction, Inc. (Site Signage)	1,170,000.00		
JM Builders (Interim Locker Rooms)	256,000.00		
Doug Wall Construction, Inc.	9,250,000.00		
	\$ 35,152,121.45		

# Measure M Projects CHANGE SUMMARY by PROJECT

(Including any contract amendments and change orders on the 7/12/12 agenda)

PROJECTS		ginal Contract Amount		Contract Amendments				Change	e Ord	ders	New Contract Amount		Change Order % of Contract
				Previous		Pending		Previous		Pending			<b>30</b> 1111 <b>3</b> 101
PARKING LOT/ADA/LIGHTING IMPRVMNTS.	\$	6,146,450.00	\$	402,801.00	\$	-	\$	276,834.00	\$	19,510.00	\$	6,845,595.00	4.82%
MATH AND SCIENCE ANNEX	\$	2,270,500.00	\$	-	\$	-	\$	189,545.00	\$	-	\$	2,460,045.00	8.35%
MPOE/DATA RELOCATION	\$	527,700.00	\$	-	\$	-	\$	37,234.00	\$	-	\$	564,934.00	7.06%
OLD LIBADABY DEMOLITION	œ.	574.576.50	r		Φ		r.		\$		\$	574.576.50	0.00%
OLD LIBARARY DEMOLITION	Þ	374,370.50	Ф	-	\$	-	Þ	-	Ф	-	Ф	374,376.30	0.00%
SOLAR FARM	\$	2,700,000.00	\$	-	\$	-	\$	-	\$	-	\$	2,700,000.00	0.00%
TOTAL	\$	12,219,226.50	\$	402,801.00	\$	-	\$	503,613.00	\$	19,510.00	\$	13,145,150.50	4.14%

# Crafton Hills College CHANGE SUMMARY by PROJECT PARKING LOT/ADA/LIGHTING IMPRVMNTS

(Including any contract amendments and change orders on the 7/12/12 agenda)

Contractors	Ori	Original Contract Amount		Contract A	mer	ndments Pending	Change Previous	Or	Orders Pending		New Contract Amount	Change Order % of Contract
PAL-01: ASR Constructors, Inc.	\$	3,058,000.00	\$	402,801.00	\$	-	\$ 94,560.00			\$	3,555,361.00	2.73%
PAL-02: Pierre Sprinkler & Landscape	\$	569,450.00	\$	-	\$	-	\$ 36,260.00			\$	605,710.00	6.37%
PAL-03: RDM Electric Company, Inc.	\$	2,519,000.00	\$	-	\$	-	\$ 146,014.00	\$	19,510.00	\$	2,684,524.00	6.57%
TOTAL	\$	6,146,450.00	\$	402,801.00	\$	-	\$ 276,834.00	\$	19,510.00	\$	6,845,595.00	4.82%

# Crafton Hills College CHANGE SUMMARY by PROJECT MATH AND SCIENCE ANNEX

(Including any contract amendments and change orders on the 7/12/12 agenda)

Contractors	Orig	ginal Contract Amount	Contract A		end	dments Pending	Previous			e Orders Pending		New Contract Amount	Change Order % of Contract
MODS-01: Conengr Corporation	\$	539,500.00	\$	-	\$	-	\$	22,504.00	\$	-	\$	562,004.00	4.17%
MODS-02: Global Modular, Inc.	\$	1,731,000.00	\$	-	\$	-	\$	167,041.00	\$	-	\$	1,898,041.00	9.65%
TOTAL	\$	2,270,500.00	\$	-	\$	-	\$	189,545.00	\$	-	\$	2,460,045.00	8.35%

#### Crafton Hills College CHANGE SUMMARY by PROJECT MPOE-DATA

(Including any contract amendments and change orders on the 7/12/12 agenda)

Contractors	Original Contract Amount	Contract An	nendments Pending	Change Previous	Orders Pending	New Contract Amount	Change Order % of Contract
MPOE/DATA-01: Shanks Electric Corporation	\$ 527,700.00		\$ -	\$ 37,234.00		\$ 564,934.00	7.06%
TOTAL	\$ 527,700.00	\$ -	\$ -	\$ 37,234.00	\$ -	\$ 564,934.00	7.06%

# Crafton Hills College CHANGE SUMMARY by PROJECT LIBRARY DEMO

(Including any contract amendments and change orders on the 7/12/12 agenda)

Contractors	Original Contract Amount	Contract A	mendments Pending	Change Previous	e Orders Pending	New Contract Amount	Change Order % of Contract
LIBRARY DEMO-01:Miller Environmental, Inc.	\$ 574,576.50	\$ -	\$ -	\$ -	\$ -	\$ 574,576.50	0.00%
TOTAL	A 574 570 50	•	•	<b>A</b>		<b>A</b> 574 570 50	0.000/
TOTAL	\$ 574,576.50	\$ -	\$ -	\$ -	\$ -	\$ 574,576.50	0.00%

# Crafton Hills College CHANGE SUMMARY by PROJECT SOLAR FARM

(Including any contract amendments and change orders on the 7/12/12 agenda)

Contractors	Ori	Original Contract Amount		Contract A	mend	Iments Pending	Change Previous	ers Pending	New Contract Amount	Change Order % of Contract
Rosendin Electric, Inc.	\$	2,700,000.00	\$	-	\$	-	\$ -	\$ -	\$ 2,700,000.00	0.00%
TOTAL	\$	2,700,000.00	\$	-	\$	_	\$ -	\$ -	\$ 2,700,000.00	0.00%

# San Bernardino Valley College CHANGE SUMMARY by PROJECT (Including any contract amendments and change orders on the 7/12/12 agenda)

PROJECTS	PROJECTS Original Contract Amount							Change	e Or	ders		New Contract Amount	Change Order % of Contract
				Previous		Pending	Previous		Pending				
Oceanal Disease / Inforces house house	•	11 226 200 00	6	92 044 40	6		6	26 206 00	•	25 162 00	¢	11 262 200 40	0.469/
Central Plant / Infrastructure	\$	11,226,300.00	Ф	83,941.49	Ф	-	\$	26,806.00	Ф	25,162.00	Ф	11,362,209.49	0.46%
HVAC Cafeteria & Health Science	\$	325,000.00	\$	-	\$	-	\$	-	\$	-	\$	325,000.00	0.00%
Gym Demo	\$	509,071.00	\$	-	\$	-	\$	(15,000.00)	\$	-	\$	494,071.00	0.00%
Business Building Remodel	\$	9,702,523.95	\$	12,209.00	\$	-	\$	5,127.00	\$	-	\$	9,719,859.95	0.05%
Site Signage	\$	1,170,000.00	\$	-	\$	-	\$	-	\$	-	\$	1,170,000.00	0.00%
	\$	22,932,894.95	\$	96,150.49		-	\$	16,933.00	\$	25,162.00	\$	23,071,140.44	0.18%

#### San Bernardino Valley College CHANGE SUMMARY by PROJECT CENTRAL PLANT / INFRASTRUCTURE

(Including any contract amendments and change orders on the 7/12/2012 agenda)

Contractors	Orig	ginal Contract		Contract A	mer		Change Orders  Previous Pending				New Contract Amount		Change Order % of
				Previous		Pending		Previous		Pending			Contract
Infrastructure Sewer Improvements													
Kirtley Construction dba TK Construction	\$	348,300.00	\$	83,941.49	\$	-	\$	26,806.00	\$	-	\$	459,047.49	6.20%
Central Plant	1												
Plumbing, Piping & Construction	\$	10,878,000.00	\$	-	\$	-	\$	-	\$	25,162.00	\$	10,903,162.00	0.23%
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	1												
	ł												
TOTAL	\$	11,226,300.00	\$	83,941.49	\$	-	\$	26,806.00	\$	25,162.00	\$	11,362,209.49	0.46%

#### San Bernardino Valley College CHANGE SUMMARY by PROJECT HVAC Cafeteria/Health Science

(Including any contract amendments and change orders on the 7/12/12 agenda)

Contractors	Original Contrac	t	Previous Pending			Change Orders  Previous Pending				New Contract Amount	Change Order % of Contract
BP 1: Arrowhead Mechanical	\$ 183,000.0	10		\$ -	\$	-	\$	renaing -	\$	183,000.00	0.00%
					<u> </u>	-	_	-	_		
BP 2: Arrowhead Mechanical	\$ 142,000.0	00	\$ -	\$ -	\$	-	\$	-	\$	142,000.00	0.00%
		T			\$	-					
		Ī									
								_		_	
		Ī									
TOTAL	\$ 325,000.0	00	\$ -	\$ -	\$	-	\$	-	\$	325,000.00	0.00%

#### San Bernardino Valley College CHANGE SUMMARY by PROJECT GYM DEMO

(Including any contract amendments and change orders on the 7/12/12 agenda)

Contractors	0	riginal Contract Amount		Contract A	mer	ndments Pending	Change Orders Previous Pending					New Contract Amount	Change Order % of Contract
E. Avico, Inc.	\$	253,071.00	\$	- \$		renaing -	\$	(15,000.00)	\$		\$	238,071.00	-5.93%
JM Builders	\$	256,000.00			\$	_	\$		\$		\$	256,000.00	0.00%
om Bandero	Ψ	200,000.00	Ψ		Ψ		Ψ		Ψ		Ψ	200,000.00	0.0070
							\$	-					
	Ť												
		·											
TOTAL	\$	509,071.00	\$	-	\$	-	\$	(15,000.00)	\$	-	\$	494,071.00	-2.95%

#### 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:** July 12, 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**

The attached Revenue and Expenditure Summary reflects activity for the 2012 fiscal year through June 30, 2012. It reflects summary information for all District funds, grouped by category within each fund.

As of June 30, 2012, we are 100% through the fiscal year and have spent and encumbered about 88.3% of our budgeted general funds. This slow rate of spending is attributable to underspending in capital outlay, salaries, benefits, 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 6/30/12

Revenues by Fund	Budget	YTD Revenues	% Received	% of Year
01 General Fund*	92,483,210	63,895,871	69.1	100.0
21 Bond Interest & Redemption	16,188,000	19,932,078	123.1	100.0
41 Capital Outlay Projects Fund	2,353,670	2,538,746	107.9	100.0
42 Bond Construction Fund	1,080,000	577,774	53.5	100.0
68 Retiree Benefit Fund	4,801,468	4,783,530	99.6	100.0
69 Employee Load Banking Trust Fund	850	290	34.2	100.0
72 Child Development Fund	2,104,750	1,854,160	88.1	100.0
73 Student Body Center Fee Fund	249,070	204,464	82.1	100.0
74 KVCR Fund	3,763,071	3,481,339	92.5	100.0
76 Investment Trust Fund – San Manuel	2,503,000	157,870	6.3	100.0
78 Self Insurance-Liability Fund	753,500	752,067	99.8	100.0
84 Workers Compensation Fund*	1,405,000	1,128,945	80.4	100.0

Expenses by Fund	Budget	YTD Expenses & Encumbrances	% Expensed & Encumbered	% of Year
01 General Fund*	102,606,993	90,556,656	88.3	100.0
21 Bond Interest & Redemption	22,437,353	23,230,382	103.5	100.0
41 Capital Outlay Projects Fund	9,100,349	2,915,926	32.0	100.0
42 Bond Construction Fund	123,363,476	57,563,812	46.7	100.0
68 Retiree Benefit Fund	5,533,676	2,291,425	41.4	100.0
69 Employee Load Banking Trust Fund	850	0	0.0	100.0
72 Child Development Fund*	2,070,133	1,895,255	91.6	100.0
73 Student Body Center Fee Fund	276,070	193,216	70.0	100.0
74 KVCR Fund*	3,764,471	2,564,985	68.1	100.0
76 Investment Trust Fund – San Manuel	1,079,521	515,611	47.8	100.0
78 Self Insurance-Liability Fund	795,000	592,299	74.5	100.0
84 Workers Compensation Fund*	1,358,000	770,103	56.7	100.0

<sup>\*</sup>Regular patterns of activity throughout the year.

# BEST NET CONSORTIUM BUDGET SUMMARY REPORT 07/01/2011 TO 06/30/2012

#J2474 06/27/2012 PAGE

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Fund: 01 GENERAL FUND

	===========		==========	======	=========	==========	=====
SUMMARY BY OBJECT	WORKI NG BUDGET	CURRENT	/RECEIVED YEAR TO DATE	<u></u> %	PENDED/ ENCUMBERED	UNENCUMB BALANCE	%
8100.00 FEDERAL HEA REVENUES 8600.00 STATE REVENUES 8800.00 LOCAL REVENUES 8900.00 OTHER FINANCING SOURCES TOTAL: 8000	7, 874, 927. 05 63, 151, 658. 71 20, 621, 508. 57 835, 115. 66 92, 483, 209. 99	3, 439, 733. 44 40, 549, 704. 62 19, 031, 921. 37 874, 511. 86	3, 439, 733. 44 40, 549, 704. 62 19, 031, 921. 37 874, 511. 86 63, 895, 871. 29	43. 6 64. 2 92. 2 100. 0 69. 0	0. 00 0. 00 0. 00 0. 00 0. 00	4, 435, 193. 61 22, 601, 954. 09 1, 589, 587. 20 39, 396. 20- 28, 587, 338. 70	56. 3 35. 7 7. 7 . 0 30. 9
1100.00 CONTRACT CLASSROOM INST. 1200.00 CONTRACT CERT. ADMINISTRATORS 1300.00 INSTRUCTORS DAY/HOURLY 1400.00 NON-INSTRUCTION HOURLY CERT. TOTAL: 1000	15, 008, 473. 46 8, 187, 284. 17 7, 257, 344. 83 1, 171, 219. 77 31, 624, 322. 23	14, 520, 453. 75 7, 589, 696. 98 7, 311, 671. 59 890, 451. 75 30, 312, 274. 07	14, 520, 453. 75 7, 589, 696. 98 7, 311, 671. 59 890, 451. 75 30, 312, 274. 07	96. 7 92. 7 100. 0 76. 0 95. 8	0. 00 0. 00 0. 00 0. 00 0. 00	488, 019. 71 597, 587. 19 54, 326. 76- 280, 768. 02 1, 312, 048. 16	3. 2 7. 2 . 0 23. 9 4. 1
2100.00 CONTRACT CLASSIFED NON-INSTR. 2200.00 INSTRUCTIONAL AIDS 2300.00 NON-INSTRUCTION HOURLY CLASS. 2400.00 INST AIDES-HOURLY- DIR. INSTRUC TOTAL: 2000	17, 065, 075. 76 1, 276, 864. 40 2, 078, 642. 77 1, 115, 792. 95 21, 536, 375. 88	16, 226, 081. 62 1, 262, 272. 06 1, 597, 921. 60 791, 144. 71 19, 877, 419. 99	16, 226, 081. 62 1, 262, 272. 06 1, 597, 921. 60 791, 144. 71 19, 877, 419. 99	95. 0 98. 8 76. 8 70. 9 92. 2	0. 00 0. 00 0. 00 0. 00 0. 00	838, 994. 14 14, 592. 34 480, 721. 17 324, 648. 24 1, 658, 955. 89	4. 9 1. 1 23. 1 29. 0 7. 7
3100.00 CERTIFICATED RETIREMENT 3200.00 CLASSIFIED RETIREMENT 3300.00 OASDHI/FICA 3400.00 HEALTH AND WELFARE BENEFITS 3500.00 STATE UNEMPLOYMENT INSURANCE 3600.00 WORKERS COMPENSATION INSURANCE 3900.00 OTHER BENEFITS TOTAL: 3000	2, 355, 937. 74 2, 245, 185. 13 2, 021, 709. 15 7, 088, 359. 87 884, 912. 82 976, 580. 41 217, 233. 84 15, 789, 918. 96	2, 177, 865. 30 2, 101, 309. 87 1, 914, 827. 78 6, 436, 407. 87 849, 899. 05 925, 125. 00 216, 739. 95 14, 622, 174. 82	2, 177, 865. 30 2, 101, 309. 87 1, 914, 827. 78 6, 436, 407. 87 849, 899. 05 925, 125. 00 216, 739. 95 14, 622, 174. 82	92. 4 93. 5 94. 7 90. 8 96. 0 94. 7 99. 7 92. 6	0. 00 0. 00 0. 00 0. 00 0. 00 0. 00 0. 00	178, 072. 44 143, 875. 26 106, 881. 37 651, 952. 00 35, 013. 77 51, 455. 41 493. 89 1, 167, 744. 14	7. 5 6. 4 5. 2 9. 1 3. 9 5. 2 . 2 7. 3
4100.00 TEXTBOOKS 4200.00 BOOK, MAGAZINE&PERIOD-DIST. USE 4300.00 INSTRUCTIONAL SUPPLIES 4400.00 MEDIA AND SOFTWARE-DISTRCT USE 4500.00 NONINSTRUCTIONAL SUPPLIES 4700.00 FOOD SUPPLIES TOTAL: 4000	71, 367. 78 95, 620. 49 500, 174. 19 109, 795. 22 1, 233, 501. 97 46, 361. 00 2, 056, 820. 65	10, 622. 81 51, 064. 56 361, 663. 44 44, 127. 39 785, 450. 51 39, 819. 16 1, 292, 747. 87	10, 622. 81 51, 064. 56 361, 663. 44 44, 127. 39 785, 450. 51 39, 819. 16 1, 292, 747. 87	14. 8 53. 4 72. 3 40. 1 63. 6 85. 8 62. 8	5, 846. 00 869. 81 34, 331. 28 2, 867. 32 189, 697. 90 3, 987. 59 237, 599. 90	54, 898. 97 43, 686. 12 104, 179. 47 62, 800. 51 258, 353. 56 2, 554. 25 526, 472. 88	76. 9 45. 6 20. 8 57. 1 20. 9 5. 5 25. 5
5100.00 PERSON&CONSULTANT SVC-DIST USE 5200.00 TRAVEL & CONFERENCE EXPENSES 5300.00 POST/DUES/MEMBERSHIPS-DIST. USE 5400.00 INSURANCES - DISTRICT USE 5500.00 UTILITIES & HOUSEKEEP-DIST. USE 5600.00 RENTS, LEASES&REPAIRS-DIST. USE 5700.00 LEGAL/ELECTION/AUDIT-DIST. USE 5800.00 OTHER OPERATING EXP-DIST. USE 5900.00 INTERPROGRAM CHARGES-DIST. USE TOTAL: 5000	6, 252, 246. 96 756, 870. 10 378, 591. 58 127, 643. 00 3, 051, 366. 45 2, 287, 696. 98 777, 250. 00 5, 594, 625. 31 180. 00 19, 226, 470. 38	3, 064, 544. 13 441, 524. 70 269, 523. 70 126, 357. 00 2, 420, 176. 99 1, 716, 055. 15 367, 424. 09 1, 515, 386. 94 0. 00 9, 920, 992. 70	3, 064, 544. 13 441, 524. 70 269, 523. 70 126, 357. 00 2, 420, 176. 99 1, 716, 055. 15 367, 424. 09 1, 515, 386. 94 0. 00 9, 920, 992. 70	49. 0 58. 3 71. 1 98. 9 79. 3 75. 0 47. 2 27. 0 51. 6	1, 808, 416. 41 50, 288. 29 12, 802. 75 0. 00 433, 578. 49 230, 576. 22 147, 879. 68 214, 876. 19 0. 00 2, 898, 418. 03	1, 379, 286. 42 265, 057. 11 96, 265. 13 1, 286. 00 197, 610. 97 341, 065. 61 261, 946. 23 3, 864, 362. 18 180. 00 6, 407, 059. 65	22. 0 35. 0 25. 4 1. 0 6. 4 14. 9 33. 7 69. 0 100. 0 33. 3

BDX110 ALL FUNDS 72 San Bernardi no Communi ty Col

#### BEST NET CONSORTIUM BUDGET SUMMARY REPORT 07/01/2011 TO 06/30/2012

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Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKI NG EXPENDED/RECEI VED BUDGET CURRENT YEAR TO DATE		%	========= PENDED/ ENCUMBERED	UNENCUMBERED BALANCE %		
TOTAL: 1000-5999	90, 233, 908. 10	76, 025, 609. 45	76, 025, 609. 45	84. 2	3, 136, 017. 93	11, 072, 280. 72	12. 2
6100.00 SITES & IMPROVEMENTS-DIST. USE 6200.00 BUILDINGS&IMPROVEMENT-DIST.USE 6300.00 LIBRARY BOOKS - EXPANSION 6400.00 ADDITIONAL/IMPROVED EQUIPMENT TOTAL: 6000	186, 967. 00 87, 904. 99 97, 847. 09 2, 173, 300. 99 2, 546, 020. 07	888. 40 19, 619. 22 85, 651. 27 1, 317, 452. 51 1, 423, 611. 40	888. 40 19, 619. 22 85, 651. 27 1, 317, 452. 51 1, 423, 611. 40	. 4 22. 3 87. 5 60. 6 55. 9	0. 00 13, 379. 30 8, 712. 48 168, 785. 70 190, 877. 48	186, 078. 60 54, 906. 47 3, 483. 34 687, 062. 78 931, 531. 19	99. 5 62. 4 3. 5 31. 6 36. 5
TOTAL: 1000-6999	92, 779, 928. 17	77, 449, 220. 85	77, 449, 220. 85	83. 4	3, 326, 895. 41	12, 003, 811. 91	12. 9
7200. 00 INTRAFUND TRANSFERS OUT 7300. 00 INTERFUND TRANSFERS 7500. 00 OTHER OUTGO-STUDENT FIN AID 7600. 00 OTHER STUDENT AID TOTAL: 7000	675, 913. 00 8, 536, 960. 00 51, 690. 72 562, 501. 55 9, 827, 065. 27	675, 913. 00 8, 536, 960. 00 49, 751. 00 436, 748. 62 9, 699, 372. 62	675, 913. 00 8, 536, 960. 00 49, 751. 00 436, 748. 62 9, 699, 372. 62	100. 0 100. 0 96. 2 77. 6 98. 7	0. 00 0. 00 1, 500. 00 79, 667. 60 81, 167. 60	0.00 0.00 439.72 46,085.33 46,525.05	. 0 . 0 . 8 8. 1 . 4
TOTAL: 1000-7999	102, 606, 993. 44	87, 148, 593. 47	87, 148, 593. 47	84. 9	3, 408, 063. 01	12, 050, 336. 96	11. 7

BDX110 ALL FUNDS 72 San Bernardi no Communi ty Col

#### BEST NET CONSORTIUM BUDGET SUMMARY REPORT 07/01/2011 TO 06/30/2012

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Fund: 01

01 GENERAL FUND

SUMMARY

SUMMARY BY OBJECT		WORKI NG BUDGET			PENDED/ % ENCUMBERED		UNENCUMBERED BALANCE %	
TOTAL INCOME	(8000 - 8999)	92, 483, 209. 99	63, 895, 871. 29	63, 895, 871. 29	69. 0	0. 00	28, 587, 338. 70	30. 9
TOTAL: 1000-59	999	90, 233, 908. 10	76, 025, 609. 45	76, 025, 609. 45	84. 2	3, 136, 017. 93	11, 072, 280. 72	12. 2
TOTAL: 1000-69	999	92, 779, 928. 17	77, 449, 220. 85	77, 449, 220. 85	83. 4	3, 326, 895. 41	12, 003, 811. 91	12. 9
TOTAL: 1000-79	999	102, 606, 993. 44	87, 148, 593. 47	87, 148, 593. 47	84. 9	3, 408, 063. 01	12, 050, 336. 96	11. 7
TOTAL EXPENSES	(1000 - 7999)	102, 606, 993. 44	87, 148, 593. 47	87, 148, 593. 47	84. 9	3, 408, 063. 01	12, 050, 336. 96	11. 7

# BEST NET CONSORTIUM BUDGET SUMMARY REPORT 07/01/2011 T0 06/30/2012

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Fund: 21 BOND INTEREST AND REDEMPTION

	WORKI NG	EXPENDED	/RECEI VED		PENDED/	UNENCUMBE	ERED
SUMMARY BY OBJECT	BUDGET	CURRENT	YEAR TO DATE	%	ENCUMBERED	BALANCE	%
8600. 00 STATE REVENUES 8800. 00 LOCAL REVENUES TOTAL: 8000	260, 000. 00 15, 928, 000. 00 16, 188, 000. 00	19, 815, 458. 19	116, 619. 83 19, 815, 458. 19 19, 932, 078. 02	44. 8 100. 0 100. 0	0. 00 0. 00 0. 00 0. 00	143, 380. 17 3, 887, 458. 19- 3, 744, 078. 02-	55. 1 . 0 . 0
7100.00 DEBT RETIREMENT TOTAL: 7000	22, 437, 353. 00 22, 437, 353. 00		23, 230, 382. 49 23, 230, 382. 49		0. 00 0. 00	793, 029. 49- 793, 029. 49-	. 0 . 0
TOTAL: 1000-7999	22, 437, 353, 00	23, 230, 382, 49	23, 230, 382, 49	100. 0	0. 00	793, 029, 49-	. 0

# BEST NET CONSORTIUM BUDGET SUMMARY REPORT 07/01/2011 TO 06/30/2012

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Fund: 21 BOND INTEREST AND REDEMPTION SUMMARY

SUMMARY BY OBJECT		WORKI NG BUDGET	EXPENDED CURRENT	/RECEIVED YEAR TO DATE	**************************************	PENDED/ ENCUMBERED	UNENCUMBER BALANCE	*==== RED % *=====
TOTAL INCOME	(8000 - 8999)	16, 188, 000. 00	19, 932, 078. 02	19, 932, 078. 02	100.0	0.00	3, 744, 078. 02-	. 0
TOTAL: 1000-5	5999	0.00	0.00	0. 00	. 0	0.00	0.00	. 0
TOTAL: 1000-6	999	0.00	0.00	0. 00	. 0	0.00	0.00	. 0
TOTAL: 1000-7	1999	22, 437, 353. 00	23, 230, 382. 49	23, 230, 382. 49	100.0	0.00	793, 029. 49-	. 0
TOTAL EXPENSES	(1000 - 7999)	22, 437, 353. 00	23, 230, 382. 49	23, 230, 382. 49	100.0	0.00	793, 029. 49-	. 0

# BEST NET CONSORTIUM BUDGET SUMMARY REPORT 07/01/2011 TO 06/30/2012

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Fund: 41 CAPITAL OUTLAY PROJECTS FUND

		=========		:=====	=======================================		=====
SUMMARY BY OBJECT	WORKI NG BUDGET	EXPENDED CURRENT	/RECEIVED YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMB BALANCE	SERED %
8600. 00 STATE REVENUES	518, 782. 68	529, 667. 69	529, 667. 69	100. 0	0. 00	10, 885. 01-	. 0
8800. 00 LOCAL REVENUES	634, 887. 00	809, 078. 60	809, 078. 60	100. 0	0. 00	174, 191. 60-	
8900. 00 OTHER FINANCING SOURCES	1, 200, 000. 00	1, 200, 000. 00	1, 200, 000. 00	100. 0	0. 00	0. 00	
TOTAL: 8000	2, 353, 669. 68	2, 538, 746. 29	2, 538, 746. 29	100. 0	0. 00	185, 076. 61-	
4500. 00 NONI NSTRUCTI ONAL SUPPLI ES	20, 427. 30	14, 828. 11	14, 828. 11	72. 5	5, 599. 19	0. 00	. 0
TOTAL: 4000	20, 427. 30	14, 828. 11	14, 828. 11	72. 5	5, 599. 19	0. 00	. 0
5100.00 PERSON&CONSULTANT SVC-DIST USE	70, 000. 00	55, 348. 80	55, 348. 80	79. 0	14, 651. 20	0. 00	. 0
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	350, 001. 71	235, 958. 19	235, 958. 19	67. 4	38, 233. 95	75, 809. 57	21. 6
5800.00 OTHER OPERATING EXP-DIST. USE	52, 363. 39	14, 470. 46	14, 470. 46	27. 6	0. 00	37, 892. 93	72. 3
TOTAL: 5000	472, 365. 10	305, 777. 45	305, 777. 45	64. 7	52, 885. 15	113, 702. 50	24. 0
TOTAL: 1000-5999	492, 792. 40	320, 605. 56	320, 605. 56	65.0	58, 484. 34	113, 702. 50	23. 0
6100.00 SITES & IMPROVEMENTS-DIST. USE 6200.00 BUILDINGS&IMPROVEMENT-DIST.USE 6400.00 ADDITIONAL/IMPROVED EQUIPMENT TOTAL: 6000	125, 024. 77	14, 575. 11	14, 575. 11	11. 6	0. 00	110, 449. 66	88. 3
	5, 870, 469. 94	456, 883. 04	456, 883. 04	7. 7	0. 00	5, 413, 586. 90	92. 2
	1, 954, 578. 16	1, 833, 363. 70	1, 833, 363. 70	93. 7	74, 531. 16	46, 683. 30	2. 3
	7, 950, 072. 87	2, 304, 821. 85	2, 304, 821. 85	28. 9	74, 531. 16	5, 570, 719. 86	70. 0
TOTAL: 1000-6999	8, 442, 865. 27	2, 625, 427. 41	2, 625, 427. 41	31. 0	133, 015. 50	5, 684, 422. 36	67. 3
7300.00 INTERFUND TRANSFERS	157, 483. 24	157, 483. 24	157, 483. 24	. 0	0. 00	0. 00	. 0
7900.00 RESERVE FOR CONTINGENCIES	500, 000. 00	0. 00	0. 00		0. 00	500, 000. 00	100. 0
TOTAL: 7000	657, 483. 24	157, 483. 24	157, 483. 24		0. 00	500, 000. 00	76. 0
TOTAL: 1000-7999	9, 100, 348. 51	2, 782, 910. 65	2, 782, 910. 65	30. 5	133, 015. 50	6, 184, 422. 36	67. 9

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Fund: 41 CAPITAL OUTLAY PROJECTS FUND SUMMARY

SUMMARY BY OBJECT	т	WORKI NG BUDGET	EXPENDED CURRENT	EXPENDED/RECEIVED CURRENT YEAR TO DATE		PENDED/ ENCUMBERED	UNENCUMBERED BALANCE %	
TOTAL INCOME	(8000 - 8999)	2, 353, 669. 68	2, 538, 746. 29	2, 538, 746. 29	100. 0	0. 00	185, 076. 61-	. 0
TOTAL: 1000-5	5999	492, 792. 40	320, 605. 56	320, 605. 56	65. 0	58, 484. 34	113, 702. 50	23. 0
TOTAL: 1000-6	6999	8, 442, 865. 27	2, 625, 427. 41	2, 625, 427. 41	31. 0	133, 015. 50	5, 684, 422. 36	67. 3
TOTAL: 1000-7	7999	9, 100, 348. 51	2, 782, 910. 65	2, 782, 910. 65	30. 5	133, 015. 50	6, 184, 422. 36	67. 9
TOTAL EXPENSES	(1000 - 7999)	9, 100, 348. 51	2, 782, 910. 65	2, 782, 910. 65	30. 5	133, 015. 50	6, 184, 422. 36	67. 9

# BEST NET CONSORTIUM BUDGET SUMMARY REPORT 07/01/2011 TO 06/30/2012

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Fund: 42 REVENUE BOND CONSTRUCTION FU

SUMMARY BY OBJECT	======================================	EXPENDED  CURRENT	 /RECEIVED YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMB BALANCE	EERED %
=======================================	===========		==========	======	==========	==========	=====
8800.00 LOCAL REVENUES	1, 080, 000. 00	577, 774. 23	577, 774. 23	53. 4	0. 00	502, 225. 77	46. 5
TOTAL: 8000	1, 080, 000. 00	577, 774. 23	577, 774. 23	53. 4	0. 00	502, 225. 77	46. 5
1200.00 CONTRACT CERT. ADMINISTRATORS TOTAL: 1000	20, 000. 00	0. 00	0. 00	. 0	0. 00	20, 000. 00	100. 0
	20, 000. 00	0. 00	0. 00	. 0	0. 00	20, 000. 00	100. 0
2100.00 CONTRACT CLASSIFED NON-INSTR.	67, 752. 00	57, 792. 00	57, 792. 00	85. 2	0. 00	9, 960. 00	14. 7
TOTAL: 2000	67, 752. 00	57, 792. 00	57, 792. 00	85. 2	0. 00	9, 960. 00	14. 7
3200.00 CLASSIFIED RETIREMENT 3300.00 OASDHI/FICA 3400.00 HEALTH AND WELFARE BENEFITS 3500.00 STATE UNEMPLOYMENT INSURANCE 3600.00 WORKERS COMPENSATION INSURANCE 3900.00 OTHER BENEFITS TOTAL: 3000	6, 312. 60 4, 421. 10 8, 038. 00 930. 50 1, 000. 00 48. 70 20, 750. 90	6, 312. 61 4, 421. 10 8, 038. 00 930. 50 1, 000. 00 48. 70 20, 750. 91	6, 312. 61 4, 421. 10 8, 038. 00 930. 50 1, 000. 00 48. 70 20, 750. 91	100.0	0. 00 0. 00 0. 00 0. 00 0. 00 0. 00 0. 00	0. 01- 0. 00 0. 00 0. 00 0. 00 0. 00 0. 01-	. 0 . 0 . 0 . 0 . 0
4500. 00 NONI NSTRUCTI ONAL SUPPLI ES	4,000.00	0. 00	0. 00	. 0	0. 00	4, 000. 00	
TOTAL: 4000	4,000.00	0. 00	0. 00	. 0	0. 00	4, 000. 00	
5100.00 PERSON&CONSULTANT SVC-DIST USE	1, 681, 000. 00	115, 158. 66	115, 158. 66	6. 8	1, 169, 599. 30	396, 242. 04	23. 5
5400.00 INSURANCES - DISTRICT USE	345, 028. 00	302, 332. 19	302, 332. 19	87. 6	0. 00	42, 695. 81	12. 3
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	469, 000. 00	132, 262. 11	132, 262. 11	28. 2	216, 447. 89	120, 290. 00	25. 6
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	272, 420. 50	115, 946. 22	115, 946. 22	42. 5	25, 773. 78	130, 700. 50	47. 9
5800.00 OTHER OPERATING EXP-DIST. USE	21, 787. 50	11, 675. 00	11, 675. 00	53. 5	0. 00	10, 112. 50	46. 4
TOTAL: 5000	2, 789, 236. 00	677, 374. 18	677, 374. 18	24. 2	1, 411, 820. 97	700, 040. 85	25. 0
TOTAL: 1000-5999	2, 901, 738. 90	755, 917. 09	755, 917. 09	26. 0	1, 411, 820. 97	734, 000. 84	25. 2
6100.00 SITES & IMPROVEMENTS-DIST. USE	25, 866, 323. 00	11, 234, 221. 67	11, 234, 221. 67	43. 4	2, 624, 546. 08	12, 007, 555. 25	46. 4
6200.00 BUILDINGS&IMPROVEMENT-DIST.USE	88, 432, 164. 36	15, 222, 020. 30	15, 222, 020. 30	17. 2	25, 792, 040. 56	47, 418, 103. 50	53. 6
6400.00 ADDITIONAL/IMPROVED EQUIPMENT	6, 163, 249. 64	369, 172. 98	369, 172. 98	5. 9	154, 072. 71	5, 640, 003. 95	91. 5
TOTAL: 6000	120, 461, 737. 00	26, 825, 414. 95	26, 825, 414. 95	22. 2	28, 570, 659. 35	65, 065, 662. 70	54. 0
TOTAL: 1000-6999	123, 363, 475. 90	27, 581, 332. 04	27, 581, 332. 04	22. 3	29, 982, 480. 32	65, 799, 663. 54	53. 3

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Fund: 42 REVENUE BOND CONSTRUCTION FU SUMMARY

SUMMARY BY OBJECT		WORKI NG BUDGET	EXPENDED CURRENT	/RECEIVED YEAR TO DATE	PENDED/ % ENCUMBERED		UNENCUMBERED BALANCE 9	
TOTAL INCOME	(8000 - 8999)	1, 080, 000. 00	577, 774. 23	577, 774. 23	53. 4	0. 00	502, 225. 77	46. 5
TOTAL: 1000-5	5999	2, 901, 738. 90	755, 917. 09	755, 917. 09	26. 0	1, 411, 820. 97	734, 000. 84	25. 2
TOTAL: 1000-6	5999	123, 363, 475. 90	27, 581, 332. 04	27, 581, 332. 04	22. 3	29, 982, 480. 32	65, 799, 663. 54	53. 3
TOTAL: 1000-7	7999	123, 363, 475. 90	27, 581, 332. 04	27, 581, 332. 04	22. 3	29, 982, 480. 32	65, 799, 663. 54	53. 3
TOTAL EXPENSES	(1000 - 7999)	123, 363, 475. 90	27, 581, 332. 04	27, 581, 332. 04	22. 3	29, 982, 480. 32	65, 799, 663. 54	53. 3

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Fund: 51 BOOKSTORE FUND

SUMMARY BY OBJECT	WORKI NG BUDGET	EXPENDED/RECEIVED CURRENT YEAR TO DATE		%	PENDED/ ENCUMBERED	UNENCUMBERE BALANCE	
8800. 00 LOCAL REVENUES TOTAL: 8000	0. 00 0. 00 0. 00	======================================	======================================	100. 0 100. 0	0. 00 0. 00 0. 00	352. 63- 352. 63-	. 0 . 0

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Fund:

51 BOOKSTORE FUND

SUMMARY BY OBJECT	WORKI NG BUDGET	EXPENDED CURRENT	======================================	 %	PENDED/ ENCUMBERED	UNENCUMBER BALANCE	EED %
TOTAL INCOME (8000 - 8999)	0.00	352. 63	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

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Fund: 68 RETIREE BENEFIT FUND

SUMMARY BY OBJECT	WORKI NG BUDGET	EXPENDED CURRENT	/RECEIVED YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBI BALANCE	ERED %
8800. 00 LOCAL REVENUES 8900. 00 OTHER FINANCING SOURCES TOTAL: 8000	24, 000. 00 4, 777, 468. 00 4, 801, 468. 00	6, 061. 83 4, 777, 468. 00 4, 783, 529. 83	6, 061. 83 4, 777, 468. 00 4, 783, 529. 83	25. 2 100. 0 99. 6	0. 00 0. 00 0. 00 0. 00	17, 938. 17 0. 00 17, 938. 17	74. 7 . 0 . 3
3300.00 OASDHI/FICA 3400.00 HEALTH AND WELFARE BENEFITS 3500.00 STATE UNEMPLOYMENT INSURANCE 3900.00 OTHER BENEFITS TOTAL: 3000	88. 00 478, 772. 00 144. 00 5, 054, 672. 00 5, 533, 676. 00	76. 20 414, 547. 77 128. 94 1, 876, 672. 00 2, 291, 424. 91	76. 20 414, 547. 77 128. 94 1, 876, 672. 00 2, 291, 424. 91	86. 5 86. 5 89. 5 37. 1 41. 4	0.00 0.00 0.00 0.00 0.00	11. 80 64, 224. 23 15. 06 3, 178, 000. 00 3, 242, 251. 09	13. 4 13. 4 10. 4 62. 8 58. 5
TOTAL: 1000-5999	5, 533, 676. 00	2, 291, 424. 91	2, 291, 424. 91	41. 4	0.00	3, 242, 251. 09	58. 5

# BEST NET CONSORTIUM BUDGET SUMMARY REPORT 07/01/2011 TO 06/30/2012

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Fund:

68 RETIREE BENEFIT FUND

SUMMARY BY OBJECT		WORKI NG BUDGET	EXPENDED CURRENT	/RECEIVED YEAR TO DATE	 % 	PENDED/ ENCUMBERED	UNENCUMBI BALANCE	===== ERED % ======
TOTAL INCOME	(8000 - 8999)	4, 801, 468. 00	4, 783, 529. 83	4, 783, 529. 83	99. 6	0.00	17, 938. 17	. 3
TOTAL: 1000-599	99	5, 533, 676. 00	2, 291, 424. 91	2, 291, 424. 91	41. 4	0. 00	3, 242, 251. 09	58. 5
TOTAL: 1000-699	99	5, 533, 676. 00	2, 291, 424. 91	2, 291, 424. 91	41. 4	0. 00	3, 242, 251. 09	58. 5
TOTAL: 1000-799	99	5, 533, 676. 00	2, 291, 424. 91	2, 291, 424. 91	41. 4	0.00	3, 242, 251. 09	58. 5
TOTAL EXPENSES	(1000 - 7999)	5, 533, 676. 00	2, 291, 424. 91	2, 291, 424. 91	41. 4	0.00	3, 242, 251. 09	58. 5

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Fund: 69 EMPL LOAD BANKING TRUST FUND

SUMMARY BY OBJECT	WORKI NG EX		EXPENDED/RECEIVED		PENDED/	UNENCUMBERED	
	BUDGET CURRE		RRENT YEAR TO DATE		ENCUMBERED	BALANCE	
8800. OO LOCAL REVENUES TOTAL: 8000	850. 00 850. 00	290. 43 290. 43	290. 43 290. 43	34. 1 34. 1	0. 00 0. 00	 559. 57 559. 57	65. 8 65. 8
7300.00 INTERFUND TRANSFERS	850. 00	0. 00	0. 00	. 0	0. 00	850. 00	
TOTAL: 7000	850. 00	0. 00	0. 00	. 0	0. 00	850. 00	
TOTAL: 1000-7999	850.00	0.00	0.00	. 0	0. 00	850. 00	100. 0

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Fund: 69 EMPL LOAD BANKING TRUST FUND SUMMARY

SUMMARY BY OBJECT		WORKI NG BUDGET	EXPENDED CURRENT	FECEIVED YEAR TO DATE	 % 	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	
TOTAL INCOME	(8000 - 8999)	850.00	290. 43	290. 43	34. 1	0. 00	559. 57	65. 8
TOTAL: 1000-59	999	0.00	0.00	0.00	. 0	0.00	0.00	. 0
TOTAL: 1000-69	999	0.00	0.00	0.00	. 0	0.00	0.00	. 0
TOTAL: 1000-79	999	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

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Fund: 72 CHILD DEVELOPMENT FUND

SUMMARY BY OBJECT	WORKI NG BUDGET	EXPENDED CURRENT	======================================	·====== %	PENDED/ ENCUMBERED	UNENCUMBI BALANCE	ERED %
8100. 00 FEDERAL HEA REVENUES 8600. 00 STATE REVENUES 8800. 00 LOCAL REVENUES 8900. 00 OTHER FINANCING SOURCES TOTAL: 8000	146, 820. 00 1, 599, 526. 00 208, 676. 00 149, 728. 00 2, 104, 750. 00	103, 379, 42 1, 451, 787, 31 149, 265, 19 149, 728, 00 1, 854, 159, 92	103, 379, 42 1, 451, 787, 31 149, 265, 19 149, 728, 00 1, 854, 159, 92	70. 4 90. 7 71. 5 100. 0 88. 0	0. 00 0. 00 0. 00 0. 00 0. 00 0. 00	43, 440. 58 147, 738. 69 59, 410. 81 0. 00 250, 590. 08	29. 5 9. 2 28. 4 . 0 11. 9
2100.00 CONTRACT CLASSIFED NON-INSTR. 2300.00 NON-INSTRUCTION HOURLY CLASS. TOTAL: 2000	1, 091, 038. 00 175, 338. 00 1, 266, 376. 00	1, 021, 488. 65 126, 779. 73 1, 148, 268. 38	1, 021, 488. 65 126, 779. 73 1, 148, 268. 38	93. 6 72. 3 90. 6	0. 00 0. 00 0. 00	69, 549. 35 48, 558. 27 118, 107. 62	6. 3 27. 6 9. 3
3100.00 CERTIFICATED RETIREMENT 3200.00 CLASSIFIED RETIREMENT 3300.00 OASDHI/FICA 3400.00 HEALTH AND WELFARE BENEFITS 3500.00 STATE UNEMPLOYMENT INSURANCE 3600.00 WORKERS COMPENSATION INSURANCE 3900.00 OTHER BENEFITS TOTAL: 3000	16, 637. 00 87, 306. 00 71, 885. 00 352, 176. 00 18, 831. 00 58, 500. 00 5, 192. 00 610, 527. 00	16, 495. 87 87, 886. 98 64, 183. 87 338, 174. 50 16, 819. 74 55, 625. 00 5, 119. 32 584, 305. 28	16, 495. 87 87, 886. 98 64, 183. 87 338, 174. 50 16, 819. 74 55, 625. 00 5, 119. 32 584, 305. 28	99. 1 100. 0 89. 2 96. 0 89. 3 95. 0 98. 6 95. 7	0. 00 0. 00 0. 00 0. 00 0. 00 0. 00 0. 00	141. 13 580. 98- 7, 701. 13 14, 001. 50 2, 011. 26 2, 875. 00 72. 68 26, 221. 72	. 8 . 0 10. 7 3. 9 10. 6 4. 9 1. 3 4. 2
4300.00 INSTRUCTIONAL SUPPLIES 4500.00 NONINSTRUCTIONAL SUPPLIES 4700.00 FOOD SUPPLIES TOTAL: 4000	26, 925. 00 46, 470. 00 107, 697. 00 181, 092. 00	24, 751. 43 40, 093. 46 79, 892. 50 144, 737. 39	24, 751. 43 40, 093. 46 79, 892. 50 144, 737. 39	91. 9 86. 2 74. 1 79. 9	0. 00 5, 393. 28 5, 599. 47 10, 992. 75	2, 173. 57 983. 26 22, 205. 03 25, 361. 86	8. 0 2. 1 20. 6 14. 0
5200.00 TRAVEL & CONFERENCE EXPENSES 5600.00 RENTS, LEASES&REPAIRS-DIST. USE 5800.00 OTHER OPERATING EXP-DIST. USE TOTAL: 5000	268. 00 5, 847. 00 2, 678. 00 8, 793. 00	139.00 1,077.20 1,862.03 3,078.23	139. 00 1, 077. 20 1, 862. 03 3, 078. 23	51. 8 18. 4 69. 5 35. 0	0.00 2,025.05 0.00 2,025.05	129. 00 2, 744. 75 815. 97 3, 689. 72	48. 1 46. 9 30. 4 41. 9
TOTAL: 1000-5999	2, 066, 788. 00	1, 880, 389. 28	1, 880, 389. 28	90. 9	13, 017. 80	173, 380. 92	8. 3
6400.00 ADDITIONAL/IMPROVED EQUIPMENT TOTAL: 6000	3, 345.00 3, 345.00	1, 847. 75 1, 847. 75	1, 847. 75 1, 847. 75	55. 2 55. 2	0. 00 0. 00	1, 497. 25 1, 497. 25	44. 7 44. 7
TOTAL: 1000-6999	2, 070, 133. 00	1, 882, 237. 03	1, 882, 237. 03	90. 9	13, 017. 80	174, 878. 17	8. 4

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Fund:

72 CHILD DEVELOPMENT FUND

SUMMARY BY OBJECT		WORKI NG BUDGET	EXPENDED CURRENT	/RECEIVED YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBEREI BALANCE	
TOTAL INCOME	(8000 - 8999)	2, 104, 750. 00	1, 854, 159. 92	1, 854, 159. 92	88. 0	0. 00	250, 590. 08	11. 9
TOTAL: 1000-59	999	2, 066, 788. 00	1, 880, 389. 28	1, 880, 389. 28	90. 9	13, 017. 80	173, 380. 92	8. 3
TOTAL: 1000-69	999	2, 070, 133. 00	1, 882, 237. 03	1, 882, 237. 03	90. 9	13, 017. 80	174, 878. 17	8. 4
TOTAL: 1000-79	999	2, 070, 133. 00	1, 882, 237. 03	1, 882, 237. 03	90. 9	13, 017. 80	174, 878. 17	8. 4
TOTAL EXPENSES	(1000 - 7999)	2, 070, 133. 00	1, 882, 237. 03	1, 882, 237. 03	90. 9	13, 017. 80	174, 878. 17	8. 4

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Fund: 73 STUDENT BODY CENTER FEE FUND

	WORKI NG	EXPENDED/F	======================================	======	========== PENDED/	 UNENCUMB	===== ERED
SUMMARY BY OBJECT	BUDGET	CURRENT '	YEAR TO DATE	% 	ENCUMBERED	BALANCE	<u>%</u>
8800.00 LOCAL REVENUES	249, 070. 00	204, 463. 78	204, 463. 78	82. 0	0. 00	44, 606. 22	17. 9
TOTAL: 8000	249, 070. 00	204, 463. 78	204, 463. 78	82. 0	0. 00	44, 606. 22	17. 9
2100.00 CONTRACT CLASSIFED NON-INSTR.	84, 134. 00	68, 636. 00	68, 636. 00	81.5	0. 00	15, 498. 00	18. 4
2300.00 NON-INSTRUCTION HOURLY CLASS.	65, 544. 00	53, 322. 48	53, 322. 48	81.3	0. 00	12, 221. 52	18. 6
TOTAL: 2000	149, 678. 00	121, 958. 48	121, 958. 48	81.4	0. 00	27, 719. 52	18. 5
3200. 00 CLASSIFIED RETIREMENT 3300. 00 OASDHI/FICA 3400. 00 HEALTH AND WELFARE BENEFITS 3500. 00 STATE UNEMPLOYMENT INSURANCE 3600. 00 WORKERS COMPENSATION INSURANCE 3900. 00 OTHER BENEFITS TOTAL: 3000	9, 190. 00	7, 497. 14	7, 497. 14	81. 5	0. 00	1, 692. 86	18. 4
	6, 669. 00	5, 478. 13	5, 478. 13	82. 1	0. 00	1, 190. 87	17. 8
	24, 220. 00	20, 095. 00	20, 095. 00	82. 9	0. 00	4, 125. 00	17. 0
	1, 510. 00	1, 237. 34	1, 237. 34	81. 9	0. 00	272. 66	18. 0
	3, 000. 00	2, 625. 00	2, 625. 00	87. 5	0. 00	375. 00	12. 5
	146. 00	121. 80	121. 80	83. 4	0. 00	24. 20	16. 5
	44, 735. 00	37, 054. 41	37, 054. 41	82. 8	0. 00	7, 680. 59	17. 1
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	5, 347. 70	5, 347. 70	87. 6	140. 08	612. 22	10. 0
TOTAL: 4000	6,600.00	5, 347. 70	5, 347. 70	81. 0	140. 08	1, 112. 22	16. 8
5100.00 PERSON&CONSULTANT SVC-DIST USE 5200.00 TRAVEL & CONFERENCE EXPENSES 5600.00 RENTS, LEASES&REPAIRS-DIST. USE 5800.00 OTHER OPERATING EXP-DIST. USE TOTAL: 5000	1, 500. 00 1, 000. 00 5, 516. 25 4, 800. 00 12, 816. 25	0.00 0.00 197.26- 200.00- 397.26-	0. 00 0. 00 197. 26- 200. 00- 397. 26-	. 0 . 0 . 0 . 0	0.00 0.00 924.00 0.00 924.00	1,500.00 1,000.00 4,789.51 5,000.00 12,289.51	100. 0 100. 0 100. 0 100. 0 100. 0
TOTAL: 1000-5999	213, 829. 25	163, 963. 33	163, 963. 33	76. 6	1, 064. 08	48, 801. 84	22. 8
6400.00 ADDITIONAL/IMPROVED EQUIPMENT	58, 800. 75	28, 188. 88	28, 188. 88	47. 9	0. 00	30, 611. 87	52. 0
TOTAL: 6000	58, 800. 75	28, 188. 88	28, 188. 88	47. 9	0. 00	30, 611. 87	52. 0
TOTAL: 1000-6999	272, 630. 00	192, 152. 21	192, 152. 21	70. 4	1, 064. 08	79, 413. 71	29. 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	192, 152. 21	192, 152. 21	69. 6	1, 064. 08	82, 853. 71	30. 0

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Fund: 73 STUDENT BODY CENTER FEE FUND SUMMARY

		WORKING		/RECEI VED		PENDED/	UNENCUMBERED	
SUMMARY BY OBJECT	 ===========	BUDGET ==========	CURRENT ========	YEAR TO DATE	% ======	ENCUMBERED	BALANCE =========	% =====
TOTAL INCOME	(8000 - 8999)	249, 070. 00	204, 463. 78	204, 463. 78	82. 0	0.00	44, 606. 22	17. 9
TOTAL: 1000-5	5999	213, 829. 25	163, 963. 33	163, 963. 33	76. 6	1, 064. 08	48, 801. 84	22. 8
TOTAL: 1000-6	6999	272, 630. 00	192, 152. 21	192, 152. 21	70. 4	1, 064. 08	79, 413. 71	29. 1
TOTAL: 1000-7	7999	276, 070. 00	192, 152. 21	192, 152. 21	69. 6	1, 064. 08	82, 853. 71	30. 0
TOTAL EXPENSES	(1000 - 7999)	276, 070. 00	192, 152. 21	192, 152. 21	69. 6	1, 064. 08	82, 853. 71	30.0

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Fund: 74 KVCR FUND

	WORKI NG		/RECEI VED		PENDED/	UNENCUMB	
SUMMARY BY OBJECT	BUDGET	CURRENT	YEAR TO DATE	<u></u> %	ENCUMBERED	BALANCE	<u></u> %
8800. 00 LOCAL REVENUES 8900. 00 OTHER FINANCING SOURCES TOTAL: 8000	2, 103, 306. 54 1, 659, 764. 00 3, 763, 070. 54	1, 821, 575. 02 1, 659, 764. 00 3, 481, 339. 02	1, 821, 575. 02 1, 659, 764. 00 3, 481, 339. 02	86. 6 100. 0 92. 5	0. 00 0. 00 0. 00	281, 731. 52 0. 00 281, 731. 52	13. 3 . 0 7. 4
2100.00 CONTRACT CLASSIFED NON-INSTR. 2300.00 NON-INSTRUCTION HOURLY CLASS. TOTAL: 2000	1, 392, 152. 00 94, 300. 00 1, 486, 452. 00	1, 160, 214. 97 50, 051. 05 1, 210, 266. 02	1, 160, 214. 97 50, 051. 05 1, 210, 266. 02	83. 3 53. 0 81. 4	0. 00 0. 00 0. 00	231, 937. 03 44, 248. 95 276, 185. 98	16. 6 46. 9 18. 5
3200.00 CLASSIFIED RETIREMENT 3300.00 OASDHI/FICA 3400.00 HEALTH AND WELFARE BENEFITS 3500.00 STATE UNEMPLOYMENT INSURANCE 3600.00 WORKERS COMPENSATION INSURANCE 3900.00 OTHER BENEFITS TOTAL: 3000	156, 138. 00 112, 558. 00 231, 232. 00 23, 820. 00 31, 500. 00 7, 536. 00 562, 784. 00	126, 196. 40 86, 535. 19 197, 945. 37 19, 376. 02 27, 500. 00 7, 333. 71 464, 886. 69	126, 196. 40 86, 535. 19 197, 945. 37 19, 376. 02 27, 500. 00 7, 333. 71 464, 886. 69	80. 8 76. 8 85. 6 81. 3 87. 3 97. 3	0. 00 0. 00 0. 00 0. 00 0. 00 0. 00 0. 00	29, 941. 60 26, 022. 81 33, 286. 63 4, 443. 98 4, 000. 00 202. 29 97, 897. 31	19. 1 23. 1 14. 3 18. 6 12. 6 2. 6 17. 3
4500. 00 NONI NSTRUCTI ONAL SUPPLI ES TOTAL: 4000	6, 120. 00 6, 120. 00	3, 643. 60 3, 643. 60	3, 643. 60 3, 643. 60	59. 5 59. 5	2, 031. 40 2, 031. 40	445. 00 445. 00	7. 2 7. 2
5100.00 PERSON&CONSULTANT SVC-DIST USE 5300.00 POST/DUES/MEMBERSHIPS-DIST.USE 5400.00 INSURANCES - DISTRICT USE 5500.00 UTILITIES & HOUSEKEEP-DIST.USE 5600.00 RENTS, LEASES&REPAIRS-DIST.USE 5700.00 LEGAL/ELECTION/AUDIT-DIST. USE 5800.00 OTHER OPERATING EXP-DIST. USE TOTAL: 5000	5, 000. 00 29, 206. 14 7, 000. 00 210, 585. 98 54, 365. 90 58, 252. 00 1, 339, 704. 52 1, 704, 114. 54	3, 000. 00 19, 080. 61 6, 485. 00 156, 487. 41 49, 167. 19 31, 335. 79 579, 195. 00 844, 751. 00	3, 000. 00 19, 080. 61 6, 485. 00 156, 487. 41 49, 167. 19 31, 335. 79 579, 195. 00 844, 751. 00	60. 0 65. 3 92. 6 74. 3 90. 4 53. 7 43. 2 49. 5	2, 000. 00 6, 335. 74 0. 00 8, 574. 19 0. 00 20, 162. 21 2, 334. 00 39, 406. 14	0.00 3,789.79 515.00 45,524.38 5,198.71 6,754.00 758,175.52 819,957.40	. 0 12. 9 7. 3 21. 6 9. 5 11. 5 56. 5 48. 1
TOTAL: 1000-5999	3, 759, 470. 54	2, 523, 547. 31	2, 523, 547. 31	67. 1	41, 437. 54	1, 194, 485. 69	31. 7
6400.00 ADDITIONAL/IMPROVED EQUIPMENT TOTAL: 6000	5,000.00 5,000.00	0. 00 0. 00	0. 00 0. 00	. 0 . 0	0. 00 0. 00	5, 000. 00 5, 000. 00	100. 0 100. 0
TOTAL: 1000-6999	3, 764, 470. 54	2, 523, 547. 31	2, 523, 547. 31	67. 0	41, 437. 54	1, 199, 485. 69	31.8

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Fund: 74 KVCR FUND

SUMMARY BY OBJECT		WORKI NG BUDGET	EXPENDED CURRENT	EXPENDED/RECEIVED CURRENT YEAR TO DATE		PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	
TOTAL INCOME	(8000 - 8999)	3, 763, 070. 54	3, 481, 339. 02	3, 481, 339. 02	92. 5	0. 00	281, 731. 52	7.4
T0TAL: 1000-5	999	3, 759, 470. 54	2, 523, 547. 31	2, 523, 547. 31	67. 1	41, 437. 54	1, 194, 485. 69	31. 7
T0TAL: 1000-6	999	3, 764, 470. 54	2, 523, 547. 31	2, 523, 547. 31	67. 0	41, 437. 54	1, 199, 485. 69	31. 8
TOTAL: 1000-7	999	3, 764, 470. 54	2, 523, 547. 31	2, 523, 547. 31	67. 0	41, 437. 54	1, 199, 485. 69	31. 8
TOTAL EXPENSES	(1000 - 7999)	3, 764, 470. 54	2, 523, 547. 31	2, 523, 547. 31	67. 0	41, 437. 54	1, 199, 485. 69	31.8

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Fund: 76 INVSTMT TRUST FUND-SAN MANUE

SUMMARY BY OBJECT	WORKI NG BUDGET	EXPENDED CURRENT	PRECEIVED YEAR TO DATE	====== %	PENDED/ ENCUMBERED	UNENCUMB BALANCE	===== ERED %
8800. 00 LOCAL REVENUES	2, 503, 000. 00	157, 869. 66		6. 3	0. 00	2, 345, 130. 34	93. 6
TOTAL: 8000	2, 503, 000. 00	157, 869. 66		6. 3	0. 00	2, 345, 130. 34	93. 6
2100.00 CONTRACT CLASSIFED NON-INSTR.	730, 619. 83	363, 854. 25	363, 854. 25	49. 8	0. 00	366, 765. 58	50. 1
2300.00 NON-INSTRUCTION HOURLY CLASS.	46, 000. 00	6, 586. 03	6, 586. 03	14. 3	0. 00	39, 413. 97	85. 6
TOTAL: 2000	776, 619. 83	370, 440. 28	370, 440. 28	47. 6	0. 00	406, 179. 55	52. 3
3200.00 CLASSIFIED RETIREMENT 3300.00 OASDHI/FICA 3400.00 HEALTH AND WELFARE BENEFITS 3500.00 STATE UNEMPLOYMENT INSURANCE 3600.00 WORKERS COMPENSATION INSURANCE 3900.00 OTHER BENEFITS TOTAL: 3000	81, 316. 84	39, 607. 21	39, 607. 21	48. 7	0. 00	41, 709. 63	51. 2
	58, 201. 88	27, 948. 19	27, 948. 19	48. 0	0. 00	30, 253. 69	51. 9
	124, 816. 40	58, 275. 50	58, 275. 50	46. 6	0. 00	66, 540. 90	53. 3
	12, 249. 16	5, 923. 18	5, 923. 18	48. 3	0. 00	6, 325. 98	51. 6
	15, 500. 00	7, 250. 00	7, 250. 00	46. 7	0. 00	8, 250. 00	53. 2
	816. 50	353. 22	353. 22	43. 2	0. 00	463. 28	56. 7
	292, 900. 78	139, 357. 30	139, 357. 30	47. 5	0. 00	153, 543. 48	52. 4
5300. 00 POST/DUES/MEMBERSHI PS-DI ST. USE TOTAL: 5000	10, 000. 00	1, 546. 08	1, 546. 08	15. 4	4, 267. 57	4, 186. 35	41. 8
	10, 000. 00	1, 546. 08	1, 546. 08	15. 4	4, 267. 57	4, 186. 35	41. 8
TOTAL: 1000-5999	1, 079, 520. 61	511, 343. 66	511, 343. 66	47. 3	4, 267. 57	563, 909. 38	52. 2

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Fund: 76 INVSTMT TRUST FUND-SAN MANUE SUMMARY

SUMMARY BY OBJECT	======================================	WORKI NG BUDGET			%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE 9	
TOTAL INCOME	(8000 - 8999)	2, 503, 000. 00	157, 869. 66	157, 869. 66	6. 3	0. 00	2, 345, 130. 34	93. 6
TOTAL: 1000-!	5999	1, 079, 520. 61	511, 343. 66	511, 343. 66	47. 3	4, 267. 57	563, 909. 38	52. 2
TOTAL: 1000-0	6999	1, 079, 520. 61	511, 343. 66	511, 343. 66	47. 3	4, 267. 57	563, 909. 38	52. 2
TOTAL: 1000-	7999	1, 079, 520. 61	511, 343. 66	511, 343. 66	47. 3	4, 267. 57	563, 909. 38	52. 2
TOTAL EXPENSES	(1000 - 7999)	1, 079, 520. 61	511, 343. 66	511, 343. 66	47. 3	4, 267. 57	563, 909. 38	52. 2

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Fund: 78 SELF INSURANCE-LIABILITY&PRO

	WORKING		/RECEI VED		PENDED/	UNENCUME	
SUMMARY BY OBJECT	BUDGET	CURRENT	YEAR TO DATE	%	ENCUMBERED	BALANCE	·%
8800.00 LOCAL REVENUES 8900.00 OTHER FINANCING SOURCES TOTAL: 8000	3, 500. 00 750, 000. 00 753, 500. 00	2, 067. 25 750, 000. 00 752, 067. 25	2, 067. 25 750, 000. 00 752, 067. 25	59. 0 100. 0 99. 8	0. 00 0. 00 0. 00	1, 432. 75 0. 00 1, 432. 75	40. 9 . 0 . 1
5100.00 PERSON&CONSULTANT SVC-DIST USE 5400.00 INSURANCES - DISTRICT USE 5800.00 OTHER OPERATING EXP-DIST. USE TOTAL: 5000	20, 000. 00 600, 000. 00 150, 000. 00 770, 000. 00	12, 675. 55 528, 235. 00 36, 601. 48 577, 512. 03	12, 675. 55 528, 235. 00 36, 601. 48 577, 512. 03	63. 3 88. 0 24. 4 75. 0	5, 949. 45 8, 625. 00 212. 41 14, 786. 86	1, 375. 00 63, 140. 00 113, 186. 11 177, 701. 11	6. 8 10. 5 75. 4 23. 0
TOTAL: 1000-5999	770, 000. 00	577, 512. 03	577, 512. 03	75. 0	14, 786. 86	177, 701. 11	23. 0
7900.00 RESERVE FOR CONTINGENCIES TOTAL: 7000	25, 000. 00 25, 000. 00	0. 00 0. 00	0. 00 0. 00	. 0 . 0	0. 00 0. 00	25, 000. 00 25, 000. 00	100. 0 100. 0
TOTAL: 1000-7999	795, 000. 00	577, 512. 03	577, 512. 03	72. 6	14, 786. 86	202, 701. 11	25. 4

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Fund: 78 SELF INSURANCE-LIABILITY&PRO SUMMARY

SUMMARY BY OBJECT	======================================	WORKI NG BUDGET	======== EXPENDED CURRENT	EXPENDED/RECEIVED  CURRENT YEAR TO DATE		PENDED/ ENCUMBERED	UNENCUMBEREI BALANCE	
TOTAL INCOME	(8000 - 8999)	753, 500. 00	752, 067. 25	752, 067. 25	99. 8	0. 00	1, 432. 75	. 1
TOTAL: 1000-	5999	770, 000. 00	577, 512. 03	577, 512. 03	75. 0	14, 786. 86	177, 701. 11	23. 0
TOTAL: 1000-	6999	770, 000. 00	577, 512. 03	577, 512. 03	75. 0	14, 786. 86	177, 701. 11	23. 0
TOTAL: 1000-	7999	795, 000. 00	577, 512. 03	577, 512. 03	72. 6	14, 786. 86	202, 701. 11	25. 4
TOTAL EXPENSES	(1000 - 7999)	795, 000. 00	577, 512. 03	577, 512. 03	72. 6	14, 786. 86	202, 701, 11	25. 4

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Fund: 84 WORKERS COMPENSATION FUND

	WORKI NG	EXPENDED	/RECEI VED		PENDED/	UNENCUMB	ERED
SUMMARY BY OBJECT	BUDGET	CURRENT	YEAR TO DATE	%	ENCUMBERED	BALANCE	%
8800. 00 LOCAL REVENUES TOTAL: 8000	1, 405, 000. 00 1, 405, 000. 00	1, 128, 945. 10 1, 128, 945. 10	1, 128, 945. 10 1, 128, 945. 10	80. 3 80. 3	0. 00 0. 00	276, 054. 90 276, 054. 90	19. 6 19. 6
5100.00 PERSON&CONSULTANT SVC-DIST USE 5400.00 INSURANCES - DISTRICT USE 5800.00 OTHER OPERATING EXP-DIST. USE TOTAL: 5000	168, 000. 00 121, 025. 00 568, 975. 00 858, 000. 00	145, 049. 00 121, 025. 00 484, 959. 50 751, 033. 50	145, 049. 00 121, 025. 00 484, 959. 50 751, 033. 50	86. 3 100. 0 85. 2 87. 5	15, 990. 00 0. 00 3, 079. 73 19, 069. 73	6, 961. 00 0. 00 80, 935. 77 87, 896. 77	4. 1 . 0 14. 2 10. 2
TOTAL: 1000-5999	858, 000. 00	751, 033. 50	751, 033. 50	87. 5	19, 069. 73	87, 896. 77	10. 2
7900.00 RESERVE FOR CONTINGENCIES TOTAL: 7000	500, 000. 00 500, 000. 00	0. 00 0. 00	0. 00 0. 00	. 0 . 0	0. 00 0. 00	500, 000. 00 500, 000. 00	100. 0 100. 0
TOTAL: 1000-7999	1, 358, 000. 00	751, 033. 50	751, 033. 50	55. 3	19, 069. 73	587, 896. 77	43. 2

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Fund:

84 WORKERS COMPENSATION FUND

SUMMARY BY OBJECT		WORKI NG BUDGET	EXPENDED CURRENT	======================================	 %	PENDED/ ENCUMBERED	UNENCUMBI BALANCE	===== ERED % ======
TOTAL INCOME	(8000 - 8999)	1, 405, 000. 00	1, 128, 945. 10	1, 128, 945. 10	80. 3	0.00	276, 054. 90	19. 6
TOTAL: 1000-5999		858, 000. 00	751, 033. 50	751, 033. 50	87. 5	19, 069. 73	87, 896. 77	10. 2
TOTAL: 1000-6999		858, 000. 00	751, 033. 50	751, 033. 50	87. 5	19, 069. 73	87, 896. 77	10. 2
TOTAL: 1000-7999		1, 358, 000. 00	751, 033. 50	751, 033. 50	55. 3	19, 069. 73	587, 896. 77	43. 2
TOTAL EXPENSES	(1000 - 7999)	1, 358, 000. 00	751, 033. 50	751, 033. 50	55. 3	19, 069. 73	587, 896. 77	43. 2

#### BEST NET CONSORTIUM BUDGET SUMMARY REPORT 07/01/2011 TO 06/30/2012

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Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKI NG BUDGET	EXPENDED CURRENT	/RECEIVED YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMB BALANCE	%
8100. 00 FEDERAL HEA REVENUES	45, 500. 00	33, 910. 35	33, 910. 35	74. 5	0. 00	11, 589. 65	25. 4
8600. 00 STATE REVENUES	1, 321, 860. 00	832, 799. 88	832, 799. 88	63. 0	0. 00	489, 060. 12	36. 9
8800. 00 LOCAL REVENUES	663, 029. 85	566, 989. 23	566, 989. 23	85. 5	0. 00	96, 040. 62	14. 4
TOTAL: 8000	2, 030, 389. 85	1, 433, 699. 46	1, 433, 699. 46	70. 6	0. 00	596, 690. 39	29. 3
1100.00 CONTRACT CLASSROOM INST.	10, 400, 462, 36	10, 122, 848. 72	10, 122, 848. 72	97. 3	0. 00	277, 613. 64	2. 6
1200.00 CONTRACT CERT. ADMINISTRATORS	3, 263, 762, 64	3, 238, 860. 52	3, 238, 860. 52	99. 2	0. 00	24, 902. 12	. 7
1300.00 INSTRUCTORS DAY/HOURLY	5, 254, 791, 87	5, 333, 725. 93	5, 333, 725. 93	100. 0	0. 00	78, 934. 06-	. 0
1400.00 NON-INSTRUCTION HOURLY CERT.	353, 629, 40	338, 038. 96	338, 038. 96	95. 5	0. 00	15, 590. 44	4. 4
TOTAL: 1000	19, 272, 646, 27	19, 033, 474. 13	19, 033, 474. 13	98. 7	0. 00	239, 172. 14	1. 2
2100. 00 CONTRACT CLASSIFED NON-INSTR. 2200. 00 INSTRUCTIONAL AIDS 2300. 00 NON-INSTRUCTION HOURLY CLASS. 2400. 00 INST AIDES-HOURLY- DIR. INSTRUC TOTAL: 2000	5, 736, 492. 60	5, 796, 593. 00	5, 796, 593. 00	100. 0	0. 00	60, 100. 40-	. 0
	746, 479. 40	735, 881. 88	735, 881. 88	98. 5	0. 00	10, 597. 52	1. 4
	193, 593. 21	125, 056. 43	125, 056. 43	64. 5	0. 00	68, 536. 78	35. 4
	334, 464. 81	197, 441. 87	197, 441. 87	59. 0	0. 00	137, 022. 94	40. 9
	7, 011, 030. 02	6, 854, 973. 18	6, 854, 973. 18	97. 7	0. 00	156, 056. 84	2. 2
3100.00 CERTIFICATED RETIREMENT 3200.00 CLASSIFIED RETIREMENT 3300.00 OASDHI/FICA 3400.00 HEALTH AND WELFARE BENEFITS 3500.00 STATE UNEMPLOYMENT INSURANCE 3600.00 WORKERS COMPENSATION INSURANCE 3900.00 OTHER BENEFITS TOTAL: 3000	1, 513, 117. 22 833, 522. 31 851, 048. 64 3, 264, 320. 11 425, 276. 77 472, 929. 96 109, 247. 97 7, 469, 462. 98	1, 375, 719. 61 815, 933. 40 835, 016. 63 3, 187, 720. 80 411, 656. 58 456, 906. 21 104, 359. 07 7, 187, 312. 30	1, 375, 719. 61 815, 933. 40 835, 016. 63 3, 187, 720. 80 411, 656. 58 456, 906. 21 104, 359. 07 7, 187, 312. 30	90. 9 97. 8 98. 1 97. 6 96. 7 96. 6 95. 5 96. 2	0. 00 0. 00 0. 00 0. 00 0. 00 0. 00 0. 00	137, 397. 61 17, 588. 91 16, 032. 01 76, 599. 31 13, 620. 19 16, 023. 75 4, 888. 90 282, 150. 68	9. 0 2. 1 1. 8 2. 3 3. 2 3. 3 4. 4 3. 7
4100.00 TEXTBOOKS 4200.00 BOOK, MAGAZINE&PERIOD-DIST. USE 4300.00 INSTRUCTIONAL SUPPLIES 4400.00 MEDIA AND SOFTWARE-DISTRCT USE 4500.00 NONINSTRUCTIONAL SUPPLIES 4700.00 FOOD SUPPLIES TOTAL: 4000	211. 00-	211. 04-	211. 04-	. 0	0.00	0. 04	100. 0
	36, 001. 66	21, 486. 53	21, 486. 53	59. 6	132.94	14, 382. 19	39. 9
	61, 790. 02	48, 316. 37	48, 316. 37	78. 1	3,144.49	10, 329. 16	16. 7
	8, 228. 93	5, 678. 13	5, 678. 13	69. 0	537.67	2, 013. 13	24. 4
	420, 917. 94	290, 939. 68	290, 939. 68	69. 1	68,812.50	61, 165. 76	14. 5
	12, 000. 00	8, 949. 51	8, 949. 51	74. 5	2,899.14	151. 35	1. 2
	538, 727. 55	375, 159. 18	375, 159. 18	69. 6	75,526.74	88, 041. 63	16. 3
5100.00 PERSON&CONSULTANT SVC-DIST USE	832, 708. 04	405, 064. 85	405, 064. 85	48. 6	308, 679. 84	118, 963. 35	14. 2
5200.00 TRAVEL & CONFERENCE EXPENSES	94, 328. 32	59, 836. 46	59, 836. 46	63. 4	11, 205. 34	23, 286. 52	24. 6
5300.00 POST/DUES/MEMBERSHIPS-DIST. USE	130, 594. 59	98, 948. 29	98, 948. 29	75. 7	2, 469. 41	29, 176. 89	22. 3
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	1, 456, 349. 31	1, 456, 349. 31	85. 1	243, 626. 18	10, 472. 51	. 6
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	567, 534. 40	440, 380. 26	440, 380. 26	77. 5	99, 164. 44	27, 989. 70	4. 9
5800.00 OTHER OPERATING EXP-DIST. USE	228, 771. 58	120, 751. 49	120, 751. 49	52. 7	26, 635. 63	81, 384. 46	35. 5
5900.00 INTERPROGRAM CHARGES-DIST. USE	180. 00	0. 00	0. 00	.0	0. 00	180. 00	100. 0
TOTAL: 5000	3, 565, 764. 93	2, 581, 330. 66	2, 581, 330. 66	72. 3	691, 780. 84	292, 653. 43	8. 2
TOTAL: 1000-5999	37, 857, 631. 75	36, 032, 249. 45	36, 032, 249. 45	95. 1	767, 307. 58	1, 058, 074. 72	2. 7

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Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKI NG BUDGET			%	PENDED/ ENCUMBERED	UNENCUMBI BALANCE	===== ERED %
6300. OO LI BRARY BOOKS - EXPANSI ON 6400. OO ADDI TI ONAL/I MPROVED EQUI PMENT TOTAL: 6000	49, 847. 09 189, 821. 16 239, 668. 25	45, 224. 60 78, 778. 32 124, 002. 92	45, 224. 60 78, 778. 32 124, 002. 92	90. 7 41. 5 51. 7	1, 380. 52 23, 452. 20 24, 832. 72	3, 241. 97 87, 590. 64 90, 832. 61	6. 5 46. 1 37. 8
TOTAL: 1000-6999	38, 097, 300. 00	36, 156, 252. 37	36, 156, 252. 37	94. 9	792, 140. 30	1, 148, 907. 33	3. 0
7300.00 INTERFUND TRANSFERS 7600.00 OTHER STUDENT AID TOTAL: 7000	149, 728. 00 30, 374. 85 180, 102. 85	149, 728. 00 4, 678. 56 154, 406. 56	149, 728. 00 4, 678. 56 154, 406. 56	100. 0 15. 4 85. 7	0. 00 0. 00 0. 00	0. 00 25, 696. 29 25, 696. 29	. 0 84. 5 14. 2
TOTAL: 1000-7999	38, 277, 402. 85	36, 310, 658. 93	36, 310, 658. 93	94.8	792, 140. 30	1, 174, 603. 62	3. 0

# BEST NET CONSORTIUM BUDGET SUMMARY REPORT 07/01/2011 TO 06/30/2012

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Fund:

01 GENERAL FUND

SUMMARY BY OBJECT		WORKI NG BUDGET	EXPENDED	//RECEIVED YEAR TO DATE	 % 	PENDED/ ENCUMBERED	UNENCUMB BALANCE	===== ERED % ======
TOTAL INCOME	(8000 - 8999)	2, 030, 389. 85	1, 433, 699. 46	1, 433, 699. 46	70. 6	0. 00	596, 690. 39	29. 3
TOTAL: 1000-59	99	37, 857, 631. 75	36, 032, 249. 45	36, 032, 249. 45	95. 1	767, 307. 58	1, 058, 074. 72	2. 7
TOTAL: 1000-69	99	38, 097, 300. 00	36, 156, 252. 37	36, 156, 252. 37	94. 9	792, 140. 30	1, 148, 907. 33	3. 0
TOTAL: 1000-79	99	38, 277, 402. 85	36, 310, 658. 93	36, 310, 658. 93	94.8	792, 140. 30	1, 174, 603. 62	3. 0
TOTAL EXPENSES	(1000 - 7999)	38, 277, 402. 85	36, 310, 658. 93	36, 310, 658. 93	94.8	792, 140. 30	1, 174, 603. 62	3. 0

#### BEST NET CONSORTIUM BUDGET SUMMARY REPORT 07/01/2011 TO 06/30/2012

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Fund: 72 CHILD DEVELOPMENT FUND

	WORKI NG		/RECEI VED		PENDED/	UNENCUMBERED	
SUMMARY BY OBJECT	BUDGET	CURRENT	YEAR TO DATE	.======	ENCUMBERED	BALANCE	 
8800.00 LOCAL REVENUES	25, 886. 00	10, 709. 47	10, 709. 47	41. 3	0. 00	15, 176. 53	58. 6
8900.00 OTHER FINANCING SOURCES	149, 728. 00	149, 728. 00	149, 728. 00	100. 0	0. 00	0. 00	. 0
TOTAL: 8000	175, 614. 00	160, 437. 47	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 TOTAL: 5000	0. 00	0. 00	0. 00	. 0	0. 00	0. 00	. 0
	0. 00	0. 00	0. 00	. 0	0. 00	0. 00	. 0
TOTAL: 1000-5999	23, 086. 00	10, 072. 38	10, 072. 38	43.6	0. 00	13, 013. 62	56. 3

# BEST NET CONSORTIUM BUDGET SUMMARY REPORT 07/01/2011 TO 06/30/2012

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Fund:

72 CHILD DEVELOPMENT FUND

SUMMARY BY OBJECT	WORKI NG BUDGET			PENDED/ % ENCUMBERED		UNENCUMBERED BALANCE	
TOTAL INCOME (8000	- 8999) 175, 614. 00	160, 437. 47	160, 437. 47	91. 3	0. 00	15, 176. 53	8. 6
TOTAL: 1000-5999	23, 086. 00	10, 072. 38	10, 072. 38	43. 6	0.00	13, 013. 62	56. 3
TOTAL: 1000-6999 TOTAL: 1000-7999	23, 086. 00 23, 086. 00	10, 072. 38 10, 072. 38	10, 072. 38 10, 072. 38	43. 6 43. 6	0. 00 0. 00	13, 013. 62 13, 013. 62	56. 3 56. 3
TOTAL EXPENSES (1000	- 7999) 23, 086. 00	10, 072. 38	10, 072. 38	43. 6	0. 00	13, 013. 62	56. 3

#### BEST NET CONSORTIUM BUDGET SUMMARY REPORT 07/01/2011 TO 06/30/2012

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#J2477

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKI NG BUDGET	EXPENDED CURRENT	/RECEIVED YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUME BALANCE	BERED %
8100.00 FEDERAL HEA REVENUES 8600.00 STATE REVENUES 8800.00 LOCAL REVENUES 8900.00 OTHER FINANCING SOURCES TOTAL: 8000	14, 500. 00 571, 893. 00 251, 192. 00 869. 42 838, 454. 42	8, 625. 00 345, 135. 50 311, 841. 29 24, 159. 42 689, 761. 21	8, 625. 00 345, 135. 50 311, 841. 29 24, 159. 42 689, 761. 21	59. 4 60. 3 100. 0	0. 00 0. 00 0. 00 0. 00 0. 00	5, 875. 00 226, 757. 50 60, 649. 29- 23, 290. 00- 148, 693. 21	40. 5 39. 6 0
1100.00 CONTRACT CLASSROOM INST.	4, 526, 393. 50	4, 315, 987. 19	4, 315, 987. 19	95. 3	0.00	210, 406. 31	4. 6
1200.00 CONTRACT CERT. ADMINISTRATORS	2, 565, 789. 00	2, 385, 792. 23	2, 385, 792. 23	92. 9	0.00	179, 996. 77	7. 0
1300.00 INSTRUCTORS DAY/HOURLY	1, 915, 300. 00	1, 971, 239. 79	1, 971, 239. 79	100. 0	0.00	55, 939. 79-	. 0
1400.00 NON-INSTRUCTION HOURLY CERT.	77, 031. 00	57, 283. 32	57, 283. 32	74. 3	0.00	19, 747. 68	25. 6
TOTAL: 1000	9, 084, 513. 50	8, 730, 302. 53	8, 730, 302. 53	96. 1	0.00	354, 210. 97	3. 8
2100.00 CONTRACT CLASSIFED NON-INSTR. 2200.00 INSTRUCTIONAL AIDS 2300.00 NON-INSTRUCTION HOURLY CLASS. 2400.00 INST AIDES-HOURLY- DIR. INSTRUC TOTAL: 2000	3, 281, 022. 06	3, 237, 043. 77	3, 237, 043. 77	98. 6	0. 00	43, 978. 29	1. 3
	530, 385. 00	526, 390. 18	526, 390. 18	99. 2	0. 00	3, 994. 82	. 7
	163, 288. 14	131, 895. 99	131, 895. 99	80. 7	0. 00	31, 392. 15	19. 2
	338, 224. 14	299, 950. 34	299, 950. 34	88. 6	0. 00	38, 273. 80	11. 3
	4, 312, 919. 34	4, 195, 280. 28	4, 195, 280. 28	97. 2	0. 00	117, 639. 06	2. 7
3100.00 CERTIFICATED RETIREMENT 3200.00 CLASSIFIED RETIREMENT 3300.00 OASDHI/FICA 3400.00 HEALTH AND WELFARE BENEFITS 3500.00 STATE UNEMPLOYMENT INSURANCE 3600.00 WORKERS COMPENSATION INSURANCE 3900.00 OTHER BENEFITS TOTAL: 3000	670, 707. 90 508, 834. 00 464, 705. 60 1, 716, 103. 10 215, 555. 00 248, 758. 00 54, 814. 40 3, 879, 478. 00	640, 306. 09 462, 296. 01 441, 746. 83 1, 595, 358. 37 204, 803. 14 235, 363. 81 52, 337. 04 3, 632, 211. 29	640, 306. 09 462, 296. 01 441, 746. 83 1, 595, 358. 37 204, 803. 14 235, 363. 81 52, 337. 04 3, 632, 211. 29	95. 4 90. 8 95. 0 92. 9 95. 0 94. 6 95. 4 93. 6	0.00 0.00 0.00 0.00 0.00 0.00 0.00	30, 401. 81 46, 537. 99 22, 958. 77 120, 744. 73 10, 751. 86 13, 394. 19 2, 477. 36 247, 266. 71	4.5 9.1 4.9 7.0 4.9 5.3 4.5 6.3
4200.00 BOOK, MAGAZINE&PERIOD-DIST. USE	1, 544. 00	493. 75	493. 75	31. 9	0.00	1, 050. 25	68. 0
4300.00 INSTRUCTIONAL SUPPLIES	53, 646. 93	45, 988. 52	45, 988. 52	85. 7	4,134.95	3, 523. 46	6. 5
4400.00 MEDIA AND SOFTWARE-DISTRCT USE	2, 189. 27	1, 058. 27	1, 058. 27	48. 3	0.00	1, 131. 00	51. 6
4500.00 NONINSTRUCTIONAL SUPPLIES	158, 806. 99	129, 880. 86	129, 880. 86	81. 7	13,916.79	15, 009. 34	9. 4
TOTAL: 4000	216, 187. 19	177, 421. 40	177, 421. 40	82. 0	18,051.74	20, 714. 05	9. 5
5100.00 PERSON&CONSULTANT SVC-DIST USE	68, 037. 64	19, 315. 34	19, 315. 34	28. 3	5, 987. 40	42, 734. 90	62. 8
5200.00 TRAVEL & CONFERENCE EXPENSES	33, 130. 00	29, 691. 79	29, 691. 79	89. 6	730. 00	2, 708. 21	8. 1
5300.00 POST/DUES/MEMBERSHIPS-DIST. USE	49, 972. 63	29, 649. 64	29, 649. 64	59. 3	2, 317. 17	18, 005. 82	36. 0
5500.00 UTILITIES & HOUSEKEEP-DIST. USE	847, 654. 39	674, 103. 85	674, 103. 85	79. 5	101, 314. 62	72, 235. 92	8. 5
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	404, 550. 22	309, 801. 71	309, 801. 71	76. 5	45, 320. 43	49, 428. 08	12. 2
5800.00 OTHER OPERATING EXP-DIST. USE	241, 522. 30	56, 008. 78	56, 008. 78	23. 1	3, 053. 84	182, 459. 68	75. 5
TOTAL: 5000	1, 644, 867. 18	1, 118, 571. 11	1, 118, 571. 11	68. 0	158, 723. 46	367, 572. 61	22. 3
TOTAL: 1000-5999	19, 137, 965. 21	17, 853, 786. 61	17, 853, 786. 61	93. 2	176, 775. 20	1, 107, 403. 40	5. 7
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	10, 178. 12	10, 178. 12	67. 8	4, 821. 88	0. 00	. 0

# BEST NET CONSORTIUM BUDGET SUMMARY REPORT 07/01/2011 TO 06/30/2012

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Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKI NG BUDGET	EXPENDED CURRENT	)/RECEI VED YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMB BALANCE	ERED %
6400.00 ADDITIONAL/IMPROVED EQUIPMENT TOTAL: 6000	19, 356. 21 35, 906. 21	10, 577. 54 20, 755. 66	10, 577. 54 20, 755. 66	54. 6 57. 8	1, 458. 39 6, 280. 27	7, 320. 28 8, 870. 28	37. 8 24. 7
TOTAL: 1000-6999	19, 173, 871. 42	17, 874, 542. 27	17, 874, 542. 27	93. 2	183, 055. 47	1, 116, 273. 68	5.8
7200.00 INTRAFUND TRANSFERS OUT TOTAL: 7000	200, 000. 00 200, 000. 00	200, 000. 00 200, 000. 00	200, 000. 00 200, 000. 00	100. 0 100. 0	0. 00 0. 00	0. 00 0. 00	. 0 . 0
TOTAL: 1000-7999	19, 373, 871. 42	18, 074, 542. 27	18, 074, 542. 27	93. 2	183, 055. 47	1, 116, 273. 68	5. 7

# BEST NET CONSORTIUM BUDGET SUMMARY REPORT 07/01/2011 TO 06/30/2012

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Fund:

01 GENERAL FUND

SUMMARY BY OBJECT		WORKI NG BUDGET	EXPENDED CURRENT	//RECEIVED YEAR TO DATE	 %	PENDED/ ENCUMBERED	UNENCUMBI BALANCE	===== ERED % ======
TOTAL INCOME	(8000 - 8999)	838, 454. 42	689, 761. 21	689, 761. 21	82. 2	0. 00	148, 693. 21	17. 7
TOTAL: 1000-599	99	19, 137, 965. 21	17, 853, 786. 61	17, 853, 786. 61	93. 2	176, 775. 20	1, 107, 403. 40	5. 7
TOTAL: 1000-699	99	19, 173, 871. 42	17, 874, 542. 27	17, 874, 542. 27	93. 2	183, 055. 47	1, 116, 273. 68	5.8
TOTAL: 1000-799	99	19, 373, 871. 42	18, 074, 542. 27	18, 074, 542. 27	93. 2	183, 055. 47	1, 116, 273. 68	5. 7
TOTAL EXPENSES	(1000 - 7999)	19, 373, 871. 42	18, 074, 542. 27	18, 074, 542. 27	93. 2	183, 055. 47	1, 116, 273. 68	5. 7

# BEST NET CONSORTIUM BUDGET SUMMARY REPORT 07/01/2011 TO 06/30/2012

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Fund: 51 BOOKSTORE FUND

SUMMARY BY OBJECT	WORKI NG BUDGET	EXPENDED CURRENT	/RECEIVED YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBER BALANCE	RED %
8800. 00 LOCAL REVENUES	0. 00	352. 63	352. 63	100. 0	0. 00	352. 63-	. 0
TOTAL: 8000	0. 00	352. 63	352. 63	100. 0	0. 00	352. 63-	. 0

# BEST NET CONSORTIUM BUDGET SUMMARY REPORT 07/01/2011 TO 06/30/2012

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Fund:

51 BOOKSTORE FUND

SUMMARY BY OBJECT	WORKI NG BUDGET			:===== % :======	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE %	
TOTAL INCOME (8000 - 8999)	0.00	352. 63	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

# BEST NET CONSORTIUM BUDGET SUMMARY REPORT 07/01/2011 TO 06/30/2012

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Fund: 72 CHILD DEVELOPMENT FUND

	WORKI NG		/RECEI VED		PENDED/	UNENCUMBE	RED
SUMMARY BY OBJECT	BUDGET	CURRENT	YEAR TO DATE	%	ENCUMBERED	BALANCE	%
8800. 00 LOCAL REVENUES TOTAL: 8000	3, 000. 00 3, 000. 00	3, 103. 05 3, 103. 05	3, 103. 05 3, 103. 05	100. 0 100. 0	0. 00 0. 00	103. 05- 103. 05-	. 0
2300.00 NON-INSTRUCTION HOURLY CLASS. TOTAL: 2000	2, 000. 00 2, 000. 00	2, 475. 00 2, 475. 00	2, 475. 00 2, 475. 00	100. 0 100. 0	0. 00 0. 00	475. 00- 475. 00-	. 0 . 0
3300.00 OASDHI/FICA 3500.00 STATE UNEMPLOYMENT INSURANCE TOTAL: 3000	153. 00 32. 00 185. 00	186. 35 39. 23 225. 58	186. 35 39. 23 225. 58	100. 0 100. 0 100. 0	0. 00 0. 00 0. 00	33. 35- 7. 23- 40. 58-	. 0 . 0 . 0
5800.00 OTHER OPERATING EXP-DIST. USE TOTAL: 5000	500. 00 500. 00	0. 00 0. 00	0. 00 0. 00	. 0 . 0	0. 00 0. 00		100. 0 100. 0
TOTAL: 1000-5999	2, 685. 00	2, 700. 58	2, 700. 58	100. 0	0. 00	15. 58-	. 0

BEST NET CONSORTIUM BUDGET SUMMARY REPORT 07/01/2011 TO 06/30/2012

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Fund:

72 CHILD DEVELOPMENT FUND

SUMMARY BY OBJECT		WORKI NG BUDGET			*===== % *======	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	
TOTAL INCOME	(8000 - 8999)	3, 000. 00	3, 103. 05	3, 103. 05	100. 0	0.00	103. 05-	. 0
TOTAL: 1000-59	99	2, 685. 00	2, 700. 58	2, 700. 58	100. 0	0. 00	15. 58-	. 0
TOTAL: 1000-69	99	2, 685. 00	2, 700. 58	2, 700. 58	100.0	0.00	15. 58-	. 0
TOTAL: 1000-79	99	2, 685. 00	2, 700. 58	2, 700. 58	100. 0	0.00	15. 58-	. 0
TOTAL EXPENSES	(1000 - 7999)	2, 685. 00	2, 700. 58	2, 700. 58	100. 0	0. 00	15. 58-	. 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:** July 12, 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 May 29, 2012 to June 24, 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 July 12, 2012

PO No.	Vendor Name	Purchase Order Description	Amount	
124126	BESTWAY LAUNDRY SOLUTIONS	Instructional Supplies	\$ 364.20	
124127	KEENAN & ASSOCIATES	Liablity Insurance	\$ 1,028.00	
124128	INMARK DBA	Non-instructional Supplies	\$ 65.13	
124129	HOGREFE JR, RICHARD K	Conference	\$ 779.86	
124130	HUGHES III, RICHARD	Mileage Reimbursement	\$ 58.28	
124131	THREE PEAKS CORP	<b>Building Improvements</b>	\$ 2,258.00	
124132	DATELAND CONST CO INC	New Buildings	\$ 3,425.00	
124133	BAKER LEE, ROSALIND	Conference	\$ 64.65	
124134	ALEXANDER, PAMELA	Student Financial Aid	\$ 99.00	
124135	BARBO, JENNIFER	Student Financial Aid	\$ 148.50	
124136	BARBOZA, DIANE	Student Financial Aid	\$ 49.50	
124137	BENITEZ, VILMA	Student Financial Aid	\$ 99.00	
124138	BOOKER, STACEY	Student Financial Aid	\$ 99.00	
124139	BURNSBATTLE, TAMORA	Student Financial Aid	\$ 132.00	
124140	CARRELL, SHEEBA	Student Financial Aid	\$ 115.50	
124141	CEVALLOS, MARIA	Student Financial Aid	\$ 99.00	
124142	CHAVEZ, PRISCILLA	Student Financial Aid	\$ 49.50	
124143	COLIX, SANDRA	Student Financial Aid	\$ 115.50	
124144	CONTRERAS, MARIA	Student Financial Aid	\$ 49.50	
124145	DE LA TORRE, GEORGNA	Student Financial Aid	\$ 148.50	
124146	ESCOBEDO, MARIBEL	Student Financial Aid	\$ 49.50	
124147	GOMEZ, LUPE	Student Financial Aid	\$ 247.50	
124148	GARCIA, MARY	Student Financial Aid	\$ 49.50	
124149	HERNANDEZ, NANCY	Student Financial Aid	\$ 115.50	
124150	HOLMAN, SHERIEN	Student Financial Aid	\$ 49.50	
124151	JAMES, HARRIET	Student Financial Aid	\$ 115.50	
124152	LOFSTEDG, MARY	Student Financial Aid	\$ 49.50	
124153	•	Student Financial Aid	\$ 165.00	
	LUNA, CINTHIA	Student Financial Aid	\$ 49.50	
124155	MCKINNON, ROBIN	Student Financial Aid	\$ 99.00	
124156	MEIGHAN, GLENDA	Student Financial Aid	\$ 181.50	
124157	NIETO, ELIZABETH	Student Financial Aid	\$ 49.50	
124158	PARCELLS, CRYSTAL	Student Financial Aid	\$ 49.50	
124159	PEREZ-PONCE, BLANCA	Student Financial Aid	\$ 49.50	
124160	RIVERA, ELIZABETH	Student Financial Aid	\$ 49.50	
124161	ROBLES, CECILIA	Student Financial Aid	\$ 165.00	
124162	GREEN SALLEY, DIANE	Student Financial Aid	\$ 99.00	
124163	SANCHEZ, CECILIA	Student Financial Aid	\$ 132.00	
124164	SANCHEZ, ELENA	Student Financial Aid	\$ 49.50	
124165	SCOTT, ALICE	Student Financial Aid	\$ 49.50	
124166	SMITH, BRIAN	Student Financial Aid	\$ 198.00	
124167	SMITH, LOVE	Student Financial Aid	\$ 99.00	
124168	TREACY, BLANCA	Student Financial Aid	\$ 49.50	
124169	TURNER, TERESA	Student Financial Aid	\$ 49.50	
124170	WILLIAMS, JEANETTE	Student Financial Aid	\$ 148.50	

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# Purchase Order Board Report July 12, 2012

PO No.	Vendor Name	<b>Purchase Order Description</b>	Amount
124171	WILLIAMS, SOPHIA	Student Financial Aid	\$ 49.50
124172	GAMBOA, CRYSTAL	Student Financial Aid	\$ 165.00
124173	LERMA, CHRISTINA	Student Financial Aid	\$ 148.50
124174	ESQUIBEL, MARISSA	Student Financial Aid	\$ 165.00
124175	BARRERA, SANDRA	Student Financial Aid	\$ 49.50
124176	MARES, MAYRA	Student Financial Aid	\$ 49.50
124177	CORONA, BERTHA	Student Financial Aid	\$ 115.50
124178	VELASQUEZ, HERLINDA	Student Financial Aid	\$ 214.50
124179	RUIZ, LALANIE	Student Financial Aid	\$ 115.50
124180	VIATRON SYSTEMS INC	Outside Services	\$ 2,762.30
124181	LATINO FACULTY & STAFF ASSOC	Other Expenses & Fees	\$ 1,500.00
124182	US BANK CORPORATE PMT SYSTEMS	Conference	\$ 380.46
124183	LAVI INDUSTRIES	Equipment	\$ 6,777.57
124184	FIRST STUDENT	Bus Rentals	\$ 810.15
124185	US BANK CORPORATE PMT SYSTEMS	Conference	\$ 1,750.16
			\$ 26,709.76

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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:** Crispina Ongoco, Director of Fiscal Services

**DATE:** July 12, 2012

**SUBJECT:** General Fund Cash Flow Analysis

#### RECOMMENDATION

This item is for information only and no action is required.

#### **OVERVIEW**

The district's budget is a financial plan based on estimated revenues and expenditures for the fiscal year, which runs from July 1 through June 30. Cash refers to what is <u>actually</u> in the district's treasury on a day-to-day and month-to-month basis. Monitoring the amount of cash available to meet the district's financial obligations is the core responsibility of the Fiscal Services Department.

The General Fund cash balance for the district as of June 30 was \$13,943,777. This includes interfund borrowing of \$10,000,000. This balance is sufficient to continue district operations through July 31, 2012.

#### **ANALYSIS**

Attached is the General Fund monthly cash analysis for the district.

#### **BOARD IMPERATIVE**

III. Resource Management for Efficiency, Effectiveness, and Excellence

#### FINANCIAL IMPLICATIONS

This is an information item only. There are no financial implications.



# **General Fund Cash Flow Analysis**

Fiscal Year 2011-12

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	ACCRUALS	TOTAL
Beginning Cash Balance	13,008,403	35,711,640	34,669,970	34,603,996	36,079,749	34,588,537	33,548,972	26,454,001	25,175,519	20,277,268	29,620,357	20,623,611		
Receipts														
Federal		186,245	174,402	-	560,509	-	150,079	932,535	(70,203)	264,991	208,885	1,032,289	250,000	3,689,732
State	1,711,282	4,660,600	8,413,016	9,520,052	4,862,424	2,701,345	2,353,894	1,631,753	900,689	2,387,281	1,829,509	19,613,676	2,450,000	61,324,239
State Deferrals	13,305,997	-		-	-	-	-	-		-		(17,801,424)	17,801,424	-
Local	-	206,937	203,790	2,869,140	161,927	8,026,328	(1,130,907)	2,647,972	652,920	3,929,147	634,068	804,247	950,000	19,955,569
Temporary Borrowings	10,000,000	-	-	-	-	-	-	-	-	10,000,000			-	
Inc Transfer & Sale Of Assets	869	-	-	52,875	-	-	491,837	-	49,419	200,000	23,290	56,222	-	873,643
Accounts Receivable/Accruals	2,180,247	794,974	201,892	679,693	51,143	6,967	(39,808)	196,440	249,627	23,277	(34,183)	(18,869)		
Total Receipts	27,198,395	5,848,756	8,993,100	13,121,760	5,636,003	10,734,640	1,825,095	5,408,700	1,782,452	16,804,696	2,661,569	3,686,141	21,451,424	85,843,183
Disbursements														
Academic Salaries	-	1,031,721	2,684,677	2,859,442	2,908,307	2,863,103	2,933,541	2,674,281	2,857,238	2,858,025	2,824,012	2,979,192	1,000,653	30,474,192
Classified Salaries	1,482,925	1,532,519	1,604,723	1,689,137	1,717,889	1,837,533	1,830,008	1,582,314	1,664,588	1,589,223	1,597,574	1,748,097	621,567	20,498,097
Benefits	673,899	1,081,006	1,261,006	1,265,099	1,290,512	1,254,089	1,287,225	1,249,937	1,250,697	1,182,205	1,201,833	1,277,038	617,416	14,891,962
Supplies & Materials	13,174	131,988	112,376	100,032	109,943	85,601	80,928	147,051	86,049	146,835	146,441	132,225	149,582	1,442,225
Other Operating Exp	287,080	798,993	987,773	1,214,120	780,465	795,556	868,480	949,784	658,604	1,165,348	801,164	604,525	2,422,775	12,334,667
Capital Outlay	7,344	38,230	85,284	110,278	32,941	25,404	75,415	109,733	77,803	153,545	236,032	460,043	127,991	1,540,043
Other Outgo	139,864	143,289	307,101	3,703,314	3,610	93,740	1,687,273	22,374	70,441	228,045	25,376	3,274,944		9,699,371
Loan Repayment	-	-	-	-	-	5,000,000	-	-			5,000,000	-		
Accounts Payable	1,890,872	2,132,680	2,016,134	704,585	283,548	(180,821)	157,196	(48,292)	15,283	138,381	(174,117)	(110,089)		
Total Disbursements	4,495,158	6,890,426	9,059,074	11,646,007	7,127,215	11,774,205	8,920,066	6,687,182	6,680,703	7,461,607	11,658,315	10,365,975	4,939,984	90,880,557
Ending Cash Balance	35,711,640	34,669,970	34,603,996	36,079,749	34,588,537	33,548,972	26,454,001	25,175,519	20,277,268	29,620,357	20,623,611	13,943,777		

#### SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

**REVIEWED BY:** Bruce Baron, Chancellor

**PREPARED BY:** Bruce Baron, Chancellor

**DATE:** July 12, 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**

Bolds, Doris Gabriel-Millette, Christie Garcia, Rose Jollie, Melodie Kates, Johnny Kracher, Gloria Marmolejo, Kathryn Moore, Anita (2) Murrillo-Peters, Dena Nichols, Barbara Ohigashi, Jerry Parra, Guillermo Quezada, Victor Raghavan, Girija Rivera-Reza, Rosemary Scudder, Baybie Shafer, Kristopher Thomas, Cassandra Tone, Ashley Trasporte, Catalina Vargas, Genaro

#### **CHC**

Baron, Bruce
Bryson, Richard
Fullwiler, Stacey
Marshall, Cheryl
McKay, Regina
Mealey, Elizabeth
Paddock, Ericka
Peterson, Karen
Rush, Steven
Strong, Mike
Sutphin, Ginger
Townsend, Jonathan
Warren-Marlatt, Rebeccah
Wurtz, Keith